

**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, September 3, 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 August 19, 2013.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Approval of Resolution No. 2703, amending IMCA plan.
- 2-D. Approve Proclamation Honoring Warden Connie Gipson.
- 2-E. Approve Addendum to Services Agreement with Self-Help Enterprises.

3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated September 3, 2013. (Venegas)

4. **PRESENTATIONS** – None

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS**

- 7-A. Consider approval for solicitation of Request for Proposals for Housing Services. (VV) (Meik)
- 7-B. Consider creation of Deputy Finance Director position; approval of job description; and approval of salary schedule. (Meik) (VV)
- 7-C. Consider approval of Resolution No. 2704 supporting the display of In God We Trust placement in Council Chambers. (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**

9-A. **CONFERENCE WITH LABOR NEGOTIATOR(S)** (Government Code § 54957.6). It is the intention of this governing body to meet in closed-session to review its position and to instruct its designated representatives:

- Designated representatives: Kindon Meik
- Name of employee organization: Management

9-B. **PERSONNEL** (Government Code § 54957(b)). It is the intention of this governing body to meet in closed-session to:

- Consider the discipline, dismissal or release of a public employee.
- Hear complaints or charges against a public employee.
- Consider public employee appointment/employment for the position of:

- Consider public employee performance evaluation for the position of:
City Manager

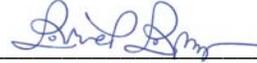
9-C. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)** (Government Code § 54956.8). It is the intent of this governing body to meet in closed session to confer with its real property negotiator concerning the purchase, sale, exchange, or lease of real property by or for this local agency as follows:

Property Description (Specify street address, or if no street address, the parcel number or other unique reference): APN: 034-170-002, 034-170-003, 034-170-004, 034-170-005, 034-170-012, 034-170-013 and 034-170-020
Our Negotiator: Kindon Meik

Parties with whom negotiating: _____
Instructions to negotiator concerning: Price Terms of payment TBD

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 August 29, 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: Joyce A. Venegas, Deputy City Manager/Finance Director

DATE: August 28, 2013 MEETING DATE: September 3, 2013

SUBJECT: Approval of Resolution No. 2703 amending ICMA Deferred Compensation Plan

Recommendation: (Voice Vote)

Move, as part of the consent calendar to approve Resolution No. 2703.

Discussion:

The deferred compensation plan through ICMA was originally set up in 1984 to allow employees the ability to set aside funds for their retirement on a tax deferred basis. In 1997, the plan was revised to reflect changes in the IRS code including the option to allow loans and at that time the decision was made not to allow employees to take loans from the program. When a second option for a deferred comp plan was established, the plan did allow loans. In order to make the two available plans consistent, we are asking that the Council approve Resolution No. 2703, amending the plan through ICMA to allow employee loans.

Budget Impact:

There is some involvement of City Staff time in administering the loan program, but this will not have an impact on the City budget.

CITY OFFICES:

RESOLUTION NO. 2703

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN AMENDING THE ICMA DEFERRED COMPENSATION PLAN TO PERMIT PARTICIPANTS TO TAKE LOANS FROM THE PLAN

WHEREAS, the City of Corcoran (the "Employer") has employees rendering valuable services; and,

WHEREAS, the Employer established ICMA-RC Deferred Compensation Plan #301853 (the "Plan") for such employees on October 1, 1984, by Resolution No. 1140, which serves the interest of the Employer by enabling it to provide reasonable retirement security of its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and,

WHEREAS, the Plan was revised January 6, 1997, by Resolution No. 1800, which in part resolved that the Plan would not permit loans; and,

WHEREAS, the Employer has now determined that permitting participants in the retirement plan to take loans from the Plan will serve the objectives noted above;

NOW, THEREFORE BE IT RESOLVED that the Plan will permit loans.

The foregoing Resolution was adopted on a motion by Council Member _____ and seconded by Council Member _____, at a regular meeting held on the 3rd day of September, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Jim Wadsworth, Mayor

ATTEST:

Lorraine P. Lopez, CMC
City Clerk

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

MEMO

TO: Corcoran City Council

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

DATE: August 28, 2013

MEETING DATE: September 3, 2013

SUBJECT: Approve Proclamation Honoring Warden Connie Gipson

Recommendation: (Consensus)

Move to approve the Consent Calendar and approve Proclamation honoring Warden Gipson.

Discussion:

Staff received a request for a Proclamation for the confirmation appointment celebration of Warden Connie Gipson. Staff prepared the proclamation and it will be presented on Saturday September 7, 2013. Staff respectfully requests the proclamation be approved as per required action.

Budget Impact:

None

PROCLAMATION

**of the City Council of the City of Corcoran
HONORING
CONNIE GIPSON**

*** * * * ***

WHEREAS, Connie Gipson has served the State of California for over twenty-four years in variety of capacities; and,

WHEREAS, Ms. Gipson began her career with the Department of Corrections and Rehabilitation as a Medical Technical Assistant and Senior Medical Technical Assistant at the California Institution for Women in 1988 through 1997 and has rapidly promoted through the ranks; and,

WHEREAS, Ms. Gipson has held the positions of Facility Captain, Correctional Business Manager and Health Program Coordinator at Wasco State Prison, was Correctional Administrator at North Kern State Prison, was the Chief Deputy Warden and Acting Warden in Corcoran prior to her appointment; and,

WHEREAS, Ms. Gipson has officially been appointed Warden of the California State Prison – Corcoran, the first female warden appointed to CSP-Corcoran and as Warden, Ms. Gipson will be responsible for managing this complex, multi-mission institution comprised of various facilities offering academic and vocational programs and community programs and housing approximately 4,395 minimum-, medium-, maximum-, and high-security custody inmates, with a staff of approximately 2,300 and a custody budget of approximately 198 to 201 million dollars.

WHEREAS, on September 7, 2013, a Confirmation Celebration is being held to recognize the Appointment of Warden Connie Gipson.

NOW, THEREFORE, BE IT RESOLVED on behalf of the Mayor and Council, the City of Corcoran hereby congratulates

CONNIE GIPSON

on her appointment and adds its thanks for the contributions she is making to the Corrections community and look forward to a continued collaborative effort.

IN WITNESS WHEREOF, I, Jim Wadsworth, Mayor of the City of Corcoran hereby affix my signature and have caused the Seal of the City of Corcoran to be affixed hereto, this 3rd day of September 2013.

Jim Wadsworth, Mayor

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

MEMO

TO: Corcoran City Council

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

DATE: August 28, 2013 **MEETING DATE:** September 3, 2013

SUBJECT: Addendum to Services Agreement with Self-Help Enterprises

Recommendation: (Consensus)

Move to approve the Consent Calendar and authorize the City Manager to sign the Addendum to Services Agreement with Self-Help Enterprises.

Discussion:

As part of the Housing Programs and Administration and Implementation Agreement between the City of Corcoran and Self-Help Enterprises entered into in September 2010, the City may extend the agreement to coincide with the expiration of the 2008 CalHome grant (08-CALHOME-4908). The 2008 CalHome grant will expire in September 2014.

The extension of the services agreement applies only to CalHome activities and does not pertain to CDBG or HOME activities/grants.

Budget Impact:

None

August 13, 2013

Peter Carey
President/CEO
Self-Help Enterprises
P.O. Box 6520
Visalia, CA 93290

**CITY OF CORCORAN
Housing Programs Administration and Implementation
ADDENDUM TO SERVICES AGREEMENT**

In accordance with paragraph 13, subparagraph b. of the Housing Programs Administration and Implementation Agreement, entered into between the **CITY OF CORCORAN** and Self-Help Enterprises on September 1, 2010, the CITY hereby authorizes the extension of this Agreement to coincide with the extended expiration date of the 2008 CalHome grant (08-CALHOME-4908) on September 9, 2014. The extension of this Agreement applies to CalHome activities only and does not pertain to CDBG or HOME activities. Per the above citation, this addendum shall become a part of the original agreement.

Paragraph 13, subparagraph a. is hereby amended as follows:

13. TERM OF CONTRACT:

- a. This Agreement shall take effect when it has been signed by both parties and shall expire three years from that date.

- (1) Implementation services for the 2008 CalHome grant (08-CALHOME-4908) and CalHome Program Income are hereby extended to September 9, 2014.

Sincerely,

Kindon Meik
City Manager

Accounts Payable Voucher Approval List



User: bjh
Printed: 08/28/2013-14:10

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
053791	08/28/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
053791	08/28/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
Warrant Total:					1,300.00
053792	08/28/2013	Amtrak	Tickets/100 Corcoran to Hanford	145-410-300-292	650.00
053792	08/28/2013	Amtrak	Tickets/100 Hanford to Corcoran	145-410-300-292	650.00
Warrant Total:					1,300.00
053793	08/28/2013	ASI Administrative Solutions,	COBRA Administration	104-402-300-200	71.50
Warrant Total:					71.50
053794	08/28/2013	Auto Zone, Inc.	Supplies	104-421-300-210	27.44
Warrant Total:					27.44
053795	08/28/2013	Robert Avalos	Blue Shield Rebate	104-000-202-010	11.12
Warrant Total:					11.12
053796	08/28/2013	Blue Shield of California	Health Insurance	104-000-202-011	41,462.22
053796	08/28/2013	Blue Shield of California	Health Insurance	105-000-202-011	3,982.28
053796	08/28/2013	Blue Shield of California	Health Insurance	109-000-202-011	4,227.10
053796	08/28/2013	Blue Shield of California	Health Insurance	112-000-202-011	1,716.44
053796	08/28/2013	Blue Shield of California	Health Insurance	120-000-202-011	5,197.00
053796	08/28/2013	Blue Shield of California	Health Insurance	121-000-202-011	577.44
053796	08/28/2013	Blue Shield of California	Health Insurance	145-000-202-011	4,350.77
Warrant Total:					61,513.25
053797	08/28/2013	Toni Braz	Blue Shield Rebate	104-000-202-010	9.73
Warrant Total:					9.73
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	2,775.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	60.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	126.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	17.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	30.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	30.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	60.00
053798	08/28/2013	BSK Associates	Lab Analysis	105-437-300-200	136.00
Warrant Total:					3,506.00
053799	08/28/2013	California Turf Equipment	Part	104-412-300-140	19.10
Warrant Total:					19.10
053800	08/28/2013	CDPH-OCP	T-3 Exam/J. Guerrero	105-437-300-160	100.00
Warrant Total:					100.00
053801	08/28/2013	CDPH-OCP	T-1 Certification Exam/J. Pacheco	105-437-300-160	50.00
Warrant Total:					50.00
053802	08/28/2013	Chemical Waste Management Inc	Container Rental	105-437-300-193	310.00
Warrant Total:					310.00
053803	08/28/2013	City of Corcoran	City Services/2410 Bell	301-430-300-316	96.47
Warrant Total:					96.47
053805	08/28/2013	Corcoran City Petty Cash	Reimbursements	104-401-300-210	26.77
053805	08/28/2013	Corcoran City Petty Cash	Reimbursements	104-432-300-152	5.33
053805	08/28/2013	Corcoran City Petty Cash	Reimbursements	104-421-300-270	192.00
053805	08/28/2013	Corcoran City Petty Cash	Reimbursements	105-437-300-210	7.83
Warrant Total:					231.93
053804	08/28/2013	Comcast	Telephone Access for Mntce	104-432-300-220	85.60
Warrant Total:					85.60
053806	08/28/2013	Data Ticket Inc	Online Access to Ticket Wizard	104-407-300-200	200.00
Warrant Total:					200.00
053807	08/28/2013	De Lage Landen	Copier Lease/City Hall	104-432-300-180	461.18
053807	08/28/2013	De Lage Landen	Copier Property Tax	104-432-300-180	132.89
Warrant Total:					594.07
053808	08/28/2013	Laura Duran	Blue Shield Rebate	104-000-202-010	7.62
Warrant Total:					7.62
053809	08/28/2013	Empire Supply Co., Inc	Filter	104-432-300-140	59.59
Warrant Total:					59.59
053810	08/28/2013	Excalibur Elevators, Inc	Elevator Semi-Annual Service	104-432-300-200	270.00
Warrant Total:					270.00
053811	08/28/2013	FedEx	Shipping Fees	104-432-300-152	22.84

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
053811	08/28/2013	FedEx	Shipping Fees	104-432-300-152	67.93
053811	08/28/2013	FedEx	Shipping Fees	104-432-300-152	22.73
				Warrant Total:	113.50
053812	08/28/2013	Ferguson Enterprises, Inc	48" Stem Extension	105-437-500-540	1,691.99
				Warrant Total:	1,691.99
053813	08/28/2013	Gary V. Burrows Inc.	Diesel	104-433-300-210	1,818.90
				Warrant Total:	1,818.90
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	104-000-202-011	4,209.43
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	105-000-202-011	338.97
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	109-000-202-011	354.59
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	112-000-202-011	131.34
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	120-000-202-011	434.70
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	121-000-202-011	48.30
053814	08/28/2013	Guardian Life Insurance	Dental Insurance	145-000-202-011	614.46
053814	08/28/2013	Guardian Life Insurance	Dental Overage	304-000-202-026	-544.19
				Warrant Total:	5,587.60
053815	08/28/2013	Hanford Veterinary Hospital	K9 Vet Services	104-421-300-217	586.93
				Warrant Total:	586.93
053816	08/28/2013	HUB International	Special Event Coverage	104-000-362-085	125.98
053816	08/28/2013	HUB International	Special Event Coverage	104-000-362-085	146.62
				Warrant Total:	272.60
053817	08/28/2013	Inland Potable Services, Inc	Potable Water Tank Repairs	105-437-300-140	6,000.00
				Warrant Total:	6,000.00
053820	08/28/2013	Kings County Comm On Aging	Senior Nutrition Food Program Assistance	104-411-300-209	6,000.00
053820	08/28/2013	Kings County Comm On Aging	Request for Funding	104-401-300-285	800.00
				Warrant Total:	6,800.00
053818	08/28/2013	Kemble Hydro Tech Inc	Eye Bolts	105-437-300-140	625.70
				Warrant Total:	625.70
053819	08/28/2013	Kern Turf Supply, Inc	Parts	104-412-300-140	400.98
				Warrant Total:	400.98
053821	08/28/2013	Kings County Homecoming Comm.	Request for Funding Assistance	104-401-300-285	200.00
				Warrant Total:	200.00
053822	08/28/2013	Kings County Treasurer	Bond Charges	120-435-340-343	1,808.19
				Warrant Total:	1,808.19
053823	08/28/2013	Ernest Lopez	Refund Vet's Hall Deposit	104-000-362-085	200.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
Warrant Total:					200.00
053824	08/28/2013	Noe Martinez	Lawn Mntce/2410 Bell	301-430-300-316	120.00
Warrant Total:					120.00
053825	08/28/2013	Thomas McCarty	Blue Shield Rebate	104-000-202-010	13.04
Warrant Total:					13.04
053826	08/28/2013	Kindon Meik	Reimburse Expenses	104-401-300-210	94.93
Warrant Total:					94.93
053827	08/28/2013	Felicia Moore-Herring	Blue Shield Rebate	104-000-202-010	9.61
Warrant Total:					9.61
053828	08/28/2013	Mutual of Omaha	Life Insurance	104-000-202-011	1,497.01
053828	08/28/2013	Mutual of Omaha	Life Insurance	105-000-202-011	70.87
053828	08/28/2013	Mutual of Omaha	Life Insurance	109-000-202-011	247.50
053828	08/28/2013	Mutual of Omaha	Life Insurance	112-000-202-011	69.25
053828	08/28/2013	Mutual of Omaha	Life Insurance	120-000-202-011	105.41
053828	08/28/2013	Mutual of Omaha	Life Insurance	121-000-202-011	11.71
053828	08/28/2013	Mutual of Omaha	Life Insurance	145-000-202-011	151.47
053828	08/28/2013	Mutual of Omaha	Life Insurance	274-000-202-011	36.53
Warrant Total:					2,189.75
053829	08/28/2013	NGLIC	Vision Insurance	104-000-202-011	563.08
053829	08/28/2013	NGLIC	Vision Insurance	105-000-202-011	45.34
053829	08/28/2013	NGLIC	Vision Insurance	109-000-202-011	44.48
053829	08/28/2013	NGLIC	Vision Insurance	112-000-202-011	16.60
053829	08/28/2013	NGLIC	Vision Insurance	120-000-202-011	54.97
053829	08/28/2013	NGLIC	Vision Insurance	121-000-202-011	6.11
053829	08/28/2013	NGLIC	Vision Insurance	145-000-202-011	66.90
053829	08/28/2013	NGLIC	Vision Insurance	274-000-202-011	16.60
Warrant Total:					814.08
053830	08/28/2013	PG&E	Utilities	105-437-300-240	20,302.92
053830	08/28/2013	PG&E	Utilities	111-601-300-240	77.12
053830	08/28/2013	PG&E	Utilities	111-603-300-240	7.73
053830	08/28/2013	PG&E	Utilities	111-604-300-240	85.93
053830	08/28/2013	PG&E	Utilities	104-412-300-240	15.56
053830	08/28/2013	PG&E	Utilities	109-434-300-240	4,660.96
053830	08/28/2013	PG&E	Utilities	104-000-120-022	585.97
Warrant Total:					25,736.19
053831	08/28/2013	PMB Inc.	Business License Consultant	104-405-300-200	1,010.75
Warrant Total:					1,010.75
053832	08/28/2013	Power Plus Auto Glass	City Hall Window Tinting	104-432-300-140	728.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 728.00
053833	08/28/2013	Safety-Kleen Systems,Inc	Machine Service	104-433-300-200	319.66
					Warrant Total: 319.66
053834	08/28/2013	SJVCICC, Inc	2013 Membership Fee	104-407-300-170	30.00
					Warrant Total: 30.00
053835	08/28/2013	Superior Electric Works Inc.	Station 2 Valve Extension	105-437-300-140	1,034.61
					Warrant Total: 1,034.61
053836	08/28/2013	T&T Pavement Markings	Aluminum STOP Stencil	109-434-300-210	886.55
053836	08/28/2013	T&T Pavement Markings	White Rapid Dry Paint	109-434-300-210	1,345.55
					Warrant Total: 2,232.10
053837	08/28/2013	The Gas Co	Utilities	104-411-300-242	14.30
053837	08/28/2013	The Gas Co	Utilities	104-432-300-242	64.46
053837	08/28/2013	The Gas Co	Utilities	104-432-300-242	21.32
053837	08/28/2013	The Gas Co	Utilities	104-432-320-242	21.32
053837	08/28/2013	The Gas Co	Utilities	301-430-300-316	7.50
					Warrant Total: 128.90
053838	08/28/2013	The Planning Center/DC&E	General Plan Update	104-406-300-200	19,711.37
					Warrant Total: 19,711.37
053839	08/28/2013	The Printer	Notice to Appear Books	104-421-300-155	1,139.15
					Warrant Total: 1,139.15
053840	08/28/2013	Top Dog Training Center	Narcotic Detection Course	104-421-300-217	2,700.00
					Warrant Total: 2,700.00
053841	08/28/2013	United Parcel Service	Shipping Fees	104-432-300-152	95.63
					Warrant Total: 95.63
053842	08/28/2013	Univar USA Inc	Aluminum Sulfate	105-437-300-219	10,094.04
					Warrant Total: 10,094.04
053843	08/28/2013	Verizon California	Telephone Service	104-432-300-220	309.39
					Warrant Total: 309.39
053844	08/28/2013	Verizon Wireless	Cell Phone Service	104-407-300-220	34.25
053844	08/28/2013	Verizon Wireless	Cell Phone Service	145-410-300-220	137.00
053844	08/28/2013	Verizon Wireless	Cell Phone Service	105-437-300-220	178.99
053844	08/28/2013	Verizon Wireless	Wireless Air Cards	104-421-300-221	1,381.05
					Warrant Total: 1,731.29
053845	08/28/2013	Volunteer Fire Dept	Contributions	104-422-300-204	1,855.00

Vouch No	Wrnt Date	Vendor	Description	Account Number	Amount
					Warrant Total: 1,855.00
053846	08/28/2013	Zoom Imaging Solutions Inc	Toner/Shipping Fee	104-421-300-210	8.09
					Warrant Total: 8.09

Joyce A. Venegas

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

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
104	General	89,867.37
105	Water Fund	48,339.54
109	Gas Taxes	11,766.73
111	Assessments	170.78
112	Refuse Fund	1,933.63
120	Wastewater/Sanitary Sewer	7,600.27
121	Wastewater/Storm Drain	643.56
145	Transit	7,920.60
274	12-STBG-	53.13
301	Housing Authority	223.97
304	Genl Long-Term Debt Group	-544.19
	Report Total:	167,975.39

**STAFF REPORT
ITEM # 7-A**

MEMORANDUM

TO: City of Corcoran City Council

FROM: Kindon Meik, Community Development Director/City Manager

DATE: August 27, 2013 **MEETING DATE:** September 3, 2013

SUBJECT: Consider authorization to solicit Request for Proposals (RFP) for grant writing, administration, and implementation of the City's housing programs and services.

Recommendation:

Authorize the Community Development Director to solicit Request for Proposals for Housing Services.

Discussion:

It is the City's desire to retain the services of an administrative contractor to administer and/or implement the City's housing grant programs. The administrative contractor may also assist the City in preparing new grant applications and providing other services related to the housing program.

The City has been outsourcing grant writing, administration, and implementation over the last three years to Self-Help Enterprises. In that three year period, Self-Help Enterprises has been an exceptional partner. The three year contact is due to expire in September 2013. According to federal regulations, the City is required to go out for RFP every three years.

Administrative services include: environmental reviews, grant set-up, guideline development/maintenance, quarterly and annual reporting, funds requests, program income management and reporting, monitoring, and records management.

Implementation services include: recruitment, application processing, initial and monitoring inspections, work write-ups, bid documents, contractor eligibility, loan documents, and file closeout.

Budget Impact:

The administration and implementation of a grant are funded through Grant Administration and Activity Delivery monies allocated as part of the grant awarded to the City. Additional costs for housing programs are included annual budget approved by Council.

CORCORAN

**STAFF REPORT
ITEM # 7-B**

MEMORANDUM

TO: City of Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: August 27, 2013

MEETING DATE: September 3, 2013

SUBJECT: Consider the creation of a Deputy Finance Director position and authorize the City Manager to begin the recruitment of said position.

Recommendation:

Staff requests that the Council create a Deputy Finance Director position and authorize the City Manager to begin a recruitment to fill the position. As part of the recommendation, staff also requests that the job description and salary range for the Deputy Finance Director position be approved.

Discussion:

Within the next year, it is anticipated that the Finance Director and Accounting Technician will both retire each having worked for the City for more than thirty years. As a result, the City will lose the two most experienced employees in the Finance Department and will likewise find itself without the talent and skills of those two individuals.

In order to facilitate the upcoming transition, it seems to be in the City's best interest to create a Deputy Finance Director position with the intent that the individual hired for the position would subsequently be appointed as the Finance Director upon the retirement of Ms. Venegas. Following a formal recruitment process, the Deputy Finance Director would begin service in late December or early January and thus be able to participate in the preparation of the City's 2014-2015 budget and gain the necessary experience in the general financial administration and oversight of the City.

The salary range for the proposed position would be as follows:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$6858	\$6987	\$7241	\$7603	\$7984

Budget Impact:

Compensation for the Deputy Finance Director would be allocated across multiple funds as is the case with the other Finance Department Employees. The cost of hiring a Deputy Finance Director will be offset by not filling the Accountant position that is currently funded in the 2013-2014 budget. Notwithstanding, it is estimated that there will be an increase of \$10,000 to \$15,000 in personnel costs for the department

DEPUTY FINANCE DIRECTOR



Department:	Finance	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the general supervision of the Finance Director plans, coordinates, and performs a variety of professional accounting functions; prepares and maintains municipal financial records and reports; coordinates development of the City's budget; maintains the City's fixed asset records; assists with the audit process; analyzes performance of accounting activities; provides assistance with payroll and/or accounts payable; performs special financial projects, and performs related work as required.

TYPICAL DUTIES:

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

- Provides responsible, professional, and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Compiles, analyzes, and ensures the accuracy and completeness of the City's financial records.
- Tracks and monitors of the financial accounting activities of the City including accounts receivable, accounts payable, payroll, grant programs and other financial activities of the City.
- Researches, prepares, reviews and analyzes various financial and accounting reports, special studies and grant applications.
- Prepares, maintains, and submits monthly and quarterly reports as needed by the management team or City Council.
- Reviews and analyzes revenue streams and expenditures for completeness, accuracy and anomalies.
- Assists the Finance Director in the compilation, preparation, and presentation of the annual budget.
- Participates in the formulation and execution of intermediate and long-range budget initiatives and financial strategic planning.
- Participates in annual audit processes; prepares and maintains audit schedules; provides information to external auditors.
- Serves as a liaison for the Finance Department with other City departments, divisions, and outside agencies; attends meetings; provides staff support to commissions, committees, and task forces, as necessary.

JOB DESCRIPTION

Deputy Finance Director

- Ensures general ledger and annual reports accurately reflect the City's financial position at fiscal year-end by preparing analysis and statements with year-end audit.
- Records and maintains appropriate controls for fixed asset records; prepares related journal entries, schedules, and reports.
- Analyzes performance and reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable, and performs general payroll and/or accounts payable duties as required.
- Selects, assigns, schedules, monitors and evaluates work of assigned personnel.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Public or Business Administration, or related field; AND four years of management or administrative experience in Finance administration and/or City government, including several years of management and supervisory experience; OR an equivalent combination of education and experience. Master's degree and/or CPA desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Municipal budget preparation and analysis.
- Principals, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Generally Accepted Accounting Principles (GAAP).
- Regulations governing municipal accounting activities.
- Audit processes and procedures.
- Various types of financial records and reports.
- Principles of supervision, training and performance evaluation.

Required Skill in:

- Coordinating and conducting a variety of professional accounting duties.
- Compiling, analyzing, and reconciling municipal financial data.
- Working effectively on multiple projects with competing priorities.
- Preparing clear, complete, and accurate financial records, summaries, statements, and reports.
- Participating in the preparation and maintenance of the City's annual operating budget.
- Preparing audit schedules and participating in annual audit processes.
- Updating and maintaining the City's fixed asset records.

JOB DESCRIPTION

Deputy Finance Director

- Analyzing existing systems processes and procedures to modify/develop changes as necessary.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, external auditors, vendors, and the general public.

Physical Demands / Work Environment:

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

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

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: August 27, 2013

MEETING DATE: September 3, 2013

SUBJECT: Consider approval of Resolution No. 2704 supporting the display of the national motto "In God We Trust" in the Council Chambers

Recommendation:

Discuss and consider displaying the "In God We Trust" motto in the Council Chambers. Should the Council wish to place the national motto in the Council Chambers the attached Resolution No. 2704 would need to be approved. Council would also need to authorize an expenditure amount for said placement.

Discussion:

Council asked staff to bring an item for consideration supporting the display of the national motto "In God We Trust" in the Council Chambers.

In 2002, the Bakersfield City Council voted in favor of displaying the national motto of the United States in the Council Chambers. Since this event, a 501(c) 3 non profit organization *In God We Trust America, Inc.* was founded by Bakersfield Council Member Jacquie Sullivan. Included with this report is information provided by In God We Trust America, Inc.

Staff conducted a survey of surrounding counties (Fresno, Tulare, Kern) and there are nineteen cities who have adopted the motto and have placements of In God We Trust in their chambers. In Kings County, Corcoran is the only city who has not yet adopted this motto.

Staff has reviewed the cost of placement and there are a variety of ways this can be completed and alternative options to keep cost minimally depending on how council wishes to proceed.

Budget:

Currently the Councils budget for departments supplies is \$1,000.00.

RESOLUTION NO. 2704

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN, IN KINGS COUNTY, STATE OF CALIFORNIA, SUPPORTING THE DISPLAY OF THE NATIONAL MOTTO "IN GOD WE TRUST" IN THE CORCORAN COUNCIL CHAMBERS IN A PROMINENT LOCATION

WHEREAS, "In God We Trust" became the United States national motto on July 30, 1956, shortly after our nation led the world through the trauma of World War II and

WHEREAS, the words have been used on U.S. currency since 1864; and

WHEREAS, the same inspiring slogan is engraved above the entrance to the Senate Chamber as well as above the Speaker's dais in the House of Representatives; and

WHEREAS, in both war and peace, these words have been a profound source of strength and guidance to many generations of Americans; and

WHEREAS, the City desires to display this patriotic motto in the Council Chambers as a way to solemnize public occasions and express confidence in our society.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Corcoran does hereby resolve as follows:

Section 1. That the City Council of the City of Corcoran, California, does hereby determine that the historic and patriotic words of our national motto, "In God We Trust," shall be permanently and prominently displayed in the City Council Chambers.

Section 2. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran, California, held on the 3rd day of September, 2013.

AYES:

NOES:

ABSENT:

APPROVED: _____
Jim Wadsworth, Mayor

ATTEST: _____
Lorraine P. Lopez, CMC, City Clerk

MATTERS FOR MAYOR AND COUNCIL ITEM #: 8

MEMORANDUM

MEETING DATE: September 03, 2013

TO: Corcoran City Council

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

SUBJECT: Matters for Mayor & Council

UPCOMING EVENTS / MEETINGS

- o September 4, 2013 (Wednesday) City/County Coordinating Meeting in Avenal
- o September 16, 2013 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- o September 18 through 20, 2013 League of California Cities Annual Conference in Sacramento, CA
- o October 5, 2013 (Saturday) Corcoran Cotton Festival – Parade, Downtown, and Festivities at J. G. Boswell Park
- o October 7, 2013 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- o October 14, 2013 (Monday) SAVE THE DATE – Joint Planning Commission & City Council Meeting – 5:30 PM, Council Chambers.

A. Information Items

- 1. Schedule Study Session to discuss revenue generating initiatives. (Meik)

B. Council Comments – *This is the time for council members to comment on matters of interest.*

- 1. Staff Referral Items

C. Committee Reports

D. Council Goals

Two Year Goals:

- 1. Safe Crossings on Highway 43
- 2. Balance Budget
- 3. Maintain Services
- 4. Prepare for Centennial Activities

Long Term Goals:

- 1. Lighted Soccer Field
- 2. Demolition of Grain Building
- 3. Police Department Facility



**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	<p>UPDATE: 06/17/13 Council requested this item return at a future meeting.</p> <p>UPDATE: 04/15/13 Staff provided a policy and it was tabled pending further information.</p> <p>03/05/12 Council directed staff develop guidelines for co-sponsorship of events.</p>	06/17/13 Pending	City Clerk/ Finance
04/01/13	Council directed staff to explore options to have wi-fi hardware and or internet connection in the Council Chambers.		City Manager
04/01/13	Council directed staff to explore options to establish electronic council packets (e-packets) and cost of tablets including funding options.		City Manager
04/01/13	Council directed staff to explore options to upgrade audio visual (AV) equipment, including audio (microphone), video projection and display in the Council Chambers.		City Manager
04/15/13	<p>UPDATE: 06/17/13 Staff notified council this item will return at a future meeting.</p> <p>04/15/13 Council directed staff to identify options for Kings Estates utility services and billing</p>		City Manager/ Public Works
06/17/13	Council requested a regular item return regarding Solar projects.		City Manager/ Public Works
07/01/13	Council requested information regarding revenue generating initiatives.		City Manager