

**FOWLER CITY COUNCIL MEETING
AGENDA
FEBRUARY 5, 2019
7:00 P.M.
CITY COUNCIL CHAMBER
128 S. 5TH STREET
FOWLER, CA 93625**

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Council Chambers or to otherwise participate at this meeting, including auxiliary aids or services, please contact City Clerk Jeannie Davis at (559) 834-3113 ext. 302. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Council meeting. The City of Fowler is an equal opportunity provider and employer.

Any writing or document that is a public record and provided to a majority of the City Council regarding an open session item on the 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.fowlercity.org.

1. Meeting called to order
2. Flag Salute and Pledge of Allegiance
3. Invocation
4. Roll call
5. Public Presentations - (This portion of the meeting reserved for persons desiring to address the Council on any matter not described on this agenda. Presentations are limited to 5 minutes per person and no more than 15 minutes per topic.)

With respect to the approval of resolutions and ordinances, the reading of the title thereto shall be deemed a motion to waive a reading of the complete resolution or ordinance and unless there is a request by a Councilmember that the resolution or ordinance be read in full, further reading of the resolution or ordinance shall be deemed waived by unanimous consent of the Council.

6. Communications
7. Staff Reports
 - A) City Manager's Report

B) Public Works Report

C) Finance Department Report

- 1) Approve Installation of Online Water Bill Payment Services and Related Budget Adjustment
- 2) Approve Budget Adjustment to Implement New Out Sourced Water Bill Mailing System
- 3) Direction on Making Changes to Water Bill Due Dates and Shut off Dates; and Consider and Approve Closing out Daily Water Bill Payments at 4:30 p.m.

D) Police Department Report

- ♦ Approval to Surplus Patrol Vehicle

E) Fire Department Report

8. City Attorney's Report

9. Consent Calendar - *Items on the Consent Calendar are considered routine and shall be approved by one motion of the Council. If a Councilmember requests additional information or wants to comment on an item, **the vote should be held until the questions or comments are made, and then a single vote should be taken.** If a Councilmember **objects** to an item, **then** it should be removed and acted upon as a separate item.*

A) Ratification of Warrants – February 5, 2019

B) Approve Minutes of the Fowler City Council and Fowler Planning Commission Special Joint Meeting and the City Council Meeting – January 15, 2019

C) Adopt Resolution No. 2421, "A Resolution Before the City Council of the City of Fowler County of Fresno, State of California Approving Variance No. 18-01 and Approving A Categorical Exemption Pursuant to CEQA Guidelines Section 15322"

D) Adopt Resolution No. 19-2422, "A Resolution of the City Council of the City of Fowler Accepting A Sewer Easement Within APN's 345-180-05, 345-180-22 and 345-180-26"

10. Committee Reports (No action except where a specific report is on the agenda)

Mayor Cardenas
Mayor Pro-Tem Hammer
Councilmember Kazarian
Councilmember Parra
Councilmember Rodriguez

11. Adjournment

Next Ordinance No. 2019-01

Next Resolution No. 2423

CERTIFICATION: I, Corina Burrola, Deputy City Clerk of the City of Fowler, California, hereby certify that the foregoing agenda was posted for public review on Friday, February 1, 2019.



Corina Burrola
Deputy City Clerk



STAFF REPORT

DATE: 12/4/18
TO: Honorable Mayor and City Councilmembers
FROM: Randy Uyeda, Finance Director
SUBJECT: On-Line Water Payments

BACKGROUND: The City currently accepts Credit Cards only in-house. We have researched several options that would allow Water users to access an online site to pay their bills via credit/debit card, ACH banking, etc. Our biggest hurdle was the lack of our billing software interfacing with Outside Providers due to our system owners' high licensing fees. It was thought that the use of our own software Vendor program was cost prohibited, but upon further investigation we found the costs to be much more reasonable. The interface unlike outside vendors, would allow users to see account details much as one does with online credit card billings. .

FISCAL IMPACT: Software installation and training would be a one-time installation fee of \$11,882 and a monthly user/maintenance fee of \$541. As we are half way through the year, I propose using part of the \$70,000 I initially budgeted for replacing the City's aging Computer Server.

RECOMMENDATION: Approve installation of on-line payment services



Add-On Quote

Quote Prepared For:

Carlos Sanchez, Finance Director
City of Fowler
128 SOUTH FIFTH STREET
FOWLER, CA, 93625
(559) 834-3113 x 104

Quote Number: Q-00004194**Valid Until:**
04/30/18**Quote Prepared By:**

Chris McAtee, Client Success Executive
Superion
1000 Business Center Drive
Lake Mary, FL 32746
Phone: (800) 727-8088 Fax: (407) 304-3301
chris.mcatee@superion.com

Date: 03/14/18

Thank you for your interest in Superion and our software and services solutions. Please review the below quote and feel free to contact Chris McAtee with any questions.

Cloud/Hosted Access Fees

Product Name	Quantity	Amount
PLUS eGOV Web Payments	1	\$2,244.00
PLUS eGOV Utility Billing	1	\$756.00
PLUS eGOV Core	1	\$3,492.00
Total		\$6,492.00

**Professional Services
Installation & Configuration**

Product Name	Amount
PLUS Internet Installation	\$3,150.00
Total	\$3,150.00

Training

Product Name	Amount
PLUS Internet Training	\$1,920.00
Total	\$1,920.00

Project Management



SUPERION

Product Name

PLUS Internet Project Management

Amount

\$320.00

Total

\$320.00

Total Professional Services

\$5,390.00

Summary

Product/Service

Cloud/Hosted Annual Access Fees

Professional Services

Amount

\$6,492.00

\$5,390.00

Subtotal

\$11,882.00

Total

\$11,882.00

See Product notes in the Additional Information Section

Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:

License, Project Planning, Project Management, Consulting, Technical Services, Conversion, Third Party Product Software and Hardware Fees are due upon execution of this Quote. Training fees and Travel & Living expenses are due as incurred monthly. Installation is due upon completion. Custom Modifications, System Change Requests or SOW's for customization, and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion. Unless otherwise provided, other Professional Services are due monthly, as such services are delivered. Additional services, if requested, will be invoiced at then-current rates. Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery.

Annual Subscription Fee(s): Initial annual subscription fees are due 100% on the Execution Date. The initial annual subscription term for any subscription product(s) listed above shall commence on the Execution Date of this Agreement and extend for a period of one (1) year. Thereafter, the subscription terms shall automatically renew for successive one (1) year terms, unless either party gives the other party written notice of non-renewal at least sixty (60) days prior to expiration of the then-current term. The then-current fee will be specified by Superion in an annual invoice to Customer thirty (30) days prior to the expiration of then-current annual period.



Superion Application Annual Support: Customer is committed to the initial term of Maintenance and Support Services for which the support fee is included in the license fee(s) and begins upon execution of this Quote and extends for a twelve (12) month period. Subsequent terms of support will be for twelve (12) month periods, commencing at the end of the prior support period. Support fees shown are for the second term of support for which Superion is committed and which shall be due prior to the start of that term. Fees for subsequent terms of support will be due prior to the start of each term at the then-prevailing rate. Subsequent terms will renew automatically until such time Superion receives written notice from the Customer thirty (30) days prior to the expiration of the then current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal.

Third Party Product Annual Support Fees: The support fee for the initial annual period is included in the applicable Third Party Product License fees(s) unless otherwise stated. Subsequent terms invoiced by Superion will renew automatically at then-prevailing rates until such time Superion receives written notice of non-renewal from the Customer ninety (90) days in advance of the expiration of the then-current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal. As applicable for certain Third Party Products that are invoiced directly by the third party to Customer, payment terms for any renewal term(s) of support shall be as provided by the third party to Customer.

Applicable Start-up Fees are due upon execution of this Quote. Initial Annual Access Fees are due upon execution of this Quote and will be invoiced pro-rata to coincide with Customer's Annual Renewal Date. Subsequent Annual Access Fees will be invoiced each year thereafter on the anniversary of Customer's Annual Renewal Date.

Additional Terms:

This Add-On Quote constitutes a supplemental Schedule A-Order Form amendment to the existing Agreement (the "Agreement") by and between Superion and Customer which pertains to Application Service Provider (ASP) services. Unless otherwise stated below, all terms and conditions as stated in the Agreement shall remain in effect.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately. Travel and living expenses are in addition to the prices quoted above and shall be governed by the Superion Travel Policy

Preprinted conditions and all other terms not included in this Quote or in the Contract and Agreement, stated on any purchase order or other document submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly accepted in writing by Superion to Customer.

Superion's "Cloud" Products identified above are application Modules to be hosted by Superion.

Third party hardware/software maintenance and/or warranty will be provided by the third party hardware and software manufacturer(s). Superion makes no representations as to expected performance, suitability, or the satisfaction of Customer's requirements with respect to the hardware or other third party products specified in this Quote. The return and refund policy of each individual third party hardware/software supplier shall apply.

This Agreement is based on the current licensing policies of each third party software manufacturer as well as all hardware manufacturers. In the event that a manufacturer changes any of these respective policies or prices, Superion reserves the right to adjust this proposal to reflect those changes.



Pricing for professional services provided under this quote is a good faith estimate based on the information available to Superion at the time of execution of this Quote. The total amount that Customer will pay for these services will vary based on the actual number of hours of services required to complete the services. If required, additional services will be provided on a time and materials basis at hourly rates equal to Superion's then-current rates for the services at issue.

For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

Carlos Sanchez, Finance Director
City of Fowler

Authorized Signature: _____

Printed Name: _____

Date: _____

Additional Information Section
Product Notes:

InfoSend Pricing - Print and Mail - 2 color		InfoSend price per piece	Monthly Quantity	Monthly Cost	
statement processing, two color duplex print, mail prep		\$ 0.1530	2,000 \$	306.00	
white paper stock with perforation - 8.5"x11"		\$ 0.0150	2,000 \$	30.00	
outgoing double window #10 envelope		\$ 0.0170	2,000 \$	34.00	*optional. Take this out of you don't want to add a remit.
return single window #9 envelope		\$ 0.0150	2,000 \$	30.00	
	total price per mailpiece	\$ 0.2000	\$	400.00	InfoSend monthly estimate for print/mail
				4,800.00	InfoSend - Estimated Yearly Total - not including postage

USPS postage estimate using our lowest rate of \$0.375		\$0.375	2,000 \$	750.00	InfoSend - estimated USPS cost
			\$	9,000.00	InfoSend - Estimated Annual USPS cost

\$ 13,800.00 Total cost per year including postage



STAFF REPORT

DATE: 12/5/18
TO: Honorable Mayor and City Councilmembers
FROM: Randy Uyeda, Finance Director
SUBJECT: Water Bill Mailings

BACKGROUND: We currently rent a “folding” machine which prepares the bills for mailing which costs us \$500 per month. In addition our copier is tied up for long periods of time printing the invoices (copier not made for prolonged use) and restricts other users from faxing and/or copying. When the system suffers a “glitch”, invoices do not get printed correctly and additional time and material costs are incurred. Combined with staff time, this is very inefficient and labor intensive.

We also experience mailing problems, bills not being received or received late. There is no correlation between districts or areas and appears to be random. One of the problems I see is the local mailing of water bills via the Fowler Postal Station which then transfers the mail to Fresno for processing and then returned to Fowler for distribution. The potential for bills to fall out of the box while being transported is high, as the boxes are small and unstable. A box of invoices could be separated in transit and/or at the Post Office which would explain the inconsistent delivery to different addresses. The Outside Vendor delivers the billings in more secured boxes and they put into dedicated drop zones in the post office.

FISCAL IMPACT: \$1,150 per month, less current copier rental equals \$650 per month offset by reduced time applied to other more productive areas.

RECOMMENDATION: Implement new out sourced mailing system.

InfoSend Pricing - Print and Mail - 2 color

statement processing, two color duplex print, mail prep
 white paper stock with perforation - 8.5"x11"
 outgoing double window #10 envelope
 return single window #9 envelope

InfoSend price per piece

\$ 0.1530
 \$ 0.0150
 \$ 0.0170
 \$ 0.0150

Monthly Quantity

2,000 \$
 2,000 \$
 2,000 \$
 2,000 \$

Monthly Cost

306.00
 30.00
 34.00
 30.00

* optional. Take this out of you don't want to add a remit.

USPS postage estimate using our lowest rate of \$0.375

\$0.375

2,000 \$

750.00 InfoSend - estimated USPS cost
 9,000.00 InfoSend - Estimated Annual USPS cost

\$ 12,750.00 Total cost per year including postage

\$ 1,150.00 Total cost per month including postage

InfoSend's Mission

InfoSend's goal is to provide the best possible Customer Engagement solution in an accurate, reliable, and timely manner - with an unparalleled client support culture that emphasizes personal touch.

- **Billing & Payments**
- **Unparalleled Client Support**
- **Multi-Channel Customer Engagement via Web, Mobile, IVR, SMS Text, Print, and Bank BillPay**



Get to Know InfoSend - A Reliable Partner

InfoSend has provided business process outsourcing services since 1996, handling the processing and distribution of 185 million critical documents annually for industries throughout the United States. Utilizing the most current technology, InfoSend's Customer Engagement platform offers a single source provider to reach customers with effective and timely interactions.

InfoSend's Customer Communications Management (CCM) platform distributes critical documents across multiple channels, including InfoSend's own manufacturing environments in California, Texas, and Illinois for Data Processing, Printing, and Mailing (DPPM). InfoSend's hosted Electronic Presentment and Payment (EBPP) applications drive the customer remittance process with web, IVR and SMS payment solutions. The cloud-based, Software as a Service (SaaS) approach allows InfoSend to refine offerings without client-side installed software or maintenance, as well as providing for flexible integrations to existing systems or vendors.

Integrity is at the core of InfoSend, with a stated goal to retain and provide complete satisfaction for each client. InfoSend has over 150 employees across multiple states, and the company culture has led to high employee retention, affording clients familiarity and quality service. From our internal operations, to how we support our valuable clients, InfoSend's client-focused service has led to an industry leading client retention and satisfaction rate.

InfoSend Solutions

We recognize our clients' unique needs by personalizing the way we build solutions for each account. InfoSend configures each service to work together, providing custom solutions for your organization. InfoSend does not simply mail out bills and present them online to enable payments. We tailor our products and services to suit client needs in a way that makes us an extension of both your finance and customer service departments. Our clients often rely on us to build solutions that their own systems may not support. By using InfoSend's platform you can manage all data using online account management tools and use our bill design expertise to accomplish a unified look and feel for all your billing documents and customer communications.

Overview of InfoSend Products and Services

DPPM: Data Processing, Print, and Mail Service

- **Cloud Based Data Processing:** data processing of raw data and print files is done within an InfoSend data center.
- **High Speed Digital Printing:** print statements, invoices, letters, postcards, notices, or other various documents using laser or inkjet technology: black, grayscale, black plus one or more spot colors, and full color printing are all supported.
- **USPS Compliance and Automation:** USPS compliant postal presorting is used to drive postage to the lowest available rates, leveraging the Full-Service Intelligent Mail Barcode (IMB) workflow.
- **Dynamic Customer Messaging:** automated and ad hoc targeted customer messaging capabilities, with dedicated Direct Communications department for production and distribution of marketing, informational inserts, postcard and special mailings.
- **Fast Service Level Agreements (SLA):** quick turn-around of document folding, inserting, presorting, and delivery to the USPS, with next business day job completion.

EBPP: Electronic Billing, Payment and Presentment

- **Multi-Channel Payment Collection:** InfoSend's payment platform provides customer convenience to pay by web, telephone, SMS, CSR, in-person EMV and bank payments.
- **One-Time and Automatic Payments:** allow customers to quickly make a one-time payment, as well as sign up to have their payment account auto debited with each billing cycle.
- **Paperless Bill Notification and Presentment:** notify customers via email when a new bill is available, and securely deliver exact replica of printed document to customers inbox or show online via the secure portal.
- **Mobile-Ready Customer Engagement:** all products are mobile compatible out of the box, with no app store downloads required of customers. Powered by InfoSend's CCM platform, customer specific messaging and payment reminders are delivered electronically.
- **Interactive Voice Response (IVR):** accept customer payments via automated phone service with InfoSend-hosted phone number, enabling client phone systems to redirect customers with ease.
- **SMS Text-to-Pay:** enrolled customers may opt in to receive text notifications of new bills, and reply to have the registered payment method drafted for the amount due, speeding up the time to payment.
- **Bank Payments (MasterCard RPPS):** InfoSend can collect payments made via the customer bank and include them within the lockbox file.
- **PCI-Compliant Cloud Based Solution:** electronic billing and payment related products hosted in the cloud by InfoSend in a secure PCI-Level 1 compliant environment.

CCM: Customer Communications Management with a Single Platform

- **Multi-Channel Distribution:** one data processing platform manages the import and handling of data files. This core system can then output the information to all delivery channels.
- **Secure:** upload data via our secure website, FTP with optional PGP encryption, or SFTP into a PCI, HIPAA and SOC audited environment.
- **Innovative Document Designs:** document redesign consulting – we create your new document look and feel and then our document composition creates bill images for both printed and paperless bills.
- **Customizable Messaging and Business Rules:** create and schedule document messages by customer type or account number, with paper suppression and distribution workflow completely customizable to meet client need.
- **Online Proofing, Job and Mail Tracking:** web-based system to track and view samples of print or eBills before they are sent, and monitor the job batch through distribution to the customer.
- **Detailed Reporting:** a variety of standard reports can be accessed via web portal or emailed to you, including a detailed breakdown comparison of inputs and outputs.
- **Archiving and Secure Third-Party API Access:** documents can be stored within an InfoSend archive, and may be accessed by clients via an InfoSend portal. InfoSend also has an API available, allowing any vendor the client authorizes to pull customer documents for display.

Facilities

InfoSend is located strategically across the nation, ensuring both disaster mitigation and regional access to the USPS.

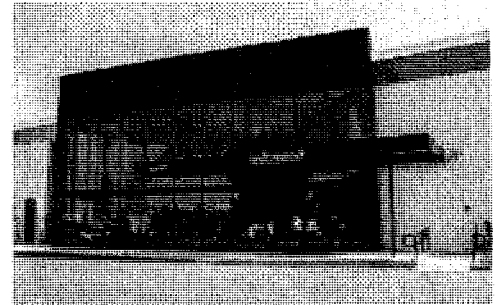
Corporate Headquarters & Western US Production Facility

4240 E. La Palma Ave

Anaheim CA 92807

Ph: 714.993.2690 Fax: 714.993.1306

InfoSend owns and operates its 102,000 sq. ft. headquarters and Western US production facility. This facility sits on a 4.3-acre lot and is one of the premier bill processing centers in California. This facility acts as the primary data center, provides disaster recovery to the other facilities, and has a 600KW backup generator that can power the entire facility in the event of a grid failure. InfoSend's Anaheim facility is designated as a USPS Detached Mail Unit (DMU) with USPS representatives working on-site.



Midwest & Northeastern US Production Facility

1406 Centre Circle

Downers Grove, IL 60515

InfoSend's 25,000 sq. ft. Midwest production and disaster recovery facility is located just West of Chicago, Illinois. This facility is used to process mail for clients located in the Midwest or Northeast. The Midwest facility also serves as an out-of-state disaster recovery facility for InfoSend's California and Texas facilities. InfoSend Midwest is also a USPS DMU with USPS representatives on-site. As with the Anaheim facility this property is owned by InfoSend's principals.

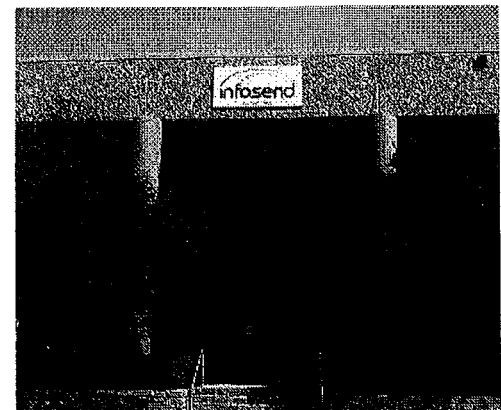


Texas & Southeastern US Production Facility

1624 W Crosby Road #128

Carrollton, TX 75006

InfoSend's 21,000 sq. ft. Texas Production facility is located near Dallas and is the main production center for clients in the South and the Southeast. This facility also provides out-of-state disaster recovery for InfoSend's other locations.



InfoSend's Data Processing, Print & Mail Solutions Detail

Data Processing

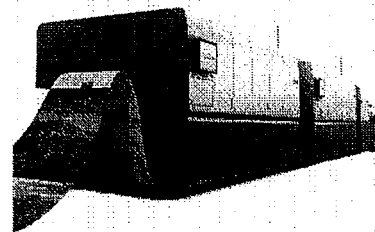
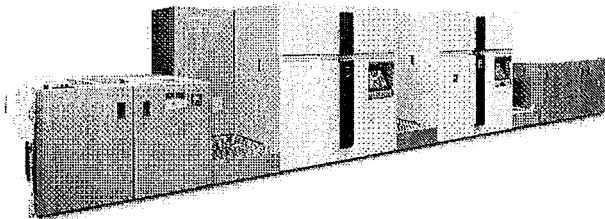
- Deep experience handling input data streams from a countless variety of systems, across many industries.
- Customizable document composition with variable and ad hoc messaging options.
- Multi-channel distribution of documents: USPS, eBilling, Online Hosted Archive, API, FTP, Bank Networks and more.
- Online job tracking, customer service, sample approval, and production service level agreement (SLA) detail.

Print and Mail

- Print in black, grayscale, black plus one or more spot colors, and full variable color.
- Industry-leading Quality Control (QC) process, leveraging the latest technologies to ensure error-free manufacturing.
- Full USPS compliance, postage savings, and reporting, including return mail solutions.
- Dedicated support for production and distribution of marketing, informational inserts, postcard and special mailings.
- Partnered solutions: tracked delivery via FedEx, cash payments from retail locations via PayNearMe, Online Banking, and more!

InfoSend Reliable Production and Materials

- **Standardized Environment:** InfoSend's standardization in production and materials provides reliability and cost effectiveness for clients with a diverse array of needs across countless industries.
- **Effective Paper Stock:** standard 24 lb. blank paper utilized to strike the right balance between cost and reliability.
- **Customized Perforation:** multiple perforation locations are supported to ensure lockbox compatibility.
- **High Speed Digital Printing:** printing using laser or inkjet technology: black, grayscale, black plus one or more spot colors, and **full color** printing are all supported.
- **Effective Envelope Stock:** standard outgoing #10 and return #9 envelopes predominantly manufactured and stocked by InfoSend, include strategically placed windows to allow client logos to be visible for the customer prior to opening, as well as tinting to ensure data privacy.
- **Computerized Mailpiece Inserting:** documents at InfoSend are tagged and tracked through the production environment, including mailpiece integrity software that ensures accurate insertion of printed page into the envelope prior to delivery to the USPS.
- **USPS Compliance and Automation:** all documents are presorted prior to induction to the mail stream to ensure the lowest possible postage rate. InfoSend's Anaheim and Downers Grove facilities are designated as a USPS Detached Mail Unit (DMU), meaning USPS personnel are onsite authorizing mail to head straight to regional sort centers and bypass the local office.



InfoSend Data Processing, Print and Mail Pricing

Document Production Summary

All Utility Bills and Notices One page, up to two color duplex (2/2), including envelopes	\$0.20 per document
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The below provides the components of the summary price given above. All pricing is based on "Client Volume Assumptions" listed below and excludes applicable sales tax.

Data Processing Implementation Setup Fee

Option 1: Setup Fee - Express PDF Input Files	\$500.00
Option 2: Setup Fee – Data Only Input Files	\$995.00
Document Re-Design Fee	\$0.00 – WAIVED

Printing and Mailing Service

USPS Postage A postage deposit will be required prior to starting service.	Pass-through
Service Fee - All Utility Bills and Notices Print Fee per Page	\$0.153 up to 2/2 printing
Optional Color Upgrades (colors per side, black is assumed to be a color)	\$0.168 for 3/1, 3/2 or 3/3 printing \$0.173 for 4/0 or 4/1 printing \$0.178 for 4/4 printing
Inline Inserts (per page) (Actual material pricing below)	Subtract \$0.02 from color tier above.
Batch Fee (per mailing batch under 100 bills)	\$10.00
Excess Pages Handwork Surcharge (per mail piece)	\$0.35
Address Updates	\$0.35 NCOA or ACS

Materials

Paper Stock (per sheet)	\$0.015
Outgoing #10 Envelope	\$0.017
Return #9 Envelope	\$0.015
Outgoing Flat Envelope – used for mail pieces with excess pages	\$0.17

Optional Document Services

Inserting Fee – InfoSend-produced and Drop Shipped Inserts Note: InfoSend-produced inserts are priced upon request and include folding. Drop Shipped inserts that require folding an additional \$0.01 folding fee per insert will be applied.	\$0.015 per insert
Envelope Messaging	PRICED UPON REQUEST
Print Image Archiving (Per Document Image), <i>with included USPS mail tracking</i>	\$0.01 - For 12 Months of Retention \$0.017 - For 24 Months of Retention \$0.024 - For 36 Months of Retention
Electronic Inserts	\$0.015 per insert
Professional Services Rate (per hour)	\$175

Fee Explanations

Finished mail pieces are delivered to the USPS **within one (1) business day**. If samples (proofs) are requested then the mailing will be completed within one business day of sample approval. File upload deadline for next-day mailing is 3:00PM local time at the production facility designated for your account. If samples are required then they must be approved by 5:30PM local time for the file to be mailed by the next business day.

Data Processing

- **Setup Fee - Express PDF Input:** requires a final composed PDF is uploaded to InfoSend for processing. Clients maintain control of document look and feel, but InfoSend designs a program to parse the necessary data from the PDF.
- **Setup Fee - Data Only Input:** requires the client provide a flat data extract, InfoSend creates, hosts and maintains an application to generate documents. Existing document design is copied.
- **Document Re-Design Fee:** using the "Data Only Input" method, InfoSend's Client Services Team assists in redesigning the format of printed documents to improve communications or to take advantage of new printing capabilities.

Printing and Mailing Service

- **Postage:** clients are invoiced for the exact postage used. Leveraging InfoSend's USPS compliance and expertise, clients are provided the lowest possible USPS automated rates when client batches qualify.
- **Service Fee:** Price is per physical page. Includes processing of your unique data, CASS address validation, presorting, printing, and mail insertion. All sheets are billed at the same rate. The price for the sheet with the highest number of colors is the applicable fee. Black is considered a color with the above pricing options.
- **Optional Color Upgrades:** Different options are available at different prices. Numbers fewer than 4 equal individual colors, 4 equals full color. The number 1 means black or grey. All sheets are billed at the same rate; the price for the sheet with the highest number of colors is the applicable fee. **4 equals CMYK (full color).**
- **Inline Inserts:** price for inserts printed on demand as additional pages. Allows for more dynamic customer messaging with the extra pre-production lead time and overhead.
- **Excess Pages Handwork Surcharge:** surcharge is assessed per mail piece (not per page). This surcharge only applies to multiple page bills that have too many pages to be inserted into a #10 envelope by machine. This surcharge covers the necessary manual labor required to process these mail pieces.
- **Address Updates – NCOALink or ACS:** per reported update. InfoSend electronically reports the addresses it received in your data that need to be updated because the customer filed a Change of Address Report with the USPS. Cost is per update.

Materials

- **Paper Stock:** white paper stock with or without perforation. Paper is 8.5x11" and 24lb. Price includes all inventory costs. A larger 8.5x14" format is available at a higher material cost and higher printing cost.
- **Outgoing #10 Envelope:** #10 InfoSend Standard Double Window Outgoing Envelope. Includes security tint printed on the inside of the paper stock and clear film that prevent the contents of the envelope from being viewed. Sourced with sustainably logged paper (SFI).
- **Return #9 Envelope:** #9 InfoSend Standard Single Window Return Envelope. Includes the same security tint and SFI paper as the #10.
- **Outgoing Flat Envelope:** single window envelope, only used for multiple page statements that do not fit in the #10 envelope.

Optional Document Services

- **Inserting Fee:** clients can print and fold inserts and ship them to InfoSend to be included with InfoSend produced mail. Additional fee applies if insert arrives at InfoSend but requires folding prior to insertion. Setup fees may apply for programming selective inserting. InfoSend-printed inserts are quoted upon request.
- **Envelope Messaging:** custom messages and images can be printed onto the standard InfoSend #10 double window envelope as a more cost-effective alternative to pre-manufactured custom envelopes. The price depends on the artwork – number of colors and whether it prints on one or both sides of the envelope, as well as order quantity. Price is quoted upon request.
- **Print Image Archiving:** fee per document to process, index, and store a document as a PDF for a set number of months. PDFs are securely accessed using an InfoSend website application. Third party applications can also access the PDFs via a lightweight API with no cost. Setup fees may apply depending on configuration needs.
- **Electronic Inserts:** fee per digital image of a physically produced insert included in the PDF copy of a document. Ensures that client representatives and client customers can get the same information in the electronic bill as would go out physically.
- **Professional Services Fee:** per hour and performed only upon request for customizations made to processing program or document format after go-live. Work is only started after receiving client approval of a formal quote.



STAFF REPORT

DATE: 12/4/18
TO: Honorable Mayor and City Councilmembers
FROM: Randy Uyeda, Finance Director
SUBJECT: Water Billing Due Dates and Payments

BACKGROUND: Currently the Water bills are due 15 days after issuance. Finance proposes to extend the due date to 30 days. Most cities in Fresno County use the 30 day period as a cutoff and in some cases, late fees are not accessed until after 45 to 60 days. It appears that there is mail delivery problem which can't be isolated at this point in time. We have reviewed the addresses involved and are not able to specify any one route. In addition, SB-998 recently passed will require Cities to extend water "cut-off" to 60 days effective 1/1/20.

Finance also proposes to close out receiving Water payments at 4.30pm to give staff enough time to correctly balance the daily receipts. The majority of Cities close out early for this very same reason unless they have 2 shifts. Fowler in not big enough to consider 2 shifts.

FISCAL IMPACT: Potential loss of approximately \$15,000 in late fees offset by reduced research, customer contact, complaints and overtime/comp time for both admin and public works employees. This figure is based on the annual late fees collected in 2017, I believe there will continue to be late payers and we will continue some late fees, just not as much.

RECOMMENDATION:

1. That the City change its' Water due date to 30 days and begin developing the necessary items to change to 60 day water cut off.
2. That the City close out Water collections at 4.30pm. to be phased in over 2 months.

**City of Reedley
Utility Billing
845 G Street
Reedley CA 93654**

Current Accounts

Each month a utility bill will be sent to the postal address or e-billing e-mail address on file for each customer's utility account. Payments are due each month on or before the 14th day of the month. If the 14th day of the month falls on a weekend, holiday or other day that the City of Reedley is closed, the due date shall be the next normal business day. Payments that are received during the last week of the month may not be reflected on the next printed bill.

Delinquent Accounts – Notices

Courtesy Notice (1st Disconnect Notice) – Customers with an outstanding account balance in a 60-day status will be mailed a courtesy notice to the postal address on file for the account. This notice will provide the customer with the minimum payment due and it must be made by 4:00 pm on the 15th of each month (if the 15th day of the month falls on a weekend, holiday, or other day that the City of Reedley is closed, the deadline shall be 4:00 pm on the next normal business day). If the total minimum payment is not made by the due date, a \$25 late fee will be added to the account balance. Accounts are then considered to be in a pending shut-off status and the entire account balance must be paid by a time and date established by the City in order to avoid disconnection and termination of services. THERE WILL BE NO EXTENSIONS AND NO EXCEPTIONS.

Final Disconnection Notice (Door Hanger) – The City will make every effort to deliver a 24-hour notice to accounts that are in a pending shut-off status. This notice will be left at the front door of the service address. The entire account balance must be paid by a time and date established by the City. Failure to do so will result in an additional \$100 Late/Service/Disconnect Fee being added to the account balance and water service will be immediately turned off. Payment of the account balance in full will be required to reinstate services. If the utility account is closed and terminated as a result of non-payment, a deposit may be required to re-establish services. THERE WILL BE NO EXTENSIONS AND NO EXCEPTIONS.

The City of Reedley makes every effort to mail and deliver monthly bills and courtesy notices. However the City of Reedley is not responsible for lost bills/notices or bills/notices not delivered due to postal issues. Prompt address updates are the responsibility of the account holder. The account holder is also responsible for insuring that payment is made by the due date regardless of whether a bill/notice has been received or not. Time sensitive payments should be made in person inside our office prior to any deadline.

Returned Payment Policy

Any payment (check, e-check, etc.) returned back to the City of Reedley for any reason will result in a Returned Payment Fee of \$35 being added to the account balance. If a second returned payment item occurs, the account will be placed in a cash or money order only payment status for a minimum of one year. After one year, the customer may submit a request in writing to the Finance Director asking for reinstatement of check writing privileges.

Any payment (check, e-check, etc.) that is returned for any reason that was made on an account in a 60-day status or a pending shut-off status will result in services for the account being immediately disconnected, a \$35 Returned Payment Fee, and a \$100 Late/Service/Disconnect Fee being added to the account balance. There will be no advance notice for this action. Payment of the account balance in full will be required to reinstate services.

For recorded payment instructions, call (559) 637-4200 extension 555. For customer service, call (559) 637-4200 extension 218.

SAP 6/12

SEC. 82-36. - WHEN BILL DUE AND PAYABLE, PENALTY FOR DELINQUENCY,
shutting off water for failure to pay.



- (a) Water bills are due and payable on the last city working day of the alternate month succeeding the month in which the water service was provided. Water bills are payable at the office of the city finance department.
- (b) If the water bill is not paid by the date it is due, a ten percent penalty shall be added to the bill. If the water bill, including all penalties, remains unpaid for ten days after the date it is due, water service may be discontinued without further notice.
- (c) Water services shall not be restored until the water bill, including all penalties and charges for restoration of service, is paid in full.
- (d) Failure to pay the water bill, including delinquencies and fees for restoration of water service, within 30 days of the shutoff date shall subject the water service user to the penalties provided for in section 82-36.

OTHER PAYMENT OPTIONS:

You can also pay your utility bill in person at City Hall or mail in your payment. City Hall is located at 633 Sixth Street in Orange Cove, CA 93646. Office hours are 8 a.m. to 4 p.m. If you mail your payment, please make sure you mail ahead of time; we do not honor postmark date.

We also have a payment drop-off box located by the front entry door at City Hall.

***Whatever payment method you chose, please be reminded that payments are due the last working day of every month before closing time (4 p.m. on a regular day), to avoid any penalty charge on your account. Thank you. ***

CITY OF FOWLER
WARRANTS LIST
February 5, 2019

<u>ACCOUNTS PAYABLE CHECKS</u>	<u>CHECK NUMBERS</u>	<u>CHECK DATES</u>	<u>AMOUNT</u>
Regular checks	34707-34774	Jan 22 thru Feb 1	\$ 77,065.73
TOTAL ACCOUNTS PAYABLE CHECKS			<u>\$ 77,065.73</u>
<u>PAYROLL COSTS</u>			
First January Bi-Monthly Payroll		January 15, 2019	82,363.78
Second January Bi-Monthly Payroll		January 31, 2019	84,835.26
TOTAL PAYROLL COSTS			<u>\$ 167,199.04</u>
TOTAL CASH DISBURSEMENTS			<u>\$ 244,264.77</u>

ITEM

9A

CITY OF FOWLER
CHECK REGISTER - BY FUND

SUPERION
DATE: 02/01/2019
TIME: 14:01:56

SELECTION CRITERIA: transact.check_no between '34707' and '34774'
ACCOUNTING PERIOD: 7/19

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	34707	01/22/19	10551	PARRA, DANIEL	6010	5260	LOCC MILEAGE	0.00	195.11
1001	34708	01/24/19	13729	ALLISON, MICHAEL	6120	5300	TRAINING	0.00	30.00
1001	34709	01/24/19	12454	CORTEZ, RAY	6120	5300	TRAINING	0.00	30.00
1001	34710	01/24/19	13358	DENNIS GILLETTE	6120	5300	TRAINING	0.00	30.00
1001	34711	01/24/19	11585	DURON, ARTHUR	6120	5300	TRAINING	0.00	30.00
1001	34713	01/24/19	10825	MIRANDA, JOSEPH	6120	5300	TRAINING	0.00	30.00
1001	34714	01/24/19	13187	SECOND CHANCE ANIMA	6270	5220	DEC 18 SERVICES	0.00	1,000.00
1001	34715	01/24/19	10288	SMART & FINAL	6700	5110	SUPPLIES	0.00	592.37
1001	34716	01/24/19	11060	SOLIAN MARCO	6120	5300	TRAINING	0.00	30.00
1001	34719	01/31/19	12852	VALLEY FIRST CREDIT	6030	5220	SERVICES	0.00	2.54
1001	34719	01/31/19	12852	VALLEY FIRST CREDIT	6010	5110	SUPPLIES	0.00	36.98
TOTAL CHECK								0.00	39.52
1001	34720	01/31/19	10346	ZOOM IMAGING SOLUTI	6020	5220	SERVICES	0.00	272.16
1001	34721	02/01/19	12809	49ER COMMUNICATIONS	6130	5110	SUPPLIES	0.00	972.28
1001	34724	02/01/19	10995	ADT SECURITY SERVIC	6700	5220	SERVICES	0.00	165.31
1001	34725	02/01/19	10006	AGRICHEM	6200	5190	SERVICES	0.00	1,652.34
1001	34726	02/01/19	10007	ALERT-O-LITE, INC	6200	5110	SUPPLIES	0.00	18.53
1001	34726	02/01/19	10007	ALERT-O-LITE, INC	6200	5110	SUPPLIES	0.00	103.53
1001	34726	02/01/19	10007	ALERT-O-LITE, INC	6200	5110	SUPPLIES	0.00	1,185.41
TOTAL CHECK								0.00	1,307.47
1001	34727	02/01/19	10549	AT&T MOBILITY	6120	5220	SERVICES	0.00	2.81
1001	34727	02/01/19	10549	AT&T MOBILITY	6120	5220	SERVICES	0.00	214.10
TOTAL CHECK								0.00	216.91
1001	34728	02/01/19	12285	ATT	6120	5220	SERVICES	0.00	499.99
1001	34730	02/01/19	10026	BCT CONSULTING	6020	5230	SERVICES	0.00	151.08
1001	34730	02/01/19	10026	BCT CONSULTING	6030	5230	SERVICES	0.00	151.08
1001	34730	02/01/19	10026	BCT CONSULTING	6030	5230	SERVICES	0.00	277.20
1001	34730	02/01/19	10026	BCT CONSULTING	6030	5230	SERVICES	0.00	799.95
TOTAL CHECK								0.00	1,379.31
1001	34731	02/01/19	10176	BERRY, KEITH	6120	5205	REIMBURSEMENT	0.00	66.68
1001	34732	02/01/19	11641	BURROLA, CORINA	6130	5140	REIMBURSEMENT	0.00	54.08
1001	34734	02/01/19	10045	CASCADE FIRE EQUIPM	6130	5110	SUPPLIES	0.00	1,009.54

CITY OF FOWLER
CHECK REGISTER - BY FUND

SUPERION
DATE: 02/01/2019
TIME: 14:01:56

SELECTION CRITERIA: transact.check_no between '34707' and '34774'
ACCOUNTING PERIOD: 7/19

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	34735	02/01/19	11970	CENTRAL VALLEY TOXI	6120	5220	SERVICES	0.00	38.00
1001	34737	02/01/19	12654	COMCAST CABLE	6120	5220	SERVICES	0.00	680.91
1001	34740	02/01/19	12286	DEPT OF TRANSPORTAT	6200	5110	SERVICES	0.00	176.16
1001	34742	02/01/19	12019	DIVISION OF THE STA	100	3120	FORM 787 & 797	0.00	212.00
1001	34743	02/01/19	14067	DOUGLAS AUTOMATICS	6200	5190	SERVICES	0.00	169.49
1001	34744	02/01/19	12936	ELITE BUILDING MAIN	6700	5220	SERVICES	0.00	400.00
1001	34745	02/01/19	10792	FASTENAL COMPANY	6200	5110	SUPPLIES	0.00	17.22
1001	34745	02/01/19	10792	FASTENAL COMPANY	6200	5110	SUPPLIES	0.00	32.08
1001	34745	02/01/19	10792	FASTENAL COMPANY	6200	5110	SUPPLIES	0.00	86.39
1001	34745	02/01/19	10792	FASTENAL COMPANY	6200	5110	SUPPLIES	0.00	203.77
1001	34745	02/01/19	10792	FASTENAL COMPANY	6200	5110	SUPPLIES	0.00	339.46
TOTAL CHECK									
1001	34746	02/01/19	10124	FRESNO COUNTY TREAS	6120	5220	RMS/JMS FEES	0.00	71.06
1001	34746	02/01/19	10124	FRESNO COUNTY TREAS	6120	5271	DISPATCHING SERVICE	0.00	7,415.79
TOTAL CHECK									7,486.85
1001	34747	02/01/19	13451	FRONTIER COMMUNICAT	6130	5160	SERVICES	0.00	74.20
1001	34747	02/01/19	13451	FRONTIER COMMUNICAT	6120	5160	SERVICES	0.00	91.10
1001	34747	02/01/19	13451	FRONTIER COMMUNICAT	6700	5160	SERVICES	0.00	147.63
TOTAL CHECK									312.93
1001	34750	02/01/19	10141	H & H TIRE SERVICES	6120	5205	FLAT REPAIR	0.00	20.00
1001	34750	02/01/19	10141	H & H TIRE SERVICES	6120	5205	AUTO MAINTENANCE	0.00	51.27
1001	34750	02/01/19	10141	H & H TIRE SERVICES	6120	5205	AUTO MAINTENANCE	0.00	68.57
TOTAL CHECK									139.84
1001	34751	02/01/19	11018	HOME DEPOT CREDIT S	6130	5110	SUPPLIES	0.00	131.16
1001	34751	02/01/19	11018	HOME DEPOT CREDIT S	6200	5110	SUPPLIES	0.00	139.29
TOTAL CHECK									270.45
1001	34752	02/01/19	12184	INTELLECTUAL PROPER	6010	5220	SERVICES	0.00	150.00
1001	34753	02/01/19	13956	JACKSON LEWIS P.C.	6020	5220	LEGAL SERVICES	0.00	3,365.00
1001	34755	02/01/19	10290	LEAGUE OF CALIF CIT	6020	5250	MEMBERSHIP DUES	0.00	98.83
1001	34756	02/01/19	14054	LEHMAN LOCK & SAFE	6120	5205	TWO KEYS	0.00	12.96
1001	34757	02/01/19	10350	LK DESIGN	6020	5220	SERVICES	0.00	450.00
1001	34759	02/01/19	10216	NEW ENGLAND SHEET M	6200	5220	SERVICES	0.00	281.00
1001	34759	02/01/19	10216	NEW ENGLAND SHEET M	6020	5220	SERVICES	0.00	540.00
TOTAL CHECK									821.00
1001	34760	02/01/19	10237	P G & E - SACRAMENT	6200	5170	UTILITIES	0.00	13.43

CITY OF FOWLER
CHECK REGISTER - BY FUND

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ACCOUNTING PERIOD: 7/19

FUND - 100 - GENERAL FUND						
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	ACCNT
1001	34760	02/01/19	10237	P G & E - SACRAMENT	6130	5170
1001	34760	02/01/19	10237	P G & E - SACRAMENT	6700	5170
1001	34760	02/01/19	10237	P G & E - SACRAMENT	6200	5170
TOTAL	CHECK					
1001	34761	02/01/19	10243	PRAXAIR DISTRIBUTIO	6130	5310
1001	34762	02/01/19	10251	R & R AUTO REPAIR S	6120	5205
1001	34762	02/01/19	10251	R & R AUTO REPAIR S	6200	5205
TOTAL	CHECK					
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	6130	5210
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	6160	5210
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	6260	5210
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	6200	5210
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	6260	5210
TOTAL	CHECK					
1001	34764	02/01/19	10518	SIGNMAX!	6200	5110
1001	34764	02/01/19	10518	SIGNMAX!	6200	5110
TOTAL	CHECK					
1001	34765	02/01/19	10289	SOUTH COUNTY VETERI	6270	5110
1001	34766	02/01/19	10085	STATE OF CA DEPARTM	6120	5220
1001	34766	02/01/19	10085	STATE OF CA DEPARTM	6120	5220
TOTAL	CHECK					
1001	34767	02/01/19	10303	SWANSON-FAHRNEY FOR	6120	5205
1001	34768	02/01/19	10314	TOSHIBA AMERICA INF	6020	5180
1001	34769	02/01/19	13848	TPX	6020	5220
1001	34770	02/01/19	10325	TULARE COUNTY JAIL	6020	5110
1001	34771	02/01/19	13356	TULARE POLARIS	6260	5200
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	6400	5110
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	6400	5110
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	6400	5110
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	6700	5220
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	6020	5220
TOTAL	CHECK					
1001	34773	02/01/19	10333	UNITED PARCEL SERVI	6030	5220
1001	34773	02/01/19	10333	UNITED PARCEL SERVI	6130	5110
TOTAL	CHECK					
1001	34774	02/01/19	13521	UNITY IT	6120	5230
TOTAL CASH ACCOUNT						

SUPERION
DATE: 02/01/2019
TIME: 14:01:56

SELECTION CRITERIA: transact.check_no between '34707' and '34774'
ACCOUNTING PERIOD: 7/19

CITY OF FOWLER
CHECK REGISTER - BY FUND

PAGE NUMBER: 4
ACCTPA21

FUND - 100 - GENERAL FUND	CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
									0.00	32,995.17
TOTAL FUND										

SUPERION
DATE: 02/01/2019
TIME: 14:01:56

PAGE NUMBER: 5
ACCTPA21

CITY OF FOWLER
CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.check_no between '34707' and '34774'
ACCOUNTING PERIOD: 7/19

FUND - 225 - LTF - ARTICLE 8

[illegible]

SUPERION
DATE: 02/01/2019
TIME: 14:01:56

PAGE NUMBER: 6
ACCTPA21

CITY OF FOWLER
CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.check_no between '34707' and '34774'
ACCOUNTING PERIOD: 7/19

FUND - 500 - WATER

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	34712	01/24/19	13275	FERGUSON ENTERPRISE	5000	5110	SUPPLIES	0.00	96.70
1001	34712	01/24/19	13275	FERGUSON ENTERPRISE	5000	5110	SUPPLIES	0.00	1,921.96
TOTAL CHECK								0.00	2,018.66
1001	34717	01/31/19	10024	BSK LABORATORIES	5000	5220	SERVICES	0.00	90.00
1001	34717	01/31/19	10024	BSK LABORATORIES	5000	5220	SERVICES	0.00	182.00
1001	34717	01/31/19	10024	BSK LABORATORIES	5000	5220	SERVICES	0.00	210.00
1001	34717	01/31/19	10024	BSK LABORATORIES	5000	5220	SERVICES	0.00	575.00
TOTAL CHECK								0.00	1,057.00
1001	34718	01/31/19	14065	THE WATER CONNECTIO	5000	5300	BACKFLOW TESTING	0.00	400.00
1001	34722	02/01/19	11689	A & C TIRE SERVICE	5000	5205	AUTO MAINTENANCE	0.00	13.00
1001	34723	02/01/19	14066	A-C TECHNOLOGY SOLU	5000	5220	WELL 7	0.00	568.00
1001	34723	02/01/19	14066	A-C TECHNOLOGY SOLU	5000	5190	WELL 6	0.00	17,187.00
TOTAL CHECK								0.00	17,755.00
1001	34729	02/01/19	14058	BARELA, STEVE & ROS	500	2050	UB REFUND	0.00	100.00
1001	34733	02/01/19	14060	CARREON, ABEL	500	2050	UB REFUND	0.00	93.93
1001	34736	02/01/19	14063	CERVANTES, LEROY SR	500	2050	UB REFUND	0.00	98.65
1001	34738	02/01/19	11163	COOK'S COMMUNICATIO	5000	5110	RADIOS	0.00	3,509.19
1001	34741	02/01/19	14061	DHANDA, BIR SINGH	500	2050	UB REFUND	0.00	186.17
1001	34747	02/01/19	13451	FRONTIER COMMUNICAT	5000	5160	SERVICES	0.00	77.93
1001	34748	02/01/19	14059	GARCIA, JESUS	500	2050	UB REFUND	0.00	100.00
1001	34749	02/01/19	14064	GARZA, DUSTIN & AMB	500	2050	UB REFUND	0.00	25.76
1001	34751	02/01/19	11018	HOME DEPOT CREDIT S	5000	5110	PLIES	0.00	34.60
1001	34754	02/01/19	14062	JONES, ROBERT B	500	2050	UB REFUND	0.00	89.88
1001	34758	02/01/19	10214	NBS	5000	5220	BOND FEES	0.00	675.08
1001	34760	02/01/19	10237	P G & E - SACRAMENT	5000	5170	UTILITIES	0.00	5,478.79
1001	34760	02/01/19	10237	P G & E - SACRAMENT	5000	5170	UTILITIES	0.00	932.48
1001	34760	02/01/19	10237	P G & E - SACRAMENT	5000	5170	UTILITIES	0.00	1,958.26
1001	34760	02/01/19	10237	P G & E - SACRAMENT	5000	5170	UTILITIES	0.00	10.18
TOTAL CHECK								0.00	8,379.71
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	5000	5210	FUEL	0.00	214.48
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	5000	5210	FUEL	0.00	214.48
1001	34763	02/01/19	11195	ROBERT V JENSEN INC	5000	5210	FUEL	0.00	107.24
TOTAL CHECK								0.00	536.20
1001	34772	02/01/19	13543	UNIFIRST CORPORATIO	5000	5130	SUPPLIES	0.00	103.65

**MINUTES OF THE FOWLER CITY COUNCIL
AND FOWLER PLANNING COMMISSION
SPECIAL JOINT WORKSHOP
JANUARY 15, 2019**

Mayor Cardenas called the meeting to order at 6:00 p. m. Roll call was taken. There were no public presentations.

Councilmembers present: Cardenas, Hammer, Kazarian, Parra, Rodriquez
Councilmembers absent: None

Commissioners present: Fernandez, Kandarian, Mukai
Commissioners absent: Mellon, Mejia

City staff present: City Manager Davis, Public Works Supervisor/Fire Chief
Lopez, City Attorney Wolfe, Police Chief Alcaraz, City
Planner Marple, Deputy City Clerk Burrola, Planning
Secretary Zavala

GENERAL PLAN UPDATE WORKSHOP

City Planner Marple introduced Sara Allinder, Senior Planner from Provost and Prichard. Ms. Marple and Ms. Allinder provided a PowerPoint presentation on the General Plan Update. The workshop is to provide information to the Council and Commission of the purpose and objectives, and roles of the Planning Commission and City Council. Ms. Allinder explained the basics of what it does for the City and why it's important. There is no requirement for how often the general plan needs to be updated, with one exception, the housing element is required to be updated on a regular cycle, updates are required periodically based on new requirements being added through legislative amendments. The City of Fowler currently updated the housing element in 2016 as part of the Fresno County Multi-jurisdictional housing element. These updates generally have triggers for when compliance is required. It is required that every jurisdiction in California has a general plan. The General Plan is a comprehensive, long-term plan for the physical development of the county or city. Long-term is left to the discretion of the jurisdiction although the long term time frame is about 20 years. There are eight required elements but they can be addressed in any format of your choice and State Law also gives you the ability to add new topics. The required elements are: land use, circulation, housing, conservation, open space, noise, safety, and air quality, there has been a new element that has been added in the last couple of years and that is the environmental justice component. The primary purpose is to initiate the first comprehensive update since 1976 to reflect current community values and vision and compliance with State regulations, there was an update in 2004 which was only for the land use circulation and economic development. The primary purpose for the workshop is to initiate the first comprehensive updates since 1976 in order to reflect the community values. The objective is to look forward to 2040 and there are a lot of new state laws that are in affect and those will drive some of the objectives so that the City is in compliance. The role of the City Council and Planning Commission is to represent the community during the progress; identify and prioritize issues to be addressed; act as a sounding board for ideas and policy development; provide input and direction at key milestones in the process and recommend or take action on the updated General Plan and to engage them as well as members of the public to have joint study sessions.

Ms. Marple explained the five phases of the project schedule and milestones and it will be extended, for budgetary reasons, over four calendar years. Typically general plans take generally two to three years. The five phases will be scheduled once completed in November of 2022 and will be presented for adoption by the Planning Commission, and City Council for the final adoption of the General Plan and associated Environmental Impact Review (EIR). In order to keep the public informed of future meetings and the status of the project, information is available online at the City's website or they can contact the Planning Secretary to be placed on a notification list if they have any questions. Mailers will also be sent in the water bill of notifications for citizen involvement in the General Plan update process.

ADJOURNMENT

Councilmember Kazarian made a motion to adjourn, seconded by Councilmember Rodriquez. The motion carried and the meeting was adjourned at 6:49.m.

**MINUTES OF THE FOWLER CITY COUNCIL MEETING
JANUARY 15, 2019**

Mayor Cardenas called the meeting to order at 7:00 p. m. Roll call was taken.

Councilmembers Present: Cardenas, Hammer, Kazarian, Parra, Rodriquez
Councilmember Parra left at 7:10 p.m.

City Staff Present: City Manager/City Clerk Davis, Public Works Supervisor/Fire Chief Lopez, City Attorney Wolfe, Finance Director Uyeda, Police Chief Alcaraz, City Planner Marple, Planning Commissioner Fernandez, Deputy City Clerk Burrola

The Flag Salute and Pledge of Allegiance were followed by a moment of silence and reflection.

PUBLIC PRESENTATIONS

Andy Gonzales, local business owner, expressed this concern on hiring more police officers and suggested Council go on ride-alongs with the officers. There have been many officers killed in the line of duty.

Jason Webb and Gabriel Sepeda, business partners of Fat Gabe's Mobile Kitchen, stated that they operate a mobile food vending trailer that serves BBQ foods. Several months ago, they looked into leasing property from Nick and Art Ramirez at 226 S. 8th Street to place their mobile trailer there as a permanent food vending operation. They discussed with the City's Planning Department about being allowed to operate under the City's mobile food vending ordinance regulations, and were given verbal confirmation that they could have a permanent food vending operation under those regulations. They signed a five year lease with the property owner. Thereafter, they received information from staff that their proposed business plans would conflict with certain regulations of the mobile food vendor ordinance. Mr. Webb expressed that if they had that clarification from the beginning, they wouldn't have proceeded with the project. They asked for assistance so they could proceed with their business proposal.

Art Ramirez, property owner, expressed concerns regarding the situation with the mobile food vendor applicants he leased the property to. He stated that the City would benefit from the business. He also spoke of his dissatisfaction with the progress on a construction project he submitted to the City and the length of time it has been taking for the related setback variance, plan reviews and permits.

The consensus of the Council was to bring the mobile vending trailer matter back to the next agenda for discussion

PRESENTATIONS:

COLOR RUN – FOWLER HIGH SCHOOL PUNJABI CLUB – ANIKA ARYA

This item will be rescheduled for another meeting.

HEART OF THE HORSE THERAPY RANCH – LEA STEELE

Lea Steele, 8th grade teacher at John Sutter Middle school, and four of her civic program students, spoke on their goals in helping veterans and military families in the community. The students will be sponsoring a benefit concert for Heart of the Horse Therapy Ranch, Thursday, February 7, 2019 at 6:30 p.m. at the Fowler Improvement Association Hall. Heart of the Horse Therapy Ranch is committed to providing therapeutic riding as an efficacious treatment modality for those who suffer from physical, mental or emotional disorders by developing community awareness of equine assisted/ facilitated therapy.

COMMENDATIONS:

Chief Alcaraz gave commendations to three Fowler officers; Sgt. Joseph Miranda, Officer Michael Allison and Officer Fong Yang. Each officer was presented with a Letter of Commendation and a challenge coin for their commitment to excellence above and beyond duty.

COMMUNICATIONS

City Manager Davis mentioned the Blossom Trail opening ceremony will be held on Friday, February 8, 2019 at 10:00 a.m. at the Selma Arts Center.

League of California Cities, South San Joaquin Valley Division will be having a general membership meeting on Thursday, February 7, 2019 at 5:30 p.m. in the City of Madera.

She mentioned that next Tuesday, January 22, 2019 at 10:00 a.m. will be the groundbreaking ceremony for the new fire station project.

STAFF REPORT

CITY MANAGER'S REPORT

City Manager Davis mentioned the City has been working on several subdivision projects. Randy Hill submitted his application; the map is being reviewed by City staff.

She mentioned the burnt house located at 5th and Vine Street has been demolished.

Ms. Davis said the bi-annual ethics training will need to be scheduled soon, possibly in February.

PUBLIC WORKS REPORT

Public Works Supervisor Lopez said they have been doing major pot hole patching along the southbound lane of Golden State Boulevard between Adams and Manning Avenues. He also mentioned they have been doing trash clean up along Golden State Boulevard near the railroad tracks and oleander bushes.

The neon sign on Merced and Golden State Boulevard has been repaired.

FINANCE DIRECTOR'S REPORT

No report was given.

POLICE DEPARTMENT REPORT

Police Chief Alcaraz said the Fresno County Sheriff's Department has transitioned over to a new records management program, Mark 43, it will require all department personnel to attend 20 hours of training.

He said the Police Department is accepting applications for a full time peace officer; the application deadline to submit is February 1, 2019.

He also mentioned they began week one of a four week Explorer Program.; they currently have five explorers who have joined the program.

FIRE DEPARTMENT REPORT

Fire Chief Lopez circulated Fire Department activity report for 2018.

CITY ATTORNEY'S REPORT

No Report was given.

CONSENT CALENDAR

The consent calendar consisted of: A) Ratification of Warrants – January 15, 2019; B) Approve Minutes of the Fowler City Council Meeting – December 11, 2018; C) Approve Mayoral Proclamation “A National Day of Racial Healing”; D) Approve Public Health Advocates and Kounkuey Design Initiative Agreement for Technical Assistance Services with City of Fowler – Public Health Advocates / Kounkuey Design Initiative; E) Adoption of Resolution No. 2418, “A Resolution of the City Council of the City of Fowler Authorizing the City Manager to Execute Agreements with the California Department of Tax and Fee Administration for Implementation of a Local Transaction and Use Tax”; F) Adoption of Resolution No. 2419, “A Resolution Authorizing the Examination of Transactions (Sales) and Use Tax Records”; G) Adopt of Resolution No. 2420, “A Resolution of the City Council of the City of Fowler Approving Development and Planning Fees for 2019.”

Mayor Pro-Tem Hammer made a motion to approve the Consent Calendar, seconded by Councilmember Kazarian. The motion carried by voice vote: Ayes: Cardenas, Hammer, Kazarian, Rodriquez. Noes: None. Abstain/Absent: Parra.

COMMITTEE ASSIGNMENTS

Mayor Cardenas confirmed Council assignments to various committee and boards:

Fresno County Council of Governments (COG)..... David Cardenas – alternate: Dan Parra
Highway 99 Beautification Committee..... Mark Rodriquez – alternate: Leonard Hammer
S.K.F. Sanitation District..... David Cardenas – alternate: Dan Parra
Consolidated Mosquito Abatement District..... David Cardenas
Five Cities Economic Development Authority.....Karnig Kazarian – alternate: Mark Rodriquez
Southeast Regional Solid Waste Commission.....Mark Rodriquez – alternate: Dan Parra
Fowler Recreation Commission.....Leonard Hammer
Friends of the Fowler Library.....Mark Rodriquez
San Joaquin Valley Air Pollution Control District
Special City Selection Committee..... Leonard Hammer– alternate: Karnig Kazarian
Finance Committee.....Dan Parra and Karnig Kazarian

Mayor Pro-Tem Hammer made a motion to approve the Committee Assignments to remain as stated, seconded by Councilmember Rodriquez. The motion carried by voice vote: Ayes: Cardenas, Hammer, Kazarian, Rodriquez. Noes: None. Abstain/Absent: Parra.

REAPPOINTMENT OF PLANNING COMMISSIONERS

Mayor Cardenas recommended reappointment of Henry Fernandez and Juan Mejia to another term on the Planning Commission, as their terms expire December 31, 2018. Councilmember Rodriquez made a motion, seconded by Mayor Pro-Tem Hammer, to re-appoint Henry Fernandez and Juan Mejia to a new term on the Planning Commission. The motion carried by unanimous voice vote: Ayes: Cardenas, Hammer, Kazarian, Rodriquez. Noes: None. Absent/Abstain: Parra.

COMMITTEE REPORTS

Mayor Cardenas attended an S.K.F. Sanitation District meeting. A special presentation was given by Lystek Fairfield Organic Material.

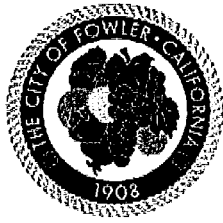
Mayor Pro-Tem Hammer mentioned he attended the Fowler Unified School luncheon.

Councilmember Kazarian attended a Five Cities Economic Authority meeting last week. They received some extra monies from Fresno County for economic development plans. He also attended the grand opening of the new Taco Bell.

Councilmember Rodriquez also attended the Fowler Unified School District luncheon and the grand opening for the new Taco Bell.

ADJOURNMENT

Having no further business, Mayor Pro-Tem Hammer made a motion, seconded by Councilmember Rodriquez to adjourn. The motion carried and the meeting adjourned at 8:12 p.m.



TO: City of Fowler City Council

FROM: Jeffrey O'Neal, AICP, Contract City Planner
Trevor W. Stearns, Assistant Contract City Planner

SUBJECT: Consideration of the Planning Commission's determination regarding Variance No. 18-01, requesting a reduction to the required front yard setback at 418 and 422 S. 8th Street (APNs 343-400-04 & 05)

DATE: February 5, 2019

I. RECOMMENDATION

Staff recommends that the City Council approves Variance Application No. 18-01. The decision of the Council is final.

II. BACKGROUND

The Project site contains two parcels each of approximately 0.34 acre in size; it is located at 418 and 422 S. 8th Street (APNs 343-400-04 & 05) between W. Fresno Street and W. Peach Street. On August 23, 2018 the Planning Director approved Site Plan Review Application No. 18-05, authorizing the construction of one 5,000-square foot commercial building on each property. Condition of Approval No. 2 of SPR No. 18-05 states that the Project site is zoned C-3 and that all standards of the district (implicitly including setback requirements) shall apply. Condition No. 19 states that the minimum front yard shall be fifteen (15) feet, of which ten (10) feet shall be landscaped. The site plan incorrectly notes that there is no required front yard setback and proposes a landscaped front yard setback of 10 feet. The applicant applied for a variance from the provisions of the zoning ordinance to allow the proposed 10-foot front setback.

On November 1, 2018 the Planning Commission held a duly-noticed public hearing to consider the variance. Following the close of the public hearing and the Commission's receipt of all relevant information, the Commission directed staff to return with a resolution of approval. No further public discussion or notification was required. The Planning Commission considered Resolution No. 635 at its January 3, 2019 meeting¹ and made the findings required pursuant to Municipal Code Section 9-3.07. Per the procedures detailed in Municipal Code Section 9-3.08 the resolution has been forwarded to the City Council for its consideration. The City Council has 30 days after receipt to consider such resolution at a public meeting, although no notice of the consideration is required.

¹ The Planning Commission's regular December meeting was cancelled due to lack of quorum.

III. PROJECT DESCRIPTION

Planning Commission Resolution No. 635 granted Variance No. 18-01 reducing the front yard setback from 15 feet to 10 feet on the grounds that other developed properties in the vicinity have buildings constructed with a 10-foot front yard. Pursuant to Section 9-3.07 of the Fowler Municipal Code, the Planning Commission may grant variances to setbacks provided that at least one of several findings can be made.

Approved SPR No. 18-05 is attached as Figure 1. Figure 2 depicts the aerial photo of the site. Figure 3 is the zoning map and Figure 4 is the general plan map. The site is located in Fowler's C-3 (General Commercial) Zone District. The property to the west is zoned C-2 (Community Commercial). Property to the north is zoned C-3. To the east is S. Golden State Boulevard. To the south are abutting properties zoned C-3.

IV. FINDINGS

Fowler Municipal Code Section 9-3.07(a) requires that the Planning Commission and the City Council *grant* a setback variance provided that at least one of several listed findings is made.

9-3.07(a)(4) That, balancing the interests of the public in effecting the purposes of the provisions of this chapter against the interests of the applicant in using the property with the proposed building or improvement thereon, the granting of the variance is required by consideration of justice and equality.

The intent of setback requirements is to provide separation between uses or facilities in order to allow reasonable use of property without infringing upon others' use of their property and to provide separation between incompatible activities. Other properties along 8th Street in the vicinity of the project are also developed with a 10-foot front yard setback, so approval of Variance No. 18-01 will not unduly affect those properties. The closest properties to the front of the site are located across 8th Street, Golden State Boulevard, and the railroad corridor – a distance of more than 300 feet—and are industrial in nature. The reduced setback will not be noticeable from those properties. Altering the site plan to decrease either the designated storage area or the size of the structure would constitute a financial hardship and a time constraint. The applicant is requesting the variance in order to make his property consistent with the other properties and to avoid additional costs associated with redesign, and its granting will not undermine the intent of setback requirements. The granting of the variance will not constitute a grant of special privilege because it will be similar to neighboring properties.

Fowler Municipal Code Section 9-3.07(b) then requires that the Planning Commission and City Council *deny* a setback variance if either or both of two findings is made.

9-3.07(b)(1) That the applicant will not be substantially damaged by locating the proposed building or other improvement at a point on his property behind the setback line; or

Altering the site plan to decrease either the designated storage area or the size of the structure would be financially damaging to the applicant. Requiring the full 15-foot setback would increase construction costs associated with additional landscaping and concrete walkway and curbing in the amount of approximately \$4,000. In addition, costs for revisions to the Site Plan would be approximately \$1,000. Costs for maintenance are unknown but would also increase. These costs as a component of the overall project cost are substantial.

9-3.07(b)(2) That, balancing the interests of the public in effecting the purposes of this chapter against the interests of the applicant in using his property with the proposed building or improvement thereon, the resulting disadvantages to the public would be unreasonably disproportionate to the advantages to the applicant to be derived from so using his property.

The public will not be unduly affected by the reduction of the required 15-foot setback to a 10-foot setback. The applicant's advantage from reducing the required setback is primarily for financial and scheduling reasons. The purpose of the setback line is to prohibit the placement of building and improvements with respect to streets, access easements, alleys and adjoining properties. The front yard setback being reduce will not have an effect the public due to the fact the nearest structure, in relation to the project's front yard, is approximately 300 feet away. The public will not see a positive or negative effect from either outcome of this project. Therefore, the applicant's advantage will not be unreasonably disproportionate to the disadvantages to the public.

Since one finding can made pursuant to FMC Section 9-3.07(a) requiring granting the variance and neither of the findings can be made pursuant to FMC Section 9-3.07(b) requiring denial, it is appropriate that the City Council adopt Resolution No. 2421, approving Variance No. 18-01 and granting the setback variance at 418 and 422 S. 8th Street.

Attachments:

- Figure 1 –Site Plan
- Figure 2 – Aerial
- Figure 3 – Zoning
- Figure 4 – General Plan Land Use Designations

Figure 1 – Site Plan

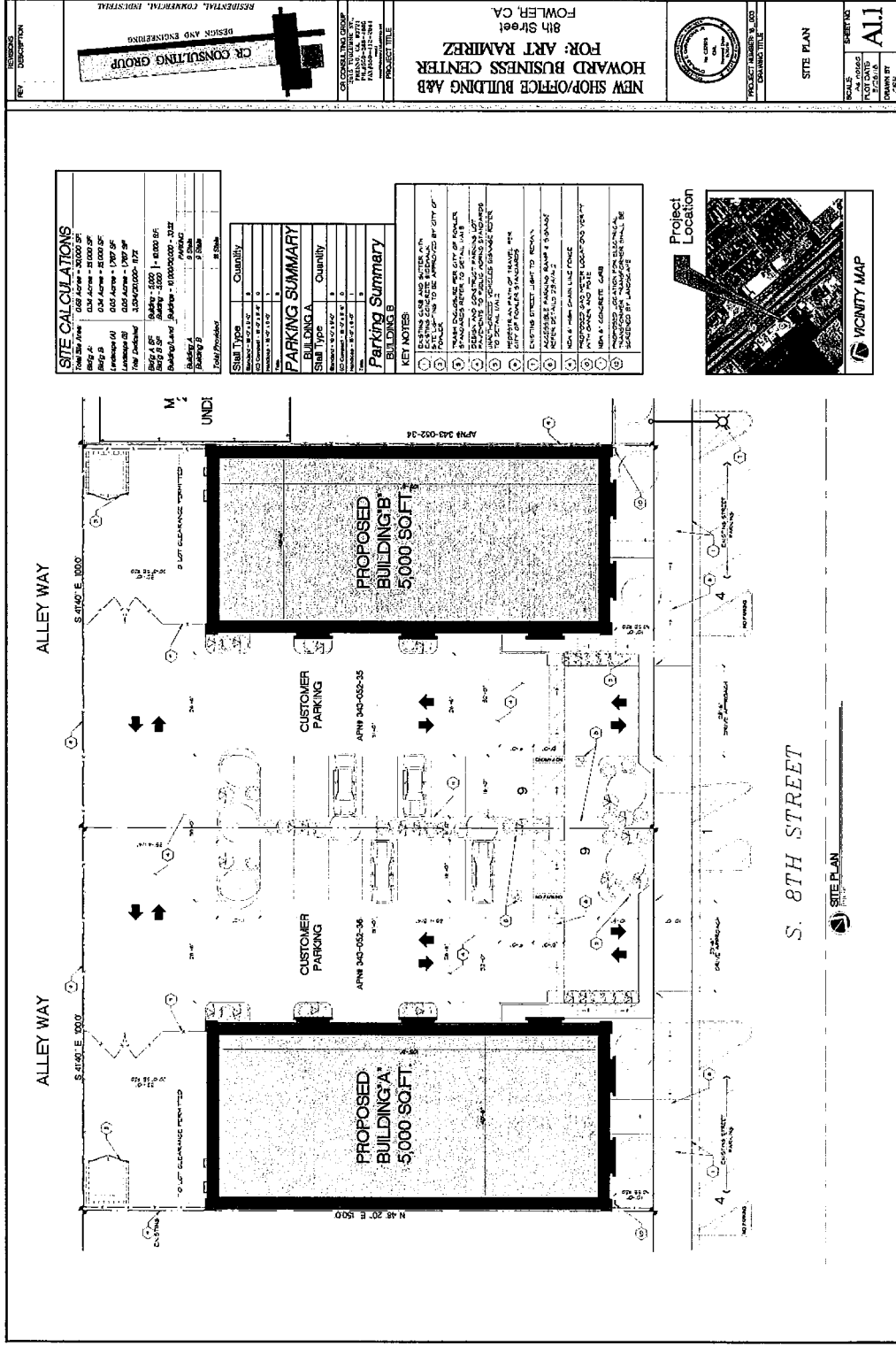


Figure 2 - Aerial

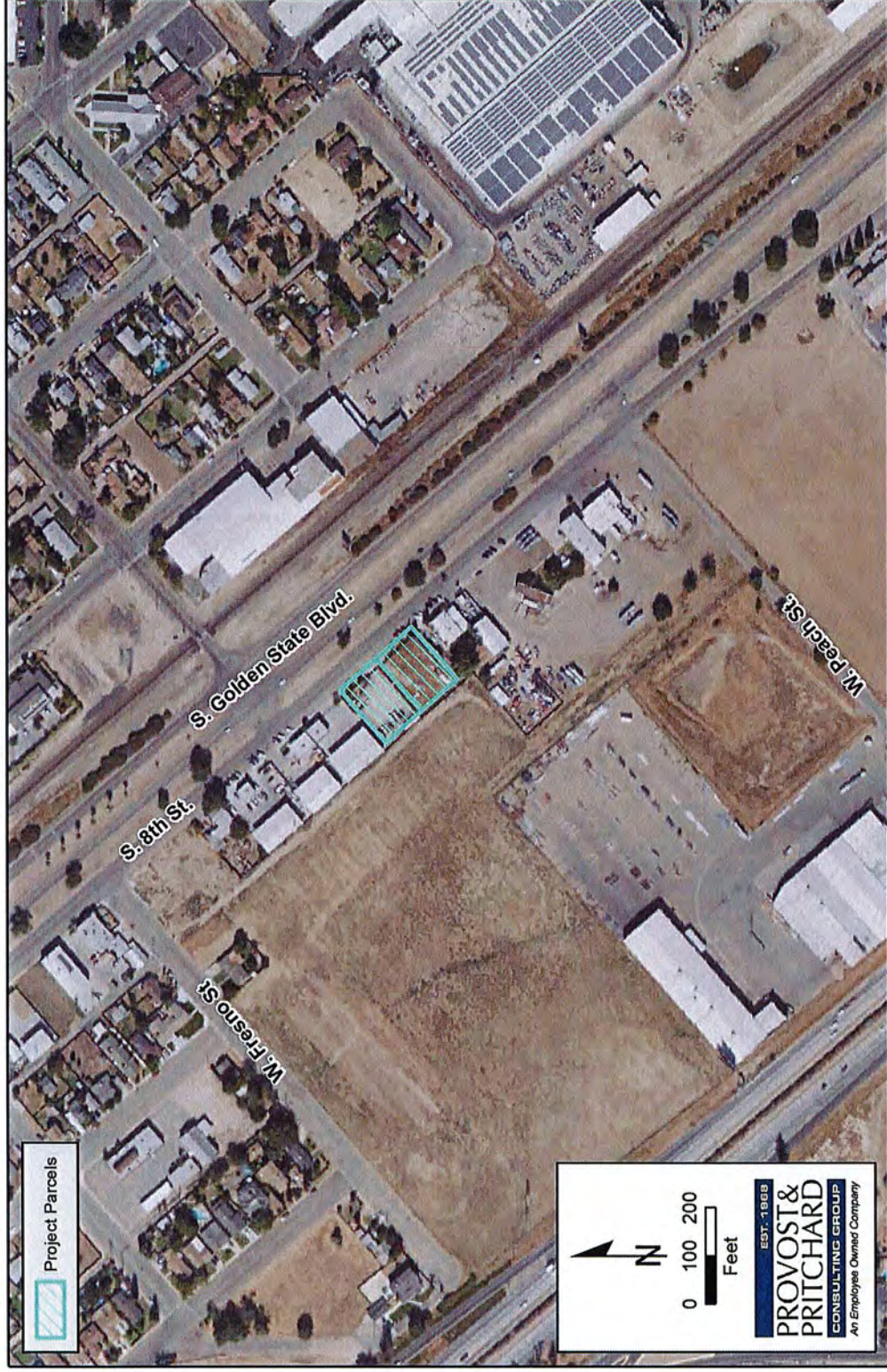


Figure 3 – Zoning

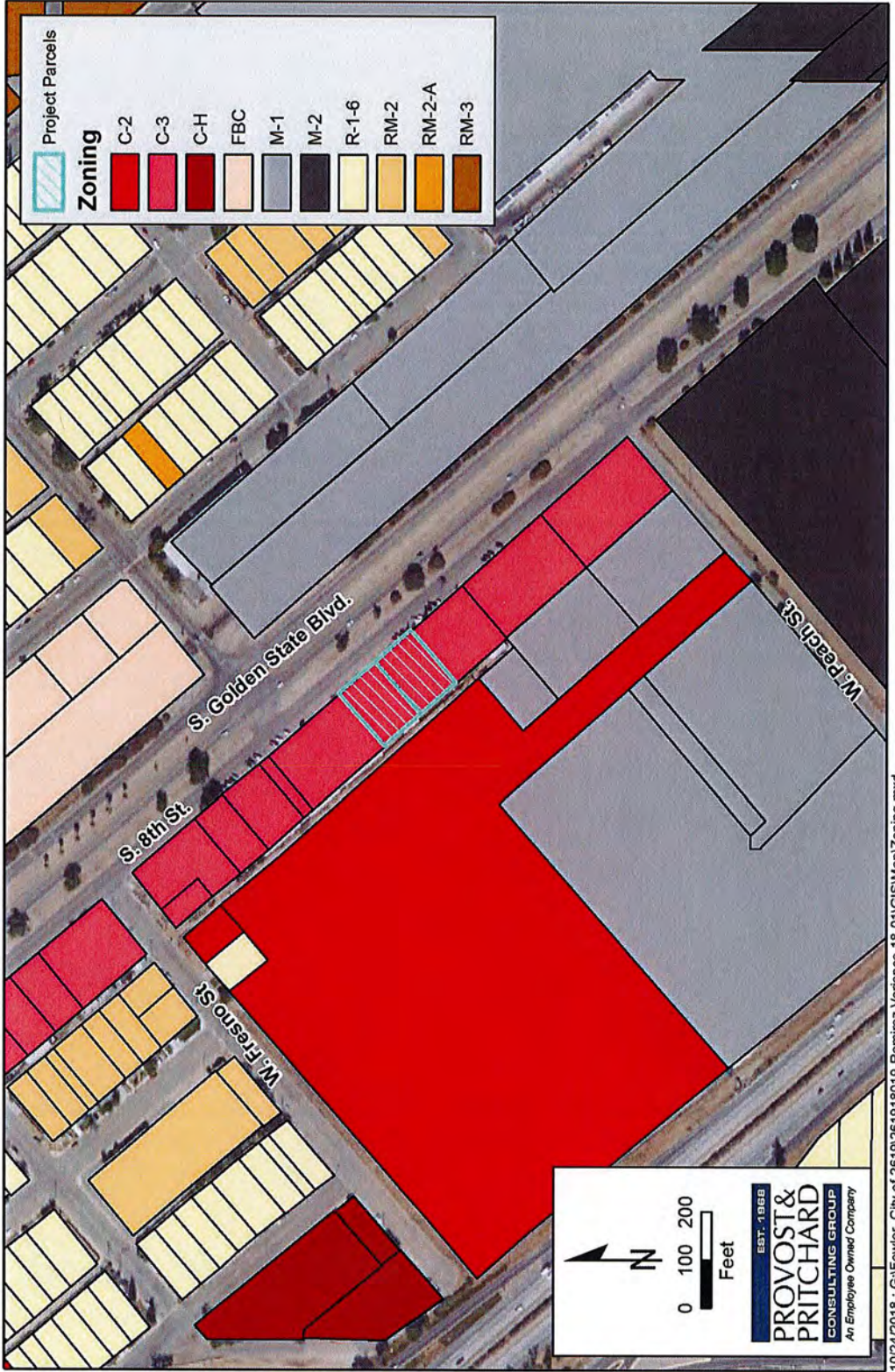
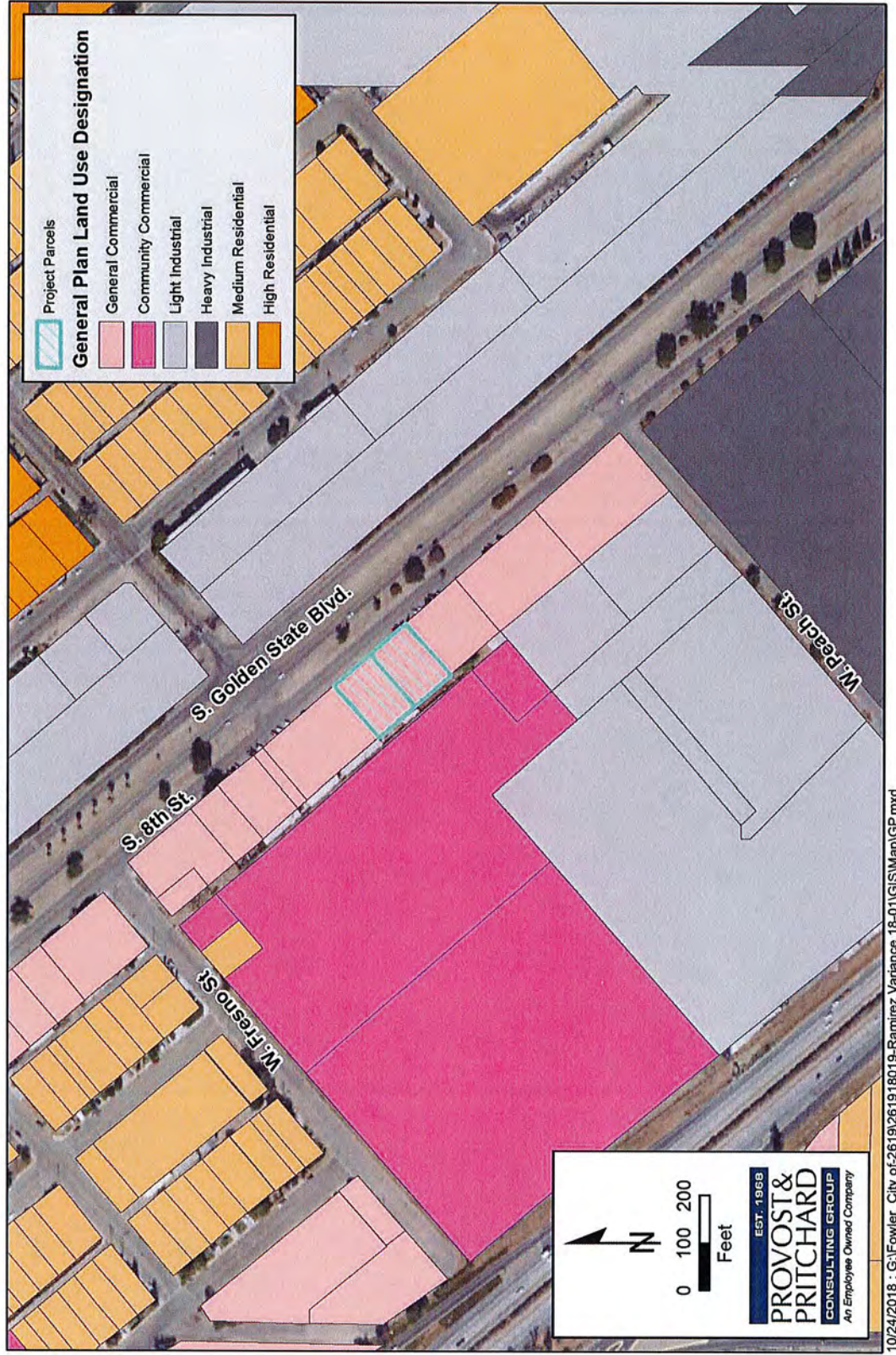


Figure 4 – General Plan



RESOLUTION NO. 2421
RESOLUTION BEFORE THE CITY COUNCIL
OF THE CITY OF FOWLER
COUNTY OF FRESNO, STATE OF CALIFORNIA

RESOLUTION APPROVING
VARIANCE 18-01 AND APPROVING
A CATEGORICAL EXEMPTION PURSUANT TO
CEQA GUIDELINES SECTION 15332

WHEREAS, Site Plan Review Application (SPR) No. 18-05 was approved on August 23, 2018 to authorize the construction of two 5,000-square-foot buildings, two corresponding storage yards, and shared off-street parking facilities at 418 and 422 S. 8th Street (APNs 343-400-04 & 05) (Site); and

WHEREAS, the Site is zoned C-3 (General Commercial), which requires a minimum 15-foot front yard setback of which 10 feet shall be landscaped; and

WHEREAS, the applicant submitted a variance application requesting to allow a 10-foot setback rather than the required 15-foot front yard setback on September 26, 2018.

WHEREAS, the provisions of Fowler Zoning Ordinance section 9-3.06, et seq. provide for the review of variances to required setbacks; and

WHEREAS, the proposal would not expand the scope of approved SPR No. 18-05; and

WHEREAS, the City has determined that the project is categorically exempt from requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15332, Infill Development, and that no additional environmental analysis is required; and

WHEREAS, a notice of public hearing was duly published informing the public that the Project would be considered by the Fowler Planning Commission at a regular meeting to be held on November 1, 2018 at 6:30 p.m.; and

WHEREAS, at the duly-noticed public hearing on November 1, 2018 the Commission received and considered the reports from staff, heard and considered all comments made for and against the Project, and reviewed and considered all evidence submitted; and

WHEREAS, following the close of said public hearing the Planning Commission directed staff to return with a resolution approving the variance; and

WHEREAS, at a regular meeting on January 3, 2019 the Planning Commission adopted Resolution No. 635, granting the setback variance; and

WHEREAS, following the Planning Commissions granting of the variance, the entitlement shall be subject to the final approval of the City Council.

WHEREAS, pursuant to Fowler Zoning Ordinance section 9-3.07(a), the City Council has made the

following finding in the affirmative, the evidence for said finding substantiated within the record.

- 9-3.07(a)(1) That, balancing the interests of the public in effecting the purposes of the provisions of this chapter against the interests of the applicant in using his property with the proposed building or improvement thereon, the granting of the variance is required by consideration of justice and equity.

WHEREAS, pursuant to Fowler Zoning Ordinance section 9-3.07(b), the City Council did not make the following findings in the affirmative, with rationale substantiated in the record:

- 9-3.07(b)(1) That the applicant will not be substantially damaged by locating the proposed building or other improvement at a point on his property behind the setback line; or
- 9-3.07(b)(2) That, balancing the interests of the public in effecting the purposes of this chapter against the interests of the applicant in using his property with the proposed building or improvement thereon, the resulting disadvantages to the public would be unreasonably disproportionate to the advantages to the applicant to be derived from so using his property.

NOW THEREFORE, BASED UPON THE ENTIRE RECORD OF THE PROCEEDINGS, THE COUNCIL RESOLVES AS FOLLOWS:

1. Finds that the Project is categorically exempt from requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15332, In-Fill Development Projects, and that no additional environmental analysis is required.
2. Finds that balancing the interests of the public in effecting the purposes of the provisions of this chapter against the interests of the applicant in using his property with the proposed building or improvement thereon, the granting of the variance is required by consideration of justice and equity.
3. Does not find that the applicant will not be substantially damaged by locating the proposed building or other improvement at a point on his property behind the setback line; or
4. Does not find that balancing the interests of the public in effecting the purposes of this chapter against the interests of the applicant in using his property with the proposed building or improvement thereon, the resulting disadvantages to the public would be unreasonably disproportionate to the advantages to the applicant to be derived from so using his property.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Fowler approves the variance to the front yard setback at APNs 343-052-34 and 35, reducing said required front yard setback from a minimum of 15 feet to 10 feet.

I hereby certify the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted by the City Council of the City of Fowler at a meeting held on the 5th day of February 2019, by the following vote:

AYES:

NAYS:

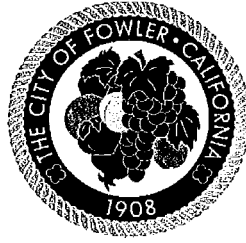
ABSTAIN:

ABSENT:

Mayor

Attest:

City Clerk



**CITY OF FOWLER CATEGORICAL EXEMPTION
VARIANCE NO. 18-01**

THE PROJECT DESCRIBED HEREIN IS DETERMINED TO BE CATEGORICALLY EXEMPT FROM THE PREPARATION OF ENVIRONMENTAL DOCUMENTS PURSUANT TO ARTICLE 19 OF THE STATE CEQA GUIDELINES

APPLICANT: Nicholas Ramirez

PROJECT LOCATION: 418 and 422 S. 8th Street, Fowler (APNs: 343-400-04 & 05)

PROJECT DESCRIPTION: The project proposes to construct two 5,000-square-foot commercial buildings and a parking lot consisting of 18 parking stalls. Variance No. 18-01 proposes to reduce the required Front Yard setback from 15 feet to 10 feet. The Project site is planned for General Commercial by the City of Fowler General Plan and is zoned C-3 (General Commercial).

This project is exempt under Section 15332 -Infill Development Projects

EXPLANATION:

A Section 15332/Class 32 Categorical Exemption consists of projects characterized as in-fill development meeting the conditions described in this section.

- (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
- (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
- (c) The project site has no value as habitat for endangered, rare or threatened species.
- (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- (e) The site can be adequately served by all required utilities and public services.

Date: February 5, 2019

Submitted By:

Trevor W. Stearns, Assistant Contract City Planner
(559) 834-3113, ext. 122

STAFF REPORT

TO: MAYOR & CITY COUNCIL
FROM: DAVID PETERS, CITY ENGINEER
SUBJECT: ACCEPTANCE OF SEWER EASEMENT
APN's 345-180-05, 345-180-22 & 345-180-26
DATE: JANUARY 31, 2019

REQUESTED ACTION / RECOMMENDATION

Adopt Resolution No. 19-2422 accepting on behalf of the City of Fowler an easement within APN's 345-180-05, 345-180-22 & 345-180-26 for the purpose of installing and maintaining a sewer line through said properties.

DISCUSSION

A new development at the northeast corner of Manning Avenue / Golden State Boulevard (Maxco) requires a new sewer line be installed along the frontages of properties identified as APN's 345-180-05, 345-180-22 & 345-180-26. This sewer line will be used to service the new development as well as collect sewer flows from properties adjacent to and surrounding the subject sewer main.

In order to be able to access and maintain this facility an easement must be placed along the sewer line. The property owners are offering to grant the easement at no cost to the City of Fowler.

Staff recommends that the City Council adopt a resolution accepting the easement on behalf of the City and authorizing the Mayor to sign the grant deed on behalf of the City.

Attachments: Plats and descriptions for sewer easements

RESOLUTION NO. 2019-2422

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF FOWLER
ACCEPTING A SEWER EASEMENT WITHIN
APN's 345-180-05, 345-180-22 & 345-180-26

WHEREAS, the City of Fowler installs and maintains a sewer collection system for use in providing sewer service to parcels within the City; and

WHEREAS, the installation of a sewer line is necessary through property adjacent to Manning Avenue through APN's 345-180-05, 345-180-22 & 345-180-26 to collect sewer flows from properties adjacent to and surrounding the subject sewer main; and

WHEREAS, the property owner's of APN's 345-180-05, 345-180-22 & 345-180-26 are offering to grant the easement to the City of Fowler.

NOW, THEREFORE, BE IT RESOLVED:

That the City Council hereby accepts the easement on behalf of the City of Fowler and authorizes the City Engineer to record the easement on behalf of the City.

I, Jeannie Davis, City Clerk of the City of Fowler, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the Fowler City Council held on the 5th day of February, 2019, by the following vote:

Ayes:	Councilmembers:
Noes:	Councilmembers:
Absent:	Councilmembers:
Abstain:	Councilmembers:

Jeannie Davis, City Clerk
City of Fowler

EXHIBIT "A"

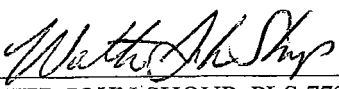
LEGAL DESCRIPTION 20 FOOT WIDE PUBLIC SEWER EASEMENT OVER APN 345-180-05

ALL THAT CERTAIN TWENTY (20) FOOT WIDE EASEMENT FOR THE CONSTRUCTION, INSTALLATION, OPERATION AND MAINTENANCE OF A SEWER PIPELINE FOR PUBLIC SEWER PURPOSES OVER, UNDER AND ACROSS A PORTION THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 15 SOUTH, RANGE 21 EAST, MOUNT DIABLO BASE & MERIDIAN, SITUATED IN THE CITY OF FOWLER, COUNTY OF FRESNO, STATE OF CALIFORNIA, THE CENTERLINE OF THE HEREIN DESCRIBED EASEMENT IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL 1 AS SAID PARCEL IS SHOWN ON PARCEL MAP No. 91-1 FILED FOR RECORD IN BOOK 52 OF PARCEL MAPS, PAGE 44, FRESNO COUNTY RECORDS; THENCE ALONG THE WEST LINE OF SAID PARCEL 1, NORTH 00°24'23" EAST 25.60 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE LEAVING SAID WEST LINE, NORTH 89°35'37" WEST 312.05 FEET TO AN ANGLE POINT; THENCE SOUTH 48°59'20" WEST 43.43 FEET TO THE NORTHEASTERLY RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD AND THE **POINT OF TERMINATION** OF SAID EASEMENT.

CONTAINING 7,110 SQUARE FEET, MORE OF LESS.

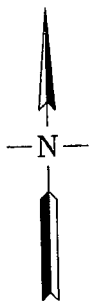
THE BASIS OF BEARINGS IS THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4.


WALTER JOHN SHOUP, PLS 7736
DATED: 12/12/2018

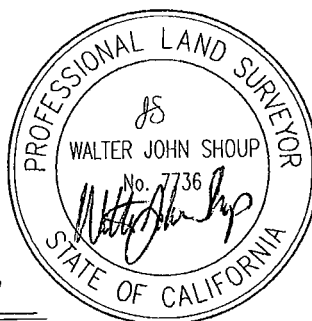


END OF DESCRIPTION

EXHIBIT B



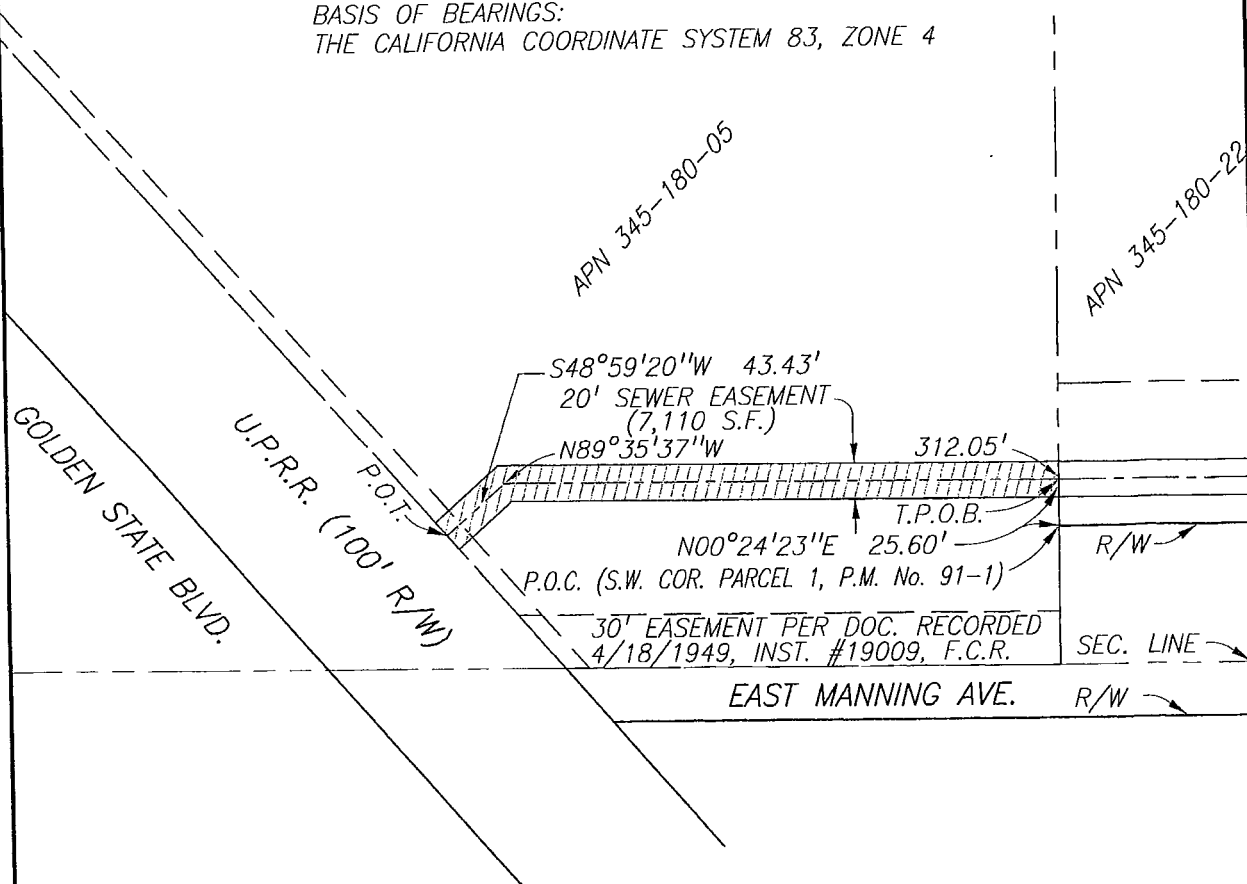
SCALE: 1"=100'



LEGEND:

P.O.C. POINT OF COMMENCEMENT
P.O.T. POINT OF TERMINATION
T.P.O.B. TRUE POINT OF BEGINNING
F.C.R. FRESNO COUNTY RECORDS
-PM- PARCEL MAP, BOOK-PAGE, F.C.R.
APN ASSESSOR'S PARCEL NUMBER
S.F. SQUARE FEET

BASIS OF BEARINGS:
THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4



Scale: 1"=100'
Job No.: 18-039

SHOUP LAND SURVEYING
20' PUBLIC SEWER EASEMENT OVER APN 345-180-05

Date: 12/12/2018
DWG: 18-039-1

EXHIBIT "A"


LEGAL DESCRIPTION 20 FOOT WIDE PUBLIC SEWER EASEMENT OVER APN 345-180-22

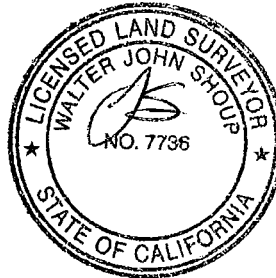
ALL THAT CERTAIN TWENTY (20) FOOT WIDE EASEMENT FOR THE CONSTRUCTION, INSTALLATION, OPERATION AND MAINTENANCE OF A SEWER PIPELINE FOR PUBLIC SEWER PURPOSES OVER, UNDER AND ACROSS A PORTION THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 15 SOUTH, RANGE 21 EAST, MOUNT DIABLO BASE & MERIDIAN, SITUATED IN THE CITY OF FOWLER, COUNTY OF FRESNO, STATE OF CALIFORNIA, THE CENTERLINE OF THE HEREIN DESCRIBED EASEMENT IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL 1 AS SAID PARCEL IS SHOWN ON PARCEL MAP No. 91-1 FILED FOR RECORD IN BOOK 52 OF PARCEL MAPS, PAGE 44, FRESNO COUNTY RECORDS; THENCE ALONG THE WEST LINE OF SAID PARCEL 1, NORTH 00°24'23" EAST 25.60 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE LEAVING SAID WEST LINE, SOUTH 89°35'37" EAST 396.50 FEET TO THE EAST LINE OF SAID PARCEL 1 AND **THE POINT OF TERMINATION** OF SAID EASEMENT.

CONTAINING 7,930 SQUARE FEET, MORE OF LESS.

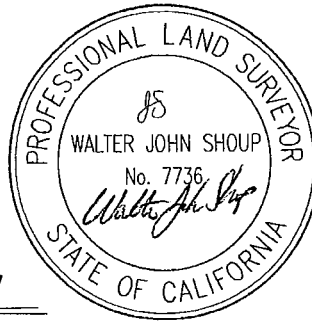
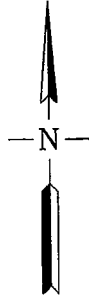
THE BASIS OF BEARINGS IS THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4.


WALTER JOHN SHOUP, PLS 7736
DATED: 12/12/2018



END OF DESCRIPTION

EXHIBIT B



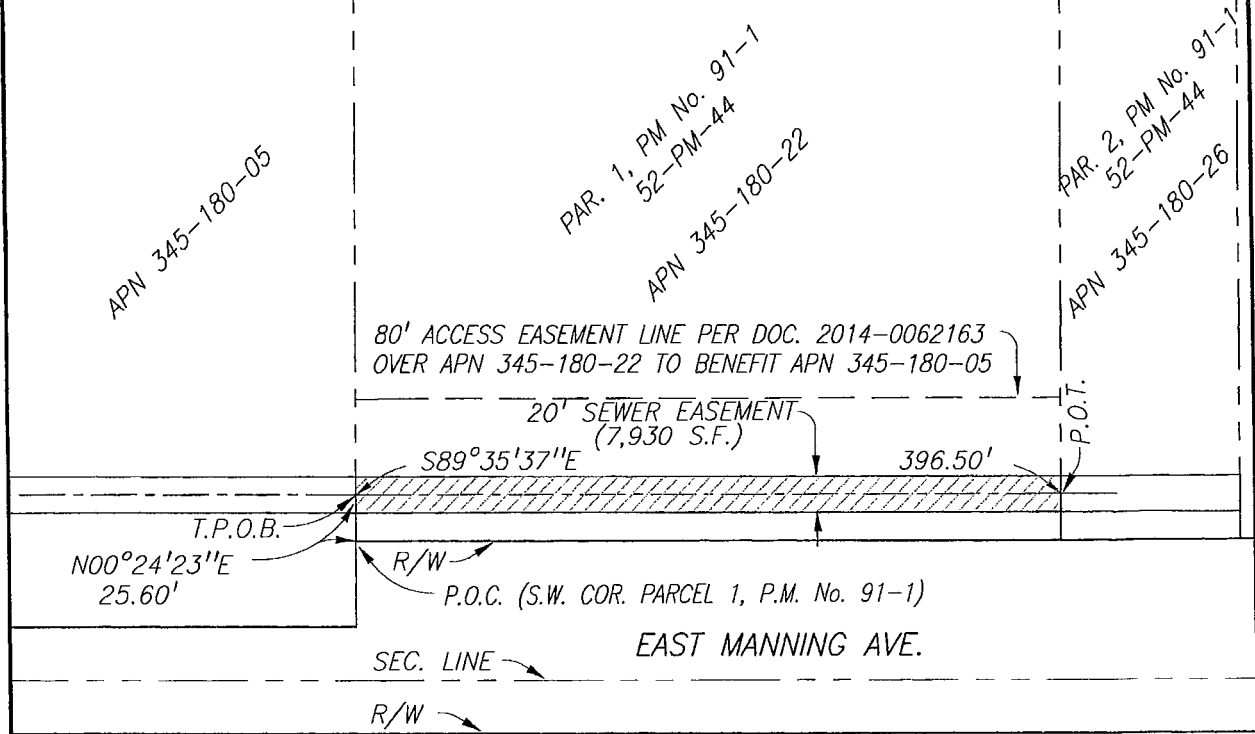
SCALE: 1"=100'

LEGEND:

P.O.C. POINT OF COMMENCEMENT
P.O.T. POINT OF TERMINATION
T.P.O.B. TRUE POINT OF BEGINNING
F.C.R. FRESNO COUNTY RECORDS
-PM- PARCEL MAP, BOOK-PAGE, F.C.R.
APN ASSESSOR'S PARCEL NUMBER
S.F. SQUARE FEET

BASIS OF BEARINGS:

THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4



Scale: 1"=100'
Job No.: 18-039

SHOUP LAND SURVEYING
20' PUBLIC SEWER EASEMENT OVER APN 345-180-22

Date: 12/12/2018
DWG: 18039EX-2

EXHIBIT "A"

LEGAL DESCRIPTION 20 FOOT WIDE PUBLIC SEWER EASEMENT OVER APN 345-180-26

ALL THAT CERTAIN TWENTY (20) FOOT WIDE EASEMENT DESIGNATED AS STRIP 1 AND FORTY (40) FOOT WIDE EASEMENT DESIGNATED AS STRIP 2 FOR THE CONSTRUCTION, INSTALLATION, OPERATION AND MAINTENANCE OF A SEWER PIPELINE FOR PUBLIC SEWER PURPOSES OVER, UNDER AND ACROSS A PORTION THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 15 SOUTH, RANGE 21 EAST, MOUNT DIABLO BASE & MERIDIAN, SITUATED IN THE CITY OF FOWLER, COUNTY OF FRESNO, STATE OF CALIFORNIA, THE CENTERLINE OF STRIP 1 AND THE WEST LINE OF STRIP 2 OF THE HEREIN DESCRIBED EASEMENT IS DESCRIBED AS FOLLOWS:

STRIP 1:

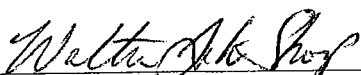
COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL 1 AS SAID PARCEL IS SHOWN ON PARCEL MAP No. 91-1 FILED FOR RECORD IN BOOK 52 OF PARCEL MAPS, PAGE 44, FRESNO COUNTY RECORDS; THENCE ALONG THE WEST LINE OF SAID PARCEL 1, NORTH 00°24'23" EAST 25.60 FEET; THENCE LEAVING SAID WEST LINE, SOUTH 89°35'37" EAST 396.50 FEET TO THE EAST LINE OF SAID PARCEL 1, ALSO BEING THE **TRUE POINT OF BEGINNING**; THENCE CONTINUE SOUTH 89°35'37" EAST 100.00 FEET TO THE EAST LINE OF PARCEL 2 AS SAID PARCEL IS ALSO SHOWN ON SAID PARCEL MAP, AND THE **POINT OF TERMINATION** OF SAID EASEMENT.

STRIP 2:

COMMENCING AT THE TRUE POINT OF BEGINNING OF STRIP 1 AS DESCRIBED ABOVE; THENCE ALONG THE EAST LINE OF SAID PARCEL 1 SOUTH 00°24'23" WEST 10.00 FEET TO THE **TRUE POINT OF BEGINNING**, THENCE CONTINUE SOUTH 00°24'23" WEST ALONG SAID EAST LINE 15.50 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 1.

CONTAINING 2,623 SQUARE FEET, MORE OF LESS.

THE BASIS OF BEARINGS IS THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4.


WALTER JOHN SHOUP, PLS 7736
DATED: 12/12/2018

END OF DESCRIPTION

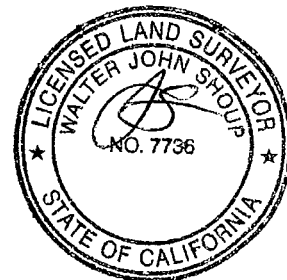
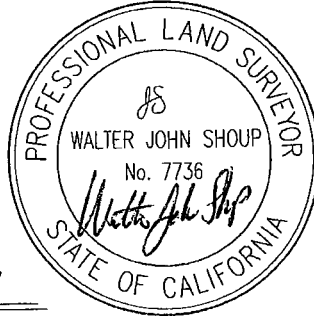
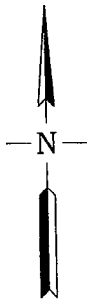


EXHIBIT B

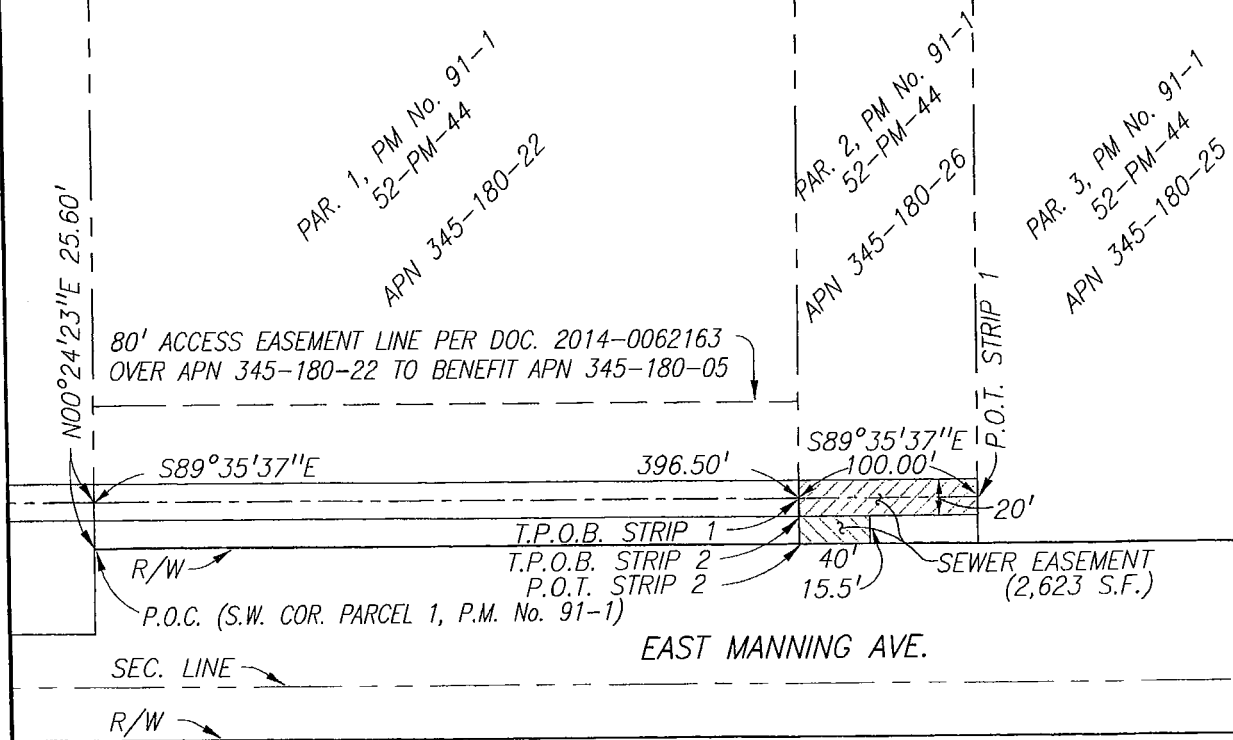


SCALE: 1"=100'

LEGEND:

P.O.C. POINT OF COMMENCEMENT
P.O.T. POINT OF TERMINATION
T.P.O.B. TRUE POINT OF BEGINNING
F.C.R. FRESNO COUNTY RECORDS
-PM- PARCEL MAP, BOOK-PAGE, F.C.R.
APN ASSESSOR'S PARCEL NUMBER
S.F. SQUARE FEET

BASIS OF BEARINGS:
THE CALIFORNIA COORDINATE SYSTEM 83, ZONE 4



Scale: 1"=100'	SHOUP LAND SURVEYING	Date: 12/12/2018
Job No.: 18-039	20' PUBLIC SEWER EASEMENT OVER APN 345-180-26	DWG: 18039EX-3