

**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, May 28, 2019
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 Clerks Office at (559) 992-2151.

Public Comment: Members of the audience may address the Council 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 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 walk to the rostrum, state their name and address and proceed with comments. Each speaker will be limited to five (5) minutes.

Consent Calendar: All items listed under the consent calendar are considered to be 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.

ROLL CALL

Mayor:	Sidonio "Sid" Palmerin
Vice Mayor:	Patricia Nolen
Council Member:	Raymond Lerma
Council Member:	Jerry Robertson
Council Member:	Jeanette Zamora-Bragg

INVOCATION

FLAG SALUTE

1. PUBLIC DISCUSSION

2. **CONSENT CALENDAR** (VV)

- 2-A. Approval of minutes of the meeting of the City Council on May 14, 2019.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Authorize the City Manager to sign their behalf for the Federal Fiscal Year 2019 FTA Certifications and Assurances Signature Page.

3. **APPROPRIATIONS** (VV)

Approval of Warrant Register dated May 28, 2019. (Ruiz-Nuñez) (VV)

4. **PRESENTATIONS**

- 4-A. TDA Triennial Performance Audit presented by Kathy Chambers from Kings County Association of Governments (KCAG). (Tromborg) (VV)
- 4-B. Fiscal Year 2017-2018 audit report presented by Price Paige and Company. Consider acceptance of the 2017-2018 Audit Report. (Ruiz-Nuñez) (VV)

5. **PUBLIC HEARINGS**

- 5-A. Continuation of Public Hearing from the May 14, 2019 Council Meeting for examination and comments regarding new User Services Fees and Fee Study prepared by IGService, and approve as amended Resolution No. 2968 adopting User Fee Study and proposed User Service Fees. (Tromborg) (VV)
 - A. Continue Public Hearing
 - B. Staff report and presentation
 - C. Accept written testimony
 - D. Accept oral testimony
 - E. Close hearing
 - F. Council discussion
 - G. By motion approve/approve with changes/deny proposed resolution.

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS**

- 7-A. Authorize the Mayor to sign a letter of commitment to participate in the Kings County Multi-Jurisdiction Local Hazard Mitigation Planning. (Shortnacy) (VV)

8. MATTERS FOR MAYOR AND COUNCIL

- 8-A.** Information Items
- 8-B.** Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*
- 8-C.** Committee Reports

9. CLOSED SESSION

9-A. CONFERENCE WITH LABOR NEGOTIATOR(S) (Government Code § 54957.6). It is the intention of this governing body to meet in closed-session to review its position and to instruct its designated representatives:

- Designated representatives: City Manager, Ken Caves
- Name of employee organization: CPOA, Local 39, and CLOCEA
- Position title(s) of unrepresented employee(s): Management Team

9-B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

Number of potential cases: One case.

9-C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8:

Property: 1265 Branum

Agency negotiator: City Manager

Negotiating parties: _____

Under negotiation: _____

10. 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 May 24, 2019.


Marlene Spain, City Clerk

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

Tuesday, May 14, 2019

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

ROLL CALL

Councilmembers present: Patricia Nolen, Raymond Lerma and Sidonio Palmerin, Jerry Robertson and Jeanette Zamora-Bragg

Councilmembers absent:

Staff present: Joe Faulkner, Ken Jorgensen, Kindon Meik, Soledad Ruiz-Nunez, Reuben Shortnacy, Marlene Spain and Kevin Tromborg

Press present: Tina Botill, "The Corcoran Journal"

INVOCATION

Invocation was presented by Nolen.

FLAG SALUTE

The flag salute was led by Lerma.

1. PUBLIC DISCUSSION

2. CONSENT CALENDAR

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

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

NOES:

ABSENT:

ABSTAIN: Robertson and Zamora-Bragg abstained on Item 2-A relating to the April 23, 2019 Minutes.

3. APPROPRIATIONS

Following Council discussion a **motion** was made by Lerma and seconded by Nolen to approve the Warrant Register for May 14, 2019. Motion carried by the following vote:

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

NOES:

ABSENT:

4. PRESENTATIONS – None

5. **PUBLIC HEARINGS**

5-A. Public Hearing for examination and comments regarding new User Services Fees and Fee Study prepared by IGService, and approve Resolution No. 2968 adopting User Fee Study and proposed User Service Fees was declared open at 5:34 p.m. Mr. Tromborg presented the staff report, and Dan Bergmann, with IGService presented the User Fee Study. Staff received one written testimony from Brian Todd. During Council discussion, several necessary corrections were discovered on the User Service Fees. Mr. Bergmann advised he would make the corrections. Following Council discussion a **motion** was made by Nolen seconded by Robertson to continue the Public Hearing for the next Council Meeting, scheduled for May 28, 2019.

Motion carried by the following vote:

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

NOES:

ABSENT:

6. **WRITTEN COMUNICATIONS** – None

7. **STAFF REPORTS**

7-A. Following Council discussion a **motion** was made by Nolen and seconded by Zamora-Bragg to approve Resolution No. 2972 (Amending Resolution No. 2961) Low Carbon Transit Operations Program (LCTOP). Motion carried by the following vote:

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

NOES:

ABSENT:

7-B. Council provided staff direction on the Measure A projects for the 2019-2020 fiscal year.

7-C. Following Council discussion a **motion** was made by Robertson and seconded by Zamora-Bragg to approve Resolution No. 2969 Budget Amendment for Fiscal Year 2018-2019. Motion carried by the following vote:

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

NOES:

ABSENT:

7-D. Following Council discussion a **motion** was made by Robertson and seconded by Nolen to approve the letter opposing AB 1356 (Ting) regarding retail commercial cannabis activity. Motion carried by the following vote:

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

NOES:

ABSENT:

8. MATTERS FOR MAYOR AND COUNCIL

- 8-A.** Council received information items.
- 8-B.** Staff received referral items.
- 8-C.** Committee reports.

CLOSED SESSION

At 6:58 p.m. Council recessed to closed session pursuant to:

9. CLOSED SESSION

9-A. CONFERENCE WITH LABOR NEGOTIATOR(S) (Government Code § 54957.6). It is the intention of this governing body to meet in closed-session to review its position and to instruct its designated representatives:

- Designated representatives: City Manager, Ken Caves
- Name of employee organization: CPOA, Local 39, and CLOCEA
- Position title(s) of unrepresented employee(s): Management Team

9-B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8:

Property:	1265 Branum	1116 Sherman
	429 James	418 Benrus
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Agency negotiator:	City Manager	
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Negotiating parties:		
<hr/>		
Under negotiation:		
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The regular meeting was reconvened at 6:58 p.m. Council provided direction to the City Manager on Item 9-A.

ADJOURNMENT 7:00_ P.M.

Sid Palmerin, Mayor

Marlene Spain, City Clerk

APPROVED DATE: _____

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

CONSENT CALANDER
ITEM #: 2-C

MEMORANDUM

TO: Corcoran City Council

FROM: Kevin J. Tromborg, Community Development Director

DATE: May 23, 2019 **MEETING DATE:** May 28, 2019

SUBJECT: Certifications and Assurances

RECOMMENDATION: (Voice Vote)

That the Council authorizes the City Manager to sign on their behalf for the Federal Fiscal Year 2019 FTA Certifications and Assurances Signature Page committing the Council and City of Corcoran to comply with all Federal Statues, Regulations, Executive Orders, and Federal Requirements applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2019.

DISCUSSION:

Before the FTA can award a Federal grant or agreement, the applicant must submit all certifications and assurances pertaining to itself and its project or projects as required by Federal laws and regulations. Since 1995, FTA has consolidating the various certifications and assurances that may be required into a single document for publication in the Federal Register.

The City of Corcoran uses FTA funding for its Transit service. This includes funding for operation, expansion of services and capital improvements. Because of these applications and contracts, the City is required to file the attached certifications and assurances.

BUDGET IMPACT:

None, these certifications, and assurances are required in order to obtain the Federal Funds the City of Corcoran's Transit Division uses for its operation.

ATTACHMENTS:

Certifications and Assurance and Resolution 2947 approved for two years.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
- (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**6.1. Rolling Stock Buy America Reviews.**

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: City of Corcoran

The Applicant certifies to the applicable provisions of categories 01–18. KM

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: City of Corcoran

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Kindon Meik, City Manager Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): City of Corcoran

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name Michael L. Farley Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

RESOLUTION NO. 2947

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION AND
DELEGATING AUTHORITY TO EXECUTE ALL NECESSARY DOCUMENTS**

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1f and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation project for the general public for the rural transit an intercity bus; and

WHEREAS, the City of Corcoran desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Kings County; and

WHEREAS, the City of Corcoran has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Corcoran wishes to delegate authorization to execute these agreements and any amendments thereto that the City Manager, Finance Director, Community Development Director, and or Transit Coordinator be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and / or any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on the 10th day of July, 2018, by the following vote:

AYES: Lerma, Nolen and Zamora-Bragg

NOES:


ABSTAIN:

ABSENT: Palmerin and Robertson

APPROVED:


Raymond Lerma, Mayor


ATTEST:


Marlene Lopez, City Clerk

CLERKS CERTIFICATE

I, Kindon Meik, hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the City Council of the City of Corcoran at a meeting held on the 10th day of July 2018, by the vote as set forth therein.

DATED: July 11, 2018


Marlene Lopez, City Clerk

Accounts Payable

Blanket Voucher Approval Document

User: spineda
Printed: 05/23/2019 - 4:22PM
Warrant Request Date: 5/28/2019
DAC Fund:



Batch: 00502.05.2019 - 05/28/19 Wrnt Rgstr FY19

Line	Claimant	Voucher No.	Amount
1	Agro Natural Sciences	000068569	613.02
2	Auto Zone, Inc.	000068570	10.81
3	Az Auto Parts	000068571	64.66
4	Beatwear Inc	000068572	1,791.03
5	Best Deal Food Co Inc.	000068573	14.05
6	Bogie's Pump Systems	000068574	9,592.91
7	BSK Associates	000068576	3,191.40
8	BSK Associates	000068577	6,041.32
9	BSK Associates	000068575	3,482.00
10	C. A. Reding Company, Inc	000068578	92.28
11	Cannon Financial Services, Inc.	000068579	228.03
12	CDW-Government, Inc	000068580	2,317.56
13	City of Fresno-Police Department	000068581	434.49
14	Corcoran City Petty Cash	000068582	66.00
15	Corcoran Hardware	000068583	1,700.81
16	Dept of Justice	000068584	800.00
17	E & B Bulk Transportation	000068585	1,011.19
18	Farley Law Firm	000068586	25,849.91
19	Felder Communications	000068587	779.50
20	Ferguson Enterprises, Inc	000068588	4,652.79
21	Figuroa Concrete Partners	000068589	18,577.50
22	Galindo Farms Discing	000068590	75.00
23	Gary V. Burrows Inc.	000068591	1,361.39
24	Hardin-Davidson Engineering	000068592	4,100.00
25	High Desert Wireless Broadband	000068593	1,082.25
26	Home Depot Credit Services	000068594	294.94
27	HUB International	000068595	725.57
28	Integrated Avian Solutions	000068596	2,200.00
29	Jorgensen & Company	000068597	2,580.47
30	Kiwanis Club of Corcoran	000068598	200.00
31	Lacey Animal Hospital	000068599	202.50
32	Law & Associates Investigations	000068600	600.00
33	LexisNexis Risk Data Management, Inc.	000068601	50.00
34	Matson Alarm Co. Inc.	000068602	120.50
35	Mid Valley Trees	000068603	243.03
36	Millers Rentaland, Inc	000068604	1,275.00
37	National Training Concepts	000068605	88.00
38	Nutrien AG Solutions, Inc.	000068606	2,204.20
39	Office Depot	000068607	66.28
40	Pizza Factory	000068608	143.74
41	Proclean Supply	000068609	27.82
42	Pumping Solutions, Inc	000068610	702.44
43	Quad Knopf, Inc.	000068611	10,363.54
44	Quality Pool Service	000068612	3,727.25
45	Radius Tire Co.	000068613	1,040.01
46	S & R Specialty Equipment	000068614	11.25

Page Total: \$114,796.44

Line	Claimant	Voucher No.	Amount
47	Safety-Kleen Systems,Inc	000068615	1,428.90
48	Sawtelle & Rosprim Industrial	000068616	612.65
49	Sawtelle Rosprim Machine Shop	000068617	987.92
50	SECO Controls, LLC	000068618	664.64
51	Self Help Enterprises	000068619	22,002.34
52	Serrano Construction & Remodel	000068620	2,450.00
53	Sherwin Williams Co	000068621	161.97
54	Sidonio Palmerin	000068622	89.41
55	Sig Sauer, Inc	000068623	540.00
56	SJVAPCD	000068624	136.00
57	Terminix	000068625	46.00
58	The Printer	000068626	910.44
59	Tonka Water	000068627	2,000.00
60	Trans Union LLC	000068628	30.00
61	Tulare County Jail-Industries Engraving Program	000068629	188.56
62	Turnupseed Electric Svc Inc	000068630	1,447.56
63	UNIFIRST Corporation	000068631	762.49
64	Univar USA Inc	000068632	1,731.57
65	USA Blue Book	000068633	37.94
66	Verizon Wireless	000068634	379.25
67	Verizon Wireless	000068635	210.40
68	Waxie Sanitary Supply	000068636	31.86
69	Zumar Industries, Inc	000068637	1,376.14
Page Total:			\$38,226.04
Grand Total:			\$153,022.48

Accounts Payable

Voucher Approval List

User: spineda
 Printed: 05/23/2019 - 4:22PM
 Batch: 00502.05.2019 - 05/28/19 Wmt Rgstr FY19



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
68569	5/28/2019	Agro Natural Sciences	CHRISTMAS TREE PARK-LANDSCAPE SUPPLIES	104-412-300-210	613.02
68570	5/28/2019	Auto Zone, Inc.	BARREL PUMP	104-433-300-210	10.81
68571	5/28/2019	Az Auto Parts	INDL HYDRAULIC /AIR FILTER UNT#33	109-434-300-260	45.09
68571	5/28/2019	Az Auto Parts	RADIATOR HOSE; UNT#33	109-434-300-260	8.66
68571	5/28/2019	Az Auto Parts	MAINT PARTS/UNT#232	104-421-300-260	2.34
68571	5/28/2019	Az Auto Parts	MAINT PARTS/UNT#254	104-421-300-260	8.57
68572	5/28/2019	Beatwear Inc	PD POLO SHIRTS	104-421-300-230	574.94
68572	5/28/2019	Beatwear Inc	PD UNIFORM/C ADRADE	104-421-300-230	692.09
68572	5/28/2019	Beatwear Inc	CADET UNIFORM ITEMS/ C STAUFFER	104-421-300-230	68.89
68572	5/28/2019	Beatwear Inc	CADET UNIFORM ITEMS/ A FLORES	104-421-300-230	45.57
68572	5/28/2019	Beatwear Inc	CADET UNIFORM ITEMS/ K BOLLAND	104-421-300-230	64.54
68572	5/28/2019	Beatwear Inc	UNIFORM ITEMS/ G PADAMA	104-421-300-230	271.23
68572	5/28/2019	Beatwear Inc	ADADEMY UNIFORM/ A FLORES	104-421-300-230	43.39
68572	5/28/2019	Beatwear Inc	CADET UNIFORM ITEMS/ K BOLLAND	104-421-300-230	30.38
68573	5/28/2019	Best Deal Food Co Inc.	DOG FOOD	104-421-300-203	14.05
68574	5/28/2019	Bogie's Pump Systems	STA. 13- BAINNUM & LETT'S MAINT. & REPAIR	120-435-300-140	9,414.66
68574	5/28/2019	Bogie's Pump Systems	EQUIPT, MAINT, & REPAIR	120-435-300-140	178.25
68575	5/28/2019	BSK Associates	QUANTI TRAY/ TOTAL COLIFORM/E COLI	105-437-300-200	17.00
68575	5/28/2019	BSK Associates	COLOR/IRON/TDS/TOC/TURBIDITY	105-437-300-200	212.00
68575	5/28/2019	BSK Associates	ARSENIC/NITRATE	105-437-300-200	43.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: TOTAL COLIFORM/E COLI	105-437-300-200	153.00
68575	5/28/2019	BSK Associates	QUARTERLY LAGOON	120-435-300-200	233.00
68575	5/28/2019	BSK Associates	PLANT INF/EFF/LAGOON	120-435-300-200	234.00
68575	5/28/2019	BSK Associates	QUANTI: TRAY/ARSENIC/NITRATE/COIF/ECOLI	105-437-300-200	60.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: ARSENIC/NITRATE/COIF/ECOLI	105-437-300-200	260.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: TOTAL COLIFORM/ECOLI	105-437-300-200	170.00
68575	5/28/2019	BSK Associates	QUANTI TRAY/ TOTAL COLIFORM/E COLI	105-437-300-200	17.00
68575	5/28/2019	BSK Associates	QUANTI TRAY/ ARSENIC/NITRATE	105-437-300-200	45.00
68575	5/28/2019	BSK Associates	COLOR/IRON/TDS/TOC/TURBIDITY	105-437-300-200	86.00
68575	5/28/2019	BSK Associates	EPA 524.2-THNS/EPA 552.3-TOT. HALO	105-437-300-200	460.00
68575	5/28/2019	BSK Associates	QUANTI TRAY/TOTAL COLIFORM/E COLI	105-437-300-200	136.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
68575	5/28/2019	BSK Associates	QUANTI TRAY/TOTAL COLIFORM/E COLI	105-437-300-200	153.00
68575	5/28/2019	BSK Associates	COLOR/IRON/TDS/TOC/TURBIDITY	105-437-300-200	252.00
68575	5/28/2019	BSK Associates	QUANTI TRAY; ARSENIC/NITRATE	105-437-300-200	45.00
68575	5/28/2019	BSK Associates	QUANTI TRAY; ARSENIC/NITRATE	105-437-300-200	60.00
68575	5/28/2019	BSK Associates	QUANTI TRAY; ARSENIC/NITRATE	105-437-300-200	45.00
68575	5/28/2019	BSK Associates	QUANTI TRAY; ARSENIC/NITRATE	105-437-300-200	60.00
68575	5/28/2019	BSK Associates	COLOR/IRON/TOC/TURBIDITY	105-437-300-200	126.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: TOTAL COLIFORM/E COLI	105-437-300-200	53.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: TOTAL COLIFORM/E COLI	105-437-300-200	17.00
68575	5/28/2019	BSK Associates	QUANTI TRAY: TOTAL COLIFORM/E COLI	105-437-300-200	17.00
68575	5/28/2019	BSK Associates	PERCHLORATE PKG /TITLE 22 GM/OI/GP W/O CY	105-437-300-200	300.00
68575	5/28/2019	BSK Associates	ARSENIC/IRON/COLOR/ MANG/NITRATE/ ECT	105-437-300-200	115.00
68575	5/28/2019	BSK Associates	NITRATE	105-437-300-200	13.00
68576	5/28/2019	BSK Associates	ENG TESTING TRACT 925 EARTHWORK TESTING	104-000-202-024	835.22
68576	5/28/2019	BSK Associates	MATERIALS TESTING TRACT 925	104-000-202-024	2,356.18
68577	5/28/2019	BSK Associates	WWTP PROJ#E1101301F-TESTING, MGNT	120-435-300-200	2,516.00
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	104-432-500-520	615.33
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	109-434-500-520	615.33
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	105-437-500-520	615.33
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	121-439-500-520	615.33
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	109-434-500-520	266.00
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	105-437-500-520	266.00
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	121-439-500-520	266.00
68577	5/28/2019	BSK Associates	CORP YRD BLDG: PROJ#C1909461F	104-432-500-520	266.00
68578	5/28/2019	C. A. Redding Company, Inc	COPIER LEASE WTP	105-437-300-180	92.28
68579	5/28/2019	Cannon Financial Services, Inc.	COPIER SERVICE RENTAL/MAY 2019 QUARTERLY CHARGE	104-421-300-180	228.03
68580	5/28/2019	CDW-Government, Inc	PD COMPUTER SOFTWARE	104-421-300-181	746.40
68580	5/28/2019	CDW-Government, Inc	COMPUTER CABLE	104-421-300-181	11.27
68580	5/28/2019	CDW-Government, Inc	SURFACE PRO	104-421-300-181	1,559.89
68581	5/28/2019	City of Fresno-Police Department	145 BASIC ACADEMY CLASS EVOC K BOLLAND/A FLORES/	104-421-300-270	434.49
68582	5/28/2019	Corcoran City Petty Cash	CAR WASH-PD VEHICLES	104-421-300-260	30.00
68582	5/28/2019	Corcoran City Petty Cash	TRAINING-PER DIEM-S CHEE	104-421-300-270	36.00
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	104-412-300-210	28.39
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	104-432-300-210	3.87
68583	5/28/2019	Corcoran Hardware	EQU REPAIR	104-432-300-140	70.59
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	104-433-300-210	33.31
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	109-434-300-210	47.67
68583	5/28/2019	Corcoran Hardware	EQU REPAIR	109-434-300-140	112.04
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	120-435-300-210	500.37

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
68583	5/28/2019	Corcoran Hardware	EQUIP REPAIR	120-435-300-140	25.96
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	105-437-300-210	407.04
68583	5/28/2019	Corcoran Hardware	EQUIP REPAIR	105-437-300-140	274.76
68583	5/28/2019	Corcoran Hardware	VEHICLE REPAIR	105-437-300-260	27.04
68583	5/28/2019	Corcoran Hardware	DEPT SUPPLIES	138-419-300-200	79.81
68583	5/28/2019	Corcoran Hardware	APPLIED TO BILL	105-437-300-210	-6.88
68583	5/28/2019	Corcoran Hardware	REPAIR ITEMS: PD	104-421-300-210	13.52
68583	5/28/2019	Corcoran Hardware	PD PROPANE	104-421-300-210	54.11
68583	5/28/2019	Corcoran Hardware	REPAIR ITEMS/PD	104-421-300-210	29.21
68584	5/28/2019	Dept of Justice	LIVE SCAN FEE FOR APRIL 2019	104-421-300-148	800.00
68585	5/28/2019	E & B Bulk Transportation	CRUSHED ROCK	105-437-300-210	1,011.19
68586	5/28/2019	Farley Law Firm	LEGAL EXP FOR APRIL 2019	104-403-300-200	23,724.41
68586	5/28/2019	Farley Law Firm	EXPENSES FOR 817 HALL	104-403-300-200	760.50
68586	5/28/2019	Farley Law Firm	EXPENSES FOR 1630 BREWER	104-403-300-200	605.00
68586	5/28/2019	Farley Law Firm	EXPENSES FOR 1914 ESTES	104-403-300-200	585.00
68586	5/28/2019	Farley Law Firm	EXPENSES FOR 2428 LORENA	104-403-300-200	175.00
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	145-410-300-141	51.50
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	104-412-300-141	34.00
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	104-421-300-141	490.00
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	104-431-300-141	42.50
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	109-434-300-141	51.00
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	120-435-300-141	34.00
68587	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	105-437-300-141	59.50
68588	5/28/2019	Felder Communications	RADIO MAINT & REPAIR	121-439-300-141	17.00
68588	5/28/2019	Ferguson Enterprises, Inc	DEPT SUPPLS	105-437-300-210	1,264.07
68588	5/28/2019	Ferguson Enterprises, Inc	COVERS	105-437-300-210	337.32
68588	5/28/2019	Ferguson Enterprises, Inc	EQUIP REPAIR: HYDRANT REPLC	105-437-300-140	2,012.79
68588	5/28/2019	Ferguson Enterprises, Inc	EQUIP REPAIR: METERS	105-437-300-140	1,038.61
68589	5/28/2019	Figueroa Concrete Partners	SIDEWALK IMPRVS: DOWNTOWN AREA	109-434-300-218	12,810.50
68589	5/28/2019	Figueroa Concrete Partners	SIDEWALK IMPRVS: DOWNTOWN AREA	138-419-300-208	2,673.00
68589	5/28/2019	Figueroa Concrete Partners	SIDEWALK IMPRVS: DOWNTOWN AREA	138-419-300-207	3,094.00
68590	5/28/2019	Galindo Farms Discing	WEED ABATEMENT 418 BENRUS	301-430-300-200	75.00
68591	5/28/2019	Gary V. Burrows Inc.	WTP-DIESEL FUEL	105-437-300-250	363.98
68591	5/28/2019	Gary V. Burrows Inc.	WWTP-DIESEL FUEL	120-435-300-250	395.68
68591	5/28/2019	Gary V. Burrows Inc.	STREETS DPT-DIESEL FUEL	109-434-300-250	601.73
68592	5/28/2019	Hardin-Davidson Engineering	CA DEPT OF CORRECTIONS & REHAB TENANT IMPROV. PR	136-415-300-200	4,100.00
68593	5/28/2019	High Desert Wireless Broadband	INSTALL INTERNET EQUIPT @ CITY RENTAL BLDG	104-432-300-200	1,082.25
68594	5/28/2019	Home Depot Credit Services	DEPT SUPPLIES-LANDSCAPING	104-412-300-210	112.23
68594	5/28/2019	Home Depot Credit Services	DEPT SUPPLIES: LANDSCAPING	104-412-300-210	117.74

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68594	5/28/2019	Home Depot Credit Services	EQUIP MAINT & REPAIR	105-437-300-140	24.28
68594	5/28/2019	Home Depot Credit Services	DEPT SUPPLIES	109-434-300-210	40.69
68595	5/28/2019	HUB International	CERT LIABILITY : FARMERS MKT 4/12/19	104-000-362-085	725.57
68596	5/28/2019	Integrated Avian Solutions	BLACKBIRD/PIGEON ABAATEMENT AT CHRISTMAS TREE PA	104-412-300-200	2,200.00
68597	5/28/2019	Jorgensen & Company	FIRE ALARM SVC VETS HALL	104-432-300-200	405.08
68597	5/28/2019	Jorgensen & Company	FIRE ALARM SVC CITY HALL	104-432-300-200	440.00
68597	5/28/2019	Jorgensen & Company	FIRE ALARM SVC CITY RENTAL BLDG	104-432-300-200	550.00
68597	5/28/2019	Jorgensen & Company	FIRE ALARM SVC DEPOT	104-432-300-200	440.00
68597	5/28/2019	Jorgensen & Company	FIRE ALARM SVC DEPOT	120-435-300-200	745.39
68598	5/28/2019	Kiwamis Club of Corcoran	VETS HALL USE 5/12/19-DEPOSIT REFUND	104-000-362-085	200.00
68599	5/28/2019	Lacey Animal Hospital	AC VET SVC/C1802541 C 1900828	104-421-300-203	79.20
68599	5/28/2019	Lacey Animal Hospital	AC VET SVC/ C1802541 C 1900834	104-421-300-203	123.30
68600	5/28/2019	Law & Associates Investigations	BACKGROUND SVC	104-421-300-200	500.00
68601	5/28/2019	LexisNexis Risk Data Management, Inc.	BACKGROUND SVC-APRIL 2019	104-421-300-200	50.00
68602	5/28/2019	Matson Alarm Co. Inc.	RAO ALARM SYSTEM: MONITORING & SVC	104-432-300-200	120.50
68603	5/28/2019	Mid Valley Trees	LANDSCAPING TREES	104-412-300-210	243.03
68604	5/28/2019	Millers Rentaland, Inc	EQUPT RENTAL: GRINDER	109-434-300-140	375.00
68604	5/28/2019	Millers Rentaland, Inc	EQUPT RENTAL: ROLLER	109-434-300-140	300.00
68605	5/28/2019	National Training Concepts	TRAINING: S CHEE	104-421-300-270	88.00
68606	5/28/2019	Nutrien AG Solutions, Inc.	RODEO	105-437-300-210	1,102.10
68606	5/28/2019	Nutrien AG Solutions, Inc.	RODEO	121-439-300-210	1,102.10
68607	5/28/2019	Office Depot	PD OFFICE SUPPLIES	104-421-300-150	66.28
68608	5/28/2019	Pizza Factory	FOOD FOR FIREMAN RE BDTH 1500 ORANGE	104-406-300-198	95.04
68608	5/28/2019	Pizza Factory	INMATE MEALS	104-421-300-148	48.70
68609	5/28/2019	Proclean Supply	JANITORIAL SUPPLIES	104-432-300-210	27.82
68610	5/28/2019	Pumping Solutions, Inc	MAINT & REPAIR: STOCK PARTS	105-437-300-140	702.44
68611	5/28/2019	Quad Knopf, Inc.	GIS HOSTING	104-406-300-200	230.76
68611	5/28/2019	Quad Knopf, Inc.	GEN ENGINEERING	104-406-300-200	145.89
68611	5/28/2019	Quad Knopf, Inc.	IMPRV PLANS SEQ2	104-406-300-200	170.10
68611	5/28/2019	Quad Knopf, Inc.	FINAL MAP SEQ 2	104-406-300-200	184.95
68611	5/28/2019	Quad Knopf, Inc.	WTP CAUSTIC CONTINMENT PROJ	105-437-300-200	1,193.23
68611	5/28/2019	Quad Knopf, Inc.	O'REILLY AUTO IMPRV PLAN CHK	104-406-300-200	2,204.64
68611	5/28/2019	Quad Knopf, Inc.	CORP YRD BLDG PROJ	105-437-500-520	127.49
68611	5/28/2019	Quad Knopf, Inc.	CORP YRD BLDG PROJ	109-434-500-520	127.50
68611	5/28/2019	Quad Knopf, Inc.	CORP YRD BLDG PROJ	104-432-500-520	127.49
68611	5/28/2019	Quad Knopf, Inc.	CORP YRD BLDG PROJ	121-439-500-520	127.49
68611	5/28/2019	Quad Knopf, Inc.	NOE TEMPLET	104-406-300-200	29.70
68611	5/28/2019	Quad Knopf, Inc.	WELL 11 CONSTRT MNGT/ELEC ENG	105-437-500-513	5,098.86
68611	5/28/2019	Quad Knopf, Inc.	AERATED POND & EFFLUENT BLDG MODIFI.	120-435-300-200	595.44

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68612	5/28/2019	Quality Pool Service	CITY POOL: MONTLY SVC DEC 2018	138-419-300-206	850.00
68612	5/28/2019	Quality Pool Service	CITY POOL: MONTLY SVC APR 2019	138-419-300-206	850.00
68612	5/28/2019	Quality Pool Service	CITY POOL: SODA BICARBONATE	138-419-300-206	324.75
68612	5/28/2019	Quality Pool Service	CITY POOL: PRESSURE RELEASE VALVE	138-419-300-206	305.83
68612	5/28/2019	Quality Pool Service	CITY POOL: FLO METER	138-419-300-206	476.92
68612	5/28/2019	Quality Pool Service	CITY POOL: SODA BICARBONATE	138-419-300-206	324.75
68612	5/28/2019	Quality Pool Service	CITY POOL: LINE REPAIR	138-419-300-206	595.00
68613	5/28/2019	Radius Tire Co.	SWEEPER: TIRE REPAIR UNT#134	112-438-300-140	80.00
68613	5/28/2019	Radius Tire Co.	TIRES/UNT#246	104-421-300-260	960.01
68614	5/28/2019	S & R Specialty Equipment	O-RINGS	105-437-300-140	11.25
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	145-410-300-260	571.56
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	104-421-300-260	285.78
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	109-434-300-260	142.89
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	104-412-300-260	142.89
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	105-437-300-260	142.89
68615	5/28/2019	Safety-Kleen Systems, Inc	ANTI FREEZE	120-435-300-260	142.89
68616	5/28/2019	Sawtelle & Rosprim Industrial	DEPT SUPPLIES	120-435-300-210	14.43
68616	5/28/2019	Sawtelle & Rosprim Industrial	DEPT SUPPLIES	104-433-300-210	86.60
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	11.26
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	9.55
68616	5/28/2019	Sawtelle & Rosprim Industrial	DEPT SUPPLIES	120-435-300-210	173.74
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	120-435-300-140	177.53
68616	5/28/2019	Sawtelle & Rosprim Industrial	DEPT SUPPLIES	105-437-300-210	28.87
68616	5/28/2019	Sawtelle & Rosprim Industrial	DEPT SUPPLIES	105-437-300-210	28.87
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	4.16
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	11.19
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	63.16
68616	5/28/2019	Sawtelle & Rosprim Industrial	EQUPT MAINT	105-437-300-140	3.29
68617	5/28/2019	Sawtelle Rosprim Machine Shop	EQUPT MAINT: EYE BOLTS	105-437-300-140	987.92
68618	5/28/2019	SECO Controls, LLC	DEPT SUPPLIES: REAGENTS	105-437-300-210	664.64
68619	5/28/2019	Self Help Enterprises	FIRSTTIME HOME BUYERS LOANS	283-548-300-313	20,006.34
68619	5/28/2019	Self Help Enterprises	GEN ADMIN: PROF SVCS	283-548-300-200	446.00
68619	5/28/2019	Self Help Enterprises	FTHB: P SER: ACT/DEL ROSA J GALLEGOS	283-548-300-200	1,300.00
68619	5/28/2019	Self Help Enterprises	GEN ADMIN: PROF SVCS	177-448-300-200	250.00
68620	5/28/2019	Serrano Construction & Remodel	REPAIR OF 418 BENRUS DOORS, WNDWS, WALLS, ELECT, P	301-430-300-200	2,450.00
68621	5/28/2019	Sherwin Williams Co	PAINT SUPPLIES	105-437-300-210	161.97
68622	5/28/2019	Sidonio Palmerin	KC WATR COMMS 3/25/19	104-401-300-270	22.35
68622	5/28/2019	Sidonio Palmerin	LOCAL AGENCY FORM COMMS 3/27/19	104-401-300-270	22.35
68622	5/28/2019	Sidonio Palmerin	KC ASSOC OF GOV 2/27/19-4/24/19	104-401-300-270	44.71

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
68623	5/28/2019	Sig Sauer, Inc	ARMORY SUPPLIES	114-414-300-210	540.00
68624	5/28/2019	SJVAPCD	2019/20 PERMIT FEES: FACILITY ID#C7560	105-437-300-160	136.00
68625	5/28/2019	Terminix	PEST CONTROL 2410 BELL MAY 2019 SVCS	301-430-300-316	46.00
68626	5/28/2019	The Printer	PD FORMS	104-421-300-155	910.44
68627	5/28/2019	Tonka Water	EQUIP PROGRAMMING	105-437-300-200	2,000.00
68628	5/28/2019	Trans Union LLC	PROF SVC/BACKGROUND MONTHLY SVC FEE	104-421-300-200	30.00
68629	5/28/2019	Tulare County Jail-Industries Engraving Program	PD STICKERS	104-421-300-210	188.56
68630	5/28/2019	Turnspeed Electric Svc Inc	STA. 14 MAINT & REPAIR	120-435-300-140	367.71
68630	5/28/2019	Turnspeed Electric Svc Inc	ORANGE & DAIRY: CONNECT LIFT STA.	120-435-300-140	1,079.85
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X2	104-433-200-125	76.24
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X1	104-412-200-125	38.12
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X3	109-434-200-125	114.39
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X6	105-437-200-125	228.78
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X4	120-435-200-125	152.48
68631	5/28/2019	UNIFIRST Corporation	UNIFORM COSTS X4	145-410-200-125	152.48
68632	5/28/2019	Univar USA Inc	SOD HYPO	105-437-300-219	800.62
68632	5/28/2019	Univar USA Inc	SOD HYPO	105-437-300-219	530.95
68633	5/28/2019	USA Blue Book	PVC CEMENT	105-437-300-210	37.94
68634	5/28/2019	Verizon Wireless	CELL PHN SVC	145-410-300-220	107.49
68634	5/28/2019	Verizon Wireless	WIRELESS AIRCARD	145-410-300-220	38.01
68634	5/28/2019	Verizon Wireless	ON CALL CELL PHNE	105-437-300-220	5.06
68634	5/28/2019	Verizon Wireless	WIRELESS AIRCARD	105-437-300-220	38.01
68634	5/28/2019	Verizon Wireless	CELL PHN SVC	104-432-300-220	2.42
68634	5/28/2019	Verizon Wireless	CELL PHN SVC-J FAULKNER	105-437-300-220	1.89
68634	5/28/2019	Verizon Wireless	WIRELESS AIRCARD-J FAULKNER	105-437-300-220	38.01
68634	5/28/2019	Verizon Wireless	COMM DEV/INSPECTOR PHONE	104-406-300-220	72.34
68634	5/28/2019	Verizon Wireless	COMM DEV/ AIR CARD X2	104-406-300-220	76.02
68635	5/28/2019	Verizon Wireless	ACCT#642052930-0001	104-421-300-221	210.40
68636	5/28/2019	Waxie Sanitary Supply	DEPT SUPPLIES	104-432-300-210	31.86
68637	5/28/2019	Zumar Industries, Inc	SIGN REPLACEMENT	109-434-300-214	1,376.14

Warrant Total:

153,022.48

City of Corcoran

Triennial Performance Audit, FY 2015/16 - FY 2017/18

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City of Corcoran

Triennial Performance Audit, FY 2015/16 - FY 2017/18
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Chapter 3 Program Compliance

This section examines the City of Corcoran's compliance with the Transportation Development Act as well as relevant sections of the California Code of Regulations. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. The Kings County Association of Governments considers full use of funds under California Code of Regulations (CCR) 6754(a) as referring to operating funds but not capital funds. The TPA findings and related comments are delineated in Exhibit 3.1.

Compliance was determined through discussions with City of Corcoran staff as well as a physical inspection of relevant documents including the fiscal audits for each year of the triennium, TDA claim forms, State Controller annual filings, California Highway Patrol terminal inspections, year-end performance reports, and other compliance-related documentation.

With four exceptions, the City of Corcoran met the test of compliance with respect to all Transportation Development Act (TDA) regulations.

1. In FY 2016/17, the State Controller Report was submitted past the January 31, 2018 deadline.
2. TDA fiscal audits were submitted past the 180-day deadline plus a 90-day extension.
3. In FY 2016/17 and FY 2017/18, the City did not meet the TDA-required 10 percent minimum farebox recovery ratio.
4. The City does not use the TDA's definition of full-time equivalent (FTE) employee.

Recent Changes Regarding Compliance

Two changes specific to the TDA and TDA funding went into effect beginning July 1, 2016. The first change was an amendment to the Public Utilities Code specific to the definition of operating cost and what costs can be excluded. It should be noted that many of the exclusions pertain only to *changes* in certain costs, either over the prior year or beyond the change in the Consumer Price Index. They do not apply to *all* costs related to specified exclusion categories.

Senate Bill 508, dated October 9, 2015, amended Section 99268.17 to read as follows:

99268.17 (a) *Notwithstanding subdivision (a) of Section 99247, the following costs shall be excluded from the definition of "operating cost" for the purposes of calculating any required ratios of fare revenues to operating cost specified in this article:*

- (1) *The additional operating costs required to provide comparable complementary paratransit service as required by Section 37.121 of Title 49 of the Code of Federal Regulations, pursuant to the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 120101 et seq.), as identified in the operator's paratransit plan pursuant to Section 37.139 of Title 49 of the Code of Federal Regulations that exceed the operator's costs required to provide comparable paratransit service in the prior year as adjusted by the Consumer Price Index.*

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(2) *Cost increases beyond the change in the Consumer Price Index for all of the following:*

- (A) *Fuel.*
- (B) *Alternative fuel programs.*
- (C) *Power, including electricity.*
- (D) *Insurance premiums and payments in settlement of claims arising out of the operator's liability.*
- (E) *State and federal mandates.*

(3) *Startup costs for new services for a period of not more than two years.*

(b) The exclusion of costs from the definition of operating costs in subdivision (a) applies solely for the purpose of this article and does not authorize an operator to report an operating cost other than as defined in subdivision (a) of Section 99247 or a ratio of fare revenue to operating cost other than as that ratio is described elsewhere in this article, to any of the following entities:

- (1) *The Controller pursuant to Section 99243.*
- (2) *The entity conducting the fiscal audit pursuant to Section 99245.*
- (3) *The entity conducting the performance audit pursuant to Section 99246.*

The second change, also contained within Senate Bill 508, related to the type of funds that can be used to supplement farebox revenue. Prior to this bill, "local funds" was defined as "revenues derived from taxes imposed by the operator or by a county transportation commission." Senate Bill 508 amended Section 99268.19 to read:

99268.19 *If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating cost required by this article, an operator may satisfy that requirement by supplementing its fare revenues with local funds. As used in this section, "local funds" means any non-federal or non-state grant funds or other revenues generated by, earned by, or distributed to an operator.*

This expanded definition opens up new revenue sources that can be used to offset farebox shortfalls. Applicable revenues include funds received through advertising, interest income, sale of surplus vehicles, bus wash fees, depot lease rents, and other such sources. While these funds are no longer limited to those generated by local taxes, they cannot be state or federal funds.

Another change affected the submittal deadline for the State Controller's Transit Operators Financial Transaction Report. Beginning with Fiscal Year 2016/17, the submittal deadline was changed from 110 days following the end of the fiscal year (typically October 18-20) to seven months following the end of the fiscal year (January 31). The original submittal deadline was in force during reporting for FY 2015/16, while the new deadline was utilized for FY 2016/17 forward.

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Exhibit 3.1 Transit Development Act Compliance Requirements

Compliance Element	Reference	Compliance	Comments
State Controller Reports submitted on time.	PUC 99243	Finding	FY 2015/16: October 16, 2016 FY 2016/17: May 4, 2018 FY 2017/18: January 28, 2019
Fiscal and compliance audits submitted within 180 days following the end of the fiscal year (or with up to 90-day extension).	PUC 99245	Finding	FY 2015/16: May 1, 2017 FY 2016/17: May 18, 2018 FY 2017/18: In progress
Operator's terminal rated as satisfactory by CHP within the 13 months prior to each TDA claim.	PUC 99251 B	In compliance	September 3, 2015 September 22, 2016 September 20, 2017 – Unsatisfactory January 12, 2018
Operator's claim for TDA funds submitted in compliance with rules and regulations adopted by the RTPA.	PUC 99261	In compliance	
If operator serves urbanized and non-urbanized areas, it has maintained a ratio of fare revenues to operating costs at least equal to the ratio determined by the rules and regulations adopted by the RTPA.	PUC 99270.1	Not applicable	
An operator receiving allocations under Article 8(c) may be subject to regional, countywide, or subarea performance criteria, local match requirements, or fare recovery ratios adopted by resolution of the RTPA.	PUC 99405	Not applicable	
The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).	PUC 99266	In compliance	FY 2015/16: +14.7% FY 2016/17: +7.9% FY 2017/18: +2.1% <i>Source: TDA claims, FY 2016-FY2018.</i>
The operator's definitions of performance measures are consistent with the Public Utilities Code Section 99247.	PUC 99247	Finding	The City utilizes a person-count for its FTE reporting to the State Controller.
If the operator serves an urbanized area, it has maintained a ratio of fare revenues to operating cost at least equal to one-fifth (20 percent).	PUC 99268.2, 99268.4, 99268.1	Not applicable	
If the operator serves a rural area, it has maintained a ratio of fare revenues to operating cost at least equal to one-tenth (10 percent).	PUC 99268.2, 99268.4, 99268.5	Finding	FY 2015/16: 10.14% FY 2016/17: 9.55% FY 2017/18: 7.13% <i>Source: TDA fiscal audits, FY 2016 – FY 2017. State Controller Report FY 2018.</i>

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Compliance Element	Reference	Compliance	Comments
For a claimant that provides only services to elderly and handicapped persons, the ratio of fare revenues to operating cost shall be at least 10 percent.	PUC 99268.5, CCR 6633.5	Not applicable	
The current cost of the operator's retirement system is fully funded with respect to the officers and employees of its public transportation system, or the operator is implementing a plan approved by the RTPA, which will fully fund the retirement system for 40 years.	PUC 99271	In compliance	City staff's retirement is funded through the California Public Employees Retirements System (CalPERS).
If the operator receives State Transit Assistance funds, the operator makes full use of funds available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted.	CCR 6754 (a) (3)	In compliance	
In order to use State Transit Assistance funds for operating assistance, the operator's total operating cost per revenue hour does not exceed the sum of the preceding year's total plus an amount equal to the product of the percentage change in the CPI for the same period multiplied by the preceding year's total operating cost per revenue hour. An operator may qualify based on the preceding year's operating cost per revenue hour or the average of the three prior years. If an operator does not meet these qualifying tests, the operator may only use STA funds for operating purposes according to a sliding scale.	PUC 99314.6	In compliance	The City was found to be eligible to use all STA funds for operating expenses in FY 2015/16. In FY 2016/17, the City was eligible to use STA for operating expenses based on a sliding scale, with the remaining funds available for capital expenses.
A transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the actual amount of fares received, the amount of local support required to meet the fare ratio, the amount of federal operating assistance, and the amount received during the year from a city or county to which the operator has provided services beyond its boundaries.	CCR 6634	In compliance	

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Chapter 4

Prior Recommendations

This section reviews and evaluates the implementation of prior Triennial Performance Audit recommendations. This objective assessment provides assurance the City of Corcoran has made quantifiable progress toward improving both the efficiency and effectiveness of its public transit program.

The prior audit – completed in June 2016 by Moore & Associates, Inc. for the three fiscal years ending June 30, 2015 – included six recommendations:

1. The City's Finance Department should work with its TDA auditor to ensure fiscal audits are submitted within the established timeframe (180 days following the end of the fiscal year, or 270 days if a 90-day extension is requested and granted).

Discussion: The prior audit noted the City submitted its TDA fiscal audit for FY 2014/15 late, though the FY 2012/13 and FY 2013/14 audits were submitted within the PUC timeframe (inclusive of a 90-day extension). The prior audit recommended the City ensure the December 31 deadline is included within the independent auditor's contract, which would allow the City to request a 90-day extension if it cannot be completed prior to that deadline, yet still remain in compliance with the TDA.

Progress: In FY 2015/16 and FY 2016/17, the TDA fiscal audits were completed on May 1, 2017 and May 18, 2018, respectively. The FY 2017/18 audit was not completed before the end of March 2019. The City stated that the data from its single audit were not available until January 2019, and that the TDA audit could not be completed until that data was available.

Status: Not implemented.

2. The City should use the proper definition of "full-time equivalent" (FTE) when calculating Employees for reporting to the State Controller.

Discussion: Cited in two prior audits, the City of Corcoran determined its number of full-time employee equivalents by adding up the number of staff who spend their time on transit activities ("person-count"). This was not consistent with the TDA definition of FTE. The prior audit recommended the City use payroll records to document the total amount of time spent on transit, and use that figure (divided by 2,000) to calculate FTE for reporting to the State Controller. The recommendation also advised this finding should be communicated to the Finance department responsible for preparation of the State Controller Report.

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Progress: The City continues to use a person-count in determining full-time equivalent (FTE) employees for the State Controller Report.

Status: Not implemented.

3. City of Corcoran staff should expand the scope of its marketing program.

Discussion: The 2013 TDA triennial performance audit recommended the City set aside a portion of its TDA allowance for additional marketing and advertising, which would allow the City to implement such marketing activities as a basic bilingual brochure and flyer, in-person information sessions, and increased employer outreach. This recommendation was continued over to the 2016 audit.

While the City initially set aside a portion of its TDA allocation for marketing, that money was ultimately used for operations. The City has used flyers on KART buses to advertise its reduced KART pass, but has not developed a brochure. Staff indicated the recommendation regarding in-person outreach presented a significant challenge regarding staffing. Marketing activities at the time of the prior audit included advertising in the local paper, a trifold feedback form, and information posted to the City's transit webpage.

The prior audit recommended the City enhance its marketing program, starting with the development of a bilingual brochure containing service information, fares, and policies which could be distributed to schools, libraries, community centers, and other key locations throughout Corcoran as well as displayed onboard transit vehicles. The prior audit also recommended the City explore opportunities for additional grant funding (such as through Caltrans) to support marketing and outreach activities.

Progress: The City has not substantially expanded its marketing program. A bilingual service brochure has yet to be developed.

Status: Not implemented.

4. Consider instituting a zonal fare system for the Dial-A-Ride service.

Discussion: Dial-a-Ride service is offered within the built-up community of Corcoran as well as fringe areas beyond the city limits. Although the City receives few requests to and from the fringe area, the prior audit recommended the City consider increasing the fare for trips in the fringe to help cover the additional cost of operating longer distances outside of the main community area.

Staff indicated this issue has come up a number of times, but has never gone to the city council due to a desire to keep fares low. However, given the limited impact the zonal fare is likely to have on CAT ridership (since few riders travel to/from this fringe area), it should be offered for consideration. The prior audit noted the City should address the

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recommendation as part of a review of its fare structure so as to increase revenues from Dial-A-Ride, Amtrak, and KART revenues.

Progress: On March 12, 2019, the City's Community Development Director conducted a fare workshop with the City Council during which both a fare increase and zonal fares were presented.

Status: Implementation in progress.

5. The City should ensure it provides periodic updates to the city council per the direction of the Community Development Director.

Discussion: The 2013 triennial performance audit included one recommendation that had yet to be fully implemented.

1. City Transit Division staff should provide annual updates on Corcoran Area Transit to the city council.

In April 2016, Corcoran Area Transit became part of the Community Development Department and was no longer part of Public Works. The Community Development Director informed the city council and Planning Commission that quarterly reports would be presented, but at the time of the prior audit, implementation of this recommendation was deemed to be pending. The prior audit recommended the City establish a process for the proposed quarterly updates and beginning implementing them in FY 2016/17.

Progress: The Community Development Director provides quarterly and year-end reports to the City Council.

Status: Implemented.

6. The City should conduct a study to evaluate the cost benefit of contracting out its transit operations to improve efficiency and increase farebox recovery.

Discussion: During the prior audit team's interview with City staff, it was noted that provision of the transit program was challenging with a limited staff. Combined with recent decreases in farebox recovery, the prior auditor felt an exploration of contracted operations should be undertaken. The prior audit recommended the City conduct a study to evaluate the cost benefit of contracting out for its transit service operations. The study should also include an analysis of how other small transit agencies are operated. Should contracting out transit operations be deemed feasible, it should be presented to city council for discussion.

Progress: The City has not yet conducted a study to determine whether contracting out its transit operations would be beneficial. However, staff feels the biggest challenge with in-house operations is the lack of back-up drivers rather than cost. Therefore, we feel it is

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more appropriate that the City explore options for providing back-up drivers, one of which may be contracting out. The new recommendation is included in Chapter 8.

Status: No longer relevant.

Data Reporting Analysis

An important aspect of the Triennial Performance Audit process is assessing how effectively and consistently the transit operator reports performance statistics to local, state, and federal agencies. Often as a condition of receipt of funding, an operator must collect, manage, and report data to different entities. Ensuring such data are consistent can be challenging given the differing definitions employed by different agencies as well as the varying reporting timeframes. This chapter examines the consistency of performance data reported by the City of Corcoran to the State Controller and Federal Transit Administration specific to the audit period. Submissions to these entities were included within the State Controller's Transit Operators Financial Transactions Report (TOR) and the National Transit Database (NTD) report, respectively.

Exhibit 5.1 provides a comparison between performance data reported within the TOR and NTD reports for the current audit period (ending FY 2015/16 through FY 2017/18) and the data reported via monthly performance reports and TDA fiscal audits.

Vehicle Service Hours, Vehicle Service Miles, and Passengers were highly consistent among all reports throughout the audit period.

- **Operating Cost:** There were modest variations in operating cost as reported in the three documents. In FY 2015/16, it was noted that depreciation was not excluded from operating cost in the State Controller Report, but was in the TDA fiscal audit. In FY 2016/17, operating cost reported in the TDA fiscal audit was 6.4 percent higher than in other reports. In FY 2017/18, operating cost reported to the State Controller was 15.2 percent lower than in the NTD report. These variances are likely due to the timing of each report submittal, with the TDA fiscal audit being the last to be completed each year.
- **Fare Revenue:** In FY 2015/16 and FY 2016/17, fare revenue was consistently reported. In FY 2017/18, there was a slight variance between the State Controller Report and the NTD report. While this difference is less than one percent, it is notable given the consistency between figures in prior years.
- **Full-time Equivalent (FTE) Employees:** We were unable to compare what was reported in the TOR to the appropriate TDA calculation methodology, as labor hour data was not provided. This is discussed further in Chapter 8.

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Exhibit 5.1 Data Reporting Consistency

Performance Measure	System-Wide		
	FY 2015/16	FY 2016/17	FY 2017/18
Operating Cost (Actual \$)			
<i>TDA fiscal audit</i>	\$805,359	\$854,696	Not provided
<i>National Transit Database</i>	\$815,336	\$803,531	\$1,182,439
<i>State Controller Report</i>	\$1,215,282	\$803,532	\$1,002,923
Fare Revenue (Actual \$)			
<i>TDA fiscal audit</i>	\$79,944	\$79,878	Not provided
<i>National Transit Database</i>	\$79,944	\$79,878	\$72,217
<i>State Controller Report</i>	\$79,944	\$79,878	\$71,545
Vehicle Service Hours (VSH)			
<i>Monthly Performance Reports</i>	6,515	5,562	5,232
<i>National Transit Database</i>	6,515	5,562	5,232
<i>State Controller Report</i>	6,515	5,562	5,232
Vehicle Service Miles (VSM)			
<i>Monthly Performance Reports</i>	56,150	48,498	55,394
<i>National Transit Database</i>	56,150	48,498	55,394
<i>State Controller Report</i>	56,150	48,498	55,394
Passengers			
<i>Monthly Performance Reports</i>	42,797	34,997	34,151
<i>National Transit Database</i>	42,797	34,997	34,151
<i>State Controller Report</i>	42,797	34,997	34,151
Full-Time Equivalent Employees			
<i>State Controller Report</i>	7	7	6

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Chapter 6 Performance Analysis

Performance indicators are typically employed to quantify and assess the efficiency of a transit operator's activities. Such indicators provide insight into current operations as well as trend analysis of operator performance. Through a review of indicators, relative performance as well as possible inter-relationships between major functions is revealed.

The Transportation Development Act (TDA) requires recipients of TDA funding to track and report five performance indicators:

- Operating Cost/Passenger,
- Operating Cost/Vehicle Service Hour,
- Passengers/Vehicle Service Hour,
- Passengers/Vehicle Service Mile, and
- Vehicle Service Hours/Employee.

To assess the validity and use of performance indicators, the audit team performed the following activities:

- Assessed internal controls in place for the collection of performance-related information,
- Validated collection methods of key data,
- Calculated performance indicators, and
- Evaluated performance indicators.

The procedures used to calculate TDA-required performance measures for the current triennium were verified and compared with indicators included in similar reports to external entities (i.e., State Controller and Federal Transit Administration).

Operating Cost

The Transportation Development Act requires an operator to track and report transit-related costs reflective of the Uniform System of Accounts and Records developed by the State Controller and the California Department of Transportation. The most common method for ensuring this occurs is through a compliance audit report prepared by an independent auditor in accordance with California Code of Regulations Section 6667¹. The annual independent financial audit should confirm the use of the Uniform System of Accounts and Records. *Operating cost* – as defined by PUC Section 99247(a) – excludes the following:

¹ CCR Section 6667 outlines the minimum tasks which must be performed by an independent auditor in conducting the annual fiscal and compliance audit of the transit operator.

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- Cost in the depreciation and amortization expense object class adopted by the State Controller pursuant to PUC Section 99243,
- Subsidies for commuter rail services operated under the jurisdiction of the Interstate Commerce Commission,
- Direct costs of providing charter service, and
- Vehicle lease costs.

Vehicle Service Hours and Miles

Vehicle Service Hours (VSH) and *Miles (VSM)* are defined as the time/distance during which a revenue vehicle is available to carry fare-paying passengers, and which includes only those times/miles between the time or scheduled time of the first passenger pickup and the time or scheduled time of the last passenger drop-off during a period of the vehicle's continuous availability.² For example, demand-response service hours include those hours when a vehicle has dropped off a passenger and is traveling to pick up another passenger, but not those hours when the vehicle is unavailable for service due to driver breaks or lunch. For both demand-response and fixed-route services, service hours will exclude hours of "deadhead" travel to the first scheduled pick-up, and will also exclude hours of "deadhead" travel from the last scheduled drop-off back to the terminal. For fixed-route service, a vehicle is in service from first scheduled stop to last scheduled stop, whether or not passengers board or exit at those points (i.e., subtracting driver lunch and breaks but including scheduled layovers).

Passenger Counts

According to the Transportation Development Act, *total passengers* is equal to the total number of unlinked trips (i.e., those trips that are made by a passenger that involve a single boarding and departure), whether revenue-producing or not.

Employees

Employee hours is defined as the total number of hours (regular or overtime) which all employees have worked, and for which they have been paid a wage or salary. The hours must include transportation system-related hours worked by persons employed in connection with the system (whether or not the person is employed directly by the operator). Full-Time Equivalent (FTE) is calculated by dividing the number of person-hours by 2,000.

Fare Revenue

Fare revenue is defined by California Code of Regulations Section 6611.2 as revenue collected from the farebox plus sales of fare media. (Fare revenue does not include additional local revenues that can be used to supplement the farebox recovery ratio.)

² A vehicle is considered to be in revenue service despite a no-show or late cancellation if the vehicle remains available for passenger use.

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TDA Required Indicators

To calculate the TDA indicators for the City of Corcoran, the following sources were employed:

- Operating Cost was not independently calculated as part of this audit. Operating Cost data were obtained via TDA fiscal audits for each fiscal year covered by this audit. Operating Cost from the reports was compared against that reported to the State Controller and NTD and was determined to be consistent with TDA guidelines. In accordance with PUC Section 99247(a), the reported costs excluded depreciation and other allowable expenses.
- Fare Revenue was not independently calculated as part of this audit. Fare Revenue data were obtained via TDA fiscal audits for each fiscal year covered by this audit. Fare revenue from the reports is consistent with TDA guidelines.
- Vehicle Service Hours (VSH) data were obtained via State Controller Reports for each fiscal year covered by this audit. Data from these reports were then compared with information included within the City's monthly performance data summary reports. The City's calculation methodology is consistent with PUC guidelines.
- Vehicle Service Miles (VSM) data were obtained via State Controller Reports for each fiscal year covered by this audit. Data from these reports were then compared with information included within the City's monthly performance data summary reports. This methodology is consistent with PUC guidelines.
- Unlinked trip data were obtained via State Controller reports for each fiscal year covered by this audit. Data from these reports were then compared with information included within the City's monthly performance data summary reports. The City's calculation methodology is consistent with PUC guidelines.
- Full-Time Equivalent (FTE) methodology was provided by the City and is not consistent with the TDA definition (hours worked divided by 2,000).

System Performance Trends

Operating cost saw primarily increases year-over-year, though alternate years experienced modest decreases. The greatest increase took place in FY 2017/18, consistent with the introduction of the fixed-route demonstration project. Overall, operating cost saw a net increase of 78 percent between FY 2012/13 and FY 2017/18. Fare revenue peaked in FY 2013/14, followed by a steady decrease through FY 2017/18. There was little net change (decrease of 0.5 percent) between FY 2012/13 and FY 2017/18.

Despite the increase in operating cost in FY 2017/18, there was no corresponding increase in Vehicle Service Hours (VSH). FY 2015/16 saw the greatest increase, with annual declines throughout the balance of the audit period. There was little net change (decrease of 0.5 percent) between FY 2012/13 and FY 2017/18. There was an increase in Vehicle Service Miles (VSM) in FY 2017/18, though not nearly as dramatic as the increase in operating cost. While VSM peaked in FY 2015/16, it ended the audit period with a net increase of 14.3 percent over FY 2012/13. Ridership increased during the prior audit period, but declined through the current audit period. Despite a significant increase in ridership in FY 2015/16, there was a net decrease of 7.1 percent across the audit period.

The significant increase in operating cost associated with the demonstration project resulted in increases in cost-related performance indicators. Productivity-related indicators were mixed, with some showing improvement while others declined.

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Note: Farebox Recovery in this section is calculated based on the fare revenue reported to the State Controller. It is unclear as to whether this amount includes the KART and Amtrak fare subsidy, as this information is not broken out in the documents provided as part of this audit. In some documents, additional "miscellaneous" or "other" operating revenues or "local funds" were identified, but it was unclear as to what was included in these revenues given the TDA fiscal audits did not itemize the revenues used in the farebox recovery calculation. The official determination of compliance with respect to farebox recovery ratio is provided in Chapter 3, Program Compliance.

Exhibit 6.1 System Performance Indicators

Performance Measure	System-wide					
	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
Operating Cost (Actual \$)	\$664,300	\$740,000	\$704,168	\$815,336	\$803,532	\$1,182,439
<i>Annual Change</i>		11.4%	-4.8%	15.8%	-1.4%	47.2%
Fare Revenue (Actual \$)	\$72,611	\$83,022	\$80,867	\$79,944	\$79,878	\$72,217
<i>Annual Change</i>		14.3%	-2.6%	-1.1%	-0.1%	-9.6%
Vehicle Service Hours (VSH)	5,256	4,968	5,357	6,515	5,562	5,232
<i>Annual Change</i>		-5.5%	7.8%	21.6%	-14.6%	-5.9%
Vehicle Service Miles (VSM)	48,466	48,391	51,059	56,150	48,498	55,394
<i>Annual Change</i>		-0.2%	5.5%	10.0%	-13.6%	14.2%
Passengers	36,770	36,056	37,456	42,797	34,997	34,151
<i>Annual Change</i>		-1.9%	3.9%	14.3%	-18.2%	-2.4%
Employees	6	7	7	7	7	6
<i>Annual Change</i>		16.7%	0.0%	0.0%	0.0%	-14.3%
Performance Indicators						
Operating Cost/VSH (Actual \$)	\$126.39	\$148.95	\$131.45	\$125.15	\$144.47	\$226.00
<i>Annual Change</i>		17.9%	-11.8%	-4.8%	15.4%	56.4%
Operating Cost/Passenger (Actual \$)	\$18.07	\$20.52	\$18.80	\$19.05	\$22.96	\$34.62
<i>Annual Change</i>		13.6%	-8.4%	1.3%	20.5%	50.8%
Passengers/VSH	7.00	7.26	6.99	6.57	6.29	6.53
<i>Annual Change</i>		3.7%	-3.7%	-6.0%	-4.2%	3.7%
Passengers/VSM	0.76	0.75	0.73	0.76	0.72	0.62
<i>Annual Change</i>		-1.8%	-1.5%	3.9%	-5.3%	-14.6%
Farebox Recovery	10.9%	11.2%	11.5%	9.8%	9.9%	6.1%
<i>Annual Change</i>		2.6%	2.4%	-14.6%	1.4%	-38.6%
Hours/Employee	876.0	709.7	765.3	930.7	794.6	872.0
<i>Annual Change</i>		-19.0%	7.8%	21.6%	-14.6%	9.7%
TDA Non-Required Indicators						
Operating Cost/VSM	\$13.71	\$15.29	\$13.79	\$14.52	\$16.57	\$21.35
<i>Annual Change</i>		11.6%	-9.8%	5.3%	14.1%	28.8%
VSM/VSH	9.22	9.74	9.53	8.62	8.72	10.59
<i>Annual Change</i>		5.6%	-2.1%	-9.6%	1.2%	21.4%
Fare/Passenger	\$1.97	\$2.30	\$2.16	\$1.87	\$2.28	\$2.11
<i>Annual Change</i>		16.6%	-6.2%	-13.5%	22.2%	-7.4%

Sources: FY 2012/13 – FY 2014/15 data from prior Triennial Performance Audit.
FY 2015/16 – FY 2017/18 data from NTD Reports. FTE from State Controller Reports.

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Exhibit 6.2 System Ridership

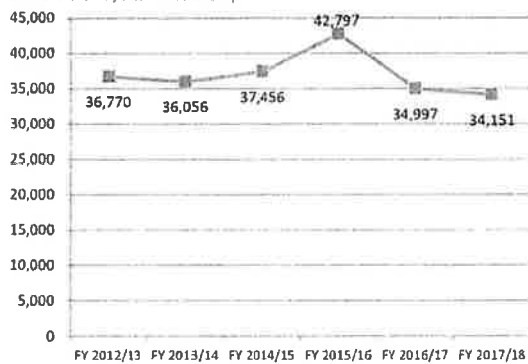


Exhibit 6.3 System Operating Cost/VSH

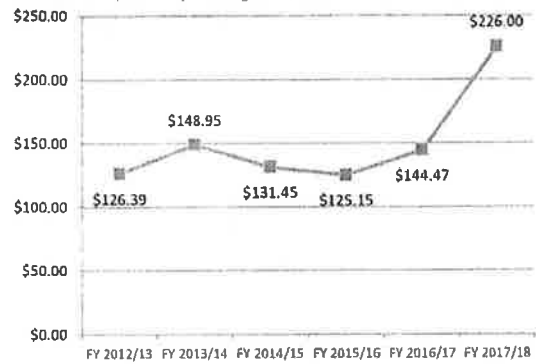


Exhibit 6.4 System Operating Cost/VSM

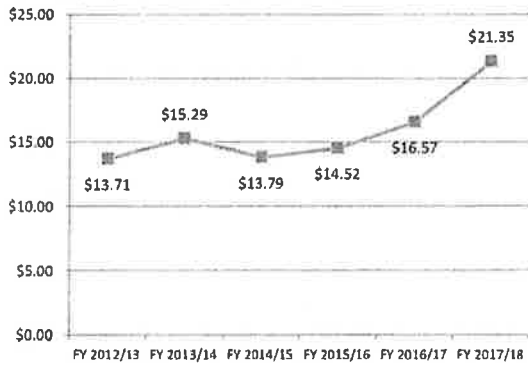
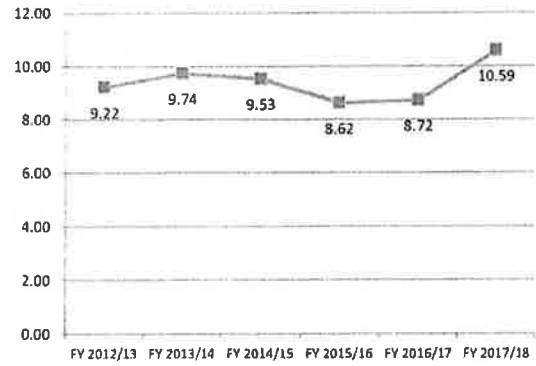


Exhibit 6.5 System VSfd/VSH



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Exhibit 6.6 System Operating Cost/Passenger

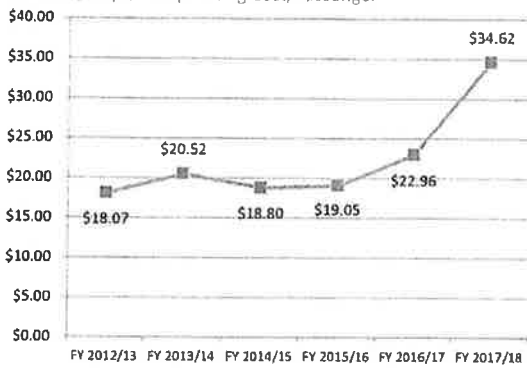


Exhibit 6.7 System Passengers/VSH

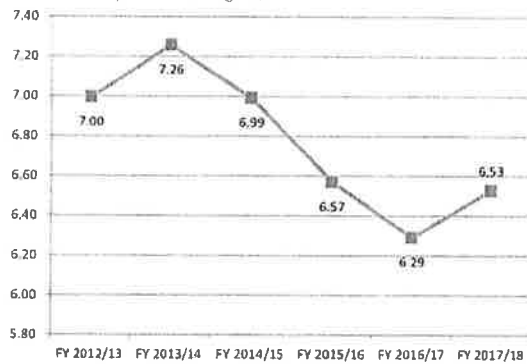


Exhibit 6.8 System Passengers/VSM

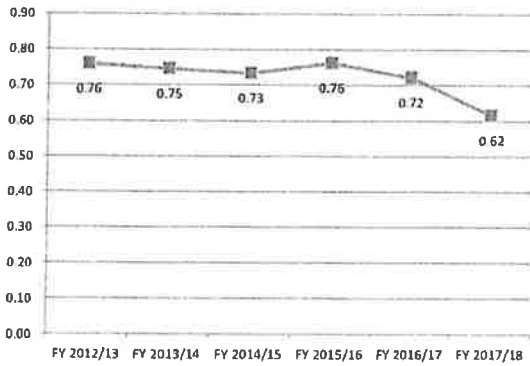
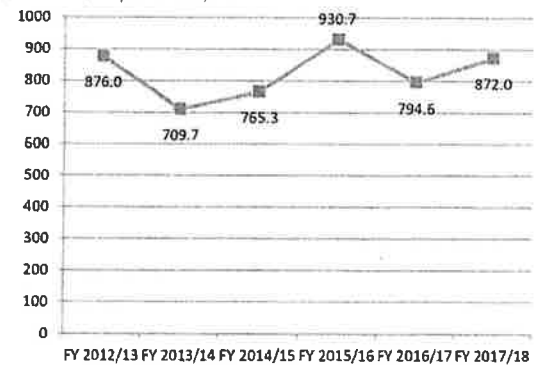


Exhibit 6.9 System VSH/FTE



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Exhibit 6.10 System Farebox Recovery

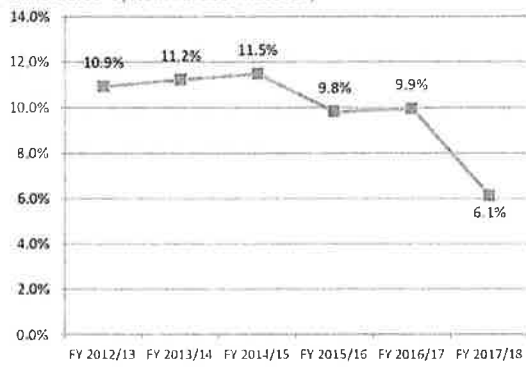
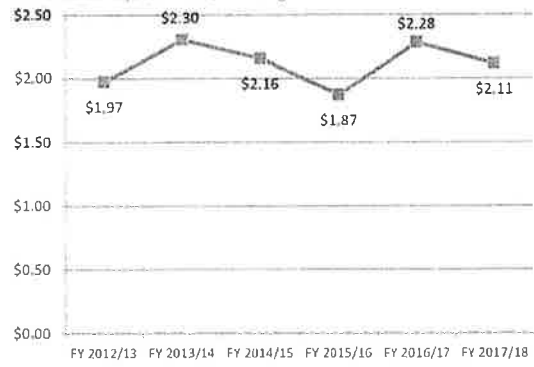


Exhibit 6.11 System Fare/Passenger



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Chapter 7 Functional Review

A functional review of the City of Corcoran's public transit program is intended to assess the effectiveness and efficiency of the operator. Following a general summary of the City's transit services, this chapter addresses seven functional areas. The list, taken from Section III of the *Performance Audit Guidebook* published by Caltrans, reflects those transit services provided by the City of Corcoran through its transit program:

- General management and organization;
- Service planning;
- Scheduling, dispatch, and operations;
- Personnel management and training;
- Administration;
- Marketing and public information; and
- Fleet maintenance.

Service Overview

The City of Corcoran operates Corcoran Area Transit, an on demand service. The service operates within the Corcoran city limits and fringe area. Service is available on weekdays from 7:15 a.m. through 4:00 p.m. The service does not operate on the weekends or designated holidays

The City also owns and operates the Corcoran Depot, which opened in 1999 and houses all dispatching and office administration. While the Corcoran Depot is not an official Amtrak Depot, it is available to Amtrak passengers and KART passengers along with Corcoran Area Transit passengers.

Trips are provided on a first-come, first served basis. Requests for service require a minimum 60-minute advance notice prior to pick-up. If a customer needs a pick up between 7:15 a.m. through 8:00 a.m., they must call the day before to check for availability and schedule a pick-up.

Exhibit 7.1 Current Service Fares

Category	Fare
One-way General (9+)	\$1.00
Senior/Disabled/Youth (age 0-8)	\$0.25

Five-dollar and ten-dollar tokens are available for purchase at the Corcoran Depot or onboard from the driver. To qualify as disabled, customers must submit a valid DMV disabled persons placard identification card or receipt.

In addition to the bus service, the City of Corcoran offers a subsidized AMTRAK ticket program for service between the City of Corcoran and Hanford. Under this program, residents may purchase discounted tickets at the Depot or City Hall. Discounted KART passes are also available.

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Exhibit 7.2 Subsidized Fares

	Fare
Amtrak	
One-way ticket	\$4.50
Round-trip ticket	\$9.00
Multi-pass ticket (10 rides)	\$39.00
KART	
Day pass (regularly \$6.00)	\$3.00
30-day pass (regularly \$60.00)	\$40.00

General Management and Organization

Corcoran Area Transit (CAT) is operated in-house by the City of Corcoran. The Transit Coordinator provides day-to-day oversight of the transit program. She reports to the Community Development Director. Both the Transit Coordinator and the Community Development Director interact with the RTPA and the Social Services Transportation Advisory Council (SSTAC) with respect to transit. The Community Development Director also represents engineering and planning on behalf of the City.

The program is staffed by four full-time drivers and a Transit Assistant. The Transit Assistant also assists in staffing the front counter at the Corcoran Depot, dispatches vehicles, answers incoming calls, responds to general inquiries regarding the City's transit services, sells tickets, and collects fees.

The Corcoran City Council provides oversight of the City's transit program. The City Council meets in the Corcoran City Council Chambers (1015 Chittenden Avenue, Corcoran) on the second and fourth Tuesday of each month at 5:30 p.m. The City Council generally has a lot of praise for the transit program with its updates. Occasionally some complaints get to City Council (due to the nature of a small town), but these are not significant. KCAG's SSTAC is the City's only citizen advisory board.

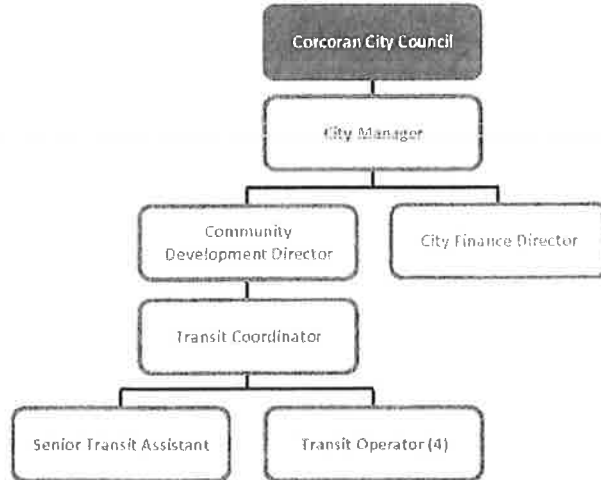
Exhibit 7.3 illustrates the department's organizational structure at the end of the period covered by this Triennial Performance Audit.

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Exhibit 7.3 Organizational Chart



Service Planning

KCAG provides service planning for both operators in Kings County. In 2015, KCAG sponsored development of the Kings County Association of Governments Transit Development Plan (TDP), which included the City of Corcoran. Surveys of riders and non-riders were included in this planning effort. The TDP recommended the introduction of local fixed-route service for the City of Corcoran, offering a greater level of convenience for riders who do not have to call for a ride and can board at any location during service hours. While the City likes the idea of implementing fixed-route service, recent attempts at doing so have not been successful.

In July 2017, KART modified its Route 13 service to Corcoran. While KART continued to connect Corcoran with Hanford and the State Prison, the City assumed the in-town portion of the route for a year-long trial. The fixed-route service saw low ridership and only succeeded in reducing ridership on the Dial-A-Ride service. As a result, the fixed-route service was canceled in June 2018.

The City believes the RTPA does a good job and is a good resource when the City has questions. KCAG tries to fund studies when they have money available and assists Corcoran with both federal and state grants. Staff acknowledge that the City is not as aggressive as it could be when pursuing funding. The City works well with KCAPTA's Executive Director and benefits from her shared knowledge about transit.

On an annual basis, transit staff files an Unmet Needs report with the City Council. Following this, an Unmet Needs Hearing is held as part of a pre-determined regular City Council meeting. KCAG's SSTAC also provides input into service planning. Surveys are done as part of the Transit Development Plan and unmet transit needs process.

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Scheduling, Dispatch, and Operations

Shifts are rotated every pay period (every two weeks). There are currently four drivers filling five shifts. Trip scheduling is based on location. Reservations for trips between the hours of 7:15 a.m. to 8:00 a.m. must be made the day before. Standing reservations or subscription trips are accepted based on space availability. Patrons may cancel or reschedule their appointments within one hour of their scheduled pick-up time. Patrons who fail to comply with this cancellation policy may be subject to service restrictions or other penalties. Patrons are provided a 30-minute window for pick-up (15 minutes before and after the agreed-upon pick-up time). Drivers provide between 100 and 200 trips each day.

Vehicle assignments are based on a combination of driver preference and rotation. Drivers prefer the large buses with ADA lifts, as they do not have to get off the bus to board wheelchairs. The larger buses are also used in the afternoon for student travel. Primary ridership on CAT is seniors and people with disabilities. Students also represent a large portion of the riders. Twice a month, CAT takes 100 students from a school site to a recreational site after school. Drivers on light duty are only able to drive cutaway vehicles. In general, daily ridership is typically between 75 and 200.

On-time performance is monitored only informally using the scheduled pick-up time versus the time a driver records his/her actual arrival at the designated location. The dispatcher compiles the reported times at the end of each day using the driver manifests. City staffers track cancellations and no-shows. This information is used to compute revenue hours and miles (defined as hours and miles that transit vehicles operate in revenue service), which are then summarized in monthly spreadsheets, which also includes average travel and wait times, average and total passengers by fare type, and average and total walk-ons and wheelchair lifts. This information is used to plan service changes and improve efficiencies.

Personnel Management and Training

All drivers are represented by the International Union of Operating Engineers (IUOE) Stationary Engineers Local 39. Drivers qualify for City benefits. The City has looked at hiring part-time or on-call drivers, but typically advertises for full-time drivers. Currently all drivers are dedicated to transit, and one of the down sides of operating the system in-house is the lack of back up drivers. Vacations and other absences affect passenger capacity through the reduction of available buses for the public. The City is open to utilizing part-time drivers, but has not done so in many years. While the City finds the concept of training an existing employee (such as a mechanic) as a driver interesting, it raises issues with respect to union, management structure, and cost-sharing.

While turnover is low, it can be challenging to recruit experienced drivers when necessary. Drivers maintain a valid California Class B Commercial Driver's License with passenger endorsement and a General Public Paratransit Vehicle (GPPV) certification. Drivers are recruited through the City website, in local newspapers, and with flyers posted at businesses. Drivers are eligible for the standard City benefits package. Drivers are also subject to the City's disciplinary policy.

The City holds safety meetings as often as it can. While they used to be held monthly, they are currently held bimonthly or quarterly. When there is an incident, it is reviewed as part of the safety discussion. Training is usually done in-house using online resources. Behind-the-wheel training is provided by a school bus trainer from Kern County on the weekends.

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The Transit Coordinator trains and monitors personnel to ensure compliance with departmental policies, procedures, and regulations. This compliance includes ensuring bus drivers maintain appropriate licenses and certifications. The Coordinator performs analytical duties such as reviewing driver logs, monitoring passenger rider ship and average travel times, and inputting collected transit data into the departmental computer system in order to improve services and efficiencies.

Administration

The Community Development Director prepares the annual budget, with the assistance of the Transit Coordinator. The Transit Coordinator handles grants (including CalOES, PTMISEA, LCTOP, etc.). The City is willing to apply for any grant it finds.

Risk management is handled by the City's Human Resources department. The City is self-insured through the San Joaquin Valley Risk Management Authority (SJRMA).

The City utilizes Diamond manual drop-vault fareboxes. Drivers must get the key from transit to bring in the vault. After hours, the vault stays in the vehicle in the City yard overnight. The City yard is monitored by multiple cameras. Dispatch reconciles fares with driver logs. Most passengers are seniors or disabled, qualifying for the 25 cent fare, so the total daily fares are usually less than 30 dollars. The fares are entered into Accounting and taken over to Finance at the end of each week.

Payroll is run every two weeks using handwritten timesheets. Timesheets are signed by the Transit Coordinator and Community Development Director, then reviewed by Finance before they are approved. Most employees utilize direct deposit.

Procurement activities are primarily related to vehicles. The City typically utilizes the CalACT bid. The Transit Coordinator prepares the procurement, with oversight from the Community Development Director.

Marketing and Public Relations

The Transit Coordinator provides information on CAT, furthering this goal through the production and distribution of transit service notices and flyers regarding changes in service and/or ticket prices. The City does not have a service brochure.

The Transit webpage is provided on the City's website at www.cityofcorcoran.com/cityhall/pw/transit. There are a number of organizational issues which make locating transit information on the site difficult. The main Transit page should function as the linkage point for all transit information. However, transit information is contained on multiple pages, some of which do not link to the main transit page at all. In addition, transit is still linked and located under Public Works (rather than Community Development), which does not reflect the current City reporting hierarchy.

The City's website should have a single transit webpage that contains all pertinent (and up-to-date) transit information. This way the public can easily access all transit information from a single location, rather than through numerous links and pop-up menus. Other locations on the City's website should link to this page. Files for download (such as the Title VI documents or Policies and Procedures) should appear as links on this page as well. An improved webpage can be utilized as an effective marketing tool.

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Maintenance

The City's Maintenance department provides maintenance for the City's transit program, including all preventive maintenance work. Mechanics are not dedicated to transit. Maintenance lets the dispatcher know when a vehicle is ready. Some parts are kept on hand, and most others can be obtained within a day. The local parts store tries to keep frequently needed bus parts in stock.

Preventive maintenance is conducted on a 45-day schedule. Maintenance procedures conform to CHP and manufacturer standards. Mechanics are notified before the maintenance is due. Parts inventory and maintenance scheduling is sufficient to minimize downtime. Many repairs can be done on-site, but transmission, airbags, wheelchair lifts, and other such repairs require off-site work.

Transit Operators inspect their vehicles at the beginning of each shift, following a checklist and noting findings on a Daily Vehicle Inspection form. Driver manifests include a field for noting the date of the vehicle's next scheduled maintenance. Inspection and maintenance of vehicles by the Operator includes checking vehicle gauges, lights, tires, and brakes, as well as monitoring vehicle fuel and fluid levels. Mechanical issues are reported to the Assistant Transit Coordinator and Transit Coordinator. The Transit Coordinator maintains a log of all roadcalls with their respective bus records.

The City of Corcoran owns all vehicles. The fleet currently consists of six vehicles: three buses and three cutaways. All vehicles are wheelchair accessible and all but one have bike racks. A full fleet inventory is presented in Exhibit 7.4.

Exhibit 7.4 Fleet Inventory

Vehicle #	Year	Make/Model	Fuel Type	PAX+WC	Mileage
167	2002	Ford E450	Diesel	15+2	105,079
169	2003	Ford Eldorado	Diesel	22+2	158,183
170	2003	Ford Eldorado	Diesel	22+2	157,445
215	2010	Ford E450	Gas	15+2	55,270
216	2010	Ford E450	Gas	15+2	55,142
238	2015	Ford	Diesel	22+2	

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CAT cutaway vehicle.



Corcoran Depot.



Amtrak information at Corcoran Depot.

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Chapter 8

Findings and Recommendations

Conclusions

With four exceptions, Moore & Associates finds the City of Corcoran to be in compliance with the requirements of the Transportation Development Act. In addition, the entity generally functions in an efficient, effective, and economical manner.

Findings and Recommendations

Based on discussions with the City, analysis of program performance, and a review of program compliance and function, Moore & Associates submits four compliance findings for the City of Corcoran.

1. In FY 2016/17, the State Controller Report was submitted past the January 31, 2018 deadline.
2. TDA fiscal audits were submitted past the 180-day deadline plus a 90-day extension.
3. In FY 2016/17 and FY 2017/18, the City did not meet the TDA-required 10 percent minimum farebox recovery ratio.
4. The City does not use the TDA's definition of full-time equivalent (FTE) employee.

Moore & Associates has identified four functional findings. While these findings do not affect TDA compliance, we believe they warrant inclusion within this audit.

1. In FY 2015/16 and FY 2016/17, the TDA fiscal auditor incorrectly excluded operating funds from its farebox recovery ratio calculation.
2. The City has yet to develop and implement a transit marketing plan.
3. The City's Transit webpage is difficult to navigate, which impacts a user's ability to locate information.
4. The City struggles with coverage when drivers call out unexpectedly.

Program Recommendations

In completing this Triennial Performance Audit, Moore & Associates submits the following recommendations for the City of Corcoran. They are divided into two categories: TDA Program Compliance Recommendations and Functional Recommendations. TDA Program Compliance Recommendations are intended to assist in bringing the operator into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the audit that are not specific to TDA compliance.

Compliance Finding 1: In FY 2016/17, the State Controller Report was submitted past the January 31, 2018 deadline.

Criteria: PUC 99243(a) requires transit operators to file an annual report with the State Controller's Office within a prescribed period of time. In FY 2016/17, the deadline was extended to seven months following the end of the fiscal year, or January 31, 2018.

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Condition: In FY 2016/17, the deadline for submittal was January 31, 2018. The City's report was submitted on May 4, 2018. In FY 2017/18, the report was submitted on time.

Cause: The cause for the delay in submitting the State Controller Report was unclear.

Effect: Because the report was submitted late, the City is out of compliance with the TDA.

Recommendation: Ensure the State Controller Report is submitted by January 31 following the end of the fiscal year.

Recommended Action(s): While this issue has likely already been resolved (given the timely submittal of the FY 2017/18 report), all employees involved in the preparation of the State Controller Reports should be aware of the January 31 deadline and strive to complete and submit the report on time each year.

Timeline: FY 2018/19.

Anticipated Cost: Negligible.

Compliance Finding 2: TDA fiscal audits were submitted past the 180-day deadline plus a 90-day extension.

Criteria: PUC 99245 requires recipients of TDA funds to submit an annual fiscal audit within 180 days of the end of the fiscal year, or with a 90-day extension.

Condition: In FY 2015/16 and FY 2016/17, the City's TDA fiscal audit was not submitted until June, more than 90 days after the allowable submittal period. In FY 2017/18, the report had not been submitted at the time this audit was prepared.

Cause: During the site visit, City staff noted that the City's TDA audit could not be started until the City's annual single audit was completed. The single audit is typically completed in late December, and the TDA audit cannot be started until January. The workload of the auditor may also impact the TDA audit's timely completion.

Effect: When TDA fiscal audits are submitted beyond the established deadline, the City is out of compliance with the TDA.

Recommendation: Work with the TDA fiscal auditor and the City's auditor to ensure the TDA fiscal audit can be completed by 180 days past the end of the fiscal year or within a 90-day extension.

Recommended Action(s): Transit staff should work with the City's auditor and Finance Department to determine if the single audit can be completed earlier, thereby allowing for earlier completion of the TDA audit. The TDA fiscal auditor should also be mindful of the December 31 and March 31 deadlines. The goal should be to complete the TDA audit by December 31, with the 90-day extension available if needed.

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Timeline: FY 2018/19 audits.

Anticipated Cost: Negligible.

Compliance Finding 3: In FY 2016/17 and FY 2017/18, the City did not meet the TDA-required 10 percent minimum farebox recovery ratio.

Criteria: PUC 99268.4 requires rural transit operators to maintain a farebox recovery ratio of at least 10 percent.

Condition: In FY 2016/17, the City of Corcoran achieved a farebox recovery ratio of 9.55 percent, which did not meet the 10 percent TDA-required threshold. In FY 2017/18, the City achieved a farebox recovery ratio of 7.13 percent (per the State Controller Report, as the TDA fiscal audit was not available).

Cause: Increases in operating cost due to the introduction of the fixed-route service likely resulted in the decrease in farebox recovery ratio. While the cost of the new service could be excluded from the farebox recovery ratio calculation, the corresponding fare revenues generated by that route would also need to be excluded.

Effect: Failure to reach the 10 percent farebox recovery threshold results in the operator being out of compliance with the TDA and may result in a reduction in the TDA allocation.

Recommendation: Explore opportunities for additional local funds that can be used to supplement the farebox recovery ratio.

Recommended Action(s): The City should look to locally generated funds to supplement its farebox recovery ratio. This could be through subsidies from a private partner, advertising revenues, sale of surplus vehicles, bus wash fees, depot lease rents, etc. Qualifying revenues are described further by the California Code of Regulation (CCR) §6722, "Revenue Basis for Allocations." The City should also work with KCAG to determine if LCTOP funds may be used for farebox supplementation.

The City's TDA fiscal audits included "miscellaneous" operating revenues as well as interest income. State Controller Reports identifies "other operating revenues." Depending on what these revenues are, they may be able to be counted toward the farebox recovery ratio. Interest income may also be counted as local supplementation.

Timeline: FY 2019/20.

Anticipated Cost: Modest.

Compliance Finding 4: The City does not use the TDA's definition of full-time equivalent (FTE) employee.

Criteria: The Transit Operators Financial Transaction Report Instructions published by the State Controller state the following with respect to the reporting of Total Employees – Public and Contract:

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Report the number of employee equivalents. Public Utilities Code Section 99247(j) defines "Vehicle service hours per employee" as the vehicle service hours divided by the number of employees employed in connection with the public transportation system. Use the assumption that 2,000 person-hours of work in one year constitutes one employee. The number of employees shall also include those individuals employed by the operator which provide services to the agency of the operator responsible for the operation of the public transportation system even though not employed in that agency.³

Condition: The City continues to calculate FTE using person-count rather than actual labor hours derived from payroll records or position allocations. This finding and recommendation are carried forward from the prior triennial performance audit.

Cause: There may be a disconnect between the individual responsible for preparation of the State Controller Report and those who review the Triennial Performance Audit findings, or a lack of understanding of how the FTE metric is defined by the State Controller.

Effect: Use of a definition other than the TDA definition puts the City out of compliance with the TDA.

Recommendation: Use the TDA definition of FTE for reporting to the State Controller.

Recommended Action(s): Use payroll records to document the total amount of time spent on transit by all employees, and use that figure (divided by 2,000) to calculate FTE for reporting to the State Controller. This should include drivers and dispatchers as well as those who provide customer service, maintenance, reporting, grant preparation, administration, etc. If payroll data is not available, then the number of hours can be estimated based on the percentage of a position that is dedicated to transit. If necessary, City hours can be estimated based on the Transit FTE identified in the City's staffing plan. An example of such a calculation is shown below.

	Total transit hours	Percentage transit
Transit Coordinator	2,080	100%
Transit Assistant	2,080	100%
Comm. Dev. Dir.	1,040	50%
Transit Operators	8,000	100%
Mechanic	687	30%
City/Admin Staff	312	15%
Total Hours	14,199	
TDA FTE (Hrs/2,000)	7.1	

When using actual payroll hours, do not include non-work hours (vacation, sick time, time off, etc.). Include any overtime hours. FTE should be rounded to the nearest whole number using the standard rules for rounding. It is important to be able to demonstrate how the figure was calculated and that it reflects the TDA definition.

³ Transit Operators Financial Transactions Report Instructions, updated October 2018, page 23.

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Timeline: FY 2018/19.

Anticipated Cost: Negligible.

Functional Finding 1: In FY 2015/16 and FY 2016/17, the TDA fiscal auditor incorrectly excluded operating funds from its farebox recovery ratio calculation.

Criteria: According to PUC 99247, operating cost excludes all costs in the “depreciation and amortization expense object class” as well as “subsidies for commuter rail services operated on railroad lines under the jurisdiction of the Federal Railroad Administration, all direct costs for providing charter service, all vehicle lease costs, and principal and interest payments on capital projects funded with certificates of participation.” The FTA’s Uniform System of Accounts identifies several object classes under Operating Expenses (5000). “Professional and Technical Services” is included within the Services expense object class. Travel and training expenses falls under the Miscellaneous expense object class. Neither of these expense object classes is identified as being excluded from operating cost.

In addition to these exclusions, PUB 99268.17 excludes the following costs from the calculation of operating cost:

- Additional operating costs required to provide comparable complementary paratransit service that exceed the cost to provide the service in the prior year as adjusted by the Consumer Price Index (CPI).
- Cost increases beyond the change in CPI for the following:
 - Fuel,
 - Alternative fuel programs,
 - Power, including electricity,
 - Insurance premiums and payments in settlement of claims arising out of the operator’s liability, and
 - Startup costs for new services for a period of not more than two years.

Condition: In reviewing the City’s TDA claims, it appears costs for professional services and travel and training are excluded from the farebox recovery ratio calculation. The basis for excluding these funds is unclear, but they appear to be excluded in the TDA fiscal audits as well (in the fiscal audit, the excluded funds are simply labeled “Exclusion/Exemptions”). In some years, the exclusion of these funds makes the difference between compliance and non-compliance.

	FY 2016	FY 2016 revised	FY 2017	FY 2017 revised	FY 2018*
Fare revenue	\$79,944	\$79,944	\$79,944	\$79,944	\$94,135
Total operating expenses	\$941,943	\$941,943	\$1,014,142	\$1,014,142	\$1,136,335
Exclusions/exemptions	-\$17,255		-\$18,133		-\$170,663
Depreciation	-\$136,584	-\$136,584	-\$159,436	-\$159,436	-\$145,634
Net operating expenses	\$788,104	\$805,359	\$836,563	\$854,706	\$820,038
Fare revenue ratio	10.14%	9.93%	9.55%	9.35%	11.48%

*FY 2018 data is from the City’s FY 2019/20 TDA claim.

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In FY 2017/18, the TDA claim appears to correctly exclude insurance costs and PTMISEA funds, and did not exclude costs for professional services and travel and training. It is unknown as to whether this will carry over to the FY 2017/18 TDA fiscal audit.

Cause: Incorrectly excluding costs from operating cost can result in an "artificially inflated" farebox recovery ratio.

Effect: Given the farebox recovery ratio is on the borderline of compliance, improper exclusion of even a small amount can make the difference between apparent compliance and non-compliance.

Recommendation: Work with the fiscal auditor and KCAG regarding what funds may be excluded from the operating costs for the farebox recovery ratio calculation.

Recommended Action(s): The City should work with its TDA fiscal auditor regarding this recommendation to ensure they are aware of it. In addition to correctly excluding funds from operating cost, the auditors should also be sure to include any local funds that can be applied to the farebox recovery ratio pursuant to PUC 99268.19. All farebox supplementation and operating cost exclusions should be clearly identified and itemized in the fiscal audit (rather than being grouped together simply as "Exclusions/Exemptions").

Timeline: FY 2019/20.

Anticipated Cost: Negligible.

Functional Finding 2: The City has yet to develop and implement a transit marketing plan.

Criteria: The prior audit recommended the City expand the scope of its marketing program. This recommendation has been carried forward from the two prior audits.

Condition: The City utilizes periodic flyers/handouts and newspaper advertising as its primary form of marketing. Transit information is not easily located on the City's website, but some links are broken and there are some organizational issues. There is no service brochure, which typically serves as a key information resource that can be distributed in locations throughout the community. In Corcoran, such a brochure could include information about the Dial-A-Ride service as well as subsidized Amtrak and KART passes and KART Route 13. This would provide a concise resource for transit information that could be displayed at City Hall, Corcoran Depot, schools, the RAC, local hotels/motels, the library, and healthcare facilities.

Cause: Given marketing is not seen as essential, it can be put off due to lack of staff time or funding.

Effect: Lack of effective marketing materials can negatively impact ridership as well as public awareness of other transportation options.

Recommendation: Develop and implement a transit marketing plan, including development of a service brochure.

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Recommended Action(s): The City should develop a marketing plan to guide its marketing and outreach activities. The marketing plan does not need to be long or complicated, but should include an overview of the community and target rider markets, key marketing activities, and a budget. One of the key marketing activities should be a service brochure. The service brochure can be simple, able to be reproduced on an office printer rather than requiring a formal print run. It should include essential information about the Dial-A-Ride service (hours of operation, service area, fares, and policies) as well as information about Amtrak and KART subsidies and KART Route 13 services.

Timeline: FY 2019/20.

Anticipated Cost: No more than three percent of the City's annual transit operating budget.

Management Response: The City is currently in the process of developing a transit marketing plan.

Functional Finding 3: The City's Transit webpage is difficult to navigate, which impacts a user's ability to locate information.

Criteria: A web presence is critical for the success of a transit program, as it provides access to service information any time of day and from any location. Information that is difficult to locate or navigate can deter potential customers from using the service.

Condition: Transit information is not easily located on the City's website. The Transit webpage is provided on the City's website at www.cityofcorcoran.com/cityhall/pw/transit. There are a number of organizational issues which make locating transit information difficult. However, transit information is contained on multiple pages, some of which do not link to the main transit page at all. In addition, transit is still linked and located under Public Works (rather than Community Development), which does not reflect the current City reporting hierarchy.

Cause: When the structure of a webpage evolves over time, rather than being developed all at once, this can result in a piecemeal approach to the information it provides.

Effect: This can result in broken links and inefficient organization.

Recommendation: Revise the City's Transit webpage to more effectively present information.

Recommended Action(s): The City's website should have a single transit webpage that contains all pertinent (and up-to-date) transit information. This way the public can easily access all transit information from a single location, rather than through numerous links and pop-up menus. Other locations on the City's website should link to this page. Files for download (such as the Title VI documents or Policies and Procedures) should appear as links on this page as well. An improved webpage can be utilized as an effective marketing tool. Revisions to the transit webpage should be planned as part of a unified effort, not just making changes here and there to fix issues.

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The City's Transit webpage should be reorganized to reflect the following:

- There should be a single dedicated link from the City's main page to the Transit webpage. All transit-related information should be located with appropriate sub-links to transit documents, agendas, fare schedules, other websites, etc.
- The Transit webpage should also be linked to the Community Development Department and to other appropriate drop-down menus, clearly identified as Public Transit.
- Check to ensure all links are functioning properly.

In addition, the City may wish to purchase an easy-to-remember stand-alone URL for use in its marketing materials. The current URL (www.cityofcorcoran.com/cityhall/pw/transit) is difficult to remember. While the webpage itself can remain as a subpage of the City's website, a stand-alone URL can be redirected to that location. Therefore, instead of having to navigate through the City's website or remember www.cityofcorcoran.com/cityhall/pw/transit, users could access the page directly through a URL such as www.CorcoranCAT.com or www.CorcoranAreaTransit.com.

Timeline: FY 2019/20.

Anticipated Cost: Modest.

Management Response: The City is currently looking into upgrading its transit website.

Functional Finding 4: The City struggles with coverage when drivers call out unexpectedly.

Criteria: Scheduling, Dispatch, and Operations is one functional area reviewed as part of the Triennial Performance Audit. The lack of cover drivers (or additional staff capable of filling in for an absent driver) has a negative impact on the effective functioning of the transit program.

Condition: Currently, a driver absence (whether due to illness or vacation) results in reduced service capacity. This affects trip availability on days when a driver is unavailable, or when a position remains unfilled.

Cause: Lack of back-up drivers can be caused by unfilled positions or a lack of part-time drivers.

Effect: When the planned number of vehicles is reduced, the system does not provide the capacity for trips that is expected by the public.

Recommendation: Develop a strategy to provide effective coverage when regular drivers are unavailable.

Recommended Action(s): Prior audits have recommended the City compare the costs of in-house operations versus contracted operations. The one important advantage a contracted operation has over an in-house operation is the ability to bring in back-up drivers from another property when a regular driver calls out. Therefore, we have revised this recommendation to focus on solving the problem of having sufficient back-up drivers. One solution may be for the City to consider contracting out for its

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operations, but others may include cross-training an existing (non-transit) employee or recruiting part-time drivers, among others.

Timeline: FY 2019/20.

Anticipated Cost: Varies.

Exhibit 8.1 Summary of Audit Recommendations

TDA Compliance Recommendations		Importance	Timeline
1	Ensure the State Controller Report is submitted by January 31 following the end of the fiscal year.	Medium	FY 2018/19
2	Work with the TDA fiscal auditor and the City's auditor to ensure the TDA fiscal audit can be completed by 180 days past the end of the fiscal year or within a 90-day extension.	High	FY 2018/19
3	Explore opportunities for additional local funds that can be used to supplement the farebox recovery ratio.	High	FY 2019/20
4	Use the TDA definition of FTE for reporting to the State Controller.	High	FY 2018/19
Functional Recommendations		Importance	Timeline
1	Work with the fiscal auditor and KCAG regarding what funds may be excluded from the operating costs for the farebox recovery ratio calculation and ensure all costs are identifiable and itemized in the TDA audits.	High	FY 2018/19
2	Develop and implement a transit marketing plan, including development of a service brochure.	Medium	FY 2019/20
3	Revise the City's Transit webpage to more effectively present information.	High	FY 2019/20
4	Develop a strategy to provide effective coverage when regular drivers are unavailable.	Medium	FY 2019/20

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**PUBLIC HEARING
ITEM # 5-A**

MEMORANDUM

TO: Corcoran City Council

FROM: Kevin J. Tromborg, Community Development Director

SUBJECT: Continue Public Hearing from the May 14, 2019 Corcoran City Council Meeting for examination and comments regarding new User Services Fees and Fee Study prepared by IGService.

DATE: May 24, 2019 **MEETING DATE:** May 28, 2019

RECOMMENDATION

Move to accept amended Resolution No 2968 adopting User Fee Study and proposed User Service Fees

DISCUSSION:

For the past several months, City staff has been working with IGService (Dan Bergman) regarding City User Service Fees. User fees are sums the City charges to cover the cost of services we provide such as building inspection, planning services, business licenses, dog licenses, code enforcement and many more.

As noted in the User Fee Study, “Periodic review of various City services and fees is important for revenue management and to assure continued equitable pricing for services provided. Reviews provide an opportunity to analyze services, and to add or remove services.”

An initial presentation of the User Fee Study and User Fees was presented to the City Council on January 21, 2019 and May 14, 2019.

ATTACHMENTS:

- Amended Resolution No. 2968 and proposed User Fees “Exhibit A”
- User Fee Study

RESOLUTION NO. 2968

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
APPROVING CORCORAN USER FEE STUDY REPORT AND REVISED USER
SERVICE FEES EFFECTIVE JULY 1, 2019**

WHEREAS, Corcoran Municipal Code Title 1, Administration, Title 3, Business license Regulation, Title 4, Health and Safety, Title 5 Police Regulations Title 9, Building Regulations, Title 11 Zoning regulations and Title 12, Subdivision regulations, provides for the establishment of fees by Resolution of the City Council; and

WHEREAS, a User Fee Study was completed by IGService, the final version of which is dated April 29, 2019, (User Fee Study) describing details of the fee modifications and increases and the method used to calculate the fee modifications and increases; and

WHEREAS, the City Council of the City of Corcoran conducted a public presentation on January 21, 2019 during which the fee study was discussed and comments and questions were received from the public; and

WHEREAS, a public hearing notice was posted and published in the Corcoran Journal on April 25, 2019 and a public hearing was held on May 14, 2019; and

WHEREAS, the proposed User Fees set forth in "Exhibit A" attached hereto are nondiscriminatory and do not exceed the reasonable cost of providing such services and.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran:

1. That the foregoing recitals are true.
2. The schedule of new User Fees in "Exhibit A" attached hereto are hereby adopted, and the new fees shall be effective beginning on July 1, 2019.
3. On and after July 1, 2019, all customers applying for and receiving services shall pay the fees as set forth in "Exhibit A" attached hereto.
4. The authorized fees and all portions of this resolution to be severable such that, if any of the fees or any portion of this resolution is found invalid and unenforceable by a court of competent jurisdiction, all other valid fees and/or portions of this resolution shall be, and continue, in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Corcoran held on the 28th day of May, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Sidonio Palmerin, Mayor

ATTEST:

Marlene Spain, City Clerk

CLERKS CERTIFICATE

City of Corcoran }
County of Kings } ss.
State of California }

I, Marlene Spain, hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by the City Council of the City of Corcoran at a regular meeting held on the 28th day of May, 2019, by the vote as set forth therein.

DATED:

ATTEST:

Marlene Spain
City Clerk

[seal]

DRAFT AS OF 5/21/19

City of Corcoran Master User Fee Schedule

Table of Contents

Category	Page
Project-Specific Building Permits	2
General Building Permits and Misc. Building	3
Planning Department	4
Utility Fees and Civil Fines	7
Police Department	8
Facility Rental	9
Development Impact Fees	See note
Business License Fees	See note
Water Service Rates	See note
Sewer Service Rates	See note
Refuse Service Rates	See note

Note: These categories are not included in the study; however, existing fee schedules should be combined to complete the Master Fee Schedule.

City of Corcoran Building Permit Fees			
Project-Specific Permits	Previous	Effective 7/1/19	*
Awning, commercial or residential, over 54 inches from wall	none	\$151.00	n
Block or brick Fence	none	\$261.00	n
Carport, patio, shed, or pergola with foundation	none	\$261.00	n
Carport, patio, shed, or pergola without foundation	none	\$151.00	n
Demolition Permit	none	\$151.00	n
Decks over 200 sq. ft., or more than 30 in. above the ground	none	\$151.00	n
Electical / Mechanical / Plumbing / Encroachment, Minor	\$77.00	\$151.00	c
Electric service panel (400 amps or less)	\$77.00	\$151.00	c
Electric service panel (greater than 400 amps)	none	\$261.00	n
Fire sprinkler - commercial plan check (plus Fire Marshall)	none	\$151.00	n
Fire sprinkler - residential plan check	none	\$261.00	n
HVAC replacement with ductwork	none	\$261.00	n
HVAC replacement without ductwork	\$154.00	\$151.00	c
HVAC replacement without ductwork, additional units	none	\$55.00	n
Landscape irrigation compliance - MELOW	none	\$151.00	n
Maintenance Permit (minimum)	\$77.00	\$151.00	c
Release of Board Action or Pendency Action Proceeding	none	\$78.00	n
Re-roof, overlay	\$142.00	\$151.00	c
Re-roof, with sheathing	none	\$261.00	n
Retaining wall over four feet tall	none	\$261.00	n
Sewer line replacement	\$77.00	\$261.00	c
Sign Inspection (after approval by Planning)	none	\$151.00	n
Solar electric installation – residential (13kw or less)	\$380.00	\$395.00	c
Solar water heat installation	none	\$151.00	n
Swamp cooler	\$77.00	\$151.00	c
Swimming pool or spa - built below ground	none	\$560.00	n
Swimming pool, spa or hot tub – pre-fab over 24 in. depth	none	\$151.00	n
Temporary Power Service	none	\$151.00	n
Water heater replacement	\$77.00	\$151.00	c

* n = new, c = change

Project-Specific Permits require payment in full at issuance.

City of Corcoran Building Permit Fees					
General Building Permits	Previous		Effective 7/1/19		*
Building Permit and Inspections	Base Cost	Plus \$ per \$1,000	Base Cost	Plus \$ per \$1,000	
Up to \$500	\$77.00	n/a	Removed		c
\$501 to \$2,000	\$80.00	\$30.50	Removed		c
Up to \$4,000	See proposed		\$151		n
\$4,001 to \$25,000	See proposed		\$151.00	\$18.00	n
\$25,001 to \$50,000	\$391.75	\$10.10	\$529.00	\$14.00	c
\$50,001 to \$100,000	\$643.75	\$7.00	\$883.00	\$10.00	c
\$100,001 to \$500,000	\$993.75	\$5.60	\$1,387.00	\$7.00	c
\$500,001 to \$1,000,000	\$3,233.75	\$4.75	\$4,197.00	\$5.00	c
Above \$1,000,000	\$5,608.75	\$3.65	\$6,700.00	\$3.00	c
Plan Check	65% of Building Permit Fee		65% of Building Permit Fee		
Single Project	33% of Building Permit Fee		33% of Building Permit Fee		
Tract Homes of Same Design					
Non-Compliance with Permit Requirements	Fees doubled		Fees doubled		
Work done without required permitting					
Miscellaneous Fees Per Hour					
Reinspection fees	None		\$110.00		n
Permitting services for which no fee indicated	None		\$110.00		n
Additional plan review	None		\$110.00		n
For use of outside consultants for plan checking and inspections, or both, to include admin and overhead	None		Actual Cost		n
Training/Continuing Education Fee	\$10 for permits up to \$250. 4% for permits greater than \$250.		\$10 for permits up to \$250. 4% for permits greater than \$250.		
Internal Technology Fee	\$5 for permits up to \$250. 3% for permits greater than \$250.		\$5 for permits up to \$250. 3% for permits greater than \$250.		

* n = new, c = change

City of Corcoran Planning Department Fees				Note 1
	Previous	Effective 7/1/19	*	
Use of Land (PC/CC approval)				
Conditional Use Permit (CUP)	\$1,479	\$2,870	c	Note 2, 3
CUP, Minor with no new construction	\$634	\$1,340	c	Note 2, 3
CUP, Alcohol	none	\$960	n	Note 2, 3
CUP, Temporary	none	\$670	n	
CUP, Letter of necessity and convenience	none	\$190	n	
CUP, Time extension with no hearing	\$105	\$480	c	
CUP, Time extension with hearing	none	\$860	n	
Planned Unit Development	\$1,479	\$3,150	c	Note 2, 3
Variance	\$951	See below	c	
Variance, Minor Residential (One lot)	none	\$840	n	Note 2, 3
Variance, Commercial and Industrial	none	\$2,730	n	Note 2, 3
Variance, time extension	\$105	\$610	c	
Modifications requiring public hearing	\$634	\$710	c	
Annexations	\$2,853	\$7,200	c	Note 2, 3, 5, 6
General Plan Amendment with zoning land use change	\$1,269	\$4,020	c	Note 2, 3
Zoning, Pre-zoning, Change in land use designation	\$1,057	\$3,700	c	
Zoning, Change in Ordinance text	\$1,057	\$2,970	c	Note 2, 3
Zoning, Non conforming letter (Staff)	none	\$190	n	
Zoning, Rebuild letter (Staff)	none	\$190	n	
Zoning, Exception	none	\$760	n	
Appeals to City Council	\$634	\$610	c	
Appeals to Planning Commission	none	\$760	n	
Use of Land (Staff approval)				
Site Plan Review, new construction	\$422	\$3,390	c	Note 2, 3
Site Plan Review, existing building	none	\$2,010	n	Note 2, 3
Site Plan Review, Amendments	none	\$530	n	Note 2, 3
Administrative Review, existing building, Major	\$264	\$1,250	c	Note 2, 3
Administrative Review, existing building, Minor	none	\$420	n	Note 2, 3
Administrative Review, Amendments	\$147	\$380	c	Note 3
Sign Review	\$74	\$310	c	Note 2
Sign Program (multi signs, tenants)	\$105	\$620	c	Note 2
Division of Land (PC approval)				
Lot Line, Adjustment	\$212	\$1,660	c	Note 3
Lot Line, Minor Adjustment	none	\$860	n	
Parcel Map, Tentative, (Minor, Staff approval)	\$317	See below	c	
Parcel Map, Tentative, Residential (4 lots or less)	\$1,057	\$2,230	c	Note 3, 5, 6
Parcel Map, Tentative, Commercial and Industrial	none	\$2,900	n	Note 3, 5, 6
Parcel Map, Tentative, Amendment (PC approval)	\$634	\$970	c	Note 3
Parcel Map, Final	none	\$1,210	n	Note 5
Parcel Map, Waiver	\$105	\$500	c	
Time Extension (no hearing)	\$212	\$300	c	
Time Extension (PC approval)	none	\$610	n	

* n = new, c = change

City of Corcoran Planning Department Fees (Con't)			
	Previous	Effective 7/1/19	*
Subdivision Maps			
Preliminary Review	\$422	\$1,090	c
Tentative Subdivision Map	\$1,269	\$4,200	c
Amendment, Major (PC Approval)	\$1,057	\$1,450	c
Amendment, Minor (Staff Approval)	\$212	removed	c
Time Extension (No hearing)	\$158	\$300	c
Time Extension (Hearing)	none	\$610	n
Final Map	\$317	\$1,390	c
Recordings	none	\$340	n
Certificate of Compliance	\$158	\$530	c
Environmental Review (CEQA)			
Categorical Exemption	none	\$190	n
Exemption (De Minimis, including county fee)	\$80	\$150	c
Initial Study	\$422	\$2,960	n
Negative Declaration	\$422	\$3,310	c
Environmental Impact Report	\$1,057	\$3,620	c
Technical Study	none	\$2,970	n
Time Extension (No hearing)	none	\$300	n
Time Extension (Hearing)	none	\$610	n
Miscellaneous Fees			
Release of Lien (Fee plus legal costs)	none	\$78	
Road (Right-of-Way) Abandonment	\$380	\$1,240	c
Parking-in-lieu Fee	none	Pending	c
Planning and other public documents/maps (thumb drive)	Varied	\$25	c

Note 1

Note 3, 4, 5, 6

Note 3

Note 5

Note 3, 4

Note 3, 4

Note 3, 4

Note 3, 4

Note 6

City of Corcoran Planning Department Fees (Con't)

Notes to Planning Fees

- 1) The above fees are based on the time and cost for the Planning Department to process these applications and cost to publish and mail public hearing notices as required.
- 2) The above fees do not cover Building permit fees or (including impact fees) required fees to be collected by other local, county, state and federal agencies. These fees are the responsibility of the applicant to pay when due. The City may collect these fees for other jurisdictions.
- 3) The above fees do not cover all engineering costs and other professional consultant costs. These costs are the responsibility of the applicant.
- 4) Any project requiring a deposit may require additional funds to be deposited to cover the estimated additional costs to complete the review of the project by the City and/or its engineer. A hold may be placed on the project if this is not done in a timely manner.
- 5) A deposit of \$2000 will be required for subdivision, parcel maps and annexations at the time of submission of the tentative map and \$1000 at the time of submission of the final map. (This is in addition to the deposit for 4% of the engineer's estimate for improvements.
- 6) If the City Engineer's cost for review of the maps or project exceed the deposit, then the applicant will be billed. All fees must be paid prior to City approval of the map.

City of Corcoran Utilities and Miscellaneous Fees			
	Previous	Effective 7/1/19	*
Utilities / Finance Department			
Utilities Security Deposit	\$100.00	\$100.00	
Utilities Past Due	\$5.00	\$5.00	
Utilities Late Notice Mailer	\$10.00	\$10.00	
Restore service for nonpayment	\$10.00	\$20.00	c
Utilities Customer tampering with shut-off valve or meter	None	\$100.00	n
Utilities payment with debit or credit card	None	None	
Utilities after-hours service call	None	\$80.00	n
Non-Sufficient Funds Check	\$10.00	\$10.00	
Photocopies per page	\$0.20	\$0.20	
Facsimile send per page	\$1.50	\$1.50	
Facsimile receive per page	\$1.00	\$1.00	
Hydrant meter deposit	\$250.00	\$250.00	
Hydrant meter delivery, connection, and retrieval	\$35.00	\$80.00	c
Civil Fines			
Cost recovery minimum fee	\$303.00	\$330.00	c

* c = change, n = new

For Civil Fines, amounts due become delinquent 30 days after the citation date. A penalty of 50% will be added to any delinquent balance and must be received within 60 days of the citation issuance date. An additional late fee of 100% (double) of the original citation will be added after 60 calendar days of the citation issuance date. Outstanding amounts due will be sent to revenue collection agency.

Police Department Activity Fees			
	Previous	Effective 7/1/19	*
Bicycle License	\$2.00	\$5.00	c
Police Reports	\$8.00	\$8.00	
Traffic Accident Reports	\$8.00	\$10.00	c
Public Records Request, per page	\$0.10	\$0.10	c
Repossession Release	\$15.00	\$15.00	
Citation Copies	\$2.00	\$5.00	c
Citation Sign off/Issued from Other Agency	\$5.00	\$10.00	c
VIN Verification	none	\$20.00	n
Civil Subpoena / Records	\$75.00	\$75.00	
Civil Subpoena / Officer	\$275.00	\$275.00	
Vehicle Impound Release	\$100.00	\$100.00	
Vehicle Impound Release with Hearing	\$110.00	\$110.00	
Live Scan / Fingerprints	\$10.00	\$10.00	
Department Clearance Letters	\$15.00	\$15.00	
Alcohol License Review	\$10.00	\$10.00	
DUI Arrest Procedures	\$130.00	\$130.00	
DUI Accident Investigation	\$164.00	\$164.00	
DUI Accident Investigation (With Injury)	\$245.00	\$245.00	
DUI Accident Investigation (With Fatality)	\$501.00	\$501.00	
Dog License 1 yr	\$20.00	\$20.00	
Dog License 2 yr	\$30.00	\$30.00	
Dog License 3 yr	\$40.00	\$40.00	
Dog License Senior 1 yr	\$6.00	\$6.00	
Dog License Senior 2 yr	\$10.00	\$10.00	
Dog License Senior 3 yr	\$13.00	\$13.00	
Dog License Altered 1 yr	\$6.00	\$6.00	
Dog License Altered 2 yr	\$10.00	\$10.00	
Dog License Altered 3 yr	\$13.00	\$13.00	
Dog License Replacement	none	\$2.00	n
Cat Trap daily rental	none	\$2.00	n
Animal quarantine check	\$25.00	\$25.00	
Animal Running at Large (RAL) pick up	\$30.00	\$30.00	
Owner Surrender (Altered)	\$45.00	\$45.00	
Owner Surrender	\$55.00	\$55.00	
CCW (Stated fee + DOJ Fees)	\$100.00	\$100.00	
CCW Renewals (Stated Fee + DOJ Fees)	\$20.00	\$20.00	

City of Corcoran Facility Rental Fees			
	Previous	Effective 7/1/19	*
Veterans Hall, including Kitchen (all day)			
Application fee	\$50	\$50	
Deposit (security, cleaning and damage)	\$200	\$200	
Standard rental (Friday - Saturday)	\$350	\$350	
Standard rental (Sunday - Thursday)	\$250	\$250	
Local non-profit organizations	\$100	\$100	
Service clubs, after three events per year at no charge	\$100	\$100	c
Use of tables and chairs	\$300	Included	c
Parks (all day)			
Cesar Chavez park covered tables		\$25	n
Christmas Tree park gazebo	No	\$25	n
Burnham Smith park covered tables	Reservations Allowed	\$25	n
Father Wyatt park covered tables	Presently	\$25	n
John Maroot park covered tables		\$25	n
Rental of Veterans Hall			
<p>The full amount of the application fee and deposit must be paid up front to reserve Veterans Hall. If a reservation is cancelled, the application fee will not be refunded, and fifty percent (50%) of the deposit will not be refunded. Full payment is due 10 days prior to the rental date. Deposits are refundable after city inspection of the facility finds it clean, undamaged, and tables and chairs properly stored.</p>			
Reservations for Parks			
<p>The stated fee payment for parks is payable at the time of the reservation and is not refundable.</p>			

* c = change. n = new.

User Fee Study for City of Corcoran

April 29, 2019

Prepared by:

**Dan Bergmann, Principal
IGService
15 Shasta Lane
Walnut Creek, CA 94597
Email: dan@igservice.com
Office: 925-946-9090**



User Fee Study for City of Corcoran

Purpose

The purpose of this study is to evaluate City of Corcoran user fees in all departments including:

- 1) Building permit fees
- 2) Planning and development fees
- 3) Utilities fees and fines
- 4) Police fees
- 5) Facility rentals fees

Periodic review of various City services and fees is important for revenue management and to assure continued equitable pricing for services provided. Reviews provide an opportunity to analyze services, and to add or remove services. Critical to this undertaking is the support and buy-in of elected officials, advisory boards, staff, and community participants. This study is a comprehensive analysis of the city's user fees. The result is many substantial changes and creation of a the beginning of a Master User Fee Schedule to contain all fees.¹ The City of Corcoran's existing user fees are contained in nine resolutions.² Many fee categories have not been updated for at least 10 years. Though many fees have been increased from this review, many are unchanged, and some are lowered or removed.

Approach

The following factors are considered in the process of conducting this master fee study.

- Items to remove because they are obsolete, and items to add
- Extent to which an item is a public service and may not be fully compensated
- Extent to which City desires participation and therefore may discount fee
- Level of activity of an item in comparison to contribution of overall fees collected
- Analysis of the actual cost to the City to provide a service
- Reasonableness comparisons to neighboring cities

Extensive coordination occurred with City departments in the process of this fee study, considering that the people providing the services have the most experience with the fees. Revenue and activity reports were also obtained from the City's accounting software, especially for building permits and planning services. The most significant increases from the study are in the building permit and planning department areas.

The attached Master User Fee Schedule divides fees by the departments responsible for the services. Existing and proposed fees are shown. New fees are clearly identified with an adjacent "n." Fees that are changed, either increased or decreased, are marked with a "c." The schedule is

¹ This study does not include Impact Fees. The city's existing impact fee should be added to this Master Fee Schedule behind the last page of the proposed fee schedule. The fees for business licenses may also be added.

² Resolutions 2256, 2262, 2277, 2412, 2414, 2540, 2708, 2721, and 2772.

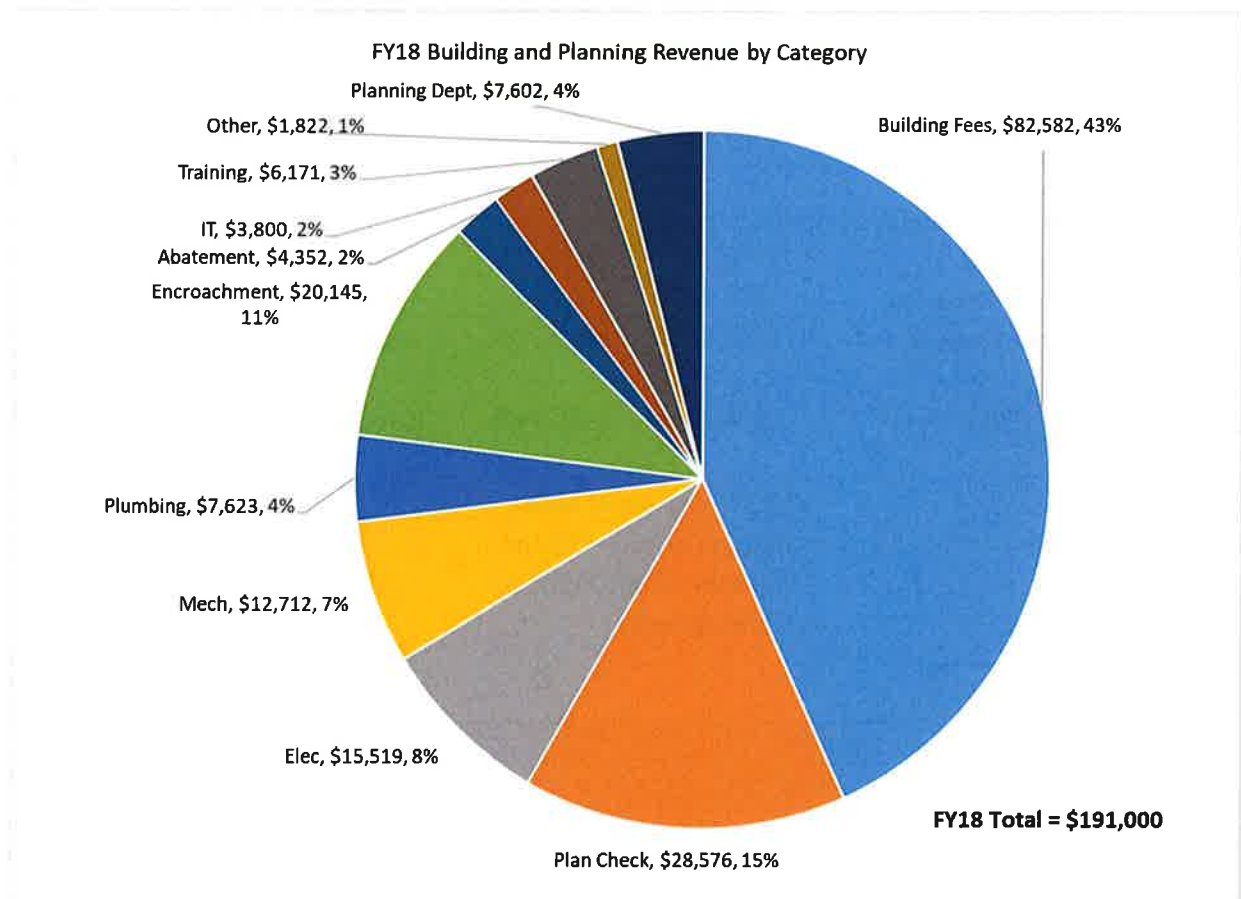


intended to show all fees charged by the City; however, in some cases a fee may not be included if it is established by the State of California, or otherwise stipulated in the Corcoran Municipal Code. Although the City will review the Master Fee Schedule on a periodic basis, from time to time it may be necessary to bring individual amendments forward where a fee has been omitted or needs to be revised sooner to be equitable to both user and the City.

Building Permit and Planning Department

Building permit and planning department fees were revised in this study more than any other department. Some sections of existing fee structure reference the 1994 uniform building code and thus are over 20 years old. Many of the fees were found to be low by industry standards, and low based on the cost to provide the service.

Revenue categories and amounts for FY18 are shown on the following pie chart. The largest categories are building and plan check fees. Noticeable small is revenue from development planning activities at \$7,602 due to lack of development activity in Corcoran.



Revenue and expense trending from building permit and planning service is shown in the following table. Losses are shown for FY17 and FY18. The projected loss for FY19 is larger at \$185,000. This assumes the same revenue level as FY18, before any fee increases from this study. The



primary reason for the increased loss in FY19 is the additional expense associated with hiring a code enforcement officer. However, increased revenue may occur from fines collected through more effective code enforcement.

Projected expenses for FY19 are \$375,000. This sets an upper limit for projected revenue from increased fees. The projected result of the increased fees in this study, assuming the same, ongoing, level of building and planning activity is \$260,000, an overall increase of 36 percent increase from the existing \$191,000, but still significantly less than \$375,000. Accordingly, Corcoran's building and planning fee revenue is not projected to exceed the cost of service. Setting proposed fees any higher than proposed would result in fees that are disproportionately high compared to neighboring communities. However, an increase in building activity in Corcoran would result in greater revenue from more services being provided.

	FY16 Actual	FY17 Actual	FY18 Actual	FY19* Projected
Building & Planning Revenue				
Building Activities	\$189,398	\$108,499	\$153,186	
Abatement	\$63,620	\$31,375	\$20,145	
IT & Training	\$10,644	\$7,017	\$9,971	
Planning	\$19,674	\$12,139	\$7,602	
Total Revenue	\$283,336	\$159,030	\$190,904	\$190,000
Building & Planning Operating Expenses				
Personnel	\$159,191	\$144,105	\$187,174	\$259,000
Svc & Supplies	\$45,766	\$60,224	\$59,770	\$116,000
Total Expense	\$204,957	\$204,329	\$246,944	\$375,000
Gain / (Loss)	\$78,379	(\$45,299)	(\$56,040)	(\$185,000)
* FY19 Personnel Detail				
Manager / Build. Official			70%	\$126,000
Inspector / Code Enforce.			100%	\$77,000
Admin Support			90%	\$56,000
				\$259,000

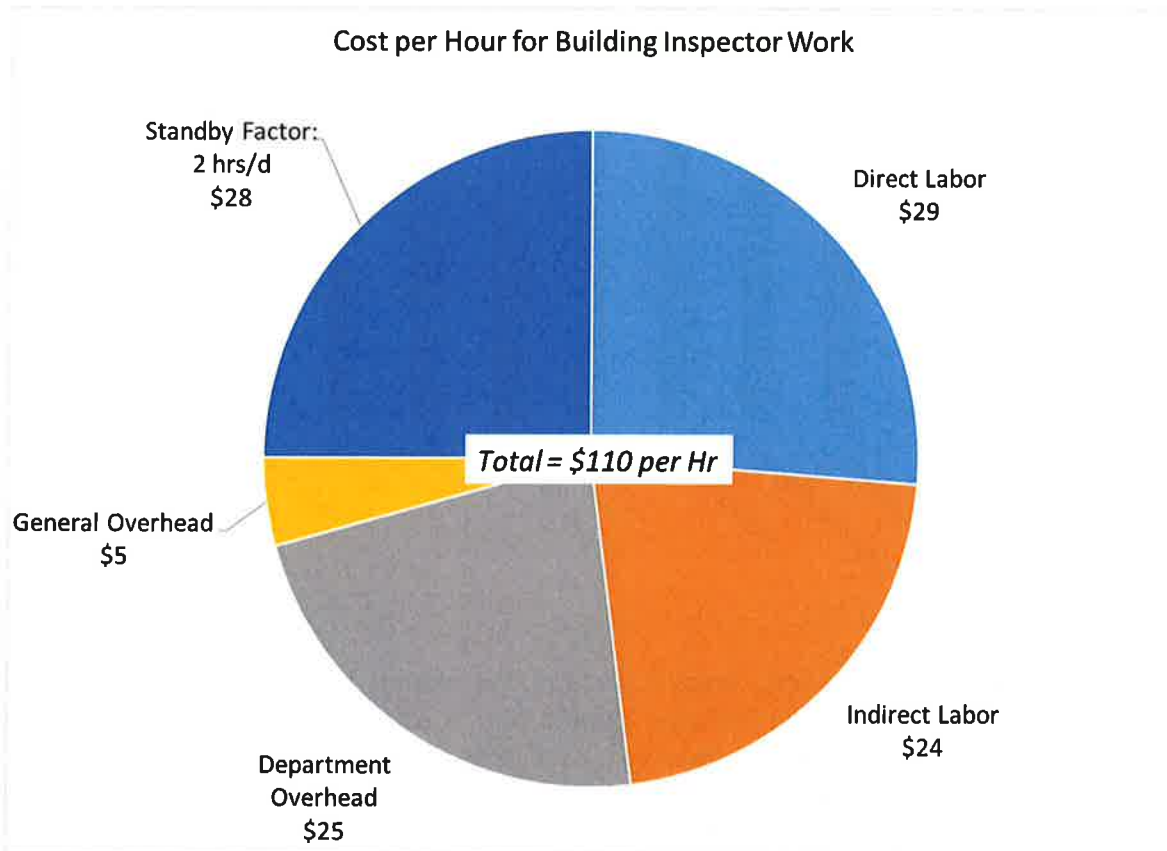


To accurately set fee levels, IGS developed an Excel-based cost of service model for building permitting, planning, and inspection costs. The model considers overall costs, including total personnel costs, department overhead, general overhead, and a component for standby costs. The results for hourly labor costs are shown in the following table.

Hourly Costs	Direct Labor \$/hr.	Indirect Labor \$/hr.	Department Overhead \$/hr.	General Overhead \$/hr.	Standby Factor: 2 hr./d \$/hr.	Effective Billing Rate (Rounded) \$/hr.
Manager / Building Official	\$59.00	\$26.62	\$15.61	\$9.76	\$37.00	\$148.00
Admin Assistant	\$21.00	\$18.63	\$18.14	\$3.47	\$20.42	\$82.00
Inspector / Code Enforce.	\$29.00	\$23.96	\$25.06	\$4.80	\$27.60	\$110.00
Professional Services	→	→	→	→	→	\$200.00

Note: Indirect Labor assumes full benefits and is escalated at 10% over three years.

As an example, the following pie chart illustrates the cost components for an Inspector / Code Enforcement officer. Dollar values are rounded.



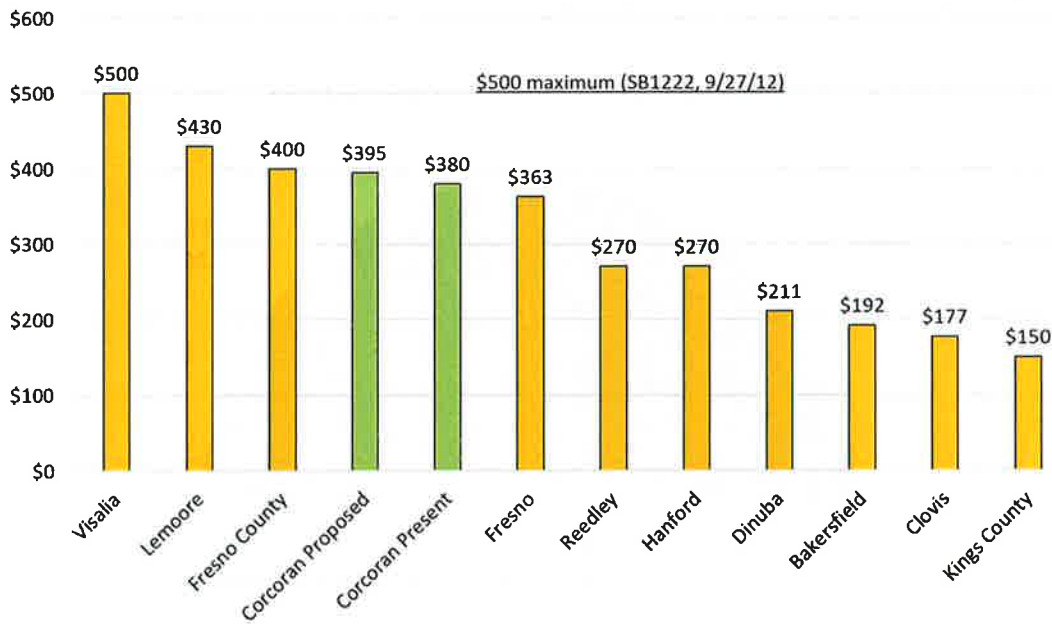


The cost for various permitting activities was determined based on the number of hours needed for the tasks associated with each permit, multiplied by the hourly cost of each employee type involved in providing the service.

Previously, the lowest cost for a permit was \$77. The proposed lowest cost is now \$151. This is based on one hour of inspector time, assuming one site visit, plus one-half hour of administration time.

The new building permit structure includes an extensive list of “Project-Specific” permits. These are over-the-counter permits that can be issued more easily and more consistently because no background calculations are necessary. The fee is preset. These permits are typically \$151, which is the minimum fee amount. Some are higher based on time needed, such as solar electric. However, for Corcoran, the cost of a typical solar permit increased only slightly from \$380 to \$395. See the bar chart that follows. See also the table on page two of the Master User Fee Schedule for all the proposed Project-Specific fees.

Comparison Solar Permit Cost



In conjunction with updating fees charged, the building permit structure was also updated to simplify calculations for general building permit fees. All the detail items for plumbing, mechanical, and electrical, have been removed, consistent with most other cities in the area. An analysis was done to calculate the average cost amount these three components were to a typical general building permit for a new home. A multiplier of 1.22 was determined through iterations to yield essentially the same dollar amount for general permits, before any fee increases were

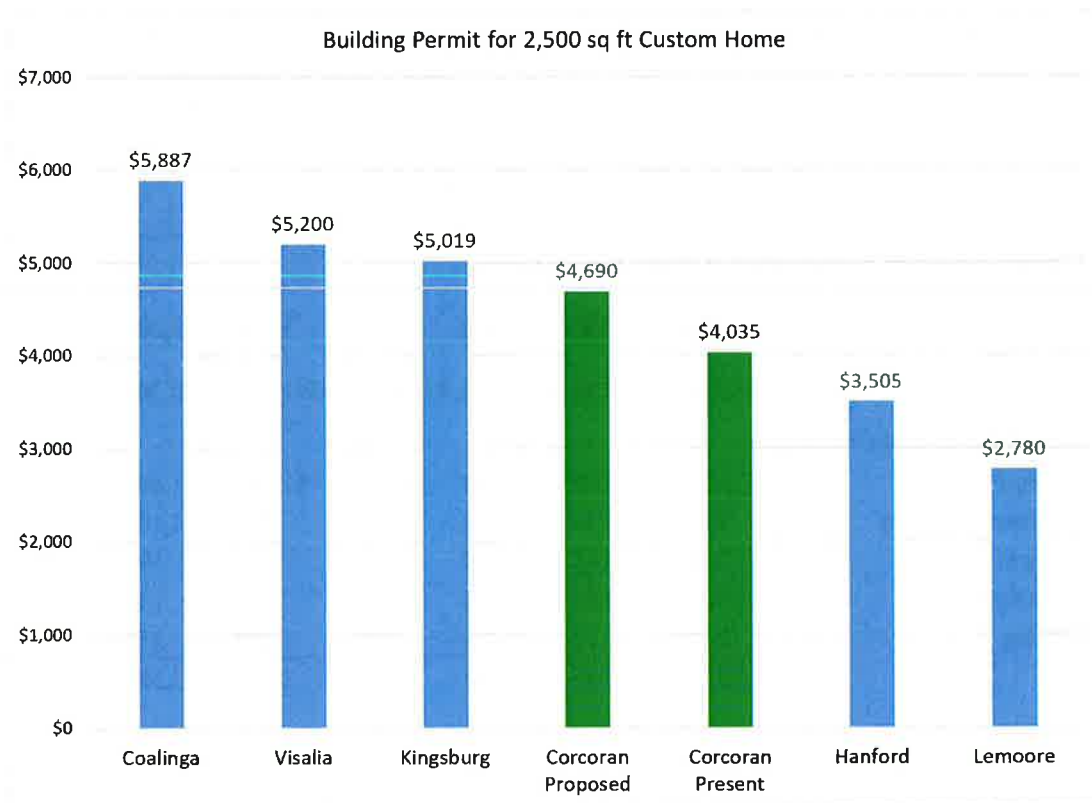


applied. The following table shows only a small variation in cost based on this simplified approach. The value of \$112.65 per square foot is the base value in Corcoran's permit software as of January 2019 for a single-family residential home (R-3 VB). The valuations are based on this amount multiplied by square feet. The permit costs are based on the valuations from the existing fee increments on page three of the master fee schedule.

General Building Permits Recalculated Without Subcategories									
Livable Square Feet	1,100	1,200	1,300	1,500	1,700	2,000	2,500	2,610	
\$112.65	\$123,915	\$135,180	\$146,445	\$168,975	\$191,505	\$225,300	\$281,625	\$294,017	
Present Components and Calculation									
Building Permit	\$1,128	\$1,191	\$1,254	\$1,380	\$1,506	\$1,695	\$2,011	\$2,080	
Plan Check @ 65%	733	774	815	897	979	1,102	1,307	1,352	
Electrical	138	143	149	160	171	194	200	200	
Mechanical	125	125	135	135	135	150	200	238	
Plumbing	212	212	230	240	240	250	250	250	
Total	2,336	2,445	2,583	2,812	3,031	3,391	3,968	4,120	
Recalculated to combine Subcategories but yield similar result									
Multiplier to make it work	1.22								
Building Permit	1,376	1,453	1,530	1,684	1,837	2,068	2,453	2,538	
Plan Check @ 65%	895	944	994	1,094	1,194	1,344	1,595	1,649	
Total	2,271	2,397	2,524	2,778	3,032	3,412	4,048	4,187	
Deviation (\$)	(66)	(48)	(59)	(34)	1	21	80	67	
Deviation (%)	-3%	-2%	-2%	-1%	0%	1%	2%	2%	

After the simplification multiplier was applied to the existing general building permit fee structure, an increase was needed still to move closer to covering the cost of service for the building department. The existing permitting cost for a 2,500 square foot home is \$4,035, including the Information Technology and Training Surcharge. The proposed permitting cost based on increased components in the fee schedule is \$4,690. This is a 16 percent overall increase, yet consistent with surrounding communities as shown in the bar chart below.

Finally, the building permit and inspection tiers at the top of page 3 of the fee schedule have been modified to reflect higher construction costs in general compared to lower costs the distant past. The incremental scale (\$ per \$1,000) is adjusted upward to include the 1.22 multiplier and to include the fee increases discussed above. In the new tiers, any project under \$4,000 value has a building permit cost of the minimum of \$151 (not including plan check, IT, or Training), unless otherwise specified under Project-Specific Fees.



Planning and Development Services

Many fees for planning and development services were increased substantially based on the cost to provide services. Many new fee categories have been added to more accurately bill for services provided. Like the cost analysis for building permits, hourly rates were considered, department overhead, and general overhead using the same pay scale, then hours were assigned in each pay class. The average overall increase in planning fees is very large at 250 percent. However, many of the existing fees were far below the cost of service to perform the work. See pages four through six of the Master User Fee Schedule.

Utilities and Miscellaneous Fees

This category includes fees for late payments, utility service turn-offs, miscellaneous items, and civil fines. In this group, the fee for water shut-off / restore service was increased from \$10 to \$20. This is less than the cost for a service person to make the necessary two round trips to a customer location. By request of the City Council, this amount was kept lower than cost of service. A new fee of \$100 has been added for customers that tamper with water meters that have been shut off for nonpayment. A fee of \$80 has also been added for after-hours service calls that are specific to a customer's service (not city infrastructure). The cost for hydrant meter delivery, connection, and retrieval has been increased from \$35 to \$80 to be more consistent with the cost of two trips by a service person. Finally, civil fines have been increased from \$303 to \$330 based on three hours at \$110 per hour. See page seven of the Master User Fee Schedule.



Police Activity Fees

There are minor changes to fees associated with the police department. In meetings and review with representatives from the police department, the existing fees were found to be reasonable for the services provided. See page eight of the Master User Fee Schedule.

Facility Rentals

The significant change for facility rentals is the return of picnic facility reservations. The cost is minimal at \$25 per event. This is below the cost of service of the admin time needed, plus a trip to a facility for each reservation by a service person. However, this is viewed as a service to the community to allow people to know they will have a picnic area for their group event.

For rental of the Veteran's Hall, the cost of tables and chairs is now included with the rental, rather than an additional \$300.

Conclusion

This study of Corcoran's user fees has been done to develop fees that are reasonable for the community and that do not exceed the cost to provide services. The new Master User Fee Schedule is designed to be a central location for all user fees such that pages of the schedule can be updated into the future as changes are needed. User fees should be reviewed every few years to assure they are appropriate for services provided.

Attachment: Proposed User Fee Schedule

City of

CORCORAN

Police Department

FOUNDED 1914

May 20, 2019

**STAFF REPORT
ITEM #: 7-A**

To: Corcoran City Council
From: Reuben P. Shortnacy, Chief of Police
Subject: Multi-Hazard Mitigation Plan

Recommendations: (VV)

That council authorize the Mayor to sign a letter of commitment to participate in the Kings County Multi-Jurisdictional Local Hazard Mitigation Planning.

Discussion:

The purpose of natural hazards mitigation is to reduce or eliminate long-term risk to people and property from natural hazards. Corcoran, along with other Kings County Jurisdictions will participate in this planning process. The development of this multi-hazard mitigation plan will help reduce future losses to the community resulting from natural hazards. It will also meet FEMA requirements.

Budget:

The estimated share of cost for the City of Corcoran is \$6,187.

MATTERS FOR MAYOR AND COUNCIL

ITEM #: 8-A

MEMORANDUM

MEETING DATE: May 28, 2019
TO: Corcoran City Council
FROM: Kindon Meik, City Manager
SUBJECT: Matters for Mayor and Council

UPCOMING EVENTS / MEETINGS

- June 11, 2019 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- June 13, 2019 (Thursday) League of CA Cities General Membership Meeting – 6:00 PM, Hanford Fraternal Hall, 1015 N. 10th Ave. Hanford
- June 19-20 (Wednesday and Thursday) Mayors and Council Members Executive Forum, Newport Beach, CA.
- June 25, 2019 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- July 4, 2019 (Thursday) City Offices Closed - Observance of Independence Day
- July 9, 2019 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers

A. Information Items

1. Budget study session – June 11
2. Water treatment system study session – June 25
3. Lighted soccer fields at RAC
4. Splash pad project
5. Update on PD project

B. Council Comments – *This is the time for council members to comment on matters of interest.*

1. Staff Referral Items

C. Committee Reports



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

DATE Sent to Council/ Request made	REQUEST	STATUS	DEPARTMENT RESPONSIBLE Dept/Division
05/14/19	Council asked Staff to provide update/information on the practice of closing City Hall on Wednesday afternoons.	In progress	City Manager
03/26/19	Council requested item on agenda to consider letter of support for Tachi gaming compact.	In progress	City Manager
03/26/19	Council discussed the idea of requiring angled parking in commercial development.	In progress	Community Development
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
03/12/19	Kevin Tromborg, Community Development Director, provided a history and overview of Corcoran transit rates. Council will consider proposed rate changes at a future meeting with subsequent public hearings scheduled if rates are to be changed.	In progress	Community Development
10/09/18	Request by City Council to review transit revenues and rates.		
06/12/18	The City Council approved Finance Department Policy and Procedures Handbook.	Completed	City Manager/ Finance Director
03/27/18	City Council provided direction on the components of a General Fund reserve policy. Staff will draft language for further consideration and review.	Completed	
12/12/17	The City Council adopted a Measure A Expenditure Plan. Subsequent policies will be presented to the Council leading up to the budget process.	Completed	
05/09/17	City Council requested that Staff present draft finance policies relating to General Fund reserves, balanced budget, etc.	Ongoing	