



## AGENDA

### Chowchilla City Council Meeting

Council Chambers, Chowchilla City Hall  
130 S. Second Street, Chowchilla, CA 93610

**Tuesday, May 8, 2018**  
**7:00 p.m.**

Agendas for all City Council meetings are posted at least 72 hours prior to the meeting at the Civic Center, 130 S. Second St., Written communications from the public for the agenda must be received by Administrative Services no less than 7 days prior to the meeting date.

Any writing or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter. In addition, most documents will be posted on the city website at [www.ci.Chowchilla.CA.US](http://www.ci.Chowchilla.CA.US).

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 102 at least 4 days prior to the meeting.

#### **CALL TO ORDER/ROLL CALL:**

Mayor: Dennis Haworth

Mayor Pro Tem: Ray Barragan

Council: Waseem Ahmed, John Chavez, Mary Gaumnitz

City staff and contract employees present at the meeting will be noted in the minutes

#### **CONSIDERATION OF APPROVAL OF AGENDA**

Additions and/or Deletions:

#### **PUBLIC ADDRESS – CLOSED SESSION**

This time is reserved for members of the audience to address the City Council on items listed on the closed session agenda only. It is recommended that speakers limit their comments to no more than 3 minutes each. Speakers are asked to please use the microphone and provide their name for the record. Any handouts should be provided to the City Clerk who will distribute them to the Council and appropriate staff.

#### **CLOSED SESSION – 6:00 PM**

This time has been set aside for the City Council to meet in a closed session to discuss matters pursuant to Government Code Section 54957 (b)(1), 54957.6, and 54956.9 (d)(2). Based on the advice of the City Attorney, discussion in open session would prejudice the position of the City in these matters. The City Attorney will provide a report, in open session, which details any reportable actions following conclusion of the closed session agenda.

1. **Conference with Labor Negotiators Pursuant to Government Code Section 54957.6**  
Agency Designated Representatives: City Administrator, City Attorney

Employee Organizations: Chowchilla Police Officer Association, Chowchilla City Employee Association, Chowchilla City Office Employees Association, Chowchilla Mid-Management/Confidential Association and Non-Represented Staff

**2. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9, Subdivision (d) Paragraph (1)**

**Name of Case:** Brake Parts LLC v City of Chowchilla, Case Number MCV076412

In the event that not all the items on the closed session agenda have been deliberated in the time provided, the City Council may continue the closed session until the end of the regularly scheduled Council/Board Meeting.

**OPEN SESSION – 7:00 PM**

**PLEDGE OF ALLEGIANCE:**

**INVOCATION:**

**CLOSED SESSION REPORT:**

**PRESENTATIONS/WORKSHOP - Section 1**

**A. Proclamation: National Public Works Week May 20 – 26, 2018**

**PUBLIC ADDRESS**

This time is reserved for members of the audience to address the City Council on items of interest that are **not** on the Agenda and that are within the subject matter jurisdiction of the Council.

It is recommended that speakers limit their comments to **no more than 3 minutes** each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Council on items on the Agenda should notify the Mayor when that Agenda item is called.

The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Council does not respond to public comment at this time.

Speakers are asked to please **use the microphone and provide their name for the record**. Prior to addressing the Council, any handouts are to be provided to City Clerk who will distribute them to the Council and the appropriate staff.

**COUNCIL AND STAFF REPORTS – Section 2**

**2.1 COUNCIL REPORTS**

Legislative Items  
Oral / Written Reports

**2.2 STAFF REPORTS**

Written/Oral Reports

**CONSENT CALENDAR – Section 3**

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Regular Agenda at the request of any member of the City Council or any person in the audience.

- 3.1 Approval of the April 24, 2018 Regular City Council Meeting Minutes (McClendon)**
- 3.2 Review of Monthly Check Register for April 2018 (Pruett)**
- 3.3 A City Council Resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 90-1 of the City of Chowchilla (Jones)**
- 3.4 City Administrator Vacation Leave Bank Cash Out Request (Haddix)**

<b>PUBLIC HEARINGS – Section 4</b>
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None

<b>DEFERRED BUSINESS – Section 5</b>
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None

<b>NEW BUSINESS – Section 6</b>
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- 6.1 A City Council Resolution Authorizing a Foreclosure on Each of the Following Properties:**
  - a) 15 Orange Street, Chowchilla, California, 93610; and
  - b) 630 N. 11<sup>th</sup> Street, Chowchilla, California, 93610; and
  - c) 540-542 South 5<sup>th</sup> Street, Chowchilla, California, 93610
- 6.2 A City Council Resolution Ratifying the Emergency Authorization and Allowing Expenditure of Funds for Well No. 14 Inspection and Repairs (Rogers)**
- 6.3 Authorization to Advertise a Request for Proposal for the Chowchilla Municipal Airport – Crack Repair and Slurry Seal (Rogers)**
- 6.4 Consideration to Approve the Proposed 2018 Rules of Procedure for the Conduct of the City Council and all Other Local Agencies for Which Members of the City Council Service as Governing Body (Haddix)**

<b>ANNOUNCEMENTS – Section 7</b>
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MAY 8	CITY COUNCIL MEETING, CITY HALL, 7 PM
MAY 13	AMERICAN LEGION & VFW BREAKFAST FUNDRAISER, VFW HALL, 7-11 AM
MAY 15	COFFEE WITH A COP, STARBUCKS, 8 AM
MAY 16	PLANNING COMMISSION MEETING, CITY HALL, 7 PM
MAY 17	CHOWCHILLA FAIR OPENING CEREMONY, FAIRGROUNDS, 3 PM
MAY 17-20	CHOWCHILLA MADERA COUNTY FAIR
MAY 19	SPRING FESTIVAL ARMED FORCES DAY PARADE, ROBERTSON BOULEVARD, 10 AM
MAY 22	CITY COUNCIL MEETING, CITY HALL, 7 PM
MAY 28	MEMORIAL DAY, CITY HALL CLOSED

<b>ADJOURNMENT</b>
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I, Joann McClendon, CMC, City Clerk, do hereby declare under penalty of perjury that the foregoing agenda was posted at the Chowchilla City Hall, 130 S Second Street, Chowchilla, CA and made available for public review on this 4th day of May 2018 at or before 3:30pm.

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Joann McClendon, CMC, City Clerk

# *Proclamation*

TO DESIGNATE

## **2018 NATIONAL PUBLIC WORKS WEEK**

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Chowchilla; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens and civic leaders in the City of Chowchilla to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the American Public Works Association has celebrated the annual National Public Works Week since 1960,

NOW THEREFORE, BE IT RESOLVED, the City of Chowchilla City Council hereby proclaims and designates the week of May 20-26, 2018, as "National Public Works Week" in Chowchilla, California.

Presented this 8th day of May, 2018

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**DENNIS HAWORTH, MAYOR**

City of Chowchilla, County of Madera, State of California



## MINUTES

### Chowchilla City Council Meeting

[CLICK HERE  
TO RETURN  
TO  
THE AGENDA](#)

Council Chambers, Chowchilla City Hall  
130 S. Second Street, Chowchilla, CA 93610

**Tuesday, April 24, 2018  
7:00 p.m.**

#### **ROLL CALL:**

Mayor: Dennis Haworth  
Mayor Pro Tem: Ray Barragan  
Council: Waseem Ahmed, John Chavez, Mary Gaumnitz

**City staff and contract employees present:** City Administrator Brian Haddix, City Attorney David Ritchie, Police Chief Dave Riviere, Fire Chief Harry Turner, Community & Economic Development Director David Hanham, Public Works Director Jason Rogers, Recreation & Community Engagement Director Marty Piepenbrok, City Clerk Joann McClendon

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#### **CONSIDERATION OF APPROVAL OF AGENDA**

Additions and/or Deletions:

Motion by Mayor Pro Tem Barragan, Seconded by Council Member Ahmed to Approve the agenda as Presented. Motion passed unanimously by voice vote.

#### **PUBLIC ADDRESS – CLOSED SESSION**

No one present.

#### **CLOSED SESSION – 6:00 PM**

1. **Public Employee Evaluation Pursuant to Government Code Section 54957**  
**Title:** Police Chief
  
2. **Conference with Labor Negotiators Pursuant to Government Code Section 54957.6**  
**Agency Designated Representatives:** City Administrator, City Attorney  
**Employee Organizations:** Chowchilla Police Officer Association, Chowchilla City Employee Association, Chowchilla City Office Employees Association, Chowchilla Mid-Management/Confidential Association, Police Chief, City Administrator and Non-Represented Staff
  
3. **Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9, Subdivision (d) Paragraph (1)**  
**Name of Case:** Brake Parts LLC v City of Chowchilla, Case Number MCV076412

**OPEN SESSION – 7:09 PM**

**PLEDGE OF ALLEGIANCE:** Council Member Gaumnitz

**INVOCATION:** Elder Alfred Hansen

**CLOSED SESSION REPORT:** No reportable Items; direction given to staff.

**PRESENTATIONS/WORKSHOP - Section 1**

- A. Oaths of Office: Police Officers Frazier and Lawson**
- B. Presentation: New Police Vehicles (Civic Center Parking Lot)**
- C. Proclamation: Denim Day California**

**PUBLIC ADDRESS**

Jeff Christensen addressed the City Council on behalf of the Republican Party of Madera County, inviting them to their regular meeting at which Attorney Shawn Steel, addressing the issue of sanctuary state.

Teri Hansen, Seventh Day Adventist Church, invited the Council to the 4<sup>th</sup> Annual Health Fair Sunday, July 1, 2018 at Wilson Middle School Gymnasium.

**COUNCIL AND STAFF REPORTS – Section 2****2.1 COUNCIL REPORTS**

Legislative Items  
Oral / Written Reports

Council Member Ahmed attended the Greenhills Lions Club meeting; Madera County Transportation Commission Board meeting; Chowchilla K9 Fundraising Dinner.

Council Member Gaumnitz attended the Chowchilla K9 Fundraising Dinner.

Council Member Chavez attended the League of California Cities Legislative Action Days and the Chowchilla K9 Fundraising Dinner.

Mayor Pro Tem Barragan attended the Chowchilla K9 Fundraising Dinner.

Mayor Haworth attended the Rules of Procedures ad hoc meeting with Council Member Ahmed; Community Action Partnership of Madera County Board of Directors meeting; Dairyland Band Chicken Fundraising Dinner; Town Hall meeting on budget.

**2.2 STAFF REPORTS**

Written/Oral Reports

City Administrator Haddix attended and/or met with the following: Chowchilla City Council Town Hall meeting; lunch with City of Merced's Community & Economic Development Director regarding Opportunity Zones; League of California Cities Legislative Action Days; Builders Forum in Merced; working with a venture capitalist; Chowchilla K9 Fundraising Dinner; Lew Edwards Group.

City Clerk McClendon reported on the 2018/19 budget for Clerks office and Transit; attended the Chowchilla K9 Fundraising Dinner; working through labor negotiations and semi-annual updates with CSJVRMA (Central San Joaquin Valley Risk Management Authority).

Recreation & Community Engagement Director Piepenbrok attended the Chowchilla K9 Fundraising Dinner; reported on the Chowchilla Fair Dinner to be held on Saturday April 28; and has finally moved into an empty office in Administrative Services to be closer with his team.

Public Works Director Rogers and City Engineer Jerry Jones met with Caltrans regarding the City's desire to have a signalized intersection at Robertson Blvd. and the Highway 99 Interchange. He reported that Well 14 went out of service, causing declining water pressure throughout the City. Approximately \$70,000 in damage repair and working with City Clerk McClendon to reach out to our Risk Management Authority regarding insurance coverage for repairs. If these repairs are covered, there will be a \$5,000 cost for deductible.

Fire Chief Turner attended the Chowchilla K9 Fundraising Dinner and reported that the Waste Tire Amnesty date is May 1 at no cost to the City.

Police Chief Riviere thanked those who attended the K9 Dinner, stating it was a team effort to make it possible through Sgt. Burnett. Chief also noted that Madera's Law Enforcement Memorial Ceremony will take place on Tuesday, May 8, at noon at the Madera Courthouse Park.

Community & Economic Director Hanham: met with LAFCO Director, MCEDC Director, Chamber President, others; working with QK on Specific Plan and Zoning Ordinance; Woodcrest and Legacy Ranch developers; potential projects in Industrial Area.

### **CONSENT CALENDAR – Section 3**

- 3.1 Approval of the April 10, 2018 Regular City Council Meeting Minutes (McClendon)**
- 3.2 A City Council Resolution (34-18) Approving the Request for Financial Support From the Chowchilla-Madera County Fair and Event Center for the 2018 American Cowboy Team Roping Association (ACRTA) Event in the Amount of \$5000.00 to be Allocated in and Paid from the 2018/2019 Fiscal Year Budget (Piepenbrok)**
- 3.3 A City Council Resolution (35-18) Adopting the Federal Transit Administration's Addendum to the Current Transit Services Drug and Alcohol Testing Policy (McClendon)**

**Motion by Mayor Pro Tem Barragan, Seconded by Council Member Gaumnitz to Approve the Consent Calendar as Presented. Motion passed unanimously by roll call vote.**

### **PUBLIC HEARINGS – Section 4**

None

### **DEFERRED BUSINESS – Section 5**

None

### **NEW BUSINESS – Section 6**



**6.1 Seeking Direction from the City Council Regarding How to Proceed with the Berenda Reservoir Boat Launch Facility Project (Rogers)**

**Motion by Mayor Pro Tem Barragan, Seconded by Council Member Gaumntiz to Approve Alternative #4, “Terminate the project and grant and authorize staff to notify DBW of intent to terminate Agreement. DBW may require the City to repay all grant funds expended. Since 2014, the City has incurred expenses in the amount of \$93,224 and \$54,709 has been reimbursed by DBW to date.” Motion passed unanimously by roll call vote.**

**6.2 A City Council Resolution (36-18) Approving an Agreement Between the City of Chowchilla and the Chowchilla Water District Regarding Implementation of Sustainable Groundwater Management Act (Rogers)**

**Motion by Council Member Ahmed, Seconded by Mayor Pro Tem Barragan to approve Council Resolution #36-18, Approving an Agreement Between the City of Chowchilla and the Chowchilla Water District Regarding Implementation of Sustainable Groundwater Management Act. Motion passed unanimously by roll call vote.**

**6.3 Authorization to Advertise a Request for Proposal for Street Striping for the City of Chowchilla (Rogers)**

**Motion by Council Member Ahmed, Seconded by Council Member Chavez to Approve the Item as Presented. Motion passed unanimously by roll call vote.**

**6.4 A City Council Resolution (37-18) Designating Eligible Projects for SB1 Road Maintenance and Rehabilitation Account Funding (Rogers)**

**Motion by Council Member Gaumnitz, Seconded by Mayor Pro tem Barragan to Approve Council Resolution #37-18, Designating Eligible Projects for SB1 Road Maintenance and Rehabilitation Account Funding. Motion passed unanimously by roll call vote.**

The Mayor asked to go back under Staff Reports, asking Public Works Director Rogers for an update for the street sweeper. The Mayor also asked Sgt. Denny regarding the COPS program.

**ANNOUNCEMENTS – Section 7**

Apr 28 American Cancer Society Bark for Life, Edward Ray Park, 11 AM – 2 PM  
 Apr 28 Fair Fundraiser Dinner & Auction, Eastman Hall, Fairgrounds, 6 PM  
 May 3 Cinco de Mayo @ hospital  
 May 5 Chowchilla Little League Cornhole Fiesta Tournament, Portuguese Hall, 5:30PM  
 May 8 City Council Meeting, City Hall, 7 PM

**ADJOURNMENT**

Motion by Mayor Pro Tem Barragan, Seconded by Council Member Ahmed to Adjourn the April 24, 2018 City Council Meeting at 8:46PM. Motion passed unanimously by voice vote.

ATTEST:

APPROVED:

\_\_\_\_\_  
 Joann McClendon, CMC

\_\_\_\_\_  
 Mayor Dennis Haworth City Clerk



## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2018

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**AGENDA SECTION:** Consent

**SUBJECT:** Information Regarding Monthly Invoice Payments

**PREPARED BY:** Rod Pruett, Finance Director

**ATTACHMENTS:** Check list report

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

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**RECOMMENDATION:**

Informational only. The invoices paid are shown in the attached listing of invoices.

**BACKGROUND:**

Presented this evening is a list of invoices paid in April 2018.

**REASON FOR RECOMMENDATION:**

Informational item only.

**FISCAL IMPACT:**

Each item shown on the invoice list includes a description of that item and the amount of the invoice.

**ALTERNATIVES:**

Not applicable.

**ACTIONS FOLLOWING APPROVAL:**

None.

Report Criteria:  
 Report type: Invoice detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	54025	2136	Chowchilla Employees Assn.	Employee Contribution	702-0200-0000-040	40.00- V
Total 54025:							40.00-
04/18	04/25/2018	54333	13050	Cornelious, Jaycee	Deposit Refund for 830 Holiday	280-0200-0000-043	96.70- V
Total 54333:							96.70-
04/18	04/12/2018	55169	4031	Fresno City College	Marquez Interview and Interrogation	100-2610-0000-305	74.00- V
Total 55169:							74.00-
04/18	04/25/2018	55236	12451	Hutson, Donna	deposit refund for 7290 Edgewater	280-0200-0000-043	70.59- V
Total 55236:							70.59-
04/18	04/02/2018	55631	166	Administrative Solutions, Inc	COBRA Administration for February 2018	702-0100-0000-023	63.45
Total 55631:							63.45
04/18	04/02/2018	55632	196	AFLAC	Employee Contribution	702-0100-0000-023	1,372.15
Total 55632:							1,372.15
04/18	04/02/2018	55633	12181	American Fidelity	Section 125 for March 2018	702-0100-0000-023	599.98
04/18	04/02/2018	55633	12181	American Fidelity	Insurance Premiums for March 2018	702-0100-0000-023	1,900.86
Total 55633:							2,500.84
04/18	04/02/2018	55634	691	A-Z Bus Sales Inc.	New Bus #2017-0029	325-3705-0000-640	93,073.29
04/18	04/02/2018	55634	691	A-Z Bus Sales Inc.	New Bus #2017-0021	325-3705-0000-640	82,464.78
Total 55634:							175,538.07
04/18	04/02/2018	55635	1921	Central SJV RMA	Liability Insurances	702-1730-0000-340	110,503.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55635:							110,503.00
04/18	04/02/2018	55636	11622	Cota Cole LLP	Legal Fees for retainer	100-1615-0000-335	9,029.64
04/18	04/02/2018	55636	11622	Cota Cole LLP	Contract Attorney- Special	100-1615-0000-335	13,838.85
Total 55636:							22,868.49
04/18	04/02/2018	55637	11944	Madera County Records Office	To Release Lien #2016026820	100-1600-0000-849	8.00
Total 55637:							8.00
04/18	04/02/2018	55638	12429	O'Dell Engineering	Engineering for Brenda Boat Project	512-6620-0000-535	212.50
04/18	04/02/2018	55638	12429	O'Dell Engineering	Wilson School Project Engineering Coordination 2/5-3/4/18	585-3620-0000-540	786.74
Total 55638:							999.24
04/18	04/02/2018	55639	8031	Principal Financial Group	Dental Insurance for April 2018	702-0100-0000-023	7,277.41
Total 55639:							7,277.41
04/18	04/12/2018	55640	13176	Service Master Cleaning & Restoration	Sewer Back up Clean-up at 155 N. 7th Street	100-0100-0000-022	.00 V
Total 55640:							.00
04/18	04/02/2018	55641	10571	US BANK (CAL-CARD)	Recruitment Ad for Utility Supervisor	280-7605-0000-306	6,705.50
04/18	04/02/2018	55641	10571	US BANK (CAL-CARD)	ID cards for city staff	100-1705-0000-300	1,232.83
Total 55641:							7,938.33
04/18	04/02/2018	55642	10581	USA Bluebook	Purchase new Aeration blower for the WWTP	240-5705-0000-640	11,155.55
Total 55642:							11,155.55
04/18	04/02/2018	55643	12016	Vision Service Plan - (CA)	Vision Service for April 2018	702-0100-0000-023	740.83
Total 55643:							740.83
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	General Engineering 17-18	305-3620-0000-336	337.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	JCI Water Meter Project	282-7705-0000-500	17,900.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Woodcrest Subdivision (Reimbursed)	701-0200-0000-042	202.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	General Engineering Industrial Specific plan	305-3620-0000-336	1,012.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Rancho Calera (Reimbursed)	701-0200-0000-042	135.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Robertson and 11th Street pedestrian safety improvement	583-3620-0000-540	67.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Fuller Sidewalk Project - Administration	582-3620-0000-535	951.25
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Berenda Reservoir Boat Launch Project	512-6620-0000-535	573.75
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Sessions Subdivision (Reimbursed)	701-0200-0000-042	2,075.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Camarena Health (Reimbursed)	701-0200-0000-042	1,432.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Star Gas Station (Reimbursed)	701-0200-0000-042	1,095.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Engineering for the Pavement Management System	305-3620-0000-336	20,452.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Wison School Pedestrian Safety Project	585-3620-0000-530	780.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	Avenue 24 1/2 Paving Project	581-3620-0000-540	67.50
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	General Engineering wells #5 & #11	305-3620-0000-336	2,320.00
04/18	04/02/2018	55644	13090	Yamabe and Horn Engineering Inc.	General Engineering Prop 1 Stormwater TA	305-3620-0000-336	540.00
Total 55644:							49,942.50
04/18	04/02/2018	55645	13180	187 Holdings LLC	deposit refund for 10320 Keystone	280-0200-0000-043	34.43
Total 55645:							34.43
04/18	04/02/2018	55646	13178	Benard, Kenneth F	deposit refund for 400 Calaveras	280-0200-0000-043	28.53
Total 55646:							28.53
04/18	04/02/2018	55647	13181	Maldonado, Francisco	deposit refund for 716 Trinity	280-0200-0000-043	120.12
Total 55647:							120.12
04/18	04/02/2018	55648	13177	Munoz, Juan Carlos	deposit refund for 440 N Eleventh	280-0200-0000-043	122.08
Total 55648:							122.08
04/18	04/02/2018	55649	421	AmeriPride	Public Service Rugs	305-3620-0000-315	152.74
04/18	04/02/2018	55649	421	AmeriPride	mat for Treatment Plant	240-5705-0000-315	16.94
04/18	04/02/2018	55649	421	AmeriPride	Supplies for Animal Shelter	100-2805-0000-315	66.20
04/18	04/02/2018	55649	421	AmeriPride	mats for Civic Center	100-1705-0000-315	51.05
04/18	04/02/2018	55649	421	AmeriPride	mats for PD	100-2610-0000-315	32.56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/02/2018	55649	421	AmeriPride	mats for Senior center	100-6615-0000-315	35.60
04/18	04/02/2018	55649	421	AmeriPride	supplies for City Garage	601-3615-0000-315	30.00
04/18	04/02/2018	55649	421	AmeriPride	Public Service Rugs	305-3620-0000-315	128.26
Total 55649:							513.35
04/18	04/02/2018	55650	446	Anderson Pump Co	Service Well #1- Corp Yard	280-7605-0000-317	295.00
Total 55650:							295.00
04/18	04/02/2018	55651	11633	Bob Murray & Associates	Community & Economic Development Director Search	100-4805-0000-306	412.54
Total 55651:							412.54
04/18	04/02/2018	55652	1181	Bouncin Bins	Rental of Inflatables for Easter Egg Scramble 3/24/18	100-6625-0000-336	345.00
Total 55652:							345.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water tests- WWTP- 2/26/18	240-5705-0000-350	65.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water test- Water Dept- 3/5/18	280-7605-0000-350	280.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water test- Water Dept- 3/6/18	280-7605-0000-350	168.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water test- Water Dept- 2/27/18	280-7605-0000-350	600.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water tests- WWTP 3/5/18	240-5705-0000-350	149.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water test- Water Dept- 3/6/18	280-7605-0000-350	450.00
04/18	04/02/2018	55653	1281	BSK Associates	Weekly Water tests- WWTP- 3/12/18	240-5705-0000-350	65.00
Total 55653:							1,777.00
04/18	04/02/2018	55654	1611	California State Firefighters	Annual Membership for Firefighters 5/1/18-4/30/19	100-2705-0000-307	1,705.00
Total 55654:							1,705.00
04/18	04/02/2018	55655	12052	Central Valley Veterinary Clinic	Rabies Animal Clinics 3/10/18	100-2805-0000-324	1,388.87
Total 55655:							1,388.87
04/18	04/02/2018	55656	2131	Chowchilla Dolt Best	light repair Animal Shelter	100-2805-0000-315	21.44
04/18	04/02/2018	55656	2131	Chowchilla Dolt Best	supplies for graffiti abatement	305-3620-0000-329	6.44
04/18	04/02/2018	55656	2131	Chowchilla Dolt Best	#3 key for Ed Ray park	100-6620-0000-315	2.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55656:							30.14
04/18	04/02/2018	55657	13167	Clean Street	Street Sweeping Services for Feb 2018	305-3620-0000-336	1,419.00
Total 55657:							1,419.00
04/18	04/02/2018	55658	2446	Consolidated Electrical	Heritage Plaza	310-3625-0000-300	545.58
Total 55658:							545.58
04/18	04/02/2018	55659	2511	Cook's Communication	Radio Equipment for buses	325-3705-0000-301	2,006.31
Total 55659:							2,006.31
04/18	04/02/2018	55660	3036	Department of Justice/Acc B/A	Blood Alcohol Analysis for Feb 2018	100-2610-0000-350	315.00
Total 55660:							315.00
04/18	04/02/2018	55661	3711	Farmers Hardware	edger blade	100-6620-0000-301	7.92
Total 55661:							7.92
04/18	04/02/2018	55662	12212	Fastenal Company	caution tape for streets dept	305-3620-0000-302	38.88
04/18	04/02/2018	55662	12212	Fastenal Company	rain gear and safety glasses	305-3620-0000-302	78.61
Total 55662:							117.49
04/18	04/02/2018	55663	11805	Fresno Police Department	Perishable Skills Class- D.Denny 10/31-11/2/17	100-2610-0000-305	421.00
Total 55663:							421.00
04/18	04/02/2018	55664	4616	Grover Landscape Services Inc.	Apply post-emergent weed spray at Rail Spur	100-1712-0000-336	2,475.00
Total 55664:							2,475.00
04/18	04/02/2018	55665	12446	Healthwise Services	Sharps Container	100-1705-0000-336	200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55665:							200.00
04/18	04/02/2018	55666	6191	Mace Pest Control	monthly service Senior Center	100-6615-0000-315	80.00
Total 55666:							80.00
04/18	04/02/2018	55667	6346	Madera Tribune	Account Clerk Ad	100-1720-0000-306	57.56
Total 55667:							57.56
04/18	04/02/2018	55668	7281	NBS Government Finance	Admin fees 1/1-3/31/18 Chowchilla 1915 Act	842-4832-0000-336	4,261.53
04/18	04/02/2018	55668	7281	NBS Government Finance	Admin fees Jan- Mar 2018 CFD	800-8850-0000-336	1,501.71
Total 55668:							5,763.24
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 1321 Monterey #18-0056	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 8505 Lakeshore #18-0034	100-4805-0000-337	267.50
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 1227 Riverside #18-0052	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 595 Parkridge #18-0057	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 11483 Meadowbrook #18-0055	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 581 Peach #18-0061	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Plan Check 157 Dorothy #18-0077	100-4805-0000-337	225.00
04/18	04/02/2018	55669	12330	Pacific Plan Review Inc	Additional Review 8235 Lakeshore #17-0299	100-4805-0000-337	297.50
Total 55669:							1,915.00
04/18	04/02/2018	55670	7966	Platt Electrical Supply	parts for street light repair	305-3620-0000-317	151.38
04/18	04/02/2018	55670	7966	Platt Electrical Supply	Lid for light pole	310-3625-0000-300	53.75
04/18	04/02/2018	55670	7966	Platt Electrical Supply	Light for Parks Dept	100-6620-0000-315	36.37
Total 55670:							241.50
04/18	04/02/2018	55671	11612	ProClean Supply	supplies for parks public restrooms	100-1705-0000-315	866.09
Total 55671:							866.09
04/18	04/02/2018	55672	8161	Quad Knopf, Inc.	Chowchilla Specific Plan 1/21-2/17/18	100-4605-0000-336	33,303.31



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55672:							33,303.31
04/18	04/02/2018	55673	12283	R & R Pool Service	monthly Water Fall Maintenance	310-3625-0000-316	110.00
Total 55673:							110.00
04/18	04/02/2018	55674	8796	S & W Auto Parts Inc.	WWTP oil for blower motors	240-5705-0000-317	65.84
04/18	04/02/2018	55674	8796	S & W Auto Parts Inc.	oil for truck #152	305-3620-0000-320	14.00
Total 55674:							79.84
04/18	04/02/2018	55675	9791	Steves Chevrolet of Chowchilla	spring for veh#354	100-6620-0000-320	30.55
Total 55675:							30.55
04/18	04/02/2018	55676	9951	T & T Pavement Markings &	Street Signs for the Streets dept	305-3620-0000-317	2,116.37
Total 55676:							2,116.37
04/18	04/02/2018	55677	10116	Tesei Petroleum Inc.	Propane Services for Animal Shelter	100-2805-0000-320	320.34
04/18	04/02/2018	55677	10116	Tesei Petroleum Inc.	diesel for Public Works	305-3620-0000-320	1,317.22
04/18	04/02/2018	55677	10116	Tesei Petroleum Inc.	Propane for Unit #152	305-3620-0000-320	13.79
04/18	04/02/2018	55677	10116	Tesei Petroleum Inc.	Fuel Services for 2/21-2/28/18	601-3615-0000-320	2,482.00
04/18	04/02/2018	55677	10116	Tesei Petroleum Inc.	Fuel Services for 3/1/18-3/10/18	100-6620-0000-320	2,858.04
Total 55677:							6,991.39
04/18	04/02/2018	55678	11798	Tessco Technologies Incorporated	12v ground timer	325-3705-0000-301	170.56
Total 55678:							170.56
04/18	04/02/2018	55679	11537	Toshiba Financial Services	Copier Lease for Civic Center 4/1-4/30/18	602-1715-0000-408	1,001.70
Total 55679:							1,001.70
04/18	04/02/2018	55680	10756	Verizon Wireless	Cell Phone Service PD 2/10-3/9/18	100-2610-0000-310	958.04
04/18	04/02/2018	55680	10756	Verizon Wireless	Cell Phone Service IT 2/10-3/9/18	602-1715-0000-310	67.76
04/18	04/02/2018	55680	10756	Verizon Wireless	Cell Phone Service 2/10-3/9/18	601-3615-0000-310	149.12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/02/2018	55680	10756	Verizon Wireless	Cell Phone PW 2/10-3/9/18	305-3620-0000-310	308.04
04/18	04/02/2018	55680	10756	Verizon Wireless	Cell Phone Service Comm Dev 2/10-3/9/18	100-4805-0000-310	79.10
Total 55680:							1,562.06
04/18	04/02/2018	55681	10956	Water Technology of Fresno	Calibration on the flow meters/WWTP	240-5705-0000-317	825.00
Total 55681:							825.00
04/18	04/05/2018	55682	12733	Brian Haddix	Lunch with Mayor	100-1710-0000-305	11.99
04/18	04/05/2018	55682	12733	Brian Haddix	Lunch with Mayor	100-1710-0000-305	11.99
04/18	04/05/2018	55682	12733	Brian Haddix	2018 ICSC Monterey Deal Conference	100-1710-0000-305	719.73
Total 55682:							743.71
04/18	04/05/2018	55683	10451	Harry Turner	reimburse for hand truck for Fire Dept	100-2705-0000-328	108.24
Total 55683:							108.24
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022819	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022820	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022821	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022822	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022823	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022824	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022825	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022826	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022827	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022828	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022829	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022830	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022831	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022832	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022833	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022834	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022835	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022836	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022837	100-1600-0000-849	8.00
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022838	100-1600-0000-849	8.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/05/2018	55684	11944	Madera County Recorders Office	To Release Lien #2014022839	100-1600-0000-849	8.00
Total 55684:							168.00
04/18	04/05/2018	55685	13187	The Lew Edwards Group	Sales Tax Consulting March 2018	100-1705-0000-336	4,000.00
Total 55685:							4,000.00
04/18	04/14/2018	55686	196	AFLAC	Employee Contribution	702-0100-0000-023	1,372.15
Total 55686:							1,372.15
04/18	04/14/2018	55687	12181	American Fidelity	Section 125 for April 2018	702-0100-0000-023	599.98
Total 55687:							599.98
04/18	04/20/2018	55688	12733	Brian Haddix	Supplies for Home Office	100-1710-0000-300	.00 V
04/18	04/20/2018	55688	12733	Brian Haddix	Lunch with Finance Director	100-1710-0000-305	.00 V
04/18	04/20/2018	55688	12733	Brian Haddix	Lunch With Community & Economic Director	100-1710-0000-305	.00 V
Total 55688:							.00
04/18	04/14/2018	55689	2136	Chowchilla Employees Assn.	Employee Contribution	702-0200-0000-040	50.00
04/18	04/14/2018	55689	2136	Chowchilla Employees Assn.	Employee Contribution	702-0200-0000-040	40.00
Total 55689:							90.00
04/18	04/14/2018	55690	12408	Chowchilla Mid-Management	Employee Contributions	702-0200-0000-040	120.00
Total 55690:							120.00
04/18	04/14/2018	55691	2166	Chowchilla Office	Employee Contributions	702-0200-0000-040	135.00
Total 55691:							135.00
04/18	04/14/2018	55692	2171	Chowchilla Peace Officers	Employee Contribution	702-0200-0000-040	989.00
Total 55692:							989.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55693	12643	David Leonard Associates	Specific Plan Zone Contract Planning Services (Reimbursed)	701-0200-0000-042	75.00
Total 55693:							75.00
04/18	04/14/2018	55694	3836	Fitness Peak	Employee Contribution	702-0200-0000-040	192.50
Total 55694:							192.50
04/18	04/14/2018	55695	13189	Interstate Gas Services Inc.	Prepare 2017 Disclosures	918-1705-0000-336	4,800.00
Total 55695:							4,800.00
04/18	04/14/2018	55696	8846	Jose Sahagun Mora	Reimbursement of fees paid for WWTP certification renewal	240-5705-0000-305	150.00
Total 55696:							150.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2013031360	100-1600-0000-849	8.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2014002066	100-1600-0000-849	8.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2014006341	100-1600-0000-849	8.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2015016701	100-1600-0000-849	8.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2016019413	100-1600-0000-849	8.00
04/18	04/14/2018	55697	11944	Madera County Records Office	To Release Lien #2016019415	100-1600-0000-849	8.00
Total 55697:							48.00
04/18	04/14/2018	55698	7176	Myers Stevens & Toohy & Co In	PD Disability Insurance for April 2018	100-2805-0000-340	731.20
Total 55698:							731.20
04/18	04/14/2018	55699	7671	Pacific Gas & Electric	Gas & Electric for Solar 1/12-2/28/18	240-5705-0000-315	29,804.88
04/18	04/14/2018	55699	7671	Pacific Gas & Electric	Solar Project	240-5705-0000-315	24.97
Total 55699:							29,829.85
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	Subdivision & Zoning Ordinances Updates	100-4605-0000-336	10,600.80
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	General Planning 2/18-3/17/18	100-4605-0000-336	4,842.51
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	Sessions (Reimbursed)	701-0200-0000-042	1,981.20
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	Camarena Health Site Plan Review (Reimbursed)	701-0200-0000-042	314.60
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	General Planning School District negotiations 2/18-3/17/18	100-4605-0000-336	423.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55700	8161	Quad Knopf, Inc.	CEQA for Sessions (Reimbursed)	701-0200-0000-042	12,595.56
Total 55700:							30,758.17
04/18	04/14/2018	55701	13188	Resources Recycling & Recovery	Return Unspent Funds for Recycling	100-6620-0000-503	5,276.00
Total 55701:							5,276.00
04/18	04/14/2018	55702	11486	Robin Roman	Mileage to CHP	325-3705-0000-305	14.39
04/18	04/14/2018	55702	11486	Robin Roman	Bus License	325-3705-0000-305	45.00
04/18	04/14/2018	55702	11486	Robin Roman	Mileage to CHP	325-3705-0000-305	14.39
04/18	04/14/2018	55702	11486	Robin Roman	Mileage to CHP & Renewal of Bus License	325-3705-0000-305	26.39
04/18	04/14/2018	55702	11486	Robin Roman	Mileage to Concentra Urgent Care	325-3705-0000-305	18.64
04/18	04/14/2018	55702	11486	Robin Roman	Mileage to DMV	325-3705-0000-305	19.62
Total 55702:							138.43
04/18	04/14/2018	55703	12044	U.S. Bank (PARS)	Employee Contributions	702-0200-0000-040	272.66
04/18	04/14/2018	55703	12044	U.S. Bank (PARS)	Employee Contributions	702-0200-0000-040	363.96
Total 55703:							636.62
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	postage to send Feb 2018 Water Report	100-1705-0000-300	1.84
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Key for Vehicle	100-2610-0000-320	43.96
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Pizza for Interviewers	100-2610-0000-305	716.59
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Food for Prisoners	100-2610-0000-350	137.21
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Radiator Repair for Unit #30	305-3620-0000-320	88.00
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Rugs for Front Counter	100-1705-0000-315	105.37
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	skype subscription	602-1715-0000-310	2.99
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	supplies for message boards	305-3620-0000-301	7.15
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Business Cards for D. Ritchie	100-1710-0000-300	605.74
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Filing Fees to File ACA	702-0200-0000-040	910.65
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Special Investigations & Debriefing	100-2610-0000-351	244.44
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Ventilation Saw, Bars & Chains	100-2705-0000-301	2,449.27
04/18	04/14/2018	55704	10571	US BANK (CAL-CARD)	Hotel for W. Ahmed for ICSC	100-1605-0000-305	565.70
Total 55704:							5,878.91
04/18	04/14/2018	55705	12970	Acquisition Partners of America LLC	Grant Consulting Services April 2018	305-3620-0000-336	4,250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55705:							4,250.00
04/18	04/14/2018	55706	296	Alert-O-Lite	Equipment rental for the Stampede	100-6625-0000-360	1,265.47
Total 55706:							1,265.47
04/18	04/14/2018	55707	421	AmeriPride	uniforms T.Gaither	601-3615-0000-301	31.47
04/18	04/14/2018	55707	421	AmeriPride	rugs for PW	305-3620-0000-315	136.76
04/18	04/14/2018	55707	421	AmeriPride	mats for WWTP	240-5705-0000-315	16.94
04/18	04/14/2018	55707	421	AmeriPride	mats for PD	100-2610-0000-315	32.56
04/18	04/14/2018	55707	421	AmeriPride	mats for senior center	100-6615-0000-315	35.60
04/18	04/14/2018	55707	421	AmeriPride	supplies for City Garage	601-3615-0000-315	30.00
04/18	04/14/2018	55707	421	AmeriPride	mats for PW	305-3620-0000-315	91.84
04/18	04/14/2018	55707	421	AmeriPride	mats for WWTP	240-5705-0000-315	16.94
04/18	04/14/2018	55707	421	AmeriPride	Mats for the Animal Shelter	100-2805-0000-315	66.20
04/18	04/14/2018	55707	421	AmeriPride	Mats for PD	100-2610-0000-315	32.56
Total 55707:							490.87
04/18	04/14/2018	55708	646	AT & T	Telephone Service 2/20-3/19/2018	602-1715-0000-310	367.87
04/18	04/14/2018	55708	646	AT & T	Telephone Service 2/24-3/23/18	602-1715-0000-310	1,122.89
Total 55708:							1,490.76
04/18	04/14/2018	55709	691	A-Z Bus Sales Inc.	stepwell CATX bus 22	325-3705-0000-320	211.27
Total 55709:							211.27
04/18	04/14/2018	55710	12493	Baker Supplies and Repairs	street safety equipment	305-3620-0000-302	86.20
Total 55710:							86.20
04/18	04/14/2018	55711	986	Best Uniforms	Nicole Cota New Uniforms	100-2610-0000-301	283.93
04/18	04/14/2018	55711	986	Best Uniforms	Nicole Cota New Vest	100-2610-0000-301	862.72
04/18	04/14/2018	55711	986	Best Uniforms	Nicole Cota New Equipment	100-2610-0000-301	537.65
Total 55711:							1,684.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55712	1281	BSK Associates	Weekly Water test- Water Dept- 3/19/18	280-7605-0000-350	280.00
04/18	04/14/2018	55712	1281	BSK Associates	Weekly Water test- Water Dept- 3/26/18	280-7605-0000-350	168.00
04/18	04/14/2018	55712	1281	BSK Associates	Weekly Water test- Water Dept- 4/2/18	280-7605-0000-350	168.00
04/18	04/14/2018	55712	1281	BSK Associates	Weekly Water test- Water Dept- 4/3/18	280-7605-0000-350	280.00
04/18	04/14/2018	55712	1281	BSK Associates	Weekly Water tests- WWTP- 3/26/18	240-5705-0000-350	65.00
Total 55712:							961.00
04/18	04/14/2018	55713	12948	Burton's Fire Inc.	Misc Fire hand tools and mounting for new fire engine	100-2705-0000-302	1,539.94
Total 55713:							1,539.94
04/18	04/14/2018	55714	1496	California Building Standards	SB1473 Bldg. Standards Fee	100-4805-0000-820	164.70
Total 55714:							164.70
04/18	04/14/2018	55715	1856	CDW Government, Inc.	shoretel phone for CATX	325-3705-0000-301	512.18
04/18	04/14/2018	55715	1856	CDW Government, Inc.	Panasonic Toughbook for Fire	100-2705-0000-302	3,335.50
Total 55715:							3,847.68
04/18	04/14/2018	55716	1956	Central Valley Trucking	25 Tons of Cold Patch	305-3620-4000-318	2,359.62
Total 55716:							2,359.62
04/18	04/14/2018	55717	12052	Central Valley Veterinary Clinic	Vet Care for Animal Shelter	100-2805-0000-324	75.00
Total 55717:							75.00
04/18	04/14/2018	55718	2046	Chem Quip	Water Dept/Chemicals (Chlorine)	280-7605-0000-346	808.95
04/18	04/14/2018	55718	2046	Chem Quip	Water Dept/Chemicals (Chlorine) credit	280-7605-0000-346	246.00-
04/18	04/14/2018	55718	2046	Chem Quip	Water Dept/Chemicals (Chlorine)	280-7605-0000-346	726.45
Total 55718:							1,289.40
04/18	04/14/2018	55719	2131	Chowchilla Dolt Best	suplies for Corp Yard bathrooms	280-7605-0000-315	26.23
04/18	04/14/2018	55719	2131	Chowchilla Dolt Best	keys for park buildings	100-6620-0000-315	9.01
04/18	04/14/2018	55719	2131	Chowchilla Dolt Best	glue mouse trap	100-2610-0000-315	9.68
04/18	04/14/2018	55719	2131	Chowchilla Dolt Best	key for Parks truck #346	100-6620-0000-320	4.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55719	2131	Chowchilla Dolt Best	graffiti abatement	100-6620-0000-315	3.55
Total 55719:							52.98
04/18	04/14/2018	55720	13167	Clean Street	Street Sweeping Services for March 2018	305-3620-0000-336	1,419.00
Total 55720:							1,419.00
04/18	04/14/2018	55721	3011	Department of Conservation	SMIF Fee 1/1/18-3/31/18	100-4805-0000-820	506.35
Total 55721:							506.35
04/18	04/14/2018	55722	3031	Department of Justice/Acc	Fingerprint for March 2018	100-2610-0000-350	207.00
Total 55722:							207.00
04/18	04/14/2018	55723	3711	Farmers Hardware	brass rod for Water Dept	280-7605-0000-317	1.38
04/18	04/14/2018	55723	3711	Farmers Hardware	Park locks	100-6620-0000-315	63.52
04/18	04/14/2018	55723	3711	Farmers Hardware	credit for returned items	280-7605-0000-317	2.56-
04/18	04/14/2018	55723	3711	Farmers Hardware	tool box for Water dept vehicle	280-7605-0000-301	9.12
04/18	04/14/2018	55723	3711	Farmers Hardware	backflow testing devices	280-7605-0000-317	21.54
04/18	04/14/2018	55723	3711	Farmers Hardware	supplies for water line repair	280-7605-0000-317	2.56
04/18	04/14/2018	55723	3711	Farmers Hardware	airhorns	305-3620-0000-302	21.53
Total 55723:							117.09
04/18	04/14/2018	55724	12212	Fastenal Company	safety boots	305-3620-0000-302	50.21
04/18	04/14/2018	55724	12212	Fastenal Company	fles gloves	305-3620-0000-302	18.67
04/18	04/14/2018	55724	12212	Fastenal Company	small tools and marking paint	280-7605-0000-317	63.09
04/18	04/14/2018	55724	12212	Fastenal Company	supplies for CATX bus #29	325-3705-0000-320	24.84
Total 55724:							156.81
04/18	04/14/2018	55725	3736	Ferguson Enterprises, Inc.	meter box and coupling	280-7605-0000-317	618.27
Total 55725:							618.27
04/18	04/14/2018	55726	3916	Forensic Nurse Specialist, Inc	SART case 180579	100-2610-0000-350	1,400.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55726:							1,400.00
04/18	04/14/2018	55727	3966	Franklin Pet Cemetery	Animal Disposal	100-2805-0000-324	106.50
Total 55727:							106.50
04/18	04/14/2018	55728	4616	Grover Landscape Services Inc.	replace broken sprinklers Fig Tree Rd	310-3625-0000-316	122.65
Total 55728:							122.65
04/18	04/14/2018	55729	12225	Home Depot Credit Services	graffiti abatement- Ed Ray Park	100-6620-0000-315	53.37
04/18	04/14/2018	55729	12225	Home Depot Credit Services	street light power box- Pheasant run	310-3625-0000-300	31.53
04/18	04/14/2018	55729	12225	Home Depot Credit Services	tools and equipment for Water Dept	280-7605-0000-328	143.25
Total 55729:							228.15
04/18	04/14/2018	55730	13018	IBM Corporation	IT Service management	602-1715-0000-302	600.00
Total 55730:							600.00
04/18	04/14/2018	55731	11469	Intellipay, Inc.	transaction fees	280-1720-0000-302	77.95
Total 55731:							77.95
04/18	04/14/2018	55732	5246	Interstate Battery	Battery for Unit #346	100-6620-0000-320	128.09
Total 55732:							128.09
04/18	04/14/2018	55733	5431	Jim's A/C	AC in EIS Server room replacement	100-2610-0000-301	1,962.00
Total 55733:							1,962.00
04/18	04/14/2018	55734	5546	J's Communications	Field service of Police Repeater 1	100-2610-0000-312	210.00
Total 55734:							210.00
04/18	04/14/2018	55735	5961	Lehr Auto Electric	Flood lights and replacements for police vehicles	100-2610-0000-320	1,320.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55735:							1,320.06
04/18	04/14/2018	55736	12282	Mid Valley Disposal Inc.	Disposal Services for City bins	260-5605-0000-350	976.85
04/18	04/14/2018	55736	12282	Mid Valley Disposal Inc.	rent February 2018	100-1712-0000-800	54,494.34
04/18	04/14/2018	55736	12282	Mid Valley Disposal Inc.	Tipping Fees for Jan & Feb 2018	260-5605-0000-350	22,940.06
Total 55736:							78,411.25
04/18	04/14/2018	55737	12739	Mission Communications LLC	well# 14 alarm system repairs	280-7605-0000-317	347.40
Total 55737:							347.40
04/18	04/14/2018	55738	6966	Mobile Communications Inc.	Monthly Repeater Rental	325-3705-0000-301	72.00
04/18	04/14/2018	55738	6966	Mobile Communications Inc.	Monthly Repeater Rental	325-3705-0000-301	72.00
Total 55738:							144.00
04/18	04/14/2018	55739	13179	National Emergency Number Association	2018 membership	100-2610-0000-307	137.00
Total 55739:							137.00
04/18	04/14/2018	55740	12214	NR Cleaning Services	Janitorial Services/ Senior Center March 2018	100-6615-0000-315	936.38
04/18	04/14/2018	55740	12214	NR Cleaning Services	Janitorial Services/ Civic Center- March 2018	100-1705-0000-315	1,594.93
Total 55740:							2,531.31
04/18	04/14/2018	55741	11956	Occupational Health Centers of	physical Fire Dept- Ramos	100-2705-0000-306	189.50
04/18	04/14/2018	55741	11956	Occupational Health Centers of	physical Fire Dept- White & House	100-2705-0000-306	379.00
Total 55741:							568.50
04/18	04/14/2018	55742	7516	Office Depot	office supplies for Admin	100-1710-0000-300	280.26
04/18	04/14/2018	55742	7516	Office Depot	Office supplies for PD	100-2618-0000-301	77.84
04/18	04/14/2018	55742	7516	Office Depot	office supplies for Public Works	280-7605-0000-300	61.73
04/18	04/14/2018	55742	7516	Office Depot	office supplies for Comm Dev	100-4805-0000-300	146.82
Total 55742:							566.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55743	12907	O'Reilly Auto Parts	supplies to repair unit 346	100-6620-0000-320	63.92
Total 55743:							63.92
04/18	04/14/2018	55744	7966	Platt Electrical Supply	Light bulbs for Senior Center	100-6615-0000-315	19.80
Total 55744:							19.80
04/18	04/14/2018	55745	11482	Price Paige & Company	Audit for FY 16/17	956-9950-0000-302	20,515.00
Total 55745:							20,515.00
04/18	04/14/2018	55746	11612	ProClean Supply	paper towels	100-1705-0000-315	81.17
Total 55746:							81.17
04/18	04/14/2018	55747	12283	R & R Pool Service	monthly Water Fall Maintenance	310-3625-0000-316	110.00
Total 55747:							110.00
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	Motor Oil for PD	100-2610-0000-320	77.45
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	Motor Oil for PD	100-2610-0000-320	77.45
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	Funnel for PD	100-2610-0000-320	6.45
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	Serpentine Belt for Streets Vehicle	305-3620-0000-320	40.93
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	brake pads for unit #30	305-3620-0000-320	41.47
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	supplies for unit #346	100-6620-0000-320	23.90
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	gas cap for truck #163	305-3620-0000-320	15.07
04/18	04/14/2018	55748	8796	S & W Auto Parts Inc.	battery for hustler mower #19	100-6620-0000-301	131.37
Total 55748:							414.09
04/18	04/14/2018	55749	8906	San Joaquin Valley Air	Permits for Well #14	280-7605-0000-317	525.00
Total 55749:							525.00
04/18	04/14/2018	55750	9206	Self Help Enterprises	Loan Portfolio Mgmt Services - RDA	956-9950-0000-336	1,600.00
Total 55750:							1,600.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55751	1136	Silva Ford Madera	Switch Assembly for PD	100-2610-0000-320	4.73
04/18	04/14/2018	55751	1136	Silva Ford Madera	Switch Assembly for Bus #20-11	325-3705-0000-320	37.92
04/18	04/14/2018	55751	1136	Silva Ford Madera	Housing for Bus	325-3705-0000-320	93.66
04/18	04/14/2018	55751	1136	Silva Ford Madera	Switch Assembly for PD Car	100-2610-0000-320	132.00
04/18	04/14/2018	55751	1136	Silva Ford Madera	Parts for Unit #52	100-2610-0000-320	126.96
04/18	04/14/2018	55751	1136	Silva Ford Madera	Repairs to PD #50	100-2610-0000-320	130.34
04/18	04/14/2018	55751	1136	Silva Ford Madera	Shaft Assembly for PD #53	100-2610-0000-320	651.98
Total 55751:							1,177.59
04/18	04/14/2018	55752	9376	Sparkletts	water for WWTP	240-5705-0000-315	38.24
Total 55752:							38.24
04/18	04/14/2018	55753	10116	Tesei Petroleum Inc.	Fuel Services	240-5705-0000-320	88.05
04/18	04/14/2018	55753	10116	Tesei Petroleum Inc.	Propane Services for Animal Shelter	100-2805-0000-320	312.94
04/18	04/14/2018	55753	10116	Tesei Petroleum Inc.	Fuel Services for 3/11-3/20/18	601-3615-0000-320	2,780.59
04/18	04/14/2018	55753	10116	Tesei Petroleum Inc.	Fuel Services for 3/21-3/31/18	325-3705-0000-320	3,246.08
Total 55753:							6,427.66
04/18	04/14/2018	55754	11798	Tessco Technologies Incorporated	CATX operating equipment	325-3705-0000-301	68.07
Total 55754:							68.07
04/18	04/14/2018	55755	10131	TF Tire & Service	Wheel Alignment for PD	100-2610-0000-320	89.95
04/18	04/14/2018	55755	10131	TF Tire & Service	tires for CATX unit #22	325-3705-0000-320	152.73
Total 55755:							242.68
04/18	04/14/2018	55756	11537	Toshiba Financial Services	Copier Lease for PD 12/15-1/14/18	602-1715-0000-408	611.83
04/18	04/14/2018	55756	11537	Toshiba Financial Services	Copier Lease for PD 4/15-5/14/18	602-1715-0000-408	627.32
Total 55756:							1,239.15
04/18	04/14/2018	55757	10356	TransUnion LLC	Basic Service Charge 2/26/18-3/25/18	450-4810-0000-336	90.00
Total 55757:							90.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
04/18	04/14/2018	55758	13175	Unity IT	IT network management Feb 2018	602-1715-0000-302	1,363.25
Total 55758:							1,363.25
04/18	04/14/2018	55759	12325	US Bank National Association	City of Chowchilla SDWSRF 3/1/18-2/28/19	282-7705-0000-337	945.00
04/18	04/14/2018	55759	12325	US Bank National Association	Revenue Bonds series 2017- Greenhills	840-4830-0000-302	2,500.00
Total 55759:							3,445.00
04/18	04/14/2018	55760	11611	USPS Disbursing Officer	Postage Reads & Address Change	100-1705-0000-300	8.91
Total 55760:							8.91
04/18	04/14/2018	55761	10756	Verizon Wireless	Cell Phone Service 1/10-2/9/18	602-1715-0000-310	68.61
04/18	04/14/2018	55761	10756	Verizon Wireless	Transit cellular billing 1/24-2/23/18	325-3705-0000-310	93.63
04/18	04/14/2018	55761	10756	Verizon Wireless	Cell Phone Service 2/24-3/23/18	325-3705-0000-310	270.37
04/18	04/14/2018	55761	10756	Verizon Wireless	Transit cellular billing 2/24-3/23/18	325-3705-0000-310	93.63
Total 55761:							526.24
04/18	04/14/2018	55762	11381	Zoom Imaging Solutions, Inc.	Copier Usage - Fire Dept 4/1-4/30/18	602-1715-0000-301	47.88
Total 55762:							47.88
04/18	04/14/2018	55763	13183	Coates, Jennifer	deposit refund for 305 N Fifteenth	280-0200-0000-043	37.74
Total 55763:							37.74
04/18	04/14/2018	55764	12546	Espinola, Frank	deposit refund for 804 King	280-0200-0000-043	86.36
Total 55764:							86.36
04/18	04/14/2018	55765	11444	H & H Engineering Construction Inc.	Monthly rail spur inspection- 3/9/18	100-1712-0000-336	215.00
Total 55765:							215.00
04/18	04/14/2018	55766	13184	Singh, Ranjit	deposit for 14185 Spyglass	280-0200-0000-043	129.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice GL Account	Check Amount
Total 55766:							129.47
04/18	04/14/2018	55767	12985	Diamond Pool Remodelers	refund Bond for 14435 Spyglass # 17-0379	100-0200-0000-042	500.00
Total 55767:							500.00
04/18	04/24/2018	55768	8906	San Joaquin Valley Air	Dust Control Plan	280-7605-0000-660	384.00
Total 55768:							384.00
04/18	04/24/2018	55769	9756	SWRCB	Application ID 495847 Well 1A	280-7605-0000-660	652.00
Total 55769:							652.00
04/18	04/26/2018	55770	3666	Evolution Dog Training Center	Purchase of Police K9 Dog Rocky (Funds Donated)	100-2618-0000-301	10,000.00
Total 55770:							10,000.00
Grand Totals:							708,524.30

Report Criteria:  
 Report type: Invoice detail

## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2018

**AGENDA SECTION:** Consent

**SUBJECT:** Resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 90-1

**PREPARED BY:** Jerry Jones, Contract City Engineer

**ATTACHMENTS:** Resolution

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

**RECOMMENDATION:**

That the City Council adopts a resolution initiating proceedings for the annual levy of assessments for Landscape Maintenance and Lighting District No. 90-1 and authorize the City Engineer to file his annual report.

**BACKGROUND:**

The Landscape Maintenance and Lighting District (LLD) No. 90-1 generates revenue for the maintenance of public landscaping and also pays for street lighting costs for areas within the LLD. All new developments are annexed into the LLD and charged an annual assessment that is collected with property taxes. There were no annexations into the LLD last year. There are currently 25 zones within the LLD, as follows:

Zone 1	Robertson Village 1, 2, & 3	Landscaping, Streetlights, Palm Parkway
Zone 2	Dubose Sanders, Tract 86-13	Streetlights, Carlyle, Montgomery, etc.
Zone 3	Rosehill Tract 91-02	Streetlights, Calaveras, Penny, etc.
Zone 4	Parkridge Estates II, Tract 90-25	Streetlights, Cedar, Oak, Elm
Zone 5	Chowchilla Gardens Apartments	Streetlights, Kites Way, Myer
Zone 6	Washington Square Apartments	Streetlights, Washington, Kites Way
Zone 7	Meadowlark, Tract 97-25	Streetlights, Pistachio, Elm, Birch
Zone 8	Palm Estates	Landscaping, Streetlights Palm Parkway
Zone 9	Cornerstone Church	Landscaping, Streetlights, Robertson, Fig Tree
Zone 10	Pheasant Run	Landscaping, Streetlights, Waterfall, Robertson, Clubhouse, S. Fig Drive, Granite Falls Way

Zone 11	Tract 90-22, Ph. 1 & 2, Shasta Village Apartments	Landscaping Santa Cruz Blvd, Streetlights Washington, Kites Way, Molly, etc.
Zone 12	Tract 90-22, Ph. 3 - 6	Landscaping Santa Cruz Blvd, Washington, Streetlights Santa Cruz, Elm, Rose, etc.
Zone 13	Valley Grove Estates, Tract 03-11, Ph. 1 - 4	Landscaping Santa Cruz, Streetlights, Santa Cruz, Howell, Peach, Plum, Cherry, etc.
Zone 14	Valley Grove Estates, Tract 03-11, Ph. 5 & 6	Landscaping Santa Cruz, Streetlights, Cottonwood, Peach, Willow, Almond, Parkridge
Zone 15	Valley Grove Estates, Phase 7	Landscaping Santa Cruz, Streetlights, Camellia, Chestnut, Blossom, no homes, no assessment this year
Zone 16	Olivero Ranch	Landscaping and Streetlights Washington
Zone 17	The Village at Chowchilla Apartments	Landscaping Kites Way, Streetlights, Kites, Myer
Zone 18	Tract 04-49	Landscaping Palm Parkway incomplete, administrative fee of \$57.50 per parcel levied
Zone 19	Montgomery Farms, Tract 05-07	Landscaping SR 99, Robertson, Streetlights, S. Fig, Genoa, Montgomery
Zone 20	Heritage Center, Tract 05-62	Landscaping Robertson Blvd, Streetlights, Robertson, Front, Kings
Zone 21	Silva Ford, Tract 05-19	Landscaping SR99, Streetlights, Prosperity
Zone 22	Tract 05-56	Not Completed, administrative fee levied
Zone 23	Legacy Ranch, Tract 05-29	Not Completed, administrative fee levied
Zone 24	Redwood Apartments	Not Completed, administrative fee levied
Zone 25	AutoZone	Streetlights, Robertson
Zone 26	Rite-Aid	Landscaping, Streetlights, Robertson

**REASON FOR RECOMMENDATION:**

This is the first of three actions by City Council required by the California Streets and Highways Code for the levy of the annual assessments for the LLD. The next action required by City Council will be the approval of a resolution of intention to levy and collect the annual assessments, which will set the date for the public hearing required prior to the confirmation of assessments. The final step in the process is for City Council to conduct the required public hearing, receive any testimony, and confirm the annual assessments. The assessment roll is then submitted to the County Assessor for inclusion on the property owner's tax bill.

**FISCAL IMPACT:**

The annual assessments from the LLD are used for maintenance of public landscaping and street lighting. Last year the total assessments were \$315,533.58.

**ALTERNATIVES:**

Not to initiate proceedings for the annual levy of assessments for the LLD, resulting in the loss of the ability to levy and collect assessments to be used for maintenance of public landscaping and street lighting.

**ACTIONS FOLLOWING APPROVAL:**

The City Engineer will prepare the required "Engineer's Report" that will be submitted to the City Council for review and approval. The Engineer's Report will provide the basis for assessments and the properties to be assessed.



**COUNCIL RESOLUTION # -18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHOWCHILLA, CALIFORNIA  
INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR  
LANDSCAPE MAINTENANCE AND LIGHTING DISTRICT NO. 90-1 OF THE CITY OF CHOWCHILLA**

**WHEREAS**, the City of Chowchilla has approved no new annexations to Landscape Maintenance and Lighting District No. 90-1 of the City of Chowchilla (herein LLD No. 90-1) during the period of January 1, 2017 to December 31, 2017 inclusive; and

**WHEREAS**, proceedings for the annual assessment for LLD No. 90-1 for the fiscal year 2018-2019 need to be initiated.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds and determines the following:

1. The Council proposes to undertake proceedings for the levy of the annual assessment of LLD No. 90-1 under Part 2 of Division 15 of the Streets and Highways Code of the State of California (Section 22500 et seq.) generally known as the Landscaping and Lighting Act of 1972 (Herein the "Act").
2. The City Engineer shall prepare and file a report in accordance with Article 4 (commencing with Section 22565) of the Act.

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of May, 2018 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

APPROVED:

\_\_\_\_\_  
Dennis Haworth, Mayor

ATTEST:

\_\_\_\_\_  
Joann McClendon, CMC  
City Clerk



## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2018

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**AGENDA SECTION:** Consent

**SUBJECT:** City Administrator Vacation Leave Bank Cash Out Request

**PREPARED BY:** Brian Haddix, City Administrator

**ATTACHMENTS:** Cash Conversion of Leave Request Form

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

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### **RECOMMENDATION:**

That the City Council approve the City Administrator to receive compensation in lieu of time off for 40 hours of accrued vacation time.

### **BACKGROUND:**

The established practice between the City of Chowchilla and its bargaining groups is to provide opportunities to receive compensation in lieu of time off for vacation time. The rationale is that municipalities with small numbers of staff and significant workloads are generally unable to grant regular vacation time, so instead provide staff with the opportunity to take the vacation time as compensation. In fact, this is common practice within municipal government. Using Chowchilla Mid-management Confidential Association as an example, the process for seeking compensation in lieu is as follows: the employee makes a written request to the Personnel Officer (City Administrator), who then coordinates with the relevant department head or supervisor and with the Finance Director to ascertain the frequency of such requests, the amount of accrued vacation leave, and whether the department has sufficiently budgeted for the disbursement. This is the practice followed by all bargaining groups in Chowchilla. For the City Administrator, the practice is slightly different. A request for compensation in lieu of time off for vacation time must be approved by the City Council. Specifically, the City Administrator contract states that,

**2.2.7 Benefits Approval:** The City's policies and procedures require certain benefits be approved by a supervisor prior to use. City Administrator shall obtain the City Mayor's approval of benefits when supervisor approval is required by City policy and procedures, except that City Administrator shall not obtain monetary payment in lieu of actual time off without prior approval from a majority of the Chowchilla City Council.

As such, the City Administrator is seeking the Chowchilla City Council's approval for compensation in lieu of time off for vacation time. Specifically, the City Administrator requests to convert 40 hours of vacation time to compensation. As a side note, the City Administrator has sought permission of the Mayor to take some time off after passage of the City Budget.

**REASON FOR RECOMMENDATION:**

Reduces the unfunded liability for unused vacation time.

**FISCAL IMPACT:**

\$2,776.00

**ALTERNATIVES:**

Deny the request.

**ACTIONS FOLLOWING APPROVAL:**

Remit the signed leave cash out form to payroll for processing.



Item 6.1

[CLICK HERE TO RETURN TO THE AGENDA](#)

## REPORT TO THE CITY COUNCIL

Meeting of: MAY 8, 2018

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**AGENDA SECTION:** New Business

**SUBJECT:** Request approving Resolutions to for Foreclosure

**PREPARED BY:** Jerry Volkmar, Code Enforcement Officer & Irene Fisher, Accounting Manager

**ATTACHMENTS:** Resolution for 15 Orange  
Resolution for 630 N 11<sup>th</sup>  
Resolution for 540-542 South 5<sup>th</sup> St.

REVIEWED BY  
ADMINISTRATOR

REVIEWED BY  
ATTORNEY

REVIEWED BY  
FINANCE

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### **RECOMMENDATION:**

That the City Council approve the foreclosure of the following properties:

- a) 15 Orange
- b) 630 N 11<sup>th</sup> Street
- c) 540-542 South 5<sup>th</sup> Street

### **BACKGROUND:**

City Code Enforcement officer has been working with this property for several months due to numerous complaints from neighbors and from police department. As part of the program with Medvetta Financial, these properties were offered to be bought by developers but the owners turned down those offers, with 15 Orange the owners are deceased and the Children do not want to pursue property.

Medvetta has exhausted all efforts to try to resolve the properties, Brian has signed the intent to foreclosure paperwork, but our ordinance is missing vital language to give clear titles to the buyers once they are placed for sale.

### **REASON FOR RECOMMENDATION:**

Code Enforcement is recommending that resolutions be approved and that after the redemption period, the properties be placed at auction per Medvetta's request. Medvetta will handle the entire process to include the distribution of any excess proceeds. The resolutions are needed for a clear title once the properties are sold and to obtain Title Insurance.

### **FISCAL IMPACT:**

There is no fiscal impact, except to receive funds due to the City.

### **ALTERNATIVES:**

- A- If the City forecloses and no one buys the property due to the amount of liens owed. The City would receive the property and would need to either (1) repair and sale the property or (2) Sale the property as is with no repairs to clear the debts owed to the City. The Same developers that were

willing to buy the properties from the current owners, are still wanting to purchase the property if foreclosed on.

**ACTIONS FOLLOWING APPROVAL:**

All intent to Foreclosures have been filed with the County of Madera. The next step is to place them with the Title company to start the clock for actual sale.

**COUNCIL RESOLUTION # -18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHOWCHILLA, CALIFORNIA  
AUTHORIZING A FORECLOSURE ON 15 ORANGE STREET**

**WHEREAS**, the City of Chowchilla has current liens pending and code enforcement actions in the amount of \$33,993.47.

**WHEREAS**, Any licensed title insurance company issuing a title policy to the City of Chowchilla or to a Buyer, or a lender's policy to the Buyer's secured lender, insuring among other things, good and valid title to a Buyer, may rely on this resolution as to the super-priority status of the Nuisance Abatement Lien foreclosure to transfer legal title to the property free and clear of all junior liens and encumbrances upon a proper Nuisance Abatement Lien foreclosure.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds and determines the following:

1. The above recitals are true and correct.
2. Council further authorizes City Administrator to negotiate and approve the Foreclosures
3. This Resolution is effective immediately upon adoption.

\* \* \* \* \*

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of May, 2018 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

APPROVED:

\_\_\_\_\_  
Dennis Haworth, Mayor

ATTEST:

\_\_\_\_\_  
Joann McClendon, CMC  
City Clerk

**COUNCIL RESOLUTION # -18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHOWCHILLA, CALIFORNIA  
AUTHORIZING A FORECLOSURE ON 630 N. 11<sup>th</sup> STREET**

**WHEREAS**, the City of Chowchilla has current liens pending and code enforcement actions in the amount of \$115,258.95.

**WHEREAS**, Any licensed title insurance company issuing a title policy to the City of Chowchilla or to a Buyer, or a lender's policy to the Buyer's secured lender, insuring among other things, good and valid title to a Buyer, may rely on this resolution as to the super-priority status of the Nuisance Abatement Lien foreclosure to transfer legal title to the property free and clear of all junior liens and encumbrances upon a proper Nuisance Abatement Lien foreclosure.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds and determines the following:

1. The above recitals are true and correct.
2. Council further authorizes City Administrator to negotiate and approve the Foreclosures
3. This Resolution is effective immediately upon adoption.

\* \* \* \* \*

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of May, 2018 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

APPROVED:

\_\_\_\_\_  
Dennis Haworth, Mayor

ATTEST:

\_\_\_\_\_  
Joann McClendon, CMC  
City Clerk

**COUNCIL RESOLUTION # -18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHOWCHILLA, CALIFORNIA  
AUTHORIZING A FORECLOSURE ON 540-542 SOUTH 5<sup>TH</sup> STREET**

**WHEREAS**, the City of Chowchilla has liens pending and code enforcement actions in the amount of \$33,993.47.

**WHEREAS**, Any licensed title insurance company issuing a title policy to the City of Chowchilla or to a Buyer, or a lender's policy to the Buyer's secured lender, insuring among other things, good and valid title to a Buyer, may rely on this resolution as to the super-priority status of the Nuisance Abatement Lien foreclosure to transfer legal title to the property free and clear of all junior liens and encumbrances upon a proper Nuisance Abatement Lien foreclosure.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds and determines the following:

1. The above recitals are true and correct.
2. Council further authorizes City Administrator to negotiate and approve the Foreclosures
3. This Resolution is effective immediately upon adoption.

\* \* \* \* \*

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of May, 2018 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

APPROVED:

\_\_\_\_\_  
Dennis Haworth, Mayor

ATTEST:

\_\_\_\_\_  
Joann McClendon, CMC  
City Clerk





## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2018

---

**AGENDA SECTION:** New Business

**SUBJECT:** Ratification of Emergency Authorization, Allowing Expenditure of Funds for Repair of Well No. 14

**APPROVED BY:** Jason Rogers, Director of Public Works

**ATTACHMENTS:** Resolution

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

---

**RECOMMENDATION:**

That the City Council ratify, by resolution, the emergency authorization by staff allowing repair of Well No. 14.

**BACKGROUND/SUMMARY:**

On April 17, 2017, residents and businesses within the City of Chowchilla experienced low water pressure. Once the City was notified of the loss of water pressure at a number of locations within the City's service area, staff immediately responded by increasing the flow of treated water from our wells and dispatched crews to determine the cause of the low pressure and discovered the cause of the low pressure was due to a mechanical pump failure with the City's top producing Well No. 14 and outside irrigation as a contributing factor.

As a result of the pump failure, Well No. 14 had to be removed from service while staff investigated and identify the needed repairs. Anderson Pumps was contacted and made an initial assessment that Well No. 14 had a broken shaft somewhere in the column. In order to confirm the assessment and potential repairs, Anderson Pumps had to pull the pump and video the well.

**REASON FOR RECOMMENDATION:**

Once Anderson Pumps began the process of pulling the pump, the first problem encountered was couplers not wanting to come loose from the shafts. They had to split most of the shaft couplers with a cutoff wheel. Once the coupler of the shaft is cut off, the shaft itself is not usable without re-machining the end. However, these shafts also had a stainless steel sleeve on the shaft that had moved or migrated away from the rubber bearing it is designed to ride on. This caused the shaft sections to have scaring and wear spots on them. After the whole pump was out, there was about 20-40ft of the shaft that did not have some sort of damage or a sleeve that had moved.

About halfway down the pump column pipe, Anderson Pumps found additional pipe couplers that would not loosen. Additionally, some of these pipes had been cross threaded and were not butted down all the way. When this happens, the brass retainers will not be held in place or held true to center (causing damage).

Once Anderson got down to the last piece of shaft, right above the bowl, the break was found. The bowl bearings had worn out, wobbled out and broken the shaft directly above. The bowl bearings could have been worn out from either sand, heat (if the water flow is stopped when the VFD is not spinning the pump fast enough) or a combination of the two. Either way, the main cause of the broken shaft was the bad bowl bearings.

Another observation is that the pump did not have a foot valve. The foot valve helps keep the water in the column pipe to pre-lube the rubber shaft bearings. Foot valves help to prolong the bearing/ line shaft life and are a recommended component to municipal wells.

The well video shows substantial calcium carbonate buildup plugging the perforations, encrustation buildup covering a casing joint at 399 feet and what may be a break in the casing. However, it is too difficult to see due to the buildup. This should be acid washed, brushed and re-videoed to verify the break and to help improve the yield of the well.

As a result of the inspection and consultation with the City Engineer, City staff authorized the following repairs to Well No. 14:

- Replace all the shaft and rubber bearings (370ft),
- Replace 5-7 brass retainers,
- Replace 15 pipe couplers,
- Replace 6 pieces of pipe (60ft),
- Replace the bowls and strainer,
- Installation of a foot valve,
- Replace the bowls,
- Re-bush and repack the top bearing,
- Acid wash and brushing,
- Re-video the well

The estimated time to complete these repairs is three weeks. As we continue with the needed repairs, the City may notice pressure fluctuations, especially during scheduled outside irrigation days. However, in order to prevent these fluctuations in pressure, the Public Works Department has authorized enactment of Stage III of the City's Water Conservation Plan, which will continue the current one day a week outside watering schedule until further notice.

Per section VI of the City's Purchasing Policy, the City Administrator may make or authorize others to make emergency procurements of supplies, equipment, services, or construction items when there exists a threat to public health, welfare or safety. Emergency procurements exceeding \$50,000 must be ratified by the City Council at their next regular meeting.

#### **FISCAL IMPACT:**

Funds for the scope of this emergency repair were not budgeted in the FY 2017/18 Fiscal Year. As a result, City Council will need to approve amending the Water Fund's budget. This can be paid utilizing reserve funds from the Water Fund.

Funding for the emergency inspection and repairs is estimated at a cost of \$94,005. Budget Line 7605-3170, System Repairs, should be amended by this amount to cover the costs of the repairs. There are no General Fund impacts from the recommended actions.

#### **ACTIONS FOLLOWING APPROVAL:**

The Finance Director will amend the Water Fund budget by \$94,005 in order to cover the cost of the Well No. 14 inspection and repairs.

**COUNCIL RESOLUTION # -18**

**A RESOLUTION OF THE CITY COUNCIL OF CHOWCHILLA, CALIFORNIA  
RATIFYING THE EMERGENCY AUTHORIZATION AND ALLOWING EXPENDITURE OF FUNDS  
FOR WELL NO. 14 INSPECTION AND REPAIR**

---

**WHEREAS**, The City of Chowchilla's Well No. 14 experienced a mechanical pump failure; and

**WHEREAS**, Due to Well No. 14 being the City's highest producing well; and

**WHEREAS**, there is the possibility that City will not be able to meet peak water demand without Well No. 14; and

**WHEREAS**, there is a potential risk to the public's health, safety and wellness; and

**WHEREAS**, the City Council previously adopted a City-wide budget for the 2017-18 fiscal year; and

**WHEREAS**, the City Council hereby ratifies the emergency authorization and expenditure of funds for inspection and repair of City Well No. 14; and

**WHEREAS**, expenditure accounts will need to be increased within the Water fund for said inspection and repair of Well No. 14; and

**WHEREAS**, an adequate fund balance is available in said Funds to allow for said increase of appropriations.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds and determines the following:

1. The above recitals are true and correct.
2. City Council does hereby ratify the emergency authorization allowing expenditure of funds for inspection and repair of Well No. 14.
3. The budgets of the Water Fund budget line 7605-3170 is hereby amended and increased by \$94,005.
4. A signed copy of this resolution shall be forwarded to the Director of Finance who shall prepare entries necessary to reflect the budget changes.
5. This resolution is effective immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of May, 2018 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

APPROVED:

\_\_\_\_\_  
Dennis Haworth, Mayor

ATTEST:

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Joann McClendon, CMC  
City Clerk



## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2018

**AGENDA SECTION:** New Business

**SUBJECT:** Authorization to Advertise a Request for Proposal for the Chowchilla Municipal Airport - Crack Repair & Slurry Seal

**APPROVED BY:** Jason Rogers, Director of Public Works

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

**RECOMMENDATION:**

That the City Council authorize to advertise for Chowchilla Municipal Airport - Crack Repair & Slurry Seal.

**BACKGROUND/SUMMARY:**

On June 27, 2017, the City Council approved grant funding from the FAA totaling \$187,200 for taxiway and apron rehabilitation that will focus on sealing cracks on runway, taxiway and apron pavement surfaces, in addition to the application of a slurry seal and installation of new pavement markings. The Federal Aviation Administration (FAA) will fund 90% of the project through an Airport Improvement Program (AIP) grant and provided the City with a grant agreement for acceptance and execution.

**REASON FOR RECOMMENDATION:**

The City of Chowchilla would like to continue moving forward with making necessary improvements at the Chowchilla Airport in order to increase the airport's visibility and to better market the airport and attract additional tenants in order to make the Airport fully self-sufficient. In order to move forward with the Crack Repair and Slurry Seal Project, staff needs to advertise a Request for Proposals (RFP).

**FISCAL IMPACT:**

The total project cost is estimated at \$208,000 and will be funded:

90.0%	\$ 187,000	Federal Aviation Administration AIP grant
4.5%	\$ 9,360	Caltrans Aeronautics matching funds
5.5%	\$ 11,440	General Fund

All costs associated with this project will occur in the 2018/2019 Fiscal Year and will be budgeted for that year.

**ALTERNATIVES:**

Not to advertise the RFP, and return the grant funding from the FAA and thereby, be unable to complete the necessary repairs.

**ACTIONS FOLLOWING APPROVAL:**

Advertise the RFP for Crack Repair and Slurry Seal of the Chowchilla Municipal Airport.



## REPORT TO THE CITY COUNCIL

Meeting of: May 8, 2016

---

**AGENDA SECTION:** New Business

**SUBJECT:** 2018 Council Rules of Procedures

**PREPARED BY:** Brian Haddix, City Administrator

**ATTACHMENTS:** Proposed Rules of Procedure

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

---

### **RECOMMENDATION:**

Recommendation: That the City Council repeals the existing City Council Norms and Procedures approved at the Council's regular meeting held on the 12<sup>th</sup> day of November 2013 and adopt the Rules of Procedure of the Chowchilla City Council and all other Local Agencies for which Members of the City Council serve as Governing Body.

### **SUMMARY**

The Rules of Procedure of the Chowchilla City Council and all other Local Agencies for which Members of the City Council serve as Governing Body (Rules of Procedure) guides the process by which Council decides the business of the City. It addresses types of meetings, Council duties, the agenda, the manner by which the Council deliberates decisions at its meetings, and the relationship between Council and City Staff. The attached 2018 Rules of Procedure is an enhanced manual that includes information related to the appointment of advisory bodies, compensation of Council Members as prescribed by the Municipal Code, rules of order and decorum, staff support to Council, the City Police Chief and the City Administrator relationship with Council, conflicts and liabilities, and additional resources and information related to the roles and duties of Council Members. The Rules of Procedure provide for the orderly business of meetings and outline various procedures to facilitate an organized and systematic follow of public meetings.

### **BACKGROUND:**

In 2001, The City Council adopted its "City Council Norms and Procedures." In 2013, the City Council adopted Resolution No. 92-13, which superseded the prior version.

It is customary for cities to regularly update existing Rules of Procedure in an effort to maintain compliance with California law and to resolve procedural questions that may have arisen. To that end, the City Council assigned Mayor Haworth and Council Member Ahmed to serve on an ad hoc committee to review and make changes to a proposed draft Rules of Procedure proposed by staff.

On April 12, these two Council members met and provided staff with proposed changes to the draft document. Based on their mutual concurrence, these changes have been incorporated into the attached document. One item proposed that did not receive concurrence by the ad hoc committee was whether the draft Rules of Procedure should include a presumption that succession toward the position of Mayor

and Mayor Pro Tem by Council members be based on seniority. Because this recommendation did not receive support of the ad hoc committee, it is left to the full Council to debate this proposal.

**REASON FOR RECOMMENDATION:**

Maintain compliance with State law and to confirm Council's goals and incorporate Council's core values as adopted by the Council on November 12, 2013.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

1. The Council not adopt the proposed 2018 Rules of Procedure and continue conducting Council meetings using the Rules of Procedure adopted in 2001 and revised in 2013; or
2. Council provides direction to staff on desired changes and/or updates to the proposed Rules of Procedure.

**ACTIONS FOLLOWING APPROVAL:**

If approved, the new Rules of Procedure will take place immediately, and henceforth guide all meetings of the City Council and all other Local Agencies for which Members of the City Council serve as the Governing Body.

Rules of Procedure of the Chowchilla City Council  
and all other Local Agencies for which  
Members of the City Council serve as Governing Body



Approved by the City Council on \_\_\_\_\_.



# **CITY OF CHOWCHILLA**

## *City Council Core Values*

- Accountability
- Innovation
- Professional Excellence
- Respect
- Teamwork
- Trustworthiness

Core values adopted by City Council November, 2013 with Resolution # 92-13

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**The City of Chowchilla acknowledges and greatly appreciates the excellent work of the Cities of Menlo Park, Davis and Sanger, California, and their willingness to share their “procedures manual” as a helpful example.**

## Introduction

The Chowchilla City Council establishes policies and priorities for the community and is responsible for the fiscal health of a public corporation.

## Purpose of the Procedures Manual

City of Chowchilla staff prepared a procedures manual to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, with the City Administrator having overall responsibility, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Council Members in their actions. It is anticipated that this Procedures Manual may be revised from time to time.

## Overview of City Documents

This Procedures Manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a city council. Many other laws, policies, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

**Municipal Code:** The Municipal Code contains local laws and regulations adopted by ordinances. The administrative chapter of the code addresses the time and place of meetings, compensation of council members and council member attendance at council meetings. It also describes the organization and appointment of advisory commissions. In addition to these administrative matters, the Municipal Code contains a variety of laws. The Municipal Code is available on the City's website.

**California Government Code:** The State Government Code contains many requirements for the operation of city government. Many of these requirements are also replicated within the Municipal Code to ensure there is broad awareness of such requirements. Chowchilla is a "general law" city, which means it is organized in accordance with provisions of the State Government Code. Also described within the government code is the Council-City Administrator form of government. Basically, this form of government prescribes that a city council's role is to establish policies, priorities, oversight and direction. The role of the city Administrator is to carry out the mission and direction of the Council while overseeing the operations of the city government.

**Strategic Plan:** Based on the Vision and Mission Statements and in consideration of the community's Values, four broad Strategic Plan categories and their applicable goals are identified for a five-year planning period. The categories provide an organizational framework for the strategic Action Steps that will be initiated to implement community consensus on these overall goals. These goals and ensuing Action Steps are the basic elements of the City's long-term efforts to help Chowchilla grow and thrive in the years ahead and will provide a metric to determine our progress toward addressing the concerns, desires and priorities of the community.

**Annual Budget:** The City's annual budget provides a description of city services and the resources used to provide services. The document contains both a broad overview of the budget as well as descriptions of programs and services organized for convenience by lead department. The City operates on a July 1 through June 30 fiscal year.

**General Plan:** The General Plan is comprised of a number of elements, such as land use, transportation, open space and housing, in accordance with State requirements, and provides a policy framework for various matters that fall within these areas.

## **Orientation of New Council Members**

It is important that members of the Council have an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Clerk coordinates an orientation session with each Council Member which includes meeting with Department Heads to provide tours of City facilities and meetings with key staff.

# Chowchilla City Council: Powers and Responsibilities

## City Council Generally

The powers of a city council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, *the Council shall have the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the United State of America and State of California (California Government Code).*

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is upheld. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council Members who held a minority opinion on an issue.

Limitations are imposed on a Council Member's ability to serve on appointed boards of the city. State law expresses that no member of the Council shall serve as a voting member of any city board, committee, or commission, such as the Planning Commission, Airport Advisory Committee and Heritage Preservation Committee, whether composed of citizen volunteers, city employees, or a combination of both.

This is not to be construed as prohibiting members of the Council from serving on committees or subcommittees of the Council itself, such as Council ad hoc committees, or of agencies representing other levels of government, including the Madera County Transportation Commission and the Madera County Economic Development Commission. In fact, Council Members often participate and provide leadership in regional and state programs and meetings. Council Members are strongly encouraged to report to the Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

## Role of Mayor & Mayor Pro Tem

### Mayor Selection:

It is present practice to rotate the selection of Mayor annually. The Council vote decides the rotation selection of the Mayor. However, the Mayor's position may be reappointed for consecutive years if the Council so chooses. The Mayor Pro Tem position is a natural ascendancy to Mayor, but not automatic. The Mayor and Mayor Pro Tem are peers of and serve at the pleasure of the other Council members.

## **Mayor:**

As reflected in the Municipal Code, the Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes. As such, the Mayor shall be the chief spokesperson for the City, representing the City at all ceremonial events and functions, and shall issue all ceremonial proclamations, certificates, and awards.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the City Administrator has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tem's signature may be used.

The Mayor and Mayor Pro Tem shall consult and coordinate with the City Administrator in the development of agendas for meetings of the City Council. It is the responsibility of the City Administrator to oversee the addition and deletion of items on the City Council agenda. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the Council or the introduction of new items not otherwise part of the Council's identified priorities or staff's work plan. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full City Council at an official Council meeting. The staff maintains a "tentative" Agenda Forecast that establishes when matters will likely be considered at future meetings.

**Mayor Pro Tem:** The Mayor Pro Tem shall be elected by the Council and serve at the pleasure of the Council. The Mayor Pro Tem shall perform the duties of the Mayor whenever the Mayor is absent or is unable to perform such duties.

## **Appointment of City Administrator, Police Chief**

The City Council appoints two positions within the city organization: the City Administrator and Police Chief. Both positions serve at the will of the City Council. The City Administrator and the Police Chief are employees of the City and have employment agreements that specify certain terms of employment. The City Administrator is responsible for all other personnel appointments within the City.

## **Appointment of Advisory Bodies**

The city has a number of standing advisory bodies. Chapter 2 of the Municipal Code contains adopted policy on the appointment, roles and responsibilities of the various Commissions and Committees. These procedures apply to all appointments and reappointments to standing advisory bodies.

In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc body is a body created by Council for a specific task. Council subcommittees, when used, are to help the Council do its job. Committees ordinarily will assist the Council by preparing policy alternatives and implications for Council deliberation. Council subcommittees will normally not have direct dealings with staff operations. Council subcommittees may not speak or act for the Council.

Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee ceases to exist as soon as its task is complete. The Council may assign, and specify the role of, one or two Council Members to the task force (if more, it becomes a defacto Council meeting). Unless otherwise specified, Council Members have all the rights, and only the rights, of ordinary citizens with respect to task forces and other ad hoc bodies.

Note that both appointed advisory bodies and ad hoc committees are usually subject to the open meetings laws commonly known as the Brown Act. A complete list of these advisory bodies and committees are maintained by the City Clerk. There is one exception to subcommittees being subject to the Brown Act: ad hoc advisory committees consisting of less than a quorum of members of the governing body and with the following conditions: (1) the committee must be purely an advisory committee with no decision making authority; (2) the committee must be composed solely of less than a quorum of members of the governing body; (3) the committee must not have continuing subject matter jurisdiction; and (4) the committee must not have a meeting schedule fixed by formal action of the governing body.

## **Council Relationship with Advisory Bodies**

The City Council has determined that Council Members should not lobby commissioners/committee members for particular votes. However, Council Members may attend meetings as residents and request that commissioners/committee members consider certain issues during their deliberations or in unusual instances as Council Members to reflect the views of the Council as a body.

Council Members choosing to attend commission or committee meetings should be sensitive to the fact that they are not participating members of the body. Council Members have the rights, and only the rights, of ordinary citizens with respect to Commissions – including the right to write to and speak to the Commission during public comment periods.

## **Role of Commission/Committee Liaison**

Members of the Council are assigned to serve in a liaison capacity with one or more city commissions and/or committees. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

Members should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committees, Council Members are to reflect the views of the Council as a body. Being a commission liaison bestows no special right with respect to commission business.

Typically, commission/committee liaison positions are assigned to annual terms beginning in January. The Mayor will ask Council Members which liaison assignments they desire and will submit recommendations to the full Council regarding the various committees, boards, and commissions which City Council Members will represent as a liaison. In the rare instance where



more than one Council Member wishes to be the appointed liaison to a particular commission, a vote of the Council will be taken to confirm appointments.

Additionally, members of the Council are assigned to serve as representatives or designees to outside agencies and boards.

# City Council Meetings

## General Procedures

By resolution, the City Council adopts this document as a modified version of Roberts Rules of Order.

**Presiding Officer:** The Mayor is the presiding officer and acts as chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tem serves as presiding officer. In the absence of both, the Council Members present shall elect a Presiding Officer for that meeting.

**Seating arrangement of the Council:** The Mayor Pro Tem is seated immediately next to the Mayor. The Mayor, with the approval of individual Council Members, shall establish the seating arrangement for regular Council meetings.

**Quorum:** Three-fifths of the Council Members constitute a quorum for the transaction of Council business. If a quorum is not in attendance, those attending will be named in the minutes. They shall reschedule the meeting to a later set time. If there are repeated absences by Council Members, those members in attendance may adjourn from day to day and/or institute proceedings to compel attendance of the absent Council Member as prescribed by law.

**Council Member Attendance:** In accordance with the Municipal Code, members of the City Council are expected to attend all meetings. If a Council Member is absent from one-half or more of a Council meeting, as measured by the time duration of that meeting, then the Council Member will be considered to have been absent from that entire meeting.

Additionally, if a Council Member has unexcused absences from three (3) consecutive regular meetings or half or more of all regular meetings held in a given calendar quarter of the calendar year, then the City Council may declare the absent Member's seat abandoned and vacant [California Government Code § 36513(a)]. An absence will be considered unexcused unless the City Council finds that at the time of the absence the Council Member was performing services for the city, was ill or on sequestered jury duty or the absence was due to a hardship deemed acceptable by the City Council.

**City Administrator Attendance:** The City Administrator shall attend all meetings of the Council unless excused. In his/her absence, the City Administrator shall designate a substitute. The City Administrator may make recommendations and have the right to take part in all discussion of the Council when recognized by the Mayor to do so, but shall have no vote.

**City Attorney Attendance:** The City Attorney shall attend all meetings of the Council unless excused. In his/her absence, the City Attorney shall designate a substitute. The City Attorney shall give opinions, either written or oral, on questions of law and shall act as the Council's parliamentarian.

**City Clerk Attendance:** The City Clerk shall attend all meetings of the Council unless excused. In his/her absence, the City Administrator shall designate the Deputy City Clerk as the substitute. The City Clerk shall prepare and post the agenda, record, prepare and maintain the

official record of the Council, and perform other related duties as prescribed by the Council and/or City Administrator.

**Department Heads/Employee Attendance:** Department Heads and City employees, as directed by the City Administrator, shall attend Council meetings.

**Media Attendance:** In accordance with the Brown Act, all meetings of the City Council and City Boards/Commissions (except closed sessions as authorized by State law) shall be open to the media, and may be recorded and/or broadcast by tape, radio, television or photography, provided that the manner in which such recording or broadcast is made does not unreasonably disrupt the meeting.

**Minutes of Proceedings:** An account of all public proceedings of the City Council shall be recorded by the City Clerk and entered into official minute books of the Council. The minutes shall publicly report any action taken and the vote or abstention on that action of each member present for the action. The minutes shall be available for inspection by the public.

**Right of Floor:** A member desiring to speak shall first be recognized by the Mayor and shall confine his/her remarks to the subject under consideration.

**Preservation of Order:** The Mayor shall preserve strict order and decorum, and except for matters raised by members of the public during the Public Forum, shall confine debate to the item under discussion.

**Point of Order:** The Mayor shall determine all points of order, subject to the right of any member to appeal the decision to the full Council. If an appeal is taken, the question to the Council may be: "Should the decision of the Mayor be sustained?"

**Rules of Order:** Except in cases of conflict with these Rules or the Brown Act, the current official edition of Robert's Rules of Order shall govern the proceedings of the City Council.

**Motion and Vote to be Stated:** The Mayor, or a Council Member designated by the Mayor, shall state any motion submitted for a vote, and the Mayor shall announce the result of all votes. A roll call vote shall be taken by the City Clerk upon the request of any Council Member.

**No Secret Ballots or Voting:** Except as otherwise allowed by the Brown Act, all votes shall be conducted in public and the Council shall not take any action by secret ballot, whether preliminary or final. All actions of the Council require a majority affirmative votes.

## Meeting Schedule

All meetings of the City Council (except closed sessions authorized by State law) shall be open to the public. No member of the public may be required, as a condition to attendance at a Council meeting, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any other condition precedent to his/her attendance.

Regular meetings are usually held in the Council Chambers, 130 South Second Street, on the second and forth Tuesdays of the month. Typically, closed sessions convene at 6 p.m. and

regular sessions convene at 7 p.m. The City will schedule Town Hall meetings from time to time during the year.

No Council meeting will typically be held in the event that a regular meeting of the Council falls on a legal holiday. Other meetings throughout the year may be cancelled as well. Council Members should inform the City Administrator as soon as possible if they intend to be out of town on a set meeting date. On occasion, arrangements may be made in order for Council Members to remotely participate in Council meetings by telephone conference call when out of town, as spelled out in the Brown Act.

## **Special Meetings**

Special meetings may be called by the Mayor or by a majority of the City Council, in accordance with the Brown Act. The call for a special meeting shall specify the date, place, and time of the meeting, and all items of business to be considered. At least twenty-four (24) hours written notice of the special meeting shall be delivered to and received by all Council Members, to each local newspaper of general circulation, and to each radio and television station that requested such notice in writing. The notice of special meeting shall also be posted at the front entrance of City Hall, and a copy thereof shall be sent to the Public Library. Only those matters specified in the call for the special meeting may be discussed at the meeting. Every notice of a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to address the Council directly on that item before action is taken.

## **Adjourned Meetings**

Any meeting of the City Council may be adjourned by a majority vote to a later date, place, and time, provided that no adjournment is for a period beyond the next regular meeting. The Clerk shall conspicuously post the notice or order of adjournment at the front entrance of City Hall and send a copy thereof to the Public Library within 24 hours of adjournment of the meeting.

## **Development of Agenda**

Staff will provide a yearly meeting calendar identifying meeting dates and to aid members and staff with planning and scheduling.

All agenda items must be within the subject matter jurisdiction of the City.

A draft of the agenda for each Council meeting shall be prepared by the City Clerk under the direction of the City Administrator. The final agenda shall be posted and delivered to the Mayor and Council Members no later than 6:00 p.m. on the Saturday preceding the Tuesday meeting.

Any agenda item not in compliance with the procedures established herein is subject to being removed from the Agenda by the Council.

City Council meetings shall end, as appropriate, by no later than 10:00 p.m. At 10:00 p.m., the City Council will vote to either proceed with the meeting or carry the remaining items over to the following City Council meeting.

Given this agenda development schedule, it is extremely difficult when Council requests at a Tuesday meeting that a report be prepared for consideration the following regular meeting. Preparation of an agenda item which includes vetting by the City Administrator, Finance Director and City Attorney takes a considerable amount of time. Complex reports, of course, will require even greater time to prepare. As such, new agenda items requested by Council will be brought back to Council no less than two council meetings later. Among other considerations, the ability to schedule new agenda items depends on, the nature of the item itself, other agenda subjects that are already scheduled, and the amount of time available in a Council meeting. On occasion there will be an item of an extraordinary nature necessitating quick resolution. If possible, staff will strive to bring that item back to Council as soon as possible.

## Placing Items on Agenda

**City Council:** There are two routes for placing an item on the Council agenda. A Council Member may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Council Members may make this request verbally during a meeting or may submit written requests. Normally, the process involves two steps: initial consideration of the request by the full Council during the Council Reports section of the agenda with comments to be by the full Council. The matter is then scheduled for consideration on an upcoming meeting agenda.

**Members of the Public:** Requests by members of the public for placement of an item on the Agenda shall be referred to the City Administrator, who shall determine if and when such matters shall be placed on the Agenda.

**Emergency and Subsequent Need Items:** Emergency and subsequent need items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. After the agenda is posted an item (subsequent need) arises that requires Council action. Subsequent need items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda; and, (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by two-thirds (2/3) vote; if less than five members of Council are present, the findings require a unanimous vote of those present.

## Notification and Advertising

The City publicizes matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where required by law. These publications, such as advertisements and notifications, are intended to inform all interested individuals.

The process of publication includes posting the agenda at the front entrance of Chowchilla City Hall and a copy sent to the Public Library at least 72 hours before any regular meeting. Included in this publication is the time, date, and location of the meeting and a brief description of each item of business to be transacted or discussed at the meeting, including closed session items, and any other information required by law.

## Order of Business

The order of the agenda is as follows:

1. Normally, at 6:00 pm, the Council will convene, with a public Call to Order; Roll Call; Consideration of Approval of Agenda where the Council will then consider Agenda approval: additions, deletions, modifications, and at the discretion of the Mayor, the order of agenda items can be re-arranged; and Public Forum regarding Closed Session agenda items. The Council will then adjourn to Closed Session. If any Closed Session agenda item has not been completed in the time allotted, then the Council may carry it over to a later time during the meeting, and/or to another regular or special meeting of the Council.
2. If time allows, Council Members may meet and greet members of the public from approximately 6:30 – 7:00 p.m.
3. Normally, at 7:00 p.m., the Council will reconvene in Open Session, with a Pledge of Allegiance, and Invocation.
4. The City Attorney and/or City Administrator will announce any reportable Closed Session actions.
5. The Council will next consider Presentations/Workshops: Proclamations, Presentations, Awards, Guest Introductions, and Ceremonial Resolutions.
6. Workshops (as needed).
7. Public Forum (Open).
8. Council and Staff Reports (as needed).
9. The Council will next consider the Consent Calendar. Consent items are of a routine nature that do not set new Council policy.
10. The Council will next hold any listed Public Hearings.
11. The Council will next consider Deferred Business. This pertains to New Business agenda items carried over from a previous Council meeting.
12. The Council will next consider Department Reports.
13. Continuation of Closed Session, if needed.
14. Reconvene in Public Session, if continuation of Closed Session held.
15. The City Attorney and/or City Administrator will announce any additional reportable Closed Session actions.
16. Announcements.
17. Adjournment.

The following section describes the various types of meeting components

1. **Closed Sessions** (*closed to the public*): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a city council may meet without the public in attendance. While the Government Code allows for various reasons permissible for closed session, some of the major reasons include:

Real Property: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (*Cal Govt Code 54956.8*).

Litigation: Pending or a significant exposure to litigation or the decision to initiate litigation; the litigation title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

Compensation: Salaries and benefits of employees; Council meets in closed session to review its position and instruct designated representatives (*Cal Govt Code §54957.6*).

Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear a complaint against the employee unless the employee requests a public hearing (*Cal Govt Code §54957.6*).

It is critical to stress that there shall be no disclosure of closed session confidential information. Members of the Council, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press, or anyone else, the content or substance of any discussion which takes place in a closed session without Council direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled prior to the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain. On occasion, during the course of a regular meeting, an issue arises that requires the Council to adjourn to a closed session on the advice of the City Attorney.

- 2. Consent Calendar:** Those items on the Council agenda that are considered to be of a routine and non-controversial nature by the City Administrator are placed on the “Consent Calendar.” These items shall be approved, adopted, accepted, etc., by one motion of the Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Council Members may request that any item listed under “Consent Calendar” be removed from the Consent Calendar, and Council will then take action separately on this item. A member of the public may request that an item listed under “Consent Calendar” be removed and Council action taken separately on the item; the City Council must concur with such a request. Items that are removed (“pulled”) by members of the Council for discussion will typically be heard during the New Business section of the agenda after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

Council Members are encouraged to contact the City Administrator’s office prior to 12:00 noon on the day of a Council meeting day to provide notification of items to be removed from the Consent Calendar. This practice allows the City Administrator to notify staff that may need to be present to respond to removed items.

- 3. Public Comment:** During the Public Forum portion of the meeting, any person may address the Council on any item of interest to the public, provided that the item is within the subject matter of the jurisdiction of the Council and is not otherwise on the agenda. Except as allowed by the Brown Act, no action shall be taken by the Council on any item not on the agenda.

When written materials are presented, they should be submitted to the City Clerk for distribution and record keeping. Comments are typically limited to three minutes per speaker so that all have an opportunity to address the Council.

Before any item is opened for public comment, the Mayor may inquire as to the number of persons wishing to address the Council on that item. If more than five (5) persons wish to address the Council on the same side of an item, the Mayor may direct that such persons designate a limited number of speakers (the number to be determined by the Mayor based on the complexity and controversial nature of the issue) to represent that side of the issue. If such persons fail or refuse to designate representative speakers, the Mayor may do so for them. The representative speakers shall be limited to five (5) minutes, and shall be allotted sufficient time to fairly address the issue. If a speaker is being repetitious or discussing matters that are not relevant to the issue under consideration, the Mayor may limit the speaker's comments.

All remarks shall be directed to the Mayor and the Council as a body, and not to any particular Council Member, or member of staff. No person, other than members of the Council and the person having the floor shall be permitted to enter into the discussion unless requested by the Mayor to speak. No member of the public shall direct questions to Council Members individually, or to members of staff, except through the Mayor.

Persons making impertinent or slanderous remarks, or who become boisterous so as to disrupt the meeting, may be requested by the Mayor to leave. The Mayor shall discourage demonstrations before the Council, such as applauding or "booing." Upon instructions by the Mayor, a police officer may be called for the purpose of removing any person who, in the Mayor's judgment, is disrupting the meeting. Persons ejected for disrupting Council meetings shall be subject to prosecution for violation of Penal Code Section 403 and/or the Brown Act.

Any person may submit written comments to the Council through the City Clerk or City Administrator's Office, and request that members of the Council receive copies of such materials in the agenda packet, provided that such materials are received in sufficient time to be included for distribution in the agenda packet. Otherwise, such materials shall be distributed prior to or at the meeting during which the subject matter will be considered. The Clerk shall charge for the cost of reproducing copies of such written materials if they are in excess of three (3) pages.

Videos, PowerPoint or similar presentations may accompany in-person testimony but are subject to the same speaking time limits. Prior notice and coordination with the City Clerk is strongly encouraged and the Mayor reserves the privilege to limit such requests as necessary for the effective conduct of the meeting. Speakers are to address their comments to the City Council from the podium.

Public comment on regular business items normally follows staff's presentation of the staff report, clarifying questions from Council Members as necessary and appropriate.

- 4. Council and Staff Reports:** Council and Staff Reports provide an opportunity for Council members, City Administrator and Department Directors to address the Council on matters of importance or to update the Council and community on studies that are underway.



- 5. Department Reports:** Regular items are shown on the agenda and are normally taken in the order listed.
- 6. Public Hearing:** In the case of public hearings, once the Council has voted to close the hearing, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).

Procedures regarding public hearings are as follows:

**Introduction.** The Mayor announces the subject of the public hearing and declares the public hearing open.

**Staff and Written Material Presentation.**

1. Staff reports and other written materials included in the agenda packet are received and filed. Written comments previously submitted to staff or the Clerk (e.g. letters, protests, and the like) are noted in the record. All parties to the public hearing shall have a reasonable opportunity to review and comment on any written materials submitted to the Council before action is taken.
2. Oral reports are presented by staff members.
3. Staff responds to Council Member questions.

**Public Comment**

1. The purpose of the public comment is to provide an opportunity for the applicant and members of the public to testify in support or in opposition to the matter being heard.
2. The Mayor instructs members of the public:
  - a. To speak into a microphone (so as to maintain a public record).
  - b. That repetition should be avoided.
3. The applicant and/or his/her representative will normally speak first. The applicant (and/or his/her representatives and witnesses), as well as any organized opposition to the matter under consideration (and their representatives and witnesses), will be limited to a total of twenty (20) minutes per side. The applicant shall also be entitled to rebuttal, not to exceed five (5) minutes. The Mayor may inquire as to the number of persons wishing to speak for or against the matter under consideration; or the Mayor may direct all persons wishing to address the Council on the item to submit written requests to speak with the Clerk. If more than five (5) persons wish to address the Council on the same side of the item, the Mayor may direct such persons to designate a limited number of speakers (the number to be determined by the Mayor based on the complexity and controversial nature of the issue) to represent that side of the issue. If such persons fail or refuse to designate representative speakers, the Mayor may do so for them. In complex or controversial matters, the Mayor may extend the time limits commensurate with the amount of time reasonably necessary to present the matter fully.

**Testimony.** Testimony need not be given under oath, and cross examination of witnesses is not permitted, unless either is required by law.

**Council Deliberation.**

1. After the Mayor has determined that no other member of the public wishes to speak, or that all other speakers will be repetitious of the matters previously stated, the item shall be returned to the Council for deliberation.
2. Council Members make and second a motion, and then discuss the motion.
3. Members of the public may request permission of the Mayor to comment on the motion.
4. The Mayor, at his/her discretion, may allow public comment on the motion.

**Council Action.**

1. The Council may continue the open public hearing to a specific date if it wishes to receive additional information (e.g., a supplemental staff report); or
2. The Council may:
  - a. Close the public hearing and vote on the motion on the floor;
  - b. Offer amendments or substitute motions (additional public comment on the amended or substitute motion is subject to the Mayor's discretion); or
  - c. Close the public hearing and continue the matter to a later date for decision (no additional reports or testimony may be received unless the hearing is reopened).

## **Order of Presentation of Agenda Items**

1. The Mayor introduces the agenda item.
2. The relevant City Staff as identified in the agenda item presents a 'brief' overview of the specific agenda item.
3. The floor is returned to the Mayor.
4. The Mayor entertains questions of Council.
5. The time allotted for public comment on both information and action agenda items is limited to three (3) minutes per person, except that the Mayor has the discretion to allow more time as circumstances warrant. Questions and/or requests are to be directed to the Mayor. Upon closing of public comment ALL questions and requests shall be addressed by the Mayor to appropriate staff person.
6. The Mayor will return time to Council Members for follow-up comments/questions and/or closing remarks associated solely with the specific agenda item.
7. The Mayor asks for a motion and second based on the recommendation of City Staff and/or Council desire. The Mayor shall then call for a vote on motions properly made and seconded. The Mayor shall be in charge of making a record and/or providing said wording when requesting motion. Requests for additional wording may be entertained in the form of a motion.
8. If a motion fails, the Mayor may request another motion.
9. When the Council has completed its consideration of an agenda item, then the Mayor shall call the next agenda item.

## **Ordinances, Resolutions, and Contracts**

All ordinances, resolutions, and contracts shall be approved as to form and legality by the City Attorney and as to content by the City Administrator, before submission to the Council. All contracts shall be executed by the other party before submission to the City Council. The City Administrator may waive this requirement.

Unless a member requests full reading, a proposed ordinance will be read by title only. An affirmative vote of at least three members of the full Council shall be necessary to adopt any ordinance. Urgency ordinances and supplemental appropriations must be adopted by at least a four-fifths (4/5) vote of the full Council.

The City Clerk will assign a number to the ordinance, and publish and post the ordinance, or a summary thereof, as required by law. Any summary must be approved by the City Attorney before it may be posted and published. The ordinance shall be filed and preserved in the City Clerk's office.

## Discussion Rules

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of Council meetings.

1. **Interruptions:**
  - a. Once recognized, a Council Member is considered to have the floor, and another Council Member may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Council Member holding the floor shall cease speaking until the point of order or privilege is resolved.
  - b. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
2. **Discussion:** A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process and may ask the City Administrator to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.
3. **Tabling Procedure:** Tabling an item immediately stops discussion and causes a vote to postpone the item indefinitely or to a time and date certain. A motion to “continue” an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.
4. **Right of Protest:** A Council Member is not required to state reasons for a dissenting vote, but may do so if done in a professional manner.
5. **Calling for the Question:** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A Council Member may move to “call for the question” on an item which is being considered. The motion requires a second, is not debatable, and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable and the City Council must vote on it.
6. **Personal Privilege:** The right of a Council Member to address the Council on a question of personal privilege shall be limited to cases in which the integrity, character, or motives of the Council Member have been brought into question. The Council Member shall not interrupt the speaker and shall be recognized by the Mayor before speaking.

## Voting Procedures

When present, all Council Members are to vote.

Council Members wishing to abstain from a particular vote shall orally state their abstentions.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by the majority with a quorum present or as required by law.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member will step down from the dais and leave the Chambers.

Upon the request of any Council Member, a roll call vote will be taken and recorded by the Clerk on the motion before the Council. The Mayor's name shall be called last with other member's names called at random by the City Clerk. Members shall not give explanations for their vote during a roll call.

**Tie Vote:** A tie vote is equivalent to a motion that has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

**Rules of Debate:** The Mayor as presiding officer may move, second, and debate items from the Chair, and shall not be deprived of any rights or privileges of a Council Member. Any ruling of the Mayor may be appealed at the request of any Council Member. The Mayor shall call for a roll call vote to determine if the ruling is upheld.

When a motion is before the Council, no motion shall be entertained except:

1. **Motion to Amend.** Amendments that modify a motion on the floor are in order and may be debated only if the modification does not significantly alter the substance of the original motion. The proposed amendment is voted on first; the main motion is voted on last (as amended or in its original form if the amendment is defeated). A motion may be amended more than once with each amendment being voted on separately. There shall be only one amending motion on the floor at any time.
2. **Motion to Postpone.** A motion to postpone the debate indefinitely is always in order and is subject to debate. If such a motion is adopted, then the discussion on the issue before the Council ends with no further discussion. A motion to postpone to a definite time is always in order, but is not subject to debate except as to the proposed continued date. If such a motion is adopted, then the discussion on the issue is delayed to a later date.
3. **Motion to Table.** A motion to table is always in order. It is not subject to debate or to amendment. The purpose of a motion to table is to bypass the item temporarily. If a motion to table is adopted, the item may be taken from the table at any time prior to adjournment of the next regular meeting. Items that are tabled shall automatically be set on the agenda for the next regular meeting. If the item is not taken from the table within the time specified, the principal question is lost.

**Continuation of an Item:** Any Council Member may, as a matter of personal privilege, continue an item that is not subject to a deadline to the next regular Council meeting. This continuance may be overruled by majority vote of the Council Members present.

Any person may request continuance of an item. The Council, by majority vote of those present, may grant the continuance.

**Motion to Reconsider:** A motion to reconsider any action taken by the Council may be made within thirty (30) days after the Council's vote. A four-fifths (4/5) vote of the full Council shall be required for the Council to change any action after the City has completed the activities authorized in the Council's prior vote.

## Other Guidelines

Other guidelines have been developed to ensure that meetings of the Council are conducted in a civil and professional manner. Council Members and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Discourage side conversations, disruptions, interruptions or delaying efforts.
3. Inform the Mayor before departing from a meeting.
4. Limit disruptive behavior. The Mayor will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action. The Council has a policy to discourage applause, booing or other similar behaviors from the public during meetings.
5. Limit breaks of the City Council to 5-10 minutes. The Mayor may resume the meeting if a quorum exists and other members have not returned from the break within the announced time period.
6. Impose time limits on speakers. While the City Council encourages and embraces the need for and right of public participation, it acknowledges that public comments must, at times, be limited. Therefore, the Mayor, as presiding officer, may poll the audience for an indication of the number of people wishing to speak, and to impose time limits per speaker. Typically, speakers are limited to three (3) minutes but a shorter time limit may be established as deemed necessary. When a member of the public is to speak on behalf of others in attendance, a maximum time limit of ten (10) minutes is usually imposed. After the time limit, Council may ask questions of the speaker for clarification, if needed. Each speaker will be thanked for his or her participation.

**Values of Respect:** The City Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some guidelines utilized by the City Council include:

1. Discussion should focus on policy matters
2. Personal criticism of members is inappropriate
3. Proper decorum should be displayed as other members express their views
4. Treat members of the public equally, applying rules in a fair and consistent manner

**Enforcement of Order:** The Police Chief or his/her designee acts as the Sergeant-At-Arms. The Mayor may request the Police Chief or his/her designee to enforce the rules of protocol.

## **Open Meeting Laws ("The Brown Act")**

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

**Applicability and Penalties:** The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950. The intent of

the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings.

A. Applicability: The Act applies to Council and all commissions, boards and Council appointed subcommittees (except if comprised entirely of two Council Members) and task forces that advise Council. Staff cannot promote actions that would violate the Act.

B. Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings take place when any member of Council or city staff contact more than two Council Members for the purpose of deliberating or acting upon an item pending before the City Council. This restriction does not apply to the public or media who may contact Council Members. Correspondence that merely takes a position on an issue is acceptable. Note that the Brown Act applies to City Council Members immediately after their election and prior to their swearing-in ceremony.

C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

D. Actions: No action can be taken on any item not appearing on the posted agenda.

*Exceptions:* 1) An emergency situation exists (determined by a majority of the Council). 2) The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote). 3) The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

E. Public Input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a particular issue. Three minutes per speaker has been standard, but in unusual cases either shorter or longer time periods may be established by the Mayor or the Council.

F. Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting "unfeasible"; the press may remain unless they participate in the disruption. (Government Code Section 54957.9)

G. Correspondence: All writings distributed for discussion or consideration at a public meeting are public records.

H. Special Meetings: Special meetings may be called by the City Clerk or City Administrator with strict notification requirements for delivery to the media and Council 24 hours before the time of the meeting.

I. Emergency Meetings: Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

J. Other Provisions: The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in

this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.

# Council Communications

## Overview

Perhaps the most fundamental role of a Council Member is communication—communication with the public to assess community opinions and needs—communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a Council Member. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

## Correspondence from Council Members

Members of the City Council may occasionally be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City’s position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the Council is placed on official City letterhead and is signed by the Mayor or City Administrator. Individual members of Council may prepare letters to constituents in response to inquiries or to provide requested information. Individualized City Council Member letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should use their individualized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of Council.

Council Members may be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual Council Members to utilize City letterhead and their Council titles for such letters. No review by the full Council is required, however, copies will be kept on file.

## Speaking for “The City”

Similar to written correspondence, when members are requested to speak to groups or are asked the Council’s position on an issue, the response should reflect the position of the Council as a whole. Of course, a member may clarify their vote on a matter by stating, for example, “While I voted against “X”, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council if time allows. The City Administrator or a Department Head may be authorized to speak on issues within their expertise. Similarly, when the City issues a Press Release, the Mayor is consulted in terms of any Council Member quotes or references.



The City Administrator, in consultation with the Mayor, decides whether staff is available to respond to media requests directly or not.

## **Local Ballot Measures**

At times measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions a City Council or individual Members may take on ballot measures. Guidelines as to what is permissible are available from the City Clerk or City Attorney upon request.

## **State Legislation, Propositions**

The City has been a member of the League of California Cities for many years. When an advisory is received from this organization or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation. No position can be taken without a majority of the Council, voting in an official meeting of the Council, supporting the position. Unless Council has previously acted on a similar bill in the recent past, in which the City's position is clear, the Council has a practice of requiring analysis and discussion of bills prior to taking an official position. The analysis includes a summary of the legislation's purpose and a listing of those entities both in support of and against the proposed legislation.

## **Proclamations**

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the city can make special recognition of an event (e.g., Recycling Week) or individual. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual Council Members do not issue proclamations. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion.

# Interaction with City Staff

## Overview

City Council policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Chowchilla has a long tradition of positive relationships between members of the City Council and staff. To maintain these effective relationships it is important that roles are clearly recognized.

## Council-Administrator Form of Government

Like most California cities, Chowchilla has adopted a City Council-City Administrator form of government. The Council appoints a City Administrator to implement policy, enforce its laws, to direct the daily operations of city government, and to prepare and monitor the municipal budget. Council Members work through the City Administrator in dealing with City staff. The City Administrator is responsible to the City Council as a body rather than to individual Council Members.

## Council-Administrator Relationship

The employment relationship between the City Council and City Administrator reflects the fact that the City Administrator is the chief executive officer of the City. The City Administrator has an employment agreement with the City Council. Regular communication between the City Council and City Administrator is important in maintaining effective interpersonal relations. All dealings with the City Administrator, whether in public or private, should be consistent with the authority of the City Administrator in administrative and personnel matters. Council Members should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council. Further, Council Members should avoid involving themselves in matters regarding individual City employees or related affairs.

As in any professional relationship, it is important that the City Administrator keep the City Council informed. The City Administrator respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Administrator communicates with City Council in various ways. In addition to the formal Council meetings, there are periodic briefing meetings with individual Council Members and written memoranda and email. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed. It is also important that the Council provide ongoing feedback, information and perceptions to the City Administrator including responses to written communications and surveys requesting feedback.

## City Administrator Code of Ethics

The City Administrator is subject to a professional code of ethics, as outlined by the International City/County Management Association (ICMA), that binds the City Administrator to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure by ICMA.

## City Council-City Attorney Relationship

The City Attorney is the legal advisor for the Council, City Administrator and departments. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare and/or review ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

## Roles and Information Flow

**Objectives:** It is the intent of staff to ensure Council Members have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute the priorities given by management and the Council as a whole without fear of reprisal.

**Council Roles:** The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, work loads and schedules, departmental priorities, and the performance of City business. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Should a Council Member become dissatisfied about a department, he/she should always talk it over with the City Administrator, not the Department Head. Concerns about a Department Head must be taken to the City Administrator only.

**Access to Information:** Individual Council Members as well as the Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Administrator or appropriate staff will inform council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Administrator in his ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by city management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council.

City Council Members have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Council Members should come to meetings well prepared – having read staff reports and attachments, and requesting in advance any necessary and available information from the City Administrator. If a Council Member has questions on an agenda item, that member should preferably contact the City Administrator or the relevant department head prior to the meeting in order to allow staff time to research a response for the meeting.

**Staff Roles:** The Council recognizes the primary functions of staff as serving the community, executing Council policy and actions and in keeping the Council informed. Staff is obligated to take guidance and direction only from the City Administrator who operates at the guidance and direction of the Council. Staff is directed to report to the City Administrator any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance; provided that, in the judgment of the City Administrator, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. If a request by an individual Council Member is determined by the City Administrator to take one hour or more of staff time to complete, that request may be included on the formal Council agenda for full Council discussion.

## **Dissemination of Information**

In cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Administrator will provide copies of the material to all other Council Members. In making this judgment, the City Administrator will consider whether the information is significant, new, otherwise not available to the Council or of interest to the Council.

## **Magnitude of Information Request**

Any information, service-related request, or revised policy position perceived as necessary by individual Council Members, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Council Member in writing to the Council as a whole. When raised at a Council meeting, the full Council can decide whether and when to agendize the request for further consideration. The City Administrator will seek necessary clarification as to whether the Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

## **Staff Relationship with Advisory Bodies**

Staff support and assistance is typically provided to commissions and task forces. However, advisory bodies do not have authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Administrator. The members of the commission/ board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with City policies.

Staff support often includes preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing background on the issue, alternatives, a

recommendation, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may serve as secretary, taking minutes as needed. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Administrator and possible approval by the City Council. Individuals who would like staff to perform research or for the commission to review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done.

## **Restrictions on Political Involvement by Staff**

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Administrator form of government, formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A Council Member asking staff to sign petitions or similar items can similarly create an awkward situation.

For management staff, the City Administrator strongly discourages any involvement in a local campaign even while on personal time. Such involvement could erode the tenet that staff is to provide an equal level of service to all members of the City Council. The City Administrator specifically prohibits any political involvement in local campaigns by Department Heads.

# Support Provided to City Council

## Staff Support

General administrative support to members of the City Council is provided through the City Administrator's Office. Secretarial services including scheduling of appointments, receipt of telephone messages, and word processing are available as needed. In addition to supporting the five City Council Members, the administrative support staff member also assists the City Administrator and acts as Deputy City Clerk. Sensitivity to the workload of support staff members in the City Administrator's Office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Administrator is requested.

## Office Equipment

To enhance Council Members' ability to communicate with staff and the public, the City Council office is equipped with a computer and telephones with voicemail. The Council can also receive and send faxes. In addition, Council Member's cell phones can be used to access their City email.

These technologies facilitate efficient communication by Council Members. However, their use also raises important legal issues to which Council Members must pay special attention. First, the Brown Act prohibits members from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the Council. "Technological devices" under the Brown Act include phones, faxes, computer email, public access cable TV and video. Council Members should not use e-mail, faxes or phones for communicating with other Council Members in order to develop a majority position on any particular issue that may come before the full Council.

Be aware that most emails sent by Council Members probably are public records under the Public Records Act. Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email is stored on the computer network until deleted, and may continue to exist on the network's back-up systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act. This restriction applies to the conducting of City business on a private email account as well.

Finally, the City's email system is intended for the conduct of official business, and not for political reasons. See CHAPTER 8 for a detailed discussion on the prohibition against using City property and funds for personal or political purposes.

## Meeting Rooms

An office is available for shared use by members of the City Council. Council Members can also reserve larger meeting space for use by contacting the City Administrator's Office staff.

## Mail, Deliveries

Members of the City Council receive mail and other materials from the public, private interests and staff. The City Administrator's Office staff maintains a mail folder for each

member. Meeting agenda materials are typically available for pick up Friday evenings at 6:30 p.m. and are posted on the City's website.

# Financial Matters

## Council Compensation

State law and the Municipal Code provide for modest compensation to members of the City Council. State law limits an increase in city council salaries to 5% per year, effective only following the next election after adoption. Currently, Council Members receive a stipend of \$300 per month. Council Members are also eligible for participation in group insurance benefits including medical, dental, vision, and life insurance plans. Additionally, the City may budget for travel and training required of Council members. Such expenditures should correlate with a Council member's Council responsibilities and committee assignments .

## Expenditure Allowance

The annual city budget includes limited funding for members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Travel expense reimbursement for meals does not allow reimbursement for alcohol. Donations to organizations are not eligible nor are meals for individuals other than Council Members. Available funds are disbursed on a first come first served basis, with the Finance Director and City Administrator monitoring expenses during the year. During the course of the fiscal year, financial allocations are made within the context of the City's limited budgetary resources.

## Expenditure Guidelines

It is important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Administrator's Office with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Administrator conferring with the Mayor.



# Conflicts & Liability

## Conflict of Interest

State laws are in place to prevent an action by a Council Member that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time a Member believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year Council Members and certain staff are required to file statements of economic interests.

Government Code §1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A Member having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a Council Member believes that he or she may have any financial interest in a contract that will be before the Council, the Member should immediately seek advice from the City Attorney or the Member's personal attorney.

There are a number of other restrictions placed on Council actions that include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

## City Attorney Advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of state laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

## **Conflict of Interest Forms**

Annual disclosure statements are required of all Council members, designated commissioners and senior staff which indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Council Members and the City Administrator often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

## **Liability**

The City offers a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member's being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.

# Additional Training & Resource Materials

## League of California Cities

The League is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine *Western City*. The League has lobbyists on staff to represent the interest of cities before the state legislature and federal government and supports committees having local officials as members that are organized to address issues as they arise. The League has an Internet web site at [www.cacities.org](http://www.cacities.org). The City of Chowchilla participates in League activities through the South San Joaquin Valley Division.

## Local Government Commission

The Commission is a California-based organization that focuses largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars, and publishes newsletters.

## International City/County Management Association (ICMA)

ICMA is a professional association of local government chief executives/city Administrators. The association has an extensive list of publications to assist local officials.

## Other Reference Material Available

Open & Public IV: A Guide to the Ralph M. Brown Act (LOCC publication)

A Guide to the Political Reform Act

City Council Resource Binder that includes publications relating to:

Responsibilities & Powers

Leadership Skills

Public Trust & Transparency

Making Decisions

Land Use

Finance Management

Working with Residents and the Media

Working with Staff

City of Chowchilla Municipal Code