

TO: Mayor and City Council Members

FROM: Rob Hunt, City Manager

SUBJECT: May 18, 2021 Agenda Items

DATE: May 13, 2021

TIME ESTIMATES - Time estimates are provided as part of the Council's effort to manage its time at Council meetings. Listed times are estimates only and are subject to change at any time, including while the meeting is in progress. The Council, by consensus, reserves the right to use more or less time on any item, to change the order of items and/or to continue items to another meeting. Particular items may be heard before or after the time estimated on the agenda. This may occur in order to best manage the time at a meeting or to adapt to the participation of the public.

5:30 p.m.

I. CALL TO ORDER BUDGET SESSION

II. CITIZEN COMMENTS - Comments from the public are limited to items listed on the agenda (GC 54954.3a). Speakers will be allowed three minutes. Please begin your comments by stating and spelling your name and providing your city of residence.

III. BUDGET STUDY SESSION [Time estimate: 5:30 p.m. to 7:00 p.m.]

a. Review and provide direction on the Fiscal Year 2021/22 Proposed Budget.
[Submitted by: R. Hunt]

IV. ADJOURN BUDGET SESSION

7:00 p.m. (or immediately following Budget Study Session)

V. CALL TO ORDER REGULAR SESSION

VI. PLEDGE OF ALLEGIANCE AND INVOCATION

VII. CITIZEN COMMENTS

This is the time for citizens to comment on subject matters, not on the agenda within the jurisdiction of the Tulare City Council. The Council Members ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcome. The Council cannot legally discuss or take official action on citizen request items that are introduced tonight.

This is also the time for citizens to comment on items listed under the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Comments related to general business/city manager items or public hearing items will be heard at the time the item is discussed or at the time the Public Hearing is opened for comment.

*In fairness to all who wish to speak, each speaker will be allowed **three minutes**, with a maximum time of 15 minutes per item, unless otherwise extended by Council. Please begin your comments by stating and spelling your name and providing your city of residence.*

VIII. COMMUNICATIONS [Time estimate: 7:15 p.m. to 7:20 p.m.]

*Communications are to be submitted to the City Manager's Office 10 days prior to a Council Meeting to be considered for this section of the Agenda. No action will be taken on matters listed under communications; however, the Council may direct staff to schedule issues raised during communications for a future agenda. Citizen comments will be limited to **three minutes**, per topic, unless otherwise extended by Council.*

IX. CONSENT CALENDAR [Time estimate: 7:20 p.m. to 7:25 p.m.]

All Consent Calendar Items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- (1) Authorization to read ordinances by title only.**
- (2) Approve minutes of May 4, 2021 special/regular meeting(s). [Submitted by: R. Yoder]** The minutes of May 4, 2021 special/regular meeting(s) are submitted for your approval. **Staff recommends Council approve as presented.**
- (3) Authorize the City Manager to execute Agreement Supplement No. 12, in the annual amount of \$60,000 plus 4.8% administrative costs and expenses, with Townsend Public Affairs (TPA) public sector funding advocates to lobby for funding for City projects; and receive the annual advocacy report. [Submitted by: R. Hunt]** The City entered into an agreement with TPA on November 13, 2007, to assist in advocating for state and federal projects and programs that could benefit the City. This association has been highly successful resulting in the City securing grants and beneficial programs as well as keeping the City informed on many important state and federal issues

affecting the City. They aide the City in preparation of background information and presentations with regard to proposed legislation to educate the Council on matters of support or opposition letters to the legislature, as well as secure meetings for City officials with Sacramento or Washington legislative officials, to discuss matters of local importance.

In July 2011, Townsend reduced their original monthly rate from \$7,500 to \$5,000 and have not raised their rates for services, this was done to allow the City to continue to benefit from their legislative expertise and advocate services. A report outlining Townsend's advocacy efforts has been included for reference and receipt. **Staff recommends Council authorize the City Manager to execute Agreement Supplement No. 12, in the annual amount of \$60,000 plus 4.8% administrative costs and expenses, with Townsend Public Affairs (TPA) public sector funding advocates to lobby for funding for City projects; and receive the annual advocacy report, as presented.**

- (4) **Adopt Resolution 2021-15 approving the revisions to the City of Tulare Records Retention Schedules. [Submitted by: M. Hermann]** On June 18, 2013, the Council approved the City of Tulare Records Retention Schedules (RRS) and Records and Information Management Program (RIM) Policy ("Policy"). The City established this program due to the risk of liability issues in retaining records longer than necessary and storage capacity limitations. This program also provides staff with a uniform method in which to identify records for filing, retrieval, archival, and destruction purposes.

Since adoption, the RRS and Policy has been updated once with minor revisions in 2019. As staff manages their departmental records and new legislation passes or court opinions are issued, additional revisions to the RRS may be necessary. The following revisions have been identified by staff and approved by the City Attorney, and are presented to Council for approval:

- **Boards, Commissions & Committees** – Various changes and additions are included in the table below. One change includes separating the one record series that includes all membership materials for the boards, commissions, and committees which on the current retention schedule requires the city to retain all materials for the Life of the Board (LOB) plus 5 years, which means holding on to these records for very long periods of time. Various records included in the Membership Materials series would usually not need to be retained for the Life of the Board. This is why staff is requesting to change that series and add additional series to cover records that would require different retention.

AGENDA MEMO
TULARE CITY COUNCIL
May 18, 2021
Page 4

Series Code	Series Name	Description	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
02-03-02	Membership Materials File	Appointed member listings, applications, appointments, resignations, rosters, and other membership information oaths of office, and notices of resignation for all boards, commissions, and committees.	PA MX	LOB T	5	LOB T+5	GC 34090: 2 year minimum requirement State of CA Guidelines; 5 years after board, commission or committee is dissolved.
02-03-03	Applications - Not Appointed	Applications remain on file for two years or until appointment. If appointed, the application is included in the Membership File.	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-04	Recruitment File	Includes correspondence, Maddy Act notices, miscellaneous ads, and other recruitment related records	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-05	Rosters	Includes member listings for all boards, commissions & committees	EL	S	5	S+5	GC 34090: 2 year minimum requirement
02-03-06	Bylaws	Includes bylaws for all boards, commissions & committees	EL	P		P	GC 34090: 2 year minimum requirement
02-03-07	Handbook	Includes the handbook for all boards, commissions & committees	EL	S	2	S+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after superseded for policies and directives rendered by Council not assigned a resolution or ordinance number.

- Unsuccessful Bids: Add RFPs/RFIs/RFQs to this record series; includes documentation of unsuccessful submissions; retained Current Year plus two (CY+2).
- Landscape Maintenance Assessment Districts: Add certified payroll to the records included in this series; Permanent retention.
- Employee Benefit Records: Add series 05-07-13 Health Benefits Reporting; the Affordable Care Act requires employers to report benefits provided using forms 1094-C and 1095-C which the City retains copies of; City staff requests to add this series with a retention of Current Year plus three (CY+3) as recommendations by the IRS state “Generally, keep copies of information

returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years from the due date of the returns.”

- Risk Management Records: Add series 05-09-11 Accident, Incident and Injury Reports That Do Not Result in a Claim; currently, there is only a series for records that result in a claim which have a different retention than reports that do not result in a claim; requesting retention to be Current Year plus two (CY+2).

Staff recommends Council adopt Resolution 2021-15 approving the revisions to the City of Tulare Records Retention Schedules, as presented.

- (5) Accept as complete the contract with Don Berry Construction, Inc. of Selma, CA for work on Project EN0071 – Prosperity & Blackstone Improvements; Authorize the City Engineer to sign the Notice of Completion, and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder’s Office. [Submitted by: N. Bartsch]** Capital Improvement Project EN0071 is a Traffic Safety project at the Prosperity Avenue and Blackstone Street intersection. This project includes ADA Concrete work, signal upgrades and median improvements to expand the westbound Prosperity left turn lane to southbound Blackstone Street to allow for additional queuing and enhanced traffic safety, and bridge deck resurfacing/overlay. This project is included in the approved 2019-2024 Capital Program Budget.

On October 20, 2020, at its regular meeting, the City Council awarded a contract to Don Berry Construction, Inc., of Selma, CA, in the amount of \$482,618.00.

The project was funded by Gas Tax - Highways Users Tax Account (HUTA) funds.

A summary of contract costs is as follows:

Approved Contract Amount:	\$	482,618.00	
Bid Item Quantity Adjustments	\$	-5,422.30	(-1.12%)
Contract Change Orders – Various:	\$	<u>15,225.00</u>	(3.15%)
Total Construction Contract Cost:	\$	492,420.70	

Additional work consisted of the replacement of unknown Caltrans traffic signal loops and an upgrade of (2) additional non-ADA compliant pedestrian push-buttons that were overlooked at the time of design.

All work required of Don Berry Construction, Inc. under this contract has been completed in accordance with the approved plans and specifications. The

contractor has also provided the required Maintenance Bond in the amount equal to 10% of the final contract amount. **Staff recommends Council accept as complete the contract with Don Berry Construction, Inc. of Selma, CA for work on Project EN0071 – Prosperity & Blackstone Improvements; Authorize the City Engineer to sign the Notice of Completion, and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder’s Office, as presented.**

- (6) **Conditionally approve the final map and subdivision improvement agreement for Phase 4 of the Oak Creek Subdivision for recordation, and accept all easements and dedications offered to the City, subject to receipt of the signed final map, all fees, and other required items prior to July 17, 2021. [Submitted by: M. Miller]** Planning Commission Resolution No. 5382 adopted on December 14, 2020 approved the tentative map for the Oak Creek Phase 4 Subdivision located on the southeast corner of Seminole Avenue and Mooney Boulevard. The 12-lot multi-family residential subdivision comprises approximately 3.48 acres consisting of 4 units on each proposed parcel (48 units total).

The subdivider is actively working to complete the final map. To expedite the final map approval process, the subdivider is requesting Council’s conditional approval and acceptance subject to receipt of the signed map, all fees, and other required items within 60 days. Such requests have routinely been accommodated. A copy of the Planning Commission Resolution No. 5382 and the final map are attached. **Staff recommends Council conditionally approve the final map and subdivision improvement agreement for Phase 4 of the Oak Creek Subdivision for recordation, and accept all easements and dedications offered to the City, subject to receipt of the signed final map, all fees, and other required items prior to July 17, 2021, as presented.**

- (7) **Approve agreements with Luis Perez and Rosario Isais to construct and finance utility connection and/or side walk, curb, gutter, and driveway construction and place costs thereof on property tax rolls in installments. [Submitted by: D. Thompson]** Resolution No. 97-4314, dated May 6, 1997, of the City Council of the City of Tulare, and Resolution No. 97-511, dated April 17, 1997, of the Board of Public Utilities of the City of Tulare, authorized the adoption of the provisions of Streets & Highways Code Sections 5870 et seq., under the 1911 Act, for the purpose of financing certain costs and declaring the repayment of same to be assessed against property owners and placed on the property tax rolls.

Agreements has been entered into with Luis Perez and Rosario Isais to connect to the City's sewer, water system or curb, gutter and driveway construction and place those costs on the property tax rolls in installments. **Staff recommends Council approve agreements with Luis Perez and Rosario Isais to construct and finance utility connection and/or side walk, curb, gutter, and driveway construction and place costs thereof on property tax rolls in installments, as presented.**

- (8) **Receive the monthly investment report for April 2021. [Submitted by: D. Thompson]** The investment report for the period ending April 2021, is submitted for review and acceptance. **Staff recommends Council receive, review, and file the Monthly Investment Report for April 2021, as presented.**

- (9) **Adopt Resolution 2021-16 extending the Abandoned Vehicle Abatement Program for 10 years. [Submitted by: W. Hensley]** In 1991, TCAG was established as the Service Authority for the County's Abandoned Vehicle Abatement (AVA) program through the adoption of a Joint Powers Agreement between Tulare County and the Cities. The AVA program is funded by a \$1.00 service fee collected by the Department of Motor Vehicles at the time of registration. Funds are distributed to the cities and Tulare County each quarter based on population and the number of vehicles abated by each agency. Sections 9250.7 and 22710 of the vehicle code provided that collection and the fee would terminate not later than ten years from the date the fee was initially collected. In accordance with this provision, the sunset date for Tulare County is April 30, 2022.

Legislation allowing the extension of this sunset date (SB 106) was passed in August 2001. This bill authorizes the extension of the fee collection in increments of up to 10 years each if the County Board of Supervisors (by a 2/3rds vote) and a majority of the cities having a majority of the incorporated population within the county adopt resolutions providing for the extension of the fee. Approximately \$345,601.00 has been collected from this program between 2011 to 2020. **Staff recommends Council adopt Resolution 2021-16 extending the Abandoned Vehicle Abatement Program for 10 years, as presented.**

X. SCHEDULED CITIZEN OR GROUP PRESENTATIONS [Time estimate: 7:25 p.m. to 7:45 p.m.]

- (1) Certificate of Recognition to Richard Torrez, Jr. in recognition of qualifying for the U. S. Olympic Boxing Team.

- (2) Presentation by Nathan Ahle, President/Chief Executive Officer of the Tulare County Economic Development Corporation outlining their goals and direction for Fiscal Year 2021/2022.

XI. MAYOR/COUNCIL REPORTS OR ITEMS OF INTEREST – G.C. 54954.2(3) [Time estimate: 7:45 p.m. to 7:50 p.m.]

XII. GENERAL BUSINESS

Comments related to General Business Items are limited to three minutes per speaker, for a maximum of 30 minutes per item, unless otherwise extended by the Council.

- (1) **Public Hearing:** [Time estimate: 7:50 p.m. to 8:10 p.m.]

- a. **Public Hearing to adopt Resolution 2021-14 approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan (APP) Amendment I to confirm the allocation of available CDBG entitlement funds and program income in the amount of \$1,115,795 to existing project and activities approved under the 2020 AAP previously adopted on May 5, 2020; and authorize the City Manager or his designee to submit the same to HUD on behalf of the City of Tulare. [Submitted by: T. Myers]** Administration of the Community Development Block Grant (CDBG) program is overseen by the City’s Community & Economic Development Department in cooperation with other City departments. Through the AAP process, staff establish and/or adjust activities to meet the goals identified under the City’s adopted 2020-2024 Consolidated Plan and the national objectives and requirements set by U.S. Department of Housing and Urban Development (HUD).

On May 5, 2020, City Council approved the Program Year 2020 Annual Action Plan (AAP). Project areas and budget estimates under the 2020 AAP are listed in Table 1 below.

Table 1 – Approved 2020 CDBG Annual Action Plan & Allocations

Public Infrastructure & Facilities	<ul style="list-style-type: none"> • Tulare Ave Improvements - \$297,676 • Parkwood Meadow Phase II Improvements - \$168,324
Homeless & Public Services	<ul style="list-style-type: none"> • Neighborhood Cleanup (Public Works) - \$30,000 • Kings Tulare Homeless Alliance / Continuum of Care Homeless Connect - \$10,500 • Family Services of Tulare County - \$25,000

AGENDA MEMO
TULARE CITY COUNCIL
May 18, 2021
Page 9

	<ul style="list-style-type: none"> • Kings View - \$20,000 • United Way of Tulare County - \$20,000
Affordable Housing	<ul style="list-style-type: none"> • Habitat for Humanity of Tulare / Kings Counties - \$40,000 • Bardsley Garden Apartments - \$211,310
Economic Development	<ul style="list-style-type: none"> • Workforce Investment Board of Tulare County - \$50,000
CDBG Program Administration	<ul style="list-style-type: none"> • Personnel, Operating, and/or Planning Costs - \$113,458
Total Activities & CDBG Funds	<ul style="list-style-type: none"> • Eleven (11) • \$986,268

A combination of the City’s annual CDBG allocation and estimates of program income and rollover funds remaining from the previous program year (2019-2020) made up the total amount of CDBG funds that City staff committed to Program Year 2020 activities/projects.

PROGRAM YEAR 2020 ANNUAL ACTION PLAN AMENDMENT I

The City of Tulare’s CDBG program year runs from July 1st to June 30th of each year. As we near the end of the 2020 program year, staff analyzed the status of the approved projects and fund balances on each activity.

This proposed amendment to the 2020 AAP concerns only budget changes to particular CDBG projects. The budget adjustments were necessary to account for an increase in total available CDBG funds for the Program Year and individual project needs. The total amount of CDBG funds for Program Year 2020 increased because of an underestimate of the funds remaining from the previous Program Year at the time the AAP was developed.

Combined with a conservative estimate of program income in the amount of \$9,500, a total of \$129,527 was added to the 2020 Program Year, bringing the overall total of available CDBG funds to \$1,115,795.

Staff reallocated the additional CDBG funds to the public infrastructure and facility and affordable housing projects. The Tulare Ave and Parkwood Meadows Phase II projects received budget increases of 31 and 28 percent respectively, while the minor rehabilitation program operated by Habitat for Humanity received a budget increase of 60 percent. Per the City’s policies and procedures, project / activity budget changes of more than 25 percent require a substantial amendment to the AAP. The changes to the budgets of individual projects and the overall Program Year total are further noted in Table 2 below.

Table 2 – 2020 CDBG Annual Action Plan Amendment & Reallocations

Public Infrastructure & Facilities	<ul style="list-style-type: none"> Tulare Ave Improvements - \$390,000 Parkwood Meadow Phase II Improvements - \$215,000
Homeless & Public Services	<ul style="list-style-type: none"> Neighborhood Cleanup (Public Works) - \$30,000 Kings Tulare Homeless Alliance / Continuum of Care Homeless Connect - \$10,500 Family Services of Tulare County - \$25,000 Kings View - \$20,000 United Way of Tulare County - \$20,000
Affordable Housing	<ul style="list-style-type: none"> Habitat for Humanity of Tulare / Kings Counties - \$64,000 Bardsley Garden Apartments - \$200,310
Economic Development	<ul style="list-style-type: none"> Workforce Investment Board of Tulare County - \$52,500
CDBG Program Administration	<ul style="list-style-type: none"> Personnel, Operating, and/or Planning Costs - \$88,485
Total Activities & CDBG Funds	<ul style="list-style-type: none"> Eleven (11) \$1,115,795

The proposed amendment involves only funding level changes and the project goals remain aligned with the 2020-204 Consolidated Plan. The proposed 2020 AAP Amendment I was available for public review and comment from May 14 through May 18, 2021. **Staff recommends Council adopt Resolution 2021-14 approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan (APP) Amendment I to confirm the allocation of available CDBG entitlement funds and program income in the amount of \$1,115,795 to existing project and activities approved under the 2020 AAP previously adopted on May 5, 2020; and authorize the City Manager or his designee to submit the same to HUD on behalf of the City of Tulare, as presented.**

(2) **City Manager:** [Time estimate: 8:10 p.m. to 8:40 p.m.]

- a. **Receive a staff report on the City of Tulare’s Boards, Commissions and Committees, consider options for the Strategic Action Ad Hoc Committee on Homelessness, and provide direction to staff related thereto. [Submitted by: J. McDonnell]** Pursuant to previous Council direction, this agenda item summarizes the composition of the City’s formal and Ad Hoc Boards, Commissions and Committees (BCC’s). The attached table identifies each formal committee, how members are appointed and the

number of members, and outlines the method by which each committee was established.

Community interest in serving on many City BCC's has waned over the past few years, resulting in reduced applicant pools to consider upon vacancies and/or replacement of existing members, if desired.

Some BCC's meet infrequently due to structure or order of business. The Housing and Building Board of Appeals, for instance, may not meet for over a year at a time, but is established per statute. Council has requested review of potentially expanding or combining areas of review for its BCC's. This also will need to be considered carefully as many of the City's BCC's are formed by statute and/or ordinance which may not afford for expanded purview. Given both the functions and/or statutory necessity of each formal board, commission and committee, staff does not recommend deleting or modifying any of them at this time.

Informal, or "Ad Hoc", Committees

In addition to the aforementioned standing Boards, Commissions and Committees, the City Council retains the authority to establish informal or "Ad Hoc" Committees. These committees typically are formed to address a specific issue and function for a specified period of time. Currently, there are two active "Ad Hoc" committees, the Budget Review Team and the Strategic Action Ad Hoc Committee on Homelessness.

Budget Review Team

The Budget Review Team was created as a result of Council deliberations during the FY20/21 budget formulation process and is comprised of two Council members as well as the City Manager, Deputy City Manager, Finance Director, and IT Manager. The Team serves as a "sounding board" to review the City's projected revenues and expenditures and provide input on budgeting options during the current FY21/22 budget preparation cycle. The Team meets informally on an as-needed basis. No decisions are made during these meetings; they are simply meetings for the City's primary budget preparers to gather input and feedback. Staff recommends retaining the concept of a Budget Review Team that meets informally on an as needed basis to provide feedback to staff on budget related items.

Strategic Action Ad Hoc Committee on Homelessness

The City Council established the Strategic Action Ad Hoc Committee on Homelessness, on February 18, 2020. Intended to span the duration of the County of Tulare's Strategic Action Plan, *Pathway Home: Responding to*

Homelessness in Tulare County ending in 2024, this Ad Hoc Committee's role is in need of review and direction from Council on whether the Resolution that sets forth their respective goals, objectives, purpose, membership, etc. needs to be revised. The adopting Resolution established the following goals, objectives and purposes:

- Assist individuals out of homelessness
- Access to permanent housing
- Expansion of services
- Prevention of at-risk becoming homeless
- Strengthen public engagement and partnerships
- Work with City staff to develop recommendations on budget, etc. to be considered by the City Council

This Committee has not met for a number of months due to questions raised regarding the Committee's purpose and direction, resulting in Council requesting review of same.

Its membership, pursuant to the Resolution states membership shall consist of, but is not limited to, those who have previously participated on the City's Ad Hoc Committee on Homelessness, but may also include those who have a passion to serve others, experience in working with socioeconomically disadvantaged individuals, background in mental health and/or addiction services and/or treatment, etc., including elected officials.

August 11, 2020, Councilmember Sigala attended the Ad Hoc Committee meeting and submitted a memorandum of recommendations and suggestions for inclusion in their overall objectives; on April 6, 2021, Council agreed to agendize Councilmember Sigala's aforementioned memorandum of which a copy is being provided as an attachment to this staff report for Council review and consideration.

Staff recommends that the Council consider the Committee's desired purpose and direction as well as Councilmember Sigala's suggestions, and direct staff to proceed in its desired manner.

Proposed New Committee

A request to consider the formation of an Arts Committee has also been made as part of the FY21/22 budget formulation process. The current proposal is to establish a line item in the FY21/22 budget with no funding attached to it – to serve as a placeholder for a future effort to establish the Committee.

The Council may wish to consider whether the establishment of such a committee represents potential duplication of efforts, purpose, staffing, funding, etc. Currently, there exists a nonprofit called the Tulare Cultural Arts Foundation established in 1998 to:

“Promote and develop Art and Cultural Activities and Facilities in the Greater Tulare Area”. The Foundation commissioned and maintains a number of murals throughout the community depicting various important events from Tulare’s past as well as our iconic water tower painted as a “glass of milk”. Tulare Cultural Arts Foundation officers are Carlos Melendez - President, Don LeBaron - Vice President and Janet Heath LeBaron - Secretary.

Consideration of Previously Extended Terms

Council is requested to provide direction on the following terms that were extended on December 15, 2020 to June 30, 2021 and whether they should be extended to December 31, 2021 or to a new term:

Police Review Board:

Vacancy (at-large apptmt)
Gene Chavez (Dist. 5 apptmt)
Karen Presant (Dist. 4 apptmt)
Maria Grijalva (Dist. 1 apptmt)
Xavier Avila (Dist. 2 apptmt)
Duane Goree, Jr. (at-large apptmt)
Charlie Ramos (Dist. 3 apptmt)

Committee on Aging:

Jackie Zupp
Albert Lemus
Vacancy - 1

Housing & Building Appeals Board:

Jan Lazarus
Alberto Aguilar
Vacancy – 2

Measure I Oversight Committee

Jose Ruiz-Salas

Given recent difficulties in attracting individuals to participate on the City’s Boards, Commissions, and Committees, staff recommends that the terms of the above-mentioned appointees be extended to December 31, 2021.

Staff recommends Council Review the City of Tulare’s Boards, Commissions and Committees and provide direction to staff on the following:

- **Maintain all existing formal boards, committees, and commissions in their current form and membership levels.**
- **Retain the Budget Review Team as an informal group that meets on occasion to provide feedback on budget options.**

- **Consider the Strategic Action Ad Hoc Committee on Homelessness' desired purpose and direction as well as Councilmember Sigala's suggestions, and direct staff to proceed in its desired manner.**
- **Consider whether a new Arts Committee should be established.**
- **Extend the terms of the above-mentioned appointees from the Police Review Board, Committee on Aging, Housing & Building Appeals Board, and Measure I Oversight Committee to December 31, 2021.**

b. Update, discussion and receive direction, if necessary, regarding COVID-19, etc. [Submitted by: R. Hunt]

XIII. STAFF UPDATES AND FUTURE AGENDA ITEMS – GC 54954.2(3) [Time estimate: 8:40 p.m. to 9:00 p.m.]

XIV. ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S):

- (a) 54956.8 Conference with Real Property Negotiations
Property: Property APN168-470-011 located at 325 N. West Ave. (30,117 sq.ft.)
Agency Negotiators: Rob Hunt, Josh McDonnell, Manny Correa, Traci Myers
Negotiating Parties: Lighthouse Rescue Mission
Under Negotiation: Price, terms and conditions regarding purchase and sale agreement
- (b) 54956.9(b) Conference with Legal Counsel – Anticipated Litigation (1)
- (c) 54957 Public Employment
Title: City Manager

XV. RECONVENE CLOSED SESSION

XVI. CLOSED SESSION REPORT (if any)

XVII. ADJOURN REGULAR MEETING

Budget Study Session

City Council
May 18, 2021





Progress to Date

- January 14 – Budget Team meets
- January 19 – City Council receives Mid Year Report on current budget
- March 11 – Budget Team meets
- April 6 – Joint City Council/BPU Capital Improvement Plan meeting
- April 15 - Budget Team meets
- April 20 – City Council budget study session
- May 4 – City Council budget study session
- **May 18 – City Council budget study session**



Meeting Purpose

- Provide updated budget information
- Report back to Council on specific requests
- Solicit additional feedback from Council on budget
- Request direction regarding line item requests



One Time Receipt

Loan Repayment on the Redevelopment Loan	617,640
State Mandated - 20% to Low and Moderate Housing Fund	<u>(123,530)</u>
Balance to General Fund Deficit	<u><u>494,110</u></u>



Proposed General Fund

Anticipated General Fund Revenue	47,100,350
Proposed General Fund Expenditures	<u>(48,362,280)</u>
Proposed Balance - April 20, 2021	(1,261,930)
Additional Cost for New and Reclassification of Positions	(94,520)
Sequoia Tourism	(9,000)
Additional One Time Revenue	494,110
Revised General Fund Balance	<u><u>(871,340)</u></u>



Council Member Isherwood Request

Support and Contributions to Non-Profits

Tulare Chamber of Commerce	12,500
Tulare County Economic Development (EDC)	25,000
Tulare Baseball Association	12,500
Tulare Softball Association	12,500
Tulare Historical Society (Museum)	12,500
Tulare Sequoia Tourism	9,000



Council Member Sigala Requests

(Council to Provide Direction)

Request	Current Budget	Proposed Budget	Change
Page 1 - Mayor/City Council - New line item for Community Improvement for each District \$2,500/District	0	12,500	12,500
Page 1 - Mayor/City Council - Prof and Tech (2017) - additional funding to continue ZOOM meetings	0	0	0
Page 8 - Economic Development - Tulare Chamber of Commerce (2064) - double the funding	12,500	25,000	12,500
Page 8 - Economic Development - Tulare County Economic Development (2092) - no funding	25,000	0	(25,000)
Page 16 - Non Departmental - New Account for City Arts - no funding	0	0	0
Page 16 - Non Departmental - Clean Up (2560) - increase funding from \$75,000 to \$100,000	75,000	100,000	25,000
Page 37 - Parks - Baseball Utility (2134) - increase funding from \$12,500 to \$15,000	12,500	15,000	2,500
Page 37 - Parks - Softball Utility (2134) - increase funding from \$12,500 to \$15,000	12,500	15,000	2,500
Page 40 - Library - Books & Magazines (2027) - increase funding from \$90,000 to \$100,000	90,000	100,000	10,000
BEST Club - no fees to be charged (Coordination with School District)	10,000	590,000	580,000
Total for Councilman Sigala Requests	237,500	857,500	620,000

* CIP project in Budget, holding off for legislative clarifications related to Brown Act/Public Meetings. Current system no cost (other than staff time) but does not meet ADA, etc.

** Budget will be used for supplemental contract services and cost related to illegal dumping and clean up of City owned or managed properties.

*** Clarify DIF's for library materials can only be used to increase of size of collection as it relates to building expansion, not maintenance and operation budget.

**** Total Program cost in normal year is \$600,000/year.



Next Steps

Date	City Council	Date	Board of Public Utilities	Date	Planning Commission
4/6	Joint Study Session CC/BPU CIP Review	4/1		4/12	
4/20	1 st Budget Presentation & Team Recommendations (Operating & PCB) Department Presentations	4/15	1 st Budget Presentation (Operating/PCB/CIP)	4/26	Adopt Finding of Consistency for CIP
5/4		5/6	Adopt Budget (Operating/PCB/CIP)	5/10	
5/18	Study Session: Final Budget Presentation (Operating) CM/Budget Team Recommendations	5/20		5/24	
6/1		6/3		6/14	
6/15	Council Approves/Adopts Budget (Operating/PCB/CIP/Appropriations) Receive BPU Budgets	6/17		6/28	

**ACTION MINUTES OF TULARE
CITY COUNCIL, CITY OF TULARE**

May 4, 2021

A budget session of the City Council, City of Tulare was held on Tuesday, May 4, 2021, at 5:00 p.m., in the Tulare Public Library & Council Chambers, 491 North "M" Street.

COUNCIL PRESENT: Dennis A. Mederos, Terry A. Sayre, Jose Sigala, Stephen C. Harrell, Patrick Isherwood

STAFF PRESENT: Rob Hunt, Mario Zamora, Josh McDonnell, Michael Miller, Darlene Thompson, Trisha Whitfield, Wes Hensley, Rodnie Roberts, Janice Avila, Traci Myers, Nick Bartsch, Ken Wales, Jason Bowling, Roxanne Yoder

5:00 p.m.

I. CALL TO ORDER BUDGET SESSION

Mayor Mederos called the budget session to order at 5:05 p.m.

II. CITIZEN COMMENTS - Comments from the public are limited to items listed on the agenda (GC 54954.3a). Speakers will be allowed three minutes. Please begin your comments by stating and spelling your name and providing your city of residence.

There were no public comments.

III. BUDGET SESSION

- a. Overview of cash/reserve balances as of March 31, 2021. [Submitted by: R. Hunt]** City Manager Rob Hunt introduced the item and Deputy City Manager Josh McDonnell and Finance Director Darlene Thompson who provided a PowerPoint presentation for the Council's review and consideration. Questions and comments addressed by Ms. Thompson.

Mayor Mederos adjourned the Budget Session at 6:00 p.m. then reopened the Budget Session at 6:27 p.m. following the Redistricting Public Hearing for further discussion.

Council Member Isherwood requested the following items be considered:

1. Show membership/subsidy contribution for the Museum, Economic Development Corporation, etc.

Council Member Sigala requested the following items be considered:

1. Establish a Council Community Improvement Fund \$2,500 per District
2. Council Budget Acct. 2017 increase to continue meetings via Zoom/YouTube

3. Economic Development Fund 2064 – Double contribution to Chamber to \$25K (Pg. 8)
4. Update Economic Development Fund (Pg. 8)
5. Non-Departmental – Establish a line item for City Arts Fund, unfunded at this time (Pg. 16)
6. Homeless cleanup – change to Community Cleanup and increase to \$100K (Pg. 16)
7. Parks 2134/2135 Increase Baseball and Softball Associations to \$15K each (Pg. 36)
8. Library (2027) increase Books and Mags from \$90K to \$100K (Pg. 40)
9. Fully subsidize the Parks & Recreation BEST Program
10. Code Enforcement – any cost savings moving to Planning Department from Police Department

IV. ADJOURN BUDGET SESSION

Mayor Mederos adjourned the budget session at 6:37 p.m.

A Redistricting Public Hearing of the City Council, City of Tulare was held on Tuesday, May 4, 2021, at 6:00 p.m., in the Tulare Public Library & Council Chambers, 491 North “M” Street.

COUNCIL PRESENT: Dennis A. Mederos, Terry A. Sayre, Jose Sigala, Stephen C. Harrell, Patrick Isherwood

STAFF PRESENT: Rob Hunt, Mario Zamora, Josh McDonnell, Michael Miller, Darlene Thompson, Trisha Whitfield, Wes Hensley, Rodnie Roberts, Janice Avila, Traci Myers, Nick Bartsch, Ken Wales, Jason Bowling, Roxanne Yoder

5:00 p.m.

V. CALL TO ORDER REDISTRICTING PUBLIC HEARING

Mayor Mederos called the Redistricting Public Hearing to order at 6:00 p.m.

- VI. CITIZEN COMMENTS** - Comments from the public are limited to items listed on the agenda (GC 54954.3a). Speakers will be allowed three minutes. Please begin your comments by stating and spelling your name and providing your city of residence.

There were no public comments.

VII. REDISTRICTING PUBLIC HEARING (1 of 4)

- a. **Public Hearing to Receive Input from the Community Regarding the Redrawing of Election District Boundaries. [Submitted by: R. Hunt, R. Yoder & NDC]** City Manager Rob Hunt introduced the item and Dr. Jeff Tilton and Dr. Doug Johnson of National Demographics Corporation who provided a PowerPoint presentation highlighting the process of redrawing City Council election districts.

Questions and comments posed by Council were addressed by Mr. Tilton. There were no public comments.

VIII. ADJOURN REDISTRICTING PUBLIC HEARING

Mayor Mederos adjourned the Redistricting Public Hearing at 6:26 p.m., and reopened the adjourned Budget Session for further review and discussion.

A regular session of the City Council, City of Tulare was held on Tuesday, May 4, 2021, at 7:00 p.m., in the Tulare Public Library & Council Chambers, 491 North "M" Street.

COUNCIL PRESENT: Dennis A. Mederos, Terry A. Sayre, Jose Sigala, Stephen C. Harrel, Patrick Isherwood

STAFF PRESENT: Rob Hunt, Mario Zamora, Josh McDonnell, Michael Miller, Darlene Thompson, Trisha Whitfield, Wes Hensley, Rodnie Roberts, Traci Myers, Janice Avila, Ken Wales, Jason Bowling, Nick Bartsch, Jim Funk, Roxanne Yoder

IX. CALL TO ORDER REGULAR SESSION

Mayor Mederos called the regular session to order at 7:00 p.m.

X. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Mederos led the Pledge of Allegiance and Vice Mayor Sayre led the invocation.

XI. CITIZEN COMMENTS

Mayor Mederos requested those who wish to speak on matters not on the agenda within the jurisdiction of the Council, or to address or request a matter be pulled from the consent calendar to do so at this time. He further stated comments related to general business matters would be heard at the time that matter is addressed on the agenda.

Donnette Silva-Carter addressed the Council updating them on recent Chamber efforts.

Gary Grijalva addressed the Council regarding issues at the area of O Street and Inyo; specifically, noise and speed, milk spillage from Land O' Lake trucks and requested a 4-way stop and crosswalks.

XII. COMMUNICATIONS

There were not items for this section of the agenda.

XIII. CONSENT CALENDAR

It was moved by Council Member Harrell, seconded by Council Member Isherwood, and unanimously carried that the items on the Consent Calendar be approved as presented with the exception of item 4.

- (1) Authorization to read ordinances by title only.
- (2) Approve minutes of April 20, 2021 special/regular meeting(s) [Submitted by: R. Yoder]
- (3) Authorize the City Manager to complete and execute the documents necessary to purchase property located as a portion of APN: 169-271-001 in the amount of \$1,000.00 for the use of public right-of-way for Project EN0084 – Pleasant Avenue Improvements Project, subject only to minor conforming and clarifying changes acceptable to the City Attorney and City Manager. [Submitted by: J. Funk]
- (4) Award and authorize the City Manager to sign contracts related to City Project EN0084, Pleasant Avenue Improvement Project including the Additive Alternate Bid Item; Authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% of each contract amount, and approve the revised budget. [Submitted by: J. Funk]

1.	Contractor	Dawson-Mauldin, LLC of Selma, CA	\$5,256,442.08
2.	Construction Surveying	Provost & Pritchard Consulting Group of Visalia, CA	\$ 52,000.00
3.	Materials Testing	BKS, Associates of Clovis, CA	\$ 122,439.00
4.	Construction Inspection	4 Creeks of Visalia, CA	\$ 274,860.00

Item 4 was pulled by staff to provide a presentation. Project Manager Jim Funk provided a report for the Council's review and consideration. Questions and comments posed by Council were addressed by Mr. Funk. With no further discussion, it was moved by Council Member Sigala, seconded by Vice Mayor Sayre and unanimously carried to approve the item as presented.

- (5) Receive the monthly investment report for March 2021. [Submitted by: D. Thompson]
- (6) Authorize the City Manager to sign a renewal of three-year Enterprise Agreement for Microsoft Licenses "piggybacking" on the County of Riverside's Microsoft agreement #8084445 at a cost not to exceed \$55,000 a year. [Submitted by: J. Bowling]

XIV. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

There were no items for this section of the agenda.

XV. MAYOR/COUNCIL REPORTS OR ITEMS OF INTEREST - G.C. 54954.2(3)

XVI. GENERAL BUSINESS

Comments related to General Business Items are limited to three minutes per speaker, for a maximum of 30 minutes per item, unless otherwise extended by the Council.

(1) Public Hearing:

- a. Public Hearing to receive comment regarding City Council's consideration to adopt Resolution 2021-13 regarding the re-naming of Commercial Avenue between "K" Street and Turner Drive to International Agri-Center Way. [Submitted by: M. Miller]** City Engineer Michael Miller provided a brief report for the Council's review and consideration. Mayor Mederos opened the public hearing at 7:43 p.m. Jason Bender addressed the Council in opposition of the re-naming of Commercial Avenue. With no further public comment, Mayor Mederos closed the public hearing at 7:52 p.m. Questions and comments posed by Council were addressed by City Manager Rob Hunt and City Engineer Michael Miller. Following discussion, it was moved by Mayor Mederos, seconded by Council Member Isherwood and carried 3 to 2 (Council Members Harrell & Sigala voting no) to adopt Resolution 2021-12, as presented.
- b. Public Hearing to adopt Resolution 2021-14 approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan (APP) Amendment I to confirm the allocation of available CDBG entitlement funds and program income in the amount of \$1,115,795 to existing project and activities approved under the 2020 AAP previously adopted on May 5, 2020; and authorize the City Manager or his designee to submit the same to HUD on behalf of the City of Tulare. [Submitted by: T. Myers]** Staff requested this item be continued to the meeting of May 18, 2021.

(2) Engineering:

- a. Award and authorize the City Manager to sign contracts related to City Project EN0091 – Elliott Tract Improvements, a street and utility improvement project in the Elliott Tract; Authorize the City Manager or designee to approve contract change orders in an amount not to exceed 10% of each contract amount; and approve the revised project budget.**

1.	Contractor	Dawson-Mauldin, LLC of Selma, CA	\$4,136,815.00
2.	Construction Surveying	4 Creeks of Visalia, CA	\$ 93,500.00
3.	Materials Testing	Krazan & Associates, Inc. of Clovis, CA	\$ 87,355.00
4.	Construction Inspection	NV5 of Bakersfield, CA	\$ 285,480.00

Senior Project Manager Nick Bartsch provided a report for the Council's review and consideration.

Lisa Nicolls, Esq. addressed the Council on behalf of 99 Pipeline in opposition of the award of the contract to Dawson-Mauldin as their bid was non-responsive.

Mike Mauldin, President of Dawson-Mauldin, addressed the Council in support of the contract award to Dawson-Mauldin, LLC.

Wyatt Meadows, Operating Engineers, Local 3, addressed the Council in support of Dawson-Mauldin.

Questions and comments posed by Council were addressed by Mr. Bartsch and City Attorney Mario Zamora. Following discussion, it was moved by Council Member Sigala, seconded by Council Member Harrell, and unanimously carried to approve the item as presented.

(3) City Attorney:

- a. Update and continued review and direction regarding Cannabis fee structure on the contribution of gross receipts. [Submitted by: M. Zamora]** City Attorney Mario Zamora provided a brief report for the Council's review and consideration. Questions and comments posed by Council were addressed by Mr. Zamora. Jenny Hartman of Herb n' Vibes fka Tulare Alternative Relief addressed the Council on this matter. Following discussion, it was moved by Council Member Sigala to instruct the City Attorney to send a Cease and Desist Order to Herb N' Vibes. This motion failed for a lack of second.

(4) City Manager:

- a. Update, discussion and receive direction, if necessary, regarding COVID-19, etc. [Submitted by: R. Hunt]** City Manager Rob Hunt provided a brief update for the Council's review and consideration.

XVII. STAFF UPDATES AND FUTURE AGENDA ITEMS – GC 54954.2(3)

During the Budget Session, Council requested and received consensus for a future presentation item on Police/Code Enforcement.

Council Member Sigala and Mayor Mederos requested and received consensus to agendize a Proclamation for LGBTQ month for June 1, 2021.

Vice Mayor Sayre requested and received consensus for a future item to discuss a safe location for the homeless where they can reside and park their cars.

XVIII. ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S):

Mayor Mederos adjourned to closed session at 9:09 p.m. for the item as noted by the City Attorney.

- (a) 54956.8 Conference with Real Property Negotiations
Property: Improvements related to APN 191-250-022
Agency Negotiators: Rob Hunt, Mario Zamora, Michael Miller
Negotiating Parties: Sunmet Juice Co., LLC./Ron & Pam Overacker (R/P Investments, Inc.)
Under Negotiation: Terms of 2007 Agreement with Ron & Pam Overacker (R/P Investments, Inc.)
- (b) 54956.8 Conference with Real Property Negotiations
Property: APN 191-350-011 and APN 191-070-015
Agency Negotiators: Rob Hunt, Mario Zamora, Michael Miller & Josh McDonnell
Negotiating Parties: Caltrans
Under Negotiation: Price, terms and conditions regarding purchase and sale agreement
- (c) 54957.6 Conference with Labor Negotiators
Represented/Unrepresented Employee(s): CLOCEA, Police Management, Misc. Management, Department Heads
Negotiators: Rob Hunt, Janice Avila, Mario Zamora
- (d) 54957 Public Employment
Title: City Manager

XIX. RECONVENE CLOSED SESSION

Mayor Mederos reconvened from closed session at 10:15 p.m.

XX. CLOSED SESSION REPORT (if any)

Mayor Mederos advised the Council unanimously approved a contract with William Avery and Associates for City Manager recruitment services, authorizing the Mayor to execute same.

XXI. ADJOURN REGULAR MEETING

Mayor Mederos adjourned the regular meeting at 10:15 p.m.

President of the Council and Ex-Officio
Mayor of the City of Tulare

ATTEST:

Chief Deputy City Clerk and Clerk of the
Council of the City of Tulare

AGENDA ITEM: Consent 3

**CITY OF TULARE, CA
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: City Manager’s Office

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Authorize the City Manager to execute Agreement Supplement No. 12, in the annual amount of \$60,000 plus 4.8% administrative costs and expenses, with Townsend Public Affairs (TPA) public sector funding advocates to lobby for funding for City projects; and receive the annual advocacy report.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

The City entered into an agreement with TPA on November 13, 2007, to assist in advocating for state and federal projects and programs that could benefit the City. This association has been highly successful resulting in the City securing grants and beneficial programs as well as keeping the City informed on many important state and federal issues affecting the City. They aide the City in preparation of background information and presentations with regard to proposed legislation to educate the Council on matters of support or opposition letters to the legislature, as well as secure meetings for City officials with Sacramento or Washington legislative officials, to discuss matters of local importance.

In July 2011, Townsend reduced their original monthly rate from \$7,500 to \$5,000 and have not raised their rates for services, this was done to allow the City to continue to benefit from their legislative expertise and advocate services.

A report outlining Townsend’s advocacy efforts has been included for reference and receipt.

STAFF RECOMMENDATION:

Authorize the City Manager to execute Agreement Supplement No. 12, in the annual amount of \$60,000 plus 4.8% administrative costs and expenses, with Townsend Public Affairs (TPA) public sector funding advocates to lobby for funding for City projects; and receive the annual advocacy report.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

FUNDING SOURCE/ACCOUNT NUMBER:

001-4110-2066

Submitted by: Rob Hunt

Title: City Manager

Date: May 6, 2021

City Manager Approval: _____

**SUPPLEMENT TO
CONTRACT FOR CONSULTING SERVICES (12)**

THIS SUPPLEMENT TO CONTRACT FOR CONSULTANT SERVICES ("Supplement") is made and entered into on _____ 2021 by and between the City of Tulare, a municipal government ("Client"), and Townsend Public Affairs, Inc., a California corporation ("Consultant").

RECITALS

- A. Client and Consultant have entered into that certain Contract for Consultant Services dated as of October 2, 2007 ("Contract") and November 4, 2008 (First Supplement), July 19, 2011 (Second Supplement), June, 2013 (Third Supplement), July 22, 2013 (Fourth Supplement), July 1, 2014 (Fifth Supplement), July 1, 2015 (Sixth Supplement), July 1, 2016 (Seventh Supplement), May 1, 2017 (Eighth Supplement), July 1, 2018 (Ninth Supplement), June 1, 2019 (Tenth Supplement), and April 21, 2020 (Eleventh Supplement).
- B. The parties to this Supplement desire to change the term of the Contract as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto supplement and amend the Contract as hereinafter set forth.

1. The term is extended from July 1, 2021 to June 30, 2022
2. All other terms and conditions of the Contract, except as set forth herein, including without limitation the Fee Schedule set forth in Exhibit "A" of the Contract, shall remain in full force and effect.

WHEREFORE, this Supplement is executed by the parties as of the date set forth above.

CLIENT: CITY OF TULARE
A public agency

By: _____
Rob Hunt
City Manager

CONSULTANT: TOWNSEND PUBLIC AFFAIRS, INC.
a California corporation

By:  _____
Christopher Townsend
President and Secretary

MEMORANDUM

To: City of Tulare
Mayor and Council Members
Rob Hunt, City Manager

From: Townsend Public Affairs, Inc.
Christopher Townsend, President
Richard Harmon, Central California Senior Director
Laura Kroeger, Federal Office Senior Associate

Date: May 4, 2021

Subject: Year-End and Monthly Report—April 2021

SUMMARY

This memorandum is an overview of activities undertaken by Townsend Public Affairs (TPA) over the last month and year, working on behalf of the City of Tulare, including the following subjects:

- **Legislative Activity and Updates**
 - *State Update*
 - Legislative Activity
 - Governor's COVID-19 Action Summary
 - Senate and Assembly Budget Priorities
 - Small Business Legislation
 - Wildfire Package
 - Relevant Legislation
 - *Federal Update*
 - Congressional Activity
 - American Jobs Plan
 - American Rescue Plan
 - State and Local Funding in the American Rescue Plan Act
 - CDC Mask Guidance and Johnson & Johnson Vaccine
- **Project Activity and Updates**
 - *State and Federal Funding Requests*
 - *Homelessness Activities*
 - *Pandemic Response*
 - *Legislative Advocacy*
- **Upcoming Funding Opportunities**



LEGISLATIVE ACTIVITY AND UPDATES

State Update

Legislative Activity

On April 26, Secretary of State Shirley Weber announced that the threshold of verified signatures has been met for an election to consider the recall of Governor Newsom. Now that the threshold of signatures has been met, there will be a 30-business-day period in which voters may submit written requests to their County Registrar of Voters to remove their names from the petition. Once the 30-day period expires, a recall election will be held unless there are enough signatories that remove their names from the petition. If there are more than 1,495,709 signatures still verified, the recall will be held likely in October or November.

Governor Newsom continues to promote COVID-19 vaccines throughout the State while focusing the Administration on safely re-opening the economy. The Governor also announced June 15 as the projected re-opening date of the State's economy while still requiring masks and encouraging Californians to receive the vaccination.

The Legislature was actively advancing bills this month to meet the April 30 policy committee deadline. Policy committees were required to report bills with a fiscal impact to the State and advance them to the Appropriations Committees. Non-fiscal bills must be passed out of policy committees by May 7 to continue advancing this year.

Focus will now turn to the Appropriations Committees to report fiscal bills to the floor by May 21. Bills that do not meet these various legislative deadlines become 2-year bills and may be considered next session. Once the May legislative deadlines pass and the Governor releases his May Revision to the State Budget, the Legislature will turn to passing a Budget bill before the June 15 deadline.

Below is a list of upcoming legislative deadlines:

May 7: Last day for policy committees to advance non-fiscal bills

May 14: Last day for policy committees to meet prior to June 7

May 21: Last day for fiscal committees to advance fiscal bills to the Floor

Governor's COVID-19 Action Summary

Below is a summary of the Governor's major actions taken regarding COVID-19 in April:

- **April 27 – Mask Guidance:** Governor Newsom released a statement announcing the State's guidance will align with the Centers for Disease Control (CDC) guidance regarding masks outside. The Governor touted the State's low positivity rates and high vaccine administration rate.
- **April 16 – Workforce Legislation:** Governor Newsom signed legislation to create a statewide policy of rehiring of workers laid-off by the pandemic in order to strengthen the State's economic recovery. SB 93 requires employers in the hospitality and business services industries to offer new positions to qualified former employees laid off due to COVID-19 through 2024.

- **April 6 – Reopening Economy:** Governor Newsom announced June 15 as the projected date for the State to re-open all sectors of its economy, so long as the State maintains sufficient vaccine supply and if hospitalization rates remain stable and low.

Senate and Assembly Budget Priorities

In anticipation of the Governor’s forthcoming May Revision of his proposed State Budget, both the Assembly and Senate Leaders announced their budget priorities for the FY 2021-22 budget. The priorities leverage significant funding from the State budget surplus, federal COVID-19 pandemic response funding, cap and trade auction revenues, and other sources to invest in the State’s economy. The plans outlined by both Houses touch on a number of economic sectors, as well as local governments, businesses, and individuals.

The Senate prioritizes items such as:

- Providing debt-free college
- Expanding universal access to early education
- Investing in homelessness, housing affordability, and homeownership
- Protecting against wildfires and droughts
- Improving healthcare access and affordability

The Assembly prioritizes items such as:

- Preserving State services while preparing for future economic downturns
- Responding to essential services needs
- Protecting Californians most impacted by the pandemic
- Recover the economy through stimulus funding

Both the Assembly and Senate will need to work together with the Governor’s office to develop the FY 2021-22 State Budget. The Governor is scheduled to release his May Revise in early-mid May which will include the Administration’s priorities for the upcoming fiscal year and how the Governor proposes to administer State resources. Once the May Revise is released, the Legislature will have until June 15 to approve the budget and send it to the Governor for his signature or veto.

Additionally, many of the proposals found in the Senate and Assembly budget priorities would require implementing legislation. To that end, many of the proposals listed above may move be implemented through the traditional legislative path and not on the accelerated budget timeline.

Small Business Legislation

On April 29, Governor Newsom signed AB 80 (Burke) which will allow forgiven PPP loans that businesses received from the federal government during the pandemic to not be counted as taxable income. The bill also allows the businesses to deduct the costs of the PPP expenses, thus adding a benefit for businesses that have struggled during the pandemic. The measure equates to \$6.2 billion statewide over the next six years and prioritizes small businesses instead of publicly traded companies. The bill conforms state law to federal law while excluding those taxpayers that did not experience at least a 25 percent reduction in gross receipts. AB 80 included an urgency clause which means that the bill takes effect immediately upon being signed into law.

Wildfire Package

This month, the Legislature passed a \$536 million wildfire package to bolster State efforts related to wildfire mitigation and prevention. On April 13, the Governor signed the measure into law which allows the Administration to take action on critical projects that support wildfire suppression, improve forest health and build resilience in at-risk communities in diverse landscapes throughout the State. The Governor outlined his wildfire priorities in his January Budget proposal, and this package builds on those efforts agreed upon with the Legislature.

Specifically, the package includes funds to restore the health of forests and watersheds, fuel breaks around vulnerable communities, increase statewide fire prevention grants, and improve defensible spaces to mitigate wildfire damages. The action aligns with the Governor's goal of investing \$1 billion in wildfire resilience this year and allows Departments such as CalFIRE, the Department of Water Resources, and the Department of Parks and Recreation to invest in projects that will prevent wildfire damages across the State. Legislative leaders indicated that there may be additional wildfire funding to come later this session to build on these efforts.

Relevant Legislation

Below is a summary of several significant bills impacting local agencies:

- **AB 59 (Gabriel) - Mitigation Fee Act: fees: notice and timelines:** AB 59 would repeal Section 66022 of the Government Code, which establishes the 120-day statute of limitations for legal challenges to new or increased connection fees or capacity charges. This bill would change the statute of limitations to begin once the agency charges the fee to the ratepayer.

Status: This bill failed to meet the April 30 policy committee deadline.

- **AB 115 (Bloom) – Planning and zoning:** This bill is the reintroduction of AB 3107 (Bloom) from last year which would mandate at least 20% of units have an affordable housing cost or affordable rent for low-income households.

Status: This bill failed to meet the April 30 policy committee deadline.

- **AB 339 (Lee) - Open Meetings:** This bill makes several changes to the Ralph M. Brown Act (Brown Act), including requiring specified telephone and internet access to local agency meetings and specified language translation services for those meetings. The bill was significantly amended and had the language, translation, and interpretation requirements removed. The bill was also amended to only apply to cities and counties with populations over 250,000 and includes a sunset date of December 31, 2023.

Status: The bill was passed by the Local Government Committee and referred to the Assembly Appropriations Committee.

- **SB 9 (Atkins) – Housing development: approvals:** This bill is the reintroduction of SB 1120 (Atkins) from last year which allow for duplexes and lot splits in single family residential zones, by right, if the proposed development meets certain requirements. In order to qualify for ministerial approval, the two new parcels that replace the existing single parcel, must be of equal size. Combined with ADU law, this law will allow even more units to be built on the same parcel without public review.

Status: Passed Senate Government and Finance Committee, referred to Senate Appropriations Committee.

- **SB 10 (Wiener) – Planning and zoning:** This is the reintroduction of SB 902 (Weiner) last year, the opt in bill that would allow a local government to pass an ordinance to rezone a parcel, even if a local voter initiative has been passed that would directly prohibit that ordinance. TPA is continuing to advocate on this bill to remove language that would adversely impact the City.

Status: Passed Senate Government and Finance Committee, referred to Senate Appropriations Committee.

- **SB 274 (Wieckowski) – Local government: agenda and documents:** This bill would require a local agency to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the items be delivered by email. If a local agency determines it to be technologically infeasible to send a copy of the documents or a link to a website that contains the documents by mail or by other electronic means, the bill would require the legislative body or its designee to send by mail a copy of the agenda or a website link to the agenda.

Status: Passed Assembly, referred to the Senate.

- **SB 556 (Dodd) – Street light poles, traffic signal poles, utility poles, and support structures:** This bill would require local governments to make space available on publicly-managed streetlights poles, traffic poles, and utility poles to telecommunications providers.

Status: Passed Senate Government and Finance Committee, referred to Senate Appropriations Committee.

- **SB 619 (Laird) – Organic waste: reduction regulations:** Requires, until January 1, 2023, CalRecycle to only impose a penalty on a local jurisdiction, and would require a penalty to only accrue, for a violation of the regulations if the local jurisdiction did not make a reasonable effort, as determined by the department, to comply with the regulations.

Status: Passed Senate Environmental Quality Committee, referred to Senate Appropriations Committee.

Federal Update

Congressional Activity

The month of April saw a massive increase in the number of vaccinated Americans and an economy on the path to recovery. With a return to normalcy anticipated, the Biden Administration recently unveiled proposals for a \$4 trillion injection into the economy.

The first of these two proposals, the American Jobs Plan, is a \$2 trillion jobs and infrastructure plan that seeks to address issues like unequal broadband access, climate change, damaged highways and bridges, care for the elderly, and jobs training programs. The second, the American Families Plan, seeks to overhaul the nation's social infrastructure. It would make pre-K universal, community college free, and paid family and medical leave a reality among other provisions. Both spending packages are ambitious and will face tough roads to passage with slim Democratic majorities in the House and Senate.

Other federal highlights from April include the relaxing of mask guidelines from the CDC, the pause and then reinstatement of the Johnson & Johnson vaccine, the USDA's extension of school lunch programs through the summer, and the bipartisan passage of a bill to combat hate crimes against individuals of Asian descent.

American Jobs Plan

During the last week of March, President Joe Biden introduced a \$2 trillion jobs and infrastructure plan referred to as the American Jobs Plan. The Plan seeks to address some of the country's most pressing problems including overhauling the nation's infrastructure and bolstering economic recovery efforts in the face of the COVID-19 pandemic. This is the second major spending initiative after the passage of the American Rescue Plan in early March.

Below are important measures included in the Plan:

- **Transportation Infrastructure:** President Biden has long been a proponent of increased spending on transportation, especially public transportation and passenger rail, and this Plan brings to fruition part of that vision. It includes \$621 billion aimed at upgrading, improving, repairing the nation's infrastructure such as:
 - \$115 billion for the construction and repair of highways, bridges, and roads
 - \$85 billion for public transit
 - \$80 billion for passenger and freight rail modernization
 - \$174 billion to support research, development, and deployment of electric vehicles
 - \$42 billion aimed at building and improving airports, water transit, and ports
 - \$45 billion to rectify transportation inequities
 - \$50 billion to fortify infrastructure and make it resilient to climate change and wear and tear
 - \$30 billion for other transportation-related initiatives
- **Infrastructure at Home:** The Plan sets aside \$650 billion for non-transportation infrastructure, also known as home-based infrastructure, including:
 - \$111 billion for clean drinking water
 - \$100 billion for high-speed broadband support and expansion
 - \$100 billion for electrical infrastructure

- \$213 billion for affordable and sustainable housing
- \$137 billion for public schools, early-learning centers, and community colleges
- \$28 billion for other various projects
- **R&D, Workforce Development, and Manufacturing:** The Plan includes \$580 billion for workforce development and manufacturing:
 - \$180 billion for research and development
 - \$300 billion for manufacturing and small businesses
 - \$100 billion to develop a next generation workforce
- **Caretaking Economy:** Finally, the Plan is also set to include \$400 billion for home and community-based care for elderly and disabled people.
- **How will it be paid for:** President Biden plans to fund the proposal through an increase in the corporate tax rate to 28 percent and as well as other measures designed to prevent offshoring profits by corporations to avoid paying taxes.

American Families Plan

In April, the Biden Administration unveiled another ambitious spending package aimed at expanding access to education and childcare, referred to as the American Families Plan. Altogether, this \$1.8 trillion collection of spending increases and tax cuts along with the previously mentioned infrastructure package comes with a price tag of just over \$4 trillion. President Biden spoke at length about the Plan during his speech at a joint session of Congress on April 28.

Some of the key provisions in the plan include:

- The primary goal of the Plan is to expand access to preschool, community colleges, childcare, and other healthcare benefits. “Part two” of President Biden’s two-part spending package seeks to overhaul the nation’s social infrastructure.
- The proposal includes \$1 trillion in new spending:
 - **Free Pre-K and Community College:** The Plan promises universal pre-k for all three- and four- year-olds and two years of free community college. Included in the Plan are \$200 billion to build up the infrastructure to support universal pre-K and another \$109 billion over 10 years for community college enrollment.
 - \$85 billion is also set aside to increase Pell Grant award amounts
 - **Funding for Minority-Serving Institutions:** President Biden’s Plan calls for \$39 billion over the next decade to fund two years of subsidized tuition at HBCUs for families making less than \$125,000.
 - **Affordable Child Care:** \$225 billion is set aside to make child care more affordable.
 - Under the Plan, families earning 1.5 times their state median income would pay no more than 7% of their income on childcare.
 - The Plan would also give childcare providers funding to maintain small class sizes and classrooms to help children with disabilities.
 - **Paid Family and Medical Leave:** The Plan includes \$225 billion invested over 10 years to create and maintain a nationally mandated parental, family, and personal illness leave program.
 - It seeks to provide up to \$4,000 a month for workers on leave

- Unemployment Insurance Reform: In his proposal, President Biden announced his intention to introduce legislation to reform unemployment insurance so that it would automatically adjust the length and amount of benefits unemployed workers receive based on the condition of the economy
- \$1 trillion in spending is coupled with \$800 billion in new tax credits:
 - **Child Tax Credit Extension:** With a cost of up to \$400 billion, the proposal seeks to extend the Child Tax Credit and make it permanently full refundable. This was expanded in ARPA.
 - The **Child and Dependent Care Tax Credit** expanded from ARPA would be made permanent.
 - **Earned Income Tax Credit Expansion for childless workers** would also be made permanent.
 - **ACA Premium Tax Credits:** Expanded Affordable Care Act premium tax credits passed under ARPA would be expanded, as well.
- While the American Jobs Plan would be paid for through a corporate tax increase, the American Families Plan would roll back the 2017 Trump tax cuts and increase the top individual tax rate from 37% to 39.6% for those in the top 1 percent of income.
 - Also included is an increase in the capital gains tax for households making more than \$1 million

State and Local Funding in the American Rescue Plan Act

Throughout the month of April, TPA joined calls with the White House Office of Intergovernmental Affairs to learn about their priorities for state and local governments. While the Administration and the Department of Treasury have indicated they sought to publish final allocations and guidance by the end of April, no such update has been provided.

The deadline to distribute the funds, and therefore also to publish guidance on how to spend those funds, is 60 days after its passage, which would make the last possible date for guidance to be published May 11.

CDC Mask Guidelines and Johnson & Johnson Vaccine

The CDC announced that it would be easing its outdoor mask guidance for Americans who have been vaccinated. It has been deemed safe for fully vaccinated individuals to not have to cover their faces outdoors unless they are in a crowded area. This comes as more than half of all US adults have received at least one dose of a coronavirus vaccine. President Joe Biden and other experts have pointed to the relaxing of restrictions as a reward and motivator for more people to receive vaccinations.

In early April, the CDC and federal health officials recommended a pause in the administering of the Johnson & Johnson single use vaccines after reports of rare and serious blood clotting after receiving the vaccine. 10 days later, the CDC's independent expert panel, the Advisory Committee on Immunization Practices voted 10-4 to recommend they lift the pause. The officials said that the benefits of the J&J vaccine far outweigh potential risks from its rare side effects.

PROJECT ACTIVITY AND UPDATES

State and Federal Funding Requests

TPA and City staff have been working on taking advantage of opportunities for funding at both the State and federal levels through budget and appropriations requests. While much less certain even than competitive grant funding, legislatively-directed spending provides an opportunity for realizing projects with higher costs or unique characteristics. These opportunities also provide a way for the City's elected officials to advance and support deserving projects in their districts.

At the State level, the City has been working with its Assembly Member to pursue funding for critical public safety facility improvements for the former court building adjacent to City Hall. Federally, the City is working with Senator Feinstein's Office on a funding request for the same project.

These funding requests are due in early May and more information will be available after submittal. Timelines for possible funding range from mid-June for requests through the State Budget to late in the year as Congress and the President work on budget and appropriations bills.

Homelessness Activities

Since last fall, TPA has continued to coordinate with City staff on activities to address the current homelessness crisis. To date, these activities have included meetings with the Governor's Office and legislative offices to discuss opportunities for the City to demonstrate its commitment to the crisis.

The City Council and staff have also been active trying to address homelessness in all forms and locations. One area of focus TPA has worked on is with encampments along State Route (SR) 99. Historically, there have been several homeless encampments in the State right-of-way along SR 99. Not only have these encampments presented the normal concerns related to the health and safety of the individuals living there, but the weather brings on new dangers, particularly with winds driving trash and other debris from the camps onto the roadway. This situation has caused a severe threat of accidents and bodily harm to motorists on SR 99. In addition, heavy fog in the winter months poses a concern of individuals and debris in close proximity to the millions of vehicles traveling through the City.

TPA worked with the City to draft and deliver a letter to Governor Newsom describing the situation and requesting assistance from Caltrans. We delivered the letter to not only the Governor, but leadership at the California State Transportation Agency and Caltrans, as well as our legislative delegation.

Unfortunately, during the period of working with the State to have the situation on their right-of-way addressed, a pedestrian was killed on SR 99 in the area of concern around the encampments. Ultimately, Caltrans was able to meet with the City to discuss their plan of addressing the encampments and debris along SR 99.

Pandemic Response

Since the outset of the COVID-19 pandemic, TPA has worked to provide the City with relevant and timely information about the status of the pandemic and related developments. This has provided regular email updates—normally several times a week to almost daily—with the latest State and federal developments.

Advocacy during the pandemic has focused on a range of issues from public meeting protocols to pushing for additional funding for pandemic impacts to the City. Through the various iterations of pandemic relief legislation and proposals, TPA has worked with the City to submit letters in support of additional funding and relief.

TPA has helped the City also put focus on specific areas of the pandemic. This has included a letter to the State requesting the designation of farm and dairy workers as essential workers, similar to other industry sectors, for purposes of the pandemic. Once a COVID-19 vaccine was approved for distribution, the City advocated it was critical for farm and dairy workers to join in health and first responder workers and other vulnerable populations to receive priority for those vaccinations.

Similarly, TPA worked with the City to put an option on the Governor's table to help with vaccines and the pandemic. A letter was delivered to the State offering to help establish a COVID-19 vaccination "Super Site" at the International Agri-Center. The Agri-Center would have provided a strategic location for the State for vaccine distribution, particularly in an area so critical to the State's food supply.

Despite a decline in COVID-19 cases, TPA continues to provide updates throughout the week of new developments related to the pandemic at both the State and federal levels.

Legislative Advocacy

Last year's Legislative Session was constrained due to the onset of the pandemic—legislators were severely limited in the number of bills that could be advanced and even the timeline was shortened as the Legislature was forced to recess for safety reasons. Advocacy focus was largely placed on actions the Legislature and Governor were taking to address impacts of the pandemic.

Among the legislation the City was active on last year not related to the pandemic were bills addressing housing and planning:

- **Assembly Bill 1279 (Bloom)** would have required jurisdictions that are deemed "high opportunity areas" to allow multifamily housing projects in greater height and density than existing zoning and planning documents otherwise would allow. While supportive of working to add to the State's affordable housing supply, the City was concerned about disregard of local planning and zoning and opposed the bill unless concerns could be addressed. ***The City's advocacy helped to prevent approval of the legislation.***
- **Senate Bill 899 (Wiener)** would have required local jurisdictions to approve, by right, specified housing developments on land owned by a religious institution or nonprofit college regardless of the existing locally adopted zoning standards. This bill would have also disregarded local authority and was opposed by the City. ***The City's advocacy helped to prevent approval of the legislation.***

UPCOMING FUNDING OPPORTUNITIES

Included below is a list of several upcoming grant programs, descriptions and due dates.

COVID-19 Update & Funding

TPA will continue to track and report on COVID-19 specific funding that you, staff and residents may be able to take advantage of. This includes additional federal COVID-19 relief funding that will become available in the coming months through the American Rescue Plan. TPA will be closely monitoring these funding opportunities to provide timely updates.

In the meantime, TPA continues to work with City staff and leadership on traditional grant funding programs, many of which experienced delays or postponement in 2020, but which are moving forward in 2021.

Looking Ahead: Grant Program Highlights

May

Name	Awards & Match	Description	Deadline
CalFire Fire Prevention Grants Program	No Overall Max Award Purchase of equipment cannot exceed \$250,000 No match required, but is a positive factor	The Fire Prevention Grants Program (FP) provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Funded activities include: <ul style="list-style-type: none"> • hazardous fuel reduction • fire planning • fire prevention education with an emphasis on improving public health and safety Projects must demonstrate that they will achieve and maintain a net reduction in GHG emissions. Grant activities must be complete by March 15, 2025	May 19, 2021
CalFire Forest Health Grant Program	Min. Grant \$750,000 Max Grant \$5 million No match required to apply, 25%-50% match required to earn points for having match funds	CAL FIRE's Forest Health Program awards funding to landscape-scale land management projects. Activities must be applied across large landscapes to achieve regional resilience. Projects that implement a mix of activities with multiple, experienced partners will be given priority. Eligible activities may include: <ul style="list-style-type: none"> • Forest fuels reduction • Prescribed fire 	May 19, 2021

		<ul style="list-style-type: none"> • Pest management • Reforestation • Biomass utilization <p>Projects must complete grant-related activities no later than March 31, 2026 Preference will be given to projects that have environmental compliance such as CEQA and/or NEPA completed before the project application is submitted.</p>	
--	--	---	--

June

Name	Awards & Match	Description	Deadline
CalRecycle Tire-Derived Product Grant	Max Grant \$150,000 No Match	This program provides opportunities for the diversion of tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content products. The Tire-Derived Product Grant (TDP) Program is a reimbursement grant designed to use TDPs for repurposing projects such as pathways, landscaping, mats, playground surfacing, curb stops, and ramps.	June 1, 2021
Clif Bar Foundation Small Grants Program – Operational Support	Award limits not specified, but awards typically under \$10,000	Grants support daily operating costs Priority is given to applicants that: <ul style="list-style-type: none"> • Strengthen our food system • Enhance equitable community health outcomes • Safeguard our environment and natural resources • Demonstrate strong community ties. <ul style="list-style-type: none"> • Operate within viable and clearly defined plans for positive change. <p>Local governments cannot apply directly but can apply with a nonprofit partner.</p>	June 1, 2021

<p>California Department of Justice</p> <p><u>Youth Beverage Consumer Education and Research Fund</u></p>	<p>Max Grant \$24,000</p> <p>No Match</p>	<p>This grant will award funds for study, research, or education concerning youth nutrition or consumption of non-branded water by children.</p> <p>Project examples include state, county, and city agencies and health departments with authority or influence over the youth in their community engaging in the following:</p> <ul style="list-style-type: none"> • Conduct research; • Develop a public education campaign that educates parents and youth on nutrition or consumption of sugary beverages or non-branded water; or • Provide education classes or nutrition programs for children, teenagers, and parents to help promote healthy habits. 	<p>June 7, 2021</p>
<p>California Strategic Growth Council</p> <p><u>Affordable Housing and Sustainable Communities Program (AHSC) Round 6</u></p>	<p>\$1 million Min. Award</p> <p>\$30 million Max Award</p> <p>Project <u>must demonstrate a level of committed funding that is 90 percent or greater</u> of total development cost at time of application</p>	<p>AHSC provides funding for affordable housing developments and transportation infrastructure. This may include sustainable transportation infrastructure; transportation-related amenities; and other programs that encourage residents to walk, bike, and use public transit.</p>	<p>June 8, 2021</p>

Future Grants to Watch:

Name	Awards & Match	Description	Timeline
<p>U.S. Small Business Administration</p> <p><u>Shuttered Venue Operator Grant Program</u></p>	<p>Max Award will be the lesser of</p> <ul style="list-style-type: none"> • 45% of an entity's gross revenue in 2019 <p>OR</p>	<p>The Shuttered Venue Operators (SVO) Grant program will distribute \$15 billion in grants to shuttered venues hard-hit as a result of COVID-19. Eligible entities include</p> <ul style="list-style-type: none"> • Live venue operators 	<p>None specified, applications being accepted on rolling basis. Processing applications</p>

	<ul style="list-style-type: none"> • \$10 million 	<ul style="list-style-type: none"> • Promoters • theatrical producers • performing arts groups • movie theaters • talent representatives • nonprofit museums and similar institutions <p>Entities of these types owned by state or local governments (for example, museums or historic homes) are eligible to apply if the governmentally-owned entity also acts solely as a venue operator, museum, etc.</p>	<p>based on revenue loss</p> <p>Public entity applicants not considered until third priority period but recommended to apply as soon as possible.</p> <p>First priority for the first 14 days of grant awards will be for entities that suffered 90%+ revenue loss between April & December 2020.</p>
<p>US Department of Transportation</p> <p><u>Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants (previously known as BUILD)</u></p>	<p>Min. Award: \$5 million</p> <p>Max Award: \$25 million</p> <p>20% of total project cost Match</p>	<p>Funds for the FY 2021 RAISE grant program are to be awarded on a competitive basis for surface transportation infrastructure projects that will have a significant local or regional impact.</p> <p>Projects will be evaluated based on merit criteria that include safety, environmental sustainability, quality of life, economic competitiveness, state of good repair, innovation, and partnership. Within these criteria, the Department will prioritize projects that can demonstrate improvements to racial equity, reduce impacts of climate change and create good-paying jobs.</p> <p>Application requires a Benefit-Cost Analysis document.</p>	<p>July 12, 2021</p>

<p>Caltrans</p> <p><u>Rubberized Pavement Grant Program</u></p>	<p>\$250,000 Max Award</p> <p>No Match</p>	<p>This program provides competitive grants to encourage first-time or limited users of Rubberized Asphalt Concrete (RAC). The program funds rubberized pavement (hot-mix and chip seal) projects for:</p> <ul style="list-style-type: none"> • roadways • Class 1 bikeways • greenways, and • disability access at parks 	<p>Late summer/early fall 2021</p>
<p>California Department of Forestry and Fire Protection</p> <p><u>Urban and Community Forestry Program</u></p>	<p>\$150,000 Min. Award</p> <p>\$1.5 million Max Award (varies by category)</p> <p>25% Match</p>	<p>Funding for multiple-objective projects to optimize the benefits of trees and related vegetation through. Eligible project categories include (1) Urban Forest Expansion and Improvement, (2) Urban Forest Management, and (3) urban Wood and Biomass Utilization</p>	<p>Solicitation expected in 2021</p> <p>(2020 solicitation delayed due to COVID-19)</p>
<p>California Department of Parks and Recreation</p> <p><u>Prop 68 Per Capita Program</u></p>	<p>\$177,952 allocation for all eligible recipients</p> <p>20% match unless project serves a “severely disadvantaged community”</p>	<p>Funds for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.</p> <p>Grant performance period is July 1, 2018 – June 30, 2024</p>	<p>Application Packet due: December 31, 2021</p>

AGENDA ITEM: Consent 4

**CITY OF TULARE, CA
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: City Manager

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Other None

AGENDA ITEM:

Adopt Resolution 2021-15 approving the revisions to the City of Tulare Records Retention Schedules.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

On June 18, 2013, the Council approved the City of Tulare Records Retention Schedules (RRS) and Records and Information Management Program (RIM) Policy (“Policy”). The City established this program due to the risk of liability issues in retaining records longer than necessary and storage capacity limitations. This program also provides staff with a uniform method in which to identify records for filing, retrieval, archival, and destruction purposes.

Since adoption, the RRS and Policy has been updated once with minor revisions in 2019. As staff manages their departmental records and new legislation passes or court opinions are issued, additional revisions to the RRS may be necessary. The following revisions have been identified by staff and approved by the City Attorney, and are presented to Council for approval:

- Boards, Commissions & Committees – Various changes and additions are included in the table below. One change includes separating the one record series that includes all membership materials for the boards, commissions, and committees which on the current retention schedule requires the city to retain all materials for the Life of the Board (LOB) plus 5 years, which means holding on to these records for very long periods of time. Various records included in the Membership Materials series would usually not need to be retained for the Life of the Board. This is why staff is requesting to change that series and add additional series to cover records that would require different retention.

Series Code	Series Name	Description	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
02-03-02	Membership Materials File	Appointed member listings, applications, appointments, resignations, rosters, and other membership information oaths of office, and notices of resignation for all boards, commissions, and committees.	PA MX	LOB T	5	LOB T+5	GC 34090: 2 year minimum requirement State of CA Guidelines; 5 years after board, commission or committee is dissolved.

02-03-03	Applications - Not Appointed	Applications remain on file for two years or until appointment. If appointed, the application is included in the Membership File.	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-04	Recruitment File	Includes correspondence, Maddy Act notices, miscellaneous ads, and other recruitment related records	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-05	Rosters	Includes member listings for all boards, commissions & committees	EL	S	5	S+5	GC 34090: 2 year minimum requirement
02-03-06	Bylaws	Includes bylaws for all boards, commissions & committees	EL	P		P	GC 34090: 2 year minimum requirement
02-03-07	Handbook	Includes the handbook for all boards, commissions & committees	EL	S	2	S+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after superseded for policies and directives rendered by Council not assigned a resolution or ordinance number.

- Unsuccessful Bids: Add RFPs/RFIs/RFQs to this record series; includes documentation of unsuccessful submissions; retained Current Year plus two (CY+2).
- Landscape Maintenance Assessment Districts: Add certified payroll to the records included in this series; Permanent retention.
- Employee Benefit Records: Add series 05-07-13 Health Benefits Reporting; the Affordable Care Act requires employers to report benefits provided using forms 1094-C and 1095-C which the City retains copies of; City staff requests to add this series with a retention of Current Year plus three (CY+3) as recommendations by the IRS state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years from the due date of the returns."
- Risk Management Records: Add series 05-09-11 Accident, Incident and Injury Reports That Do Not Result in a Claim; currently, there is only a series for records that result in a claim which have a different retention than reports that do not result in a claim; requesting retention to by Current Year plus two (CY+2).

STAFF RECOMMENDATION:

Adopt Resolution 2021-15 approving the revisions to the City of Tulare Records Retention Schedules.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

FUNDING SOURCE/ACCOUNT NUMBER:
N/A

Submitted by: Melissa Hermann

Title: Deputy City Clerk/Records Coordinator

Date: 5/10/2021

City Manager Approval: _____

RESOLUTION 2021-15

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULARE
AMENDING THE CITY OF TULARE RECORDS RETENTION SCHEDULES**

WHEREAS, Section 34090 et. seq. of the Government Code of the State of California provides a procedure whereby certain public records which have served their purpose and are no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of the City; and

WHEREAS, the keeping of certain records is not necessary nor legally required after the passage of certain periods of time for the effective and efficient operation of the City of Tulare; and,

WHEREAS, it has been determined that the City of Tulare Records Retention Schedules comply with Federal and State statutes and generally accepted records management practices for the retention and destruction of City records.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Tulare, as follows, to wit:

Section 1. The City of Tulare approves the amended Records Retention Schedules, as set forth in Exhibit A, and incorporated herein by reference, subject to any future updates as they may occur.

PASSED AND ADOPTED this 18th day of May, 2021.

President of the Council and Ex-Officio
Mayor of the City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNT OF TULARE) ss.
CITY OF TULARE)

I, Rob Hunt, City Clerk of the City of Tulare, do hereby certify the foregoing is the full and true **Resolution 2021-15** passed and adopted by the Council of said city at a regular meeting held on **May 18, 2021**, by the following vote:

AYES: _____

NOES: _____ ABSENT: _____

Rob A. Hunt, CITY CLERK

By: Roxanne Yoder, Chief Deputy

EXHIBIT A

Series Code	Series Name	Description	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
02-03-02	Membership Materials File	Appointed member listings, applications, appointments, resignations, rosters, and other membership information oaths of office, and notices of resignation for all boards, commissions, and committees.	PA MX	LOB T	5	LOB T+5	GC 34090: 2 year minimum requirement State of CA Guidelines: 5 years after board, commission or committee is dissolved.
02-03-03	Applications - Not Appointed	Applications remain on file for two years or until appointment. If appointed, the application is included in the Membership File.	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-04	Recruitment File	Includes correspondence, Maddy Act notices, miscellaneous ads, and other recruitment related records	EL	CY+2		CY+2	GC 34090: 2 year minimum requirement
02-03-05	Rosters	Includes member listings for all boards, commissions & committees	EL	S	5	S+5	GC 34090: 2 year minimum requirement
02-03-06	Bylaws	Includes bylaws for all boards, commissions & committees	EL	P		P	GC 34090: 2 year minimum requirement
02-03-07	Handbook	Includes the handbook for all boards, commissions & committees	EL	S	2	S+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after superseded for policies and directives rendered by Council not assigned a resolution or ordinance number.
04-03-04	Unsuccessful Bids / RFPs / RFIs / RFQs	Includes documentation of unsuccessful submissions.	PA	CY+2		CY+2	GC 34090: 2 year minimum requirement State of CA Guidelines: current year plus 2 for unsuccessful bids.
12-02-08	Landscape Maintenance Assessment Districts	Includes correspondence, inspections, agreements, and certified payroll.	PA	P		P	GC 34090: 2 year minimum requirement Administrative Decision: maintain permanently.
05-07-13	Health Benefits Reporting	In accordance with the ACA, includes copies of IRS reporting forms 1094-C and 1095-C.	PA	CY+3		CY+3	Department Preference: Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to

						reconstruct the data for at least 3 years from the due date of the returns."
05-09-11	Accident, Incident and Injury Reports That Do Not Result in a Claim	Documents accidents and injuries. May include, but is not limited to: vehicle accident reports and incident/loss reports; supervisor report of injury/incident.	PA	CY+2	CY+2	GC 34090: 2 year minimum requirement.

AGENDA ITEM: Consent 5

**CITY OF TULARE
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: Engineering Services / Project Management

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Accept as complete the contract with Don Berry Construction, Inc. of Selma, CA for work on Project EN0071 – Prosperity & Blackstone Improvements; Authorize the City Engineer to sign the Notice of Completion, and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder’s Office.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

Capital Improvement Project EN0071 is a Traffic Safety project at the Prosperity Avenue and Blackstone Street intersection. This project includes ADA Concrete work, signal upgrades and median improvements to expand the westbound Prosperity left turn lane to southbound Blackstone Street to allow for additional queuing and enhanced traffic safety, and bridge deck resurfacing/overlay. This project is included in the approved 2019-2024 Capital Program Budget.

On October 20, 2020, at its regular meeting, the City Council awarded a contract to Don Berry Construction, Inc., of Selma, CA, in the amount of \$482,618.00.

The project was funded by Gas Tax - Highways Users Tax Account (HUTA) funds.

A summary of contract costs is as follows:

Approved Contract Amount:	\$ 482,618.00	
Bid Item Quantity Adjustments	\$ -5,422.30	(-1.12%)
Contract Change Orders – Various:	<u>\$ 15,225.00</u>	<u>(3.15%)</u>
Total Construction Contract Cost:	\$ 492,420.70	

Additional work consisted of the replacement of unknown Caltrans traffic signal loops and an upgrade of (2) additional non-ADA compliant pedestrian push-buttons that were overlooked at the time of design.

All work required of Don Berry Construction, Inc. under this contract has been completed in accordance with the approved plans and specifications. The contractor has also provided the required Maintenance Bond in the amount equal to 10% of the final contract amount.

STAFF RECOMMENDATION:

Accept as complete the contract with Don Berry Construction, Inc. of Selma, CA for work on Project EN0071 – Prosperity & Blackstone Improvements; Authorize the City Engineer to sign the Notice of Completion, and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder’s Office.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

FUNDING SOURCE/ACCOUNT NUMBER:

EN0071-050-0601

Submitted by: Nick Bartsch

Title: Senior Project Manager

Date: April 27, 2021

City Manager Approval: _____

**RECORDING REQUESTED BY:
CITY OF TULARE**

AND WHEN RECORDED MAIL TO:

**City Clerk
City of Tulare
411 East Kern Avenue
Tulare, CA 93274-4257**

**PURSUANT TO GOVERNMENT CODE SECTION 6103,
NO RECORDING FEE REQUIRED.**

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1. The City of Tulare, a Municipal Corporation, whose address is 411 East Kern Avenue, Tulare, California, is the owner of the real property, public works, or structure hereinafter described.**
- 2. The nature of the title of the stated owner is: In fee**
- 3. On the 18th day of May, 2021, a work of improvement on real property hereinafter described was completed pursuant to a contract to which Title 15 of Part 4 of Division 3 of the Civil Code applies.**
- 4. The name of the Contractor who performed said work of improvements pursuant to such contract with the City of Tulare is Don Berry Construction, Inc., whose address is 13707 Golden State Blvd., Kingsburg, CA 93631. The surety on said contract is Travelers Casualty and Surety Company of America.**
- 5. The real property or public works or structure is described as follows:**

Prosperity Avenue & Blackstone Street Improvements, Project No. EN0071.

Dated: _____, 2021

**CITY OF TULARE
A Municipal Corporation,**

**By: _____
Michael W. Miller, City Engineer**

VERIFICATION

I am the City Engineer of the City of Tulare and am authorized to make this verification on behalf of the City. I have read the foregoing Notice of Completion, know the contents thereof, and believe it to be true and correct to the best of my knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, 2021 at Tulare, California.

**By: _____
Michael W. Miller, City Engineer**

AGENDA ITEM: Consent 6

**CITY OF TULARE
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: Engineering Services - Engineering

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Conditionally approve the final map and subdivision improvement agreement for Phase 4 of the Oak Creek Subdivision for recordation, and accept all easements and dedications offered to the City, subject to receipt of the signed final map, all fees, and other required items prior to July 17, 2021.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

Planning Commission Resolution No. 5382 adopted on December 14, 2020 approved the tentative map for the Oak Creek Phase 4 Subdivision located on the southeast corner of Seminole Avenue and Mooney Boulevard. The 12-lot multi-family residential subdivision comprises approximately 3.48 acres consisting of 4 units on each proposed parcel (48 units total).

The subdivider is actively working to complete the final map. To expedite the final map approval process, the subdivider is requesting Council’s conditional approval and acceptance subject to receipt of the signed map, all fees, and other required items within 60 days. Such requests have routinely been accommodated.

A copy of the Planning Commission Resolution No. 5382 and the final map are attached.

STAFF RECOMMENDATION:

Conditionally approve the final map and subdivision improvement agreement for Phase 4 of the Oak Creek Subdivision for recordation, and accept all easements and dedications offered to the City, subject to receipt of the signed final map, all fees, and other required items prior to July 17, 2021.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

The final map will be reviewed for compliance with applicable legal requirements prior to recordation.

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A
(If yes, please submit required budget appropriation request)

FUNDING SOURCE/ACCOUNT NUMBER: N/A

Submitted by: Michael Miller

Title: City Engineer

Date: May 10, 2021

City Manager Approval: _____

BASIS OF BEARINGS

THE CENTERLINE OF SEMINOLE STREET PER THE GREENS AT OAK CREEK NO. 1 ACCORDING TO RECORD INFO TAKEN TO BE S 89° 13' 53" E

SURVEYOR'S NOTES

- ▲ FOUND AND ACCEPTED MONUMENT, PER THE RECORDING INFO OF GREENS AT OAK CREEK NO. 1
- BOLD BORDER LINE INDICATES SUBDIVISION BOUNDARY
- () RECORD DATA, PER THE GREENS AT OAK CREEK NO. 1
- (C #) RECORD CURVE TABLE DATA
- C # CURVE TABLE DATA
- (R #) RECORD RADIAL BEARING
- R # RADIAL BEARING
- EPU EASEMENT FOR PUBLIC UTILITIES

PREPARED BY: NEIL ZERLANG - LAND SURVEYOR

2909-B WEST MAIN STREET, VISALIA, CA. 93291; PHONE: (559) 739-1616

PREPARED FOR: QUEST EQUITY

1878 MOONEY BLVD. ST. J. TULARE, CA. 93274

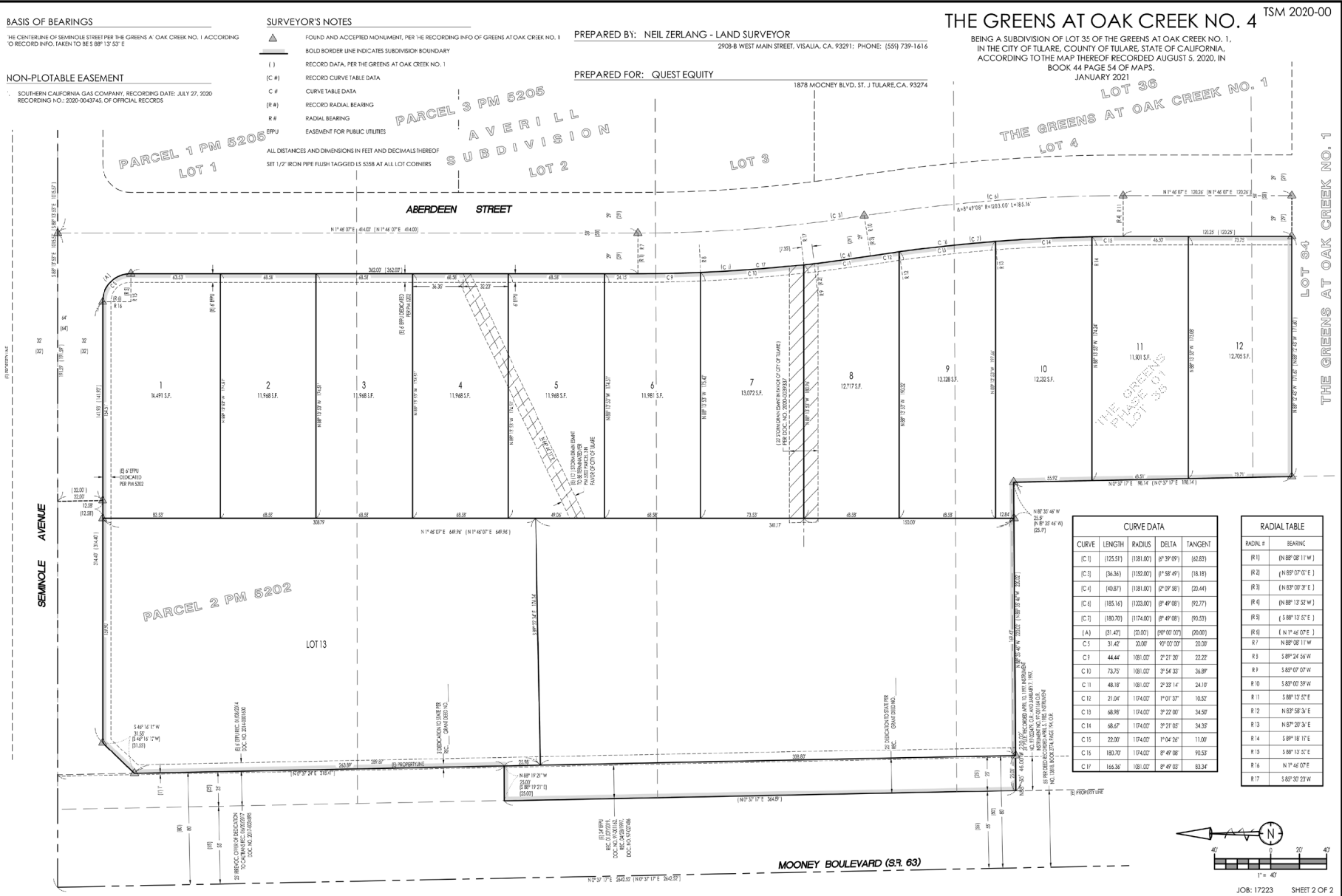
THE GREENS AT OAK CREEK NO. 4 TSM 2020-00

BEING A SUBDIVISION OF LOT 35 OF THE GREENS AT OAK CREEK NO. 1, IN THE CITY OF TULARE, COUNTY OF TULARE, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED AUGUST 5, 2020, IN BOOK 44 PAGE 54 OF MAPS, JANUARY 2021

NON-PLOTTABLE EASEMENT

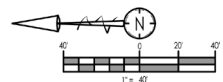
SOUTHERN CALIFORNIA GAS COMPANY, RECORDING DATE: JULY 27, 2020
RECORDING NO.: 2020-0643745, OF OFFICIAL RECORDS

ALL DISTANCES AND DIMENSIONS IN FEET AND DECIMALS THEREOF
SET 1/2" IRON PIPE FLUSH TAGGED LS 5558 AT ALL LOT CORNERS



CURVE DATA				
CURVE	LENGTH	RADIUS	DELTA	TANGENT
(C 1)	1125.51	11281.00	67° 39' 09"	62.83
(C 2)	36.34	11553.00	1° 58' 49"	18.18
(C 4)	140.87	11281.00	2° 58' 58"	20.44
(C 6)	1155.14	11223.00	6° 49' 08"	92.77
(C 7)	1180.70	11744.00	6° 49' 08"	90.53
(A)	51.47	23.00	89° 00' 00"	20.00
C 5	31.42	20.00	90° 00' 00"	20.00
C 9	44.44	1081.00	2° 21' 20"	22.22
C 10	73.75	1081.00	3° 54' 33"	36.89
C 11	48.18	1081.00	2° 32' 14"	24.10
C 12	21.04	11744.00	1° 01' 37"	10.52
C 13	68.95	11744.00	3° 22' 00"	34.50
C 14	68.67	11744.00	3° 21' 05"	34.33
C 15	22.00	11744.00	1° 04' 26"	11.00
C 16	180.70	11744.00	6° 49' 08"	90.53
C 17	146.30	1081.00	6° 49' 02"	63.34

RADIAL TABLE	
RADIAL #	BEARING
R 1	N 89° 08' 11" W
R 2	N 89° 07' 00" E
R 3	N 89° 00' 30" E
R 4	N 89° 12' 52" W
R 5	S 89° 13' 52" E
R 6	N 1° 44' 07" E
R 7	N 89° 08' 11" W
R 8	S 89° 24' 56" W
R 9	S 89° 07' 07" W
R 10	S 89° 00' 39" W
R 11	S 89° 13' 52" E
R 12	N 89° 58' 34" E
R 13	N 89° 20' 34" E
R 14	S 89° 18' 17" E
R 15	S 89° 13' 52" E
R 16	N 1° 44' 07" E
R 17	S 89° 30' 23" W



RESOLUTION NO. 5382

FILE COPY

**A RESOLUTION OF THE CITY OF TULARE PLANNING COMMISSION
APPROVING TENTATIVE SUBDIVISION MAP 2020-17- OAK CREEK 4 AND
CONDITIONAL USE PERMIT 2020-14**

WHEREAS, the City of Tulare Planning Commission held a regular meeting on December 14, 2020 to consider a request by Great Valley Builders to subdivide approximately 3.48 acres into a 12-lot multi-family residential subdivision including development consisting of four units on each proposed parcel (48 units total) and located on the southwest corner of Seminole Avenue and Mooney Blvd. (APN 172-070-008 portion); and,

WHEREAS, the City of Tulare Planning Commission determined that the proposed subdivision map is consistent with applicable Tulare General Plan; and,

WHEREAS, the City of Tulare Planning Commission determined that the design or improvements of the proposed subdivision are consistent with the Tulare General Plan; and,

WHEREAS, the City of Tulare Planning Commission determined that the site is physically suitable for the type of development proposed; and,

WHEREAS, the City of Tulare Planning Commission determined that the site is physically suitable for the proposed density of the development; and

WHEREAS, the City of Tulare Planning Commission determined that the design of the subdivision or the type of improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat; and,

WHEREAS, the City of Tulare Planning Commission determined that the design of the proposed subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of the property within the proposed subdivision; and,

WHEREAS, an Initial Study was prepared and found that although the proposed project could have a significant effect on the environment, there will not be a significant environmental impact with the incorporation of mitigation measures; and,

WHEREAS, the City of Tulare Planning Commission determined that a Mitigated Negative Declaration has been prepared in accordance with the California Environmental Quality Act; and,

WHEREAS, the City of Tulare Planning Commission considered the proposed Mitigated Negative Declaration and finds that there is no substantial evidence that the project will have a significant effect on the environment with mitigation measures incorporated; and,

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Tulare makes the following specific findings based on the evidence presented:

1. That the proposed location of the Tentative Subdivision Map is consistent with the policies and intent of the General Plan, Zoning Ordinance, and Subdivision Ordinance.
2. That the proposed location of the Tentative Subdivision Map and the conditions under which it would be built or maintained will not be detrimental to the public health, or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed Tentative Subdivision Map will be in keeping with existing and future land uses on the site.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Commission of the City of Tulare makes the additional following specific findings based on the evidence presented:

- 1) That the proposed location of the project is in accordance with the objectives of the Zoning Title and the purposes of the District in which the site is located.
- 2) That the proposed location of the use and the conditions under which it would operate or be maintained will not be detrimental to the public health, safety, welfare or be materially injurious to properties or improvements in the vicinity.
- 3) That the proposed conditional use will comply with each of the provisions of the Zoning Title;
- 4) That the proposed use is consistent with the Tulare General Plan;
- 5) That the site for the proposed use is adequate in size, shape and location to accommodate the use the district for which it is proposed;

BE IT FURTHER RESOLVED, that the Planning Commission hereby approves Tentative Subdivision Map 2020-17 (Oak Creek 4) and Conditional Use Permit No. 2020-14, subject to the following:

- 1) Final subdivision map proposed to be recorded shall be in substantial conformance with the approved tentative map.
- 2) Applicant to comply with all mitigation measures within the Initial Study/Mitigated Negative Declaration prepared for the project, which are hereby incorporated as Conditions of Approval.
- 3) Applicant shall comply with Engineering, Fire Department, Solid Waste and Parks Division, comments/conditions (Attachments IV, V, and VI).
- 4) Each dwelling shall provide one storage area per unit, including a minimum of 50 square feet of area per unit, devoted to secured storage space, exclusive of habitable area. The space may be located within a garage if parking and driveway access is not encumbered.
- 5) A 7 ft. tall block wall shall be provided along the west property line of the development in conformance with Chapter 10.36.070(E) of the City of Tulare Municipal Code.
- 6) A 7 ft. tall fence shall be provided along the northern property line in conformance with Chapter 10.36.060(H) of the City of Tulare Municipal Code.
- 7) Adequate permanent or temporary fire protection facilities as approved by the Fire Chief, shall be installed prior to the issuance of any building permits and prior to the storage of combustible materials on site.
- 8) Final acceptance of the tract shall be contingent upon the sub-divider providing within and/or outside the tract, drainage disposal facilities, as required to receive drainage and dispose for drainage and storm waters from this tract. Said facilities shall be subject to the approval of the Public Works/Engineering Department.
- 9) Six-foot public utility easements shall be granted along all front yards as required for public utilities.
- 10) Final subdivision map shall depict all easements.
- 11) The applicant shall comply with the requirements of the Public Works Director and City Engineer regarding sewage disposal and water supply facilities.
- 12) All lots shall meet the provisions of the RM-2 (Multi-family Residential) zoning designation.
- 13) Applicant to record a "Right to Farm" notice on final map.

- 14) Applicant shall record a note on final map indicating that all residential lots are subject to a landscape maintenance district pursuant to the Landscape and Lighting Act.
- 15) All outdoor areas not used for parking, walkways or other features shall be landscaped but not less than 10% of the total site area of each parcel shall be landscaped.
- 16) Applicant shall submit four copies of a landscape and irrigation plan consistent with the City's landscape ordinance.
- 17) Applicant to comply with San Joaquin Valley Air Pollution Control District regulations regarding dust control during construction.
- 18) Applicant to comply with San Joaquin Valley Air Pollution Control District Rule 9510 for the final map.
- 19) Applicant to provide and locate mailbox clusters as approved by the U.S. Postmaster, Tulare.
- 20) The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(a), these conditions constitute a written notice of the amount of such fees, and a description of the dedications, reservations, and other exactions. The Owner/Developer is hereby notified that the 90-day protest period, commencing from the date of approval of the project, begins as of the date of Planning Commission's conditional approval of the project. If the Owner/Developer fails to file a protest regarding any of the fees, dedication requirements, reservation requirements, or other exactions contained in this notice, complying with all the requirements of Government Code Section 66020, the Owner/Developer will be legally barred from later changing such exactions.

Engineering:

COMMENT CONCERNING CONDITIONS OF APPROVAL:

Some of the conditions listed below overlap with conditions imposed on The Greens at Oak Creek Phase 1, Oak Creek No. 2, and Oak Creek No. 3, including requirements to construct portions of Aberdeen, the Master Plan Basin located immediately west of Oak Creek No. 4, and Mooney Boulevard improvements along the Master Plan Basin frontage. The completion and approval of improvements associated with the conditions listed below, whether by the proposed project or one of the others listed, is required prior to issuance of any Certificate of Occupancy for Oak Creek No. 4.

STANDARD CONDITIONS OF APPROVAL:

1. All required engineering plans and calculations shall be prepared by a registered civil engineer. Any elevations shown on plans required for the subject development shall be based on the official City of Tulare datum. The Engineer shall provide three (3) copies of each improvement plan set submitted to the City of Tulare for checking. All public improvements shall be on 24" x 36" sheets, in a plan/profile format at a scale of 1"=50' or larger. Private on-site improvements may be plan-view only format, and may be on sheet sizes consistent with the rest of the on-site construction plans. Following approval of the improvement plans, the Engineer shall provide the City of Tulare with two reproducible plan sets. This shall be done prior to scheduling any pre-construction conferences or commencing any improvements.
2. Any work to be done within City street rights-of-way requires an encroachment permit issued by the Engineering Department, and shall be done under the inspection of the City Public Works Inspector. All contractors working within City street rights-of-way shall possess a valid City of Tulare business license. Separate encroachment permits are also required from the following agencies for work within their rights-of-way or on their facilities: ■ State: Mooney Blvd. (State Route 63).
3. All design and construction of public improvements shall be in accordance with applicable City Standards, Specifications, Ordinances, and Standard Operating Procedures, unless specifically modified elsewhere in these conditions. These engineering conditions are intended to deal with major issues apparent to the Engineering Department while reviewing this development proposal. Nothing in these conditions precludes the City Engineer from applying other conditions/modifications necessary for good design, operation, and maintenance of existing and future City facilities, as might become apparent during design review and/or construction.
4. Easements will be required for all public utilities to be located outside of dedicated rights-of-way. Six-foot public utility easements are required along all street frontages, unless otherwise waived by the City Engineer. Additional easements may be required for ingress/egress, drainage, or shared trash enclosures.
5. Existing curb and gutter, driveway approaches, sidewalk and ramped curb returns shall be subject to inspection by the City Public Works Inspector. As a condition of project approval, Owner/Developer shall be required to replace any existing improvements that are determined to be non-compliant with regard to current City standards, or to be otherwise defective. Examples of deficiencies include, but are not limited to, slopes that exceed accessibility standards, cracked or raised concrete, and lack of truncated dome panels.
6. New City standard curb and gutter shall be installed along the following street frontage(s): Aberdeen Street. Any unused depressed curb along project frontages

shall be replaced with City standard barrier curb or, subject to City Engineer approval, a full City standard drive approach.

7. New City standard sidewalk shall be constructed as indicated below. For adjacent sidewalk pattern, sidewalk shall transition behind driveway approaches and maintain a minimum width of 4 feet while doing so. The maximum slope adjacent to the back of any public sidewalk shall not exceed 5:1 for the first 5 feet. For areas located within a Landscape and Lighting District, the maximum slope between the back of the sidewalk and the wall or fence shall not exceed 10:1.

<u>Street Frontage</u>	<u>Configuration</u>	<u>Sidewalk Width (ft)</u>
Seminole Avenue	in a parkway pattern	5-ft
Aberdeen Street	adjacent to curb	5-ft
Mooney Blvd. (S.R. 63) – Drainage Basin frontage	in a full-width pattern	10-ft

8. New City standard driveway approach(es) shall be constructed at: various locations along Aberdeen Street. A drive approach off Seminole Avenue with an access road to access the Master Plan Basin.

9. The following minimum street improvements are required:

- A minimum paved width of 34 feet is required for Aberdeen Street to provide for two 12-foot travel lanes, 8-foot parking, and a 4-foot paved shoulder along the undeveloped frontage

Roadway structural section design shall be based upon the results of “R” Value tests at locations approved by the City Engineer, and the design criteria provided below:

<u>Roadway</u>	<u>Classification, Design T.I.</u>
Aberdeen Street	Local Street, T.I. = 5.0
Mooney Blvd. (S.R. 63) - drainage basin frontage pave out.	Per Caltrans requirements

10. On-site A.C. pavement design shall be based upon the results of “R” Value tests at locations approved by the City Engineer, and the following minimum traffic index requirements: 4.5 for parking areas/travel lanes and 5.0 for truck routes (including solid waste collection vehicles).
11. Street Lights (Standard Concrete Marbelite Pole) shall be installed at locations designated by the City Engineer, and shall comply with the following general requirements:

LED, Street Owned/Maintained on a metered service. Design of the LED street lighting system shall be approved by City Engineer. The following street light design criteria shall be used:

4,000 lumen, 31 watt LED, 4000 kelvin (formerly 5,800 lumen = 70 watt High Pressure Sodium Vapor) with 26' pole height and 6' mast arm to be installed in accordance with City standards on: Aberdeen Street.

8,500 lumen, 71 watt LED, 4000 kelvin (formerly 16,000 lumen = 150 watt High Pressure Sodium Vapor) with 29' pole height and 8' mast arm to be installed in accordance with City standards on: Drainage basin frontage along Mooney Blvd. (S.R. 63)

12. Street name signs, traffic control signs, pavement delineation and/or pavement markings shall be installed as required by the City Engineer.
13. The following right-of-way dedications are required for street/alley purposes:
 - a. Street: Mooney Blvd. (S.R. 63) along drainage basin frontage (as required per Caltrans).
14. All costs associated with the removal, relocation and undergrounding of utilities as necessary to accommodate installation of the required public improvements shall be the responsibility of the project. All utility lines, including but not limited to electric, communications, street lighting and cable television, shall be required to be placed underground in accordance with Section 8.24.160 (B) 3 of the City of Tulare Municipal Code. The cost of such relocations and undergrounding shall be included in the bonding provided for the project.
15. The proposed development shall be responsible for the following water main extensions and connections: Along the project's frontage on Aberdeen Street.
16. All on-site water, sewer, and storm drain shall be privately owned. All City owned water meters shall be located within the City's ROW.
17. Fire hydrants and fire suppression systems shall be provided as required by the City of Tulare Fire Marshall. The proposed development shall demonstrate that sufficient flows are available to support the required improvements. All points of connection to the City water system are subject to the approval of the City Engineer.
18. The proposed development shall install water services with back flow devices, as approved by Planning and Building. Water sizing calculations shall be provided at time of building permit application. Domestic and landscaping services shall be metered services using the make and model of meter specified by the City of Tulare Public Works Department. No substitutions are allowed.
19. Existing water wells shall be abandoned, filled and sealed in accordance with applicable City, County of Tulare, and State of California standards.

20. The proposed development shall be responsible for the following sanitary sewer main extensions and connections: Along the project's frontage on Aberdeen Street.
21. The proposed development shall connect to City sewer. If service from an existing lateral is proposed, said lateral shall be exposed for inspection by the Public Works Inspector and upgraded to current City standards if found to be broken or substandard.
22. Existing septic tanks shall be abandoned, filled and sealed in accordance with applicable City, County of Tulare, and State of California standards.
23. The proposed development shall be responsible for the following storm drain line extensions and connections: Along the project's frontage on Aberdeen Street and the connection from Aberdeen Street to the Master Plan Basin located west of the project.
24. A grading/drainage plan prepared by a Registered Civil Engineer or Licensed Architect and subject to approval by the City Engineer shall be submitted. The plan shall include existing and proposed contours, and detail the means of collection and disposal of storm water runoff from the site and adjacent roadways in such a manner that runoff is directed to the Oak Creek drainage basin and is not diverted to other adjacent property.

A letter verifying that lot grading was completed according to the approved grading / drainage plan shall be prepared by a Registered Civil Engineer or Licensed Architect and submitted to the City Engineer prior to the issuance of any final occupancy permits or notice of completion for public improvements. The Engineer or Architect shall affix their stamp and seal to the letter.
25. All unused culverts and irrigation lines shall be abandoned and plugged in a manner acceptable to the City Engineer.
26. A Public Works Inspection Fee is required prior to the construction of improvements.
27. A landscaping plan subject to the review and approval of the Planning and Building Divisions shall be provided. Approval of the landscaping plan is required prior to approval of engineering improvement plans by the City Engineer. All existing trees that conflict with proposed improvements shall be removed to a depth of two (2) feet below proposed finish grade.
28. Fugitive dust shall be controlled in accordance with the applicable rules of the San Joaquin Valley Air Pollution Control District's Regulation VIII. Copies of any required permits will be provided to the City.
29. If the project meets the one acre of disturbance criteria of the States Storm Water Program, then coverage under General Permit Order 2009-0009-DWQ is required and

a Storm Water Pollution Prevention Plan (SWPPP) is required. A copy of the approved permit and the SWPPP shall be provided to the City. When construction activities are not covered under the General Permit, storm water pollution control shall be implemented per the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit.

30. If the project meets the one acre of disturbance criteria of the States Storm Water Program, then coverage under General Permit Order 2009-0009-DWQ is required and a Storm Water Pollution Prevention Plan (SWPPP) is required. A copy of the approved permit and the SWPPP shall be provided to the City.
31. The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(a), these conditions constitute a written notice of the amount of such fees, and a description of the dedications, reservations, and other exactions. The Owner/Developer is hereby notified that the 90-day protest period, commencing from the date of approval of the project, begins as of the date of Planning Commission's conditional approval of the project. If the Owner/Developer fails to file a protest regarding any of the fees, dedication requirements, reservation requirements, or other exactions contained in this notice, complying with all the requirements of Government Code Section 66020, the Owner/Developer will be legally barred from later challenging such exactions.
32. All applicable City fees shall apply unless specifically waived or modified elsewhere in these conditions. All fees shall be based on the current fee schedule in effect at the time of recordation of the final map. These fees include, but are not limited to:

Sewer front foot charges of \$ 26.00 per front foot for frontages on Seminole Avenue, ponding basin frontage along Mooney Blvd. (S.R. 63).

Sewer lift station fee of \$ _____ per acre.

Water front foot charges of \$ 17.50 per front foot for frontages on Seminole Avenue, ponding basin frontage along Mooney Blvd. (S.R. 63).

Street front foot charges of \$ _____ per front foot for frontages on _____.

Benefit district creation fee (if applicable): \$ 1,008.19 per district.

Traffic signal in-lieu fee of \$ _____.

TID ditch piping In-lieu fee of \$ _____.

Sewer main construction in-lieu fee of \$ _____.

Water main construction in-lieu fee of \$ _____.

Street construction in-lieu fee of \$ _____.

Engineering inspection fee based on a percentage of the estimated cost of construction.

Development impact fees to be paid with building permit.

- Engineering plan check fee to be paid at time of plan submittal.
- Final map plan check fee to be paid at time of map submittal.
- Other: _____

Additional Conditions:

- 33. If Oak Creek No. 4 is constructed prior to the completion of The Greens at Oak Creek Phase 1, a temporary turnaround that meets City standards shall be provided at the southerly extension of Aberdeen Street.
- 34. Extend the northbound right turn pocket on Mooney Boulevard at Seminole Avenue per Caltrans requirements.

Fire:

- I. The project must comply with all of the latest applicable codes
- 2. When any portion of the facility or building to be protected is more than 400 feet from an existing hydrant, on a fire apparatus access road as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.
- 3. An additional fire hydrant shall be required for the projects. Fire hydrant spacing shall be as follows:
 - a. Residential development, one hydrant shall be installed at 500-foot intervals.
- 4. An approved water supply for fire protection shall be made available prior to any combustible materials arriving on the site.
- 5. All buildings shall be provided with approved address identification. The address shall be visible from the street or road fronting on the building, Due to the configuration of these units, a monument sign shall be placed at the street, and it shall be printed with a minimum of 4" numbers.
- 6. An approved fire apparatus access roads shall be provided for every facility, building or portion of a building constructed or moved into or within the City of Tulare. It shall extend to within 150 feet of all portions of the facility and all portions on the exterior walls of the first story of the buildings as measured by an approved route around the exterior of the building or facility. The road shall be a minimum of 20'wide and have a minimum height clearance of 13 '6"
- 7. All dead-end access roads in excess of 150 feet must be provided with an approved tum-around complying with City Standards.

- a. If Aberdeen is not installed to its full length, then a temporary turn around shall be provided.
8. All roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.
 9. The Fire Code Official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Areas identified as "Fire Lanes" must be identified as such per requirements set forth in the California Vehicle Code.
 - a. Multiple fire lanes will be identified and they shall be properly labeled for the project.

Solid Waste:

1. Revisions required prior to submitting final plans. See comments below.
2. Customer responsible for setting cans out for service by 6:00 am and removing cans from curb, gutter, or alley on the same day after serviced. Customer is responsible for any violations.
3. Mandatory Commercial Recycling AB 341. All Commercial Businesses and Multi Family customers must have a blue recycle Bin, Roll Off, or Can for clean paper, cardboard, cans bottles, etc.
4. Section 7.16.040 of the Tulare Municipal Code prohibits private companies/haulers from providing refuse services without authorization. Roll Off services for construction and demolition, recycling, compost or green waste and metal are to be provided by the City of Tulare Solid Waste Division. Any Private Roll Off companies/haulers used must be listed on the Board of Public Utilities City Resolution Approved Authorized Haulers List, Resolution No. 07-04. Commercial Front Load Bin service in the City of Tulare is provided exclusively by the City of Tulare Solid Waste Division only as per Municipal Code (No Exceptions).

Comments:

Container storage compartment/cubby is required on each property with capacity to store three-96-gallon residential cans.

PASSED, APPROVED AND ADOPTED this fourteenth day of December, 2020 by the following recorded vote:

AYES: Miley, Cox, Rocha
NOES: 0
ABSENT: Olunas, Miguel
ABSTAIN: 0


DEANNE ROCHA, VICE-CHAIRMAN
City of Tulare Planning Commission


MARIO ANAYA, PRINCIPAL PLANNER
City of Tulare Planning Commission

AGENDA ITEM: Consent 7

**CITY OF TULARE, CA
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: Finance

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Approve agreements with Luis Perez and Rosario Isais to construct and finance utility connection and/or side walk, curb, gutter, and driveway construction and place costs thereof on property tax rolls in installments.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

Resolution No. 97-4314, dated May 6, 1997, of the City Council of the City of Tulare, and Resolution No. 97-511, dated April 17, 1997, of the Board of Public Utilities of the City of Tulare, authorized the adoption of the provisions of Streets & Highways Code Sections 5870 et seq., under the 1911 Act, for the purpose of financing certain costs and declaring the repayment of same to be assessed against property owners and placed on the property tax rolls.

Agreements has been entered into with Luis Perez and Rosario Isais to connect to the City’s sewer, water system or curb, gutter and driveway construction and place those costs on the property tax rolls in installments.

STAFF RECOMMENDATION:

Approve agreements with Luis Perez and Rosario Isais to construct and finance utility connection and/or side walk, curb, gutter, and driveway construction and place costs thereof on property tax rolls in installments.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

Submitted by: Darlene Thompson

Title: Finance Director

Date: April 30, 2021

City Manager Approval: _____

**CITY OF TULARE
SUMMARY TREASURER'S REPORT
SUMMARY OF ALL INVESTMENTS
APRIL 30, 2021**

Consent 8

<u>TYPE OF INVESTMENT</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>	<u>CURRENT YIELD</u>	<u>BOOK VALUE % OF TOTAL</u>
UNRESTRICTED INVESTMENTS - SEE PAGE 2	164,234,335	163,164,911	0.591%	90.22%
RESTRICTED INVESTMENTS - SEE PAGE 3	<u>17,806,629</u>	<u>17,806,629</u>	N/A	<u>9.78%</u>
TOTAL INVESTMENTS	<u><u>182,040,964</u></u>	<u><u>180,971,540</u></u>	N/A	<u><u>100.00%</u></u>

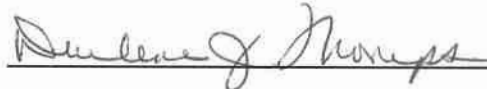
Note: The City's financial statements will report market values, not book values, at June 30 each year.

I certify that this report reflects all City investments and complies with the investment policy of the City of Tulare as approved by City Council. Furthermore, I certify that sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditures for the next six months.

Presented to the City Council on May 11, 2021.

Presented to the Board of Public Utility Commissioners on May 11, 2021.

Respectfully submitted, Darlene J. Thompson, CPA, Finance Director/Treasurer



Date

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
SUMMARY OF UNRESTRICTED INVESTMENTS
APRIL 30, 2021

TYPE OF INVESTMENT	ISSUER OF INVESTMENT	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE		UNREALIZED GAIN/(LOSS):		ESTIMATED EARNINGS:		BOOK VALUE % OF U/I~
		ACQUISITION	MATURITY	STATED CURRENT YIELD	CURRENT YIELD		MARKET VALUE	THIS MONTH	LAST MONTH	ANNUAL	THIS MONTH		
Petty Cash	N/A	N/A	N/A	N/A	N/A	12,800	12,800	N/A	N/A	N/A	N/A	0.01%	
Checking Account - City	Wells Fargo Bank	N/A	N/A	N/A	None	653,371	653,371	N/A	N/A	N/A	N/A	0.40%	
		On Demand				Balance per bank is \$2,469,128							
Local Agency Investment Fund (LAIF)	State of California	Various	On Demand	N/A	0.339%	37,700,000	37,747,873	47,873	41,270	127,803	10,650	22.96%	
						*							
Sub-Total						38,366,171	38,414,044	47,873	41,270	127,803	10,650	23.36%	
						Per BNY WTC							
Fixed Income Investments	Various (See page 4-7)	N/A	N/A	N/A	0.670%	125,868,164	124,750,867	(1,117,297)	(1,648,170)	836,794	69,733	76.64%	
Investments in Safekeeping With BNY Western Trust Company						164,234,335	163,164,911	(1,069,424)	(1,606,900)	964,597	80,383	100.00%	
TOTAL UNRESTRICTED INVESTMENTS													

* LAIF market values are based on the most currently available amortized cost information - March, 2021. ~ U/I = Unrestricted Investments

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS
APRIL 30, 2021

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE	UNREALIZED GAIN/(LOSS):	ESTIMATED EARNINGS:		
		ACQUISITION	MATURITY	STATED	CURRENT YIELD					THIS MONTH	ANNUAL
										LAST MONTH	THIS MONTH
U.S. GOVERNMENT AGENCY OBLIGATIONS											
Federal National Mortgage Assn	3136G4XE8	06-22-20	12-22-23	C	0.520%	5,000,000	5,000,000	1,750	26,000		
Federal Farm Credit Bks Funding Corp	3133ELJ47	06-17-20	06-17-24	C	0.580%	2,000,000	2,005,800	5,800	11,600		
Federal Farm Credit Bks Funding Corp	3133ELL85	06-17-20	06-17-24	C	0.680%	2,000,000	2,001,220	1,220	13,600		
Federal National Mortgage Assn	3136G4T52	08-25-20	02-25-25	C	0.520%	2,000,000	2,000,000	(30,300)	10,400		
Federal National Mortgage Assn	3136G4U50	08-27-20	05-27-25	C	0.530%	2,000,000	1,969,700	(38,640)	867		
Federal Home Loan Mtg Corp	3134GVVX3	06-03-20	05-28-25	C	0.600%	2,000,000	2,000,000	(6,640)	12,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-03-20	05-28-25	C	0.600%	2,000,000	1,993,360	(15,060)	1,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-03-20	05-28-25	C	0.750%	2,000,000	2,000,000	80	15,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-03-20	05-28-25	C	0.750%	2,000,000	2,000,080	(3,020)	1,250		
Federal Home Loan Mtg Corp	3134GVVX3	06-10-20	06-10-25	C	0.700%	2,000,000	2,000,000	20	14,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-10-20	06-10-25	C	0.700%	2,000,000	2,000,020	(7,280)	1,167		
Federal Home Loan Mtg Corp	3134GVVX3	06-11-20	06-11-25	C	0.750%	2,000,000	2,000,140	140	15,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-11-20	06-11-25	C	0.750%	2,000,000	2,000,000	(3,080)	1,250		
Federal Home Loan Mtg Corp	3134GVVX3	06-17-20	06-17-25	C	0.810%	2,000,000	2,000,000	(6,200)	16,200		
Federal Home Loan Mtg Corp	3134GVVX3	06-17-20	06-17-25	C	0.810%	2,000,000	1,993,800	(14,540)	1,350		
Federal National Mortgage Assn	3136G4WK5	06-17-20	06-17-25	C	0.770%	2,000,000	2,000,000	0	15,400		
Federal National Mortgage Assn	3136G4WK5	06-17-20	06-17-25	C	0.770%	2,000,000	2,000,000	(7,960)	1,283		
Federal Home Loan Banks	3130AJRE1	06-24-20	06-24-25	C	0.750%	868,056	868,056	(12,171)	6,510		
Federal National Mortgage Assn	3136G4WM1	06-24-20	06-24-25	C	0.760%	855,885	855,885	(15,964)	543		
Federal Home Loan Mtg Corp	3134GVVX3	06-24-20	06-24-25	C	0.800%	2,500,000	2,500,000	125	20,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-24-20	06-24-25	C	0.800%	2,500,000	2,500,125	(7,000)	1,667		
Federal Home Loan Mtg Corp	3134GVVX3	06-30-20	06-30-25	C	0.800%	2,000,000	2,000,000	(7,560)	16,000		
Federal Home Loan Mtg Corp	3134GVVX3	06-30-20	06-30-25	C	0.800%	2,000,000	1,992,440	(16,000)	1,333		

Per BNY WTC

**

- CONTINUED ON PAGE 5 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
APRIL 30, 2021

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE	UNREALIZED GAIN/(LOSS):	ESTIMATED EARNINGS:
		ACQUISITION	MATURITY	STATED	CURRENT YIELD				
		THIS MONTH	LAST MONTH	THIS MONTH	THIS MONTH				
U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED									
Federal Home Loan Banks	3130AJST7	07-08-20	07-08-25	0.730%	0.740%	1,500,000	1,500,000	(28,950)	10,950
Federal National Mortgage Assn	3136G4YU1	07-15-20	07-15-25	0.730%	0.730%	2,000,000	1,998,840	(1,160)	14,600
Federal Home Loan Mtg Corp	3136G4YV9	07-23-20	07-23-25	0.700%	0.700%	1,500,000	1,497,240	(9,720)	1,217
Federal National Mortgage Assn	3136G42E2	08-26-20	08-26-25	0.500%	0.510%	2,000,000	2,000,000	(2,760)	10,500
Federal Home Loan Mtg Corp	3134GWUE4	09-30-20	09-30-25	0.500%	0.510%	2,500,000	1,975,200	(9,240)	875
Federal Home Loan Mtg Corp	3134GWUV6	09-30-20	09-30-25	0.520%	0.530%	2,500,000	2,464,775	(24,800)	10,000
Federal Home Loan Mtg Corp	3134GWX43	10-02-20	10-02-25	0.550%	0.560%	3,000,000	1,975,200	(33,980)	833
Federal Home Loan Mtg Corp	3134GWXX9	10-15-20	10-15-25	0.550%	0.550%	3,000,000	2,500,000	(35,225)	12,500
Federal Home Loan Mtg Corp	3134GWY34	10-15-20	10-15-25	0.530%	0.540%	3,000,000	2,451,100	(62,950)	1,042
Federal Home Loan Mtg Corp	3135G06A6	10-20-20	10-20-25	0.580%	0.590%	3,000,000	2,500,000	(48,900)	13,000
Federal Farm Credit Bks Funding Corp	3133EMDZ2	10-21-20	10-21-25	0.520%	0.530%	2,500,000	2,451,100	(60,650)	1,083
Federal Farm Credit Bks Funding Corp	3133EMEC2	10-22-20	10-22-25	0.530%	0.540%	2,500,000	2,463,025	(54,990)	16,500
Federal Home Loan Mtg Corp	3134GW3X2	10-27-20	10-27-25	0.625%	0.630%	3,000,000	2,980,770	(69,060)	1,375

Per BNY WTC

- CONTINUED ON PAGE 6 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
APRIL 30, 2021

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE		UNREALIZED GAIN/(LOSS):	ESTIMATED EARNINGS:		
		ACQUISITION	MATURITY	STATED	CURRENT YIELD		THIS MONTH	LAST MONTH			ANNUAL	THIS MONTH
U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED												
					**							
Federal Home Loan Mtg Corp	3134GW3Z7	10-28-20	10-28-25	0.600%	0.600%	2,000,000	2,000,000	(11,040)	12,000			
Federal Home Loan Mtg Corp	3134GWZL3	10-29-20	10-29-25	0.570%	0.580%	3,000,000	2,940,840	(59,160)	17,100			
Federal Home Loan Mtg Corp	3134GW6S0	11-10-20	11-10-25	0.610%	0.610%	3,000,000	2,984,850	(15,150)	18,300			
Federal Home Loan Mtg Corp	3134GXAP9	11-12-20	11-12-25	0.600%	0.600%	2,000,000	1,990,140	(9,860)	12,000			
Federal Home Loan Mtg Corp	3134GXCSI	11-25-20	11-25-25	0.625%	0.006%	3,000,000	2,966,100	(33,900)	18,750			
Federal Home Loan Mtg Corp	3136GXFA7	11-30-20	11-26-25	0.650%	0.650%	2,000,000	1,985,940	(14,060)	13,000			
Federal Home Loan Mtg Corp	3134GXDM3	12-01-20	12-01-25	0.620%	0.620%	1,500,000	1,482,810	(17,190)	9,300			
Federal Farm Credit Bks Funding Corp	3133EMKT8	12-17-20	12-17-25	0.540%	0.550%	2,500,000	2,456,900	(43,100)	13,500			
Federal Home Loan Mtg Corp	3134GXFV1	12-17-20	12-17-25	0.625%	0.630%	2,000,000	1,990,880	(9,120)	12,500			
Federal Home Loan Mtg Corp	3134GXHD9	12-23-20	12-23-25	0.700%	0.700%	3,000,000	2,984,790	(15,210)	21,000			
Federal Home Loan Mtg Corp	3134GXJX3	01-05-21	01-05-26	0.550%	0.560%	2,500,000	2,449,850	(50,150)	13,750			
Federal Home Loan Mtg Corp	3134GXJZ8	01-07-21	01-07-26	0.520%	0.530%	2,000,000	1,964,840	(35,160)	10,400			
Federal Home Loan Banks	3130AKQ74	01-22-21	01-22-26	0.625%	0.630%	2,500,000	2,463,825	(36,175)	15,625			

Per BNY WTC

CITY OF TULARE
INVESTMENTS BALANCE AND YIELD HISTORY FOR EIGHT MONTHS
APRIL 30, 2021

BOOK VALUE
MARKET VALUE
DIFFERENCE

BALANCES:

CATEGORY	FEBRUARY		JANUARY		DECEMBER		NOVEMBER		OCTOBER		SEPTEMBER		AUGUST		JULY	
	2021		2021		2020		2020		2020		2020		2020		2020	
Total Investments	175,336,814		171,613,614		167,922,412		167,593,887		175,170,482		173,561,835		171,588,544		168,870,809	
	174,419,442		171,568,555		168,066,682		167,673,990		175,155,228		173,796,749		171,894,240		169,160,766	
	(917,372)		(45,059)		144,270		80,103		(15,254)		234,914		305,696		289,957	
Unrestricted Investments	157,485,777		153,396,095		147,955,143		142,719,293		149,499,824		145,601,864		144,239,947		140,187,267	
	156,568,405		153,351,036		148,099,413		142,799,396		149,484,570		145,836,778		144,545,643		140,477,224	
	(917,372)		(45,059)		144,270		80,103		(15,254)		234,914		305,696		289,957	
Restricted Investments	17,851,037		18,217,519		19,967,269		24,874,594		25,670,658		27,959,971		27,348,597		28,683,542	
	17,851,037		18,217,519		19,967,269		24,874,594		25,670,658		27,959,971		27,348,597		28,683,542	
	0		0		0		0		0		0		0		0	
Local Agency Investment Fund (LAIF)	40,000,000		43,500,000		45,500,000		29,000,000		43,000,000		53,000,000		48,500,000		34,500,000	
	40,090,853		43,598,802		45,603,345		29,119,321		43,176,925		53,260,378		48,738,271		34,669,491	
	90,853		98,802		103,345		119,321		176,925		260,378		238,271		169,491	
Fixed Income Investments (Total)	115,868,185		107,868,196		101,366,032		111,497,986		103,497,997		85,895,757		94,395,808		103,895,822	
	114,859,960		107,724,335		101,406,957		111,458,768		103,305,818		85,870,293		94,463,233		104,016,288	
	(1,008,225)		(143,861)		40,925		(39,218)		(192,179)		(25,464)		67,425		120,466	

AVERAGE STATED YIELDS:

Unrestricted Investments	0.587%	0.610%	0.654%	0.690%	0.695%	0.729%	0.811%	0.946%
Restricted Investments	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Local Agency Investment Fund (LAIF)	0.407%	0.458%	0.540%	0.576%	0.620%	0.685%	0.784%	0.920%
Fixed Income Investments (Total)	0.660%	0.710%	0.710%	0.730%	0.750%	0.820%	0.840%	0.970%

AGENDA ITEM: Consent 9

**CITY OF TULARE
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: Police Department, Code Enforcement Division

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Adopt Resolution 2021-16 extending the Abandoned Vehicle Abatement Program for 10 years.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

In 1991, TCAG was established as the Service Authority for the County’s Abandoned Vehicle Abatement (AVA) program through the adoption of a Joint Powers Agreement between Tulare County and the Cities. The AVA program is funded by a \$1.00 service fee collected by the Department of Motor Vehicles at the time of registration. Funds are distributed to the cities and Tulare County each quarter based on population and the number of vehicles abated by each agency. Sections 9250.7 and 22710 of the vehicle code provided that collection and the fee would terminate not later than ten years from the date the fee was initially collected. In accordance with this provision, the sunset date for Tulare County is April 30, 2022.

Legislation allowing the extension of this sunset date (SB 106) was passed in August 2001. This bill authorizes the extension of the fee collection in increments of up to 10 years each if the County Board of Supervisors (by a 2/3rds vote) and a majority of the cities having a majority of the incorporated population within the county adopt resolutions providing for the extension of the fee. Approximately \$345,601.00 has been collected from this program between 2011 to 2020.

STAFF RECOMMENDATION:

Adopt Resolution 2021-16 extending the Abandoned Vehicle Abatement Program for 10 years.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

FUNDING SOURCE/ACCOUNT NUMBER:

Submitted by: Wes Hensley

Title: Police Chief

Date: 4/30/2021

City Manager Approval: _____

RESOLUTION 2021-16

A RESOLUTION OF THE CITY COUNCIL CITY OF TULARE COUNTY OF TULARE, STATE OF CALIFORNIA, IN THE MATTER OF EXTENDING THE SUNSET DATE FOR COLLECTION OF THE SERVICE FEE FOR THE ABANDONED VEHICLE ABATEMENT PROGRAM IN TULARE COUNTY TO APRIL 30, 2032

WHEREAS, California Vehicle Code section 22710 authorizes the establishment of a Service Authority for the abatement of abandoned vehicles and for the imposition of a one dollar (\$1) vehicle registration fee to fund an abandoned vehicle abatement program established by such Service Authority; and,

WHEREAS, the Tulare County Board of Supervisors and the majority of the cities within the County having the majority of the incorporated population have previously concurred in the establishment of a Service Authority; and,

WHEREAS, the County and the Cities had previously, on September 25, 1991, entered into a joint exercise of powers agreement creating the Tulare County Service Authority for the Abatement of Abandoned Vehicles ("the Authority") and designating the Tulare County Association of Governments as the Authority; and,

WHEREAS, California Vehicle Code section 9250.7 had previously provided that the fee imposed by a Service Authority shall remain in effect only for a period of 10 years from the date the actual collection of the fee commenced; and,

WHEREAS, collection of the fee for the Authority commenced May 1, 1992, was re-authorized through April 30, 2002 and April 30, 2012 and will sunset on April 30, 2022; and,

WHEREAS, California Vehicle Code section 9250.7 was amended in August 2001 by Senate Bill 106 which provides that the fee may be extended in increments of up to 10 years each if the Board of Supervisors of the county, by a two-thirds vote, and a majority of the cities having a majority of the incorporated population within the county adopt resolutions providing for the extension of the fee; and,

WHEREAS, the City of Tulare recognizes that it is desirable to extend the collection of the service fee for abatement of abandoned vehicles in both the incorporated and unincorporated areas of Tulare County;

////

NOW, THEREFORE, BE IT RESOLVED that the Tulare County Association of Governments, acting as the Authority, be authorized to extend the imposition of a one dollar (\$1) registration fee to fund the abandoned vehicle abatement program within both the incorporated and unincorporated areas of Tulare County for a 10 year increment with a new sunset date of April 30, 2032.

President of the Council and Ex-Officio
Mayor of the City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF TULARE)

I, Rob A. Hunt, City Clerk of the City of Tulare, certify the foregoing is the full and true Resolution 2021-16 passed and adopted by the Council of the City of Tulare at a regular meeting held on May 18, 2021, by the following vote:

Aye(s) _____

Noe(s) _____ Absent/Abstention(s) _____

ROB A. HUNT, City Clerk

By Roxanne Yoder, Chief Deputy

An aerial photograph of a large, modern industrial building with a white roof and a parking lot. The building is surrounded by other industrial structures and a clear sky. The text "Tulare County EDC Update" is overlaid in a large, dark blue font, centered over the building. A horizontal line is positioned below the text.

Tulare County EDC Update

Presented by:

**Nathan Ahle, IOM
President & CEO**

Transition Update

October 2020

- Retirement of Paul Saldana, President/CEO after 20 years

November 2020

- Former Visalia City Manager Mike Olmos named interim President/CEO

March 2021

- Nathan Ahle joins the organization as President/CEO

April 2021

- TCEDEC Board meets in strategic planning session to develop new, more streamlined Work Plan for 2021-22 and beyond

Transition Update

President/CEO held introductory meetings with stakeholders including public officials, city managers, private sector partners, board members, leaders from other groups, etc. These conversations are ongoing

The purpose of the meetings was to determine TCEDC's standing in the community, history with affiliated groups, and how we can build positive relationships moving forward

Our organization
is committed to...

Increased communication with our stakeholders (both public and private) to ensure we understand the vision of our individual communities and how we can best assist in achieving these economic goals

A renewed focus on the core functions of our mission: Expansion, Attraction and Retention of companies to Tulare County, both as the lead organization and in complementary roles where appropriate



Project Management

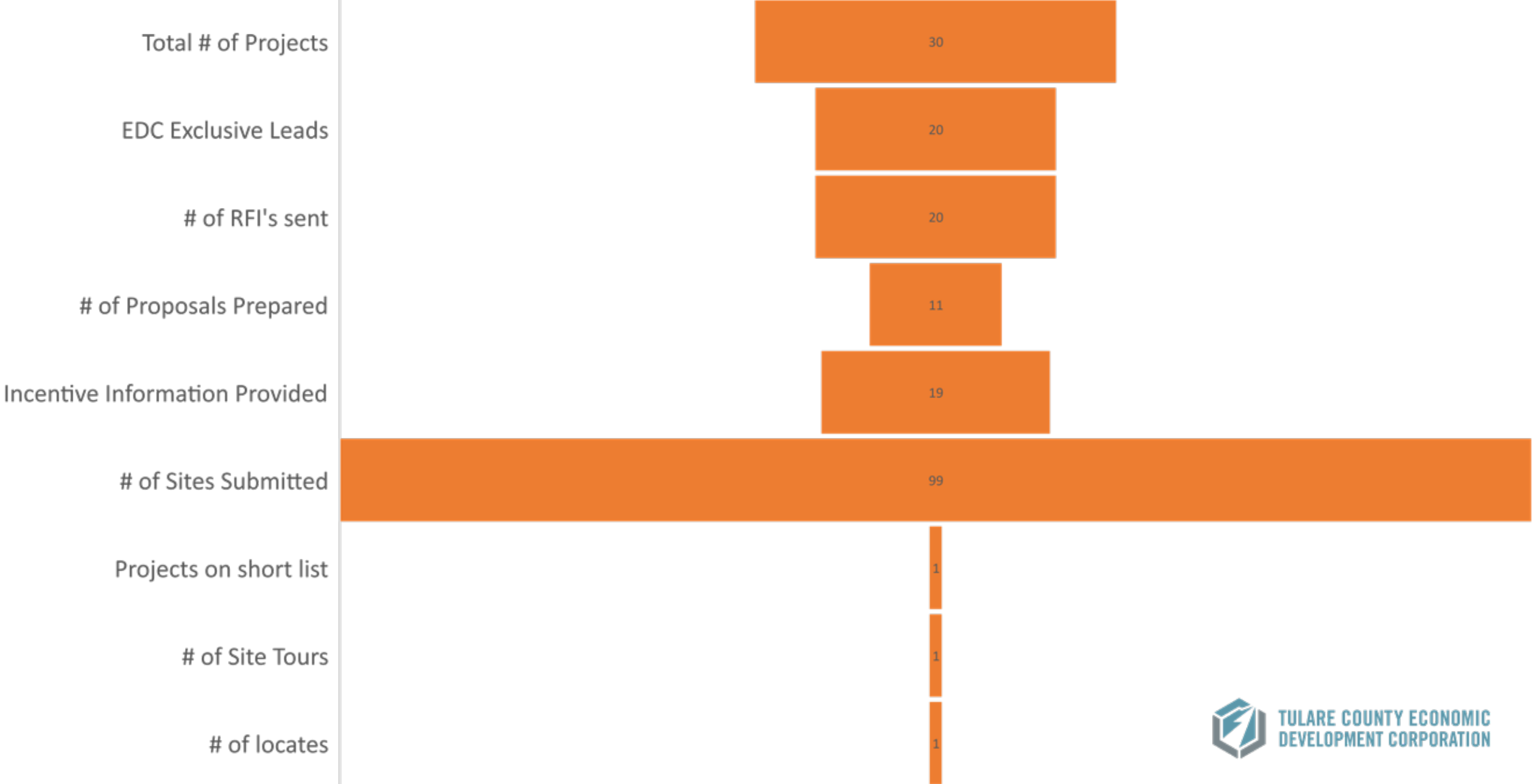
Providing exceptional client service

The background of the slide features a close-up photograph of a person's hands holding several interlocking gears. The gears are semi-transparent and appear to be floating or being manipulated by the hands. The overall color palette is dark and muted, with a slight blue and grey tint. In the top left corner, there is a solid orange horizontal bar.

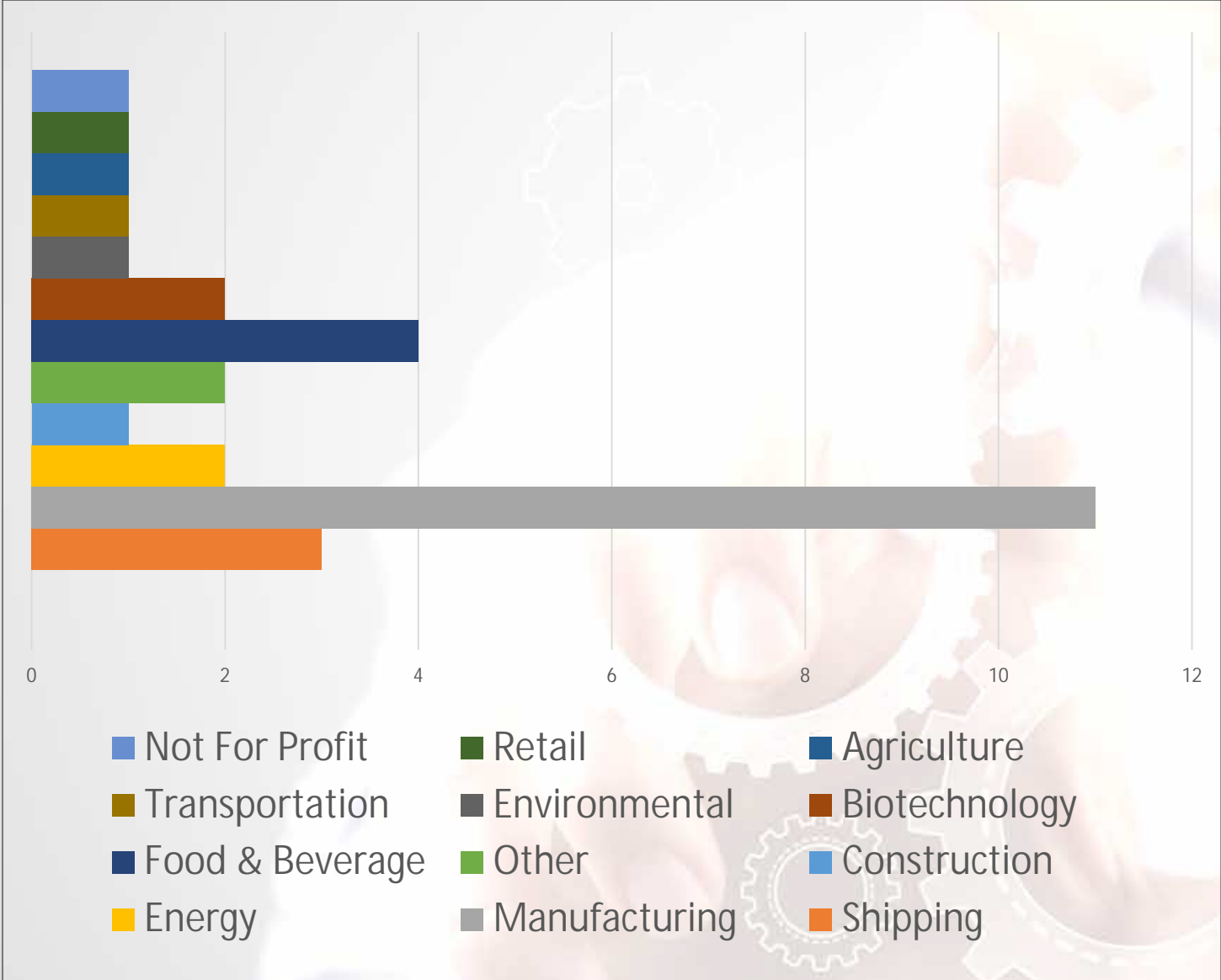
Prospect & Marketing Activity

- 41 active projects
- 17 carried forward from previous FY
- 36 meetings with site selection firms and brokers
- Continual communication with local brokers, developers, and public sector staff to support new development projects

FY 20-21 YTD Totals



FY 20-21 YTD Projects by Industry



Projects by Source



Real Estate Database

Strategic Advantages | Site Selection Services | Major Industries | Living Here | Business Resources | Our County | About Us | 🔍

Find Properties

Home > Find Properties

Search Properties in
Tulare (County) SEARCH

All Buildings Sites

514 properties found. Copy URL Showing: 514 properties

Download Data

Map controls: Draw, Map Overlays, Basemaps

Address	Photo
E Cartmill Ave & Rd 152	
4789 S K St	
3709 E Houston Ave	
10010 W Grove Ct	

Leaflet | Powered by Esri | HERE, DeLorme, Mapbox, OpenStreetMap contributors

Real Estate Database (cont.)

The screenshot displays a web application for finding properties. The interface is divided into several sections:

- Search Properties in:** A dropdown menu is set to "Tulare (County)". A search button and a refresh icon are present.
- Filters:** Buttons for "All", "Buildings", and "Sales" are visible. A "Download Data" link is also present.
- Results Summary:** It indicates "65 properties found" and "Showing: 55 properties".
- Property Listings:** Six property cards are shown, each with a photo, address, and details:
 - 8226 W Mineral King Ave (Property Size: 2,300, Available Space: 2,200)
 - 7435 W Sunbrievue Ave (Available Space: 2.2, 2/24)
 - 23104 Avenue 186 (Property Size: 21,529)
 - 2247 N Plaza Dr (Property Size: 234,000)
 - 7101 W Doe Avenue (Sublease) (Property Size: 51,000)
 - 7940 W. Doe Avenue, Suite 100 (Property Size: 43,000)
- Advanced Search Filters:**
 - Building or Site Type:** Industrial (checked), Office, Retail, Special.
 - Property Name:** Text input field.
 - Address:** Text input field.
 - Available Size:** Min and Max input fields.
 - Enter Property Descriptions:** Text area.
 - For Sale or Lease:** For Sale (checked), For Lease (checked).
 - Sale Price:** Min and Max input fields.
 - Lease Cost:** Min and Max input fields.
- Map:** A map of the Tulare region with several property locations marked by numbered circles (24, 8, 6, 4, 4). Map controls include "Draw", "Map Overlays", and "Basemaps".

Getting back to basics



- Renewed focus on increasing leads, both through emphasis on proposal development for incoming leads and proactive generation of new prospects
- Organizational development that leads to a balanced budget
- Improved marketing of Tulare County and its cities to site selectors
- Enhanced relationships with diverse stakeholders in the community

An aerial photograph of a large, modern industrial warehouse building with a white roof and a parking lot. The building is surrounded by other industrial structures and a clear sky. The text "Thank you!" is overlaid on the image in a large, dark blue font.

Thank you!

Nathan Ahle, IOM
President & CEO
Tulare County EDC
nathan@tularecountyedc.com

AGENDA ITEM: Gen Bus PH 1a

**CITY OF TULARE, CA
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: Community & Economic Development Department

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other None

AGENDA ITEM:

Public Hearing to adopt Resolution 2021-14 approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan (AAP) Amendment I to confirm the allocation of available CDBG entitlement funds and program income in the amount of \$1,115,795 to existing project and activities approved under the 2020 AAP previously adopted on May 5, 2020; and authorize the City Manager or his designee to submit the same to HUD on behalf of the City of Tulare.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

Administration of the Community Development Block Grant (CDBG) program is overseen by the City’s Community & Economic Development Department in cooperation with other City departments. Through the AAP process, staff establish and/or adjust activities to meet the goals identified under the City’s adopted 2020-2024 Consolidated Plan and the national objectives and requirements set by U.S. Department of Housing and Urban Development (HUD).

On May 5, 2020, City Council approved the Program Year 2020 Annual Action Plan (AAP). Project areas and budget estimates under the 2020 AAP are listed in Table 1 below.

Table 1 – Approved 2020 CDBG Annual Action Plan & Allocations

Public Infrastructure & Facilities	<ul style="list-style-type: none"> • Tulare Ave Improvements - \$297,676 • Parkwood Meadow Phase II Improvements - \$168,324
Homeless & Public Services	<ul style="list-style-type: none"> • Neighborhood Cleanup (Public Works) - \$30,000 • Kings Tulare Homeless Alliance / Continuum of Care Homeless Connect - \$10,500 • Family Services of Tulare County - \$25,000 • Kings View - \$20,000 • United Way of Tulare County - \$20,000
Affordable Housing	<ul style="list-style-type: none"> • Habitat for Humanity of Tulare / Kings Counties - \$40,000 • Bardsley Garden Apartments - \$211,310
Economic Development	<ul style="list-style-type: none"> • Workforce Investment Board of Tulare County - \$50,000
CDBG Program Administration	<ul style="list-style-type: none"> • Personnel, Operating, and/or Planning Costs - \$113,458
Total Activities & CDBG Funds	<ul style="list-style-type: none"> • Eleven (11) • \$986,268

A combination of the City's annual CDBG allocation and estimates of program income and rollover funds remaining from the previous program year (2019-2020) made up the total amount of CDBG funds that City staff committed to Program Year 2020 activities/projects.

PROGRAM YEAR 2020 ANNUAL ACTION PLAN AMENDMENT I

The City of Tulare's CDBG program year runs from July 1st to June 30th of each year. As we near the end of the 2020 program year, staff analyzed the status of the approved projects and fund balances on each activity.

This proposed amendment to the 2020 AAP concerns only budget changes to particular CDBG projects. The budget adjustments were necessary to account for an increase in total available CDBG funds for the Program Year and individual project needs. The total amount of CDBG funds for Program Year 2020 increased because of an underestimate of the funds remaining from the previous Program Year at the time the AAP was developed. Combined with a conservative estimate of program income in the amount of \$9,500, a total of \$129,527 was added to the 2020 Program Year, bringing the overall total of available CDBG funds to \$1,115,795.

Staff reallocated the additional CDBG funds to the public infrastructure and facility and affordable housing projects. The Tulare Ave and Parkwood Meadows Phase II projects received budget increases of 31 and 28 percent respectively, while the minor rehabilitation program operated by Habitat for Humanity received a budget increase of 60 percent. Per the City's policies and procedures, project / activity budget changes of more than 25 percent require a substantial amendment to the AAP. The changes to the budgets of individual projects and the overall Program Year total are further noted in Table 2 below.

Table 2 – 2020 CDBG Annual Action Plan Amendment & Reallocations

Public Infrastructure & Facilities	<ul style="list-style-type: none"> · Tulare Ave Improvements - \$390,000 · Parkwood Meadow Phase II Improvements - \$215,000
Homeless & Public Services	<ul style="list-style-type: none"> · Neighborhood Cleanup (Public Works) - \$30,000 · Kings Tulare Homeless Alliance / Continuum of Care Homeless Connect - \$10,500 · Family Services of Tulare County - \$25,000 · Kings View - \$20,000 · United Way of Tulare County - \$20,000
Affordable Housing	<ul style="list-style-type: none"> · Habitat for Humanity of Tulare / Kings Counties - \$64,000 · Bardsley Garden Apartments - \$200,310
Economic Development	<ul style="list-style-type: none"> · Workforce Investment Board of Tulare County - \$52,500
CDBG Program Administration	<ul style="list-style-type: none"> · Personnel, Operating, and/or Planning Costs - \$88,485
Total Activities & CDBG Funds	<ul style="list-style-type: none"> · Eleven (11) · \$1,115,795

The proposed amendment involves only funding level changes and the project goals remain aligned with the 2020-204 Consolidated Plan. The proposed 2020 AAP Amendment I was available for public review and comment from May 14 through May 18, 2021.

STAFF RECOMMENDATION:

Adopt Resolution 2021-14 approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan (APP) Amendment I to confirm the allocation of available CDBG entitlement funds and program income in the amount of \$1,115,795 to existing project and activities

approved under the 2020 AAP previously adopted on May 5, 2020; and authorize the City Manager or his designee to submit the same to HUD on behalf of the City of Tulare.

CITY ATTORNEY REVIEW/COMMENTS: Yes N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: Yes No N/A

FUNDING SOURCE/ACCOUNT NUMBER: Community Development Block Grant Funding for Program Year 2020 (Fund 077).

Signed: Traci Myers

Title: Community & Economic Development Director

Date: May 6, 2021

City Manager Approval: _____

Attachments:

Proposed 2020-2021 Annual Action Plan Amendment I Document

RESOLUTION 2021-14

A RESOLUTION OF THE TULARE CITY COUNCIL APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2020 ANNUAL ACTION PLAN (AAP) AMENDMENT I FOR THE ALLOCATION OF AVAILABLE CDBG ENTITLEMENT AND PROGRAM INCOME IN THE AMOUNT OF \$1,115,795 TO EXISTING ACTIVITIES AND PROJECTS.

WHEREAS, the City of Tulare is designated an entitlement jurisdiction by the U.S. Department of Housing and Urban Development (HUD) to receive an annual allocation of Community Development Block Grant (CDBG) funds for implementing projects and programs within the City; and

WHEREAS, the CDBG Program was established under Title 1 of the Housing and Community Development Act of 1974, as amended, to assist in developing viable communities urban communities by providing decent housing, a sustainable living environment, and promoting economic development that benefit primarily low- and moderate-income persons; and

WHEREAS, on May 5, 2020, the City Council adopted the CDBG Annual Action Plan for Program Year 2020, through Resolution 2020-22, with an estimate of total available resources derived from City's annual allocation and estimates of CDBG program income and funds remaining from the previous program year to projects involving public infrastructure and facility improvements, the preservation and development affordable housing, the provision of public and homeless services, economic development, and CDBG program administration; and

WHEREAS, after reconciling actual expenditures with budgets for the 2019 Program Year projects and activities, Community and Economic Development staff identified additional unexpended CDBG funds in the amount of \$130,027 to rollover to the 2020 Program Year, which increased the total rollover amount from Program Year 2019 to \$390,104; and

WHEREAS, City staff processed a CDBG annual allocation correction in December of 2020 that resulted in a decrease of the City's original allocation from \$713,300 to \$713,191 and staff also adjusted their estimate of available CDBG program income from \$10,000 to \$9,500, which collectively led to a change in the estimate of total Program Year 2020 funds to \$1,115,795; and

WHEREAS, to notify the public and garner input on a proposed Amendment to 2020 Annual Action Plan, City staff issued a public notice on May 14, 2021 in the Visalia Times Delta and Tulare Advance Register, distributed a draft of the proposed amendment to local organizations, and posted a draft of the proposed amendment on the Community and Economic Development webpage; and

WHEREAS, the public comment period and virtual public hearing on the proposed 2020 AAP Amendment I was duly noticed in a newspaper of general circulation; and

WHEREAS, the proposed 2020 AAP Amendment I accounts for the addition of more 2019 rollover CDBG funds, the change to the annual allocation amount and program income estimate, and adjustments to the budgets of Program Year 2020 projects as follows: public services in the amount of \$30,000; homeless services in the amount of \$75,500; public infrastructure and facilities projects in the amount of \$605,000; affordable housing in the amount of \$264,310; economic development in the amount of \$52,500; and, program administration in the amount of \$88,485.

NOW THEREFORE BE IT RESOLVED by the Tulare City Council following a public hearing the City Council adopts the Program Year 2020 CDBG Annual Action Plan Amendment I as presented.

PASSED, APPROVED, AND ADOPTED this 18th day of May, 2021.

President of the Council and Ex-Officio
Mayor of the City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF TULARE)

I, Rob A. Hunt, City Clerk of the City of Tulare, certify the foregoing is the full and true Resolution 2021-14 passed and adopted by the Council of the City of Tulare at a regular meeting held on May 18, 2021 by the following vote:

Aye(s) _____

Noe(s) _____ Absent/Abstention(s) _____

Dated: **ROB A HUNT, CITY CLERK**

By Roxanne Yoder, Chief Deputy City Clerk

City of Tulare

PY 2020 Annual Action Plan Amendment I



City of Tulare
Community & Economic Development Department
411 East Kern Avenue
Tulare, CA 93274

The Program Year (PY) 2020-2021 Amendment involves only the adjustment of budgets on existing CDBG projects / activities. According to the City of Tulare's Citizenship Participation Plan, changes to a project / activity's original budget in excess of 25 percent requires a substantial amendment to the Annual Action Plan. Of the 11 projects / activities implemented during this program year, only three (3) projects required a budget adjustment in excess of 25 percent. The public infrastructure and facility projects, Tulare Avenue and Parkwood Meadow Phase II, involve budget increases of 31 and 28 percent respectively. These budget changes reflect a change in the total amount of expected resources for Program Year activities / projects. The new total expected resources is comprised of the 2020 annual allocation in the amount of \$713,191, remaining funds from the previous year's allocation in the amount of \$393,1034, and an estimate of program income in the amount of \$9,500, which is equal to \$1,115,795. This total is \$129,527 more than original expected resources / funding total of \$986,268 reported in the original Program Year 2020 Annual Action Plan. Additional changes to individual project / activity budgets occurred to meet performance expectations and balance the overall Program Year budget.

(ALL TEXT IN BLUE FONT REPRESENTS INFORMATION PERTAINING TO AMENDMENT I OF THE 2020 ANNUAL ACTION PLAN).

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Tulare (City) under the U.S. Department of Housing and Urban Development (HUD) has developed a five-year strategic plan, also known as the 2020-2024 Consolidated Plan (ConPlan) that identifies and prioritizes the future use of the City's Community Development Block Grant (CDBG) funds. The ConPlan development process in early 2020 also included the establishment of the 2020 Program Year Annual Action Plan goals and projects.

In preparing its ConPlan, the City used several methods to analyze community needs such as surveying community residents and stakeholders, analyzing U.S. Census, American Community Survey (ACS) as well as other demographic data. The City also used information from Planning documents at the local and county level. The City of Tulare hosted three community workshops and contacted organizations in an effort to encourage participation by all residents, particularly low and moderate-income (LMI) households. Outreach was intended to notify the public and garner participation in the ConPlan process. Overall, the ConPlan process identified goals to improve collaboration, eliminate service delivery gaps, maintain affordable housing and suitable living environments, and expand economic opportunities.

The City of Tulare qualifies as an entitlement jurisdiction based upon having a population of over 50,000 people. Funds are allocated based upon a five part formula which factors population, extent of housing overcrowding, poverty, age of housing and growth lag. Therefore, funding allocation varies from year to year. To receive its entitlement funding from HUD, the City is required to approve an Action Plan for each fiscal year. The Annual Action Plan (AAP) must describe how the City intends to invest its CDBG funds to meet the needs and goals identified in the ConPlan. The City's FY 2020-2021 AAP identifies activities funded through an initial allocation of \$713,191 of CDBG entitlement funds, program income, and remaining entitlement funds from the previous Program Year.

HUD notified the City of Tulare by letter on November 9, 2020, of an error in HUD's initial formula allocations for fiscal year (FY) 2020 CDBG and HOME program grants. The City's initial formula allocation of \$713,300 was adjusted to \$713,191, which reflects a minimal decrease of \$109 in CDBG program funds for FY 2020. [To account for an increase in public infrastructure and facility projects over the threshold of 25 percent, the City completed a substantial amendment to the FY2020 AAP according to the guidelines in the City's Citizen Participation Plan. All projects and activities designated in the original AAP expired at the end of the Program Year on June 30, 2021. The AAP Amendment involved only adjustments to individual project / activity budgets to reflect changes in the total amount of CDBG funds available to the City and performance expectations.](#)

[The PY 2020-2021 AAP Amendment I may be adopted by the City Council following a public hearing on May 18, 2021, by means of Resolution 2021-XX.](#)

2. Summarize the objectives and outcomes identified in the Plan

Homeless & Public Services: Use CDBG funds to establish agreements with local organizations to provide case management, point-in-time count, and outreach and direct aid to people experiencing homelessness or at-risk of becoming homeless. Commit CDBG funds to support the preservation and cleanup of particular low- and moderate-income areas and neighborhoods in the City.

Preservation and Development Affordable Housing: Use CDBG funds to preserve the City's existing stock of affordable housing units through largely minor and substantial rehabilitation work.

Public Infrastructure & Facility Improvements: Use of CDBG funds to accomplish physical infrastructure (e.g., roadways, sidewalk, lighting) and facilities (e.g., parks) improvements in low-moderate income residential neighborhoods within the City. Address safety, environmental, and/or regulatory needs.

Economic Development: Use CDBG funds to support programs / initiatives that offer job training and foster employment opportunities for low- and moderate-income households and people experiencing homelessness.

Administration & Planning: Use CDBG funds to account for City staff oversight and strategy for the CDBG program and associated agreements with multiple organizations, as well as cover standard

operating and planning costs related to fair housing and program management (e.g., postage, public noticing).

3. Evaluation of past performance

The City of Tulare evaluated past performance during the preparation of the most recent Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2019. The report compared the objectives and outcomes identified in each year's Annual Action Plan and based an assessment of past performance on measurable indicators. CDBG reports on the last five-years of projects and activities implemented by the City are available for public review on the City's website at:

<https://www.tulare.ca.gov/government/departments/community-economic-development/housing-cdbg-services/reports>.

4. Summary of Citizen Participation Process and consultation process

Community Needs Assessment: The City of Tulare took several steps to obtain the input of community residents and stakeholders to develop the 2020-2024 Consolidated Plan (ConPlan), the 2020-2021 Annual Action Plan (AAP), Citizen Participation Plan (CPP), and the Analysis of Impediments to Fair Housing Choice (AI). Consultation efforts included dissemination of a community needs survey, three community meetings and a public hearing to obtain community input on prioritization of goals in the development the ConPlan, CPP, AI and 2020-2021 AAP. The City also consulted with state and regional agencies and local service providers. The three community meetings that took place during the community needs assessment were held at the following dates and locations:

- **Tulare Public Library**
475 North M Street
Tulare, CA 93274
July 2, 2019 at 5:30pm

- **Tulare Chamber of Commerce**
220 East Tulare Avenue
Tulare, CA 93274
July 11, 2019 at 5:30pm

- **Roosevelt Elementary School**
1046 West Sonora Avenue
Tulare, CA 9374
July 17, 2019 at 5:30pm

Both an English and Spanish community needs assessment public notice were published in the Tulare Advanced Register on July 1, July 11, and July 15, 2019. Public notices were also sent via the Tulare Chamber of Commerce listserv to 1,100 stakeholders on June 21, 2019 and the Kings/Tulare Homeless Alliance (KTHA) listserv to 330 stakeholders on June 14, 2019. Public notices were sent in the City of Tulare July 2019 water bill to 19,000 households. English and Spanish community needs assessment public notices and surveys were available at Tulare City Hall, Tulare Library, Tulare Senior Center, the Tulare Community Center and on the City website at www.tulare.ca.gov from July 10 - July 31, 2019.

Public Hearings: A public hearing was conducted before the Tulare City Council on February 18, 2020 to obtain additional public comment input on the prioritization of goals during the development of the ConPlan. An English and Spanish public notice was published in the Tulare Advanced Register on January 20, 2020 notifying the public of the February 18 public hearing. The City held a public hearing prior to the Tulare City Council meeting on April 21, 2020, to accept community input on the draft 2020-2024 ConPlan, CPP, AI and 2020-2021 AAP. Another public hearing was held before the Tulare City Council on May 5, 2020 to approve the 2020-2024 ConPlan, CPP, AI and 2020-2021 AAP.

[The City Council held a public hearing on Tuesday, May 18, 2021, to review the proposed AAP Amendment I and receive additional public comments prior to adoption by Resolution.](#)

Public Review: The 30-day public review period took place from April 6, 2020 through May 5, 2020. During the 30-day public review period the City held a community meeting to obtain input on the draft 2020-2024 ConPlan, CPP, AI and 2020-2021 AAP. The following community meeting was held at the following date and location:

- **Tulare Public Library**
475 North M Street
Tulare, CA 93274
April 21, 2020 at 5:00pm

The draft 2020-2024 Consolidated Plan (ConPlan), Citizen Participation Plan (CPP), Analysis of Impediments to Fair Housing Choice (AI) and 2020-2021 Annual Action Plan (AAP) were made available at the following locations:

- Tulare City Hall - 411 East Tulare Avenue
- Tulare Public Library – 475 North M Street
- Tulare Chamber of Commerce – 220 East Tulare Avenue
- Tulare Senior Center – 201 North F Street
- Claude Meitzenheimer Community Center – 830 South Blackstone Street
- Tulare City Website - www.tulare.ca.gov

Notice of public review was published in English and Spanish in the Tulare Advanced Register and Visalia Times Delta on April 6, 2020 and April 20, 2020. The public notices were published in the Tulare Chamber of Commerce April 2020 Newsletter to 2,000 stakeholders. In addition, a notice of public review was sent on the KTHA email listserv on April 6, 2020 and April 16, 2020 to 330 stakeholders. A City email notice was sent to 106 various community stakeholders on April 10, 2020.

The City utilized Waivers of Community Planning and Development Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts. The waivers permitted the City to hold a minimum of a (5) day public comment period on the proposed FY 2020-2021 Annual Action Plan from May 14 through May 18, 2021.

An English and Spanish public notice was published in the Tulare Advance Register and Visalia Times Delta newspapers on May 14, 2021. The public notices and a draft of the PY 2019-20 Tulare CARES Act Amendment was on display at City Hall and posted on the Department of Economic and Community Development's webpage at <https://www.tulare.ca.gov/government/departments/community-economic-development/housing-cdbq-services/public-notices>.

Due to COVID-19 pandemic, the City also followed measures to ensure the safety of residents in the community and staff during the public noticing and receipt of public comments on the proposed FY2020 AAP Amendment. To promote social distancing for the purpose of lower the risk of COVID-19 spread, a 6ft. seating policy was mandated during City Council meetings. Also, the City Council chamber public seating capacity was reduced to 12 seats and held on a first come, first serve basis.

Lastly, a public hearing on the Amendment was held on Tuesday, May 18, 2021. The public hearing allowed for limited in-person attendance and fostered public participation via YouTube at www.youtube.com/channel/UCdWZiv2o7do1JY0OvGe1_aw/videos. For those sheltering in place and wishing to provide comments during meetings, instructions were given to call (559) 366-1849. Public notice, a draft of the 2019-20 AAP Amendment IV, and instructions on how to review said documents and participate in the public hearings virtually, was posted at the entrance of the Tulare Public Library Council Chambers, on the City website, and on the Agendas for the City Council Meeting on May 18, 2021.

5. Summary of public comments

The City of Tulare had an extensive survey effort on the City's needs (on-line and print versions of surveys in English and Spanish). Survey respondents included 47 residents and four service providers. (Please see **Appendix A** for complete survey results). According to the results of the ConPlan Survey and community meetings, the top community needs from residents and service providers were:

- **Public Infrastructure:** Street, sewer, water system repairs, ADA sidewalks, and street lighting.
- **Homeless Services:** Mental health, substance abuse centers, homeless prevention services and emergency shelters.
- **Affordable Housing:** Housing for seniors, rehab energy efficiency, housing for persons with special needs, construction of new housing, and home rehab programs.
- **Public Services:** Neighborhood preservation and crime prevention.
- **Economic Development:** Job creation, job training, job start-ups and technical assistance to non-profits, job placement.
- **Public Facilities:** Health care, youth centers, senior centers, facilities for abused and neglected children and park improvements.

Public Hearings. Four public hearings were held prior to the adoption of the 2020-2024 ConPlan and the 2020-2021 Annual Action Plan. There were no comments from the public during the hearings on February 18, April 21, and May 5, 2020. Comments received during the public hearings held during the 30-day public comment period were included in the final 2020-2024 ConPlan.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City of Tulare reviewed and considered all comments and proposals for activities / projects when developing the 2020 Program Year Action Plan.

7. Summary

Please see **Appendix A** for full citizen participation summary.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the ConPlan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
CDBG Administrator	TULARE	Community & Economic Development Department

Narrative

The Community Development Department of the City of Tulare is the lead agency for the City of Tulare's ConPlan and for administration of CDBG funds.

Consolidated Plan Public Contact Information

[Alexis Costales](#)

Housing and Grants Specialist

City of Tulare

411 East Kern Avenue

Tulare, CA 93274

[\(559\) 684-4224](tel:(559)684-4224)

acostales@tulare.ca.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Tulare took several steps to obtain the input of community residents and stakeholders to develop the 2020-2024 ConPlan, the 2020-2021 Annual Action Plan, and the 2020 Annual Action Plan Amendment. Consultation efforts included dissemination of a community needs survey, three community workshops and one public hearing during the development of ConPlan. The City also consulted with state and regional agencies and local service providers. During the 30-day public comment period, the City held one community workshop and two public hearings. Additionally, the City utilized its departmental webpage, several social media accounts, the list-serves of the Kings Tulare Homeless Alliance and Tulare Chamber of Commerce, their own list serve of more than 30 providers, and the local community newspaper to notify residents of the opportunity to review and comment on the draft of the 2020-2021 Annual Action Plan Amendment. The City held a public hearing on May 4, 2021, for review and comments on the proposed 2020 Amendment. Actions taken by the City are consistent with the City's Citizen Participation Plan which is incorporated into the ConPlan as **Appendix A**.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Tulare works closely with the local Housing Authority and other local nonprofits and private developers. The Housing Authority of Tulare County (HATC) has a satellite office in the City of Tulare handling intake of housing applications and other matters. Various affordable rehab and new development projects are underway in the City. In continuing these relationships, the City of Tulare will encourage more coordination among these entities. Involvement with service providers that assist the homeless will also continue in the City, as specified in the next section. The HATC has a total of 620 number of units and 553 Section 8 vouchers currently being utilized within the City of Tulare.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Tulare has coordinated with the Housing Authority of Tulare County (HATC), the local and regional homeless service providers and bi-county Kings/Tulare Homeless Alliance, which is the designated Continuum of Care Program – a community-based organization that developed a long range plan that addressed the needs of the homeless in order to help them reach maximum self-sufficiency. The City of Tulare has worked with the Kings/Tulare Homeless Alliance in the following manner:

- Contributed to the regional Kings/Tulare Homeless Alliance (CoC) planning process.
- Additionally, the City initiated the process to build relationships with the Kings/Tulare Homeless Alliance service providers, in order to address the needs of the City's homeless.
- In future years, the City will also explore options to link resources with providers that address the needs of special need populations such as the frail elderly, victims of domestic violence, and individuals with disabilities.

It is essential for the City to continue to support the Kings/Tulare Homeless Alliance through such means as financial support, membership, and attendance of meetings. The City of Tulare works closely with the Alliance, by actively participating in monthly Alliance meetings, which are intended to enhance coordination, share information on best practices, and develop a better understanding of the needs of the homeless population in jurisdictions across both counties.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is not a recipient of Emergency Solutions Grant (ESG) funds; therefore, it does not assist the Kings/Tulare Homeless Alliance with the determination of ESG allocations or evaluating outcomes, and developing policies and procedures for the administration of the regional Homeless Management Information System (HMIS).

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

See Table 2 on the next page.

Table 1 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Fair Housing Council of Central California
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Impediments to Fair Housing Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provided data and information that helped identify the needs of households requiring fair housing services. Also provided input regarding the region's strategy to address impediments to fair housing.
2	Agency/Group/Organization	Kings/Tulare Homeless Alliance (CoC # 513)
	Agency/Group/Organization Type	Continuum of Care Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs – (Chronically homeless/ Families with children/ Veterans/ Unaccompanied youth)
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Regional CoC coordinator and HMIS administrator provided significant information regarding regional and City homeless population and input to help prioritize community needs.
3	Agency/Group/Organization	State of California
	Agency/Group/Organization Type	Other government – State
	What section of the Plan was addressed by Consultation?	Economic Development Market Analysis Demographics Lead-based Paint Strategy

	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Various State departments and agencies were consulted to obtain information regarding employment, demographics, and lead poisoning.
4	Agency/Group/Organization	Housing Authority of the County of Tulare
	Agency/Group/Organization Type	Public Housing Authority
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information regarding number and type of households receiving rental assistance, on waiting lists, and the number of households requesting housing assistance.
5	Agency/Group/Organization	County of Tulare
	Agency/Group/Organization Type	Other government – County
	What section of the Plan was addressed by Consultation?	Economic Development Demographics Lead-based Paint Strategy Needs Assessment Strategic Plan Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Various county departments and agencies were consulted to obtain information regarding employment, demographics, mental health services, and homeless solutions at the Homeless Task Force.
6	Agency/Group/Organization	City of Tulare
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development

		Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City departments and City Council provided data and information, identified priorities, and recommendations for the allocation of HUD funds.
7	Agency/Group/Organization	Tulare Chamber of Commerce
	Agency/Group/Organization Type	Economic development
	What section of the Plan was addressed by Consultation?	Market needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Addressed local economy and key trends. Chamber staff including the CEO completed the online survey and provided input of the development of the Con Plan
8	Agency/Group/Organization	The Lighthouse Rescue Mission
	Agency/Group/Organization Type	Housing Services – Homeless Services – Housing Services - Children
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Homelessness Needs (chronically homeless/ families with children/unaccompanied youth) Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives provided input to help prioritize the City's community needs on homelessness.
9	Agency/Group/Organization	Family Service of Tulare County

	Agency/Group/Organization Type	Services – Homeless Services – Housing Services - Victims of Domestic Violence Services - Children
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Homelessness Needs (Chronically homeless) Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representative(s) completed community needs survey for input on the development of the Con Plan.
10	Agency/Group/Organization	Kings View Corporation
	Agency/Group/Organization Type	Services – Homeless Services Services – Mental Health Services – Drug and Alcohol Treatment Services – Behavioral Health Regional organization
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Homelessness Needs (Chronically homeless/ families with children/unaccompanied youth) Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives provided input to help prioritize the City's community needs on homelessness.
11	Agency/Group/Organization	United Way of Tulare County

	Agency/Group/Organization Type	Housing Services - Education Services – Homeless Services – Housing
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Homelessness Needs (Chronically homeless/ families with children/Unaccompanied youth) Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was contacted via email and asked to complete community needs survey for input in the development of the Con Plan.
12	Agency/Group/Organization	Tulare Unified City School District
	Agency/Group/Organization Type	Services - Education Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Homelessness Needs (chronically homeless/ families with children/unaccompanied youth) Homelessness Strategy
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was contacted via email and asked to complete community needs survey for input in the development of the Con Plan.
13	Agency/Group/Organization	Self-Help Enterprises
	Agency/Group/Organization Type	Housing

		Services - Education Services – Housing Regional organization
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Economic Development Regional organization
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was contacted via email and asked to complete community needs survey for input in the development of the Con Plan.
14	Agency/Group/Organization	Habitat for Humanity
	Agency/Group/Organization Type	Housing Regional organization
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Non-homeless special needs
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives completed community needs survey for input on the development of the Con Plan. Representatives also attended community workshops and provided community needs input in regards to home repairs for LMI homeowners.
15	Agency/Group/Organization	Altura Centers of Health
	Agency/Group/Organization Type	Services - Health
		Needs Assessment

	What section of the Plan was addressed by Consultation?	Strategic Plan
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representative(s) attended a community meeting and completed community needs survey to provide input to in the development of the ConPlan.
16	Agency/Group/Organization	Tulare Senior Center
	Agency/Group/Organization Type	Services - Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan Non-homeless special needs
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representative(s) attended a community meeting and provided input to help the development of the ConPlan.
17	Agency/Group/Organization	Grandma's House - A Vision of Hope
	Agency/Group/Organization Type	Services - After School Tutoring
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CEO and founder attended a community meeting held at the Tulare Chamber of Commerce and provided input in the development of the ConPlan.
18	Agency/Group/Organization	Tulare Emergency Aid
	Agency/Group/Organization Type	Services - Food Distribution Services - Rental/Mortgage and Utility Assistance
		Needs Assessment

	What section of the Plan was addressed by Consultation?	Strategic Plan
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was contacted via email and asked to complete community needs survey for input on the development of the Con Plan.
19	Agency/Group/Organization	AMVETS California Charities
	Agency/Group/Organization Type	Veteran Service Organization
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Organization was contacted via email and asked to complete community needs survey for input on the development of the Con Plan.
20	Agency/Group/Organization	Workforce Investment Board of Tulare County
	Agency/Group/Organization Type	Services - Job Training and Placement Regional organization
	What section of the Plan was addressed by Consultation?	Needs Assessment Strategic Plan
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives attended a community meeting provided input in regard to the needs of job training and placement.
21	Agency/Group/Organization	Environmental Protection Agency
	Agency/Group/Organization Type	Other government – Federal
		HazMat Planning

	What section of the Plan was addressed by Consultation?	
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	EPA databases were researched and there were no superfund sites in Tulare
22	Agency/Group/Organization	AT & T
	Agency/Group/Organization Type	Telephone Company
	What section of the Plan was addressed by Consultation?	Digital Divide
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information regarding broadband services available to lower income residents.
23	Agency/Group/Organization	Frontier
	Agency/Group/Organization Type	Non-profit
	What section of the Plan was addressed by Consultation?	Digital Divide
	How was the Agency/Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Provided information regarding broadband services available to lower income residents.

Identify any Agency Types not consulted and provide rationale for not consulting

The City had an open consultation process; no agency was prevented or excluded from participating.

Other local/regional/state/federal planning efforts considered when preparing the Plan

See Table 3.

Table 2 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Kings/Tulare Homeless Alliance	The Alliance conducts the regional and local Point-In-Time Survey and strategic plan to end homelessness. The City helps support the CoC goals by providing CDBG funding for the CoC, as well as participating in the CoC process. The City's Strategic Plan will provide support to social services needs of the City's residents with an emphasis on homeless.
City of Tulare Housing Element (2015-2023)	City of Tulare	Housing priorities and program goals
City of Tulare Capital Improvement Plan	City of Tulare	Multi-year capital improvement plan helped identify priority capital projects that may be CDBG-eligible.
Final Regional Housing Needs Plan for Tulare County	Tulare Council of Governments (TCOG)	Future housing needs of City of Tulare

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

The City implemented the following efforts to obtain a broad range of resident input during the preparation of the ConPlan and 2020-21 Annual Action Plan:

ConPlan Survey: An electronic (Survey Monkey) and hard copy survey instrument were utilized to obtain public input regarding priority housing and community needs. The survey was publicized and accessible on the City's website. Hard copies of the survey were also available at City Hall. A summary of survey results is incorporated into the ConPlan as **Appendix A**.

Community Workshops: During the community needs assessment, three (3) community workshops were held by the City on July 2, 11 and 17, 2019. The purpose of the meetings was to obtain public input regarding priority needs for the development of the ConPlan. During the 30-day public comment period, an additional community workshop was held on April 21, 2020 at the Tulare Library to give the public an opportunity to comment on the draft 2020-2024 ConPlan and 2020-2021 Annual Action Plan.

Notices/Website: Notices for all public meetings, including the required public hearings, were published in a local newspaper of general circulation (*Tulare Advance Register and Visalia Times Delta*).

Additionally, the draft ConPlan and Annual Action Plan were posted on the City's website for public review and comment, and hard copies were made available during the required 30-day public comment period. [The City published and distributed a notice for the proposed AAP Amendment and conducted a public review and comment period in line with HUD waivers concerning public health precautions for the COVID-19 pandemic.](#)

Public Hearings: Consistent with HUD's regulations, the City held one public hearing during the development of the ConPlan on February 18, 2020 prior to the 30-day public comment period. During the 30-day public comment period the City held a public hearing on April 21, 2020 to obtain comment input on the draft ConPlan. The City held a final public hearing on May 5, 2020 to adopt the 2020-2024 ConPlan and 2020-2021 Annual Action Plan. [A public hearing was held on May 18, 2021, to receive comments and adopt the proposed FY 2020-2021 AAP Amendment via resolution.](#)

Digital Divide: The City's outreach actions were consistent with HUD's new regulation to address the need for broadband access for low- and moderate-income residents. Rural communities have a need for more broadband services. In Tulare County, 54.3 percent of households have access to high speed internet. Within the City of Tulare the areas with the lowest access to high speed internet service are in the central areas of the City, corresponding with the lower income areas of the City. There are two broadband providers that offer low income households that qualify low cost broadband access of that could be as low as \$10, depending on program and services.

Narrative (optional):

None

Citizen Participation Outreach

Table 3 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted & reasons	URL (If applicable)
1	ConPlan Survey	Non-targeted/ broad community	Survey to solicit input regarding housing and community needs June - July 2019	See summary – Appendix A	All comments were accepted.	N/A
2	Newspaper Ad	Non-targeted/ broad community	Community needs assessment public notice posted in Tulare Advanced Register on July 1, 8, and 15, 2019	No comments received.	All comments were accepted.	N/A
3	Public Meeting	Non-targeted/ broad community	Residents, local service providers, city staff and community development consultants at Tulare Library on 7/2/19.	See summary – Appendix A	All comments were accepted.	N/A
4	Public Meeting	Non-targeted/ broad community	Residents, local service providers, city staff and community development consultants at Tulare Chamber of Commerce on 7/11/19.	See summary – Appendix A	All comments were accepted.	N/A

5	Public Meeting	Non-targeted/ broad community	Residents, local service providers, city staff and community development consultants at Roosevelt Elementary on 7/17/19.	See summary – Appendix A	All comments were accepted.	N/A
6	Internet Outreach	Non-targeted/ broad community	Community needs assessment public notice and survey links were available on City website from June 10 - July 31, 2019.	No comments received.	All comments were accepted.	N/A
7	Public Posting	Non-targeted/ broad community	Public notices and surveys were available at City Hall, Tulare Library, Senior Center, Meitzenheimer Community Center from June 10 - July 31, 2019	No comments received.	All comments were accepted.	N/A
8	Other	Non-targeted/ broad community	An English and Spanish Community Needs Assessment public notices were sent in the July 2019 water bill to 19,000 households.	No comments received.	All comments were accepted.	N/A
9	Internet Outreach	Non-targeted/ broad community	Community Needs Assessment public notices were posted on the City Facebook page in June and July 2019.	No comments received.	All comments were accepted.	N/A

10	Other	Non-targeted/ broad community	Community needs assessment public notices were sent on 6/21/19 via the Tulare Chamber of Commerce email list server to 1,100 stakeholders.	No comments received.	All comments were accepted.	N/A
11	Other	Non-targeted/ broad community	The community needs assessment public notices were sent via the KTHA email list server on 6/14/19 to 330 stakeholders.	No comments received.	All comments were accepted.	N/A
12	Newspaper Ad	Non-targeted/ broad community	Public Hearing requesting community input for ConPlan Public Notice published in Tulare Advanced Register on 2/3/2020.	See summary – Appendix A	All comments were accepted.	N/A
13	Public Hearing	Non-targeted/ broad community	Public Hearing on 2/18/2020 requesting community input for development of the ConPlan.	See summary – Appendix A	All comments were accepted.	N/A
14	Newspaper Ad	Non-targeted/ broad community	30-day public comment period public notice was published in the Tulare Advanced Register and Visalia Times Delta on 4/6 and 4/20/2020.	See summary – Appendix A	All comments were accepted.	N/A

15	Public Meeting	Non-targeted/ broad community	Residents, local service providers, city staff and consultants at Tulare Library on 4/21/2020 at 5:00pm.	See summary – Appendix A	All comments were accepted.	N/A
16	Internet Outreach	Non-targeted/ broad community	Public notice and draft ConPlan and 2020 Action Plan was available on City website from April 6 – May 5, 2020.	No Comments Received	All comments were accepted.	N/A
17	Public Posting	Non-targeted/ broad community	30-day public notice and draft ConPlan and 2020 Action Plan were available at City Hall, Tulare Library, Senior Center, Meitzenheimer Community Center from April 6 – May 5, 2020.	No Comments Received	All comments were accepted.	N/A
18	Other	Non-targeted/ broad community	30-day public notice published in the April 2020 Tulare Chamber of Commerce Newsletter and sent via email listserv to 2,000 stakeholders.	See summary – Appendix A	All comments were accepted.	N/A
19	Other	Non-targeted/ broad community	30-day public notice sent via the Kings/Tulare Homeless Alliance email listserv on 4/6 & 16 to 330 stakeholders.	See summary – Appendix A	All comments were accepted.	N/A

20	Other	Non-targeted/ broad community	City emailed public notice to over 100 stakeholders on April 10, 2020.	See summary – Appendix A	All comments were accepted.	N/A
21	Public Hearing	Non-targeted/ broad community	April 21, 2020 public hearing requesting community input on the draft 2020-24 ConPlan and 2020 Action Plan.	See summary – Appendix A	All comments were accepted.	N/A
22	Public Hearing	Non-targeted/ broad community	May 5, 2020 public hearing to approve 2020-24 Con Plan and 2020 Action Plan and to authorize submission of the Plans to HUD.	See summary – Appendix A	All comments were accepted.	N/A
23	Newspaper Ad	Non-targeted / broad community	Public Notice for review, comments, and a public hearing on the proposed AAP Amendment in Tulare Advance Register and Visalia Times Delta on 5/14/2021.	See summary – Appendix A	All comments were accepted.	N/A

24	Other	Non-targeted / broad community	Public Notice and Draft of AAP Amendment sent through Tulare Chamber of Commerce and Kings-Tulare Homeless Alliance Listserves (several hundred stakeholders).	See summary – Appendix A	All comments were accepted.	N/A
25	Public Review Period	Non-targeted / broad community	Public Notice and draft of AAP Amendment available at City Hall and posted on Department webpage from May 14 through May 18, 2021.	See summary – Appendix A.	All comments were accepted.	N/A
26	Public Hearing	Non-targeted / broad community	May 18, 2021, held hearing during City Council Meeting to receive final comments, adopt the AAP Amendment via resolution, and authorize submission to HUD.	See Summary – Appendix A.	All comments were accepted.	N/A

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City's Fiscal Year (FY) 2020-2021 CDBG annual entitlement allocation is \$713,191 and anticipates \$10,000 in program income and \$263,077 of prior year resources, totaling \$986,377. As a result, the City anticipates a total of \$3,879,577 in available CDBG funds over the next five-years. The City will continue to apply for HOME funds through the State of California. Those expected funds are not listed below. The City currently is not a participating jurisdiction of Emergency Solutions Grant (ESG) or Housing Opportunities for Persons with AIDS (HOPWA).

The following describes the anticipated CDBG resources for the City of Tulare.

Anticipated Resources

Table 5 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public Federal	Public Services, Homeless Services, Affordable Housing, Public Infrastructure & Facility Improvements, Economic Development, Administration	\$713,300 (original); \$713,191 (adjusted as 11/5/2020)	\$9,500	\$393,104	\$986,268 (original); \$1,115,795	\$2,893,200 (original); \$2,763,673	Funds will be allotted to the following CDBG projects public services, homeless services, affordable housing, public infrastructure & facilities improvements, economic development, & administration.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City works with nonprofits, and other government institutions to try to develop additional resources. The City provides CDBG funds to partner organization Family Services to provide case management services to the Tulare Housing First grants to provide Permanent Supportive Housing vouchers to chronically homeless individuals with a disability. The City allocates funds to the Kings/Tulare Homeless Alliance the local Continuum of Care who coordinates and leverages resources and community partners to address homelessness in the bi-county region.

These other resources that are available to carry out activities that address the goals of the ConPlan include, but are not limited to, the following:

- § Housing Authority of Tulare County – HATC administers federal funds to provide 553 eligible Tulare households with Section 8 rental choice vouchers, which 4 are under the Veterans Affairs Supportive Housing (VASH) rental vouchers. It is anticipated that they will continue to assist City households over the five-year period of the ConPlan.

CDBG does not require matching funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

A current CDBG owned public facility serves as a women and children homeless shelter maintained by Tulare Lighthouse Rescue Mission.

Discussion

The City uses a variety of resources to address the needs of the City and its residents. Since the City of Tulare does not receive HOME or ESG funds directly from HUD, service providers within the City are eligible to apply for these funds from the State.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Indicator	Outcome
1	Public Infrastructure and Facilities Improvements	2020	2021	Non-Housing Community Development	LMA	Improvements to streets, storm drains, water systems, sidewalks, and park facilities.	CDBG: \$605,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,965 Persons Assisted	
2	Homeless Services	2020	2021	Public Services	Citywide	Homeless Services	CDBG: \$75,500	250 Persons Assisted	
3	Affordable Housing	2020	2021	Affordable Housing	Citywide	Availability and accessibility to affordable housing	CDBG: \$264,310	Home Repairs: 8 Households Multi-Family Rehab: 49 Units	
4	Public Services	2020	2021	Public Services	LMA	Neighborhood Cleanup / Graffiti and Waste Abatement	CDBG: \$30,000	20,000 Persons Assisted	
5	Economic Development	2020	2021	Economic Development	Citywide	Economic Development	CDBG: \$52,500	5 Persons Assisted	
6	Program Administration	2020	2021	Administration	Citywide	Administration	CDBG: \$88,485	N/A	

Goal Descriptions

1	Goal Name	Public Infrastructure and Facilities Improvements
	Goal Description	Street, sewer, storm drain, water systems, ADA sidewalks, and parks facilities improvements
2	Goal Name	Homeless Services
	Goal Description	Case management and direct relief services to people experiencing homelessness
3	Goal Name	Affordable Housing
	Goal Description	Single-family residence and multi-family unit rehabilitation
4	Goal Name	Public Services
	Goal Description	Neighborhood cleanup
5	Goal Name	Economic Development
	Goal Description	Job training and placement services
6	Goal Name	Program Administration
	Goal Description	Grant management, operations, and planning

Projects

AP-35 Projects – 91.220(d)

Introduction

Six projects received CDBG entitlement and program income funds in the Fiscal / Program Year 2020, which spans July 1, 2020, through June 30, 2021.

Projects

Table 7- Project Information

#	Project Name
1	Public Infrastructure and Facilities Improvements
2	Homeless Services
3	Affordable Housing
4	Public Services
5	Economic Development
6	CDBG Program Administration

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

These projects match the priority needs identified during the Consolidated Plan development process. Priority needs focused on serving low-moderate income persons and people experiencing or at risk of becoming homeless. The corresponding projects aim to improve the quality of life, condition of public facilities and housing, and economic opportunity for the aforementioned groups of people. The City addressed priority needs and allocated funding to projects according to estimates of actuals costs and the caps to public service and administration activities.

AP-38 Project Summary

Project Summary Information

1	Project Name	Public Infrastructure and Facilities Improvements
	Target Area	Low/Moderate-Income Areas (LMA)
	Goals Supported	Public Infrastructure and Facilities Improvements
	Needs Addressed	Public Infrastructure and Facilities Improvements
	Funding	CDBG: \$605,000
	Description	Use of CDBG funds to accomplish physical infrastructure (e.g., roadways, sidewalk, lighting) and facilities (e.g., parks) improvements in low-moderate income residential neighborhoods within the City. Address safety, environmental, and/or regulatory needs.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 11,750 Tulare residents; of which, 88,605 are considered LMI
	Location Description	Low/Moderate-Income Areas
	Planned Activities	<ul style="list-style-type: none"> • Tulare Avenue – street pavement and utility project on Tulare Ave. between West St. and the Union Pacific Railroad that includes ADA concrete work and improvements to water, sewer, and surface water facilities. <ul style="list-style-type: none"> ○ Budget - \$390,000 • Parkwood Meadow Phase II – installation of ADA compliant sidewalk and solar pathway lights at the Parkwood Meadow Park located at 1200 S. E Street. <ul style="list-style-type: none"> ○ Budget - \$215,000

2	Project Name	Homeless Services
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	CDBG: \$75,500
	Description	Use of CDBG funds to establish agreements with local organizations to provide case management, point-in-time count, and direct relief services to people experiencing homelessness or at-risk of becoming homeless.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	200 homeless individuals and 50 at-risk of homelessness
	Location Description	Citywide
	Planned Activities	<ul style="list-style-type: none"> • Kings Tulare Homeless Alliance / Continuum of Care Agency – administer the yearly point-in-time count for unsheltered population in the City, a monthly event to connect people experiencing homelessness to services, and regular housing navigator staff in the City. <ul style="list-style-type: none"> ○ Budget - \$10,500 • Family Services of Tulare County – administer the Tulare Housing First (Shelter Plus Care) voucher program that offers rental assistance, case management, counseling, transportation, and referral services for people who are chronically homeless and exhibit a disabling condition. <ul style="list-style-type: none"> ○ Budget - \$25,000 • Kings View – conduct outreach to and provide services to people experiencing homelessness. Services include referrals to mental and behavioral health aid and assistance with security deposits, rent, utility costs, transportation, and documentation. <ul style="list-style-type: none"> ○ Budget - \$20,000 • United Way of Tulare County – provide emergency subsistence payments to low- and moderate-income households at risk of eviction, foreclosure, and/or utility shutoff. <ul style="list-style-type: none"> ○ Budget - \$20,000

3	Project Name	Affordable Housing
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$264,310
	Description	Use CDBG funds to preserve the City's existing stock of affordable housing units through principally minor and substantial rehabilitation work.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	57 low- and moderate-income individuals / families will participate in this project's activities.
	Location Description	Citywide
	Planned Activities	<ul style="list-style-type: none"> · Bardsley Garden Apartments Rehabilitation – form an agreement with Pacific Development Group to oversee the replacement and/or repair of dryrot, fascia, gutters, in unit detectors and painting at the Bardsley Garden Apartments property located at 1150 S Laspina St. This is an affordable housing complex of 49 units for seniors. <ul style="list-style-type: none"> ○ Budget - \$200,310 · Habitat for Humanity of Tulare / Kings Counties – administer a minor home rehabilitation program for low- and moderate income households. Principally physical improvements to key building features and ADA enhancements for at least 8 LMI households. <ul style="list-style-type: none"> ○ Budget - \$64,000
4	Project Name	Public Services
	Target Area	Low/Moderate-Income Areas (LMA)
	Goals Supported	Public Services
	Needs Addressed	Public Services - Neighborhood Preservation
	Funding	CDBG: \$30,000

	Description	Use CDBG funds to support the cleanup of particular LMA / neighborhoods. Principally involves the abatement of graffiti and waste.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	20,000 persons
	Location Description	Low/Moderate Income Areas
	Planned Activities	<ul style="list-style-type: none"> · Neighborhood Cleanup –City’s Public Works Department manages the removal of graffiti and illegal waste / trash dumping on streets, alleyways, and structures in distinct LMI areas. <ul style="list-style-type: none"> ○ Budget - \$30,000
5	Project Name	Economic Development
	Target Area	Citywide
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$52,500
	Description	Use CDBG funds to support programs / initiatives that offer job training and foster employment opportunities among low- and moderate-income households and people experiencing homelessness.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	5 LMI persons
	Location Description	Citywide
	Planned Activities	<ul style="list-style-type: none"> · Workforce Investment Board of Tulare County – administer a job training and placement program through Community Services and Employment Training (CSET) staff for LMI persons. <ul style="list-style-type: none"> ○ Budget - \$52,500

6	Project Name	CDBG Program Administration
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Grant Administration and Planning
	Funding	CDBG: \$88,485
	Description	Use CDBG funds to account for City staff oversight and strategy for the CDBG program and associated agreements with multiple organizations, as well as cover standard operating and planning costs related to fair housing and program management (e.g., postage, public noticing).
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	Citywide
	Planned Activities	CDBG Administration and Planning Costs <ul style="list-style-type: none"> • Budget - \$88,485

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

CDBG funds will be available citywide for eligible projects that serve LMI individuals or households. City wide eligible projects include homeless services, affordable housing projects, economic development projects, and administration.

Low-Mod Census Tracts (CDBG Eligible Target Areas): Low-Mod Income Area Benefit (LMA) concentration is defined as census tracts where at least 51% of the median household income is 80% or less the jurisdiction as a whole. LMA projects include graffiti abatement, neighborhood clean-up, public infrastructure, and public facilities improvements. There are a total of 9 tracks with 19 blocks groups, which are recognized as low-mod areas. The City’s current CDBG eligible LMA boundaries are:

1. **Census Track No. 0022.02/Block No. 1, 2 and 3 (Low/Mod: 79.46%):** bound by east of Enterprise Street, south of W. Cross Avenue, west of N. J Street, and north of W. Inyo Avenue.
2. **Census Track No. 0022.04/Block No. 1, 2 and 3 (Low/Mod: 74.55%):** bound by east of N. West Street, north of W. Cross Avenue, west of N. J Street, and south of W. Prosperity Avenue.
3. **Census Track No. 0023.04/Block No. 1 (Low/Mod: 62.98%):** bound by east of N. J Street, south of E. Cross Avenue, west of Cherry Street and north of E. Tulare Avenue.
4. **Census Track No. 0024.00/Block No. 3 (Low/Mod: 56.20%):** bound by east of Highway 99 to Southwest city limits and south of E. Paige Avenue to Avenue 184 city limits.
5. **Census Track No. 0029.01/Block No. 1, 2 and 3 (Low/Mod: 75.91%):** bound by east of S. I Street, south of Highway 137, west of Highway 99, and north of E. Paige Avenue.
6. **Census Track No. 0029.03/Block No. 2 and 3 (Low/Mod: 66.16%):** bound by east of Highway 99, south of Highway 137, west of S. Laspina Street, and north of E. Bardsley Avenue.
7. **Census Track No. 0030.01/Block No. 1, 2 and 3 (Low/Mod: 72.99%):** bound by east of S. West Street, north of W. Bardsley Avenue, south of W. Inyo Avenue and east of S. I Street.
8. **Census Track No. 0030.02/Block No. 2 (Low/Mod: 61.745%):** bound by east of Pratt Street, south of W. Bardsley Avenue, west of S. I Street, and north of W. Paige Avenue.
9. **Census Track No. 0031.00/Block No. 1 and 2 (Low/Mod: 67.11%):** bound by East Road 80, north to W. Paige Avenue, east to Highway 99, south to City limits which include Ave 208 to West Street, Pratt Street south to Wade Street, Wade Street east to I Street, south to Avenue 184.

A map of the City’s CDBG Eligible LMA Target Areas is provided in the ConPlan **Appendix F**.

Geographic Distribution – Table 8

Target Area	Percentage of Funds
Citywide	52
Low/Moderate-Income Areas (LMA)	48

Rationale for the priorities for allocating investments geographically

For FY 2020-2021, funding is allocated 48 percent CDBG eligible LMA target areas and 52 percent is allocated citywide. CDBG funds will be distributed citywide for eligible projects. LMA projects will include project specific to certain LMA target areas; such as, graffiti and neighborhood clean-up, Tulare Avenue improvements and Parkwood Meadows improvement projects.

Discussion

CDBG funds will be allocated to programs that serve Tulare residents citywide or within CDBG eligible LMA target areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

During FY 2020-2021 the City is planning to help at least 8 low and moderate-income owner occupied families with needed minor rehabilitation; such as, ADA accessibility, energy conservation, weatherization and emergency home repairs via a partnership with Habitat for Humanity. In addition, the City is plans to complete substantial improvements to the exterior of the Bardsley Garden Senior Apartments, a 49-unit affordable housing project serving low-income seniors and/or disabled persons.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	57
Special-Needs	0
Total	57

Table 4 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	57
Acquisition of Existing Units	0
Total	57

Table 5 - One Year Goals for Affordable Housing by Support Type

Discussion

The City will also utilize HOME and CalHome funds to provide additional affordable housing to the citizens of Tulare through the First-time Homebuyer and Homeowner Rehabilitation programs via a partnership with Self-Help Enterprises.

In addition, the City partners with Family Services of Tulare County to provide 12 permanent supportive housing vouchers annually, through the Tulare Housing First voucher programs for chronically homeless individuals with a disability. The City supports the 12 chronically homeless individuals maintain housing stability, by utilizing CDBG funds under public services each year.

AP-60 Public Housing – 91.220(h)

Introduction

The City does not own or manage public housing.

Actions planned during the next year to address the needs to public housing

HATC will continue to own and manage 205 Public Housing units in the City of Tulare. There is no plan to purchase additional public-housing units, removing any units from its inventory. During FY 2020-21, HATC plans to invest approximately \$512,696 in Capital Fund improvements within the units in the City. Expenditures will cover maintenance and rehabilitation in public-housing units within the City. Capital Fund expenditures covered a large range of projects: including roofing replacement, landscaping improvements, carpet replacement, Air Conditioning and Heating unit improvements.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HATC is proactive in the inclusion of public-housing residents in the policy making process. An equitable and transparent policy making process that includes the opinions of public housing residents is achieved through the participation of two tenant commissioners on our HATC Board. Furthermore, HATC has installed a Resident Counsel which is made up of five residents from all of HUD funded programs (Multifamily Housing, LIHTC, HOME, Section 8 Housing Choice Vouchers and public-housing). The Resident Counsel works with HATC staff on evaluating the effectiveness and efficiency of HATC rental assistance programs. This provides members the opportunity to provide input on program modifications.

A vital driving factor in the implementation of HATC programs is the promotion of tenant self-sufficiency. HATC views the goal of homeownership for program participants as one of the long term goals for all of its clients. HATC staff works with tenants to effectively provide them with the necessary resources to achieve homeownership. HATC Annual Re-Examination Notice provides public-housing participants with an extensive referral list that provides assistance with homeownership. This list includes programs managed by: CSET, Habitat for Humanity and Self Help Enterprises. HATC's program coordinator works with any interested public housing tenant in order to effectively inform them of all the different programs that are available to them. Effective collaboration between HATC and other public and nonprofit agencies is imperative to help promote homeownership among all of its tenants.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

The City does not own or manage public housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

During FY 2020-2021, the City has allocated funds for the regional CoC, to help fund the annual Point in Time Count and Project Homeless Connect, as described in the project section.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Each year the King/Tulare Homeless Alliance conducts a Point in Time (PIT) count in conjunction with the Project Homeless Connect (PHC) event. Through these two events, the Alliance is able to acquire a snapshot of the adults, children in households and unaccompanied youth living in the City who meet HUD's definition of homelessness. Information gathered through the PIT is used to understand the causes and trends over time of homelessness, as well as to determine the unmet shelter and service needs of the homeless. The City contributes CDBG funds to support the Alliance efforts and City staff participates in the annual bicounty PIT count. The Alliance has a three-prong street outreach approach, which includes events such as PHC and the PIT Count, coordination with law enforcement for referrals of street homeless, and coordination with programs serving daily meals, which is an opportunity to identify clients in need of emergency services. PHC is a national best practice that is a one-stop-shop of comprehensive support services for people experiencing homelessness. Guests attending the event are partnered with volunteers who assist in identifying and accessing necessary resources. In addition to these events, homeless outreach is regularly conducted by City staff in collaboration with local non-profit agencies and faith based organizations to provide meals and other quality of life.

This program year Kings View Corporation is projected to provide 18 emergency rental assistance to homeless families within the City of Tulare. Kings View will also offer those clients with case management and essential supportive services such as bus passes, utility assistance, food vouchers, clothing assistance, DMV ID's, and hygiene kits. United Way of Tulare County will provide 27 emergency rental assistance as well to assist in preventing homelessness.

Through a partnership with the Workforce Investment Board of Tulare County at least 5 LMI persons facing homelessness or have significant barriers will be provided job readiness skills, job training, and job placement services. Clients will also receive transportation assistance and interview clothing. Priority will be given to homeless persons to assist in long term stability in efforts of ending homelessness. Homeless persons participating in the job training program will also be given the opportunity to shower prior to job interviews through another partnership with River Valley Church.

The City has recently formed a Homeless Strategic Committee to find solutions to reducing

homelessness within the City. The Homeless Strategic Committee will be spear headed by council member Terry Sayre. On December 17, 2019, the City Council passed a resolution to declare a shelter crisis within the City of Tulare. The declaration of a shelter crisis will allow the city flexibility in providing emergency housing assistance. The City is working earnestly to reducing homelessness within the City.

The City has allocated funds to the Tulare Kings County Alliance - regional CoC. The CoC's plan calls for enhancing and developing outreach to and engagement of chronically homeless persons who are mentally ill, substance abusers, and dually diagnosed and service resistant, plus at- risk populations such as youth runaways, ex- offenders, veterans, victims of domestic violence and those with health risks such as HIV/AIDS. The CoC is working on developing and implementing a long-term outreach program which is both linguistically and culturally competent, linked to a common intake, assessment, and cross-case management effort to identify people now left unserved and underserved.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Tulare Lighthouse Rescue Mission operates a 16-bed women and children up to 12 years of age shelter. The Tulare Lighthouse Rescue Mission recently opened a 12-bed shelter for males age 13 and up. Both shelters are up to 90 days; however, clients are able to stay longer if they have no other options. Both shelters provide warm meals, showers, laundry and a safe warm bed. The City works closely with the Tulare Lighthouse Rescue Mission and supports their mission and vision to end homelessness within our City.

The City partnered with Self-Help Enterprises, the County and the City of Visalia to open Eden House, a 22-bed Bridge Housing project. Eden's House provides 5 beds for the City of Tulare chronically homeless individuals awaiting an available unit under the Tulare Housing First grants. This project was completed with Homeless Emergency Aid Program (HEAP) and California Emergency Solutions and Housing (CESH) funds. Individuals are expected to stay an average of 90 days while awaiting a permanent housing unit. While at the Bridge Housing complex, clients will receive wrap around services; such as, case management, medical and mental health services.

The City also supports Family Services of Tulare County with case management assistance to continue to provide transitional housing services to the homeless population of Tulare. In collaboration with HUD Tulare Housing First grants, Family Services is able to provide approximately a dozen chronically homeless individuals permanent supportive housing voucher rental assistance each year.

Lastly, the City continues to partner with the local continuum of care and Tulare County Homeless Task Force. The regularly participates in monthly meetings with the CoC and Tulare County Homeless Task Force to stay up to date on incoming funds and collaborating projects to address emergency shelters and transitional housing needs of homeless persons.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Tulare will dedicate funds over the five-year plan period to the regional CoC. The regional CoC seeks to provide housing to homeless households and matching them with appropriate housing and services. In utilizing coordinated assessment, the CoC helps to match households with the shortest amount of time, and connecting households with services that can help them to transition to self-sufficiency. The City continues to partner with the Tulare Lighthouse Rescue Mission, Kings/Tulare Homeless Alliance, Family Services of Tulare and Kings View PATH team to help chronically homeless individuals, homeless families with families and unaccompanied youth transition to permanent housing and independent living. In addition, the City partners with AMVETS as a CDBG subrecipient to provide homeless veteran essential resources, such as, security deposits and linking them to critical veteran services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

According to HUD's *Strategies for Preventing Homelessness*, "Homelessness prevention is an essential element of any effort to end homelessness either locally or nationwide." This HUD report indicates it is less expensive and disruptive to keep a household housed in place. To this end, the City will explore the use of CDBG funds to support programs that provide direct assistance to households at risk of becoming homeless. The City will also participate in regional homeless planning efforts, including the Tulare Kings Alliance-CoC's Discharge Plan, which aims to prevent individuals leaving institutions, hospitals, etc., from becoming homeless.

The CoC's prevention strategies focus on effective discharge planning, with an emphasis on requiring foster care programs, in-patient mental health hospitals, hospitals and correctional facilities to provide discharge planning services to clients to ensure that they have access to housing and other needed support services, including respite care, upon discharge. Action steps include convening a working group with stakeholders to examine the discharge planning policies and systems within corrections facilities and each County's human service agencies and identifying initiatives to improve those policies and systems; identifying "cross-cutting" initiatives to improve policies and practices across multiple County agencies. In addition, due to the number of prisons located within the region, the CoC has adopted a

plan to develop a Continuum-wide, multi-system community re-entry plan that includes housing.

Discussion

The City's homeless strategy is to help prevent homelessness and to support local service providers as they engage and assess the City's homeless. Funding may also be provided to support rapid rehousing programming efforts that help ensure homeless individuals obtain housing and the support services needed to achieve and maintain self-sufficiency.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Local policies and regulations may affect both the quantity and type of residential development, but local governments have little or no influence over the impact of the national economy or the federal monetary policies. By reviewing local conditions and regulations that may impact the housing market, the local government can prepare for future growth through actions that protect the public's health and safety without unduly adding to the cost of housing production.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

While the City acknowledges that there are many factors that impact the cost to produce affordable housing, the City does not have the resources to address most of the barriers. The City's permitting fees are necessary to maintain the same level of service for the City.

Discussion:

City staff is aware of the need for additional affordable housing, per input from community at housing workshops, housing surveys and per assessing the City's demographics. Although there are not sufficient funds to build new affordable housing using only CDBG funds, City will continue to implement policies that may increase the number of affordable housing units.

Specific Housing Element Programs that were adopted in the current Housing Element Update that positively impact the City's affordable and inclusive housing goals, and directly contribute to the goal of eliminating barriers to affordable housing are noted as follows:

- Ensure sufficient land is zoned at appropriate densities to accommodate the City's Regional Housing Needs Allocation.
- Encourage residential infill development on vacant and underutilized land that are properly zoned and planned for residential uses within the City limits.
- Home builders will develop multifamily designated land at the highest allowed.
- Require 8 to 12% of units in all Master Planned Communities be higher density residential. Provide adequate infrastructure and public services are provided to serve existing and planned residential development.

AP-85 Other Actions – 91.220(k)

Introduction:

Outlined below are the actions the City will implement during FY 2020-2021 to address the sub-strategies of the Strategic Plan.

Actions planned to address obstacles to meeting underserved needs

During FY 2020-2021, the City will encourage and support HATC's efforts to obtain additional rental assistance funding, especially for senior, disabled, and low-income households. CDBG-funded public facility improvements to be undertaken during the year will provide barrier-free access to individuals with disabilities and mobility limitations. Finally, fair housing services will help ensure all households can secure safe and decent housing that they desire and can afford, without regard to their race, color, religion, gender, national origin, familial status, disability, age, source of income or other characteristics protected by laws.

Actions planned to foster and maintain affordable housing

During the FY 2020-2021 program year, the City of Tulare will continue to promote CDBG funding for LMI households. This includes several projects that help maintain infrastructure necessary to maintain affordable housing within the City.

Actions planned to reduce lead-based paint hazards

The City will continue to provide information to contractors on training and lead-based paint requirements. Also, as the City continues to implement its housing rehabilitation program, it will ensure that HUD's regulations regarding lead-based paint hazards are implemented, per the City's rehab program policies and procedures.

Actions planned to reduce the number of poverty-level families

During FY 2020-2021 the City will support several activities that aim to reduce the number of households living in poverty:

The goal of these efforts will be to help households gain access to additional services to help create a new level of self-sufficiency and address issues of poverty, acquiring marketable skills and health challenges.

Actions planned to develop institutional structure

The City has no additional actions planned to develop its institutional structure. The City will continue to work closely with the County of Tulare Housing Authority, as well as adjacent units of government and

Tulare County.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Tulare does not operate public housing. HATC provides rental assistance in the community. Federal legislation requires that the Housing Authority prepare five-year and one-year plans that highlight its mission, goals, and objectives as it relates to public and assisted housing programs. The City will review the Authority's plans and will provide HATC the opportunity to review and consult with the City regarding its ConPlan. The goal of this cross-consultation is to provide consistent and coordinated housing services for City residents.

Tulare has developed good working relationships with all local nonprofits. As the City continues to implement its CDBG program - to provide public service grant funding - it will coordinate efforts with nonprofit partners to promote the efficient and effective use of limited public resources.

Discussion:

The City's current AI is currently being prepared and approved concurrently with the approval of the ConPlan. Conclusions and action steps to be taken during FY 2020-2021 are also found in **Appendix G**.

Over the course of the FY 2020-2021 program year, the City of Tulare will continue to direct funding to help meet the needs of low- to moderate-income residents in the City. These efforts, along with the efforts of numerous other public and private agencies, will help to address the priority needs established in this plan.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Each HUD program that is covered by the ConPlan regulations must address certain program-specific requirements. Below are the requirements for the CDBG program as prescribed by the ConPlan template.

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Not applicable.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Not applicable.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable.

Housing Trust Fund (HTF)
Reference 24 CFR 91.220(l)(5)

1. Distribution of Funds

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

Not applicable.

- b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.

- c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

- d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority

concentration) in which it will direct assistance during the ensuing program year.

e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

AGENDA ITEM: Gen Bus City Mgr 2a

**CITY OF TULARE, CA
AGENDA ITEM TRANSMITTAL SHEET**

Submitting Department: City Manager's Office

For Council Meeting of: May 18, 2021

Documents Attached: Ordinance Resolution Staff Report Other* None

AGENDA ITEM:

Receive a staff report on the City of Tulare's Boards, Commissions and Committees, consider options for the Strategic Action Ad Hoc Committee on Homelessness, and provide direction to staff related thereto.

IS PUBLIC HEARING REQUIRED: Yes No

BACKGROUND/EXPLANATION:

Pursuant to previous Council direction, this agenda item summarizes the composition of the City's formal and Ad Hoc Boards, Commissions and Committees (BCC's). The attached table identifies each formal committee, how members are appointed and the number of members, and outlines the method by which each committee was established.

Community interest in serving on many City BCC's has waned over the past few years, resulting in reduced applicant pools to consider upon vacancies and/or replacement of existing members, if desired.

Some BCC's meet infrequently due to structure or order of business. The Housing and Building Board of Appeals, for instance, may not meet for over a year at a time, but is established per statute. Council has requested review of potentially expanding or combining areas of review for its BCC's. This also will need to be considered carefully as many of the City's BCC's are formed by statute and/or ordinance which may not afford for expanded purview. Given both the functions and/or statutory necessity of each formal board, commission and committee, staff does not recommend deleting or modifying any of them at this time.

Informal, or "Ad Hoc", Committees

In addition to the aforementioned standing Boards, Commissions and Committees, the City Council retains the authority to establish informal or "Ad Hoc" Committees. These committees typically are formed to address a specific issue and function for a specified period of time. Currently, there are two active "Ad Hoc" committees, the Budget Review Team and the Strategic Action Ad Hoc Committee on Homelessness.

Budget Review Team

The Budget Review Team was created as a result of Council deliberations during the FY20/21 budget formulation process and is comprised of two Council members as well as the City Manager, Deputy City Manager, Finance Director, and IT Manager. The Team serves as a "sounding board" to review the City's projected revenues and expenditures and provide input

on budgeting options during the current FY21/22 budget preparation cycle. The Team meets informally on an as-needed basis. No decisions are made during these meetings; they are simply meetings for the City's primary budget preparers to gather input and feedback. Staff recommends retaining the concept of a Budget Review Team that meets informally on an as needed basis to provide feedback to staff on budget related items.

Strategic Action Ad Hoc Committee on Homelessness

The City Council established the Strategic Action Ad Hoc Committee on Homelessness, on February 18, 2020. Intended to span the duration of the County of Tulare's Strategic Action Plan, *Pathway Home: Responding to Homelessness in Tulare County* ending in 2024, this Ad Hoc Committee's role is in need of review and direction from Council on whether the Resolution that sets forth their respective goals, objectives, purpose, membership, etc. needs to be revised. The adopting Resolution established the following goals, objectives and purposes:

- Assist individuals out of homelessness
- Access to permanent housing
- Expansion of services
- Prevention of at-risk becoming homeless
- Strengthen public engagement and partnerships
- Work with City staff to develop recommendations on budget, etc. to be considered by the City Council

This Committee has not met for a number of months due to questions raised regarding the Committee's purpose and direction, resulting in Council requesting review of same.

Its membership, pursuant to the Resolution states membership shall consist of, but is not limited to, those who have previously participated on the City's Ad Hoc Committee on Homelessness, but may also include those who have a passion to serve others, experience in working with socioeconomically disadvantaged individuals, background in mental health and/or addiction services and/or treatment, etc., including elected officials.

August 11, 2020, Councilmember Sigala attended the Ad Hoc Committee meeting and submitted a memorandum of recommendations and suggestions for inclusion in their overall objectives; on April 6, 2021, Council agreed to agendaize Councilmember Sigala's aforementioned memorandum of which a copy is being provided as an attachment to this staff report for Council review and consideration.

Staff recommends that the Council consider the Committee's desired purpose and direction as well as Councilmember Sigala's suggestions, and direct staff to proceed in its desired manner.

Proposed New Committee

A request to consider the formation of an Arts Committee has also been made as part of the FY21/22 budget formulation process. The current proposal is to establish a line item in the FY21/22 budget with no funding attached to it – to serve as a placeholder for a future effort to establish the Committee.

The Council may wish to consider whether the establishment of such a committee represents potential duplication of efforts, purpose, staffing, funding, etc. Currently, there exists a nonprofit called the Tulare Cultural Arts Foundation established in 1998 to:

“Promote and develop Art and Cultural Activities and Facilities in the Greater Tulare Area”. The Foundation commissioned and maintains a number of murals throughout the community depicting various important events from Tulare's past as well as our iconic water tower

painted as a “glass of milk”. Tulare Cultural Arts Foundation officers are Carlos Melendez - President, Don Lebaron - Vice President and Janet Heath Lebaron - Secretary.

Consideration of Previously Extended Terms

Council is requested to provide direction on the following terms that were extended on December 15, 2020 to June 30, 2021 and whether they should be extended to December 31, 2021 or to a new term:

Police Review Board:

Vacancy (at-large appointment)
Gene Chavez (Dist. 5 appointment)
Karen Presant (Dist. 4 appointment)
Maria Grijalva (Dist. 1 appointment)
Xavier Avila (Dist. 2 appointment)
Duane Goree, Jr. (at-large appointment)
Charlie Ramos (Dist. 3 appointment)

Committee on Aging:

Jackie Zupp
Albert Lemus
Vacancy - 1

Housing & Building Appeals Board:

Jan Lazarus
Alberto Aguilar
Vacancy – 2

Measure I Oversight Committee

Jose Ruiz-Salas

Given recent difficulties in attracting individuals to participate on the City’s Boards, Commissions, and Committees, staff recommends that the terms of the above-mentioned appointees be extended to December 31, 2021.

STAFF RECOMMENDATION:

Receive a staff report on the City of Tulare’s Boards, Commissions and Committees, consider options for the Strategic Action Ad Hoc Committee on Homelessness, and provide direction to staff on the following:

- Maintain all existing formal boards, committees, and commissions in their current form and membership levels.
- Retain the Budget Review Team as an informal group that meets on occasion to provide feedback on budget options.
- Consider the Strategic Action Ad Hoc Committee on Homelessness’ desired purpose and direction as well as Councilmember Sigala’s suggestions, and direct staff to proceed in its desired manner.
- Consider whether a new Arts Committee should be established.
- Extend the terms of the above-mentioned appointees from the Police Review Board, Committee on Aging, Housing & Building Appeals Board, and Measure I Oversight Committee to December 31, 2021.

CITY ATTORNEY REVIEW/COMMENTS: “ Yes T N/A

IS ADDITIONAL (NON-BUDGETED) FUNDING REQUIRED: “ Yes £ No Q N/A

Submitted by: Josh McDonnell

Title: Deputy City Manager

Date: May 13, 2021

City Manager Approval: _____

Attachments:

Table of BCC's

BCC Handbook

Strategic Action Ad Hoc Committee Resolution

Memo dated August 11, 2020 from then Mayor Jose Sigala to Strategic Action Committee

Memo dated May 10, 2021 from Councilmember Jose Sigala to Tulare City Council Members

TABLE

Board, Commission, or Committee	# of Members	How was the Group Established?	Handbook ?
Board of Public Utilities Appointments/removals made by Mayor and confirmed by Council	5	City Charter – Section 52	No
Parks and Recreation Commission The Mayor and each Council member shall have the right to nominate Commissioners from the citizens at large and such nominations shall be honored by ratification and confirmation by majority vote of the membership of the Council	7	Municipal Code – Chapter 2.04	No
Police Dept. Citizen Complaint Review Board Each member of the City Council shall select and appoint one member to the Board, subject to approval of the appt. by the remainder of the Council. The remaining two members shall be selected at large by the City Council.	7	Municipal Code – Chapter 2.12	No
Housing & Building Board of Appeals Appointments/removals made by majority vote of the Council per handbook.	5	State Law and Municipal Code – Chapter 4.32.010	Yes
Planning Commission Appointments/removals as set forth by resolution.	5	State Law and City Resolution 17-57	No
Measure I Citizen Oversight Committee Appointments/removals by seat as set forth by guidelines established 5/16/17.	5	Ballot Measure, City Resolution 05-5261, and Minute Action on 5/16/2017	No
Committee on Aging Appointments/removals made by the Mayor with the approval of the City Council	5	Minute Action on 5/2/1972	No
Aviation Committee Appointments/removals made by the Mayor with the approval of the City Council.	5	Minute Action on 7/6/1971	No
Library Board Appointments/removals made by majority vote of the City Council per handbook.	5	Established upon approval of handbook	Yes

City of Tulare

Board/Commission/Committee Handbook



Prepared by the Office of the City Clerk

Welcome

Welcome and thank you for your willingness to serve as a member on one of Tulare's Commissions, Committees, or Boards. As a member, you will be responsible for making important decisions as well as serve in an advisory capacity to the City Council in addressing specific issues.

This handbook is designed to serve as a reference for the basic protocols that generally apply to all advisory bodies. Reviewing this document will ensure you have a sense of your responsibilities. As a new member, you may want to meet with the department head responsible for your commission/board/committee or the Chair for your to get a better sense of your role and the business of the body. Along with familiarizing yourself with your legislative body's foundational documents, you may want to review agendas and minutes from recent meetings to bring you up-to-date on current issues. All agendas and minutes are available on the City's website at www.tulare.ca.gov.

We hope this handbook will assist you towards a satisfying and productive experience. The vitality and strength of our community results from the willingness of people like you to serve.

Office of the City Clerk

Table of Contents

City Contacts.....	1
Structure of Government.....	2
Form of Government.....	2
City Council	2
City Manager	2
City Clerk	3
City Attorney	3
Departments	3
Policies and Procedures.....	6
Relationship to Council, Staff, and Media	6
Recommendations, Requests, and Reports	6
Council Referrals	6
Public Appearance of Board, Commission, and Committee Members	7
Disbanding of Advisory Body	7
Boards, Commissions, and Committees	8
Terminology and Definitions	8
Board of Public Utilities.....	8
Planning Commission	9
Parks and Recreation Commission.....	9
Library Board	9
Committee on Aging	9
Aviation Committee.....	10
Police Department Citizen Complaint Review Board	10
Housing/Building Board of Appeals	10
Measure I Citizen Oversight Committee	10
Meetings and Officers	11
Agendas, Notices, and Minutes	11
Conduct of Meetings and Parliamentary Procedures.....	12
Meeting Locations and Dates	12
Selection of Chair and Vice Chair.....	12
Other Rules and Regulations.....	12
Membership	13
Appointments and Oaths	13

Application and Selection Process.....	13
Attendance	13
Compensation	14
Qualifications, Compositions, Numbers	14
Reappointments, Resignations, Removals	15
Term of Office	15
Vacancies, New Terms and the Maddy Act.....	15
Legal Requirements	16
Conflict of Interest.....	16
Ethics.....	16
Open Meetings – The Brown Act.....	16
Public Records	17
Discrimination and Equal Protection	17
Due Process	17
Reasonableness.....	18
Use of Public Property.....	18
Mission Statement.....	19



411 East Kern Avenue
Tulare, California 93274

City Council

Jose Sigala	District 1	329-9864 (c)
Terry A. Sayre	District 2	972-4124 (c)
Steve Harrell	District 3	688-6348 (c)
Dennis A. Mederos	District 4	901-3892 (c)
Patrick Isherwood	District 5	684-4200 (City Hall)

City Contacts

Rob Hunt	City Manager	684-4312
Josh McDonnell	Deputy City Manager	684-4210
Mario Zamora	City Attorney	584-6656
Wes Hensley	Police Chief	684-4246
Luis Nevarez	Fire Chief	684-4367
Janice Avila	Human Resources Director	684-4203
Darlene Thompson	Finance Director	684-4255
Trisha Whitfield	Public Works Director	684-4319
Vacant	Community Services Director	684-4315
Traci Myers	Comm. & Econ Dev. Director	684-4230
Michael Miller	City Engineer	684-4269
Roxanne Yoder	Chief Deputy City Clerk	684-4200
Melissa Hermann	Deputy City Clerk/Records Co.	684-4206
Graffiti Abatement		684-4279
Animal Control		685-5047
Code Enforcement		687-2288

Structure of Government

Form of Government

Within California, there are two types of cities: *general law cities* and *charter cities*. General Law cities adhere to the provisions and requirements established as general law by the state for cities and are governed by the provisions of the California Government Code and other applicable State statutes. The City of Tulare is a charter city, which has been incorporated under its own charter. The charter cities in California are not subject to many of the planning and zoning statutes promulgated by the state, and thus have broader powers to enact land use regulations and other rules of process than do general law cities.

City Council

The City of Tulare is governed by a Council/Manager form of government. Under this form of government, the elected City Council sets the policies for the operation of the Tulare City Government. The City Council consists of five members, elected by district, but representing the city's interests as a whole. The City Council also appoints the City Manager, the City Clerk and the City Attorney who serve at the pleasure of the City Council.

Council Members in Districts 1, 3, and 5 are elected beginning in November 2012, and Council Members in Districts 2 & 4 are elected beginning in November 2014. Council Members serve four-year terms. The Mayor and Vice Mayor are selected by the Council for two-year terms. The Mayor is the presiding officer of the Council and the official spokesperson and ceremonial representative of the City.

City Manager

The administrative responsibility of the City rests with the City Manager who is appointed by the City Council. The City Manager's Office provides support and assistance to the Mayor and City Council, conducts legislative analysis, and participates in numerous regional, state and federal organizations that support the objectives of the City of Tulare.

The City Manager provides supervision and direction to all City departments and performs economic development activities citywide. In addition to providing oversight of all City operations, the general administrative functions of the City Manager's Office include budget management, agenda review, purchasing, public relations, public information and marketing activities, legislative analysis, telecommunications franchise management, and liaison to the Chamber of Commerce and other government agencies.

City Clerk

The City Clerk's Division is responsible for compiling and maintaining original City records, including a record of all of the proceedings of the City Council. Other duties assigned to this Division include compiling and maintaining central files, legislative history, ordinances and resolutions, and serves as the main communication point between citizens and the municipal government.

City Attorney

The City Attorney serves as legal advisor of the Council, the City Manager, and all other officers, boards, commissions, and departments of the City.

Departments

The various departments within the City provide expertise in their designated areas and service to the members of the public, business community, and City Council.

Human Resources

The Human Resources division provides support in areas of labor and employee relations, employee training and development, health and safety, recruitment and selection, compensation and classification, employee benefits administration and the administration of the City's worker's compensation and general liability programs, as well as safety and regulatory compliance.

General Services

The General Services division oversees the activities of the following divisions: Transit, Facilities Maintenance, Fleet Maintenance, Property Services, Airport, and Cycle Park.

Finance

The Finance Department is responsible for providing general accounting/financial services such as accounts payable and receivable, payroll, recording and maintaining the City's general ledger, purchasing, providing support and assistance in the annual budget process including revenue projections, preparing internal and external financial reporting and various annual report to the State Controller and other governmental agencies. The Finance Department also oversees the financial side of the Transit Division.

Community Services

The Community Services Department is comprised of the following divisions: Parks, Recreation, Library, and Senior Services. This department maintains and manages the Community Centers, organizes and coordinates the recreational programs and sports leagues for all ages including organized activities during summer and winter vacations. Other facilities and activities include the Senior Center as well as the Library which is responsible for the acquisition, organization, and maintenance of the City's collection of library materials and for the provision of services and programs to facilitate public access and utilization of library resources to meet their informational, educational, and recreational needs and interests.

Community and Economic Development

The Community and Economic Development Department, which includes Planning and Housing, is responsible for the long-range planning for the City as well as current planning. The Planning Division must address a rapidly expanding scope of planning related laws including, but not limited to implementation of the Air Quality Master Plan, Transit Oriented Development Plan, and Americans with Disabilities Act (ADA). Community and Economic Development also monitors compliance with General Plan policies and State Law related to these functions.

Engineering

The Engineering Department, which includes Project Management and Building, provides project design, surveying, inspection, and construction management for capital improvement projects. This division also reviews plans and inspects construction of new developments to ensure compliance with applicable laws and ordinances, City standards, specifications, masterplans, and sound engineering design methods; provides Traffic Engineering planning and design to assure the safe and efficient movement of people and products; provides long range planning for the City's streets, utilities, and drainage infrastructure; and includes day-to-day interaction with developers and property owners that desire to either build or make improvements to property.

Public Works

The Public Works Department repairs city streets and sidewalks, paints traffic markings, installs and maintains traffic signage, maintains street lighting and traffic signal systems, and provides street sweeping services. This department also cleans and repairs sewer and storm drain systems, oversees the water department, manages the City's solid waste functions, and operates the wastewater treatment facility.

Police Department

The Police Department consists of various divisions including Administration, Patrol, Investigation, and Traffic Safety. The Tulare Police Department continues to

actively support proven crime prevention programs and to explore new and innovative methods to reduce crime in Tulare.

The Code Enforcement and Animal Control Divisions are responsible for enforcing the Municipal Code, Building Code and the City's Zoning Ordinance; operation of the City's Animal Shelter as well as handling animal related complaints, dog licensing, and nuisance abatement.

Fire Department

The Fire Department is responsible for fire combat and suppression, medical emergencies, fire prevention, fire safety education, the City's hazardous materials program, and emergency preparedness. The department provides safety education programs and information on life and safety for City residents, schools, and businesses.

Policies and Procedures

Relationship to Council, Staff, and Media

Upon referral by the Council, or as otherwise dictated by the Charter or the City's Municipal Code, the Boards, Commissions, and Committees shall study referred matters and return their recommendations and advise to the Council. With each such referral, the Council may authorize the City staff to provide certain designated services to aid in the study. Upon its own initiative, the Boards, Commissions, and Committees shall identify and raise issues to Council's attention and from time to time survey pertinent matters and make recommendations to the Council.

Boards, Commissions, and Committees should not become involved in the administrative or operational matters of City departments unless specifically provided in their prescribed powers and duties. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy without specific approval of the City Council. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Additional or other staff support may be provided upon a formal request to the City Council. The responsibility for setting policies for the City rests with the City's duly elected representatives, the City Council.

Members of Boards, Commissions, and Committees should refer all media inquiries to City staff and not provide statements or positions on any issues on behalf of the City.

Recommendations, Requests, and Reports

City staff for the Boards, Commissions, and Committees may submit requests for direction and support from the City Council file reports and facilitate any other communications needed for proper function of the Board, Commission, or Committee. Such requests shall be communicated to the City Manager in advance so that they may be listed on the agenda. The Chairperson shall attend the City Council meeting to address any questions. The Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

Council Referrals

The staff representative shall transmit to the designated Board, Commission, or Committee all referrals and requests from the City Council for advice and recommendations. Boards, Commissions, and Committees shall expeditiously consider

and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public Appearance of Board, Commission, and Committee Members

When a Board, Commission, or Committee member appears in a non-official, non-representative capacity before the public, for example in a Council meeting, the member shall indicate that he or she is speaking only as an individual. Conversely, when a member who is present at a Council meeting is asked to address the Council on a matter pertaining to his or her Board, Commission or Committee, the member should represent the viewpoint of the particular body as a whole (not a personal opinion).

Disbanding of Advisory Body

Upon recommendation by the Chair of the Board, Commission, or Committee or appropriate staff, any standing or special Advisory Body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Boards, Commissions, and Committees

Terminology and Definitions

Typically, Boards and Commissions are formed by Ordinance/Charter and the members take the Oath of Office; Committees are formed by Resolution or minute action of the Council. Changes to those formed by Ordinance/Charter generally require an amendment to the municipal code or to the Charter by the electorate.

The following terms and definitions are applied to Boards, Commission, and Committees in general:

AD HOC COMMITTEE – Committees established for a specific purpose and a defined period of time. Formed for or concerned with one specific purpose (e.g. Ad Hoc Compensation Committee); formed or used for specific or immediate problems or needs.

BOARD – A group of persons having managerial, supervisory, or advisory powers or function. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly with the Board having greater autonomy and authority.

COMMISSION – A group of people officially authorized to perform certain duties or functions vested with certain powers or authority.

COMMITTEE – A group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter.

TASK FORCE – A temporary grouping of individuals and resources for the accomplishment of a specific objective.

Board of Public Utilities

The Board of Public Utilities was established by the Tulare City Charter and is charged with the responsibility of regulating and managing the utility divisions of the City. Those divisions include Solid Waste (refuse collection and street sweeping), Water, Sewer and Wastewater. Pursuant to Charter Section 52 this five-member Board is appointed by the Mayor and confirmed by the City Council for four-year terms. The Board meets at 4:00 p.m. on the first and third Thursday of each month. Meetings are held at the Tulare Public Library & Council Chambers.

Planning Commission

The Planning Commission was established by the Tulare City Charter and is responsible for considering and making decisions regarding land use, planning and zoning in accordance with the scope of city ordinances, development standards and state planning laws. A wide variety of issues are under the purview of the Planning Commission, including subdivisions, annexations, design review, zoning and environmental impact assessments. Pursuant to Resolution 17-57 the five-member Planning Commission is appointed by the City Council Members, by seat, with members serving a four-year term. Members serve four-year terms. The Planning Commission meets on the second and fourth Monday of each month at 7:00 p.m. Meetings are held at the Tulare Public Library & Council Chambers.

Parks and Recreation Commission

The Parks and Recreation Commission established by City Ordinance is a seven-member advisory board appointed by the City Council to act on matters of recreational importance to all segments of the community, including recreational programs, facilities, park development. The Commission also serves as an advisory body to City Council & staff regarding street trees to be removed or planted, standards for landscape enhancement and tree preservation policy. Pursuant to Municipal Code Chapter 2.04 the Mayor and each Council Member shall have the right to nominate Commissioners from the citizens at large and such nominations shall be honored by ratification and confirmation by majority vote of the membership of the Council. Members serve four-year terms and meet on the second Tuesday of the month at 6:30 a.m. at the Claude Meitzenheimer Community Center.

Library Board

The Library Board established by the Tulare City Charter is a five-member advisory board appointed by the City Council for four-year terms to advise the staff and Council on all matters relating to library service. Meetings are held on the third Wednesday of each month at 4:00 p.m. in the Tulare Public Library.

Committee on Aging

The five-member Committee on Aging is responsible for advising the Parks, Library & Recreation Department on matters of senior citizen interest including such areas as recreation, social and nutritional services. Pursuant to Minute Action of the Council on May 2, 1972, Members shall be appointed by the Mayor with the approval of the City Council. Members serve four-year terms. Meetings are held the third Wednesday of each month at 12:00 p.m. at the Senior Community Center.

Aviation Committee

The Tulare Aviation Committee, a five-member advisory board. Pursuant to Minute Action of the Council on July 6, 1971, Members shall be appointed by the Mayor with the approval of the City Council. The Committee is charged with the responsibility of making recommendations to the Council and staff in all areas related to city airport use, improvements and development of Mefford Field. Committee members serve a four-year term. Regular meetings of the Committee are held quarterly beginning in January on the fourth Monday of the month at 6:00 p.m. in the City Hall Community Room.

Police Department Citizen Complaint Review Board

The Police Department Citizen Complaint Review Board, is charged with the responsibility of reviewing the Police Department's investigation of citizen complaints in specific areas and providing an independent review to the Chief of Police. The Board does not recommend or review disciplinary action against Police Department employees. Pursuant to Municipal Code Chapter 2.12 the Board shall consist of seven members. Each member of the City Council shall select and appoint one member to the Board, subject to approval of the appointment by the remainder of the Council, and two appointed at-large to two-year terms. An eighth, non-voting member is selected by the Police Officers Union to sit on the Board. Board meetings are held on the second Tuesday of the month at 5:30 p.m. in the City Hall Community Room.

Housing/Building Board of Appeals

The Housing and Building Appeals Board consists of five members. Pursuant to Municipal Code Chapter 4.32.010 the Board of Appeals was created as set forth in the provisions of the Uniform Building Code. Appointed by the City Council to serve four-year terms. Members should have familiarity with building and construction industry. The Board meets on an "as needed" basis to hear and decide appeals of orders, decisions or determinations made by building officials regarding construction related activity or structures declared to be a public nuisance. The Board is served by a City staff liaison for administrative support.

Measure I Citizen Oversight Committee

The Measure I Citizen Oversight Committee, pursuant to ballot language, Resolution 05-5261 and by guidelines approved May 16, 2017, consists of five members appointed by City Council Members, by seat, to serve four-year terms. The Committee will meet twice annually, once to be briefed on the annual budget (mid-year) and again to review the Annual Audit Report, specific to Measure I. Members must live in Tulare.

Meetings and Officers

Agendas, Notices, and Minutes

All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings.

Support staff for each advisory body shall be responsible for properly noticing and posting all regular, special, cancelled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested. An agenda generally consists of the following:

- Call to Order
- Citizen Comments
- Communications
- Consent Calendar
- General Business
- Items of Interest
- Adjournment

All items of business to be discussed at a meeting shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. If action is taken on any items that are not on the agenda or not noticed properly, those actions will not be valid.

Written minutes of all regular and special meetings must be kept as the official record of business transacted and are taken by the Secretary to the Advisory Body or a staff member if a Secretary is not appointed. Minutes should include a brief summary of any pertinent discussions and should contain mainly a record of the actions taken by the Advisory Body at the meeting. Minutes are approved at the next meeting of the Advisory Body and any corrections to the minutes may be made during the meeting and prior to the approval. Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted Records Retention Schedule.

Members should carefully read the agenda and all agenda materials in advance so that they can be prepared for the meeting and get clarification and answers to questions from staff if needed. They should come prepared with issues to raise on all sides of the matter under consideration. Members also need to review each agenda item ahead of the meeting to determine if they may have a potential or actual conflict due to property or monetary interests or for any other reason prescribed by law.

Conduct of Meetings and Parliamentary Procedures

Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow basic parliamentary procedures, similar to Rosenberg's Rules of Order, but not exclusive thereto. A majority of members shall constitute a quorum and a quorum must be seated before meeting is called and an official action is taken. The Chair of each advisory body shall preside at all meetings and the Vice Chair shall assume the duties of the Chair when the Chair is absent.

Meeting Locations and Dates

Meetings may be held in the Council Chambers or other designated City facilities, as noticed. Regular meetings shall have a fixed date and time established by the Advisory Body or the City Council. Changes to the established regular dates and times are subject to the approval by the City Council.

Selection of Chair and Vice Chair

The Chair and Vice Chair of each Advisory Body shall be selected in January of each year, or as set forth by Charter or in approved bylaws, by a majority of its members and shall serve for one year or until their successors are selected.

Other Rules and Regulations

Each Advisory Body may adopt other rules and procedures, as it feels necessary to effectively and efficiently accomplish its duties. Such rules are subject to Council approval before becoming effective and should not be in conflict with this Handbook, any rules or regulations related to the function or operation of the Advisory Body adopted by Council or contained in City Charter or Code.

Membership

Appointments and Oaths

The City Council is the appointing body for all Boards, Commissions and Committees. All members serve at the pleasure of the City Council for designated terms. All appointments and reappointments may be made at a regularly scheduled or special City Council meeting and require an affirmative vote of a majority of the Council present, unless appointment is otherwise described. Prior to taking office, all members must complete an Oath of Allegiance as required by the City Charter. All oaths are administered by the City Clerk or his/her designee. Appointments made during the middle of the term are for the unexpired portion of that term.

Application and Selection Process

The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member of an Advisory Body. The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Any candidate that wishes to be considered must fill out an application. Applications are available from the City Clerk's office. Applicants are required to complete and return the application form, along with any additional information they would like to transmit, by the given deadline. Applications sent by fax or email are accepted. Applications are kept on file for two years. The City Clerk shall notify members whose terms are about to expire whether or not they are eligible for reappointment. If reappointment is sought, the incumbent shall notify the City Clerk's Office.

After the deadline for receipt of applications, the City Clerk shall schedule the application reviews at the next available regular Council meeting. All applications received will be submitted and made a part of the Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.

Following an appointment, the City Clerk shall notify successful and unsuccessful applicants in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies.

Attendance

An Attendance Policy shall apply to all Advisory Bodies. Provisions of this policy are listed below.

Any member of any City Council appointed board, commission and/or committee who is absent from either:

- (1) Three consecutive regular meetings; or*
- (2) Fifty percent or more of all meetings within any consecutive 12-month period of time, shall automatically be removed from the board, commission and/or committee, unless the City Council shall find and determine that there was good cause to excuse the absences.*

Good cause shall include but not be limited to: illness, injury, hospitalization, other medical emergencies or temporary requirements and obligations of employment or family matters.

City Council may consider removal of a member on its own volition, with or without the consensus from the Advisory Body.

While it is expected that members be present at all meetings, the support staff or Chair should be notified if a member knows in advance that he/she will be absent.

Compensation

Members of Advisory Bodies shall serve without compensation unless specifically provided for in the City Charter for their services.

Qualifications, Compositions, Numbers

Unless stated otherwise in an Advisory Body's By-Laws or by statute, or provided for by the Council, City Charter or Code, all Members shall maintain their principal place of residence in the City of Tulare at the time of their appointment and throughout the term of service. Current members of any other City Board, Commission, or Committee are disqualified for membership if there is a direct conflict between the bodies. Members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.

If at any time during their term any member shall cease to maintain their principal place of residence in the City of Tulare, then such person shall become ineligible to continue to serve as a member of the Board, Commission & Committee and said position shall be declared vacant by the City Council. No Board, Commission, or Committee member shall hold any paid office or employment in the City Government, unless stated otherwise in their bylaws.

Reappointments, Resignations, Removals

Incumbents seeking a reappointment are required to notifying the staff liaison of which will be transmitted to the City Clerk by the given deadline. There is no limit to the number of terms a member may serve. Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff. The City Council may remove a member by a majority vote of the Council without cause, notice or hearing.

Term of Office

Unless specified otherwise, the term of office for members of all Advisory Bodies shall be four (4) years unless a resignation or a removal has taken place. The term of office for all members shall expire on December 31 of the 4th year. All current members of the Boards, Commissions and Committees will have their terms adjusted appropriately to expire on December 31. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term. Terms are staggered to be overlapping four-year terms, so that not all terms expire in any one year. If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies, New Terms and the Maddy Act

Vacancies are created due to resignations, removals or death. Vacancies are posted by the City Clerk. Whenever an unscheduled vacancy occurs in any Advisory Body, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least ten working days after posting of the notice (Government Code 54974).

Seats on the Advisory Boards will also become available at the end of each term. On or before December 31 of each year, an appointment list of all regular advisory Boards, Commissions and Committees of the City Council shall be prepared by the City Clerk and posted in the usual and customary location for posting City notices. This list is also available to the public (Government Code 54972, Maddy Act).

The Legislature established 54970 et seq. of the Government Code, also known as "The Maddy Act," for the purpose of increasing public awareness of appointments to be made by any local government. To improve interest in serving, transparency in the process and provide the local appointive powers access to applicants otherwise untapped.

Legal Requirements

Certain limitations have been placed upon the powers of both the City Council and its appointed commissions by both statutory and case law. In certain instances, application of these restraints may be crucial in the governmental process. In instances of doubt, the City Attorney's advice or formal opinion should be sought.

Conflict of Interest

As specified in state law, it is illegal for an Advisory Body member to have an interest in any contract, sale, purchase, finding or transaction in which the member is involved in an official capacity. Conflict of interest may disqualify the member and invalidate any action where such conflict exists. Any interest, whether personal, private, general or sentimental that would tempt a member to act in any manner other than the best public interest should be examined and official action accordingly restricted. An interest that is common to all similarly situated persons is not disqualifying to an action.

Pursuant to the Conflict of Interest Code, members may be required to file a Statement of Economic Interest with the City Clerk to disclose personal interests in investments, real property and income. This is done within 30 days of appointment date and annually thereafter. A Statement is also required within 30 days of leaving office. The Conflict of Interest Code has been established and adopted by the City Council pursuant to the California Fair Political Practices Act (Government Code Section 87300 et seq.). Copies of the code are available from the City Clerk.

Ethics

Effective January 1, 2006, state law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies to the Board of Public Utilities and the Planning Commission, and can be fulfilled online at <http://localethics.fppc.ca.gov/ab1234/> and the certificate of completion should be forwarded to the City Clerk's office.

Open Meetings – The Brown Act

The Ralph M. Brown Act, which was passed in 1953, has become a model public meeting law for the country. The opening section of the law states that:

"In enacting this chapter, the legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of

the law that their actions be taken openly and that their deliberations be conducted openly."

The Act extends to any advisory commission, board or body of a local agency. Its relevant provisions include the following: with some exceptions, meetings of advisory bodies must be held within the territory of the local agency, meetings must be open to the public, and notice of meetings must be delivered prior to the meeting to the press and public pursuant to the provisions of the Government Code.

A "meeting" takes place whenever a quorum of the Boards, Commissions, and Committees is present and official business is conducted. A Board, Commission, and Committee member who attends a meeting where action is taken, knowing that the meeting is in violation of the Brown Act, is guilty of a misdemeanor. "Action taken" means a collective decision made by a majority of the members of the body, a collective commitment or promise to make a positive or negative decision, or an actual vote by the majority of the members on a motion, proposal, resolution, order or ordinance. Care should be taken to make sure that if a quorum of a commission is gathered at a public or private place, no public business is discussed and that the gathering will not be interpreted as a meeting. Board, Commission, and Committee members are permitted to socialize in a non-meeting setting but must refrain from discussing any business. Any questions concerning the effect of the Brown Act should be directed to the City Clerk.

Public Records

The Government Code of the State of California provides that all official records of the city are open to inspection to any interested citizen at reasonable times. Exceptions to this law are only those records specified in the act, records relative to legal action in which the city is a party, and records the disclosure of which would not be in the public interest. Board, Commission, and Committee minutes and supporting documents are public records and may be subject to disclosure.

Discrimination and Equal Protection

All rules, regulations, laws, services, and facilities must apply equally to all persons and not give favor to any segment of the community. Similarly, all laws and ordinances of the city must afford equal protection to all facets of the community, unless the purpose of a city action requires special classification of the community.

Due Process

All governmental procedures and process must allow an affected party a right to be heard, and to present controverting fact or testimony on the question of right in the

matter involved. Unfair determinations, such as bias, predetermination, refusal to hear, etc., may invalidate actions.

Reasonableness

Every action of municipal government must be reasonable, or otherwise stated, not be capricious, extreme, arbitrary, or abusive.

Use of Public Property

Public property, equipment, and facilities may not be used for private or personal purposes. Facilities, equipment, and supplies are provided by the city, but are limited to use in official functions only.



Mission Statement

“To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship, and prosper.”

RESOLUTION 2020-06

A RESOLUTION OF THE COUNCIL OF THE CITY OF TULARE ESTABLISHING THE FORMATION OF A STRATEGIC ACTION COMMITTEE ON HOMELESSNESS PURSUANT TO THE COUNTY OF TULARE'S PATHWAY HOME STRATEGIC PLAN, WHICH SETS FORTH GOALS, OBJECTIVES AND PURPOSE, TOTAL MEMBERSHIP, DURATION, AND APPOINTMENT PROCESS.

WHEREAS, the Council of the City of Tulare seeks to establish a Strategic Action Committee on Homelessness (Committee), with key stakeholders necessary to successfully design, develop, and implement a crisis shelter, including elected representatives, city staff, Health and Human Services Agency members and direct service provider partners, a Committee to sunset in five years, unless otherwise extended by the Council, pursuant to the recommendations set forth in the County of Tulare's Pathway Home Strategic Plan endorsed at the December 17, 2019, Tulare City Council meeting; and,

WHEREAS, the goals, objectives and purpose of the Committee are as follows:

- Assist individuals out of homelessness
- Access to permanent housing
- Expansion of services
- Prevention of at-risk becoming homeless
- Strengthen public engagement and partnerships
- Work with City staff to develop recommendations on budget, etc. to be considered by the City Council

WHEREAS, the Committee shall consist of, but is not limited to, those who have previously participated on the City's Ad Hoc Committee on Homelessness, but may also include those who have a passion to serve others, experience in working with socioeconomically disadvantaged individuals, background in mental health and/or addiction services and/or treatment, etc., including elected officials; and,

WHEREAS, the City Council of the City of Tulare shall appoint five (5) members by seat. Four (4) additional members may be appointed by the Committee to serve for a total body of nine (9); and,

WHEREAS, a minimum of two staff advisory members or other pertinent subject matter expert staff members will serve as needed; and,

WHEREAS, the members of the Committee shall serve a five-year term, which spans the duration of the County of Tulare's Strategic Plan, *Pathway Home: Responding to Homelessness in Tulare County* commissioned by the Tulare County Homeless Task Force.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Tulare as follows, to wit:

SECTION 1: The Council of the City of Tulare establishes a Strategic Action Committee on Homelessness, to sunset in five years, unless otherwise extended by the Council.

SECTION 2: The Council of the City of Tulare approves the Committee terms as determined above and rules related thereto as noted in Attachment A.

SECTION 3: The City Council of the City of Tulare shall appoint five (5) members by seat. Four (4) additional members may be appointed by the Committee to serve for a total body of nine (9).

SECTION 4: A minimum of two staff advisory members or other pertinent subject matter expert staff members will serve as needed.

PASSED, ADOPTED AND APPROVED this 18th day of February, 2020.

President of the Council and Ex-Officio Mayor of
the City of Tulare

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF TULARE)
CITY OF TULARE)

I, Rob A. Hunt, City Clerk of the City of Tulare, certify the foregoing is the full and true Resolution 2020-06 passed and adopted by the City Council of the City of Tulare at a regular meeting held on February 18, 2020, by the following vote:

Ayes(s) _____

Noes(s) _____ Abstention(s) _____

Dated:

ROB A. HUNT, CITY CLERK

By: Roxanne Yoder, Chief Deputy

ATTACHMENT A

1. Terms of Office:

Each member of the Strategic Action Committee on Homelessness (Committee) shall be appointed, to serve a five (5) year term, which spans the duration of the County of Tulare's Strategic Plan, *Pathway Home: Responding to Homelessness in Tulare County* commissioned by the Tulare County Homeless Task Force.

2. Officers and Elections:

Officers shall consist of Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be members of the Committee, elected by its membership.

Election of the Chairperson and Vice-Chairperson shall be held annually at the first regular meeting in July. A secret ballot shall be taken if so requested by any member of the Commission.

3. Meeting Clerk or Designee:

The Committee shall appoint from among their membership, an individual to serve as meeting clerk, for the purposes of agenda and minute preparation. In the absence of the meeting clerk, a designee from same, shall serve in that capacity.

4. Meetings:

The Committee may hold two regular meetings beginning at 7:00 p.m. each month, subject to cancellation. Said meetings are to be scheduled the 2nd and 4th Tuesday of each month, unless conflicting with a holiday recognized by the City at locations to be determined. Notwithstanding the above, the Committee may by formal action at any regular meeting, substitute another date for the regular meeting of the ensuing month in accordance with the provisions set forth in the Brown Act.

In the event of a lack of a quorum at a regular meeting, and alternates are not present to make up a quorum, the Chairperson, the Vice-Chairperson or meeting clerk, in that order, shall adjourn the meeting to another date. The meeting clerk or designee shall endeavor to notify all members of such meetings.

5. Recommendations to Council:

A majority of the members shall constitute a quorum for the conduct of business except where a larger number is specifically required.

The Chairperson shall conduct all meetings in a manner deemed most appropriate utilizing basic parliamentary procedures. Recommendations to the Tulare City Council shall be by consensus of the Committee. The Tulare City Council has final approval over any proposed recommendation.

6. Attendance/Absences:

Each member has a duty to attend scheduled meetings. Any member who is absent from either three consecutive regular meetings or fifty percent or more of all meetings within any consecutive 12-month period of time shall automatically be removed, unless the City Council shall find and determine that there was good cause to excuse the absences, which include, but are not limited to: illness, injury, hospitalization, other medical emergencies or temporary requirements and obligations of employment or family matters.

Members must notify the Committee Chair or meeting clerk or designee in the event of any absence.

If a member is absent from a meeting, they are encouraged to apprise themselves of prior meeting minutes to stay current on subject matters and may vote to approve same upon review.

7. Records:

The meeting clerk or designee of the Committee shall keep the minutes and all other records of all official meetings of the Committee.

8. Minute Records:

The meeting clerk or designee of the Committee shall submit copies of the Committee minutes to the City Manager and City Council Members to keep them apprised of matters scheduled before them.

9. Recommendations and/or Annual Reports to City Council:

The Committee Chair or designee of the Committee may present recommendations and/or annual reports to the City Council by scheduling same with the Tulare City Clerk's Office. The City Council retains sole discretion over the application for and appropriation of funding.

10. Board, Commission, Committee Handbook:

The Board, Commission, Committee Handbook (Handbook) last revised December 17, 2019, is incorporated herein by reference. Any omission, if it exists in this attachment, the Committee is to refer to said Handbook for direction.



MEMORANDUM

To: Strategic Action Committee Members
From: Jose Sigala, Tulare Mayor
Date: August 11, 2020
Re: Non-Housing Homeless Initiatives

Dear Strategic Action Committee Members,

I would like to thank you very much for your dedication, time and commitment to serving on the Strategic Action Committee. I would also like to acknowledge the great work you are doing on behalf of the community to tackle and address the issue of homelessness in our city.

I understand first-hand how difficult and emotional this issue can be given the multitude of attitudes and emotions this topic evokes in the community. We all know the fact that not everyone will be happy with the recommendations and efforts that come from your committee or the council. Nonetheless we need to press forward to address this very important issue in our community.

While there has been a pressing effort to focus on the creation of a homeless emergency shelter, there are other factors that contribute to the homelessness problem. As you may be aware, there are many factors that can lead to individuals experiencing homelessness, such as, loss of jobs, housing, access to healthcare and lack of county services.

Earlier this year, the Tulare City Council adopted the county report, Pathway Home: Responding to Homelessness in Tulare County, which laid out a number of non-housing recommendations.

Using portions of the county report, I would like to request your support in vetting out some non-housing ideas and initiatives that I would like to propose to address some of the root causes that lead to homelessness. These ideas come from recommendations of the Pathway report and my own.

The following recommendations and suggestions for action are in no particular order or priority.

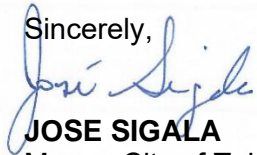
Non-Housing Initiatives To Tackle Homelessness

1. Establishment of an Overnight Parking Zone for individuals sleeping in their vehicles.
2. Establish a Pilot Program with the Tulare Police Department to dismiss low-level citations and infractions if the individual seeks support to address their homeless situation.
3. Assistance to those housing homeless in the form of a grant to help cover expenses.
4. Increase funding to the Landlord Mitigation Fund to encourage more housing.

5. Create an Education/Outreach campaign to encourage more participants to participate in providing housing to homeless individuals.
6. Recommend the Tulare City Council enact an eviction moratorium that prevents homelessness.
7. One time financial resources, such as,
 - a: security deposits,
 - b: legal assistance,
 - c: financial management, and
 - d: preventing evictions.
8. Strengthen Public Engagement and Community Partnerships.
9. Recommend the City of Tulare have a seat on the Continuum of Care Board.
10. Additional Training for Tulare Police Department on handling homelessness.
11. Double the city's annual support of the Kings/Tulare Homeless Alliance Point in Time count.
12. Recommend to the City Council to direct staff to research the process to purchase of a hotel/motel to temporarily house homeless individuals.
13. Discussion on the establishment of a Warming Center for the upcoming winter season.
14. Work with the county to establish an anti-poverty campaign to tackle poverty. (Major cause of homelessness)

I know this quite a list of topics to address and review. I truly appreciate your utmost consideration and deliberation on these suggestions and recommendations to tackle the issue of homelessness outside of the issue of housing and shelters. I am available to answer or expand on any of the recommendations.

Sincerely,



JOSE SIGALA
Mayor, City of Tulare