



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
Phone (559)897-5821 Fax (559)897-5568

Mayor Michelle Roman  
Mayor Pro Tem Laura North  
Council Member Sherman Dix  
Council Member Vince Palomar  
Council Member Jewel Hurtado

City Manager Alexander J. Henderson

## AGENDA

### KINGSBURG CITY COUNCIL REGULAR MEETING

**VIA TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM. THE COUNCIL CHAMBER WILL BE CLOSED TO THE PUBLIC. PUBLIC WILL HAVE THE OPTION TO CALL 1 (559) 207-3003 PASSCODE 5821 TO PROVIDE COMMENTS ON AGENDA ITEMS. WRITTEN COMMENTS WILL CONTINUE TO BE SUBMITTED BY MAIL OR EMAIL TO [APALSGAARD@CITYOFKINGSBURG-CA.GOV](mailto:APALSGAARD@CITYOFKINGSBURG-CA.GOV). THE CUT OFF FOR WRITTEN COMMENTS IS 9/1/2020 at 4:30pm. THEY WILL NOT BE READ OUT LOUD.**

**Wednesday, September 2, 2020 at 6pm**

Invocation to be given by Pastor Tim Boyton, Kingsburg Covenant Church.

#### **6 P.M. REGULAR SESSION MEETING:**

- 1. Call to Order and Roll Call**
- 2. Public Comments:** This is the time for any citizen to come forward and address the City Council on any issue within its jurisdiction that is not listed on the Agenda. A maximum of five (5) minutes is allowed for each speaker.
- 3. Approve Agenda:** Action by the Council to approve the agenda or to make modifications. Items that can be added to the agenda is constrained by State law.
- 4. Consent Calendar:** Items considered routine in nature are to be placed on the Consent Calendar. They will be considered as one item and voted upon in one vote unless individual consideration is requested. Each vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Approval of the Consent Calendar items include recitals reading ordinance(s) by titles(s) only and adoption of recommended action(s) contained in Staff Reports.
  - 4.1 Approval of City Council Minutes:** Approve the minutes from the August 19, 2020 Regular City Council Meeting as prepared by City Clerk Abigail Palsgaard.
  - 4.2 Check Register:** Ratify/approve payment of bills listed on the check register for the period August 13, 2020 through August 26, 2020 as prepared by Accounts Payable Clerk Grace Reyna.

- 4.3 Adopt Resolutions 2020-049; 2020-050; 2020-051; 2020-052; 2020-053; 2020-054; 2020-055; 2020-056; 2020-057 Approving the Budget Amendments As Presented And Recommended By The Finance Committee-** Staff Report Prepared by Finance Director Alma Colado.
- 4.4 League of California Cities 2020 Voter Designation-** Designate Council Member Sherman Dix as the City’s Voting Delegate and Council Members Laura North and Jewel Hurtado as the City’s Alternatives for the 2020 League of California Cities Annual Conference.- Staff Report prepared by City Clerk Abigail Palsgaard.

**5. Regular Calendar**

- 5.1 Coronavirus Disease 2019 (COVID-19)/CARES ACT Update-** Staff Report by City Manager Alexander Henderson  
Possible Action(s):
- a. Presentation by City Manager Alexander Henderson
  - b. Council Discussion
  - c. Action as Deemed Necessary
- 5.2 Prop 68 Statewide Park Development Per Capita Allocation-** Staff Report by Community Services Director Adam Castaneda  
Possible Action(s):
- a. Presentation by Community Services Director Adam Castaneda
  - b. Council Discussion
  - c. Action as Deemed Necessary

**6. Council Reports and Staff Communications**

- 6.1** Community Services Commission
- 6.2** Public Safety Committee
- 6.3** Chamber of Commerce
- 6.4** Economic Development
- 6.5** Finance Committee
- 6.6** Planning Commission
- 6.7** South Kings Groundwater Sustainability Agency Joint Powers Authority (SKGSA)
- 6.8** City Manager’s Report

**7. Other Business that may come properly before the City Council**

**8. Future Agenda Items**

These items will be added to a future agenda with direction from Council.

**9. Adjourn Kingsburg City Council Regular Meeting**

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the City Clerk’s office, during normal business hours. In addition, such writings and documents may be posted on the City’s website at [www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov).

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the office of the City Clerk (559) 897-6520. Notification 48 hours prior to a meeting will enable the City to make reasonable arrangements to ensure accessibility to that meeting [28 CFR 35 .102.35.104 ADA Title II].

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 28th day of August, 2020.

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Abigail Palsgaard, City Clerk

**KINGSBURG CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY AUGUST 19, 2020**

**VIA TELECONFERENCE PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM. THE COUNCIL CHAMBER WAS CLOSED TO THE PUBLIC. PUBLIC HAD THE OPTION TO CALL 1 (559) 207-3003 PASSCODE 5821 TO PROVIDE COMMENTS ON AGENDA ITEMS. WRITTEN COMMENTS WERE CONTINUED TO BE SUBMITTED BY MAIL OR EMAIL TO [APALSGAARD@CITYOFKINGSBURG-CA.GOV](mailto:APALSGAARD@CITYOFKINGSBURG-CA.GOV). THE CUT OFF FOR WRITTEN COMMENTS WAS 8/18/2020 at 4:30pm. THEY WERE NOT READ OUT LOUD.**

Invocation was given by Council Member North.

**6:00 P.M. REGULAR SESSION MEETING:**

**Call to Order and Roll Call** – Mayor Michelle Roman called the Regular Meeting of the Kingsburg City Council to order at 6:05 P. M.

**Council Members Present by Teleconference** – Jewel Hurtado, Vince Palomar, Sherman Dix, Laura North, and Mayor Michelle Roman.

**Staff Present-** City Manager Alexander Henderson and City Clerk Abigail Palsgaard.

**Staff Present by Teleconference:** City Engineer Dave Peters, City Attorney Michael Noland, and Economic Developer Consultant Jolene Polyack.

**Public Comments:** None

**Approve Agenda:** A motion was made by Council Member Palomar, seconded by Council Member Hurtado, to approve the Agenda, as published. The motion carried by unanimous roll call vote.

**Consent Calendar:** A motion was made by Council Member Hurtado, seconded by Council Member North, to approve the items appearing on the Consent Calendar. The motion carried by unanimous roll call vote.

- 4.1 Approval of City Council Minutes:** Approve the minutes from the August 5, 2020 Regular City Council Meeting, as prepared by City Clerk Abigail Palsgaard.
- 4.2 Check Register:** Ratify/approve payment of bills listed on the check register for the period July 30, 2020 through August 12, 2020 as prepared by Accounts Payable Clerk Grace Reyna.
- 4.3 Adopt Resolution 2020-047-** Authorizing the destruction of City Records approved by the City Attorney. Staff Report prepared by City Clerk Abigail Palsgaard.
- 4.4 Accept the 10th Avenue Bike & Pedestrian Trail project completed by MAC General Engineering and authorize the City Engineer to file the Notice of Completion.** - Staff Report by City Engineer Dave Peters.

## **REGULAR CALENDAR**

**Adopt Resolution 2020-045 Appointing Laura North to the office of Kingsburg City Council Member, District 2 of this City, who was to be elected on Tuesday, November 3, 2020.-** Staff Report prepared by City Clerk Abigail Palsgaard

City Clerk Abigail Palsgaard presented that there is only one candidate for District 2. Election law gives the Council the authority to cancel the election and appoint the candidate just as they would have been elected on November 3, 2020.

Council Member Palomar extended congratulations to Council Member Laura North and thanked her for stepping up. A motion was made by Council Member Dix, seconded by Council Member Hurtado, to adopt Resolution No. 2020-045. The motion carried by unanimous roll call vote.

**Adopt Resolution 2020-046 Appointing Brandon A. Pursell, Jr. to the office of Kingsburg City Council Member, District 3 of this City, who was to be elected on Tuesday, November 3, 2020.-** Staff Report prepared by City Clerk Abigail Palsgaard.

City Clerk Abigail Palsgaard presented that there is only one candidate for District 3. Election law gives the Council the authority to cancel the election and appoint the candidate just as they would have been elected on November 3, 2020.

Council Member Palomar extended congratulations to Brandon A. Pursell, Jr. and thanked Council Member Sherman Dix for all he has done while serving on the City Council.

A motion was made by Council Member North, seconded by Council Member Palomar, to adopt Resolution 2020-046. The motion carried by unanimous roll call vote.

## **PUBLIC HEARING TO CONSIDER VACATION OF KAMM AVENUE BETWEEN BETHEL AVENUE AND GOLDEN STATE BOULEVARD BY THE KINGSBURG CITY COUNCIL (Continued from 7/15/2020)**

### **Re-Open Public Hearing 6:19 P. M.**

City Engineer Dave Peters stated that he wanted to clarify that this is an easement vacation, the City does not own the property. He stated that staff has added 3 alternatives for the property owners. Council Member Dix asked about the potential for commercial property changes in the future and if 20 feet is reasonable for access. Mr. Peters said that the 20 feet is the right-of-way. There is significantly more access.

**City Council Discussion – 6:21 P. M.** Council Member North asked about emergency vehicles. Mr. Peters stated that they should be able to access on Bethel and Kamm. He said that there are no utilities currently in the right-of-away. Council Member North asked if they have the Fire Code 20' driveway. Mr. Peters said that they have a 350-foot frontage. They have been utilizing an old, dilapidated road that we are not maintaining. Council Member Dix asked about the 4<sup>th</sup> suggested option. Mr. Peters stated that once the City vacates the vacation, it is up to the property owners to come to an agreement. Council Member Palomar asked what happens if the property owners do not agree? Mr. Peters stated that Council could vacate the City easement. City Attorney Michael Noland said that he agrees. We can vacate but we

cannot move property lines. There is a significant liability if the easement is not vacated. Council Member North asked if the RV Park saw the 4<sup>th</sup> option.

**Open Public Comment – 6:36 P. M.**

Amy Corigat, property owner, stated that she has reviewed all the options. If the other property owner is only looking to absorb 13 feet, she doesn't feel it is equitable. She said she is in support of options 1 & 3.

Laurie Hixon, the other property owner, said that she does not use Bethel because it is dangerous. Golden State has a high drop off. It would cost them money to improve their driveway.

Amy Corigat said that option 2 is not an option for them. She would like to keep the property shapes with a straight line. If there was future development, having an irregular line would not be beneficial.

Council asked if the Hixson's were only ok with Options 2 & 4. They answered yes.

Discussion then went to Option 3. Laurie Hixon is open to option 3 and Amy Corigat is open to option 3. Laurie Hixon then said they are not open to option 3 as drawn. Council gave staff direction to work with the two property owners and bring it back.

**Close Public Comment – 6:58 P. M.**

A motion was made by Council Member North, seconded by Council Member Palomar to continue the Public Hearing to September 16, 2020. The motion carried by unanimous roll vote.

**Economic Development Projects Update- Staff Report prepared by City Manager Alexander Henderson**

**Presentation by Jolene Polyack, Economic Development Consultant** – Ms. Polyack talked about the Kingsburg Business Park being developed; T-Mobile is moving along; Swedish Mill may have a tenant; K Corporate Center has a new sign and has expanded; GUSS is expanding; Sierra & Simpson property Adventist Health and Grocery Outlet. She went over downtown corridor updates; COVID 19 business adjustments; and residential development and building permit activity.

**Council Discussion** – Council Member Hurtado thanked Ms. Polyack for her tireless work. She said that she didn't know about all of the projects. Council Member Palomar asked if we have a cap on how many residential permits per year. City Manager Alexander Henderson said, yes, with the Growth Management Ordinance, 80 single family homes per year. If there were more than one developer asking for allocations, they would be scored and come in front of the Planning Commission and City Council. Council Member North gave an update from the Planning Commission. Seventy-two allocations are being requested at a public hearing on September 7, 2020.

Informational, No Action Needed.

**Coronavirus Disease 2019 (COVID-19) Update- Staff Report by City Manager Alexander Henderson.**

City Manager Alexander Henderson stated that City Hall has received 5 complaints through City Hall for businesses not complying. Staff has visited the businesses and responded to the complainants. One business received a letter of non-compliance. As of today, Kingsburg has 345 total cases, 224 cleared, 121

open/active with 6 deaths. Council Member Hurtado asked about the language in the letter for non-compliance. Mr. Henderson stated that at the August 5<sup>th</sup> meeting Council gave direction for a tiered response: First physical inspection contacting owner/manager and discussing the complaint that we received. We take educational material, so they are aware of the current orders. If they continue noncompliance, we follow up with a letter. If they don't comply, they may have the State Task Force come. If there is a letter, we usually reach out to Fresno County who then reaches out to see if they understand the public health orders. Council Member Palomar asked if most complaints are about mask wearing? Mr. Henderson said, yes, some are employees not wearing masks and some are people in a store or outside. We educated the complainant that some people cannot wear masks. Council Member Palomar said that he wants businesses to open but, he also wants Kingsburg citizens to feel safe. Council Member North asked if the number of deaths that went up is from the Kingsburg Care Center. Mr. Henderson said the delay can be from how they process the deaths, or if it is from the scenario you described.

City Manager Alexander Henderson brought up the CARES Act. We are set to receive \$159,000. We have a tight window to figure out what is legal and what can be reported. Staff is looking for general direction. We can bring it back once we have more information. Money must be spent by 12/30/2020.

Mr. Henderson reviewed options: Business Recovery & Resiliency - Could be grants for local businesses, purchasing personal protective equipment, help assist in outdoor dining, salons, other improvements, marketing, and tourists. Also, the City can grant for relief business water and trash bills. Another option is City COVID-19 response to offset City costs including building and sanitation expenses, employee time, and paid leave. Also support for local programs, food delivery for seniors, funding for afterschool programs to assist with essential worker childcare.

Council Discussion: Council Member Dix asked if staff wants Council to prioritize the way we spend the funds. He asked if \$80,000 is enough to reimburse by 12/2020. City Manager Alexander Henderson stated that first responders will be dealing with this for many months after 12/2020. Council Member Dix said that business recovery looks like it is easiest to fulfill along with PPE with staff. Mayor Roman said that she agrees. She would like to do something under the business recovery and on top of that PPE's for businesses. Council Member Dix said that he would like to see the money go to businesses that are not allowed to operate or that are not able to fully operate. Council Member North said that she would like to look into community-wide internet to help assist children learning from home. Council Member Hurtado said that maybe we could have a community center where people can access the internet.

There was discussion about what the schools are trying to do. Council asked if staff could look into getting hot spots. Council Member Hurtado said that she would like to put some money towards the senior meals and funding for afterschool recreation. Council Member Palomar asked about the deadline. City Manager Alexander Henderson said that it is a small time zone, he doesn't want to be bureaucratic. Council Member Palomar asked if we could donate to KCAPS. Mr. Henderson said that he will look into it.

Mayor Roman and Council Member Dix said they want to put more money towards the businesses. Council agreed. Council Member North said that she would like to fund section #4 to be able to get local testing in Kingsburg. Council Member Hurtado said that she thinks the top 3 are important and partnering with local resources for more testing. Mayor Roman asked if we could receive more funding from Tri-County Health Care District for testing.

Council and staff discussed the funding for the seniors. CDBG grant dollars can only be used on them. It should sustain the program for the rest of the year. Council Member North asked to clarify that Fresno County will not allow afterschool programs. Mr. Henderson said yes, and we use the schools for the

program. We are stuck in a difficult spot right now. Council discussed the way the money can be spent and if it is flexible. Council gave direction to staff to use the tiered plan and come back on September 2<sup>nd</sup> if there is more information.

**Crime Statistics Report for the Month of July 2020 and General Police Department Update-** Crime Statistics Report prepared by Kingsburg Police Department Records Supervisor Corina Padilla.

The report was highlighted by Police Sergeant Kevin Pendley.

### **Council Reports and Staff Communications**

**Community Services Commission** – Council Member North reported that it has not met.

**Public Safety Committee** – Council Member Palomar reported that it will meet August 24th.

**Chamber of Commerce** – Council Member Hurtado reported that they met for a general update.

**Economic Development Committee** – Council Member Dix reported that it has not met but we got the update tonight.

**Finance Committee** – Council Member Dix reported that it is set to meet next Thursday.

**Planning Commission** – Council Member North reported that it met on the 13<sup>th</sup>. The public hearing was postponed till September.

**South Kings Groundwater Sustainability Agency Joint Powers Authority (SKGSA)** -Council Member Dix reported that it met and discussed storage projects.

**City Manager's Report** - None

### **Other Business that may come properly before the City Council**

Council Member Hurtado said that she asked for a meeting with County Supervisors to find out how the CARES ACT money is being spent County-wide. The County is working with community-based organizations for outreach and education for low income and farm workers. They asked about vouchers for childcare for essential workers. Council Members were able to speak to State Senator Anna Caballero about our concerns. They discussed the County- Wide HUB business grant.

### **Future Agenda Items**

Mayor Roman stated that the League of California Cities Conference is October 7-9, 2020 and will be virtual.

**Mayor Roman Adjourned Kingsburg City Council Regular Meeting into Closed Session at 8:30 P. M. to discuss the following item(s):**

#### **CONFERENCE WITH LABOR NEGOTIATORS**

##### **California Government Code Section 54957.6**

City Designated Representative: Alexander Henderson

Employee Organization: Kingsburg Professional Firefighters Association (KPFA)

**Mayor Roman Adjourned out of Closed Session into Regular Kingsburg City Council Meeting and report out of Closed Session - 8:45 P. M.**

Mayor Roman stated that there was no report out.

**Mayor Roman Adjourned Regular Kingsburg City Council Meeting – 8:45 P. M.**

Submitted by:

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Abigail Palsgaard, City Clerk

# Accounts Payable

## Checks by Date - Summary by Check Date

User: gracer  
Printed: 8/26/2020 3:53 PM



City of Kingsburg  
1401 Draper Street  
Kingsburg, CA 93631-1908  
(559)897-5821

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	3231	ICMA RETIREMENT CORPORATION -	08/14/2020	661.63
ACH	3470	Internal Revenue Service - ACH	08/14/2020	46,619.58
ACH	3471	Employment Development Department - A	08/14/2020	7,098.48
ACH	3472	CalPERS - ACH	08/14/2020	34,563.68
ACH	3475	Empower	08/14/2020	2,915.00
ACH	3476	CHILD SUPPORT STATE DISBURSEME	08/14/2020	471.22
Total for 8/14/2020:				92,329.59
78196	4212	CHEREE ABSHIRE	08/21/2020	150.00
78197	3005	AFLAC	08/21/2020	863.54
78198	3006	AIRGAS NCN	08/21/2020	873.91
78199	3020	ANGELICA TEXTILES SERVICES COR	08/21/2020	446.64
78200	4294	ATTN: NORIA UCH ANTHEM BLUE CR	08/21/2020	3,072.59
78201	4307	AT & T MOBILITY	08/21/2020	4,031.32
78202	3029	AT&T CALNET 3	08/21/2020	760.03
78204	3030	AT&T MOBILITY	08/21/2020	1,279.69
78205	3035	BAUER COMPRESSORS, INC.	08/21/2020	1,086.41
78206	3038	BENETRAC	08/21/2020	425.00
78207	4286	BRENDA CYPERT	08/21/2020	195.00
78208	3056	CAL STATE TERMITE AND PEST	08/21/2020	460.00
78209	3704	CANON FINANCIAL-EQUIPMENT SAL	08/21/2020	1,971.78
78210	3068	BARBARA CARPENTER	08/21/2020	990.00
78211	3074	CENTRAL SANITARY SUPPLY	08/21/2020	20.07
78212	3918	CINTAS	08/21/2020	947.68
78213	4309	DANIEL CONNOR	08/21/2020	30,000.00
78214	3119	COOK'S COMMUNICATIONS CORP.	08/21/2020	541.78
78215	3148	DON BERRY CONSTRUCTION	08/21/2020	3,050.00
78216	3158	ENER POWER	08/21/2020	4,642.00
78217	4176	ENGINEERED FIRE SYSTEMS, INC	08/21/2020	700.00
78218	4292	dba INDENTIFIRE F.D. SIGNWORKS, LI	08/21/2020	152.83
78219	3540	FAILSAFE TESTING	08/21/2020	1,200.00
78220	3188	FRESNO COUNTY SHERIFF	08/21/2020	15,917.62
78221	3198	FRESNO TRUCK CENTER	08/21/2020	3,255.66
78222	3789	GARY V. BUFKIN	08/21/2020	750.00
78223	4300	GEARGRID CORPORATION	08/21/2020	1,407.00
78224	4293	ROBINSON GONG	08/21/2020	177.28
78225	3219	HEALTHWISE SERVICES	08/21/2020	175.00
78226	3222	HENRY SCHEIN, INC.	08/21/2020	1,854.15
78227	3999	IRON MOUNTAIN	08/21/2020	36.40
78228	3534	JACK'S REFRIGERATION, INC.	08/21/2020	24,517.61
78229	3237	JC'S LAWN SERVICE	08/21/2020	5,150.00
78230	3248	KAHN, SOARES & CONWAY, LLP	08/21/2020	9,989.35
78231	4296	KELLY-MOORE PAINT CO., INC.	08/21/2020	7,290.47
78232	4282	Daqvud S. Linscheid KEY DESIGN LOCK	08/21/2020	728.14
78233	3887	KINGS INDUSTRIAL OCC. MED CTR., I	08/21/2020	1,034.65
78234	3254	KINGSBURG CHEVRON	08/21/2020	245.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78235	3625	KINGSBURG MEDIA FOUNDATION	08/21/2020	3,699.50
78236	3259	KINGSBURG SUPERMARKET, INC.	08/21/2020	101.97
78237	3267	KULOW BROS.	08/21/2020	794.79
78238	3269	LAW & ASSOCIATES	08/21/2020	600.00
78239	3272	LEE ENTERPRISES ADVERTISING LEE	08/21/2020	174.56
78240	3276	LIFE ASSIST INC	08/21/2020	595.72
78241	3943	MADERA UNIFORM	08/21/2020	174.74
78242	4177	MATTOS UNDERGROUND CONSTRUC	08/21/2020	6,960.00
78243	4118	MAVERICK DATA SYSTEMS	08/21/2020	1,200.00
78244	3288	MCCLASKY, INC.	08/21/2020	18,000.00
78245	3518	METRO UNIFORM	08/21/2020	289.38
78246	3293	MID VALLEY DISPOSAL	08/21/2020	103,741.78
78247	3302	NATIONAL ASSOCIATION OF	08/21/2020	60.00
78248	3308	NELSON'S POWER CENTER	08/21/2020	331.82
78249	4214	LOIS NOTTINGHAM	08/21/2020	140.00
78250	3961	OoSoSHARP, LLC.	08/21/2020	2,610.14
78251	3315	P G & E	08/21/2020	45,246.54
78252	4030	PRINT THEORY	08/21/2020	790.07
78253	3334	PROFESSIONAL PRINT & MAIL, INC	08/21/2020	1,051.89
78254	3335	PROFORCE LAW ENFORCEMENT	08/21/2020	2,527.89
78255	4306	PUNJABI EXPRESS, INC	08/21/2020	1,935.73
78256	3343	R & B COMPANY	08/21/2020	5,037.50
78257	3361	SAN JOAQUIN VALLEY AIR	08/21/2020	1,160.00
78258	3363	SAVE MART SUPERMARKETS	08/21/2020	301.99
78259	3368	SIGN RANCH BY ROD'S CUSTOM SIGN	08/21/2020	48.59
78260	3369	SILVAS OIL COMPANY, INC.	08/21/2020	5,615.58
78261	3378	STAPLES ADVANTAGE	08/21/2020	3,278.50
78262	3380	STATE OF CALIFORNIA-D O J	08/21/2020	162.00
78263	4129	STEVE DOVALI CONSTRUCTION	08/21/2020	1,515,204.63
78264	4305	SMILIE TEJADA	08/21/2020	25.00
78265	3397	THE GAS COMPANY	08/21/2020	236.10
78266	4302	TULARE COUNTY-RESOURCE MANA	08/21/2020	775.00
78267	4301	WATER SYSTEMS OPTIMAZATION, IN	08/21/2020	4,000.00
78268	3429	WILLDAN FINANCIAL SERVICES	08/21/2020	495.00
78269	4304	JIM WILLIAMS	08/21/2020	325.00
78270	4303	WILSON FIRE SPRINKLER	08/21/2020	79.00
78271	3448	CHRISTINA WINDOVER	08/21/2020	597.47
Total for 8/21/2020:				1,858,756.48
Report Total (81 checks):				1,951,086.07



Meeting Date: 09/02/2020  
Agenda Item: 4.3

**CITY COUNCIL MEETING STAFF REPORT**

**REPORT TO:** Mayor Roman & City Council  
**REPORT FROM:** Alma Colado, Finance Director **REVIEWED BY:** AP  
**AGENDA ITEM:** 2019-2020 End-year Budget Amendments  
**ACTION REQUESTED:** \_\_\_ Ordinance  Resolution  Motion \_\_\_ Receive/File

**EXECUTIVE SUMMARY**

Included in your packet is the 2019-2020 revenue and expenditure ledger. As part of our review at the end of the Fiscal Year, we are examining line items that require adjustment action by the City Council. There are 32 amendments that need to be addressed specifically; each taking place in the General Fund, Pool Fund, Measure E Fund, School Resource Officer Grant Fund, Capital Facilities Fund and Enterprise Funds.

**RECOMMENDED ACTION BY**

- 1. Adopt the budget amendment resolutions 2020-049; 2020-050; 2020-051; 2020-052; 2020-053; 2020-054; 2020-055; 2020-056; 2020-057, as presented and recommended by the Finance Committee.

**POLICY ALTERNATIVE(S)**

- 1. Council could choose to approve, modify or decline to approve any amendment.

**REASON FOR RECOMMENDATION/KEY METRIC**

- 1. These financial policies are part of the strategic directive of financial stability. A budget amendment provides a necessary paper trail for our auditors to examine appropriation changes end-year.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**  
1. Is There A Fiscal Impact? Yes  
2. Is it Currently Budgeted? Varies  
3. If Budgeted, Which Line? Varies

**PRIOR ACTION/REVIEW**

The City's Finance Committee discussed the amendment items during their August 25, 2020 meeting. The amendments presented are based upon their recommendations.

## **BACKGROUND INFORMATION**

There are 32 line items funds that require a year-end adjustment to reflect payments. Each of the expenditures was approved previously by City Council, and the proposed amendments help provide clarity in the budget document, as well as to properly reflect spending and the year in which it occurred.

### **Requested Appropriations**

1. Non-Departmental – Professional Services (001-1400-519-5270)  
Budgeted Amount: \$46,000 Proposed Amount: \$67,500
  - Total amendment amount: \$21,500
  - This amendment is necessary to cover costs for consultant services for the Kingsburg Business Improvement District.
  
2. Planning – Professional Services (001-2600-519-5270)  
Budgeted Amount: \$160,000 Proposed Amount: \$338,000
  - Total amendment amount: \$178,000
  - This amendment is necessary to cover costs for Engineering and Planning services for new development.
  - Services are offset by additional revenue received (see revenue budget amendment #2 & #3)
  
3. Facility Maintenance – Repairs & Maintenance (001-4600-549-5221)  
Budgeted Amount: \$12,000 Proposed Amount: \$23,000
  - Total amendment amount: \$11,000
  - This amendment is necessary to cover costs for unforeseen HVAC service and repairs.
  - Funds will be offset from General Fund Balance.
  
4. Facility Maintenance – Capital Outlay (001-4600-549-5701)  
Budgeted Amount: \$13,500 Proposed Amount: \$31,500
  - Total amendment amount: \$18,000
  - This amendment is necessary to cover costs for new HVAC unit for Police department. The unit was over 15 years old and failed.
  - Funds will be offset from General Fund Balance.
  
5. Pool – Department Tools & Supplies (021-9100-529-5210)  
Budgeted Amount: \$20,000 Proposed Amount: \$38,500
  - Total amendment amount: \$18,500
  - This amendment is necessary to cover costs for chemicals needed and pool/lifeguard supplies.
  - Funds will be offset from General Fund Balance.
  
6. Measure E (Fire) Capital Outlay (106-6200-549-5701) Budgeted Amount: \$0  
Proposed Amount: \$112,500
  - Total amendment amount: \$112,500
  - The amendment is necessary to cover the cost for installing equipment to Fire unit E141.
  - This item was a carryover from FY19, funds unspent. Costs will be absorbed by the Measure E fund balance.
  
7. Measure E (Fire) Debt Services (106-6200-549-5505) Budgeted Amount: \$50,000 Proposed Amount: \$0
  - Total amendment amount: (\$50,000)
  - Given higher than anticipated revenue received, a General Fund transfer was not required. As such, there will be no debt repayment to the GF.

8. Measure E (Police) Debt Services (106-3400-549-5505) Budgeted Amount: \$50,000 Proposed Amount: \$0
  - Total amendment amount: (\$50,000)
  - Given higher than anticipated revenue received, a General Fund transfer was not required. As such, there will be no debt repayment to the GF.
9. Measure E (Police) Capital Outlay (106-3400-549-5701) Budgeted Amount: \$0 Proposed Amount: \$102,500
  - Total amendment amount: \$102,500
  - This item was a carryover from FY19, funds unspent. Costs will be absorbed by the Measure E fund balance.
10. School Resource Officer Grant - Salaries (109-3400-549-5101) Budgeted Amount: \$0 Proposed Amount: \$42,500
  - Total amendment amount: \$42,500
  - This amendment is necessary to cover salary cost for new School Resource Officer.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
11. School Resource Officer Grant – Overtime (109-3400-549-5102) Budgeted Amount: \$0 Proposed Amount: \$4,700
  - Total amendment amount: \$4,700
  - This amendment is necessary to cover overtime cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
12. School Resource Officer Grant - FICA (109-3400-549-5121) Budgeted Amount: \$0 Proposed Amount: \$3,800
  - Total amendment amount: \$3,800
  - This amendment is necessary to cover FICA taxes cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
13. School Resource Officer Grant - PERS (109-3400-549-5123) Budgeted Amount: \$0 Proposed Amount: \$7,000
  - Total amendment amount: \$7,000
  - This amendment is necessary to cover CalPERS cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
14. School Resource Officer Grant – Medical (109-3400-549-5125) Budgeted Amount: \$0 Proposed Amount: \$5,500
  - Total amendment amount: \$5,500
  - This amendment is necessary to cover medical cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
15. School Resource Officer Grant – Uniform Allowance (109-3400-549-5129) Budgeted Amount: \$0 Proposed Amount: \$1,000
  - Total amendment amount: \$1,000
  - This amendment is necessary to cover uniform allowance cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).
16. School Resource Officer Grant – Vehicle Maintenance (109-3400-549-5222) Budgeted Amount: \$0 Proposed Amount: \$4,000
  - Total amendment amount: \$4,000
  - This amendment is necessary to cover vehicle maintenance cost for new SRO.
  - Funds will be offset from School Resource Officer Grant fund (Prop 56 State Grant).

17. Parks & Rec Facilities Fund – Park Improvements – (210-9606-549-5759) Budgeted Amount: \$600,000 Proposed Amount: \$691,000
  - Total amendment amount: \$91,000
  - This amendment is to reflect actual expenditures for Athwal park improvements.
  - Expenditure matched by Kingsburg Tri-County Health Care Grant, Housing-Related Parks Grant and General Fund.
  
18. Water Fund – SGMA Fees – (318-5100-549-5273) Budgeted Amount: \$0 Proposed Amount: \$47,000
  - Total amendment amount: \$47,000
  - This amendment is to reflect actual expenditures for FY 18-19 & FY 19-20 Operating budget contribution for South Kings Groundwater Sustainability Agency SKGSA.
  - Expenditure will be offset from Water Enterprise fund balance.
  
19. Ambulance -GEMT Quality Assurance Fee (320-6100-539-5298) Budgeted Amount: \$23,000 Proposed Amount: \$123,000
  - Total amendment amount: \$100,000
  - The amendment is necessary to cover the cost for FY 18-19 & FY 19-20 Quality Assurance fees for Emergency Transports.
  - Funds will be offset from Ambulance Fund Balance.

#### Revenue Adjustments

1. General Fund – Encroachments Revenue – (001-0000-431-0110) Budgeted Amount: \$20,000 Proposed Amount: \$62,000
  - Total amendment amount: \$42,000
  - This amendment is to reflect actual revenues received from Encroachment permits.
  - Funds will be used to offset the Development improvement expenditures and contract engineer fees.
  
2. General Fund – Building Permits Revenue – (001-0000-431-0130) Budgeted Amount: \$115,000 Proposed Amount: \$441,000
  - Total amendment amount: \$326,000
  - This amendment is to reflect actual revenues received from building permits.
  - Funds will be used to offset the Development improvement expenditures including increased professional service expenditures.
  
3. General Fund – Plan Check Fee Revenue – (001-0000-431-0135) Budgeted Amount: \$75,000 Proposed Amount: \$303,000
  - Total amendment amount: \$228,000
  - This amendment is to reflect actual revenues received from Plan check fees.
  - Funds will be used to offset the Development improvement expenditures including increased professional service expenditures.
  
4. Pool – Miscellaneous Revenue – (021-0000-462-0100) Budgeted Amount: \$0 Proposed Amount: \$682,150
  - Total amendment amount: \$682,150
  - This amendment is to reflect actual revenues received from Kingsburg High School and Tri County Health Grant reimbursement.
  - This is pass through revenue. All funds were utilized to pay for capital improvements at Crandell Swim Complex.

5. Capital Facilities Fund – Arterials Revenue – (210-0000-481-0102) Budgeted Amount: \$42,000  
Proposed Amount: \$442,000
  - Total amendment amount: \$400,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
6. Capital Facilities Fund – Special Recreation Revenue – (210-0000-481-0107) Budgeted Amount: \$35,000  
Proposed Amount: \$759,000
  - Total amendment amount: \$724,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
7. Capital Facilities Fund – Water Facilities – (210-0000-481-0109) Budgeted Amount: \$44,000  
Proposed Amount: \$220,000
  - Total amendment amount: \$176,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
8. Capital Facilities Fund – Public Safety Revenue – (210-0000-481-0110) Budgeted Amount: \$50,000  
Proposed Amount: \$275,000
  - Total amendment amount: \$225,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
9. Capital Facilities Fund – Admin Fees Revenue – (210-0000-481-0112) Budgeted Amount: \$0  
Proposed Amount: \$21,000
  - Total amendment amount: \$21,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
10. Capital Facilities Fund – General Government Revenue – (210-0000-481-0111) Budgeted Amount: \$62,000  
Proposed Amount: \$213,000
  - Total amendment amount: \$151,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
11. Sewer Connection Fund – Connection Fees Revenue – (211-0000-481-0201) Budgeted Amount: \$26,000  
Proposed Amount: \$128,000
  - Total amendment amount: \$102,000
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.
12. Park & Recreation Fund – Neighborhood Revenue – (214-0000-481-0402) Budgeted Amount: \$8,500  
Proposed Amount: \$70,000
  - Total amendment amount: \$61,500
  - This amendment is to reflect actual revenues received from development impact fees.
  - Funds will be kept in restricted accounts until improvements as defined in our most recent impact fee study nexus plan are required.

13. Ambulance/Fire Fund – IGT Revenue – (320-0000-435-0109) Budgeted Amount: \$900,000

Proposed Amount: \$1,171,000

- Total amendment amount: \$271,500
- This amendment is to reflect actual revenues received from Intergovernmental Agreement Transfer of Public funds-IGT. These funds are received on eligible Medicare and Medi-Cal calls for which we receive only a portion of reimbursement.
- Revenues are utilized as part of the regular enterprise fund budget. They play an integral role in determining the true cost of providing EMS services.

**ATTACHED**

1. Resolution 2020-049
2. Resolution 2020-050
3. Resolution 2020-051
4. Resolution 2020-052
5. Resolution 2020-053
6. Resolution 2020-054
7. Resolution 2020-055
8. Resolution 2020-056
9. Resolution 2020-057

# City of Kingsburg

**Accounting Use Only**  
**Budget Adjustment Number:**

**Resolution Number:** 2020-049

**Date:** 6/30/2020

**Reason for change in appropriation:** General Fund amendment due to Engineering and Planning services for new development, consulting services for the Kingsburg Business Improvement District, cost for new AC unit for Police department and facilities AC service and repairs, and to reflect revenues received from building permits.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
General Fund-Professional Services	001	1400	519	5270	\$ 21,500.00
General Fund-Planning-Professional Services	001	2600	519	5270	\$ 178,000.00
General Fund-Repairs & Maintenance	001	4600	549	5221	\$ 11,000.00
General Fund-Capital Outlay	001	4600	549	5701	\$ 18,000.00
<b>Total Requested Appropriation:</b>					\$ 228,500.00
<b>Adjusted Total Appropriation:</b>					\$ 228,500.00

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
General Fund-Encroachments revenue	001	0000	431	0110	\$ (42,000.00)
General Fund-Building Permits revenue	001	0000	431	0130	\$ (326,000.00)
General Fund-Plan Check Fee revenue	001	0000	431	0135	\$ (228,000.00)
<b>Total Estimated Additional Revenue:</b>					\$ (596,000.00)
<b>Adjusted Total Estimated Revenue:</b>					\$ (596,000.00)
Net difference (deficit)					\$ 367,500.00

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-050

**Date:** 6/30/2020

**Reason for change in appropriation:** Pool Fund amendment due to cover cost for chemicals needed & pool lifeguard supplies, and to reflect revenues received from Kingsburg High School and Tri-County Health Grant.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Pool-Tools and Supplies	021	9100	529	5210	\$ 18,500.00
<b>Total Requested Appropriation:</b>					\$ 18,500.00
<b>Adjusted Total Appropriation:</b>					\$ 18,500.00

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Pool-Miscellaneous Revenue	021	0000	462	0100	\$ (682,150.00)
<b>Total Estimated Additional Revenue:</b>					\$ (682,150.00)
<b>Adjusted Total Estimated Revenue:</b>					\$ (682,150.00)
Net difference (deficit)					\$ 663,650.00

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-051

**Date:** 6/30/2020

**Reason for change in appropriation:** Measure E amendment due to cover the cost for installing equipment to Fire unit E141, Police department vehicles and to reflect revenue transfer not required from General Fund.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Measure E-Capital Outlay	106	6200	549	5701	\$ 112,500.00
Measure E (Police)-Capital Outlay	106	3400	549	5701	\$ 102,500.00
Measure E (Fire)-Debt Services	106	6200	549	5505	\$ (50,000.00)
Measure E (Police)-Debt Services	106	3400	549	5505	(50,000.00)
<b>Total Requested Appropriation:</b>					\$ 115,000.00
<b>Adjusted Total Appropriation:</b>					\$ 115,000.00

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Measure E fund balance	106	0000	341	0000	\$ (115,000.00)
<b>Total Estimated Additional Revenue:</b>					\$ (115,000.00)
<b>Adjusted Total Estimated Revenue:</b>					\$ (115,000.00)
Net difference (deficit)					\$ -

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-052

**Date:** 6/30/2020

**Reason for change in appropriation:** To adjust the Grant's expenditure due to the new School Resource Officer Grant.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Grant SRO-Salaries	109	3400	549	5101	\$ 42,500.00
Grant SRO-Overtime	109	3400	549	5102	\$ 4,700.00
Grant SRO-FICA	109	3400	549	5121	\$ 3,800.00
Grant SRO-PERS	109	3400	549	5123	\$ 7,000.00
Grant SRO-Medical	109	3400	549	5125	\$ 5,500.00
Grant SRO-Uniform allowance	109	3400	549	5129	\$ 1,000.00
Grant SRO-Vehicle maintenance	109	3400	549	5222	\$ 4,000.00
<b>Total Requested Appropriation:</b>					<b>\$ 68,500.00</b>
<b>Adjusted Total Appropriation:</b>					<b>\$ 68,500.00</b>

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Grant revenue-SRO reimb	109	0000	463	0119	\$ (68,500.00)
<b>Total Estimated Additional Revenue:</b>					<b>\$ (68,500.00)</b>
<b>Adjusted Total Estimated Revenue:</b>					<b>\$ (68,500.00)</b>
Net difference (deficit)					\$ -

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-053

**Date:** 6/30/2020

**Reason for change in appropriation:** Capital Facilities Fund ammendment necessary to reflect actual expenditures for Athwal park improvements and actual revenues received from Development impact fees.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Parks & Rec Facilities Fund-Park Improv.	210	9606	549	5759	\$ 91,000.00
<b>Total Requested Appropriation:</b>					<b>\$ 91,000.00</b>
<b>Adjusted Total Appropriation:</b>					<b>\$ 91,000.00</b>

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Capital Facilities Fund-Arterials	210	0000	481	0102	\$ (400,000.00)
Capital Facilities Fund-Special Recreation Revenue	210	0000	481	0107	\$ (724,000.00)
Capital Facilities Fund-Water Facilities	210	0000	481	0109	\$ (176,000.00)
Capital Facilities Fund-Public safety revenue	210	0000	481	0110	\$ (225,000.00)
Capital Facilities Fund-Admin fees revenue	210	0000	481	0112	\$ (21,000.00)
Capital Facilities Fund-General Government Revenue	210	0000	481	0111	\$ (151,000.00)
<b>Total Estimated Additional Revenue:</b>					<b>\$ (1,697,000.00)</b>
<b>Adjusted Total Estimated Revenue:</b>					<b>\$ (1,697,000.00)</b>
Net difference (deficit)					<b>\$ 1,606,000.00</b>

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-054

**Date:** 6/30/2020

**Reason for change in appropriation:** Sewer Connection Fund ammendment necessary to reflect actual revenues received from Development impact fees.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
<b>Total Requested Appropriation:</b>					\$ -
<b>Adjusted Total Appropriation:</b>					\$ -

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Sewer Connection Fund-Connection Fees Revenue	211	0000	481	0201	\$ (102,000.00)
<b>Total Estimated Additional Revenue:</b>					\$ (102,000.00)
<b>Adjusted Total Estimated Revenue:</b>					\$ (102,000.00)
Net difference (deficit)					\$ 102,000.00

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-055

**Date:** 6/30/2020

**Reason for change in appropriation:** Park & Recreation Fund ammendment necessary to reflect actual revenues received from Development impact fees.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
<b>Total Requested Appropriation:</b>					\$ -
<b>Adjusted Total Appropriation:</b>					\$ -

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Park & Recreation Fund-Neighborhood Revenue	214	0000	481	0402	\$ (61,500.00)
<b>Total Estimated Additional Revenue:</b>					\$ (61,500.00)
<b>Adjusted Total Estimated Revenue:</b>					\$ (61,500.00)
Net difference (deficit)					\$ 61,500.00

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-056

**Date:** 6/30/2020

**Reason for change in appropriation:** Water Fund amendment due to fees for South Kings Groundwater Sustainability Agency SKGSA.

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Water Fund - SGMA fees	318	5100	549	5273	\$ 47,000.00
<b>Total Requested Appropriation:</b>					<b>\$ 47,000.00</b>
<b>Adjusted Total Appropriation:</b>					<b>\$ 47,000.00</b>

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Water Fund Balance	318	0000	341	0000	\$ (47,000.00)
<b>Total Estimated Additional Revenue:</b>					<b>\$ (47,000.00)</b>
<b>Adjusted Total Estimated Revenue:</b>					<b>\$ (47,000.00)</b>
Net difference (deficit)					\$ -

# City of Kingsburg

*Accounting Use Only*  
**Budget Adjustment Number:**

**Resolution Number:** 2020-057

**Date:** 6/30/2020

**Reason for change in appropriation:** Fire/Ambulance Fund amendment due to Quality Assurance fees for  
Emergency transports and to reflect actual revenues received from IGT-Intergovernmental Agreement Transfer of Public funds

**Estimated Additional Appropriations:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Appropriation Amount
Ambulance-GEMT Quality Assurance Fee	320	6100	539	5298	\$ 100,000.00
<b>Total Requested Appropriation:</b>					<b>\$ 100,000.00</b>
<b>Adjusted Total Appropriation:</b>					<b>\$ 100,000.00</b>

**Estimated Revenues Available:**

Fund Name	Fund No.	Dept. No.	Prgm No.	Object No.	Est. Revenue Amount
Ambulance/Fire Fund-IGT revenue	320	0000	435	0109	\$ (271,500.00)
<b>Total Estimated Additional Revenue:</b>					<b>\$ (271,500.00)</b>
<b>Adjusted Total Estimated Revenue:</b>					<b>\$ (271,500.00)</b>
Net difference (deficit)					\$ 171,500.00



Meeting Date: 09/02/2020  
Agenda Item: 4.4

**CITY COUNCIL MEETING STAFF REPORT**

**REPORT TO:** Mayor Roman & City Council  
**REPORT FROM:** Abigail Palsgaard, City Clerk, CMC      **REVIEWED BY:** AH  
**AGENDA ITEM:** League of California Cities 2020 Voter Designation  
**ACTION REQUESTED:** \_\_Ordinance \_\_Resolution ✓Motion \_\_Receive/File

**EXECUTIVE SUMMARY**

Annually the City Council appoints a Voter Delegate and two alternatives for the League of California Cities Annual Conference. Traditionally Council has appointed the most senior member that is attending as the Voter Delegate followed by the next two senior council members as the alternatives. This year the conference is virtual and there are three members of Council attending, Sherman Dix, Laura North and Jewel Hurtado. The deadline to turn in our delegates is September 30<sup>th</sup>.

**RECOMMENDED ACTION BY CITY COUNCIL**

1. *Staff recommends designating Council Member Sherman Dix as the City's Voting Delegate and Council Members Laura North and Jewel Hurtado as the City's Alternatives for the 2020 League of California Cities Annual Conference.*

**POLICY ALTERNATIVE(S)**

1. Council could choose not to designate voter delegates.

**STRATEGIC GOAL(S) MET:**

1. Improve Community Communications.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

1. Is There A Fiscal Impact?	<u>No</u>
2. Is it Currently Budgeted?	<u>No</u>
3. If Budgeted, Which Line?	<u>N/A</u>

**ATTACHED INFORMATION**

1. Correspondence from the League of California Cities.



**Council Action Advised by August 31, 2020**

June 30, 2020

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

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – October 7 – 9, 2020**

The League's 2020 Annual Conference & Expo is scheduled for October 7 – 9. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, October 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

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

**Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting. These procedures assume that the conference will be held in-person at the Long Beach Convention Center as planned. Should COVID-19 conditions and restrictions prohibit the League from holding an in-person conference, new procedures will be provided.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by the end of July at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the

special sticker on their name badges that will admit them into the voting area during the Business Meeting.

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

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 7, 8:00 a.m. – 6:00 p.m.; Thursday, October 8, 7:00 a.m. – 4:00 p.m.; and Friday, October 9, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

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

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 30. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



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

**2020 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

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

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

**1. VOTING DELEGATE**

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

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

**2. VOTING DELEGATE - ALTERNATE**

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

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

**3. VOTING DELEGATE - ALTERNATE**

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

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

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

**OR**

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

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

Email \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_

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

(circle one) (signature)

**Please complete and return by Wednesday, September 30, 2020**

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

**FAX: (916) 658-8240**  
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## Annual Conference Voting Procedures

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



Meeting Date: 09/02/2020  
Agenda Item: 5.1

## CITY COUNCIL MEETING STAFF REPORT

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REPORT TO: Mayor Roman & City Council

REPORT FROM: Alexander J. Henderson, ICMA-CM

REVIEWED BY: MN

AGENDA ITEM: COVID-19 Update & CARES ACT Discussion

ACTION REQUESTED:  Ordinance  Resolution  Motion  Receive/File

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### EXECUTIVE SUMMARY

**NOTE: This information is the best available as of posting on Friday, August 14. The rapidly changing nature of this pandemic means information may not be accurate with current events.**

On March 23, the city council declared a local state of emergency. Staff continues to monitor and follow public health experts' advice. Fresno County remains on the State's watch list which has required the closure of certain business sectors.

1. As of 8/28, Kingsburg has the following case figures:

City of Kingsburg has 381 total cases and 261 cleared/closed cases.

#### Mode of Transmission

Close Contact/ Person-to-Person: 158  
Community Spread/ Unknown: 141  
Total Open Active/Open Cases: 120  
Travel Related: 7  
Under Investigation: 75  
Deaths: 9

### CARES ACT Discussion

The California State Budget for FY 2020-21 authorized the Department of Finance to allocate \$500 million to cities to address the public health and public safety impacts of COVID-19. The fund, created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, is designed to provide economic help to entities struggling because of the COVID-19 pandemic. For Kingsburg, we are set to receive approximately \$159,000. The one-time nature of the stimulus, its tight timeline for expenditure, and the urgent community need require us to consider how to maximize our allocation to best serve our community.

#### Timing Considerations

The League of California Cities has received an update from the Department of Finance (DOF) on the next steps and developing federal guidance for local government CARES Act reporting and allocations. DOF is working to determine the extent and frequency of local government reporting in light of new federal guidance. Original guidance indicated that cities would have to report by Sept. 1 their expenditures from March 1 – June 30.

Control Section 11.90 (CS 11.90) of the Budget Act of 2020 requires cities and counties to report on expenditures, obligations, and projections and summarize regional collaboration efforts and non-duplication of efforts by September 1, 2020. This report will include a combination of expenditures for the first quarter (March 1, 2020 – June 30, 2020), expenditures for July and August 2020 (if available), and a projection of costs to be paid with state-allocated CRF through December 30, 2020.

During the Council's August 19 discussion, they provided direction to staff to follow an expenditure outline as discussed below, with several council members indicating their desire to see additional direct assistance to those businesses directly impacted by COVID-19.

#### Recommendation for Reporting

Dept. of Finance has provided additional guidance with regards to reporting and has also provided a template for cities to review and prepare for the report due on September 4. The League of California Cities also provided the following advice; *"For the September 4 report, the city should project outwards all the potential expenses and related activities they are considering. In future reports, they can get more and more specific adapted to actual circumstances."*

1. Payroll for Public Health and Safety Employees: (~\$60,000)

- All public safety personnel expenses are considered eligible from March 1, 2020 – December 30, 2020

*Reporting: Staff will report based upon expenditures already incurred as well as projections for the remainder of the year.*

2. Small Business Assistance (~\$60,000)

- Costs for a small business grant program, including the actual grant costs and the administrative costs of the program
- Costs for any assistance provided to reimburse the costs of business interruption caused by required closures
- Costs to assist small business with complying with public health orders such as providing tents for outdoor dining.

*Staff will report costs as projections for the remainder of the year. Actual expenditures will be dependent upon program creation and ensuring the program provides the proper documentation and requirements to avoid any funding claw backs. It appears that the most efficient way to get funding to small businesses is to create an eligibility-based program (not a reimbursable program) and have the individual businesses attest that they have been adversely affected by COVID-19. (See FAQ questions #16 & #17).*

3. Public Health Expenses (~\$20,000)

- Costs for acquisition and distribution of medical and protective supplies, including sanitizing products, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency
- Costs for disinfection of public areas and other facilities, in response to the COVID-19 public health emergency
- Costs of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions

*Reporting: Staff will report based upon expenditures already incurred as well as projections for the remainder of the year. Actual expenses already incurred include acquisition and distribution of protective supplies and costs associated with COVID-19 building alterations.*

4. Personal Protective Equipment (PPE) (~\$10,000)
  - Costs for acquisition and distribution of PPE
  - Costs to create a reserve of PPE

*Reporting: Staff will report based upon expenditures already incurred as well as projections for the remainder of the year. Actual expenses already incurred include acquisition and distribution of PPE for all city employees on an ongoing basis.*

5. Food Programs (~\$5,000)
  - Costs for establishing and operating a food bank
  - Costs for food delivery to residents, including senior citizens and other vulnerable populations

*Staff will report costs as projection for the remainder of the year. (See FAQ question #26).*

There are other areas of potential eligibility for the city to utilize the funds that we believe should be identified, even in smaller amounts, in order to be flexible.

- Budgeted Personnel and Services Diverted to a Substantially Different Use
- Improve Telework Capabilities of Public Employees
- Administrative Expenses

Given the short turnaround of the reporting, staff is requesting that council continue to support the proposed general outline as identified above. As we develop programs and determine additional reporting requirements, we can amend the amounts as council desires. Following State and Federal guidelines and ensuring proper documentation are key to preventing any issues with a future audit of funding, which could lead to the city having to repay funds.

**RECOMMENDED ACTION BY CITY COUNCIL**

1. *Staff recommends that Council authorize staff to complete reporting based upon already expended items and to project future costs based upon the eligible programs as listed.*

**POLICY ALTERNATIVE(S)**

1. N/A

**STRATEGIC GOAL(S) MET:**

1. Improve Community Communication
2. Ensure Financial Stability

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |     |
|------------------------------|-----|
| 1. Is There A Fiscal Impact? | N/A |
| 2. Is it Currently Budgeted? | N/A |
| 3. If Budgeted, Which Line?  | N/A |

**BACKGROUND INFORMATION**

**Community Preparedness**

- Our facilities are equipped with the necessary sanitizing supplies and we have been regularly cleaning public counters, as we always do. All our public counters have CDC fact sheets providing educational information about the virus as well as information regarding proper prevention techniques.

- We have been in regular contact with local school administrators as well as Fresno County Public Health officials to coordinate any local notifications and to monitor the changing landscape. Both Kingsburg School Districts closed for the remainder of the 2019-2020 school year.
- Closed our public playgrounds to further promote social distancing recommendations. These reopened with the county moving to Stage 3. New information shows lower risk of contraction via surfaces.
- Created and continue to update an active businesses list.
- Working to ensure all seniors have at least one meal every day during the week. We are providing meals for 150+ seniors during the week.
- The City and Chamber of Commerce are working on contingency plans that may impact future events.
- Council has approved policy related to the suspension of water shut offs for non-payment.

### **Organizational Preparedness**

- Development of updated leave policy to be compliant with newly enacted Federal legislation.
- Continued organizational continuity planning for employees working from home (technology, alternate work schedules).
- Examination of revenue projections and impacts on sales tax, transient occupancy tax and community development fees.
- The city's Economic Stabilization Fund was created for just this purpose. The fund currently has balance of \$630,509. These funds can be utilized to help stabilize short-term General Fund impacts due to the anticipated loss of revenue.
- Development of internal protocols should virus spread affect Kingsburg – including continuity of operations planning for all departments. Coordination with Fresno Co. Dept. of Public Health. This includes potential deployment of emergency operations center.
- Focused efforts on communicating during a crisis. Information provided by Bloomberg Harvard City Leadership Initiative.
- Taking care of employees is a vital concern. All our departments and employee areas have CDC fact sheets providing educational information about the virus as well as information regarding proper prevention techniques.
- The City utilizes an internal employee newsletter that is used frequently to provide updated information related to the virus and actions being taken to protect employees.
- First responders and their safety remain a big focal point, and we are utilizing expert fact sheets that provide guidance for EMS and Law enforcement providers as well.
- On March 11, the Kingsburg Tri-County Health Care District authorized up to \$75,000 in funding to help with the sanitizing of first responder vehicles and equipment, as well as emergency funding for a potential declared emergency that could impact the community. We have purchased four (4) commercial fogging/decontamination machines capable of large-scale dissemination of a viricidal agent.

### **Federal & State Action**

The President and State of California have declared emergencies regarding the COVID-19 pandemic. Each have provided several resources, including:

- [FEMA](#)

- [State of California](#)
- [CDC](#)

**ATTACHED INFORMATION**

1. FCDPH Chart from August 28, 2020
2. CARES Act FAQ (Updated 8/20/2020)
3. CARES Act Reporting Template
4. Business Relief Flyer (Template)

# Fresno County COVID-19 Data and Surveillance Dashboard

- Data and Surveillance Dashboard
- Mobile Dashboard Version
- Additional Surveillance
- Mortality Review
- CDC COVID-19 Information

Total Cases

**23,958**  
of 195,974 Total Tests

Active Cases

**11,789**  
of 23,958 Total Cases

Recovered

**11,906**  
of 23,958 Cases

Deceased

**263**  
of 23,958 Cases

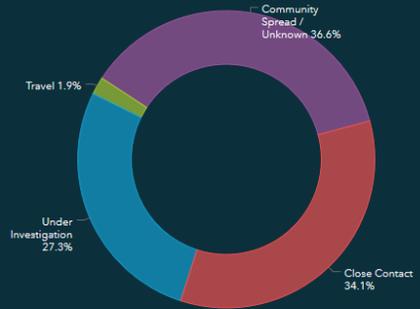
12.2% Tested Positive

49.2% Active

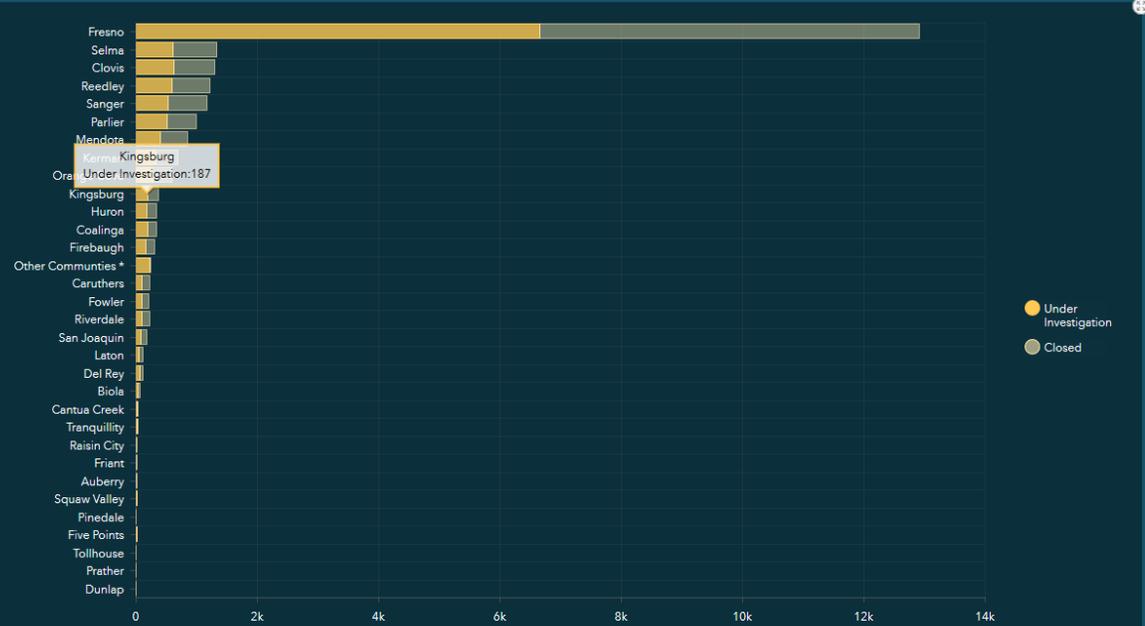
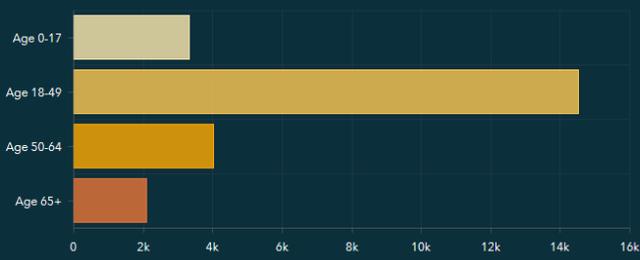
49.7% Recovered

1.1% Deceased

## Source of Exposure



## Cases by Age



\* Summarized communities under 5 cases

- Cases: Age & Exposure
- Cases by Gender
- Cases: Race/Ethnicity
- Cases
- Case Trends
- Logarithmic
- Map
- Case Status by Community
- Case/Hospitalized
- Dashboard Details

**Coronavirus Relief Funds**  
**Frequently Asked Questions**  
(Updated 8/20/20)

1. Are the eligible uses of funding limited to what is listed in Section 11.90?

The authorized uses are ultimately governed by the Coronavirus Relief Fund federal guidance and FAQs, and Section 11.90 is consistent with those uses. Although the 11.90 language specifically mentions homelessness, public health, and public safety, if the expenditure is not related to those categories but it is necessary to respond to and combat COVID-19, it would more than likely fall into the "other services" category of the Section 11.90 language.

2. Funds need to be used on costs incurred between March 1, 2020 and December 30, 2020. The certification form states counties/cities must return any funds that are unspent by October 30, 2020. Is the deadline October 30 or December 30?

The September (due September 4, 2020) reporting is a check-in to see if cities/counties are on track to spend their total allocation by 12/30/20. The general idea is that most or all cities/counties will use the CRF monies to reimburse themselves for qualifying expenditures made between March 2020 and now, as is allowed by federal law. Therefore, most or all of the total allocation is expected to be expended by 10/30/20. However, if the September reporting indicates that some cities/counties either (1) need more time to spend the money because they do not have sufficient incurred costs to cover, or (2) believe they will not be able to expend their entire allotment by the 12/30/20 federal deadline, then the Department of Finance can either (a) extend the expenditure deadline beyond 10/30/20 on a case-by-case basis, or (b) redirect funds that a city/county does not expect to expend by 12/30/20 to other localities that may have a shortfall. Funds will only be redirected if it is abundantly clear that the total allocation will not be expended by 12/30/20.

3. Do the funds have to be expended by December 30? Can they be encumbered?

Fund payments can be used to cover COVID-19 related costs incurred between March 1, 2020 and December 30, 2020. Per the federal guidance updated on 6/30, for a cost to be considered to have been incurred, performance or delivery must occur during the covered period of March 1, 2020 and December 30, 2020 but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). Keep in mind, although payment doesn't have to occur before December 30, in all cases it must be necessary that performance or delivery take place during March 1 2020 and December 30, 2020. The cost of a good or service received during the period will not be considered eligible if there is no need for receipt until after December 30.

4. What are the reporting requirements? What type of documentation is needed for the reports?

The state deadline for reporting has been changed to September 4, 2020. A web form for reporting is under development, and it will require sub-recipients to have a Microsoft or Google Account using your business e-mail to support the sign-on process. If you do not have such an account, one will be required for state reporting. All recipients of these funds will be required to register at SAM.gov (if not already registered). If an entity does not obtain a DUNS number, additional data will need to be collected in the web forms to provide similar data to information in SAM.gov. Finance will offer additional training, similar to the CARES 101, to provide an overview of how to log-in and access the web forms under development. We will cover any changes or clarification to the federal guidance at that time. If there are any significant updates from the Treasury OIG prior to these sessions, Finance will work with CSAC and the League to disseminate the information as soon as possible. A sample of the web form is also included on the Department's CRF allocations page. Please note, this is just a sample form and only intended to provide an example of the data that will be required. The webpage provides FAQs related to DUNS Numbers: <https://fedgov.dnb.com/webform/displayFAQPage.do>

5. What type of user should I register as for SAM.gov (system or individual)?

When creating an account as a city or county, it should be done as a system account. If another city/county employee (e.g., County Auditor-Controller or City Manager) wanted to be able to edit information in SAM.gov (such as revising an address), that employee would need to create an individual account.

The user guide can be found here:

[https://www.sam.gov/SAM/SAM\\_Guide/SAM\\_User\\_Guide.htm#\\_Toc330769030](https://www.sam.gov/SAM/SAM_Guide/SAM_User_Guide.htm#_Toc330769030)

6. When are federal reports due?

The following table reflects federal reporting deadlines identified in July 31, 2020 guidance from the Treasury OIG. The first quarterly report will be combined with the state deadline identified above. The state deadline will be no later than the 5th of the month to provide time to meet the federal deadline (ten days after the end of each quarter).

Reporting Cycle	Reporting Period	Reporting Due Date	OIG Review Period	Data Extract to PRAC
Cycle 1	3/1-6/30/2020	9/21/2020	9/22-29/2020	9/30/2020
Cycle 2	7/1-9/30/2020	10/13/2020	10/14-20/2020	10/21/2020
Cycle 3	10/1-12/31/2020	1/11/2021	1/12-20/2021	1/21/2021
Cycle 4	1/1-3/31/2021	4/12/2021	4/13-20/2021	4/21/2021
Cycle 5	4/1-6/30/2021	7/12/2021	7/13-20/2021	7/21/2021
Cycle 6	7/1-9/30/2021	10/12/2021	10/13-20/2021	10/21/2021

7. When will funds be disbursed? What is the disbursement schedule?

The initial payment (1/6 of funding available) was made on July 31, 2020 and the August payment is in process. Finance will submit the September payment schedule to State Controller's Office (SCO) on the 10th of each month and payments will be processed within 10-14 days. Following the review of September expenditure information from local governments and consultation with the California Department of Public Health and CalOES, a final payment schedule will be submitted to the SCO for the remaining funds.

8. Can funding be used to provide financial assistance such as rental assistance and payment for utility fees?

Yes, the funding can be used for rental assistance and payment of utility fees as long as it is necessary due to COVID-19. To deem the payments as necessary, we recommend getting some sort of documentation of inability to pay, such as an unemployment letter or indication of job loss that shows the individuals are unable to make the payments, thus making the subsidy necessary. The city has to be able to document how it determined the payments were necessary for each individual receiving assistance

9. Can funding be used to provide small business grants?

As stated in the federal guidance, eligible expenses include expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. As long as the grants go to small businesses that were affected by COVID-19, these types of expenses are allowable.

10. Can funding be used to meet the federal cost sharing requirements? Will this funding affect FEMA eligibility?

Per the federal FAQs, this funding may be used for the cost-share of FEMA Public Assistance (PA) Program, but the cost must be an eligible use of funds under both the Coronavirus Relief Fund and the Stafford Act. Please be sure to review both the Coronavirus Relief Fund eligible uses and the Stafford Act allowable uses before deeming any costs as part of the cost sharing requirement. FEMA eligibility will continue to be based upon the Stafford Act and we encourage entities to coordinate with CalOES. FEMA will not deny an eligible claim for PA if there is another overlapping federal fund source, unless the federal agency has more expertise and the fund source is more flexible. Specifically, FEMA has determined that the Department of Health and Human Services and Treasury are the most appropriate agencies for states and local governments seeking funding for contact tracing. See the following link regarding the relevant guidance.

[https://www.fema.gov/media-library-data/1593609857750-0a9c88370c27f1391b4c907818c1b3a2/FEMA-COVID-19\\_coordinating-public-assistance-and-other-sources-of-federal-funding\\_07-01-2020.pdf](https://www.fema.gov/media-library-data/1593609857750-0a9c88370c27f1391b4c907818c1b3a2/FEMA-COVID-19_coordinating-public-assistance-and-other-sources-of-federal-funding_07-01-2020.pdf)

11. Can funding be used to pay for the base salaries and benefits for public safety employees?

Because of the presumption that public safety is substantially dedicated to mitigating and responding to COVID-19, the base payroll costs for public safety are allowable, even if they were budgeted.

12. Can funding be used to increase teleworking, telehealth, and distance learning opportunities?

The jurisdiction must be able to prove the broadband expenditures are necessary for the public health emergency. If the scale and scope of a project is needed to support distance learning, telemedicine, and telework for COVID-19, and it can be completed by December 30, 2020, it is generally allowable. If it is unlikely to be completed until after that point, it would be very difficult to meet the test of "necessary". The jurisdiction would need to document how a broadband project comports with federal requirements and the necessity due to COVID-19.

13. Is competitive bidding required?

There is nothing specific from the guidance, but we have been advised that competitive bidding is not required. The sections of the Code of Federal Regulations (CFR) that are applicable to federal bidding are excluded from the guidance and only a few portions of the CFR are applicable to use of the CRF.

14. Can this funding be used to replace lost revenues?

Fund payments may not be used for government revenue replacement.

15. What is meant by non-duplication of efforts?

The idea on this is to ensure funding isn't going towards efforts that are already fully subsidized. Recipients are responsible for ensuring that they do not receive payment twice for the same item of expense. This is also intended to encourage working with neighboring jurisdictions to leverage resources.

16. For economic support for small businesses affected by COVID-19, does the support have to be in the form of grants? Can the local government purchase items such as tents to allow for outdoor dining and then disburse them to businesses?

The federal guidance does not stipulate that economic support for businesses is only limited to grants. The economic support expenditures, including any items

purchased on behalf of businesses, must be deemed as necessary expenditures incurred due to the public health emergency. Please be sure to retain the receipts for at least 5 years.

17. If small business grants are provided, does the local entity only need to document that the grant was necessary? Does the entity have to require receipts or documentation on how each business used the grants? Does the business have to use the funds by December 30, 2020?

While local governments have discretion to determine what payments are necessary, the city or county must be able to document the grants how that determination was made. The grants must be awarded by December 30, 2020. To document necessity, the businesses could provide information to show they were closed as a result of public health orders or statements that demonstrate revenue losses due to COVID-19. The city or county does not need to ask for receipts, but it is advised that the business grant application identify how the funds will be spent. The grant application should also require businesses to retain receipts and other documentation of how funds were spent for at least 5 years. The recipients of the grant funds must incur costs by December 30, 2020.

18. If a local government issues emergency small business loans to local businesses directly impacted by COVID-19 out of unbudgeted funds, would it be possible to convert these loans to grants or forgivable loans in order to use the CRF funding to reimburse the local fund that was used to fund the loans initially?

Since eligible expenditures include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption, the conversion of the loans to grants is allowable as long as you can document that the grants are necessary expenditures incurred due to COVID-19, were unbudgeted as of March 27, 2020, and costs are incurred by December 30, 2020. All of the previously issued loans may not meet that criteria, so be sure to review that before converting the loans to grants such that it includes an assessment if the expenses are necessary. You could also forgive the loans and use the CRF funding to reimburse the local fund for the cost of the loans. The same conditions of funding still apply to this route.

19. If a jurisdiction doesn't have their own public safety department and contracts with neighboring public safety departments, are those contracts costs eligible under the public safety presumption?

Yes, the contract costs for public safety are an eligible use. Only the amount of the contract that is actually utilized or expended by December 30, 2020 is a covered cost.

20. Does a government have to document that public safety and public health employees responded to COVID-19 cases? What public safety and public health positions qualify for the "substantially dedicated" presumption?

The guidance and FAQs do not currently provide a definition of "public safety" or "public health". Given that this is a gray area based on current guidance, we generally rely on federal and state definitions of public safety which can include police, fire, or emergency/health department employee that is charged with directly responding to emergency situations would qualify for the presumption. For public safety, this includes sworn police positions and firefighters. For public health, it includes staff in the public health department. Generally, CDC identifies public health staff as those "that are involved in epidemiology, public health informatics and surveillance, health economics, public health laboratory science". Public health staff may include ambulance staff/EMTs. It likely excludes dispatchers and other support staff who wouldn't be "in the field" mitigating or responding to an emergency. Under the presumption, it is not necessary to show public health and public safety responded to COVID-19 cases. The city/county would just need to show payroll records. For any employee that does not clearly fall within the presumption, the city or county would have to document how the employee is substantially dedicated to COVID-19.

21. If an employee that is substantially dedicated elects to receive compensated time off or administrative leave credits instead of overtime pay, is the usage of the time an eligible expenditure?

Costs must be incurred between March 1, 2020 and December 30, 2020. The June 30th federal guidance clarified that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period. Based on this, the leave would have to be accrued and used before December 30. It is ultimately up to the local government to determine what type of compensation to offer; however, a combination of regular pay and overtime pay likely provides the best audit trail. We would note that the activity appears broadly eligible under the definition of "substantially dedicated" so it is unclear if staff use this type of leave in lieu of working that the costs for their position would not already be covered even when on leave status.

22. Does the Fund cover salaries and benefits for employees on Emergency Family Medical Leave? If an employee on emergency federal leave uses their own leave credits to receive their full pay, is this an eligible expense?

The Families First Coronavirus Response Act (FFCRA) allows employers to deduct the cost of wages, expenses for a qualified health plan to maintain employee health benefits, and the employer's share of Medicare tax (outlined in section sections 7001 and 7003 of FFCRA). On that basis, local government eligible expenses could include wages, health benefits, and employer share of Medicare consistent with the limitations in the FFCRA. On the surface, it does not appear that other employee fringe benefits like retirement could be paid with CRF. It is unclear if pay differentials such as "longevity, bilingual pay" is allowable.

The payroll cost of an employee using their own sick and vacation leave to receive full pay while on emergency federal leave is not an eligible expenditure. Only the paid sick time granted under the FFCRA is eligible.

23. What is the threshold for "necessary expenditures"?

There is no definition of what is necessary. Local governments have discretion to identify costs that are necessary and develop and retain reasonable documentation. Many of these expenses will be obvious, particularly if they listed in one of the six categories of expenditures in the federal guidance.

24. What qualifies as a "small business"?

We are generally relying on federal definitions and guidelines when we come across terms that are unclear in the CRF guidance and FAQs. The link below contains federal information on how to determine if a business qualifies as small, and it includes a link to the Code of Federal Regulations that defines a "small business"

<https://www.sba.gov/partners/contracting-officials/small-business-procurement/small-business-size-standards>

25. The guidelines allow grants to small businesses to mitigate losses due to COVID-19. The FAQs indicate that these grants may be administered by a non-profit organization. Would the administrative charge of the non-profit be an eligible expense? Is there a cap on the charge?

The CRF FAQs indicate if a local government determines that "administrative costs" of a non-profit are "necessary", they appear to be an eligible cost. Many federal grants/programs (CRF is not considered a grant) cap administrative expenses at 5 percent of the award.

26. Are non-profits eligible for economic support/business grants?

The guidance lists providing grants to small businesses as an example of providing economic support, but we don't interpret that to necessarily mean non-profits are excluded. The city has to be able to document the necessity of providing the assistance to a non-profit as a result of COVID-19. To document necessity, the non-profit could provide documentation that shows a reduction in donations due to COVID-19 and its associated closures.

Related to non-profits, the federal FAQs indicate that small business/economic support grants may be administered by a non-profit organization, and if a local government determines that "administrative costs" of a non-profit are "necessary", they appear to be an eligible cost. Many federal grants/programs (CRF is not considered a grant) cap administrative expenses at 5 percent of the award.

27. Is unemployment insurance an eligible expense?

According to the federal FAQs, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer related to the COVID-19 public health emergency, if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise. So the real answer is partially and it depends. If your local agency has elected the **reimbursable method** of financing UI, the repayment of costs incurred and billed by EDD may be made with the CRF. If your agency uses the **experience rating** of financing UI, then these costs could not be paid by CRF as they would be paid based on payroll taxes paid into the UI Fund. In addition if the federal government pays 50% of the costs under provisions of the CARES Act (noted below) then only one-half of these costs can be paid by the CRF.

The federal government will only reimburse the cost once. In theory, under these provisions, unemployment costs could be paid 50% with CARES Act pursuant to Section 2103 of the Act. The other 50% could be paid with CRF. We would note that it may make sense to consult with EDD. We understand that the state has applied to participate in this program and funding is technically available. However, we understand that EDD is still establishing the actual process to reimburse entities, the associated IT changes required, and the stipulations by the feds on when employers can actually be reimbursed, EDD hasn't yet issued any reimbursement back to governmental entities as allowed under this Section. Given the timing and outstanding questions, this is unlikely to be the best use of CRF dollars and requires additional documentation.

Link to Federal DOL UI

Guidance: [https://wdr.doleta.gov/directives/attach/UIPL/UIPL\\_18-20.pdf](https://wdr.doleta.gov/directives/attach/UIPL/UIPL_18-20.pdf)

28. Would a food bank for the residents of the City be an allowable expense for the CARES funding?

Short Answer: Yes

While the guidance does not make any specific references to establishing a "food bank" it has several comparable references relative to providing assistance that appear to indicate that would be an allowable expense. The primary one I would rely upon is the idea of "second-order effects" of the emergency and the provision of economic support to those suffering from unemployment. If someone is unable to work, they are also limited in their ability to provide food for their families. In addition, there has been direct federal assistance through the CARES Act to support local food banks, including use of national guard staff to help with food distribution and various donations of federal commodities. These are both examples where

assistance with a basic need – provision of food are recognized as “necessary to respond /mitigate the effects of COVID-19. Finally, in recent guidance from the Federal Treasury OIG related to reporting “Food Programs” is a designated expenditure category.

29. Would we have to pro-rate the cost of the licenses for MS Teams and SharePoint used to support enhance telework capabilities? If not, do you have an idea of what documentation might be required?

While the guidance is not specific about these types of licenses, if the local entity can demonstrate the ordinary practice is to buy long-term licenses periodically to cover multiple years, it may be allowable as outlined in the excerpt below (using a “lease” as an example). Further, equipment and software to support the ability to enhance telework capabilities and mitigate the spread of COVID-19 are broadly eligible. It is not unreasonable to expect that these costs could be paid in full with CRF. If your county has other eligible expenses for CRF funds, it may be prudent to prorate the cost but that seems like a very conservative approach.

*May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?*

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

30. Can the Coronavirus Relief Funds be used to pay for indirect costs?

The guidance does not speak to allow ability of indirect costs. However, the US Treasury has been asked this question repeatedly and has not addressed the allow ability. Finance continues to assume that most “indirect” costs would already have been included in the most recently enacted budget and as a result would not be an eligible use of the funds.

If general management costs of staff who provide agency-wide support (typically funded through indirect costs) are now “substantially dedicated” to responding to COVID-19, it may be reasonable to fund with CRF but there will need to be adequate demonstration and documentation that those staff are diverted to a substantially different use. Recipients also would have to demonstrate how “administrative expenses” represent an increase over the previously budgeted amount. In theory all indirect costs have been accounted for in prior budgets. This has to be documented in some way, it cannot just be applied as a formula. If an administrative expenses represents an increase over previously budgeted amounts and are limited to what is necessary costs may be allowed. For example, an entity may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

**Sample Web Form for Coronavirus Relief Fund (CRF) Reporting**

**NOTE: This is not intended for official reporting purposes. It is to provide a sample of the web form under development.**

**DUNS Number** If you do not have a DUNS Number; we recommend obtaining one or more data entry will be required in the web portal.

**Sub-Recipient Entity Name** XXX County or City of XXX

**Project Name** State CRF Allocation to Counties (or Cities)

**Date of Transfer** This will be the initial allocation date (7/31/20 for Counties/Cities)

**Total Allocated** Total amount identified for County or City to include funds not yet disbursed

**Total Interest Earned on CRF** Enter interest earned from CRF; earnings can be spent on COVID costs

**Reporting Cycle** This is based on the federal OIG memo and will be a drop down list

**Total Estimated Pandemic Response Costs** Estimate all costs anticipated to be incurred regardless of funding source. This will help with state efforts to receive additional federal funds for California

Expenses by Category	Cycle 1 - March 1, 2020 - June 30, 2020			Additional Information Required by CS 11.90		
	Expenditures (accrual basis - liability)	Obligations (Commitment)	Total, Expended and Obligated	Expenditures (accrual basis - liability) 7/1/20-8/30/20	Forecasted Expenditures 9/1/20- 12/30/20	Total, Estimated Expenditures
a Administrative Expenses			0			
b Budgeted Personnel and Services Diverted to a Substantially Different Use			0			
c COVID-19 Testing and Contact Tracing			0			
d Economic Support (Other than Small Business, Housing, and Food Assistance)			0			
e Expenses Associated with the Issuance of Tax Anticipation Notes			0			
f Facilitating Distance Learning			0			
g Food Programs			0			
h Housing Support			0			
i Improve Telework Capabilities of Public Employees			0			
j Medical Expenses			0			
k Nursing Home Assistance			0			
l Payroll for Public Health and Safety Employees			0			
m Personal Protective Equipment			0			
n Public Health Expenses			0			
o Small Business Assistance			0			
p Unemployment Benefits <sup>3/</sup>			0			
q Workers' Compensation			0			
r Items Not Listed Above						
r1 User Defined Category #1			0			
r2 User Defined Category #2			0			
r3 User Defined Category #3			0			
r4 User Defined Category #4			0			
r5 User Defined Category #5			0			
r6 User Defined Category #6			0			
r7 User Defined Category #7			0			
r8 User Defined Category #8			0			
r9 User Defined Category #9			0			
r10 User Defined Category #10			0			
<b>Total All Categories</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Summarize regional collaboration and non-duplication of efforts within the region:**

Enter brief description below of actions taken to coordinate regionally and to ensure that expenses are not claimed through more than one federal or state program.



## City of Kingsburg

## COVID-19

## Small Business Relief Program



### TO QUALIFY A BUSINESS MUST

- Be physically located in a commercial or industrial space in Kingsburg
- Have an active business license for 1+ years
- Have 30 or fewer FTE or equivalent employees, including the owner
- Must be able to submit proper documentation and show a loss of income due to coronavirus and demonstrate that the grant will be used for operational needs.
- Must be in good standing with the City
- Be independently owned & operated
- Meet federal guidelines for eligibility



### GRANTS AWARDED BY LOTTERY

Once the application window has closed, business awardees will be selected by lottery, should the demand for grants exceed the funding available.



### NEED HELP?

Contact City Hall at 897-5821 with questions, or visit online at [www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov).

## \$3,000 Grants Available

for Kingsburg businesses financially impacted by COVID-19 that meet eligibility requirements.

## Application Period

Opens Monday, September 7, at 8 AM

Closes Friday, September 25, at 5 PM

## Informational Webinar – Sept 16

Don't miss this webinar on Wednesday September 16 at 10:00 a.m. as the City presents information on the grant program and answer your questions in real time.

REGISTER NOW:

FOR MORE INFORMATION

AND TO APPLY VISIT:

[www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov)

**NOTE: THIS A DRAFT DOCUMENT FOR  
ILLUSTRATION PURPOSES ONLY**



Meeting Date: 09/02/2020

Agenda Item: 5.3

**CITY COUNCIL MEETING STAFF REPORT**

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**REPORT TO:** Mayor Roman & City Council

**REPORT FROM:** Adam Castaneda, Community Services Director      **REVIEWED BY:** AP

**AGENDA ITEM:** Prop 68 Statewide Park Development Per Capita Allocation

**ACTION REQUESTED:**  Ordinance     Resolution     Motion     Receive/File

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**EXECUTIVE SUMMARY**

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) has announced the allocations for the Per Capita program, funded through the Parks and Water Bond Act of 2018 (Proposition 68). Per Capita allocation for all cities and local districts, including the City of Kingsburg, is \$177,952.

While this figure is less than the minimum allocation of \$200,000, it was derived by dividing the funds made available by the bond by the number of eligible entities. 60% of the Program funds are allocated to eligible cities and local districts, other than a regional park district, regional park and open-space districts, and regional open-space districts.

Total available for cities and local districts (60% of \$185,000,000 plus \$2,000,000): \$113,000,000.00

Number of eligible cities and local districts: 635

In addition to the above allocation, the City of Kingsburg is also receiving \$7,573.76 in Urban County Per Capita funds. These additional funds are allocated at a rate of \$0.61 per capita to cities and districts in urbanized counties (a county with a population of 500,000 or more) providing park and recreation services within jurisdictions of 200,000 or less in population.

The revised timeline for the Per Capita program will be as follows:

- Grant Performance Period: July 1, 2018 – June 30, 2024
- Resolution: Grantee submits to OGALS no later than December 31, 2020
- Application Packet(s): Grantee submits to OGALS no later than June 30, 2021
- Project Completion Packet: Grantee completes project and submits completion documents to OGALS no later than March 31, 2024.

These figures and dates are contingent upon the Legislature approving the Governor's May Revised Budget, which proposes to extend the project liquidation of the Per Capita program to June 30, 2024; and which also proposes to augment funds available for the Per Capita Program by \$2 million.

**Project Funding Criteria**

The Applicable projects must meet certain criteria to qualify for funding. Criteria qualifications are as follows:

- Development of a new park, expansion of an existing park, or renovation of an existing park.
- The project can only have one location. One project serving several parks is not permitted.
- Projects not serving a "severely disadvantaged community" require a 20% match.
- Funds must be used to supplement existing expenditures, rather than replace them.

Applicants for the Prop 68 Parks Grant must submit a different application for each project and there is no cap to the amount of applications an applicant can submit and there is no match requirement so long as the project serves within ½ miles of a severely disadvantaged community. According to the State in order to receive funds, all applicants must pass a resolution by Council first and the deadline to complete these applications is June 30, 2021.

**Eligible Project Sites (No Match Required)**

- Bi-Centennial Park
- Crandell Swim Complex
- Downtown Park
- Erling Park
- Heritage Park
- Kingsburg Dog Park
- Memorial Park

NOTE: Other locations (e.g. Athwal Park) are eligible for funding but must have a 20% match.

The City’s Community Services Commission will also be involved in the discussion regarding potential project(s) for the funding.

**RECOMMENDED ACTION**

1. Adopt Resolution 2020-048 Approving the Applications for Statewide Park Development and Community Revitalization Program Grant Funds.

**POLICY ALTERNATIVE(S)**

1. Do not adopt Resolution 2020-048.

**REASON FOR RECOMMENDATION/KEY METRIC**

1. Provide Recreation Opportunities for Residents of All Ages

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |                    |
|------------------------------|--------------------|
| 1. Is There A Fiscal Impact? | <u>Potentially</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u>         |
| 3. If Budgeted, Which Line?  | <u>N/A</u>         |

**BACKGROUND INFORMATION**

See Executive Summary

**ATTACHED INFORMATION**

1. Resolution 2020-048
2. California Parks Department Community Fact Finder Report

**Resolution Number: 2020-048**

**RESOLUTION OF THE CITY OF KINGSBURG APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the City of Kingsburg hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the City of Kingsburg general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of Kingsburg will consider a range of actions that include, but are not limited to, the following:
  - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
  - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
  - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the City of Kingsburg, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the \_\_ day of September 2020.

I, the undersigned, hereby certify that the foregoing Resolution Number 2020-048 was duly adopted by the City Council of the City of Kingsburg following a roll call vote:

Ayes:

Noes:

Absent:

Submitted by:

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Abigail Palsgaard, City Clerk

# California State Parks Community FactFinder Report

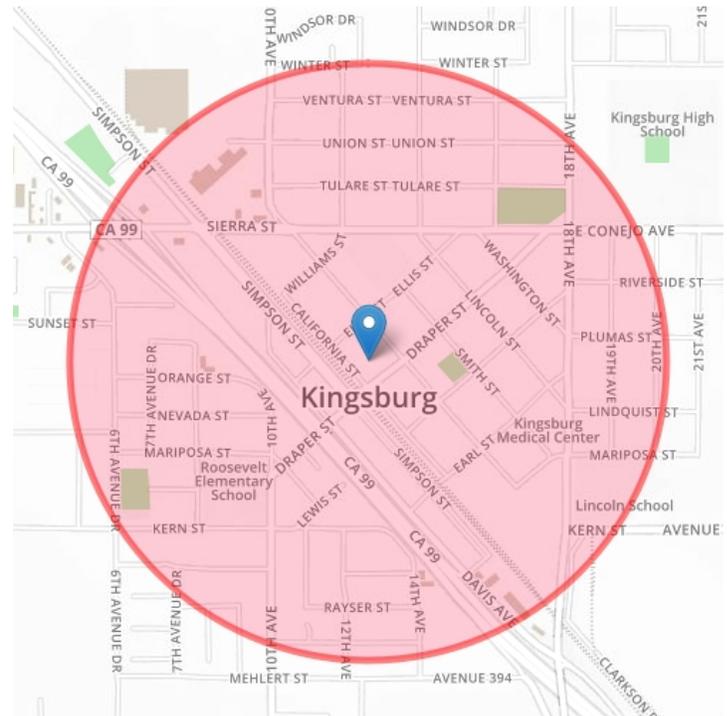
Project ID: 12217  
Coordinates: 36.5146, -119.5539  
Date: 08/28/2020

This is your project report for the site you have defined. Please refer to your **Project ID** above in any future communications about the project.

## PROJECT AREA STATISTICS

County:	Fresno
City:	Kingsburg
Total Population:	3,007
Youth Population:	821
Senior Population:	300
Households Without Access to a Car:	48
Number of People in Poverty:	417
Median Household Income:	\$50,816
Per Capita Income:	\$21,875
Park Acres:	7.82
Park Acres per 1,000 Residents:	2.60

## PROJECT AREA MAP

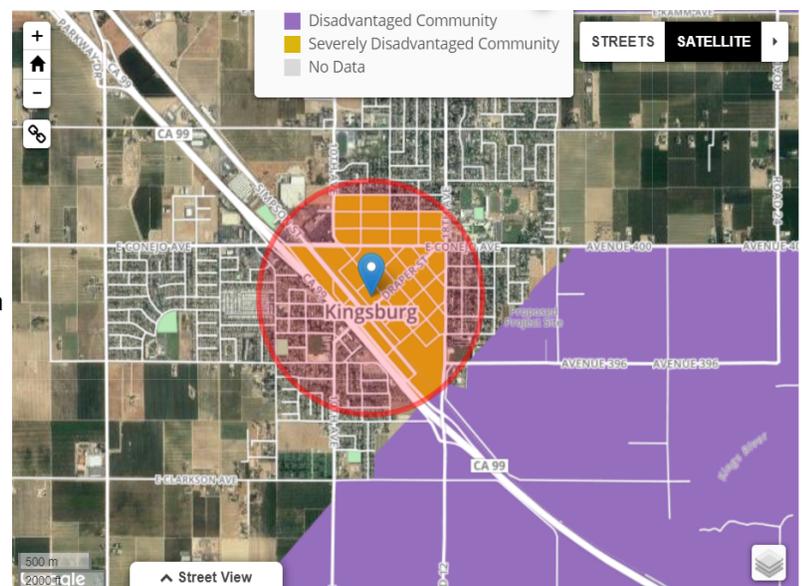


## REPORT BACKGROUND

The project statistics have been calculated based on half mile radius around the point location selected. Only park acres within the project area's half mile radius are reported.

Population and people in poverty are calculated by determining the percent of any census block-groups that intersect with the project area. The project area is then assigned the sum of all the census block-group portions. An equal distribution in census block-groups is assumed. Rural areas are calculated at a census block level to improve results.

Median household and per capita income are calculated as a weighted average of the census block- group values that fall within the project area.



SCORP Community FactFinder is a service of the California Department of Parks and Recreation  
[www.parks.ca.gov](http://www.parks.ca.gov)

SCORP Community FactFinder created by  
[GreenInfo Network](http://GreenInfo Network) [www.greeninfo.org](http://www.greeninfo.org)  
in consultation with CA Dept. of Parks and Rec

