Paul Boyer, Mayor
Matt Sisk, Mayor Pro Tem
Don Rowlett, Council Member
Greg Gomez, Council Member
L. Benavides, Council Member

Farmersville City Council
draft minutes of
SPECIAL MEETING
Work Study Session
City Council Candidate Orientation
Tuesday October 4, 2016 6:00 PM
Meeting held in Civic Center Council Chambers – 909 W. Visalia Road
Farmersville, California

1. Call To Order

2. Roll Call

Mayor Boyer and Councilmember Gomez in attendance. No Council quorum present.

Since, there was no Council quorum in attendance, not City Business was conducted or discussed. The City Manager Jansons proceeded to conduct the Candidate Orientation for the benefit of City Council candidates, Carrie Ortiz, Rosa Vasquez and Greg Gomez and members of the public who were in attendance.

3. Invocation

4. Pledge Of Allegiance – led by Fire Chief Crivello

5. Public Comment

Provides an opportunity for members of the public to address the City Council on items of interest to the public within the Council's jurisdiction and which are not already on the agenda this evening. It is the policy of the Council not to answer questions impromptu. Concerns or complaints will be referred to the City Manager's office. Speakers should limit their comments to not more than two (2) minutes. No more than twenty (20) total minutes will be allowed for Public Comment. For items which are on the agenda this evening, members of the public will be provided an opportunity to address the council as each item is brought up for discussion. Comments are to be addressed to the Council as a body and not to any individual Council Member.

NONE

6. Work/Study Sessions
6.I. 6:00PM City Council Candidate Orientation - Overview Of City Management And Operations
Documents:

1. CITY COUNCIL CANDIDATE ORIENTATION.PDF
2. CITY OF FARMERSVILLE COUNCIL CANDIDATE ORIENTATION 2016 JJ FINAL.PDF

City Manager Jansons led a presentation by City Staff to provide an overview of City operations and issues to 2016 City Council Candidates. Presentation attached with corrections-deletion of out of place references on Page 37.

7. Adjourn To Closed Session Or Adjourn To Next Meeting
Adjourned at 7:50 to Next Regularly meeting scheduled for Oct. 10, 2016 at 7:00 PM

NOTICE TO PUBLIC

The City of Farmersville Civic Center and City Council Chambers comply with the provisions of the Americans with Disabilities Act (ADA). Anyone needing special assistance please contact City Hall at (559) 747-0458 please allow at least six (6) hours prior to the meeting so that staff may make arrangements to accommodate you.

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City's offices during normal business hours.

Drafted By: _____ 10-6-16

City of Farmersville Council Candidate Orientation

WELCOME

THANK YOU FOR INTEREST IN SERVING YOUR COMMUNITY!!

OCTOBER 4, 2016

Agenda # 6.1

City Council:

Paul Boyer, Mayor (2018)
Matt Sisk, Mayor Pro Tem (2018)
Don Rowlett (2016)
Greg Gomez (2016)
Leonel Benavides (2018*)

Planning Commission:

Alice Lopez, Chair

Jerry Luna, Vice Chair

Marissa Llamas

Raul Casas

Candy Becerra

Executive Leadership Team

John Jansons, City Manager

Steve Huntley, Finance Director

John Crivello, Fire Chief

Mario Krstic, Chief of Police

Dale Wyckoff, Director of Public Works

Mike Farley, City Attorney*

Moses Diaz, Joseph Beery

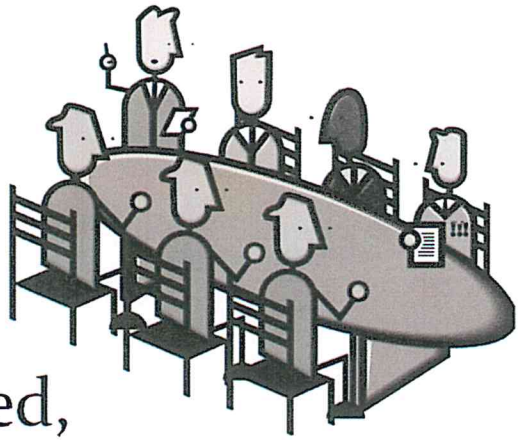
Betina Ashori, Deputy City Clerk**

Farmersville's Council-Manager Form of Government - City Council's Role:

- Approves the annual budget and five-year capital improvement plan
- Establishes policy direction for the City
- Adopts the City's General Plan
- Hears appeals of denials of some permits and licenses
- Appoints a City Manager
- Appoints a City Attorney

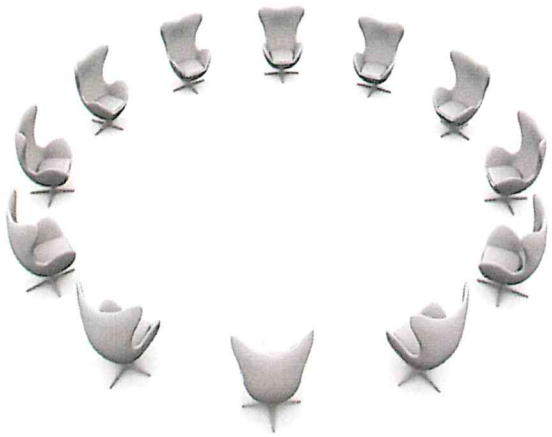
Farmersville's Council-Manager Form of Government - City Council's Role:

- Acts by ordinances, resolutions, and motions
- All official acts as a group; no individual authority
- Regular meetings 2nd and 4th Monday of each month at 7:00 p.m.
- May have "closed sessions" before or after regular meetings
- May have "work-study" sessions as needed, generally before regular meetings



Farmersville's Council-Manager Form of Government - City Council's Role:

- Council members select Mayor and Mayor Pro Tem each year
- Council members are appointed to committees each year by Mayor
- Council members currently serve on 10-12 committees of Farmersville or other organizations
- No term limits

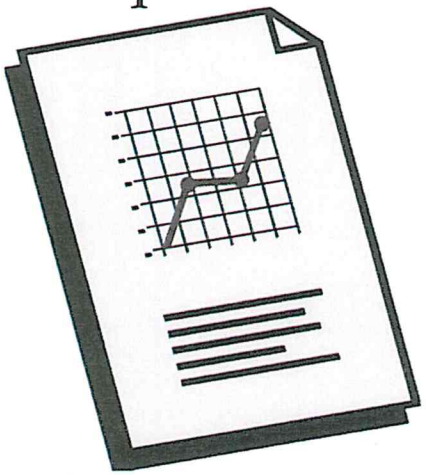


Farmersville's Council-Manager Form of Government - City Manager's Role:

- Enforces City ordinances and terms of franchises, permits, licenses, and privileges
- Supervises all City departments and employees <u>except</u> City Attorney
- Appoints and removes all city officers and employees except Attorney
- Executes Council-adopted plans and policies

Farmersville's Council-Manager Form of Government - City Manager's Role:

- Prepares recommended annual budget and capital improvement plan
- Reports regularly to Council on City's financial condition and needs of the City
- Council and its members shall deal with administrative issues of the city <u>only through</u> the City Manager, except for inquiries
- Neither City Council nor its members shall give orders to any subordinate of the City Manager



FINANCE

Finance Department

STEVE HUNTLEY, Director of Finance

The Finance Department serves the City in the capacity of performing essential financial duties, overseeing the treasury, and preparation of critical financial reporting necessary for the City's successful functioning. However, due to the small size of the City, the Finance Department also fulfills many administrative tasks of the City as well.

The Finance Department is led by the Finance Director, who serves as the Chief Financial Officer of the City by acting as both Treasurer and Controller. The primary tasks of these roles are managing financial risks, financial planning and record-keeping, as well as a variety of financial and management reporting and services to the public.

Assisting the Finance Director are the Finance Manager, the Accounts Receivable Clerk, and the Accounts Payable Clerk. All staff within this department "wear several hats" to ensure that all the responsibilities are met for the City Leadership.

Responsibilities of The Finance Department

Treasurer

- Internal Controls
  - Integrity, Effectiveness, Reliability & Compliance
- Risk Management & Insurance
  - CSJVRMA: Worker's Comp, Liability & Umbrella
- Banking & Investment Management
  - Citizen's Business Bank
  - Time Value Investments (TVI)
  - Local Agency Investment Fund (LAIF)
- Contracting & Purchasing

Controller

- Budgeting
  - Annually each Fiscal Year
- Accounting, Auditing & Reporting
  - Price, Paige & Company
- Financial Services
  - Utility Account Management
  - Accounts Payable & Taxes
  - Business Licensing
- Payroll
- Grant Management & Reporting
  - Blais & Associates

Other Tasks Completed by Finance

- Administration:
  - Customer Service
    - City Hall "Front Window"
    - City Correspondence
  - Human Resources
    - Compliance
      - ERMA
    - Benefits
      - CalPERS, VALIC, ICMA-RC, AFLAC
      - SJVIA: Life, Disability, Health, Vision & Dental
    - Training

Treasury – Safety, Liquidity, Yield

- Cash & Investments as of 6/30/2016
  - Citizen's Business Bank Checking (operations) $5,005,138
    - Draft account that yields a 0.55% earnings credit (with 10% reserve requirement)
  - Citizen's Business Bank Sweep Account (ultrashort-term) $2,542,548
    - Liquid overnight sweep yields 0.25% interest
  - LAIF (short-term reserve) $1,010,373
    - Pooled Money Investment Account (PMIA) yields 0.614%
  - Agency Debt Securities & Certificates (mid-term investment) $3,548,003
    - Laddered securities with less than five year duration yields 1.354%

Budget & Audit – The Financial Cycle

~ Good budgets make for good audits, and good audits make for good budgets ~

- Fiscal Year 2014/2015 Audit was completed on January 4, 2016 and produced an "Unmodified Opinion" with "No Findings".
  - Highest rating given by an audit and without any material exceptions found
  - Fiscal Year 2015/2016 Audit has started and will be completed in December 2016

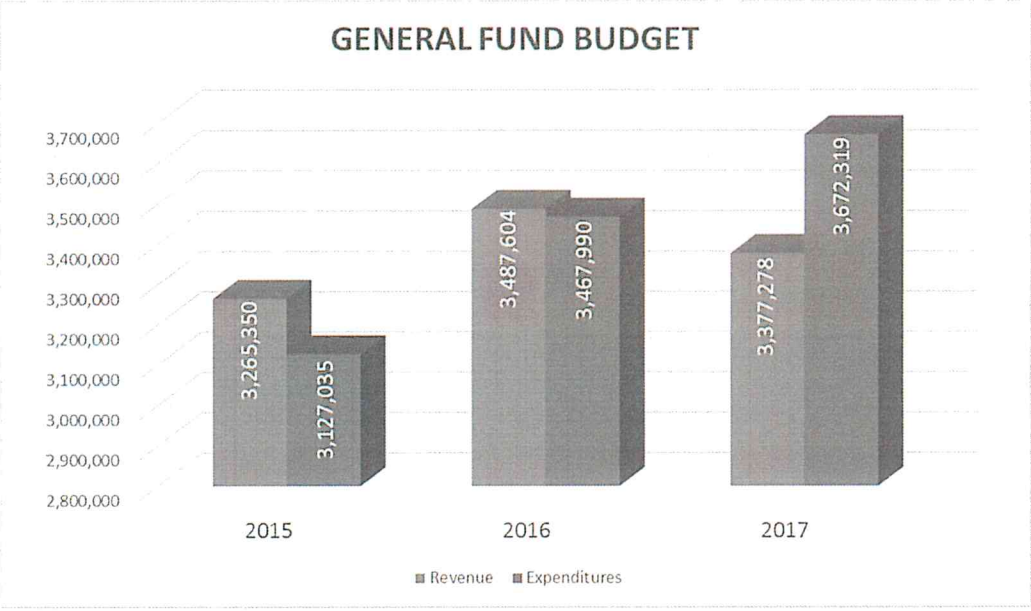
- Fiscal Year 2016/2017 Budget was adopted on June 13, 2016
  - Budgets are timely and effective; reviewed at mid-year (January 2017)

The Four Organizations

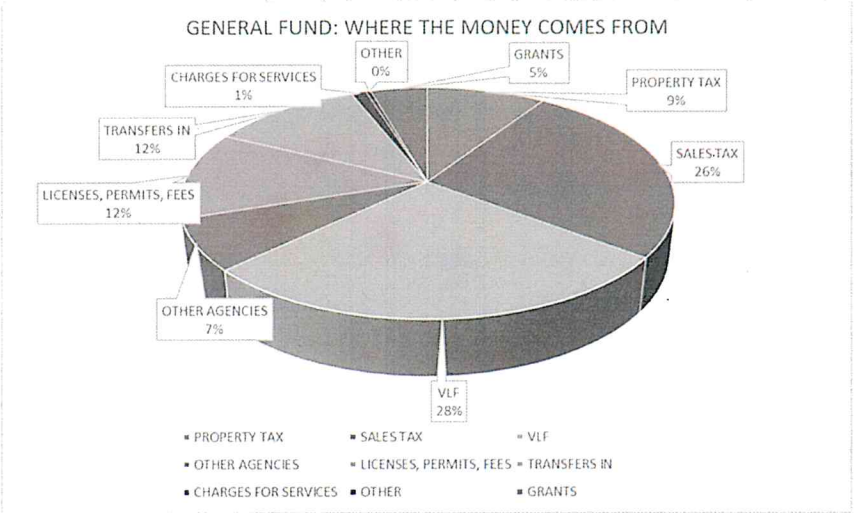
- The City (General Fund)
  - General Fund Cash Balance is healthy, and operationally sound
- The Water Utility
  - Cash Balance is declining, but operating at a loss
- The Wastewater Utility (Sewer)
  - Cash Balance is healthy, and operationally sound
- The Solid Waste Utility (Trash Collection)
  - Cash Balance neutral, and operationally sound (pass-through)

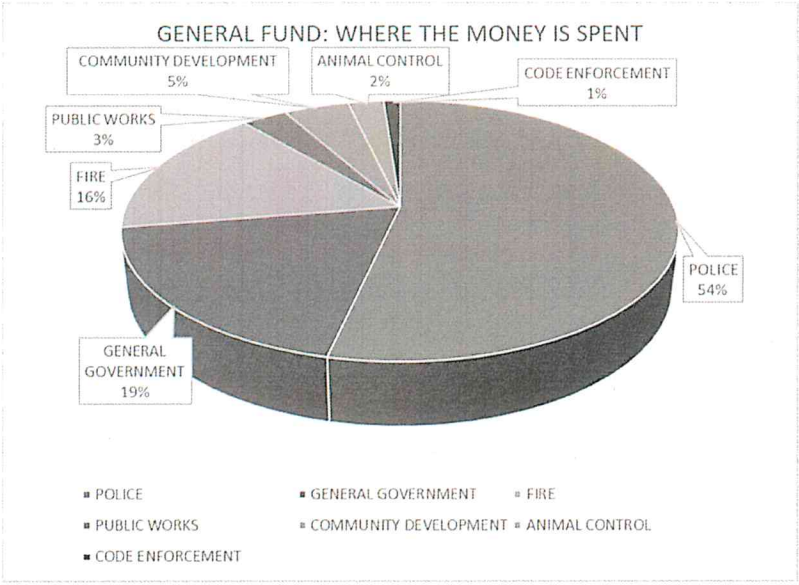
The General Fund

- The only unrestricted fund of the City
- Must support the bulk of the Administration, Financial, Police and Fire departments
- All resources are stretched to capacity
- City is dependent upon many outside sources in order to fund projects and initiatives outside core services



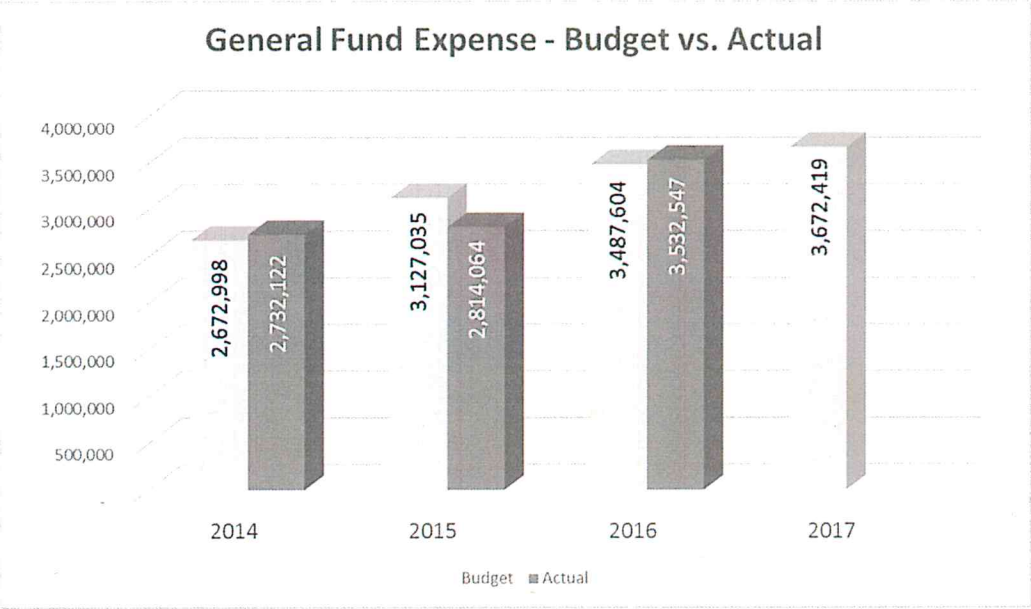
Farmersville Financial Snapshot



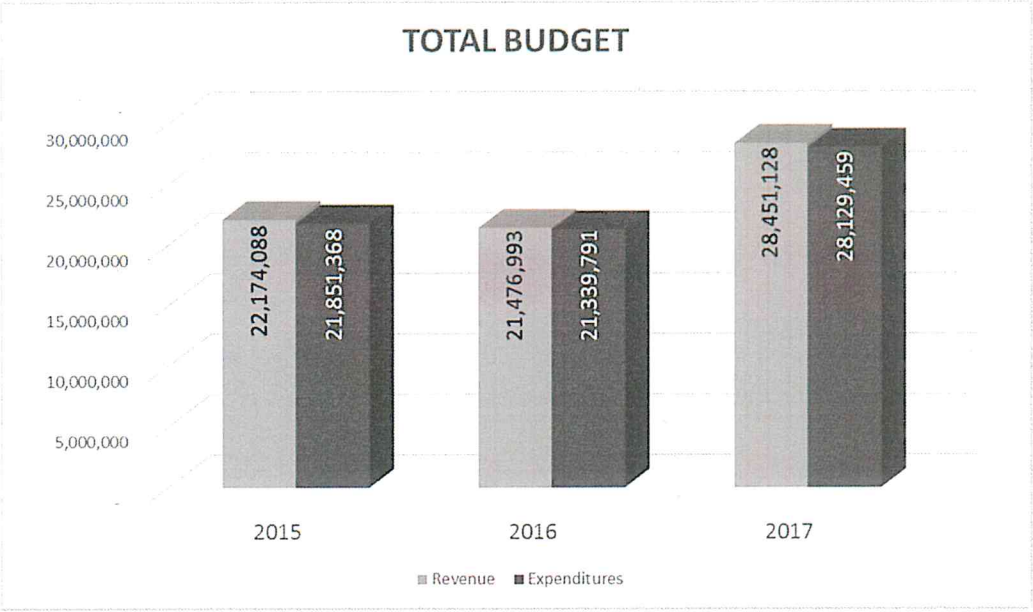


Demands on the General Fund

- Each Fiscal Year spends nearly all funds received
- Key Factors:
  - CalPERS UAL
  - Vacation Accrual Caps
  - Potential Revenue Losses
  - Increasing Benefit Costs
  - Enterprise Fund Performance
  - Potential Litigation Costs

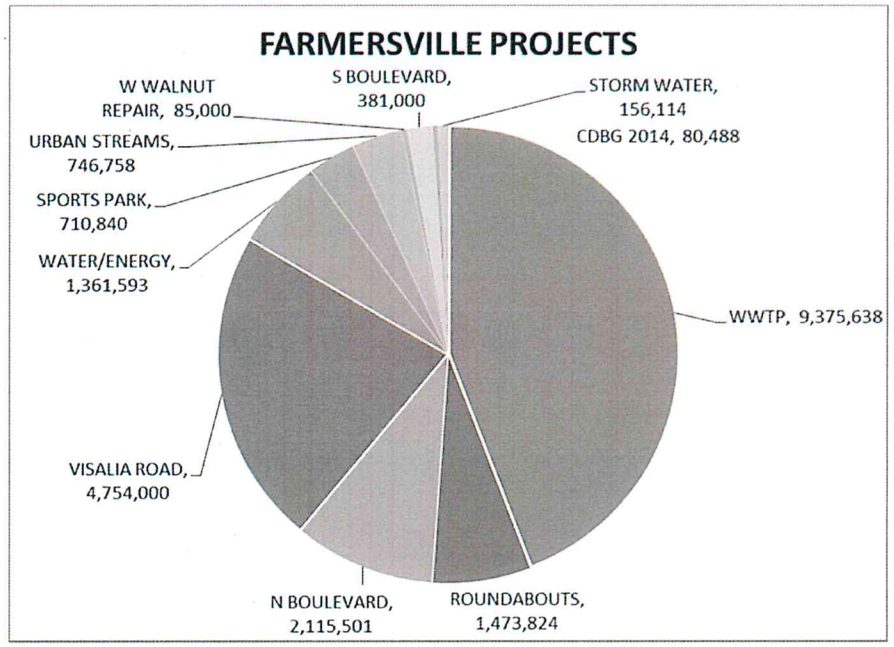


Budgets Are Inflated by Community Projects



Community Projects

- Waste Water Treatment Plant is the largest of all the projects queued to start soon
- Road Improvement projects are the most numerous projects queued to start soon
- Urban Streams is a creek restoration project
- The Sports Park Phase 1 was supported by several grant sources
- The Water/Energy Grant supports water conservation efforts



FIRE

Farmersville Fire Department

JOHN CRIVELLO, Fire Chief

The Mission of the Farmersville Fire Department is the Protection of Life, Property, and the Environment from the effects of Fires, Medical/Rescue Emergencies, and Other Hazards. This is accomplished through Comprehensive Emergency Response, Code Enforcement, and Public Education Efforts in a cost effective manner by utilizing career and volunteer personnel.

Core Services and Programs

- Emergency Response #1 Priority
- Operational Readiness: Training, Pre Fire Surveys Maintenance, Inspection & Testing of fire hydrants, hoses, apparatus and equipment.
- Fire Prevention: Fire & Life Safety Inspections, Code Enforcement Inspections, Fire Investigations.
- Public Information, Education and Relations.
- Emergency Management: All Hazards Disaster Planning and Preparedness, City Safety Program.

Fire Department Staffing

The Farmersville Fire Department is a "Combination Fire Department" meaning we serve the community with both career and volunteer members.

The Fire Chief works an 8 to 5 standard office schedule while the 3 Fire Officers rotate 24 hour shifts as fulltime employees, the other 25 personnel are volunteers who are on call by radio pager.

Fire Department Apparatus

The Department maintains a fleet of specialized fire apparatus including a 4 wheel drive Brush Fire Patrol Unit, a Quick Attack Squad Unit (250 GPM Pumper), an Engine (1500 GPM Pumper), a 55 Ft. Ladder Truck (1500 GPM Pumper), and two Command/Utility Vehicles.

1990

2001

2008

2014

2000

2007

Standards of Cover

Effective Response Force

The current staffing levels provide guaranteed minimal response of first out apparatus with an average 4 minute response time.

- OSHA "2 in 2 out" rule Mandates 4 Firefighters on scene by law.
- NFPA standard 1720 recommends 10 Firefighters on scene within 10 minutes (2 Engines, 1 Truck and Chief Officer)
- Large fires often necessitate calling mutual aid resources to meet critical fireground tasks.

Standards of Cover
Community Risks

FFD Rated Class 4 by Insurance Services Office (1-10 scale)

- Approximately 3,000 Dwelling units. Mostly Single Family Residences
- 46 Multi-family residences including apartments, duplexes, and bungalows
  - 28 apartment buildings. (10 have 2 stories)
  - Only 2 have automatic fire protection systems/features.
- 156 Commercial/Business occupancies.
- 25 Assembly/Institutional occupancies Includes:
  - 14 Places of Worship
  - 7 Schools
- Industrial Target Hazards including Noble Ave., Terry Road, and the Dehydrator.
- Transportation Hazards including Highway 198 and the SJVRR.

Standards of Cover
Risk vs. Consequences

- **HIGH RISK INCIDENTS**
  - Industrial Fires
  - School Incidents
  - Apartment Fires

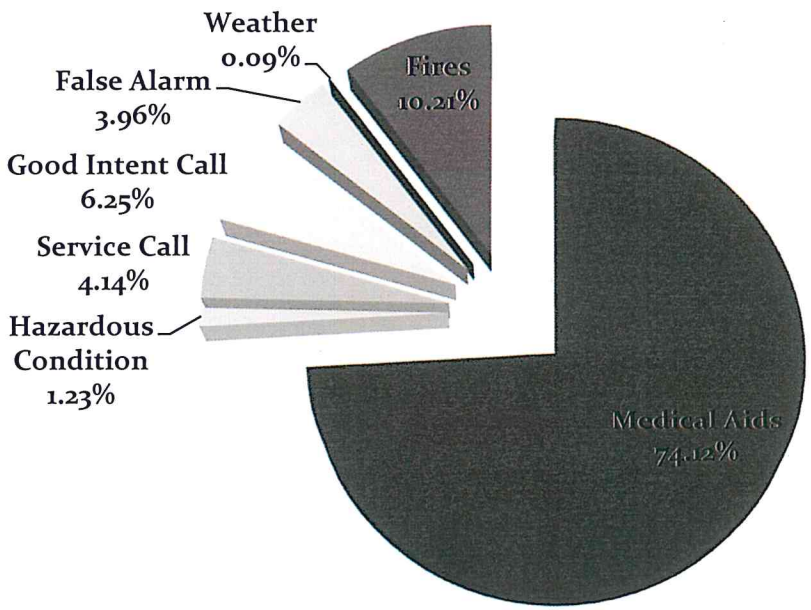
- **MEDIUM RISK INCIDENTS**
  - Single Family Residence Fires
  - Grass Fires
  - Hazardous Materials Incidents

- **LOW RISK INCIDENTS**
  - EMS/Rescue Incidents
  - Vehicle & Rubbish Fires
  - Hazardous Conditions

Standards of Cover
Risks Vs. Frequency

- 2016: 810 Calls for Service (Year to Date)
- 2015: 1136 Calls for Service (Total Last Year)
- 2006: 746 Calls for Service (10 Years Ago)

Calls by Type for 2015



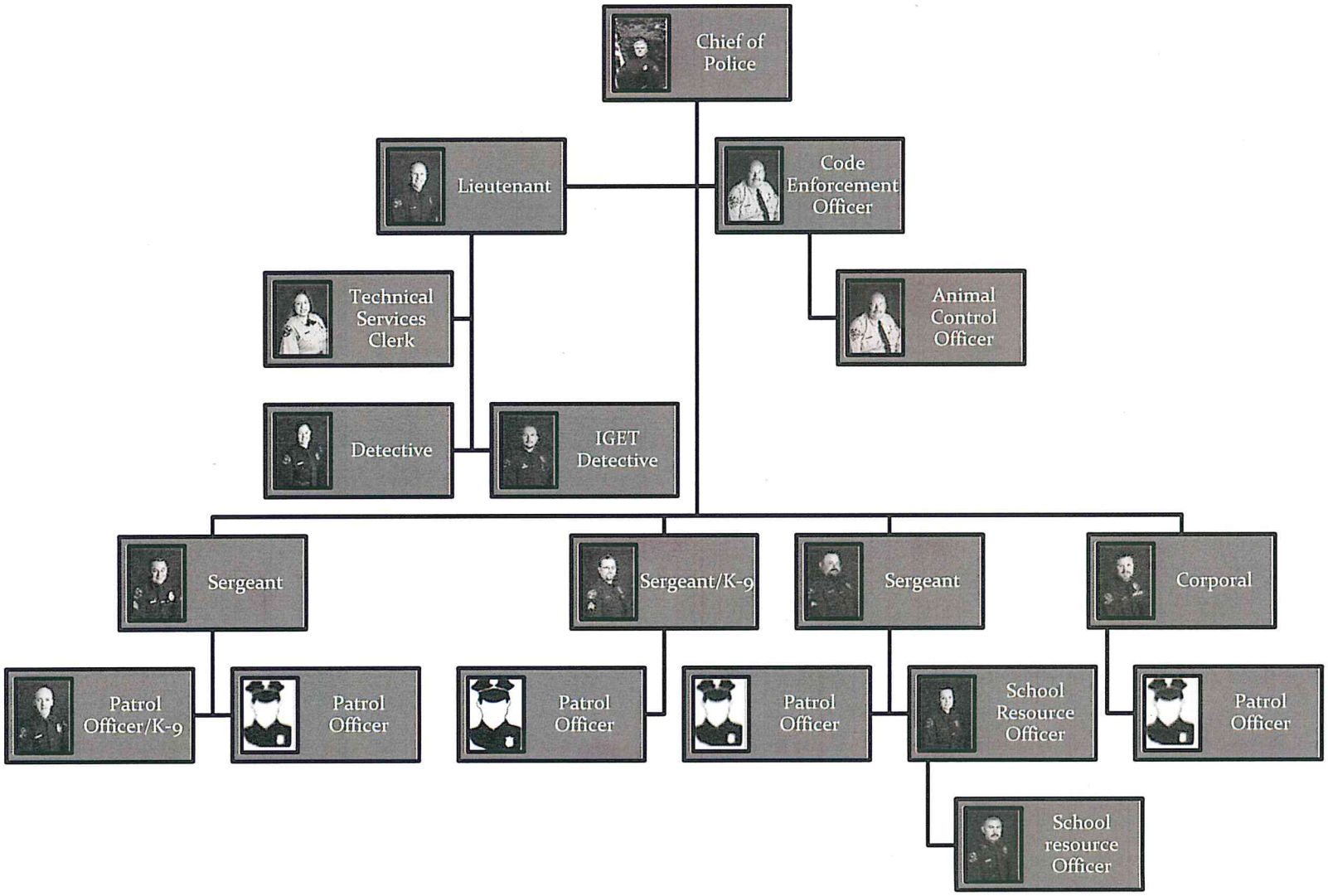
Police

POLICE DEPARTMENT

MARIO KRSTIC, Chief of Police

- One of 8 municipal (city) police agencies in Tulare County
- Established in 1962 – Providing local control of services, resources, and costs
- 15 authorized sworn positions (down from a high of 18), 1 civilian (down from a high of 2), 1 Animal Control/Code Enforcement (down from 1 for each position) and currently no reserve officers.
  - The Department also has a vibrant and active Explorer Post (Post 831)

"The Mission of the Farmersville Police Department is to work in partnership with our community to enhance the quality of life in our city, preserving peace, reducing fear and providing a safe environment through the equitable and professional enforcement of law."


Chief of Police
Lieutenant
Code Enforcement Officer
Technical Services Clerk
Animal Control Officer
Detective
IGET Detective
Sergeant
Sergeant/K-9
Sergeant
Corporal
Patrol Officer/K-9
Patrol Officer
Patrol Officer
Patrol Officer
School Resource Officer
Patrol Officer
School resource Officer

POLICE DEPARTMENT

- The Farmersville Police Department is responsible for the safety and welfare of the approximately 11,000 residents of the City of Farmersville and its visitors.
- The Department provides general law enforcement services for the community.
  - These services include but are not limited to patrol, traffic enforcement, criminal investigations, civil standby, and law enforcement services during special community events.
    - The Department participates in the Close the Circle Grant with an officer assigned to the Interagency Gang Enforcement Team.
    - The Department has two officers assigned under contract with the Farmersville Unified School District as School resource Officers.
  - In addition the Department maintains all records generated within the department, property and evidence storage and management, management of the Explorer program, management of the chaplains program, animal control, and code enforcement. The Department currently contracts dispatching services through the Tulare County Sheriff's Office.
  - The department also functions as a vital part of the entire City team assisting with public works and the Farmersville Fire Department as needed.

POLICE DEPARTMENT

- The police department additionally staffs three K9 officers. Two are trained in handler protection and narcotics detection and are assigned to patrol. The third K9 is trained in narcotics detection and is assigned along with her handler to the School Resource Officer function and works in our schools.
- The police department also has an officer assigned to the Interagency Gang Enforcement Team through the Close The Circle grant. This team conducts gang suppression details and is involved in conducting probation and parole compliance checks as well as investigation of gang crimes and narcotics related crimes.

POLICE DEPARTMENT

In addition to traditional police services the Police Department manages two additional functions within the City. These are;

- Animal Control
  - Animal Control services are provided on a half time basis.
  - Services are primarily complaint driven however animals observed at large will be picked up and sweeps are occasionally conducted based on need.
  - Animal kenneling is provided by the City of Tulare on a contract basis.
    - The primary types of calls for service handled by animal control are vicious animals, injured animals, strays, and roosters.

POLICE DEPARTMENT

- Code Enforcement
  - Code Enforcement services are provided on a half time basis.
  - Services are primarily complaint driven however violations that are observed are addressed as well.
    - The primary types of calls the Code Enforcement officer handles are building permit issues, blighted property, unsafe buildings, marijuana cultivation, and sign issues.
  - In addition to Code Enforcement functions the officer handles some issues related to planning and permitting.
  - delete ~~Building inspection services are handled via a contract with the Tulare County Building Department.~~
  - delete ~~Larger planning related issues are handled under a contract with Collins and Schoettler.~~

POLICE DEPARTMENT

Department Philosophy

Sir Robert Peel the father of modern policing laid out nine principals for effective, unbiased policing. Although we strive to follow all of the Peelian principals two of the key principals are:

"Police should seek and preserve public favor not by catering to public opinion but by constantly demonstrating absolute impartial service to the law."

And:

"To recognize always that the test of police efficiency is the absence of crime and disorder, and not the visible evidence of police action in dealing with them."

Public Works

Department of Public Works

DALE WYCKOFF, Director of Pubic Works

I. Department Overview

II. Department Operations

- Water System Operations & Maintenance
- Wastewater System Operations & Maintenance
- Stormwater System Operations & Maintenance
- Streets
- Buildings & Grounds
- Parks
- Fleet Maintenance

I. Department Overview

- We currently employ seven (7) full time employees;
- We maintain and operate seven (7) divisions within the department;
- We are available 24/7 for city wide emergencies;
- We create and distribute the annual Farmersville Newsletter.

Water System Operations & Maintenance

- We maintain seven (7) water wells that provide clean, safe drinking water to our customers;
- We provide adequate water supply for city wide fire protection;
- We comply with State of California and Federal Water Regulations and are monitored by the State Water Resources Control Board;
- We are currently in the process of upgrading to an automatic meter reading (AMR) system to help measure water consumption to conserve groundwater;
- We distribute approximately 1.7 million gallons of water to City of Farmersville and Cameron Creek Colony customers each day;
- We maintain, service and repair the City's water infrastructure;
- We maintain a Backflow Prevention Device Program to help prevent water system contamination.

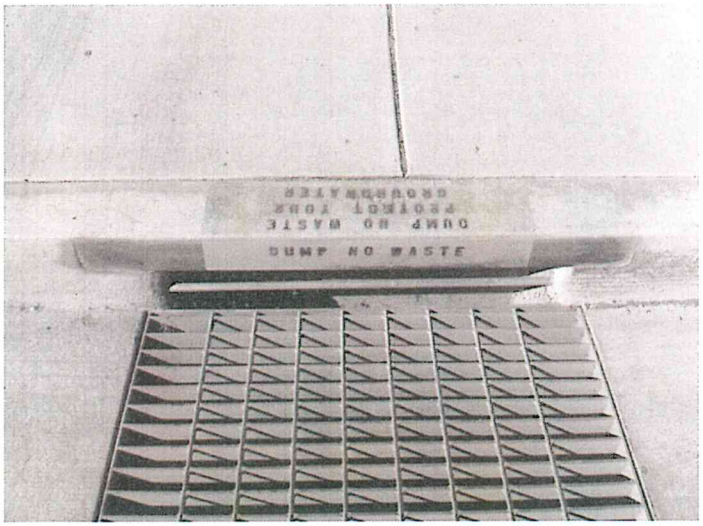
Wastewater System Operations & Maintenance

- The City of Farmersville wastewater system is monitored by the State Water Resources Control Board;
- Our Current Wastewater treatment plant is classified as a lagoon system which consists of three (3) aerator ponds and ten (10) percolation ponds;
- We process an average of 720,000 gallons of raw sewage per day;
- We service and maintain approximately 28 miles of wastewater system main line;
- We service and maintain four (4) wastewater pump lift stations;

The City is currently in the process of building a new Wastewater Treatment Facility

Stormwater System Operations & Maintenance

- We maintain two (2) stormwater drainage basins;
- We maintain two (2) stormwater pump lift stations;
- We provide four (4) self-fill emergency sand bag fill stations;



Streets

- We maintain approximately fifty (50) miles of roadway, including curb & gutter;
- We service and replace all street signage;
- We administer all street lighting;
- We maintain and service two (2) traffic signal intersections;
- We conduct clearance pruning of landscape foliage that interferes with regulatory street signage, vehicular or pedestrian traffic;
- We maintain two (2) pedestrian activated In-Roadway Warning Light (IRWL) crosswalk systems;
- We recently assumed responsibility of the Roundabouts at Noble Avenue and Farmersville Boulevard;

Buildings & Grounds

- We maintain and service nine (9) City owned facilities;
- We maintain and service the landscaping for eight (8) City owned Facilities;
- We provide landscaping maintenance to sixteen (16) development phases of three (3) Landscape & Lighting Districts

Parks

- We maintain and service seven (7) City parks, which are:
  - Armstrong Park
  - Farmersville Sports Park
  - Jennings Park
  - Liberty Park
  - Riverbank Park
  - Roy Park
  - Veterans Memorial Park

- We maintain, service and operate the Veterans Memorial Aquatic Playground at Veterans Park.

Contract Services

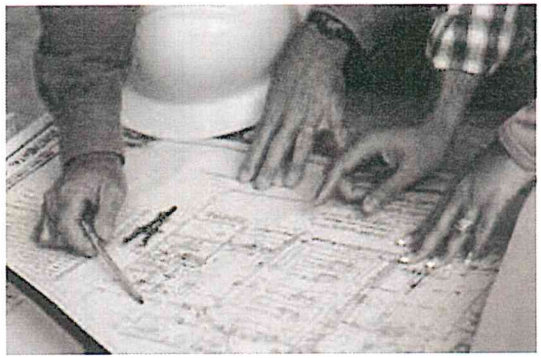
Land Use - Health and Safety Planning, Building & Livability

Primarily provided through:
Collins and Schoettler-Visalia
(Karl Schoettler)
Tulare County Building Dept.
Other Agencies and Consultants

Community Development Services

The Department is responsible for planning and permitting orderly and responsible development in the community, ensuring compliance with zoning and building codes, preserving natural and historic resources, and maintaining and implementing the City's General Plan through the following Divisions:

- **Long Term and Current Planning**
- **Building and Safety**



Community Development Services

OPERATIONAL FRAMEWORK

- **Federal & State Legislation & Case Law**
  - Planning & Housing laws
  - National & State Building Codes/ADA
  - California Environmental Quality Act/EPA
- **Regional Plans & Programs**
- **Local Ordinances & Policies:** *Municipal Code, General Plan, Guidelines*
- **Public Participation in the Planning Process:** *Hearings, Workshops*

Community Development Services

PLANNING DIVISION KEY FUNCTIONS

- Implements State Planning & Zoning law, California Environmental Quality Act (CEQA)
- General Plan –Updates and Amendments
- Farmersville Zoning Code –Updates & Amendments
- Processing of Applicant & City-initiated Projects
- Public information regarding codes, permits, projects
- Administers and staffs the City Planning Commission
- Livabiltiy: Implementation of Team & Field Operations- all divisions
- Review & Participation in Regional Planning efforts: LAFCO, Tulare Co.
- Review and implementation of Regional plans and programs
- Special Projects as assigned by the City Manager or by Council or Planning Commission initiative.

Community Development Services

CONTRACTED to TULARE COUNTY-BUILDING & SAFETY

- Responsible for coordinating the review of plans, issuance of permits, and inspections related to new & remodeled construction. Repository for approved plans.
- Responsible for the implementation and enforcement of National, State and local building codes:
  - *Cal Green Building Code*
  - *Americans with Disabilities (ADA)*
  - *Title 24 Energy Conservation*
  - *National Building Codes*
  - *Health & Safety Code*
  - *Title 25 Mobile Home Parks*

- Determines if structures are unsafe to occupy
- Provides post-disaster safety assessment of all structures in the City affected by natural or man-made hazardous events

Engineering

- Delivered through Contract Engineer, QK Inc. and others.

Engineering Services

What is the department:

- CAPITAL ENGINEERING
- DEVELOPMENT ENGINEERING
- CONSTRUCTION INSPECTION

Engineering Department

Capital Engineering

- Implements the Capital Improvement Program.
- Performs engineering design.
- Prepare bid documents and manages construction contracts.
- Coordinates with consultants and contractors.
- Assists with grant management.

Engineering Department

Development Engineering

- Reviews and conditions new projects.
- Reviews new infrastructure plans, studies, calculations, subdivision maps and agreements.
- Analyzes traffic studies and sets speed limits.
- Addresses residents concerns.
- Supports management and enforcement of FEMA
- Provides engineering support to other departments.

Engineering Department

Construction Inspection

- Provides field inspection for both, Capital and Development projects.
- Enforces NPDES and WQMP requirements.
- Reviews traffic control plans and manages road closures.
- Coordinates with contractors.

Future Issues and Opportunties

$ $ $ and ???

Potential Structural Deficit Reduction Strategies

- Opportunities for contracting, "outsourcing" or managed competitions
- Consolidation of functions with another local government
- Selling city-owned properties that are no longer needed
- Possible privatizing/ increased franchising of city utility systems

Potential Structural Deficit Reduction Strategies

- Engage labor organizations in ways to reduce employee costs and increase efficiencies
- Reduce / eliminate current services
- Realize economic development opportunities
- Form Blue Ribbon Committee on city services and finances to create a sustainable future
- Consider revenue enhancement measures (taxes or fees)

QUESTIONS
and
DISCUSSION

Thank you for your time and attention.