

**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, February 19, 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:	Jim Wadsworth
Vice Mayor:	Jerry Robertson
Council Member:	Mark Cartwright
Council Member:	Raymond Lerma
Council Member:	Sidonio "Sid" Palmerin

INVOCATION

FLAG SALUTE

1. PUBLIC DISCUSSION

2. **CONSENT CALENDAR (VV)**

2-A. Approval of Minutes of the regular meeting on February 4, 2013.

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

3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated February 19, 2013. (Venegas)

4. **PRESENTATIONS** – None

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS**

6-A. Consider request from Relay for Life Committee to hold the American Cancer Society Relay for Life Event on May 4, through May 5, 2013 at J. G. Boswell Park. (Lopez) (VV)

7. **STAFF REPORTS**

7-A. Consider approval of Public Works Water Division job descriptions. (Meik) (VV)

7-B. Consider approval of Resolution No. 2669 adopting Employment Fingerprinting Policy. (Meik) (VV)

7-C. Mid-Year Budget Review and Budget discussion. (Meik/Venegas)

8. **MATTERS FOR MAYOR AND COUNCIL**

8-A. Information Items

8-B. Staff Referral Items - *Items of Interest (Non-action items the Council may wish to discuss)*

8-C. Committee Reports

9. **CLOSED SESSION**

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

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

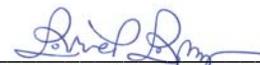
Significant exposure to litigation (Government Code § 54956.9(d)(2)).

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(e)(2)) :

10. **ADJOURNMENT:**

I certify that I caused this Agenda of the Corcoran City Council meeting to be posted at the City Council Chambers, 1015 Chittenden Avenue on February 14, 2013.



Lorraine P. Lopez, City Clerk

Accounts Payable Voucher Approval List

User: bjh
Printed: 02/14/2013-09:24



Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052580	02/14/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052580	02/14/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
052580	02/14/2013	Amtrak	Tickets/ 15 Ten Ride Passes	145-410-300-292	885.00
Warrant Total:					2,185.00
052581	02/14/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
052581	02/14/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
Warrant Total:					1,300.00
052582	02/14/2013	ASI Administrative Solutions,	Section 125 Administration	304-000-202-010	90.00
052582	02/14/2013	ASI Administrative Solutions,	FSA Annual Fee	104-402-300-200	250.00
Warrant Total:					340.00
052583	02/14/2013	AT&T Mobility	Cell Phone Service	120-435-300-220	109.74
Warrant Total:					109.74
052584	02/14/2013	Auto Zone, Inc.	Supplies	104-421-300-210	10.18
052584	02/14/2013	Auto Zone, Inc.	Supplies	104-421-300-210	16.63
Warrant Total:					26.81
052585	02/14/2013	Az Auto Parts	Parts	104-407-300-260	9.59
052585	02/14/2013	Az Auto Parts	Parts	104-412-300-210	5.64
052585	02/14/2013	Az Auto Parts	Parts	145-410-300-260	296.54
052585	02/14/2013	Az Auto Parts	Parts	104-421-300-260	137.32
052585	02/14/2013	Az Auto Parts	Parts	104-431-300-260	84.70
052585	02/14/2013	Az Auto Parts	Parts	104-432-300-210	5.31
052585	02/14/2013	Az Auto Parts	Parts	104-433-300-210	7.68
052585	02/14/2013	Az Auto Parts	Parts	109-434-300-140	27.35
052585	02/14/2013	Az Auto Parts	Parts	109-434-300-210	5.68
052585	02/14/2013	Az Auto Parts	Parts	120-435-300-140	4.75
052585	02/14/2013	Az Auto Parts	Parts	120-435-300-210	78.99
052585	02/14/2013	Az Auto Parts	Parts	105-437-300-140	4.75
052585	02/14/2013	Az Auto Parts	Parts	105-437-300-210	73.86
052585	02/14/2013	Az Auto Parts	Parts	105-437-300-260	2.38
052585	02/14/2013	Az Auto Parts	Parts	112-438-300-140	15.59
052585	02/14/2013	Az Auto Parts	Parts	121-439-300-140	4.74

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
Warrant Total:					764.87
052586	02/14/2013	B & C Enterprises	Fuel	104-407-300-250	37.87
052586	02/14/2013	B & C Enterprises	Fuel	145-410-300-250	800.63
052586	02/14/2013	B & C Enterprises	Fuel	104-412-300-250	794.98
052586	02/14/2013	B & C Enterprises	Fuel	104-421-300-250	1,518.44
052586	02/14/2013	B & C Enterprises	Fuel	104-431-300-250	41.65
052586	02/14/2013	B & C Enterprises	Fuel	104-433-300-250	175.85
052586	02/14/2013	B & C Enterprises	Fuel	109-434-300-250	768.96
052586	02/14/2013	B & C Enterprises	Fuel	112-438-300-250	469.45
052586	02/14/2013	B & C Enterprises	Fuel	120-435-300-250	132.64
052586	02/14/2013	B & C Enterprises	Fuel	121-439-300-250	14.74
052586	02/14/2013	B & C Enterprises	Fuel	105-437-300-250	612.75
Warrant Total:					5,367.96
052587	02/14/2013	BankCard Center	Earthlink	104-401-300-157	34.95
052587	02/14/2013	BankCard Center	Liebert Cassidy/Web/Legislative Update	104-402-300-170	55.00
052587	02/14/2013	BankCard Center	Newegg.com/Server Cabinet	104-421-300-210	1,119.73
052587	02/14/2013	BankCard Center	Office Depot/Office Supplies	104-407-300-210	93.90
052587	02/14/2013	BankCard Center	Subway/Citizen Action Committee Mtg	104-426-300-270	10.00
052587	02/14/2013	BankCard Center	Nat'l Notary/ Fees/S.Palacio	104-421-300-170	39.00
052587	02/14/2013	BankCard Center	San Diego Resort/Lodging/K.Gibson	104-421-300-270	238.16
052587	02/14/2013	BankCard Center	EJMDIGITAL/Training/A.Chavarria	104-421-300-270	320.00
052587	02/14/2013	BankCard Center	EJMDIGITAL/Training/C.Velasco	104-421-300-270	320.00
052587	02/14/2013	BankCard Center	Kings Co Bowl/Reimbursed by CPOA	104-421-300-210	93.85
052587	02/14/2013	BankCard Center	CALNENA/Registration/K.Gibson	104-421-300-270	475.00
052587	02/14/2013	BankCard Center	SDAPSD/Registration/K.Gibson	104-421-300-270	100.00
052587	02/14/2013	BankCard Center	Panasonic Direct/911 Equipment	104-421-300-210	116.08
052587	02/14/2013	BankCard Center	Credit/Membership Fee	104-431-300-170	-25.00
052587	02/14/2013	BankCard Center	Staples/Samsung Monitor	120-435-300-210	161.24
Warrant Total:					3,151.91
052588	02/14/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	16.94
052588	02/14/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	11.96
052588	02/14/2013	Best Deal Food Co Inc.	Supplies	104-432-300-210	17.02
052588	02/14/2013	Best Deal Food Co Inc.	Supplies	120-435-300-210	13.63
Warrant Total:					59.55
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	60.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	350.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	45.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	60.00
052589	02/14/2013	BSK Associates	Lab Analysis	105-437-300-200	77.00
Warrant Total:					1,000.00
052590	02/14/2013	Buddy's Trophies & Advertising	Circle Award/P. Castro	104-421-300-200	48.38

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 48.38
052591	02/14/2013	C. A. Reding Company, Inc	Copier Mntce/WTP	105-437-300-140	92.36
					Warrant Total: 92.36
052592	02/14/2013	Caves & Associates	Negotiations Services	104-402-300-200	551.84
					Warrant Total: 551.84
052593	02/14/2013	CDPH-OCP	T-4 Re-Exam/R. Miranda	105-437-300-160	95.00
					Warrant Total: 95.00
052594	02/14/2013	Central Valley Comp Care	Medical Services/L. Ybarra	104-412-300-200	164.00
					Warrant Total: 164.00
052595	02/14/2013	Chemical Waste Management Inc	Bin Rental	105-437-300-193	310.00
052595	02/14/2013	Chemical Waste Management Inc	Filter Press Sludge	105-437-300-193	2,324.69
					Warrant Total: 2,634.69
052596	02/14/2013	Chevron & Texaco Card Svc	Fuel	104-421-300-250	153.39
					Warrant Total: 153.39
052597	02/14/2013	City of Corcoran	City Service/2410 Bell	301-430-300-316	96.47
					Warrant Total: 96.47
052598	02/14/2013	Corcoran Family YMCA	Pool Contract/Oct-Dec 2012	104-411-300-206	10,182.97
					Warrant Total: 10,182.97
052599	02/14/2013	Corcoran Hardware	Supplies	104-407-300-210	85.41
052599	02/14/2013	Corcoran Hardware	Supplies	145-410-300-210	5.90
052599	02/14/2013	Corcoran Hardware	Supplies	119-412-500-514	30.20
052599	02/14/2013	Corcoran Hardware	Supplies	104-412-300-210	26.81
052599	02/14/2013	Corcoran Hardware	Supplies	136-415-300-210	103.07
052599	02/14/2013	Corcoran Hardware	Supplies	104-432-300-210	72.66
052599	02/14/2013	Corcoran Hardware	Supplies	104-433-300-210	5.36
052599	02/14/2013	Corcoran Hardware	Supplies	109-434-300-210	41.96
052599	02/14/2013	Corcoran Hardware	Supplies	120-435-300-210	534.43
052599	02/14/2013	Corcoran Hardware	Supplies	105-437-300-210	358.10
052599	02/14/2013	Corcoran Hardware	Supplies	104-421-300-210	72.70
					Warrant Total: 1,336.60
052600	02/14/2013	Corcoran Publishing Company	Transit Ads	145-410-300-156	100.00
					Warrant Total: 100.00
052601	02/14/2013	CRWA	Registration/J.Guerrero	105-437-300-270	250.00
					Warrant Total: 250.00
052602	02/14/2013	DASH Medical Gloves, Inc	Jail Supplies	104-421-300-148	139.54

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 139.54
052603	02/14/2013	Data Ticket Inc	Online Access to Ticket Wizard	104-407-300-200	200.00
					Warrant Total: 200.00
052604	02/14/2013	Dept of Justice	Live Scan Fees	104-421-300-148	577.00
					Warrant Total: 577.00
052605	02/14/2013	Farley Law Firm	Legal Services	104-403-300-200	5,396.33
					Warrant Total: 5,396.33
052607	02/14/2013	Galls, LLC	Tactical Gear	114-414-300-210	3,194.38
					Warrant Total: 3,194.38
052608	02/14/2013	General Petroleum Corp	Diesel	105-437-300-250	268.93
					Warrant Total: 268.93
052609	02/14/2013	Kathy Gibson	Mileage Reimbursement	104-421-300-270	146.67
					Warrant Total: 146.67
052606	02/14/2013	Ferguson Enterprises Inc 1423	Supplies	105-437-300-210	140.75
052606	02/14/2013	Ferguson Enterprises Inc 1423	Supplies	105-437-300-210	104.14
					Warrant Total: 244.89
052610	02/14/2013	Jesus Guerrero	Reimbursement/DMV Renewal	105-437-300-170	66.00
052610	02/14/2013	Jesus Guerrero	Reimbursement/DMV Physical	105-437-300-170	65.00
					Warrant Total: 131.00
052611	02/14/2013	Hanford Veterinary Hospital	K9 Vet Services/Food	104-421-300-217	75.60
052611	02/14/2013	Hanford Veterinary Hospital	K9 Vet Services/Food	104-421-300-217	180.37
					Warrant Total: 255.97
052619	02/14/2013	Lehigh Hanson	Concrete/Dog Park	119-412-500-514	253.04
					Warrant Total: 253.04
052612	02/14/2013	Harbor Freight Tools USA Inc	Tools	120-435-300-210	164.99
					Warrant Total: 164.99
052613	02/14/2013	Hofmans Nursery	Plants	136-415-300-210	73.10
052613	02/14/2013	Hofmans Nursery	Plants	119-412-300-210	145.13
052613	02/14/2013	Hofmans Nursery	Plants	104-412-300-210	99.75
					Warrant Total: 317.98
052614	02/14/2013	Home Depot Credit Services	Supplies	105-437-300-210	68.56
052614	02/14/2013	Home Depot Credit Services	Supplies	105-437-300-210	492.87
052614	02/14/2013	Home Depot Credit Services	Supplies	109-434-300-210	116.45

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
					Warrant Total:	677.88
052615	02/14/2013	Images/RadioShack Dealer	Supplies	104-432-300-210	64.44	
052615	02/14/2013	Images/RadioShack Dealer	Supplies	136-415-300-140	35.46	
052615	02/14/2013	Images/RadioShack Dealer	Supplies	120-435-300-210	32.24	
052615	02/14/2013	Images/RadioShack Dealer	Supplies	120-435-300-210	12.89	
					Warrant Total:	145.03
052616	02/14/2013	Kenneth D. Schmidt & Assoc	Professional Services/Well 8A	105-437-500-512	216.77	
					Warrant Total:	216.77
052618	02/14/2013	Ravi I. Kumar MD, Inc.	Pre-Employment Physical/J.Sauceda	145-410-300-200	140.00	
052618	02/14/2013	Ravi I. Kumar MD, Inc.	Pre-Employment Physical/C.White	104-421-300-200	140.00	
					Warrant Total:	280.00
052617	02/14/2013	Kings Waste & Recycling	Dump Fees/Greenwaste	112-436-300-192	5,347.60	
052617	02/14/2013	Kings Waste & Recycling	Dump Fees/Recyclables	112-436-300-192	679.39	
052617	02/14/2013	Kings Waste & Recycling	Dump Fees/Tule Trash	112-436-300-200	532.50	
					Warrant Total:	6,559.49
052620	02/14/2013	Raymond Lerma	Mileage Reimbursement/KCAG 2012 Mtgs	104-401-300-270	158.20	
052620	02/14/2013	Raymond Lerma	Mileage Reimbursement/KCAO 2012 Mtgs	104-401-300-270	316.40	
					Warrant Total:	474.60
052621	02/14/2013	LexisNexis Risk Data Mngmt	Background Service	104-421-300-200	50.00	
					Warrant Total:	50.00
052622	02/14/2013	MD Communications	Monthly Radio Mntce	104-421-300-141	770.00	
					Warrant Total:	770.00
052623	02/14/2013	Miguel Meneses	Yard Svc/Salyer Estate Landscaping Dist	111-601-300-202	120.00	
052623	02/14/2013	Miguel Meneses	Yard Svc/Sunrise Villa Landscaping Dist	111-604-300-202	200.00	
					Warrant Total:	320.00
052624	02/14/2013	Munimetrix Systems Corp	Software Support	104-402-300-200	499.00	
					Warrant Total:	499.00
052625	02/14/2013	NAFFA International	Plan Review/Corcoran Country Inn	104-407-300-200	940.00	
					Warrant Total:	940.00
052626	02/14/2013	Nova Storm Systems	Business Network Access Service	105-437-300-200	85.00	
					Warrant Total:	85.00
052627	02/14/2013	OCT Academy	Registration/E.Boyett	105-437-300-270	300.00	
052627	02/14/2013	OCT Academy	Registration/R.Miranda	105-437-300-270	300.00	
					Warrant Total:	600.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
052628	02/14/2013	Office Depot	Office Supplies	104-421-300-150	1,339.03
052628	02/14/2013	Office Depot	Office Supplies	145-410-300-210	45.46
052628	02/14/2013	Office Depot	Office Supplies	105-437-300-210	12.77
052628	02/14/2013	Office Depot	Office Supplies	120-435-300-210	39.44
052628	02/14/2013	Office Depot	Office Supplies	104-432-300-150	57.37
052628	02/14/2013	Office Depot	Office Supplies	104-432-300-150	663.92
Warrant Total:					2,157.99
052629	02/14/2013	Oliver Whitaker Co.	Equipment Repairs	109-434-300-140	209.20
Warrant Total:					209.20
052630	02/14/2013	PG&E	Utilities	111-601-300-240	10.84
052630	02/14/2013	PG&E	Utilities	145-410-300-240	511.49
052630	02/14/2013	PG&E	Utilities	104-412-300-240	557.03
052630	02/14/2013	PG&E	Utilities	104-432-300-240	3,874.19
052630	02/14/2013	PG&E	Utilities	104-432-320-240	54.55
052630	02/14/2013	PG&E	Utilities	109-434-300-240	288.36
052630	02/14/2013	PG&E	Utilities	120-435-300-240	13,540.17
052630	02/14/2013	PG&E	Utilities	121-439-300-240	614.16
052630	02/14/2013	PG&E	Utilities	105-437-300-240	36,237.92
052630	02/14/2013	PG&E	Utilities/2410 Bell	301-430-300-316	116.20
Warrant Total:					55,804.91
052631	02/14/2013	Proclean Supply	Janitorial Supplies	104-432-300-210	990.68
052631	02/14/2013	Proclean Supply	Janitorial Supplies	104-432-300-210	3.23
Warrant Total:					993.91
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	145-410-300-200	55.16
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	136-415-300-200	39.53
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	172.51
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	30.63
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-320-200	25.16
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-200	37.60
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-180	20.00
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	120-435-300-200	55.16
052632	02/14/2013	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	105-437-300-200	58.75
Warrant Total:					494.50
052633	02/14/2013	Quality Pool Service	Monthly Service	104-411-300-200	850.00
052633	02/14/2013	Quality Pool Service	Hydrochloric Acid	104-411-300-210	1,088.78
052633	02/14/2013	Quality Pool Service	Filter Repairs	104-411-300-140	599.50
Warrant Total:					2,538.28
052634	02/14/2013	Quest Diagnostics	Pre-Employment Physical/C.White	104-421-300-200	27.90
Warrant Total:					27.90
052635	02/14/2013	Quinn Company	Equipment Repairs	109-434-300-140	4,775.38

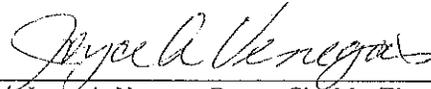
Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
Warrant Total:					4,775.38
052636	02/14/2013	S & R Specialty Equipment	Part	105-437-300-210	15.44
Warrant Total:					15.44
052637	02/14/2013	Sawtelle & Rosprim Industrial	Supplies	104-433-300-210	144.48
052637	02/14/2013	Sawtelle & Rosprim Industrial	Supplies	109-434-300-210	70.53
052637	02/14/2013	Sawtelle & Rosprim Industrial	Supplies	120-435-300-210	80.49
052637	02/14/2013	Sawtelle & Rosprim Industrial	Supplies	120-435-300-210	38.81
052637	02/14/2013	Sawtelle & Rosprim Industrial	Supplies	105-437-300-210	66.37
Warrant Total:					400.68
052638	02/14/2013	Sawtelle Rosprim Machine Shop	Repairs	145-410-300-260	65.00
Warrant Total:					65.00
052639	02/14/2013	Self Help Enterprises	Activity/Delivery/COR08CH	282-533-300-200	6,000.00
052639	02/14/2013	Self Help Enterprises	Loans/COR08CH	282-533-300-290	34,000.00
Warrant Total:					40,000.00
052640	02/14/2013	Shell Fleet Plus	Fuel	104-407-300-250	69.56
052640	02/14/2013	Shell Fleet Plus	Fuel	145-410-300-250	1,642.04
052640	02/14/2013	Shell Fleet Plus	Fuel	104-421-300-250	3,710.61
052640	02/14/2013	Shell Fleet Plus	Fuel	104-431-300-250	78.81
052640	02/14/2013	Shell Fleet Plus	Fuel	109-434-300-250	110.34
052640	02/14/2013	Shell Fleet Plus	Fuel	112-438-300-250	597.53
052640	02/14/2013	Shell Fleet Plus	Fuel	120-435-300-250	661.47
052640	02/14/2013	Shell Fleet Plus	Fuel	121-439-300-250	73.50
052640	02/14/2013	Shell Fleet Plus	Fuel	105-437-300-250	1,233.09
Warrant Total:					8,176.95
052641	02/14/2013	SNM Construction	Concrete Pads/Dog Park	119-412-500-514	600.00
Warrant Total:					600.00
052642	02/14/2013	State Board of Equalization	Hazardous Waste Generator Fee	120-435-300-160	4,094.00
Warrant Total:					4,094.00
052643	02/14/2013	Superior Electric Works Inc.	Canopy Lights	105-437-300-200	647.16
Warrant Total:					647.16
052644	02/14/2013	Tactical & Practical Fresno	GTF Tactical Gear	114-414-300-210	209.49
Warrant Total:					209.49
052645	02/14/2013	TF Tire & Service	Tires & Repairs	145-410-300-260	1,696.94
052645	02/14/2013	TF Tire & Service	Tires & Repairs	104-421-300-260	543.45
052645	02/14/2013	TF Tire & Service	Tires & Repairs	104-433-300-260	128.68
052645	02/14/2013	TF Tire & Service	Tires & Repairs	109-434-300-260	144.52
052645	02/14/2013	TF Tire & Service	Tires & Repairs	120-435-300-260	309.27

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount	
					Warrant Total:	2,822.86
052646	02/14/2013	The Gas Co	Utilities	145-410-300-242	227.42	
052646	02/14/2013	The Gas Co	Utilities	104-432-300-242	115.24	
052646	02/14/2013	The Gas Co	Utilities	104-432-300-242	333.77	
052646	02/14/2013	The Gas Co	Utilities	120-435-300-242	653.06	
052646	02/14/2013	The Gas Co	Utilities/2410 Bell	301-430-300-316	86.35	
					Warrant Total:	1,415.84
052647	02/14/2013	The Lawnmower Man	Equipment Repairs	104-412-300-140	538.79	
					Warrant Total:	538.79
052648	02/14/2013	Toshiba Financial Services	Copier Rental	104-421-300-180	385.73	
					Warrant Total:	385.73
052649	02/14/2013	Trans Union LLC	Background Services	104-421-300-200	12.70	
					Warrant Total:	12.70
052650	02/14/2013	Tule Trash Company	Contract	112-436-300-200	102,935.21	
052650	02/14/2013	Tule Trash Company	Franchise Fee	112-436-316-023	-7,205.46	
052650	02/14/2013	Tule Trash Company	KWRA Tickets Charged to City s/b Tule	112-436-300-200	-532.50	
052650	02/14/2013	Tule Trash Company	Franchise Fees/Roll-offs/December	112-436-316-023	-1,213.33	
052650	02/14/2013	Tule Trash Company	Cans Pulled for Non-Payment	112-436-300-200	110.00	
052650	02/14/2013	Tule Trash Company	Tule Trash Invoice	112-436-300-200	531.00	
052650	02/14/2013	Tule Trash Company	Tule Trash Invoice	112-436-300-200	206.00	
052650	02/14/2013	Tule Trash Company	KWRA tickets charge to Tule s/b city	112-436-300-192	419.85	
					Warrant Total:	95,250.77
052651	02/14/2013	Univar USA Inc	Ferric Chloride	105-437-300-219	6,490.74	
052651	02/14/2013	Univar USA Inc	Sodium Hypochlorite	105-437-300-219	4,088.29	
					Warrant Total:	10,579.03
052652	02/14/2013	Valley Industrial & Family Med	Drug Testing	104-433-300-200	70.00	
					Warrant Total:	70.00
052653	02/14/2013	Verizon California	Telephone Service	136-415-300-220	43.99	
052653	02/14/2013	Verizon California	Telephone Service	104-421-300-220	150.88	
052653	02/14/2013	Verizon California	Telephone Service	104-421-300-220	935.51	
052653	02/14/2013	Verizon California	Telephone Service	104-432-320-220	45.37	
052653	02/14/2013	Verizon California	Telephone Service	104-432-300-220	87.57	
052653	02/14/2013	Verizon California	Telephone Service	104-432-300-220	1,025.20	
052653	02/14/2013	Verizon California	Telephone Service	120-435-300-220	81.92	
052653	02/14/2013	Verizon California	Telephone Service	105-437-300-220	276.76	
					Warrant Total:	2,647.20
052654	02/14/2013	Vulcan Materials Company	Coldmix	109-434-300-210	331.84	
052654	02/14/2013	Vulcan Materials Company	Coldmix	109-434-300-210	169.97	

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
Warrant Total:					501.81
052655	02/14/2013	Walt's Auto Parts	Parts	104-421-300-260	49.60
052655	02/14/2013	Walt's Auto Parts	Parts	104-433-300-210	501.45
052655	02/14/2013	Walt's Auto Parts	Parts	120-435-300-140	114.42
052655	02/14/2013	Walt's Auto Parts	Parts	120-435-300-260	61.91
052655	02/14/2013	Walt's Auto Parts	Parts	105-437-300-210	59.64
052655	02/14/2013	Walt's Auto Parts	Parts	112-438-300-140	38.61
Warrant Total:					825.63
052656	02/14/2013	Will Tiesiera Ford-Mercury	Parts	104-421-300-260	52.99
052656	02/14/2013	Will Tiesiera Ford-Mercury	Parts	145-410-300-260	29.69
Warrant Total:					82.68
052657	02/14/2013	Wright's Electric	Light Fixture	104-432-300-210	89.14
052657	02/14/2013	Wright's Electric	Exit Sign	136-415-300-200	170.83
Warrant Total:					259.97

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
52561	02/07/2013	MURRAJOH	John Murray	1,200.00	000000

CHECK TOTAL: \$1,200.00



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

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	46,710.86
105	Water Fund	56,418.84
109	Gas Taxes	7,060.54
111	Assessments	330.84
112	Refuse Fund	102,931.44
114	Supp'l Law Enforce Svcs Fund	3,403.87
119	Capital Outlay Recreation Fd	1,028.37
120	Wastewater/Sanitary Sewer	20,975.66
121	Wastewater/Storm Drain	707.14
136	RAO Operations	465.98
145	Transit	9,101.27
282	Cal Home Active Grants	40,000.00
301	Housing Authority	299.02
304	Genl Long-Term Debt Group	90.00
	Report Total:	289,523.83

**STAFF REPORT
ITEM #: 6-A**

MEMO

TO: Corcoran City Council

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

DATE: January 16, 2013 **MEETING DATE:** February 19, 2013

SUBJECT: Consider request from Relay for Life Committee to hold the American Cancer Society Relay for Life Event on May 4, through May 5, 2013 at Crookshanks Amphitheatre and J.G. Boswell Park.

Recommendation: (VV)

Move to approve request made by the American Cancer Society contingent upon the receipt of a Certificate of Insurance Liability, and noted conditions.

Discussion:

Staff received a request from Kenny Francies, Chairman of the American Cancer Society Corcoran Relay for Life – 2013, asking the City to grant approval of use of Crookshanks Amphitheatre and J.G. Boswell Park. The park use is for the Relay for Life fundraiser to be held on May 4 through May 5, 2013.

Staff is working with the group and the YMCA to ensure the receipt of all requirements and documentation prior to the event:

- A) Proof of Certificate of Liability Insurance certificate naming the City of Corcoran, Golden Family YMCA, and Corcoran Community Foundation as additional insured's.
- B) Map of the Event setup, including Entrance and Exits to event.
- C) Parking and Traffic Control.
- D) Event Cleanup; including request for additional refuse containers.
- E) Arrangements for Port-A-Potties.

Budget Impact:

None.

**STAFF REPORT
ITEM #7-A**

MEMORANDUM

TO: City Council
FROM: Kindon Meik, City Manager
DATE: February 13, 2012
SUBJECT: Water Division Job Descriptions

MEETING DATE: February 19, 2012

Recommendation:

Staff requests that Council approve the revised job descriptions for the following positions:

- Water Division Lead Shift Operator
- Water Division Shift Operator
- Water Division Utility Operator
- Water Division Utility Worker

Discussion:

The job descriptions listed above were originally presented to Council at the January 7, 2013 council meeting. However, action on this item was tabled at the request of staff in order to make necessary corrections relating to the timeframe provided to employees to attain required certifications and/or licenses.

With those corrections, the job descriptions have been reviewed by the Public Works Director and the bargaining group representing the affected employees. All comments and suggestions have been addressed.

Budget Impact:

None

Attachments:

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



WATER LEAD SHIFT OPERATOR

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

TYPICAL DUTIES:

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

- Under the direct supervision of the Water Chief Plant Operator performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water Systems.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Treatment and Supply Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water treatment, supply, and distribution system's equipment including but not limited to treatment plant equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to water .
- Orders and maintains parts, systems, components and other facilities related to the City's water system as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.
- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the 24 hour on-call rotation for the water system as needed.

JOB DESCRIPTION

WTR Lead Shift Operator

- Reads and records consumer water meters, post-payment notices, post sign-up or shut-down notices, turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters as required.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one (1) year of experience supervising water treatment system operations as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, AND possess State of California Department of Public Health Grade III Water Treatment Certification (T-3), and State of California Department of Public Health Grade III (D-3) Water Distribution Certification OR State of California Department of Public Health Grade IV Water Treatment Certification (T-4), and State of California Department of Public Health Grade II (D-2) Water Distribution Certification OR an equivalent combination of education, and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) Water Treatment Operator certificate and Grade III (D-3) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment. OR
- Possession of a Grade IV (T-4) Water Treatment Operator certificate and Grade II (D-2) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.
- Ability to secure within eighteen (18) months additional licenses and/or certificates pertaining to the water treatment and distribution system as mandated by any and all the regulatory agencies.

Required Knowledge of:

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

Required Skill in:

- The daily operations of the City's Water system.
- Monitoring and ensuring the City is provided with safe and potable drinking water.

JOB DESCRIPTION

WTR Lead Shift Operator

- Participates in the preventative maintenance programs in the water facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

Physical Demands / Work Environment:

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

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WATER SHIFT OPERATOR

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

TYPICAL DUTIES:

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

- Under the direct supervision of the Water Chief Plant Operator, performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water (Treatment, Supply, and Distribution) Systems.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water System's equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to water.
- Orders and maintains parts, systems, components and other facilities related to the City's Water System as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.
- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the 24 hour on-call rotation for the water system as needed.

JOB DESCRIPTION

WTR Shift Operator

- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Assists the Finance Department with collections and customer service request; post-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) Water Treatment Operator issued by the California Department of Public Health at the time of appointment.
- Possession of a Grade II (D-2) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.
- Ability to secure within eighteen (18) months additional licenses and/or certificates pertaining to the water treatment and distribution system as mandated by any and all the regulatory agencies.

Required Knowledge of:

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

Required Skill in:

- The daily operations of the City's Water Treatment and Distribution System.
- Monitoring and ensuring the City is provided with safe and potable drinking water.

JOB DESCRIPTION
WTR Shift Operator

- Participates in the preventative maintenance programs in the Water Division Facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

Physical Demands / Work Environment:

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

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WATER UTILITY OPERATOR

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

TYPICAL DUTIES:

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

- Assists in maintaining the City's Water facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring water systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Obtains water samples and performs routine laboratory testing work.
- Monitors water quality and assists in providing safe and potable drinking water to the City.
- Prepares and maintains water maintenance records.
- Maintains compliance with regulations governing water systems operations.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Assists the Finance Department with collections and customer service request; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and 24 hour on-call response activities for the City of Corcoran Water Division, as allowed by the employees certificates, on an as needed basis.
- Responds to public inquiries and/or complaints regarding routine water matters.
- Performs other related duties as assigned or required.

JOB DESCRIPTION
WTR Utility Operator

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Within six (6) months of appointment to Water Utility Operator, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Possession of a Grade I Water Treatment Operator (T-1) AND Grade I Water Distribution Operator (D-1) certificates issued by the California Department of Public Health at time of appointment to Water Utility Operator.
- Within eighteen (18) months of original appointment to Water Utility Operator, must obtain the Grade II Water Treatment Operator (T-2) and Grade II Water Distribution Operator (D-2) certificates issued by the California Department of Public Health.
- Within twenty-four (24) months of receipt of Water Treatment Operator Grade II (T-2) certificate, must obtain the Grade III Water Treatment Operator (T-3) certificate issued by the California Department of Public Health.
- Must maintain all applicable certification as a condition of continued employment.

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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

JOB DESCRIPTION
WTR Utility Operator

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

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WATER UTILITY WORKER

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

TYPICAL DUTIES:

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

- Assists in maintaining the City's Water Division facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water (treatment and distribution) systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring water systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Assists in providing safe and potable drinking water to the City.
- Responds to public inquiries and/or complaints regarding routine water matters.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Assists the Finance Department with collections and customer service request; posts non-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and 24 hour on-call response activities for the City of Corcoran Water Division activities on an as needed basis.
- Performs other related duties as assigned or required.

JOB DESCRIPTION

WTR Utility Worker

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

**STAFF REPORT
ITEM #7-B**

MEMORANDUM

TO: City Council

FROM: Kindon Meik, City Manager

DATE: February 13, 2012

MEETING DATE: February 19, 2012

SUBJECT: Employment Fingerprinting Policy

Recommendation:

Staff requests that Council approve Resolution No. 2669 implementing the Employment Fingerprinting Policy

Discussion:

It is the practice of the City of Corcoran to require that final candidates for employment or volunteer positions be fingerprinted as part of the background process. Fingerprints are processed by the Corcoran Police Department.

Resolution No. 2669 authorizes the Personnel Director to have access to state and federal level summary criminal history. The aforementioned resolution and the noted policy have been reviewed and approved by the City Attorney.

Budget Impact:

None

Attachments:

Resolution No. 2669 and Employment Fingerprinting Policy.

RESOLUTION NO. 2669

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AUTHORIZING THE PERSONNEL OFFICER OF THE CITY TO HAVE ACCESS TO
CRIMINAL HISTORY INFORMATION FOR PERSONNEL ADMINISTRATION
PURPOSES.

WHEREAS, Penal Code Sections 11105(b)(11) authorize Cities, Counties, and Special Districts to access State and Local summary criminal history information for employment, licensing or certification purposes; and ,

WHEREAS Penal Code Section 11105(b)(11) authorizes Cities, Counties and Special Districts to access Federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigations; and,

WHEREAS, Penal Code Section 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and,

WHEREAS, Penal Code Section 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors or governing body of a city, county or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, BE IT RESOLVED that the Personnel Officer, or designee, of the City of Corcoran, State of California, is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees) and establish the Pre-Employment Fingerprinting Policy to read as follows in Exhibit A:

PASSED AND ADOPTED at a meeting of the City Council of the City of Corcoran duly called and held on the 19th day of February 2013, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

APPROVED: _____
Jim Wadsworth, Mayor

ATTEST: _____
Lorraine P. Lopez, City Clerk

EXHIBIT A

CITY OF CORCORAN EMPLOYMENT FINGERPRINTING POLICY

POLICY

All applicants who have successfully passed the City's employment testing process and who are being considered as a final candidate for temporary, part-time, or regular employment or volunteer will be subject to fingerprints as part of the background process. The City shall bear the costs associated with processing the fingerprints. All records received by the City from the Department of Justice (DOJ) will be considered confidential information.

California Penal Code Section 11105(b)(11) and 13300(b)(11) authorize the Department of Justice (DOJ) to provide summary criminal history information to a City as part of the employment selection process for prospective employees and volunteers.

Access to the summary criminal history will be restricted to authorized personnel of the City on a need to know basis, as authorized by Federal or State statute, rule or regulation, and executive order. Use of the record shall be limited solely to the authorized purpose for which it was given and it shall not be disseminated to any unauthorized persons.

PROCEDURE

Fingerprints will be processed by the Corcoran Police Department personnel upon receipt of the written consent to the fingerprints from the prospective employee or volunteer.

The Corcoran Police Department will inform the Personnel Officer, or his/her designee, whether the prospective employee or volunteer summary criminal history information from the DOJ reveals a conviction, including the pleas of guilty or nolo contendere, of any felony or a misdemeanor which was of such a nature as to reflect adversely and substantially on the applicant's ability to perform the duties of the position. Convictions may not automatically disqualify the applicant unless it is a position that by State law would require automatic disqualification (California Public Resources Code Section 5164).

Except as otherwise provided, convictions of a felony or a misdemeanor shall be prima facie disqualification of an applicant for employment by the City, provided that the Personnel Officer may disregard such conviction if it is found and determined by said Officer that mitigating circumstances exist. In making such determination, the Personnel Officer shall consider the following factors:

1. The classification to which the person has applied, including its sensitivity;
2. The nature and seriousness of the offense;
3. The circumstances surrounding the offense;
4. The length of time elapsed since the conviction;
5. The age of the person at the time of conviction;
6. The presence or absence of rehabilitation;
7. Other material factors considered applicable by the Personnel Officer on a case-by-case basis.

EXHIBIT A

An applicant disqualified pursuant to their fingerprints shall be promptly notified of the disqualification and any offer of employment or volunteer position should be withdrawn. Notice of disqualification shall be mailed to the applicants' last known address.

If the summary criminal history information received from the DOJ disqualifies a perspective candidate for any purpose, the person making the determination shall provide the applicant with the right to get a copy of the public records an employer gathered in the background process. Public records may include documents that pertain to an arrest (if it results in a conviction), indictment, conviction, civil judicial action, tax lien, or outstanding judgments.

Subsequent arrest notification will be received from the DOJ for City employees and volunteers who were fingerprinted as part of the City's hiring process.

Subsequent arrest notifications may lead to disciplinary action up to including termination.

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

STAFF REPORTS ITEM #: 7C

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager
Joyce A. Venegas, Finance Director

DATE: February 14, 2013 MEETING DATE: February 19, 2013

SUBJECT: Mid-Year Budget Review and Discussion

Recommendation:

No specific action is required at this time.

Discussion:

A schedule comparing the budget for 2012/13 with actual amounts as of 12/31/12 is attached. The schedule also includes an estimate of totals for the year. Additional analysis was not completed in time to be included in the packet, but will be provided at the meeting. At this point it appears that with the additional property tax received by the General Fund due to the dissolution of the Redevelopment Agency and some expense savings the General Fund will end the year ahead of the Budget estimates.

Attachment:

Mid-Year Budget Review

CITY OFFICES:

832 Whitley Avenue • Corcoran, CA 93212 • Phone 559/992-2151 • www.cityofcorcoran.com

City of Corcoran
 Mid-Year Budget Review
 For the Six Months Ended 12/31/12

	<u>Budget</u>	<u>Actual to 12/31/12</u>	<u>% of Budget</u>	<u>Estimated to 6/30/13</u>
General Fund				
Revenues				
Property Taxes	287,262	334,011	116.27%	547,185
Sales Tax	1,172,487	584,214	49.83%	1,175,572
Motor Vehicle In Lieu	2,112,546	1,060,380	50.19%	2,107,407
Franchise Fees	252,802	16,882	6.68%	254,329
Occupancy Tax	48,000	15,785	32.89%	48,000
Fines	45,000	12,753	28.34%	25,000
Business Licenses	31,100	17,317	55.68%	40,000
Building Permits	62,500	40,283	64.45%	63,000
Planning Fees	15,849	19,850	125.24%	24,508
Police Services	112,460	33,688	29.96%	126,875
Tower Rentals	23,880	11,850	49.62%	25,080
Abatements	25,000	7,059	28.24%	16,942
Rebates	55,173	7,893	14.31%	55,200
Other Income	71,510	7,545	10.55%	64,260
Transfers In	<u>506,000</u>	<u>183,173</u>	<u>36.20%</u>	<u>506,000</u>
Total Revenues	<u>4,821,569</u>	<u>2,352,682</u>	<u>48.79%</u>	<u>5,079,358</u>
Expenditures				
Mayor & Council				
Services & Supplies	60,931	21,909	<u>35.96%</u>	55,517
Overhead Allocation	<u>(42,652)</u>	<u>(21,324)</u>	<u>50.00%</u>	<u>(38,862)</u>
Net	<u>18,279</u>	<u>585</u>	<u>3.20%</u>	<u>16,655</u>
City Manager				
Salaries & Benefits	205,502	81,018	39.42%	201,364
Services & Supplies	29,498	10,339	35.05%	28,711
Overhead Allocation	<u>(167,374)</u>	<u>(82,188)</u>	<u>49.10%</u>	<u>(161,053)</u>
Net	<u>67,626</u>	<u>9,169</u>	<u>13.56%</u>	<u>69,022</u>
City Attorney				
	<u>65,000</u>	<u>76,014</u>	<u>116.94%</u>	<u>80,000</u>
Finance				
Salaries & Benefits	324,645	156,608	48.24%	313,211
Services & Supplies	113,495	41,567	36.62%	112,965
Overhead Allocation	<u>(363,656)</u>	<u>(181,830)</u>	<u>50.00%</u>	<u>(353,726)</u>
Net	<u>74,484</u>	<u>16,345</u>	<u>21.94%</u>	<u>72,450</u>
Planning				
Salaries & Benefits	41,555	20,089	48.34%	41,191
Services & Supplies	<u>25,647</u>	<u>8,548</u>	<u>33.33%</u>	<u>25,655</u>
Total	<u>67,202</u>	<u>28,638</u>	<u>42.61%</u>	<u>66,846</u>
Building Inspection				
Salaries & Benefits	95,285	50,415	52.91%	94,360
Services & Supplies	<u>54,259</u>	<u>14,760</u>	<u>27.20%</u>	<u>49,042</u>
Total	<u>149,544</u>	<u>65,175</u>	<u>43.58%</u>	<u>143,402</u>

Recreation				
Services & Supplies	130,181	57,430	44.12%	133,431
Overhead Allocation	<u>4,464</u>	<u>1,576</u>	<u>35.30%</u>	<u>4,683</u>
Total	<u>134,645</u>	<u>59,006</u>	<u>43.82%</u>	<u>138,114</u>
Parks				
Salaries & Benefits	212,101	103,534	48.81%	217,374
Services & Supplies	130,910	64,451	49.23%	138,336
Overhead Allocation	<u>(178,569)</u>	<u>(92,491)</u>	<u>51.80%</u>	<u>(187,358)</u>
Net	<u>164,442</u>	<u>75,495</u>	<u>45.91%</u>	<u>168,352</u>
Police				
Salaries & Benefits	2,951,572	1,427,305	48.36%	2,835,703
Services & Supplies	<u>410,442</u>	<u>181,958</u>	<u>44.33%</u>	<u>405,900</u>
Total	<u>3,362,014</u>	<u>1,609,263</u>	<u>47.87%</u>	<u>3,241,603</u>
Fire Services				
Services & Supplies	<u>574,625</u>	<u>71,705</u>	<u>12.48%</u>	<u>407,420</u>
Public Works Administration				
Salaries & Benefits	192,198	97,810	50.89%	192,401
Services & Supplies	10,720	4,699	43.84%	11,309
Overhead Allocation	<u>(182,624)</u>	<u>(91,314)</u>	<u>50.00%</u>	<u>(183,339)</u>
Net	<u>20,294</u>	<u>11,195</u>	<u>55.16%</u>	<u>20,371</u>
Government Buildings				
Services & Supplies	265,482	120,002	45.20%	268,629
Overhead Allocation	<u>(73,141)</u>	<u>(35,801)</u>	<u>48.95%</u>	<u>(73,688)</u>
Net	<u>192,341</u>	<u>84,201</u>	<u>43.78%</u>	<u>194,941</u>
Mechanic				
Salaries & Benefits	143,118	69,713	48.71%	142,765
Services & Supplies	15,127	6,539	43.23%	14,607
Overhead Allocation	<u>(139,256)</u>	<u>(69,630)</u>	<u>50.00%</u>	<u>(138,487)</u>
Net	<u>18,989</u>	<u>6,623</u>	<u>34.88%</u>	<u>18,885</u>
Budgeted Employee Concessions	<u>(174,299)</u>			
Total General Fund Expenditures	<u>4,735,186</u>	<u>2,113,412</u>	<u>44.63%</u>	<u>4,638,061</u>
Revenue Over (Under) Expenditures	<u>86,383</u>	<u>239,270</u>		<u>441,297</u>

Water Fund

Revenues				
Service Charges	4,414,130	2,365,237	53.58%	4,414,130
Interest, Rents, Rebates	<u>79,427</u>	<u>33,533</u>	<u>42.22%</u>	<u>77,553</u>
Total Revenues	<u>4,493,557</u>	<u>2,398,770</u>	<u>53.38%</u>	<u>4,491,683</u>
Expenditures				
Salaries & Benefits	447,649	199,039	44.46%	475,335
Services & Supplies	1,451,733	680,261	46.86%	1,432,017
Overhead Allocation	272,780	136,392	50.00%	268,330
Machinery & Equipment	36,000	30,513	84.76%	36,000
Debt Service	<u>1,553,713</u>	<u>438,589</u>	<u>28.23%</u>	<u>1,553,713</u>
Total Expenditures	<u>3,761,875</u>	<u>1,484,794</u>	<u>39.47%</u>	<u>3,765,395</u>
Revenues Over (Under) Expenditures	<u>731,682</u>	<u>913,975</u>		<u>726,288</u>

Wastewater/Sanitary Sewer

Revenues				
Service Charges	1,019,221	506,009	49.65%	1,019,221
Rents, Interest		<u>6,600</u>		<u>6,600</u>
Total Revenues	<u>1,019,221</u>	<u>512,609</u>	<u>50.29%</u>	<u>1,025,821</u>
Expenditures				
Salaries & Benefits	293,092	142,730	48.70%	296,051
Services & Supplies	434,276	196,574	45.26%	428,910
Overhead Allocation	160,809	80,406	50.00%	158,261
Debt Service	<u>36,342</u>	<u>0</u>	<u>0.00%</u>	<u>36,342</u>
Total Expenditures	<u>924,519</u>	<u>419,710</u>	<u>45.40%</u>	<u>919,564</u>
Revenues Over (Under) Expenditures	<u>94,702</u>	<u>92,899</u>		<u>106,257</u>

Wastewater/Storm Drain

Revenues				
Service Charges	305,416	148,144	48.51%	304,262
Interest, Other	<u>300</u>	<u>440</u>	<u>146.65%</u>	<u>840</u>
Total Revenue	<u>305,716</u>	<u>148,584</u>		<u>305,102</u>
Expenditures				
Salaries & Benefits	32,601	15,829	48.55%	32,601
Services & Supplies	117,675	46,559	39.57%	117,405
Overhead Allocation	<u>121,403</u>	<u>62,393</u>	<u>51.39%</u>	<u>121,085</u>
Total Expenditures	<u>271,679</u>	<u>124,781</u>	<u>45.93%</u>	<u>271,091</u>
Revenues Over (Under) Expenditures	<u>34,037</u>	<u>23,803</u>		<u>34,011</u>

Refuse

Revenues

Service Charges	1,555,762	755,109	48.54%	1,547,360
Franchise Fees	92,892	42,807	46.08%	102,000
Interest	<u>132</u>	<u>141</u>	<u>106.82%</u>	<u>400</u>
Total Revenue	<u>1,648,786</u>	<u>798,057</u>	<u>48.40%</u>	<u>1,649,760</u>

Expenditures

Refuse

Dump Fees	125,000	54,648	43.72%	115,650
Professional Services	1,300,000	632,934	48.69%	1,270,000
Overhead Allocation	<u>178,111</u>	<u>89,058</u>	<u>50.00%</u>	<u>174,482</u>
Total Refuse	<u>1,603,111</u>	<u>776,640</u>	<u>48.45%</u>	<u>1,560,132</u>

Street Sweeper

Salaries & Benefits	64,502	31,374	48.64%	63,650
Services & Supplies	<u>49,200</u>	<u>13,378</u>	<u>27.19%</u>	<u>49,200</u>
Total Street Sweeper	<u>113,702</u>	<u>44,752</u>	<u>39.36%</u>	<u>112,850</u>

Total Expenditures	<u>1,716,813</u>	<u>821,392</u>		<u>1,672,982</u>
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Revenues Over (Under) Expenditures	<u>(68,027)</u>	<u>(23,335)</u>		<u>(23,222)</u>
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Regional Accounting Office

Revenues

Rents	208,430	86,701	41.60%	208,083
Interest	<u>1,446</u>	<u>268</u>	<u>18.56%</u>	<u>1,080</u>
Total Revenues	<u>209,876</u>	<u>86,970</u>	<u>41.44%</u>	<u>209,163</u>

Expenditures

Services & Supplies	71,849	19,373	26.96%	79,263
Overhead Allocation	42,397	18,904	44.59%	42,397
Transfers Out	<u>300,000</u>	<u>150,000</u>	<u>50.00%</u>	<u>300,000</u>
	<u>414,246</u>	<u>188,276</u>	<u>45.45%</u>	<u>421,660</u>

Revenues Over (Under) Expenditures	<u>(204,370)</u>	<u>(101,307)</u>		<u>(212,497)</u>
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Transit

Revenues				
Tax Allocation	416,590	269,314	64.65%	416,590
Transportation Grants	82,564			82,564
Farebox	72,600	35,521	48.93%	72,600
Rents, Interest, Misc	<u>7,982</u>	<u>2,576</u>	<u>32.27%</u>	<u>6,700</u>
Total Revenues	<u>579,736</u>	<u>307,411</u>	<u>53.03%</u>	<u>578,454</u>
Expenditures				
Salaries & Benefits	303,219	143,053	47.18%	291,876
Services & Supplies	213,109	90,680	42.55%	203,939
Overhead Allocation	<u>209,619</u>	<u>102,787</u>	<u>49.03%</u>	<u>210,103</u>
Total Expenditures	<u>725,947</u>	<u>336,520</u>	<u>46.36%</u>	<u>705,918</u>
Revenues Over (Under) Expenditures	<u>(146,211)</u>	<u>(29,109)</u>		<u>(127,464)</u>

Gas Tax Fund

Revenues				
Gas Tax	684,314	172,525	25.21%	661,024
Grants	0	95,601		98,481
Interest, Rebates	<u>600</u>	<u>510</u>	<u>84.97%</u>	<u>1,622</u>
Total Revenues	<u>684,914</u>	<u>268,636</u>	<u>39.22%</u>	<u>761,127</u>
Expenditures				
Salaries & Benefits	234,078	125,284	53.52%	234,361
Services & Supplies	292,107	68,455	23.43%	303,065
Overhead Allocation	<u>153,689</u>	<u>78,650</u>	<u>51.17%</u>	<u>154,035</u>
Total Expenditures	<u>679,874</u>	<u>272,389</u>	<u>40.06%</u>	<u>691,461</u>
Revenues Over (Under) Expenditures	<u>5,040</u>	<u>(3,753)</u>		<u>69,666</u>

MATTERS FOR MAYOR AND COUNCIL
ITEM #: 8

MEMORANDUM

MEETING DATE: February 19, 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
- March 18, 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**

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