



CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**December 6, 2018
6:00 AM**

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 December 6, 2018 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA. Persons with disabilities who may need assistance should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The 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. Mid Valley Disposal - 3rd Quarter Report, Ivette Rodriguez
2. Employee of the Month for November 2018 - Maria Reyes, Work Experience
3. Presenting a Key to the City of Coalinga to Mayor Vosburg Honoring his Service to the Community

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will

be referred to staff for follow up and a report.

4. PUBLIC HEARINGS

1. Introduce and Waive First Reading of Ordinance No. 825 Amending the Planning and Zoning Code Related to Regulating Requests for Second Residential Driveways
Sean Brewer, Community Development Director

5. CONSENT CALENDAR

1. Approve MINUTES - October 18, 2018 (Amended)
2. Approve MINUTES - November 1, 2018 (Amended)
3. Approve MINUTES - November 20, 2018 (Special)
4. Adopt Resolution No. 3843 Amending the Basic Pay Scale
5. Adopt Resolution No. 3844 Amending the Building Official Pay Scale
6. Adopt Resolution No. 3845 Amending the Department Head Pay Scale
7. Adopt Resolution No. 3846 Amending Secretary, Public Works and Utilities (Confidential) Job Description
8. Adopt Resolution No. 3847 Amending the Secretary to the Fire Chief (Confidential) Job Description
9. Adopt Resolution No. 3848 Amending the Secretary to the Police Chief (Confidential) Job Description
10. Adopt Resolution No. 3849 Amending the Human Resources Generalist (Confidential) Job Description
11. Adopt Resolution No. 3850 Amending the Human Resources Analyst Job Description
12. Adopt Resolution No. 3851 Amending the Senior Administrative Analyst Job Description
13. Adopt Resolution No. 3852 Amending the Financial Services Supervisor Job Description
14. Adopt Resolution No. 3853 Amending the Economic Development Coordinator Job Description
15. Adopt Resolution No. 3854 Amending the Accountant Job Description
16. Adopt Resolution No. 3855 Amending the Assistant Field Services Manager Job Description
17. Adopt Resolution No. 3856 Amending the Assistant to the City Manager/City Clerk Job Description
18. Adopt Resolution No. 3857 Amending the Utility Supervisor Job Description
19. Adopt Resolution No. 3858 Amending the Public Works Supervisor Job Description
20. Adopt Resolution No. 3859 Amending the Police Chief Job Description
21. Adopt Resolution No. 3860 Amending the Building Official Job Description
22. Adopt Resolution No. 3861 Amending the Police Commander Job Description
23. Adopt Resolution No. 3867 Amending the Bus Driver Job Description
24. Adopt Resolution No. 3868 Amending the Lead Bus Driver Job Description
25. Adopt Resolution No. 3869 Amending the Account Clerk I, II, III Job Descriptions

26. Adopt Resolution No. 3870 Amending the Maintenance Worker I, II, III Job Descriptions
27. Adopt Resolution No. 3871 Amending the Water Operator I Job Description
28. Adopt Resolution No. 3872 Amending the Water Operator II Job Description
29. Adopt Resolution No. 3873 Amending the Water Operator III Job Description
30. Adopt Resolution No. 3874 Amending the Water Operator IV Job Description
31. Adopt Resolution No. 3875 Amending the Water Operator Apprentice Job Description
32. Adopt Resolution No. 3876 Amending the Equipment Mechanic Job Description
33. Adopt Resolution No. 3877 Amending the Assistant Engineer Job Description
34. Adopt Resolution No. 3878 Amending the Public Utilities Coordinator Job Description
35. Adopt Resolution No. 3879 Amending the Maintenance Worker I (Street Sweeper) Job Description
36. Adopt Resolution No. 3880 Amending the Basic Pay Scale effective October 4, 2018
37. Adopt Resolution No. 3881 Approving additional modules needed including Purchase Orders, Tyler Content Manager, and Energov Community Development with the implementation of the Tyler Technologies Incode-10 Financial Software and Appropriation of the Funding Needed
38. Approval of Memorandum of Understanding between the City of Coalinga and the International Association of Firefighters AFL-CIO, Local 2305 for July 1, 2018 through June 30, 2021
39. Waive Second Reading and Adopt Ordinance No. 824, approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in and adjacent to all residential zoning districts
40. Approve the Renewal of the Exclusive Authorization and Right to Sell Agreement between the City of Coalinga and Mid State Realty
41. Award of Alum Sludge Removal Project
42. Authorize the Purchase of Three Utility Trucks from Keller Ford
43. Authorize Transfer of Surplus Equipment to 4B's Spraying INC. in Lieu of Payment for Services
44. Declare City Equipment as Surplus Property and Direct Staff to Auction Items
45. Authorize Increased Design Fee due to Change of Design for pH Control at Water Treatment Plant
46. Council Review and Approval of the Sunset Street Rehabilitation Phase 1 Project Budget and Funding Re-Appropriation
47. Authorize Two Water Operator Apprentice (Part-Time) Positions to be Combined into one Full Time Water Operator Apprentice Position
48. Fire Department Report – September 2018
49. Fire Department Report – October 2018
50. Police Department Monthly Report
51. Public Works & Utilities Monthly Report for November 2018

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Appointment of a new Planning Commissioner to the Planning Commission
Sean Brewer, Community Development Director
2. Discussion and Direction regarding Amending Odor Regulations related to Commercial Cannabis Operations
Sean Brewer, Community Development Director

7. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

8. ANNOUNCEMENTS

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

9. FUTURE AGENDA ITEMS

10. CLOSED SESSION

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

11. ADJOURNMENT

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

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

Subject: Introduce and Waive First Reading of Ordinance No. 825 Amending the Planning and Zoning Code Related to Regulating Requests for Second Residential Driveways
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Staff is recommending that the City Council approve a zoning text amendment by introducing and waiving the first reading of Ordinance No. 825, amending the Planning and Zoning Code related to regulating requests for second driveways in residential districts.

II. BACKGROUND:

City staff has been reviewing the regulations related to second driveways in residential districts and found that the policy that was approved by the City Council in 2012 is no longer consistent with the zoning code since its comprehensive update in 2014 (attached is a copy of the policy). Staff has received multiple requests for second driveways from residents and in accordance with Section 9-4.309 (attached) second driveways are prohibited unless they meet criteria for a "U" shaped driveway which does allow for access to side and rear yards. Staff has reviewed several jurisdictions policies and found that second driveways for the use of RV parking and additional parking needs is common with established standards and specifications.

On, November 13, 2018, the Planning Commission, conducted a noticed public hearing to review and further approved Resolution 018P-011 recommending to the City Council approval of a zoning text amendment in the form of an ordinance that establishes regulations for permitting second driveways in residential districts.

III. DISCUSSION:

Staff has prepared an ordinance that would incorporate new regulations into section 9-4.309 in order to facilitate permitting second driveways in residential districts. A copy of Ordinance No. 825 has been attached incorporating the regulations below:

- a. Properties are limited to one driveway per parcel unless an encroachment permit has been obtained from the Public Works Department for a second driveway and all of the following standards have been met:**
- b. No more than 50% of the entire front yard area may be paved regardless of purpose. (i.e. driveways, walkways, etc.)**
- c. Space must be provided behind the building setback for parking. No parking in the front yard.**
- d. No more than 50% of lot frontage of any parcel shall be devoted to driveways.**

- e. A minimum 20' clear distance per lot frontage is required for on-street parking.
- f. Handicap ramps are not permitted driveway approaches.
- g. A secondary driveway for RV's may be allowed on corner lots with the approval of an encroachment permit from the Engineering Division.
- h. Second Driveways must be located at a minimum of 2' from any property line.
- i. Driveways must be a minimum width of 15', including flares, and a maximum width of 30'.
- j. Driveways shall conform to all City Standards.
- k. Cul-de-sac & knuckles are exempt from this requirement.

Public Notification: A public hearing notice was prepared and circulated in accordance with State and Local law as it relates to zoning text amendments. The Public hearing notice was posted at City Hall, the Police Department, Fire Department, Coalinga Library, Coalinga Area Chamber of Commerce, City's Website and it ran in the Coalinga Press.

California Environmental Quality Act: Staff has determined that this action would be exempt from the California Environmental Quality act pursuant to Section 15061(b)(3), Review for Exemptions – General Rule, in that it can be seen that these actions will not have a significant effect on the environment.

IV. ALTERNATIVES:

- Do not introduce and waive the first reading of Ordinance No. 825 - staff does not recommend.

V. FISCAL IMPACT:

When a zoning text amendment is brought before the City Council and City Council the following standard findings must be made for each Zoning Ordinance amendment. Specific findings may also be required by the decision-making body on a case-by-case basis.

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

Staff has determined that this action would be exempt from the California Environmental Quality act pursuant

to Section 15061(b)(3), Review for Exemptions – General Rule, in that it can be seen that these actions will not have a significant effect on the environment.

ATTACHMENTS:

File Name	Description
❏ Ordinance_No._825_-_Permitting_Second_Driveway.docx	Ordinance No. 825 - Second Driveways
❏ Issuance_Policy_for_Driveway_Approaches_SR_6-14-2012.pdf	2012 Driveway Issuance Policy
❏ Resolution_No._018P-011_-_Second_Driveways.pdf	PLanning Commission Resolution No. 018P-011 - Second Driveways

DRAFT ORDINANCE NO. 825
SECOND DRIVEWAY STANDARDS

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING TITLE 9, CHAPTER 4, ARTICLE 3, OF THE CITY'S DEVELOPMENT
CODE RELATED TO SECOND DRIVEWAYS IN RESIDENTIAL DISTRICTS

THE CITY COUNCIL OF THE CITY OF COALINGA DOES ORDAIN AS FOLLOWS:

SECTION 1. AMEND SECTION 9-4.309 OF ARTICLE 3 OF CHAPTER 4 OF TITLE 9 TO
READ AS FOLLOWS:

Sec. 9-4.309. - Driveways.

(a) The following standards apply to driveways in all development districts unless otherwise specified. Exceptions to the following standards and requirements may be requested and are subject to decision by the Planning Commission and the City Engineer.

(1) *Width.* All driveways are limited to a combined maximum width of thirty-five (35) feet or forty-five (45) percent of the width of the parcel's frontage, whichever is less unless authorized by the City Engineer.

(2) *Visibility.* Driveway view triangles shall be subject to the visibility standards provided in [Section 9-4.214](#) of this chapter.

(3) *Residential districts.* Driveways within Residential districts are subject to the following standards:

a. Properties are limited to one driveway per parcel unless an encroachment permit has been obtained from the Public Works Department for a second driveway and all of the following standards have been met:

b. No more than 50% of the entire front yard area may be paved regardless of purpose. (i.e. driveways, walkways, etc.)

c. Space must be provided behind the building setback for parking. No parking in the front yard

d. No more than 50% of lot frontage of any parcel shall be devoted to driveways.

e. A minimum 20' clear distance per lot frontage is required for on-street parking.

f. Handicap ramps are not permitted driveway approaches.

g. A secondary driveway for RV's may be allowed on corner lots with the approval of an encroachment permit from the Engineering Division.

h. Second Driveways must be located at a minimum of 2' from any property line.

i. Driveways must be a minimum width of 15', including flares, and a maximum width of 30'.

j. Driveways shall conform to all City Standards.

k. Cul-de-sac & knuckles are exempt from this requirement.

~~b. New driveways within Residential districts shall be designed and constructed to maintain a ten (10) foot setback from side property lines, measured from outside of the driveway flare, or from the edge of the driveway if there is no flare.~~

(4) *U-shaped driveways.* U-shaped driveways, or driveways with more than one connector to a street, alley, roadway, or other public right-of-way, shall be subject to the following standards:

a. U-shaped driveways are permitted only within Residential districts.

b. U-shaped driveways are restricted to parcels with a width of at least 100 feet along the parcel's frontage.

c. The combined width of all entrances/exits of U-Driveways shall not exceed thirty-five (35) linear feet.

d. All U-shaped driveways must include a twenty-five (25) foot separation between each entrance/exit along the parcel's frontage, measured from the outside of the driveway flare.

(5) *Through-lots.* All standards and provisions of this section shall apply to driveways on through-lots, unless transitional standards within Chapter 2 of this title permit otherwise.

SECTION 2. EFFECTIVE DATE; EXPIRATION OF URGENCY ORDINANCE 791.

This Ordinance shall take effect 30 days after its adoption.

SECTION 3. PUBLICATION.

The City Clerk is directed to cause this ordinance or a summary of this ordinance to be published as required by state and local law.

The foregoing Ordinance was introduced by the City Council of the City of Coalinga, California, at a regular scheduled meeting held on December 6, 2018, and was passed and adopted by the City Council at a regular meeting held on January 3, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor
City of Coalinga

ATTEST:

City Clerk/Deputy City Clerk
City of Coalinga

Staff Report - City Council/Successor Agency/Public Finance Authority	
Subject:	Adoption of criteria for the issuance of second driveway approaches for commercial and residential properties.
Meeting Date:	June 14, 2012
From:	Darrel Pyle, City Manager
Prepared by:	Sean Brewer, Assistant Community Development Director

I. RECOMMENDATION:

Adopt the Planning Commission's recommended policy and criteria for the issuance of second driveway approaches for commercial and residential properties.

II. BACKGROUND:

Over the course of the last couple years the City has received several requests for encroachment permits for the installation of a second driveway approach. Historically, the issuance of permits for sidewalks, curbs, gutters and driveways has been handled and approved by the Public Works Director as long as the improvements meet all City construction standards which, in the case of a new driveway, addresses spacing between approaches, number of approaches on one frontage, and the physical construction of the driveway.

In the past, Community Development staff has not been included in the review of such applications. The only reason these permits are currently being issued by the Building Department is because they have the software to issue such permits.

III. DISCUSSION:

At the April 24, 2012 Planning Commission meeting, staff and the Planning Commission discussed issues and concerns related to the approval of second driveways solely on the fact that the request meets City construction standards.

After taking into consideration the commission's comments and concerns discussed at their April 24, 2012 meeting, staff has prepared a policy and set of criteria to follow when considering a request for an additional drive approach, curb cut, and driveway enlargement for both existing commercial/industrial and residential properties. The Planning Commission approved the attached policy recommending adoption by the City Council at their next regularly scheduled meeting.

IV. ALTERNATIVES:

1. Do not adopt the Commission's recommended policy.
2. Amend the recommended policy.

V. FISCAL IMPACT:

None

POLICY AND CRITERIA FOR THE ISSUANCE OF A SECOND DRIVEWAY APPROACH FOR ALL COMMERCIAL, INDUSTRIAL AND RESIDENTIAL PROPERTIES

Requests for second driveways and drive approaches for street frontage (not alleys) shall be submitted to the Community Development Department for review and approval prior to the issuance of an encroachment permit. Approvals of second driveway requests will be based on the following set of general requirements and criteria (Section 9-2.4-B.13 of the Municipal Code related to driveways and drive approaches still apply):

Residential:

1. Safety;
2. Neighborhood Consistency;
3. New driveway must lead to a legal garage or carport (cannot create a parking slab);
4. Off-street parking availability;
5. Proximity to nearest street crossing;
6. Existing access; and
7. Existing percentage of non-pervious surfaces in front yard.

Commercial/Industrial:

1. Safety;
2. Neighborhood and zone district consistency;

APPEAL: Should the applicant disagree with the decision of the Community Development Department the applicant may file a written appeal to the Planning Commission for consideration at their next scheduled meeting. The written appeal shall be delivered to the City Clerk's office within five (5) days of staff's written determination. Final appeal shall be to the City Council in accordance with Chapter 4 of the Coalinga Municipal Code.

RESOLUTION 018P-011

A RESOLUTION OF THE CITY OF COALINGA PLANNING COMMISSION RECOMMENDING APPROVAL OF A ZONING TEXT AMENDMENT TO AMEND THE PLANNING AND ZONING CODE ESTABLISHING REGUALTIONS FOR THE ISSUANCE OF SECOND DRIVEWAYS IN RESIDENTIAL DISTRICTS

WHEREAS, Section 9-4.309 provides regulations related to residential driveways and currently prohibits the installation of a second driveway; and

WHEREAS, it is the City's goal to provide for reasonable regulation within residential districts and limit the infringement on residents while preserving the public health, safety and welfare; and

WHEREAS, a Public Hearing has been advertised and conducted pursuant to Public Resources Code Section 21092 and 21092.3, and public comment has been solicited, and;

WHEREAS, a Notice of Public Hearing was provided to the Coalinga Press, posted at City Hall, Police Department bulletin board, Fire Department Bulletin Board, Coalinga District Library, and Chamber of Commerce on November 1, 2018, and;

WHEREAS, the Planning Commission held the noticed Public Hearing on November 13, 2018 to take testimony with regard to the proposed Zoning Text Amendments and;

WHEREAS, the Planning Commission completed its review of the proposed Zoning Text Amendment and details in the Staff Report and has considered the testimony received during the public hearing process, and;

WHEREAS, the Planning Commission has made the following findings based on the Zoning Text Amendment proposal:

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

NOW THEREFORE BE IT RESOLVED, that the Planning Commission recommends approval to the City Council adoption of a draft ordinance (Exhibit "A") to amend the planning and zoning code to permit second driveways subject to development standards and issuance of an encroachment permit in all residential zoning districts.

PASSED AND ADOPTED, by the City of Coalinga Planning Commission at a regular meeting held on the 13th day of November 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Planning Commission Chairman/Vice Chairman

ATTEST:

City Clerk/Deputy City Clerk

Exhibit "A"

Draft Second Driveway Ordinance

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

Subject: Approve MINUTES - October 18, 2018 (Amended)
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
▣ MINUTES_AMENDED_101818.pdf	Minutes - October 18, 2018 (Amended)

Minutes
AMENDED
CITY COUNCIL/SUCCESSOR
AGENCY/PUBLIC FINANCE AUTHORITY
MEETING AGENDA
October 18, 2018

1. CALL TO ORDER 6:01 PM

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

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, Financial Services Director Jasmin Bains, Public Works and Utilities Director Pete Paciado, Police Chief Michael Salvador, City Treasurer James Vosburg, City Clerk Wanda Earls

Motion by Lander, Second by Ramsey to Approve Agenda for the October 18, 2018 Council Meeting. Motion Approved by a 5/0 Majority Voice Vote.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Presentation: CHUSD Bond Update, Superintendent Lori Villanueva

Superintendent Lori Villanueva introduced Lisa Culbertson, Board Member, Luci Rogers, Assistant Superintendent, Business Services and Jim Reckas, Director of Maintenance, Operations and Transportation.

Mr. Reckas presented a PowerPoint Presentation depicting the progress from Grant Measure R:

- Transportation and repaving
- Bishop roof and plumbing
- CMS/HMS gym chillers
- Sunset Mod
- HES Mod
- Court Yard
- Parking Lot
- Classroom addition
- Bishop classroom addition
- Dawson classroom addition
- Parking lot
- Coalinga CTE Grant
- District
- HMS Track
- CHS Track (orange)

- Girls' locker room a/c
- Window replacement
- Boys' locker room
- Sunset chillers
- Nurses office in Huron

Council Member Lander said it takes team work and cooperation to render your accomplishments.

2. Presentation by MyCivic

Mayor Pro-tem Stolz introduced the presentation by [MyCivic](#), a program she viewed at the League of California Cities. She envisions it possibly replacing CitySourced.

A remote presentation was made depicting the following:

[MyCivic](#)

.

Software Solutions to Connect Communities

The number one way to engage citizens is to “Provide an Easy-to-Use Platform for Innovation and Engagement”.

A part of MyCivic's mission is to build better and stronger communities by providing software solutions that help improve civic engagement and staff productivity, and provide comprehensive reports and analytics that support decision-making

- Solution Citizens Engagement
- Productivity
- Valuable Insight
- Problems Facing Community
- Monthly traffic
- 1st Notification
- Mundane issues
- Downloads
- Live Chat
- Home Screen
- Quick Menu
- Real Time
- Versatile
- Can add and make changes
- Menu Options
- City Council information
- Chose what you want
- Pulsar viewer
- Staff
- Navigation
- Wi-Fi cell phone connection
- Maps and locations

- Sports Complex
- Attractions
- Trails
- Can pull from website
- Existing fees from website
- Information for residents
- Economic Development
- Businesses
- Activate as you go
- Surveys to public
- Comments – staff and council
- Reduces calls to City Hall
- Code enforcement
- Two-way communication
- Auto response option
- Easy to staff-up system
- Complaints and reporting system
- Facebook
- Crime report
- Disclaimer
- Set-up by staff members issue by issue
- Updates to issues
- Work management
- Pay bills
- Public Safety feature
- Register
- Police request
- Direct messaging
- Text messaging
- Best practices

Mayor Vosburg asked about the quoted price. This is our first remote. Thank you. Thank you to the Mayor Pro-tem for bringing this to our attention.

3. CITIZEN COMMENTS

Ms. Terri Yanez reminded everyone about the Corn Hole Tournament to raise funds for our K-9 Support Group. It is from 2:00 to 10:00 PM. There is also a beer booth.

Chief Salvador said he is supporting the American Cancer Society with \$250.00. He is offering pink patches at \$10.00 each. The Fire Department also has the pink shirts for sale at \$25.each.

Mayor Pro-tem Stolz announced the Lip Sync Challenge is being worked and should be on the 21 of November. There are possibly three locations.

4. PUBLIC HEARINGS

1. Public Hearing for Consideration of Refuse Rates Increase; Consider Approval of Resolution No. 3866, a Resolution of the City Council of the City of Coalinga Approving New Refuse Rates Effective November 1, 2018

Dan Bergmann, P.E., IGServices

Mid Valley Disposal has been serving Coalinga for over eight years through a franchise agreement that is in place through 2026. The agreement provides for rate increases from an annual Consumer Price Index (CPI) adjustment, and for rate increases from extraordinary circumstances. Mid Valley has provided the attached letter dated May 25, 2018, requesting both.

This item was brought before City Council on June 27, 2018, wherein the City Council unanimously supported issuing a Proposition 218 compliant rate notice informing customers of the proposed changes, the reasons for the changes, how to protest the changes, and that the rate hearing would be held on October 18, 2018, more than 45 days following the notice.

Mid Valley is requesting a CPI increase of 1.75 percent for 2017 and 2.13 percent for 2018, consistent with the language in Section 1.1 (O) of the agreement. Mid Valley is also requesting to implement rates for recycle and organics collection because of extraordinary circumstances. This is explained in detail in their letter. Based on refuse collection schedules in other cities, it is typical for rates to be in place for recycle, and to be put in place for organics, as organics collection is new. The new rate schedule is attached to the "Second Amendment" with Mid Valley. (The "First Amendment" followed the December 2014 agreement to add prison rates that had been omitted from the agreement.)

Coalinga's existing rate for residential collection is \$24.50 per month, which is generally consistent with neighboring communities. The new residential rate would become:

Existing Residential Rate	\$24.50
CPI increases to Mid Valley	0.96
5% increase in Franchise Fee	<u>1.34</u>
Total New Rate	\$26.80 per month

The increased rate will move Coalinga to the higher side of the average range for neighboring communities, as illustrated below.

The Franchise Fee will increase from 15% to 20%.

Avenal has their own landfill.

The proposed rate schedule also includes a provision to increase the rates annually pursuant to the Mid Valley agreement based on increases in the stated Consumer Price Index.

Mayor Vosburg opened the public hearing.

City Attorney Zamora indicated if anyone has a public protest to this hearing, they need to submit it in writing prior to the close of the hearing tonight.

Ms. Mary Jones indicated she was a little confused on “Franchise”.

City Manager Trejo explained and said the City administers the billing for Mid Valley and it is a Franchise because we have only one handler in town for our refuse.

Ms. Mary Jones asked if it was part of the fee study. She indicated it doesn’t make sense to her and she doesn’t understand.

Mr. Greg Cody said it is a “No brainer”. Mid Valley does a lot more for us than just pick-up our garbage.

Ms. Terri Yanez asked where the garbage goes.

Mr. Kulikoff said to the Avenal landfill.

Mr. Jan Pruitt said Mid Valley helps a lot with community events, etc.

Mr. Scott Netherton was speaking off the microphone.

Council Member Lander asked for clarification on the fee for commercial.

Mr. Kulikoff said a 2-yard bin will increase by \$13.87 per month.

Council Member Ramsey said 27 other cities have an increase.

Council Member Adkisson said they give back to the community.

Mayor Vosburg said Mid Valley is last to raise rates to recover costs. They are proactive in the community and do a great job. Some of this is State imposed. He fully supports Mid Valley.

City Attorney Zamora indicated the City has received one letter opposed to the rate increases from Mr. Keith Ramsey, 376 Madison Street, Coalinga, CA Phone 805-310-9625 c. This is one opposition out of over 3K notices sent out.

Mayor Vosburg closed the public hearing.

*Motion by Lander, Second by Stolz to Accept Letter to Coalinga City Council from Mr. Keith Ramsey, 376 Madison Street, Coalinga, California in Opposition of an Increase in Refuse Rates for the City. Only One Written Notice was received. Motion **Approved** by a 5/0 Majority Voice Vote.*

*Motion by Lander, Second by Stolz to Approve Refuse Rates Increase; Approval of Resolution No. 3866, a Resolution of the City Council of the City of Coalinga Approving New Refuse Rates Effective November 1, 2018. Motion **Approved** by a 5/0 Majority Roll-call Vote.*

5. **CONSENT CALENDAR**

1. Approve MINUTES - September 6, 2018
2. Approve MINUTES - September 20, 2018 (Amended)
3. Approve MINUTES –October 4, 2018
4. Council Review and Approval of Resolution No. 3865 Authorizing the Submission of a Grant Application for Grant Funds for the 2018 Active Transportation Program
5. Information Regarding Business Incentives Available for New Businesses
6. Direct Staff to Explore Homeless Emergency Aid Program (HEAP) Grant Funding Opportunities
7. Authorize Repair of Three Pumps for Water Plant Basin 3
8. Approve a One-Year Service Agreement with Hach Company to Provide Service and Calibration of lab equipment at the Water Treatment Plant
9. Police Department Monthly Report

*Motion by Lander, Second by Stolz to Approve Consent Calendar Items 1-9. Motion **Approved** by a 5/0 Majority Voice Vote.*

6. **ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS**

1. Information on Cost Estimates for Measure J Priorities as Declared in Resolution No. 3862

Marissa Trejo, City Manager

On June 14, 2018, the City Council approved Resolution No. 3820 declaring its intent to request a one percent general sales tax measure to be placed on the November 2018 ballot for voter approval.

On September 20, 2018, the City Council approved Resolution No. 3862 providing a declaration of intent for expenditures related to Measure J Revenues.

Councilman Adkisson requested a Future Agenda Item for staff to prepare cost estimates for each of the priorities. Those cost estimates are listed below.

Hire three additional Firefighter/Paramedic positions - \$234,000

Reinstate the ten Reserve Firefighter positions to assist with coverage of the community- \$105,000

Hire two additional Police Officer positions bringing the Police Department from 15 sworn positions to 17 - \$160,000

Have the Police Department reactivate the Investigations Unit which is currently closed due to lack of funding - \$0 (this is associated with the item directly above by hiring an additional two Officers)

Make needed upgrades to the City's Emergency Command Center - \$20,000 (one-time cost, not ongoing)

Hire additional public safety personnel as needed - \$0 (this cost will have to be determined as personnel are needed)

Purchase a Building Wide Uninterruptable Power Supply (UPS) to ensure that emergency communication services are not dropped between the time of a power outage and the time the generator kicks on - \$75,000 (one-time cost, not ongoing)

Pay fair wages to employees, comparable to similar-sized cities in the Central Valley- City Manager is working on a Salary Survey

Hire a Deputy Fire Chief - \$126,000

Improve recruitment, retention and employee morale - \$0 (this is directly associated with paying fair and comparable wages)

Establish a safety net for the City to protect against the next economic downturn by instituting a financial reserve - This will be dependent on the Reserve Policy adopted by the Council.

Council Member Lander said this is over one year. It will be in the July 2019 Budget before we receive the first payment.

Council Member Ramsey said the Board of Equalization runs 3 months behind.

FSD Bains said it will allocate back to 2018.

The revenue from the RDA will be split between all the districts with the City receiving 21%.

The City Manager and Financial Service Director are having a sack luncheon on Tuesday from 12:00 to 1:00 at the Council Chambers to answer any questions anyone has in reference to Measure J or the fiscal budget.

For people concerned about the General Fund and the proper allocation for Public Safety we can look at the past 20 years and see that 80% of the General Fund Revenue went to PD and FD.

Mayor Vosburg said the budget is determined by the department heads and approved by the Council.

FSD Bains said 80% of the General Fund goes to Public Safety. That means for every \$100 – 78% is spent on Public Safety; that is 37% for PD and 39% for FD.

Feel comfortable in that this is what it is. Residents need to understand transparency. Please drop by her office if you have questions.

Speaker (did not catch her name) encourages everyone to go and vote. There are individuals on the ballot for election. It is so important to go and vote.

Mayor Vosburg said he asked staff to check with other cities with population of 13,300 to find out about their public safety and to compare Coalinga's budget and services to those cities. We are one of the last cities to provide PD and FD service to our city. Some are at the discretion of the Sheriff's Department and American Ambulance.

The Council has done the best it can. If you have better ideas, come and tell us. He would appreciate your coming before us.

Ms. Mary Jones said people are complaining about Public Safety.

Mr. Scott Netherton said he cares about Coalinga and if we don't vote for Measure J we could lose emergency services permanently. Avenal does not provide the response time we need. Do what is right for Coalinga.

Mr. Greg Cody said first responders and public works deserve raises. You need to talk about it and assure people. Talk to mayor and mayor pro-tem about spending assurances. People will pass Measure J.

Council Member Lander said back a few years, we looked at having the Sheriff's Department replace our Police Department and it was far too expensive.

Mr. Greg Cody said citizens are confused about Measure J going for PD and FD.

FSD Bains said it is a General Tax requiring 50% plus 1 vote to pass with \$78 of every \$100 going to Public Safety. You can revisit the trend analysis.

Ms. Mary Jones said she was asked why you don't put it in the paper. She has 3 weeks of election coverage and threw 25% more papers so everyone would have one.

Mr. Scott Netherton said there is a lot of misinformation out there.

City Manager Trejo said we have limited Fire Department Staff. Our wages are lower and we have vacancies for the FD. They are short-staffed and can't fill vacancies. Out of thirteen, three are leaving.

Council Member Adkisson said there are two additional ones that are questionable.

2. Introduce, Review and Waive First Reading of Ordinance 823 relating to Fireworks
Michael Salvador, Chief of Police

The issue of fireworks regulation is not covered in the municipal code. The City has relied on the Health and Safety Code to provide the basis for regulation of fireworks. This provides very limited options and does not fully cover the permitting process or allow for administrative remedies for violations. Both the Police and Fire Chiefs have looked at options and believe that the attached ordinance will provide the tools necessary to adequately deal with the issue of both safe and sane and illegal fireworks.

Chief Salvador said there are two changes to the ordinance:

- Page 2, Section 4-8.30.d delete additional insurance wording
- Correct Section 4-8.130 to read City of Coalinga

City Attorney Zamora suggested to not changing the section regarding insurance.

Mayor Pro-tem Stolz commented on the Fireworks booth fee. Are they legal and can they be enforced? How do we collect fee?

*Motion by Lander, Second by Adkisson to Approve Waiving First Reading of Ordinance 823 relating to Fireworks with Correction in Section 4-8.130 to Read City of Coalinga rather than City of Lemoore. Motion **Approved** by a 5/0 Majority Roll-call Vote.*

3. Discussion, Direction and Potential Action regarding Appointments to the City of Coalinga Transparency and Accountability Committees
Marissa Trejo, City Manager

City Manager Trejo said the City has three Transparency Accountability Committees needing appointees to the committees. They are the Animal Control Committee, Economic Development Committee and Sales Tax Revenue and Expenses/Finance Committee.

Mayor Vosburg asked for anyone in the audience wishing to speak on behalf of becoming a committee member to come forward.

Ms. Karen Franks indicated her interest in the Animal Control Committee; she is a current volunteer at the Shelter.

City Manager Trejo said Brittany Giron is not present this evening.

*Motion by Lander, Second by Stolz to Select Karen Franks and Brittany Giron to Serve on the Animal Control Committee. Motion **Approved** by a 5/0 Voice Majority Vote.*

City Manager Trejo announced the four applicants for the Economic Development Committee as Richard Hill, Elizabeth (Jane) Strong, Robin Scott and Josh Sailer.

Council Member Adkisson suggested Elizabeth Strong and Josh Sailer as members of this committee.

*Motion by Lander, Second by Adkisson to Select Elizabeth (Jane) Strong and Josh Sailer to Serve on the Economic Development Committee. Motion **Approved** by a 5/0 Voice Majority Vote.*

City Manager Trejo announced the six applicants for the Sales Tax Revenue and Expenses/Finance Committee as Michele Helmar, William Lewis, Robin Scott, James Allison, Jeffrey McLeod, and Ken Stoppenbrink.

Mr. William Lewis indicated his interest in the overview committee in reference to the sales tax.

Mr. Dawson indicated his concern about the money spent and spent the wrong way.

Mayor Pro-tem Stolz suggested Michele Helmar and Ken Stoppenbrink as committee members because of their strong accounting backgrounds.

*Motion by Stolz, Second by Ramsey to Select Michelle Helmar and Ken Stoppenbrink to Serve on the Sales Tax Revenue and Expenses/Finance Committee. Motion **Approved** by a 5/0 Voice Majority Vote*

City Manager Trejo said the first meetings will be scheduled by Shannon and someone from the committee will be designated as secretary for minutes and scheduling the future meetings.

7. CITIZEN COMMENTS

Mr. Glenn Mitchell, Community Foundation acknowledged a donation/contribution from Marcus from World Work Force. At a previous meeting he indicated his desire to contribute to the Foundation and he is a man of his word as a contribution is on deposit for future grants to the community.

8. ANNOUNCEMENTS

City Manager Trejo announced a Measure J Luncheon at City Hall on Tuesday October 23 from 12:00 to 1:00 PM. Bring your own lunch. There will be a brief PowerPoint presentation. Cookies and water will be available.

Mayor Pro-tem Stolz said Shift Se3tor will be here on October 27 and 28.

Mayor Vosburg reminded everyone of the air balloons coming on the 20th.

The Code Club orientation meeting for ages 8-18 was held at the Library. They will learn to make apps, games and websites. They had 15 people attend. They are moving forward with the meeting dates.

He will be getting the information to the newspaper as soon as he has it.

The Corn Hole Tournament coming up this weekend to benefit the City's K-9 Program.

Everyone come to Fox Hollow for Halloween because there is an awesome Halloween going on there.

He would like to thank the paper and everyone who has been getting out the information regarding Measure J. The City has not had a newspaper like we have today. He actually looks forward to reading the paper. He appreciates the clear assessment of what goes on within the City. He appreciates all that you do.

He appreciates the Fire Department and their support to Breast Cancer Awareness Month.

City Manager Trejo announced the City will be handing out candy from 3:00 – 5:00 PM for Halloween at City Hall and Police and Fire Departments.

Coalingafest was a huge success. As far as he knows, no one was smoking weed.

The PD experienced no calls from the dispensary.

Chief Salvador said the Grand Opening of the dispensary was a huge success with 35-40 people waiting for the doors to open. Business has been steady ever since.

Mayor Vosburg said while he was not expecting to cut the ribbon, he was asked to cut the ribbon. He invites everyone to check it out regardless of whether you are for or against it. Just check it out. Educate yourself on the products so you have awareness as far as our young people are concerned.

9. FUTURE AGENDA ITEMS

Council Member Ramsey would like an update on all City projects.

Mayor Pro-tem Stolz would like a comparison between City Source and [MyCivic](#).

Mayor Vosburg wants an exact quote as to costs involved for each, City Source and MyCivic.

He wants the website updated and would like for the citizens to see the Website before it's released. It looks stunning.

Mr. Brewer said we are in development of the website. He can verify and can make a quick presentation on it.

Council Member Adkisson asked if we can do live screening of the Council Meetings.

Mayor Vosburg said there are some modules and equipment and subscription necessary, but probably not now.

Council Member Lander asked about the volunteer Ambassadors for the City.

City Manager Trejo said we have two Ambassadors.

Council Member Lander indicated we need more Ambassadors. Can we put it in the newspaper? There are people wishing to volunteer so maybe there are other avenues for them to volunteer.

Police Chief Salvador said he purchased 25 pink patches for sale. He wants to make a contribution to the American Cancer Society for \$250. If you would like a patch, they are \$10 each.

Everyone is asking him about the Lip Sync Challenge. He had a meeting this afternoon with Rock Mason, that is Jaycee's group and we have a tentative filming for November 1st. He had a conference call with Casey Dalton's brother who works for Rock Mason as a producer/director, etc. There will be three locations; the Plaza, football field and one undisclosed location. It is coming.

10. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Non-Represented Employees, General Employees, Coalinga's Police Officer's Association and International Association of Firefighters

11. ADJOURNMENT 8:28 PM

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

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

Subject: Approve MINUTES - November 1, 2018 (Amended)
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
▣ MINUTES_AMENDED_110118.pdf	Minutes - November 1, 2018 (Amended)

Minutes
AMENDED
CITY COUNCIL/SUCCESSOR
AGENCY/PUBLIC FINANCE AUTHORITY
MEETING AGENDA
November 1, 2018

1. CALL TO ORDER 6:00 PM

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

Others Present: City Manager Marissa Trejo, City Attorney Mario Zamora, Community Development Director Sean Brewer, Assistant to the City Manager Shannon Jensen, Financial Services Director Jasmin Bains, Public Works and Utilities Director Pete Paciado, Police Chief Michael Salvador, Fire Chief Dwayne Gabriel, City Clerk Wanda Earls

Mayor Vosburg announced that Special Agenda will run concurrently with the Regular Agenda.

*Motion by Ramsey, Second by Stolz to transfer Item 5.1 from Special Agenda to Amended Council Agenda of November 1, 2018 as Item 5.8 and to Approve Agendas. Motion **Approved** by a 5/0 Majority Voice Vote.*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Proclamation Recognizing November 24, 2018 as Small Business Saturday

Mayor Vosburg read the Proclamation recognizing November 24th as Small Business Saturday.

2. Community Development Projects Update

Community Development Director Sean Brewer made a PowerPoint presentation depicting the following:

Current Planning Projects consist of housing, commercial and Cannabis.

Juniper Ridge South Industrial Development
CHRPD Sports Complex
Ranch WIFI Wireless Implementation
Family Dollar v Pacific/Elm Parcel Map
K. Hovnanian: Aspire at Sun Valley
Car Dealership Proposal
International Air Cargo Facility,
D.R. Horton: Warthan Meadows Phase II
Truck Parking Facility

Lost Hills Ranch
Red Dragon Cannabis Facility
Coalinga Manufacturing
West Elm Developments
Hikoa Cannabis Micro Business

Current Projects:

Juniper Ridge South Industrial Development
Applicant: Polk 100, LLC.
11.83 Acres v Entitlements
Rezone v Master CUP v Master SPR
IS/MND (CEQA)
Total SF: 102,000
5 Buildings
Various Industrial Uses
5 Year Phased Development
CHRPD Sports Complex
Applicant: CHRPD v (1) Little League Baseball Field
(1) Softball Field
(1) Modular Restroom/Concession Building v Parking Facilities
Landscaping
Picnic Area

Street and Road Projects:

Forest Street (Elm – 1st)
Various Alley Improvements
Cambridge Signalization
Phelps Ave Improvements
ATP Cycle 2 v ATP Cycle 3
ATP Cycle 4 Grant Application
Polk Street Improvements (Elm – 5th)
Elm Ave Road Diet
Multi-Use Trail Implementation
Segments 10-12
Segments 13-14

Council Member Adkisson asked about SBI Funds. The State may overturn.

Mr. Brewer indicated he thinks things are okay.

3. CITIZEN COMMENTS

Ms. Terri Yanez said everyone needs to vote next week. Also, the Coalinga Cowboys are holding a fund raiser. Call her for details.

Madera Sheriff John Anderson introduced Mr. Rob Porthress who is a candidate for the 12th Senate District.

Mr. Porthress said he is a 3rd generation farmer from Madera. He is 39, married and has 3 children and 4 grandchildren. He owns an Ag hardware store. He has served on the Madera Board of Supervisors for 2 years plus he has many other things to his tribute.

Council Member Lander said word is that Sheriff Anderson is retiring. We have enjoyed working with you through the years. Thank you.

Mr. Bill Lewis announced that PBS will be showing "A Valley's Gold" next Wednesday. Coalinga's Baker Museum and the Chevron field will be represented in the film.

Ms. Mary Jones reported a meeting at the CRMC at 6:30 PM Wednesday evening.

Ms. Amanda Sparks asked about the Hiring Fair. Do we know how many local and out-of-town people were hired?

City Manager Trejo said we have no tracking. They took 155 job applications. No hiring decisions have been determined.

Ms. Deanna Lander said there is part of a train buried beneath the railroad bridge. There is a possibility of asbestos on the site, too.

4. PUBLIC HEARINGS

1. Introduce and waive the first reading of Ordinance No. 824, approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in and adjacent to all residential zoning districts

Sean Brewer, Community Development Director

Tonight is to introduce and waive the first reading of Ordinance No. 824, approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in and adjacent to all residential zoning districts.

Council received public comment at their last meeting on September 20, 2018 requesting the City Council allow businesses the ability to use barbed wire and razor wire as an enhanced security measure to protect their properties. At the conclusion of the meeting, after hearing public testimony and discussion, on September 20, 2018, the City Council directed staff to proceed with initiating a zoning text amendment that would remove the prohibition on the use of barbed wire and razor wire in the commercial and industrial zoning designations.

Under Planning and Zoning Law in order for language within the Development code to be amended, it requires a zoning text amendment in the form of an ordinance. This zoning text amendment is a City initiated application where staff has taken direction from the City Council as to the recommended changes and brought a draft ordinance to the Planning Commission where a recommendation was made to the City Council for approval.

On October 9, 2018 the Planning Commission considered testimony from the public and local business owners regarding the removal on the prohibition of the use of barbed wire and razor wire in various commercial and industrial zoning districts and further moved to adopt resolution 018P-010 recommending to the City Council approval of an ordinance that removes said prohibition and protects the integrity of the residential and mixed use districts.

The Coalinga Planning and Zoning Code went through a comprehensive update in 2013 where several development regulations were updated to standards commonly used in the majority of local jurisdictions. There are two sections in the development code where barbed wire and razor wire are mentioned and in both instances, they are strictly prohibited from being installed. Below are the two sections from the development code:

Section 9-4.203(b)(3).....Fences and Free Standing Walls.....(3) Materials not permitted. Barbed wire, aluminum, fiberglass, metal siding and plywood shall not be used as fencing materials. The Community Development Director may grant the use of such material based on the need for the type of fence, design compatibility of the fence, and approval of the adjoining property owner if on an interior property line. Nonconforming status shall not be provided for fences constructed of these materials.

Section 9-4.208(2)(b).....Screening of Outdoor Storage.....(b.) Screening walls and fences shall be architecturally compatible with the main structure on the site and shall not have barbed wire or razor wire visible from any street or public access.

The two sections above identify a prohibition on the use of barbed wire and razor wire unless approved by the Community Development Director for instances only where the barbed wire would be installed on an interior property line and not visible from any public street or public access.

Ordinance No. 824 includes the recommended changes by the Planning Commission and as directed by the City Council, to address the strict application of the code related to the use of barbed wire and razor wire. There are three (3) sections to the ordinance where it removes the prohibition on the use of barbed wire and razor wire however, further upholds the prohibition on the use in areas zoned and/or adjacent to mixed-use and residential.

When the zoning text amendment was brought before the Planning Commission and further approved by the City Council, the following standard findings must be made for each Zoning Ordinance Amendment. Specific findings may also be required by the decision-making body on a case-by-case basis.

(1) The proposed Zoning Ordinance amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

During discussions at the Planning Commission and City Council meetings, there were several comments related to preserving and protecting the local businesses by use of physical deterrents such as razor wire and barbed wire. It is unclear as to whether permitting the use of razor wire and barbed wire would be to the detriment of the public interest, health safety, and welfare. Typically, barbed wire and razor wire is prohibited in conjunction with fencing and outdoor storage due to their unsightly and institutional appearance. This does not necessarily equate to being a detriment to the public interest, health, safety, convenience, or welfare of the City.

(2) The proposed Zoning Ordinance amendment is consistent and compatible with the goals, policies, and actions of the General Plan, and the other applicable provisions of the Zoning Ordinance.

The proposed zoning ordinance includes permitting the use of barbed wire and razor wire in various commercial and industrial zones and upholding the prohibition on its use within and/or adjacent to residential zoning districts including mixed-use commercial zones. This action would not be recognized as being inconsistent with the goals, policies, and actions of the General Plan. It would be used as a mechanism to possibly further enhance the security of local businesses.

(3) If applicable, the site is physically suitable (including, but not limited to access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designations and anticipated land uses/developments.

The way the ordinance is drafted ensures that residential and mixed-use developments are not impacted by this action as it applies to all other commercial zones including industrial zoning designations. This will allow for compatibility with adjoining uses.

(4) The proposed Zoning Ordinance amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act.

CEQA: Staff has determined that this action would be exempt from the California Environmental Quality act pursuant to Section 15061(b)(3), Review for Exemptions – General Rule, in that it can be seen that these actions will not have a significant effect on the environment.

Public Notification: Public notices we posted in accordance with state and local law on October 18, 2018.

Mayor Vosburg opened the public hearing for comments.

Mr. Glenn Mitchell indicated his appreciation for the follow-up on his request and his appreciation to the Police Chief Salvador and Community Development Director Sean Brewer for meeting with him and discussing his concerns. He acknowledges the willingness of the Chief of Police to meet with business owners regarding their concerns.

The general consensus is that the criminal elements are mixed and some very organized. The State of California has reduced the tools available to law enforcement therefore businesses must increase their tools and make hard decisions.

There are basically no winners or losers. He supports the PD and City Council as everyone has to be on the same side for the life and health of our City.

Mayor Vosburg closed the public hearing.

Motion by Lander, Second by Stolz to Approve First Reading of Ordinance No. 824 , approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in

and adjacent to all residential zoning districts. Motion **Approved** by a 5/0 Majority Roll-call Vote.

5. **CONSENT CALENDAR**

1. Council Authorization for the City Manager to Execute an Engineering Task Order for Design and Construction Engineering/Management Services for the Cycle 3 Active Transportation Program - Safe Routes to School Sidewalk Gap Closure and Pedestrian Improvement Project
2. Council Review and Approval of a Final Project Budget and use of 2009 RDA Bond Proceeds to Support the Design and Construction of the Phelps Ave Street Improvements
3. Council Approval of Additional Services for Design Engineering for Phelps Avenue Street Improvements
4. Authorize the City Manager to Enter into an Agreement with Frisch Engineering, Inc. to Provide Design Services for the SCADA System at the Water Treatment Plant
5. Waive Second Reading and Adopt Ordinance 823 regarding Fireworks
6. Public Works & Utilities Monthly Report for October 2018
7. Fire Department Report – August 2018
8. Rejection of Claim for Damages Presented by Robert Littlejohn, Sr.

*Motion by Lander, Second by Ramsey to Approve Consent Calendar Items 1-8. Motion **Approved** by a 5/0 Majority Voice Vote.*

6. **ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS**

1. Council Direction Regarding One Future Vacancy in the Planning Commission
Sean Brewer, Community Development Director

Mr. Brewer indicated the Council may nominate someone to the Planning Commission or the City can advertise for people to apply for the position.

Council Member Lander asked about the list we have from those previously interested in the position. Can we use it and also advertise for the position in the newspaper?

Consensus if Council is to notify list of those previously filing applications for Planning Commission and to notify newspaper of vacancy.

2. Discussion, Direction and Potential Action regarding the Proposal from Civic, LLC, a Software Solution to Connect the Community
Marissa Trejo, City Manager

This item was requested as a FAI by Mayor Pro-tem Stolz and Mayor Vosburg.

Fiscal Impact would be a one-time fee of \$1,395 plus an annual fee of \$2,991. This cost is not budgeted and would be split between the General Fund and the Enterprise Funds.

It was noted that this price is lower than what we have with City-Source.

Mayor Vosburg said the app can be added to the website which would be helpful to Code Enforcement and Public Works. It is compatible and can be streamlined.

Council Member Lander said it would take 30-60 days to update.

City Manager Trejo reported that \$3600 was paid in October to City Source.

Mayor Vosburg said Mayor Pro-tem Vosburg found Civic, LLD at League of California Cities and set up a meeting.

Mayor Vosburg said City Source does not do what this app does. He is excited at what it offers. Certain staff members can receive alerts and they can respond. It keeps a running tab on what needs to be done which is beneficial to staff and supervisors. It allows tracking of certain job/projects/issues. As well, the citizens can see the progress. City Source does some but not all of these features. This is a great investment and will save staff time and the city money. The specific goal of this app is civic engagement. It is a great investment because the public can engage the City and the City can engage back.

Mayor Pro-tem Stolz said we need to be looking to the future and it is a smart app for smart cities. She is excited at what it offers. After seeing their presentation, she took the mayor to meet them.

She thinks this is an improvement for our City as more citizens will be able to engage as all of us are not techie nor do we all have smart phones/computers, etc. She thinks it will be beneficial to our City due to the fact that our citizens can engage with public works, PD and FD, etc. It is an opportunity for us to get in on the forefront of those things available to us.

Council Member Ramsey said the City Source app was not used that much by anybody. He suggests a one year trial so it can be brought back to us for evaluation.

Mayor Vosburg said moving forward, a feature is there is an app version and a webpage version. It will aid businesses because if they are added and a person clicks on that business, the contact information will be there. It could bring up the GIS data or who a person's council person is or what district they are in. We keep seeking ways to streamline events making it easier for the public.

City Manager Trejo said the contract is on an annual basis and we can terminate with a 60-day notice.

Motion by Stolz, Second by Lander to move forward on Proposal from Civic LLC. Motion Approved by a 5/0 Majority Voice Vote. City Manager Trejo pointed out that \$3600 has been paid in October to City Source and she did not know if that or any amount could be refunded. However, the City Attorney verified there is a 30-60 notice to opt out of contract.

3. Discussion regarding General Fund Services Provided by Comparable Cities

Marissa Trejo, City Manager

City Manager Trejo reported that Kingsburg is the City closest in size, budget, etc. Yet, it is not very comparable.

Their PD is not full service. They outsource animal control and dispatch services. They have a FD with ambulance but the Sheriff's Office handles their dispatch. Their FD is small; they have one fire chief, three firefighters/paramedics and three fire captains that are either firefighters or EMTs.

Kingsburg is the closest City to our size, however Coalinga is unique. Their coverage area is a lot smaller than Coalinga's. It is not a true comparison but it is the closest. Cities our size do not always have a PD and FD. They usually contract out those services. Coalinga has been able to provide these services but our budget does not cover that. That is why Measure J is on the ballot so citizens can consider what they want.

There are no comparable cities in our area; not Fresno County, Kings County or Tulare County. Kingsburg is the closest but they do not provide all the services Coalinga provides. Many of these cities have either a General Sales Tax in place or a Utilities User Tax in place and they still don't provide the services Coalinga does. If Measure J passes, it will help.

Mayor Vosburg said people are telling him how other cities are doing this and that. He did his own research and you have to compare population, size and general fund. This should be a wake-up call to citizens because there are no cities our size and our General Fund that provide the services we do. They cannot afford it and neither can we afford it.

He has heard people say that the Council must be misusing the money. He did his research and the past 10 years 60-80% of budget has gone to public safety. It is proof that we have been doing things correctly for the past ten years. He would ask that the newspaper publish this information and the way the City has spent the money for the past ten years. When he hears people say we are not going to spend the money correctly, we actually have proof of where the funds have gone over the past ten year. Right now we are approaching 80% of general fund revenue going to public safety.

There was a meeting with Lemoore and they asked how our FD functions because they are a larger City and they don't have a fully functioning FD.

Make a list of General Fund data over the past ten years and put in the paper so people can see the services we provide versus what other cities provide. It is a big deal what the people want to pay for and what they are willing to pay for. Some have said this is just a Cannabis bailout; this is not a Cannabis bailout. Cannabis has brought funds into the City. We have gained access to a lot of things we did not have; a lot of records programs and we have gained some employees because of Cannabis.

Ms. Mary Jones said they are doing a special edition of the newspaper which will come out Monday morning rather than Tuesday. If you can get information you want in the paper to her by Monday morning she will try to accommodate your request. We have an extra four pages donated by Scott Netherton (he is also paying for a larger distribution) so if any of you have a statement or quote, get it to her as soon as possible.

Mayor Vosburg said in the past changing city managers, changing police chiefs and fire chiefs has been a thing with this City. He was one to sit in the audience and criticize what the council/City was doing. Now that he is on the Dais, he is seeing what has really happened. It wasn't the previous Councils mismanagement of funds, it was things cost more. The economic has not improved for California and regulations have been put in place which cost us more.

Right now he is surprised that we have a FD because of the employees going to other/larger cities where the pay scale is higher. Council, in the future, will have to make tough decisions. He thinks the citizens should be aware of what is going on.

He is hopeful that we can get this information out to the paper.

We have offered clarity over City Council as to Fire Department and Police Department.

Council Member Adkisson said people are saying we are using this as a scare tactic. It is not a scare tactic, it is a reality.

Comments:

- FD needs people
- Tough decisions if Measure J does not pass.
- FD down to 11 people
- Only one ambulance running
- American called or Avenal called if Coalinga ambulance is out

Council Member Lander said Claremont closing left many unemployed. We need to support the measure.

Fire Chief Gabriel said we had 4 applicants and one showed up. We had him scheduled for EMT/Firefighter training and he dropped out this morning. We are losing people two to one, faster than gaining. We can't keep up.

Council Member Adkisson said our people are 30 to 35 percent underpaid.

Council Member Ramsey said the oil built the town and the prisons helped. A lot of people thought we were crazy when we brought them in but it is a replacement and we have survived. Eighty percent of our budget goes to public safety. We are still moving and not counting just on Cannabis. We are building houses again and Family Dollar is coming in and there are other things coming in. The College is building their new district office. Coalinga in moving and has a future.

Mayor Vosburg said we are hopeful that Cannabis will replace jobs lost.

We have to build an environment where people want to come to Coalinga and build.

We have eliminated almost 92% of the debt we faced. That took a lot of time and he wants to thank the City staff and the City Council for the dedication it took to accomplish this feat. He thanks all of you for the vision and Jasmine is really the wizard and he appreciates all the hard work you have done on this; it is amazing. He understands her frustration but it will take time to get her to the spot

where she is comfortable with the budget, etc., when it all begins to come around. The Council is committed to giving her the tools she needs so we can operate from a position of power.

Eighty percent of General Fund is spent for public safety.

We are moving, houses being built and College District office under construction. The passage of Measure J is a needed reality. We need people to vote. Measure J does not tax City. It is a sales tax everyone who shops in Coalinga will pay. The college, school and parks and rec receive tax dollars.

The FD needs people. The town demise will be affected if Measure J does not pass.

Fire Chief Gabriel said we are down three positions out of eleven positions. Only one ambulance is running.

Council Member Lander asked for the community to support the measure.

7. CITIZEN COMMENTS

Mr. Greg Cody said this was one of the best Council Meetings. Year 2019 is looking good for the future. Staff and CC need to work together. City has gone through some chaos with problems with Council. There are citizens being attacked and things like that. Mayor he did send you an email requesting a special agenda item to assist employees with social media skills. You all need to get back together. Some of you take time away from your families to spend at special meetings and training. He thinks if anyone wants to be on the Council, they should consider that because it is very beneficial to the City. Let's get back together for 2019 and get the structure put back together.

Ms. Mary Jones indicated a mortuary owner is seeking a building to rent. An office is needed.

Council Member Lander said he spoke to the gentlemen (he manages an office complex) and he has not heard back from him.

8. ANNOUNCEMENTS

City Manager Trejo said she and Mayor Pro-tem Stolz attended the FCEDC annual meeting. We brought a lot away with us and they did a quarterly presentation at one of the council meetings. One of their representatives was out here yesterday meeting with existing businesses to see if they have any issues and if the EDC could assist in anyway.

Remember the Chiefs' Breakfast on November 6th at 9:00 AM at Café 101.

Council Member Lander reported the Economic Development Committee will be meeting in January with representatives regarding what can be done to encourage people to do business in Coalinga. How can we help the process? He did meet with the gentlemen from the EDC yesterday and they had a very nice discussion. He gave me his direct cell number and he does plan to be calling him. He has already spoken to several people interested in doing business in Coalinga. He needs someone to walk them through it and find out what funding is available, etc. We have to get out there and help them through the process. They are good potentials but a little intimidated by City Hall for some reason. We are going to do it.

Mayor Pro-tem Stolz said Halloween was fabulous. Thank you to the City Staff. The City staff had a potluck and many dressed up in costumes. We gave out lots of candy to the kids.

Remember the next meeting is December 6 because there is no second meeting in November or December.

Remember the Fall Clean-up Event this Saturday from 7:00 AM to 3:00 PM. This is sponsored by Mid-Valley and the City.

Council Member Ramsey wants everyone to save the date; we are having a gang violence forum on December 6th at the ACCAP meeting in Soledad. The meeting will run from 10:00 AM to 3:00 PM

City Manager Trejo pointed out that is a Council meeting day. Will you be back in time to attend?

Mayor Vosburg said on the 3rd we are having Coalinga United being hosted by the Imaginarium and Rosa Drea and it is going to be a talent show.

Mayor Vosburg reminded that December 13 is the next Code Club Meeting at the Library. It is open to students 8-18 and meets on Tuesday/Thursday from 3:30 to 5:00 PM. It is a self-guided and self-paced program. You can even do work from home

Fox Hollow Halloween was awesome. They ran out of candy at 550 people. It was amazing.

The next time we meet we should know who our elected officials will be.

He wants to thank everyone. It has been an interesting learning experience being on the Council and Mayor. He thinks others should try it. He does understand why some are hesitate.

Council Member Adkisson mentioned we have been working hard for the K-9 Program and yesterday the PD held interviews for the K-9 officer and Officer Ibarra has been selected for this position.

Police Chief Salvador said we are about half-way there with funding the program. There is no money in the general fund for the K-9 Program. The community will have to come forward and support the program.

9. FUTURE AGENDA ITEMS

Council Member Ramsey suggests trying to find funding from the County to begin repairs to the old railroad bridge. It is a historic monument. It needs to be looked at and fixed. It is one of our last monuments. It is the last thing we have left representing the railroad.

Council Member Adkisson said there is a waiting list for airport hangers. Can we improve it by making space available for outdoor parking and tie downs? Can we contact the people on the list?

Council Member Ramsey said we do have tie downs. He thinks the cost is \$5.00 per night.

Mayor Vosburg indicated he would appreciate a quarterly report from Mr. Brewer on all our projects. Sean did a great job on the presentation and he feels the community needs to hear about all of City projects.

10. CLOSED SESSION

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

11. ADJOURNMENT 8:00 PM

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

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

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

Subject: Approve MINUTES - November 20, 2018 (Special)
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
▣ MINUTES_SPECIAL_112018.pdf	Minutes - November 20, 2018 (Special)

**Minutes
SPECIAL
CITY COUNCIL/SUCCESSOR
AGENCY/PUBLIC FINANCE AUTHORITY
MEETING AGENDA
November 20, 2018**

1. CALL TO ORDER 10:00 AM

Council Members Present: Vosburg, Shultz, Ramsey, Lander, Adkisson

Others Present: City Manager Marissa Trejo, City Manager Mario Zamora, Community Development Director Sean Brewer, Assistant to the City Manager Shannon Jensen, City Clerk Wanda Earls

Motion by Lander, Second by Adkisson to Approve Agenda for the November 20, 2018 Special Meeting. Motion Approved by a 5/0 Majority Voice Vote.

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

3. CITIZEN COMMENTS

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR (NONE)

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

7. CITIZEN COMMENTS

8. ANNOUNCEMENTS

9. FUTURE AGENDA ITEMS

10. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 – 1 case
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of Litigation Pursuant to Section 54956.9(d)(4): 2 Cases

11. ADJOURNMENT 10:05 AM

City Manager Trejo indicated that at 11:07 AM Closed Session adjourned with no report out.

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

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

Subject: Adopt Resoluton No. 3843 Amending the Basic Pay Scale
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3843 Amending the Basic Pay Scale.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

The impact to the General Fund is approximately \$12,500 for FY 18-19.

ATTACHMENTS:

File Name	Description
▣ RESO#3843_Revising_Basic_Pay_Scale_120618.pdf	Reso 3843
▣ Basic_Pay_Scale_9-6-18_CORRECTED_FOR_120618_CC_MEETING.pdf	Basic Pay Scale_Updated

RESOLUTION NO. 3843

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA REVISING
THE CITY OF COALINGA BASIC PAY SCALE**

WHEREAS, the governing body of the City of Coalinga is authorized to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

NOW, THEREFORE, BE IT RESOLVED,

- I. That the City Council of the City of Coalinga hereby established pay scales for all employees in all classifications of employment described on the Basic Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk / Deputy City Clerk

City of Coalinga Basic Pay Scale

Effective: September 6, 2018

Approved: December 6, 2018

Revised: September 6, 2018

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
17	Groundskeeper Office Assistant Bus Driver Human Resources Assistant						
	Annually	\$27,062.03	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77
	Monthly	\$2,255.17	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23
	Bi-Weekly	\$1,040.85	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41
	Hourly	\$13.0106	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052
18	Custodian Lead Bus Driver						
	Annually	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71
	Monthly	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14
	Bi-Weekly	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83
	Hourly	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354
19	Maintenance Worker I (Street Sweeper)						
	Annually	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00
	Monthly	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25
	Bi-Weekly	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58
	Hourly	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072
20	Account Clerk I Maintenance Worker I Public Safety Dispatcher Property and Evidence Technician Animal Control Officer I Police Records Clerk						
	Annually	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95
	Monthly	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91
	Bi-Weekly	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81
	Hourly	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
21							
	Annually	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09
	Monthly	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51
	Bi-Weekly	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70
	Hourly	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837
22	Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant						
	Annually	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09	\$44,081.20
	Monthly	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51	\$3,673.43
	Bi-Weekly	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70	\$1,659.43
	Hourly	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837	\$21.1929
23	Water Operator Apprentice Animal Control Officer II						
	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	Equipment Mechanic Account Clerk III Secretary Human Resources Generalist						
	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	Water Operator I						
	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	Accounting Technician Human Resources Analyst Administrative Assistant Animal Control Officer III Public Utilities Coordinator						
	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	Water Operator II						
	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	Senior Administrative Analyst Financial Services Supervisor Economic Development Coordinator Junior Accountant Assistant Engineer						
	Annually	\$46,285.26	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02
	Monthly	\$3,857.10	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75
	Bi-Weekly	\$1,780.20	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04
	Hourly	\$22.2525	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005
29	Water Operator III						
	Annually	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67
	Monthly	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89
	Bi-Weekly	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64
	Hourly	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205
30							
	Annually	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00
	Monthly	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33
	Bi-Weekly	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92
	Hourly	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115
31	Water Operator IV						
	Annually	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40
	Monthly	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70
	Bi-Weekly	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17
	Hourly	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771
32	Assistant Field Services Manager						
	Annually	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63
	Monthly	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64
	Bi-Weekly	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68
	Hourly	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
33	Operations Superintendent Assistant to the City Manager/City Clerk Utilities Supervisor Public Works Supervisor Accountant						
	Annually	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81
	Monthly	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82
	Bi-Weekly	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76
	Hourly	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470
34	Police Lieutenant Finance Manager						
	Annually	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50
	Monthly	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96
	Bi-Weekly	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75
	Hourly	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594
35	Police Commander						
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623
36							
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623

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

Subject: Adopt Resolution No. 3844 Amending the Building Official Pay Scale
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3844 Amending the Building Official Pay Scale.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

The cost to the General Fund is approximately \$3,900.

ATTACHMENTS:

File Name	Description
❑ RESO#3844_Revising_Building_Office_Pay_Scale_120618.pdf	Reso 3844
❑ Building_Official_Pay_Scale_9-6-18_UPDATED_FOR_THE_120618_CC_MEETING.pdf	Bldg Official Pay Scale

RESOLUTION NO. 3844

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA REVISING
THE CITY OF COALINGA BUILDING OFFICIAL 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 Building Official Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk / Deputy City Clerk

City of Coalinga Building Official Pay Scale

Effective: September 6, 2018

Approved: December 6, 2018

Revised: September 6, 2018

<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>
Contract	Building Official						
	Annually	\$54,000.00	\$56,700.00	\$59,535.00	\$62,511.75	\$65,637.33	\$68,919.19
	Monthly	\$4,500.00	\$4,725.00	\$4,961.25	\$5,209.31	\$5,469.77	\$5,743.26
	Bi-Weekly	\$2,076.92	\$2,180.76	\$2,289.80	\$2,404.29	\$2,524.51	\$2,650.73
	Hourly	\$25.9615	\$27.2596	\$28.6225	\$30.0537	\$31.5564	\$33.1342

Approved: September 20, 2018

Revised: September 6, 2018

<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>
Contract	Building Official						
	Annually	\$56,700.00	\$59,535.00	\$62,511.75	\$65,637.33	\$68,919.19	\$72,365.15
	Monthly	\$4,725.00	\$4,961.25	\$5,209.31	\$5,469.77	\$5,743.26	\$6,030.43
	Bi-Weekly	\$2,180.76	\$2,289.80	\$2,404.29	\$2,524.51	\$2,650.73	\$2,783.28
	Hourly	\$27.2596	\$28.6225	\$30.0537	\$31.5564	\$33.1342	\$34.79

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

Subject: Adopt Resolution No. 3845 Amending the Department Head Pay Scale
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3845 Amending the Department Head Pay Scale.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

The impact to the General Fund for FY 18-19 is approximately \$15,350.

ATTACHMENTS:

File Name	Description
❑ RESO#3845_Revising_the_Dept_Head_Pay_Scale_120618.pdf	Reso 3845
❑ Department_Head_Pay_Scale_9-6-18_UPDATED_FOR_120618_CC_MEETINGdocx.pdf	Dept Head Pay Scale

RESOLUTION NO. 3845

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA REVISING
THE CITY OF COALINGA DEPARTMENT HEAD 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 Department Head Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk / Deputy City Clerk

City of Coalinga Department Head Pay Scale

Effective: September 6, 2018

Approved: December 6, 2018

Revised: September 6, 2018

<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>
	Fire Chief Police Chief Financial Services Director Human Resources Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557

Approved: November 9, 2015

Revised: July 21, 2016

<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>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557

Approved: July 5, 2016

Revised: July 21, 2016

<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>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director Public Works and Utilities Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557

Approved: September 20, 2018

Revised: September 6, 2018

<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>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director Public Works and Utilities Director						
	Annually	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93	\$113,908.12
	Monthly	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33	\$9,492.34
	Bi-Weekly	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46	\$4,381.08
	Hourly	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557	\$54.7635

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

Subject: Adopt Resolution No. 3846 Amending Secretary, Public Works and Utilities
(Confidential) Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3846 Amending the Secretary, Public Works and Utilities (Confidential) Job Description

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3846_Amending_Secretary__PW__Utilities_Job_Description_120618.pdf	Reso 3846
☐ Secretary_PW__Utilities.doc	Job Desc

RESOLUTION NO. 3846

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA REVISING
THE SECRETARY, PUBLIC WORKS AND UTILITIES (CONFIDENTIAL)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Secretary, Public Works and Utilities (Confidential) Job Description; and

WHEREAS, the Secretary, Public Works and Utilities (Confidential) 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 Secretary, Public Works and Utilities (Confidential) Job Description.

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

1. The Secretary, Public Works and Utilities (Confidential) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Secretary, Public Works and Utilities (Confidential) 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 **6th day of December**, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Secretary, Public Works & Utilities (Confidential)

Pay Class: 24 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Public Works and Utilities Director, performs responsible and confidential secretarial duties for the Public Works and Utilities Departments; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the police activities and employee’s personnel, pay, medical and background files; and performs other tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Answers the telephone, takes accurate messages and greets the public. Responds to routine inquiries.
- Performs a variety of clerical tasks to include verifying invoices and preparing purchase orders, maintaining office supplies, preparing forms, memoranda, correspondence and reports, filing of confidential documents and data entry. Processes, sorts and distributes incoming and outgoing mail.
- Assists with maintaining the Public Works and Utilities Department sections of the City’s website.
- Maintains department training and certification records.
- Assists with tracking departmental budget and monitoring grants and specially funded programs.
- Maintains Public Works and Utilities project binders.
- Operates a variety of office machines and computer using various software programs. Utilizes radio equipment to communicate with field staff.
- Coordinates special events.
- Conducts special studies on behalf of the Field Services Manager and Chief Plant Operator.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.

- Maintains a calendar and schedules appointments for the Field Services Manager, Chief Plant Operator and departmental staff.
- Keeps Municipal Code updated.
- Prepares and transmits monthly reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

Experience: Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Some experience in municipal government is preferred.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: WordPerfect, Excel, and Harvard Graphics software packages; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Chief of Police and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction;

maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3847 Amending the Secretary to the Fire Chief
(Confidential) Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3847 Amending the Secretary to the Fire Chief
(Confidential) Job Description

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3847_Amending_the_Secretay_to_the_Fire_Chief_120618.pdf	Reso 3847
☐ Secretary_to_Fire_Chief_Rev_2-26-08;_App_3-5-08.doc	Job Description

RESOLUTION NO. 3847

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE SECRETARY TO FIRE CHIEF (CONFIDENTIAL)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Secretary to Fire Chief (Confidential) Job Description; and

WHEREAS, the Secretary to Fire Chief (Confidential) 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 Secretary to Fire Chief (Confidential) Job Description.

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

1. The Secretary to Fire Chief (Confidential) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Secretary to Fire Chief (Confidential) 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Secretary to Fire Chief (Confidential)

Pay Class: 24 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Fire Chief, performs responsible and confidential secretarial duties for the Fire Chief and departmental staff; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the fire activities and employee’s personnel, pay, medical and background files.

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.

- Performs a variety of administrative, clerical, and technical duties to expedite the administrative processes and activities of the fire department.
- Greets the public and responds to questions and concerns.
- Tracks fire personnel requirement records, including but no limited to, Department of Motor Vehicle Physicals, Driver’s Licenses, Pulmonary Function and Tuberculosis Tests, and Paramedic and Emergency Medical Technician Certifications.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains department training records.
- Develops and coordinates emergency ambulance billing processes.
- Assists in budgeting, employee relations, personnel actions and evaluations, worker’s compensation, and other related work requiring analysis and implementation of difficult administrative and scheduling procedures.
- Translates/interprets meeting minutes, correspondence, and policies.
- Assists in the preparation and monitoring of grants and specially funded programs.
- Prepares and analyzes audit reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc., and radio equipment to communicate with field staff.

- Monitors and maintains office inventory and supply levels; orders supplies as needed.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

Experience: Two (2) years of administrative office experience with frequent public contact. Fire or Emergency Medical Services (EMS) experience preferred.

Licenses: Valid State of California Drivers License, Class C. Must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Word, Excel, and Microsoft Outlook; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of administrative duties for the Fire Chief and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that*

must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

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

Approved by: _____
Marissa Trejo, City Manager _____ Date

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

Subject: Adopt Resolution No. 3848 Amending the Secretary to the Police Chief
(Confidential) Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3848 Amending the Secretary to the Chief of Police
(Confidential) Job Description

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3848_Amending_the_Secretary_to_the_Police_Chief_Job_Description_120618.pdf	Reso 3848
❑ Secretary_to_Chief_of_Police_Rev_3-27-08;_App_4-1-08.doc	Job Desc

RESOLUTION NO. 3848

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE SECRETARY TO POLICE CHIEF (CONFIDENTIAL)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Secretary to Police Chief (Confidential) Job Description; and

WHEREAS, the Secretary to Police Chief (Confidential) 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 Secretary to Police Chief (Confidential) Job Description.

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

1. The Secretary to Police Chief (Confidential) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Secretary to Police Chief (Confidential) 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 6th day of December, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Secretary to the Police Chief (Confidential)

Pay Class: 24Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Police Chief, performs responsible and confidential secretarial duties for the Police Chief and departmental staff; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the police activities and employee’s personnel, pay, medical and background files; and performs other tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Takes and transcribes dictation from microcomputers and cassette transcription machines.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.
- Answers and screens telephone calls and exercises considerable judgment in giving out information and referring to proper party.
- Maintains a calendar and schedules appointments for the Chief of Police and departmental staff.
- Keeps Municipal Code updated.
- Prepares and transmits monthly statistical reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade. Additional coursework in office

management, business writing, or a related field desired.

Experience: Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Some experience in municipal government is preferred.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: WordPerfect, Excel, and Harvard Graphics software packages; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Chief of Police and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

perform the essential functions of this job, on a case-by-case basis.

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3849 Amending the Human Resources Generalist
(Confidential) Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3849 Amending the Human Resources Generalist Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3849_Amending_the_HR_Generalist_Job_Description_120618.pdf	Reso 3849
❑ Human_Resources_Generalist_Job_Description_5-17-12.doc	Job Desc

RESOLUTION NO. 3849

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE HUMAN RESOURCES GENERALIST (CONFIDENTIAL)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Human Resources Generalist (Confidential) Job Description; and

WHEREAS, the Human Resources Generalist (Confidential) 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 Human Resources Generalist (Confidential) Job Description.

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

1. The Human Resources Generalist (Confidential) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Human Resources Generalist (Confidential) 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Human Resources Generalist (Confidential)

Pay Class: 24 Basic

FLSA Non-Exempt

DEFINITION

Under the supervision of the Human Resources Director, performs a wide-variety of personnel tasks including aspects of recruitment, interpreting and explaining employment laws, policies, contracts and procedures, administering and monitoring employee benefits, various leaves and workers' compensation; conducts surveys and research; participates in various committees; assists in tracking the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Assists with recruitment and selection processes and strategies; prepares job announcements and descriptions; reviews employment applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks and schedules psychological and physical exam.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor & Standards Act, Family Medical Leave Act, California Family Rights Act, Equal Employment Opportunity, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Assists with annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves and modified work assignments; provides case management report to Human Resources Director on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related

records, including family medical and disability leaves and COBRA notification.

- Conducts compensation, job classification, and special studies relating to the development and implementation of personnel procedures and policies for citywide programs; gathers data and other pertinent information; presents findings; prepares or revises job specifications, spreadsheets and written reports.
- Updates and maintains employee files to document personnel actions; provides information to payroll and other sources; records, tracks and processes employee information such as personal data, compensation, benefits, performance evaluations, transfers, terminations and workers' compensation; completes monthly reports; assists in the development and maintenance of information tracking systems.
- Operates computer using various software programs to produce reports, letters, documents and to log and track information.
- Assists in tracking the operating budget; maintains office supplies and inventory; codes and processes invoices for payment.
- Researches and responds to requests for information and assistance from employees, management, outside agencies, and the public.
- .Answers the telephone, takes accurate messages and greets the public.
- Updates the Human Resources section of the City's website.
- Prepares and processes payroll, pays vendors and processes tax and compensation records and files.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.

Education: High school diploma or equivalent.

A two-year degree from an accredited college with major course work in public or business administration, human resources, or a closely related field and completion of seminars and workshops in benefits, administration, labor laws, and risk management preferred but not required..

Experience: Two (2) years of high-level administrative experience in the field of Human Resources or any combination equivalent to experience/training/education that provides the required knowledge, skills and ability.

Licenses: Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks

of the position.

Knowledge of: Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation, basic office equipment including, but not limited to, a fax machine, computer, copy machine, binding machine, Microsoft Word, Outlook, Publisher, Excel and PowerPoint; multi-line telephone, scanner, and digital camera..

Skill and Ability to: Perform a variety of highly specialized and responsible personnel work; type a minimum of 40 words per minute with accuracy; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow directions; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, develop and maintain detailed databases and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

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.*

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. 3850 Amending the Human Resources Analyst Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution 3850 Amending the Human Resources Analyst (Confidential) Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3850_Amending_HR_Analyst_Job_Description_120618.pdf	Reso 3850
❑ Human_Resources_Analyst_Rev_2-23-08;_App_2-26-08.doc	Job Des

RESOLUTION NO. 3850

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE HUMAN RESOURCES ANALYST (CONFIDENTIAL)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Human Resources Analyst (Confidential) Job Description; and

WHEREAS, the Human Resources Analyst (Confidential) 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 Human Resources Analyst (Confidential) Job Description.

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

1. The Human Resources Analyst (Confidential) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Human Resources Analyst (Confidential) 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Human Resources Analyst (Confidential)

Pay Class: 26 Basic

FLSA Non-Exempt

DEFINITION

Under limited supervision of the Human Resources Director, performs a wide-variety of personnel tasks including all aspects of recruitment; interprets and explains employment laws, policies, contracts and procedures; administers and monitors employee benefits, various leaves, workers' compensation; conducts surveys and research; serves as a liaison between management and employees; participates in various committees; assists in preparing and monitoring the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

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.

- Plans and implements recruitment and selection processes; plans and develops recruitment strategies; prepares job announcements and descriptions; reviews applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks; schedules psychological and physical exam; and makes job offers.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Conducts annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves, and modified work assignments; provides case management report to Human Resources Manager on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related

records, including family medical and disability leave, and COBRA notification.

- Interprets and consults with management and employees on personnel policies and procedures, Memorandum of Understanding (MOU), and other documents.
- Conducts compensation, job classification, and special studies relating to the development and implementation of personnel procedures and policies for citywide programs; gathers data and other pertinent information; presents findings; prepares or revises job specifications, spreadsheets and written reports.
- Updates and maintains employee files to document personnel actions, provides information to payroll and other sources; records, tracks and processes employee information such as personal data, new hires compensation, benefits, performance evaluations, transfers, terminations and workers ' compensation; assists in the development and maintenance of information tracking systems.
- Orders and maintains manuals; updates resource materials.
- Operates computer using various software programs to produce reports, letters, documents and to log and track information.
- Assists in recommending, preparing and monitoring the operating budget; codes and processes invoices for payment.
- Researches and responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Addresses employee concerns and conducts investigations; prepares reports with findings, and consults with department managers on the matter.
- Independently responds to letters and general correspondence of a routine matter.
- Serves as lead worker to other Human Resources Department staff.
- Prepares and processes payroll; pays vendors and completes and files tax and compensation records.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

Education: A degree from an accredited college with major course work in public or business administration, human resources, or a closely related field and completion of seminars and workshops in benefits, administration, labor laws, and risk management.

Experience: Two (2) years of high-level administrative and analytic experience in the field of Human Resources; or any combination equivalent to experience/training/education that provides the required knowledge, skills and ability.

Licenses: Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Commissioned in California as a Notary Public.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation.

Skill and Ability to: Perform a variety of highly specialized and responsible personnel work; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow direction; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, including PowerPoint, Publisher, and developing and maintaining complex database and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

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.

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. 3851 Amending the Senior Administrative Analyst Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3851 Amending the Senior Administrative Analyst Job Descriptions.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3851_Amending_the_Senior_Administrative_Analyst_Job_Description_120618.pdf	Reso 3851
❑ Administrative_Analyst_Sr_Rev_7-24-08;_App_7-24-08.doc	Job Desc

RESOLUTION NO. 3851

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE SENIOR ADMINISTRATIVE ANALYST
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Senior Administrative Analyst Job Description; and

WHEREAS, the Senior Administrative Analyst 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 Senior Administrative Analyst Job Description.

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

1. The Senior Administrative Analyst Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Senior Administrative Analyst 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 **6th day of December 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Administrative Analyst, Senior (Confidential)

Pay Class: 28 Basic

FLSA Exempt

DEFINITION

Under general direction of the Assistant to the City Manager, performs a variety of technical, analytical, professional, and administrative functions. Serves as the City's Risk Manager, Airport Manager, and Transit Director; completes special projects related to planning, organizing, and controlling the administrative processes necessary for the efficient and effective delivery of municipal services by developing proposed policies, programs and management/administrative practices. Exercises delegated supervision over certain City functions; facilitates managerial communication with City departments; and performs other duties as assigned. Instructions received on new assignments usually consist only of statements of desired objectives. This position is designated "confidential" due to access to/knowledge of liability issues, investigations, and municipal and employee files.

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.

- Provides administrative support to the City Manager and City Council; prepares a wide variety of reports, letters, memoranda, statistical charts and other materials from rough drafts, and independently composes correspondence related to responsibilities assigned.
- Conducts assigned research and analysis on issues, policies, and political developments affecting the community; prepares reports and communications for City Manager, usually including alternatives and recommended solutions or courses of action.
- Establishes and maintains effective working relationships with the City Manager, City Council, Department Heads, employees, vendors and the public; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the City as directed by the City Manager to assure integrity of operations and prevent impropriety.
- Interacts with the public; interviews callers relative to complaints, inquiries, and civic projects; investigates and follows-up on citizen requests for services and requests for information; resolves issues in accordance with established policies and regulations, or recommends appropriate actions.
- Directs transit and municipal airport operations; responsible for fiscal and management functions and grant administration; ensures transit and municipal airport services are delivered efficiently and effectively. Provides close supervision and direction to transit personnel by establishing overall

objectives, priorities and standards.

- Conducts feasibility studies; prepares a variety of reports; assists in the coordination of projects as directed by the City Manager; consults with Department Heads and other employees in solving administrative problems and developing new procedures. Confers with Department Heads to convey information concerning established policies and practices and to gather information required as a basis for action by the City Manager.
- Assists in the preparation, analysis and administration of the City's budget; conducts research into the City's financial activities to assure compliance with established budgets; assists the City Manager in developing fiscal management strategies, policies, guidelines, and rules to optimize available revenue sources and minimize expenses.
- Serves as the City's Risk Manager; investigates claims and lawsuits; adjusts and negotiates settlements to claims against the City; oversees liability insurance, property insurance, fidelity bond insurance and other insurance programs; updates property values for insurance purposes; serves as the alternate board member to the Public Agency Risk Sharing Authority of California (PARSAC).
- Represents the City as directed by the City Manager; participates in intergovernmental organizations to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.
- Performs related duties as required.

DESIRABLE 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: Graduation from an accredited college with a Bachelors degree in business, public administration, management or related field. Additional experience in a municipality may substitute for education on a year-for-year basis for a maximum of two (2) years.

Experience: Four (4) years of increasingly responsible high-level administrative and analytical experience in public administration and/or risk management. Must demonstrate successful history of managing multiple projects in areas of responsibility for two (2) of the four (4) years.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Functions, principles, practices and techniques of public administration, risk management, supervision, municipal and fiscal accounting, budgeting and related statistical procedures

including applicable federal, state and local laws and regulations; and various county, state and federal revenue sources available to local governments. Basic organization, services and programs of City government in meeting a wide variety of work problems involving public, intergovernmental, and interdepartmental relations; and research methods and data gathering techniques, sources, procedures and reporting; working knowledge of water, sewer, and natural gas; methods and techniques of public contact and public relations; effective problem resolution; and interpersonal communication skills and telephone etiquette.

Skill and Ability to: Resolve disputes and complaints from the public and negotiate and adjust claims against the city; diplomacy and cooperative problem solving; understand and interpret laws and ordinances governing the municipal government; and analyze a variety of financial problems and make recommendations. Coordinate a variety of administrative matters between City departments; exercise independent and sound judgment in evaluating situations and making decisions; direct, evaluate and supervise the work of assigned staff; communicate effectively verbally and in writing; organize and present oral and written statistical, financial, and other information; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; perform detailed administrative work; analyze the effect of change; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public; and periodically travel in normal course of duties.

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: _____ Date _____
Marissa Trejo, City Manager

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

Subject: Adopt Resolution No. 3852 Amending the Financial Services Supervisor Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution 3852 Amending the Financial Services Supervisor Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❏ RESO#3852_Amending_Financial_Services_Supervisor_Job_Description_120618.pdf	Reso 3852
❏ Financial_Services_Supervisor.doc	Job Desc

RESOLUTION NO. 3852

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE FINANCIAL SERVICES SUPERVISOR JOB
DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Financial Services Supervisor Job Description; and

WHEREAS, the Financial Services Supervisor 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 Financial Services Supervisor Job Description.

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

1. The Financial Services Supervisor Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Financial Services Supervisor 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Financial Services Supervisor

Pay Class: 28 Basic

FLSA Exempt

DEFINITION

Under general direction of the Financial Services Director, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department. Provides close to general supervision to employees assigned to accounts receivable, accounts payable, utility billing, business licenses and customer service; assists with payroll; oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger; and completes other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger, accounts receivable, accounts payable, business licenses, utility billing and customer service.
- Performs difficult and detailed calculations, recordkeeping and reconciliation.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Assists the Human Resources Department with payroll by monitoring payroll accounts, ensuring timely reconciliation and timely payment of all mandated payroll taxes, overseeing bi-weekly electronic file transfers of automatic deposits, deferred compensation, benefits, etc; maintains various payroll tables.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists the City Manager and other management personnel in preparation of City budget; gathers costs and factors in variable circumstances in making budget calculations; provides costs and payroll analysis required by management involved in labor negotiations.

- Oversees the utility billing functions of the city; monitors reading of meters and recording of water and natural gas consumption; responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reviews accounts payable and accounts receivable postings, deposit entries, payroll distribution; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Selects, trains, supervises and evaluates assigned staff; prioritizes work, assigns duties and verifies work for accuracy, neatness, and conformance to policies and procedures; studies work flow and standardizes procedures to improve efficiency of subordinates.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Graduation from high school; plus specialized coursework or training in finance or accounting systems, or other related areas; Associate's Degree in accounting is highly desirable.

Experience: Five (5) years of increasingly responsible accounting and general financial recordkeeping experience related to above duties AND two (2) years of supervisory experience OR an equivalent combination of education, training, and experience.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

Skill and Ability to: Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal

controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3853 Amending the Economic Development Coordinator
Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3853 Amending the Economic Development Coordinator Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❏ RESO#3853_Amending_the_Econ_Devel_Job_Description_1206187.pdf	Reso 3853
❏ Economic_Development_Coordinator.doc	Job Description

RESOLUTION NO. 3853

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE ECONOMIC DEVELOPMENT COORDINATOR
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Economic Development Coordinator Job Description; and

WHEREAS, the Economic Development Coordinator 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 Economic Development Coordinator Job Description.

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

1. The Economic Development Coordinator Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Economic Development Coordinator 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Economic Development Coordinator

Pay Class: 28 Basic

FLSA Exempt

DEFINITION

Under direction and general supervision of the City Manager, or as others designated on his/her behalf, plans, organizes, administers, and coordinates the City's Economic Development programs; acts as liaison between the City, local businesses, and the industrial community; works with outside agencies to develop and achieve successful economic growth for the City of Coalinga.

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.

- Economically promotes the retention and expansion of industries and businesses currently located in Coalinga.
- Maintains City of Coalinga website, social media accounts and community pride sign.
- Economically markets the City of Coalinga as an attractive location to prospective employers and businesses.
- Establishes and maintains positive working relationships with local, regional, and state economic development officials, city officials, employees, community residents, and existing and prospective businesses.
- Administers the development and administration of economic development contracts.
- Coordinates economic development activities with the Chamber of Commerce.
- Promotes and leases buildings owned by the City of Coalinga; promotes attractive development of Coalinga's Industrial Park properties and the use and development of the Municipal Airport and adjacent properties.
- Provides highly professional staff assistance in research, analysis, and development of formal, written reports, correspondence, and other documents
- Prepares grant applications.
- Prepares and manages departmental budget.
- Attends City Council meetings regularly and makes presentations before the City Council and

various other groups in open and closed session meetings.

- Assists in the acquisition and disposition of property.
- Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a Bachelor's degree in business or public administration, urban planning, economics, or a closely related field highly preferred.

Experience: Three (3) years or progressively responsible, professional experience related to the position responsibilities; governmental agency experience highly desired.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Administrative principles and methods; principles, practices, and procedures of California Redevelopment Law and California Environmental Quality Act (CEQA); principles and practices of planning, zoning, economic development, redevelopment, real estate, budget and revenue management, economic statistics, and sociology; federal, state, and local laws and regulations related to community development and redevelopment; federal and state funded programs; revitalization strategies.

Skill and Ability to: Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; prepare and organize clear and concise reports, correspondence, and other written materials; present findings in graphic form to be user-friendly to the general public; plan and administer programs; interpret relevant laws and regulations; give oral presentations; conduct effective meetings; secure additional funding for current and future economic development and revitalization activities.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.*

Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

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

Approved by: _____ Date _____
Marissa Trejo, City Manager

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

Subject: Adopt Resolution No. 3854 Amending the Accountant Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3854 Amending the Accountant Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3854_Amending_the_Accountant_Job_Description_120618.pdf	Reso 3854
☐ Accountant.doc	Job Desc

RESOLUTION NO. 3854

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE ACCOUNTANT JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Accountant Job Description; and

WHEREAS, the Accountant 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 Accountant Job Description.

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

1. The Accountant Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Accountant 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Junior Accountant

Pay Class: 28 Basic

FLSA Exempt

Accountant

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under general direction of the Financial Services Director, performs a variety of complex, technical and general accounting duties in support of the Financial Services Department. Provides close to general supervision of Account Clerks and Accounting Technician; oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger; and completes other duties as required.

CLASSIFICATION

The assigned duties in this multi-class series range from entry to advanced, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

Junior Accountant - This is the entry-level class in the Accountant 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 Accountant receive more difficult and complex tasks to perform. The progression to Accountant requires an evaluation of employee skill, performance levels, completion of certification/training, and experience in the Junior Accountant position.

Accountant - This is the advanced-level of the Accountant series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Department and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments.

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.

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger,

accounts receivable, accounts payable, business licenses, utility billing and customer service.

- Reviews and analyzes financial records for completeness and accuracy.
- Prepares adjusting journal entries, trial balances, fiscal and statistical reports.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Plans, organizes, evaluates and reviews the work of assigned staff; provides and coordinates staff training; works with employees to correct deficiencies.
- Completes monthly bank reconciliations and post to the general ledger.
- Assists with year-end closing of accounts and budget reconciliation.
- Performs difficult and detailed calculations, recordkeeping and reconciliation in areas such as payroll and employee benefits.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information concerning payroll data and related changes to departments and individuals; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Monitors payroll accounts and ensures timely reconciliation and timely payment of all mandated payroll taxes processed by the Human Resources Department; oversees bi-weekly electronic file transfers of automatic deposits, retirement, deferred compensation, etc; maintains various payroll tables; develops and maintains systems for monitoring and tracking payroll and related information.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists with preparation of the City budget; gathers costs and factors in variable circumstances in making budget calculations.
- Responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reviews accounts payable and accounts receivable postings, deposit entries, payroll distribution; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Junior Accountant:

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

Experience: If Bachelor's Degree is in Accounting, no further experience is required. If Bachelor's Degree is in Business Administration or a related field, at least two (2) years of experience in general accounting is required.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

Accountant:

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

Experience: Five (5) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least one (1) year experience in a supervisory position.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

Skill and Ability to: Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and

manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3855 Amending the Assistant Field Services Manager Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3855 Amending the Assistant Field Services Manager Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3855_Amending_the_Assistant_Field_Services_Manager_Job_Description_120618.pdf	Reso 3855
❑ Asst_Field_Serv_Mgr.doc	Job Desc

RESOLUTION NO. 3855

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

WHEREAS, the City Manager and his staff have presented the City Council with a revised Assistant Field Services Manager Job Description; and

WHEREAS, the Assistant Field Services Manager Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Assistant Field Services Manager Job Description.

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

1. The Assistant Field Services Manager Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Assistant Field Services Manager Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on the **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant Field Services Manager

Pay Class: 32 Basic

FLSA Exempt

DEFINITION

Under general direction of the Public Works and Utilities Director, plans, supervises and coordinates the Grounds, Maintenance and Roads functions and the City's utility systems (water distribution, wastewater collection and natural gas distribution); oversees the day-to-day operations; provides instruction to employees in the field; inspects field projects including infrastructure Capital Improvement Program (CIP); and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Plans, supervises, coordinates and inspects the work of crews engaged in Grounds, Utilities Maintenance and Roadway projects; prioritizes and assigns work to subordinate employees; trains staff on work practices and procedures; handles disciplinary issues as needed.
- Provides support and recognition for staff; assists with performance planning, goal setting and performance evaluations.
- Checks work locations for safety hazards; encourages and enforces the use of safe work practices.
- Resolves complaints and/or concerns of the public, contractors and/or subcontractors in an efficient and timely manner
- Establishes, maintains and modifies work schedules and assignments.
- Maintains records and reports.
- Participates in the planning, design, development and implementation of construction, remodeling or refurbishing projects for City parks, grounds, utilities and roadways.
- Recommends projects and provides information for inclusion in the departmental budget.
- Inspects City parks, utilities, grounds and associated facilities and equipment to ensure proper maintenance standards.
- Reviews plans and specifications for errors; reports design errors discovered through inspection and proposes changes.

- Operates power driven equipment during the maintenance and construction of City streets, including but not limited to, tractors, trucks, rollers, loaders, street sweepers and other equipment.
- Prepares purchase requests/requisitions; inventories and maintains adequate levels of equipment, supplies and materials; ensures replacement of defective or unsafe equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade.

Experience: Four (4) years in construction, maintenance and operational work, including the operation of moderately heavy automotive equipment with at last one (1) year working in a supervisory capacity. Prior experience in municipal government, public works and utility maintenance is highly desirable.

Licenses: Valid State of California Drivers License, Class B, with no air brake restriction; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certifications: Depending on the individual job, the following certification(s) will be required:

- Grade D2: Water Distribution.
- Waste Water Collection: CWEA Certification is encouraged but not required at this time
- Natural Gas Distribution: Maintain Operator Qualification (OQ) status as required.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period; must be able to pass Department of Motor Vehicle (DMV) physicals and drug tests as mandated by the Department of Transportation anti-drug program.

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Operation, construction, maintenance and repair procedures, with particular reference to streets, grounds, and utility systems; operation and maintenance of automotive equipment, such as motor graders, loaders, rollers and street sweepers; occupational hazards, OSHA safety regulations and mandatory protective equipment in trades work; water, sewer and natural gas utilities; techniques of effective training and supervision; customer services principles; applicable Federal, State and/or Local laws, rules and regulations; inventory maintenance principles; basic mathematical concepts; research techniques; report preparation methods; construction field inspection knowledge desirable.

Skill and Ability to: Supervise field operations and maintenance personnel; prioritize and assign work; solve complex problems in assigned area of responsibility; perform manual labor; exercise sound judgment within established guidelines; handle multiple tasks simultaneously; perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of streets, grounds, alleyways and automotive equipment; operate trucks and other heavy power driven equipment; perform heavy manual labor; understand and carry out oral and written directions; make independent decisions as necessary; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; work irregular hours; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair duties. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No 3856 Amending the Assistant to the City Manager/City Clerk
Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3856 Amending the Assistant to the City Manager/City Clerk Job Description

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3856_Amending_the_Assistant_to_the_City_Manager-City_Clerk_Job_Description_120618.pdf	Reso 3856
❑ Assistant_to_City_Manager_Deputy_City_Clerk_Created_4-28-08;_App_5-13-08.doc	Job Des

RESOLUTION NO. 3856

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE ASSISTANT TO THE CITY MANAGER/CITY CLERK
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Assistant to the City Manager/City Clerk Job Description; and

WHEREAS, the Assistant to the City Manager/City Clerk Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Assistant to the City Manager/City Clerk Job Description.

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

1. The Assistant to the City Manager/City Clerk Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Assistant to the City Manager/City Clerk 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant to the City Manager/City Clerk

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under direction of the City Manager, assists the City Manager in all management, administrative and clerical functions under taken by the Office of the City Manager. Provides high level, complex and often sensitive and confidential administrative assistance to the City Council and City Manager; performs City Clerk's tasks including assigned statutory duties, such as elections coordination and government records management and access; prepares City Council agendas and takes meeting minutes; exercises direct supervision over the office support staff; and performs other management tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Provides administrative, technical and secretarial support for the City Council and City Manager; serves as liaison; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information; interprets City policies, rules and regulations in response to inquiries; and oversees, monitors and tracks citizen complaints and recurring reports.
- Prepares correspondence; takes dictation and transcribes letters and memos; performs routine research and gathers data to compile or complete reports.
- Attends City Council meetings and Planning Commission meetings; takes and transcribes minutes; and records, publishes and files new ordinances and resolutions.
- Maintains records of City Council and Planning Commission minutes; maintains Staff Reports, deeds, easements, documents, resolutions and ordinances; administers oaths/affirmations; certifies affidavits and dispositions; and serves as custodian of the City seal.
- Maintains City records management system; catalogs and references documents and information; assures compliance with state laws related to public records access; coordinates public records requests; establishes and monitors record retention schedules and assures timely archiving or purging of records according to law, ordinance or practice.
- Maintains all contract documents; receives logs and prepares contracts for filing; secures and attests to signatures on official documents and contracts; and oversees access to contracts.

- Coordinates with other departments to prepare materials for City Council and Planning Commission meetings; assigns resolution and ordinance numbers; prepares agendas and backup information in accordance with applicable laws; organizes packet materials and assures timely receipt and distribution; communicates with individuals allocated time on agenda to confirm attendance; notifies press and advertises agendas according to legal requirements.
- Maintains calendar; schedules and coordinates meetings and appointments for City Council and City Manager; apprises staff of activity schedule; follows up on schedules to verify appointment and meeting commitments; coordinates special events including travel arrangements.
- Organizes general and special elections with County government; coordinates appropriate Fair Political Practice Commission (FPPC) filings; files and publishes legal notices.
- Supervises, trains, and evaluates the work of assigned staff.
- Acts as the Assistant to the City Manager in all aspect of the duties of the City Manager
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade; additional coursework in office management, business writing or a related field desired.

Experience: Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public; some experience in municipal government is preferred.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must a U. S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Municipal organizations and functions; election laws and procedures; reporting requirements of the Political Reform Act of 1979 as amended; modern office methods, practices and procedures; laws governing records retention, archiving, management and access; coding, classifying and indexing methodology related to recording city ordinances, laws, contracts and documents; filing systems (alpha and numeric); business correspondence, English usage, grammar, spelling and punctuation; budgeting and financial management; operation of standard office equipment and a personal computer; basic mathematics; and interpersonal communication skills, telephone etiquette

and basic public relations.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; understand the organization and operation of the City and outside agencies; interpret and apply applicable laws, regulations, procedures, including the Political Reform Act and the Brown Act requirements, and administrative and departmental policies affecting the City Clerk's functions; comprehend and make inferences from written material; produce written documents using proper punctuation, grammar and spelling; meet the public, understand their questions and provide accurate information; communicate clearly and concisely, orally and in writing; type at 60 net wpm; take dictation or notes at a speed sufficient to accurately transcribe and produce the City Council minutes; effectively prioritize and manage time; work independently; meet deadlines; successfully multi-task and keep organized; follow oral and written direction; exercise a considerable degree of initiative, tact and mature judgment in evaluating situations and making decisions; perform basic mathematical calculations; maintain strict confidentiality; operate standard office equipment and a personal computer using various software programs; develop effective working relationships with supervisors, peers and the public; and have excellent attendance and be punctual.

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 monitors; 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 and be flexible and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3857 Amending the Utility Supervisor Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3857 Amending the Utilities Supervisor Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3857_Amending_the_Uilities_Supervisor_Job_Description_120618.pdf	Reso 3857
☐ Utilities_Supervisor_(002).doc	Job Desc

RESOLUTION NO. 3857

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE UTILITIES SUPERVISOR JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Utilities Supervisor Job Description; and

WHEREAS, the Utilities Supervisor 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 Utilities Supervisor Job Description.

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

1. The Utilities Supervisor Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Utilities Supervisor 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Utilities Supervisor

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under general direction of the Public Works and Utilities Director, plans, organizes, coordinates, directs, and reviews the operation, maintenance, construction, and repair of water/wastewater treatment facilities, lift stations, and lines; outlines work projects and schedules work assignments; develops and implements operations and maintenance procedures; oversees and coordinates compliance functions for assigned water/wastewater systems; evaluates and develops reports on laboratory tests; assists the Public Works and Utilities Director with general planning and management of water treatment and distribution facilities, wastewater collection system, and wastewater treatment plants; provides supervision, training and work evaluation for assigned staff; and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Plans, organizes, directs and supervises the operation, maintenance and construction of water/wastewater treatment facilities, lift stations, and lines.
- Develops and implements goals, objectives, policies and priorities.
- Assists in the selection of staff.
- Provides technical assistance and serves as a liaison with maintenance and operation staff regarding various maintenance and operation problems.
- Ensures compliance of assigned wastewater systems with state-wide regulations for Statewide General Waste Discharge requirements.
- Conducts inspections of facilities and lines, determining extent and costs of repairs.
- Assesses the types and kinds of equipment needed for construction and maintenance projects.
- Plans and assigns projects to utility operation and maintenance staff.

- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Inspects projects for proper completion and work quality standards.
- Assigns work to crews, ensuring that adequate equipment and supplies are available, including safety equipment.
- Oversees the maintenance and repair of equipment and vehicles.
- Requisitions and purchases materials and supplies.
- Supervises, trains and evaluates staff.
- Coordinates obtaining proper environmental permits for facility maintenance and construction projects.
- Assists with development of equipment specifications and bid requests.
- Reports operational deficiencies and develops and presents operational changes to correct deficiencies.
- Maintains environmental compliance.
- Assists the Public Works and Utilities Director with the general planning and development of new facilities, systems and equipment.
- Develops operational data and prepares requisite operations and activity reports.
- Responds to citizen complaints, concerns and questions regarding utility operations, as well as maintenance and construction projects.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.

Education: High school diploma or equivalent.

Experience: Five (5) years of increasingly responsible experience in public utility construction and maintenance work, including at least three (3) years in a lead or supervisory capacity. Supervisory experience is preferred.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; work assignments may require obtaining a valid Class A

Driver's License. Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- Valid California Grade T3 Water Treatment Operator Certificate,
- Grade 2 Wastewater Treatment Operator Certificate
- D3 Distribution Operator Certificate

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE:

It is the responsibility of the operator to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Techniques of budget preparation and monitoring; principles of supervision, training and work evaluation; Methods, tools, equipment, materials and work practices involved in the operation, maintenance, construction and repair of water/wastewater treatment facilities, lift stations, and lines; Laws, rules, regulations and environmental compliance requirements applicable to the operation, maintenance, construction and repair of public utilities; Regulatory requirements related to Statewide General Waste Discharge requirements, including the completion of the Sanitary Sewer Management Plan; Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers and related equipment; Hazardous material handling and safe work practices; Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment; and safe work practices.

Skills and Ability to: Oversees and direct the operation, maintenance, construction and repair of public utilities; Oversees and coordinates wastewater compliance functions, especially those related to the Statewide General Waste Discharge requirements; Assist the Public Works and Utilities Director with general management responsibilities; Provide supervision, training and work evaluation for assigned staff; Read and interpret plans and specifications; Estimate time, materials and equipment needed to perform construction and maintenance work; Inspect public utilities and

determine operational problems, requisite operational changes, and the extent of necessary repairs; Develop and maintain operational, time and equipment records; Communicate clearly and concisely, orally and in writing; Effectively represent the City in contacts with the public; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines; and Constantly demonstrate cooperative behavior with colleagues, supervisors and customers/clients.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3858 Amending the Public Works Supervisor Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Tejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3858 Amending the Public Works Supervisor Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3858_Amending_the_PW_Supervisor_Job_Description_120618.pdf	Reso 3858
❑ Public_Works_Supervisor.doc	Job Des

RESOLUTION NO. 3858

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE PUBLIC WORKS SUPERVISOR JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Public Works Supervisor Job Description; and

WHEREAS, the Public Works Supervisor 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 Public Works Supervisor Job Description.

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

1. The Public Works Supervisor Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Public Works Supervisor 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 6th day of December, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Public Works Supervisor

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under general direction of the Public Works and Utilities Director, plans, supervises and coordinates the Grounds, Maintenance and Roads functions and the City's utility systems (water distribution, wastewater collection and natural gas distribution); oversees the day-to-day operations; provides instruction to employees in the field; inspects field projects including infrastructure Capital Improvement Programs (CIP); and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Plans, supervises, coordinates and inspects the work of crews engaged in Grounds, Utilities Maintenance and Roadway projects; prioritizes and assigns work to subordinate employees; trains staff on work practices and procedures; handles disciplinary issues as needed.
- Provides support and recognition for staff; assists with planning, goal setting and performance evaluations.
- Checks work locations for safety hazards; encourages and enforces the use of safe work practices.
- Resolves complaints and/or concerns of the public, contractors and/or subcontractors in an efficient and timely manner
- Establishes, maintains and modifies work schedules and assignments.
- Maintains records and reports.
- Participates in the planning, design, development and implementation of construction, remodeling or refurbishing projects for City parks, grounds, utilities and roadways.
- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Inspects City parks, utilities, grounds and associated facilities and equipment to ensure proper maintenance standards.
- Assists in the selection of staff.

- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Reviews plans and specifications for errors; reports design errors discovered through inspection and proposes changes.
- Operates power driven equipment during the maintenance and construction of City streets, including but not limited to, tractors, trucks, rollers, loaders, street sweepers and other equipment.
- Prepares purchase requests/requisitions; inventories and maintains adequate levels of equipment, supplies and materials; ensures replacement of defective or unsafe equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade.

Experience: Five (5) years in construction, maintenance and operational work, including the operation of moderately heavy automotive equipment with at last three (3) years working in a supervisory capacity. Prior experience in municipal government, public works and utility maintenance is highly desirable.

Licenses: Valid State of California Drivers License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certifications: The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- D3 Distribution Operator Certificate.
- CA-NV AWWA Certified Backflow Assembly Prevention Tester license.
- Valid Class A commercial driver's license.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Operation, construction, maintenance and repair procedures, with particular reference to streets, grounds, and utility systems; operation and maintenance of automotive equipment, such as motor graders, loaders, rollers and street sweepers; occupational hazards, OSHA safety regulations and mandatory protective equipment in trades work; water, sewer and natural gas

utilities; techniques of effective training and supervision; customer services principles; applicable Federal, State and/or Local laws, rules and regulations; inventory maintenance principles; basic mathematical concepts; research techniques; report preparation methods; construction field inspection knowledge desirable.

Skill and Ability to: Supervise field operations and maintenance personnel; prioritize and assign work; solve complex problems in assigned area of responsibility; perform manual labor; exercise sound judgment within established guidelines; handle multiple tasks simultaneously; perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of streets, grounds, alleyways and automotive equipment; operate trucks and other heavy power driven equipment; perform heavy manual labor; understand and carry out oral and written directions; make independent decisions as necessary; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; work irregular hours; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair duties. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3859 Amending the Police Chief Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3859 Amending the Police Chief Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3859_Amending_the_Police_Chief_Job_Description_120618.pdf	Reso 3859
☐ Police_Chief_Rev_3-27-08;_App_4-1-08.doc	job desc

RESOLUTION NO. 3859

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE POLICE CHIEF JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Police Chief Job Description; and

WHEREAS, the Police Chief 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 Chief Job Description.

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

1. The Police Chief Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Police Chief 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Police Chief

Pay Class: Department Head

FLSA Exempt

DEFINITION

Under the general direction of the City Manager, responsible for the overall direction and administration of the City's Police Department, including, but not limited to, law enforcement, crime suppression and prevention, neighborhood policing, code enforcement and animal control. Provides leadership and direction to command staff; develops and trains employees; ensures appropriate promotions; reviews all disciplinary action and approves all corrective action. Develops and monitors the budget; develops and implements department policies. Coordinates activities with other City officials, departments, outside agencies and organizations; provides staff support to the City Council and City Manager; and performs other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Plans, organizes, directs, and supervises the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Coordinates law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Researches modern police management methods, formulates and enforces rules, procedures, and policies for efficient operation of the department.
- Directs the development and implementation of a department in-service training program.
- Reviews the evaluations of employee performance and takes appropriate disciplinary action where necessary.
- Interviews applicants and investigates their qualifications.
- Recommends appointments and promotions.
- Oversees the preparation of budget estimates and the control of budget expenditures.
- Coordinates department recommendations for the purchase of equipment and supplies.
- Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.

- Attends county, area, and state police conferences and meetings with other public officials; cultivates good community relations by appearing before civic, fraternal, and other community groups.
- Makes regular reports of department activities through the use of the news media, in conformance with administrative direction.
- Submits monthly reports of department activities to the City Manager.
- Performs other related duties as assigned.

DESIRABLE 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: Graduate of accredited four-year college or university with a degree in criminal justice, public or business administration, or a related field. A Master's degree is highly desirable. Additional supervisory or administrative experience in a law enforcement agency may be substituted for the required education on a year-for-year basis.

Experience: At least eight (8) years experience in law enforcement or public safety including at least five (5) years in a responsible supervisory capacity, preferably in a municipal police department.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess a Supervisor Peace Officer Standards and Training (POST) Certificate. POST Management Certificate is highly desirable.

Other: Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with 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 KSAs necessary to perform essential tasks of the position.*

Knowledge of: Modern principles, practices, and techniques of police administration, organization, and operation, and their applicability to civic situations; technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency prevention and control, recordkeeping, and care and custody of persons and property; laws, ordinances, and regulations affecting the work of the department; principles of public administration, including personnel, administrative, and budgetary control.

Skill and Ability to: Plan, organize, and coordinate the work of the Police Department; develop and administer sound departmental policies; establish and maintain cooperative and effective working relationships with governmental officials, employees and the public; speak and write effectively.

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.

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting

in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3860 Amending the Building Official Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No. 3860 Amending the Building Official Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3860_Amending_the_Building_Official_Job_Description_120618.pdf	Reso 3860
❑ Building_Official_Created_4-2-08;_App_4-8-08.doc	Job Des

RESOLUTION NO. 3860

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE BUILDING OFFICIAL JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Building Official Job Description; and

WHEREAS, the Building Official 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 Building Official Job Description.

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

1. The Building Official Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Building Official 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Building Official

Pay Class: Building Official

FLSA Exempt

DEFINITION

Under the general direction of the City Manager, plans, directs and reviews the operations and services of the Building Division; supervises and participates in the work of building inspections, permit processing and code enforcement related to general building and development, substandard housing, land use, plans, specifications and compliance; ensures codes are properly enforced with uniformity, equity and safety; provides interpretation, decisions and enforcement on applicable laws, regulations, codes and ordinances; monitors plan check flow; computes service fees; coordinates activities with other City officials, outside agencies and organizations; and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable laws, regulations, codes and ordinances; issues building, plumbing and electrical permits; inspects sites and buildings before construction or alteration and during construction to determine practicality of plans and to ensure compliance with 2007 California Building Standards Code found in the California Code of Regulations, Title 24 which includes the: 2007 California Building Code based on the 2006 International Building Code, 2007 California Electrical Code based on the 2005 National Electrical Code, 2007 California Plumbing Code based on the 2006 Uniform Plumbing Code, 2007 California Mechanical Code based on the 2006 Uniform Mechanical Code, 2007 California Fire Code based on the 2006 International Fire Code, 2007 California Energy Code based on the 2005 California Energy Standards and City of Coalinga municipal codes to ensure the health, safety and welfare of the public; issues certificates of occupancy.
- Enforces the provisions of the California Building Code; renders interpretations that are in compliance with the intent and purpose of the code; and adopts policies and procedures in order to clarify the application of its provisions.
- Receives applications, reviews construction documents and issues permits for the erection, and alteration, demolition and moving of buildings and structures; inspects the premises for which such permits have been issued and enforces compliance with the provisions of

applicable laws, regulations, codes and ordinances.

- Issues' building permits and investigates code violations; issues stop work orders and citations where voluntary compliance with zoning and land use ordinances is not forthcoming.
- Makes all required inspections, or accepts written and certified reports of inspections by approved agencies or individuals.
- Engages expert opinions as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the City Manager.
- Presents proper credentials and requests entry into structures or premises at reasonable times to make inspections where a condition exists that makes the structure or premise unsafe, dangerous or hazardous; or secures entry by remedies provided by law if access is refused.
- Maintains official records of applications received, permits and certificates issued, fees collected, reports of inspections and notices and orders issued.
- Approves materials, equipment and devises to be for used for construction and installation.
- Grants modifications for individual cases provided the special reason is in compliance with the intent and purposes of applicable laws, regulations, codes and ordinances; maintains records of the details of action granting modifications.
- Approves alternative materials, design and methods of construction and equipment when the proposed design complies with the intent of the provisions of applicable laws, regulations, codes and ordinances or requires tests by an approved agency as evidence of compliance; retains reports of all such tests.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates procedures for improving organizational performance; ensures that goals are achieved.
- Coordinates the selection, orientation and evaluation programs for assigned personnel; provides staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; and fulfills discipline procedures.
- Participates in the development of the annual budget; forecasts necessary funds for staffing, materials, services and supplies; monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares reports and presentations on current building issues for the City Council, City Manager, Planning Commission, community groups and regulatory agencies; maintains statistics and reports on construction activity.
- Keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to inquiries; provides information and resolves service issues; represents the Division with other City departments, governmental agencies, civic groups and the public.

- Establishes positive working relationships with representatives of community organizations, governmental agencies, City management and staff, and the public.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: A Bachelor's degree in engineering, architecture or a related field.

Experience: Five (5) years of increasingly responsible experience as a Building Inspector, including three years at a supervisory level. Additional supervisory level building inspector experience may be used on a year-for year substitution for education; prior experience in municipal government is highly desirable.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certification: Possession of an International Code Counsel (ICC) Combination Building Inspection certificate, and will within one year become certified as a Building Official by the International Code Counsel (ICC).

Other: Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

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

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; federal, state and local laws, regulations, codes and ordinances related to building construction and zoning; modern office practices, methods and equipment, including a computer and applicable software; characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

Skill and Ability to: Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read and interpret complex plans and specifications; analyze complex building inspection and code enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; interpret and apply applicable laws, codes and regulations; maintain

I.C.B.O. certification through continuing education programs; communicate clearly and concisely, both orally and in writing; deal effectively using tact and courtesy with groups or individuals involved in the building industry and the general public; establish and maintain effective working relationships with supervisors, peers and subordinates.

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.

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while in the field. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3861 Amending the Police Commander Job Description
Meeting Date: Thursday, December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No 3861 Amending the Police Commander Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3861_Amending_the_Police_Commander_Job_Description_120618.pdf	Reso 3861
☐ Police_Commander.docx	Job Des

RESOLUTION NO. 3861

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE POLICE COMMANDER JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Police Commander Job Description; and

WHEREAS, the Police Commander 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 Commander Job Description.

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

1. The Police Commander Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Police Commander 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Police Commander

Pay Class: 35 Basic

FLSA Exempt

DEFINITION

Under general supervision of the Police Chief, performs professional, administrative and managerial duties related to organizing, coordinating and implementing directives and policies as needed to control the day-to-day operations of the Police Department including, but not limited to, patrol, investigations, support services, animal control, ordinance enforcement and crossing guards. Oversees the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property. Assumes the role of Acting Chief of Police in the absence of the Police Chief; and performs other related tasks.

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.

- Plans, organizes, supervises and coordinates the operation of the department.
- Directs the work of supervisory personnel, officers and non-sworn personnel engaged in law enforcement related and administrative work.
- Analyzes crime and patrol trends.
- Adjusts patrol beats to more effectively cope with crime trend; investigates internal affair matters.
- Prepares goals and objectives, supervises and inspects the work of personnel in the field.
- Directs, monitors and coordinates the work of employees engaged in communications, animal control, recordkeeping, and the care and custody of prisoners.
- Formulates the revision of general orders, policies, and procedures.
- Prepares and reviews grant requests and assists in the administration of grant funds.
- Assists in planning, organizing, and conducting in-service training.
- Stays informed of laws and recent court decisions.
- Periodically inspects personnel and equipment.
- Responds to citizen concerns, complaints or inquiries regarding police services and responds to inquiries from the media as authorized by the Police Chief.

- Assumes charge of the department in absence of the Police Chief.
- Assists in arranging duty assignments for special functions, supervises and coordinates personnel involved in criminal investigations.
- Reviews police reports and other documents for completeness and accuracy, assigns follow-up investigation, and performs community and public relation tasks.
- Performs other duties as assigned.

DESIRABLE 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: U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university. An Associate's degree in criminology, police science, or related field is highly desirable. Additional supervisory or administrative experience in a law enforcement agency may be substituted for the required education on a year-for-year basis.

Experience: Six (6) years of current full-time experience in law enforcement work comparable to that of a Police Officer in the City of Coalinga including at least three (3) years in a supervisory capacity.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess both an Advanced and Supervisory Peace Officer Standards and Training (POST) Certificate.

Other: Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with 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 KAS's necessary to perform essential tasks of the position.*

Knowledge of: Modern methods and procedures of patrol, crime prevention, traffic control, basic investigation and identification techniques; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court; recent court decisions on arrest procedures and the handling of suspects and prisoners; principles of supervision and training; and an understanding of Community Policing principals.

Skill and Ability to: Provide supervision to other law enforcement personnel; plan, organize, and direct the activities of subordinates; establish, maintain, and conduct employee training programs; establish and maintain effective relationships in the course of work; write clear, comprehensive, and accurate reports; inspire public confidence through personal integrity and actions; meet related employment standards as established by the City of Coalinga in connection with POST standards

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.*

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold

temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3867 Amending the Bus Driver Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3867 Amending the Bus Driver Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
□	Bus_Driver_Rev_3-5-08;_App_3-7-08.doc	Job Description
□	Resolution_3867.doc	Res

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Bus Driver I

Pay Class: 18 Basic

FLSA Non-Exempt

DEFINITION

Under supervision of the Senior Administrative Analyst, operates busses, collects fares, prepares logs, maintains a clean and safe bus, carries out daily pre-trip inspections and other periodic maintenance checks, assists the traveling public and does related work as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Operates transit vehicles on inter-City or intra-City routes, and for other transportation services as needed.
- Carries out daily pre-trip inspections and performs other regular safety and cleanliness checks as required.
- Collects fares, maintains well documented transit logs relating to rider ship, fares, and operating conditions.
- Provides special assistance to disabled passengers.
- Works effectively with the public and assists with traveling.
- Provides parcel delivery service as needed.
- Performs other transit related duties as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade.

Experience: Experience driving buses or operating double or triple axle trucks.

Licenses: Valid State of California Drivers License, Class B, with Passenger and Air Brake Endorsements; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs. Verification of Transit Training (VTT),

Special Driver Certificate for General Public Para-Transit Vehicle (GPPV) or School Bus, and Driver's Medical Exam Certification Card required.

Other: Position requires the final approval and insurability by Fresno County; must have a clean driving record with no conviction of driving under the influence of drugs or alcohol.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: The operation and maintenance of buses, double or triple axle vehicles or related equipment.

Skill and Ability to: Understand and carry out oral and written directions; make independent decisions when necessary; deal courteously and effectively with the public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

Ability to see well enough to read small print, gauges, instruments, oncoming traffic and road signs; ability to drive during night time hours and in all weather conditions; sense of smell to detect smoke and unusual odors; mobility to kneel, crouch, bend; dexterity to use small tools; strength to lift up to fifty (50) pounds; and the ability to sit for eight (8) hours. Must be able to pass the California Department of Motor Vehicles (DMV) physical examination.

Approved by: _____
Marissa Trejo, City Manager Date

RESOLUTION NO. 3867

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
BUS DRIVER JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Bus Driver Job Description; and

WHEREAS, the Bus Driver 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 Bus Driver Job Description.

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

1. The Bus Driver Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Bus Driver 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 6 day of December, 2018, 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. 3868 Amending the Lead Bus Driver Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manger recommends adopting Resolution No. 3868 amending the Lead Bus Driver Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3868_Amending_the_Lead_Bus_Driver_Job_Description_120618.pdf	Res 3868
☐ Lead_Bus_Driver.doc	Job Description

RESOLUTION NO. 3868

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISING THE LEAD BUS DRIVER JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Lead Bus Driver Job Description; and

WHEREAS, the Lead Bus Driver 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 Lead Bus Driver Job Description.

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

1. The Lead Bus Driver Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Lead Bus Driver 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Lead Bus Driver

Pay Class: 19 Basic

FLSA Non-Exempt

DEFINITION

Under supervision of the Senior Administrative Analyst, operates busses, collects fares, prepares logs, maintains a clean and safe bus, carries out daily pre-trip inspections and other periodic maintenance checks, assists the traveling public and does related work as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Operates transit vehicles on inter-City or intra-City routes, and for other transportation services as needed.
- Carries out daily pre-trip inspections and performs other regular safety and cleanliness checks as required.
- Collects fares, maintains well documented transit logs relating to rider ship, fares, and operating conditions.
- Provides special assistance to disabled passengers.
- Works effectively with the public and assists with traveling.
- Provides parcel delivery service as needed.
- Trains relief bus drivers.
- Schedules and provides direction to relief bus drivers.
- Maintains inventory of material used in the maintenance of transit vehicles.
- Performs other transit related duties as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade.

Experience: Experience driving buses or operating double or triple axle trucks.

Licenses: Valid State of California Drivers License, Class B, with Passenger and Air Brake Endorsements; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs. Verification of Transit Training (VTT), Special Driver Certificate for General Public Para-Transit Vehicle (GPPV) or School Bus, and Driver's Medical Exam Certification Card required.

Other: Position requires the final approval and insurability by Fresno County; must have a clean driving record with no conviction of driving under the influence of drugs or alcohol.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: The operation and maintenance of buses, double or triple axle vehicles or related equipment.

Skill and Ability to: Understand and carry out oral and written directions; make independent decisions when necessary; deal courteously and effectively with the public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

Ability to see well enough to read small print, gauges, instruments, oncoming traffic and road signs; ability to drive during night time hours and in all weather conditions; sense of smell to detect smoke and unusual odors; mobility to kneel, crouch, bend; dexterity to use small tools; strength to lift up to fifty (50) pounds; and the ability to sit for eight (8) hours. Must be able to pass the California Department of Motor Vehicles (DMV) physical examination.

Approved by: _____
Bill Skinner, Interim City Manager Date

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

Subject: Adopt Resolution No. 3869 Amending the Account Clerk I, II, III Job
Descriptions
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3869 amending the Account Clerk I, II, III Job Descriptions.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3869_Amending_Account_Clerk_I__II__III_120618.pdf	Reso 3869
☐ Account_Clerk_I_II_III.doc	Job Description

RESOLUTION NO. 3869

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
REVISED ACCOUNT CLERK I/II/III JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Account Clerk I/II/III Job Description; and

WHEREAS, the Account Clerk 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 Account Clerk I/II/III Job Description.

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

1. The Account Clerk 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 Account Clerk 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 **6th day of December, 2018**, 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***

Account Clerk I, II, III

Pay Class I: 21 Basic

Pay Class II: 23 Basic

Pay Class III: 25 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Financial Services Supervisor, performs a variety of routine and complex accounting duties as needed to expedite the processes and functions of the Financial Services Department including the maintenance and review of financial records and the preparation of reports pertaining to utility accounts, business licenses, accounts payable and receivable, and commercial cannabis operations. Assists customers at the front counter, answers and directs incoming phone calls, receives, distributes and processes mail, and completes other routine tasks 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 Accounts Payable, Utility Billing, Commercial Cannabis Operations, Business Licenses, the Front Counter, or other assignments of the Financial Services Department. May be assigned to multiple assignments concurrently.

Account Clerk I - This is the entry-level class in the Account Clerk 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 Account Clerk I to Account Clerk II requires an evaluation of employee skill, completion of cross training in each assignment within the Classification, performance levels, training and education.

Account Clerk II - This is the intermediate-level class of the Account Clerk series. Incumbents are expected to perform a variety Financial Services tasks without detailed instructions. As skill and knowledge increases, more difficult duties are assigned for advancing to Account Clerk III. Incumbents may provide training to less experienced employees. Advancement to Account Clerk III requires an evaluation of employee skill, the ability to independently perform any of the assignments within the Classification, performance levels, training and education.

Account Clerk III - This is the advance-level of the Account Clerk series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations

arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the department and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments. Incumbents may exercise functional supervision over less experienced Account Clerks as needed.

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.

Accounts Payable

- Processes all accounts payables. Receives purchases orders, verifies accuracy to invoices, ensures correct signatures are on purchase orders, assures proper receipt of discounts, evaluates payment priorities, and contacts vendors as needed to resolve discrepancies and make corrections to invoices.
- Generates and mail checks, prepares registers associated with accounts payable processing, tracks payments and petty cash; may prepare correction journal entries related to disbursements.
- Maintains various files and records related to accounts payable i.e. vendor tax exemption information, travel requests, etc; files purchase orders and related information; updates files and purges records according to established records retention schedules.
- Completes special projects and assignments; researches, analyzes and prepares reports; composes correspondence, memos and letters.
- Assists visitors at the front counter and on the phone; responds to customer billing and service inquiries; answers questions, provides information and/or directs them to appropriate staff; provides forms, applications and other materials.
- Operates computer daily to enter utility payments and receipts; prepares daily report for balancing, updates daily receipts according to balancing results; prepares bank deposit.
- Performs other duties as assigned.

Utility Billing

- Prepares and enters such items as changes and new or terminated accounts.
- Reviews and prepares meter changes before exporting data to/from the meter reading program.
- Enters utility usage figures on computer input forms.
- Insures computer input records are current by opening and closing accounts and providing necessary adjustments.
- Confers with software representatives to insure the correct preparation of utility billing.
- Maintains a balance of delinquent utility accounts.

- Assists visitors at the front counter and on the phone; responds to customer billing and service inquiries; answers questions, provides information and/or directs them to appropriate staff; provides forms, applications and other materials.
- Operates computer daily to enter utility payments and receipts; prepares daily report for balancing and updates daily receipts according to balancing results; prepares bank deposit.
- Provide information concerning policies, regulations of data and changes to departments and other individuals; provide training as needed. Inform immediate supervisors of changes in utility status. Researches and answers questions on utility inquiries, for exactness, neatness, and conformance to policies and procedures. Studies and standardizes resolutions and procedures to improve efficiency of policies.
- Maintains detailed general ledger records through a computerized system.
- Prepares and files accounting and financial transaction reports at various intervals.
- Assists in the process of accounting and financial record keeping and reporting, including general ledger entries, cash receipts, and utility billing payments.
- Prepares utility bills for mailing.
- Provides assistance and training to other clerical employees regarding the utility billing system and other office machines.
- Operates 10-key calculator and other office machines.
- Performs related duties as required.

Commercial Cannabis Operations

- Responds to customer inquiries at front counter; answers questions and addresses concerns.
- Audits trails of cash relating to commercial marijuana operations both on and off site.
- Calculates, collects and processes fees and taxes relating to commercial marijuana operations; issues receipts.
- Verifies insurance coverages for commercial marijuana businesses and ensures policies remain in effect.
- Reviews commercial marijuana operational reports; generates reports.
- Monitors utility usage for commercial marijuana operations.
- Reconciles commercial marijuana operational fees and taxes.
- Keeps accurate records relating to commercial marijuana financial operations.
- Answers telephone and screens calls and visitors, refers inquiries as appropriate and responds to minor questions and complaints on account status; provides information as requested.
- Cross trains in all Account Clerk functions and backfills as needed.
- Processes payment cash transactions from customers using accounting software; opens and processes payments from the mail and the drop box; processes and maintains daily cash receipts;

prepares bank deposits on a rotational basis.

- Performs general clerical accounting duties; prepares daily reconciliation of all payment transactions by reviewing and verifying all batch reports.
- Responsible for maintaining utility customer files and various records.
- Performs related duties as required.

Business Licenses

- Processes business license applications; reviews applications for accuracy and completeness; records and files documents; issues business licenses for owners of businesses.
- Performs general clerical accounting duties; calculates fees and collects payments; prepares bank deposits and balances daily cash reports.
- Assists visitors at the front counter and on the phone; responds to customer billing and service inquiries; answers questions, provides information and/or directs them to appropriate staff; provides forms, applications, and other materials.
- Enters and retrieves data using accounting software; produces statements and various other documents, summaries and reports.
- Maintains inventory and stock of supplies for department; orders supplies as needed.
- Operates a calculator and various other office machines.
- Performs other duties as assigned.

Front Counter

- Responds to customer utility billing and service inquiries at front counter; answers concerns regarding service levels and options, service rates and fee structures.
- Answers telephone and screens calls and visitors, refers inquiries as appropriate and responds to minor questions and complaints on account status; provides information as requested.
- Responsible for processing the main phone voice mail message system; logs in messages and distributes/relays to other departments daily.
- Prepares daily work orders for public works; operates a two way radio to maintain communication between office and field personnel.
- Processes payment cash transactions from customers using accounting software; opens and processes payments from the mail and the drop box; processes and maintains daily cash receipts; prepares bank deposits on a rotation basis.
- Performs general clerical accounting duties; prepares daily reconciliation of all payment transactions, by reviewing and verifying all batch reports.
- Provides assistance to utility billing clerk; assists in reviewing customer accounts to identify areas of concern. Assists utility clerk in preparing accounts for the collection process.
- Schedules appointments for the billing transit system, assists with building inspections, permits

and business license processing.

- Responsible for maintaining utility customer files and various records.
- Performs other duties as assigned.

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 Accounting or a related field is highly desirable.

Experience: Account Clerk I: One (1) year of general office experience including some financial recordkeeping and accounting experience.

Account Clerk II: Two (2) years of increasingly responsible experience in municipal financial services with the City of Coalinga or other municipality equivalent to an Account Clerk I. Education in Accounting or a related field may be substituted for experience on a year for year basis whereas thirty (30) college semester units are equivalent to one year.

Account Clerk III: Five (5) years of experience in municipal financial services with the City of Coalinga or other municipality equivalent to an Account Clerk II. Education in Accounting or a related field may be substituted for experience on a year for year basis whereas thirty (30) college semester units are equivalent to one year.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Generally accepted accounting principles; internal control principles and methods of application; modern office maintenance and practices; computer accounting applications and various software spreadsheet programs; operations of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette.

Skill and Ability to: Analyze routine accounting problems and make standard adjustments; make accurate arithmetic calculations; balance cash receipts; maintain accurate records and files; produce written documentation; perform detailed clerical work and maintain attention to detail despite frequent interruptions; understand and follow written and oral direction; work independently and make sound judgments within established guidelines; research information and solve customer

service problems; operate various types of office equipment such as a typewriter, 10 key calculator, etc; operate personal computer to produce or compose documents, reports and records; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.

Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3870 Amending the Maintenance Worker I, II, III Job Descriptions
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3870 amending the Maintenance Worker I, II, III Job Descriptions.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3870_Amending_Maintenance_Worker_I__II__III.pdf	Reso 3870
❑ Maintenance_Worker_I_II_III_Newly_revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3870

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE MAINTENANCE WORKER I/II/III JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Maintenance Worker I/II/III Job Description; and

WHEREAS, the Maintenance Worker 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 Maintenance Worker I/II/III Job Description.

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

1. The Maintenance Worker 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 Maintenance Worker 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 **6th day of December, 2018**, 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

Maintenance Worker I, II, III

Pay Class I: 21 Basic
Pay Class II: 23 Basic
Pay Class III: 25 Basic
FLSA Non-Exempt

DEFINITION

Under close to limited supervision of the Public Works Supervisor or his/her designee, performs unskilled to skilled tasks in the maintenance, construction, repair and grounds keeping of City utility systems (water plant and distribution, wastewater plant and collections and gas system), streets, airport and other facilities; operates and maintains a variety of field equipment and hand tools; reads utility meters and makes gas and water turn-on and turn-offs; answers service calls; 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.

Maintenance Worker I - This is the entry-level class in the Maintenance Worker 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 Maintenance Worker I to Maintenance Worker II requires an evaluation of employee skill, performance levels and completion of required certification/training.

Maintenance Worker II - This is the intermediate-level class of the Maintenance Worker series. Incumbents are expected to perform a variety of repair and maintenance tasks without detailed instructions. As skill and knowledge increases, more difficult duties are assigned for advancing to Maintenance Worker III. Incumbents may provide training to less experienced employees. Advancement to Maintenance Worker III requires an evaluation of employee skill, performance levels, and completion of required certifications/training.

Maintenance Worker III - This is the advance-level of the Maintenance Worker series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Division and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while

completing assignments. Incumbents may serve as lead workers and may serve as supervisors over less experienced Maintenance Workers.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Assists in the installation, repair and maintenance of City utility systems – water production, water distribution, wastewater collection, wastewater treatment, gas distribution and other utility services.
- Repairs and replaces concrete sidewalks, curbs, gutters and other concrete structures; repairs and maintains streets by patching with hot or cold asphalt mix; sealing cracks; removing road hazards; and sets up traffic control and safety zones.
- Installs and maintains street signs; maintains street markings; lays out traffic striping and legends prior to painting; and sets up traffic control and safety zones.
- Participates in the work of a crew engaged in the removal of graffiti including sandblasting, chemically cleaning and painting surfaces.
- Walks along a predetermined route of varying length reading water, gas, and electric meters, both analog and digital.
- Enters meter readings, access information, trouble codes, and other data into meter books or hand-held computers designed specifically for meter reading tasks.
- Informs Supervisor of abnormal or suspicious meter conditions or usage patterns such as hazardous circumstances such as gas odors, exposed electrical wiring, open or broken water or curb gas meter boxes, inoperative meters, meters which appear to have been tampered with, etc. so the condition can be remedied.
- Answers customers' questions regarding billing or other utilities-related subjects or refers customers to proper office to obtain answers; maintains at all times a high level of politeness and professionalism in dealing with customers.
- Acts as serviceman to answer public calls for utility service; performs gas and water turn-on and turn-offs and lights pilot lights.
- Performs occasional minor water-gas meter maintenance tasks such as checking water and gas pressure gas and meter glass replacement and cleaning.
- Responds to emergency calls from the public and other agencies; takes appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities.
- Uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, welders, paint striper, airless painter; rollers, dump trucks, jack hammers, air compressors, tractors, etc; and cleans and cares for tools and equipment used on the job.

- Operates a variety of public works automotive field equipment and grounds maintenance equipment, including service trucks, large mowers, dump trucks, backhoe, tractor and motor grader; performs daily pre-use inspections of equipment and performs other regular safety, maintenance and cleanliness checks as required.
- Lifts, moves, loads, hauls and unloads heavy objects including boxes, rocks/stones, gravel, dirt, asphalt, concrete, meters and other materials and equipment.
- Provides landscaping maintenance, mowing, weeding, edging, debris removal and clears away undergrowth, irrigating, irrigation system installation and repair, fertilizing and application of herbicides necessary for proactive maintenance in compliance with all City rules, regulations and ordinances.
- Lifts, moves, loads and unloads heavy objects including boxes, rocks/stones, gravel, dirt, asphalt, concrete, meters, and other materials and equipment as directed.
- Maintains accurate records and submits productivity reports.
- Cleans and cares for tools and equipment used on the job.
- Carries out daily pre-use inspections of equipment and performs other regular safety, maintenance, and cleanliness checks as required.
- May perform as lead crew member with limited supervisory responsibilities.
- Provides high level of customer service to all customers, users, tenants, vendors, citizens and co-workers.
- Performs other duties as assigned.

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 in a related field is highly desirable.

Experience: Maintenance Worker I: some experience in public works maintenance and repair work.

Maintenance Worker II: two years of increasingly responsible experience in public works maintenance and repair work, and public works technology programs, or two (2) years of experience performing duties comparable to Maintenance Worker I in the City of Coalinga.

Maintenance Worker III: five (5) years of experience in public works maintenance and repair work, with two (2) of those years performing duties similar to those of the Maintenance Worker II with the City of Coalinga.

Licenses: Valid State of California Drivers License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation,

physical examination including drug test; and successfully complete a one-year probationary period.

Certification(s): To be eligible for the beginning-level Maintenance Worker I position the incumbent **must possess or complete** the following certifications/training within 18 months of hire:

- ▶ Grade D1 Water Distribution Certificate issued by the State Water Resources Control Board;
- ▶ All required Operator Qualifications (OQ) tasks and training for natural gas distribution administered by the Public Works Division;
- ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ A California Class B Driver License is preferred.

To be eligible for the intermediate-level Maintenance Worker II position, the incumbent **must possess or complete** the following certifications/training:

- ▶ Grade D2 Water Distribution Operator Certificate issued by the State Water Resources Control Board; **and**
- ▶ All required Operator Qualifications (OQ) Level 2 tasks and training for natural gas distribution administered by the Public Works Division; **and**
- ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ A California Class B Driver License preferred.
- ▶ Performance of higher level duties on a regular basis.

To be eligible for the advance-level Maintenance Worker III position, the incumbent **must possess or maintain** the following certifications/training:

- ▶ Grade D3 Water Distribution Operator Certificate issued by the State Water Resources Control Board; **and**
- ▶ All required Operator Qualifications (OQ) of Level 2 tasks including field training of Maintenance Worker I & II for natural gas distribution; **and**
- ▶ Maintain a California Class B Driver License with no airbrake restriction; **and**
 - ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ Performance of higher level duties on a regular basis.

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: Equipment operation, techniques, and methods used in the area of specialization; common tools and equipment used in construction and maintenance work; safety precautions and procedures; tools, methods, techniques and materials used in street, water, gas, sewer, and grounds construction and maintenance; standards relating to the proper installation and maintenance of street signs and pavement markings; basic principles involved in the operation and maintenance of pumps and motors; and traffic laws, ordinances and rules related to truck and heavy equipment operations.

Skill and Ability to: Operate the particular type of equipment assigned; perform a variety of semi-skilled and sometimes skilled maintenance, construction and utility service work; perform heavy manual labor; maintain simple records; enter and read numerical data; work effectively without immediate supervision; understand and carry out oral and written directions; learn departmental procedures and programs; have excellent attendance and be punctual; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.*

Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Sufficient mobility to work outdoors, in hot and cold weather; sufficient mobility to ascend or descend ladders, scaffoldings, stairs, or inclined surfaces; ability to reach, lift, load or unload heavy materials; walk 8-10 miles a day; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print, gauges, and instruments; see distances sufficient to see oncoming traffic, read signs, and hazards; subject to loud noise and dirty (dusty or muddy) work conditions. Because duties may require going on citizens' property and occasionally into their premises, it is absolutely essential that the incumbent have unimpeachable honesty, a high level of regard for customers' privacy, and a significant degree of politeness. Individuals must exercise good judgment, be flexible, creative, 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. 3871 Amending the Water Operator I Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3871 amending the Water Operator I Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3871_Amending_the_Water_Operator_I_Job_Description_120618.pdf	Reso 3871
☐ Water_Operator_I_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3871

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE WATER OPERATOR I JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Water Operator I Job Description; and

WHEREAS, the Water Operator I 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 Water Operator I Job Description.

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

1. The Water Operator I Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Water Operator I 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Water Operator I

Pay Class: 26 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Utilities Supervisor, operates a surface water filtration plant and/or a wastewater treatment plant. Performs a variety of operational tasks including but not limited to adjusting plant flows and chemical dosages; backwash filters; using the SCADA to monitor and adjust treatment, purveyance and storage as needed; maintaining water and wastewater plant equipment and appurtenances, such as pumps, chemical feed systems, valves and motors; and maintaining grounds, buildings and other related areas.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Monitors, operates, and adjusts controls for the water and wastewater treatment plant equipment and machinery, such as valves, motors, pumps, chemical feed pumps and other plant equipment.
- Maintains, cleans, lubricates and adjusts water and wastewater plant equipment and appurtenances such as pumps, chemical feed systems, valves, motors, etc. Maintains and cleans grounds, buildings and other areas as needed.
- Obtains water and wastewater samples for laboratory analysis using standard sampling techniques and chain of custody procedures.
- Operates construction equipment for grounds maintenance, pipeline repair and similar construction projects.
- Lifts and moves heavy objects from time to time.
- Maintains and cleans tools used on the job, work areas, break areas, office spaces, etc.
- Performs daily pre-job inspection of equipment and vehicles; and completes regular safety, maintenance and cleanliness checks as required.
- Assists other departments as needed.
- Performs other work as assigned.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the minimum qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.

Education: High school diploma or equivalent.

Experience: One (1) year of responsible experience in work involving operations and maintenance of water and wastewater treatment plants.

Licenses: Valid State of California Drivers License; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Possession of the following certificates issued by the California State Water Resources Control Board:

T1 or T2 Water Treatment Plant Operator;

D1 or D2 Water Distribution Operator Certificate;

Grade 1 Wastewater Treatment Plant Operator

NOTES: It is the responsibility of the operator to renew all applicable license(s) to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.

Flexible promotion to Operator Grade 2 upon completion of certification, licensing, and proven ability to perform job requirements specified for Operator Grade 2 and one (1) year of work experience as Operator Grade 1.

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: Operation of the water filtration and the wastewater treatment plants; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; treatment processes involved in the daily operations of water filtration and wastewater treatment plants; all applicable Federal and State regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc. as needed to properly operate treatment processes.

Skill and Ability to: Under limited supervision operate the water filtration and wastewater treatment plants; perform minor and major plant repair work using a variety of tools; read and interpret gauges and recording devices; diagnose operating problems and take effective courses of responsible action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work as a contributing member of a crew; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed in water treatment and wastewater plants and in a typical outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____ Date _____
Marissa Trejo, City Manager

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

Subject: Adopt Resolution No. 3872 Amending the Water Operator II Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3872 amending the Water Operator II Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3872_Amending_the_Water_Operator_II_Job_Description_120618.pdf	Reso 3872
☐ Water_Operator_II_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3872

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE WATER OPERATOR II JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Water Operator II Job Description; and

WHEREAS, the Water Operator II 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 Water Operator II Job Description.

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

1. The Water Operator II Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Water Operator II 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Water Operator II

Pay Class: 28 Basic

FLSA Non-Exempt

DEFINITION

Under limited supervision of the Utilities Supervisor, operates a surface water filtration plant and distribution system with reservoirs. Operates the Wastewater Treatment Plant. Performs a variety of tasks including but not limited to adjusting plant and reservoir flows, chemical dosages, backwash filters; using the SCADA system to monitor and adjust treatment and distribution; maintaining water plant and distribution equipment and appurtenances, such as pumps, chemical feed systems, valves and motors; and maintaining grounds, buildings and other related areas. Responds to distribution system needs. May oversee, monitor and/or direct the work of lower level personnel.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Evaluates real time operational and historic data to determine optimal flow rates, chemical feed rates, filter backwash scheduling, and all other parameters needed in the operation of the water treatment, transmission and reservoir systems.
- Monitors all applicable water quality parameters to ensure that EPA and DHS quality standards are being met at all times in treatment and distribution systems.
- Maintains, cleans, lubricates and adjusts water and treatment and booster pump station equipment and appurtenances such as pumps, chemical feed systems, valves, motors, etc. Maintains and cleans grounds, buildings and other areas as needed.
- Obtains water and wastewater samples for laboratory analysis using standard sampling techniques and chain of custody procedures.
- Takes water samples and makes standardized laboratory tests such as tests for pH, turbidity and fluoride concentration; performs field-testing for chlorine residual, temperature, pH and additional tests as needed.
- Operates construction equipment for pipeline repair, grounds maintenance and similar construction projects.
- Lifts and moves heavy objects from time to time.
- Maintains and cleans tools used on the job, work areas, office spaces, etc. as needed.

- Performs daily pre-job inspection of equipment and vehicles, and completes regular safety, maintenance and cleanliness checks as required.
- Guides individuals or groups of visitors through the plant discussing plant operations and functions and all applicable EPA, DHS, WRCB and Health Services regulations governing the operation of water and wastewater treatment plants.
- May assist in the training of new operators.
- Under limited supervision, operates, repairs and maintains Wastewater Treatment Facility.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

Education: High school diploma or equivalent.

Experience: One (1) year of responsible experience in work involving operations and maintenance of surface water treatment and distribution systems.

Licenses: Valid State of California Drivers License, Class B preferred; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Possession of the following certificates issued by the California State Water Resources Control Board:

T2 Water Treatment Plant Operator

D2 Water Distribution Operator

Grade 2 + Wastewater Treatment Plant Operator

NOTE:

It is the responsibility of the operator to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) 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: Operation of the water filtration plant, distribution system and wastewater plant; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; treatment processes involved in the daily operations of water filtration and distribution system; all applicable Federal and State regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc. as needed to properly operate treatment processes.

Skill and Ability to: Assist in the operation of the water filtration plant, distribution system and wastewater plant; read and interpret system plans; evaluate real time operational and historic data; perform minor and major plant repair work using a variety of tools; read and interpret gauges and recording devices; diagnose operating problems and take effective courses of action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed in a water treatment plant, wastewater treatment plant and a typical outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3873 Amending the Water Operator III Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3873 amending the Water Operator III Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3873_Amending_the_Water_Operator_III_Job_Description_120618.pdf	Reso 3873
☐ Water_Operator_III_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3873

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE WATER OPERATOR III JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Water Operator III Job Description; and

WHEREAS, the Water Operator 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 Water Operator III Job Description.

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

1. The Water Operator III Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Water Operator 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Water Operator III

Pay Class: 30 Basic

FLSA Non-Exempt

DEFINITION

Under limited supervision of the Utilities Supervisor, operates a surface water filtration plant and distribution system with reservoirs. Operates the Wastewater Treatment Plant. Performs a variety of tasks including but not limited to adjusting plant and reservoir flows, chemical dosages, backwash filters; using the SCADA system to monitor and adjust treatment and distribution; maintaining water plant and distribution equipment and appurtenances, such as pumps, chemical feed systems, valves and motors; and maintaining grounds, buildings and other related areas. Responds to distribution system needs. May oversee, monitor and/or direct the work of lower level personnel.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Evaluates real time operational and historic data to determine optimal flow rates, chemical feed rates, filter backwash scheduling, and all other parameters needed in the operation of the water treatment, transmission and reservoir systems.
- Monitors all applicable water quality parameters to insure that EPA and DHS quality standards are being met at all times in treatment and distribution systems.
- Maintains, cleans, lubricates and adjusts water and treatment and booster pump station equipment and appurtenances such as pumps, chemical feed systems, valves, motors, etc. Maintains and cleans grounds, buildings and other areas as needed.
- Obtains water and wastewater samples for laboratory analysis using standard sampling techniques and chain of custody procedures.
- Takes water samples and makes standardized laboratory tests such as tests for pH, turbidity and fluoride concentration; performs field-testing for chlorine residual, temperature, pH and additional tests as needed.
- Operates construction equipment for pipeline repair, grounds maintenance and similar construction projects.
- Lifts and moves heavy objects from time to time.
- Maintains and cleans tools used on the job, work areas, office spaces, etc. as needed.

- Performs daily pre-job inspection of equipment and vehicles, and completes regular safety, maintenance and cleanliness checks as required.
- Guides individuals or groups of visitors through the plant discussing plant operations and functions and all applicable EPA, DHS, WRCB and Health Services regulations governing the operation of water and wastewater treatment plants.
- May serve as a shift operator; may assist in the training of new operators.
- Under limited supervision, operates, repairs and maintains Wastewater Treatment Facility.
- Performs other duties as assigned.

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: High school diploma or equivalent.

Experience: Three (3) years of responsible experience in work involving operations and maintenance of surface water treatment and distribution systems.

Licenses: Valid State of California Drivers License, Class B preferred; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Possession of the following certificates issued by the California State Water Resources Control Board:

T3 Water Treatment Plant Operator

D2 Water Distribution Operator

Possession of a Grade 2 ± Wastewater Treatment Plant Operator

NOTE:

It is the responsibility of the operator to renew all applicable license(s) to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) 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: Operation of the water filtration plant, the distribution system and wastewater plant; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; treatment processes involved in the daily operations of water filtration and distribution system; all applicable Federal and State regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc. as needed to properly operate treatment processes.

Skill and Ability to: Independently operate the water filtration plant, distribution system and wastewater plant; read and interpret system plans; evaluate real time operational and historic data; perform minor and major plant repair work using a variety of tools; read and interpret gauges and recording devices; diagnose operating problems and take effective courses of action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed in a water treatment plant, wastewater plant and a typical outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3874 Amending the Water Operator IV Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3874 amending the Water Operator IV Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
☐ RESO#3874_Amending_the_Water_Operator_IV_Job_Description_120618.pdf	Reso 3874
☐ Water_Operator_IV_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3874

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE WATER OPERATOR IV JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Water Operator IV Job Description; and

WHEREAS, the Water Operator IV 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 Water Operator IV Job Description.

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

1. The Water Operator IV Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Water Operator IV 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Water Operator IV (Chief Plant Operator – Water)

Pay Class: 32 Basic

FLSA Non-Exempt

DEFINITION

Under limited supervision of the Utilities Supervisor, operates a surface water filtration plant and distribution system with reservoirs. Performs a variety of tasks including but not limited to adjusting plant and reservoir flows, chemical dosages, backwash filters; using the SCADA system to monitor and adjust treatment and distribution; maintaining water plant and distribution equipment and appurtenances, such as pumps, chemical feed systems, valves and motors; and maintaining grounds, buildings and other related areas. Responds to distribution system needs. May oversee, monitor and/or direct the work of lower level personnel.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Evaluates real time operational and historic data to determine optimal flow rates, chemical feed rates, filter backwash scheduling, and all other parameters needed in the operation of the water treatment, transmission and reservoir systems.
- Monitors all applicable water quality parameters to ensure that EPA and DHS quality standards are being met at all times in treatment and distribution systems.
- Maintains, cleans, lubricates and adjusts water and treatment and booster pump station equipment and appurtenances such as pumps, chemical feed systems, valves, motors, etc. Maintain and cleans grounds, buildings and other areas as needed.
- Evaluates operational expenses to insure efficiency in the use of operations budget.
- Obtains water samples for laboratory analysis using standards sampling techniques and chain of custody procedures.
- Takes water samples and makes standardized laboratory tests such as tests for pH, turbidity and fluoride concentration; performs field-testing for chlorine residual, temperature, pH and additional tests as needed.
- Operates construction equipment for pipeline repair, grounds maintenance and similar construction projects.
- Lifts and moves heavy objects from time to time.

- Maintains and cleans tools used on the job, work areas, office spaces, etc., as needed.
- Performs daily pre-job inspection of equipment and vehicles, and completes regular safety, maintenance and cleanliness checks as required.
- Guides individuals or groups of visitors through the plant discussing plant operations and functions and all applicable EPA, DHA, WRCB and Health Services regulations governing the operation of water and wastewater treatment plants.
- Serves as water plant chief plant operator; may assist in the training of new operators.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.

Education: High school diploma or equivalent.

Experience: Three (3) years of responsible experience in work involving operations and maintenance of surface water treatment and distribution systems.

Licenses: Valid State of California Driver's License, Class B preferred; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Possession of the following certificates issued by the California State Water Resources Control Board:

T4 Water Treatment Plant Operator

D2 Water Distribution Operator

The following certificate is highly desirable, but not required, and comes with a 5% pay incentive:

Grade 2 Wastewater Treatment Operator

NOTE:

It is the responsibility of the operator to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) 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: Operation of water filtration plant and the distribution system; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; treatment

processes involved in the daily operations of water filtration and distribution system; all applicable Federal and State regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc., as needed to properly operate treatment processes.

Skills and Ability to: Independently operate the water filtration plant and distribution system; read and interpret system plans; evaluate real time operational and historic data; perform minor and major plant repair work using a variety of tools; read and interpret gauges and recording devices; diagnose operating problems and take effective courses of action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed in a water treatment plant and a typical outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3875 Amending the Water Operator Apprentice Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3875 amending the Water Operator Apprentice Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3875_Amding_the_Water_Operator_Apprentice_Job_Description_120618.pdf	Reso 3875
❑ Water_Operator_Apprentice_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3875

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE WATER OPERATOR APPRENTICE
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Water Operator Apprentice Job Description; and

WHEREAS, the Water Operator Apprentice 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 Water Operator Apprentice Job Description.

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

1. The Water Operator Apprentice Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Water Operator Apprentice 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Water Operator Apprentice

Pay Class: 24 Basic

FLSA Non-Exempt

DEFINITION

This is an entry level class in the Water Operator series. Positions assigned to this class work under the supervision of a licensed operator on a training basis in the performance of a wide variety of routine unskilled to semi-skilled water and wastewater plant operations and maintenance tasks that do not require previous water plant experience. General work is observed and reviewed during performance and upon completion, and changes in procedures or exceptions to rules, are explained in detail as they arise.

Under general supervision of the Utilities Supervisor, will learn to perform a variety of tasks to maintain water and wastewater plant equipment, machinery and appurtenances, such as monitoring, operating and adjusting controls of the water, valves, motors, pumps, chemical feed pumps, and other plant equipment including Supervisory Control and Data Acquisition (SCADA); maintain grounds, buildings and related areas as needed; and perform other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Assists in the operation of water and wastewater plant equipment and appurtenances.
- Monitors, operates and adjusts controls for the water and wastewater treatment plant equipment and machinery, such as valves, motors, pumps, chemical feed pumps and other plant equipment, under the direct supervision of a licensed operator.
- Assists in obtaining water and wastewater samples for laboratory analysis using standard sampling techniques and chain of custody procedures.
- Operates construction equipment for grounds maintenance and other construction projects.
- Lifts and moves heavy objects from time to time during work shift.
- Cleans work and break areas and tools used on the job.
- Carries out daily pre-job inspection of equipment and vehicles; completes other safety, maintenance and cleanliness checks as required.
- Participates in educational and other related courses and on the job training as required.

- Performs other duties as assigned.

DESIREABLE QUALIFICATIONS

NOTE: The specifications listed below outline the minimum qualifications for entry into the class and do not necessary convey the qualifications of incumbents within the position.

Education: High school diploma or equivalent.

Experience: One (1) year of general experience involving maintenance and repairs to pumps, motors and/or distribution lines, preferably in the operation of a water or wastewater treatment plant.

Licenses: Valid State of California Drivers License; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Possession of the following certifications issued by the California State Water Resources Control Board must be obtained within 12 months of hire:

- Grade T1 or T2 Water Treatment Plant Operator Certificate issued by the State of California Department of Health Services.
- Grade D1 or D2 Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Grade 1 Wastewater Operator-in-Training (OIT)

NOTE: It is the responsibility of the incumbent to renew and maintain the validity of all applicable certificate(s) and license(s). The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.

KNOWLEDGE, SKILLS AND ABILITIES

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

Obtain a Working Knowledge of: The proper maintenance and repair of pumps, motors, and distribution lines; basic operation and treatment processes of water filtration and the wastewater treatment; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; all applicable federal, state and local regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc. as needed to properly operate treatment processes.

Learn the Skill and Ability to: Keep organized records, maintain and develop related water and wastewater report information; submit needed reports in a timely manner; and perform other clerical needs of a water and wastewater treatment system. Take water and wastewater samples, transport to laboratory and document all sample analysis; independently operate the water filtration plant and distribution system; perform minor repair work; read and interpret gauges and recording devices; diagnose operating problems

and take effective courses of responsible action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

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 REQUIREMENTS

NOTE: The physical 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.

Work is performed at a treatment plant, typical office and outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: _____ Date _____
Marissa Trejo, City Manager

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

Subject: Adopt Resolution No. 3876 Amending the Equipment Mechanic Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3876 amending the Equipment Mechanic Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3876_Amending_the_Equipment_Mechanic_Job_Description_120618.pdf	Res 3876
❑ Equipment_Mechanic_Rev_3-8-08.doc;_App_3-10-08.doc	Job Des

RESOLUTION NO. 3876

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE EQUIPMENT MECHANIC JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Equipment Mechanic Job Description; and

WHEREAS, the Equipment Mechanic 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 Equipment Mechanic Job Description.

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

1. The Equipment Mechanic Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Equipment Mechanic 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Equipment Mechanic

Pay Class: 25 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Public Works Supervisor, performs minor and major mechanical repairs to automotive and public works construction equipment (gasoline and diesel engines); and does other related work as required. Also provides close supervision to inmate workers.

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.

- Inspect, diagnose and locate mechanical difficulties on automobiles, trucks and a variety of public works construction equipment.
- Determines extent of repairs necessary and schedules the work to be performed either by him/her or by an outside facility.
- Does some general overhaul work on automotive and mechanical equipment, both gasoline and diesel, including ring and valve jobs, the repair of hydraulic systems, the replacement of bearings and the repair of transmissions.
- Install new or rebuilt engines.
- Tune up engines, replacing ignition parts and cleaning and adjusting carburetors.
- Repairs, adjusts and replaces brake systems.
- Repairs and reconditions electrical systems.
- Performs preventative maintenance work on vehicles, including lubrications and oil changes as required.
- Fabricates parts required for the improved operation of public works equipment.
- Keeps work, time and material records.
- Recommends the purchase of supplies and equipment necessary to perform repairs.
- Drives City-owned automotive equipment including cars, trucks and heavy equipment to ensure

proper and complete servicing and repair of equipment has been made. May be required to drive City-owned automotive equipment to assist in providing public services conducted by other divisions or departments.

- Performs other assignments as needed.

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: High school graduate or GED required. Post secondary vocational automotive courses, ASE/ACT automotive and heavy truck certificates, or equivalent accreditations preferred.

Experience: Four (4) years of experience in the maintenance and repair of automotive and other power driven equipment, including some experience at the journeyman level.

Licenses: Possession of a California Driver License Class B with no air brake restriction license issued by the State Department of Motor Vehicles; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be at least twenty-one years of age; a U.S. Citizen or Legal Resident Alien; pass background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: standard practices, equipment and tools of the automotive mechanical trade; operating principals of gasoline and diesel engines and the mechanical repair of trucks, construction equipment, and hydraulic units and pumps; various types of welding and cutting equipment; safe work practices.

Skill and Ability to: make mechanical repairs to a variety of City-owned power equipment; demonstrate skill in the use of shop tools; adapt available tools and repair parts to specific repair, remodeling, or rebuilding problems; maintain simple records; understand and carry out oral and written directions.

Special Qualifications: Sufficient mobility to work indoors or outdoors in hot, cold, wet, humid or windy conditions; ability to ascend or descend ladders, scaffolding, stairs or inclined surfaces; ability to stoop, kneel, crouch or crawl; ability to reach with hands and arms; ability to lift and/or move heavy materials; sufficient hearing and speech to communicate in person and over the telephone; ability to use hands to finger, handle, feel, or operate objects, tools or controls; mobility to

attend meetings, make presentations to groups and visit various work sites; sufficient vision to read printed materials, a computer monitor; vision abilities for close, distance, color and peripheral sight and depth perception.

Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals, and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair of the facility or grounds.

Accountability of Tools and Supplies: Must have knowledge to create separate tool and supply cribs, organize and inventory the cribs to ensure accountability as required by Facility and/or CDCR Policy.

Work Environment: Must possess a general knowledge of safety and security practices while working with inmates in a correctional setting.

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.

Sufficient mobility to work outdoors, in hot and cold weather; sufficient mobility to ascend or descend ladders, scaffoldings, stairs, or inclined surfaces; ability to reach, lift, load or unload heavy materials; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print, gauges, and instruments; see distances sufficient to see oncoming traffic, read signs, and hazards; subject to loud noise and dirty (dusty or muddy) work conditions. Because duties may require going on citizens' property and occasionally into their premises, it is absolutely essential that the incumbent have unimpeachable honesty, a high level of regard for customers' privacy, and a significant degree of politeness. Individuals must exercise good judgment, be flexible, creative, and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: _____
Darrel Pyle, Interim City Manager Date

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

Subject: Adopt Resolution No. 3877 Amending the Assistant Engineer Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3877 amending the Assistant Engineer Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3877_Amending_the_Assistant_Engineer_Job_Description_120618.pdf	Reso 3877
❑ Assistant_Engineer.docx	Job Des

RESOLUTION NO. 3877

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE ASSISTANT ENGINEER JOB DESCRIPTION**

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

WHEREAS, the Assistant Engineer Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Assistant Engineer Job Description.

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

1. The Assistant Engineer Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Assistant Engineer 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant Engineer

Pay Class: 29 Basic

FLSA Non Exempt

DEFINITION

Under the general supervision of the Public Works Supervisor, performs a variety of professional and technical engineering work in the design and construction of public works facilities and projects.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Assists with the development of engineering plans and specifications for roads, storm drains, and transportation facility projects.
- Researches project design requirements.
- Performs complex calculations and prepares estimates of time and material costs.
- Performs public works global positioning system (gps) projects.
- May maintain the engineering, inspections and/or water resources GIS system.
- Conducts field surveys, operating a variety of surveying equipment.
- Prepares grant applications.
- Reviews and evaluates soils and materials test.
- May be responsible for the pavement management system.
- Orders survey, mapping, and data collection for a variety of projects.
- Assists with developing solutions to a variety of engineering problems.
- Researches publications and sources for information to be incorporated into projects.
- Develops revised design and construction standards for the Department of Public Works and Utilities facilities and projects.
- Investigates field problems affecting property owner and contractors.
- Prepares cost estimates and feasibility reports for projects.
- Administers contracts for construction projects.

- Participates in plan checks and reviews for private developments.
- Prepares special engineering studies and projects.
- Reviews subdivision improvement plans, parcel maps, and road and grading plans for conformance with engineering standards and appropriate laws, ordinances, and regulations.
- Provides engineering support for construction projects.
- Assists with review of work performed by engineering consultants.
- Coordinates projects with other City departments and agencies.
- May coordinate construction projects with contractors; serves as liaison with the public and contractors explaining department policies and requirements on engineering issues.
- Performs other duties as assigned.

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 graduation from a four (4) year college or university with a major in Civil Engineering or a related field.

Experience: Two (2) years of responsible engineering work experience is desirable.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: The following certificate is highly desirable and comes with a 10% pay incentive:

- Engineer in Training Certificate (EIT) issued by the State of California.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: *It is the responsibility of the employee to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will cover the costs associated with the renewal 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: Principles, practices and methods of civil engineering as applied to the design, construction and maintenance of roads, drainage systems, water treatment, water distribution, wastewater treatment and wastewater collection. Preparation of designs, plans and specifications for engineering projects. Construction methods, materials and equipment. Contract administration. Proper inspection methods and procedures. Research and statistical methods. Computer Aided Drafting. Use of computers and computer applications related to engineering work. Principles of lead direction, work condition and training.

Skill and Ability to: Communicate clearly and concisely, orally and in writing; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

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 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.*

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit, walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3878 Amending the Public Utilities Coordinator Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3878 amending the Public Utilities Coordinator Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3878_Amending_the_Public_Uilities_Coordinator_Job_Description_120618.pdf	Reso 3878
❑ Public_Uilities_Coordinator_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3878

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE PUBLIC UTILITIES COORDINATOR
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Public Utilities Coordinator Job Description; and

WHEREAS, the Public Utilities Coordinator 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 Public Utilities Coordinator Job Description.

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

1. The Public Utilities Coordinator Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Public Utilities Coordinator 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian
Coalinga, CA 93210

Public Utilities Coordinator

Pay Class: 27 Basic
FLSA Non Exempt

DEFINITION

Under the general supervision of the Utilities Supervisor, implements and administers the City's Cross Connection Control Program and ensures compliance with City Ordinances and Municipal Codes in relation to City owned and operated Public Utilities Systems.

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. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Independently provides subject matter expertise, technical assistance and information to Utilities staff and certified operators, public health professionals, local health jurisdiction staff and City management.
- Trains staff on proper procedures for inspecting backflow prevention devices during routine meter reading. Demonstrate various types of backflow prevention devices and instructs staff in recognizing cross connections and device failures.
- Consults with property owners and contractors to explain cross connection control requirements.
- Enforces cross connection control/backflow prevention, including investigating and enforcing consumer compliance with federal, state and local laws.
- Administers the City's Construction Meter Program.
- Conducts cross connection surveys of new construction and existing facilities to determine cross connection hazards and determines the degree of hazards and the appropriate devices required to protect the public water supply; performs initial backflow inspections and tests devices on newly constructed facilities; performs follow up tests on suspect devices to ensure continued compliance.
- Coordinates Cross Connection Control Program activities with other City departments and outside agencies.
- Issues warnings to customers as necessary.
- Prepares and maintains records and files including field test data, surveys, cross connection locations, approved backflow assemblies. Maintains a log of customer contacts and inspections.

- Composes correspondence, prepares forms and writes reports relating to the Cross Connection Control Program.
- Ensures assembly owners are notified of upcoming inspection deadlines.
- Maintains and publishes a list of City certified backflow assembly testers for consumers.
- Provides testing and City certification of backflow assembly testers and oversees certified testers.
- Coordinate installation schedules and procedures with contractors.
- Regularly inspects, tests and maintains City owned backflow prevention assemblies.
- Prepares cost estimates for assigned projects.
- Requisitions and purchases materials and supplies.
- Performs other duties as assigned.

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: High School diploma or equivalent.

Experience: Three (3) years water treatment, water distribution or plumbing experience, including two (2) years of experience as a certified backflow assembly tester; OR and equivalent combination of education, training and experience.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Certification as a Backflow Tester issued by American Water Works Association or American Backflow Prevention Association, Certification as Cross Connection Specialist issued by American Water Works Association within one (1) year of appointment.

Possession of a Water Distribution D2 issued by the State of California.

Other: Must be a U.S. Citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: It is the responsibility of the employee to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will cover the costs associated with the renewal and Continuing Education Units (CEU) 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: Principles, design and operation of cross connection control devices. Basic hydraulics as applied to a water distribution system. Water treatment and distribution principles and

regulations. City policy, procedures and state and federal laws relating to cross connection control and public utilities. Use of tools, equipment and supplies.

Skill and Ability to: Communicate clearly and concisely, orally and in writing; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

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 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.

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit, walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3879 Amending the Maintenance Worker I (Street Sweeper)
Job Description
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3879 amending the Maintenance Worker I (Street Sweeper) Job Description.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3879_Amending_the_Maintenance_Worker_I_(Street_Sweeper)_Job_Description_120618.pdf	Reso 3879
❑ Street_Sweeper_Operator_Revised_120618.pdf	Job Description_Updated

RESOLUTION NO. 3879

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING THE MAINTENANCE WORKER I (STREET SWEEPER)
JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a revised Maintenance Worker I (Street Sweeper) Job Description; and

WHEREAS, the Maintenance Worker I (Street Sweeper) 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 Maintenance Worker I (Street Sweeper) Job Description.

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

1. The Maintenance Worker I (Street Sweeper) Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Maintenance Worker I (Street Sweeper) 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 **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian
Coalinga, CA 93210

Maintenance Worker I (Street Sweeper)

***Pay Class: 20 Basic
FLSA Non-Exempt***

DEFINITION

Under general supervision of the Public Works Supervisor, operates a motorized street sweeper on an assigned schedule to sweep streets, gutters, parking lots, construction zones and other required areas; removes obstacles from street and gutter areas to permit access; dumps trash in assigned area; performs minor maintenance and adjustments on equipment operated; and performs other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Operates motorized street sweeping equipment to sweep gutters and streets; selects effective and efficient method to cover assigned route; adjusts gutters and picks up brooms to effectively sweep streets and gutters; dumps hoofer when full.
- Removes and disposes of any debris in the streets and along the gutter in order to properly and completely sweep streets, gutters and parking lots. Such debris shall include but not be limited to palm fronds, tree branches, rocks and other such debris that cannot be swept.
- Cleans and washes vehicles after use; performs preventive maintenance and reports major maintenance or repair required to the City's Service Center; inspects sweeper to ensure safe operating condition; checks fuel, fluid levels, air pressure, hydraulic systems and greases daily; inspects brooms, guards, vacuum, sprayer, conveyors and related auxiliary equipment for proper operating condition and safety.
- Maintain a variety of basic records and reports related to the work; keeps records of streets swept; and reports any hazards within the street right-of-way-such as pot holes, low tree branches, damage to signs, graffiti, etc.
- Uses and maintains hand and power tools related to the work.
- Responds to inquiries and complaints from the public.
- May be required to perform emergency related work, such as filing and placing sand bags, and cleaning storm drains.
- Performs other duties as assigned.

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 high school graduate.

Experience: Two years of experience in equipment operation; preferably operating a street sweeper.

Licenses: Possession of a California Driver License Class B with no air brake restriction; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. Citizen or Legal Resident Alien; pass a background investigation, Department of Motor Vehicles (DMV) physical; City's physical examination including drug test; and successfully complete a one-year probationary period.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Operation, maintenance, repairs and servicing requirements of a street motor sweeper and auxiliary equipment; use, purpose and maintenance of hand tools and special equipment; safe driving and safe work precautions and procedures, including sweeping streets in traffic; geography of the City, such as street names and locations; basic recordkeeping practices; sufficient English to follow written and oral directions and write reports and fill-out job sheets; and safety and security practices while working with inmates in a correctional setting.

Skill and Ability to: Safely operate a street sweeper on City streets and be cautious and alert to traffic hazards; observe legal and defensive driving practices; operate hand-held and vehicle's radios; use safety equipment and devices, such as flashers and beacon lights; use a variety of tools and equipment pertaining to the work; perform preventive maintenance on the sweeper and auxiliary equipment; make minor adjustments and repairs to equipment in the field; follow various sweeping schedules; plan and route assigned area for efficient sweeping; work independently and use sound judgment in performing assignments; maintain simple records and prepare reports of work performed; read and understand street maps; understand and follow oral and written instructions; establish and maintain cooperative working relationships with City employees, inmates and the general public; be willing to be called back, held over or work assigned shifts in emergency situations.

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.

Sufficient mobility to work indoors or outdoors in hot, cold, wet, humid or windy conditions; ability to work safely in moving traffic and travel to different sites and locations; lift and carry equipment alone frequently weighing up to 50 lbs.; walk, stand and climb; work on slippery and uneven surfaces; grasp and hold objects and tools with full range of motion in wrists and arms; vision capacity to perform equipment calibrations; hearing capacity sufficient to hear traffic and understand conversations; sufficient strength and stamina to operate a variety of motorized equipment in all weather conditions; and work with exposure to heavy traffic and to hazardous substances.

Approved by: _____ Date _____
Marissa Trejo, City Manager

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

Subject: Adopt Resolution No. 3880 Amending the Basic Pay Scale effective October 4, 2018
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends adopting Resolution No. 3880 amending the Basic Pay Scale for General Employees.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
❑ RESO#3880_Revising_the_Basic_Pay_Scale_Effective_100818_120618.pdf	Reso 3880
❑ Basic_Pay_Scale_Effective_10-4-18_General_Employees_REVISED_120618.pdf	Pay Scale - Revised

RESOLUTION NO. 3880

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA TO
REVISING THE CITY OF COALINGA BASIC PAY SCALE**

WHEREAS, the governing body of the City of Coalinga is authorized to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

NOW, THEREFORE, BE IT RESOLVED,

- I. That the City Council of the City of Coalinga hereby established pay scales for all employees in all classifications of employment described on the Basic Pay Scale to be revised effective October 4, 2018.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the **6th day of December, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk / Deputy City Clerk

City of Coalinga Basic Pay Scale

Effective: October 4, 2018

Approved: December 6, 2018

Revised: October 4, 2018

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
17							
	Annually	\$27,062.03	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77
	Monthly	\$2,255.17	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23
	Bi-Weekly	\$1,040.85	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41
	Hourly	\$13.0106	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052
18	Groundskeeper Office Assistant Bus Driver Human Resources Assistant						
	Annually	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71
	Monthly	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14
	Bi-Weekly	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83
	Hourly	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354
19	Custodian Lead Bus Driver						
	Annually	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00
	Monthly	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25
	Bi-Weekly	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58
	Hourly	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072
20	Maintenance Worker I (Street Sweeper) Public Safety Dispatcher Property and Evidence Technician Animal Control Officer I Police Records Clerk						
	Annually	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95
	Monthly	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91
	Bi-Weekly	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81
	Hourly	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
21	Account Clerk I Maintenance Worker I						
	Annually	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09
	Monthly	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51
	Bi-Weekly	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70
	Hourly	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837
22							
	Annually	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09	\$44,081.20
	Monthly	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51	\$3,673.43
	Bi-Weekly	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70	\$1,659.43
	Hourly	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837	\$21.1929
23	Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant Animal Control Officer II						
	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	Water Operator Apprentice Secretary Human Resources Generalist						
	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	Equipment Mechanic Account Clerk III Maintenance Worker III						
	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	Water Operator I Accounting Technician Human Resources Analyst Administrative Assistant Animal Control Officer III						
	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

<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>
27	Public Utilities Coordinator						
	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	Water Operator II Senior Administrative Analyst Financial Services Supervisor Economic Development Coordinator Junior Accountant						
	Annually	\$46,285.26	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02
	Monthly	\$3,857.10	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75
	Bi-Weekly	\$1,780.20	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04
	Hourly	\$22.2525	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005
29	Assistant Engineer						
	Annually	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67
	Monthly	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89
	Bi-Weekly	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64
	Hourly	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205
30	Water Operator III						
	Annually	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00
	Monthly	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33
	Bi-Weekly	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92
	Hourly	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115
31							
	Annually	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40
	Monthly	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70
	Bi-Weekly	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17
	Hourly	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771
32	Assistant Field Services Manager						

	Water Operator IV						
	Annually	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63
	Monthly	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64
	Bi-Weekly	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68
	Hourly	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210

<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>
33	Operations Superintendent Assistant to the City Manager/City Clerk Utilities Supervisor Public Works Supervisor Accountant						
	Annually	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81
	Monthly	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82
	Bi-Weekly	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76
	Hourly	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470
34	Police Lieutenant						
	Annually	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50
	Monthly	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96
	Bi-Weekly	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75
	Hourly	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594
35	Police Commander Finance Manager						
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623
36							
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623

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

Subject: Adopt Resolution No. 3881 Approving additional modules needed including Purchase Orders, Tyler Content Manager, and Energov Community Development with the implementation of the Tyler Technologies Incode-10 Financial Software and Appropriation of the Funding Needed

Meeting Date: December 6, 2018

From: Marissa Trejo, City Manager

Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

This item was requested as a future agenda item by Mayor Vosburg. City Manager and Financial Services Director recommend the City Council approve Resolution No. 3881 approving additional modules needed including Purchase Order, Tyler Content Manager, and Energov Community Development with the implementation of the Tyler Technologies Incode-10 Financial Software and appropriation of the funding needed.

II. BACKGROUND:

City Council approved Resolution No. 3786 approving the contract with Tyler Technologies-Incode-10 Division for Financial Software and services and appropriation of the funds needed. During the implementation process it was determined that additional modules were needed for the successful implementation and use of the Tyler Technologies Incode-10 Financial Software for the primary functions of the Finance Department.

III. DISCUSSION:

Tyler's Incode-10 Purchase Order manages, monitors, and maintains requisition and encumbrances. It provides immediate access to vendor data and invoice history. Departmental duplication of efforts is reduced while tracking requisitions. Purchase Orders interfaces with Incode-10 General Ledger, Accounts Payable and Project Accounting.

Tyler Content Manager enables you to easily archive and search documents with in the Incode-10 system. It archives purchase orders, change orders, accounts payable checks, accounts receivable invoices, licenses, and permits-eliminating manual data entry. The following is a list of documents you can manage; system-generated reports, purchase orders, invoices, requisitions, AP checks, General Revenues-including billing, Payroll checks and reconciliation, W-2 and 1099 forms, Tax and Utility bills, Permits and Business Licenses, and Personnel Action Forms.

Energov Community Development facilitates governmental operations in managing land use and all types of regulatory permitting, including the often-complex processes of intake, submittal routing, fee calculations, approvals, inspections, and enforcement. Automate land use planning, project review, permitting, inspections and the management of impact cases and objects with the Energov Permitting and Land Management Suite. With this multi-dimensional software, urban planning is easily done with the click of a mouse or touch of a

screen. Processes will be more efficient, and communication will be on the way up while data errors will plunge. That means revenue has the potential to spike, and the return on investment may be captured sooner.

IV. ALTERNATIVES:

1. Approve proposed additional modules.
2. Not approve additional modules proposed.

V. FISCAL IMPACT:

Staff requests the City Council to appropriate additional funds the amount of \$55,125 in one-time fees and \$18,752 in annual recurring fees are the funds needed to upgrade the finance software for the two additional modules needed including Purchasing and Tyler Content Management (TCM). The total project cost for the finance system is proposed to will be one-time fees in the amount of \$152,135 and annual recurring fess in the amount of \$54,921 with the two additional modules purchased. The proposed fees are to be distributed as shown in the funding allocation plan attached as updated Exhibit A. As you can see the cost to the General Fund would be one-time fee increased to \$3,043 from a fee of \$1,940 and an annual recurring fee increased to \$1,098 from a fee of \$699. The total costs don't include travel expenses for onsite visits, they will be billed separately from the cost of implementation and conversion. Travel costs will be allocated on a similar basis as the cost of the software as proposed in the updated Exhibit A.

ATTACHMENTS:

File Name	Description
❑ Resolution_No._3881_Tyler_Technologies-Purchase_Order___TCM___Energov_CD.pdf	Resolution No. 3881 Tyler Technologies-Purchase Order & TCM & Energov CD
❑ Exhibit_A-Cost_Allocation_Plan-Updated_11-28-18.pdf	Exhibit A-Cost Allocation Plan-Updated 11-28-18
❑ Tyler_Incode_Purchase_Orders_Product_Sheet.pdf	Tyler Incode Purchase Order Product Sheet
❑ Tyler_Content_Manager_Limited_Edition_for_Incode_Product_Sheet.pdf	Tyler Content Manager Limited Edition Product Sheet
❑ Tyler_EnerGov_Permitting_and_Land_Management_Suite_Product_Sheet.pdf	Tyler Energov Permitting and Land Management Suite Product Sheet
❑ City_of_Coalinga__CA_TCM-PO_11-7-18.pdf	Tyler TCM & PO Cost Proposal
❑ City_of_Coalinga__CA_PLM_3_user_SaaS_final_10-18-18.pdf	Tyler Energov Community Development Cost Proposal

RESOLUTION NO. 3881

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
APPROVING ADDITIONAL MODULES NEEDED INCLUDING PURCHASE
ORDERS, TYLER CONTENT MANAGER, ENERGОВ COMMUNITY
DEVELOPMENT WITH THE IMPLEMENTATION OF THE TYLER
TECHNOLOGIES INCODE-10 FINANCIAL SOFTWARE AND APPROPRIATION OF
THE FUNDING NEEDED.**

WHEREAS, the City Council of the City of Coalinga approved Resolution No. 3786 approving the contract with Tyler Technologies-Incode-10 division for Financial Software and Services and appropriation of the funding needed; and

WHEREAS, after examination, deliberation and due consideration during the implementation process, City staff has discovered additional modules needed to service the residents inclusively for all City services including Purchase Orders, Tyler Content Manager, and Energov Community Development; and

WHEREAS, a staff report has been presented to City Council discussing the purchase and implementation of the additional modules for the Tyler Technologies financial software; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COALINGA AS FOLLOWS:**

1. The purchase of additional modules including Purchase Orders, Tyler Content Manager and the Energov Community Development financial software and services from Tyler Technologies-Incode Division, is hereby approved and the City Manager is authorized to sign the appropriate documents.
2. The appropriation of the additional funding needed as outlined in the funding allocation plan as Exhibit-A is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Coalinga at its Regular Meeting on December 6, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

Nathan Vosburg, Mayor

ATTEST

City Clerk/Deputy City Clerk

Exhibit A-Updated 11-28-18

**City of Coalinga
Tyler Technologies-Incode Division
Cost Allocation Plan**

		\$152,135		\$ 54,921	
				Annual	
Fund	Fund Description	Allocation Basis	One-Time Fees	Recurring Fees	Totals by Fund
101	General Fund	2%	\$ 3,043	\$ 1,098	\$ 4,141
107	Gas Tax	2%	\$ 3,043	\$ 1,098	\$ 4,141
110	TDA-Article 8	2%	\$ 3,043	\$ 1,098	\$ 4,141
125	Measure C-Streement Maintenance	2%	\$ 3,043	\$ 1,098	\$ 4,141
127	Measure C-Flexible Funding	2%	\$ 3,043	\$ 1,098	\$ 4,141
130	Special Assessment Distrcits	2%	\$ 3,043	\$ 1,098	\$ 4,141
140	General Capital Projects	2%	\$ 3,043	\$ 1,098	\$ 4,141
150	Coalinga Public Financing Authority	2%	\$ 3,043	\$ 1,098	\$ 4,141
501	Water Enterprise	25%	\$ 38,034	\$ 13,730	\$ 51,764
502	Gas Enterprise	25%	\$ 38,034	\$ 13,730	\$ 51,764
503	Sewer Enterprise	25%	\$ 38,034	\$ 13,730	\$ 51,764
504	Sanitation Enterprise	5%	\$ 7,607	\$ 2,746	\$ 10,353
506	Transit Fund	2%	\$ 3,043	\$ 1,098	\$ 4,141
820	Redevelopment Obligation Retirement Fund	2%	\$ 3,043	\$ 1,098	\$ 4,141
Total		100%	\$ 152,135	\$ 54,921	\$ 207,056

Incode Purchase Orders

Tyler's Incode Purchase Orders manages, monitors, and maintains requisitions and encumbrances. This module allows administrators to define approval levels, user account levels, and input restrictions. It provides immediate access to vendor data and invoice history. Departmental duplication of efforts is reduced while tracking requisitions. Purchase Orders interfaces with Incode General Ledger, Accounts Payable and Project Accounting.

Information & Reports

- Provides validation of available budget at the individual account or group account level during requisition input with override capabilities.
- Distributes purchase orders to multiple funds and accounts.
- Generates multiple standard reports based on user-defined parameters: Requisition Audit, Purchase Order (PO) Status, PO Receipt, PO Variance, PO Aging, PO Claim Register, and PO Encumbrance Reports.
- Exports reports to Microsoft® Word, Excel, Access, XML, or CSV formatted files.
- The Budget Reserve Reports displays analysis of reserve amounts for selected G/L accounts based on purchase orders and requisitions that comprise budget reserve balances.
- The system properly accounts for amounts encumbered in the previous year and expensed in the current year.
- The system supports recurring POs and user-defined "templates" that facilitate distribution to predefined accounts based on flat amounts or percentages.

Transaction Efficiency

- Provides electronic routing of requisitions for approval based on established approval levels and user profiles.
- Determines and accounts for variances between purchase orders and invoices received.
- Supports multiple vendor sets for separate taxpayer ID numbers.
- Provides complete encumbrance accounting including partial or full liquidation of encumbrances.
- Generates pre-encumbrances against multiple funds and accounts at the lowest organization level on a single requisition.
- Provides analysis of open, closed, or voided POs as well as printing or reprinting of PO forms.
- As invoices are received against POs, receipts can be recorded as complete, partial, voided, and more.
- Facilitates flow of draft payments from the Purchase Orders system through to Accounts Payable.

...continued on reverse

Incode Purchase Orders

User Friendly

- System security is flexible, allowing for user-defined restrictions to programs.
- Users can look up purchase orders to inquire about the status of multiple and individual orders.
- The requisition system interfaces with Microsoft Exchange for email notification during the requisition approval process.
- Comments made within email notification are captured in the PO notes as well.
- Attaches and organizes documents associated with the procurement function for quick retrieval through integration with document management software.
- Several “standard” forms exist for printing purchase orders, or customers can have custom print programs developed for use with their existing forms.

Tyler Content Manager, Limited Edition For Incode (TCM LE)

Are you looking to increase efficiency and save time? Do you need content management capability specific to Incode applications? Tyler Content Manager, Limited Edition for Incode (TCM LE) is the answer—a perfect starting point for electronic document management. TCM LE also provides Incode users an effective way to easily retrieve vital reports and forms. Eliminate the shuffle of system-generated reports and forms by automatically transferring them into images for storage and future retrieval from Incode—ensuring images are then filed digitally and can be retrieved as needed. These forms and reports are instantly available and linked to your Incode application. In conjunction with Tyler Output Processor, the required form management application, all forms within a process can be linked and viewed together.

Features

- Integration with Tyler Output Processor for automatic forms archiving
- Automatically archive/index system generated reports, making them instantly searchable and viewable
- Retrieve and view forms and reports directly from your Incode screens
- Print, fax, and e-mail documents stored in TCM LE from your desktop
- Full text search for TIFF documents and TXT reports
- Share imaged reports and forms with multiple users and view at the same time
- Search by date, time, report name, report type, and requestor
- Create backups of “paper” files automatically for secure storage
- Keep sensitive documents secure from unauthorized access through authorization within Incode
- Document viewing: zoom in/out, rotate image, fit to page, view image thumbnails, etc.
- Site License for all Incode Users

Benefits

- Direct integration with Incode eliminates complicated multiple-vendor solutions
- View documents while enabling collaboration and sharing of information
- Increase efficiency, no more lost files, misfiled documents, duplicate documents, or wasted time
- Use less office space, reduce file cabinets, stacks of boxes and piles of paper
- Manage electronic documents instead of stacks of paper
- Enhanced security and control
- Enter search criteria, reports are displayed and printed, if needed
- Provide better service to your employees and citizens

For added features, upgrade to Tyler Content Manager Enterprise Edition (TCM). TCM LE is restricted to content management related only to Incode applications. Tyler provides a site license for viewing content for Incode users. For use with applications outside of Incode, clients should consider the TCM Enterprise Edition.

Tyler Content Manager, Limited Edition for Incode (TCM LE) enables you to easily archive and search documents within the Incode system. It archives Incode purchase orders, change orders, accounts payable checks, accounts receivable invoices, licenses, and permits—eliminating manual data entry. Now that’s efficiency!

Documents You Can Manage

- System-generated reports
- Purchase Orders
- Invoices
- Requisitions
- AP checks
- General Revenues—including billing
- Payroll checks and reconciliation
- W-2 and 1099 forms
- Tax and Utility bills
- Permits and Business Licenses
- Personnel Action forms

For more information, visit
www.tylertech.com
or email
info@tylertech.com

Permitting and Land Management Suite

Automate land use planning, project review, permitting, inspections and the management of impact cases and objects with the EnerGov Permitting and Land Management Suite. With this multi-dimensional software, urban planning is easily done with the click of a mouse or touch of a screen. Your processes will be more efficient and communication will be on the way up while data errors will plunge. That means revenue has the potential to spike, and your return on investment may be captured sooner than you think.

Manage Your Workflow

You will experience unparalleled flexibility in automating your organization's permitting, regulatory land use and enforcement processes when you deploy the Permitting and Land Management Suite. Superior configurability options allow for even the most complex business processes and workflows to be managed throughout the entire process lifecycle in a quick and efficient manner. Stop just tracking data, and start realizing the benefits and efficiencies that managing with EnerGov affords.

Manage Objects

When you struggle with permitting equipment such as boilers, elevators and objects in a right-of-way that may have no address associated with them, think EnerGov. Our Object Management module helps uniquely identify these items and trace them through the permitting process.

Manage Impact Cases

Finances and permitting oversight can be a challenge to manage while you are regulating construction projects, and disparate systems can quickly turn project management into a difficult task. Impact Management solutions from EnerGov help you manage conditions of approval that impact project delivery so compliance is insured and revenue collections are more timely.

Reduce Error, Liability and Increase Revenue

Automating with EnerGov's Land Management Suite is a smart investment that can minimize human error and limit your agency's liability as it relates to permitting and regulatory land use. Flexible enough to take charge of escalation procedures and required operational steps, it is also solid enough to perform accurate jurisdictional GIS and decision-making analysis across the agency. With EnerGov Land Management, you never have to worry if conditions and land use requirements are maintained or enforced, or if corresponding information is tracked.

Streamline Your Operation

We realize resources can be scarce, and that makes it tough to manage the process of regulating and enforcing in a timely manner. EnerGov's Land Management Suite assists in this process by streamlining and automating many of the time-consuming processes from intake to task and field inspection routing or creating a fully automated regulatory environment.

Permitting & Land Management Suite

- Project & Land Use Management
- Plan Management
- Permit Management
- Inspections
- Object Management
- Impact Management



Quoted By: Kip Winget
Quote Expiration: 5/6/2019
Quote Name: City of Coalinga- TCM,PO
Quote Number: 2018-60710
Quote Description:

Sales Quotation For

Jasmin Bains
City of Coalinga
155 W Durian Ave
Coalinga , CA 93210-1940
Phone: 5599351531ext124
Email: jlbains@coalinga.com

Tyler Software and Related Services - SaaS

Description	One Time Fees			# Years	Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion		
Financial Management Suite					
Purchasing	28	\$3,500	\$0		\$3,395
Tyler Content Manager					
Tyler Content Manager Standard Edition (TCM SE)	32	\$4,000	\$0		\$4,599
Tyler Hosted Applications					
Hosting User Fee	0	\$0	\$0		\$575
<i>Sub-Total:</i>		<i>\$7,500</i>	<i>\$0</i>		<i>\$8,569</i>
TOTAL:	60	\$7,500	\$0	5	\$8,569

Summary

Total Tyler SaaS
Total Tyler Services
Total Third Party Hardware, Software and Services
Summary Total

One Time Fees	Recurring Fees
\$0	\$8,569
\$7,500	\$0
\$0	\$0
\$7,500	\$8,569

Comments

All terms and conditions and payment schedules of the Agreement remain in full force and effect.

Notice- Travel Expenses are Not Included in totals.

- Hosting User Fee includes 1 users



Quoted By: Kip Winget
 Quote Expiration: 12/21/2018
 Quote Name: City of Coalinga, PLM
 Quote Number: 2018-55957
 Quote Description:

Sales Quotation For

Sean Brewer
 City of Coalinga
 155 W Durian Ave
 Coalinga , CA 93210-1940
 Phone: 5599351531ext124
 Email: sbrewer@coalinga.com

Tyler Software and Related Services - SaaS

Description	One Time Fees			# Years	Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion		
EnerGov					
Community Development -Per User (3)	0	\$0	\$0		\$1,903
Citizen Self Service - Community Development	0	\$0	\$0		\$2,115
GIS (3)	0	\$0	\$0		\$634
iG Workforce Apps (2)	0	\$0	\$0		\$423
Tyler Incident Manager	0	\$0	\$0		\$3,383
Tyler Hosted Applications					
Hosting User Fee	0	\$0	\$0		\$1,725
<i>Sub-Total:</i>		\$0	\$0		\$10,183
TOTAL:	0	\$0	\$0	5	\$10,183

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management - EnerGov	40	\$125	\$5,000	\$0
Community Development Implementation (Incl. GIS, CSS, TIM, iG)	225	\$125	\$28,125	\$0
TOTAL:			\$33,125	\$0

Summary

Total Tyler SaaS
 Total Tyler Services
 Total Third Party Hardware, Software and Services
Summary Total

One Time Fees	Recurring Fees
\$0	\$10,183
\$47,625	\$0
\$0	\$0
\$47,625	\$10,183

Comments

Notice- Travel Expenses are Not Included in totals. Travel Expenses will be billed as incurred based on Federal IRS per diem standards.

- Hosting User Fee includes 3 users

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

Subject: Approval of Memorandum of Understanding between the City of Coalinga and the International Association of Firefighters AFL-CIO, Local 2305 for July 1, 2018 through June 30, 2021

Meeting Date: December 6, 2018

From: Marissa Trejo, City Manager

Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

Approximately

\$394,023 in the current fiscal year,

\$394,023 plus an additional \$145,000 in FY 19-20

\$394,023 plus \$145,000 and an additional \$155,108 in FY 20-21

Of that, the recurring \$394,023 and 60% of the \$145,000 and \$155,108 will be funded by IGT revenue and the remaining 40% will be funded by future Measure J revenues. The total cost to the General Fund will be \$0 in the current FY, \$58,000 in FY 19-20 and \$120,043 for FY 20-21.

ATTACHMENTS:

File Name	Description
□ Fire_MOU_Draft_2021_Draft_1_Clean_Version_Updated_July18-Jun21.pdf	MOU - Firefighter's Association
□ City_of_Coalinga_Fire_Pay_Scale_UPDATED_120618.pdf	Fire Pay Scale - Updated

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR
CITY OF COALINGA
AND
THE INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS
AFL-CIO, LOCAL 2305

July 1, 2018

through

June 30, 2021

Contents

ARTICLE I5

INTENT AND PURPOSE.....5

SECTION 1.01. INTENT AND PURPOSE.5

ARTICLE II.....5

FULL UNDERSTANDING5

SECTION 2.01. FULL UNDERSTANDING.5

ARTICLE III.....5

RECOGNITION AND NON-DISCRIMINATION5

SECTION 3.01. RECOGNITION AND COVERED EMPLOYEES.5

SECTION 3.02. NON-DISCRIMINATION.....6

SECTION 3.03. ASSOCIATION AFFILIATION.6

SECTION 3.04. PARTICIPATION IN UNION ACTIVITIES.....6

ARTICLE IV6

DUES DEDUCTION.....6

SECTION 4.01. DUES DEDUCTION.6

ARTICLE V6

AUTHORIZED REPRESENTATIVES6

SECTION 5.01. AUTHORIZED REPRESENTATIVES.6

SECTION 5.02. TIME OFF FOR REPRESENTATIVES7

ARTICLE VI7

HOURS AND WORKING CONDITIONS7

SECTION 6.01. ON-DUTY PHYSICAL FITNESS TRAINING.....7

SECTION 6.02. ON-DUTY TRAINING.7

SECTION 6.03. GROCERY STORE PRIVILEGES.8

SECTION 6.04. FIRE LINE MEALS.8

SECTION 6.05. RESIDENCY REVIEW.8

SECTION 6.06. TRAINING TIME.....8

SECTION 6.07. PROMOTIONS.8

SECTION 6.08. PROMOTIONS TO FIRE ENGINEER.....9

SECTION 6.09. ADOPTION OF 48/96 WORK SCHEDULE.....9

SECTION 6.10. MATTRESS REPLACEMENT.....9

SECTION 6.11. STATION CARPET CLEANING.....	9
ARTICLE VII	9
WAGES.....	9
SECTION 7.01. WAGES.....	9
SECTION 7.02. SALARY ADJUSTMENTS.....	10
SECTION 7.03. OUT-OF-CLASS PAY.....	10
SECTION 7.04. EDUCATIONAL ACHIEVEMENT COMPENSATION.	10
SECTION 7.05. LONGEVITY PAY.....	11
SECTION 7.06. FLSA OVERTIME.....	11
SECTION 7.07. COMPENSATORY TIME ACCRUAL.....	11
SECTION 7.08. OVERTIME FOR LATE NOTICE SICK LEAVE COVERAGE.	11
SECTION 7.09. CALLBACK PAY.....	11
SECTION 7.10. PARAMEDIC LIAISON OFFICER PAY.....	11
SECTION 7.11. PARAMEDIC PRECEPTOR PAY.	11
SECTION 7.12. ENGINEER/PARAMEDIC INCENTIVE PAY.....	12
ARTICLE VIII	12
VACATION AND SICK LEAVE.....	12
SECTION 8.01. VACATION AND SICK LEAVE ACCRUALS.....	12
SECTION 8.02. VACATION AND SICK LEAVE CAPS.....	12
SECTION 8.03. CONVERSION OF SICK LEAVE.	12
SECTION 8.04. BEREAVEMENT LEAVE.....	13
SECTION 8.05. CATASTROPHIC LEAVE BANK.....	13
SECTION 8.06. HOLIDAY LEAVE.	14
SECTION 8.07. VACATION CASH OUT.....	14
ARTICLE IX	14
HEALTH AND WELFARE.....	14
SECTION 9.01. COMPREHENSIVE BENEFITS PACKAGE.....	14
SECTION 9.02. HEALTH AND LIFE INSURANCE COMMITTEE.....	15
SECTION 9.03. RETIREMENT PLAN.....	15
SECTION 9.04. DEFERRED COMPENSATION.	16
SECTION 9.05. HANDLING OF ICMA CONTRIBUTIONS.....	16
SECTION 9.06. STATE DISABILITY INSURANCE.	16
SECTION 9.07. FLEXIBLE SPENDING ACCOUNT FOR UNREIMBURSED MEDICAL	16

AND DEPENDENT CARE EXPENSES.	16
SECTION 9.08. CALIFORNIA LABOR CODE SECTION 4850.	16
SECTION 9.9. FITNESS EQUIPMENT MAINTENANCE ALLOWANCE.....	16
ARTICLE X	16
UNIFORMS AND EQUIPMENT	16
SECTION 10.01. UNIFORM ALLOWANCE.	17
SECTION 10.02. EQUIPMENT PURCHASE/MEMENTO.	17
SECTION 10.03. UNIFORM CHANGES.	17
SECTION 10.04. EQUIPMENT.	17
ARTICLE XI	18
CITY RIGHTS	18
SECTION 11.01. CITY RIGHTS.....	18
demote or transfer any employees.	18
ARTICLE XII	19
GRIEVANCE PROCEDURE	19
.....	19
SECTION 12.01. GRIEVANCE PROCEDURE.	19
ARTICLE XIII	20
AMERICANS WITH DISABILITIES ACT	20
SECTION 13.01. AMERICANS WITH DISABILITIES ACT.....	20
ARTICLE XIV	20
FUTURE NEGOTIATIONS	20
SECTION 14.01. FUTURE NEGOTIATIONS.....	20
SECTION 15.01. WAIVER OF APPEAL	20
ARTICLE XVI	21
SAVINGS	21
SECTION 16.01. SAVINGS.....	21
ARTICLE XVII	21
DURATION OF AGREEMENT	21
SECTION 17.01. DURATION OF AGREEMENT.....	21

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding entered into **on August 29, 2018**, by and between the City of Coalinga, hereinafter referred to as the "City", and The International Association of Firefighters, AFL-CIO Local 2305, hereinafter referred to as the "Association" has an effective date of July 1, 2018.

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ARTICLE I INTENT AND PURPOSE

SECTION 1.01. INTENT AND PURPOSE.

The intent and purpose of this Agreement is to foster open communication and a spirit of good will between the employees of the City represented by The International Association of Firefighters, AFL-CIO Local 2305 a recognized unit of representation and the City of Coalinga, a Municipal Corporation and political subdivision of the State of California, regarding the mutual obligation of the parties to meet and confer in "good faith" regarding wages, benefits, and other terms and conditions of employment as required by that section of the California Government Code known as the Meyers-Milias-Brown Act.

ARTICLE II FULL UNDERSTANDING

SECTION 2.01. FULL UNDERSTANDING.

The Association and the City agree that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of bargaining and that this present document represents the full and complete understanding and agreement of the parties on the terms and conditions of employment specifically addressed herein.

ARTICLE III RECOGNITION AND NON-DISCRIMINATION

SECTION 3.01. RECOGNITION AND COVERED EMPLOYEES.

The City hereby confirms its continued recognition of the Association as the exclusive representative of all regular full time and probationary employees within the job classification listed below as covered by this Agreement, subject to an individual employee's right to self-representation as provided by Government Codes Section 3502.

Employees in the following classifications are covered by this agreement:

- Fire Captain
- Fire Engineer
- Firefighter/Paramedic
- Firefighter/EMT
- Firefighter (Trainee)

Management, temporary, volunteers, reservists, part-time, and civilian employees of the Fire Department are not included in the recognized unit of representation and are not covered by this agreement.

SECTION 3.02. NON-DISCRIMINATION.

The City and the Association agree that there will be no discrimination against any employees because of race, religious creed, color, sex, sexual harassment, national origin, age, marital status, medical condition, sexual orientation, physical or mental disability or any other basis protected by federal, state, or local law or ordinance or regulation.

SECTION 3.03. ASSOCIATION AFFILIATION.

The City and the Association agree to protect the rights of all employees to exercise their free choice to join or refrain from joining the Association.

SECTION 3.04. PARTICIPATION IN UNION ACTIVITIES.

The City agrees not to intimidate any employee or attempt to restrain any employee or in any way limit the full and free expression of any employee's rights to participate in the Association's lawful activities. The Association and its members agree not to intimidate, restrain, or otherwise coerce any employee exercising their right to full and free expression and their right not to join the Association or participate in Association activities.

**ARTICLE IV
DUES DEDUCTION**

SECTION 4.01. DUES DEDUCTION.

The City agrees to withhold from Association member' pay, the appropriate amount required by the Association for dues. The amount to be withheld shall be the annual amount required pro rata on a bi-weekly basis. The member, prior to withholding, shall be required to sign an authorization for the City to withhold such an amount. In addition, the City agrees to forward to the appropriate Association representative the total amount withheld on a bi-weekly period within a reasonable time period following the pay period.

**ARTICLE V
AUTHORIZED REPRESENTATIVES**

SECTION 5.01. AUTHORIZED REPRESENTATIVES.

For purposes of administering the terms and provisions of the various ordinances, resolutions, rules, and regulations adopted with this Memorandum of Understanding, City's principal authorized agent shall be the City Manager or designated representative(s); the Association's principal authorized agent shall be the president of the Association. In addition to the President, up to three members of the Association may be designated to represent the Association. Such designation shall be in written form and

signed by the President.

SECTION 5.02. TIME OFF FOR REPRESENTATIVES.

The City will allow reasonable time off for the Association's representatives to attend meetings with City representatives for the purpose of negotiating a successor agreement, processing grievances pursuant to the City's grievance procedure, and representing Association members in internal discipline matters. However, any such time must be approved in advance by the Fire Chief, the City Manager or an authorized representative of the City. No more than two (2) Association representatives may be released from work at one time. However, nothing shall prevent "off duty" representatives from attending to any Association matters.

ARTICLE VI **HOURS AND WORKING CONDITIONS**

SECTION 6.01. ON-DUTY PHYSICAL FITNESS TRAINING.

The City and the Association agree that it is the responsibility of each employee of the Fire Department to maintain their physical fitness for duty. Therefore, in order to encourage, facilitate, and support employees in maintaining their physical fitness, the City agrees to continue to maintain an "on-duty" physical fitness program for the benefit of the City and Association members as follows:

1. Participation in the program is voluntary. Physical fitness training shall not be conducted so as to interfere with the Fire Department's emergency response capability and responsibilities, routine Fire Department maintenance activities and other business, training and drills, and/or club meetings. At the discretion of the on-duty Officer-in-Charge, employees may engage in physical fitness training either in or out of the fire station
2. Physical fitness training outside the station shall be limited to the Fitness Center, high school track and Keck Park handball/racquet ball courts and Swim Complex and shall be limited to not more than two (2) hours per shift.
3. Fire personnel not on-duty may use the weight room at any time, provided such activity does not interfere with the work of the on-duty personnel. In this regard, the determination of the Fire Chief or the on-duty Officer-in-Charge shall be final.

SECTION 6.02. ON-DUTY TRAINING.

The Chief, in his/her sole discretion, or the Chiefs designee may approve paid time off to attend approved fire department related training provided the shift is fully staffed, and the Chief is satisfied the capability of the department to respond to emergencies will not be compromised.

SECTION 6.03. GROCERY STORE PRIVILEGES.

Employees will be allowed to make one twenty (20)-minute trip to and from the grocery store per day to purchase items for "joint effort" meals during on-duty hours with the use of City equipment for transportation.

SECTION 6.04. FIRE LINE MEALS.

The City will provide meals when firefighters work through the established mealtime (7 - 8 a.m., noon - 1 p.m. 5 - 6 p.m.) when working an emergency as determined by the Chief or his designee based on the severity of the incident.

SECTION 6.05. RESIDENCY REVIEW.

The City acknowledges that the existing residency requirement as set forth in the Municipal Code requiring residency within the City limits of Coalinga is illegal and contrary to the Constitution of the State of California. The parties agree that establishing residency requirements based on response time is permissible. The City and the Association agree to have further discussions regarding the establishment of reasonable response times and programs and/or incentives to encourage employees to reside in the City and/or the greater Coalinga area. The City and Association agree to use their best efforts to address this matter during the 2006/2007 fiscal year. No resident or response time is required at this time.

SECTION 6.06. TRAINING TIME.

The parties agree each employee is given a bank of seventy-two (72) hours of training time each fiscal year. This will encourage department personnel to use their training budget without using personal time.

Each employee may use up to seventy-two (72) hours of training time per fiscal year that creates overtime. If training time does not affect overtime, that training time will not be pulled from the training time bank. Employees may elect to use vacation time if all banked training hours are used.

Each employee will be given a training budget of five hundred dollars (500) per fiscal year. The City agrees to pay for any city requested or required training prior to the beginning of the training. That money can be used to attend training classes in accordance with the established training policy. The training money will only be used for tuition, lodging and course material.

SECTION 6.07. PROMOTIONS.

The Department shall post a promotional flyer within thirty (30) days of there being an opening of an internal promotional position. The promotional process shall take no longer than sixty (60) days to complete. In the event of an immitigable or unforeseen emergency, the process may be extended as reasonably necessary after an agreement to extend the process has been reached between the City and Association.

SECTION 6.08. PROMOTIONS TO FIRE ENGINEER.

The parties agree that when a Firefighter/Paramedic promotes to the position of Fire Engineer, the following rules will apply:

- a) The Fire Engineer will not be forced to fill an empty Firefighter/Paramedic position for sick, vacation, compensatory, administrative, or training leave coverage.
- b) The Fire Engineer will only be utilized, while on shift, as the Firefighter/Paramedic if no others are available to cover call back units.
- c) The City will continue to pay for recertification and continued education to maintain paramedic certification for Fire Engineers.
- d) The Fire Engineer will be eligible for overtime in a Firefighter/Paramedic position.
- e) The Fire Engineer may be used as a Firefighter/Paramedic for call back.

SECTION 6.09. ADOPTION OF 48/96 WORK SCHEDULE.

The parties agree to implement a "48/96" work schedule.

SECTION 6.10. MATTRESS REPLACEMENT.

The City shall replace all station mattresses with new mattresses every ten (10) years. The cost of the replacement mattresses shall not exceed twelve-thousand six-hundred dollars (\$12,600).

SECTION 6.11. STATION CARPET CLEANING.

The City shall pay to have the carpet in the fire station professionally cleaned annually. The cost to the City shall not exceed \$800.00 annually.

**ARTICLE VII
WAGES****SECTION 7.01. WAGES.**

The revised pay scale as set forth in Attachment "A" shall be implemented retroactive to July 1, 2018 and shall reflect a five percent (5%) salary increase. The City and Association agree that the five percent (5%) salary increase shall become permanent with the passage of Measure J on the November 2018 ballot. Should Measure J fail the five percent (5%) increase may terminate on June 30, 2019.

The revised pay scale as set forth in Attachment "B" shall be implemented effective December 6, 2018 and shall reflect a thirty-two percent (32%) salary increase.

The revised pay scale as set forth in Attachment "C" shall be implemented effective July

1, 2019 and shall reflect a six percent (6%) salary increase.

The revised pay scale as set forth in Attachment "D" shall be implemented effective July 1, 2020 and shall reflect a five percent (5%) salary increase.

Said pay scales shall remain in effect for all job classifications throughout the term of this agreement.

SECTION 7.02. SALARY ADJUSTMENTS.

The City and the Association agree to cost-of-living increases for all job classifications throughout the term of this agreement as outlined in Section 7.01.

SECTION 7.03. OUT-OF-CLASS PAY.

Employees requested to work out-of-class must do so for two (2) complete consecutive shifts and be present, working, and fulfilling all duties of the higher classification to receive out-of-class pay. Employees shall receive pay at the rate of five percent (5%) of base salary or at the first step of the out-of-class position, whichever is greater. Out-of-class pay shall be granted retroactive to the first day. When working out-of-class, employees will receive their regular pay when taking any form of paid leave, not their out-of-class pay.

SECTION 7.04. EDUCATIONAL ACHIEVEMENT COMPENSATION.

Completion of educational courses, certificates, and degrees that enhance the services provided by the Coalinga Fire Department shall be compensated through December 31, 2018 as follows:

1. Associate of Arts/Associate of Science - \$150.00 per quarter.
2. Bachelor of Arts/Bachelor of Science - \$300.00 per quarter.

The degree must be from an accredited institution and documented by the Human Resources Manager.

The maximum educational pay shall be \$300.00 per quarter.

Effective January 1, 2019 the educational incentive pay shall be as follows:

3. Associate of Arts/Associate of Science –1.25% of base rate of pay.
4. Bachelor of Arts/Bachelor of Science –2.5% of base rate of pay .

The degree must be from an accredited institution and documented by the Human Resources Manager.

The maximum educational pay an employee may receive shall ~~be three~~ be three and three-quarter percent (3.75%).

SECTION 7.05. LONGEVITY PAY.

Beginning the pay period following the tenth (10th) anniversary date of service to the City, an employee shall be entitled to longevity pay of one and one half percent (1.5%) above base pay. Beginning on the fifteenth (15th) anniversary date of service to the City, an employee shall be entitled to longevity pay of an additional one and one half percent (1.5%) above base pay. Beginning the pay period following the twentieth (20th) anniversary date of service to the City, an employee shall be entitled to longevity pay of an additional one and one half percent (1.5%) above base pay. Longevity pay only applies if the employee has had no safety violations or formal disciplinary actions in the most recent 12-month period immediately preceding the pay and an overall rating of competent on the most recent annual performance evaluation.

SECTION 7.06. FLSA OVERTIME.

The parties agree the City will compensate the employees for overtime pay at one and one-half (1-1/2) times the regular rate of pay for all time in excess of scheduled hours. For the purposes of calculating FLSA overtime pay, the use of any paid leave shall be recognized as compensable when calculating overtime.

SECTION 7.07. COMPENSATORY TIME ACCRUAL.

Employees may accumulate up to seventy-two (72) hours of compensatory time. Employees with seventy-two (72) hours of compensatory time will be paid at the overtime rate and will not be eligible to earn additional compensatory time.

SECTION 7.08. OVERTIME FOR LATE NOTICE SICK LEAVE COVERAGE.

An employee required to work back-to-back shifts to cover for an employee giving less than twenty-four (24) hours' notice of intended absence due to sickness will be compensated at the overtime rate.

SECTION 7.09. CALLBACK PAY.

Employees called back to work by the Fire Chief or the Officer-in-Charge for the period specified shall be paid a minimum of four (4) hours overtime pay. Call back includes mandatory training on regular days off, participation in volunteer firefighter club, and training drills on days off. A hold-over to cover a twenty-four (24)-hour shift is not a call back.

SECTION 7.10. PARAMEDIC LIAISON OFFICER PAY.

The parties agree employees assigned by the Fire Chief to serve as the Paramedic Liaison Officer on behalf of the City shall be compensated at a flat rate of \$100 per month.

SECTION 7.11. PARAMEDIC PRECEPTOR PAY.

The parties agree employees in possession of a Fresno County Paramedic Preceptor Certificate will receive a stipend in the amount of \$250 per year paid on or about each

succeeding November 1 through regular payroll.

SECTION 7.12. ENGINEER/PARAMEDIC INCENTIVE PAY.

The parties agree Engineers with current, valid Paramedic certification shall receive incentive pay in the annual amount of \$3,500 which will be paid on or about each December 1 through regular payroll. The Human Resources Director will determine eligibility for Engineer/Paramedic Incentive Pay by verifying current Paramedic certification and notify the payroll office by providing a list of names of the eligible employees.

ARTICLE VIII
VACATION AND SICK LEAVE

SECTION 8.01. VACATION AND SICK LEAVE ACCRUALS.

The following accrual schedule shall be used:

	Per Year		
*Sick Days	12-days	288-hours	
*Vacation Days	6-days	144- hours	First Year of Service
	8-days	192-hours	Second Year of Service
	12-days	288-hours	Third Year of Service

*Accrued on a per pay period basis

SECTION 8.02. VACATION AND SICK LEAVE CAPS.

The following listed caps shall be used:

For ~~existing~~ employees hired on or before December 5, 2018:

Vacation	600-hours
Sick Leave	2,160-hours

For employees hired on or after December 6, 2018:

Vacation	400-hours
Sick Leave	1,600-hours

SECTION 8.03. CONVERSION OF SICK LEAVE.

Employees may convert sick leave accruals over 480 hours for all or a portion of

dependent health care premiums, to an AFLAC health account, or to ICMA 457 Deferred Compensation Plan, pursuant to maximum annual contribution regulations established by the Internal Revenue Service. With respect to a deferred compensation conversion, employees who qualify must notify the Human Resources Department of their decision to convert sick leave by December 1. The Human Resources Department will notify payroll and the conversion shall take place within thirty (30) days.

SECTION 8.04. BEREAVEMENT LEAVE.

Bereavement leave with pay shall be granted to all regular and probationary employees upon the death of a family member. Family members are defined to include husband, wife, father, mother, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, stepfather, stepmother, aunt, uncle, children, step children, grandmother, grandfather, grandchildren, or any other person living in the same permanent residence as the employee or any other relative approved by the Fire Chief. The signature of the Fire Chief on the employee's timecard noting Bereavement Leave shall be the only approval needed for Bereavement leave to be paid out. No other verification is needed by payroll, including but not limited to, the relationship of the family member to the employee. Such leave of absence is not to exceed three (3) shifts, or five (5) shifts if out of state travel is required.

SECTION 8.05. CATASTROPHIC LEAVE BANK.

The parties agree that the Human Resources Director will establish a Catastrophic Leave Bank (CLB). An employee may request, in writing to the Human Resources Director, that a specified number of hours of his/her accrued sick leave be transferred from his/her account to the CLB. The Human Resources Director will notify payroll to deduct X number of hours from the employee's sick leave bank and the HR Director will then add the deducted number of hours to the CLB.

The maximum number of hours which may be transferred in any one fiscal year is two hundred and forty (240). Employees requesting to transfer his/her sick leave hours to the CLB must transfer a minimum of twenty four (24) hours. Any sick leave hours which are transferred from any employee's account to the CLB may not be returned or restored to that employee (this does not prevent the employee from receiving leave from the CLB due to his/her own serious illness or injury).

To receive leave from the CLB, an employee who is himself/herself in need of leave due to his/her own serious illness or injury, may request, in writing to the Human Resources Director, that a specified number of hours of leave be transferred from the CLB to his/her account. Such request may be made prior to the employee exhausting his/her own sick and vacation leave accruals, however, the transferred hours from the CLB will not be used until the employee has exhausted all of his/her own sick and vacation leave accruals. The request must include the employee's name, job title, and a description of why the leave is needed and the expected duration of the leave. Once the request is approved by the Human Resources Director, the Human Resources Director will notify the payroll office to add X number of hours to the recipient employee's sick leave account and the Human Resources Director will deduct the equivalent number of hours from the

CLB.

The leave will be transferred in and transferred out of the CLB hour for hour.

The decision of the Human Resources Director concerning the approval of leave pursuant to this section is final and not subject to the grievance procedure, judicial review or review by the City Manager or City Council.

The Human Resources Director will provide the Association with a monthly report documenting activity of the CLB.

SECTION 8.06. HOLIDAY LEAVE.

The parties agree employees shall receive twenty-four (24) hours in a Holiday Leave for all City recognized holidays. Holiday Leave shall be granted for recognized holidays worked. Employees shall be allowed to carry over a maximum of 120 hours of Holiday Leave per fiscal year.

SECTION 8.07. VACATION CASH OUT.

At the employee's written request to Human Resources, the City will convert, at the then current rate of pay, up to forty-eight (48) vacation hours to cash through payroll. Employees must state in their written request whether they wish to have the cash paid in their regular payroll check or a separate check issued by payroll. Employees may only request one vacation cash out per fiscal year.

**ARTICLE IX
HEALTH AND WELFARE**

SECTION 9.01. COMPREHENSIVE BENEFITS PACKAGE.

The City will continue to provide its employees a comprehensive Health, Dental, Vision, Life, and Disability benefits package that consists of the following:

A. Medical, hospital, chiropractic, dental and vision. The City's cost of this coverage is 100% for employees and 63% for dependents. Employees pay 37% of the premium costs for dependent coverage. However, these amounts may be amended from time to time per Section 9.01.

B. Life Insurance. An employee's life and accidental death and dismemberment policy is at no cost to the employee. The face amount of the insurance for non-management employees was increased from \$30,000 to \$50,000, the same as management.

C. Additional Life Coverage. Employees have an option to increase their life insurance coverage in units of \$10,000 to a maximum of \$250,000. Additional Life in excess of \$50,000 is subject to medical underwriting approval. Dependents life insurance for spouse and children is also available. The

expense of the additional coverage is paid by the employee through payroll deductions.

D. Employee Assistance Program. Employees have access to an Employee Assistance Program (EAP) for work life services, and legal and financial counseling.

E. Long-Term Disability Plan. Employees have income protection in case of a long-term disability. The expense of the additional coverage is paid by the employee through payroll deductions.

SECTION 9.02. HEALTH AND LIFE INSURANCE COMMITTEE.

With the exception of "share of cost," for the term of this Agreement, the Association agrees to waive its rights to negotiate with the City over insurance related issues, in consideration of the Insurance Committee's jurisdiction and responsibility.

The parties agree the committee is composed of two (2) members from each of the five bargaining units and two (2) members from the non-represented group of City employees. Committee members are to be selected by the employees in the affected unit or group, and will be responsible to represent the interests of those employees. Though there will be two (2) members from each unit or group, there will be only one (1) vote for a total of six (6) votes. In the event of a tie vote, the issue shall go to the City Manager for his recommendation for adoption by the City Council.

The Personnel Officer will prepare recommended guidelines for the Committee and its activity, to be submitted for consideration by the Committee, no later than August 31, 2009.

SECTION 9.03. RETIREMENT PLAN.

The parties agree that the City will contribute an amount not to exceed 12.208% of reportable compensation and the employees will contribute 7% of reportable compensation to a 2% at 55 Modified Defined Benefit Plan with 0% prior service with CalPERS, so long as the City is able to obtain a contract with CalPERS for this benefit on or before December 31, 2012.

The employees agree that they will cooperate with City and CalPERS to effectuate this change in benefit providers. Employees become vested with CalPERS after five (5) years of service.

The CalPERS Defined Benefit Plan will be the exclusive retirement system for the employees though the benefit formula may be different based on Pension Reform requirements.

This section does not alter or affect the 457 Deferred Compensation Plan.

If the City is unable to secure an executed contract with CalPERS by December 31, 2012

for these benefits, this section will be void and Section 9.03. of the MOU will remain in full force and effect.

SECTION 9.04. DEFERRED COMPENSATION.

The City continues to support and agree with the Association that employees may voluntarily participate in the ICMA 457 Deferred Compensation Plan. The City agrees to continue to match fifty percent (50%) of an employee's contribution up to a maximum of one and ~~a~~ one-half percent (1.5%) of the employee's annual salary.

SECTION 9.05. HANDLING OF ICMA CONTRIBUTIONS.

City agrees that if contributions are not made to the ICMA 401 Retirement and ICMA 457 Deferred Contributions Plans within thirty (30) days after the applicable payroll date, the City will pay employees at a rate of ten dollars (\$10) per calendar day for each calendar day in excess of thirty (30) days following the applicable payroll date.

SECTION 9.06. STATE DISABILITY INSURANCE.

The City and the Association continue to agree that State Disability Insurance will be at the employee's expense. All members of the bargaining unit will be covered and the cost will be paid in bi-weekly installments.

SECTION 9.07. FLEXIBLE SPENDING ACCOUNT FOR UNREIMBURSED MEDICAL AND DEPENDENT CARE EXPENSES.

The agreement regarding the flexible spending account remains in effect. The limits of the flexible spending account for unreimbursed medical was set at Two Thousand Dollars (\$2,000) per year and the limits of dependent care expenses were raised to Five Thousand Dollars (\$5,000) or Twenty-Five Hundred (\$2,500) per year for married/separate or head of household as previously agreed.

SECTION 9.08. CALIFORNIA LABOR CODE SECTION 4850.

The City agrees to pay Firefighters, Firefighter/EMT's, Firefighter/Paramedics, Fire Engineers, and Fire Captains who are injured in the course and scope of their employment as if they were entitled to the benefits of California Labor Code Section 4850.

SECTION 9.09. FITNESS EQUIPMENT MAINTENANCE ALLOWANCE.

The parties agree the City will provide the Association with an annual stipend of \$2,000 on or about each August 1 to maintain Fire Department physical fitness training equipment or training gear. The stipend must be used within the fiscal year or it will be refunded to the City. Once equipment is purchased, receipts/invoices will be provided to the Fire Chief or his designee to ensure the stipend was fully spent and only utilized for physical fitness training equipment or training gear.

**ARTICLE X
UNIFORMS AND EQUIPMENT**

SECTION 10.01. UNIFORM ALLOWANCE.

The City agrees to increase the annual uniform allowance to Fifteen Hundred Dollars (\$1,500.00). The City will no longer pay for firefighter boots. Employees shall purchase their own firefighter boots that meet NFPA standards.

The uniform allowance will be paid to employee with two (2) checks. Uniform allowance payments will be paid on or about each succeeding April 1 and October 1 through regular payroll. New full-time employees will receive an advanced uniform allowance check for 50% of their annual uniform allowance when initially hired. This advance must be repaid if the employee leaves City employment prior to six (6) months of employment.

The parties agree that employees, upon written request to the payroll office, may receive uniform allowances in a separate check. Written requests for a separate check must be received by the payroll office no later than the first day of the pay period in which uniform allowances will be processed.

SECTION 10.02. EQUIPMENT PURCHASE/MEMENTO.

As previously agreed between the City and the Association, an employee may purchase his/her helmet from the City, via payroll deduction, and use the helmet throughout his/her employment with the Fire Department. Upon the employee's full payment to the City, the City will purchase a replacement helmet. The employee will use the helmet only for official business, and the City will repair/replace damaged helmets up to the value of the standard issue. Employees who retire from service after the five (5) year vesting period and are in good standing shall be allowed to keep their badge at no cost to the employee. Employees who separate from employment prior to the five (5) year vesting period and are in good standing shall be allowed to purchase their badge at the cost of replacement.

SECTION 10.03. UNIFORM CHANGES.

The parties agree, in the event the Coalinga Fire Department uniform is changed, the City shall provide affected employees with two (2) sets of the new uniform prior to change implementation.

SECTION 10.04. EQUIPMENT.

All classifications of the Coalinga Firefighters Association shall be assigned the following equipment:

1. 2 structural firefighting coats with last name on coats
2. 2 structural firefighting pants
3. 2 structural firefighting pair of gloves
4. 2 structural firefighting pair of boots
5. 2 structural firefighting suspenders
6. 2 structural firefighting helmet types
7. TC1, or TL2 leather helmet (firefighter pays additional cost for leather) with eye protection, shroud, and leather front/shield with appropriate rank
8. 1 structural firefighting hood

- 9. 1 SCBA mask
- 10.1 portable handheld radio with remote speaker mic
- 11.1 badge for Class B uniform with appropriate rank
- 12.1 Wildland firefighting helmet with eye protection and shroud
- 13.2 Wildland firefighting coats
- 14.2 Wildland firefighting pants
- 15.1 Wildland firefighting pair of gloves
- 16.1 Wildland firefighting web gear

All PPE listed above will be replaced immediately if damaged and not able to be repaired. All PPE will meet current NFPA standard when purchased. All PPE will not be used for duty if/once it has reached ten (10) years from the manufacture date (excluding badges). Any Phenix 1500 First Due helmets in use at the time of approval of this agreement will be allowed to stay in use until replacement is necessary.

ARTICLE XI

CITY RIGHTS

SECTION 11.01. CITY RIGHTS.

Except as otherwise provided in this Agreement or by law, the City has and retains the sole and exclusive rights and functions of management, including, but not limited to the following:

- 1. To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
- 2. To manage all facilities and operations of the City, including the methods, means and personnel by which the City operations are to be conducted.
- 3. To schedule working hours and assign work.
- 4. To establish, modify, or change work schedules or standards.
- 5. To direct the working forces, including the right to hire, assign, promote, demote or transfer any employees.
- 6. To determine the location of all plants and facilities.
- 7. To determine the layout of machinery, equipment or materials to be used.
- 8. To determine processes, techniques, methods, and means of all operations; including changes or adjustments of any machinery or equipment.

9. To determine the size and composition of the workforce.
10. To determine policy and procedures affecting the selection or training of an employee.
11. To establish, assess, and implement employee performance standards, including, but not limited to quality and quantity standards, the assessment of employee performance, and the procedures for said assessment.
12. To control and determine the use and location of City property, material, machinery, and/or equipment.
13. To schedule the operation of and to determine the number and duration of shifts.
14. To determine safety, health, and property protection measures.
15. To transfer work from one job to another or from one location or unit to another.
16. To introduce new, improved or different methods of operations, or to change existing methods.
17. To lay off employees for lack of work, lack of funds, or any other reason.
18. To reprimand, suspend, discharge or otherwise discipline employees.
19. To establish, modify, or eliminate job classifications.
20. To promulgate, modify, and enforce work and safety rules and regulations.
21. To take such other and further actions as may be necessary to organize and operate the City in the most efficient and economical manner and in the best interest of the public it serves.

ARTICLE XII

GRIEVANCE PROCEDURE

SECTION 12.01. GRIEVANCE PROCEDURE.

All covered employees, and the Association on its own behalf, shall be entitled to use the provisions of the City's existing grievance procedure.

ARTICLE XIII
AMERICANS WITH DISABILITIES ACT

SECTION 13.01. AMERICANS WITH DISABILITIES ACT.

The City and the Association recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodations in the workplace because of a disability.

If by reason of the aforesaid requirement, the City contemplates actions to provide reasonable accommodation to an individual employee in compliance with the ADA which are in potential conflict with any provision of this Memorandum of Understanding, the Association will be advised of any such proposed accommodation prior to any implementation by the City.

ARTICLE XIV
FUTURE NEGOTIATIONS

SECTION 14.01. FUTURE NEGOTIATIONS.

It is desirable and advantageous to both the City and the Association that a new Memorandum of Understanding be agreed upon and in place upon the expiration of this existing Agreement. To that end, the parties agree as follows:

1. The Association will submit to the City Manager no later than the fifteenth day of March immediately preceding the expiration of this Agreement and prior to any meeting between the City's negotiation team, a preliminary proposal for the period beginning upon expiration of this Memorandum of Understanding.
2. Both parties agree to make a good faith effort to complete negotiations prior to the first day of June immediately preceding expiration of this Memorandum of Understanding. A good faith effort would include, but not be limited to:
 - a. Reasonable agreement of and attendance at negotiation meetings between the City and the Association representatives.
 - b. Reasonable and expedient disbursement and communication by each party to its respective governing body (i.e., City Council and the Association members) of any proposal made by the other party when necessary or agreed upon.

SECTION 15.01. WAIVER OF APPEAL.

The waiver or breach of any term or condition of this Memorandum of Understanding by either party shall not constitute a precedent in future enforcement of all of its terms and provisions.

ARTICLE XVI
SAVINGS

SECTION 16.01. SAVINGS.

If any article or section of this Agreement, or any addition thereto, shall be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of the Agreement shall not be affected thereby, and the parties shall meet in a timely manner to discuss the impact of any such restrained article or section.

ARTICLE XVII
DURATION OF AGREEMENT

SECTION 17.01. DURATION OF AGREEMENT. The duration of this agreement shall be from July 1, 2018 through June 30, 2021~~19~~. The City agrees to meet and confer over salary increases if the City's tax revenue increases by five percent (5%) or more.

City of Coalinga

Coalinga Professional Firefighters

Date: _____

Date: _____

Marissa Trejo
Human Resources Director

John Coburn
Labor Relations Consultant

Date: _____

Justin Milligan
President IAFF, AFL-CIO Local 2305

City of Coalinga Fire Pay Scale

Effective: December 6, 2018

Approved:

Revised:

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
17	Firefighter/EMT						
	Annually	\$51,788.55	\$54,377.98	\$57,096.88	\$59,951.72	\$62,949.29	\$66,096.78
	Monthly	\$4,315.71	\$4,531.50	\$4,758.07	\$4,995.98	\$5,245.77	\$5,508.07
	Bi-Weekly	\$1,991.87	\$2,091.46	\$2,196.03	\$2,305.84	\$2,421.13	\$2,542.18
	Hourly	\$17.78	\$18.67	\$19.61	\$20.59	\$21.62	\$22.70
18	Firefighter/Paramedic						
	Annually	\$57,096.88	\$59,951.72	\$62,949.29	\$66,096.78	\$69,401.61	\$72,871.70
	Monthly	\$4,758.07	\$4,995.98	\$5,245.77	\$5,508.07	\$5,783.47	\$6,072.64
	Bi-Weekly	\$2,196.03	\$2,305.84	\$2,421.13	\$2,542.18	\$2,669.29	\$2,802.76
	Hourly	\$19.61	\$20.59	\$21.62	\$22.70	\$23.83	\$25.02
20	Fire Engineer						
	Annually	\$66,096.78	\$69,401.61	\$72,871.70	\$76,515.28	\$80,341.05	\$84,358.10
	Monthly	\$5,508.07	\$5,783.47	\$6,072.64	\$6,376.27	\$6,695.09	\$7,029.84
	Bi-Weekly	\$2,542.18	\$2,669.29	\$2,802.76	\$2,942.90	\$3,090.04	\$3,244.54
	Hourly	\$22.70	\$23.83	\$25.02	\$26.28	\$27.59	\$28.97
22	Fire Captain						
	Annually	\$72,871.70	\$76,515.28	\$80,341.05	\$84,358.10	\$88,576.00	\$93,004.80
	Monthly	\$6,072.64	\$6,376.27	\$6,695.09	\$7,029.84	\$7,381.33	\$7,750.40
	Bi-Weekly	\$2,802.76	\$2,942.90	\$3,090.04	\$3,244.54	\$3,406.77	\$3,577.11
	Hourly	\$25.02	\$26.28	\$27.59	\$28.97	\$30.42	\$31.94

City of Coalinga Fire Pay Scale

Effective: July 1, 2019

Approved:

Revised:

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
17	Firefighter/EMT						
	Annually	\$54,895.86	\$57,640.66	\$60,522.69	\$63,548.82	\$66,726.25	\$70,062.59
	Monthly	\$4,574.66	\$4,803.39	\$5,043.56	\$5,295.74	\$5,560.52	\$5,838.55
	Bi-Weekly	\$2,111.38	\$2,216.95	\$2,327.80	\$2,444.19	\$2,566.39	\$2,694.72
	Hourly	\$18.85	\$19.79	\$20.78	\$21.82	\$22.91	\$24.06
18	Firefighter/Paramedic						
	Annually	\$60,522.69	\$63,548.82	\$66,726.25	\$70,062.59	\$73,656.71	\$77,244.00
	Monthly	\$5,043.56	\$5,295.74	\$5,560.52	\$5,838.55	\$6,160.48	\$6,437.00
	Bi-Weekly	\$2,327.80	\$2,444.19	\$2,566.39	\$2,694.72	\$2,829.45	\$2,970.92
	Hourly	\$20.78	\$21.82	\$22.91	\$24.06	\$25.26	\$26.53
20	Fire Engineer						
	Annually	\$70,062.59	\$73,656.71	\$77,244.00	\$81,106.20	\$85,161.51	\$89,419.59
	Monthly	\$5,838.55	\$6,130.48	\$6,437.00	\$6,758.85	\$7,096.79	\$7,451.63
	Bi-Weekly	\$2,694.72	\$2,829.45	\$2,970.92	\$3,119.47	\$3,275.44	\$3,439.22
	Hourly	\$24.06	\$25.26	\$26.53	\$27.85	\$29.25	\$30.71
22	Fire Captain						
	Annually	\$77,244.00	\$81,106.20	\$85,161.51	\$89,419.59	\$93,890.56	\$98,585.09
	Monthly	\$6,437.00	\$6,758.85	\$7,096.79	\$7,451.63	\$7,824.21	\$8,215.42
	Bi-Weekly	\$2,970.92	\$3,119.47	\$3,275.44	\$3,439.22	\$3,611.18	\$3,791.73
	Hourly	\$26.53	\$27.85	\$29.25	\$30.71	\$32.24	\$33.85

City of Coalinga Fire Pay Scale

Effective: July 1, 2020

Approved:

Revised:

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
17	Firefighter/EMT						
	Annually	\$57,640.65	\$60,522.69	\$63,548.82	\$66,726.26	\$70,062.56	\$73,565.72
	Monthly	\$4,803.39	\$5,043.56	\$5,295.74	\$5,560.52	\$5,838.55	\$6,130.48
	Bi-Weekly	\$2,216.95	\$2,327.80	\$2,444.19	\$2,566.39	\$2,694.71	\$2,829.45
	Hourly	\$19.79	\$20.78	\$21.82	\$22.91	\$24.06	\$25.26
18	Firefighter/Paramedic						
	Annually	\$63,548.82	\$66,726.26	\$70,062.88	\$73,565.72	\$77,244.00	\$81,106.20
	Monthly	\$5,295.74	\$5,560.52	\$5,838.57	\$6,130.48	\$6,437.00	\$6,758.85
	Bi-Weekly	\$2,444.19	\$2,566.39	\$2,694.73	\$2,829.45	\$2,970.92	\$3,119.47
	Hourly	\$21.82	\$22.91	\$24.06	\$25.26	\$26.53	\$27.85
20	Fire Engineer	\$73,565.72	\$77,244.00	\$81,106.20	\$85,161.51	\$89,419.59	\$93,890.57
	Annually	\$6,130.48	\$6,437.00	\$6,758.85	\$7,096.79	\$7,451.63	\$7,824.21
	Monthly	\$2,829.45	\$2,970.92	\$3,119.47	\$3,275.44	\$3,439.22	\$3,611.18
	Bi-Weekly	\$25.26	\$26.53	\$27.85	\$29.25	\$30.71	\$32.24
	Hourly						
22	Fire Captain						
	Annually	\$81,106.20	\$85,161.51	\$89,419.59	\$93,890.57	\$98,585.08	\$103,514.34
	Monthly	\$6,758.85	\$7,096.79	\$7,451.63	\$7,824.21	\$8,215.42	\$8,626.20
	Bi-Weekly	\$3,119.47	\$3,275.44	\$3,439.22	\$3,611.18	\$3,791.73	\$3,981.32
	Hourly	\$27.85	\$59.25	\$30.71	\$32.24	\$33.85	\$35.55

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

Subject: Waive Second Reading and Adopt Ordinance No. 824, approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in and adjacent to all residential zoning districts

Meeting Date: December 6, 2018

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Waive the second reading and adopt Ordinance No. 824, approving a zoning text amendment (ZTA 18-01), removing the prohibition on the use of barbed wire and razor wire in various commercial and industrial zoning districts and continuing a prohibition on its use in and adjacent to all residential zoning districts.

II. BACKGROUND:

Council received public comment at their last meeting on September 20, 2018 requesting the City Council allow businesses the ability to use barbed wire and razor wire as an enhanced security measure to protect their properties. At the conclusion of the meeting, after hearing public testimony and discussion, on September 20, 2018, the City Council directed staff to proceed with initiating a zoning text amendment that would remove the prohibition on the use of barbed wire and razor wire in the commercial and industrial zoning designations.

Under Planning and Zoning Law in order for language within the Development code to be amended, it requires a zoning text amendment in the form of an ordinance. This zoning text amendment is a City initiated application where staff has taken direction from the City Council as to the recommended changes and brought a draft ordinance to the Planning Commission where a recommendation was made to the City Council for approval.

On October 9, 2018 the Planning Commission considered testimony from the public and local business owners regarding the removal of the prohibition of the use of barbed wire and razor wire in various commercial and industrial zoning districts and further moved to adopt resolution 018P-010 recommending to the City Council approval of an ordinance that removes said prohibition and protects the integrity of the residential and mixed use districts.

On November 1, 2018, the City Council introduced and waived the first reading of Ordinance No. 824.

III. DISCUSSION:

The Coalinga Planning and Zoning Code went through a comprehensive update in 2013 where several development regulations were updated to standards commonly used in the majority of local jurisdictions. There are two sections in the development code where barbed wire and razor wire are mentioned and in both instances, they are strictly prohibited from being installed. Below are the two sections from the development code:

Section 9-4.203(b)(3).....Fences and Free Standing Walls.....(3) Materials not permitted. Barbed wire, aluminum, fiberglass, metal siding and plywood shall not be used as fencing materials. The Community Development Director may grant the use of such material based on the need for the type of fence, design compatibility of the fence, and approval of the adjoining property owner if on an interior property line. Nonconforming status shall not be provided for fences constructed of these materials.

Section 9-4.208(2)(b).....Screening of Outdoor Storage.....(b.) Screening walls and fences shall be architecturally compatible with the main structure on the site and shall not have barbed wire or razor wire visible from any street or public access.

The two sections above identify a prohibition on the use of barbed wire and razor wire unless approved by the Community Development Director for instances only where the barbed wire would be installed on an interior property line and not visible from any public street or public access.

Ordinance No. 824 includes the recommended changes by the Planning Commission and as directed by the City Council, to address the strict application of the code related to the use of barbed wire and razor wire. There are three (3) sections to the ordinance where it removes the prohibition on the use of barbed wire and razor wire however, further upholds the prohibition on the use in areas zoned and/or adjacent to mixed-use and residential.

When the zoning text amendment was brought before the Planning Commission and further approved by the City Council, the following standard findings must be made for each Zoning Ordinance Amendment. Specific findings may also be required by the decision-making body on a case-by-case basis.

(1) The proposed Zoning Ordinance amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

During discussions at the Planning Commission and City Council meetings, there were several comments related to preserving and protecting the local businesses by use of physical deterrents such as razor wire and barbed wire. It is unclear as to whether permitting the use of razor wire and barbed wire would be to the detriment of the public interest, health safety, and welfare. Typically, barbed wire and razor wire is prohibited in conjunction with fencing and outdoor storage due to their unsightly and institutional appearance. This does not necessarily equate to being a detriment to the public interest, health, safety, convenience, or welfare of the City.

(2) The proposed Zoning Ordinance amendment is consistent and compatible with the goals, policies, and actions of the General Plan, and the other applicable provisions of the Zoning Ordinance.

The proposed zoning ordinance includes permitting the use of barbed wire and razor wire in various commercial and industrial zones and upholding the prohibition on its use within and/or adjacent to residential zoning districts including mixed-use commercial zones. This action would not be recognized as being inconsistent with the goals, policies, and actions of the General Plan. It would be used as a mechanism to possibly further enhance the security of local businesses.

(3) If applicable, the site is physically suitable (including, but not limited to access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designations and anticipated land uses/developments.

The way the ordinance is drafted ensures that residential and mixed-use developments are not impacted by

this action as it applies to all other commercial zones including industrial zoning designations. This will allow for compatibility with adjoining uses.

(4) The proposed Zoning Ordinance amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act.

CEQA: Staff has determined that this action would be exempt from the California Environmental Quality act pursuant to Section 15061(b)(3), Review for Exemptions – General Rule, in that it can be seen that these actions will not have a significant effect on the environment.

IV. ALTERNATIVES:

- The Council may not choose to adopt Ordinance No. 824.

V. FISCAL IMPACT:

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

ATTACHMENTS:

File Name	Description
☐ Resolution_No._018P-010_Executed.pdf	Planning Commision Resolution 018P-010
☐ Ordinance_824_-_Barbed_Wire-Razor_Wire.pdf	Ordinance No. 824 - Barbed Wire

RESOLUTION 018P-010

A RESOLUTION OF THE CITY OF COALINGA PLANNING COMMISSION RECOMMENDING APPROVAL OF A ZONING TEXT AMENDMENT INITIATED BY THE CITY COUNCIL TO AMEND THE PLANNING AND ZONING CODE RELATED TO REMOVING THE PROHIBITION ON BARBED WIRE AND RAZOR WIRE IN COMMERCIAL AND INDUSTRIAL DISTRICTS

WHEREAS, at their September 20, 2018 meeting, the City of Coalinga City Council directed staff to initiate a zoning text amendment to remove the prohibition on the use of barbed wire and razor wire in commercial and industrial zones;

WHEREAS, a Public Hearing has been advertised and conducted pursuant to Public Resources Code Section 21092 and 21092.3, and public comment has been solicited, and;

WHEREAS, a Notice of Public Hearing was provided to the Coalinga Press, posted at City Hall, Police Department bulletin board, Fire Department Bulletin Board, Coalinga District Library, and Chamber of Commerce on September 27, 2018, and;

WHEREAS, the Planning Commission held the noticed Public Hearing on October 9, 2018 to take testimony with regard to the proposed Zoning Text Amendment and;

WHEREAS, the Planning Commission completed its review of the proposed Zoning Text Amendment and details in the Staff Report and has considered the testimony received during the public hearing process, and;

WHEREAS, the Planning Commission has made the following findings based on the Zoning Text Amendment proposal:

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

NOW THEREFORE BE IT RESOLVED, that the Planning Commission recommends approval to the City Council of the Zoning Text Amendment to remove the

prohibition on the use of barbed wire and razor wire in various commercial and industrial zones and maintain the prohibition on its use within all residential zoning districts.

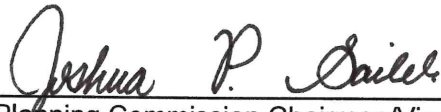
PASSED AND ADOPTED, by the City of Coalinga Planning Commission at a regular meeting held on the 9th day of October 2018.

AYES: Jacobs, Garza, Helmar, Sailer

NOES: None

ABSTAIN: None

ABSENT: Gonzales



Planning Commission Chairman/Vice Chairman

ATTEST:



City Clerk/Deputy City Clerk

ORDINANCE NO. 824

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA
AMENDING TITLE 9, CHAPTER 4, OF THE CITY'S DEVELOPMENT CODE TO
REMOVE THE PROHIBITION ON THE USE OF BARBED WIRE AND RAZOR
WIRE WITHIN COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS

THE CITY COUNCIL OF THE CITY OF COALINGA DOES ORDAIN AS FOLLOWS:

SECTION 1. AMEND SECTION 9-4.203(b)(1) OF ARTICLE 2 OF CHAPTER 4 OF TITLE 9

Fence materials. Fence materials may include: wood, wrought iron, wire mesh, steel mesh, chain link, stake and other similar materials. The use of barbed wire and razor wire is only permitted within the CG, CS, MBH and MBL Zoning Designations and shall not be visible from adjacent residential zoning districts. Approval of the adjoining property owner shall be required if razor or barbed wire is constructed on an interior property line.

SECTION 2. AMEND SECTION 9-4.203(b)(3) OF ARTICLE 2 OF CHAPTER 4 OF TITLE 9

Materials not permitted. Barbed wire or razor wire located on or visible from any residential or mixed-use zoning designation, aluminum, fiberglass, metal siding and plywood shall not be used as fencing materials. The Community Development Director may grant the use of such material (except razor wire or barbed wire) based on the need for the type of fence, design compatibility of the fence, and approval of the adjoining property owner if on an interior property line. Nonconforming status shall not be provided for fences constructed of these materials.

SECTION 3. AMEND SECTION 9-4.208(b)(2)(b) OF ARTICLE 2 OF CHAPTER 4 OF TITLE 9

Screening walls and fences shall be architecturally compatible with the main structure on the site and shall not have barbed wire or razor wire ~~visible from any street or public access~~ unless located in a CG, CS, MBH and MBL Zoning Designations and not visible from adjacent residential zoning districts.

SECTION 4. EFFECTIVE DATE; EXPIRATION OF URGENCY ORDINANCE 791.

This Ordinance shall take effect 30 days after its adoption.

SECTION 4. PUBLICATION.

The City Clerk is directed to cause this ordinance or a summary of this ordinance to be published as required by state and local law.

The foregoing Ordinance was introduced by the City Council of the City of Coalinga, California, at a regular scheduled meeting held on November 1, 2018, and was passed and adopted by the City Council at a regular meeting held on December 6, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor
City of Coalinga

ATTEST:

City Clerk/Deputy City Clerk
City of Coalinga

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

Subject: Approve the Renewal of the Exclusive Authorization and Right to Sell Agreement between the City of Coalinga and Mid State Realty
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends approving the renewal of the Exclusive Authorization and Right to Sell Agreement between the City of Coalinga and Mid State Realty through December 31, 2019.

II. BACKGROUND:

The City of Coalinga currently employs and grants Mid State Realty the exclusive and irrevocable right to see or exchange real property situated in the City of Coalinga. The current Agreement is set to expire on December 31, 2018. Mid State Realty has successfully assisted with the sale of many properties, however a few properties remain, while a couple properties are still in escrow.

III. DISCUSSION:

Approval to renew the Agreement would allow Mid State Realty to continue to work on the sale of the remaining properties not currently in escrow that still need to be sold.

Staff feels that Mid State Realty has been doing a great job for the City and is familiar with the properties, process and procedures.

IV. ALTERNATIVES:

1. Approval renewal of Agreement extending the date to December 31, 2019; or
2. Do not approve the renewal and direct staff to begin a Request for Proposals (RFP) process.

V. FISCAL IMPACT:

There is no fiscal impact as compensation to the broker comes out of the proceeds of the sales.

ATTACHMENTS:

File Name	Description
 City_Listing_Agreement_2019_Calendar_Year_120618.pdf	Draft Agreement



EXCLUSIVE AUTHORIZATION AND RIGHT TO SELL

1. **Right to Sell.** I (we), **City of Coalinga**, (hereinafter called "Seller") hereby employ and grant MID STATE REALTY (hereinafter called "Broker") the exclusive and irrevocable right to sell or exchange the real property situated in the City of **Coalinga**, County of **Fresno**, California.
2. **Term.** Broker's right to sell shall commence on January 1, 2019 and expire at midnight on December 31, 2019.
3. **Terms of Sale.**
 - a. The following items of personal property are to be included in the above-stated price: **None**
 - b. Broker is hereby authorized to accept on my behalf a deposit upon the purchase price in an amount of: **To be designated by the Seller at time of offer acceptance**
 - c. Evidence of title to the property shall be in the form of a CALIFORNIA LAND TITLE ASSOCIATION STANDARD COVERAGE POLICY OF TITLE INSURANCE in the amount of the selling price to be paid for by **Seller**. I warrant that I am the owner of the property or have the authority to execute this Authorization. I hereby agree to permit a FOR SALE sign to be placed on my property by Broker named herein.

NOTICE: THE AMOUNT OR RATE OF REAL ESTATE COMMISSIONS IS NOT FIXED BY LAW. THEY ARE SET BY EACH BROKER INDIVIDUALLY AND MAY BE NEGOTIABLE BETWEEN THE SELLER AND BROKER.

4. **Compensation to Broker.** I hereby agree to compensate the Broker As follows:
 - a. **Five percent (5%)** of the selling price, if the property is sold during the terms hereof, or any extension thereof, by Broker on the terms herein set forth or any other price and terms I may accept, or through any other person, or by me, or **Five percent (5%)** of the price. If said property is withdrawn from sale, transferred, conveyed, leased or rented without the consent of Broker, by my voluntary act during the term hereof or any other extension thereof.
 - b. The compensation provided for in subparagraph a. above if property is sold, conveyed, or otherwise transferred or if negotiations have been initiated and are ongoing within 180 calendar days after the termination of this authority or any extension thereof to anyone with whom Broker has had negotiations prior to final termination, provided I have received notice in writing, including the names of the prospective purchasers, within ten (10) days after termination of this Authorization or any extension hereof. However, I shall not be obligated to pay the compensation provided for in subparagraph a. if sale, lease, or exchange of the property is made during or after the term of said protection period to anyone other than the above names of prospective purchasers provided to me by MID STATE REALTY.
 - c. I authorize Broker to cooperate with other Brokers, to appoint subagents, and to divide with other Brokers such compensation in any manner acceptable to Brokers. In the event of an exchange, permission is hereby given to Broker to represent all parties and collect compensation or commissions from them, provided there is full disclosure to all principles of such agency. Broker is authorized to divide with other Brokers such compensation or commissions in any manner acceptable to Brokers. However, Broker may not enter into any commission arrangements with other brokers or others that would be inconsistent with the terms of this Authorization or which would increase the total amount of Seller's obligation for a commission hereunder, and Seller's sole obligation and liability for a commission shall be to Broker as provided in this paragraph 4.
 - d. In the event money intended as consideration for sale of property is received by Seller outside of escrow and/or is not reflected in the sale price, the commission as agreed in paragraph 4.a. above shall apply to such monies.
 - e. A commission that has been earned by Broker shall be payable solely from the proceeds of the sale or the property upon the closing of escrow for the sale. If requested by Broker, Seller shall execute and deliver an escrow instruction irrevocably assigning Broker's compensation in an amount equal to the compensation provided in subparagraph a. (above) from the Seller's Proceeds.
5. **Disclosure.** Seller shall execute a Disclosure Statement required by California law concerning the condition of the property. Broker is authorized to provide copies to prospective Buyers. Seller agrees to save and hold Broker harmless from all claims, disputes, litigation, and/or judgments to the extent arising from any information supplied by Seller that Seller actually knows is incorrect or misleading in any material way, or from any material fact known to Seller, which

Seller fails to disclose where Seller actually knows that such failure to disclose is misleading in any material way. For all purposes of this Authorization, actual knowledge of Seller shall mean and be limited to only matters within the actual knowledge of Seller's City Manager or any employee of Seller expressly authorized by Seller's governing body to carry out the terms of this Authorization on behalf of Seller. [Initial] (_____/_____).

6. **Natural Hazard Disclosure.** A Natural Hazard Disclosure Report will be ordered through escrow and will be paid by Seller.
7. **Tax Withholding.** Seller agrees to perform any act reasonably necessary to carry out the provisions of FIRPTA (IRC-1445) and regulations promulgated thereunder.
8. **Equal Housing Opportunity.** This property is offered in compliance with state, local and federal anti-discrimination laws.
9. **Broker not Responsible for Descriptions of Acreage or Lot Size.** The information, if any, about acreage or lot size contained in this Authorization or in the Disclosure Statement is based upon information supplied by Seller or other sources, and Broker assumes no responsibility for any errors or omissions in that information. In the event that any third party seeks damages from Broker because of errors or omissions relating to acreage or lot size provided by Seller in this Authorization or in the Disclosure Statement, Seller shall defend, indemnify and hold Broker harmless, at Seller's sole expense, against and from any such claims.
10. **Broker not Responsible for Representations about Water or Water Quality.** The information, if any, about water availability and quality contained in this Authorization or in the Disclosure Statement is based upon information supplied by Seller, and Broker assumes no responsibility for any errors or omissions in that information. In the event that any third party seeks damages from Broker because of errors or omissions relating to water availability or quantity provided by Seller in this Authorization or in the Disclosure Statement, Seller shall defend, indemnify and hold Broker harmless, at Seller's sole expense, against and from any such claims.
11. **Hazardous Waste.**

IMPORTANT NOTICE CONCERNING HAZARDOUS WASTES

- a. Seller hereby acknowledges that Seller has read and understands and agrees with the matters set forth in the following "Important Notice Concerning Hazardous Wastes":

Public concern about hazardous wastes has led to the passage of strict laws regulating hazardous wastes and underground storage tanks. "Hazardous wastes" are generally considered to include petroleum base products; paints and solvents; lead; cyanide; DDT; printing inks; acids; pesticides; ammonium compounds; asbestos; PCB's; cleaning materials; and photographic materials. The foregoing list is illustrative only and may not include substances classified as hazardous wastes by appropriate state or federal agencies. If property is to be sold or leased, is, has been, or will be the site of activities involving hazardous wastes, all parties to the transaction should consult with their own legal counsel and other appropriate experts and public officials about their individual rights and liabilities, including the possible costs involved. The same precaution holds true when the property is, has been, or will be the site of underground storage tanks.

To the extent of its actual knowledge, MID STATE REALTY is committed to providing buyers, sellers, and tenants with all information about hazardous wastes and underground storage tanks in transactions in which it serves as Broker. Neither MID STATE REALTY nor its agents/employees, however, are experts with respect to the laws governing hazardous wastes. MID STATE REALTY and its agents/employees cannot offer advice about the right and liabilities of buyers, sellers, or tenants with respect to hazardous wastes and underground storage tanks. Neither can MID STATE REALTY or its agent/employees be responsible for the accuracy of information about hazardous wastes and underground storage tanks on particular parcels of property. Such information is obtained from the sellers of the property or public agencies, and MID STATE REALTY merely conveys the information to prospective buyers, sellers, or tenants. Each party to a real estate sales or lease transaction assumes the responsibility for making an independent investigation as to whether an actual or potential problem with hazardous wastes or underground storage tanks exists on the subject property.
- b. Seller hereby authorizes Broker to give the preceding notice to a prospective purchaser and to otherwise alert the prospective purchaser of the necessity of obtaining independent legal advice, as well as expert opinion as to the

potential liability and financial responsibility that may exist if hazardous wastes or substances or underground storage tanks are present on the property.

- c. Seller represents to Broker that Seller has in its actual possession written inspection reports pertaining to hazardous wastes or substances or underground storage tanks listed as follows: **(If none, write "NONE.") [Initial](____/____)**. Seller agrees to deliver copies of the reports to Broker, as well as any future reports received by Seller. Seller authorizes Broker to deliver copies of the reports to a prospective purchaser.
 - d. Seller shall divulge to Broker and to any prospective purchaser information actually known to Seller as to the past or present existence of hazardous wastes or substances or underground storage tanks on the property.
 - e. Seller acknowledges that Broker is not expert in regards to the legal ramifications and technical problems and liabilities associated with hazardous wastes or substances or underground storage tanks, and that of necessity Broker must rely on Seller's representations or written report provided to Seller by experts regarding such matters.
12. **Agency.** Seller acknowledges that Seller has been informed that it is the policy of MID STATE REALTY to be the exclusive agent of Seller when another brokerage company represents the potential Buyer, and to be a dual agent of both Sellers and the potential Buyer when the potential Buyer elects to be represented by MID STATE REALTY. In the negotiation of a potential sale of the property by Seller, Broker is authorized to act as a dual agent representing both Seller and the purchaser, provided Broker gives Seller notice of such dual agency and obtains Seller's consent in advance. Seller will not withhold consent unreasonably. Broker also will give Seller all disclosures of dual agency required by law. Seller acknowledges that, when performing as a dual agent, Broker will not disclose to Seller the best terms upon which the purchaser is willing to purchase the property, unless authorized to do so by the purchaser. Similarly, Broker agrees not to disclose to a potential purchaser the best terms on which the Seller is willing to sell the property, unless expressly authorized to do so by Seller.
13. **Entire Authorization.** Seller warrants that Seller is the owner of the property and has the authority to execute this Authorization. The Seller and Broker further intend that this Authorization constitutes the complete and exclusive statement of its terms. This Authorization supersedes any and all agreements, either oral or written, between the parties here to with respect to the property. No representations, inducements, promises, or agreements, oral or otherwise, have been made by either party that are not embodied herein, and no other agreement, statement or promise concerning the matters described in this Authorization and not contained herein shall be valid or binding.
14. **Additional Terms:** Listing Contract to include the following parcels: Any and all properties owned by City of Coalinga, Successor Agency or Successor Housing Agency.

ARBITRATION OF DISPUTES

IN THE EVENT A CLAIM OR CONTROVERSY ARISES OUT OF THIS AUTHORIZATION, INCLUDING ANY FAILURE TO PAY BROKER ALL OR ANY PORTION OF THE AMOUNTS PROVIDED HEREIN, SELLER AND BROKER HEREBY AGREE THAT SUCH CLAIM OR CONTROVERSY SHALL BE SETTLED BY FINAL BINDING ARBITRATION IN ACCORDANCE WITH THE COMMERCIAL ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION, WHICH RULES ARE INCORPORATED HEREIN BY REFERENCE, AND NOT BY COURT ACTION EXCEPT AS PROVIDED BY CALIFORNIA LAW FOR JUDICIAL REVIEW OF ARBITRATION AWARDS. JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. IN THE EVENT ANY ARBITRATION PROCEEDING OR ANY LEGAL ACTION TO ENFORCE AN ARBITRATION AWARD IS COMMENCED, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ITS EXPENSES AND ATTORNEY'S FEES INCURRED THEREIN FROM THE OTHER PARTY. VENUE AND JURISDICTION FOR ANY SUCH ARBITRATION SHALL BE FRESNO, COUNTY OF FRESNO, CALIFORNIA. SELLER AGREES TO ELECT BINDING ARBITRATION IN ANY SUBSEQUENT AGREEMENTS RELATING TO THE SALE THE PROPERTY SUBJECT TO THIS AUTHORIZATION TO RESOLVE ANY AND ALL DISPUTES, WHICH INVOLVE BROKER.

"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OF JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISIONS. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE

UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.”

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN ‘ARBITRATION OF DISPUTES’ PROVISION TO NEUTRAL ARBITRATION.

BROKER’S INITIALS	

SELLER’S INITIALS	

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS AUTHORIZATION AND HAVE RECEIVED A COPY.

SELLER: CITY OF COALINGA

BY: _____
Marissa Trejo, City Manager

Address: 155 W. Durian Avenue
Coalinga, CA 93210

Phone: (559) 935-1533 x111

Date: _____

Fax: (559) 935-5912

Email: mtrejo@coalinga.com

IN CONSIDERATION OF THE ABOVE, BROKER AGREES TO USE DILIGENCE IN PROCURING A PURCHASER.

BROKER: MID STATE REALTY

By: _____
Tawnya Stevens, (Broker/Owner)

Address: 395 E. Elm Avenue, Suite #A
Coalinga, CA 93210

Phone: (559) 935-5123

Date: _____

Cell: (559) 647-2682

Fax: (559) 935-5122

Email: tawnyastevens@sbcglobal.net

License #: 01202124

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

Subject: Award of Alum Sludge Removal Project
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Staff recommends award of the Alum removal project to California Water Services in the amount of \$48,000.00.

II. BACKGROUND:

The Water Treatment Plant (WTP) treats water received from the Coalinga Canal with Alum which causes fine particles in the water to clump together and settle out of the water as part of the overall treatment process. The settled materials are collected and removed from the treatment process and sent to drying beds. The dry material is then removed and stockpiled at the WTP.

III. DISCUSSION:

The WTP is unable to store any more sludge from the drying beds. Due to the Alum content in the sludge, the sludge must be off hauled to a landfill that is permitted to accept sludge with high alum content. This landfill is located in Chowchilla, Ca.

The cost is \$48,000 per 500 tons of sludge removed. Over the years, the WTP has stockpiled approximately 2500 tons of sludge.

IV. ALTERNATIVES:

Do not approve. Staff can rebid the project but lower bid prices are not anticipated due to the Alum content in the sludge. There is no more room to store the additional sludge the WTP generates every day. Only one of the three sludge drying beds are available for use as the others are being used to store dried sludge too.

V. FISCAL IMPACT:

This project is a budgeted item within the Water Enterprise Fund. Sufficient funds are budgeted for this project.

This project will have no impact on the General Fund.

ATTACHMENTS:

File Name	Description
 CWS_Bid_Sludge_Removal.pdf	CWS Bid for Sludge Removal

California Water Services
P.O. Box 343
Coalinga, CA 93210

PH: (559) 935-2300
FX: (559) 935-1347

Office@calh2o.com



CALIFORNIA WATER SERVICES

Water & Wastewater Utilities Management Services
Agricultural Chemical Injection Systems

Page: 1

ESTIMATE

ORDER NUMBER: 0009162
ORDER DATE: 10/4/2018
CUSTOMER NO: 00-0000102

SOLD TO:

City of Coalinga
155 W. DURIAN
COALINGA, CA 93210

SHIP TO:

City of Coalinga
155 W. DURIAN
COALINGA, CA 93210

CA FR

CONFIRM TO:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS Due Upon Receipt		
ITEM NUMBER	DESCRIPTION	UNIT	ORDERED	PRICE	AMOUNT

Sludge Removal
Estimated tons 500

//13	Sub-Contracted Service Labor		500.00	96.00	48,000.00
------	------------------------------	--	--------	-------	-----------

Truck/Equipment not included

NET ORDER:	48,000.00
LESS DISCOUNT:	0.00
FREIGHT:	0.00
SALES TAX:	0.00
ORDER TOTAL:	48,000.00

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

Subject: Authorize the Purchase of Three Utility Trucks from Keller Ford
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Staff recommends award of request for bids to Keller Ford for the purchase of three utility trucks in the amount of \$261,749.94.

II. BACKGROUND:

Two Public Works utility vehicles, vehicles 53 and 56, and one Utilities vehicle, vehicle 124, have reached the end of their useful service life. All three vehicles are to be declared surplus at a later date and replaced with the three new utility trucks requested.

These Utility Trucks will help staff work more efficiently and safety. They will be equipped with an air compressor, lift crane, and power inverter. They are larger trucks (F-450) sized to haul equipment as needed. It will also allow retirement of three older utility trucks all which are in excess of ten years old. Truck #56 a 2007 Ford F-150, Truck #124 a 2000 Ford F-150 which are being used as utility trucks and are undersized and underpowered for such a role and Truck # 53 a 2000 Ford F-350XL utility truck with over 120,00 miles and beyond it's useful service life.

III. DISCUSSION:

A request for bids was sent to local dealerships. Two bids were received. Keller Ford is the low bidder at \$261,749.94. Santos Ford provided a bid in the amount of \$279,924.69.

IV. ALTERNATIVES:

Reject all bids. Staff can request bids at a later date but lower bid prices are not anticipated as this is the expected price for the vehicles plus additional equipment.

V. FISCAL IMPACT:

These new Utility trucks are a budgeted item and will be purchased using only Enterprise funds. There will be no impact to the General Fund.

ATTACHMENTS:

	File Name	Description
	Keller_Bid.pdf	Keller Bid
	Ford_Bid.pdf	Santos Ford Bid



1073 W. Cadillac Lane • Hanford, CA 93230

(559) 584-5531 • www.kellerdeal.com

10-23-18

PRICE..... \$80,796.00 EACH
SALES TAX..... 6,443.48
TIRE FEE..... 10.50
DMV FEES EXEMPT

TOTAL..... \$87,249.98 EACH UNIT

*** BUYER ***

CITY OF COALINGA
155 W. DURIAN AVE
COALINGA, CA. 93210

*** PURCHASE ***

STOCK# T.B.D.
VIN# T.B.D.
YEAR: 2019
MAKE: FORD
MODEL: F450
COLOR: WHITE
TRIM: GRAY
ODOMETER: TBD

CHRIS HILL

FLEET MANAGER

SECTION IV – QUOTATION SUBMISSION FORM

I, the undersigned, submit the following Quotation(s), and certify that my firm has provided a quotation that meets or exceeds the minimum specifications stated in this Request for Quotation and that I understand all the requirements stated in this Request for Quotation. The Quotation(s) I list below are valid for a minimum sixty (60) days.

Authorized Signature: _____



Name Printed Out: _____

Chris Hill Fleet Mgr.

Company Name: _____

Keller Ford

Address: _____

*1073 W. Cadillac Ln.**Hanford, CA - 93230*

Phone: _____

*559 - 582-1000 Ext. 2018***QUOTATION**



Keller Motors

Chris Hill | 559-212-2018

[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA

Window Sticker

SUMMARY

[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA

MSRP:\$38,210.00

Interior:Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20

Transmission: TorqShift 6-Speed Automatic

OPTIONS

CODE	MODEL	MSRP
F4G	[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA	\$38,210.00
OPTIONS		
43B	Fixed Rear-Window w/Defrost	\$60.00
44W	Transmission: TorqShift 6-Speed Automatic	\$0.00
650A	Order Code 650A	\$0.00
90L	Power Equipment Group	\$915.00
924	Privacy Glass	\$30.00
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$9,010.00
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TFB	Tires: 225/70Rx19.5G BSW AS	\$0.00
X4N	Limited Slip w/4.10 Axle Ratio	\$360.00
Z1	Oxford White	\$0.00
—	Fleet Advertising Credit	\$0.00

SUBTOTAL	\$48,585.00
Adjustments Total	\$0.00
Destination Charge	\$1,495.00
TOTAL PRICE	\$50,080.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

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Data Version: 6701. Data Updated: Oct 4, 2018 9:35:00 PM PDT.



Keller Motors

Chris Hill | 559-212-2018

[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA

Est Highway Cruising Range:N/A

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Data Version: 6701. Data Updated: Oct 4, 2018 9:35:00 PM PDT.



Keller Motors

Chris Hill | 559-212-2018

[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA

Selected Model and Options

MODEL

CODE	MODEL	MSRP
F4G	2019 Ford Super Duty F-450 DRW XL 2WD Reg Cab 169" WB 84" CA	\$38,210.00

COLORS

CODE	DESCRIPTION	MSRP
Z1	Oxford White	\$0.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
43B	Fixed Rear-Window w/Defrost	\$60.00
924	Privacy Glass	\$30.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window, Power Locks	\$915.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	MSRP
—	Fleet Advertising Credit *CREDIT*	\$0.00

TRANSMISSION

CODE	DESCRIPTION	MSRP
44W	Transmission: TorqShift 6-Speed Automatic -inc: (6R140), SelectShift	\$0.00

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Data Version: 6701. Data Updated: Oct 4, 2018 9:35:00 PM PDT.



Keller Motors

Chris Hill | 559-212-2018

[Fleet] 2019 Ford Super Duty F-450 DRW (F4G) XL 2WD Reg Cab 169" WB 84" CA

OPTION PACKAGE

CODE	DESCRIPTION	MSRP
650A	Order Code 650A	\$0.00

ENGINE

CODE	DESCRIPTION	MSRP
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 -inc: Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking, 220 Amp Extra Heavy-Duty Alternator, Dual 78-AH 750 CCA Batteries, 4.10 Axle Ratio	\$9,010.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00

TIRES

CODE	DESCRIPTION	MSRP
TFB	Tires: 225/70Rx19.5G BSW AS (STD)	\$0.00

AXLE RATIO

CODE	DESCRIPTION	MSRP
X4N	Limited Slip w/4.10 Axle Ratio	\$360.00

PRIMARY PAINT

CODE	DESCRIPTION	MSRP
Z1	Oxford White	\$0.00

Options Total	\$10,375.00
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Data Version: 6701. Data Updated: Oct 4, 2018 9:35:00 PM PDT.



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Built to Fit Your Needs!

231 21st Street
Bakersfield, CA 93301
douglasstruckbodies.com



Phone: 661.327.0258
Toll Free: 800.635.7641
Fax: 661.327.3894

Sales Order #	53505
Purchase Order #	
VIN #	
Unit / Truck#	
Key Tag #	
Date	10/15/2018
Salesman	Brentt
Terms	COD

Page 1 of 8

Bill To: City of Coalinga
None
Coalinga, CA

Ship City of Coalinga
None
Coalinga, CA
Phone: 559-935-5004
Email: edeleon@coalinga.com

Truck Make: Ford	Model: F-450	Year: 2019	Additional Information:
Chassis Color: White	Body Color: White	Paint Code:	
Cab Type:	Cab Axle: 84"	Rear Axle: DRW	

Ln#	Item Code	Qty	Description	List Price	Extension
1	001-G/MAX/23	1.0	Douglass Maximizer Crane Body, 11' - Flat-top compartment on crane side, built-in flip-top boxes w/ dividers opposite crane. - Manufactured to fit a full sized chassis with dual-rear-wheels and a 84" cab to axle measurement. - Constructed with superior corrosion resistant A60 galvanized steel. - Heavy duty 14 & 18 gauge double panel doors with beveled edges. - Stainless steel paddle-operated slam latches. - Stainless steel piano hinges secured to body every 2.5". - Gas strut supports on all vertical doors and flip-top toolbox lids.	\$ 9,215.00	
2	003-0170	1.0	Round Wheel Well (PER PAIR) - Heavy duty 12ga one piece round wheel well reinforced with 3/4" split tube.	\$ 205.00	\$ 0.00
3	008-2044	1.0	3 - Point Stainless Steel Latch System for Model G/MAX/23 - Full contact strikers offer positive locking to the body in three places for maximum security.	\$ 521.00	
4	008-4044	1.0	Triple Seal Weatherstripping for Model G/MAX/23 - OEM style weather stripping designed to protect your tools and equipment from the elements.	\$ 441.00	
5	008-0434	1.0	Wiring Harness, Ford Pickup 2017 - Current	\$ 196.00	
6	008-0052	1.0	LED Tail Light Package (Grommet Style) - Brighter than bulb style lights for increased visibility and safety. - Mounted in shock absorbing rubber grommet. - Includes 9 Diode White LED back-up, 6 Diode Red Stop/Turn lights, and 3/4" Clearance lights package.	\$ 234.00	

Authorized dealer of





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Bakersfield, CA 93301
douglasstruckbodies.com



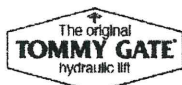
Phone: 661.327.0258
Toll Free: 800.635.7641
Fax: 661.327.3894

Sales Order #	53505
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Unit / Truck#	
Key Tag #	
Date	10/15/2018
Salesman	Brentt
Terms	COD

Page 2 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
7	009-0035	1.0	Mount 11' Douglass Truck Body - Douglass certified mounting that meets or exceeds all D.O.T. requirements.	\$ 770.00	
8	010-0007	1.0	Paint 11' Douglass Truck Body - PPG high solids corrosion resistant primer and PPG Delfeet paint applied by a certified PPG Technician.	\$ 1,530.00	
10	003-0153	1.0	Through Compartment Inside Work Platform - Open compartment full width of platform for storing longer items. *Requires Thru-compartment square receiver hitch.	\$ 410.00	
11	003-0159	1.0	Work Platform, Rear, "V" Notch, for 23" wide compartments - HD work deck built from 1/4" steel plate with integral formed "V" notch. - Built-in driver side and curb side underbody boxes.	\$ 1,545.00	
12	003-3012	1.0	Latching Tailgate For Work-Platform - Removable tailgate for easy cargo access, with 2-Position automotive style rotary latches. - Actuated Stainless Steel Paddle Handle.	\$ 205.00	
13	009-0009	1.0	Cab Protector, Standard - Constructed with 2" x 2" square tubing for added strength. - Covered with expanded metal for maximum window protection.	\$ 559.00	
14	008-0062	2.0	Light, Work, Rectangular, LED - High performance lighting installed on a multi-position swiveling bracket for easy adjustment and redirection. - 6 Bright LED's, Flood Beam pattern, powder coated aluminum housing, - 1,350 lumen, (5.9" x 3.6" x 1.6").	\$ 101.00	
15	009-106	1.0	Install, Headboard Lights (Pr.)	\$ 261.00	
16	069-0029	1.0	* * * Standard Towing Package * * *	\$ 0.00	\$ 0.00
17	009-0093	1.0	2" Square Receiver for Pass-Through Compartment (10K Capacity) - 10,000 lb Gross Tow Weight Rating - 1,000 lb Tongue Weight Rating - Never exceed the vehicle's weight rating, or the lowest rating of any component of the towing system	\$ 857.00	
18	060-0072	1.0	7-Prong Hardwired plug for chassis, except GM's and pickups	\$ 11.50	
19	009-0075	1.0	Install / Wire 7 - Prong Plug	\$ 54.00	\$ 0.00
		1.0	12K Combo Ball/Pintle w/2" Shank and 2-5/16th Ball (48006) - List \$122.99		

Authorized dealer of





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Bakersfield, CA 93301
douglasstruckbodies.com

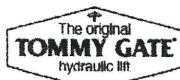
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Page 3 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
21	069-0031	1.0	* * * Interior Configurations * * *	\$ 0.00	\$ 0.00
22	069-0002	1.0	Driver Side Front Compartment Interiors	\$ 0.00	\$ 0.00
23	003-0070	7.0	Mechanic Tool Drawer - Heavy Duty formed steel drawers w/ dual snap latches for secure holding drawers closed and long term durability. *Drawers can be made to meet almost any custom need.	\$ 172.00	
24	008-0023	7.0	Roller Slides, Standard 18" - Heavy-duty 250# capacity - Stainless Steel Ball Bearing Rollerslides	\$ 64.00	
25	069-0003	1.0	Driver Side Front #2 Compartment Interiors	\$ 0.00	\$ 0.00
26	003-0103	48.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	
27	069-0005	1.0	Driver Side Horizontal Compartment Interiors	\$ 0.00	\$ 0.00
28	003-0103	50.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	
29	069-0006	1.0	Driver Side Rear Compartment Interiors	\$ 0.00	\$ 0.00
30	003-0103	48.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	
31	069-0007	1.0	Curb Side Front Compartment Interiors	\$ 0.00	\$ 0.00
32	003-0103	68.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	

Authorized dealer of





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Phone: 661.327.0258
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Sales Order #	53505
Purchase Order	
VIN #	
Unit / Truck#	
Key Tag #	
Date	10/15/2018
Salesman	Brentt
Terms	COD

Page 4 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
33	069-0008	1.0	Curb Side Front #2 Compartment Interiors	\$ 0.00	\$ 0.00
34	003-0103	48.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	
35	069-0010	1.0	Curb Side Horizontal Compartment Interiors	\$ 0.00	\$ 0.00
36	003-0103	50.0	Adjustable Shelving, (DRW) - Heavy duty galvanized steel for corrosion resistance. - Shelves are "Fully" adjustable with virtually infinite placement options. - Mounted on rolled channel and secured with spring-nuts for easy adjustments.	\$ 2.70	
37	069-0011	1.0	Curb Side Rear Compartment Interiors	\$ 0.00	\$ 0.00
38	069-0032	1.0	* * * Crane Configurations * * *	\$ 0.00	\$ 0.00
39	061-1009	1.0	Auto Crane EHC-3 ² PR-HW, 320989003 - 7' to 11' to 15', Manual Extensions - Previously "3203" - 360° Continuous Power Rotation - 30 ft Tethered (HW) Remote Control Pendant. - Swivel block with hook latch. - Power - 5 to 75 degree boom elevation. - Automatic overload protection. - Meets OSHA 1910.180 requirements and ANSI B30.5 safety standards. - 8,800 GVWR minimum chassis requirement. - Two Year Factory Warranty	\$ 10,385.00	
40	040-20	1.0	Inbound Freight for AC3203 Crane	\$ 265.00	
41	003-0060	1.0	Hoist Support, 3000lb- Cranes - Upgraded understructure and compartment support for crane.	\$ 658.00	
42	009-0058	1.0	Boom Support, up to 3,500# Cap.	\$ 288.00	
43	009-0065	1.0	Install, Crane, 1000# - 3500#	\$ 234.00	
44	060-0089	1.0	ANL-300, Bussman Fuse & Holder Kit	\$ 73.00	

Authorized dealer of





1958 - 2013



Built to Fit Your Needs!

231 21st Street
Bakersfield, CA 93301
douglasstruckbodies.com



Phone: 661.327.0258
Toll Free: 800.635.7641
Fax: 661.327.3894

Sales Order #	53505
Purchase Order	
VIN #	
Unit / Truck#	
Key Tag #	
Date	10/15/2018
Salesman	Brentt
Terms	COD

Page 5 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
45	009-0104	1.0	Stiff Leg, Crank Style	\$ 222.00	
46	067-0018	1.0	A-1 Springs, F-450 DRW 1 Spring Crane Side	\$ 529.60	
		1.0	* * * Vise * * *		\$ 0.00
48	060-0032	1.0	Ridgid Chain Vise 40195, #BC410 - Work Surface Width 7". - Pipe Capacity 1/8" To 4" Dia. - driver's side	\$ 340.00	
49	009-0019	1.0	Vise Stand, Pedestal - Laser cut 3/8" plate for vise mount. - Provides unrestricted working around vise.	\$ 249.00	
50	069-0063	1.0	* * * Air Delivery System * * *	\$ 0.00	\$ 0.00
51	060-0049	1.0	IR Compressor 2475F14G, 30 Gallon (Kohler) - Kohler gas 14hp motor with electric start. - Horizontal 30gal air tank, 25cfm @ 175psi.	\$ 2,705.00	
52	009-0072	1.0	Install, Cargo Mount IR Compressor	\$ 288.00	
53	009-103	1.0	Install, Remote Start Controls IR Air Compressor	\$ 537.00	
54	060-0053	1.0	Compressor Startup Kit, For Kohler Motors - Comes with Engine oil & Compressor Fluid for initial startup Plus 1 Qt. of Engine oil 2 Lt. of Compressor Fluid, and Air filter element for first oil change. - Includes Proof of Purchase Warranty Decal which extends pump warranty to 2 years total.	\$ 195.00	
55	060-0050	1.0	150 Amp Circuit Breaker - Prevents over draw damage in the event of malfunction or short.	\$ 86.50	
56	060-36	20.0	4 Gauge Battery Cable	\$ 4.25	
57	009-102	1.0	Removable Compressor Screen	\$ 492.00	
58	069-0033	1.0	* * * Air Ready System * * *	\$ 0.00	\$ 0.00
59	060-0055	1.0	Reelcraft Hose Reel 7850 OLP - Low pressure, open style reel, for air/water applications. - Steel construction with double sealed O-rings to prevent leakage. - Single 300psi hose; 1/2" ID x 50' Long.	\$ 429.00	
60	060-0063	20.0	1/2" Air Hose, per foot - Low pressure, 200psi w.p., for air/water applications.	\$ 3.25	

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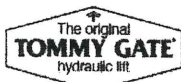
Phone: 661.327.0258
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Sales Order #	53505
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VIN #	
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Salesman	Brentt
Terms	COD

Page 6 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
61	040-50	1.0	Inbound Freight for Hose Reel	\$ 38.00	
62	009-110	1.0	Install, Hose Reel	\$ 54.00	
			- install behind tailgate unless otherwise specified		
63	069-0037	1.0	* * * Misc Equipment * * *	\$ 0.00	\$ 0.00
64	060-90027	1.0	ECCO 12+ Series Advantage 54" Light Bar	\$ 1,400.00	
65	009-100	3.0	Taxable Labor - Mounting Department	\$ 98.00	
			- install and wire lightbar over the cab		
66	009-9333	1.0	Mounting Platform for Light Bar	\$ 150.00	
			- List \$200		
			- to extend from cab protector and go over cab		
67	060-9467	2.0	Federal Signal Impaxx IPX 302-2 Amber Strobe	\$ 124.00	
68	009-111	2.0	Install/Wire Added Light	\$ 101.00	
			- install strobes on rear panels		
69	060-9260	1.0	In-Line Corner Strobe System (Pair) for headlights, Clear, Fed Sig. 416200-55	\$ 189.00	
			- Hideaway Strobe System to be installed in headlights		
			- Includes control box and 2 heads		
70	009-111	1.0	Install/Wire Added Light	\$ 101.00	
			- install headlight strobes		
71	069-0053	1.0	* * * Backup Alarm System * * *	\$ 0.00	\$ 0.00
72	060-3022	1.0	Ecco Backup Alarm	\$ 48.50	
73	040-0012	1.0	Freight, Inbound	\$ 12.00	
74	009-7026	1.0	Mount/Wire Backup Alarm	\$ 101.00	
75	069-0030	1.0	* * * Inverter System * * *	\$ 0.00	\$ 0.00

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Page 7 of 8

Ln#	Item Code	Qty	Description	List Price	Extension
76	060-0078	1.0	Power Inverter 3kW (3000 Watt) - Maximum continuous power: 3000 watts - AC output wave form: Modified Sine Wave (MSW) - Dimensions (L/W/H): 17.32 X 7.67 X 3.34 in - handles 6000w peaks	\$ 494.00	
77	040-0060	1.0	Freight, Inbound	\$ 60.00	
78	060-35	1.0	High Amp Battery Cable Kit, 2/0 red battery cable	\$ 409.00	
79	060-0051	2.0	ANL-250, Bussman Fuse & Holder Kit	\$ 73.00	
80	060-0052	1.0	ANL-400, Bussman Fuse & Holder Kit - Prevents over draw damage in the event of malfunction or short. - One time use Fuse.	\$ 73.00	
81	060-32	1.0	Battery Solenoid Separator, 200 Amp	\$ 126.00	
82	060-33	1.0	Deep Cycle Battery Package - Includes hold down rods & plastic tray	\$ 187.00	
83	009-0076	1.0	Install/Wire Inverter System	\$ 484.00	
84	003-0086	1.0	Louver, SS, For Compartment - Safely allows explosive gas to ventilate in the event of a leak.	\$ 177.00	
85	060-31	1.0	GFCI Outlet Kit - Includes Dry-Tite receptacle housing, 12v GFCI Receptacle, outdoor GFCI outlet cover, 110v plug connector, and wiring.	\$ 106.00	
86	009-0099	1.0	Assemble / Wire/ Install GFI Outlet	\$ 293.00	
87	069-0036	1.0	* * * Body Protection Package * * *	\$ 0.00	\$ 0.00
88	003-0001	2.0	Alum Dia Plate, Rock Splash Guards 35"-41" - Aluminum placed on front of compartments behind cab to protect body from rocks and other road debris.	\$ 118.00	\$ 0.00
89	003-0013	2.0	Alum Dia Plate, Overlay (11' DRW) - Aluminum caps placed on top of the compartments protect your body from the wear and tear caused from daily use. - Aluminum caps also cover the drip edge of the body.	\$ 332.00	\$ 0.00
90	008-0301	1.0	Mud Flaps, 24x36 & 30 & 14, DRW	\$ 54.00	

NON-TAX ITEMS

Ln#	Item Code	Qty	Description	List Price	Extension
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Page 8 of 8

NON-TAX ITEMS

Ln#	Item Code	Qty	Description	List Price	Extension
9	060-23	1.0	Weight Certificate - certified vehicle weight certificate for DMV registration.	\$ 23.00	
91	069-0091	1.0	- - - Optional Add-Ons - - - The following is shown as optional only, and is not factored into the bottom line of your quote. - Anna Coat Cargo Area, (11' Bodies) and Standard Bumper, \$732.84 - Upgrade crane to PRX (power extension), \$1,868.16	\$ 0.00	\$ 0.00

Subtotal:

Sales Tax: \$ 0.00

Shipping: \$ 0.00

Grand Total:\$

Received By: _____ Date: _____

Revision # 8

Page 8 of 8

Authorized dealer of





SANTOS FORD
617 WEST PACHECO BLVD.
LOS BANOS, CA 93635
PHONE (209) 826 - 4921
FAX (209) 826 - 3079
WWW.SANTOSFORD.NET

The City of Coalinga
Department of Public Works
155 W. Durian Ave
Coalinga, CA 93210

Re: BID 1 ½ ton crane bed

October 25, 2018

To Whom It May Concern:

Please find attached, Santos Ford's BID for 1 ½ ton crane bed.

The bid is \$93,308.23 (NINETY-THREE THOUSAND THREE HUNDRED EIGHT DOLLARS AND SEVENTY-THREE CENTS) per unit. Three units bid is \$279,924.69 is (TWO HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED TWENTY-FOUR DOLLARS AND SIXTY-NINE CENTS).

All awarded vehicles are to be ordered through Ford Motor Company with a Major Fleet Priority First Available and "Dropped Shipped" to Royal Truck Body.

Included are the following attachments:

- Quotation Submission Ford
- Ford Vehicle Order Sheet(s)
- Royal Truck Body quotation
- Price Structure sheet
- Fee Sheet

Any questions feel free to contact Christopher Laveglia, Fleet Manager (209)826-4921 or claveglia@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Laveglia", written over a horizontal line.

Christopher Laveglia, Fleet Manager
Santos Ford

SECTION IV – QUOTATION SUBMISSION FORM

I, the undersigned, submit the following Quotation(s), and certify that my firm has provided a quotation that meets or exceeds the minimum specifications stated in this Request for Quotation and that I understand all the requirements stated in this Request for Quotation. The Quotation(s) I list below are valid for a minimum sixty (60) days.

Authorized Signature: 
Name Printed Out: Christopher LaReggie
Company Name: Santos Ford
Address: 617 W. Pacheco Blvd.
Los Banos, CA 93635
Phone: (209) 826-4921

QUOTATION

VIRTC1DP V4.56
1932 

CNGP530

VEHICLE ORDER CONFIRMATION

10/25/18 12:

==>

Dealer: F

2019 F-SERIES SD

Page: 1

Order No: 2000 Priority: M2 Ord FIN: QQ283 Order Type: 5B Price Level

Ord PEP: 650A Cust/Flt Name: CITY COALINGA PO Number:

RETAIL

RETAIL

F4G	F450 4X2 CHAS/C	\$38210	18A	UPFIT INTER MOD	\$295
	169" WHEELBASE			LESS TPMS	
Z1	OXFORD WHITE			16500# GVWR PKG	
A	VNYL 40/20/40		425	50 STATE EMISS	NC
S	MEDIUM EARTH GR			JOB #1 BUILD	
650A	PREF EQUIP PKG		52B	BRAKE CONTROLLR	270
	.XL TRIM		535	HI CAP TRLR TOW	580
572	.AIR CONDITIONER	NC	63B	CLN IDLE DECAL	NC
	.AM/FM STER/CLK				
99T	6.7L V8 DIESEL	9010		TOTAL BASE AND OPTIONS	51420
44W	6-SPEED AUTO	NC		TOTAL	51420
TFB	.225 BSW AS 19.5			*THIS IS NOT AN INVOICE*	
X4L	4.30 LTD SLIP	360			
90L	PWR EQUIP GROUP	915		* MORE ORDER INFO NEXT PAGE *	
	TELE TT MIR-PWR			F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC01

V1DP0080



VIRTC1DP V4.56 10/25/18

CNGP530

VEHICLE ORDER CONFIRMATION

10/25/18 12:

==>

Dealer: F

2019 F-SERIES SD

Page: 2

Order No: 2000 Priority: M2 Ord FIN: QQ283 Order Type: 5B Price Level

Ord PEP: 650A Cust/Flt Name: CITY COALINGA PO Number:

RETAIL

RETAIL

67P XTR HD SUS FRNT \$285

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1495

TOTAL BASE AND OPTIONS 51420

TOTAL 51420

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

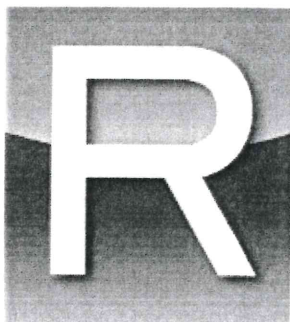
F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC01

V1DP0080



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

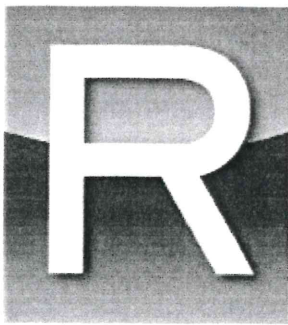
QUOTATION

0285117

DATE ENTERED	TRUCK ORIGIN		DATE REQUESTED
10/23/2018			
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	
END USER (IF DIFFERENT THAN SOLD TO)			
CITY OF COALINGA			

S CA O L D		S CA H I P		CUSTOMER NO:		QUOTE			
CUST ORDER NO		TERMS		SHIP VIA		CUSTOMER NAME		CUSTOMER PHONE NO	
		00							
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	DUAL	SINGLE	DOOLEY	AUX TANK	ENGINEERED BY
				84	X			N	
STOCK NO.	V.I.N. NO.			BED WIDTH	COMPT. DEPTH		OVERALL WIDTH		
				49	22		93		
QTY	PART NO./DESCRIPTION					UNIT PRICE		EXT PRICE	
1	CURB SIDE VD STREET SIDE VDO QUOTATION FOR: CITY OF COALINGA - 1-1/2 TON CRANE BED SERVICE TRUCK CARSON BUILD / CARSON MOUNT FREIGHT COMPLETED UNIT TO DEALER 2019 / 1-1/2 TON / CAB / 84" CA / DRW / DIESEL / 15,000 LB GVWR MIN 40-132-CRANE3.5 40"H X132"L ROYAL CRANE BODY w/CRANE REINFORCEMENTS CAPACITY 3500 LBS OR LESS ALUMINUM LID COVERS, APPEARANCE PACKAGE, 8" RECESSED ROYAL BUMPER, LEGAL LED LIGHT PACKAGE. ROYAL'S FORTRESS SECURITY HARDWARE UTILIZING THE ONE-KEY SOLUTION AUTOMOTIVE LOCK PACKAGE FROM BOLT *** DIVIDER TRAY FOR 132" BODY FOR OPEN TOP COMPARTMENT ON STREET SIDE *** 4 TIE DOWNS IN BED AREA, WEIGHT CERTIFICATE, PAINTED WHITE AND INSTALLED.					10,455.0000		10,455.00	
1	/SP-ACC DRAWER SET					1,677.0000		1,677.00	

Continued



ROYAL TRUCK BODY

24200 S. MAIN STREET
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FAX: 866-346-6103

QUOTATION

0285117

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END USER (IF DIFFERENT THAN SOLD TO)			
CITY OF COALINGA			

CUSTOMER NO:

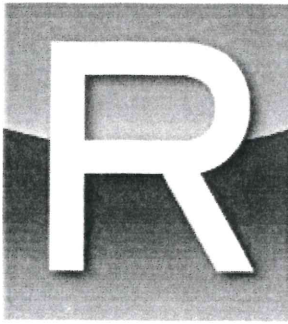
QUOTE

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CUST ORDER NO		TERMS		SHIP VIA		CUSTOMER NAME			CUSTOMER PHONE NO	
		00								
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	DUAL	SINGLE	DOOLEY	AUX TANK	ENGINEERED BY	
				84	X			N		
STOCK NO.	V.I.N. NO.			BED WIDTH		COMPT. DEPTH			OVERALL WIDTH	
				49		22			93	

QTY	PART NO./DESCRIPTION	UNIT PRICE	EXT PRICE
	CURB SIDE VD STREET SIDE VDO DRAWER SET - ALL ALUMINUM 5052, POWDER COATED ROYAL BLUE, FEATURING MOTION LATCH DRAWER HARDWARE FOR ONE HAND - ONE MOTION OPERATION		
1	R-9 EXPANDED METAL REAR OF CAB GUARD (HEADACHE RACK)	620.0000	620.00
2	/SP-ACC WORK LIGHTS 4", (5) 3 WATT LED, 1200 LUMENS, SQ. WORKLAMP - NORTH AM. SIG. #WLED-5S INSTALLED ON SIDES OF CAB PROTECTOR, (1) EACH SIDE	303.0000	606.00
1	M-14-132 REAR WORK PLATFORM 24"	1,363.0000	1,363.00
1	M-18 TRANSVERSE COMPARTMENT W/DUAL ACCESS	996.0000	996.00
1	/SP-ACC VISE PLATE VISE PLATE FOR PALTFORM, 12"x 12"x 1/2"	435.0000	435.00

Continued



ROYAL TRUCK BODY

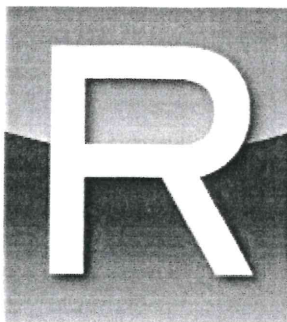
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S CA O L D		S CA H I P		CUSTOMER NO:		QUOTE			
CUST ORDER NO		TERMS		SHIP VIA		CUSTOMER NAME		CUSTOMER PHONE NO	
		00							
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	DUAL	SINGLE	DOOLEY	AUX TANK	ENGINEERED BY
				84	X			N	
STOCK NO.	V.I.N. NO.			BED WIDTH		COMPT. DEPTH		OVERALL WIDTH	
				49		22		93	
QTY	PART NO./DESCRIPTION				UNIT PRICE		EXT PRICE		
	CURB SIDE VD STREET SIDE VDO INSTALLED ON C/S OF PLATFORM								
1	/SP-ACC PIPE VISE RIDGID 1/8" to 4" MODEL 25A BENCH YOKE VISE, INSTALLED ON VISE PLATE				582.0000		582.00		
1	H-2SC SERVICE BODY/COMBO CLASS 5 RECEIVER HITCH (2-1/2" RECEIVER TUBE) AND HITCH INSERT, 16,000 LBS GTW				415.0000		415.00		
1	H-4 7 BLADE/ 4 PIN TRAILER CONNECTOR				156.0000		156.00		
1	H-7 PINTLE COMBO RECEIVER MOUNT #PM84, 2" X 9" SHANK w/ TWO HOLE PATTERN				129.0000		129.00		
1	H-8 10 TON PINTLE COMBO HITCH, 2-5/16" BALL #BH102516				127.0000		127.00		
Continued									



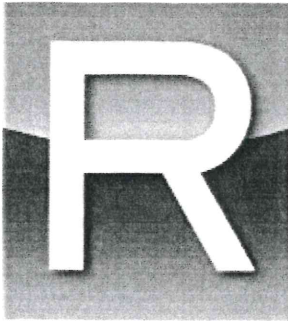
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CUST ORDER NO		TERMS		SHIP VIA		CUSTOMER NAME	
		00				CUSTOMER PHONE NO	
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	DUAL	SINGLE	DOOLEY
				84	X		
STOCK NO.	V.I.N. NO.	BED WIDTH		COMPT. DEPTH		OVERALL WIDTH	
		49		22		93	
QTY	PART NO./DESCRIPTION				UNIT PRICE	EXT PRICE	
1	CURB SIDE VD STREET SIDE VDO CRANE-1 CRANE 3500 LBS VENTURO ET12KXX 3500 LB CAPACITY CRANE 12V DC ELEC/HYD OPERATION 65 FT OF 1/4" WIRE ROPE POWER ROTATION - 360 DEGREE CONTINUOUS POWER BOOM ELEVATION 9' - 16' TELESCOPIC POWER BOOM EXTENSION CAPACITY OVERLOAD SHUTOFF SYSTEM SWIVEL LOAD BLOCK w/ SAFETY HOOK MASTER DISCONNECT SWITCH 25' PLUG IN REMOTE CONTROL PENDANT INSTALLED ON REINFORCED CURBSIDE REAR COMPARTMENT ABC BATTERIES, GROUP 31 DEEP CYCLE, 760CCA/875 MARINE CA/210 MIN. RESERVE / #27 BOLT BOX / COLE HERSEE #48530 SMART BATTERY ISOLATOR, 200 AMP 9-16V ROYAL BOOM REST				11,880.0000	11,880.00	
1	SPRINGPACKAGE SPRING PACKAGE				835.0000	835.00	

Continued



ROYAL TRUCK BODY

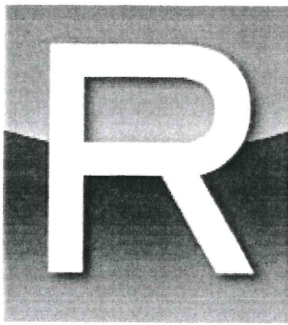
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CARSON, CA 90745
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WRITTEN BY	SALESMAN	TERR	DATE PROMISED
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CITY OF COALINGA			

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CUST ORDER NO		TERMS		SHIP VIA		CUSTOMER NAME		CUSTOMER PHONE NO	
		00							
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	DUAL	SINGLE	DOOLEY	AUX TANK	ENGINEERED BY
				84	X			N	
STOCK NO.	V.I.N. NO.			BED WIDTH		COMPT. DEPTH		OVERALL WIDTH	
				49		22		93	
QTY	PART NO./DESCRIPTION					UNIT PRICE		EXT PRICE	
	CURB SIDE VD STREET SIDE VDO								
1	602911017 JACK LEG ROYAL JACK LEG, PULL OUT CRANK DOWN INSTALLED ON CRANE SIDE ONLY					549.0000		549.00	
1	COMPRESSOR COMPRESSOR BOSS AIR COMPRESSOR, JOURNEYMAN 30 30GAL 23CFM @ 175 PSI w/ 6' REMOTE START/STOP/CHOKE LOCATION TO BE DETERMINED					4,148.0000		4,148.00	
1	307011001 HOSE REEL REEL CRAFT #7850 OLP REELCRAFT #7850 OLP, 1/2" x 50' HOSE AND SPRING RETRACTABLE REEL PLUMBED TO COMPRESSOR, LOCATION TO BE DETERMINED					697.0000		697.00	
1	INVERTER POWER INVERTER [ENTER MDL#] MUST INCLUDE IN-LINE FUSE & AUXILIARY BATTERY					2,874.0000		2,874.00	
									Continued



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

QUOTATION

0285117

DATE ENTERED 10/23/2018	TRUCK ORIGIN	DATE REQUESTED
WRITTEN BY BCD	SALESMAN BCD	TERR BCD
DATE PROMISED		
END USER (IF DIFFERENT THAN SOLD TO) CITY OF COALINGA		

CUSTOMER NO: QUOTE

S O L D	CA	S H I P	CA						
CUST ORDER NO	TERMS 00	SHIP VIA	CUSTOMER NAME	CUSTOMER PHONE NO					
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM 84	DUAL X	SINGLE	DOOLEY	AUX TANK N	ENGINEERED BY
STOCK NO.	V.I.N. NO.	BED WIDTH 49	COMPT. DEPTH 22	OVERALL WIDTH 93					

QTY	PART NO./DESCRIPTION	UNIT PRICE	EXT PRICE
1	CURB SIDE ☐ VD STREET SIDE ☐ VDO 5000 WATT GO POWER INVERTER #GP-500HD w/ INSTALL KIT #GP-DC-KIT5 (2) ABC BATTERIES, GROUP 31 DEEP CYCLE, 760CCA/875 MARINE CA/210 MIN. RESERVE / #27 BOLT BOX / COLE HERSEE #48530 SMART BATTERY ISOLATOR, 200 AMP 9-16V 608011084 LIGHT BAR LIGHTBAR #JELHTA WITH LIGHTBAR CONTROL MODULE #PCC6W INSTALLED IN CAB LIGHTBAR INSTALLED ON ROOF OF CAB w/ ROOF MOUNT	2,409.0000	2,409.00
4	/SP-ACC CORNER STROBES 5" LED FLASHER, 23 FLASH PATTERNS, SURFACE MOUNT - BUYERS #8891700 INSTALLED (2) IN FRONT GRILL OF CAB AND (1) ON EACH REAR END PANEL, WIRED TO (1) UPFITTER SWITCH	295.0000	1,180.00
1	M-8 BACK UP ALARM	258.0000	258.00

THANK YOU FOR CHOOSING ROYAL TRUCK BODY!!!

DEPOSIT AMT _____ CHECK NO _____ DRIVER'S LIC. _____ EXP DATE _____

RELEASED BY _____ DATE _____ KEY NO. _____

RECEIVED BY _____ DATE _____

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned, **SALES ORDER #0285117**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

Freight:	695.00
Net Order:	42,391.00
Sales Tax:	0.00
GRAND TOTAL:	43,086.00

QUOTE GOOD FOR 30 DAYS

SF-FI WAQ	Quote Wkst-P	COALINGA, CITY OF	chrisl 3168
1) Contract Date:	10/25/18	Quote No.:	10844
2) Bank (W):	NONE	18) Portfolio VSC:	
3) Customer:	CITY OF COALINGA	19) Express GAP:	
4) Buyers County (W):		20) Key Replacement(W):	
5) Stock Number:		21) Dent Care (W):	
6) M.S.R.P.:		22) SalesTax %/Amt: 7.9750%	\$ 6,888.73
7) Selling Price: \$	86,299.00	23) APR:	
8) A.M.O./WeOwes(W):		24) TERM:	
9) Rebate:		25) DaysTo/1stPmtDate:	10/25/18
10) Cash Down:		26) Odd Days:	
11) Ttl Deferred Down (W):		27) >>P A Y M E N T<<:	\$ 93,308.23
12) Trade(s) 1 & 2 (W):		Sale Subtotal:	\$ 86,299.00
Total Down:		Total Financed:	\$ 93,308.23
13) DOC Fee:	\$ 80.00	Finance Charge:	
14) CA Tire Fee:	\$ 10.50	Total Other Charges:	
15) DMV/SmgExempt (W):		Total of Payments:	\$ 93,308.23
16) Smog/Wt. Fees (W):		Deferred Price:	
17) Total Fees (W):	\$ 120.50	Unpaid Balance:	\$ 93,308.23
Command (?):			

Enter a command, a field number, or press a function key. Enter ? for help.
F3=Sv/Ex F5=RRecall F6=Cust F7=Veh F8=Trd F10=Misc SF11=>

SF-FI WAQ Quote Wkst-P COALINGA,CITY OF chrisl 3168

1) C FEES/OPTIONS
2) B
3) C
4) B 1) DOC FEE : \$ 80.00 Sale Cost Profit% Profit Type
5) S 2) SMOG2SELLER : : : : N
6) 3) LICENSE FEE : : : : N
7) 4) SMOG2SELLER : : : : N
8) 5) REG.TRANSFER FEE : : : : N
9) R 6) TIRE FEE : \$ 10.50 : : : : N
10) C 7) GSS FEE : \$ 30.00 : : : : N
11) T 8) PRIOR LEASE PAYOFF : : : : N
12) T 9) USED VEH CONT CANCEL : : : : N
10) : : : : N
13) D
14) C Correct (Y,#,E):
15) D
16) Smog/Wt. Fees (W):
17) Total Fees (W): W 120.50 Deferred Price:
Unpaid Balance: \$ 93,308.23
Command (?): 17

F1=Help F3=Save F4=Cancel F5=Remove All F7=Reset from Setup

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

Subject: Authorize Transfer of Surplus Equipment to 4B's Spraying INC. in Lieu of Payment for Services
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Authorize the transfer of surplus vehicles to 4B's Spraying Inc. in lieu of payment for services provided at the Wastewater Treatment Plant (WWTP).

II. BACKGROUND:

The WWTP Pond 2 was taken out of service for sludge removal and repairs to piping. Much of the sludge was pumped out to a nearby holding basin but a considerable amount of sludge remained in Pond 2. 4B's Spraying Inc. assisted with finding ways to dry the sludge more efficiently and ultimately assisted in the sludge removal. 4B's Spraying Inc. is also the local contractor who manages West Hills College effluent disposal fields used by the WWTP.

III. DISCUSSION:

On September 20, 2018, Council approved the surplus of a Bobcat model 1600, Caterpillar Maintainer and Case 580K Backhoe. 4B's Spraying Inc. believes they can repair or find parts to repair these vehicles and get them working again.

The invoice for the work done at the WWTP by 4B's Spraying Inc is \$10,000.00. 4B's Spraying Inc. is willing to accept the Bobcat model 1600, Caterpillar Maintainer and Case 580K Backhoe in lieu of payment.

Staff recommends the transfer of the equipment to 4B's Spraying Inc. as the equipment will be used to help maintain the effluent disposal fields managed by 4B's Spraying Inc. and currently receiving daily effluent from the WWTP for evaporation and percolation.

IV. ALTERNATIVES:

Reject the offer from 4B's Spraying Inc. and pay the invoiced amount. Staff does not recommend this action.

V. FISCAL IMPACT:

Sufficient funds exist in Wastewater Enterprise Fund to pay 4B's Spraying Inc. for their services; however, transfer of the surplus equipment would save this account \$10,000.

There is no fiscal impact to the General Fund.

ATTACHMENTS:

	File Name	Description
▣	Surplus_Staff_Report.pdf	Surplus Staff Report
▣	4Bs_Spraying.pdf	4Bs Spraying

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

Subject: Declare City Equipment as Surplus Property and Direct Staff to Auction Items
Meeting Date: September 20th, 2018
From: Marissa Trejo, City Manager
Prepared by: Darren Blevis, Police Commander

I. RECOMMENDATION:

Staff request Council's approval to auction off surplus property belonging to the City of Coalinga.

II. BACKGROUND:

The City has old and unused property and vehicles it would like to declare as Surplus property and to auction off.

III. DISCUSSION:

Several department's within the city have unused property that has reached its life expectancy and is no longer being used. Staff wishes to declare the below property as surplus and request the department's be allowed to auction off the property. The following property is being declared as surplus;

Bobcat model 1600
Caterpillar Maintainer
Case 580K Backhoe
Chevy Aveo
Ford 700 Series Sewer Truck
Ford Ranger
Ford Van E-150
Ford Ranger
Ford Ranger
Ford Ranger
Ford F-800 Garbage Truck
Bear Cat Crack sealer

If the Council elects to auction the items, we will contact Mulroney Auctioneer Services and have them conduct the auction locally.

IV. ALTERNATIVES:

The Council can elect not to auction the property, which will require storage and loss of space with in the city's individual departments.

V. FISCAL IMPACT:

If the items are auctioned and after paying the auction fee, the city could receive a positive cash flow to the general fund.

ATTACHMENTS:

	File Name	Description
📎	IMG_0863.JPG	Sealer
📎	IMG_0862.JPG	Bobcat
📎	IMG_0859.JPG	Surplus vehicle
📎	IMG_0858.JPG	Generator
📎	IMG_0857.JPG	Surplus Vehicle
📎	IMG_0856.JPG	Surplus Vehicle
📎	IMG_0855.JPG	Surplus Vehicle
📎	IMG_0854.JPG	Surplus Vehicle
📎	IMG_0853.JPG	Surplus Vehicle

4B'S SPRAYING INC.

36670 SO. HWY 33 • COALINGA, CA. 93210 • OFFICE (559) 935-5621 • FAX (559) 935-5609

Date: October 22, 2018

Invoice: 081018

Bill To: City of Coalinga
155 W. Durian Ave.
Coalinga, CA 93210

DATE	JOB DESCRIPTION	LOCATION	AMOUNT
8-10-18	Remove silt & sledge	Pond #2	10,000.00
TOTAL DUE =			\$10,000.00

Thank you for your business.

Please remit to: **4B'S SPRAYING INC.**

Tax ID: 47-1790516

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

Subject: Declare City Equipment as Surplus Property and Direct Staff to Auction Items
Meeting Date: December 6th, 2018
From: Marissa Trejo, City Manager
Prepared by: Darren Blevins, Police Commander

I. RECOMMENDATION:

Staff request Council's approval to auction off surplus property belonging to the City of Coalinga.

II. BACKGROUND:

Public Works has an old Ford F-150 truck and miscellaneous parts, pipes and other broken equipment that they would like to declare as Surplus property to be auctioned off.

III. DISCUSSION:

Public Works has a white Ford F-150 truck that is no longer being used and has reached its life expectancy. Staff wishes to declare the vehicle as surplus and request the department be allowed to auction it off.

IV. ALTERNATIVES:

The Council can elect not to auction the vehicle, which will require storage and loss of space.

V. FISCAL IMPACT:

If the item is auctioned and after paying the auction fee, the city could receive a positive cash flow to the general fund.

ATTACHMENTS:

	File Name	Description
▣	6_Clay_pipe.pdf	Pic1
▣	AC_Pipe.pdf	Pic2
▣	Black_Pipe.pdf	Pic3
▣	brass.pdf	Pic4
▣	electrical_panel.pdf	Pic5
▣	misc..pdf	Pic6









Industrial Electrical
COMPANY
Modesto, CA (209) 527-2800

SERIAL	PHASE	FLA
DRAWING	VOLTS	TYPE
CCC	SA RMS	V MAXIMUM

⚠ DANGER PELIGRO ⚠
Arc Flash Hazard
Riesgos de Arco Eléctrico

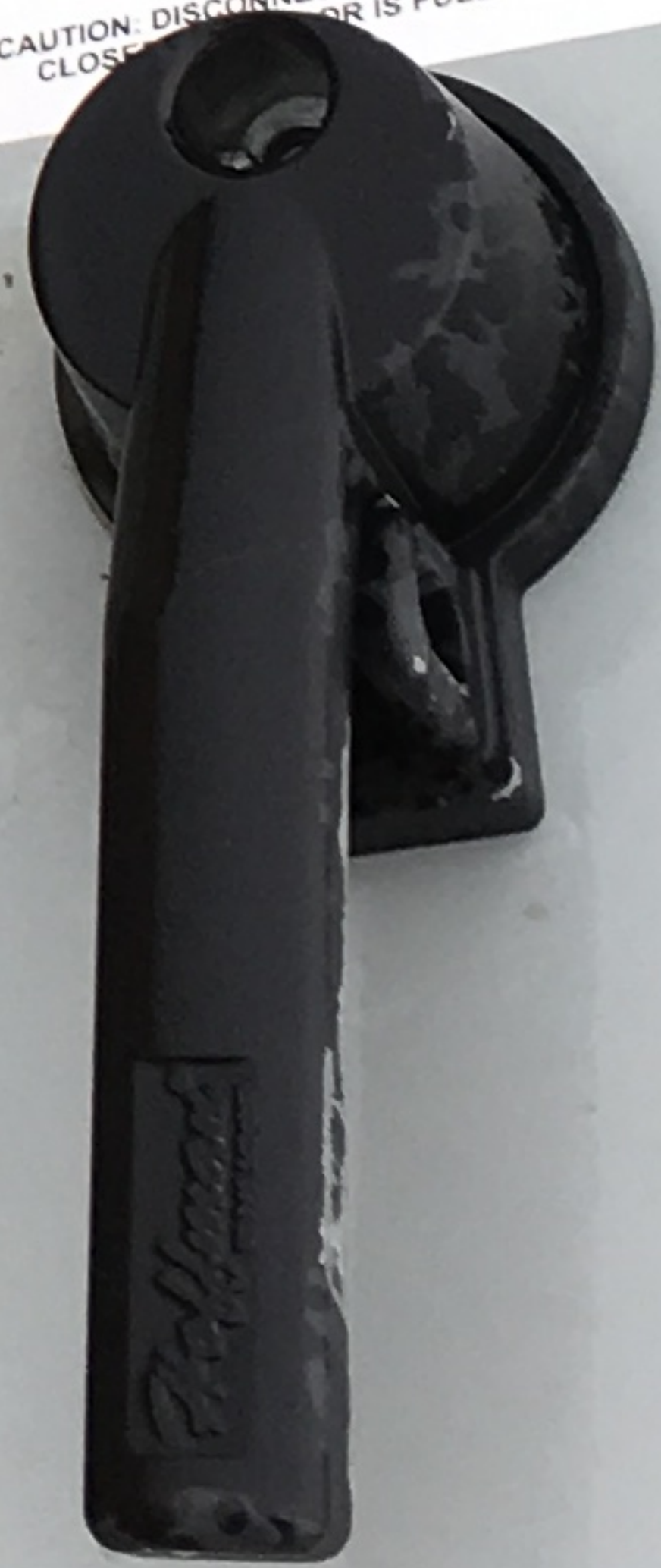
240 VOLTS

ATTENTION TO OPEN DOOR



1. TURN SLOTTED SCREW CLOCKWISE
2. HOLD SCREW AND TURN HANDLE
3. OPEN DOOR

CAUTION: DISCONNECT CANNOT BE CLOSED UNTIL DOOR IS FULLY CLOSED





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

Subject: Authorize Increased Design Fee due to Change of Design for pH Control at Water Treatment Plant
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Authorize the City Manager to approve design fee increase of \$31,945 for Frisch Engineering Inc. and \$25,000 design fee increase for Tri City Engineering to incorporate carbon dioxide for pH water treatment at the Water Treatment Plant (WTP).

II. BACKGROUND:

Frisch Engineering Inc. and Tri City Engineering are two engineering firms hired by the City to design the new Supervisory Control and Data Acquisition (SCADA) system. The SCADA system is essentially the “brains” of the WTP and controls all pumps, chemical feeds systems and recording of data that is reported to the State every month.

The current SCADA system is obsolete and cannot be modified or programmed to integrate changes to the Water Treatment Plant operations. If any issues arise with the current SCADA system, it is an expensive and time-consuming task to find someone willing and able to work on the system.

III. DISCUSSION:

The project was initially designed for the use of sulfuric acid for pH adjustment of our source water. This has been changed to use Carbon Dioxide instead of acid. From an operational standpoint, Carbon Dioxide is a much more stable and effective means of pH control. It is also a much safer chemical for Operations Staff to deal with. Also, as pH control is not needed on a continual basis, we will not have to store dangerous acid onsite. Acid degrades with time, and once delivered cannot be sent back to the supplier. This causes hazardous waste that is very expensive to dispose of. We will not experience these types of problems with the Carbon Dioxide system.

The additional funds are being requested due to changes in the design criteria. Also, the new TTHM Facilities need to be incorporated into the upcoming SCADA project, which will require additional consulting from Frisch Engineering to provide a seamless transition.

IV. ALTERNATIVES:

Keep original design and use of sulfuric acid for pH adjustment of our source water – Staff does not recommend.

V. FISCAL IMPACT:

This is a budgeted project identified by the 2012 water bond within the Water Enterprise Fund. Sufficient funds are available for this design change increase. No general fund money will be used by this project.

ATTACHMENTS:

File Name		Description
	Tricity_additional_tthm_fees.pdf	Tri-City Additional TTHM Fees
	Frisch_Design_Sevice.pdf	Frisch Design Service



4630 West Jennifer Avenue, Suite 101
Fresno, CA 93722-6415
Tel: (559) 447-9075
Fax: (559) 447-9074
Email: Info@TriCityEngineering.com
www.TriCityEngineering.com

MEMORANDUM

To: Pete Preciado, Public Works & Utilities Director

From: Dan Jauregui, Project Manager 

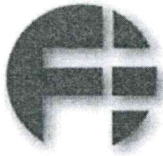
Date: October 10, 2018

Subject: Trihalomethane Reduction (TTHM) Permanent Facilities #2745
Additional Services Fee Request

-
1. The original scope of work entailed the design of permanent acid storage and feeding facilities located within the chemical room and east of the Administration Building after extensive design and topographic survey work and plan preparations based on the previous plant operator's direction. After the Chief Plant Operator was replaced and after considerable thought, it was decided to recommend a change to using liquid CO₂ rather than acid due to the aspect of Plant Operator safety. The change of planned PH control from acid to carbon dioxide has completely changed the design which has taken some additional time and expense.

Additional Services fee to complete design of
Carbon Dioxide Feeding Facilities:

\$25,000



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers and Programmers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

dba Frisch
Electric
Electrical Contractor
C-10 Lic #1025671
Phone (916) 353-1025

October 31, 2018

Mr. Dan Jaurequi
Tri City Engineering
4630 W. Jennifer Ave., Suite 101
Fresno, CA 93722

Location: Coalinga SCADA system WTP and Remotes
Subject: Electrical Engineering Design Services

Mr. Jaurequi,

Frisch Electrical Engineering Inc. is pleased to submit this proposal to perform the electric power and control system design services for this project. The following detail is provided in defining our proposed scope of work.

Design Services

We will produce electrical drawings and specifications for two chemical systems.

The carbonic acid system will include 30 ton tank, vaporizer, and feeder systems to take the CO₂ and mix it with water to make carbonic acid to adjust pH in the plant. Chemical analyzers will be used to monitor and control the feed rates. The system will be located in a vacant part of the plant on the East side.

The permanganate system will include a tote, chemical pumps and automated controls to pace chemical feed based on flowrates. The location for this system will be in the existing building in a chemical room.

Both systems will be controlled from the SCADA system and will be specified compatible with PLCs for automatic operation.

The following drawings and specifications will be included in the design.

1. Electrical and Instrumentation Design
 - A. Site visit to observe and document current conditions
 - B. Design Meetings at kickoff and progress deliverables
 - C. Electrical Design Drawings
 1. Electrical and instrumentation symbols and abbreviations.
 2. Process and instrumentation diagram (P&ID)
 3. One-line diagram with modifications for new loads.
 4. Elevation layout drawing:
 - a. Power Distribution
 - b. Control Panel modifications
 5. Control panel wiring diagrams modifications
 6. Plan drawings:
 - a. Chemical Building Power and Control Plan

- b. Carbonic Acid Area Electrical Plan
- 7. Detail drawings:
 - a. Pad mounted electrical equipment.
 - b. Instrumentation (flowmeters, pressure transmitters, etc.)
 - c. Underground conduit
 - d. Conduit transition through grade
 - e. Pull box installation.
 - f. Pump motor connection.
 - g. Ground rod installation.
 - h. Site Lighting.
 - i. Miscellaneous additional details
- D. Electrical schedules:
 - 1. Conduit & wire
 - 2. Panelboard
 - 3. Instrumentation
- E. Electrical specifications:
 - 1. General Electrical Materials
 - 2. Conduit and Boxes
 - 3. Low Voltage Wire
 - 4. Grounding
 - 5. Factory and Field testing.
 - 6. Control Panel Components
 - 7. PLC and Operator Interface Hardware
 - 8. Instrumentation (flowmeters, pressure transmitters, etc)
 - 9. Other electrical components.
- F. Electrical and Instrumentation construction cost estimate at each design deliverable.
- G. Bid services and addenda.
 - 1. Attend prebid conference and site visit.
 - 2. Answer questions of bidders.

Assumptions

- We have assumed one bid package, one project for construction.
- Our standard insurance coverage limits for general liability and E&O liability at \$2,000,000 per occurrence and \$2,000,000 aggregate are sufficient.
- Drawings and specifications can be completed by using our standards and templates created in AutoCad and MS Word using CSI format.
- The project construction budget includes an industry standard 10% minimum contingency such that changes can be designed and implemented as deemed necessary by the Engineer or Owner during construction. This quotation does not include cost for construction changes regardless of initiating source.
- This quotation does not include Arc-Flash analysis (unless specifically stated) as required by the NFPA 70 electrical code. That analysis and associated equipment labeling can be provided for an additional fee.
- Electronic files (ACAD) for the siteplan, mechanical and building plan will be provided to us for our use as background files. If electronic files need to be generated for the site plan, additional charges may apply.
- Anticipated report preparation time for this project is no more than 2 months including review period. Anticipated design time for this project is no more than 6 months including review period(s). If delays outside our control causes design time extension beyond 10 months, then hourly cost increases and/or remobilization charges may be applicable.
- Rate escalation of 5% per hour is scheduled for January 1, 2018 and each anniversary thereafter. Escalated rates will only apply to extra work performed after January 1, 2018.
- Hourly rates include overhead costs such as telephone, photocopies, computer costs, and insurance.
- Hourly rates do not include expenses such as mileage, rental equipment, airline tickets, rental vehicles, lodging, non-incidental photocopying and materials.
 - Travel time will be billed at hourly rate, plus current Federal mileage rate.
 - Per diem charge will be added based on half or full day of field work.
 - Actual travel expenses (airfare, ground transportation lodging, etc.) are billed at cost plus 10% for overhead and handling.

Deliverables

- Plans, specifications, and cost estimate, delivered PDF, at 60%, 90%, and 100% design stages.
- Written response to design review comments (1).

Terms

- As defined per contract, contract by Client.
- Attached quote is based on project scope as described. We anticipate that we can perform the scope as described within our budget. If the project changes, or work scope increases or decreases, we will make every effort to inform the Client in advance of work for authorization.
- Client will be invoiced monthly based on project progress.
- Changes to project scope may result in increased or reduced costs.

Electrical Engineering Costs

See attached Quotation

Frisch Engineering is pleased to offer this quotation for your consideration. This quotation is for design services only. We will gladly quote services during construction such as submittal review, electrical inspection, and management after the design is complete. Please give me a call or email if you have any questions or require further information.

Sincerely,

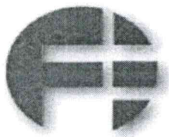


Thomas P. Frisch, P.E.
Electrical Engineer
tfrisch@frischengineering.com

I agree to project scope, assumptions, deliverables and terms and authorize Frisch Engineering to proceed:

X _____

Title: _____ Date: _____



FRISCH ENGINEERING, INC.
Consulting Electrical Engineers and Programmers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

dba Frisch Electric
Electrical Contractor
C-10 Lic #1025671
Phone: (916) 353-1025

PROFESSIONAL ENGINEERING SERVICES COST ESTIMATE

JOB TITLE: Coalinga WTP Chemical Systems
CLIENT: Tri-City Engineering

DATE: 10/31/2018

Design Services

Electrical Engineering Discipline

Task	Description	Principal Engineer	Senior Engineer	Senior Designer	Junior Designer	Associate Designer	Total hours per task	cost per task
1	90% design PS&E	12	16	47	0	75	150	\$20,475.00
1	100% design PS&E	12	8	6	0	21	47	\$6,820.00
1	Bid Services	12	0	8	0	4	24	\$3,900.00
	Travel Expense and Per Diem							\$750
	Subtotal Hours	36	24	61	0	100	221	
	Hourly rate per discipline	\$185	\$170	\$155	\$135	\$110		Subtotal Costs
	Total cost per discipline	\$6,660	\$4,080	\$9,455	\$0	\$11,000		\$31,945.00
							Total Costs	\$31,945.00

Individual tasks cost are approximate and some cost shifting between tasks may be necessary

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

Subject: Council Review and Approval of the Sunset Street Rehabilitation Phase 1 Project Budget and Funding Re-Appropriation
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Staff recommends that the City Council review and approve a budget reallocation/reappropriation of funding types and sources for Phase 1 of the Sunset Rehabilitation Street Project.

II. BACKGROUND:

In accordance with the Road Maintenance and Rehabilitation Program, on April 19, 2018 the City Council identified the first phase of the Sunset Street Rehabilitation Project as the project the City would undertake with SB1 funds for fiscal year 2018/2019 with the estimated \$320,000 allocated from the State Program. In addition to the \$320,000 allocated from SB1 the City Council approved, through the budget process, an additional \$250,000 in the Measure C Street Maintenance Funds in order to fund a larger project for Sunset Street. Therefore, currently the City has \$570,000 allocated for the first phase of Sunset Street.

III. DISCUSSION:

Staff in conjunction with the City Engineer have been working on developing a scope of work for the first phase of Sunset based on the current funding budget. During the course of preliminary concept design, the City was approached by Fresno Council of Governments encouraging the City to utilize the growing balance of Surface Transportation Grant Program (STBG) Lifeline Funds where small increments are allocated to City every two years. The current balance of that fund is \$682,715 which can be used for projects similar in scope to Sunset Street.

In order to maximize project size and free up local street funds for other various projects, staff is recommending that the City allocate \$500,000 of STBG Lifeline funds towards the Sunset Street Project to complement the \$320,000 allocated from SB1 for a total project budget of \$820,000.

With a budget of \$820,000 the City Engineer estimates that this project will encompass three blocks of Sunset Street beginning at Polk Street and extending to the south side of Monroe Street/Cedar Avenue. Existing improvements on the east side of Sunset Street from Polk Street to Durian Avenue shall remain without additional improvements.

Work under this project would include demolition of existing improvements, clearing and grubbing, sawcutting, pulverization of existing AC pavement, grading base material, installation of curb and gutter, sidewalk, curb ramps, alley approaches, driveway approaches, valley gutter, median island, A.C. pavement, aggregate base, street lights, street trees, traffic striping, traffic signage, existing utility lid adjustment and construction surveying.

A copy of a preliminary cost estimate has been attached for the Councils review. If this budget re-appropriation/reallocation is approved by the City Council, staff would be back to the Council at their next meeting with requests for approval of preliminary and construction engineering task orders in order to begin design.

IV. ALTERNATIVES:

- Do not approve the budget re-appropriation as requested by Staff and proceed with the project as originally approved in the budget - this is not recommended

V. FISCAL IMPACT:

If the budget re-appropriation is approved, the funds originally approved by the City Council in the amount of \$250,000 for Sunset Street would be removed as an expenditure in the Measure C Street Maintenance Fund (125-422-98910) and a new expense and revenue account would be set up in the Caltrans Grants Fund in the amount of \$500,000. The \$250,000 released from the Street Maintenance Fund would be released for use in future projects.

Sunset Street Budget

SB1 Funds:	\$320,000 (remains)
<u>STBG Lifeline Funds:</u>	<u>\$500,000 (new)</u>
Total:	\$820,000

ATTACHMENTS:

File Name	Description
 2772_Preliminary_Cost_Estimate.pdf	Preliminary Cost Estimate - Sunset Phase 1



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

PRELIMINARY ENGINEER'S OPINION OF PROBABLE COST City of Coalinga - Sunset Avenue Reconstruction - SB1

JN 2772

Created: **September 14, 2018**

Revised: **November 27, 2018**

BASE BID

Item No.	Description	Unit	Quantity	Unit Price	Extension
1	MOBILIZATION / GENERAL REQUIREMENTS	LS	1	\$39,900.00	\$39,900.00
2	WORKER SAFETY	LS	1	\$1,000.00	\$1,000.00
3	TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00
4	DUST CONTROL	LS	1	\$2,500.00	\$2,500.00
5	CONSTRUCTION SURVEYING	LS	1	\$10,000.00	\$10,000.00
6	PULVERIZE EXISTING ASPHALT CONCRETE PAVEMENT	SF	48,200	\$0.30	\$14,460.00
7	SUBGRADE RECOMPACTION AND GRADING	SF	48,200	\$0.35	\$16,870.00
8	HOT MIX ASPHALT TYPE B (HMA-B)	TON	650	\$90.00	\$58,500.00
9	AGGREGATE BASE CLASS II	TON	270	\$40.00	\$10,800.00
10	CONCRETE REMOVAL AND DISPOSAL	CY	200	\$150.00	\$30,000.00
11	CLEARING AND GRUBBING	LS	1	\$5,000.00	\$5,000.00
12	24" BOX TREE	EA	6	\$1,000.00	\$6,000.00
13	CONCRETE CURB RAMP	EA	12	\$4,500.00	\$54,000.00
14	CONCRETE ALLEY APPROACH	EA	3	\$5,500.00	\$16,500.00
15	CONCRETE DRIVEWAY APPROACH	EA	8	\$5,000.00	\$40,000.00
16	CONCRETE VALLEY GUTTER	SF	410	\$15.00	\$6,150.00
17	CONCRETE 6" CURB & GUTTER	LF	1,720	\$40.00	\$68,800.00
18	CONCRETE SIDEWALK	SF	9,700	\$8.00	\$77,600.00
19	THERMOPLASTIC TRAFFIC STRIPING AND SIGNAGE	LS	1	\$3,500.00	\$3,500.00
20	ADJUST EXISTING VALVE/METER BOX	EA	10	\$900.00	\$9,000.00
21	ADJUST EXISTING MANHOLE	EA	7	\$1,250.00	\$8,750.00
22	LED STREET LIGHT	EA	7	\$5,000.00	\$35,000.00
23	CALTRANS NO. 3 1/2 PULL BOX	EA	7	\$500.00	\$3,500.00
24	PG&E NO. 2 PULL BOX AND EXTENSION	EA	1	\$3,500.00	\$3,500.00
25	2" SCH. 40 PVC CONDUIT AND WIRE	LF	1,200	\$26.00	\$31,200.00
26	10% CONTINGENCY	LS	1	\$56,000.00	\$56,000.00
ST-1				Base Bid Subtotal	\$616,030.00

ENGINEERING FEES

Item No.	Description	Unit	Quantity	Unit Price	Extension
27	TESTING SERVICES	LS	1	\$ 7,500.00	\$7,500.00
28	PG&E CONNECTION FEE	LS	1	\$ 10,000.00	\$10,000.00
29	DESIGN ENGINEERING	LS	1	\$ 75,000.00	\$75,000.00
30	CONSTRUCTION ENGINEERING	LS	1	\$ 50,000.00	\$50,000.00
E-1				Engineering Fees Subtotal	\$142,500.00

SUMMARY OF CONSTRUCTION COST

Section	Description	Subtotal
ST-1	BASE BID SUBTOTAL	\$616,030.00
E-1	ENGINEERING FEES SUBTOTAL	\$142,500.00
	CONSTRUCTION TOTAL	\$758,530.00

10% Construction Cont. **\$61,600.00**
CONSTRUCTION TOTAL + 10% Const. Cont. \$820,130.00

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

Subject: Authorize Two Water Operator Apprentice (Part-Time) Positions to be Combined into one Full Time Water Operator Apprentice Position
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Authorize the City Manager to combine two unfilled Water Operator Apprentice (part-time) positions into one full time Water Operator Apprentice position.

II. BACKGROUND:

The two Water Operator Apprentice (part-time) positions were part of a pilot program. The goal was to promote interest in water and wastewater treatment operations after experiencing low application turnout when the City recruited to fill vacant water operator positions.

III. DISCUSSION:

Due to a shortage of trainers, the Public Works and Utilities Department can no longer support this program and the positions have remained vacant for almost a year now. Combining the two part time positions into one full time position will be very helpful to the Utilities. A full-time position could be filled with a person, given sufficient training, who would work independently and even cover an on-call week. A part-time position could never do this.

IV. ALTERNATIVES:

Make no changes – Staff does not recommend.

V. FISCAL IMPACT:

Sufficient funds exist in the Water and Wastewater Enterprise accounts to fund this position. This position will have no cost to the General Fund. The fiscal impact is estimated at 40,000.

ATTACHMENTS:

File Name

Description

No Attachments Available

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

Subject: Fire Department Report – September 2018
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Dwayne Gabriel, Fire Chief

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

STATISTICS FOR SEPTEMBER

Fires		Total 8
Structure	0	
Vehicle	1	
Vegetation	5	
Rubbish	1	
Other	1	
Emergency Medical Service		Total 127
EMS Incidents		126
Medical Assist	0	
Standby	1	
Hazardous Condition		Total 3
Service Calls		Total 10
Good Intent		Total 14
Cancelled Calls	13	
EMS Call – Party already transported	1	
Controlled Burning	0	
Wrong Location/No Emergency	0	
False Alarms		Total 3
Total Responses		163

INCIDENTS

No significant activity this month.

EVENTS

No events this month.

STAFFING

See October Report

AUTOMATIC AID

There were 3 automatic aid responses to assist CalFire this month for a total commit time of 2 hours 35 minutes.

COMMITTED STANDBY

Patrol staffed with a paramedic stood by for West Hills College football game on September 15th. Ambulance did non-committed stand-bys for two high school football games.

PREVENTION

The Prevention activities for this month include:

Conducted 5 business fire inspections.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name

Description

No Attachments Available

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

Subject: Fire Department Report – October 2018
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Dwayne Gabriel, Fire Chief

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

STATISTICS FOR OCTOBER

Fires		Total 6
Structure	0	
Vehicle	1	
Vegetation	3	
Rubbish	2	
Other	0	
Emergency Medical Service		Total 142
EMS Incidents		138
Medical Assist	0	
Standby	4	
Hazardous Condition		Total 4
Service Calls		Total 4
Good Intent		Total 14
Cancelled Calls	12	
EMS Call – Party already transported	0	
Controlled Burning	0	
Wrong Location/No Emergency	2	
False Alarms		Total 5
Total Responses		174

INCIDENTS

No significant activity this month.

EVENTS

Engine and ambulance stood by for Coalingafest.

Conducted 5 Station tours for Bishop School Classes and 1 station tour for Faith Fellowship.

Engine and ambulance participated in the Coalinga High School Career Day

STAFFING

Our staffing currently is at 10. I have reduced minimum staffing to 4, keeping one ambulance staffed daily. We still have two candidates in process expected to start November 28th and Decmeber 10th.

AUTOMATIC AID

There were 4 automatic aid responses to assist CalFire this month for a total commit time of 2 hours 11 minutes.

COMMITTED STANDBY

Patrol staffed with a paramedic stood by for West Hills College football game twice this month. Ambulance did non-committed stand-bys for two high school football games.

PREVENTION

The Prevention activities for this month include:

Conducted 6 business fire inspections.

Conducted 3 residential sprinkler inspections

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name

Description

No Attachments Available

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

Subject: Police Department Monthly Report
Meeting Date: December 6th, 2018
From: Marissa Trejo, City Manager
Prepared by: Michael Salvador, Chief of Police

I. RECOMMENDATION:

Receive the Police Department monthly report for October and November

II. BACKGROUND:

N/A

III. DISCUSSION:

N/A

IV. ALTERNATIVES:

N/A

V. FISCAL IMPACT:

N/A

ATTACHMENTS:

	File Name	Description
□	December_2018_Monthly_Report.docx	Monthly Report



COALINGA POLICE DEPARTMENT'S
MONTHLY REPORT
October/ November 2018

Staffing Report:

- ▶ Authorized Strength: 15 sworn/ 15 funded FY 2018-19
- ▶ # of Personnel Available: 15
- ▶ # of Personnel Modified Duty: 0
- ▶ # of Personnel in field training: 0
- ▶ # of Full Time Vacancies: 0

Our Successes:

This is the department activity report for the months of October/November 2018:

Calls for Service:

Total Incidents	2553	Average of 44 calls per day
Calls for Service	1463	
Officer Initiated Incidents	1090	
Traffic Stops	261	
Other OIA Incidents	829	
Bus/Building checks	11	
Veh/Ped Check	166	
Total Officer Reports	241	
Collision	21	
Courtesy	2	
Criminal Collision	0	
Felony	49	
Information	58	
Infraction	11	
Misdemeanor	88	
Voided	5	
Unclassified Reports	7	

Total Misdemeanor & Felony Arrests	53
Misdemeanor Arrests	40
Felony Arrests	13
 Total Citations	 85
Admin Cites	8
Infraction	40
Misdemeanor	10
Moving Vehicle	4
Parking	22
Unclassified	1
 FIs	 5

Response Times:

For the size of the Department and the 6 square miles of area, the Department has excellent response times. The time listed below illustrates the average time it takes for the Police Department to receive a call, get the needed information, dispatch the call, and arrive on scene.

Priority 1 (Emergency Calls)	508 calls recorded: 5-minute response time
Priority 2 (Important non-emergency)	483 calls recorded: 9.5-minute response time
Priority 3 (Routine non-emergency)	357 calls recorded: 9.5-minute response time

Lip-sync Challenge:

The Department along with the community came together and successfully shot its version of the lip-syncs challenge. I want to personal thank all the City employees from all departments who came together to showcase the best in Coalinga. I would also like to thank CHUSD and West Hills College for their assistance in this event. Finally, I would like to thank Rock Nation and its production crew for coming together with us to make this an event to be remembered. The raw video is in production and I hope to have a finished product before Christmas.

Animal Control:

The Department has hired a full-time animal control officer and he is in training. The Department expects him to complete the first phase of training the second week of December. With this hire, the department plans on re-opening the shelter January 1.

School Resource Officers:

Both our School Resource Officers have been really busy preparing for the holidays and the end of the first semester. Their activities have provided a positive impact in our schools and demonstrates the value of the partnerships between CHUSD, WHCC, and the Police Department.

West Hills:

The Contract Officer worked with the current safety committee at the West Hills College and was able to add a video surveillance camera in an area of concern. The camera was installed in October. The Contract Officer has been in communication with President Thames and they are working on a plan to install more video cameras in areas of most vulnerability.

In October the Contract Officer spoke with many staff/faculty and other campus members and they expressed their concerns about the pedestrians/students crossing Elm Ave., by Jiffy's. The Contract Officer provided notice to the Administration that he would begin a proactive response to their concerns to address that issue.

The Contract Officer then began to show my presence both in my patrol vehicle and in person. I also began to run radar for traffic on Elm Ave. The Contract Officer contacted those pedestrian/operators and educated them on the importance of using the proper method when crossing a busy intersection such as Elm Ave. and abiding by the posted speed limit or prima-facie speed. The efforts have helped, and we have seen a reduction on the pedestrians/students crossing illegally as well as the reduction of speeding motorists.

In late October, the Contract Officer started a Safety Committee which he chairs. The Contract Officer along with other members of the West Hills College focus our attention on how to better secure the campus. Our primary objective is focusing directly with campus safety and what potential dangers/threats we can face. The Contract Officer then began a new training program where the safety committee responds to each department on campus and provides training within their own environment. The Contract Officer does scenario-based training to include tabletop discussions. It's a "hands-on" training so-to-speak, and people are really becoming involved learning by understanding and they are excited about the trainings.

- November 6th the Contract Officer I provided the Student Services Department with Active Shooter training.
- The Library Department is scheduled for training the last week of November.

WHC President Thames made a comment to the Contract Officer during a meeting about the new training technique. She mentioned that both staff and students have provided good reviews. She said that she could not wait until her department was visited for the training.

Coalinga Huron Unified School District:

Operations:

Traffic Enforcement. For the last month patrol has been assisting with morning, lunch, and after school patrols that have been focused on common traffic infractions that may cause a safety concern including but not limited to impeding traffic and following posted roadway signs. The officer made 14 traffic stops that yielded 7 Citations

Truancy: Current efforts are continually being made to enforce students who are truant. I have made several home visits with school staff to help combat this issue.

Safety:

The SRO met with site administrators on 11/15/2018 and discussed current safety concerns. The discussion of recent golf cart thefts was addressed, and the administrators are looking into possible arrangements to lock up their golf carts at night.

Additional active shooter training is still coming up. The Department is planning on having a scenario on December 29th at the Coalinga High School. Students will be given the opportunity to act as role players for community service hours and district administration has been invited to participate.

The Department are still looking into the possibility of getting drug dogs from CDC and the CSH to assist in the ongoing narcotics violations.

Crime Prevention:

In response to a spike in burglaries city wide, the Department has published to crime prevention PSA's that outline steps that residents to take to prevent them from becoming victims. These PSA's were submitted to our social media platforms and the local paper. The department is investigating these cases and are attempting to identify the perpetrators and recover stolen property.

The department is still supporting neighborhood watch efforts in the city. I attended meetings in council district 3 where that watch is active in their neighborhoods. Tips on prevention and operation id were given.

Chief's Message: I want to take this opportunity to wish the Council and residents of Coalinga a Merry Christmas and a Happy New Year.

Respectfully submitted

Michael Salvador
Chief of Police

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

Subject: Public Works & Utilities Monthly Report for November 2018
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Approve Public Works & Utilities Monthly Report for November 2018.

II. BACKGROUND:

None.

III. DISCUSSION:

None

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

	File Name	Description
▣	Monthly_Report_Nov_2018.pdf	Monthly Report Nov 2018



PUBLIC WORKS AND UTILITIES DEPARTMENT MONTHLY REPORT

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

PUBLIC WORKS

Natural Gas Distribution:

- Gas leaks have been continued to be repaired from gas leak survey-95% complete
- 8 new gas service lines have been installed for Dr Horton.
- 2 Ballards have been replace S. Coalinga St.
- New Gas meter for schools new Mechanic teaching building has arrived and will be installed in Early November.
- Met with Farwest Corrosion Control Company to discuss options how to improve are gas system. (Cathodic Protection)
- **5 New service lines have been installed for DR Horton**
- **1 New service line installed on Monterey**
- **Repaired gas leak Hachman and Coolidge**

Water Distribution:

- 308 Walnut Installed new water service line due to leak
- 2" water meter replaced with new 2" radio read meter for 834 E. Elm
- 3" water meter replaced with new 2" radio read meter per customer request at 644 W. Elm
- Water leak at 550 E Glenn has been repaired
- **Repaired water leaks 158, 158 ½, 188, and 188 ½ E Glenn**
- **Repaired water leak 141. S Third St.**
- **Installed new water service on Monterey**

Wastewater Collection:

- One pump at highway lift station has failed and has been removed and set off for repairs- Pump has been deemed beyond economical repair and 2 new pumps have been ordered.
- **One New Pump for highway lift station has arrived and will be Installed Early December**
- Posa Chante lift station has been serviced and repaired.
- **Sewer blockage Baker/Truman x2**
Sewer blockage Elm/Van Ness x2

Sidewalks:

- Started demo of Sidewalk at 740 E. Valley for replacement- Sidewalk and curb and gutter have been poured project 90% complete -100% Complete
- 129 College-Stumped grinded all trees and sidewalk poured- 80% Complete
- **129 College Sidewalk has been poured and completed**
- **178 College Lifted Sidewalk has been repaired completed**

Parks:

- Sandalwood Park – Replacement slide ordered. Playground area made safe until replacement slide arrives. Cost is \$3,683 with shipping and is available in the current budget. Needs a new water fountain. Cost \$4,000. New backboards for basketball courts and restriping of court. Cost \$600. Replacement slide has been delivered and will be installed early October- Early November **Slide at Sandalwood Park has been installed.**



Miscellaneous:

- Tree trimming has continued -Removal of Dead Trees has started 10 trees have been removed already. **Dead Tree removal has continued 7 more have been removed**
- 15 new employee parking signs for Have A Heart have been installed at parking lot on 6th and Elm.
- Painting of Red curbs has started and will continue to replace faded areas.
- Graffiti on brick wall on Bordeaux way has been painted over.
- **Graffiti on Walls out on Merlot and Chardonnay have been painted over**
- **Cross walks along California and Baker have been painted more will be painted during school break in December.**
- **Flag pull tether rope above city hall has been repaired**

Targeted efforts to enhance City image and business appeal/attraction:

- Pot holes on streets and alleys have continued to be identified and are being repaired

UTILITIES

- Oil King Booster Pump Station – Pump-18 motor and pump have been repaired & installed and running great. We have a control issues with the auto-switch so I will have Solomon Electric take a look at it. Auto switch has been repaired and P18 is running good. **Complete**
- Northwest Booster Station - When the motor and pump run it is leaking at the base plate. Waiting on new gasket. P19 motor and pump have to be pulled. Need new base plate. West Hills Machine will be doing the work. **Still in progress**
- We have shut down the fluoride tank. There is .3 feet left in the tank. Anthony is in contact With ACT to take the rest of the chemical out and demo tank. Still in progress
- Looking into installing a blow off at Alpine Ave for flushing purposes still in progress.
- Calaveras reservoir had speed controls installed on the new cla-val to help reduce water hammer on the water main coming into the tank. Complete. Also, we now have full control of the new cla – val working off the SCADA system. **Complete**
- Hwy 33 / 198 PRV Device was put in service for a day to see if it was working correctly. Had Water Treatment Plant Operators work 24 hr shifts to monitor Palmer Reservoir so it doesn't drain the tank. PRV Device is now in service and working correctly. Now we have to work on the SCADA system for Palmer Reservoir low level alarm. **Complete and working correctly.**
- Palmer Reservoir - Frisch Eng. worked on SCADA system for tank level and low level alarm system. **Complete and working correctly.**
- Water Sample test site #5 & #7 were repaired. **Complete**
- **Northwest Reservoir water main air vac just below the tank was repair and replace with new air vac.**
- **Northwest & Oil King Booster Sta. looking into replacing old air compressors and surge tanks with new equipment.**

PUBLIC UTILITIES COORDINATOR

- 56 completed backflow inspections. **Complete**
- 14 Inspections left on “Round 1”. I am working with all of them closely. **On going**
- 6 Inspections received a deferred deadline due to “Return to Sender” (i.e. wrong address).

- 3/30 New installations of RP devices.
 - These have tapered due dates, but approximately 50% of them have contacted me and
 - are actively working on resolution.

- 100% (19 units) of City owned backflow devices have been tested and repaired.

Complete

- 11 New backflow devices have been slated to be installed. 5 of these have been deemed to be in sensitive locations and cages have been procured for them. These will all be going at various City Owned properties. All parts have been received as of 10/22/18. **2 out of 11 have been completed**
- 5 hydrant meter RPZ units have been received. One is currently in use.
- Vendor relationships have been established for backflow purchases, test kit calibration, pipe fittings, and hydrant meters.
- Auto-generate notifications based on various parameters set through a database.
- All backflow information imported into appropriate Excel data sheet. This will be upgraded in the future. **On going**
- Database has been normalized and SQL backend is 100% complete.
- Database frontend will be MS Access, and entry format is 25% complete. This must be coded through VBA and is time intensive. **35% completed**
- Website information is presently 90% complete and will be finished by Thursday. Presently working with Sean, Eric, Kristi, and Anthony to organize documents.

Complete

- **Water Treatment Plant has order two backflow devices to replace older models.**
- **Water Use Survey is in progress**
- **Business Owned Backflow Installation has been (Delayed).**

WATER TREATMENT PLANT (WTP)

Pump P12 working on getting quotes to install Variable Frequency drive on the motor. Still in progress and waiting on contractors to get back to us.

Alum sludge piles testing report by BSK is back. Matt from Cal Water Services is looking into pricing to haul off alum sludge piles. Matt found us a company out of Chowchilla to haul off the Alum Sludge Piles (\$96. Ton, Haul off 250 tons a day) we currently have about 4,000 tons of sludge to be removed. **Going to council to get approve to remove 500 tons a year.**

Filter inspections have been started on the filter beds and are still in progress (One a Month). **November filter inspection has been done on filter bed 3.**

Preventive Maintenance – Working on quotes for electrical panels, motor controls, control cabinets and transformers. Project was approved by Council and contractor given notice to proceed. Solomon Electric was awarded the contract for the preventive maintenance project. Contractor started work on October 1. **Solomon Electric has completed 70% of the maintenance work**

Working on quotes for painting all outside exterior structure Doors, Trim and Iron Gates and the pump house interior walls, ceiling, motors, pumps and electrical panels. Still in progress and waiting on vendors to get back to us. **No luck with vendors getting back to us. So we will try again in the spring time.**

Working on quotes for card lock system for rolling gates, control room, shop, carbon room and rapid mix room. Still in progress and waiting on vendors to get back to us.

BC Labs Company will take over doing our outside lab water sampling testing starting September 4, 2018. **Complete**

Solomon Electric installed new led lights on the Hypo Building and the electrical room. **Complete**

Evans Heating & Air came out to look at getting the Ammonia Chiller unit working again. This unit has been down for a very long time. They also looked at the existing AC unit on top of the Hypo room for replacement quote. Waiting on controller to come in and quote for new AC Unit. Install new Ammonia Chiller controller. Chiller working great, now waiting on new AC Unit. **New Ac Unit has been installed and working great. Complete**

Raw water ¾" line has finally been found and is working great. It was plugged up. Crew is starting to backfill and pave back trench. **Complete**

Bogie's Pump Company will be out to service the three pumps on the walking bridge on Basin 3. Bogie's Pump came out to service the three pumps on the travel bridge on basin 3. All three pumps are non-serviceable. All three pumps are 26 years old. We had to order three new pumps under emergency action. Just in case we loss another water treatment basin. **Bogie's pump will be out Dec 3, 2018 to install all three new pumps and valves.**

Basin 3 was taken out of service for annual maintenance. **Still down until we get the new pumps and valves installed.**

Basin 3 Sludge Pump was removed and taken to SCI Inc. for repair. **Pump should be back on Dec 5, 2018 and installed.**

Champi Fence came out to give quote for new fence and repair fence at both Wastewater and Water Treatment plants. **Still waiting on quote**

Hypo tank leak fixed and repaired. **Complete**

Telstar will be out to work on the limited torque valves on filter beds 3 & 4 on Dec. 3, 2018

All Reservoirs, Booster Sta. & WTP have been sprayed for weed control.

All WTP and WWTP Operators attended a Hach Webinar Training on T.O.C.

Telstar will be out to do their quarterly Acid Cleaning on the OSG Cells.

WASTEWATER TREATMENT PLANT (WWTP)

Drying beds:

The wet well that collects the liquid from the drying beds should have two submersible pumps but one is missing. This back up pump has been missing for as long as any of the operators can recall. Replacing the missing pump will be added to next year's budget. The one pump that has been running for years has finally failed. We replace it with a new Flygt pump and we have a

second one on order for back up. Second pump is three weeks out. Still waiting on pump to come in. **Pumps has arrived and has been installed. Waiting on HR Electric to come and wire the unit.**

Other items at Wastewater Plant:

- Primary effluent pump installed and operating normally. Second effluent pump has been removed and sent to the shop for repair. Council approved repair work quote and contractor has been given notice to proceed with work. Pump is being repaired at this time. **SCI is waiting for the Bowls to come in so they can put the pump back together.**
- City crew working on getting pond 3 & 4 cleaned by spraying and burning the weeds, cattails and small trees. Ponds 3 & 4 starting to look good, but still have spraying and burning to do. **On going**
- Clarifier Basin has been drained and cleaned. Completed. Basin is on hold right now.
- Scum pile is being removed to the landfill. **Complete**
- Al is working on getting quotes for new surge tanks and equipment for Northwest & Oil King Booster Station. **On going**
- Jeff Brooks with 4 B's Spraying is getting ready to level out the radio field for proper drainage.
- Quarterly sample from sample site #6 from sample source to wastewater were taken.
- **Old Rifle Range – City crews have started removing the old tire and cleaning out the dirt inside the tires so that they can be hauled off to the landfill.**
- **WWTP Concrete Yard Boxes and Ponds Rehabilitation Project. On Hold**

CITY ENGINEER

Project Status Update as of November 27, 2018:

1. Cambridge Signalization
 - a. **A meeting was held with Caltrans on November 6th to determine options regarding lane widths and traffic striping. Traffic counts were submitted to Caltrans and we are awaiting a decision from Caltrans traffic operations regarding final lane determinations. Will continue pushing Caltrans to get information regarding final decisions so that the plans can be updated and resubmitted.**
 - b. Once plans have been approved by Caltrans process for right of way dedication will begin.
 - c. Project Funding for construction was reprogrammed by Fresno Council of Governments into FY 18/19.
 - d. **Construction pushed to 2019 due to additional requests by Caltrans.**
2. Rule 20A Undergrounding
 - a. City Engineer working with PG&E to underground overhead utilities on Elm Avenue from Cambridge Avenue to just south of Cherry Lane.
 - b. Project moving along slowly and is still years away from construction.
3. Phelps Ave Improvements
 - a. Project construction pushed to spring 2019 by request of WHCC District to prevent construction conflicts with on-site construction of administration building.

4. ATP Cycle 2 – Sidewalk Gap Closure Construction
 - a. City awarded ATP Cycle 2 regional grant.
 - b. Request for construction funding was approved by the CTC.
 - c. Plans submitted to Caltrans for Encroachment Permit. Once Caltrans issues an Encroachment permit the project will go out to bid.
 - d. **Construction will begin in January 2019.**
5. ATP 2017 Cycle 3
 - a. City was awarded additional funds for the project for a total grant amount of \$1,284,000 and a local match of \$175,000.
 - b. Design anticipated in the fall of 2018 based on grant scheduling.
 - c. Request for engineering design funding was approved by the CTC.
 - d. Topographic survey is scheduled to begin soon for the project.
 - e. Meetings will be scheduled with the School District to discuss proposed improvements on California and Baker.
6. RSTP - Forest/Truman from 1st to Elm
 - a. City was awarded additional funds for the project for a total grant amount of \$1,400,000 and a local match of \$125,000.
 - b. **Design nearly complete and anticipate submitting plans to Caltrans by the middle of December.**
 - c. **Anticipate construction in Spring 2019.**
7. CMAQ - Paving of Various Alleys Ph. 3
 - a. **Topographic survey has been completed and design is underway.**
 - b. **Construction is anticipated in 2019.**
8. Water Treatment Plant Permanent TTHM Reduction Project
 - a. **With Regional Water Resources Control Board review and approval permanent acid storage and feeding facilities changed to liquid CO2 for plant operator safety.**
 - b. Design of permanent facilities in progress.
 - c. Anticipate construction in **Spring 2019.**
9. WWTP Concrete Yard Boxes and Ponds Rehabilitation Project
 - a. **Bids opened on November 8, 2018 and they came in over budget.**
 - b. **Public Works Director negotiating deductive alternative with apparent low bidder to bring project within budget.**
10. City Standard Updates
 - a. City Engineer has been directed to begin updated the City Standards to comply with recent standards. The city standards were last updated in 2006.
 - b. **Water Standard Plan update to backflow preventer started.**

Respectfully Submitted

Pete Preciado, PE
Public Works and Utilities Director

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

Subject: Appointment of a new Planning Commissioner to the Planning Commission
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Staff is recommending that the Council appoint one (1) new Planning Commissioner to the Planning Commission due to an upcoming vacancy.

II. BACKGROUND:

Commissioner Gonzales's term is set to end on January 13, 2019 which will leave a a vacancy on the Coalinga Planning Commission which will need to be filled. In accordance with Section 2-3.102, members of the Planning Commission shall be appointed by the Council. Any vacancy occurring on the Planning Commission by reason of death, resignation, removal or disqualification shall promptly be filled by the Council for the unexpired term of such member.

In November the Council directed staff to advertise for the vacancy as well as contact the previous applicants from the last solicitation to gather interest in the position. Staff advertised the available position from November 5, 2018 to November 23, 2018 as well as contacted all the previous interested parties. Staff received (3) new applications and (1) previously interested party who was still interested and would like consideration by the Council.

III. DISCUSSION:

Staff has attached the following individuals applications who have shown interest in serving on the Planning Commission:

James Cavins
Richard Hill
Kevin Donaldson
Sara Pruitt

Staff advised all applicants that the City Council would be considering an appointment to the Commission at their December 6, 2018 meeting and that it would be appropriate to attend should the Council have any questions.

Once the Council is ready to appoint a candidate, a member of the Council shall make a motion nominating a member of the public to the commission and vote accordingly.

IV. ALTERNATIVES:

The Commission may appoint either from the applicant pool or anyone else willing to accept a nomination who meets the qualifications of a Planning Commissioner.

V. FISCAL IMPACT:

None

ATTACHMENTS:

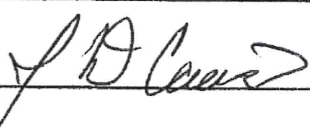
File Name	Description
☐ Commissioner_Applications_11-2018.pdf	Planning Commissioner Applications



CITY OF COALINGA

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(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Cavins	James	D.
Name of Board, Commission or Committee in which you are interested:			
Planning Commission			
Home Address:		City and State	Zip Code
130 E Ivy		Coalinga, CA	93210
Current Employer:			
Retired			
Business Address:			
Telephone:	Home	Office	
	(559)935-1373		
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
My background is in Business and Accounting. I have been employed in this community as			
a bookkeeper/controller worked in Clovis for a CPA firm. My civic activities include numerous			
tree planting and beautification origination. While attending West Hills College I was elected to			
President of the ASB and represented the Region on a State Legislative Board. While attending			
CSUF I sat on the University Presidents Planning Committee when Savemart approached us			
with plans for a Stadium. Finally being a life long resident I recall this community prior to May			
2, 1983... I remember fully functioning down town retail area.			
Signature:		Date:	
		1/26/18	

RECEIVED
11/19/18

V.S.



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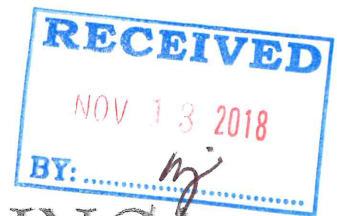
APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
DONALDSON KEVIN STANLEY			
Name of Board, Commission or Committee in which you are interested:			
PLANNING COMMISSION			
Home Address:		City and State	Zip Code
583 KIMBERLY PLACE		COALINGA, CA	93210
Current Employer:			
RETIRED			
Business Address:			
Telephone:		Home	Office CELL
559-935-3454			559-779-7581
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
I RETIRED AS A CORRECTIONAL COUNSELOR IN CHARGE OF INMATE APPEALS. I HAD TO KNOW AND FOLLOW RULES, LAWS, AND MAKE COMMON SENSE DECISIONS REGARDING INMATES COMPLAINTS AND IN PROCESSING THOSE COMPLAINTS. I ALSO HAD TO BE PART OF VARIOUS COMMITTEES THAT DEALT WITH INMATE APPEALS. I CURRENTLY OWN SEVERAL PROPERTIES IN THIS CITY. I POSSESS KNOWLEDGE OF THE PROCESS OF REAL ESTATE TRANSACTIONS DUE TO MY MOTHER WHO IS A REAL ESTATE BROKER.			
Signature:		Date:	
[Signature]		11-19-18	



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APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Hill	Richard	Ellis
Name of Board, Commission or Committee in which you are interested:			
Planning Commissioner			
Home Address:			
249 W. Cedar Ave Coalinga CA 93210			
Current Employer:			
Retired			
Business Address:			
Home owner			
Telephone:			
Cell Home Office			
559-212-8404			
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
Previous planning commission experience 5-6 yrs			
Held chair man seat.			
Signature:			
Date:			
[Signature] 11-13-18			



CITY OF COALINGA

155 WEST DURIAN • COALINGA, CA. 93210

(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
Pruitt, Sara Janelle			
Name of Board, Commission or Committee in which you are interested: Planning Commission			
Home Address:		City and State	Zip Code
220 Cheney Ln, Coalinga, CA 93210			
Current Employer: Coalinga-Huron USD			
Business Address: 516 Baker St, Coalinga, CA 93210			
Telephone:	Home	Office	
Cell (626) 260 - 8842			
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying? I am currently in my nineteenth year of teaching, more than 16 of them have been in Coalinga. Over the past eight years, in my current teaching position, I have been responsible for helping rebuild the Alternative Education program in Coalinga. During this time, I have worked collaboratively to plan for the future of our program, consult stakeholders, and build consensus. I have been on the school's Instructional Leadership Team for four years. I served on the District's Curriculum Climate and Advisory Committee for two years. While on the team, I worked with other lead teachers and administrators to evaluate ideas for curriculum and other areas of need for the district to plan for necessary improvements. I have also been on the District's Calendar Committee for the past two and a half years. I am active in the teacher's union as a union site representative. For the past five years, I have been an administrator's designee.			
I am currently working on my Masters in Administration and Leadership. This course of study has given me tools to more effectively work collaboratively and build consensus within a group. As part of this course of study, I have had to develop, plan, and implement a School Growth Plan using data from multiple sources and working with a focus team.			
I have been tied to the Coalinga community since 2002. I regularly attend and participate in community events. I have helped organize Coalinga Unites Talent Show 2018, and coordinated volunteers for Horned Toad Derby, Coalinga Fest and the community food bank. I have planned the Cambridge High School graduation ceremony for several years.			
I have the ability to think long-term and logically. As a teacher, I am responsible for planning and implementing the delivery of curriculum over the course of a year. I am detailed oriented and know the importance of communication. I have attending Planning Commission meetings and City Council meetings in the past.			
Signature:		Date:	
		11/8/18	

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

Subject: Discussion and Direction regarding Amending Odor Regulations related to Commercial Cannabis Operations
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

This is a future agenda item requested by Mayor Vosburg. Staff is seeking direction from the City Council as to how to proceed.

II. BACKGROUND:

The City of Coalinga currently has regulations in place for commercial cannabis operations including specific requirements sight and smell. Below are the sight and smell requirements related to commercial cannabis operations:

-
(Section 9-5.128(d)(15) Odor control. Cannabis operations shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the facility that is distinctive to its operation is not detected outside the premises, outside the building housing of the cannabis operations, or anywhere on adjacent property or public rights-of-way. As such, cannabis operations must install and maintain the following equipment or any other equipment which the City's Building Official and Police Chief determines has the same or better effectiveness, if a smell extends beyond a property line:

- a. An exhaust air filtration system with odor control that prevents internal odors and pollen from being emitted externally; or
- b. An air system that creates negative air pressure between the cannabis facility's interior and exterior so that the odors generated inside the cannabis facility are not detectable outside the cannabis facility.

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name

Description

No Attachments Available