

COUNCIL MEMBERS PRESENT: Harness, Smith, Hinesly, Morales, Gonzalez

STAFF MEMBERS PRESENT: Avila, Barkley, Carrillo, Cook, McCloskey, Nunes, Popovich,
Thompson, Todd, Uota

CALL TO ORDER

The meeting was called to order at 6:32 pm.

INVOCATION

The invocation was led by Pastor Jim Aiken.

FLAG SALUTE

The flag salute was led by Joe Rocha.

COMMUNITY RECOGNITION AND APPRECIATION

4.1. Drive 4 Pledges Day, Proclamation No 2013-10

Mayor Hinesly read the Drive 4 Pledges Day proclamation to the audience.

PUBLIC COMMENT

5.1. Sandy Sills, Dinuba Chamber of Commerce – Raisin Day Event, September 25-29, 2013

Sills was not present.

5.2. Guy Graham, Wellspring Church – Request for Street Closure, October 31, 2013; I Street, Fresno Street to Alley

Guy Graham was present to request a street closure on Fresno Street from I Street to the alley at the rear of the church. The church is planning a Halloween / harvest celebration from 5:00 to 9:00 pm.

Fire Chief Thompson recommended that both lanes be closed for the event to lessen accidents in the vicinity of the event.

5.3. Marianela Fraga – Request for Street Closure, September 14, 2013; Briarwood, Hayes Ave to Oak Drive

Victor Fraga was present to request a street closure on September 14, 2013. Fraga said the neighborhood is planning to hold a baptismal celebration and block party.

Police Chief Popovich stated that no alcohol is to be consumed on the public right of way and accessibility must be allowed for emergency vehicles.

5.4. Marie Sanchez – Yard Sales

Not present

5.5. Adriana Baza and Miguel Pizano, LNTC Cinco de Mayo Report

Adriana Baza presented a final report for LNTC Cinco de Mayo event.

5.6. Jim Curtis, Dinuba Towing - Tow Rotation Cap

Carol Curtis was present to request that the City Council consider a cap on the amount of tow companies assigned to rotation in Dinuba. Curtis said each city contracted company averages 11 tows per month which makes it difficult for the companies.

The City Council referred the item to staff to bring back information on the tow rotation so the Council may consider the request with proper information.

5.7. Jim Aiken, Dinuba Ministerial Association – Faith in Action Sunday, October 6, 2013; Request for Co-sponsorship and Exclusive use of Vuich Park

Jim Aiken was present to discuss Faith in Action Sunday and to request that the City of Dinuba participate once again with co-sponsorship in the form of exclusive use of Vuich Park for the event. Aiken said last year there were 400 volunteers doing service projects. This year the event will be on October 6 and the Ministerial Association hopes to get 500 volunteers. Aiken reported the volunteers will meet at Vuich Park for lunch which will be provided by several local vendors.

It was motioned by Vice Mayor Morales, second by Council Member Harness, to authorize the co-sponsorship as requested for Faith in Action Sunday.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

5.8. Dr. Gujarathi Narayan – City Housing Inspections

Not present

5.9. Sal Medina – Community Halloween Event, October 21-31, 2013; Request Co-sponsorship

Sal Medina, 2099 East El Monte Way, was present to request co-sponsorship for a Halloween event planned at The Island. Medina requested the city donate pumpkins or items for the children to be given away.

Director Carrillo said he spoke with Medina about the Community Center helping to promote his event as the City is also hosting a Halloween event on October 31.

Deputy City Manager Nunes said Medina has the option of requesting a grant from the Pro-youth Commission for \$500. She urged Medina to contact the commission prior to their meeting next week to be considered for the grant.

It was motioned by Vice Mayor Morales, second by Council Member Gonzalez to co-sponsor the Halloween event and to assist with the advertisement and promotion of the event and, to facilitate a request from the Pro-youth Commission for a grant to assist Medina with the event.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

Medina extended an invitation to City Council to the event.

5.10. Larry Baebler, Chevron Solar Solutions - Dinuba/Chevron Phase II Solar Program

Larry Baebler, Chevron Energy Solutions, was present to give a presentation on the solar credit transfer program. Baebler presented the program overview; designed for government customers only; the city can appropriate credits once a year. The first come, first serve program.

Jonathan Brown was present to present the solar site for the WWTF; public works facility; water wells at 14 and 20; similar to Lemoore project; vocational center.

The Benefits of the solar project are lower electrical costs over the life of the project (30 years) will save \$20 million and will pay for itself with energy savings; in essence we are better off going this route than staying with PG&E. Baebler reported that he didn't know what the rate is or what the term will be until October. The Interest rate is usually between 4 and 4.25 percent and there will be a price break on the panels. The solar energy will offset an equivalent in greenhouse gases of about 280 cars for one year. The benefit of reducing the greenhouse gases is equal to 300 acres of forest land.

Baebler explained the next step is to finalize the contract. He explained he has developed the project at no cost to the city but will return on October 8 and believes the project can be completed before 2014 summer.

5.11. Unscheduled Items

Mark Wallace, 1710 E Gerald, thanked the Council and staff for hard work and service to Dinuba. Wallace Quoted Isaiah 54:17.

Bev Keel-Worrell, 1080 Lincoln Avenue, asked if the City received all the information concerning costs for the solar project. She said she feels it would be a good idea for the Council to have information prior to the meeting where it will be presented for adoption.

Robert Cervantes was present to question city water and sewer service rates.

Business Manager Avila responded to his question and Cervantes asked if the Council is aware of Prop 218 and shared a handout with them. Cervantes pointed out some criteria mandated by Prop 218 pertaining to city fees.

Mayor Hinesly requested staff look into the matter and report back to the Council.

CONSENT CALENDAR

- 6.1. City Council Meeting Minutes, August 13, 2013
- 6.2. Acceptance of Other Agency Meeting Minutes
 - a. Community Services & Dinuba Pro-Youth Commission, March 19; May 21, 2013
 - b. Historic Preservation Commission Meeting, July 8, 2013
 - c. Planning Commission, August 6, 2013
 - d. Police Advisory Commission, July 2, 2013
- 6.3. Community Services & Dinuba Pro-Youth Commission Draft Agenda, September 17, 2013
- 6.4. Master Development Schedule
- 6.5. Set Hearing - Dinuba/Chevron Phase II Solar Program, October 8, 2013
- 6.6. Set Hearing – Final Grantee Performance Report for the City’s 2010-STBG-6710 Community Development Block Grant (CDBG), September 24, 2013
- 6.7. Set Hearing – Street Name Change, West Gateway, September 24, 2013
- 6.8. Set Hearing – Ridge Creek Ranch Homes Tentative Subdivision Map, September 24, 2013
- 6.9. Set Hearing – 2013 State Citizens Options for Public Safety Grant, September 24, 2013
- 6.10. Set Hearing – 2013 Justice Assistance Grant, September 24, 2013

It was motioned by Vice Mayor Morales, second by Council Member Harness, to approve the consent calendar as presented.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

WARRANT REGISTER

- 7.1. Approval –Warrant Register, August 16, 23, 30; September 6, 2013

It was motioned by Council Member Harness, second b Council Member Gonzalez, to approve the consent calendar as presented.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

MAYOR'S MINUTE

8.1. Information Sharing

Mayor Hinesly reminded everyone that the next Good Morning Dinuba meeting will be tomorrow at 8:00 am at Me 'n Martha's restaurant. She said the September LOCC SSJVD meeting was cancelled. She said she attended the health and human services meeting and received good information that will smooth out information as relates to food handlers for churches and nonprofits.

COUNCIL COMMENTS

9.1. Reminder - Economic Development Commission Candidates

City Manager Todd said this is a reminder that we are currently accepting applications for the EDC commission. Deputy City Manager Nunes described the newly formed commission.

9.2. Reminder – Alta District Historical Society Annual Harvest Dinner & Auction, September 14, 2013; 5:30 pm

Nancy Hoyt was present with tickets to the annual Alta District Historical Society harvest dinner and auction next Saturday at the ADHS site. The society has been trying to partner with various parts of the community; school district, service organizations, struggling to get the kitchen to serve as a community center so this is the big fund raiser.

9.3. Reminder – League of CA Cities Annual Conference, September 18-20, 2013

Deputy City Manager Nunes reported several staff and two Council members will attend the conference leaving on September 18 returning on the 20.

9.4. Set Joint Meeting – City Council and Dinuba Unified School District Board, October 22, 2013

The City Council conceded to the joint meeting on October 22, 2013.

9.5. Information Sharing

Council Member Morales thanked the fire department who assisted at the Yosemite and Sequoia fires.

CITY ATTORNEY

10.1. Information Sharing

City Attorney McCloskey said he is watching AB604 regarding medical marijuana regulation. He said staff wants to voice discontent with the League.

The City Council directed staff to respond to the League in regard to AB604.

CITY MANAGER

11.1. Authorization to Purchase Real Property Located at 720 Sierra Way, Dinuba

Deputy City Manager Nunes reported that in 2008 the City of Dinuba Zoning Ordinance was adopted with the purpose of promoting and protecting the public health, safety and general welfare of the people of the city by adopting a zoning plan and regulation. The purpose was to classify areas of the city, including further annexations thereto, in several zones; and, to protect the established character of various zoned areas within the city and to insure orderly development by regulating the use of land and improvements thereon and the location, size and character of structures or improvements to be erected or placed thereon, including alterations or additions to existing structures or improvements.

One area of the City, the south east portion of Sierra Way across from Ruiz Foods and Patterson Logistics, has been identified in the City's General Plan as zone M-1, a Light Industrial District. The M-1 District is applied to areas designated light industrial on the general plan in order to reserve appropriately located areas for various types of less intense industrial plants and related activities. Currently, the Dinuba Successor Agency owns slightly more than 31 acres of a 35 acre area along the south east portion of Sierra. There are 3 small parcels remaining that contain residential housing and were grand-fathered in as residential property but because of the current M-1 zone, cannot remain as residential property when sold. Two of these three property owners have approached the City about purchasing these parcels because the property owners have moved to senior housing or are deceased and they are no longer able to sell the property as residential property.

Before the dissolution of the Dinuba Redevelopment Agency, it was the intent of the Dinuba RDA Board to purchase these lots as they became available for future development. After dissolution however, it has been left to the City to acquire these parcels if a solid 35 acre parcel is to be made available to future development.

The California Baptist Foundation, Trustee for the Estate of Doris L. Richmond, owner of the property located at 720 Sierra Way, Dinuba CA contacted the City on March 13, 2013 in regards to the City's ability to purchase the remaining parcels. After a site visit to examine the property located at 720 Sierra Way by the Deputy City Manager and the Building Official, it was determined that the property was desirable but would need to be cleared of a 30+ year old mobile home, wooden storage structures and overgrown vegetation. Considering the cost to clear the property a tentative offer was made to the California Baptist

Foundation as Trustee for the Doris L. Richmond Estate and accepted in the amount of \$55,000 contingent upon the approval of the Dinuba City Council.

Nunes requested that the Dinuba City Council authorize the City Manager to purchase the real property commonly known as 720 Sierra Way, Dinuba CA for \$ 55,000 to be paid from the General Fund.

It was motioned by Council Member Harness, second by Council Member Gonzalez, to authorize the City Manager to purchase the real property commonly known as 720 Sierra Way, Dinuba CA for \$ 55,000 to be paid from the General Fund.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

11.2. Consideration of Offers to Purchase Real Property – Portion of APN# 017-290-009, South East corner of El Monte Way and Auto Mall Drive

Deputy City Manager Nunes said this is a closed session item and action can be considered at a later time in the meeting.

11.3. Vocational Center Use Plan

Deputy City Manager Nunes reported that the City's involvement would be to facilitate or manage the Vocational Center. She explained that there is one staff member located at the facility and a part-time custodian.

We are continuing to look for programs to house in the building. This is different because rooms are rented on an hourly basis.

Discussion followed.

Deputy City Manager Nunes said this is a request that the City Council approve the proposed career pathway program and budget and authorize staff to proceed as presented.

It was motioned by Council Member Smith, second by Council Member Gonzalez, to approve the proposed career pathway program and budget and authorize staff to proceed as presented.

AYES: Smith, Hinesly, Morales, Gonzalez
NOES: Harness
ABSTAIN: None
ABSENT: None

11.4. Compensation Plan Study Update

Deputy City Manager Nunes reported the RFP for a compensation plan study was sent out and responses have already been received indicating interest in submitting a proposal. The RFPs are due to staff September 20 with interviews to be held on October 7. Staff will bring back the recommendation before City Council in late October with the proposed selection.

11.5. Information Sharing

None

PUBLIC WORKS

12.1. Authorization to Request Proposals – Building and System Development Charges

Business Manager Avila presented a request to perform a building and system development charges review.

The City of Dinuba adopted several resolutions and amended the Municipal Code to begin the collection of System Development Charges (SDC) starting August 1, 1990. Pursuant to the adopted resolutions, System Development Charges would be adjusted each year by a rate commensurate with the Engineering News-Record Construction Cost Index.

System Development Charges are collected from new development as a method to defray the cost of expanding City infrastructure to support the additional demands on our systems. SDC revenue cannot be used on repair or maintenance projects. Qualifying projects must increase the capacity of existing infrastructure or be used to construct new facilities.

On December 13, 2005 the City adjusted the methodology used to calculate the SDC rate schedules. This adjusted methodology was based on an internal review of various facility/infrastructure Master Plans. The revised SDC fee schedule adopted by the City Council on the aforementioned date is the fee schedule the City continues to use today.

A comprehensive impact fee study requires a thorough analysis of future growth patterns and must be fully integrated with community needs and all adopted infrastructure Master Plans. The last review of the City's SDC methodology was completed almost 8 years ago and was based on the growth impact assumptions presented in the 1997 General Plan Update. Given Dinuba's extensive growth from 2005-2008 and the adoption of a new General Plan Update in September of 2008, it now appears necessary to reassess the existing fee structure.

An inadequate fee structure can have detrimental effects on City services and economic development. Among other things, infrastructure deficiencies can create traffic congestion, water pressure and/or water capacity issues, and sanitary sewer capacity issues. If the City does not have the capacity to expand existing or build new facilities, new development (industrial, commercial, residential) would have to be turned away and that would adversely impact job creation and economic development in Dinuba.

In addition to SDC's, the City collects building and planning fees to generate the necessary revenue to administer and enforce all applicable codes and standards. The 2013 California Building Code Section 1.8.4.2 "Fees" states the following regarding the collection of development (building and planning) fees: The amount of the fees shall not exceed the amount reasonably necessary to administer or process permits, certificates, form or other documents, or to defray the costs of enforcement".

Given these limitations, the City must be able to demonstrate that the fees it collects are reasonable and that the methodology used to arrive at these fees is sound and defensible. In other words, the Development Services fund should not carry over a large fund balance because the revenues collected should roughly match the expenditures created by the program.

An exhaustive study of all of the City's service revenue fees was performed by the Management Services Institute (MSI) in March 1992. Subsequently, the building permit fees were adjusted on November 27, 2007. Unfortunately, the new building permit fees were adopted without the provision for an annual adjustment. Therefore, the fees the City collects for permits related to building construction have remained unchanged for almost 6 years despite rising costs to provide services.

The City must carefully ensure that it continues to comply with the California Building Code pertaining to the collection of fees while also making certain that it is collecting sufficient revenue to properly operate the Development Services division in the Public Works Department.

With the economy slowly recovering, the City is starting to see some indication of increased activity in housing and commercial development. Reassessing development fees now will pave the way for orderly growth and will ensure that the City retain the necessary resources to adequately respond to current and future residents and business owners.

If the City Council authorizes the proposed action, the City will announce a Request for Proposals (RFP) within the next few weeks and then recommend a consultant to perform the subject fee review. Future City Council reports will request authorization to award a consultant contract and will also include public hearing(s) to request testimony from people or parties that have a stake in this matter. The City will make sure that these stakeholders include the Building Industry Association of Tulare and Kings Counties and any interested housing or commercial developers.

The cost to perform this review is unknown at this time. It has been over 20 years since the last comprehensive fee study was completed. The fiscal year 2013-2014 budget process included a decision package for the subject study. A budget of \$150,000 was established and is funded from the impact fee funds and the development services fund.

Avila requested that the City Council authorize staff to initiate a Request for Proposals (RFP) process for the selection of a third-party consultant to perform a review and offer recommendations regarding the City's Building and System Development Charges.

It was motioned by Council Member Harness, second by Vice Mayor Morales, to authorize staff to

initiate a Request for Proposals (RFP) process for the selection of a third-party consultant to perform a review and offer recommendations regarding the City's Building and System Development Charges.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.2. Authorization to Request Proposals – Housing Grant Management Services

Business Manager Avila presented authorization to seek proposals for management of the City's CDBG, HOME and CalHOME funds that provide first time homebuyer and housing rehabilitation opportunities for low-to-moderate income families.

The program requires regular and consistent engagement with the State's Department of Housing and Community Development (HCD). Each program application must be in full compliance with constantly changing guidelines. HCD requires exhaustive record keeping.

The administration and implementation of these grant funds include the following:

- o Receive and review applications to determine qualifications
- o Provide homebuyer education for qualified applicants
- o Prepare environmental reviews as needed
- o Prepare loan or grant documents on qualified applicants
- o Prepare grant fund draw requests through HCD fiscal system

Large jurisdictions are able to operate these programs in-house. However, smaller cities such as Dinuba don't typically have the resources required to fully comply with all of the established guidelines and regulations.

Self Help Enterprises (SHE) has performed these services for Dinuba for the last 30 years. In May 2011 the City executed an agreement with SHE to extend their contract for another three years. Since grant administration and implementation services are grant funded, the selection of a third-party consultant must adhere to federal procurement guidelines. Therefore, every three years the City is required to bid the full scope of the aforementioned services through a competitive process.

Approximately \$1,000 will be spent on newspaper announcements and postage expense funded by local operating funds. The cost for the services performed by the selected consultant is included as part of each awarded grant so there is not out-of-pocket expense to the City.

Avila requested that the City Council authorize staff to request proposals for the procurement of contract services for grant writing, administration, and implementation of the City's housing programs.

It was motioned by Council Member Smith, second by Council Member Gonzalez, to request proposals for the procurement of contract services for grant writing, administration, and implementation of the City's housing programs.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.3. Authorization to Apply – SJVAPCD Public Benefit Grants Program: Alternative Fuel Infrastructure Projects, Resolution No 2013-24

Fiscal Analyst Patino reported that in July 2013 the San Joaquin Valley Air Pollution Control District (SJVAPCD) announced a request for proposals (RFP) for the Public Benefits Grants Program, Alternative Fuel Infrastructure Projects. The solicitation period for the RFP closes on September 30, 2013.

Staff wishes to apply for the subject funding to supplement the existing budget for the CNG Fueling Facility Phase II Improvements Project. The City's existing CNG facility was completed in 2005 and was subsequently expanded in the summer of 2012. In December 2009 the City secured federal funding through the United States Federal Transit Administration (FTA) in the amount of \$779,200, which requires a 20% City match.

The scope of this second expansion phase is:

- o Third natural gas compressor with weather resistant sound attenuation enclosure, starter, PLC and controls for dedicated Transit Fleet fueling demands
- o Gas piping, fittings, pressure regulators and valves for full operation of multiple compressors
- o Electrical system improvements for the compressor
- o Miscellaneous appurtenant work
- o Replacement Card Reader System for fuel control and accounting purposes
- o Ten slow fill stations for the City's transit fleet, including concrete slab and steel canopy.

The CNG Fueling Facility currently supplies fuel to nine City trucks, eight transit buses, one sweeper and the City wishes to purchase additional CNG fueled vehicles. In addition, our facility also supplies CNG fuel to the following agencies: Dinuba Unified School District, Pena's Disposal, Kings Canyon Unified School District, Tulare County, Tulare County Area Transit, and some private parties

The estimated cost to complete the Project is \$1,465,000. The budget plan for this Project is as follows:

\$779,200 FTA Grant
\$185,800 Local Funds
\$500,000 SJVAPCD Grant

The City will request \$500,000 from the subject SJVAPCD grant; however, the actual award amount cannot be determined at this time. Pursuant to the guidelines established by the District, the award amount will be based on emission reduction levels. Those levels will be arrived at by a calculation performed by

SJVAPCD staff. Therefore, until that calculation is performed, we are unable to determine how much we can expect from the subject grant funds. If the City is not selected for this grant program, or if the amount is not at the level we are requesting, Staff will explore other funding alternatives. There are several options available that would close a potential funding gap. Staff will present a comprehensive budget plan for this project in a future report to the City Council. Staff has entered into contract with 4-Creeks Engineering to prepare the required grant proposal.

There is no cost to apply for these grant funds. However, the cost to engage the services of 4- Creeks Engineering is a time and materials fee of up to \$7,600. This expense will be paid for out of local operating funds.

Patino requested that the City Council adopt Resolution Number 2013-24 authorizing staff to submit a proposal for grant funds for the SJVAPCD Public Benefit Grants Program, Alternative Fuel Infrastructure Projects for the CNG Fueling Facility Phase II Improvements Project.

It was motioned by Vice Mayor Morales, second by Council Member Harness, to authorize staff to submit a proposal for grant funds for the SJVAPCD Public Benefit Grants Program, Alternative Fuel Infrastructure Projects for the CNG Fueling Facility Phase II Improvements Project.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.4. Authorization to Initiate Foreclosure Proceedings – 188 West Adelaide Way

Business Manager Avila reported that on June 25, 2003 the City of Dinuba issued a housing rehabilitation loan to Josefa A. Franco in the amount of \$26,650. The scope of the work performed included roof repairs, facade improvements and new HVAC.

The Rehabilitation Loan Agreement signed by Mrs. Franco states that the program loan would be deferred "so long as the Borrower, or an approved member of the Borrower 's immediate family, maintains continuous residence on the property". The aforementioned agreement further states that "The Deferred payment Loan principal shall become immediately due and payable at such time as either: (1) the Borrower, or upon the death of the Borrower, an approved family member who would then be considered the Borrower , ceases to maintain continuous residence on the property".

Sadly, Mrs. Franco passed away on December 16, 2010. Upon learning about Mrs. Franco's death the City, with assistance from Self Help Enterprises, began working with Mrs. Franco's only surviving son to determine eligibility for his participation in the Housing Rehabilitation program and his assumption of the loan's term and conditions. Mr. Reynaldo Franco initiated the process to get the subject property under his name but just a few months before the property was transferred to him Mr. Franco also passed away.

Since this property has been vacant for almost three years, and as the only lienholder on the subject property, the City may exercise its right to initiate foreclosure proceedings.

If the City Council authorizes staff to initiate the foreclosure proceedings staff will contact Self Help Enterprises and request that the process be initiated and steps will be taken to foreclose on the property. The lengthy process is expected to be completed by February 2014.

The cost of foreclosure proceedings is estimated to be approximately \$3,500. The entire amount will be recovered once the property is sold. It is not expected that this action will create any out-of-pocket expense for the City. Avila requested that the City Council authorize staff to initiate foreclosure proceedings as described.

It was motioned by Council Member Smith, second by Vice Mayor Morales, to authorize staff to initiate foreclosure proceedings as described.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.5. Authorization to Award Contract – Bio-solids Removal/Wastewater Reclamation Facility

Business Manager Avila that prior to the completion of the first phase of the Wastewater Treatment Facility (WWTF) expansion project, the biosolids handling process included "wasting" excess solids in sludge beds, where they were dried. When the beds became full, and the solids were dry enough, they were moved to a storage area. Over the years, thousands of tons of biosolids have been moved to this storage area. The biosolids in the storage area must be removed and the storage area needs to be abandoned. The State of California's Water Resources Control Board has directed that biosolids cannot be stored on bare ground because of the increased risk of nitrate contamination.

The scope of the WWTF expansion project included the installation of sludge handling facilities that dewater "wasted" biosolids, which will then be further dried and reduced in volume on an asphalt bed. Sludge beds will no longer be used to dewater biosolids. The new process is definitely more efficient but the asphalt bed has a limited capacity and must be cleared-out on a regular basis. To summarize, due to mandates from the State's Water Resources Control Board and the limited capacity of the new asphalt drying bed it is necessary to schedule regular removal of biosolids from the WWTF. Removing all of the stockpiled biosolids, both in the storage area and on the asphalt bed, is cost prohibitive. However, an annual allocation of \$70,000 has been built into the Wastewater Reclamation Facility's operating budget to remove the subject material on an annual basis. This allocation allows for the removal of approximately 3,000 tons of biosolids every year. Between 2009 and 2012 the approximately 12,000 tons of biosolids were removed from the WWTF. The subject request will remove an additional 3,000 tons this fiscal year.

Pursuant to the City's Purchasing Policy, informal bidding procedures apply to this contract for services. City staff contacted a total of five (5) vendors to request quotes for the subject project. Of the five vendors contacted only two responded. The bids were received from:

Jim Brisco Enterprises	\$23.48/wet ton (Class B)
Terra Renewal Services	\$29.45/wet ton (Class A only)

The three vendors that did not respond were Liberty Composting Inc., Synagro, and Kroeker Inc. Quotes from these vendors will be procured on future removal projects.

Jim Brisco Enterprises, Inc. has been awarded previous contracts for this service and once again is the lowest responsive bidder. Their work on previous contracts has been completed satisfactorily.

The \$70,000 contract will be funded by the Sewer Operating fund. This expense was approved during the FY 2013/14 budget process.

Avila requested that the City Council authorize staff to award the biosolids removal contract to Jim Brisco Enterprises, Inc. in the amount of \$23.48 per wet ton. Staff proposes to execute a contract for no more than \$70,000 which would remove almost 3,000 tons of biosolids.

It was motioned by Vice Mayor Morales, second by Council Member Harness, to authorize staff to award the biosolids removal contract to Jim Brisco Enterprises, Inc as proposed.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.6. Authorization to Bid – Well 14 Granulated Activated Carbon (GAC) Filter Media Change Out

Public Works Supervisor Hernandez reported that because raw water for Well 14 contains concentrations of dibromochloropropane (DBCP), a granular activated carbon (GAC) plant was required by the Department of Public Health and installed in 1995. The GAC plant provides DBCP treatment through GAC absorption and post chlorination prior to entering the distribution system. The treatment facility consists of four steel pressure vessels, 12-feet in diameter by 16-feet high, configured in two parallel treatment trains, in which two vessels are operated in series. Each vessel contains 20,000 pounds of GAC, providing a GAC volume of approximately 740 cu. ft. per vessel.

Untreated groundwater enters at the top of the vessels and flows downward through the GAC. Contaminants are absorbed by the GAC, and treated water exits from the bottom of the vessels. Ensuring the filter media is working properly is critical to the quality of water distributed throughout the system. GAC filter media has an estimated treatment life of 10 years. The GAC filter media was last changed out in 2003.

Given the anticipated cost of the project, our purchasing policy requires that this expense be procured through a formal bidding process. Therefore, we hereby request that the City Council authorize Staff to issue an RFP to have the filter media in our GAC vessels at Well 14 removed and replaced with new filter media.

It is estimated that the project will cost approximately \$120,000 and expenses will be funded by the Water Operating Fund, included as an approved decision package in the City's FY 2013/14 operating budget.

Hernandez requested that the City Council authorize staff to issue a Request for Proposals (RFP) to have the filter media in our granulated activated carbon (GAC) vessels at Well 14 removed and replaced with new filter media.

It was motioned by Vice Mayor Morales, second by Council Member Gonzalez, to authorize staff to issue a Request for Proposals (RFP) to have the filter media in our granulated activated carbon (GAC) vessels at Well 14 removed and replaced with new filter media.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.7. Authorization to Award – Well 14 Variable Frequency Drive (VFD) Installation Contract

Public Works Supervisor Hernandez reported that Well #14 and the Granulated Activated Carbon (GAC) plant are located in the southwest portion of the City of Dinuba. The well is equipped with a 150 horsepower water-lubricated Deep Well Turbine General Electric pump and produces approximately 1,600 gallons per minute (gpm). When the City's water supply is at desirable levels, our Supervisory Control and Data Acquisition (SCADA) system automatically turns wells off .

Because raw water for Well 14 contains concentrations of nitrate over one -half of the maximum contamination level (MCL), following a 4 hour well/plant shutdown, the City is required to pump to waste for at least 4 to 6 hours and sample with a nitrate analyzer until nitrate levels have stabilized prior to pumping back into the distribution system. Installation of a VFD gives us control of pump speed and output. The VFD will slow down the pump and reduce output or increase speed and output, depending on the demand for water. This will insure that the well runs continually, regardless of water consumption, eliminating/minimizing the need for well shutdown.

Pursuant to the City's Purchasing Policy, informal bidding procedures apply to this contract for services. City staff has obtained (3) informal bids to have a VFD installed from the following:

Alta Pump Company	\$26,982.20
Ingram Equipment Company Inc	\$34,604.00
Ingram Digital Electronics	\$32,001.50

Alta Pump Co., Inc. has been awarded previous contracts for services performed on City water wells and is the lowest responsive bidder for the subject project. Their work on previous contracts has been completed satisfactorily.

Public Works Supervisor Hernandez requested that the City Council authorize staff to award the Well 14 Variable Frequency Drive (VFD) installation contract to Alta Pump Co. Inc. in the amount of \$26,982.20.

It was motioned by Vice Mayor Morales, second by Council Member Harness, to authorize staff to award the Well 14 Variable Frequency Drive (VFD) installation contract to Alta Pump Co. Inc. in the amount of \$26,982.20.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

12.8. Information Sharing

None

BREAK

Mayor Hinesly declared a break at 8:27 pm.

RECONVENE

Mayor Hinesly reconvened the meeting at 8:43 pm.

FIRE SERVICES

13.1. Authorization to Purchase Zoll Ambulance Billing and Fire Reporting Management Software

Battalion Chief Doyle reported that the City Fire Department utilizes fire report management software called FireHouse. The software is used to track daily calls for service, hydrant maintenance, training classes and equipment inventory; the Zoll Data software is used for electronic pre-hospital care reports (ePCR). These 2 systems do not collaborate with each other making it necessary to enter data twice for the same incident which can be lengthy and time consuming. Once the forms are received by ambulance billing staff enters data a third time for the same incident on another software for billing purposes that averages another hour per day.

Doyle explained that using the Zoll Data software will cause the data to be transferred to the fire report management system and ambulance billing software. He explained the software would greatly reduce the hours of duplicating data entries for the fire department by 2007 hours per year (5.5 hours per day), as

well as 247 hours per year (1 hour per day) for ambulance billing. Also, the need for printed forms will be greatly reduced. Currently each call can generate on average 12 sheets of paper.

The Fire Department has solicited a written quote from Zoll Data for purchase and deployment of the Report Management software. The cost will be \$18,650 for the initial startup and an annual maintenance fee of \$1,930. The cost will be shared between Fire, Finance and funds from California Firefighters Joint Apprenticeship Committee (CFFJAC) funds. Funds from Fire and Finance will come from the Ambulance Equipment fund.

Doyle requested that the Council authorize staff to accept the quote from Zoll Data and authorize the implementation of the Zoll Data system.

It was motioned by Council Member Smith, second by Council Member Harness, to authorize staff to accept the quote from Zoll Data and authorize the implementation of the Zoll Data system.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

13.2. Authorization to Construct Fire Administration Office Modification

Chief Thompson explained that in 2007, the Fire Administration offices were. At the time of the remodel, some of the planned features were cancelled in order to save expenses. One of those features was a wall separating the office space from the public waiting/lobby area. Currently, the entire office area is open and accessible to the public without any boundaries.

Fire staff feels that is important to have a separation wall constructed between the front door and the work area. The wall will control public access to the working space creating a more secure workplace for employees while still allowing citizens access to the lobby area. The proposed wall will be a solid wall with a counter and a tempered glass pass through window for any transactions that may need to occur. There will also be a secured door to allow access into the work area.

The total quoted cost of the modification is \$6000. The fire department has received quotes from qualified contractors with the lowest quote submitted from a local contractor. The cost of the modification can be funded from the Public Safety Sales Tax Fund.

Council Member Smith asked if the school building trades program could construct the wall. Discussion followed.

It was motioned by Council Member Harness, second by Vice Mayor Morales, to authorize staff to approve the modification of the Fire Department Administrative Office as presented.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

13.3. Information Sharing

Chief Thompson reported that he and Chief Doyle interviewed 3 current Firefighters for the Firefighter/EMT position. Firefighter Evan Morgan was the successful candidate.

Chief Thompson reported that the apparatus bay doors have been replaced and are in working order.

Chief Thompson reported that the Fire Master Plan RFP has been published and RFPs are due September 20. Four firms showed interest in submitting proposals. Staff will bring the proposal to the Council at a later date for authorization to proceed.

Chief Thompson reported that Fire Safety Week will begin October 7.

ENGINEERING AND PLANNING SERVICES

14.1. Authorization to Bid Police Department Facility Improvements

Engineer Uota reported the Dinuba Police Department (DPD) Administration Building was completed in 2000 as a joint use facility with the County of Tulare Superior Court, which occupies the north portion of the Building as a Dinuba Division Court. The DPD side of the Building was planned for future expanded use with approximately 4,000 square feet of unimproved "shell" area located in the southwest quadrant of the Building. SIM Architects was retained by the City in February, 2013 to design the improvements to the "shell" area. The improvements include:

- Expansion of the Evidence Room, including a new Drying Room and separate Narcotics Room
- A new and enlarged Armory
- A new Multi-Purpose Room for training and other administrative functions, with added storage
- Three new offices
- Increased File Storage Area
- Reconfiguration of the north end of the Detectives Room to provide a second access to the new Multi-Purpose Room
- And appurtenant Building support infrastructure (electrical, communications, HVAC)

The final Plans and Specifications for the Project are nearing completion.

The budget for the Project totals \$250,000 and was included in the approved Fiscal Year 2013/2014 Budget and the improvements will be paid from Measure F revenues.

Uota requested authorization to formally advertise the subject Dinuba Police Department Building Improvements Project.

It was motioned by Council Member Harness, second by Council Member Smith, to authorize staff to formally advertise for the Dinuba Police Department Building Improvements Project.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

14.2. Authorization to Execute Measure R Program Supplement, Avenue 416/El Monte Way Expansion (Construction)

Fiscal Analyst Patino reported that in 2006, the Tulare County electorate approved a ½ cent Transportation Sales Tax Measure known as Measure R, to fund various transportation improvements in Tulare County.

An Expenditure Plan was developed to guide the orderly and equitable implementation of the anticipated revenues from this measure. This expenditure plan identified the Avenue 416/El Monte Way Widening project as a regional project benefiting the people throughout Tulare County.

On May 22, 2007 a Cooperative Agreement was executed between the City and the Tulare County Association of Governments (TCAG) acting Local Transportation Authority. The agreement set the groundwork for the receipt of funding for the El Monte Way/ Avenue 416 Widening project. The Cooperative Agreement becomes effective (and allows the City access to project funds) only after a project-specific “Program Supplement” is executed.

To date the City has executed two Program Supplements funding the Project Design, ROW, and Project Administration and AID Town Ditch Piping. With an expected construction award date of November or December 2013 which makes it necessary to request funding for Project construction.

The Construction Budget is funded by the Measure R Program, the State-Local Partnership Program (SLPP) and City match as follows:

Measure R	\$14,599,000
SLPP	\$ 7,551,000
City	\$ 580,000

The Construction Scope includes but is not limited to the following:

- Street Widening
- City and Private Utilities
- Railroad Improvements (\$529,000)
- AID Improvements (\$370,000)
- SWPPP QCP
- Construction Management

Construction Administration

The Program Supplement shall establish the budget for Construction in the amount of \$22,730,000.

If approved by the City Council, this action will allow the City to request construction funds for the subject Project. Although, the construction budget is not entirely funded by Measure R, the Program Supplement is being requested for the full amount so that Measure R monies can be used to advance the SLPP portion of the budget, thereby avoiding cash flow issues.

Patino requested that the City Council authorize staff to execute a Program Supplement for the Avenue 416 / El Monte Way Widening Project.

It was motioned by Vice Mayor Morales, second by Council Member Gonzalez, to authorize staff to execute a Program Supplement for the Avenue 416 / El Monte Way Widening Project.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

14.3. Avenue 416 Widening Project Update

Engineer Uota reported that in August staff requested authorization to reject a proposal and Council gave direction to revise the RFP. It was modified to 18 months from 24 months to complete the project; and, originally the construction manager was to be a licensed engineer but it was revised to be an individual with an education in engineering. A couple of inquiries have been received. Staff plans to advertise for bids within a week or two and looks forward to open the bids shortly thereafter.

Uota reported that the County of Tulare opened bids at Sequoia Field to build additional taxi ways. In some respects it is similar to our project. He said it was interesting to note that the project received 10 bids. Granite Construction was the apparent low bidder of that project.

14.4. Planning Commission Action, September 3, 2013

Engineer Uota shared the information about the Planning Commission meeting.

14.5. Information Sharing

Engineer Uota shared that the Transit Project is moving along. The alley behind the project had the sewer line replaced. The work for the plaza around the building and the work inside and out is moving along.

The DRAC is progressing along and the exterior will soon show the progress. Work on the interior is also advancing.

FINANCE SERVICES

15.1. 2012-2013 Fiscal Year End Budget Amendments

Finance Director Cook reported that the City's fiscal year ended June 30. He shared the changes in the budget and noted the significant amendments. Cook requested that the City Council adopt the budget amendments as presented.

It was motioned by Vice Mayor Morales, second by Council Member Smith, to adopt the budget amendments as presented.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

15.2. Information Sharing

Finance Director Cook reported staff received a certificate of achievement for government reporting from the Government Finance Officers Association making it about 20 years of finance awards for the department.

PARKS & COMMUNITY SERVICES

16.1. Information Sharing

Director Carrillo shared the following information:

Parks crew is preparing Vuich Park for the Raisin Day festivities.
Horizon RV Development Company will have a site visit on October 11 to evaluate the planned RV site and examine the local area market and competition then report to staff with a recommendation.
The Bark for Life event is scheduled for October 19 at Nebraska Park.

POLICE SERVICES

17.1. Information Sharing

Chief Popovich reported the department has been very busy lately.

The City Council went into closed session at 9:24 pm.

The City Council reconvened in open session at 10:50 pm.

CLOSED SESSION ACTION

- 18.1. Pursuant to Government Code Section 54956.8, council met in closed session for the following:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Portion of APN# 017-290-009, South East corner of El Monte Way and Auto Mall Drive.
Agency negotiator: Deputy City Manager Beth Nunes
Negotiating parties: California Gold Development Corp, Scot Patterson
Under negotiation: Instruction to negotiator will concern price and terms of payment and other conditions of a possible purchase)

It was motioned by Council Member Harness, second by Council Member Gonzalez, to negotiate a letter of intent with California Gold Development Corporation.

AYES: Harness, Smith, Hinesly, Morales, Gonzalez
NOES: None
ABSTAIN: None
ABSENT: None

ADJOURNMENT

The meeting was adjourned at 10:52 pm.

Janet C. Hinesly, Mayor

ATTEST:

Linda Barkley, Deputy City Clerk