



## **AGENDA**

**Victor P. Lopez, Mayor**

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

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

**WEDNESDAY, FEBRUARY 26, 2020 - 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:**

1. Presentation by Mr. Juan Fonseca regarding Pharmacy in Orange Cove
2. Presentation by Alfonso Manrique, City Engineer and California Consulting regarding possible applications for funding under the State Community Development Block Grant (CDBG) Program.

**D. Consent Calendar**

3. Council Minutes of February 12, 2020
4. Application for the Usage of the VPL Center for the Census 2020
5. Application for the usage of property on W. Railroad Avenue and Park Blvd. for a Circus requested by Walter Entertainment, Inc.

## **E. Administration**

### **City Engineer:**

6. **SUBJECT:** Resolution Authorizing Application for and receipt of Local Government Planning Support Grant Program Funds

**Recommendation:** Council to consider approving Resolution No. 2020-06 Authorizing Application for and receipt of Local Government Planning Support Grant Program Funds

7. **SUBJECT:** Ordinance No. 388 Adopting by Reference the State Model Water Efficient Landscape

**Recommendation:** Council to approve and adopt Ordinance No. 388 Adding Chapter 13.18 to Title 13 of the Orange Cove Municipal Code Adopting by Reference the State Model Water Efficient Landscape Ordinance by Title Only waiving Full Reading

### **Interim City Manager:**

8. **SUBJECT:** Director of Building & Planning Services Job Description

**Recommendation:** Council to consider approving the Director of Building & Planning Services job description and appoint Mr. Ray Hoak to the newly created position

## **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 speaker's microphone, state your name and address, and then proceed with your comments.

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

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

## **I. City Council Communications**

## **J. 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**

**Josie Cervantes, Council Member**

**Roy Rodriguez, Council Member**

**Esperanza Rodriguez, Council Member**

**WEDNESDAY, February 12, 2020 - 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 (absent)  
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:** By Pastor Charles Lockhart

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

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

Interim City Manager, Rudy Hernandez, presented to Council to add one item and take action regarding donating \$500 to a local church to assist. This item came after the agenda was posted.

**Upon the motion by Councilman Rodriguez and seconded by Councilwoman E. Rodriguez, Council approved \$500 to a local church to assist as presented.**

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

## **C. Presentation(s)**

1. Presentation by Connie Raquenio regarding the United States Census 2020

Ms. Connie Raquenio, Executive Director of CVRC Services, presented to Council the United States Census 2020 and background. Also requesting space at the Community Center from March to April with a minimum of 4 tables and 8 chairs and County will provide computer and will need wifi access. Time schedule from 5pm to 8pm three days out of the week and Saturday at 4pm.

Council asked that she work with the City and item will be placed on the next City Council Agenda under Consensus for approval.

## **D. Consent Calendar**

2. City Council Minutes of January 8, 2020
3. Ratify Purchase of Two (2) Tables Chamber event on February 22, 2020
4. Appreciation Letter form Reedley College Latino Faculty & Staff Association Fund
5. Appreciation Letter from Boys and Girls Club
6. Application for Usage of the Victor P. Lopez Center on April 7, 2020 to celebrate the Memorial of Jesus Christ requested by Christian Congregation of Jehovah's Witnesses

Mayor Lopez requested to discuss item #3,4,5,6, separately.

**Upon the motion by Rodriguez and seconded by Rodriguez, Council approved Item #2 of the Council Calendar as presented.**

<b>Yes Vote:</b>	<b>Lopez, Rodriguez, Rodriguez</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>Silva and Cervantes</b>
<b>Abstain:</b>	<b>None</b>

Item #3 of the Consent Calendar: Interim City Manager Rudy Hernandez, presented to Council that the City purchased 2 tables, 11 tickets are now available, 5 tickets have been reserved.

**Upon the motion by Councilman Rodriguez and seconded by Councilwoman Rodriguez, Council approved Item #3 of the Consent Calendar as presented.**

<b>Yes Vote:</b>	<b>Lopez, Rodriguez, Rodriguez</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>Silva and Cervantes</b>
<b>Abstain:</b>	<b>None</b>

**Item #4 and Item #5 of the Consent Calendar:** Interim City Manager, Rudy Hernandez, explained that the City received thank you letters from Reedley College and the Boys and Girls Club in appreciation of the \$500 donation each to both entities. No action required just informational item.

**Item #6 of the Consent Calendar:** The Christian Congregation of Jehovah's Witnesses is requesting to use the VPL Center on April 7, 2020.

**Upon the motion by Councilman Rodriguez and seconded by Councilwoman Rodriguez, Council approved Item #6 of the Consent Calendar as presented.**

<b>Yes Vote:</b>	<b>Lopez, Rodriguez, Rodriguez</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>Silva and Cervantes</b>
<b>Abstain:</b>	<b>None</b>

## **E. Administration**

### **City Engineer**

#### **7. SUBJECT: Project Progress Update**

**Recommendation:** Informational Item Only

City Engineer, Alfonso Manrique, presented to Council the following items:

- a. Adams Avenue Reconstruction (Friant Canal to South Hills Valley Road between Center to 4<sup>th</sup> Street)
- b. D Street Sidewalks
- c. Water Enterprise: Friant Kern Canal Shut Down; Water Treatment Plant Improvements; Water Supply Reliability Project
- d. EDA Off-Site Improvements at Northwest corner of Park Blvd. and Anchor Avenue
- e. Amaya Housing Project
- f. SB2 Planning Grant Application
- g. Model Water Efficient Landscape Ordinance
- h. Proposition 68 – Statewide Park Development and Community Revitalization Program

#### **8. SUBJECT: Financial Assistance Application to the State Water Resources Control Board Drinking Water State Revolving Fund for the Water Treatment Plan Improvements Project**

**Recommendation:** Council to consider approving Resolution No. 2020-03 Authorizing the City Manager to sign and file a File a Financial Assistance Application to the State Water Resources Control Board Drinking Water State Revolving Fund for the Water Treatment Plan Improvements Project



Upon the motion by Councilman Rodriguez and seconded by Councilwoman Rodriguez, Council approved Resolution No. 2020-03 Authorizing the City Manager to sign and file a File a Financial Assistance Application to the State Water Resources Control Board Drinking Water State Revolving Fund for the Water Treatment Plan Improvements Project

Yes Vote: Lopez, Rodriguez, Rodriguez  
No: None  
Absent: Silva and Cervantes  
Abstain: None

9. **SUBJECT:** Awarding Bid for the Adams Avenue Reconstruction Project to AJ Excavation

**Recommendation:** Council to consider approving Resolution No. 2020-04 Awarding Bid for the Adams Avenue Reconstruction Project to AJ Excavation for \$385,628 and authorize Interim City Manager to approve expenditures up to the contingency amount of \$95,906

Upon the motion by Councilman Rodriguez and seconded by Councilwoman Rodriguez, Council approved Resolution No. 2020-04 Awarding Bid for the Adams Avenue Reconstruction Project to AJ Excavation for \$385,628 and authorize Interim City Manager to approve expenditures up to the contingency amount of \$95,906

Yes Vote: Lopez, Rodriguez, Rodriguez  
No: None  
Absent: Silva and Cervantes  
Abstain: None

10. **SUBJECT:** Ordinance No. 388 Adopting by Reference the State Model Water Efficient Landscape

**Recommendation:** Council to approve the Introduction and first reading of Ordinance No. 388 Adding Chapter 13.18 to Title 13 of the Orange Cove Municipal Code Adopting by Reference the State Model Water Efficient Landscape Ordinance by Title Only waiving Full Reading

Upon the motion by Councilman Rodriguez and seconded by Councilwoman Rodriguez, Council approved the Introduction and first reading of Ordinance No. 388 Adding Chapter 13.18 to Title 13 of the Orange Cove Municipal Code Adopting by Reference the State Model Water Efficient Landscape Ordinance by Title Only waiving Full Reading

Yes Vote: Lopez, Rodriguez, Rodriguez  
No: None  
Absent: Silva and Cervantes  
Abstain: None

11. **SUBJECT:** Legislative Budget Requests sent to Senator Hurtado for the City of Orange Cove's Police Department and Water Treatment Plant

**Recommendation:** Informational Item Only

Alfonzo Manrique, City Engineer sent letters to Senator Hurtado for the City's Orange Cove Police Department and Water Treatment Plant. Such letters were sent requesting legislative funding for the construction of a new Police Department and expansion of the City's Water Treatment Plant

Item was presented as informational.

12. **SUBJECT:** Establishing a 500-Foot "No Parking" Zone on the West Side of 9<sup>th</sup> Street, from South Avenue to J Street

**Recommendation:** Council to consider approving Resolution No. 2020-05 Establishing a 500-Foot "No Parking" Zone on the West Side of 9<sup>th</sup> Street, from South Avenue to J Street

Item Tabled

**Chief of Police:**

13. **SUBJECT:** Monthly Activity Report presented by Chief of Police, Marty Rivera

**Recommendation:** Informational Item Only

Chief of Policy, Marty Rivera, presented to Council the following:

- a. January 2020 monthly statistics
- b. Staff Levels
- c. Animal Shelter
- d. Events
- e. Grants
- f. Tobacco Grant
- g. Homeland Security Grant
- h. BSCC Grant
- i. COPS Grant

14. **SUBJECT:** California Consulting Grant Writing Services for COPS Grant

**Recommendation:** Apply for two (2) Officer positions

There are currently solicitations for cities to apply for the COPS Grant. The cost for application if done by California Consultant is \$7500. If successful, the grant will pay 75% of the starting pay for an officer including benefits up to \$125,000 over a 3-year period. The city would have a 25% cash match.

Discussion took place between Chief of Police and concern citizen regarding the dogs being euthanized and cost for adoption. Chief gave his card to the citizen so that they can discuss issue.

**Interim City Manager:**

**15. SUBJECT:** Update on Financial Issues

**Recommendation:** Informational Item Only

Interim City Manager, Rudy Hernandez presented to Council the following items:

- a. Measure G – Parcel Tax Ballot Measure. Election to be held in the City of Orange Cove on Tuesday March 3, 2020.
- b. Update on Master Fee Schedule – Building, Planning, Business License and Development Impact Fees Study
- c. Update on Water and Sewer Rate Study

**G. 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 speaker's microphone, state your name and address, and then proceed with your comments.

Angie Elizondo located at 130 10<sup>th</sup> Street, Orange Cove, CA presented her concern about the Notice of Violation from Code Enforcement Department Letter she received and explained her issue to Council. There is a homeless person by the name of Paul Allan who continues to throw junk in her mother's yard and has paid \$150 to remove his junk. She has complied with the notice but it continues and wants the Council to know the reason for the junk in her yard. She also feels that when the city has the Clean Up day more than 1 load should be permitted. Mayor, Council and Staff will work with Ms. Elizondo and that she contacts with the Police Department regarding Paul Allan.

**H. City Manager's Report**

None.

**I. City Attorney's Report**

None.

**J. City Council Communications**

None.

**K. Closed Session**

16. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision  
(d) of Section 54956.9: (One Case)

Council went into Closed Session at 7:45 p.m.

**L. Reconvene City Council Meeting**

Mayor Lopez reconvened City Council Meeting at 8:20 p.m. and announced No action taken.

**M. Adjournment**

Mayor Lopez adjourned the City Council Meeting at 8:20 p.m.

RESPECTFULLY SUBMITTED:

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June V. Bracamontes, City Clerk  
City of Orange Cove

PRESENTED TO COUNCIL:

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

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

Name: Connie M Raqueno  
(PLEASE PRINT)

Responsible Party: CVRC Services Corp Dba Connect the Valley Inc

Date Submitted: 02/20/2020

**FINANCE DEPARTMENT:**

APPLICATION FEE PAID: YES ☐ DATE \_\_\_\_\_

FEES PAID: YES ☐ AMOUNT: \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT PAID: YES ☐ AMOUNT: \_\_\_\_\_ DATE \_\_\_\_\_

**INSURANCE CERTIFICATE OF LIABILITY:**

RECEIVED: YES ☐ DATE RECEIVED: \_\_\_\_\_

**SECURITY REQUIRED:**      **SET UP RECEIVED:**      **PROFF OF RESIDENCY:**

YES ☐ NO ☐ YES ☐ NO ☐ YES ☐

SECURITY COMPANY INFORMATION RECEIVED: YES ☐

**SOUND EQUIPMENT:** YES ☐ NO ☐

**APPLICATION REQUEST:**

GANTED ( ): DATE: \_\_\_\_\_

DENIED ( ): DATE: \_\_\_\_\_

IF DENIED REASON:

CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

## CITY OF ORANGE COVE

### FACILITY USE APPLICATION

This application form is to be filled out and returned to the Orange Cove City Hall with all appropriate material and signatures prior to the City Manager's approval. (Note: if an organization is making application please note the position of the individual making application such as, President, Chairman etc).

Please review all the attached documents for Fee Schedules and regulations and sign where needed.

(PLEASE PRINT)

NAME/ORGANIZATION: CVRC Services Corp Dba Connect the Valley Inc

REPRESENTATIVE: Connie M Raqueno, Executive Director

MAILING ADDRESS: 13700 E Parlier Ave, Ste A

CITY: Parlier CA ZIP: 93648

CONTACT PHONE: 559.254.5267 opt 1 cell 559.394.1856

DATE(S) OF USE: April 1, 2020 thru May 30, 2020

NATURE OF USE: QAC/QAK Census Response Center

TIME OF USE: FROM 5:00 <sup>4:00 pm</sup> AM/PM TO 8:00 <sup>8:00 pm Saturdays</sup> M-W-F AM/PM (NOTE: HOURS OF OPERATION SHALL NOT EXCEED 12:00 MIDNIGHT UNLESS APPROVED BY THE CITY MANAGER AND THE CITY COUNCIL)

SET UP/DECORATING DATE <sup>to be determined</sup> TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

EXPECTED ATTENDANCE: Census respondents (unknown)



ADDITIONAL INFORMATION:

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FACILITY REQUIRED:

- ☒ ORANGE COVE COMMUNITY CENTER (one room)  
☐ CLASS ROOM AREA OF 480 SF @\$43.20 PER DAY  
☐ GENE WELCH PARK (Behind Orange Cove Community Center)  
☐ J.O. EATON PARK  
☐ SHERIDIAN PARK  
☐ OTHER (PLEASE SPECIFY) \_\_\_\_\_

INSURANCE REQUIRED:

NAME OF INSURANCE COMPANY: Non profit Insurance Alliance

**\*\*\*\* THE CITY OF ORANGE COVE REQUIRES THAT YOU PROVIDE A CERTIFICATE OF INSURANCE SHOWING THE CITY OF ORANGE COVE AS AN ADDITIONAL INSURED.**

**\*\*\*\* INSURANCE CAN BE PURCHASED THROUGH THE CITY OF ORANGE COVE, FOR AN ADDITIONAL FEE. RATES WILL VARY WITH EACH EVENT AND EACH YEAR. *INSURANCE WILL NEED TO BE PROVIDED WITH APPLICATION WHEN SUBMITTED BEFORE THE DATE CAN BE PLACED ON THE CITY CALENDAR.***

**PROCESSING FEE: A \$35.00 non-refundable processing fee must accompany the facility application.**

## LIABILITY INSURANCE

The City of Orange Cove and our insurance carrier requires that persons using city owned facilities provide adequate liability insurance coverage for the City and the user against claims for damages and money.

A Certificate of Insurance showing that adequate coverage is in effect must be on file with the City prior to the issuance of a final approval for the event.

The Lessee shall save, keep and hold harmless the City of Orange Cove, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity that may arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omission of the Lessee, any of the Lessee's employees or guest.

The City of Orange Cove will not be held liable for any accident, loss or damage.

I understand that the City of Orange Cove will not be held responsible for items brought to the Lessees' requested activity, outlined in this application, which becomes lost, stolen or damaged before, during or after this activity. This is to include damage or loss due to any mechanical failure that may occur.

Signature of Applicate or Representative:

Connie M Ragueneo Date 2/20/20

Printed Name:

Connie M Ragueneo

Position: Executive Director



### SMOKING POLICY

I understand that in accordance with State Law and Orange Cove City Ordinance #284:

SMOKING IS PROHIBITED IN PUBLIC BUILDING, IN CITY PARKS, PLAYGROUNDS, INDOOR OR OUTDOOR RECREATIONAL FACILITIES AND WITHIN 20 FEET OF A DOOR WAY OR WINDOW THAT OPENS OF ANY PUBLIC BUILDING.

Please initial: cmr

### FIRE EXTINGUISHERS

Fire extinguishers and local fire alarms (if within a building) are to be only in case of a fire only. Any misuse or tampering of the fire equipment can result in a fine.

IN CASE OF FIRE OR EMERGENCY PLEASE CONTACT 9-1-1

Please initial: cmr

### AGREEMENT OF CITY RULES AND REGULATIONS

I (print) Connie M Raqueno on behalf of my organization/group agree that we will follow all the rules, regulations and policies of the City of Orange Cove and the Orange Cove Police Department for the use of the facility requested. I understand that I/We are responsible for any, and all repair cost for damages to the building, parks, equipment and surrounding area.

Please initial: cmr

## **CITY OF ORANGE COVE**

### **DANCE POLICY**

**All dances with or without alcohol are required to have a security guard!**

The City of Orange Cove and the Orange Cove Police Department requires security guard(s) at all events with or without alcohol.

Applicants must show a valid photo ID that they are at least twenty-one (21) years of age.

The requirement is **one (1) uniformed security guard for every fifty (50) people.** The Security Guard firm shall be licensed with the City and approved by the Police Department. The Security Guard firm shall have the proper insurance and bonding.

**A signed contract with the Private Security will be required before the application is approved.**

The City of Orange Cove will review all applications to determine, if any, private security will be required and the number of guards required. In making the determination the type of event, location, number of attendees will be considered by the City.

### **EVENTS WITH FOOD AND ALCOHOL POLICY**

Events **with Alcohol** must provide the City with a permit from the Alcohol Beverage Control (ABC) ten (10) days prior to the event. **(If the permit is not received the applicant will forfeit the \$35 processing fee and might be required to submit a new application.)**

Events **with food** may be required to obtain a Food Permit through Fresno County Health Department. A copy of the Health Department Permit must be provided to the City prior to the issuance of the Facility Permit.

CITY OF ORANGE COVE

AGREEMENT OF POLICIES AND FEES

I have reviewed the City of Orange Cove's Facilities policies and fee schedule and I agree to follow all the policies as set forth.

I understand that the City of Orange Cove will not be held responsible for items brought to this activity that might be lost, stolen or damaged. This includes damage or loss due to any mechanical failures that may occur. And that, as the representative of the Lessee, agree that we shall hold harmless the City of Orange Cove, its officers, agent, employees and volunteers.

NOTE: Rates and Fees are subject to change upon City Council approval. In addition City Sponsored events will take precedence and may bump other reserved events.

THE DEPOSIT IS DUE WHEN THE APPLICATION IS SUBMITTED.

ALL FEES ARE DUE WITHIN TEN (10) WORKING DAYS OF THE ACTIVITY DATED.

THE DEPOSIT AND FEES ARE NOT REFUNDABLE IS THE EVENT IS CANCELLED WITHIN THIRY (30) DAYS PRIOR TO THE EVENT.

Connie M. Raqueno  
Representative of Lessee

2/20/2020  
Date

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Lessee

CITY OF ORANGE COVE

**FACILITY RENTAL RATES**

**COMMUNITY CENTER**

**MAXIMUM OCCUPANCY:** The maximum occupancy for any event in the Community Center Gymnasium **SHALL BE NOT MORE THAN 455 PERSONS.** (There will be No Exceptions and more than that number could cause the City to close the event down.)

**AVAILABLE CHAIRS AND TABLES:** There are 450 chairs and 40 tables available. Tables seat eight (8) persons.

## FACILITY RATES

### EXHIBIT A

#### Senior Center Building

No activity is permitted unless approved by City Manager

#### J.O. Eaton Park

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### Sheridan Park

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### Gene Welch Park – behind Orange Cove Community Center

(R) \$100 + 25 Cleaning Deposit = Total \$125.00

(N) \$125 + 25 Cleaning Deposit = Total \$150.00

\$50.00 Deposit for key / Gene Welch Park

### FUNERAL RECEPTIONS SPECIAL RATES

(Resolution No. 2013-02)

Funeral Reception Fees are only provided to Non-Orange Cove Residents and no deposit is required.

Funeral Reception Services (NR) \$150.00 rental & cleaning service fees/insurance included  
(4) hours maximum under 50 guest

Funeral Reception Services (NR) \$200.00 rental & cleaning service fee/insurance included  
(4) hours maximum/over 50 guest

If certificate of liability insurance is provided by the applicant (R)  
\$50.00 service/cleaning fees – (4) hours maximum/under 50 guest

\$100.00 service/cleaning fees – (4) hours maximum/over 50 guest

### Fees waived only for Orange Cove Residents

**ORANGE COVE COMMUNITY CENTER**

**RESIDENT:**

**\$1,250.00 + \$500 Cleaning Deposit (Refundable \$400\*) (Non-refundable \$100)**

**NON-RESIDENT:**

**\$1,500.00 + \$550 Cleaning Deposit (Refundable \$450\*) (Non-refundable \$100)**

Processing fee of \$35 is required when applying - this is a non-refundable fee. If your application is approved, the processing fee is applied toward your rate fees. If the application is denied or if canceled, the processing fee is not refundable;  
(Rates include hall with or without kitchen, and with or without alcohol)

**RATES FOR ORANGE COVE NON-PROFIT ORGANIZATION**  
(Excluding Dances)

Hourly Rates for Orange Cove Non-Profit Organization: \$50.00  
Non-Resident Non Profit Organization hourly rates are doubled

Dances: Rates and contract will be reviewed and approved by Council and Police Department

**COMMERCIAL EVENTS:**

Commercial Events:

Rates and contract will be reviewed and approved by Council and Police Department

**SET UP & CLEAN UP FEES**

The facility must be cleaned up at the end of the day of the event. This includes the gym, kitchen, hallway and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. The Kitchen should be cleaned and closed two hours prior to the end of the event. No type of heavy vehicles, motor vehicles or animals allowed in the building unless it is approved by the City Manager. No scissor lift allowed in the gym area. The applicant must schedule a walk-through with a city employee before the event during business hours 8 a.m. - 3 p.m. at 559-626-4488. A final walk-through with a city employee must be scheduled right after the event. Once the facility is determined to be in its proper form, the refundable rate\* as stated above will be returned in a timely manner, approximately 2-3 weeks after the event. If additional clean-up of the facility is required an event fee of \$25.00 per hour will be charged

**ORANGE COVE COMMUNITY CENTER**

Decorating/Rehearsal Rates: \$25.00 an hour day before event only.

(Usage of the Orange Cove Community Center must be by invitation only and security will be required for wedding receptions and 15<sup>th</sup> Birthday Parties- Other events Council and/or Police Department will determined if invitation and security is required)



**CITY OF ORANGE COVE**  
633 Sixth Street, Orange Cove, California (559) 626-4488

**DECORATING/REHEARSAL:** If decorating or rehearsal is required prior to the date of the event, an additional charge of \$25.00 per hour will be required.

**CLEAN UP FEES:** The facility must be cleaned up at the end of the day of the event to the satisfaction of City Staff. This includes the gym, kitchen, hallway, and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. If additional clean up of the facility is required the following day after an event a fee of **\$25.00 per hour will be charged**. Once the facility is determined to be in its proper form, the refundable rate as stated above will be returned in a timely manner.

- **AVAILABLE CHAIRS AND TABLES:** There are currently 450 chairs and 40 tables available. Tables seat 8 persons.
- **The Maximum Occupancy for the event or persons allowed in the gymnasium shall be no more than 455 persons. No Exceptions!**

Signature:

Connie M. Raguenio

Date:

2/20/2020

## Notice

### Regarding Community Center Use

1. Due to water leaks the KITCHEN AREA and other parts of the Community Center are not usable. This means that all food has to be prepared and items cleaned off-site. THE KITCHEN CANNOT BE USED.
2. The City is in the process of determining the amount to reconstruction that will need to be done. As we presently do not have a time-frame all persons renting the Center must be aware that the Center may be needed to be closed. In the event that the center will need to be closed the City will work with all parties so that notice will be given in enough time to rearrange

Sincerely,

*The City of Orange Cove*

559-626-4653 #211



NOTICE

Regarding Community Center Use

1. A.C unit not working properly.

Due to A.C unit not working properly at The Community Center, The City of Orange Cove will not be liable for any illness or sickness due to overheat or heat stress.

2. The City is aware that the A.C unit does not work properly and is in the process of determining a time and date to fix unit. As we presently do not have a time-frame all persons renting The Community Center must be aware that the Center may be closed for repairs. In the event that The Community Center will need to be closed the City will work with all parties so that notices will be given in enough time to rearrange events.

Sincerely,



Anthony B. Lopez

City Interim Manager

\*\*\*\*\*

I Connie M Raguenio, acknowledge that The City of Orange Cove has made me aware of the A.C unit not working properly at the Community Center and that I will take full responsibility of any consequence due to heat stress or heat illnesses.

X Connie M Raguenio

Sign

2/20/2020  
Date

City of Orange Cove

SOUND AMPLIFICATION

The City Ordinance regulates noise within the City Limits (Chapter 12.08.010-12.08-080).

The Ambient Noise has been determined:

<u>DISTRICT</u>	<u>TIME</u>	<u>SOUND LEVEL DECIBELS</u>
Residential	10pm to 7 am	50
Residential	7am to 10 pm	55
Commercial	10pm to 7 am	60
Commercial	7am to 10 pm	70
Industrial	anytime	75

APPLICATION

The Police Chief shall within five (5) working days either approve or disapprove of this application

(Print)

Name of Owner and Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

General description of sound amplifying equipment to be used: \_\_\_\_\_

\_\_\_\_\_

Dates and Times to be used: \_\_\_\_\_

Purpose for which sound equipment is to be used: \_\_\_\_\_

\_\_\_\_\_

SOUND AMPLIFICATION

PERMIT

As Police Chief of the City of Orange Cove (or designee) :

( ) Approve the Sound Permit for \_\_\_\_\_ to be  
held on \_\_\_\_\_ between the hours of \_\_\_\_\_.

( ) Denied the Sound Permit for \_\_\_\_\_

The Reason for my denial:

\_\_\_ Use of this equipment would constitute a detriment to traffic or  
pedestrian safety; or

\_\_\_ Use of this equipment would constitute a noise nuisance; or

\_\_\_\_\_

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

# FACILITIES PERMIT

Name of Lessee: CVRC Services Dba Connect the Valley Inc  
has made a facilities application and been granted use of the following Orange  
Cove City facility:

---

On the date(s) of: \_\_\_\_\_

For the Hours of: \_\_\_\_\_

Set up: Yes ( ☐ ); No ( ☐ )

Time/Date: \_\_\_\_\_

Security is to be present: Yes ( ☐ ); No ( ☐ )

Alcohol served: Yes ( ☐ ); No ( ☐ )

Dancing: Yes ( ☐ ); No ( ☐ )

Food Served: Yes ( ☐ ); No ( ☐ )

Sound Application: Yes ( ☐ ); No ( ☐ )

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

**CITY OF ORANGE COVE**  
**FACILITY USE APPLICATION**

This application form is to be filled out and returned to the Orange Cove City Hall with all appropriate material and signatures prior to the City Manager's approval. (Note: if an organization is making application please note the position of the individual making application such as, President, Chairman etc.).

Please review all the attached documents for Fee Schedules and regulations and sign where needed.

**(PLEASE PRINT)**

**NAME/ORGANIZATION:** Walter Entertainment INC

**REPRESENTATIVE:** Jonatan Walter

**MAILING ADDRESS:** 817 Neil Armstrong St

**CITY:** Las Vegas NV **ZIP:** 89145

**CONTACT PHONE:** 702 882-0588

**DATE(S) OF USE:** Mar 12 to Mar 16, 2020

**NATURE OF USE:** Circus Performances under a tent,

**TIME OF USE:** FROM 7:00pm AM/PM TO 9:00pm AM/PM (NOTE: HOURS OF OPERATION SHALL NOT EXCEED 12:00 MIDNIGHT UNLESS APPROVED BY THE CITY MANAGER AND THE CITY COUNCIL)

**SET UP/DECORATING DATE** Mar 11 **TIME: FROM** 9:00am **TO** 7:00pm

**EXPECTED ATTENDANCE:** 200

**ADDITIONAL INFORMATION:**

---

**FACILITY REQUIRED:**

☐ ORANGE COVE COMMUNITY CENTER

☐ CLASS ROOM AREA OF 480 SF @\$43.20 PER DAY

☐ GENE WELCH PARK (Behind Orange Cove Community Center)

☐ J.O. EATON PARK

☐ SHERIDIAN PARK

☒ OTHER (PLEASE SPECIFY) W Railroad Ave and Park Blvd

**INSURANCE REQUIRED:**

NAME OF INSURANCE COMPANY: Specialty Insurance Agency

**\*\*\*\* THE CITY OF ORANGE COVE REQUIRES THAT YOU PROVIDE A CERTIFICATE OF INSURANCE SHOWING THE CITY OF ORANGE COVE AS AN ADDITIONAL INSURED.**

**\*\*\*\* INSURANCE CAN BE PURCHASED THROUGH THE CITY OF ORANGE COVE, FOR AN ADDITIONAL FEE. RATES WILL VARY WITH EACH EVENT AND EACH YEAR. *INSURANCE WILL NEED TO BE PROVIDED WITH APPLICATION WHEN SUBMITTED BEFORE THE DATE CAN BE PLACED ON THE CITY CALENDAR.***

**PROCESSING FEE: A \$35.00 non-refundable processing fee must accompany the facility application.**

- FOR OFFICAL USE -

**FACILITY USE**  
**FEES PAID**

Initial

Application Fee:	<u>\$35.00</u>
Park Rental Fee:	<u>          </u>
Cleaning Deposit:	<u>          </u>
Community Center Fee:	<u>          </u>
Funeral Reception:	<u>          </u>
Non-Profit Fee	<u>          </u>
Set Up / Clean Up Fee	<u>          </u>
Decorating/Rehearsal Fee	<u>          </u>

**TOTAL FEE PAID**           

**FEE REIMBURSED**

Cleaning Deposit:	<u>          </u>
<u>                                </u>	<u>          </u>

Refund Date:

## LIABILITY INSURANCE

The City of Orange Cove and our insurance carrier requires that persons using city owned facilities provide adequate liability insurance coverage for the City and the user against claims for damages and money.

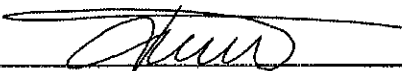
A Certificate of Insurance showing that adequate coverage is in effect must be on file with the City prior to the issuance of a final approval for the event.

The Lessee shall save, keep and hold harmless the City of Orange Cove, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity that may arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omission of the Lessee, any of the Lessee's employees or guest.

The City of Orange Cove will not be held liable for any accident, loss or damage.

I understand that the City of Orange Cove will not be held responsible for items brought to the Lessees' requested activity, outlined in this application, which becomes lost, stolen or damaged before, during or after this activity. This is to include damage or loss due to any mechanical failure that may occur.

Signature of Applicate or Representative:



Date 1-21-20

Printed Name:

Jonatan Walter

Position: General Manager



## CITY OF ORANGE COVE UNIFORMED SECURITY GUARD REQUIREMENTS

---


Private security officers are required whenever there is a dance, dinner, and/or alcoholic beverages being served at any function being held at a City owned facility.

All Security Companies must be **Licensed** with the Department of Consumer Affairs, Bureau of Security and Investigating Services. The Security companies must have a business license to do business in the City of Orange Cove and must be turned in with the application.

Private security companies are listed in the telephone directory; internet, and on the State web site [www.bsis.ca.gov](http://www.bsis.ca.gov)

---

- Security shall be responsible for maintaining the maximum load count at 455 or less persons.

Signature:  Date: 1-21-20

### SMOKING POLICY

I understand that in accordance with State Law and Orange Cove City Ordinance #284:

SMOKING IS PROHIBITED IN PUBLIC BUILDING, IN CITY PARKS, PLAYGROUNDS, INDOOR OR OUTDOOR RECREATIONAL FACILITIES AND WITHIN 20 FEET OF A DOOR WAY OR WINDOW THAT OPENS OF ANY PUBLIC BUILDING.

Please initial: JW

### FIRE EXTINGUISHERS

Fire extinguishers and local fire alarms (if within a building) are to be only in case of a fire only. Any misuse or tampering of the fire equipment can result in a fine.

IN CASE OF FIRE OR EMERGENCY PLEASE CONTACT 9-1-1

Please initial: JW

### AGREEMENT OF CITY RULES AND REGULATIONS

I (print) Jonatan Walter on behalf of my organization/group agree that we will follow all the rules, regulations and policies of the City of Orange Cove and the Orange Cove Police Department for the use of the facility requested. I understand that I/We are responsible for any, and all repair cost for damages to the building, parks, equipment and surrounding area.

Please initial: JW

## CITY OF ORANGE COVE

### DANCE POLICY

**All dances with or without alcohol are required to have a security guard!**

The City of Orange Cove and the Orange Cove Police Department requires security guard(s) at all events during dinner and/or dance with or without alcohol.

Applicants for dinner/dances must show a valid photo ID that they are at least twenty-one (21) years of age.

The requirement is **one (1) uniformed security guard for every fifty (50) people.** The Security Guard firm shall be licensed with the City and approved by the Police Department. The Security Guard firm shall have the proper insurance and bonding.

**A signed contract with the Private Security will be required before the application is approved.**

The City of Orange Cove will review all applications to determine, if any, private security will be required and the number of guards required. In making the determination the type of event, location, number of attendees will be considered by the City.

### **EVENTS WITH FOOD AND ALCOHOL POLICY**

Events **with Alcohol** must provide the City with a permit from the Alcohol Beverage Control (ABC) ten (10) days prior to the event. **(If the permit is not received the applicant will forfeit the \$35 processing fee and might be required to submit a new application.)**

Events **with food** may be required to obtain a Food Permit through Fresno County Health Department. A copy of the Health Department Permit must be provided to the City prior to the issuance of the Facility Permit.

CITY OF ORANGE COVE

**AGREEMENT OF POLICIES AND FEES**

I have reviewed the City of Orange Cove's Facilities policies and fee schedule and I agree to follow all the policies as set forth.

I understand that the City of Orange Cove will not be held responsible for items brought to this activity that might be lost, stolen or damaged. This includes damage or loss due to any mechanical failures that may occur. And that, as the representative of the Lessee, agree that we shall hold harmless the City of Orange Cove, its officers, agent, employees and volunteers.

NOTE: Rates and Fees are subject to change upon City Council approval. In addition City Sponsored events will take precedence and may bump other reserved events.

**THE DEPOSIT IS DUE WHEN THE APPLICATION IS SUBMITTED.**

**ALL FEES ARE DUE WITHIN TEN (10) WORKING DAYS OF THE ACTIVITY DATED.**

**THE DEPOSIT AND FEES ARE NOT REFUNDABLE IS THE EVENT IS CANCELLED WITHIN THIRY (30) DAYS PRIOR TO THE EVENT.**



Representative of Lessee

1-21-20

Date

---

Lessee

City of Orange Cove  
**FACILITY RENTAL RATES**

**PARKS**

## **FACILITY RATES**

### **EXHIBIT A**

#### **Senior Center Building**

No activity is permitted unless approved by City Manager

#### **J.O. Eaton Park**

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### **Sheridan Park**

(R) \$100+\$25 Cleaning Deposit = Total \$125.00

(N) \$125+\$25 Cleaning Deposit = Total \$150.00

#### **Gene Welch Park – behind Orange Cove Community Center**

(R) \$100 + 25 Cleaning Deposit = Total \$125.00

(N) \$125 + 25 Cleaning Deposit = Total \$150.00

\$50.00 Deposit for key / Gene Welch Park

### **FUNERAL RECEPTIONS SPECIAL RATES**

(Resolution No. 2013-02)

Funeral Reception Fees are only provided to Non-Orange Cove Residents and no deposit is required.

**Funeral Reception Services (NR) \$150.00 rental & cleaning service fees/insurance included**  
(4) hours maximum under 50 guest

**Funeral Reception Services (NR) \$200.00 rental & cleaning service fee/insurance included**  
(4) hours maximum/over 50 guest

**If certificate of liability insurance is provided by the applicant (R)**  
\$50.00 service/cleaning fees – (4) hours maximum/under 50 guest  
\$100.00 service/cleaning fees – (4) hours maximum/over 50 guest

### **Fees waived only for Orange Cove Residents**

**ORANGE COVE COMMUNITY CENTER**

**RESIDENT:**

**\$1,250.00 + \$500 Cleaning Deposit (Refundable \$400\*) (Non-refundable \$100)**

**NON-RESIDENT:**

**\$1,500.00 + \$550 Cleaning Deposit (Refundable \$450\*)(Non-refundable \$100)**

Processing fee of \$35 is required when applying - this is a non-refundable fee. If your application is approved, the processing fee is applied toward your rate fees. If the application is denied or if canceled, the processing fee is not refundable;  
(Rates include hall with or without kitchen, and with or without alcohol)

**RATES FOR ORANGE COVE NON-PROFIT ORGANIZATION**  
**(Excluding Dances)**

Hourly Rates for Orange Cove Non-Profit Organization: \$50.00

Non-Resident Non Profit Organization hourly rates are doubled

Dances: Rates and contract will be reviewed and approved by Council and Police Department

**COMMERCIAL EVENTS:**

Commercial Events:

Rates and contract will be reviewed and approved by Council and Police Department

**SET UP & CLEAN UP FEES**

The facility must be cleaned up at the end of the day of the event. This includes the gym, kitchen, hallway and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. The Kitchen should be cleaned and closed two hours prior to the end of the event. No type of heavy vehicles, motor vehicles or animals allowed in the building unless it is approved by the City Manager. **No scissor lift allowed in the gym area.** The applicant must schedule a walk-through with a city employee before the event during business hours 8 a.m. – 3 p.m. at 559-626-4488. A final walk-through with a city employee must be scheduled right after the event. Once the facility is determined to be in its proper form, the refundable rate\* as stated above will be returned in a timely manner, approximately 2-3 weeks after the event. If additional clean-up of the facility is required an event fee of \$25.00 per hour will be charged

**ORANGE COVE COMMUNITY CENTER**

**Decorating/Rehearsal Rates: \$25.00 an hour day before event only.**

(Usage of the Orange Cove Community Center must be by invitation only and security will be required for wedding receptions and 15<sup>th</sup> Birthday Parties- Other events Council and/or Police Department will determined if invitation and security is required)

**CITY OF ORANGE COVE**  
633 Sixth Street, Orange Cove, California (559) 626-4488

**DECORATING/REHEARSAL:** If decorating or rehearsal is required **prior to the date of the event, an additional charge of \$25.00 per hour will be required.**

**CLEAN UP FEES:** The facility must be cleaned up at the end of the day of the event to the satisfaction of City Staff. This includes the gym, kitchen, hallway, and bathrooms. All tables and chairs must be stacked and stored in the proper room. Any items brought by the individual sponsoring the event must also be removed by the end of the event. If additional clean up of the facility is required the following day after an event a fee of **\$25.00 per hour will be charged.** Once the facility is determined to be in its proper form, the refundable rate\* as stated above will be returned in a timely manner.

- **AVAILABLE CHAIRS AND TABLES:** There are currently 450 chairs and 40 tables available. Tables seat 8 persons.
- **The Maximum Occupancy for the event or persons allowed in the gymnasium shall be no more than 455 persons. No Exceptions!**

Signature: \_\_\_\_\_



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

1-21-20



CITY OF ORANGE COVE

**FACILITY RENTAL RATES**

**FUNERAL RECEPTIONS**

CITY OF ORANGE COVE

**FACILITY RENTAL RATES**

**COMMUNITY CENTER**

**MAXIMUM OCCUPANCY:** The maximum occupancy for any event in the Community Center Gymnasium **SHALL BE NOT MORE THAN 455 PERSONS.** (There will be No Exceptions and more than that number could cause the City to close the event down.)

**AVAILABLE CHAIRS AND TABLES:** There are 450 chairs and 40 tables available. Tables seat eight (8) persons.

## Notice

### Regarding Community Center Use

1. Due to water leaks the **KITCHEN AREA** and other parts of the Community Center **are not** usable. This means that all food has to be prepared and items cleaned off-site. **THE KITCHEN CANNOT BE USED.**
2. The City is in the process of determining the amount to reconstruction that will need to be done. As we presently do not have a time-frame **all persons renting the Center must be aware that the Center may be needed to be closed.** In the event that the center will need to be closed the City will work with all parties so that notice will be given in enough time to rearrange

Sincerely,

*The City of Orange Cove*

559-626-4653 #211

NOTICE

Regarding Community Center Use

1. A.C unit not working properly.

Due to A.C unit not working properly at The Community Center, The City of Orange Cove **will not** be liable for any illness or sickness due to overheating or heat stress.

2. The City is aware that the A.C unit does not work properly and is in the process of determining a time and date to fix unit. As we presently do not have a time-frame **all persons renting The Community Center must be aware that the Center may be closed for repairs.** In the event that The Community Center will need to be closed the City will work with all parties so that notices will be given in enough time to rearrange events.

Sincerely,




Anthony B. Lopez

City Interim Manager

\*\*\*\*\*

I Jonatan Walter, acknowledge that The City of Orange Cove has made me aware of the A.C unit not working properly at the Community Center and that I will take full responsibility of any consequence due to heat stress or heat illnesses.

X 

Sign

1-21-20

Date

City of Orange Cove

**SOUND AMPLIFICATION**

The City Ordinance regulates noise within the City Limits (Chapter 12.08.010-12.08-080).

The Ambient Noise has been determined:

<u>DISTRICT</u>	<u>TIME</u>	<u>SOUND LEVEL DECIBLES</u>
Residential	10pm to 7 am	50
Residential	7am to 10 pm	55
Commercial	10pm to 7 am	60
Commercial	7am to 10 pm	70
Industrial	anytime	75

**APPLICATION**

The Police Chief shall within five (5) working days either approve or disapprove of this application

(Print)

Name of Owner and Operator: Jonatan Walter

Address: 817 Neil Armstrong St Las Vegas NV 89145

Contact Phone: 702 882-0588

General description of sound amplifying equipment to be used:

For Circus Performances inside of tent only all sound will be done by 9:00pm

Dates and Times to be used: Mar 12-16, 2020 from 7:00pm to 9:00pm

Purpose for which sound equipment is to be used: Circus Performances under a tent.

## FACILITIES PERMIT

Name of Lessee:

Jonatan Walter

has made a facilities application and been granted use of the following Orange Cove City facility:

---

On the date(s) of: Mar 12 to Mar 16, 2020

For the Hours of: 7:00pm to 9:00pm

Set up: Yes (☒); No (☐)

Time/Date: Mar 11 @ 9:00am

Security is to be present: Yes (☒); No (☐)

Alcohol served: Yes (☐); No (☒)

Dancing: Yes (☐); No (☒)

Food Served: Yes (☐); No (☒)

Sound Application: Yes (☒); No (☐)

---

City Representative

---

Date

# SOUND AMPLIFICATION

## PERMIT

As Police Chief of the City of Orange Cove (or designee) :

( ☐ ) **Approve** the Sound Permit for \_\_\_\_\_ to be held on \_\_\_\_\_ between the hours of \_\_\_\_\_.

( ☐ ) **Denied** the Sound Permit for \_\_\_\_\_.

The Reason for my denial:

\_\_\_ Use of this equipment would constitute a detriment to traffic or pedestrian safety; or

\_\_\_ Use of this equipment would constitute a noise nuisance; or

\_\_\_\_\_

---

Police Chief

Date

## June Bracamontes

---

**From:** Veronica Nava <vnava@cityoforangecove.com>  
**Sent:** Friday, February 21, 2020 8:53 AM  
**To:** June Bracamontes  
**Subject:** FW: Walter bros circus

Please attach this to application.

Thanks,

Veronica

**From:** Jonatan Walter [mailto:walterentertainmentinc@gmail.com]  
**Sent:** Thursday, February 20, 2020 5:02 PM  
**To:** Veronica Nava <vnava@cityoforangecove.com>  
**Subject:** Walter bros circus

Hello Veronica.

Per our conversation..

I will be making a payment for the past due balance, on monday Feb 24, 2020

We look forward to host our circus event once again in the City of Orange Cove

Thank you again

Jonatan Walter  
Walter Entertainment INC  
702-882-0588





*Description of event;* Circus Performances under The Big top; Clowns, acrobats, magician, jugglers and motorcycles, No alcohol will be served or sold, No outside contracted vendors, NO animals are involved in the show. No rides or food stands outside of circus tent. Length of show approximately one and one-half hours

*Site layout;* the layout of the Walter Circus tent has more exits then are required by state code and the total number of feet on those exits also exceed state requirements, all requirements for isles, lighting , electrical, generators, fire extinguishers are met or exceed. In case of emergency, the exits lead to the fire line, which is always kept unobstructed, making an easy path of scape for patrons. (interior and exterior) attached

*Parking and traffic control plan;* Shown on site layout, also Walter entertainment INC will have a designated person to direct traffic. ADA designated parking area at the closest point of access to the circus.

*Security plan;* Walter Brothers Circus is a Family orientated Circus show and attracts primarily Families, in-house security has been sufficient to provide appropriate crowd control. Crowds come at show time, enter the enclosed midway area and take their seats, after the show there is no other attraction for audience to see so they exit to their cars.

Manny of the things that would attract or encourage trouble or the necessity of police intervention will not be present at Walter Bros Circus. Alcohol will not be served and there are no games of chance or mechanical rides. Walter bros circus primarily attracts children of elementary school ages or younger with their parents and grandparents.

Walter Bros Circus has its own security team consisting of 4 uniformed (unarmed) security personnel (includes 1 head security) the uniform consists of matching Walter Bros circus shirts and pants. This low key approach to security maintains the atmosphere of family fun. If requested, the security team can wear uniforms that identify them as security.

*Event capacity;* 200

*Schedule setup and tear down;* set up, Wednesday Mar 11, 2020 @ 9:00am and tear down on Tuesday Mar 17, 2020 @ 9:00am

*Signage plan;* All signs are on box office trailer, show times and prices only

*Waste Management;* waste is disposed via a 10yar dumpster which is owned by Walter bros Circus and hauled to local dump area in each city.

*Lighting plan;* Walter bros Circus is completely self-contained. The show is powered by a 25KW quiet generator. A source of water is usually provided to the circus by the venue on which the circus conducts business. (NO skylights, No lighting pointed upward)

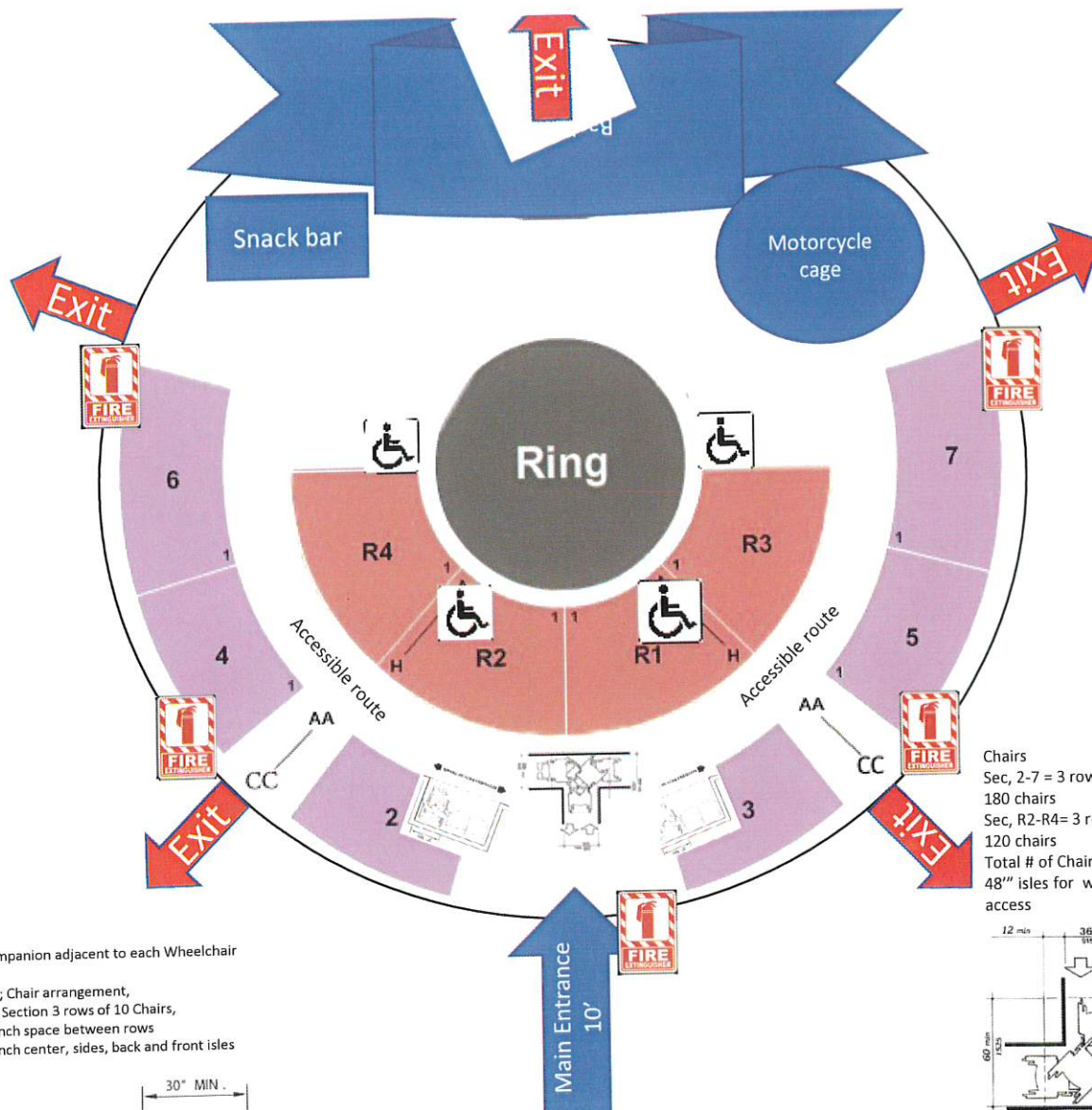
*Restroom;* Walter Bros Circus carries its own porta-potties and these are serviced on a regular basis, one handicapped restroom, equipped with handrails and ramps will be available at all times.

*Show times and dates;*

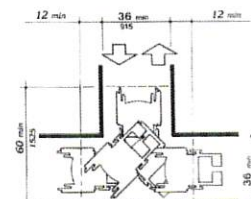
Starting; Thursday Mar 12, 2020 to Monday Mar 16, 2020

Monday to Friday; 7:00pm to 9:00pm

Saturday And Sunday ; 2:30pm to 9:00pm



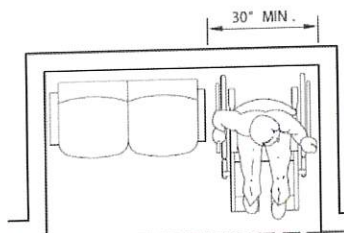
Chairs  
 Sec, 2-7 = 3 rows of 10  
 180 chairs  
 Sec, R2-R4 = 3 rows of 10  
 120 chairs  
 Total # of Chairs 300  
 48" isles for wheelchair access



Wheelchair accessible route

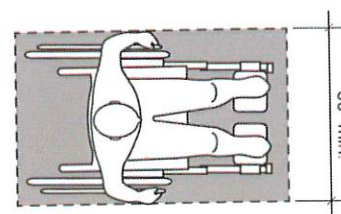
2 Companion adjacent to each Wheelchair

Note; Chair arrangement, each Section 3 rows of 10 Chairs, 16" inch space between rows 48" inch center, sides, back and front isles

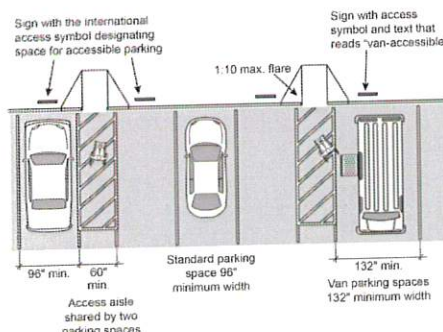


ACCESSIBLE PATH OF TRAVEL

all ADA route; roll-out matting system designed for reinforcing, grass surfaces. ultra-lightweight (0.21 lbs/sqft) providing improved access in grass, dirt or snow terrain. 30" wide 1/4" thick



Audience guests who desire listening assistance Walter Entertainment will provide a pocket size wireless receiver with adjustable volume control and ergonomic, high performance earphones.



Parking Spaces and Access Aisles

All 5 exits will have a LED exit sign / Emergency light with two adjustable 1-watt LED lighting heads and 6" red letters battery backup (single/double face) E-XCL series UL listed.

type of chairs ;

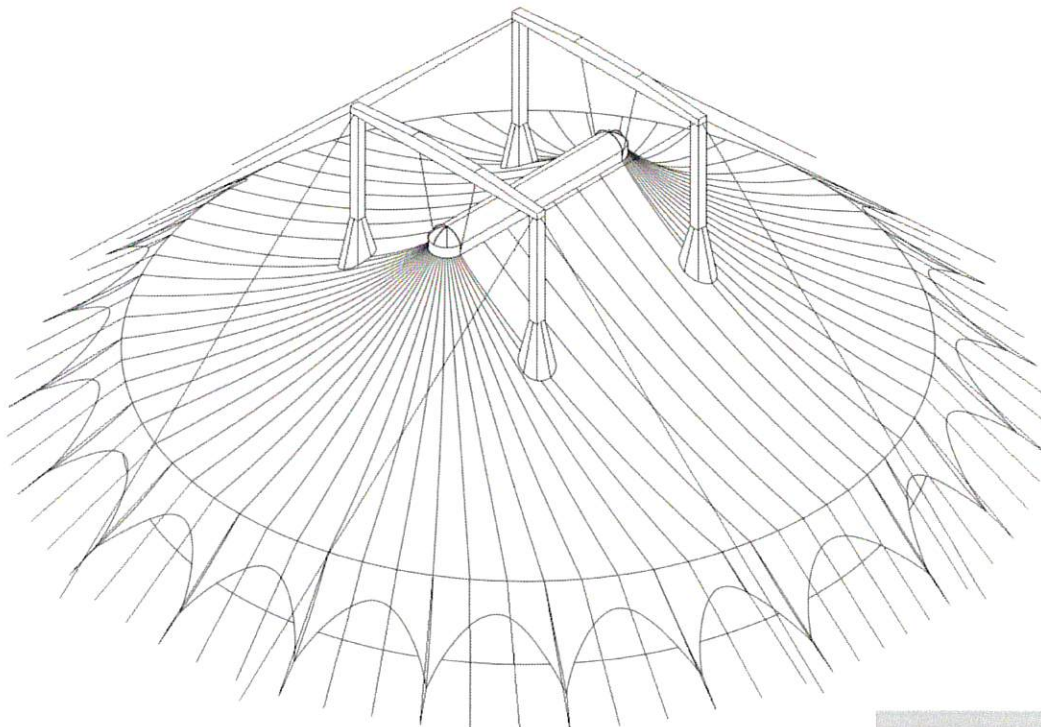
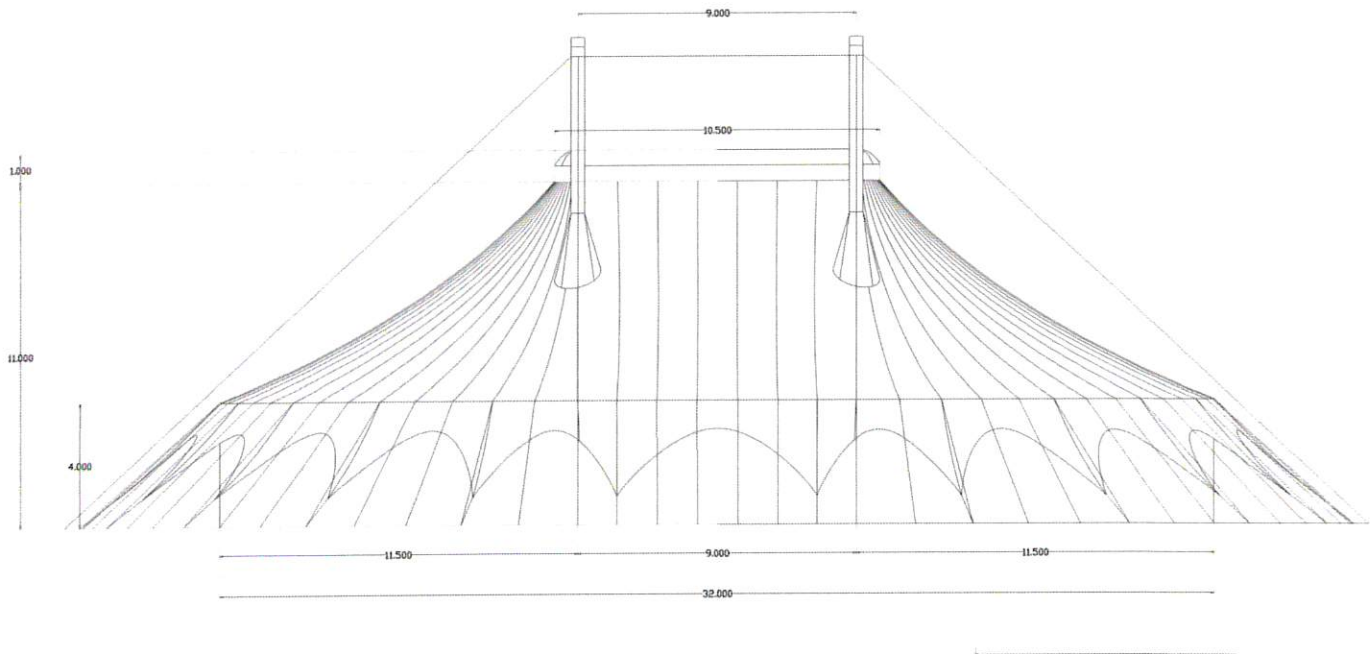
Seat Height	Overall Height	Width	Weight	Seat Depth	Folding Height
17 1/2"	21"	17 1/2"	81 lbs	15 1/2"	28"

Exit openings from tents 10' wide will remain open





Walter entertainment INC. tent front view



Note; plan deminsions in meters

Scale . 1:500



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council  
**From:** Alfonso Manrique, City Engineer  
**Subject:** Adopt Resolution Authorizing Application For and Receipt of Local Government Planning Support Grant Program Funds

**Attachments:**

**RECOMMENDATION:**

Staff recommends that the City Council adopt the attached Resolution authorizing the City's application and receipt of the California Department of Housing and Community Development's (Department) Local Government Planning Support Grant Program, also known as the Local Early Action Planning Grants Program (LEAP).

**BACKGROUND:**

The 2019-20 Budget Act created the Local Early Action Planning Grants Program (LEAP) to make available \$119 million dollars for over-the-counter grants and technical assistance to all cities and counties to prepare and adopt planning documents, and process improvements that accelerate housing production and facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment.

Grants will be available to eligible applicants on a noncompetitive, over-the-counter basis. Applications will be accepted until July 1, 2020. The Department will review applications within 30 days and target award of applications within 60 days, with subsequent Standard Agreements processed within 60 days of award. Maximum award amounts are based on the City's population estimate as of January 1, 2019; therefore, the maximum award amount the City is eligible to receive is \$65,000.

Prepared by: AM Consulting Engineers

Approved by: Alfonso Manrique

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: \_\_\_\_\_

Eligible activities must demonstrate an increase in housing related planning activities and facilitate accelerated housing production. Staff will be preparing the application requesting the maximum amount of \$65,000 in grant funds. Staff is still working on finalizing the project scope of work; however, the grant will be used to increase housing related planning activities and accelerate housing within the City. The attached resolution authorizes and directs the City Manager to execute the application, grant documents, and any amendments required by the Department.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**CONFLICT OF INTEREST:**

None.

RESOLUTION NO. 2020-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE  
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT  
PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of Orange Cove desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

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

Section 1. The City Manager is hereby authorized and directed to apply for and submit to the Department the Application package;

Section 2. In connection with the LEAP grant, if the Application is approved by the Department, City Manager of the City of Orange Cove is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

Section 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

This resolution was adopted at a Regular Meeting of the City Council of the City of Orange Cove held on February 26, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



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Victor P. Lopez, Mayor


ATTEST:

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June Bracamontes, City Clerk



## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council  
**From:** Alfonso Manrique, City Engineer   
**Subject:** Second Reading of Ordinance No. 388 Adding Chapter 13.18 to Title 13 of the Orange Cove Municipal Code Adopting by Reference the State Model Water Efficient Landscape Ordinance  
**Attachments:** Ordinance No. 388

### **RECOMMENDATION:**

It is recommended that City Council conduct a second and adopt Ordinance No. 388 adding Chapter 13.18 to Title 13 of the Orange Cove Municipal Code adopting by reference the Model Water Efficient Landscape Ordinance of California as contained in the California Code of Regulations, Title 23, Waters, Division 2.7, Model Water Efficient Landscape Ordinance, Sections 490 et. seq.

### **BACKGROUND:**

On February 12, 2020, the City Council conducted a public hearing and the first reading of Ordinance No. 388, which adds Chapter 13.18 to Title 13 of the of the Orange Cove Municipal Code adopting by reference the Model Water Efficient Landscape Ordinance of California. The City Council voted to approve the first reading of Ordinance No. 388. The City Council is asked to conduct a second reading and adopt Ordinance No. 388, which will take effect 30 day after adoption.

In 2006, Governor Schwarzenegger signed Assembly Bill 1881 amending the Water Conservation in the Landscape Act (AB 1881). The bill required that all cities and counties were to update their local landscape ordinances by January 1, 2010. All cities had until this date to either adopt the State's Model Water Efficient Landscape Ordinance (MWELO) or adopt their own local water efficient landscape ordinance that is as effective as the State's MWELO. The intent of the State's

Prepared by: AM Consulting Engineers

Approved by: Alfonso Manrique

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: \_\_\_\_\_

MWELO is to achieve increased landscape water use efficiency in new development.

In April 2015, the Governor Brown issued Executive Order (EO B-29-15) directing the DWR to update the State's MWELO through expedited regulation. The most recent Executive Order of April 1, 2015, affects new development projects that include landscape areas of 500 square feet (SF) or more that are subject to the Ordinance. This applies to residential, commercial, industrial and institutional projects that require a permit, plan check or design review. The previous landscape size threshold for new development projects ranged from 2,500 SF to 5,000 SF.

The size threshold for existing landscapes that are being rehabilitated has not changed, remaining at 2,500 SF. Only rehabilitated landscapes that are associated with a building or landscape permit, plan check, or design review are subject to the Ordinance.

The new law's significant revisions are as follows:

- More Efficient Irrigation Systems
  - Dedicated landscape water meters or sub-meters are required for residential landscapes over 5000 sq. ft. and non-residential landscapes over 1,000 SF.
  - Irrigation systems are required to have pressure regulators and master shut-off valves.
  - All irrigation emission devices must meet the national standard stated in the Ordinance to ensure that only high efficiency sprinklers are installed.
  - Flow sensors that detect and report high flow conditions due to broken pipes and/or popped sprinkler heads are required for landscape areas greater than 5,000 SF.
  - The minimum width of areas that can be overhead irrigated was changed from 8 feet to 10 feet; areas less than 10 feet wide must be irrigated with subsurface drip or other technology that produces no over spray or runoff.
- Incentives for Greywater Usage
  - Landscapes under 2,500 SF that are irrigated entirely with graywater or captured rainwater are subject only to the irrigation system requirements of Appendix D, Prescriptive Compliance Option.
- Improvements in Onsite Stormwater Capture
  - Friable soil is required in planted areas to maximize water retention and infiltration. Four yards of compost per 1,000 SF. of area must be incorporated. Other recommended measures for increasing onsite stormwater retention are listed in the Ordinance.
- Limiting the Portion of Landscapes that can be Planted with High Water Use Plants
  - The maximum amount of water that can be applied to a landscape reduced from 70% of the reference evapotranspiration (Eto) to 55% for residential landscape projects, and to 45% of Eto for non-residential projects. This water allowance

Prepared by: AM Consulting Engineers

Approved by: Alfonso Manrique

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: \_\_\_\_\_

reduces the landscape area that can be planted with high water use plants such as cool season turf.

- Reporting Requirements
  - All local agencies will report on the implementation and enforcement of their ordinances to DWR by December 31, 2015. Local agencies developing a regional ordinance will report on their adopted regional ordinance by March 1, 2016. Reporting for all agencies will be due by January 31st of each year thereafter.
- Prescriptive Checklist Option for Landscapes under 2,500 SF.
  - Projects with landscape requirements of the Ordinance areas under 2,500 SF may comply with the performance or conform to the prescriptive measures contained in Appendix D. Many will find that the Appendix D checklist simplifies compliance.
  - If the local agencies have not adopted a local ordinance by the date the model ordinance is mandated to take effect, the State's model ordinance shall be enforced by the local agency, and shall have the same force and effect as if adopted by the local agency. Furthermore, not later than December 31, 2015, each local agency shall notify the Department of Water Resources as to whether the local agency is subject to the State's model ordinance and/or shall submit to DWR a copy of the water efficient landscape ordinance adopted by the local agency.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**CONFLICT OF INTEREST:**

None.

Prepared by: AM Consulting Engineers

Approved by: Alfonso Manrique

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: \_\_\_\_\_

ORDINANCE NO. 388

AN ORDINANCE OF THE CITY OF ORANGE COVE, CALIFORNIA, ADOPTING THE  
STATE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE AND ADDING  
CHAPTER 13.18 TO TITLE 13 OF THE ORANGE COVE MUNICIPAL CODE

WHEREAS, California Assembly Bill 1881 (AB 1881) enacted into law on September 28, 2008 modified and strengthen a Model Water Efficient Landscape Ordinance (MWELo) for local agencies to adopt and use for the purpose of reducing water waste associated with irrigation and outdoor landscaping; and

WHEREAS, AB 1881 required the State Department of Water Resources (DWR) to provide guidelines for cities and counties to adopt the MWELo or more stringent local landscape irrigation ordinances in 2010; and

WHEREAS, the City of Orange Cove (City) did not adopt the MWELo in 2010; and

WHEREAS, Governor Jerry Brown's Drought Effective Order of April 1, 2015 (EO B-29-15), directed the DWR to prepare and update to the State's MWELo, which the California Water Commission adopted on July 15, 2015; and

WHEREAS, all cities and counties had until December 1, 2015 to adopt the updated MWELo or to adopt a local ordinance which is at least as effective in conserving water as the MWELo; and

WHEREAS, the City did not adopt the updated MWELo before December 1, 2015; therefore, the State's updated water efficient landscape standards have been in effect by default in the City since December 1, 2015; and

WHEREAS, the City acknowledges that the waters of the State are of limited supply and are subject to every increasing demands; and

WEEREAS, the City has determined that adopting the updated MWELo, as may be amended, will benefit the City and provide clarity to provide clarity to permit applications; and

THE CITY COUNCIL OF THE CITY OF ORANGE COVE DOES ORDAIN AS FOLLOWS:

SECTION 1: The City of Orange Cove hereby adopts the Model Water Efficient Landscape Ordinance, Sections 490-495, Chapter 2.7, Division 2, Title 23 in the California Code of Regulations, as may be amended.

SECTION 2: Section 13.18 is added to the Orange Cove Municipal Code to read as follows:

Chapter 13.18 WATER EFFICIENT LANDSCAPE AND IRRIGATION STANDARDS

13.18.010 – Purpose and Intent

The Water Efficient Landscape and Irrigation Standards are intended to ensure the design, installation and maintenance of landscapes in the City meet the requirements of the State of California's Model Water Efficient Landscape Ordinance (MWELo).

13.18.020 – Adoption of State Model Water Efficient Landscape Ordinance

The "Model Water Efficient Landscape Ordinance" of the State of California, as contained in California Code of Regulations Title 23 Waters, Division 2 Department of Water Resources,

Chapter 2.7 Model Water Efficient Landscape Ordinance, Sections 490 et. seq. is hereby adopted by reference as the water efficient landscape ordinance of the City of Orange Cove, as the same may be amended from time to time, as if set out in full in this Chapter. A copy of the Model Water Efficient Landscape Ordinance of the State of California shall be maintained in the City of Orange Cove City Hall and shall be made available for public inspection while this ordinance is in force. "Local agency" in the Model Water Efficient Landscape Ordinance shall mean the City of Orange Cove.

SECTION 3: This Ordinance has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15307 of the State CEQA Guidelines for actions by regulatory agencies for protection of natural resources. The Model Water Efficient Landscape Ordinance addresses the protection of statewide water resources by requiring certain landscaping projects to analyze their water budget. There is no evidence that the proposed project may have a potentially significant effect on the environment. As such, the project qualifies for exemption pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

SECTION 4: If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

SECTION 5: In accordance with California Government Code§ 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 6: The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

\*\*\*\*

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Orange Cove held on February 12, 2019 and was read aloud, passed and adopted at a regular meeting of the City Council held on February 26, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Victor P. Lopez, Mayor

ATTEST:

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June Bracamontes, City Clerk



**Date:** February 26, 2020  
**To:** Mayor and City Council  
**From:** Rudy Hernandez, Interim City Manager  
**Subject:** Approval of Director of Building & Planning Services Job Description and appoint Ray Hoak to newly created position.  
**Attachments:** Director of Building & Planning Services Job Description

**BACKGROUND:**

On September 26, 2018, I was appointed as the City's Interim City Manager and have had the opportunity to evaluate the City's Building and Planning Service needs. Based on my analysis, the City has a critical need for a professional with a strong background in Building and Planning Services.

Based on the above mentioned statement, I am hereby recommending that the City Council approve the Director of Building and Planning Services position and appoint Ray Hoak to the newly created position. Mr. Ray Hoak was first hired by the City of Orange Cove on August 1, 2006 in the capacity of Building Inspector and performed other duties such as Planning, Building, and Code Enforcement Services. Mr. Hoak retired on March 2, 2018 and came back to work for the City on July 2019 thru January 2020 for a total of 960 hours. Mr. Hoak has 35 years of experience in performing Building Inspection Services and 13 years performing Planning, Building, and Code Enforcement Services. In addition, Mr. Hoak has a Bachelor of Science Degree from California State University, Fresno and is a ICC Certified Building Inspector. It should be noted that this will be a management position not requiring union approval.

**Some of the projects that Ray will be working on are listed below:**

- Amaya Housing Project
- Pharmacy Project (Bring a Pharmacy to the City of Orange Cove).
- Sequoia View Shopping Center Sign
- Diaz SFD Development Parcel Map 2019
- Figueroa Pizza Restaurant
- Development Impact Fee Study
- Building & Planning Fee Study
- Howard & Macias Annexations

**RECOMMENDATION:**

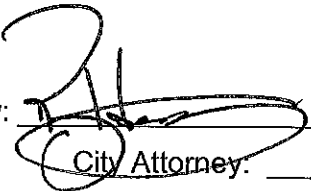
For the City Council to consider approving the Director of Building & Planning Services job description and appoint Ray Hoak to the newly created position.



**FISCAL IMPACT:**

The cost for the Director of Building & Planning Services for 9 months (Salary/Benefits) is approximately \$130,000. Of this amount, \$105,000 will be funded by grants (80%) and the other \$25,000 from City funds.

Prepared by: Rudy Hernandez

Approved by: 

REVIEW: City Manager: ✓

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

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

**TYPE OF ITEM:**

**COUNCIL ACTION: APPROVED DENIED NO ACTION**

\_\_\_\_\_ Consent

\_\_\_\_\_ Public Hearing

\_\_\_\_\_ Info Item

\_\_\_\_\_ Matter Initiated by a Council Member

x Action Item

\_\_\_\_\_ Other

\_\_\_\_\_ Department Report

\_\_\_\_\_ Continued to: \_\_\_\_\_

\_\_\_\_\_ Redevelopment Agency

City of Orange Cove  
Job Description  
**Director of Building & Planning Services**  
(Duties, Tasks and Responsibilities)

- The Director of Building & Planning Services Serves as the Building Official and Manages the Building, Planning and Code Enforcement Departments.

Building Department

- Customer Resource Person Providing Information Service at Front Counter, Telephone & Email for Permit Applications and Building Permits.
- Perform and Manage Construction Drawing Plan Checking.
- Collect and Account for Building, Plan Check, Impact, Grading, Kings County Unified School District & Fresno County Transportation Impact Fees.
- Issue Building and Encroachment Permits.
- Perform Building Inspections.
- Update, Maintain & Manage Hard & Computer Filing Systems.
- Prepare Yearly & Monthly Studies and Reports for Housing and Economic Development for Federal, State, County and Local School District Agencies.
- Administer State Mandated Construction Debris Ordinance Regulations.
- Administer FEMA Mandated Floodplain Ordinance Regulations.
- Certify Developments Have Been Made in Conformity With the Plans and Conditions Approved By the City.

Planning Department

- In-House City Planner Resource Person Providing Information Services at Front Counter, Telephone & Email for Site Plan Review, General Plan Land Use, Zoning & CEQA Regulations and Procedures, Conditional Use Permits and Variances.
- Account and Collect Entitlement Fees for General Plan & Zoning Applications, Site Plan Review Applications, Conditional Use Permits and Variance Applications, Engineering Plan Checking and Inspections Fees.
- Manage and participate in the Conditions of Approval, Review, Implementation and Adoption of Site Plan Reviews, General Plan Land Use, Zoning Amendments, Conditional Use and Variance Permits.
- Update Planning Amendments to the General Plan Land Use & Zoning District Maps.
- Update, Maintain & Manage Hard & Computer Filing Systems.
- Review Business License Applications for Zoning & General Plan Compliance.

Code Enforcement Department

- Receive Complaints, Investigate and Inspect Public Nuisance Complaints.
- Perform Substandard Building Inspections.
- Enforce Water Utility Billing Accounts and Business License Violations. Assist Police & Fire Departments with Public Nuisance Violations.
- Prepare and Issue Notice & Orders for Code Compliance.
- Establish, Update and Maintain Case Journals, Hard and Computer Files.

Other Duties, Tasks and Responsibilities

- Select Project Management and Inspections for Public Utility and Groundwater Remediation Well Encroachments, Select City Grant Projects and Supplemental Reporting.
- Design and Update City Web Site 'On-Line' Forms & Applications for Building, Planning & Finance Departments
- Prepare and Present Staff Reports and Various Informational Topics for City Council Review and Consideration.
- Research and Draft Planning Ordinances for City Manager Review.

- Project management for public works projects including groundwater remediation wells, City building heating and air conditioning systems and public utility encroachments.
- 5/19/13