



**AGENDA  
ORANGE COVE CITY COUNCIL  
REGULAR MEETING  
June 28<sup>th</sup>, 2023  
6:30 PM**

City of Orange Cove Council Chambers  
633 6<sup>th</sup> St.  
Orange Cove, CA 93646

**CALL TO ORDER/WELCOME**

Roll call  
Invocation  
Flag Salute

**CONFIRMATION OF AGENDA**

**SPECIAL PRESENTATION(S)**

- Presentation to the 2022-2023 Orange Cove High School Titans Varsity Softball Team

**CONSENT CALENDAR**

*(All items listed under the consent calendar category are considered routine. The complete consent calendar will be enacted by one motion by ROLL CALL VOTE. For purposes of discussion, any council member may have an item removed from the consent calendar and made part of the regular agenda. The Council can then approve the remainder of the consent calendar).*

- 1) Minutes of the June 14, 2023 regular Council meeting. Silva
- 2) Resolution 2023-26, Award of Contract for the Eaton Park Improvement Project to Steve Dovali Construction Company and Authorize the City Manager to Execute Agreement. Dominguez
- 3) Resolution 2023-27, Adopting a list of Projects for Fiscal Year 2023-24 funded by SB 1: The Road Repair and Accountability Act of 2017. Dominguez
- 4) Approval of Salary for Municipal Clerk/ HR Analyst Position. Parra

## REGULAR BUSINESS

- 5) **SUBJECT:** Approval of Employee Vacation Payout.

*Jimenez*

**RECOMMENDATION:** Approval of Resolution 2023-28 approving the Cash-Out of a portion of Vacation Leave by City Employees.

- 6) **SUBJECT:** Approval of revision to the rental and deposit rates by Orange Cove Residents.

*Jimenez*

**RECOMMENDATION:** Approve Resolution No. 2023-25 revising the Rental and deposit rates for the VPL Community Center by Orange Cove Residents.

## PUBLIC HEARINGS

- 7) **SUBJECT:** Approval of Ordinance No. 394 amending Title 3 Chapter 3.08.040 and 3.08.050 of the Orange Cove Municipal Code regarding Spending Limits.

*Parra*

**RECOMMENDATION:** Conduct Public Hearing, waive the second reading, and adopt Ordinance No. 394 amending Title 3 Chapter 3.08.040 and 3.08.050 of the Orange Cove Municipal Code regarding Spending Limits.

## DEPARTMENTAL REPORTS

- Assistant City Manager/ Director of Public Works & Engineering –  
**Department Update**
- Police – **Department Update**
- City Clerk
- Fire
- City Attorney – **Department Update**
- City Manager – **Department Update**

*Dominguez*

*Pena*

*Dodd*

*Parra*

## CITY MANAGER'S REPORT

## CITY ATTORNEY'S REPORT

## COUNCIL REPORTS

- Mayor Diana Guerra Silva
- Mayor Pro Tem Gilbert Garcia
- Councilmember Josie Cervantes
- Councilmember Esperanza Rodriguez
- Councilmember Maria Vacio

## ORAL COMMUNICATIONS

*Notice(s) to the Public: At this time, any member of the public may address the City Council regarding any item over which the Council has jurisdiction. No action or discussion will be taken on any item not on the agenda. Issues raised will be referred to the City Manager for review. Members of the public shall limit their remarks to three (3) minutes.*

## CLOSED SESSION

A closed session is needed to discuss the following matter.

Conference with Labor Negotiator (Government Code Section 54957.6)  
City Designated Representative: Daniel T. Parra, City Manager  
Employee Organization: International Union of Operating Engineers,  
Stationary Engineers, Local 39

## 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 Orange Cove, CA during normal business hours. In addition, most documents are posted on City's website at [cityoforange Cove.com](http://cityoforange Cove.com).

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

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

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

### **GENERAL RULES OF DECORUM**

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

1. All remarks shall be addressed to the City Council as a whole and not to any single member, unless in response to a question from a member of the City Council.
2. A person who addresses the City Council under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct (i) which is likely to provoke others to violent or riotous behavior, (ii) which disturbs the peace of the meeting by loud and unreasonable noise, (iii) which is irrelevant or repetitive, or (iv) which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.
3. A person, other than members of the Council and the person, who has the floor, shall not be permitted to enter into the discussion unless requested by the mayor to speak.
4. Members of the City Council may not interrupt a person who has the floor and is making public comments. Members of the City Council shall wait until a person completes his or her public comments before asking questions or commenting. The mayor shall then ask Councilmembers if they have comments or questions.
5. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting.



## **ENFORCEMENT OF DECORUM RULES**

(Resolution No. 2012-16)

While the City Council is in session, all persons must preserve order and decorum. A person who addresses the city council under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct which is likely to provoke others to violent or riotous behavior, which disturbs the peace of the meeting by loud and unreasonable noise, which is irrelevant or repetitive, or which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.

The mayor or other presiding officer shall request that a person who is breaching the rules of decorum cease such conduct. If after receiving such a warning, the person persists in breaching the rules of decorum, the mayor or other presiding officer may order the person to leave the City Council meeting. If such person does not leave, the mayor or presiding officer may request any law enforcement officer who is on duty at the meeting as sergeant-at-arms to remove the person from the Council Chambers. In the event there is no one from law enforcement present, the mayor or presiding officer may direct the City Manager to contact law enforcement.

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

**MINUTES**

**CITY OF ORANGE COVE**

**WEDNESDAY, JUNE 14<sup>TH</sup>, 2023 – 6:30 PM**

A meeting of the Orange Cove City Council was called to order at 6:30 p.m. at the Orange Cove City Hall Chambers. Council member that answered roll call were: Mayor D. G. Silva, Mayor Pro Tem G. Garcia, and Council members J. Cervantes, E. Rodriguez, and M. Vacio. Also present were City Manager D. Parra, Assistant City Manager/Public Works Director D. Dominguez, City Attorney M. Dodd, Chief of Police J. Pena, Fire Chief T. Greenwood, Finance Director N. Velicescu, Assistant Finance Director D. Jimenez, Director of Planning S. Patlan, Municipal Clerk/HR Analyst D. Silva.

The agenda for this meeting was posted in a location visible at all times by the general public seventy-two hours prior to this meeting.

At this point in the meeting Mayor Silva announced that she wasn't feeling well and left the dais. She did not return to the meeting.

**CONFIRMATION OF AGENDA:** Mayor Pro Tem Garcia reported that an item needed to be added to the agenda as an urgent item. After discussion, Council Member Cervantes moved to add Resolution No. 2023-22, A Resolution of the City Council of the City of Orange Cove certifying the approval of the Governing Board to enter into a transaction with the California Department of Education for the purpose of providing Child Care and Development Services and to Authorize the designated personnel to sign contract documents for Fiscal Year 2023-2024, the continuing funding application, and all related contract documents to the agenda as item No. 12 as recommended. Motion to add an item 12 to the agenda with no further changes was made by council member Rodriguez and carried with the following vote:

AYES:	4 COUNCIL MEMBERS:	Cervantes, Rodriguez, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**PRESENTATION:** Presentation to the 2022-2023 Orange Cove High School Titans Varsity Softball Team. Mayor Silva reported that this presentation would take place at the next council meeting due to a prior commitment.

**CONSENT CALENDAR:** Motion to approve the Consent Calendar was made by Council Member Vacio and seconded by Council member H. Rodriguez. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Vacio, Rodriguez, Cervantes, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

- a. Minutes of the May 24<sup>th</sup>, 2023 regular council meeting approved as written.
- b. Minutes of June 7<sup>th</sup>, 2023 special council meeting approved as written.
- c. Warrants dated June 9<sup>th</sup>, 2023 approved by standard motion.

**CONSIDERATION AND NECESSARY ACTION AUTHORIZING CHANGE IN CITY OF ORANGE COVE HEALTH PLAN COVERAGE – FROM ANTHEM BLUE CROSS PLATINUM TO ANTHEM BLUE CROSS BRONZE 6850.**

Finance Director Nuria Velicescu presented the proposal to change City Employees Medical Health Benefits from Anthem Blue Cross Platinum (CalPers) to Anthem Blue Cross Bronze (Non-CalPers). She reported that it would save the City's approximately \$298,948.84 per year. She then introduced Linda Webb with BRS Financial Group who stepped forward to explain the changes. Linda went onto say that there were no changes to the Employees side of the Health Plan.

After discussion motion to approve the change as recommended was made by Council Member Rodriguez and seconded by Council Member Cervantes. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Rodriguez, Cervantes, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON RESOLUTION APROVING BUDGET FOR FISCAL YEAR 2023-2024.** Finance Director Velicescu presented the proposed Budget for FY 2023-2024. She reviewed each department and stated that it is a balanced budget.

After discussion motion to approve the proposed Budget for FY 2023-2024 as presented was made by Council Member Rodriguez and seconded by Council Member Cervantes. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Rodriguez, Cervantes, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON RESOLUTION AUTHORIZING INVESTMENT OF CITY OF ORANGE COVE MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF).** Finance Director Velicescu presented the Resolution which would change the signers/administrators on the City of Orange Coves LAIF account.

After discussion motion to approve Resolution No. 2023-20, A resolution of the City Council of the City of Orange Cove, California authorizing investment of monies in the Local Agency Investment Fund was made by Council Member Cervantes and seconded by Council Member Rodriguez. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Cervantes, Rodriguez, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR 2023-2024.** Finance Director Velicescu reported on Fiscal Year 2023-2024 Transportation Funding Claim.

After discussion motion to approve the Transportation Funding Claim for Fiscal Year 2023-2024 was made by Council Member Vacio and seconded by Council Member Cervantes. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Vacio, Cervantes, Rodriguez, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON CONTRACT BETWEEN POWER BUSINESS TECHNOLOGY AND CITY OF ORANGE COVE FOR THE USE OF OFFICE PRINTERS.** Finance Director Velicescu reported on a proposed contract for the City's printers that would save the City roughly \$17,615.64 per year.

After discussion motion to approve a contract between Power Business Technology and the City of Orange Cove for the City's printers was made by Council Member Cervantes and seconded by Council Member Rodriguez. Motion carried with the following vote.

AYES:	4 COUNCIL MEMBERS:	Cervantes, Rodriguez, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON VACATION AND COMPENSATION PAYOUT OF ACCRUED TIME IN EXCESS OF CAPPED BENEFITS.** Finance Director Velicescu reported that certain employees are maxed out on their Vacation accrual and that their MOU's provide for a payout of all excess time over the cap limit.

After discussion motion to approve the payout of excess vacation was made by Council Member Cervantes and seconded by Council Member Rodriguez. Motion carried with the following vote:

AYES:	4 COUNCIL MEMBERS:	Cervantes, Rodriguez, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None
ABSENT:	1 COUNCIL MEMBERS:	Silva

**CONSIDERATION AND NECESSARY ACTION ON PROPOSED MEASURE "O" LANGUAGE.** City Manager Parra presented the proposed Measure "O" language.

After discussion, motion to approve the proposed Measure "O" language as presented was made by Council Member Cervantes and seconded by Council Member Rodriguez. Motion carried with the following vote:

AYES:	4 COUNCIL MEMBERS:	Cervantes, Rodriguez, Vacio, Garcia
NOES:	0 COUNCIL MEMBERS:	None
ABSTAIN:	0 COUNCIL MEMBERS:	None

ABSENT: 1 COUNCIL MEMBERS: Silva

**CONSIDERATION AND NECESSARY ACTION OF ORDINANCE NO. 394 AMENDING TITLE 3 CHAPTER 3.08.040 AND 03.08.050 OF THE ORANGE COVE MUNICIPAL CODE REGARDING SPENDING LIMITS.**

City Manager Parra reported on the need to increase the City Managers spending limits before Council approval is needed.

After discussion motion to introduce and waive the first reading of Ordinance No. 394 Amending Title 3 Chapter 3.08.040 and 03.08.050 of the Orange Cove Municipal Code regarding spending limits was made by Council Member Vacio and seconded by Council Member Rodriguez. Motion carried with the following vote:

AYES: 4 COUNCIL MEMBERS: Vacio, Rodriguez, Cervantes, Garcia  
NOES: 0 COUNCIL MEMBERS: None  
ABSTAIN: 0 COUNCIL MEMBERS: None  
ABSENT: 1 COUNCIL MEMBERS: Silva

**CONSIDERATION AND NECESSARY ACTION ON RESOLUTION CERTIFYING APPROVAL OF THE GOVERNING BOARD TO ENTER INTO A TRANSACTION WITH THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE PURPOSE OF PROVIDING CHILD CARE AND DEVELOPMENT SERVICES AND TO AUTHORIZE THE DESIGNATED PERSONNEL TO SIGN CONTRAT DOCUMENTS FOR FISCAL YEAR 2023-2024, THE CONTINUING FUNDING APPLICATION AND ALL RELATED CONTRACT DOCUMENTS:** This item was added to the agenda earlier in the meeting as an urgent item.

After discussion, motion to approve **RESOLUTION NO. 2023-22, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OIF ORANGE COVE CERTIFYING APPROVAL OF THE GOVERNING BOARD TO ENTER INTO A TRANSACTION WITH THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE PURPOSE OF PROVIDING CHILD CARE AND DEVELOPMENT SERVICES AND TO AUTHORIZE THE DESIGNATED PERSONNEL TO SIGN CONTRACT DOCUMENTS FOR FISCAL YEAR 2023-2024, THE CONTINUING FUNDING APPLICATION AND ALL RELATED CONTRACT DOCUMENTS** was made by Council Member Rodriguez and seconded by Council Member Vacio. Motion carried with the following vote:

AYES: 4 COUNCIL MEMBERS: Rodriguez, Vacio, Cervantes, Garcia  
NOES: 0 COUNCIL MEMBERS: None  
ABSTAIN: 0 COUNCIL MEMBERS: None  
ABSENT: 1 COUNCIL MEMBERS: Silva

**DEPARTMENTAL REPORTS:** Assistant City Manager/ Public Works Director Dominguez, reported that he is working on a Five-Year Capital Improvement Plan which includes the Park Blvd Project, James O. Eaton Park, Sheridan Park, and Upgrading of the Council Chambers. He reported that 90% of the design is complete for the solar project. He also reported that the City Engineer is already working on speed bumps on Gutierrez St.

Planning Director Patlan reported that there are two land sales in process and they are ready to sign. He also reported that six homes in the Macias track have been approved.

Police Chief Pena reported on the various stats for the department. He also reported that there have been 108 Vaccinations given at a recent clinic.

Fire Chief Greenwood reported on the fire prevention measures being taken in City of Orange Cove. He also reported on various Fire Stats within the City.

**CITY MANAGERS REPORT:** City Manager Parra reported he is working on hiring a Grant writer and a forensic auditor. He also reported that he will be presenting to council revised Community Center rental fees.

**ORAL COMMUNICATIONS:** Ms. Rosa Garcia stepped to the podium to discuss a personal issue and ended up requesting an appointment with the City Manager to discuss it further.

ADJOURNMENT: There being no further business the meeting was adjourned at 8:10 PM.

Respectfully Submitted,

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Dora Silva, Acting City Clerk

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Diana G. Silva, Mayor



## CITY OF ORANGE COVE

### REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council

**From:** Michael Giersch, City Engineer

**Subject:** Review of Bids and Award of Contract – Eaton Park Improvement Project

**Attachments:** Bid Summary; Change Order No, 01, pictures of the proposed Gametime Playground Equipment and Shade Structure; Resolution

#### **RECOMMENDATION:**

Adopt Resolution 2023 – 26, awarding the Contract for the Eaton Park Improvement Project on the Base Bid of \$ 402,413.00 with Change Order No. 01 reducing the amount to \$ 210,663.00 to Steve Dovali Construction Co., provide a contingency fund in the amount of \$ 10,000, and authorize the City Manager to execute the Agreement.

#### **BACKGROUND:**

A project to improve Eaton Park was recently advertised for bids; a total of 3 (three) bids were received and opened on Thursday, March 30<sup>th</sup>. The low bid of \$ 402,413.00 was submitted by Steve Dovali Construction Co. (hereafter Dovali) (see Attachment 1, Bid Summary for a comparison of the submitted bids). A change order was negotiated with the contractor to reduce the project scope and cost to \$ 210,663.00 to bring the project in line with available funding.

The Eaton Park Improvement Project includes the furnishing and installation of a playground equipment set and a shade structure, a swing set, and other improvements.

(continued on p. 2)

Prepared by: Giersch and Associates Inc.

Approved by: Michael Giersch

REVIEW: City Manager: \_\_\_\_\_

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

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

#### **TYPE OF ITEM:**

#### **COUNCIL ACTION:**

#### **APPROVED**

#### **DENIED**

#### **NO ACTION**

☒ Consent

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

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

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

\_\_\_\_\_ Action Item

\_\_\_\_\_ Other

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

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

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

**June. 28, 2023 CITY COUNCIL STAFF REPORT, P.2 Review of Bids and Award of Contract – Eaton Park Improvement Project**

**BACKGROUND:** (continued from P. 1)

The park has been designed to current playground standards. The commercial playground equipment and swing set area will have an underlying section of engineered wood fiber to help prevent serious injuries in the case of a fall from the apparatus. An underdrain system has also been added to prevent flooding of the playground area in the winter months.

To reduce the project cost to meet the available budget, Change Order No. 01 was prepared reducing the scope of the project. The contractor has agreed to this major change and revised some of the bid items affected by the deletion of certain items. Most of the bid item cost remained the same. If the Council chooses to replace the wood fiber with the higher cost rubber mulch, Change Order No. 02 is ready to execute. Some of the deleted items of work can be performed by City forces, allowing the project to stay within budget.

Change Order No. 01 keeps the major items of work including the underdrain system, concrete curb, compacted wood fiber, playground equipment, swing set and shade structure.

The alternate bid for playground equipment is not recommended due to the higher price and long lead time of over 30 weeks. The base bid equipment has a lead time of 8 to 10 weeks. The equipment layout is almost identical. The Gametime equipment also has longer warranty periods.

The Council can pick whatever color combination they desire for the Gametime equipment. Two possible combinations are attached.

Following approval of the Agreement by the City Council, the Contractor will be required to furnish insurance and bonds prior to the commencement of construction activities. In addition, playground equipment will need to be ordered, fabricated, and shipped. Construction of these improvements is anticipated to begin in July 2023, and construction is anticipated to last about four (4) months.

Dovali's bid submittal has been reviewed and found to be in compliance with State and City requirements. Giersch & Assoc. has worked with Dovali on previous projects and can attest that they are a qualified Contractor. They are properly licensed to perform the type of construction involved in the project.

**FISCAL IMPACT:**

The project is funded with a combination of Proposition 68 (Parks, Environment and Water Bond) funds and City General funds.

**CONFLICT OF INTEREST:**

None.



RESOLUTION 2023-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE AWARDING THE CONTRACT FOR THE EATON PARK IMPROVEMENT PROJECT TO STEVE DOVALI CONSTRUCTION CO. AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENT

WHEREAS, plans and specifications were prepared for a project to improve J.O. Eaton Park, and said project was advertised for bids; and

WHEREAS, the Bid Opening occurred on Thursday, March 30, 2023; and three (3) bids were submitted and opened; and

WHEREAS, the low bid of \$ 402,413.00 was submitted by Steve Dovali Construction Co. (hereafter Dovali); and

WHEREAS, Dovali has agreed to Change Order No.01 reducing the bid amount to \$ 210,663.00; and

WHEREAS, Dovali has agreed to Change Order No.02 if selected by the City Council; and

WHEREAS, Dovali's bid was determined to be in compliance with all pertinent requirements; and

WHEREAS, Dovali is properly licensed to perform said work.

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 Contract for the Eaton Park improvement project is hereby awarded to the low bidder, Steve Dovali Construction Co., in the amount of \$402,413.00 and adjusted by Change Order No. 01 to \$210,663.00, and the City Manager is authorized to execute the Contract.
3. The Council may select rubber mulch in lieu of wood fiber and authorizes Change Order No. 02 with an increase in cost if selected and authorizes the City Manager to approve the change.
4. A contingency fund in the amount of \$10,000 is hereby established to account for any work resulting from unforeseen conditions.
5. The provisions of this Resolution are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

This resolution was adopted at a Regular Meeting of the City Council of the City of Orange Cove held on June 28, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Diana Guerra Silva, Mayor

ATTEST:

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Dora Silva, Acting City Clerk

**City of Orange Cove**  
**CONTRACT CHANGE ORDER**

ORDER NO. 01

DATE

STATE: California

COUNTY: Fresno

CONTRACT FOR: J.O Eaton Park Renovation Project

OWNER  
City of Orange Cove

To: Dovali Construction Company

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Mobilization, Bonds, Permits, Insurance Reduction	\$ 7,928.00	
Delete Demolition Bid Item	\$ 35,183.00	
Add Excavation for drainage System		\$ 8,600.00
Increased cost for 24 inch Deep PCC Curb		\$ 1,200.00
Delete 4 inch PCC Slab	\$ 46,720.00	
Delete Round Picnic Tables	\$ 7,629.00	
Delete 4' high Chain Link Fence with gates	\$ 31,640.00	
Delete 6 foot Park Bench with back	\$ 11,256.00	
Delete Adjust Utility Boxes to Grade	\$ 756.00	
Delete Install 12 inch Utility Box	\$ 360.00	
Delete Decorative Rock over Backflow Preventer	\$ 1,609.00	
Delete Remove Existing Drinking Fountain	\$ 1,191.00	
Delete Park Lighting Improvements	\$ 20,899.00	
Delete Bathroom Floor Improvements	\$ 31,991.00	
Delete R&R Bathroom Hand Dryers	\$ 3,418.00	
Delete R&R Bathroom Soap Dispensers	\$ 970.00	
TOTALS	\$ 201,550.00	\$ 9,800.00
NET CHANGE IN CONTRACT PRICE	\$ 191,750.00	

**JUSTIFICATION:**

Reduction in cost to conform with the project budget while keeping major elements of the play equipment.

The amount of the Contract will be (Decreased) (~~Increased~~) By The Sum Of: One Hundred Ninety One Thousand Seven Hundred and Fifty Dollars and No Cents (\$ 191,750.00)

The Contract Total Including this and previous Change Orders Will Be: Two Hundred Ten Thousand Six Hundred and Sixty Three Dollars and No Cents (\$ 210,663.00)

The Contract Period Provided for Completion Will Be (~~Increased~~) (~~Decreased~~) (Unchanged): \_\_\_\_\_ Days.

The revised Contract Period Will Be: N/A

This document will become a supplement to the contract and all provisions will apply hereto.

Requested \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Recommended \_\_\_\_\_ (Owner's Architect/Engineer) \_\_\_\_\_ (Date)

Accepted \_\_\_\_\_ (Contractor) \_\_\_\_\_ (Date)

# ATTACHMENT 1

## SUMMARY OF BIDS: EATON PARK IMPROVEMENT PROJECT

BIDS OPENED THURSDAY, MARCH 30, 2023

Item No.	Description	Estimated Quantity	Unit	Steve Dovali Construction 1		Sierra Range Construction 2		Todd Companies 3	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization, Bonds, Permits, Insurance		LS		\$ 39,428.00		\$ 6,500.00		\$ 34,000.00
2	Demolition		LS		\$ 35,183.00		\$ 17,050.00		\$ 4,200.00
3	24 inch Deep PCC Curb	240	LF	\$ 45.00	\$ 10,800.00	\$ 63.00	\$ 15,120.00	\$ 72.00	\$ 17,280.00
4	4 inch deep PCC slab	5840	SF	\$ 8.00	\$ 46,720.00	\$ 7.50	\$ 43,800.00	\$ 13.00	\$ 75,920.00
5a	Gametime Playground Equipment	1	EA		\$ 43,398.00		\$ 52,880.00		\$ 43,000.00
6	Swing Set	1	EA		\$ 19,183.00		\$ 24,320.00		\$ 20,350.00
7	Shade Structure	1	EA		\$ 55,299.00		\$ 58,410.00		\$ 62,300.00
8	Engineered Wood Fiber (Compacted)	150	CY	\$ 85.00	\$ 12,750.00	\$ 117.00	\$ 17,550.00	\$ 150.00	\$ 22,500.00
9	Round Picnic Table	3	EA	\$ 2,543.00	\$ 7,629.00	\$ 3,140.00	\$ 9,420.00	\$ 3,000.00	\$ 9,000.00
10	4' high Chain Link Fence with 2 gates	280	LF	\$ 113.00	\$ 31,640.00	\$ 76.00	\$ 21,280.00	\$ 68.00	\$ 19,040.00
11	6 foot Park Bench with back	4	EA	\$ 2,814.00	\$ 11,256.00	\$ 2,275.00	\$ 9,100.00	\$ 2,100.00	\$ 8,400.00
12	Play Area Drainage System		LS		\$ 27,933.00		\$ 72,650.00		\$ 40,000.00
13	Adjust Utility Boxes to Grade	3	EA	\$ 252.00	\$ 756.00	\$ 800.00	\$ 2,400.00	\$ 650.00	\$ 1,950.00
14	Install 12 inch Utility Box	1	EA	\$ 360.00	\$ 360.00	\$ 2,000.00	\$ 2,000.00	\$ 850.00	\$ 850.00
15	Decorative Rock over Backflow Preventer	1	EA	\$ 1,609.00	\$ 1,609.00	\$ 780.00	\$ 780.00	\$ 1,350.00	\$ 1,350.00
16	Remove Existing Drinking Fountain	1	EA	\$ 1,191.00	\$ 1,191.00	\$ 1,300.00	\$ 1,300.00	\$ 2,000.00	\$ 2,000.00
17	Park Lighting Improvements		LS		\$ 20,899.00		\$ 7,350.00		\$ 16,000.00
18	Bathroom Floor Improvements		LS		\$ 31,991.00		\$ 32,680.00		\$ 34,000.00
19	R & R Bathroom Hand Dryers	2	EA	\$ 1,709.00	\$ 3,418.00	\$ 8,990.00	\$ 17,980.00	\$ 1,800.00	\$ 3,600.00
20	R & R Bathroom Soap Dispensers	2	EA	\$ 485.00	\$ 970.00	\$ 725.00	\$ 1,450.00	\$ 425.00	\$ 850.00
Total Bid Submittal w/Game Time P/G				\$	402,413.00		\$414,020.00		\$416,590.00
Total Bid w/ Little Tikes P/G					\$410,314.00		\$420,935.00		\$493,590.00

Bid Irregularities - 1. Total of Dovali Bid Items \$2,000 less than their submittal of \$404,413.00; 2. Sierra Range Bid Item Total on Bid Item No. 11 was \$11,100; 3. Todd Companies Bid Item No. 13 Total submitted total price was \$1,095, which was incorrect based on the Unit Price

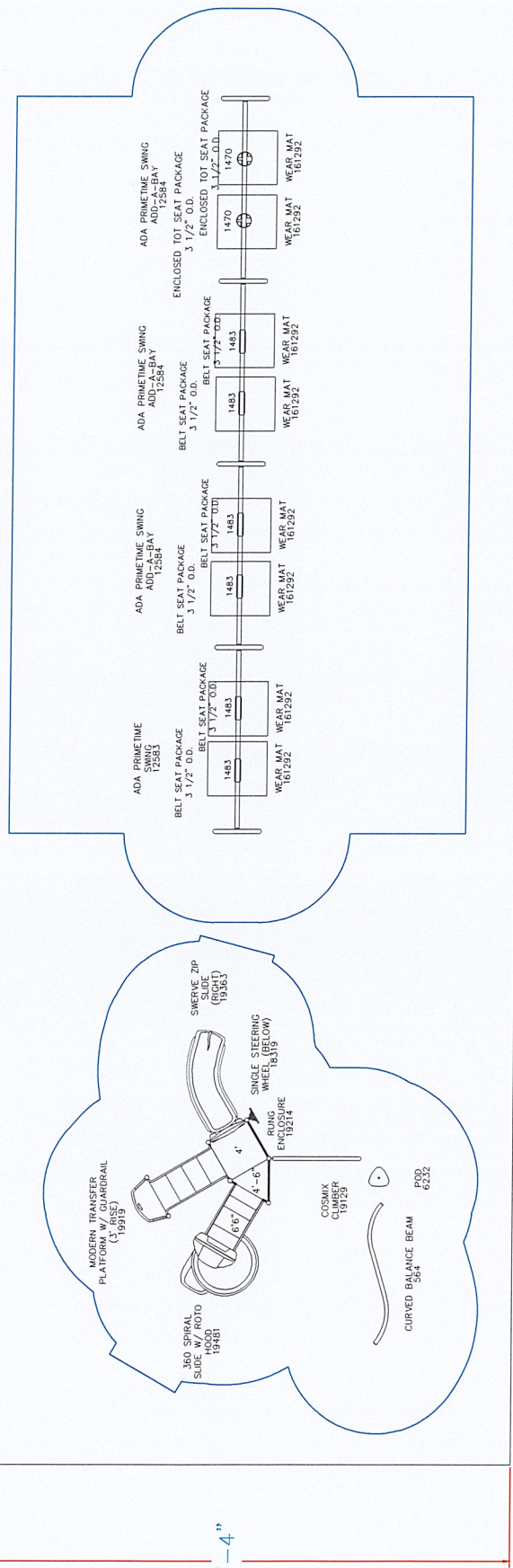
Bid Summary

105P2202 Eaton Park



99' - 2"

38' - 4"



A PLAYCORE Company

150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com

JO EATON MEMORIAL PARK  
ORANGE COVE CA  
Representative  
MRC

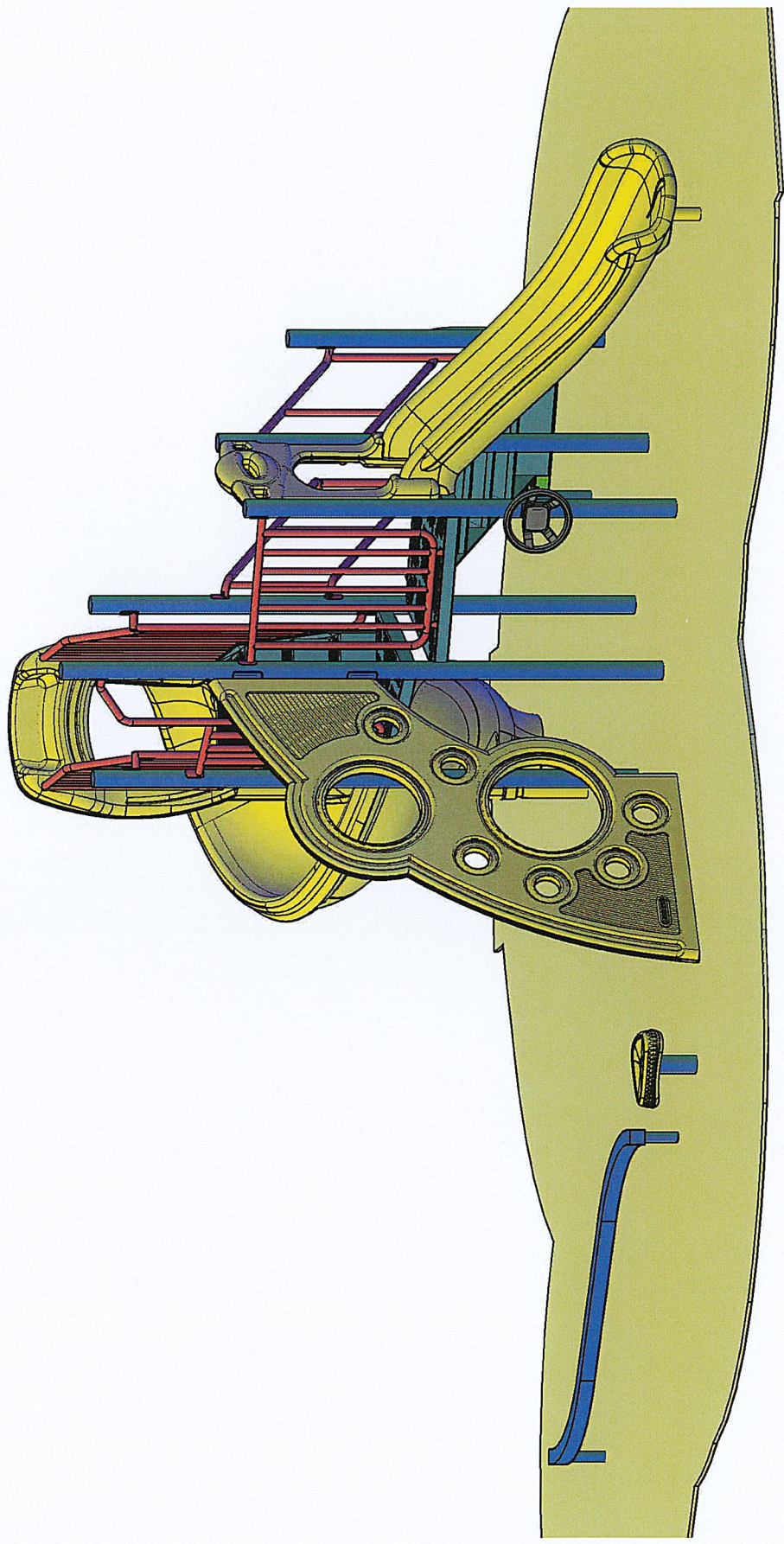
This play equipment is recommended for children ages 2-5 OR 5-12

Minimum Area Required  
Scale: 1" = 5'-0"  
This drawing can be used only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and must meet the minimum critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z614

Drawn By:  
JP AF  
Date:  
3.2.23  
Drawing Name:  
with Swings

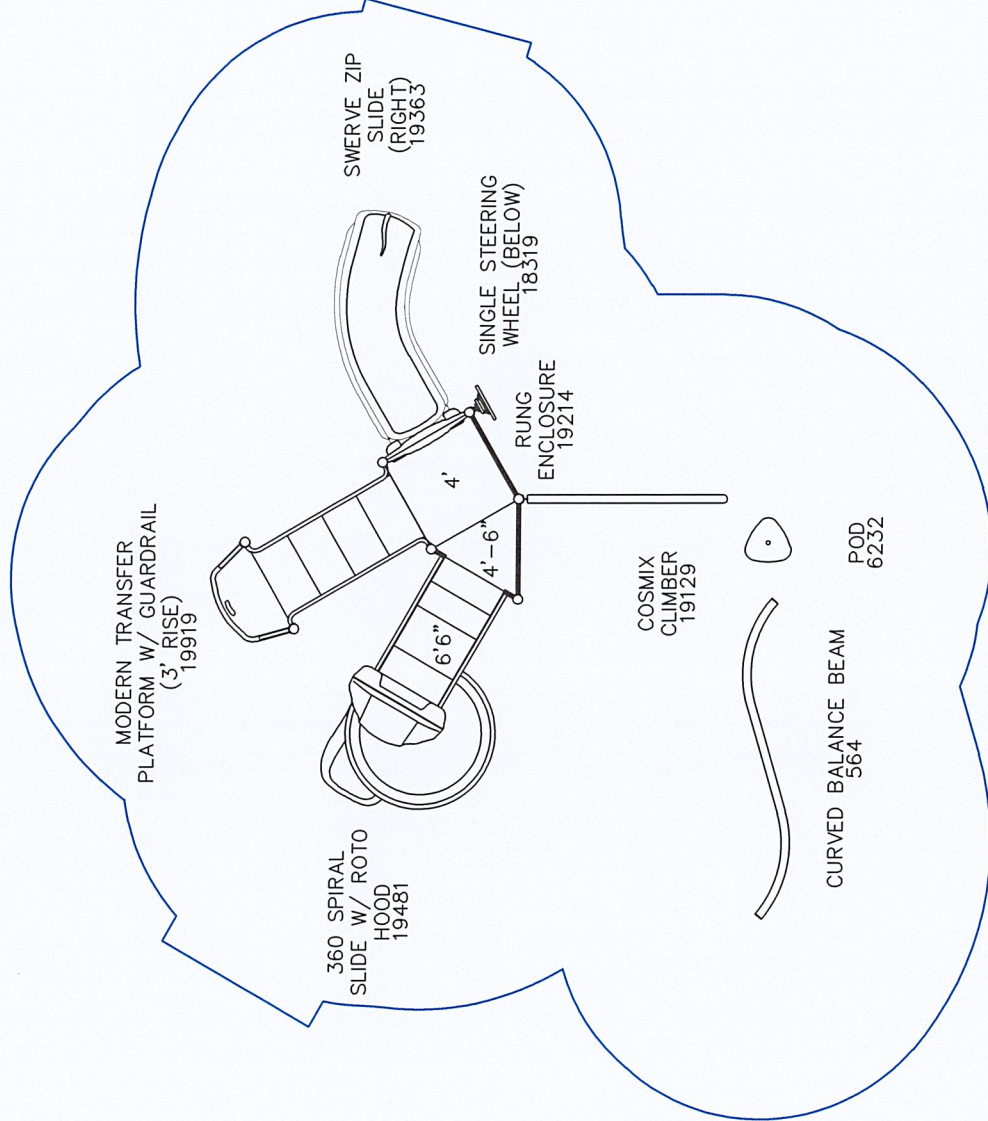






33'-8"

29'-9"



PLAYCORE Company

150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com



JO Eaton Memorial Park  
Orange Cove CA

Representative  
MRC

This play equipment is recommended for children ages 2-5 OR 5-12

Minimum Area Required:

Scale: 1" = 5'-0"

This drawing can be scaled only when in an 8 1/2" x 11" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1467 and Canadian Standard CAN/CSA-Z-614

Drawn By:

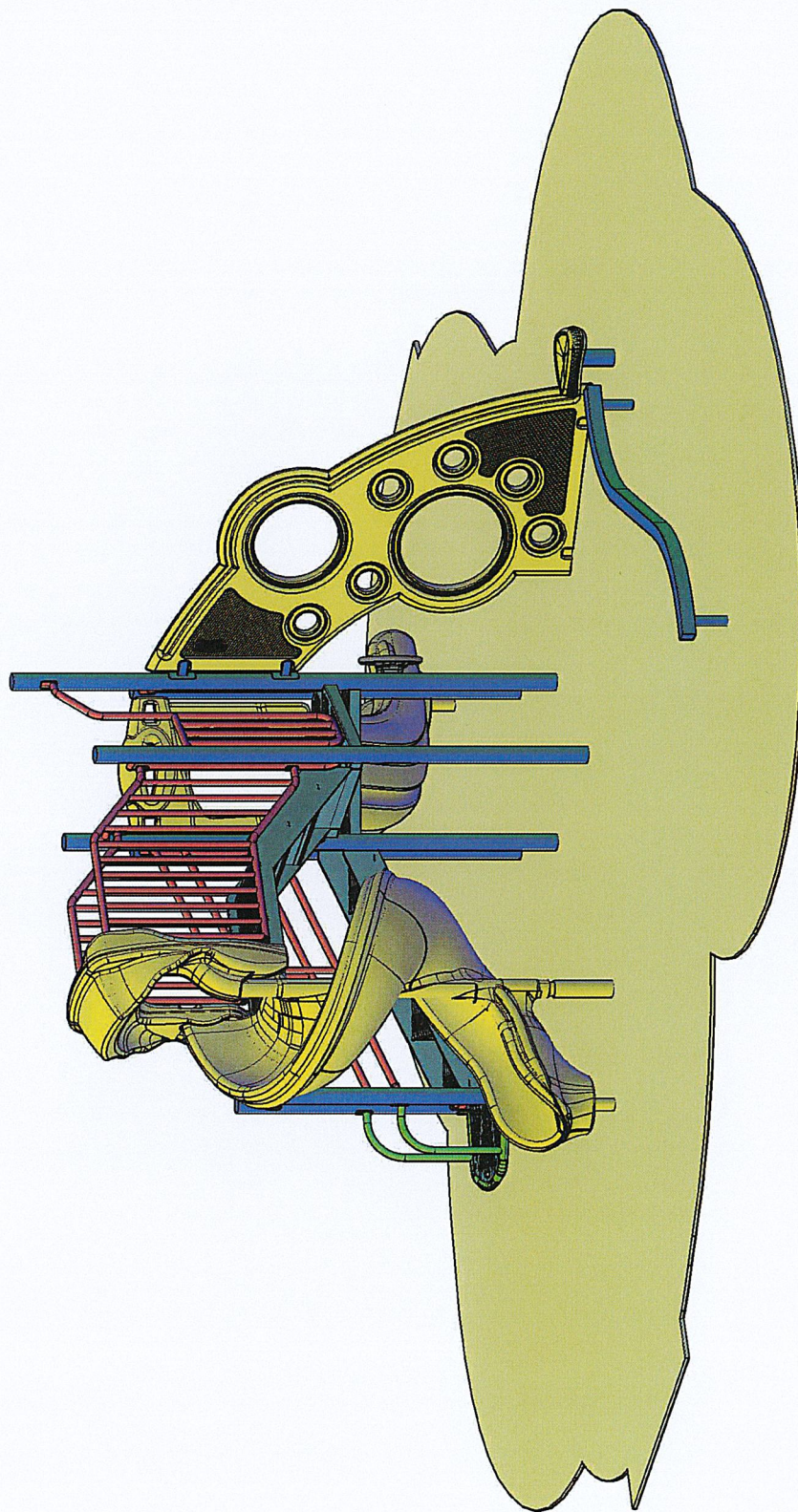
jp af

Date:

3.2.23

Drawing Name:









## J0 Eaton Memorial Park







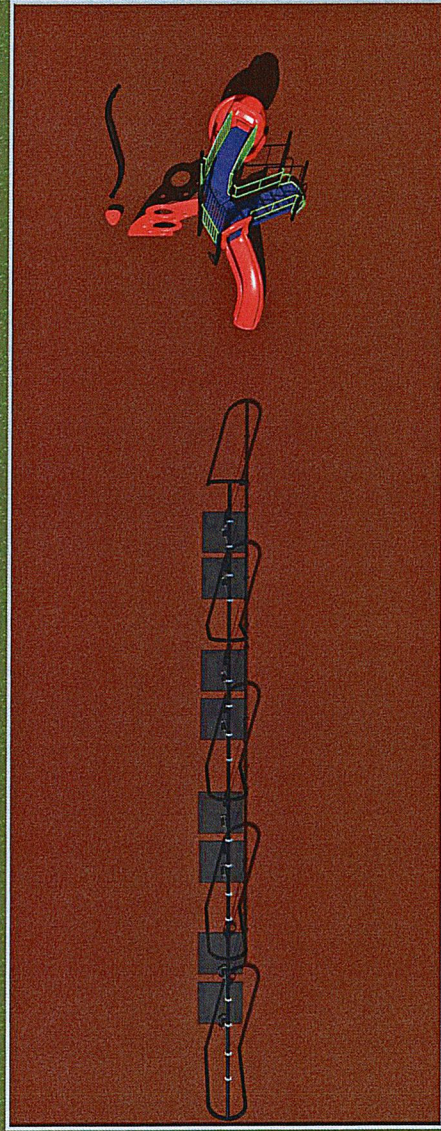
## J0 Eaton Memorial Park







## J0 Eaton Memorial Park





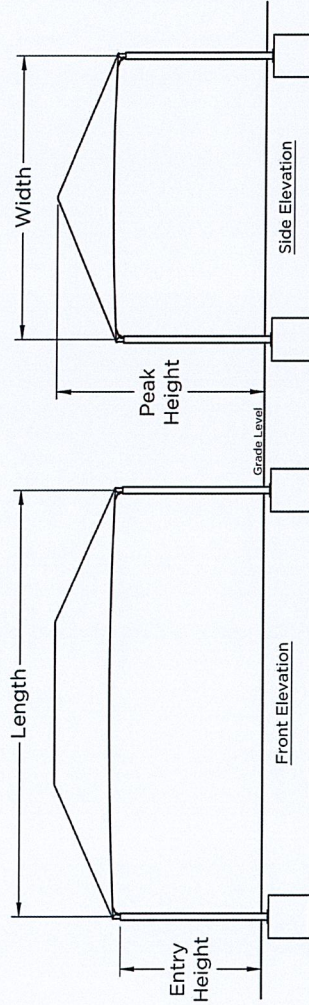
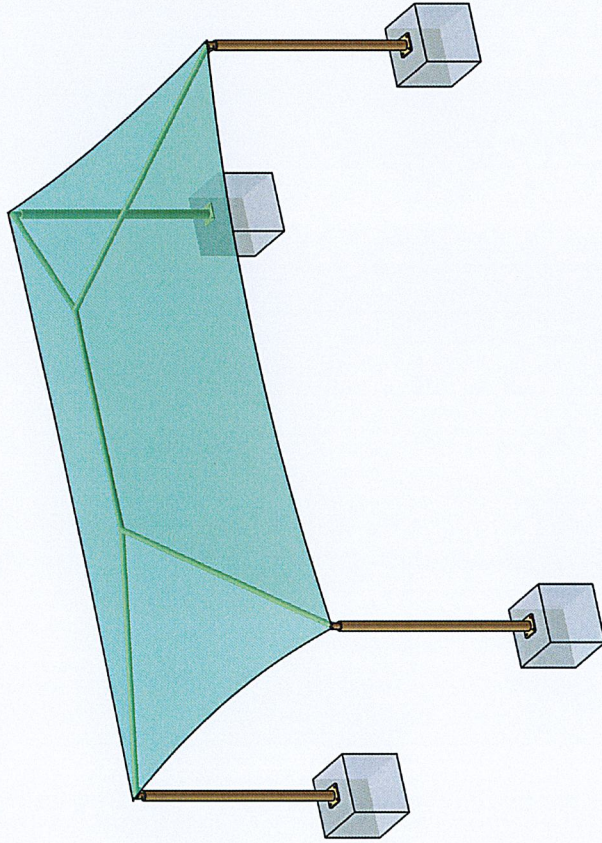


## J0 Eaton Memorial Park





Hip Shade					
Length	40'	Width	30'	Entry Height	15'
Peak Height	21.06'	Elbow	Standard	Column Mount	Base Plate
Column Size	Ø8.6" Sch-40	Rafter Size	Ø5.0" 7-Ga	Ridge Size	Ø5.0" 7-Ga
Column Length	15.5'	Rafter Length	21.33'	Ridge Length	12.2'
Dome Qty.	1	Column Qty.	4		



**SuperiorShade**

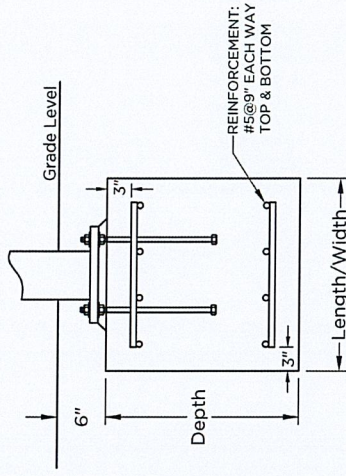
QUOTE

SHADE SIZE  
40' X 30'

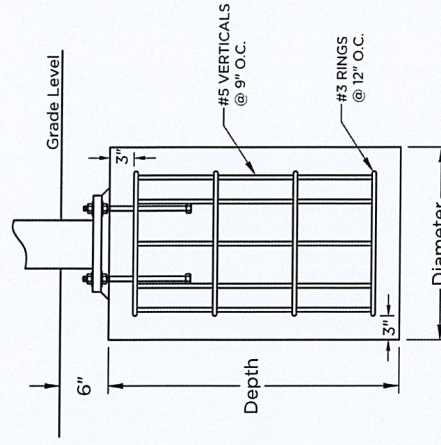
SHADE STYLE  
Hip Shade

*These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.*

Square Footing		
Column	Length & Width	Depth
Single Cap	5.5	3
Double Cap	N/A	3



Auger Footing		
Diameter	Single Cap Depth	Double Cap Depth
1'-6"		
2'-0"	Out of range	N/A
2'-6"	Out of range	N/A
3'-0"	10.26	N/A







## CITY OF ORANGE COVE

### REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council

**From:** Dario Dominguez, Public Works Director

**Subject:** Approve Resolution No. 2023-27 for a project list of SB 1 Local Streets and Road Maintenance and Rehabilitation Account funds for Fiscal Year 2023-24.

**Attachments:** Resolution No. 2023-27

#### **RECOMMENDATION:**

Approve Resolution No. 2023-27 for a project list of SB 1 Local Streets and Road Maintenance and Rehabilitation Account funds for Fiscal Year 2023-24.

#### **BACKGROUND:**

In April 2017, the California State Legislature passed Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017. As part SB 1, specific transparency and accountability provisions must be met to ensure that the public is aware of the projects that have been completed utilizing SB 1 funds. In 2019, all City streets were evaluated and rated as part of a pavement management system update. The pavements have been evaluated to determine their Pavement Condition Index (PCI). The PCI scale ranges from 100 (new road) to 0 (gravel road).

(continued on p. 2)

Prepared by: Public Works Director

Approved by: Dario Dominguez

REVIEW: City Manager: \_\_\_\_\_

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

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

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

**BACKGROUND:** (continued from P. 1)

Each year, the City is required to update and provide a list of proposed projects to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), in accordance with SB 1. Cities and Counties must annually adopt a resolution with a list of projects they anticipate funding with SB1 funds. The project lists must be submitted to the California Transportation Commission (CTC) by July 1 to be eligible for SB 1 funding for the following fiscal year.

For FY 23-24, the City is expected to have a total of \$340,470 from the RMRA fund. This also includes previously unused funds, with interest. Based on the Pavement Management System adopted by the City in 2019, staff has identified candidate projects for the RMRA funding program. Candidate projects were identified utilizing the pavement condition index (PCI) for each roadway segment and the funding available.

The candidate projects to resurface for FY 23-24 are:

1. 3<sup>rd</sup> Street between West Railroad and South Avenue
2. H Street between 10<sup>th</sup> and 12<sup>th</sup> Streets.
3. 6<sup>th</sup> Street between Adams Avenue and C Street.

Staff's recommended FY 23-24 project is to resurface 6th Street between Adams Avenue and C Street.

**FISCAL IMPACT:**

Adoption of the project list will allow the City to maintain eligibility to receive the FY 23-24 SB1 funds.

**CONFLICT OF INTEREST:**

None.

## **RESOLUTION NO. 2023-27**

### **RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City, will receive an estimated \$340,470 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

**WHEREAS**, this is the 7th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

**WHEREAS**, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate one street, throughout the City this year and similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets

infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Orange Cove, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2023-24 Road Maintenance and Rehabilitation Account revenues:

**Project:** 6<sup>th</sup> Street Rehabilitation project

**Description:** Resurface the street

**Location:** 6<sup>th</sup> Street between Adams Avenue and C Street

**Estimated Useful Life:** 15 years.

**Anticipated Year of Construction:** 2024

**PASSED AND ADOPTED** by the City Council of City of Orange Cove, State of California this 28<sup>th</sup> day of June 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

**APPROVED:**

---

Diana Guerra Silva, Mayor

**ATTEST:**

---

Dora Silva, Acting City Clerk





## CITY OF ORANGE COVE REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council  
**From:** Megan Dodd, City Attorney  
**Subject:** Approval of Salary for Municipal Clerk/HR Analyst Position

### **RECOMMENDATION:**

Staff recommends that the Council approve a salary of \$65,000 a year for the new Municipal Clerk/HR Analyst position.

### **BACKGROUND:**

Dora Silva is currently serving as the acting Municipal Clerk/HR Analyst. This new position is considered a department head position and is exempt. If Council approves of this item tonight, Ms. Silva's salary will be \$65,000/year.

Additionally, if Council approves of Ms. Silva's salary, the City Attorney will move forward with execution of her employment agreement.

### **FISCAL IMPACT:**

Ms. Silva's salary would be \$65,000/year.

### **CONFLICT OF INTEREST:**

None.

Prepared by: City Attorney \_\_\_\_\_

Approved by: Megan Dodd \_\_\_\_\_

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: \_\_\_\_\_



CITY OF ORANGE COVE  
REPORT TO THE CITY COUNCIL

To: Orange Cove City Council  
From: Danny Jimenez, Assistant Finance Director  
Subject: Approval for Resolution No. 2023-28 allowing city employees to cash out 20 hours of vacation per fiscal year per employee

RECOMMENDATION:

Staff recommends the Council approve staff report to approve Resolution No. 2023-28 to allow city employees to cash out 20 hours of vacation time per fiscal year per employee.

BACKGROUND:

Employees may suffer hardships at some time or another. As a result of this an employee may need extra funds on hand. Also, at times city staff are unable to take time off because their employer is understaffed, or the employee needs to be present for a special project. To accommodate our city employees for either circumstance, staff recommend allowing each city employee to cash out 20 hours of vacation per fiscal year per employee. The employee will be required to keep a minimum of vacation accrued hours of 40.

Paying out employees also has employer benefits: 1) it decreases the liability in our financial books 2) we save money by paying out an employee at a lower rate of pay rather than in a future year where a pay increase is given 3) it's a good recruitment and retention tactic.

FISCAL IMPACT:

If all full-time employees cash out 20 hours of vacation per year the cost would be \$24,437.60

CONFLICT OF INTEREST:

None.

Prepared by: Finance Director \_\_\_\_\_ Approved by: Ellie Velicescu \_\_\_\_\_

REVIEW: Finance Director \_\_\_\_\_ 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 a 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				

**RESOLUTION NO. 2023-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE  
APPROVING THE CASH-OUT OF A PORTION OF VACATION LEAVE**

WHEREAS, many employees may suffer a hardship at one time or another and may need extra funds; and

WHEREAS, sometimes City staff are unable to take time off because their employer is understaffed; and

WHEREAS, an employee of the City may need to be present for a special project so unable to take vacation time off; and

WHEREAS, because of these situations, staff is recommending that each City employee be allowed to "cash-out" up to 20 hours of vacation leave per fiscal year; and

WHEREAS, cashing-out a portion to vacation leave is also financially beneficial to the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Orange Cove hereby approves the payout of up to 20 hours of vacation leave per fiscal year per City employee.

BE IT FURTHER RESOLVED, that the City employee wanting to cash-out will be required to keep a minimum of 40 accrued hours at all times.

The foregoing Resolution was duly approved at a regular meeting of the City Council held on the 28<sup>th</sup> day of June, 2023 by the following vote, to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

Attest:

---

Dora Silva, Acting City Clerk

---

Diana G. Silva, Mayor



## Vacation Cash Out Request Form

### EMPLOYEE INFORMATION:

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

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

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

Number of Accrued Vacation Leave Hours to Cash Out \_\_\_\_\_ Hours.

\*All city employees must keep a minimum of 40 hours of vacation on reserve before cashing out vacation.

This form serves as my formal request to have the specified vacation hours paid out. I understand that I will only be allowed to cash out 20 hours per fiscal year, per employee. I understand that my vacation leave balance will be decreased by the number of hours I get paid. I understand that this payment is considered taxable compensation and is subject to all applicable income and employment tax withholding and all standard payroll deductions.

Employee  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Managers  
signature: \_\_\_\_\_ Date: \_\_\_\_\_





CITY OF ORANGE COVE  
REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council  
**From:** Daniel Parra, City Manager  
**Subject:** Approval of Resolution No. 2023-25 revising the rental and deposit rates for the VPL Community Center by Orange Cove residents

**RECOMMENDATION:**

Approve Resolution No. 2023-25, A Resolution of the City Council of the City of Orange Cove revising the rental and deposit rates for the VPL Community Center by Orange Cove residents.

**BACKGROUND:**

At the June 14, 2023 City Council meeting the need to reduce the rental rates of the VPL Community Center were discussed. After discussion, it was the consensus of Council to reduce the rates for rental of the Community Center by residents of the City of Orange Cove. The non-resident rates will remain the same. Proof of residency will be required for residents of Orange Cove wishing to rent the facility.

Upon adoption of Resolution No. 2023-25 the new rates will be:

	<u>Old Rates</u>	<u>New Rates</u>
Residents-Rental	\$2,500	\$2,000
Residents-Deposit	\$1,300	\$1,000
Non-Residents-Rental	\$2,500	\$2,500
Non-Residents-Deposit	\$1,300	\$1,300

Prepared by: \_\_\_\_\_

Approved by: Daniel Parra

REVIEW: Finance Director [Signature]

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

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

**TYPE OF ITEM:**

**COUNCIL ACTION: APPROVED DENIED NO ACTION**

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

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

**RESOLUTION NO. 2023-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE  
REVISING THE RENTAL AND DEPOSIT RATES  
FOR THE VPL COMMUNITY CENTER  
BY ORANGE COVE RESIDENTS**

**WHEREAS**, the current rates charged for rental of the VPL Community Center by residents and non-residents of Orange Cove was established by Minute Order on March 8, 2023; and

**WHEREAS**, the City Council of the City of Orange Cove now finds it advantageous to revise the rates charged residents of Orange Cove; and

**WHEREAS**, the City Council of the City of Orange Cove has determined that the rates for non-residents should remain the same.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Orange Cove that rental rates for the VPL Community Center by residents of Orange Cove be set at \$2,000 (for rental) and \$1,000 (for cleaning deposit).

**BE IT FURTHER RESOLVED**, that proof of residency must be presented at time of rental by residents wishing to rent the VPL Community Center.

The foregoing Resolution was duly approved at a regular meeting held on the 28<sup>th</sup> of June, 2023 by the following vote, to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

Attest:

---

Dora Silva, Acting City Clerk

---

Diana G. Silva, Mayor



MINUTE ORDER

During a regular City Council Meeting of March 8, 2023, Council discussed to change the facility rates for the VPL Community Center Flat Fee of \$2500 for Residents and Non-Residents and deposit of \$1 ,300 as presented.

AYES: Silva, Garica, Cervantes, Rodriguez, Vacio

NOES: None

ABSTAIN: None

ABSENT: None

Date: Apr 4, 2023

Ju.møV. Braca.wwnte.&, City Clerk/

City of Orange Cove

633 Sixth Street Orange cove, California 93646 Phone: (559) 62644881 FAX: (559) 626-4653







**Date:** February 8, 2023  
**To:** Mayor and City Council  
**From:** Rudy Hernandez, Interim City Manager  
**Subject:** Approval of New Rental Fee and Deposit For the Victor P.Lopez Community Center.

**Attachments:** Exhibit A – Proposed New Rental Fees & Deposits  
Exhibit B - Survey on What other Local Cities Charge For Use of Halls  
Exhibit C – Community Center Information Regarding Facilities Application Packet

**BACKGROUND:**

The Victor P.Lopez Community Center was constructed in the year 1997 and has a capacity of 455. Since 1997, the community center has been used for weddings, quinceaneras, funeral receptions, and by other non-profit agencies such as proteus and the lions club. Due to the heavy use by the public, it also requires maintenance of the facility.

During the past year, the City of Orange spent approximately \$400,000 on several major repairs such as the air conditioning, roofing, and kitchen repairs. Fortunately, due to land sales and the rental use by the State of California, the City was able to fund these repairs. On the negative side of the coin, the City does not have a community center reserve fund to cover future major repairs. Based on this issue, staff is recommending that the City Council approve the following rental/deposit increases.

**City of Orange Cove Master Fee Schedule**

**Parks and Recreation Department**

Exhibit  
"A"

Parks and Recreation Fees/ Deposits:	Current Fees	Proposed Fees	Increase
--------------------------------------	-----------------	------------------	----------

**DEPOSITS:**

Victor Lopez Community Center	\$500.00	\$800.00	\$300.00
-------------------------------	----------	----------	----------

**RESIDENT FEES**

Victor Lopez Community Center	\$1,250.00	\$1,500.00	\$250.00
Use of Parks	\$125.00	\$150.00	\$25.00
Rental Application	\$35.00	\$45.00	\$10.00
Rental Special Events Insurance	\$150.00	\$150.00	-0-

4/12/23  
pending

Minute order 4/12/23

Flat Fee residents  
community center  
\$2,500

\$1,300 non-residents

1300 or 1500?



**NON-RESIDENTE FEES**

Victor Lopez Community Center	\$2,000.00	\$2,500.00 ✓	\$500.00
Use of Parks	\$150.00	\$175.00	\$25.00
Rental Application	\$35.00	\$45.00	\$10.00
Special Events Insurance	\$150.00	\$150.00	-0-

**FUNERALS (USE OF THE COMMUNITY CENTER)**

Residents	-0-	-0-	-0-
Non-Residents	\$2,000.00	\$2,500.00	\$500.00
Rental Special Events Insurance	\$150.00	\$150.00	-0-
Deposit - Resident	-0-	-0-	-0-
Deposit - Non-Resident	\$500.00	\$800.00	\$300.00

These fee/deposit increases were based on a survey on what other local cities are charging their residents for use of the community centers (See attached exhibit B). If approved by the City Council, these rental fee increases would be used to fund a community center reserve fund to cover future major repairs.

**RECOMMENDATION:**

Staff recommends the City Council review, discuss, and approve the new rental fee and deposit for the Victor P. Lopez Community Center.

**FISCAL IMPACT:**

To be determined.

Prepared by: Rudy Hernandez

Approved by: 

REVIEW: City Manager: \_\_\_\_\_

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

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

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

\_\_\_\_ Consent

\_\_\_\_ Public Hearing

\_\_\_\_ Info Item

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

X Action Item

\_\_\_\_ Other

\_\_\_\_ Department Report

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

\_\_\_\_ Redevelopment Agency

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

Exhibit "A"

<b>Parks and Recreation Fees/ Deposits:</b>	<b>Current Fees</b>	<b>Proposed Fees</b>	<b>Increase</b>
<b>DEPOSITS:</b>			
Victor Lopez Community Center	\$500.00	\$800.00	\$300.00
<b>RESIDENT FEES</b>			
Victor Lopez Community Center	\$1,250.00	\$1,500.00	\$250.00
Use of Parks	\$125.00	\$150.00	\$25.00
Rental Application	\$35.00	\$45.00	\$10.00
Rental Special Events Insurance	\$150.00	\$150.00	-0-
<b>NON-RESIDENT FEES</b>			
Victor Lopez Community Center	\$2,000.00	\$2,500.00	\$500.00
Use of Parks	\$150.00	\$175.00	\$25.00
Rental Application	\$35.00	\$45.00	\$10.00
Special Events Insurance	\$150.00	\$150.00	-0-
<b>FUNERALS (USE OF THE COMMUNITY CENTER)</b>			
Residents	-0-	-0-	-0-
Non-Residents	\$2,000.00	\$2,500.00	\$500.00
Rental Special Events Insurance	\$150.00	\$150.00	-0-
Deposit - Resident	-0-	-0-	-0-
Deposit - Non-Resident	\$500.00	\$800.00	\$300.00



# EXHIBIT B

## 12 hours Fee Schedule, for Community Centers Weddings & Sweet 15 Birthdays

A	B	C	D	E	F	G
	City of Orange Cove	City of Reedley	City of Dinuba	City of Sanger	City of Kernan	City of Parlier
1	Max Capacity	455	400	168	250	450
2	Fees 12 hours					
3	Non-Resident- \$1,500	\$1,500	\$2,076	\$1,032	\$1,095	\$1,550
4	Resident - \$1,250					\$1,800.00
5	Deposits	\$500	\$500	\$315	\$250	\$400.00
6	Decorating Time 4 hour	\$100	\$132	\$0	\$145	\$300
7	Kitchen Use	Included	\$148	\$48	Included	\$250
8	Extra Staffing	Not Included	Not Included	\$468	Not Included	\$600
9	Dance Permit	Not Included	Not Included	Not Included	Not Included	\$15
10	Alcohol Permit	Not Included	Not Included	Not Included	Not Included	\$15
11	Application Fee	\$35	No Fee	No Fee	No Fee	No Fee
12	Stage	Included	Not Included	Not Included	\$50	Not Included
13	set up tables & chairs	Not Included	Not Included	\$28	Not Included	Not Included
14	Ice Machine	Included	None	None	None	None
15	Total	\$2,135.00	\$2,856.00	\$1,891.00	\$1,540.00	\$3,130.00
						\$2,500.00



## **EXHIBIT C**

### **Community Center Information regarding Facilities Application Packet**

#### **Center fees and deposits**

- \$1,500.00 Non-Resident
- \$1,250.00 Resident
- \$500.00 Deposit

#### **Security Guard Requirements**

- Must include responsibilities and the rule that are applied in this contract.

#### **Page 2. - No. 3 - letter C.**

- Activity will end 12a.m. (midnight), which means the facility needs to be cleaned and ready to turn in at 12a.m.,

#### **Page 5. Set up & Clean Up Fees**

- Kitchen should be Closed two hours prior to the end of the event (10:pm)
- Final walk-through states must be scheduled for the following Sunday between 8a.m. – 3p.m.  
This creates Double Time Pay, DT

#### **Page 5. Decorating & Rehearsal Rates**

- \$25.00 an hour, day before the event

#### **Page 6. Clean up fees.**

- \$25.00 per hour will be charged.

#### **Page 6. Available Chairs and Tables**

- 277 Chairs
- 32 Tables



# CITY OF ORANGE COVE

## REPORT TO THE CITY COUNCIL

**To:** Orange Cove City Council

**From:** Daniel T. Parra, City Manager

**Subject:** Approval for Ordinance No. 394 - modifying the spending limits for City Manager.

**RECOMMENDATION:**

City Manager recommends Council conduct public hearing and waive second reading of Ordinance 394, Amending Title 3 Chapter 3.08.040 and 3.08.050 of the Orange Cove Municipal Code regarding spending limits.

**BACKGROUND:**

On June 14<sup>th</sup>, 2023, the City Council introduced and waived the first reading of the attached Ordinance. The Ordinance increases the amount the City Manager can spend without Council approval. The request changes the spending limit from \$5,000 to \$50,000.

Prepared by: Finance Director \_\_\_\_\_ Approved by: Ellie Velicescu \_\_\_\_\_

REVIEW: Finance Director \_\_\_\_\_ 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 a 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				

## **ORDINANCE NO. 394**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORANGE COVE AMENDING TITLE 3 CHAPTER 3.08.040 AND 3.08.050 OF THE ORANGE COVE MUNICIPAL CODE**

**WHEREAS**, Title 3, Chapter 3.08, sets forth the revenue and finance policies and procedures of the City of Orange Cove, including the purchasing authority of the City's purchasing officer.

**WHEREAS**, inflation has increased the standard costs of items and services necessary for the function of the City of Orange Cove, which requires an increase in the purchasing authority for the City's purchasing officer; and

**WHEREAS**, the Orange Cove City Council desires to amend Chapter 3.08.030 and 3.08.040 to reflect the need for an increased purchasing authority for the City's purchasing officer;

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

**SECTION 1. Amendment of the Purchasing Amount Authority.** Chapter 3.08.030 of the Orange Cove Municipal Code is amended to read as follows:

- A. City Manager. Purchases and contracts of 50,000 dollars or less may be awarded and signed by the city manager unless the city council expressly reserves approval on a particular purchase or contract or the city manager requests council approval.
- B. City Council. If the amount of any purchase or contract is more than 50,000 dollars, the contract shall be awarded by the city council and signed by the mayor.

**SECTION 2. Amendment of Purchases and Contracts That are Not Public Projects.** Chapter 3.08.040 of the Orange Cove Municipal Code is amended to read as follows:

- A. Procedures for Specific Amounts. The following procedures shall be followed when purchasing or leasing materials, supplies, equipment or services:
  - 1. Zero dollars to five hundred dollars—The city manager shall ensure that the city pays fair prices and receives commensurate value for amounts expended.
  - 2. Five hundred and one dollars to two thousand five hundred dollars—Price quotes must be solicited, either verbally or in writing, from a minimum of three vendors, if available. The low-price quote must be confirmed in writing.
  - 3. Two thousand five hundred and one dollars or higher—Written specifications describing the delivery schedule, materials, supplies, equipment or services must be prepared. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low-price quote must be confirmed in writing.
- B. Purchase Order or Contract Required. Purchases of supplies, equipment, and services shall be made only by written purchase order or contract.

**SECTION 3.** This Ordinance shall go into full force and effect 30 days after publication.

**PASSED, and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor of the City of Orange Cove

ATTEST:

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Dora Silva  
City Clerk of the City of Orange Cove