

**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, February 4, 2013  
6:00 P.M.**

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

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

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

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

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

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

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**ROLL CALL**

Mayor:	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 22, 2013 and of the adjourned meeting on January 28, 2013.
  - 2-B. Authorization to read ordinances and resolutions by title only.
  - 2-C. Ratify Resolution Nos. 2663 through 2665 Honoring Corcoran Chamber of Commerce Honorees.
  - 2-D. Approval of Resolution No. 2666 approving amendments to the agreements with Union Bank related to the Underlying Letter of Credit for the 2008 Water Bonds.
  - 2-E. Approval of Resolution No. 2667 Honoring Jason Mustain.
3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated February 4, 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 approval of Resolution No. 2668 adopting City of Corcoran Catastrophic Leave Policy. (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 31, 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 23, 2013 **MEETING DATE:** February 4, 2013

**SUBJECT:** Ratify Resolution Nos. 2663 through 2665 Honoring Chamber of Commerce Honorees

**Recommendation: (Consensus)**

Move to approve the Consent Calendar ratifying Resolution Nos. 2663 through 2665.

**Discussion:**

Annually the Chamber of Commerce recognizes citizens and organizations, as Man of the Year, Woman of the Year, Organization of the Year, and Jr. Citizen of the Year. The city council approves Resolutions acknowledging the accomplishments of those honored and presents them at the Chambers Annual dinner. Due to scheduling, the resolutions were not approved prior to the banquet; staff prepared the resolutions and they were presented on Wednesday, January 30, 2013. Staff respectfully requests the resolutions be ratified as per required action.

**Budget Impact:**

None

RESOLUTION NO. 2663

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
HONORING MAN OF THE YEAR  
CURT ROWE

WHEREAS, the Corcoran Chamber of Commerce honors a "Man of the Year" at its annual banquet each year; and,

WHEREAS, past recipients create a very high standard for any citizen who might be considered; and,

WHEREAS, Curt Rowe has been a resident of Corcoran since 1987 and has been involved in many community efforts throughout the years; and,

WHEREAS, Curt serves as a board member of Corcoran Blue Dolphins, Christmas Tree Committee, and Corcoran Academic Boosters; and board member and current Chair, of Kings Federal Credit Union; and,

WHEREAS, Curt is genuinely dedicated to the community, routinely volunteering with youth and serving to assist them, through coaching various programs at the YMCA, serving as an Assistant Scout Master in Boy Scouts, and serving as Advisor in FBLA; and,

WHEREAS, Curt is genuinely a kind and generous person, exemplifies community service and is willing to help in any way necessary; and,

WHEREAS, it is abundantly clear that the 2012 "Man of the Year" recipient meets the high standard that has been set;

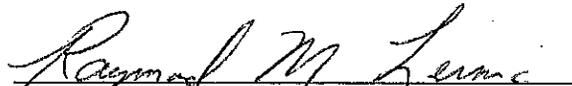
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran hereby honors and congratulates

CURT ROWE

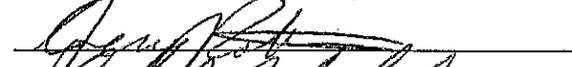
on his selection as the Corcoran Chamber of Commerce MAN OF THE YEAR and adds its thanks for the contributions he has made to the betterment of this community.

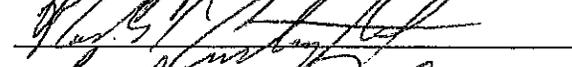
DATED: January 30, 2013

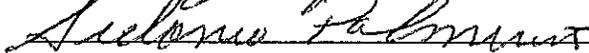


  
Raymond M. Lerma, Mayor









RESOLUTION NO. 2664

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
HONORING WOMAN OF THE YEAR  
PATRICIA ROBERTSON

WHEREAS, the Corcoran Chamber of Commerce honors a "Woman of the Year" at its annual banquet each year; and,

WHEREAS, being considered for this prestigious honor necessitates a deep involvement in many areas of the community; and,

WHEREAS, Patricia "Patty" Robertson is a resident of Corcoran, raising her family in Corcoran and has an extensive list of involvement in the community; and,

WHEREAS, Patty has generously given her time volunteering in local community events, she is involved in church, community, and countless other charitable works; and,

WHEREAS, Patty is involved in the community and has served as a Past President of the Corcoran 50/50 Club; was honored in 2012 as Kings County Homecoming Queen, has owned and operated numerous businesses, has hosted numerous events in her home for the various activities she is involved in, and was a founding member of Corcoran Community Church; and,

WHEREAS, Patty's exuberance is demonstrated in the time she continues to devote to this community; and,

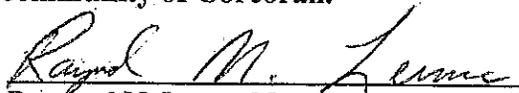
WHEREAS, it is evident the Chamber of Commerce made an excellent choice in selecting this very family community-minded 2012 "Woman of the Year" recipient;

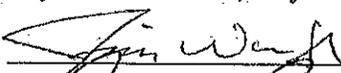
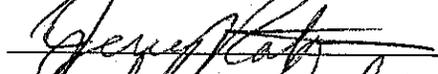
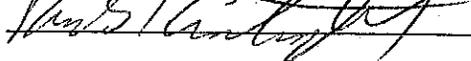
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran hereby honors and congratulates

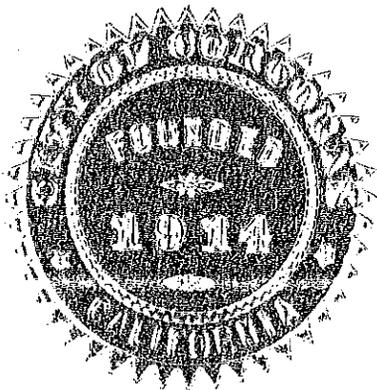
PATRICIA "PATTY" ROBERTSON

on her selection as the Corcoran Chamber of Commerce WOMAN OF THE YEAR and adds its thanks for her tireless efforts on behalf of the community of Corcoran.

DATED: January 30, 2013

  
Raymond M. Lerma, Mayor



RESOLUTION NO. 2665

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
HONORING JR. CITIZEN OF THE YEAR  
BRANDON ROWE

WHEREAS, the Corcoran Chamber of Commerce honors a "Jr. Citizen of the Year" at its annual banquet each year; and,

WHEREAS, past recipients create a very high standard for any citizen who might be considered; and,

WHEREAS, Brandon Rowe has been involved in many community efforts being active in the community and he has assisted with numerous community service projects for Corcoran Cub Scouts, Corcoran Academic Boosters, FBLA, Corcoran Chamber of Commerce, Corcoran Rotary, and Corcoran Christmas Tree Committee;

WHEREAS, Brandon has been involved at Corcoran High School throughout the years and currently serves as President of three clubs, namely CSF, Corcoran Interact Club and FBLA;

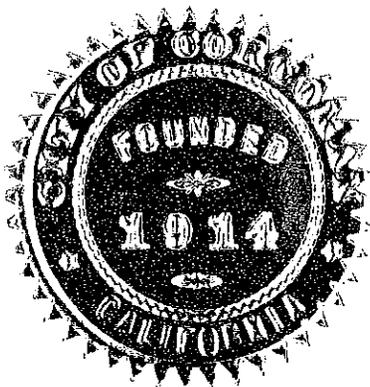
WHEREAS, it is abundantly clear that the 2012 "Jr. Citizen of the Year" recipient meets the high standard that has been set;

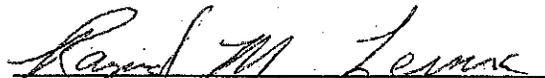
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran hereby honors and congratulates

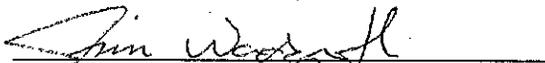
BRANDON ROWE

on His selection as the Corcoran Chamber of Commerce JR. CITIZEN OF THE YEAR and adds its thanks for the contributions he has made to the betterment of this community.

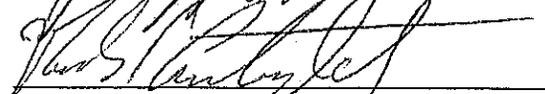
DATED: January 30, 2013

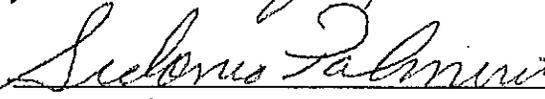


  
Raymond M. Lerma, Mayor









City of

# CORCORAN

A MUNICIPAL CORPORATION

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## CONSENT CALENDAR ITEM NO: 2D

### MEMO

TO: Corcoran City Council

FROM: Joyce A. Venegas, Finance Director 

DATE: January 24, 2013 MEETING DATE: February 4, 2012

SUBJECT: Resolution approving amendments to the agreements with Union Bank related to the Underlying Letter of Credit for the 2008 Water Bonds

#### Recommendation:

Move to approve Resolution No. 2666, approving the Fee Letter that was approved and executed by the City 11/9/2012 as part of the renewal of the Underlying Letter of Credit with Union Bank for the 2008 Water Bonds.

#### Discussion:

As Eric Scriven discussed with the Council, the agreement with Union Bank includes a Facility Fee in an amount not to exceed 85 basis points, unless the rating on the Bonds is reduced. A copy of the Fee Letter is attached, showing the increase in fees that would result if the rating is reduced. The Bank is requesting that a Resolution be adopted by the Council confirming this action.

#### Budget Impact:

As discussed with the Council, the City's effort will be to insure that the financial position of the Water Fund is maintained at a level that will insure that the A+ rating is maintained.

#### CITY OFFICES:

**RESOLUTION NO. 2666**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN APPROVING A FEE LETTER RELATING TO THE CITY'S VARIABLE RATE DEMAND 2008 REFUNDING CERTIFICATES OF PARTICIPATION, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO**

**WHEREAS**, the City of Corcoran (the "City") is a municipal corporation duly organized and validly existing under and by the virtue of the Constitution and laws of the State of California; and

**WHEREAS**, the City has previously caused to be executed and delivered its Variable Rate Demand 2008 Refunding Certificates of Participation (Water System Project) in the original principal amount of \$19,900,000 (the "2008 Certificates"); and

**WHEREAS**, the 2008 Certificates were authorized and executed pursuant to a Trust Agreement, dated as of March 1, 2008 (the "Original Trust Agreement"), among the City, the Corcoran Joint Powers Finance Authority (the "Authority") and U.S. Bank National Association, as trustee (the "Trustee"), as amended by a First Amendment to Trust Agreement, dated as of September 1, 2012, (the "First Amendment to Trust Agreement"), among the City, the Authority and the Trustee; and

**WHEREAS**, the City and the Authority have previously entered into an Installment Sale Agreement, dated as of March 1, 2008 (the "Original Installment Sale Agreement"), as amended by a First Amendment to Installment Sale Agreement, dated as of September 1, 2012 (the "First Amendment to Installment Sale Agreement"), between the City and Authority; and

**WHEREAS**, the 2008 Certificates are supported by a Letter of Credit (the "Letter of Credit") and a Reimbursement Agreement, dated as of March 1, 2008 (the "Reimbursement Agreement"), between the City and Union Bank of California, N.A. (the "Bank"), as amended by a First Amendment to Reimbursement Agreement, dated as of December 1, 2012, between the City and the Bank (the "Amended Reimbursement Agreement"); and

**WHEREAS**, the City has executed a Fee Letter, dated as of November 9, 2012 (the "Fee Letter"), from Union Bank, N.A. (the "Bank") to the City, regarding the facility fee related to the Letter of Credit (the "Facility Fee") due under the Reimbursement Agreement; and

**WHEREAS**, the City, on August 20, 2012, adopted Resolution No. 2647 ("Resolution No. 2647"), approving, among other things, the Facility Fee in an amount not to exceed 85 basis points; and

**WHEREAS**, the City now desires to approve the payment of the Facility Fee in an amount in excess of 85 basis points in the event the rating on the 2008 Certificates is reduced.

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

**Section 1.** Approval of Additional Terms of Fee Letter. The provisions of Resolution 2647 relating to the amount of the Facility Fee are hereby amended to reflect approval of the increased amount of the Facility Fee in the event the rating on the 2008 Certificates is reduced, as set forth in the Fee Letter.

**Section 2.** Other Acts. The officers and staff of the District are hereby authorized and directed, jointly and severally, to do any and all things, to execute and deliver any and all documents, which in consultation with District counsel and Special Counsel, they may deem necessary or advisable in order to effectuate the purposes of this Resolution, and any and all such actions previously taken by such officers or staff members are hereby ratified and confirmed.

**Section 8.** Effective Date. This Resolution shall take effect immediately upon adoption.

\* \* \* \* \*

I, the undersigned City Clerk of the City of Corcoran, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the City Council of the City at a meeting thereof on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote of the members thereof:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTESTED:

\_\_\_\_\_  
Mayor

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

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

**CONSENT CALENDAR  
ITEM #: 2-E**

**MEMO**

**TO:** Corcoran City Council

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

**DATE:** January 23, 2013 **MEETING DATE:** February 4, 2013

**SUBJECT:** Approval of Resolution No. 2667 Honoring Jason Mustain.

**Recommendation: (Consensus)**

Move to approve the as part of the Consent Calendar Resolution No. 2667 honoring Jason Mustain.

**Discussion:**

In the past practice has customarily been to present outgoing council with a resolution. At the request of Mayor Raymond Lerma, staff has prepared a resolution honoring Jason Mustain for his public service. The resolution is attached.

**Budget Impact:**

None

**RESOLUTION NO. 2667**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF CORCORAN  
HONORING JASON MUSTAIN**

**WHEREAS,** Jason Mustain was first appointed to the Corcoran City Council in December 2010, and served through March 2012; and,

**WHEREAS,** while a Member of the Council, Jason served on various committees and boards representing the City of Corcoran; and,

**WHEREAS,** Jason served the citizens of this community, always attempting to enhance their way of life; and,

**WHEREAS,** Jason's diligence thoroughly studying all issues presented to him provided valuable insight into ways of improving the services offered by the City; and,

**WHEREAS,** Jason's intimate knowledge of the community, its citizens and good business practices proved to be extremely beneficial to the City; and,

**WHEREAS,** the Council wishes to acknowledge Mr. Mustain's efforts on behalf of the City of Corcoran.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Corcoran hereby honors

**JASON MUSTAIN**

and expresses its gratitude and appreciation for his leadership, and service to the City during his tenure.

**PASSED AND ADOPTED** at a regular meeting of the Corcoran City Council held on the 4<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
Mayor

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

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

# Accounts Payable Voucher Approval List

User: bjh  
Printed: 01/30/2013-14:00



Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052518	01/30/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052518	01/30/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
<b>Warrant Total:</b>					<b>1,300.00</b>
052519	01/30/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052519	01/30/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052519	01/30/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
<b>Warrant Total:</b>					<b>2,185.00</b>
052520	01/30/2013	ASI Administrative Solutions,	COBRA Administration	104-402-300-200	70.40
<b>Warrant Total:</b>					<b>70.40</b>
052521	01/30/2013	Jose Juan Beas	Refund Vet's Hall Deposit	104-000-362-085	200.00
<b>Warrant Total:</b>					<b>200.00</b>
052522	01/30/2013	Blue Shield of California	Health Insurance	104-000-202-011	41,536.21
052522	01/30/2013	Blue Shield of California	Health Insurance	105-000-202-011	4,392.38
052522	01/30/2013	Blue Shield of California	Health Insurance	109-000-202-011	3,673.63
052522	01/30/2013	Blue Shield of California	Health Insurance	112-000-202-011	1,630.14
052522	01/30/2013	Blue Shield of California	Health Insurance	120-000-202-011	5,050.68
052522	01/30/2013	Blue Shield of California	Health Insurance	121-000-202-011	561.19
052522	01/30/2013	Blue Shield of California	Health Insurance	145-000-202-011	4,071.32
<b>Warrant Total:</b>					<b>60,915.55</b>
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	42.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	90.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	57.00
052523	01/30/2013	BSK Associates	Lab Analysis	105-437-300-200	120.00
<b>Warrant Total:</b>					<b>543.00</b>
052524	01/30/2013	Carrot-Top Industries	Flags	104-432-300-210	157.78

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total:</b> 157.78
052525	01/30/2013	Caves & Associates	Negotiations Services	104-402-300-200	782.72
					<b>Warrant Total:</b> 782.72
052527	01/30/2013	Corcoran Chamber Of Commerce	Annual Banquet Tickets	104-421-300-210	180.00
					<b>Warrant Total:</b> 180.00
052526	01/30/2013	Comcast	Telephone Access for Mntce	104-432-300-220	83.10
					<b>Warrant Total:</b> 83.10
052528	01/30/2013	Corcoran Machine Works	W-40 Rags	109-434-300-210	101.23
					<b>Warrant Total:</b> 101.23
052529	01/30/2013	Corcoran Publishing Company	Public Hearing-AT&T Cell Tower	104-406-300-156	88.00
					<b>Warrant Total:</b> 88.00
052530	01/30/2013	De Lage Landen	Copier Lease/City Hall	104-432-300-180	461.18
					<b>Warrant Total:</b> 461.18
052531	01/30/2013	Dept of Transportation	Signals & Lighting Fee/Oct-Dec 2012	109-434-300-160	24.12
					<b>Warrant Total:</b> 24.12
052532	01/30/2013	eCivis, Inc	Grant Network Access	311-408-300-200	6,318.00
					<b>Warrant Total:</b> 6,318.00
052534	01/30/2013	Foothill Transcription Company	Transcription Service	104-421-300-200	29.25
					<b>Warrant Total:</b> 29.25
052535	01/30/2013	Gary V. Burrows Inc.	Diesel	105-437-300-250	415.65
					<b>Warrant Total:</b> 415.65
052533	01/30/2013	Ferguson Enterprises Inc 1423	Supplies	105-437-300-210	93.31
052533	01/30/2013	Ferguson Enterprises Inc 1423	Supplies	105-437-300-210	22.73
					<b>Warrant Total:</b> 116.04
052536	01/30/2013	Guardian	Vision Insurance	104-000-202-011	588.87
052536	01/30/2013	Guardian	Vision Insurance	105-000-202-011	52.92
052536	01/30/2013	Guardian	Vision Insurance	109-000-202-011	50.45
052536	01/30/2013	Guardian	Vision Insurance	112-000-202-011	19.64
052536	01/30/2013	Guardian	Vision Insurance	120-000-202-011	70.70
052536	01/30/2013	Guardian	Vision Insurance	121-000-202-011	7.86
052536	01/30/2013	Guardian	Vision Insurance	145-000-202-011	77.46
					<b>Warrant Total:</b> 867.90
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	104-000-202-011	4,212.36
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	105-000-202-011	378.52

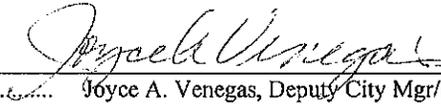
Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	109-000-202-011	354.59
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	112-000-202-011	131.34
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	120-000-202-011	434.70
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	121-000-202-011	48.30
052537	01/30/2013	Guardian Life Insurance	Dental Insurance	145-000-202-011	614.46
052537	01/30/2013	Guardian Life Insurance	Dental Overage	304-000-202-026	-586.67
<b>Warrant Total:</b>					<b>5,587.60</b>
052538	01/30/2013	Hanford Veterinary Hospital	K-9 Veterinary Services	104-421-300-217	75.43
<b>Warrant Total:</b>					<b>75.43</b>
052539	01/30/2013	Hinderliter, deLlames & Assoc	Sales Tax Audit Services/3rd Qtr 2012	104-405-300-200	451.10
<b>Warrant Total:</b>					<b>451.10</b>
052540	01/30/2013	Hopkins Technical Products	Pump Repairs/Parts	105-437-300-140	32.97
052540	01/30/2013	Hopkins Technical Products	Pump Repairs/Parts	105-437-300-140	1,384.07
<b>Warrant Total:</b>					<b>1,417.04</b>
052541	01/30/2013	IACP	Membership Dues/R.Shortnacy	104-421-300-170	145.00
<b>Warrant Total:</b>					<b>145.00</b>
052543	01/30/2013	Kings County Treasurer	Bond Charges	120-435-340-343	1,862.88
<b>Warrant Total:</b>					<b>1,862.88</b>
052542	01/30/2013	Kings County Glass	Windshield Repairs	104-421-300-260	284.05
<b>Warrant Total:</b>					<b>284.05</b>
052544	01/30/2013	League of California Cities	2013 Membership Dues	104-401-300-170	7,940.00
<b>Warrant Total:</b>					<b>7,940.00</b>
052545	01/30/2013	Noe Martinez	Lawn Mntce/2410 Bell	301-430-300-316	120.00
<b>Warrant Total:</b>					<b>120.00</b>
052546	01/30/2013	Mutual of Omaha	Life Insurance	104-000-202-011	1,412.45
052546	01/30/2013	Mutual of Omaha	Life Insurance	105-000-202-011	99.02
052546	01/30/2013	Mutual of Omaha	Life Insurance	109-000-202-011	168.75
052546	01/30/2013	Mutual of Omaha	Life Insurance	112-000-202-011	69.25
052546	01/30/2013	Mutual of Omaha	Life Insurance	120-000-202-011	87.62
052546	01/30/2013	Mutual of Omaha	Life Insurance	121-000-202-011	9.74
052546	01/30/2013	Mutual of Omaha	Life Insurance	145-000-202-011	151.47
052546	01/30/2013	Mutual of Omaha	Life Insurance	272-000-202-011	36.52
<b>Warrant Total:</b>					<b>2,034.82</b>
052547	01/30/2013	PG&E	Utilities	105-437-300-240	386.15
052547	01/30/2013	PG&E	Utilities	111-601-300-240	75.64
052547	01/30/2013	PG&E	Utilities	111-603-300-240	7.45
052547	01/30/2013	PG&E	Utilities	111-604-300-240	93.55
052547	01/30/2013	PG&E	Utilities	104-412-300-240	15.10

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052547	01/30/2013	PG&E	Utilities	109-434-300-240	4,564.52
052547	01/30/2013	PG&E	Utilities	104-000-120-022	575.64
<b>Warrant Total:</b>					<b>5,718.05</b>
052548	01/30/2013	Price, Paige & Company	Due Diligence	311-408-300-200	1,000.00
052548	01/30/2013	Price, Paige & Company	06/30/12 Audit	104-405-300-200	10,500.00
<b>Warrant Total:</b>					<b>11,500.00</b>
052549	01/30/2013	ProForce Law Enforcement	Tasers & Equipment	114-414-300-210	2,925.77
<b>Warrant Total:</b>					<b>2,925.77</b>
052550	01/30/2013	Quad Knopf, Inc.	2010 Urban Water Mngmnt Plan Update	105-437-300-200	7,045.51
052550	01/30/2013	Quad Knopf, Inc.	Splash Pad Design	104-412-300-200	53.73
052550	01/30/2013	Quad Knopf, Inc.	CUP AT&T Cell Tower Site Plan Review	104-406-300-200	125.37
052550	01/30/2013	Quad Knopf, Inc.	2013 Street Program	109-434-300-200	989.10
052550	01/30/2013	Quad Knopf, Inc.	Well 8 Upgrades	105-437-300-140	125.37
052550	01/30/2013	Quad Knopf, Inc.	SPR12/02 Little Caesar's Pizza	104-406-300-200	501.48
<b>Warrant Total:</b>					<b>8,840.56</b>
052551	01/30/2013	Safety-Kleen Systems,Inc	Machine Service	104-433-300-200	320.37
<b>Warrant Total:</b>					<b>320.37</b>
052552	01/30/2013	Select Business Systems	Copier Mntce/City Hall	104-432-300-140	838.18
<b>Warrant Total:</b>					<b>838.18</b>
052553	01/30/2013	The Gas Co	Utilities	104-411-300-242	47.46
052553	01/30/2013	The Gas Co	Utilities	104-432-300-242	573.86
052553	01/30/2013	The Gas Co	Utilities	104-432-300-242	36.74
052553	01/30/2013	The Gas Co	Utilities	104-432-320-242	38.57
<b>Warrant Total:</b>					<b>696.63</b>
052554	01/30/2013	The Printer	Business License Stock Paper	104-405-300-150	66.27
052554	01/30/2013	The Printer	Date Stamps	104-402-300-210	164.81
<b>Warrant Total:</b>					<b>231.08</b>
052555	01/30/2013	Thomson West	CA Evidence Code Pamphlets	104-421-300-210	126.04
052555	01/30/2013	Thomson West	CA Penal Code Pamphlets	104-421-300-210	290.25
<b>Warrant Total:</b>					<b>416.29</b>
052556	01/30/2013	Turnupseed Electric Svc Inc	Service Work/Water Tank Level Control	105-437-300-140	252.45
052556	01/30/2013	Turnupseed Electric Svc Inc	Service Work/6 1/2 Storm Basin Station	121-439-300-140	407.26
052556	01/30/2013	Turnupseed Electric Svc Inc	Service Work/Storm Station/6 1/2 & Gable	121-439-300-140	137.70
052556	01/30/2013	Turnupseed Electric Svc Inc	Service Work/Perlita Storm Station Motor	121-439-300-140	734.40
052556	01/30/2013	Turnupseed Electric Svc Inc	Service Work/WWTP Pump Unit	120-435-300-140	818.33
<b>Warrant Total:</b>					<b>2,350.14</b>
052557	01/30/2013	United Parcel Service	Shipping Fees	104-432-300-152	41.90

Vouch No	Wmnt Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total: 41.90</b>
052558	01/30/2013	US Bank Equipment Finance	Copier Lease/PW Office	109-434-300-180	164.07
					<b>Warrant Total: 164.07</b>
052559	01/30/2013	Verizon California	Telephone Service	104-432-300-220	286.39
052559	01/30/2013	Verizon California	Telephone Service	120-435-300-220	170.32
					<b>Warrant Total: 456.71</b>
052560	01/30/2013	Verizon Wireless	Air Cards/Cell Service	104-421-300-221	1,361.49
					<b>Warrant Total: 1,361.49</b>

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
52517	01/28/2013	INTERREV	Internal Revenue Service	50.76	000000

**CHECK TOTAL: \$50.76**



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

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	74,661.55
105	Water Fund	15,224.05
109	Gas Taxes	10,090.46
111	Assessments	176.64
112	Refuse Fund	1,850.37
114	Suppl Law Enforce Svcs Fund	2,925.77
120	Wastewater/Sanitary Sewer	8,495.23
121	Wastewater/Storm Drain	1,906.45
145	Transit	8,399.71
272	09-STBG-6408	36.52
301	Housing Authority	120.00
304	Genl Long-Term Debt Group	-586.67
311	City as Successor RDA	7,318.00
	<b>Report Total:</b>	<b>130,618.08</b>

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

**MEMO**

**TO:** Corcoran City Council

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

**DATE:** January 30, 2013                      **MEETING DATE:** February 4, 2013

**SUBJECT:** Review and reconsider Council Committee Appointments

**Recommendation:** (Consensus)  
Council Discussion.

**Discussion:**

This item was tabled on January 7, 2013 and is returning for council consideration. 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.

## 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:~~**

~~\*\*Inactive committee to be removed from Committee List~~

~~Representative – Toni Baltierra, Alternate Raymond Lerma~~

~~*Meets on first Thursday of every month.*~~

~~**Representative 2013/2014:** \_\_\_\_\_~~

**J. K. Kings Area Disaster Council:**

Representative – Jason Mustain, Alternate – Ray Lerma

*Meets quarterly following City/County Coordinating meetings as needed.*

**Representative 2013/2014:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**~~K. L. Kings County Gang Awareness Advisory Commission~~**

~~Representative – Jerry Robertson, Alternate – Raymond Lerma~~

~~*Meets as needed.*~~

~~**Representative 2013/2014:** \_\_\_\_\_~~

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

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

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** January 30, 2013

**MEETING DATE:** February 4, 2013

**SUBJECT:** Consider approval of Resolution No. 2668 establishing the Catastrophic Leave Policy.

**Recommendation:**

Staff recommends approval of the Catastrophic Leave Policy, for the City of Corcoran Manual of City Policies.

**Discussion:**

Two bargaining units have language regarding Catastrophic Leave Donations in their Memorandum of Understanding, and the practice has been provided to employees of the other bargaining unit and unrepresented employees along with the Catastrophic Leave Provisions.

The Catastrophic Leave Policy includes language from the two Memorandums of Understanding and the Catastrophic Leave Provisions which have been in practice for City employees. The Policy clarifies eligibility, procedure for donations, credit of donations to the employee in need, and the amount of donations an employee may receive.

The proposed policy was sent to Department Directors, Union Shop Stewards and Representatives, the City Attorney, and the City's Contract Negotiator for suggestions and recommendations.

The policy will be included in the City's Manual of City Policies.

**Budget Impact:**

No budget impact.

**RESOLUTION NO. 2668**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
ADOPTING THE CATASTROPHIC LEAVE POLICY**

**WHEREAS**, the intent of the policy is to provide employees with leave credits to off set the anticipated financial hardship caused by extended leave; and,

**WHEREAS**, the employees of the City of Corcoran have benefited from the practice of donated sick or vacation leave during their own or their family catastrophic illness or injury; and,

**WHEREAS**, the revised guidelines presented in the form of the Catastrophic Leave Policy in part clarify eligibility, procedure for donations, credit of donations to the employee in need, and the amount of donations an employee may receive and attached to and made a part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Corcoran does hereby establish the Catastrophic Leave Policy for the Manual of City Policies to read as follows in Exhibit A:

**BE IT FURTHER RESOLVED** that all other portions of the City of Corcoran Manual of City Policies shall remain in full force and effect as previously approved.

**PASSED AND ADOPTED** at the regular meeting of the City Council of the City of Corcoran held on the 4th day of February, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
Mayor

**ATTEST:** \_\_\_\_\_  
City Clerk

## **EXHIBIT A**

### **CITY OF CORCORAN CATASTROPHIC LEAVE POLICY**

The intent of the policy is to provide employees with leave credits to off set the anticipated financial hardship caused by the extended leave. To that end, the employee requesting donated leave is expected to apply for state disability and/or Paid Family Leave. The employee will be required to provide a statement of earnings providing any form of assistance including pay garnered by wage replacement policies. Donated leave will then be used to compensate the employee for any gap in the assistance and the employees bi-weekly pay.

#### **POLICY**

An employee may request donations of accrued sick or vacation leave credits under the Catastrophic Leave Program for:

- The employee's own catastrophic illness or injury
- When a family member of the employee is suffering from a catastrophic illness or injury
- Bereavement

“Catastrophic Illness” or “Injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick and vacation leave and other paid time.

#### **PROCEDURE**

Employees shall submit a request for Catastrophic Leave to the Personnel Officer/City Manager. The employee shall provide verification of the catastrophic injury or illness. Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.

The City Manager/or designee shall determine:

- a. That the employee is unable to work due to the employees or his/her family member's catastrophic illness or injury, and
- b. That the employee has exhausted all accrued paid leave credits.

When the above verification and determinations are made, the City Manager may approve the transfer of accrued sick and/or vacation leave credits (donated vacation hours are automatically converted to sick hours).

Employees shall not request/solicit catastrophic donations for themselves or other employees. In an effort to ensure that all donations are kept confidential, to the extent

permitted by law, the Personnel Officer/City Manager or his/her designee will inform City employees that donations are being accepted for an employee, and the process for employees to donate leave to their fellow co-worker.

The City Manager or designee shall inform employees every two (2) weeks (as necessary) of the means by which donations may be made in response to the employee's request. Any employee, upon written notice to the Finance Department, may donate accrued sick or vacation leave credits to the requesting employee at a minimum of eight (8) hours and hour by hour increments thereafter. Donating employees must maintain at least ninety-six (96) hours of sick leave in their individual sick leave account, and 80 hours in their individual vacation account, and may donate up to a total of 80 hours. All transfers of eligible leave credits shall be irrevocable once the donation is credited to the receiving employee's leave account. All donations shall be transferred on an hour per hour transfer regardless of pay rates and job classification of the donating and receiving employee. Once approved, the employee receiving donated hours shall be credited said hours on an as needed basis, and donating employee accrual accounts will be debited on an as needed basis up to the amount of the donation.

Employees requesting leave may receive up to 470 hours of donated leave for Catastrophic Illness and up to 110 hours for Bereavement Leave, and it shall run concurrently with Pregnancy Disability Leave, California Family Rights Act, and Family and Medical Leave Act when possible. For additional information on the various types of leaves available refer to Chapter 8 of the Personnel Manual.

An employee who receives paid leave pursuant to this program shall use any and all leave credits that he/she continues to accrue before receiving paid leave pursuant to this program

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

**MEMORANDUM**

**MEETING DATE: February 4, 2013**

**TO: Corcoran City Council**

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

**SUBJECT: Matters for Mayor & Council**

*UPCOMING EVENTS / MEETINGS*

- February 18, 2013 (Monday) City Offices Closed, Observance of Presidents Day.
- February 19, 2013 (*Tuesday*) City Council Meeting – 6:00 PM, Council Chambers
- March 4, 2013 (Monday) City Council Meeting – 6:00 PM, Council Chambers

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**

<b>DATE</b> Sent to Council/ Request made	<b>REQUEST</b>	<b>STATUS</b>	<b>DEPARTMENT RESPONSIBLE</b> Dept/Division
03/05/12	Council directed staff develop guidelines for co-sponsorship of events.	In progress	City Clerk/ Finance