

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

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

**Monday, January 7, 2013
6:00 P.M.**

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

Notice of ADA Compliance: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerks Office at (559) 992-2151 ext. 235.

Public Comment: Members of the audience may address the Council on non-agenda items; However, in accordance with government code section 54954.2, the Council may not (except in very specific instances) take action on an item not appearing on the posted agenda.

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

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

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

ROLL CALL

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

INVOCATION

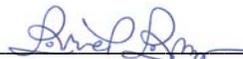
FLAG SALUTE

1. PUBLIC DISCUSSION

2. **CONSENT CALENDAR (VV)**
 - 2-A. Approval of Minutes of the regular meeting on December 17, 2012
 - 2-B. Authorization to read ordinances and resolutions by title only.
 - 2-C. Approval of Resolution No. 2661, Surplus Property.
 - 2-D. Approval of Resolution No. 2662, adding fee to Business License per SB 1186.
3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated January 7, 2013. (Venegas)
4. **PRESENTATIONS** – None
5. **PUBLIC HEARINGS** – None
6. **WRITTEN COMMUNICATIONS** – None
7. **STAFF REPORTS**
 - 7-A. City Council Reorganization. (Lopez)
 - 7-B. Consider Council Committee appointments. (Lopez) (VV)
 - 7-C. Consider creation of Water Treatment Plant Chief Plant Operator position; approval of Public Works Water Division job descriptions; and approval of amended job classification/salary changes. (Meik) (VV)
8. **MATTERS FOR MAYOR AND COUNCIL**
 - 8-A. Information Items
 - 8-B. Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*
 - 8-C. Committee Reports
9. **CLOSED SESSION** – None
10. **ADJOURNMENT:**

I certify that I caused this Agenda of the Corcoran City Council meeting to be posted at the City Council Chambers, 1015 Chittenden Avenue on January 3, 2013.



Lorraine P. Lopez, City Clerk

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

CONSENT CALENDAR ITEM #: 2-C

MEMO

TO: Corcoran City Council

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

DATE: January 2, 2013

MEETING DATE: January 7, 2013

SUBJECT: Approve Resolution No. 2661 declaring Surplus Property

Recommendation:

Move to approve Resolution No. 2661 as part of the consent calendar.

Discussion:

Staff is purging outdated equipment. The attached resolution and Exhibit A indicate the resources the City is no longer using.

Staff recommends the approval of Resolution No. 2661 declaring certain property surplus and available for sale and destruction. At a future date a city sale will be advertised and items will be sold.

Budget Impact:

None.

RESOLUTION NO. 2661

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
DECLARING CERTAIN PROPERTY SURPLUS AND AVAILABLE FOR SALE

WHEREAS, the City of Corcoran, from time to time, finds it necessary to dispose of surplus property used in the process of conducting its municipal affairs; and,

WHEREAS, the personal property sold has no practical usage to the City of Corcoran; and,

WHEREAS, it would be in the best interest of the City of Corcoran to declare this property surplus and place it for sale;

NOW, THEREFORE, BE IT RESOLVED that the items on Exhibit A are so declared as surplus and placed for sale or disposal in the best interest of the City of Corcoran. All sales will be final.

I hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Corcoran City Council duly called and held on the 7th day of January, 2013, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED: _____
Raymond M. Lerma, Mayor

ATTEST: _____
Lorraine P. Lopez City Clerk

EXHIBIT "A"

Fiberglass Truck bed cover

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

CONSENT CALENDER ITEM NO: 2D

MEMO

TO: Corcoran City Council

FROM: Joyce A. Venegas, Finance Director

DATE: December 28, 2012

MEETING DATE: January 7, 2013

SUBJECT: SB 1186

Recommendation:

As part of the consent calendar, approve Resolution No. 2662, authorizing the addition of a \$1.00 State fee to all new business licenses and all renewals.

Discussion:

The Governor signed into law SB 1186, which effective from 1/1/2013 through 12/31/2018, requires that we collect a \$1.00 State fee on business licenses applications and renewals. Thirty percent of fees collected will be remitted to the Division of the State Architect (DSA) for deposit in the Disability Access and Education Revolving Fund to be utilized to establish and maintain oversight of the CASp (Certified Access Specialists) program, to moderate the expense of CASp certification and testing and to increase outreach efforts and to develop educational resources. The remaining seventy percent will be retained locally and used to fund increased CASp services in the City and to facilitate compliance with construction-related accessibility requirements.

Budget Impact:

Adjustments have been made to the Business License billing process by staff. Collection and tracking of this fee will be done by existing staff. 5% of the fees retained locally can be used to offset admin costs. The 70% kept locally will probably be in the \$500 dollar range.

CITY OFFICES:

RESOLUTION NO. 2662

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AUTHORIZING A \$1.00 BUSINESS LICENSE TAX INCREASE TO ACCOMMODATE
A STATE FEE, AS PER SENATE BILL 1186**

WHEREAS, the State of California Legislature has imposed a \$1.00 State fee on any local business license or renewal thereof through the passage of SB 1186, effective beginning January 1, 2013 through December 31, 2018; and

WHEREAS, the City has established business license tax rates by Resolution No. 1792; and

WHEREAS, it is equitable that this fee be added to the total tax so that the effect on the City remains revenue neutral;

NOW, THEREFORE, BE IT RESOLVED, that the Corcoran City Council hereby authorizes an amendment to Resolution No. 1792, reflecting a one dollar (\$1.00) increase, to be effective January 1, 2103, to accommodate the state fee imposed pursuant to SB 1186.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on the 7th day of January, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Mayor

ATTEST: _____
Lorraine P. Lopez, City Clerk

regarding the work of a certified access specialist or of other relevant information, may suspend certification or deny renewal of certification.

(b) (1) The State Architect shall require each applicant for certification as a certified access specialist to pay fees, including an application and course fee and an examination fee, at a level sufficient to meet the costs of application processing, registration, publishing a list, and other activities that are reasonably necessary to implement and administer the certified access specialist program. The State Architect shall require each applicant for renewal of certification to pay a fee sufficient to cover the reasonable costs of reassessing qualifications of renewal applicants.

(2) The State Architect shall periodically review its schedule of fees to ensure that its fees for certification are not excessive while covering the costs to administer the certified access specialist program. The application fee for a California licensed architect, landscape architect, civil engineer, or structural engineer shall not exceed two hundred fifty dollars (\$250).

(c) All fees collected pursuant to this section shall be deposited into the Certified Access Specialist Fund, which is hereby created in the State Treasury. Notwithstanding Section 13340, this fund is continuously appropriated without regard to fiscal years for use by the State Architect to implement Sections 4459.5 to 4459.8, inclusive.

SEC. 15. Chapter 7.5 (commencing with Section 4465) is added to Division 5 of Title 1 of the Government Code, to read:

CHAPTER 7.5. Disability Access and Education

4465. (a) There is hereby established in the Division of the State Architect a Disability Access and Education Revolving Fund, as set forth in Section 4470, for the purpose of increasing disability access and compliance with construction-related accessibility requirements by the following means:

(1) Increasing the number of private and public certified access specialists available to assist building owners and tenants to understand and comply with construction-related accessibility requirements by using some of the funds to moderate some of the costs of certification and testing.

(2) Establishing and maintaining oversight of the certified access specialist program, including, but not limited to, adopting best practices guidelines for certified access specialists, providing continuing education on construction-related accessibility requirements, and performing its audit and discipline functions under Sections 4459.7 and 4459.8.

(3) Increasing outreach efforts and developing educational resources for persons with disabilities and businesses to facilitate compliance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), the Unruh Civil Rights Act (Section 51 of the Civil Code), and Title 24 of the California Code of Regulations, as they relate to providing full and equal access to public facilities for persons with disabilities.

(b) In developing educational resources with this fund, emphasis shall be placed on the development and dissemination of educational materials, such as toolkits, modules, and checklists, as appropriate, to facilitate a commercial property owner's or tenant's understanding of, and compliance with, the construction-related accessibility requirements.

(c) In developing and disseminating educational resources with this fund, the Division of the State Architect shall consult and work with the Department of Rehabilitation and the California Commission on Disability Access, and may contract with those agencies to develop educational resources. It is the intent of the Legislature that any development or dissemination of educational resources under this section shall be coordinated with educational efforts by other state agencies so as to expand the reach and effectiveness of each effort or the combined efforts.

4467. (a) On and after January 1, 2013, and until December 31, 2018, any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of one dollar (\$1) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit.

(b) The city, county, or city and county shall retain 70 percent of the fees collected under this section, of which up to 5 percent of the retained moneys may be used for related administrative costs of this chapter. The

remaining moneys shall be used to fund increased certified access specialist (CASp) services in that jurisdiction for the public and to facilitate compliance with construction-related accessibility requirements. The highest priority shall be given to the training and retention of certified access specialists to meet the needs of the public in the jurisdiction as provided in Section 55.53 of the Civil Code.

(c) The remaining 30 percent of all fees collected under this section shall be transmitted on a quarterly basis to the Division of the State Architect for deposit in the Disability Access and Education Revolving Fund established under Sections 4465 and 4470. The funds shall be transmitted within 15 days of the last day of the fiscal quarter. The Division of the State Architect shall develop and post on its Internet Web site a standard reporting form for use by all local jurisdictions. Up to 75 percent of the collected funds in the Disability Access and Education Revolving Fund shall be used to establish and maintain oversight of the CASp program and to moderate the expense of CASp certification and testing.

(d) Each city, county, or city and county shall make an annual report, commencing March 1, 2014, to the Legislature and to the Chairs of the Senate and Assembly Committees on Judiciary, and the Chair of the Senate Committee on Budget and Fiscal Review and the Chair of the Assembly Committee on Budget, of the total fees collected in the previous calendar year and of its distribution, including the moneys spent on administrative services, the moneys spent to increase CASp services, the moneys spent to fund programs to facilitate compliance, and the moneys transmitted to the Disability Access and Education Revolving Fund. A report to be submitted pursuant to this subdivision shall be submitted in compliance with Section 9795.

4469. On and after January 1, 2013, each city, county, or city and county shall provide to an applicant for a business license or equivalent instrument or permit and to an applicant for the renewal of a business license or equivalent instrument or permit, the following information:

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.

The Department of Rehabilitation at www.rehab.cahwnet.gov.

The California Commission on Disability Access at www.cdda.ca.gov."

4470. (a) All funds received by the Division of the State Architect under this chapter shall be deposited in the Disability Access and Education Revolving Fund, which is hereby established in the State Treasury.

(b) Notwithstanding Section 13340, moneys deposited in the fund are hereby continuously appropriated without regard to fiscal years to the Division of the State Architect for purposes of this chapter.

(c) Notwithstanding Section 10231.5, the State Architect shall make an annual report, commencing March 1, 2014, to the Legislature and to the Chairs of the Senate and Assembly Committees on Judiciary, and the Chair of the Senate Committee on Budget and Fiscal Review and the Chair of the Assembly Committee on Budget, of the total fees transmitted to the fund in the previous calendar year and of its distribution, including the moneys spent on administrative services, the moneys spent to moderate certification and examination fees for the certified access specialist program, the moneys spent on establishing and maintaining oversight of the certified access specialist program, and the moneys spent on developing and disseminating educational materials to facilitate compliance. A report to be submitted pursuant to this subdivision, shall be submitted in compliance with Section 9795.

SEC. 16. Section 8299.05 of the Government Code is amended to read:

8299.05. (a) The commission may recommend, develop, prepare, or coordinate materials, projects, or other activities, as appropriate, relating to any subject within its jurisdiction.

(b) The commission shall provide, within its resources, information regarding any of the following:

Accounts Payable Voucher Approval List



User: bjh
Printed: 01/03/2013-11:23

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052306	01/03/2013	Alameda Electrical Distributor	Fluorescent Bulbs	104-432-300-210	195.37
Warrant Total:					195.37
052307	01/03/2013	Alert-O-Lite Inc.	Orange Safety Fence	120-435-300-210	437.31
Warrant Total:					437.31
052308	01/03/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052308	01/03/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052308	01/03/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
Warrant Total:					2,185.00
052309	01/03/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052309	01/03/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052309	01/03/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
Warrant Total:					2,185.00
052310	01/03/2013	ASI Administrative Solutions,	COBRA Administration	104-402-300-200	70.40
Warrant Total:					70.40
052311	01/03/2013	Auto Zone, Inc.	Supplies	104-421-300-210	29.45
052311	01/03/2013	Auto Zone, Inc.	Supplies	104-421-300-210	30.29
052311	01/03/2013	Auto Zone, Inc.	Supplies	104-421-300-210	10.71
Warrant Total:					70.45
052312	01/03/2013	B & C Enterprises	Fuel	145-410-300-250	719.52
052312	01/03/2013	B & C Enterprises	Fuel	104-412-300-250	634.37
052312	01/03/2013	B & C Enterprises	Fuel	104-421-300-250	1,759.69
052312	01/03/2013	B & C Enterprises	Fuel	104-432-300-250	46.53
052312	01/03/2013	B & C Enterprises	Fuel	104-433-300-250	141.73
052312	01/03/2013	B & C Enterprises	Fuel	109-434-300-250	1,210.59
052312	01/03/2013	B & C Enterprises	Fuel	120-435-300-250	486.21
052312	01/03/2013	B & C Enterprises	Fuel	121-439-300-250	54.02
052312	01/03/2013	B & C Enterprises	Fuel	105-437-300-250	13.60
052312	01/03/2013	B & C Enterprises	Fuel	112-438-300-250	654.01

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
					Warrant Total:	5,720.27
052313	01/03/2013	Beatwear Inc	BDU Uniform Pants	104-421-200-125	75.59	
					Warrant Total:	75.59
052314	01/03/2013	Bickmore	Ethics Training	104-406-300-270	1,800.00	
					Warrant Total:	1,800.00
052315	01/03/2013	Blue Shield of California	Health Insurance	104-000-202-011	42,539.37	
052315	01/03/2013	Blue Shield of California	Health Insurance	105-000-202-011	4,392.38	
052315	01/03/2013	Blue Shield of California	Health Insurance	109-000-202-011	4,621.65	
052315	01/03/2013	Blue Shield of California	Health Insurance	112-000-202-011	1,630.14	
052315	01/03/2013	Blue Shield of California	Health Insurance	120-000-202-011	5,050.68	
052315	01/03/2013	Blue Shield of California	Health Insurance	121-000-202-011	561.19	
052315	01/03/2013	Blue Shield of California	Health Insurance	145-000-202-011	4,071.32	
					Warrant Total:	62,866.73
052316	01/03/2013	BSK Associates	2012 Groundwater Monitoring	120-435-300-200	1,205.25	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	12.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	30.00	
052316	01/03/2013	BSK Associates	Lab Analysis	120-435-300-200	225.00	
052316	01/03/2013	BSK Associates	Lab Analysis	120-435-300-200	241.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00	
052316	01/03/2013	BSK Associates	Lab Analysis	120-435-300-200	164.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00	
052316	01/03/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00	
052316	01/03/2013	BSK Associates	Lab Analysis	120-435-300-200	164.00	
					Warrant Total:	2,452.25
052317	01/03/2013	Capital Insurance Group	Homeowner's Ins/M.Rodriguez	177-448-300-162	706.00	
					Warrant Total:	706.00
052318	01/03/2013	Chemical Waste Management Inc	Bin Rental	105-437-300-193	300.00	
052318	01/03/2013	Chemical Waste Management Inc	Filter Press Sludge	105-437-300-193	2,320.56	
					Warrant Total:	2,620.56
052319	01/03/2013	City of Corcoran	City Services/2410 Bell	301-430-300-316	95.35	
					Warrant Total:	95.35
052320	01/03/2013	CMRTA	Membership/Venegas,Hanshew	104-405-300-170	75.00	
					Warrant Total:	75.00
052323	01/03/2013	Corcoran Chamber Of Commerce	3rd Quarter Contribution	104-401-300-207	6,120.00	
					Warrant Total:	6,120.00
052321	01/03/2013	Collins Air	Winter Service	104-432-300-140	85.00	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052321	01/03/2013	Collins Air	Repairs to Condensor Coil	105-437-300-140	8,404.29
				Warrant Total:	8,489.29
052322	01/03/2013	Comcast	Telephone Access for Mntce	104-432-300-220	82.41
				Warrant Total:	82.41
052324	01/03/2013	Corcoran Publishing Company	Summary of Ordinance #619	104-401-300-156	120.00
				Warrant Total:	120.00
052325	01/03/2013	CUSD	School Fees	104-000-202-016	3,991.68
052325	01/03/2013	CUSD	City 3%	104-000-366-100	-119.75
				Warrant Total:	3,871.93
052326	01/03/2013	DASH Medical Gloves, Inc	Exam Gloves	104-421-300-210	69.61
				Warrant Total:	69.61
052327	01/03/2013	Data Ticket Inc	Online Access to Ticket Wizard	104-407-300-200	246.00
				Warrant Total:	246.00
052328	01/03/2013	De Lage Landen	Copier Lease/City Hall	104-432-300-180	460.10
				Warrant Total:	460.10
052329	01/03/2013	Dept of Motor Vehicles	Vehicle Code Books	104-421-300-210	245.61
				Warrant Total:	245.61
052330	01/03/2013	E3 Fire Solutions	Fire Alarm Annual Inspection	104-432-300-200	700.00
				Warrant Total:	700.00
052331	01/03/2013	Farley Law Firm	Legal Services	104-403-300-200	6,500.84
				Warrant Total:	6,500.84
052332	01/03/2013	Ferguson Enterprises Inc 1423	Parts	105-437-300-210	620.33
				Warrant Total:	620.33
052333	01/03/2013	Guardian	Vision	104-000-202-011	596.24
052333	01/03/2013	Guardian	Vision	105-000-202-011	60.29
052333	01/03/2013	Guardian	Vision	109-000-202-011	50.45
052333	01/03/2013	Guardian	Vision	112-000-202-011	19.64
052333	01/03/2013	Guardian	Vision	120-000-202-011	70.70
052333	01/03/2013	Guardian	Vision	121-000-202-011	7.86
052333	01/03/2013	Guardian	Vision	145-000-202-011	77.46
				Warrant Total:	882.64
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	104-000-202-011	4,212.36
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	105-000-202-011	378.52
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	109-000-202-011	354.59
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	112-000-202-011	131.34

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	120-000-202-011	434.70
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	121-000-202-011	48.30
052334	01/03/2013	Guardian Life Insurance	Dental Insurance	145-000-202-011	614.46
052334	01/03/2013	Guardian Life Insurance	Dental Overage	304-000-202-026	-586.67
Warrant Total:					5,587.60
052335	01/03/2013	Kevin Hale	Equipment Mtnce	104-421-300-200	140.00
Warrant Total:					140.00
052336	01/03/2013	Darlene Hensley	Loan Overpayment	178-441-300-309	59.37
Warrant Total:					59.37
052337	01/03/2013	HUB International	Special Event Coverage	104-000-362-085	671.18
Warrant Total:					671.18
052338	01/03/2013	Hughes Towing	Towing Charges	104-421-300-260	470.00
Warrant Total:					470.00
052339	01/03/2013	Jorgensen & Company	Service to Fire Sprinklers	104-432-300-200	525.00
Warrant Total:					525.00
052341	01/03/2013	Kings County Planning Agency	County Housing Loan Pmts/July-Dec 2012	190-470-365-999	4,697.80
052341	01/03/2013	Kings County Planning Agency	County Housing Loan Pmts/July-Dec 2012	191-472-365-999	1,670.70
052341	01/03/2013	Kings County Planning Agency	County Housing Loan Pmts/July-Dec 2012	193-474-365-999	1,713.13
052341	01/03/2013	Kings County Planning Agency	County Housing Loan Pmts/July-Dec 2012	195-477-365-999	3,568.52
052341	01/03/2013	Kings County Planning Agency	County Housing Loan Pmts/July-Dec 2012	196-478-365-999	1,050.00
052341	01/03/2013	Kings County Planning Agency	City 3%	301-430-366-100	-381.00
Warrant Total:					12,319.15
052342	01/03/2013	Kings County Treasurer	County Impact Fees	104-000-202-008	3,196.69
052342	01/03/2013	Kings County Treasurer	City Admin Fees (2%)	104-000-366-100	-62.06
052342	01/03/2013	Kings County Treasurer	Bond Charges	120-435-340-343	1,867.50
Warrant Total:					5,002.13
052340	01/03/2013	Kings County EDC	Monthly Contribution	311-408-300-206	3,223.75
Warrant Total:					3,223.75
052343	01/03/2013	Kings Rehabilitation Center	Janitorial Services	136-415-300-200	3,122.21
052343	01/03/2013	Kings Rehabilitation Center	Janitorial Services	104-432-300-200	3,520.79
Warrant Total:					6,643.00
052344	01/03/2013	LexisNexis Risk Data Mngmt	Background Services	104-421-300-200	50.00
Warrant Total:					50.00
052345	01/03/2013	Noe Martinez	Lawn Mntce/2410 Bell	301-430-300-316	120.00
Warrant Total:					120.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052346	01/03/2013	MD Communications	Monthly Radio Mntce	104-421-300-141	770.00
				Warrant Total:	770.00
052347	01/03/2013	Mitsubishi UFJ Securities(USA	Remarketing Fee 10-12/2012	105-437-300-200	6,128.36
				Warrant Total:	6,128.36
052348	01/03/2013	Mutual of Omaha	Life Insurance	104-000-202-011	1,416.77
052348	01/03/2013	Mutual of Omaha	Life Insurance	105-000-202-011	99.02
052348	01/03/2013	Mutual of Omaha	Life Insurance	109-000-202-011	168.75
052348	01/03/2013	Mutual of Omaha	Life Insurance	112-000-202-011	69.25
052348	01/03/2013	Mutual of Omaha	Life Insurance	120-000-202-011	87.62
052348	01/03/2013	Mutual of Omaha	Life Insurance	121-000-202-011	9.74
052348	01/03/2013	Mutual of Omaha	Life Insurance	145-000-202-011	151.47
052348	01/03/2013	Mutual of Omaha	Life Insurance	272-000-202-011	36.52
				Warrant Total:	2,039.14
052349	01/03/2013	PG&E	Utilities	111-601-300-240	75.19
052349	01/03/2013	PG&E	Utilities	111-603-300-240	7.35
052349	01/03/2013	PG&E	Utilities	111-604-300-240	85.95
052349	01/03/2013	PG&E	Utilities	104-412-300-240	14.97
052349	01/03/2013	PG&E	Utilities	109-434-300-240	4,531.06
052349	01/03/2013	PG&E	Utilities	104-000-120-022	572.91
				Warrant Total:	5,287.43
052350	01/03/2013	Pitney Bowes	Postage Machine Lease	104-432-300-180	567.00
				Warrant Total:	567.00
052351	01/03/2013	Pixelpushers, Inc	Website Hosting Fee	104-401-300-157	1,925.00
				Warrant Total:	1,925.00
052352	01/03/2013	Price, Paige & Company	Due Diligence	311-408-300-200	1,915.00
052352	01/03/2013	Price, Paige & Company	Audit	104-405-300-200	4,800.00
				Warrant Total:	6,715.00
052353	01/03/2013	Proclean Supply	Janitorial Supplies	104-432-300-210	768.19
				Warrant Total:	768.19
052356	01/03/2013	Reserve Account	Postage for Meter	104-432-300-152	1,500.00
				Warrant Total:	1,500.00
052354	01/03/2013	Quad Knopf, Inc.	WWTP Pond Expansion	123-435-500-531	824.85
052354	01/03/2013	Quad Knopf, Inc.	Well Improvements/Well 8B & 9B	105-437-500-512	2,534.04
052354	01/03/2013	Quad Knopf, Inc.	Splash Pad Design	119-412-500-514	1,375.74
052354	01/03/2013	Quad Knopf, Inc.	2010 Urban Water Mngmnt Plan Update	105-437-300-200	4,159.38
				Warrant Total:	8,894.01
052355	01/03/2013	Quinn Company	Parts	120-435-300-140	2,370.92

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
				Warrant Total:	2,370.92
052357	01/03/2013	Safety Depot	Shipping Fee	104-433-300-210	4.07
052357	01/03/2013	Safety Depot	Shipping Fee	120-435-300-210	4.06
				Warrant Total:	8.13
052358	01/03/2013	Juan Saldana	Reimbursement/Animal Control Equipment	104-421-300-203	91.00
				Warrant Total:	91.00
052359	01/03/2013	Springbrook Software, Inc	Annual Software Maintenance	104-405-300-140	14,747.08
052359	01/03/2013	Springbrook Software, Inc	Annual Software Maintenance	104-000-115-005	719.00
				Warrant Total:	15,466.08
052360	01/03/2013	Sterling Codifiers Inc	2013 Municipal Code Hosting Fee	104-402-300-200	500.00
				Warrant Total:	500.00
052361	01/03/2013	Sun Badge Co	Badges	104-421-300-200	184.35
				Warrant Total:	184.35
052362	01/03/2013	Target Specialty Products	Chemicals	104-412-300-210	410.11
				Warrant Total:	410.11
052363	01/03/2013	The Criscom Company	Federal Gov't Affairs Consulting	311-408-300-200	18,000.00
052363	01/03/2013	The Criscom Company	State Gov't Affairs Consulting	311-408-300-200	24,000.00
				Warrant Total:	42,000.00
052364	01/03/2013	The Gas Co	Utilities	104-411-300-242	15.78
052364	01/03/2013	The Gas Co	Utilities	104-432-300-242	213.05
052364	01/03/2013	The Gas Co	Utilities	104-432-300-242	22.76
052364	01/03/2013	The Gas Co	Utilities	104-432-320-242	150.56
052364	01/03/2013	The Gas Co	Utilities/2410 Bell	301-430-300-316	44.77
				Warrant Total:	446.92
052365	01/03/2013	The Planning Center/DC&E	General Plan Update	104-426-300-200	9,770.33
				Warrant Total:	9,770.33
052366	01/03/2013	The Printer	Door Hangers/Water Dept	104-405-300-155	328.19
052366	01/03/2013	The Printer	Receipt Books	104-421-300-155	253.90
				Warrant Total:	582.09
052367	01/03/2013	Thermo King Fresno Inc	Service Call/Repairs	145-410-300-140	444.83
052367	01/03/2013	Thermo King Fresno Inc	Service Call/Repairs	145-410-300-140	727.74
				Warrant Total:	1,172.57
052368	01/03/2013	Kevin Tromborg	Per Diem/CACEO Planning Session	104-407-300-270	170.00
				Warrant Total:	170.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052371	01/03/2013	Turnupseed Electric Svc Inc	Service Work/Aerator A-1	120-435-300-140	581.63
052371	01/03/2013	Turnupseed Electric Svc Inc	Inspect Damaged Pump/Replacement	121-439-300-140	2,003.98
Warrant Total:					2,585.61
052369	01/03/2013	Tulare-Kings Veterinary ER Svc	A/C Veterinary Services	104-421-300-203	133.00
Warrant Total:					133.00
052370	01/03/2013	Tule Trash Company	Contract	112-436-300-200	102,821.74
052370	01/03/2013	Tule Trash Company	Franchise Fee	112-436-316-023	-7,197.52
052370	01/03/2013	Tule Trash Company	Franchise Fee/Roll-offs/November	112-436-316-023	-1,326.34
052370	01/03/2013	Tule Trash Company	Prison Roll-offs/CSATF/November	112-436-300-200	707.25
Warrant Total:					95,005.13
052372	01/03/2013	Univar USA Inc	Caustic Potash	120-435-300-219	2,398.12
Warrant Total:					2,398.12
052373	01/03/2013	US Bank Equipment Finance	Copier Lease/PW Office	109-434-300-180	164.32
Warrant Total:					164.32
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	145-410-300-200	175.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	120-435-300-200	50.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	105-437-300-200	75.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	112-438-300-200	50.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	145-410-300-200	50.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	104-412-300-200	75.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	104-431-300-200	50.00
052374	01/03/2013	Valley Industrial & Family Med	Drug Testing	120-435-300-200	75.00
Warrant Total:					600.00
052375	01/03/2013	Verizon California	Telephone Service	104-432-300-220	288.53
052375	01/03/2013	Verizon California	Telephone Service	120-435-300-220	87.53
Warrant Total:					376.06
052376	01/03/2013	Verizon Wireless	Cell Phone Service	104-407-300-220	34.37
052376	01/03/2013	Verizon Wireless	Cell Phone Service	145-410-300-220	137.48
052376	01/03/2013	Verizon Wireless	Cell Phone Service	105-437-300-220	105.24
052376	01/03/2013	Verizon Wireless	Air Cards	104-421-300-221	1,315.23
Warrant Total:					1,592.32
052377	01/03/2013	Wales Technologies	Modified Station 2 RTU Program	105-437-300-200	1,200.00
Warrant Total:					1,200.00

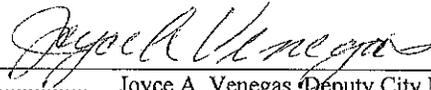
City of Corcora
bjh

Accounts Payable
Manual Check Register Totals

Printed: 01/03/13 08:36

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
52286	12/18/2012	CORCMAWO	Corcoran Machine Works	3,637.50	000000
52287	12/18/2012	CDPHOCP	CDPH-OCP	100.00	000000

CHECK TOTAL:				\$3,737.50	



 Joyce A. Venegas, Deputy City Mgr/Finance Director

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	121,041.35
105	Water Fund	31,244.01
109	Gas Taxes	11,101.41
111	Assessments	168.49
112	Refuse Fund	97,559.51
119	Capital Outlay Recreation Fd	1,375.74
120	Wastewater/Sanitary Sewer	16,001.23
121	Wastewater/Storm Drain	2,685.09
123	WW Treatment Impact Fees	824.85
136	RAO Operations	3,122.21
145	Transit	11,539.28
177	Home Program Income	706.00
178	State Program Income	59.37
190	Kings County CDBG 1992	4,697.80
191	Kings County CDBG 1993	1,670.70
193	Kings County 1996	1,713.13
195	1999 County CDBG	3,568.52
196	2001 Kings County CDBG	1,050.00
272	09-STBG-6408	36.52
301	Housing Authority	-120.88
304	Genl Long-Term Debt Group	-586.67
311	City as Successor RDA	47,138.75
	Report Total:	356,596.41

STAFF REPORTS
ITEM #: 7-B

MEMO

TO: Corcoran City Council

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

DATE: January 3, 2013 **MEETING DATE:** January 7, 2013

SUBJECT: Review and reconsider Council Committee Appointments

Recommendation: (Consensus)
Council Discussion.

Discussion:

Bi-annually following reorganization of the Council, appointments are made among the Council to represent the City of Corcoran on various boards and commissions. Staff has included a list of current boards and commissions that council may choose to review and reconsider.

The last review of the council committee appointments was made in January 2012. Any changes made tonight, will be forwarded immediately to the appropriate agencies by staff.

Please note that current law (went into effect in 2012) requires that an abstention by the appointee be made when the vote for appointment is made for any committee. This is only when there is compensation (a stipend) provided to the appointee for meeting attendance. I contacted the various agencies and was able to confirm that none of the committee appointments being made at Monday evenings meeting provide compensation. If there is additional information to the contrary that you can provide about this, please notify staff.

Budget Impact:
None.

CITY OFFICES:

COMMITTEE REPORTS – 2011/12

- A. **Corcoran Economic Development:** Representative – Jason Mustain,
Alternate – Toni Baltierra
- B. **Advisory Traffic Commission:** Representatives – Jerry Robertson, and
Jason Mustain
- C. **Kings County Association of Governments:** Representative – Raymond
Lerma, Alternate – Jim Wadsworth
- D. **Kings County Economic Development Corporation:** Representative –
Jason Mustain, Alternate – Raymond Lerma
- E. **Kings Waste and Recycling:** Representative – Jim Wadsworth,
Alternate – Toni Baltierra
- F. **Kings Community Action Organization:** Representative – Raymond
Lerma, Alternate – Toni Baltierra
- G. **Police Activities Board:** Representative – Jerry Robertson,
Alternate – Jim Wadsworth
- H. **Loan Administration Board:** Representative – Toni Baltierra,
Alternate – Jim Wadsworth
- I. **Education Committee:** Representative – Raymond Lerma,
Alternate – Jason Mustain
- J. **Drug & Alcohol Abuse Task Force:** Representative – Toni Baltierra,
Alternate – Raymond Lerma
- K. **Kings Area Disaster Council:** Representative – Jason Mustain,
Alternate – Raymond Lerma
- L. **Kings County Gang Awareness Advisory Commission:** Representative –
Jerry Robertson, Alternate – Raymond Lerma

A. Corcoran Economic Development:

Representative – Jason Mustain, Alternate – Toni Baltierra

*Please Note: this committee was suspended indefinitely in December 2011.

Meets on fourth Monday every month, at 5:30 P.M. in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA.

Representative 2013/2014: _____ **Alternate:** _____

B. Advisory Traffic Commission:

Representatives – Jerry Robertson and Jason Mustain

Meets as needed, at 12:00 Noon in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA.

Representative 2013/2014: _____ **Representative:** _____

C. Kings County Association of Governments:

Representative – Raymond Lerma, Alternate – Jim Wadsworth

Meets on fourth Wednesday every month, at 4:00 P.M. in the Kings County Board of Supervisors Chambers, located at 1400 Lacey Blvd., Hanford.

Representative 2013/2014: _____ **Alternate:** _____

D. Kings County Economic Development Corporation:

Representative – Jason Mustain, Alternate – Raymond Lerma

Meets on last Monday of every month at 11:30 A.M. Meeting location varies.

Representative 2013/2014: _____ **Alternate:** _____

E. Kings Waste and Recycling Authority:

Representative – Jim Wadsworth, Alternate – Toni Baltierra

Meets on second Wednesday of every month at 8:05 A.M. in the KWRA Administration Building Conference Room, 7803 Hanford-Armona Road, Hanford.

Representative 2013/2014: _____ **Alternate:** _____

F. Kings Community Action Organization:

Representative – Raymond Lerma, Alternate – Toni Baltierra

Meets on third Wednesday of every month at 4:00 P.M. in the 2nd floor boardroom, KCAO, 1222 W. Lacey Blvd, Hanford.

Representative 2013/2014: _____ **Alternate:** _____

G. Police Activities Board:

Representative – Jerry Robertson, Alternate – Jim Wadsworth

Meets as needed.

Representative 2013/2014: _____ **Alternate:** _____

H. Loan Administration Board:

Representative – Toni Baltierra, Alternate – Jim Wadsworth

Meets as needed.

Representative 2013/2014: _____ **Alternate:** _____

I. Education Committee:

Representative – Raymond Lerma, Alternate – Jason Mustain

Meets as needed.

Representative 2013/2014: _____ **Alternate:** _____

J. Drug & Alcohol Abuse Task Force:

Representative – Toni Baltierra, Alternate Raymond Lerma

Meets on first Thursday of every month.

Representative 2013/2014: _____

K. Kings Area Disaster Council:

Representative – Jason Mustain, Alternate – Ray Lerma

Meets quarterly following City/County Coordinating meetings as needed.

Representative 2013/2014: _____ **Alternate:** _____

L. Kings County Gang Awareness Advisory Commission

Representative – Jerry Robertson, Alternate – Raymond Lerma

Meets as needed.

Representative 2013/2014: _____

**STAFF REPORT
ITEM # 7-C**

MEMORANDUM

TO: City of Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 2, 2013

MEETING DATE: January 7, 2013

SUBJECT: Water Division Staffing

Recommendation:

Staff requests approval on the following items:

- Creation of Water Treatment Plant – Chief Plant Operator Position
- Job descriptions for Water Division employees
- Salary schedule for Water Division employees

Discussion:

In December 2011, as part of the upgrades to meet treatment and distribution needs, a sixth filter was added to the City's Water Treatment Plant. That change in conjunction with other factors resulted in a new State issued permit and a reclassification of the plant from a T-3 plant to a T-4 plant.

As a result of those modifications, it was necessary to review staffing levels and the mandatory license requirements to operate the plant. After months of consideration, it was determined that current job descriptions be modified to comply with the permit/plant classification (attached for review). It was further determined that it is in the City's best interest to create a Chief Plant Operator position for onsite day-to-day management and oversight of water treatment and distribution services. With these changes, the City is proposing a new salary schedule for employees working in the Water Division.

The two tables that follow show the current job classifications/salary schedule and the proposed job classifications/salary schedule.

Current Job Classifications/Salary Schedule:

	Step 1	Step 2	Step 3	Step 4	Step 5
PW Director/WTP - Chief Plant Operator	7603	7984	8383	8802	9242
Lead Shift Operator	4234	4446	4668	4901	5146
Shift Operator	3755	3947	4148	4361	4584
Utility Operator II	3159	3317	3483	3657	3840
Utility Operator I	2729	2866	3009	3159	3317
Utility Worker II	2475	2599	2729	2866	3009
Utility Worker I	2138	2245	2358	2475	2599

Proposed Job Classifications/Salary Schedule:

	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Plant Operator	5403	5673	5957	6255	6567
Lead Shift Operator	4445	4667	4901	5146	5403
Shift Operator	3840	4032	4234	4445	4668
Utility Operator	2865	3008	3159	3317	3482
Utility Worker	2475	2599	2729	2865	3008

Budget Impact:

The proposed changes would increase personnel costs in the Water Division. A resolution to amend the approved budget for this division will be brought to Council at a later date.

Attachments:

Job descriptions for the following positions: Chief Plant Operator, Lead Shift Operator, Shift Operator, Utility Operator, and Utility Worker.



WTP/D CHIEF PLANT OPERATOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Public Works Director, plans, coordinates, and oversees the operation of the City's Water Division (production, treatment, distribution); directs the operational and maintenance activities of the City's water distribution and treatment systems; conducts inspections of plant and equipment; prepares a variety of maintenance records and reports; water analysis and lab work; and supervises assigned personnel. This position is intended to meet the requirement as set out in Title 22 of the California Code of Regulations for water treatment and distribution systems, and this position also serves as the Cross Connection Control Specialist for the City's water system.

TYPICAL DUTIES:

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

- Provides oversight for the day-to-day operations of the City's Water Treatment Plant (Title 22 of the California Code of Regulations) and coordinates activities associated with the proper operation and maintenance of the physical facilities including process control and staff.
- Participates in developing, administering, and monitoring the budget for the water division.
- Supervises, trains, and evaluates the performance of assigned personnel; recommends disciplinary action as appropriate.
- Educates and enforces staff compliance with Departmental/City/State/Federal policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by staff.
- Conducts inspections of distribution and treatment facilities and systems; evaluates plant conditions; identifies and determines maintenance requirements.
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with all applicable regulatory requirements.
- Observes and assesses operational practices; recommends and implements changes necessary to improve operational effectiveness and/or efficiency.
- Prepares, submits, and maintains a variety of water distribution and treatment records, reports, and documentation.
- Establish and maintain effective relationships with those contacted in the course of work.

JOB DESCRIPTION

WTP-D Chief Plant Operator

- Participates along with the other system operators in the on-call rotation for water treatment and distribution systems 24 hour on-call operations as needed.
- Advises the Public Works Director regarding plant/system operations and related issues.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND at least one (1) year of experience working as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, while in possession of a State of California Department of Public Health Grade IV Water Treatment Certification (T-4), AND State of California Department of Public Health Grade III Water Distribution Certification (D-3), AND two (2) years of experience working in a lead capacity.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Current Water Treatment Operator Grade IV (T-4) Certification or higher issued by the California Department of Public Health at the time of appointment.
- Possession of a current Water Distribution Operation Grade III (D-3) Certification or higher issued by the California Department of Public Health at the time of appointment.
- Possession of a current Cross Connection Control Specialist Certification issued by a State of California accredited institution or association.
- Must maintain valid certification as a condition of continued employment,
- Ability to secure within eighteen (18) months additional licenses and/certificates pertaining to the water treatment and distribution system as mandated by any and all regulatory agencies.

Required Knowledge of:

- Principles and practices of water treatment, distribution and operations.
- Municipal water treatment and distribution facilities, systems, equipment and servicing.
- Applicable Federal, State, and local laws, codes, and regulations concerning water treatment/distribution.
- Occupational hazards and safety practices relative to water treatment and distribution systems.
- Required records, and reports, and the proper preparation of these documents.
- Machinery, equipment, tools, and materials used in the general maintenance of the treatment/distribution plant and system.
- Principles of public relations and city government.
- Supervisory principles, practices, and methods.

JOB DESCRIPTION
WTP-D Chief Plant Operator

Required Skill in:

- Overseeing and coordinating the daily operations of the City's water treatment plant and distribution system.
- Conducting inspections of water treatment facilities and equipment.
- Monitoring and ensuring the City's water treatment and distribution systems are properly maintained.
- Preparing, maintaining, and submitting water treatment records and reports.
- Participating in developing, administering, and monitoring budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, and the general public.
- Establishing and maintaining effective working relationships with City employees, public, and outside agencies.
- Plan, organize, supervise, assign, work schedules and evaluate the work of subordinates.

Physical Demands / Work Environment:

- Work is performed in and around water treatment and distribution facilities both at the plant and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, lifting of objects up to 50 pounds, and working in close and confined spaces including but not limited to filters, buried enclosures, tanks etc.
- Exposure to variable weather conditions, vehicle traffic, working at heights, confined spaces, noise from equipment operation and hazardous chemicals, and infectious diseases is involved.



WTP/D LEAD SHIFT OPERATOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Treatment Lead Shift Operator, participates in operating and maintaining the City's Water Treatment and Distribution System; services and repairs water treatment equipment; services and repairs water distribution system elements and equipment; conducts laboratory testing; and performs other related duties in both the water treatment and distribution systems as assigned.

TYPICAL DUTIES:

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

- Under the direct supervision of the Water Treatment Shift Operator, Lead and or the Distribution System Shift Operator, Lead, performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water Treatment and Supply Systems and the City's Water Distribution System.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Treatment and Supply Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water Treatment and Supply System's and the Water Distribution System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water Treatment and Supply Systems and Water Distribution System's equipment including but not limited to treatment plant equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to both Water Treatment and Water Distribution.
- Orders and maintains parts, systems, components and other facilities related to the City's Water Treatment and Supply Systems and Water Distribution System as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.

JOB DESCRIPTION

WTP-D Lead Shift Operator

- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the on-call rotation for both Distribution and Treatment system 24 hour on-call operations as needed.
- Assists in the operation, maintenance and on-call response activities all City of Corcoran Water Division activities on an as needed basis.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one (1) year of experience supervising water treatment system operations as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, AND possess State of California Department of Public Health Grade III Water Treatment Certification (T-3), AND State of California Department of Public Health Grade II (D-2) Water Distribution Certification OR an equivalent combination of education, and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) or Grade IV (T-4) Water Treatment Operator issued by the California Department of Public Health at the time of appointment.
- Possession of a Grade II (D-2) or Grade III (D-3) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.
- Ability to secure within 12 months additional licenses and/certificates pertaining to the water treatment and distribution system as mandated by any and all the regulatory agencies.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Regulations governing municipal water treatment operations.
- Water distribution/treatment systems and equipment.
- Preventative maintenance programs.
- Occupational hazards and safety practices relative to water treatment and distribution.
- Maintenance equipment/tools and methods of operation.

Required Skill in:

- The daily operations of the City's Water Treatment and Distribution System.
- Monitoring and ensuring the City is provided with safe and potable drinking water.
- Participates in the preventative maintenance programs in the Water Division Facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.

JOB DESCRIPTION

WTP-D Lead Shift Operator

- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around Water Treatment Facilities and in the Water Distribution System out in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces; machinery with moving parts, electrical currents, and hazardous chemicals is involved.

DRAFT



WTP/D SHIFT OPERATOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Treatment Lead Shift Operator, participates in operating and maintaining the City's Water Treatment and Distribution System; services and repairs water treatment equipment; services and repairs water distribution system elements and equipment; conducts laboratory testing; and performs other related duties in both the water treatment and distribution systems as assigned.

TYPICAL DUTIES:

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

- Under the direct supervision of the Water Treatment Lead Shift Operator and performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water Treatment and Supply Systems and the City's Water Distribution System.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Treatment and Supply Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water Treatment and Supply System's and the Water Distribution System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water Treatment and Supply Systems and Water Distribution System's equipment including but not limited to treatment plant equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to both Water Treatment and Water Distribution.
- Orders and maintains parts, systems, components and other facilities related to the City's Water Treatment and Supply Systems and Water Distribution System as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.

JOB DESCRIPTION
WTP-D Shift Operator

- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the on-call rotation for both Distribution and Treatment system 24 hour on-call operations as needed.
- Assists in the operation, maintenance and on-call response activities for the City of Corcoran Water Division activities on an as needed basis.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Post-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND two (2) years of experience working as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, AND possess State of California Department of Public Health Grade III Treatment (T-3) Operator AND as a State of California Department of Public Health Grade II (D-2) Water Distribution Certification OR an equivalent combination of education, and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) Water Treatment Operator issued by the California Department of Public Health at the time of appointment.
- Possession of a Grade II (D-2) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Regulations governing municipal water treatment operations.
- Water distribution/treatment systems and equipment.
- Preventative maintenance programs.
- Occupational hazards and safety practices relative to water treatment and distribution.
- Maintenance equipment/tools and methods of operation.

JOB DESCRIPTION
WTP-D Shift Operator

Required Skill in:

- The daily operations of the City's Water Treatment and Distribution System.
- Monitoring and ensuring the City is provided with safe and potable drinking water.
- Participates in the preventative maintenance programs in the Water Division Facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around Water Treatment Facilities and in the Water Distribution System out in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces; machinery with moving parts, electrical currents, and hazardous chemicals is involved.

DRAFT



WTP/D UTILITY OPERATOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Treatment Lead Shift Operator, provides assistance in operating and maintaining the City's water treatment and distribution systems; performs routine equipment maintenance; assists in cleaning and maintaining water facilities; conducts routine laboratory testing; and performs other related duties as assigned.

TYPICAL DUTIES:

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

- Assists in maintaining the City's Water Treatment Plant facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water treatment and distribution systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring Treatment Plant systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Obtains water samples and performs routine laboratory testing work.
- Monitors water quality and assists in providing safe and potable drinking water to the City.
- Prepares and maintains water treatment maintenance records.
- Maintains compliance with regulations governing water treatment operations.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and on-call response activities for the City of Corcoran Water Division activities on an as needed basis.
- Responds to public inquiries and/or complaints regarding routine water matters.

JOB DESCRIPTION

WTP/D Utility Operator

- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year water treatment/distribution experience; OR an equivalent combination of education and experience. Possess a State of California Department of Public Health Grade I Treatment (T-1) and State of California Department of Public Health Grade I Distribution (D-1) certificates.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Possession of a Grade I Water Treatment Operator (T-1) AND Grade I Water Distribution Operator (D-1) certificates issued by the California Department of Public Health at time of appointment.
- Within twelve (12) months of original appointment, must obtain the Grade II Water Treatment Operator (T-2) and Grade II Water Distribution Operator (D-2) certificates issued by the California Department of Public Health.
- Within twenty-four (24) months of original appointment, must obtain the Grade III Water Treatment Operator (T-3) certificate issued by the California Department of Public Health.
- Must maintain all applicable certification as a condition of continued employment.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Principles of water treatment and distribution.
- Regulations governing municipal water treatment operations.
- Occupational hazards and safety practices relative to maintenance work.
- Maintenance equipment/tools and methods of operation.
- Water treatment records and documentation.

Required Skill in:

- Delivery of safe and potable drinking water.
- Operation and maintenance of water treatment/distribution systems.
- Safely operating and maintaining departmental equipment and tools.
- Collecting water samples and performing routine laboratory testing work.
- Preparing and maintaining accurate maintenance records.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around water treatment facilities and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 150 pounds.

JOB DESCRIPTION
WTP/D Utility Operator

- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces, machinery with moving parts, electrical currents, and hazardous chemicals is involved.

DRAFT



WTP/D- UTILITY WORKER

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Treatment Lead Shift Operator, provides assistance in operating and maintaining the City's water treatment and distribution systems; performs routine equipment maintenance; assists in cleaning and maintaining water facilities; conducts routine laboratory testing; and performs other related duties as assigned.

TYPICAL DUTIES:

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

- Assists in maintaining the City's Water Division facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water treatment and distribution systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring Treatment Plant systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Assists in providing safe and potable drinking water to the City.
- Responds to public inquiries and/or complaint regarding routine water matters.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Posts non-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and on-call response activities for the City of Corcoran Water Division activities on an as needed basis.
- Performs other related duties as assigned or required.

JOB DESCRIPTION
WTP/D Utility Worker

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year maintenance or construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Within six (6) months of appointment, must obtain a certified test date from the State of California Department of Public Health for the Water Treatment (T-1) certificate or the Water Distribution (D-1) certificate.
- Within 18 months of appointment, must obtain the State of California Department of Public Health Water Treatment (T-1) certificate and Water Distribution (D-1) certificate.
- Must maintain valid certification as a condition of continued employment.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Principles of water treatment and distribution.
- Regulations governing municipal water treatment operations.
- Occupational hazards and safety practices relative to maintenance work.
- Maintenance equipment/tools and methods of operation.
- Water treatment records and documentation.

Required Skill in:

- Assisting in ensuring the City is provided with safe and potable drinking water.
- Participating in the operation and maintenance of water treatment/distribution systems.
- Safely operating and maintaining departmental equipment and tools.
- Collecting water samples and performing routine laboratory testing work.
- Preparing and maintaining accurate maintenance records.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around water treatment facilities and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces, machinery with moving parts, electrical currents, and hazardous chemicals is involved.

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

MEMORANDUM

MEETING DATE: January 7, 2013

TO: Corcoran City Council

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

SUBJECT: Matters for Mayor & Council

UPCOMING EVENTS / MEETINGS

- January 21, 2013 (Monday) City Offices Closed, Observance of Martin Luther King Day.
- January 22, 2013 (Tuesday) City Council Meeting – 6:00 PM, Council Chambers
- January 28, 2013 (Monday) Council Goal Setting Session – 6:00 PM, Council Chambers
- January 30, 2013 (Wednesday) Chamber of Commerce Annual Banquet – 6:00 PM

A. Information Items

B. Council Comments

This is the time for council members to comment on matters of interest.

1. Staff Referral Items

C. Committee Reports



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

DATE Sent to Council/ Request made	REQUEST	STATUS	DEPARTMENT RESPONSIBLE Dept/Division
03/05/12	Council directed staff develop guidelines for co-sponsorship of events.	In progress	City Clerk/ Finance
08/06/12	Council requested the Sale Tax item return in December 2012 and directed staff to bring additional information regarding a committee to a future meeting.	Completed 12/17/12	City Manager
08/20/12	Public Works will provide an update on 12/17/12. Council requested a Solar Projects Update	Completed 12/17/12	Public Works