



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. THE CUT OFF FOR WRITTEN COMMENTS IS 8/04/2020 at 4:30pm. THEY WILL NOT BE READ OUT LOUD.

Wednesday, August 5, 2020 at 6pm

Invocation to be given by Pastor Douglas Schoelles of the Concordia Lutheran 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 July 15, 2020 Regular City Council Meeting and the June 29, 2020 Special 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 9, 2020 through July 29, 2020 as prepared by Accounts Payable Clerk Grace Reyna.
- 4.3 **Authorize City Manager to execute the Grant Deed for right-of-way dedication and transmit the document to Caltrans for recordation.** - Staff Report by City Engineer Dave Peters.

5. Regular Calendar

5.1 Mid Valley Disposal Presentation

Possible Action(s):

- a. Presentation by Marianna Fusich-Waller, Recycling Coordinator
- b. Council Discussion
- c. Informational, No Action Needed

5.2 Business Improvement District Resolution of Intent- Staff Report by City Manager Alexander Henderson

Possible Action(s):

- a. Presentation by City Manager Alexander Henderson and Consultant Jan Minami
- b. Council Discussion
- c. Action as Deemed Necessary

5.3 Coronavirus Disease 2019 (COVID-19) 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

5.4 Public Health Order Enforcement Discussion- 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

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.

8.1 Economic Development Projects Update (Staff)

9. Adjourn Regular Kingsburg City Council 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.

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 31st day of July, 2020.

Abigail Palsgaard, City Clerk

**Kingsburg City Council
Regular Meeting Minutes
July 15, 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 SUBMITTED BY MAIL OR EMAIL TO APALSGAARD@CITYOFKINGSBURG-CA.GOV. THE CUT OFF FOR WRITTEN COMMENTS WAS 07/14/2020 at 4:30pm. THEY WERE NOT READ OUT LOUD.

Invocation was given by Pastor Douglas Schoelles of Concordia Lutheran Church.

6 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 6:00 P. M.

Teleconference Council Members present: Laura North, Jewel Hurtado, Vince Palomar, Sherman Dix, and Mayor Michelle Roman.

Teleconference Staff present: City Attorney Michael Noland, City Engineer Dave Peters, and Police Chief Neil Dadian.

Staff present: City Manager Alexander Henderson and City Clerk Abigail Palsgaard.

Public Comments: None

Approve Agenda: A motion was made by Council Member North, seconded by Council Member Palomar, to approve the Agenda as published. The motion carried by unanimous voice vote.

Consent Calendar: A motion was made by Council Member Dix, seconded by Council Member Palomar, to approve the items appearing on the Consent Calendar. The motion carried by unanimous voice vote.

- 4.1 Approval of City Council Minutes** - Approve the minutes from the June 15, 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 June 11, 2020 through July 8, 2020 as prepared by Accounts Payable Clerk Grace Reyna.
- 4.3 Approve the Proposed Wage Schedule** - Staff Report by Director of Administrative Services Christina Windover.
- 4.4 Approve the Agreement for Common Use of Easements and authorize the City Manager to execute the agreement on behalf of the City of Kingsburg** - Staff Report by City Engineer Dave Peters.
- 4.5 Approve the Three Kingsburg Tri-County Health Care District Grant Agreements as presented** - Staff Report by City Manager Alexander Henderson.
- 4.6 Authorize the City Manager to Enter into a Contract with Yiftee for eGift Card for Program Implementation with Yiftee**- Staff Report by Economic Development Coordinator Jolene Polyack.

REGULAR CALENDAR

Recognition of Marjorie “Margie” Buller for her dedication to the Kingsburg Community.

Presentation by Mayor Michele Roman- Mayor Roman thanked Margie for her contribution to the community, schools, and the children. Council expressed that they are so thankful for all she has done and will miss her pizza. Margie thanked everyone.

A motion was made by Council Member Hurtado, seconded by Council Member Palomar to Adopt Resolution 2020-042 recognizing and honoring Marjorie Buller for her dedication and service to the community of Kingsburg. The motion carried by unanimous voice vote.

PUBLIC HEARING TO CONSIDER VACATION OF KAMM AVENUE BETWEEN BETHEL AVENUE AND GOLDEN STATE BOULEVARD BY THE KINGSBURG CITY COUNCIL

Open Public Hearing: Mayor Roman opened the public hearing at 6:17 P. M.

Presentation City Engineer Dave Peters – Mr. Peters explained that the City has received a request to vacate a portion of Kamm Avenue and Simpson Street by Bethel Avenue. He stated that it has not been used as a road for a long time. Generally, it is only used by the two abutting parcels. Vacating it does not cause a landlocked parcel. There is a cost savings for maintaining the road. One half would go to the south and one half goes to the north.

6:20 P. M. Open for City Council Discussion – Council Member North stated that she wanted to clarify that the same property owners that asked for it are now advocating against it. City Engineer Dave Peters said that is correct. Council Member North asked how much has been spent? Mr. Peters said \$1,000-\$1,500. Council Member Dix asked why they would change their mind. Mr. Peters said that he would like the applicants to speak for themselves, but it might have to do with the portion of the 20 feet that they are going to get. City Attorney Michael Noland stated that giving the land over will help relieve City liability. Council Member Dix asked what about the other property? Mr. Peters said that he believes they are aware. The ongoing communication was discussed.

Open for Public Comment – At 6:30 P. M. Mayor Roman opened for public comment.

Laurie Dixon, property owner, stated that she called to clarify regarding their inquiry into vacating the property and their letter of public comment against it. They inquired to see what it would look like. It took a couple of years. The 20’ access that they would receive isn’t all paved so it would not be beneficial. It is surrounded by steep grade and will not be able to drive a truck on it. It is the main entrance to the property.

Amy Corgiant, the other property owner affected by the vacation, stated that they are for this. She said that people pull into there to dump junk. They would extend their oleanders to deter vehicles from driving there and dumping.

Council Member Dix discussed having a compromise before he can vote to vacate. He would be open to negotiating with the other property owner.

Close Public Comment – At 6:43 P. M. Mayor Roman closed the Public Comment period.

Continued City Council Discussion – At 6:43 P. M. Mayor Roman opened for continued Council discussion. Council Member Dix stated that before we vacate, he would want something in place that would work for both property owners. Council Member Hurtado agreed. City Attorney Michael Noland stated that the City cannot force landowners into an agreement. Council can continue to a further date to see if the property owners can come to an agreement. He said that property owners not agreeing is not a valid reason to not vacate a property that is no longer needed and is a liability to the City.

A motion was made by Council Member North to Adopt Resolution 2020-043 vacating portions of Kamm Avenue and Simpson Street (Golden State Boulevard) as shown in Exhibit “A” and Exhibit “B”. The motion died for lack of a second.

A motion was made by Council Member Dix to continue this matter to the 8/19/2020 City Council Meeting. The motion was seconded by Council Member Palomar and passed, four in favor, Council Member North voting “no”.

Caltrans Presentation on SR99

Presentation by Caltrans Project Manager Gilberto Baca, and Sgt. Matt Renke, California Highway Patrol.

Mr. Baca discussed the measure they have taken to slow traffic and grant easier access to the freeway during the construction and lane split. Sgt. Renke stated that we are stepping up patrols due to the crash levels. We will be meeting with Kingsburg Police and Fire Departments to provide information regarding access points.

Council thanked them for calling in and showing concern. They discussed a speed trailer for people getting on the 99 north from Sierra and the terrible road conditions and the confusing lines. CHP Sgt. said to please call. There have been over 35 documented crashes in that area.

Informational- No Action Necessary

Coronavirus Disease (COVID-19) Update

City Manager Alexander Henderson stated that local churches are working on outdoor services and restaurants are doing outdoor dining. He reviewed mask requirements stating that anyone who works with the public will have to wear a mask. He said that there was 18% unemployment numbers for June.

Council discussed local businesses receiving the \$5,000 grants, businesses not complying with orders and maybe having to enforce in the future. They also discussed yard sales.

Informational – No Action Necessary

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

Chief Dadian briefly updated Council on crime numbers staying low. Two residents were arrested for child abuse, a strong case that they have been working on for months. He stated that he would like to do a 10-year report, but he is waiting for FBI stats to come out.

Council asked about the school resource officer and thanked the Police Department.

Informational- No Action Necessary

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 has not met.

Chamber of Commerce – Council Member Hurtado reported that its meeting was cancelled.

Economic Development Committee – City Manager Alexander Henderson reported that it has not met, but on the Consent Calendar Council approved an agreement with a gift card program for Kingsburg businesses.

Finance Committee – Council Member Dix reported that it has not met.

Planning Commission – City Manager Alexander Henderson reported that it did not meet in July.

South Kings Groundwater Sustainability Agency Joint Powers Authority (SKGSA) – Council Member Dix reported that it has not met.

City Manager's Report – City Manager Alexander Henderson reported that the Linnaea Villa Project is moving forward

Other Business that may come properly before the City Council

Council Member Hurtado stated that she wanted to recognize that July 26, 2020 will be the 30th anniversary of the Americans With Disabilities Act.

Future Agenda Items – None

Adjourn Regular Kingsburg City Council Meeting – Mayor Michelle Roman adjourned the Regular Meeting of the Kingsburg City Council at 8:09 P. M.

Submitted by:

Abigail Palsgaard, City Clerk

**Kingsburg City Council
Special Meeting Minutes
June 29, 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 SUBMITTED BY MAIL OR EMAIL TO APALSGAARD@CITYOFKINGSBURG-CA.GOV. THE CUT OFF FOR WRITTEN COMMENTS WAS 06/29/2020 at 4:30pm. THEY WERE NOT READ OUT LOUD.

Call to order and roll call: Mayor Roman called the Special City Council meeting to order at 5:00 P. M.

Council Members present by Teleconference: Jewel Hurtado, Vince Palomar, Laura North, and Mayor Michelle Roman.

Council Member not present: Sherman Dix.

Staff present by Teleconference: City Attorney Michael Noland, and City Engineer Dave Peters.

Staff present: City Manager Alexander Henderson and City Clerk Abigail Palsgaard

Public Comments - None

Regular Calendar

Award the Linnaea Villas Public Improvements Project to Dawson-Mauldin, LLC in the amount of \$1,487,706.50.

City Engineer David Peters Presented the bid information.

Council Member Palomar asked if the improvements are for the roads connecting. Dave Peters said yes, the realigning of Madsen, widening the road on Sierra Street, and constructing 24th Avenue. There is also work on the CID canal.

A motion was made by Council Member North, seconded by Council Member Hurtado, to Award the Linnaea Villas Public Improvements Project to Dawson-Mauldin, LLC in the amount of \$1,487,706.50. The motion carried by unanimous roll call vote of those members present.

City Manager's Report

City Manager Alexander Henderson advised Council that City Hall will be closed on July 3, 2020.

Other Business that may come properly before the City Council

Mayor Roman stated that the Covid numbers rising. She would like to continue to meet via Zoom meetings. Council Member Hurtado stated that with a high-risk child, she would prefer to meet in a bigger space if we do meet. Council Member North stated that she would like to go along with the Zoom meetings. Council Member Palomar said that either way is fine with him.

Council Member North asked if we could have the City Manager address our concerns with Caltrans concerning the accidents on Highway 99.

Mr. Henderson gave a brief update, stating the City has reached out with concern regarding the rate of accidents and our ability to reach the accident for public safety. Last week there was a regional meeting with CHP and local jurisdictions.

Adjourn Special Kingsburg City Council Meeting: Mayor Roman adjourned the meeting at 5:20 P. M.

Submitted by:

Abigail Palsgaard, City Clerk

Accounts Payable

Checks by Date - Summary by Check Date

User: gracer
 Printed: 7/30/2020 5:04 PM



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

Check No	Vendor No	Vendor Name	Check Date	Check Amount
77985	4035	AIR EXCHANGE, INC.	07/15/2020	10,595.25
77986	4173	AMI CONCEPTS	07/15/2020	9,000.00
77987	3896	CALED	07/15/2020	350.00
77988	3057	CALIFORNIA BUILDING STANDARDS	07/15/2020	566.10
77989	3069	CASCADE FIRE EQUIPMENT	07/15/2020	3,900.06
77990	3079	CENTRAL VALLEY SWEEPING, INC.	07/15/2020	12,180.00
77991	3190	ITSD-DATA PROC Svc's CO. OF FRESNO	07/15/2020	72.98
77992	3111	COLLINS & SCHOETTLER	07/15/2020	4,252.50
77993	3685	COMMUNITY MEDICAL CENTER	07/15/2020	175.00
77994	3144	DEPARTMENT OF CONSERVATION	07/15/2020	2,232.06
77995	3155	ELBERT DISTRIBUTING, INC.	07/15/2020	795.62
77996	3174	FIRECREST DESIGNS	07/15/2020	396.67
77997	3225	HOME DEPOT CREDIT SERVICES	07/15/2020	201.85
77998	3999	IRON MOUNTAIN	07/15/2020	72.80
77999	3534	JACK'S REFRIGERATION, INC.	07/15/2020	551.62
78000	3245	J'S COMMUNICATIONS, INC.	07/15/2020	892.42
78001	3249	KAISER FOUNDATION HEALTH PLAN	07/15/2020	2,285.51
78002	3989	KAMM HOUSING, INC.	07/15/2020	8,500.00
78003	3253	KINGSBURG CHAMBER OF COMMERCE	07/15/2020	2,500.00
78004	3254	KINGSBURG CHEVRON	07/15/2020	295.00
78005	3259	KINGSBURG SUPERMARKET, INC.	07/15/2020	530.61
78006	3277	LINCOLN AQUATICS	07/15/2020	2,723.99
78007	3300	MuniServices/Avenue	07/15/2020	450.00
78008	3307	NELSON'S ACE HARDWARE	07/15/2020	1,045.97
78009	3308	NELSON'S POWER CENTER	07/15/2020	268.55
78010	3450	ABIGAIL PALSGAARD	07/15/2020	35.00
78011	3327	PITNEY BOWES GLOBAL FINANCIAL	07/15/2020	177.95
78012	3329	POLYACK MARKETING	07/15/2020	3,358.90
78013	3334	PROFESSIONAL PRINT & MAIL, INC	07/15/2020	1,731.46
78014	3369	SILVAS OIL COMPANY, INC.	07/15/2020	1,867.73
78015	4244	STOP STICK, LTD	07/15/2020	10,334.14
78016	4036	THE MOWER'S EDGE	07/15/2020	277.67
78017	3419	VIKING CLEANING SERVICE	07/15/2020	3,076.02
78018	3421	VINCENT COMMUNICATIONS, INC.	07/15/2020	1,544.04
78019	3461	WILDWOOD CURTAIN SIDES, INC.	07/15/2020	190.00
78020	3448	CHRISTINA WINDOVER	07/15/2020	35.00
78021	3430	WONG, ANDY & BETTY	07/15/2020	2,600.00
Total for 7/15/2020:				90,062.47
ACH	3231	ICMA RETIREMENT CORPORATION - V	07/17/2020	661.63
ACH	3470	Internal Revenue Service - ACH	07/17/2020	43,164.68
ACH	3471	Employment Development Department - A	07/17/2020	6,575.84
ACH	3472	CalPERS - ACH	07/17/2020	33,567.08
ACH	3475	Empower	07/17/2020	2,915.00
ACH	3476	CHILD SUPPORT STATE DISBURSEME	07/17/2020	471.22
ACH	3470	Internal Revenue Service - ACH	07/17/2020	11,472.81

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	3471	Employment Development Department - A	07/17/2020	1,454.05
Total for 7/17/2020:				100,282.31
78022	4267	ACTIVE 911	07/24/2020	351.00
78023	3005	AFLAC	07/24/2020	863.54
78024	3006	AIRGAS NCN	07/24/2020	690.48
78026	3012	A-MARK T-SHIRTS, INC.	07/24/2020	48.59
78027	3020	ANGELICA TEXTILES SERVICES COR	07/24/2020	662.79
78028	3029	AT&T CALNET 3	07/24/2020	21.23
78029	3030	AT&T MOBILITY	07/24/2020	1,097.94
78030	3038	BENETRAC	07/24/2020	425.00
78031	4277	CARSON BRANDON	07/24/2020	515.23
78033	3056	CAL STATE TERMITE AND PEST	07/24/2020	460.00
78034	3704	CANON FINANCIAL-EQUIPMENT SAL	07/24/2020	423.21
78035	3069	CASCADE FIRE EQUIPMENT	07/24/2020	388.71
78036	4266	CENTRAL VALLEY MEDICAL	07/24/2020	1,700.00
78037	3077	CENTRAL VALLEY OVERHEAD DOOR	07/24/2020	624.36
78038	3080	CHADS AUTO GLASS	07/24/2020	379.02
78039	3918	CINTAS	07/24/2020	1,184.60
78040	3101	CITY OF SANGER	07/24/2020	2,728.75
78041	3106	KEVIN CLARK	07/24/2020	200.00
78042	3119	COOK'S COMMUNICATIONS CORP.	07/24/2020	61,855.03
78043	3127	COUNTY OF FRESNO-TREASURER	07/24/2020	483.30
78044	4272	CROWN SERVICES COMPANY	07/24/2020	587.39
78045	3134	CSJVRMA	07/24/2020	233,018.00
78046	3137	NEIL DADIAN	07/24/2020	195.25
78047	3142	DELRAY TIRE & RETREADING	07/24/2020	1,542.99
78048	3150	DOWNTOWN FORD SALES	07/24/2020	30,395.38
78049	4027	dta	07/24/2020	960.00
78050	3750	EAGLE ENGRAVING, INC.	07/24/2020	32.58
78051	4229	EBA&M CORPORATION	07/24/2020	3,760.00
78052	3154	LEASING DEPT. EH NATIONAL BANK	07/24/2020	142,838.83
78053	3158	ENER POWER	07/24/2020	5,836.00
78054	4176	ENGINEERED FIRE SYSTEMS, INC	07/24/2020	1,750.00
78055	3162	ESO SOLUTIONS	07/24/2020	495.00
78056	3540	FAILSAFE TESTING	07/24/2020	1,419.55
78057	3577	FAMILY HEALING CENTER	07/24/2020	1,000.00
78058	3174	FIRECREST DESIGNS	07/24/2020	61.04
78059	3185	FRESNO COUNCIL OF GOVERNMENT:	07/24/2020	504.00
78060	3187	FRESNO COUNTY DEPT OF COMM. HI	07/24/2020	1,901.59
78061	3188	FRESNO COUNTY SHERIFF	07/24/2020	15,773.05
78062	3206	GLACIER REFRIGERATION AND AIR	07/24/2020	1,580.05
78063	3219	HEALTHWISE SERVICES	07/24/2020	175.00
78064	3221	ALEX HENDERSON	07/24/2020	35.95
78065	3222	HENRY SCHEIN, INC.	07/24/2020	1,955.85
78066	4265	INDEPENDENCE ENVIROMENTAL SEF	07/24/2020	4,410.00
78067	3237	JC'S LAWN SERVICE	07/24/2020	5,000.00
78068	3245	J'S COMMUNICATIONS, INC.	07/24/2020	270.00
78069	3248	KAHN, SOARES & CONWAY, LLP	07/24/2020	14,894.90
78070	3250	KELLER FORD LINCOLN	07/24/2020	70.00
78071	3887	KINGS INDUSTRIAL OCC. MED CTR., 1	07/24/2020	1,218.00
78072	3253	KINGSBURG CHAMBER OF COMMER	07/24/2020	5,000.00
78073	3625	KINGSBURG MEDIA FOUNDATION	07/24/2020	2,170.00
78074	3259	KINGSBURG SUPERMARKET, INC.	07/24/2020	29.57
78075	3266	BRENT KROEGER	07/24/2020	17.00
78076	4081	L.N. CURTIS & SONS	07/24/2020	27.35

Check No	Vendor No	Vendor Name	Check Date	Check Amount
78077	3784	LEXIPOL, LLC	07/24/2020	4,740.00
78078	3276	LIFE ASSIST INC	07/24/2020	159.10
78079	3277	LINCOLN AQUATICS	07/24/2020	2,035.16
78080	4121	JEFFREY T. LOYD	07/24/2020	145.00
78081	4226	MESA TACTICAL	07/24/2020	138.50
78082	3518	METRO UNIFORM	07/24/2020	439.05
78083	3466	NAPA AUTO PARTS	07/24/2020	2,266.20
78084	3567	NVB EQUIPMENT, INC.	07/24/2020	1,262.54
78085	3961	OoSoSHARP, LLC.	07/24/2020	1,975.06
78086	4275	INDUSTRIAL WASTE & SALVAGE ORA	07/24/2020	12.50
78087	3312	O'REILLY AUTO PARTS	07/24/2020	502.32
78088	3315	P G & E	07/24/2020	1,315.99
78089	3316	CORINA PADILLA	07/24/2020	1,284.50
78090	3319	KEVIN PENDLEY	07/24/2020	17.00
78091	3321	PETERS ENGINEERING GROUP	07/24/2020	11,624.13
78092	3922	RAGNASOFT, INC.	07/24/2020	1,225.00
78093	3359	S&W HEALTHCARE CORP.	07/24/2020	205.13
78094	3361	SAN JOAQUIN VALLEY AIR	07/24/2020	2,505.00
78095	3363	SAVE MART SUPERMARKETS	07/24/2020	163.88
78096	3775	SCOTT'S PPE RECON., INC.	07/24/2020	48.77
78097	3369	SILVAS OIL COMPANY, INC.	07/24/2020	4,737.70
78098	4142	SPARKLETTS	07/24/2020	218.55
78099	4274	SPRINGBROOK HOLDING COMPANY,	07/24/2020	22,933.00
78100	3380	STATE OF CALIFORNIA-D O J	07/24/2020	360.00
78101	4269	STAY TOONED PRINT	07/24/2020	240.00
78102	4129	STEVE DOVALI CONSTRUCTION	07/24/2020	438,174.68
78103	3612	TARGETSOLUTIONS LEARNING	07/24/2020	4,162.44
78104	4268	THE DOOR DOCTOR INC	07/24/2020	980.98
78105	3397	THE GAS COMPANY	07/24/2020	830.55
78106	4273	TRUCK PRO	07/24/2020	1,011.13
78107	3464	UNITY IT, LLC	07/24/2020	29.75
78108	3416	VERIZONWIRELESS	07/24/2020	266.07
78109	3421	VINCENT COMMUNICATIONS, INC.	07/24/2020	8,430.69
78110	4102	VIVINT SOLAR DEV., LLC - ATT: AR D	07/24/2020	298.02
78111	3429	WILLDAN FINANCIAL SERVICES	07/24/2020	1,526.00
78112	3448	CHRISTINA WINDOVER	07/24/2020	200.00
78113	3505	ZOOM IMAGING SOLUTIONS, INC.	07/24/2020	8.09
78114	4098	JENNIFER ALVAREZ	07/24/2020	174.66
Total for 7/24/2020:				1,070,674.24
78203	4278	TFS-Zoom Imaging Solutions Inc.	07/28/2020	8,447.75
Total for 7/28/2020:				8,447.75
Report Total (137 checks):				1,269,466.77



Meeting Date: 08/05/2020
Agenda Item: 4.3

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Roman & City Council
REPORT FROM: David Peters, City Engineer **REVIEWED BY:** AP
AGENDA ITEM: Right-of-Way Dedication – Sierra Street / Madsen Avenue
ACTION REQUESTED: ___Ordinance ___Resolution √ Motion ___Receive/File

EXECUTIVE SUMMARY

In 2019, the City of Kingsburg transferred property to the Fresno Housing Authority related to the Linnaea Villas Senior Housing project located at the intersection of Madsen Avenue and Sierra Street. The City retained portions of that property surrounding the project which have been designated to be used for future road right-of-way. The project conditions of approval requires Madsen Avenue to be realigned and a new intersection constructed with Sierra Street (SR 201) as part of the project’s off-site improvements. As a condition of the encroachment permit issued by Caltrans for these improvements, the City is required to dedicate street right-of-way on the property retained by the City to the State of California for the new Madsen Avenue / Sierra Street intersection.

RECOMMENDED ACTION BY CITY COUNCIL

1. Authorize City Manager to execute the Grant Deed for right-of-way dedication and transmit the document to Caltrans for recordation.

POLICY ALTERNATIVE(S)

The Council could choose to not dedicate the right-of-way.

REASON FOR RECOMMENDATION/KEY METRIC

1. Promote Sustainable Growth

FINANCIAL INFORMATION

FISCAL IMPACT:

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

ATTACHED INFORMATION

1. Grant Deed

RECORDING REQUESTED BY AND WHEN
RECORDED MAIL TO:

DEPARTMENT OF TRANSPORTATION
CENTRAL REGION SOUTHEAST SURVEYS
855 "M" STREET
SUITE 200
FRESNO, CA. 93721
Attn: Brian Merrick

State Business - No Recording Fee
(Gov. Code 27383)
DEPT. OF TRANSPORTATION

Space above this line for Recorder's Use
APN: a portion of 396-020-17

DEDICATION
GRANT DEED
(CORPORATION)

District	County	Route	Post Mile	Number
06	FRE	201	1.23	88396-1

City of Kingsburg, a Charter City and municipal corporation, does hereby GRANT to the State of California all that real property in the City of Kingsburg, County of Fresno, State of California, described as:

SEE ATTACHED EXHIBIT "A" FOR LEGAL DESCRIPTION

The grantor further understands that the present intention of the grantee is to construct and maintain a public highway on the lands hereby conveyed in fee and the grantor, for itself, its successors and assigns, hereby waives any claims for any and all damages to grantor's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of said highway.

Number
88396-1

IN WITNESS WHEREOF, said corporation has caused its corporate name to be hereunto subscribed and its corporate seal to be affixed hereto, this _____ day of _____, 20_____.

City of Kingsburg

By: _____

[CORPORATE SEAL]

THIS IS TO CERTIFY, That the State of California, acting by and through the Department of Transportation (pursuant to Government Code Section 27281), hereby accepts for public purposes the real property described in the within deed and consents to the recordation thereof.
IN WITNESS WHEREOF, I have hereunto set my hand

Dated _____

By _____
Toks Omishakin
Director of Transportation

By _____
Attorney in Fact
Tom Overstreet

EXHIBIT "A"

REAL PROPERTY IN THE CITY OF KINGSBURG, COUNTY OF FRESNO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS: THAT PORTION OF PARCEL B OF PARCEL MAP NUMBER 31, IN THE CITY OF KINGSBURG, COUNTY OF FRESNO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 44 OF PARCEL MAPS, PAGE 60 OF FRESNO COUNTY RECORDS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID PARCEL B, THENCE ALONG THE NORTH LINE OF SAID PARCEL B, SOUTH 90°00'00" WEST, A DISTANCE OF 29.41, TO A POINT ON NORTHERLY LINE OF PARCEL B, AS SHOWN ON SAID PARCEL MAP NUMBER 31; SAID POINT IS ALSO BEING TRUE POINT OF BEGINNING:

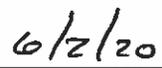
- 1) THENCE, LEAVING SAID NORTHERLY LINE OF SAID PARCEL B, SOUTH 00°00'00" EAST, A DISTANCE OF 13.00 FEET;
- 2) TO THE BEGINNING OF NON-TANGENT CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 38.00 FEET, A RADIAL TO SAID POINT BEARS NORTH 44°40'04" WEST, THENCE SOUTHWESTERLY AND SOUTHERLY, ALONG SAID CURVE THRU A CENTRAL ANGLE (DELTA) OF 45°19'18", AN ARC LENGTH OF 30.06 FEET, TO A POINT ON EASTERLY RIGHT OF WAY LINE OF MADSEN AVENUE AS DESCRIBED IN THE GRANT DEED RECORDED IN DOCUMENT NUMBER 2019-0149245 AND DATED DECEMBER 11, 2019 OF OFFICIAL RECORDS OF FRESNO COUNTY;
- 3) THENCE, LEAVING SAID EASTERLY RIGHT OF WAY LINE, NORTH 89°59'22" WEST, A DISTANCE OF 60.00 FEET TO A POINT ON WESTERLY RIGHT-OF-WAY LINE OF MADSEN AVENUE, AS DESCRIBED IN SAID DOCUMENT NUMBER 2019-0149245;
- 4) THENCE, LEAVING SAID WESTERLY RIGHT-OF-WAY LINE OF MADSEN AVENUE, TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 38.00 FEET, A RADIAL TO SAID POINT BEARS SOUTH 89°59'22" EAST, THENCE NORTHERLY AND NORTHWESTERLY, ALONG SAID CURVE THRU A CENTRAL ANGLE (DELTA) OF 45°17'21" AN ARC LENGTH OF 30.04 FEET;
- 5) THENCE, NORTH 00°00'00" WEST TO SAID NORTHERLY LINE OF SAID PARCEL B, A DISTANCE OF 13.00 FEET TO A POINT ON THE SAID NORTHERLY LINE OF PARCEL B;
- 6) THENCE, ALONG SAID NORTHERLY LINE OF SAID PARCEL B, NORTH 90°00'00" EAST, A DISTANCE OF 82.55 FEET THE TRUE POINT OF BEGINNING

CONTAINING AN AREA OF 2,883 SQUARE FEET MORE OR LESS.

THIS REAL PROPERTY DESCRIPTION WAS PREPARED BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE PROFESSIONAL LAND SURVEYORS ACT.



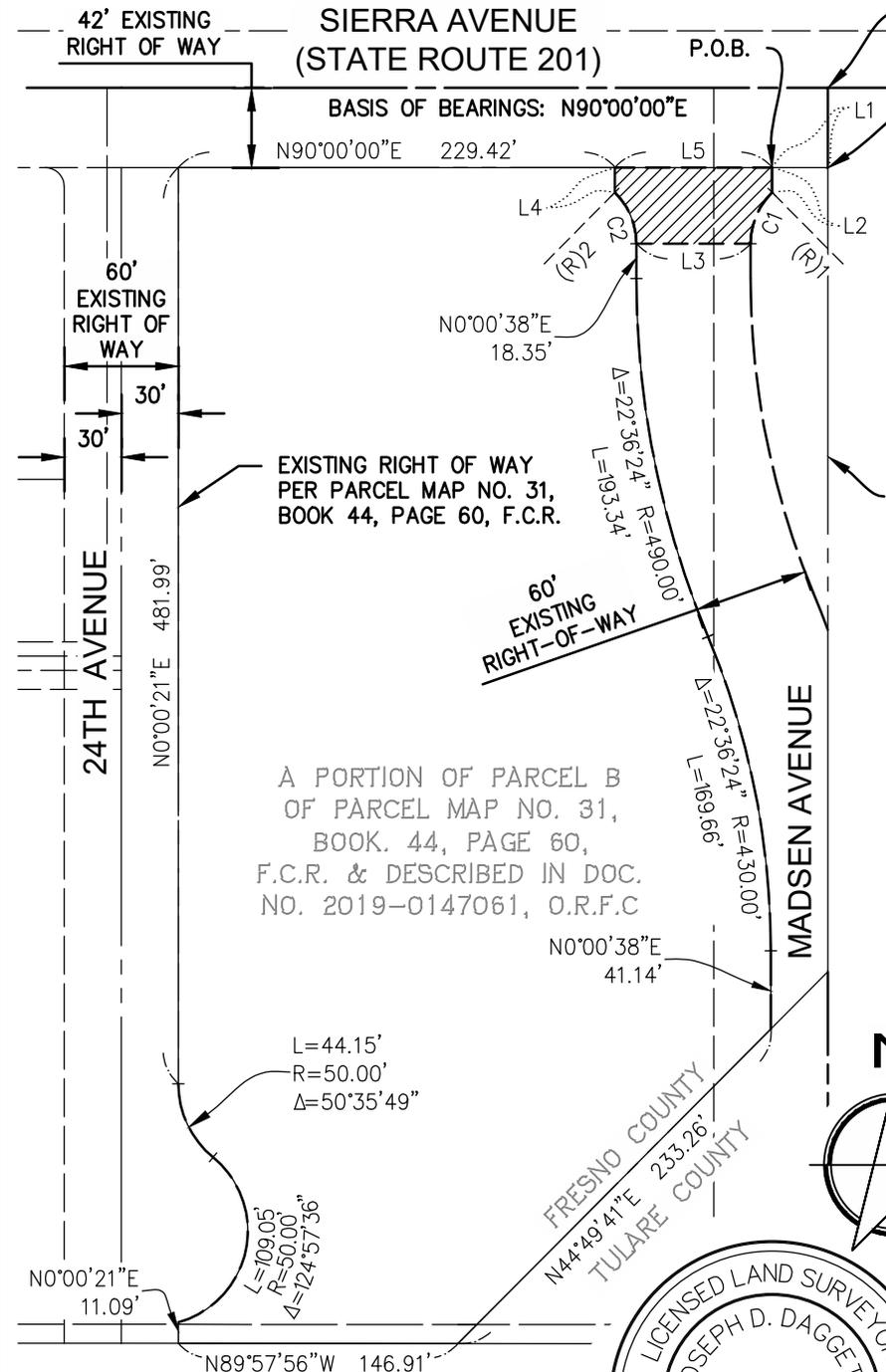
JOSEPH D. DAGGETT, LS 8861



DATE



EXHIBIT "B"



NORTHEAST CORNER OF SECTION 26, TOWNSHIP 16 S., RANGE 22 E., M.D.B.&M.

POINT OF COMMENCEMENT:
NORTHEAST CORNER OF PARCEL B OF PARCEL MAP NO. 31, REC. BK. 44, PAGE 60, F.C.R.

LEGEND



INDICATES IRREVOCABLE OFFER OF RIGHT OF WAY DEDICATION: TOTAL AREA OF 2,883 S.F.

P.O.B. POINT OF BEGINNING

EAST LINE OF SECTION 26, TOWNSHIP 16 S., RANGE 22 E., M.D.B.&M.

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C1	30.06'	38.00'	45° 19' 18"
C2	30.04'	38.00'	45° 17' 21"

RADIAL TABLE

LINE #	DIRECTION
(R)1	N44° 40' 04"W
(R)2	N44° 43' 17"E

LINE TABLE

LINE #	LENGTH	DIRECTION
L1	29.41'	S90° 00' 00"W
L2	13.00'	S00° 00' 00"E
L3	60.00'	S89° 59' 22"E
L4	13.00'	N00° 00' 00"W
L5	82.55'	N90° 00' 00"E

BASIS OF BEARINGS

THE NORTH LINE OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 16 S., RANGE 22 E., AS SHOWN ON PARCEL MAP NO. 31 RECORDED IN BOOK 44 OF MAPS, PAGE 60, F.C.R., TAKEN AS EAST.



GATEWAY ENGINEERING, INC.
CIVIL ENGINEERS | LAND SURVEYORS

P. 559-320-0344 | F. 559-320-0345 | WWW.GATEWAYENG.COM
405 PARK CREEK DRIVE, CLOVIS, CA 93611-4435

PROJECT: IRREVOCABLE OFFER OF RIGHT-OF-WAY DEDICATION FOR SR 201 IN FRESNO COUNTY, CALTRANS DISTRICT 6, POST MILE 1.265

DESCRIPTION: PROPERTY IN THE CITY OF KINGSBURG, COUNTY OF FRESNO, STATE OF CALIFORNIA AND A PORTION OF PARCEL B OF PARCEL MAP NO. 31, BOOK 44, PAGE 60 OF PARCEL MAPS, F.C.R.

JOB NO.: 19-066

DATE: 12/18/19

SCALE: 1" = 100'

SHEET: 1 OF 1



City of Kingsburg

Q1 & Q2
2020 Update



**MID VALLEY
DISPOSAL**
WWW.MIDVALLEYDISPOSAL.COM

Overview



- Site Assessments
- Recycling Audits
- Work Orders/Service Requests
- Education
- Mattress Program
- Recycler of the Year
- Organic Recycling Contest
- Kingsburg Cleanup
- Cal Recycle Updates



Site Assessments



- ❖ Implementation
- ❖ Waste Assessments
- ❖ CMAT
- ❖ Education
- ❖ Illegal Dumping
- ❖ Bulky Items

Service Type	
Commercial	170
Multifamily	46
TOTAL	216

Outstanding Commercial Organic Recycling Programs



Kingsburg Super Market



Mid Valley Disposal

Berman's Flowers

Recycling Audits



⚠ WARNING ⚠
CONTAMINATED BIN
 DATE: 2-5 ROUTE # 502 BIN SIZE: 4yd
 BLUE BIN-RECYCLING GREEN BIN-ORGANICS
 Serviced Not Serviced
 NO HAZARDOUS WASTE 21427
 • No Paint
 • No Used Motor Oil
 • No Tires
 • No Batteries
 • No Chemicals
 Unaccepted materials were found in your bin.
 Address: _____
 City: _____
 Bin Location: East enclosure in complex
 Contaminants found include:
Box Spring, furniture, weed
 REMOVE CONTAMINANTS
 For information on what is acceptable, go to www.midvalleydisposal.com
 Remove items or to request additional service
 call MVD (589) 567-0520
 MID VALLEY DISPOSAL

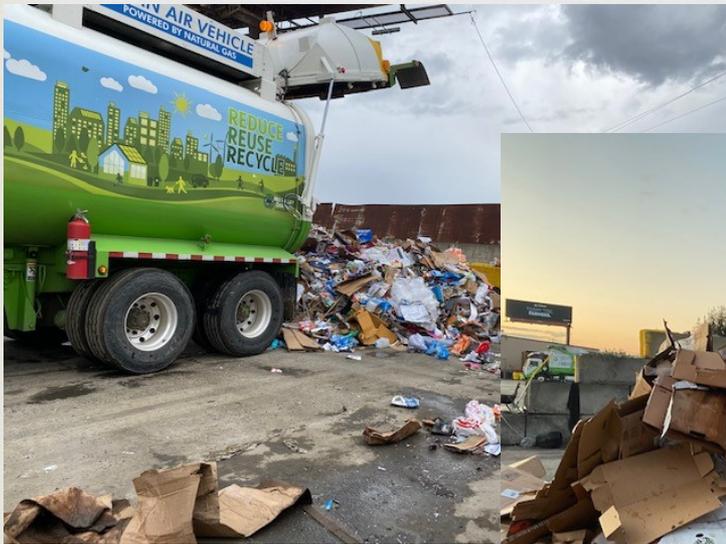
WARNING
CONTAMINATED CONTAINER
 Recycle Cart
 Green Waste Cart
 MATERIALS PERMITTED
 • Paper Shredder
 • Glass Bottles & Jars
 • Cardboard Boxes
 • Tin & Aluminum Cans
 • Newspaper & Books
 ACCEPTABLE CONTENT
 • Leaves
 • Green Clippings
 • Grass
 • Pruning's
 • Small Branches
 REMOVE CONTAMINATING MATERIAL
 Non-Recyclable materials have been found in your cart. Your cart will not be collected until non-recyclables are removed.
 Cart not emptied due to:
 Garbage in cart
 Plastic bag(s) in green-waste cart
 Other
 (899) 843-2497
 MID VALLEY DISPOSAL
 RECYCLING & TRANSFER STATION
 Address: _____
 Date: _____
 Driver: _____
 Zone: _____
 Type of Contamination: _____

Multifamily	4
Residential	28
TOTAL	216

Recycling Audits



Load Checks



Mid Valley Disposal

Material	Estimated %	Estimated Weight
Recyclable		
Cardboard	62%	4526
Rec. Plastics	3%	219
Paper	5%	365
Aluminum/Tin	2%	146
Glass	1%	73
Trash		
Mixed Bags	15%	1095
Non Rec. Plastics	10%	730
Styrofoam	1%	73
Furniture	1%	73
Clothes		0
Organics		
Food		0
Green Waste		0
C & D		
Concrete		0
Other		
HHW		
E Waste		0.00
		0
Total	100.0%	7300
Estimate Diversion Rate (%)	73.0%	5329

2020 Work Orders/ Service Requests



Month	2020
Jan	14
Feb	9
Mar	16
Apr	23
May	12
Jun	25
Grand Total	99



Educational Materials

2020 Mailout



RECYCLING



MIXED PAPER
CLEAN/FLAT
CORDBOARD
OFFICE PAPER
ALUMINUM & TIN
CANS

RECYCLABLE PLASTICS
BOTTLES AND
CONTAINERS
GLASS
JARS & BOTTLES



*PLEASE BE SURE TO KEEP LIDS CLOSED FOR SERVICE

ACCEPTED MATERIALS

ORGANICS



BREADS & GRAINS
TREE TRIMMINGS
GARDEN CLIPPINGS
UNTREATED WOOD
PASTA & RICE

GRASS
FRUITS
VEGETABLES
EGGSHELLS
NUTSHELLS

FOOD SOILED PAPER
SOILED CARDBOARD
COOKED MEAT/POULTRY/FISH



GARBAGE



STYROFOAM
CLOTHES
PET WASTE
CARPET
TREATED WOOD
HOSE/ROPE

NON RECYCLABLE PLASTIC

PLASTIC BAGS
TOILET PAPER
DIAPERS
TOYS
SHOES
FOIL



MIDVALLEYDISPOSAL.COM

FLAMMABLE MATERIALS Materiales Inflamables



FIND PROPER DISPOSAL OPTIONS FOR YOUR HAZARDOUS WASTE ENCUENTRE OPCIONES DE ELIMINACIÓN ADECUADAS PARA SUS DESECHOS PELIGROSOS

- RESOURCES Recursos**
- Dispose of electronic waste with a certified e-waste collector. Go to: www2.calrecycle.ca.gov/electronicwaste/recycle or search.west911.com
 - Deséchelo los electrónicos con un recolector de desechos electrónicos certificado. Ir a: www2.calrecycle.ca.gov/electronicwaste/recycle or search.west911.com
 - Dispose of used motor oil and/or oil filter at a certified collection center. Go to: search.west911.com or www2.calrecycle.ca.gov/usedoilandfiltercenter/
 - Deséchelo el aceite de motor usado y/o el filtro de aceite en un centro de recolección certificado. Ir a: search.west911.com or www2.calrecycle.ca.gov/usedoilandfiltercenter/
 - Dispose of paint at any PaintCare drop-off site. Go to: paintcare.org/drop-off-locations/wind-e-drop-off-site
 - Deséchelo la pintura en cualquier sitio de entrega PaintCare. Ir a: paintcare.org/drop-off-locations/wind-e-drop-off-site
 - Dispose of propane tanks, go to: blueairno.com/about/into-the-recycling-tips
 - Deséchelo los tanques de propano, ir a: blueairno.com/about/into-the-recycling-tips or visit your local county hazardous waste program website.
 - For a search for proper disposal of all types of hazardous waste. Go to: search.west911.com
 - Para buscar la eliminación adecuada de todo tipo de residuos peligrosos. Ir a: search.west911.com

Do Not Place Hazardous Waste Material inside your trash or recycling containers or bins. Improper disposal may lead to injury or damaged equipment. Hazardous material that is flammable may ignite when mixed with other materials.

No coloque material de desecho peligroso dentro de su contenedor de basura o de reciclaje. La eliminación inadecuada puede provocar lesiones o daños en el equipo. El material peligroso que es inflamable puede insensarse cuando se mezcla con otros materiales.



For more information please contact Mid Valley Disposal at 559.237.9425
Para más información comuníquese con Mid Valley Disposal al 559.237.9425

Educational Materials

HAZARDOUS WASTE DISPOSAL

ELIMINACIÓN DE RESIDUOS PELIGROSOS

Hazardous waste is a material that cannot be placed in the recycling or garbage cart. These materials should be disposed of safely and properly. These materials include:

Los residuos peligrosos es material que no puede ser colocado en el bote de reciclaje o de basura. Estos materiales deberán eliminarse de manera segura y adecuada. Estos materiales incluyen:

Anti-freeze	Fluorescent Bulbs/Tubes
Automotive Products	Paint
Used Motor Oil	Oil/Latex
Batteries	Pesticides & Herbicides
Needles	Prescription Drugs
Anticongelante	Bombillas Fluorescentes
Productos para autos	Tubos
Aceite Usado de Motor	Pintura
Baterias	Aceite / Látex
Agujas	Pesticidas y herbicidas
	Medicamentos Recetados

Contact the Fresno County Public Works & Planning Department for drop off information at 559.600.4259.

Para obtener mas informacion, pongase en contacto con los Servicios de Salud Ambiental del Condado de Fresno al 559.600.4259.

ENVIRONMENTAL RESPONSIBILITY BUILDS A STRONG COMMUNITY

RESPONSABILIDAD AMBIENTAL CONSTRUYE UNA COMUNIDAD FUERTE

KINGSBURG'S SOLID WASTE SERVICES

RESIDENTIAL RECYCLING AND DISPOSAL GUIDE

- All garbage and recycling carts must be placed at the curb before 6:00am on your service day.
- Set carts 3 feet apart and 6 feet, away from vehicles and fences.
- Push carts to the curbside on scheduled pick-up day. Lid openings should face the street.
- Do not overfill carts. Lids should close.
- Llevar los botes de basura y reciclaje a la casa antes de las 6:00 am el día de su servicio.*

SAFE FIREWORKS DISPOSAL

What do you do when the fun is over?

¿Qué hacer con los fuegos artificiales cuando se termina la diversión?

- Allow cooling of fireworks
- Permita el enfriamiento de los fuegos artificiales
- Douse fireworks in a large metal bucket of water and soak until thoroughly saturated
- Apague los fuegos artificiales en un gran cubo de metal con agua y remoje hasta que estén completamente saturados
- Place doused fireworks in garbage cart/bin NOT in recycling or green waste
- Coloque los fuegos artificiales en el bote/bandeja de basura NO en el contenedor de reciclaje o desechos verdes

ALWAYS SAFELY DISPOSE OF USED FIREWORKS!
SIEMPRE DESECHE SEGURAMENTE LOS FUEGOS ARTIFICIALES USADOS!

MID VALLEY DISPOSAL
WWW.MIDVALLEYDISPOSAL.COM

BACK TO THE BASICS

FOCUS ON RECYCLING THESE BASIC TYPES OF MATERIALS:

GLASS JARS & BOTTLES	PLASTIC BOTTLES & CONTAINERS
FRASCOS Y BOTELLAS DE VIDRIO	BOTELLAS Y CONTENEDORES DE PLÁSTICO
ALUMINUM & TIN CANS	MIXED PAPER & CARDBOARD

REGRESANDO A LO BÁSICO

ENFOQUESE EN EL REICICLAJE ESTE TIPO DE MATERIALES:

PLACE RECYCLABLES LOOSELY INSIDE RECYCLING CART

colocar los reciclables dentro del contenedor de reciclaje

CONTACT US / COMUNIQUESE CON NOSOTROS

City of Kingsburg Household Hazardous Waste (HHW) Drop-Off Sites

Red de Sitios para Desechos Domésticos Peligrosos

SITES IN: **KINGSBURG**

Flourescent Bulbs, Tubes, & Batteries	Sharps
Nelson's Ace Hardware - 2125 10th Avenue (559) 257-3880	Kingsburg Police Department - 1300 California St. (559) 897-4418
Kingsburg City Hall - 5401 Draper St. (559) 897-5821	
Used Oil & Filter	
AutoZone - 959 Sierra St. (559) 897-3561	O'Reilly Auto Parts - 1687 Markin St. (559) 897-7268

Look for this yellow sign at our sites!
(Busque esta señal amarilla en nuestros sitios)

The County of Fresno and the 15 cities offer a safe location to dispose of household hazardous waste around the state. This is located at the Fresno County Regional Hazardous Waste (HHW) event at American Red Cross, 19750 W American Avenue, Manteca, CA. For questions about what materials you can bring to this site, call (559) 698-4259.

El Condado de Fresno y las 15 ciudades ofrecen un lugar seguro para deshacerse de los residuos domésticos peligrosos (HHW) en todo el estado. Esto se encuentra en el Evento de Residuos Peligrosos Domésticos (HHW) en American Red Cross, 19750 W American Avenue, Manteca, CA. Si tiene preguntas sobre qué materiales puede traer a este sitio, llame al (559) 698-4259.

The City of Kingsburg and the County of Fresno: Partners working together for a cleaner community!

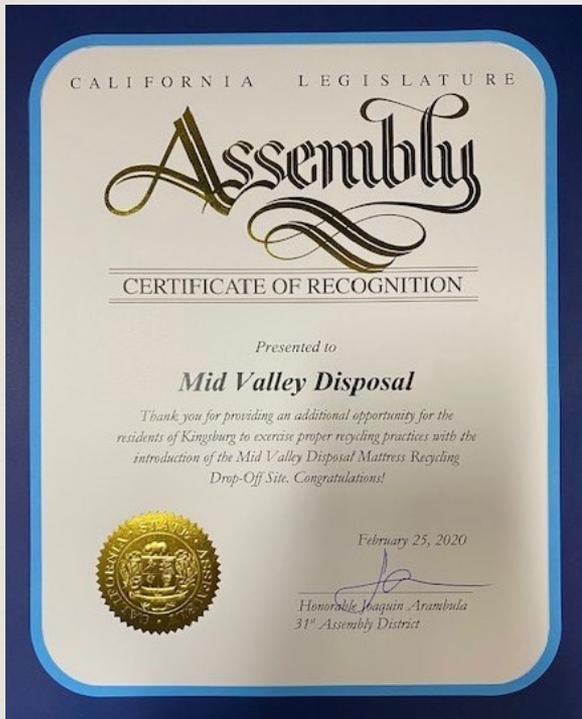
Mattress Program



Ribbon Cutting Ceremony



Mattress Program



MID VALLEY DISPOSAL
WWW.MIDVALLEYDISPOSAL.COM

KINGSBURG TRANSFER STATION

MATTRESS DROP OFF CENTER

Keep your neighborhood clean and drop off your mattress for free during hours of operation! Limit 3 units per customer.

MONDAY-FRIDAY
8 AM - 2:30 PM
1535 AVENUE 392
*CLOSED 12 PM - 12:30 PM FOR LUNCH



Mid Valley Disposal

2020 Recycler of the Year



Ramos Torres Winery



Organic Recycling Contest



1st place: Mayor Michelle Roman



2nd place: Linda Hinojosa

Kingsburg Cleanup



**KINGSBURG COMMUNITY CLEAN UP
THREE DAY EVENT
MID VALLEY DISPOSAL YARD**
1535 AVENUE 392
JULY 9 THROUGH JULY 11, 2020
THURSDAY FRIDAY AND SATURDAY
7AM to 2:30PM
CLEAN UP EVENT FOR KINGSBURG RESIDENTS ONLY

*You must provide proof of City Limit Residency and an e-mail address for reporting purposes
(Driver license or City Utility Bill)*

FOR MORE INFORMATION: Mid Valley 559-897-5217 City of Kingsburg 559-897-5821

ACCEPTED ITEMS

GREEN WASTE

- Tree limbs cut into 4-foot lengths
- Leaves and Lawn Clippings
- Clean Wood (No oil, paint & nails)

METAL

- Clean Auto Parts
- Scrap Metal

MISCELLANEOUS

- Mattresses and Furniture
- Household Trash

APPLIANCES

- Refrigerators
- Washers/Dryers/Stoves
- Dishwashers

E-WASTE (There may an additional charge)

- Computer Screens
- Televisions

ACCEPTED WITH EXTRA CHARGE

- Car Tires \$5.00 each
- Truck Tires \$15.00 each
- Other Electronic Waste \$5.00



ITEMS NOT ACCEPTED

- Oil
- Cement or Concrete
- Chemicals
- Paints
- Solvents
- Herbicides
- Pesticides
- Batteries (Car and homes batteries)
- Fluorescent Bulbs and Tubes.



Prescription drugs and used sharps may be disposed of any time at the Kingsburg Fire Department. Call 897-5821 for more information.

Household Hazardous Waste is banned from landfills and is not allowed in the trash. Fresno County now has a permanent facility for HHW call: 559-600-4259 for more information or e-mail at fcsnhhwfacility@gmail.com



Cal Recycle Updates



SB 1383

- ∞ New effective date: January 1st, 2022
- ∞ Requires California to recover 20% of currently disposed edible food by 2025
- ∞ Jurisdictions are required to:
 - ∞ Provide organics collection service to all residents
 - ∞ Establish an Edible Food Recovery Program
 - ∞ Conduct education & outreach to the community
 - ∞ Monitor compliance & conduct enforcement

Cal Recycle – 2019 Reporting



- ∞ 2019 Annual Conference Call
- ∞ Meeting was successful
- ∞ Current C&D numbers – 82% recycling rate

THANK YOU



Any questions?





Meeting Date: 08/05/2020
Agenda Item: 5.2

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Roman & City Council
REPORT FROM: Alexander J. Henderson, City Manager, ICMA-CM **REVIEWED BY:** AP
AGENDA ITEM: Business Improvement District – Resolution of Intention
ACTION REQUESTED: Ordinance Resolution Motion Receive/File

EXECUTIVE SUMMARY

In April 2017, a Community Planning Assistant Team (CPAT), a chapter of the American Planning Association (APA), made up of planning and economic development professionals from throughout the state came to Kingsburg for 3 days to provide pro bono expertise to Downtown Kingsburg. The group met with downtown merchants, city staff, and the City Council to determine issues affecting the downtown. In June 2017, the group submitted a Revitalization Strategy for Downtown Kingsburg. One of the recommendations from that strategy was to consider establishing a Business Improvement District (BID) and Downtown Business Association (DBA).

After receiving the finalized report and recommendations, the city helped organize visits to neighboring communities (Visalia and Clovis). The tours included Kingsburg business owners and meetings with business improvement district representatives in those communities. They included tours and information on how the districts operated and the pros and cons. They also discussed their coexistence with their respective Chambers of Commerce.

In September 2019, local business owners presented Council with a petition to explore the legal development of an improvement district. In November 2019, the Council authorized a contract with BID consultant, Jan Minami, to prepare a management district plan to describe the BID programs, address issues related to operation of the BID, identify the services and improvements to be provided by the BID, the benefits each business receives from the services and improvements, and identify the method for calculating the assessments to be collected through the business license process.

Since the execution of that contract with Ms. Minami, a steering committee was formed in order to help craft the management district plan, as well as hold workshops and provide educational materials. The steering committee has been meeting over the past eight months and has also held community workshops to provide updates on their development of the draft management plan. A full timeline of their activities is included in your packet.

Tonight, the council is considering a request from the BID steering committee to adopt a resolution of intention. This action does not form the district, but legally starts the clock on the formation process. An outline of the proposed timeline includes:

1. The city council adopts a “resolution of intention” setting forth the details of the BID program, a date and time for a public hearing, and other information required by statute. (Aug 5)
2. Within seven days of adopting the resolution of intention, the city will mail a complete copy of that resolution, the draft management district plan, the city’s baselines services, and the notice of public hearing to each business owner in the territory of the proposed BID. (Week of August 10)

3. No earlier than 45 days after adopting the resolution of intention to levy the new assessment (Government Code Section 54954.6), the city council must hold a public hearing. (First available date is October 7 City Council meeting).
4. At the public hearing, the city council must consider oral and written protests to the creation of the BID. If written protests meeting the requirements of Section 36524 of the Streets & Highways Code are received (and not withdrawn) from “the owners of businesses in the proposed area which will pay 50 percent or more of the assessments proposed to be levied”, then proceedings must be abandoned for no less than one year. Otherwise, the city council may (but is not required to) adopt an ordinance establishing the BID. (October 7 Council meeting).

RECOMMENDED ACTION BY CITY COUNCIL

1. *Staff recommends approving the proposed Resolution of Intention (Resolution 2020-044) and set a public hearing for the October 7, 2020 regular council meeting to consider oral and written protests related to the establishment of the Kingsburg Downtown Business Improvement District pursuant to the Parking and Business Improvement Area law of 1989.*

POLICY ALTERNATIVE(S)

1. Council could choose not to approve the proposed resolution.

STRATEGIC GOAL(S) MET:

1. Sustainable Economic Development
2. Increase Retail Opportunities

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|-------------------------------|
| 1. Is There A Fiscal Impact? | <u>Yes (For the District)</u> |
| 2. Is it Currently Budgeted? | <u>No</u> |
| 3. If Budgeted, Which Line? | <u>N/A</u> |

PRIOR ACTION/REVIEW

The council has continued to support recommendations related to the original CPAT report and has heard from local business owners as well.

BACKGROUND INFORMATION

In April 2017, a Community Planning Assistant Team (CPAT), a chapter of the American Planning Association (APA), made up of planning and economic development professionals from throughout the state came to Kingsburg for 3 days to provide pro bono expertise to Downtown Kingsburg. The group met with downtown merchants, city staff, and the City Council to determine issues affecting the downtown. In June 2017, the group submitted a Revitalization Strategy for Downtown Kingsburg. One of the recommendations from that strategy was to consider establishing a Business Improvement District (BID) and Downtown Business Association (DBA).

The City subsequently hired Mike Dozier (member of the CPAT team) to provide consulting services to meet with property owners and business to educate and hear concerns about forming a new association and improvement area. A group of property owners/businesses visited Visalia and Clovis to hear about how those groups organized and benefited from a DBA and BID. After numerous meetings, staff received a request to have the issue placed on the agenda for presentation by a merchant’s group. The merchant’s group presented to the council in 2018 regarding the creation of a downtown improvement area. The council indicated support for the proposal.

In early 2019, the council and chamber of commerce agreed to amend their ongoing contract. One of the provisions of the contract is to support the development of a downtown improvement area and subsequent association.

As the downtown has continued its revitalization, the city often receives requests related to services and improvements that would benefit downtown businesses. The creation of a BID will allow the city to collect assessments from businesses within the BID to provide revenue to be used to pay the costs of services and improvements which will benefit the businesses in the BID.

ATTACHED INFORMATION

1. Proposed Resolution 2020-044 Resolution of Intention
2. DRAFT Management District Plan
3. Timeline of Activities/Formation
4. BID FAQ
5. BID Advisory Committee Application (blank)
6. BID Advisory Committee Applicants

RESOLUTION NO.2020-044

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
KINGSBURG DECLARING ITS INTENTION TO ESTABLISH
THE KINGSBURG DOWNTOWN BUSINESS IMPROVEMENT
DISTRICT PURSUANT TO THE PARKING AND BUSINESS
IMPROVEMENT AREA LAW OF 1989**

At a regular meeting of the City Council of the City of Kingsburg, duly called and held on August 5, 2020, it was moved by Council Member _____, seconded by Council Member _____, and duly carried, that the following resolution be adopted.

WHEREAS, in response to requests from the many businesses in downtown Kingsburg, the City Council of the City of Kingsburg ("City Council"), pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code Section 36500 et seq.), intends to form a parking and business improvement area to be known as the "Kingsburg Downtown Business Improvement District"

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Kingsburg, as follows:

1. Pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code section 36500 et seq.), the City Council hereby declares its intention to form a parking and business improvement area in the City of Kingsburg known as the "Kingsburg Downtown Business Improvement District" ("District").

2. The boundaries of the area to be included in the District shall be that portion of the Central Commercial Zone District area in the City of Kingsburg within the streets and address ranges and as depicted on Exhibit "A" which is attached hereto and made a part hereof.

3. The purpose of forming the District as a parking and business improvement area under the Parking and Business and Improvement Area Law of 1989 is to provide revenue to pay the costs of marketing and branding services which will benefit businesses in the District including, without limitation:

(a) Marketing and branding services to attract residents and visitors while stabilizing and improving the downtown environment and experience.

(b) Marketing strategies and programing to freshen the existing Swedish Village image will be developed as part of the overall District program. Strategies will build off existing strength of current business and developing amenities in the dining sector. Image and marketing efforts will aim to support business retention as well as encouraging both residents and visitors to explore downtown Kingsburg. Business recruitment efforts that support the Swedish Village concept will be developed in conjunction with the City's Economic Development Committee.

(c) Traditional and non-traditional marketing activities and products will be explored including an interactive website and electronic communications tools, strong public and media relations efforts to communicate ongoing positive changes in the downtown marketplace, and printed products including periodic market reports and updates, maps and brochures that provide users with information about the amenities downtown Kingsburg has to offer. In addition, programming and promotional events to activate downtown will be developed as part of an overall image and marketing campaign.

4. All businesses operating in the District will pay an annual assessment based upon an allocation of services costs and a percentage of City business license fees. The maximum annual assessment for the first year of the District will be 100% of the City business license fee paid by each business in the District. Businesses within the District that do not pay a City business license fee will pay an flat assessment of \$100.00 per year.

5. The above described assessment is an annual charge and shall be levied, collected, and enforced in the same manner, at the same time, and with the same penalties and interest as a City business license.

6. The total assessment collected from any business under the provisions of the ordinance creating the District shall not exceed one hundred percent (100%) of the annual business license fee paid by the business.

8. Pursuant to Section 54954.5 of the California Government Code, notice is hereby given, that October 7, 2020 at the hour of 6:00 p.m., in the City Council Chambers, 1401 Draper Street, Kingsburg, California, is fixed as the time and place when the City Council shall conduct a public hearing where any and all persons having any desire to be heard may appear and state their views for or against the formation

of the District, the extent of the area of the District, the type of services to be conducted in the District, the levy of assessments and the amount thereof and any other issues related to the District.

9. The City Clerk is hereby directed to give notice of the above-mentioned public hearing by both publication and mailing pursuant to Section 54954.5 of the California Government Code.

10. At the public hearing, the City Council shall hear and consider all protests against the establishment of the District, the extent of the District area or the furnishing of specified types of services within the District. A protest may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity of defect to which the objection is made.

11. Every written protest shall be filed with the City clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

12. Each written protest shall contain a description of the business in which the person signing the protest is interested sufficient to identify the business and, if a person signing the protest is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person signing the protest is the owner of the business. A written protest which does not comply with the provisions of this Resolution shall not be counted in determining a majority protest.

13. If written protests are received from the owners of businesses in the proposed District which will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to create the District or to levy the proposed assessment, as contained in this Resolution, shall be taken for a period of one year after the date of the finding of a majority protest by the City Council.

14. If the majority protest is only against the furnishing of a specified type or types of services within the District, those types of services shall be eliminated.

15. This resolution shall become effective immediately upon its passage and adoption.

I, Abigail Palsgaard, City Clerk of the City of Kingsburg, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the Kingsburg City Council held on the 5th day of August 2020, by the following vote:

Ayes: Council Member(s):

Noes: Council Member(s):

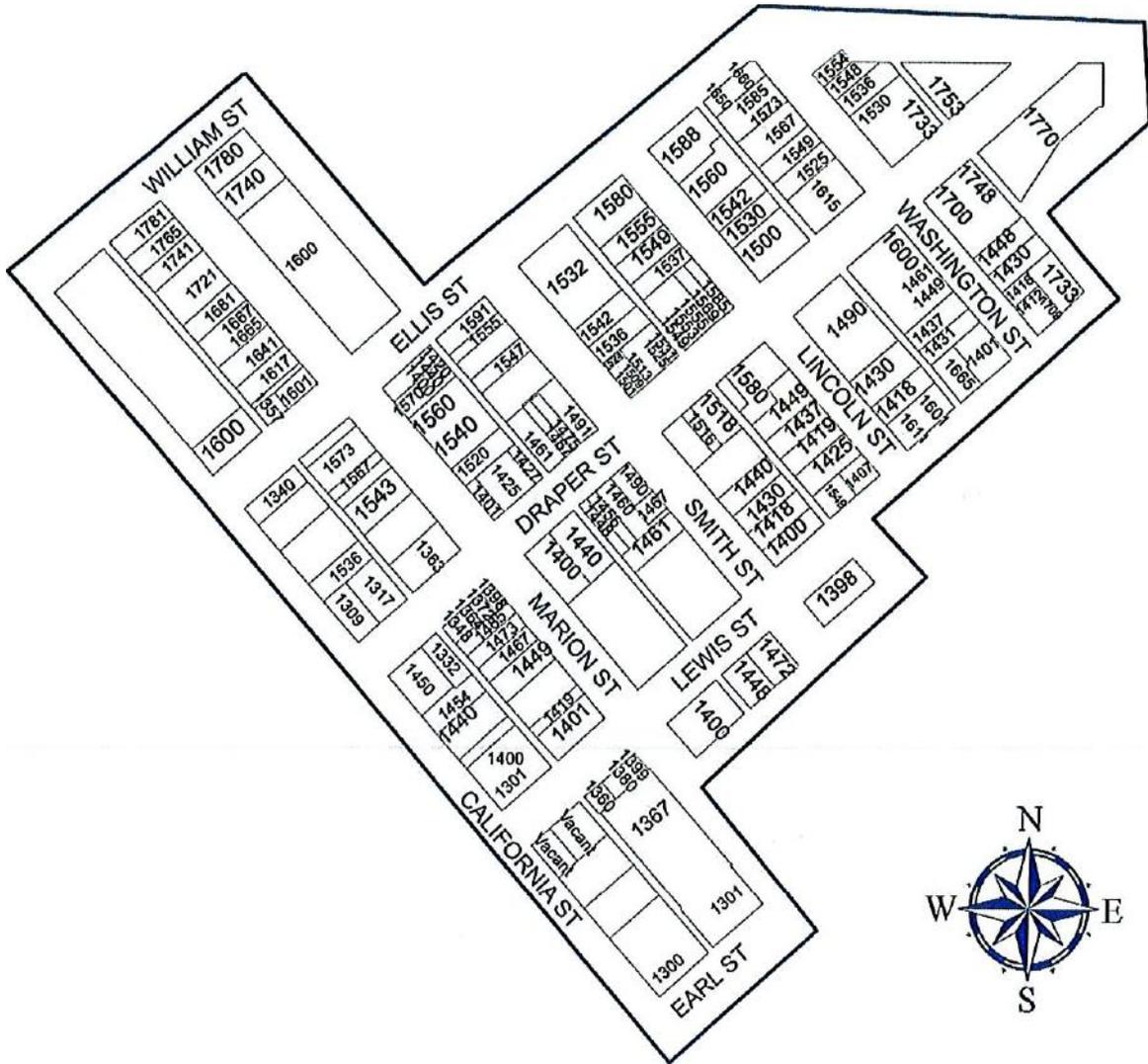
Absent: Council Member(s):

Abstain: Council Member(s):

Attest:

Abigail Palsgaard, City Clerk

EXHIBIT "A"
DISTRICT AREA



Management District Plan
for the creation of the
Downtown Kingsburg
Business Improvement District

Contents

- I. Summary of the Management District Plan 1
- II. Why Create the Downtown Kingsburg BID? 2
- III. Improvement and Activity Plan 3
 - A. Process to Establish the Plan
 - B. BID Boundaries
 - C. Work Program
 - D. Plan Budgets
- IV. Assessments 4
 - A. Assessment Methodology
 - B. Calculation of Assessments
 - C. Assessment Adjustments
- V. Governance 5

Exhibits

- List of businesses to be benefited
- Map with business detail
- Base level of services letter of intention from City of Kingsburg
- Roster of the Downtown Kingsburg BID Steering Committee

Exhibits are available upon request from the City of Kingsburg City Clerk

Prepared for the
City of Kingsburg and the Downtown Kingsburg BID Steering Committee
by AMI Concepts

Downtown Kingsburg Business Improvement District (BID)

I. Summary

DRAFT (7.23.2020)

The proposed Downtown Kingsburg Business Improvement District (BID) will be an assessment district that conveys special benefits to the businesses located within the district boundaries. As described in this plan, it is proposed that the BID will provide marketing services and branding experience above and beyond those provided by the City of Kingsburg. This approach has been used successfully in downtowns throughout California and the nation, helping to increase customers on the street and improve sales.

Location

The district will encompass the core of the downtown area centered around Draper Street running from Sierra Street to California Street. A map is included.

Services and Activities

The goal of the BID is to create an economically vital Downtown. The district will finance marketing and branding services to attract residents and visitors while stabilizing and improving the downtown environment and experience.

Method of Financing

The district will be funded by a levy of assessments upon businesses that benefit from services and activities within the district.

Budget

Total district assessment budget for its first year of operations is \$25,000 (estimate).

ACTIVITY	BUDGET	% OF TOTAL
Marketing and Branding	\$23,750	95%
Delinquency & Contingency	\$1,250	5%
TOTAL	\$25,000	100%

Cost

Annual assessments are based upon an allocation of program costs and a percentage of business license fees. All businesses within the district will receive benefits. Annual maximum assessment for the first year of the district is 100% of business license fee. Businesses within the district that don't require a business license will pay a flat \$100 fee.

City Services

The City of Kingsburg has established and documented the base level of preexisting City services and has evidenced its intention to continue to deliver and/or pay for these services if a BID is formed. The BID will not replace any preexisting general City services.

District Governance

The BID Advisory Board will be appointed by the Kingsburg City Council. The Board shall consist of five (5) members approved annually by a majority vote of the Kingsburg City Council. Prospective Board members will complete applications prior to the Downtown BID annual review. The BID Advisory Board will **make recommendations**, and monitor service delivery.

District Creation

The Downtown Kingsburg BID district will be formed by the Kingsburg City Council upon request by the Downtown Kingsburg BID Steering committee. Included in this first ordinance will be the Management District Plan with a budget and assessment rates.

Duration

The BID remains in place once approved, **unless it is disestablished**. However, annual Council actions are required to keep it operable. Those include accepting the annual report, appointing the BID Advisory Board, approving the annual budget and approving assessments.

II. WHY CREATE THE DOWNTOWN KINGSBURG BID?

What is a BID?

A Business Improvement District (BID) is created to energize a business district through a public-private partnership that is a catalyst for revitalization. The district can provide activities, such as marketing, maintenance and image enhancement, that are *in addition to those provided by local government*. BIDs provide services that improve the overall viability of business districts resulting in increased sales.

Why Create a BID for Downtown Kingsburg?

- *Proactively Improving Downtown* Downtown Kingsburg faces similar challenges to other small downtowns in the Central Valley. The BID is viewed as a proactive step to create immediate impact through marketing and image creation
- *Create a Consistently Appealing Image of Downtown* The Downtown area has many interesting shops and restaurants, but would benefit from attracting more customers, both Kingsburg residents and visitors. Working in concert with the City of Kingsburg, the BID will provide supplemental resources to improve Downtown's image to these markets.
- *Attract New Businesses and Customers to Downtown* In keeping with priorities established by downtown business owners, the BID will devote resources to a variety of marketing services that are intended to improve the customer experience.
- *Enhance Sales and Occupancies* BIDs are acknowledged as a critical ingredient in downtown revitalization and are proven to work by funding services that enhance the economic viability of a business district. Success is measured by higher sales and occupancy rates.
- *Private Sector Control* An Advisory Board consisting of downtown business owners will govern the BID. Annual BID work plans and budgets will be developed by the Advisory Board, ensuring that the BID will be directly accountable to those who pay an assessment.

III. IMPROVEMENT AND ACTIVITY PLAN

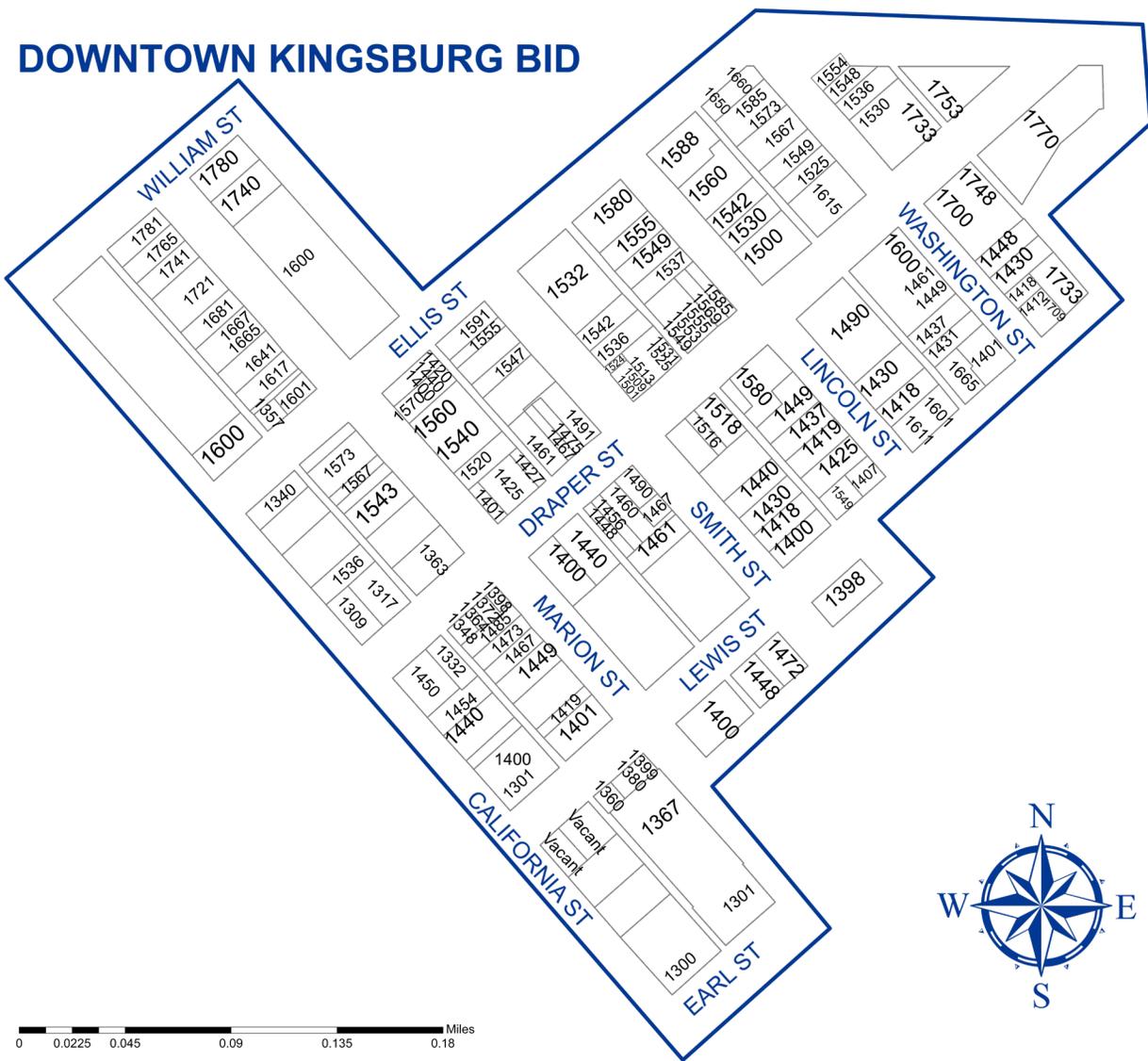
A. Process to Establish the Management District Plan

The idea to create a Downtown Kingsburg BID first came up in the document titled Revitalization Strategy for Downtown Kingsburg prepared by the Community Planning Assistance Team of the California Chapter of the American Planning Association. The consulting firm of AMI Concepts was retained by the City of Kingsburg to guide the process for creating the BID. Key steps of the process included:

1. *BID Steering Committee* To guide the consultant team and test BID concepts, a group of business owners and other interested parties was formed. A roster of the BID Steering Committee is provided in the Appendix.
2. *Business Owner Engagement* Working with business owners, the consultant held an Open House and conducted a survey in December 2019 and held a series meetings in the spring and summer of 2020. Priorities that emerged:
 - Advance downtown revitalization
 - Combat a slow decline identified by community leaders and merchants in 2016
 - Confirm BID services as supplemental to, and not in replacement of, City services
 - Focus on marketing and image
3. *City Base Level of Services* A letter was provided by the city manager identifying current relevant city services and an intention to continue these services throughout the life of the BID.
4. *Plan Review & Final Plan* The draft BID Management District Plan and budget were reviewed by the BID Steering Committee and individual business owners. Business owners were invited to a workshop in June, 2020 to review the plan. Input from this meeting, plus individual conversations with Steering Committee members led to the completion of the final plan.

B. BID Boundaries

The proposed BID district will encompass the core of the Downtown area along Draper Street with a block in either direction, from Sierra to Marion, and two blocks from Marion to California. A detailed map of the proposed district boundary is provided below.



C. Work Program

An Inviting, Attractive and Economically Vital Downtown

To respond to stakeholder priorities and guiding principles for a Downtown Kingsburg BID, the BID Steering Committee reviewed several scenarios for providing district-wide services. Objectives in developing the scenarios included:

- Deploy a program that will make a visible, tangible and lasting impact.
- Ensure that BID-funded services are supplemental to, and do not replace, existing City services.
- Provide flexibility in the modeling of the program so that the BID can make adjustments as market conditions change.

Marketing Services and Branding Experience

Marketing strategies and programming to freshen the existing Swedish Village image will be developed as part of the overall program. Strategies will build off existing strength of current shops and the developing amenities in the dining sector. Image and marketing efforts will aim to support business retention as well as encouraging both locals and visitors to explore Downtown Kingsburg. Business recruitment efforts that support the Swedish Village concept will be developed in conjunction with the Economic Development Committee.

Traditional and non-traditional marketing activities and products will be explored including an interactive website and electronic communications tools, stronger public and media relations efforts to communicate ongoing positive changes in the Downtown marketplace, and printed products including periodic market reports and updates, maps and brochures that provide users with information about the amenities Downtown Kingsburg has to offer. In addition, programming and promotional events to activate Downtown will be developed as part of an overall image and marketing campaign.

Management and Reserve

Fund management will be performed by the City of Kingsburg in accordance with the budgets and activities approved by the BID Advisory Board. Monthly reports will be provided by the City. There will be no charge for this service.

A reserve fund of 5% is budgeted to provide a contingency for unforeseen program needs and to provide a cushion for assessment delinquencies.

D. Plan Budgets

The total improvement and activity plan budget is projected at \$25,000. The initial budget allocation is summarized below.

ACTIVITY	AMOUNT	PERCENTAGE
Image Enhancement - Consumer Marketing	\$11,250	45%
Special Promotional Events	\$10,000	40%
Business Development and Market Research	\$2,500	10%
Contingency	\$1,250	5%
TOTALS	\$25,000	100.00%

Final budget allocation decisions will be subject to the annual budget process of the BID Advisory Board.

IV. ASSESSMENTS

A. Assessment Methodology

The primary BID assessment methodology adopted is a common BID structure assessing businesses whereby business license fees are used as the basis. In addition, businesses not subject to business license fees will be assessed a \$100 flat fee. A factor of 0%-100% of each fee is assessed annually, as determined by the BID Advisory Board. All businesses within the district are subject to assessment, with the exception of government businesses which are exempt.

B. Calculation of Assessments

The preceding methodology is applied to a database that has been constructed by the City of Kingsburg working with the BID Steering Committee. It consists of all businesses within the BID district.

C. Assessment Adjustments

Annual Assessment Factor An annual assessment factor will be determined by the BID Advisory Board. This factor will not exceed the initial assessment factor of 100% of both types of fees. **Fees include business license fees and those assessed of businesses within the district that are not subject to business licenses.**

Budget Process A balanced budget approach is utilized to develop each annual budget within the constraints of the assessment rates. Any annual budget surplus or deficit is tracked. Prior year surpluses may be used as necessary based on the allocations described in the Management District Plan.

Time and Manner for Collecting Assessments As provided by state law, the City of Kingsburg will bill the assessments in conjunction with the annual business license statement, or separately in the case of businesses that are not required to have City business licenses. Existing laws for enforcement and appeal of business license fees will apply to BID assessments.

Disestablishment State law provides for the disestablishment of a BID pursuant to an annual review process. Each year that the BID is in existence, there will be a 30-day period during which the property owners will have the opportunity to request disestablishment of the District. This 30-day period begins each year on the anniversary day that the district was first established by City Council. Within that 30-day period, if a written petition is submitted by the business owners who pay more than 50 percent (50%) of the assessments levied, the BID may be disestablished. The City Council will hold a public hearing on disestablishing the PBID prior to actually doing so.

Issuance of Bonds No bonds or other bonded debt are to be issued to finance activities and services envisioned in the Management District Plan.

V. GOVERNANCE

Kingsburg City Council will appoint the BID Advisory Board as part of the district formation process, and annually thereafter during the review process. The BID Advisory Board shall consist of five (5) members who represent a business within the BID district. They are selected from available applicants and represent a broad mix of business types.

The BID Advisory Board meets monthly. Meetings are open to the public. It will hold district-wide meetings as needed for input on services and operations, including an annual nomination meeting for the BID Advisory Board.

BID Advisory Board will recommend budgets, services, and Advisory Board members. It will monitor service delivery and provide oversight of the district. The Advisory Board oversight will:

- Review monthly reports from the City of Kingsburg
- Leverage BID funds with resources, programs and capabilities provided by other agencies and organizations in Kingsburg
- Eliminate the potential for duplication of enhanced services and activities
- Ensure that Downtown Kingsburg is represented by a unified voice, thereby maximizing Downtown's influence in policies and civic affairs.

Pursuant to State of California law, the BID Advisory Board will be subject to disclosure and notification guidelines set by the Ralph M. Brown Act and California Public Records Act.



Downtown Kingsburg Business Improvement District (BID) Steering Committee

Timeline for Formation (Nov 2019 – Jan 2021)

- Nov 6BID expert hired by City Council
- Nov 12-15Flyers describing BIDs distributed throughout Downtown Kingsburg
- Nov 20Article in the Kingsburg Recorder
- Nov 25Postcard mailed to all businesses inviting them to the Dec 4 Open House
- Dec 4Open House in Village Mall to explain BIDs, provide examples of improved Downtowns, complete a survey and gather people for the steering committee
- Jan 8Postcard mailed to all businesses inviting them to join the first Steering Committee meeting on January 15
- Jan-JulyMeetings of the Steering Committee
- May, JuneIndividual business outreach
- June 16Postcards mailed to all businesses inviting them to the June 25 BID workshop
- June 18Business outreach
- June 25BID workshop
- JulyAdditional outreach
- Aug 5 First Council action – approval of Resolution Of Intent to form district
- Oct 7Second Council action – public hearing and ordinance
- NovDistrict goes into effect by end of month
- JanFunding becomes available

City actions for formation

1. RESOLUTION OF INTENT (ROI) by Council (August 5)
 - a. BID Advisory Board
 - b. Management District Plan
 - c. Baseline Services
 - d. Date and time for public hearing (schedule more than 10 days after ROI)
2. CITY MAILINGS to each business owner by City Clerk (week of August 10)
 - a. Mail ROI, MDP, Baseline Services (within 10 days after ROI approval)
 - b. Mail notice of Public Hearing (more than 7 days before Public Hearing)
3. PUBLIC HEARING by Council (October 7)
 - a. Protests
 - i. Consider oral and written protests
 - ii. Written protests from business owners paying more than 50% of proposed assessments, proceedings abandoned for at least year
 - b. Without 50+% written protests, Council MAY (is not required to) adopt an ordinance establishing the BID



Downtown Kingsburg BID

Frequently Asked Questions

1. What is a BID? Why Downtown Kingsburg?

A business improvement district (BID) is a public/private partnership created to revitalize a business area like the Downtown Kingsburg. Together, the Kingsburg business owners will

- Take the lead role
- Maintain a recognizable identity
- Improve the customer experience
- Assure economic sustainability

2. Speaking of assessments, what will our assessments be?

The assessment is based on your business license. It is the amount of your business license or \$100 for businesses that are not required to have Kingsburg business licenses. Keep in mind that the amount you pay on your business license includes a \$29 fee. You will only pay double the amount of your actual business license, not the total invoice amount.

3. What about City services that are currently being provided? Is the BID assessment used to replace these services?

No! At no time will normal City services be reduced in Downtown Kingsburg in response to this funding.

4. What about the Chamber of Commerce? Will this replace the Chamber?

No! The Downtown Kingsburg BID and the Kingsburg Chamber of Commerce provide services that complement each other, but do not overlap. While the Chamber serves the entire community, the BID focuses marketing services only on the Downtown core.

5. Who decides how the assessments are used?

The BID Advisory Board. This group consists of five Downtown businesses who apply and are appointed by the Kingsburg City Council. The Advisory Board will recommend budgets, monitor service delivery, and provide oversight of the district.

6. Duration? What does that mean?

The BID formation process only needs to happen once, but it needs to be reviewed annually by the City Council. Each year, they accept the annual report and approve the operations for the next year, as proposed by the BID Advisory Board. Changes can be made to assessments, benefits, and BID Advisory Board members.

7. How does all this happen?

The Downtown Kingsburg BID Steering Committee has been meeting over the last six months discussing the options in the Management District Plan. This document will govern the decisions made by the City Council and the BID Advisory Board regarding the BID district.

During this review phase, Downtown businesses provide feedback on the Management District Plan. Updates are made and the document will be available for final review in July.

Once there is consensus approval, the Kingsburg City Council takes the next steps.

- Resolution of Intent to establish the district
- Mail complete district information to all businesses within the district
- Public Hearing
 - Without a majority of businesses protesting, the district can then be formed by ordinance.

8. Why support a BID?

Supporting the BID will spur revitalization through programs and services that supplement, not replace, work of the Kingsburg Chamber of Commerce or the City of Kingsburg. In addition, BID budget decisions will be made by a Board of business owners, which ensures direct accountability for these enhanced services.

Downtown Kingsburg BID Steering Committee

Leslie Carpenter, Berman's Flowers,
bermansflowers@gmail.com

Reggie Gierke, Kingsburg Chamber of
Commerce, reggie@kbfm.org

Jolene Polyack, City of Kingsburg Economic
Development, jolene@polyack.com

Steve Safarjian, RPS Real Estate,
saf@rpsre.com

Briana Valdez, Bluebird Home and Lifestyle
Market, bri@bluebirdmarket.com

Technical questions Jan Minami, AMI
Concepts, jan.amiconcepts@gmail.com



APPLICATION
For BID Advisory Board
Due Wednesday July 29 by 5:00 pm

Name _____

Address _____

Phone _____ (mobile) _____ (home/work)

Business owned _____

Business address _____

Years operated a business in Downtown Kingsburg _____

Community involvement _____

What knowledge and experience do you have in the following areas:

Marketing and Branding _____

Downtown Revitalization _____

Finance _____

Community Services: Public Works, Public Utilities, Police Department _____

Explain your reasons for wanting to be on this board

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Applicant's Signature

Date

Submit completed application to City of Kingsburg City Clerk Abigail Palsgaard by dropping it off at City Hall or emailing her. <apalsgaard@cityofkingsburg-ca.gov>
Thank you.



APPLICATION
For BID Advisory Board
Due Wednesday July 29 by 5:00 pm

Name Briana Valdez

Address [Redacted] Kingsburg, CA 93631

Phone [Redacted] (mobile) [Redacted] (home/work)

Business owned Bluebird Home & Lifestyle Market

Business address 1549 Draper Street, Kingsburg, CA 93631

Years operated a business in Downtown Kingsburg almost 2 years

Community involvement Appointed Commissioner to City of Kingsburg Planning Commission in March 2020. As a business, we participate in all Chamber of Commerce and City events both within the shop and setup sidewalk booth, when available (ie. Flower Crown Workshop at the Swedish Festival). At Bluebird, we host events, markets and workshops to engage community members, and to create a family friendly environment for the City of Kingsburg and its visitors. We offer raffle gifts and gift certificates for local organization and church events, donate to community fundraisers, and work hard to find ways to collaborate with fellow businesses in Downtown Kingsburg. In addition, I have been an active member of the BID Steering Committee from the very beginning, including most recently, designing and managing social media pages for the group. I am always happy to volunteer my time and skills to this community and look forward to every opportunity to do so.

What knowledge and experience do you have in the following areas:

Marketing and Branding As Office Manager and Corporate Liaison for a publicly-traded engineering firm, I worked closely with the Marketing Department to implement corporate branding and marketing campaigns on a local level. My role included graphic design, creation and writing of company, discipline and project brochures and client presentations, coordination of client bid meetings, and participation in trade shows, from coordination to hosting the booth, as well as gift design and procurement. As Social Media Manager for a salon in Fresno, CA, I followed franchisee guidelines to create new and authentic media content and marketing campaigns for a hair salon catering to men, women and children at an affordable price, managed Facebook, Instagram and Twitter accounts, and initiated discussions with other businesses in the shopping center to collaborate on joint projects and specials. Currently, I manage multiple accounts on all social media platforms for my two businesses, designed and manage our websites, create all imagery, logos and branding for our brands, and am in charge of all marketing efforts, including our traveling Bluebird Market event that has been hugely successful in bringing business to our shop and Downtown Kingsburg. As mentioned above, most recently, I have been designing and managing social media pages for the BID group, an essential part of the service BID will offer to Downtown businesses, and already it is gaining attention of business owners and residents, followers have significantly increased and posts are being shared multiple times. Social media is absolutely necessary for the success of a modern business or organization, as well as attention to the branding and image of the work BID does. I believe my experience and creative eye make me an ideal candidate to fulfill this very necessary role within the BID Advisory Board.

Downtown Revitalization As one of the newer businesses in Downtown Kingsburg, I welcome and support Downtown Revitalization efforts. I work hard everyday to not only showcase our shop and what we offer, but what the city, specifically Downtown, has to offer too. Bluebird is open to the formation of BID, as we have seen first hand how BIDs can successfully help shopping districts improve customer outreach and community revitalization. This is why I attended the very first BID open house and signed up to be on the BID Steering Committee, and continue to volunteer my time to manage social media pages for the group.

Finance My roles as an Office Manager, Executive Assistant, Paralegal and Legal Assistant, all prepared me for my current financial role in my own businesses. I have monitored budgets and hours for multi-million dollar project budgets, handled A/R and A/P, ascertained billing costs, prepared sales tax and income tax forms, and much more throughout my career history. I have knowledge in QuickBooks, Microsoft ERP, Excel and quickly learn other accounting software and processes.

REC'D JUL 28 2020

Community Services: Public Works, Public Utilities, Police Department

Appointed Commissioner to City of Kingsburg Planning Commission in March 2020. Have had interactions and dealings with community services and departments for permitting and city services as a business owner in the Cities of Fresno, Madera and Kingsburg (city, county and state).

Explain your reasons for wanting to be on this board

As an active (volunteer) member of the Downtown Kingsburg Business Improvement District Steering Committee, I have been a major supporter and contributor to the formation of BID from the very beginning and would very much like to continue this work on the BID Advisory Board. This includes being a voice in the drafting of the Management District Plan, reaching out to fellow business owners, and most recently, managing the social media pages for the BID group. In just this past week, since I took over the pages, @Kingsburgdowntown is already gaining attention of business owners and residents, followers have significantly increased, the community is engaged and posts are being shared multiple times. Social media is absolutely necessary for the success of a modern business or organization and will be an essential part of the service BID will offer to Downtown businesses. I believe my experience and creative eye make me an ideal candidate to fulfill this very necessary role within the BID Advisory Board.

In addition to the design and marketing skills I bring to the table, I believe that I have the intelligence and experience necessary to make informed decisions. As a "newer" business owner in town, I also believe that I can offer a unique perspective to the success of BID in Downtown Kingsburg, especially when it comes to bringing in new customers and new businesses. I have fresh ideas based on my knowledge of what has worked elsewhere, I work well in teams, and display leadership qualities and integrity necessary to ensure I can be a true representative for all businesses within the BID district. I value the input of my fellow business owners and take notice of both resident and visitors' comments and suggestions; I will continue to value this information and will always try to look at the bigger picture when making important decisions.

Preserving the Swedish heritage of this town is of the utmost importance to me because that is one of the many charms Kingsburg offers its patrons. I believe this can be done successfully in a way that both celebrates history and the true diversity of this City making all feel welcome to this beautiful town. A consistent and engaging district image can be built upon the City's traditional efforts and branding to create a more modern, accessible and universally appealing experience for Downtown Kingsburg business owners, residents and visitors. I believe that I have a great deal to offer this Board, am ready and willing to engage fellow business owners in positive conversations about how BID can benefit their business, and would greatly appreciate the opportunity as a retail shop owner on Draper Street. I have seen Business Improvement Districts work in other communities, and very much look forward to being a part of this effort in Downtown Kingsburg.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Mario Carrion

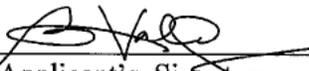
[Redacted]

Lance Rodgers

[Redacted]

Dale Kessler

[Redacted]


Applicant's Signature

07/28/20

Date

Submit completed application to City of Kingsburg City Clerk Abigail Palsgaard by dropping it off at City Hall or emailing her. <apalsgaard@cityofkingsburg-ca.gov>
Thank you.

Date: 28 July 2020
To: City of Kingsburg
From: Steve Safarjian
Re: BID Advisory Board Application

Attached please find my BID Advisory Board Application. For over 40 years I have know the need of a Business Improvement District. In the past we have call it a Downtown Merchants Association. It has resurfaced a few years ago when professionals from around the state, advised Kingsburg, 'a BID would be a good thing for Kingsburg'.

Thanks to the City of Kingsburg and a steering committee for working to bring the idea this far. As you can read from my application, I have been involved in the community, invested in downtown revitalization, and serve on the steering committee for BID. I am committed to downtown Kingsburg. If not chosen to serve on the BID Advisory Board I will still support the BID process and help whenever I can.

I feel the BID Advisory Board needs to be represented by a wide range of people/businesses within the BID District. If I do not fit into the mix of people for the Board – I am okay with that decision. My application is more of a show of support for BID and my comment to continue to help make Kingsburg a better place.

Once again, my thanks to the Council and the Staff of the City of Kingsburg. Your dedication, history, and prescience will keep Kingsburg the place we want to be.....Thanks.



APPLICATION

For BID Advisory Board

Due Wednesday July 29 by 5:00 pm

Name STEVE SAFARJIAN
Address 1515 DRAPER STREET - KINGSBURG CA 93631
Phone [REDACTED] (mobile) [REDACTED] (home/work)

Business owned RPS REAL ESTATE

Business address 1515 DRAPER STREET

Years operated a business in Downtown Kingsburg 30 YEARS

Community involvement _____

PLEASE SEE ATTACHED

What knowledge and experience do you have in the following areas:

Marketing and Branding CREATED & BRANDED RPS REAL ESTATE
CURRENTLY WORKING ON CO-OP OF RPS & SAFARJIAN
FARMS INTO A JOINT FOUNDATION.

Downtown Revitalization OWN TWO PROPERTIES WITHIN THE
BID DISTRICT & ONE BUSINESS. BOTH PROPERTIES
ARE IN PROCESS OF REVITALIZATION RENOVATIONS & REMODEL

Finance FOR 40 PLUS YEARS HAVE OPERATED
TWO BUSINESSES, CREATED BUDGETS, DONE
MASTER PLANS, AS WELL AS BUSINESS PLANS
FOR BOTH OPERATIONS WITH BUDGETS &
ASSETS OVER \$1,000,000.

REC'D JUL 28 2020

Community Involvement –

Kingsburg Lions Club – Board of Directors – 1976 to present

Kingsburg Swedish Festival Committee – 1995 – present

Kingsburg Swedish Festival Pancake Chairperson – 1978 – present

Kingsburg Chamber of Commerce Board of Directors – 14 years

President of Kingsburg Chamber of Commerce – 6 years

Kingsburg Chamber of Commerce Jr Citizen of the Year – 1972

Kingsburg Chamber of Commerce Citizen of the Year – (forgot the year)

Kingsburg Historical Society Board of Directors – 12 years

Kingsburg Historical Society Member – Life Member

Kingsburg Community Fair Booth – Design, Chairperson, Building – 1981 – present

City Council Economic Development Committee Chairperson – 1998 – present

Kingsburg Beautification Committee - 1984 – 2010

Kings River Golf and Country Club Board of Directors – 12 years until 2019

Kingsburg Friends of the Depot

Have served on several more committees and boards for the City of Kingsburg, County of Tulare, and the State of California – above is what I remember off the top of my head and plus don't want to bore the reader.

Community Services: Public Works, Public Utilities, Police Department

THROUGH MY INVOLVEMENT IN COMMUNITY SERVICE I HAVE WORKED WITH COMMUNITY SERVICES LISTED ABOVE WITH GREAT SUCCESS.

Explain your reasons for wanting to be on this board

PLEASE SEE ATTACHED

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

SCOTT CARLSON, KINGSBURG INY [REDACTED]
JUNE HESS, SVENSK BUTIK [REDACTED]
LESLIE CARPENTER, BERMAN'S FLOWERS
[REDACTED]

[Signature]
Applicant's Signature
STEVE SAFARIJIAN

28 June 2020
Date

Submit completed application to City of Kingsburg City Clerk Abigail Palsgaard by dropping it off at City Hall or emailing her. <apalsgaard@cityofkingsburg-ca.gov>
Thank you.

Explain your reasons for wanting to be on this board:

During the 40 plus years I have been a member of the Kingsburg Chamber – I have tried several times to create a downtown merchants association. Everyone always believes in the concept, but it could never get created.

Now due to the understanding, help from the City of Kingsburg and the current downtown businesses – a association can become a reality. I have watch other communities over the entire state do this co-op marketing and it has worked.

That is all this organization is, co-op marketing for the betterment of all downtown. Downtown businesses helping each other succeed by pooling a small amount of money into a larger pot of money – a pot large enough to do some good.

Agriculture Co-Ops have been around for over 100 years right here in the valley. For many of them the focus was marketing, distribution, and acquisition. They seemed to have worked. I am a member of one right here in Kingsburg – it is called Sun Maid Growers. It is farmers helping farmers market their products and for each they are more profitable.

I understand the Kingsburg BID is not the answer to every business downtown. It might directly help some more than others however, if downtown Kingsburg wins, then we all win. It is not about politics, it is not about religion, it is about the spirit of cooperation. I have seen that spirit of cooperation between the businesses downtown, the Chamber of Commerce and the City of Kingsburg. It is a good thing, I would like to be part of it and take it to the next step.





APPLICATION
For BID Advisory Board

Name Paula Coelho

Address [REDACTED]

Phone [REDACTED]
(mobile) (home/work)

Business owned Bella Rose, Bella Creamery, Bella Bakery

Business address 1537 Lincoln, 1512 Smith, 15 ?? Draper

Years operated a business in Downtown Kingsburg 9

Community involvement working w/ youth, planning events part of festivals/parades, sponsoring events

What knowledge and experience do you have in the following areas:

Marketing and Branding running 3 businesses w/ consistent themes & branding in Kingsburg, making them cohesive, bringing in outside people through socials

Downtown Revitalization bringing people downtown through 3 businesses, working w/ other businesses downtown (Bernans, Mercantile, Magosh, etc)

Finance Been in business about 10 years, opened more business, won several awards within community for the last decade

REC'D JUL 28 2020

Community Services: Public Works, Public Utilities, Police Department We

give back to them as much as
possible.

Explain your reasons for wanting to be on this board

We have been working on bringing people
to Kingsburg, supporting our local farmers
& other businesses & want to see our
community flourish

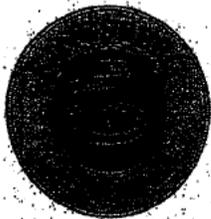
Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

<u>Leslie Carpenter</u>	<u>[REDACTED]</u>
<u>Ave Salas</u>	<u>[REDACTED]</u>
<u>Michelle Roman</u>	<u>[REDACTED]</u>


Applicant's Signature

6/24/2020
Date



APPLICATION
For BID Advisory Board

Name Reggie Gierke

Address 1440 CALIFORNIA ST # A

Phone [REDACTED] (mobile) [REDACTED] (home/work)

Business owned Kingsburg Media Foundation / Chamber of Commerce

Business address 1440 CALIFORNIA ST # A

Years operated a business in Downtown Kingsburg 3

Community involvement Community Support Non Profit, Chamber of Commerce, Varsity etc

What knowledge and experience do you have in the following areas:

Marketing and Branding Built a business from the ground up Chamber of Commerce.

Downtown Revitalization Helping Business grow with technology services

Finance Running a business, financially responsible for three companies

REC'D JUL 28 2020

Community Services: Public Works, Public Utilities, Police Department _____

Run an internet/phone company
prior law enforcement in Longbeary for 8 years

Explain your reasons for wanting to be on this board

I believe in downtown and want to see it succeed
on the speedy course
positive of the chamber - we want this to succeed
and to be part of it.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

<u>Steve Sadjian</u>	<u>[REDACTED]</u>
<u>Tim Linhares</u>	<u>[REDACTED]</u>
<u>Alex Henderson</u>	<u>[REDACTED]</u>

[Signature]
Applicant's Signature

6/25/20
Date



APPLICATION
For BID Advisory Board

REC'D JUL 27 2020

Name June Hess

Address 1465 Draper St

Phone [REDACTED] (mobile) [REDACTED] (home/work)

Business owned Svensk Butik

Business address 1465 Draper St

Years operated a business in Downtown Kingsburg 35

Community involvement _____

Please see attached page

What knowledge and experience do you have in the following areas:

Marketing and Branding _____

Please see attached page

Downtown Revitalization Have attended several revitalization workshops

Finance I have been in business for 35 years - experiencing the ups & downs of the economy and negative events that impact business. I'm always looking for creative ways to adjust. Thankfully, the last 3 years have seen an upswing.

Community Services: Public Works, Public Utilities, Police Department Community Services -
~~own~~ city properties & afterschool programs. Public
works - Amazed at how a few can keep our
town so beautiful and functional. Public Utilities;
Water Dept. Checks on safety of our water.

Police Dept: I have a healthy respect for our
police officers. I applaud them for their work.

Explain your reasons for wanting to be on this board

I have many years of experience
promoting Kingsburg. I'm still
a work in progress. I feel it
is important to give tourists
and locals a serendipity
experience in our downtown.

Are you aware that this board meets once a month and you are required to attend these
meetings? Yes No

List three references giving name and phone number:

Tammy Dooley [redacted]
Carla Dignan [redacted]
Marcie Carter [redacted]

Jane Hess
Applicant's Signature

July 27, 2020
Date

Community Involvement

- Started and coordinated Julgransfest for many years. For last 5 years - served coffee and hot chocolate
- Started Swedish Crayfish Festival. - serving Swedish style crayfish. Started crayfish races & crayfish eating contest (later CoC took it over & made it Cajun style & jazz)
- In charge of entertainment for Swedish Festival.
- Created Swedish Cultural Village for Swedish Festival. I continue to coordinate it at my own expense
- Host Swedish Midsummer every year in Coffee Pot Park.
- Santa Lucia pageantry in local restaurants - morning of Santa Lucia Day.
- In charge of Lucia procession leading Santa Lucia Parade. - recruit & provide gowns, candles, & tinsel for participants
- Served on CoC board for several years. - one year as president.
- Served 3 1/2 years on City Council (finishing someones term)

Marketing & Branding

- The writer & the voice for radio ads (for about 10 yrs) for Santa Lucia, Swedish Festival and Band Concerts
- Participate in 7 out-of-town events as a vendor. Promote Kingsburg w/ flyers and brochures
- Featured in Central Valley section of the official California magazine - 2 years
- Featured in "Roadside Attractions" in VIA, the AAA magazine.
- Featured in "Året Runt" a magazine in Sweden.
- Coordinated the Kingsburg travelogue CD in 2013
- Represented Kingsburg/Sweden at Passport Fresno and International Exposition and the International Village at Clovis Fest
- Promoted Kingsburg at a STRAC convention in San Bernardino (senior tourism)
- Greeted tour buses (step-on 3 min. history of Kingsburg) - often with Swedish music & dancing
- Worked with tour directors in planning tour bus ~~home~~ itinerary.
- TV promotions for Kingsburg events



APPLICATION
For BID Advisory Board

Name Lauren Cooper

Address [redacted], Kingsburg, Ca

Phone [redacted] (mobile) [redacted] (home/work) [redacted]

Business owned The Mane Salon

Business address 1365 Draper St.

Years operated a business in Downtown Kingsburg 4

Community involvement I am a Kingsburg High School graduate as well as a Salon owner downtown.

+ I have been involved in FFA-events + The Dance Company events as a teachers assistant.

Marketing and Branding As a small business owner in Kingsburg I have bought and Re-branded Lisa's Mane Attraction to The Mane Salon. I have put

many hours + hard work into re-branding and revitalizing an outdated/old salon into a new upbeat and updated salon.

Finance I have knowledge in running a successful salon.

REC'D JUL 24 2020

Community Services: Public Works, Public Utilities, Police Department _____

I have not been involved in much community service since FFA - but I am hoping to get more involved by being on the BID board.

Explain your reasons for wanting to be on this board

I feel as one of the youngest business owners in town I would add great value to this board. I would like to be involved in deciding where my money + other business owners' money is spent when it comes to revitalizing our downtown. I hope by being on this board I can add a young vibe to help our Kingsburg businesses thrive.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Roberta Woods [redacted] - The Dance Company
Lisa Boller [redacted] - Lisa's mane Attraction (prev. owner)
CJ Brock [redacted] - Apotek

Clinton

[Signature]
Applicant's Signature

7/24/20
Date



APPLICATION For BID Advisory Board

Name Jill O'Bannon

Address [REDACTED]

Phone [REDACTED] (mobile) [REDACTED] (home/work)

Business owned the Mercantile

Business address 1513 Draper Street

Years operated a business in Downtown Kingsburg 3.5 years

Community involvement _____

Member of Chamber of Commerce

What knowledge and experience do you have in the following areas:

Marketing and Branding _____

I currently do all marketing for my store. I run a website for the Mercantile.

I have built my brand from the ground up.

Downtown Revitalization I have overseen multiple remodel and restoration projects

in the downtown corridor. With research I have been able to bring back the

"Professional Building" on the corner of Smith and Draper to its original architecture.

Finance While revitalizing multiple buildings on Draper Street I was able to stay within

a strict budget while getting the job done. I also manage my store as well as our

construction companies' financials, also located in downtown Kingsburg.

REC'D JUL 24 2020

Community Services: Public Works, Public Utilities, Police Department _____

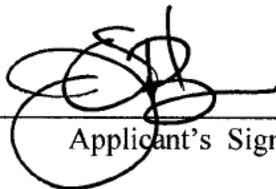
Explain your reasons for wanting to be on this board

Being a building owner as well as running multiple businesses downtown, I care deeply
for the City of Kingsburg. I am the 4th generation of my family to call Kingsburg home.
I believe in the saying "many hands make light work". In regards to the downtown I believe
if we come together we can make a huge impact in our community, in return making our
businesses more successful. I also want to do my part to keep the downtown area quaint ,
with the Swedish feeling it always has. Downtown Kingsburg is home to many stores and
those stores support families, and those families are what make Kingsburg what it is
today... Amazing!

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Leslie Carpenter	_____	_____
Paula Coehlo	_____	_____
Summer Vasquez	_____	_____



Applicant's Signature

7/24/10
Date



APPLICATION

For BID Advisory Board

Name Kingsburg Feed Station

Address 1540 Marion St.

Phone [REDACTED] [REDACTED]

(mobile)

(home/work)

Business owned Regina Prine

Business address 1540 Marion St.

Years operated a business in Downtown Kingsburg 24 years.

Community involvement my business is always open during events, donations.

What knowledge and experience do you have in the following areas:

Marketing and Branding my own ADS, FB, Instagram email,

Downtown Revitalization front of Building

Finance

ENT'D JUL 27 2020

Community Services: Public Works, Public Utilities, Police Department _____

K9unit

Explain your reasons for wanting to be on this board

To continue to promote Kingsburg
and all small business.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Gene Villines
Debbie DeLong
Tammy Doody



Rymph

Applicant's Signature

7/24/20

Date



APPLICATION For BID Advisory Board

Name Shannon Stout

Address [REDACTED] Kingsburg, CA 93631

Phone [REDACTED] (mobile) [REDACTED] (home/work)

Business owned Nails by Shannon @ Eclipse Salon

Business address 1469 Smith St. Kingsburg, CA 93631

Years operated a business in Downtown Kingsburg 4

Community involvement Cub Scout Committee member Chair, KHS Football boosters, Boy Scouts.

What knowledge and experience do you have in the following areas:

Marketing and Branding I am proficient in social media marketing and have built up my business using the resources.

Downtown Revitalization I am willing to research and find ways to build my profitability in this

Finance I have an ag business Certificate and I've worked for 2 payroll companies and book work for a pool construction company.

REC'D JUL 29 2020

Community Services: Public Works, Public Utilities, Police Department I am
available to offer assistance in any way
I can.

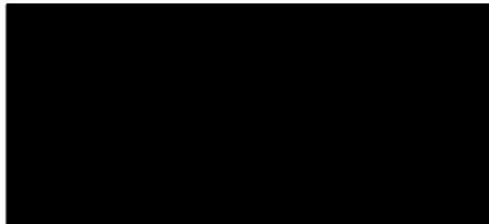
Explain your reasons for wanting to be on this board

To help build & promote Downtown
businesses. I want to see Kingsburg
succeed and see all our business
grow and flourish.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Steve Safarjian
Lori Quiene
Alicia Kirk




Applicant's Signature

7/22/2020
Date



APPLICATION For BID Advisory Board

Name Leslie A. Carpenter

Address [Redacted] Kingsburg

Phone [Redacted] (mobile) [Redacted] (home/work)

Business represented (operated or employed by) Berman's Flowers

Business address 1448 Lewis St. Kingsburg Ca.

Years operated or employed by a business in Downtown Kingsburg 27 years

Community involvement Tri-County football/Cheer Board member
KHS Career Day, RJJH Portfolio Day Kingsburg Com Club
Kingsburg High Football Booster, KHS Ag Advisory Board, Properties Board member
Kingsburg Youth Cheer Board, Girl Scout leader, help Kburg Lions Club
Kingsburg Chamber member & Past Board member w/ Youth Football

What knowledge and experience do you have in the following areas:

Marketing and Branding Most of my marketing & branding experience comes from promoting my own business, social media, mailings, and open houses and offering education about the floral business.

Downtown Revitalization First hand, taking over a business in which the owners were ready for retirement, I came in brought a new energy and grew the business back to a thriving state.

~~Finance~~ It is all about community engagement, hustle and a love to see something grow for the next generation of community member to carry on.

Finance

I have worked on many boards, prepared fundraisers, developed the budgets for those. Saw them through and then prepare profit/loss reports for those projects.

REC'D JUL 29 2020

Community Services: Public Works, Public Utilities, Police Department _____

Myself, my family, and my business has always supported the different City Services, in any way we could.

Explain your reasons for wanting to be on this board

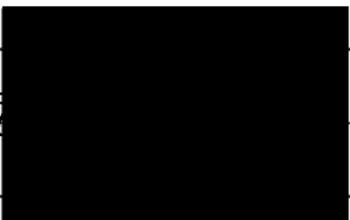
I have been working on this project for off & on 20 years now. I have seen the good a group like this can do. I believe that as merchants, it is our responsibility to make our businesses successful. Not the City, not the Chamber but us.

I also believe that so much good comes from banding together, with a common goal to be successful in our own rights, will then translate into success for all of our City. Working together, having events that promote →

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Steve Safarjian
Bruce Blayney
Rhan Phelan



J. Caputo
Applicant's Signature

7/25/2020
Date

Our business in unique ways, fun ways would bring a new excitement for our community and surrounding communities to come and be a part of. Also, there is a movement in this country for our young people to be their own bosses and bring new ideas to the marketplace. We need this in Kingsburg, keeping people local is such a great thing. I believe we were off to a great start, now with Covid, we may have hit a roadblock, but what a better way is there to get passed this than shoulder to shoulder, working together, collaborating and learning from each other. Ultimately whether I am chosen for this board or not. I will support this group and their efforts.

Thank-you for your consideration.

Leslie Cepeda



Meeting Date: 08/05/2020
Agenda Item: 5.3

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Roman & City Council

REPORT FROM: Alexander J. Henderson, ICMA-CM

REVIEWED BY: MN

AGENDA ITEM: COVID-19 Update 08/05/2020

ACTION REQUESTED: Ordinance Resolution Motion Receive/File

EXECUTIVE SUMMARY

NOTE: This information is the best available as of posting on Friday, July 10. 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. Due to rising cases, Fresno County has been ordered by the State to roll back portions of reopening. While certain sectors are required to close completely, others were required to modify their operations (outdoor dining only). Staff continues to work with the local business owners on options for temporary outdoor dining and outdoor operations in other sectors (hair salons and barbershops).

1. City offices remain closed to the public for precautionary reasons. We continue to take both employee and resident safety very serious. All normal operations remain virtually accessible.
2. Sales Tax Revenues: We are still awaiting final true-up numbers from the State to help calculate total actual revenues versus budgeted. Some notes from information currently received.
 - March receipts were down 34% from the same month in FY19
 - April receipts were down 11.3% from the same month in FY19
 - May receipts were up 3.6% from the same month in FY19
 - Currently, total FY20 collections are down 22% from the previous year and approximately 6.5% from revised budget projections.
3. The city is eligible for a direct allocation of CARES Act funding of approximately \$159,000. Our first allocation of ~\$26,500 is expected imminently. We have included information regarding the eligible uses. It cannot be used to backfill lost revenues.
4. We have been having ongoing discussions with the FDPH and Elementary School District regarding the possibility of the city partnering to provide a program for essential workers (teachers) and their children so that they can return to work. The County has asked for clarification from the State and we are awaiting further guidance.
5. As of 7/31, Kingsburg has the following case figures:

City of Kingsburg has 242 total cases and 137 cleared/closed cases.

Mode of Transmission

Close Contact/ Person-to-Person: 89

Community Spread/ Unknown: 75

Total Open Active/Open Cases: 105

Travel Related: 3

Under Investigation: 75

Deaths: 2

We've also received questions about what needs to happen for Fresno Co. to come off the watch list. The metrics the State is monitoring for Counties include (Data is from State website, updated 7/29/2020):

1. Average number of tests per day must be greater than 150 per 100,000 population. **Fresno Co. is compliant (217.2)**
2. Elevated Disease Transmission: Total case transmission must be less than 100 per 100,000 (over a 14-day period) – **Fresno Co. is NOT compliant (169.1)**; OR
3. Total average number of positive tests per day must be less than 8% over a 7-day average - **Fresno Co. is NOT compliant (11.7%)**
4. Increasing Hospitalizations: Total hospitalization rates (must be less than 10% increase in the average number of confirmed COVID-19 patients hospitalized) – **Fresno Co. is NOT compliant (14.1%)**
5. Total percentage of ICU beds available: must remain above 20% - **Fresno Co. is NOT compliant (7.1%)**
6. Total percentage of ventilators available must remain above 25% – **Fresno Co. is compliant.**

RECOMMENDED ACTION BY CITY COUNCIL

1. *Informational only.*

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? | <u>N/A</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u> |
| 3. If Budgeted, Which Line? | <u>N/A</u> |

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 July 31
2. CARES Act Webinar Slides

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

14,439
of 126,114 Total Tests

Active Cases

9,449
of 14,439 Total Cases

Recovered

4,852
of 14,439 Cases

Deceased

138
of 14,439 Cases

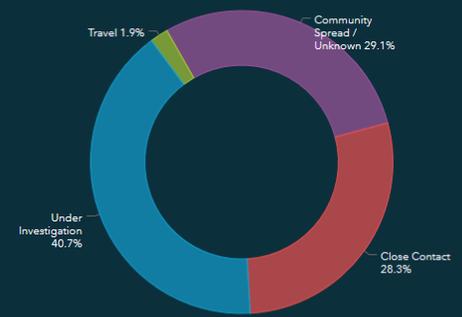
11.4% Tested Positive

65.4% Active

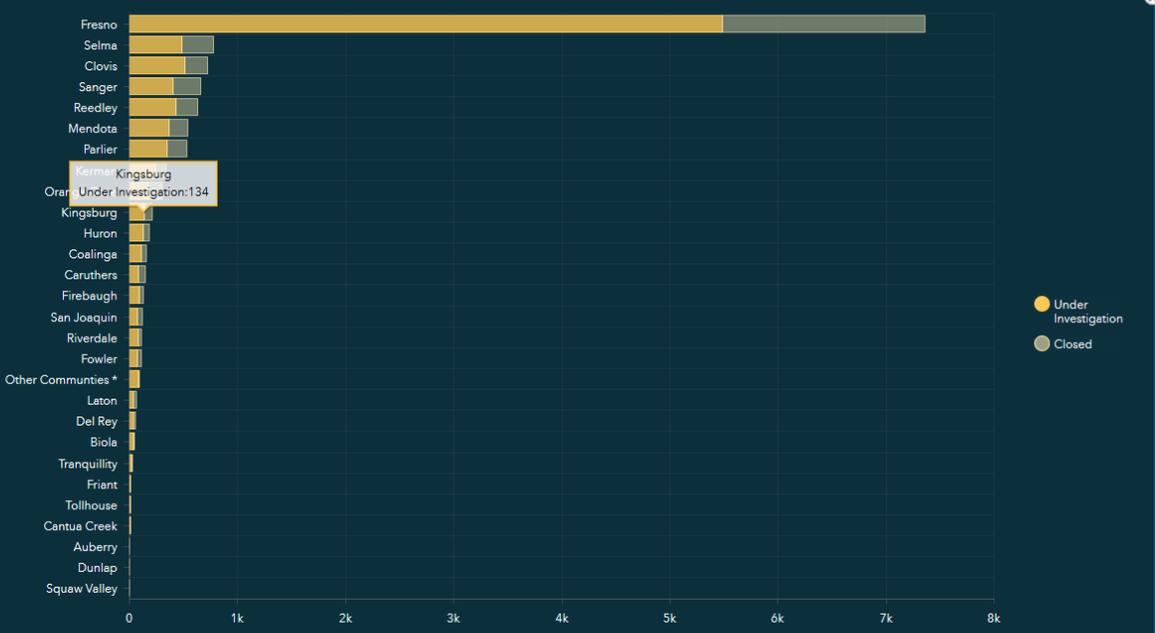
33.6% Recovered

1.0% 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

CARES Act Requirements and Treasury Guidance
Finance Process Overview



Objectives

- Overview of Federal CARES Act Requirements for Coronavirus Relief Funds (CRF)
- Certification and Allocation Timelines
- Eligible Expenditures - US Treasury Guidance
- Compliance with State Public Health Requirements
- Reporting and Records Retention
- Questions and Answers

CARES Act Requirements

- Necessary expenditures incurred due to the COVID-19 public health emergency.
 - Direct response
 - Second order effects such as economic support
- Not accounted for in the most recently approved budget, **except** COVID-related supplemental appropriations or budget adjustments
- Expenses incurred between March 1, 2020 and December 30, 2020.

CARES Act Limitations

- Funds **cannot** be used to backfill lost revenue
- Cannot be used as non-federal share of Medicaid
- Payroll or benefits for employee duties not “substantially dedicated”
- Workforce bonuses
- Damages covered by insurance
- Assistance to owners to pay property taxes
- Items disallowed in US Treasury FAQs
 - Continue to receive updates (Last one 7/8/20)

State Responsibilities for CRF

- As the direct recipient of CRF, any disallowances will initially be recouped from the State
- Required to gather information and report to the federal government on use of funds
- Required to perform subrecipient monitoring, including audits
- Certification, reporting, and Control Section 11.90 established to share that risk with local government and other recipients of CRF and comply with these federal requirements

Six Expenditure Categories

1 - Medical Expenses

- Treatment of COVID-19 and related expenses in public hospitals or clinics
- Temporary medical facilities
- Testing, including serological/anti-body testing
- Emergency medical response, including emergency medical transportation
- Establishing and operating public telemedicine capabilities

Six Expenditure Categories

2 – Public Health Expenses

- Communication/enforcement-public health orders
- Acquisition and distribution of medical and protective supplies (PPE/cleaning supplies) for various public health and safety staff
- Disinfection of public areas and other facilities
- Technical assistance on mitigation
- Public safety measures in response to COVID-19
- Quarantining individuals

Six Expenditure Categories

3 – Substantially Dedicated Payroll Expenses

- Includes: public safety, public health, health care, human services, and similar employees
- Public health and public safety are **presumed** to be “substantially dedicated”
 - Provide ready funding to address unforeseen financial needs and risks created by COVID-19
 - For employees in these area “administrative convenience” that underlying assumption that they are all deemed “substantially dedicated”

Substantially Dedicated

Let's explore this a bit more:

- Less documentation of the work being performed if public health and public safety staff
- CARES Act does not allow backfill of lost revenue – the “administrative convenience” provides a tool to assume that these staff could be paid for by the CRF, potentially freeing up general purpose funds (or offsetting lower receipts)
- Full payroll and benefits can be paid by CRF

Substantially Dedicated

Let's explore this a bit more – other staff:

- This can also include staff that were “repurposed” to previously “unbudgeted” function instead of laid off
- Could include overtime if those additional hours are outside normal/historical duties
- There is no percent threshold – some discretion, with appropriate documentation, like time keeping system or rationale for change in duties/functions
- Can use the CRF to other funds that may have incurred the initial expense

Substantially Dedicated

Examples at the state level:

- Staff stopped our program reviews to track federal funds related to COVID-19.
- Staff who could not telework were redeployed to help with UI program and set up for medical surge
- Staff at all state agencies being trained and redirected to support contact tracing
- IT staff that were directed to support COVID-19 tracking, reporting, and new online services previously requiring in person visits

Six Expenditure Categories

4 – Comply with Public Health Measures and Mitigate the Effects of COVID-19:

- Food delivery to seniors and vulnerable populations
- Telework capabilities for public employees
- Providing paid sick, paid family and medical leave to public employees
- Maintaining local jails such as sanitation and improvement of social distancing measures
- Caring for homeless

Six Expenditure Categories

5 – Economic Support

- Grants to small businesses for costs of business interruption
- Grant or financial assistance – payment of overdue rent/mortgage to avoid eviction or funeral expense
- Payroll support program
- Unemployment insurance (UI) costs if those costs are not reimbursed by federal government – generally applies to local governments using “reimbursement method” to finance UI

Six Expenditure Categories

6 – Other

- Any other COVID-19 expenses “reasonably necessary” to the function of government that satisfies the broader eligibility criteria:
 - Hazard pay and overtime if substantially dedicated
 - Increased workers compensation costs due to COVID
 - Leases renewed solely to respond to COVID-19
 - Public health emergency recovery planning
 - Support for private hospitals (grant/short-term loan)
 - Enrollment in government benefit programs

Costs Incurred (3/1 – 12/30/20)

- Initial guidance required funds to be “spent” by December 30, 2020 (not just obligated)
- Recent revision (6/30/2020) allows for a liquidation period (generally 90 days)
 - Performance/delivery **must** be during the covered period
 - Bulk purchases can be used beyond December if portion is used during the covered period
 - Recognizes supply chain disruptions may result in delays beyond recipient’s control
- Grants and loans must be during this window

Unspent Funds

- Unspent funds must be returned to the US Treasury
- Subrecipients are also bound by this requirement – that means all expenses must be incurred during the covered period
- An obligation or award is not considered spent
- The direct recipient of the funds (state) is ultimately responsible for compliance with this limitation on the use of the funds
- Unspent funds may be reallocated by the state – based on September 1 expenditure reports

Stafford Act – Match for FEMA

- Most recent Treasury guidance notes that CRF may be used to meet the non-federal Stafford Act match
- Applicants for FEMA Public Assistance (PA) have flexibility to determine the federal fund source that best meets response needs
- FEMA may decide to not pay for certain costs and may direct entities to another agency/fund source
- FEMA has determined that contract tracing is more appropriately paid from either CRF or CDC funding.
- Coordinate closely with CalOES to use CRF as a PA match – both CRF and FEMA eligibility must be met

Process and Timeline (CS11.90)

- All cities completed certification by 7/10/20
 - Use funds consistent with federal CARES Act
 - Adhere to state EOs and California Department of Public Health orders, directives, and guidance
 - Report on expenditures and summarize regional collaboration and non-duplication of efforts by September 1, 2020
 - Return unspent funds by October 30, 2020 unless extended by Finance based on reported expenditures
 - Repay any costs disallowed after federal review
 - Retain records (5 years) to support reported expenditures and participate in state and federal audits

Process and Timeline

Adherence to Public Health Orders

- Finance will coordinate with CDPH and CalOES to verify compliance before each allocation process
- State may withhold (and redirect) funds if not in compliance
- State officials will collaborate with local leaders to encourage compliance
- No city ordinances or resolutions inconsistent with state's stay-at-home orders

Process and Timeline

Public Health Conditions – Counties Must Meet

- Meeting current requirements for county variance:
 - At least 15 staff per 100,000 people trained and available for contract tracing
 - Ability to isolate positive cases (quarantine contacts)
 - Ability to shelter at least 15 percent of residents who are experiencing homelessness
 - Ability to test 1.5 per 1,000 residents daily
 - Testing sites close to where most residents live
 - Evidence of a plan to contain the virus

Process and Timeline

Public Health Conditions – Counties Must Meet

- Actively participate in County Data Monitoring Program:
 - Currently required commitment to participate
 - Undertaking efforts advised by the state if on the County Data Monitoring List
 - Source of disease transmission
 - Action plan and timelines
 - Ready to reinstitute non-pharmaceutical interventions [NPIs] (e.g. closure of indoor spaces) as needed

Process and Timeline

- Initial Payment – 1/6 of overall amount (\$80M)
 - Prepare schedule and notification this week
 - Given size of payment both the Controller and Treasurer have been notified to speed up processing
 - Controller should allocate in 10-14 days
- Additional 1/6 of overall amount to cities that remain in compliance on August 1 and September 1
- Balance of Funds (\$250M) will be paid after report and summary from cities in compliance with health orders and federal laws – likely before October 1

Reporting Process

- Report to the State by September 1, 2020 per CS11.90
- Will cover expenditures from March 1, 2020 through June 30, 2020 – assuming CRF will reimburse
 - Will need this for detailed federal report due 9/21
- Also report expended or obligated since July 1
- Project expenditures through December 30, 2020
 - Demonstrate a realistic plan for spending by the end of the year to avoid reallocation
- Majority of funds expected to be spent early on
- Summary: regional collaboration/unduplicated costs

Reporting Process

- State (other direct recipients) must report on CRF expenditures between March 1 and June 30, 2020
- For the interim report (due July 17) the state would report on amount identified for local governments

<u>Category of spending</u>	<u>Amount</u>
Transferred to other governments	\$0.00
Payroll for public health and safety employees	\$0.00
Budgeted personnel and services diverted to a substantially different use	\$0.00
Improvements to telework capabilities of public employees	\$0.00
Medical expenses	\$0.00
Public health expenses	\$0.00
Distance learning	\$0.00
Economic support	\$0.00
Expenses associated with the issuance of tax anticipation notes	\$0.00
All items not listed above	\$0.00
	Total
	\$0.00

Quarterly Reporting Process

- By September 21, 2020 state must submit detailed quarterly report (3/1/20 – 6/30/20)
- Next quarterly report (7/1/20 – 9/30/20) due to federal government by October 13, 2020
- Current guidance requires reporting on funds expended or obligated for each project or activity
- Detailed list (Name/Description) projects/activities
- Detailed list of loans issued; contracts and grants awarded; transfers to other government entities; and direct payments made by **recipient** over \$50K

Records Retention

- Retain records 5 years after final payment is made; make available on request for audits
- All documents and financial records sufficient to establish compliance: (1) Necessary, (2) Not in recent budget, (3) Incurred 3/1/20 – 12/30/20
 - General ledger, subsidiary ledger
 - Budget records 2019 and 2020
 - Payroll and time keeping records
 - Receipts of purchases
 - Contracts and subcontracts, including any performance outcomes
 - Documentation of reports, audits, monitoring of recipients
 - All CRF internal and external e-mail/electronic communications

Other CRF Information

- CFDA Number: 21.019
- Funds can be in interest bearing accounts; interest proceeds must be used for same purposes
- Assets purchased may be retained (e.g. homeless)
- Funds are subject to the Single Audit Act
- Must follow Uniform Guidance regarding subrecipient monitoring
- Funds may be used to cover expense related to audit conducted under the Single Audit Act
- Competitive bidding is not required

Questions/Follow-Up

Local Government Unit:

CRFApplications@dof.ca.gov

Federal Reporting/Research Unit:

COVIDFederalTracking@dof.ca.gov

US Treasury/OIG CRF Information:

<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>



Meeting Date: 08/05/2020
Agenda Item: 5.4

CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor Roman & City Council

REPORT FROM: Alexander J. Henderson, ICMA-CM

REVIEWED BY: MN

AGENDA ITEM: Public Health Order Enforcement Discussion

ACTION REQUESTED: Ordinance Resolution Motion Receive/File

EXECUTIVE SUMMARY

During the City Council's regular meeting on July 15, Council directed staff to provide options related to the enforcement of public health orders that are being disregarded by the public, and more specifically, business owners. Overall, most complaints that have been received have been related to businesses that are viewed as non-compliant with the California Dept. of Public Health Order providing guidance on the wearing of masks. In all cases of complaints received, staff has followed up with the business/entity directly (via email or phone). Nearly all contacts are positive and result in the business/entity coming into compliance. On limited occasions, staff has collaborated with the Fresno County Dept. of Public Health in situations where we are unable to gain voluntary compliance.

Council will recall that in May 2020, they adopted Resolution 2020-032, clarifying the city's roles and responsibilities under the Governor's stay at home order and clarifying the city's enforcement responsibilities related thereto. In that Resolution (attached), Council identified the responsible enforcement parties as those who issued the order(s), but maintained the ability to enforce administrative citations in egregious situations.

For those cases where the business/entity refuses to follow guidance and require additional enforcement, staff believes the following options are available:

1. Staff will continue to seek voluntary compliance with all public health orders via open communication. If non-compliance continues and local remedies are exhausted, staff will escalate the matter to one of ten (10) recently created State "strike teams" to follow up with the offending business/entity. The teams include representatives from the California Highway Patrol; the Division of Occupational Safety and Health, as well as people from Alcohol Beverage Control; Barbering & Cosmetology; Business Oversight; Consumer Affairs; Food and Agriculture; Labor Commissioner's Office; and the Governor's Office of Business and Economic Development.

Staff proposes a tiered escalation:

- a. Informal communication based upon received complaint or staff witnessed violation(s) (email, phone call, personal visit). Staff will provide necessary education and seek voluntary compliance.
 - b. Additional follow-up due to non-compliance to include a written notice of violation. Written notice will cite known violations and identify that ongoing non-compliance will lead to staff contacting respective enforcement agencies
 - c. Final non-compliance: Staff to contact respective "strike team" agency.
2. Council could choose to adopt a local mask mandate that mimics the general order provided by the Dept. of Public Health.

- There have been questions raised about the legal standing to require face coverings, and if the State Dept. of Public Health Order is considered guidance or law. To avoid any controversy locally, Council could choose to adopt their own face covering order. To carry this out:
 - a. The Emergency Services Director would issue a new Emergency Order requiring face coverings consistent with the Governor's orders. The new Emergency Order will identify the enforcement procedures to be implemented by the City and the fines that will be levied for violation. The Executive Order can incorporate provisions of Chapter 17.92 of the Municipal Code to use code enforcement to enforce the face covering requirements and fines set forth in the Executive Order. The City Council, by resolution, would subsequently confirm the new Executive Order.

Staff is recommending that at this time, Council pursue action related to option #1 identified above. Our recommendation is based upon the following:

1. The State has created specific enforcement agencies for this purpose. From a practical perspective, we are not in a position from a workforce/resource standpoint to redirect code enforcement and/or police department personnel without diminishing their work elsewhere.
2. Our local relationships are critically important, especially with our business community. City officials support health orders and wish to see 100% compliance. We do not wish, however, to damage our long-term relationships with residents and businesses who disagree with the State's guidance. Recent code enforcement activity related to public health orders in the City of Fresno has led to city employees being put in difficult positions, including one CE officer being hit by a motor vehicle driven by an enraged salon owner.
3. We have had significant success making informal contacts, providing educational materials and asking for voluntary compliance. We believe this is the most prudent course of action to continue.
4. Kingsburg's total COVID-19 positive case rate is currently 1.8%, and our active case rate is .8%. Our residents have done a commendable job of flattening the curve locally.
5. We retain the ability to adopt a stricter position should the Council determine it necessary (spike in cases, significant non-compliance, etc.).

RECOMMENDED ACTION BY CITY COUNCIL

1. *Staff recommends that council provide direction consistent with option #1 identified above.*

POLICY ALTERNATIVE(S)

1. Council could pursue option #2.
2. Council could provide direction to seek an additional alternative.

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

During the City Council's regular meeting on July 15, Council directed staff to provide options related to the enforcement of public health orders that are being disregarded by the public, and more specifically, business owners.

ATTACHED INFORMATION

1. Resolution 2020-032

RESOLUTION NO. 2020-032

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
KINGSBURG CLARIFYING THE CITY'S ROLES AND
RESPONSIBILITIES UNDER THE GOVERNOR'S STAY AT HOME
ORDER AND CLARIFYING THE CITY'S ENFORCEMENT
RESPONSIBILITIES RELATED THERETO**

WHEREAS, on March 19, 2020, with the adoption of Executive Order N-33-20, the Governor ordered a Statewide stay at home/stay in place order as amended and supplemented from time to time (collectively "Stay at Home Order") to address the spread of COVID-19 in the State of California, which the City is operating under, and will continue to operate under; and

WHEREAS, there exists a local emergency in the City of Kingsburg pursuant to Resolution 2020-022, approved by the City Council on March 23, 2020, where the City declared a local emergency as a result of the threatened spread of COVID-19 in the City, surrounding areas, and the State; and

WHEREAS, the Governor has begun the process for allowing non-essential businesses to reopen in the State; and

WHEREAS, the City has determined that there is a need to clarify the City's roles and responsibilities in interpreting and enforcing the Governor's Stay at Home Order; and

WHEREAS, on March 16, 2020, the California Department of Public Health established guidelines for social distancing, elimination of non-essential gatherings, and isolation for specific individuals, in order to prevent the transmission of COVID-19 ("DPH Guidance").

NOW, THEREFORE, the City Council of the City of Kingsburg resolves as follows:

IT IS HEREBY ORDERED, effective immediately upon adoption of this Resolution, that:

1. In interpreting the Governor's Stay at Home Order, the City shall rely upon the DPH Guidance. If there is an ambiguity, the City shall make its own interpretation in consultation with the Fresno County Health Officer.

2. With regards to enforcing the DPH Guidance and the Governor's Stay at Home Order, the Fresno County Health Officer, California Department of Public Health, or California Office of Emergency Services shall have primary enforcement responsibility,

with the City reserving its right to enforce all local emergency orders, the DPH Guidance and the Governor's Stay at Home Order.

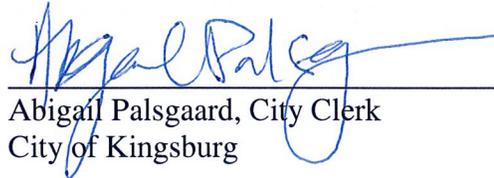
3. Nothing herein shall be deemed to preclude the City from issuing verbal or written warnings for violations of all local emergency orders, the DPH Guidance and the Governor's Stay at Home Order, or from providing a reasonable time to correct violations before issuing a citation.

4. Administrative citations shall be reserved for egregious situations, as determined by the City, where the State or County refuse, decline, or ignore a request for enforcement.

BE IT FURTHER ORDERED, that this order shall remain in effect until such time as it is terminated, repealed, amended, or modified by the City Council of the City of Kingsburg.

I, Abigail Palsgaard, City Clerk of the City of Kingsburg, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of Kingsburg City Council held on the 20th day of May 2020, by the following vote:

AYES: Council Member(s): Hurtado, Palomar, Dix, North and Mayor Roman.
NOES: Council Member(s): None.
ABSTAIN: Council Member(s): None.
ABSENT: Council Member(s): None.



Abigail Palsgaard, City Clerk
City of Kingsburg