

**CORCORAN CITY COUNCIL,
JOINT POWERS FINANCE AUTHORITY,
SUCCESSOR AGENCY FOR CORCORAN RDA,
& HOUSING AUTHORITY
AGENDA**

**City Council Chambers
1015 Chittenden Avenue
Corcoran, CA 93212**

**Tuesday, February 28, 2023
5:30 P.M**

Public Inspection: A detailed City Council packet is available for review at the City Clerk's Office, located at Corcoran City Hall, 832 Whitley Avenue.

Notice of ADA Compliance: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk's Office at (559) 992-2151.

ROLL CALL

Mayor:	Jeanette Zamora-Bragg
Vice Mayor:	Pat Nolen
Council Member:	Greg Ojeda
Council Member:	Sidonio "Sid" Palmerin
Council Member:	Jerry Robertson

INVOCATION

FLAG SALUTE

1. PUBLIC DISCUSSION (Verbal and Written)

Members of the audience may address the Council or submit written comments on non-agenda items; however, in accordance with government code section 54954.2, the Council may not (except in very specific instances) take action on an item not appearing on the posted agenda.

This is the time for members of the public to comment or provide written comments on any matter within the jurisdiction of the Corcoran City Council. This is also the public's opportunity to request that a Consent Calendar item be removed from that section and made a regular agenda item. The councilmembers ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcome.

After receiving recognition from the chair, speakers shall state their name and address and proceed with comments. Each speaker will be limited to five (5) minutes.

2. **CONSENT CALENDAR (VV)**

All items listed under the consent calendar are routine and will be enacted by one motion. If anyone desires discussion of any item on the consent calendar, the item can be removed at the request of any member of the City Council and made a part of the regular agenda.

- 2-A. Approval of minutes for the meeting of the City Council on February 14, 2023.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Approval of Warrant Register dated February 28, 2023.

3. **PRESENTATIONS** – None

4. **PUBLIC HEARINGS** – None

5. **STAFF REPORTS**

- 5-A. Consider approval of Resolution No. 3980 authorizing submittal of a 2023 CALHOME Super Nova Program Application for our Housing Rehab and First-Time Buyers programs. *(Tromborg) (VV)*
- 5-B. Consider City Council Authorization to submit an application for the California Automated Permit Processing Program (CalAPP). *(Tromborg) (VV)*
- 5-C. Approve Ordinance 645 updating the Corcoran Municipal Code and Resolution No. 3982 Updating City Council Meeting and board size for the Planning Commission. *(Beery) (VV)*
- 5-D. Consider the approval of Community Development Department Staffing and Resolution No. 3981 amending the Compensation and Benefit Plan for Fiscal year 2022-23. *(Gatzka) (VV)*

6. **MATTERS FOR MAYOR AND COUNCIL**

- 7-A. Upcoming Events/Meetings
- 7-B. City Manager's Report
- 7-C. Council Comments/Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*
- 7-D. Committee Reports

7. **CLOSED SESSION** – None

8. **ADJOURNMENT**

I certify that I caused this Agenda of the Corcoran City Council meeting to be posted at the City Council Chambers, 1015 Chittenden Avenue on February 24, 2023.



Marlene Spärr, City Clerk

**MINUTES
CORCORAN CITY COUNCIL,
JOINT POWERS FINANCE AUTHORITY,
SUCCESSOR AGENCY FOR CORCORAN RDA,
& HOUSING AUTHORITY REGULAR MEETING**

Tuesday, February 14, 2023

The regular session of the Corcoran City Council was called to order by Mayor Zamora-Bragg, in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA at 5:30 P.M.

ROLL CALL

Councilmembers present: Patricia Nolen, Greg Ojeda, Sid Palmerin and Jeanette Zamora-Bragg

Councilmembers absent: Jerry Robertson

Staff present: Joseph Beery, Joe Faulkner, Greg Gatzka, Tina Gomez, Sandra Pineda, Reuben Shortnacy, Marlene Spain, and Kevin Tromborg

Press present: None

INVOCATION Invocation was presented by Palmerin.

FLAG SALUTE The flag salute was led by Ojeda.

1. PUBLIC DISCUSSION

Miguel Ramirez with So Cal Gas Co was present regarding recent rate increase along with information regarding a lower gas bill for residents in February. Rates will still be higher than last year but lower than previous month, there will be a credit applied to all accounts for approximately \$50.77.

Jason Mahill 1040 Josphine Ave. was present re: homeless issue, concerned for children walking to and from school. Encouraging Set Free Ministries from Sanger to come to Corcoran.

2. CONSENT CALENDAR

Following Council discussion, a **motion** was made by Nolen and seconded by Ojeda to approve Consent Calendar. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, and Zamora- Bragg

NOES:

ABSENT: Robertson

ABSTAINED:

- 2-A. Approval of minutes for the meeting of the City Council on January 10, 2023.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Ratify Proclamation No. 2023-01 through 2023-03 honoring Chamber of Commerce Honorees.
- 2-D. Approval of Notice of Completion for 2020 Wastewater Treatment Plant Modifications CDBG Block Grant – 17-CDBG-12093.
- 2-E. Approval of Warrant Register dated January 24, 2023, and February 14, 2023.

3. **PRESENTATIONS**

Presentation by Doug McAllister, Frontier Vice-President of External Affairs.

Councilmember Robertson arrived at 6:00 p.m.

4. **PUBLIC HEARINGS**

- 4-A. Public hearing regarding consideration to increase the maximum amount of program assistance and revise the City of Corcoran’s Homebuyer Program Guidelines was declared open at 6:08 p.m. Kevin Tromborg, Community Development Director presented the staff report. There being no written or oral testimony, the public hearing was declared closed at 6:10 p.m.

Following Council discussion, a motion was made by Ojeda and seconded by Nolen to move forward with the Public Hearing, increasing the maximum amount of program assistance to \$120,000 and revise the City of Corcoran’s Homebuyer Program Guidelines. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, Robertson and Zamora- Bragg
NOES:
ABSENT:

5. **STAFF REPORTS**

- 5-A. Following Council discussion, a motion was made by Robertson and seconded by Palmerin to move forward with awarding the City of Corcoran Wastewater Treatment Facility’s primary clarifier rehabilitation to American Inc. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, Robertson and Zamora- Bragg
NOES:
ABSENT:

- 5-B.** Following Council discussion, a motion was made by Nolen and seconded by Ojeda to approve zone text change in Ordinance 22-01, approving Cannabis Dispensaries in downtown commercial zone. Motion carried by the following vote:

AYES: Nolen, Ojeda, Robertson and Zamora- Bragg

NOES: Palmerin

ABSENT:

- 5-C.** Kevin Tromborg gave an update on the 6th Cycle Regional Housing Needs.

- 5-D.** Following Council discussion, a motion was made by Robertson and seconded by Palmerin to approve Ordinance 645 Corcoran Municipal Code to allow City Council to set the regular meeting schedule of the City Council by resolution. The Ordinance also reduces the number of commissioners on the City's Planning Commission from seven (7) to five (5) members. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, Robertson and Zamora- Bragg

NOES:

ABSENT:

- 5-E.** Following Council discussion, a motion was made by Nolen and seconded by Robertson to approve Resolution No. 3979 updating the Compensation and Benefits Plan and approve the updates to the Accounting Technician and Finance Director Job Descriptions. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, Robertson and Zamora- Bragg

NOES:

ABSENT:

- 5-F.** Following Council discussion, a motion was made by Robertson and seconded by Ojeda to approve authorizing the City Manager to enter into an agreement with Kings Community Action Organization (KCAO) to provide unsheltered population outreach support in Corcoran and connect individuals with services. Motion carried by the following vote:

AYES: Nolen, Ojeda, Palmerin, Robertson and Zamora- Bragg

NOES:

ABSENT:

6. **MATTERS FOR MAYOR AND COUNCIL**

7-A. Upcoming Events/Meetings

7-B. City Manager's Report

7-C. Council Comments/Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*

7-D. Committee Reports

7. **CLOSED SESSION** -None

8. **ADJOURNMENT**

7:43 P.M.

Marlene Spain, City Clerk

Jeanette Zamora-Bragg, Mayor

APPROVED DATE: _____

City of

CORCORAN

FOUNDED 1914

A MUNICIPAL CORPORATION

Consent Calendar

ITEM #: 2-c

MEMORANDUM

TO: City Council

FROM: Sandra Pineda, Interim Finance Director

DATE: February 28, 2023

MEETING DATE: February 28, 2023

SUBJECT: Warrant Register

Recommendation:

Consider approval of the warrant register(s).

Discussion:

The attached appropriations are for services and supplies utilized by City Departments in order to maintain services for the community. The warrant register(s) will be reviewed at the upcoming meeting and staff can address any questions from Council Members.

Budget Impact:

The warrant register includes expenses approved in the Fiscal Year 2022/2023 Budget and may include items which will be addressed through Budget Amendments.

Attachments:

- Warrant Register #1 for warrant request date: 02/16/2023 FY23
- Warrant Register #2 for warrant request date: 02/22/2023 FY23

Accounts Payable

Blanket Voucher Approval Document



User: Imustain
Printed: 02/16/2023 - 2:50PM
Warrant Request Date: 2/16/2023
DAC Fund:

Batch: 00502.02.2023 - Wrnt Rgstr 02/28/23

Line	Claimant	Amount
1	Action Equipment Rentals	372.29
2	American Office Solutions, LLC	5,446.06
3	Amtrak	1,625.00
4	Amtrak	1,625.00
5	Amtrak	1,625.00
6	Az Auto Parts	469.42
7	BSK Associates	2,750.83
8	C. A. Reding Company, Inc	92.28
9	California Department of Transportation	54.38
10	Cannon Financial Services, Inc.	455.24
11	City of Corcoran	327.00
12	City of Corcoran	394.00
13	Corcoran Publishing Company	483.00
14	Corcoran Little League	300.00
15	Data Ticket Inc	200.00
16	Dept of Industrial Relations	675.00
17	Frontier Communications	363.75
18	Frontier Communications	209.69
19	GMS, Inc.	250.16
20	Haaker Equipment Company	16,340.44
21	JT2 Inc.	192,120.02
22	League of California Cities	9,437.00
23	Quadient	1,054.66
24	ODP Business Solutions	225.73
25	Pace Analytical Services, LLC	511.50
26	Performance Industrial Controls	560.00
27	PG&E	625.71
28	PG&E	99,974.43
29	PG&E	14.89
30	Public Interest Law Firm	4,840.23
31	Springbrook Holding Company LLC	1,489.00
32	The Gas Company	1,771.89
33	The Gas Company	66.95
34	The Gas Company	330.15
35	The Gas Company	1,076.02
36	The Gas Company	2,015.01
37	TSA Consulting Group, Inc.	50.00
38	Tule Trash Company	107.40
39	Willdan Financial Services	5,320.00
40	Wells Fargo Bank, N.A.	339.45

Page Total: \$355,988.58

Grand Total: \$355,988.58

Page Total: \$355,988.58

Accounts

Voucher Approval List

User: Imustain
Printed: 02/16/2023 - 2:52PM
Batch: 00502.02.2023 - Wrnt Rgstr 02/28/23 FY2023



Warrant Date	Vendor	Description	Account Number	Amount
2/16/2023	Action Equipment Rentals	PROP 68 GATEWAY PARK - BOOMLIFT RENTAL FOR SECURIT	307-449-300-200	372.29
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	104-433-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	109-434-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	120-435-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	121-439-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	105-437-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	104-432-300-200	778.01
2/16/2023	American Office Solutions, LLC	VIVOTIK 5 MP BULLET CAMERA	104-421-300-200	778.00
2/16/2023	Amtrak	125 CORCORAN TO HANFORD	145-410-300-292	812.50
2/16/2023	Amtrak	125 HANFORD TO CORCORAN	145-410-300-292	812.50
2/16/2023	Amtrak	125 CORCORAN TO HANFORD	145-410-300-292	812.50
2/16/2023	Amtrak	125 HANFORD TO CORCORAN	145-410-300-292	812.50
2/16/2023	Amtrak	125 CORCORAN TO HANFORD	145-410-300-292	812.50
2/16/2023	Amtrak	125 HANFORD TO CORCORAN	145-410-300-292	812.50
2/16/2023	Az Auto Parts	WWTP SUPPLIES	120-435-300-210	67.07
2/16/2023	Az Auto Parts	AIR BAG PARTS UNIT 202	109-434-300-260	2.45
2/16/2023	Az Auto Parts	WWTP INFLOW PUMPS	120-435-300-140	339.15
2/16/2023	Az Auto Parts	RAC SLIDE PARTS	138-419-300-210	34.04
2/16/2023	Az Auto Parts	AFAPTORS FOR TRAILER	109-434-300-210	24.72
2/16/2023	Az Auto Parts	FINANCE CHARGE	105-437-300-210	1.99
2/16/2023	BSK Associates	PROP 68 GRANT GATEWAY PARK INSPECTION & TESTING JA	307-449-500-530	2,750.83
2/16/2023	C. A. Reding Company, Inc	COPIER LEASE WTP	105-437-300-180	92.28
2/16/2023	California Department of Transportation	SIGNAL & LIGHTING OCT 2022- DEC 2022 NORTH ENTRANCE	109-434-300-160	54.38
2/16/2023	Cannon Financial Services, Inc.	CONTRACT CHARGE FEB 2023	104-432-300-180	455.24
2/16/2023	City of Corcoran	TRANSIT BUS WASH USE	145-410-300-260	132.00
2/16/2023	City of Corcoran	PD BUS WASH USE	104-421-300-260	48.00
2/16/2023	City of Corcoran	PW ADMIN BUS WASH USE	104-431-300-260	24.00
2/16/2023	City of Corcoran	WTP BUS WASH USE	105-437-300-260	72.00
2/16/2023	City of Corcoran	PARKS BUS WASH USE	104-412-300-260	9.00
2/16/2023	City of Corcoran	EQUIPMENT SVCS BUS WASH USE	104-433-300-260	3.00
2/16/2023	City of Corcoran	WWTP BUS WASH USE	120-435-300-260	21.00
2/16/2023	City of Corcoran	INSPECTOR BUS WASH USE	104-406-300-260	18.00

2/16/2023	City of Corcoran	S. BEWARDER FIREARMS INSTRUCTOR 2/20-2/24	104-421-300-270	202.00
2/16/2023	City of Corcoran	FRANCO - FIRST AID CPR	104-421-300-270	12.00
2/16/2023	City of Corcoran	FRANCO - BATI	104-421-300-270	60.00
2/16/2023	City of Corcoran	FLORES - USE OF FORCE	104-421-300-270	12.00
2/16/2023	City of Corcoran	GILBERT - ENHANCED TACTICAL MED	104-421-300-270	24.00
2/16/2023	City of Corcoran	HARRIS - ENHANCED TACTICAL MED	104-421-300-270	24.00
2/16/2023	City of Corcoran	PFARR - ENHANCED TACTICAL MED	104-421-300-270	24.00
2/16/2023	City of Corcoran	AGUIRRE - SCHOOL SAFETY	104-421-300-270	12.00
2/16/2023	City of Corcoran	CRAMER - SCHOOL SAFETY	104-421-300-270	12.00
2/16/2023	City of Corcoran	CASTRO - SCHOOL SAFETY	104-421-300-270	12.00
2/16/2023	Corcoran Little League	ADVERTISEMENT ON CORCORAN LITTLE LEAGUE JERSEYS	145-410-300-156	300.00
2/16/2023	Corcoran Publishing Company	TRANSIT AD FOR DEC 2022	145-410-300-156	283.00
2/16/2023	Corcoran Publishing Company	CITY CHRISTMAS AD FOR DEC 2022	104-401-300-156	200.00
2/16/2023	Data Ticket Inc	PMT FEE, SSN REQUESTED, ONLINE ACCESS, MONTHLY MIN	104-406-300-200	200.00
2/16/2023	Dept of Industrial Relations	CONVEYANCE # 149405	104-432-300-160	675.00
2/16/2023	Frontier Communications	WWTP ACCT#559-992-1216-062118-5	120-435-300-220	121.25
2/16/2023	Frontier Communications	TRANSIT ACCT#559-992-1216-062118-5	120-435-300-220	242.50
2/16/2023	Frontier Communications	CITY HALL ACCT#559-992-2775-060408-5	104-432-300-220	209.69
2/16/2023	GMS, Inc.	1098 PRINTING PER EMPLOYEE	178-441-300-200	15.60
2/16/2023	GMS, Inc.	1098 FORMS	178-441-300-200	60.00
2/16/2023	GMS, Inc.	1098 PRINTING FEE	178-441-300-200	110.00
2/16/2023	GMS, Inc.	HANDELING FEE	178-441-300-200	5.00
2/16/2023	GMS, Inc.	TAX FORM SHIPPING	178-441-300-200	59.56
2/16/2023	Haaker Equipment Company	JETSCAN CAMERA SYSTEM (W/IPAD) & NOZZLE	120-435-300-210	16,340.44
2/16/2023	JT2 Inc.	PROP 68 GRANT-CONSTRUCTION OF GATEWAY PARK	307-449-500-530	62,414.42
2/16/2023	JT2 Inc.	SB1 ROAD MAINTENANCE	110-434-300-200	129,705.60
2/16/2023	League of California Cities	MEMBERSHIP DUES FOR 2023	104-401-300-170	9,437.00
2/16/2023	ODP Business Solutions	PASSWORD NOTEBOOKS & RUBBER BANDS	104-406-300-210	24.33
2/16/2023	ODP Business Solutions	NOTEBOOK 5 STAR ADVANCE	104-406-300-210	110.90
2/16/2023	ODP Business Solutions	STAPLERS	104-406-300-210	90.50
2/16/2023	Pace Analytical Services, LLC	MONTHLY ARESNIC TESTING SAMPLES JANUARY 2023-WWT	120-435-300-200	511.50
2/16/2023	Performance Industrial Controls	WTP PROGRAMMING IMPROVEMENTS WELL 11 & DAILY TEST	105-437-300-200	560.00
2/16/2023	PG&E	SAYLER LANDSCAPING & LIGHTING DISTRICT	111-601-300-240	10.18
2/16/2023	PG&E	DEPOT	145-410-300-240	856.75
2/16/2023	PG&E	POOL	138-413-300-200	4,473.79
2/16/2023	PG&E	PARKS	104-412-300-240	749.92
2/16/2023	PG&E	GOVT BLDGS	104-432-300-240	5,515.56
2/16/2023	PG&E	VETS HALL	104-432-320-240	261.83
2/16/2023	PG&E	STREET LIGHTS	109-434-300-240	774.34
2/16/2023	PG&E	WWTP	120-435-300-240	9,689.03
2/16/2023	PG&E	STORM DRAIN	121-439-300-240	5,258.63
2/16/2023	PG&E	WATER PUMPS	105-437-300-240	72,384.40
2/16/2023	PG&E	OMAHA AVE & 6 1/2 AVE SEWER LIFT STATION	120-435-300-240	625.71

2/16/2023	PG&E	UTILITES - 1630 BREWER AVE	301-430-300-316	14.89
2/16/2023	Public Interest Law Firm	GENERAL ADMIN EXPENSES	104-403-300-200	4,502.73
2/16/2023	Public Interest Law Firm	COMMUNITY DEVELOPMENT	104-403-300-200	157.50
2/16/2023	Public Interest Law Firm	POLICE DEPARTMENT	104-403-300-200	135.00
2/16/2023	Public Interest Law Firm	FINANCE DEPARTMENT	104-403-300-200	45.00
2/16/2023	Quadient	POSTAGE MACHINE - CITY HALL	104-432-300-152	1,054.66
2/16/2023	Springbrook Holding Company LLC	CIVIC PAY TRANSACTION FEE	104-405-300-200	1,369.00
2/16/2023	Springbrook Holding Company LLC	CIVIC PAYPAD TRANSACTION FEE	104-405-300-200	120.00
2/16/2023	The Gas Company	COUNCIL CHAMBERS	104-432-300-242	330.15
2/16/2023	The Gas Company	VETS HALL	104-432-320-242	66.95
2/16/2023	The Gas Company	OLD POLICE DEPT	104-432-300-242	1,771.89
2/16/2023	The Gas Company	UTILITES DEPOT	145-410-300-242	1,076.02
2/16/2023	The Gas Company	NEW PD 911 HANNA AVE	104-432-300-242	2,015.01
2/16/2023	TSA Consulting Group, Inc.	JAN 2023 SERVICE FEE FOR 401A PLAN ADMIN	104-405-300-200	50.00
2/16/2023	Tule Trash Company	MISC CHARGES: ADDL P/U CONTAM FEE & OVRAGE	112-436-300-192	107.40
2/16/2023	Wells Fargo Bank, N.A.	TEMP WORKER -G. PASTOR	104-412-300-200	16.98
2/16/2023	Wells Fargo Bank, N.A.	TEMP WORKER -G. PASTOR	104-432-300-200	271.56
2/16/2023	Wells Fargo Bank, N.A.	TEMP WORKER -G. PASTOR	145-410-300-200	16.97
2/16/2023	Wells Fargo Bank, N.A.	TEMP WORKER -G. PASTOR	105-437-300-200	16.97
2/16/2023	Wells Fargo Bank, N.A.	TEMP WORKER -G. PASTOR	120-435-300-200	16.97
2/16/2023	Willdan Financial Services	BUILDING SERVICES	104-406-300-200	5,320.00

**Warrant
Total:**

Accounts Payable

Blanket Voucher Approval Document



User: Imustain
Printed: 02/22/2023 - 11:44AM
Warrant Request Date: 2/22/2023
DAC Fund:
Batch: 00522.02.2023 - WRNT RGSTR 02/28/23

Line	Claimant	Amount
1	American Office Solutions, LLC	168.16
2	Auto Zone, Inc.	297.12
3	Az Auto Parts	599.26
4	BSK Associates	9,104.71
5	Cannon Financial Services, Inc.	351.98
6	City of Avenal	4,702.90
7	City of Corcoran	45.00
8	Community Services & Employment Training, Inc	6,655.20
9	Covanta Environmental Solutions, LLC	401.10
10	Dept of Justice	771.00
11	Fastenal Company	93.90
12	Ferguson Enterprises, Inc	66,827.48
13	Hanford Chrysler Dodge Jeep	70.81
14	HCI Systems Inc.	1,119.00
15	Home Depot Credit Services	672.89
16	Industrial Test Systems Inc	358.11
17	Jones Electric	456.00
18	Jovan Dominguez	200.00
19	Lampe Chrysler Dodge Jeep Ram	54.88
20	Lawrence Tractor	800.84
21	Manuel Zapata Tree Service	2,745.00
22	Martinez Upholstery	900.00
23	Merle Stone Chevrolet	575.87
24	Nutrien AG Solutions, Inc.	1,271.94
25	O'Reilly	165.68
26	PACE Supply	5,023.38
27	Prime Towing & Transport, Inc.	625.00
28	Proclean Supply	851.61
29	Prudential Overall Supply	667.54
30	Quality Pool Service	517.44
31	Safety-Kleen Systems, Inc	370.22
32	SANZ Industrial Services, Inc.	8,537.00
33	Sawtelle & Rosprim Hardware, Inc.	637.35
34	Sherwin Williams Co	322.67
35	TF Tire & Service	1,646.06
36	The Printer	84.98
37	Tires 4 Less	150.00
38	Trans Union LLC	60.00
39	Tulare County Jail-Industries Engraving Program	129.30
40	Univar USA Inc	13,918.47
41	US Bank Equipment Finance	186.35
42	Valley Elevator Inc.	371.83
43	Vanir Construction Management, Inc.	5,055.00
44	Verizon Wireless	991.70
45	Verizon Wireless	418.11
46	Wells Fargo Bank, N.A.	339.44
47	Wood Rogers, Inc.	2,780.00

Grand Total: \$143,092.28

Accounts Payable

Voucher Approval List

User: lmustain
Printed: 02/22/2023 - 11:45AM
Batch: 00522.02.2023 - WRNT RGSTR 02/28/23 FY23



Warrant Date	Vendor	Description	Account Number	Amount
2/22/2023	American Office Solutions, LLC	COMPUTER MEMORY UPGRADE	104-421-300-181	168.16
2/22/2023	Auto Zone, Inc.	OIL #280.290	104-421-300-260	186.67
2/22/2023	Auto Zone, Inc.	OIL #280	104-421-300-260	6.59
2/22/2023	Auto Zone, Inc.	BRAKE PADS #275	104-421-300-260	58.44
2/22/2023	Auto Zone, Inc.	FILTER FOR SERVICE UNIT 267	104-421-300-260	28.88
2/22/2023	Auto Zone, Inc.	FILTER FOR SERVICE UNIT 217	104-421-300-260	16.54
2/22/2023	Az Auto Parts	WD-40 & SUPPLIES UNIT 189	105-437-300-210	78.26
2/22/2023	Az Auto Parts	SOCKET AND SUPPLIES	105-437-300-210	29.53
2/22/2023	Az Auto Parts	REPLACEMENT BATTERY FOR PRESSURE WASHER	105-437-300-140	123.53
2/22/2023	Az Auto Parts	MISC & VEHICLES SUPPLIES	105-437-300-210	152.92
2/22/2023	Az Auto Parts	ANTIFREEZE FOR RANGER	105-437-300-210	22.56
2/22/2023	Az Auto Parts	TENSIONER UNIT #134	112-438-300-140	149.62
2/22/2023	Az Auto Parts	GASKET UNIT #134	112-438-300-140	4.64
2/22/2023	Az Auto Parts	VALVE COVER SET UNIT 267	104-421-300-260	38.20
2/22/2023	BSK Associates	PO# 24285 WWTP GROUNDWATER SAMPLING JAN 2023	120-435-300-200	4,934.96
2/22/2023	BSK Associates	QUANTI TRAY ARSENIC NITRATE	105-437-300-200	74.25
2/22/2023	BSK Associates	THMS & TOTAL HALOACETIC ACIDS	105-437-300-200	401.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	186.75
2/22/2023	BSK Associates	QUANTI TRAY ARSENIC NITRATE	105-437-300-200	120.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	243.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	162.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	27.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	27.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	27.00
2/22/2023	BSK Associates	WELL SAMPLING	105-437-300-200	881.75
2/22/2023	BSK Associates	WELL SAMPLING	105-437-300-200	749.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	27.00
2/22/2023	BSK Associates	PLANT INF/EFF/LAGOON	120-435-300-200	475.00
2/22/2023	BSK Associates	QUANTI TRAY TOTAL COLIFORM & E. COLI	105-437-300-200	243.00
2/22/2023	BSK Associates	WELL SAMPLING	105-437-300-200	526.00
2/22/2023	Cannon Financial Services, Inc.	COPIER SERVICE RENTAL	104-421-300-180	94.18
2/22/2023	Cannon Financial Services, Inc.	BW METER	104-421-300-180	60.17
2/22/2023	Cannon Financial Services, Inc.	COLOR METER	104-421-300-180	197.63

2/22/2023	City of Avenal	SERVICE CONTRACT DEC 2022	104-421-300-203	4,662.90
2/22/2023	City of Avenal	CATS EUTHANIZED	104-421-300-203	40.00
2/22/2023	City of Corcoran	EMPLOYEE GIFT CARD	104-421-300-210	20.00
2/22/2023	City of Corcoran	EMPLOYEE GIFT CARD	104-421-300-210	25.00
2/22/2023	Community Services & Employment Training	GATEWAY-LABOR LOGS OCT 2022	307-449-300-200	6,655.20
2/22/2023	Covanta Environmental Solutions, LLC	EVIDENCE DISPOSAL WASTE.23/TON	104-421-300-210	129.21
2/22/2023	Covanta Environmental Solutions, LLC	MIN CHARGE	104-421-300-210	220.79
2/22/2023	Covanta Environmental Solutions, LLC	ENVIRO/INS FEE	104-421-300-210	51.10
2/22/2023	Dept of Justice	LIVE SCAN FEE - JAN 2023	104-421-300-148	771.00
2/22/2023	Fastenal Company	RAC SLIDE PARTS	138-419-300-210	93.90
2/22/2023	Ferguson Enterprises, Inc	NON-RESIDENTIAL 2"&8" METERS	105-437-300-200	56,123.93
2/22/2023	Ferguson Enterprises, Inc	NON-RESIDENTAL CSF PRISON METER	105-437-300-200	10,703.55
2/22/2023	Hanford Chrysler Dodge Jeep	VALVE COVER GASKET UNIT 267	104-421-300-260	70.81
2/22/2023	HCI Systems Inc.	MODULES REPAIR/REPLACED FIRE ALARM SYSTEM	104-421-300-140	1,119.00
2/22/2023	Home Depot Credit Services	STREET SUPPLIES	109-434-300-210	265.01
2/22/2023	Home Depot Credit Services	PARK SUPPLIES	104-412-300-210	75.44
2/22/2023	Home Depot Credit Services	JANITORIAL SUPPLIES	104-432-300-210	14.05
2/22/2023	Home Depot Credit Services	PRESSURE WASHER HOSE	105-437-300-210	117.91
2/22/2023	Home Depot Credit Services	RUST REMOVER FOR WTP	105-437-300-210	200.48
2/22/2023	Industrial Test Systems Inc	ARESNIC TEST SUPPLIES	105-437-300-210	358.11
2/22/2023	Jones Electric	ELECTRICAL REPAIRS - NORTH ENTRANCE	104-412-300-200	456.00
2/22/2023	Jovan Dominguez	REFUND VETS HALL DEP 02/11/2023	104-432-300-200	200.00
2/22/2023	Lampe Chrysler Dodge Jeep Ram	OIL PRESSURE SWITCH UNIT 267	104-421-300-260	54.88
2/22/2023	Lawrence Tractor	WATER PUMP, FAN, GASKET UNIT 134	112-438-300-140	800.84
2/22/2023	Manuel Zapata Tree Service	WHITLEY AVE ; TRIM TREES, REMOVE STUMPS DEAD BRAN	104-412-300-200	2,745.00
2/22/2023	Martinez Upholstery	HEADLINER #220	104-421-300-260	900.00
2/22/2023	Merle Stone Chevrolet	A/C COMPRESSOR UNIT 252	104-421-300-260	575.87
2/22/2023	Nutrien AG Solutions, Inc.	ROUND UP FOR SPRAYING AROUND SOLAR PANELS	105-437-300-210	866.00
2/22/2023	Nutrien AG Solutions, Inc.	CHLORINE FOR WELL 11 DISINFECTION	105-437-300-210	405.94
2/22/2023	O'Reilly	WTP SUPPLIES	105-437-300-210	45.06
2/22/2023	O'Reilly	VEHICLE MAINTENANCE UNIT 284	105-437-300-260	19.47
2/22/2023	O'Reilly	LIGHTS FOR UNIT 102	109-434-300-210	100.02
2/22/2023	O'Reilly	OIL PRESSURE SWITCH UNIT 267	104-421-300-260	54.79
2/22/2023	O'Reilly	RETURNED - OIL PRESSURE SWITCH UNIT 267	104-421-300-260	-54.79
2/22/2023	O'Reilly	FINANCE CHARGE	105-437-300-210	1.13
2/22/2023	PACE Supply	4",6",8" BRASS SADDLES, 1"COUPLINGS FOR STOCK	105-437-300-210	1,517.25
2/22/2023	PACE Supply	10" & 12" BRASS SADDLES FOR STOCK	105-437-300-210	734.95
2/22/2023	PACE Supply	30" & 24" SADDLE W/2" IP TAP FOR HSR PROJECT	105-437-300-210	1,164.38
2/22/2023	PACE Supply	B16 LIDS FOR STOCK	105-437-300-210	626.77
2/22/2023	PACE Supply	4" PARTS FOR HYDRANT HOSE MASTER	105-437-300-210	274.66
2/22/2023	PACE Supply	6" C900 PIPE FOR STOCK	105-437-300-210	679.16
2/22/2023	PACE Supply	SERVICE CHARGE 1/25/23	105-437-300-210	26.21
2/22/2023	Prime Towing & Transport, Inc.	TOWING - C2300204 8XR V655	104-421-300-210	625.00

2/22/2023	Proclean Supply	GOVT BUILDINGS SUPPLIES	104-432-300-216	851.61
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	145-410-300-200	71.51
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	136-415-300-200	52.86
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-300-200	230.69
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-300-200	61.13
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-320-200	33.64
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-433-300-200	45.88
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-433-300-200	24.00
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	120-435-300-200	71.51
2/22/2023	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	105-437-300-200	76.32
2/22/2023	Quality Pool Service	RAC POOL CHEMICALS	138-413-300-200	517.44
2/22/2023	Safety-Kleen Systems,Inc	SERVICE PARTS CLEANER SHOP USE	104-433-300-260	370.22
2/22/2023	SANZ Industrial Services, Inc.	SLUDGE REMOVAL TWO LOADS	105-437-300-193	8,537.00
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	#4" PUMP HOSES	120-435-300-210	56.03
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	STORM STATION REPAIR	121-439-300-140	3.71
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	RAIN GEAR - I. GONZALEZ	120-435-300-210	50.56
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	#4" PUMP	120-435-300-210	29.52
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	WELD BRACKET ON TRACTOR AND PUT NEW CABLE	120-435-300-210	99.76
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	AUGER MONSTER REPAIR	120-435-300-140	200.89
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	LATEX GLOVES	105-437-300-210	115.61
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	REPAIR ON AUGER MONSTER	120-435-300-140	7.09
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	#4" PUMP	120-435-300-210	57.34
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	2" PLASTIC CAMLOCK FITTING FOR WTP HOSE	105-437-300-210	4.09
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	REPLACEMENT SS BOLTS, NUTS & WASHERS FOR DIVING BO	105-437-300-140	5.30
2/22/2023	Sawtelle & Rosprim Hardware, Inc.	EPOXY FOR DIVING BOARD PROJECT RAC	105-437-300-210	7.45
2/22/2023	Sherwin Williams Co	PAINT FOR RAC DIVING BOARD PROJECT	138-413-300-200	322.67
2/22/2023	TF Tire & Service	TIRES UNIT #282	104-421-300-260	790.35
2/22/2023	TF Tire & Service	TIRES FOR STOCK PD	104-421-300-260	855.71
2/22/2023	The Printer	BUS CARDS-CHIEF	104-421-300-155	84.98
2/22/2023	Tires 4 Less	TIRES UNIT#275	104-421-300-260	100.00
2/22/2023	Tires 4 Less	REPLACE 2 REAR TIRES ON UNIT 229	104-421-300-260	50.00
2/22/2023	Trans Union LLC	PROFESSIONAL SRV/BACKGROUNDS JAN-23	104-421-300-200	60.00
2/22/2023	Tulare County Jail-Industries Engraving Progra	PHOTOS FRAMED	104-421-300-299	129.30
2/22/2023	Univar USA Inc	CHLORINE FOR WTP	105-437-300-219	11,093.14
2/22/2023	Univar USA Inc	RAC POOL - SODIUM HYPOCHLORITE CHEMICALS	138-413-300-200	2,825.33
2/22/2023	US Bank Equipment Finance	PUBLIC WORKS COPIER LEASE	109-434-300-180	186.35
2/22/2023	Valley Elevator Inc.	SERVICE TO CITY HALL ELEVATOR - SEMI ANNUAL	104-432-300-140	371.83
2/22/2023	Vanir Construction Management, Inc.	PROP 68 PARK GRANT - CONSTRUCTION MGMT SERVICE JAN	307-449-500-530	5,055.00
2/22/2023	Verizon Wireless	TRANSIT - CELL PHONE SERVICE	145-410-300-220	208.86
2/22/2023	Verizon Wireless	TRANSIT - WIRELESS AIR CARDS	145-410-300-220	76.02
2/22/2023	Verizon Wireless	TRANSIT - BUSES AIR CARDS(6)	145-410-300-220	228.06
2/22/2023	Verizon Wireless	TRANSIT - CAMERA #1	145-410-300-220	38.05
2/22/2023	Verizon Wireless	WATER - ON CALL CELL PHONE SERICE	105-437-300-220	38.56

2/22/2023	Verizon Wireless	CELL PHONE SERVICE - RICK	104-433-300-200	0.48
2/22/2023	Verizon Wireless	CELL PHONE SERVICE - JOE	104-431-300-200	38.49
2/22/2023	Verizon Wireless	CAMERA #2 GATEWAY PARK	104-412-300-220	38.01
2/22/2023	Verizon Wireless	COM DEV PHONES	104-406-300-220	101.56
2/22/2023	Verizon Wireless	COM DEV / AIR CARD 2	104-406-300-220	76.02
2/22/2023	Verizon Wireless	PW MOBILE MIFI HOTSPOT	104-431-300-200	38.01
2/22/2023	Verizon Wireless	CELL PHONE SERVICE FINANCE	104-405-300-200	31.95
2/22/2023	Verizon Wireless	CELL PHONE SERVICE MARLENE	104-402-300-200	25.54
2/22/2023	Verizon Wireless	CELL PHONE SERVICE CM	104-402-300-200	51.61
2/22/2023	Verizon Wireless	WWTP ON CALL CELL PHONE	120-435-300-220	0.48
2/22/2023	Verizon Wireless	DATA JAN 2023	104-421-300-221	418.11
2/22/2023	Wells Fargo Bank, N.A.	TEMP WORKER - G. PASTOR	104-412-300-200	16.97
2/22/2023	Wells Fargo Bank, N.A.	TEMP WORKER - G. PASTOR	104-432-300-200	271.56
2/22/2023	Wells Fargo Bank, N.A.	TEMP WORKER - G. PASTOR	145-410-300-200	16.97
2/22/2023	Wells Fargo Bank, N.A.	TEMP WORKER - G. PASTOR	105-437-300-200	16.97
2/22/2023	Wells Fargo Bank, N.A.	TEMP WORKER - G. PASTOR	120-435-300-200	16.97
2/22/2023	Wood Rogers, Inc.	STATE ALLOCATION WELL 5F - HYDROGEO & WELL DESIGN	105-437-500-519	1,060.00
2/22/2023	Wood Rogers, Inc.	CORCORAN WELL 8C	105-437-500-512	1,720.00
Warrant Total:				143,092.28

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

STAFF REPORT
ITEM #: 5-A

MEMORANDUM

TO: City Council

FROM: Kevin J. Tromborg: Community Development Director/Transit Director

DATE: February 23, 2023, **MEETING DATE:** February 28, 2023

SUBJECT: Resolution 3980 authorizing submittal of a 2023 CALHOME Super Nova Program Application for our Housing Rehab and First-Time Buyers programs

Recommendation: By Resolution, approve the submittal of an application to the CalHome Program for up to \$5,000,000 for First-Time Homebuyer Assistance, Owner-Occupied Rehabilitation, and Accessory Dwelling Units (ADU's) Rehabilitation units within the City. The City of Corcoran plans to apply for \$500,000 for First-Time Homebuyer Assistance and \$500,000 for Owner-Occupied Rehabilitation, a total of \$1 million combined for both activities.

Discussion: A resolution of application is attached for your consideration which allows submittal of an application for up to \$5,000,000 for First-Time Homebuyer assistance, Owner-Occupied Rehabilitation, and/or Accessory Dwelling Units (ADU's) Rehabilitation Programs within the City limits, under the 2023 CalHome Program. The application deadline is February 28, 2023. The resolution authorizes the Community Development Director or his designee(s), to sign the application, the Standard Agreement, and any subsequent amendments or modification thereto, as well as any other documents required by HCD for participation in the CalHome Program. This Super NOFA (Notice of Funding Availability) allows for the City to provide double the financial assistance to eligible households compared to CalHome NOFA's from prior years.

A maximum of up to \$200,000 or 40% of the purchase price, whichever is less, can be provided to First-Time Homebuyers as a Homebuyer Assistance loan.

A maximum of up to \$200,000 can be loaned per house for owner-occupied rehabs and ADU rehabs. A major rehab currently averages over \$100,000. In cases of major Rehabilitation, the City may need to combine CalHome funds with HOME or CDBG to fully fund the project. Minor rehab work, such as a new roof or other minor repairs to homes can be fully funded with CalHome. If reconstruction is needed, the CalHome Super NOFA allows for up to \$250,000 for owner-occupied rehabs and ADU rehabs.

Eligible activities predominantly benefit low-income and moderate-income Californians and include Housing Assistance Programs (Single-Family Homeownership Assistance, Single-Family Housing Rehabilitation for Self-Help Projects). The City may apply for a minimum amount of \$500,000 and a maximum of \$5,000,000 for any number of activities.

Budget Impact: The cost of the application by Self Help Enterprise (3,000.00) will be paid through Program Income or Professional service of the General fund. If the CalHome application is awarded, the activity delivery costs are paid for by the grant. However, grant administration and implementation are not covered by the grant. SHE will charge the City 2% of the grant award to provide grant administrative and implementation services over the three-year grant term which, again, will be paid from the City's General Fund or other determined fund and will be spread out over the three-year life of the grant.

RESOLUTION NO. 3980

A RESOLUTION OF THE CORCORAN CITY COUNCIL APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A STANDARD AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2022 HOMEOWNERSHIP SUPER NOFA (HOSN) DATED FEBRUARY 28, 2023.

BE IT RESOLVED by the **City of Corcoran** as follows:

SECTION 1:

The City of Corcoran has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, \$5,000,000 for the following HOSN activities pursuant to the 2023 HOSN Notice of Funding Availability (NOFA):

List activities and amounts

<i>CalHome Owner-Occupied Rehabilitation</i>	<u>\$ 500,000</u>
<i>CalHome First-Time Homebuyer Program</i>	<u>\$ 500,000</u>

SECTION 2:

The City of Corcoran hereby authorizes and directs the City Manager, or designee, to execute and deliver all applications and act on the City of Corcoran's behalf in all matters pertaining to all such applications.

SECTION 3:

If an application is approved, the City Manager, or designee, is authorized to enter in, execute and deliver the Standard Agreement and any/all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 4:

If an application is approved, the Community Development Director, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

SECTION 5:

The application in full is incorporated as part of the Standard Agreement. All activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. City of Corcoran acknowledges and agrees that it may be required to execute any/all other instruments necessary or required by HCD for participation in the HOSN Program.

PASSED AND ADOPTED at a regular meeting of the of the **City of Corcoran** held on February 28, 2023.

The undersigned Marlene Spain, City Clerk of the **City of Corcoran** there before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned.

ATTEST:

APPROVED:

Marlene Spain, City Clerk

Jeanette Zamora-Bragg, Mayor

Date

NOTICE AND INSTRUCTIONS

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. This language may require modification and customization to accurately reflect your entity and/or your entity's participation in the Program. Accordingly, the Department encourages each entity to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to participate in the Department's Program. Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Program Loan Documents and/or the Program Grant Documents may result in the Department rejecting the Authorizing Resolution.
2. **Accuracy, Verification.** The Department will verify that this Authorizing Resolution comports with the legal authority of the entity's governing body. The entity must timely notify the Department, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially in line with this template.
3. **Authorized Signatory or Signatories, Designee.** As a public entity, the entity may designate an authorized signatory by identifying only the title of that individual. The entity may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Program Loan Documents and/or the Program Grant Documents individually or collectively. In addition, the entity may authorize a designee of the authorized signatory to execute the Program Loan Documents and/or the Program Grant Documents. In such case, the entity must append a supporting document (e.g., memorandum, meeting notes of official action), which indicates the name and title of the designee who is authorized to legally bind the entity.
4. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Program Loan Documents and/or the Program Grant Documents on behalf of the entity.

City of

CORCORAN

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**STAFF REPORT
ITEM #: 5-B**

MEMORANDUM

TO: City Council

FROM: Kevin J. Tromborg: Community Development Director/Transit Director

DATE: February 23, 2023

MEETING DATE: February 28, 2023

SUBJECT: Consider City Council Authorization to submit an application for the California Automated Permit Processing Program (CalAPP)

Recommendation: To authorize City Staff to submit an application for up to \$40,000 to upgrade the Community Development permits program to an online program and install CalApp for Solar permitting.

Discussion: The purpose of this grant is to provide funding for cities and counties to establish online, automates solar permitting. Senate bill 129 appropriates 20 million in funding to the California Energy Commission (CEC) to support online app for solar permitting. The new CalApp program will enable solar contractors to submit their plans to the app and the program will approve or dis-approve the plans. Once the plans are approved the jurisdiction can issue the permit. The app is intended to streamline the solar application process and allow for faster turnarounds on PV applications. If awarded the full amount of \$40,000 there will be enough to install online services for our full permit program.

Budget Impact: All applications will be paid through the grant.

**STAFF REPORT
ITEM #: 5-C**

MEMO

TO: Corcoran City Council

FROM: Joseph Beery, Deputy City Attorney

DATE: February 24, 2023

MEETING DATE: February 28, 2023

SUBJECT: Ordinance 645 to update Corcoran Municipal Code; Resolution No. 3982
Updating City Council Meeting Schedule Pursuant to Ordinance 645

Summary:

The City is updating portions of the Corcoran Municipal Code relating to the City Council meeting schedules and board size for the Planning Commission.

Recommendation:

Move to waive second reading and adopt Ordinance 645, and to set the City Council meeting schedule by approval of Resolution No. 3982.

Budget impact:

None.

Background:

The Brown Act requires that the City Council meetings be set by resolution or ordinance. The current section of the Corcoran Municipal Code relating to City Council meetings is outdated and it is recommended that the City update the Municipal Code to allow for meetings to be set by resolution.

Due to challenges with satisfying a quorum at the City's Planning Commission meetings, a lower number of commissioners is recommended.

The attached Ordinance amends the Corcoran Municipal Code to allow the City Council to set the regular meeting schedule of the City Council by resolution. The Ordinance also reduces the number of commissioners on the City's Planning Commission from seven (7) to five (5) members.

Attachment:

Ordinance 645; Resolution No. 3982

**BEFORE THE CITY COUNCIL OF THE
CITY OF CORCORAN**

IN THE MATTER OF:
Updating City Council Meeting Schedule
Pursuant to Ordinance 645

RESOLUTION No. 3982

WHEREAS, the Brown Act requires that City Council meetings be set by resolution or ordinance and the current section of the Corcoran Municipal Code is outdated;

WHEREAS, Ordinance 645 amends the Corcoran Municipal Code to allow for City Council meetings to be set by resolution;

WHEREAS, Ordinance 645 was introduced at the regular City Council meeting on February 14, 2023, and is currently set for adoption on February 28, 2023; and

WHEREAS, the City Council now desires to update and set the City Council meeting schedule by resolution to have City Council meetings on the second (2nd) and fourth (4th) Tuesday of each month.

UPON MOTION OF COUNCIL MEMBER _____, SECONDED BY COUNCIL MEMBER _____, THE FOLLOWING WAS PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL AT AN OFFICIAL MEETING HELD ON February __, 2023, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: _____
MARLENE SPAIN, City Clerk
CITY OF CORCORAN

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL:

1. Found that the foregoing recitals are true;
2. Set the City Council meeting schedule to the second (2nd) and fourth (4th) Tuesday of each month upon the date that Ordinance 645 becomes effective; and
3. Authorized the City Manager, City Clerk and relevant City staff to carry out the terms and conditions of this resolution and to take all steps reasonably necessary, proper and/or convenient and/or incidental thereto.

MD/20230224 - Corcoran - Resolution Setting Council Meetings by Resolution.doc

ORDINANCE NO. 645

AN ORDINANCE OF THE CITY OF CORCORAN REPEALING CITY COUNCIL MEETINGS BEING SET BY MUNICIPAL CODE AND AUTHORIZING COUNCIL MEETINGS TO BE SET BY RESOLUTION AND REDUCING SIZE OF PLANNING COMMISSION.

THE CITY COUNCIL OF THE CITY OF CORCORAN DOES ORDAIN AS FOLLOWS:

Section 1. PURPOSE. The provisions of this ordinance are necessary to update the Corcoran Municipal Code to reflect the changes adopted by the City Council. Accordingly, this ordinance is enacted to allow the City Council to set regular meeting dates by way of resolution adopted by a majority vote of the City Council and to reduce the number of commissioners sitting on the planning commission.

Section 2. AMENDMENT. Existing section 3-A, of Chapter 5, of Title 1, of the Corcoran Municipal Code is hereby amended to read in its entirety as follows:

1-05-3: COUNCIL MEETINGS.

A. Regular Meetings: The time, date, and location for regular meetings of the City Council shall be set by resolution of the City Council.

Section 3. AMENDMENT. Existing section 2, of Chapter 1, of Title 2, of the Corcoran Municipal Code is hereby amended to read in its entirety as follows:

2-1-2: MEMBERS; TERMS:

The planning commission shall consist of five (5) members who are appointed by and serve at the pleasure of the city council. The term of office has been and shall be four (4) years or until a successor can be appointed and qualified. Terms of office have been and shall be overlapping and staggered so that a majority of the terms of office do not terminate simultaneously at the end of any given calendar year. Number of successive terms served shall be at the pleasure of the city council and without set limit. All members of the planning commission have been and shall continue to serve without compensation.

If a commissioner/member is absent from regular meetings for ninety (90) consecutive days, the commissioner/member's position shall

automatically become vacant and shall be filled by the city council appointment, or reinstatement by the city council.

The city may appoint one or more alternates whose term shall be a four (4) year term from the date of appointment. The alternate shall sit whenever a vacancy (whether temporary or permanent) exists at any regular and/or special meeting of the planning commission.

Section 4. CEQA REVIEW. The City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15060(c)(2) [the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment] and 15061(b)(3) [there is no possibility the activity in question may have a significant effect on the environment]. In addition to the foregoing general exemptions, the City Council further finds that the ordinance is categorically exempt from review under CEQA under the Class 8 categorical exemption [regulatory activity to assure the protection of the environment]. The City Manager is hereby directed to ensure that a *Notice of Exemption* is filed pursuant to CEQA Guidelines section 15062 [14 C.C.R. § 15062].

Section 5. NO LIABILITY. The provisions of this ordinance shall not in any way be construed as imposing any duty of care, liability or responsibility for damage to person or property upon the City of Corcoran, or any official, employee or agent thereof.

Section 6. PENDING ACTIONS. Nothing in this ordinance or in the codes hereby adopted shall be construed to affect any suit or proceeding pending or impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance or code repealed by this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 7. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council of the City of

Corcoran hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 8. CONSTRUCTION. The City Council intends this ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this ordinance shall be construed in light of that intent. To the extent the provisions of the Corcoran Municipal Code as amended by this ordinance are substantially the same as provisions in the Corcoran Municipal Code existing prior to the effectiveness of this ordinance, then those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

Section 9. EFFECTIVE DATE. The foregoing ordinance shall take effect thirty (30) days from the date of the passage hereof. Prior to the expiration of fifteen (15) days from the passage hereof a certified copy of this ordinance shall be posted in the office of the City Clerk pursuant to Government Code section 36933(c)(1) and a summary shall be published once in the Corcoran Journal, a newspaper printed and published in the City of Corcoran, State of California, together with the names of the Council members voting for and against the same.

THE FOREGOING ORDINANCE was passed and adopted by the City Council of the City of Corcoran, State of California, on _____, 2023 at a regular meeting of said Council duly and regularly convened on said day by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JEANETTE ZAMORA-BRAGG
Mayor, City of Corcoran

ATTEST: _____

MARLENE SPAIN
City Clerk, City of Corcoran

MD/20230201 - Corcoran - Draft Ordinance 645 to amend CMC to set CC Meetings by Reso.docx

DRAFT

**STAFF REPORT
ITEM #: 5-D****MEMO****TO: Corcoran City Council****FROM: Greg Gatzka, City Manager****DATE: February 23, 2023****MEETING DATE: February 28, 2023****SUBJECT: Community Development Department Staffing****Summary:**

On September 13, 2022, the City Manager provided an update on the Community Development Department staffing shortage, and indicated that follow up recommendations on the Department's organizational staffing would be forth coming.

Recommendation:

Review City Manager's recommendations on Community Development Department staffing, and consider approval of the following:

1. Consider approval of a new Planner Series consisting of three job descriptions that include Planning Technician, Planner I, and Planner II to fill one vacancy.
2. Consider approval of a new Assistant Building Official Job Description to fill one vacancy.
3. Consider reorganization of Transit Services to be moved to Administration along with approval of a new Transit & Grants Manager Job Description as an expanded job classification from Transit Coordinator to fill one vacancy.
4. Consider adoption of Resolution No. 3981 to amend Salary Resolution No. 3146 to add the five new job descriptions.
5. Consider approval of Fiscal Year 22-23 Budget Amendment to allocate one Planner Series position, and one Assistant Building Official position in Community Development, and remove one Administrative Assistant and one Building Inspector. Also add one Transit & Grants Manager position in Administration.

Budget impact:

The Community Development Department staff vacancies have resulted in salary savings over the past several months, and the current Fiscal Year 22-23 Budget can support the proposed staffing reorganization. The addition of an Assistant Building Official instead of Building Inspector I/II position is an approximate increase of \$12,000 annually at the top step which can be supported by Building Inspection fees. The Planning Technician is the same salary as the

Administrative Assistant and will not result in any cost change. However, anticipated future advancement within the Planner series to Planner II could result in an increase of approximately \$22,600 in future years. The change from Transit Coordinator to Transit & Grants Manager is anticipated to result in an approximate \$10,000 increase in salary annually in a couple of years once the top salary step is attained.

Background:

The City's Community Development Department provides essential services that support new business and job growth as well as new construction within the City. These core services are provided by both the Department's Planning Division and Building Division. However, staff turnover and difficulties in recruitment have resulted in the Community Development Director having to directly assume the technical workload from these divisions. The Department is also essential in providing related code compliance response to address deteriorated property conditions and nuisances. The City Manager has been working closely with the Community Development Director to explore opportunities to enhance the Department's service to the public as well as be freed up to assist the City Manager in greater economic development efforts to enhance the City's growth and prosperity, while also protecting the community's public health, safety, and general welfare.

As the Community Development Department is currently organized and lacking sufficient staff support, the public services and economic growth support cannot be sustained with current workload and staffing vacancies. The Department needs to be reorganized for greater efficiency with the two core areas of operation. The Planning Division supports the City's General Plan, Zoning Ordinance, CDBG grants and loans, and other related processes. The Building Division is responsible for issuance of all City Building Permits, plan checks, building inspections, code complaints, property & building abatements, abandoned vehicle abatements, and other City regulations. The City's Transit Services are currently organized under Community Development, but are recommended by the City Manager to be reorganized under City Administration. The City Manager has recommended other supportive measures to provide staff support to the Director, however, these past actions are either temporary or have not resulted in any beneficial change. On September 13, 2022, the Council authorized an expanded job series with the addition of a Building Inspector II. The City's recruitment efforts for this position, however, has not been successful in finding any qualified and willing applicants. As a result, the City Manager also requested approval for the temporary hiring of contracted Building Inspection services with Wildan. This type of contracted service is more than double the hourly cost of in-house staff and limited in weekly time and scope for cost efficiency. However, this type of service is not a long term solution and the term of this contracted service is about meet the six month term and \$30,000 cost cap. In October of 2022, the City Manager authorized a transfer of Jimmy Roark from PD to Community Development as a Code Compliance Officer to assist the Director with a backlog of code compliance cases. This transfer, however, is also a short term solution as he has postponed retirement for only one or two years to support the City in this role.

In order to support the Planning Division, the City Manager is recommending the creation of a Planning Series of three job descriptions to be flexibly used for recruitment to fill one vacancy in supporting the Director with all Planning functions. The new Planner Series includes a Planning Technician that will replace the Administrative Assistant position, and provide professional

growth opportunity through the Planner I and II job descriptions that can be considered in the future. Having a series will better assist the department in recruitment and retention to building staff experience to support the Planning Division and critical longer term succession planning for Community Development. To support the Building Division, the City Manager is recommending the creation of an Assistant Building Official position to work closely with the Director and assume responsibilities that support Building Inspection services and code compliance.

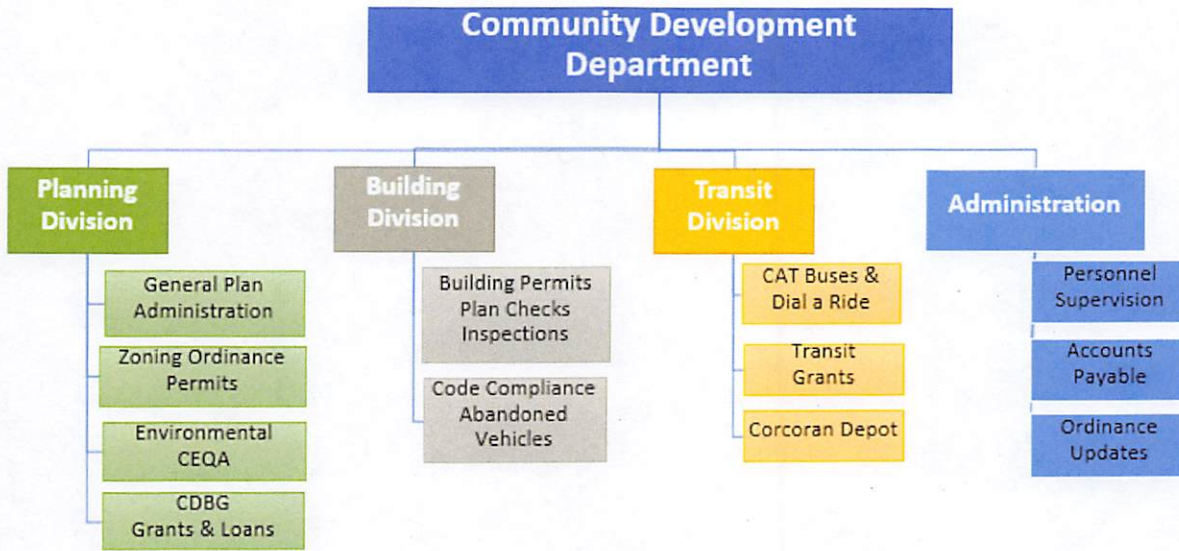
The City Manager in exploring other opportunities to help free up the Director's time and attention to Planning and Building, and is recommending City Administration staff continue to lend support for some department administrative duties. This will reduce the need for Community Development to have separate Administrative Assistant staff support, and can be easily accommodated due to both Community Development Department and City Administration staff all being located in City Hall. The City Manager is also recommending reorganization of Transit Services under City Administration, and invest in additional staff capacity with a Transit & Grants Manager to provide grant support and assistance to other Departments through City Administration. This move and investment in an expanded position from the Transit Coordinator is envisioned to provide greater support and serve as a resource for all City grants.

In order to accomplish these staffing and organizational changes, the City Manager is recommending the Council consider approving the five separate job descriptions, and adopt Resolution No. 3981 to amend the City's Salary Resolution to set the associated salary scales. As these positions were not considered in the current Fiscal Year 22-23 Budget, a Budget Amendment is necessary to allocate these position changes and be reflected in the corresponding Budget accounts for staff salaries and benefits.

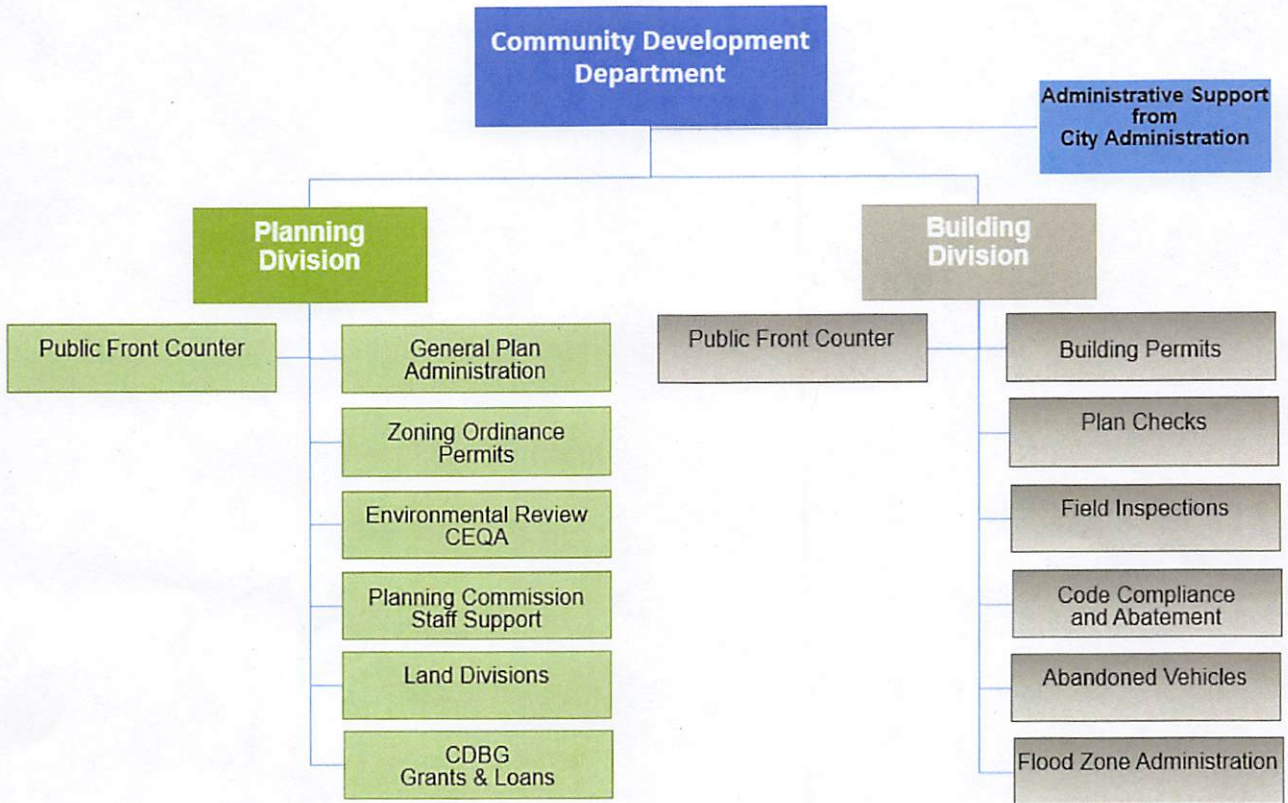
Attached:

Community Development Department Organizational Charts for Operational Areas and Staffing
Planning Technician Job Description
Planner I Job Description
Planner II Job Description
Assistant Building Official Job Description
Transit & Grants Manager Job Description
Resolution No. 3980 Amending Salary Resolution No. 3146

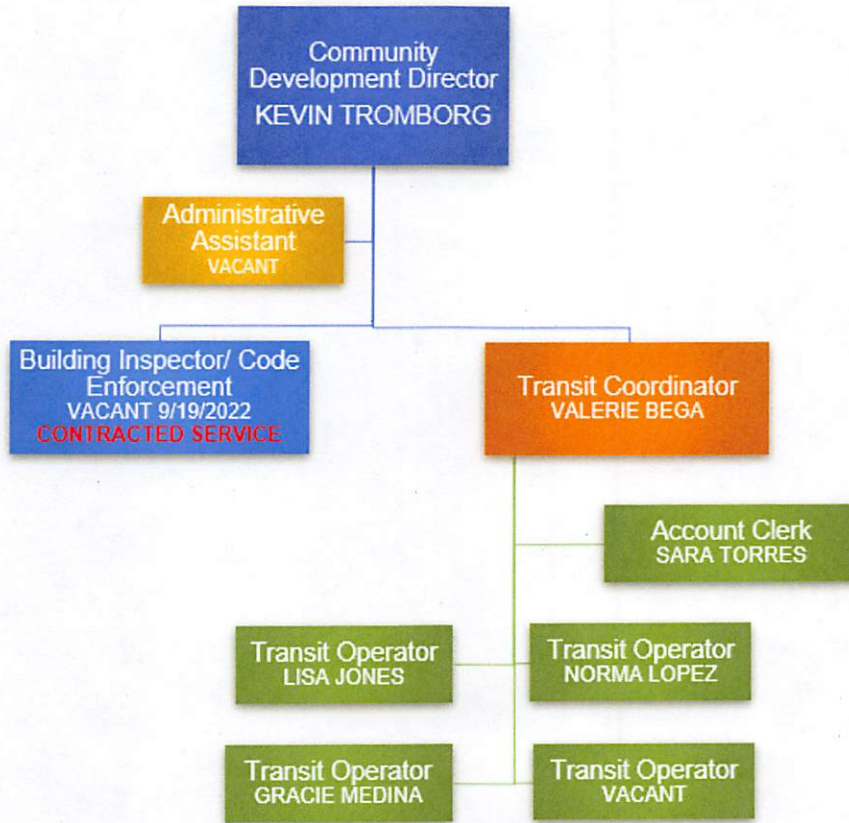
Current Community Development Department Operational Areas



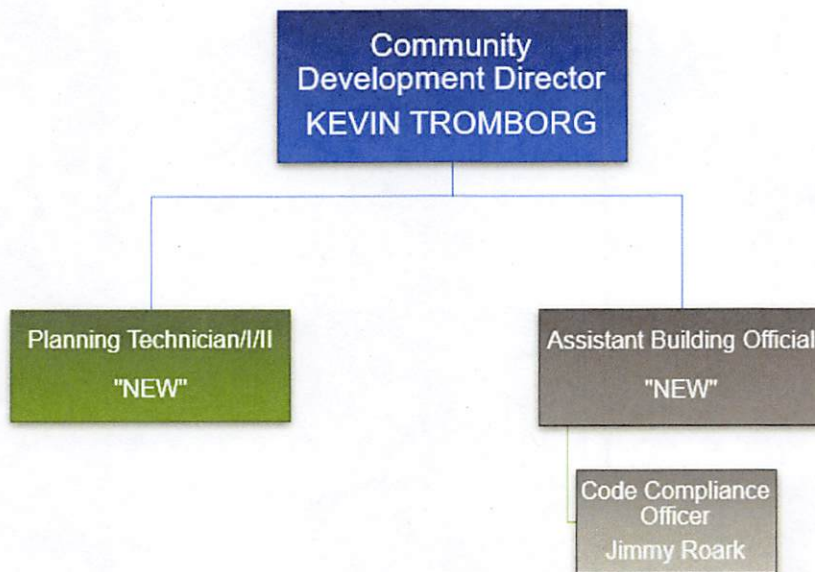
Proposed Community Development Department Operational Areas



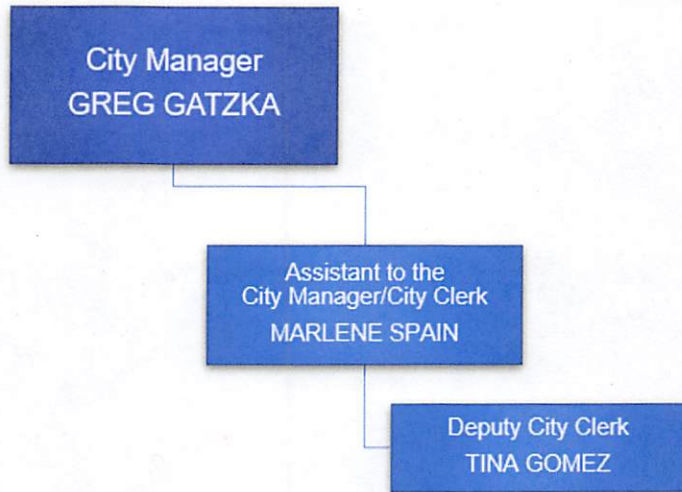
Current Community Development Staffing



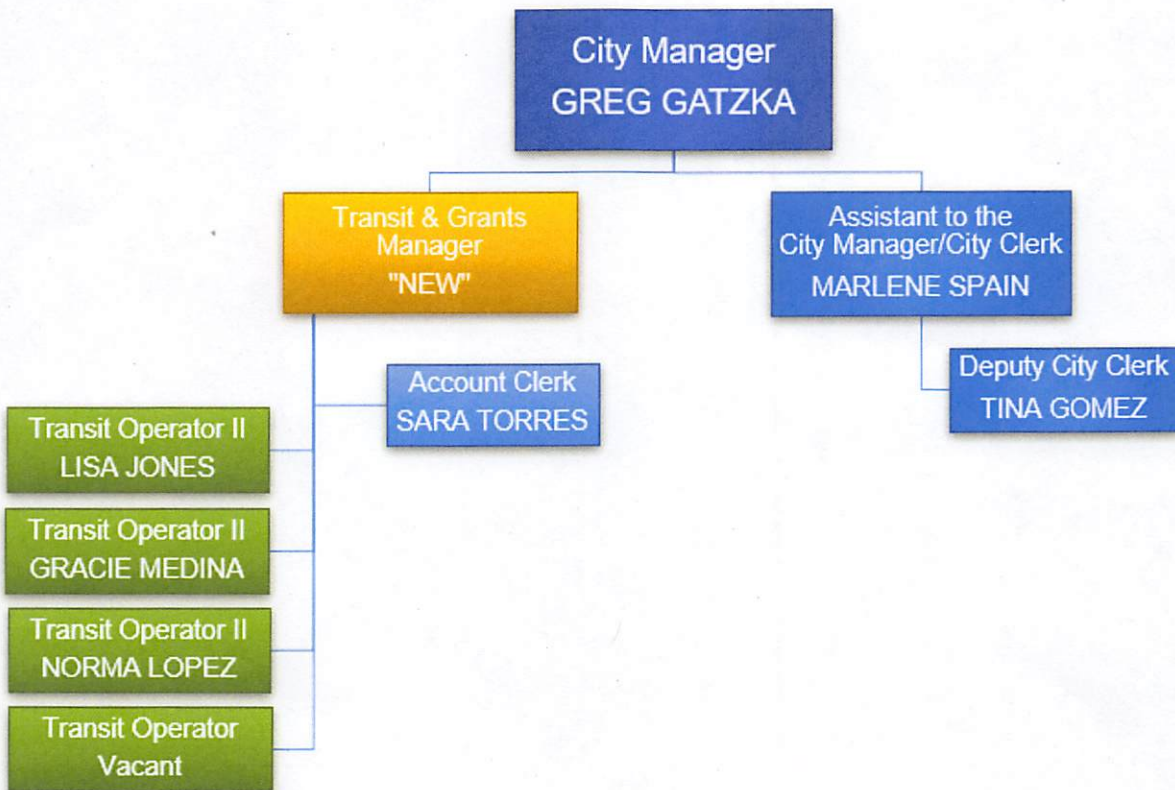
Proposed Community Development Staffing



Current City Administration Staffing



Proposed City Administration Staffing





PLANNING TECHNICIAN

Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under direct supervision performs various administrative, technical, and paraprofessional level duties to assist professional staff in the Community Development Department. Must be knowledgeable about various basic planning, basic building concepts, permit issuance and fees, records management, and research. The Planning Technician will be trained in applicable computer software programs and will serve as the initial contact between the Department and the public, developers, builders, contractors, architects, and engineers; review permit applications, plans and supporting documents for completeness, calculate fees, and provide program information and assistance in person and over the telephone; and to perform general office duties in support of assigned functions.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Respond to requests, inquiries, and complaints in person, via email, and over the telephone from the public, developers, builders, contractors, architects, and engineers; explain and provide information regarding City Zoning codes, other regulations, processes, and permit status; screen and route calls to appropriate City personnel.
- Maintain calendars for the Department, and coordinates the scheduling of meetings with other City departments and outside agencies.
- Maintain and organize department files, records, logs, manuals, and other related documents.
- Review permit applications, plans, and supporting documents for completeness, and compliance with City requirements.
- Prepare project notices and initial environmental documents for distribution to various agencies, and track responses.
- Assist in preparation of department reports related to planning projects, land divisions, code compliance, City ordinances, policies, and other planning related matters.
- Assist in the preparation of Planning Commission agendas, summary meeting minutes, record keeping, and provide support for other department meetings as assigned.
- Collect payments and issue receipts for a variety of department related permits, documents, programs, services, and maintain accurate organized files and records.
- Assist in preparation and maintenance of department service contracts, and related communication with contractors and property owners.

- Maintain familiarity with building codes, municipal ordinances, and procedural changes.
- Operate a variety of office equipment including copiers, printers, computers, and related software programs that support department operations.
- Maintain office supplies for Community Development Department.
- Performs duties in support of the Building Division, and other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND two (2) years of increasingly responsible administrative or technical experience. Specialized clerical experience involving a high level of public contact, or college level coursework in business administration or other professional office related field is highly desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- General understanding of Department services and activities that serve the community.
- Modern office equipment and use of computers, word processing, email, and calendars.
- Principles and procedures of organized record keeping and filing.
- Customer service techniques, practices, and principles.
- Basic mathematical principles.
- Methods and techniques of research and analysis.

Required Skill in:

- Communication; clearly and concisely, both orally and in writing.
- Planning, organizing, and prioritizing work to meet changing priorities and deadlines.
- Preparing and maintaining accurate records and documentation.
- Self-initiative for learning City regulations.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the public.

Physical Demands / Work Environment:

- Work is performed primarily in a standard office environment, may involve occasional use of City vehicle and field visits.
- Subject to sitting, standing, walking, bending, and lifting of objects up to 20 pounds.



PLANNER I

Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under direct supervision performs professional land use planning duties in the Community Development Department involving review, processing, and analysis of zoning permits, land divisions, and other land use regulations. Prepares plans, reports, and conducts studies and research related to the physical development of the City.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Respond to Community Development related requests, inquiries, and complaints in person, via email, and over the telephone from the public, developers, builders, contractors, architects, and engineers.
- Receive permit applications, calculate fees, and review applications for completeness to prepare project files for processing.
- Assists in the review and processing of permit applications for commercial, industrial, and residential development proposals, and ensure compliance with City regulations.
- Assists in the review and processing of land divisions and lot line adjustments.
- Assists in preparation of staff reports, and attends meetings for Planning Commission, City Council, and other City related groups as assigned.
- Prepare project notices and initial environmental documents for distribution to various agencies, and track responses.
- Conducts studies, research, and analysis, and prepares written reports on various planning matters, code compliance, and elements of the City's General Plan.
- Conducts studies and community assessments for City growth and development.
- Inspects properties and structures for compliance with appropriate City zoning codes and regulations, and identifies corrective actions as necessary or required.
- Assists in the review, research, and development of Department related ordinances.
- Maintain Department records, and current updates of County Assessor parcel information.
- Assists in preparation of Department correspondence, maps, and other written materials.
- Review business licenses for compliance with City Zoning requirements.
- Perform duties in support of Community Development as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge or skills, and abilities is qualifying.

College degree with major course work in planning, public or business administration, geography, political science, or related field.

Or 1-2 years professional planning experience in a public agency or equivalent 5 years Planning Technician with City of Corcoran or similar experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- General understanding of Department services and activities that serve the community.
- Modern office equipment and use of computers, word processing, email, and calendars.
- Principles and procedures of organized record keeping and filing.
- Customer service techniques, practices, and principles.
- Basic mathematical principles.
- Methods and techniques of research and analysis.

Required Skill in:

- Communication; clearly and concisely, both orally and in writing.
- Planning, organizing, and prioritizing work to meet changing priorities and deadlines.
- Preparing and maintaining accurate records and documentation.
- Exhibit sound judgement, analytical skills, and exhibit professional maturity and integrity.
- Establish and maintain effective work relationships with City and other officials, peers, subordinates, and the public.
- Develop a general understanding of principles and procedures in land development and permit processing.

Physical Demands/Work Environment:

- Works primarily in an office environment and use standard office equipment.
- Subject to sitting, standing, walking, bending, and lifting of objects up to 20 pounds.
- May involve occasional use of City vehicle and field visits.



PLANNER II

Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under general supervision performs professional land use planning duties in the Community Development Department involving review, processing, and analysis of zoning permits, land divisions, and other land use regulations. Prepares plans, reports, and conducts studies and research related to the physical development of the City.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Respond to Community Development related requests, inquiries, and complaints in person, via email, and over the telephone from the public, developers, builders, contractors, architects, and engineers.
- Receive permit applications, calculate fees, and review applications for completeness to prepare project files for processing.
- Review and process permit applications for commercial, industrial, and residential development proposals, and ensure compliance with City regulations.
- Review and process land divisions and lot line adjustments.
- Prepare staff reports, attends meetings, and makes oral presentations for Planning Commission, City Council, and other City related groups as assigned.
- Prepare project notices and initial environmental documents for distribution to various agencies, and track responses.
- Conduct studies, research, and analysis, and prepares written reports on various planning matters, code compliance, and elements of the City's General Plan.
- Conduct studies and community assessments for City growth and development.
- Inspect properties and structures for compliance with appropriate City zoning codes and regulations, and identifies corrective actions as necessary or required.
- Assist in the review, research, and development of Department related ordinances.
- Maintain Department records, and current updates of County Assessor parcel information.
- Prepare Department correspondence, maps, and other written materials.
- Review business licenses for compliance with City Zoning requirements.
- Perform duties in support of Community Development as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge or skills, and abilities is qualifying.

College degree with major course work in planning, public or business administration, geography, political science, or related field; and 3 years professional planning experience equivalent to a Planner I with the City of Corcoran or similar experience.

Or 5 years professional planning experience in a public agency equivalent to a Planner I with City of Corcoran or similar experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Processes and procedures related to zoning permits, land division, environmental review, and application of land use regulations.
- Technical report writing, and public meeting presentations.
- Modern office equipment and use of computers, word processing, email, and calendars.
- Principles and procedures of organized record keeping and filing.
- Customer service techniques, practices, and principles.
- Basic mathematical principles.
- Methods and techniques of research and analysis.

Required Skill in:

- Communication; clearly and concisely, both orally and in writing.
- Planning, organizing, and prioritizing work to meet changing priorities and deadlines.
- Preparing and maintaining accurate records and documentation.
- Exhibit sound judgement, analytical skills, and exhibit professional maturity and integrity.
- Establish and maintain effective work relationships with City and other officials, peers, subordinates, and the public.
- Comprehend, interpret, and apply regulations, legislation, and governmental procedures.

Physical Demands/Work Environment:

- Works primarily in an office environment and use standard office equipment.
- Subject to sitting, standing, walking, bending, and lifting of objects up to 20 pounds.
- May involve occasional use of City vehicle and field visits.



ASSISTANT BUILDING OFFICIAL

Department:	Community Development	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the general direction of the Community Development Director, assists in managing and implementing Building Division operations involving building safety and permitting, and code compliance. Conducts building plan checks, coordinates plan check services, and performs building inspections. Assists in the interpretation and enforcement of regulations, laws, and ordinances relating to fire, life and health safety, accessibility, structural and non-structural, plumbing, mechanical, and electrical elements of construction. Responds to public inquiries regarding building and code enforcement related matters. Investigates, documents and aids in resolving code violations. Prepares Building Division related reports, and performs other associated duties as assigned.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Schedules, coordinates, and performs field inspections of building construction, plumbing, mechanical and electrical installations in residential, commercial, industrial, or public buildings to ensure compliance with the applicable codes, ordinances, and regulations.
- Interprets and enforces a variety of codes, ordinances, and regulations.
- Maintains the Building Permit system to ensure accurate permit issuance, accounting, and inspection histories.
- Responds to public inquiries, provides information, and investigates code violation complaints regarding various types of building and code enforcement matters.
- Conducts construction plan checks for completeness, accuracy, and compliance with applicable building codes and other applicable regulations.
- Maintains and/or coordinates programs to abate substandard and dangerous structures.
- Inspects existing structures for hazardous or dilapidated conditions, estimates costs to eliminate hazards, gathers evidence and prepares detailed reports.
- Contacts owners and provides information and recommendations to support voluntary compliance, with follow up compliance efforts that may involve notice and order to abate.
- Prepares and maintains a variety of inspection and code enforcement records, reports, and documentation related to Building Division operations.
- Assist the Director in development and implementation of Building Division ordinances.
- Prepares and maintains building inspection and code compliance related service contracts

and communicates with contractors and property owners.

- Attends and participates in various Building and Safety, Code Enforcement meetings and/or training sessions, in person and virtually.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Uses City vehicle to perform necessary duties to support Building Division operations.
- Performs other duties as may be assigned by the Director in support of the department.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND four years' experience as a Building Inspector II with the City of Corcoran or equivalent experience performing building inspections. Additional Building Inspection and/or Code Compliance education and experience highly desirable.

Required Licenses or Certifications:

- Building Inspector Certification issued by the International Code Council (ICC).
- Residential Building Certification issued by the ICC.
- Residential Plumbing Certification issued by the ICC.
- Residential Electrical Certification issued by the ICC within one (1) year.
- Residential Plans Examiner Certification issued by the ICC within one (1) year.
- Commercial Building Certification issued by the ICC within one (1) year.
- Code Enforcement Officer Certification issued by the California Association of Code Enforcement Officers (CACEO) within two (2) years.
- A PC832 Laws of Arrest Certificate is desirable or within six (1) year of hire.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Department operations, policies, and procedures.
- California Title 24 Codes of Regulations.
- Laws and ordinances pertaining to code enforcement, zoning, and land use.
- Energy, green and accessibility codes.

Required Skill in:

- Coordinating and performing various types of building inspections and code enforcement.
- Monitoring construction for compliance with applicable building, health, and safety codes and regulations.
- Preparing and maintaining accurate inspection/enforcement records and documentation.
- Participating in plan check and code enforcement activities.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the general public.

Physical Demands/Work Environment:

- Work is performed primarily in the field and in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders and stairs, working at heights, and lifting of objects up to 30 pounds.
- Exposure to variable weather conditions, buildings in various states of construction, machinery with moving parts, and hazardous chemicals/materials is involved.



TRANSIT & GRANTS MANAGER

Department:	Administration	FLSA Status:	Non-Exempt - UCM
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GENERAL PURPOSE: Under the general direction of the City Manager, coordinates and manages Corcoran Area Transit operations; prepares and manages all transit grants and reporting; coordinates maintenance of transit vehicles; supervises transit personnel; and provides grant support to City Departments as assigned by the City Manager.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manages and oversees the day-to-day operations of the City's Corcoran Area Transit and Corcoran Depot services.
- Implements, administers, and reviews transit policies and procedures, and recommends changes for improved efficiency and service delivery.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures transit staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Tracks, monitors, and ensures City Transit Operators maintain appropriate licenses and certifications.
- Prepares and maintains Transit Operator schedules, monitors, and ensures adequate staff coverage.
- Reviews driver logs, monitors passenger ridership and travel times.
- Maintains and uploads various transit records, reports, documentation, transit data, and compiles and analyzes statistical data.
- Produces and distributes transit service notices, changes to services, and ticket prices.
- Receives and processes customer requests for transit services, and dispatches as needed.
- Responds to public inquiries and provides information regarding City transit services.
- Assists the City Manager in providing direct and indirect staff support to City Departments in applying for and administering their grants.
- Maintains proficiency in grant writing, reporting, and compliance.
- Identify and research grant funding opportunities that support City operational needs.
- Serve as City liaison to outside funding agencies to coordinate and plan City grant funded program activities, and ensure compliance and tracking of revenues and expenditures.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND three years municipal transit service coordination experience, including one year supervisory experience and three years grant administration experience; OR an equivalent combination of education and experience. Associates Degree or higher preferred.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Corcoran Depot transit operations, policies, and procedures.
- Principles and practices of municipal transit services.
- Regulations and standards governing the delivery of public transit services.
- Municipal transit facilities and vehicles.
- Transit records, reports, and documentation.
- Supervisory principles, practices, and methods.
- Grant application processes and procedures.

Required Skill in:

- Managing and coordinating the daily operations of the City's transit depot and services.
- Receiving, logging, and dispatching customer requests for transit services.
- Monitoring and ensuring the delivery of high quality transit services to the community.
- Coordinating the maintenance, repair, and inspection of transit vehicles and facilities.
- Reviewing, preparing, and maintaining various types of transit records, reports, documentation, and grants.
- Establishing and maintaining cooperative working relationships with City staff, departments, community organizations, and the general public.
- Ability to write and apply for various grants, monitor, and administer grant requirements, and ensure adequate reporting and compliance is performed to maximize retention of grant funding.
- Ability to collaborate with community organizations, city officials, non-profit and other organizations to complete grant proposals.

Physical Demands/Work Environment:

- Work is performed in a transit facility environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.
- Occasional exposure to machinery with moving parts, hazardous chemicals, infectious diseases, blood borne pathogens, and bodily fluids is involved.

RESOLUTION NO. 3981

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AMENDING THE COMPENSATION AND BENEFIT PLAN
FOR THE FISCAL YEAR 2022-23**

WHEREAS, the City Council of the City of Corcoran adopted Resolution No. 3146 at a regularly scheduled council meeting on June 23, 2022, that established the City employee compensation and benefits plan for the Fiscal Year 2022-2023; and,

WHEREAS, the Fiscal Year 2022-2023 compensation and benefits plan became effective on the first pay period after July 1, 2022; and,

WHEREAS, the City Manager recommends adding five new job descriptions to enhance recruitment, retention, and succession planning for the Community Development Department that include Planning Technician, Planner I, Planner II, Assistant Building Official, and Transit & Grants Manager that will be organized under City Administration; and

WHEREAS, the City Manager has prepared and presented to the City Council the recommended five job descriptions and organizational changes that coincide with the referenced Job Classification salary ranges and benefits in the City’s salary resolution; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran, State of California, does hereby amend Resolution No. 3146 by adding the following classifications to Section I, Section II, and Section III as follows:

Section I (Represented)

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Planning Technician	3,414	3,585	3,764	3,953	4,150	A,D,G,O
Planner I	4,291	4,506	4,731	4,967	5,216	A,D,G,O
Planner II	4,968	5,216	5,477	5,751	6,038	A,D,G,O

Section II (Unrepresented Confidential Management Non-Exempt)

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Transit & Grants Manager	4,264	4,477	4,701	4,936	5,182	C,G,O,Q

Section III (Unrepresented Exempt)

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Assistant Building Official	5,835	6,127	6,434	6,755	7,093	C,G,I,O,Q

PASSED AND ADOPTED at a meeting of the City Council of the City of Corcoran duly called and held on the 28th day of February 2023, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

APPROVED: _____
Jeanette Zamora-Bragg, Mayor

ATTEST: _____
Marlene Spain, City Clerk

CERTIFICATE

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss.
CITY OF CORCORAN)

I, Marlene Spain City Clerk of the City of Corcoran, do hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the Corcoran City Council called and held on February 14, 2023, by the vote as set forth therein.

DATED: February 28, 2023 _____

City of

CORCORAN

FOUNDED 1914

A MUNICIPAL CORPORATION

MATTERS FOR MAYOR AND COUNCIL ITEM #:6

MEMORANDUM

MEETING DATE: February 28, 2023
TO: Corcoran City Council
FROM: Greg Gatzka, City Manager
SUBJECT: Matters for Mayor and Council

7-A. Upcoming Events/Meetings

- March 14, 2023 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- March 28, 2023 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- April 1, 2023 (Saturday) Grand Opening Celebration of Gateway Park – 10:30 AM
- April 11, 2023 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- April 25, 2023 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers

7-B. City Manager's Report

7-C. Council Comments/Staff Referral Items – *This is the time for council members to comment on matters of interest.*

7-D. Committee Reports

1. Kings Waste and Recycling Agency (KWRA)
2. Kings County Association of Governments (KCAG)
3. Kings Community Action Organization

City Offices



**COUNCIL REQUESTS OR REFERRAL ITEMS
PENDING FURTHER ACTION or RESOLUTION BY STAFF**

DATE Sent to Council/ Request made	REQUEST	STATUS	DEPARTMENT RESPONSIBLE Dept/Division
08/01/22	Homelessness encampments. Council directed staff to explore and evaluate avenues to address homeless issues.	In progress	City Manager City Attorney
07/21/21	Vacant and blighted commercial properties. Council directed staff to begin preparing an abatement ordinance.	In progress	City Manager
9/8/22	Expansion of diagonal parking along Whitley Ave.	In progress	Public Works/Community Development
06/13/20	Council directed Staff to begin preparing a public nuisance ordinance.	In progress	Community Development/Police Department
03/12/19	Council requested that Staff prepare ordinance specifically prohibiting smoking in public parks. It was recommended that the City also consider an ordinance prohibiting dogs in public parks.	In progress	Community Development