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

WEDNESDAY
November 16, 2016
6:00 P. M.
KINGSBURG CITY COUNCIL CHAMBER
1401 DRAPER STREET

AGENDA
KINGSBURG CITY COUNCIL REGULAR MEETING

5:30 P.M. CLOSED SESSION MEETING

1. **"Conference with Real Property Negotiator –**
   California Government Code Section 54956.8
   Property described as APN: 028-090-007; 028-090-011, 028-120-010; 028-210-012; 028-220-029.
   Agency Negotiator: Michael Noland
   Negotiating Party: Kingsburg Gun Club
   Under Negotiation: Title Issues"

Invocation to be given by Pastor Ed Ezaki of 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.

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 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 November 2, 2016 City Council Meeting as prepared by City Clerk Abigail Palsgaard.

2. **Check Register**– Ratify/approve payment of bills listed on the check register for the period October 13, 2016 through November 9, 2016 as prepared by Accounts Payable Clerk Grace Reyna.

3. **Continued- Salary Chart Update**– Approve the proposed Salary Chart update as prepared by Christina Windover, Management Assistant.

4. **Claim Rejection-** Reject Claim No. FR97029 submitted by Raul Cardosa on October 26, 2016. Staff Report prepared by City Clerk Abigail Palsgaard.

5. **Accept the California Street Improvements project constructed by MAC General Engineering and authorize the City Engineer to file the Notice of Completion-** Staff Report Prepared by City Engineer Dave Peters.

6. **Waive the second reading and adopt Ordinance No. 2016-006-** Waive the second reading and adopt Ordinance No. 2016-006 of The City of Kingsburg ordinance Amending Chapter 17.97, of Title 17, of the Kingsburg Municipal Code Pertaining to Medical and Recreational Marijuana, and pass to a second reading with the following recital constituting reading of the title of the Ordinance:

"AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING CHAPTER 17.97, OF TITLE 17, OF THE KINGSBURG
MUNICIPAL CODE PERTAINING TO MEDICAL
AND RECREATIONAL MARIJUANA

b. Pulled Consent Calendar Items:

V. REGULAR CALENDAR

1. **Crime Statistics report for the Month of October 2016** – Prepared by Kingsburg Police Department Records Supervisor Corina Padilla and presented by Police Chief Neil Dadian.

   Possible Action(s):
   a. Presentation by Police Chief Neil Dadian.
   b. Council Discussion
   c. No Action Necessary

2. **Public Safety Fee in the form a Community Facilities District Presentation-** Presentation by Nathan Perez, David Taussig & Associates, Inc.

   Possible Action(s):
   a. Presentation by Nathan Perez, David Taussig & Associates, Inc.
   b. Council Discussion
   c. Adopt Resolution 2016-052 Approving a Statement of Local Goals and Policies Concerning The Use of The Mello-Roos Community Facilities Act of 1982.

VI. 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 – No Report

VII. Other Business as May Properly Come Before the City Council

1. November 30, 2016, 6:00 pm. Public City Council Workshop to Discuss Community Facilities District.

VIII. Adjourn Regular Kingsburg City Council 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
November 2, 2016
Regular Meeting

5:30 P.M. CLOSED SESSION

Mayor Blayney called the Kingsburg City Council Closed Session to order at 5:30 P. M.

Council Members present: Ben Creighton, Staci Smith, Sherman Dix, Michelle Roman, and Mayor Bruce Blayney.

Staff present: City Manager Alex Henderson, City Attorney Michael Noland, and City Clerk Abigail Palsgaard.

1. **Conference with Labor Negotiators**
   City Designated Representative: Alexander Henderson
   Employee Organization: Kingsburg Police Officers Association (KPOA); Kingsburg Professional Firefighters Association (KPFA); Kingsburg Public Service Employees Association (KPSEA)

Mayor Blayney adjourned the Closed Session at 5:50 P. M.

Invocation was given by Pastor Douglas Schoelles of the Kingsburg Concordia Lutheran Church, followed by the Pledge of Allegiance led by Mayor Bruce Blayney.

6:00 P.M. REGULAR MEETING

Call to Order and Roll Call – At 6:01 P. M. Mayor Bruce Blayney called the Regular Meeting of the Kingsburg City Council to order.

Council Members present: Ben Creighton, Staci Smith, Sherman Dix, Michelle Roman, and Mayor Bruce Blayney.

Staff present: City Manager Alex Henderson, City Attorney Michael Noland, Police Chief Neil Dadian, Fire Chief Tim Ray, and City Clerk Abigail Palsgaard.

Public Comments – None

Approve Agenda – A motion was made by Council Member Roman, seconded by Council Member Smith, to approve the Agenda as published. The motion carried by unanimous voice vote.

Consent Calendar – Council Member Dix asked that Item No. 2, Salary Chart Update, be pulled. He then moved that the remaining items on the Consent Calendar be approved. The motion was seconded by Council Member Creighton and carried by unanimous voice vote.

1. **Approval of City Council Minutes –** Approve the minutes from the October 19, 2016 Regular City Council Meeting as prepared by City Clerk Abigail Palsgaard.

2. **PULLED**

3. **Resolution 2016-049 - Animal Control Fees and Fines-** Adopt Resolution 2016-049 Approving the Amendment of the Animal Control Fees and Fines to the Police Department Fees and Fines in the Master Fee Schedule for the City of Kingsburg as set by Ordinance 2016-004.

Pulled Consent Calendar Items: Item 2 - Salary Chart Update – Approve the proposed Salary Chart Update as prepared by Christina Windover, Management Assistant.

Council Member Dix stated that he asked that this item be pulled for discussion. City Manager Alex Henderson explained that there are 3 positions up for approval, all 3 falling below the FSLA $913 per week which goes into effect 12/1/2016 for exempt positions. Management Assistant and Community Services Director are both being raised higher since they are a part of the large management team which the Finance Committee is going to be looking at.

Council Member Dix said that is concerned about the two positions and moved that we raise all three of them to the FSLA minimum now and look at the higher amount at the Finance Committee. The motion died for lack of a second.

Following brief discussion of types of information that needs to be provided to the Council, City Attorney Michael Noland recommended that we continue this item until the next meeting.

A motion was made by Council Member Dix to continue this item to 11/16 as a Consent Calendar Item. The motion was seconded by Council Member Smith and carried by unanimous voice vote.

REGULAR CALENDAR

Public Service Award Presentation – Recognition of Dolph Beasley, Public Works Department

Mayor Blayney recognized and thanked Dolph Beasley for his outstanding service as the vehicle mechanic for the City Public Works Department.

Ordinance Amending Paragraphs A. and B. of Section 17.54.020 of Chapter 17.52 Of Title 17 of the Kingsburg Municipal Code Pertaining to Off-Street Parking

City Manager Alex Henderson stated that Staff is in the process of updating all off-street parking regulations and that will be brought forward at a different date. Based on previous Council discussion and public input, Ordinance 2016-005 has been revised to continue to allow parking RV's in the front driveway, to include clarification of "paved", and to specifically allow parking of RV's in side and backyards as long as they comply with setbacks and other regulations as set forth in the ordinance.

Council discussed gross vehicle weights and ways to restrict oversized vehicles and 18 wheelers in residential areas without restricting public utility vehicles such as PG&E and others that have to come in to do their work.

Allowing water and electricity to be provided to RV's was discussed. It was suggested that hose/cords should be secured to the ground to avoid tripping hazards. Liability issues were discussed.

The limit for parking your RV in front of your home was discussed. It was the consensus that there be a 7-day limit for guest parking with permit required. A 3-day limit for loading and unloading with no permit required.

The issue of minimum setbacks was discussed. The City Attorney explained that it differs per property and where it is located. He suggested that we take this item off the calendar and have a workshop to show maps or bring it back in December with pictures

A motion was made by Council Member Smith, seconded by Council Member Roman, to remove this item from the calendar and reschedule for December 7, 2016. The motion carried by unanimous voice vote.

Ordinance Amending Chapter 17.97, of Title 17, of the Kingsburg Municipal Code Pertaining to Medical and Recreational Marijuana

City Attorney Michael Noland explained that the amendment of the Medical Marijuana Ordinance is to include the recreational marijuana language with the possibility of the passage of Prop 76. The proposed ordinance addresses these issues and adds regulations for the growing of marijuana. Prop 64 allows for the ability of residents to grow up to 6 plants but allows for local jurisdictions to have regulations on how it is grown. It specifically prohibits cooperatives, dispensaries, marijuana deliveries, and commercial marijuana.

In response to a question from the public, the City Attorney said that it cannot be smoked in public. The ordinance allows for only in the private resident.

A motion was made by Council Member Dix, seconded by Council Member Roman, to waive the first reading and introduce Ordinance No. 2016-006 of The City of Kingsburg Amending Chapter 17.97, of Title 17, of the Kingsburg Municipal Code Pertaining to Medical and Recreational Marijuana, and pass to a second reading with the following recital constituting reading of the title of the Ordinance:

"AN ORDINANCE OF THE CITY OF KINGSBURG
AMENDING CHAPTER 17.97, OF TITLE 17, OF THE KINGSBURG
MUNICIPAL CODE PERTAINING TO MEDICAL
AND RECREATIONAL MARIJUANA"

The motion carried by unanimous voice vote.

Public Safety Fee in the form of a Community Facilities District Presentation- Presentation by Alex Henderson

City Manager Alex Henderson stated that Council heard first discussion of this matter during its October 19 meeting. Council requested additional public input. Last week a town hall meeting was held. In addition, a public survey and feedback form have been distributed by social media. We have printed out the results to

the survey and copies for the community feedback forms turned in to today's date. We are now looking for direction for entering into a contract to move forward.

Following brief discussion, a motion was made by Council Member Roman, seconded by Council Member Dix, directing staff to enter into a contract with the Consultant Firm David Taussig & Associates to move forward with a Public Safety Fee in the form of a Community Facilities District. The motion carried by unanimous voice vote.

First Quarter Organizational Goals Update

City Manager Alex Henderson presented the departmental goals:

- Examined Public Safety Fees
- In negotiation with Public Safety MOU'S
- Met State Standards for the wells.
- Pool just completed a sand filter replacement.

Council Member Dix recommended a presentation on what the façade money has been used for.

Mayor Blayney commented on the litigation with the City of Selma and the Guardian/Sun Maid Annexation. After denial from the California State Supreme Court it is complete, we will receive some compensation for attorney fees.

Council Reports and Staff Communications

a. **Community Services Commission** – Council Member Roman reported that they will be meeting in November. At the last meeting, they discussed the design of the skate park and looking into budgets and grants.

b. **Public Safety Committee** – Council Member Creighton reported that they will meet next week.

c. **Chamber of Commerce** – Council Member Smith reported that they will meet next week. Connie Hurtado is the new Assistant Executive Director.

d. **Economic Development** – Council Member Roman reported that they have not met. We have, however, been meeting with the victims of the fire to see how we can help.

e. **Finance Committee** – Mayor Blayney reported that they meet Thursday the 10th.

f. **Planning Commission** – Mayor Blayney reported that it meets next Thursday the 10th. He also reported that Contract Planner Holly Owen, with the firm of Collins & Schoettler, accepted a position in Solvang. We are looking to meet with a staff member from the firm to replace Holly.

g. City Manager's Report – Nothing further to report.

Other Business as May Properly Come Before the City Council - None

Adjourn – At 8:58 P. M. Mayor Blayney adjourned the Kingsburg City Council Regular Meeting.

Submitted by:

Abigail Palsgaard, City Clerk

Accounts Payable

Checks by Date - Summary by Check Date

User: gracer
Printed: 11/9/2016 4:14 PM

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

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	3470	Internal Revenue Service	10/14/2016	32,007.79
ACH	3471	Employment Development Department	10/14/2016	4,432.09
ACH	3472	Public Employees Retirement System	10/14/2016	22,650.00
ACH	3526	Public Employees Retirement System 457 I	10/14/2016	310.00
71117	3475	Great West Annuity	10/14/2016	1,540.00
71118	3231	ICMA RETIREMENT CORPORATION	10/14/2016	400.00
71119	3476	State Disbursement Unit	10/14/2016	92.76
			Total for 10/14/2016:	61,432.64
71120	3005	AFLAC	10/18/2016	599.86
71121	3006	AIRGAS NCN	10/18/2016	70.51
71122	3639	GEORGE J. JR. ALVES	10/18/2016	80.00
71123	3642	GEORGE L & LOUISE N ALVES	10/18/2016	106,751.26
71124	3012	A-MARK T-SHIRTS, INC.	10/18/2016	724.03
71125	3635	AMPARAN FLOORING	10/18/2016	1,463.25
71126	3020	ANGELICA TEXTILES SERVICES COR	10/18/2016	562.98
71127	3027	AT & T	10/18/2016	518.78
71128	3029	AT&T CALNET 2	10/18/2016	1,418.74
71129	3030	AT&T MOBILITY	10/18/2016	541.45
71130	3446	AOS AUTOMATED OFFICE SYSTEMS	10/18/2016	184.96
71131	3624	BALLOU CONSTRUCTION	10/18/2016	10,900.00
71132	3533	BATTERY SYSTEMS, INC.	10/18/2016	318.96
71133	3634	RYAN BOYD	10/18/2016	120.00
71134	3050	DAN BRADY	10/18/2016	100.00
71135	3054	BSK ASSOCIATES	10/18/2016	560.00
71136	3641	BUSH ENGINEERING, INC.	10/18/2016	100,747.50
71137	3056	CAL STATE TERMITE AND PEST	10/18/2016	460.00
71138	3068	BARBARA CARPENTER	10/18/2016	1,080.00
71139	3073	CDW GOVERNMENT, INC.	10/18/2016	279.24
71140	3074	CENTRAL SANITARY SUPPLY	10/18/2016	23.98
71141	3079	CENTRAL VALLEY SWEEPING, INC.	10/18/2016	9,996.64
71142	3094	CITY OF KINGSBURG-CITY HALL	10/18/2016	678.69
71143	3109	MARY COLBY	10/18/2016	96.86
71144	3115	COMCAST-PD	10/18/2016	141.08
71145	3137	NEIL DADIAN	10/18/2016	170.00
71146	3141	DEARBORN NATIONAL	10/18/2016	422.30
71147	3144	DEPARTMENT OF CONSERVATION	10/18/2016	2,618.46
71148	3147	DIVISION OF STATE ARCHITECT	10/18/2016	17.70
71149	3150	DOWNTOWN FORD SALES	10/18/2016	23,302.96
71150	3152	E C N POLYGRAPH & INVEST	10/18/2016	450.00
71151	3155	ELBERT DISTRIBUTING, INC.	10/18/2016	215.71
71152	3171	FGL ENVIROMENTAL	10/18/2016	3,097.00
71153	3633	FRESNO COUNTY FIRE PROTECTION	10/18/2016	124,529.16
71154	3188	FRESNO COUNTY SHERIFF	10/18/2016	15,229.48
71155	3190	FRESNO COUNTY TREASURER FRESN	10/18/2016	65.74
71156	3203	G & K SERVICES	10/18/2016	903.67

Check No	Vendor No	Vendor Name	Check Date	Check Amount
71157	3640	RICHARD GORDON	10/18/2016	100.00
71158	3219	HEALTHWISE SERVICES	10/18/2016	325.00
71159	3221	ALEX HENDERSON	10/18/2016	1,222.68
71160	3584	JAM SERVICES, INC.	10/18/2016	4,058.44
71161	3237	JC'S LAWN SERVICE	10/18/2016	4,003.00
71162	3245	J'S COMMUNICATIONS, INC.	10/18/2016	270.00
71163	3248	KAHN, SOARES & CONWAY, LLP	10/18/2016	7,199.50
71164	3249	KAISER FOUNDATION HEALTH PLAN-	10/18/2016	6,286.23
71165	3613	KAISER FOUNDATION HEALTH PLAN-	10/18/2016	1,303.85
71166	3250	KELLER FORD LINCOLN	10/18/2016	1,367.92
71167	3251	KEN RISENHOOVER ROOFING	10/18/2016	300.00
71168	3253	KINGSBURG CHAMBER OF COMMER(	10/18/2016	500.00
71169	3259	KINGSBURG SUPERMARKET, INC.	10/18/2016	31.59
71170	3260	KINGSBURG VETERINARY CLINIC	10/18/2016	77.46
71171	3263	KMART	10/18/2016	103.09
71172	3269	LAW & ASSOCIATES	10/18/2016	1,600.00
71173	3277	LINCOLN AQUATICS	10/18/2016	11,520.63
71174	3280	LOSS PROTECTION & INVESTIGATI	10/18/2016	35.00
71175	3578	MAC GENERAL ENGINEERING	10/18/2016	240,842.26
71176	3288	MCCLASKY, INC.	10/18/2016	1,200.00
71177	3518	METRO UNIFORM	10/18/2016	3,430.74
71178	3293	MID VALLEY DISPOPSAL	10/18/2016	94,906.70
71179	3297	MORGAN'S VILLAGE FLOORING	10/18/2016	267.88
71180	3636	NATIONWIDE	10/18/2016	1,214.00
71181	3310	NEXTIVA	10/18/2016	1,886.70
71182	3311	NOVATO FIRE DISTRICT	10/18/2016	3,378.87
71183	3312	O'REILLY AUTO PARTS	10/18/2016	450.67
71184	3315	P G & E	10/18/2016	35,053.61
71185	3321	PETERS ENGINEERING GROUP	10/18/2016	75,506.98
71186	3630	PIONEER EQUIP. CO.	10/18/2016	363.49
71187	3330	POSTMASTER	10/18/2016	70.00
71188	3333	PRICE, PAIGE & COMPANY	10/18/2016	22,080.00
71189	3334	PROFESSIONAL PRINT & MAIL, INC	10/18/2016	1,721.77
71190	3340	PURCHASE POWER	10/18/2016	49.76
71191	3343	R & B COMPANY	10/18/2016	1,174.24
71192	3638	RICK CARSEY TRUCKING & CONST.	10/18/2016	1,712.55
71193	3350	RICOH USA, INC.	10/18/2016	56.30
71194	3355	ROHL IN POOL SERVICE & REPAIR	10/18/2016	5,180.00
71195	3357	S & S METAL FABRICATION, INC.	10/18/2016	1,986.04
71196	3358	S & S WORLDWIDE, INC.	10/18/2016	430.51
71197	3363	SAVE MART SUPERMARKETS	10/18/2016	138.02
71199	3378	STAPLES ADVANTAGE	10/18/2016	2,017.33
71200	3380	STATE OF CALIFORNIA-D O J	10/18/2016	537.00
71201	3381	STATE OF CALIFORNIA-D O T	10/18/2016	9,076.34
71202	3385	STRYKER SALES CORPORATION	10/18/2016	885.83
71203	3393	TCM INVESTMENTS, LP	10/18/2016	526.83
71204	3397	THE GAS COMPANY	10/18/2016	4,538.06
71205	3464	UNITY IT	10/18/2016	425.00
71206	3419	VIKING CLEANING SERVICE	10/18/2016	140.00
71207	3493	VILLAGE TIRE SALES	10/18/2016	181.10
71208	3423	VISION SERVICE PLAN	10/18/2016	617.72
71209	3469	WECO SUPPLY CO., INC.	10/18/2016	27.90
71210	3429	WILLDAN FINANCIAL SERVICES	10/18/2016	7,500.00
71211	3505	ZOOM IMAGING SOLUTIONS, INC.	10/18/2016	466.25
			Total for 10/18/2016:	969,785.79

Check No	Vendor No	Vendor Name	Check Date	Check Amount
71213	3054	BSK ASSOCIATES	10/20/2016	420.00
71214	3075	CENTRAL VALLEY CHAPTER A.B.P.A	10/20/2016	995.00
71215	3113	COMCAST-CH	10/20/2016	141.08
71216	3643	ICMA MEMBERSHIP RENEWAL	10/20/2016	200.00
71217	3644	ROBERT JOHNSON	10/20/2016	649.00
71218	3275	LIEBERT, CASSIDY, WHITMORE	10/20/2016	3,650.00
71219	3299	MUNICIPAL CODE CORPORATION	10/20/2016	900.00
71220	3315	P G & E	10/20/2016	30.90
71221	3369	SILVAS OIL COMPANY, INC.	10/20/2016	5,718.04
71222	3448	CHRISTINA WINDOVER	10/20/2016	276.96
			Total for 10/20/2016:	12,980.98
ACH	3470	Internal Revenue Service	10/28/2016	34,382.88
ACH	3471	Employment Development Department	10/28/2016	5,155.95
ACH	3472	Public Employees Retirement System	10/28/2016	23,027.04
ACH	3526	Public Employees Retirement System 457 I	10/28/2016	310.00
71224	3015	CA-NV SECTION, A.W.W.A. (Attn: Gina	10/28/2016	200.00
71225	3509	STATE OF CALIFORNIA-DMV	10/28/2016	15.00
71226	3647	VIVINT SOLAR	10/28/2016	200.42
71227	3475	Great West Annuity	10/28/2016	1,540.00
71228	3231	ICMA RETIREMENT CORPORATION	10/28/2016	400.00
71229	3476	State Disbursement Unit	10/28/2016	92.76
			Total for 10/28/2016:	65,324.05
71230	3006	AIRGAS NCN	10/31/2016	371.86
71231	3013	AMERICAN AMBULANCE	10/31/2016	200.00
71232	3016	AMERITAS LIFE INSURANCE CORP.	10/31/2016	3,762.72
71233	3494	AT & T	10/31/2016	38.26
71234	3446	AOS AUTOMATED OFFICE SYSTEMS	10/31/2016	59.31
71235	3035	BAUER COMPRESSORS, INC.	10/31/2016	310.22
71236	3449	BLUE SHIELD OF CALIFORNIA	10/31/2016	21,522.07
71237	3553	BLUE SHIELD OF CALIFORNIA	10/31/2016	1,260.00
71238	3645	CARDINAL TREE SERVICE	10/31/2016	1,800.00
71239	3067	CARDMEMBER SERVICE	10/31/2016	8,350.46
71240	3111	COLLINS & SCHOETTLER	10/31/2016	2,790.00
71241	3114	COMCAST-F & A	10/31/2016	151.04
71242	3116	COMCAST-PW's	10/31/2016	135.83
71243	3117	COMCAST-SC	10/31/2016	120.58
71244	3141	DEARBORN NATIONAL	10/31/2016	492.50
71245	3152	E C N POLYGRAPH & INVEST	10/31/2016	150.00
71246	3172	FIDELITY SECURITY LIFE	10/31/2016	2,881.68
71247	3188	FRESNO COUNTY SHERIFF	10/31/2016	24.00
71248	3204	G. PURVIANCE TREE SERVICE, INC	10/31/2016	700.00
71249	3216	HANFORD SENTINEL, INC.	10/31/2016	2,797.08
71250	3222	HENRY SCHEIN, INC.	10/31/2016	1,237.51
71251	3244	JORGENSEN & CO.	10/31/2016	730.24
71252	3651	GENE KELLY	10/31/2016	100.09
71253	3253	KINGSBURG CHAMBER OF COMMER(	10/31/2016	2,500.00
71254	3269	LAW & ASSOCIATES	10/31/2016	600.00
71255	3653	LOGISTICARE SOLUTIONS, INC.	10/31/2016	160.43
71256	3280	LOSS PROTECTION & INVESTIGATI	10/31/2016	38.50
71257	3288	MCCLASKY, INC.	10/31/2016	11,400.00
71258	3518	METRO UNIFORM	10/31/2016	962.90
71259	3300	MUNISERVICES, LLC	10/31/2016	450.00
71260	3466	NAPA AUTO PARTS	10/31/2016	1,053.37

Check No	Vendor No	Vendor Name	Check Date	Check Amount
71261	3307	NELSON'S ACE HARDWARE	10/31/2016	1,885.62
71262	3443	OVERPAYMENT RECOVERY	10/31/2016	138.99
71263	3315	P G & E	10/31/2016	7,705.29
71264	3450	ABIGAIL PALSGAARD	10/31/2016	35.00
71265	3343	R & B COMPANY	10/31/2016	2,492.61
71266	3350	RICOH USA, INC.	10/31/2016	17.90
71267	3648	RITA A. WOODWARD-TULARE COUNT	10/31/2016	561.50
71268	3652	DEANNA ROSAS	10/31/2016	25.00
71269	3497	SIEGER ROOFING	10/31/2016	300.00
71270	3380	STATE OF CALIFORNIA-D O J	10/31/2016	105.00
71271	3404	JACOB TOROSIAN	10/31/2016	359.62
71272	3506	TOSHIBA FINANCIAL SERVICES	10/31/2016	775.69
71273	3464	UNITY IT	10/31/2016	400.00
71274	3415	VERIZON	10/31/2016	245.20
71275	3416	VERIZONWIRELESS	10/31/2016	319.82
71276	3419	VIKING CLEANING SERVICE	10/31/2016	3,016.02
71277	3493	VILLAGE TIRE SALES	10/31/2016	20.00
71278	3430	WONG, ANDY & BETTY	10/31/2016	2,292.78
			Total for 10/31/2016:	87,846.69
			Report Total (167 checks):	1,197,370.15

Meeting Date:	11/10/2016
Agenda Item:	IV. a. 3

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: **Mayor Blayney & City Council**

REPORT FROM: **Christina Windover, Management Assistant** **REVIEWED BY:**

AGENDA ITEM: **Adjustment to the Salary Chart**

ACTION REQUESTED: __Ordinance ___Resolution __✓__Motion _____Receive/File

EXECUTIVE SUMMARY

It is a recommended practice, as an industry standard, to periodically review and update personnel compensation levels as necessary. In light of the fact that the City is currently negotiating future Memoranda of Understandings with the City's three bargaining units, it is pertinent to also examine compensation levels of the unrepresented management positions as well. Staff utilized a recent compensation study completed by Koff & Associates for the City of Dinuba. We modified the document to incorporate additional Cities that were not included in their initial analysis. In the course of reviewing our salary chart, we have discovered that several key positions are paid below the regional average in the current pay structure. In addition, overall salary compensation has not been examined holistically since at least 2009. That does not include any cost of living adjustments that have been incorporated.

As a part of the study, staff is also examining areas of redundancy, as well as opportunities to re-organize based upon organizational need. The following positions are recommended for adjustment based upon commensurate data:

- Assistant to the City Manager (newly created position)
  - This position will function as a hybrid position, handling high level executive tasks. A proposed job description is attached. This position would replace the Management Assistant position on the executive management team. This position is recommended based upon the changing need of the organization and desire to provide greater support to administrative functions and the City Council's strategic initiatives.
- Finance Director/Treasurer
- City Clerk
- Fire Chief
- Police Department Administrative Assistant

It should be noted that approved changes in the salary structure to do not necessarily result in an immediate pay increase for respective staff. Rather, the revamped salary chart allows for growth based upon job evaluations and merit. All financial increases must be approved as part of the City's operational budget, which is approved by the City Council. Only those positions that are currently compensated below the changing Federal minimum wage standard for exempt employees will receive an immediate increase (effective December 1).

RECOMMENDED ACTION BY FINCANCE COMMITTEE

1. Staff is recommending that the City Council approve the salary increases to levels that are commensurate with similarly sized and geographically proximate communities and to ensure all management positions are compensated based upon the local market and job requirements.

POLICY ALTERNATIVE(S)

1. No increases in unrepresented management salary chart.
2. The City Council could chose to alter the recommendations provided.

REASON FOR RECOMMENDATION/KEY METRIC

1. To develop a compensation plan that will assist the City to recruit, motivate, and retain competent staff while addressing pay equity issues.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact?	Yes
2. Is it Currently Budgeted?	No
3. If Budgeted, Which Line?	Varies

BACKGROUND INFORMATION

City staff has not conducted a comprehensive salary survey for unrepresented positions in several years. We began by identifying comparator agencies that are local and similar in size to Kingsburg. The salary survey information is from the salary schedules from each agency. The top salary range for the position that most closely resembles the comparable position in Kingsburg was used even though not all department heads in Kingsburg are paid at the top salary step for their respective position. Factors that impact the validity of the comparisons include: differences in essential job functions, budgetary differences, and population and agency sizes. In order to account for these differences, the top salary range for Kingsburg was compared to the median top salary range among comparator agencies.

ATTACHED INFORMATION

1. Proposed Updated Salary Chart
2. Salary Comparison Survey
3. Assistant to the City Manager Job Description

CITY OF KINGSBURG SALARY CHART
EFFECTIVE November 2, 2016
PROPOSED MARKED IN RED

POSITION		SALARY STEPS-PAID MONTHLY UNLESS NOTED A	B	C	D	E	
Building Department							
BUILDING OFFICIAL		4646	4878	5121	5376	5646	
BUILDING INSPECTOR II/CODE ENFORCEMENT		3664	3847	4040	4243	4455	
BUILDING INSPECTOR I/CODE ENFORCEMENT		3055	3208	3367	3536	3712	
City Hall							
CITY MANAGER						11500	
FINANCE DIRECTOR-TREASURER		6775	7115	7470	7844	8235	
		7193	7553	7930	8327	8743	
PLANNING DIRECTOR		7193	7552	7931	8328	8744	
CITY CLERK		4779	5018	5269	5532	5809	
		5160	5418	5689	5973	6272	
ASSISTANT TO THE CITY MANAGER		5350	5618	5898	6193	6503	
MANAGEMENT ASSISTANT		3380	3550	3727	3913	4110	*Position would become non-exempt
COMMUNITY SERVICES COORDINATOR		3119	3275	3438	3610	3790	*This position requires FLSA adjustment
DIRECTOR OF COMMUNITY SERVICES		4779	5018	5269	5532	5809	
COUNCILMEMBER-MAYOR STIPEND						300	
COUNCILMEMBER STIPEND						250	
PARTTIME CITY HALL CLERK		12.19/HR					
Fire Department							
FIRE CHIEF		6838	7180	7540	7916	8313	
		7180	7539	7916	8312	8727	
FIRE CAPTAIN/EMT	REGULAR	4144	4351	4570	4798	5039	
	HOLIDAY	240	251	264	277	291	
FIRE CAPTAIN/PARAMEDIC	REGULAR	4445	4668	4901	5146	5401	
(w/o incentive)	HOLIDAY	256	269	282	296	312	
FIRE CAPTAIN/PARAMEDIC	REGULAR	4556	4784	5024	5275	5538	
(with 2.5% incentive)	HOLIDAY	263	276	290	305	3210	
FIRE CAPTAIN/PARAMEDIC	REGULAR	4668	4901	5146	5401	5671	
(with 5.0% incentive)	HOLIDAY	269	282	296	312	326	
FIREFIGHTER/PARAMEDIC	REGULAR	3760	3947	4142	4354	4571	
(w/o incentive)	HOLIDAY	216	226	239	253	263	
FIREFIGHTER/PARAMEDIC	REGULAR	3855	4047	4246	4464	4685	
(with 2.5% incentive)	HOLIDAY	221	234	246	259	269	
FIREFIGHTER/PARAMEDIC	REGULAR	3947	4142	4354	4571	4801	
(with 5.0% incentive)	HOLIDAY	226	239	253	263	276	
FIREFIGHTER/EMT	REGULAR	3513	3689	3873	4065	4270	
(w/o incentive)	HOLIDAY	203	212	222	234	248	
FIREFIGHTER/EMT	REGULAR	3600	3781	3967	4165	4373	
(with 2.5% incentive)	HOLIDAY	208	219	228	241	253	
FIREFIGHTER/EMT	REGULAR	3689	3873	4065	4270	4482	
(with 5.0% incentive)	HOLIDAY	212	222	234	248	259	
FIREFIGHTER/PARAMEDIC	REGULAR MON-FRI	2817	2955	3105	3258	3421	
PARAMEDIC	REGULAR MON-FRI	2748	2886	3031	3183	3344	
PARAMEDIC	SHIFT SCHEDULE	3735	3922	4119	4325	4541	
(w/o incentive)	HOLIDAY	216	224	239	250	263	
PCF STIPEND (WITH CONDITIONS)		75					

PCF EMERGENCY RATE	12.50/HR					
PCF NIGHT CREW	15.00/NIGHT					
PER DIEM PARAMEDIC	15.00/HR					
Police Department						
CHIEF OF POLICE	7498	7872	8267	8680	9114	
POLICE LIEUTENANT	5960	6258	6570	6899	7245	
POLICE SERGEANT	5406	5675	5958	6257	6570	
POLICE SERGEANT (Hired 1/1/15 or after)	5300	5565	5842	6134	6442	
PATROLMAN / OFFICER	4345	4562	4789	5029	5282	
PATROLMAN/OFFICER (Hired 1/1/15 or after)	4260	4473	4695	4930	5178	
RECORDS SUPERVISOR	3600	3780	3970	4169	4377	
POLICE DEPT. ADMINISTRATIVE ASSISTANT	3577 3956	3756 4154	3943 4362	4141 4580	4348 4809	*This position requires FLSA adjustment
PUBLIC SAFETY DISPATCHER	3026	3176	3336	3504	3677	
CONTRACT PUBLIC SAFETY DISPATCHER	18.00/HR					
POLICE RESERVE-LEVEL 1	20.00/HR					
POLICE RESERVE-LEVEL 2	15.00/HR					
COMMUNITY SERVICES OFFICER-PART TIME/BASED ON ASSIGNMENT	12.00/HR					
Public Works Department						
PUBLIC WORKS DIRECTOR	6896	7240	7602	7983	8392	
ASSISTANT PUBLIC WORKS DIRECTOR	5747	6035	6336	6653	6986	
PUBLIC WORKS SUPERINTENDENT	4529	4756	4994	5244	5506	
MAINTENANCE WORKER I	2784	2922	3068	3221	3382	
MAINTENANCE WORKER II/Mech/Pool	2910	3055	3208	3367	3536	
MAINTENANCE WORKER III	3447	3620	3802	3991	4191	
WATER OPERATOR I	3036	3188	3347	3515	3689	
WATER OPERATOR II	3587	3766	3955	4153	4360	
WATER OPERATOR III	4351	4569	4797	5038	5290	
PART TIME PUBLIC WORKS CLERK	11.39/HR					
PART TIME METER READER	10.00/HR					
Senior Center						
SENIOR CITIZEN COORDINATOR	2408	2528	2655	2789	2927	
NUTRITION COORDINATOR	11.00/HR					
Miscellaneous						
DEPARTMENT SECRETARY I	2866	3009	3160	3318	3483	
DEPARTMENT SECRETARY I W/PLANNING COMMISSION MEETINGS	3010	3161	3318	3485	3659	
DEPARTMENT SECRETARY II	3147	3304	3469	3642	3824	
DEPARTMENT SECRETARY II W/PLANNING COMMISSION MEETINGS	3304	3469	3642	3824	4015	
ADMINISTRATIVE ASSISTANT	2163	2272	2385	2504	2630	
ACCOUNT CLERK I	2678	2812	2953	3101	3255	
ACCOUNT CLERK II W/ACCOUNTS PAYABLE	3081	3235	3398	3568	3745	
ACCOUNT CLERK II	2936	3082	3236	3399	3569	
ACCOUNT CLERK III	3228	3389	3560	3737	3924	

RECREATION SITE SUPERVISOR	10.75/HR
RECREATION LEADER	10.00/HR
LIFEGUARD	10.00/HR
LIFEGUARD/LEAD GUARD	10.00/HR
LEAD GUARD	10.50/HR
POOL CASHIER	10.00/HR
POOL MANAGER	10.75/HR
AQUA AEROBICS INSTRUCTOR	15.00/HR
LEAD AQUA AEROBICS INSTRUCTOR	16.50/HR

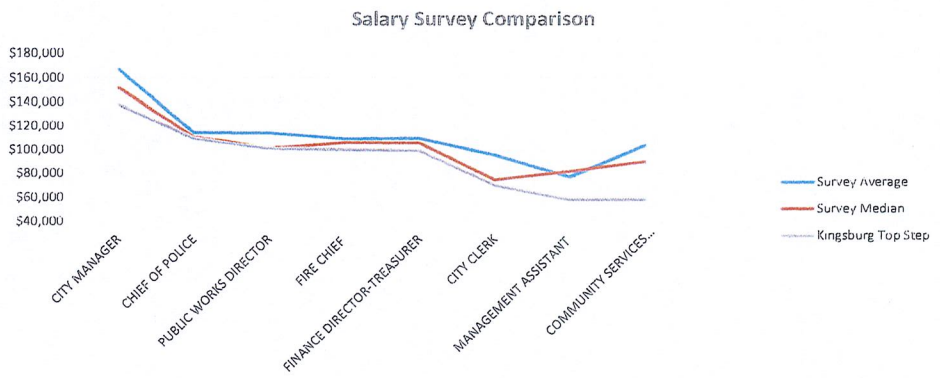
*KPOA/KPFA 1% MOU Raises Effective 7/1/16

Regional Salary Survey LMT Positions

KINGSBURG CURRENT SALARY STEPS

POSITION	A	B	C	D	E	Kingsburg Annual Top Step	Survey Median Monthly	Survey Median Annual
	---	---	---	---	---			
CITY MANAGER					$11,500	$138,000	$12,634	$151,612
CHIEF OF POLICE	$7,498	$7,872	$8,267	$8,680	$9,114	$109,368	$9,210	$110,520
PUBLIC WORKS DIRECTOR	$6,896	$7,240	$7,602	$7,983	$8,392	$100,704	$8,392	$100,704
FIRE CHIEF	$6,838	$7,180	$7,540	$7,916	$8,313	$99,756	$8,786	$105,432
FINANCE DIRECTOR-TREASURER	$6,775	$7,115	$7,470	$7,844	$8,235	$98,820	$8,760	$105,120
CITY CLERK	$4,779	$5,018	$5,269	$5,532	$5,809	$69,708	$6,178	$74,136
MANAGEMENT ASSISTANT	$3,380	$3,550	$3,727	$3,913	$4,110	$49,320	$6,760	$81,120
COMMUNITY SERVICES COORDINATOR	$3,119	$3,275	$3,438	$3,610	$3,790	$45,480	$7,439	$89,268
FEDERAL MINIMUM EFFECTIVE 12/2016	$3,956	$4,154	$4,362	$4,580	$4,809			

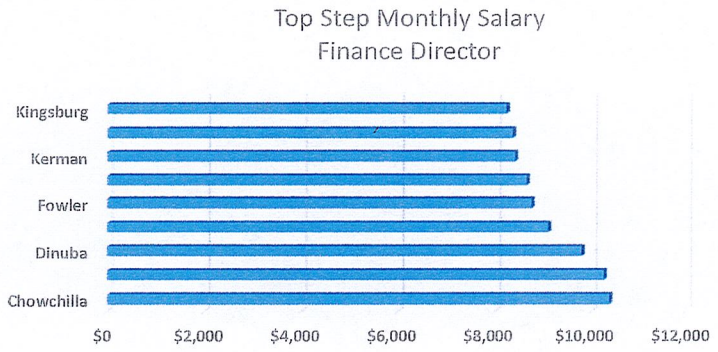
Position	Survey Average	Survey Median	Kingsburg Top Step
CITY MANAGER	$166,780	$151,612	$138,000
CHIEF OF POLICE	$114,075	$110,520	$109,368
PUBLIC WORKS DIRECTOR	$113,724	$100,704	$100,704
FIRE CHIEF	$108,762	$105,432	$99,756
FINANCE DIRECTOR-TREASURER	$109,311	$105,120	$98,820
CITY CLERK	$95,089	$74,136	$69,708
MANAGEMENT ASSISTANT	$76,394	$81,120	$57,708
COMMUNITY SERVICES COORDINATOR	$103,182	$89,268	$57,708



FINANCE DIRECTOR

	Name of the City	Population	Last Updated	Title	Bottom Step Salary	Top Step Salary	
Annual	City of Kingsburg	12101	7/1/2015*	Finance Director	$81,300	$98,820	
Monthly					$6,775	$8,235	
Annual	City of Fowler	5954	8/16/2016	Finance Director	$86,487.84	$105,117.12	
Monthly					$7,207	$8,760	
Annual	City of Kerman	14349	7/1/2016	Finance Director	$75,336	$100,968	
Monthly					$6,278	$8,414	
Annual	City of Parlier	14865	7/1/2016	Finance Director	$81,414	$103,907	
Monthly					$6,785	$8,659	
Annual	City of Dinuba	23347	7/1/2015	Finance Director	$96,720	$117,576	
Monthly					$8,060	$9,798	
Annual	City of Chowchilla	18720	7/1/2016	Finance Director	$104,228	$124,592	
Monthly					$8,685.67	$10,383	
Annual	City of Lemoore	24973	7/1/2016	Finance Director	$93,984	$109,224	
Monthly					$7,832	$9,102	
Annual	City of Sanger	24681	7/7/2016	Finance Director	$82,608	$100,404	
Monthly					$6,884	$8,367	
Annual	City of Reedley	25010	6/14/2016	Director of Finance & Administra	$101,350	$123,192	*Oversee HR/Risk with a $200 auto allowance
Monthly					$8,446	$10,266	

Chowchilla	$10,383
Reedley	$10,266
Dinuba	$9,798
Lemoore	$9,102
Fowler	$8,760
Parlier	$8,659
Kerman	$8,414
Sanger	$8,367
Kingsburg	$8,235
Average:	**$9,109**



MANAGEMENT ASSISTANT

	Name of the City	Population	Last Updated	Title	Bottom Step S.	Top Step Salary	
Annual	City of Kingsburg	12101	7/1/2015	Management Asst.	$40,560	$49,320	
Monthly					$ 3,380.00	$ 4,110.00	
Annual	City of Fowler	5954	8/16/2016	NA - Personnel Director/City Cl	$79,413.12	$96,573.60	
Monthly					$6,618	$8,048	
Annual	City of Kerman	14349	7/1/2016	Human Resource Officer	$54,804	$71,700	
Monthly					$4,567	$5,975	
Annual	City of Parlier	14865	7/1/2016	Human Resource Officer	$81,414	$103,907	* Looks like a joint Finance Director position
Monthly					$6,785	$8,659	Not comparable
Annual	City of Dinuba	23347	7/1/2015	Human Resource Manager	$6,874	$8,354	
Monthly					$82,488	$100,248	
Annual	City of Chowchilla	18720	7/1/2016	Human Resources Analyst	$45,052	$57,657	Management Analyst
Monthly					$3,754.33	$4,804.75	
Annual	City of Lemoore	24973	7/1/2016	Management Analyst	$56,784	$72,876	
Monthly					$4,732	$6,073	
Annual	City of Sanger	24681	7/7/2016	Personnel Officer/Clerk	$74,928	$91,080	*Joint Position
Monthly					$6,244	$7,590	
Annual	City of Reedley	25010	6/14/2016	Management Analyst	$48,318	$58,731	
Monthly					$4,027	$4,894	
Annual	City of Reedley	25010		Human Resource Manager	$ 73,522.00	$ 89,366.00	
Monthly					$ 6,127.00	$ 7,447.00	

City of Parlier	$8,659
City of Dinuba	$8,354
City of Fowler	$8,048
City of Sanger	$7,590
City of Reedley	$7,447
City of Lemoore	$6,073
City of Kerman	$5,975
City of Reedley	$4,894
City of Chowchilla	$4,805
City of Kingsburg	$4,110
Average:	**$6,366**

COMMUNITY SERVICES

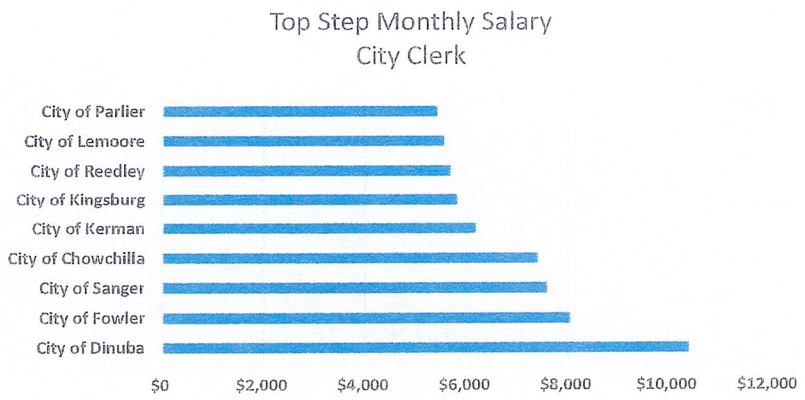
	Name of the City	Population	Last Updated	Title	Bottom Step Salary	Top Step Salary
Annual	City of Kingsburg	12101	7/1/2015	CS Director	$37,428	$45,480
Monthly					$3,119	$3,790
Annual	City of Fowler	5954	8/16/2016	Senior Center/Rec Corr'd.	$34,492.32	$41,922
Monthly					$2,874	$3,494
Annual	City of Kerman	14349	7/1/2016	CS Director	$70,440	$94,416
Monthly					$5,870	$7,868
Annual	City of Parlier	14865	7/1/2016	CS Director	DNA	DNA
Monthly						
Annual	City of Dinuba	23347	7/1/2015	Recreation Director	$96,720	$117,588
Monthly					$8,060	$9,799
Annual	City of Dinuba	23347	7/1/2016	Recreation Supervisor	$50,652	$61,572
Monthly					$4,221	$5,131
Annual	City of Chowchilla	18720	7/1/2016	Director of Parks, Rec & Comm. Se	$81,494	$104,332
Monthly					$6,791.17	$8,694.33
Annual	City of Lemoore	24973	7/7/2016	CS DirectorParks/Recreation Direc	$73,608	$94,500
Monthly					$6,134	$7,875
Annual	City of Sanger	24681	6/14/2016	Recreation Supervisor	$53,772	$65,352
Monthly					$4,481	$5,446
Annual	City of Reedley	25010		CS Director	$87,394	$106,228
Monthly					$7,283	$8,852
Annual	City of Selma	23219		Recreation Director	$69,204	$84,120
Monthly					$5,767	$7,010

City of Dinuba	$9,799
City of Reedley	$8,852
City of Lemoore	$7,875
City of Kerman	$7,868
City of Sanger	$5,446
City of Chowchilla	$5,131
City of Kingsburg	$3,790
City of Fowler	$3,494
Average:	**$8,599**

CITY CLERK

	Name of the City	Population	Last Updated	Bottom Step S.	Top Step Salary
Annual	City of Kingsburg	12101	7/1/2015	$57,348	$69,708
Monthly				$4,779	$5,809
Annual	City of Fowler	5954	8/16/2016	$79,413.12	$96,573.60
Monthly				$6,618	$8,048
Annual	City of Kerman	14349	7/1/2016	$55,320	$74,136
Monthly				$4,610	$6,178
Annual	City of Parlier	14865	7/1/2016	$50,926	$64,997
Monthly				$4,243	$5,416
Annual	City of Dinuba/Asst. CM	23347	7/1/2015	$102,660	$124,800
Monthly				$8,555	$10,400
Annual	City of Chowchilla	18720	7/1/2016	$74,318	$88,857
Monthly				$6,193.17	$7,404.75
Annual	City of Lemoore	24973	7/1/2016	$51,900	$66,624
Monthly				$4,325	$5,552
Annual	City of Sanger	24681	7/7/2016	$74,928	$91,080
Monthly				$6,244	$7,590
Annual	City of Reedley	25010	6/14/2016	$56,034	$68,110
Monthly				$4,670	$5,676

City of Dinuba	$10,400
City of Fowler	$8,048
City of Sanger	$7,590
City of Chowchilla	$7,404.75
City of Kerman	$6,178
City of Kingsburg	$5,809
City of Reedley	$5,676
City of Lemoore	$5,552
City of Parlier	$5,416
Average:	**$7,924**



ASSISTANT TO THE CITY MANAGER

DEFINITION

Serves as an integral part of the Executive Management Team. Performs a wide variety of responsible, complex and confidential administrative duties in support of the City Manager to frame the Council's vision and strategies; performs duties that require considerable confidentiality, initiative, tact, mature and independent judgment; strong interpersonal and organizational skills; coordinates meetings and activities with other departments and outside agencies.

Plan, perform, organize, coordinate and administer selected City-wide human resources functions; to represent the City in a variety of capacities and situations; to perform analytical and technical assignments of varying complexity.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is a management and confidential position exempt from the Fair Labor Standards Act. The position is a stand-alone classification. The incumbent receives direction from and reports to the City Manager.

The position provides supervision to the City's Internship Program and the Director of Community Services.

ESSENTIAL DUTIES AND TYPICAL TASKS

CITY MANAGEMENT TASKS

1. Oversee and direct City Internship Program and program participants.

2. Oversee Director of Community Services. Assist with program development as needed.

3. Oversee operations and activities of the Citizen Service Commitment; responds to and resolves difficult and sensitive citizen inquiries and complaints.
   - Oversee Code Enforcement operations, including managing Citizen Request Tracker; City Hall liaison for select categories of citizen complaints.

4. Oversees the City's communication platforms, including:
   - City Social media platforms
   - Provide technical support for the maintenance and development for the City Website.
   - Monthly Employee Newsletter.

5. Assist in the preparation of the City Budget.

6. Coordinate the City's Safety program assuring compliance with all of the safe practices and the maintenance of records as required under the California Occupational Safety and Health act.

7. Interpret and implement a broad range of laws, regulations and policies of the Federal, State and City government.

8. May facilitate, lead, and/or participate in meetings and committees; may represent the City Manager's office and/or the City at meetings and conferences; serves as a liaison between departments and/or external organizations and other agencies.

9. Participates in special projects including planning and implementation of special programs and events and complex research of new programs and services.

10. Prepares and delivers presentations on a wide variety of issues to the City Council, other City boards and commissions, and community groups.

HUMAN RESOURCE RELATED TASKS

11. Plan, organize and manage City programs and projects in human resources and other areas as assigned.

12. Administer the City's human resources system including implementing the City's Personnel Rules and Regulations, enforcing the Charter, City Code, and policies adopted by the City Council.

13. Direct and coordinate recruitment, selection, and orientation for vacancies including screening and testing applicants and other pre-employment activities; prepare job announcements, schedule and conduct interviews. Provide and coordinate staff development, training and monitoring training requirements.

14. Preform classification and compensation duties; and maintain City classification plan and updates job specifications. Conduct compensations surveys and other research for labor relations. Administer memoranda of understanding; participate in "meet and confer" sessions with employee organizations. Write labor contract language and human resources policies and procedures and may participate in negotiations sessions with employee organizations.

15. Administer payroll functions such as reviewing timesheets, processing payroll, developing and maintaining payroll software, direct employees assisting with payroll functions. Perform a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City payroll; ensure that payroll data and reporting is in compliance with Fair Labor Standards Act and other applicable federal, state, and local rules and regulations. Interpret and apply memoranda of understanding and contracts for implementation. Review and maintain employee leave balance data. Serve as a major source of information regarding payroll processing, policies, regulations, and procedures in response to City staff and management.

16. Develop policies, procedures, forms programs, and practices to improve Human Resources operations and efficiencies, including management of training programs and performance appraisal systems. Ensure that personnel records are maintained in accordance with law and modern personnel management practices.

17. Assist and advise on disciplinary and personnel matters.

18. Administer employee benefits including managing health insurance, overtime compensation entitlements, paid leave and other benefit programs.

19. Coordinate safety, unemployment, and/or other related liability issues. Oversee the City's worker's compensation insurance claims management and works closely with third party claims administrators on insurance related issues. Serve as City representative and alternate voting member on the Board of Directors for the Central San Joaquin Valley Risk Management Authority. Serve as Administrator for CalPERS retirement benefits.

QUALIFICATIONS

Knowledge of:

1. Operational characteristics, services, and activities of the City Manager's Office
2. Principles of City government administration, organization, budget, and personnel management.
3. Principles and practices of program, policy, and procedure evaluation and development.
4. Principles of public administration.
5. Advanced methods and techniques of data collection, research, and report preparation.
6. Principles of business letter writing and report preparation.
7. Principles and practices of state and local legislative process.
8. Basic principles of supervision and training.
9. Principles and practices of record keeping.
10. Public relations and customer service techniques.
11. Public speaking techniques.
12. Management principles.
13. Public Personnel administration including labor relations and risk management.
14. Applicable Federal, State, and/or Local laws, rules, and regulations.
15. Program development and administration principles and practices.
16. Public relations principles.
17. Municipal financial management and budgeting practices and processes.
18. Contract administration.

Ability to:

1. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

2. Effectively administer a variety of departmental programs and administrative activities.
3. Administer a municipal human resources program.
4. Organize, supervise, monitor and direct the work of assigned staff.
5. Functional literacy with standard office software including word processing, spreadsheets and data bases.
6. Interpreting and applying applicable Federal, State, and/or Local laws, rules, and regulations;
7. Administering risk management programs;
8. Analyzing and developing policies and procedures;
9. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
10. Preparing and administering budgets;
11. Negotiating and managing agreements, memoranda of understanding and/or contracts
12. Exercising communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Public Personnel Administration, Management (or a related field). Master's Degree strongly preferred. Typical qualifying experience is a minimum of two years of professional level administrative experience in a public agency setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

- **Valid California Driver's License.**

Meeting Date:	11/16/2016
Agenda Item:	IV a. 4

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: **Mayor Blayney & City Council**

REPORT FROM: Abigail Palsgaard, City Clerk **REVIEWED BY:** AP

AGENDA ITEM: Claim Rejection- Raul Cardosa

ACTION REQUESTED: __Ordinance ___Resolution _√_Motion _____Receive/File

EXECUTIVE SUMMARY

This Claim was filed in the office of the City Clerk on October 26, 2016. The claim was referred to Acclamation Insurance Management Services (AIMS) for investigation. AIMS is the adjuster for Risk Management Authority (RMA) in liability issues. Suzanne E. Johnson, AIMS Claims Specialist, reviewed the claim and has recommended that the claim be taken to the City Council for rejection. After action by the City Council a notice will be sent to Mr. Raul Cardosa informing him of the Council action.

RECOMMENDED ACTION BY CITY COUNCIL

1. Reject Claim filed by Raul Cardosa for damage to his vehicle relating to an incident that occurred on October 26, 2016.

POLICY ALTERNATIVE(S)

1. None.

REASON FOR RECOMMENDATION/KEY METRIC

Mr. Raul Cardosa filed a claim with the City of Kingsburg claiming property damage caused by road construction at the corner of Sierra and Rafer Johnson.

A Contractor was working on a City construction project in the subject loss location at the time of the accident, who was responsible for their construction site, including traffic control. In the contract between the City of Kingsburg and the Contractor, with respect to any work required to be done under said contract, the Contractor was to indemnify and hold harmless the City of Kingsburg for any liability claims, including property damage.

In order to follow the process as required by the Government Code the City Council rejects the claim filed by Raul Cardosa as suggested by the City's claims adjuster. The City Clerk then sends a Notice of Action on Claim (Form F) to the claimant.

ATTACHED INFORMATION

1. Claim filed by Raul Cardosa

CITY OF KINGSBURG

CLAIM FORM

FORM B

(Please Type Or Print)

CLAIM AGAINST City of Kingsburg
(Name of Entity)

Claimant's name: Raul Cardosa [redacted]

SS#: [redacted] DOB: [redacted] Gender: Male ✓ Female _____

Claimant's address: [redacted]

Address where notices about claim are to be sent, if different from above: _____

Date of incident/accident: 10/26/16

Date injuries, damages, or losses were discovered: _____

Location of incident/accident: east on → turning north on Sierra Street and rafer johnson

What did entity or employee do to cause this loss, damage, or injury? there was one big bump or dip that caused the splash shield ~~and~~ to be torn apart.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? road construction workers

What specific injuries, damages, or losses did claimant receive? splash shield, front bumper

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of $10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)] $856.75

How was this amount calculated (please itemize)? Ed's Customs Collision Center Dave Wetzel Estimator please see attach

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 10/27/16 Signature: Raul Cardosa

If signed by representative:

Representative's Name _____ Address _____

Telephone # _____

Relationship to Claimant _____

REC'D OCT 28 2016

Meeting Date: 11/16/2016
Agenda Item: IV a. 5

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: **Mayor Blayney & City Council**

REPORT FROM: David Peters, City Engineer **REVIEWED BY:**

AGENDA ITEM: Accept California Street Improvements

ACTION REQUESTED: __Ordinance ___Resolution _√_ Motion _____Receive/File

EXECUTIVE SUMMARY

The City Council previously awarded a contract to MAC General Engineering for construction of the California Street Improvements project. The project was constructed to the satisfaction of the City Engineer and the Public Works Department staff. The one year warranty period will begin upon the filing of the Notice of Completion which will follow the Council's acceptance of the project..

RECOMMENDED ACTION BY CITY COUNCIL

Accept the California Street Improvements project constructed by MAC General Engineering and authorize the City Engineer to file the Notice of Completion.

POLICY ALTERNATIVE(S)

None

REASON FOR RECOMMENDATION/KEY METRIC

MAC General Engineering completed the project to the satisfaction of the City Engineer.

FINANCIAL INFORMATION

FISCAL IMPACT:

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

FINANCIAL SUMMARY

None

PRIOR ACTION/REVIEW

None

BACKGROUND INFORMATION

ATTACHED INFORMATION

None

ORDINANCE NO. 2016-006

AN ORDINANCE OF THE CITY OF KINGSBURG AMENDING CHAPTER 17.97 OF TITLE 17, OF THE KINGSBURG MUNICIPAL CODE PERTAINING TO MEDICAL AND RECREATIONAL MARIJUANA

The City Council of the City of Kingsburg does hereby ordain as follows:

SECTION 1. Chapter 17.97 of Title 17 of the Kingsburg Municipal Code is amended in its entirety to read as follows:

Chapter 17.97 MEDICAL AND RECREATIONAL MARIJUANA REGULATION

Section 17.97.01 Purpose and Intent

Acknowledging cannabis/marijuana continues to be recognized by the United States government as a Schedule 1 controlled substance the possession of which is a violation of United States Code Title 21, Chapter 13, Section 801 et seq., it is the purpose and intent of this chapter to promote the health, safety, morals, and general welfare of the residents and businesses within the city by regulating the cultivation, processing, extraction, manufacturing, testing, distribution, transportation, sale, and consumption of marijuana, whether for medical purposes as currently allowed under California law or for recreational use should recreational use become lawful under California law.

Section 17.97.020 Definitions

For purposes of this chapter, the following definitions shall apply:

A. "Act" means the Medical Marijuana Regulation and Safety Act, now called the Medical Cannabis Regulation and Safety Act, including implementing regulations, as the Act and implementing regulations may be amended from time to time. The terms Act, Medical Marijuana Regulation and Safety Act, Medical Cannabis Regulation and Safety Act, may be used interchangeably, but shall have the same meaning.

B. "Cannabis" or "marijuana" shall have the meaning set forth in California Business and Professions Code section 19300.5(f). Cannabis and marijuana may be used interchangeably, but shall have the same meaning.

C. "Collective or cooperative cultivation" means the association of two or more persons, including, without limitation, qualified patients, persons with valid identification cards, and designated primary care givers to cultivate marijuana for medical or other purposes.

D. "Commercial marijuana operation" means any commercial cannabis activity as set forth in California Business and Professions Code section 19300.5(k) and allowed under the Act, and all uses permitted under any subsequently enacted California law pertaining to the same or similar uses for recreational cannabis.

E. "Delivery" means the commercial transfer of medical or recreational use marijuana and marijuana products from any source as well as the use of any technology platform that enables persons, whether qualified patients, caregivers, or recreational users, to arrange for or facilitate the transfer and delivery of marijuana.

F. Marijuana Collective or Cooperative" means the association of two or more persons including, without limitation, qualified patients, persons with valid identification cards, and designated primary caregivers, who collectively or cooperatively cultivate, use, sell, transport, process, administer, deliver, dispense, or give away marijuana for medical or other purposes.

G. "Marijuana dispensary" or "dispensary" means any facility or location, whether fixed or mobile, and any building or structure, where cannabis is made available to, distributed by, or distributed to persons or entities.

H. "Marijuana products" means cannabis that has undergone a process whereby the plant material has been transformed into any form including, without limitation, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

I. "Medical marijuana or medical marijuana use" means the use of cannabis for the purposes set forth in the Compassionate Use Act and the Medical Marijuana Program Act, California Health and Safety Code sections 11362.5 and 11362.7et seq.

J. "Person" means any individual, partnership, limited liability company, corporation, association, trust, joint venture, society, club or other organization or group of Persons.

K. "Recreational marijuana or recreational marijuana use" means all uses of cannabis not included within the definition of medical marijuana use.

Section 17.97.030 Regulations Applicable to the Cultivation of Medical Marijuana.

To the extent the city is required to allow the cultivation of medical marijuana under California law, the requirements set forth in this Section 17.97.030 shall apply. Nothing in this section shall be interpreted to permit medical or commercial marijuana operations, collective or cooperative cultivation of marijuana, marijuana collectives or cooperatives or marijuana dispensaries otherwise prohibited by this chapter.

A. Personal Use Cultivation. Only an individual qualified patient or person with a medical marijuana identification card may cultivate medical marijuana in his/her private residence. Cultivation shall be limited to a maximum of six (6) marijuana plants. A primary caregiver shall only cultivate medical marijuana in the residence of a qualified patient or person with a medical marijuana identification card for whom he/she is the primary caregiver. Medical marijuana cultivation for personal use shall be subject to the following requirements:

1. Area. The medical marijuana cultivation area in the residence shall not exceed thirty two (32) square feet measured by the canopy of the marijuana plants and not exceed ten feet (10') in height in the residence. This limit applies regardless of the number of qualified patients or persons with an identification card residing in the residence. The cultivation area shall be a single designated area in the residence.

2. Lighting. Medical marijuana cultivation lighting in the residence shall not exceed a total of 1200 watts.

3. Building Code Requirements. Any alterations or additions to the residence shall be subject to applicable building and fire codes, including, without limitation, plumbing and electrical, and all applicable municipal code requirements, including, without limitation, lot coverage, set back and height requirements.

4. Gas Products. The use of gas products (CO2, butane, etc.) for medical marijuana cultivation or processing is prohibited.

5. Evidence of Cultivation. There shall be no exterior evidence of medical marijuana cultivation occurring on the site of the residence that can be seen from neighboring properties, public rights of way or other public spaces.

6. Residence. The qualified patient or person with an identification card shall reside in the residence where the medical marijuana cultivation occurs.

7. Cultivation Elsewhere in City. The qualified patient or person with an identification card shall not participate in medical marijuana cultivation in any other location within the city.

8. Incidental Use. The residence shall maintain kitchen, bathrooms, and primary bedrooms for their intended use and not be used primarily for medical marijuana cultivation.

9. Ventilation. The medical marijuana cultivation area shall include a ventilation and filtration system designed to ensure that odors from the cultivation and use of marijuana are not detectable beyond the inside walls of the residence and designed to prevent mold and moisture and otherwise protect the health and safety of persons residing in the residence. The ventilation system shall include at a minimum, a system meeting the requirements of the current, adopted edition of the California Building Code § 1203.4 Natural Ventilation or § 402.3 Mechanical Ventilation (or its equivalent(s).

10. Storage of Chemicals. Any chemicals used for medical marijuana cultivation shall be stored outside of the habitable areas of the residence and outside of public view from neighboring properties and public rights of way. Any and all chemicals must be used, stored and disposed of in compliance with all limitations, restrictions, conditions, standards, prohibitions, requirements, obligations, schedules and timetables contained in all Environmental Laws. As used in this chapter, the term "Environmental Laws" means any past, present or future federal, state or local statutory or common law, or any regulation, ordinance, code, plan, order, permit, grant, franchise, concession, restriction or agreement issued, entered, promulgated or approved thereunder, relating to (i) the environment, human health or safety, including, without limitation, emissions, discharges, releases or threatened releases of Hazardous Materials (as defined below) into the environment (including, without limitation, air, surface water, groundwater or land); or (ii) the use, treatment, receipt, storage, disposal, transport, arranging

for transport, or handling of Hazardous Materials. As used in this chapter, the term "Hazardous Materials" shall mean and include any and all hazardous or toxic materials, substances, chemicals or wastes as now or hereafter designated or regulated under any law, statute, ordinance, rule, regulation, order or ruling of any agency of the State of California, the United States Government or any local governmental authority.

11. Nuisance. The medical marijuana cultivation area shall not adversely affect the health or safety of the residents of the city by creating dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts; and not be hazardous due to the use or storage of materials, chemicals, processes, products or wastes, or from other actions related to the cultivation.

12. Property Owner Authorization. For rental property, the tenant/lessee shall obtain written authorization and consent from the landlord/lessor prior to commencing cultivating medical marijuana at the residence. The landlord/lessor shall have the right to revoke such authorization and consent of any time. Upon the revocation of such authorization and consent, the cultivation of medical marijuana shall immediately terminate and all marijuana plants shall be immediately removed from the residence.

13. Notification. Prior to commencement of cultivation of medical marijuana within any residence the owner or landlord/lessor and tenant/lessee of the residence within which cultivation of medical marijuana will occur shall provide the Kingsburg Police Department with written notification ("Notification"),using the Notification form provided by the Kingsburg Police Department, of the intent to cultivate medical marijuana within the residence. Any person cultivating marijuana in their residence prior to the effective date of this chapter shall provide the Notification required by this section to the Kingsburg Police Department within ten (10) days after the effective date of this chapter. Upon receipt of a Notification, the Kingsburg Police Department shall direct the owner or landlord/lessee and tenant/lessee to the Kingsburg Planning Development to obtain a copy of this chapter and information regarding building code and permit requirements that may be applicable to the residence if alterations or additions to the residence are needed in order to comply with the provisions of this chapter. The Kingsburg Police Department and Planning Development shall keep patient information confidential to the extent required by law.

14. Posting of Physician Recommendation or Identification Card, Posting of Owner Authorization and Consent. A copy of a qualified patient physician recommendation or identification card shall be posted in a conspicuous place in the cultivation area for each patient residing in the residence that is cultivating medical marijuana. For rental properties, a copy of the owner's written authorization to cultivate marijuana within the residence shall also be posted in the same manner.

B. Collective or Cooperative Cultivation. The collective or cooperative cultivation of medical marijuana or the operation of a medical marijuana dispensary is prohibited in the city.

Section 17.97.040 Regulations Applicable to the Cultivation of Recreational Marijuana.

To the extent recreational marijuana use becomes legal under California law and the city is required to allow the cultivation of recreational marijuana under California law, the requirements set forth in Section 17.97.030 shall apply to the cultivation of recreational marijuana within a residence and upon the property where the residence is located.

A. California Law Requirements. In addition to the provisions of this Chapter the cultivation of recreational marijuana shall be subject to all of the requirements set forth in California law.

B. Compliance with Medical Marijuana Personal Use Cultivation Requirements. All persons allowed under California law to cultivate recreational use marijuana shall be subject to and shall comply with the same rules, requirements, and limitations applicable to the personal use cultivation of medical marijuana set forth in this chapter.

Section 17.97.050 Regulations Applicable to Marijuana Operations, Cooperatives, Dispensaries and Deliveries.

A. Commercial Marijuana Operations. Commercial marijuana operations as defined in section 17.97.020 D. are prohibited within the city.

B. Collective or Cooperative Cultivation and Marijuana Collective or Cooperative. Collective or cooperative cultivation of marijuana as defined in section 17.97.020 C. and marijuana collectives or cooperatives as defined in section 17.97.020 F. are prohibited within the city.

C. Dispensaries. Marijuana dispensaries as defined in Section 17.97.020 G. are prohibited within the city.

D. Deliveries. The delivery of marijuana as defined in Section 17.97.020 E. is prohibited in the city regardless of whether the delivery is initiated within or outside of the city, and regardless of whether a technology platform is used for the ordering or delivery by the dispensary.

E. Exceptions. The following facilities providing medical marijuana to patients are not subject to the provisions of Section 17.97.050(b) provided the facilities operate in strict compliance with Health and Safety Code sections 11362.5 and 11362.7 *et seq.,* and all other California and local laws, including, without limitation, zoning, permitting, and licensing requirements:

1. A clinic licensed pursuant to Chapter 1 (commencing with Section 1200) of Division 2 of the Health and Safety Code.

2. A health care facility licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code.

3. A residential care facility for persons with chronic life-threatening illness licensed pursuant to Chapter 3.01 (commencing with Section 1568.01) of Division 2 of the Health and Safety Code.

4. A residential care facility for the elderly licensed pursuant to Chapter 3.2 (commencing with

Section 1569) of Division 2 of the Health and Safety Code.

5. A residential hospice, or a home health agency licensed pursuant to Chapter 8 (commencing with Section 1725) of Division 2 of the Health and Safety Code.

Section 17.97.060 Regulations Applicable to the Consumption of Marijuana

No person shall smoke, ingest, or otherwise consume marijuana or marijuana products, whether recreational or medical, in the city unless such smoking, ingesting or consumption is allowed by California law and occurs entirely within a private residence. "Within a private residence" shall mean inside habitable areas and shall not include garages, whether attached or detached, and other accessory buildings. Except that, medical marijuana may be consumed within the facilities identified in section 17.97.050 D of this chapter.

All consumption of marijuana or marijuana products permitted by this chapter shall be done in a manner that does not constitute a nuisance or that is adverse to the health and safety of the public.

Section 17.97.060 Penalties and Enforcement

Violations of this chapter for conduct that is not otherwise considered lawful under California law shall be considered misdemeanors and punishable in accordance with chapter 1.16 of the Municipal Code. Each and every day, or portion thereof, a violation exists shall be a separate offense. The city may also pursue any and all applicable civil and administrative remedies, including but not limited to injunctive relief and administrative citations to terminate such conduct.

Section 17.97.070 Judicial Review

Judicial review of a decision made under this chapter may be had by filing a petition for a writ of mandate with the superior court in accordance with the provisions of the California Code of Civil Procedure Section 1094.5. Any such petition shall be filed within ninety (90) days after the day the decision becomes final as provided in California Code of Civil Procedure Section 1994.6, which shall be applicable for such actions.

Section 17.97.080 Severability

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this chapter or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this chapter. The City Council hereby declares that it would have adopted this chapter, and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 2. This ordinance shall take effect thirty (30) days after its passage and shall be published in the Kingsburg Recorder within fifteen (15) days after its passage.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Kingsburg duly called and held on the 2nd day of November, 2016, by the following vote:

AYES: Council Member _____

_____

_____

_____

_____

NOES: Council Member _____

ABSTAIN: Council Member _____

ABSENT: Council Member _____

APPROVED _____

Mayor

ATTEST: _____

City Clerk

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss
CITY OF KINGSBURG)

I, **ABIGAIL PALSGAARD**, City Clerk of the City of Kingsburg, do hereby certify the foregoing ordinance was duly introduced at a regular meeting of the City Council of the City of Kingsburg on the 2nd day of November, 2016, and it was duly passed and adopted at a regular meeting of said City Council held on the 2nd day of November, 2016.

Dated: November 2, 2016

_____

Abigail Palsgaard, City Clerk

CITY OF KINGSBURG
POLICE DEPARTMENT

1300 California Street, Kingsburg, CA 93631 (559) 897-4418

Neil Dadian
Chief of Police

To: Mayor & City Council

From: Corina Padilla

Date: November 10, 2016

Subject: October 2016 Crime Statistics & Prevention Update

Our Part I Crimes such as assaults, burglary, thefts, and auto thefts for October 2016 increased compared to September 2016, with the largest being auto thefts.

Other Offenses such as vandalism, sex offense, child abuse, narcotics crimes, other felonies, and incident reports, decreased compared to September 2016, with the largest being incident reports.

October 2016 traffic accidents decreased by one compared to September 2016. The number of arrests made and citations issued increased compared to September 2016.

There was a decrease in the number of calls for service for October 2016 period compared to September 2016 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 2016

Part 1 Crimes	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Murder	0	0	0	0	0	0	0	0	0	0
Rape-Forcible	0	0	0	0	0	0	1	2	0	0
Robbery	1	2	0	0	1	0	1	0	1	1
Assaults	8	10	5	3	4	7	0	2	2	8
Burglary	6	13	16	15	9	3	11	11	4	8
Theft	17	7	10	11	19	16	6	9	12	2
Auto Theft	6	11	5	18	14	8	6	8	2	9
Total	**38**	**43**	**36**	**47**	**47**	**34**	**25**	**32**	**21**	**28**

Arson	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Other Offenses:

Vandalism	5	15	13	3	8	4	9	5	9	8
Sex Offense	0	1	0	0	2	0	0	0	0	0
Child Abuse	0	0	0	0	0	0	0	0	0	0
Narcotic Violations	5	6	1	2	4	2	4	4	7	4
Other Felonies	13	6	3	9	6	6	5	3	5	1
Other Misdemeanors	3	4	1	6	1	1	2	3	1	6
Incident Reports	39	28	39	14	14	20	18	30	28	13
Totals	**65**	**60**	**57**	**34**	**35**	**33**	**38**	**45**	**50**	**32**

Other Statistics:

Traffic Accident- Fatal	0	0	0	0	0	0	0	0	0	0
Traffic Accident- Injury	1	2	4	2	1	1	2	3	4	1
Traffic Accident- No Injury	5	5	5	1	3	2	1	3	1	3
Total	**7**	**7**	**9**	**3**	**4**	**3**	**3**	**6**	**5**	**4**

Calls for Service	**1038**	**1055**	**940**	**826**	**843**	**840**	**949**	**908**	**853**	**767**

Arrests

Felony Adults	11	8	6	11	6	8	5	6	4	11
Misdemeanor Adults	33	25	20	25	20	12	18	25	22	18
Felony Juveniles	3	0	0	3	0	0	2	0	0	3
Misdemeanor Juveniles	2	3	1	1	0	0	0	1	1	0
Total	**49**	**36**	**27**	**40**	**26**	**20**	**25**	**32**	**27**	**32**

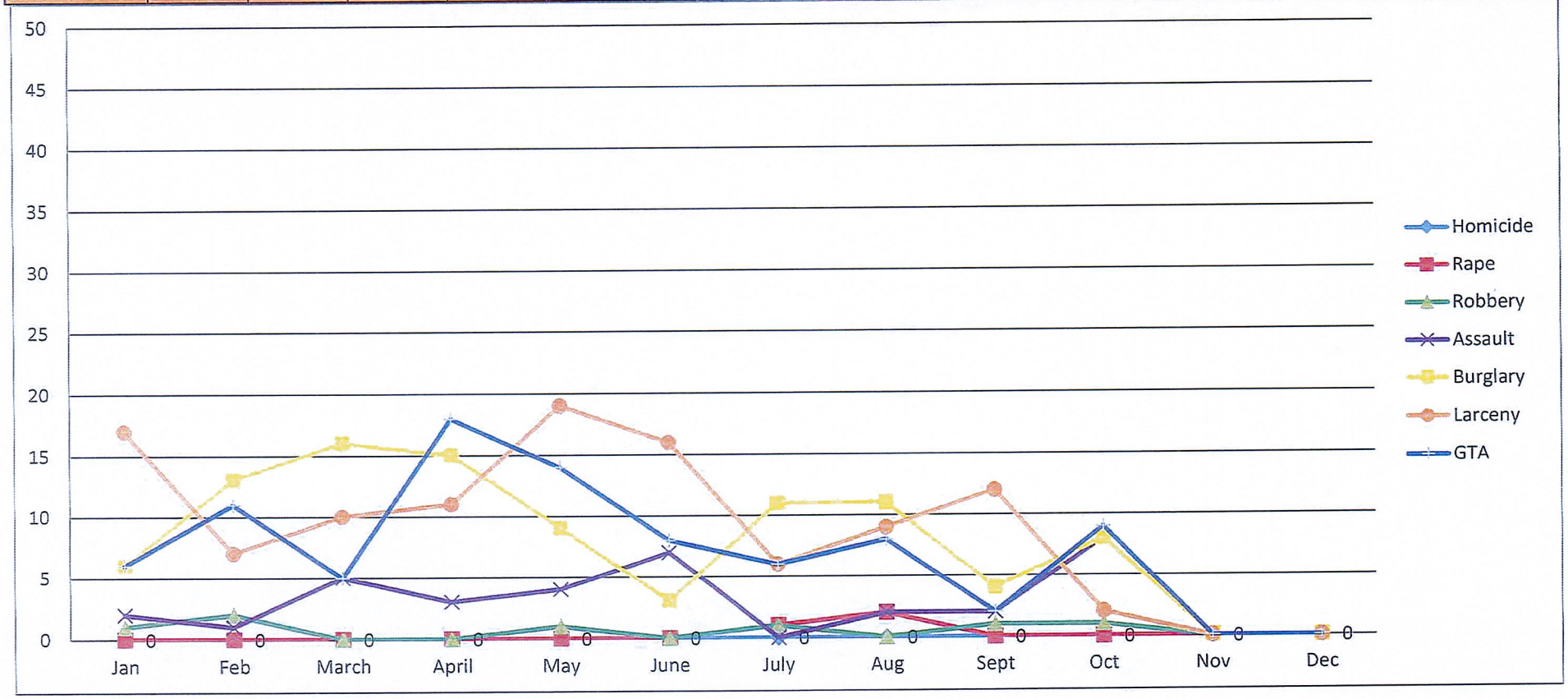
Citation Total	**64**	**49**	**35**	**56**	**58**	**35**	**74**	**76**	**45**	**39**

Motorcycle Time					**16.5**	**12**	**18**	**26.5**	**0**	**0**

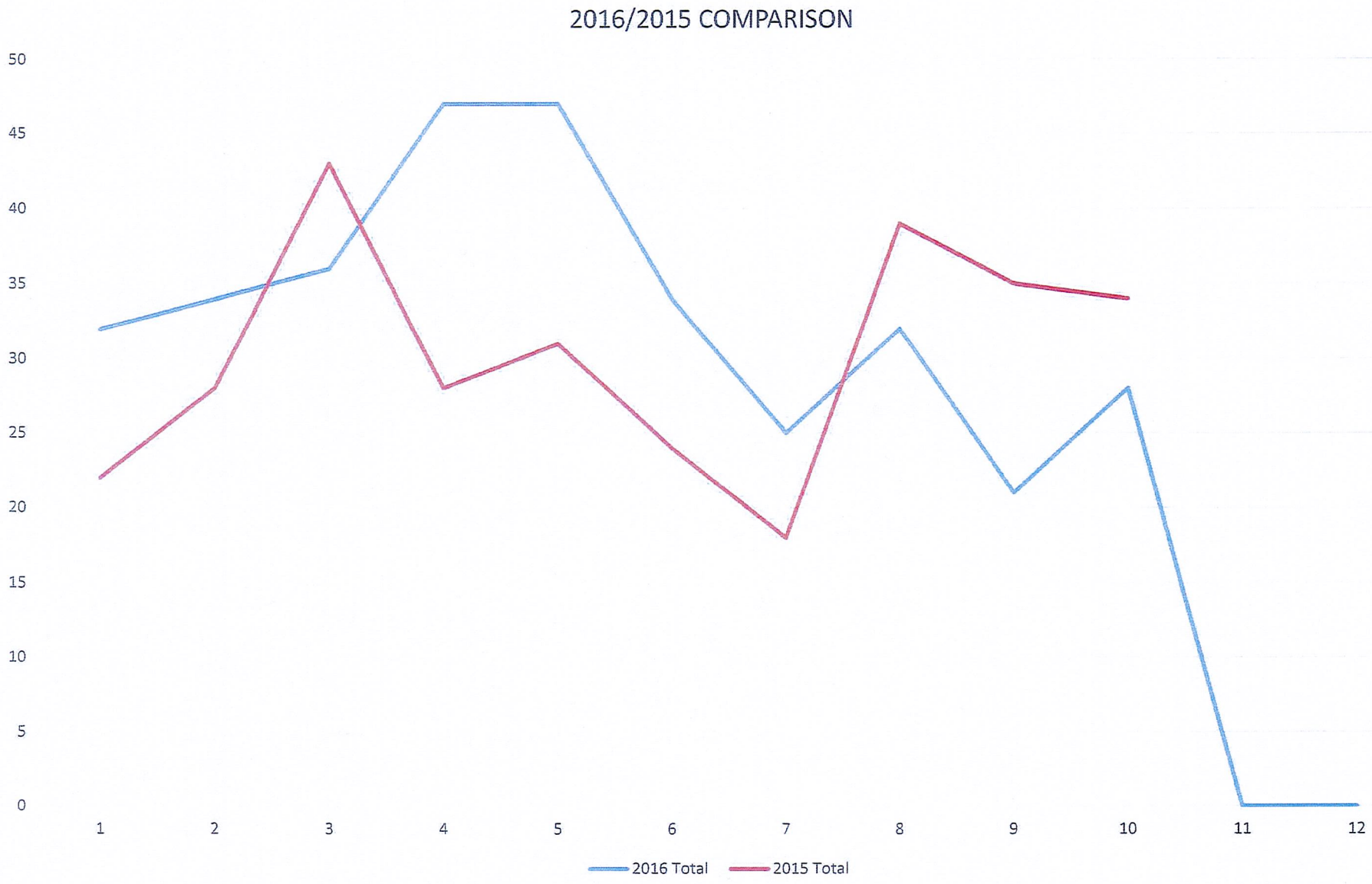
Volunteer Hours:										
Public Safety Volunteer	47	30	33.5	49	58.5	33.5	116	53.5	87
Police Intern	6	82.5	74.5	0	0	0	0	0	0
Total	**53**	**113**	**108**	**49**	**58.5**	**33.5**	**116**	**53.5**	**87**
Total Facebook Likes				**3122**	**3170**	**3272**	**3314**	**3356**	**3389**
Total App Subcribers				**819**	**836**	**847**	**855**	**869**	**875**

Kingsburg Police Department
2016 Part I Crimes

Part I Crimes	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	% Change
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Rape	0	0	0	0	0	0	1	2	0	0	0	0	3	0%
Robbery	1	2	0	0	1	0	1	0	1	1	0	0	7	0%
Assault	2	1	5	3	4	7	0	2	2	8	0	0	34	120%
Burglary	6	13	16	15	9	3	11	11	4	8	0	0	96	67%
Larceny	17	7	10	11	19	16	6	9	12	2	0	0	109	-143%
GTA	6	11	5	18	14	8	6	8	2	9	0	0	87	127%
2016 Total	32	34	36	47	47	34	25	32	21	28	0	0	336	-29%
2015 Total	22	28	43	28	31	24	18	39	35	34			302	11%

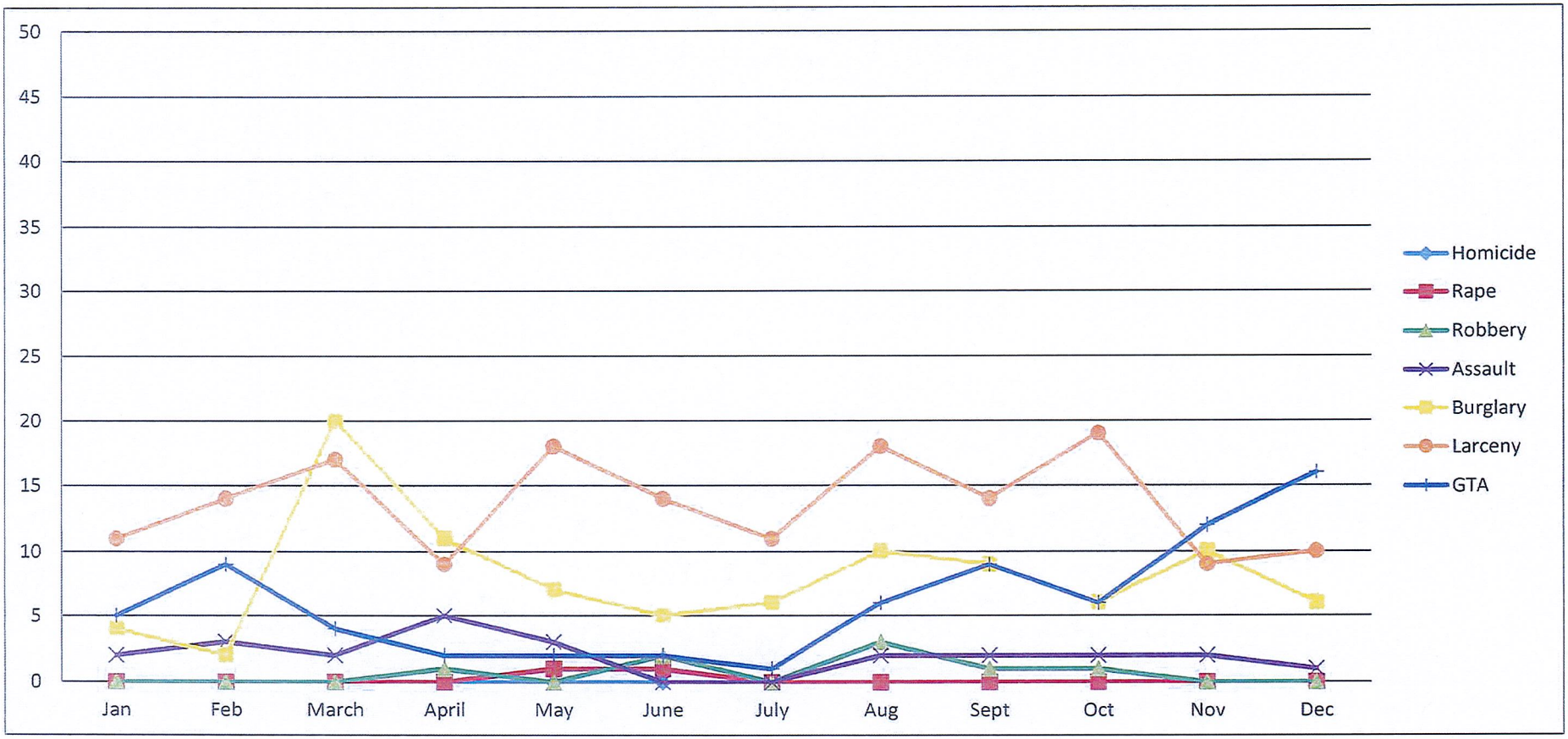


Kingsburg Police Department
2016 Part I Crimes



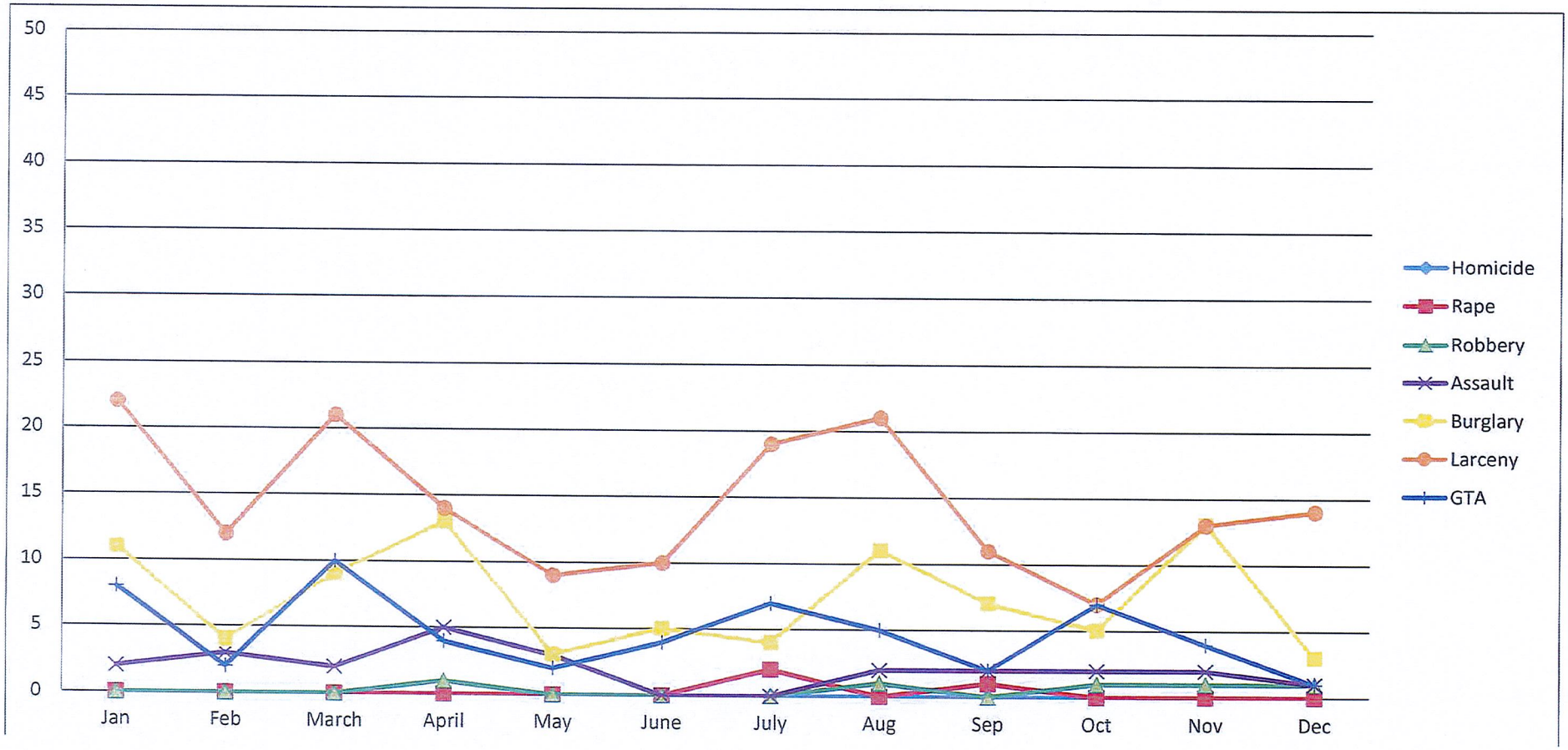
Kingsburg Police Department
2015 Part I Crimes

Part I Crimes	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	1	1	0	0	0	0	0	0	2
Robbery	0	0	0	1	0	2	0	3	1	1	0	0	8
Assault	2	3	2	5	3	0	0	2	2	2	2	1	24
Burglary	4	2	20	11	7	5	6	10	9	6	10	6	96
Larceny	11	14	17	9	18	14	11	18	14	19	9	10	164
GTA	5	9	4	2	2	2	1	6	9	6	12	16	74
Total	22	28	43	28	31	24	18	39	35	34	33	33	368



Kingsburg Police Department
2014 Part I Crimes

Part I Crimes	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	2	0	1	0	0	0	3
Robbery	0	0	0	1	0	0	0	1	0	1	1	1	5
Assault	2	3	2	5	3	0	0	2	2	2	2	1	24
Burglary	11	4	9	13	3	5	4	11	7	5	13	3	88
Larceny	22	12	21	14	9	10	19	21	11	7	13	14	173
GTA	8	2	10	4	2	4	7	5	2	7	4	1	56
Total	43	21	42	37	17	19	32	40	23	22	33	20	349



Meeting Date:	11/16/2016
Agenda Item:	V 2

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: **Mayor Blayney & City Council**

REPORT FROM: **Alex J. Henderson, City Manager** **REVIEWED BY:**

AGENDA ITEM: **PRELIMINARY AND ADMINISTRATIVE PROCEEDINGS TO INITIATE A COMMUNITY FACILITIES DISTRICT FOR CITY OF KINGSBURG**

ACTION REQUESTED: __Ordinance __√__Resolution __√__Motion ___Receive/File

EXECUTIVE SUMMARY

The formation of the CFD is accomplished in several separate actions:

1. The adoption at tonight's Council meeting of A Resolution of the City Council Approving the Statement of Goals and Policies Concerning Use of the Mello-Roos Community Facilities Act of 1982;

2. A future Council meeting to pass a Resolution of Intention (ROI);

3. A future Council meeting that will include public hearings on establishing the CFD and passing a Resolution of Formation (ROF);

4. A registered voter election and related actions;

5. A future Council meeting at which the Council will be asked to introduce an ordinance ordering the levy of special taxes within the CFD; and

6. A future Council meeting at which the Council will be asked to adopt an ordinance ordering the levy of special taxes within the CFD.

After the CFD is formed, a special tax would be levied annually on taxable properties that are located within the boundaries of the CFD. The special tax would generally consist of an amount necessary in any fiscal year to (i) pay the City's administrative expenses, (ii) establish a reserve fund, and (iii) pay amounts needed to compensate for new public services.

The current financing schedule, showing the various formation steps involved, is attached as Attachment 2 to this report and reflects, among other things, that the special tax must be approved by a registered voter election. Once approved, the special tax would be levied annually and appear as a line item on the property tax bills of property owners.

Staff is recommending Council consider undertaking the proceedings necessary to establish a City-wide Community Facilities District (the "CFD") for financing certain public services within the boundaries of the City of Kingsburg, which includes, at this time, adopting the following resolution: A Resolution of the City Council Approving the Statement of Goals and Policies Concerning Use of the Mello-Roos Community Facilities Act of 1982.

RECOMMENDED ACTION BY CITY COUNCIL

1. Adopt Resolution 2016-052 Approving a Statement of Local Goals and Policies Concerning The Use of The Mello-Roos Community Facilities Act of 1982.

POLICY ALTERNATIVE(S)

1. Propose alternative recommendations or strategies.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact?	Not for the Mello-Roos
2. Is it Currently Budgeted?	No
3. If Budgeted, Which Line?	No

PRIOR ACTION/REVIEW

The City's Finance Committee discussed different funding models during meetings in March, May and August 2016.

In addition, the City's Public Safety Committee also was presented information during their September 2016 meeting. Both Committees have recommended that the Council explore and pursue a fee associated with public safety services.

The Council heard first discussion during their October 19 meeting and requested addition public input. An informational meeting was held on October 27 to garner input. In addition, a public survey and feedback form have been distributed via the website and social media outlets. Information will also be included in the upcoming (November) City utility bill.

On the November 2, 2016 Council decided to enter into a contract with the Consultant Firm David Taussig & Associates to move forward with a Public Safety Fee in the form of a Community Facilities District.

ATTACHED INFORMATION

1. Resolution 2016-052 Approving a Statement of Local Goals and Policies Concerning The Use of The Mello-Roos Community Facilities Act of 1982.
2. Current Financing Schedule

RESOLUTION NO. 2016-052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG APPROVING A STATEMENT OF LOCAL GOALS AND POLICIES CONCERNING THE USE OF THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

WHEREAS, pursuant to section 53312.7 of the California Government Code, a local agency may initiate proceedings to establish a Community Facilities District (CFD) only if it has first considered and adopted Local Goals and Policies Concerning the use of the Mello-Roos Community Facilities Act of 1982; and

WHEREAS, a CFD is an approved principal financing mechanism utilized by the City of Kingsburg; and

WHEREAS, the Local Goals and Policies are designed to ensure that CFDs created are made for the public good and comply with all relevant laws, acts, and agreements; and

WHEREAS, the Local Goals and Policies may be amended or supplemented by Council resolution at any time, and approval does not obligate the City Council in any way to create CFDs if they meet the parameters set forth; and

BE IT THEREFORE RESOLVED by the City Council of the City of Kingsburg that it does hereby authorize and approve the City of Kingsburg Local Goals and Policies Concerning the use of the Mello-Roos Community Facilities Act of 1982, as outlined in Exhibit "A" attached.

Passed and adopted at a regular meeting of City Council of the City of Kingsburg held on the 16th day of November 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

ABIGAIL PALSGAARD,
CITY CLERK OF THE CITY OF
KINGSBURG

EXHIBIT A

CITY OF KINGSBURG
STATEMENT OF GOALS AND POLICIES CONCERNING USE OF THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982

I. GENERAL.

Section 53312.7(a) of the California Government Code requires that the City of Kingsburg (the "City") consider and adopt local goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act") prior to the initiation of proceedings on or after January 1, 1994 to establish a new community facilities district ("CFD") under the Act.

These Goals and Policies Concerning Use of the Mello-Roos Community Facilities Act of 1982 (the "Policies") provide guidance and conditions for the conduct by the City of proceedings for, and the issuance of bonds secured by special taxes levied in, a community facilities district (CFD) established under the Act. The Policies are intended to be general in nature; specific details will depend on the nature of each particular financing. The Policies are applicable to financings under the Act and are intended to comply with Section 53312.7(a) of the Government Code. These Policies shall not apply to any assessment financing or any certificate of participation or similar financings involving leases of or security in public property. The Policies are subject to amendment by the City Council at any time.

II. FINANCING PRIORITIES.

It is the policy of the District to give priority of financing, through the use of the Act, as follows:

a) Refinancing of pre-existing assessment liens and refunding of any bonds secured by said liens as these may affect land within the CFD;

b) Facilities & Fees: The facilities and fees eligible to be financed by a CFD are those identified in the Act. Priority for CFD financing of public facilities and fees shall be given to public facilities and fees which: (a) are necessary for development to proceed in an orderly fashion, or (b) are otherwise coordinated to correspond to the phasing of the related private development project.

c) Services: The services eligible to be financed by a CFD are those identified in the Act. Subject to the conditions set forth in the Act, priority for public services to be financed by a CFD shall be given to services which are (a) necessary for the public health, safety, and welfare and (b) would otherwise be paid from the City's general fund.

III. BOND FINANCINGS; CREDIT QUALITY.

Value-to-Public Lien Ratio. All CFD bond issues should have at least a four to one (4:1) property value to public lien ratio after calculating the value of the financed public improvements to be installed, unless otherwise specifically approved by the City Council as provided in Section 53345.8(b) or (c) of the Act. Property value may be based on either an appraisal (as described in VI below) or on assessed values as indicated on the County assessor's tax roll.

Entitlement Status. The City will require all major land use approvals and governmental permits necessary for development of land in the CFD to be substantially in place before bonds may be issued.

Reserve Fund. In most cases, a reserve fund equal to the lesser of (i) ten percent (10%) of the original proceeds of the bond issue, (ii) the maximum annual debt service on the bonds, or (iii) one hundred twenty-five percent (125%) of the average annual debt service on the bonds will be required for all bond issues where less than fifty percent (50%) of the buildable acreage has been developed. A smaller reserve fund may be required by the City for bond issues where development thresholds identified by the City have been met.

Failure to Meet Credit Criteria. Less than a four to one (4:1) property value to public lien ratio, excessive tax delinquencies, or projects of uncertain economic viability may cause the City to disallow the sale of bonds or require credit enhancement prior to bond sale. The City may consider exceptions to the above Policies for bond issues that do not represent an unusual credit risk, either due to credit enhancement or other reasons specified by the City, and/or which otherwise provide extraordinary public benefits, to the extent permitted by and subject to any applicable requirements of the Act.

IV. DISCLOSURES

Purchasers of Property. As a minimum, any disclosures mandated by applicable state law to inform prospective purchasers of their obligations under the CFD shall apply to each CFD. In addition, there may be additional requirements mandated by the City for particular kinds of financings on a case-by-case basis.

Disclosure Requirements for the Resale of Lots. The City shall provide a notice of special taxes to sellers of property (other than developers) which will enable them to comply with their notice requirements under Section 1102.6 of the Civil Code. This notice shall be provided by the City within five (5) working days of receiving a written request for the notice. A reasonable fee may be charged for providing the notice, not to exceed any maximum fee specified in the Act.

Continuing Bond Disclosure. Landowners in a CFD that are responsible for twenty percent (20%) or more of the annual special taxes must agree to provide: (i) initial disclosure at the time of issuance of any bonds; and (ii) annual disclosure as required under Rule 15c2-12 of the Securities Exchange Commission until the special tax obligation of the property owned by such owner drops below twenty percent (20%).

V. EQUITY OF SPECIAL TAX FORMULAS AND MAXIMUM SPECIAL TAXES

Minimum Special Tax Levels. Special tax formulas shall provide for minimum special tax levels which satisfy the following payment obligations of a CFD: (a) 110 percent gross debt service coverage for all CFD bonded indebtedness, (b) the administrative expenses of the CFD, and (c) amounts equal to the differences between expected earnings on any escrow fund and the interest payments due on related bonds of the CFD.

In addition, the special tax formula may provide for the following to be included in the special tax levels: (a) any amounts required to establish or replenish any reserve fund established in association with the indebtedness of the CFD, (b) the accumulation of funds reasonably required for future debt service, (c) amounts equal to projected delinquencies of special tax payments, (d) the costs of remarketing, credit enhancement, and liquidity facility fees, (e) the cost of acquisition, construction, furnishing, or equipping of authorized Facilities, (f) lease payments for existing or future facilities, (g) costs associated with the release of funds from an escrow account, (h) the costs of Services, and (i) any other costs or payments permitted by law.

Equity of Special Tax Allocation Formula. The special tax formula shall be reasonable in allocating the CFD's payment obligations to parcels within the CFD. Exemptions from the special tax may be given to parcels which are publicly owned, are held by a property owners' association, are used for a public purpose such as open space or wetlands, are affected by public utility easements making impractical their utilization for other than the purposes set forth in the easements, or have insufficient value to support bonded indebtedness.

Aggregate Tax Burden. The total projected non-residential property tax levels for any CFD (including ad valorem taxes, any maintenance, landscaping or other impositions on the land in the CFD and other similar annual government charges levied on parcels in the CFD, but excluding property owners' association annual levies and as to any special tax levies, based on the expected special tax rates and not any "back-up" special taxes) must be reasonable, and will be considered by the City Council on a case-by-case basis.

The total projected residential property tax levels (including ad valorem taxes, any maintenance, landscaping or other impositions on the land in the CFD and other similar annual government charges levied on parcels in the CFD, but excluding homeowners' association annual levies and as to any special tax levies, based on the expected special tax rates and not any "back-up" special taxes) for any CFD (or, if a CFD has multiple improvement areas, for each improvement area and not the entire CFD) shall not exceed the lesser of (i) 2.00% of the estimated sales prices of the respective homes to be constructed in the CFD at the time the City Council adopts a resolution of intention to establish a CFD (with such prices to be determined by reference to an absorption study or appraisal prepared for the CFD or such other information as the City shall determine), or (ii) any maximum specified in the Act. The annual increase, if any, in the maximum special tax for any parcel shall not exceed any maximum specified in the Act. The increase in the special tax levied on any residential parcel as a consequence of delinquency or default by the owner of any other parcel shall not exceed any maximum specified in the Act.

Levy on Entire Parcels. Special taxes will only be levied on an entire County assessor's parcel, and any allocation of special tax liability of a County assessor's parcel to leasehold or possessory interest in the fee ownership of such county assessor's parcel shall be the responsibility of the fee owner of such parcel and the City shall have no responsibility therefore and has no interest therein. Failure of the owner of any County assessor's parcel to pay or cause to be paid any special taxes in full when due, shall subject the entire parcel to foreclosure in accordance with the Act.

Feasibility Analysis. The City may retain a special tax consultant to prepare a report which: (a) recommends a special tax for the proposed CFD, and (b) evaluates the special tax proposed to determine its ability to adequately fund identified public facilities and fees, City administrative costs, services, and other related expenditures. Such analysis shall also address the resulting aggregate tax burden of all proposed special taxes plus existing special taxes, ad valorem taxes, and assessments on the properties within the CFD.

VI. APPRAISALS

The definitions, standards, and assumptions to be used for appraisals shall be determined by City staff on a case-by-case basis, with input from City consultants and CFD applicants, and by reference to relevant materials and information promulgated by the State of California (including, but not limited to, the California Debt Investment and Advisory Commission). The appraiser shall be selected by or otherwise acceptable to the City, and the appraisal shall be coordinated by and under the direction of, or otherwise be acceptable to, the City.

The appraisal must be dated within three (3) months of the date the bonds are priced, unless the City Council determines a longer time is appropriate.

All costs associated with the preparation of the appraisal report shall be paid by the entity requesting the establishment of the CFD, if applicable, through the advance deposit mechanism described below.

VII. CITY PROCEEDINGS.

Petition. For new development projects, a petition meeting the requirements of the applicable authorizing law will be required. The applicant is urged to obtain unanimous waivers of the election waiting period. In applying to the City for formation of a CFD, the applicant must specify any reasonably expected impediments to obtaining petitions, including from co-owners and/or lenders of record (where required). Waiver of the petition shall be made only upon showing of extraordinary hardship. For existing development, petitions are preferred, but may be waived, depending on the nature of the project and degree of public importance.

Deposits and Reimbursements. All City staff and consultant costs incurred in the evaluation of CFD applications and the establishment of the CFD will be paid by the entity, if any, requesting the establishment of the CFD by advance deposit increments. The City shall not incur any expenses for processing and administering a CFD that are not paid by the applicant or from CFD bond proceeds. In general, expenses not chargeable to the CFD shall be directly borne by the proponents of the CFD.

Any petition for formation of a CFD shall be accompanied by an initial deposit in the amount determined by the City to fund initial staff and consultant costs associated with CFD review and implementation. If additional funds are needed to off-set costs and expenses incurred by the City, the City shall make written demand upon the applicant for such funds. If the applicant fails to make any deposit of additional funds for the proceedings, the City may suspend all proceedings until receipt of such additional deposit.

The City shall not accrue or pay any interest on any portion of the deposit refunded to any applicant or the costs and expenses reimbursed to an applicant. Neither the City nor the CFD shall be required to reimburse any applicant or property owner from any funds other than the proceeds of bonds issued by the CFD or special taxes levied in the CFD.

Representatives. The City and the applicant shall each designate a representative for each financing district proceeding. The representatives shall be responsible for coordinating the activities of their respective interests and shall be the spokespersons for each such interest. The purpose of this requirement is to avoid duplication of effort and misunderstandings from failure to communicate effectively. In the case of the City, it allows the City's consultants to report to a single official who will, in turn, communicate with other staff members.

Time Schedule. The final schedule of events for any proceeding shall be determined by the City, in consultation with its financing team and the applicant. Any changes will require approval by the appropriate City official. Time schedules will (unless specific exceptions are allowed) observe established City Council meeting schedules and agenda deadlines. To the extent possible, financings will be scheduled to allow debt service to be placed on the tax rolls with a minimum of capitalized interest.

VIII. FINANCING TERMS

All terms and conditions of any CFD bonds shall be established by the City. The City will control, manage, and invest all CFD issued bond proceeds. Each bond issue shall be structured to adequately protect bond owners and to not negatively impact the bonding capacity or credit rating of the City through the special taxes, credit enhancements, foreclosure covenant, and reserve funds.

All statements and material related to the sale of bonds shall emphasize and state that neither the faith, credit nor the taxing power of the City is pledged to security or repayment of the Bonds. The sole source of pledged revenues to repay CFD bonds are special taxes, bond proceeds, and reserve funds held under the bond document, and the proceeds of foreclosure proceedings and additional security instruments provided at the time of bond issuance.

The City shall select all consultants necessary for the formation of the CFD and the issuance of bonds, including the underwriter(s), bond counsel, disclosure counsel, financial advisors, appraiser, market absorption/pricing consultant, and the special tax consultant. Prior consent of the applicant shall not be required in the determination by the City of the consulting and financing team.

IX. EXCEPTIONS TO THESE POLICIES

The City may find in limited and exceptional instances that a waiver to any of the above stated Policies is reasonable given identified special benefits to be derived from such waiver. Such waivers only will be granted by action of the City Council.