



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
(559)897-5821 (559)897-5568

Bruce Blayney  
Mayor

Michelle Roman  
Mayor Pro Tem

COUNCIL MEMBERS  
Ben Creighton  
Staci Smith  
Sherman Dix

Alexander J. Henderson  
City Manager

**AGENDA  
KINGSBURG CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY  
JANUARY 20, 2016**

**6:00 P. M.  
KINGSBURG CITY COUNCIL CHAMBER  
1401 DRAPER STREET**

**5:30 P.M. CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS:**

- 1. Public Employee Evaluation** – Government Code Section 54957  
Title: City Manager

Invocation to be given by Ed Ezaki from the Kingsburg Community Church, followed by the Pledge of Allegiance led by Mayor Bruce Blayney.

**6:00 P.M. REGULAR MEETING**

- I. Call to Order and Roll Call -**
- II. Public Comments** – This is the time for any citizen to come forward and address the City Council on any issue within its jurisdiction. A maximum of five minutes is allowed for each speaker.
- III. Approve Agenda** – Action by the Council to approve the agenda or to make modifications.  
Note: The type of items that can be added to the agenda is constrained by State law.

**(NOTE: Next City Resolution No. 2016-010 -- Next City Ordinance No. 2016-001)**

- IV. a. Consent Calendar** – Items considered routine in nature are to be placed on the Consent Calendar. They will be considered as one item and voted upon in one vote unless individual consideration is requested. Each vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed, except where the item specifically notes a prior recorded opposition or abstention, in which case the present affirmative vote on the Consent Calendar is considered and recorded as reaffirming that prior opposition or abstention. Approval

**V. REGULAR CALENDAR**

1. **Crime Statistics report for the Month of December 2015** – Prepared by Kingsburg Police Department Records Supervisor Corina Padilla.

Possible Action(s):

- a. Presentation by Police Department Chief Neil Dadian
- b. Council Discussion
- c. Informational- No Action Necessary

2. **Chamber of Commerce Update**

Possible Action(s):

- a. Presentation by Executive Director Adam Castaneda
- b. Council Discussion
- c. Action Deemed Appropriate

3. **Second Quarter Organization Goals Update** – Consider Staff report prepared by City Manager Alexander Henderson.

Possible Action(s):

- a. Presentation by City Manager Alexander Henderson
- b. Council Discussion
- c. Informational- No Action Necessary

4. **Dispatch Operation Proposal** – Consider Staff report prepared by Police Chief Neil Dadian.

Possible Action(s):

- a. Presentation by Police Chief Neil Dadian
- b. Discussion
- c. Action Deemed Appropriate

5. **Council Reports and Staff Communications**

- a. Community Services Commission –
- b. Public Safety Committee –
- c. Chamber of Commerce –
- d. Economic Development –
- e. Finance Committee –
- f. Planning Commission –
- g. City Manager's Report –
  - i. Blossom Trail Opening Ceremony Invitation

6. **Other Business as May Properly Come Before the City Council**

- a. Email Correspondence from KCAPS

7. **Adjourn Kingsburg City Council Regular Meeting.**

Any writings or documents provided to a majority of the Kingsburg City Council regarding any item on the agenda will be made available for public inspection in the City Clerks office located at 1401 Draper Street during normal business hours.

Kingsburg City Council  
Regular Meeting  
January 20, 2016

of Consent Calendar items includes recitals reading ordinance(s) by title(s) only and adoption of recommended action(s) contained in staff reports.

1. **Approval of City Council Minutes** – Approve the minutes from the regular meeting held on January 6, 2016 as prepared by City Clerk Abigail Palsgaard.
2. **Check Register**– Ratify/approve payment of bills listed on the check register for the period December 29, 2015 through January 14, 2016 as prepared by Grace Reyna.
3. **Financial Summaries** – Approve Financial Summaries for the month of December 2015 as prepared by Finance Director Maggie Moreno.
4. **2016-2017 City of Kingsburg Budget Schedule** – Approve 2016-2017 City of Kingsburg Budget Schedule as proposed. Schedule prepared by City Manager Alex Henderson.
5. **Approve a Letter of Support for the San Joaquin Valley Transit Electrification Project**
6. **Award the Simpson Street Water Service Improvements Project** – Award the Simpson Street Water Service Improvements Project to JT2, Inc., DBA Todd Companies in the amount of \$145,571.00. Report prepared by City Engineer David Peters.
7. **Approve Tract 5609 Subdivision Agreement Time Extension** – Report prepared by City Engineer David Peters.
8. **Appointments to the Kingsburg Planning Commission** – Affirm Mayor Blayney’s appointment of Troy Cozbey to the Kingsburg Planning Commission for the remainder of a four year term to expire in November 2018. Application is included.
9. **Appointments to the Kingsburg Community Service Commission** – Affirm Mayor Blayney’s appointment of Brian Griffin to the Kingsburg Community Service Commission. Application is included.
10. **California Beverage Container Recycling Payment Program Resolution** – Adopt Resolution No. 2016-\_\_\_\_\_ authorizing submittal of application of payment for the California Beverage Container Recycling Payment Program. Resolution prepared by City Clerk Abigail Palsgaard.

b. **Pulled Consent Calendar Items:**

**Kingsburg City Council  
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**5:30 P.M. CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING ITEM:**

- 1. Public Employee Evaluation – Government Code Section 54957**  
Title: City Manager

**Council Members present:** Ben Creighton, Staci Smith and Michelle Roman.

**Council Members absent:** Sherman Dix and Bruce Blayney.

**Staff Present:** City Manager Alex Henderson

Invocation was given by Ed Ezaki from the Kingsburg Community Church, followed by the Pledge of Allegiance led by Mayor Pro Tem Michelle Roman.

**Adjourn Kingsburg City Council Closed Session Meeting.** At 6:00pm the closed session meeting was adjourned.

**6:00 P.M. REGULAR MEETING**

**Call to Order and Roll Call –** Mayor Pro Tem Michelle Roman called the regular meeting of the Kingsburg City Council to order at 6:05pm.

**Council Members present:** Ben Creighton, Staci Smith and Michelle Roman.

**Council Members not present:** Sherman Dix and Bruce Blayney.

**Staff Present:** City Manager Alex Henderson, City Attorney Michael Noland, Finance Director Margarita Moreno, Police Chief Neil Dadian, Fire Chief Tim Ray, Public Works Director Darren Hayes, Community Services/Senior Citizens Coordinator Ashlee Schmal, City Clerk Abigail Palsgaard, and retiring City Clerk Sue Bauch.

**Public Comments –**

Sandi Harbottle, 5015 Kamm Ave., thanked City Council for having her here tonight. She stated that since 2013 she has been a Volunteer Community Service Officer and has helped Kingsburg's lost, abandoned and stray dogs. During that time Ms. Harbottle has helped over 150 dogs, reunited 62 dogs with their families and has facilitated adoption for over 78 dogs. She stated that she has educated citizens on spaying and neutering, and the importance of microchips in case their dogs ever became lost. She has provided for, many times at her own expense, spaying and neutering and microchips. She has driven stray dogs as far as San Francisco and the Central Coast to be reunited or to help rescue dogs to a new home. She has provided this volunteer service because she is passionate about dogs and this community. She stated that unfortunately she is here tonight to resign her position. She is saddened to do so but believes that the City of Kingsburg leaves her no choice.

Kingsburg City Council  
Regular Meeting  
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She stated that Kingsburg is the only, or one of the only cities in the Central Valley, that does not have an animal service program. She stated that this is a vital and important service. In 2013 she partnered with the City to run a program to rescue and reunite stray dogs. At the time the interim Police Chief Drew Bessinger saw the value of her work and allowed and encouraged his officers to assist her. She believes the police department is in a unique situation because people call them when they report stray dogs, also they can safely transport dogs due to the design of their cars. Lastly police officers are driving around in the community and come across stray dogs without citizens having to call in. Unlike his predecessor, Police Chief Dadian has decided to have his officers focus on safety and law enforcement instead of animal control. Ms. Harbottle stated officers should absolutely put people first but should not refuse to help the community in this way if they can. Without the assistance with the police Ms. Harbottle believes she cannot effectively do her job. Currently when someone calls the police department to report a lost dog they take a description but there is no formal process to reunite the lost dog with their owner. Worst, if someone finds a lost dog they are told to keep it or let it go. She said for these reasons, she must resign. She asks that the Council carefully examine the reason for her resignation and to consider dedicating funds for a robust animal control program our community desperately needs.

Kathy Shire, 2602 17<sup>th</sup> Avenue, stated that she is here to acknowledge Sandi's work with pound dogs and that it is beyond all expectations. She stated that she would bet most people have heard the expression 'I wish we had someone who got the job done.' Well, Ms. Shire stated, that is true of Sandi. She worked at being able to tap into people and resources, all to help the dogs. She stated Sandi contacted her to help her clean up three long haired dogs so they would have a better chance of being rescued. No fuss was made, no payment was involved, the job got done. Ms. Shire stated that Sandi was the driving force, but she is quitting because of the lack of support, no dogs are being picked and being helped. Ms. Shire stated that she has never been to Caruthers but she has been told that packs of stray dogs roam that town. Johnny Thompson and Bob Stuckey had helped a lot with impounded dogs with the City, but we have lost these men and now our fantastic volunteer Sandi. Ms. Shire asked, what does our future look like? Caruthers maybe? When we need her will there be a Sandi Harbottle available to aid the dogs in the future?

Conni Delinger, 1360 19<sup>th</sup> Avenue, stated that she was concerned with the possibility of moving dispatch from Kingsburg. She said there are untold dollars and hours spent educating people to call 911. Ms. Delinger continued with that there are two types of calls; emergent and there are urgent. Emergent calls are blood, smoke, asthma, chest pains, violence or potential violence. Urgent are non-injury accidents, burglary, welfare checks. The urgent calls can't always be rolled over to Monday through Friday 8-5. She has placed all of these kinds of calls and stated that in the 35 year she has lived here she has probably had a handful of real 911 calls. She believes that urgent calls are still important. As she understands it, Ms. Delinger stated that the proposal advocates those calls be rolled over to a recording to be handled the next day or the next week for Monday through Friday by someone who comes in and follows up on it from the Kingsburg Police Department. Ms. Delinger then related her recent experience with a 911 call. She asked that City Council weigh the gains and losses, the loss of local jobs, sense of security, feeling of safety we have in this small town. If we need to raise the money there is the option of a safety tax or a per capita fee added to our City

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bill for public safety. She said we advertise being a small town, and we need to keep our dispatch local.

**Approve Agenda** – A motion was made by Council Member Creighton, seconded by Council Member Smith, to approve the Agenda, as published. The motion carried by unanimous voice vote of those Council Members present.

**Consent Calendar** – A motion was made by Council Member Smith, seconded by Council Member Creighton, to approve the Consent Calendar. The motion carried by unanimous voice vote of those Council Members present.

1. **Approval of City Council Minutes** – Approve the minutes from the City Council Workshop and the regular meeting held on December 16, 2015 as prepared by Assistant City Manager/City Clerk Sue Bauch.
2. **Check Register**– Ratify/approve payment of bills listed on the check register for the period December 11, 2015 through December 28, 2015 as prepared by Finance Director Maggie Moreno.
3. **Financial Summaries** – Approve Financial Summaries for the month of November 2015 as prepared by Finance Director Maggie Moreno.
4. **Appointment to the Kingsburg Planning Commission** – Affirm Mayor Blayney’s appointment of Jason Poynor to the Kingsburg Planning Commission for the remainder of a four year term to expire in November 2018. Application is included.
5. **Affirm the Roster of City Council Appointments** – Affirm the appointments of City Council Members as liaisons to various Committees and Commissions by Mayor Blayney. Roster prepared by Assistant City Manager/City Clerk Sue Bauch.
6. **Vehicle Surplus Resolution** – Adopt Resolution No. 2016-001 approving the surplus of vehicles that are no longer in use and to dispose of them as deemed appropriate. Resolution prepared by Assistant City Manager/City Clerk Sue Bauch.
7. **City Clerk Employment Offer** – Approve the completed City Clerk Employment Offer between the City of Kingsburg and Abigail Palsgaard. Employment Offer is included.
8. **Appointments to the Oversight Board** – Affirm the appointment of City Manager Alexander Henderson as the Board Member representing the City, replacing Board Member Sue Bauch who is retiring.

9. **Kingsburg Chamber of Commerce Annual Dinner Awards:**
- \* Citizen of the Year Award – Adopt Resolution No. 2016-002 recognizing and honoring \_\_\_\_\_ as the Citizen of the Year.
  - \* Citizen of the Year Award – Adopt Resolution No. 2016-003 recognizing and honoring \_\_\_\_\_ as the Citizen of the Year.
  - \* Junior Citizen of the Year Award – Adopt Resolution No. 2016-004 recognizing and honoring \_\_\_\_\_ as the Junior Citizen of the Year.
  - \* Educator of the Year Award – Adopt Resolution No. 2016-005 recognizing and honoring \_\_\_\_\_ as the Educator of the Year.
  - \* Gold Seal Award – Adopt Resolution No. 2016-006 recognizing and honoring \_\_\_\_\_ as a Gold Seal Award winner.
  - \* Gold Seal Award – Adopt Resolution No. 2016-007 recognizing and honoring \_\_\_\_\_ as a Gold Seal Award winner.
  - \* Safety/Emergency Services Award – Adopt Resolution No. 2016-008 recognizing and honoring \_\_\_\_\_ as the Safety/Emergency Services Award winner.
  - \* Business of the Year Award – Adopt Resolution No. 2016-009 recognizing and honoring \_\_\_\_\_ as the Business of the Year.

**\*Note: Resolutions are not included in order to maintain anonymity until awards are presented at the Chamber Dinner on January 28, 2016.**

**Pulled Consent Calendar Items: None**

## **REGULAR CALENDAR**

### **Introduction and Swearing In of City Clerk Abigail Palsgaard**

City Manager Alexander Henderson introduced the new City Clerk Abigail Palsgaard to the Council. Retiring City Clerk Sue Bauch administered the Oath of Office and took a seat in the audience.

**Government Finance Officer Association Award** –Prepared by City Manager Alexander Henderson.

City Manager Alexander Henderson spoke about the Distinguished Budget Presentation Award for the 2015/2016 fiscal year budget the City of Kingsburg was awarded from the Government Finance Officer Association of the United States and Canada. The award reflected the commitment of the governing body and staff to meet the highest principles of governing budgeting. City Manager Alexander Henderson stated that it is a nice honor to be recognized nationally for the work that was put in for the budget. He said that he wanted to recognize and thank Margarita Moreno, the Finance Director, for all of her hard work and dedication. He said he would also like to recognize all City staff and the City Council for their input and that the City will work towards keeping the same standards for the future budgets.

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Mayor Pro Tem Roman thanked and congratulated Finance Director Margarita Moreno, City Manager Alexander Henderson, and all the department heads for their long hours putting together the budget.

**Economic Development Brochure – Prepared by City Manager Alexander Henderson.**

City Manager Alexander Henderson began that part of City Councils strategic plan was marketing and with that guidance this Economic Development Brochure was made. The brochure is helpful to builders and businesses interested in coming to Kingsburg by providing information in a new visually appealing media. He noted that the brochure was paid for by a PG&E grant and it covers the demographics, employment information, incentives, business park emphasis and community highlights. The City Manager Alexander Henderson continued that it is an interactive PDF when it is accessed on the City website. He said it is another piece of literature to help market the City of Kingsburg. Both current and potential business owners and residents can find the information useful. The City Manager Alexander Henderson said that hopefully this is something that can be expanded upon.

Council Member Creighton stated that the interactive PDF is really interesting, and that the photos used were are really good. Council Member Smith asked if there were any printed brochures that we could send out. City Manager Alexander Henderson said yes, that the brochure has been posted to social media and can be distributed that way. Mayor Pro Tem Roman asked if there were any printed copies at the Council Meeting. City Manager Alexander Henderson said yes, there are several copies for the public. Mayor Pro Tem Roman asked if the brochure was on the Economic Development website and the City Manager Alexander Henderson stated that it is. Mayor Pro Tem Roman said that on the website the brochure looks really nice, and that it stands out if you are planning on moving here or opening a business here.

**Recognition of Retiring Employee Sue Bauch – Presentation of a Proclamation by Mayor Pro Tem Roman.**

Mayor Pro Tem Roman said that she has a proclamation tonight to present to retiring City Clerk/Assistant City Manager Sue Bauch, and that Mayor Blayney would have loved to be here tonight to present it. Mayor Pro Tem Roman stated that Sue Bauch, current City Clerk/Assistant City Manager, has announced her retirement from the City after 28 years of loyal service. She is known for her historical knowledge of all things Kingsburg, and provides invaluable guidance to fellow co-workers and residents. Sue is known as the “face” of City Hall, and has helped guide Kingsburg through both good times and difficult, providing great team input, an extraordinary commitment to citizen service, all the while wearing a smile on her face. Mayor Pro Tem Roman then presented Sue Bauch with a gift card.

Retired Sheriff John Anderson, representing State Senator Anthony Cannella, presented Sue Bauch with a Proclamation thanking her for her public service.

**Recognition of Retiring Employee Robert Stucky – Presentation of a Proclamation by Mayor Pro Tem Roman.**

Mayor Pro Tem Roman presented Robert ‘Bob’ Stucky, current Water Operator II, with a proclamation thanking him for his 27 years of loyal service. Bob has provided valuable insight and effort in keeping the City’s water supply clean, safe, and reliable. Bob is also known for his care and compassion of animals, helping to care for dogs brought to the City’s kennel by feeding, cleaning and assisting with finding them a permanent home. Mayor Pro Tem Roman then presented Bob Stucky with a gift card.

Retired Sheriff John Anderson, representing State Senator Anthony Cannella, presented Bob Stucky with a Proclamation thanking him for his public service.

Police Chief Dadian and Sergeant Pendley presented both Sue Bauch and Bob Stuckey with plaques of appreciation for helping the members of the Kingsburg Police Department and the citizens of Kingsburg.

**Council Reports and Staff Communications**

- a. Community Services Commission – Community Services/Senior Citizens Coordinator Ashlee Schmal working on scheduling the next meeting.
- b. Public Safety Committee – Council Member Creighton stated that there is a meeting on 1/12/2016, the agenda has been published and that it is public meeting, everyone is welcome to attend. The meeting is at 4pm in the City Council Chambers.
- c. Chamber of Commerce – Council Member Smith said they will be meeting next Tuesday.
- d. Economic Development – Mayor Pro Tem Roman stated that they will be meeting January 28<sup>th</sup> at 9am.
- e. Finance Committee – City Manager Alexander Henderson stated they will be meeting January 28<sup>th</sup> at 6pm.
- f. Planning Commission – City Manager Alexander Henderson stated they will meet next Thursday 6pm.
- g. City Manager’s Report – City Manager Alexander Henderson confirmed we will have a free shredding event for the community on either January 23<sup>rd</sup> or January 30<sup>th</sup>. It will allow residents to drop off documents and e-waste for free. The City is working on securing the parking lot at the High School.

**Other Business as May Properly Come Before the City Council – None**

**Adjourn Kingsburg City Council Regular Meeting.** At 6:38pm the regular meeting was adjourned.

PREPARED 01/14/2016, 14:51:08  
 PROGRAM: GM350L  
 CITY OF KINGSBURG

A/P CHECKS BY PERIOD AND YEAR  
 FROM 12/29/2015 TO 01/14/2016

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	BANK CODE	CHECK AMOUNT
01/04/2016	68578	AMERICAN AMBULANCE	47		175.00
01/04/2016	68579	ANGELICA TEXTILES SERVICES COR	7		467.24
01/04/2016	68580	RAMIRO ARROYO	1926		250.00
01/04/2016	68581	AT&T CALNET 2 *	1634		463.05
01/04/2016	68582	BLUE SHIELD OF CALIFORNIA	2091		25,507.39
01/04/2016	68583	CALIFORNIA POLICE CHIEFS' ASSO	626		958.00
01/04/2016	68584	COMCAST	1523		138.92
01/04/2016	68585	COOK'S COMMUNICATIONS CORP.	496		11,093.90
01/04/2016	68586	COUNTY OF FRESNO DEPT. OF COMM	1443		1,443.75
01/04/2016	68587	CSJVRMA	268		85,185.00
01/04/2016	68588	NEIL DADIAN	1997		225.00
01/04/2016	68589	DAVID TAUSSIG & ASSOCIATES, IN	2056		3,654.03
01/04/2016	68590	E & M ELECTRIC & MACHINERY, IN	741		1,272.45
01/04/2016	68591	E C N POLYGRAPH & INVESTIGATIO	250		150.00
01/04/2016	68592	ENER POWER	1949		306.00
01/04/2016	68593	SUNGARD PUBLIC SECTOR	91		4,953.00
01/04/2016	68594	LEE FORLINES	2070		216.40
01/04/2016	68595	FRANK BORBA	8888		210.75
01/04/2016	68596	ALFREDO FUENTES	235		250.00
01/04/2016	68597	GOLDAK	1442		361.00
01/04/2016	68598	HAINES & COMPANY, INC.	412		446.15
01/04/2016	68599	HENRY SCHEIN, INC.	955		1,461.34
01/04/2016	68600	IIMC	330		155.00
01/04/2016	68601	JC'S LAWN SERVICE	1972		2,695.00
01/04/2016	68602	MAGNOLIA JIMENEZ	2012		50.00
01/04/2016	68603	BRENT KROEGER	1925		250.00
01/04/2016	68604	KULOW BROS.	120		577.28
01/04/2016	68605	LINCOLN EQUIPMENT COMPANY	57		145.60
01/04/2016	68606	MARCO LOPEZ	1924		250.00
01/04/2016	68607	LOSS PROTECTION & INVESTIGATIO	552		35.00
01/04/2016	68608	JARON MCALISTER	1961		250.00
01/04/2016	68609	RICK MEJIA	1536		.00
01/04/2016	68610	NOVATO FIRE DISTRICT	2044		2,924.21
01/04/2016	68611	P G & E	186		7,225.40
01/04/2016	68612	KEVIN PENDLEY	175		40.57
01/04/2016	68613	PITNEY BOWES GLOBAL FINANCIAL	1603		25.42
01/04/2016	68614	POLYACK MARKETING	141		2,500.00
01/04/2016	68615	PROVOST & PRITCHARD	2084		5,540.80
01/04/2016	68616	PURCHASE POWER	1541		72.80
01/04/2016	68617	RICOH USA, INC.	1889		12.15
01/04/2016	68618	NISSI ROBLEDO	2092		250.00
01/04/2016	68619	SAN JOAQUIN VALLEY CHAPTER ICC	1293		30.00
01/04/2016	68620	SAVE MART SUPERMARKETS	883		81.02
01/04/2016	68621	SIGN RANCH,	111		1,484.73
01/04/2016	68622	STATE OF CALIFORNIA	21		70.00
01/04/2016	68623	SHAUN STEPHENS	134		250.00
01/04/2016	68624	STEVE PATRICK'S A/C & REFRIG.	1984		650.00
01/04/2016	68625	THE LIFE GUARD STORE	1941		138.36
01/04/2016	68626	THE UPS STORE	1255		353.41
01/04/2016	68627	UPS	35		14.54
01/04/2016	68628	VERIZONWIRELESS	1468		223.92

PREPARED 01/14/2016, 14:51:08  
PROGRAM: GM350L  
CITY OF KINGSBURG

A/P CHECKS BY PERIOD AND YEAR  
FROM 12/29/2015 TO 01/14/2016

BANK CODE \*ALL\*

CHECK DATE CHECK NUMBER VENDOR NAME VENDOR # CHECK AMOUNT

01/04/2016 68629 HARDIN WEAVER 1831 250.00  
01/11/2016 68630 BUSINESS STREETS MEDIA GROUP 2098 1,800.00

DATE RANGE TOTAL \* 167,533.58 \*

# **CITY OF KINGSBURG MONTHLY FINANCIAL SUMMARIES December 31, 2015**

Prepared by:

A handwritten signature in black ink, appearing to read "Maggie Moreno". The signature is fluid and cursive, with the first name "Maggie" being more prominent than the last name "Moreno".

**Maggie Moreno  
Finance Director**

This report is only a summary. Detailed information is on file in the Finance Office.

**City of Kingsburg Treasurer's Report  
Pooled Cash Investments and Cash  
Period Ending December 31, 2015**

**Pooled Investments**

		<u>Interest Rate</u>
Petty Cash/Change Fund	1,450.00	N/A
WestAmerica Payroll A/C	12,543.31	N/A
WestAmerica Bank General Operating	1,177,819.41	N/A
WestAmerica Finance Authority A/C	423,479.15	N/A
Local Agency Investment Fund-City	2,833,732.01	0.400%
<b>Total</b>	<b><u>\$4,449,023.88</u></b>	

General Fund	1,478,608.58
Pool	(89,755.69)
Senior Center	(7,439.49)
CDBG	(5,379.36)
COPS	54,618.25
CML Grants***	(55,156.35)
Sierra St Signal Synchro***	(1,841.51)
Sierra St Trnsit Stop***	(720.00)
14th Ave Bikelines***	(45,449.68)
Sierra St Side Linc to El***	(1,424.18)
Lincoln St Reconstruct***	(17,475.96)
Sierra St Recon Raf to 99***	(1,336.50)
10th and Union Lighted Cr***	(368.00)
Sierra St Lighted Crosswalk***	(368.00)
Earl St Reconstruct***	(96,667.11)
Sierra St Sidewalk 16-18***	(19,592.72)
6th St Reconstruct***	(360.00)
Historic Depot Project***	(171,792.64)
18th ave sidewalk	9,123.22
10TH Ave Reconstruction***	(13,226.14)
18/Kern Lighted Crosswalk	(618.00)
Gas Tax	434,877.59
LTF 3	48,361.85
LTF 8	1,487,455.86
Measure C	726,479.51
Abandoned Vehicle	14,869.73
Capital Facilites	629,402.75
Sewer	950,495.77
Storm Drain	24,269.88
Par & Rec	157,134.10
Traffic Impact	13,403.06
Equipment Reserve	25,432.30
Water	2,159,311.76
Solid Waste	(109,530.52)
Ambulance	(2,550,726.63)
RDA Cap Proj Successor Agency	(37,514.93)
RDA Low/Mod Successor Agency	(81,134.39)
Finance Authority	(594,012.45)
Spec Assess 91-1 Agency	(88,346.18)
Spec Assess 91-1 Supp Agency	5,310.67
Spec Assess 92-1 Agency	86,468.26
Spec Assess 92-2 Agency	88,779.14
Landscaping & Lighting	44,858.03
	<b><u>\$4,449,023.88</u></b>
	<b>\$0.00</b>

\*\*\*These are reimbursable Grant Funds that will be received in the future



2016-2017 City of Kingsburg Budget Schedule

January 2016

20 2016-2017 budget schedule approved by the City Council

February 2016

2 Draft budget guidelines, timelines and parameters discussed among City Large Management Team.

4 Finance Committee meeting. 2015-2016 mid-year revenue and expenditure review. Recommendation for any adjustments made to City Council.

15 Begin personnel costing worksheets and 2015-16 year end revenue projections.

17 City Council 2015-2016 mid-year budget review and potential adjustments.

22 Capital Improvement Plan (CIP) documents distributed to department heads for review and update.

25 Finance Committee meeting.

March 2016

14 City staff discussion on long-term strategic goals.

24 Finance Committee meeting.

25 Capital improvement project (CIP) department requests with supporting documentation due to Finance Director for review.

31 Personnel costing worksheets and 2015-16 revenue projections due from Finance Director.

April 2016

5 Department heads complete 2015-16 year to date and year end revenue and expenditure projections.

8 Department budget requests due from Department Heads.

11-22 Departmental meetings to discuss individual projections and 2016-2017 operational and CIP requests.

28 Finance Committee meeting.

29 2016-17 long-term departmental strategic goals from Department Heads due to City Manager.

May 2016

- 4 City Council approval of budget guidelines and parameters; review of City Financial Policies.
- 12 Final revenue and expenditure projections for 2015-16.
- 20 Distribution of the City Manager's recommended budget.
- 26 Finance Committee meeting. Final review of budget revenue and expenditure projections. Review and recommendation regarding City Financial Policies.

June 2016

- 1 First reading of recommended budget to the City Council for consideration.
- 15 Public hearing, final consideration and approval of 2016-2017 City Budget.



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908 (559) 897-5821 Fax (559) 897-5568

January 11, 2016

ARB Board Members and Staff  
California Air Resources Board  
Mobile Source Control Division  
1001 "I" Street  
Sacramento, CA 95814

Bruce Blayney  
Mayor

Michelle Roman  
Mayor Pro-tem

COUNCIL MEMBERS  
Ben Creighton  
Sherman Dix  
Staci Smith

CITY MANAGER  
Alexander J. Henderson

Subject: Letter of Support for San Joaquin Valley Transit Electrification Project

Dear ARB Board Members and Mobile Source Control Division Staff,

The City of Kingsburg supports the *San Joaquin Valley Transit Electrification Project* with the San Joaquin Valley Air Pollution Control District (SJVAPCD) for the California Air Resources Board (ARB) Zero-Emission Bus and Truck Pilot Program to deploy 25 of Proterra's zero-emission public transit buses in the San Joaquin Valley.

The *San Joaquin Valley Transit Electrification Project* will accelerate the deployment of commercially available heavy-duty, zero-emission, public transit buses and provide direct public benefits to disadvantaged communities throughout the San Joaquin Valley. This project will serve as a regional-scale deployment to show that California-made battery electric transit buses better serve communities' transit needs, substantially reduce greenhouse gas emissions (GHG), and eliminate criteria emissions—which provides needed public health co-benefits for disadvantaged communities in one of the state's most challenging regions for attainment of ever tightening air quality standards. In addition, the sheer scale of the project will drive down per-vehicle zero-emission bus costs and offer tremendous opportunities for shared infrastructure, mechanics, spare parts, and workforce training. The most important outcome will be a regional-scale heavy-duty zero-emission success story that will provide scalable lessons learned to better inform and educate transit fleet operators to help drive additional deployments of zero-emission heavy-duty technologies throughout California.

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is the project applicant and will be administering the project for the grant agreement term. Proterra Inc, the leading U.S. manufacturer of zero-emission, battery, all-electric transit solutions, will be the technology provider for both the vehicles and charging infrastructure. Proterra's zero-emission, battery-electric buses will be deployed throughout the San Joaquin Valley – including the City of Porterville Transit Division, City of Visalia Transit Division, Fresno County Rural Transit Agency (FCRTA), California State University Fresno, City of Modesto Transit Services, San Joaquin Regional Transit District, and Stanislaus County Transit Agency.

The City of Kingsburg strongly supports the *San Joaquin Valley Transit Electrification Project* project and encourages the Air Resources Board to help fund the deployment of zero-emission public transit buses throughout the Valley in order to reduce GHG emissions and provide environmental and economic co-benefits to our disadvantaged communities.

Sincerely,

Mayor Bruce Blayney

[www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov)



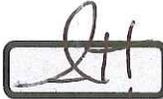
Meeting Date: January 20, 2016  
Agenda Item: IV 6

**CITY COUNCIL MEETING STAFF REPORT**

REPORT TO: Mayor & City Council

REPORT FROM: David Peters, City Engineer

REVIEWED BY:

  
1/15/16

AGENDA ITEM: Award Simpson Street Water Service Improvements and Water Main Abandonment

ACTION REQUESTED:  Ordinance  Resolution  Motion  Receive/File

**EXECUTIVE SUMMARY**

The City solicited bids from contractors for the Simpson Street Water Service Improvements and Water Main Abandonment. On January 5, 2016 the City received four bids for the project ranging from \$145,571.00 to \$195,523.60. The low bid was submitted by JT2, Inc. DBA Todd Companies from Visalia, California in the amount of \$145,571.00 for the base bid.

**RECOMMENDED ACTION BY CITY COUNCIL**

Award the Simpson Street Water Service Improvements and Water Main Abandonment project to JT2, Inc. DBA Todd Companies for the base bid only in the amount of \$145,571.00.

**POLICY ALTERNATIVE(S)**

None

**REASON FOR RECOMMENDATION/KEY METRIC**

JT2, Inc. DBA Todd Companies was the lowest responsible bidder.

Type of Item:

- Consent
- Information
- Action

Council Action: **Approved** **Denied** **No Action**

## **FINANCIAL INFORMATION**

### **FISCAL IMPACT:**

- |                              |                    |
|------------------------------|--------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u>         |
| 2. Is it Currently Budgeted? | <u>Yes</u>         |
| 3. If Budgeted, Which Line?  | 318-5100-549-57-01 |

## **FINANCIAL SUMMARY**

The 2015-15 Budget allocated \$175,000 for this project.

## **PRIOR ACTION/REVIEW**

None

## **BACKGROUND INFORMATION**

The City solicited bids from contractors for the Simpson Street Water Service Improvements and Water Main Abandonment. On January 5, 2016 the City received four bids for the project ranging from \$145,571.00 to \$195,523.60. The low bid was submitted by JT2, Inc. DBA Todd Companies from Visalia, California in the amount of \$145,571.00 for the base bid.

Two additive alternates were included in the project which would have extended the work if the budget could accommodate the alternates, however, the project budget only allows for award of the base bid.

## **ATTACHED INFORMATION**

Bid Summary attached.

**CITY OF KINGSBURG SIMPSON STREET WATER SERVICE IMPROVEMENTS & WATER MAIN ABANDONMENT  
BID SUMMARY**

Bid Opening Date 1-5-16

		#1		#2		#3		#4	
		Todd Companies		Dawson-Mauldin Const.		West Valley Const.		Steve Dovalli Const.	
Item No.	Quantity	Unit	Item Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	Mobilization (\$10,000 Maximum)	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	1	LS	Traffic Control	\$5,750.00	\$5,750.00	\$10,000.00	\$10,000.00	\$3,100.00	\$3,100.00
3	1	LS	Dust Control	\$500.00	\$500.00	\$2,200.00	\$2,200.00	\$300.00	\$300.00
4	1	LS	Clearing and Grubbing	\$7,700.00	\$7,700.00	\$6,000.00	\$6,000.00	\$1,250.00	\$1,250.00
5	5	EA	1" Near Side Water Service Connection	\$2,400.00	\$12,000.00	\$2,700.00	\$13,500.00	\$3,350.00	\$16,750.00
6	6	EA	1" Far Side Water Service Connection	\$3,600.00	\$21,600.00	\$3,400.00	\$20,400.00	\$3,900.00	\$23,400.00
7	1,940	LF	PVC Schedule 40 Pipe	\$8.00	\$15,520.00	\$13.00	\$25,220.00	\$17.00	\$32,980.00
8	12	EA	Backflow Prevention Device	\$1,750.00	\$21,000.00	\$3,100.00	\$37,200.00	\$1,800.00	\$21,600.00
9	10	EA	Connection to Existing Service at Building	\$220.00	\$2,200.00	\$100.00	\$1,000.00	\$690.00	\$6,900.00
10	1,141	SF	Concrete Sidewalk	\$8.00	\$9,128.00	\$9.00	\$10,269.00	\$17.00	\$19,397.00
11	233	LF	HMA Trench Patch (F)	\$51.00	\$11,883.00	\$30.00	\$6,990.00	\$20.00	\$4,660.00
12	110	LF	PCC Trench Patch (F)	\$39.00	\$4,290.00	\$32.00	\$3,520.00	\$11.00	\$1,100.00
13	1	LS	Miscellaneous Facilities & Operations	\$24,000.00	\$24,000.00	\$13,426.32	\$13,426.32	\$22,270.00	\$22,270.00
14	1	LS	Supplemental Work	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>BASE BID SCHEDULE TOTAL:</b>					<b>\$145,571.00</b>		<b>\$164,725.32</b>		<b>\$174,617.00</b>

<b>ADDITIVE ALTERNATE 1 - NORTH OF ELLIS STREET TO DRAPER STREET</b>									
Item No.	Quantity	Unit	Item Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	Mobilization (\$10,000 Maximum)	\$1,750.00	\$1,750.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00
2	1	LS	Traffic Control	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00
3	1	LS	Dust Control	\$200.00	\$200.00	\$2,200.00	\$2,200.00	\$300.00	\$300.00
4	1	LS	Clearing and Grubbing	\$1,100.00	\$1,100.00	\$5,600.00	\$5,600.00	\$1,250.00	\$1,250.00
5	5	EA	1" Near Side Water Service Connection	\$2,400.00	\$12,000.00	\$2,700.00	\$13,500.00	\$3,350.00	\$16,750.00
6	740	LF	PVC Schedule 40 Pipe	\$8.00	\$5,920.00	\$13.00	\$9,620.00	\$17.00	\$12,580.00
7	5	EA	Backflow Prevention Device	\$1,750.00	\$8,750.00	\$3,100.00	\$15,500.00	\$1,800.00	\$9,000.00
8	1	EA	3/4" Galvanized Schedule 40 Hose Bib	\$350.00	\$350.00	\$325.00	\$325.00	\$800.00	\$800.00
9	5	EA	Connection to Existing Service at Building	\$220.00	\$1,100.00	\$150.00	\$750.00	\$690.00	\$3,450.00
10	324	SF	Concrete Sidewalk	\$10.00	\$3,240.00	\$10.00	\$3,240.00	\$17.00	\$5,508.00
11	306	LF	HMA Trench Patch (F)	\$22.00	\$6,732.00	\$37.00	\$11,322.00	\$20.00	\$6,120.00
12	1	LS	Miscellaneous Facilities & Operations	\$13,000.00	\$13,000.00	\$7,265.99	\$7,265.99	\$14,500.00	\$14,500.00
13	1	LS	Supplemental Work	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>ADDITIVE ALTERNATE 1 TOTAL:</b>					<b>\$60,142.00</b>		<b>\$82,322.99</b>		<b>\$82,758.00</b>

<b>ADDITIVE ALTERNATE 2 - 1469 SIMPSON KUBO PROPERTY</b>									
Item No.	Quantity	Unit	Item Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	Clearing and Grubbing	\$750.00	\$750.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00
2	1	EA	6" Near Side Water Service	\$23,100.00	\$23,100.00	\$26,155.01	\$26,155.01	\$17,900.00	\$17,900.00
3	5	LF	PVC Schedule 40	\$50.00	\$250.00	\$30.00	\$150.00	\$37.00	\$185.00
4	1	EA	Backflow Prevention Device	\$5,300.00	\$5,300.00	\$9,322.66	\$9,322.66	\$5,850.00	\$5,850.00
5	30	SF	Concrete Sidewalk	\$60.00	\$1,800.00	\$10.00	\$300.00	\$17.00	\$510.00
<b>ADDITIVE ALTERNATE 2 TOTAL:</b>					<b>\$31,200.00</b>		<b>\$37,127.67</b>		<b>\$24,945.00</b>
<b>BASE BID + ADD ALT 1 + ADD ALT 2 GRAND TOTAL:</b>					<b>\$236,913.00</b>		<b>\$284,175.98</b>		<b>\$282,520.00</b>
									<b>\$311,684.00</b>



Meeting Date: January 20, 2016  
Agenda Item: IV 7

**CITY COUNCIL MEETING STAFF REPORT**

REPORT TO: Mayor and City Council  
REPORT FROM: David Peters, City Engineer  
AGENDA ITEM: Tract 5609 Subdivision Agreement Time Extension

REVIEWED BY:   
1/15/16

ACTION REQUESTED:  Ordinance  Resolution  Motion  Receive/File

**EXECUTIVE SUMMARY**

Tract 5609 is a 46 lot residential subdivision located at 10<sup>th</sup> Avenue (Academy Avenue) and Kamm Avenue in northwest Kingsburg. The developer entered into a subdivision agreement with the City of Kingsburg which required all the infrastructure improvements related to the subdivision agreement to be completed within one-year from the start of construction. The one-year time period has ended and the improvements have not been completed. The work is expected to be completed by April 15, 2016.

**RECOMMENDED ACTION BY CITY COUNCIL**

Grant a time extension for completion of infrastructure related to Tract 5609 such that all improvements are completed on or before May 1, 2016.

**POLICY ALTERNATIVE(S)**

Council could choose to deny the request for a time extension.

**REASON FOR RECOMMENDATION/KEY METRIC**

Granting the extension will allow for completion of the infrastructure improvements.

Type of Item:  Consent  Information  Action  
Council Action:  Approved  Denied  No Action

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |            |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>No</u>  |
| 2. Is it Currently Budgeted? | <u>N/A</u> |
| 3. If Budgeted, Which Line?  | <u>N/A</u> |

**FINANCIAL SUMMARY**

N/A

**PRIOR ACTION/REVIEW**

None.

**BACKGROUND INFORMATION**

Tract 5609 is a 46 lot residential subdivision located at 10<sup>th</sup> Avenue (Academy Avenue) and Kamm Avenue in northwest Kingsburg. The developer entered into a subdivision agreement with the City of Kingsburg which required all the infrastructure improvements related to the subdivision agreement to be completed within one-year from the start of construction. The one-year time period has ended and the improvements have not been completed. The developer has provided the following reasons for the delay:

1. Abandoning an old Southern Cal Gas line going to the home on the South took longer than anticipated.
2. Easements from private property owners were required for undergrounding the Kamm Avenue overhead power lines. Obtaining the easements took longer than anticipated.
3. Weather (rain) has caused some moderate construction delays.

The work is expected to be completed by April 15, 2016.

**ATTACHED INFORMATION**

None.



\_\_\_\_\_  
\_\_\_\_\_  
BRIEFLY STATE WHY YOU WISH TO SERVE ON THE CITY OF KINGSBURG  
PLANNING COMMISSION.

Kingsburg is my home and I would love to be a part of ensuring that it remains to  
\_\_\_\_\_  
have the appeal that brought me back here over six years ago after living out of  
\_\_\_\_\_  
state for 20 years. I also have extensive experience in Architectural and  
\_\_\_\_\_  
Engineering commercial & residential design.

WHAT IS YOUR VISION FOR THE FUTURE OF KINGSBURG?

To continue to be a beautiful and safe community that anyone would want to  
\_\_\_\_\_  
raise their children in or to retire in.  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
IF YOU WISH, YOU MAY LIST REFERENCES IN THE SPACE PROVIDED  
BELOW.

Dr. Jennifer Delinger DC, QMI - 559-238-5878  
\_\_\_\_\_  
\_\_\_\_\_

I will provide professional references upon request  
\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO   
IF YES, PLEASE EXPLAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Troy Cozbey

\_\_\_\_\_  
Date

e-mail address: cozbey@comcast.net



**CITY OF KINGSBURG  
APPLICATION FOR APPOINTMENT  
TO THE  
COMMUNITY SERVICES COMMISSION**

NAME: GRIFFIN BRIAN K  
(last) (first) (middle)

ADDRESS: 1109 WARKENTIN, Kingsburg Ca. 93631

TELEPHONE: 859-5560 897-3310  
(home) (business/cell)

E-Mail Address: brian@FirstbaptistKingsburg.org

OCCUPATION: Pastor

ARE YOU A RESIDENT OF THE CITY OF KINGSBURG? YES  NO

FOR HOW LONG 13 YEARS

CAN YOU SERVE A FOUR YEAR TERM  
YES  NO

ARE YOU WILLING AND ABLE TO ATTEND SCHEDULED MEETINGS AND AN  
OCCASION WORKSHOP? YES  NO

BRIEFLY EXPLAIN WHY YOU ARE INTERESTED IN SERVING ON THE CITY  
OF KINGSBURG COMMUNITY SERVICES COMMISSION.

The quality of life in Kingsburg is very important to me. I am  
raising three children and I would love to see our tradition of  
a family friendly town continue as we provide a frame work for  
healthy families to flourish.

LIST ANY ORGANIZATIONS OF WHICH YOU ARE A MEMBER WHICH MAY BE USEFUL IN YOUR ROLE AS COMMISSIONER. ALSO LIST ANY OFFICES YOU HAVE HELD IN THOSE ORGANIZATIONS.

Associate Pastor at First Baptist Kingsburg  
Past Chamber board member

WHAT PARTICULAR INTEREST, ABILITIES, KNOWLEDGE, BACKGROUND, AND/OR EXPERIENCE WOULD YOU ADD TO THE COMMISSION?

I have experience in Project Management, fundraising, community development. I am interested in helping people.

WHAT IS YOUR VISION FOR THE FUTURE OF KINGSBURG?

I would love to see Kingsburg Flourish. I would like to see Kingsburg continue to be a place where multi-generations of families can have a healthy life style that they are looking for.

IF YOU WISH, YOU MAY LIST REFERENCES IN THE SPACE PROVIDED BELOW.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN \_\_\_\_\_

Signature

Date

*[Handwritten Signature]*  
1/13/2012

**RESOLUTION NO. 2016 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG  
AUTHORIZING THE SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAM  
THROUGH THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**

**WHEREAS**, pursuant to Public Resources Code section 48000 et seq. the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

**WHEREAS**, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

**NOW, THEREFORE, BE IT RESOLVED** that Alex Henderson is authorized to submit an application to CalRecycle for any and all payment programs offered; and

**BE IT FURTHER RESOLVED** that the City Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

**BE IT FURTHER RESOLVED** that this authorization is effective until rescinded by the Signature Authority or this Governing Body.

\*\*\*\*\*

I, Abigail Palsgaard, City Clerk of the City of Kingsburg, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the Kingsburg City Council held on the 20<sup>th</sup> day of January 2016, by the following vote:

Ayes: Council Member(s):  
Noes: Council Member(s):  
Absent: Council Member(s):  
Abstain: Council Member(s):

---

Abigail Palsgaard, City Clerk  
City of Kingsburg



## KINGSBURG POLICE DEPARTMENT

1300 California Street – Kingsburg, Ca. 93631 – (559) 897-2931

Neil Dadian  
Chief of Police

To: Mayor & City Council  
From: Corina Padilla  
Date: January 11, 2016  
Subject: December Crime Statistics & Prevention Update

Our Part I Crimes such as assaults, burglary, thefts, and auto thefts for December 2015 increased compared to November 2015, December 2014, and December 2013 with the biggest in simple assaults.

Our Part II Crimes such as vandalism, sex offense, child abuse, narcotics crimes, runaways, other felonies, and incident decreased compared to November 2015, December 2014, and December 2013.

December 2015 traffic accidents decreased by two compared to November 2015. The number of arrests made increased by fourteen and citations issued decreased by one compared to November 2015.

There was an increase in the number of calls for service for December 2015 period compared to November 2015 period.

We continue to use Facebook, Kingsburg PD mobile application, and NIXLE as situations warrant in order to keep our citizens informed.

**Kingsburg Police Department**  
 Crime and Activity Report  
 December 2015

**Number of Offenses Reported**

**Part I Offenses:**

Murder	0
Rape-Forcible	0
Robbery	0
Assault-Aggravated	2
Assault-Simple	16
Burglary	6
Theft	10
Auto Theft	16
<b>Total</b>	<b>50</b>

**Arson**

<b>0</b>
----------

**Part II Offenses:**

Vandalism	11
Sex Offense	0
Child Abuse	0
Narcotic Violations	5
Runaways	0
Other Felonies	2
Other Misdemeanors	4
Incident Reports	27
<b>Total</b>	<b>49</b>

**Other Statistics:**

Traffic Accident-Fatal	0
Traffic Accident-Injury	2
Traffic Accident-No Injury	1
<b>Total</b>	<b>3</b>

**Calls for Service**

1012

**Ambulance Request**

24

**Fire Calls**

6

**Animal Control**

Calls for Service	26
Bites	0
Impounds	0
Claimed by Owner	0

**Arrests**

Felony Adults	11
Misdemeanor Adults	30
Felony Juveniles	3
Misdemeanor Juveniles	2
<b>Total</b>	<b>46</b>

**Citation Summary:**

Vehicle Code	30
Penal Code	4
Health & Safety	3
Municipal Code	5
Other	2
Parking	3
<b>Total</b>	<b>47</b>

**Kingsburg Police Department**  
**Crime and Activity Report**  
**November 2015**

**Number of Offenses Reported**

**Part I Offenses:**

Murder	0
Rape-Forcible	0
Robbery	0
Assault-Aggravated	2
Assault-Simple	3
Burglary	10
Theft	9
Auto Theft	12
<b>Total</b>	<b>36</b>

**Arson**

**0**

**Part II Offenses:**

Vandalism	8
Sex Offense	0
Child Abuse	0
Narcotic Violations	3
Runaways	1
Other Felonies	10
Other Misdemeanors	4
Incident Reports	27
<b>Total</b>	<b>53</b>

**Other Statistics:**

Traffic Accident-Fatal	0
Traffic Accident-Injury	0
Traffic Accident-No Injury	5
<b>Total</b>	<b>5</b>

**Calls for Service**

964

**Ambulance Request**

18

**Fire Calls**

6

**Citation Summary:**

Vehicle Code	25
Penal Code	6
Health & Safety	3
Municipal Code	14
Other	0
Parking	0
<b>Total</b>	<b>48</b>

**Animal Control**

Calls for Service	30
Bites	4
Impounds	0
Claimed by Owner	0

**Arrests**

Felony Adults	6
Misdemeanor Adults	25
Felony Juveniles	0
Misdemeanor Juveniles	1
<b>Total</b>	<b>32</b>

**Kingsburg Police Department**  
**Crime and Activity Report**  
 December 2014

**Number of Offenses Reported**

**Part I Offenses:**

Murder	0
Rape-Forcible	0
Robbery	1
Assault-Aggravated	1
Assault-Simple	1
Burglary	3
Theft	14
Auto Theft	1
<b>Total</b>	<b>21</b>

**Arson**

1

**Part II Offenses:**

Vandalism	14
Sex Offense	0
Child Abuse	0
Narcotic Violations	1
Runaways	0
Other Felonies	7
Other Misdemeanors	0
Incident Reports	33
<b>Total</b>	<b>55</b>

**Other Statistics:**

Traffic Accident-Fatal	0
Traffic Accident-Injury	1
Traffic Accident-No Injury	10
<b>Total</b>	<b>11</b>

**Calls for Service**

1468

**Ambulance Request**

20

**Fire Calls**

5

**Citation Summary:**

Vehicle Code	32
Penal Code	7
Health & Safety	2
Municipal Code	3
Other	0
Parking	0
<b>Total</b>	<b>44</b>

**Animal Control**

Calls for Service	30
Bites	2
Impounds	6
Claimed by Owner	4

**Arrests**

Felony Adults	1
Misdemeanor Adults	18
Felony Juveniles	1
Misdemeanor Juveniles	0
<b>Total</b>	<b>20</b>

**Kingsburg Police Department**  
**Crime and Activity Report**  
**December 2013**

**Number of Offenses Reported**

**Part I Offenses:**

Murder	0
Rape-Forcible	1
Robbery	0
Assault-Aggravated	1
Assault-Simple	5
Burglary	7
Theft	18
Auto Theft	2
<u>Total</u>	<u>34</u>

**Arson**

0

**Part II Offenses:**

Embezzlement	0
Vandalism	5
Sex Offense	0
Child Abuse	0
Narcotic Violations	6
Runaways	2
Other Felonies	4
Other Misdemeanors	12
Incident Reports	53
<u>Total</u>	<u>82</u>

**Other Statistics:**

Traffic Accident-Fatal	0
Traffic Accident-Injury	3
Traffic Accident-No Injury	5
<u>Total</u>	<u>8</u>

**Calls for Service**

1557

**Ambulance Request**

32

**Fire Calls**

9

**Citation Summary:**

<u><b>Animal Control</b></u>		<u>Vehicle Code</u>	<u>51</u>
Calls for Service	20	Penal Code	6
Bites		Health & Safety	9
Impounds	5	Municipal Code	2
Claimed by Owner	1	Other	0
<u><b>Arrests</b></u>		Parking	16
Felony Adults	11	<u>Total</u>	<u>84</u>
Misdemeanor Adults	20		
Felony Juveniles	0		
Misdemeanor Juveniles	1		
<u>Total</u>	<u>32</u>		

## KINGSBURG CITY MAP PROPOSAL

Here's the follow up to our meeting on December 8th. If we were to charge our Corporate Sponsor fee it would be \$695 per building, park and Points of Interest. We are cutting that fee in half to \$347.50 per item.

We are also asking the school districts to pay for their own buildings at a greatly reduced fee as well.

As for the Kingsburg Post Office, Michael Michaud may pay part of the fee or CMAC will assume the cost as a further gift to the City and to complete the map with all important city services included. CMAC is also including several icons that represent your city at no extra charge (i.e. Dala Horse, Viking Carving, Murals and more)

With these adjustments in mind, CMAC is requesting the City of Kingsburg to assume the cost of 5 Buildings, 2 Parks and 3 major Points of Interest:

### Buildings:

City Hall (includes City Council Chambers)

Fire Station

Police Station

Senior Center

Kingsburg Historical Train Depot

Cost per building:  $\$347.50 \times 5 = \$1,737.50$

### Parks & Historical Jail:

Memorial Park

Downtown Park

Cost per park :  $\$347.50 \times 3 = \$1,042.50$

### Major Points of Interest:

Three Crowns Fountain

Coffee Pot Water Tower

Cost per POI:  $\$247.50 \times 2 = \$495.00$

Full Fee Rate:	\$6,950.00
CMAC City Discount 50%	(\$3,475.00)
<b>Grand Total Fee:</b>	<b>\$3,275.00</b>

This fee includes receipt of 5 framed and signed prints (one for each City building) and 50 Posters (10 for each building to be used as the city deems appropriate)

The City of Kingsburg will also receive the original artwork (3ft x 4 ft Canvas). The local artist & muralist commissioned by CMAC to paint the City is Coleen Mitchell Veyna. Coleen has done extensive mural work in Kingsburg and we are thrilled she has agreed to paint Kingsburg. Once Fee approved by the City CMAC will generate an invoice.

Police Department	Goal	Type	Metric of Success	Start Date	Status	Comments
	Evaluation of PILOT 12-hour shifts to determine efficiency and continued implementation.	Operational	Productive hours	2015	IP	The PILOT program is underway and will be evaluated after the end 1-year.
	Increase staffing in KPD Reserve Officer Program	High Impact	3 new hires	2015	IP	To date, three (3) new reserves have been hired.
	Increase staffing in KPD Community Service Officer Program	High Impact	2 new hires	2015	IP	KPD is examining options for expanding volunteers to cover CSO duties as well.
	Full implementation of Citizens on Patrol program to improve relationship with residents and dept.	High Impact	12 C.O.P. participants	2015	Complete	Citizens on Patrol has provided great additional service to the community, and the Dept. plans a limited recruiting in the near future.
	Improve electronic presence with continued App development	Operational	150 App downloads	2015	Complete	KPD has implemented a new smartphone app that provides updates and bulletins.
	Shooting range facility improvement with use of Fresno Co. prisoner crew.	Operational	Complete	2015	Not Yet Started	
	Continue full departmental audit with new Chief. Examine opportunities for efficiency improvement, service increase and cost reductions.	High Impact	Complete	2015	IP	Evidence room cleaning continues, as well as full reorganization of building items.
	Purchase four new Interceptor Utility vehicles and plan for full fleet replacement through financing options.	High Impact	Complete	2015	Complete	All new vehicles have been purchased. Uprfitting and deployment continues as the vehicles are delivered to the City.
	Integrate MAGEC and HEAT program into Kingsburg operations through relationship building	High Impact	Complete	2015	IP	KPD officers participate in the overall programs which gives the added benefit of the use of the task forces in town.
	Examine the pros/cons of a public safety tax as it pertains to staffing, equipment replacement and long-term funding.	High Impact	Complete	2015	Not Yet Started	
	Improve departmental training to prepare for necessary succession planning at all levels.	High Impact	Cross training of personnel	2015	IP	Chief has continued to increase officer training and expand options.
	Integration of public safety committee recommendations to improve departmental standing within community.	Operational	Assist PSC as needed	2015	IP	The City has worked closely with the Public Safety Committee to provide new safety related offerings. The group is self-motivated and provides great input regarding safety awareness.
	Complete evidence room inventory. Document and destroy unnecessary items. Implement organized system for future.	High Impact	Complete	2015	IP	Evidence room inventory continues. Initial completion was expected in late 2015 but is now expected in 2016.
	Ensure all personnel are attending necessary training provided by CSJ/RMA/POST	Operational	Participation	2015	IP	Complete to date
	Crime Reduction - reduce property crimes by 20%	High Impact	20% reduction from 2014 reports	2015	IP	
	Case Clearance - property crime clearance rate of 20%	High Impact	20% BCS case clearance	2015	IP	
	Person crimes - clearance of 50%	High Impact	50% BCS case clearance	2015	IP	
	Case Completion - complete 50% of all cases	High Impact	50% case completion	2015	IP	
	Design a traffic control pattern drop-off/pickup for each elementary school.	High Impact	Complete	2015	Complete	Chief met with all school principals and provided recommendations for route reconfiguration to be implemented by School officials.
	Re-establish Police Explorer Scout program.	Operational	10 explorer scouts	2015	Complete	The Department continues to recruit for the Explorer Scout program.

Community Services	Goal	Type	Metric for Success	Start Date	Status	Comments
	Promotion of After School Recreation program using flyers, letters and social media	Operational	Creation of marketing materials	2015	IP	Have promoted all City events and also Chamber events.
	Work with KESD to complete facility use permit and secure facilities for the program.	Operational	Complete	2015	Complete	
	Contact EOC to program for the After School Meal program.	Operational	Complete	2015	Complete	
	Coordinate and promote the Summer Recreation program and increase overall participation by 5%.	Operational	Complete	2015	Complete	Rec. program was at full capacity.
	Work with KUHSD to operate summer facilities for the Lunch and Rec. program.	Operational	Operation of program	2015	Complete	Summer lunch program continued at KUHSD
	Provide Recreation staff with the needed EOC training and Food safety certification.	Operational	Complete training	2015	Complete	This is an ongoing task that has been met.
	Complete the annual 2015-2016 FMMAA contract.	Operational	Complete	2015	Complete	
	Work with the Senior Center to increase awareness and participation in the Congregate Meal Program.	Operational	5% participation increase	2015	IP	The opening of Marion Villas Senior Living Complex has increased participating in the program.
	Work with the Kingsburg Senior Inc. Group to complete annual events	Operational	Complete	2015	IP	
	Assist in coordination of the annual Fireworks permitting. Ensure all vendors have proper registration and training.	Operational	Complete	2015	Complete	Completed for 2015 - will reopen for 2016 in Spring.
	Continue to recruit staffing, to make sure we have the appropriate number of leaders for the programs needs.	Operational	Full staffing and training	2015	Complete	All programs have been fully staffed to date.
	Develop a marketing strategy for the recreation program and pool and integrate technology advances when applicable to increase participation.	Operational	Complete	2015	IP	
	Coordinate and ensure all pool staff are trained and compliant with safety and policy procedures.	High Impact	Full training	2015	Complete	Staff will be recruiting for the 2016 season in the coming weeks.
	Coordinate with the Kingsburg Seawolves and KHS Water Polo for pool use.	Operational	Complete	2015	Complete	Communication between all groups continues to be of emphasis to make sure all community need is met.
	Implement credit card use at the Pool to improve options for users.	High Impact	Implement	2015	Complete	Use of CC at pool provided for increase in concession revenues.
	Examine option of using Kingsburg lifeguards to train outside agency lifeguards for added revenue stream.	High Impact	Hold one training session	2015	Complete	This training will be an option for the 2016 season.
	Oversee tailies for both Lap Swimming and Aqua Aerobics with the potential to extend the season to accommodate for loss of other area pools.	Operational	Complete	2015	Complete	Both programs saw increases in number of users. We were unable to extend the season due to loss of lifeguard staffing.
	Complete monthly required Senior Center reporting for lunch program.	Operational	Reports completed on time	2015	IP	
	Work with Marion Village to encourage residential participation and utilization of Senior Center services.	Operational	Complete	2015	IP	We continue to work closely with the Fresno Housing Authority to promote Senior Center activities.
	Work with staff on the Vaccination and Licensing Clinic.	Operational	Hold Clinic	2015	Complete	Pet clinic was completed.
	Work with the Chamber on promoting programs and events that can be mutually beneficial to the City and Chamber.	High Impact	Complete	2015	IP	City has partnered with Chamber on numerous events, including the new Movie in the Park offering.
	Oversee demolition and rebuild of pool showers to meet ADA and Health Dept. standards.	High Impact	Complete	2015	Complete	This project was completed in early 2016 on time and under budget.

Department of Public Works						
Goal	Type	Metric of Success	Start Date	Status	Comments	
Oversee maintenance of new dog park ensuring safety, signage, and accessibility	Operational	Complete	2015	Complete	Work at the Dog Park continues. Water has been extended to the site and road improvement is scheduled on conjunction with nearby development.	
Increase training seminars through RMA	Operational	All Depts. Complete	2015	IP		
Aid in water conservation by converting median to drip vs. sprinklers	Operational	Continual	2015	Complete	All City owned landscape medians have been retro-fitted to drip.	
Complete all State mandated well testing and monitoring	High Impact	Complete	2015	IP	Complete to date.	
Continue additional well testing, lead and copper, TCP	Operational	Continual	2015	IP	Complete to date.	
Evaluate and purchase new utility truck for water department services	High Impact	Continual	2015	Complete	A new water utility vehicle has been added to the fleet.	
Continue with sidewalk replacement, repair, and ADA compliance	Operational	100%	2015	IP	Sidewalk repairs have been completed and additional work will be completed in the Spring.	
Catch up and stay current with Citizen Complaints/Kingsburg Connection application.	Operational	Continual	2015	IP		
Continue to monitor and address citizen requests pertaining to the meter project installation.	Operational	Complete	2015	Complete	Meter questions have been addressed.	
Complete necessary City water system repairs as identified by the water department.	Operational	Complete	2015	IP	Simpson St. lateral relocation will occur in Spring.	
Address Staffing needs and alternatives like allocating funds to contract City properties	Operational	Complete	2015	Complete	Certain maintenance work has been sub-contracted to improve performance and free up City employees.	
Work with local organizations to hang respective marketing banners across Draper St.	Operational	Complete	2015	IP		
Catch up on street markings, crosswalks, STOP, stop bars, etc.	Operational	Complete	2015	Complete	Several street markings were completed in November, improving overall safety and visibility. STOP bars will continue to be addressed.	
Examine use of new fertilizer to reduce watering at public facilities 20%	High Impact	Complete	2015	IP		
Prepare for annual festivals. Includes hanging Spring banners, downtown cleanup, sign placement and road closures.	High Impact	Complete	2015	IP	All work completed to date.	
Monitor groundwater levels to comply with State mandated 36% reduction	High Impact	Complete	2015	IP	City has met the reduction in all individual months except October. Overall average reduction of 40% is beyond mandated level.	

Fire Department						
Goal	Type	Metric for Success	Start Date	Status	Comments	
Reduce Ambulance Fund outstanding liability to reduce negative fund balance.	High Impact	Improve fund balance by 10%	2015	IP	New revenue collections from IGT funds will help offset negative balance.	
Enroll in the Intergovernmental Managed Medi-Cal Program for additional funding	Operational	Complete	2015	IP		
Increase staffing levels, training, and accountability with Reserves	Operational	Increase Reserve Ranks by 10 employees	2015	IP	To date, thirteen new reserves have been sworn into the program.	
Establish a succession plan for Captain's slot occurring late 2015	High Impact	Complete and implement	2016	Not Yet Started	Potential retirement vacancy will drive this action.	
Use Reserves to staff Station #2 when possible	Operational	Staff station #2 at least 50 days	2015	IP	Staffing levels are now at a level to staff #2 periodically. Some building upgrades must be satisfied first and are in process.	
Meet requirements for continued safety and tactical training	Operational	Complete	2015	IP	Crews continue training and new Reserve program requires minimum training levels be met.	
Quarterly Multi-company drills with other agencies and required EOC training/exercise with all City employees.	Operational	Complete	2015	IP		
Provide for supervisor's to attend local association meetings regularly to maintain close working relations with Op area. (Chief Assn., Prevention, Investigation, EMS committees.	Operational	Attend all meetings	2015	IP	These meetings are attended as necessary.	
National Incident Management (NIMS) compliancy training/refresher course taken by all employees.	Operational	Complete	2015	Not Yet Started		
Update Dept. SOPs and implement with council approval	High Impact	Complete	2015	IP	Chief Ray is working with the Fire management group to update all SOPs for final review.	
Create a Home Safety Program with a Social Media Plan	Operational	Implement	2015	IP	Chief Ray is organizing a program as part of his National Training program.	
Restructure PCF training, ICS positions, scheduling and participation	Operational	Complete	2015	IP	This is being completed and required with new Reserve program.	
Establish a departmental Strategic Plan and Standards of Coverage Plan	Operational	Implement	2016	Not Yet Started		
Purchase and coordinate implementation of new capital equipment, including ambulance, Reserve PPE, and new gurney.	Operational	Complete	2015	Complete	New ambulance has been purchased and other items are being evaluated as funding allows.	
Finalize all GEMT and IGT revenue streams to ensure annual compliance.	High Impact	Implement	2015	IP	All documents have been submitted and are current.	
Complete transition to Novato Fire District for all billings.	Operational	Complete; 25% increase in billing revenue	2015	Complete	All billing has been transferred to Novato and we will have an update on billing revenue after the mid-year is closed out.	

City Hall	Goal	Type	Metric of Success	Start Date	Status	Comments
	Promote the City's social media and smart phone App for improved connection with residents and visitors.	Operational	150 new downloads	2015	IP	
	Produce weekly City newsletter, Kingsburg Carrier.	Operational	Add 250 new subscribers	2015	IP	
	Complete Government Finance Officers' Association Reporting Prepare and submit Comprehensive Financial Report (CAFR) Distinguished Budget Award Review and approve annual financial policies	Operational	Submit Complete	2015/16	IP	The 2015-16 budget received the GFOA Distinguished Budget Award. CAFR submission will follow, and financial policies are updated with the annual budget process.
	Continued implementation of safety practices to reduce worker's compensation claims.	High Impact	No new claims	2015/16	IP	Kingsburg is part of a pilot carveout program sponsored by AINMS to assist with W/C claim resolution.
	Increase website visits by 5%.	Operational	Complete	2015	IP	We also are in the process of redesigning the website to improve user friendly functions.
	Enhance transparency by posting all meeting agendas/packets and minutes online prior to the next meeting.	Operational	Complete	2015/16	IP	
	Complete 2014-15 annual audit.	Operational	Complete	2015	Complete	The audit was completed and presented to Council in December.
	Complete 2016-17 Budget Process.	Operational	Complete	2016	Not Yet Started	This process will begin in early 2016.
	Research, purchase and implementation of new accounts payable, utility billing and general ledger software.	High Impact	Complete	2015/16	IP	The City is transitioning to Springbrook Software with full implementation expected by Spring, 2016.
	Administration of City awarded grants.	Operational	Complete	2015/16	IP	The City has been awarded grant funding for several projects including the Historic Train Depot and road repair. These projects will continue into 2016.
	Complete the annual Fair Political Practices filing.	High Impact	Complete	2016	Not Yet Started	Individuals will complete this in early 2016.
	Prioritization and purchase of capital equipment as determined by Department Heads.	High Impact	Complete	2015/16	IP	Several capital purchases have been completed to date as part of the 2015-16 budget (police vehicles, ambulance, water utility truck).
	Create a City Clerks Binder - explaining the day to day operations for the Clerks office	High Impact	Complete	2015	Complete	Sue provided a useful binder of duties and we had overlap time during the hiring of our new Clerk, Abigail Palsgaard.
	Continue implementation of Economic Development strategy and implement to attract and retain business.	Operational	Attract 3 new businesses	2015	IP	The City has implemented B.I.Z. enterprise areas, an existing business facade improvement program and launching a Business Park centric website.
	Examine new health insurance rate impacts for 2016	High Impact	Complete	2015	Complete	New health insurance options were evaluated and selected as part of the renewal process.
	Reorganization of payroll practices to implement new software for web-based timesheets and third party payroll processing.	High Impact	Complete	2015	IP	Payroll operations will be brought entirely in-house with the implementation of Springbrook software.
	Coordinate the transition of banking services to West America Bank.	High Impact	Complete	2015	Complete	Project completed.
	Implement updated administrative fee schedule.	Operational	Complete	2015	Complete	Fees were evaluated and updated in December, 2015.
	Coordinate the merger of building department funds and operations into the general fund budget.	Operational	Complete	2015	Complete	This was completed with the adoption of the 2015-16 budget.
	Administer new Facade/Alley improvement public/private partnership to promote reinvestment into downtown Kingsburg.	High Impact	Complete 3 applications	2015/16	IP	To date, nearly \$15,000 in funds has been applied for, effecting four eligible businesses.
	Examine the possibility of utilizing e-readers as a cost savings for City Council and department heads.	Operational	Complete	2015	Not Yet Started	
	Incorporate performance measurement program into everyday operations and Monitor and collect all City business licenses to ensure all are up to date.	Operational	Complete	2016	Not Yet Started	This task will be examined with the 2016-17 budget process.
	Incorporate all MOU agreements in 15-16 & 16-17 budgets.	Operational	Complete	2015	IP	
	Transition HR position to new Management Assistant functions.	Operational	Complete	2015	Complete	All provisions have been executed to meet agreed language.
	Create Mayor's RoundTable group consisting of local business leaders to help guide future strategic planning.	Operational	Complete	2016	Not Yet Started	
	Attend Risk Management training, Conferences, and workshops to remain current in legal changes and organizational best practices.	Operational	Complete	2015/16	IP	Both HR and City Clerk positions are training on these topics as appropriate.
	Examine and budget for potential website enhancements to improve Citizen engagement and ease of use.	High Impact	Complete	2015/16	IP	New website redesign is underway and will be unveiled in early 2016.



Meeting Date: 1/20/2016  
Agenda Item: V4

## CITY COUNCIL STAFF REPORT

**REPORT TO:** Mayor Blayney and City Council  
**REPORT FROM:** Neil Dadian, Chief of Police  
**AGENDA ITEM:** Kingsburg Police Department Dispatch Proposal

**REVIEWED BY:**

  
1/15/16

**ACTION REQUESTED:**  Ordinance  Resolution  Motion  Receive/File

### EXECUTIVE SUMMARY

The Police Department has sought an alternative to the cost of staffing its own dispatch center and is seeking to contract with the County of Fresno through its Sheriff's Office for law enforcement dispatch/911 services.

Current annual expenditures are \$262,878 in labor cost for fulltime employees and \$20,000 for per-diem employees. This is an annual cost of \$282,878. The Fresno County Sheriff's Office can provide fulltime dispatch/911 services for an annual cost of \$171,097.68. This realizes an annual savings of \$111,780.32.

Our dispatch center is experiencing a variety of equipment issues. The base station radio console needs replacing at a cost of approximately \$35,000. Coequally, the handheld portable radios in use by officers in the field are old and failing. They are not P25 compliant and are not public safety grade. The dispatch center also needs upgraded computer hardware and software in order to operate the CAD programs at full capacity at an approximate cost of \$5,800. The dispatch center is also due for a 911 upgrade. Up to \$216,000 is available from the State to accomplish this upgrade to the 911 system only, but cannot be used to meet any other needs. If the Council decides to contract for dispatch services at a later time after the upgrade, the City would be required to pay back the amount on a prorated basis within the five (5) year window.

A new position of Police Services Technician would be created to maintain the records and front counter functions and fill a critical need for property and evidence maintenance. Recruitment for that position would come from within our current compliment of Public Safety Dispatchers (PSD). Under the proposal all four (4) Public Safety Dispatcher positions would be eliminated and as part of the agreement, the Fresno County Sheriff's Office would offer jobs to all four (4) or the remaining PSD employees.

KPD would establish regular business hours and a ring-down line direct to Sheriff's Dispatch will be installed outside the lobby of KPD, for those who show up at the KPD for service outside of business hours.

Contracting with the Sheriff's Office will allow KPD officers immediate access to sheriff's deputies and other municipal agencies in the South County on the Sheriff's network with enhanced officer and public safety during pursuits, crimes in progress, emergencies, and other more routine law enforcement communications through a combined access point.

### RECOMMENDED ACTION BY CITY COUNCIL

1. Approve the proposed contract with Fresno County Sheriff's Office for the performance of law enforcement dispatch services/9-1-1 answering responsibilities.

**POLICY ALTERNATIVE(S)**

1. The Council can choose not to approve the recommended actions, which will result in continued annual employee costs, a cost of \$40,800 to improve the current dispatch center, a cost of \$21,320 to purchase new portable radios, and will require an upgrade of the 911 system. Total one-time City costs will be \$62,120.

**REASON FOR RECOMMENDATION/KEY METRIC**

1. Personnel cost savings
2. Capital outlay for replacement equipment cost savings
3. Addition of a Police Services Technician to provide counter service, records, property/evidence function
4. Addition of a Police Officer position
5. Purchase of portable radios at zero interest
6. Enhanced officer safety due to interoperability through a combined Public Safety Access Point

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |                    |
|------------------------------|--------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u>         |
| 2. Is it Currently Budgeted? | <u>Yes</u>         |
| 3. If Budgeted, Which Line?  | 001-3400-539.51-01 |

**FINANCIAL SUMMARY**

See attachments.

**PRIOR ACTION/REVIEW**

None

**BACKGROUND INFORMATION**

Law enforcement dispatch and 911 services is an essential function of the Kingsburg Police Department. Continued operation of its own dispatch center is becoming increasingly costly and problematic. The Police Department has sought an alternative and is seeking to contract with the County of Fresno through its Sheriff's Office (FSO) for law enforcement dispatch/911 services.

Historically, the City of Kingsburg Police Department has operated its dispatch center with a single dispatcher working an eight-hour shift, answering incoming 911 calls, business lines, all radio traffic, lobby traffic, records processing, and other assigned tasks.

The Kingsburg Police Department is currently expending \$262,878 in labor cost to operate its own fulltime communications/911 dispatch center, with an additional labor cost of \$20,000 for per-diem employees. This is an annual cost of \$282,878.00. The Fresno County Sheriff's Office can provide fulltime dispatch/911 services for an annual cost of \$171,097.68. This realizes an annual savings of \$111,780.32. The per resident rate for KPD to operate its own dispatching services is \$24.17. The per resident rate from FSO is \$14.61.

Cost control for FSO services bears discussion. Below is the fee rate and dates.

- 1992 - 2010 - \$8.92 per resident
- 2010-11 - \$10.30 per resident
- 2011-12 - \$11.66 per resident

- 2012-13 - \$13.10 per resident
- 2013-14 - \$16.01 per resident
- 2014-15 - \$14.88 per resident
- 2015-16 - \$14.61 per resident

In general discussion with executives from FSO, prior to 2010 they relied on the increase in population to help address increases in costs but did not do regular cost studies. From 2010 through 2014 they addressed the per capita rate individually in multi-year contracts. In 2014 the rates were added to the master schedule of fees to be updated annually. The large jump in costs from 12-13 from \$13.10 to \$16.01 was due to disagreements between the Sheriff and the Auditor's Office over the "necessary applicable County costs" to be used in calculating the "full cost recovery" mandated by the Board's administrative policy #20, and the value to the County of the allied agencies mutual aid. This was an effort by the County to add a surcharge on county services. The disagreement has since been addressed and the Sheriff's Office does not anticipate any wild swings in rates.

The cost decreases from 13-14 to 14-15 were due to the composition and compensation of the dispatch staff changes due to retirements and turnover. The new staff came in at lower salaries and a lower cost retirement tier. Since the rates are determined by actual costs, the rates reflected the decline.

The Kingsburg Police Department has four (4) fulltime Public Safety Dispatcher (PSD) employees and one (1) fulltime Records/Dispatch Supervisor employee. In addition to their dispatcher and 911 responsibilities, each PSD is also responsible for a variety of police records functions, front counter, and other customer services. Current employee productive hours allow staffing at approximately 85% of fulltime needs. Fulltime need is 1,095 eight (8) hours shifts per year. Present staffing (based on 1880 productive) allows staffing for 940 shifts per year, leaving an approximate 85% deficit in manpower. Supervisory backfill, per-diem employees, and overtime fill the remaining need. Meal and personal breaks for dispatch employees require a police officer to come in from the field to man the dispatch center. This is a loss in productive time for the police officers.

KPD currently gets its per-diem pool from Selma, Reedley, and Hanford Police Departments. The per-diem pool has been affected due to those agencies finding themselves shorthanded and our per-diems are called into their own departments to work overtime leaving them limited time available to work in KPD dispatch center. This leaves the Records Supervisor to cover shifts or management ordered overtime. At one point KPD had five (5) fulltime dispatch positions, which allowed all shifts to be covered and provided overlap during peak times. This position was eliminated during the financial crises.

Of the four (4) current employees one (1) is in the hiring process for an officer position with CHP, and another is pregnant and will be out on leave. It is anticipated that both of these employees will be gone in March/April 2016.

Under the proposal, all four (4) Public Safety Dispatcher positions would be eliminated and a new job classification created, Police Services Technician, which is a critical need in the police department, to be filled by one (1) employee. In addition to front counter and records duties, this employee would also be responsible for the day to day maintenance of property and evidence which has never had a properly trained and dedicated employee responsible for this task. Recruitment for that position would come from within our current compliment of PSD. The Fresno County Sheriff's Office is willing to offer jobs to all four (4) or the remaining PSD employees, if they choose to accept the offer, conditional on passing employment screening. Original discussions centered around crafting language and making this part of the agreement however, all four employees have declined the offer by FSO to apply or accept a position as a dispatcher. As such, no language will be included in the agreement. FSO is still hopeful they can recruit some of the KPD dispatchers and has asked to have their recruitment team meet with the dispatchers individually.

The dispatch center is also experiencing a variety of equipment issues. The most serious is the base station radio. The radio is a circa 1980's Motorola console radio that was donated by the Clovis Police Department in 2002. The service provider advised about two years ago that Motorola no longer makes parts, parts are not otherwise available, and the radio is no longer serviceable. Replacement cost for a new radio console is approximately

\$35,000.00. The dispatch center also needs upgraded computers as it currently has only one upgraded computer that is able to run the Computer Aided Dispatch (CAD) software at full capacity. The other two computers have outdated software and hardware and are not able to run our CAD programs at full capacity.

There have been technology advances in equipment and software that KPD does not have. In addition to the outdated radio console, computer hardware and software, KPD lacks a phone voice recording system on our phone lines, which is a common investigative and prosecutorial tool and frequently requested by District Attorney's Office for case prosecution. We have never been able to provide this information. KPD mapping system is inadequate and Geo files are not up to date making it difficult to use the CAD system to its full potential. KPD does not currently have GPS in its patrol vehicles, which is a best practice. The cost of the GPS hardware aside, with the mapping system being out of date the inadequate computer hardware and software in KPD dispatch would not support the service. Data volume will continue to increase in quantity and composition with the oncoming implementation of Next Generation 911, which will allow the public to transmit audio, video, and still images as they report emergency events. KPD is not in a position financially to obtain the necessary hardware to keep pace.

Other equipment problems that bear on the issue is that of portable radios for field personnel. Currently KPD has six (6) different models of portable radios for a total of 25. Some of the older portable radios are underpowered and will not work on the Sheriff's radio system and several more are in need of repair or replacement due to age. Only three (3) are P25 compliant. Two of those three radios are Tri-band radios that were purchased for every law enforcement agency in Fresno County with Homeland Security funds, for the purpose of interoperability during emergencies. Best practice would be to limit their use in the field and keep them available for use only in those designated situations however, because of the poor condition of the compliment of KPD portable radios, these two radios are utilized in the field causing needless use and wear.

KPD is due for a 911 upgrade. \$216,000 is allocated by the State. Of that \$160,000 is for AT&T 911 phone line upgrade and the remaining \$56,000 has specifics on its use such as office furnishings and ergonomics for employees. This funding has specific limitations on its use and cannot be repurposed or spent outside the guidelines. KPD has a financial obligation of approximately \$2,000 in addition to the \$216,000.

The cost savings of \$111,780 will be used to create and staff the Police Services Technician (PST) at an approximate annual cost of \$61,012.80 and add a Police Officer (PO) position at the approximate annual cost of \$74,212.00. This would be a total annual cost of \$135,224.80 for both positions. The additional Police Officer position would begin later in FY 16/17. Any cost savings realized this FY and not allocated to fund the Police Services Technician could be used to purchase portable radios outright.

Five other local police agencies contract with the Sheriff's Office for dispatch services; Kerman, Fowler, Sanger, Orange Cove, and Parlier. Each of those police chiefs has expressed satisfaction with their service from FSO and has provided a letter of support for Council consideration. The only exception is Sanger. There is an interest in that city by one or two council members to re-establish their dispatch center and their chief is standing silent on the issue, as is proper.

Concerns over customer service and lobby hours have been raised. Below is a summary of most all law enforcement agencies in Fresno County and their operation in this regard.

#### Agencies that contract with FSO

1. Sanger PD – Established lobby hours and a ringdown line to FCSO
2. Kerman PD – Established lobby hours and a ringdown line to FCSO
3. Fowler PD – Established lobby hours – no dedicated ringdown line
4. Parlier PD – Established lobby hours – no dedicated ringdown line
5. Orange Cove PD – Established lobby hours – no dedicated ringdown line

#### Mendota PD contracting with Firebaugh PD

1. Mendota PD – Established lobby hours and a ringdown line to Firebaugh PD

Agencies that have their own dispatch

1. Coalinga PD – 24 hour lobby
2. Firebaugh PD – 24 hour lobby
3. Huron PD – 24 hour lobby
4. Reedley PD – Established lobby hours and a ringdown line outside the building
5. Selma PD – Established lobby hours and a dedicated ringdown line inside the lobby
6. Fresno PD – Established lobby hours with a ringdown line outside the building
7. Clovis PD – Established lobby hours with a ringdown line outside the building
8. FSO – Established lobby hours with a ringdown line outside the building
9. CHP – Established lobby hours with a ringdown line outside the building

This proposal would be in keeping with the common practice in most municipal police agencies in Fresno County.

Other areas of public concern center around perceived delays in dispatch times. Currently a single person is responsible for a multitude of tasks in the KPD dispatch center. These range from records management, answering business line calls, 911 phone calls, dispatching and servicing field units over the radio, and greeting walk in traffic at the front counter and attending to their needs. People get placed on hold for more urgent or emergency reasons. That is a reality of any dispatch center. FSO dispatchers are assigned as complaint takers (answering phones) or radio dispatchers. That is all. Wait times will not increase if calls are routed through the FSO dispatch center as opposed to the KPD dispatch center. As soon as a call for service is entered, the units in the field have the ability to see the call and self-dispatch, bypassing the radio.

Another common misconception is that wait times will be longer because of the volume of calls. Each agency will be dispatched to their calls for service when that call is received. An agency's wait time is based on the availability of the police officers or deputy sheriffs in the field, in their respective jurisdictions. If an officer in Kingsburg is available, that officer will be sent. Wait times in Kingsburg will not have anything to do with wait times in the unincorporated areas, Sanger, Parlier, Kerman, etc. It is the availability of the police officer, not the dispatcher that is the critical factor.

A final point of discussion is the officer safety aspect of this proposed change. KPD officers will be on the Sheriff's Office network with other cities in S/E Fresno County and sheriff's deputies, the configuration of units depending upon peak times and other factors. This will provide them instant access to information about in-progress crimes, emergencies, pursuits, and other police calls for service. This offers KPD officers immediate access and communications with other allied law enforcement agencies and provides a level of safety not previously experienced.

**ATTACHED INFORMATION**

1. Cost Breakdown for NOT Transitioning
2. Cost Breakdown for Transitioning
3. Proposed Use of Cost Savings
4. Police Technician Job Specifications
5. Dispatch Operation FAQ's
6. Local Chiefs' Letters of Support
7. Proposed Agreement with Fresno County

Cost Breakdown for NOT Transitioning  
Attachment 1

Expected Wage Expenditure	
Andersen	\$ 53,214.00
Chesebro	\$ 70,897.00
Simas	\$ 70,157.00
Zimmerman	\$ 65,410.00
Total	\$ 259,678.00
Per-diem @ \$18.50 Hour	
Training 40 Hours X4	\$ 2,960.00
Holiday/Birthday = 112 Hours	\$ 8,288.00
Sick Time Average = 40 Hours X 4	\$ 2,960.00
Vacation Average = 80 Hours X4	\$ 5,920.00
Uniform Allowance = 800 x 4	\$ 3,200.00
On going Yearly Cost	\$ 23,328.00
<b>Total Yearly Cost</b>	<b>\$ 283,006.00</b>
Capital Expenditures	
*Radio/Logging Recorder	\$ 35,000.00
Head Sets X 5	\$ 600.00
Computers X 3	\$ 4,000.00
Programing of Computers @100.00	\$ 300.00
911 Upgrade wiring NetClock	\$ 500.00
Battery Back Ups /APC Pro 1500 X3	\$ 400.00
<b>Total</b>	<b>\$ 40,800.00</b>
9-1-1 Upgrade State allotment	\$ 216,000.00
AT&T Cost for Upgrade	\$ 160,000.00
Furniture	\$ 56,000.00

*City would be responsible to pay*

*State back at a prorated cost if city contracts  
with FSO before 5 year window.*

*\* Monthly maintenance not included*

Cost Breakdown for Transitioning  
Attachment 2

<b>Payouts</b>				
Andersen	\$ 3,973.64			
Chesebro	\$ 8,669.99			
Simas	\$ 3,783.69			
Zimmerman	\$ 2,157.38			
<b>Total</b>	<b>\$ 18,584.70</b>			
<b>Capital Expenditures</b>				
		One Time Fee		Monthly Fee
Radios	\$ 21,320.25		60 mo.	\$ 355.84
FSO monthly contract fee	\$14.61 x11,711			\$ 14,258.14
Automated Sally Port Gate x1		\$ 815.00		
Install Exterior Call Box x1		\$ 1,770.00		
AT&T Landline installation X1		\$ 75.00		
AT&T Landline monthly fee				\$ 90.00
Nextiva "Business Line" 897-3286				\$ 35.00
<b>Total</b>		<b>\$ 2,660.00</b>		<b>\$ 14,738.98</b>

Proposed use of Cost Savings  
Attachment 3

Police Services Tech.	Total Cost	\$	61,012.80
Police Officer	Total Cost	\$	74,212.00
	Grand Total	\$	135,224.80

**Class Title: Police Services Technician**

**Definition:** To perform variety administrative and technical duties related to police records, evidence, and police operations under general supervision. Assignments could include: multi-tasking with heavy public contact, record keeping, document processing, perform functions that involve the public, courts, various City departments, and other law enforcement agencies and related work as required.

**Distinguishing Characteristics:**

Under the direct supervision of the Records Supervisor or general supervision from supervisory personnel, incumbents perform a full range of duties independently, with occasional instruction or assistance; unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

**Duties and Responsibilities:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains and monitors complex, specialized, technical, and sensitive police records, evidence custody documents, chain of custody documents, property receipts, and filing systems requiring considerable knowledge of the subject.
2. Maintains, processes, and keeps custody of property and evidence including firearms, money, and drugs according to agency policy, industry standards, and best practices.
3. Collects appropriate fees; accounts for all monies received; provides information about services, permits, release of records, etc. to the public; assists with registering and processing sex/narcotic/arson offenders; processes restraining orders as required by law; performs validation of records entered in the NCIC system.
4. Types and edits complex, technical and specialized reports, letters, memos, statistical information, legal documents, charts, and forms from typed and handwritten rough drafts, written copy, and verbal instruction using data retrieved from the records; initiates, recommends, revises, and implements procedural changes to records.
5. Receives and screens visitors and calls and provides information requiring technical knowledge of department operations and procedures; receives and responds to inquiries requesting information and copies of reports; maintains moderately complex operating and activity records.
6. Assists in training and orientation of new employees.
7. Arranges for or transports evidence to crime lab for analysis.
8. Testify in court, as required.
9. Maintains training room schedule.
10. Other duties as assigned.

**Minimum Qualifications:**



## Kingsburg Police Department Dispatching Operations

### Frequently Asked Questions

City Hall - (559) 897-5821

1/5/2016

The City of Kingsburg's Police Department currently provides in-house 911 dispatching for police-related calls for service. In an effort to continue to provide the best quality of service, staff has examined all levels of the Police Department's operations, including the option of contracting with Fresno County Sheriff's Office for dispatching services.

Given the nature of the potential change, this document provides information related to frequently asked questions. If you are still unable to find the answer you're looking for, please call City Hall at 897-5821 or email [Police Chief Neil Dadian](#), or [City Manager, Alex Henderson](#). We also encourage you to sign up for our weekly e-newsletter, the [Kingsburg Carrier](#), which contains current, relevant information to keep you informed.

**Q. Has the decision to contract 911/dispatching services already been made?**

A. No final decision has been made at this time. City staff, with direction from the Finance Committee, has been researching the issue for the past several months. Staff presented their findings to the [Finance Committee](#) during a public meeting on December 9, 2015. The Committee has since made the recommendation to present the findings to the City Council.

In addition, the City's Public Safety Committee is slated to consider the information during their Tuesday, January 12 meeting. Council will consider the proposal at an upcoming, publically noticed meeting.

**Q. Why are we considering contracting out dispatching services?**

A. When hired, Police Chief Neil Dadian began examining all Police Department operations in an effort to improve upon existing services and provide opportunities for improvement.

Our current dispatch operates 24-hours a day, with the Police Department lobby open to the public at all times. Current staffing levels do not meet the number of shifts required, and those 'gaps' are filled with Per Diem employees or employee overtime.

In addition, the current center is in need of major capital equipment investment (base station radio, 911 upgrade, and handheld radio replacement). Our equipment is old and failing, and the time to make a decision on continuing with the existing operation or subcontracting is imminent.

**Q. What are the reasons for outsourcing the operation?**

A. This change is being recommended for both financial and safety reasons. While our current operation meets existing requirements, keeping up with changing technology demands and investments becomes a very costly proposition for a single community like ours. By joining with a larger operation, those costs are lowered through an economies of scale.

We also have only one dispatcher on-duty at any given time. When that one dispatcher is unavailable or on another call, additional calls either are placed on hold until the dispatcher is able to get to it.

**Q. How would this change affect response times?**

A. City staff is working hard to ensure there would be no degradation in 911 emergency call-taking and dispatching. In short, the only thing changing when you make a call is where it is answered on the other end. Call routing and response times would be no different than the existing operation.

Calls for service in a particular jurisdiction are dispatched immediately or, based upon the availability of the field units, the field sergeant for that police agency is notified of a call holding and the sergeant determines to either break the field units to handle the new call or hold the new call until an officer is available. The Sheriff's Office does not determine how long a call holds, the supervisor for the police agency does. It is important to remember that response times are based on the availability of the police officers in the field and not the call taker or dispatcher.

Currently, when you place a 911 call on a mobile device, the jurisdiction that answers your call depends upon the closest mobile tower that picks up your call. Depending upon where you place a call now, it could be answered by one of the following agencies:

- Kingsburg Police Dept.
- Fresno Co. Sheriff's Office
- California Highway Patrol
- Tulare Co. Sheriff's Office
- Kings Co. Sheriff's Office
- Selma Police Dept.

All of these calls are then routed to the appropriate jurisdiction. Our Police Chief would never support a service change that might put residents and first responders at risk. Staff believes this is the right thing to do in order to best serve our residents when it matters the most - during a time of emergency.

**Q. Is this all about lowering costs?**

A. No. While cost savings is certainly an incentive, the safety of our residents is the primary concern.

**Q. How would residents' safety be improved through contracting?**

A. As mentioned, our current center only has one 911 dispatcher on-duty at any given time. If the dispatcher is unavailable or on another call, future calls are placed on hold, which can impact response time. This also puts strain on the officer on-duty who cover breaks, etc., meaning they would be taken out of the field or away from their police work.

Contracting the service with FSO would mean Kingsburg would have a dedicated dispatcher on-duty at all times. Even during peak call periods, the FSO has the technology and ability to take all calls. For example, the State has a mandate that all 911 calls must be answered within 10 seconds – which is about 3 rings. FSO also tries to adhere to a 3 ring maximum for non-911 calls as well.

In addition, City staff is recommending that the savings experienced through contracting the service be reinvested directly into the Police Department, providing more services to our residents.

**Q. Are there financial benefits to contracting the service?**

A. Yes. As with any consolidation consideration, there are always economies realized by joining a larger group with a shared goal (in this case, enhanced emergency response to residents).

**Q. What type of cost savings are there? How will these funds be redirected?**

A. Using today's dollars, the City projects a savings of \$111,780 per year. This equates to over \$1.1 million saved over a ten-year period.

Staff is recommending that these savings be reinvested directly into the Police Department. Specifically, the funds would be used for the following:

- Police Services Technician (non-sworn position)
- Full-time Police Officer

Staff believes that utilizing the savings in this manner provides additional public safety to Kingsburg residents. We're able to provide efficient dispatching services, take business hour walk-ins, and provide an additional officer on the street.

**Q. What will happen with the existing dispatch employees?**

A. Each of our existing employees will be offered the opportunity to apply as a public safety dispatcher with Fresno Co. Sheriff's Office. In addition, the City will be utilizing a portion of the cost savings to hire a Police Services Technician. Current employees will have the ability to apply for this position as well.

**Q. If contracting is approved, will there be anyone left to man the police station lobby?**

A. The City Police Department would maintain regular business hours – open from 8:00am – 5:00pm, Monday - Friday. Walk-ins would be handled by the newly created Public Services Technician position. After hours, a telephone, or 'ring down line' is placed outside the lobby doors and anyone utilizing the phone will be connected with a live person at FSO.

**Q. How will dispatchers at Fresno Sheriff's Office be able to direct Kingsburg first responders?**

A. First and foremost, the police officers responding to the call for service will remain Kingsburg officers. These experienced officers know exactly where they need to go with a simple address. The only difference is they are communicating over the radio with an individual at a new location.

Second, FSO has digital mapping systems at their disposal that are more advanced than the equipment currently utilized at the existing Kingsburg center. Current technology improvements allows for efficient, centralized dispatching.

FSO utilizes a sophisticated Computer Aided Dispatching (CAD) program. Once a dispatcher enters a call for service into the program, it can be viewed immediately by officers in the field (all patrol cars are equipped with a laptop).

Lastly, many rapidly developing critical incidents require the awareness, notification, or even the response of multiple law enforcement and other public safety agencies from multiple jurisdictions. Having many of those resources coordinated through one Public Safety Access Point is a valuable time saver and enhances officer and public safety.

**Q. Do we have to contract now to a new call center?**

A. No, we are not required to make this transition, but extenuating circumstances and timing are driving the discussion. Certain "legacy" software and hardware at our current center will need to be upgraded in the short-term, and that expense will require a significant investment. As such, staff has examined both long and short-term costs for continuing the operation in-house and contracting with another agency.

In addition, new [NextGen 911](#) guidelines will be implemented over the next several years, requiring more sophisticated software investment and employee training to meet the demands of public safety.

**Q. What are the national and regional trends in 911 dispatching?**

A. The regionalization of 911/dispatching services is a national trend being driven by two significant factors:

1. The complexity and rapid pace of technological changes within dispatching operations.

2. The ability of regional 911 centers to more efficiently staff operations and to handle larger emergencies.

In fact, many State legislatures are requiring that these centers be regionalized for the purpose of realizing cost savings and improved efficiency. Having Kingsburg be a part of a regional service ensures that we will remain on the forefront of new technology, providing the best service to our residents.

**Q. What expenses would the City incur to contract services?**

- A. The City anticipates it will incur up to \$22,000 in one-time employee "legacy" costs. The City will also be responsible for purchasing new handheld radios, regardless of whether we consolidate services or not. However, if we contract with FSO, they have agreed to purchase the radios and allow us to pay them back over 5 years at 0% interest. The cost of new handheld radios is \$21,320.

**Q. How much does it currently cost to operate dispatch?**

- A. Using current employee wage/benefit costs, the City expended \$282,878 in FY 2014-15. Using the population numbers provided by California Dept. of Finance (11,711), this would equate to a per capita cost of \$24.15 for dispatching services.

**Q. What are the long-term contracting costs?**

- A. The City is responsible to pay a per person fee to the County. Currently, that fee is set at \$14.61 per person (population is set by California Dept. of Finance). This fee is set by the County Board of Supervisors. The fee per person only changes with Fresno County Board approval. The fee that Fresno County charges per person is the same fee that all municipalities that contract are charged. Any decision to amend the fee would elicit input from each of those jurisdictions.

Either entity has the ability to dissolve the contract with proper notice, per the proposed language.

**Q. What would happen to the other duties currently being provided by the existing dispatchers?**

- A. The Police Department has compiled a list of ancillary duties currently performed by dispatchers. Many of these duties will be filled by the newly created Police Services Technician position. This position will also be responsible for oversight of our property and evidence room, maintenance of sensitive police records, fee collection and other administrative functions.

**Q. What about non-emergency calls?**

- A. All non-emergency calls will be processed the same way they currently are, just at a different location. If you have a police call for service, your information will be taken by the Sheriff's Office Dispatch Center and a police officer will be dispatched.

If you have business of an administrative nature, you will be directed to the Kingsburg Police Department business line and your needs will be met by the Police Services Technician. During non-business hours you will be able to leave a message and the call will be returned during the next business day.

While this list is intended to provide answers to many of the questions we've received, please contact City Hall at 897-5821 if you have additional questions or concerns. You can also email [Police Chief Neil Dadian](#) or [City Manager Alex Henderson](#). Don't forget to sign up for the [Kingsburg Carrier](#).

###

## *City of Fowler*

128 South Fifth Street ♦ Fowler CA 93625  
Voice: 559-834-3254 ♦ FAX: 559-834-1284



## *Police Department*

*Michael Brand*  
Chief of Police

January 11, 2016

Chief Neil Dadian  
Kingsburg Police Department  
1300 California Street  
Kingsburg, Ca 93631

Regarding: Contracting Dispatching Services

Chief Dadian,

It's my understanding you are interested in contracting dispatching services utilizing the Fresno Sheriff's Office Communication Center. I thought I might provide you thoughts regarding the service provided.

Our City could not fund a communications center. The infrastructure costs and labor costs would be a significant financial burden. I have found most communication centers staffed by small agencies staff limited dispatched. This works well for daily operations but when emergencies a rise that type of staffing model will fail.

Contracting with another vendor provides necessary staffing at a flat rate. If FSO is shorthanded they cover the shortage with dispatchers on overtime. So as it relates to staffing all extra costs related to it are gone.

The Fresno Sheriff's Office Dispatchers are highly trained and receive ongoing training every 2 years. This contracting service puts addition resources for your city from the same communications center. I believe citizens and officers are safer because of this regional approach.

I would recommend that language be considered in regards to their staffing requirements as it relates to service being provided. This would be to assure your level of service is not negatively impacted by service being provided to other contracted agencies.

As a prior Communications Commander for the Sheriff's Office it would be my recommendation for agencies similar to mine and larger to contract for this type of service.

  
Michael Brand  
Chief of Police



## Kerman Police Department

From the Office of the Chief of Police  
850 S. Madera Ave.  
Kerman, Ca. 93630  
Ph. (559) 846-6671 FAX (559) 846-9435  
Joseph.Blohm@fcle.org



January 7, 2016

Chief Neil Dadian  
Kingsburg Police Department  
1300 California Street  
Kingsburg, Ca. 93631

Chief Dadian,

This letter is in respond to your inquiry regarding the Fresno Sheriff's Department radio dispatch service. The Kerman Police Department has been using this service for over 10 years and we are very satisfied with their program.

As you know, it is complicated to maintain a dispatch program within a small agency of our size. The issues related to supporting a dispatch center focus primarily on radio technology, computer network functionality, hiring, staffing, and dealing with personnel issues. These technology and personnel issues are ongoing year round. People don't realize the amount of resources that are consumed for tech support and supervision that are needed to operate a dispatch service.

I am very satisfied with the dispatch service from the Sheriff's Department and I have no regrets that we utilize them. I believe that it is my fiduciary responsibility to be very prudent with each dollar that my city council has given me. At the same time, the quality of service to the community is the overriding factor in how I spend those dollars.

I hope this answers your question and I hope you feel free to call upon me if you need any further input on this topic.

Sincerely,

A handwritten signature in black ink that reads "Joseph Blohm". The signature is written in a cursive style.

**Joseph Blohm**  
Chief of Police, City of Kerman



**PARLIER POLICE DEPARTMENT**

8700 S. Mendocino Avenue  
Parlier, CA 93648  
(559) 646-6800

**José G. Flores**  
Interim Chief of Police  
jose.flores@fcle.org

January 6, 2016

Neil G. Dadian, Chief of Police  
Kingsburg Police Department  
1300 California St  
Kingsburg, CA 93631

Dear Neil

The current iteration of the Parlier Police Department began September of 1992. Since then, the department has employed the services of the Fresno County Sheriff's Dispatch Center. As my tenure here has been short, I consulted with staff that has had a longer history. They report the Parlier Police Department has had a positive relationship with the Dispatch Center over the years. The few issues that have arisen were quickly and amicably dealt with through professional communication between the parties.

As far as cost for service, as compared to maintaining and keeping an effective communication center open by a small agency, there is no comparison. The SO Dispatch Service has the alternative beat. There is also the issue of "Officer Safety," with more officers listening to the same broadcast and monitoring emergency traffic of other agencies, the level of overall safety and mutual aid coordination is enhanced.

I would wholeheartedly recommend to a small police agency to join a Regional Dispatch Center than to attempt to deliver this kind of service alone. In Fresno County, The Sheriff's Dispatch Center is that regional service.

Sincerely,

José G. Flores, Chief  
Parlier Police Department



**Marty Rivera**  
Chief of Police

ORANGE COVE POLICE DEPARTMENT  
550 Center Street Orange Cove California 93646  
Ph: 559-626-5106 / Fax: 559-626-7565  
Email: [marty.rivera@oc-pd.com](mailto:marty.rivera@oc-pd.com)

Chief Neil Dadian  
Kingsburg Police Department  
1300 California Street  
Kingsburg, California 93631

Good Afternoon Chief,

I just learned that you may be thinking about eliminating your police dispatch service and instead contracting with the Fresno County Sheriff's Department.

I became the police chief in Orange Cove in May 2013. At the time of my arrival, we had our own dispatchers here at the police department. I changed that the following year and was able to save approximately \$65,000 a year by doing so. Additionally, we do not have to worry when the system goes down for any reason. They fix the problem.

The service provided by the Sheriff's Department has been outstanding. Our citizens call directly to the Sheriff's Dispatch Center and they dispatch our officers to any calls for service. I no longer have to worry about staffing issues if anyone is sick or on time off. Our officers are at times getting more information from the dispatcher than they had gotten from our home based dispatchers.

Probably the best thing about getting service from the Sheriff's Department is that our officers are now on a frequency that also has other agencies including Parlier, Sanger, Fowler and the Sheriff's Office on it. Everyone is able to monitor what other agencies are responding to, and are hearing information on wanted subjects and vehicles immediately. If there is a pursuit by another agency going into our city, the officers become aware of it and can monitor it to assist if necessary. Even if they are not needed and don't become involved in it, they don't have to worry about getting into a vehicle accident because they hear the information being given out during the pursuit and know where the vehicles are as they come through our city. (Remember several years ago a Fresno County Deputy was killed in a traffic accident as another agency was in pursuit of a car and it crossed the path of the deputy who could not monitor the pursuit.) This is a major benefit in regards to officer safety.

I wish you well in your decision and I highly recommend that you make the change!

Respectfully,

**Marty Rivera**  
Chief of Police  
Orange Cove Police Department  
Ph. 559-626-5106

PRIDE

HONOR

PROFESSIONALISM



1 dispatch services for requests for emergency medical services or fire suppression services.  
2 Phone calls the Sheriff receives requesting emergency medical services or fire suppression  
3 services within CITY boundaries shall be transferred to the EMS dispatching center.  
4

5 2. OBLIGATIONS OF THE CITY  
6

7 A. CITY agrees to convert the radios in its police vehicles to such  
8 frequencies as required by the Sheriff's communications system. CITY shall also place radios  
9 in its police vehicles that have a primary and secondary channeling ability, as determined by  
10 the Sheriff, for the purpose of ensuring reasonable communications backup.  
11

12 B. CITY shall have its police personnel use such alpha-numerical  
13 identifier system as determined by the Sheriff and CITY assumes responsibility for keeping the  
14 Sheriff's communication system secure as required by law.  
15

16 C. CITY agrees that its personnel shall comply with Sheriff's radio  
17 procedures, and that it shall hold its employees accountable for failing to comply with such  
18 radio procedures.  
19

20 D. CITY shall timely pay COUNTY for services rendered under this  
21 Agreement. Payment for services shall be made as provided by Section 5,  
22 "COMPENSATION/INVOICING," of this Agreement.  
23

24 3. TERM  
25

26 This Agreement shall become effective on the 1st day of March, 2016, and  
27 shall terminate on the 30th day of June, 2017, with two additional one-year renewals which will  
28

1 renew automatically unless this Agreement is terminated in accordance with the provisions of  
2 Section 4 of this Agreement.

3  
4 4. TERMINATION

5  
6 A. Non-Allocation of Funds - Performance of the terms of this Agreement, and  
7 the services to be provided thereunder, are contingent on the approval of funds by the appropriating  
8 government agency. Should sufficient funds not be allocated, the services provided may be  
9 modified, or this Agreement terminated, at any time by giving COUNTY or the CITY thirty (30) days  
10 advance written notice.

11  
12 B. Without Cause - This Agreement may be terminated by either party  
13 without cause by giving written notice to the other party at least thirty (30) days in advance of  
14 the effective date of such termination. CITY's Police Chief shall have authority to terminate this  
15 Agreement pursuant to this paragraph on behalf of the CITY. COUNTY's Sheriff shall have  
16 authority to terminate this Agreement pursuant to this paragraph on behalf of COUNTY.

17  
18 5. COMPENSATION/INVOICING:

19  
20 CITY shall pay monthly to COUNTY the compensation agreed for performing  
21 the dispatching services under this Agreement. The monthly compensation due to COUNTY and  
22 the methodology for determining such compensation is set forth in Exhibit "A", which is attached  
23 hereto and incorporated herein by reference.

24  
25 The parties also recognize and agree that the monthly compensation due to  
26 COUNTY for services rendered under this Agreement may be updated from time to time based  
27 upon changes to the "per resident charge" and "population estimate" figures in Exhibit "A".  
28

1 COUNTY shall provide CITY with written notice of any changes to the monthly compensation due  
2 to COUNTY. Such notice shall be given in March of 2017 and 2018. Upon CITY's approval of the  
3 changes to the monthly compensation due to COUNTY, the new monthly compensation amount  
4 shall be effective July 1st of the same year notice of the change was given by COUNTY.  
5

6 On or before the 5th day of each month during the Term of this Agreement,  
7 COUNTY shall invoice CITY monthly for the previous month's services. Invoices shall be  
8 addressed to CITY as follows:  
9

10 Kingsburg Police Department  
11 1300 California Street  
12 Kingsburg, CA 93631  
13 Attn: Chief of Police  
14

15 The monthly compensation due under this Agreement shall be delivered to  
16 COUNTY no later than the 20th day of each month following the month in which services were  
17 rendered. Payment shall be addresses to COUNTY as follows:  
18

19 Fresno County Sheriff's Office  
20 Attn: Business Office  
21 P.O. Box 1788  
22 Fresno, CA 93717  
23

24 6. HOLD HARMLESS: COUNTY agrees to indemnify, save, hold  
25 harmless, and at CITY's request, defend CITY, its officers, agents, and employees from any  
26 and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to  
27 CITY in connection with the performance, or failure to perform, by COUNTY, its officers,  
28 agents, or employees under this Agreement, and from any and all costs and expenses,

1 damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation  
2 who may be injured or damaged by the performance, or failure to perform, of COUNTY, its  
3 officers, agents, or employees under this Agreement.  
4

5 CITY agrees to indemnify, save, hold harmless, and at COUNTY's request,  
6 defend COUNTY, its officers, agents, and employees from any and all costs and expenses,  
7 damages, liabilities, claims, and losses occurring or resulting to COUNTY in connection with the  
8 performance, or failure to perform, by CITY, its officers, agents, or employees under this  
9 Agreement, and from any and all costs and expenses, damages, liabilities, claims, and losses  
10 occurring or resulting to any person, firm, or corporation who may be injured or damaged by  
11 the performance, or failure to perform, of CITY, its officers, agents, or employees under this  
12 Agreement.  
13

14 7. MODIFICATION: Any matters of this Agreement may be modified from  
15 time to time by the written consent of the parties without, in any way, affecting the remainder.  
16

17 8. NON-ASSIGNMENT: Neither party shall assign, transfer or sub-contract  
18 this Agreement nor their rights or duties under this Agreement without the prior written consent of  
19 the other party.  
20

21 9. INSURANCE: Without limiting the right of either party to obtain  
22 indemnification from the other party or any third parties, it is understood and agreed that CITY  
23 and COUNTY shall each maintain, at their sole expense, insurance policies or self-insurance  
24 programs including, but not limited to, an insurance pooling arrangement and/or Joint Powers  
25 Agreement to fund their respective liabilities throughout the term of this Agreement. Coverage  
26 shall be provided for comprehensive general liability, automobile liability, professional liability,  
27 and workers compensation exposure. Evidence of Insurance, Certificates of Insurance or other  
28

1 similar documentation shall not be required of either party under this Agreement.

2  
3 10. NOTICES: The persons and their addresses having authority to give  
4 and receive notices under this Agreement include the following:

<u>COUNTY</u>	<u>CITY OF KINGSBURG</u>
Greg Gularte Fresno County Sheriff Captain 2200 Fresno Street P.O. Box 1788 Fresno, CA 93717 559-600-8134	Neil Dadian Chief of Police Kingsburg Police Department 1300 California Street Kingsburg, CA 93631 559-897-2931

5  
6  
7  
8  
9  
10  
11 Notices between COUNTY and CITY permitted under this Agreement shall be in  
12 writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu  
13 of such personal service, when deposited in the United States Mail, postage prepaid, addressed  
14 to such party.

15 11. INDEPENDENT CONTRACTOR:

16  
17 In performance of the work, duties and obligations assumed by COUNTY  
18 under this Agreement, it is mutually understood and agreed that COUNTY, including any and all of  
19 the COUNTY's officers, agents, and employees will at all times be acting and performing as an  
20 independent contractor, and shall act in an independent capacity and not as an officer, agent,  
21 servant, employee, joint venturer, partner, or associate of the CITY. Furthermore, CITY shall have  
22 no right to control or supervise or direct the manner or method by which COUNTY shall perform its  
23 work and function. However, CITY shall retain the right to administer this Agreement so as to  
24 verify that COUNTY is performing its obligations in accordance with the terms and conditions  
25 thereof.

26 COUNTY and CITY shall comply with all applicable provisions of law and the  
27 rules and regulations, if any, of governmental authorities having jurisdiction over matters the  
28

1 subject thereof.

2 Because of its status as an independent contractor, COUNTY and its officers,  
3 agents or employees shall have absolutely no right to employment rights and benefits available  
4 to CITY employees. COUNTY shall be solely liable and responsible for providing to, or on  
5 behalf of, its employees all legally-required employee benefits. In addition, COUNTY shall be  
6 solely responsible and save CITY harmless from all matters relating to payment of COUNTY's  
7 employees, including compliance with Social Security withholding and all other regulations  
8 governing such matters. It is acknowledged that during the term of this Agreement, COUNTY  
9 may be providing services to others unrelated to the CITY or to this Agreement.

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11 12. GOVERNING LAW: The parties agree that performance under this  
12 Agreement shall be in Fresno County, California, for purposes of venue. The rights and  
13 obligations of the parties and all interpretation and performance of this Agreement shall be  
14 governed in all respects by the laws of the State of California.

15  
16 13. ENTIRE AGREEMENT: This Agreement constitutes the entire  
17 agreement between the CITY and COUNTY with respect to the subject matter hereof and  
18 supersedes all previous agreement negotiations, proposals, commitments, writings,  
19 advertisements, publications, and understanding of any nature whatsoever unless expressly  
20 included in this Agreement.

21 ///

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1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day  
2 and year first hereinabove written.

3  
4 **CITY OF KINGSBURG**

**COUNTY OF FRESNO**

5 \_\_\_\_\_  
(Authorized Signature)

Ernest Buddy Mendes, Chairman, Board of  
Supervisors

6  
7 \_\_\_\_\_  
Print Name & Title

8  
9 \_\_\_\_\_  
Mailing Address

10  
11 DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

12  
13 APPROVED AS TO FORM

REVIEWED & RECOMMENDED FOR  
APPROVAL

14  
15 \_\_\_\_\_  
City Attorney

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17 \_\_\_\_\_  
Margaret Mims, Sheriff

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19 APPROVED AS TO ACCOUNTING  
FORM

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21 \_\_\_\_\_  
Vicki Crow, Auditor-Controller/Treasurer-Tax  
Collector

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23 APPROVED AS TO LEGAL FORM

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Danial Cedarborg, County Counsel

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**EXHIBIT A**

COUNTY agrees to perform contracted services for the CITY at the rate specified below per resident of the CITY (as determined by the State Department of Finance certified population estimate as of January 1st of that year) until such time as the rate is updated pursuant to Section 5, "COMPENSATION/INVOICING," of this Agreement. Under this Agreement the County will be using the Master Schedule of Fees to ensure full cost recovery.

**Monthly Charge for FY 2015-2016 (March 1, 2016-June 30, 2016) (hereinafter the "2015-16 Monthly Charge"):** \$14,258.08/month. The methodology to calculate this amount is as follows:

Per resident charge = \$14.61 (100% of \$14.61 per resident)

Number of residents in CITY (as determined by State Department of Finance certified population estimate as of January 1, 2015) = 11,711

2015-2016 Monthly Charge = (\$14.61/resident x 11,711 residents)/12 months = **\$14,258.14/month.**

**Additional Charges:**

CITY agrees to reimburse the COUNTY for the purchasing of Patrol Radio's, as follows:

- A. The COUNTY agrees to purchase Patrol Radio's using the current agreements and the CITY agrees to fully reimburse the COUNTY an amount that shall not exceed \$21,321. The payment schedule shall not exceed sixty (60) months and in the event this agreement is terminated by either party, the balance of the balance is due upon termination.

FOR ACCOUNTING USE ONLY:

Fund No. 0001

Org. No. 31113320

Account No. 4975



Fresno County Blossom Trail  
Opening Ceremony  
and  
Media Reception

February 5, 2016  
10:00 A.M.- 11:00 A.M.

Reedley Municipal Airport  
4557 S. Frankwood  
Reedley, CA

For more information,  
please contact

The Greater Reedley Chamber of Commerce  
(559) 638-3548

**Ashlee**

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**From:** Aida Rushing <rushing\_princess@yahoo.com>  
**Sent:** Thursday, January 07, 2016 9:40 AM  
**To:** Ashlee Schmal  
**Subject:** THANK YOU

Good Morning Ashlee,

HAPPY NEW YEAR!! I wanted to thank you for your help in collecting toys for our toy stores. Over 540 children were blessed this year and lots of parents very happy to be given the opportunity to "shop" at our "Christmas with Dignity" toy stores. Those that truly could not afford it were sponsored and still able to come choose their own gifts. KCAPS organization appreciates you and Adam and how you ( the City) partner with us.

Sincerely,

Aida Rushing, KCAPS Executive Director