

**Kingsburg Finance Committee  
Regular Meeting Minutes  
April 24, 2023**

**Call to order:** Chairman Brandon Pursell, Jr. called the meeting to order at 5:02pm.

**Members present:** Alma Colado, Alexander Henderson, Staci Smith and Chairman Brandon Pursell, Jr.

**Member absent:** None.

**Public Comments:** None.

**Approval of Minutes:** Member Henderson motioned, seconded by Member Smith, to approve the minutes from the March 27, 2023 Finance Committee Meeting as prepared by City Clerk Abigail Palsgaard. The motion passed with an unanimous voice vote.

**Athwal Park Bathroom Construction BID**

City Engineer Dave Peters said the City received a Prop 68 Grant in the amount of ~\$185,000 to construct a restroom at Athwal Park. Council designated these non-competitive funds, which requires a partial match from city funds. The total project costs budgeted in FY 23-24 for this project is \$250,000 which includes the grant funds. The restroom building has been purchased for \$106,000 and is ready to be delivered to the City. The restroom building cost is slightly higher than the initial estimates due to amenities added to the restroom during the ordering process.

The site work to support the restroom building, including utilities, grading and concrete work, was designed and advertised for construction bids on March 20, 2022. On April 11, 2022, the City received three responses from contractors for the project with bids ranging from \$315,975 to \$395,603. The Engineer's Estimate for the site work is \$242,000. All three bids exceed the amount budgeted for this project and the bids were rejected by Council on April 19, 2023.

The Committee discussed the 3 different options; option 1 is to re-bid as is and to add an additional \$200,000 to the budget; option 2 is revise the project by removing extras and getting informal bids from local companies for some work, will be \$50,000 over budget; option 3 is the same as option 2 but adds an additional cost of \$50,000 for temporary electricity so there are lights and working cameras while the City waits for PG&E to connect the electricity. The additional cost for option 3 is \$100,000.

The Committee discussed where the additional funds will come from- developer impact fees. Future projects would be impacted. The Committee discussed delaying putting the bathrooms down, the time table for PG&E, and public safety. They inquired if the Public Safety Committee would like to partner in cost sharing.

Member Henderson motioned, seconded by Chairman Pursell, Jr. to give direction to staff to move forward with Option 3. The motion passed with an unanimous voice vote.

**Credit Card Policy Review**

Asst. City Manager/Admin. Services Director Christina Windover presented the proposed credit card policy that includes how to request a card and ensure staff is using them correctly. Ms. Windover clarified that it will be a modification to the financial policies. Member Smith motioned, seconded by Member Colado, to recommend the proposed Credit Card Policy and Credit Card Agreement Form and Request for approval from City Council. The motion passed with an unanimous voice vote

## **General Plan RFP Review**

Community Development Director Holly Owen presented the General Plan RFPs for review. Ms. Owen said it is overdue, the last time it was completed was in 1993. It is usually good for 10 years. It is overdue usually due to lack of funding, there is \$400,000 in ARPA funds to move forward.

Ms. Owen said the schedule is different for each company, but it will take 2 to 2 ½ years. The Committee discussed contacting the references, and possible state funds as a grant. If we act soon, we will be protected from lawsuits with a solid EIR. Chairman Pursell, Jr. said what direction are you looking for. Ms. Owen said she would like to move forward with PlaceWorks in a phased approach. Member Colado said if we go forward, where are the funds for the additional cost of PlaceWorks. Ms. Owen said if it is a phased approach, we can fund it over the years.

Chairman Pursell, Jr. said if PlaceWorks is \$688,000 and Precision Civil Engineering is \$400,000, tell me why it is worth spending \$288,000 more. Ms. Owen said Precision Civil Engineering has not done a General Plan, we would be the first. Also, the EIR is way less than PlaceWorks, and is below the current standard amount. Ms. Owen would want to make sure that the EIR is legally defensible. The Committee asked how much the City of Fowler has paid for PlaceWorks? Ms. Owen said more than expected due to change of leadership. Chairman Pursell, Jr. asked if PlaceWorks is easier for you and your staff? Ms. Owen said yes, we don't have extra staff to have heavy lifting. Member Smith said reading this, she did like Precision Civil Engineering, they are local. Also, they had a broader outreach program. There was more they were willing to do. The Committee appreciates Ms. Owen's open opinion. Ms. Owen said staffing is lean and doesn't want to take away from their customer service.

Member Henderson noted that one proposal had 1,500 hours for the EIR. The other one shows 100 hours for the EIR. Chairperson Pursell, Jr. said he came in here with a hard no for PlaceWorks. As it is proposed today, hard no. He wants harder numbers. He would like a cap on the price with a firm timeline. The only reason it is up for consideration is because it will alleviate work on staff. He needs better data. He believes that we may be on hard times in the future, doesn't want to lay off staff because of high costs. Member Colado would like to see a summary comparison. Chairman Pursell, Jr. said put it on the companies to answer set questions.

**Other Business:** None.

**Adjourn:** The meeting was adjourned to the next regular meeting at 5:59pm.

Submitted by:

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Abigail Palsgaard, City Clerk