



AGENDA

Victor P. Lopez, Mayor

Diana Guerra Silva, Mayor Pro Tem
Roy Rodriguez, Council Member

Josie Cervantes, Council Member
Esperanza Rodriguez, Council Member

WEDNESDAY, February 27, 2019 - 6:30 P.M.

Orange Cove Council Chambers
633 6th Street, Orange Cove, California 93646

A. Call to Order/Welcome

Roll Call
Invocation
Flag Salute

B. Confirmation of Agenda

C. Presentation

1. Presentation by Alana Woodin, Orange Cove High School AVID Coordinator, regarding the 5th Annual Lucky Run in Orange Cove on March 16, 2019

D. Administration

City Engineer

2. **SUBJECT:** PUBLIC HEARING Consideration and Discussion regarding Tentative Parcel Map 2019-01 – Jose Diaz

Recommendation: Council to conduct a public hearing to receive testimony and approve Tentative Parcel Map 2019-01 filed by Jose Diaz by adopting Resolution No. 2019-12

3. **SUBJECT:** Update report on the Friant Kern Canal Shutdown

Recommendation: Informational Item only

4. **SUBJECT:** Assembly Bill 72

Recommendation: Informational Item Only

5. **SUBJECT:** Orange Cove Affordable Housing and Sustainable Communities Program (AHSC)

Recommendation: Informational Item Only

Interim City Manager:

6. **SUBJECT:** Approval of Grants Management Policy

Recommendation: Council to approve Resolution No. 2019- 13 approving the Grants Management Policy

7. **SUBJECT:** Approval of Fiscal Year-End Closing Policy

Recommendation: Council to approve Resolution No. 2019-14 approving the Fiscal Year End Closing Policy

8. **SUBJECT:** Update on Fresno County Court Services in the City of Orange Cove

Recommendation: Informational Item Only

9. **SUBJECT:** Strategic Goals Session for FY 2019-20 Budget

Recommendation: Council to provide staff with direction on strategic goals for FY 2019-20 Budget

10. **SUBJECT:** Approval of Land Sale Agreement with HD Corcoran, LLC

Recommendation: Council to approve the Land Sale Agreement with HD Corcoran, LLC

F. Public Forum

Members of the public wishing to address the City Council on an item that is not on the agenda may do so now. No action will be taken by the City Council this evening. But items presented may be referred to the City Manager for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes. When addressing the Council, you are requested to come forward to the speakers microphone, state your name and address, and then proceed with your comments.

G. City Manager's Report

H. City Attorney's Report

I. City Council Communications

J. Closed Session

11. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to [paragraph \(2\) of subdivision \(d\) of Section 54956.9:](#)
(One Case)
12. Conference with real property negotiator Government Code Section 54956.8
Property: APN's 378-290-49T; 378-290-50T; 378-290-51T; 378-290-52T; 378-290-53T
City Negotiator: City Manager
Negotiating Parties: Estrada Real Estate Corp.
Under Negotiation: Price and Terms of Payment.

K. Reconvene City Council Meeting

L. 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.

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 (Resolution No. 2012-16)

While the City Council is in session, all persons must preserve order and decorum. 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 which is likely to provoke others to violent or riotous behavior, which disturbs the peace of the meeting by loud and unreasonable noise, which is irrelevant or repetitive, or which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.

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.

In accordance with the Point of Order Rule 4.6, the majority of the Council may overrule the Mayor if the majority of the Council believes the Mayor or other presiding officer is not applying the rules of decorum appropriately.



For the Meeting of: February 27, 2019

CITY OF ORANGE COVE

REPORT TO THE CITY COUNCIL

To: Orange Cove City Council

From: Alfonso Manrique, City Engineer
Greg Collins, Planning Consultant

Subject: Tentative Parcel Map 2019-01 – Jose Diaz

Attachments: Map 1: Location Map
Map 2: Aerial Photo
Exhibit 1: Proposed Parcel Map
Background Information
Memorandum
Resolution No. 2019- 12

RECOMMENDATION:

Staff recommends that the City Council conduct a public hearing to receive testimony and then to approve Tentative Parcel Map 2019-01 filed by Joe Diaz by adopting Resolution No. 2019- 12.

EXECUTIVE SUMMARY:

Joe Diaz has filed an application for a Tentative Parcel Map to subdivide the existing 0.605-acre parcel into four parcels: Parcel 1, 6,100 square feet (SF); Parcel 2, 6,750 SF; Parcel 3, 7,307 SF and Parcel 4, 6,213 SF. The trapezoid-shaped subject site is located on the southwest corner of C and 12th streets in Orange Cove (see attached Location Map and Aerial Photo). The subject property contains a single-family dwelling that will be situated on proposed Parcel 3; the other proposed parcels are currently vacant.

A Public Hearing was held at before the Orange Cove Planning Commission on February 19, 2019. The Planning Commission reviewed the proposed parcel map and background information. The Planning Commission recommended to the City Council that Tentative Parcel Map 2019-01 be approved.

BACKGROUND:

Tentative and final parcel maps are required by State Law in order to subdivide property into four or fewer lots. This application would create four parcels from an existing parcel containing one single family dwelling unit on proposed Parcel 3. The other proposed parcels are vacant.

The property is currently zoned to the R-1-6 district. Under the R-1-6 zone, each lot must have a minimum parcel width of 60 feet and a minimum lot area of 6,000 square feet. All of the proposed lots comply with these standards.

Surrounding uses include single-family dwellings, a church on the northeast corner of C and 12th, and a pedestrian pathway along the abandoned railroad right-of-way on the south side of East Railroad Avenue.

The applicant wishes to create three new parcels that can be developed with single-family dwellings. Sewer and water lines are available to all of the proposed lots. Curb and gutter are installed along the frontage of all proposed parcels. Parcel 3, which contains the existing single-family residence, also has sidewalk along its frontage.

The application was reviewed by Engineering, Planning, Surveying, Public Works Department and Public Safety Staff and comments were submitted to the applicant on January 22, 2019. The review comments attached with this staff report do not include specific requirements to adequately serve the proposed parcels. A detailed set of improvements would be determined with subsequent project reviews and approval for the parcels.

When each parcel is developed the builder will be required to connect the dwelling unit to city sewer and water. Furthermore, installation of sidewalk will also be required upon securing a building permit.

If approved by the City Council, will then be forwarded to the City Council for final action and approval, the applicant will be required to file a final parcel map with the City Engineer. Once the final map is approved by the City Engineer, it will be the responsibility of the Owner to have the final map recorded with the County of Fresno and the proposed lots can be sold.

Prior to constructing a residential unit on each lot, the builder will be required to submit a set of building plans to the City for review and approval. The City will determine if the residential unit complies with the Uniform Building Code and well as development standards detailed in the zoning ordinance.

The project has been reviewed by City staff, including planning and engineering. With conditions of approval, it is recommended that the City Council recommend approval of Parcel Map 2019-01, Diaz, by passing a Resolution.

FISCAL IMPACT:

None

Prepared by: Angela Hall

Approved by: Alfonso Manrique

REVIEW: City Manager: [Signature]

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COMMISSION ACTION: APPROVED DENIED NO ACTION

_____ Consent

_____ Info Item

X Action Item

_____ Department Report

_____ Redevelopment Agency

X Public Hearing
_____ Matter Initiated by a Council
Member

_____ Other

_____ Continued to: _____

CONFLICT OF INTEREST:

None

Prepared by: Angela Hall Approved by: Alfonso Manrique

REVIEW: City Manager: _____ Finance: _____ City Attorney: _____

TYPE OF ITEM:**COMMISSION ACTION: APPROVED DENIED NO ACTION**

<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Public Hearing
<input type="checkbox"/> Info Item	<input type="checkbox"/> Matter Initiated by a Council
<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Member
<input type="checkbox"/> Department Report	<input type="checkbox"/> Other
<input type="checkbox"/> Redevelopment Agency	<input type="checkbox"/> Continued to: _____

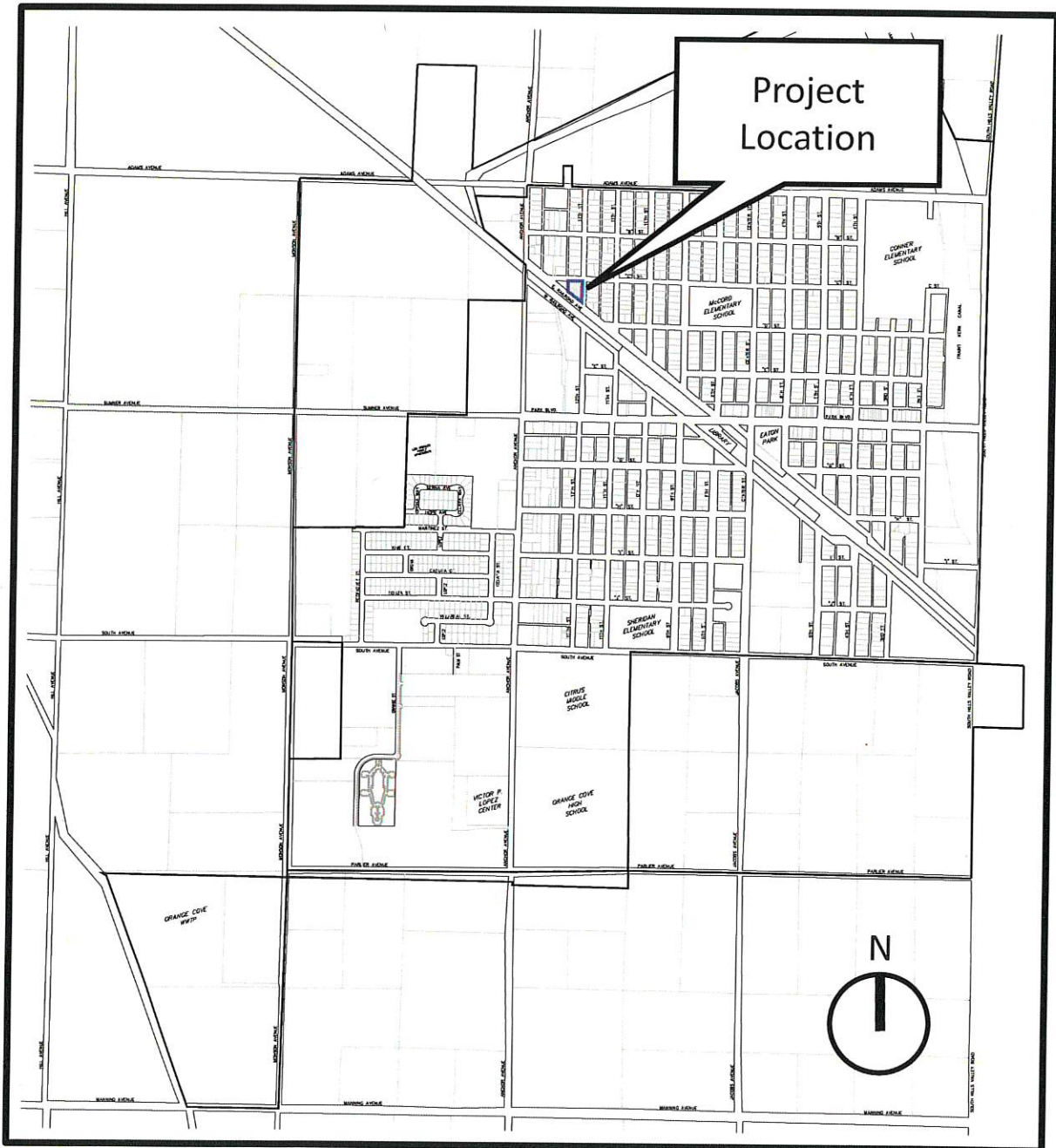


For the Meeting of: February 27, 2019

CITY OF ORANGE COVE

REPORT TO THE CITY COUNCIL

Map 1: Location Map



Map 2: Aerial Photo

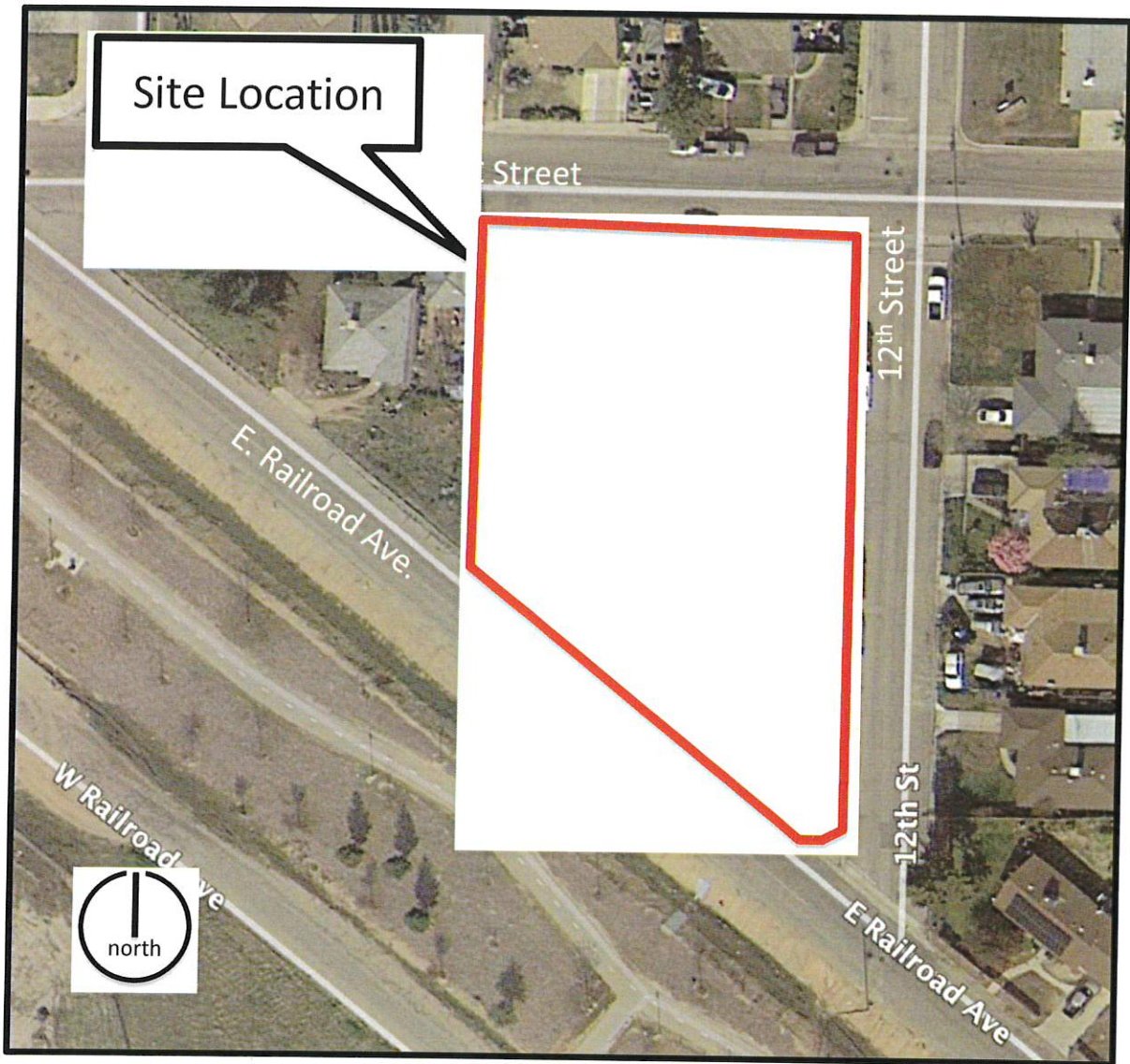


Exhibit 1: Proposed Parcel Map

Prepared by: Angela Hall Approved by: Alfonso Manrique

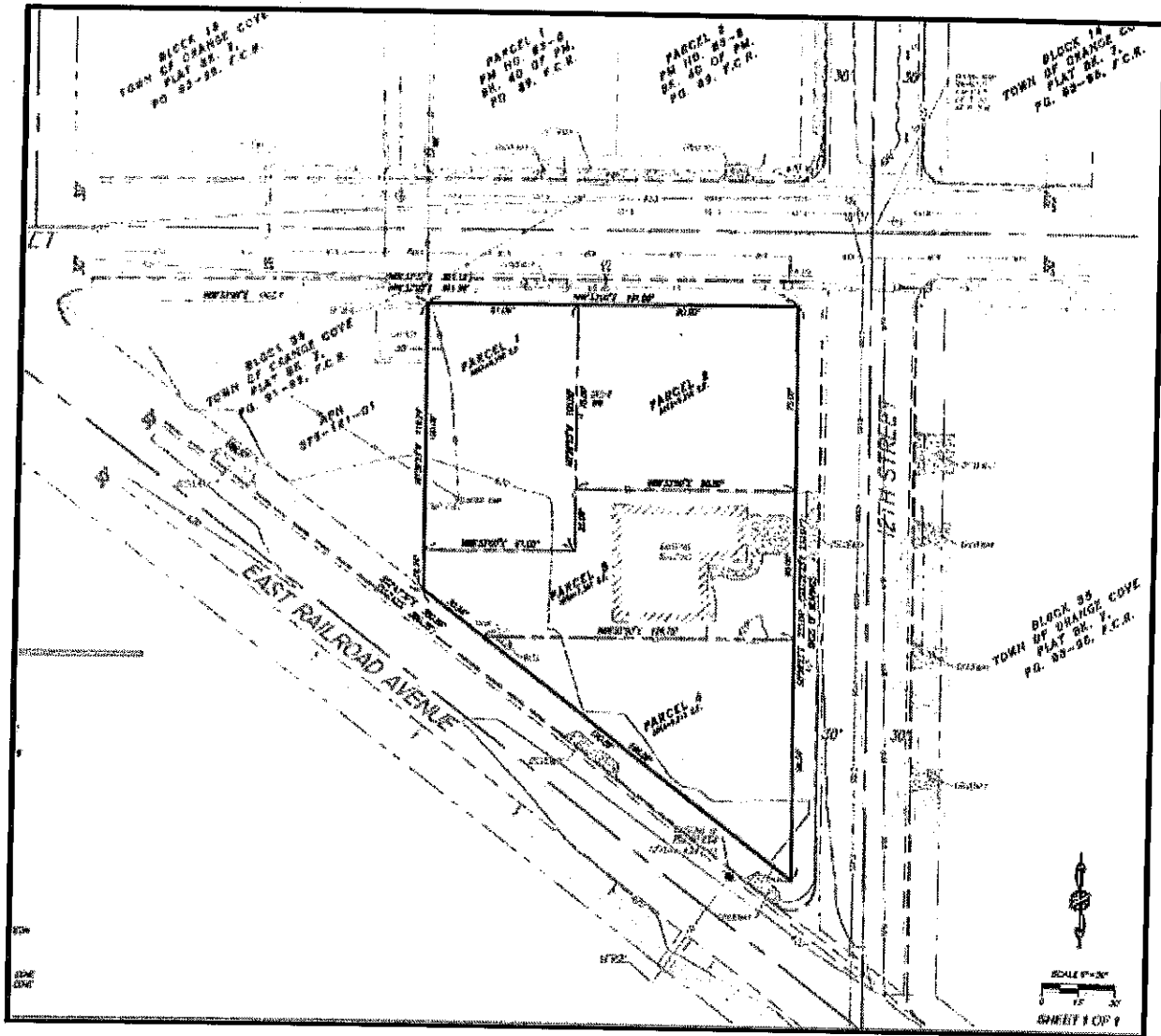
REVIEW: City Manager: _____ Finance: _____ City Attorney: _____

TYPE OF ITEM:

- ☐ Consent
- ☐ Info Item
- ☒ Action Item
- ☐ Department Report
- ☐ Redevelopment Agency

COMMISSION ACTION: APPROVED DENIED NO ACTION

- ☒ Public Hearing
- ☐ Matter Initiated by a Council Member
- ☐ Other
- ☐ Continued to: _____



BACKGROUND INFORMATION

Prepared by: Angela Hall

Approved by: Alfonso Manrique

REVIEW: City Manager: _____

Finance: _____

City Attorney: _____

TYPE OF ITEM:

- ☐ Consent
- ☐ Info Item
- ☒ Action Item
- ☐ Department Report
- ☐ Redevelopment Agency

COMMISSION ACTION: APPROVED DENIED NO ACTION

- ☒ Public Hearing
- ☐ Matter Initiated by a Council Member
- ☐ Other
- ☐ Continued to: _____

Applicant/Owner: Jose Diaz
200 Buena Vista Avenue
La Habra, Ca. 90631

Location: The trapezoid-shaped subject site is located on the southwest corner of C and 12th streets in Orange Cove. The Assessor Parcel Number is 375-121-02.

Request: The applicant is requesting approval of a parcel map to divide .6 acres into four parcels.

Site: The subject parcel is 151 feet wide and 233 feet deep and contains 26,353 square feet (0.605 acre). A single-family home occupies proposed Parcel No. 3

Zone: The site is zoned R-1-6 (Single-Family Residential, 6,000 square foot minimum lot size). This zone allows for single-family residential uses.

Key development standards for the R-1-6 district are as follows:

Front yard setback: 20 feet
Rear yard setback: 20 feet
Side yard setback: 5 feet
Building height: 30 feet
Parking: Two covered parking stalls per residential unit.

Surrounding zone classifications are as follows:

North: R-1-6
South: Open Space (walking trail)
West: R-1-6
East: R-1-6

General Plan: The subject site is currently designated "Medium Density Residential" by the Land Use Element of the 2025 Orange Cove General Plan. The R-1-6 zone is consistent with this designation.

Land Use: The site is currently developed with a single-family dwelling. Surrounding land uses are as follows:

North: Residential
South: Open space with bike path/walking trail
East: Residential
West: Residential

Prepared by: Angela Hall Approved by: Alfonso Manrique

REVIEW: City Manager: _____ Finance: _____ City Attorney: _____

TYPE OF ITEM:

COMMISSION ACTION: APPROVED DENIED NO ACTION

<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Public Hearing
<input type="checkbox"/> Info Item	<input type="checkbox"/> Matter Initiated by a Council
<input checked="" type="checkbox"/> Action Item	Member
<input type="checkbox"/> Department Report	<input type="checkbox"/> Other
<input type="checkbox"/> Redevelopment Agency	<input type="checkbox"/> Continued to: _____

- Access:** Access to the site is provided by three roadways: C Street on the north, 12th Street on the east, and East Railroad Avenue on the south. These streets have two travel lanes and curbs, gutters and some sidewalks.
- Infrastructure:** There are existing water and sewer lines that run past the site all two streets C Street and 12th Street. Storm water runoff will drain into the city's curb and gutter system which turn will direct runoff to local drop-inlets.
- Services:** Police protection is provided by the Orange Cove Police Department and fire protection is provided to the site by the Orange Cove Fire District.
- Environmental:** The project is categorically exempt from review for environmental impacts under the Guidelines of the California Environmental Quality Act (CEQA), Section 15315 (Minor Land Divisions).

Prepared by: Angela Hall Approved by: Alfonso Manrique

REVIEW: City Manager: _____ Finance: _____ City Attorney: _____

TYPE OF ITEM:	COMMISSION ACTION:	APPROVED	DENIED	NO ACTION
<input type="checkbox"/> Consent			<input checked="" type="checkbox"/> Public Hearing	
<input type="checkbox"/> Info Item			<input type="checkbox"/> Matter Initiated by a Council	
<input checked="" type="checkbox"/> Action Item			Member	
<input type="checkbox"/> Department Report			Other	
<input type="checkbox"/> Redevelopment Agency			Continued to: _____	

RESOLUTION 2019 - 12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE
APPROVING PARCEL MAP 2019-01 (JOSE DIAZ)

WHEREAS, a request was submitted by Jose Diaz, 200 Buena Vista Avenue, La Habra, Ca. 90631, for a Parcel Map to divide .6 acres into four parcels: Parcel 1, 6,100 square feet; Parcel 2, 6,750 square feet; Parcel 3, 7,307 square feet and Parcel 4, 6,213 square feet. The trapezoid-shaped subject site is located on the southwest corner of C and 12th streets in Orange Cove. The Assessor Parcel Number is 375-121-02, and

WHEREAS, the subject site is zoned R-1 (Single-Family Residential) and the proposed project is consistent with the requirements of this zone; and

WHEREAS, the Planning Department has prepared a staff report and environmental finding regarding this request; and

WHEREAS, the City has notified property owners within 300 feet of the site of the proposed project, and has also published a notice of the City Council hearing in the newspaper, at least ten days before the hearing; and

WHEREAS, the City Council has considered this application and accepted evidence and testimony.

NOW THEREFORE BE IT RESOLVED that, the City Council, after considering all the evidence presented, determined the following findings were relevant in evaluating this project:

1. The project is consistent with the Orange Cove General Plan and the Orange Cove Zoning Ordinance.
2. The project will not have a significant impact on the environment and is exempt from review of the Guidelines of the California Environmental Quality Act.
3. The project will not have an adverse impact on the health, safety and welfare of residents in the neighborhood or community.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves Parcel Map 2019-01, as shown in Exhibit 1 (and on file with the City of Orange Cove), subject to the following conditions:

1. The applicant shall file a final parcel map with the City Engineer for review and approval. Said map shall be recorded with the County of Fresno.
2. The applicant shall pay all fees and charges prior to the recordation of the final map.
3. All new residential development shall be required to install sidewalk along the entire frontage of the subject lots.
4. All new residential development shall be required to connect to city sewer and water lines consistent with Orange Cove's Improvements Manual.

This resolution was adopted at a Regular Meeting of the City Council of the City of Orange Cove held on February 19, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

June Bracamontes, City Clerk

Exhibit 1: Parcel Map 2019-01

IN THE CITY OF CHANDLER, BEING COUNTY OF MARICOPA, STATE OF CALIFORNIA
 SUBSCRIBED AND SEALED THIS 26 AUGUST 2018 BY ANDREW CHAN, ENGINEERING INC.
 CONSISTING OF 1 AND 1/2



LEGAL DESCRIPTION

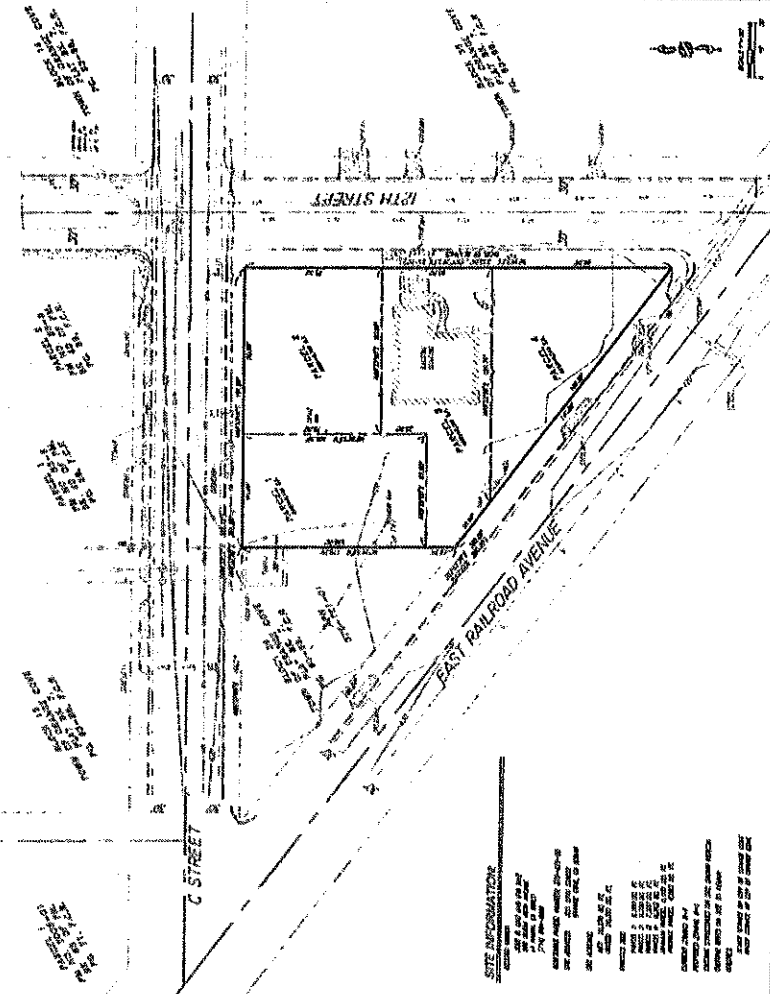
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CONCLUSIONS

- [illegible]

5072 240502012


- [illegible]





CITY OF ORANGE COVE

REPORT TO THE CITY COUNCIL

To: Orange Cove City Council
From: Alfonso Manrique, City Engineer 
Subject: Update on the Friant Kern Canal Shutdown
Attachments: None

RECOMMENDATION:

There is no recommendation under this agenda item. This item is intended to update the City Council on the progress made toward the solution that will address the City's water needs during the Friant Kern Canal shutdown.

BACKGROUND:

On Staff February 12, 2019, staff met with the Bureau of Reclamation and Friant Water Authority to discuss possible solutions that will provide adequate water to the City during the 2019 Friant Kern Canal shut down. During the meeting, Friant Water Authority stated that they will not be able to postpone shutdown into 2020. The Friant Water Authority recommended that the City look into constructing a cofferdam, similar to the one Strathmore Public Utilities District constructs during the shutdown. A cofferdam is a temporary structure built into a canal to contain or divert water, while providing a dry construction area.

The City Engineer has reached out to Strathmore Public Utilities District to schedule a meeting to go over the District's cofferdam drawings and examine the concrete portable block they use to construct the dam. The City Engineer and Interim Public Works Superintendent will be meeting with the Strathmore Public Utilities District on February 27, 2019.

The City Engineer is also considering another product called Aqua Dam as a possible solution. The Aqua Dam is a portable water filled cofferdam that can be custom made to the City's specification. Heights of the Aqua Dam can range from 1 foot to 28 feet. The City Engineer and Interim Public Works Superintendent will also be meeting with the manufacture of the Aqua Dam on February 28, 2019.

In order to obtain emergency funding for the temporary dam, the City will be working with the State Water Resources Control Board (SWRCB) Cleanup and Abatement Account (CAA). The CAA has requested that the City cost estimates for both the cofferdam and the Aqua Dam and the pros and cons associated with each one. The City Engineer will prepare a preliminary cost estimate and evaluate the pros and cons immediately following the meetings with the Strathmore Public Utilities District and the Aqua Dam manufacturer.

As a contingency plan, the City will also be evaluating the use of nearby groundwater wells in combination with reverse osmosis filters to remove nitrates. Staff has requested quotes from reputable firms for the lease of Reverse Osmosis filtration equipment. Staff will also be contacting the Federal Emergency Management Agency (FEMA) to see if filtration equipment is available for free to the City. If the City were to proceed with obtaining water from nearby well owners, agreements with the well owners will need to be in place by the end of May. The City would begin installing and testing the reverse osmosis equipment in October in order to be ready for the

shutdown in November.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

CONFLICT OF INTEREST:

None.

Prepared by: Angela Hall

Approved by: Alfonso Manrique

REVIEW: City Manager: 

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

☐ Consent
☒ Info Item
☐ Action Item
☐ Department Report
☐ Redevelopment Agency

☐ Public Hearing
☐ Matter Initiated by a Council
Member
☐ Other
☐ Continued to: _____



For the Meeting of: February 27, 2019

CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

To: Orange Cove City Council
From: Alfonso Manrique, City Engineer
Subject: Assembly Bill 72
Attachments: None

RECOMMENDATION:

There is no recommendation under this agenda item. This item is intended to update the City Council on Assembly Bill 72.

BACKGROUND:

On February 13, 2019, Governor Gavin Newsom signed Assembly Bill (AB) 72 into law. The bill amends the 2018-19 Budget Act to provide resources relating to emergency and disaster events. According to the Senate Budget and Fiscal Review Committee, this bill has a total cost of \$131.3 million from the state's General Fund. Of the \$131.3, AB 72 appropriates \$10 million for emergency drinking water funding and technical assistance and \$20 million for local grants through the Office of Emergency Services (OES).

For the \$10 million to be used for emergency drinking funding and technical assistance, AM Consulting Engineers anticipates that this money will be directed to State Water Resources Control Board (SWRCB) Division of Financial Assistance (DFA). The City has already applied to the SWRCB DFA for the lining of the Water Treatment Plant's retention basin. For the \$20 million to be used for local grants will be directed to OES. The OES administers funds for homeland security, emergency management, public safety, and victim services programs, a majority of which are distributed to local and regional entities to enable the most effective prevention, detection, response and recovery efforts.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

CONFLICT OF INTEREST:

None.

Prepared by: Angela Hall

Approved by: Alfonso Manrique

REVIEW: City Manager:

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

☐ Consent
☒ Info Item
☐ Action Item
☐ Department Report
☐ Redevelopment Agency

☐ Public Hearing
☐ Matter Initiated by a Council Member
☐ Other
☐ Continued to: _____

Orange Cove AHSC Summary

The Affordable Housing and Sustainable Communities program (AHSC) is administered by the California Strategic Growth Council. The AHSC Round 4 NOFA will invest \$395 Million into communities statewide. The NOFA was due on February 11, with results being announced on or around June 11.

The Orange Cove application, called Amaya Village, competes in the Rural set-aside of the NOFA, with at least \$39 Million set aside for rural communities. The application was a joint effort between the City of Orange Cove and Pacific West Communities. The total amount of the Amaya Village Application is \$14,790,000. The breakdown of the funds is as follows:

- \$11,745,000 for the construction of 81 units of housing that is affordable to families earning 30% to 60% of Area Median Income. The housing will be a “net-zero” energy producer.
- \$1,350,000 to construct 3.9 miles of new Class II bikeway, and over 3,000 linear feet of new sidewalk in Orange Cove. The new bikeways connect key destinations such as schools, parks, and the existing Class I bikeway.
- \$870,000 to procure 30 Calvans vanpool vans to take residents of Amaya Village and residents from anywhere in Orange Cove to their agriculture or industrial jobs across the San Joaquin Valley.
- \$740,000 to install pedestrian and cycling amenities, including street trees, drought tolerant landscape, street lighting, and intersection striping.
- \$85,000 to provide residents of Amaya Village with a free transit pass on Fresno Rural Transit for three years. This funding also pays for additional marketing to residents and neighbors to spread awareness of the new Calvans vanpools.



Date: February 27, 2019
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Adoption of Resolution Approving the Grants Management Policy.
Attachments: Resolution No. 2019-13
Grants Management Policy

BACKGROUND:

As part of the annual audit process, the auditor performs a compliance tests on the City's internal control structure as it pertains to cash handling, accounts payable, payroll, fixed assets, purchasing and other financial operations of the City. During the FY 2016-17 audit, the management letter identified some improvements needed in the internal control structure. To address this audit finding, staff is in the process of developing an accounting and procedures manual. The attached Grants Management Policy is being recommended by staff to assist in putting together the accounting and procedures manual.

RECOMMENDATION:

That the City Council approve the attached resolution approving the Grants Management Policy.

EXECUTIVE SUMMARY:

As per the FY 2016-17 audit report, the City does not have a formal Grants Management policy that has been approved by the City Council. In addition, there is no formal accounting and procedures manual in place to help strengthen the City's internal control structure. Many auditing firms often recommend that Cities adopt an accounting and procedures manual. This Grants Management Policy was reviewed and approved by the City's Auditor.

Prepared by: Rudy Hernandez

Approved by: _____

REVIEW: City Manager: RH

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

☐ Consent
☐ Info Item
☒ Action Item
☐ Department Report
☐ Redevelopment Agency

☐ Public Hearing
☐ Matter Initiated by a Council
Member
☐ Other
☐ Continued to: _____

RESOLUTION NO. 2019- 13

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ORANGE COVE APPROVING THE GRANTS MANAGEMENT POLICY

WHEREAS, The City Council of the City of Orange Cove has reviewed the proposed Grants Management Policy; and

WHEREAS, the City Council of the City of Orange Cove has, as a result of the review, identified the proposed Grants Management Policy as beneficial to the financial operations of the City; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Orange Cove, California, finds that the proposed Grants Management Policy, attached hereto and made a part hereof, is hereby ratified by the City Council to become effective immediately.

This Resolution was adopted by the City Council of the City of Orange Cove at a meeting held on February 27, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

APPROVED AS TO FORM

June Bracamontes, City Clerk

Dan McClosky, City Attorney

GRANT MANAGEMENT POLICY – SECTION 740

OVERVIEW

With General Fund revenues being very limited, grant revenues have become an even more important part of the City's overall resource picture, especially in funding capital improvements. Although grant programs themselves are becoming more competitive, actively seeking out grant revenues that assist in achieving identified City goals and objectives should nonetheless play a key role in the City's overall financial health strategies.

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources.

GOALS

1. Set forth the importance of grant programs in accomplishing City goals and objectives.
2. Establish general concepts and framework for seeking and managing grant programs.
3. Identify roles and responsibilities in managing grant programs.
4. Establish criteria for evaluating the benefits and costs of grant programs.
5. Set forth the City's policy in complying with Single Audit Act requirements.

GENERAL CONCEPTS AND FRAMEWORK

1. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified City goals and objectives.
2. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects we might not otherwise be able to afford while maintaining financial independence should future grant sources diminish. Grants for operating purposes may be considered on a case-by-case basis after careful consideration of the benefits of the program and the ongoing impacts on the City if grant funding is no longer available.
3. Until the City's financial situation significantly improves, we should avoid grants that fund "pilot" operating programs or short-term staffing enhancements to existing programs. Taking on these programs could ultimately aggravate the City's fiscal position should the desire for the program remain once the grant funding is no longer available.
4. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant workscope.

Grant Management Policy

5. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.
6. Operating departments have the primary responsibility for seeking out grant opportunities, and for successfully managing grant programs after they have been awarded.

ROLES AND RESPONSIBILITIES

City Council

1. Approves grant management policies.
2. Approves all grant applications in excess of \$5,000 and delegates receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.

City Manager

1. Receives grants and executes related contract documents when delegated to do so by the Council.
2. Develops, recommends and maintains grant management policies.

Operating Departments

1. Develop systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis:
 - a. Purpose of the grant program and its consistency with identified City goals and objectives.
 - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Ongoing impacts of the grant program after it is completed.
 - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing workscope if the grant is approved.

Grant Management Policy

- e. Amount of indirect costs to be recovered from the grant,
- f. Total program costs, including portion funded through grant revenues and any required City contribution.
- g. Source of funding for any required City share.
- h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.

3. Grant Writing Services

- a. Work with the consultant in identifying special program requirements and developing strategies for preparing a successful grant application.
- b. Complete grant application documents.
- c. Coordinate with affected departments as necessary.
- d. For grants in excess of \$5,000, prepare a Council agenda report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.
- e. For grants of \$5,000 or less, submit the grant application, subject to the following conditions:
 - It will not add regular staffing.
 - Any matching funds or in-kind contributions are already available within existing resources, and no additional appropriation of unreserved, undesignated fund balance or working capital is required.
 - At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.
 - The purpose of the grant program is clearly consistent with current City plans, policies and goals.

4. Administer grant programs if awarded.

- a. For grants in excess of \$5,000, prepare a staff report accepting grant award, including grant summary form (see attached), budget amendment request and any other required City forms or documents; and coordinate execution of grant documents by the City Manager and return executed documents to grantor agency.
- b. For grants of \$5,000 or less, execute and return grant documents to grantor agency.
- c. Notify affected departments of grant award.

- d. Maintain financial and other records in accordance with grant requirements.
 - e. Complete and submit required reports, including requests for funds.
 - f. Monitor grant expenditures and receipt of revenues.
 - g. Coordinate on-site management reviews by the grantor agency during the grant term.
 - h. Ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
 - i. Perform the grant workscope.
5. Complete grant closeout.
- a. Complete the grant workscope.
 - b. Notify affected departments that the project is completed and schedule a "close-out" meeting if necessary to resolve any final procedural issues.
 - c. Ensure final receipt of grant revenues.
 - d. Prepare and submit any required grant close-out documents.
 - e. Review grant file for completeness.
 - f. Retain all necessary program and financial records for the period of time required by grantor agency.
 - g. Coordinate any on-site management reviews or audits after the grant is completed.
 - h. Resolve any audit findings.
 - i. Ensure that the City's policy regarding single audit act requirements is implemented as discussed below.

SINGLE AUDIT ACT REQUIREMENTS

Background

The City is subject to the financial and compliance requirements of the Single Audit Act of 1984, which is applicable to all local and state governments expending more than \$750,000 in federal financial assistance during a fiscal year. The purpose of the Act is to:

- 1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs.
- 2. Establish uniform requirements for audits of federal grants.

Grant Management Policy

3. Promote efficient and effective use of audit resources.
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.

Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the City's annual audit and financial report preparation process. During the audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

City's Policy Regarding the Single Audit Approach

For federal grants included in the scope of the City's single audit approach, it is the City's policy that all financial and compliance issues have been met through the single audit, and follow-up audits to determine these issues are not necessary unless specifically related to findings or recommendations included in the single audit report. As noted above, the purpose of the Act is to establish uniform audit requirements, promote efficient use of audit resources, and assure that federal agencies rely upon audit work already completed; its purpose is *not* to audit local agencies twice. Accordingly, the City will strongly resist any efforts by federal agencies to duplicate audit work already performed in complying with Act requirements. As such, whenever federal grantor agencies request final audits, the managing department should notify the Finance Department in order to ensure a consistent response to these types of requests.

ATTACHMENT

Grant Summary Form

GRANT SUMMARY FORM

**City of Orange Cove
Grant Program Summary**
GENERAL INFORMATION

Grant Title		Grant No.	
General Description of Grant Workscope			
Granting Agency		Agency Contact	Phone No.
Responsible Department		Department Contact	Extension No.
Council Approval Date	Application Date	Award Date	Est'd Completion Date

GRANT COST AND REVENUE SUMMARY

Program Cost Summary	Total	Grant Portion
Staffing		
Contract Services		
Supplies & Other Operating Expenditures		
Capital Outlay		
Indirect Costs @ _____ % of Direct Costs		
TOTAL GRANT COSTS AND REVENUES	\$	\$
How Was Grant Portion Determined?		
Is a Budget Amendment Request Required? Yes () No () If yes, it should be attached		

OTHER COMMENTS (note any significant or unusual compliance requirements)

Use reverse side if necessary to provide additional information

Prepared By	Date

This form does not have to be typed - legible handwritten printing is preferred



Date: February 27, 2019
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Adoption of Resolution Approving the Fiscal Year End Closing Policy.
Attachments: Resolution No. 2019-14
Fiscal Year End Closing Policy

BACKGROUND:

As part of the annual audit process, the auditor performs a compliance tests on the City's internal control structure as it pertains to cash handling, accounts payable, payroll, fixed assets, purchasing and other financial operations of the City. During the FY 2016-17 audit, the management letter identified some improvements needed in the internal control structure. To address this audit finding, staff is in the process of developing an accounting and procedures manual. The attached Fiscal Year End Closing Policy is being recommended by staff to assist in putting together the accounting and procedures manual.

RECOMMENDATION:

That the City Council approve the attached resolution approving the Fiscal Year End Closing Policy.

EXECUTIVE SUMMARY:

As per the FY 2016-17 audit report, the City does not have a formal Grants Management policy that has been approved by the City Council. In addition, there is no formal accounting and procedures manual in place to help strengthen the City's internal control structure. Many auditing firms often recommend that Cities adopt an accounting and procedures manual. This Fiscal Year End Closing Policy was reviewed and approved by the City's Auditor.

Prepared by: Rudy Hernandez

Approved by: _____

REVIEW: City Manager: [Signature]

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

☐ Consent
☐ Info Item
☒ Action Item
☐ Department Report
☐ Redevelopment Agency

☐ Public Hearing
☐ Matter Initiated by a Council Member
☐ Other
☐ Continued to: _____

RESOLUTION NO. 2019- 14

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ORANGE COVE APPROVING THE FISCAL YEAR END CLOSING POLICY

WHEREAS, The City Council of the City of Orange Cove has reviewed the proposed Fiscal Year End Closing Policy; and

WHEREAS, the City Council of the City of Orange Cove has, as a result of the review, identified the proposed Fiscal Year End Closing Policy as beneficial to the financial operations of the City; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Orange Cove, California, finds that the proposed Fiscal Year End Closing Policy, attached hereto and made a part hereof, is hereby ratified by the City Council to become effective immediately.

This Resolution was adopted by the City Council of the City of Orange Cove at a meeting held on February 27, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

APPROVED AS TO FORM

June Bracamontes, City Clerk

Dan McClosky, City Attorney

Policy Title: Fiscal Year – End Closing Procedures
Policy : Accounting Policies and Procedures

11.00 Purpose

To ensure the accuracy of the year-end financial statements.

11.01 Policy

This policy applies to the preparation of the year-end financial statements which are provided to our independent auditing firm.

11.02 General Provisions

11.02.01 All City bank statements will be reconciled to the general ledger. In addition, a thorough analysis will be made of all City investment accounts and reconciled to the general ledger.

11.02.03 Prepaid accounts (prepaid insurance, prepaid rents, etc.) will be recorded as an asset and be allocated the following fiscal year.

11.02.04 A physical count will be taken for the City's office supplies and water meters at June 30, 20xx and the inventory accounts will be adjusted accordingly to reflect the actual inventory count at year-end. For fiscal year-end purposes, the city will utilize the purchase method for recording inventory expenses.

11.02.05 Fixed assets, including land, building, machinery and equipment, with an acquisition cost of \$5,000 or more and a life of 5 years, will be subject to accounting and reporting (capitalization). The straight line method of depreciation will be used to record annual depreciation. In addition, finance will work with the management on an annual basis to insure that the fixed asset listing only reflects those assets that are in working order.

11.02.06 The City's finance department will record the annual accruals for accounts receivable, state distributions due, federal distributions due, interest receivable due, and any other receivables that may apply.

11.02.07 The City's finance department will also record the annual accruals for accounts payable, interest payable, and any other payables that may apply.

Policy Title: Fiscal Year – End Closing Procedures
Policy : Accounting Policies and Procedures

- 11.02.08** Compensation balances for unused vacation and sick leave benefits (vested) are accrued when incurred in the government-wide financial statements. Vacation pay is payable to employee at the time a vacation is taken or upon termination of employment. Upon termination an employee will be paid for one-half of any unused sick leave. The vested portion of these compensated absences is accrued at June 30, 20xx.
- 11.02.09** A liability will be set up for those salary and benefits payable at the end of the fiscal year. For example, if a city employees works in the prior year and is paid the following (new) year, a liability will be set up to account for those salary and benefits incurred in the old year. This accounting practice is referred to as accrued payroll.
- 11.03.10** Debt Service Funds: Debt service funds are to be adjusted annually to reflect the principal payments made on long-term debt financing.
- 11.03.11** The City's finance department will also record and reconcile all inter-fund receivables, payables, and inter-fund transfers.
- 11.03.12** During the year and also as part of the fiscal year-end process, finance will insure that all journal entries have appropriate back up to substantiate the entry (s).
- 11.03.13** The City's finance department will be responsible to insure that all applicable governmental accounting standard board (GASB's) and other legal requirements are complied with and are properly reflected in the annual audited financial statements.



Date: February 27, 2019
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Update on Fresno County Superior Court Services in the City of Orange Cove.
Attachments: Notes on Meeting of Tuesday February 19, 2019

BACKGROUND:

The purpose of this report is to bring the City Council with an update on the proposed Court Services here the City of Orange Cove:

- **Location:** Due to the planned repairs at the Community Center, staff will now be moving the proposed court services from the Community Center to the City Hall City Council Chambers. Once Community Centers repairs are completed, court services will be moved on a permanent basis from City Hall chambers to the Community Center.
- **Starting Date:** The anticipated starting date is April 1, 2019. This date is subject to all IT services being completed.
- **Equipment Provided by Fresno County (Free, See Attached List)**

RECOMMENDATION:

For Information Only.

FISCAL IMPACT:

Fresno County Superior Court will provide the City with a monthly stipend of \$400 which can be used at the City's discretion for court services. Staff estimates that the cost of court services to the City will be very minimal (Cost of Services are still be analyzed).

Prepared by: Rudy Hernandez

Approved by: _____

REVIEW: City Manager: RH

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

____ Consent
____ Info Item
x Action Item
____ Department Report
____ Redevelopment Agency

____ Public Hearing
____ Matter Initiated by a Council Member
____ Other
____ Continued to: _____

Rudy Hernandez

From: Calderon, Mary <mcalderson@fresno.courts.ca.gov>
Sent: Tuesday, February 19, 2019 9:18 AM
To: 'Rudy Hernandez'; 'phyllis@cityoforangecove.com'
Cc: Alvarado, Tiffany
Subject: RE: PLEASE OPEN-For our discussion this morning

See notes below from today's meeting.

From: Calderon, Mary
Sent: Tuesday, February 19, 2019 8:55 AM
To: 'Rudy Hernandez' <rudy@cityoforangecove.com>; phyllis@cityoforangecove.com
Cc: Alvarado, Tiffany <talvarado@fresno.courts.ca.gov>
Subject: PLEASE OPEN-For our discussion this morning

Good morning, the items will be discussed at today's meeting;

1. Equipment the Court will be purchasing for the Remote Site (see email below)
2. Stipend-(grant will pay for \$400.00 to use to facilitate remote proceedings.
3. Testing Wi-Fi connection (Phyllis the broadband is connected). Our IT your IT to facilitate testing of internet connections. (once we confirmation that is acceptable schedule the actual) Tiffany to notice Jeremy to reach out to Orange Cove IT
4. Testing the process/protocol guidelines (to be set once confirmation of internet connection Court IT Jeremy to provide the approval once testing completed)
5. Setting start date of RVP/ACCESS _Tentative 4-1-19 (contingent that we confirmation of the internet and testing completed no later than March 1st)
6. Finalizing MOU-(Modified draft to be submitted by 2-22-19. (If MOU requires city council approval Rudy can present for signature on the March 13, 2019 council meeting.)

On Tue, Feb 5, 2019 at 2:47 PM -0800, "Gentry-George, Jeremy" <jgeorge@FRESNO.COURTS.CA.GOV> wrote:

Each site will need the following

- 1 TV 65 inch max
- 2 computers
- 2 webcams
- 1 monitor 21 inch
- 1 headphone/mic
- 2 speaker sets
- 1 fax/scanner

Each site will also need to provide internet access with a minimum bandwidth of 10 mbps