

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

City Council Chambers  
1015 Chittenden Avenue  
Corcoran, CA 93212

*Monday, April 20, 2015  
6:00 P.M.*

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

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**Notice of ADA Compliance:** In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerks Office at (559) 992-2151 ext. 228.

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

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

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

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

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**ROLL CALL**

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

**INVOCATION**

**FLAG SALUTE**

1. **PUBLIC DISCUSSION**

2. **CONSENT CALENDAR (VV)**

- 2-A. Approval of minutes of the City Council meeting of April 6, 2015.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Approval of letter of support for AB 1043 – Hwy 43 Interregional Road System.
- 2-D. Approval of Resolution No. 2773 honoring Kim Matthews as the Chamber of Commerce Administrative Professional of the Year.
- 2-E. Approval of Resolution No. 2774 honoring Gibby Family.

3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated April 20, 2015. (Ruiz-Nuñez)

4. **PRESENTATIONS**

- 4-A. Update on the status of City wells and water treatment plant by Steve Kroeker, Public Works Director.
- 4-B. Presentation of the 2013-14 City Audit Report by Fausto Hinojosa of Price, Paige & Co. Consider acceptance of the 2013-14 Audit Report. (Ruiz-Nuñez) (VV)

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS**

- 7-A. Consider contract extension with Price, Paige, & Co. (Ruiz-Nuñez)(VV)
- 7-B. Approve Resolution No. 2775 authorizing the sale of surplus property. (Shortnacy)(VV)
- 7-C. Review Title 8 Chapter 1 of the Municipal Code regarding water waste and water conservation and consider proposed revisions. (Meik)(VV)
- 7-D. Consider revisions to City Clerk/Assistant to the City Manager job classification. (Meik)(VV)
- 7-E. Authorize NHA Advisors to assist the City in renewing the underlying letter of credit associated the 2008 bond. (Meik)(VV)
- 7-F. Consider Building Inspector/Code Enforcement Officer job classification and job description (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. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:  
Conference with legal counsel – **EXISTING LITIGATION** (Government Code § 54956.9(d)(1)).

- Parties, case/claim no. \_\_\_ KCSC Case No. 13-C-0289 \_\_\_\_\_
- Case name unspecified because of jeopardy to settlement negotiations or service of process.

9-B. **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: CPOA, CLOCEA, Local 39, and Management

9-C. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:  
Conference with legal counsel – Deciding whether or not basis exists for closed session for anticipated litigation (Government Code § 54956.9(d)(3)).

9-D. **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): Rule 20A Credits  
Our Negotiator: Kindon Meik  
Parties with whom negotiating: \_\_\_\_\_  
Instructions to negotiator concerning:  Price  Terms of payment  TBD

9-E. **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 030-023-010  
Our Negotiator: Kindon Meik  
Parties with whom negotiating: \_\_\_\_\_  
Instructions to negotiator concerning:  Price  Terms of payment  TBD

9-F **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:  
Public Works Department

## 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 April 16, 2015.

  
\_\_\_\_\_  
Kindon Meik, City Manager

**MINUTES  
CORCORAN CITY COUNCIL,  
JOINT POWERS FINANCE AUTHORITY,  
SUCCESSOR AGENCY FOR CORCORAN RDA  
& HOUSING AUTHORITY  
REGULAR MEETING  
April 6, 2015**

The regular session of the Corcoran City Council was called to order by Mayor Robertson, in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA at 6:00 P.M.

**ROLL CALL**

Councilmembers present: Mark Cartwright, Sidonio Palmerin, Raymond Lerma, Jim Wadsworth, and Jerry Robertson

Councilmembers absent: None

Staff present: Steve Kroeker, Kindon Meik, Soledad Ruiz-Nuñez, Reuben Shortnacy, and Kevin Tromborg

Press present: Jeanette Todd, "The Corcoran Journal"

**INVOCATION**

Invocation was presented by Mark Cartwright.

**FLAG SALUTE**

The flag salute was led by Raymond Lerma.

**1. PUBLIC DISCUSSION**

Patricia Nolen addressed the Council and requested a public park in honor of the African-American history and residents that have been part of the Corcoran community. Ms. Nolen requested that further discussion be considered at a council meeting in May 2015.

**2. CONSENT CALENDAR**

Following Council discussion a **motion** was made by Wadsworth and seconded by Palmerin to approve the consent calendar. Motion carried by the following vote:

**AYES:** Members: Cartwright, Lerma, Palmerin, Wadsworth, and Robertson

**NOES:** None

**ABSTAIN:** Cartwright and Lerma

**2-A.** Approval of minutes of the regular meeting on March 16, 2015.

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

**3. APPROPRIATIONS**

Following Council discussion a **motion** was made by Cartwright and seconded by Wadsworth to approve the Warrant Register dated April 6, 2015. Motion carried by the following vote:

**AYES:** Members: Cartwright, Lerma, Palmerin, Wadsworth, and Robertson

**NOES:** None

**ABSTAIN:** Lerma

**4. PRESENTATIONS**

Joe Faulkner, Chief Plant Operator, gave an update on the status of City wells and water treatment plant. Councilman Wadsworth indicated that he had received questions regarding water customers on meters and those that are charged a flat rate. Staff provided information on metered and flat rate customers.

5. **PUBLIC HEARINGS** – None

6. **WRITTEN COMMUNICATIONS** – None

7. **STAFF REPORTS**

7-A. Officer McAllister presented information of dual purpose patrol narcotics detection K-9. Following Council discussion a **motion** was made by Cartwright and seconded by Lerma to purchase of K-9 police dog. The Council also requested that Staff prepare a proclamation for the Gibby Family in recognition of the K-9 fundraiser held by local Jack-in-the-Box restaurants and the donation to the City of Corcoran for a new canine. Motion carried by the following vote:

**AYES:** Members: Cartwright, Lerma, Palmerin, Wadsworth, and Robertson

**NOES:** None

**ABSENT:** None

7-B. Following Council discussion a **motion** was made by Lerma and seconded by Cartwright to approve Resolution No. 2772 authorizing adjustments in fees for licenses and services. Motion carried by the following vote:

**AYES:** Members: Cartwright, Lerma, Palmerin, Wadsworth, and Robertson

**NOES:** None

**ABSENT:** None

7-C. Update on State Water Board mandates and Governor's executive order relating to the drought was given. Staff has nearly completed its review of the water conservation ordinance and will return at a later meeting with proposed revisions. Anthony Cortez, retired City of Tulare Water Enforcement, addressed the Council and emphasized the necessity to have water conservation savings.

8. **MATTERS FOR MAYOR AND COUNCIL**

8-A. Council received information items.

8-B. Staff received referral items.

8-C. Committee reports.

Mayor noted that he recently attended the concealed carry weapons (CCW) class offered by the Corcoran PD and observed that it was one of the best he has attended.

9. **CLOSED SESSION**

At 7:04 p.m. Council recessed to closed session pursuant to:

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 – **EXISTING LITIGATION** (Government Code § 54956.9(d)(1)).

Parties, case/claim no. \_\_\_ KCSC Case No. 13-C-0289 \_\_\_\_\_

Case name unspecified because of jeopardy to settlement negotiations or service of process.

The regular meeting was reconvened at 7:40 p.m. Mayor Robertson reported that the Council gave direction on item 9-A to City Manager.

**10. ADJOURNMENT**

**7:41 P.M.**

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**Kindon Meik**  
Acting City Clerk

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**Jerry Robertson**  
Mayor

**APPROVED DATE:** \_\_\_\_\_

**STAFF REPORT  
ITEM #: 2-C**

**MEMORANDUM**

**TO:** City Council

**FROM:** Steve Kroeker, City of Corcoran Public Works Director

**DATE:** April 16, 2015                      **MEETING DATE:** April 20, 2015

**SUBJECT:** Letter of support for Assembly Member Salas's AB 1043

**Recommendation:**

That the Council authorizes the Mayor to sign the attached letter of support for Assembly Member Salas's AB 1043.

**Discussion:**

We received a request from Chris Lehn, Regional Planner with the Kings County Association of Governments asking for support for Assembly Member Salas's AB 1043 which would add.

I can say that this is something Kings County has been asking for and working on for a very long time now and it is something that in my opinion needs to be done as soon as possible.

AB 1043, as introduced, Salas. Highways: State Highway Route 43.

Existing law requires certain transportation funds made available for transportation capital improvement projects to be programmed and expended in specified amounts for interregional improvements and regional improvements. Existing law specifies the state highway routes that are included in the interregional road system and the state highway routes that are eligible interregional and intercounty routes.

This bill would include State Highway Route 43 as an eligible interregional and intercounty route.

**Budget Impact:**

N/A

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

April 8, 2015

The Honorable Assembly Member Jim Frazier  
Chair, Assembly Transportation Committee  
Legislative Office Building  
1020 N. Street, Room 112  
Sacramento, CA 95814

Re: AB 1043 - State Route 43 Interregional Road System: **SUPPORT**

Dear Assembly Member Frazier:

On behalf of the City of Corcoran, we are writing to express our support for Assembly Bill (AB) 1043, which will include State Route 43 (SR 43) as part of the Interregional Road System (IRRS). SR 43, commonly referred to as the "Central Valley Highway", is comprised of a 98 mile predominantly two-lane roadway originating in Kern County, traversing Tulare and Kings Counties, and terminating in Fresno County. SR 43 is an important interregional transportation corridor that functions in a complementary role to SR 99 through the Central Valley region. As recently reported at the March 2015 California Transportation Commission meeting, the Central Valley region is anticipated to have more than a 40% population increase by 2040, further stressing these vital transportation corridors.

SR 43 carries more than 21,000 vehicles daily and is identified as a key route for local freight transportation. Furthermore, SR 43 is a significant component in the goods movement system, providing intermodal services such as truck to rail modes. It is also a transit route and provides access to intercity passenger rail service stations in Kern and Kings Counties. SR 43 is the only route with direct access to the Colonel Allensworth State Historical Park. SR 43 provides a necessary route for interregional travel of people and goods. Both the California State Prison, Corcoran (CSP-COR) and the California Substance Abuse Treatment Facility and State Prison, Corcoran (SATF-CSP, Corcoran) are located on SR 43 and commuters between Fresno and Corcoran and Wasco among other areas daily travel this route to these and various other regional employment centers. According to the Draft Caltrans Transportation Concept Report dated December 2014, SR 43 is evolving from a primarily rural route to a more urbanized route with increased development occurring in the cities served by the routes.

CITY OFFICES:

832 Whitley Avenue • Corcoran, CA 93212 • Phone 559/992-2151 • [www.cityofcorcoran.com](http://www.cityofcorcoran.com)

AB 1043 would amend Section 164.12 of the Streets and Highways Code to add SR 43 to the list of interregional and intercounty routes. SR 43 would then be eligible to compete for Interregional Improvement Program (IIP) funds in order to fund necessary capital improvement projects as demand warrants. It does not automatically give the funds to the regional transportation planning agencies (RTPAs).

Through the State Transportation Improvement Program (STIP) process, the RTPAs must compete with the rest of the state and request the funds for programming by the California Transportation Commission. By adding SR 43 to be eligible for the competitive IIP funds, improvements to this important interregional route could be potentially realized.

**We respectfully urge you to support AB 1043**

Sincerely,

CITY OF CORCORAN

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Mayor Jerry Robertson

Cc:

Assemblymember Katcho Achadjian, Assembly Transportation Committee Vice-Chair  
Assemblymember Rudy Salas, 32nd District (Kern/Kings)  
Assemblymember Devon Mathis, 26th District (Tulare)  
Assemblymember Shannon Grove, 34th District (Kern)  
Assemblymember Jim Patterson, 23rd District (Fresno)  
Assemblymember Henry Perea, 31st District (Fresno)

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

Consent Calendar  
ITEM #: 2-D

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 15, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider approval of Resolution No. 2773 honoring Kim Matthews as Chamber of Commerce Administrative Professional of the Year

**Recommendation:**

As part of the consent calendar, approval of Resolution No. 2773 recognizing Kim Matthews as Chamber of Commerce Administrative Professional of the Year.

**Discussion:**

Each year, the Corcoran Chamber of Commerce recognizes an Administrative Professional. The attached resolution recognizes RiteAid Pharmacy employee, Kim Matthews.

**Budget Impact:**

No impact to the budget.

**Attachments:**

Resolution No. 2773.

**RESOLUTION NO. 2773**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
HONORING ADMINISTRATIVE PROFESSIONAL OF THE YEAR  
KIM MATTHEWS**

**WHEREAS, the Corcoran Chamber of Commerce honors an "Administrative Professional of the Year" for outstanding service; and,**

**WHEREAS, the recognition is an opportunity to pay tribute to Administrative Professionals who willingly contribute skills, knowledge, time, energy, and talents to the community of Corcoran; and,**

**WHEREAS, Kim Matthews has served as a Pharmacy Technician and Refill Coordinator at RiteAid Pharmacy; and,**

**WHEREAS, Kim Matthews has been nominated for her dedication, loyalty and ongoing commitment to RiteAid Pharmacy and the community for over 14 years; and,**

**WHEREAS, Ms. Matthews routinely demonstrates professionalism in her responsibilities and is recognized for her technical knowledge and creativity; and,**

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

***KIM MATTHEWS***

**on being selected as the Corcoran Chamber of Commerce ADMINISTRATIVE PROFESSIONAL OF THE YEAR and adds its thanks for the contributions she has made to the betterment of this community.**

**DATED: April 20, 2015**

\_\_\_\_\_  
Jerry Robertson, Mayor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

Consent Calendar  
ITEM #: 2-E

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 15, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider approval of Resolution No. 2774 honoring Fred and Kellie Gibby for their generosity and fundraising efforts for the purchase of a new K-9 for the Corcoran Police Department.

**Recommendation:**

Consider approval of Resolution No. 2774 honoring Fred and Kellie Gibby for their generosity and fundraising efforts for the purchase of a new K-9 for the Corcoran Police Department.

**Discussion:**

As discussed at the April 6, 2015, Fred and Kellie Gibby through VTP Enterprises raised over \$16,000 for the purchase of a new K-9 for the Corcoran Police Department. The attached resolution acknowledges their generosity and expresses the appreciation of the City Council.

**Budget Impact:**

No impact to the budget.

**Attachments:**

Resolution No. 2774

RESOLUTION NO. 2774

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN  
HONORING THE GIBBY FAMILY

WHEREAS, the Corcoran Police Department had to retire their K-9 for health reasons; and,

WHEREAS, this created a tremendous strain on the K-9 program and budget; and,

WHEREAS, the Fred and Kellie Gibby unselfishly stepped up to conduct a fundraiser to replace Corcoran Police Department's K-9, through their business, VTP Enterprises; and,

WHEREAS, the Gibby Family raised and donated well over \$16,000 to the City of Corcoran; and,

WHEREAS, this donation allowed the Corcoran Police Department to replace their K-9, improve the overall program and help make Corcoran a safer community;

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

*Fred and Kellie Gibby*

for their generosity and adds its thanks for the contribution that they have made to the community of Corcoran.

DATED: April 20, 2015

\_\_\_\_\_  
Jerry Robertson, Mayor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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# Accounts Payable

## Voucher Approval List

User: splineda  
 Printed: 04/14/2015 - 2:38PM  
 Batch: 00502.04.2015 - 04/20/2015 Warrent Register



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58035	4/14/2015	The American Cancer Society	Relay for Life- Vets Hall Deposit	104-000-362-085	200.00
<b>Warrant Total:</b>					<b>200.00</b>
57968	4/14/2015	Amtrak	Tickets 125 Core to Hanford	145-410-300-292	812.50
57968	4/14/2015	Amtrak	tickets 125 Hanford to Core	145-410-300-292	812.50
57969	4/14/2015	Amtrak	Tickets 125 Core to Hanford	145-410-300-292	812.50
57969	4/14/2015	Amtrak	Tickets 125 Hanford to Core	145-410-300-292	812.50
<b>Warrant Total:</b>					<b>3,250.00</b>
57970	4/14/2015	Anchor Scientific Inc.	floats-repairs to STA. 4	120-435-300-140	320.66
<b>Warrant Total:</b>					<b>320.66</b>
57971	4/14/2015	AST Administrative Solutions, Inc	seet 125 Admin Apr12015	104-402-300-200	60.00
<b>Warrant Total:</b>					<b>60.00</b>
57972	4/14/2015	AT&T Mobility	acct#824605440x01012015	120-435-300-220	38.08
<b>Warrant Total:</b>					<b>38.08</b>
57973	4/14/2015	Auto Zone, Inc.	spark plugs unit153	105-437-300-260	8.08
57973	4/14/2015	Auto Zone, Inc.	depr supplies	104-421-300-210	6.63
<b>Warrant Total:</b>					<b>14.71</b>
57974	4/14/2015	Az Auto Parts	disc brake unit 216	145-410-300-260	57.49
57974	4/14/2015	Az Auto Parts	transmission filter unit 216	145-410-300-260	112.91
57974	4/14/2015	Az Auto Parts	sealed bean ard socket	145-410-300-260	14.19
57974	4/14/2015	Az Auto Parts	snap ring	104-412-300-140	1.06
57974	4/14/2015	Az Auto Parts	poly rib belt/dayco no slack unit#150	104-412-300-260	55.33
57974	4/14/2015	Az Auto Parts	oil filter unit 163	104-412-300-140	5.12
57974	4/14/2015	Az Auto Parts	wax air filter/wa spin on hub 193	104-432-300-260	13.59
57974	4/14/2015	Az Auto Parts	2 piece flex funnel	104-433-300-210	2.89
57974	4/14/2015	Az Auto Parts	pwdr car wash	104-433-300-210	94.03

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
57974	4/14/2015	Az Auto Parts	boxed radiator	105-437-300-140	2.29
57974	4/14/2015	Az Auto Parts	boxed radiator	120-435-300-140	2.28
57974	4/14/2015	Az Auto Parts	aw46 hyolic pipe wrench	120-435-300-140	130.67
57974	4/14/2015	Az Auto Parts	dist cap/frotor unit153	105-457-300-260	30.91
57974	4/14/2015	Az Auto Parts	wix radial seal	112-438-300-140	49.56
57974	4/14/2015	Az Auto Parts	synthetic oil unit 225	104-421-300-260	43.69
57974	4/14/2015	Az Auto Parts	air filter/filter	104-421-300-260	15.33
57974	4/14/2015	Az Auto Parts	thermosat uni223	104-421-300-260	26.37
57974	4/14/2015	Az Auto Parts	disc brake synthetic oil unit 220	104-421-300-260	99.94
<b>Warrant Total:</b>					<b>757.65</b>
57975	4/14/2015	B & C Enterprises	fuel	145-410-300-250	1,261.73
57975	4/14/2015	B & C Enterprises	fuel	104-412-300-250	263.50
57975	4/14/2015	B & C Enterprises	fuel	104-421-300-250	2,129.94
57975	4/14/2015	B & C Enterprises	fuel	112-458-300-250	127.29
57975	4/14/2015	B & C Enterprises	fuel	105-437-300-250	374.10
<b>Warrant Total:</b>					<b>4,156.56</b>
57976	4/14/2015	BankCard Center	wrp meeting lunch	105-437-300-270	50.55
57976	4/14/2015	BankCard Center	office of water program-op course	120-435-300-270	113.68
57976	4/14/2015	BankCard Center	postage-53121 docs to DOT	104-432-300-152	21.35
57976	4/14/2015	BankCard Center	carthink	104-401-300-157	34.95
57976	4/14/2015	BankCard Center	airfare-s pineda for springbrook conference	104-405-300-270	241.20
57976	4/14/2015	BankCard Center	randoms consortium	145-410-300-200	275.00
57976	4/14/2015	BankCard Center	Randoms consortium-Rodriguez	104-421-300-200	25.00
57976	4/14/2015	BankCard Center	Randoms consortium-Chavez and Renteria	109-434-300-200	50.00
57976	4/14/2015	BankCard Center	Randoms consortium-Mc Bride	104-421-300-200	25.00
57976	4/14/2015	BankCard Center	Randoms consortium-Gomez	104-432-300-200	25.00
57976	4/14/2015	BankCard Center	Randoms consortium-Faulker, Guerrero, Boyett, Perez	105-437-300-200	125.00
57976	4/14/2015	BankCard Center	Randoms consortium-Chavez, Mara, Modesto	120-435-300-200	75.00
57976	4/14/2015	BankCard Center	meeting with public works supervisors-discussed PW transp.	104-402-300-271	65.00
57976	4/14/2015	BankCard Center	training/comm & disp.	104-421-300-270	825.00
57976	4/14/2015	BankCard Center	capto/G. Cannon	104-421-300-270	50.00
57976	4/14/2015	BankCard Center	meeting and lodging	104-421-300-270	80.00
57976	4/14/2015	BankCard Center	equipment	104-421-300-210	106.48
57976	4/14/2015	BankCard Center	pkng fee/meeting	104-421-300-270	21.00
57976	4/14/2015	BankCard Center	lodging/meeting/R.S.	104-421-300-270	109.34
57976	4/14/2015	BankCard Center	lodging/meeting/	104-421-300-270	20.00
57976	4/14/2015	BankCard Center	office supplies	104-421-300-150	246.84

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
57976	4/14/2015	BankCard Center	cameras/equipment	104-421-300-210	346.11
57976	4/14/2015	BankCard Center	Augustus/Lodging/Training	104-421-300-270	441.98
57976	4/14/2015	BankCard Center	Lodging/Training	104-421-300-270	548.98
57976	4/14/2015	BankCard Center	rang supplies	104-421-300-270	26.64
57976	4/14/2015	BankCard Center	dept supplies/phone	104-421-300-210	24.18
57976	4/14/2015	BankCard Center	postal svc	104-432-300-152	16.91
57976	4/14/2015	BankCard Center	training/lodging	104-421-300-270	92.45
57976	4/14/2015	BankCard Center	training/registser	104-421-300-270	595.00
57976	4/14/2015	BankCard Center	professional svc	104-421-300-200	21.50
57976	4/14/2015	BankCard Center	dept supplies	104-421-300-210	7.00
<b>Warrant Total:</b>					<b>4,706.14</b>
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	104-431-300-210	11.55
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	104-432-300-210	16.82
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	104-421-300-270	9.05
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	105-437-300-270	9.06
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	109-434-300-270	9.05
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	120-435-300-270	9.05
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	105-437-300-210	4.96
57977	4/14/2015	Best Deal Food Co Inc.	dep supplies	105-437-300-210	14.81
57977	4/14/2015	Best Deal Food Co Inc.	groceries -PD	104-421-300-210	86.40
<b>Warrant Total:</b>					<b>170.75</b>
57978	4/14/2015	BSK Associates	plant in/et/lagoon	120-435-300-200	174.00
57978	4/14/2015	BSK Associates	collform/presence/absense	105-437-300-200	77.00
57978	4/14/2015	BSK Associates	ARSENIC/COLLFORM/NITRATE	105-437-300-200	60.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE -ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	136.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	43.00
57978	4/14/2015	BSK Associates	ARSENIC/NITRATE	105-437-300-200	45.00
57978	4/14/2015	BSK Associates	ARSENIC/COLLFORM/NITRATE	105-437-300-200	45.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE ABSENSE	105-437-300-200	136.00
57978	4/14/2015	BSK Associates	COLIFORM/THMS/HALOACETIC ACIDS	105-437-300-200	60.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	1,176.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	57.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	57.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
57978	4/14/2015	BSK Associates	COLIFORM PRESENSE/ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	ARSENIC/COLIFORM/NITRATRE	105-437-300-200	60.00
57978	4/14/2015	BSK Associates	ARSENIC/COLIFORM/NITRATRE	105-437-300-200	62.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENCE/ABSENSE	105-437-300-200	136.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENSE/ABSENSE	105-437-300-200	17.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENSE/ABSENSE	105-437-300-200	136.00
57978	4/14/2015	BSK Associates	COLIFORM PRESENSE/ABSENSE	105-437-300-200	135.00
<b>Warrant Total:</b>					<b>2,669.00</b>
57979	4/14/2015	C. A. Reding Company, Inc	COPIER LEASE DEPOT	145-410-300-180	101.60
<b>Warrant Total:</b>					<b>101.60</b>
57980	4/14/2015	Calarco, Inc.	GRANULAR CHLORINE	105-437-300-210	259.61
57980	4/14/2015	Calarco, Inc.	ROUND UP	105-437-300-210	161.25
<b>Warrant Total:</b>					<b>420.86</b>
57981	4/14/2015	Capital Insurance Group	VENTURA FERNANDEZ LOAN 404	177-448-300-162	486.00
<b>Warrant Total:</b>					<b>486.00</b>
57982	4/14/2015	Caves & Associates	NEGOTIATIONS APRIL 2015	104-402-300-200	511.88
<b>Warrant Total:</b>					<b>511.88</b>
57997	4/14/2015	Gloria Cervantes	vmb deposit-refund Note: 4/18/15 vers hall rental	104-000-362-085	200.00
<b>Warrant Total:</b>					<b>200.00</b>
57983	4/14/2015	Chevron & Texaco Card Svc	FUEL	104-421-300-250	279.46
<b>Warrant Total:</b>					<b>279.46</b>
57984	4/14/2015	Corcoran Hardware	dept supplies	104-407-300-210	163.78
57984	4/14/2015	Corcoran Hardware	dept supplies	104-412-300-210	99.15
57984	4/14/2015	Corcoran Hardware	dept supplies	104-432-300-210	-52.85
57984	4/14/2015	Corcoran Hardware	dept supplies	109-434-300-214	42.93
57984	4/14/2015	Corcoran Hardware	dept supplies	120-435-300-210	209.95
57984	4/14/2015	Corcoran Hardware	dept supplies	105-437-300-210	403.54
57984	4/14/2015	Corcoran Hardware	dept supplies	104-421-300-210	34.35
57984	4/14/2015	Corcoran Hardware	dept supplies	104-421-300-210	5.24
<b>Warrant Total:</b>					<b>906.09</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
57985	4/14/2015	Corcoran Heating & Air	ac repair-city hall	104-432-300-140	196.00
57985	4/14/2015	Corcoran Heating & Air	ac repair-council chambers	104-432-300-140	124.00
57985	4/14/2015	Corcoran Heating & Air	service units (5)	104-432-300-140	390.00
57985	4/14/2015	Corcoran Heating & Air	ac repair-wrp	104-432-300-140	78.00
<b>Warrant Total:</b>					<b>788.00</b>
57986	4/14/2015	Corcoran Publishing Company	transit ad March 5 and 19	145-410-300-156	566.00
<b>Warrant Total:</b>					<b>566.00</b>
57987	4/14/2015	Data Ticket Inc	online citation-processing	104-407-300-200	200.00
<b>Warrant Total:</b>					<b>200.00</b>
57988	4/14/2015	De Lage Landen	copier lease for city hall 3/15/4/15/15	104-432-300-180	484.24
57989	4/14/2015	Dell Marketing L.P.	pd/dispach adpater	104-421-300-181	12.35
57989	4/14/2015	Dell Marketing L.P.	pka VLA office	104-421-300-181	506.02
57989	4/14/2015	Dell Marketing L.P.	pd/dispach computer	104-421-300-181	1,034.57
<b>Warrant Total:</b>					<b>1,552.94</b>
57990	4/14/2015	Dept of Justice	live scan february 2015	104-421-300-148	632.00
<b>Warrant Total:</b>					<b>632.00</b>
57991	4/14/2015	Division of State Architect	sb1186 1st qtr fees	104-000-323-009	135.00
<b>Warrant Total:</b>					<b>135.00</b>
57992	4/14/2015	Ewing Irrigation Products, Inc	sprinkler repair	136-415-300-140	211.23
<b>Warrant Total:</b>					<b>211.23</b>
57993	4/14/2015	Farley Law Firm	legal expenses	104-403-300-200	15,306.74
<b>Warrant Total:</b>					<b>15,306.74</b>
57994	4/14/2015	FedEX	postal servitude	104-432-300-152	16.66
<b>Warrant Total:</b>					<b>16.66</b>
57995	4/14/2015	Felder Communications	radio equipt	114-414-300-210	8,514.00
57995	4/14/2015	Felder Communications	radio maint and repairs	145-410-300-141	51.50
57995	4/14/2015	Felder Communications	radio maint and repairs	104-412-300-141	14.30
<b>Warrant Total:</b>					<b>8,579.80</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
57995	4/14/2015	Felder Communications	radio maint and repairs	104-421-300-141	510.00
57995	4/14/2015	Felder Communications	radio maint and repairs	104-431-300-141	8.50
57995	4/14/2015	Felder Communications	radio maint and repairs	109-434-300-141	60.00
57995	4/14/2015	Felder Communications	radio maint and repairs	120-435-300-141	55.73
57995	4/14/2015	Felder Communications	radio maint and repairs	105-437-300-141	63.85
57995	4/14/2015	Felder Communications	radio maint and repairs	121-439-300-141	15.62
57995	4/14/2015	Felder Communications	pipng supplies	105-437-300-210	969.52
57995	4/14/2015	Felder Communications	pipng supplies	105-437-300-210	221.01
<b>Warrant Total:</b>					<b>10,484.03</b>
57996	4/14/2015	Kathy Gibson	reimb/training/lodging	104-421-300-270	221.76
57996	4/14/2015	Kathy Gibson	per diem and training	104-421-300-270	110.00
<b>Warrant Total:</b>					<b>331.76</b>
57998	4/14/2015	Golden Rule Creations	pd patches	104-421-300-200	277.28
<b>Warrant Total:</b>					<b>277.28</b>
57999	4/14/2015	Guardian Life Insurance	general fund	104-000-202-011	3,714.09
57999	4/14/2015	Guardian Life Insurance	water fund	105-000-202-011	273.48
57999	4/14/2015	Guardian Life Insurance	street fund	109-000-202-011	119.91
57999	4/14/2015	Guardian Life Insurance	sweeper refuse fund	112-000-202-011	119.91
57999	4/14/2015	Guardian Life Insurance	sewer fund	120-000-202-011	288.95
57999	4/14/2015	Guardian Life Insurance	storm drain fund	121-000-202-011	32.11
57999	4/14/2015	Guardian Life Insurance	transit fund	145-000-202-011	681.62
57999	4/14/2015	Guardian Life Insurance	overage account	304-000-202-026	-110.12
<b>Warrant Total:</b>					<b>5,119.95</b>
58000	4/14/2015	High Desert Wireless Broadband	Jan IT Services	104-432-300-201	4,831.25
58000	4/14/2015	High Desert Wireless Broadband	FEB IT Services	104-432-300-201	5,116.25
58000	4/14/2015	High Desert Wireless Broadband	March IT Services	104-432-300-201	6,632.50
<b>Warrant Total:</b>					<b>16,580.00</b>
58001	4/14/2015	Home Depot Credit Services	50 w halide wall pack light	120-435-300-210	416.34
58001	4/14/2015	Home Depot Credit Services		104-432-300-140	85.97
<b>Warrant Total:</b>					<b>502.31</b>
58002	4/14/2015	Images/RadioShack Dealer	toner	120-435-300-210	82.67

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	190-470-365-099	3,406.31
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	191-472-365-099	1,236.70
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	193-474-365-099	975.81
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	195-477-365-099	57,152.04
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	196-478-365-099	930.00
58004	4/14/2015	Kings County Planning Agency	country loan repayments 01/15/2015-03/31/15	301-430-366-100	-1,911.03
<b>Warrant Total:</b>					<b>61,789.83</b>
58005	4/14/2015	Kings County Sheriff's Office	ctf 14-15 annual shared costs	104-421-300-206	7,644.00
<b>Warrant Total:</b>					<b>7,644.00</b>
58006	4/14/2015	Kings County Arta Public Transit	cart passes	145-410-300-293	1,550.00
<b>Warrant Total:</b>					<b>1,550.00</b>
58006	4/14/2015	Kings County Treasurer	bond charges 12/30/14-3/31/15	120-435-340-343	5,779.77
<b>Warrant Total:</b>					<b>5,779.77</b>
58007	4/14/2015	Kings Waste & Recycling	march 2015 charges	112-436-300-192	14,015.23
<b>Warrant Total:</b>					<b>14,015.23</b>
58008	4/14/2015	Lacey Animal Hospital	ac veterinary services	104-421-300-203	172.60
<b>Warrant Total:</b>					<b>172.60</b>
58009	4/14/2015	Lee Central California Newspapers	police officer recruitment	121-439-300-200	481.35
<b>Warrant Total:</b>					<b>481.35</b>
58010	4/14/2015	Leon Environmental Svcs	asbestos survey for 1408 ottawa ave, Core Comm Presv & Safety Sv	104-407-300-198	985.00
<b>Warrant Total:</b>					<b>985.00</b>
58011	4/14/2015	Noe Martinez	lanvwa mnl 2410 BEll	301-430-300-316	120.00
<b>Warrant Total:</b>					<b>120.00</b>
58013	4/14/2015	Mesa Alta Ag Supplies, Inc.	1 yd concrete	105-437-300-140	126.85
<b>Warrant Total:</b>					<b>126.85</b>
58012	4/14/2015	Miguel Meneses	yard service-6 1/2 orange	111-601-300-202	200.00
<b>Warrant Total:</b>					<b>200.00</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58014	4/14/2015	Mitsubishi UFJ Securities USA	remarketing bonds 1/15-3/13/15	105-437-300-200	5,131.22
				<b>Warrant Total:</b>	<b>5,131.22</b>
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	201.99
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	193.90
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	54.96
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	102.10
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	272.53
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	18.26
58015	4/14/2015	Office Depot	dep supplies	104-421-300-150	19.98
58015	4/14/2015	Office Depot	dep supplies	145-410-300-210	94.41
58015	4/14/2015	Office Depot	dep supplies	105-437-300-210	10.00
58015	4/14/2015	Office Depot	dep supplies	104-431-300-210	29.56
58015	4/14/2015	Office Depot	dep supplies	145-410-300-210	145.21
58015	4/14/2015	Office Depot	touch mouse	104-407-300-210	64.49
58015	4/14/2015	Office Depot	clasp envelopes	104-432-300-210	27.09
58015	4/14/2015	Office Depot	clasp envelopes	104-407-300-210	10.38
58015	4/14/2015	Office Depot	dep suppl	104-407-300-210	12.74
58015	4/14/2015	Office Depot	dep suppl	104-407-300-210	14.40
58015	4/14/2015	Office Depot	dep suppl	104-432-300-210	63.98
58015	4/14/2015	Office Depot	dep suppl	104-432-300-210	24.40
58015	4/14/2015	Office Depot	dep suppl	104-432-300-210	23.20
				<b>Warrant Total:</b>	<b>1,383.58</b>
58016	4/14/2015	Oliver Whittaker Co.	starter unit 117	120-435-300-140	155.57
58016	4/14/2015	Oliver Whittaker Co.	starter unit 117	105-437-300-140	155.58
58016	4/14/2015	Oliver Whittaker Co.	starter unit 164	105-437-300-140	168.05
58016	4/14/2015	Oliver Whittaker Co.	starter/cabel/hattery term unit163	105-437-300-140	197.66
58016	4/14/2015	Oliver Whittaker Co.		105-437-300-140	479.20
				<b>Warrant Total:</b>	<b>197.66</b>
58017	4/14/2015	PG&E	acct#99497000756-9	111-601-300-240	9.53
58017	4/14/2015	PG&E	acct#99497000756-9	145-410-300-240	535.78
58017	4/14/2015	PG&E	acct#99497000756-9	104-411-300-240	2,785.83
58017	4/14/2015	PG&E	acct#99497000756-9	104-412-300-240	525.71
58017	4/14/2015	PG&E	acct#99497000756-9	104-432-300-240	3,863.93
58017	4/14/2015	PG&E	acct#99497000756-9	104-432-320-240	64.91

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58017	4/14/2015	PG&E	acct#99497000756-9	109-434-300-240	270.58
58017	4/14/2015	PG&E	acct#99497000756-9	120-435-300-240	17,896.58
58017	4/14/2015	PG&E	acct#99497000756-9	121-439-300-240	692.69
58017	4/14/2015	PG&E	acct#99497000756-9	105-437-300-240	50,626.86
58017	4/14/2015	PG&E	acct#8465964727-9	111-602-300-202	9.53
58017	4/14/2015	PG&E	acct#9417235641-5	111-602-300-202	9.53
<b>Warrant Total:</b>					<b>77,291.46</b>
58018	4/14/2015	Pinney Bowes Inc	rental city hall postage machine	104-432-300-180	130.48
<b>Warrant Total:</b>					<b>130.48</b>
58019	4/14/2015	Pizza Factory	innate meals	104-421-300-148	60.20
<b>Warrant Total:</b>					<b>60.20</b>
58020	4/14/2015	ProForge Law Enforcement	dept supplies	104-421-300-210	632.10
<b>Warrant Total:</b>					<b>632.10</b>
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	145-410-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	136-415-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	104-432-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	104-432-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	104-432-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	104-433-300-200	65.85
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	104-433-300-180	65.86
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	120-435-300-200	65.87
58021	4/14/2015	Prudential Overall Supply	entrance rugs/shop towels/dust mop	105-437-300-200	65.87
<b>Warrant Total:</b>					<b>592.80</b>
58022	4/14/2015	Quad Knopf, Inc.	web based gis annual server host	104-431-300-200	230.77
58022	4/14/2015	Quad Knopf, Inc.	sign management program	109-434-300-200	3,870.00
58022	4/14/2015	Quad Knopf, Inc.	record of survey-well field	105-437-300-200	239.60
58022	4/14/2015	Quad Knopf, Inc.	bus wash	145-410-500-531	6,256.34
58022	4/14/2015	Quad Knopf, Inc.	eng. services for well 11	105-437-500-540	2,494.35
58022	4/14/2015	Quad Knopf, Inc.	high speed reel/HSR 13-72	104-431-300-201	168.58
58022	4/14/2015	Quad Knopf, Inc.	wrip plant evaluation	105-437-300-200	4,892.41
58022	4/14/2015	Quad Knopf, Inc.	gen eng-bus wash	145-410-500-531	88.00
58022	4/14/2015	Quad Knopf, Inc.	bid summary letter	145-410-500-531	8.80
58022	4/14/2015	Quad Knopf, Inc.	eng services checking contractors	145-410-500-531	44.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58022	4/14/2015	Quad Kroopf, Inc.	process Ag-QC	145-410-300-531	8.80
58022	4/14/2015	Quad Kroopf, Inc.	info for auditors onag project	109-434-300-200	90.00
58022	4/14/2015	Quad Kroopf, Inc.	info for auditors onag project	109-434-300-200	180.00
58022	4/14/2015	Quad Kroopf, Inc.	well info-wells 8a and 8b	105-437-300-200	90.00
58022	4/14/2015	Quad Kroopf, Inc.	quap info to Soledad	105-437-300-200	90.00
58022	4/14/2015	Quad Kroopf, Inc.	reviews strs doc for city	109-434-300-200	180.00
<b>Warrant Total:</b>					<b>18,931.65</b>
58023	4/14/2015	Quest Diagnostics	preemployment-E Stevens	104-421-300-200	29.29
<b>Warrant Total:</b>					<b>29.29</b>
58024	4/14/2015	Richard's Chevrolet	floor mat unit228	104-421-300-260	134.38
<b>Warrant Total:</b>					<b>134.38</b>
58025	4/14/2015	Soledad Ruiz-Nunez	Per Diem-Springbrook conf	104-405-300-270	139.12
<b>Warrant Total:</b>					<b>139.12</b>
58027	4/14/2015	City Employee Sandra Pineda	Springbrook Conf Per Diem	104-405-300-270	104.06
<b>Warrant Total:</b>					<b>104.06</b>
58028	4/14/2015	Select Business Systems	contract base rate change 01/12-04/11/15 billing	104-432-300-140	820.05
58028	4/14/2015	Select Business Systems	contract overage charge 01/12-04/11/15 overage	104-432-300-140	558.79
58028	4/14/2015	Select Business Systems	taxes	104-432-300-140	46.54
<b>Warrant Total:</b>					<b>1,425.38</b>
58029	4/14/2015	Shell Fleet Plus	fuel	145-410-300-250	2,465.80
58029	4/14/2015	Shell Fleet Plus	fuel	104-412-300-250	521.91
58029	4/14/2015	Shell Fleet Plus	fuel	104-412-300-250	2,813.40
58029	4/14/2015	Shell Fleet Plus	fuel	109-434-300-250	949.35
58029	4/14/2015	Shell Fleet Plus	fuel	120-435-300-250	157.85
58029	4/14/2015	Shell Fleet Plus	fuel	121-439-300-250	75.96
58029	4/14/2015	Shell Fleet Plus	fuel	105-437-300-250	1,689.53
<b>Warrant Total:</b>					<b>8,673.80</b>
58030	4/14/2015	Springbrook Software Inc	web payment march 2015	104-405-300-200	994.00
<b>Warrant Total:</b>					<b>994.00</b>
58026	4/14/2015	S & R Specialty Equipment	shps costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	265.44

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58026	4/14/2015	S & R Specialty Equipment	shpg costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	265.44
58026	4/14/2015	S & R Specialty Equipment	shpg costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	645.54
58026	4/14/2015	S & R Specialty Equipment	shpg costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	645.54
58026	4/14/2015	S & R Specialty Equipment	shpg costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	645.54
58026	4/14/2015	S & R Specialty Equipment	shpg costs-next day delivery-water samples to Univ. of Colorado	105-437-300-140	201.59
<b>Warrant Total:</b>					<b>2,669.09</b>
58031	4/14/2015	State Board of Equalization	diesel fuel tax 1st qtr Jan-mar2015	145-410-300-250	9.35
<b>Warrant Total:</b>					<b>9.35</b>
58032	4/14/2015	State Water Res Control Board	sewer revenue loan payment	120-000-202-046	34,860.69
58032	4/14/2015	State Water Res Control Board	sewer revenue loan interest payment	120-435-400-410	1,481.73
<b>Warrant Total:</b>					<b>36,342.42</b>
58033	4/14/2015	Terminix	pest control svc date 11/13/14 2410 Bcfl Ave.	301-430-300-316	40.00
<b>Warrant Total:</b>					<b>40.00</b>
58034	4/14/2015	TF Tire & Service	Flat repair unit148	109-434-300-260	18.00
58034	4/14/2015	TF Tire & Service	tire replacement unit189	105-437-300-260	158.91
58034	4/14/2015	TF Tire & Service	Flat repair unit108	104-412-300-140	20.00
58034	4/14/2015	TF Tire & Service	base unit 164	104-412-300-140	51.63
58034	4/14/2015	TF Tire & Service	tire replacement unit215	145-410-300-260	949.14
58034	4/14/2015	TF Tire & Service	Flat repair	104-421-300-260	20.00
<b>Warrant Total:</b>					<b>1,217.68</b>
58036	4/14/2015	The Gas Company	ac#00888349024	145-410-300-242	35.86
58036	4/14/2015	The Gas Company	11484795064	104-411-300-242	2,188.69
58036	4/14/2015	The Gas Company	05463252576	104-432-300-242	37.22
58036	4/14/2015	The Gas Company	11971525008	104-432-300-242	45.81
58036	4/14/2015	The Gas Company	06301527005	120-435-300-242	573.82
58036	4/14/2015	The Gas Company	17151733304	301-430-300-316	52.78
58036	4/14/2015	The Gas Company	00891595001	104-432-300-242	1,016.05
<b>Warrant Total:</b>					<b>3,950.23</b>
58037	4/14/2015	The Printer	#10 window envelopes	104-432-300-150	713.26
<b>Warrant Total:</b>					<b>713.26</b>
58038	4/14/2015	Tint Doctor Window Tinting	tint 2015 chevy	104-421-300-200	140.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58042	4/14/2015	Turnspeed Electric Svc Inc	remove by pass on sludge pump motor	120-435-300-140	140.00
				<b>Warrant Total:</b>	<b>191.76</b>
58040	4/14/2015	Tulare-Kings Veterinary ER Svc	AC Vet Svc	104-421-300-203	89.00
				<b>Warrant Total:</b>	<b>89.00</b>
58039	4/14/2015	Industries Engraving Program Tulare County Jail	engraving svc	104-421-300-200	97.20
				<b>Warrant Total:</b>	<b>97.20</b>
58041	4/14/2015	Tule Trash Company	dump ticket	112-436-300-192	158.25
58041	4/14/2015	Tule Trash Company	dump ticket	112-436-300-192	492.00
58041	4/14/2015	Tule Trash Company	dump ticket	112-436-300-192	462.75
58041	4/14/2015	Tule Trash Company	dump ticket	112-436-300-192	417.60
58041	4/14/2015	Tule Trash Company	dump ticket	112-436-300-192	632.80
58041	4/14/2015	Tule Trash Company	pull fee	112-436-300-192	900.00
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	138.00
58041	4/14/2015	Tule Trash Company	pull ticket	112-436-300-192	195.00
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	251.25
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	270.00
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	226.50
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	116.10
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	371.55
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	119.25
58041	4/14/2015	Tule Trash Company	dump fee	112-436-300-192	458.80
58041	4/14/2015	Tule Trash Company	pull fee	112-436-300-192	1,365.00
				<b>Warrant Total:</b>	<b>6,574.85</b>
58043	4/14/2015	Univar USA Inc	sod hyp	105-437-300-219	4,394.15
				<b>Warrant Total:</b>	<b>4,394.15</b>
58044	4/14/2015	US Bank Equipment Finance	copier lease -public works	109-434-300-180	96.27
				<b>Warrant Total:</b>	<b>96.27</b>
58045	4/14/2015	Valley Pump & Dairy Systems, Inc.	inspect & repair to pump well 9b	105-437-300-140	14,743.73
				<b>Warrant Total:</b>	<b>14,743.73</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
58046	4/14/2015	Verizon California	vers hall acct#88207	104-421-300-220	1,126.79
58046	4/14/2015	Verizon California	PW FAX acct#69504	104-432-300-220	102.77
58046	4/14/2015	Verizon California	city hall acct#64900	104-432-300-220	1,158.66
58046	4/14/2015	Verizon California	WWTP	120-435-300-220	44.79
58046	4/14/2015	Verizon California	telephone svc vers hall	104-432-300-220	122.84
<b>Warrant Total:</b>					<b>2,555.85</b>
58047	4/14/2015	Verizon Wireless	air cards and cellular svc	104-421-300-221	1,717.62
<b>Warrant Total:</b>					<b>1,717.62</b>
58048	4/14/2015	Wales Technologies	plc failure repair-wrp	105-437-300-140	500.00
<b>Warrant Total:</b>					<b>500.00</b>
58049	4/14/2015	Zoom Imaging Solutions Inc	copier rental	104-421-300-180	619.60
<b>Warrant Total:</b>					<b>619.60</b>

# Accounts Payable

## Check Register Totals Only

User: spineda  
Printed: 4/10/2015 - 8:58 AM  
Batch: 00001.04.2015 - 04/10/15



Check	Date	Vendor No	Vendor Name	Amount	Voucher
57965	04/10/2015	KICOTACO	Kings County Tax Collector	5,199.87	0
57966	04/10/2015	TULETRCO	Tule Trash Company	100,354.70	0
57967	04/10/2015	BERUMCGU	Betts, Rubin, & McGuinness	14,000.00	0
				<hr/> <hr/>	
				Check Total:	
				119,554.57	
				<hr/> <hr/>	

# Accounts Payable

## Check Register Totals Only



User: spineda  
 Printed: 4/14/2015 - 2:34 PM  
 Batch: 00502.04.2015 - 04/20/2015 Warrent Register

Check	Date	Vendor No	Vendor Name	Amount	Voucher
57968	04/14/2015	AMTR	Amtrak	1,625.00	57,968
57969	04/14/2015	AMTR	Amtrak	1,625.00	57,969
57970	04/14/2015	ANCHSCIN	Anchor Scientific Inc.	320.66	57,970
57971	04/14/2015	ASIADMIN	ASI Administrative Solutions, Inc	60.00	57,971
57972	04/14/2015	AT&TMOBI	AT&T Mobility	38.08	57,972
57973	04/14/2015	AUTOZONE	Auto Zone, Inc.	14.71	57,973
57974	04/14/2015	AZAUTO	Az Auto Parts	757.65	57,974
57975	04/14/2015	B&CENTER	B & C Enterprises	4,156.56	57,975
57976	04/14/2015	BANKCARD	BankCard Center	4,706.14	57,976
57977	04/14/2015	BESTDEAL	Best Deal Food Co Inc.	170.75	57,977
57978	04/14/2015	BSKASSOC	BSK Associates	2,669.00	57,978
57979	04/14/2015	C.RECOIN	C. A. Reding Company, Inc	101.60	57,979
57980	04/14/2015	CALAINC	Calarco, Inc.	420.86	57,980
57981	04/14/2015	CAPITINS	Capital Insurance Group	486.00	57,981
57982	04/14/2015	CAVESKEN	Caves & Associates	511.88	57,982
57983	04/14/2015	CHEVUSIN	Chevron & Texaco Card Svc	279.46	57,983
57984	04/14/2015	CORCHARD	Corcoran Hardware	906.09	57,984
57985	04/14/2015	CORCOHEA	Corcoran Heating & Air	788.00	57,985
57986	04/14/2015	CORCPUCO	Corcoran Publishing Company	566.00	57,986
57987	04/14/2015	DATATICK	Data Ticket Inc	200.00	57,987
57988	04/14/2015	DELAGELA	De Lage Landen	484.24	57,988
57989	04/14/2015	DELLMAL	Dell Marketing L.P.	1,552.94	57,989
57990	04/14/2015	DEPAOFJU	Dept of Justice	632.00	57,990
57991	04/14/2015	DIVISIST	Division of State Architect	135.00	57,991
57992	04/14/2015	EWINIRPR	Ewing Irrigation Products, Inc	211.23	57,992
57993	04/14/2015	FARLLAFI	Farley Law Firm	15,306.74	57,993
57994	04/14/2015	FEDE	FedEx	16.66	57,994
57995	04/14/2015	FELDCOMM	Felder Communications	10,484.03	57,995
57996	04/14/2015	GIBSOKAT	Kathy Gibson	331.76	57,996
57997	04/14/2015	CERVGLOR	Gloria Cervantes	200.00	57,997
57998	04/14/2015	GOLDRUCR	Golden Rule Creations	277.28	57,998
57999	04/14/2015	GUARDTHE	Guardian-Life Insurance	5,119.95	57,999
58000	04/14/2015	HIGHDESE	High Desert Wireless Broadband	16,580.00	58,000
58001	04/14/2015	HOMEDEPO	Home Depot Credit Services	502.31	58,001
58002	04/14/2015	IMAGERAD	Images/RadioShack Dealer	82.67	58,002
58003	04/14/2015	KINGCARE	Kings County Area Public Transit	1,550.00	58,003
58004	04/14/2015	KICOPLAG	Kings County Planning Agency	61,789.83	58,004
58005	04/14/2015	KICOSHOF	Kings County Sheriff's Office	7,644.00	58,005
58006	04/14/2015	KINGCOTI	Kings County Treasurer	5,779.77	58,006
58007	04/14/2015	KWRA	Kings Waste & Recycling	14,015.23	58,007
58008	04/14/2015	LACEYANI	Lacey Animal Hospital	172.60	58,008
58009	04/14/2015	LEECENTR	Lee Central California Newspapers	481.35	58,009
58010	04/14/2015	LEONENVI	Leon Environmental Svcs	985.00	58,010
58011	04/14/2015	MARTONOE	Noe Martinez	120.00	58,011
58012	04/14/2015	MENESES	Miguel Meneses	200.00	58,012
58013	04/14/2015	MEALAGSU	Mesa Alta Ag Supplies, Inc.	126.85	58,013
58014	04/14/2015	MITSUBIS	Mitsubishi UFJ Securities USA	5,131.22	58,014
58015	04/14/2015	OFFIDEPO	Office Depot	1,383.58	58,015
58016	04/14/2015	OLIVWHCO	Oliver Whitaker Co.	197.66	58,016
58017	04/14/2015	PG&E	PG&E	77,291.46	58,017

Check	Date	Vendor No	Vendor Name	Amount	Voucher
58018	04/14/2015	PIBOCRCO	Pitney Bowes Inc	130.48	58,018
58019	04/14/2015	PIZZFACT	Pizza Factory	60.20	58,019
58020	04/14/2015	PROFOLAW	ProForce Law Enforcement	632.10	58,020
58021	04/14/2015	PRUDOVSU	Prudential Overall Supply	592.80	58,021
58022	04/14/2015	QUADKNIN	Quad Knopf, Inc.	18,931.65	58,022
58023	04/14/2015	QUESDIAG	Quest Diagnostics	29.29	58,023
58024	04/14/2015	RICHCHEV	Richard's Chevrolet	134.38	58,024
58025	04/14/2015	RUIZNUNE	Soledad Ruiz-Nunez	139.12	58,025
58026	04/14/2015	SRSPEC	S & R Specialty Equipment	2,669.09	58,026
58027	04/14/2015	SASAPINE	City Employee Sandra Pineda	104.06	58,027
58028	04/14/2015	SELEBUSY	Select Business Systems	1,425.38	58,028
58029	04/14/2015	SHELLFLE	Shell Fleet Plus	8,673.80	58,029
58030	04/14/2015	SPRINGBR	Springbrook Software Inc	994.00	58,030
58031	04/14/2015	STBOOFEQ	State Board of Equalization	9.35	58,031
58032	04/14/2015	STWARECO	State Water Res Control Board	36,342.42	58,032
58033	04/14/2015	TERMITE	Terminix	40.00	58,033
58034	04/14/2015	TFTI&SE	TF Tire & Service	1,217.68	58,034
58035	04/14/2015	AMCANSOC	The Amercian Cancer Society	200.00	58,035
58036	04/14/2015	THEGACO	The Gas Company	3,950.23	58,036
58037	04/14/2015	THEPRINT	The Printer	713.26	58,037
58038	04/14/2015	TINTDOCT	Tint Doctor Window Tinting	140.00	58,038
58039	04/14/2015	TULARJAI	Industries Engraving Program Tulare (	97.20	58,039
58040	04/14/2015	TULAKIVE	Tulare Kings Veterinary ER Svc	89.00	58,040
58041	04/14/2015	TULETRCO	Tyle Trash Company	6,574.85	58,041
58042	04/14/2015	TUELSVIN	Turnupseed Electric Svc Inc	191.76	58,042
58043	04/14/2015	UNIVARUS	Univar USA Inc	4,394.15	58,043
58044	04/14/2015	USBANKEQ	US Bank Equipment Finance	96.27	58,044
58045	04/14/2015	VALYPUMP	Valley Pump & Dairy Systems, Inc.	14,743.73	58,045
58046	04/14/2015	VERICALI	Verizon California	2,555.85	58,046
58047	04/14/2015	VERIWIRE	Verizon Wireless	1,717.62	58,047
58048	04/14/2015	WALESTEC	Wales Technologies	500.00	58,048
58049	04/14/2015	ZOOMIMAG	Zoom Imaging Solutions Inc	619.60	58,049

Check Total:

357,898.12

**STAFF REPORT  
ITEM #: 4-A**

**MEMORANDUM**

**TO:** City Council

**FROM:** Joe Faulkner, Chief Plant Operator

**DATE:** April 16, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Update on the status of City wells and water treatment plant by Joe Faulkner, Chief Plant Operator – Presented by Steve Kroeker, Public Works Director

**Recommendation:**

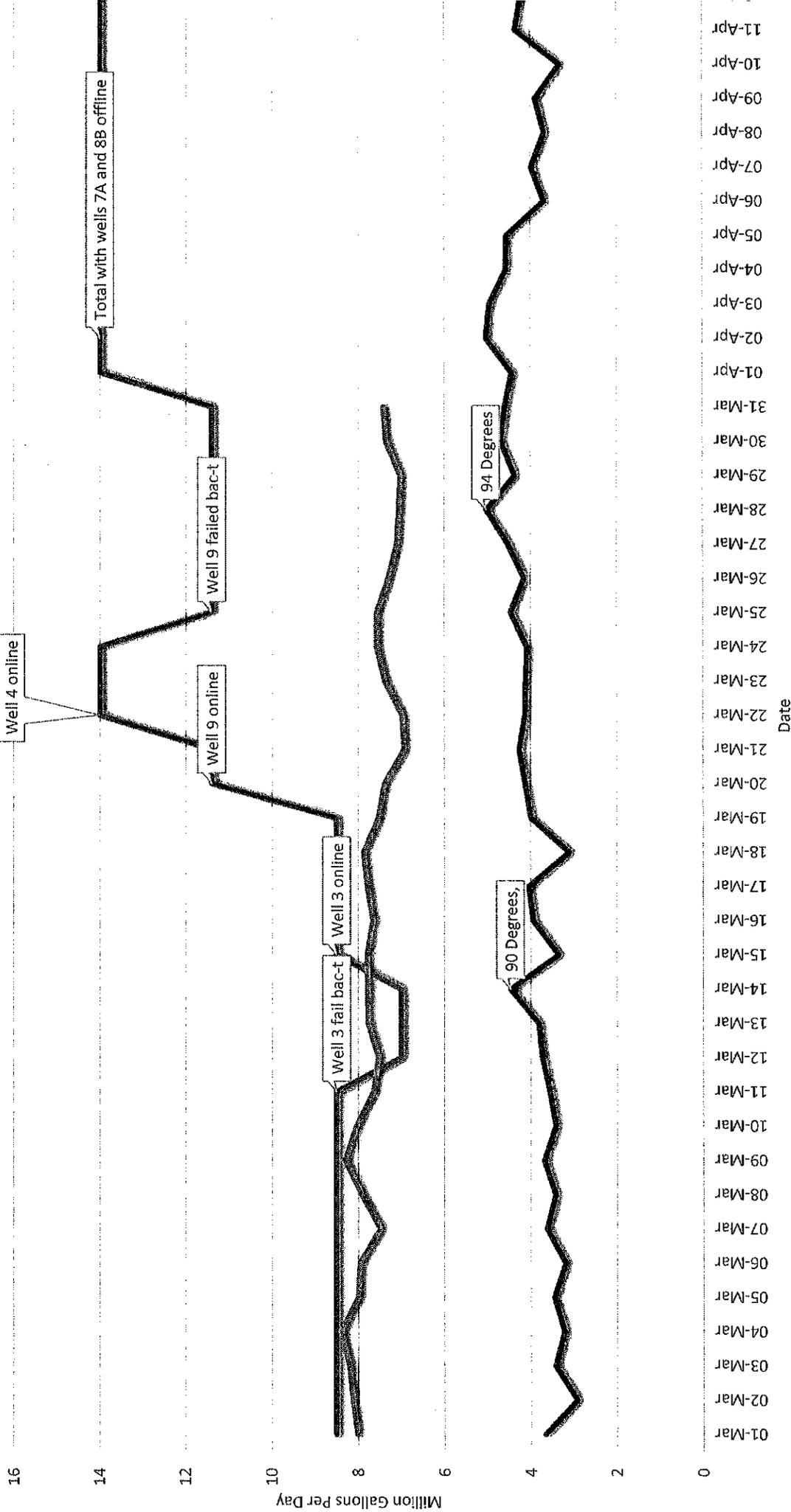
N/A

**Discussion:**

Mr. Faulkner will not be able to attend this meeting of the Corcoran City Council so Mr. Kroeker will be making his presentation in his place.

1. Update on wells
  - a. Wells under repair
    - i. 7A
      1. Longmire set the patch on 4/16/15
      2. Valley Pump will continue rehab process
    - ii. 8B
      1. Seized bearings
      2. Waiting on damage report from Layne
  - b. Well Capacity and Production
    - i. See graph
2. Update on Treatment Plant
  - a. Needed Repairs and Improvements
    - i. Chlorine Tank
      1. Waiting on tank.
3. Corona Environmental Analysis
  - a. No update

# Instantaneous Production



Legend:   
 Current Demand   
 Capacity   
 July 2014 Demand

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

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

**MEMORANDUM**

**TO:** City Council

**FROM:** Soledad Ruiz-Nuñez, Finance Director/HR Coordinator

**DATE:** April 16, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider Contract Extension with Price, Paige, & Co.

**Recommendation:**

Motion to approve a two year extension for Price, Paige, & Co.

**Discussion:**

A two year extension of the contract with Price, Paige, & Co. for the audit is recommended due to their familiarity with the City's financials.

Price, Paige, & Co. is willing to audit the financial statements for year ended June 30, 2015 and 2016. Total fees for the fiscal year ended June 30, 2015 are not expected to exceed \$45,355 which includes a one-time fee of \$1,750 for the implementation of the new GASB 68 pension standard. Fees for the fiscal year ended June 30, 2016 are not expected to exceed \$43,605.

Any additional major programs will require additional audit fees and require approval from the Finance Director prior to commencing.

**Budget Impact:**

Cost would be included in the Finance Departments budget for 2015-2016 and 2016-2017.

City of

# CORCORAN

Police Department

FOUNDED 1914

STAFF REPORT  
ITEM #:7-B

April 14, 2015

To: Corcoran City Council  
From: Reuben P. Shortnacy, Chief of Police  
Subject: Surplus and retirement of canine

**Recommendation: (VV)**

That council considers Resolution No. 2775 regarding Surplus and Sale of Corcoran Police Department Canine and authorizes the change of ownership of the canine "Ollie" to his handler, Daniel McAlister, for \$1.

**Discussion:**

The police department's canine, Ollie, is 7 years old and health problems are limiting his ability to continue working. If we surplus Ollie we can transfer ownership to his handler. Attached is resolution 2775, declaring Ollie surplus. A Release of Liability and Change of Ownership will be executed as well.

**Budget:**

N/A

RESOLUTION NO. 2775

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

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

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

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

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

I hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Corcoran City Council duly called and held on the 20th day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED: \_\_\_\_\_  
Jerry Robertson, Mayor

ATTEST: \_\_\_\_\_  
Kendon Meik, City Clerk Pro Tem

**EXHIBIT "A"**  
Surplus Property - Police Canine

Name: Ollie  
Breed: Labrador Retriever  
Age: 7 years

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

**MEMORANDUM**

**TO:** City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 15, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider revisions to Title 8 Chapter 1 of the Municipal Code regarding water waste and water conservation.

**Recommendation:**

Provide direction on and approve revisions to Title 8 Chapter 1 of the Municipal Code regarding water waste and water conservation.

**Discussion:**

In response to the ongoing drought and recent directives issued by the State Water Board and outlined in the Governor's executive order, Staff has reviewed and revised the language of the Municipal Code relating to water waste and water conservation.

The following represents a summary of the proposed changes:

Stage 1 – Water Conservation

- Not voluntary
- Establishes prescribed watering times from April 1 to September 30 and from October 1 to March 31
- Adds language restricting rainfall after measurable rainfall
- Adds language to allow hotel operators to give guests the option of not laundering towels and linens on a daily basis

Stage 2 – Water Warning

- Establishes three day per week irrigation schedule for water customers
- Prohibits the washing of driveways, sidewalks, etc.

Stage 3 – Water Emergency

- Establishes two day per week irrigation schedule for water customers
- Prohibits washing of automobiles, trucks, etc. except at commercial car washes

#### Stage 4 – Water Crisis

- Establishes a one day per week irrigation schedule for water customers

#### State Regulations and Directives

- New language allows City to implement, upon publication, new directives required by the State or other regulatory agency

#### Violations/Enforcement

- New language establishes that any infraction of the water conservation ordinance is deemed to be a violation subject to civil citation. Fines and procedures set by existing language in the municipal code

Additional items for discussion include, but are not limited to the following items:

- Car wash fundraisers
- Enforcement – directed at water customer, property owner, or a combination of the two

#### **Budget Impact:**

Reduced water use will likely lead to a slight decrease in water revenues. However, the change in revenues will be offset by reduced treatment and operation costs.

#### **Attachment:**

Draft revisions to Title 8 Chapter 1 of the Municipal Code.

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**8-1-1: PURPOSE:**  

The City of Corcoran promotes water conservation and sustainable water use. It is the purpose and intent of this Chapter to minimize outdoor water use and to control unnecessary consumption of the available potable water supply of the City. (Ord. 487 N.S., 4-1-1991)

**8-1-2: AUTHORIZATION:**  

The City Manager is hereby authorized and directed to implement the applicable provisions of this Chapter upon his determination that such implementation is necessary to protect the public welfare and safety. (Ord. 487 N.S., 4-1-1991)

**8-1-3: APPLICATION:**  

The provisions of this Chapter shall apply to all persons, customers and properties within the service area of the City domestic water system. (Ord. 487 N.S., 4-1-1991)

**8-1-4: PROHIBITION OF WATER WASTE:**  

It shall be unlawful for any person to, in any manner, waste water supplied by the City. If the City Manager determines a water user receiving water from the City domestic water system is permitting water to be wasted, the City Manager may require the property owner and/or water user, at their own expense, to install a water meter and backflow prevention device upon the premises occupied by the water user and thereafter charge the property for water service at the rate established. The following uses of water are defined as a waste of water and are thereby prohibited:

- A. Irrigation: The use of domestic water which allows water to run off the premises or onto other areas of the premises not requiring irrigation. Every water user is deemed to have his/her water distribution lines and facilities under control at all times and know the manner and extent of his/her water use and excess runoff.
- B. Leaks: Excessive use, loss or escape of water through breaks, leaks or malfunctions in the water user's plumbing, distribution facilities, and outdoor irrigation system for any period of time after such escaped water should reasonably have been discovered and corrected. It shall be presumed that a period of forty eight (48) hours after discovery is a reasonable time within which to correct such leak or break. (Ord. 487 N.S., 4-1-1991)

Deleted: or

**8-1-5: OUTDOOR WATER USE, WATER CONSERVATION STAGES:**  

No one within the domestic water system of the City shall knowingly make, cause, use or permit the use of domestic water for residential, commercial, industrial, governmental or any other purpose in a manner contrary to the provisions of this Chapter or in an amount in excess of that use permitted by the water conservation stage in effect pursuant to action taken by the City Manager in accordance with provisions of this Chapter:

A. Water Conservation Stage 1: The following restrictions shall apply to all persons year-round unless and until public notification of implementation of a different water conservation stage.

1. All outdoor irrigation of lawn, gardens, landscaped areas, plants, trees, shrubs or other greenscape areas is prohibited as follows:

- From April 1 to September 30 between the hours of ten o'clock (10:00) A.M. and six o'clock (6:00) P.M.
- From October 1 through March 31 between the hours of ten o'clock (10:00) A.M. to two o'clock (2:00) P.M.

Exception: Commercial nurseries are exempt from Stage 1 irrigation restrictions but will be requested to curtail all nonessential water use.

2. The washing of automobiles, trucks, trailers, boats, airplanes and other types of vehicles, building exteriors, sidewalks, driveways, parking areas, courts, patios and other paved areas is permitted only when using a hand held hose equipped with a positive shut-off nozzle for quick rinses.

3. The operation of any ornamental fountain or other structure making similar use of water is prohibited unless the fountain uses a recycling system.

4. All restaurants are requested to serve water to customers only when specifically requested by customers.

5. No application of potable water to outdoor landscapes during and up to 48 hours after a measurable rainfall.

6. Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this options in each bathroom using clear and easily understood language(s).

B. Water Conservation Stage 2: Mandatory Compliance-Water Warning. Upon implementation by the City Manager, and publication of notice, the following restrictions shall apply to all persons: All elements of Water Conservation Stage 1 shall remain in effect in Water Conservation Stage 2 except that: (Ord. 487 N.S., 4-1-1991)

1. All outdoor irrigation of lawns, gardens, landscaped areas, plants, trees, shrubs or other greenscape areas shall occur only between the hours of eight o'clock (8:00) P. M. to eight o'clock (8:00) A.M. on designated days only which are as follows.

- Single Family Residential units with addresses ending in an even number – Monday, Wednesday, and Saturday
- Single Family Residential units with addresses ending in an odd number – Thursday, Thursday, and Sunday
- Businesses with addresses ending in an even number – Monday, Wednesday, and Friday
- Businesses with addresses ending in an odd number – Tuesday, Thursday, and Sunday
- Schools – Monday, Wednesday, or Saturday (or as set by agreement with the City of Corcoran)

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~~Deleted: 2~~

~~Deleted: or Water Conservation Stage 3 is made. Upon public notification of termination of Water Conservation Stage 3, then Water Conservation Stage 2 shall be in effect. On public notification of termination of Water Conservation Stage 2, then Water Conservation Stage 1 shall be in effect.~~

~~Deleted: Voluntary Compliance-Water Alert.~~

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a. A hand held hose equipped with a positive shut-off nozzle is used, or  
b. A drip irrigation system is used.~~

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- Parks – Tuesday, Friday, and Sunday
- Churches – Monday, Friday, and Sunday
- Multi – Family Residential units including Apartment Complexes – Tuesday, Thursday, and Saturday

2. The washing of sidewalks, driveways, parking areas, courts, patios and other paved areas is absolutely prohibited.

C. Water Conservation Stage 3: Mandatory Compliance-Water Emergency. Upon implementation by the City Manager, and publication of notice, the following restrictions shall apply to all persons: All elements of Water Conservation Stage 2 shall remain in effect in Water Conservation Stage 3 except that: (Ord. 487 N.S., 4-1-1991)

1. All outdoor irrigation of lawns, gardens, landscaped areas, plants, trees, shrubs or other greenscape areas shall occur only between the hours of seven o' clock (7:00) P. M. to three o' clock (3:00 ) A.M. on designated days only which are as follow,

- Single Family Residential units with addresses ending in an even number – Wednesday and Saturday
- Single Family Residential units with addresses ending in an odd number – Thursday and Sunday
- Businesses with addresses ending in an even number – Monday and Friday
- Businesses with addresses ending in an odd number – Tuesday and Saturday
- Schools – Wednesday and Saturday (or as set by agreement with the City of Corcoran)
- Parks – Tuesday and Friday
- Churches – Monday and Thursday
- Multi – Family Residential units including Apartment Complexes – Tuesday and Sunday

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Deleted: twelve o'clock (12:00) midnight to ten o'clock (10:00) A.M. and eight o'clock (8:00) P.M. to twelve o'clock (12:00) midnight on designated days. Dwellings or establishments with even numbered street addresses shall water only on Monday, Wednesday and Friday, subject to the time restrictions set forth above. Dwellings or establishments with odd numbered street addresses shall water only on Tuesdays, Thursdays and Saturdays, subject to the time restrictions set forth above. Anyone may water on Sundays subject to the time restrictions set forth above. (Ord. 487 N.S., 4-1-1991; 1996 Code)

1. The washing of automobiles, trucks, trailers, boats, airplanes, and other vehicles not occurring upon the immediate premises of car washing and commercial service stations and not in the immediate interest of public health, safety and welfare shall be prohibited.

2. Use of water from fire hydrants shall be limited to fire fighting and/or other activities when necessary to maintain the health, safety and welfare of the customers of the domestic water service area of the City.

3. Commercial nurseries and similar establishments shall water only on designated days and shall use only hand held hose, drip irrigation systems and hand held buckets.

4. The operation of any ornamental fountain or similar structure is prohibited. (Ord. 487 N.S., 4-1-1991)

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D. Water Conservation Stage 4: Mandatory Compliance-Water Crisis. Upon implementation by the City Manager and publication of notice, the following restrictions shall apply to all persons: All elements of Water Conservation Stage 2 and Stage 3 shall remain in effect in Water Conservation Stage 4 except that: (Ord. 487 N.S., 4-1-1991)

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1. All outdoor irrigation of lawns, gardens, landscape areas, plants, trees, shrubs or other greenscape areas shall be allowed only between the hours of seven o' clock (7:00) P. M. to twelve o' clock (12:00)

Midnight on those days as follows:

- Single Family Residential units with addresses ending in an even number – Wednesday
- Single Family Residential units with addresses ending in an odd number – Thursday
- Businesses with addresses ending in an even number – Friday
- Businesses with addresses ending in an odd number – Monday
- Schools – Saturday (or as set by agreement with the City of Corcoran)
- Parks – Tuesday
- Churches – Monday
- Multi – Family Residential units including Apartment Complexes – Sunday

**Deleted:** twelve o'clock (12:00) midnight to seven o'clock (7:00) A.M. and eight o'clock (8:00) P.M. to twelve o'clock (12:00) midnight on designated days. Exception; City Parks may water during the hours of eight o'clock (8:00) A.M. to six o'clock (6:00) P.M. to protect the investment in public parks. (Ord. 487 N.S., 4-1-1991; 1996 Code)

**Moved up [1]:** 2. The washing of automobiles, trucks, trailers, boats, airplanes, and other vehicles not occurring upon the immediate premises of car washing and commercial service stations and not in the immediate interest of public health, safety and welfare shall be prohibited.¶

3. Use of water from fire hydrants shall be limited to fire fighting and/or other activities when necessary to maintain the health, safety and welfare of the customers of the domestic water service area of the City.¶

4. Commercial nurseries and similar establishments shall water only on designated days and shall use only hand held hose, drip irrigation systems and hand held buckets.¶

5. The operation of any ornamental fountain or similar structure is prohibited. (Ord. 487 N.S., 4-1-1991)

D. The City may implement additional water conservation measures during any of the outlined water conservation stages in order to comply with State mandates or the directives of other regulatory agencies. Upon publication of notice, identified State mandates or regulations shall apply to all relevant water users.

#### **8-1-6: IMPLEMENTATION OF MANDATORY COMPLIANCE CONSERVATION STAGES:**



The City Public Works Department shall monitor the projected supply and demand for water within the City domestic water system and shall recommend to the City Manager the extent of the conservation requirements necessary. In order to ensure the water supply, the City Manager shall implement and/or terminate the particular Water Conservation Stage necessary. Thereafter, the City Manager may order that the appropriate phase or stage of conservation be implemented or terminated in accordance with the applicable provisions of this Chapter. Said notice shall be published in a newspaper of general circulation within the City at least once prior to its effective date. Said Water Conservation Stage shall remain in full force and effect until such time as the City Manager finds or determines that the condition which generated the need for the declaration of the Water Conservation Stage in effect is no longer in existence. At that time, the City Manager shall terminate the prevailing Water Conservation Stage in effect with an effective date identified. (Ord. 487 N.S., 4-1-1991)

#### **8-1-7: VIOLATIONS; ENFORCEMENT:**

Every violation determined to be an infraction is punishable by citations as provided in Title 1 Chapter 11 of the Municipal Code. Any person in violation of the water conservation measures outlined in this chapter shall be deemed guilty of a separate offense if the violation is not corrected within the timeframe stated on the citation. A citation may be contested as outlined in Section 1-11-15.

**Deleted:** In accordance with section 836.5 of the Penal Code of the State of California, the City Manager, the Finance Director, and the Public Works Director, all of the City, are hereby authorized to make arrests without warrants and issue citations for violation of this Chapter. (Ord. 487 N.S., 4-1-1991; 1996 Code)

**8-1-8: EXCEPTIONS:**

Consideration of written application for exceptions regarding the regulations and restrictions on water use, not otherwise set forth in this Chapter, shall be as follows:

A. Written application for exception may be granted by the City Manager, upon recommendation of the Public Works Department.

B. Exceptions may be granted if:

1. Compliance with this Chapter would cause unnecessary and undue hardship to the applicant, including but not limited to adverse economic impacts such as loss of production or jobs; or,
2. Compliance with this Chapter would cause a condition adversely affecting the health, sanitation, fire protection or safety of the applicant or the public. (Ord. 487 N.S., 4-1-1991)

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City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

**STAFF REPORT**

**ITEM #: 7-D**

**MEMO**

**TO:** Corcoran City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 16, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider Revisions to the City Clerk/Assistant to the City Manager Job Classification

**Recommendation:**

Approve the City Clerk/Assistant to the City Manager classification and job description.

**Discussion:**

The revised City Clerk/Assistant to the City Manager job classification clarifies responsibilities for a position that provides administrative assistance and clerical support to the City Council, City Boards and Commissions, and the various City departments.

**Budget Impact:**

The compensation scale for the City Clerk/Assistant to the City Manager position will not change from the current classification identified and approved in the current budget.

**Attachment:**

City Clerk/Assistant to the City Manager job description.



**CITY CLERK  
ASSISTANT TO THE CITY MANAGER**

Department:	City Manager	FLSA Status:	Exempt
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**GENERAL PURPOSE:** The City Clerk serves as the Clerk to the City Council and as the Clerk/Secretary to designated City agencies, boards, and commissions. As the Assistant to the City Manager, the position works under the direction of and reports to the City Manager assuming the administrative operations of the City Manager's office. The City Clerk/Assistant to the City Manager recognizes and maintains confidential information and materials and performs work with a high degree of independent judgment, tact and discretion.

**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.

- Prepares, distributes, and maintains official files and records for Council, City agencies, boards, and commissions; prepares, processes, distributes, and posts public notices, proclamations, agendas, minutes, bulletins, contracts, resolutions, ordinances, and other related documents; attends City Council and Board/Commission meetings.
- Manages and maintains the City's official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.
- Ensures compliance with applicable Federal and State laws relating to the responsibilities of a City Clerk including but not limited to: Ralph M. Brown Act, California Public Records Act, Maddy Act, California Elections Code, Conflict of Interest regulation and other applicable codes and or ordinances.
- Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting; and ensures that appropriate ethics training is available on a timely basis; distributes and processes FPPC documents and materials; serves as the filling officer for statements of economic interest for designated employees, officials, and candidates as required by law.
- Arranges and coordinates the municipal election nomination process, general elections and special elections, and coordinates with the County elections office; oversees recruitments for committees, boards, and commissions.
- Shall be the custodian of the City seal; maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required; and may administer oaths.

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~~Deleted: ; performs a variety of responsible and complex clerical, administrative, secretarial and administrative duties , and customer service duties for the City Manager, City Council and City Departments; coordinates the City's human resources activities; assists City Departments with the recruitment and hiring of new employees; assists with the administration of City's employee benefit programs; oversees the preparation, codification, and maintenance of the City's official records including the ; publication and dissemination of public documents and various official proceedings; ensures compliance with legal requirements for municipal record management; coordinates and conducts special projects; supervises assigned personnel;~~

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~~Serves as the Human Resources Specialist for the City; the Clerk/Executive Assistant to the City Manager and the serves as the Clerk to the City Council and as the Clerk/Secretary to designated City agencies, boards, and commissions; and serves as the Executive Assistant to the City Manager.~~

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~~<#>Participates in the development and administration of the City's personnel policies and procedures; recommends and assists in implementing policy revisions as required; provides assistance in reviewing and revising city-wide policies and procedures as (... [1]~~

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**JOB DESCRIPTION**  
**City Clerk**

- Provides administrative and clerical support to the City Manager and City Council; coordinates and conducts special projects in the City Manager's department and other City departments as assigned; responsible for the efficient operation of the Department's clerical duties and supervises, trains, and evaluates the work of assigned personnel.
- Under the direction of the City Manager assists with the City's human resources programs and activities pertaining to recruiting, employee orientation, training, performance evaluation, and benefits administration.
- Participates in the development and administration of the City's personnel policies and procedures; recommends and assists in implementing policy revisions as required; provides assistance in reviewing and revising city-wide policies and procedures as required.
- Updates, maintains, and ensures the confidentiality and security of the City's personnel records; responds to and processes various types of requests for public records and information.
- Assists in the development of the City budget and provides input and helps monitor the Council and City Manager's budgets.
- Coordinates and/or supervises the City's risk management program.
- Monitors bid process for projects and materials; assigns bid dates; officiates bid openings; retains or releases bid bonds; provides copies of bids to appropriate departments.
- Oversees the administration of the City's website, social media accounts, telephone system, and mailroom.
- Gathers, organizes and prepares information for reports, and presentations; composes clear and concise letters, reports, memoranda, correspondence and other written materials.
- Compiles and maintains complex, extensive and accurate records and files including electronic storage of records and files; coordinates and ensures compliance with records management and destruction.
- Makes appointments, arranges travel and conferences, coordinates special events; relieves supervisor of routine personnel, budget, payroll and purchasing duties.
- May assist with the customer service and administrative needs in other City departments.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Public Administration, Human Resources, Business or related field; AND four years progressively responsible experience working in local government or in the private sector; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Possession of, or ability to obtain within 6 months of appointment, certification of Notary Public.
- Certification as a Certified Municipal Clerk (CMC) is desirable.

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<b>Deleted:</b> <#>Ensures compliance with applicable Federal and State laws relating to the responsibilities of a City Clerk including but not limited to: Ralph M. Brown Act, California Public Records Act, Maddy Act, California Elections Code, Conflict of Interest regulation and other applicable codes and or ordinances.¶ <#>Arranges and coordinates the municipal election nomination process, general elections and special elections, and coordinates with the County elections office; orders and maintains election materials; oversees recruitments for committees, boards, and commissions. ¶
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<b>Deleted:</b> , and schedules use of designated City facilities.
<b>Deleted:</b> and meetings, and is responsible for the efficient operation of the Departments clerical duties.
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<b>Deleted:</b> <#>Coordinates and/or supervises the City's risk management function ¶
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**JOB DESCRIPTION**  
**City Clerk**

**Required Knowledge of:**

- City operations, policies, and procedures; functions, policies, and procedures of city government.
- Legal requirements relating to agendas, meeting proceedings, and record-keeping and maintenance.
- California elections law and procedures.
- Human resources principles, practices, policies and programs; knowledge of risk management principles.
- Principles and standards of records management, including legal requirements for retention and disclosure.
- General office equipment and standard computer software applications.
- Supervisory principles, practices, and methods.
- Works necessary hours and times to accomplish goals, objectives and required tasks; attend meetings in the evening and on weekends as required.

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**Required Skill in:**

- Report preparation and presentation; business and analytical report writing.
- Research methodologies; short and long-range planning.
- Serving as custodian of the City's official records and documents.
- Providing secretarial support and assistance to the City Manager and City Council.
- Coordinating the City's risk management, and assisting with human resources functions.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, vendors, and the general public.

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**Physical Demands / Work Environment:**

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

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Under the direction of the City Manager plans, coordinates, and implements the City's human resources programs and activities pertaining to recruiting, employee orientation, training, performance evaluation, and benefits administration.

Participates in the development and administration of the City's personnel policies and procedures; recommends and assists in implementing policy revisions as required; provides assistance in reviewing and revising city-wide policies and procedures as required..

Updates, maintains, and ensures the confidentiality and security of the City's personnel records; responds to and processes various types of requests for public records and information..

gathers, organizes and prepares information for reports, and presentations.

Provides assistance in reviewing and revising city-wide policies and procedures as required.

Responds to and processes various types of requests for public records and information.

Provides assistance in reviewing and revising city-wide policies and procedures as required.

Responsible for the efficient operation of the Department's clerical duties and supervises, trains, and evaluates the work of assigned personnel.

Manages and maintains the City's official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records.

Responds to and processes various types of requests for public records and information.

Communicates and coordinates with the Fair Political Practices Commission (FPPC) regarding Conflict of Interest reporting; and ensures that appropriate ethics training is available on a timely basis; distributes and processes FPPC documents and materials; serves as the filing officer for statements of economic interest for designated employees, officials, and candidates as required by law.

Provides administrative and clerical support to the City Manager and City Council; assists with requests and reports; coordinates and conducts special projects in the City Manager's department and other City departments as assigned.

Shall be the custodian of the City seal; maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required; and may administer oaths.

Assists in the development of the City budget and provides input and helps monitor the Council and City Manager's budgets; relieves supervisor of routine personnel, budget, payroll and purchasing duties.

May provide assistance in coordinating the City's recruiting, employee orientation, training, performance evaluation, health and benefits, and workers' compensation functions.

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Performs the duties of Safety Coordinator; administers the City's Safety Program; leads and/or participates in Safety Committee meetings.

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Monitors bid process for projects and materials; assigns bid dates; officiates bid openings; retains or releases bid bonds; provides copies of bids to appropriate departments.

Assists with and/or administers the maintenance of the City website, social media accounts, telephone system, and mailroom; and coordinates the reservation of City facilities.

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Participates in coordinating the City's risk management functions and administers and coordinates the City's Safety Program.

City of

# CORCORAN

A MUNICIPAL CORPORATION

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

**MEMO**

**TO:** Corcoran City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 16, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Authorize NHA Advisors to assist the City in renewing the underlying letter of credit associated the 2008 bond.

**Recommendation: (Voice Vote)**

Approve the proposed scope of work and authorize the City Manager to sign an agreement with NHA Advisors to provide financial analysis and support in renewing the letter of credit associated with the 2008 bond.

**Discussion:**

In November 2014, the City contracted with NHA Advisors to provide basic financial advisory services. The agreement allows for additional financial services contingent upon the approval of a proposed scope of work.

NHA Advisors has submitted a proposal to provide financial analysis and support as the City seeks a renewal of the letter of credit with MUFU for an additional three year period. The current letter of credit is set to expire in March 2016.

**Budget Impact:**

The proposed scope of work is based on an hourly rate schedule as proposed in the attached scope of work.

**Attachment:**

Exhibit D – Scope of work for financial analysis and support relating to letter of credit.

City Offices

EXHIBIT D

SCOPE OF SERVICES AND COMPENSATION SCHEDULE:

CITY OF CORCORAN ("CITY") CONSULTING SERVICES (WATER ENTERPRISE) PROJECT

**Objective**

City is currently reviewing its water enterprise operations and finances. Specifically, in light of the ongoing drought conditions, City is embarking upon an aggressive maintenance and repair program over the next two or more years. As part of this process, the City seeks to determine the most optimal method to finance these costs given its desire to maintain the strongest possible financial and operational position for the water enterprise. With respect to maintaining a strong financial position, City desires that its current letter of credit with MUFG remain in place and be renewed for an additional three year term past its current March, 2016 expiration.

**Scope of Services Task 1 – Financial Analysis & Support**

Consultant will provide multiple services to City to support their discussions with MUFG regarding the water enterprise and the existing letter of credit that MUFG provides. Consultant’s services will focus upon the City’s operations and capital plans, as well as key credit and financial metrics, outstanding obligations, existing debt service payments and bond covenants. Consultant will develop, as required, any and all necessary materials, correspondence and presentations needed to provide MUFG with timely and accurate information with which to analyze City’s water enterprise capital plans, operations and financial position. It is understood that Consultant will rely upon City’s data and staff to develop the needed information.

This scope of services is not necessarily inclusive of all tasks that Consultant will undertake during this project. As all projects are unique and each City has different processes and needs, Consultant commits to “doing what it takes” to facilitate that all parties collectively achieve a successful result for the City.

**Compensation Schedule.** For work described within this EXHIBIT D as Task 1 Services, Consultant will be compensated based upon the hourly rate schedule provided in the table to the right. Consultant will invoice City on a monthly basis for professional time and documented and approved expenses incurred during completion of the Project. All direct out-of-pocket expenses will be charged at cost and will not include travel-related expenses.

Staff Allocation	Hourly Rate
Principal	\$275
Vice President	\$225
Associate	\$175
Analyst	\$125
Administrative	\$ 75

\_\_\_\_\_  
NHA Advisors

\_\_\_\_\_  
Eric J. Scriven, Principal  
Date

\_\_\_\_\_  
City of Corcoran

\_\_\_\_\_  
Kindon Meik, City Manager  
Date

City of

# CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

## STAFF REPORT

ITEM #: 7-F

### MEMO

**TO:** Corcoran City Council

**FROM:** Kindon Meik, City Manager

**DATE:** April 16, 2015

**MEETING DATE:** April 20, 2015

**SUBJECT:** Consider approval of a Building Inspector/Code Enforcement Officer job classification and corresponding job description.

#### Recommendation:

Approve the Building Inspector/Code Enforcement Officer classification and job description.

#### Discussion:

With increased building activity and code enforcement issues, the Community Development Department is requesting to hire a building inspector/code enforcement officer. The attached job description combines two previously separate positions into a single classification.

#### Budget Impact:

It is anticipated that the Building Inspector/Code Enforcement Officer will begin employment in the 2015-2016 fiscal year and will be budgeted accordingly. In addition to building permit fees and vehicle abatement revenues, the position will be funded in part by the water fund to ensure compliance on water conservation measures approved by the Council.

#### Attachment:

Building Inspector/Code Enforcement Officer job description.

City Offices



## BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

Department:	Community Development	FLSA Status:	Non-Exempt
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**GENERAL PURPOSE:** Under the direction of the Community Development Director, coordinates and performs building inspections and code enforcement functions; responds to public inquiries regarding building and code enforcement related matters; conducts plan checks; investigates, identifies, documents and provides assistance in resolving code violations; prepares code enforcement and building inspection reports; 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.*

- Schedules, coordinates, and performs inspections of various types of residential, commercial, public buildings and/or structures; patrols the community and investigates for building and code related violations.
- Monitors plumbing, electrical, and mechanical installations for compliance with applicable building, health, and safety codes, ordinances, regulations, and standards.
- Provides assistance in conducting construction plan checks; monitors plans for compliance with applicable building codes and health/safety regulations;
- Identifies, documents and issues violation/citations to property owners and/or responsible parties; follows-up and ensures building and code compliance with necessary corrections.
- Responds to public inquiries, provides information and investigates code violation complaints from the general public and outside agencies regarding various types of building and code enforcement matters.
- Provides assistance with natural resource conservation programs and activities related to enforcement of conservation ordinances.
- Prepares and maintains service contract and communicates with contractors and property owners;
- Interprets, explains and enforces Federal, State, and Municipal Codes and Ordinances including, but not limited to, building, land use, zoning, health and safety, fire, signage, water conservation, vehicle/weed abatement and waste disposal.
- Attends and participates in various code enforcement and building inspection meetings and/or training sessions.
- Prepares and maintains a variety of inspection and code enforcement records, reports, and documentation.
- Performs other tasks as may be assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma or equivalent; AND two years' experience performing building inspections and code enforcement; OR an equivalent combination of education and experience.

### **Required Licenses or Certifications:**

- Certification as a Building Inspector issued by the International Code Council (ICC).
- Certification as a Code Enforcement Officer issued by the California Association of Code Enforcement Officers (CACEO) within one (1) year of hire.
- A PC832 Laws of Arrest Certificate within six (6) months of hire.
- Must possess a valid California Driver's License.

### **Required Knowledge of:**

- Department operations, policies, and procedures.
- California Building and International Residential codes.
- Laws and ordinances pertaining to code enforcement, zoning, and land use.

### **Required Knowledge of (continued):**

- Procedures for conducting building inspections and plan checks.
- Construction principles, methods, techniques, and materials.
- Inspection/enforcement records, reports, and documentation.

### **Required Skill in:**

- Coordinating and performing various types of building inspections and code enforcement.
- Monitoring construction for compliance with applicable building, health, and safety codes and regulations.
- Preparing and maintaining accurate inspection/enforcement records and documentation.
- Participating in plan check and code enforcement activities.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the general public.

### **Physical Demands / Work Environment:**

- Work is performed primarily in the field and in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders and stairs, working at heights, and lifting of objects up to 30 pounds.
- Exposure to variable weather conditions, buildings in various states of construction, machinery with moving parts, and hazardous chemicals/materials is involved.

Revised: April 2015



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

<b>DATE</b> Sent to Council/ Request made	<b>REQUEST</b>	<b>STATUS</b>	<b>DEPARTMENT RESPONSIBLE</b> Dept/Division
04/01/13	Council directed staff to explore options to establish electronic council packets (e-packets) and cost of tablets including funding options.	Ongoing	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.	Ongoing	City Manager
04/15/13	UPDATE: 11/04/13 Staff provided a draft agreement for review by Council and was authorized to commence review with Kings Estates.  08/19/13 Council discussed options to resolve utility and payment issues. Direction provided to legal counsel and staff.  04/15/13: Council directed staff to identify options for Kings Estates utility services/billing.	Ongoing	City Manager/ Public Works
07/01/13	UPDATE: 02/17/15 Council authorized NHA Advisors to prepare financial strategic plan. Plan will discuss city revenues and projected expenses.  09/16/13 Staff presented revenue generating options to Council. Council requested additional information on specific items.	Ongoing	City Manager
03/16/15	Council instructed Staff to review Title 8 Chapter 1 of the Municipal Code and return to City Council with recommendations on changes to the ordinance including necessary enforcement.	Ongoing	City Manager/ Public Works