CITY OF COALINGA
The Sunny Side of the Valley

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

March 16, 2023
6:00 PM

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Regular Meeting, on March 16, 2023 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA. Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

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

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

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item within the jurisdiction of the Council. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record,

however they will not be read.

4. PUBLIC HEARINGS

1. Consideration of a Zoning Text Amendment (ZTA 23-01) and Further Introducing and Waiving the First Reading of Ordinance No. 858, Updating the Temporary Uses Section of the Planning and Zoning Code in Order to Permit Fairs, Carnivals and Festivals in Residentially Zoned Districts on Parcels No Smaller than 20 Acres

   Sean Brewer, Assistant City Manager

5. CONSENT CALENDAR

1. Approve MINUTES - February 16, 2023 (Contingency Drought Water Rate Workshop)
2. Notice of Completion for Polk Street Emergency Repairs Project No. 3022
3. Adopt Resolution No. 4147 Repealing Resolution No. 4108 Ending the City of Coalinga's Water Emergency and Repealing Resolution No. 4112 Pool Permitting Moratorium
4. Adopt Resolution No. 4145 Approving the 2022 General Plan Progress Report
5. Authorize Staff to Purchase Water Efficient/Water Saving Shower Fixtures for Distribution to Citizens on a First Come First Serve Basis
6. Authorize Purchase of a new Dump Truck for Public Works
7. Approve Sole Source Purchase from Air Exchange to Install Plymovent Diesel Exhaust System at the Fire Department
8. Approve Comprehensive Fee Schedule for the Consumer Price Index (CPI) Update effective January 1, 2023
9. Reject Claim for Damages Presented by Leo Trevino
10. Approve Draft Request for Statement of Interest and Qualifications to Perform Airport Planning, Engineering, Environmental and Consulting Services for the Coalinga Municipal Airport
11. Code Enforcement Monthly Report for February 2023

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Discussion, Direction and Potential Action regarding Council Rules of Procedure

   Marissa Trejo, City Manager

2. Discussion, Direction and Potential Action regarding Appointments to the City of Coalinga Transparency and Accountability Committees

   Marissa Trejo, City Manager

7. ANNOUNCEMENTS

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

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION.
   Initiation of Litigation Pursuant to Section 54956.9(d)(4): 4 Cases

10. CLOSED SESSION REPORT

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

11. ADJOURNMENT

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

Subject:	Consideration of a Zoning Text Amendment (ZTA 23-01) and Further Introducing and Waiving the First Reading of Ordinance No. 858, Updating the Temporary Uses Section of the Planning and Zoning Code in Order to Permit Fairs, Carnivals and Festivals in Residentially Zoned Districts on Parcels No Smaller than 20 Acres
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

City Council Consideration of a Zoning Text Amendment (ZTA 23-01) and Further Introducing and Waiving the First Reading of Ordinance No. 858, Updating the Temporary Uses Section of the Planning and Zoning Code in Order to Permit Fairs, Carnivals and Festivals in Residentially Zoned Districts on Parcels No Smaller than 20 Acres.

II. BACKGROUND:

On January 5, 2023, the City Council directed staff to update the temporary uses section of the planning and zoning code to allow fairs and festivals to be permitted as a temporary use in residentially zoned properties in order to accommodate the location of the annual horned toad derby for 2023.

On February 16, 2023, staff presented draft language to the City Council for consideration and the Council authorized the initiation of a zoning text amendment to make the appropriate changes to the code to allow festivals, carnivals and fairs in residentially zoned parcels with limitations.

Staff prepared an ordinance for the Planning Commission where a public hearing was conducted on March 14, 2023 and the planning commission considered the draft ordinance and adopted resolution no. 023P-002 recommending approval by the City Council at their March 16, 2023 meeting.

III. DISCUSSION:

Section 9-5.126 of the Coalinga Planning and Zoning Code regulates temporary uses such as carnivals, fairs and festival events within the City. Currently the City permits carnivals, fairs and festival events that are in connection with an existing commercial uses or in conjunction with an activity of a civic organization, church, lodge, public or private school, or other such group or organization with established standards such as hours of operation, location, time limits, parking, and duration.

The proposed changes requested by the City Council was to amend the temporary use activities to be permitted in residentially zoned districts on parcels no smaller than 20 acres. Included in the ordinance are additional regulations related to hours of operation and parking.

A copy of Ordinance No. 858 is attached to this report.

Also, provided is a link to the City's existing temporary use regulations.

https://library.municode.com/ca/coalinga/codes/code_of_ordinances?
nodeId=CD_ORD_TIT9PLZO_CH5STSPUSAC_ART1STSPUSAC_S9-5.126TEUS

General Plan/Zoning Consistency: The proposed zoning text amendment is consistent with the general plan policies and implementation measures including zoning consistency for temporary uses when appropriate measures are taken through the application review process to protect the publics health, safety and welfare.

Public Notification: On March 2, 2023 public hearing notices were posted and emailed to local paper in accordance with local and state regulations.

Environmental Determination: This text amendment has been reviewed in accordance with CEQA and staff has determined that this ordinance change would not have a detrimental effect on the health, safety and welfare of the community and fall under Section 15304(e) - Minor alternations to land since there will be operational regulations established and included to reduce potential impacts. Since the uses are temporary in nature and limited to four (4) occurrences per year, this would not have a permanent impact on the environment or the surrounding neighborhoods. Typically temporary uses require minor alternations of the land where no substantial permanent facilities are provided.
The following standard findings must be made for each Zoning Ordinance amendment:

- 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.

IV. ALTERNATIVES:

Do not introduce and waive the first reading or Ordinance No. 858.

V. FISCAL IMPACT:

There may be a fiscal impact to the general fund as it relates to expanding temporary uses through the collection of additional sales tax revenue.

ATTACHMENTS:

File Name	Description
Ordinance_No._858_-_Update_to_Carnival_Regulations.docx	Ordinance No. 858 - Temp Uses - Carnivals-Festivals and Fairs

ORDINANCE NO. 858

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA AMENDING TITLE 9 OF THE COALINGA MUNICIPAL CODE - TEMPORARY USES RELATED TO CARNIVALS AND FESTIVALS.

WHEREAS, Title 9 of the Coalinga Municipal code establishes regulations, requirements and standards including but not limited to: controlling the uses of land, the density of population, the uses and locations of structures, the height and bulk of structures, open spaces surrounding buildings, the areas and dimensions of lot areas and building sites, the location, size, and illumination of signs, and requiring the provision of usable open space, screening and landscaping, off-street parking and loading facilities, and;

WHEREAS, the City wishes to update Title 9 of the Municipal Code to update regulations related to temporary carnivals and festivals; and

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

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

SECTION 2. The City Council hereby amends Section 9-5.126(a)(2) of Title 9 of the Coalinga Municipal Code related to Temporary Uses:

Sec. 9-5.126. Temporary Uses

(2) *Carnivals, fairs and festival events.* Carnivals, fairs, and festival events in connection with an existing commercial use or in conjunction with an activity of a civic organization, church, lodge, public or private school, or other such group or organization are permitted in accordance with the following standards:

a. *Location.* Carnivals, fairs, and festival events are limited to areas within commercial or employment districts, or on property owned by a public or private school. *Carnivals, fairs, and festival events may be located in residential districts so long as it is located on a parcel no smaller than 20 acres provided adequate access and services to the location are provided and approved by the city. This will have to be demonstrated through the application process.*

b. *Time limit.* When located within or adjacent to a Residential district, the hours of operation shall be limited to 8:00 a.m. to 9:00 p.m *unless approved by the City Manager and additional sound attenuation measures are implemented.*

c. *Duration.* Carnivals, fairs, and festival events are limited to no more than ten (10) consecutive days four (4) times a year. A more limited duration may be established through the Temporary Use Permit process in order to prevent the use from becoming a nuisance with regard to the surrounding neighborhood or the city as a whole.

d. *Existing parking.* Where such a use is proposed within a developed parking lot, the available parking shall not be reduced to less than seventy-five (75) percent of the minimum number of spaces required by Chapter 4, Article 3, On-Site Parking and Loading. *If located in a residential district all parking shall be provided onsite.*

SECTION 4. Severability Clause:

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

SECTION 5. Effective Date:

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

SECTION 6. Certification:

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

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2023.

_____

Mayor/Mayor Pro-Tem, City of Coalinga

ATTEST:

_____

City Clerk/Deputy City Clerk

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

Subject:	Approve MINUTES - February 16, 2023 (Contingency Drought Water Rate Workshop)
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Shannon Jensen, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
MINUTES_DROUGHT_WATER_RATE_WRKSP_For_Approval_021623.pdf	Minutes - February 16, 2023 (Water Workshop)

MINUTES
CONTINGENCY DROUGHT WATER RATE WORKSHOP
CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA
February 16, 2023

1. CALL TO ORDER 4:00PM

Council Members Present:	Horn, Ramirez, Adkisson, Vosburg, Hedgecock
Others Present:	City Manager Marissa Trejo, Assistant City Manager Sean Brewer, Financial Services Director Mai Vang, and Public Works and Utilities Coordinator Larry Miller
Council Members Absent:	None
Others Absent:	City Attorney Mario Zamora, Chief of Police Jose Garza, City Treasurer Dawn Kahikina, Administrative Analyst Mercedes Garcia, Fire Chief Greg DuPuis, and Shannon Jensen, City Clerk
Changes to the Agenda:	None

Motion by Vosburg, Second by Ramirez to Approve the Agenda for the workshop of February 16, 2023. Motion ***Approved*** *by 5/0 Roll-Call Majority Vote.*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

None

3. CITIZEN COMMENTS

The following individual(s) spoke under Citizen Comments:

Mary Jones provided handouts from the City's website stating that the water restriction information posted is outdated.

The following individual(s) submitted written comment(s):

None

4. PUBLIC HEARINGS

None

5. CONSENT CALENDAR

None

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Water Workshop Discussion
   Sean Brewer, Assistant City Manager

Assistant City Manager Sean Brewer gave a brief overview of the item.

2. Discussion, Direction and Potential Action related to the 2022/2023 Water Year and Water Conservation Efforts including Revisiting the Current Water Restrictions
   Sean Brewer, Assistant City Manager

Assistant City Manager Sean Brewer gave a brief overview of the item and Dan Bergmann of IGServices presented.

*Motion by Adkisson, Second by Vosburg to **Table** Item No. 6.2 and bring the item back for further discussion at later meeting. Motion **Approved** by 5/0 Roll-Call Majority Vote.*

7. ANNOUNCEMENTS

City Manager's Announcements:

None

Council Member's Announcements:

None

Mayor's Announcements:

None

8. FUTURE AGENDA ITEMS

None

9. CLOSED SESSION

None

10. CLOSED SESSION REPORT

None.

11. ADJOURNMENT 7:37 PM

APPROVED:

_____
James Horn, Mayor

ATTEST:

_____
Shannon Jensen, City Clerk

March 16, 2023
Date

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

Subject:	Notice of Completion for Polk Street Emergency Repairs Project No. 3022
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

It is recommended that the Coalinga City Council:

A. Accept the project as complete.
B. Authorize the City Engineer to file the Notice of Completion for the project with the County Recorder and notify surety to exonerate contract bonds.
C. Authorize the Finance Department to release the 5% construction retention payment to Witbro, Inc. DBA Seal Rite Paving & Grading 35 days after recordation of the Notice of Completion by the Fresno County Registrar-Recorder's Office, contingent upon no claims being filed on the project.

II. BACKGROUND:

On February 2, 2023, the City Council approved proceeding with Informal Bidding Procedures under an Emergency Work Amendment amended to Ordinance No. 857 Chapter 8 of Title 7 Municipal Code to provide emergency work procedures under the Uniform Public Construction Cost Accounting Act.

The work to be done under this Amendment is to repair damages that occurred on December 29th. An 8" water main beneath E Polk undermined and destabilized the road in such a way that made it unsafe for vehicular traffic. The area was large enough to render the work unable to be completed by City staff.

During the January 19th City Council Meeting, a resolution was passed to proceed with emergency repairs. As a future agenda item, Councilman Hedgcock requested a more expedited method to complete emergency work.

Section 22031 of the California Public Contract Code allows for alternative procedures to complete work outside of the standard informal bidding procedures. Section 22035 specifically allows for emergency work to be completed without adopting plans, specifications, or giving notice for bids. It calls out Section 22050 as to what that procedure should be.

III. DISCUSSION:

An Agreement was signed by Seal Rite Paving on January 30, 2023 for an estimated $23,919.00 providing 15 working days to complete construction.

The project was completed on February 17, 2023.

The project repaired approximately 570 square feet of 3 inch section of AC pavement at Forest and Polk and approximately 1,550 square feet on Polk between 6th and Glenn. It also includes applicable markings and striping. Seal Rite Paving's final invoice was $27,824.79 which included the actual amount of Hot Mix Asphalt Type A needed.

A final inspection of the project was performed February 17, 2023, and Polk Street was opened to traffic later that same day. The notice of completion, when filed, begins a time period for which mechanics liens, liens against the contractor, and stop payment notices can be filed against a public construction project. It is a protection for the City during a construction project. Staff is not aware of any issues related to this project.

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

The project was fully funded by water enterprise funds and is unbudgeted.

There is no fiscal impact to the General Fund.

ATTACHMENTS:

File Name	Description
3022_Notice_of_Completion.doc	Notice of Completion - Polk Street Emergency Repairs

RECORDING REQUESTED BY
City of Coalinga
No Fee – Gov't. Code Sections
6103 and 27383

WHEN RECORDED MAIL TO:
Tri City Engineering Inc.
4630 W. Jennifer Ave., Suite 101
Fresno, CA 93722

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is City of Coalinga
3. The FULL ADDRESS of the OWNER is 155 W. Durian Ave, Coalinga, CA 93210
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: In Fee

(If other than fee, strike "in fee" and insert, for example, "purchaser under contract of purchase," or leasee)

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

Names:	Addresses:

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

Names:	Addresses:

7. All work of improvement on the property hereinafter described was COMPLETED February 17, 2023
8. The work of improvement completed is described as follows: The project repaired approximately 570 square feet of 3 inch section of AC pavement at Forest and Polk and approximately 1,550 square feet on Polk between 6th and Glenn. It also includes applicable markings and striping. Seal Rite Paving's final invoice was $27,824.79 which included an increase in Hot Mix Asphalt Type A.
9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Seal Rite Paving & Grading
10. The street address of said property is Polk St. at both Forest intersection & 150' E of Glenn Ave in the City of Coalinga
11. The property on which said work of improvement was completed is in the City of Coalinga County of Fresno , State of California, and is described as follows:

Polk Street Emergency Repairs Project

Date: _____ Signature of Owner Or Agent of Owner

Daniel E. Jauregui, City of Coalinga Engineer Representative

Verification for INDIVIDUAL owner:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Fresno, CA

Date and Place

Verification for NON-INDIVIDUAL owner City of Coalinga:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Contract City Engineer of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Fresno, CA

Date and Place

Daniel E. Jauregui, City of Coalinga Engineer Representative

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

Subject:	Adopt Resolution No. 4147 Repealing Resolution No. 4108 Ending the City of Coalinga's Water Emergency and Repealing Resolution No. 4112 Pool Permitting Moratorium
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

Staff is recommending that the City Council adopt resolution No. 4147 repealing both Resolution No. 4108 ending the water emergency and all water shortage regulations and Resolution No. 4112 which established the pool moratorium.

II. BACKGROUND:

On July 1, 2022 the City of Coalinga adopted a Resolution proclaiming a water conservation emergency and instituted extreme water shortage restrictions due to the drought related water shortages from the Unities States Bureau of Reclamation. Further on August 4, 2022, the City of Coalinga continued the water conservation emergency due to ongoing dry conditions and updated its water shortage regulations. In addition, the Council adopted Resolution No. 4112 establishing a moratorium on the construction of new swimming pools.

III. DISCUSSION:

The 22/23 winter has been very wet and recently the USBR put out a press release that federal municipal and industrial contractors south of the San Luis Reservoir would be expected to receive 75% of its historical usage. To Coalinga, staff anticipate this would represent approximately 37% more water than what the City would use in a typical wet water year. With this information the City Council has requested that the City end the water emergency and return the City back to standard conservation (stage 1) allowance.

Although the City is expecting 75% of its historical use from USBR, as of writing this report (3/7/2023) staff has not received the City's official allocation letter. Staff will update the City Council at the meeting so that a formal decision may be made at that time to adopt said resolution to end the water emergency or to continue this action until a formal letter is received from USBR.

As the water emergency ends by the repealing of Resolution No. 4108, the City will return to Stage I, Standard Conservation:

The following restrictions shall be applicable throughout the year unless the City Council determines that an increased conservation effort shall be implemented (stage 2 or 3):

- There shall be no hose washing of sidewalks, walkways, driveways, parking areas, patios, porches or verandas.

- No water shall be used to clean, fill, operate or maintain levels in decorative fountains unless such water is part of a recirculation system.
- No water customer shall permit water to leak on his or her premises. Such leak shall be repaired in a timely manner after written notification by the City, but in no case in excess of seventy-two (72) hours after notification.

Designated times and days of irrigation:

- No water customer shall sprinkle, water, or irrigate any shrubbery, trees, lawns, grass, groundcovers, plants, vines, gardens, vegetables, flowers, or any other landscaped or vegetated areas between the hours of 10:00 a.m. and 6:00 p.m. This provision shall not apply to equestrian and livestock businesses, dairies, nurseries, athletic fields, golf courses, or other water dependent industries.
- The use of a hand held hose with a shut-off valve shall be permitted at any time.
- The use of water from fire hydrants shall be limited to fire fighting and related activities necessary to maintain the public health, safety, and welfare. An exception may be made for construction use through a proper city-designated meter where recycled water is not available.

All penalties will revert back to Section 6-4C.09 for penalties that were in effect before the proclamation of water emergency was made.

In addition, Resolution No. 4147, will repeal Resolution No. 4112, which created a moratorium on the construction of new swimming pools in the City.

IV. ALTERNATIVES:

- Do not adopt Resolution No. 4147 and continue to the water conservation emergency and water shortage restrictions.

V. FISCAL IMPACT:

The City will have the ability to sell more water with less restrictions thus providing additional revenue to the water fund.

ATTACHMENTS:

File Name	Description
RESO#4147_Repealing_RESO#4108___4112_Ending_Water_Emergency___Pool_Moratorium_031623.pdf	Resolution Repealing Emergency Proclamation

RESOLUTION NO. 4147

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA ENDING THE PROCLAIMED WATER CONSERVATION EMERGENCY, ELIMINATING THE EMERGENCY WATER SHORTAGE REGULATIONS, AND REMOVING THE POOL MORATORIUM

WHEREAS, California had experienced its second consecutive year of dry conditions, resulting in drought conditions throughout most of the State, worse than the drought of 2015; and

WHEREAS, USBR notified the City on May 18, 2022, that the City must decrease its water usage to Public Health and Safety (PHS) needs only, effective April 1, 2022; and

WHEREAS, On July 1, 2021 the City Council proclaimed a Water Conservation Emergency is hereby proclaimed for the City of Coalinga until the City at a future date determines the water emergency is over and continued the water conservation emergency on August 4, 2022 until repealed by resolution;

WHERAS, California experienced a very wet winter leading to increasing water supply which in turn has led to the USBR announcing the City of Coalinga will be receiving 75% of historical use for the 23/24 water year beginning March 1, 2023.

WHEREAS, the City Council has determined that extreme conservation does not need to continue in the 23/24 water year; and

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

1. The Water Conservation Emergency Proclamation, Resolution No. 4108 is hereby **repealed** ending the water emergency for the City of Coalinga for the 23/24 water year including the additional water restrictions imposed within exhibit "A" of Resolution No. 4108; and,

2. The City hereby ends the additional water restrictions and penalties beyond those provided in Section 6-4C.07 of the City's Municipal Code per Exhibit "A" in Resolution No. 4108. The City shall revert back to Stage I – Standard Water Conservation; and

3. Resolution No. 4112 establishing a pool moratorium is hereby **repealed**.

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The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on the **16th day of March 2023**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

_____

Mayor/Mayor Pro-Tem

ATTEST:

_____

City Clerk/Deputy City Clerk

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

Subject:	Adopt Resolution No. 4145 Approving the 2022 General Plan Progress Report
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

Adopt Resolution No. 4145 accepting the 2022 General Plan Progress Report and further direct staff to submit the report to the Governor's Office of Planning and Research and the Housing Community Development Department in accordance with Government Code Section 65400(b)(1).

II. BACKGROUND:

Government Code Section 65400(b)(1) mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and progress in its implementation (the "Progress Report"). A copy of this Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

The intent of this statute is to ensure that the general plan directs all land use decisions and remains an effective guide for future development. Because the role of the general plan is to act as a "constitution" for the long-term physical development of a community and because it is required to be updated periodically to reflect current circumstances, it is critical that local planning agencies periodically review the general plan and its implementation. The Progress Report is a tool for monitoring this.

The Progress Report is useful to OPR in a number of ways. The report provides information that allows OPR to monitor local planning activities and to identify trends in land use planning and decision making throughout the State of California. This information is critical to OPR to serve in its capacity as the statewide planning agency.

On March 14, 2023 the Planning Commission, at their regular meeting, recommended approval by the City Council.

III. DISCUSSION:

The attached General Plan Annual Progress Report has been prepared in accordance with the suggested Guidelines issued by the Office of Planning and Research.

IV. ALTERNATIVES:

- **None.** The General Plan Progress Report is required. Failure to submit the General Plan

Annual Progress Report to the Office of Planning and Research could limit the City's ability to apply for and be issued grants and/or funding for projects administered by the State Housing and Community Development Department including but not limited to the Community Development Block Grant Program.

V. FISCAL IMPACT:

None

ATTACHMENTS:

File Name	Description
City_Council_Resolution_No._4145.docx	Resolution 4145 - 2022 General Plan Progress Report

RESOLUTION NO. 4145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA APPROVING THE 2022 ANNUAL PROGRESS REPORT ON THE IMPLEMENTATION OF THE GENERAL PLAN

WHEREAS, the State of California requires non-charter cities and counties to have adopted General Plans to provide guidance and direction for development activities; and,

WHEREAS, the City of Coalinga's current General Plan was adopted on July 2, 2009; and,

WHEREAS, the Housing Element is one of seven mandatory elements of a General Plan required by the State of California; and,

WHEREAS, the Housing Element must be updated every eight years and reviewed for consistency with the State Department of Housing and Community Development; and,

WHEREAS, California Government Code section 65400 mandates that cities submit an Annual Progress Report on the status of the General Plan and its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD); and,

WHEREAS, the Annual Progress Report is required to include: a) The state of the Plan and the progress of its implementation; b) the progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement and development of housing; and c) the degree to which the General Plan complies with the Guidelines established by OPR; and,

WHEREAS, the City has prepared its 2022 Annual Progress Report, attached hereto as Exhibit A, in accordance with the Guidelines adopted by OPR.

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

SECTION 1. That the City of Coalinga has completed the 2022 Annual Progress Report as required by California Government Code section 65400.

SECTION 2. That the 2022 Annual Progress Report provided herein as Exhibit "A" is found to be consistent with the suggested content by the State Guidelines and is hereby accepted.

SECTION 3. That the Community Development Director is hereby authorized and directed to submit the 2022 Annual Progress Report to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

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PASSED AND ADOPTED by the City Council of the City of Coalinga at a regular meeting held on the 16th day of March 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

_____
Honorable Mayor/Mayor Pro-Tem

_____
City Clerk/Deputy City Clerk
~~~~~~~~~~~~~~~~~~~~~~~~~~

EXHIBIT “A” – 2022 General plan Progress Report

ANNUAL PROGRESS REPORT
Coalinga General Plan and Housing Element

CITY OF COALINGA

The Sunny Side of the Valley

REPORTING PERIOD: Calendar Year 2022

(In Accordance with Government Code Section 65400)

INTRODUCTION

This report is intended to comply with the requirements of Government Code Section 65400 for the completion of an annual General Plan Progress Report. This report identifies the status of the City's General Plan and its progress in its implementation. This report represents the Community Development activity for planning year 2022.

The City of Coalinga City Council took action to adopt this report on March 16, 2023 at a regularly scheduled meeting.

Following the presentation of the report, the City Council accepted the report and authorized the Assistant City Manager to forward the report and minutes indicating acceptance to the Office of Planning and Research and the California Department of Housing and Community Development.

COMPREHENSIVE GENERAL PLAN UPDATE 2025

The City adopted its Comprehensive Update to its General Plan (2005-2025) in July of 2009. The update included a full update to the Land Use, Open Space, Safety/Noise, Circulation, and Public Facilities Elements. In 2012 the City completed its comprehensive zoning ordinance update to be in conformity with the recently adopted General Plan. In 2012 the City of Coalinga secured a Sustainable Communities Prop 84 Grant and worked in 2013 to produce an administrative draft and adopted the comprehensive update on September 5, 2014.

The City of Coalinga continues to actively implement the policies of the General Plan including the goals, policies and programs of the Housing Element. The following represents the progress the City has made towards implementing the General Plan and Housing Element during the Calendar Year 2022 reporting period. The information to follow is organized to correspond with the elements of the Coalinga General Plan.

LAND USE ELEMENT

AMENDMENTS

There were no amendments to the Land Use Element during Calendar Year 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE LAND USE ELEMENT

- The City is working to secure funding to update various sections of the land use element to reflect the current polices and direction the City of Coalinga is moving.

- Staff is continuing to update zoning regulations to ensure consistency with the General Plan and its land use policies and implementation measures. The city will be continuing its 5-year code amendment to review and update the City's zoning code as needed.

OPEN SPACE AND CONSERVATION ELEMENT

AMENDMENTS

There were no amendments to the Open Space and Conservation Element during 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE OPEN SPACE AND CONSERVATION ELEMENT

- The zoning codes open space regulations provide for both private and public projects *(OSC1-2.2).*

- The new zoning code included Development and Implementation of a Resource Extraction Overlay District *(Goal OSC-4)*.

CIRCULATION ELEMENT

AMENDMENTS

There were no amendments to the Circulation Element during Calendar year 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE CIRCULATION ELEMENT

- **Cambridge Ave Signalization – COMPLETE**
  The city was awarded a Highway Safety Improvement Grant (HSIP) to signalize the intersections of Elm and Cambridge. This project is expected to increase safety for pedestrians as well as control congestion during peak traffic time frames. Project was under construction in 2021/2022 and was completed in Spring of 2022.

- **Various ADA Improvements in the Downtown District and Neighborhoods – ON GOING**

  The City Council has shown continued commitment to a bi-annual ADA improvement program in order to improve accessibility within the commercial core of the City. The improvements include new sidewalks where none exist, curb ramps and alley approaches. The council has made a commitment to the community on a bi-annual basis to budget $100,000 towards the implementation of the City's ADA transition plan. In addition the City has hired precision concrete cutting to shave down all trip hazards on sidewalks throughout the City.

- **Polk Street Phase 2 Rehabilitation – COMPLETE**
  The City rehabilitated Polk street with new paving, pedestrian crossings (w/ RRFB's). This project was completed in 2022.

- **Various Maintenance Projects – ONGOING**
  The City is continuing its efforts maintain a reliable circulation system within the City by focusing efforts towards street maintenance and rehabilitation (overlay, reconstruction, sidewalks, lighting and cross walks (RRFB's). Sources of funding come from, local street funds, tax measures, SB1 and Federal and State grants.

Active Transportation Plan

In 2017 the City approved an Active Transportation Plan (ATP) to further the goals, polices and implementation measures of the General Plan. The Coalinga Active Transportation Plan provides a strategy for the development of a comprehensive bicycling and walking network throughout Coalinga, as well as strategy for support facilities and education, encouragement, enforcement, and evaluation programs. It includes a Trails Master Plan that provides a strategy for the development of Class I shared-use paths or trails in and surrounding Coalinga. The Safe Routes to School Plan provides a strategy for the City and Coalinga-Huron School District to partner and provide safer and accessible routes to and from school for all travel modes, focusing on walking and bicycling, through a series of project and programmatic recommendations.

The City is participating with the Fresno Council of Governments in the 5-Year regional active transportation plan update on in ATP in the coming year.

Active Transportation Projects

- Multi-Use Trails Projects (ATP Cycle 4 & CMAQ). The City applied and was awarded funds for segments 1, 2, 13 and 14 and a portion of segments 3, 4 and 9 of the multi-use trails master plan for walking and biking to provide alternative forms of transportation and recreation for the community. These projects have funding authorization and environmental has been certified for both and are now entering the right-of-way and design phase of the project funding. These projects are funded through the State of CA Active Transportation Program and CMAQ program funds.

All of the proposed street improvements projected in the upcoming year will help meet the goal of providing a balanced, safe and efficient circulation system that includes cars, public transportation, bicycles and pedestrians with the mind set of anticipated growth (*Goal C1*).

These transportation projects also help in maintaining and improving the City's existing circulation and transportation facilities. Through the budget process and street maintenance planning, the City has been able to identify the necessary improvements within the planning area that will have the highest level of impact.

The City currently uses Streetsaver to monitor and select appropriate treatments for the City streets in an effort to maximize funding sources available for street maintenance projects.

SAFETY, AIR QUALITY AND NOISE ELEMENT

AMENDMENTS

There were no amendments to the Safety, Air Quality and Noise Element during Calendar year 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE SAFETY, AIR QUALITY, AND NOISE ELEMENT

Noise

- Due to the nature of the guiding and implementing policies of the Noise Element, efforts to implement this Element of the General Plan are on-going in nature. Projects are reviewed on a case-by-case basis for adverse noise impacts to the environment and sensitive receptors.

- Performance Standards have been included into the new zoning ordinance to address noise related impacts due to new development such as noise or acoustical studies, sound walls, and other attenuation measures. The City will be soon undertaking a review of its noise standards and update them to have a more clear and concise standard when reviewing projects. Currently the City, absent of strict guidelines, relies on the use of the state model noise standards.

- When projects are brought before the City, staff carefully reviews projects for potential noise impacts to surrounding properties.

Safety

- All new construction and certain building renovations are reviewed for compliance with the Uniform Building Code for seismic safety.

- The City continues to participate in the Federal Emergency Management Agency's (FEMA) flood insurance program.

PUBLIC FACILITIES AND SERVICES ELEMENT

AMENDMENTS

There were no amendments to the Public Facilities and Services Element during Calendar year 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE PUBLIC FACILITIES AND SERVICES ELEMENT

Schools

- In 2022, the City continued to work with developers and property owners to ensure that adequate sites are reserved to meet the Coalinga Huron Unified School District's projected demand for future school uses. The School District has been improving school facilities based on their approved bond in 2021.

- In 2022, the City continued to collect school fees upon issuance of building permits for development projects in accordance with State law.

Utilities

- In 2022, the City continued to work closely with project applicants and service utilities to ensure that there is adequate capacity to serve all new and existing areas of Coalinga.

- The City of Coalinga raised water and sewer rates in order to increase revenues to support the ongoing water and sewer operations of the City including the issuance of a $7M Water and Wastewater Bond for major improvements to the City's infrastructure. These projects are currently underway and several are expected to be under construction in FY23/24.

- The City has approved, maintained and implemented the following utility master plans in order to guide and ensure the capacity to serve new growth area identified by the General Plan:
    a. Wastewater Master Plan, Water Master Plan, Storm Water Master Plan, Natural Gas Master Plan

- The City of Coalinga is currently working on several water and sewer infrastructure projects to enhance the reliability of the City's wastewater and water treatment facilities including its distribution and collection systems.

HOUSING ELEMENT

AMENDMENTS

There were no amendments to the Housing Element during Calendar Year 2022.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE HOUSING ELEMENT

Cycle 5 Housing Element 2015-2023 (GPA) - Complete

The City of Coalinga collaborated with (12) twelve Fresno County Jurisdictions to develop a Multi-Jurisdictional Housing Element which served as the regional housing document that effectively acts as the State-mandated housing element for all participating jurisdictions. Participating jurisdictions included Fresno County, Clovis, Coalinga, Fowler, Huron, Kerman Kingsburg, Mendota, Parlier, Reedley, San Joaquin, Sanger, and Selma.

The Multi-Jurisdictional Housing Element was a single document, made up of two sections: 1) the main body, which described demographics, housing needs, resources, and constraints at a regional level and included goals and policies common to all participating jurisdictions; and 2) individual appendices, which contained details for each jurisdiction (i.e., sites inventory, governmental constraints, evaluation of existing Housing Element) and individual implementation programs for Coalinga.

- In 2016, the City of Coalinga adopted its Housing Element and is currently HCD Compliant. Pursuant to Government Code Section 65400, the City Council is required to prepare an annual report on the status and progress in implementing the City's housing element using forms and definitions adopted by the Department of Housing and Community Development. The housing report will be completed and submitted via electronic transmission at HCD's website.

- The City completed the RHNA Process and submitted its methodology to HCD in 2021 with the anticipation of undertaking a second Multi-Jurisdictional Housing Element for Cycle 6.

Cycle 6 Housing Element 2024-2032 (GPA) - Ongoing

In 2022 the City of Coalinga began collaborating with (12) twelve Fresno County Jurisdictions to develop its second Multi-Jurisdictional Housing Element for cycle 6, which will serve as the regional housing document and effectively acts as the State-mandated housing element for all participating jurisdictions.

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

Subject:	Authorize Staff to Purchase Water Efficient/Water Saving Shower Fixtures for Distribution to Citizens on a First Come First Serve Basis
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Larry Miller, Public Works & Utilities Coordinator

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I. RECOMMENDATION:

It is staff's recommendation to authorize the purchase of 70 valves and 30 water efficient shower heads.

II. BACKGROUND:

During the March 2nd City Council Meeting, Councilman Vosburg requested a Future Agenda item to purchase water saving shower fixtures and distribute them to citizens on a first come first serve basis.

It was requested that staff investigate buying in bulk and providing for 70 shower heads with an on/off feature and 30 valves which could accommodate any shower fixture.

III. DISCUSSION:

Unfortunately, staff was unable to source any shower heads with an on/off feature in bulk from a reputable dealer. However, reputable dealers were found for simple on/off valves and water efficient "WaterSense" certified shower heads. These are the products that Staff has found:

Water Sense Shower Head
https://www.build.com/proflo-pfsh304g/s1541870?uid=4286431&searchId=LMsuz0WJig

Valve
https://www.build.com/proflo-pfsass01/s1541879?uid=4286514

IV. ALTERNATIVES:

- Purchase a different number of valves/shower heads at the discretion of the council.
- Attempt to source different products.

V. FISCAL IMPACT:

The total cost would be $1,384.57 with tax and shipping included. This would be an unbudgeted purchase from the Water Distribution fund. Here is the cost breakdown:

- 70 Valves – $662.20 ($9.46/ea)
- 30 Showerheads - $620.10 ($20.67/ea)
- Tax – $102.27
- Shipping - Free

ATTACHMENTS:

File Name	Description

No Attachments Available

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

Subject:	Authorize Purchase of a new Dump Truck for Public Works
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

Staff is requesting Council's authorization to purchase a new dump truck for the Public Works Department in the amount not to exceed $125,000.

II. BACKGROUND:

The City of Coalinga Public Works Department currently has two dump trucks where one is not in operation. The oldest truck is a 1988 Ford Dump truck which is in inoperable condition at this time. It needs new tires, a new carburetor, leaks fuel, has a bad battery, and wont pass smog. This vehicle is well past its useful life to be apart of the public work fleet.
The other dump truck that we still use is a 2004 Ford 650 which will plan to stay in operation.

Staff has been calling several dealers who may have dump trucks and after several contacts, the Public Work Supervisor was able to locate a dump truck in Salinas who has a god inventory and available for sale. Due to ongoing supply issues staff recommends moving on this purchase asap.

III. DISCUSSION:

With the recent purchase of the small paving machine Public Works is not only in need of an additional dump truck to preform paving jobs, but they are in need of a reliable truck when there are events such as water, sewer and gas leaks to move material to the sites.

The truck that is being proposed to be purchased in a 2023 Ford F-650 6.7 Diesel 5/7yd Dump Truck, Power Group, Keyless Entry, 5/7yd Enoven Beau-Roc Dump Body, PTO Driven Hoist, 36" Under Box, Pintal & STD Hitch, And Tarp.

Staff has attached the proposal, invoice and pictures of the truck.

IV. ALTERNATIVES:

- Do not authorize staff to purchase a new dump truck.

V. FISCAL IMPACT:

The invoice cost for the dump truck is $119,384.15 and is a budgeted item for FY23. Funds will come from

the major machinery and equipment account of the water, sewer and gas enterprise funds. There will be some additional outfitting equipment and badging that the truck will need which is the reason for the 125,000.00 total request.

ATTACHMENTS:

File Name	Description
F650_DUMP_TRUCK_SCELZI_CITY_OF_COALINGA_Total_Invoice.pdf	Invoice with Total
proposal_(31)CITY_OF_COALINGA_F650_DUMP_TRUCK.pdf	Specifications
Truck_Pictures.pdf	Dump Truck Photos

Quote Worksheet | uTil | eXit

Quote Wkst-P Coalinga,City of

Quote Worksheet

1.	Contract Date:	03/06/23		Quote No.:	7945	
2.	(W)Bank:	CASH	18.	(W)ServiceContract:		
3.	L, F Name:	City of Coalinga	19.	(W)GAP Protection:		
4.	(W)City/County/Zip:		20.	(W)PPM Plan:		
5.	Stock Number:	FT6830	21.	APR="0":		
6.	M.S.R.P.:	$ 111,134.00	22.	Term="0":		
7.	SELLING PRICE:	$ 107,695.00	23.	SalesTax %/Amt:	9.2500%	$ 9,969.65
8.	(W)AfterSale/We-Owes:					
9.	Customer Cash Down:		24.	DaysTo/1stPmtDate:	03/07/23	
10.	(W)Deferred Payment:		25.	**PAYMENT**=====>>:	$ 119,384.15	
11.	(W)Rebate(s):					
12.	(W)Trade(s) 1 & 2:			Sale Subtotal:	$ 107,695.00	
	Total Down:			Total Financed:	$ 119,384.15	
13.	DOC Fee:	$ 85.00		Finance Charge:		
14.	CA Tire Fee:	$ 10.50		Total Other Charges:		
15.	DMV(F5=RS/F7=FEES)	: $ 1,591.00		Total of Payments:	$ 119,384.15	
16.	(W)Smog/GVW Fees:	$ 546.00		Deferred Price:		
17.	(W)Total Fees	$ 1,719.50		Unpaid Balance:	$ 119,384.15	

Command Window

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->

P.O. Number	Terms	Rep	Delivery Date	Via	F.O.B.	Work Order
	Net 10	RD/JP	10/26/2022	WILL CALL	ORIGIN	240890

Model	DUMP	Serial	102274400	VIN	PDF09385 P

Qty	Item Code	Description
		LED BODY RAISED WARNING LIGHT, BODY PROP, INSIDE CAB CONTROL
		ABOVE EQUIPMENT INSTALLED ON CUSTOMER CHASSIS W/84"
		1EA - SINGLE CENTER DITCH GATE
		1EA - 580 PREMIER PINTLE HITCH WITH 3/4" BUCK PLATE (NON-AIR) WITH (2EA) "D" RINGS
		1EA - CLASS 5 RECEIVER HITCH MOUNTED BELOW PINTLE HITCH
		1EA - 7 PRONG FLAT RV PLUG #12707
1	TOOL BOX	48" X 18" X 18" UNDER BODY TOOL BOX FRAME MOUNTED AT FRONT ON DRIVER SIDE
1	HAZ MAT - HW...	HAZARDOUS WASTE DISPOSAL FEE
1	WEIGHT CERTI...	WEIGHT CERTIFICATE OF COMPLETED UNIT 13,460 LBS
1	FET - NON	VEHICLE 33000 LBS OR UNDER, NOT SUBJECT TO FET GVWR: 26,000
1	WILL CALL	CUSTOMER TO PICK-UP COMPLETED UNIT IN FRESNO, CA

Model	DUMP	Serial	102274400	VIN	PDF09385 P

Qty	Item Code	Description
1	TRUCK INFO	VIN#: 1FDNF6DE9PDF09385
		SERIAL#: 102274400
		KEY: W30
1	FB-DUMP-HOIST	10' SQUARE STYLE HIGH TENSILE
		CROSS-MEMBER DESIGN
		5-7 CUBIC YARD DUMP BODY
		SCELZI CS720DA SUB-FRAME UNDERBODY HOIST, 17.2 TON CAPACITY
		BODY: 10' LONG X 86" WIDE INSIDE X 24" SIDES X 32" TAILGATE X 36-40" BULKHEAD
		3/16" HIGH TENSILE FLOOR WITH BEVELED SIDE CORNERS
		10 GA. HI-TENSILE BULKHEAD (2 ROWS HORIZONTAL CORRUGATION)
		3/16" HI-TENSILE 6 PANEL TAILGATE, DOUBLE-ACTING ALL H.D HARDWARE
		10GA. HI-TEN SIDES
		4 FLANGE BOXED TOP RAIL ON SIDES
		DOUBLE WALL CONSTRUCTION
		SLOPED RUNNING BOARDS
		FULL DEPTH REAR CORNER POST
		4" CHANNEL CROSSBARS ON 12" CENTERS
		6" CHANNEL LONGS
		1/4 SIZE CAB SHIELD
		8" X 3/16" HIGH TENSILE SPREADER APRON
		LED LIGHT KIT, OVAL STOP & TURN
		MUD FLAPS REAR HINGED
		MANUALLY OPERATED TAILGATE LOCKS
		SCELZI SEMI-AUTOMATIC TARP SYSTEM WITH BLACK MESH TARP
		BACKUP ALARM (REQUIRED ON ALL DUMPS) STANDARD IS ECCO #510
		BODY PAINTED WHITE
		HOIST: SCELZI CS720DA SUB-FRAME UNDERBODY HOIST, CLASS 50
		17.2 TON CAPACITY AT 12" OVERHANG, FULL STEEL SUB-FRAME
		DOUBLE ACTING, POWER UP/DOWN, PTO AND DIRECT MOUNT PUMP
		HYDRAULIC OIL TANK WITH 8S-B SOLENOID OPERATED VALVE

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325



Client Proposal

Prepared by:
Leyton Felix
Office: 831-444-4485

Quote ID: F650SCZDMP

Date: 03/06/2023

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

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2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F6D	Base Vehicle Price (F6D)	$73,590.00
Engines		
99E	6.7L Power Stroke V8 Turbo Diesel - 300 HP @ 2500 RPM Includes Engine Exhaust Brake and manual regen capability. Torque: 725 ft.lbs. @ 1500 rpm. *Governed RPM: 3300. Includes CARB clean idle label - may be removed if un-necessary.*	$1,995.00
425	50-State Emissions	N/C
Transmissions		
44G	Ford TorqShift HD 6-Speed Automatic - Double Overdrive, WITH PTO Provision and Tow/Haul	STD
Front Wheels & Tires		
643	Wheels, Front 22.5x8.25 White Powder Coated Steel, 10-Hole *(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.*	STD
T2B	Tires, Front Two 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
Rear Wheels & Tires		
663	Wheels, Rear 22.5x8.25 White Powder Coated Steel, 10-Hole *(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims; with steel hubs.*	STD
R2B	Tires, Rear Four 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
Brakes		
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle (cont'd)

Code	Description	MSRP
	Full power with automatic adjustment, 4-channel ABS antilock brake system. Includes 12" x 3" (Bosch) DSSA type rear axle mounted parking brake, Orscheln lever control, right of driver and hand operated park brake lever.	
Front Axle and Suspension		
43A	8,500 lb. Cap. Non-Driving - Dana D-850F	STD
61B	Taper-Leaf Springs, Parabolic - 8,500 lb. Cap *2-leaf, 62" x 3.15". Also includes, standard duty, dual, double acting shock absorbers.*	STD
Rear Axle and Suspension		
472	17,500 lb. Single-Speed - Dana S17-140 *Single reduction with Gentech Quiet Gears and 190 wheel ends. NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.*	STD
68M	Multi-Leaf Springs - 19,000 lb. Cap *11-leaf. Includes 2,000 lb auxiliary springs for load stabilization.*	STD
X6D	6.50 Axle Ratio PRNDM/RNDM determined by Rear Axle Ratio and Tire Size.	N/C
Wheelbase		
158WB	158" Wheelbase/84" CA/49" AF/246" OAL	STD
Frame		
534	Single Channel - Straight 'C' 12.64 SM, 50,000 PSI *632,000 RBM. High strength low alloy steel; 10.125" x 3.062" x 0.312" (257.2mm x 77.8mm x 8.0mm).*	STD
765	Bumper, Front - Full Width, Chrome Plated Steel - (Included in (90E) Exterior Appearance Group)	$490.00
86C	Chrome Grille Surround - (Included in (90E) Exterior Appearance Group)	$245.00
Exhaust		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle (cont'd)

Code	Description	MSRP
91G	Under Cab, Right Side Outlet, Switchback-Style *Single, horizontal muffler, right side, under cab, outside of frame rail with rear discharge.*	STD

Fuel Tanks

65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD

Electrical / Alternator / Battery

STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included
55M	Jump Start Stud - Remote Mounted	$90.00
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box *12Volt, Motorcraft.*	STD
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined) *Includes sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps. Also includes 2 additional pass through wires to cab.*	$135.00

Seats

881	30/70 Fixed Driver & Fixed 2-Passenger Bench - Vinyl	$350.00

Cab Interior

600A	Preferred Equipment Package 600A *Includes:* *- Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals* *- Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals* *- Manual Regen Initiation - Driver Interface in Message Center* *- Engine Exhaust Brake* *- Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5* *- Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights* *- Tow Hooks, Front (2) - Frame-Mounted, Painted Black* *- Four Body Builder Switches - Mounted in Center Instrument Panel* *With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25.* *- Floor Covering - Black Vinyl* *- Intelligent Oil Life Monitor* *- Steering Column - Tilt / Telescoping* *- Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls*	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle (cont'd)

Code	Description	MSRP
90A	Appearance Group *Includes front-mounted overhead console with dual sunglass bins and integral front map reading lights.* *Includes:* *- Chrome Trimmed Air Registers w/Positive Shut-Off* *- Power Equipment Group - (Included in (90A) Appearance Group)* *Includes power front side windows, power door locks and door trim panel.*	$735.00
90P	Power Equipment Group - (Included in (90A) Appearance Group) *Includes power front side windows, power door locks and door trim panel.*	Included
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth	STD
17W	Wi-Fi 4G LTE Hotspot Delete	-$20.00
Cab Exterior		
54J	Mirrors, Dual - Rectangular, XL2020 - 102" Width *Integral spot mirror, sail type, manual fold, solid black finish.*	$30.00
Ship-Thru		
21A	Pre-Delivery Inspection Selection requires that you also choose either (314) or (31F) or (31V) to have the Inspection performed. Required with any final Ship-To that is not a dealer.	N/C
314	Ship-Thru - Manning MAY be selected w/o adding (21A). For MODIFICATIONS ONLY, Dealer must make arrangements directly with Manning (please use CVT Resources for add. Info).	$0.00
Miscellaneous		
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD
L23	Raw Material Surcharge	$0.00
Exterior Color		
YZ_01	Oxford White	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle (cont'd)

Code	Description	MSRP
Interior Color		
E_01	Gray	N/C
Upfit Options		
021	5/7 Dump Body Scelzi	$31,399.00

SUBTOTAL	$109,039.00
Fuel Charge (12)	$0.00
Destination Charge	$2,095.00
TOTAL	$111,134.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Leyton Felix
03/06/2023

Salinas Valley Ford Trucks | 1100 Auto Center Cir Salinas CA | 93907

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	
Base Vehicle Price	$73,590.00
Options	$4,050.00
Colors	$0.00
Upfitting	$31,399.00
Fleet Discount	$0.00
Fuel Charge (12)	$0.00
Destination Charge	$2,095.00
Subtotal	$111,134.00

Pre-Tax Adjustments

Code	Description	MSRP
0001	Fleet & SVF Discount	-$3,439.00

Fleet & SVF Discount

Total	$107,695.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

Major Equipment

(Based on selected options, shown at right)
6-speed automatic

Exterior: Oxford White
Interior: Gray

* Side assist steps
* White front wheels
* White rear wheels
* Steel rear wheels
* Disc rear wheel
* 22.5 x 8.25-inch front and dual rear wheels
* Front tires LT load rating: G
* English measure truck 279/82R22.5 AS BSW front and rear tires
* Overdrive transmission
* Lock-up transmission
* Transmission electronic control
* PTO transmission provision
* Alternator Amps: 200A
* Aluminized steel single exhaust
* Low-speed ABS traction control
* Battery rating: 1500CCA
* Dual lead acid battery
* Fuel/water separator
* Auxiliary power take-off
* Engine retarder system
* Steering wheel mounted audio controls
* Wireless audio streaming
* AM/FM stereo radio
* Seek scan
* Auxiliary input jack
* External memory control
* Vehicle body length: 246"
* Wheelbase: 158"
* Cab to axle: 84"
* Axle to end of frame: 49"
* Axle capacity rear: 17,500 lbs.
* Tire/wheel capacity rear: 23,360 lbs.
* Axle capacity front: 8,500 lbs.
* Spring rating front: 8,500 lbs.
* Standard ride suspension
* Dual electric horn
* Trip computer
* Manual folding door mirrors
* DRL preference setting
* Daytime running lights

As Configured Vehicle

	MSRP
STANDARD VEHICLE PRICE	$73,590.00
Preferred Equipment Package 600A	N/C
50-State Emissions	N/C
Ford TorqShift HD 6-Speed Automatic - Double Overdrive, WITH PTO Provision and Tow/Haul	STD
Wheels, Front 22.5x8.25 White Powder Coated Steel, 10-Hole	STD
Tires, Front Two 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
Wheels, Rear 22.5x8.25 White Powder Coated Steel, 10-Hole	STD
Tires, Rear Four 11R22.5G Goodyear Fuel Max RSA (497 rev/mile)	STD
Hydraulic Brake System - Bosch HydroMax w/Traction Control	STD
8,500 lb. Cap. Non-Driving - Dana D-850F	STD
Taper-Leaf Springs, Parabolic - 8,500 lb. Cap	STD
17,500 lb. Single-Speed - Dana S17-140	STD
Multi-Leaf Springs - 19,000 lb. Cap	STD
158" Wheelbase/84" CA/49" AF/246" OAL	STD
Single Channel - Straight 'C' 12.64 SM, 50,000 PSI	STD
Under Cab, Right Side Outlet, Switchback-Style	STD

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

Major Equipment

* Light tinted windows
* Speed sensitive wipers
* Manual climate control
* Folding driver seat back
* 4 driver seats way-direction
* Two person benchfront seat
* Low passenger seat back
* Manual fore/aft
* Front seat center armrest
* Carpet front seatback upholstery
* 4-wheel antilock (ABS) brakes
* Variable intermittent front windshield wipers
* Electronic stability control system
* Bucket driver seat
* Low driver seat back
* Manual fore/aft
* Fixed passenger seat back
* 4 passenger seats way-direction
* Driver seat armrest
* Vinyl front seat upholstery
* Hydraulic disc brakes
* Hill start assist

Fuel Economy

City
N/A



Hwy
N/A

As Configured Vehicle

MSRP

Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD
12 Gal. Single Tank Fuel Fill. Mandatory Charge Applied, Based On Tank Selection	$0.00
Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included
Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box	STD
Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth	STD
Paint Type - Environmentally Friendly, "3 - Wet System"	STD
Raw Material Surcharge	$0.00
Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals	Included
Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals	Included
Manual Regen Initiation - Driver Interface in Message Center	Included
Engine Exhaust Brake	Included
Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights	Included
Tow Hooks, Front (2) - Frame-Mounted, Painted Black	Included
Four Body Builder Switches - Mounted in Center Instrument Panel	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle

	MSRP
Floor Covering - Black Vinyl	Included
Intelligent Oil Life Monitor	Included
Steering Column - Tilt / Telescoping	Included
Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls	Included
6.7L Power Stroke V8 Turbo Diesel - 300 HP @ 2500 RPM	$1,995.00
30/70 Fixed Driver & Fixed 2-Passenger Bench - Vinyl	$350.00
Mirrors, Dual - Rectangular, XL2020 - 102" Width	$30.00
Oxford White	N/C
6.50 Axle Ratio	N/C
Wi-Fi 4G LTE Hotspot Delete	-$20.00
Pre-Delivery Inspection	N/C
Ship-Thru - Manning	$0.00
Jump Start Stud - Remote Mounted	$90.00
Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined)	$135.00
Bumper, Front - Full Width, Chrome Plated Steel - (Included in (90E) Exterior Appearance Group)	$490.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Leyton Felix
03/06/2023

Salinas Valley Ford Trucks | 1100 Auto Center Cir Salinas CA | 93907

2023 F-650 Diesel Regular Cab Base (F6D)

Price Level: 325 | Quote ID: F650SCZDMP

As Configured Vehicle	MSRP
Chrome Grille Surround - (Included in (90E) Exterior Appearance Group)	$245.00
Appearance Group	$735.00
Chrome Trimmed Air Registers w/Positive Shut-Off	Included
Power Equipment Group - (Included in (90A) Appearance Group)	Included
Gray	N/C
SUBTOTAL	$77,640.00
Destination Charge	$2,095.00
TOTAL	**$79,735.00**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.






SALINAS VALLEY


SUPER DUTY

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

Subject:	Approve Sole Source Purchase from Air Exchange to Install Plymovent Diesel Exhaust System at the Fire Department
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Greg DuPuis, Fire Chief

I. RECOMMENDATION:

City Manager and Fire Chief recommend to approve the sole source purchase from Air Exchange to install Plymovent Diesel Exhaust System at the Fire Department.

II. BACKGROUND:

Mayor Horn requested a quote to have a diesel exhaust system installed at the Fire Department for the March 2nd Council Meeting. At that meeting, Councilman Hedgecock requested the item be brought back on the March 16th meeting for consideration to purchase. This would be a new install as the Fire Department does not have any diesel exhaust system.

III. DISCUSSION:

Diesel exhaust systems are designed to remove 100% of the carcinogens and toxic byproducts of combustion. Diesel exhaust systems capture the airborne particles at the source, prior to them spreading in the local environment.

According to the California Department of Health Services, long term exposure to diesel exhaust particles pose the highest long term risk of any toxic air contaminant. Diesel exhaust, including that produced by fire apparatus, is known to contain the following harmful toxins: nitrogen oxides, sulfur oxides, carbon monoxide, and aromatic hydrocarbons, among other related health hazards. Diesel exhaust is classified as a carcinogen to humans and long term exposure leads to increased risk for lung cancer, asthma, risk of allergies and immune system complications.

Staff contacted multiple fire departments within Fresno County and discovered that Plymovent Diesel Exhaust System was used by the majority and that Air Exchange, Inc was the sole source provider on the west coast.

IV. ALTERNATIVES:

1. Do not approve the purchase.

V. FISCAL IMPACT:

This is an unbudgeted item and would have a fiscal impact to the General Fund of 85,099.18. However, the Fire Department, at the April 21, 2022, Council Meeting, was allotted $100,000 to upgrade our station alerting

system from ARPA funds. Staff has been researching that item and has determined that project could be done for approximately $25,000 leaving $75,000 remaining. This would leave approximately $10,000 needed from the General Fund to fund the diesel exhaust system. The Fire Department has the funds available in 101-416-98040 (Major Machinery & Equipment) to cover the difference without resulting in a budget shortfall.

ATTACHMENTS:

File Name	Description
Coalinga_Plymovent_System_1-24-23.pdf	Plymovent Exhaust Quote
Plymovent-SoleSourceLetter.pdf	Sole Source Letter

AIR EXCHANGE, INC.

The Clean Air Specialists

495-A Edison Ct.
Fairfield, CA 94534
DIR# 1000011166
CA Contractors Lic. 664135
Phone: 800-300-2945
Email: ckoss@airexchange.com

Proposal submitted to:	Coalinga FD	Phone 559-935-1652	Date 1/24/2023
Street	300 W. Elm Ave.	Application Engineer	**Chris Koss**
City, State and Zip Code	Coalinga, CA 93210	Job Location	**Same**
Customer Representative	**Stephen Hein**	Title:	Cell: 707-567-6928

Thank you for allowing Air Exchange, Inc. the opportunity to provide the following quotation to you.

SCOPE OF WORK: Supply and Install Plymovent Diesel Exhaust Removal System.

Seven (7)	Plymovent SBTA-21-MAG, Back-In Track System, 19' Track, 1 Hose.	$ 30,499.00
One (1)	Plymovent TEV Fan, 10HP, 208/230V, 3 Phase with TEFC Motor.	$ 4,833.00
One (1)	Plymovent Control Panel, 10HP, 208/230V, 3 Phase.	$ 1,980.00
Lot	Ducting, Supports, Wireless Sensor System and Installation Materials.	$ 7,308.00
	Complete turnkey installation.	

Materials:	$ 44,620.00
(Est.) Freight:	$ 3,000.00
Lifts:	$ 1,480.00
8.98% Sales Tax:	$ 4,409.18
(7) Tailpipe Modifications:	$ 2,470.00
Electrical:	$ 4,100.00
Labor:	$ 25,020.00
TOTAL:	$ 85,099.18

Notes:
Terms and conditions attached.
Sales tax based on current rates. Actual rates in effect at billing.
Freight will be pre-paid and freight bills will accompany invoice.
Electrical cost based on breaker panel being sufficient.

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Equipment due net 30 after delivery, balance due net 30 after completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation Insurance.

Authorized Signature: _____

CHRIS KOSS
PROJECT MANAGER

Note: This proposal may be with-drawn by us if not accepted within 45 days.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

495-A Edison Ct.
Fairfield, CA 94534

DIR# 1000011166
CA Contractors Lic. 664135

Phone: 800-300-2945
Email: ckoss@airexchange.com

PROJECT PROPOSED: Coalinga FD - Plymovent System

EXCLUSIONS TO THE PROJECT PROPOSED:

1. Permits and fees of any kind are not included in this proposal; including but not limited to, any pertinent load calculations; technical drawings, submittals, shop drawings and permit drawings of any kind. Should any of these items be required, a separate quote will be required.

2. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.

3. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (I.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.

5. Payments terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to by fully executed before revised terms will be accepted.

6. Freight is not included, unless indicated on Page 1 of 2 of the proposal. Please provide preferred carrier. If you authorize, Air Exchange, Inc. will pay for freight charges and invoice you, but you must include this provision in your purchase order to Air Exchange, Inc.

PLYMOVENT®
clean air at work

January 6, 2023

To Whom It May Concern,

The purpose of this letter is to confirm that Air Exchange is the exclusive dealer of Plymovent vehicle exhaust extraction systems in the states of Alaska (fire), Nevada (vex & fire), Oregon (fire), Washington (fire), for all the zip codes inclusive of 900-918; 923-935; 936-966 in California (vex & fire), and 835-838 in Idaho (fire). As the only Plymovent dealer in these territories, Air Exchange is in good standing and has the exclusive rights to sell, install and service our vehicle exhaust extraction systems.

Since 1975, Plymovent has created products that provide a safe and healthy work environment. Together with our nationwide dealer network, Plymovent continuously strives to design and engineer products that meet or exceed our customers' expectations and needs.

If you have any questions, please do not hesitate to contact me.

Kindest regards,
PLYMOVENT CORP.

Brad Pitzl
President/General Manager

PLYMOVENT CORP.
5 Corporate Drive
Cranbury, NJ 08512
T +1 800 644 0911
T +1 609 395 3500
F +1 609 655 0569
E info.usa@plymovent.com

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

Subject:	Approve Comprehensive Fee Schedule for the Consumer Price Index (CPI) Update effective January 1, 2023
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Mai Vang, Financial Services Director

I. RECOMMENDATION:

Financial Services Director and City Manager recommend the approval of the Comprehensive Fee Schedule for the annual consumer price index (CPI) update effective January 1, 2023 as approved by Resolution No. 3789 on January 4, 2018 for development and other miscellaneous services.

II. BACKGROUND:

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

Proposition 4, 13, 26, and 218 have placed both substantive and procedural limits on cities' ability to impose fees and charges. Collectively these constitutional amendments provide safeguards against taxes being imposed with a vote of the people.

Proposition 26 contains a more general articulation of the cost of service principle which includes a requirement that the local government bear the burden of proof that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to recover the reasonable costs of the government activity, and that the manner in which those costs are allocated to a customer bear a fair or reasonable relationship to the customer's burden on, or benefits received from, the governmental activity.

In 2017, a service cost study was performed by Willdan. The intent of the study was to determine the following in regard to those services:

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

The primary purpose of this review was to fairly and equitably set fees for the costs of providing such essential services to the individuals or organizations operating within the city proper. The goal is to neither make a profit on nay service, nor unintentionally subsidize any fee-oriented area. The fee only applies to the individuals or organizations who requested for the service, as opposed to the public at large. It is generally accepted that recovery of costs should be in directly proportion to the individual/specific gain for services received. For example, private development activity that benefits specific individuals generally is expected to pay fees that reflect 100% cost recovery. There are circumstances and programs which typically justify a subsidy such as youth, senior, and library services. The cost of these services is subsidized while the user receives benefits for which he or she does not fully pay.

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

III. DISCUSSION:

Resolution No. 3789 passed on January 4, 2018 provided authorization to the City to adjust the fees based on the San Francisco area annual consumer price index (CPI) annually every January 1st. Since the annual CPI factor for the prior year is not available until the middle of January, staff is requesting to use the annualized CPI factor between the months of October to October to become effective every January 1st. The CPI factor used for the 2023 Fee update is 6% increase over October 2021 to October 2022 for Administrative and Airport fees. All other fees received 0% increase.

IV. ALTERNATIVES:

Not approve the fee schedule.

V. FISCAL IMPACT:

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

ATTACHMENTS:

File Name	Description
20230307_-_Coalinga_UF_vCPI_Change_v3.pdf	Master Fee Schedule for 2023

Admin

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 6.0%
Admin	Copy Fee			**$0.25**	**$0.26**	**$0.27**	**$0.27**	**$0.28**	**$0.30**
Admin	FPCC Copy Fee			**$0.10**	**$0.10**	**$0.10**	**$0.10**	**$0.10**	**$0.10**
Admin	Research Fee			**Actual Cost**	**Actual Cost**	**Actual Cost**	**Actual Cost**	**Actual Cost**	**Actual Cost**
Admin	Public Records Search	per page	When allowable per CPRA	**$0.25 plus staff time including City Attorney**	**$0.26 plus staff time including City Attorney**	**$0.27 plus staff time including City Attorney**	**$0.27 plus staff time including City Attorney**	**$0.27 plus staff time including City Attorney**	**$0.27 plus staff time including City Attorney**

CPI Increase Oct 2021 to Oct 2022

Airport

Fee Group	Fee Description	Unit	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 6.0%
	Tiedown Fee	per day	**$7.00**	**$7.00**	**$7.00**	**$7.00**	**$7.00**	**$8.00**
	Tiedown Fee	per month	**$30.00**	**$31.00**	**$32.00**	**$32.00**	**$34.00**	**$36.00**
	Vehicle Parking	per day	**$7.00**	**$7.00**	**$7.00**	**$7.00**	**$7.00**	**$8.00**
	Vehicle Parking	per month	**$30.00**	**$31.00**	**$32.00**	**$32.00**	**$34.00**	**$36.00**
	Hanger Lease	per month	**$115.00**	**$119.00**	**$123.00**	**$124.00**	**$129.00**	**$137.00**
	Film Fee - Minimum cost for use of the Airport Facility	per day	**$1,500.00**	**$1,559.00**	**$1,606.00**	**$1,624.00**	**$1,686.00**	**$1,787.00**
	Film Fee - Nominal water, power & sewer	per day	**$50.00**	**$52.00**	**$54.00**	**$55.00**	**$57.00**	**$60.00**
	Film Fee - Staff time	per hour	**$38.15**	**$40.00**	**$41.00**	**$41.00**	**$43.00**	**$46.00**

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

CPI Increase Oct 2021 to Oct 2022

Building

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Building Permit Issuance Fees	Plan Check Fee		of Building Permit Fee	NA	NA	NA	NA	NA	NA
Building Permit Issuance Fees	Re-Roof with Sheathing (up to 2,300 square feet)			$106.00	$110.00	$113.00	$114.00	$119.00	$119.00
Building Permit Issuance Fees	Re-Roof with Sheathing (over 2,300 square feet)			$126.00	$131.00	$135.00	$136.00	$142.00	$142.00
Building Permit Issuance Fees	Swimming Pool (Residential)			$139.00	$144.00	$148.00	$150.00	$155.00	$155.00
Building Permit Issuance Fees	Swimming Pool (Commercial)			$165.00	$171.00	$176.00	$178.00	$185.00	$185.00
Building Permit Issuance Fees	Re-Inspection Fee			$66.00	$69.00	$71.00	$72.00	$75.00	$75.00
Building Permit Issuance Fees	Solar Plan Check (Residential)	per hour		$66.00	$69.00	$71.00	$72.00	$75.00	$75.00
Building Permit Issuance Fees	Solar Permit Issuance (Residential)			$99.00	$103.00	$106.00	$107.00	$111.00	$111.00
Building Permit Issuance Fees	Solar Permit Issuance (Commercial Roof Mount)			$165.00	$171.00	$176.00	$178.00	$185.00	$185.00
Building Permit Issuance Fees	Demolition Permit			$77.00	$80.00	$82.00	$83.00	$86.00	$86.00
Building Permit Issuance Fees	Administrative Fee (New Construction Only)			$287.00	$298.00	$307.00	$310.00	$322.00	$322.00
Building Permits	Commercial Solar Plan Review (Roof Mount)			$126.00	$131.00	$135.00	$136.00	$142.00	$142.00
Building Permits	Stucco			$87.00	$90.00	$93.00	$94.00	$98.00	$98.00
Building Permits	Gas Pressure Test (Reinspection Fee)			$27.00	$28.00	$29.00	$29.00	$30.00	$30.00
Strong Motion Instrumentation Fee (Earthquake Tax)- Applied to all permits	Residential Permits		Min fee $.50	Multiply valuation by .0001	Multiply valuation by .0001	Multiply valuation by .0001	Multiply valuation by .0001	Multiply valuation by .0001	Multiply valuation by .0001
Strong Motion Instrumentation Fee (Earthquake Tax)- Applied to all permits	Commercial Permits		Min fee $.50	Multiply valuation by .00021	Multiply valuation by .00021	Multiply valuation by .00021	Multiply valuation by .00021	Multiply valuation by .00021	Multiply valuation by .00021
Building Standards Administration Special Revolving Fund	Valuation Between 1 and 25,000			$1.00	$1.00	$1.00	$1.00	$1.00	$1.00
Building Standards Administration Special Revolving Fund	Valuation Between 25,000 and 50,000			$2.00	$2.00	$2.00	$2.00	$2.00	$2.00
Building Standards Administration Special Revolving Fund	Valuation Between 50,000 and 75,000			$3.00	$3.00	$3.00	$3.00	$3.00	$3.00
Building Standards Administration Special Revolving Fund	Valuation Between 75,000 and 100,000			$4.00	$4.00	$4.00	$4.00	$4.00	$4.00
Building Standards Administration Special Revolving Fund	Every 25,000 or fraction there of above 100,000			$1.00	$1.00	$1.00	$1.00	$1.00	$1.00
Electrical Permits	PERMIT ISSUANCE			$32.80	$34.10	$35.10	$35.50	$36.80	$36.80
Electrical Permits	SINGLE FAMILY RESIDENTIAL	per sq ft		$0.07	$0.10	$0.10	$0.10	$0.10	$0.10
Electrical Permits	MULTI-FAMILY RESIDENTIAL	per sq ft		$0.06	$0.10	$0.10	$0.10	$0.10	$0.10
Electrical Permits	RESIDENTIAL SWIMMING POOL			$39.50	$41.00	$42.20	$42.70	$44.30	$44.30
Electrical Permits	COMMERCIAL SWIMMING POOL			$79.10	$82.20	$84.70	$85.60	$88.90	$88.90
Electrical Permits	SERVICE PANEL <=200A			$19.70	$20.50	$21.10	$21.30	$22.10	$22.10
Electrical Permits	SERVICE PANEL >200A<=1000A			$39.50	$41.00	$42.20	$42.70	$44.30	$44.30
Electrical Permits	SERVICE PANEL >1000A			$59.30	$61.60	$63.50	$64.20	$66.70	$66.70
Electrical Permits	SERVICE PANEL (SOLAR)			$30.00	$31.20	$32.10	$0.00	$33.70	$33.70
Electrical Permits	OUTLETS/FIXTURES/SWITCH (FIRST 20)	per unit		$1.95	$2.00	$2.10	$2.10	$2.20	$2.20
Electrical Permits	OUTLETS/FIXTURES/SWITCH (20+)	per unit		$0.95	$1.00	$1.00	$1.00	$1.00	$1.00
Electrical Permits	SIGNS/MARQUEE (w/ Lights)			$26.30	$27.30	$28.10	$28.40	$29.50	$29.50
Electrical Permits	EACH ADD SIGN/MARQUEE			$15.80	$16.40	$16.90	$17.10	$17.70	$17.70
Electrical Permits	POWER APPARATUS <= 1HP			$2.60	$2.70	$2.80	$2.80	$2.90	$2.90
Electrical Permits	POWER APPARATUS > 1HP <= 10HP			$7.90	$8.20	$8.40	$8.50	$8.80	$8.80
Electrical Permits	POWER APPARATUS > 10HP <= 50HP			$14.50	$15.10	$15.60	$15.80	$16.40	$16.40
Electrical Permits	POWER APPARATUS > 50HP			$29.00	$30.10	$31.00	$31.30	$32.50	$32.50
Electrical Permits	ELECTRICAL PANEL			$43.50	$45.20	$46.60	$47.10	$48.90	$48.90

CPI Increase Oct 2021 to Oct 2022

Building

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Electrical Permits	MISCELLANEOUS APPARATUS			$29.00	$30.10	$31.00	$31.30	$32.50	$32.50
Electrical Permits	TEMP POWER SERVICE POLE			$43.50	$45.20	$46.60	$47.10	$48.90	$48.90
Electrical Permits	TEMP POWER SERVICE DIST SYSTEM			$7.90	$8.20	$8.40	$8.50	$8.80	$8.80
Mechanical Permits	Permit Issuance			$39.40	$40.90	$42.10	$42.60	$44.20	$44.20
Mechanical Permits	FURNACE: <= 100,000 BTUH			$13.10	$13.60	$14.00	$14.20	$14.70	$14.70
Mechanical Permits	FURNACE: => 100, 000 BTUH			$19.70	$20.50	$21.10	$21.30	$22.10	$22.10
Mechanical Permits	DUO PAC A/C			$43.50	$45.20	$46.60	$47.10	$48.90	$48.90
Mechanical Permits	EVAPORATIVE COOLER			$26.30	$27.30	$28.10	$28.40	$29.50	$29.50
Mechanical Permits	VENTILATION FAN			$6.50	$6.80	$7.00	$7.10	$7.30	$7.30
Mechanical Permits	COMMERCIAL HOOD			$65.90	$68.50	$70.60	$71.40	$74.10	$74.10
Mechanical Permits	AIR HANDLER < 10,000 CFM			$6.50	$6.80	$7.00	$7.10	$7.30	$7.30
Mechanical Permits	AIR HANDLER >= 10,000 CFM			$11.80	$12.30	$12.70	$12.80	$13.30	$13.30
Mechanical Permits	<= 3HP, COMPRESSOR/BOILER			$13.10	$13.60	$14.00	$14.20	$14.70	$14.70
Mechanical Permits	=>3HP <=15HP, COMP BROILER			$19.70	$20.50	$21.10	$21.30	$22.10	$22.10
Mechanical Permits	15HP <= 30HP, COMP/BOILER			$26.30	$27.30	$28.10	$28.40	$29.50	$29.50
Mechanical Permits	30HP <= 50HP, COMP/BOILER			$32.90	$34.20	$35.20	$35.60	$36.90	$36.90
Mechanical Permits	< 50HP, COMPRESSOR/BOILER			$52.70	$54.80	$56.50	$57.10	$59.30	$59.30
Mechanical Permits	APPLIANCE VENT			$5.25	$5.50	$5.70	$5.80	$6.00	$6.00
Mechanical Permits	Ducting			$26.30	$27.30	$28.10	$28.40	$29.50	$29.50
Mechanical Permits	Air Purification Ventilation			$19.70	$20.50	$21.10	$21.30	$22.10	$22.10
Plumbing Permits	Permit Issuance			$39.40	$40.90	$42.10	$42.60	$44.20	$44.20
Plumbing Permits	FIXTURE/TRAP	per unit		$5.20	$5.40	$5.60	$5.70	$5.90	$5.90
Plumbing Permits	REP / ALTER FIXTURE OR TRAP	per unit		$3.90	$4.10	$4.20	$4.20	$4.40	$4.40
Plumbing Permits	SEWAGE DISPOSAL SYSTEM			$29.00	$30.10	$31.00	$31.30	$32.50	$32.50
Plumbing Permits	WATER HEATER (RESIDENTIAL)			$7.90	$8.20	$8.40	$8.50	$8.80	$8.80
Plumbing Permits	WATER HEATER (COMMERCIAL)			$26.30	$27.30	$28.10	$28.40	$29.50	$29.50
Plumbing Permits	GAS PIPING			$19.70	$20.50	$21.10	$21.30	$22.10	$22.10
Plumbing Permits	WATER PIPING			$13.10	$13.60	$14.00	$14.20	$14.70	$14.70
Plumbing Permits	LAWN SPRINKLER SYSTEM			$39.50	$41.00	$42.20	$42.70	$44.30	$44.30
Plumbing Permits	LAWN SPRINKLER BACKFLOW DEVICE			$13.10	$13.60	$14.00	$14.20	$14.70	$14.70
Plumbing Permits	PUBLIC POOL			$118.00	$122.60	$126.30	$127.70	$132.60	$132.60
Plumbing Permits	PUBLIC SPA			$118.00	$122.60	$126.30	$127.70	$132.60	$132.60
Plumbing Permits	PRIVATE SWIMMING POOL			$52.00	$54.00	$55.60	$56.20	$58.40	$58.40
Plumbing Permits	PRIVATE SPA			$52.00	$54.00	$55.60	$56.20	$58.40	$58.40
Plumbing Permits	MISC APPLIANCE			$13.10	$13.60	$14.00	$14.20	$14.70	$14.70
Plumbing Permits	PRESSURE TEST			$27.60	$28.70	$29.60	$29.90	$31.10	$31.10
	Contract Environmental Markup		of Contract Price	24%	24%	24%	24%	24%	24%

CPI Increase Oct 2021 to Oct 2022

Building

Building Permit Fees (Schedule A2)- CPI Increase 2022										
					3.8%					
Valuation	**Fee**									
$1 -$800	$60.89									
$800 - $3,000	$60.89	for first	$800	plus	$5.39	for each additional	$100	or fraction thereof, to and including	$3,000	
$3,001 - 38,000	$179.42	for first	$3,000	plus	$23.87	for each additional	$1,000	or fraction thereof, to and including	$38,000	
$38,001 - 75,000	$1,014.98	for first	$38,000	plus	$17.65	for each additional	$1,000	or fraction thereof, to and including	$75,000	
$75,001 - $150,000	$1,667.89	for first	$75,000	plus	$12.09	for each additional	$1,000	or fraction thereof, to and including	$150,000	
$150,001 - $750,000	$2,574.70	for first	$150,000	plus	$9.67	for each additional	$1,000	or fraction thereof, to and including	$750,000	
$750,001 - $1,500,000	$8,378.29	for first	$750,000	plus	$8.20	for each additional	$1,000	or fraction thereof, to and including	$1,500,000	
$1,500,000 and up	$14,531.65	for first	$1,500,000	plus	$7.01	for each additional	$1,000	or fraction thereof		

Building Permit Fees (Schedule A2)- CPI Increase 2023										
					0%					
Valuation	**Fee**									
$1 -$800	$60.89									
$800 - $3,000	$60.89	for first	$800	plus	$5.39	for each additional	$100	or fraction thereof, to and including	$3,000	
$3,001 - 38,000	$179.42	for first	$3,000	plus	$23.87	for each additional	$1,000	or fraction thereof, to and including	$38,000	
$38,001 - 75,000	$1,014.98	for first	$38,000	plus	$17.65	for each additional	$1,000	or fraction thereof, to and including	$75,000	
$75,001 - $150,000	$1,667.89	for first	$75,000	plus	$12.09	for each additional	$1,000	or fraction thereof, to and including	$150,000	
$150,001 - $750,000	$2,574.70	for first	$150,000	plus	$9.67	for each additional	$1,000	or fraction thereof, to and including	$750,000	
$750,001 - $1,500,000	$8,378.29	for first	$750,000	plus	$8.20	for each additional	$1,000	or fraction thereof, to and including	$1,500,000	
$1,500,000 and up	$14,531.65	for first	$1,500,000	plus	$7.22	for each additional	$1,000	or fraction thereof		

CPI Increase Oct 2021 to Oct 2022

Finance

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

CPI Increase Oct 2021 to Oct 2022

Finance

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

CPI Increase Oct 2021 to Oct 2022

Fire

Fee Group	Fee Description	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Fire Plan Check Fees	Fire Hood / Duct Plan Check and Inspection Fee	$299.00	$311.00	$320.00	$324.00	$336.00	$336.00
Fire Plan Check Fees	Fire Alarm Plan Check and Inspection (+ Device)	$358.00	$372.00	$383.00	$387.00	$402.00	$402.00
Fire Plan Check Fees	Per Device	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Systems	$358.00	$372.00	$383.00	$387.00	$402.00	$402.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Subdivision (per model)	$239.00	$248.00	$256.00	$259.00	$269.00	$269.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Subdivision (per permit)	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection NFPA 13 or 13R Systems (Base Fee + Number Heads + Floor/Riser)	$437.00	$454.00	$468.00	$473.00	$491.00	$491.00
Fire Plan Check Fees	Heads 1-99	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Heads 100-199	$239.00	$248.00	$256.00	$259.00	$269.00	$269.00
Fire Plan Check Fees	Heads 200 or more (Each additional head over 199 + 199 Head Fee)	$0.50	$0.52	$0.54	$0.54	$0.56	$0.56
Fire Plan Check Fees	Each Floor / Riser over 1	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Fire Plan Check Fee	NA	NA	NA	NA	NA	$208.00
Fire Plan Check Fees	Fire Plan Check Fee for Inspections for NFPA 13 or 13R Systems	NA	NA	NA	NA	NA	$257.00
Fire Plan Check Fees	Stationary Fire Pump	$478.00	$497.00	$512.00	$518.00	$537.00	$537.00
Fire Plan Check Fees	Site Plan Review	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Fire Main, 3 or less Hydrants	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Fire Plan Check Fees	Fire Main, 4 or more Hydrants (Base Fee + per hydrant	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Fire Plan Check Fees	Per Hydrant over 3	$59.00	$62.00	$64.00	$65.00	$67.00	$67.00
Fire Plan Check Fees	Deferred Submittal Request	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Spray Booth / Paint Room (Not including Fire Prot) System)	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Plan Check Fees	Re-Submittal Fee (Each, after First resubmittal or After plan approval)	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Tenant Improvements (TI)	Tenant Improvements Sprinkler Plan Check - Install or Relocate 7 Heads or more	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Tenant Improvements (TI)	Tenant Improvements Sprinkler Plan Check - Install or Relocate Less than 7 Heads	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Tenant Improvements (TI)	Onsite Sprinkler or Hydrant Mains Flush and Pressure Check (Underground System)	$89.00	$93.00	$96.00	$97.00	$101.00	$101.00
Tenant Improvements (TI)	Overhead System Pressure Test	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Tenant Improvements (TI)	5 Year Certification Sprinkler Test	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Tenant Improvements (TI)	US - Antifreeze System	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Tenant Improvements (TI)	US - Foam Systems	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Tenant Improvements (TI)	US - Fire Pump	$358.00	$373.00	$384.00	$388.00	$403.00	$403.00
Tenant Improvements (TI)	US - Medical Gas	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Tenant Improvements (TI)	Fire Standpipe System	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Code Enforcement Inspections	Commercial Annual Fire Inspection	NA	NA	NA	NA	$109.00	$109.00

CPI Increase Oct 2021 to Oct 2022

Fire

Fee Group	Fee Description	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (First Citation)	$100.00	$104.00	$107.00	$108.00	$112.00	$112.00
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (Second Citation)	$500.00	$520.00	$536.00	$542.00	$563.00	$563.00
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (Third Citation)	$1,000.00	$1,039.00	$1,070.00	$1,082.00	$1,123.00	$1,123.00
Fire Code Enforcement Inspections	False Alarm Response (First)	no charge	no charge	no charge	no charge	no charge	no charge
Fire Code Enforcement Inspections	False Alarm Response (Second)	no charge	no charge	no charge	no charge	no charge	no charge
Fire Code Enforcement Inspections	False Alarm Response (Third)	$100.00	$104.00	$107.00	$108.00	$112.00	$112.00
Fire Code Enforcement Inspections	False Alarm Response (Fourth)	$200.00	$208.00	$214.00	$216.00	$225.00	$225.00
Fire Code Enforcement Inspections	False Alarm Response (Fifth)	$400.00	$416.00	$429.00	$434.00	$450.00	$450.00
Fire Code Enforcement Inspections	State Mandated 850 Inspection for Licensing and Certification (per hour - 3/4 Hour minimum)	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Code Enforcement Inspections	Fire Report	$15.00	$16.00	$16.00	$16.00	$17.00	$17.00
Fire Code Enforcement Inspections	Hydrant Testing, Inspect and Flow	$105.00	$110.00	$113.00	$114.00	$119.00	$119.00
Fire Code Enforcement Inspections	Special Hazard Use Permit	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Code Enforcement Inspections	Tank Installation/Removal Permit	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Fire Code Enforcement Inspections	Tank Plan Review	$239.00	$249.00	$257.00	$260.00	$270.00	$270.00
Fire Code Enforcement Inspections	Tents, Canopies, or Temporary Membrane Structures	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Code Enforcement Inspections	Burn Permit	no charge	no charge	no charge	no charge	no charge	no charge
Fire Code Enforcement Inspections	Permitted Control Burn Escape Response	A/C	A/C	A/C	A/C	A/C	A/C
Fire Code Enforcement Inspections	Illegal Burn Charges	A/C	A/C	A/C	A/C	A/C	A/C
Fire Code Enforcement Inspections	Right-of-way Clean Up	A/C	A/C	A/C	A/C	A/C	A/C
Fire Code Enforcement Inspections	Fireworks Stand Permit and Inspection	$132.00	$137.00	$141.00	$143.00	$148.00	$148.00
Fire Code Enforcement Inspections	Public Fireworks Display Permit	$132.00	$137.00	$141.00	$143.00	$148.00	$148.00
Fire Code Enforcement Inspections	Public Fireworks Display Engine Company Standby	A/C	A/C	A/C	A/C	A/C	A/C
Fire Code Enforcement Inspections	Carnivals/Fairs Permit and Inspection	$358.00	$373.00	$384.00	$388.00	$403.00	$403.00
Fire Code Enforcement Inspections	Special Event	$29.00	$30.00	$31.00	$31.00	$50.00	$50.00
Fire Code Enforcement Inspections	Bonfire Permit and Inspection	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Fire Code Enforcement Inspections	Haunted Houses	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Court Appearance or Deposition	Fee for Civil Case Appearance (Actual Cost)	A/C	A/C	A/C	A/C	A/C	A/C
Legal Processing Fee	Fee for Civil Case Subpoena of Records, whether records found or not (per Hour, 15 Minute Increments)	$38.00	$40.00	$41.00	$41.00	$43.00	$43.00
Legal Processing Fee	Copy per page (.10)	$0.10	$0.10	$0.10	$0.10	$0.10	$0.10
Legal Processing Fee	Postage (Actual Cost)	A/C	A/C	A/C	A/C	A/C	A/C
Other Plan Check / Inspection	Per Hour	$119.00	$124.00	$128.00	$129.00	$134.00	$134.00
Inspection Fee	Overtime Inspection / Review - After normal business hours (2 hour minimum)	$179.00	$186.00	$192.00	$194.00	$202.00	$202.00
Fire Code Enforcement	Citation - First Violation of Fire Code, Building Code, or Municipal Code	$100.00	$104.00	$107.00	$108.00	$112.00	$112.00
Fire Code Enforcement	Citation - Second Violation of Fire Code, Building Code, or Municipal Code	$500.00	$520.00	$536.00	$542.00	$563.00	$563.00

CPI Increase Oct 2021 to Oct 2022

Fire

Fee Group	Fee Description	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Fire Code Enforcement	Citation - Third Violation of Fire Code, Building Code, or Municipal Code	**$1,000.00**	**$1,039.00**	**$1,070.00**	**$1,082.00**	**$1,123.00**	**$1,123.00**
File Search	Providing Research, Etc (30 Minute Minimum)	**$38.00**	**$40.00**	**$41.00**	**$41.00**	**$43.00**	**$43.00**
File Search	Copy per page (.10)	**$0.10**	**$0.10**	**$0.10**	**$0.10**	**$0.10**	**$0.10**

CPI Increase Oct 2021 to Oct 2022

Cannabis

Fee Description	Unit	Notes	Original Fee 2021	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Pre-Application	per application		**$525.00**	**$545.00**	**$545.00**
Regulatory Permit Application	per application		**$2,744.00**	**$2,849.00**	**$2,849.00**
Annual Commercial Cannabis Regulatory Permit (All Types)	per permit	Annual fee charged per permit	**$8,576.00**	**$8,904.00**	**$8,904.00**
Annual Commercial Cannabis Regulatory Permit - Cultivation	per permit	additional fee per 20,000 canopy sq. ft. increment (indoor/outdoor)	**$329.00**	**$342.00**	**$342.00**
Annual Regulatory Permit Renewal	per application		**$406.00**	**$422.00**	**$422.00**
Employee Permit - Background and Livescan	per employee		**$606.00**	**$629.00**	**$629.00**
Employee Permit Renewal	per employee		**$43.00**	**$45.00**	**$45.00**
Employee Badge Replacement	per employee		**$29.00**	**$30.00**	**$30.00**
Employee Transfer	per employee		**$29.00**	**$30.00**	**$30.00**
Ink Fingerprint Rolling	per owner		**$44.00**	**$46.00**	**$46.00**
Livescan Rolling	per owner		**$55.00**	**$57.00**	**$57.00**
Livescan Processing Renewal	per owner		**$29.00**	**$30.00**	**$30.00**

CPI Increase Oct 2021 to Oct 2022

Planning

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
	Determination of Unspecified Uses		Deposit, plus A/C	$615.00	$639.00	$658.00	$665.00	$691.00	$691.00
	Zone Text Amendments		Deposit, plus A/C	$1,258.00	$1,307.00	$1,347.00	$1,362.00	$1,414.00	$1,414.00
	Re-Zoning		Deposit, plus A/C	$1,969.00	$2,047.00	$2,109.00	$2,132.00	$2,214.00	$2,214.00
	Conditional Use Permit		Deposit, plus A/C	$1,767.00	$1,836.00	$1,892.00	$1,913.00	$1,986.00	$1,986.00
	Home Occupation Permits		Deposit, plus A/C	$110.00	$115.00	$118.00	$119.00	$124.00	$124.00
	Variance		Deposit, plus A/C	$516.00	$537.00	$553.00	$559.00	$580.00	$580.00
	Modification/Revocation of Conditional Use Permit/Variance		Deposit, plus A/C	$1,220.00	$1,268.00	$1,306.00	$1,320.00	$1,371.00	$1,371.00
	Minor Deviations to Ordinance/Standards		Deposit, plus A/C	$279.00	$290.00	$299.00	$302.00	$314.00	$314.00
	Site Plan Review		Deposit, plus A/C	$1,227.00	$1,276.00	$1,315.00	$1,330.00	$1,380.00	$1,380.00
	Tentative Subdivision Map		Deposit, plus A/C	$1,465.00	$1,522.00	$1,568.00	$1,585.00	$1,646.00	$1,646.00
	Revised Tentative Subdivision Map		Deposit, plus A/C	$1,039.00	$1,080.00	$1,113.00	$1,125.00	$1,168.00	$1,168.00
	Final Map		Deposit, plus A/C	$696.00	$724.00	$746.00	$754.00	$783.00	$783.00
	Revised Final Map		Deposit, plus A/C	$390.00	$405.00	$417.00	$422.00	$438.00	$438.00
	Tentative Parcel Map		Deposit, plus A/C	$1,032.00	$1,073.00	$1,105.00	$1,117.00	$1,160.00	$1,160.00
	Revision to Acreage Map		Deposit, plus A/C	$318.00	$331.00	$341.00	$345.00	$358.00	$358.00
	Parcel Map Waiver		Deposit, plus A/C	$486.00	$505.00	$520.00	$526.00	$546.00	$546.00
	Lot Line Adjustment		Deposit, plus A/C	$390.00	$406.00	$418.00	$423.00	$439.00	$439.00
	Certificate of Compliance		Deposit, plus A/C	$177.00	$185.00	$191.00	$193.00	$200.00	$200.00
	General Plan Amendments		Deposit, plus A/C	$1,930.00	$2,005.00	$2,066.00	$2,089.00	$2,169.00	$2,169.00
	Annexation		Deposit, plus A/C	$2,522.00	$2,621.00	$2,700.00	$2,730.00	$2,834.00	$2,834.00
	Appeal Decision of Planning Director		Deposit, plus A/C	$259.00	$269.00	$277.00	$280.00	$291.00	$291.00
	Temporary Use Permit		Deposit, plus A/C	$197.00	$205.00	$211.00	$213.00	$221.00	$221.00
	Sign Permit			$78.00	$82.00	$84.00	$85.00	$88.00	$88.00
	General Plan Colored Map			$21.00	$23.00	$24.00	$24.00	$25.00	$25.00
	Contract Environmental Documentation & Master Plans		of Contract Amount	24%	24%	24%	24%	24%	24%
	Zoning Map			$13.00	$14.00	$14.00	$14.00	$15.00	$15.00
	Environmental Documents - Public Review			$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	City standards and Specifications			$13.00	$14.00	$14.00	$14.00	$15.00	$15.00
	Misc. Copies	per page		$0.25	$0.26	$0.27	$0.27	$0.28	$0.30
	Non-Conforming Use Letter			$132.00	$138.00	$142.00	$144.00	$0.10	$0.10
Improvement Engineering, Plan Checking and Construction Inspection Fees.	First $70.000 of estimated improvement fees	% of Impr. Cost		6%	6%	6%	6%	6%	7%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Next $430,000 of estimated improvement cost	% of Impr. Cost		4%	4%	4%	4%	4%	4%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Next $500,000 of estimated improvement cost	% of Impr. Cost		2%	2%	2%	2%	2%	2%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Over $1,000,000 of estimated improvement cost	% of Impr. Cost		1%	1%	1%	1%	1%	1%
	Zoning Certification	per hour	Reimbursed at hourly rate	$68.00	$71.00	$73.00	$74.00	$77.00	$77.00
	Environmental Review (Notice of Exemption)			$136.00	$142.00	$146.00	$148.00	$153.00	$153.00
	Environmental Review (ND/MND/EIR)			$646.00	$672.00	$692.00	$700.00	$726.00	$726.00
	Environmental Review (ND/MND/EIR) Contract Administrative Fee		of Contract Amount	15%	15%	15%	15%	15%	15%

CPI Increase Oct 2021 to Oct 2022

Planning

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
	Master Sign Permit			$248.00	$258.00	$266.00	$269.00	$279.00	$279.00
	Second Residential Unit			$130.00	$135.00	$139.00	$141.00	$146.00	$146.00
	Landscape Plan Check		15% of Contract Cost	$100.00	$104.00	$107.00	$108.00	$112.00	$112.00
	Development Agreements		Plus Actual Cost	$493.00	$513.00	$529.00	$535.00	$555.00	$555.00
	Revised Parcel Map		Plus Actual Cost	$562.00	$585.00	$603.00	$610.00	$633.00	$633.00
	Residential Plot Plan Review			$41.00	$43.00	$44.00	$44.00	$46.00	$46.00
	Administrative Site Plan Review		Plus Actual Cost	$493.00	$513.00	$529.00	$535.00	$555.00	$555.00
	General Plan Conformity Finding			$248.00	$258.00	$266.00	$269.00	$279.00	$279.00
	Density Bonus			$137.00	$143.00	$147.00	$149.00	$154.00	$154.00
	Tentative Subdivision Map (Condominium)		Plus Actual Cost	$1,223.00	$1,272.00	$1,311.00	$1,325.00	$1,376.00	$1,376.00

Notes:

Deposits determined by department based on scope of work

Police

Fee Group	Fee Description	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
	Vehicle Release	$44.00	$46.00	$47.00	$48.00	$49.00	$49.00
	Clearance Letter	$48.00	$50.00	$52.00	$53.00	$55.00	$55.00
	Repo Administrative Fee	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	Fingerprints	$15.00	$16.00	$16.00	$16.00	$17.00	$17.00
	Copy of Citation	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	DUI Recovery	$102.00	$106.00	$109.00	$110.00	$114.00	$114.00
	Copy of Report	$48.00	$50.00	$52.00	$53.00	$55.00	$55.00
	Bicycle License Renewal	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00
	Bicycle License 3 Years	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
	Copy of Report	$48.00	$50.00	$52.00	$53.00	$55.00	$55.00
	Copy of Photos	$53.00	$55.00	$57.00	$58.00	$60.00	$60.00
	DOJ Livescan Fee	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	DOJ & FBI Livescan Fee	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	Other Livescan Fees	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	Livescan Rolling Fee	$26.00	$27.00	$28.00	$28.00	$29.00	$29.00
	CCW Permit	$85.00	$88.00	$91.00	$92.00	$96.00	$96.00
	CCW Renewal & Additions	$85.00	$88.00	$91.00	$92.00	$96.00	$96.00
Code Enforcement	Abatement Administrative Fee	$144.00	$150.00	$155.00	$157.00	$163.00	$163.00
Animals	Redemption Fee: Spayed/Neutered/Microchipped	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Animals	Redemption Fee: Sprayed/Neutered	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Animals	Redemption Fee: Unfixed	$35.00	$35.00	$35.00	$35.00	$35.00	$35.00
Animals	Redemption Fee: Un-License Animal	$12.50	$12.50	$12.50	$12.50	$12.50	$12.50
Animals	Pick-up Fee	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00
Animals	Cat Trap Rental (with signed Rental Agreement for each rental)	$2.50	$2.50	$2.50	$2.50	$2.50	$2.50
Animals	Animal License Fee: Spayed/Neutered/Microchipped	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Animals	Animal License Fee: Sprayed/Neutered	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Animals	Animal License Fee: Unfixed	$35.00	$35.00	$35.00	$35.00	$35.00	$35.00
Animals	Dog License Fee (un-spayed or un-neutered)	$12.50	$12.50	$12.50	$12.50	$12.50	$12.50
Animals	Dog License Fee (spayed or neutered)	$6.25	$6.25	$6.25	$6.25	$6.25	$6.25
Animals	Boarding Fees per day (Dog)	$5.00	$5.00	$5.00	$5.00	$6.25	$6.25
Animals	Boarding Fees per day (Cat)	$3.50	$3.50	$3.50	$3.50	$3.50	$3.50
Animals	Adoption Fee (Dog)	$9.00	$9.00	$9.00	$9.00	$9.00	$9.00
Animals	Adoption Fee (Cat)	$4.50	$4.50	$4.50	$4.50	$4.50	$4.50
Animals	Replace Tags	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00
Animals	Euthanasia Fee	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00
Animals	Second Time Redemption Fee: Spayed/Neutered/Microchipped	$25.00	$25.00	$25.00	$25.00	$25.00	$25.00
Animals	Second Time Redemption Fee: Sprayed/Neutered	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00
Animals	Second Time Redemption Fee: Unfixed	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00

CPI Increase Oct 2021 to Oct 2022

Police

Fee Group	Fee Description	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Animals	Third Time Redemption Fee: Spayed/Neutered/Microchipped	**$50.00**	**$50.00**	**$50.00**	**$50.00**	**$50.00**	**$50.00**
Animals	Third Time Redemption Fee: Sprayed/Neutered	**$55.00**	**$55.00**	**$55.00**	**$55.00**	**$55.00**	**$55.00**
Animals	Third Time Redemption Fee: Unfixed	**$75.00**	**$75.00**	**$75.00**	**$75.00**	**$75.00**	**$75.00**

CPI Increase Oct 2021 to Oct 2022

Public Works

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%	CPI Increased Fee 2021 1.1%	CPI Increased Fee 2022 3.8%	CPI Increased Fee 2023 0.0%
Public Works	Downtown Banner Installation Fee	per banner	Bucket truck and two workers needed for installation	**$115.00**	**$119.00**	**$124.00**	**$125.00**	**$130.00**	**$130.00**
Public Works	Special Request Waiver Form - Residential Event	per form	Usually only 2 locations to block off or up to 10 barricades	**$115.00**	**$119.00**	**$124.00**	**$125.00**	**$130.00**	**$130.00**
	Special Request Waiver Form - Organization/Group Sponsor Event	per form	4 locations to block off or up to 30 barricades	**$230.00**	**$239.00**	**$248.00**	**$251.00**	**$260.00**	**$260.00**
Building Permit Issuance Fees	Encroachment Permit			**$66.00**	**$69.00**	**$72.00**	**$73.00**	**$76.00**	**$76.00**

CPI Increase Oct 2021 to Oct 2022

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

Subject:	Reject Claim for Damages Presented by Leo Trevino
Meeting Date:	Thursday, March 16, 2022
From:	Marissa Trejo, City Manager
Prepared by:	Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

It is recommended that the City Council reject the claim for damages presented by Leo Trevino.

II. BACKGROUND:

Mr. Trevino filed a claim with the City of Coalinga (see attached) on February 9, 2023. The claim was sent to George Hills Company for review. After review and investigation of the claim it was determined the City's Public Works received calls from residents for backups in the Harvard and University alleys, but they checked the City's main line and the main was running fine.

III. DISCUSSION:

Our investigation revealed that claimant's backup issues resulted from a blockage in their sewer lateral. Per Resolution No. 3961 adopted policy regarding owner responsibility for sewer laterals and the homeowner is responsible for their lateral all the way to their connection to the City's main line with the City taking responsibility at the main line. Therefore, George Hills Company recommends the claim be rejected at this time.

IV. ALTERNATIVES:

Accept the claim for the requested dollar amount (staff does not recommend).

V. FISCAL IMPACT:

The fiscal impact will be determined by Council decision.

ATTACHMENTS:

File Name	Description
TrevinoLeoClaimforDamages_02092023.pdf	Trevino Leo Claim for Damages

CITY OF COALINGA

LIABILITY
CLAIM FOR DAMAGES
TO PERSON OR PROPERTY

CITY CLERKS DATE STAMP:

RECEIVED
FEB 1 ....
BY: .....

RETURN TO:

CITY OF COALINGA
OFFICE OF THE CITY CLERK
155 WEST DURIAN
COALINGA, CA. 92870

DISTRIBUTION:
- ❑ CITY ADMINISTRATOR
- ❑ CITY ATTORNEY
- ❑ FINANCE DEPARTMENT (Original/1)
- ❑ INSURANCE ADJUSTER
- ❑ DEPARTMENT: _____
- ❑ CITY CLERK'S LOG

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code Sec. 911.2).
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence (Gov. Code Sec. 911.2).
3. READ ENTIRE CLAIM FORM BEFORE FILING.
4. ATTACH SEPARATE SHEETS, IF NECESSARY, TO GIVE FULL DETAILS.

NAME OF CLAIMANT	DATE OF BIRTH OF CLAIMANT: 11-6-46
HOME ADDRESS OF CLAIMANT: Leo Trevino - Thelma Coalinga	HOME TELEPHONE NO.
BUSINESS ADDRESS OF CLAIMANT: 304 Washington St 93210	BUSINESS TELEPHONE NO.

ADDRESS TO WHICH CLAIMANT DESIRES NOTICES OR COMMUNICATIONS SENT REGARDING THIS CLAIM (If different from home address):

WHEN DID DAMAGE OR INJURY OCCUR?
DATE: 2-4 and 2-7 23
TIME: 10:30 ☒ A.M. ❑ P.M.

PLACE OF ACCIDENT (OCCURRENCE) – **BE SPECIFIC** – Describe fully and (if applicable) locate on diagram on reverse side of this sheet. Where appropriate, give street names and addresses and measurements for landmarks.

HOW DID DAMAGE OR INJURY OCCUR?
NO INJURY

WERE POLICE AT SCENE? ❑ YES ☒ NO WERE PARAMEDICS AT SCENE? ❑ YES ☒ NO

WHAT PARTICULAR **ACT** OR **OMISSION** DO YOU CLAIM CAUSED THE INJURY OR DAMAGES? (Give name of City employee causing the injury or damage, if known.)

GIVE TOTAL AMOUNT OF CLAIM: (Include estimate of amount of any prospective injury or damage) $ 240.00

HOW WAS THE AMOUNT OF CLAIM COMPUTED? (Be specific, list doctor bills, repair estimates, etc.)
PLEASE ATTACH TWO (2) ESTIMATES.

DAMAGES INCURRED TO DATE:

ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
TOTAL AMOUNT CLAIMED AS OF PRESENTATION OF THIS CLAIM: $_____

ESTIMATED PROSPECTIVE DAMAGES AS FAR AS KNOWN:

ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
ITEM/DATE_____ AMOUNT: $_____
TOTAL ESTIMATED PROSPECTIVE DAMAGES: $_____

WITNESSES TO DAMAGE OR INJURY: (List all persons known to have information. (Use attachment if necessary.)

NAME: NONE NAME:
ADDRESS: ADDRESS:
TELEPHONE: (____) TELEPHONE: (____)

IF INJURY, GIVE NAME, ADDRESS, TELEPHONE, DATE & TIME OF DOCTOR(S) OR HOSPITAL(S) VISITED:

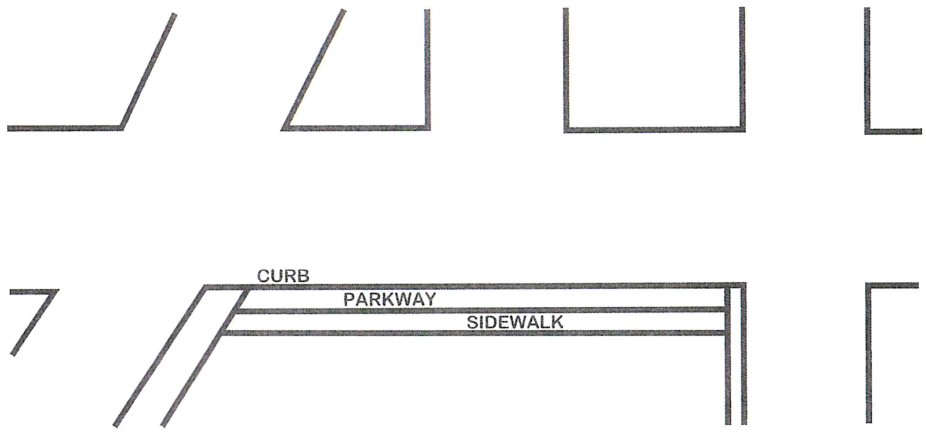
DOCTOR: None TELEPHONE:
ADDRESS: DATE/TIME:
HOSPITAL: TELEPHONE:
ADDRESS: DATE/TIME:

PLEASE READ THE FOLLOWING CAREFULLY:

For all vehicle accident claims, place on following diagram, the names of streets, including NORTH, EAST, SOUTH AND WEST directions. Indicate place of accident by "X" and by showing house numbers or distances to street corners.

If a City vehicle was involved, designate by letter "A" location of the City vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City vehicle; location of City vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X".

NOTE: IF A DIAGRAM BELOW DOES NOT FIT THE SITUATION, ATTACH A PROPER DIAGRAM SIGNED BY CLAIMANT.



I HAVE READ THE FOREGOING CLAIM AND KNOW THE CONTENTS THEREOF; AND CERTIFY THAT THE SAME IS TRUE OF MY OWN KNOWLEDGE EXCEPT AS TO THOSE MATTERS WHICH ARE HEREIN STATED UPON MY INFORMATION AND BELIEF; AND AS TO THOSE MATTERS I BELIEVE THEM TO BE TRUE.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Leo Trevino — Leo Trevino — 2-9-2023

SIGNATURE OF CLAIMANT OR AGENT ACTING ON BEHALF OF CLAIMANT

TYPE OR PRINT NAME

DATE

RELATIONSHIP TO CLAIMANT

NOTE: PRESENTATION OF A FALSE CLAIM IS A FELONY (CALIFORNIA PENAL CODE 72)

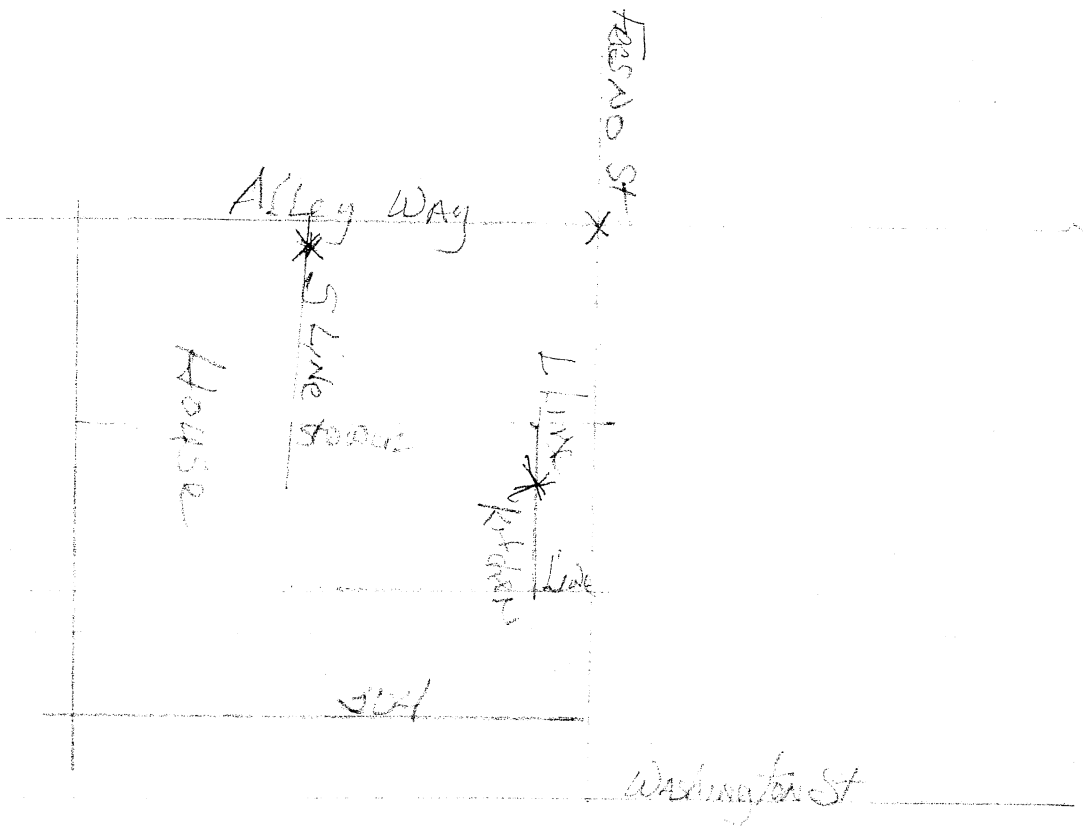
February 9, 2023

Leo and Thelma Trevino
304 Washington Street
Coalinga, CA. 93210

Claim for plumbers used to clear our plumbing at 304 Washington Street on Saturday 2/4 and Tuesday 2/7/23.

On February 1st we noticed that the City of Coalinga had a crew working on "clearing" the main City sewer line for about an hour in the late morning. Then on Friday, February 3rd, Thelma was doing laundry and the kitchen sink and laundry sink were backing up. Leo opened up the valve on the east side of the house to see if that would allow the water to drain. It was successful so Thelma continued to do laundry and it reoccurred. Leo called a plumber and it was too late to come on Friday so he stated he would be out Saturday February 4th. Oxford Plumbing came out and snaked the drain and it has been fine. Thelma told Oxford that the City had been working on the main sewer line during the week and if this was the cause of our draining problem. Oxford stated that he wasn't sure, he couldn't give us an answer. Then on Monday February 6th the water was backing up in the master bathroom, so Leo called Moreno's Plumbing to come out. Mr. Moreno came out on Tuesday February 7th and worked on the drain. Thelma then again posed the question of the City working on the sewer line the previous week. Mr. Moreno stated that it could be the problem. So once he completed on the shower it went to the outside to snake the valve near the alley way. Once he started then he pulled up a huge amount of stuff and stated that was our problem and it was probably/more than likely caused by the City working on the main sewer line on Fresno Street nearest our house.

Total amount paid to both: $240.00


Alley Way
Fresno St
Washington St

0269616

CUSTOMER ORDER NO.	DEPARTMENT	DATE
Oxford Plumbing		2/4/24

NAME Leo Trevino

ADDRESS 304 Washington St.

CITY, STATE, ZIP Coalinga CA 93210

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	SHIP DATE

	QUANTITY	DESCRIPTION	PRICE	AMOUNT
1		SNAKE 2" LINE		
2		$120.00		
3				
4		DISCOUNT - $ 20.00		
5				
6		$100.00		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

RECEIVED BY

RECEIVED
FEB 2023
BY: .....

TAX
TOTAL $ 100.00

KEEP THIS SLIP FOR REFERENCE

MORENO'S PLUMBING
413 ORANGE STREET
AVENAL, CA 93204
LIC. #720604
(559) 901-1170

JOB WORK ORDER

No. 003311

DATE OF ORDER: 2/7/23

CUSTOMER'S ORDER NO.: Same | PHONE | MECHANIC | HELPER | STARTING DATE: 2/7/23

BILL TO: Leo | ORDER TAKEN BY: TM

ADDRESS: Washington St. | ☐ DAY WORK ☐ CONTRACT ☐ EXTRA

CITY: Coalinga Ca

JOB NAME AND LOCATION: Shower Drain / Main Sewer | JOB PHONE

DESCRIPTION OF WORK

Ran snake in shower drain pulled out hair ball.
Outside
Ran snake in clean out problem (waste ball up.
All drains are working properly)

UB Ck #5192
2/7/23
$140.00

TOTAL MATERIALS	
TOTAL LABOR	140 00
TAX	
TOTAL AMOUNT	$ 140 00

DATE COMPLETED: 2/7/23 | WORK ORDERED BY: Leo

☐ No one home ☐ Total amount due for above work: or ☐ Total billing to be mailed after completion of work

Signature

I hereby acknowledge the satisfactory completion of the above described work.

PAID BAL

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

Subject:	Approve Draft Request for Statement of Interest and Qualifications to Perform Airport Planning, Engineering, Environmental and Consulting Services for the Coalinga Municipal Airport
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

City Council Approval of a Draft Request for Statement of Interest and Qualifications to Perform Airport Planning, Engineering, Environmental and Consulting Services for the Coalinga Municipal Airport

II. BACKGROUND:

The need for Airport Capital Improvement Projects at the airport requires the services of a Consulting Firm to provide services and assure compliance with the many requirements of the Federal Aviation Administration (FAA) Airport Improvement Program grant program. The FAA requires a Request for Qualifications be published to assure that qualified consultants are engaged in the various project duties.

III. DISCUSSION:

FAA requires airport sponsors (the City) to conduct a consultant selection process that preapproves consultants for five years to work on airport projects that meet FAA design standards, correct deficiencies, and improve airport safety. Releasing this Request for Statement of Interest and Qualifications is one of the first steps in correcting long term capital projects at the airport.

Staff is expecting to release the RFQ on March 22, 2023, and circulate for 30 days. Proposals received will be reviewed and selection process held. Once a consultant for services is selected staff will then bring a contract before the City Council at the May 18, 2023, meeting.

IV. ALTERNATIVES:

1. Authorize Staff to issue the Request for Statement of Interest and Qualifications
2. Do not authorize Staff to issue for Statement of Interest and Qualifications

V. FISCAL IMPACT:

There is no direct cost to release the Request for Statement of Interest and Qualifications. It is one of the first steps in correcting long term capital projects at the airport which will be bid and brought back for consideration at future meetings.

ATTACHMENTS:

File Name	Description
RFQ_for_City_of_Coalinga_New_Coalinga_Municpal_Airport__.pdf	CityofCoalingaRFQ-NewCoalingaMunicipalAirport

CITY OF COALINGA
The Sunny Side of the Valley

REQUEST FOR QUALIFICATIONS FOR AIPORT PLANNING, ENGINEERING AND CONSULTING SERVICES FOR THE NEW COALINGA MUNICIPAL AIRPORT

The City of Coalinga is formally requesting Statements of Interest and Qualifications for professional services of qualified airport consulting firms. The City of Coalinga intends to retain a qualified airport consulting firm for a five (5) year period to assist the City of Coalinga with the development and improvement of the New Coalinga Municipal Airport. The types or services may include, but not be limited to: general consulting services; preparation and administration of the necessary applications and documents for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding; provide planning services as required by the City of Coalinga; provide necessary services to obtain environmental clearances for proposed projects; provide engineering design and other services as required by the City of Coalinga; provide construction administration, and inspection, during construction projects; and attend meetings as required by the City of Coalinga. The professional services may be required for, but not be limited to, the following projects:

- Replacement of the AWOS System
- Environmental Documents, Design and Construction of Perimeter Access Control Gates and Fencing
- Rehabilitation of Runway 12-30
- Rehabilitation of Crosswind Runway 1-19
- Airfield Signs and Paint Markings
- Implementation of Pavement Maintenance Management Plan

A statement of your firm's interest and qualifications regarding these projects is herein solicited.

The Statement of Interest and Qualifications should include information regarding the consultant's interest, qualifications, current relevant experience with the planning, design and engineering and environmental documentation for airports and airfield facilities projects funded by FAA Airport Improvement Program grants and resumes of key personnel. Selection criteria contained in FAA Advisory Circular 150/5100-14E (9-25-15), *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, will be considered as follows:

- Understanding of the project and location
- Recent experience with similar projects and with the Federal Aviation Administration
- Interest shown
- References
- Qualifications and availability of project manager and key individuals assigned to the project
- Capabilities and resources of the firm
- Current workload and ability to meet anticipated schedules

Please note this request is for a Statement of Interest and Qualifications. A detailed cost proposal is not being requested at this time. Project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the City reserves the right to enter into negotiations with other firm(s).

Consultant submittals shall be brief and concise, containing no more than 30 pages of material. Submittals more than 30 pages will be considered nonresponsive.

The City will evaluate all pertinent information and will endeavor to select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of the qualification statements alone, the most qualified firms may be contacted for additional information and, if warranted, interviews.

This project is subject to the provisions of Executive Order 11246 (Affirmative Actions to Ensure Equal Employment Opportunity) and to the Provisions of the Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation. DBE firms are encouraged to submit.

The City assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs of responding to this solicitation shall be borne by the interested consultants. Questions regarding this request should be directed to Mercedes Garcia, Airport Manager, at 559-935-1533, Extension 130 or mgarcia@coalinga.com.

SELECTION PROCESS

The Proposals will be evaluated utilizing the following selection criteria: references; firm qualifications and experience; recent experience with comparable airport projects, key personnels experience and availability, and familiarity with location.

The City reserves the right to reject any and all Proposals submitted. Any Contract awarded for the services specified under this request for proposal will be made to the consultant who, in the opinion of the City, is best qualified.

The City reserves the right to further rely on these proposals to select Engineering firms for specific capital project design, engineering, and construction management.

DUE DATE AND NUMBER OF COPIES OF PROPOSALS

Three copies of the Statement of Interest and Qualifications should be submitted to Mercedes Garcia, Senior Administrative Analyst, City of Coalinga, 155 West Durian Avenue, Coalinga, California 93210, no later than 4:00 p.m. on April 24, 2023.

POINT OF CONTACT: All questions and contacts regarding this RFQ should be addressed to:

Mercedes Garcia
Senior Administrative Analyst
City of Coalinga
155 Durian Ave
Coalinga, CA 93210
Phone: 559-935-1533 ext. 130
Fax: 559-935-5912
Email: mgarcia@coalinga.com

CITY POLICIES

The City is an equal opportunity employer and requires that all consultants comply with policies and regulations concerning equal employment opportunity. The selected consultant and other personnel working on City projects will be required to comply with City policies and practices.

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

Subject:	Code Enforcement Monthly Report for February 2023
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo
Prepared by:	Yaneth Ibarra, Code Enforcement Officer

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
February_Report.pdf	Code Enforcement Report February 2023

CITY OF COALINGA
The Sunny Side of the Valley

Code Enforcement Activity

February 2023	Notices	Pending	Cited	Completed
Animal Nuisance	1	1		
Broken Fence	2	2		
Broken Windows	1	1		
Building w/o permit	1			
Dogs running at large	1		1	
Grafitti	2	2		
In-Op Vehicles				
Junk Trash Debri/ Lawn	7	2	1	4
Junk Trash Debris/Alley	2			2
Over Hanging Palm Trees	4	2		2
Roosters and Chickens				
RV on the street	4	2		2
RV on Unimproved Surface	1		1	
Comm Veh/ Res Area Encr Sidewalk	1		1	1
Utility Trailer on Lawn	4	1		3
Vehicle Abatement	4		4	
Vehicles on Lawn	8	3	1	4
Weeds & Bushes	9	7		2
Total	**52**	**23**	**9**	**20**
72 Hour Parking Warning	**13**	**4**	**9**	**9**
Vehicle Tows	**2**			
Water Conservation	**13**			

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

Subject:	Discussion, Direction and Potential Action regarding Council Rules of Procedure
Meeting Date:	Thursday, March 2, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Marissa Trejo, City Manager

I. RECOMMENDATION:

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

II. BACKGROUND:

III. DISCUSSION:

This item allows Council to review and make changes to the Council Rules of Procedure, commonly referred to as the Code of Conduct.

On February 16, 2023, Council directed the City Manager and City Attorney to make revisions that aligned with the Council's current procedures. Additionally, Council Members were advised to contact the City Manager or City Attorney with any proposed changes.

A revised draft is included. Any proposed revisions made by Council Members have been noted by referencing the Council Member's name within the revision.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
FINAL_Coalinga_City_Council_Rules_of_Procedure_FINAL_080218_(1).pdf	Existing Rules of Procedure
Final_Council_Code_of_Conduct.pdf	Revised Rules of Procedure

CITY OF COALINGA-COUNCIL RULES OF PROCEDURE

Decorum of City Council Members

1. Council Members shall:
    a. put constituents first at all times;
    b. treat each other, Staff, and the Public with dignity, courtesy, and respect;
    c. value all opinions, be tolerant of new and different ideas, and encourage creativity and innovation;
    d. follow through on commitments and be accountable to each other;
    e. clarify when items are discussed in confidence and maintain appropriate confidentiality;
    f. be attentive to others, limiting interruptions and distractions;
    g. encourage dissent in debate while being mindful not to prolong discourse or block consensus;
    h. be candid with each other about ideas and feelings, and resolve conflicts directly;
    i. keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves;
    j. continuously strive to improve how members work as a team;
    k. place clear and realistic demands on staff resources and time when requesting action;
    l. start and end meetings on time, work from an agenda, and be present, attentive, and prepared;
    m. present problems in a way that promotes discussion and resolution;
    n. continually work to build trust in each other;
    o. treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments at all times, including but not limited to Council Meetings, social media, and public events;
    p. be fair, impartial, and unbiased when voting on quasi-judicial actions;
    q. move to require the Mayor to enforce these Rules, and the Mayor shall do so upon an affirmative vote of a majority of the Council Members present;
    r. preserve order and decorum during the meeting;
    s. not delay or interrupt the proceedings or the peace of the council, nor disturb any council member while speaking, by conversation or otherwise;
    t. prohibit disclosure of confidential communications and authorize public censure for failure to comply;

u. support the Rules established by the Council; and

v. abide by these Rules in conducting the business of the City of Coalinga.

w. value each other's time;

x. attempt to build consensus on an item through an opportunity for dialogue; but when this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority;

y. have the right to dissent from, protest, or comment upon any action of the Council;

z. respect each other's opportunity to speak and, if necessary, agree to disagree;

aa. avoid offensive negative comments and shall practice civility and decorum during discussions and debate; and

bb. assist the Mayor's exercise of the affirmative duty to maintain order.

cc. speak to the City Manager directly on issues and concerns but not give individual direction;

dd. treat staff professionally and refrain from publicly criticizing individual employees;

ee. avoid involvement in personnel issues except during Council closed sessions regarding council-appointed staff such as the City Manager and City Attorney, including hiring, firing, promoting, disciplining, and other personnel matters;

ff. discuss directly with the City Manager and/or City Attorney any displeasure with a department or Staff; and

gg. request answers to questions on agenda items from the City Manager, City Attorney, City Clerk, City Treasurer, Department Directors, or Division Managers prior to the meeting whenever possible.

Decorum of City Staff

1. City Staff shall:

a. prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;

b. be available for questions from Council Members in accordance with the Brown Act prior to and during meetings;

c. respond to questions from the public during meetings only when requested to do so by Council Members or the City Manager;

d. refrain from arguing with the Public or Council Members; and

e. switch any electronic equipment such as pagers and cellular telephones to

silent, airplane mode or off during Council meetings.

f. remain objective on issues and should not be advocates for issues unless so directed by the City Manager.

Decorum of the Public

1. Members of the public attending Council meetings shall observe the same rules and decorum applicable to the Council Members and staff as noted above.
2. Members of the public attending Council meetings shall not bring food items into the Council Chambers. Water is okay so long as the container it is in has a closed top.
3. No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior, nor shall any person engage in conduct that disturbs the orderly conduct of the Council meeting. Examples of disorderly conduct include, but are not limited to, feet-stamping, whistling, yelling or shouting, organized silent demonstrations, physically threatening conduct, name calling, cursing, and similar demonstrations.
4. The Mayor shall request that a person who is breaching the rules of decorum cease the conduct. If the person does not cease the conduct immediately, the Mayor may declare that person to be in disorder as a result of their conduct and order the person to leave the Council meeting. The Coalinga Police Department shall assist the Mayor in enforcing the rules of decorum, including removing disorderly persons upon order of the Mayor.
5. Lobbyists shall identify themselves and the client(s), business, or organization they represent before speaking to the Council.

Addressing the Council

1. Purpose of Citizen Comments. During City Council meetings, the City provides opportunities for the public to address the Council as a whole in order to listen to the public's opinions regarding unagendized matters within the subject matter jurisdiction of the City
   a. Citizen comments should not be addressed to individual Council Members nor to City Officials, but rather to the Council as a whole regarding city business.
   b. While members of the public may speak their opinions on City business, personal attacks on Council Members and City Officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Council.
   c. Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "Question and Answer" periods or conversations with the Council and City Officials. The limited circumstances under which members

may respond to public comments as set out in Rule 8.D.2.

d. Members of the public with questions concerning Consent Calendar items may contact the Staff person who provided the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.
e. During Discussion items, the Mayor may stop a member of the public whose comments are not confined to the agendized item being heard.

2. Speaker time limits. In the interest of facilitating the Council's conduct of City business, the following time limits apply to members of the public (speakers) who wish to address the council during the meeting.
   a. Matters not on the agenda. Three minutes per speaker.
   b. Consent Calendar items. The Consent Calendar is considered a single item, and speakers are therefore subject to the three-minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Council Member's request and will be considered individually, with up to three minutes of public comment per speaker.
   c. Discussion Calendar items. Three minutes per speaker.
   d. Time limits per meeting.
      (i) Each speaker shall limit his/her remarks to the specified time allotment.
      (ii) The Mayor shall consistently utilize the timing system.
      (iii) In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group, but with no increase in time.
      (iv) Speakers shall not concede any part of their allotted time to another speaker.
      (v) The Mayor, with consensus of Council, may further limit, or expand, the time allotted for public comments per speaker or in total for the orderly conduct of the meeting; such limits shall be fairly applied.

Electronic Devices

1. Members of the public shall turn their electronic devices that are capable of emitting sound – including cellular telephones, personal data devices, pagers, digital tablets, laptop computers, etc. – to the off or silent mode during Council meetings.
2. Cameras. Cameras and recording equipment may be used during Council meetings only if:

a. the devices are silent during use; and

b. the devices are used in a manner and at locations that do not impede walkways or others views of the meeting or disrupt the conduct of the meeting.

Location of Speaker

1. Members of the public shall not approach the dais without the express consent of the Mayor.
2. Members of the public wishing to address the Council must approach the podium when recognized by the Mayor and speak only from the podium.
3. Members of the public should, but are not required, to state their name and address before beginning comments.

MEETING TYPES AND SCHEDULES

Regular Meetings

1. The Council shall meet the first and third Thursday of each month generally beginning at 6:00 p.m. in the City Hall Council Chambers, 155 W. Durian Ave, Coalinga, California, except as otherwise provided in the annually adopted meeting schedule or as otherwise revised by the Council.
2. Whenever possible, Special Workshops shall take place in the Council Chambers.

Adjourned Meetings

As permitted by law, the Council may adjourn any Regular, adjourned Regular, Special, or adjourned Special meeting to a time and place specified in the motion of adjournment.

Any Regular, Adjourned Regular, Special, or Adjourned Special Meeting of the Council may be adjourned to a time and place specified in the order of the adjournment. Less than a quorum may so adjourn from time to time. If all the members of the Council are absent from a Regular or Adjourned Regular Meeting, the City Clerk or Deputy City Clerk may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be delivered personally or by mail to each member of the Council, the City Attorney, and to each local newspaper of general circulation and radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as set forth in the notice. A copy of the order or notice of an adjournment shall be conspicuously posted on or near the door of the place where the Regular, Adjourned Regular, Special, Adjourned Special Meeting was held within twenty-four (24) hours after the time of the adjournment. When a Regular or Adjourned Regular Meeting is adjourned as provided in this

section, the resulting Adjourned Regular Meeting shall be a Regular Meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the Adjourned Meeting is held, it shall be held at the hour specified for Regular Meetings by ordinance, resolution, law, or other rules.

Special Meetings

A Special Meeting of the City Council may be called at any time by the Mayor, Mayor Pro-Tem, or by a majority of the members of the Council by delivering personally or by mail a written notice to each member of the Council, the City Attorney, and to each local newspaper of general circulation and radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as set forth in the notice. The call and notice shall set forth the time and place of the Special Meeting and the business to be transacted. No other business shall be considered at such meeting. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the City Clerk or Deputy City Clerk, a written waiver of the notice. Such waiver may be given by telephone or by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting as the time it convenes.

Emergency Meetings

1. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the legislative body may hold an Emergency Meeting without complying with either the 72-hour or 24-hour notice and posting requirements for Regular and Special Meetings, but shall otherwise comply with the Brown Act procedures generally stated below.
2. Each local newspaper of general circulation and radio or television station that has requested notice of Special Meetings pursuant to the Brown Act, shall be notified by the Mayor of the legislative body, or designee thereof, at least one hour prior to the Emergency Meeting, or in the case of a dire emergency, at or near the time that the Mayor or designee notifies the Council of the Emergency Meeting.
3. This notice shall be given by telephone call to the numbers provided in the most recent request for notification.
4. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

5. During an Emergency Meeting, the legislative body may meet in closed session pursuant to the Brown Act if agreed to by a two-thirds vote of the members present, being not less than four votes of the Council.
6. All Special Meeting requirements in the Brown Act shall be applicable to an Emergency Meeting, with the exception of the 24-hour notice and posting requirement.
7. The minutes of an Emergency Meeting; a list of persons who the Mayor or designee of the Council, notified or attempted to notify; a copy of the roll call vote; and any actions taken at the meeting, shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.

Closed Sessions

1. Closed Sessions generally shall be conducted on the first and third Thursday of every month or during Special Meetings held immediately prior to Regular Meetings.
2. In accordance with the Brown Act, the public may speak regarding any Closed Session item prior to the Closed Session.
3. All Closed Session information, verbal or written, is privileged and confidential and shall not be shared with any person not at the Closed Session. Any Council Member sharing information in violation of this rule may be subject to censure by the Council consistent with the Council's confidentiality policy then in effect.
4. The City Attorney shall report out in open session any reportable actions that were taken by Council and the vote on such actions in accordance with the Brown Act.

Public Hearings

1. The city clerk shall set Public Hearing dates on all matters that require a notice and Public Hearing before the Council, such as matters received from the planning division and appeals to the Council.
2. Public Hearings will not be withdrawn or continued without the full knowledge and concurrence of the Council Members within whose districts/jurisdiction the issue resides.
3. The Council may refuse to grant a continuance of any Public Hearing unless there is a valid legal reason why the Public Hearing must be continued.
4. Continuances.
    a. Any person (applicant, appellant, or designated representative) scheduled for a Public Hearing before the Council:
        (i) may obtain one continuance for a period not to exceed the second Regular Meeting after the original scheduled Public Hearing date, as a matter of right, without personally appearing before the Council on

the scheduled hearing date, provided a written request for the continuance must be delivered to the City Clerk by noon on the day prior to the scheduled Public Hearing. Any person, who has once obtained a continuance by any procedure, may not obtain a subsequent continuance by notifying the City Clerk as provided in this Rule 6.F.a(i).

(ii) who wants to obtain a continuance of the Public Hearing beyond the second Regular Meeting after the original scheduled Public Hearing date, or has not notified the City Clerk as provided in Rule 6.F.4.a(i), may obtain a continuance only by appearing before the Council at the time the original Public Hearing is scheduled and requesting a continuance. This continuance is not a matter of right and will not be granted unless the Council is satisfied that good cause exists for the continuance and that a substantial number of people will not be inconvenienced by such continuance.

(iii) who has once obtained a continuance of a Public Hearing either by notice to the City Clerk per Rule 6.F.4.a(i) or by personal appearance per Rule 6.F.4.a(ii), may obtain a further continuance only by appearing before the Council at the scheduled Public Hearing and satisfying the Council that extraordinary circumstances exist that would justify this second continuance.

(iv) who has twice obtained a continuance of a Public Hearing, may obtain an additional continuance only by appearing before the Council at the scheduled hearing and satisfying the Council that a miscarriage of justice would result from the refusal of the Council to grant a continuance.

b. City Staff may request and upon Council's approval obtain a continuance based on the need of the originating department or on behalf of a Council Member. Department staff may request, via the City Clerk, as many continuances as needed to complete and ready the project or appeal for the Public Hearing process; however, Staff may not serve as a requestor on behalf of an applicant or appellant.

c. Any organized group of residents or neighborhood associations, not recognized as an applicant or appellant, may contact their Council Member and request a continuance as needed to complete and ready the project or appeal for the hearing process. The Council Member, in his or her sole discretion, may request the Council approve the continuance for good cause.

d. At the meeting when the Public Hearing is scheduled, but before the hearing starts, any Council Member may request the Council approve a continuance.

e. Disputes regarding the length of a continuance will be decided by the Council

at the scheduled hearing if City Staff or the City Clerk cannot obtain mutual agreement between the parties beforehand.

MEETING AGENDAS

Requirements for Agenda Item Submission

1. The City Manager and City Clerk shall develop the agenda for Council meetings in consultation with the Mayor and Mayor Pro-Tem.
2. Council Members may submit items for inclusion on a future agenda by submitting the request via email within ten (10) days of the next finalized agenda via email or written notice.
3. Council Members may submit staff reports or descriptions of oral reports to the City Clerk and or the City Manager for placement on the agenda.
4. Department directors, subject to the discretion of the City Manager, may submit staff reports or descriptions of oral reports to the City Clerk for placement on the agenda.
5. Outside agencies may submit agenda items in accordance with the following:
   a. Items from outside agencies must be sponsored for agenda placement by Council Members or department Staff; and
   b. All agenda items must be submitted in accordance with the agenda packet submission and preparation requirements.

Declaration of Policy

1. No ordinance, resolution, motion, or item of business shall be introduced or acted upon at a meeting of a legislative body of the City without it appearing on a duly noticed and posted agenda in accordance with the Brown Act. Exceptions to this rule are limited to those provided by state law.
2. No ordinance, resolution, motion, or item of business will be considered that:
   a. does not affect the conduct of the business of the City of Coalinga or its powers or duties as a municipal corporation, or
   b. supports or disapproves of any legislation or action
      (i) of the State of California;
      (ii) of the Congress of the United States; or
      (iii) before any officer or agency of the state or nation,

   unless the proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers or duties of the City of Coalinga or its

officers or employees.

c. Rule 7.B.2 may be invoked only before Public Comment or council deliberation on the matter and by three affirmative votes on the question: “Shall the Council consider this matter?”

Procedures for Submission of Reports

1. A written staff report should be prepared and submitted for agenda review in accordance with the agenda review procedure.
2. Staff reports shall include a section reflecting review by the City Attorney as appropriate.
3. “Continued” items do not require a new staff report if there are no changes other than the agenda date. If there is any other change, a new staff report meeting all applicable requirements must be submitted.
4. Staff reports shall the name of the staff member or department head putting the item on the agenda.
5. Staff reports shall include any fiscal information as it relates to the city budget or spending or saving money.

Written Communications from the City and the Public

1. The City Clerk, City Manager, and or City Attorney shall manage communications to Council Members regarding meeting topics to ensure compliance with the Brown Act.
   a. Except for records exempt from disclosure under the California Public Records Act and otherwise by law, agendas or any other writings distributed to all or a majority of the Council Members for discussion or consideration at a Public Meeting are disclosable to the public, and shall be made available upon request without delay.
   b. Materials distributed to the Council Members during the meeting shall be available for viewing by the public during the meeting if the materials were prepared by the City or a Council Member, or at the conclusion of the meeting if prepared by another person.
2. Interested parties or their authorized representatives may address the Council by written communications regarding agenda items.
   a. Written communications received by the City Clerk prior to posting of the agenda will be included in the agenda packet material. Written communications received by the City Clerk after that deadline will be delivered to the Council Members at the Council Meeting if related to an item on the meeting agenda.
   b. Documents (10 copies recommended) that members of the public submit to the

City Council at the meeting shall be given directly to the City Clerk for distribution and shall not be given directly to the Council. The documents will be made available to the public.

Preparation of the Agenda Packet

1. No later than 6:00 p.m. on the Monday prior to each regularly scheduled meeting, the City Clerk shall finalize the agenda packet.
2. Agenda Packet Contents.

   a. The agenda packet shall include the agenda, the staff reports, draft resolutions and ordinances, contract, and other attachments. Items noted as "To Be Delivered" on the agenda will be delivered prior to the start of the Council Meeting and published to the City's website no later than the following day. No item shall be required to be considered by the Council if the applicable written material is not delivered to the Council before the agenda item is discussed and made available to the public at the same time.

   b. Corrections or supplements to a staff report or other written materials already included in the agenda packet may be delivered separately.

   c. All agreements on the agenda shall be available for review by the Council and the Public prior to the meeting, or at the meeting location during the meeting, unless determined otherwise by the City Attorney.

Distribution of the Packet

1. The City Clerk shall distribute the agenda packet to the Council Members and persons requesting copies of the agenda packet no later than Monday at 6:00 p.m. prior to the regularly scheduled meeting.
2. Paper or electronic copies of the agenda packet shall be available for the news media and other such organizations, agencies, institutions, or persons who so subscribe.

Posting of Agenda

1. The City Clerk shall post the agenda of each Regular or adjourned Regular Meetings of the legislative body at least 72 hours in advance of the meeting in a location that is freely accessible to members of the public as required by the Brown Act.
2. The City Clerk shall maintain an affidavit indicating the location, date, and time of posting each agenda.
3. Agendas will generally be published to the City's website by the end of business on the Monday before Regular Meetings.

4. Staff reports including attachments, exhibits, and agreements will generally be published to the City's website by end of business on the Monday before Regular Meetings.
5. If technical difficulties occur, the agenda and reports will be published on the City's website as soon as those difficulties are resolved.

Failure to Meet Agenda Deadlines

1. The City Clerk shall not, without the consent of the City Manager or City Attorney, accept any agenda item or revised agenda item after the deadlines established and noted in these Rules.

Exceptions to the Agenda Requirement

1. Matters not included on the published agenda may be discussed and acted upon by the legislative body only in the following situations:
   a. at a meeting during which a majority of the Council Members determine in open session that the matter in question constitutes an "emergency"; or
   b. Upon a determination by two-thirds of the Council Members, or if less than two-thirds are present by unanimous vote of the Council Members present, that:
      (i) there is a need to take immediate action; and
      (ii) the need for action came to the attention of the City after the agenda had been posted; or
   c. the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Types of Agenda Items

1. Closed Sessions – confidential discussions with the legislative body as permitted by the Brown Act.
2. Ceremonial Matters – the presentation and receipt of ceremonial resolutions and celebrations not requiring formal legislative body action.
3. Administrative Matters – consent items making clerical corrections to previous legislative documents and to ensure accurate legislative history.
4. Consent Calendar – considered one item, consisting of matters routine in nature and not likely to be subject to debate or inquiry by the Council Members or the public; typically adopted in one motion.
5. Public Hearings – duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action by the Council.

6. New Business – non-routine items requiring an oral presentation and discussion before action is taken.
7. Information Items – items when staff is required by federal or state law or city code to inform Council of an issue when authority has been delegated to a person, position, board, or commission.
8. Public Comment – oral communications from the public regarding matters not on the agenda but within the subject matter jurisdiction of the City.
9. City Council Reports and Requests:
    a. Brief oral or written reports summarizing meeting or conference attendance at City expense, as required by AB 12349;
    b. Requests that City Manager or Staff report on various issues;
    c. Requests to place items on a future council meeting agenda must be approved (consensus by Council must be received);
    d. Reports on district and citywide activities or news.

Ordinances and Non-Binding Resolutions

1. Ordinances on the agenda may be passed for publication or adopted in accordance with established procedures.
2. Ordinance changes during the review and adoption process.
    a. The text of an ordinance receiving the necessary votes to bring the matter to Council shall be the text that is included in the published agenda as pass-for-publication.
    b. The text of an ordinance passed for publication shall be the text that is included in the published agenda for the meeting at which the adoption of the ordinance is discussed.
    c. Notwithstanding subsections a, b, and c, typographical and clerical errors may be corrected at any time during the ordinance review and adoption process.
    d. If a Staff Member intends to make a substantive (i.e., anything not typographical or clerical) change to an ordinance after it is included in a published agenda, at or before the time the ordinance adoption item is called on the agenda the Staff Member shall distribute sufficient written copies of the proposed change so that all other members, the Council Members, relevant City staff, and the public audience have copies.
    e. Consideration of a proposed substantive change from the ordinance text that was included in the published agenda shall be continued until the next regular council meeting unless another meeting date is approved by Council.

f. If the Council's motion to adopt an ordinance includes a change to the ordinance text from that published in the agenda, prior to the vote the City Attorney or City Clerk shall repeat verbatim the proposed change or otherwise indicate the change is reflected in the circulated written copy of the change.

CONDUCT OF MEETING

Call to Order – Mayor

1. The Mayor, or in the Mayor's absence the Mayor Pro-Tem, shall take the chair at the hour appointed for the meeting and shall immediately call the meeting of the Council to order.
2. In the absence of the Mayor and Mayor Pro-Tem, the City Clerk shall call the meeting to order and a Mayor *Pro-Tempore* shall be appointed from the members present.
3. Upon the arrival of the Mayor, the Mayor Pro-Tem or Mayor Pro-Tempore shall immediately relinquish the chair at the conclusion of the business then before the Council.

Roll Call / Attendance

1. A majority of the members of the Council then in office and present within the City limits of Coalinga shall constitute a quorum.
2. Before the Council proceeds with the business before it, the City Clerk shall call the role and note the Council Members present for the minutes. The late arrival of Council Members shall be entered into the minutes.
3. A Council Member shall be considered present at a meeting if the member either is physically in the Council Chambers or is participating in the meeting through teleconference in accordance with the Brown Act. Meeting attendance of Council Members through teleconference will be permitted on a case-by-case basis, determined by the majority of Council.
4. Council Members attending a council meeting through a teleconference are counted when determining a quorum unless they are not within the City limits of Coalinga.
5. Council Members must be physically present at the Council Chamber dais or teleconference location to vote. Proxy or absentee voting is not permitted.

Order of Discussion

The order of business is typically carried out as listed on the agenda or as set out below; however, the Mayor, Mayor Pro-Tem and or City Manager may request the items, unless Council Members object.

Council Members may request items be reordered by motion.

1. Public Comment will be held at the beginning and at the end of the meeting.
2. Consent Calendar items removed for discussion.
    a. Council Members or the City Manager may request that an item be removed from the Consent Calendar for separate consideration.
    b. Members of the Public wishing to have an item removed from the Consent Calendar for separate consideration may make a request to a Council Member or the City Manager prior to the beginning of council meeting.
    c. All matters remaining on the Consent Calendar shall be approved by a single action, such single action to have the legal effect of individual action on each matter.
    d. If Consent Calendar items are removed, they shall be discussed immediately and voted on individually after adoption of the balance of the Consent Calendar.
3. Public Hearings.
    a. The order of Public Hearings will generally be as follows:
        (i) Staff comments, information, and reports, followed by Council Member questions.
        (ii) proponent, if applicable, speaks, followed by Council Member questions.
        (iii) opponent, if applicable, speaks, followed by Council Member questions.
        (iv) if the Public Hearing is on an appeal that does not require Council *de novo* review, then the appellant (opponent) speaks before the applicant (proponent) in accordance with the allotted time.
        (v) Public Comments.
        (vi) if the Public Hearing is a *de novo* review appeal, the applicant speaks in rebuttal, but if not a *de novo* review appeal, the appellant speaks in rebuttal.
        (vii) closure of Public Comment.
        (viii) further Council Member discussion.
        (ix) motion to close Public Hearing and take action. See Rule 6.F regarding continuances.
    b. The Mayor may direct speakers to avoid repetition in order to permit maximum information to be provided the Council within the time allotted to the hearing.
4. New Business.

a. The order of discussion after introduction of an item by the Mayor will generally be as follows:

   (i) Staff comments, information, and reports, followed by questions from the Council Members.

   (ii) Public Comments and information, followed by questions from the Council Members.

   (iii) Council Member discussion, motion, and action.

b. Once the item is placed before the Council for discussion, motion, or action, no member of Staff or the Public shall be allowed to address the Council without the consent of the Mayor or Council Members.

Oral Communications from the Audience

1. As required by the Brown Act, a portion of each Council Meeting agenda will provide an opportunity for members of the Public to address the Council on any agendized item, including Closed Session and Consent calendar items. Regular Meeting agendas also will provide for Public Comment on any unagendized matter that is within the subject matter jurisdiction of the City.
2. In response to Public Comment on non-agendized items, the Council Members may individually:
   a. briefly respond to statements made or questions posed by members of the Public;
   b. ask questions for clarification;
   c. provide a reference to Staff or other resources for factual information or response;
   d. request Staff, with consensus of Council, to report to the Council at a subsequent meeting; and
   e. request Staff, with consensus of Council, to place a matter of business on a future agenda as needed.

Quorum Call

1. During the course of the meeting, should the presiding officer note a quorum is lacking, the mayor shall call this fact to the attention of the City Clerk.
2. The Mayor then shall issue a quorum call. If a quorum has not been restored within two minutes of a quorum call, the Mayor may declare a recess for a reasonable period of time in order to reestablish a quorum.
3. If no quorum is reestablished within a reasonable time, the Mayor shall adjourn the meeting.

Obtaining the Floor

1. Any Council Member wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor shall recognize any Council Member who seeks the floor when appropriately entitled to do so.
2. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member and that Council Member may respond while the floor is still held by the member asking the question. A Council Member may opt not to answer a question while another member has the floor.

Motions

1. *Robert's Rules of Order, a manual of parliamentary procedure* shall be used for the management of motions.

CITY OF COALINGA-COUNCIL RULES OF PROCEDURE

Decorum of City Council Members

1. Council Members shall:
   a. put constituents first at all times;
   b. treat each other, Staff, and the Public with dignity, courtesy, and respect;
   c. value all opinions, be tolerant of new and different ideas, and encourage creativity and innovation;
   d. follow through on commitments and be accountable to each other;
   e. clarify when items are discussed in confidence and maintain appropriate confidentiality;
   f. be attentive to others, limiting interruptions and distractions;
   g. encourage dissent in debate while being mindful not to prolong discourse or block consensus;
   h. be candid with each other about ideas and feelings, and resolve conflicts directly;
   i. keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves;
   j. continuously strive to improve how members work as a team;
   k. place clear and realistic demands on staff resources and time when requesting action;
   l. start and end meetings on time, work from an agenda, and be present, attentive, and prepared;
   m. present problems in a way that promotes discussion and resolution;
   n. continually work to build trust in each other;
   o. treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments at all times, including but not limited to Council Meetings, social media, and public events;
   p. be fair, impartial, and unbiased when voting on quasi-judicial actions;
   q. move to require the Mayor to enforce these Rules, and the Mayor shall do so upon an affirmative vote of a majority of the Council Members present;
   r. preserve order and decorum during the meeting;
   s. not delay or interrupt the proceedings or the peace of the council, nor disturb any council member while speaking, by conversation or otherwise;
   t. prohibit disclosure of confidential communications and authorize public censure for failure to comply;

u. support the Rules established by the Council; and

v. abide by these Rules in conducting the business of the City of Coalinga.

w. value each other's time;

x. attempt to build consensus on an item through an opportunity for dialogue; but when this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority;

y. have the right to dissent from, protest, or comment upon any action of the Council;

z. respect each other's opportunity to speak and, if necessary, agree to disagree;

aa. avoid offensive negative comments and shall practice civility and decorum during discussions and debate; and

bb. assist the Mayor's exercise of the affirmative duty to maintain order.

cc. speak to the City Manager directly on issues and concerns but not give individual direction;

dd. treat staff professionally and refrain from publicly criticizing individual employees;

ee. avoid involvement in personnel issues except during Council closed sessions regarding council-appointed staff such as the City Manager and City Attorney, including hiring, firing, promoting, disciplining, and other personnel matters;

ff. discuss directly with the City Manager and/or City Attorney any displeasure with a department or Staff; ~~and~~

gg. request answers to questions on agenda items from the City Manager, City Attorney, City Clerk, City Treasurer, Department Directors, or Division Managers prior to the meeting whenever possible; ~~.~~

hh. not utilize cellular telephones off during Council meetings and turn them off; (HORN)

ii. be deemed to have forfeited his or her title to office upon failing to attend four (4) consecutive regular City Council meetings without excuse;

jj. may present via audio, visual, presentation or other means of communications any agenda item requested to be placed on the agenda by that Councilmember; and (VOSBURG)

kk. disclose conflicts of interest:

(i) The Political Reform Act prohibits any public official from making, participating in making, or in any way attempting to use his/her official position to influence a governmental decision in which the public official knows or has

reason to know he/she has a financial interest.

(ii) A public official who holds an office specified in Government Code Section 87200, and who has a disqualifying financial interest in a decision, shall identify the conflict of interest or potential conflict of interest, and immediately, prior to the consideration of the matter, do all of the following:

- publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- recuse himself/herself from discussing and voting on the matter, or otherwise acting n violation of Government Code Section 87100;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters;
- And, the pubic official may speak on the issue during the time the general public speaks on the issue, but not from the dais.

(iii) Public officials who have a disqualifying conflict of interest shall also comply with the administrative regulations of the Fair Political Practices Commission, as may be amended or adopted, from time to time, for implementing this rule. (VOSBURG)

~~gg.~~

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Decorum of City Staff

1. City Staff shall:
   a. prepare well-written staff reports and provide accompanying documents on all agenda items in accordance with the agenda format and preparation schedule;
   b. be available for questions from Council Members in accordance with the Brown Act prior to and during meetings;
   c. respond to questions from the public during meetings only when requested to do so by Council Members or the City Manager;
   d. refrain from arguing with the Public or Council Members; ~~and~~
   e. switch any electronic equipment such as pagers and cellular telephones to silent, airplane mode or off during Council meetings;~~.~~
   f. remain objective on issues and should not be advocates for issues unless so directed by the City Manager; and~~.~~
   g. disclose conflicts of interest:

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(i) The Political Reform Act prohibits any public official from making, participating in making, or in any way attempting to use his/her official position to influence a governmental decision in which the public official knows or has reason to know he/she has a financial interest.

(ii) A public official who holds an office specified in Government Code Section 87200, and who has a disqualifying financial interest in a decision, shall identify the conflict of interest or potential conflict of interest, and immediately, prior to the consideration of the matter, do all of the following:

- publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- recuse himself/herself from discussing the matter, or otherwise acting in violation of Government Code Section 87100;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters;
- And, the staff member may speak on the issue during the time the general public speaks on the issue, but not from the dais.

(iii) Staff members who have a disqualifying conflict of interest shall also comply with the administrative regulations of the Fair Political Practices Commission, as may be amended or adopted, from time to time, for implementing this rule. (VOSBURG)

~~f.~~h.

Decorum of the Public

1. Members of the public attending Council meetings shall observe the same rules and decorum applicable to the Council Members and staff as noted above.
2. Members of the public attending Council meetings shall not bring food items into the Council Chambers. Water is okay so long as the container it is in has a closed top.
3. No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior, nor shall any person engage in conduct that disturbs the orderly conduct of the Council meeting. Examples of disorderly conduct include, but are not limited to, feet-stamping, whistling, yelling or shouting, organized silent demonstrations, physically threatening conduct, name calling, cursing, and similar demonstrations.
4. The Mayor shall request that a person who is breaching the rules of decorum cease

the conduct. If the person does not cease the conduct immediately, the Mayor may declare that person to be in disorder as a result of their conduct and order the person to leave the Council meeting. The Coalinga Police Department shall assist the Mayor in enforcing the rules of decorum, including removing disorderly persons upon order of the Mayor.

5. Lobbyists shall identify themselves and the client(s), business, or organization they represent before speaking to the Council.

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~~5.~~6. Any person who willfully engages in conduct which is designed to or is likely to provoke others to engage in violent or riotous behavior, disturbs the peace of the meeting by loud and unreasonable noise, engages in other disruptive conduct which substantially interferes with the orderly conduct of business before the Council, and who fails, upon request of the Mayor, or representative acting in the capacity of the Mayor, to cease such activity, shall be barred from further attendance at such meeting unless permission to remain and/or address the Council is granted by a majority vote of the Council. A person violating this subsection may be charged with a misdemeanor. (VOSBURG)

Addressing the Council

1. Purpose of Citizen Comments. During City Council meetings, the City provides opportunities for the public to address the Council as a whole in order to listen to the public's opinions regarding ~~unagendized~~ matters within the ~~subject matter~~ jurisdiction of the City.
   a. Citizen comments should not be addressed to individual Council Members nor to City Officials, but rather to the Council as a whole regarding city business.
   b. While members of the public may speak their opinions on City business, personal attacks on Council Members and City Officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Council.
   c. Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "Question and Answer" periods or conversations with the Council and City Officials. ~~The limited circumstances under which members may respond to public comments as set out in Rule 8.D.2.~~
   d. Members of the public with questions concerning Consent Calendar items may contact the Staff person who provided the report prior to the meeting~~.g to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.~~
   e. ~~During Discussion items, the Mayor may stop a member of the public whose comments are not confined to the agendized item being heard.~~
2. Speaker time limits. In the interest of facilitating the Council's conduct of City business, the following time limits apply to members of the public (speakers) who

wish to address the council during the meeting.

a. Matters within the jurisdiction of the City.~~not on the agenda~~. Three minutes per speaker.

~~b. Consent Calendar items. The Consent Calendar is considered a single item, and speakers are therefore subject to the three-minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Council Member's request and will be considered individually, with up to three minutes of public comment per speaker.~~

~~c.~~b. ~~Discussion Calendar items. Three minutes per speaker.~~

~~d.~~c. Time limits per meeting.

(i) Each speaker shall limit his/her remarks to the specified time allotment.

(ii) The City Clerk~~Mayor~~ shall consistently utilize the timing system.

(iii) In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group, but with no increase in time.

(iv) Speakers shall not concede any part of their allotted time to another speaker.

(v) The Mayor, with consensus of Council, may further limit, or expand, the time allotted for public comments per speaker or in total for the orderly conduct of the meeting; such limits shall be fairly applied.

Electronic Devices

1. Members of the public shall turn their electronic devices that are capable of emitting sound – including cellular telephones, personal data devices, pagers, digital tablets, laptop computers, etc. – to the off or silent mode during Council meetings.
2. Cameras. Cameras and recording equipment may be used during Council meetings only if:
   a. the devices are silent during use; and
   b. the devices are used in a manner and at locations that do not impede walkways or others views of the meeting or disrupt the conduct of the meeting.

Location of Speaker

1. Members of the public shall not approach the dais without the express consent of the Mayor.
2. Members of the public wishing to address the Council must approach the podium

when recognized by the Mayor and speak only from the podium.

3. Members of the public should, but are not required, to state their name and address before beginning comments.

MEETING TYPES AND SCHEDULES

Regular Meetings

1. The Council shall meet the first and third Thursday of each month generally beginning at 6:00 p.m. in the City Hall Council Chambers, 155 W. Durian Ave, Coalinga, California, except as otherwise provided in the annually adopted meeting schedule or as otherwise revised by the Council.

2. Whenever possible, Special Workshops shall take place in the Council Chambers.

2.3. All City Council meetings, regular or special, other than emergency meetings, including workshops, shall not be scheduled before 5:00 p.m. (VOSBURG).

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Adjourned Meetings

As permitted by law, the Council may adjourn any Regular, adjourned Regular, Special, or adjourned Special meeting to a time and place specified in the motion of adjournment.

Any Regular, Adjourned Regular, Special, or Adjourned Special Meeting of the Council may be adjourned to a time and place specified in the order of the adjournment. Less than a quorum may so adjourn from time to time. If all the members of the Council are absent from a Regular or Adjourned Regular Meeting, the City Clerk or Deputy City Clerk may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be delivered personally or by mail to each member of the Council, the City Attorney, and to each local newspaper of general circulation and radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as set forth in the notice. A copy of the order or notice of an adjournment shall be conspicuously posted on or near the door of the place where the Regular, Adjourned Regular, Special, Adjourned Special Meeting was held within twenty-four (24) hours after the time of the adjournment. When a Regular or Adjourned Regular Meeting is adjourned as provided in this section, the resulting Adjourned Regular Meeting shall be a Regular Meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the Adjourned Meeting is held, it shall be held at the hour specified for Regular Meetings by ordinance, resolution, law, or other rules.

Special Meetings

A Special Meeting of the City Council may be called at any time by the Mayor, Mayor Pro-Tem, or by a majority of the members of the Council by delivering personally or by mail a written notice to each member of the Council, the City Attorney, and to each local newspaper of general circulation and radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as set forth in the notice. The call and notice shall set forth the time and place of the Special Meeting and the business to be transacted. No other business shall be considered at such meeting. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the City Clerk or Deputy City Clerk, a written waiver of the notice. Such waiver may be given by telephone or by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting as the time it convenes.

Emergency Meetings

1. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the legislative body may hold an Emergency Meeting without complying with either the 72-hour or 24-hour notice and posting requirements for Regular and Special Meetings, but shall otherwise comply with the Brown Act procedures generally stated below.
2. Each local newspaper of general circulation and radio or television station that has requested notice of Special Meetings pursuant to the Brown Act, shall be notified by the Mayor of the legislative body, or designee thereof, at least one hour prior to the Emergency Meeting, or in the case of a dire emergency, at or near the time that the Mayor or designee notifies the Council of the Emergency Meeting.
3. This notice shall be given by telephone call to the numbers provided in the most recent request for notification.
4. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.
5. During an Emergency Meeting, the legislative body may meet in closed session pursuant to the Brown Act if agreed to by a two-thirds vote of the members present, being not less than four votes of the Council.
6. All Special Meeting requirements in the Brown Act shall be applicable to an Emergency Meeting, with the exception of the 24-hour notice and posting requirement.

7. The minutes of an Emergency Meeting; a list of persons who the Mayor or designee of the Council, notified or attempted to notify; a copy of the roll call vote; and any actions taken at the meeting, shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.

Closed Sessions

1. Closed Sessions generally shall be conducted on the first and third Thursday of every month or during Special Meetings held immediately prior to Regular Meetings.
2. In accordance with the Brown Act, the public may speak regarding any Closed Session item prior to the Closed Session during the Citizen Comments portion of the agenda.
3. All Closed Session information, verbal or written, is privileged and confidential and shall not be shared with any person not at the Closed Session. Any Council Member sharing information in violation of this rule may be subject to censure by the Council consistent with the Council's confidentiality policy then in effect.
4. The City Attorney shall report out in open session any reportable actions that were taken by Council and the vote on such actions in accordance with the Brown Act.

Public Hearings

1. The city clerk shall set Public Hearing dates on all matters that require a notice and Public Hearing before the Council, such as matters received from the planning division and appeals to the Council.
2. Public Hearings will not be withdrawn or continued without the full knowledge and concurrence of the Council Members within whose districts/jurisdiction the issue resides.
3. The Council may refuse to grant a continuance of any Public Hearing unless there is a valid legal reason why the Public Hearing must be continued.
4. Continuances.
   a. Any person (applicant, appellant, or designated representative) scheduled for a Public Hearing before the Council:
      (i) may obtain one continuance for a period not to exceed the second Regular Meeting after the original scheduled Public Hearing date, as a matter of right, without personally appearing before the Council on the scheduled hearing date, provided a written request for the continuance must be delivered to the City Clerk by noon on the day prior to the scheduled Public Hearing. Any person, who has once obtained a continuance by any procedure, may not obtain a subsequent continuance by notifying the City Clerk as provided in this

Rule 6.F.a(i).

(ii) who wants to obtain a continuance of the Public Hearing beyond the second Regular Meeting after the original scheduled Public Hearing date, or has not notified the City Clerk as provided in Rule 6.F.4.a(i), may obtain a continuance only by appearing before the Council at the time the original Public Hearing is scheduled and requesting a continuance. This continuance is not a matter of right and will not be granted unless the Council is satisfied that good cause exists for the continuance and that a substantial number of people will not be inconvenienced by such continuance.

(iii) who has once obtained a continuance of a Public Hearing either by notice to the City Clerk per Rule 6.F.4.a(i) or by personal appearance per Rule 6.F.4.a(ii), may obtain a further continuance only by appearing before the Council at the scheduled Public Hearing and satisfying the Council that extraordinary circumstances exist that would justify this second continuance.

(iv) who has twice obtained a continuance of a Public Hearing, may obtain an additional continuance only by appearing before the Council at the scheduled hearing and satisfying the Council that a miscarriage of justice would result from the refusal of the Council to grant a continuance.

b. City Staff may request and upon Council's approval obtain a continuance based on the need of the originating department or on behalf of a Council Member. Department staff may request, via the City Clerk, as many continuances as needed to complete and ready the project or appeal for the Public Hearing process; however, Staff may not serve as a requestor on behalf of an applicant or appellant.

c. Any organized group of residents or neighborhood associations, not recognized as an applicant or appellant, may contact their Council Member and request a continuance as needed to complete and ready the project or appeal for the hearing process. The Council Member, in his or her sole discretion, may request the Council approve the continuance for good cause.

d. At the meeting when the Public Hearing is scheduled, but before the hearing starts, any Council Member may request the Council approve a continuance.

e. Disputes regarding the length of a continuance will be decided by the Council at the scheduled hearing if City Staff or the City Clerk cannot obtain mutual agreement between the parties beforehand.

MEETING AGENDAS

Requirements for Agenda Item Submission

1. The City Manager and City Clerk shall develop the agenda for Council meetings in consultation with the Mayor and Mayor Pro-Tem.
2. Council Members may submit items for inclusion on a future agenda by submitting the request via email within ten (10) days of the next finalized agenda via email or written notice.
3. Council Members may submit staff reports or descriptions of oral reports to the City Clerk and or the City Manager for placement on the agenda.
4. Department directors, subject to the discretion of the City Manager, may submit staff reports or descriptions of oral reports to the City Clerk for placement on the agenda.
5. Outside agencies may submit agenda items in accordance with the following:
   a. Items from outside agencies must be sponsored for agenda placement by Council Members or department Staff; and
   b. All agenda items must be submitted in accordance with the agenda packet submission and preparation requirements.

~~b.~~6. All Items placed on a City Council agenda, including all exhibits and attachments, shall be reviewed an approved by the City Attorney prior to finalizing the agenda. (VOSBURG)

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Declaration of Policy

1. No ordinance, resolution, motion, or item of business shall be introduced or acted upon at a meeting of a legislative body of the City without it appearing on a duly noticed and posted agenda in accordance with the Brown Act. Exceptions to this rule are limited to those provided by state law.
2. No ordinance, resolution, motion, or item of business will be considered that:
   a. does not affect the conduct of the business of the City of Coalinga or its powers or duties as a municipal corporation, or
   b. supports or disapproves of any legislation or action
      (i) of the State of California;
      (ii) of the Congress of the United States; or
      (iii) before any officer or agency of the state or nation,

   unless the proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers or duties of the City of Coalinga or its officers or employees.

c. Rule 7.B.2 may be invoked only before Public Comment or council deliberation on the matter and by three affirmative votes on the question: "Shall the Council consider this matter?"

Procedures for Submission of Reports

1. A written staff report should be prepared and submitted for agenda review in accordance with the agenda review procedure.
2. Staff reports shall include a section reflecting review by the City Attorney as appropriate.
3. "Continued" items do not require a new staff report if there are no changes other than the agenda date. If there is any other change, a new staff report meeting all applicable requirements must be submitted.
4. Staff reports shall contain the name of the staff member or department head putting the item on the agenda.
5. Staff reports shall include any fiscal information as it relates to the city budget or spending or saving money.

Written Communications from the City and the Public

1. The City Clerk, City Manager, and or City Attorney shall manage communications to Council Members regarding meeting topics to ensure compliance with the Brown Act.
   a. Except for records exempt from disclosure under the California Public Records Act and otherwise by law, agendas or any other writings distributed to all or a majority of the Council Members for discussion or consideration at a Public Meeting are disclosable to the public, and shall be made available upon request without delay.
   b. Materials distributed to the Council Members during the meeting shall be available for viewing by the public during the meeting if the materials were prepared by the City or a Council Member, or at the conclusion of the meeting if prepared by another person.
2. Interested parties or their authorized representatives may address the Council by written communications regarding anything within the jurisdiction of the City. Citizen Comments submitted in writing to the City Clerk by 5:00pm on the day of the City Council meeting shall be distributed to the City Council and included in the record, however they will not be read.~~agenda items~~.
   a. Written communications received by the City Clerk prior to posting of the agenda will be included in the agenda packet material. Written communications received by the City Clerk after that deadline will be delivered to the Council Members at the Council Meeting if related to an item on the meeting agenda.

b. Documents (10 copies recommended) that members of the public submit to the City Council at the meeting shall be given directly to the City Clerk for distribution and shall not be given directly to the Council. The documents will be made available to the public.

Preparation of the Agenda Packet

1. No later than 6:00 p.m. on the Monday prior to each regularly scheduled meeting, the City Clerk shall finalize the agenda packet.
2. Agenda Packet Contents.
   a. The agenda packet shall include the agenda, the staff reports, draft resolutions and ordinances, contract, and other attachments. Items noted as "To Be Delivered" on the agenda will be delivered prior to the start of the Council Meeting and published to the City's website no later than the following day. No item shall be required to be considered by the Council if the applicable written material is not delivered to the Council before the agenda item is discussed and made available to the public at the same time.
   b. Corrections or supplements to a staff report or other written materials already included in the agenda packet may be delivered separately.
   c. All agreements on the agenda shall be available for review by the Council and the Public prior to the meeting, or at the meeting location during the meeting, unless determined otherwise by the City Attorney.

Distribution of the Packet

1. The City Clerk shall distribute the agenda packet to the Council Members and persons requesting copies of the agenda packet no later than Monday at 6:00 p.m. prior to the regularly scheduled meeting.
2. Paper or electronic copies of the agenda packet shall be available for the news media and other such organizations, agencies, institutions, or persons who so subscribe.

Posting of Agenda

1. The City Clerk shall post the agenda of each Regular or adjourned Regular Meetings of the legislative body at least 72 hours in advance of the meeting in a location that is freely accessible to members of the public as required by the Brown Act.
2. The City Clerk shall maintain an affidavit indicating the location, date, and time of posting each agenda.
3. Agendas will generally be published to the City's website by the end of business on the Monday before Regular Meetings.

4. Staff reports including attachments, exhibits, and agreements will generally be published to the City's website by end of business on the Monday before Regular Meetings.
5. If technical difficulties occur, the agenda and reports will be published on the City's website as soon as those difficulties are resolved.

Failure to Meet Agenda Deadlines

1. The City Clerk shall not, without the consent of the City Manager or City Attorney, accept any agenda item or revised agenda item after the deadlines established and noted in these Rules.

Exceptions to the Agenda Requirement

1. Matters not included on the published agenda may be discussed and acted upon by the legislative body only in the following situations:
   a. at a meeting during which a majority of the Council Members determine in open session that the matter in question constitutes an "emergency"; or
   b. Upon a determination by two-thirds of the Council Members, or if less than two-thirds are present by unanimous vote of the Council Members present, that:
      (i) there is a need to take immediate action; and
      (ii) the need for action came to the attention of the City after the agenda had been posted; or
   c. the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Types of Agenda Items

1. Closed Sessions – confidential discussions with the legislative body as permitted by the Brown Act.
2. Ceremonial Matters – the presentation and receipt of ceremonial resolutions and celebrations not requiring formal legislative body action.
3. Administrative Matters – consent items making clerical corrections to previous legislative documents and to ensure accurate legislative history.
4. Consent Calendar – considered one item, consisting of informational items, matters routine in nature or only requiring a yes or no response without formal discussion and not likely to be subject to debate or inquiry by the Council Members or the public; typically adopted in one motion.
5. Public Hearings – duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action

by the Council.

6. New Business – non-routine items requiring an oral presentation and discussion before action is taken.
7. Information Items – items when staff is required by federal or state law or city code to inform Council of an issue when authority has been delegated to a person, position, board, or commission.
8. Public Comment – oral communications from the public regarding matters ~~not on the agenda but~~ within the subject matter jurisdiction of the City.
9. City Council Reports and Requests:
   a. Brief oral or written reports summarizing meeting or conference attendance at City expense, as required by AB 12349;
   b. Requests that City Manager or Staff report on various issues;
   c. Requests to place items on a future council meeting agenda must be approved (consensus by Council must be received);
   d. Reports on district and citywide activities or news.

Ordinances and Non-Binding Resolutions

1. Ordinances on the agenda may be passed for publication or adopted in accordance with established procedures.
2. Ordinance changes during the review and adoption process.
   a. The text of an ordinance receiving the necessary votes to bring the matter to Council shall be the text that is included in the published agenda as pass-for-publication.
   b. The text of an ordinance passed for publication shall be the text that is included in the published agenda for the meeting at which the adoption of the ordinance is discussed.
   c. Notwithstanding subsections a, b, and c, typographical and clerical errors may be corrected at any time during the ordinance review and adoption process.
   d. If a Staff Member intends to make a substantive (i.e., anything not typographical or clerical) change to an ordinance after it is included in a published agenda, at or before the time the ordinance adoption item is called on the agenda the Staff Member shall distribute sufficient written copies of the proposed change so that all other members, the Council Members, relevant City staff, and the public audience have copies.
   e. Consideration of a proposed substantive change from the ordinance text that was included in the published agenda shall be continued until the next regular council meeting unless another meeting date is approved by Council.

f. If the Council's motion to adopt an ordinance includes a change to the ordinance text from that published in the agenda, prior to the vote the City Attorney or City Clerk shall repeat verbatim the proposed change or otherwise indicate the change is reflected in the circulated written copy of the change.

CONDUCT OF MEETING

Call to Order – Mayor

1. The Mayor, or in the Mayor's absence the Mayor Pro-Tem, shall take the chair at the hour appointed for the meeting and shall immediately call the meeting of the Council to order.
2. In the absence of the Mayor and Mayor Pro-Tem, the City Clerk shall call the meeting to order and a Mayor *Pro-Tempore* shall be appointed from the members present.
3. Upon the arrival of the Mayor, the Mayor Pro-Tem or Mayor Pro-Tempore shall immediately relinquish the chair at the conclusion of the business then before the Council.

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~~3.~~4. Call to Order includes Pledge of Allegiance, Changes to the Agenda, and Council's Approval of Agenda. (VOSBURG)

Roll Call / Attendance

1. A majority of the members of the Council then in office and present within the City limits of Coalinga shall constitute a quorum.
2. Before the Council proceeds with the business before it, the City Clerk shall call the role and note the Council Members present for the minutes. The late arrival of Council Members shall be entered into the minutes.
3. A Council Member shall be considered present at a meeting if the member either is physically in the Council Chambers or is participating in the meeting through teleconference in accordance with the Brown Act. Meeting attendance of Council Members through teleconference will be permitted on a case-by-case basis, determined by the majority of Council.
4. Council Members attending a council meeting through a teleconference are counted when determining a quorum unless they are not within the City limits of Coalinga. (Question – Does Council want this to remain?)
5. Council Members must be physically present at the Council Chamber dais or teleconference location to vote. Proxy or absentee voting is not permitted.

Order of Discussion

The order of business is typically carried out as listed on the agenda or as set out below; however, the Mayor, Mayor Pro-Tem and or City Manager may request the items, unless Council Members object.

Council Members may request items be reordered by motion.

1. Awards, Presentations, Appointments and Proclamations.
   a. Ceremonial presentations, proclamations, or recognition shall be presented by Department Heads, City Manager, or the requesting Councilmember. (VOSBURG)

~~1.~~2. Citizen~~Public~~ Comments will be held at the beginning ~~and at the end~~ of the meeting.

~~2. Consent Calendar items removed for discussion.~~

~~a. Council Members or the City Manager may request that an item be removed from the Consent Calendar for separate consideration.~~

~~b. Members of the Public wishing to have an item removed from the Consent Calendar for separate consideration may make a request to a Council Member or the City Manager prior to the beginning of council meeting.~~

~~c. All matters remaining on the Consent Calendar shall be approved by a single action, such single action to have the legal effect of individual action on each matter.~~

~~d. If Consent Calendar items are removed, they shall be discussed immediately and voted on individually after adoption of the balance of the Consent Calendar.~~

3. Public Hearings.

a. The order of Public Hearings will generally be as follows:

~~a.~~ Open Public Hearing (VOSBURG)

(ii)

~~(i)~~ Staff comments, information, and reports, followed by Council Member questions.

~~(ii)~~ proponent, if applicable, speaks, followed by Council Member questions.

~~(iii)~~ opponent, if applicable, speaks, followed by Council Member questions.

~~(iv)~~ if the Public Hearing is on an appeal that does not require Council *de novo* review, then the appellant (opponent) speaks before the applicant (proponent) in accordance with the allotted time.

~~(v)~~ Public Comments.

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~~(vi)~~ if the Public Hearing is a *de novo* review appeal, the applicant speaks in rebuttal, but if not a *de novo* review appeal, the appellant speaks in rebuttal.

~~(vii)~~ closure of Public Comment.

~~(viii)~~ further Council Member discussion.

~~(ix)~~ motion to close Public Hearing and take action. See Rule 6.F regarding continuances.

b. The Mayor may direct speakers to avoid repetition in order to permit maximum information to be provided the Council within the time allotted to the hearing.

4. Consent Calendar~~New Business.~~

a. Consent Calendar items removed for discussion.

(i) Council Members or the City Manager may request that an item be removed from the Consent Calendar for separate consideration.

(ii) Members of the Public wishing to have an item removed from the Consent Calendar for separate consideration may make a request to a Council Member or the City Manager prior to the beginning of council meeting.

b. All matters remaining on the Consent Calendar shall be approved by a single action, such single action to have the legal effect of individual action on each matter.

c. If Consent Calendar items are removed, they shall be discussed immediately and voted on individually after adoption of the balance of the Consent Calendar.

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~~4.~~ 5. Ordinance, Presentation, Discussion and Potential Action

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a. The order of discussion after introduction of an item by the Mayor will generally be as follows:

(i) Staff comments, information, and reports, followed by questions from the Council Members.

(ii) ~~Public Comments and information, followed by questions from the Council Members.~~

(iii) Council Member discussion, motion, and action.

b. Once the item is placed before the Council for discussion, motion, or action, no member of Staff or the Public shall be allowed to address the Council without the consent of the Mayor or Council Members.

6. Announcements

a. City Manager's Announcements

b. Councilmember's Announcements/Reports

c. Mayor's Announcements

7. Future Agenda Items

8. Closed Session

a. Closed or executive session 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.

9. Closed Session Report

~~b.~~ 10. Adjournment

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Oral Communications from the Audience

1. As required by the Brown Act, a portion of each Council Meeting agenda will provide an opportunity for members of the Public to address the Council on any item within the jurisdiction of the City~~agendized item~~, including Closed Session, ~~and~~ Consent Calendar and Discussion items. ~~Regular Meeting agendas also will provide for Public Comment on any unagendized matter that is within the subject matter jurisdiction of the City.~~
2. In response to ~~Public Comment~~Citizen Comments ~~on non-agendized items~~, ~~the~~ Council Members may individually:

   ~~a. briefly respond to statements made or questions posed by members of the Public;~~

   ~~b.~~a. ask questions for clarification;

   ~~c.~~b. ~~provide a reference to Staff or other resources for factual information or response;~~

   ~~d.~~c. request that Staff follow up with the Community Member; and ~~Staff, with consensus of Council, to report to the Council at a subsequent meeting; and~~

   ~~e.~~d. request Staff, with consensus of Council, to place a matter of business on a future agenda as needed.

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Quorum Call

1. During the course of the meeting, should the presiding officer note a quorum is lacking, the M~~m~~ayor shall call this fact to the attention of the City Clerk.
2. The Mayor then shall issue a quorum call. If a quorum has not been restored within two minutes of a quorum call, the Mayor may declare a recess for a reasonable period of time in order to reestablish a quorum.

3. If no quorum is reestablished within a reasonable time, the Mayor shall adjourn the meeting.

Obtaining the Floor

1. Any Council Member wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor shall recognize any Council Member who seeks the floor when appropriately entitled to do so.
2. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member and that Council Member may respond while the floor is still held by the member asking the question. A Council Member may opt not to answer a question while another member has the floor.

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Motions to Reconsider an Item

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1. A motion to reconsider any action taken by Council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by a member, and may be made at any time and have precedence construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council so long as the ability to make such motion meets the requirements of applicable law. (VOSBURG)

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Tabled Items

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1.If an item is tabled to a future City Council meeting date, prior to placing the tabled item on the agenda, the City Clerk and/or City Manager ill confirm with the originator of the item that the item should be placed back on the agenda. (VOSBURG).

~~2.~~

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Motions

1. *Robert's Rules of Order, a manual of parliamentary procedure* shall be used for the management of motions.

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Swearing in of New City Council Members

1.Newly elected City Council Members shall be sworn in during a special City Council meeting beginning at 5:00pm on the first Thursday of January following an election, when possible. (VOSBURG)

Selecting a Mayor and Mayor Pro Tem

1. The Mayor and Mayor Pro Tem positions are selected by a majority of the Council at any new Council term, or at any time a reorganization is called for and approved by a majority of the Council. Members eligible for those positions must have served on the Council at least one year in any term on the Council. Members without one year of Council experience are ineligible. (VOSBURG)

Council Salary

1. Councilmembers are paid a salary in accordance with Sec. 2-103. Payment of the City of Coalinga Municipal Code. (VOSBURG)

Review

1. The Council Rules of Procedure will be reviewed annually by the Coalinga City Council on or about each February. (HORN & VOSBURG)

Additional Items Requested by VOSBURG:

1. Add a section on all things Censure: What is a censure? What are censurable offenses? Which censurable offenses have consequences? What are the consequences? How is it decided that a censure and a consequence are applied in a fair and equal manner?

2. Would like to change Citizen Comment section to state it is reserved for items not on the agenda.

3. Would like to change Ordinance Presentation, Discussion and Potential Action Items section to allow citizen comments.

4. Would like to change Consent Calendar section to allow citizen comments on pulled items.

~~1.~~

To be discussed

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

Subject:	Discussion, Direction and Potential Action regarding Appointments to the City of Coalinga Transparency and Accountability Committees
Meeting Date:	Thursday, March 16, 2023
From:	Marissa Trejo, City Manager
Prepared by:	Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends that Council appoint the following members to the City of Coalinga Transparency and Accountability Committees based on applications received:

Water Committee:
Dan McKay
Rodger Tiffin

Sales Tax/Cannabis/Economic Development Committee:
Justin Milligan
James D. Cavins

Public Safety/City Beautification/Code Enforcement/Animal Control Committee:

District 1 (Choose 2, Listed Alphabetically)

Mary Jones
Justin Milligan
Taylor Monroy-Cisneros
Rocco Papietro

District 2

Vona Darnell
James D. Cavins

District 4

Thomas Dominguez
Jess Rosales

District 5

Jim Allen

District 3 needs 2 more applicants. District 5 needs 1 more applicant.

II. BACKGROUND:

The City of Coalinga Transparency and Accountability Committees are committees made up of five to seven members (except the committee including public safety which includes 2 community members per Council District), consisting of members of the City Council, City staff and the public.

Appointments shall be for a one year period, after which the City Council shall re-evaluate their approval of establishing the Transparency and Accountability Committees Act. Members representing the Public must reside within City limits.

The Committees shall Meet at City Hall at times and dates established by the Committee Chair and City Staff and shall be open to the public. Committees shall be responsible for communicating recommendations back to the City Council for possible action, as well as producing and presenting quarterly informational reports to the City Council.

Committees were advertised on Facebook and the City's website.

Committees and Members include:

Public Safety/City Beautification/Code Enforcement/Animal Control Committee:
Mayor Horn
Councilmember Hedgecock
Greg DuPuis
Jose Garza

Sales Tax/Cannabis/Economic Development Committee:
Councilman Adkisson
Mayor Horn
Marissa Trejo
Mai Vang

Water Committee:
Mayor Pro-Tem Ramirez
Councilman Vosburg
Sean Brewer
Larry Miller

III. DISCUSSION:

Recommend Appointments as follows:
Water Committee:
Dan McKay
Rodger Tiffin

Sales Tax/Cannabis/Economic Development Committee:
Justin Milligan
James D. Cavins

Public Safety/City Beautification/Code Enforcement/Animal Control Committee:
District 1 (Choose 2, Listed Alphabetically)
Mary Jones
Justin Milligan
Taylor Monroy-Cisneros
Rocco Papietro
District 2
Vona Darnell
James D. Cavins
District 4
Thomas Dominguez
Jess Rosales
District 5
Jim Allen
Recommend advertising remaining vacancies (1 for District 5 and 2 for District 3).

IV. ALTERNATIVES:

Do not appointment Members.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
WATER_COMMITTEE_APPLICATIONS.pdf	Water Committee Applications
Sales_Tax-Cannabis-Economic_Development_Committee_Applications.pdf	Sales Tax-Cannabis-Economic Development Committee Applications
Public_Safety-City_Beautification-Code_Enforcement-Animal_Control_Committee_Applications_.pdf	Public Safety-City Beautification-Code Enforcement-Animal Control Committee Applications

CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last: McKay	First: Dan	Middle: W
Name of Board, Commission or Committee in which you are interested:	City of Coalinga Water Transparency and Accountability Board		
Home Address: 173 Jefferson St.		City and State: Coalinga CA	Zip Code: 93210
Current Employer: Retired			
Business Address:			
Telephone:	Home: 559 935-2515	Office: None	
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
Some experience with water purchase, wheeling, treatment, purveyance, storage, and distribution. Works well with others. Have taken lots of showers with water in the past 76 years.			
Signature: Dan W. McKay		Date: March 1, 2023	

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Tiffin	Rodger	Curtis

Name of Board, Commission or Committee in which you are interested:
Water

Home Address:	City and State	Zip Code
541 Malibu Dr.	Coalinga CA	93210

Current Employer:
Retired from Aera Energy

Business Address:

Telephone:	Home	Office
	559-639-7196	

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

Texaco Inc + Aera Energy Employee including Water Plant Operator. Person interest in Landscaping + low Water Use Plants

Signature: [signature]

Date: 2-16-2023

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last	First	Middle
Milligan	Justin	Vance

Name of Board, Commission or Committee in which you are interested:
Public Safety Committee or The Sales Tax Committee

Home Address:	City and State	Zip Code
420 N Monterey Ave.	Coalinga, Ca	93210

Current Employer:
City of Coalinga Fire Department

Business Address:
300 W Elm Ave., Coalinga CA. 93210

Telephone: Home	Office
5596300904	5599351652

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

I have lived and worked in the City of Coalinga for 19 years. I work in public Safety and have family in Coalinga. Their safety and the betterment of the community is a priority for me. As a member of the Coalinga Firefighters Union, I assisted in organizing and promoting Measure J. I would be interested in being part of the process in how tax revenues are used and help prepare for future tax needs.

Signature:	Date:
JUstin Milligan	3/2/2023

CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(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:
Economic Development

Home Address:	City and State	Zip Code
130 Ivy Ave	Coalinga,	CA 93210

Current Employer:
Retired Accountant

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?

CalSacc Board. Dr Haaks (FSU President) Blue Ribbon Planning Team. (this is when Save Mart approached us with the Plan for the Savemart Center, This is when the Gibson Market was discussed. Founding member of Coalinga's Urban Forrest Committee (1988-1990) Fresno Tree People. As B President WHC 185-1887

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Signature: J D Cavins Date: 2-24-23

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last	First	Middle
Monroy-Cisneros	Taylor	S

Name of Board, Commission or Committee in which you are interested:
Animal Control

Home Address:	City and State	Zip Code
840 N. Joaquin	Coalinga CA	93210

Current Employer:
CHUSD Teacher

Business Address:

Telephone: Home	Office
559-977-5885	

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

I have served on leadership roles for CHUSD for the past 7 years.

Signature: [signature] Date: 2/28/2023

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last	First	Middle
Milligan	Justin	Vance

Name of Board, Commission or Committee in which you are interested:
Public Safety Committee or The Sales Tax Committee

Home Address:	City and State	Zip Code
420 N Monterey Ave.	Coalinga, Ca	93210

Current Employer:
City of Coalinga Fire Department

Business Address:
300 W Elm Ave., Coalinga CA. 93210

Telephone: Home	Office
5596300904	5599351652

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

I have lived and worked in the City of Coalinga for 19 years. I work in public Safety and have family in Coalinga. Their safety and the betterment of the community is a priority for me. As a member of the Coalinga Firefighters Union, I assisted in organizing and promoting Measure J. I would be interested in being part of the process in how tax revenues are used and help prepare for future tax needs.

Signature:	Date:
JUstin Milligan	3/2/2023

CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last: Papietro	First: Rocco	Middle: M	
Name of Board, Commission or Committee in which you are interested: Public Safety / City Beautification / Code & Animal Control			
Home Address: 158 Keck Ln	City and State: Coalinga	Zip Code: 93210	
Current Employer: Retired			
Business Address:			
Telephone: Home: 559-284-6177	Office:		
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying? Please see attachment.			
Signature: Rocco Papietro	Date: 2/26/23		

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Rocco Papietro
158 Keck Lane

I have been a resident of Coalinga since 1978, (45 Yrs.) coming here to attend West Hills Collage and never leaving. I have always maintained that if you are going to live in a community you must become part of it by giving back. That being said I have been on the School Board and served on the City Planning Commission for 15 years as well as other community groups.

Now that I am retired I would like to once again serve our community by being a member of this committee. I believe I am a well-rounded individual with good communication skills and common sense and the ability to evaluate various topics and make recommendations on behalf of our community.

I would like to thank the City Council for considering me for this committee.

CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last: JONES	First: MARY	Middle: BLYTH
Name of Board, Commission or Committee in which you are interested:	Public Safety • Code • Animals • Beautification		
Home Address:	504 COLLEGE	City and State: COALINGA, CA	Zip Code: 93210
Current Employer:			
Business Address:			
Telephone:	Home: 362-9668	Office: Cell	

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

Knowledge of city code, state and county laws
Professional Art (large scale including murals) Design
and management for projects involving
landscape and art enhancement.
Active in community

Signature: Mary Blyth Jones

Date: February 16, 2023

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last	First	Middle
Darnell	Vona	

Name of Board, Commission or Committee in which you are interested:
Public Safety / City Beautification / Code Enforcement / Animal Control

Home Address:	City and State	Zip Code
101 S. Princeton Ave	Coalinga, CA	93210

Current Employer:
CDCR - Pleasant Valley State Prison

Business Address:
24863 W. Jayne, Coalinga, CA 93210

Telephone: Home	Office
(559) 212-7975	

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?
I have many years experience working as a Veterinary Technician, Certified Pet Groomer and Certified Dog Trainer. My experience also includes volunteering for non-profit animal shelters/humane societies and working alongside NewLife K9s, a non-profit organization who trains dogs to be of service for Veterans & First Responders with PTSD. I bring a wealth of knowledge which I believe would be beneficial. I do not have much knowledge of Public Safety/City Beautification/Code Enforcement, other than common sense & the ability to learn.

Signature: Vona Darnell Date: February 21, 2023

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(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:
City Beautification and Code Enforcement

Home Address:	City and State	Zip Code
130 Ivy Ave	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?

1987 Coalinga Urban Forest Committee
1988 Fresno Tree People

Signature: J D Cavins Date: 2-24-23

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last: DOMINGUEZ	First: THOMAS	Middle: A	
Name of Board, Commission or Committee in which you are interested: PUBLIC SAFETY			
Home Address: 530 CHILDER ST	City and State: CA	Zip Code: 93210	
Current Employer: N/A			
Business Address: N/A			
Telephone: Home	Office: CELL 940-4603		
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
PAST FIRE CHIEF			
MS DEGREE EMERGENCY SERVICES ADMINISTRATION			
VETERAN			
Signature: Thomas Dominguez	Date: FEB 15, 2023		

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CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last	First	Middle
Rosales	Jess	

Name of Board, Commission or Committee in which you are interested:
Public Safety | City Beautification | Code Enforcement | Animal Control

Home Address:	City and State	Zip Code
536 Kimberly Pl.	Coalinga, CA	93210

Current Employer:
Retired

Business Address:
N/A

Telephone: Home	Office
(559) 935-5456	

What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?

Please see attached.

Signature:

Date: 3-9-23

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Council Members,

I have lived in Coalinga my entire life and I love it here. I have watched this town go through so many changes, from the devastation of the earthquake in 1983 to the prisons and cannabis facilities. I don't usually involve myself with committees but since I have retired, I feel my voice and the voices of the citizens need to be heard and I believe this is the perfect opportunity. I want this town to be as safe for my family and friends as it was when I was growing up and you didn't have to lock your doors at night. Thank you for your consideration of my application.

CITY OF COALINGA

155 WEST DURIAN ● COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print) Last: Allen	First: Jim	Middle:	
Name of Board, Commission or Committee in which you are interested: Transparency Committee # 1			
Home Address: 355 Walnut Ave	City and State: Coalinga CA	Zip Code: 93210	
Current Employer: Retired			
Business Address: N/A			
Telephone: Home 934-1990	~~Office~~ cell 269-2615		
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying? Please see attached Statement			
Signature:	Date: 3/6/23		

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Statement of Qualifications:

I offer my application to the City and Council for your consideration for membership on the Accountability and Transparency Committee #1.

I have previously served the City as Councilmember, Mayor Pro-Tem, and Mayor. I have served the Coalinga-Huron Unified School District as a school site and District level leader. I have served the greater Coalinga area as Director and President of the Pleasant Valley Water District, and Director of the Fresno County Fire Board of Directors. I have served on multiple advisory committees to both the Coalinga-Huron Unified School District and West Hills College-Coalinga.

I bring to your committee decades of community service and expertise in public policy. I am recently retired and wish to continue to support my community and its citizens and welcome this opportunity to serve the Council.

Jim Allen 