

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

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

**Monday, March 3, 2014  
6:00 P.M.**

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**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.

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**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 ext. 235.

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**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.

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**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.

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**ROLL CALL**

Mayor:	Jim Wadsworth
Vice Mayor:	Jerry Robertson
Council Member:	Mark Cartwright
Council Member:	Raymond Lerma
Council Member:	Sidonio "Sid" Palmerin

**INVOCATION**

**FLAG SALUTE**

**1. PUBLIC DISCUSSION**

2. **CONSENT CALENDAR (VV)**

- 2-A. Approval of Minutes of February 3, 2014, and February 18, 2014.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Waive Second Reading and approval of Ordinance No. 620, Amending Title 9 Building Regulations of the City of Corcoran to adopt 2013 Title 24 Code of Regulations.

3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated March 3, 2014. (Venegas)

4. **PRESENTATIONS** – None

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS**

- 7-A. Consider award of 2013 Corcoran Street Project to Agee Construction. (Kroeker) (VV)
- 7-B. Consider revisions to Assistant to the City Manager/City Clerk job classification. (Meik) (VV)
- 7-C. Consider authorization for recruitment of Accountant for the Finance Department. (Meik) (VV)
- 7-D. Discussion regarding Drought and Water. (Kroeker)
- 7-E. Consider approval of Resolution No. 2722, Board of Equalization. (Meik) (VV)
- 7-F. Consider approval of Centennial Proclamation template recognizing various Service Clubs and Organizations. (Meik) (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 REAL PROPERTY NEGOTIATOR(S)** (Government Code § 54956.8). It is the intent of this governing body to meet in closed session to confer with its real property negotiator concerning the purchase, sale, exchange, or lease of real property by or for this local agency as follows:  
Property Description (Specify street address, or if no street address, the parcel number or other unique reference): APN: 034-143-072  
Our Negotiator: Kindon Meik  
Parties with whom negotiating: \_\_\_\_\_  
Instructions to negotiator concerning:  Price  Terms of payment  TBD

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 February 27, 2014.

  
\_\_\_\_\_  
Lorraine P. Lopez, City Clerk

**MINUTES  
CORCORAN CITY COUNCIL,  
JOINT POWERS FINANCE AUTHORITY,  
SUCCESSOR AGENCY FOR CORCORAN RDA  
& HOUSING AUTHORITY  
REGULAR MEETING  
February 3, 2014**

The regular session of the Corcoran City Council was called to order by Mayor Wadsworth, in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA at 6:00 P.M.

**ROLL CALL**

Councilmembers present: Mark Cartwright, Sidonio Palmerin, Raymond Lerma, Jerry Robertson, and Jim Wadsworth

Councilmembers absent: None

Staff present: Steve Kroeker, Lorraine Lopez, Kindon Meik, Reuben Shortnacy, Kevin Tromborg, Joyce Venegas and Mike Farley

Press present: None

**INVOCATION**

Invocation was presented by Cartwright.

**FLAG SALUTE**

The flag salute was led by Lerma.

1. **PUBLIC DISCUSSION** – None

2. **CONSENT CALENDAR**

Following Council discussion a **motion** was made by Robertson and seconded by Lerma to approve the consent calendar. Robertson abstained from voting on Resolution No. 2717. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth

**NOES:** None None

**ABSENT:** Members: None

2-A. Approval of Minutes of the regular meeting on January 21, 2014.

2-B. Authorization to read ordinances and resolutions by title only.

2-C. Ratified Resolution Nos. 2717 through 2719 honoring Corcoran Chamber of Commerce Honorees.

3. **APPROPRIATIONS**

Following Council discussion a **motion** was made by Lerma and seconded by Palmerin to approve the Warrant Register dated February 3, 2014. Lerma abstained from voting on the Warrant made payable to Raymond Lerma in the amount of \$367.36. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth

**NOES:** None

**ABSENT:** None

4. **PRESENTATIONS** – None

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS** – None

8. **MATTERS FOR MAYOR AND COUNCIL**

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

**9. CLOSED SESSION**

At 6:03 p.m. Council recessed to closed session pursuant to:

**9-A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)** (Government Code § 54956.8). It is the intent of this governing body to meet in closed session to confer with its real property negotiator concerning the purchase, sale, exchange, or lease of real property by or for this local agency as follows:

Property Description (Specify street address, or if no street address, the parcel number or other unique reference): APNs: 034-200-014 and 034-340-015

Our Negotiator: Kindon Meik

Parties with whom negotiating: \_\_\_\_\_

Instructions to negotiator concerning:  Price  Terms of payment  TBD

**9-B. PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:

Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(d)).

Initiation of litigation (Government Code § 54956.9(d)(4)).

Number of potential cases is: 1.

**9-C CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)** (Government Code § 54956.8). It is the intent of this governing body to meet in closed session to confer with its real property negotiator concerning the purchase, sale, exchange, or lease of real property by or for this local agency as follows:

Property Description (Specify street address, or if no street address, the parcel number or other unique reference): APNs: 030-183-0186

Our Negotiator: Kindon Meik

Parties with whom negotiating: \_\_\_\_\_

Instructions to negotiator concerning:  Price  Terms of payment  TBD

The regular meeting was reconvened at 6:54 p.m. Mayor Wadsworth reported direction provided on items 9-B and 9-C.

**ADJOURNMENT**

**6:55 P.M.**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**APPROVED DATE:** \_\_\_\_\_

**MINUTES  
CORCORAN CITY COUNCIL,  
JOINT POWERS FINANCE AUTHORITY,  
SUCCESSOR AGENCY FOR CORCORAN RDA  
& HOUSING AUTHORITY  
REGULAR MEETING  
February 18, 2014**

The regular session of the Corcoran City Council was called to order by Mayor Wadsworth, in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA at 6:00 P.M.

**ROLL CALL**

Councilmembers present: Mark Cartwright, Sidonio Palmerin, Raymond Lerma, Jerry Robertson, and Jim Wadsworth

Councilmembers absent: None

Staff present: Steve Kroeker, Lorraine Lopez, Kindon Meik, Reuben Shortnacy (departed at 7:08 p.m.), Kevin Tromborg, Joyce Venegas and Mike Farley

Press present: Jeanette Todd, "The Corcoran Journal"

**INVOCATION**

Invocation was presented by Meik.

**FLAG SALUTE**

The flag salute was led by Palmerin.

**1. PUBLIC DISCUSSION – None**

**2. CONSENT CALENDAR**

Following Council discussion a **motion** was made by Robertson and seconded by Cartwright to approve the consent calendar. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth

**NOES:** None

**ABSENT:** None

**2-A.** Authorization to read ordinances and resolutions by title only.

**3. APPROPRIATIONS**

Following Council discussion a **motion** was made by Cartwright and seconded by Lerma to approve the Warrant Register dated February 18, 2014. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth

**NOES:** None

**ABSENT:** None

**4. PRESENTATIONS**

**4-A.** Fausto Hinojosa of Price, Paige, & Company presented the 2012-2013 City Audit Reports. Following Council discussion a **motion** was made by Cartwright and seconded by Palmerin to accept the 2012-2013 Audit reports for the City as presented. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth

**NOES:** None

**ABSENT:** None

Robertson left the dais at 6:55 p.m. and returned at 6:57 p.m.

**4-B.** Chief Shortnacy provided the 2013 Police Department Annual Report. Information only, no action taken.

At this time, Shortnacy left the meeting.

Staff noted that incorrect Resolution Numbers were placed on the agenda and staff reports provided in the council packet. The accurate resolution numbers were noted as, Resolution No. 2720 for Item 5-A, and Resolution No. 2721 for 5-B. Council inquired about Ordinance No. 620 and it was verified as accurate.

**5. PUBLIC HEARINGS**

**5-A.** The public hearing to obtain comments to consider Unmet Transit Needs of the citizens of Corcoran was declared open at 7:08 p.m. Kroeker gave a report. There being no written or oral testimony, the hearing was declared closed at 7:10 p.m. Following Council discussion, a **motion** was made by Cartwright and seconded by Robertson to adopt Resolution No. 2720 regarding Unmet Transit Needs; there being no unmet transit needs that are reasonable to meet. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth  
**NOES:** None  
**ABSENT:** None

**5-B.** The public hearing to obtain comments to consider testimony regarding the addition of a IT technology fee and a training fee to building permits as permitted by the California codes of regulation was declared open at 7:11 p.m. Tromborg gave a report. There being no written or oral testimony, the hearing was declared closed at 7:16 p.m. Following Council discussion, a **motion** was made by Robertson and seconded by Palmerin to adopt Resolution No. 2721 adopting Building Permit Fees to offset training and IT costs for the Community Development Department. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth  
**NOES:** None  
**ABSENT:** None

**5-C.** The public hearing to obtain comments to receive testimony regarding amending title 9, Building regulations and the adoption of the 2013 California Title 24 Codes of Regulation was declared open at 7:21 p.m. Tromborg gave a report. There being no written or oral testimony, the hearing was declared closed at 7:23 p.m. Following Council discussion, a **motion** was made by Cartwright and seconded by Lerma to accept and waive first reading of Ordinance No. 620 amending Title 9 Building Regulations regarding adoption of the 2013 Title 24 California Building code, 2013 California Residential Code, 2013 California Fire Code, 2013 Administrative Code, 2013 California Reference Standard Code, 2013 California Plumbing Code, 2013 California Mechanical Code, 2013 California Electrical Code, 2013 California Historical Code, the 1997 Uniform Housing Code, 1997 Uniform Code for the Abatement of Dangerous Buildings, and the 2012 Uniform Swimming and Hot tub Code. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth  
**NOES:** None  
**ABSENT:** None

**6. WRITTEN COMMUNICATIONS – None**

**7. STAFF REPORTS**

**7-A.** Council discussion a **motion** was made by Lerma and seconded by Cartwright to approve one year contract extension with Price, Paige & Company as the City’s auditing firm. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth  
**NOES:** None  
**ABSENT:** None

Robertson abstained from discussion on the following item:

**7-B.** Council discussion a **motion** was made by Lerma and seconded by Cartwright to approve the agreement between the City of Corcoran and Nunhems USA, Inc. for the lease of city property located at the City's Wastewater facilities. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, and Wadsworth  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Member: Robertson

**7-C.** Council discussion a **motion** was made by Robertson and seconded by Palmerin to approve the Centennial Proclamation recognizing The Corcoran Journal. Motion carried by the following vote:

**AYES:** Members: Cartwright, Palmerin, Lerma, Robertson, and Wadsworth  
**NOES:** None  
**ABSENT:** None

**7-D.** Meik requested the item to consider revision to the City Clerk job description be tabled at this time.

**8. MATTERS FOR MAYOR AND COUNCIL**

**8-A.** Council received information items.

Meik announced that Senator Andy Vidaks' office is holding a Town Hall meeting, co-hosted by the Corcoran Police Department, on Friday, February 28, 2014 from 6:00 PM to 8:00 PM in the Council Chambers regarding Identity Theft, Elder Abuse and Cybercrime Prevention.

**8-B.** Staff received referral items.

**8-C.** Committee reports.

**9. CLOSED SESSION**

At 7:34 p.m. Council recessed to closed session pursuant to:

**9-A. PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:

Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(d)).

Initiation of litigation (Government Code § 54956.9(d)(4)).

Number of potential cases is: 3.

The regular meeting was reconvened at 7:55 p.m.

**ADJOURNMENT**

**7:57 P.M.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**APPROVED DATE:** \_\_\_\_\_

City of

# CORCORAN

FOUNDED 1914

A MUNICIPAL CORPORATION

CONSENT CALENDAR  
ITEM #: 2C

## MEMO

**TO:** Corcoran City Council

**FROM:** Lorraine Lopez, Assistant to the City Manager/City Clerk

**DATE:** February 21, 2014

**MEETING DATE:** March 3, 2014

**SUBJECT:** Waive Second Reading and consider approval of Ordinance No. 620, Amending Title 9 Building Regulations of the City of Corcoran to adopt 2013 Title 24 Code of Regulations

### Recommendation:

Move to approve Ordinance No. 620 as part of the consent calendar.

### Discussion:

At the City Council meeting held on February 18, 2014, Ordinance No.620 was introduced and further reading waived to consider the approval of Ordinance No. 620, Amending Title 9 Building Regulations of the City of Corcoran to adopt 2013 Title 24 Code of Regulations. For your review attached is Ordinance No. 620.

After waiving the second reading and approval, the ordinance will be effective in thirty-one days. The effective date would not be scheduled until after April 4, 2014.

Before fifteen days expiration after tonight's adoption the summary of ordinance will be published in The Corcoran Journal, a newspaper of general circulation.

### Budget Impact:

Minimal advertising costs.

### CITY OFFICES:

832 Chittenden Avenue \* Corcoran, CA 93212 \* Phone 559-992-2151 \* [www.cityofcorcoran.com](http://www.cityofcorcoran.com)

**ORDINANCE NO. 620**

**AN ORDINANCE OF THE CITY OF CORCORAN AMENDING TITLE 9 BUILDING REGULATIONS OF THE CITY OF CORCORAN TO ADOPT 2013 TITLE 24 CODE OF REGULATIONS**

THE CITY COUNCIL OF THE CITY OF CORCORAN DOES HEREBY AMEND TITLE 9 AS FOLLOWS:

Chapter 1  
**CALIFORNIA BUILDING CODE**  
California code of regulations  
Title 24 Part 2 Volumes 1 and 2

SECTION:

- 9-1-1: Adoption
- 9-1-2: Definitions; Applications of Terms
- 9-1-3: Fees For Permits And Inspection
- 9-1-4: Building Code Exemptions and Superseding Provisions
- 9-1-5: Additional Regulations
- 9-1-6: Ordinance Repeals

Section 9-1-1 of said Code is hereby amended to read as follows:

- 9-1-1: **ADOPTION:** The City of Corcoran does hereby adopt by reference as the official Building Code of the City, the 2014 California Building Code California Code of Regulations Title 24, Part 2, Volume 1 of 2, Part 2 Volume 2 of 2, based on the 2012 International Building Model Code. And specifically chapter 1 Division 2 scope and Administration, Appendix C Group U Agricultural Buildings, Appendix F Rodent Proofing, Appendix H Signs, Appendix I Patio Covers, Appendix J Grading, Appendix Chapter A1 Seismic Strengthening provisions for unreinforced masonry bearing wall. In addition, The City of Corcoran does hereby adopt by reference The 2013 California Historical Building Code, 2013 California Residential Code California Code of Regulations Title 24 Part 2.5 with the exception and exclusion of appendix L Permit Fees. The 2013 Administrative Code, the 1997 Uniform Code for the abatement of Dangerous buildings, the 1997 Uniform housing Code, and the 2013 Referenced Standard Code. If any section, subsection, sentence, clause or phrase of this chapter is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this chapter.

The Building Official is hereby authorized and directed to enforce all the provisions of this Chapter. The Building Official shall have the authority to render interpretations of this chapter and these codes and adopt policies and procedures in order to clarify the

application of its provisions. For such purpose he/she shall have the powers of a police officer.

9-1-2:           DEFINITIONS; APPLICATIONS OF TERMS: Whenever any of the names or terms defined in this Section or in this Chapter or Codes adopted herein by reference, each such term or name shall have the meaning ascribed to it in this Section.

- A.       “City shall mean the City of Corcoran
- B.       “The Authority having Jurisdiction” shall mean the Building Official of the City of Corcoran or Inspectors and Code Compliance Officers duly authorized to act in his/her behalf (Ord 497 NS.
- C.       “Approved “Acceptable to the Authority having Jurisdiction.

9-1-3:           FEES FOR PERMITS AND INPSECTION: The 2013 Fee schedules contained in any of these adopted codes are deleted and will be replaced by a Fee schedule prepared by the Building Official based on a fee study. In lieu of a fee study the existing fee schedule shall remain in effect. The determination of value or valuation under any of the provisions of this Chapter shall be made by the Building Official.

9-1-4:           BUILDING CODE EXEMPTIONS AND SUPERSEDING PROVISIONS: The following sections of the 2013 California Building Codes are deleted, amended, modified or superseded as indicated:

Section 107.3.1 Appendix Chapter 1 of said Code reads as follows:

When the Building Official issues a permit the construction documents shall be Approved, in writing or by stamp as” Reviewed for Code Compliance” One set of construction documents so reviewed shall be retained by the Building Official. The other set shall be returned to the applicant, and shall be kept at the site of work and shall be opened to inspection by the Building Official or a duly authorized representative Such approved plans and specifications shall not be changed, modified or altered without authorization from the Building Official, and all work shall be done in accordance with the approved plans.

Housing Inspections and Letters of Compliance: Upon a request for a housing inspection, the applicant shall be charged a fee of - seventy seven dollars (\$77.00) per hour with a two hour minimum, and a travel fee of fifty six cents (\$0.56) per mile each way to be paid to the Building Official to cover the cost of the housing inspection and letter of compliance.

9-1-5:           ADDITIONAL REGULATIONS: (Reserved) (Ord. 497 N.S., 8-17-1992)

9-1-6:           **ORDINANCE REPEALS:** All other ordinances or parts of ordinances in conflict herein repealed, including Ordinance 497; except, that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Chapter. (Ord. 497 N.S., 8-17-1992)

Chapter 2  
**CALIFORNIA PLUMBING CODE**  
California code of regulations  
Title 24 part 5

**SECTION:**

- 9-2-1:           Adoption
- 9-2-2:           Definitions; Applications Of Terms
- 9-2-3:           Fees For Permits And Inspection
- 9-2-4:           Plumbing Code Exemptions And Superseding Provisions
- 9-2-5:           Additional Regulations
- 9-2-6:           Ordinance Repeals

9-2-1:           **ADOPTION:** The City of Corcoran does hereby adopt by reference as the official Plumbing Code of the City, the 2013 California Plumbing Code Title 24, Part 5 as published by the International Association of Plumbing and Mechanical Officials, based on the 2012 Uniform Plumbing Model Code. The 2012 Uniform swimming pool and Hot Tub Code. Included specifically are California Plumbing Code Appendix A (Administration), Appendix D (Drainage Systems), Appendix I (Installation Standards), and Appendix K (Private Sewage Systems) If any section, subsection, sentence, clause, or phrase of this chapter is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the chapter.

The Building Official is hereby authorized and directed to enforce all the provisions of this Chapter. The Building Official shall have the authority to render interpretations of this chapter and this code and adopt policies and procedures in order to clarify the application of its provisions. For such purpose he/she shall have the powers of a police officer.

9-2-2:           **DEFINITIONS; APPLICATIONS OF TERMS:** Whenever any of the names or terms defined in this Section are in this Chapter or Codes adopted herein by reference, each such term or name shall have the meaning ascribed to it in this Section.

- A.           “City shall mean the City of Corcoran
- B.           All other names or terms shall apply to the appropriate officer, board or body of the City of Corcoran.

C. “Authority having Jurisdiction” shall mean the Building Official of the City of Corcoran or inspectors and code compliance Officers duly authorized to act in his/her behalf. (Ord. 497 N.S., 8-17-1992)

D. Approved Acceptable to the Authority having Jurisdiction.

9-2-3: FEES FOR PERMITS AND INSPECTION: The 2013 Fee schedules contained in any of these adopted codes are deleted and will be replaced by a Fee schedule prepared by the Building Official based on a Fee Study. In lieu of a fee study the existing fee schedule shall remain in effect. The determination of value or valuation under any of the provisions of this Chapter shall be made by the Building Official.

Section 9-2-4 of said Code is hereby deleted:

9-2-5: ADDITIONAL REGULATIONS: (Reserved) (Ord. 497 N.S., 8-17-1992)

9-2-6: ORDINANCE REPEALS: All other ordinances or parts of ordinances in conflict herein are repealed, including Ordinance 497; except, that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Chapter. (Ord. 497 N.S., 8-17-1992)

Chapter 3  
CALIFORNIA ELECTRICAL CODE  
California Code of Regulations  
Title 24 Part 3

SECTION:

- 9-3-1: Adoption
- 9-3-2: Definitions; Applications Of Terms
- 9-3-3: Fees For Permits And Inspection
- 9-3-4: Electrical Code Exemptions And Superseding Provisions
- 9-3-5: Additional Regulations
- 9-3-6: Ordinance Repeals

9-3-1: ADOPTION: The City of Corcoran does hereby adopt by reference as the official Electrical Code of the City, the 2013 California Electrical Code Title 24 Part 3. Published by BNI Productions, Inc. Based on the 2011 National Electric Model Code, copyright National Fire Production Association. Included specifically is Annex H (Administration)

The Building Official is hereby authorized and directed to enforce all the provisions of this Chapter. The Building Official shall have the authority to render interpretations of

this chapter and this code and adopt policies and procedures in order to clarify the application of its provisions. For such purpose he/she shall have the powers of a police officer. If any section, subsection, sentence, clause, or phrase of this chapter is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the chapter.

9-3-2:           DEFINITIONS; APPLICATIONS OF TERMS: Whenever any of the names or terms defined in this Section are in this Chapter or Codes adopted herein by reference, each such term or name shall have the meaning ascribed to it in this Section.

- A.     “City shall mean the City of Corcoran.
- B.     All other names or terms shall apply to the appropriate officer, board or body of the City of Corcoran.
- C.     “Chief Electrical Inspector” shall mean the Building Official of the City of Corcoran.
- D.     “Authority having Jurisdiction” shall mean the Building Official of the City of Corcoran or Inspectors and Code Compliance Officers duly authorized to act in His/her behalf.
- E.     “ Approved” Acceptable to the Authority having Jurisdiction.

9-3-3:           FEES FOR PERMITS AND INPSECTION: The 2013 Fee schedules contained in any of these adopted codes are deleted and will be replaced by a Fee schedule prepared by the Building Official based on a Fee Study. In lieu of a fee study the existing fee schedule shall remain in effect. The determination of value or valuation under any of the provisions of this Chapter shall be made by the Building Official.

9-3-4:           ELECTRICAL CODE EXEMPTIONS AND SUPERSEDING PROVISIONS:  
(Reserved) (Ord. N.S., 8-17-1992)

9-3-5           ADDITIONAL REGULATIONS:

- A.     Location: the service disconnecting means shall be installed either inside or outside of a building or other structure at a readily accessible locations nearest he point of entrance of the service conductors. Except in “H” occupancies, the main service disconnecting means shall be located outside the building at a readily accessible location in case of fire. 2013 CEC 230.70 (A) (1) - (C)
- B.     Metal Lighting Fixtures, Lamp holders And Faceplates: Underground metal lighting fixtures, lamp holders and faceplates shall not be installed in contact with conducting

surfaces nor within eight feet (8') vertically or five feet (5') horizontally of laundry tubs, bathtubs, shower baths, plumbing fixtures, steam pipes or other grounded metal work or grounded surfaces.

- C. Metal Pull Chains: Metal pull chains used at these locations shall be provided with insulating links. (Ord. 497 N.S., 8-17-1992)
- D. Rating of Service Disconnecting means For one family dwelling Shall have a rating of not less than 100 amperes 3-wire.

9-3-6           ORDINANCE REPEALS: All other ordinances or parts of ordinances in conflict herein are repealed, including Ordinance 497; except, that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Chapter. (Ord. 497 N.S., 8-17-1992)

Chapter 4  
CALIFORNIA MECHANICAL CODE  
California Code of Regulations  
Title 24 Part 4

SECTION:

- 9-4-1:           Adoption
- 9-4-2:           Definitions; Applications Of Terms
- 9-4-3:           Fees For Permits And Inspection
- 9-4-4:           Mechanical Code Exemptions And Superseding Provisions
- 9-4-5:           Additional Regulations
- 9-4-6:           Ordinance Repeals

9-4-1:           ADOPTION: The City of Corcoran does hereby adopt by reference as the official Mechanical Code of the City, the 2013 California Mechanical Code as published by the International Association of Plumbing and Mechanical Officials, based on, 2012 Uniform Mechanical Model Code. Included specifically are the California Mechanical Code Appendix Chapter 1 (Administration) If any section, subsection, sentence, clause, or phrase of this chapter is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the chapter.

9-4-2:           DEFINITIONS; APPLICATIONS OF TERMS: Whenever any of the names or terms defined in this Section are in this Chapter or Codes adopted herein by reference, each such term or name shall have the meaning ascribed to it in this Section.

- A.           “City shall mean the City of Corcoran.

- B. All other names or terms shall apply to the appropriate officer, board or body of the City of Corcoran.
- C. “Authority having Jurisdiction” shall mean the Building Official of the City of Corcoran or Inspectors and Code Compliance Officers duly authorized to act in His/her behalf.
- D. “Approved” Acceptable to the Authority having Jurisdiction.

9-4-3: FEES FOR PERMITS AND INSPECTION: The 2007 Fee schedules contained in any of these adopted codes are deleted and will be replaced by a Fee schedule prepared by the Building Official based on a Fee Study. In lieu of a fee study the existing fee schedule shall remain in effect. The determination of value or valuation under any of the provisions of this Chapter shall be made by the Building Official.

9-4-4: MECHANICAL CODE EXEMPTIONS AND SUPERSEDING PROVISIONS: The following section of the California Mechanical Code is hereby amended as follows:

Table 3-C of said Code is hereby amended by adding item 22, which reads as follows:

22. In lieu of the foregoing specific fees, a flat rate may be charged for each unit for single-family dwellings, duplexes and multiple-family units in accordance with the current flat rate fees in the California Mechanical Code. (Ord. 497 N.S., 8-17-1992; 1996 Code)

9-4-5 ADDITIONAL REGULATIONS: (Reserved) (Ord. N.S., 8-17-1992)

9-4-6 ORDINANCE REPEALS: All other ordinances or parts of ordinances in conflict herein are hereby repealed, including Ordinance 497; except, that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Chapter. (Ord. 497 N.S., 8-17-1992)

Chapter 5  
CALIFORNIA FIRE CODE  
California Code of Regulations  
Title 24 Part 9

SECTION:

- 9-5-1: Adoption
- 9-5-2: Establishment And Duties Of Fire Department
- 9-5-3: Definitions: Application Of Terms

- 9-5-4: Establishment Of Limits Of Districts In Which Storage Of Flammable Or Combustible Liquids In Outside Aboveground Tanks Is To Be Prohibited
- 9-5-5: Establishments Of Limits In Which Bulk Storage Of Liquefied Petroleum Gases Is To Be Restricted
- 9-5-6: Establishment Of Limits Of Districts In Which Storage Of Explosives And Blasting Agents Is To Be Prohibited
- 9-5-7: Amendments Made In The Uniform Fire Code
- 9-5-8: Appeals
- 9-5-9: New Materials, Processes Or Occupancies Which May Require Permits
- 9-5-10: Penalties

9-5-1:           ADOPTION: There is hereby adopted by the City Council for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2013 California Fire Code California Code of regulations Title 24 Part 9, based on the 2012 International Fire code, including Appendix chapter 1 division 2 (Administration ), Appendix Chapter 4 ( special occupancies ), Appendix B (Fire flow requirements), Appendix C ( Fire Hydrant Locations ), Appendix D (Apparatus access), Appendix E (Hazard occupancies), Appendix F (Hazard Rankings), Appendix G (Cryogenic Fluids), Appendix H (Hazard Management Plans) (Ord. 455 N.S., 3-21-1988)

9-5-2           ESTABLISHMENT AND DUTIES OF FIRE DEPARTMENT:

- A.     The California Fire Code shall be enforced, supervised, and interpreted by the Kings County Fire Chief or authorized representative. And/or the City of Corcoran Building Official.
- B.     The Fire Chief of the Fire Department may detail such members of the Fire Department as inspectors as shall from time to time be necessary. The Fire Chief of the Fire Department in conjunction with the Building Official shall recommend to the City Manager the employment of technical inspectors or consultants who, when such authorization is made, shall be selected for their special credentials and qualifications. (Ord. 455 N.S., 3-21-1998)

9-5-3:           DEFINITIONS; APPLICATIONS OF TERMS:

- A.     Wherever the word “jurisdiction” is used in the California Fire Code, it shall be held to mean City of Corcoran.
- B.     Wherever the term “Corporation Counsel” is used in the California Fire Code, it shall be held to mean the Attorney for the City of Corcoran.
- C.     Wherever the word “Fire Department” is used in the California Fire Code, it shall be held to mean the Kings County Fire Department.

- 2D. Wherever the word “Fire Chief” is used in the California Fire Code, it shall be held to mean the Fire Chief of the Kings County Fire Department. (Ord. 497 N.S., 8-17-1992)

Chapter 6  
NUMBERING BUILDINGS

SECTION:

9-6-2: Failure to Place Numbers; Lien

Section 9-6-2 of said Code is hereby amended to read as follows:

9-6-2: FAILURE TO PLACE NUMBERS; LIEN:

- A. Failure To Comply: If any owner of an existing structure shall fail or neglect to comply with the provisions of this Chapter, the Building Official is hereby authorized and instructed to purchase and install property numbers. The cost of such numbers, labor for placing them, and administrative cost are set at one hundred dollars (\$100.00). If not paid by the owner of record, such cost shall be, and is hereby declared to constitute, a lien against the property. (Ord. 488 N.S., 5-20-1991)

Chapter 7  
MOVING BUILDINGS

SECTION:

9-7-7: Fees

Section 9-7-7 of said Code is hereby amended to read as follows:

9-7-7: FEES: The 2013 fee schedule contained in any of these adopted codes are deleted and will be replaced by a fee schedule prepared by the Building Official based on a fee study. In lieu of a fee study the existing fee schedule shall remain in effect. Relocation investigation service shall be for Seventy Seven dollars (\$77.00) per hour plus fifty cents (\$0.56) per mile. (Ord. 226 N.S., 8-3-1964; 1996 Code)

All other provisions of Title 9, of said Code shall be and remain in full force and effect.

This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be published once in the Corcoran Journal, a newspaper of general circulation, printed and published in the City of Corcoran.

Introduced and first reading waived at a meeting of the City Council of the City of Corcoran held the 18th day of February 2014, and thereafter PASSED AND ADOPTED by the City Council of the City of Corcoran at a regular meeting thereof held on the 3rd day of March 2014, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED: \_\_\_\_\_

Jim Wadsworth, Mayor

ATTEST: \_\_\_\_\_

Lorraine P. Lopez, City Clerk

Unapproved

# Accounts Payable Voucher Approval List



User: bjh  
Printed: 02/26/2014-14:43

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
054985	02/26/2014	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
054985	02/26/2014	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
054985	02/26/2014	Amtrak	Tickets/ 10 Ten Ride Passes	145-410-300-292	590.00
054985	02/26/2014	Amtrak	Less Voucher	145-410-300-292	-5.00
<b>Warrant Total:</b>					<b>1,885.00</b>
054986	02/26/2014	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
054986	02/26/2014	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
<b>Warrant Total:</b>					<b>1,300.00</b>
054987	02/26/2014	Amtrak	Tickets/125 Corcoran to Hanford	145-410-300-292	812.50
054987	02/26/2014	Amtrak	Tickets/100 Hanford To Corcoran	145-410-300-292	650.00
054987	02/26/2014	Amtrak	Tickets/ 10 Ten Ride Passes	145-410-300-292	590.00
<b>Warrant Total:</b>					<b>2,052.50</b>
054988	02/26/2014	ASI Administrative Solutions,	COBRA Administration Fee	104-402-300-200	72.60
054988	02/26/2014	ASI Administrative Solutions,	COBRA Enrollee Fee	104-402-300-200	5.00
<b>Warrant Total:</b>					<b>77.60</b>
054989	02/26/2014	Blue Shield of California	Health Insurance	104-000-202-011	40,471.88
054989	02/26/2014	Blue Shield of California	Health Insurance	105-000-202-011	4,586.16
054989	02/26/2014	Blue Shield of California	Health Insurance	109-000-202-011	4,227.10
054989	02/26/2014	Blue Shield of California	Health Insurance	112-000-202-011	1,716.44
054989	02/26/2014	Blue Shield of California	Health Insurance	120-000-202-011	5,197.00
054989	02/26/2014	Blue Shield of California	Health Insurance	121-000-202-011	577.44
054989	02/26/2014	Blue Shield of California	Health Insurance	145-000-202-011	7,490.89
<b>Warrant Total:</b>					<b>64,266.91</b>
054990	02/26/2014	BSK Associates	Lab Analysis	120-435-300-200	174.00
054990	02/26/2014	BSK Associates	Lab Analysis	105-437-300-200	1,176.00
054990	02/26/2014	BSK Associates	Lab Analysis	105-437-300-200	60.00
054990	02/26/2014	BSK Associates	Lab Analysis	105-437-300-200	17.00
054990	02/26/2014	BSK Associates	Lab Analysis	105-437-300-200	136.00
054990	02/26/2014	BSK Associates	Lab Analysis	105-437-300-200	30.00
<b>Warrant Total:</b>					<b>1,593.00</b>

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
054991	02/26/2014	Buddy's Trophies & Advertising	Acrylic & Engraving	104-421-300-210	612.38
				<b>Warrant Total:</b>	<b>612.38</b>
054992	02/26/2014	Calolympic Safety	Calibration Test	120-435-300-140	106.03
				<b>Warrant Total:</b>	<b>106.03</b>
054993	02/26/2014	CDW-Government, Inc	IT Project	104-432-500-540	4,143.05
054993	02/26/2014	CDW-Government, Inc	IT Project	104-432-500-540	5,364.26
				<b>Warrant Total:</b>	<b>9,507.31</b>
054994	02/26/2014	Chemical Waste Management Inc	Bin Rental	105-437-300-193	670.00
				<b>Warrant Total:</b>	<b>670.00</b>
054995	02/26/2014	City of Avenal	Animal Control Shelter Services	104-421-300-203	3,034.41
				<b>Warrant Total:</b>	<b>3,034.41</b>
054996	02/26/2014	COBAN Technologies	Wireless Microphone	104-421-300-140	383.38
				<b>Warrant Total:</b>	<b>383.38</b>
054999	02/26/2014	Corcoran Chamber of Commerce	Annual Banquet Dinner Ticket	104-402-300-270	30.00
054999	02/26/2014	Corcoran Chamber of Commerce	Annual Banquet Dinner Ticket	104-402-300-270	90.00
054999	02/26/2014	Corcoran Chamber of Commerce	Gift Certificates for Centennial Table	104-401-300-214	100.00
				<b>Warrant Total:</b>	<b>220.00</b>
054997	02/26/2014	Collins Air	A/C Service	104-432-300-140	85.00
				<b>Warrant Total:</b>	<b>85.00</b>
054998	02/26/2014	Comcast	Telephone Access for Mntce	104-432-300-220	95.60
				<b>Warrant Total:</b>	<b>95.60</b>
055000	02/26/2014	Corcoran Free Will Baptist	Vet's Hall Deposit Refund	104-000-362-085	200.00
				<b>Warrant Total:</b>	<b>200.00</b>
055001	02/26/2014	Corcoran Publishing Company	Public Hearing Notice-IT Tech Fee	104-401-300-156	96.00
055001	02/26/2014	Corcoran Publishing Company	Public Hearing Notice-Amending Title 9	104-401-300-156	96.00
				<b>Warrant Total:</b>	<b>192.00</b>
055002	02/26/2014	Crowne Plaza Sacramento	Lodging/J. Roark	104-421-300-270	531.74
				<b>Warrant Total:</b>	<b>531.74</b>
055003	02/26/2014	De Lage Landen	Copier Lease/City Hall	104-432-300-180	461.18
				<b>Warrant Total:</b>	<b>461.18</b>
055004	02/26/2014	Dell Marketing L.P.	Power Cord	104-421-300-210	15.96
055004	02/26/2014	Dell Marketing L.P.	Power Cord	104-421-300-210	15.96
055004	02/26/2014	Dell Marketing L.P.	Computer	104-421-300-210	1,148.38
055004	02/26/2014	Dell Marketing L.P.	Computer	104-421-300-210	1,148.38

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total: 2,328.68</b>
055006	02/26/2014	Dept of Justice	Live Scan Fees	104-421-300-148	440.00
					<b>Warrant Total: 440.00</b>
055005	02/26/2014	Dept of Industrial Relations	Elevator Inspection Fee	104-432-300-160	125.00
					<b>Warrant Total: 125.00</b>
055007	02/26/2014	DFM Associates	2014 CA Elections Code	104-401-300-291	53.75
					<b>Warrant Total: 53.75</b>
055008	02/26/2014	Doug Borba Construction	Concrete Pad for K9	104-421-300-200	475.00
055008	02/26/2014	Doug Borba Construction	Static Resistant Vinyl Floor/Server Room	145-410-500-520	5,278.27
					<b>Warrant Total: 5,753.27</b>
055009	02/26/2014	Ewing Irrigation Products, Inc	Parts	121-439-300-140	179.85
					<b>Warrant Total: 179.85</b>
055010	02/26/2014	Federico Consulting Inc	Telephone System Mntce	104-432-300-220	701.00
					<b>Warrant Total: 701.00</b>
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	145-410-300-141	51.50
055011	02/26/2014	Felder Communications	Rebuilt Lightbars for New Unit	104-421-300-140	2,142.55
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	104-412-300-141	14.30
055011	02/26/2014	Felder Communications	Installed Radio & Lights	104-421-300-140	1,239.58
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	104-421-300-141	510.00
055011	02/26/2014	Felder Communications	Reinstalled Equipment	104-421-300-140	1,827.90
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	104-431-300-141	8.50
055011	02/26/2014	Felder Communications	Equipment Removed	104-421-300-140	1,350.00
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	109-434-300-141	60.00
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	120-435-300-141	55.73
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	105-437-300-141	63.85
055011	02/26/2014	Felder Communications	Radio Maintenance & Repairs	121-439-300-141	15.62
					<b>Warrant Total: 7,339.53</b>
055012	02/26/2014	Ferguson Enterprises, Inc	Parts	120-435-300-210	281.74
055012	02/26/2014	Ferguson Enterprises, Inc	Parts	105-437-300-210	70.69
					<b>Warrant Total: 352.43</b>
055013	02/26/2014	Jessica Funk	Per Diem/Comm Training Workshop	104-421-300-270	156.00
					<b>Warrant Total: 156.00</b>
055014	02/26/2014	John Harris	Per Diem/Assertive Supervision	104-421-300-270	202.00
					<b>Warrant Total: 202.00</b>
055015	02/26/2014	Hinderliter, deLlames & Assoc	Contract Svcs/Sales Tax 1st Quarter	104-405-300-200	451.51

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total:</b> 451.51
055016	02/26/2014	HUB International	Special Event Coverage	104-000-362-085	107.40
					<b>Warrant Total:</b> 107.40
055017	02/26/2014	Inter'l Council Shopping Cntrs	Membership/K. Meik	104-406-300-170	270.00
055017	02/26/2014	Inter'l Council Shopping Cntrs	Membership/C. Sarian	104-406-300-170	135.00
055017	02/26/2014	Inter'l Council Shopping Cntrs	Membership/C. Jelloain	104-406-300-170	135.00
					<b>Warrant Total:</b> 540.00
055019	02/26/2014	Kings County Information Svc	Computer Support/Jan 2014	104-421-300-181	3,322.65
055019	02/26/2014	Kings County Information Svc	Computer Support/Jan 2014	104-432-300-201	2,980.79
					<b>Warrant Total:</b> 6,303.44
055018	02/26/2014	Kern Turf Supply, Inc	Parts	104-412-300-210	172.72
					<b>Warrant Total:</b> 172.72
055020	02/26/2014	Kings County Sheriff's Office	NTF	104-421-300-201	6,795.66
					<b>Warrant Total:</b> 6,795.66
055021	02/26/2014	Kings County Treasurer	Bond Charges	120-435-340-343	1,824.05
					<b>Warrant Total:</b> 1,824.05
055022	02/26/2014	Kings Rehabilitation Center	Janitorial Services	136-415-300-200	3,122.21
055022	02/26/2014	Kings Rehabilitation Center	Janitorial Services	104-432-300-200	3,870.79
055022	02/26/2014	Kings Rehabilitation Center	Janitorial Services	145-410-300-200	200.00
					<b>Warrant Total:</b> 7,193.00
055023	02/26/2014	Lehr Auto	Parts	104-421-300-260	219.42
					<b>Warrant Total:</b> 219.42
055024	02/26/2014	Noe Martinez	Lawn Mtce/2410 Bell	301-430-300-316	120.00
					<b>Warrant Total:</b> 120.00
055025	02/26/2014	Munimatrix Systems Corp	Software Support	104-402-300-200	499.00
					<b>Warrant Total:</b> 499.00
055026	02/26/2014	Mutual of Omaha	Life Insurance	104-000-202-011	1,491.68
055026	02/26/2014	Mutual of Omaha	Life Insurance	105-000-202-011	76.12
055026	02/26/2014	Mutual of Omaha	Life Insurance	109-000-202-011	247.50
055026	02/26/2014	Mutual of Omaha	Life Insurance	112-000-202-011	69.25
055026	02/26/2014	Mutual of Omaha	Life Insurance	120-000-202-011	105.41
055026	02/26/2014	Mutual of Omaha	Life Insurance	121-000-202-011	11.71
055026	02/26/2014	Mutual of Omaha	Life Insurance	145-000-202-011	201.47
055026	02/26/2014	Mutual of Omaha	Life Insurance	274-000-202-011	36.53
055026	02/26/2014	Mutual of Omaha	Life Insurance	104-000-202-011	1,525.01
055026	02/26/2014	Mutual of Omaha	Life Insurance	105-000-202-011	70.87

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
055026	02/26/2014	Mutual of Omaha	Life Insurance	109-000-202-011	247.50
055026	02/26/2014	Mutual of Omaha	Life Insurance	112-000-202-011	69.25
055026	02/26/2014	Mutual of Omaha	Life Insurance	120-000-202-011	105.41
055026	02/26/2014	Mutual of Omaha	Life Insurance	121-000-202-011	11.71
055026	02/26/2014	Mutual of Omaha	Life Insurance	145-000-202-011	151.47
055026	02/26/2014	Mutual of Omaha	Life Insurance	274-000-202-011	36.53
<b>Warrant Total:</b>					<b>4,457.42</b>
055027	02/26/2014	NGLIC	Vision Insurance	104-000-202-011	569.26
055027	02/26/2014	NGLIC	Vision Insurance	105-000-202-011	50.80
055027	02/26/2014	NGLIC	Vision Insurance	109-000-202-011	44.48
055027	02/26/2014	NGLIC	Vision Insurance	112-000-202-011	16.60
055027	02/26/2014	NGLIC	Vision Insurance	120-000-202-011	54.97
055027	02/26/2014	NGLIC	Vision Insurance	121-000-202-011	6.11
055027	02/26/2014	NGLIC	Vision Insurance	145-000-202-011	116.70
055027	02/26/2014	NGLIC	Vision Insurance	274-000-202-011	16.60
<b>Warrant Total:</b>					<b>875.52</b>
055028	02/26/2014	PAPA	Registration/P.McBride	104-412-300-270	400.00
<b>Warrant Total:</b>					<b>400.00</b>
055029	02/26/2014	PG&E	Utilities	104-000-120-022	589.80
<b>Warrant Total:</b>					<b>589.80</b>
055030	02/26/2014	Polar Engraving	Bricks/Christmas Tree Park	108-416-500-562	270.00
<b>Warrant Total:</b>					<b>270.00</b>
055031	02/26/2014	Proclean Supply	Supplies	104-432-300-210	506.67
<b>Warrant Total:</b>					<b>506.67</b>
055032	02/26/2014	Ray Figueroa Construction	Property Abatement/805 Claire	104-407-300-197	70.00
055032	02/26/2014	Ray Figueroa Construction	Property Abatement/1611 Letts	104-407-300-197	70.00
<b>Warrant Total:</b>					<b>140.00</b>
055033	02/26/2014	Residence Inn by Marriott	Lodging/J. Harris	104-421-300-270	326.52
<b>Warrant Total:</b>					<b>326.52</b>
055034	02/26/2014	Residence Inn by Marriott	Lodging/W. Smith	104-421-300-270	326.52
<b>Warrant Total:</b>					<b>326.52</b>
055035	02/26/2014	Jimmy Roark	Per Diem/Fingerprint ID Basic Course	104-421-300-270	248.00
<b>Warrant Total:</b>					<b>248.00</b>
055036	02/26/2014	Sacramento Reg Public Safety	Course Fee/J.Roark	104-421-300-270	134.00
<b>Warrant Total:</b>					<b>134.00</b>
055037	02/26/2014	Ramiro Sanchez	Lettering for PD Unit	104-421-300-200	235.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total:</b> 235.00
055038	02/26/2014	SC Communications, Inc	Radio Mntce	104-421-300-141	493.89
					<b>Warrant Total:</b> 493.89
055039	02/26/2014	William Smith	Per Diem/Assertive Supervision	104-421-300-270	202.00
					<b>Warrant Total:</b> 202.00
055040	02/26/2014	Superior Electric Works Inc.	Repairs/Pool Pump	104-411-300-140	354.37
					<b>Warrant Total:</b> 354.37
055041	02/26/2014	Target Specialty Products	Roundup	104-412-300-210	244.96
					<b>Warrant Total:</b> 244.96
055042	02/26/2014	The Gas Company	Utilities	145-410-300-242	240.40
055042	02/26/2014	The Gas Company	Utilities	104-432-300-242	406.52
055042	02/26/2014	The Gas Company	Utilities	104-432-300-242	49.11
055042	02/26/2014	The Gas Company	Utilities	104-432-320-242	159.81
					<b>Warrant Total:</b> 855.84
055043	02/26/2014	The Planning Center/DC&E	General Plan Update	104-426-300-200	23,941.04
					<b>Warrant Total:</b> 23,941.04
055044	02/26/2014	The Printer	Centennial Letterhead/Sponsor Letter	104-401-300-214	297.78
					<b>Warrant Total:</b> 297.78
055045	02/26/2014	Turnupseed Electric Svc Inc	Non Potable Motor	120-435-300-140	1,141.04
055045	02/26/2014	Turnupseed Electric Svc Inc	Service Work/Wire & Connect New Pump	120-435-300-140	290.16
055045	02/26/2014	Turnupseed Electric Svc Inc	Service Work/Sewer Station 15	120-435-300-140	275.40
					<b>Warrant Total:</b> 1,706.60
055046	02/26/2014	US Bank Equipment Finance	Copier Lease/PW Office	109-434-300-180	156.78
					<b>Warrant Total:</b> 156.78
055047	02/26/2014	Verizon California	Telephone Service	104-432-300-220	321.43
					<b>Warrant Total:</b> 321.43
055048	02/26/2014	Verizon Wireless	Cell Phone Service	104-407-300-220	78.37
055048	02/26/2014	Verizon Wireless	Cell Phone Service	145-410-300-220	137.24
055048	02/26/2014	Verizon Wireless	Cell Phone Service	105-437-300-220	108.80
					<b>Warrant Total:</b> 324.41
055049	02/26/2014	Albert Vidales	Vet's Hall Deposit Refund	104-000-362-085	200.00
					<b>Warrant Total:</b> 200.00

*Joyce A. Venegas*

..... Joyce A. Venegas, Finance Director .....

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	119,648.42
105	Water Fund	7,116.29
108	Prison Mitigation Fees	270.00
109	Gas Taxes	4,983.36
112	Refuse Fund	1,871.54
120	Wastewater/Sanitary Sewer	9,610.94
121	Wastewater/Storm Drain	802.44
136	RAO Operations	3,122.21
145	Transit	19,105.44
274	12-STBG-8378	89.66
301	Housing Authority	120.00
	<b>Report Total:</b>	<b>166,740.30</b>

**STAFF REPORT  
ITEM # 7-A**

**MEMORANDUM**

**TO:** City of Corcoran City Council

**FROM:** Steve Kroeker, City of Corcoran Public Works

**DATE:** 2/25/2014

**MEETING DATE:** 3/3/2014

**SUBJECT:** Consider Award of 2013 Corcoran Street Project, CML – 5223 (015)

**Recommendation:**

**That the Corcoran City Council authorizes the award of both the Base Bid and the Alternate bid for the 2013 Corcoran Street Project, CML – 5223 (015) to Agee Construction as recommended by the City Engineer for the City of Corcoran.**

**Discussion:**

This overlay project has been a long time in the works; the final project looks like it will be a very nice project for the City of Corcoran.

The areas being improved include the areas North of Orange Ave. between Dairy Ave., Letts Ave., Tenant and Earl. This particular project area required some storm drain improvements to be included in the project, the project also includes some asphalt curbing which we think will be a nice improvement in these previously County Fringe areas that were brought into the City a little while ago. If this works as we believe it will, we would propose to use this same approach in other related upcoming projects as funding becomes available.

This project also includes work on Santa Fe, portions of Letts Ave. on the South side of town and portions of Osage Ave. We are hoping we will have funds available to complete all of Osage Ave. but that will depend on the way the project proceeds.

**Budget Impact:**

Please refer to the attached funding sheet.



# Quad Knopf

February 25, 2014

Steve Kroeker  
City of Corcoran  
832 Whitley Avenue  
Corcoran, CA 93212

Re: **2013 Corcoran Street Project**  
**CML - 5223 (015)**

Dear Mr. Kroeker:

The low bid received for the base bid on the subject project was \$777,777.00, submitted by Agee Construction Corp. The additive alternate bid for the subject project was \$175,325.15. Bids received ranged upwards from this amount as follows:

Bidder	Base Bid	Additive Alternate	Total
Agee Construction	\$777,777.00	\$175,325.15	\$953,102.15
R.J Berry Construction	\$792,013.10	\$194,014.10	\$986,027.20
Dave Christian Construction Co.	\$803,908.20	\$189,670.00	\$993,578.20
Don Berry Construction	\$813,797.00	\$200,152.15	\$1,013,949.15
AJ Excavation, Inc.	\$821,114.50	\$178,778.50	\$999,893.00
Dawson-Mauldin Construction	\$825,564.60	\$217,310.60	\$1,042,875.20
MAC General Engineering	\$869,000.00	\$259,259.00	\$1,128,259.00
Yarbs Grading and Paving, Inc.	\$875,605.00	\$205,056.00*	\$1,080,661.00
B&B Construction Services	\$873,097.50*	\$289,533.10	\$1,162,630.60
Avison Construction, Inc.	\$890,470.00	\$198,707.00	\$1,089,177.00
Bush Engineering, Inc.	\$894,565.00	\$188,965.00	\$1,083,530.00
Witbro, Inc.	\$959,915.76	\$237,492.00	\$1,197,407.76
Lee's Paving, Inc.	\$973,567.95	\$351,452.50	\$1,325,020.45
W. Jaxon Baker	\$982,457.00	\$250,623.00	\$1,233,080.00
Central Valley Asphalt	\$1,046,071.83	\$217,518.83	\$1,263,590.66
Engineer' Estimate	\$1,110,074.25	\$316,436.25	\$1,426,510.50

\*Reflects correction of a mathematical error

February 25, 2014

We have reviewed the bid package for Agee Construction and find it to be complete. The Contractor holds a valid and current license and has met the UDBE goal of 5.7%. We are familiar with their work and pending sufficient funds, we recommend that the City award the base bid and alternate bid for project to Agee Construction, in the amount of \$953,102.51.

The project funding breakdown is as follows:

Congestion Mitigation and Air Quality (CMAQ):	\$406,138
Toll Credit funds:	52,707
City Funds (STIP and Prop 1B)	\$746,138

Sincerely,



Joel R. Joyner, PE, PLS  
City Engineer

Enclosures: Bid Summary

cc: Lorraine Lopez, City Clerk

C130013  
JRJ/JG





# Quad Knopf

## PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

CLIENT/PROJECT: City of Corcoran

PREPARED BY: R. Joyner

LOCATION: 2013 Corcoran Street Improvement Project

Job #: C130013

Date: September 4, 2013

Federal Participation

26.3%

Reimbursement Ratio

88.53%

ALTERNATIVE BID - OSAGE									
ITEM NO.	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	FEDERAL PART.	CMAQ FUNDS	Prop 1B Toll	City Funds
1	Mobilization & Demobilization	L.S.	L.S.	\$ 8,000.00	\$ 8,000.00	\$ 2,104.00	\$ 1,862.67	\$ 241.33	\$ 5,896.00
2	Traffic Control	L.S.	L.S.	\$ 11,000.00	\$ 11,000.00	\$ 2,893.00	\$ 2,561.17	\$ 331.83	\$ 8,107.00
3	Prepare and Maintain Storm Water Pollution Prevention Plan (SWPPP) and Construction Site Measures	L.S.	L.S.	\$ 92.00	\$ 92.00	\$ 24.20	\$ 21.42	\$ 2.78	\$ 67.80
4	Clearing, Grubbing & Demolition	L.S.	L.S.	\$ 200.00	\$ 200.00	\$ 52.60	\$ 46.57	\$ 6.03	\$ 147.40
5	Excavation, Earthwork & Grading	726	CY	\$ 11.50	\$ 8,349.00	\$ 2,195.79	\$ 1,943.93	\$ 251.86	\$ 6,153.21
6	Grind/Grade and Compact Existing Roadway	32,547	SF	\$ 0.35	\$ 11,391.45	\$ 2,995.95	\$ 2,652.32	\$ 343.64	\$ 8,395.50
7	Shoulder Backing	30	STA	\$ 87.50	\$ 2,625.00	\$ -	\$ -	\$ -	\$ 2,625.00
8	Relocate Existing Mailboxes	40	EA.	\$ 95.00	\$ 3,800.00	\$ -	\$ -	\$ -	\$ 3,800.00
9	Construct Asphalt Concrete	908	TON	\$ 89.40	\$ 81,175.20	\$ 21,349.08	\$ 18,900.34	\$ 2,448.74	\$ 59,826.12
10	Construct Class II Aggregate Base	519	C.Y.	\$ 44.00	\$ 22,836.00	\$ 6,005.87	\$ 5,316.99	\$ 688.87	\$ 16,830.13
11	Raise Existing Valve Boxes to Grade	8	EA.	\$ 520.00	\$ 4,160.00	\$ -	\$ -	\$ -	\$ 4,160.00
12	Raise Manholes	8	EA.	\$ 630.00	\$ 5,040.00	\$ -	\$ -	\$ -	\$ 5,040.00
13	Striping, Markings & Signage	L.S.	L.S.	\$ 1,095.00	\$ 1,095.00	\$ 287.99	\$ 254.95	\$ 33.03	\$ 807.02
14	Construct City Std. Ramp	1	EA.	\$ 2,490.00	\$ 2,490.00	\$ 2,490.00	\$ 2,204.40	\$ 285.60	\$ -
15	Construct City C-2 Curb and Gutter	76	LF	\$ 39.75	\$ 3,021.00	\$ 3,021.00	\$ 2,674.49	\$ 346.51	\$ -
16	Concrete Sidewalk	260	SF	\$ 8.30	\$ 2,158.00	\$ 2,158.00	\$ 1,910.48	\$ 247.52	\$ -
17	AC Dike (Type E)	2,255	LF	\$ 3.50	\$ 7,892.50	\$ 7,892.50	\$ 6,987.23	\$ 905.27	\$ -
Subtotal:					\$ 175,325.15	\$ 53,469.96	\$ 47,336.96	\$ 6,133.00	\$ 121,855.19
10% Contingencies:					\$ 17,529.85	\$ 4,610.35	\$ 4,081.54	\$ 528.81	\$ 12,919.50
Improvements Total:					\$ 192,855.00	\$ 58,080.32	\$ 51,418.50	\$ 6,661.81	\$ 134,774.68
Construction Engineering (15% Max)					\$ 28,920.00	\$ 8,712.05	\$ 7,712.78	\$ 999.27	\$ 20,207.95
Total					\$ 221,775.00	\$ 66,792.36	\$ 59,131.28	\$ 7,661.08	\$ 154,982.64

### Additive Alternative Bid

	PE	R/W	Const.	Const Eng	Total
Local	\$ -	\$ -	\$ 134,775	\$ 20,208	\$ 154,983
CMAQ	\$ -	\$ -	\$ 51,419	\$ 7,713	\$ 59,131
Toll Credit	\$ -	\$ -	\$ 6,662	\$ 999	\$ 7,661
Total	\$ -	\$ -	\$ 192,855	\$ 28,920	\$ 221,775



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

**MEMO**

**TO:** Corcoran City Council

**FROM:** Kindon Meik, City Manager

**DATE:** February 26, 2014

**MEETING DATE:** March 3, 2014

**SUBJECT:** Consider Revisions to the Assistant to the City/Manager/City Clerk Job Classification

**Recommendation:**

Motion to approve the City Clerk/Executive Assistant classification for the City Manager's Department and approve revised job description.

**Discussion:**

As a result of ongoing discussions with the Assistant to the City Manager/City Clerk, it was deemed necessary to revise the job description for the position to more accurately reflect the needs of the department and the City.

The revised City Clerk/Executive Assistant job classification clarifies responsibilities for a position that provides administrative assistance and clerical support to the City Council, City Boards and Commissions, and the various City departments.

**Budget Impact:**

None. The compensation scale for the City Clerk/Executive Assistant position will not change from the current classification identified and approved in the current budget.



## -CITY CLERK/EXECUTIVE ASSISTANT

Department:	City Manager	FLSA Status:	Exempt
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**GENERAL PURPOSE:** Under the general supervision of the City Manager assumes responsibility for City Clerk/Executive Assistant operations; performs a variety of responsible and complex clerical, secretarial ~~and~~ administrative, and customer service- duties ~~duties~~ for the City Manager, City Council and City Departments; oversees the preparation, codification, and maintenance of the City's official records; publication and dissemination of public documents and various official proceedings; ensures compliance with legal requirements for municipal record management; coordinates and conducts special projects; supervises assigned personnel; ~~recognizes~~ and maintains confidential information and materials; work involves a high degree of independent judgment, tact and discretion requiring a thorough knowledge of department procedures and policies. ~~;~~ ~~and supervises assigned personnel.~~ Performs related responsibilities as required.

### **TYPICAL DUTIES:**

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

- Serves as the Clerk/Executive Assistant to the City Manager and the Clerk to the City Council and as the Clerk/Secretary to designated City agencies, boards, and commissions; gathers, organizes and prepares information for reports, and presentations.
- Prepares, distributes, and maintains official files and records for Council, City agencies, boards, and commissions; prepares, processes, distributes, and posts public notices, proclamations, agendas, minutes, bulletins, contracts, resolutions, ordinances, and other related documents; attends City Council and Board/Commission meetings.
- Composes clear and concise letters, reports, memoranda, correspondence and other written materials.
- Compiles and maintains complex, extensive and accurate records and files including electronic storage of records and files; coordinates and ensures compliance with records management and destruction.
- Ensures compliance with applicable Federal and State laws relating to the responsibilities of a City Clerk including but not limited to: Ralph M. Brown Act, California Public Records Act, Maddy Act, California Elections Code, Conflict of Interest regulation and other applicable codes and or ordinances.
- Arranges and coordinates the municipal election nomination process, general elections and special elections, and coordinates with the County elections office; orders and maintains election materials; oversees recruitments for committees, boards, and commissions.

## JOB DESCRIPTION

### City Clerk

- Makes appointments, ~~and arranges~~ travel and conferences, coordinates special events, and schedules use of designated City facilities, and meetings, and is responsible for the efficient operation of the Departments clerical duties.
- Provides assistance in reviewing and revising city-wide policies and procedures as required.
- Responsible for the efficient operation of the Department's clerical duties and ~~Supervises~~, trains, and evaluates the work of assigned personnel.
- Manages and maintains the City's official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.
- Responds to and processes various types of requests for public records and information.
- Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting; and ensures that appropriate ethics training is available on a timely basis; distributes and processes FPPC documents and materials; serves as the filing officer for statements of economic interest for designated employees, officials, and candidates as required by law.
- Provides administrative and clerical support to the City Manager and City Council; assists with requests and reports; coordinates and conducts special projects in the City Manager's department and other City departments as assigned.
- Shall be the custodian of the City seal; maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required; and may administer oaths.
- Assists in the development of the City budget and provides input and helps monitor the Council and City Manager's budgets; relieves supervisor of routine personnel, budget, payroll and purchasing duties.
- ~~May provide assistance in coordinating the City's recruiting, employee orientation, training, performance evaluation, health and benefits, and workers' compensation functions.~~
- Coordinates and/or supervises the City's risk management function
- ~~Performs the duties of Safety Coordinator; administers the City's Safety Program; leads and/or participates in Safety Committee meetings.~~
- Monitors bid process for projects and materials; assigns bid dates; officiates bid openings; retains or releases bid bonds; provides copies of bids to appropriate departments.
- Assists with and/or administers the maintenance of the City website, social media accounts, telephone system, and mailroom; and coordinates the reservation of City facilities.
- May assist with the customer service and clerical needs in other City departments.
- ~~Participates in coordinating the City's risk management functions and administers and coordinates the City's Safety Program.~~
- Performs related duties as required.

## MINIMUM QUALIFICATIONS:

### Education and Experience:

## **JOB DESCRIPTION**

### **City Clerk**

Bachelor's Degree in Business or Public Administration or related field; AND four years progressively responsible experience working in a City Clerk's Office, including two years supervisory experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Possession of, or ability to obtain within 6 months of appointment, certification of Notary Public.
- Certification as a Certified Municipal Clerk (CMC) is desirable.

#### **Required Knowledge of:**

- City operations, policies, and procedures.
- Legal requirements relating to agendas, meeting proceedings, and record-keeping and maintenance.
- California elections law and procedures.
- Functions, policies, and procedures of city government.
- Regulations governing municipal administrative operations.
- Principles and standards of records management, including legal requirements for retention and disclosure.
- Human resources and risk management principles.
- General office equipment and standard computer software applications.
- Supervisory principles, practices, and methods.
- Works necessary hours and times to accomplish goals, objectives and required tasks; attend meetings in the evening and on weekends as required.

#### **Required Skill in:**

- Report preparation and presentation; business and analytical report writing.
- Research methodologies; short and long-range planning.
- Serving as custodian of the City's official records and documents.
- Providing secretarial support and assistance to the City Manager and City Council.
- Coordinating the City's risk management, and assisting with human resources functions.
- Administering and coordinating the City's Safety Program.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, vendors, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching and lifting of objects up to 25 pounds.



## CITY CLERK/EXECUTIVE ASSISTANT

Department:	<b>City Manager</b>	FLSA Status:	<b>Exempt</b>
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**GENERAL PURPOSE:** Under the general supervision of the City Manager assumes responsibility for City Clerk/Executive Assistant operations; performs a variety of responsible and complex clerical, secretarial administrative, and customer service duties for the City Manager, City Council and City Departments; oversees the preparation, codification, and maintenance of the City's official records; publication and dissemination of public documents and various official proceedings; ensures compliance with legal requirements for municipal record management; coordinates and conducts special projects; supervises assigned personnel; recognizes and maintains confidential information and materials; work involves a high degree of independent judgment, tact and discretion requiring a thorough knowledge of department procedures and policies. Performs related responsibilities as required.

### **TYPICAL DUTIES:**

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

- Serves as the Executive Assistant to the City Manager and the Clerk to the City Council and as the Clerk/Secretary to designated City agencies, boards, and commissions; gathers, organizes and prepares information for reports, and presentations.
- Prepares, distributes, and maintains official files and records for Council, City agencies, boards, and commissions; prepares, processes, distributes, and posts public notices, proclamations, agendas, minutes, bulletins, contracts, resolutions, ordinances, and other related documents; attends City Council and Board/Commission meetings.
- Composes clear and concise letters, reports, memoranda, correspondence and other written materials.
- Compiles and maintains complex, extensive and accurate records and files including electronic storage of records and files; coordinates and ensures compliance with records management and destruction.
- Ensures compliance with applicable Federal and State laws relating to the responsibilities of a City Clerk including but not limited to: Ralph M. Brown Act, California Public Records Act, Maddy Act, California Elections Code, Conflict of Interest regulation and other applicable codes and or ordinances.
- Arranges and coordinates the municipal election nomination process, general elections and special elections, and coordinates with the County elections office; orders and maintains election materials; oversees recruitments for committees, boards, and commissions.

## **JOB DESCRIPTION**

### **City Clerk**

- Makes appointments, arranges travel and conferences, coordinates special events, and schedules use of designated City facilities.
- Provides assistance in reviewing and revising city-wide policies and procedures as required.
- Responsible for the efficient operation of the Department's clerical duties and supervises, trains, and evaluates the work of assigned personnel.
- Manages and maintains the City's official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.
- Responds to and processes various types of requests for public records and information.
- Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting; and ensures that appropriate ethics training is available on a timely basis; distributes and processes FPPC documents and materials; serves as the filing officer for statements of economic interest for designated employees, officials, and candidates as required by law.
- Provides administrative and clerical support to the City Manager and City Council; assists with requests and reports; coordinates and conducts special projects in the City Manager's department and other City departments as assigned.
- Shall be the custodian of the City seal; maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required; and may administer oaths.
- Assists in the development of the City budget and provides input and helps monitor the Council and City Manager's budgets; relieves supervisor of routine personnel, budget, payroll and purchasing duties.
- Coordinates and/or supervises the City's risk management function
- Monitors bid process for projects and materials; assigns bid dates; officiates bid openings; retains or releases bid bonds; provides copies of bids to appropriate departments.
- Assists with and/or administers the maintenance of the City website, social media accounts, telephone system, and mailroom; and coordinates the reservation of City facilities.
- May assist with the customer service and clerical needs in other City departments.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Business or Public Administration or related field; AND four years progressively responsible experience working in a City Clerk's Office, including two years supervisory experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Possession of, or ability to obtain within 6 months of appointment, certification of Notary Public.

## **JOB DESCRIPTION**

### **City Clerk**

- Certification as a Certified Municipal Clerk (CMC) is desirable.

### **Required Knowledge of:**

- City operations, policies, and procedures.
- Legal requirements relating to agendas, meeting proceedings, and record-keeping and maintenance.
- California elections law and procedures.
- Functions, policies, and procedures of city government.
- Regulations governing municipal administrative operations.
- Principles and standards of records management, including legal requirements for retention and disclosure.
- Human resources and risk management principles.
- General office equipment and standard computer software applications.
- Supervisory principles, practices, and methods.
- Works necessary hours and times to accomplish goals, objectives and required tasks; attend meetings in the evening and on weekends as required.

### **Required Skill in:**

- Report preparation and presentation; business and analytical report writing.
- Research methodologies; short and long-range planning.
- Serving as custodian of the City's official records and documents.
- Providing secretarial support and assistance to the City Manager and City Council.
- Coordinating the City's risk management, and assisting with human resources functions.
- Administering and coordinating the City's Safety Program.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, vendors, and the general public.

### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching and lifting of objects up to 25 pounds.

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

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** February 26, 2014

**MEETING DATE:** March 3, 2014

**SUBJECT:** Consider recruitment of Accountant for the Finance Department.

**Recommendation:**

Motion to waive the hiring freeze and allow the Finance Department to hire an Accountant.

**Discussion:**

The Finance Department has been without an accountant since June of 2011 and will be losing two long time employees this summer to retirement. In order for the department to maintain it's level of service, and to have a separation of duties (as per the auditors past recommendation) the department needs to fill the accountants position.

The staffing for the Finance Department will remain at four employee's after the two retirements.

**Budget Impact:**

New hire could affect our 2013-2014 budget for six pay periods at a cost of \$14,737 of which \$1,768.44 will be from the general fund.

**STAFF REPORT  
ITEM # 7-D**

**MEMORANDUM**

**TO:** City of Corcoran City Council  
**FROM:** Steve Kroeker, City of Corcoran Public Works  
**DATE:** 2/25/2014 **MEETING DATE:** 3/3/2014  
**SUBJECT:** Discussion regarding Drought and Water

**Recommendation:**

N/A

**Discussion:**

Included in this packet is a copy of the City Code Ordinance concerning Water Waste, spreadsheet & Chart showing the City of Corcoran's historical water usage, well production capacity, and other information relating to the current drought situation here in Corcoran along with information concerning both the State and some other Communities responses to the current drought.

As background to this discussion I need to let you know that over the past two or three years the California Department of Corrections has spent a significant amount of Public Funds at both of their facilities for water conservation measures, this is why I didn't include their usage in some of my calculations -- my belief is that they will maintain that they have already done everything they can to cut back on their water use.

Review of our metered accounts shows that on average our metered residential customers use 3,500 cubic feet of water a month or 861 gallons of water per day on average.

**Budget Impact:**

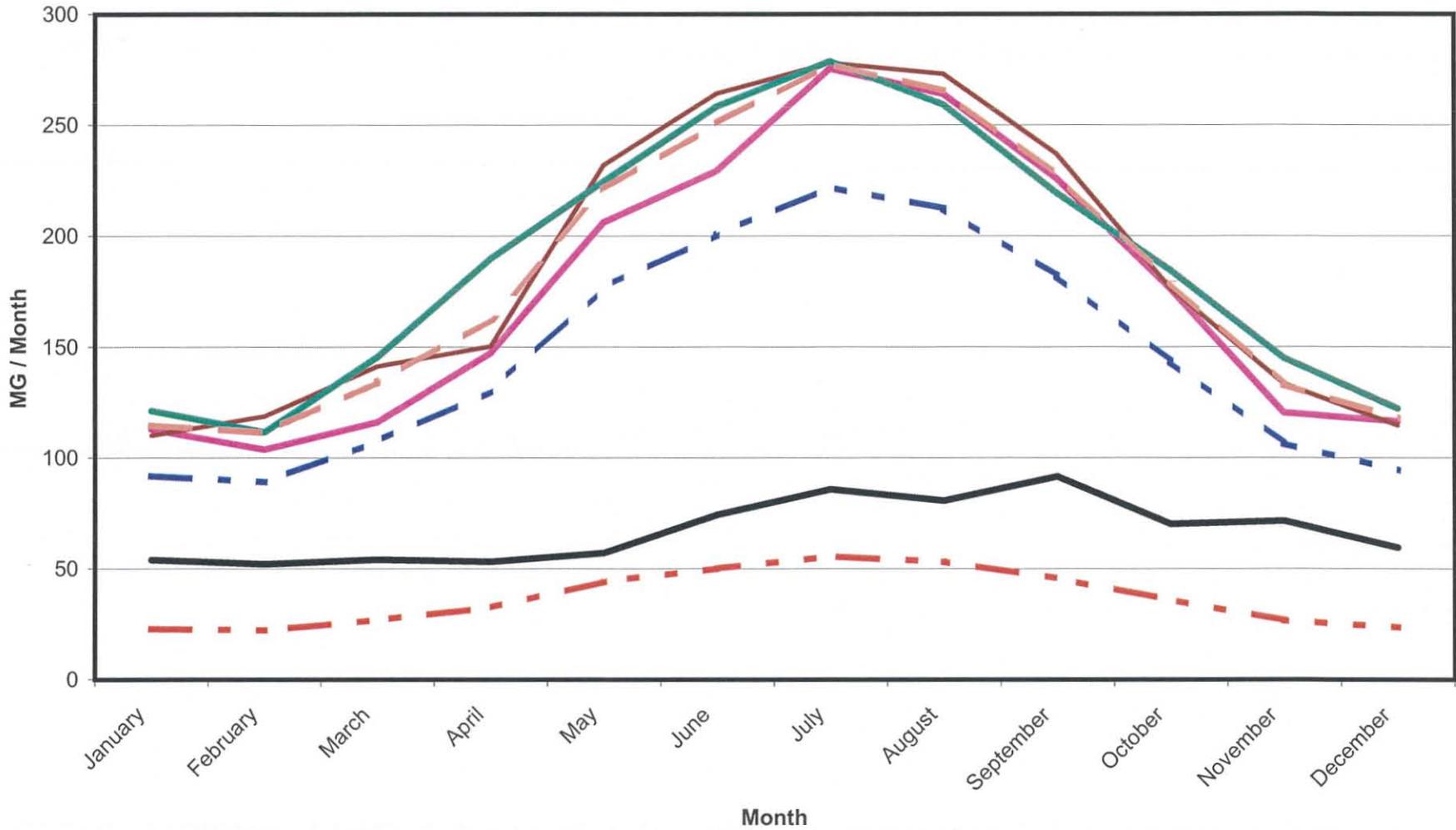
Unknown

### Monthly Water Production Data

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2009	124.4	110.4	154.72	201.3	254.6	263.4	310.93	284	245.93	181.46	132.69	126.05	2,389.88
2010	121.45	105.76	137.54	156.394	212.17	268.74	296.08	274.37	234.94	184.19	131.11	116.51	2,239.25
Average	122.925	108.08	146.13	178.847	233.385	266.07	303.505	279.185	240.435	182.825	131.9	121.28	2,314.57
													0.00
2011	112.9	103.7	116.1	147.2	206.2	229.3	275.4	264.1	226	176.4	120.3	116.4	2,094.00
2012	110.1	118.7	141.3	150.2	232	264.2	278	273	237	176.5	133.4	114.5	2,228.90
2013	121.1	111.4	145.3	189.6	224.5	258.3	278.7	259.1	219.2	184.5	144.9	122.1	2,258.70
Average	114.7	111.3	134.2	162.3	220.9	250.6	277.4	265.4	227.4	179.1	132.9	117.7	2,193.87
2009-10 Compared to 2011-13 / MG	8.2	-3.2	11.9	16.5	12.5	15.5	26.1	13.8	13.0	3.7	-1.0	3.6	120.70
2009-10 Compared to 2011-13 / Gallons / Day	265,323	-113,810	383,763	550,456	402,742	515,667	843,172	444,677	434,500	119,086	-32,222	116,559	3,929,913
2013 / MGD	3.9	4.0	4.7	6.3	7.2	8.6	9.0	8.4	7.3	6.0	4.8	3.9	
Water Production at 20% Reduction of Average / MG	91.8	89.0	107.4	129.9	176.7	200.5	221.9	212.3	181.9	143.3	106.3	94.1	1,755.09
Monthly Reduction in Needed to achieve 20% Goal / MG	22.9	22.3	26.8	32.5	44.2	50.1	55.5	53.1	45.5	35.8	26.6	23.5	438.77
Days in the month	31	28	31	30	31	30	31	31	30	31	30	31	
Gallons / Day to be cut to achieve 20% goal	740,000	794,762	866,022	1,082,222	1,425,161	1,670,667	1,789,462	1,712,258	1,516,000	1,155,699	885,778	759,140	14,397,170.51
Gallons / Day to be cut / per water connection (excluding Prisons)	562.89	608.19	966.77	1,395.62	1,560.88	1,900.53	2,015.13	1,739.80	1,367.11	1,175.98	676.75	693.82	

#### Wells

	2006	2009	2013	2014	2014
	GPM	GPM	GPM	GPM	MGD
Well 1A			1,200	1,200	1.73
Well 2A	1,030	940	780	780	1.12
Well 3A	1,640	1,200	1,050	1,050	1.51
Well 4B	1,180	1,000	840	840	1.21
Well 6A	1,870	1,500	1,460	1,460	2.10
Well 7A	1,030	1,050	950	950	1.37
Well 8A		2,500			0.00
Well 9A		2,000			0.00
Well 8B				1,400	2.02
Well 9B			1,400	1,400	2.02
	6,750	10,190	7,680	9,080	
Production Capacity / MGD	9.72	14.6736	11.0592	13.0762	



#### **8-1-4: PROHIBITION OF WATER WASTE:**

It shall be unlawful for any person to, in any manner, waste water supplied by the City. If the City Manager determines a water user receiving water from the City domestic water system is permitting water to be wasted, the City Manager may require the property owner and/or water user, at their own expense, to install a water meter and backflow prevention device upon the premises occupied by the water user and thereafter charge the property for water service at the rate established. The following uses of water are defined as a waste of water and are thereby prohibited:

- A. Irrigation: The use of domestic water which allows water to run off the premises or onto other areas of the premises not requiring irrigation. Every water user is deemed to have his/her water distribution lines and facilities under control at all times and know the manner and extent of his/her water use and excess runoff.
  
- B. Leaks: Excessive use, loss or escape of water through breaks, leaks or malfunctions in the water user's plumbing or distribution facilities for any period of time after such escaped water should reasonably have been discovered and corrected. It shall be presumed that a period of forty eight (48) hours after discovery is a reasonable time within which to correct such leak or break. (Ord. 487 N.S., 4-1-1991)

#### **8-1-5: OUTDOOR WATER USE, WATER CONSERVATION**

##### **STAGES:**

No one within the domestic water system of the City shall knowingly make, cause, use or permit the use of domestic water for residential, commercial, industrial, governmental or any other purpose in a manner contrary to the provisions of this Chapter or in an amount in excess of that use permitted by the water conservation stage in effect pursuant to action taken by the City Manager in accordance with provisions of this Chapter.

##### **A. Water Conservation Stage 1: Voluntary Compliance-Water Alert.**

The following restrictions shall apply to all persons year-round unless and until public notification of implementation of Water Conservation Stage 2 or Water Conservation Stage 3 is made. Upon public notification of termination of Water Conservation Stage 3, then Water Conservation Stage 2 shall be in effect. On public notification of termination of Water Conservation Stage 2, then Water Conservation Stage 1 shall be in effect.

1. All outdoor irrigation of lawn, gardens, landscaped areas, plants, trees, shrubs or other greenscape areas is prohibited between the hours of ten o'clock (10:00) A.M. and six o'clock (6:00) P.M. from April 1 through September 30 and then from ten o'clock (10:00) A.M. to two o'clock (2:00) P.M. from October 1 through March 31. Irrigation of lawns, gardens,

landscaped areas, plants, trees, shrubs or other greenscape areas is permitted at any time if:

- a. A hand held hose equipped with a positive shut-off nozzle is used, or
- b. A drip irrigation system is used.

Exception: Commercial nurseries and public parks are exempt from Stage 1 irrigation restrictions but will be requested to curtail all nonessential water use.

2. The washing of automobiles, trucks, trailers, boats, airplanes and other types of vehicles, building exteriors, sidewalks, driveways, parking areas, courts, patios and other paved areas is permitted only when using a hand held hose equipped with a positive shut-off nozzle for quick rinses.
3. The operation of any ornamental fountain or other structure making similar use of water is prohibited unless the fountain uses a recycling system.
4. All restaurants are requested to serve water to customers only when specifically requested by customers.

#### **B. Water Conservation Stage 2: Mandatory Compliance-Water Warning.**

Upon implementation by the City Manager, and publication of notice, the following restrictions shall apply to all persons: All elements of Water Conservation Stage 1 shall remain in effect in Water Conservation Stage 2 except that: (Ord. 487 N.S., 4-1-1991)

1. All outdoor irrigation of lawns, gardens, landscaped areas, plants, trees, shrubs or other greenscape areas shall occur only between the hours of twelve o'clock (12:00) midnight to ten o'clock (10:00) A.M. and eight o'clock (8:00) P.M. to twelve o'clock (12:00) midnight on designated days. Dwellings or establishments with even numbered street addresses shall water only on Monday, Wednesday and Friday, subject to the time restrictions set forth above. Dwellings or establishments with odd numbered street addresses shall water only on Tuesdays, Thursdays and Saturdays, subject to the time restrictions set forth above. Anyone may water on Sundays subject to the time restrictions set forth above. (Ord. 487 N.S., 4-1-1991; 1996 Code)
2. The washing of sidewalks, driveways, parking areas, courts, patios and other paved areas is absolutely prohibited.

### **C. Water Conservation Stage 3: Mandatory Compliance-Water Emergency.**

Upon implementation by the City Manager and publication of notice, the following restrictions shall apply to all persons: All elements of Water Conservation Stage 2 shall remain in effect in Water Conservation Stage 3 except that: (Ord. 487 N.S., 4-1-1991)

1. All outdoor irrigation of lawns, gardens, landscape areas, plants, trees, shrubs or other greenscape areas shall be allowed only between the hours of twelve o'clock (12:00) midnight to seven o'clock (7:00) A.M. and eight o'clock (8:00) P.M. to twelve o'clock (12:00) midnight on designated days. Exception; City Parks may water during the hours of eight o'clock (8:00) A.M. to six o'clock (6:00) P.M. to protect the investment in public parks. (Ord. 487 N.S., 4-1-1991; 1996 Code)
2. The washing of automobiles, trucks, trailers, boats, airplanes, and other vehicles not occurring upon the immediate premises of car washing and commercial service stations and not in the immediate interest of public health, safety and welfare shall be prohibited.
3. Use of water from fire hydrants shall be limited to fire fighting and/or other activities when necessary to maintain the health, safety and welfare of the customers of the domestic water service area of the City.
4. Commercial nurseries and similar establishments shall water only on designated days and shall use only hand held hose, drip irrigation systems and hand held buckets.
5. The operation of any ornamental fountain or similar structure is prohibited. (Ord. 487 N.S., 4-1-1991)

### **8-1-6: IMPLEMENTATION OF MANDATORY COMPLIANCE CONSERVATION STAGES:**

The City Public Works Department shall monitor the projected supply and demand for water within the City domestic water system and shall recommend to the City Manager the extent of the conservation requirements necessary. In order to ensure the water supply, the City Manager shall implement and/or terminate the particular Water Conservation Stage necessary. Thereafter, the City Manager may order that the appropriate phase or stage of conservation be implemented or terminated in accordance with the applicable provisions of this Chapter. Said notice shall be published in a newspaper of general circulation within the City at least once prior to its effective date. Said Water Conservation Stage shall remain in full force and effect until such time as the City Manager finds or determines that the condition which generated the need for the declaration of the Water Conservation Stage in effect is no longer in existence. At that time, the City Manager shall terminate the prevailing Water Conservation Stage in effect with an effective date identified. (Ord. 487 N.S., 4-1-1991)

## **8-1-7: VIOLATIONS; ENFORCEMENT:**

In accordance with section 836.5 of the Penal Code of the State of California, the City Manager, the Finance Director, and the Public Works Director, all of the City, are hereby authorized to make arrests without warrants and issue citations for violation of this Chapter. (Ord. 487 N.S., 4-1-1991; 1996 Code)

## **8-1-8: EXCEPTIONS:**

Consideration of written application for exceptions regarding the regulations and restrictions on water use, not otherwise set forth in this Chapter, shall be as follows:

A. Written application for exception may be granted by the City Manager, upon recommendation of the Public Works Department.

B. Exceptions may be granted if:

1. Compliance with this Chapter would cause unnecessary and undue hardship to the applicant, including but not limited to adverse economic impacts such as loss of production or jobs; or,
2. Compliance with this Chapter would cause a condition adversely affecting the health, sanitation, fire protection or safety of the applicant or the public. (Ord. 487 N.S., 4-1-1991)

## Driest Year on Record?

Calendar year 2013 closed as the driest year in recorded history for many areas of California, and current conditions suggest no change in sight for 2014.

On January 17, Gov. Edmund G. Brown, Jr. declared a drought state of emergency and directed state officials to take all necessary actions in response.

The proclamation is available here: <http://www.gov.ca.gov/news.php?id=18368>.

On January 31, the Department of Water Resources announced several actions to protect Californians' health and safety from more severe water shortages. Those actions include dropping the anticipated allocation of water to customers of the State Water Project from 5 percent to zero; notifying long-time water rights holders in the Sacramento Valley that they may cut be 50 percent, depending upon future snow survey results; and asking the State Water Resources Control Board to adjust requirements that hinder conservation of currently stored water.

This marks the first zero allocation announcement for all customers of the State Water Project (SWP) in the 54-year history of the project. Twenty-nine public water agencies buy water from the SWP for delivery to 25 million Californians and 750,000 acres of farmland.

A news release about the announcement is available [here](#) and [here](#).

Results from DWR's second snow survey of winter on January 30 show another dismal start to the new water year (October 1, 2013 through September 30, 2014), with manual and electronic readings recording the snowpack's statewide water content at about 12 percent of average for this time of year. That's just 7 percent of the average April 1 measurement, when the snowpack normally is at its peak before melting into streams and reservoirs.

When Governor Brown declared a drought State of Emergency earlier this month, he directed state officials to take all necessary actions to prepare for water shortages. CAL FIRE recently announced it hired 125 additional firefighters to help address the increased fire threat due to drought conditions, the California Department of Public Health identified and offered assistance to communities at risk of severe drinking water shortages and the California Department of Fish and Wildlife restricted fishing on some waterways due to low water flows worsened by the drought. Also in January, the California Natural Resources Agency, the California Environmental Protection Agency and the California Department of Food and Agriculture also released the California Water Action Plan, which will guide state efforts to enhance water supply reliability, restore damaged and destroyed ecosystems and improve the resilience of our infrastructure.

Governor Brown has called on all Californians to voluntarily reduce their water usage by 20 percent and the Save Our Water campaign has announced four new public service announcements that encourage residents to conserve. Last December, the Governor formed a Drought Task Force to review expected water allocations and California's preparedness for water scarcity. In May 2013, Governor Brown issued an Executive Order to direct state water officials to expedite the review and processing of voluntary transfers of water.

For more information on drought, see <http://www.water.ca.gov/waterconditions/droughtinfo.cfm>.

## WRCC climate region dry years, ranked by inches of precipitation:

[Click for a more detailed view.](#)

Statewide		① North Coast	② North Central	③ Northeast	④ Sacramento-Delta	⑤ Sierra					
Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall
2013	7.0	2013	22.7	2013	14.2	2013	7.9	2013	5.1	2013	10.4
1898	11.6	1976	32.3	1976	22.4	1924	10.6	1923	7.7	1976	17.0
1923	11.7	1923	36.5	1898	22.7	1923	11.5	1917	8.1	1898	21.6
1976	13.1	1985	37.6	1923	25.1	1976	12.0	1976	8.1	1947	21.8
1917	13.3	1929	38.9	1910	27.3	1908	12.5	1898	8.6	1908	22.1

⑥ San Joaquin Valley		⑦ Central Coast	⑧ South Coast	⑨ South Interior	⑩ Mojave	⑪ Sonoran					
Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall	Year	Rainfall
2013	2.9	2013	4.9	2013	5.3	1947	7.2	2013	2.7	... 66 entries to .09	
1947	4.5	1923	10.9	1947	5.5	1953	7.2	1953	2.8	1949	4.3
1917	5.2	1917	11.0	1989	5.6	1989	7.3	1929	2.9	'55, '57	4.3
1898	5.5	1929	11.3	1898	6.0	2007	7.3	1989	2.9	2003	4.3
1929	5.7	1898	11.3	1953	6.1	1999	8.1	1947	3.1	1958	4.4
						1961	8.1			2013	4.4
						2013	8.2				

Note: records date back to 1895.

Source: Western Regional Climate Center

## GOVERNOR BROWN DECLARES DROUGHT STATE OF EMERGENCY



1-17-2014



SAN FRANCISCO – With California facing water shortfalls in the driest year in recorded state history, Governor Edmund G. Brown Jr. today proclaimed a State of Emergency and directed state officials to take all necessary actions to prepare for these drought conditions.

"We can't make it rain, but we can be much better prepared for the terrible consequences that California's drought now threatens, including dramatically less water for our farms and communities and increased fires in both urban and rural areas," said Governor Brown. "I've declared this emergency and I'm calling all Californians to conserve water in every way possible."

In the State of Emergency declaration, Governor Brown directed state officials to assist farmers and communities that are economically impacted by dry conditions and to ensure the state can respond if Californians face drinking water shortages. The Governor also directed state agencies to use less water and hire more firefighters and initiated a greatly expanded water conservation public awareness campaign (details at [saveourh2o.org](http://saveourh2o.org)).

In addition, the proclamation gives state water officials more flexibility to manage supply throughout California under drought conditions.

State water officials say that California's river and reservoirs are below their record lows. Manual and electronic readings record the snowpack's statewide water content at about 20 percent of normal average for this time of year.

The Governor's drought State of Emergency follows a series of actions the administration has taken to ensure that California is prepared for record dry conditions. In May 2013, Governor Brown issued an Executive Order to direct state water officials to expedite the review and processing of voluntary transfers of water and water rights. In December, the Governor formed a Drought Task Force to review expected water allocations, California's preparedness for water scarcity and whether conditions merit a drought declaration. Earlier this week, the Governor toured the Central Valley and spoke with growers and others impacted by California's record dry conditions.

Photo captions and the full text of the emergency proclamation are below:

1.) Governor Brown announces Drought State of Emergency with Natural Resources Agency Secretary John Laird, Department of Water Resources Director Mark Cowin, Water Resources Control Board Chair Felicia Marcus and Governor's Office of Emergency Services Director Mark Ghillarducci

(left to right). Photo Credit: Justin Short, Office of the Governor.

2.) Governor Brown signs proclamation declaring Drought State of Emergency. From left to right: CAL FIRE Director Chief Ken Pimlott, Department of Food and Agriculture Secretary Karen Ross, Secretary Laird, Director Cowin, Chair Marcus and Director Ghilarducci. Photo Credit: Justin Short, Office of the Governor.

For high resolution copies of these photos, please contact Danella Debel, Office of the Governor at Danella.Debel@gov.ca.gov.

## **A PROCLAMATION OF A STATE OF EMERGENCY**

**WHEREAS** the State of California is experiencing record dry conditions, with 2014 projected to become the driest year on record; and

**WHEREAS** the state's water supplies have dipped to alarming levels, indicated by: snowpack in California's mountains is approximately 20 percent of the normal average for this date; California's largest water reservoirs have very low water levels for this time of year; California's major river systems, including the Sacramento and San Joaquin rivers, have significantly reduced surface water flows; and groundwater levels throughout the state have dropped significantly; and

**WHEREAS** dry conditions and lack of precipitation present urgent problems: drinking water supplies are at risk in many California communities; fewer crops can be cultivated and farmers' long-term investments are put at risk; low-income communities heavily dependent on agricultural employment will suffer heightened unemployment and economic hardship; animals and plants that rely on California's rivers, including many species in danger of extinction, will be threatened; and the risk of wildfires across the state is greatly increased; and

**WHEREAS** extremely dry conditions have persisted since 2012 and may continue beyond this year and more regularly into the future, based on scientific projections regarding the impact of climate change on California's snowpack; and

**WHEREAS** the magnitude of the severe drought conditions presents threats beyond the control of the services, personnel, equipment and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of section 8558(b) of the California Government Code, I find that conditions of extreme peril to the safety of persons and property exist in California due to water shortage and drought conditions with which local authority is unable to cope.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.,** Governor of the State of California, in accordance with the authority vested in me by the state Constitution and statutes, including the California Emergency Services Act, and in particular, section 8625 of the California Government Code **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in the State of California due to current drought conditions.

### **IT IS HEREBY ORDERED THAT:**

1. State agencies, led by the Department of Water Resources, will execute a statewide water conservation campaign to make all Californians aware of the drought and encourage personal actions to reduce water usage. This campaign will be built on the existing Save Our Water campaign ([www.saveourh20.org](http://www.saveourh20.org)) and will coordinate with local water agencies. This campaign will call on Californians to reduce their water usage by 20 percent.

2. Local urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season. Local water agencies should also update their legally required urban and agricultural water management plans, which help plan for extended drought

conditions. The Department of Water Resources will make the status of these updates publicly available.

3.State agencies, led by the Department of General Services, will immediately implement water use reduction plans for all state facilities. These plans will include immediate water conservation actions, and a moratorium will be placed on new, non-essential landscaping projects at state facilities and on state highways and roads.

4.The Department of Water Resources and the State Water Resources Control Board (Water Board) will expedite the processing of water transfers, as called for in Executive Order B-21-13. Voluntary water transfers from one water right holder to another enables water to flow where it is needed most.

5.The Water Board will immediately consider petitions requesting consolidation of the places of use of the State Water Project and Federal Central Valley Project, which would streamline water transfers and exchanges between water users within the areas of these two major water projects.

6.The Department of Water Resources and the Water Board will accelerate funding for water supply enhancement projects that can break ground this year and will explore if any existing unspent funds can be repurposed to enable near-term water conservation projects.

7.The Water Board will put water right holders throughout the state on notice that they may be directed to cease or reduce water diversions based on water shortages.

8.The Water Board will consider modifying requirements for reservoir releases or diversion limitations, where existing requirements were established to implement a water quality control plan. These changes would enable water to be conserved upstream later in the year to protect cold water pools for salmon and steelhead, maintain water supply, and improve water quality.

9.The Department of Water Resources and the Water Board will take actions necessary to make water immediately available, and, for purposes of carrying out directives 5 and 8, Water Code section 13247 and Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are suspended on the basis that strict compliance with them will prevent, hinder, or delay the mitigation of the effects of the emergency. Department of Water Resources and the Water Board shall maintain on their websites a list of the activities or approvals for which these provisions are suspended.

10. The state's Drinking Water Program will work with local agencies to identify communities that may run out of drinking water, and will provide technical and financial assistance to help these communities address drinking water shortages. It will also identify emergency interconnections that exist among the state's public water systems that can help these threatened communities.

11.The Department of Water Resources will evaluate changing groundwater levels, land subsidence, and agricultural land fallowing as the drought persists and will provide a public update by April 30 that identifies groundwater basins with water shortages and details gaps in groundwater monitoring.

12.The Department of Water Resources will work with counties to help ensure that well drillers submit required groundwater well logs for newly constructed and deepened wells in a timely manner and the Office of Emergency Services will work with local authorities to enable early notice of areas experiencing problems with residential groundwater sources.

13.The California Department of Food and Agriculture will launch a one-stop website ([www.cdffa.ca.gov/drought](http://www.cdffa.ca.gov/drought)) that provides timely updates on the drought and connects farmers to state and federal programs that they can access during the drought.

14.The Department of Fish and Wildlife will evaluate and manage the changing impacts of drought on threatened and endangered species and species of special concern, and develop contingency plans for state Wildlife Areas and Ecological Reserves to manage reduced water resources in the public interest.

15. The Department of Fish and Wildlife will work with the Fish and Game Commission, using the best available science, to determine whether restricting fishing in certain areas will become necessary and prudent as drought conditions persist.

16. The Department of Water Resources will take necessary actions to protect water quality and water supply in the Delta, including installation of temporary barriers or temporary water supply connections as needed, and will coordinate with the Department of Fish and Wildlife to minimize impacts to affected aquatic species.

17. The Department of Water Resources will refine its seasonal climate forecasting and drought prediction by advancing new methodologies piloted in 2013.

18. The California Department of Forestry and Fire Protection will hire additional seasonal firefighters to suppress wildfires and take other needed actions to protect public safety during this time of elevated fire risk.

19. The state's Drought Task Force will immediately develop a plan that can be executed as needed to provide emergency food supplies, financial assistance, and unemployment services in communities that suffer high levels of unemployment from the drought.

20. The Drought Task Force will monitor drought impacts on a daily basis and will advise me of subsequent actions that should be taken if drought conditions worsen.

**I FURTHER DIRECT** that as soon as hereafter possible, this Proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Proclamation.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of January, 2014.

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EDMUND G. BROWN JR.,  
Governor of California

ATTEST:

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DEBRA BOWEN,  
Secretary of State

## California drought: Why is there no mandatory water rationing?

By Paul Rogers [progers@mercurynews.com](mailto:progers@mercurynews.com) San Jose Mercury News

Posted:

MercuryNews.com

Fourteen months into a historic drought, with reservoirs running low and the Sierra snowpack 27 percent of normal, a growing number of Californians are wondering: Why isn't everyone being forced to ration?

So far, Gov. Jerry Brown and most major water providers, from the Bay Area to Los Angeles, are calling for voluntary cuts -- not mandatory rationing with fines for excessive use.

"I've been astounded," said Jay Geis, a Cupertino sales executive who said his friends and neighbors also are surprised by the lack of urgency. "Just drive by any reservoir and it's horrifying. It doesn't take a rocket scientist to understand we're in a drought."

Yet when it comes to water in California, there's no one-size-fits-all answer to explain why rationing hasn't taken hold. While three utilities provide 80 percent of Californians' electricity, there are roughly 3,000 water providers statewide, all with different rules, political realities and needs. Some are cities. Some are corporations. Some are farm districts pumping from wells. Some have significant amounts of water stored up and some don't. But all of their bottom lines depend on selling water, not conserving. And as difficult as the economics of rationing are, the politics may be even more complex.

"Generally people prefer voluntary to mandatory conservation," said Jeff Kightlinger, general manager of Metropolitan Water District, which provides water to 19 million people in the Los Angeles and San Diego areas. "They don't like being dictated to. If we go to mandatory in February and it rains solid in March and we say 'never mind,' people won't listen. We want to save the big hammer for when we know it's really bad."

Local agencies can order rationing. So can governors. But no California governor has ever ordered mandatory water rationing statewide, and there are huge legal questions about how it would work or whether any governor could even enforce the rules, particularly on farmers and their private wells.

"Most of the power in water management is at the local level," said Jay Lund, a professor of civil and environmental engineering at UC Davis. "Oftentimes you can get 10 or 20 percent water conservation out of a serious voluntary effort. It's less costly and is less of a political headache for most agencies. That's why they want to do voluntary first."

### Some crackdowns

A few communities have embraced strict rules. On Jan. 28, the St. Helena City Council ordered mandatory rationing, limiting each house to 65 gallons a person per day -- one-third the state average -- with warnings for first offenses, then fines of \$374 for every 748 gallons above the limit. For the fifth offense, the fines triple.

"The message to the public right now is, 'Hey, no more kidding around.' We need to be very, very serious," Mayor Ann Nevero said that day.

Within two weeks, city water use fell 33 percent.

Sacramento enacted 20 percent "mandatory" restrictions. But because half the homes there still don't have water meters, the city has no way to set water limits and fine users. Instead, city leaders limited days for landscape watering, and staff members issue tickets of up to \$1,000 to violators.

Most Bay Area residents have only 10 percent voluntary restrictions in place -- including all the customers of the Santa Clara Valley Water District, East Bay Municipal Utility District and San Francisco Public Utilities Commission, which supplies Hetch Hetchy water. Some locals say it's time to go further.

"People in the government agencies don't understand how bad it could be," said Vincent Lui, a retired engineer in Los Altos who suffered through severe water shortages 60 years ago while growing up in Hong Kong. "They don't seem to be taking this thing too seriously. We need to get tough quickly. We need to hit people where it hurts, in the pocketbooks."

### Reasons why

Experts say there are several key reasons why mandatory rationing is rare.

First, most big urban districts are in better shape now than during the last major drought from 1987 to 1992. They have increased conservation and supplies.

"We're light years away from then," said Kightlinger.

In the past 20 years, Los Angeles' Metropolitan Water District built the massive Diamond Valley reservoir in Riverside County, a \$2 billion project that stores enough water for 5 million people a year. By expanding recycled wastewater and pushing conservation measures, the district delivered 25 percent less water last year than in 1990, even though the population grew by 5 million people.

The Contra Costa Water District in 1998 built Los Vaqueros Reservoir, which holds enough water for up to 800,000 people a year. And over the past 20 years, the Santa Clara Valley Water District has methodically stored nearly two years' supply underground.

Second, when people use less, agencies' revenues drop.

The Santa Clara Valley Water District estimates it will lose up to \$20 million because of its request last month for a 10 percent voluntary reduction. L.A.'s Metropolitan district expects to lose \$150 million by asking for 20 percent voluntary cutbacks.

In the past, agencies have sometimes raised rates to make up the difference.

"People say, 'What! You made us conserve and now you are raising the rates?!'" said Jerry Meral, former deputy director of the state Department of Water Resources. "But they still have to pay the staff and run the agency."

Third, enforcing mandatory rationing is a political nightmare. Almost any plan a district undertakes will

spur objections; people complain that if they've already been efficient all along they'll have a harder time meeting lower targets than their water-wasting neighbors.

And finally, many water agencies are still hoping that new storms in February, March and April might bail them out, along with voluntary measures.

"It may well be that more stringent and serious measures are taken later," said Andrea Pook, a spokeswoman for the East Bay Municipal Utility District. "This is very early."

### Governor's power

When the governor declared a water emergency on Jan. 17, he called for statewide 20 percent voluntary cutbacks.

"As we go down the road -- you know, January, February, March -- we will keep our eye on the ball and intensify, even to the point of mandatory conservation," Brown said. "But we're not going to do that quite yet."

However, the governor's office declined to provide details on how Brown would order cities, counties, private companies and farmers to use less water.

Legal experts say the issue is amazingly complex. Farmers use 80 percent of the water that people consume in California, for example. Yet there are no state laws regulating groundwater pumping, so it's not clear what would happen if the governor tried to order farms to cut back. Private companies would almost certainly demand taxpayers bail them out if they were ordered to sell less water, just as a car dealer would if the government ordered him to sell fewer cars.

"The lawsuits would last longer than the drought," said Barton "Buzz" Thompson, a law professor at Stanford University.

In 1977, during his first term as governor -- and in a severe drought -- Brown asked his attorney general whether he even had the legal power to impose mandatory rationing. Yes, wrote then-Attorney General Evelle Younger in an opinion, under the same laws that governors can invoke in earthquakes and fires. But with a caveat: The law requires taxpayers "to pay the reasonable value" of any private property the state takes.

Back then, the governor's office was considering imposing a "pump tax" on all private farm wells to save water, but the stakes were high, said J. Anthony Kline, who served as Brown's legal affairs secretary in 1977.

"You are talking about a major political interest and what was one of the biggest industries in the state -- agriculture," said Kline, now a state appeals court justice. "Any governor, Democrat or Republican, is loathe to impose strict measures on ag. It was a grave decision, and you didn't want to pull that trigger."

Ultimately, Kline said, Brown's biggest influence on how California consumes water may hinge more on what he says than what he does.

"It's politically complicated and legally complicated," he said. "The one thing the governor has that's most useful is the bully pulpit."

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at [Twitter.com/PaulRogersSJM](https://twitter.com/PaulRogersSJM)

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**BakersfieldNow.com - KBAK and KBFX News**

[Print this article](#)

## Wasco asks residents to take water-conservation steps



WASCO, Calif. (KBAK/KBFX) — The city is implementing water-conservation measures amid drought conditions.

The city said Friday that the City Council approved "Stage 2" conservation efforts.

**[Read in-depth on the city's stages of water conservation >>](#)**

"We're very proud of the city of Wasco, and we do our part. If other cities follow suit, it's appreciated, but nevertheless, we're doing our part no matter what," Mayor Tilo Cortez told Eyewitness News.

Beginning March 4 for residents:

- Use of sprinkler systems will only be allowed during specified periods of time, and by using the odd/even protocol based on the last digit of a street address.
- The washing of vehicles is permitted only on designated irrigation days, as is the emptying and refilling of water to swimming pools.
- Ornamental fountain use is prohibited unless the fountain uses a recycling system, such as an electric pump.
- The washing of sidewalks and driveways is absolutely prohibited, unless it is necessary for the health and safety, and welfare of the public.



The City of Wasco  
746 8<sup>th</sup> Street  
Wasco, CA 93280  
661-758-7214

## PRESS RELEASE

DATE: February 21, 2014  
TO: All News Agencies  
FROM: Daniel Allen, City Manager  
SUBJECT: Water Conservation

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As a result of Governor Brown's recent declaration of a drought, The City Council of the City of Wasco voted on February 18, 2014, to begin the implementation of Stage 2 – Mandatory Compliance Water Conservation Measures as specified in Wasco Municipal Code 13.22.050. The Municipal Code requires, after the City Council has approved this action that there be a 14 day period prior to the actual application of the alert. The actual start date requiring compliance will be March 4, 2014.

As part of the Stage 2 compliance requirements, all citizens are required to curb excessive use of water and restrict the amount of water running into a gutter, ditch, or drain. In addition, use of sprinkler systems will only be allowed during specified periods of time, and by using the "odd/even" protocol based on the last digit of a street address. The washing of vehicles is permitted only on designated irrigation days, as is the emptying and refilling of water to swimming pools. Ornamental fountain use is prohibited unless the fountain uses a recycling system, such as an electric pump. The washing of sidewalks and driveways is absolutely prohibited, unless it is necessary for the health and safety, and welfare of the public.

The City of Wasco believes in educating the public about the consequences of the drought, and will continue to educate its citizens throughout the year. Prior efforts conducted by the City included flyers advising of the Governor's emergency declaration and suggestions for reducing water use. Traffic signs were also used extensively throughout the City requesting the public reduce water use by 20%.

**Water Conservation stages as set in the Wasco Municipal Code:**

**13.22.050 Outdoor water use--Water conservation stages.**

No one within the city shall knowingly make, cause, use or permit the use of water for residential, commercial, industrial, or any other purpose in a manner contrary to any provision of this chapter, or in an amount in excess of that use which is permitted by the conservation stage in effect pursuant to action taken by the city council, or their designee, in accordance with the provisions of this chapter. The city manager shall promulgate guidelines which shall set forth the criteria for determining when a particular conservation stage is to be implemented and terminated. Such guidelines shall be updated when, in the opinion of the city manager, the conditions of the water utility system have changed so as to necessitate such update. The city manager shall include in such guidelines a scheduling system designating permitted days for irrigation by customers. Said guidelines shall be available for inspection at the city clerk's office.

A. Stage 1. Prohibition on Waste of Water. The following uses of water are defined as "waste of water" and are prohibited except as otherwise authorized. The restrictions provided herein shall apply to all persons year-round unless removed upon adoption of a more stringent water conservation stage.

1. The use of water which allows substantial and unreasonable amounts of water to run into a gutter, ditch, or drain. Every water user is deemed to have his water distribution lines and facilities under his control at all times and to know the manner and extent of his water use and excess runoff.

2. The excessive use, loss, or escape of water through breaks, leaks, or malfunctions in the water user's plumbing or distribution facilities for any period of time after such escape of water should reasonably have been discovered and corrected. It shall be presumed that a period of forty-eight hours after discovery is a reasonable time within which to correct such leak or break.

3. The washing of vehicles, building exteriors, sidewalks, driveways, parking areas, tennis courts, patios or other paved areas without the use of a positive shut-off nozzle on the hose, which results in excessive runoff, except where necessary to dispose of liquids or substances that could endanger the public's health, welfare and safety.

Exception: Commercial nurseries, farmers, golf courses, parks and similar establishments are exempt from restrictions in subsection A of this section, but will be requested to minimize water waste at all times.

B. Stage 2. Mandatory Compliance--Water Shortage Alert. Upon implementation by the city manager and publication of notice, the following restrictions shall apply to all persons. All elements of Stage 1 shall remain in effect in Stage 2 except that:

1. Irrigation utilizing individual sprinklers or sprinkler systems of lawns, gardens, landscaped areas, trees, shrubs or other plants is permitted on the "odd/even" protocol (based on last digit of street address), between the hours of four a.m. and twelve a.m. on designated days. Irrigation of lawns, gardens, landscaped areas, trees, shrubs, or other plants is permitted at any time if:

- a. A hand-held hose with positive shut-off nozzle is used; or
- b. A hand-held, faucet-filled bucket of five gallons or less is used; or
- c. A drip irrigation system is used.

Exception: Commercial nurseries, farmers, and similar establishments are exempt from Stage 2 irrigation restrictions, but will be requested to curtail all nonessential water use.

2. The washing of automobiles, trucks, trailers, boats, airplanes, and other types of mobile equipment is permitted only on designated irrigation days based on the "odd/even" protocol (based on last digit of street address), between the hours of eight a.m. and six p.m. on designated days. Such washing, when allowed, shall be done with a hand-held bucket, or a hand-held hose equipped with a positive shut-off nozzle for quick rinses.

Exception: Washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, the aforementioned washing is exempt from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleanings, such as in the cases of garbage trucks and vehicles to transport food and perishables.

3. The emptying and refilling of water to swimming pools and/or spas is permitted only on designated irrigation days between the hours of seven p.m. and ten a.m.

4. The operation of any ornamental fountain or other structure making similar use of water is prohibited unless the fountain uses a recycling system, such as an electric pump.

5. The washing of sidewalks, driveways, parking areas, courts, patios, or other paved areas is absolutely prohibited, unless it is necessary for the health and safety, and welfare of the public.

C. Stage 3. Mandatory Compliance--Water Shortage Warning. Upon implementation by the city manager and publication of notice, the following restrictions shall apply to all persons. All elements of Stage 2 shall remain in effect in Stage 3 except that:

1. Customers are permitted to water lawns based on the "odd/even" protocol (based on last digit of street address), between the hours of four a.m. and twelve a.m. on designated days.
2. The use of water for irrigation of golf course fairways is permitted only on the "odd/even" protocol (based on last digit of street address), between the hours of eight p.m. and ten a.m. on designated days.
3. The draining and refilling of swimming pools will be allowed by permit only.

D. Stage 4. Mandatory Compliance--Water Shortage Emergency. Upon implementation by the city manager and publication of notice, the following restrictions shall apply to all persons. All elements of Stage 3 shall remain in effect in Stage 4 except:

1. Customers are permitted to water lawns based on the "odd/even" protocol (based on last digit of street address), between the hours of twelve p.m. and three a.m.
2. The washing of automobiles, trucks, trailers, boats, airplanes, and other types of mobile equipment, not occurring upon the immediate premises of commercial car washes and commercial service stations, is prohibited unless such washing is in the immediate interest of the public health, safety, and welfare.
3. The watering of golf course fairways is prohibited.
4. Use of water from fire hydrant shall be limited to fire fighting and/or other activities immediately necessary to maintaining the health, safety, and welfare of the citizens of Wasco.
5. Commercial nurseries, farmers, and similar establishments shall water only on designated days between the hours of ten a.m. and six p.m. and shall only use handheld hoses equipped with positive shut-off nozzles, drip irrigation systems, or hand-held buckets.
6. The hand-held refilling of water to swimming pools is prohibited.
7. The operation of or any refilling of water to swimming pools, artificial ponds and fountains is prohibited. (Ord. 589, 2009; Ord. 583 (part), 2009).

**13.22.060 Mandatory conservation phase implementation.**

The public works department shall monitor the projected supply and demand for water within the city and shall recommend to the city manager the extent to which water conservation is required through the implementation and/or termination of particular conservation stages aimed at assuring the water supply of the city. Thereafter, the city manager, as directed by city council, may order that the appropriate phase of water conservation be implemented or terminated in accordance with the applicable provisions of

this chapter. Said order shall be made by public announcement and shall be published at least once in a daily newspaper of general circulation and shall continue to be published at least once per month until such time as all restrictions are removed. The order shall become effective immediately upon such publication. The city council will approve the conservation stage at a regularly scheduled meeting at least fourteen days prior to implementation by the city manager. (Ord. 583 (part), 2009).

**13.22.070 Enforcement.**

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It is one of the objectives of the city council that the citizens of Wasco comply with the provisions of the chapter. Therefore, in furtherance of said objective, the enforcement of the chapter will be subject to Chapter 1.20 of the Wasco Municipal Code (Administrative Citations). (Ord. 583 (part), 2009).

**13.22.080 Public nuisance definitions.**

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In addition to any other remedies which may otherwise be available to the city, the city council finds and declares that the waste of water, as that term is defined herein, on public or private property within the city is found to contribute to and compound drought conditions which may, from time to time, exist in the city, to the detriment of one of our most precious and finite resources, that is, water. Such water shortage conditions may result in injury to the health, safety, and general welfare of the citizens of Wasco. Therefore, the wasting of water within the city, whether on private or public property, and except as expressly permitted in this chapter, is declared to constitute a public nuisance which may be abated in an action brought on behalf of the people of the state of California, by the city manager, city attorney, or designee pursuant to applicable law, and/or in any court of competent jurisdiction. (Ord. 583 (part), 2009).

**13.22.090 Enforcement officers.**

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A. All peace officers and persons authorized by law to issue citations within the city are authorized, in conjunction with duties imposed by the law, to diligently enforce the provisions of this chapter.

B. Pursuant to the provisions of Section 836.5 of the Penal Code, the following officers and employees of the city are designated as enforcement officers and authorized to issue citations for enforcement of this chapter:

1. City manager;
2. Assistant city manager;
3. Director of public works;
4. Finance director;
5. Chief building official;
6. Code enforcement officers;

7. Water supervisor. (Ord. 583 (part), 2009).

**13.22.100 Exceptions.**

Consideration of written applications for exceptions regarding regulations and restrictions on water use not otherwise set forth in previous sections of this chapter shall be as follows:

A. Written application for exception may be granted by the city manager;

B. Exceptions may be granted if:

1. Compliance with this chapter would cause an unnecessary and undue hardship to the applicant, including, but not limited to, adverse economic impacts, such as loss of production or jobs; or

2. Compliance with this chapter would cause a condition affecting the health, sanitation, fire protection, or safety of the applicant or the public. (Ord. 583 (part), 2009).

**13.22.110 Severability.**

If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this chapter. (Ord. 583 (part), 2009)

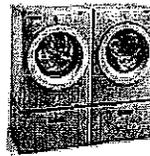


## In the home

Water is essential to each of us every day. But it's a limited resource, so we all need to rethink the way we use water on a daily basis. By following these water-saving tips inside your home, you can help save water every day:

### Laundry Room

- Use the washing machine for full loads only to save water and energy
- Install a water-efficient clothes washer Save: 16 Gallons/Load
- Washing dark clothes in cold water saves water and energy, and helps your clothes retain their color.



### Kitchen

- Run the dishwasher only when full to save water and energy.
- Install a water- and energy-efficient dishwasher. Save: 3 to 8 Gallons/Load.
- Install aerators on the kitchen faucet to reduce flows to less than 1 gallon per minute.
- When washing dishes by hand, don't let the water run. Fill one basin with wash water and the other with rinse water.
- Dishwashers typically use less water than washing dishes by hand.
- If your dishwasher is new, cut back on rinsing. Newer models clean more thoroughly than older ones.
- Soak pots and pans instead of letting the water run while you scrape them clean.
- Use the garbage disposal sparingly. Instead, compost vegetable food waste and save gallons every time.
- Wash your fruits and vegetables in a pan of water instead of running water from the tap.
- Don't use running water to thaw food. Defrost food in the refrigerator.
- Keep a pitcher of drinking water in the refrigerator instead of running the tap.
- Cook food in as little water as possible. This also helps it retain more nutrients.
- Select the proper pan size for cooking. Large pans may require more cooking water than necessary.
- If you accidentally drop ice cubes, don't throw them in the sink. Drop them in a house plant instead.
- Collect the water you use while rinsing fruit and vegetables. Use it to water house plants.



- Install low-flow shower heads. Save: 2.5 Gallons
- Take five minute showers instead of 10 minute showers. Save: 12.5 gallons with a low flow showerhead, 25 gallons with a standard 5.0 gallon per minute showerhead.
- Fill the bathtub halfway or less. Save: 12 Gallons
- When running a bath, plug the bathtub before turning on the water. Adjust the temperature as the tub fills.
- Install aerators on bathroom faucets. Save: 1.2 Gallons Per Person/Day
- Turn water off when brushing teeth or shaving. Save: Approximately 10 Gallons/Day
- Install a high-efficiency toilet. Save: 19 Gallons Per Person/Day [Read more about toilets.](#)
- Don't use the toilet as a wastebasket.
- Be sure to test your toilet for leaks at least once a year.
- Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.
- Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.
- Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.
- Turn off the water while washing your hair and save up to 150 gallons a month.
- When washing your hands, turn the water off while you lather.
- Take a (short) shower instead of a bath. A bathtub can use up to 70 gallons of water.



[Contact Us](#) | [Share Your Ideas](#)



## How much water do I use?

The average Californian uses about 192 gallons per day.

Typical water-use patterns vary according to geography, climate, lot size and other factors. As a general rule, per capita water use is higher in hotter, inland regions than in cooler, coastal locations.

If you live in a single-family home, 50% or more of the water you use every day may be going to your lawn or landscaping. Since a thirsty lawn can be the largest user of water in a home, finding ways to save water outdoors can make a big difference in your water bill.

Indoors, activities such as bathing, cleaning and flushing toilets account for more than half of all water used inside the home. Toilets alone account for about 32% of typical residential water use.

## Outdoors

Most Californians think that they use more water indoors than outdoors. Typically, the opposite is true. In some areas, 50% or more of the water we use daily goes on lawns and outdoor landscaping. There are lots of ways to save water at home, but reducing the water you use outdoors can make the biggest difference of all. Here are a few easy ways to change the way you use water outside your home.

### Know the Basics

- Water early in the morning or later in the evening when temperatures are cooler. Save: 25 gallons/each time you water
- Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street. Save: 15-12 gallons/each time you water.
- Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers. Save: 15 gallons/each time you water.
- Water deeply but less frequently to create healthier and stronger landscapes.
- Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds. Save: 20-30 gallons/each time you water/1,000 sq. ft.
- Plant drought-resistant trees and plants. Save: 30- 60 gallons/each time you water/1,000 sq. ft



### Don't Overwater

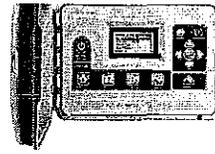
One easy way to cut down how much water you use outdoors is to learn how much water your landscaping actually needs in order to thrive. Overwatering is one of the most common mistakes people make. To understand how much water your landscaping really needs, learn more about [evapotranspiration \(ET\)](#) here.

For Southern California residents, try this easy watering [calculator](#) to help determine how much you should be watering outside.

### Get Smart

If you really want to be a sophisticated water user, invest in a weather-based irrigation controller—or

ontroller.



## Know Your Climate

One way to save water outdoors is to plant the right plants for your climate.

Here are some tools to help you learn how to be a water-wise gardener:

- Explore the [Save Our Water Water-Wise Garden Tool](#) to learn what plants and flowers will flourish in your neighborhood.
- [Sunset Magazine's Plant Finder](#) is another great tool.
- Learn more about gardening in a [Mediterranean climate here](#).

## Outdoor Cleanup

Water is often a go-to tool for outdoor clean-up jobs.

- Use a broom to clean driveways, sidewalks and patios. Save: 8-18 gallons /minute.
- Wash cars/boats with a bucket, sponge, and hose with self-closing nozzle. Save: 8-18 gallons/minute.
- Invest in a water broom. If you have to use water to clean up outside, a water broom will attach to your hose but uses a combination of air and water pressure to aid cleaning. Water brooms can use as little as 2.8 gallons per minute (gpm) to remove dirt, food spills, leaves, and litter from concrete and asphalt while a standard hose typically uses 5 to 20 gpm.

Click [here](#) for more information ways to save water outdoors.

For more information on water-wise sprinklers, visit [Sprinklers 101](#).



## DID YOU KNOW ...

100 cubic feet = 748 gallons

### In Your Bathroom:

Turn off water when brushing teeth  
.267 cubic feet / 2 gallons per minute

Take shorter showers  
.337 cubic feet / 2.5 gallons per minute

Fix leaky toilets  
4.010-66.840 cubic feet / 30-500 gallons  
Per day

Replace older, high volume flushing toilets  
.294-.507 cubic feet / 2.23.8 gal per flush

### In Your Kitchen:

Run dishwasher only when full  
2.67-.601 cubic feet / 2-4.5 gal per load

Turn off water when washing dishes  
.334 cubic feet / 2.5 gallons per minute

Fix leaky faucets  
2.005-2.673 cubic feet / 15-20 gallons per day per  
leak

### In Your Laundry Room

Wash only full loads of laundry  
2.005-6.684 cubic feet / 15-50 gal per load

Replace older, inefficient washing machines  
2.673-4.010 cubic feet / 20-30 gal per load

### In Your Yard

Use a broom in stead of a hose to clean driveway  
1.069-2.406 cubic feet / 8-18 gal per minute

Get a self-closing nozzle instead of leaving the hose  
running when washing your car  
1.069-2.406 cubic feet / 8-18 gal per minute

Repair leaks and broken sprinklers  
1.336 cubic feet / 10 gallons per minute

# INDOOR TIPS

## KITCHEN

1. #1

There are a number of ways to save water, and they all start with you.

2. #2

When washing dishes by hand, don't let the water run. Fill one basin with wash water and the other with rinse water.

3. #3

Dishwashers typically use less water than washing dishes by hand. Now, Energy Star dishwashers save even more water and energy.

4. #4

If your dishwasher is new, cut back on rinsing. Newer models clean more thoroughly than older ones.

5. #5

Designate one glass for your drinking water each day, or refill a water bottle. This will cut down on the number of glasses to wash.

6. #6

Soak pots and pans instead of letting the water run while you scrape them clean.

7. #7

Use the garbage disposal sparingly. Instead, compost vegetable food waste and save gallons every time.

8. #8

Wash your fruits and vegetables in a pan of water instead of running water from the tap.

9. #9

Don't use running water to thaw food. For water efficiency and food safety, defrost food in the refrigerator.

10. #10

Install an instant water heater near your kitchen sink so you don't have to run the water while it heats up. This also reduces energy costs.

11. #11

Keep a pitcher of drinking water in the refrigerator instead of running the tap. This way, every drop goes down you and not the drain.

12. #12

Reuse leftover water from cooked or steamed foods to start a nutritious soup, it's one more way to get eight glasses of water a day.

13. #13

Cook food in as little water as possible. This also helps it retain more nutrients.

14. #14

Select the proper pan size for cooking. Large pans may require more cooking water than necessary.

15. #15

If you accidentally drop ice cubes, don't throw them in the sink. Drop them in a house plant instead.

16. #16

Collect the water you use while rinsing fruit and vegetables. Use it to water house plants.

17. #17

When shopping for a new dishwasher, use the Consortium for Energy Efficiency website to compare water use between models.

## LAUNDRY ROOM

1. **#18**

When doing laundry, match the water level to the size of the load.

2. **#19**

Washing dark clothes in cold water saves water and energy, and helps your clothes retain their color.

3. **#20**

When shopping for a new washing machine, compare resource savings among Energy Star models. Some can save up to 20 gallons of water per load.

4. **#21**

Have a plumber re-route your greywater to trees and plants rather than the sewer line. Check with your city and county for codes.

5. **#22**

When buying a washer, check the Consortium for Energy Efficiency website to compare water use between models.

## BATHROOM

1. **#23**

If your shower fills a one-gallon bucket in less than 20 seconds, replace the showerhead with a WaterSense® labeled model.

2. **#24**

Shorten your shower by a minute or two and you'll save up to 150 gallons per month.

3. **#25**

Time your shower to keep it under 5 minutes. You'll save up to 1,000 gallons per month.

4. **#26**

Toilet leaks can be silent! Be sure to test your toilet for leaks at least once a year.

5. **#27**

Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.

6. **#28**

When running a bath, plug the bathtub before turning on the water. Adjust the temperature as the tub fills.

7. **#29**

Upgrade older toilets with water-saving WaterSense® labeled models.

8. **#30**

If your toilet flapper doesn't close properly after flushing, replace it.

9. **#31**

Use a WaterSense® labeled showerhead. They're inexpensive, easy to install, and can save you up to 750 gallons a month.

10. **#32**

Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 200 gallons a week for a family of four.

11. **#33**

If your toilet was installed before 1992, purchasing a WaterSense® labeled toilet can reduce the amount of water used for each flush.

12. **#34**

Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.

13. **#35**

Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.

14. **#36**

Turn off the water while washing your hair and save up to 150 gallons a month.

15. #37

When washing your hands, turn the water off while you lather.

16. #38

Take 5-minute showers instead of baths. A full bathtub requires up to 70 gallons of water.

17. #39

Install water-saving aerators on all of your faucets.

18. #40

Drop tissues in the trash instead of flushing them and save water every time.

19. #41

Look for WaterSense® labeled toilets, sink faucets, urinals and showerheads.

20. #42

One drip every second adds up to five gallons per day! Check your faucets and showerheads for leaks.

21. #43

While you wait for hot water, collect the running water and use it to water plants.

## GENERAL INDOOR

1. #44

Teach children to turn off faucets tightly after each use.

2. #45

Watch the Home Water Challenge video or use the Home Water Audit Calculator to see where you can save water.

3. **#46**

When the kids want to cool off, use the sprinkler in an area where your lawn needs it most.

4. **#47**

Encourage your school system and local government to develop and promote water conservation among children and adults.

5. **#48**

Play fun games while learning how to save water!

6. **#49**

Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.

7. **#50**

Learn how to use your water meter to check for leaks.

8. **#51**

Reward kids for the water-saving tips they follow.

9. **#52**

Avoid recreational water toys that require a constant flow of water.

10. **#53**

Grab a wrench and fix that leaky faucet. It's simple, inexpensive, and you can save 140 gallons a week.

11. **#54**

Hire a GreenPlumber® to help reduce your water, energy, and chemical use.

12. **#55**

Be a leak detective! Check all hoses, connectors, and faucets regularly for leaks.

13. #56

We're more likely to notice leaky faucets indoors, but don't forget to check outdoor faucets, pipes, and hoses.

14. #57

See a leak you can't fix? Tell a parent, teacher, employer, or property manager, or call a handyman.

15. #58

At home or while staying in a hotel, reuse your towels.

16. #59

Make suggestions to your employer or school about ways to save water and money.

17. #60

Run your washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.

18. #61

See how your water use stacks up to others by calculating your daily water use.

## OUTDOOR TIPS

### XERISCAPE LANDSCAPING

1. #62

Use porous material for walkways and patios to prevent wasteful runoff and keep water in your yard.

2. **#63**

Group plants with the same watering needs together to avoid overwatering some while underwatering others.

3. **#64**

Choose the right Arizona-friendly plants and watch them thrive in our desert environment.

4. **#65**

Reduce the amount of lawn in your yard by planting shrubs and ground covers appropriate to your site and region.

5. **#66**

Plant species native to your region.

6. **#67**

Plant in the spring and fall, when the watering requirements are lower.

7. **#68**

When sprucing up your front or backyard, consider xeriscaping. This landscape method uses low-water-use plants to limit your water use.

8. **#69**

Consider attending a landscape class hosted by a water provider. Most workshops occur in the spring and fall.

9. **#70**

Avoid planting grass in areas that are hard to water, such as steep inclines and isolated strips along sidewalks and driveways.

10. **#71**

Leave lower branches on trees and shrubs and allow leaf litter to accumulate on the soil. This keeps the soil cooler and reduces evaporation.

11. **#72**

Start a compost pile. Using compost in your garden or flower beds adds water-holding organic matter to the soil.

12. #73

Use a layer of organic mulch on the surface of your planting beds to minimize weed growth that competes for water.

13. #74

Spreading a layer of organic mulch around plants helps them retain moisture, saving water, time and money.

14. #75

Use 2 to 4 inches of organic mulch around plants to reduce evaporation and save hundreds of gallons of water a year.

15. #76

Visit your local xeriscape garden to view plants that thrive in our hot desert environment.

16. #77

Next time you add or replace a flower or shrub, choose a low-water-use plant and save up to 550 gallons each year.

17. #78

Call your local conservation office for more information about xeriscaping with water-thrifty trees, plants, and ground covers.

18. #79

Collect water from your roof by installing gutters and downspouts. Direct the runoff to plants and trees.

19. #80

For automatic water savings, direct water from rain gutters and HVAC systems to water-loving plants in your landscape.

## LAWN CARE

1. #81

Hire a qualified pro to install your irrigation system and keep it working properly and efficiently.

2. #82

Hire a Smartscape Certified professional landscaper who has received landscape training specific to the Sonoran Desert.

3. #83

Adjust your lawn mower to the height of 1.5 to 2 inches. Taller grass shades roots and holds soil moisture better than short grass.

4. #84

Leave lawn clippings on your grass, this cools the ground and holds in moisture.

5. #85

If installing a lawn, select a lawn mix or blend that matches your climate and site conditions.

6. #86

Aerate your lawn periodically. Holes every six inches will allow water to reach the roots, rather than run off the surface.

7. #87

If walking across the lawn leaves footprints (blades don't spring back up), then it is time to water.

8. #88

Let your lawn go dormant (brown) during the winter. Dormant grass only needs to be watered every three to four weeks, less if it rains.

9. #89

Avoid overseeding your lawn with winter grass. Ryegrass needs water every few days, whereas Dormant Bermuda grass needs water monthly.

10. #90

Remember to weed your lawn and garden regularly. Weeds compete with other plants for nutrients, light and water.

11. #91

While fertilizers promote plant growth, they also increase water consumption. Apply the minimum amount of fertilizer needed.

12. #92

Water your summer lawns once every three days and your winter lawn once every five days.

13. #93

Catch water in an empty tuna can to measure sprinkler output. 3/4 to 1 inch of water is enough to apply each time you irrigate.

## LANDSCAPE

1. #94

Read the Landscape Watering by the Numbers guidebook to help you determine how long and how much to water.

2. #95

Use a trowel, shovel, or soil probe to examine soil moisture depth. If the top two to three inches of soil are dry, it's time to water.

3. #96

Set a kitchen timer when using the hose as a reminder to turn it off. A running hose can discharge up to 10 gallons per minute.

4. #97

Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk or street.

5. #98

Minimize evaporation by watering during the early morning hours when temperatures are cooler and winds are lighter.

6. #99

Timing is everything when it comes to irrigation. Learn how to set your controller properly.

7. **#100**

Look for WaterSense® labeled irrigation controllers.

8. **#101**

Learn how to shut off your automatic watering system in case of malfunctions or rain.

9. **#102**

Apply water only as fast as the soil can absorb it.

10. **#103**

If water runs off your lawn easily, split your watering time into shorter periods to allow for better absorption.

11. **#104**

Water only when necessary. More plants die from over-watering than from under-watering.

12. **#105**

Signs of overwatering: Leaves turn lighter shades of green or yellow, young shoots wilt, and sometimes algae or fungi grow.

13. **#106**

Adjust your watering schedule each month to match seasonal weather conditions and landscape requirements.

14. **#107**

Install a rain sensor on your irrigation controller so your system won't run when it's raining.

15. **#108**

Water dry spot by hand instead of running the whole irrigation system longer.

16. **#109**

Don't water your lawn on windy days when most of the water blows away or evaporates.

**17. #110**

Use drip irrigation for shrubs and trees to apply water directly to the roots, where it's needed.

**18. #111**

Water your plants deeply but less frequently to encourage deep root growth and drought tolerance.

**19. #112**

Use sprinklers that deliver big drops of water close to the ground. Smaller drops and mist often evaporate before hitting the ground.

**20. #113**

Use a rain barrel to harvest rainwater from gutters for watering gardens and landscapes.

**21. #114**

For hanging baskets, planters and pots, put ice cubes on top of the soil to give your plants a cool drink of water without overflow.

**22. #115**

Remember to periodically check your sprinkler system valves for leaks, and to keep sprinkler heads in good shape.

**23. #116**

Spring is a great time to give your irrigation system a checkup to ensure it's working efficiently.

**24. #117**

Pruning properly can help your plants use water more efficiently.

## **POOL**

**1. #118**

Use a pool cover to help keep your pool clean, reduce chemical use and prevent water loss through evaporation.

2. **#119**

Make sure your swimming pools, fountains and ponds are equipped with recirculating pumps.

3. **#120**

If you have an automatic refilling device, check your pool periodically for leaks.

4. **#121**

When back-washing your pool, consider using the water on salt-tolerant plants in the landscape.

5. **#122**

Minimize or eliminate the use of waterfalls and sprays in your pool. Aeration increases evaporation.

6. **#123**

Don't overfill the pool. Lower water levels will reduce water loss due to splashing.

7. **#124**

Keep water in the pool when playing, it will save water.

8. **#125**

Instead of building a private pool, join a community pool.

9. **#126**

Trickling or cascading fountains lose less water to evaporation than those that spray water into the air.

10. **#127**

Use a grease pencil to conduct a bucket test to check for pool leaks. An unnatural water level drop may indicate a leak.

## GENERAL OUTDOOR

1. **#128**

Winterize outdoor spigots when temperatures dip below freezing to prevent pipes from leaking or bursting.

2. **#129**

For more immediate hot water and energy savings, insulate hot water pipes.

3. **#130**

Use a commercial car wash that recycles water. Or, wash your car on the lawn, and you'll water your grass at the same time.

4. **#131**

Use a hose nozzle or turn off the water while you wash your car. You'll save up to 100 gallons every time.

5. **#132**

Wash your pets outdoors, in an area of your lawn that needs water.

6. **#133**

When cleaning out fish tanks, give the nutrient-rich water to your non-edible plants.

7. **#134**

When you give your pet fresh water, don't throw the old water down the drain. Use it to water your trees or shrubs.

8. **#135**

Use a broom instead of a hose to clean patios, sidewalks and driveways, and save water every time.

9. **#136**

Evaporative coolers require a seasonal maintenance check. For more efficient cooling, check your evaporative cooler annually.

**10. #137**

If you have an evaporative cooler, direct the water drain to plants in your landscape.

**11. #138**

Set water softeners for a minimum number of refills to save both water and chemicals, plus energy, too.

**12. #139**

If you have an evaporative cooler, install a recirculating pump to keep water from bleeding off with one pass.

**13. #140**

Report broken pipes, leaky hydrants and errant sprinklers to property owners or your local water provider.

**14. #141**

Know where your master water shut-off valve is located. Were a pipe to burst, this could save gallons of water and prevent damage.

**15. #142**

Install a thermostat and timer on your evaporative cooler so it only operates when necessary.

## **OFFICE**

**1. #10**

Install an instant water heater near your kitchen sink so you don't have to run the water while it heats up. This also reduces energy costs.

2. **#29**

Upgrade older toilets with water-saving WaterSense® labeled models.

3. **#39**

Install water-saving aerators on all of your faucets.

4. **#41**

Look for WaterSense® labeled toilets, sink faucets, urinals and showerheads.

5. **#54**

Hire a GreenPlumber® to help reduce your water, energy, and chemical use.

6. **#143**

Some commercial refrigerators and ice-makers are cooled with water. Upgrade to air-cooled appliances for significant water savings.

7. **#144**

Post a hotline in bathrooms and kitchens to report leaks or water waste to facility managers or maintenance personnel.

8. **#145**

Create a suggestion and incentives system at your organization to recognize water-saving ideas.

9. **#146**

Include a water-saving tip in your employee newsletter. Find 100+ tips at [wateruseitwisely.com](http://wateruseitwisely.com).

10. **#147**

Implement a water management plan for your facility, then educate employees on good water habits through newsletters and posters.

11. **#148**

Publish your organization's monthly water use to show progress toward water-saving goals.

**12. #149**

Invite your water utility conservation staff to your organization for Earth Day and other environmental events to help promote water savings.

**13. #150**

Water audit your facility to find out your recommended water use, then monitor your utility bills to gauge your monthly consumption.

**14. #151**

Have maintenance personnel regularly check your facilities for leaks, drips and other water waste.

**15. #152**

If you use processed water in your business or facility, look into water recycling.

**16. #153**

Contact your water utility to see if rebates are available for purchasing water-efficient fixtures, equipment or for facility audits.

**17. #154**

Consider and compare water use when purchasing ice makers, dishwashers, reverse osmosis units, coolers and cleaning equipment.

**18. #155**

Become or appoint a water ambassador within your organization who creates, implements and maintains your water conservation program.

**19. #156**

Become a proud WaterSense® partner and let all your customers know.

**20. #157**

As part of the WaterSense® Fix-A-Leak Week in March, plan an employee campaign to look for leaks.

**21. #158**

Determine how your on-site water is being used by installing sub-meters where feasible, then monitoring for savings.

**22. #159**

Conduct a facility water use inventory and identify water management goals.

**23. #160**

Don't forget hidden water use costs, like energy for pumping, heating and cooling, chemical treatment, and damage and sewer expenses.

**24. #161**

Show your company's dedication to water conservation through a policy statement. Commit management, staff and resources to the effort.

**25. #162**

Shut off water to unused areas of your facility to eliminate waste from leaks or unmonitored use.

**26. #163**

Create a goal of how much water your company can save and plan a celebration once that goal is met.

**27. #164**

Ask employees for suggestions on saving water and give prizes for the best ideas. Incentivize it!

**28. #165**

Write feature articles on your employee website that highlight water-saving ideas and successes.

**29. #166**

Test your co-workers or employees on topics like xeriscape, WaterSense®, and high-efficiency toilets. See how water-wise they are.

**30. #167**

Hire a WaterSense® irrigation partner to help with your landscape.

**31. #168**

Saving water on your landscape adds up quickly. Send the person in charge of your landscape to an irrigation workshop.

**32. #169**

Marry the weather with your landscape water use. Water use should decrease during rainy periods and increase during hot, dry periods.

**33. #170**

Visit your local Water Conservation office's website to get information on programs available to businesses.

**34. #171**

Make sure your contract plumber and/or maintenance personnel knows about GreenPlumbers®.

**35. #172**

Ask your company to support water conservation events and education. ProjectWet hosts local events throughout the country.

**36. #173**

Support Tap Into Quality and forgo those plastic water bottles to lower your carbon footprint.

**37. #174**

Scrape dishes rather than rinsing them before washing.

**38. #175**

Use water-conserving icemakers.

**39. #176**

A recent study showed that 99% of business managers surveyed ranked water conservation as a "top five" priority over the next decade.

**40. #177**

If your facility relies on cooling towers, have maintenance maximize cycles of concentration by providing efficient water treatment.

**41. #178**

Be sure your irrigation system is watering only the areas intended, with no water running onto walks, streets or down the gutter.

**42. #179**

While cleaning sidewalks, a hose and nozzle use 8-12 gallons of water per minute. A pressurized Waterbroom® uses closer to 3 gallons.

**43. #180**

Inspect your landscape irrigation system regularly for leaks or broken sprinkler heads and adjust pressures to specification.

**44. #181**

Give your landscape proper amounts of irrigation water. Determine water needs, water deeply but infrequently, and adjust to the season.

**45. #182**

Establish a monthly water budget for your landscape based on the water needs of your plants.

**46. #183**

Limit turf areas at your facility. Instead, landscape using xeriscape principles to cut water use in half.

**47. #184**

Put decorative fountains on timers and use only during work or daylight hours. Check for leaks if you have automatic refilling devices.

**48. #185**

Wash company vehicles at commercial car washers that recycle water.

**49. #186**

Wash company vehicles as needed rather than on a schedule.  
Stretch out the time in between washes.

**50. #187**

Consider turning your high-maintenance water feature/fountain into a low-maintenance art feature or planter.

**51. #188**

When buying new appliances, consider those that offer cycle and load size adjustments. They are more water and energy efficient.

**52. #189**

Support projects that use reclaimed wastewater for irrigation and industrial uses.

**53. #190**

When ice cubes are leftover from your drink, don't throw them out.  
Pour them on a plant.

## **KIDS**

**1. #1**

There are a number of ways to save water, and they all start with you.

**2. #2**

When washing dishes by hand, don't let the water run. Fill one basin with wash water and the other with rinse water.

3. #5

Designate one glass for your drinking water each day, or refill a water bottle. This will cut down on the number of glasses to wash.

4. #8

Wash your fruits and vegetables in a pan of water instead of running water from the tap.

5. #11

Keep a pitcher of drinking water in the refrigerator instead of running the tap. This way, every drop goes down you and not the drain.

6. #15

If you accidentally drop ice cubes, don't throw them in the sink. Drop them in a house plant instead.

7. #18

When doing laundry, match the water level to the size of the load.

8. #19

Washing dark clothes in cold water saves water and energy, and helps your clothes retain their color.

9. #24

Shorten your shower by a minute or two and you'll save up to 150 gallons per month.

10. #25

Time your shower to keep it under 5 minutes. You'll save up to 1,000 gallons per month.

11. #32

Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 200 gallons a week for a family of four.

12. #36

Turn off the water while washing your hair and save up to 150 gallons a month.

13. #37

When washing your hands, turn the water off while you lather.

14. #38

Take 5-minute showers instead of baths. A full bathtub requires up to 70 gallons of water.

15. #40

Drop tissues in the trash instead of flushing them and save water every time.

16. #42

One drip every second adds up to five gallons per day! Check your faucets and showerheads for leaks.

17. #44

Teach children to turn off faucets tightly after each use.

18. #45

Watch the Home Water Challenge video or use the Home Water Audit Calculator to see where you can save water.

19. #46

When the kids want to cool off, use the sprinkler in an area where your lawn needs it most.

20. #47

Encourage your school system and local government to develop and promote water conservation among children and adults.

21. #48

Play fun games while learning how to save water!

22. #49

Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.

**23. #50**

Learn how to use your water meter to check for leaks.

**24. #51**

Reward kids for the water-saving tips they follow.

**25. #52**

Avoid recreational water toys that require a constant flow of water.

**26. #55**

Be a leak detective! Check all hoses, connectors, and faucets regularly for leaks.

**27. #57**

See a leak you can't fix? Tell a parent, teacher, employer, or property manager, or call a handyman.

**28. #58**

At home or while staying in a hotel, reuse your towels.

**29. #59**

Make suggestions to your employer or school about ways to save water and money.

**30. #60**

Run your washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.

**31. #123**

Don't overfill the pool. Lower water levels will reduce water loss due to splashing.

**32. #124**

Keep water in the pool when playing, it will save water.

33. #131

Use a hose nozzle or turn off the water while you wash your car. You'll save up to 100 gallons every time.

34. #132

Wash your pets outdoors, in an area of your lawn that needs water.

35. #133

When cleaning out fish tanks, give the nutrient-rich water to your non-edible plants.

36. #134

When you give your pet fresh water, don't throw the old water down the drain. Use it to water your trees or shrubs.

37. #135

Use a broom instead of a hose to clean patios, sidewalks and driveways, and save water every time

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

STAFF REPORT

ITEM #: 7 E

MEMORANDUM

TO: City Council

FROM: Kindon Meik, City Manager

DATE: February 25, 2014

MEETING DATE: March 3, 2014

SUBJECT: Consider approval of Resolution No. 2722, State Board of Equalization.

**Recommendation:**

Motion to approve Resolution No. 2722 authorizing examination of sales, use and transaction tax records to the City Manager.

**Discussion:**

On May 7, 2002 the City Council approved Resolution No. 2069 authorizing access to sales and use tax records to City staff by job classification and employee name.

Resolution No. 2722 will provide authorization to the position of the City Manager, and give authorization to the City Manager to designate in writing to the State Board of Equalization the positions with authority to examine sales and use tax records collected for the City by the Board.

**Budget Impact:**

No budget impact.

RESOLUTION NO. 2722

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN,  
AUTHORIZING EXAMINATION OF SALES, USE AND TRANSACTIONS  
TAX RECORDS, RESCINDING RESOLUTION NO. 2069

WHEREAS, pursuant to Ordinance 297, the City of Corcoran entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local sales, use and transactions taxes; and

WHEREAS, the City Council of the City of Corcoran deems it desirable and necessary for authorized representatives of the City to examine confidential sales, use and transactions tax records of the State Board of Equalization pertaining to sales, use and transactions taxes collected by the Board for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records, and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales, use and transactions tax records of the Board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORCORAN HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Manager, or other officer or employee of the City designated in writing by the City Manager to the State Board of Equalization (hereafter referred to as Board), is hereby appointed to represent the City of Corcoran with authority to examine sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the City by the Board pursuant to the contract between the City and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of City sales, use and transactions taxes by the Board pursuant to that contract.

Section 2. That the City Manager, or other officer or employee of the City designated in writing by the City Manager to the Board, is hereby appointed to represent the City with authority to examine those sales, use and transactions tax records of the Board, for purposes related to the following governmental functions of the City:

- (a) City administration
- (b) Revenue management and budgeting
- (c) Community and economic development
- (d) Business license tax administration

The information obtained by examination of Board records shall be used only for those governmental functions of the City listed above.

Section 3. That Hinderliter, de Llamas & Associates is hereby designated to examine the sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the City by the Board. The person or entity designated by this section meets all of the following conditions:

- (a) has an existing contract with the City to examine those sales, use and transactions tax records;
- (b) is required by that contract to disclose information contained in, or derived from, those sales, use and transactions tax records only to the officer or employee authorized under Sections 1 or 2 of this resolution to examine the information.
- (c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- (d) is prohibited by that contract from retaining the information contained in, or derived from those sales, use and transactions tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of City sales, use and transactions taxes by the Board pursuant to the contract between the City and the Board and for purposes relating to the governmental functions of the City listed in section 2 of this resolution.

I hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Corcoran City Council duly called and held on the 3 day of March 2014, by the following vote:

AYES:

NOES:

ABSENT.

APPROVED: \_\_\_\_\_  
Jim Wadsworth, Mayor

ATTEST: \_\_\_\_\_  
Lorraine P. Lopez, City Clerk

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

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** February 25, 2014

**MEETING DATE:** March 3, 2014

**SUBJECT:** Consider approval of Centennial Proclamation recognizing local service clubs and organizations.

**Recommendation:**

Approve centennial proclamation template recognizing various local service clubs and organizations.

**Discussion:**

As a continuing effort during the centennial year, the City will be recognizing different groups and organizations that have positively shaped and contributed to Corcoran's history.

This month the City wishes to recognize the different service clubs, volunteer organizations, community youth groups student clubs and associations, and other recognized groups and committees that contribute their time to improving the community.

The proclamation, if approved, would be used as template and the names of the respective service clubs and organizations would be inserted and the proclamation presented at the March 17, 2014 meeting.

**Budget Impact:**

None

**PROCLAMATION**  
of the City Council of the City of Corcoran  
**RECOGNIZING SERVICE CLUB/ORGANIZATION DURING THE 100th**  
**ANNIVERSARY OF**  
**THE CITY OF CORCORAN, CALIFORNIA**

**WHEREAS,** the City of Corcoran declared 2014 a “Year of Celebration” for the Centennial Anniversary in commemoration of the city incorporation on August 11, 1914; and,

**WHEREAS,** the City began as a railroad whistle stop station, has since built upon its farming heritage, and is now known as the “Farming Capital of California;” and,

**WHEREAS,** the community has grown with the addition of diverse businesses and organizations that help make Corcoran a “Great Place to Raise a Family;” and,

**WHEREAS,** without its many partners, Corcoran would not have become the community that it is today and furthermore the City of Corcoran wishes to celebrate its 100th Anniversary by reflecting on all that has been accomplished and all that can still be achieved in the future; and

**WHEREAS,** as the City commemorates it’s centennial, the City Council honors those who have added to the quality of life and fostered a sense of community pride.

**WHEREAS,** the individual members of local service clubs, volunteer organizations, community youth groups, student clubs and associations, and other recognized groups and committees contribute their time, talents, and energy by serving the residents of Corcoran bettering the community on an ongoing basis.

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and City Council of the City of Corcoran hereby recognize

**SERVICE CLUB/ORGANIZATION**

and encourage all citizens, civic organizations and business partners to acknowledge **Service Club/Organization** [Insert Name Here] for its dedicated service and its ongoing contribution to the City of Corcoran and its residents.

**PASSED AND ADOPTED** at a regular meeting of the Corcoran City Council held on the 3rd day of March 2014.

\_\_\_\_\_  
Jim Wadsworth, Mayor

\_\_\_\_\_  
Jerry Robertson, Vice-Mayor

\_\_\_\_\_  
Raymond Lerma, Council Member

\_\_\_\_\_  
Mark Cartwright, Council Member



\_\_\_\_\_  
Sidonio Palmerin, Council Member

**MATTERS FOR MAYOR AND COUNCIL  
ITEM #: 8**

**MEMORANDUM**

**MEETING DATE:** March 3, 2014

**TO:** Corcoran City Council

**FROM:** Lorraine Lopez, Assistant to the City Manager/City Clerk

**SUBJECT:** Matters for Mayor & Council

UPCOMING EVENTS / MEETINGS

- o March 17, 2014 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- o April 7, 2014 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- o April 9, 2014 (Wednesday) City/County Coordinating Meeting in Corcoran, SAVE THE DATE.

A. Information Items

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

1. Staff Referral Items

C. Committee Reports

D. Council Goals

Two Year Goals:

1. Safe Crossings on Highway 43
2. Balance Budget
3. Maintain Services
4. Prepare for Centennial Activities

Long Term Goals:

1. Lighted Soccer Field
2. Demolition of Grain Building
3. Police Department Facility



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

<b>DATE</b> Sent to Council/ Request made	<b>REQUEST</b>	<b>STATUS</b>	<b>DEPARTMENT RESPONSIBLE</b> Dept/Division
04/01/13	Council directed staff to explore options to have Wi-Fi hardware and or internet connection in the Council Chambers.		City Manager
04/01/13	Council directed staff to explore options to establish electronic council packets (e-packets) and cost of tablets including funding options.		City Manager
04/01/13	Council directed staff to explore options to upgrade audio visual (AV) equipment, including audio (microphone), video projection and display in the Council Chambers.		City Manager
04/15/13	<p>UPDATE: 11/04/13 Staff provided a draft agreement for review by Council and was authorized to commence review with Kings Estates.</p> <p>08/19/13 Council discussed options to resolve utility and payment issues. Direction provided to legal counsel and staff.</p> <p>06/17/13: Staff notified Council this item will return at a future meeting.</p> <p>04/15/13: Council directed staff to identify options for Kings Estates utility services/billing.</p>	Ongoing	City Manager/ Public Works
07/01/13	<p>UPDATE: 09/16/13 Staff presented revenue generating options to Council. Council requested additional information on specific items.</p> <p>Council requested information regarding revenue generating initiatives.</p>	Ongoing	City Manager
09/03/13	Council approved display of "In God We Trust" motto. Staff to return with options.		City Manager
11/04/13	Council requested staff explore the possibility of extending streetlights on Whitley Avenue to Highway 43.		Public Works
01/21/14	Council requested an item for review and update regarding the Drought declared by Governor Brown on 01/17/14.		City Manager
01/21/14	Council requested the Centennial Proclamation list return for future discussion.		City Manager