

# NOTICE OF SPECIAL MEETING ORANGE COVE CITY COUNCIL

**DATE: WEDNESDAY, DECEMBER 7, 2016 – 6:00 P.M.**

**LOCATION: Orange Cove Council Chambers  
633 6<sup>th</sup> Street, Orange Cove, California 93646**

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**Victor P. Lopez, Mayor**

**Diana Guerra Silva, Mayor Pro Tem  
Minerva Pineda, Council Member**

**Gilbert Garcia, Council Member  
Josie Cervantes, Council Member**

## **A. CALL TO ORDER/WELCOME**

- a. Roll Call
- b. Invocation
- c. Flag Salute

## **B. ADMINISTRATION**

1. **SUBJECT:** Consideration and Discussion authorizing banks to honor checks and warrants when bearing certain signatures of city officials and city staff to execute checks and warrants on bank accounts and transfer of funds between City accounts

**Recommendation:** Council to consider approving Resolution 2016-61 adding the City Clerk, June V. Bracamontes to execute checks and warrants on bank accounts and transfer of funds between City accounts

2. **SUBJECT:** Consideration and Discussion regarding Dinner/Dance Fund Raiser by the Orange Cove Events Committee, Orange Cove Radio Station and Knights of Columbus located at the Orange Cove Community Center on December 16 and December 30, 2016

**Recommendation:** Council to consider approving the Dinner/Dance Fund Raiser by the Orange Cove Events Committee, Orange Cove Radio Station and Knights of Columbus located at the Orange Cove Community Center on December 16 and 30, 2016.

MEMBERS OF THE PUBLIC SHALL HAVE AN OPPORTUNITY TO ADDRESS THE COUNCIL ON ANY ITEM ON THIS AGENDA NOTICE

## **C. ADJOURNMENT:**

**ADA Notice:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (559) 626-4488 ext. 214. Notification 48 hours prior to the meeting will enable the City to make arrangements to ensure accessibility to this meeting.

**Documents:** Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at front counter at City Hall and at the Orange Cove Library located at 815 Park Blvd., Orange Cove, CA during normal business hours. In addition, most documents are posted on City's website at [cityoforangecove.com](http://cityoforangecove.com).

### **STATEMENT ON RULES OF DECORUM AND ENFORCEMENT**

The Brown Act provides that members of the public have a right to attend public meetings, to provide public comment on action items and under the public forum section of the agenda, and to criticize the policies, procedures, or services of the city or of the acts or omissions of the city council. The Brown Act also provides that the City Council has the right to exclude all persons who willfully cause a disruption of a meeting so that it cannot be conducted in an orderly fashion.

During a meeting of the Orange Cove City Council, there is a need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard and that the Council has an opportunity to conduct business in an orderly manner. The following is provided to place everyone on notice of the rules of decorum and enforcement.

### **GENERAL RULES OF DECORUM**

While any meeting of the City Council is in session, the following rules of decorum shall be observed:

1. All remarks shall be addressed to the City Council as a whole and not to any single member, unless in response to a question from a member of the City Council.
2. A person who addresses the City Council under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct (i) which is likely to provoke others to violent or riotous behavior, (ii) which disturbs the peace of the meeting by loud and unreasonable noise, (iii) which is irrelevant or repetitive, or (iv) which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.

3. A person, other than members of the Council and the person who has the floor, shall not be permitted to enter into the discussion unless requested by the Mayor to speak.
4. Members of the City Council may not interrupt a person who has the floor and is making public comments. Members of the City Council shall wait until a person completes his or her public comments before asking questions or commenting. The Mayor shall then ask Councilmembers if they have comments or questions.
5. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting.

### **ENFORCEMENT OF DECORUM RULES**

1. The Mayor or other presiding officer shall request that a person speaking at the podium during a public comment period or a member of the audience who is violating the rules of decorum, comply immediately with the rules of decorum.
2. The Mayor or other presiding officer shall request that a person who is breaching the rules of decorum cease such conduct. If after receiving such a warning, the person persists in breaching the rules of decorum, the Mayor or other presiding officer may order the person to leave the City Council meeting. If such person does not leave, the Mayor or presiding officer may request any law enforcement officer who is on duty at the meeting as sergeant-at-arms to remove the person from the Council Chambers. In the event there is no one from law enforcement present, the Mayor or presiding officer may direct the City Manager to contact law enforcement.

**Resolution No. 2016-61**

**A RESOLUTION AMENDING Resolution 2014-53 OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE AUTHORIZING BANKS TO HONOR CHECKS AND WARRANTS WHEN BEARING CERTAIN SIGNATURES OF CITY OFFICIALS, ESTABLISHING PROCEDURES FOR EXECUTION OF CHECKS AND WARRANTS, DESIGNATING A "CONTRACTING OFFICER" ON ACCOUNTS, AND RESCINDING ALL CONFLICTING RESOLUTIONS AND PRIOR APPROVALS.**

**WHEREAS**, the City of Orange Cove makes deposits of City funds in certain banks; and

**WHEREAS**, the City draws checks and warrants for City funds that are on deposit with certain banks; and

**WHEREAS**, the City wishes to establish a procedure for execution of checks and warrants; and

**WHEREAS**, the City wishes to designate a new "Contracting Officer" on bank accounts; and

**WHEREAS**, the City Council determines that it is necessary for the efficient administration of the fiscal affairs of the City that this resolution be passed and adopted.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORANGE COVE RESOLVES AS FOLLOWS:**

**Section 1.** Each bank doing business with the City of Orange Cove is hereby authorized to honor checks and warrants or other orders for the payment of money drawn in the name of the City of Orange Cove on all its accounts when bearing at least two signatures as follows: Mayor Victor P. Lopez and either Samuel A. Escobar, City Manager (removing Lan Bui). This authority shall also apply to the transfer of funds between City accounts.

**Section 2.** It is in the best interest of the City that each check and warrant is signed by one elected official and one staff person. In the event that Mayor Victor P. Lopez is away from the City or unable to sign checks and warrants, Councilmember Josie Cervantes shall be the designated alternate elected official authorized to execute checks and warrants. In the event that the City Manager Samuel A. Escobar is away from the City or unable to sign checks and warrants, City Clerk, June V. Bracamontes, shall be the designated alternate City Staff authorized to execute checks and warrants.

**Section 3.** Sam Escobar, City Manager, shall be designated as "Contracting Officer" on any Union Bank accounts and other accounts requiring a "Contracting Officer."

**Section 4.** This resolution shall become effective immediately upon its passage and adoption. All previous resolutions and approvals authorizing the honoring of signatures of City officials other than those set forth in this resolution are hereby rescinded.

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**CLERK'S CERTIFICATION**

I hereby certify that the foregoing Resolution No. 2016-61 was adopted at a Special City Council Meeting

AYES:

NOES:

ABSENT:

ABSTAIN:

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June Bracamontes, City Clerk