

**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, November 2, 2015
6:00 P.M.**

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

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

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

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

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

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

ROLL CALL

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

INVOCATION
FLAG SALUTE

1. PUBLIC DISCUSSION

2. **CONSENT CALENDAR (VV)**
 - 2-A. Approval of minutes of the City Council regular meeting of October 19, 2015.
 - 2-B. Authorization to read ordinances and resolutions by title only.

3. **APPROPRIATIONS (VV)**
Approval of Warrant Register dated November 2, 2015. **(Meik) (VV)**

4. **PRESENTATIONS-** None

5. **PUBLIC HEARINGS** -None

6. **WRITTEN COMMUNICATIONS** - None

7. **STAFF REPORTS**
 - 7-A. Consider approval of Resolution No. 2811 implementing a one-day outdoor irrigation schedule for water customers. **(Meik)(VV)**

 - 7-B. Consider approval of Resolution No. 2812 implementing a Fixed Asset Policy. **(Meik)(VV)**

 - 7-C. Consider appointment to Kings County Commission on aging. **(Cruz)(VV)**

8. **MATTERS FOR MAYOR AND COUNCIL**
 - 8-A. Information Items

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

 - 8-C. Committee Reports

9. **CLOSED SESSION**
 - 9-A. **CONFERENCE WITH LABOR NEGOTIATOR(S)** (Government Code § 54957.6). It is the intention of this governing body to meet in closed-session to review its position and to instruct its designated representatives:
 - Designated representatives: Kindon Meik
 - Name of employee organization: CPOA, CLOCEA, Local 39, and Management

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

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 October 29, 2015.

Karla Cruz, City Clerk

**MINUTES
CORCORAN CITY COUNCIL,
JOINT POWERS FINANCE AUTHORITY,
SUCCESSOR AGENCY FOR CORCORAN RDA
& HOUSING AUTHORITY
REGULAR MEETING
Monday, October 19, 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, Raymond Lerma, Sidonio Palmerin, Jim Wadsworth and Jerry Robertson

Councilmembers absent:

Staff present: Karla Cruz, Michael Farley, Kindon Meik, Soledad Ruiz-Nuñez, Baldomero Rodriguez, Reuben Shortnacy, and Kevin Tromborg

Press present: Jeanette Todd, "The Corcoran Journal"

INVOCATION

Invocation was presented by Meik.

FLAG SALUTE

The flag salute was led by Cartwright.

1. PUBLIC DISCUSSION

Ron Subia, residing at 1801 Brokaw and representing the Relay for Life committee addressed the Council and thanked the City Council and staff for their past support of Relay for Life event. Subia noted the Corcoran chapter of Relay for Life recently received an award for their 12 team event. The award recognized the success the Corcoran team obtained by surpassing their original goal of raising \$19,000 by collecting \$25,343.

2. CONSENT CALENDAR

Following Council discussion a **motion** was made by Palmerin and seconded by Lerma to approve Consent Calendar: Motion carried by the following vote:

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

NOES: None

ABSENT: None

2-A. Approval of Minutes of the regular meeting of October 5, 2015.

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

2-C. Letter of support for the Western Water and American Food Security Act.

3. APPROPRIATIONS

Following Council discussion a **motion** was made by Cartwright and seconded by Wadsworth to approve the Warrant Register dated October 5, 2015. Motion carried by the following vote:

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

NOES: None

ABSENT: None

4. **PRESENTATIONS** – None

5. **PUBLIC HEARINGS**

5-A. The hearing to obtain comments on the intent to increase planning and engineering fees was tabled for further study.

6. **WRITTEN COMMUNICATIONS**

6-A. Following Council discussion the funding request made by Corcoran High School was considered, and a **motion** was made by Lerma and seconded by Cartwright to approve a donation of \$100 with the finding of necessity that the contribution would enhance the image of the City. Motion carried by the following vote:

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

NOES: Members: Robertson

ABSENT: None

7. **STAFF REPORTS**

7-A. Following Council discussion a **motion** was made by Wadsworth and seconded by Cartwright to approve the First Quarter Budget Report:

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

NOES: None

ABSENT: None

8. **MATTERS FOR MAYOR AND COUNCIL**

8-A. Council received information items.

8-B. Staff received referral items.

8-C. Committee reports.

9. **CLOSED SESSION**

At 6:46 p.m. Council recessed to closed session pursuant to:

9-A. **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): APNs: 034-143-072, and 030-204-002

Our Negotiator: Kindon Meik

Parties with whom negotiating: _____

Instructions to negotiator concerning: Price Terms of payment TBD

9-B. **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): Investment Properties

Our Negotiator: Kindon Meik

Parties with whom negotiating: _____

Instructions to negotiator concerning: Price Terms of payment TBD

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. PENDING LITIGATION (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:
Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(d)).

Initiation of litigation (Government Code § 54956.9(d)(4)).

Number of potential cases is: 1 .

The regular meeting was reconvened at 7:33p.m. Mayor Robertson reported direction was provided on items 9-A, 9-B, 9-C. No action taken on Item 9-D.

ADJOURNMENT

7:34 P.M.

Jerry Robertson, Mayor

Karla Cruz, City Clerk

APPROVED DATE: _____

Accounts Payable

Blanket Voucher Approval Document



User: SPineda
Printed: 10/22/2015 - 2:42PM
Warrant Request Date: 10/22/2015
DAC Fund:

Batch: 00523.10.2015 - 11/02/15 Warrant Register-M *FY 2015/2016*

| Line | Claimant | Voucher No. | Amount |
|--------------|------------------------------------|-------------|-------------|
| 1 | ASI Administrative Solutions, Inc | 000059293 | 80.90 |
| 2 | Augustus, Trent | 000059294 | 156.00 |
| 3 | Board of Equalization | 000059295 | 115.00 |
| 4 | BSK Associates | 000059296 | 1,671.00 |
| 5 | Buddy's Trophies & Advertising | 000059297 | 551.48 |
| 6 | California Cartridge Company | 000059298 | 723.48 |
| 7 | College of the Sequoias | 000059299 | 156.00 |
| 8 | Comcast | 000059300 | 203.57 |
| 9 | Corcoran High School | 000059301 | 100.00 |
| 10 | De La Cruz Lindsey, Ma Josephine C | 000059302 | 252.00 |
| 11 | Kings County Comm Dev Dept | 000059303 | 4,747.50 |
| 12 | Kings Waste & Recycling | 000059304 | 7,012.67 |
| 13 | MES, Medical Eye Services | 000059305 | 779.22 |
| 14 | Mutual of Omaha | 000059306 | 1,959.96 |
| 15 | Office Depot | 000059307 | 72.68 |
| 16 | PG&E | 000059308 | 609.27 |
| 17 | Principal, PLIC-SBD Grand Island | 000059309 | 5,246.40 |
| 18 | Quad Knopf, Inc. | 000059310 | 391.17 |
| 19 | Select Business Systems | 000059311 | 2,088.62 |
| 20 | Sidonio Palmerin | 000059312 | 22.20 |
| 21 | State Board of Equalization | 000059313 | 11.00 |
| 22 | The Gas Company | 000059314 | 87.37 |
| 23 | The Printer | 000059315 | 65.18 |
| 24 | Tromborg, Kevin | 000059316 | 326.14 |
| 25 | United Health Care | 000059317 | 49,486.50 |
| 26 | Verizon California | 000059318 | 354.34 |
| | | | <hr/> |
| Page Total: | | | \$77,269.65 |
| | | | <hr/> |
| Grand Total: | | | \$77,269.65 |

Accounts Payable

Voucher Approval List

User: SPineda
 Printed: 10/22/2015 - 2:43PM
 Batch: 00523.10.2015 - 11/02/15 Warrant Register-Manual Batch **FY2015/2b16**



| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|-----------------------------------|--|-----------------|-----------------|
| 59293 | 10/22/2015 | ASI Administrative Solutions, Inc | cobra admin 2015 | 104-402-300-200 | 80.90 |
| Warrant Total: | | | | | 80.90 |
| 59295 | 10/22/2015 | Board of Equalization | EVIDENT INV#95483A SALES TAX ⁴ | 104-421-300-210 | 14.62 |
| 59295 | 10/22/2015 | Board of Equalization | ANIMAL CARE EQUIPT INV#37302 SALES TAX | 104-421-300-210 | 1.53 |
| 59295 | 10/22/2015 | Board of Equalization | INDUSTRIAL TEST SYSTEMS INV#1048451 SALES TAX | 105-437-300-210 | 42.77 |
| 59295 | 10/22/2015 | Board of Equalization | EVIDENT INV#97750A SALES TAX | 104-421-300-210 | 5.87 |
| 59295 | 10/22/2015 | Board of Equalization | EVIDENT INV#97750B SALES TAX | 104-421-300-210 | 2.19 |
| 59295 | 10/22/2015 | Board of Equalization | BIG SAUR INV#2194092 SALES TAX | 104-421-300-210 | 48.02 |
| Warrant Total: | | | | | 115.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 60.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 136.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 90.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/NITRATE/COLIFORM | 105-437-300-200 | 60.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 136.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 17.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 136.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/AMMONIA/COLIFORM/NITRATE | 105-437-300-200 | 320.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 60.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 60.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 136.00 |
| 59296 | 10/22/2015 | BSK Associates | COLIFORM PRESENCE/ABSENSE | 105-437-300-200 | 136.00 |
| 59296 | 10/22/2015 | BSK Associates | AMMONIA/ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 90.00 |
| 59296 | 10/22/2015 | BSK Associates | ARSENIC/COLIFORM/NITRATE | 105-437-300-200 | 60.00 |
| 59296 | 10/22/2015 | BSK Associates | BOD/EC/S,/TSS PLANT IFN/EFF/LAG | 120-435-300-200 | 174.00 |
| Warrant Total: | | | | | 1,671.00 |
| 59297 | 10/22/2015 | Buddy's Trophies & Advertising | clear acrylic desk wedge for public works director | 104-401-300-210 | 35.00 |
| 59297 | 10/22/2015 | Buddy's Trophies & Advertising | employee anniversary awards | 104-401-300-215 | 516.48 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|---------------------------------|---|-----------------|-----------------|
| 59305 | 10/22/2015 | Medical Eye Services MES | TRANIST FUND | 145-000-202-011 | 98.97 |
| Warrant Total: | | | | | 779.22 |
| 59306 | 10/22/2015 | Mutual of Omaha | GENERAL FUND | 104-000-202-011 | 1,430.51 |
| 59306 | 10/22/2015 | Mutual of Omaha | WATER FUND | 105-000-202-011 | 72.87 |
| 59306 | 10/22/2015 | Mutual of Omaha | STREET FUND | 109-000-202-011 | 22.75 |
| 59306 | 10/22/2015 | Mutual of Omaha | SWEEPER/REFUSE FUND | 112-000-202-011 | 103.00 |
| 59306 | 10/22/2015 | Mutual of Omaha | SEWER FUND | 120-000-202-011 | 105.41 |
| 59306 | 10/22/2015 | Mutual of Omaha | STORM DRAIN FUND | 121-000-202-011 | 11.71 |
| 59306 | 10/22/2015 | Mutual of Omaha | TRANSIT FUND | 145-000-202-011 | 213.71 |
| Warrant Total: | | | | | 1,959.96 |
| 59307 | 10/22/2015 | Office Depot | OFFICE SUPPLIES | 104-407-300-210 | 27.84 |
| 59307 | 10/22/2015 | Office Depot | OFFICE SUPPLIES | 104-432-300-150 | 9.48 |
| 59307 | 10/22/2015 | Office Depot | OFFICE SUPPLIES | 104-432-300-150 | 35.36 |
| Warrant Total: | | | | | 72.68 |
| 59308 | 10/22/2015 | PG&E | ACCT#3357250173-3 | 104-000-120-022 | 609.27 |
| Warrant Total: | | | | | 609.27 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | GEN FUND | 104-000-202-011 | 3,426.78 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | WATER FUND | 105-000-202-011 | 406.25 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | STREET FUND | 109-000-202-011 | 130.11 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | SWEEPER/REFUSE FUND | 112-000-202-011 | 130.11 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | SEWER FUND | 120-000-202-011 | 432.09 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | STORM DRAIN FUND | 121-000-202-011 | 48.01 |
| 59309 | 10/22/2015 | PLIC-SBD Grand Island Principal | TRANSIT FUND | 145-000-202-011 | 673.05 |
| Warrant Total: | | | | | 5,246.40 |
| 59310 | 10/22/2015 | Quad Knopf, Inc. | WEB BASED GIS ANNUAL SERVER HOSTING | 104-407-300-200 | 230.77 |
| 59310 | 10/22/2015 | Quad Knopf, Inc. | PROFESSIONAL SERVICES | 104-406-300-200 | 70.40 |
| 59310 | 10/22/2015 | Quad Knopf, Inc. | PROFESSIONAL SERVICES | 104-406-300-200 | 90.00 |
| Warrant Total: | | | | | 391.17 |
| 59311 | 10/22/2015 | Select Business Systems | SHARP MX-4101-PERIOD:7/12/15-10/11/15-CONTRACT#14510: | 104-432-300-140 | 2,088.62 |
| Warrant Total: | | | | | 2,088.62 |
| 59312 | 10/22/2015 | Sidonio Palmerin | TRAVEL REIMBURSE SSJVD MTG HANFORD, CA | 104-401-300-270 | 22.20 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|-----------------------------|---------------------------------------|-----------------|------------------|
| Warrant Total: | | | | | 22.20 |
| 59313 | 10/22/2015 | State Board of Equalization | DIESEL FUEL TAX 3RD QTR JULY-SEPT2015 | 145-410-300-250 | 11.00 |
| Warrant Total: | | | | | 11.00 |
| 59314 | 10/22/2015 | The Gas Company | ACCT#20001594009 | 104-432-300-242 | 21.12 |
| 59314 | 10/22/2015 | The Gas Company | ACCT#06981596833 | 104-432-320-242 | 24.96 |
| 59314 | 10/22/2015 | The Gas Company | ACCT#00888349024 | 104-411-300-242 | 13.81 |
| 59314 | 10/22/2015 | The Gas Company | ACCT#17151733304 | 301-430-300-316 | 27.48 |
| Warrant Total: | | | | | 87.37 |
| 59315 | 10/22/2015 | The Printer | PRINTING SERVICES | 104-421-300-155 | 65.18 |
| Warrant Total: | | | | | 65.18 |
| 59294 | 10/22/2015 | Trent Augustus | assertive supervision 10/28-29/15 | 104-421-300-270 | 156.00 |
| Warrant Total: | | | | | 156.00 |
| 59317 | 10/22/2015 | United Health Care | GEN FUND | 104-000-202-011 | 30,787.31 |
| 59317 | 10/22/2015 | United Health Care | WATER FUND | 105-000-202-011 | 5,027.40 |
| 59317 | 10/22/2015 | United Health Care | STREET FUND | 109-000-202-011 | 1,539.00 |
| 59317 | 10/22/2015 | United Health Care | SWEEPER/REFUSE FUND | 112-000-202-011 | 1,595.85 |
| 59317 | 10/22/2015 | United Health Care | SEWER FUND | 120-000-202-011 | 3,283.07 |
| 59317 | 10/22/2015 | United Health Care | STORM DRAIN FUND | 121-000-202-011 | 364.79 |
| 59317 | 10/22/2015 | United Health Care | TRANSIT FUND | 145-000-202-011 | 5,718.79 |
| 59317 | 10/22/2015 | United Health Care | COBRA | 105-000-202-010 | 1,170.29 |
| Warrant Total: | | | | | 49,486.50 |
| 59318 | 10/22/2015 | Verizon California | ACCT#43904 | 104-432-300-220 | 354.34 |
| Warrant Total: | | | | | 354.34 |

Accounts Payable

Blanket Voucher Approval Document



User: spineda
Printed: 10/26/2015 - 12:49PM
Warrant Request Date: 10/26/2015
DAC Fund:

Batch: 00524.10.2015 - 10/26/15-IRS payroll taxes FY2015/2016

| Line | Claimant | Voucher No. | Amount |
|------|------------------------|-------------|--------|
| 1 | United States Treasury | 000059319 | 0.12 |

Page Total: \$0.12

Grand Total: \$0.12

Accounts Payable

Voucher Approval List

User: spineda
Printed: 10/26/2015 - 12:49PM
Batch: 00524.10.2015 - 10/26/15-IRS payroll taxes 3rd Qtr 2015 *FY 2015/2016*



| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|------------------------|----------------------------|-----------------|-------------|
| 59319 | 10/26/2015 | United States Treasury | 3rd Qtr Payroll taxes 2015 | 104-000-202-011 | 0.12 |
| Warrant Total: | | | | | 0.12 |

Accounts Payable

Blanket Voucher Approval Document



User: spineda
Printed: 10/28/2015 - 9:44AM
Warrant Request Date: 11/02/2015
DAC Fund:

Batch: 00501.11.2015 - 11/02/2015 Warrent Registe **FY2015/2016**

| Line | Claimant | Voucher No. | Amount |
|------|--|-------------|------------|
| 1 | Accela, Inc., #774375 | 000059320 | 1,269.00 |
| 2 | Amtrak | 000059321 | 1,300.00 |
| 3 | Amtrak | 000059322 | 520.00 |
| 4 | Amtrak | 000059323 | 1,625.00 |
| 5 | Amtrak | 000059324 | 1,625.00 |
| 6 | Amtrak | 000059325 | 590.00 |
| 7 | Amtrak | 000059326 | 590.00 |
| 8 | Amtrak | 000059327 | 590.00 |
| 9 | Amtrak | 000059328 | 590.00 |
| 10 | Bega, Valeric | 000059329 | 222.83 |
| 11 | Behavior Analysis Training Institute, Inc. | 000059330 | 481.00 |
| 12 | Best Deal Food Co Inc. | 000059331 | 13.95 |
| 13 | C. A. Reding Company, Inc | 000059332 | 37.91 |
| 14 | California Department of Transportation | 000059333 | 52.12 |
| 15 | California Transit Association | 000059334 | 475.00 |
| 16 | Chemical Waste Management Inc | 000059335 | 2,613.25 |
| 17 | City of Avenal | 000059336 | 3,106.00 |
| 18 | City of Fresno-Police Department | 000059337 | 155.00 |
| 19 | Cocola Broadcasting Co | 000059338 | 100.00 |
| 20 | College of the Sequoias | 000059339 | 743.00 |
| 21 | Comcast | 000059340 | 191.74 |
| 22 | Corcoran City Petty Cash | 000059341 | 163.03 |
| 23 | Cruz, Karla | 000059342 | 108.49 |
| 24 | Dura Tech USA, Inc. | 000059343 | 6,297.85 |
| 25 | GMS, Inc. | 000059344 | 232.50 |
| 26 | Grainger Inc | 000059345 | 426.32 |
| 27 | Haaker Equipment Company | 000059346 | 478.26 |
| 28 | High Desert Wireless Broadband | 000059347 | 5,795.98 |
| 29 | HUB International | 000059348 | 2,380.90 |
| 30 | Keller Ford Lincoln | 000059349 | 229.71 |
| 31 | Kings County Area Public Transit | 000059350 | 1,480.00 |
| 32 | Kings County Tax Collector | 000059351 | 249.18 |
| 33 | Oliver Whitaker Co. | 000059352 | 261.06 |
| 34 | PG&E | 000059353 | 125,321.08 |
| 35 | Pumping Solutions, Inc | 000059354 | 50.05 |
| 36 | Quad Knopf, Inc. | 000059355 | 1,479.04 |
| 37 | Quality Pool Service | 000059356 | 2,102.50 |
| 38 | Randstad | 000059357 | 992.00 |
| 39 | Recreation Association of Corcoran | 000059358 | 14,598.67 |
| 40 | San Diego Police Equipment Co | 000059359 | 7,128.81 |
| 41 | SANTA ROSA JUNIOR COLLEGE | 000059360 | 148.00 |
| 42 | Shyam Bhaskar, MD | 000059361 | 20.00 |
| 43 | State Water Res Control Board | 000059362 | 5,382.89 |
| 44 | State Water Resources Control | 000059363 | 230.00 |
| 45 | Superior Electric Works Inc. | 000059364 | 210.00 |
| 46 | TF Tire & Service | 000059365 | 575.64 |

Page Total: \$193,232.76

| Line | Claimant | Voucher No. | Amount |
|--------------|-----------------------------|-------------|--------------|
| 47 | The Printer | 000059366 | 35.57 |
| 48 | Toshiba Financial Services | 000059367 | 324.46 |
| 49 | Turnupseed Electric Svc Inc | 000059368 | 679.75 |
| 50 | Univar USA Inc | 000059369 | 4,407.10 |
| 51 | unWired Broadband | 000059370 | 199.95 |
| 52 | Verizon California | 000059371 | 1,159.59 |
| 53 | Verizon Wireless | 000059372 | 110.43 |
| 54 | Veterans Outreach | 000059373 | 250.00 |
| 55 | Wright's Electric | 000059374 | 27.11 |
| 56 | Zim Industries, Inc | 000059375 | 626,868.90 |
| 57 | Zoom Imaging Solutions Inc | 000059376 | 19.30 |
| Page Total: | | | \$634,082.16 |
| Grand Total: | | | \$827,314.92 |

Accounts Payable

Voucher Approval List

User: spineda
 Printed: 10/28/2015 - 9:44AM
 Batch: 00501.11.2015 - 11/02/2015 Warrent Register FY 2015/2016



| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|--|--------------------------------------|-----------------|-----------------|
| 59320 | 11/2/2015 | #774375 Accela, Inc. | aug and sept web payment fee | 104-405-300-200 | 1,269.00 |
| Warrant Total: | | | | | 1,269.00 |
| 59325 | 11/2/2015 | Amtrak | TICKETS/ TEN 10-RIDE PASSES | 145-410-300-292 | 590.00 |
| 59326 | 11/2/2015 | Amtrak | TICKETS/ TEN 10-RIDE PASSES | 145-410-300-292 | 590.00 |
| 59328 | 11/2/2015 | Amtrak | TICKETS/ TEN 10-RIDE PASSES | 145-410-300-292 | 590.00 |
| 59327 | 11/2/2015 | Amtrak | TICKETS/ TEN 10-RIDE PASSES | 145-410-300-292 | 590.00 |
| 59322 | 11/2/2015 | Amtrak | TICKETS/ 40 CORCORAN TO HANF | 145-410-351-076 | 260.00 |
| 59322 | 11/2/2015 | Amtrak | TICKETS/ 40 HANF TO CORC | 145-410-351-076 | 260.00 |
| 59321 | 11/2/2015 | Amtrak | TICKETS/ 100 CORC TO HANF | 145-410-351-076 | 650.00 |
| 59321 | 11/2/2015 | Amtrak | TICKETS/ 100 HANF TO CORC | 145-410-351-076 | 650.00 |
| 59323 | 11/2/2015 | Amtrak | TICKETS /125 CORC TO HANF | 145-410-351-076 | 812.50 |
| 59323 | 11/2/2015 | Amtrak | TICKETS /125 HANF TO CORC | 145-410-351-076 | 812.50 |
| 59324 | 11/2/2015 | Amtrak | TICKETS /125 CORCO TO HANF | 145-410-351-076 | 812.50 |
| 59324 | 11/2/2015 | Amtrak | TICKETS /125 HANF TO CORC | 145-410-351-076 | 812.50 |
| Warrant Total: | | | | | 7,430.00 |
| 59330 | 11/2/2015 | Behavior Analysis Training Institute, Inc. | registratation fee for Oscar Torres | 104-421-300-270 | 481.00 |
| Warrant Total: | | | | | 481.00 |
| 59331 | 11/2/2015 | Best Deal Food Co Inc. | animal control food | 104-421-300-203 | 13.95 |
| Warrant Total: | | | | | 13.95 |
| 59332 | 11/2/2015 | C. A. Reding Company, Inc | copier lease-depot | 145-410-300-180 | 37.91 |
| Warrant Total: | | | | | 37.91 |
| 59333 | 11/2/2015 | California Department of Transportation | SIGNALS & LIGHTING JULY TO SEPT 2015 | 109-434-300-160 | 52.12 |
| Warrant Total: | | | | | 52.12 |
| 59334 | 11/2/2015 | California Transit Association | california transit assoc conference | 145-410-300-270 | 475.00 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-------------|--------------|----------------------------------|--------------------------------------|-----------------------|-----------------|
| | | | | Warrant Total: | 475.00 |
| 59335 | 11/2/2015 | Chemical Waste Management Inc | FILTER SLUDGE PRESS DISPOSAL | 105-437-300-193 | 2,253.25 |
| 59335 | 11/2/2015 | Chemical Waste Management Inc | CONTAINER RENTAL | 105-437-300-200 | 360.00 |
| | | | | Warrant Total: | 2,613.25 |
| 59336 | 11/2/2015 | City of Avenal | AC SVC AGREEMENT AUG 2015 INVOICE | 104-421-300-203 | 3,106.00 |
| | | | | Warrant Total: | 3,106.00 |
| 59337 | 11/2/2015 | City of Fresno-Police Department | CADET E. NUNEZ/EVOC FEE COS | 104-421-300-270 | 155.00 |
| | | | | Warrant Total: | 155.00 |
| 59338 | 11/2/2015 | Cocola Broadcasting Co | DEPOSIT REFUND | 104-000-362-085 | 100.00 |
| | | | | Warrant Total: | 100.00 |
| 59339 | 11/2/2015 | College of the Sequoias | ERICK NUNEZ PRADO/ACADEMY MODULE FEE | 104-421-300-270 | 743.00 |
| | | | | Warrant Total: | 743.00 |
| 59340 | 11/2/2015 | Comcast | INTERNET SERVICE WWTP | 120-435-300-220 | 191.74 |
| | | | | Warrant Total: | 191.74 |
| 59341 | 11/2/2015 | Corcoran City Petty Cash | INMATE MEALS | 104-421-300-148 | 2.87 |
| 59341 | 11/2/2015 | Corcoran City Petty Cash | MEETING SUPPLIES | 104-421-300-270 | 21.72 |
| 59341 | 11/2/2015 | Corcoran City Petty Cash | P. CASTRO LUNCH PER DIEM | 104-421-300-270 | 24.00 |
| 59341 | 11/2/2015 | Corcoran City Petty Cash | J. HARRIS LUNCH PER DIEM | 104-421-300-270 | 24.00 |
| 59341 | 11/2/2015 | Corcoran City Petty Cash | P. JURDON PER DIEM 11550 CLASS | 104-421-300-270 | 90.44 |
| | | | | Warrant Total: | 163.03 |
| 59343 | 11/2/2015 | Dura Tech USA, Inc. | TABLET/EQUIPMENT | 114-414-500-540 | 6,297.85 |
| | | | | Warrant Total: | 6,297.85 |
| 59344 | 11/2/2015 | GMS, Inc. | gms services client#323 | 178-441-300-200 | 232.50 |
| | | | | Warrant Total: | 232.50 |
| 59345 | 11/2/2015 | Grainger Inc | STAINLESS WIRE/CABLE | 120-435-300-140 | 426.32 |
| | | | | Warrant Total: | 426.32 |
| 59346 | 11/2/2015 | Haaker Equipment Company | UNIT#208-MISC PARTS | 120-435-300-260 | 478.26 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|----------------------------------|--|-----------------|-----------------|
| Warrant Total: | | | | | 478.26 |
| 59347 | 11/2/2015 | High Desert Wireless Broadband | DC UNIT MODIFICATION TO SQUAD UNIT | 104-421-500-540 | 5,795.98 |
| Warrant Total: | | | | | 5,795.98 |
| 59348 | 11/2/2015 | HUB International | EVENT LIABILITY INSURANCE-COTTON FESTIVAL | 104-000-362-085 | 2,380.90 |
| Warrant Total: | | | | | 2,380.90 |
| 59342 | 11/2/2015 | Karla Cruz | ERMA TRAINING-10/6/15 -KARLA CRUZ | 104-401-300-271 | 108.49 |
| Warrant Total: | | | | | 108.49 |
| 59349 | 11/2/2015 | Keller Ford Lincoln | SEAT BELT ASSY UNIT#161 | 145-410-300-210 | 229.71 |
| Warrant Total: | | | | | 229.71 |
| 59350 | 11/2/2015 | Kings County Area Public Transit | \$3.00 VALUE PASS X60 | 145-410-300-293 | 180.00 |
| 59350 | 11/2/2015 | Kings County Area Public Transit | \$10.00 VALUE PASS X30 | 145-410-300-293 | 300.00 |
| 59350 | 11/2/2015 | Kings County Area Public Transit | \$50.00 VALUE PASS X20 | 145-410-300-293 | 1,000.00 |
| Warrant Total: | | | | | 1,480.00 |
| 59351 | 11/2/2015 | Kings County Tax Collector | TAX-RAIL ROAD SECT 12/21/22 PARCEL#034-014-015-000 | 104-432-300-160 | 249.18 |
| Warrant Total: | | | | | 249.18 |
| 59352 | 11/2/2015 | Oliver Whitaker Co. | ALTERNATOR UNIT#134 | 112-438-300-140 | 261.06 |
| Warrant Total: | | | | | 261.06 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 111-601-300-240 | 9.53 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 145-410-300-240 | 1,218.14 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 104-411-300-240 | 3,725.67 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 104-412-300-240 | 975.76 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 104-432-300-240 | 7,890.61 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 104-432-320-240 | 344.18 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 109-434-300-240 | 323.23 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 120-435-300-240 | 26,350.05 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 121-439-300-240 | 1,026.83 |
| 59353 | 11/2/2015 | PG&E | ACCT#99497000756-9 | 105-437-300-240 | 78,122.75 |
| 59353 | 11/2/2015 | PG&E | ACCT#5304135173-45 | 111-601-300-240 | 81.02 |
| 59353 | 11/2/2015 | PG&E | ACCT#5304135173-45 | 111-603-300-240 | 8.47 |
| 59353 | 11/2/2015 | PG&E | ACCT#5304135173-45 | 111-604-300-240 | 100.55 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|------------------------------------|---------------------------------------|-----------------|-------------------|
| 59353 | 11/2/2015 | PG&E | ACCT#5304135173-45 | 104-412-300-240 | 16.74 |
| 59353 | 11/2/2015 | PG&E | ACCT#5304135173-45 | 109-434-300-240 | 5,127.55 |
| Warrant Total: | | | | | 125,321.08 |
| 59354 | 11/2/2015 | Pumping Solutions, Inc | MUFFLER PLATE PRO FLO | 105-437-300-140 | 50.05 |
| Warrant Total: | | | | | 50.05 |
| 59355 | 11/2/2015 | Quad Knopf, Inc. | WELL 11A ENGINEERING SERVICES | 105-437-300-200 | 81.00 |
| 59355 | 11/2/2015 | Quad Knopf, Inc. | SUREVEY | 105-437-300-200 | 446.04 |
| 59355 | 11/2/2015 | Quad Knopf, Inc. | OTIS-GRACE DRAIN BASIN RESEARCH | 121-439-300-200 | 180.00 |
| 59355 | 11/2/2015 | Quad Knopf, Inc. | STORM DRAIN MASTER PLAN UPDATE | 121-439-300-200 | 215.80 |
| 59355 | 11/2/2015 | Quad Knopf, Inc. | STORM DRAIN MASTER PLAN MAPS | 121-439-300-200 | 556.20 |
| Warrant Total: | | | | | 1,479.04 |
| 59356 | 11/2/2015 | Quality Pool Service | MONTHLY SERVICE | 104-411-300-200 | 850.00 |
| 59356 | 11/2/2015 | Quality Pool Service | BULK CHLORINE | 104-411-300-200 | 1,252.50 |
| Warrant Total: | | | | | 2,102.50 |
| 59357 | 11/2/2015 | Randstad | TEMP WORKER JOSE PONCE WWTP | 120-435-100-103 | 620.00 |
| 59357 | 11/2/2015 | Randstad | TEMP WORKER JOSE PONCE WWTP | 120-435-100-103 | 372.00 |
| Warrant Total: | | | | | 992.00 |
| 59358 | 11/2/2015 | Recreation Association of Corcoran | QUARTERLY PAYMENT TO RAC -1ST QUARTER | 104-411-300-206 | 14,598.67 |
| Warrant Total: | | | | | 14,598.67 |
| 59359 | 11/2/2015 | San Diego Police Equipment Co | ARMORY SUPPLIES | 104-421-300-210 | 798.75 |
| 59359 | 11/2/2015 | San Diego Police Equipment Co | ARMORY SUPPLIES | 104-421-300-210 | 6,330.06 |
| Warrant Total: | | | | | 7,128.81 |
| 59360 | 11/2/2015 | SANTA ROSA JUNIOR COLLEGE | AJ 631 10/19 -30/15 GI Padama | 104-421-300-270 | 148.00 |
| Warrant Total: | | | | | 148.00 |
| 59361 | 11/2/2015 | Shyam Bhaskar, MD | POLICE DEPT EMPLOYEE PHYSICAL | 104-421-300-200 | 20.00 |
| Warrant Total: | | | | | 20.00 |
| 59362 | 11/2/2015 | State Water Res Control Board | FEES FOR 7/1/14-6/30/15 | 105-437-300-160 | 5,382.89 |
| Warrant Total: | | | | | 5,382.89 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-----------------------|--------------|-------------------------------|---|-----------------|-----------------|
| 59363 | 11/2/2015 | State Water Resources Control | GD 2 CERTIFICATION RENEWAL -MATT CHAVEZ | 120-435-300-160 | 230.00 |
| Warrant Total: | | | | | 230.00 |
| 59364 | 11/2/2015 | Superior Electric Works Inc. | TERMINATION OF FEEDER WIRING | 105-437-300-140 | 210.00 |
| Warrant Total: | | | | | 210.00 |
| 59365 | 11/2/2015 | TF Tire & Service | TIRE REPLACEMENT X4 UNTI#198 | 104-421-300-260 | 575.64 |
| Warrant Total: | | | | | 575.64 |
| 59366 | 11/2/2015 | The Printer | TAXES NOT PAID FOR ON ORIGINAL INVOICE#43856 | 104-407-300-210 | 35.57 |
| Warrant Total: | | | | | 35.57 |
| 59367 | 11/2/2015 | Toshiba Financial Services | COPIER SERVICE RENTAL | 104-421-300-210 | 324.46 |
| Warrant Total: | | | | | 324.46 |
| 59368 | 11/2/2015 | Tumupseed Electric Svc Inc | REPLACE AREATOR POWER CABLE | 120-435-300-140 | 383.52 |
| 59368 | 11/2/2015 | Tumupseed Electric Svc Inc | PEPAIR BURNED CORD ON FLOAT/CONDUCTOR | 120-435-300-140 | 296.23 |
| Warrant Total: | | | | | 679.75 |
| 59369 | 11/2/2015 | Univar USA Inc | UNDERBILLED ON FO553371-SOD HYPO | 105-437-300-219 | 13.87 |
| 59369 | 11/2/2015 | Univar USA Inc | SOD HYPO | 105-437-300-219 | 4,393.23 |
| Warrant Total: | | | | | 4,407.10 |
| 59370 | 11/2/2015 | unWired Broadband | INTERNET SERVICE | 105-437-300-220 | 199.95 |
| Warrant Total: | | | | | 199.95 |
| 59329 | 11/2/2015 | Valerie Bega | CALIFORNIA TRANSIT ASSOC CONF PER DIEM | 145-410-300-270 | 222.83 |
| Warrant Total: | | | | | 222.83 |
| 59371 | 11/2/2015 | Verizon California | DEPT/CELLULAR/AIR CARD SVC ACCT#672038320-00001 | 104-421-300-220 | 1,159.59 |
| Warrant Total: | | | | | 1,159.59 |
| 59372 | 11/2/2015 | Verizon Wireless | CELL PHONE SERVICE | 145-410-300-220 | 107.28 |
| 59372 | 11/2/2015 | Verizon Wireless | CELL PHONE SERVICE | 105-437-300-220 | 3.15 |
| Warrant Total: | | | | | 110.43 |
| 59373 | 11/2/2015 | Veterans Outreach | WA/CLEAN UP: 1216 BROKAW AVE. | 104-407-300-190 | 250.00 |

| Voucher No. | Warrant Date | Vendor | Description | Account Number | Amount |
|-------------|--------------|----------------------------|--------------------------------|-----------------------|-------------------|
| | | | | Warrant Total: | 250.00 |
| 59374 | 11/2/2015 | Wright's Electric | LIGHTS FOR CHRISTMAS TREE PARK | 104-412-300-210 | 27.11 |
| | | | | Warrant Total: | 27.11 |
| 59375 | 11/2/2015 | Zim Industries, Inc | PROGRESS BILLING#1 | 105-437-500-513 | 626,868.90 |
| | | | | Warrant Total: | 626,868.90 |
| 59376 | 11/2/2015 | Zoom Imaging Solutions Inc | COPIER SUPPLIES | 104-421-300-180 | 19.30 |
| | | | | Warrant Total: | 19.30 |

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

CONSENT CALENDAR ITEM #: 7-A

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: October 27, 2015

MEETING DATE: November 2, 2015

SUBJECT: Consider Resolution No. 2811 implementing a one-day outdoor irrigation schedule.

Recommendation:

Approve Resolution No. 2811 implementing a one day outdoor watering schedule.

Discussion:

At the October 19 meeting, the City Council discussed the ongoing mandates of the State to conserve water and recommended that the City adopt a one day outdoor watering schedule in order to reduce overall water use.

Resolution No. 2811 proposes the following watering schedule:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|--------|---------|-----------|----------|--------|----------|--------|
| Residential units with addresses ending in an even number | | | | | | | X |
| Residential units with addresses ending in an odd number | | | | | | X | |
| Businesses with addresses ending in an even number | | | X | | | | |
| Businesses with addresses ending in an odd number | | X | | | | | |
| Churches | | | | | X | | |
| Apartment Complexes | | | | | X | | |

CITY OFFICES:

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

In addition to a one day outdoor water schedule, Resolution No. 2811 also establishes that residents may water lawns between 6:00AM and 6:00PM on their designated watering day.

The City will work with the Corcoran Unified School District and the Recreation Association of Corcoran for agreed upon watering days and times.

All other aspects of the Water Conservation Stage 2 will remain in effect.

Budget Impact:

Undetermined.

Attachments:

Resolution No. 2811

RESOLUTION NO. 2811

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN IMPLEMENTING A ONE-DAY OUTDOOR IRRIGATION SCHEDULE AS PART OF THE CITY'S ONGOING WATER CONSERVATION EFFORTS.

WHEREAS, the City Council approved Resolution No. 2778 on May 26, 2015 adopting Ordinance 625 amending Chapter 1 of Title 8 of the Municipal Code; and,

WHEREAS, the aforementioned ordinance stipulates in Section 8-1-5 that the City Council may implement by resolution additional measures to conserve water; and,

WHEREAS, the ongoing drought requires further action by the City to meet State mandates to reduce water consumption in 2015 by 36% as compared to the City's baseline water use in 2013; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of Corcoran hereby establishes a one-day outdoor irrigation schedule as follows:

- Residents may irrigate lawns between 6:00AM and 6:00PM on their designated watering days.
- Residential properties with addresses ending in an even number (0, 2, 4, 6, 8) may irrigate on Sundays.
- Residential properties with addresses ending in an odd number (1, 3, 5, 7, 9) may irrigate on Saturdays.
- Commercial properties with addresses ending in an even number (0, 2, 4, 6, 8) may irrigate on Wednesdays.
- Commercial properties with addresses ending in an odd number (1, 3, 5, 7, 9) may irrigate on Tuesdays.
- Churches may irrigate on Fridays.
- Multi-family complexes may irrigate on Fridays.

BE IT FURTHER RESOLVED, the City will work with the Corcoran Unified School District and the Recreation Association of Corcoran for agreed upon watering days and times.

BE IT FURTHER RESOLVED, that the aforementioned outdoor watering schedule will be duly noticed following approval by the Council and that all other stipulations set forth in Water Conservation Stage 2 will remain in effect.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran duly called and held on the 2nd day of November 2015, by the following vote of the members thereof:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED: _____
Jerry Robertson, Mayor

ATTEST: _____
Karla Cruz, City Clerk

CLERKS CERTIFICATE

City of Corcoran }
County of Kings } ss.
State of California }

I, Karla Cruz, City Clerk of the City of Corcoran, hereby certify that this is a full, true and correct copy of Resolution No. 2811 duly passed by the City Council of the City of Corcoran at a regular meeting thereof held on the 2nd day of November, 2015, by the vote as set forth therein.

DATED: November 2, 2015

ATTEST:

Karla Cruz, City Clerk

City of

CORCORAN

FOUNDED 1914

A MUNICIPAL CORPORATION

STAFF REPORT

ITEM #: 7B

MEMORANDUM

TO: City Council

FROM: Soledad Ruiz-Nunez, Finance Director

DATE: October 27, 2015

MEETING DATE: November 2, 2015

SUBJECT: Consider approval of Resolution No. 2812 for the Fixed Asset Policy for the City.

Recommendation:

Motion for Council to approve the Fixed Asset Policy for the City.

Discussion:

With the transition the Finance Department has had in the last couple of years it is important to set written guidelines to help employees do their job effectively and be consistent. The policy complies with Generally Accepted Accounting Principles.

On June 22, 2015 Council approved the Fixed Asset Capitalization limit increase from \$2,000 to \$5,000 effective July 1, 2014. The policy attached provides guidance on assets to be included on the Fixed Asset schedule, cost which should/should not be included, and the disposal of the asset once it has been fully depreciated.

Budget Impact:

None.

Attachment: Resolution No. 2812 Fixed Asset Policy

RESOLUTION NO. 2812

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
POLICY FOR FIXED ASSETS**

WHEREAS, the City needs to establish a policy to define Fixed Asset in accordance with the Generally Accepted Accounting Principles (GAAP); and,

WHEREAS, the Finance Department needs to maintain a schedule of Fixed Assets purchased and disposed; and,

WHEREAS, the acquisition cost was raised from \$2,000 to \$5,000 retroactive to July 1, 2014; and,

WHEREAS, the guidelines is presented in the form of the Fixed Asset Policy and attached to and made a part of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran, State of California, does hereby approve the Fixed Asset Policy for the Finance Department as follows in Exhibit A:

I hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the City Council of the City of Corcoran, California, at a meeting held on the 2 day of November 2015, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

APPROVED: _____
Jerry Robertson, Mayor

ATTEST: _____
Karla Cruz, City Clerk

I, Karla Cruz, City Clerk of the City of Corcoran, hereby certify that this is a full, true and correct copy of Resolution No. 2812 duly passed by the City Council of the City of Corcoran at a regular meeting thereof held on the 2 day of November 2015, by the vote as set forth therein.

DATED: November 2, 2015

Karla Cruz, City Clerk

EXHIBIT A
City of Corcoran
FIXED ASSET POLICY

POLICY

It is the City of Corcoran's policy to define Fixed Assets in accordance with Generally Accepted Accounting Principles which states that property, plant and equipment assets:

1. Are to be held for use in the normal course of business and not held for investment
2. Have an expected economic useful life of more than one year or will not be converted into cash within the operating cycle
3. Are to be tangible in nature and have physical substance

Items that qualify as assets that do not meet these characteristics may be classified as Other Assets.

In addition, the City has established the following standard for capitalizing assets:

4. An acquisition cost greater than \$5,000 per item. The exception of \$5,000 per item is when individual parts are ordered and constructed into a whole (i.e. workstation) or when individual items are purchased in bulk as part of a project (i.e. 300 telephones costing a total of \$30,000 to outfit a new office location).

General Characteristics

Each Asset must be recorded in an approved database according to its category. The asset category reflects the type of asset that is acquired, not the business area that is acquiring or approving the asset. The following guidance applies to all categories:

Cost included for capitalization:

- Contract price from supplier or vendor, less available sales discounts, plus applicable freight and sales tax.
- External costs directly related to the setup, assembly, installation, or testing of the asset to enable it to be ready for use and placed into service.

Cost excluded for capitalization and must be expensed in the period incurred:

- Additional, excess, or redundant parts are considered routine repair whether acquired with the asset or subsequent to the installation of the asset. If purchased in bulk, these may be considered Prepaid Expenses.
- Costs to move or rearrange the asset once it has been installed.
- Feasibility studies, market studies, and comparable bid analysis required prior to acquiring the asset.
- Items that do not qualify as Assets (i.e. less than \$5,000 as otherwise stated or assets with an estimated economic life of less than one year).
- Ongoing maintenance and routine repairs including recurring activities such as cleaning servicing, repair, replacement, and minor parts.

- Removal costs associated with replacing Assets.
- Training and travel cost for employees to acquire operational knowledge and skills related to the use of the Asset.

CONSTRUCTION IN PROGRESS (CIP) OR UNDER CONSTRUCTION

CIP is used to accumulate costs related to Assets prior to the asset being placed into service and the beginning of depreciation. CIP projects are generally used for internal use software either obtained or internally developed and leasehold or building improvements. When the asset is placed into service, the accumulated cost is transferred from CIP to its proper asset category and depreciation begins.

- CIP or clearing accounts must not be used to accumulate charges that would normally be expensed.
- Assets that are received and placed into service must not be held in a CIP or other clearing account.
- Depreciation begins when the unit is placed in service even if the total project spending has not been completed or if vendor invoices have not been received and processed.

REPAIRS, RENOVATION, AND UPGRADES

Cost incurred subsequent to the purchase and installation of the asset are considered repairs, renovation, or upgrades.

Repairs related to “wear and tear” are defined as recurring expenses related to maintaining the asset in normal operating condition, and are expensed in the period incurred.

Renovations are defined as nonrecurring extraordinary items that extend the operational use and performance of the asset and may be capitalized.

Upgrades are additional to the assets or replacements of components that have superior performance capabilities and may be capitalized.

DEPRECIATION

Assets begin depreciating in the month they are acquired or placed into service, whichever is later. Assets waiting to be placed into service are held in a Construction-in-Progress (CIP) account.

Assets owned by the City are depreciated over the asset’s anticipated useful life. It is the City’s policy to depreciate Assets assuming a straight-line methodology and zero salvage or residual value. The City has established asset categories and determined the depreciable life schedule based on the typical term the asset is in use. If the asset’s economic life is estimated to be different than the amount of time shown, the lesser life span is used.

Depreciable Life Schedule

| <u>Asset Category</u> | <u>Depreciable Life</u> |
|--|-------------------------|
| Land | Not Applicable |
| Buildings | 25 Years |
| Transportation Equipment (Auto, Trucks, Buses) | 10 Years |
| Computer Software (commercial license) | 5 Years |
| Computer Hardware | 5 Years |
| Furniture and Office Equipment | 5 Years |
| Infrastructure (listed as follows) | |
| Sidewalks | 30 Years |
| Curb and gutters | 30 Years |
| Traffic signals | 15 Years |
| Street signs | 15 Years |
| Storm drains | 30 Years |
| Park equipment | 10 Years |

A description of each of the asset categories with a list of those items that should/should not be included when determining the amount to be capitalized is attached to the policy (Attachment A).

DISPOSAL OF ASSET

Once the asset is no longer required for use in business activities, the asset may be retired and disposed of by sale, trade-in, exchange, or abandonment. It is the Departments responsibility to appraise the value of surplus property and fixed assets. All assets that have reached the end of their useful life and have a zero (\$0) book value for reporting purposes will be accounted for under the Surplus category.

Surplus property for the purpose of this policy includes furniture, fixtures, machinery, vehicles, equipment and obsolete computer equipment.

Surplus property, with the approval of the City Manager, can be:

- donated to a school or non-profit agency
- sold to any public or private person or entity (except current City employee)

- transferred from one department to another department
- recycled or disposed of as junk to a landfill or other appropriate waste removal facility

City Council approval will be required for scrapping of surplus items with a value greater than \$1,000. If it is determined that the property sold as a unit has a value of less than \$1,000, the property may be disposed of in a manner approved by the City Manager.

If the appraised value of the surplus properties and the fixed assets, either sold as a unit or as single piece, has a market value of \$5,000 or more, the property must be disposed by advertisement to the general public.

Proceeds from the disposal of surplus property will be allocated to the City's General Fund unless the property was originally purchased with monies from a specific City Fund, in which case, the proceeds will be returned to that specific fund.

Attachment A

Asset Categories

The General Characteristics category applies to all asset categories: therefore, to apply this section, refer to General Characteristics, and then refer to the specific asset category.

Land

City owned Land is used in the normal course of operating the business. Land is not depreciated.

When the City owns land and buildings, the value of the land should be segregated and classified separately from the value of the building. Land improvements must be recorded within the Building asset category.

In addition to those items listed in general characteristics, cost that may be capitalized are:

- Real Estate commissions and closing costs
- Title searches and land surveys
- At the time the land is acquired, cost related to preparing the land for its particular use such as cleaning and grading when such improvements have an indefinite life

In addition to those items listed in general characteristics, cost that must be expensed are:

- Interest and finance charges once the land is placed in service
- Legal and advisory fees
- Market or economic development surveys
- Property taxes and insurance

Building

The Building asset category is made up of Buildings, Building Improvements, and Land Improvements.

Buildings are City-owned structures used to house the City's development, sales, distribution, administration, and support activities.

Building Improvements refer to structural additions and permanently attached fixtures and other items that cannot be removed without damaging the building property (e.i. customization for built-in lighting and wiring, heating, and plumbing).

Land Improvements refer to investments made to the land that are separate from the building (e.i. driveways, sidewalks or pathways, sewer, and parking spaces).

In addition to those items listed in general characteristics, cost that may be capitalized are:

- Remodeling, renovation, and reconditioning
- Excavation for the specific building
- Building permits and architectural fees

In addition to those items listed in general characteristics, cost that must be expensed are:

- Interest and finance charges once the building is placed in service
- Legal and advisory fees

Transportation Equipment

Transportation equipment refers to autos and trucks purchased to support specific business activities. Autos and trucks may be assigned to specific employees or locations and should be capitalized.

In addition to those items listed in general characteristics, cost that must be expensed are:

- Insurance and safety checks
- Registration and license plates
- Repairs, parts, and maintenance, regardless of dollar amount

Computer Software

Computer software utilized for internal use by the City may be developed internally and/or acquired externally through commercial licensing.

Computer software for internal use includes:

- Enterprise software-global or regional applications such as SAP, Oracle, and Microsoft Office
- PC Desktop and other applications acquired for local use

Externally acquired licensed software:

In addition to those items listed in general characteristics, cost that may be capitalized for externally licensed software are:

- Initial License Charges or fees-an upfront payment treated as a down payment or prepayment
- One-Time Charges license fees- a license fee that does not need to be renewed (i.e. perpetual). This license charge may be capitalized if maintenance is not included in the fee and the product may not be returned, that is, if there is no remaining vendor obligation.

In addition to those items listed in general characteristics, cost that must be expensed for externally licensed software are:

- Monthly license fees-monthly, quarterly, or annual license fees related to the use of the product.
- Costs related to vendor selection and software evaluation
- Internal labor costs to set up, install, or integrate the software into the system
- Training and travel costs for employees to acquire operational knowledge and skill related to the use of the Asset

Computer Hardware

Computer Hardware refers to mainframes, midrange, or servers and their related:

- Disk access storage devices, added memory
- Operating System Software
- Production printers
- Networking assets such as cabling, routers, switches
- PC desktop and laptop computers and related connected peripherals such as scanners and printers when acquired as a system

In addition to those items listed in general characteristics, cost that must be expensed include:

- Materials, parts, and supplies added after the hardware is placed into service
- Internal labor costs to set up, install, integrate, and test the hardware to the system
- Maintenance, technical, and operational support
- Office services and supplies

Computer hardware and software asset begin depreciation as it is placed into service.

Furniture and Office Equipment

Furniture refers to the broad definition of assets purchased to outfit offices, training centers, reception areas, and other common support spaces (i.e. desks, chairs, credenza, lighting, window coverings, and bookcases).

In addition to those items listed in general characteristics, cost that must be expensed include:

- Rental of office furniture and fixtures
- Routine furniture repair, parts, supplies, and maintenance such as:
 - Replacement of Plexiglas and fabric dividers
 - Additional electrical outlets
 - Office supplies

Office equipment refers to non-computer office electronics (i.e. faxes, postal meters, and copiers) owned by the City.

In addition to those items listed in general characteristics, cost that must be expensed include:

- Rental of office equipment
- Office supplies

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

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, City Clerk

DATE: October 29, 2015

MEETING DATE: November 2, 2015

SUBJECT: Consider appointment to Kings County Commission on Aging (KCCOA)

Recommendation:

Move to fill one vacancy for a Corcoran representative to the Kings County Commission on Aging.

Discussion:

For several years, the Corcoran representative position on the Kings County Commission on Aging has been vacant. Staff was recently contacted by Sharon DeMasters, Executive Director, for KCCOA, with information on a Corcoran resident that had expressed interest in serving in the noted position.

Staff respectfully recommends the Council appoint Mrs. Wilnetta McGraw to serve as the City of Corcoran's representative on the KCCOA Board.

Budget Impact:

None

Attachments:

Application from Wilnetta McGraw.

KINGS COUNTY COMMISSION ON AGING COUNCIL

An Independent Non-Profit Corporation 501 (c)(3)

Ag Complex, 680 Campus Drive, Suite "D"

Hanford, CA 93230

Senior Nutrition Management
(559) 582-3211 Ext. 4848

Senior Information & Assistance
(559) 582-3211 Ext. 2828
Fax: (559) 582-9627

Lemoore Generations Adult Day Center
(Lic. #167204056)
(559) 924-4419

Senior Access For Engagement
(SAFE)
(559) 582-3211 Ext. 2825 or Ext. 4821
Prevention & Early Intervention
(PEI)
(559) 852-4835

Long Term Care Ombudsman Program
(559) 582-3211 Ext. 2823 or Ext. 4856
(559) 583-0333 or 1-800-293-9714
Fax: (559) 589-0608

COMMITTEE MEMBERSHIP APPLICATION

THREE (3) YEAR TERM

City of Corcoran
REPRESENTING

| | |
|-------------|-----------|
| START DATE: | END DATE: |
|-------------|-----------|

Name: McGraw Wilnetta R Date: 10/14/2015
Last First Middle

Address: 23957-5 1/2 Ave Phone: 559-992-XXXX
Street # Street Name

Corcoran Ca 93212 DOB: [REDACTED]
City State/Zip Code

KINGS COUNTY RESIDENCY: 1 - 5 Years 5 - 10 Years 10 Years +

OCCUPATION: Retired? Yes No (Circle One)

If not retired, list place of employment: _____

EDUCATION: 9 10 11 12 13 14 15 16 Degree: BA Masters Ph.D. (Circle One)

AFFILIATIONS: _____

REASON (S) FOR SEEKING APPOINTMENT: Asked by a current Member and would like to help service to my community and county!

ALTERNATE:
Signature: Wilnetta R McGraw Date: 10/14/2015

RETURN COMPLETED FORM TO: Kings County Commission on Aging Council
680 N. Campus Drive, Suite "D"
Hanford, CA 93230
ATTN: Board Membership Application

City of

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MATTERS FOR MAYOR AND COUNCIL ITEM #: 8-A

MEMORANDUM

MEETING DATE: November 2, 2015
TO: Corcoran City Council
FROM: Kindon Meik, City Manager
SUBJECT: Matters for Mayor and Council

UPCOMING EVENTS / MEETINGS

- November 11, 2015 (Wednesday) City Offices Closed, Observance of Veterans Day
- November 16, 2015 (Monday) City Council Meeting– 6:00 PM, Council Chambers
- November 26-27, 2015 (Thursday and Friday) City Offices Closed, Observance of Thanksgiving
- December 7, 2015 (Monday) City Council Meeting– 6:00 PM, Council Chambers

- A. Information Items
 - 1. Employee years of service.
- B. Council Comments – *This is the time for council members to comment on matters of interest.*
 - 1. Staff Referral Items
- C. Committee Reports
- D. Council Goals:

City Offices



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

| DATE Sent to Council/ Request made | REQUEST | STATUS | DEPARTMENT RESPONSIBLE 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 |
| 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 | UPDATE: Water reduction percentages: September 26% August 31% July 36% 09/08/15 To date the City has issued a total of 58 formal warnings for water violations. City Council directed Staff to work with the Journal to encourage further conservation and to consider an additional mailer. 07/15/15 City has issued approximately 20 formal warnings for violations of the City Code. Based on the reports submitted to the State, the City reduced water consumption by 33% as compared to the 2013 baseline for the month of June. 06/10/15 Direct mailer with Stage 2 rules and restrictions finalized and sent to printer. 05/26/15 Council approved Ordinance No. 625 amending Chapter 1 of Title 8 and approved Resolution No. 2778 implementing Water Conservation Stage 2. 05/04/15 Council provided final comments on Chapter 1 of Title 8. An ordinance amending said section of the municipal code will be introduced at a special meeting on May 26, 2015. | Ongoing | City Manager/ Public Works/ Community Development |