



# CITY OF MENDOTA

*"Cantaloupe Center Of The World"*

## AGENDA

### MENDOTA CITY COUNCIL

Regular City Council Meeting  
City Council Chambers  
643 Quince Street  
Mendota, California 93640  
April 9, 2024  
6:00 PM

VICTOR MARTINEZ  
Mayor

LIBERTAD "LIBERTY" LOPEZ  
Mayor Pro Tempore

JOSE ALONSO

JOSEPH R. RIOFRIO

OSCAR ROSALES

CRISTIAN GONZALEZ  
City Manager

JOHN KINSEY  
City Attorney

The Mendota City Council welcomes you to its meetings, which are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month. Your interest and participation are encouraged and appreciated. Notice is hereby given that the City Council may discuss and/or take action on any or all of the items listed on this agenda. **Please turn your cell phones on vibrate/off while in the council chambers.**

Any public writings distributed by the City of Mendota to at least a majority of the City Council regarding any item on this regular meeting agenda will be made available at the front counter at City Hall, located at 643 Quince Street Mendota, CA 93640, during normal business hours, 8am-5pm.

In compliance with the Americans with Disabilities Act, individuals requiring special assistance to participate at this meeting please contact the City Clerk at (559) 655-3291 or (559) 577-7692. Notification of at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.

Si necesita servicios de interpretación para participar en esta reunión, comuníquese con la Secretaria de la Ciudad al (559) 655-3291 o (559) 577-7692 entre las 8am y las 5pm de lunes a viernes. La notificación de al menos 24 horas antes de la reunión permitirá al personal adoptar las disposiciones necesarias para garantizar su participación en la reunión.

## CALL TO ORDER

## ROLL CALL

## FLAG SALUTE

## INVOCATION

## FINALIZE THE AGENDA

1. Adjustments to Agenda
2. Adoption of final Agenda

## CITIZENS' ORAL AND WRITTEN PRESENTATIONS

At this time, members of the public may address the City Council on any matter not listed on the agenda involving matters within the jurisdiction of the City Council. Please complete a "request to speak" form and limit your comments to THREE (3) MINUTES. Please give the completed form to the City Clerk prior to the start of the meeting. All speakers shall observe proper decorum. The Mendota Municipal Code prohibits the use of boisterous, slanderous, or profane language. All speakers must step to the podium and state their names and addresses for the record. Please watch the time.

## **APPROVAL OF MINUTES AND NOTICE OF WAIVING OF READING**

1. Minutes of the special City Council meeting of March 13, 2024, the regular City Council meeting of March 26, 2024, and the special City Council meeting of April 4, 2024.
2. Notice of waiving of the reading of all resolutions and/or ordinances introduced and/or adopted under this agenda.

## **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

1. MARCH 22, 2024 THROUGH MARCH 28, 2024  
WARRANT LIST CHECK NOS. 54627 THROUGH 54678  
TOTAL FOR COUNCIL APPROVAL = \$570,860.01

## **BUSINESS**

1. Council discussion and consideration of the draft facility use policy.
  - a. *Receive report from City Clerk Cabrera-Garcia*
  - b. *Inquiries from City Council to staff*
  - c. *Mayor Martinez opens floor to receive any comment from the public*
  - d. *City Council provides direction to staff on how to proceed*
2. Council discussion and consideration of establishing a Youth Commission.
  - a. *Receive report from City Clerk Cabrera-Garcia*
  - b. *Inquiries from City Council to staff*
  - c. *Mayor Martinez opens floor to receive any comment from the public*
  - d. *City Council provides direction to staff on how to proceed*

## **DEPARTMENT REPORTS AND INFORMATIONAL ITEMS**

1. City Engineer
  - a) Update
2. City Attorney
3. City Manager

**MAYOR AND COUNCIL REPORTS AND INFORMATIONAL ITEMS**

- 1. Council Member(s)
- 2. Mayor

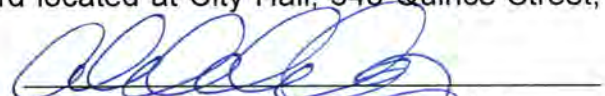
**CLOSED SESSION**

- 1. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Government Code sections 54954.5, subdivision (f), 54957.6
  - a. Agency Designated Representative: Cristian Gonzalez, City Manager
  - b. Employee Organization: Mendota Police Officers Association
  
- 2. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Government Code sections 54954.5, subdivision (f), 54957.6
  - a. Agency Designated Representative: Cristian Gonzalez, City Manager
  - b. Employee Organization: Unrepresented Management Employees
  
- 3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to Government Code section 54956.8  
Property: 1758 7<sup>th</sup> Street, Mendota, CA 93640  
Agency Negotiator: Cristian Gonzalez, City Manager  
Negotiating Party: Gabriel Guillen  
Under Negotiation: Price and Terms of Payment
  
- 4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to Government Code section 54956.8  
Property: APN 013-222-02  
Agency Negotiator: Cristian Gonzalez, City Manager  
Negotiating Party: Jorge Rebollo and Saturnino Rebollo  
Under Negotiation: Price and Terms of Payment
  
- 5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one potential case).

**ADJOURNMENT**

**CERTIFICATION OF POSTING**

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby declare that the foregoing agenda for the Mendota City Council Regular Meeting of Tuesday, April 9, 2024, was posted on the outside bulletin board located at City Hall, 643 Quince Street, on Friday, April 5, 2024, by 5:00 p.m.

  
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Celeste Cabrera-Garcia, City Clerk





**MINUTES OF MENDOTA  
SPECIAL CITY COUNCIL MEETING  
JOINT-MEETING OF THE  
MENDOTA CITY COUNCIL AND  
THE MENDOTA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES**

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**Special Meeting**

**Wednesday, March 13, 2024**

**5:30 p.m.**

**Joint Meeting called to order by Mayor Martinez at 5:36 p.m.**

**Roll Call**

**Council Members Present:** Mayor Victor Martinez, Mayor Pro Tem Libertad “Liberty” Lopez, Council Members Jose Alonso and Oscar Rosales

**Council Members Absent:** Council Member Joseph Riofrio

**Mendota Unified School District (“MUSD”) Board of Trustees conducted roll call and established a quorum.**

**The Flag Salute was led by Mayor Martinez.**

**FINALIZE THE AGENDA**

1. Adjustments to Agenda.
2. Adoption of final Agenda.

City Manager Gonzalez requested that Business Item G be moved to the beginning of the agenda.

A motion was made by Council Member Alonso to approve the modified agenda as requested by staff, seconded by Mayor Pro Tem Lopez; unanimously approved (4 ayes, absent: Riofrio).

**CITIZENS ORAL AND WRITTEN PRESENTATIONS**

Karina Beltran presented information on the Granja de Favian Project (the “Project”); and inquired if the City would be able to assist with acquiring property for the Project.

Discussion was held on the comments made by Ms. Beltran; on the City leasing land to the cannabis industry; and on the City's limitation to assist with the Project due to a lack of available land.

Ofelia Ochoa spoke in favor of the Project; thanked the City Council for their support of the all-inclusive playground; commented on the need to work as a team to support and provide services to special needs children in the City; and on the need for the City to assist with the Project.

Discussion was held on the comments made by Ms. Ochoa.

Milna Beltran commented in support of the Granja de Favian Project (the "Project"); requested that the City Council and Board of Trustees guide them as to how to proceed to acquire property for the Project; commented on the importance of supporting and providing services to special needs children in the City; and on the need for the City to support the Project.

Viviana Munguia and Ofelia Ochoa requested the City's support for the proposed Kid's Day Celebration event at Rojas-Pierce Park.

Discussion was held on the comments made by Ms. Munguia and Ms. Ochoa.

Albert Escobedo stated that the Mendota Community Corporation may be able to assist with the proposed Kid's Day Celebration event at Rojas-Pierce Park.

## **BUSINESS**

### **1. Discussion Forum:**

#### **g. Prioritization of the location of Rectangular Rapid Flashing Beacons**

Mayor Martinez introduced the item and City Manager Gonzalez and City Engineer Osborn provided the report.

Discussion was held on the report provided by City Manager Gonzalez and City Engineer Osborn; on the proposed locations for the installation of the Rectangular Rapid Flashing Beacons (the "Beacons"), including which locations should be prioritized; and on whether there will still be a need for crossing guards once the Beacons are installed.

A consensus was reached to prioritize the following locations for the installation of Rectangular Rapid Flashing Beacons:

- 1) The crossing in front of Mendota Donut on Oller Street
- 2) The crossing at 3<sup>rd</sup> and Oller by Ramon's Tire and Auto Service, Inc
- 3) The crossing on Oller and 9<sup>th</sup> by the Fastrip gas station

- 4) The crossing on Oller and 5<sup>th</sup> by the Washington Elementary School
- 5) The crossing on Derrick Avenue near the entrance of McCabe Elementary School
- 6) The crossing on 7<sup>th</sup> and Oller
- 7) The crossing on 11<sup>th</sup> and Oller
- 8) The crossing on 6<sup>th</sup> and Oller

- i. Potential Partnership between the City of Mendota and Mendota Unified School District for Student Participation in Local Government

Mayor Martinez introduced the item and discussion was held on increasing MUSD student participation in the City Council and City events, including establishing a student City Council; and on a potential meeting between Mendota High School staff and City staff to promote community service opportunities.

- j. Follow-up on Availability of Mendota High School to make Barbecue Pits and Benches to be installed at Mendota Pool Park.

Mayor Martinez introduced the item and discussion was held on the item including on the possibility of MUSD exposing itself to liability; on the City indemnifying the MUSD once the barbecue pits and benches have been provided to the City; on Mendota High School (“MHS”) needing additional information on the item in order to proceed; and MUSD thanked the City for their assistance with the placement of MHS Senior banners throughout the City.

- a. Securing State & Federal Funds for Common Projects

Mayor Martinez introduced the item and discussion was held on the grants that the City is seeking; the ability for the City to look at obtaining additional funding to develop recreational areas; possible recreational amenities that can be brought into the City; the status of the Pool Park Rehabilitation Project; on the possibility of creating a park in the Las Palmas homing area; and the City and MUSD working together to apply for grant funding for the development of recreational areas.

- b. SRO Program Officers. What is the City doing to Attract and Retain Police Officers?

Mayor Martinez introduced the item and the MUSD Board of Trustees commended the School Resource Officers (“SROs”) for their work and inquired as to whether there is anything MUSD can do to retain officers due to the high turnover rate.

Discussion was held on the City currently being in negotiations with the Mendota Police Officer’s Association to negotiate a successful benefits package.

Chief of Police Smith provided information on the personnel of the Mendota Police Department and explained the current hiring process; and introduced all of the SROs.

Discussion was held on the need to ensure that every school site in the City has an SRO available to them; on the need to enhance benefits for Mendota Police Department Officers to ensure that they remain in the City; on the Animal Control and Code Enforcement vehicles having the word “police” on them; on the need to provide information to the public on what a Code Enforcement officer is; on whether the City has informational material on how to maneuver through roundabouts; on cars not yielding for pedestrians on Oller Street; and on cars double parking near Washington Elementary School.

*At 7:13 p.m. the Council and MUSD Board of Trustees took a recess and reconvened in open session at 7:30 p.m and Council Member Rosales did not return.*

c. Update on Wi Fi Project for Students

Mayor Martinez introduced the item and discussion was held on the issue of MUSD students’ lacking access to internet; on MUSD obtaining hotspots to increase access to internet; on the update on the status of the Wi Fi project; and on the possibility of using the City’s tower at the Mendota Police Department to assist with increasing internet access for MUSD students.

d. The City of Mendota Mental Health Summit

Mayor Martinez introduced the item and discussion was held on an organization proposing to have a Mental Health Summit (the “Summit”) in the City; on the need for mental health services in the City; on the City’s efforts to address the closure of the Turning Point office in the City; on the effects California Proposition 1, Behavioral Health Services Program and Bond Measure will have on the City if passed; and how MUSD can assist with the Summit, including logistics of how the Summit will take place.

h. Update on Mendota Unified School District Projects

Mayor Martinez introduced the item and Dr. Lopez with the Mendota Unified School District provided an update on MUSD projects, including a new ten classroom building at MHS, a new weight room, locker room, and expanded cafeteria at MHS, a district wide security fencing project; a special education and special needs project at McCabe Elementary School; a field and track update at McCabe Elementary School; and a Mendota Elementary School classroom expansion project.

Discussion was held on the update provided by Dr. Lopez; on planned City projects, including the streetlight data collection and mapping project; on the Divisadero Street road repair project and proposed housing developments in the City.

k. Potential Collaboration between the City of Mendota and Mendota Unified School District to Create Walking Trails for the Youth and their Families.

Mayor Martinez introduced the item and discussion was held on the need for the City and MUSD to collaborate to provide walking trails for the youth and their families; on the proposed Triangle Park project; and on ways the City and MUSD can collaborate on these projects.

- I. Update from Mendota Unified School District on Available Programs to Help Students Stay Away from Drugs and Ways the City of Mendota can Collaborate

Mayor Martinez introduced the item and discussion was held on drug prevention programs offered by MUSD, including their Red Ribbon Week celebration, on having guest speakers speak to MUSD students to discourage drug use; SROs conducting assemblies to discourage drug use; on ongoing vaping issues being faced by MUSD, including ways to combat this; on cannabis industries in the City; new suspension laws for drug violations in schools; and dress code regulations on clothing that promotes drug use.

### **ADJOURNMENT**

With no more business to be brought before the Council, a motion for adjournment was made at 8:44 p.m. by Councilor Alonso, seconded by Mayor Pro Tem Lopez; unanimously approved (3 ayes, absent: Riofrio and Rosales).

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Victor Martinez, Mayor

ATTEST:

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Celeste Cabrera-Garcia, City Clerk





## MINUTES OF MENDOTA REGULAR CITY COUNCIL MEETING

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**Regular Meeting**

**March 26, 2024**

**Meeting called to order by Mayor Martinez at 6:11 PM**

**Roll Call**

**Council Members Present:** Mayor Victor Martinez, Mayor Pro Tem Libertad “Liberty” Lopez, Council Members Jose Alonso, Joseph Riofrio and Oscar Rosales

**Council Members Absent:** None

**Flag salute led by Mayor Martinez**

**Council Member Rosales wished Council Member Riofrio a happy birthday.**

**Invocation led by Police Chaplain Ophelia Lugo**

**Mayor Pro Tem Lopez shared some words in honor of Mendota resident, Deserie Alvarez, who recently passed away, and a moment of silence was observed.**

### **FINALIZE THE AGENDA**

1. Adjustments to Agenda.
2. Adoption of final Agenda.

A motion was made by Council Member Rosales to adopt the agenda, seconded by Council Member Riofrio; unanimously approved (5 ayes).

### **PRESENTATION**

1. City Council to recognize the Mendota Junior High School Wrestling team for winning 1<sup>st</sup> Place at the 2024 Westside Athletic League Wrestling Championships.

The City Council recognized the Mendota Junior High School (“MJHS”) Wrestling team for winning 1<sup>st</sup> Place at the 2024 Westside Athletic League Wrestling Championships and presented them with certificates of recognition.

Joseph Riofrio Jr. thanked the Council for the recognition and shared his experience working with the MJHS Wrestling team.

Anthony Gamez thanked the Council for the recognition and shared his experience working with the MJHS Wrestling team.

*At 6:36 p.m. the Council took a recess and reconvened in open session at 6:56 p.m.*

### **CITIZENS ORAL AND WRITTEN PRESENTATIONS**

Kevin Romero thanked the community for supporting his campaign for the California Democratic Party Central Committee District 1 seat and provided an update on local high school sports.

*Council Member Riofrio left the Council Chambers at 6:58 p.m. and returned at 6:59 p.m.*

Carlos A. Quintanar provided an update on an upcoming youth wrestling camp taking place at Mendota High School.

Discussion was held on the update provided by Mr. Quintanar.

### **APPROVAL OF MINUTES AND NOTICE OF WAIVING OF READING**

1. Minutes of the regular City Council meeting of February 27, 2024
2. Notice of waiving of the reading of all resolutions and/or ordinances introduced and/or adopted under this agenda.

A motion was made by Council Member Rosales to approve items 1 and 2, seconded by Council Member Riofrio, unanimously approved (5 ayes).

### **CONSENT CALENDAR**

1. MARCH 12, 2024 THROUGH MARCH 15, 2024  
WARRANT LIST CHECK NOS. 54581 THROUGH 54626  
TOTAL FOR COUNCIL APPROVAL = \$701,865.30

A motion was made by Council Member Rosales to approve item 1 of the Consent Calendar, seconded by Council Member Riofrio; unanimously approved (5 ayes).

## **BUSINESS**

1. Council discussion and consideration of the proposed design of the Mendota Community Center and providing direction to staff on how to proceed.

Mayor Martinez introduced the item and City Manager Gonzalez provided the report.

Charles Dellinger with RRM Design provided information on the proposed design of the Mendota Community Center (the "Center").

Discussion was held on the information shared by Mr. Dellinger; the proposed layout of the Center; and the total cost for ensuring that the project is "shovel ready."

*Mayor Martinez opened the public comment period.*

*Mayor Pro Tem Lopez left the Council Chambers at 7:19 p.m. and returned at 7:21 p.m.*

Albert Escobedo inquired into whether the Center will have an area for seniors to gather.

Discussion was held on the inquiry made by Mr. Escobedo.

Sergio Valdez inquired into whether additional public input was provided regarding the layout of the Center and commented on the proposed layout of the Center.

Discussion was held on the inquiry made by Mr. Valdez, including allowing for additional public input on the proposed layout of the Center.

Joseph Amador shared his experience serving on the City Council; stated he is proud of the work that is being done in the City; and thanked staff for their work.

Discussion was held on the need to include an area for seniors to gather in the Center, and the layout of the Center.

*Mayor Martinez closed the public comment period.*

A motion was made by Council Member Rosales to proceed with contracting an architect to finalize the design of the Center and develop plans for the project to ensure that the project is ready for construction, and ensuring that the public is able to provide their input during the process, seconded by Mayor Pro Tem Lopez; unanimously approved (5 ayes).

2. Council discussion and consideration of the draft facility use policy.

Mayor Martinez introduced the item and City Clerk Cabrera-Garcia provided the report.

Discussion was held on the report provided by City Clerk Cabrera-Garcia; the length of time that applicants can be approved for the use of a City facility in a given year; the need for

the Mendota Unified School District (“MUSD”) to open up their basketball facilities to the public; the need to adequately maintain City facilities; the misuse of City facilities by community members, including using fields when they should be closed; and the need to close City facilities for more days during the week to allow for maintenance.

*Mayor Martinez opened the public comment period at 7:41 p.m.*

Sergio Valdez commented on his work with local youth baseball leagues; community members not properly maintaining City facilities; the amount of days City facilities should be closed in order to be able to properly maintain them; the adult soccer league that Mendota Youth Recreation (“MYR”) previously had rotating use of MUSD’s soccer fields to ensure for proper maintenance; and individuals from other cities using City facilities.

Discussion was held on the comments made by Mr. Valdez; the possibility of MUSD opening their basketball courts for community use; and community members drinking and smoking at City facilities.

Jose Pineda commented on the overuse and poor condition of the Danny Trejo Soccer Field to due to a lack of access to more than one field, and on the rotation that MYR’s adult soccer league had for MUSD soccer fields to allow for maintenance.

Discussion was held on the comments made by Mr. Pineda; the need for proper maintenance of the Danny Trejo Soccer Field; allowing all community members to use the Danny Trejo Soccer Field, but implementing additional facility use regulations; and the costs of maintaining the Danny Trejo Soccer Field.

*Mayor Martinez closed the public comment period at 8:00 p.m.*

A motion was made by Mayor Martinez to table the draft facility use policy to the next regular City Council meeting for further discussion and consideration, seconded by Council Member Rosales; unanimously approved (5 ayes).

## **DEPARTMENT REPORTS AND INFORMATIONAL ITEMS**

1. Animal Control, Code Enforcement, and Police Department
  - a) February Monthly Logs

Chief of Police Smith provided the update for the Code Enforcement Department including their work on the William Robert Johnston Municipal Airport (“Airport”) basin encampment eviction process.

Discussion was held on the report provided by Chief Smith; the need to speed up the homeless eviction process at the Airport; addressing issues that were shared by residents of Lolita Street at a previous meeting; a boat that is illegally parked in the City; and the possibility of repairing a fence near the Airport once the Airport basin encampment eviction process is complete.

Chief Smith provided the report for the Animal Control Department including monthly statistics, and commented on the possibility of continuing to fund two Community Service Officer positions once funding from Proposition 64: The Adult Use of Marijuana Act ends at the end of April.

Discussion held on the update provided by Chief Smith; the status of the animal control facility improvements; and on the Pool Park Rehabilitation Project.

Chief Smith provided the update for the Mendota Police Department, including the recent passing of a community member, and on the recent Federal Advocacy Trip to Washington, D.C.

Discussion held on the update provided by Chief Smith.

2. City Attorney

Assistant City Attorney Castro had nothing to report.

3. City Manager

City Manager Gonzalez provided an update on the Federal Advocacy Trip to Washington, D.C.; on the California Department of Transportation (“Caltrans”) Clean California Grant, including painting murals on electrical cabinets at the intersections of 9<sup>th</sup> and Oller Streets and Belmont Avenue and State Highway 33; and on a proposed conceptual design for the William Robert Johnston Municipal Airport.

Discussion was held on the update provided by City Manager Gonzalez; the repainting of basketball courts at Rojas-Pierce Park; the need to properly maintain curbs in the City; the need to move forward with the Pool Park Rehabilitation Project; the status of the state funding that was championed by Assemblywoman Soria for the Community Center Project, including Townsend Public Affairs’ work in advocating for the City to receive the funding; federal funding that was championed by Congressman John Duarte for road repairs in the City; the City’s relationship with Caltrans; a proposed new location for the United Security Bank; the timeline for the opening of the new Mendota Police Department and City Council Chambers; and the status of the proposed roundabout project at the intersection of State Highways 33 and 180 and McCabe Avenue.

**MAYOR AND COUNCIL REPORTS AND INFORMATIONAL ITEMS**

1. Council Member(s)

Mayor Pro Tem Lopez provided an update on the Federal Advocacy Trip in Washington, D.C.; commended Ben Goldeen with Townsend Public Affairs for his help with the Federal Advocacy Trip; commented on Congressman Duarte presenting a ceremonial check to the City on April 23<sup>rd</sup> for federal funding that he championed for; the Community Center Project;



a business owner in Firebaugh possibly being interested in possibly developing a business in the City; the need to educate community members on crime prevention efforts in the City; the need to have a strong law enforcement team, including finding ways to maintain adequate Mendota Police Department staffing levels; the possibility of separating the roles of City Manager and City Building Inspector; the community member who had recently passed away; the possibility of receiving a detailed update on the Pool Park Rehabilitation Project; the workload of the Public Work's Department, and thanked staff for their work.

Discussion held on the update provided by Mayor Pro Tem Lopez; the City's competitive bidding process; the workload for the Public Works Department, including the possibility of involving the Public Utilities Department in more projects; the impacts that accessory dwelling unit laws have in the City; and whether the City can limit how many people live in homes.

*Mayor Pro Tem Lopez left the Council Chambers at 8:44 p.m. and returned at 8:45 p.m.*

Council Member Alonso commented on the need for Townsend Public Affairs to improve their work performance; the increase in litter in the City; the need to discuss the road repair projects that will be funding by the federal funding that Congressman Duarte championed for; and shared his support for the proposed airport conceptual land use plan.

Council Member Riofrio commented on the community member who had recently passed away and on the passing of community member Alice Rojas.

Discussion was held on the update provided by Council Member Riofrio and on the need to inform businesses not to sell alcohol to intoxicated individuals.

Mayor Martinez thanked everyone for their work.

### **CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Government Code sections 54954.5, subdivision (f), 54957.6
  - a. Agency Designated Representative: Cristian Gonzalez, City Manager
  - b. Employee Organization: Mendota Police Officers Association
  
2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to Government Code section 54956.8  
Property: 1758 7<sup>th</sup> Street, Mendota, CA 93640  
Agency Negotiator: Cristian Gonzalez, City Manager  
Negotiating Party: Gabriel Guillen  
Under Negotiation: Price and Terms of Payment
  
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to Government Code section 54956.8  
Property: APN 013-222-02

Agency Negotiator: Cristian Gonzalez, City Manager  
Negotiating Party: Jorge Rebollo and Saturnino Rebollo  
Under Negotiation: Price and Terms of Payment

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9 (one potential case).

At 8:51 p.m. the City Council moved into closed session.

At 9:16 p.m. the City Council reconvened in open session (without Council Member Rosales) and Assistant City Attorney Castro stated that in regard to items 1 through 4 of the closed session there were no reportable actions.

**ADJOURNMENT**

With no more business to be brought before the Council, a motion for adjournment was made at 9:16 p.m. by Council Member Alonso, seconded by Council Member Riofrio; unanimously approved (4 ayes, absent: Rosales).

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Victor Martinez, Mayor

ATTEST:

\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk



## MINUTES OF MENDOTA SPECIAL CITY COUNCIL MEETING

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**Special Meeting**

**April 4, 2024**

**Meeting called to order by Mayor Martinez at 4:34 p.m.**

**Roll Call**

**City Council Members Present:** Mayor Victor Martinez, Mayor Pro Tem Libertad “Liberty” Lopez, and Council Members Jose Alonso and Oscar Rosales

**City Council Members Absent:** Council Member Joseph Riofrio

**Flag salute led by Council Member Rosales**

### **FINALIZE THE AGENDA**

1. Adjustments to Agenda.
2. Adoption of final Agenda.

A motion was made by Council Member Rosales to adopt the agenda, seconded by Council Member Alonso; unanimously approved (4 ayes, absent: Riofrio).

### **CITIZENS ORAL AND WRITTEN PRESENTATIONS**

None offered.

### **BUSINESS**

1. Council discussion and consideration of potential road repair projects.

Mayor Martinez introduced the item and commented on Community Project Funding/Congressionally Directed Spending that the City has received for road repair projects.

Discussion was held on the comments made by Mayor Martinez.

City Engineer Osborn provided the report.

*Mayor Martinez left the Council Chambers at 4:41 p.m. and returned at 4:42 p.m.*

Discussion was held on the report provided by City Engineer Osborn; on the different types of funding available to the City for road repair projects; street designations affecting the types of funding that can be used for road repairs; the timeline of upcoming projects in the City; the need to focus on road repair projects on the Eastern side of Mendota; the possibility of receiving additional funding from the Fresno Council of Governments; how areas in the City that have higher populations can affect the timelines of road repair projects; and on potential road repair projects that can be funded with the Community Project Funding/Congressionally Directed Spending that was championed by Congressman John Duarte.

Sergio Valdez asked the City Council to consider repairing 4<sup>th</sup> Street (from Oller Street to Riofrio Street) due to its poor condition.

Discussion was held on the inquiry made by Mr. Valdez; the benefits of performing road maintenance to streets that are in better condition to increase their longevity; and the City Council's desire to allocate the Community Project Funding/Congressionally Directed Spending solely to road reconstruction projects.

*Mayor Martinez opened the public comment period.*

Raymond Aquino commented on the proposed road repairs on Lolita Street, including how large delivery trucks might affect the project.

Discussion was held on the comments made by Mr. Aquino; the issue of large delivery trucks driving through City Streets in which truck routes are not permitted, including the enforcement of truck routes; the status of the streetlight data collection and mapping project; and the City possibly needing to replace water and sewer infrastructure as part of the road reconstruction projects.

*Mayor Martinez closed the public comment period.*

*Mayor Pro Tem Lopez left the Council Chambers at 5:47 p.m.*

A motion was made by Council Member Rosales for the following actions:

1. Direct staff to add the following road reconstruction projects to the City's list of upcoming road reconstruction projects:
  - a. I Street (from Kate Street to Divisadero Street)
  - b. Kate Street (North of I Street to the North end of Kate Street)
  - c. Riofrio Street (4<sup>th</sup> Street to 5<sup>th</sup> Street and 6<sup>th</sup> Street to 7<sup>th</sup> Street)

- d. 4<sup>th</sup> Street (from Oller Street to Riofrio Street)
2. Direct the City Engineer to analyze and determine the preliminary costs associated with the reconstruction of the aforementioned roads and the infrastructure improvements associated with each road reconstruction project, and, once finalized, provide the information to the City Council at a future meeting for further discussion and consideration.
3. Direct the City Engineer to update the City's list of upcoming road reconstruction projects, and specifically distinguish which road reconstruction projects will be funded through Community Project Funding/Congressionally Directed Spending.

The motion was seconded by Council Member Alonso; approved (3 ayes, absent: Lopez and Riofrio).

### **ADJOURNMENT**

With no more business to be brought before the Council, a motion for adjournment was made at 5:48 p.m. by Council Member Rosales, seconded by Council Member Alonso unanimously approved (3 ayes, absent: Lopez and Riofrio).

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Victor Martinez, Mayor

ATTEST:

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Celeste Cabrera-Garcia, City Clerk



CITY OF MENDOTA  
CASH DISBURSEMENTS  
03/22/2024 - 03/28/2024  
CK# 054627 - 054678

	Check Number	Gross Check Amount	Vendor Name	Cash Account	Invoice Description
March 22, 2024	54627	\$ 220.17	ADT SECURITY SERVICES	GENERAL	SECURITY SERVICE 4/1/2024-6/30/2024 ROJAS CONCESSION
March 22, 2024	54628	\$ 517.28	AFLAC	GENERAL	AFLAC INSURANCE FOR MARCH 2024
March 22, 2024	54629	\$ 165.44	ARAMARK	GENERAL,WATER, SEWER	PUBLIC WORKS UNIFORM SERVICE FOR 2/15/2024
March 22, 2024	54630	\$ 721.52	AT&T	GENERAL,WATER, SEWER	CITYWIDE TELEPHONE SERVICE 01/25/2024-2/24/2024
March 22, 2024	54631	\$ 42.14	AUTOZONE, INC.	GENERAL	(1) SEAFOAM MOTOR TREAT PRO SIZE MOTOR (PD) AND (1)BOSCH ICON WIPER BLADE 26"OE WIPER BLADE
March 22, 2024	54632	\$ 95.53	AVIDWATER, LLC	SEWER	(6) GASKET FULL FACE 10" & (4) GASKET FULL FACE 8"
March 22, 2024	54633	\$ 2,326.06	BADGER METER	WATER	BEACON SERVICES FOR FEBRUARY 2024
March 22, 2024	54634	\$ 1,424.73	BELMONT NURSERY	GENERAL	(50) COLOR BEDDING ASS. FLAT OF ANNUALS 3.25.2024
March 22, 2024	54635	\$ 0.34	CCCS, INC START	GENERAL	BENJAMIN BUNTON REIMB. RECORD REQUEST HARD COPYS
March 22, 2024	54636	\$ 109,232.00	CSJVRMA	GENERAL	2023/2024 4TH QUARTER DEPOSITS: WORKERS' COMPENSATION PROGRAM AND LIABILITY PROGRAM
March 22, 2024	54637	\$ 20,897.80	CENTRAL VALLEY ASPHALT	STREETS	FLEMING & MCCABE STREET RECON.PERIOD 2/6/2024 PAYMENT # 3
March 22, 2024	54638	\$ 475.34	CINTAS CORPORATION NO. 2	GENERAL,WATER, SEWER	FIRST AID KIT SUPPLIES FOR CITY HALL 1/9/2024 AND FIRST AID KIT SUPPLIES FOR PD,CH,PW,WTP,WWTP
March 22, 2024	54639	\$ 505.40	COMCAST BUSINESS	GENERAL	FRESNO COUNTY SHERIFF-MENDOTA PD CIRCUIT FEBRUARY 2024
March 22, 2024	54640	\$ 315.00	JOSHUA COMEN	GENERAL	JOSHUA COMEN REIMBURSEMENT FOR LESS THAN LETHAL MUN.CLASS
March 22, 2024	54641	\$ 173.89	CORELOGIC INFORMATION	GENERAL,WATER, SEWER	REAL QUEST SERVICE FOR FEBRUARY 2024
March 22, 2024	54642	\$ 335.00	DISCOUNT SHRED	GENERAL	(96) GAL BIN-CERTIFICATE OF DESTRUCTION (PD)
March 22, 2024	54643	\$ 71,249.50	FLAGSTAR FINANCIAL & LEASING L	WATER, SEWER	SOLAR GEN.FACILITIES & INTEGRATE SWITCHGEAR VFD
March 22, 2024	54644	\$ 6,000.00	FRESNO COUNTY EDC	GENERAL	GOLD MEMBERSHIP RENEWAL 7/01/2023-6/30/2024
March 22, 2024	54645	\$ 550.00	RAMON GONZALEZ	GENERAL	DEPOSIT REIMBURSEMENT FOR USE OF MUNICIPAL AIRPORT 3/16/2024
March 22, 2024	54646	\$ 9,000.00	GUERRERO UNDERGROUND UTILITIES	SEWER	INSTALL SHORINGS ON TRENCH ON BASS AVE
March 22, 2024	54647	\$ 317.53	SANTIAGO JURADO	GENERAL	REIMBURSEMENT CHECK54336 LOST CHECK, HOTEL STAY OTS TRAINING
March 22, 2024	54648	\$ 250.00	MENDOTA PENTECOSTAL CHURCH	GENERAL	DEPOSIT REIM.BASEBALL DIAMOND 3/14/2024 AND 3/16/2024
March 22, 2024	54649	\$ 646.92	PETTY CASH	GENERAL,WATER, SEWER,STREETS	PETTY CASH EXPENSES 12/27/2023-3/14/2024 TAGS 833-843
March 22, 2024	54650	\$ 146.93	PITNEY BOWES INC.	GENERAL,WATER, SEWER	POSTAGE METER RENTAL/SERV.AGREEMENT JANUARY - MARCH 2024
March 22, 2024	54651	\$ 2,015.00	PURCHASE POWER	GENERAL,WATER,SEWER	POSTAGE MACHINE METER REFILL 2/27/2024 AND 3/10/2024
March 22, 2024	54652	\$ 1,056.24	STATE OF CALIFORNIA	STREETS	POTHOLING OF EXISTING UTILITIES
March 22, 2024	54653	\$ 1,273.27	VERIZON WIRELESS	GENERAL,WATER,SEWER	CITYWIDE CELL SERVICE 3/7/2024-4/06/2024
March 22, 2024	54654	\$ 1,462.00	VETERINARY MEDICAL CENTER	GENERAL	(16 )CITY EUTHANASIA (PD) AND (29) CITY EUTHANASIA (1) MEDICAL WASTE FEE (PD)
March 22, 2024	54655	\$ 11,263.74	WANGER JONES HELSLEY PC ATTORN	GENERAL,WATER,SEWER	LEGAL SERVICE CITY ATTORNEY GENERAL SERVICE, AIRPORT BASIN EVICTION AND BEJAMIN KARL BUNTON FEBRUARY 2024
March 27, 2024	54656	\$ 161,361.00	CITY OF MENDOTA PAYROLL	GENERAL	PAYROLL TRANSFER 3/11/2024 - 3/24/2024
March 27, 2024	54657	\$ 55,000.00	UMPQUA BANK	GENERAL,WATER,SEWER	PD & CC CHAMBERS PRINCIPAL LOAN PAYMENT #1
March 28, 2024	54658	\$ 141.98	ADT SECURITY SERVICES	WATER	SECURITY SERV 4/4/2024-5/3/2024 WATER TREATMENT

CITY OF MENDOTA  
 CASH DISBURSEMENTS  
 03/22/2024 - 03/28/2024  
 CK# 054627 - 054678

March 28, 2024	54659	\$ 29,814.05	AETNA LIFE INSURANCE COMP	GENERAL	MEDICAL INSURANCE FOR APRIL 2024
March 28, 2024	54660	\$ 12,000.00	BYRON R. BAKER	GENERAL	(PD) LEASE PAYMENT JANUARY, FEBRUARY, MARCH AND APRIL 2024
March 28, 2024	54661	\$ 255.00	CITY AUTO GLASS	GENERAL	(1) BLACK GLASS (2) KIT 2015 FORD F-250
March 28, 2024	54662	\$ 1,272.73	CORE & MAIN LP	WATER	(2) CL1-9.40X10 8X10 REP CLP, (2) CL1-7.46X10 6X10 REP
March 28, 2024	54663	\$ 18,000.00	FLOCK GROUP, INC	GENERAL	(1) FALCON FLEX (6) FALCON PERIOD 3/02/2024-3/01/2025
March 28, 2024	54664	\$ 325.00	INSYARATH, KHAMPHOU	GENERAL	POLICE STATISTICS FOR FEBRAURY 2024
March 28, 2024	54665	\$ 3,000.00	LAW & ASSOCIATES	GENERAL	LAW ENFORCEMENT BACKGROUD INVESTIGATION S.VASQUEZ, S. CLIMACO AND I.RAZO AND TRAVEL SEMINAR
March 28, 2024	54666	\$ 2,126.92	MUTUAL OF OMAHA	GENERAL	LIFE AD & D, LTD, STD, INSURANCE FOR APRIL 2024
March 28, 2024	54667	\$ 1,000.00	NEXTXPRTS LLC	GENERAL, WATER, SEWER	MONTHLY MANAGED I.T. SERVICES MARCH 2024
March 28, 2024	54668	\$ 1,285.95	PAPE MACHINERY	STREETS, SEWER	REPAIR BATTERY DRAINING AND FUEL PUMP ON JD 544J
March 28, 2024	54669	\$ 34,966.35	PG&E	GENERAL, WATER, SEWER, STREETS	CITYWIDE UTILITIES 2/7/2024-3/07/2024
March 28, 2024	54670	\$ 2,232.01	ERNEST PACKING SOLUTIONS	GENERAL, WATER, SEWER	(8) CAN LINER (5) CT Y-NOTCH (5) LIVI VPG BATH TISSURES
March 28, 2024	54671	\$ 535.00	MARK ANTHONY DUARTE	GENERAL, WATER, SEWER	PEST CONTROL SERV FOR ROJAS PIERCE PARK, COM (DOG POUND), PUBLIC WORKS, AMBULANCE ROOM, CITY HALL 2/27/2024
March 28, 2024	54672	\$ 1,473.09	HOME DEPOT	GENERAL, WATER, SEWER, STREET, REFUSE	(4) 20X100 6MIL BLACK POLY SHEETING, (10) 1X1 REBEAR CAP, (6) BLACK POLY SHEETING, (1) GDF, (5) 1" SHARKBITE
March 28, 2024	54673	\$ 47.12	THOMASON TRACTOR COMPANY	STREET, SEWER	(1) COOL-GARD PARET #: TY26576
March 28, 2024	54674	\$ 120.00	TOP DOG TRAINING CENTER	GENERAL	K-9 MONTHLY MAINTENANCE TRAINING-VACA & YANOSH (PD)
March 28, 2024	54675	\$ 1,173.18	TRIANGLE ROCK PRODUCTS, LLC	STREETS	(11.60) ST 3/8CM SC3000-AGG AND ASPHALT (15) CITY EUTHANASIA
March 28, 2024	54676	\$ 780.00	VETERINARY MEDICAL CENTER	GENERAL	HOSTING AND MAINTENANCE FOR MARCH 2024 POTHOLES
March 28, 2024	54677	\$ 150.00	VORTAL	GENERAL, WATER, SEWER	(10.50 TON) COLD MIX 3/8 SC8 AGG AND ASPHALT POTHOLES
March 28, 2024	54678	\$ 1,121.86	VULCAN MATERIALS COMPANY	STREETS	

\$ 570,860.01

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** CONSIDERATION OF THE DRAFT FACILITY USE POLICY  
**DATE:** APRIL 9, 2024

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**ISSUE**

City Council to discuss and consider the draft facility use policy.

**BACKGROUND**

The City of Mendota (“City”) relies on Mendota Municipal Code Chapter 12.20 to process requests for the use of City-owned facilities.

**ANALYSIS**

As the City continues to grow and the City expands its facilities, parks, and sports fields, there has been a significant increase in the number of Facility Use Applications (“Applications”) that have been processed and granted. Due to this increase in applications and facility uses, there is a need to establish a Facility Use Policy (“Policy”), in addition to the provisions contained in the MMC, to provide clarifications on the processing of Applications and establish additional regulations on facility uses. Should the City Council elect to implement the Policy, the MMC would need to be amended to reference the Policy and ensure its enforcement.

Staff drafted a Policy that is intended to provide the public and staff with clarifications on the facility use process and implement facility use regulations that ensure that City facilities are maintained and kept in good condition. On March 7, 2024, the Mendota Recreation Commission (“Commission”) reviewed and provided their input on the draft Policy. Staff has included the revisions recommended by the Commission and has attached the draft Policy to this staff report for the City Council’s review.

At its regular meeting held on March 26, 2024, the City Council requested that the discussion and consideration of the draft Policy be tabled to the April 9, 2024 regular meeting to allow the City Council additional time to review the Policy.

**FISCAL IMPACT**

There is no fiscal impact at this time.

**RECOMMENDATION**

Staff recommends that City Council discuss the draft facility use policy and provide input on the Policy’s provisions.

**Attachment:**

1. Draft Facility Use Policy



## FACILITY USE POLICY

### 1. PURPOSE:

The goal for the City of Mendota ("City") is to promote the full use of City facilities, including parks, athletic fields, playgrounds, etc. The purpose of this Facility Use Policy ("Policy") is to outline the City of Mendota ("City") procedures for the use of City facilities by outside organizations, businesses, and individuals. This policy has been established to assure that the fields are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear policies, procedures, and regulations for such uses.

### 2. DEFINITIONS:

The following words and phrases, whenever used in this Policy, shall be construed as defined in this section:

"Adult" status is defined as persons 13 years of age or older.

"Athletic Facilities" means any fields or facilities that are designated or are proposed to be used for sports.

"Amplified music" means music projected and transmitted by electronic equipment, including amplifiers, the total output of which, including the sum of the wattage output of each channel, exceeds twenty-five (25) watts.

"Amplified speech" means speech projected and transmitted by electronic equipment including amplifiers, the total output of which, including the sum of the wattage output of each channel, exceeds twenty-five (25) watts.

"Applicant" means individuals, associations, partnerships, corporations, and other legal entities who intend to or have submitted a City Facility Use Permit Application.

"Basic Services" are defined as the maintenance of safe, clean, attractive parks and buildings and the provision of recreation service for the general public. Basic Services preserve and promote physical and mental wellbeing and will continue to be supported by taxpayer resources.

#### Examples of basic services

- Free play in playgrounds
- Use of City parks or open space for passive use
- General park and recreation administration services
- Park and recreation facility development

#### Examples of basic facilities

- Unscheduled, unlighted, unmarked baseball/softball/soccer/utility/football fields
- Unscheduled outdoor basketball facilities
- Unscheduled tennis courts
- Unreserved picnic tables and shelters
- Parks and playgrounds
- Parking lots for general facility use
- Trails, paths, and restrooms
- Open Space



"Benefit to the community" means the amount of money that will be gained by a Mendota-based nonprofit organization for use in furthering athletic, recreational, cultural, educational, or charitable activities in the City.

"Conditions of Approval" means any terms that the City imposes on the Permittee and Facility Use Permit that must be met in order for the use of the facility to occur and continue to occur.

"Event" means any pre-advertised gathering or assembly of any Persons.

"Facility(ies)" means any City-owned structure, grounds, Athletic Facilities, parks, and public areas.

"Facility Use Permit Application" means the application that is completed by an Applicant to request exclusive use of a City-owned facility as provided for in this Policy.

"Facility Use Permit" means a written authorization issued by the City for exclusive use of a City-owned facility as provided for in this Policy.

"Non-Profit Organization" is defined as an organization that meets all of the criteria as identified by the Internal Revenue Service. The organization must be registered as a not-for-profit corporation by the State of California. If the organization is not registered with the State, they must have a constitution, set of bylaws, or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

"Permittee" means individuals, associations, partnerships, corporations, and other legal entities who have been approved to use a City-owned facility and have been issued written authorization by the City for exclusive use of a City-owned facility. Once a Facility Use Permit is granted by the City, the Applicant will be referred to as a Permittee.

"Persons" means individuals, associations, partnerships, corporations, and other legal entities.

"Priority Group Classification" means the designation level of priority for Applicants.

"Resident" status is defined as groups or organizations comprised of at least 90% of Mendota residents as established by the boundaries of the Mendota Unified School District. Team rosters and/or individual participant photo ID may be required by City staff to verify residency status.

"Special Services" are defined as services where revenues are necessary to support continued use. By this definition, individuals can expect to pay a fee for the privilege of using the fields and facilities to the exclusion of others and without interference.

Examples of special fields/facilities/services

- Use of electricity for special events
- Schedules/reserved use of indoor facilities (gyms, meeting rooms, courts, etc.)
- Lighted baseball/softball/soccer/utility/football fields
- Maintenance necessary for sports programs (Field striping, Infield drag, etc.)
- Use of parks for special events
- Reserved picnic tables and shelters

"Youth" status is defined as persons 12 years of age or under.

### 3. FACILITY USE PERMIT REQUIRED

In accordance with Mendota Municipal Code Chapter ("MMC") 12.20, Applicants who plan on or intend to use a City Facility for any pre-advertised Event or hold an Event that consists of a group of twenty-five (25) or more Persons, are required to obtain a Facility Use Permit prior to said use. Any and all Events held on City Facilities must be conducted in compliance with the MCC and the City's Facility Use Policy.

### 4. PRIORITY GROUP CLASSIFICATIONS

Priority use of Facilities will be allocated as follows:

- Group 1:** City sponsored or co-sponsored events. City youth/adult athletic programs and/or leagues.
- Group 2:** Local non-profit youth or not-for-profit youth organizations. Organizations must be based in the City. Must have a majority of Mendota resident participants. Conduct open registration regardless of skill level. Operate through volunteer coaches and administrators. Provide an "everyone plays" philosophy.
- Group 3:** Local non-profit organizations that are not specifically youth related and serve the general public. Organizations must be based in the City.
- Group 4:** Local general youth, adults, and private events. This group also includes local profit organizations holding events (tournaments, clinics and/or camps with individual or team participation fees) to generate profit for private use.
- Group 5:** Non-local general youth, adults, and private events. This group also includes non-local non-profit organizations and non-local for-profit organizations holding events (tournaments, clinics and/or camps with individual or team participation fees) to generate profit for private use.

### 5. FACILITY ALLOCATIONS

The City will approve and issue Facility Use Permits in accordance with the Priority Group Classifications outlined in Section 5 of this Policy. Any conflicting Facility Use Applications will be addressed through the procedures outlined in Subsection 5.1.

**5.1. Conflicting Facility Use Applications.** Should the City receive Facility Use Applications requesting conflicting dates and/or times, the following procedures will apply:

**5.1.1.** The City will issue the Facility Use Permit to the Applicant with the highest Priority Group Classification as described in Section 4 of this Policy.

**5.1.2.** If the Applicants have the same Priority Group Classification, the requested dates and/or times will be divided amongst the Applicants depending on the number of participants for each Event. Each Applicant must provide documentation demonstrating total number of Event participants/registrants or estimated number of Event participants.

**5.1.2.1.** For Facility Use Applications for Athletic Facilities or Athletic Use of a Facility, Fields will be allocated to Applicants based on the percentage of verifiable total participants in relation to all teams. The total number of organization participants will be divided by the minimum roster size for each sport to determine the total number of teams in each organization. Applicants must provide their rosters to the City by the

deadline established by the City in order to determine field allocations. If an Applicant does not submit their rosters to the City by the deadline, they will be assigned any available allocations following allocation assignments.

**Example for Athletic Field Allocation Procedure for Conflicting Requests**

Minimum Roster Sizes

**Soccer:** 14 (regulation) or 10 (U10 & Below)      **Baseball/Softball:** 12

An example of this would be:

Baseball Group A has 360 participants 360 divided by 12 equals 30 teams

Baseball Group B has 240 participants 240 divided by 12 equals 20 teams

30 plus 20 equals 50 teams

30 divided by 50 equals 60.00% of allocation for Group A 20 divided by 50 equals 40.00% of allocation for Group B

5.1.3. If the Applicants all demonstrate an equal amount of Event participants or are unable to provide documentation of total number of Event participants/registrants or estimated number of Event participants, the City Manager, or their designee, will issue the Facility Use Permit to the Event which will provide the most overall benefit to the community.

**6. RESTRICTIONS ON FACILITY AVAILABILITY**

In order to ensure that all City facilities are adequately maintained and remain in proper condition, the City has established pre-determined facility availability restrictions on athletic facilities. However, the City reserves the right to impose additional availability restrictions on any facilities, as deemed necessary, to allow for maintenance and repairs. The pre-determined facility availability restrictions described in subsections 6.1 only apply to City baseball, softball, and soccer fields. The City also reserves the right to modify the pre-determined facility availability restrictions and extend such restrictions on any City facilities.

**6.1. Availability of Athletic Facilities.**

**6.1.1. Yearly Availability.** In order to allow for seasonal turf recovery and field/facility maintenance the City has established the following availability for its Athletic Facilities for the year. No Facility Use Permits will be granted for the duration that athletic fields are closed as shown below.

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fields Closed	Fields Available (Weekly Restrictions Still Apply)									Fields Closed	

**6.1.2. Weekly Availability.** In order to allow for weekly field and facility maintenance the City has established the following availability for its Athletic Facilities for the week. No Facility Use Permits will be granted for the duration that those athletic fields are closed as shown below.

6.1.2.1. Availability of Baseball Fields.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Fields Closed Until 4pm		Fields Available				

6.1.2.2. Availability of Soccer Fields.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Fields Closed			Fields Available			

6.1.3. **Hourly Restrictions.** In order to minimize daily impacts to the Athletic Facilities and to preserve their conditions, the City has established the following hourly usage restrictions.

6.1.3.1. **Adult Use of Athletic Facilities.** Any Event involving the use of any City Athletic Facilities by adults is limited to a five (5) hour facility usage to reduce the more significant wear and tear on facilities that is associated with adult sports. This allotted time must also include any field preparation, practices/games, and clean-up. If a Facility Use Permit is granted for use of an athletic field by adults, no other Facility Use Permit will be granted for that same day, unless the secondary (and any subsequent) use is solely by youth.

Any events that anticipate or plan to exceed the hourly restrictions (including tournaments) for Sports Fields will be considered on a case-by-case basis by the Mendota Recreation Commission at a public meeting of the body. If the Recreation Commission is unable to meet to consider the Application, the Application may be considered administratively by the City Manager, or their designee.

6.1.3.2. **Youth Use of Athletic Facilities.** Any Event involving the use of any City Athletic Facilities by only youth is not subject to an hourly restriction. If an Event involves the use of the athletic field by a combination of youth and adults, the adult hourly restriction outlined in Subsection 6.1.3.1 will apply.

7. TYPES OF FACILITY USE PERMITS

To ensure equitable use of City Facilities by all interested Persons, the City issues two (2) types of Facility Use Permits: a short-term use permit and a long-term use permit. The intended purpose for each type of Facility Use Permit is as follows:

7.1. **Short-term Facility Use Permit.** A Short-term Facility Use Permit is issued for any Event lasting a minimum of one (1) day but no longer than seven (7) calendar days. Short-term Facility Use Applications will be accepted and processed by the City year-round on a calendar year basis, and the approval of said Permits are contingent upon the availability of the requested Facility(ies). Applicants are encouraged to submit any Short-term Facility Use Permits as early in the year as possible to ensure that the desired Event dates are secured.

7.1.1. **Short-term Facility Use Permit for Events Exceeding the Hourly Restrictions for Athletic Facilities.** Any Short-term Facility Use Permit Applications for events that anticipate or plan to exceed the hourly restrictions for Athletic Facilities (including tournaments) will be considered on a case-by-case basis. Said Applications will be considered by the Mendota Recreation Commission at a public meeting of the body. If the Recreation Commission is unable to meet to consider the Application, the Application may be considered administratively by the city Manager, or their designee.

7.2. **Long-term Facility Use Permit.** A Long-term Facility Use Permit is issued for any Event lasting a minimum of eight (8) calendar days but no longer than three (3) months. The City will accept and process Facility Use Applications in accordance with the following procedures depending on the type of Facility(ies) being requested.

**7.2.1. Long-term Facility Use Permit – For Non-Athletic Purposes.** Any Long-term Facility Use Applications requesting use of a City non-athletic facility or for a use that is not athletic-related may be submitted to the City at any time of the year, but the requested use may not be longer than three (3) months. If the Applicant wishes to utilize the facility for a period longer than three (3) months, a new Facility Use Application must be submitted prior to the conclusion of each term.

**7.2.2. Long-term Facility Use Permit – For Athletic Purposes.** Long-term Facility Use Applications requesting use of a City Athletic Field or use of a Facility for an athletic use will be considered and approved on a quarterly basis in accordance with the Field Maintenance Calendar shown in Subsection 7.2.3 of this Policy. Long-term Facility Use Applications for each quarter must be submitted no later than the dates specified below in Subsection 7.2.4.

**7.2.2.1. Long-term Facility Use Permit Quarters for Athletic Purposes.**

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fields Closed		Quarter 1			Quarter 2			Quarter 3			Fields Closed

**7.2.2.2. Deadlines to Submit Long-term Facility Use Applications for Athletic Purposes.**

Quarter	Deadline to Submit Application
Quarter 1	February 1 by 5pm
Quarter 2	May 1 by 5pm
Quarter 3	August 1 by 5pm

**7.2.2.3. Additional Considerations Regarding Long-term Facility Use Applications for Athletic Purposes.**

**7.2.2.3.1.** Should the City receive a Facility Use Permit Application for Athletic Purposes during any given quarter and the requested Facility(ies) are available, the Facility Use Permit will only be granted for use of the Facility for the remainder of the quarter.

**7.2.2.3.2.** The City reserves the right to modify or cancel the facility use quarters outlined in Subsection 7.2.2.1 for any reason deemed necessary by the City including, but not limited to, inclement weather, poor Facility conditions, the need for additional Facility maintenance or field recovery.

**7.3. Additional Considerations Regarding Types of Permits.**

**7.3.1.** Any Short-term Facility Use Applications requesting use of a Facility that has an already approved/existing Long-term Facility Us Permit will only be granted if the City and the existing Permittee are able to accommodate the short-term request. If the City and existing Permittee are unable to accommodate the short-term request, that request will be denied.

**8. PROCESS FOR OBTAINING A FACILITY USE PERMIT**

**8.1. Applying for a Facility Use Permit.**

To request use of a Facility, Applicants must complete the City's Facility Use Application which can be found on the City's website at [www.cityofmendota.com](http://www.cityofmendota.com), by calling City Hall at (559) 655-3291 and requesting an electronic copy, or by visiting Mendota City Hall located at 643 Quince Street, Mendota, CA 93640.

All Facility Use Applications must be submitted in accordance with Section 7 of this Policy, depending on whether the requested use is for a short-term or long-term period. Applicants must ensure to complete the Application in its entirety prior to submittal. All Facility Use Applications must be submitted no later than 15 business days prior to the Event, unless otherwise noted in Section 7.

Applications may be submitted in-person at Mendota City Hall located at 643 Quince Street, Mendota, CA 93640, via fax at (559) 655-4064, or electronically (please contact Mendota City Hall at (559) 655-3291 to request the email address to send the application). The City will confirm receipt of any Applications received.

## 8.2. Application Processing

**8.2.1. Administrative Review.** The City will review and process Facility Use Applications in the order in which they are received and in accordance with the provisions contained in this Policy. If additional information is needed for the Application, the City will contact the Applicant. Facility Use Applications will be processed administratively and will be considered by the City Manager, or their designee(s). Any Facility Use Application involving unique circumstances may be reviewed by the City Council.

**8.2.2. Action on Facility Use Application.** No later than 15 business days following the City's acceptance of a Facility Use Application, the Applicant will be notified via US Mail or email whether the application was approved or denied.

**8.2.2.1. Application Approved.** If the application is approved, the Applicant will be provided a copy of the Facility Use Permit, which lists the Conditions of Approval. Once the Facility Use Permit is issued by the City, the Applicant will be considered a Permittee. Permittees must satisfy all Conditions of Approval listed in the Facility Use Permit and as required by this Policy and the MMC.

**8.2.2.2. Application Denied.** If the application is denied, the Applicant will be provided a letter stating the reason(s) for denial. Reasons for denial of any Facility Use Application may include but are not limited to the following.

- A. That the proposed Event/Activity is of a size or nature that will entail unusual expense to the City or will require special police operations.
- B. That the applicant has failed to agree to provide a reasonable means of informing all the persons participating in the proposed Event/Activity of the terms and conditions of such permit.
- C. That the proposed activity or use will unreasonably interfere with or detract from the promotion of public health, welfare, safety, or recreational activities in the City.
- D. That the Applicant refused to agree in writing to comply with all lawful conditions of the permit.
- E. That the Applicant failed to file a timely application in accordance with the provisions contained in this Policy and the MCC.
- F. That the application failed to adequately specify and inform the City of all the information pertinent to the Event/Activity to the satisfaction of the City.

## 9. CONDITIONS OF APPROVAL

To ensure the health, safety, and security of the Permittee, the Event/Activity participants, City officer and employees, and the Facilities, the City will impose Conditions of Approval on the Permittee and Facility Use Permit. The Permittee, and any

persons acting on behalf of the Permittee, and any Event/Activity participants must comply with the Conditions of Approval (both general and specific conditions) for the Facility Use Permit in order to effectuate the permit.

9.1. General Conditions of Approval. All Facility Use Permits will be subject to the City's General Conditions of Approval as follows. The City reserves the right to amend this list of general conditions as it deems necessary.

9.1.1. **Liability Insurance.** Permittees shall be responsible for any and all damage to City premises, equipment, and property. If additional maintenance is required (in excess of normal services/time) after an Event/Activity, the Permittee will be charged accordingly. The City is not responsible for accidents, injuries, or loss/damage to property of individuals/groups using the public fields and facilities. The Permittee will be held responsible for all actions, behavior and damages caused by the Event/Activity participants/guests/attendees. All Permittees will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:

- Public liability and property damage limits with a combined single limit of not less than one million dollars (\$1,000,000.00), with a deductible of no more than (\$500.00).
- The Permittee must be a name insured.
- The City of Mendota (643 Quince Street, Mendota, CA 93640) must be named as additionally insured.
- The coverage shall be maintained throughout the duration of the Facility Use Permit.

The Permittee must submit the Certificate of Insurance and endorsements to Mendota City Hall, Attn: City Clerk, located at 643 Quince Street, Mendota, CA 93640 a minimum of five (5) days prior to the event.

By submitting a Facility Use Application and using the Facilities, the Permittee and any Event/Activity attendees and Participants agree to hold the City of Mendota harmless and free from all liability of any kind resulting from the use of City facilities (to include the reimbursement of any legal costs and fees incurred in defense of such claims).

9.1.2. **Key-check Out Form.** Permittees are required to complete a key-check out form (if applicable) prior to checking out the key to the Facility and abide by its terms and conditions. The key to the facility will be provided to the applicant on the dates listed in the Facility Use Permit.

9.1.3. **Permits and Licenses.** Permittees must obtain all necessary permits and licenses (included but not limited to permits and licenses required by the County of Fresno and the City of Mendota, and any additional required by local, state, and federal law) to sell food and non-food products for any and all vendors. Said permits and licenses must remain on the premises and accessible for inspection during the sale of such products.

9.1.4. **Maintenance of Facilities.** Permittees must maintain the Facility(ies) based on their use and immediately report any observed problems, whether or not caused directly by their use, to Mendota City Hall or the City's designated employee. Permittees must also comply with the following provisions regarding maintenance.

9.1.4.1. **General Upkeep.** Permittees must clean up the Facilities after each use. This includes, but is not limited to, picking up trash, emptying trash cans and placing the trash bags in the City's trash bins, cleaning the area of any spills or seeds, etc.

9.1.4.2. **Restrooms.** Some Facilities have public restrooms which may be utilized. Permittees will be held responsible for the upkeep and maintenance of the restroom Facility during the course of their event. If a Permittee is required to or chooses to use portable restrooms for their Event/Activity, arrangements must be made with the City. Permittee must contact the City of Mendota at least one week prior to the event for location approval. In addition, Permittees must arrange for and pay all fees directly with the restroom vendor.

9.1.4.3. **Lights.** Lights are available at some athletic fields and must be requested by the Permittee. Lights

will be turned on/off by City staff.

- 9.1.5. Alcohol Sale and/or Consumption.** Permittees will not permit the sale and/or consumption of alcohol on the Facility(ies) unless previously approved by the City. If the sale and/or consumption of alcohol is approved by the City, the Permittee must obtain a license from the State of California Department of Alcoholic Beverage Control and provide a copy of said license to the City no later than five (5) days prior to the start of the Event/Activity.
- 9.1.6. Compliance with Approved Dates/Time for Facility Use.** Permittees will be required to provide schedules to show that all of the allocated Facilities are being utilized. If an allocated Facility is not utilized by the designated Permittee a total of three (3) times during the dates/times specified in a Facility Use Permit, the approved use will be forfeited, and the Facility will become available for reassignment. Permittees will be notified by City staff when it has been determined a Facility is not being used (and prior to forfeiture). Additionally, when Facility Use Permits are issued, the Facility is reserved for the Permittee, to the exclusion of others. Permittees may not assign their scheduled time to other groups. Any such action shall result in the loss of facility use privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use. Field users must notify the City to report any reserved time that can be released for use of others.
- 9.1.7. Safety and Security.** Depending on the nature of the Event, the Permittee may be required to obtain security or police services. Permittees may also be required to obtain standby ambulance and fire safety services. The Permittee is responsible for any and all expenses or costs related to the safety and security services.
- 9.1.8. City Personnel.** If the City determines that City personnel are required for an Event, they will be assigned. Any resulting expenses or costs will be billed to the Permittee.
- 9.1.9. Fees and Deposits.** Permittees must pay for the fees and deposits required for the use of the Facilities as detailed in the Facility Use Permit, this Policy, and as demonstrated in Exhibit "A" and in accordance with Section 10 of this Policy.
- 9.1.10. Accommodation of Other Requests.** Permittee will work with the City and make their best efforts to accommodate any additional organizations that may need to use the Facility(ies) on the days and times (for short-term Events/Activities) that it is being used by the Permittee.
- 9.2. Special Conditions of Approval.** Certain Events/Activities require special Conditions of Approval that are specifically related to the Permittee, the Event/Activity, or type of use. The following are special Conditions of Approval that the City may impose, depending on the use. The City reserves the right to amend this list of special conditions or impose other special conditions on Facility Use Permits as it deems necessary.
- 9.2.1. Additional Forms.** Depending on the type of Event/Activity that will be held, permittees may be required to complete additional forms or obtain additional permits, including but not limited to a: noise permit, public dance permit, encroachment permit, bingo permit, etc.
- 9.2.2. Special Conditions for Athletic Fields/Athletic Use**
- 9.2.2.1. Athletic Field Preparation and Maintenance.** Athletic Field Lining or Marking. Line marking (with chalk or paint) of City athletic fields is permitted. Burning lines of City athletic fields Facilities is prohibited. Dragging, raking, etc. of the baseball fields must be complete with the permission of the City.
- 9.2.2.2. Equipment Regulations.** The use of cleats with metal spikes at City Facilities is strictly prohibited.



**9.2.2.3. Athletic Field Use Rules and Regulations Form.** In addition to the City Facility Use Application, a signed copy of the City's Athletic Field Use Rules and Regulations Form is required. Applicants are required to abide by specific rules and regulations contained in the form. Failure to comply may result in the retention of the Permittee's deposit, and/or assessment of penalties as described in Section 11.6.

**9.2.2.4. Tournaments.** Tournaments hosted by for-profit Permittees will be required to pay a vendor fee for each vendor (\$50/vendor) as outlined in the Facility Use Fee Schedule. Tournaments hosted by non-profit Organizations do not have to pay a vendor fee. All vendors will be required to obtain a City business license and any other permits and licenses required by the City and this Policy.

**9.3. Failure to Satisfy Conditions of Approval.** Failure by the Permittee to satisfy all conditions of approval prior to the start of the planned Event/ Activity will result in the forfeiture of the Facility Use Permit. The Permittee will be required to resubmit a Facility Use Application.

## 10. FACILITY USE FEES AND DEPOSITS.

**10.1. Purpose of Facility Use Fee Schedule.** As the City continues to grow and facilities age, the City must develop a financial system to support our community investment while maintaining the high level of service we currently provide. The City will continue to provide basic services funded entirely by general taxpayers; however, those benefiting from special services (which create additional City expenses) must contribute financially. The City acknowledges that the community benefits when youth/adults are engaged in sports activities. The Facility Use Fee Schedule associated with the use of City Facilities is intended for the participants to supplement, rather than supplant the investment of the general taxpayers. The Facility Use Fee Schedule strives to:

- Amortize the capital investment and cover maintenance/operational costs of a field.
- Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- Control use of the field.
- Assess a portion of the costs of the field to users who may not be tax supporters.
- Enable the Department to provide fields for which funds might not otherwise be available.

The primary goal of this purpose statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by the City.

**10.2. Payment of Fees and Deposits Required.** Permittees are required to pay the fees and deposits necessary prior to using the requested Facility(ies). The fees and deposits required for the facility use will be listed on the Facility Use Permit. Permittees must pay all fees and deposits prior to the use of the Facility(ies). If Permittees fail to pay all fees and deposits prior to the use of the Facility(ies), there will be a 10% late fee for each day fees are not paid. All future Facility Use Applications will not be allowed/approved until all fees are paid.

The City will assign the appropriate fees and deposits in accordance with the City's Facility Use Fee Schedule (as attached hereto as Exhibit "A"), City Administrative Policy No. 2004.01 (Event Permit For Non-Profit Organizations), the City's Administrative Policy regarding City Participation in Community Events, and any other applicable City fee schedules, policies, and procedures.

If a Permittee forfeits their approved use in accordance with subsection 9.1.6 of this Policy and elects to reapply for the use, the Permittee will be required to pay all deposits/fees once again. Any applicable deposits/fees will not carry over.

**10.3. Refunds.**

**10.3.1. Refunds due to Cancellation of Event/Activity.** For activities cancelled by the Permittee five (5) business days or more in advance, field user will be refunded 100% of fees paid. For activities cancelled by the field user less than five (5) business days in advance, field user will be refunded 50% of fees paid.

**10.3.2. Refund of Deposit.** Deposits will be refunded if the Permittee abides by this Policy, the Conditions of Approval listed in the Facility Use Permit, as well as all pertinent City codes. The deposit will not be refunded if the Permittee fails to abide by the aforementioned regulations or if damage is done to the Facility(ies). If applicable, deposits will be refunded to the Permittee in the form of a check within 30 calendar days following the last day of the facility use. If the deposit will not be refunded (or a portion thereof), the City will notify the Permittee in writing with the reasons for which the deposit (or a portion thereof) is being withheld.

**10.3.3. No Deposit Carry Over.** Deposits may not be carried over. Permittees must submit deposits for each separate Facility Use Permit.

## 11. ADDITIONAL CONSIDERATIONS

**11.1. City Closure of Facilities.** The City reserves the right to set aside additional time during the year for turf recovery, improvement, and maintenance. Furthermore, the City reserves the right to cancel or suspend Facility Use Permits when field conditions could result in injury to players or cause damage to the Facilities. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts or pesticide application.

**11.2. Inclement Weather.** During inclement weather, the City's maintenance staff will assess the playability of all City Facilities, including sports fields, to determine if use will occur. The Director or designated representative shall have the authority to close any/all fields within the City.

**11.2.1. Criteria for Establishing Fields Playability.** The following information is the City's procedures regarding the use of fields in wet conditions. These procedures apply to all sports and activities conducted on a grass field, turf area, or infield:

### Baseball and Softball In-Fields

Infields will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the base paths
- Your feet slip as you walk through the infield
- The depth of your footprint is greater than one half inch
- Any of the above conditions are present within the pitching area

### Soccer, Baseball and Softball Outfields – Turf

Outfields and turf area will be deemed unsafe and unplayable when any of the following conditions are present:

- There is standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Your feet suction to the ground as you walk within the majority of a single playing position
- Your footprints fill with water in the majority of a single playing position
- The depth of your footprint is greater than one inch in the majority of a single playing position
- Grass can be easily dislodged from the fields during play

The following procedures are to be followed regarding the use of fields when there has been rain, over-watering, or other serious weather conditions:

- If it has rained within the preceding 24 hours, Permittees scheduled to use public fields must call the City at (559) 655-3291. City personnel will make determination of field conditions/closures, and the decisions are not negotiable.
- ***The City may declare a field closed and reopening subject to a re-inspection. Conditions set forth as a result of there-inspection*** of the field should be evaluated by the Permittee at practice/game time for playability. The Permittee must employ the playability criteria used by City staff.
- Permittees are expected to make educated, responsible decisions regarding field condition playability. The groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.
- Persons witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Mendota Police Department at (559) 600-3111 or Mendota City Hall at (559) 655-3291 (during regular working hours only).
- Misue/Use of Facility during wet conditions shall result in the assessments of penalties as described in Section 11.6 of this Policy. It is the Permittee's responsibility to ensure that all coaches/parents understand and enforce this policy.

**11.3. Facility Modifications.** Requests to modify or improve any City field shall be submitted in writing to the City for review and consideration. No permanent structures or equipment shall be erected on City Facilities unless approved by the City and is dedicated for community use. Additionally, Permittees may not temporarily store their equipment or belongings in/at any City Facilities, unless approved by the City. A request to modify or improve a Facility does not constitute approval. Approval will be provided in the form of a written document and will outline the scope of the modifications as approved.

**11.4. Turf Preservation.** Cooperation is needed for the preservation of the turf of City Facilities by following these guidelines:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at end of each day to help re-root grass.
- No tarps or material which may damage the grass may be placed on the turf. Any turf coverings used must be made of breathable material.
- Do not use fields during or after heavy rain, or when wet or muddy (see inclement weather policy).
- Soccer practices are not to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.
- Report hazards to Mendota City Hall at (559) 655-3291.
- Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the City's designated employee. When calling, be prepared to fully identify yourself, your location (park/school), and the specific nature of the emergency so that staff can bring the appropriate repair equipment.
- Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas, unless given written authorization by the City.

**11.5. Permit Cancellation.** The City reserves the right to cancel any Facility Use Permits for any of the following reasons:

- It conflicts with any City sponsored league, program, activity or event

- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of facility use privileges. If there are no alternate Facilities to accommodate the use, the City is not obligated to provide an alternate solution.

#### 11.6. Penalties for Facility Use Permit Violations

The City utilizes two separate penalty procedures for Facility Use Permit Violations, depending on the severity of the violation.

##### 11.6.1. Minor Violations.

Minor violations include any violations of this Policy. Penalties for minor violations include:  
**First Offense:** Written warning to the user group/individual and restitution for damages/costs, if applicable.

**Second Offense:** One-day (or one Event day) suspension of any existing permits and restitution for damages/costs, if applicable.

**Third Offense:** Three-day (or three Event days) suspension of any existing permits and restitution for damages/costs, if applicable.

**Subsequent Offenses:** One week (or five Event days) suspension of any existing permits and restitution for damages/costs, if applicable.

##### 11.6.2. Major violations.

Major violations include the use or presence of unauthorized alcohol, drugs, and the occurrence of fights at any event. Penalties for major violations include:

**First Offense:** One-month suspension of any existing permits and restitution for damages/costs, if applicable.

**Second Offense:** Three-month suspension of any existing permits and restitution for damages/costs, if applicable.

**Third Offense:** Termination of any existing permits, loss of future facility use privileges and restitution for damages/costs if applicable.

# **EXHIBIT A**

## FEE SCHEDULE FOR THE USE OF CITY OF MENDOTA FACILITIES

### Athletic Fields/Athletic Facilities/Use of Facility for Athletic Use

FEE DESCRIPTION	FEE TOTAL
<b>FACILITY USE FEES</b>	
Use of Field (Private Party)*	\$200.00 per league/tournament
Use of Field (Youth and/or Non-Profit)*	No Fee
Concession Stand (All Parties)	\$25.00 per league/tournament
<b>DEPOSITS</b>	
General Deposit	\$250 per league/tournament

*\*Includes use of the scoreboard, electricity, and restrooms.*

### William Robert Johnston Municipal Airport

FEE DESCRIPTION	FEE TOTAL
<b>FACILITY USE FEES</b>	
Use of Facility (Private Party)	\$500.00 per application/use
Use of Facility (Youth and/or Non-Profit)	No Fee
<b>DEPOSITS</b>	
General Deposit*	\$500.00 per application/use
Key Checkout Deposit*	\$50.00 per application/use

*\*Deposit is refundable upon completion of the facility use if all Facility Use Permit conditions are met*

## Rojas-Pierce Park

<b>FEE DESCRIPTION</b>	<b>FEE TOTAL</b>
<b>FACILITY USE FEES</b>	
Main Pavilion & BBQ Pit	\$350.00
Concession Stand	\$175.00
Small Pavilion	\$125.00
<b>DEPOSITS</b>	
Main Pavilion & BBQ Pit Deposit*	\$300.00
Concession Stand Deposit*	\$150.00
Small Pavilion Deposit*	\$150.00
Key Deposit (if applicable)*	\$50.00

*\*Deposit is refundable upon completion of the facility use if all Facility Use Permit conditions are met*

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** CONSIDERATION OF CREATING A YOUTH COMMISSION  
**DATE:** APRIL 9, 2024

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**ISSUE**

City Council to discuss and consider creating a Youth Commission.

**BACKGROUND**

At the March 13, 2024 special joint meeting of the City of Mendota (“City”) City Council and Mendota Unified School District (“MUSD”) Board of Trustees, a discussion was held on providing additional opportunities for youth involvement in local government. During the discussion, both bodies shared examples of potential opportunities for student involvement including increasing student volunteer opportunities for City events and establishing a local legislative position(s) for students.

**ANALYSIS**

Since the meeting, staff has continued to coordinate with the staff of MUSD to promote event volunteer opportunities for students. At this time, staff is requesting direction from the City Council on whether to proceed with creating a local legislative position(s) for students. While the idea of having a student City Councilmember has been discussed, staff recommends against creating such a position due to the high level of legal and political circumstances surrounding City Council discussions and decisions. Rather, should the City Council elect to provide legislative opportunities for students, staff recommends that the City Council consider creating a local Youth Commission to serve as an advisory body to the City Council. The creation and parameters of the proposed Youth Commission are at the discretion of the City Council.

Should the City Council decide to move forward with the proposed Youth Commission, staff recommends that the City Council direct staff to meet with MUSD to discuss a potential partnership and to proceed with the next steps of creating the Youth Commission.

**FISCAL IMPACT**

The fiscal impact related to the creation and continuation of a Youth Commission would be approximately \$302.36 per month for staff time for the City Clerk’s office, and any additional incentives that the City would provide for meetings (such as lunch) which would fluctuate between \$50-\$150 per month. Staff time is funded through the General, Water, and Sewer Funds, and additional incentives would be funded through the General Fund.



**RECOMMENDATION**

Staff recommends that City Council discuss and consider creating a Youth Commission and provide direction to staff on how to proceed.

# Memorandum

To: City Council via Cristian Gonzalez, City Manager

From: Michael Osborn, City Engineer  
Jeff O'Neal, City Planner

Subject: City Engineer's Report to City Council

Date: April 3, 2024

## Engineering Projects:

1. Rojas Pierce Park:
  - CDBG funded Phase 3: Restroom & Concession Building in progress
2. Well 10 and Water Main Relocation
  - Construction documents are being reviewed by USBR & staff; coordination with USBR and BB Limited and potential to bid and construct this spring; Coordination with PG&E
3. Citywide RRXG Improvements:
  - Coordinating crossing improvements with Railroad, Caltrans & CPUC
  - Construction anticipated in Winter 2024
4. Backwash Reclaim Project
  - Design is underway; looking for funding opportunities for construction
5. Mendota Stormwater Improvement Project
  - Prop 68 UFGP funded: Construction began in August
  - Construction to be completed this month
6. Derrick & Oller Roundabout
  - CEQA & NEPA completed
  - 100% Construction Documents reviewed by Caltrans
  - Construction anticipated in Spring/Summer 2024
7. Westside Water Tank & Booster Pump
  - ARPA funded design in progress
  - Coordinating with Amador & Smoot Extension design
  - Construction anticipated in Fall 2024
8. 5<sup>th</sup> & Quince Street Reconstruction:
  - Design in progress
  - Construction funded with STBG funds in FFY 23/24
9. Amador & Smoot Extension:
  - Design in progress
  - \$874,000 in STBG & CMAQ TPP funds; Construction authorization in FFY 23/24
  - Coordinating with WWD for easement/right-of-way
10. 2024 Local Street Reconstruction:
  - Includes segments of Tule Street, Quince Street & Jennings Street
  - Design to start in June 2024
  - Construction funded with SB1 funds in Spring 2025

## Planning/Development Projects

1. Rojas Pierce Park Annexation
  - Continuing discussions with USBR about whether and how the WWD land retirement program affects the project.
  - Providing legal descriptions of land for WWD use in consent agreement with USBR
2. Housing Element Update
  - The Housing Element is being revised per HCD comments. Expect to resubmit to HCD in April.
4. Airport Reuse
  - Revising concepts for reuse.
5. Proposed Residential Developments
  - Three SB9 residential parcel maps to Planning Commission on April 16.
6. Emmanuel Outreach Center
  - Planning Commission approved at a special meeting on April 3
7. Belmont & SR 33
  - Site Plan Review in process. Letter approval should be issued in April
8. Zoning Code Update
  - Numerous updates to provide compliance with changes to State Law. Considered by Planning Commission at a special meeting on April 3. City Council to consider on April 23.

## GIS/Mapping Projects

1. Citywide Streetlight Inventory and Evaluation
  - Mapped downtown; field checking in April

## Grant Applications:

1. Triangle Park & Pool Park:
  - Assisted in various Grant applications for both parks
2. Marie Street Reconstruction:
  - Application for \$2.25 million in CMAQ funding submitted to FCOG for competitive call for projects was not successful but included in new opportunity headed by FCOG for CPRG funding
3. Divisadero Street Reconstruction:
  - Application for \$985,000 in STBG funding submitted to FCOG for competitive call for projects & was awarded for FFY 24/25; Design to start in April 2024

## On-going (this month):

1. Representation of the City at FCOG TTC
2. Coordination of road projects with Caltrans
3. Assistance to staff for grant obligations & opportunities
4. Coordination with USACOE for Panoche Creek flood study
5. Following up with FAA for airport closure
6. Prioritizing local street improvements

## Overall P&P Staff engaged (month of February):

- Engineers: 9

- Planners: 9
- Surveyors: 2
- Environmental Specialist: 0
- GIS/CAD Specialists: 5
- Construction Manager: 1
- Project Administrator: 1

### Abbreviations:

EOPCC – Engineer's Opinion of Probable Construction Cost  
NTP – Notice to Proceed  
CUCCAC – California Uniform Construction Cost Accounting Commission  
STBG – Surface Transportation Block Grant  
CMAQ – Congestion Mitigation and Air Quality (grant)  
ATP – Active Transportation Plan (grant)  
RFP – Request for Proposal

RFA- Request for Authorization (for grant funding)  
FCOG – Fresno Council of Governments  
ADA – Americans with Disabilities Act  
DBE – Disadvantaged Business Enterprise  
TTC – Technical Transportation Committee (through FCOG)  
RTP/SCS – Regional Transportation Plan, Sustainable Communities Strategies