

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

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

**Tuesday, January 22, 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

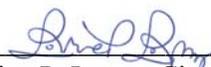
FLAG SALUTE

1. PUBLIC DISCUSSION

2. **CONSENT CALENDAR (VV)**
 - 2-A. Approval of Minutes of the regular meeting on January 7, 2013
 - 2-B. Authorization to read ordinances and resolutions by title only.
3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated January 22, 2013. (Venegas)
4. **PRESENTATIONS** – None
5. **PUBLIC HEARINGS** – None
6. **WRITTEN COMMUNICATIONS** – None
7. **STAFF REPORTS**
 - 7-A. Consider adoption of Policies and Procedures for the Corcoran Public Works Transit Division. (Kroeker) (VV)
 - 7-B. Consider recruitment for Finance Department Accountant and approval of amended job description. (Meik) (VV)
8. **MATTERS FOR MAYOR AND COUNCIL**
 - 8-A. Information Items
 1. High Speed Rail Update. (Meik)
 - 8-B. Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*
 - 8-C. Committee Reports
9. **CLOSED SESSION**
 - 9-A. PENDING LITIGATION (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:
 - Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(b)(1) or (c)).
 - Significant exposure to litigation (Government Code § 54956.9(b)).
Number of potential cases is: 3.
Facts and circumstances clearly known to potential plaintiff (if any) that might result in litigation (Government Code § 54956.9(b)(3)(B)) :
 - 9-B. PENDING LITIGATION (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:
 - Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(b)(1) or (c)).
 - Significant exposure to litigation (Government Code § 54956.9(b)).
Number of potential cases is: 1.
Facts and circumstances clearly known to potential plaintiff (if any) that might result in litigation (Government Code § 54956.9(b)(3)(B)) :
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 17, 2013.



Lorraine P. Lopez, City Clerk

Accounts Payable

Voucher Approval List

Deposit Refunds

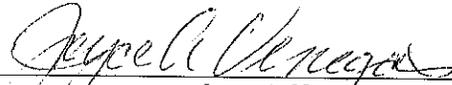
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Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
052400	01/07/2013	BEATRICE SOLIZ	Refund check	105-000-202-010	0.31	
					Warrant Total:	0.31
052385	01/07/2013	JAMES BUGNI	Refund check	112-000-202-010	1.70	
052385	01/07/2013	JAMES BUGNI	Refund check	121-000-202-010	0.46	
052385	01/07/2013	JAMES BUGNI	Refund check	105-000-202-010	4.45	
052385	01/07/2013	JAMES BUGNI	Refund check	120-000-202-010	1.22	
					Warrant Total:	7.83
052396	01/07/2013	JAMES PEACOCK	Refund check	105-000-202-010	0.03	
					Warrant Total:	0.03
052387	01/07/2013	PEDRO CHAVEZ	Refund check	105-000-202-010	0.64	
					Warrant Total:	0.64
052388	01/07/2013	EDITH COLIN	Refund check	105-000-202-010	60.00	
					Warrant Total:	60.00
052382	01/07/2013	NANCY BALDERAMA	Refund check	105-000-202-010	0.03	
					Warrant Total:	0.03
052390	01/07/2013	JIMMY HESKETT	Refund check	105-000-202-010	3.19	
					Warrant Total:	3.19
052399	01/07/2013	RAMIRO RODRIGUEZ	Refund check	105-000-202-010	10.33	
					Warrant Total:	10.33
052394	01/07/2013	DAVID MARTINEZ	Refund check	105-000-202-010	60.00	
					Warrant Total:	60.00
052401	01/07/2013	PEGGY STRINGER	Refund check	105-000-202-010	0.40	
052401	01/07/2013	PEGGY STRINGER	Refund check	104-000-202-010	0.04	
					Warrant Total:	0.44
052383	01/07/2013	MICHAEL BISHOP	Refund check	105-000-202-010	71.06	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 71.06
052384	01/07/2013	KARRIE BOTEN	Refund check	105-000-202-010	0.53
					Warrant Total: 0.53
052381	01/07/2013	ANGIE ARREOLA	Refund check	105-000-202-010	0.17
					Warrant Total: 0.17
052393	01/07/2013	CAROL MARCHANT	Refund check	105-000-202-010	4.84
					Warrant Total: 4.84
052386	01/07/2013	WAYNE BUTTERFIELD	Refund check	105-000-202-010	0.16
					Warrant Total: 0.16
052392	01/07/2013	LONDON PROPERTIES	Refund check	105-000-202-010	5.43
					Warrant Total: 5.43
052395	01/07/2013	Pablo's Create Your Bake	Refund check	105-000-202-010	2.00
					Warrant Total: 2.00
052379	01/07/2013	ALTISOURCE SOLUTIONS, INC	Refund check	105-000-202-010	2.00
					Warrant Total: 2.00
052380	01/07/2013	ALTISOURCE SOLUTIONS, INC	Refund check	105-000-202-010	111.22
					Warrant Total: 111.22
052391	01/07/2013	HOT-LINE CONSTRUCTION, INC	Refund check	105-000-202-010	250.00
					Warrant Total: 250.00
052398	01/07/2013	PEDRO RIVERA	Refund check	112-000-202-010	7.88
052398	01/07/2013	PEDRO RIVERA	Refund check	121-000-202-010	3.69
052398	01/07/2013	PEDRO RIVERA	Refund check	120-000-202-010	0.96
052398	01/07/2013	PEDRO RIVERA	Refund check	105-000-202-010	6.50
					Warrant Total: 19.03
052378	01/07/2013	ACTION EQUIPMENT RENTALS	Refund check	105-000-202-010	188.42
					Warrant Total: 188.42
052389	01/07/2013	JARED HAMMOND	Refund check	105-000-202-010	44.68
					Warrant Total: 44.68
052397	01/07/2013	CATALINO RAMIREZ	Refund check	105-000-202-010	5.54
					Warrant Total: 5.54


Joyce A. Venegas, Deputy City Mgr/Finance Director

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	0.04
105	Water Fund	831.93
112	Refuse Fund	9.58
120	Wastewater/Sanitary Sewer	2.18
121	Wastewater/Storm Drain	4.15
	Report Total:	847.88

Accounts Payable Voucher Approval List



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Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052421	01/16/2013	Acme Rotary Broom Service	Part	112-438-300-140	357.38
Warrant Total:					357.38
052422	01/16/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052422	01/16/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052422	01/16/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
Warrant Total:					2,185.00
052423	01/16/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052423	01/16/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052423	01/16/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
Warrant Total:					2,185.00
052424	01/16/2013	Amtrak	Tickets/200 Corcoran to Hanford	145-410-300-292	1,300.00
052424	01/16/2013	Amtrak	Tickets/200 Hanford to Corcoran	145-410-300-292	1,300.00
Warrant Total:					2,600.00
052425	01/16/2013	ASI Administrative Solutions,	Section 125 Administration	304-000-202-010	90.00
Warrant Total:					90.00
052426	01/16/2013	AT&T Mobility	Cell Phone Service	120-435-300-220	110.10
Warrant Total:					110.10
052427	01/16/2013	Auto Zone, Inc.	Supplies	104-421-300-210	13.19
Warrant Total:					13.19
052428	01/16/2013	Az Auto Parts	Parts	145-410-300-260	77.93
052428	01/16/2013	Az Auto Parts	Parts	104-412-300-260	4.56
052428	01/16/2013	Az Auto Parts	Parts	104-421-300-260	247.09
052428	01/16/2013	Az Auto Parts	Parts	104-433-300-210	118.97
052428	01/16/2013	Az Auto Parts	Parts	109-434-300-140	39.67
052428	01/16/2013	Az Auto Parts	Parts	120-435-300-260	4.11
052428	01/16/2013	Az Auto Parts	Parts	105-437-300-210	37.16
052428	01/16/2013	Az Auto Parts	Parts	112-438-300-140	442.75

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
Warrant Total:					972.24
052429	01/16/2013	B & C Enterprises	Fuel	145-410-300-250	588.45
052429	01/16/2013	B & C Enterprises	Fuel	104-412-300-250	659.27
052429	01/16/2013	B & C Enterprises	Fuel	104-421-300-250	1,464.08
052429	01/16/2013	B & C Enterprises	Fuel	104-432-300-250	-2.51
052429	01/16/2013	B & C Enterprises	Fuel	104-433-300-250	132.51
052429	01/16/2013	B & C Enterprises	Fuel	109-434-300-250	887.30
052429	01/16/2013	B & C Enterprises	Fuel	120-435-300-250	215.23
052429	01/16/2013	B & C Enterprises	Fuel	121-439-300-250	23.92
052429	01/16/2013	B & C Enterprises	Fuel	105-437-300-250	-0.73
052429	01/16/2013	B & C Enterprises	Fuel	112-438-300-250	501.79
Warrant Total:					4,469.31
052430	01/16/2013	BankCard Center	Earthlink	104-401-300-157	34.95
052430	01/16/2013	BankCard Center	Fairmont San Jose/Lodging/K.Meik	311-408-300-270	188.09
052430	01/16/2013	BankCard Center	Subway/Council Mtg	104-401-300-271	15.00
052430	01/16/2013	BankCard Center	Fairmont Hotel/Lodging/L.Lopez	104-401-300-291	402.18
052430	01/16/2013	BankCard Center	Reyna's Cafe/Lunch/Interview Panel/PD	104-421-300-200	42.47
052430	01/16/2013	BankCard Center	Amore Cafe/Snacks/Interview Panel/PD	104-421-300-200	10.85
052430	01/16/2013	BankCard Center	Cost Less/PAL Gift Certificates	104-000-120-022	500.00
052430	01/16/2013	BankCard Center	Registration/CACE/D. Brabant	104-407-300-170	75.00
052430	01/16/2013	BankCard Center	Registration/CACE/K. Tromborg	104-407-300-170	75.00
052430	01/16/2013	BankCard Center	Target/Camera	104-407-300-210	244.39
052430	01/16/2013	BankCard Center	Design4U/Explorer Supplies	330-429-300-270	157.66
052430	01/16/2013	BankCard Center	BlackHawk/Tactical Equipment	114-414-300-210	334.70
052430	01/16/2013	BankCard Center	LA Police Gear/Tactical Equipment	114-414-300-210	108.00
052430	01/16/2013	BankCard Center	Target/PAL Gift Certificates	104-000-120-022	500.00
052430	01/16/2013	BankCard Center	Amazon Prime/Dept Supplies	104-421-300-210	84.73
052430	01/16/2013	BankCard Center	Sprint/Closing Bill	104-421-300-210	3.51
Warrant Total:					2,776.53
052431	01/16/2013	Beatwear Inc	Class A Uniform/J. Murray	104-421-200-125	597.18
Warrant Total:					597.18
052432	01/16/2013	Best Deal Food Co Inc.	Supplies	104-401-300-271	16.52
052432	01/16/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	7.98
052432	01/16/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	20.32
052432	01/16/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	14.64
Warrant Total:					59.46
052433	01/16/2013	BSK Associates	Lab Analysis	105-437-300-200	42.00
052433	01/16/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00
052433	01/16/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00
052433	01/16/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00
Warrant Total:					339.00
052434	01/16/2013	C. A. Reding Company, Inc	Copier Mntce/Depot	145-410-300-140	101.51

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 101.51
052435	01/16/2013	CalACT	2013 Membership/S.Kroeker	145-410-300-170	375.00
					Warrant Total: 375.00
052436	01/16/2013	Calarco, Inc.	Goal & Roundup	105-437-300-210	697.73
					Warrant Total: 697.73
052437	01/16/2013	CDPH-OCP	T-2 Certification/J.Guerrero	105-437-300-160	60.00
					Warrant Total: 60.00
052438	01/16/2013	CDPH-OCP	T-3 Certification/E.Boyett	105-437-300-160	90.00
					Warrant Total: 90.00
052439	01/16/2013	CDPH-OCP	D-3 Certification/R.Miranda	105-437-300-160	90.00
					Warrant Total: 90.00
052440	01/16/2013	Chemical Waste Management Inc	Bin Rental	105-437-300-193	300.00
					Warrant Total: 300.00
052441	01/16/2013	Chevron & Texaco Card Svc	Fuel	104-421-300-250	54.97
					Warrant Total: 54.97
052442	01/16/2013	City of Avenal	Animal Control Shelter Services	104-421-300-203	3,059.16
					Warrant Total: 3,059.16
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-432-300-210	11.62
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-432-300-152	9.50
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-421-300-270	108.00
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-421-300-200	12.00
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-432-300-152	20.75
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-421-300-270	42.00
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-421-300-210	17.00
052444	01/16/2013	Corcoran City Petty Cash	Reimbursements	104-405-300-300	14.00
					Warrant Total: 234.87
052443	01/16/2013	Collins Air	A/C Repairs	105-437-300-140	407.22
					Warrant Total: 407.22
052445	01/16/2013	Corcoran Hardware	Supplies	104-406-300-210	20.88
052445	01/16/2013	Corcoran Hardware	Supplies	301-430-300-316	15.00
052445	01/16/2013	Corcoran Hardware	Supplies	145-410-300-210	27.87
052445	01/16/2013	Corcoran Hardware	Supplies	119-412-300-210	22.55
052445	01/16/2013	Corcoran Hardware	Supplies	104-412-300-210	-292.16
052445	01/16/2013	Corcoran Hardware	Supplies	104-432-300-210	130.95
052445	01/16/2013	Corcoran Hardware	Supplies	104-432-320-210	40.56
052445	01/16/2013	Corcoran Hardware	Supplies	109-434-300-210	40.25

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052445	01/16/2013	Corcoran Hardware	Supplies	120-435-300-210	798.31
052445	01/16/2013	Corcoran Hardware	Supplies	105-437-300-210	365.93
052445	01/16/2013	Corcoran Hardware	Supplies	104-421-300-210	82.90
052445	01/16/2013	Corcoran Hardware	Supplies	104-421-300-260	10.76
Warrant Total:					1,263.80
052446	01/16/2013	Corcoran Publishing Company	Transit Ads	145-410-300-156	550.00
052446	01/16/2013	Corcoran Publishing Company	Employment Ads	104-421-300-200	116.00
052446	01/16/2013	Corcoran Publishing Company	Public Notice-Due Diligence Review	311-408-300-156	144.00
052446	01/16/2013	Corcoran Publishing Company	Public Hearing-Urban Water Mngmt Plan	105-437-300-156	81.00
Warrant Total:					891.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-401-300-130	790.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-402-300-130	917.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-405-300-130	1,052.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-406-300-130	175.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-407-300-130	421.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-411-300-130	367.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-412-300-130	956.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-421-300-130	7,915.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-431-300-130	490.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-432-300-130	520.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-432-320-130	19.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-433-300-130	347.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	109-434-300-130	924.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	120-435-300-130	1,713.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	121-439-300-130	382.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	105-437-300-130	4,619.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	140-410-300-130	1,281.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	136-415-300-130	490.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	112-438-300-130	246.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-402-200-121	586.50
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-405-200-121	368.25
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-406-200-121	161.50
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-407-200-121	389.25
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-412-200-121	3,376.75
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-421-200-121	20,961.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-431-200-121	640.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	104-433-200-121	2,050.50
052447	01/16/2013	CSJVRMA	Quarterly Deposit	109-434-200-121	3,376.75
052447	01/16/2013	CSJVRMA	Quarterly Deposit	120-435-200-121	4,177.75
052447	01/16/2013	CSJVRMA	Quarterly Deposit	121-439-200-121	464.25
052447	01/16/2013	CSJVRMA	Quarterly Deposit	112-438-200-121	887.25
052447	01/16/2013	CSJVRMA	Quarterly Deposit	145-410-200-121	4,254.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	311-408-200-121	161.25
052447	01/16/2013	CSJVRMA	Quarterly Deposit	105-437-200-121	6,557.00
052447	01/16/2013	CSJVRMA	Quarterly Deposit	177-448-200-121	161.50
052447	01/16/2013	CSJVRMA	Quarterly Deposit	178-441-200-121	302.50
Warrant Total:					72,500.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
052448	01/16/2013	DASH Medical Gloves, Inc	Jail Supplies	104-421-300-210	23.57	
					Warrant Total:	23.57
052449	01/16/2013	Data Ticket Inc	Online Access to Ticket Wizard	104-407-300-200	200.00	
					Warrant Total:	200.00
052450	01/16/2013	Dept of Justice	Live Scan Fees	104-421-300-148	160.00	
					Warrant Total:	160.00
052451	01/16/2013	Felder Communications	Antenna Mtnc	112-438-300-140	75.00	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	145-410-300-141	51.50	
052451	01/16/2013	Felder Communications	Portable Battery	104-421-300-141	26.81	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-412-300-141	14.30	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-421-300-141	510.00	
052451	01/16/2013	Felder Communications	Portable Battery	104-421-300-141	135.68	
052451	01/16/2013	Felder Communications	Portable Battery	104-421-300-141	106.18	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-431-300-141	8.50	
052451	01/16/2013	Felder Communications	Portable Battery	104-421-300-141	678.36	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	109-434-300-141	60.00	
052451	01/16/2013	Felder Communications	Instal Lightbar/PD & PW Unit	104-421-300-141	787.50	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	120-435-300-141	55.73	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	105-437-300-141	63.85	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	121-439-300-141	15.62	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	145-410-300-141	51.50	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-412-300-141	14.30	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-421-300-141	510.00	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	104-431-300-141	8.50	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	109-434-300-141	60.00	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	120-435-300-141	55.73	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	105-437-300-141	63.85	
052451	01/16/2013	Felder Communications	Radio Maintenance & Repairs	121-439-300-141	15.62	
					Warrant Total:	3,368.53
052453	01/16/2013	Galls, LLC	Tactical Gear	114-414-300-210	638.88	
					Warrant Total:	638.88
052454	01/16/2013	Gary V. Burrows Inc.	Diesel	105-437-300-250	2,078.24	
					Warrant Total:	2,078.24
052455	01/16/2013	Kathy Gibson	Per Diem/CALNENA 911	104-421-300-270	156.00	
					Warrant Total:	156.00
052452	01/16/2013	Ferguson Enterprises Inc 1423	Part	105-437-300-140	536.25	
					Warrant Total:	536.25
052456	01/16/2013	Hanford Chrysler Dodge Jeep	Parts	120-435-300-260	117.55	
052456	01/16/2013	Hanford Chrysler Dodge Jeep	Parts	104-412-300-260	26.86	
052456	01/16/2013	Hanford Chrysler Dodge Jeep	Parts	105-437-300-260	555.87	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
					Warrant Total:	700.28
052457	01/16/2013	Hanford Sentinel, Inc	Clerk/Dispatcher Recruitment	104-421-300-156	52.75	
					Warrant Total:	52.75
052459	01/16/2013	Home Depot Credit Services	Supplies	105-437-300-210	107.25	
052459	01/16/2013	Home Depot Credit Services	Supplies	104-432-300-210	50.10	
052459	01/16/2013	Home Depot Credit Services	Supplies	104-432-300-210	663.88	
052459	01/16/2013	Home Depot Credit Services	Supplies	104-432-300-210	146.21	
052459	01/16/2013	Home Depot Credit Services	Supplies	104-432-300-210	-33.93	
052459	01/16/2013	Home Depot Credit Services	Supplies	104-432-300-210	137.81	
					Warrant Total:	1,071.32
052460	01/16/2013	Images/RadioShack Dealer	Batteries	104-432-300-210	10.75	
052460	01/16/2013	Images/RadioShack Dealer	Toner	120-435-300-210	40.74	
052460	01/16/2013	Images/RadioShack Dealer	Toner	120-435-300-210	107.23	
052460	01/16/2013	Images/RadioShack Dealer	Battery/Alarm	105-437-300-140	83.83	
					Warrant Total:	242.55
052461	01/16/2013	Jorgensen & Company	Sprinkler Repairs	104-432-300-200	449.71	
052461	01/16/2013	Jorgensen & Company	Semi Annual Ansul System Service	104-432-300-200	149.70	
					Warrant Total:	599.41
052462	01/16/2013	Kings County Information Svc	Computer Support/July 2012	104-421-300-181	435.29	
052462	01/16/2013	Kings County Information Svc	Special Project/Aug 2012	104-421-300-181	1,683.84	
052462	01/16/2013	Kings County Information Svc	Computer Support/Dec 2012	104-421-300-181	3,377.10	
052462	01/16/2013	Kings County Information Svc	Computer Support/Dec 2012	104-432-300-201	2,975.74	
					Warrant Total:	8,471.97
052463	01/16/2013	Kings Rehabilitation Center	Janitorial Services	136-415-300-200	3,122.21	
052463	01/16/2013	Kings Rehabilitation Center	Janitorial Services	104-432-300-200	3,520.79	
					Warrant Total:	6,643.00
052464	01/16/2013	Kings Waste & Recycling	Dump Fees/Greenwaste	112-436-300-192	7,191.20	
052464	01/16/2013	Kings Waste & Recycling	Dump Fees/Recyclables	112-436-300-192	659.05	
					Warrant Total:	7,850.25
052465	01/16/2013	LexisNexis Risk Data Mngmt	Background Services	104-421-300-200	50.00	
					Warrant Total:	50.00
052466	01/16/2013	Magnetech Industrial Services,	Pump Repairs	120-435-300-140	1,835.70	
052466	01/16/2013	Magnetech Industrial Services,	Pump Repairs	120-435-300-140	2,780.12	
					Warrant Total:	4,615.82
052467	01/16/2013	Miguel Meneses	Yard Svc/Salyer Estate Landscaping Dist	111-601-300-202	120.00	
052467	01/16/2013	Miguel Meneses	Yard Svc/Sunrise Villa Landscaping Dist	111-604-300-202	200.00	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
					Warrant Total:	320.00
052468	01/16/2013	NAFFA International	Plan Review/2021 Whitley	104-407-300-200	720.00	
					Warrant Total:	720.00
052469	01/16/2013	Nova Storm Systems	Business Network Access Service	105-437-300-200	85.00	
					Warrant Total:	85.00
052470	01/16/2013	Office Depot	Office Supplies	104-421-300-150	531.45	
052470	01/16/2013	Office Depot	Office Supplies	145-410-300-210	38.74	
052470	01/16/2013	Office Depot	Office Supplies	105-437-300-210	12.48	
052470	01/16/2013	Office Depot	Office Supplies	104-433-300-210	9.89	
052470	01/16/2013	Office Depot	Office Supplies	104-412-300-210	1.46	
052470	01/16/2013	Office Depot	Office Supplies	104-432-300-150	44.24	
052470	01/16/2013	Office Depot	Office Supplies	104-432-300-150	21.24	
052470	01/16/2013	Office Depot	Office Supplies	104-432-300-150	151.93	
					Warrant Total:	811.43
052471	01/16/2013	Oliver Whitaker Co.	Repairs	145-410-300-260	66.81	
052471	01/16/2013	Oliver Whitaker Co.	Repairs	104-421-300-260	145.36	
052471	01/16/2013	Oliver Whitaker Co.	Repairs	104-433-300-210	212.08	
052471	01/16/2013	Oliver Whitaker Co.	Repairs	104-433-300-200	44.51	
					Warrant Total:	468.76
052472	01/16/2013	PAPA	Seminar/R. Rodriguez	104-412-300-270	80.00	
					Warrant Total:	80.00
052473	01/16/2013	PG&E	Utilities	111-601-300-240	10.18	
052473	01/16/2013	PG&E	Utilities	145-410-300-240	472.86	
052473	01/16/2013	PG&E	Utilities	104-411-300-240	2,045.75	
052473	01/16/2013	PG&E	Utilities	104-412-300-240	649.99	
052473	01/16/2013	PG&E	Utilities	104-432-300-240	4,161.60	
052473	01/16/2013	PG&E	Utilities	104-432-320-240	52.26	
052473	01/16/2013	PG&E	Utilities	109-434-300-240	314.60	
052473	01/16/2013	PG&E	Utilities	120-435-300-240	14,385.38	
052473	01/16/2013	PG&E	Utilities	121-439-300-240	553.72	
052473	01/16/2013	PG&E	Utilities	105-437-300-240	46,253.80	
052473	01/16/2013	PG&E	Utilities/2410 Bell	301-430-300-316	126.68	
					Warrant Total:	69,026.82
052474	01/16/2013	Pizza Factory	Inmate Meals	104-421-300-148	12.85	
052474	01/16/2013	Pizza Factory	Inmate Meals	104-421-300-148	18.39	
					Warrant Total:	31.24
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	145-410-300-200	72.09	
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	136-415-300-200	51.93	
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	226.58	
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	38.91	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-320-200	33.04
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-200	47.00
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-180	25.00
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	120-435-300-200	72.09
052475	01/16/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	105-437-300-200	76.81
Warrant Total:					643.45
052476	01/16/2013	Quad Knopf, Inc.	WWTP Pond Expansion	123-435-500-531	781.11
052476	01/16/2013	Quad Knopf, Inc.	Wells 8B & 9B Improvements	105-437-500-512	2,755.26
Warrant Total:					3,536.37
052477	01/16/2013	Quality Pool Service	Monthly Pool Service	104-411-300-200	850.00
052477	01/16/2013	Quality Pool Service	Bulk Chlorine	104-411-300-210	1,038.19
052477	01/16/2013	Quality Pool Service	Hydrochloric Acid	104-411-300-210	989.64
052477	01/16/2013	Quality Pool Service	Part	104-411-300-140	480.48
052477	01/16/2013	Quality Pool Service	Part	104-411-300-140	21.45
Warrant Total:					3,379.76
052478	01/16/2013	Res-Com	Termite Treatment/Vet's Hall	104-432-320-200	725.00
052478	01/16/2013	Res-Com	Pest Control	145-410-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	104-411-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	136-415-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	104-432-300-200	99.00
052478	01/16/2013	Res-Com	Pest Control	104-432-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	104-432-320-200	33.00
052478	01/16/2013	Res-Com	Pest Control	120-435-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	105-437-300-200	33.00
052478	01/16/2013	Res-Com	Pest Control	104-432-300-200	99.00
Warrant Total:					1,154.00
052479	01/16/2013	Richard's Chevrolet	Repairs	104-421-300-260	500.97
052479	01/16/2013	Richard's Chevrolet	Repairs	104-421-300-260	500.97
052479	01/16/2013	Richard's Chevrolet	Repairs	109-434-300-260	61.75
052479	01/16/2013	Richard's Chevrolet	Repairs	105-437-300-260	61.75
Warrant Total:					1,125.44
052480	01/16/2013	S & R Specialty Equipment	Parts	105-437-300-140	10.10
Warrant Total:					10.10
052482	01/16/2013	Sawtelle & Rosprim Industrial	Supplies	119-412-500-514	5.38
052482	01/16/2013	Sawtelle & Rosprim Industrial	Supplies	109-434-300-210	32.71
052482	01/16/2013	Sawtelle & Rosprim Industrial	Supplies	120-435-300-210	258.22
052482	01/16/2013	Sawtelle & Rosprim Industrial	Supplies	105-437-300-210	26.04
Warrant Total:					322.35
052483	01/16/2013	Shell Fleet Plus	Fuel	104-407-300-250	82.32
052483	01/16/2013	Shell Fleet Plus	Fuel	145-410-300-250	2,205.95
052483	01/16/2013	Shell Fleet Plus	Fuel	104-421-300-250	3,354.78
052483	01/16/2013	Shell Fleet Plus	Fuel	104-431-300-250	74.14

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052483	01/16/2013	Shell Fleet Plus	Fuel	104-431-300-250	79.39
052483	01/16/2013	Shell Fleet Plus	Fuel	109-434-300-250	86.64
052483	01/16/2013	Shell Fleet Plus	Fuel	120-435-300-250	792.05
052483	01/16/2013	Shell Fleet Plus	Fuel	121-439-300-250	88.01
052483	01/16/2013	Shell Fleet Plus	Fuel	105-437-300-250	1,454.01
052483	01/16/2013	Shell Fleet Plus	Fuel	112-438-300-250	363.82
Warrant Total:					8,581.11
052484	01/16/2013	SJVAPCD	Permit Fee/Generator	105-437-300-160	479.00
Warrant Total:					479.00
052485	01/16/2013	Staples Business Advantage	Office Supplies	104-406-300-210	126.70
052485	01/16/2013	Staples Business Advantage	Office Supplies	104-407-300-210	126.70
Warrant Total:					253.40
052481	01/16/2013	S.Dovali Cons&Gleim Crown Pump	Wells 8B & 9B	105-437-500-512	55,703.75
Warrant Total:					55,703.75
052486	01/16/2013	Steve Dovali Construction	Wells 8B & 9B	105-437-500-512	29,954.63
Warrant Total:					29,954.63
052487	01/16/2013	Sun Ridge Systems, Inc	RIMS Annual Support Services	114-414-300-210	20,925.00
Warrant Total:					20,925.00
052488	01/16/2013	TF Tire & Service	Tires & Service	120-435-300-260	18.00
052488	01/16/2013	TF Tire & Service	Tires & Service	112-438-300-140	108.54
Warrant Total:					126.54
052489	01/16/2013	The Gas Co	Utilities	145-410-300-242	262.31
052489	01/16/2013	The Gas Co	Utilities	104-432-300-242	126.31
052489	01/16/2013	The Gas Co	Utilities	104-432-300-242	149.16
052489	01/16/2013	The Gas Co	Utilities	120-435-300-242	655.72
Warrant Total:					1,193.50
052490	01/16/2013	Toshiba Financial Services	Copier Rental/PD	104-421-300-180	385.73
Warrant Total:					385.73
052492	01/16/2013	Turnupseed Electric Svc Inc	Service Work on Pumps	120-435-300-140	275.40
Warrant Total:					275.40
052491	01/16/2013	Tulare Lake Bed CGMP	2013 Assessment Allocation	105-437-300-160	5,000.00
Warrant Total:					5,000.00
052458	01/16/2013	Jimmy Heskett	Refund/General Plan Amendment	104-000-800-820	1,269.00
052458	01/16/2013	Jimmy Heskett	Refund/Zoning Change	104-000-800-820	1,057.00
Warrant Total:					2,326.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052494	01/16/2013	Valley Industrial & Family Med	Random Drug & Alcohol Test	145-410-300-200	50.00
052494	01/16/2013	Valley Industrial & Family Med	Random Drug & Alcohol Test	104-421-300-200	120.00
Warrant Total:					170.00
052493	01/16/2013	Valley Ford Lincoln Mercury	Vehicle Repairs	104-421-300-260	1,117.99
Warrant Total:					1,117.99
052495	01/16/2013	Verizon California	Telephone Service	136-415-300-220	43.99
052495	01/16/2013	Verizon California	Telephone Service	104-421-300-220	150.88
052495	01/16/2013	Verizon California	Telephone Service	104-421-300-220	935.76
052495	01/16/2013	Verizon California	Telephone Service	104-432-320-220	45.52
052495	01/16/2013	Verizon California	Telephone Service	104-432-300-220	84.41
052495	01/16/2013	Verizon California	Telephone Service	104-432-300-220	956.30
052495	01/16/2013	Verizon California	Telephone Service	120-435-300-220	178.31
052495	01/16/2013	Verizon California	Telephone Service	105-437-300-220	266.78
Warrant Total:					2,661.95
052496	01/16/2013	Verizon Wireless	Cell Phone Service	104-407-300-220	34.29
052496	01/16/2013	Verizon Wireless	Cell Phone Service	145-410-300-220	108.55
052496	01/16/2013	Verizon Wireless	Cell Phone Service	105-437-300-220	108.83
Warrant Total:					251.67
052497	01/16/2013	Vulcan Materials Company	Coldmix	109-434-300-210	411.41
Warrant Total:					411.41
052498	01/16/2013	Walt's Auto Parts	Parts	109-434-300-140	13.40
052498	01/16/2013	Walt's Auto Parts	Parts	112-438-300-140	49.86
Warrant Total:					63.26

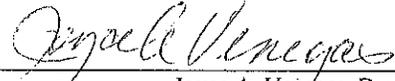
City of Corcora
bjh

Accounts Payable
Manual Check Register Totals

Printed: 01/16/13 10:03

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
52402	01/07/2013	DTCUSTOM	DT Customs	350.00	000000

CHECK TOTAL:				\$350.00	



..... Joyce A. Venegas, Deputy City Mgr/Finance Director

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	93,233.43
105	Water Fund	159,413.69
109	Gas Taxes	6,308.48
111	Assessments	330.18
112	Refuse Fund	10,882.64
114	Supp'l Law Enforce Svcs Fund	22,006.58
119	Capital Outlay Recreation Fd	27.93
120	Wastewater/Sanitary Sewer	28,679.47
121	Wastewater/Storm Drain	1,543.14
123	WW Treatment Impact Fees	781.11
136	RAO Operations	3,741.13
140	Local Transportation Funds	1,281.00
145	Transit	16,358.07
177	Home Program Income	161.50
178	State Program Income	302.50
301	Housing Authority	141.68
304	Genl Long-Term Debt Group	90.00
311	City as Successor RDA	493.34
330	Corcoran Police Explorers	157.66
	Report Total:	345,933.53

City of
CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

**STAFF REPORT
ITEM # 7-A**

MEMORANDUM

TO: City of Corcoran City Council

FROM: Steve Kroeker, City of Corcoran Public Works

DATE: 01/17/13

MEETING DATE: 01/22/13

SUBJECT: Consider adoption of Policies and Procedures for the Corcoran Public Works Transit Division

Recommendation:

That the Corcoran City Council adopts the attached Policies and Procedures for the Corcoran Transit Division.

Discussion:

At the meeting in December 17, 2012, council directed staff to have the city attorney review the documents before adoption and the item was tabled. City Attorney and comments were discussed.

The City of Corcoran Transit Division (CAT) has operated under certain policies and procedures; but we have never taken the time to put them in writing and present them for formal adoption by the City. One of the items we have been asked to do in our transit audits is to put our policies and procedures in a written format and have them formally adopted.

These policies and procedures are not new to the City of Corcoran Transit Service, these policies and procedures were put together after reviewing those policies and procedures of several neighboring transit agencies and after consulting with others in this field.

Budget Impact:

N/A

CITY OF CORCORAN
PUBLIC WORKS DEPARTMENT – CORCORAN AREA TRANSIT
POLICIES AND PROCEDURES

I. INTRODUCTION

The City of Corcoran (City) is committed to providing affordable quality services that enhance the safety, economic diversity, and environment, where citizens and employees can thrive in an atmosphere of courtesy, integrity and respect.

The City provides Dial a Ride services for the community of Corcoran and its fringe area. This service is provided by the Corcoran Area Transit (CAT) division and is part of the Public Works Department. CAT operates an origin to destination service and not a door-to-door or curb-to-curb service since Transit Operators are not to leave their buses unattended at any time while in service.

II. PURPOSE

The purpose of this policy sets forth written guidelines for the Transit Division and provides operating procedures for both employees and the general public's use of the Corcoran Area Transit (CAT). The procedure identifies certain responsibilities of the CAT Supervisor, Dispatcher, Transit Operator ("Driver"), Passenger and Personal Care Attendants.

III. POLICY

The Public Works Director has overall responsibility for administration of this policy and may delineate responsibility through the Transit Division.

Implementation of policy will become effective once adopted by City of Corcoran City Council and may be amended as deemed necessary.

Any exceptions to the stated policies must be approved by the Public Works Director.

See attached Exhibits:

- A. Transit Definitions, Acronyms and Commonly Used Terms
- B. Policies
- C. Procedures

TRANSIT DEFINITIONS, ACRONYMS, AND COMMONLY USED TERMS

ADA.....	Americans with Disabilities Act
Cancellations.....	Passenger has concluded that they will not need the CAT service and calls Dispatcher to terminate pick-up
Carry-On Packages.....	Only two (2) items allowed per passenger. Items must be easy to carry on board the bus and must be secured safely and not take up any passenger seating
CAT.....	Corcoran Area Transit, also known as Dial-A-Ride
Depot	Transit Dispatch Center
Dispatcher.....	Receives calls and relays calls to Transit Operator
DMV.....	Department of Motor Vehicles
ETA.....	Estimated Time of Arrival
Fare.....	The money a passenger on public transportation must pay
General Handicap.....	Has obtained a DMV disabled persons placard identification card, receipt including valid photo identification card or form from CA with passenger and physician completion
Mobility Devices & Wheelchairs...	Walkers, Wheelchairs, and motorized wheelchairs
No Show.....	Is when Transit Operator arrives at the origin of pick-up and waits for three (3) minutes, if passengers do not board the bus, the driver must leave location
On Time Window.....	Transit Operator arrives from 10 minutes before or after a scheduled pick-up
Passenger	Rider

TRANSIT DEFINITIONS, ACRONYMS, AND COMMONLY USED TERMS

Personal Care Attendant.....	A person who is assisting a handicap passenger and or a senior citizen who is unable to board or disembark the CAT bus on their own will
Radio 10 Codes	Also known as 10 Codes. General radio terminology used to transmit messages
Reservation / Scheduled pick up..	Passenger calls up to two weeks in advance or one hour in advance
Same Day Calls.....	Calls placed requesting a pick-up during that current day
Service Animals.....	An animal trained to assist with specific duties or functions that the passenger cannot perform due to a disability
Transit Coordinator.....	Supervisor
Transit Operator.....	Driver
Walk-on.....	Passengers who have not called for a pick-up but may board a bus when the Transit Operator has pulled over into a safe location

TRANSIT POLICIES

I. TRANSIT OPERATOR, DISPATCHER, & TRANSIT COORDINATOR

A. On-Time Performance

1. Transit Operators will perform all trips within a reasonable period. Passengers may request an ETA (Estimated Time of Arrival). Please keep in mind this time is estimation and that at times unforeseen situations may arise and will delay Transit Operator's arrival.

B. On-Time Window

1. Corcoran Area Transit buses are considered on time if it arrives from 10 minutes before to 10 minutes after your scheduled time.

- For example: If you have a reservation / Scheduled Pick-up for 10:00 a.m., the CAT buses would be considered on time if it showed up anytime between 9:50 a.m. to 10:10 a.m. Those 20 minutes are known as the "on-time window."

C. Operator No-Show

1. All passengers shall be ready for pick-up once request has been placed. Operator will only wait three (3) minutes, before leaving pick-up location. Transit Operator will clear with dispatcher or Transit Coordinator of No-Show for documentation purposes. (Refer to No-Show Policy) Depot will document all No-Shows for all pick-ups.

2. All reservation / Scheduled pick-up's must be ready within a (-/+) 10 minute window. As a reminder, the Transit Operator will only wait three (3) minutes.

D. Walk-On Passengers

1. Transit Operators will only stop for walk-on passengers if location is clear and safe.

2. Operator will not pick-up walk-on when in route to breaks or lunch and or end of shift due to documentation of Revenue miles and hours.

E. No-Show

1. Any passengers with three (3) consecutive no-shows will be suspended for service for two (2) weeks. Second offense within a 30-day period will result in

suspension for 30 days. (Weekends and Holidays will not be counted towards day of suspension being that CAT operations are Monday–Friday.)

F. Cancellations

Cancellations of schedule pick-ups must be called in 30 minutes prior to pick-up.

1. Same day calls must be cancelled as soon as possible, if Transit Operator is already at pick-up location and cancellation call is received while Transit Operator is waiting outside pick up location this call will not be considered a cancelled but will be considered No-Show. (Please refer to No-Show Policy)

G. Gifts and Tips

1. Transit Operators and Dispatchers are not to accept any type of gifts or tips from passengers

II. PASSENGERS

A. Reservations / Scheduled Pick-Up's

1. Passengers may call up to two weeks in advance or one hour in advance for a reservation / scheduled pick-up; however, passengers requesting a pick-up between the hours of 6:30 a.m. to 8:00 a.m. must call at least the business day before for availability.

2. There will **NOT** be a priority list for ADA and or any other passengers. Reservation / Scheduled pick-up are accepted on the availability of Transit Operator's schedules and the availability of open periods between the hours of 6:30 a.m. to 5:30 p.m.

B. Same Day Service

1. Passengers may call the dispatcher for same day pick-ups; however, keep in mind that there are instances where CAT would not be accepting calls due to high call volume and or availability of Transit Operators.

C. Seat Belt and Passenger Safety

1. All passengers should remain seated until the vehicle comes to a complete, safe stop. Passengers are encouraged to use the seat belts and other securement devices provided on the bus for their safety.

D. Mobility Devices & Wheelchairs

1. All CAT buses are equipped with passenger lifts that meet ADA specifications. These lifts will accommodate mobility devices such as wheelchairs and three-wheeled scooters up to 48” by 30”, with a total weight of up to 600 pounds including the passenger.

2. For safety reasons please be sure that the wheelchair or mobility device is properly maintained in accordance with manufacture’s specifications. CAT may refuse to transport any mobility device that is not properly maintained and could pose a hazard of any type to passenger, Transit Operator, other passengers, or to City equipment.

E. Carry-on Packages

1. Carry-on packages are limited to two (2) per passenger. The packages must be able to be easily carried on board and secured safely.

2. Shopping carts from any grocery store are not permitted on transit buses; however, small personal shopping carts are permitted. Passengers are responsible for securing their carts.

3. Strollers must be folded up prior to boarding CAT.

4. Due to safety reasons **NO** Passengers may transport explosives, acids, flammable liquids or other hazardous or illegal materials.

F. Service Animals

Service animal must be under constant control of its owner or handler.

1. Animals in cages are not permitted to board the CAT bus

2. You will need to inform dispatcher when requesting a ride that you will be traveling with a service animal.

G. Gifts and Tips

1. Passengers shall not provide tips or gifts to Transit Operators and Dispatchers.

TRANSIT PROCEDURES

I. TRANSIT OPERATORS, DISPATCHER, & TRANSIT COORDINATOR

A. Leaving a No-Show location

1. Transit Operator will inform dispatcher of no-show, dispatcher as well as Transit Operator will then document No-Show.
2. Transit Operator will only leave location if Dispatcher approves and considers incident to be an actual No-Show.

B. Accidents-Transit Operators and Dispatchers

1. If any type of accidents arises, then the Transit Operator must radio in to dispatch and inform them of situation.
2. Dispatch will inform the Transit Coordinator of situation; however, when Transit Coordinator is not available, and situation in an emergency Dispatch must call 911.
3. Depot will then inform the Public Works Director of situation and Transit Operator and Dispatcher will need to complete an incident report within 24 hours and must also follow accident testing laws.
4. Transit Coordinator will then advise City Clerk and follow all insurance procedures.

C. 2-Way Radio Communications

1. Transit Operators and Dispatcher are to use 10 codes.
2. Transit Operators and Dispatchers are to verify radio is open for open dialogue
3. A 2-way radio is only to be used when work related. All personal conversations are to take place on personal time.

D. Cell Phones

1. Transit Operators are not to use a personal cell phone during work hours or while bus is in revenue hours since this may cause a distraction.

2. City issued cell phones may be used when calling a business looking for passenger and Driver must only do so when bus is stopped and is in a safe area.

II. PASSENGERS

A. Same day calls

1. Passengers may call for same day pick-ups; however, same day pick-ups will only be accepted depending on Transit Operator availability, call volume for periods and insurance of no interference with scheduled pick-ups.
 - Same day calls are received at the Depot from the hours of 8:00 a.m. to 5:00 p.m. and only Monday through Friday.

B. Be sure of Destination

1. Once the pick-up call has been placed passenger must inform dispatcher of destination. When boarding the CAT bus passenger must also inform Transit Operator of destination. Passenger may **NOT** change destination once bus is in route; doing so will result in an additional charge per passenger.

C. Exact Fare

1. Always use exact change. Transit Operators do not carry change.
2. Fare must be paid in cash or with \$5.00 / \$10.00 tokens that may be purchased from the Transit Operator or at the Corcoran Depot.
3. Fare must be paid at the pick-up location and not at the drop-off. The only exception is for students who have been sent home sick and parent will be waiting for the bus with correct fare.
4. Children from the ages of 8 years and up traveling without an adult will need to pay the general fare and not the youth fare.

D. General Handicap / ADA Passengers

To qualify as a general handicap and or have ADA status the following must be submitted every two years.

1. DMV-Disabled persons placard identification card / receipt including a valid photo identification card.

2. You may also pick-up a General Handicap Form at the Depot that must be completed by passenger and their physician.

E. Personal Care Attendant

When an attendant is accompany passenger they must inform dispatcher when requesting pick-up.

1. Attendant is required to help the passenger at all times. Attendant must have the same pick-up location and drop-off location. Attendant will help passenger on or off the lift to be considered an attendant.

F. Smoking and Eating, etc:

1. Smoking eating, drinking, loud music, abusive language or conduct, alcohol, drugs or weapons of any kind are **NOT** permitted on board the CAT bus.

G. Passenger Disruption

1. To ensure the safety of all passengers, please keep conversations with the Transit Operator to a minimum when the bus is in motion.
2. Please keep noise level to a minimum.

City of
CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

**STAFF REPORT
ITEM # 7-B**

MEMORANDUM

TO: City of Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 17, 2013

MEETING DATE: January 22, 2013

SUBJECT: Accountant Recruitment

Recommendation:

Staff requests approval on the following items:

- Recruitment – Accountant (Finance Department)
- Job description for Accountant position

Discussion:

In the 2010-2011 City Financial Statement, the auditor noted three findings the causes of which were attributed to a shortage of personnel. As part of the most recent review of the City's finances, the auditing team has again asked about staffing levels in the Finance Department in relation to workload.

Based on this information, staff requests authorization to begin the recruitment for an Accountant in the Finance Department.

Budget Impact:

The Accountant position is an unfunded position in the current 2012-2013 budget. If approved by the Council, the position would be allocated to various funds as is the case with other positions in the Finance Department.

Attachments:

Accountant job description.



ACCOUNTANT

Department:	Finance	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the general supervision of the Deputy City Manager/Finance Director plans, coordinates, and performs a variety of professional accounting functions; prepares and maintains municipal financial records and reports; participates in the preparation and maintenance of the City's annual budget; maintains the City's fixed asset records; participates in audit processes; provides assistance with payroll and/or accounts payable; and performs related work as required.

TYPICAL DUTIES:

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

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Compiles, analyzes, and ensures the accuracy and completeness of the City's financial data.
- Prepares, maintains, and submits a variety of financial records, summaries, statements, and reports in accordance with applicable regulatory reporting requirements.
- Reviews and analyzes revenue streams and expenditures for completeness, accuracy and anomalies.
- Assists the Finance Director in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Participates in intermediate and long-range budget planning strategies.
- Participates in annual audit processes; prepares and maintains audit schedules; interacts and provides information to external auditors.
- Records and maintains appropriate controls for fixed asset records; prepares related journal entries, schedules, and reports.
- Serves as a financial resource to City departments and personnel; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; and develops, prepares, and provides specialized financial reports as requested.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable, and performs general payroll and/or accounts payable duties as required.

JOB DESCRIPTION

Accountant

- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Public or Business Administration, or related field; AND four years increasingly responsible professional accounting experience with a public agencies financial and/or budgetary systems; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Finance Department operations, policies, and procedures.
- Principals, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Generally Accepted Accounting Principles (GAAP).
- Regulations governing municipal accounting activities.
- Processes for preparing and administering budgets.
- Audit processes and procedures.
- Various types of financial records and reports.

Required Skill in:

- Coordinating and conducting a variety of professional accounting duties.
- Compiling, analyzing, and reconciling municipal financial data.
- Working effectively on multiple projects with competing priorities.
- Preparing clear, complete, and accurate financial records, summaries, statements, and reports.
- Participating in the preparation and maintenance of the City's annual operating budget.
- Preparing audit schedules and participating in annual audit processes.
- Updating and maintaining the City's fixed asset records.
- Analyzing existing systems processes and procedures to modify/develop changes as necessary.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, external auditors, vendors, and the general public.

Physical Demands / Work Environment:

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

MATTERS FOR MAYOR AND COUNCIL
ITEM #: 8

MEMORANDUM

MEETING DATE: January 22, 2013

TO: Corcoran City Council

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

SUBJECT: Matters for Mayor & Council

UPCOMING EVENTS / MEETINGS

- January 23, 2013 (Wednesday) City/County Coordinating Meeting in Hanford
- 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
- February 4, 2013 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- February 18, 2013 (Monday) City Offices Closed, Observance of Presidents Day.
- February 19, 2013 (Tuesday) City Council Meeting – 6:00 PM, Council Chambers

A. Information Items

1. High Speed Rail Update. (Meik)

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