



## **AGENDA**

**Victor P. Lopez, Mayor**

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

**Josie Cervantes, Council Member**  
**Esperanza Rodriguez, Council Member**

**WEDNESDAY, August 14, 2019 - 6:30 P.M.**  
**Orange Cove Council Chambers**  
**633 6<sup>th</sup> Street, Orange Cove, California 93646**

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

Roll Call  
Invocation  
Flag Salute

### **B. CONFIRMATION OF AGENDA**

### **C. PRESENTATION(S)**

### **D. CONSENT CALENDAR**

1. Minutes from the June 26, 2019 regular Council meeting.
2. Minutes from the July 15, 2019 special Council meeting.
3. Approval of Warrant Register dated August 1, 2019 (044595-044795)
4. Approval of job description for position of Janitor
5. Resolution No. 2019-45 - Notice of Completion on construction improvements for the 2015 ATP School Safety Improvements Project.

### **E. ADMINISTRATION**

#### **City Engineer**

6. **SUBJECT:** Presentation of monthly project update by City Engineer Alfonso Manrique.

**RECOMMENDATION:** For Information Only

7. **SUBJECT:** Consideration and necessary action on Resolution authorizing City Manager to sign and file an application to the San Joaquin Valley Air Pollution Control District for the Purchase of Five new alternative fuel vehicles (purchase subject to receipt of grant).

**RECOMMENDATION:** Approve Resolution No. 2019-46, authorizing the City Manager to sign and file an application for the purchase of five new alternative fuel vehicles (purchase subject to receipt of grant).

8. **SUBJECT:** Update on the Friant/Kern Canal shutdown

**RECOMMENDATION:** For Information Only

### **Chief of Police**

9. **SUBJECT:** Presentation of Monthly (July 2019) Activity Report by Police Chief Marty Rivera

**RECOMMENDATION:** For Information Only

### **Interim City Manager:**

10. **SUBJECT:** Designation of League Conference Voting Delegate and Alternate

**RECOMMENDATION:** Appoint League Voting Delegate and Alternate for annual League Conference

11. **SUBJECT:** Consideration and necessary action on approval of Letter of Support for Fresno County Rural Transit Agency's (FCRTA) application to the Council of Governments (COG) for a Sustainable Infrastructure Planning Grant feasibility study.

**RECOMMENDATION:** Approve FCRTA Letter of Support to COG for a Sustainable Infrastructure Planning Grant feasibility study.

12. **SUBJECT:** Consideration and necessary action on approval of facility agreement for use of soccer fields at Dianne Feinstein Park by OC United Soccer Team.

**RECOMMENDATION:** Approve Agreement for use of soccer fields at Dianne Feinstein Park by OC United Soccer Team.

13. **SUBJECT:** Approval of Selection Committee to review Request for Proposals (RFP's) for engineering services for Federally-Funded Transportation Projects.

**RECOMMENDATION:** Approve selection Committee to review Request for Proposals (RFP's) for engineering services for Federally-Funded Transportation Projects.

**City Attorney**

14. **SUBJECT:** Consideration and necessary action on Fraternization Policy

**RECOMMENDATION:** Adopt Fraternization Policy for the City of Orange Cove

**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**

- Update on upcoming City events

**H. CITY ATTORNEY'S REPORT**

**I. CITY COUNCIL COMMUNICATIONS**

**J. CLOSED SESSION**

**K. 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 [cityoforange Cove.com](http://cityoforange Cove.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.



## **MINUTES**

**Victor P. Lopez, Mayor**

**Diana Guerra Silva, Mayor Pro Tem**  
**Esperanza Rodriguez, Council Member**

**Roy Rodriguez, Council Member**  
**Josie Cervantes, Council Member**

**WEDNESDAY, JUNE 26, 2019 - 6:30 P.M.**  
**Orange Cove Council Chambers**  
**633 6<sup>th</sup> Street, Orange Cove, California 93646**

### **A. Call to Order/Welcome**

**COUNCIL PRESENT:** Mayor Victor P. Lopez  
Mayor Pro Tem Diana Guerra Silva  
Councilmember Roy Rodriguez  
Councilmember Josie Cervantes (Absent)  
Councilmember Esperanza Rodriguez

**STAFF PRESENT:** Financial Consultant/Interim City Manager Rudy Hernandez  
Police Chief, Marty Rivera  
City Attorney, Dan McCloskey  
City Clerk June V. Bracamontes

**INVOCATION:** Mayor Pro Tem Diana Guerra Silva

**FLAG SALUTE:** Mayor Victor P. Lopez

### **B. Confirmation of Agenda**

No Change

### **C. Consent Calendar**

1. City Council Minutes of May 22, 2019

Upon the motion by Mayor Pro Tem Silva and seconded by Councilman R. Rodriguez, Council approved the Consent Calendar as presented.

**Yes:** Lopez, Silva, R. Rodriguez, E. Rodriguez  
**No:** None  
**Absent:** Cervantes  
**Abstain:** None

Mayor Lopez asked that the Events Committee present their item.

Events Committee:

Mr. David Lopez of the Events Committee presented to Council an update on the Independence Day Celebration on July 2, 2019 as follows:

- \*New Location on Anchor and Parlier Avenue next to the VPL Center
- \*New Vendors throughout the Valley
- \*Entertainment by Califas, Enchantment and Kristina B. will be singing the National Anthem
- \*2 water slides and bounce houses

**D. Administration**

City Engineer:

2. **SUBJECT:** Second Reading and Adoption of Ordinance No. 386 Adopting State Mandated Recycling Programs

**Recommendation:** Council to approve the second reading and adoption of Ordinance No. 386 by title only waiving full reading AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE AMENDING TITLE 8 OF THE ORANGE COVE MUNICIPAL CODE PRETAINING TO STATE MANDATED RECYCLING PROGRAMS BY THE ADDITION OF CHAPTER 8.21 AND PROVIDING FOR THE PUBLICATION, ENACTMENT AND EFFECTIVE DATE THEREOF

**Upon the motion by Mayor Pro Tem Silva and seconded by Councilman R. Rodriguez, Council approved the second reading and adoption of Ordinance No. 386 Adopting State Mandated Recycling Programs**

**Yes:** Lopez, Silva, R. Rodriguez, E. Rodriguez  
**No:** None  
**Absent:** Cervantes  
**Abstain:** None

Chief of Police:

3. **SUBJECT:** ABC GRANT

**Recommendation:** Informational Item Only

Chief of Police Marty Rivera presented to Council why the ABC Grant was denied. There were 119 applications and only 49 were selected. The problem statement on the application was not very good and lost points due to asking for \$100,000. Reasonable amount for our agency size would have been 20 to 30 thousand.

Will be applying for new grants: POST and Tobacco Grant

September mini grants which will be suitable to us.

National Night Out August 6, 2019 5-8pm at Eaton Park.

**Interim City Manager:**

**4. SUBJECT: Proposition 68 Grant Funding**

**Recommendation:** Council to approve the following Resolutions Approving the application for Statewide Park Development and Community Revitalization Program Grant Funds

- a. **Resolution No. 2019-34** Eaton Park Renovation Project
- b. **Resolution No. 2019-35** Dianne Feinstein Park and Victor P. Lopez Community Center Renovation Project, and
- c. **Resolution No. 2019-36** Sheridan Park Renovation Project

**Upon the motion by Councilman R. Rodriguez and seconded by Councilwoman E. Rodriguez, Council approved the above mentioned Resolutions as presented.**

<b>Yes:</b>	<b>Lopez, Silva, R. Rodriguez, E. Rodriguez</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>Cervantes</b>
<b>Abstain:</b>	<b>None</b>

**5. SUBJECT: Resolution Recognizing Fresno County Homelessness Priorities for 2019**

**Recommendation:** Council to consider approving Resolution No. 2019-37 Recognizing Fresno County Homelessness Priorities for 2019

**Upon the motion by Mayor Pro Tem Silva and seconded by Councilman R. Rodriguez, Council approved Resolution No. 2019-37 Recognizing Fresno County Homelessness Priorities for 2019**



**Yes:** Lopez, Silva, R. Rodriguez, E. Rodriguez  
**No:** None  
**Absent:** Cervantes  
**Abstain:** None

**6. SUBJECT:** Approval of New Truck for City's Water Department

**Recommendation:** Staff recommends that the City Council approve the purchase of a new truck for the City's Water Department from Jim Manning Dodge, Inc. from Dinuba, CA, for the amount of \$44,999.54.

**Upon the motion by Mayor Pro Tem Silva and seconded by Councilwoman E. Rodriguez, Council approved the purchase of a new truck for the City's Water Department from Jim Manning Dodge, Inc. from Dinuba, CA, for the amount of \$44,999.54.**

**Yes:** Lopez, Silva, R. Rodriguez, E. Rodriguez  
**No:** None  
**Absent:** Cervantes  
**Abstain:** None

**7. SUBJECT:** Approval of Amendment to the City's Purchasing Policy.

**Recommendation:** That the City Council approve the amendment to the City's Purchasing Policy.

**Upon the motion by Mayor Pro Tem Silva and seconded by Councilman R. Rodriguez, Council approved the amendment to the City's Purchasing Policy as presented Resolution No. 2019-38.**

**Yes:** Lopez, Silva, R. Rodriguez, E. Rodriguez  
**No:** None  
**Absent:** Cervantes  
**Abstain:** None

**E. 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.

## **F. City Manager's Report**

Interim City Manager presented the new Burger King ceremonies as follows:

- July 3, 2019 Ribbon Cutting at 10am
- July 4, 2019 Grand Opening 11am-2pm

## **G. City Attorney's Report**

Nothing to present.

## **H. City Council Communications**

### **Councilwoman Esperanza Rodriguez:**

None

### **Mayor Pro Tem Diana Guerra Silva:**

Attended the League of California Cities Conference in New Port Beach. Very educational and professional.

### **Councilman Roy Rodriguez:**

None

### **Mayor Victor P. Lopez:**

Thanked staff with working with the students.

## **I. Closed Session**

Council went into closed session at 7:15p.m

8. Conference with Labor Negotiators (Government Code Section 54957.6)  
City Designated Representative: Rudy Hernandez, Interim City Manager  
Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local 39
9. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to [paragraph \(2\) of subdivision \(d\) of Section 54956.9](#): (One Case )

## **J. Reconvene City Council Meeting**

Mayor Lopez reconvened City Council Meeting at 7:30 p.m. and announced that direction was given to the Interim City Manager Rudy Hernandez and no further business.

## **K. Adjournment**

Mayor Lopez adjourned the City Council Meeting at 7:30 p.m.

RESPECTFULLY SUBMITTED:

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June V. Bracamontes, City Clerk  
City of Orange Cove

PRESENTED TO COUNCIL:

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

ACTION: \_\_\_\_\_



## MINUTES SPECIAL CITY COUNCIL MEETING

Victor P. Lopez, Mayor

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

Roy Rodriguez, Council Member  
Josie Cervantes, Council Member

**MONDAY, JULY 15, 2019 - 5:30 P.M.**

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

### **A. Call to Order/Welcome**

COUNCIL PRESENT: Mayor Victor P. Lopez  
Mayor Pro Tem Diana Guerra Silva (absent)  
Councilmember Roy Rodriguez  
Councilmember Josie Cervantes  
Councilmember Esperanza Rodriguez

STAFF PRESENT: /Interim City Manager Rudy Hernandez  
Police Chief, Marty Rivera (Absent)  
City Attorney, Dan McCloskey (Absent)  
City Clerk June V. Bracamontes

INVOCATION: City Clerk

### **B. Administration**

#### **Interim City Manager:**

1. **SUBJECT:** Consideration and necessary action on Real Property Purchase and Sale Agreement between the City of Orange Cove and Jorge Alex Enriquez.

**RECOMMENDATION:** Approve Real Property Purchase and Sale Agreement between the City of Orange Cove and Jorge Alex Enriquez for property located along the west side of Anchor Avenue north of Sumner Avenue in the western sector of the City of Orange Cove.

Council discussed that Mr. Jorge Alex Enriquez must provide the following on contract:

1. Provide Financial backing for the Car Wash
2. Build the Car Wash
3. Identify the property
4. Project begins in 6 months
5. Cannot Sale property for a profit
6. Action is voided if not comply with Contract

Upon the motion by Councilman Rodriguez and seconded by Councilwoman Cervantes, Council approved the Real Property Purchase and Sale Agreement between the City of Orange Cove and Jorge Alex Enriquez for property located along the west side of Anchor Avenue north of Sumner Avenue in the western sector of the City of Orange Cove with the above mentioned items to be added to the contract.

### **C. Adjournment**

Mayor Lopez adjourned the City Council Meeting at 6:05 p.m.

RESPECTFULLY SUBMITTED:

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June V. Bracamontes, City Clerk  
City of Orange Cove

PRESENTED TO COUNCIL:

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

ACTION: \_\_\_\_\_

REPORT.: Aug 01 19 Thursday  
 RUN....: Aug 01 19 Time: 08:22  
 Run By.: Phyllis

CITY OF ORANGE COVE  
 Cash Disbursement Detail Report  
 Check Listing for 07-19 Bank Account.: 1010

PAGE: 001  
 ID #: PY-DP  
 CTL.: ORA

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
044595	07/03/19	IUO00	IUOE LOCAL 39	-660.76	.00	-660.76	MAY 2019u	CK# 044595 Reversed
044658	07/01/19	CAL31	CALIFORNIA MUNICIPAL STAT	400.00	.00	400.00	19062801	PROFESSIONAL SERVICES VAL
044659	07/01/19	FOC02	FRIENDS OF ORANGE COVE AN	2500.00	.00	2500.00	7/1/19	PER CONTRACT - JULY 2019
044660	07/01/19	HER01	RUDY HERNANDEZ	8360.00	.00	8360.00	40	FINANCIAL CONSULTING/INTE
044661	07/01/19	IUO00	IUOE LOCAL 39	660.76	.00	660.76	B90701	UNION DUES FOR JUNE 2019
044662	07/01/19	JT200	JT2 INC.	13722.75	.00	13722.75	55488	CONST. FOR SCHOOL CROSSIN
044663	07/01/19	JIM00	JIM MANNING DODGE, INC	44999.54	.00	44999.54	JUN 19	PO #551-90006 2018 RAM 2
044664	07/01/19	DIO00	DIONICIO RODRIGUEZ JR.	1575.00	.00	1575.00	6/30/19	PROF.SERVICES WATER TREAT
044665	07/02/19	TRE00	TREVINO, ANDREW	1200.00	.00	1200.00	INV0008	ENTERTAMENT FOR THE 4TH O
044666	07/02/19	UWB01	UNWIRED BROADBAND	749.98 749.98	.00 .00	749.98 749.98	00685671 00697276	COMMUNICATION COMMUNICATION
			Check Total.....:	1499.96	.00	1499.96		
044667	07/02/19	DAR02	DARIO MORALES	680.00	.00	680.00	INV 2012	4TH OF JULY EVENT- CANOPY
044668	07/02/19	ORA02	ORANGE COVE PIZZA	172.00	.00	172.00	06/29/19	12 PIZZA'S FOR PROP 68 GR
044669	07/03/19	IUO00	IUOE LOCAL 39	660.76	.00	660.76	MAY-2019	TO REPLACE CK# 44595 MAYS
044670	07/03/19	TFB01	THE FLOWER BASKET	70.83	.00	70.83	B90703	PLANT FOR THE BURGER KING
044671	07/03/19	VPL01	VICTOR P LOPEZ	55.10	.00	55.10	B90703	MILEAGE REIMBURSEMENT
044672	07/03/19	APV01	AMERIPRIDE UNIFORM SERVIC	62.44 113.63	.00 .00	62.44 113.63	502423616 502423631	JANITORIAL SUPPLIES JANITORIAL SUPPLIES
			Check Total.....:	176.07	.00	176.07		
044673	07/03/19	ASI00	ASI ADMINISTRATIVE SOLUTI	4818.84	.00	4818.84	18-JUN-19	CHECK RUN FOR PAYMENT
044674	07/03/19	BSK01	BSK ASSOCIATES	140.00	.00	140.00	A916842	WATER SAMPLES WTP
044675	07/03/19	COL10	COLONIAL LIFE	968.80	.00	968.80	-0607400	EMPLOYEES INSURANCE
044676	07/03/19	FIG04	SANTOS JARAMILLO	730.00	.00	730.00	1202	INTERTAMENT, TABLES AND C
044677	07/03/19	FMAAA	FRESNO-MADERA AREA AGENCY	27.48	.00	27.48	002250	5/19 ONO USDA QUALIFIED M
044678	07/03/19	ORO03	CRISTINA CROZCO	100.00	.00	100.00	INV0702	SECURITY SERVICES FOR 4TH
044679	07/03/19	PEA02	PORA OF CALIFORNIA	300.00	.00	300.00	246354	OCPA DUES
044680	07/03/19	PS002	PYRO SPECTACULARS	5250.00	.00	5250.00	56626	SPECIAL FIREWORKS DISPLAY
044681	07/03/19	VSP01	VISION SERVICE PLAN -CA)	1013.68	.00	1013.68	JULY 2019	VISION
044682	07/05/19	MAR51	RAYMONDO MARQUEZ	2000.00	.00	2000.00	B90705	REPAIR SEWER BACKUP AT 65
044683	07/09/19	DG001	DIANA GUERRA SILVA	209.99	.00	209.99	B90709	MEDICAL REIMBURSEMENT
044684	07/09/19	AAG01	ADAMS ASHEY GROUP, LLC.	720.00	.00	720.00	2739	PROFESSIONAL SERVICES
044685	07/09/19	CLS01	CORELOGIC SOLUTIONS, LLC.	300.00	.00	300.00	30429596	REALQUEST
044686	07/09/19	COFR1	COUNTY OF FRESNO AUDITOR	1295.04	.00	1295.04	2019-2020	LAFCO BUDGET FOR FISCAL Y
044687	07/09/19	PD001	PENA'S DISPOSAL	47239.52	.00	47239.52	07/1/2019	UTILITY ACCOUNT FOR JUNE
044688	07/09/19	PRICE	PRICE PRIGE & COMPANY	24270.00	.00	24270.00	15521	PROFESSIONAL SERVICES
044689	07/09/19	TM001	TUTTLE & MCCLOSKEY	5032.00	.00	5032.00	33067	PROFESSIONAL SERVICE
044690	07/10/19	RR001	ROY RODRIGUEZ	82.15	.00	82.15	B90710	MEDICAL REIMBURSEMENT
044691	07/12/19	PEN01	ERIKA PENA	100.00	.00	100.00	B90712	4TH OF JULY EVENT DEPOSIT
044692	07/12/19	ALV12	ALBERT ALVARADO	950.00	.00	950.00	B90711	EVENT DEPOSIT AND INCONVE
044693	07/12/19	AST00	ASI ADMINISTRATIVE SOLUTI	2400.05 40.00	.00 .00	2400.05 40.00	02-JUL-19 09-JUL-19	CK RUN JUNE SERVICE CK RUN MEDICAL -JUNE SERV
			Check Total.....:	2440.05	.00	2440.05		
044694	07/12/19	ATT05	AT & T	2483.43 272.75	.00 .00	2483.43 272.75	05/24/19 05242019	COMMUNICATION COMMUNICATION

REPORT.: Aug 01 19 Thursday  
 RUN....: Aug 01 19 Time: 08:22  
 Run By.: Phyllis

CITY OF ORANGE COVE  
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 Check Listing for 07-19 Bank Account.: 1010

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
044694	07/12/19	ATT05	AT & T	347.75 2678.20	.00 .00	347.75 2678.20	06242019 6/24/2019	COMMUNICATION COMMUNICATION
			Check Total.....:	5782.13	.00	5782.13		
044695	07/12/19	BSK01	BSK ASSOCIATES	490.00	.00	490.00	A917425	LAB TESTING
044696	07/12/19	NEI01	NEIL ZERLANG -LAND SURVEY	765.00	.00	765.00	18-068-2	PROF.SERVICES-PREPARE LEG
044697	07/12/19	WIL16	WILLDAN	6496.00 7888.00 595.00 8160.00	.00 .00 .00 .00	6496.00 7888.00 595.00 8160.00	00220564 00221146 00712834 003329740	CODE ENFORCEMENT CODE ENFORCEMENT ASSISTANT PLANNER BUILDING INSPECTOR
			Check Total.....:	23139.00	.00	23139.00		
044698	07/12/19	VPL01	VICTOR P LOPEZ	236.82	.00	236.82	B90712	MEDICAL REIMBURSEMENT
044699	07/16/19	HER01	RUDY HERNANDEZ	8360.00	.00	8360.00	41	FINANCIAL CONSULTING/INTE
044700	07/16/19	EOC01	TARGET EIGHT ADVISORY	20000.00	.00	20000.00	#4	LOAN FOR SERVICES
044701	07/17/19	ADELA	ADELA ADAME	100.00	.00	100.00	B90716	DEPOSIT -4TH OF JULY EVEN
044702	07/17/19	ATTM1	AT&T MOBILITY	653.34	.00	653.34	X06192019	COMMUNICATION #2872872015
044703	07/17/19	BB003	LONDON GREEN	100.00	.00	100.00	B90716	DEPOSIT - 4TH OF JULY EVE
044704	07/17/19	BMC02	SONNY PAZ	100.00	.00	100.00	B90716	DEPOSIT -4TH OF JULY EVEN
044705	07/17/19	BSK01	BSK ASSOCIATES	74.00 197.00 74.00	.00 .00 .00	74.00 197.00 74.00	A916553 A917035 A917348	LAB TESTING LAB TESTING LAB TEST
			Check Total.....:	345.00	.00	345.00		
044706	07/17/19	CAR06	CARMEN'S BOUTIQUE	100.00	.00	100.00	B90716	DEPOSIT-4TH OF JULY EVENT
044707	07/17/19	CDB01	MIGUEL MENA	100.00	.00	100.00	B90717	DEPOSIT-4TH OF JULY EVENT
044708	07/17/19	CDP01	FRANCISCO ORTEGA	100.00	.00	100.00	B90716	DEPOSIT-4TH OF JULY EVENT
044709	07/17/19	COOK1	COOK'S COMMUNICATION	11325.49 11252.16 561.22	.00 .00 .00	11325.49 11252.16 561.22	140685 140752 140915	FPI PATROL BUILD CS FPI PATROL BUILD CS WINDOW BARRIERS CS
			Check Total.....:	23138.87	.00	23138.87		
044710	07/17/19	FOO02	FOOTHILL AUTO TRUCK & AG	14.03 8.95	.00 .00	14.03 8.95	869208 869296	BLISTER PACK CAPSULES NAVAL JELLY RUBB DSLV
			Check Total.....:	22.98	.00	22.98		
044711	07/17/19	GH002	GABRIELA REYNOSA	100.00	.00	100.00	B90716	DEPOSIT-4TH OF JULY EVENT
044712	07/17/19	MAR32	MARTHA ERIKA ROCHA	100.00	.00	100.00	B90717	DEPOSIT-4TH OF JULY EVENT
044713	07/17/19	MBR02	MICHAEL LOPEZ	100.00	.00	100.00	B90716	DEPOSIT-4TH OF JULY EVENT
044714	07/17/19	O.C02	O.C TACO SHOP	100.00	.00	100.00	B90716	DEPOSIT-4TH OF JULY EVENT
044715	07/17/19	PIZ01	PIZZA PLANET	100.00	.00	100.00	B90716	DEPOSIT - 4TH OF JULY EVE
044716	07/17/19	ROMA1	ANDREW DINUZZO	100.00	.00	100.00	B90717	DEPOSIT - 4TH OF JULY EVE
044717	07/17/19	TAP03	TOD TOMPKINS	100.00	.00	100.00	B90716	DEPOSIT -4TH OF JULY EVEN
044718	07/17/19	TMSF1	TRINIDAD MACIAS FARMS SER	800.00	.00	800.00	57098	PLANNING FEES FOR APN: 37
044719	07/17/19	UNITY	UNITY IT	3033.26	.00	3033.26	MSP-24556	AGREEMENT ENCOMPASS
044720	07/17/19	ATT05	AT & T	1179.92	.00	1179.92	013091884	COMMUNICATION #9391066128
044721	07/17/19	BOR01	BUREAU OF RECLAMATION	8825.06	.00	8825.06	7/11/19	CONTRACT PAYMENT JUNE 201
044722	07/17/19	FWA01	FRIANT WATER AUTHORITY	3753.57	.00	3753.57	112545	MONTHLY SHARE OF TTR/O'NI
044723	07/17/19	HPFS1	HEWLETT-PACKARD FINANCIAL	32.95	.00	32.95	600599555	PERSONAL PROPERTY TAX FOR
044724	07/17/19	HUB01	HUB INTERNATIONAL INSURAN	63395.00	.00	63395.00	1530155	TRAVELERS PROPERTY INSURA
044725	07/17/19	JIM'S	JIM'S PLUMBING OF REEDLEY	9023.58	.00	9023.58	4010	DELINQUENTS BACKFLOW DEVIC
044726	07/17/19	RUB05	RUBALCABA, RACHEL	23.43 25.00	.00 .00	23.43 25.00	7/8/19 7/9/19	PROP 68 SUPPLIES 4TH MEET PROP 68 -FACEBOOK AD

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice # Description
044726	07/17/19	RUB05	RUBALCABA, RACHEL	38.34	.00	38.34	B90717 PROP 68 SUPPLIES 5TH MEET
			Check Total.....:	86.77	.00	86.77	
044727	07/17/19	UNB01	UNWIRED BROADBAND	749.98	.00	749.98	00674893 COMMUNICATION
044728	07/18/19	LIE01	LIEBERT CASSIDY WHITMORE	1595.00	.00	1595.00	B90718 CENTRAL VALLEY EMPLOYMENT
044729	07/19/19	AMCE1	AM CONSULTING ENGINEERS,	24568.94	.00	24568.94	MAY 2019 PROFESSIONAL SERVICES
044730	07/19/19	APV01	AMERIPRIDE UNIFORM SERVIC	69.71	.00	69.71	502423617 JANITORIAL SUPPLIES
				46.58	.00	46.58	502423623 JANITORIAL SUPPLIES
				78.10	.00	78.10	502423629 JANITORIAL SUPPLIES
				22.97	.00	22.97	502423630 JANITORIAL SUPPLIES
				39.83	.00	39.83	502423632 JANITORIAL SUPPLIES
				98.23	.00	98.23	502432719 JANITORIAL SUPPLIES
				36.58	.00	36.58	502432720 JANITORIAL SUPPLIES
			Check Total.....:	392.00	.00	392.00	
044731	07/19/19	BJ001	BUSINESS JOURNAL	67.50	.00	67.50	86720 LEGAL ADVERTISING ON CALL
044732	07/19/19	DAN05	DANNY'S CUSTOM UPHOLSTERY	2220.00	.00	2220.00	0018 REUPOLSTER 12 PANELLS
044733	07/19/19	DEL01	DEL BOSQUE MARIA ERMELIND	29.84	.00	29.84	06092019 UTILITIES
044734	07/19/19	DLL01	DE LAGE LANDEN PUBLIC FIN	3798.02	.00	3798.02	63832986 COPIER LEASE
044735	07/19/19	FBD01	THE FRESNO BEE	2938.26	.00	2938.26	6/3-6/30 AD/PUBLICATIONS -PUBLIC W
044736	07/19/19	FEC01	FEDEX	45.89	.00	45.89	658985473 OVERNIGHT -INTERWEST
044737	07/19/19	LEAL1	LEAL DESIGN & ADVERTISING	222.37	.00	222.37	3039 BUSINESS CARDS
044738	07/19/19	MAR32	MARTHA ERIKA ROCHA	100.00	.00	100.00	B90718 DEPOSIT -4TH OF JULY EVEN
044739	07/19/19	MER00	MERCADO, RICARDO	650.00	.00	650.00	111 AUDIT ASSISTANCE WITH BUD
044740	07/19/19	ORA02	ORANGE COVE PIZZA	191.00	.00	191.00	B90719 PROP 68 GRANT 4TH MEETING
044741	07/19/19	PRO21	PROFESSIONAL PRINT & MAIL	4399.41	.00	4399.41	99214 #10 WINDOW W/#1920 # RETU
				392.85	.00	392.85	99317 FINAL NOTICE (2ND NOTICE)
			Check Total.....:	4792.26	.00	4792.26	
044742	07/19/19	SHR01	SHRED-IT USA- FRESNO	40.00	.00	40.00	812745161 SHREDDING SERVICES
044743	07/19/19	VCR01	VALLEY CLEANING & RESTORA	16397.62	.00	16397.62	12344 ABSESTOS ABATEMENT
044744	07/22/19	HER01	RUDY HERNANDEZ	1045.00	.00	1045.00	07/15/19 FINANCIAL CONSULTING/INTE
044745	07/22/19	VPL01	VICTOR P LOPEZ	87.00	.00	87.00	B90722 MILEAGE REIMBURSEMENT
				119.23	.00	119.23	7/22/19 MEDICAL REIMBURSEMENT
			Check Total.....:	206.23	.00	206.23	
044746	07/24/19	AMCE1	AM CONSULTING ENGINEERS,	23575.60	.00	23575.60	02/15/19 PROFESSIONAL SERVICES
044747	07/24/19	VAR01	VARGAS JOSE	414.18	.00	414.18	B90724 MEDICAL REIMBURSEMENT
044748	07/24/19	ASI00	ASI ADMINISTRATIVE SOLUTI	4433.01	.00	4433.01	06/11/19 MEDICAL CK RUN
044749	07/24/19	MAR51	RAYMUNDO MARQUEZ	4009.00	.00	4009.00	B90724 REPAIRS ON UNIT #2 AND #3
044750	07/26/19	VPL01	VICTOR P LOPEZ	81.20	.00	81.20	B90725 MILEAGE REIMBURSEMENT
044751	07/27/19	JB001	JOSEPH BRISENO	3090.00	.00	3090.00	07272019 PRE SALES TICKETS
044752	07/29/19	DIO00	DIONICIO RODRIGUEZ JR.	1500.00	.00	1500.00	7/29/19 PROF.SERVICES WATER TREAT
044753	07/30/19	LOP16	DAVID LOPEZ	150.00	.00	150.00	B90730 REIMBURSEMENT FOR SAFETY
044754	07/30/19	ASI00	ASI ADMINISTRATIVE SOLUTI	938.00	.00	938.00	157714 MONTHLY MEDICAL ADMINISTR
044755	07/30/19	ATM1	AT&T MOBILITY	1378.45	.00	1378.45	X06242019 COMMUNICATION
044756	07/30/19	BMI01	BADGER METER, INC	418.32	.00	418.32	80034727 BEACON FIXED NETWORK SER
044757	07/30/19	BSK01	BSK ASSOCIATES	197.00	.00	197.00	A919913 LAB TESTING
044758	07/30/19	CDWG1	CDW GOVERNMENT, INC	6443.71	.00	6443.71	RZH8255 2 COMPUTER PANASONIC TDUG
044759	07/30/19	CHAA1	CHAPA'S AUTOMOTIVE	215.06	.00	215.06	10310 NEW BATTERY
				154.33	.00	154.33	10325 INSIDE DOOR HANDLE, DOOR
			Check Total.....:	369.39	.00	369.39	
044760	07/30/19	CLS01	CORELOGIC SOLUTIONS, LLC.	300.00	.00	300.00	304429596 REALQUEST



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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
044761	07/30/19	CSJVR	CENTRAL SAN JOAQUIN VALLE	78295.00	.00	78295.00	2020-0034	2019/2020 1ST QUARTER DEP
044762	07/30/19	CWS01	CORBIN WILLITS SYSTEM	920.07	.00	920.07	000B90615	ENCHANCEMENT AND SERVICE
				920.07	.00	920.07	000B90630	ENCHANCEMENT AND SERVICE
				780.00	.00	780.00	000B90715	BANK REC., OCT. AND NOV.
			Check Total.....:	2620.14	.00	2620.14		
044763	07/30/19	D&D01	D & D SERVICES INC	205.00	.00	205.00	85258	ANIMAL DISPOSAL -JUNE FEE
044764	07/30/19	DLC01	DINUBA LUMBER CO	114.55	.00	114.55	10741025	PAD COOLER, BARE MOTOR
				27.13	.00	27.13	10741953	LOCKST MORT BRASS, BRASS
				364.56	.00	364.56	10742222	RENTAL CHARGE -LIFT
				138.88	.00	138.88	10742747	RENTAL CHARGE -LIFT
			Check Total.....:	645.12	.00	645.12		
044765	07/30/19	FCB01	FRESNO COUNTY TREASURER	11781.01	.00	11781.01	8016635	DISPATCHING SERVICES-JULY
044766	07/30/19	EMAAA	FRESNO-MADERA AREA AGENCY	34.18	.00	34.18	002272	SITE SUPPLIES
044767	07/30/19	FOC02	FRIENDS OF ORANGE COVE AN	2500.00	.00	2500.00	08012019	PER CONTRACT --AUGUST 2019
044768	07/30/19	FOO02	FOOTHILL AUTO TRUCK & AG	34.00	.00	34.00	868414	GAUGE
				-34.00	.00	-34.00	868973C	GAUGE REF#868414
				68.01	.00	68.01	869604	HYD OIL
				9.44	.00	9.44	869913	MACS BATTERY CLEANER
				53.64	.00	53.64	92065196	HAT SHANGHAI RUSH 5" BRIM
				3.40	.00	3.40	92067197	JANITORIAL SERVICES
				67.98	.00	67.98	92067209	SPRINKLER HUNTER
				50.10	.00	50.10	92067219	CAN FUEL PLASTIC PUSH BUT
				75.37	.00	75.37	92067542	COUPLER PVC SLIP
				24.00	.00	24.00	92068000	CAP PVC SLIP, NOZZLE BRAS
			Check Total.....:	351.94	.00	351.94		
044769	07/30/19	FWUA1	FRIANT WATER AUTHORITY	990.03	.00	990.03	112620	MONTHLY SHARE OF TPP/O'NE
044770	07/30/19	HAR00	HARDWARE DISTRIBUTION	3807.49	.00	3807.49	INV000257	5GAL. WHITE FAST DRY, 10"
				4512.40	.00	4512.40	INV000258	BTOP SIGN HIP
			Check Total.....:	8319.89	.00	8319.89		
044771	07/30/19	HWS01	HEALTHWISE SERVICES, LLC	175.30	.00	175.30	000049156	KIOSK MEDICAL WASRE SERVI
044772	07/30/19	METRO	METRO UNIFORM	966.38	.00	966.38	193686	ARMOR VEST - PUGA
				966.38	.00	966.38	194739	ARMOR VEST - BARRAGAN
			Check Total.....:	1932.76	.00	1932.76		
044773	07/30/19	NBS01	NBS GOVERNMENT FINANCE	1324.16	.00	1324.16	619000161	QUARTERLY ADMINISTRATION
044774	07/30/19	OCPC1	ORANGE COVE PETTY CASH	976.46	.00	976.46	06252019	REPLENISH PETTY CASH
044775	07/30/19	PGE01	PG & E	7411.80	.00	7411.80	06272019	UTILITIES
				38395.85	.00	38395.85	07092019	UTILITIES
			Check Total.....:	45807.65	.00	45807.65		
044776	07/30/19	PRICE	PRICE PAIGE & COMPANY	6500.00	.00	6500.00	15680	PROFESSIONAL SERVICES
044777	07/30/19	QUI05	QUIL CORPORATION	294.65	.00	294.65	8326870	OFFICE SUPPLIES
				39.94	.00	39.94	8333408	OFFICE SUPPLIES
				139.90	.00	139.90	8336801	OFFICE SUPPLIES
				54.78	.00	54.78	8370080	OFFICE SUPPLIES
				239.53	.00	239.53	8394788	OFFICE SUPPLIES
				131.72	.00	131.72	8421862	OFFICE SUPPLIES
			Check Total.....:	900.52	.00	900.52		
044778	07/30/19	RSG01	ROSENOW SPEVACEK GROUP	700.00	.00	700.00	1004924	SUCCESSOR AGENCY SERVICES
044779	07/30/19	SBS01	SELECT BUSINESS SYSTEMS	270.00	.00	270.00	22230	LOW VOLTAGE & LABOR
				10.00	.00	10.00	282433	MONTHLY METER RATE
				340.98	.00	340.98	282454	MONTHLY METER RATE
				115.82	.00	115.82	282730	MONTHLY METER RATE
				10.00	.00	10.00	283041	MONTHLY METER RATE
				10.00	.00	10.00	283091	MONTHLY METER RATE
			Check Total.....:	756.80	.00	756.80		
044780	07/30/19	SHR01	SHRED-IT USA- FRESNO	40.00	.00	40.00	812766605	SHREDDING SERVICES
044781	07/30/19	UNITY	UNITY IT	1371.33	.00	1371.33	24780	NEW PC FOR JUNE -CITY HAL
044782	07/30/19	USBC2	US BANK N.A. CM 9705	4094.80	.00	4094.80	08012019	1995 WATER SYSTEM IMPROVE

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
044783	07/30/19	VSP01	VISION SERVICE PLAN -CA)	1013.68	.00	1013.68	07/19/19	VISION
044784	07/30/19	VUL02	VULCAN MATERIALS COMPANY	480.76	.00	480.76	72266254	POT HOLES / COLD MIX
044785	07/30/19	WIL16	WILLDAN	7424.00	.00	7424.00	00221263	CODE ENFORCEMENT
				3910.00	.00	3910.00	00329969	BUILDING INSPECTOR
				8415.00	.00	8415.00	00712858	ASSISTANT PLANNER 1
			Check Total.....:	19749.00	.00	19749.00		
044786	07/31/19	AFLAC	AFLAC	1099.04	.00	1099.04	461802	EMPLOYEE INSURANCE
044787	07/31/19	AOL01	ALERT-C-LITE	64.46	.00	64.46	0047054IN	PAPER NO PARKING SIGN
044788	07/31/19	APV01	AMERIPRIDE UNIFORM SERVIC	62.44	.00	62.44	502428157	JANITORIAL SUPPLIES
				69.71	.00	69.71	502428158	JANITORIAL SUPPLIES
				66.74	.00	66.74	502428164	JANITORIAL SUPPLIES
				50.27	.00	50.27	502428168	JANITORIAL SUPPLIES
			Check Total.....:	249.16	.00	249.16		
044789	07/31/19	ASI00	ASI ADMINISTRATIVE SOLUTI	333.32	.00	333.32	30-JUL-19	CHECK RUN
044790	07/31/19	COL03	COLLINS & SCHOETTLER	1950.00	.00	1950.00	07012019	PLANNING CONSULTING-JUNE
044791	07/31/19	FIG04	SANTOS JARAMILLO	200.00	.00	200.00	B90731	PARTY RENTAL FOR JUNIOR C
044792	07/31/19	FWUA1	FRIANT WATER AUTHORITY	1086.00	.00	1086.00	112578	MONTHLY SHARE OF FKC CONV
				69.55	.00	69.55	112654	LOWER SAN JOAQUIN RIVER -
			Check Total.....:	1155.55	.00	1155.55		
044793	07/31/19	PRO21	PROFESSIONAL PRINT & MAIL	1265.16	.00	1265.16	99575	PRINTING-JULY 2019 MONTHL
				355.72	.00	355.72	99750	FINAL 2ND NOTICE - JULY 2
			Check Total.....:	1620.88	.00	1620.88		
044794	07/31/19	SEB01	SEBASTIAN	309.45	.00	309.45	07012019	ALARM MONITORING
044795	07/31/19	TLN01	THE LINCOLN NATIONAL LIFE	3627.06	.00	3627.06	389821824	EMPLOYEES INSURANCE
				3627.06	.00	3627.06	391505716	EMPLOYMENT INSURANCE
			Check Total.....:	7254.12	.00	7254.12		
			Cash Account Total.....:	661572.09	.00	661572.09		
			Total Disbursements.....:	661572.09	.00	661572.09		

City Council Meeting Date: August 14, 2019

Agenda Item No. \_\_\_\_\_



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

To: Mayor and City Council Members  
From: Rudy Hernandez, Interim City Manager  
Subject: Approval of Job Description for Janitor  
Attachment: Job Description

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City staff have recently been reviewing the job descriptions for City positions.

Last month we found that the position of City Manager did not have a job description and on July 24, 2019 one was placed on the agenda and adopted by the City Council.

We have now determined that the position of Janitor also needs a job description.

The following proposed job description has been reviewed and is submitted for your approval.

Prepared by: Melanie Carter

Approved by: 

### REVIEWED BY:

City Manager ✓ Finance \_\_\_\_\_ City Attorney \_\_\_\_\_

### TYPE OF ITEM:

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

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<b>COUNCIL ACTION:</b>	<b>APPROVED</b>	<b>DENIED</b>	<b>NO ACTION</b>
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JOB DESCRIPTION  
CITY OF ORANGE COVE

**JANITOR**

A. PURPOSE:

Under general supervision, performs a variety of janitorial maintenance and minor repairs to the City's buildings and grounds; assists with the set up for meetings, conferences, etc.; and performs related duties as required.

B. DISTINGUISHING CHARACTERISTICS:

Incumbents are responsible for more than one building, and may be used for a variety of light manual labor based on the need of the City.

C. ESSENTIAL FUNCTIONS:

(1) Empties waste and trash receptacles and disposes of dirt picked up while sweeping and cleaning floors; (2) sweeps and mops floors; (3) applies floor wax and buffs floors after drying; (4) vacuums and cleans carpets; (5) dusts counters, table tops, desks and other horizontal surfaces; (6) cleans windows and venetian blinds; (7) cleans toilets, commodes and urinals; (8) cleans bathroom stalls and mirrors and cleans and mops bathroom floors; (9) replaces paper goods, soap and other bathroom supplies; (10) cleans up spills, vomit, broken glass, etc. resulting from accidents and emergencies; (11) sets up and takes down tables and chairs for meetings, conferences, recreation activities and programs; (12) changes burnt out light bulbs and performs minor repairs to furniture and power equipment used in cleaning; (13) orders custodial supplies through the department (14) climbs a ladder to clean and dust high places and change light bulbs; performs a variety of light manual labor tasks as assigned; regularly inspects electrical power equipment used in cleaning and reports damage or malfunction; (15) opens up and secures buildings for authorized people.

D. ESSENTIAL RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. General and Specialized Job Knowledge and Abilities:

(a) General Knowledge of: Basic arithmetic; English; reading.

(b) Specialized Knowledge of: Cleaning techniques and chemicals used in janitorial maintenance; operation and maintenance of hand tools and power

JOB DESCRIPTION  
CITY OF ORANGE COVE

**JANITOR**

equipment used in the cleaning and maintenance of buildings; safe working practices and procedures used in janitorial maintenance.

- (c) Ability to: Perform janitorial maintenance to the City's buildings, restrooms and grounds; work without direct supervision; work with groups using the buildings and respond to their needs; maintain basic records and files; follow written and verbal instructions; turn security systems on and off; perform light manual labor for sustained periods; perform light to moderate lifting; establish and maintain cooperative working relationships with others; read and write at the level required for successful job performance.
- 2. Resources, Including Money, Equipment, Materials and Records: Electrical power equipment used in custodial maintenance; paper goods used in restrooms; record of buildings cleaned and time; supply requisitions.
- 3. Solving Problems: Cleaning up accidents; time schedule; working around groups using the facilities; cleaning difficult to reaching places.
- 4. Performance of Others: N/A
- 5. Relations with:
  - (a) Internal Relations with: All City Staff
  - (b) External Relations with: General public and organizations using City buildings; school district.
- 6. Communications:
  - (a) Oral: Instructions and conversations.
  - (b) Written: Memos, instructions, handwritten diagrams and notes.
  - (c) Visual: dirt, dust, spills.
  - (d) Auditory: Unusual noises; verbal instructions.
- 7. Safety:
  - (a) Hazardous conditions: Electrical power equipment; heavy materials and supplies; sharp edges; caustic materials.
  - (b) Frequency: Daily.

JOB DESCRIPTION  
CITY OF ORANGE COVE

**JANITOR**

- (c) Consequence: From minor injury such as scrapes, contusions, burns and abrasions up to and including accidents which could require lost time and disability.

8. Tolerance of Job Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily works in controlled conditions; some dust; caustic chemicals; odors; cramped, awkward and uncomfortable positions; dust; moderate physical labor.

9. Physical Aptitude:

- (a) Average hand/eye coordination.
- (b) Average strength and the ability to lift, carry, push and pull items in excess of 25 lbs.

- 10. Application of Mental and Physical Effort: Requires moderate physical labor; ability to concentrate for moderate periods while performing custodial maintenance.

E. PREREQUISITES:

1. Education and Experience:


Any combination equivalent to successful completion of the eighth grade and the ability to read and write notes, labels, and instructions.

- 2. Licenses, Registrations, Accreditation, etc.: Possession of a valid Class C California Motor Vehicle Operators License.



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council

**From:** Alfonso Manrique, City Engineer 

**Subject:** Authorize the City Manager to file and record with the County of Fresno a Notice of Completion for the 2015 ATP School Safety Improvements Project

**Attachments:** Resolution No. 2019-  
Notice of Completion

### RECOMMENDATION:

Staff recommends that the City Council adopt the attached Resolution and authorize the City Manager to file and record a Notice of Completion with County of Fresno for the 2015 ATP School Safety Improvements Project.

### BACKGROUND:

In 2015, the City of Orange Cove applied for funds to construct various school crossing safety improvements. The project proposed to enhance public safety at uncontrolled crossings near schools in the City of Orange Cove. The project includes the construction of bulb-outs at 3 intersections next to the elementary schools, the middle school, and the high school; a sidewalk on the west side of 4th Street between B Street and Adams Avenue; and enhanced crosswalk markings and rapid flashing beacon/crossing signs at each location.

The City received State Active Transportation Program funds for the project. The State of California, acting through Caltrans, administers the Active Transportation Program funds. These funds are paid to the City of Orange Cove pursuant to the provisions of the

Prepared by: Angela Hall

Approved by: Alfonso Manrique

REVIEW: City Manager: 

Finance: \_\_\_\_\_

City Attorney: \_\_\_\_\_

### TYPE OF ITEM:

\_\_\_\_ Consent  
\_\_\_\_ Info Item  
X Action Item  
\_\_\_\_ Department Report  
\_\_\_\_ Redevelopment Agency

### COUNCIL ACTION: APPROVED DENIED NO ACTION

\_\_\_\_ Public Hearing  
\_\_\_\_ Matter Initiated by a Council Member  
\_\_\_\_ Other  
\_\_\_\_ Continued to: \_\_\_\_\_

Administering Agency-State Agreement No. 00168S. The total amount of funds from the Active Transportation Program is \$189,970.

JT2 Inc. DBA Todd Companies completed the construction of the 2015 ATP School Safety Improvements Project on August 14, 2019. The improvements have been completed per the plans and technical specifications prepared for that project, with modifications made through change orders. AM Consulting Engineers, Inc. attended a final walkthrough of the project site to verify that the project had been adequately completed.

Based on the findings during the final walkthrough, the 2015 ATP School Safety Improvements can be accepted and deemed complete.

**FISCAL IMPACT:**

There is no Fiscal Impact associated with filing the Notice of Completion.

**CONFLICT OF INTEREST:**

None



**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE  
ACCEPTING THE CONSTRUCTION IMPROVEMENTS FOR THE  
2015 ATP SCHOOL SAFETY IMPROVEMENTS PROJECT  
AND AUTORIZING THE CITY MANAGER TO FILE A NOTICE OF COMPLETION  
WITH THE COUNTY OF FRESNO RECORDER'S OFFICE**

**WHEREAS**, the City of Orange Cove's 2015 ATP School Safety Improvements Project has been completed per the plans and specifications; and

**WHEREAS**, there are no outstanding matters with the contractor; and

**WHEREAS**, on August 14, 2019 the City of Orange Cove held a public meeting and received a staff report and accepted public comments.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Orange Cove, California, as follows:

1. The above recitals are true and correct and are adopted as the findings of the City Council.
2. The City Council using their independent judgment, hereby accepts the subject project; and
3. The City Council hereby accepts the subject project for maintenance in accordance with the provisions of the contract and applicable policies; and
4. The City Council approves the Notice of Completion for the construction improvements for the 2015 ATP School Safety Improvements and hereby authorizes the City Manager to transmit the attached Notice of Completion to the Fresno County Recorder's Office; and
5. This Resolution shall take effect from and after the date of its adoption.

This resolution was adopted at a Regular Meeting of the City Council of the City of Orange Cove held on August 14, 2019 by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

ATTEST:

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Melanie A. Carter, Acting City Clerk

---

Victor P. Lopez  
Mayor of the City of Orange Cove

**RECORDING REQUESTED BY:  
AND FOR THE BENEFIT OF,**

City of Orange Cove  
No Fee-Gov't. Code Sections  
6103 and 27383

**WHEN RECORDED, MAIL TO:**

City of Orange Cove  
633 Sixth Street  
Orange Cove, CA 93646

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **City of Orange Cove**
3. The full address of the owner is: **633 Sixth Street Orange Cove, California 93646**
4. The nature of the interest or estate of the owner is: **In Fee**
5. A work of improvement on the property hereinafter described was completed on: **August 14, 2019**. The work done was: **City of Orange Cove 2015 ATP School Crossing Safety Improvements, consisting of the construction of bulb-outs at 3 intersections; a sidewalk on the west side of 4th Street between B Street and Adams Avenue; and enhanced crosswalk markings and rapid flashing beacon/crossing signs at each location.**
6. The name of the contractor, if any, for such work of improvement was: **JT2 Inc DBA Todd Companies, P.O. Box 6820 Visalia, CA 93290**
7. The properties on which said work of improvement was completed is in the city of Huron, County of Fresno, State of California, and is described as follows: **2015 ATP School Crossing Safety Improvements – ATPL-5301(018)**
8. The street address of said property is: **None**
9. Resolution No. 2019-\_\_\_\_, Attached Hereto and Made a Part Hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Rudy Hernandez  
City Manager

**VERIFICATION**

I, the undersigned, say: I am the Engineer for the City of Orange Cove, the declarant of the foregoing notice of completion;

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

Executed on August 14, 2019, at Orange Cove, CA.  
(DATE) (LOCATION)

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## ENGINEER'S REPORT

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**TO:** CITY COUNCIL  
**FROM:** ALFONSO MANRIQUE, PE  
AM CONSULTING ENGINEERS, INC.  
**SUBJECT:** PROJECT PROGRESS UPDATE  
**DATE:** AUGUST 14, 2019

---

This Engineer's Report provides an update on the progress made on the various projects that we are currently working on:

1. Site Plan Reviews

a. Stars & Stripes Towing

The Final Grading Plan was approved on February 26, 2019. Prior to construction, the Developer will need to obtain a Grading Permit from the City. AM Consulting Engineers has been following up with the Developer. The Developer has been out of town, and AM Consulting Engineers has not been able to reach him.

b. Pizza Parlor

Revised site plans were received by the Applicant on March 28, 2019. AM Consulting Engineers provided comments back to the Applicant on May 17, 2019 and is currently waiting on him to address comments and re-submit a revised site plan. AM Consulting Engineers has followed up with the applicant to see if there has been any progress made on addressing the comments.

c. Smog Shop

Applicant has received comments from Interest Consulting and is preparing a response.

2. FHWA Projects

a. 2015 ATP School Safety Improvements

Construction at all four sites is completed. The contractor has addressed the final issue and has replaced all screws that were used to install the gutter metal plates. To confirm that the City will be able to remove the screws, AM Consulting Engineers has set up final inspection with the Contractor. AM Consulting Engineers plans to present the Notice of Completion to the City Council after this inspection.

b. Adams Avenue Reconstruction from Friant Kern Canal to South Hills Valley Road

The utility review was approved by Caltrans on May 23, 2019 and the Right-of-Way Certification was approved by Caltrans on May 31, 2019. AM Consulting Engineers submitted the Request for Authorization for Construction to Caltrans on June 17, 2019. The Federal Obligation Authority funds for Federal Fiscal Year 2018/19 projects was exhausted prior to submitting the Request for Authorization. Caltrans is currently waiting for the August redistribution of Federal Funds before approving the Request for Authorization.

c. Adams Avenue Improvements from Jacobs Avenue to 4<sup>th</sup> Street

The utility review was approved by Caltrans on May 22, 2019 and the Right-of-Way Certification was approved by Caltrans on June 25, 2019. AM Consulting Engineers submitted the Request for Authorization for Construction to Caltrans on June 26, 2019. The Federal Obligation Authority funds for Federal Fiscal Year 2018/19 projects was exhausted prior to submitting the Request for Authorization. Caltrans is currently waiting for the August redistribution of Federal Funds before approving the Request for Authorization.

3. Water Enterprise

a. Friant Kern Canal Shut Down

The State has informed the City that the Canal Lining and Cofferdam Project has been identified as a potential project to receive funding through AB 72. AB 72 funding requires that the grant agreements for this program must be executed by June 2020 and the project must be completed by March 2023. AM Consulting Engineers has been working directly with the State to submit documents required for this application.

b. Water Treatment Plant Improvements

On July 25<sup>th</sup>, the USDA sent an email to AM Consulting Engineers requesting documentation from the Friant Water Users Authority explain when the dewatering of the canal will take place and approximately how long they expect the canal to be without flow. AM Consulting Engineers has provided this documentation. The USDA also stated that they are having California Rural Water Authority come do a System Technical Review at the City and the City should expect to be hearing from CRWA. The USDA has requested a meeting with the City and AM Consulting Engineers to review the project scope of work. AM Consulting Engineers is working with the USDA to set up this meeting asap.

4. Final Parcel Map No. 2019

AM Consulting Engineers had the final parcel map recorded with the County of Fresno on July 31<sup>st</sup>. The recording process typically takes between 3 to 4 weeks.

5. Cal Recycle

The mandatory commercial recycling and commercial organics recycling ordinance, Ordinance No. 386, is currently in effect. The City is working with Pena's Disposal on notifying business and multifamily complexes about complying with the Ordinance.

6. EDA Off-site Improvements at Northwest Corner of Park Blvd and Anchor Ave

AM Consulting Engineers has addressed all comments required to complete the City's EDA application. The EDA's Civil Engineer/Project Officer, Justin Jones has informed AM Consulting Engineers that the City's application will be reviewed by the EDA's Investment Review Committee at their next meeting to be held in August.

7. Dollar Tree

The developer has submitted improvement plans to the City. AM Consulting Engineers has reviewed the site plan and provided comments to the City's Planner on June 14, 2019.

8. Proposition 68 – Statewide Park Development and Community Revitalization Program

AM Consulting Engineers mailed the City's three applications for Eaton Park, Sheridan Park, and the Victor P. Lopez Community Center/Feinstein Park on August 2, 2019 via overnight mail. Grant award decisions will be announced approximately five months after the application deadline; therefore, the City should expect to receive either a grant award or grant denial letter by January 2020.

9. Water Energy Grant – Project Closure Report

Invoice No. 11 for the City's Water Energy Grant (Fixture Rebate Program) was sent for processing on July 29<sup>th</sup>. The DWR has stated that it can take up to 45 business days for a check to be issued. The DWR is currently reviewing the Draft Grant Completion Report and will provide comments to AM Consulting Engineers. Once DWR has determined the Report to be complete, the City is eligible to receive its retention payment.


10. San Joaquin Valley Air Pollution Control District Grant

ZeroNox is a dealer and manufacture of electric vehicles in the San Joaquin Valley who is working with the San Joaquin Valley Air Pollution Control District on a grant program that will pay for almost the entire cost of electrical utility vehicles. The grant program allows up to \$20,000 per vehicle. The City is eligible to receive five vehicles this year through this grant program. Staff desires to submit an application for the purchase of five vehicles for the City's Public Works Department, Water Treatment Plant, Wastewater Treatment Plant, and Special Events Committee. An Authorizing Resolution for the application is included in tonight's Council meeting agenda. Once the Resolution is adopted, AM Consulting Engineers will prepare and submit the application, which will take approximately two days to prepare.



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council

**From:** Alfonso Manrique, City Engineer 

**Subject:** Adopt Authorizing Resolution for a Funding Application to the San Joaquin Valley Air Pollution Control District for New Alternative Fuel Vehicles (subject to receipt of grant).

**Attachments:** Resolution No. 2019-  
2019 EFC2 Brochure and Quote  
2019 EC4 Brochure and Quote

### RECOMMENDATION:

Staff recommends that City Council adopt a Resolution authorizing the City Manager to sign and file an application to the San Joaquin Valley Air Pollution Control District (SJVAPCD) for the purchase of five new alternative fuel vehicles (subject to receipt of grant).

### BACKGROUND:

The SJVAPCD is currently providing funding opportunities under several components of its Public Benefit Grants (PBG) Program to local public agencies. The PBG program was developed and designed to meet the needs and challenges faced by Valley public institutions by providing funds towards a wide variety of clean-air, public-benefit projects which will provide a direct benefit to Valley residents.

The New Alternative Fuel Vehicle Purchase component of the PBG Program provides funding for the purchase of new alternative fueled vehicles (Electric, Plug-In Hybrid, CNG, LNG, LPG, etc). Applications for this component are currently being accepted on a first-come, first-serve

Prepared by: Angela Hall Approved by: Alfonso Manrique

REVIEW: City Manager:  Finance: \_\_\_\_\_ City Attorney: \_\_\_\_\_

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

basis.

The PBG Program offers a grant of up to \$20,000.00 for each eligible new vehicle with a maximum grant of \$100,000 per agency per calendar year.

The City needs five new vehicles to serve the various needs of the City. Two vehicles will be assigned to the Public Works Department, one vehicle will be assigned to the Water Treatment Plant, one vehicle will be assigned to the Wastewater Treatment Plant, and one will be assigned to the Special Events Committee.

The funds provided by the PBG program cover up to \$20,000.00 of the cost for each vehicle. Each vehicle will be electric and will reduce air emissions. For the four vehicles for Public Works Department, Water Treatment Plant, and Wastewater Treatment Plant, Staff has selected the 2019 EFC2 Utility Cart – “eTuatara” (see attached brochure) for this application. For the one vehicle for the Special Events Committee, Staff has selected the 2019 EC4 Utility Cart (see attached brochure) for this application.

The total cost quoted for the four 2019 EFC2 Utility Cart is \$77,310.10 (see attached quote). The total cost quoted for the 2019 EC4 Utility Cart is \$21,589.60 (see attached quote). Both quotes include all taxes and fees.

**FISCAL IMPACT:**

The eligible grant amount for each vehicle is \$20,000.00. The purchase of each 2019 EFC2 Utility Cart is \$19,327.53 and the total cost for the purchase of four vehicles is \$77,310.10. Therefore, there is no fiscal impact associated with the purchase of the 2019 EFC2 Utility Cart.

The purchase of the EC4 Utility Cart will total \$21,589.60. Therefore, the fiscal impact of the purchase of this vehicle is \$1,589.60. The City will use money from the General Fund to pay for the remaining cost for this vehicle.

**CONFLICT OF INTEREST:**

None.

**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE  
AUTHORIZING THE CITY MANAGER TO SIGN AND FILE AN APPLICATION TO  
THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT (SJVAPCD)  
FOR THE PURCHASE OF FIVE NEW ALTERNATIVE FUEL VEHICLES  
(SUBJECT TO RECEIPT OF GRANT)**

**WHEREAS**, the City Council of the City of Orange Cove seeks to reduce the amount of air pollutants produced by the City in operation of its facilities, and in particular carbon monoxide and other harmful emissions from gas powered vehicles used by City employees in performance of their duties; and

**WHEREAS**, the City seeks grant monies from the San Joaquin Valley Air Pollution Control District (SJVAPCD) Public Benefit Grant Program to purchase electric or other alternative fuel vehicles for use by City employees in the performance of their duties thereby benefiting the public through a reduction in vehicle emissions; and provide funds to improve air quality; and

**WHEREAS**, the City wishes to acquire five new vehicles to be used by the City's Public Works Department, Water Treatment Plant, Wastewater Treatment Plant, and Special Events Committee; and

**WHEREAS**, the City Council of the City of Orange Cove desires and hereby does authorize the City Manager to submit a New Alternative Fuel Vehicle Purchase Application on behalf of the City.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Orange Cove, California, as follows:

1. The City Manager of the City of Orange Cove (the "Authorized Representative") or designee, is authorized by the City Council to submit a Public Benefit Grant Program New Alternative Fuel Vehicle Purchase Application and any other documents related to or supporting the application to the San Joaquin Valley Air Pollution Control District on behalf of the City of Orange Cove.
2. This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for application, including executing the agreement, make financial decisions, and implement the purchase of the new vehicles.



This resolution was adopted at a Regular Meeting of the City Council of the City of Orange Cove held on August 14, 2019 by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

ATTEST:

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Melanie A. Carter, Acting City Clerk

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Victor P. Lopez  
Mayor of the City of Orange Cove

# eTUATARA<sup>®</sup>

THE ALL-ELECTRIC, EXPEDITION VEHICLE



<b>HEIGHT</b> 6FT 9IN	<b>WIDTH</b> 5FT 1IN	<b>LENGTH</b> 10FT 8IN	<b>BED W X L</b> 5FT 1IN X 5FT 6IN	<b>LIFT CAP.</b> 1500LBS	<b>TOP SPEED</b> 35MPH	<b>WINCH CAP.</b> 1500LBS	<b>HITCH CAP.</b> 2000LBS

We wanted a vehicle that could take us into the deepest reaches of the wilderness, endure the most unforgiving weather and terrain and return home fully loaded with stories and bounty from our excursion. The eTuatara is a purpose built electric vehicle with steel construction standard features that can't be found anywhere else and a battery management system designed to outperform and outdistance the gas engine.



## POWERFUL ZERONOX<sup>®</sup> BATTERY SYSTEM

We guarantee its endurance, reliability and resilience for years to come.

NO BATTERY  
MAINTENANCE,  
CLEANINGS, OR  
SERVICE.

3.5 HOURS TO  
FULLY CHARGED  
+ RAPID CHARGE  
CAPABILITY

40% MORE  
EFFICIENT  
THAN INDUSTRY  
BATTERIES

4X THE LIFE SPAN  
COMPARED  
TO INDUSTRY  
BATTERIES

LONGEST WARRANTY  
ON MARKET WITH  
5 YEAR WARRANTY

SIGNIFICANTLY  
LOWERS MONTHLY  
COST WITH REDUCED  
FUEL COSTS





# Zero Nox Inc.

525 N. Main St.  
Porterville, CA 93257  
Phone: 559-560-8013  
[www.zeronox.com](http://www.zeronox.com)



Quote JE-1070


CONSULTANT DM	DATE 6/25/19	INVOICE # JE-1070
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## Quote For:

City of Orange Cove  
633 Sixth Street  
Orange Cove, CA 93646  
559-626-4488

## Contact Person:

Rudy Hernandez  
rudy@cityoforange Cove.com  
559-626-4488 ext. 216

Item Description	Quantity	Cost	Total
<b>2019 EFC2 Utility Cart – “eTuatara”</b> Battery System: LA 72V/10KW Series (approx. 50 miles fully charged) Passenger Capacity: 2 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, brake lights, horn, & seatbelts Front suspension Independent Wishbone with Preload Adjustable Rear suspension Double Wishbone with Preload Adjustable 4 Standard Rubber Tires (high grip) Vehicle Weight: 2,350 lbs Load Capacity: 1,100 lbs 	1	\$17,900.00	\$17,900.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$17,900.00
		Tax – 7.975%	\$1,427.53
		<b>TOTAL</b>	<b>\$19,327.53</b>
Public Benefit Grant		TOTAL	(\$19,327.53)
Out-of-pocket Expense		TOTAL	\$0.00

# Zero Nox Inc.

525 N. Main St.  
Porterville, CA 93257  
Phone: 559-560-8013  
[www.zeronox.com](http://www.zeronox.com)

Quote JE-1070




CONSULTANT	DATE	INVOICE #
DM	8/1/19	JE-1070

## Quote For:

City of Orange Cove  
633 Sixth Street  
Orange Cove, CA 93646  
559-626-4488

## Contact Person:

Rudy Hernandez  
[rudy@cityoforangecove.com](mailto:rudy@cityoforangecove.com)  
559-626-4488 ext. 216

Item Description	Quantity	Cost	Total
<b>2019 EFC2 Utility Cart – “eTuatara”</b> Battery System: LA 72V/10KW Series (approx. 50 miles fully charged) Passenger Capacity: 2 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, brake lights, horn, & seatbelts Front suspension Independent Wishbone with Preload Adjustable Rear suspension Double Wishbone with Preload Adjustable 4 Standard Rubber Tires (high grip) Vehicle Weight: 2,350 lbs Load Capacity: 1,100 lbs 	4	\$17,900.00	\$71,600.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$71,600.00
		Tax – 7.975%	\$5,710.10
		<b>TOTAL</b>	<b>\$77,310.10</b>



# ZERONOX<sup>®</sup>

INNOVATION & **POWER** WITHOUT EMISSIONS

## EC4 Specifications

  
WIDTH  
5.09 FT

  
LENGTH  
13.5 FT

  
HEIGHT  
6.4 FT

  
RADIUS  
17.78 FT

  
TOP SPEED  
31MPH

  
CAPACITY  
1350 LBS

  
WEIGHT  
2,500 LBS

Model	EC4
Engine	72V/5KW Series
Battery	Traditional LA w/ LFP upgrade available
Charger	110V input, 72V output
<b>Motor Parameters</b>	
Rated Power	5KW
Max Power	20KW
HP	26HP
<b>Performance / Capacity</b>	
Passenger Capacity	4 people
Range	45 miles
Max. Speed	31 mph
Radius	17.78 ft
Payload Capacity	1350 lbs
Dry Weight	2500 lbs
<b>Dimensions</b>	
Overall Dimensions (L x W x H)	13'6" x 5'1" x 6'5"
Cargo Bed Dimensions (L x W x H)	3'7 " x 4'1" x 10" (inside)
Min. Ground Clearance	7"
Wheelbase	8'6"



**Above photo is just for reference**  
Final Product subject to configuration chosen  
\* Range will vary depending on temperature, grade, payload and driving style

# Zero Nox Inc.

525 N. Main St.  
Porterville, CA 93257  
Phone: 559-560-8013  
[www.zeronox.com](http://www.zeronox.com)

Quote JE-1060




CONSULTANT	DATE	INVOICE #
DM	8/1/19	JE-1060

## Quote For:

City of Orange Cove  
633 Sixth Street  
Orange Cove, CA 93646  
559-626-4488

## Contact Person:

Rudy Hernandez  
[rudy@cityoforangecove.com](mailto:rudy@cityoforangecove.com)  
559-626-4488 ext. 216

Item Description	Quantity	Cost	Total
<b>2019 EC4 Utility Cart</b> Battery System: LA 72V/5KW Series (approx. 45 miles fully charged) Passenger Capacity: 4 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, and brake lights Horn, seatbelts, radio, and windshield wiper Front and rear suspension with vibration absorber 4 Standard Rubber Tires Vehicle Weight: 2,500 lbs Load Capacity: 1,350 lbs 	1	\$19,995.00	\$19,995.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$19,995.00
		Tax -7.975%	\$1,594.60
TOTAL			\$21,589.60



# Zero Nox Inc.

525 N. Main St.  
Porterville, CA 93257  
Phone: 559-560-8013  
[www.zerono.com](http://www.zerono.com)

Quote JE-1060




CONSULTANT <i>DM</i>	DATE <i>6/25/19</i>	INVOICE # <i>JE-1060</i>
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## Quote For:

City of Orange Cove  
633 Sixth Street  
Orange Cove, CA 93646  
559-626-4488

## Contact Person:

Rudy Hernandez  
[rudy@cityoforange Cove.com](mailto:rudy@cityoforange Cove.com)  
559-626-4488 ext. 216

Item Description	Quantity	Cost	Total
<b>2019 EC4 Utility Cart</b> Battery System: LA 72V/5KW Series (approx. 45 miles fully charged) Passenger Capacity: 4 Person w/ utility bed Fiberglass roof with laminated windshield Front headlights, signal lights, taillights, and brake lights Horn, seatbelts, radio, and windshield wiper Front and rear suspension with vibration absorber 4 Standard Rubber Tires Vehicle Weight: 2,500 lbs Load Capacity: 1,350 lbs 	1	\$19,995.00	\$19,995.00
Charger: 110V input, 72V output	INC		
ZeroNox Battery Warranty: 2 years	INC		
Freight and DMV Fee	INC		
		Subtotal	\$19,995.00
		Tax -7.975%	\$1,594.60
TOTAL			\$21,589.60
Public Benefit Grant		TOTAL	(\$20,000.00)
Out-of-pocket Expense		TOTAL	\$1,589.60



## 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 most recent developments regarding the Friant Kern Canal shutdown.

### BACKGROUND:

On April 3, 2019, the Friant Water Authority (FWA) informed the City that the Friant Kern Canal shutdown would be deferred until the fall of 2020 due to the above average snowpack and rainfall this year. Since then, AM Consulting Engineers has been Working with the State Water Resources Control Board (SWRCB) to secure emergency funding for the City's Water Storage Basin Lining and Cofferdam Project (Project). The Project consists of (1) installing two temporary cofferdams in order to pump contained flows into the City's water storage basin (2) eliminating the berms between the existing water storage basins to make one large basin, and (3) lining the basin with a high density polyethylene (HDPE) material to prevent percolation. The following table displays the total cost associated with the installation of the cofferdam and lining the water storage basin. The City is requesting \$2.3 million in emergency funding assistance to cover the costs of the Project.

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: \_\_\_\_\_



Description	Cost
<b>Water Storage Basin Excavation and Lining</b>	
Mobilization	\$60,000
Dust Control	\$25,000
Clearing and Grubbing	\$40,000
Excavation	\$244,000
Re-Grade Slopes	\$146,000
6' Chain Link Fence	\$2,000
6' Chain Link Gate	\$1,000
Outfall Structure	\$15,000
HDPE Liner	\$834,000
Liner Anchor Trench	\$34,000
Ballast Tubes	\$58,000
Safety Ladders	\$15,000
Vent Strips West Basin	\$25,000
4" Gravel Roadway	\$28,000
SWPPP Preparation and Implementation	\$10,000
Depth Gauge Markers	\$2,000
Supplemental Work	\$25,000
Hydromulch	\$7,000
Miscellaneous Basin Facilities and Operations	\$15,000
<b>Subtotal Construction</b>	<b>\$1,586,000</b>
Construction Engineering	\$48,000
Construction Testing & Inspection	\$143,000
Inflation to Construction	\$64,000
Contingency	\$159,000
<b>Total Water Storage Basin Excavation and Lining</b>	<b>\$2,000,000</b>
<b>Cofferdam Installation</b>	
Cofferdams (materials, installation and removal)	\$75,000
Crane Rental	\$10,000
Pump and Pipe Rental	\$30,000
Diesel	\$25,000
Operator Overtime (4 hrs/day for three months)	\$30,000
<b>Subtotal Construction</b>	<b>\$170,000</b>
Construction Engineering	\$25,500
Contingency	\$34,000
<b>Total Water Storage Basin Excavation and Lining</b>	<b>\$229,500</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$2,229,500</b>

Prepared by: Angela HallApproved 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: \_\_\_\_\_

The City Manager and City Engineer were contacted by the SWRCB Emergency Drinking Water Unit on July 23, 2019 regarding the availability of \$10 million in AB 72 funding for urgent drinking water needs projects. The City's Project has been identified as a potential project for this funding program. AB72 funding requires that the grant agreements for this program must be executed by June 2020 and the projects must be completed by March 2023.

In order to be considered for this funding program, the SWRCB requested that the City complete the Drinking Water State Revolving Fund (DWSRF) Construction application by submitting environmental documentation and plans and specifications for the cofferdam before October 1, 2019. AM Consulting Engineers has submitted the plans and specifications and filed and a Notice of Exemption for the Cofferdam on July 30, 2019. The SWRCB is currently reviewing the City's application. A funding agreement for this work is expected to be available sometime in the fall of 2019.

**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  
X Info Item  
 \_\_\_\_ Action Item  
 \_\_\_\_ Department Report  
 \_\_\_\_ Redevelopment Agency

\_\_\_\_ Public Hearing  
 \_\_\_\_ Matter Initiated by a Council  
 Member  
 \_\_\_\_ Other  
 \_\_\_\_ Continued to: \_\_\_\_\_



# ORANGE COVE POLICE DEPARTMENT

JULY 2019 MONTHLY STATISTICS  
CHIEF OF POLICE - MARTY RIVERA



PART 1 CRIMES						
	JUNE	JULY	%	YTD	YTD	
	2019	2019	Change	2018	2019	
Homicide	0	0	0%	1	0	
Rape	0	0	0%	3	0	
Attempted Murder	0	0	0%	0	0	
Robbery	1	0	-100%	1	2	
Assault	2	1	-50%	18	5	
Burglary	0	0	0%	15	12	
Grand Theft Auto	0	1	100%	16	9	
<b>Total Part 1 Crimes</b>	<b>3</b>	<b>2</b>	<b>-33%</b>	<b>54</b>	<b>28</b>	
PART 2 CRIMES						
	JUNE	JULY	%	YTD	YTD	
	2019	2019	Change	2018	2019	
Sex Crimes	4	0	-100%	4	8	
Narcotics	2	3	50%	16	21	
Child Abuse	0	0	0%	3	5	
Runaways	2	5	150%	6	18	
<b>Total Part 2 Crimes</b>	<b>8</b>	<b>8</b>	<b>0%</b>	<b>29</b>	<b>52</b>	
TRAFFIC STATISTICS						
	JUNE	JULY	%	YTD	YTD	
	2019	2019	Change	2018	2019	
Total Traffic Collisions	5	8	60%	41	38	
Fatalities	0	0	0%	2	0	
Injury	0	2	200%	4	4	
Non Injury	3	2	-33%	24	20	
Hit & Run	2	4	100%	11	14	
ENFORCEMENT STATISTICS						
	JUNE	JULY	%	YTD	YTD	
	2019	2019	Change	2018	2019	
Total Traffic Citations	22	14	-36%	371	225	
Total Vehicle Stops	124	90	-27%	977	950	
Seatbelt Violations	0	1	100%	14	7	
Unsafe Speed Violations	1	1	0%	9	5	
Fail To Obey Stop Sign/Light	16	5	-69%	57	64	
Driving Under the Influence	1	1	0%	23	13	
Gang Arrests - Felony	0	0	0%	6	6	
Gang Arrests - Misdemeanor	0	0	0%	10	2	
Gang Field Interview Cards	2	1	-50%	25	17	
Juvenile Detentions/Arrests	0	1	100%	8	7	
Adult Arrests	17	14	-18%	228	156	

	JUNE	JULY	%	YTD	YTD
	2019	2019	Change	2018	2019
5150	4	2	-50%	21	17
Agency Assist	9	9	0%	69	75
Battery	1	1	0%	14	8
Evading/Obstructing Officer	2	2	0%	15	7
Fraud	0	0	0%	4	6
Identity Theft	1	0	-100%	5	4
Spousal Abuse	5	5	0%	42	34
Graffiti/Vandalism	4	6	50%	37	27
Veh. Burglaries	1	0	-100%	5	2
General Incidents	10	12	20%	117	110
Weapons Confiscated	2	1	-50%	23	12
Petty Theft	6	3	-50%	31	26
Public Intoxication	2	0	-100%	8	3
Suspended License	2	3	50%	10	12
Unlicensed Drivers	10	3	-70%	42	68
Vehicles Towed	10	12	20%	94	84
Vehicles Released	3	4	33%	51	35
Case Number Drawn	132	131	-1%	1,057	981

# **POLICE DEPARTMENT MONTHLY REPORT**

**August 14, 2019**

## **STAFF LEVELS**

**Staff levels** remain the same. 10 plus myself. Reserve Officer Urrea is full time contract reserve. Officer Ngo only works on call when needed to fill a shift.

Officer Jurado working light duty until August 22

Reserve Officer Diaz just started Phase 2 of the FTO Program is struggling.

**Events** Had 4<sup>th</sup> of July Fireworks, Ramon Ayala concert. Next event August 18<sup>th</sup>.

National Night Out August 6 was very successful.

**Grants** ....Waiting to hear on Tobacco Grant. Should hear something soon.



City Council Meeting Date: August 14, 2019

Agenda Item No. \_\_\_\_\_



## CITY OF ORANGE COVE

### REPORT TO THE CITY COUNCIL

To: Mayor and City Council Members  
 From: Rudy Hernandez, Interim City Manager  
 Subject: Designation of Voting Delegate at League Conference  
 Attachment: Instructions and Procedures

Prior to the annual conference, the League of California Cities requires each city to designate a voting delegate and an alternate for the conference. Only the voting delegate may vote on League business items.

This year, the conference will be held October 16-18 in Long Beach.

Staff recommends that Council discuss the matter and choose a delegate and alternate to the League Conference.

Prepared by: Melanie Carter

Approved by: 

#### REVIEWED BY:

City Manager X Finance \_\_\_\_\_ City Attorney \_\_\_\_\_

#### TYPE OF ITEM:

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

COUNCIL ACTION: APPROVED DENIED NO ACTION

Council Action Advised by August 30, 2019

RECEIVED  
JUN 13 2019  
City of Orange Cove

June 10, 2019

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – October 16 - 18, Long Beach**

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

**Attachments:**

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form





## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



**CITY:** \_\_\_\_\_

**2019 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete and return by Friday, October 4, 2019**

League of California Cities  
**ATTN: Darla Yacub**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)  
(916) 658-8254

City Council Meeting Date: August 14, 2019

Agenda Item No. \_\_\_\_\_



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

To: Mayor and City Council Members  
From: Rudy Hernandez, Interim City Manager  
Subject: Letter of Support for FCRTA Sustainable Infrastructure Planning Grant  
Attachment: Letter of support

The Fresno County Rural Transit Agency (FCRTA) is asking for a letter of support from member agencies for a Sustainable Infrastructure Planning Grant feasibility study for a commuter monorail system (Project) in Fresno County.

The Project will provide for the planning and organizational frameworks that will enable FCRTA and partner organizations to increase accessibility for the residents of disadvantaged communities.

The proposed monorail creates a solution to reduce the growing traffic problem along SR 99, reduce GHG emissions and creates a sustainable transportation option for Fresno County residents.

Staff recommends approval.

Prepared by: Melanie Carter

Approved by: 

### REVIEWED BY:

City Manager X Finance \_\_\_\_\_ City Attorney \_\_\_\_\_

### TYPE OF ITEM:

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

COUNCIL ACTION: APPROVED DENIED NO ACTION

*Mayor:*  
*Victor P. Lopez*

*Mayor Pro Tem:*  
*Diana Guerra Silva*

*City Council Members:*  
*Roy Rodriguez*  
*Josie Cervantes*  
*Esperanza Rodriguez*



*Rudy Hernandez*  
*Interim City Manager:*  
*(559) 626-4488 ext. 216*

*Rudy Hernandez:*  
*Financial Consultant*  
*(559) 626-4488 ext. 216*

*City Clerk:*  
*June V. Bracamontes*  
*(559) 626-4488 ext. 214*

**Incorporated January 20, 1948**

**633 Sixth Street Orange Cove, California 93646**  
**Phone: (559) 626-4488 / FAX: (559) 626-4653**

August 2, 2019

Fresno Council of Governments  
c/o Jennifer Soliz  
2035 Tulare Street, Suite 201  
Fresno, CA 93721

Subject: Letter of Support for the Fresno County Rural Transit Agency Sustainable Infrastructure Planning Grant Project Program

Dear Ms. Soliz:

The City of Orange Cove is pleased to offer this letter of support for the Fresno County Rural Transit Agency's (FCRTA) application for Fresno Council of Governments Sustainable Infrastructure Planning Grant Program to do a feasibility study for a commuter monorail system to expand transportation and mobility options in disadvantaged communities of Fresno County.

FCRTA is proposing a Project that will provide for the planning and organizational frameworks that will enable FCRTA and partner organizations to increase accessibility for the residents of disadvantaged communities in Fresno County. This Project is a feasibility study that will analyze the concept and evaluate the physical and financial feasibility of developing a monorail line along Golden State Blvd from the City of Kingsburg into downtown Fresno. This proposed feasibility analysis for a monorail system would provide basis for short-term, mid-term, and long-term ridership projections based on projected land uses, employment trends, trip times, and fares; key performance metrics, including projected revenues, farebox recovery, operations and maintenance costs, passengers per mile, costs per mile; potential regional, state, and federal funding sources; public-private partnership opportunities; electricity needs and sources; opportunities for TOD at stations; and other critical issues. This proposed monorail creates a solution to reduce the growing traffic congestion along SR 99, reduce GHG emissions and create a sustainable transportation option for Fresno County residents.

The City of Orange Cove is impressed with FCRTA's efforts to plan for innovative transportation in the region's disadvantaged communities which will also contribute to GHG reduction targets.

The City of Orange Cove supports FCRTA's FCOG Sustainable Infrastructure Planning Grant Program proposal and urges the FCOG to fund this project to plan for sustainable transportation for the residents of Fresno County.

Sincerely,

Victor P. Lopez  
Mayor of the City of Orange Cove

City Council Meeting Date: August 14, 2019

Agenda Item No. \_\_\_\_\_



## CITY OF ORANGE COVE

### REPORT TO THE CITY COUNCIL

To: Mayor and City Council Members  
 From: Rudy Hernandez, Interim City Manager  
 Subject: Agreement for Use of soccer fields at Dianne Feinstein Park  
 Attachment: Agreement

On July 10, 2019 Mr. Robert Valtierra, representing the OC United Soccer Team, appeared before the City Council to ask permission to use the soccer fields at Dianne Feinstein Park.

After discussion, the Council directed Interim City Manager Hernandez to prepare an agreement which would allow the OC United Soccer Team to use the fields as requested.

The agreement prepared sets the terms of use including but not limited to the days, times, insurance requirements and fees, if any. This initial agreement is for 6 months and is renewable for successive six (6) month periods at the discretion of the City.

Staff recommends approval.

Prepared by: Melanie A. Carter

Approved by: \_\_\_\_\_

REVIEWED BY:

City Manager 

Finance \_\_\_\_\_

City Attorney \_\_\_\_\_

TYPE OF ITEM:

☐ Consent

☐ Department Report

☐ Matter Initiated by Council

☐ Info Item

☐ Successor Agency

☐ Other

☒ Action Item

☐ Public Hearing

☐ Continued to: \_\_\_\_\_

COUNCIL ACTION:

APPROVED

DENIED

NO ACTION



## **FACILITY USE AGREEMENT**

THIS AGREEMENT dated: August 1, 2019, ("Effective Date") is by and between City of Orange Cove ("Owner") and Robert Valtierra – O.C United ("Licensee").

**WHEREAS**, Owner is the owner of certain real property described as follows: Soccer fields and related ancillary buildings located at Dianne Feinstein Park: 1705 Anchor Ave Orange Cove, CA 93646 and

**WHEREAS**, Licensee seeks to enter and use the following described portion of Owner's real property consisting of soccer fields ("Premises") for carry on organized soccer tournaments and training.

**NOW, THEREFORE**, Owner and Licensee hereby agree as follows:

### **ARTICLE 1 - GRANT OF LICENSE**

1.1 **Grant.** Owner hereby grants to Licensee and to its agents, employees, guests and invitees an exclusive, revocable license to enter and use the Premises for the purposes, and at the times, set forth in Article 3, below.

1.2 **Condition of Premises.** Owner is not aware of any condition in, on, or about the Premises which constitutes a hazard to the safety of any occupant or which violates any governmental law or ordinance intended to protect human safety, except that persons participating in the soccer activity will assume the risk of playing and participating in the events at the Premises. Other than as set forth above, Licensee accepts the Premises "as is".

### **ARTICLE 2 - TERM**

The term of this Agreement shall be for the period of 6 months and is renewable for a successive term of 6 months upon the sole discretion of the Owner.

### **ARTICLE 3 - USE OF PREMISES**

3.1 **Licensee Uses.** The Licensee shall use the Premises as follows: to provide opportunity for the youth of Orange Cove to participate in soccer through training, practice and soccer games.

3.2 **Time of Use.** The Licensee's use of the Premises shall be at the following times and days of the Week: Tuesday, Wednesday, and Thursday  
Times: 6:00 PM – 8:00PM.

### **ARTICLE 4 - CONSIDERATION**

As total consideration for its use of the Premises, Licensee shall pay to Owner:

Application Fee:	\$35
Park/Facility Fee:	\$100
Cleaning Fee:	\$25
Total:	\$165

**Fees Waived by City Council**

## ARTICLE 5 - INDEMNIFICATION

5.1 Owner's Obligation. Owner shall indemnify, defend, and hold harmless Licensee, its officers, agents and employees, from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of Owner, its officers, agents, partners or employees.

5.2 Licensee's Obligation. Licensee shall indemnify, defend and hold harmless Owner, its officers, agents, partners and employees, from and against any Claims arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of Licensee, its officers, agents, or employees.

## ARTICLE 6 – INSURANCE

### 6. Insurance.

6.1 Owner's Insurance. Owner, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force, and maintain insurance as follows:

A. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:

*(Note: Always consult with campus Risk Management to determine amounts of coverage.)*

1. Each Occurrence \$1,000,000
2. Products/Completed Operations Aggregate \$2,000,000
3. Personal and Advertising Injury \$1,000,000
4. General Aggregate \$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the commencement of the Term of this Agreement.

B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than 2,000,000 dollars (\$2,000,000) per occurrence.

C. Property Insurance, Fire and Extended Coverage Form in an amount equal to one hundred percent (100%) of the full replacement value of the building in which the Premises are located to conform with then current codes and the costs of demolition and debris removal, excluding land and the footings, foundations and installations below the basement level.

D. Workers' Compensation as required by California law.

The coverages required herein shall not limit the liability of Owner.

The coverages referred to under A. and B. of this Section 6.1 shall include Licensee as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of Owner, its officers, agents, partners and employees. Owner, upon the execution of this Agreement, shall furnish Licensee with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days (ten [10] days for non-payment of premium) advance written notice to Licensee of any material modification, change or cancellation of the above insurance coverages.

6.2 Licensee's Insurance. Licensee, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

A. General Liability Self-Insurance Program (contractual liability included) with minimum limits as follows:

1. Each Occurrence \$1,000,000
2. Products/Completed Operations Aggregate \$2,000,000
3. Personal and Advertising Injury \$1,000,000
4. General Aggregate \$2,000,000

B. Business Automobile Liability Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than 2,000,000 dollars (\$2,000,000) per occurrence.

C. Property, Fire and Extended Coverage Self-Insurance Program in an amount sufficient to reimburse Licensee for all of its equipment, trade fixtures, inventory, fixtures and other personal property located on or in the Premises including improvements hereinafter constructed or installed.

D. Workers' Compensation as required under California State law

The coverages required under this Section 6.2.A, B and C shall not limit the liability of Licensee.

The coverages referred to under this Section 6.2.A and B. shall include Owner as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of Licensee, its officers, employees, and agents. Licensee, upon the execution of this Agreement, shall furnish Owner with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days advance written notice to Owner of any material modification, change or cancellation of the above insurance coverages.

6.3 Waiver of Subrogation. Licensee and Owner hereby waive any right of recovery against the other as a result of loss or damage to the property of either Licensee or Owner when such loss or damage arises out of an Act of God or any of the property perils insurable under extended coverage, whether or not such peril has been insured, self-insured, or non-insured.

**IN WITNESS WHEREOF**, the parties have executed this Facility Use Agreement as of the date first written above.



OWNER:

LICENSEE:

City of Orange Cove

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

ITS: \_\_\_\_\_



**Date:** August 14, 2019  
**To:** Mayor and City Council  
**From:** Rudy Hernandez, Interim City Manager  
**Subject:** Approval of Selection Committee To Review Request for Proposals (RFP) For Engineering Services for Federally – Funded Transportation Projects.

**Attachments:** Review Procedure

**BACKGROUND:**

On June 24, 2019, the City of Orange Cove mailed out Request for Proposals (RFP) for On-Call Engineering Services for Federally Funded Transportation Projects. The primary responsibilities of the Engineer will be Design Work, Inspection and Construction Management (Oversee Construction). The current Engineer is Gateway Engineering, Inc. from Clovis, California who did not respond to the Request for Proposals (RFP). At the close of the RFP filing deadline on July 19, 2019, the City received 2 proposals from the following Engineering Firms:

- 4CREEKS from Visalia, California
- AM Consulting Engineers from Fresno, California

The next step in the selection process is for the City Council to appoint a selection committee to review the RFP's received and make a recommendation to the City Council for a new Engineer. Staff's recommends the City Council appoint 5 members as shown below:

- Two Council Members
- Interim City Manager
- City Staff Person
- Community Member

**RECOMMENDATION:**

Staff recommends the City Council appoint a selection committee to review the Request for Proposals for Engineering Services and make a recommendation to the City Council for a new Engineer.

**FISCAL IMPACT:**

None.

Prepared by: Rudy Hernandez

Approved by: 

REVIEW: City Manager: ✓

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: \_\_\_\_\_

CITY OF ORANGE COVE  
PROPOSALS FOR ENGINEERING SERVICES FOR  
FEDERALLY-FUNDED TRANSPORTATION PROJECTS

REVIEW PROCEDURE

1. Form a Selection Committee to review proposals
  - A. Suggest 5 members:
    - a. Two Council members
    - b. City Manager
    - c. City Staff person
    - d. Community member
  - B. Committee members must complete Exhibit 10-T, Conflict of Interest and Confidentiality Statement, attached.
2. Distribute Statements of Qualifications to the Committee for review. Include the attached Score Sheet and Appendix B – Proposal Evaluation to be completed by each committee member.
3. Set a time for the committee to meet and review the Statements of Qualifications. Determine if the committee members wish to have interviews with the applicants.
  - A. If interviews are to be held, then schedule a time convenient to the members and inform applicants.
  - B. If no interviews, then have committee members finalize their score sheets.
4. Once the top-ranked firm is determined, have the City Manager open the cost proposal and review the hourly rates. If not acceptable, then negotiate with the top-ranked firm to reach an accommodation.
5. A report of the solicitation process and results must be submitted to Caltrans for approval prior to award by Council.
6. After receiving approval from Caltrans, set award for Council meeting.
7. Sign Agreement with Consultant.

## CITY OF ORANGE COVE

### FRATERNIZATION POLICY

Our Fraternization policy outlines our guidelines on employees forming personal relationships with each other.

We don't want to place undue restrictions on employees dating colleagues, as we acknowledge that freedom of choosing one's partner is an individual's right. But, without rules and guidelines, romantic relationships between colleagues may negatively impact our workplace. This policy will set restrictions to maintain workplace conduct and order.

Friendships forming between employees are also included in this policy. Friendships allow for a more collaborative environment, but they might also occasionally create cliques and fragmentation inside departments.

This policy does not restrict participating in labor unions or other labor or civil rights organizations.

## Scope

This policy applies to all our employees regardless of gender or sexual orientation.

For the purposes of this policy, "dating" includes consensual romantic relationships and sexual relations. Non-consensual relationships constitute [sexual harassment](#) and we prohibit them explicitly.

## Policy elements

### Dating in the workplace

Dating colleagues may cause problems if not handled correctly. Examples of common concerns are:

- Colleagues who date might spend a large portion of their work time talking or meeting with each other instead of completing their duties.
- Fights or breakups between couples might affect their ability to collaborate or maintain peace in the workplace.
- Employees who dated supervisors might sue for sexual harassment if they are terminated.
- Employees who date executives might unfairly benefit from favoritism.

So, we advise our employees to:

- Consider any possible conflict of interest before they enter into a relationship with a coworker.
- Inform HR when they enter into a romantic or intimate relationship with a colleague.
- Keep discussions of personal issues out of the workplace.
- Seek counseling from HR or specialized employees (e.g. psychologist) if needed.
- Maintain professionalism despite the status of the relationship and seek advice from their managers or HR to solve any issues.

When serious problems arise between couples, they can arrange a meeting with HR or their manager to find a solution. Example of a possible solution is to consult with and transfer an employee to a different division, without loss of benefits or compensation.

### **Unacceptable and acceptable behavior**

When two employees are in a relationship with one another, they should behave appropriately in the workplace. We define unacceptable behavior as any action that:

- Offends our people.
- Disrupts or hinders our operations.
- Distracts our employees from their duties.
- Decreases our employees' individual performance.

Examples of acceptable behavior for employees are:

- Passing by their partner's office to talk to them for non-work reasons for a short time.
- Displaying affection discreetly and infrequently while on company premises.
- Discussing their plans as a couple during breaks or lunch hours (with or without colleagues.)
- Coming to and leaving from work together.

Examples of unacceptable behavior for employees are:

- Arguing in the workplace during or after working hours.
- Kissing or touching inappropriately in front of colleagues.



- Exchanging an excessive number of instant messages or calls unrelated to their work during working hours.
- Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Employees who exhibit unacceptable behavior will face progressive discipline, up to and including termination in cases of repeated violations. HR is responsible for determining appropriate penalties.

Employees are also obliged to behave appropriately towards their colleagues who date each other. We prohibit [victimization](#) and [hostility](#) towards employees for any reason. This includes sexual jokes, gossip and improper comments. Employees who witness this kind of behavior should report it to HR.

Employees are obliged to follow our [Code of Conduct](#) at all times.

### **Dating managers**

To avoid accusations of favoritism, abuse of authority and sexual harassment, we prohibit supervisors from dating employees who report to them. This restriction may extend to every manager within two levels above an employee, regardless of team or department to facilitate moving or promoting employees.

Supervisors are strictly forbidden from dating their direct reports. If this occurs, the supervisor may face disciplinary action up to and including termination. This rule may be less strict in cases when managers enter into a consenting relationship with an employee from another team or department. When this happens, they must inform HR as soon as possible. It's to their best interest not to conceal their relationship as they may provoke disciplinary action if and when they are discovered. HR will evaluate the situation and act accordingly (e.g. transfer an employee or prepare a ["love contract"](#) to ensure the relationship is consensual.)

Employees will not face demotion, victimization or loss of benefits if we have to transfer them to another team or department. The supervisor may be reprimanded depending on the circumstances. We may terminate those who repeatedly disregard this restriction.

### **Couples who are married or in a domestic partnership**

Employees who enter in an official relationship with another employee after they're both hired by our company should follow the rules outlined above.

A married employee (or an employee who has a domestic partner) who serves as hiring manager for their team is not allowed to consider hiring their partner for open roles. This might bring about questions of favoritism in the hiring process. They are allowed to refer their partner for employment to other teams or departments for which they don't have any managerial or hiring authority.

If we discover that a hiring manager hired their partner, HR may move one of them to another team or branch where one won't supervise the other. The hiring manager will receive a reprimand, as their hiring decision may have compromised our company's commitment to [equal opportunity](#) and avoiding favoritism.

## **Friendships in the workplace**

Employees who work together may naturally form friendships either in or out of their workplace. We encourage this relationship between peers, as it can help employees communicate, collaborate and preserve harmony while working.

However, we must consider the negative consequences of forming this kind of personal relationship. Employees who are friends might occasionally:

- Enter into disputes over borrowed money.
- Gossip about colleagues and acquaintances.
- Form cliques that exclude certain colleagues and bring discord.
- Prevent one another (whether directly or indirectly) from accepting promotions or relocations for the sake of their friendship.

To mitigate possible issues, we advise our employees to:

- Discuss non-work related issues outside of the workplace.
- Ask for their managers or HR's help when they are unable to resolve an issue or conflict of interest.
- Follow our Code of Conduct and act professionally at all times.
- Focus on their work instead of their friendships while at the office.

## **Friendships with supervisors**

Being friends with one's manager may have both positive and negative consequences. On one hand, friendship might facilitate honesty, trust and job satisfaction for both parties. But, friendship might also make managers and employees confused about how they should treat each other. Questions of favoritism might arise too, and result in negative feelings and loss of morale.

For these reasons, we discourage employees being friends with their managers. We do encourage a harmonious and open relationship, but we think it's to everyone's best interest if managers are not involved with their direct reports outside of the workplace.

## **Openness**



The key point of this policy is openness. We can't stop employees from forming relationships with one another and trying to prohibit them from doing so could incite deceit, resentment and gossip.

For this reason, we expect our employees to be open about their personal relationships with colleagues. This does not mean that employees should draw attention to their relationship. But, keeping work relationships secret may negatively impact all parties involved.

HR will be at our employees' disposal to explain our policy, attitude and course of action in cases of violation.

## **CITY'S COMMITMENT**

Just like we expect employees to comply with this policy, City of Orange Cove has responsibilities that we are obliged to follow. We will:

- Enforce this policy to HR and senior management as well as employees.
- Treat everyone equally when taking disciplinary action without discriminating against protected characteristics.
- Prohibit victimization, [violence](#) and [retaliation](#) of any kind.
- Examine each situation separately and consider all aspects and perspectives before making decisions.

Our employees should follow our [anti-discrimination policy](#) at all times. For example, HR must not penalize a homosexual couple differently than a heterosexual couple when they both have violated the present policy in the same manner. Likewise, if a team member is discovered to have a relationship with their manager, the person who will be transferred or terminated must not be chosen based on their gender.

We will keep our employees' freedom and individual rights in mind and follow the law.