



AGENDA

Victor P. Lopez, Mayor

Diana Guerra Silva, Mayor Pro Tem

Josie Cervantes, Council Member

Roy Rodriguez, Council Member

Esperanza Rodriguez, Council Member

WEDNESDAY, MARCH 24, 2021 - 6:30 P.M.

TELECONFERENCE

(CALL 888-204-5987 ACCESS CODE 8166599#)

A. Call to Order/Welcome

Roll Call

B. Confirmation of Agenda

C. Consent Calendar

1. City Warrants for February 2021
2. Housing Successor Annual Report for FY 2019-2020
3. Fresno Regional Workforce Development Board Work Experience Agreement between the City of Orange Cove and Proteus

D. Administration

City Engineer

4. **SUBJECT:** Notice of Completion for the Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road

Recommendation: Council to consider approving Resolution 2021-15 Authorizing the City Manager to file and record with the County of Fresno a Notice of Completion for the Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road

5. **SUBJECT:** Rapid Flashing Beacon in front of Orange County Library

Recommendation: Staff recommends that City Council authorize the City Manager to solicit bids for the construction of a rapid flashing beacon in front of the Orange Cove Library and authorize the City Manager to use Measure C funds to pay for the design and construction of the Project.

Interim City Manager:

6. **SUBJECT:** Master Fee Schedule

Recommendation: Council to consider approving Resolution No. 2021-16 Approving the Fiscal Year 2021-22 Master Fee Schedule

7. **SUBJECT:** \$5,000 donation request from the OC Knights for the Women Youth Travel Softball Program

Recommendation: Council to approve \$5,000 for the OC Knights of Women Youth Travel Softball Program to be used for registration and insurance fees, equipment and uniforms

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

Recommendation: Informational Item Only

9. **SUBJECT:** Identifying Potential Revenue Options

Recommendation: Staff recommends the following:

1. Council to review the three (3) potential revenue sources and determined may be available to augment City revenues
2. Provide direction to Staff regarding which, if any, of the potential revenue sources the Council would like to further explore

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

F. City Manager's Report

G. City Attorney's Report

H. City Council Communications

I. 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.

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.

REPORT.: Mar 19 21 Friday
 RUN...: Mar 19 21 Time: 08:44
 Run By.: Dora Silva

CITY OF ORANGE COVE
 Cash Disbursement Detail Report
 Check Listing for 02-21 thru 02-21 Bank Account.: 1010

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 ID #: PY-DP
 CTL.: ORA

| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|--------------|------------|---------------|---------------------------|------------|-----------|--|
| 043702 | 02/17/21 | ECC01 | TARGET EIGHT ADVISORY | -111003.00 | C00108u | Ck# 043702 Reversed |
| 046714 | 02/11/21 | JT200 | JT2 INC. | -62701.90 | 66142Ru | Ck# 046714 Reversed |
| 046749 | 02/01/21 | SEQ05 | SEQUOIA EQUIPMENT CO, IN | -1567.74 | 118778u | Ck# 046749 Reversed |
| 046783 | 02/09/21 | FB001 | THE FRESNO BEE | -846.00 | 12/27/20u | Ck# 046783 Reversed |
| 046809 | 02/01/21 | VPL01 | VICTOR P LOPEZ | 214.16 | 02/01/21 | RX REIMBURSEMENT |
| 046810 | 02/01/21 | DIO00 | DIONICIO RODRIGUEZ JR. | 1800.00 | 02/01/21 | PROFESSIONAL SERVICES WATER TREATMENT PLANT |
| 046811 | 02/01/21 | HER01 | RUDY HERNANDEZ | 9800.00 | 97 | FINANCIAL CONSULTING/INTERIM CITY MANAGER SERVICES |
| 046812 | 02/01/21 | \F001 | FERNANDEZ, ANDREA | 24.31 | 000C10201 | MQ CUSTOMER REFUND FOR FER0009 |
| 046813 | 02/01/21 | \G005 | GOMEZ, ALBERTO & ISABEL | 99.74 | 000C10201 | MQ CUSTOMER REFUND FOR GOM0045 |
| 046814 | 02/01/21 | \L002 | MADRIGAL, NORMA JIMENEZ | 54.88 | 000C10201 | MQ CUSTOMER REFUND FOR LAR0022 |
| 046815 | 02/03/21 | ATT05 | AT & T | 391.08 | 02/02/21 | COMMUNICATION & UVERSE |
| 046816 | 02/04/21 | EST10 | JOE ESTRADA | 126.55 | 01/28/21 | CAL SACRAMENTO STATE WATER PROGRAM FEE REIMBURSMNT |
| | | | | 90.00 | 02/03/21 | REIMBURSEMENT WATER DISTRIBUTION GRADE 3 RENEWAL |
| | | | Check Total.....: | 216.55 | | |
| 046817 | 02/04/21 | HER01 | RUDY HERNANDEZ | 990.00 | 98 | FINANCIAL CONSULTING/INTERIM CITY MANAGER SERVICES |
| 046818 | 02/04/21 | MER00 | MERCADO, RICARDO | 780.00 | 121 | ORANGE COVE BUDGET REPORT 2021 DESIGN |
| 046819 | 02/04/21 | OCTS1 | ORANGE COVE TIRE SERVICE | 15.00 | 25725 | TIRES REPAIR FOR TRUCK# 203 INV# 25725 |
| | | | | 453.55 | 25798 | TIRES FOR TRUCK# 201 INV# 25798 |
| | | | | 51.20 | 25851 | BUSHING REPAIR FOR GMC VAN INV# 25851 |
| | | | Check Total.....: | 519.75 | | |
| 046820 | 02/05/21 | ADV03 | ADVANCED FLOW MEASUREMENT | 2539.21 | 0004305 | COMPLIANCE TESTING FLOWMETER FOR PLANT B FILTER |
| 046821 | 02/05/21 | APV01 | ARAMARK- ACCOUNTS RECEIVA | 54.98 | 502745087 | JANITORIAL SUPPLIES FOR WTP INV# 1502745087 |
| | | | | 47.31 | 502745092 | JANITORIAL SUPPLIES FOR CITY YARD INV# 1502745092 |
| | | | | 52.98 | 502745101 | JANITORIAL SUPPLIES FOR WWTP INBV# 1502745101 |
| | | | Check Total.....: | 155.27 | | |
| 046822 | 02/05/21 | BER03 | WILLIAM J. BERRY | 8770.00 | 5116 | MEASURE S DESIGN AND MAIL FLYER INV# 5116 |
| | | | | -8770.00 | 5116u | Ck# 046822 Reversed |

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|-------------------|---------------|------------------|---------------------------|--------------------------------------|--|--|
| Check Total.....: | | | | .00 | | |
| 046823 | 02/05/21 | BSK01 | BSK ASSOCIATES | 810.00 | AE01775 | WATER SAMPLES FOR WTP INV# AE01775 |
| 046824 | 02/05/21 | CMMC1 | CITRUS MINI-MART | 1751.61 | 1223 | GASOLINE-DECEMBER 2020 INV# 1223 |
| 046825 | 02/05/21 | GP001 | COVE PRINTING | 132.81 | 61520 | 500 DOOR HANGER COURTESY NOTICE INV# 61520 |
| 046826 | 02/05/21 | DAP01 | DODSON AUTO PARTS | 7.54 53.69 3.87 | 49028 49045 49120 | WORK SUPPLIES FOR PWD INV# 49028 HYD OIL FOR TRACTOR WWTP INV# 49045 ELEC TWIST FOR THE JULIA DAYCARE INV# 49120 |
| Check Total.....: | | | | 65.10 | | |
| 046827 | 02/05/21 | DHM01 | D H MACHINE INC. | 14.59 | 12/31/20 | FINANCE CHARGE |
| 046828 | 02/05/21 | DLL01 | DE LAGE LANDEN PUBLIC FIN | 3875.09 3951.10 188.15 | 70543746 70982978 070200591 | COPIER LEASE INVOICE# 70543746 COPIER LEASE INVOICE# 70982978 COPIER LEASE LATE FEE INV# 70200591 |
| Check Total.....: | | | | 8014.34 | | |
| 046829 | 02/05/21 | DOPH2 | DEPARTMENT OF PUBLIC HEAL | 138.00 138.00 138.00 518.00 | IN0261240 IN0261242 IN0263793 IN0263863 | STATE CUPA OVERSIGHT SURCHARGE INV# IN0261240 STATE CUPA OVERSIGHT SURCHARGE CITY HALL STATE CUPA OVERSIGHT SURCHARGE WWTP INV# IN0263793 STATE CUPA OVERSIGHT SURCHARGE WTP INV# IN0263863 |
| Check Total.....: | | | | 932.00 | | |
| 046830 | 02/05/21 | FCSEF | FRESNO COUNTY SHERIFF | 12992.44 | SO18067 | DISPATCHING SERVICES INV# SO18067 |
| 046831 | 02/05/21 | FOO02 | FOOTHILL AUTO TRUCK & AG | 31.29 | 892467 | 15-01/892467 HEADLIGHTS INV# 892467 |
| 046832 | 02/05/21 | JCO01 | JORGENSEN CO. | 470.00 | 5918308 | FIRE ALARM ANNUAL SERVICE CITY HALL INV# 5918308 |
| 046833 | 02/05/21 | SEQ05 | SEQUOIA EQUIPMENT CO, IN | 24.35 | 0118778 | FINANCE CHARGE FOR INV# 118778 |
| 046834 | 02/05/21 | SWRCB | SWRCB | 9271.90 | LW1028168 | WATER SYSTEM ANNUAL FEES INV# LW-1028168 |
| 046835 | 02/05/21 | TEI01 | TELSTAR INSTRUMENTS INC | 5580.00 | 105697 | CREATED BACKUPS OF SCADA APPLICATION INV# 105697 |
| 046836 | 02/05/21 | WIN91 | WIN-911 SOFTWARE | 295.00 | 64649 | WIN-911 FACTORY TALK MONITORING SERVICES |
| 046837 | 02/09/21 | RR001 | ROY RODRIGUEZ | 44.79 | 02/09/21 | MEDICAL REIMBURSEMENT |
| 046838 | 02/10/21 | APVD1 | ARAMARK- ACCOUNTS RECEIVA | 54.98 | 502748300 | JANITORIAL SERVICES FOR WTP INV# 1502748300 |

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| 046838 | 02/10/21 | APV01 | ARAMARK- ACCOUNTS RECEIVA | 47.31 52.98 52.09 | 502748306 502748334 502748358 | JANITORIAL SUPPLIES FOR CITY YARD INV# 1502748306 JANITORIAL SUPPLIES WASTE WATER PLANT #1502748334 JANITORIAL SUPPLIES CITY HALL INV# 1502748358 |
| Check Total.....: | | | | 207.36 | | |
| 046839 | 02/10/21 | ARR02 | ABEL ARROYO | 1360.00 | 02/09/21 | VP COMMUNITY CENTER RENTAL REFUND EVENT ON 4/18/20 |
| 046840 | 02/10/21 | CT007 | CHICAGO TITLE | 750.00 | 200026281 | TITLE SEARCH 378-030-41 YANEZ PURCHASE #FWEM-TO200 |
| 046841 | 02/10/21 | FAH01 | FAHRNEY AUTOMOTIVE GROUP | 11958.89 | 204260 | UTILITY VEHICLE REPAIRS & MAINTENANCE INV# 204260 |
| 046842 | 02/10/21 | FGS01 | FRUIT GROWERS SUPPLY CO | 16.77 | 92201123 | ANIMAL CONTROL DEPT. MOUSE TRAPS ACCT# 92201123 |
| 046843 | 02/10/21 | FJC01 | FLOYD JOHNSTON CONSTRUCTI | 131796.37 | 2010NC-05 | WORK COMPLETED ON THE TEMPORARY COFFERDAM PROJECT |
| 046844 | 02/10/21 | FRE30 | FRESNO COUNCIL OF GOVERNMENT | 2000.00 | MLRSP-01 | MULTI-JURISDICTIONAL LOCAL ROADWAY SAFETY PLAN |
| 046845 | 02/10/21 | FWUA1 | FRIANT WATER AUTHORITY | 5318.00 | 114015 | FKC O&M MONTHLY BILLING FOR FEBRUARY 2021 |
| 046846 | 02/10/21 | LOP50 | SYLVIA MARTINEZ LOPEZ | 151.12 | 02/05/21 | UNIFORM ALLOWANCE-PANTS FOR S.MARTINEZ LOPEZ PWD |
| 046847 | 02/10/21 | LYN01 | LYNN PEAVEY COMPANY | 84.66 | 376178 | EVIDENCE TUBES (3X12) & (7/8X8IN) INV# 376178 |
| 046848 | 02/10/21 | OCL02 | ORANGE COVE LIQUOR | 3077.70 | JAN 2021 | GAS FOR PD PATROL VEHICLES MONTH JANUARY 2021 |
| 046849 | 02/10/21 | OCT81 | ORANGE COVE TIRE SERVICE | 18.00 541.01 | 25935 25976 | TIRE MOUNT 15-03 INV# 25935 ROTOR/BRAKES/OIL CHANGE 15-05 INV# 25976 |
| Check Total.....: | | | | 559.01 | | |
| 046850 | 02/10/21 | PAR33 | PARAMOUNT PEST SERVICES | 355.00 | 210100315 | PEST CONTROL PWD, WTP, WWTP, & PD MON. JAN 2021 |
| 046851 | 02/10/21 | SEB01 | SEBASTIAN | 249.60 | 10641995 | ALARM MONITORING FOR ALL DEPTS. INV# 10641995 |
| 046852 | 02/10/21 | SUP03 | SUPERIOR POOL PRODUCTS LL | 1073.60 | Q2012920 | CHLORINE FOR WTP SERVICES CHARGE INV# Q2012920 |
| 046853 | 02/10/21 | TE001 | TRUJILLO ELECTRIC | 5800.00 | 2479 | INSTALLED LED LIGHTS AT FIRE DEPT. INV# 2479 |
| 046854 | 02/10/21 | TM001 | TUTTLE & MCCLOSKEY | 4479.00 | 1343 | ATTORNEY PROFESSIONAL ALLOCATION COSTS |
| 046855 | 02/11/21 | JT200 | JT2 INC. | 62701.90 | 66142R0 | INVOICE FOR WORK CONDUCTED ON D ST SIDEWALK IMPROV |
| 046856 | 02/12/21 | APV01 | ARAMARK- ACCOUNTS RECEIVA | 106.96 41.66 54.98 47.31 | 502748350 502748356 502752425 502752429 | JANITORIAL SUPPLIES FOR PD INV# 502748350 JANITORIAL SUPPLIES FOR PD INV# 1502748356 JANITORIAL SUPPLIES FOR WTP INV# 1502752425 JANITORIAL SUPPLIES FOR CITY YARD INV# 1502752429 |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
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| 046856 | 02/12/21 | APV01 | ARAMARK- ACCOUNTS RECEIVA | 52.98 | 502752450 | JANITORIAL SUPPLIES FOR WWTP INV# 1502752450 |
| | | | | 106.96 | 502756360 | JANITORIAL SUPPLIES FOR PD INV# 1502756360 |
| | | | | 146.27 | 502756368 | JANITORIAL SUPPLIES FOR PD INV# 1502756368 |
| | | | Check Total.....: | 557.12 | | |
| 046857 | 02/12/21 | BMI01 | BADGER METER, INC | 421.92 | 80058589 | BEACON FIXED NETWORK SERVICE UNIT INV# 80058589 |
| | | | | 584.40 | 80067004 | CELLULAR BACKHAUL SERVICE UNIT INV# 80067004 |
| | | | Check Total.....: | 1006.32 | | |
| 046858 | 02/12/21 | BSK01 | BSK ASSOCIATES | 1248.00 | AE01774 | MONTHLY SAMPLES FOR WWTP INV# AE01774 |
| 046859 | 02/12/21 | CEN06 | CENTRAL VALLEY SWEEPING | 3200.00 | 20210042 | MECHANICAL BROOM SWEEPING PARK BLVD, JAN 2021 |
| 046860 | 02/12/21 | DIA06 | ROGELIO DIAZ | 350.00 | 01/03/21 | EUTHANASIA BY INJECTION VIA WEB TRAINING |
| 046861 | 02/12/21 | DLC01 | DINUBA LUMBER CO | 619.39 | 202182 | MATERIAL FOR STAIR CASE AT CITY HALL INV# 202182 |
| | | | | 94.60 | 207689 | PLUMBING SUPPLIES FOR JULIA DAY CARE |
| | | | Check Total.....: | 713.99 | | |
| 046862 | 02/12/21 | DLL01 | DE LAGE LANDEN PUBLIC FIN | 3762.95 | 71183530 | COPIER LEASE INV# 71183530 |
| 046863 | 02/12/21 | FWUA1 | FRIANT WATER AUTHORITY | 2334.33 | 114062 | SIDMWA FOR JANUARY BILLING INV# 114062 |
| 046864 | 02/12/21 | IND00 | INDUSTRIAL CONTROL AND DE | 2190.00 | 15642 | TROUBLESHOOT SCADA SYSTEM AT THE WATER PLANT |
| | | | | 1330.72 | 15650 | TROUBLE SHOOTING SCADA SYSTEM WTP INV# 15650 |
| | | | Check Total.....: | 3520.72 | | |
| 046865 | 02/12/21 | LCC03 | LEAGUE OF CALIF. CITIES | 5111.00 | 640813 | MEMBERSHIP DUES FOR CALENDAR 2021 INV# 640813 |
| 046866 | 02/12/21 | METRO | METRO UNIFORM | 197.43 | 215293 | ACCESSORIES, BOOTS & EQUIPEMENT OFC. BARRAGAN |
| | | | | 17.28 | 216307 | BOOTS FOR OFC. JURADO INV# 216307 |
| | | | | 69.00 | 216308 | ACCESSORIES FOR OFC. JURADO INV# 216308 |
| | | | Check Total.....: | 283.71 | | |
| 046867 | 02/12/21 | NEL01 | NELSON'S POWER CENTER | 156.95 | 247062 | BELT FOR LAWN MOWER INV# 247062 |
| 046868 | 02/12/21 | ODC01 | OVERHEAD DOOR CO. OF | 390.00 | 62861 | REPAIR ON ROLL UP DOORS AT FIRE DEPT. FOR SERV |
| | | | | -390.00 | 62861u | CK# 046868 Reversed |
| | | | | 2686.61 | 63046 | REPAIR ON ROLL UP DOORS AT FIRE DEPT LABOR/MATERIL |
| | | | | -2686.61 | 63046u | CK# 046868 Reversed |
| | | | Check Total.....: | .00 | | |
| 046869 | 02/12/21 | SHR02 | SHRED-IT, C/O STERICYCLE, | 114.10 | 181254675 | SHREDDING SERVICE FOR PD INV# 8181254675 |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoices # | Description |
|-------------------|------------|---------------|---------------------------|--|--|--|
| 046870 | 02/12/21 | TLI01 | TELSTAR INSTRUMENTS INC | 5223.00 | 105698 | VFD BACKWASH DRIVE WTP INV# 105698 |
| 046871 | 02/16/21 | ATT05 | AT & T | 2882.46 | 015945342 | CALNET-3 COMMUNICATION FOR PD ACCT# 9391062194 |
| 046872 | 02/16/21 | CLS01 | CORELOGIC SOLUTIONS, LLC. | 300.00 | 30519460 | JAN. 2021-MONTHLY FEE FOR PROPERTY INFO SERVICES |
| 046873 | 02/16/21 | COL07 | COLANTUONO, HIGSMITH & W | 69.64 | 45948 | LEGAL SERVICES INV# 45948 |
| 046874 | 02/16/21 | DIO00 | DIONICIO RODRIGUEZ JR. | 750.00 | 02/16/21 | PROFESSIONAL SERV. WTP D.RODRIGUEZ JR INV# 001030 |
| 046875 | 02/16/21 | ECN01 | RAUL HERRERA ECN POLYGRAP | 200.00 | OCFDFEB03 | POLYGRAPH INV# OCFD-FEB03-2021 |
| 046876 | 02/16/21 | FBA01 | BEHAVIORAL ANALYSIS TRAIN | 481.00 | 02/05/21 | INTERVIEW & INTERROGATION TUITION COST |
| 046877 | 02/16/21 | FGS01 | FRUIT GROWERS SUPPLY CO | 35.26 108.81 5.87 51.56 99.11 9.04 88.33 | 92196126 92197024 92197425 92197880 92198216 92199101 92201477 | NOZZLE FOR SPRAYER & GLOVES INV# 92196126 PAD LOCKS INV# 92197024 PLUMBING SUPPLIES FOR WATER METER INV# 92197425 PLUMBING SUPPLIES FOR WATER METER INV# 92197880 PAD LOCKS INV# 92198216 ROPE TREE SPIRAL INV# 92199101 16" RAKES FOR PWD INV# 92201477 |
| Check Total.....: | | | | 397.98 | | |
| 046878 | 02/16/21 | HER01 | RUDY HERNANDEZ | 8800.00 | 99 | FINANCIAL CONSULTING/INTERIM CITY MANAGER SERVICES |
| 046879 | 02/16/21 | JUR01 | SANTIAGO JURADO | 90.00 | C10216 | INTERVIEW & INTERROGATION TRAVEL ADV MEAL EXP |
| 046880 | 02/16/21 | KOEFR | KOEFRAN INDUSTRIES, INC. | 205.00 | 000437996 | ANIMAL CONTROL SERVICES INV# 0000437996 |
| 046881 | 02/16/21 | MER00 | MERCADO, RICARDO | 780.00 | 122 | ORANGE COVE BUDGET REPORT 2021 DESIGN & DEVELOPMEN |
| 046882 | 02/16/21 | ODC01 | OVERHEAD DOOR CO. OF | 390.00 2296.61 | 062861 063046 | REPAIR ON ROLL UP DOORS AT FIRE DEPT. FOR SERV REPAIR ON ROLL UP DOORS AT FIRE DEPT LABOR/MATERIA |
| Check Total.....: | | | | 2686.61 | | |
| 046883 | 02/16/21 | TUC01 | TUCKFIELD & ASSOCIATES | 3000.00 | 0607 | WATER & SEWER RATE STUDY FOR JANUARY 2021 |
| 046884 | 02/16/21 | WWA03 | WORK WORLD AMERICA, INC | 150.00 150.00 | 66691 66692 | SURVEYOR VEST & FR JACKET - J. VARGAS SURVEYOR VEST & FR JACKET - J. ESTRADA |
| Check Total.....: | | | | 300.00 | | |
| 046885 | 02/22/21 | AMERI | AMERITAS LIFE INSURANCE C | 3491.00 580.64 3491.00 | FEB 2021 FEB-2021 JAN 2021 | EMPLOYEE DENTAL INS. COVERAGE 2/01/21-02/28/21 EMPLOYEE VISION INS. COVERAGE 02/01/21-02/28/21 EMPLOYEE DENTAL INS. COVERAGE 01/01/21-01/31/21 |

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| 046885 | 02/22/21 | AMERI | AMERITAS LIFE INSURANCE C | 580.64 | JAN-2021 | EMPLOYEE VISION INS. COVERAGE 01/01/21-01/31/21 |
| | | | Check Total.....: | 8143.28 | | |
| 046886 | 02/22/21 | ATTM1 | AT&T MOBILITY | 1203.72 | X01242021 | COMMUNICATION - JANUARY 2021 |
| 046887 | 02/22/21 | CMM01 | CITRUS MINI-MART | 1611.99 | 1224 | GAS FOR WTP, WWTP, PW INVOICE #1224 |
| 046888 | 02/22/21 | CWS01 | CORBIN WILLITS SYSTEM | 938.47 | 00C101151 | ENHANCEMENT AND SERVICE FEE INV# 000C101151 |
| 046889 | 02/22/21 | DG001 | DIANA GUERRA SILVA | 699.61 | 02/22/21 | MEDICAL REIMBURSEMENT |
| 046890 | 02/22/21 | MW301 | MODERN WILDLIFE SOLUTIONS | 650.00 | 7711 | DECEMBER MONTHLY RODENT CONTROL INV# 7711 |
| 046891 | 02/22/21 | OCPO2 | ORANGE COVE FIRE PROTECTI | 50000.00 | 02/19/21 | PER CITY OF ORANGE COVE BUDGET 2020-2021 |
| 046892 | 02/22/21 | ORT09 | ESTEBAN ORTEGA | 55.73 | 12/05/20 | MATERIAL FOR STAIRCASE FOR CITY HALL (SCREWS) |
| | | | | 126.88 | DEC 05 20 | MATERIALS FOR STAIRCASE FOR CITY HALL (NAILS) |
| | | | Check Total.....: | 182.61 | | |
| 046893 | 02/22/21 | PAR33 | PARAMOUNT PEST SERVICES | 355.00 | 210200334 | PEST CONTROL PWD, WTP, WWTP, PD JAN. 2021 |
| 046894 | 02/22/21 | PD001 | PENA'S DISPOSAL | 43379.86 | JAN 2021 | UTILITY ACCOUNTING FOR JAN 2021 |
| 046895 | 02/22/21 | PGE01 | PG & E | 24717.91 | 02/17/21 | UTILITY ELECTRICITY FOR ALL DEPTS. |
| 046896 | 02/22/21 | PICA1 | PLAYGROUND INSPECTION CAL | 1478.92 | 1999 | PLAYGROUND INSPECTION #1 & 2 |
| 046897 | 02/22/21 | PRO21 | PROFESSIONAL PRINT & MAIL | 701.82 | 106360 | BLANK LASER CHECKS INV# 106360 |
| | | | | 1252.41 | 106834 | PRINTING-JAN. 2021 MONTHLY UTILITY BILLS & POSTAGE |
| | | | Check Total.....: | 1954.23 | | |
| 046898 | 02/22/21 | QUI05 | QUIL CORPORATION | 464.47 | 14282929 | OFFICE SUPPLIES FOR ALL DEPTS. INV# 14282929 |
| 046899 | 02/22/21 | UNITY | UNITY IT | 4234.09 | 362458 | COMMUNICATION SERVICES INV# 362458 |
| 046900 | 02/22/21 | USB01 | U.S. BANK CORPORATE PAYME | 811.03 | 02/10/21 | CC ENDING 0483-MAIN ACCT. |
| 046901 | 02/22/21 | VOR01 | VORTAL, INC | 225.00 | 1497 | PROFESSIONAL SERVICE-OCT 2020 INV# 1497 |
| | | | | 225.00 | 1503 | PROFESSIONAL SERVICES-NOV 2020 INV# 1503 |
| | | | | 225.00 | 1507 | PROFESSIONAL SERVICES-DEC 2020 INV# 1507 |
| | | | Check Total.....: | 675.00 | | |
| 046902 | 02/23/21 | VPL01 | VICTOR P LOPEZ | 53.00 | 02/23/21 | MEDICAL REIMBURSEMENT |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|-------------------|------------|---------------|---------------------------|--|--|--|
| 046903 | 02/23/21 | RR001 | ROY RODRIGUEZ | 146.08 | 02/23/21 | MEDICAL REIMBURSEMENT |
| 046904 | 02/25/21 | VPL01 | VICTOR P LOPEZ | 998.54 | 02/25/21 | AUTO ALLOWANCE APPROVED BY COUNCIL & MED. REIMBURS |
| 046905 | 02/26/21 | A.M01 | A.M PECHE & ASSOCIATES LL | 681.37 | 02/01/21 | FINANCIAL CONSULTING SERVICES |
| 046906 | 02/26/21 | ACE01 | A-C ELECTRIC CO. | 450.00 | VT0844001 | SIGNAL LIGHT REPAIRS AT SOUTH & ANCHOR |
| 046907 | 02/26/21 | APV01 | ARAMARK- ACCOUNTS RECEIVA | 52.98 89.99 54.98 47.31 52.98 37.71 | 502756344 502756370 502760508 502760514 502760535 502760548 | JANITORIAL SUPPLIES FOR WWTP INV# 1502756344 JANITORIAL SUPPLIES FOR CITY HALL INV# 1502756370 JANITORIAL SUPPLIES FOR WTP INV# 1502760508 JANITORIAL SUPPLIES FOR CITY YARD INV# 1502760514 JANITORIAL SUPPLIES FOR WWTP INV# 1502760535 JANITORIAL SUPPLIES FOR CITY HALL INV# 1502760548 |
| Check Total.....: | | | | 335.95 | | |
| 046908 | 02/26/21 | ASI00 | ASI ADMINISTRATIVE SOLUTI | 454.50 | 02/24/21 | HEALTH INSURANCE |
| 046909 | 02/26/21 | ATT05 | AT & T | 591.26 811.58 | 015945427 X01192021 | AT&T LD ACCT# 9391066128 INV# 000015945427 AT&T FIRSTNET CURRENT BILL ACCT# 287287201576 |
| Check Total.....: | | | | 1402.84 | | |
| 046910 | 02/26/21 | COOK1 | COOK'S COMMUNICATION | 7.55 108.19 | 146655 146816 | CHIEFS VEHICLE F SERIES CHARGE LEAD INV# 146655 KENWOOD WHIP ANTENNAS (6) INV# 146816 |
| Check Total.....: | | | | 115.74 | | |
| 046911 | 02/26/21 | DAP01 | DODSON AUTO PARTS | 73.23 14.02 270.97 | 49095 49191 49218 | TAPE & DOOR HINGE INV# 49095 DEF FOR DIESEL INV# 49191 BATTERY FOR STREET SWEEPER INV# 49218 |
| Check Total.....: | | | | 358.22 | | |
| 046912 | 02/26/21 | DG001 | DIANA GUERRA SILVA | 400.85 | 02/25/21 | MEDICAL REIMBURSEMENT |
| 046913 | 02/26/21 | DLC01 | DINUBA LUMBER CO | 13.07 72.52 | 214982 222153 | DEADBOLT FOR CITY HALL INV# 214982 SUPPLIES FOR RESTROOM INV# 222153 |
| Check Total.....: | | | | 85.59 | | |
| 046914 | 02/26/21 | FCSFF | FRESNO COUNTY SHERIFF | 12992.44 | 5018133 | DISPATCHING SERVICES FOR PD INV# 5018133 |
| 046915 | 02/26/21 | FGS01 | FRUIT GROWERS SUPPLY CO | 38.03 196.25 24.96 | 92202011 92202043 92202260 | WATER BOOTS FOR PWD INV# 92202011 WORK SUPPLIES FOR CHAINSAW INV# 92202043 BATTERIES ALKALINE D 6-PACK INV# 92202260 |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|--------------|------------|---------------|---------------------------|------------|-----------|--|
| 046915 | 02/26/21 | FGS01 | FRUIT GROWERS SUPPLY CO | 6.24 | 92202313 | BATTERIES FOR BARRICADES INV# 92202313 |
| | | | | 24.96 | 92202332 | BATTERIES FOR BARRICADES INV# 92202332 |
| | | | Check Total.....: | 290.44 | | |
| 046916 | 02/26/21 | FOO02 | FOOTHILL AUTO TRUCK & AG | 15.11 | 893139 | 2011 CHEVY IMPALA FUEL CAP INV# 893139 |
| 046917 | 02/26/21 | FRON1 | FRONTIER | 48.98 | 02/07/21 | COMMUNICATIONS ACCT# 213-031-7012-081913-5 |
| 046918 | 02/26/21 | HEW01 | HEWLETT-PACKARD | 11.36 | 600659349 | PROPERTY TAX LEASED EQUIPMENT INV# 600659349 |
| 046919 | 02/26/21 | ICG01 | INTERWEST CONSULTING GROU | 1260.00 | 66421 | BUILD PLAN CHK FOR AMAYA APTS. SOLOR/CARPORTS |
| 046920 | 02/26/21 | LIE01 | LIEBERT CASSIDY WHITMORE | 3623.00 | 1514353 | PROFESSIONAL SERVICES RENDERED THROUGH 01/31/21 |
| 046921 | 02/26/21 | PUR01 | PURCHASE POWER | 138.73 | 01/13/21 | POSTAGE FOR ALL DEPTS. ACCT# 8000-9000-0619-3662 |
| | | | | 564.39 | 03/14/21 | POSTAGE FOR ALL DEPTS. ACCT# 8000-9000-0619-3662 |
| | | | | 21.92 | 12/13/20 | POSTAGE FOR ALL DEPTS. ACCT# 8000-9000-0619-3662 |
| | | | | 217.51 | 104379291 | LEASEING CHARGES ACCT# 0011192058 INV# 3104379291 |
| | | | Check Total.....: | 942.55 | | |
| 046922 | 02/26/21 | QUI05 | QUIL CORPORATION | 102.57 | 14271257 | OFFICE SUPPLIES FOR ALL DEPTS. INV# 14271257 |
| | | | | 145.97 | 14401939 | OFFICE SUPPLIES FOR PD ACCT# 7607802 INV# 14401939 |
| | | | Check Total.....: | 248.54 | | |
| 046923 | 02/26/21 | SAH01 | SAHAGUN ROBERT | 10.00 | 02/22/21 | REIMBURSEMENT FOR WORK PHONE FACE COVER |
| 046924 | 02/26/21 | SOC03 | STATE OF CALIFORNIA DEPAR | 147.00 | 493703 | LIVE SCAN INV# 493703 |
| 046925 | 02/26/21 | TTS02 | STEELE PRINTING | 184.60 | A9149 | PRINTING 51/50 FORM SETS FOR PD INV# A9149 |
| 046926 | 02/26/21 | USA01 | USA BLUE BOOK | 725.88 | 291188 | WORK SUPPLIES FOR WWTP INV# 922533 |
| | | | | 472.81 | 316235 | MANHOLE COVER SWING SAMPLER KURVE WIRE WWTP |
| | | | | 504.39 | 340857 | WORK SUPPLIES FOR WWTP INV# 340857 |
| | | | | 615.11 | 12246426 | SAMPLER 6 FT HANDLE INV# 12246426 FOR WTP |
| | | | Check Total.....: | 2318.19 | | |
| 046927 | 02/26/21 | VAR01 | VARGAS JOSE | 75.00 | 02/18/21 | COVID-19 TESTING |
| 046928 | 02/26/21 | VOR01 | VORTAL, INC | 225.00 | 1457 | PROFESSIONAL SERVICES-FEB. 2020 INV# 1457 |
| | | | | 225.00 | 1463 | PROFESSIONAL SERVICES-MAR. 2020 INV# 1463 |
| | | | | 225.00 | 1468 | PROFESSIONAL SERVICES-APRIL 2020 INV# 1468 |
| | | | | 225.00 | 1474 | PROFESSIONAL SERVICES-MAY 2020 INV# 1474 |
| | | | | 225.00 | 1479 | PROFESSIONAL SERVICES-JUNE 2020 INV# 1479 |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|-----------------|---------------|------------------|---------------------------|---------------|-----------|--|
| 046928 | 02/26/21 | VOR01 | VORTAL, INC | 225.00 | 1483 | PROFESSIONAL SERVICES-JULY 2020 INV# 1483 |
| | | | | 225.00 | 1488 | PROFESSIONAL SERVICES-AUG. 2020 INV# 1488 |
| | | | | 225.00 | 1492 | PROFESSIONAL SERVICE-SEPT. 2020 INV# 1492 |
| | | | | 225.00 | 1516 | PROFESSIONAL SERVICES-JAN, 2021 INV# 1516 |
| | | | | 225.00 | 1523 | PROFESSIONAL SERVICES-FEB. 2021 INV# 1523 |
| | | | Check Total.....: | 2250.00 | | |
| 046929 | 02/26/21 | VVM01 | V & V MANUFACTURING, INC. | 439.37 | 52045 | OC PD ID BADGES RESERVE OFFICERS FLAT BADGES |
| 046930 | 02/26/21 | WEE01 | W&E ELECTRIC | 56.75 | 2101203 | COATED MH LAMP FOR PARKING LOT INV# 2101203 |
| | | | Cash Account Total.....: | 333256.59 | | |
| | | | Total Disbursements.....: | 333256.59 | | |

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| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|--------------|------------|---------------|---------------------------|--------------------------------|------------------------------|--|
| 700104 | 02/10/21 | STA20 | STATE DISBURSEMENT UNIT | 2320.12 | C10210 | MISC DEDUCTIONS |
| 700105 | 02/11/21 | COL10 | COLONIAL LIFE | 43.09 15.70 | C10211 1C10211 | Cancer Ins Critical Illness Ins |
| | | | Check Total.....: | 58.79 | | |
| 700106 | 02/11/21 | EDD01 | EMPLOYMENT DEVELOP. DEPT. | 2349.53 1066.23 2169.09 | C10211 1C10211 2C10211 | State Income Tax SDI SUI |
| | | | Check Total.....: | 5584.85 | | |
| 700107 | 02/11/21 | IU000 | IUOE LOCAL 39 | 374.92 | C10211 | Union Due Local 39 |
| 700108 | 02/11/21 | SEC00 | UNION BANK | 8695.55 11017.66 2576.74 | C10211 1C10211 2C10211 | Federal Income Tax FICA Medicare |
| | | | Check Total.....: | 22289.95 | | |
| 700116 | 02/24/21 | COL10 | COLONIAL LIFE | 43.09 15.70 | C10222 1C10222 | Cancer Ins Critical Illness Ins |
| | | | Check Total.....: | 58.79 | | |
| 700117 | 02/24/21 | EDD01 | EMPLOYMENT DEVELOP. DEPT. | 2197.47 1028.98 | C10222 1C10222 | State Income Tax SDI |
| | | | Check Total.....: | 3226.45 | | |
| 700118 | 02/24/21 | EDD02 | EDD SUI | 1071.51 | C10224 | SUI |
| 700119 | 02/24/21 | IU000 | IUOE LOCAL 39 | 374.92 | C10222 | Union Due Local 39 |
| 700120 | 02/24/21 | SEC00 | UNION BANK | 8489.20 10633.18 2486.82 | C10222 1C10222 2C10222 | Federal Income Tax FICA Medicare |
| | | | Check Total.....: | 21609.20 | | |
| 700121 | 02/24/21 | STA20 | STATE DISBURSEMENT UNIT | 909.68 50.00 | C10222 1C10222 | Garnishment Misc Deduction |
| | | | Check Total.....: | 959.68 | | |
| | | | Cash Account Total.....: | 57929.18 | | |
| | | | Total Disbursements.....: | 57929.18 | | |



REPORT TO COUNCIL

March 24, 2021

To: Mayor and Council

From: Rudy Hernandez, City Manager

SUBJECT: Receive and File a Housing Successor Agency Annual Report for Fiscal Year 2019-20

BACKGROUND:

The City of Orange Cove ("City") is the Housing Successor Agency to the former Orange Cove Redevelopment Agency ("Agency"). When the former Agency dissolved in February 2012, the City inherited its housing assets and functions. California Health and Safety Code Section 34176.1(f) requires the City to prepare a Housing Successor Agency Annual Report summarizing activities in the prior fiscal year related to the former Agency's housing assets.

The Housing Successor Agency Annual Report for Fiscal Year 2019-20 is attached. It is being presented to City Council to receive and file. A copy must be transmitted to the California Department of Housing and Community Development and posted on the City's website by April 1, 2021.

The Housing Successor Agency had minimal financial activity in Fiscal Year 2019-20. The Housing Asset Fund had \$156 in miscellaneous administrative expenditures and no deposits. The ending cash balance as of June 30, 2020 was \$71,133. The only non-cash asset is a loan receivable from Citrus Gardens, L.P. The loan has an outstanding principal balance of \$275,000 and is due in 2029. The City is in compliance with all legal requirements imposed by State law on housing successor agencies.

RECOMMENDATIONS

Staff recommends that the City Council:

1. Receive and file the Housing Successor Agency Annual Report for Fiscal Year 2019-20

ATTACHMENTS

Orange Cove Housing Successor Agency Annual Report for Fiscal Year 2019-20

**DEPARTMENT OF FINANCE
HOUSING ASSETS LIST
ASSEMBLY BILL X1 26 AND ASSEMBLY BILL 1484
(Health and Safety Code Section 34176)**

Former Redevelopment Agency: Redevelopment Agency of the City of Orange Cove

Successor Agency to the Former Redevelopment Agency: City of Orange Cove

Entity Assuming the Housing Functions of the former Redevelopment Agency: City of Orange Cove

Entity Assuming the Housing Functions
Contact Name: Manuel Sandoval Title Finance Director Phone (559) 626-4488 x216 E-Mail Address manuel@cityoforangecove.com

Entity Assuming the Housing Functions
Contact Name: Manuel Sandoval Title Finance Director Phone (559) 626-4488 x216 E-Mail Address manuel@cityoforangecove.com

All assets transferred to the entity assuming the housing functions between February 1, 2012 and the date the exhibits were created are included in this housing assets list.
The following Exhibits noted with an X in the box are included as part of this inventory of housing assets:

| | |
|--------------------------------------|-------------------------------------|
| Exhibit A - Real Property | <input type="checkbox"/> |
| Exhibit B - Personal Property | <input type="checkbox"/> |
| Exhibit C - Low-Mod Encumbrances | <input type="checkbox"/> |
| Exhibit D - Loans/Grants Receivables | <input checked="" type="checkbox"/> |
| Exhibit E - Rents/Operations | <input type="checkbox"/> |
| Exhibit F - Rents | <input type="checkbox"/> |
| Exhibit G - Deferrals | <input type="checkbox"/> |

Prepared By: Suzy Kim, RSG Inc., (714) 316-2116

Date Prepared: 30-Jul-12

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
WORK EXPERIENCE AGREEMENT

This Worksite Agreement describes the terms and conditions between Proteus Inc. (WIOA Provider of Services) and City of Orange Cove (Employer). The Effective Date of this agreement is: 3/16/2021 to 05/31/2021.

WIOA Provider of Services Address: 1705 S. Anchor Avenue, Orange Cove, CA 93646; Phone: 559-967-0551; Email: fmendoza@proteusinc.org

Employer Address: 808 2nd Street, Orange Cove, CA 93646; Phone: 559-626-4488; Email: _____

Participant Name: Raul R. Del Bosque Jr. WIOA Application #: 20436211 Maximum Hours: 200

Total Agreement Amount: \$3,300. This amount is inclusive of employee hourly wage, all applicable payroll taxes, workers compensation insurance and any other applicable fees. Employee hours wage must be equal to or more than the current California/local minimum wage.

Approvals

Participant

I hereby acknowledge that the Work Experience activity described in the attached training plan is within my occupational interest. Furthermore, I have reviewed and accept all conditions as outlined in the training plan and this agreement.

Raul R. Del Bosque Jr
Participant Name

Raul Del Bosque Jr
Participant's Signature

3/16/2021
Date

Employer

As an authorized agent of the work experience Employer, I hereby acknowledge that the Employer understands and agrees to the requirements set forth in this agreement, the general provisions and the work experience training plan.

Alfred Angulo
Site Supervisor Name

Alfred Angulo
Site Supervisor Signature

3/16/21
Date

Provider of Services

I hereby acknowledge and accept all conditions as set forth in this agreement, the general provisions and the work experience training plan.

Fernanda Mendoza
Provider Staff Name

Fernanda Mendoza
Provider Staff Signature

3/16/2021
Date

General Contract Provisions

The Worksite/Worksite Supervisor agrees to:

1. The Provider of Services will compensate the youth directly on the basis of actual on-site training hours. The Worksite Supervisor will provide the Provider of Services with an accurately completed and approved timesheet, signed in ink by both the youth and the designated supervisor. The Provider of Services will provide Worker's Compensation Insurance, and will pay all applicable payroll taxes. No overtime hours will be allowed; however, if overtime compensation becomes due to a youth participant, the worksite employer agrees to reimburse the Provider of Services for the overtime compensation costs incurred.
2. **Work Assignment:** Provide productive work assignments, as agreed upon in the Work Experience Training Plan by the Provider of Services and worksite employer, and assure that adequate work is available to keep youth participants busy during working hours. If the Worksite Employer determines that a change of job duties is necessary, the Work Experience Training Plan must be revised with the new/additional job duties and the Provider of Services must provide its prior written approval.
3. These provisions do not establish an employer/employee relationship between the employer and the youth participant. The Provider of Services will be the employer of record, and the relationship between the employer and the youth participant is one of trainer/youth.
4. **Safety Training:** Provide safety instructions necessary to reasonably protect the youth against injury, and provide them with necessary equipment to carry out training responsibilities and duties. The worksite supervisor will not allow the youth to use any tools, equipment, or machinery until such time as the Verification of Safety Training has been completed, and understands and agrees that the youth participants are prohibited from beginning work assignments until they have been adequately trained and qualified to perform such work assignments.
5. **Work Schedule:** Each Participant's dates of placement, maximum number of allowable hours, and work schedule will be outlined in his or her Work Experience Training Plan. The worksite employer is responsible for paying any hours worked over the maximum hours allowed or after the last day of work outlined in the Training Plan, unless an extended end date is requested and approved by the Provider of Service.

The Participant's schedule, which is determined by the Worksite Supervisor, based on staffing needs and the Participant's age and availability, must be approved by the Provider of Service.

An onsite Supervisor must be available during all scheduled work hours, including weekend hours, if any, and the Provider must have staff available on-call to respond to any emergencies or concerns.

Any change from the originally agreed upon schedule, job duties or placement dates must be pre-approved by provider staff.

6. **Time Sheet Responsibilities:** Require that Participants accurately and completely record all hours worked on paper or electronic time sheets provided by the Provider and verified by the Worksite Supervisor. Worksite Supervisors are encouraged to review each Participant's time sheet, whether paper or electronic, at the end of each week to insure that time records accurately report the actual hours worked and do not record any hours for unexcused absences, lunch breaks, hours not worked or recreational activities not approved by the Provider.
7. **Supervision:** Provide adequate full-time adult supervision of each Participant by paid staff members (non-volunteer) and timely, constructive feedback, with a maximum ratio of one (1) adult Worksite Supervisor to two (2) Participants. The Provider will consider the number of on-site supervisors and a facility's physical size in placement decisions; more than two (2) youth may be placed at one (1) site only if the youth are separated physically - in different departments or on different floors. When the Worksite Supervisor assigned to each Participant is unavailable, ensure an alternate supervisor is designated. The Worksite should, whenever possible, inform the Provider if a new supervisor is assigned to the Participants. Assure that sufficient training, materials and equipment are available to carry out work assignments.
8. **Performance Reviews:** Prepare and submit youth mid-point and post evaluations as required by Fresno Regional Workforce Development Board (FRWDB) policy and per the guidelines of the Supervisor's Handbook. The Mid-point performance review should include recommendations to improve the performance of the youth or should document the basis for a decision to terminate further worksite training, if necessary. The final performance review should indicate whether the youth will be retained as a full-time employee.
9. **Worksite Monitoring:** Allow Provider of Services, FRWDB, State of California, and/or Department of Labor representatives to monitor all conditions and activities involved in performing this agreement. The Worksite Supervisor must assure the following:
 - a. No currently employed worker will be displaced by a youth. This includes partial displacement such as reduction in hours of non-overtime work, wages, or employment benefits.
 - b. No training assignment will infringe upon the promotional opportunities of currently employed individuals.

- c. No youth shall be placed in a position substantially equivalent to positions for which employees have been laid off.
- d. Ensure that Participants do not engage in political, labor organizing, religious, or non-work related fundraising activities during work hours.
- e. The youth will not assist in the operation or maintenance of that part of any facility that is used for religious instruction or worship.
- f. Appropriate standards of health and safety and a drug free workplace will be maintained.
- g. Adequate insurance will be in effect at all times.
- h. Comply and cooperate with audit surveys, audits, and any request by the State of California Department of Labor, Comptroller General, or FRWDB to secure an audit or audit waiver in compliance with Public Law 97-300 Section 164 or the Single Audit Act.
- 10. **Nepotism.** Not provide a training assignment under this program for a member of the owner of the Worksite's immediate family.
- 11. **Subcontract.** Not subcontract the services of the youth provided under this agreement.
- 12. **Transportation.** Ensure that the Participant does not operate a motor vehicle and is not transported offsite to attend meetings or work at different sites during the work day without the express written approval of provider staff in advance.
- 13. **Insurance.** Certify that there will be in effect, throughout the term(s) of training, proper personal and property liability insurance, and if required, appropriate bonding. The worksite shall provide proof of said coverage prior to the youth commencing training.
- 14. **Collective Bargaining.** Obtain the concurrence of the appropriate bargaining entity, when a collective bargaining agreement exists, in order to ensure compliance of the prescribed training with the terms of said agreement.
- 15. **Confidentiality.** Insure youth are aware of any Worksite policies and procedures with respect to protecting confidential information from disclosure, except to authorized persons.
- 16. **Discipline.** Not initiate discipline on the youth without the written concurrence of the Provider of Services.
- 17. **Youth File Folder onsite.** Maintain a list of Participants, their work assignments, schedules, and emergency card at each worksite as well as a valid work permit for Participants under the age of 18.
- 18. **Hot and Inclement Weather and Drinking Water.** Provide adequate indoor work to occupy Participants during inclement weather and periods when the temperature reaches 105 degrees Fahrenheit, when the regular Worksite is designated as out-of-doors.
Provide adequate cool water, access to shade and extra rest periods for Participants when the temperature exceeds 95 degrees Fahrenheit. Insure Participants know how to recognize the symptoms of heat stroke and heat exhaustion and what to do.
Provide access to an on-site source of heat, extra rest periods, and thermal insulating materials on equipment handles for Participants when the temperature drops below 30 degrees Fahrenheit.
- 19. Comply with all applicable federal, state, and local laws and regulations relating to a safe and accessible work environment, including but not limited to, federal and state Occupational Safety and Health Administration ("OSHA") laws and regulations, Americans With Disabilities Act (the "ADA") and its regulations, and the Fair Employment and Housing Act (the "FEHA") and its regulations.
- 20. **Compliance with OSHA.** Worksite Supervisor, Service Provider, and FRWDB shall, consistent with the manner described in this section, comply with all federal and state OSHA regulations, which apply to the youth assigned to Worksite Supervisor's location. The following describes the general obligations of worksite employer with regard to OSHA compliance:
 - a. FRWDB and/or Service Provider shall provide that its employees are trained in general safe work practices prior to commencement of services for Worksite Supervisor. Worksite supervisor shall provide that the youth are trained with regard to the specific hazards of and safe work practices before commencing such work and/or training.
 - b. FRWDB and/or Service Provider may inspect Worksite Supervisor's worksite before assigning youth to work there. Fresno Area Workforce Investment Corporation and/or Service Provider may do so thereafter on a periodic basis, with prior notification.
 - c. Upon request by FRWDB and/or Service Provider the Worksite Supervisor will provide documentation of the completion of their OSHA obligations under this section. Worksite Supervisor will include training in its exposure monitoring and sampling programs for the purpose of quantifying employee exposures to chemical, physical, and biological hazards in the youths' assigned tasks. Worksite Supervisor will inform youth of the results of such monitoring and sampling in accordance with OSHA requirements. FRWDB, Service Provider, and any youth will be informed of any suspected or known employee exposure in excess of OSHA permissible exposure limits, immediately following Worksite Supervisor's first knowledge of such overexposure.
- 21. The Worksite Supervisor is to notify the Provider within 24 hours of any accidents, special situations, or unusual occurrences. If a

Participant is injured or becomes ill, provide first aid or medical attention and notify the Provider immediately, no matter how minor the injury. No more than 24 hours after notice of the injury or illness, the Worksite Supervisor shall file all forms required by the Provider. Furthermore, the Worksite shall cooperate with any injury or illness-related reporting requirements deemed necessary by Provider.

22. **Compliance with Equal Employment Opportunity (EEO) laws:** Worksite Employer and Provider of Services shall, consistent with the manner described in this section, comply with all federal, state, and local laws requiring equal employment opportunity, and prohibiting discrimination, harassment, and retaliation in the workplace. The following describes the general obligations of the parties with regard to compliance with EEO and nondiscrimination obligations:
- a. Provider of Service will provide Worksite Supervisor and all youth with Provider of Service's policies against harassment, discrimination, and retaliation in the workplace upon assignment of any youth to Worksite Supervisor's location, and Service Provider will ensure that all youth are trained on the application of said policies against harassment, discrimination, and retaliation.
 - b. Worksite Supervisor will ensure that Provider of Service's policies against harassment, discrimination, and retaliation are effectively implemented and followed in all respects.
 - c. Worksite Supervisor will report immediately to Provider of Service and to the FRWDB, any information that might constitute a violation of EEO policies against harassment, discrimination, or retaliation, whether such information is a formal complaint or any other information giving notice of a potential violation of FRWDB's policies.
 - d. Worksite Supervisor will cooperate with Provider of Service and FRWDB with respect to investigating promptly any complaint of harassment, discrimination, or retaliation, and with respect to implementing any corrective action that is reasonable or necessary to ensure that FRWDB's policies against harassment, discrimination, and retaliation are fully and effectively enforced. Upon the written request of FRWDB, either Worksite Supervisor or Service Provider will be given the primary responsibility to investigate any complaints of noncompliance with the FRWDB's EEO and nondiscrimination policies and to take any corrective action. Worksite Supervisor and Service Provider will provide FRWDB with copies of all documents relating to the investigation and any corrective action taken.

WORK EXPERIENCE TRAINING PLAN

| | | | |
|--|--|--|---------------|
| Participant Name: Raul R. Del Bosque Jr. | | WIOA App # 20436211 | Contract # 39 |
| Agency Name: City of Orange Cove | | Provider: Proteus Inc. | |
| Worksite Name and Work Experience (WEX) Location: City of Orange Cove 808 2 nd Street Orange Cove, CA 93646 | | Provider Address: Proteus Inc. 1705 S. Anchor Avenue Orange Cove, CA 93646 | |
| Worksite Supervisor: Alfred Angulo/Supervisor Phone: 559-626-4488 Email: | | Provider Staff Name: Fernanda Mendoza Phone: 559-967-0551 Email: fmendoza@proteusinc.org | |
| Alternate Supervisor: Andy Valencia/Supervisor Phone: Email: | | Provider Program Manager: Maria Aguilar Phone: 559-891-0135 Email: maguilar@proteusinc.org | |
| Participant Job Title: Landscaping and Groundskeeping Workers Department (if any) | | Work Schedule: <ul style="list-style-type: none"> Not to Exceed (4) hours maximum 20 hours per week When not in school can work 40 per week A week consist of Sunday thru Saturday | |
| Dates of WEX Placement: 03/16/2021-05/31/2021 | | | |
| Participant may work a maximum of 20 hours per week and a maximum of 200 total hours during WEX placement. | | | |
| The participant shall be compensated for actual hours at the rate of 100% of the hourly wage, not to exceed eight (8) hours per day, and not to exceed 40 hours per week (20 hours if in-school) | | | |
| WORKSITE TRAINING PLAN | | | |
| Primary Tasks / Job Duties (Mandatory) – Clearly describe the work this participant will perform: <ol style="list-style-type: none"> Gather and remove litter. Use hand tools, such as shovels, rakes, hedge or brush trimmers, Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans. Rake, mulch, and compost leaves Mow or edge lawns, using power mowers or edgers. And other duties as assigned: | | | |
| List any equipment, tools, machinery or chemicals this participant will use, i.e. gardening tools, cleaning supplies, computer: Shovel, rake, hoses, watering can, lawn mower, edger, bush trimmer | | | |
| SPECIAL EMPLOYMENT NEEDS | | | |
| Describe any special equipment or clothing this participant will need to have, i.e., uniforms, safety glasses, work boots, etc. | | | |
| Describe your expectations for employee dress: T-shirt without logos, jeans, work boots | | | |
| Transportation issues: NA | | | |

Participant Name: Raul R. Del Bosque Jr.

WIOA App #: 20436211

Occupational Educational Plan

| Clearly describe the Occupational Education component the participant will complete: | Start Date | End Date |
|--|------------|------------|
| 1. Will learn to keep area clean | 03/06/2021 | 05/31/2021 |
| 2. Will learn punctuality | 03/06/2021 | 05/31/2021 |
| 3. Learn discipline with assigned work | 03/06/2021 | 05/31/2021 |
| 4. Organizational skills | 03/06/2021 | 05/31/2021 |

Academic Educational Plan

| Clearly describe the Academic Education component the participant will complete: | Start Date | End Date |
|--|------------|------------|
| 1. Learn attention to detail | 03/06/2021 | 05/31/2021 |
| 2. Learn how to operate hand tools | 03/06/2021 | 05/31/2021 |
| 3. Learn how to follow instructions | 03/06/2021 | 05/31/2021 |
| 4. How to examine and detect defected tools | 03/06/2021 | 05/31/2021 |

We have reviewed the Youth Survival Guide, which sets forth the rules and expectations about acceptable workplace behavior. I have reviewed the Occupational and Academic Educational Plan and agree to comply with the requirements therein. I understand that I am solely responsible for my actions and agree to comply with all rules.

I will contact the provider staff person if I have any questions or concerns.

Raul Del Bosque Jr.

3/16/21

[Signature] 3/16/2021

Participant Signature

Date

Provider Staff Signature

Date

I have reviewed the attached WEX Training Agreement and the General Contract Provisions and agree to comply with the requirements therein. I have also reviewed the Supervisor Handbook, which sets forth the expectations and requirements for the Fresno Regional Workforce Development Board WEX in more detail. I understand that compliance with these provisions will be monitored.

I understand that any change to the originally agreed upon schedule, job duties or placement dates must be pre-approved by provider staff.

[Signature]

3/16/21

Worksite Supervisor's Signature

Date

VERIFICATION OF SAFETY TRAINING

PARTICIPANT NAME: Raul R. Del Bosque Jr.

WORKSITE NAME: City of Orange Cove WIOA App # 20436211

The Worksite Supervisor must complete this form within the first week of training and place a copy of the original in the participant's file.

My signature below attests that:

1. The facility has a written safety policy that applies to this worksite.
2. A qualified instructor has provided this youth:
 - a. Training on the worksite's safety rules and regulations.
 - b. Detailed instructions in the use of all the tools, equipment, and machinery listed in Section A. which this youth will utilize in the performance of his/her job.
 - c. Training in emergency procedures.
 - d. Training in the Worksite Supervisor's Injury and Illness Prevention Program (IIPP), emergency action and fire prevention plans, and all other site-specific safety rules and safety and health programs pertinent to this youth's work assignments.
3. This worksite shall abide by all applicable ADA and CalOSHA safety regulations.
4. This worksite shall prohibit this participant from using any tools, equipment, and machinery for which training has not been provided.

A. The following is a complete list of all tools, equipment, and machinery this participant will utilize in the performance of his/her job:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Rake | <input checked="" type="checkbox"/> Location of Fire Extinguisher |
| <input checked="" type="checkbox"/> Lawn Mower | <input checked="" type="checkbox"/> Knowledge of Emergency Exits |
| <input checked="" type="checkbox"/> Shovels | <input checked="" type="checkbox"/> Knowledge of First of Aid Kit |
| <input checked="" type="checkbox"/> Hedge/Bush Trimmers | <input checked="" type="checkbox"/> Watering Can |
| <input checked="" type="checkbox"/> Edger | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Hoses | <input type="checkbox"/> |

Raul R. Del Bosque Jr.
Worksite Supervisor Signature

3/16/21
Date

I have been trained in the use of all tools, equipment, and machinery listed above, and I agree to use only those tools, equipment, and machinery on which I have been trained. I have also been given an orientation on the worksite's safety policies.


Raul R. Del Bosque Jr.
Participant Signature

3/16
Date



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 Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road

Attachments: Resolution 2021- 15
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 Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road.

BACKGROUND:

The City was awarded \$193,100 in Regional Surface Transportation Program (RSTP) funds for the reconstruction of Adams Avenue Reconstruction Project between Friant Kern Canal to South Hills Valley Road (Project). The project involves the reconstruction of the roadway on Adams Ave, between the Friant Kern Canal and South Hills Valley Road. In addition, the project involved the construction of 582 feet of asphalt concrete dikes on the north and south sides of the roadway, the adjustment of four utilities (three water valves and one manhole) to finish grade, and the placement of a compost blanket on the slopes of the roadway.

Staff conducted a walkthrough of the project site and has determined that the Project has been completed according to the plans and technical specifications. Based on the findings of the walkthrough, the Project can be accepted and deemed complete.

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: _____

FISCAL IMPACT:

There is no Fiscal Impact associated with filing the Notice of Completion. The project was completed using RSTP grant funds provided through Federal Highway Administration (FHWA).

CONFLICT OF INTEREST:

None.

RESOLUTION NO. 2021-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE
ACCEPTING THE CONSTRUCTION IMPROVEMENTS FOR THE ADAMS AVE
RECONSTRUCTION PROJECT BETWEEN FRIANT KERN CANAL AND SOUTH HILLS
VALLEY ROAD AND AUTHORIZE THE CITY MANAGER TO FILE A NOTICE OF
COMPLETION WITH THE COUNTY OF FRESNO'S RECORDER'S OFFICE

WHEREAS, the City of Orange Cove's the Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road (Project) has been completed per the plans and specifications; and

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

WHEREAS, it is necessary and desirable that the Notice of Completion be filed with the Fresno County's Recorder Office.

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 Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Road 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 March 24, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

June Bracamontes, City Clerk

**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, CA 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: **March 24, 2021**. The work done was: **Adams Ave Reconstruction Project between Friant Kern Canal and South Hills Valley Rd, consisting of the reconstruction approximately 22,750 square feet of roadway, the adjustment of four utilities to finish grade, the construction of 582 linear feet of asphalt concrete dike, and the placement of 645 square yards of compost blanket for slope protection.**
6. The name of the contractor, if any, for such work of improvement was **AJ Excavation, Inc., 514 N Brawley Fresno, CA 93706.**
7. The properties on which said work of improvement was completed is in the City of Orange Cove, County of Fresno, State of California, and is described as follows: **Adams Ave, between Friant Kern Canal and South Hills Valley Rd.**
8. The street address of said property is: **Adams Ave, between Friant Kern Canal and South Hills Valley Rd. in the City of Orange Cove, CA 93646.**
9. **Resolution No. 2021-15, adopted March 24, 2021, is 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.


Alfonso Manrique
City Engineer

Executed on _____, 2020, at _____, Fresno, CA.
(DATE) (LOCATION)



CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

To: Orange Cove City Council

From: Alfonso Manrique, City Engineer 

Subject: Authorizing the City Manager to Solicit Bids for the Construction of a Rapid Flashing Beacon at the Orange Cove Library and Authorize City Manager to Use Measure C Funds for the Design and Construction Costs

Attachments: None

RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to solicit bids for the construction of a rapid flashing beacon in front of the Orange Cove Library and authorize the City Manager to use Measure C funds to pay for the design and construction of the Project.

BACKGROUND:

Staff have received several requests from residents to install a rapid flashing beacon at the crosswalk on Park Boulevard in front of the Orange Cove Public Library. Currently, a pedestrian crosswalk runs across the east and west bound lanes of Park Boulevard leading to the entrance of the Orange Cove Public Library; however, there is no rapid flashing beacon that indicates when pedestrians are crossing the busy road. Staff is recommending that the City Council authorize the City Manager to use Measure C funds for the design and construction of the Orange Cove Public Library Rapid Flashing Beacon Project (Project).

If City Council approves of this Project, staff will proceed with the preparation of contract documents and solicit bids for the construction of this Project. Prior to the award of a contract, all bids will be presented to the City Council. In addition, a Resolution awarding the bid for the

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
☒ Action Item
☐ Department Report
☐ Redevelopment Agency

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

construction of the Project will be presented for City Council's approval at a future Council meeting.

FISCAL IMPACT:

Staff estimates that the total cost for the design and construction of the Orange Cove Public Library Rapid Flashing Beacon Project is approximately \$29,900. All cost associated with this project will be paid for with Measure C funds.

CONFLICT OF INTEREST:

None.



Date: March 24, 2021
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Adoption of Resolution Approving the Fiscal Year 2021-22 Master Fee Schedule
Attachments: 1. Resolution No. 21 - Approving the Fiscal Year 2021-22 Master Fee Schedule.
2. Master Fee Schedule.

BACKGROUND:

Attached for your review is the newly created Master Fee Schedule for the City of Orange Cove. This document lists all fees charged to our public for services rendered by city staff. The Master Fee Schedule should be updated annually as part of the budget process.

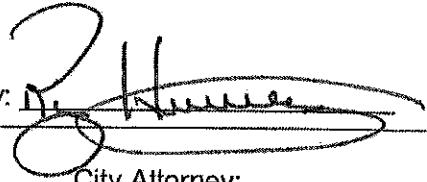
RECOMMENDATION:

That the City Council approve the attached resolution approving the Fiscal Year 2021-22 Master Fee Schedule.

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: _____

RESOLUTION NO. 2021-

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ORANGE COVE APPROVING THE FISCAL YEAR 2021-22 MASTER FEE SCHEDULE**

WHEREAS, The City Council of the City of Orange Cove has reviewed the proposed Master Fee Schedule; and

WHEREAS, the City Council of the City of Orange Cove has, because of the review, identified the proposed Master Fee Schedule as beneficial to the financial operations of the City; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Orange Cove, California, finds that the proposed Master Fee Schedule, attached hereto and made a part hereof, is hereby ratified by the City Council to become effective July 1, 2021.

This Resolution was adopted by the City Council of the City of Orange Cove at a meeting held on March 24, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

APPROVED AS TO FORM

June Bracamontes, City Clerk

Dan McClosky, City Attorney

City of Orange Cove Preliminary Master Fee Schedule



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CITY OF ORANGE COVE



ADMINISTRATIVE SERVICES & FINANCE DEPARTMENT FEE SCHEDULE

❖ Business Licenses

City of Orange Cove Master Fee Schedule
Administrative Services & Finance Department

Business License: **Fee**

Class 1 Businesses: *Retail durable and general merchandise sales / billed quarterly*

| <u>Quarterly Gross Receipts</u> | |
|---------------------------------|---------|
| \$2,000 or less | \$10.31 |
| 2,001 to 4,000 | 12.37 |
| 4,001 to 6,000 | 15.47 |
| 6,001 to 10,000 | 20.62 |
| 10,001 to 15,000 | 25.78 |
| 15,001 to 20,000 | 30.94 |
| 20,001 to 30,000 | 36.09 |
| 30,001 to 50,000 | 41.25 |
| 50,001 to 75,000 | 51.56 |
| 75,001 to 100,000 | 61.87 |
| 100,001 to 115,000 | 87.65 |
| 115,001 to 130,000 | 103.12 |
| 130,001 to 150,000 | 118.59 |
| 150,001 to 200,000 | 134.05 |
| 200,001 to 500,000 | 149.52 |
| 500,001 to 1,000,000 | 206.23 |
| 1,000,001 to 2,000,000 | 309.35 |
| 2,000,001 to 3,000,000 | 412.47 |
| 3,000,001 to 4,000,000 | 515.59 |
| 4,000,001 to 5,000,000 | 618.70 |
| Over 5,000,000 | 721.82 |

Class 2 Businesses: *Personal Services / billed quarterly*

| <u>Quarterly Gross Receipts</u> | |
|---------------------------------|---------|
| \$2,000 or less | \$10.31 |
| 2,001 to 4,000 | 11.34 |
| 4,001 to 6,000 | 12.37 |
| 6,001 to 10,000 | 15.47 |
| 10,001 to 15,000 | 18.56 |
| 15,001 to 20,000 | 21.65 |
| 20,001 to 30,000 | 26.81 |
| 30,001 to 50,000 | 31.97 |
| 50,001 to 75,000 | 37.12 |
| 75,001 to 100,000 | 47.43 |
| 100,001 to 115,000 | 57.75 |
| 115,001 to 130,000 | 73.21 |
| 130,001 to 150,000 | 88.68 |
| 150,001 to 200,000 | 104.15 |
| 200,001 to 500,000 | 119.62 |
| 500,001 to 1,000,000 | 135.08 |
| 1,000,001 to 2,000,000 | 154.68 |

(cont.)

Business License:**Fee****Class 2 Businesses: Personal Services / billed quarterly**Quarterly Gross Receipts

| | |
|------------------------|----------|
| 2,000,001 to 3,000,000 | \$257.79 |
| 3,000,001 to 4,000,000 | 309.35 |
| 4,000,001 to 5,000,000 | 360.91 |
| Over 5,000,000 | 412.47 |

Class 3 Businesses: Manufacturing, processing and wholesale / billed quarterlyQuarterly Gross Receipts

| | |
|--------------------------|-------------------------|
| \$0.00 to 6,000.00 | \$5.93 |
| 6,000.01 to 9,000.00 | 8.25 |
| 9,000.01 to 12,000.00 | 10.57 |
| 12,000.01 to 15,000.00 | 13.15 |
| 15,000.01 to 18,000.00 | 15.73 |
| 18,000.01 to 21,000.00 | 18.30 |
| 21,000.01 to 24,000.00 | 20.88 |
| 24,000.01 to 27,000.00 | 23.46 |
| 27,000.01 to 30,000.00 | 26.04 |
| 30,000.01 to 40,000.00 | 30.42 |
| 40,000.01 to 45,000.00 | 34.54 |
| 45,000.01 to 50,000.00 | 38.93 |
| 50,000.01 to 55,000.00 | 43.31 |
| 55,000.01 to 60,000.00 | 52.07 |
| 60,000.01 to 70,000.00 | 60.58 |
| 70,000.01 to 80,000.00 | 69.35 |
| 80,000.01 to 90,000.00 | 77.85 |
| 90,000.01 to 100,000.00 | 86.62 |
| 100,000.01 to 115,000.00 | 99.51 |
| 115,000.01 to 130,000.00 | 112.66 |
| 130,000.01 to 150,000.00 | 128.38 |
| 150,000.01 to 175,000.00 | 149.78 |
| 175,000.01 to 200,000.00 | 171.18 |
| 200,000.01 to 225,000.00 | 192.57 |
| 225,000.01 to 250,000.00 | 211.39 |
| 250,000.01 to 275,000.00 | 226.86 |
| 275,000.01 to 300,000.00 | 244.39 |
| 300,000.01 to 350,000.00 | 274.29 |
| 350,000.01 to 400,000.00 | 301.10 |
| 400,000.01 to 450,000.00 | 34.82 |
| 450,000.01 to 500,000.00 | 345.44 |
| 500,000.01 to 550,000.00 | 368.13 |
| 550,000.01 to 600,000.00 | 383.60 |
| 600,000.01 to 650,000.00 | 388.75 |
| 650,000.01 and Over | 388.75 + 0.60 @ \$1,000 |

Business License:**Fee****Class 4 Businesses: Professional Services**

| | |
|----------|----------|
| Annually | \$164.99 |
|----------|----------|

Class 5 Businesses: CatchallPer Year

| | |
|---|----------|
| Apartment / Eleven or More Units | \$123.74 |
| Confectionery Wagons | 61.87 |
| General Contractor (Class A) | 206.23 |
| General Contractor (Class B) | 103.12 |
| General Contractor (Class C) | 51.56 |
| Peddler/Solicitor Established | 25.78 |
| Subcontractors or Specialty Contractors | 51.56 |

Per Quarter

| | |
|--|---------|
| Amusement Devices / Per Machine | \$25.78 |
| Apartment / Two to Ten Units | 61.87 |
| Billboard Advertising and Bill Posting | 25.78 |
| Dance Hall Permit | 51.56 |
| Directory Salesman | 25.78 |
| Housemoving Over Public Ways | 25.78 |
| Massagist | 51.56 |
| Public Bath | 25.78 |
| Shoe Shining | 1.03 |

Per Month

| | |
|-----------------------|---------|
| Christmas Tree Dealer | \$25.78 |
| Fire or Wrecked Sale | 103.12 |
| Producers, Food Stuff | 15.47 |

Per Day

| | |
|--|---------|
| Auctioneer, Itinerant | \$51.56 |
| Boxing or Wrestling Matches or Exhibitions | 103.12 |
| Carnival Attractions, Single | 154.68 |
| Carnival Show, Conducted as Part of Circus | 5.16 |
| Circus | 154.68 |
| Circus, Charitably Sponsored | 41.25 |
| Circus Parade | 103.12 |
| Merry-Go-Round and Similar Devices | 15.47 |
| Palmist | 824.94 |
| Sideshow | 51.56 |

Others

| | |
|---|---|
| Garage Sales | \$25.78/Month or \$15.47/Weekend |
| Peddlers, Solicitors, Itinerant Vendors | \$15.47/Day, \$51.56/Quarter or \$128.90/Year |
| Sidewalk Sale by Merchant | Permit |
| Swap Meets | \$10.31/Booth |

| Business License: | Fee |
|--|---------|
| Class 6 Businesses: <i>As established by resolution / billed annually</i> | |
| Home Occupation | \$51.56 |
| <u>Deliveries and Services</u> | |
| 0-50 Deliveries/Year | \$41.25 |
| 51-200 Deliveries/Year | 61.87 |
| Over 200 Deliveries/Year | 103.12 |

CITY OF ORANGE COVE



POLICE DEPARTMENT FEE SCHEDULE

- ❖ Reports and Documents
- ❖ Permits and Licenses
- ❖ Police Service
- ❖ Animal Control
- ❖ Vehicle Release

City of Orange Cove Master Fee Schedule
Police Department

Report, Reproduction and Document Fees:

| | Fee |
|--------------------------------------|------------|
| Police Report Copy | \$15.00 |
| Additional (Per page after 15 pages) | 0.10 |
| Citation Copies | 10.00 |
| U-Visas Completed by PD | 100.00 |
| U-Visas Completed by Client | 20.00 |
| Clearance Letter | 15.00 |

Permit and License Fees:

| | Fee |
|---|------------|
| Dance Event Permit (Public) | \$75.00 |
| Dance Event Permit (Private) | 30.00 |
| Alcohol Permits – One Day | 30.00 |
| Door to Door Hawking (July 1 st to June 30 th / Per Individual) | 150.00 |

Police Service Fees:

| | Fee |
|----------------------------------|------------|
| VIN Verification | \$20.00 |
| Ticket Sign-offs | 12.00 |
| Live Scan (Plus DOJ or FBI fees) | 25.00 |
| Background Clearance | 15.00 |
| Ink Fingerprinting | 15.00 |
| Lieutenant per hour | 36.60 |
| Sergeant per hour | 31.03 |
| Officer per hour | 27.56 |

Animal Control Fees:

| | Fee |
|---|------------|
| Dog License (Yearly, Spayed/Neutered) | \$13.00 |
| Dog License (Yearly, Non-Spayed/Neutered) | 26.00 |
| Animal Redemption Release | |
| 1 st Time (Plus \$10 per day) | 20.00 |
| 2 nd Time (Plus \$10 per day) | 30.00 |
| 3 rd Time (Plus \$10 per day) | 50.00 |
| Animal Redemption Weekends | 100.00 |
| Animal Surrender by Owner | 40.00 |

Vehicle Fees:

| | Fee |
|-------------------|------------|
| Vehicle Release** | \$150.00 |

** Exception: Owners and operators of vehicles that are impounded or stored as a result of owner/operator being a victim of a crime, and the vehicle is directly related to that crime.

CITY OF ORANGE COVE



BUILDING & ENGINEERING DEPARTMENT FEE SCHEDULE

- ❖ Building Permit Fees
- ❖ Planning Fees
- ❖ Development & Impact

**City of Orange Cove Master Fee Schedule
Building & Engineering Department**

Building Permit Fees:

Fee

Fees Per Valuation Table

| | |
|--------------------------|---|
| \$1.00 to \$500 | \$23.50 |
| \$501 to \$2,000 | \$23.50 for the 1 st \$500 + \$3.05 for each additional \$100 |
| \$2,001 to \$25,000 | \$69.75 for the 1 st \$2,000 + \$10.10 for each additional \$1,000 |
| \$25,001 to \$50,000 | \$391.75 for the 1 st \$2,500 + \$7.00 for each additional \$1,000 |
| \$50,001 to \$100,000 | \$643.75 for the 1 st \$50,000 + \$7.00 for each additional \$1,000 |
| \$100,001 to \$500,000 | \$993.75 for the 1 st \$100,000 + \$5.60 for each additional \$1,000 |
| \$500,001 to \$1,000,000 | \$3,233.75 for the 1 st \$500,000 + \$4.75 for each additional \$1,000 |
| \$1,000,000 and up | \$5,608.75 for the 1 st \$1,000,000 + \$3.65 for each additional \$1,000 |

| | |
|--|---------------------------------------|
| Reroof | Per Valuation Table (\$2 per sq. ft.) |
| Demolition Permit | \$200.00 |
| Strong Motion (Seismic Hazard) Residential | .00013 X Valuation Amount |
| Strong Motion (Seismic Hazard) Commercial | .00028 X Valuation Amount |
| Building Standards Administration Special Revolving Fund | \$4.00 per \$100,000 |

Building Permit Fees:**Fee****Plan Check Fee**

| | |
|-----------------|----------------------------|
| Building | 65% of Building Permit Fee |
| Fire Sprinklers | At Cost |

Electrical Permit Fee

| | |
|--|---------|
| Electrical Permit Issuance | \$22.00 |
| Receptacle, Switch and Light Outlets, First 20 | 1.00 |
| Receptacle, Switch and Light Outlets, Over 20 | 0.65 |
| Lighting Fixtures, First 20 | 1.00 |
| Lighting Fixtures, Over 20 | 0.65 |
| Pole or Platform-Mounted Lighting Fixtures – Each | 1.00 |
| Theatrical-Type Lighting Fixtures or Assemblies – Each | 1.00 |
| Residential Appliances | 4.25 |
| Non-Residential Appliances | 4.25 |
| Power Apparatus 1 HP Each | 4.25 |
| Power Apparatus Over 1 Up To 10 HP Each | 11.00 |
| Power Apparatus Over 10 Up To 50 HP Each | 22.00 |
| Power Apparatus Over 50 Up To 100 HP Each | 44.25 |
| Power Apparatus Over 100 HP Each | 66.50 |
| Busways | 6.50 |
| Signs, Outline Lighting and Marquees | 22.00 |
| Additional Branch Circuits Within Same Sign | 4.25 |
| Services 600 Volts or Less and Not Over 200 Amps | 27.50 |
| Services 600 Volts or Less and Over 200 to 1,000 Amps | 55.50 |
| Services Over 600 Volts and Over 1,000 Amps | 111.00 |
| Miscellaneous Apparatus | 16.25 |
| New Residential Single and 2 Family Per Sq. Ft. | .05 |
| New Residential Multi-Family Buildings Per Sq. Ft. | .045 |
| Private Swimming Pools | 44.25 |
| Temporary Power Service Pole or Pedestal | 22.00 |
| Temporary Power Service Distribution Systems | 11.00 |
| Solar Panels 0-15 | 200.00 |
| Solar Panels 16-20 | 250.00 |
| Solar Panels 21-25 | 300.00 |
| Solar Panels More Than 25 | 350.00 |

Building Permit Fees:**Fee****Mechanical Permit Fee**

| | |
|--|---------|
| Mechanical Permit Issuance | \$23.50 |
| Furnaces Forced Air or Gravity Type Up To 100K BTU | 14.80 |
| Furnaces Forced Air or Gravity Type Over 100K BTU | 18.20 |
| Furnaces Floor Furnaces | 14.80 |
| Furnaces Suspended Heater Wall Heater | 14.80 |
| Appliance Vents | 7.25 |
| Repairs or Additions | 13.70 |
| Boilers Compressors and Absorption 3 HP or Up to 100K BTU | 14.70 |
| Boilers Compressors and Absorption 15 HP or Up to 500K BTU | 27.15 |
| Boilers Compressors and Absorption Over 15 HP or Up to 1,000,000 BTU | 37.25 |
| Boilers Compressors and Absorption Over 30 HP or Over 1,000,000 BTU | 55.45 |
| Boilers Compressors and Absorption Over 50 HP or Over 1,750,000 BTU | 92.65 |
| Air Handlers Up To 10K CFM | 10.65 |
| Air Handlers Over 10K CFM | 18.10 |
| Ventilation and Exhaust Single Duct | 7.25 |
| Ventilation Not a Portion of Heating to Cooling | 10.65 |
| Ventilation Hood Fan Mechanical Exhaust | 10.65 |
| Incinerators Domestic Type | 18.20 |
| Incinerators Commercial Type | 14.50 |
| Miscellaneous Appliance or Equipment | 10.65 |

| Building Permit Fees: | Fee |
|---|---------|
| <u>Plumbing Permit Fee</u> | |
| Plumbing Permit Issuance | \$20.00 |
| Fixture or Trap | 7.00 |
| Building Sewer or Trailer Park Sewer | 15.00 |
| Rain Water System Per Drain | 7.00 |
| Cesspool | 25.00 |
| Private Sewage Disposal System | 40.00 |
| Water Heater and/or Vent | 7.00 |
| Gas Piping System 1 to 5 | 5.00 |
| Gas Piping System Over 5 | 1.00 |
| Industrial Waste Pretreatment Interceptor | 7.00 |
| Water Piping | 7.00 |
| Drainage or Vent Piping | 7.00 |
| Lawn Sprinkler Backflow Protection Devices | 7.00 |
| Atmospheric Type Vacuum Breakers 1 to 5 | 5.00 |
| Atmospheric Type Vacuum Breakers Over 5 | 1.00 |
| Backflow Protective Device Other Than Atmospheric 2 Inch | 7.00 |
| Backflow Protective Device Other Than Atmospheric Over 2 Inch | 15.00 |
| Graywater System | 4.00 |
| Reclaimed Water System | 30.00 |
| Cross Connection Test of Reclaimed Water System | 30.00 |

| Planning Fees: | Fee |
|--|---|
| <u>Planning Fee Type</u> | |
| Site Plan Review | \$1,236.00 |
| Conditional Use Permit | 1,676.00 |
| Temporary Cond. Use Permit | 160.00 |
| Variance | 1,156.00 |
| Home Occupation Permit | 160.00 |
| Time Extensions | 508.00 |
| Appeals | 438.00 |
| <u>Division of Land</u> | |
| Tentative Tract Map (Plus \$15 Per Lot) | 2,451.00 |
| Final Map (Plus \$25 Per Lot) | 1,811.00 |
| Tentative Parcel Map | 1,526.00 |
| Final Parcel Map | 1,246.00 |
| Annexations | 3,431.00 |
| Developer Agreement | *1,000.00 |
| Lot Line Adjustment | 560.00 |
| Lot Merger | 560.00 |
| Certificate of Compliance | 520.00 |
| <u>Zoning & General Plan Amendments</u> | |
| Zoning Ordinance Amendment (Map) | 1,991.00 |
| Zoning Ordinance Amendment (Text) | 1,991.00 |
| General Plan Amendment | 2,286.00 |
| Planned Unit Development | 1,571.00 |
| Environmental Reviews | |
| Initial Study/Negative Declaration | *1,000.00 |
| Environmental Report | *1,000.00 |
| Grading Plan Check | \$390 + \$30 per 1,000 cubic yards over 1,000 cubic yards |
| Grading Permit Fees | \$50 per 1,000 cubic yards over 1,000 cubic yards |

*Base Amount: For unusual, large or complex projects the applicant will be charged for actual time and materials. The applicant will be required to deposit the required base amount and be billed for any expenses incurred by the City over that amount.

Development Impact Fees:

| Fee Category | GL Number | Single Family \$/Unit | Multi Family \$/Unit | Commercial \$/1,700 Sq. Ft. of Floor Area | Industrial \$/3,000 Sq. Ft. of Floor Area |
|--------------------|--------------|-----------------------|----------------------|---|---|
| Streets | 106-3725-007 | 1,079 | 810 | 1,079 | 1,079 |
| General Government | 000-3725-007 | 883 | 662 | 883 | 883 |
| Buildings | 000-3725-007 | 52 | 39 | 52 | 52 |
| Water Treatment | 152-3725-007 | 2,134 | 1,601 | 2,134 | 2,134 |
| Water Distribution | 108-3725-007 | 2,414 | 1,811 | 2,414 | 2,414 |
| Sewer Treatment | 109-3725-007 | 1,567 | 1,175 | 1,567 | 1,567 |
| Sewer Collection | 115-3725-007 | 3,460 | 2,595 | 3,460 | 3,460 |
| Storm Drainage | 110-3725-007 | 662 | 466 | 662 | 662 |
| Parks & Recreation | 103-3725-007 | 1,714 | 1,285 | N/A | N/A |
| Law Enforcement | 105-3725-007 | 243 | 182 | 243 | 243 |
| Fire Protection | 104-3725-007 | 474 | 358 | 474 | 474 |

Commercial Fee Formula

Example: 10,000 Sq. Ft. Building

10,000 (divided by) 1,700 Sq. Ft. = 5.88

5.88 x \$1,079 = \$6,344.52 – Streets Impact Fee

Industrial Fee Formula

Example: 10,000 Sq. Ft. Building

10,000 (divided by) 3,000 Sq. Ft. = 3.33

3.33 x \$1,079 = \$3,593.07 – Streets Impact Fee

CITY OF ORANGE COVE



PARKS AND RECREATION DEPARTMENT FEE SCHEDULE

**City of Orange Cove Master Fee Schedule
Parks and Recreation Department**

| Parks and Recreation Fees/Deposits: | Fee |
|--|------------|
| DEPOSITS | |
| Victor Lopez Community Center | \$500.00 |
| RESIDENT FEES | |
| Victor Lopez Community Center | \$1,500.00 |
| Use of Parks | 125.00 |
| Rental Application | 35.00 |
| NON-RESIDENT FEES | |
| Victor Lopez Community Center | \$2,000.00 |
| Rental Application | 35.00 |

City of Orange Cove



Enterprise Funds Fee Schedules

CITY OF ORANGE COVE



WATER SERVICES DEPARTMENT FEE SCHEDULE

- ❖ Residential Water Service
- ❖ Commercial/Industrial Water Service

City of Orange Cove Master Fee Schedule
Water Service Rates

| Residential Water Rate Structure: | Fee |
|--|---------|
| Per Month (Up to 10,000 gallons) | \$48.53 |
| Usage (Per 1,000 gallons or fraction thereof above 10,000) | 2.21 |

* Residential is defined as including single-family residential, duplex, triplex and multi-family customers.

** Residential construction water will be billed per the rate structure above.

| Commercial and Industrial Water Rate Structure: | Fee |
|--|---------|
| <u>Service (Meter) Charge / Per Month</u> | |
| 5/8" x 3/4" Meter | \$73.66 |
| 3/4" x 3/4" Meter | 77.69 |
| 1" Meter | 85.76 |
| 1-1/2" Meter | 110.99 |
| 2" Meter | 151.35 |
| 3" Meter | 242.15 |
| 4" Meter | 343.05 |
| 6" Meter | 423.77 |
| Usage (Per 1,000 gallons or fraction thereof above 10,000) | 2.21 |

CITY OF ORANGE COVE



WASTEWATER SERVICES DEPARTMENT FEE SCHEDULE

- ❖ Residential Wastewater Service
- ❖ Commercial/Industrial Wastewater Service

City of Orange Cove Master Fee Schedule
Wastewater Service Rates

| Residential Wastewater Rate Structure: | Fee |
|--|------------|
| Per Month (Up to 10,000 gallons) | \$39.60 |
| Usage (Per 1,000 gallons or fraction thereof above 10,000) | 1.32 |

* Residential is defined as including single-family residential, duplex, triplex and multi-family customers.

** Residential construction water will be billed per the rate structure above.

| Commercial and Industrial Wastewater Rate Structure: | Fee |
|---|------------|
| <u>Service (Meter) Charge / Per Month</u> | |
| ½" x ¾" Meter | \$81.33 |
| ¾" x ¾" Meter | 85.45 |
| 1" Meter | 93.70 |
| 1-½" Meter | 119.48 |
| 2" Meter | 160.73 |
| 3" Meter | 253.54 |
| 4" Meter | 356.66 |
| 6" Meter | 439.15 |
| Usage (Per 1,000 gallons or fraction thereof above 10,000) | 1.32 |

CITY OF ORANGE COVE



DISPOSAL SERVICES DEPARTMENT FEE SCHEDULE

- ❖ Residential Service
- ❖ Mattress Recycle
- ❖ Commercial Bins Rates
- ❖ Miscellaneous Fees

**City of Orange Cove Master Fee Schedule
Disposal Department Residential Service**

| Residential Disposal Rates: | | Fee |
|--|--|------------|
| 90 Gallon Bin | | \$21.03 |
| Services Include: South East Regional Sur-Charge | | |
| Admin/Billing/Reporting Fees | | |
| Green Can Service | | |
| Franchise Fee & CPI 2011-2012 | | |
| Recycle of Mattress Rates: | | Fee |
| Top Mattress Only | | \$25.00 |
| Top Mattress & Box Spring | | 40.00 |
| Commercial Bin Rates: | | Fee |
| 90 Gallon Bin | | \$21.03 |
| 3 Yard - Service Per Week: 1 | | 86.08 |
| 2 | | 172.16 |
| 3 | | 189.17 |
| 4 | | 237.86 |
| 5 | | 293.04 |
| Recycle Service | | |
| 3 Yard - Service Per Week: 1 | | 75.00 |
| 2 | | 135.00 |
| Miscellaneous: | | Fee |
| Bulky Item | | \$25.00 |
| Tipping Fee | | 15.00 |

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ORANGE COVE APPROVING THE FISCAL YEAR 2021-22 MASTER FEE SCHEDULE**

WHEREAS, The City Council of the City of Orange Cove has reviewed the proposed Master Fee Schedule; and

WHEREAS, the City Council of the City of Orange Cove has, because of the review, identified the proposed Master Fee Schedule as beneficial to the financial operations of the City; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Orange Cove, California, finds that the proposed Master Fee Schedule , attached hereto and made a part hereof, is hereby ratified by the City Council to become effective July 1, 2021.

This Resolution was adopted by the City Council of the City of Orange Cove at a meeting held on March 24, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victor P. Lopez, Mayor

ATTEST:

APPROVED AS TO FORM

June Bracamontes, City Clerk

Dan McClosky, City Attorney



Date: March 24, 2021
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Request for Approval of \$5,000 donation from OC Knights for Women Youth Travel Softball Program.
Attachments: None.

BACKGROUND:

Staff was recently contacted by Jacob Del Bosque for a \$5,000 donation to help cover expenses for the Women's Youth Travel Softball Program. If approved by the City Council, the money will be used for registration and insurance fees as well as equipment and uniforms.

The Women's Youth Travel Softball Program is for young ladies ranging from ages 7-17 and has been operating since 2009. According to Mr. Del Bosque, the program has had great accomplishments throughout the years. One of the primary goals of the program is to build and empower great young ladies from the community.

The OC Knights club is a non-profit agency and if the donation is approved it will be made payable to the OC Knights.

RECOMMENDATION:

For the City Council to approve the \$5,000 donation to the OC Knights to help cover expenses for the Women Youth Travel Softball Program.

FISCAL IMPACT:

The \$5,000 donation would be funded from the City's General Fund.

Prepared by: _____ Approved by: 

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

TYPE OF ITEM: COUNCIL ACTION: APPROVED DENIED NO ACTION

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



Date: March 24, 2021
To: Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Update on Financial Issues
Attachments: None.

Background

- Status on FY 2021-22 Budget
- American Rescue Plan – Aid to Cities, Counties & State Governments

RECOMMENDATION:

For Information Only.

Prepared by: _____

Approved by: _____

REVIEW: City Manager: ☒

Finance: _____

City Attorney: _____

TYPE OF ITEM:

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

COUNCIL ACTION: APPROVED DENIED NO ACTION

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

Mayor:
Victor P. Lopez

Mayor Pro Team:
Diana Guerra Silva

City Council Members:
Roy Rodriguez
Josie Cervantes
Esperanza Rodriguez



Incorporated January 20, 1948

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

633 Sixth Street, Orange Cove, CA 93646 | Phone: (559) 626-4488 | FAX: (559) 626-4653

Date: March 24, 2021
To: The Honorable Mayor and City Council
From: Rudy Hernandez, Interim City Manager
Subject: Identifying Potential New Sources of Revenue
Attachments: 1. Summary of Potential Revenue Options
2. Business License Tax
3. Parcel Tax
4. Utility Users Tax

BACKGROUND

During the last FY 2020-21 budget process, it was requested that staff identify and analyze revenue options reasonably available to the City to help balance general fund budgets and finance public safety expenditures. Some of the financial problems that are facing the City of Orange Cove include:

- 1) The fiscal year 2018-19, 2019-20 and 2020-21 annual budgets were all balanced on using one-time revenue sources such as land sales and grants. These one-time revenues should not be used for reoccurring expenses. A true balance budget is when current revenues equal or exceed current expenditures.
- 2) The cost of doing business continues to increase such as equipment and grounds maintenance, utilities, personnel costs, and other operating costs.
- 3) Economy down:
 - Retail sales due to COVID-19.
 - State continuing budget woes due to COVID-19
 - Anticipated decline in projected revenues such as property taxes and other City revenues.

One of the purposes for identifying new sources of revenue is to establish a stable source of funds within the City over the next several years to fund additional staff, wages and benefits, law enforcement, maintenance, and administrative support personnel.

DISCUSSION

Attached to this Staff Report is (i) a one page spreadsheet entitled "Summary of Potential Revenue Options"(Marked Attachment A) which summarily sets forth three (3) separate and independent potential sources of new or increased revenue for the City of Orange Cove; (ii) a two page synopsis entitled "Utility User Tax"(Marked Attachment B) highlighting the various considerations associated with raising "Utility User Tax;"(iv) a two page synopsis entitled "Parcel Taxes"(Marked Attachment C) highlighting the various considerations associated with raising "Parcel Taxes; a two page synopsis entitled "Business License Tax"(Marked Attachment D) highlighting the various considerations associated with raising "Business License Tax".

Each of the identified potential sources of revenue require an election and an affirmative vote of either a majority or two-thirds, depending on the type and nature of the tax being sought. Generally, if the tax being considered can be categorized as a general tax (i.e., not for a specific purpose), then a majority vote is all that is required for its implementation. Conversely, if the tax being considered is deemed to be a "special tax," then a two-thirds vote is required. It is important to keep in mind that a "Parcel Tax" is considered a Special Tax, and therefore always subject to a two-thirds vote.

The three listed options, Utility User Tax, Business License Tax and Parcel Tax are presently being utilized/taxed by the City but are listed as potential revenue options since any increase in any of these taxes will generate additional income to the City. Unique to these three options is that they can be categorized as a general tax (i.e., not for a specific purpose), whereby a majority vote is all that is required for its implementation. Conversely, if raised for a specific purpose, each can consider to be a "special tax," whereby a two-thirds vote is required.

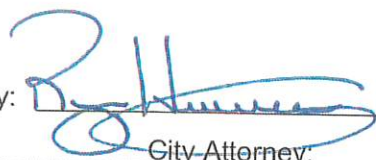
Of course, each of the different options are governed by different legal code sections, and all elections are subject to the campaign and election laws of the State of California. Further, because cities are not allowed to spend funds advocating a particular position for a ballot measure, strong community advocates are very important in determining the outcome of a particular election. This holds equally true for two-thirds vote and for a majority vote.


RECOMMENDED ACTION

1. It is recommended that the City Council review the three (3) potential revenue sources that staff has analyzed and determined may be available to augment City revenues.
2. Provide direction to Staff regarding which, if any, of the potential revenue sources the Council would like to further explore.

FINANCIAL IMPACT

None at this time; however, should the Council decide to proceed with one or more election, it is likely that consulting costs will be necessary, and that additional staff time will need to be allocated to each of the propositions.

Prepared by: _____ Approved by: 
REVIEW: City Manager:  Finance: _____ City Attorney: _____

| TYPE OF ITEM: | COUNCIL ACTION: | APPROVED | DENIED | NO ACTION |
|--|--|----------|--------|-----------|
| <u> </u> Consent | <u> </u> Public Hearing | | | |
| <u> </u> Info Item | <u> </u> Matter Initiated by Council Member | | | |
| <u></u> Action Item | <u> </u> Other | | | |
| <u> </u> Department Report | <u> </u> Continued to: _____ | | | |
| <u> </u> Redevelopment Agency | _____ | | | |

City of Orange Cove

Summary of Potential Revenue Options

March 24, 2021

| Description of Revenue Option | Revenue Source | | Required Voter Approval | | Annual Revenues |
|---|----------------------|-----|-------------------------|--------------------|--|
| | Increase In Existing | New | Majority | Two-Thirds | |
| Utility Users Tax: Current 7% tax is on electricity, gas, telephone & cable television | X | | If general purpose | If special purpose | 1% Increase = \$71,450 2% Increase = \$142,900 3% Increase = \$214,350 4% Increase = \$285,800 5% Increase = \$357,250 |
| Parcel Tax: "Equivalent Dwelling Unit" | | X | | X | \$95 parcel tax for single family homes and specified amounts for multi-family, commercial, agricultural, and industrial parcels |
| Business License Tax: The average business license issued is for \$45 | X | | If general purpose | If special purpose | 10% Increase \$6,100 |

UTILITY USERS TAX**What is a utility users' tax?**

This is a tax on the consumption of utility services (such as natural gas, electricity, water, sewer, telephone, and cable), like the retail sales tax on commodities.

Why is this an appropriate City funding source?

Utility users' tax is an established means of generating General Fund revenue. Most residents and business in the State pay utility users tax (about 60%). Additionally, it is very stable revenue source, and helps diversify the City's revenue base.

Is this tax in place currently?

Yes. The City has a 7% utility users' tax for electricity, gas, telephone, and cable television services that generates \$500,000 annually.

Who pays this tax?

Residents or businesses using the utility pay the tax at the time the utility bill is paid.

Can cities set and increase their tax rate?

Yes. Cities can set the UUT rate at any level. There is no regulation of this revenue source by the State or Federal government.

How much revenue would a rate increase generate?

This depends on three key factors:

1. What utility services are subject to the tax? The broader the base, the greater the revenue. Most cities include the following utilities: gas, electric, telephone, cable television and water.
2. What is the tax rate? Of the 152 cities in California reporting revenues from this source to the State Controller in FY 2017-18, rates range from 1.0% to 12.5%.
3. Which users are subject to the tax? In some cities, only non-residential users are subject to the UUT; and in other, the rates are different. Additionally, some cities exclude other government agencies, or provide reduced (or waive) levels for senior citizens/and or low-income customers.

Based on current utility tax revenues collected for electricity, gas, telephone, and cable television service, a 1% increase would raise about \$71,450.

What is the UUT rate in similar cities?

Statewide, 152 cities have established a utility user tax ranging from 1% to 12.5%. Although a majority of cities do not have a utility users' tax, an overwhelming majority of State residents (approximately 60%) are covered by the tax.

What authority is required to implement this tax?

- **General Purpose.** If the revenues will be used for general purposes, majority voter approval is required. This must occur at the same time as regular Council elections, unless the Council declares an emergency by unanimous vote (in this case, the election may be held at any time).

UTILITY USERS TAX

- **Special Purpose.** If the revenues will be "earmarked" for a specific purpose, two-thirds voter approval is required. This election can be held at any time.

How can these revenues be used?

With majority voter approval, they can be used for any legitimate government purpose, such as parks, street maintenance, recreation, police, or fire; or with two-thirds voter approval, they must be used for specifically dedicated purposes.

How would these revenues be collected?

Utility companies are responsible for collecting this tax, at no cost to the City, and remitting it monthly to the City.

How would this added revenue affect the diversity and stability of the City's revenue base?

Utilities Users Tax is the City's "Number Two" General Fund revenue source, accounting for 15% of total General Fund sources. Utility Users Tax is relatively broad-base revenue that is paid by both residents and businesses. By introducing a major added source of revenue that would decrease the City's reliance of Motor Vehicle In-Lieu Property Tax Revenue, which currently accounts for 28% of total General Fund sources, a supplemental Utility Users Tax would improve the diversity of the City's revenue base.

When could this new tax be effective?

Theoretically, this new revenue could be implemented immediately upon voter approval. However, an effective date that is at least 90 days after adoption is recommended in order to allow enough lead time for notification to all utility companies and to allow them time to make the computer programming and billing changes required.

Pros:

- Utilizes existing billing system (Utility Companies)
- Automatically increases with utility company fees
- Can be a general-purpose tax (majority vote)

Cons:

- Regressive, requires extra administration for exempting seniors, low income, etc.
- Burdensome to businesses with high utility needs such as manufacturers
- Unpopular with public – many referendums
- Utility companies resistant – difficult and expensive to audit
- Rapid changing technology clouds taxable definitions

PARCEL TAXES

What is a parcel tax?

With two-thirds voter approval, parcel taxes are allowed in any amount if they are not based on property value. They may set based on either a flat rate per parcel or a variable rate depending on the size, use or number of units on the parcel. As a "special" tax, they must be levied for a specific service—such as police, fire, emergency medical service, libraries, or storm drainage.

Why is this an appropriate City funding source?

Many of the City's services are directly related to property. Additionally, at modest levels parcel taxes are usually very straightforward and easy to communicate to the public. On the other hand, at high levels, a flat rate may appear unfair since it is not based on the value of the parcel (like a property tax) or ability to pay (like sales or income taxes).

Is this tax in place currently?

Yes.

Who pays this tax?

Property owners within the City limits pay this tax.

Who currently receives the revenue?

The best approach of accounting for any new parcel taxes depends on its purpose, and whether it is fully or partially covering the cost. For example, if the parcel tax were to pay for only part of a specific service provided through the General fund, then accounting for it in the General fund would be appropriate. However, if it was intended to fully cover the cost of a specific service, then a separate fund may be warranted depending on the circumstances.

Can cities increase their parcel tax rate?

Yes. If the tax is not based on property value, there are no State or Federal limits on this revenue source.

Is the City currently receiving Parcel Tax Revenue?

Yes, the City is currently receiving \$257,980. Of this amount, \$206,384 (80%) goes the City and \$51,596 (20%) goes to the Orange Cove Fire District.

Do other cities have parcel taxes?

Over fifty cities in California—including the City of Pismo Beach—have adopted special parcel taxes for a broad range of services, including libraries, police service, fire service, paramedic services, storm water projects, cultural services, and street maintenance.

What authority is required to implement this tax?

Parcel taxes require two-thirds voter approval. This election can be held at any time.

How can these revenues be used?

While they must be designated for a specific purpose, parcel taxes can be used for any legitimate government purpose, such as parks, street maintenance, recreation, police, or fire.

How are these revenues collected?

They would be collected by the County along with other taxes and assessments on the property tax roll and distributed to the City on the same remittance schedule.

How would this added revenue affect the diversity and stability of the City's revenue base?

PARCEL TAXES

Parcel taxes are a very stable revenue source. By expanding the City's revenue base and decreasing its reliance on the "Top 5" revenues—Utility Users Tax, Property Tax, Sales Tax, Franchise Fees, and Motor Vehicle In-Lieu, which together account for over 58% of General Fund revenues—parcel taxes would improve the diversity of the City's revenue base.

When could this new tax be effective?

An added parcel tax could be effective for the next tax year following voter approval.

Pros:

- Inexpensive administration – add to county roll.
- Stable, dependable cash flow
- Simple to explain.

Cons:

- Requires two third majority vote.
- Can be overly complex if attempt to balance inequities (Parcel size, type, multiple units, etc.)
- Competes with school districts (Their only source of optional local revenues) Currently 209 Districts levy.
- Not deductible from income tax (IRS bulletin 503)

BUSINESS LICENSE TAX**What is a business license tax?**

Anyone doing business in the City is required to pay a business license tax. The amount is generally based on gross receipts depending on the type of business.

Why is this an appropriate City funding source?

Placing this tax on the City's businesses appropriately recognized that they receive municipal services, and such, they should share in the cost of providing them.

Is this tax in place currently?

Yes. As noted above, the amount paid is generally based on gross receipts, although there are few flat rate categories. Business license taxes currently generate about \$20,500 per year.

Who pays this tax?

Any person or company conducting business in the City is required to pay a business license tax. Business activities include services, manufacturing, contracting and retail sales. This includes individuals and companies that may not have a fixed place of business in the City.

Are there any exemptions?

Very few:

- Bonified non-profit organizations
- Garage Sales (Pay \$5.00 Fee for 3 consecutive days)
- And while not specifically stated, any business types where the payment of local business taxes conflicts with applicable statutes or constitution of the United States or the State of California. Banks and other lending institutions fall under this exemption.

Who currently receives the revenue?

The revenue goes directly into the City's General Fund and is used for general municipal purposes.

Can the city increase the tax rate?

Yes. Cities can set the business license tax rate at any level, if they are not discriminatory or confiscatory, and they are not based on net income.

How much revenue would a rate increase generate?

The average business license issued is for \$45. The City currently has approximately 150 business licenses issued. Each 10% increase would raise about \$2,050 annually.

What authority is required to increase this tax?

- **General Purpose.** If the revenues will be used for general purposes, majority voter approval is required. This must occur at the same time as regular Council elections, unless the Council declares an emergency by unanimous vote (in this case, the election may be held at any time).
- **Special Purpose.** If the revenues will be "earmarked" for a specific purpose, two-thirds voter approval is required. This election can be held at any time.

BUSINESS LICENSE TAX

How can these revenues be used?

With majority voter approval, they can be used for any legitimate government purpose, such as parks, street maintenance, recreation, police, or fire; or with two-thirds voter approval, they must be used for specifically dedicated purposes.

How would this added revenue affect the diversity and stability of the City's revenue base?

Business license taxes currently account for about 1% of General Fund revenue. As such, increasing revenues from this source would help diversify the City's revenue base.

When could an increase be effective?

Theoretically, any increase could be implemented immediately upon voter approval. However, an effective date that is 120 to 180 days from the date of adoption is recommended to ensure a smooth transition for the City for required internal administrative and computer changes, and to communicate the changes to the business community.