

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

**City Council Chambers
1015 Chittenden Avenue
Corcoran, CA 93212**

**Tuesday, January 19, 2016
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 December 7, 2015.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Authorization to ratify Resolution 2815 accepting grants of interest in real property on behalf of the City.
- 2-D. Approve Resolution 2816 accepting the revised City of Corcoran Records Management Program and Retention/Disposition Schedule.
- 2-E. Approval of Proclamations 2016-01 through 2016-04, Honoring Man, Woman, Youth, and Organization of the Year.
- 2-F. Consider claim of Paula Barrera alleging damage.

3. **APPROPRIATIONS (VV)**

Approval of Warrant Register dated January 19, 2015. **(Ruiz- Nunez) (VV)**

4. **PRESENTATIONS-** None

5. **PUBLIC HEARINGS** -None

6. **WRITTEN COMMUNICATIONS**

- 6-A. Request from Veterans Outreach to waive fees associated with renting the Veterans Memorial building. **(Cruz) (VV)**

7. **STAFF REPORTS**

- 7-A. Authorization to enter into contract with Hoffman Finn & SCP for Police Facility estimating services. **(Rodriguez) (VV)**
- 7-B. Recommendation to accept completion of Well #11A Phase 1 Project. **(Rodriguez) (VV)**
- 7-C. Authorization to award a contract to Quad Knopf to design Lift Station #14. **(Rodriguez) (VV)**
- 7-D. Authorization to purchase an iron analyzer for the Water Treatment Plant. **(Rodriguez) (VV)**
- 7-E. Mid-year Budget review and discussion of necessary budget amendments. **(Ruiz-Nunez)**
- 7-F. Consider appointments to the Corcoran Planning Commission. **(Cruz) (VV)**
- 7-G. Consider Resolution 2817 authorizing submittal of Housing Related Parks Program grant. **(Tromborg) (VV)**
- 7-H. Consideration of Resolution 2818 the inclusion of properties within the City limits in The California Statewide Communities Development Authority (CSCDA) Open PACE Program. **(Tromborg) (VV)**
- 7-I. Consider Consideration of Resolution 2819 Public Convenience and Necessity for an on-sale liquor License. **(Tromborg) (VV)**
- 7-J. Community Development year-end review – January through December 2015. **(Tromborg)**

- 7-K. San Joaquin Valley Air Pollution Control District (SJVAPCD) Charge-UP Grant for electric charging station. **(Tromborg) (VV)**
- 7-L. Approve letter of appreciation to Congressman David Valadao. **(Meik) (VV)**
- 7-M. Approve City of Corcoran expenditure plan for county-wide sales tax initiative. **(Meik) (VV)**
- 7-N. Consider participation in the San Joaquin Valley Water Infrastructure JPA and appoint City delegate. **(Meik) (VV)**
- 7-O. Preparation for continued El Niño weather patterns. **(Meik)**

8. **MATTERS FOR MAYOR AND COUNCIL**

8-A. Information Items

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

8-C. Committee Reports

9. **CLOSED SESSION**

9-A. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:
Conference with legal counsel – ANTICIPATED LITIGATION (Government Code § 54956.9(d)). **Initiation of litigation** (Government Code § 54956.9(d)(4)).
Number of potential cases is: 1 .

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): 750 North Avenue, Corcoran, CA 93212
Our Negotiator: Kindon Meik
Parties with whom negotiating: _____
Instructions to negotiator concerning: Price Terms of payment TBD

10. **ADJOURNMENT**

I certify that I caused this Agenda of the Corcoran City Council meeting to be posted at the City Council Chambers, 1015 Chittenden Avenue on January 15, 2016.



Karla Cruz, City Clerk

**MINUTES
CORCORAN CITY COUNCIL,
JOINT POWERS FINANCE AUTHORITY,
SUCCESSOR AGENCY FOR CORCORAN RDA
& HOUSING AUTHORITY
REGULAR MEETING
Monday, December 7, 2015**

The regular session of the Corcoran City Council was called to order by Vice Mayor Cartwright, 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 Lerma

1. PUBLIC DISCUSSION - None

Mayor Robertson arrived at 6:04pm.

2. CONSENT CALENDAR

Following Council discussion a **motion** was made by Lerma and seconded by Wadsworth 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:

2-A. Approval of Minutes of the regular meeting of November 16, 2015.

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

2-C. Approval of Resolution No. 2813 authorizing destruction of certain City records.

2-D. Authorization to cancel December 21, 2015 Council Meeting.

3. APPROPRIATIONS

Following Council discussion a **motion** was made by Wadsworth and seconded by Cartwright to approve the Warrant Register dated December 7, 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. Public Hearing to discuss close-out of the 2012 CDBG grant (12-CDBG- 8378) was declared open at 6:07 p.m. Tromborg made the report. There being no written or oral testimony, the hearing was declared closed at 6:10 p.m.

Following Council discussion a **motion** was made by Wadsworth and seconded by Palmerin to approve close-out of the 2012 CDBG grant (12-CDBG- 8378). Motion carried by the following vote:

AYES: Cartwright, Lerma, Palmerin, Wadsworth and Robertson

NOES: None

ABSENT: None

6. **WRITTEN COMMUNICATIONS** –None

7. **STAFF REPORTS**

7-A. Following Council discussion a **motion** was made by Wadsworth and seconded by Lerma to approve revisions to the Administrative Assistant job classification.

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

NOES: None

ABSENT: None

7-B. Following Council discussion a **motion** was made by Wadsworth and seconded by Lerma to approve Phase 3 of the Water Treatment Plant Operation Assessment program for a fee not to exceed \$113,850 plus project oversight costs provided by Quad Knopf and Associates.

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

NOES: None

ABSENT: None

7-C. Following Council discussion a **motion** was made by Cartwright and seconded by Lerma to approve Resolution No. 2814 authorizing participation in the Public Agency Coalition Enterprise (PACE) Medical Benefits Program.

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 6:50 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 – 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 7:33 p.m. Mayor Robertson reported direction was provided on item 9-A.

ADJOURNMENT

7:34 P.M.

Jerry Robertson, Mayor

Karla Cruz, City Clerk

APPROVED DATE: _____

City of

CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

CONSENT CALENDAR ITEM #: 2-C

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 14, 2016

MEETING DATE: January 19, 2016

SUBJECT: Ratify Resolution No. 2815 authorizing the acceptance of real property.

Recommendation:

Ratify Resolution No. 2815 authorizing the Mayor or the City Manager to accept grants of interest of real property on behalf of the City.

Discussion:

As part of the process to secure the property located at 836 Whitley Ave., the title company required that the City provide a resolution authorizing the Mayor and/or the City Manager to execute Certificates of Acceptance and to accept deeds granting to the City any interest of real property.

Budget Impact:

N/A

Attachment:

Resolution No. 2815

CITY OFFICES:

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

RESOLUTION NO. 2815

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AUTHORIZING THE MAYOR OR THE CITY MANAGER, INDIVIDUALLY, TO
ACCEPT GRANTS OF INTEREST IN REAL PROPERTY ON BEHALF OF THE CITY**

WHEREAS, from time to time the City of Corcoran receives, for public purposes, deeds and other documents granting the City interests in or easements upon real property, which documents require recordation; and

WHEREAS, California Government Code Section 27281 requires that in order for any such deed or similar document to be recorded, it must be accompanied by evidence of the City’s acceptance of the document and consent to its recordation, which may be in the form of a duly executed “Certificate of Acceptance” attached to and recorded with the document; and

WHEREAS, pursuant to Government Code Section 27281, the City Council may authorize one or more City officers or agents to sign such Certificate of Acceptance on behalf of the City of Corcoran.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Corcoran that so long as they continue in their current office or position with the City, the following persons shall be authorized, on behalf of the City of Corcoran, to accept deeds and similar documents granting to the City any interest in or easement upon real property, to execute Certificates of Acceptance thereof, and to record the same:

1. Mayor; or
2. City Manager

The foregoing resolution was approved and adopted at a regularly scheduled meeting of the City of Corcoran Council on January 19, 2016 , by the following vote, to wit:

AYES:

NOES:

ABSENT:

DATED:

ATTEST:

Karla Cruz, City Clerk

Jerry Robertson, Mayor

City of
CORCORAN
A MUNICIPAL CORPORATION

FOUNDED 1914

STAFF REPORT
ITEM #: 2-D

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, City Clerk/Assistant to the City Manager

DATE: January 13, 2016

MEETING DATE: January 19, 2016

SUBJECT: Revised City of Corcoran Records Management and Records Retention and Disposition Schedule.

Recommendation:

Staff respectfully recommends City Council approve Resolution 28616 allowing for the immediate implementation of the revised Records Management Program and Retention/Disposition schedule and superseding of the previous Records Management Program.

Discussion:

As part of effective City government, staff must be able to control the organization, maintenance, retention, and disposition of the City's records in a uniform manner that is also in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and regular business practices.

It is of value for both the City and the residents served to control the costs associated with producing and accessing records, while simultaneously making these functions as efficient as possible. Therefore, an accurate, updated, and efficient system for managing the City's information, including record retention schedules for final disposition and destruction of records no longer needed for administrative, legal, fiscal, historical, or research purposes is deemed appropriate and necessary for the City.

The attached Resolution and Records Management Program have been developed to address these issues.

Budget Impact:

None

Attachment:

Resolution 2816

City of Corcoran Records Management Program

RESOLUTION NO. 2816

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN APPROVING
A RECORDS MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULE
FOR THE CITY OF CORCORAN, AND RESCINDING RESOLUTION NO. 1858**

WHEREAS, complete, accurate, timely and accessible records are an essential part of City government, and a system for managing the City's information, including record retention schedules for final disposition and destruction of records no longer needed for administrative, legal, fiscal, historical or research purposes, is deemed appropriate and necessary for effective City government process; and,

WHEREAS, when records have elapsed their administrative, fiscal, legal or historical value, if not managed properly, can become a detriment to the City not only with the constrains of space, but also legally; and,

WHEREAS, Section 34090 of the California Government Code enables the destruction, with certain exceptions outlined below, of any City record, document instrument, book, paper, etc., without making a copy thereof, after the same is no longer required, if done with approval of the City Council by resolution and written consent of the Department Director, City Clerk, City Attorney, and City Manager; and,

WHEREAS, the attached revised (Exhibit A) Records Management Program, Records Retention/Disposition Schedule, and (Exhibit B) Records Storage and Destruction policies have been developed to address these issues.

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

1. In accordance with section 34090 of the California Government Code and Local Government Records Management Guidelines established by the Secretary of State under California Government Code Section 12236, the Council does hereby approve the revised Records Retention Schedule (Exhibit A) and authorizes the disposal of records once their stated retention periods have expired.
2. On each occasion a department desires to dispose of records; a Records Destruction Certificate listing said records shall be provided to the City Clerk as outlined in the City's Records Management Program.
3. The City will make every effort to identify, preserve, and catalog historical records deemed of enduring value to the City.
4. The retention schedule will be amended periodically as updates are made available from the Secretary of State or to meet the needs of the City.
5. Records that are not specified in Exhibit A shall not be destroyed without approval of the City Council by Resolution or consent of the City Attorney in accordance with Government Code Section 34090.

BE IT FURTHER RESOLVED, that Resolution No. 1858 is hereby rescinded, and the revised (Exhibit A) Records Management Program and Records Retention Schedule be approved for immediate implementation.

The foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Corcoran held on the 19th day of January 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

APPROVED:

ATTEST:

Jerry Robertson, Mayor

Karla Cruz, City Clerk

* * * * *

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss.
CITY OF CORCORAN)

I, KARLA CRUZ, City Clerk of the City of Corcoran, certify that the foregoing resolution was adopted by the council of the City of Corcoran, at a regular meeting held on the 19th day of January, 2016 by the vote as set forth therein.

Dated:

Attest: _____
Karla Cruz, City Clerk

[SEAL]

APPROVED AS TO FORM:
CITY ATTORNEY'S OFFICE

APPROVED AS TO
ADMINISTRATION:

BY: _____
Michael Farley, City Attorney
Resolution No. 2816

BY: _____
Kindon Meik, City Manager

CITY OF CORCORAN
RECORDS MANAGEMENT PROGRAM



Approved _____
Resolution No. 2816

CITY OF CORCORAN
RECORDS POLICY



<u>SUBJECT:</u> Records Management Program	<u>AUTHORITY:</u> a) Resolution No.1858 b) Resolution No. 2816	<u>DATE ADOPTED:</u> a) 12/15/97 b)
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PROGRAM PURPOSE:

1. To control the organization, maintenance, retention, preservation and disposition of the City's records in a uniform manner that is in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and regular business practices. The term "records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics. The term "writing" includes handwriting, typewriting, printing, photographing and every other means of recording upon any form of communication or representation including letters, words, pictures, sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, optical storage devices and other documents.
2. To ensure the following:
 - a. That City records are available at the right time, in the right place, and in the hands of the right person;
 - b. That essential, original records are retained;
 - c. That non-essential, historical records are retained; and
 - d. That non-essential, non-historical records are appropriately destroyed when the need for their existence has ended.

POLICY:

OBJECTIVES: The objectives of the policy are:

1. Preservation of records with long-term or permanent value;
2. Protection of records vital to the resumption of City operations in the event of a disaster;
3. Reduction or elimination of unnecessary, duplicate records;
4. Orderly destruction of records no longer required for administrative/operational, legal, fiscal or historical purposes; and
5. Documentation of records destroyed.

City records are authorized to be destroyed on an ongoing basis in accordance with the retention periods prescribed by the Records Retention Schedule passed by a resolution of the City Council. Authorizations to Destroy Records shall be approved by the City Attorney and City Manager.

The Records Retention Schedule, attached hereto as Exhibit "A", shall serve to govern the disposition of City records inasmuch as the schedule specifies the minimum length of time records shall be maintained either in departmental files or the City's archives. When more than one legal citation applies to a particular record, the longest retention period shall apply. The City may require a longer retention period than that period established by law.

Notwithstanding the provisions herein and in accordance with Government Code Section 34090, the City is not authorized to destroy any of the following records for any reason:

- Records affecting the title of real property or liens thereon
- Court records or records relating to legal proceedings
- Records required to be kept by statute
- Records less than two years old
- The minutes, ordinances or resolutions of the City Council of the City or of any City board or commission

PROCEDURES:

On a routine, ongoing basis, City staff shall review all records under their control which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the Records Retention Groups as set forth in Exhibit "A", attached hereto, which may be amended by resolution of the City Council. Such records shall also be assessed for the following:

Administrative/Operational Value - Records are administratively valuable when they assist the City in performing its primary functions, including current and future work.

Legal Value - Records with legal value are required to be retained by law and/or contain evidence of legally enforceable rights or obligations of the City.

Fiscal Value - Records with fiscal value contain information pertinent to the City's financial transactions, especially when they are required for audit and tax purposes.

Historical Value - Historical documents reflect significant events and trends over time.

Upon determining that specific records no longer retain any of the values described above, are not exempt from disclosure as set forth above, and are, therefore, obsolete and non-essential, staff will identify the appropriate category of the record, verify the date of the record and request their destruction. A Certificate of Destruction form, fully describing each record, must be submitted to the City Clerk.

Prior to the destruction of any records the City Manager, or his/her designee, and City Attorney must approve the destruction by signing the Certificate of Destruction form. It is imperative that signatories carefully review both the form and the records themselves to determine whether the records listed are involved in litigation or if there is an administrative and/or operational requirement, or an exemption, which may require an extension of the customary retention period.

All records identified as vital records and records required to be retained permanently shall be protected against theft or damage. Whenever possible, vital and permanent records in their original form shall be secured, preferably in a controlled environment. If such records are also necessary to the conduct of normal business, working copies shall be produced for that purpose by whatever photographic, micrographic or electronic means determined by the department head to be most effective.

The City Council, City Attorney and City staff shall each be responsible for future records management policy development and procedural implementation, as follows:

City Council - The City Council shall approve, by resolution, all records management policies, retention schedules, and any amendments thereto.

City Manager - The City Manager, or his/her designee, shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Present to the City Council recommendations for policy amendments;
3. Review and approve/disapprove all Certificates of Destruction; and
4. Perform the responsibilities of department heads listed below.

City Attorney - The City Attorney shall:

1. Review recommendations to the City Council regarding amendments to records management policies or document retention schedules;
2. Review and approve/disapprove all Certificates of Destruction; and
3. Notify the City Clerk immediately of all document discovery requests or any other situations which may arise that would require the City to refrain from destroying records.

City Clerk - The City Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedules;
2. Create, maintain and distribute forms necessary to implement the records management program;
3. Review non-essential, obsolete records and Certificates of Destruction submitted by departments; recommend approval/disapproval of Certificates of Destruction and forward to the City Manager and City Attorney;
4. Supervise the destruction of records, ensuring that confidential records are destroyed;
5. Certify the destruction of records and maintain a permanent file of Certificates of Destruction; and
6. Perform the responsibilities of department heads listed below.

Department Heads - The designated heads of each City department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval and disposition of records under their control;

2. Institute systems and procedures to protect vital records and ensure their availability in the event of a disaster;
3. On an ongoing basis, identify non-essential, obsolete records;
4. Submit to the City Clerk a complete Certificates of Destruction form when seeking to destroy records;
5. Ensure that no City records are destroyed prior to the expiration of their required retention period;
7. Submit requests to the City Clerk for records management policy or retention schedule amendments.

The records of the City as set forth in the approved departmental Records Retention Schedules are authorized to be destroyed and said destruction shall be witnessed by the City Clerk or a designated representative.

CITY OF CORCORAN
RECORDS RETENTION SCHEDULE



Approved _____
Resolution No. 2816

City Clerk
832 Whitley Avenue
Corcoran, CA 93212
(559) 992-2151 ext 235
www.cityofcorcoran.com



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution No. 2816

EXHIBIT A

INTRODUCTION

In 1999, the California legislature added Section 12236 to the Government Code, requiring the Secretary of State to establish a Local Government Records Program to develop records retention guidelines and an archival support program. The "Local Government Records Management Guidelines" subsequently published by the State Archives in August 2001 provided the model for which the City of Corcoran's Records Retention Schedule was developed. It is important that City staff periodically review the Records Retention Schedule, and present appropriate amendments to the City Clerk and City Council in accordance with changes in law, City policies, and operational procedures.

The Records Retention Schedule has been divided into departmental sections to enable staff members to easily determine the required retention period for documents stored in their department. Each departmental section is further divided into subsections, each representing large categories of records. Finally, specific information is included for each record series maintained in the department, as follows:

Record/Record Series: Record series are groups of records regarding a particular subject, resulting from the same activity, or have a special form. They are generally maintained under a single filing system and treated as a unit. Depending on their purpose, a record series may contain only one or many different types of individual documents.

Retention Periods: The retention period is the minimum amount of time the record series must be maintained by the City. Unless otherwise noted, retention periods are expressed in years. Some retention periods have been administratively extended beyond the legal requirement for operational reasons. In cases where a department retains a copy of a certain record series, the original of which is stored in another department, the retention period for copies may be reduced. The Retention Periods are divided into three categories; *Active*, *Inactive*, and *Total*.

The *Active* column states the amount of time a record should remain in a department before being relocated into storage. The *Inactive* column states the longevity of a file stored somewhere other than in the department, such as a securely monitored off-site storage. These *Inactive* files may no longer be needed for daily operational purposes but are still necessary for other departmental functions. The *Total* column, will list the combined total from the *Active* and *Inactive* columns showing the total duration a record must be kept before initiating the destruction process.

It should be noted that California Government Code section 34090.5 authorizes a city officer to destroy **original** records, without the approval of the City Attorney or City Council once they have been electronically or photographically reproduced and certain specific conditions have been satisfied.

DoR: Department of Records or DoR is the location where original should reside. Many departments may possess copies of certain records such as budgets, but original documents should only be housed in one location such as the Finance Department.

Descriptor/Remarks: Descriptors provide additional information to assist staff in correctly identifying which documents and files correspond to certain record series.

Citation: The citations provide the legal basis for the retention periods listed. If more than one citation is listed, the citation requiring the longest retention period applies.

Retention Codes: Au= Audit C= While current/ until completed CL- Closed E- Election P= Permanent D/R= Destroy what not relevant S- Until superseded T= Until termination
DoR= Department of Record CC= City Clerk CD= Community Development CM= City Manager F= Finance HR= Human Resources PD= PW= Public Works



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution No. 2816

Each Records Series also has a Records Retention Schedule Line Number located to the left of the description. This line number will be utilized on the Records Destruction Certificate, attached hereto as Exhibit "B". The Records Retention Schedule Line Number will allow staff to effectively reference the record being destroyed to the Record Retention Schedule and justify the need for its destruction.

Each Records Retention Schedule Line Number begins with a three digit number corresponding to a certain department (ex. All 300 series correspond to the Community Development). The three digit numbers will ascend by record series and help serve as a division between the different categorical files held by departments. (Ex. Community Development is divided by categories ranging from 300-307) The categorical three digit number will be followed by a two digit number referencing the actual record.

Example: Records Retention Schedule Line Number **203-01** references:

200 Series – City Clerk
203- Elections Category
01- Historical Files.

Note: The Policy for Original (Or Record) copies not listed shall be the same as the one listed in the December 1997 City of Corcoran Records Retention Schedule "Original (or record) copies not specifically listed in the Retention Schedule may be destroyed only upon written approval of the Department Head, City Attorney, or City Manager". Approved as to form December 15, 1997.



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution No. 2816

		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
CITY MANAGER AND CITY COUNCIL								
100	ADMINISTRATION							
100	01	Agendas and Notices	C	2	C+2	CC	Original agendas; special meeting notices of cancellation, and continuation of public hearing	GC 34090
100	02	Agenda Reports	C	2	C+2	CC	Documents received, created or submitted to Council. Doesn't include original staff reports, attachments rel. to ordinances, resolutions, contracts, agreements, & deeds.	GC 34090
100	03	Appeals to City Council	CL	2	CL+2	CC	Includes appeal form, staff report and other supporting documentation. Excludes formal action by resolution.	GC 34090
100	04	Confidential City Manager Update on Issues Report	C	3	C+3	CM	Information provided weekly or periodically to the City Council in a confidential report from the City Manager.	GC 34090
100	05	Correspondence	C	2	C+2	CM	If not attached to agreement or project file. Includes memos, letters, and faxes to and from the City Councilmembers, Mayor, or City Manager's office.	GC 34090(d)
100	06	Council/City Manager Request Log	C	2	C+2	CC	Log and/or report of City Council and/or City Manager requests to staff. May include confidential information	GC 34090
100	07	Ethics Training	CL	5	CL+5	CC	Record of biennial completion of ethics training by members of City legislative bodies, including date of training and name of entity providing training	GC 53235.2-b
100	08	Goals & Objectives	C	5	C+5	CM	Departmental and City Council strategic plan goals & obj.	GC 34090
100	09	Libraries	C	2	C+2	CC	Books, art, gifts, donations, exhibits, donations from outside organizations, residents, sister city affiliations, etc.	GC 34090
100	10	Photographs - Elected Officials	----	----	P	CC	Official photographs of elected officials. Historical value.	
100	11	Plaques	----	----	P	CC	Historic value	
100	12	Presentations from Outside Entities	C	2	C+2	CC	Certificates or proclamations acknowledging annual, special, or periodic city events or city accomplishments from outside organizations, governmental agencies, residents or general public	GC 34090
100	13	Projects	CL	2	CL+2	CD	Project files including acquisition/disposition, sale, purchase, exchange, lease of rental property; appraisals; maps, drawings, zoning, aerial photos, and relocation files. *Original in Community Development Dept.	GC 34090
100	16	Reports - Staff	C	3	C+3	CC	Non-agenda related, includes supporting documentation.	GC 34090
100	17	Redevelopment Agency Audits	CL	10	CL+10	F		GC 34090, GC 40804, GC40805
100	18	Redevelopment Agency Financial Statements	CL	10	CL+10	F		GC 34090, GC 40804, GC40805

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100	19	Redevelopment Budgets	S	2	S+2	F		GC 34090, 40802, 53901, 43900 et seq.
100	20	Redevelopment Bond Issues	S	2	S+2	F		GC 34090, 40802, 53901, 43900, et seq.
100	21	Successor Agency Minutes	-----	-----	P	CC		GC 34090
100	22	Successor Agency Resolutions	-----	-----	P	CC		GC 34090
100	23	Successor Agency ROPS	-----	-----	P	CC		GC 34090
100	24	Special Projects	C	2	C+2	CM	Grand openings, ground breakings, annual or periodic City events, workshops for City employees, departments or outside agencies.	GC 34090
205 HUMAN RESOURCES/ PERSONNEL								
205	01	Active Employees	T	3	T+3	HR	May include release authorizations, certificates, applications, reassignments, outside employment, disciplinary actions, evaluations	29 CFR 1602.30; 29 CFR 1602.32; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
205	02	Applications for Employment – Unsuccessful Applicants	3mo	3mo	6mo	HR		
205	02	Benefit Plan Claims	----	----	P	HR	May include dental, disability, education, health, life and vision including dependent care and employee assistance, and matters relating to denied claims	29 CFR 1602.30; 29 CFR 1602.32; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
205	03	Benefit Plan Documents	CL	4	CL+4	HR		
205	04	Benefit Files- Active Employees	C	10	C+10	HR		
205	05	Benefit Files- Separated Employees	----	10	10	HR		
205	06	COBRA files	C	10	C+10	HR		
205	07	Disability Claims	2	P	P	HR		
205	08	Deferred Compensation Plan	T	5	T+5	HR		
205	09	Employee Classifications and Compensation, Full-Time and Hourly	C	2	C+2	HR	Historical value; duplicate series if approved by City Council resolution	GC 34090, 12946; 29 CFR 516.6(2)
205	10	Employee Handbook	S	2	S+2	HR	General employee information including benefit plans, life insurance administration manual, drug and alcohol program manual, health	GC 34090

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		Record	Retention Periods			Do R	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
							benefits procedures manual, risk management handbook, Fair Labor Standards Act manual, personnel system guide	
205	11	Employee Medical Information	T	3	T+3	HR		
205	12	Employee Program Informational Materials and Forms	C	2	C+2	HR	Includes employee assistance program and employee recognition programs	GC 34090, 12946
205	13	Employee Rights, General Employees	T	3	T+3	HR	May include grievances, union requests & correspondence, sexual harassment; complaints, disciplinary actions	GC 12946; 29 USC 211
205	14	Federal I-9 Forms	C	P	P	HR		Immigration Reform/Control Act 1986 Pub. L 99-603
205	15	Hourly Employees	T	6	T+6	HR		GC 12946; 29 CFR 1627.3
205	16	Labor Unit Memoranda of Understanding	S	5	S+5	HR		
205	17	Labor Unit Negotiation Files	C	P	P	HR	Notes, correspondence, and contracts	29 USC Sections 211(c), 203(m), 207(g)
205	18	Medical Leave	CL	3	CL+3	HR		29 CFR 1602.30-.32
205	19	Motor Vehicle (DMV) Records	CL	7	CL+7	HR		GC 12946, 5250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
	20	OSHA	----	----	5	HR		GC 34090
205	21	PERS, Social Security, SSI	----	----	P	HR	EEOC/ADEA reference material	29 CFR 1627.3(2); GC 12946, 34090
205	22	Personnel Files	T	6	T+6	HR	May include: personnel action forms; release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; employment contracts; oaths of office; evaluations; accident reports; pre-employee medicals; fingerprints; identification cards; I-9 immigration forms; motor vehicle	29 CFR 1627.3; 29 CFR 1602.30-.32; GC 12946,

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205	23	Personnel Rules & Regulations	Retention Periods			Do R	records; Family Medical Leave Act forms; certifications and tests; and W-4s	34090; 29 CFR 1607.4; 29 CFR 516.6, et seq.; 29 CFR 1910, et seq.
			Active	Inactive	Total			
		Record	Retention Periods			Descriptor/ Remarks		Citation
			Active	Inactive	Total	Do R		
205	23	Personnel Rules & Regulations	S	4	S+4	HR		GC 12946; CA 91009; 8 USC 1324 (a)
205	24	Recruitment	CL	3	CL+3	HR	Applications, resumes, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility lists, electronic database	GC 12946; 29 CFR 1602.1, et seq.; 29 CFR 1607; 29 CFR 1627.3
205	25	Retirement	C	P	P	HR		
205	26	Reports	C	2	C+2	HR	claims reports; worker's comp reports; liability loss reports; benefits claims reports	GC 34090
205	27	Safety Policies and Procedures	C	2	C+2	HR		
205	28	Surveys and Studies	C	2	C+2	HR	Includes salary surveys, classification, wage rates	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14
205	29	Temporary Services	C	7	C+7	HR	On-Call Staff, Temporary Services, Comprehensive Employment & Training Act (CETA) docs	GC 12946, 34090;; 29 CFR 1627.3; Lab Rel Sec 1174
205	30	Training Records - Non Safety	C	7	C+7	HR	Employee applications, volunteer program training, class training materials; internships	GC 34090
205	31	Training Records - Safety	C	2	C+2	HR	Certifications/designations	GC 34090
205	32	Unemployment Claims	C	4	C+4	HR		
205	33	Vehicle Mileage Reimbursement Rates	S	2	S+2	HR	Annual mileage reimbursement rates as announced by finance	GC 34090

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CITY CLERK								
200 GENERAL ADMINISTRATION								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
200	01	Agreements	CL	10	CL+10	CC	Includes Joint Powers Authority Health Insurance, Contracts with other entities	
200	02	Bids, RFQs, RFPs - Unsuccessful	C	2	C+2	CC		
200	03	Bid specifications, RFP's, RFQ's	C	2	C+2	CC		
200	04	Bids, Proposals, Statements of Qualification - Successful	AU	5	AU+5	CC		GC 34090; CCP 337
200	05	Brown Act	C	----	C	CC		
200	06	Budget Operating	S	-----	S	F	Original in Finance Dept.	GC 34090
200	07	Budget Adjustments, Journal Entries	C	4	C+4	F		
200	08	Commissions, Committees, Boards - Unsuccessful Applicants	CL	2	CL+2	CC	Includes application and materials supporting same. May contain personal, confidential information.	GC 34090
200	09	Commissions, Committees, Boards - Successful Applicants	T	5	T+5	CC	Includes application, materials supporting same, background check, and oath of allegiance. May contain personal, confidential information.	GC 34090, 40801
200	10	Commissions, Committees Boards - Handbook for Advisory Bodies	S	2	S+2	Var		GC 34090
200	11	Commissions, Committees, Boards - Maddy Act Notices	C	2	C+2	CC	Annual Local Appointments List and notices of unscheduled vacancies	GC 34090
200	12	Community Organizations	2	3	5	Var	Ex. Business associations	GC 34090
200	13	Community Promotions	2	3	5	Var	Community Outreach materials, surveys, focus groups	GC 34090
200	14	Consultants	3		3	Var		GC 34090
200	15	Complaints Requiring Corrective Action	C	3	C+3	Var		
200	16	Departmental Analysis & Reports	5	----	5	Var	Reorganization and transformation Info	GC 34090
200	17	Employee Oaths of Office	C	2	C+2	CC		
200	18	Grand Jury Reports	2	8	10	CC		
200	19	Index/Inventory, Records	C	2	C+2	CC		
200	20	Inventory, Equipment				CC		
200	21	Notices, City Council Reorganization	C	2	C+2	CC		
200	22	Travel Records	2	---	2	F		GC 34090
200	23	Petitions	C	2	C+2	CC		
200	24	Press Releases	C	2	C+2	CC		GC 34090
200	25	Professional Associations	2	---	2	Var	IIMC, CCAC, ICMA, PWA, etc.	GC 34090

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		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
200	27	Public Records Requests	C	2	C+2	CC	Includes video duplication requests, film permit forms, and logs of internal requests. May contain personal, confidential information	GC 34090
200	28	Public Records Requests-Voter Registration Information	----	5	5	CC	Includes application to view voter registration information. May contain personal, confidential information.	EC 2188(f)
200	29	Work Plans	C	2	C+2	Var		
201 LEGAL/LEGISLATIVE								
201	01	Articles of Incorporation	----	----	P	CC		GC 34090 CCP337.2
201	02	Assessment Districts	----	----	P	CC	Original documentation	GC 34090
201	03	Bonds, Insurance	----	----	P	F	Bonds and insurance policies insuring city property and other assets. Partial records only; additional documents filed in Administrative Services Department	CCP 337.2, 343
201	04	Claims Against the City	C	2	C+2	CC	Duplicate series; original in Administrative Services Department	GC34090, 25105.5
201	05	Contracts and Agreements Excl. Capital Improvement	T	5	T+5	CC	Includes RFPs and proposals received on City's behalf by the City Clerk Department, insurance certificates and consultant conflict of interest determination forms	CCP 337, 337.2,343
201	06	Contracts and Agreements, Capital Improvement	----	----	P	CC	Construction contracts, including insurance certificates, bonds, bid specifications and plans	GC34090-a 4004;H&S 19850
201	07	Insurance, California Joint Powers Insurance Authority			P	CC	Partial records only; additional documents filed in Administrative Services Department	GC 34090
201	08	Legal Advertising	C	4	C+4	CC	Includes public notices, legal publications	CCP 343, 349,etseq; GC 911.2, 34090
201	09	Legal Advertising, Correspondence	C	2	C+2	CC	Includes transmittals and correspondence with newspapers pertaining to legal ads	GC 34090
201	10	Legal Opinions	10	---	10	Var	Confidential. Evaluate annually and extend administratively as appropriate.	GC 34090
201	11	Litigation Records	CL	2	CL+2	CC	Court filings, internal memoranda, staff reports. Duplicate series; originals filed in City Attorney's office. May contain personal, confidential information.	
201	12	Municipal Code	----	----	P	CC	Includes supplements	GC 34090
201	13	Minutes	----	----	P	CC		
201	14	Ordinances	----	----	P	CC		GC 34090(d), 40806

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201	15	Resolutions	----	----	P	CC	GC 34090(d), 40801	
			Retention Periods		DoR	Descriptor/ Remarks		Citation
		Record	Active	Inactive	Total			
202 RECORDS MANAGEMENT								
202	01	Certificates of Destruction	2	P	P	CC	Authorization to destroy obsolete records, or destroy unrecoverable damaged records	GC34090
202	02	Document Imaging	2	----	P	Var		GC 34090
202	03	Inventory, Records	C	2	C+2	CC	Inventory of inactive records holdings and location	GC 34090, 80 OPS Atty Gen 106
202	04	Policies/Procedures	C	2	C+2	CC	Keep until superseded	GC 34090
202	06	Retention schedule	C	4	C+4	CC	Keep until superseded	GC34090 CCP 343
203 ELECTIONS								
203	01	Historical Files	----	----	P	CC	Includes copies of elected official oaths and certificates of election, sample ballots, voter information pamphlets, notices, copies of resolutions and staff reports, ballot counter printouts, and manual recount of one precinct tally sheets	GC 34090
203	02	Candidate Files	Term	4	Term+4	CC	Includes confidential nomination paper. Also includes ballot designation worksheet, candidate statement, and records related to nomination; sample ballot pamphlet preparation; and correspondence. Does not include candidate reports filed pursuant to the Political Reform Act.	EC 2194, 6254.4, 17100, 13107-d, 20442
203	03	Code of Fair Political Campaign Practices	E	30	E+30	CC		EC 20442
203	04	Candidates Not Nominated	E	2	E+2	CC	Documents related to potential candidates who received nomination documents but did not file for nomination	GC 34090
203	05	Candidate Handbook	E	2	E+2	CC	Information pertaining to candidacy and forms	GC 34090
203	06	Ballot Measures	E	2	E+2	CC	Includes original arguments, rebuttals, impartial analysis, and correspondence	GC 34090
203	08	Initiative, Referendum, Recall Petitions	----	8mo	8mo	CC	Retained for 8 months after certification of results of the election for which the petition qualified or, if no election is held, 8 months after the election official's final examination of the petition; not a public record except as specified in GC 6253.5	EC 17200, 17400; GC 6253.5
203	09	Initiative - Proponent's Certification	----	8mo	8mo	CC	Certification pertaining to use of signatures on initiative petition; retained for 8 months after the certification of the results of the election for which the measure qualified or, if the measure is not submitted to the voters, 8 months after the deadline for submission of the petition to the elections official	EC 9608

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203	10	Legal Notices	E	4	E+4	CC	Original published and posted notices and transmittals	GC 34090
203	11	Lobbyist Registration	C	P	P	CC	Statements	EC 81009 b
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
203	12	Voting Rights Act	E	2	E+2	CC	Primarily correspondence and internal records pertaining to compliance with minority language requirements in the federal and state Voting Rights Acts	GC 34090
203	13	Correspondence, General	E	2	E+2	CC	Primarily correspondence with other governmental agencies	GC 34090
203	15	Ballots	E	6mo	E+6mo	CC	Retained for six months after election or recount unless election is contested; must remain sealed and secured during retention period	EC 17302, 17306
203	16	Ballots Prop. 218 (Assessment Districts)	----	----	P	CC	Property related fees (assessment ballot proceeding)	California Constitution Art.XIII(D)
203	17	Nomination Papers- Successful	E	4	E+4	CC	Includes Candidate Statements	EC 1700
203	18	Nomination Papers- Unsuccessful	E	2	E+2	CC	Includes Candidate Statements	GC 81009b
204 POLITICAL REFORM ACT/FAIR POLITICAL PRACTICES COMMISSION								
204	01	Agency Report of Public Official Appointments	C	2	C+2	CC	Paper record of FPPC Form 806 posted on city website, inactivated when replaced	GC 34090
204	02	Administration	S	3	S+3	CC	FPPC manuals, supplements, bulletins, workshop & conference educational materials	
204	03	Campaign Disclosure, Mayor and City Council	----	----	P	CC	All campaign finance reports, including statements of organization, notices of intention, correspondence and associated documents	GC 81009(b)
204	04	Campaign Disclosure, Mayor and City Council Candidates Not Elected, Short Form Filers	----	5	5	CC	Includes campaign statements, notices of intention, correspondence and associated documents	GC 81009(b)
204	05	Campaign Disclosure, Mayor and City Council Candidates With Controlled Committees, Not Elected	T	5	T+5	CC	Includes campaign statements, statements of organization, notices of intention, correspondence and associated documents	GC 81009(b)
204	06	Campaign disclosure - All Other Committees	T	7	T+7	CC	All campaign finance reports, including statements of organization, notices of intention, correspondence and associated documents	GC 81009(c)
204	07	FPPC Forms (blank)	----	----	P	CC	Historical value	FPPC recommendation
204	08	Lobbyist Employer Filing	C	7	C+7	CC	Copies only; original filed with FPPC	GC 81009
204	09	Lobbyist Registration	E	5	E+5	CC	Duplicate series, original filed with California Secretary of State	GC 81009(f)
204	10	Statement of Economic Interests - Required by GC 87200	C	4	C+4	CC	Copies only, original filed with FPPC, includes correspondence and associated documents	GC 81009(f)

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204	11	Statement of Economic Interests - Required by City Conflict of Interest Code	C	7	C+7	CC	Includes correspondence and associated documents	GC 81009(e)
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
204	12	Gift to Agency Report	C	4	C+4	CC	FPPC Form 801 and associated documents, includes reports posted on the City's website	2 CCR 18944
204	13	Agency Report of: Ceremonial Role Events and Ticket/Pass Distributions	C	7	C+7	CC	FPPC Form 802 and associated documents	GC 81009(e)
204	14	Behested Payment Report	C	7	C+7	CC	FPPC Form 803 and associated documents	GC 81009(e)
206	RISK MANAGEMENT							
206	01	Accident Reports - City Assets	CL	7	CL+7	CC	Reports and related records	29 CFR 1904.2; 29 CFR 1904.6
206	02	Bonds, Insurance	C	P	P	CC	Bonds and insurance policies insuring city property and other assets	CCP 337.2; 343
206	03	Claims, Damage	CL	5	CL+5	CC	Paid/denied claims. Includes staff recommendation report to City Council	GC 34090, 25105.5
206	04	Incident Reports	CL	7	CL+7	CC	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6
206	05	Insurance, California Joint Powers Insurance Authority	C	2	C+2	CC	Includes insurance certificates, correspondence	GC 34090
206	06	Insurance, Liability/Property	C	2	C+2	CC	May include liability, property, certificates of participation, deferred, use of facilities	GC 34090
206	07	Insurance, Workers Compensation	C	2	C+2	CC	Indemnity; PERS working files; originals with administrator	29 CFR 1910.2; 8 CCR 10102
206	08	Photographs, Negatives, Film			P	CC	Property damage photographs, employee ID pictures	GC 34090
206	09	Risk Management Reports	CL	5	CL+5	CC	Federal OSHA forms, loss analysis reports, safety reports, actuarial studies	29 CFR 1904.4; GC 34090
206	10	Third Party Incident/ Accident Report	CL	3	CL+3	CC	Theft, property damage, or similar occurrence (Not fire/law enforcement)	
206	11	Workers Compensation	C	P	P	CC	Claim files, reports, incidents (working files); originals filed with administrator	LC 110-139.6

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COMMUNITY DEVELOPMENT								
300 DEVELOPMENT ADMINISTRATION								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
300	01	Accounts Payable	CL	2	CL+2	F	Payment vouchers with invoices and other supporting documents, purchase orders. Duplicate series, original in Finance Dept.	
300	02	Bid specifications, RFP's, RFQ's	AU	5	AU+5	CC	Duplicate series if contract/agreement is council approved, filed in City Clerk Dept.	GC 34090
300	03	Bids, Proposals, Statements of Qualification - Successful	AU	5	AU+5	CC	Duplicate series if contract/agreement is council approved, filed in City Clerk Dept.	GC 34090; CCP 337
300	04	Bids, Proposals, Statements of Qualification - Unsuccessful	C	2	C+2	CC	Duplicate series if bid/proposal submitted to City Clerk Dept.	
300	05	Budget Operating	C	----	----	F	Duplicate series, original in Finance Dept.	GC 34090
300	06	Correspondence/ Originating Department	C	2	C+2	CD	If not attached to agreement or project file	GC 34090(d)
300	07	Correspondence to City Council (Manager's Memos)	C	2	C+2	CM	Duplicate series, original in City Manager Dept.	GC 34090(d)
300	08	Goals & Objectives, Departmental	C	2	C+2	CD		GC 34090
300	09	Grants, Federal and State	CL	5	CL+5		Refer to grant application close-out procedure	GC 34090
300	10	Grants, Financial Records	CL	5	CL+5	F	Refer to grant application close-out procedure. Duplicate series, original in Finance Dept.	GC 34090
300	11	Grants, Unsuccessful	CL	3	CL+3	F	Applications not entitled	GC 34090
300	12	Policies & Procedures, Departmental	C	-----	-----	CD		GC 34090(d)
300	13	Promotional Marketing - External	C	2	C+2	CD	Brochures, publications, newsletters, bulletins, flyers, and other informational materials pertaining to city/community events and programs.	
300	14	Publications - Outside Sources	C	2	C+2	CD	Non-records, evaluate annually for informational value and retain/dispose of accordingly.	
300	15	Reports - Council Agenda	C	2	C+2	CC	Duplicate series, original in City Clerk Dept.	
300	16	Reports - Staff	C	2	C+2	CD	Non-agenda related, special/or final summary, review or evaluation, includes supporting documentation	
300	17	Sign-In Sheets - Planning, Building & Safety, and Community Development Department	C	2	C+2	CD		

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301 LEGAL & LEGISLATIVE								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
301	01	Contracts & Agreements, Approved by City Council	T	3	T+3	CC	Signed contract/agreement is a duplicate series, original in City Clerk Dept.	
301	02	Contracts and Agreements, Other	T	5	T+5	CD	Includes equipment leases, service or supply agreements which do not require council approval under the city's purchasing policy	CCP 337.2, 343
301	03	Petitions	C	2	C+2	CD	Submitted to legislative bodies	GC 50115
301	04	Planning Commission - Agendas	C	2	C+2	CD	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas. Kept in meeting folders.	GC 34090
301	05	Planning Commission - Minutes	C	---	T	CC	Duplicate series, original in City Clerk Dept.	GC 34090(d), 36814, 40801
301	06	Planning Commission - Resolutions	C	---	T	CC	Duplicate series, original in City Clerk Dept.	GC 34090(d), 40801
301	07	Records Inventory	C	2	C+2	CD	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.	GC 34090
302 BUILDING								
302	01	Archive Plans	P	p	P	CD	Residential and commercial; large projects for Reilly Act-pertains to schools and public buildings not exempt from Architectural Practices Act	GC 34090d
302	02	Building Inspection Services to Outside Agencies	C	10	C+10	CD		GC 34090
302	03	Complaint File	C	P	P	CD	Confidential Records	GC34090
302	04	Construction Plans, Commercial-Industrial or Residential of 3 levels or more	----	----	P	CD	Plans for new construction or additions to these building types including soils reports	GC 34090; H&S 19850
302	05	Construction Plans, All Other	C	P	P	CD	Blueprints/specifications for residential buildings and additions with two or fewer levels, tenant improvements	HS 19850 EA
302	06	Issued Building Permits	C	P	P	CD	Plans, building, signs, grading	GC 34090 a; H&S 19850
302	07	Inspections Logs	C	2	C+2	CD	Correspondence, fees, appeal requests, reports	GC 34090(d)
302	08	Signs	S	2	S+2	CD	Home occupations, off-premise signs	GC 34090(d)
302	09	Specifications	C	D/R	D/R	CD	Destroyed when permit is finalized	GC 34090
302	10					CD		

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303 DEVELOPMENT								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
303	01	Bonds - Security	CL	2	CL+2	CD	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work. Duplicate series, original in Finance Dept.	GC 34090
303	02	CDBG Residential and Commercial Rehabilitation Grant Files	Notice of Completion (NOC)	5	NOC+5	CD	Applicant eligibility information, correspondence, State Historic Preservation Officer clearance, contractor clearances, project pictures, rehabilitation report, contractor bids, contractor information, grant agreement, contractor agreements, payment documentation, notice of completion	24 CFR 570.502 (a)(16); 24 CFR 85.42 & part 44& 85 OMB Circular No. A-87, A128,
303	03	CDBG Residential and Commercial Rehabilitation Loan Files	Re-Conveyance (Rec)	5	Rec+5	CD	Applicant eligibility information, correspondence, State Historic Preservation Officer clearance, contractor clearances, project pictures, rehabilitation report, contractor bids, contractor information, loan agreement/ documentation, contractor agreements, payment documentation, notice of completion	24 CFR 570.502 (a)(16); 24CFR85.4 2, part 44& 85 OMB Circular No. A87 &A128
303	04	CDBG/HCD Program Files	CL	4	CL+4	CD	CDBG contracts, exhibit A, correspondence, funding requests forms, quarterly performance reports, escrow loan portfolio reports	24 CFR 570.502 (a)(16); 24 CFR 85.42 & part 44& 85 OMB Circular No. A-87
303	05	Code Books	P	P	P	CD	Kings County building, electrical, mechanical and plumbing codes	GC 34090
303	06	Correspondence	C	2	C+2	CD	Working documentation	GC 34090(d)
303	07	Development Conditions	C	C	C	CD	Mitigation measures; filed with case files	GC 34090
303	08	Development Agreements	P	P	P	CD	Infrastructure contracts, franchises. Original maintained for 7 years.	CCP 337, 337.1(a), 337.15; GC 34090; 48 CFR 4.703
303	09	Drawings, Project Plan	C	2	C+2	CD	Does not include those usually filed with case or project	GC 34090(d)
303	10	General Subject Files	C	2	C+2	CD	Internal working files including correspondence	GC 34090(d)
303	11	Permits, Construction	----	----	P	CD	Plans, building, signs, grading, encroachment, including blueprints and specifications, certificates of occupancy	GC 34090(a); H&S 19850

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		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
303	12	Photographs	S	2	S+2	CD	Aerial photographs	GC 34090(d)
303	13	Projects, Not Completed or Denied	CL	2	CL+2	CD	Building, engineering, planning	GC 34090(d)
303	14	Residential Property Reports	CL	2	CL+2	CD	Pursuant to LMC 8.80.030, required upon re-sale of residential properties. Includes application for residential property report. May include duplicate copies of building permits and plans, the originals of which are on file separately.	GC 34090
303	15	Studies, Special Projects & Areas	CL	2	CL+2	CD	Engineering, joint powers, noise, transportation	GC 34090(d)
304 ENVIRONMENTAL QUALITY								
304	01	Air Quality (AQMD)	C	7	C+7	CD	Voucher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GC 34090
304	02	Asbestos	C	P	P	CD	Abatement projects, public buildings	GC 34090 a
304	03	California Environmental Quality Act (CEQA)	C	P	P	CD	Exemptions, environmental impact report, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations. Kept in case files.	GC 34090 + CEQA Guidelines
304	04	Environmental Review	CL	2	CL+2	CD	Correspondence, consultants, issues, conservation	GC 34090
304	05	General Information	C	2	CL+2	CD	General green incentives	GC 34090
304	06	Soil Reports	P	P	P	CD	Final reports. Kept with building plans.	GC 34090
305 HOUSING								
305	01	Programs	CL	3	CL+3	CD	Includes comprehensive housing authority strategy, meeting credit certificate, housing bond advisory, HOME, in-lieu housing mitigation, low/moderate housing, rental housing assistance	24 CFR 570.502 (b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C

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306 PLANNING								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
306	01	Case files, Planning and Zoning	C	P	P	CD	Pertains to real property. May include blueprints, drawings, maps, plans, reports, legal advertising, evaluations, correspondence, uses, permits, ABC licenses, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	GC 34090(a); H&S 19850
306	03	Maps, Plans, Drawings, Exhibits, Photos	2	P	P	CD	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	GC 34090; H&S 19850
307 PROPERTY								
307	01	Abandonment	----	----		CD	Buildings, Condemnation, Demolition	GC 34090a
307	02	Acquisition/ Disposition	----	----	P	CD	Supporting documents re sale, purchase, exchange, lease or rental of property	GC 34090a
307	03	Annexation Case Files	----	----	P	CD	Reports, agreements, public notices	GC 34090
307	04	Appraisals	CL	2	CL+2	CD		GC 34090 a;24 CFR 570.502 b3; 24CFR8.42 & OMB Circ. SA-110
307	05	Deeds & Promissory Notes	----	----	P	CC	Duplicate series, original in City Clerk Dept.	GC 34090
307	06	Lot Split Cases	----	----	P	CD		GC 34090(a)
307	07	Maps, City Boundary	----	----	P	CD	Recorded maps, surveys, monuments	GC 34090 d
307	08	Relocation Files	CL	2	CL+2	CD	e.g., redevelopment	GC 34090

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FINANCE								
400 ACCOUNTING: AUDIT/CAFR/BUDGET/REPORTS								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
400	01	Adopted Budget	C	P	P	F		GC 34090
400	01	Bank Reconciliation	AU	5	AU+5	F	Statements, summaries for receipts, disbursements & reconciliation	GC 34090; 26 CFR 16001-1; IRC 6001
400	02	Bonds	CL	10	CL+10	F	Final bond documentation	GC 34090; CCP 337.5
400	03	Budget as presented to Council	10	----	10	CC	Annual operating budget approved by legislative body	GC 34090
400		Budget adjustments, journal entries	AU	2	Au+2	F	Account transfers	GC 34090
400	04	Budget Operating (copies)	S			Var	Departmental reference and budget working papers	GC 34090
400	05	Comprehensive Annual Financial Report(CAFR)	CL	10	CL+10	F	Includes audit working papers and independent auditor analysis, annual redevelopment financial statements and single audits	GC 34090.7
400	06	Investment Transactions	----	----	P	F	Summary of transactions, inventory & earnings report	GC 34090; CCP 337
400	07	General Ledger- DOJ Safety Assistance	C	P	P	F	US Dept of Justice and Treasury report of federally funded safety assistance to local cities	GC 34090
400	08	Local Law Enforcement Block Grant (LLEBG)	----	----	P	F	Street reports supporting MTA funding	GC 34090
400	09	MTA Proposition A and C Annual Reports (Forms A, B)	----	----	P	F	IRS Form RRF-1 Registration Renewal Fee Report	GC 34090
400	10	Redevelopment Agency Budgets	C	P	P	F	Internal and/or external	GC 34090; OMB A-128
400	11	Registry of Charitable Trusts	----	----	P	F	Statement of Indebtedness reported to the LA County annually and supports the City's property tax revenues and increment	GC 34090
400	12	Reports, General Ledger and Revenue/Expenditure	----	----	P	F		GC 34090
400	13	Report to EDD or Independent Contractors	----	----	P	F	Filed on behalf of the City of Corcoran and the Corcoran Redevelopment Agency.	GC 34090
400	14	Statement of Indebtness (SOI)	----	----	P	F	Reported to Kings County annually and supports City property tax revenue and increment	GC 34090
400	15	State of California – Sec. of State	----	----	P	F	Annual and quarterly investment reports	GC 34090.7
400	16	State Controller Report	2	P	P	F	Statements, summaries for receipts, disbursements & reconciliation. Filed on behalf of City of Corcoran and RDA.	GC 34090; 26 CFR 16001-1; IRC 6001

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400	17	State Controller - Streets	----	----	P	F	Final bond documentation	GC 34090; CCP 337.5
400	18	Treasury Reports	Au	7	Au+7	F	Annual operating budget approved by legislative body	GC 34090
401 ACCOUNTS PAYABLE/PURCHASE ORDERS/FIXED ASSETS								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
401	01	Accounts Payable with Vouchers Payable File	Au	4	Au+4	F	Invoices, check copies, supporting documents	GC 34090; IRC 6001
401	02	Bids, RFPs, RFQs - Unsuccessful	C	2	C+2	CC		GC 34090
401	03	Checks	AU	5	AU+5	F	Includes vendor, canceled and voided checks	GC 34090; CCP 337
401	04	Check Register	AU	5	AU+5	F		GC 34090
401	05	Credit Cards, City Issued	CL	2	CL+2	F		GC 34090
401	06	Inventory	AU	4	AU+4	F	Reflects purchase date, cost, account number	GC 34090
401	07	Invoice Packet	AU	7	AU+7	F		GC 34090
401	08	Purchase orders and Requisitions	AU	4	AU+4	F		GC 34090
401	09	Requisitions - Purchase Orders	C	2	C+2	F	Original documents	GC 34090; CCP 337
401	10	Surplus Property - Auction	AU	2	AU+2	F	Listing of property	GC 34090
401	11	Surplus Property - Disposal	AU	4	AU+4	F	Sealed bid sales of equipment	GC 34090; CCP 337
401	12	Vehicle Ownership & Title	C	----	C	F	Title transfers when vehicle sold	VC 9900 et seq.
401	13	Vendor Register, Signature Cards, Cal Cards	C	P	P	F	Alpha vendor listing of purchase orders, invoices, account numbers and check date	GC 34090
401	14	Warrant Register	AU	2	AU+2	F	Approved by resolution	GC 34090.7
401	15	1099's	AU	5	AU+5	F		GC 34090; 29 USC 436; 26 CFR; 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530;29 CFR 516.5-516.6
402 ACCOUNTS RECEIVABLE/LICENSING								
402	01	Accounts Receivable	AU	4	AU+4	F	Utility connections, disconnects, registers, service, utility users tax exemptions	GC 34090; IRC 6001
402	02	Applications	CL	2	CL+2	F	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090
402	03	Billing Records with Revenue File	AU	2	AU+2	F	Paid & reports, including certificates of insurance and ABC licenses	GC 34090

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		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
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402	04	Business License	T	4	T+4	F	Paid licenses and reports, including certificates of insurance and ABC licenses	GC 34090; CCP 337
402	05	Deposits, Receipts	AU	4	AU+4	F		GC 34090; CCP 337
402	06	Fireworks Permits	T	2	T+2	F	Includes applications and documentation required for final issuance of permits and post fireworks sales accounting of proceeds	GC 34090
402	07	State Mandated Costs Claims	Pmt	3	Pmt+3	F	Includes copies of claims submitted and records of payments received	GC 17558.5
403 PAYROLL								
403	01	Adjustments, with payroll journal	AU	4	Au+4	F	Audit purposes	GC 34090 29 CFR 516.5 – 516.6
403	02	Checks	AU	5	AU+5	F	Includes payroll, canceled and voided checks	GC 34090; CCP 337
403	03	Deferred Compensation (PEBSCO, ICMA)	T	5	T+5	F	Records of employee contributions and city payments	GC 34090; 29 CFR 1627.3(2)
403	04	Employee Time Sheets	AU	6	AU+6	F	Original time sheets signed by employees and reviewed during annual financial audit. In case of declared disaster, must be retained for six years after Federal Emergency Management Administration audit.	GC 34090; 29 CFR 516.2; 29 CFR 516.6(1); IRS Reg. 31.6001- 1(e)(z); R&T 19530; LC 1174(d); 8 CCR 11000- 11150
403	05	Federal and State Tax	AU	4	AU+4	F	Forms 1096, 1099, 941, W-4 and W-2	GC 34090; 29 USC 436; IRS Reg. 31.6001- 1(e)(2), 301.650(a)- 1; 29 CFR 516.5-516.6; R&T 19704
403	06	Labor Distribution	AU	2	Au+2	F	Costs by employee & program	GC 34090
403	08	PERS Employee Deduction Reports	T	4	T+4	F	Record of deductions	GC 34090; 29 CFR 516.5, 516.6, LC 1174(d)

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		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
403	09	Register	1	P	P	F	Labor costs by employee and program	GC 34090, 37207
403	10	Salary Records	T	3	T+3	F	Garnishments	GC 34090; 29 CFR 516.2
404 REVENUE								
404	01	Bank Reconciliations	AU	5	AU+5	F	Statements, summaries for receipts, disbursements & reconciliations	GC 34090; 26 CFR 16001-1
404	02	Billing Information	AU	5	Au+5	F	Invoices, Accounts receivable, taxes (TOT and sales tax revenues, etc) HazMat, false alarms, SB198, strike teams, register receipts tapes and credit card receipt copies	GC 34090; CCP 338
404	03	Business License Customer Files	C	5	C+5	F	Paid and Reports	GC 34090; CCP 337
404	04	Fee Schedules	C	5	C+5	F	Fee staff reports	GC 34090
404	05	Investment Records	C	P	P	F	Summary of transactions, inventory and earnings reports	GC 34090; CCP 337; GC 53607
404	06	Assessment Districts	C	P	P	F	Transcript binder, collection information, account statements, administrative, bond, coupons, certifying compliance with state law re: assessments, and CC staff reports on topic	GC 34090
404	07	Bond Transcript Binder	C	P	P	F		GC 34090; CCP 337.5
404	08	Revenue Bonds and other Bond Information	C	10	C+10	F	Vital during life of debt. Account statements, administration bond and coupons.	GC 34090; CCP 337.5; GC 53921
404	09	Deposits, Receipts	AU	5	Au+5	F	Current documents	GC 34090; CCP 337

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PUBLIC WORKS								
500 ADMINISTRATION								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
500	01	Accounts Payable	CL	2	CL+2	F	Payment vouchers with invoices and other supporting documents, purchase orders. Duplicate series, original in Finance Dept.	GC 34090
500	02	Budget Operating	S	3	S+3	F	Duplicate series, original in Finance Dept.	GC 34090
500	03	Capital Improvement Projects	C	10	C+10	PW	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.	CalTrans Master Agreement; CC 337.15
500	04	Capital Improvement Project Agreements	CI	5	CL+5	CC	Includes project funding, consulting, management and construction agreements Duplicate series, originals in City Clerk's Dept.	GC 34090(a), 4004; H&S 19850
500	05	Correspondence/Oriinating Department	C	2	C+2	PW	If not attached to agreement or project file	GC 34090(d)
500	06	Correspondence to City Council (Manager's Memos)	C	2	C+2	CM	Duplicate series, original in City Manager Dept.	GC 34090(d)
500	07	Emergency Management	S			PW	Includes Emergency Operation Plan	GC 34090
500	08	Goals & Objectives, Departmental	C	2	C+2	PW		GC 34090
500	09	Grants, Federal and State	CL	5	CL+5	PW	Refer to grant application close-out procedure	GC 34090
500	10	Grants, Financial Records	CL	5	CL+5	PW	Refer to grant application close-out procedure	GC 34090
500	11	Grants, Unsuccessful	CL	3	CL+3	PW	Applications not entitled	GC 34090
500	12	Policies & Procedures, Departmental	S	2	S+2	PW	Includes Occupational Safety and Health Administration regulations	GC 34090(d)
500	13	Public Records Requests	CL	2	CL+2	PW		GC 34090
500	14	Reports - Council Agenda	C	2	CL+2	CC	Duplicate series, originals in City Clerk's Dept.	GC 34090(d)
500	15	Reports – Departmental	C	2	C+2	PW	Special/or final summary, review or evaluation	GC 34090
501 ENGINEERING								
501	01	Survey Records			P	PW	Bench marks and street monuments	GC 34090(d)
501	02	Development Bonds	C	2	C+2	PW	Bond documentation. Duplicate series, originals in Finance Dept.	CCP 337.5
501	03	Code Books/Standard Specifications	----	----	P	PW	Map Act, Vehicle Code, CEQA, Green Book, State Standard Specifications.	GC 34090(e)
501	04	Standard Drawings	S	5	S+5	PW		GC 34090(d)
501	05	Master Plans/ Special Studies	C	2	C+2	PW		GC 34090

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501	06	Tract and Parcel Maps	----	----	P	PW	Includes tentative map, plans (drainage, grading), subdivision control log, final parcel map, review notice and staff report, required permits (public works), CC & R document, preliminary subdivision report, resolution of conditional approval, fire department clearance letter, sewer connection fee payment receipt, memo from Community Development Department stating that all conditions of approval have been met, and inspection reports.	GC 34090
501	07	Special Districts	----	----	P	PW	Supporting documents re: improvement, lighting, underground utility, bonds, taxes & construction	GC 34090a
501	08	Utility Franchises	S	2	S+2	CC	Duplicate series, originals in City Clerk's Dept.	GC 34090
501	09	Utilities (Underground and Overhead)			P	PW	Plans	GC 34090
502 ENVIRONMENTAL QUALITY								
502	01	Air Quality (AQMD)	C	7	C+7	PW		CCP 338(k); GC 34090
502	02	Asbestos	----	----	P	PW	Documents abatement projects, public buildings	GC 34090(a)
502	03	Calif Environmental Quality Act (CEQA)	----	----	P	PW	Exemptions, environmental impact reports, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements or overriding considerations	GC 34090(a) + CEQA Guidelines
502	04	Congestion Management	C	2	C+2	PW		GC 34090(d)
502	05	Environmental Review	CL	2	CL+2	PW	Correspondence, consultants, issues, conservation	GC 34090(d)
502	06	Environmental - Solid Waste			P	PW	Hazardous waste disposal documentation for the City	42 USC 103
502	07	Soils	CL	2	CL+2	PW	Analysis, construction recommendations	GC 34090(d)
502	08	Soils Reports	----	----	P	PW	Final reports	GC 34090(d)
503 LEGAL & LEGISLATIVE								
503	01	Contracts and Agreements	T	5	T+5	PW	Includes service or supply agreements which do not require council approval under the city's purchasing policy	GC 34090
503	02	Records Inventory	C	2	C+2	PW	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.	GC 34090

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504 BUILDINGS, PARKS, & FACILITIES								
		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
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504	01	Facilities	C	2	C+2	PW	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	GC 34090
504	02	Pest Control	C	2	C+2	PW	Pesticide applications, inspections and sampling, documents	GC 34090(d)
504	03	Certificates	C	2	C+2	PW		
504	04	Maintenance/Operations	C	2	C+2	PW	Includes contracts service requests, inspection, repairs	GC 34090
504	05	Plans/Specifications	C	2	C+2	PW	Record construction drawings	GC 34090
504	06	Reports –Studies	C	2	C+2	PW	Future sites, expansions	GC 34090
505 SOLID WASTE MANAGEMENT								
505	01	AB 939 Correspondence	S	2	S+2	PW	Correspondence between city and water quality control board, solid waste consultant	GC 34090
505	02	AB 939 Legislation	S	5	S+5	PW		GC 34090
505	03	AB 939 Reports	CL	2	CL+2	PW		GC 34090
505	04	AB 939 Waste Reduction Programs	S	2	S+2	PW	City initiated programs	GC 34090
505	05	Contract Administration, Residential Solid Waste	CL	3	CL+3	PW	Solid waste contract (duplicate, original in City Clerk's Dept.); rate schedules and annual adjustments; contractor administered programs, including green waste, recycling, public information materials	GC 34090
505	06	Environmental - Solid Waste	----	----	P	PW	Hazardous waste disposal documentation for the City	42 USC 103
506 STORM/WASTE WATER & SEWERS								
506	01	Maintenance and Operations	C	2	C+2	PW	Includes work orders, inspections, repairs, reports, and backflow	GC 34090
506	02	Maps, Septic Tank	C	P	P	PW	Location maps	GC 34090
506	03	Permits - National Pollutant Discharge Elimination System (NPDES)	----	----	P	PW	Duplicate series; original permit in City Clerk's Dept.	40 CFR 122.28
506	04	Rates and Services	C	2	C+2	PW		GC 34090
506	05	Reclamation	C	5	C+5	PW		40 CFR 122.41
506	06	Recycling Programs	S	2	S+2	PW		GC 34090
506	07	Regulations	S	2	S+2	PW	Includes legislation	GC 34090
506	08	Sewer Pumping Stations	C	2	C+2	PW		GC 34090
506	09					PW		

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506	10	Sewer System Maps & Master Plans	----	----	P	PW	City drains, storm drain catch basins	GC 34090
506	11	Sewer System Policies & Procedures	S	2	S+2	PW	Includes rules and regulations	GC 34090
506	12	Sewer System Reports and Studies	C	12	C+12	PW	Includes annual reports	GC 34090
506	13	Sewer System Maintenance & Operations	C	2	C+2	PW	Includes work orders, inspection, repairs, cleaning, reports, complaints	GC 34090
506	14	Storm/Waste Water Maps & Master Plans	----	----	P	PW	City drains, storm drain catch basins	GC 34090
506	15	Storm/Waste Water Policies & Procedures	S	2	S+2	PW	Includes rules and regulations	GC 34090
506	16	Storm/Waste Water Reports and Studies	C	12	C+12	PW	Includes annual reports	GC 34090, 40 CFR 141.91
506	17	Storm/Waste Water Maintenance & Operations	C	2	C+2	PW	Includes work orders, inspection, repairs, cleaning, reports, complaints	GC 34090
507 STREETS / TRANSPORTATION								
507	01	Easements, Dedications, Rights-of-Way	2	P	P	PW		GC 34090
507	02	Flood Control	C	P	P	PW	Storm drains	GC 34090(d)
507	03	Inventory, Traffic Control Device	S	2	S+2	PW	Signs, lights	GC 34090
507	04	Maintenance/ Operations	C	2	C+2	PW	Landscaping, tree maintenance, street maintenance - includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	GC 34090
507	05	Maps	C	P	P	PW	Lighting districts, storm drains, streets, sewers	GC 34090
507	06	Maps, City Boundary	C	P	P	PW	Recorded maps, surveys, monuments	GC 34090(d)
507	07	Reports/Studies	CL	2	CL+2	PW		GC 34090
507	08	Permits - Encroachment	CL	2	CL+2	PW	Includes insurance certificates	GC 34090
507	09	Permits - Improvement	CI	2	CI+2	PW	May include curbs, sidewalks; applications for excavation, fill, alterations	GC 34090
507	10	Permits - Parking	CL	2	CL+2	PW	Includes Hawthorne Boulevard median parking	GC 34090
507	11	Permits - Use (Temporary)	CL	2	CL+2	PW	Includes special events	GC 34090
507	12	Photographs	S	2	S+2	PW	Includes aerials and other miscellaneous street and highway photos	GC 34090
507	13	Plans	----	----	P	PW	Streets, curbs, gutters, sidewalks, signals, and striping	GC 34090
507	14	Programs	CL	----	CL	PW	Federal, state (Caltrans), county (Metropolitan Transportation Authority), Traffic Committee, highway mileage, truck routing. Includes general correspondence, project studies, annual reports, master agreements	

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DoR= Department of Record CC= City Clerk CD= Community Development CM= City Manager F= Finance HR= Human Resources PD= PW= Public Works



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution No. 2816

		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
507	15	Reports – Inspection	CL	2	CL+2	PW	Includes intersections, sidewalks	GC 34090
507	16	Reports – Studies	CL	2	CL+2	PW	Requests, statistics, drawings supporting traffic devices	GC 34090
507	17	Reports - Traffic Count	CL	2	CL+2	PW	Evaluation of traffic volume and studies	GC 34090
507	18	Street Openings and Closures	2	P	P	PW		GC 34090
507	19	Street Naming and Numbering	2	P	P	PW		GC 34090; GC 34090 a
507	20	Signage	C	2	C+2	PW	Log books, index register cards, inventory lists, records of traffic signs	GC 34090
507	21	Speed limits	S	2	S+2	PW	Engineering and traffic surveys	GC 34090
507	22	Landscaping	C	2	C+2	PW	Plants, Tree Maintenance, Work Orders	GC 34090
507	23	Lighting	C	2	C+2	PW	Maintenance, Work Orders	GC 34090
507	24	Traffic Signals	C	2	C+2	PW	Logs, drawings, wiring diagrams, codes circuits, installation records, testing & maintenance, fiber optic comms, timings plans, signals, message signs, special event timing	GC 34090
508 WATER/ UTILITIES								
508	01	Flood Control Insurance programs, policies, Reports	S	2	S+2	PW	Includes policies, rules, programs	GC 34090
508	02	Drainage Maps	CL	2	CL+2	PW	Line locations, easements	GC 34090
508	03	Inventory- Equipment	CL	2	CL+2	PW		GC 34090
508	04	Locations	CL	2	CL+2	PW	Main valves, hydrant, wells	GC 34090
508	05	Maintenance and operations	CL	2	CL+2	PW	Work orders, inspections, repairs, cleaning	GC 34090
508	06	Wells& Pumping	CL	2	CL+2	PW	Times operational, power used	GC 34090
508	07	Water Master Plans	CL	2	CL+2	PW		GC 34090
508	08	Permits- NPDES	CL	2	CL+2	PW	National Pollutant Discharge Elimination System (Storm water permits)	40 CFR 122.28
508	09	Permits- CA Regional Water Quality Board	CL	2	CL+2	PW	Bile water discharges, Areas of Special Biological Significance (ASBS)	GC 34090
508	10	Corrosion control	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	11	Discharge Monitoring	CL	5	CL+5	PW	Compliance documentation	40 CFR 122.41
508	12	Lead Service Lines	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	13	Public Education	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	14	Quality Parameters	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	15	Sanitary Surveys	CL	10	CL+10	PW	Compliance documentation	40 CFR 141.91
508	16		CL	2	CL+2	PW		

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CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution No. 2816

		Record	Retention Periods			DoR	Descriptor/ Remarks	Citation
			Active	Inactive	Total			
508	17	Source Water	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	18	State Certification	CL	2	CL+2	PW	Compliance documentation	40 CFR 141.91
508	19	Well level	CL	2	CL+2	PW		GC 34090
508	20	Surveyor Field Notes	CL	P	P	PW	Notes preparatory to maps of water instillation	GC 34090
508	21	Surveys, Water Systems Sanitary	CL	0	CL	PW	Statistics, reports, correspondence	40 CFR 141.33
508	22	Bacteriological Analysis	CL	5	CL+5	PW	Compliance records including location, date, method and results, corrections, analysis of bacterial content	40 CFR 141.33
508	23	Chemical Analysis	CL	10	CL+10	PW	Compliance records including location, date, method and results, corrections, analysis of bacterial content	40 CFR 141.33
508	24	Quality	CL	2	CL+2	PW	Compliance records including location, date, method and results, corrections, analysis of bacterial content	40 CFR 141.33
508	25	Violations- Drinking Water	CL	3	CL+3	PW	Retention applies to each violation	40 CFR 141.33
509 VEHICLES & EQUIPMENT								
509	01	Equipment Contracts & Agreements	T	4	T+4	PW	Purchase, lease and maintenance of equipment; includes warranties.	CCP 337.2, 343
509	02	Equipment Inventory	C	2	C+2	PW	Warranties, purchase orders	GC 34090
509	03	Hazardous Waste Disposal	C	10	C+10	PW	Documentation re the handling & disposal of hazardous waste	CAL OSHA, 40 CFR 122.21
509	04	Inspection, Safety	----	----	P	PW		14 CFR 171.13 – 171.213
509	05	Inventory, Equipment Parts & Supplies	C	2	C+2	PW	Includes maintenance equipment, shop equipment, and related documents re: repairs	GC 34090
509	06	Inventory, Vehicle Ownership and Title	C	2	C+2	F	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents. Duplicate series, originals (Title/Pink Slip) in Finance Dept.	VC 9900, et seq.
509	07	Licenses, Permits	CL	2	CL+2	PW	Forms, related documentation re licenses and permits required by federal and state agencies	
509	08	Reports, Accident	CL	2	CL+2	CC	Memos and working documents; duplicate series	GC 34090
509	09	Surplus Vehicles & Property Disposal	CL	5	CL+5	PW	Sealed bid sales of equipment	GC 34090; CCP 337
509	10	Vehicle Assignment	C	2	C+2	PW	Log books, request forms, lists	GC 34090
509	11	Vehicle Maintenance & Operations	C	2	C+2	PW	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	GC 34090(d)

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EXHIBIT B

RECORDS STORAGE AND DESTRUCTION PROCEDURES

The effective and efficient management of City records is an integral part of City service to the public. One component of effective records management is the systematic storage, retrieval, and destruction of records. It is of value for both City staff and the residents served to control the costs associated with producing and accessing records while simultaneously making these functions as efficient as possible. The availability of records in an appropriate and timely manner not only increases staff efficiency but also ensures compliance with a myriad of local, state and federal laws.

The Records Storage Building at old City Hall (now the Corcoran Police Department) and the metal storage building located on the Corcoran Police Department parking lot have been designated as the holding facilities/sites for records that have met their active in-house retention. Once placed in one of the storage buildings, they are to be maintained by the City Clerk until their eligibility for destruction per the City of Corcoran Records Management Program and Records Retention Schedule. All departments with the exception of the Police Department will fall under and abide by the current Records Management Program and Retention Schedule.

Each department will need to assign an individual who will be responsible for implementing the Records storage and destruction policies and procedures. The assigned individual will be responsible for placement and removal of department files in the storage unit. The assigned individual will complete the inventory form hereto known as Form A. Only the assigned individual will have access to the storage building and only after requesting the key from the City Clerk. Depending on the type of document requested, and the information contained, the City Clerk may at times accompany the assigned individual to the Storage building.

Attached hereto as Form B and C, are the Records Removal Form and the Records Destruction Certificate. It will be the responsibility of the assigned individual from each department to complete and submit the forms, in their entirety, to the City Clerk for review. The City Clerk will keep all originals of Forms A, B, and C and will only provide copies of the forms once submitted and approved to each department. This process will ensure appropriate and effective access to information.

The procedures for placement, removal, and destruction of documents are listed below and should be followed by all departments and their assigned representative.



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution 2816

PROCEDURE:

PLACING DOCUMENTS INTO THE BUILDING

Responsibility of Department Representative:

1. Prepare Records for storage in the Records Storage Building
2. Acquire Records Inventory Form (Form A) from City Clerk or H: Drive
3. Enter required information in its entirety on the form
4. Submit form to City Clerk for review
5. Arrange for transportation of records to the Storage Building

Responsibility of the Clerk:

1. Verify contents of boxes and review Records Inventory Form
2. Assign location for boxes with the Storage Building and notify Department
3. Create two (2) copies of Records Inventory Form
 - a. Original Copy for City Clerk for filing
 - b. One copy affixed to front of storage box for identification purposes
 - c. One copy for Department to keep

REMOVAL OF DOCUMENTS FROM THE BUILDING

Responsibility of Department Representative

1. Complete form and submit to City Clerk
2. Request key from City Clerk (remember to return key)
3. If the documents requested are sensitive in nature request the City Clerk to accompany for retrieval
4. Return records by the date specified on the removal form

Responsibility of City Clerk

1. Verify form for accuracy of files to be removed
2. Track file until it is returned for placement back in Storage Building
3. Ensure all files are returned by the date specified on the removal form
4. Ensure box has all content originally listed on the Records Inventory Form



CITY OF CORCORAN RETENTION/DISPOSITION SCHEDULE

Adopted _
By Resolution 2816

DESTRUCTION OF DOCUMENTS

Responsibility of Department Representative

1. Identify which records have satisfied their retention periods and are eligible for destruction
2. Request a Records Destruction Certificate from City Clerk or access on H: Drive
3. Prepare the Records Destruction Certificate and submit to City Clerk thirty (30) days prior to destruction date.
4. Arrange for destruction of records once notice from the City Clerk has been received that the following conditions have been met:
 - a. The Records are eligible for destruction
 - b. City Council approved Destruction
 - c. The appropriate Department Head or City Manager and City Attorney signed the Certificate of Destruction
5. Keep of copy of Destruction Certificate for your records, Original with City Clerk

Responsibility of City Clerk:

1. Identify if Records listed on Destruction Certificate are eligible for destruction
2. Put Destruction Authorization on City Council Agenda
3. Draft Resolution and ensure appropriate signatures on the following:
 - a. Resolution
 - b. Destruction Certificate
4. Make copies of the Destruction Certificate
 - a. One for department
 - b. Original with City Clerk

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

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, Assistant to the City Manager/City Clerk

DATE: January 12, 2016 **MEETING DATE:** January 19, 2016

SUBJECT: Approval of Proclamation No. 2016-01 through 2016-04 honoring Chamber of Commerce Honorees

Recommendation: (Consensus)

Move to approve the Consent Calendar approving Proclamation No. 2016-01 through 2016-04.

Discussion:

Annually the Chamber of Commerce recognizes citizens and organizations, as Man of the Year, Woman of the Year, Junior Citizen of the Year, and Organization of the Year. The City Council approves Resolutions or Proclamations acknowledging the accomplishments of those honored and presents them at the Chambers Annual dinner.

The resolutions will be presented on Wednesday, January 27, 2016. Following review, staff respectfully requests the resolutions be approved as per required action.

Budget Impact:

None

PROCLAMATION NO. 2016-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
HONORING MAN OF THE YEAR
DOUG DEVANEY**

WHEREAS, the Corcoran Chamber of Commerce honors a “Man of the Year” at its annual banquet; and,

WHEREAS, the recognition is an opportunity to pay tribute to a local resident who willingly contributes his time, energy, and talents the community of Corcoran; and,

WHEREAS, Doug DeVaney served as a Corcoran Cub Scout Leader, the YMCA President and a member of their Board of Directors, and actively assisted with the Corcoran Blue Dolphins Swim Team, Corcoran Guild Husband benefiting the Children’s Hospital, the Corcoran Golf Club, and is a member of the Calamco Board of Directors; and,

WHEREAS, his enthusiasm to help the community where he was born and raised can be seen when he assists the Corcoran Chamber of Commerce organize parades and other events in town, and his assistance and volunteer work has been deemed priceless by many in the community; and,

WHEREAS, Doug has worked diligently to secure funds for Corcoran youth to attend Summer Camp at the YMCA, and has also organized scholarships at Riverdale High School and reached out to underprivileged Corcoran youth enabling them to participate in various activities.

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

DOUG DEVANEY

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

DATED: January 19, 2016

Jerry Robertson, Mayor

PROCLAMATION 2016-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
HONORING WOMAN OF THE YEAR
SHEILA JAVAUX**

WHEREAS, the Corcoran Chamber of Commerce honors a “Woman of the Year” at its annual banquet; and,

WHEREAS, the recognition is an opportunity to acknowledge the contributions and talents of a local resident who dedicates time and energy to the community of Corcoran; and,

WHEREAS, Sheila Javaux is known for her commitment to local youth and has volunteered countless hours to Corcoran Little League, the Blue Dolphins swim program, CHS Band Boosters, CHS Cheerleading, and has helped organize fundraisers, chaperoned events, and served in leadership roles including Co-Chairman of the “Class of 2013” Sober Grad Party; and,

WHEREAS, Sheila is dedicated to her faith and participates as a member of the Corcoran Community Church of the Nazarene where she is a Board Member, has taught the pre-school Sunday School class, served as Chairman of the Vacation Bible School, and has contributed her time in other meaningful assignments; and,

WHEREAS, the community likewise benefits from Sheila’s volunteerism through her participation in the 50/50 Club, the Corcoran Guild, and the Corcoran Chamber of Commerce.

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

SHEILA JAVAUX

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

DATED: January 19, 2016

Jerry Robertson, Mayor

Proclamation No. 2016-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
HONORING JUNIOR CITIZEN OF THE YEAR
Angelica Salgado**

WHEREAS, the Corcoran Chamber of Commerce honors a “Junior Citizen of the Year” at its annual banquet; and,

WHEREAS, the recognition is an opportunity to pay tribute to a local young woman or young man who has demonstrated a spirit of volunteerism and exemplary leadership; and,

WHEREAS, Angelica Salgado has actively participated in numerous clubs at Corcoran High School including the Interact Club, FBLA, and the California Scholarship Federation and likewise has demonstrated her many talents as a member of the Association Student Body where she helped plan, organize, and participated in various school spirit activities ; and,

WHEREAS, also Angelica also serves as a role model to other youth by maintaining a 4.0 GPA, participating in cross country and track at Corcoran High School, and still being able to volunteer her time to her community by helping with the Rotary’s Pancake Breakfast, and the CHS Angel Tree during Christmas; and,

WHEREAS, Angelica volunteers her time to Our Lady of Lourdes Catholic Church, where she has been an Altar Server since the 7th grade, and she consistently helps at various church fundraisers by serving dinners and cleaning up.

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

ANGELICA SALGADO

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

DATED: January 19, 2016

Jerry Robertson, Mayor

PROCLAMATION 2016-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
HONORING ORGANIZATION OF THE YEAR
CORCORAN YOUTH WRESTLING**

WHEREAS, the Corcoran Chamber of Commerce honors an “Organization of the Year” at its annual banquet each year; and,

WHEREAS, in the last twelve years, Corcoran Youth Wrestling has developed a program that trains and motivates local wrestlers to be successful student athletes; and,

WHEREAS, Corcoran Youth Wrestling has a current enrollment of 80 young men and young women ranging in age from kindergarten to high school aged wrestlers; and,

WHEREAS, Corcoran Youth Wrestling participated in the creation of the Central Valley Youth Wrestling Association and routinely supports the CVYWA in organizing more than thirty regional events each year; and,

WHEREAS, Corcoran Youth Wrestling has helped develop and promote competitive wrestling in Corcoran and is recognized state-wide for its stellar athletes and events; and,

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

CORCORAN YOUTH WRESTLING

on its selection as the Corcoran Chamber of Commerce ORGANIZATION OF THE YEAR and expresses its thanks for the many contributions made to the community of Corcoran.

DATED: January 19, 2016

Jerry Robertson, Mayor

City of
CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

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

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, Assistant to the City Manager/City Clerk

DATE: January 15, 2016

MEETING DATE: January 19, 2016

SUBJECT: Consider claim from Paula Barrera alleging damage.

Recommendation:

Move to approve the Consent Calendar and reject the claim submitted by Paula Barrera.

Discussion:

Staff received a claim application from Paula Barrera on January 7, 2016 alleging damage caused by a passing vehicle. The claim was forwarded to the City's third party administrator, Acclamation Insurance Management Services (AIMS), as part of the City's participation in the Central San Joaquin Valley Risk Management Authority (CSJVRMA).

AIMS has advised the claim be rejected based on the consideration that her damage was caused due to normal hazards of driving and it should not impose liability upon the City.

A copy of the claim will be provided upon request.

Budget Impact:

This type of claim is handled through the City's Risk Management Authority (RMA).

12/21/15



#1

Accounts Payable

Blanket Voucher Approval Document

User: spineda
Printed: 12/07/2015 - 3:21PM
Warrant Request Date: 12/07/2015
DAC Fund:

Batch: 00512.12.2015 - Warrent Register 12/21/15-m

Line	Claimant	Voucher No.	Amount
1	Auto Zone, Inc.	000059602	38.54
2	Caves & Associates	000059603	582.03
3	College of the Sequoias	000059604	320.00
4	CyberCopy	000059605	302.09
5	Evident Crime Scene Products	000059606	234.95
6	Falcon Private Security, Inc.	000059607	18,432.00
7	Foothill Transcription Company, Inc	000059608	18.00
8	GMS, Inc.	000059609	1,887.00
9	High Desert Wireless Broadband	000059610	4,285.00
10	LAW & ASSOCIATES INVESTIGATIONS	000059611	600.00
11	Shred-IT USA, LLC	000059612	1,420.20
12	Tule Trash Company	000059613	99,872.09

Page Total: \$127,991.90

Grand Total: \$127,991.90

Accounts Payable

Voucher Approval List

User: spineda
 Printed: 12/07/2015 - 3:21PM
 Batch: 00512.12.2015 - Warrant Register 12/21/15-manual checks



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59602	12/7/2015	Auto Zone, Inc.	dept supplies-car wash/armoral/microfiber towel	104-421-300-210	38.54
Warrant Total:					38.54
59603	12/7/2015	Caves & Associates	Dec 2015 Negotiation Services	104-402-300-200	511.88
59603	12/7/2015	Caves & Associates	Signing of CLOCEA MOU - Mileage	104-402-300-200	70.15
Warrant Total:					582.03
59604	12/7/2015	College of the Sequoias	training fee for perishable skills - 2 officers 11/19-21/15	104-421-300-270	320.00
Warrant Total:					320.00
59605	12/7/2015	CyberCopy	Print Plans for new PD	104-421-300-200	302.09
Warrant Total:					302.09
59606	12/7/2015	Evident Crime Scene Products	evidence supplies	104-421-300-210	234.95
Warrant Total:					234.95
59607	12/7/2015	Falcon Private Security, Inc.	(1) state lic Armed Security for Inmate 10/28-11/27/15	104-421-300-200	18,432.00
Warrant Total:					18,432.00
59608	12/7/2015	Foothill Transcription Company, Inc	transcription service	104-421-300-200	18.00
Warrant Total:					18.00
59609	12/7/2015	GMS, Inc.	GMS annual license & service	178-441-300-200	1,887.00
Warrant Total:					1,887.00
59610	12/7/2015	High Desert Wireless Broadband	November 2015 billing for IT services	104-432-300-201	4,285.00
Warrant Total:					4,285.00
59611	12/7/2015	LAW & ASSOCIATES INVESTIGATIONS	background services	104-421-300-200	600.00
Warrant Total:					600.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59612	12/7/2015	Shred-IT USA, LLC	offsite file destruction	104-432-300-200	1,420.20
Warrant Total:					1,420.20
59613	12/7/2015	Tule Trash Company	contract	112-436-300-200	113,200.87
59613	12/7/2015	Tule Trash Company	franchise fee 7.5%	112-436-316-023	-8,490.07
59613	12/7/2015	Tule Trash Company	franchise fee/rolls off sept 2015	112-436-316-023	-1,931.02
59613	12/7/2015	Tule Trash Company	franchise fee/rolls off oct 2015	112-436-316-023	-1,501.47
59613	12/7/2015	Tule Trash Company	franchise fee/rolls off nov 2015	112-436-316-023	-1,406.22
Warrant Total:					99,872.09

12/21/15

#2



Accounts Payable

Blanket Voucher Approval Document

User: spineda
 Printed: 12/11/2015 - 2:32PM
 Warrant Request Date: 12/11/2015
 DAC Fund:

Batch: 00413.12.2015 - Warrent Register 12/21/15-m

Line	Claimant	Voucher No.	Amount
1	Corcoran City Petty Cash	000059633	455.07
Page Total:			\$455.07
Grand Total:			\$455.07

12/21/15

#3



Accounts Payable

Blanket Voucher Approval Document

User: spineda
Printed: 12/18/2015 - 4:14PM
Warrant Request Date: 12/21/2015
DAC Fund:

Batch: 00502.12.2015 - Warrant Register 12/21/15

Line	Claimant	Voucher No.	Amount
1	Accela, Inc., #774375	000059634	2,040.00
2	ASI Administrative Solutions, Inc	000059635	60.00
3	AT&T Mobility	000059636	39.16
4	Auto Zone, Inc.	000059637	383.02
5	Az Auto Parts	000059638	640.96
6	B & C Enterprises	000059639	2,681.18
7	BankCard Center- Bank of the West Credit Cards	000059640	34.95
8	B&K Associates	000059641	3,641.00
9	Business Card- Bank of America Credit Cards	000059642	7,008.82
10	C. A. Reding Company, Inc	000059643	33.87
11	CalACT	000059644	435.00
12	Central Valley Lawn Care	000059645	350.00
13	Chevron & Texaco Card Svc	000059646	524.09
14	Chicago Title Company	000059648	1,109.48
15	Chicago Title Company	000059647	1,320.50
16	Circle T Farms Inc	000059649	475.00
17	City of Avenal	000059650	3,001.00
18	College of the Sequoias	000059651	160.00
19	Comcast	000059652	400.74
20	Corcoran Hardware	000059653	1,443.72
21	Corcoran Publishing Company	000059654	918.00
22	CSJVRMA	000059655	105,556.84
23	Data Ticket Inc	000059656	385.00
24	De Lage Landen	000059657	484.24
25	Dept of Justice	000059658	391.00
26	Dept of Water Resources	000059659	66,891.61
27	Dylan Zable	000059660	246.00
28	Farley Law Firm	000059661	7,183.38
29	Ferguson Enterprises, Inc	000059662	4,201.36
30	Foothill Transcription Company, Inc	000059663	72.00
31	High Desert Wireless Broadband	000059664	5,528.45
32	Hinderliter, deLlames & Assoc	000059665	5,438.39
33	Home Depot Credit Services	000059666	190.66
34	HUB International	000059667	107.40
35	Jeremy Robertson	000059668	806.25
36	Jorgensen & Company	000059669	187.35
37	Joseph Pacheco	000059670	246.00
38	Keenan & Associates	000059671	49,682.70
39	Kings County Clerk	000059672	45.00
40	Kings County Mobile Locksmith	000059673	5.38
41	Kings County Sheriff's Office	000059674	8,678.63
42	Kings Rehabilitation Center	000059675	7,193.00
43	Kings Waste & Recycling	000059676	6,119.85
44	Lacey Animal Hospital	000059677	289.90
45	Lampe Chrysler Dodge Jeep Ram	000059678	1,569.07
46	League of California Cities	000059679	200.00

Page Total: \$298,399.95

Line	Claimant	Voucher No.	Amount
47	Lions Gate Hotel	000059680	546.40
48	Lowe's	000059681	37.76
49	MBS, Medical Eye Services	000059682	772.27
50	Nacho's Automotive	000059683	238.50
51	Office Depot	000059684	2,020.26
52	PG&E	000059685	88,843.73
53	Pizza Factory	000059686	90.30
54	Proclean Supply	000059687	880.82
55	Quad Knopf, Inc.	000059688	11,672.61
56	Quality Pool Service	000059689	2,958.32
57	Res-Com	000059690	429.00
58	Robnson's Sheet Metal	000059691	46.20
59	Sawtelle & Rosprim Industrial	000059692	244.31
60	Sawtelle Rosprim Machine Shop	000059693	932.33
61	Shaw's Rooter & Drain	000059694	60.00
62	Shell Fleet Plus	000059695	6,183.26
63	State Water Resources Control	000059696	60.00
64	State Water Resources Control	000059697	65.00
65	Sunbelt Rentals	000059698	1,794.25
66	Terminix	000059699	42.00
67	TF Tire & Service	000059700	1,274.04
68	The Gas Company	000059701	1,567.08
69	The Lawnmower Man	000059702	111.80
70	The Printer	000059703	1,147.16
71	Tip's Towing #2	000059704	600.00
72	Trans Union LLC	000059705	12.70
73	Tule Trash Company	000059706	2,080.20
74	Univar USA Inc	000059707	10,908.31
75	US Bank Equipment Finance	000059708	207.92
76	Verizon California	000059709	3,129.00
77	Verizon Wireless	000059710	108.97
78	Wales Technologies	000059711	150.00
79	Wright's Electric	000059712	361.51

Page Total: \$139,576.01

Grand Total: \$437,975.96

Accounts Payable Voucher Approval List

User: spineda
 Printed: 12/18/2015 - 4:15PM
 Batch: 00502.12.2015 - Warrent Register 12/21/15



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59634	12/21/2015	#774375 Accela, Inc.	October, 2015	104-405-300-200	1,058.00
59634	12/21/2015	#774375 Accela, Inc.	November, 2015	104-405-300-200	982.00
Warrant Total:					2,040.00
59635	12/21/2015	ASI Administrative Solutions, Inc	Sect 125 Admin-December 2015	304-000-202-010	60.00
Warrant Total:					60.00
59636	12/21/2015	AT&T Mobility	WWTP Duty Man Cell Phone-Period 10/24/15-11/23/15 Acct#8346C	120-435-300-220	39.16
Warrant Total:					39.16
59637	12/21/2015	Auto Zone, Inc.	Battery-Unit#105	104-407-300-260	65.52
59637	12/21/2015	Auto Zone, Inc.	Brake Pads-Unit#223	104-421-300-260	32.62
59637	12/21/2015	Auto Zone, Inc.	Battery-Unit#102	109-434-300-260	211.54
59637	12/21/2015	Auto Zone, Inc.	Combo Switch/Stop Light-Unit#147	105-437-300-260	73.34
Warrant Total:					383.02
59638	12/21/2015	Az Auto Parts	1/2 in. Drive-Unit#208	120-435-300-260	5.79
59638	12/21/2015	Az Auto Parts	Bumper Assy-Unit#216	145-410-300-260	10.19
59638	12/21/2015	Az Auto Parts	Fuel Tank Cap-Unit#149	120-435-300-260	6.51
59638	12/21/2015	Az Auto Parts	Sensor-Unit#146	104-412-300-260	45.64
59638	12/21/2015	Az Auto Parts	Sensor-Unit#146	109-434-300-260	45.65
59638	12/21/2015	Az Auto Parts	Fuel Line Hose-Unit#156	120-435-300-260	1.98
59638	12/21/2015	Az Auto Parts	Battery -Unit#154	120-435-300-260	89.17
59638	12/21/2015	Az Auto Parts	Camber/Caster-Unit#167	145-410-300-260	46.07
59638	12/21/2015	Az Auto Parts	Camber/Caster-Unit#167	145-410-300-260	23.04
59638	12/21/2015	Az Auto Parts	50 ft Fuel Hose	120-435-300-260	192.42
59638	12/21/2015	Az Auto Parts	Prem Tractor Fluid-Unit#53	120-435-300-140	78.71
59638	12/21/2015	Az Auto Parts	Back-up Plate-Unit#184	109-434-300-140	3.63
59638	12/21/2015	Az Auto Parts	Cylindoid-Back Motor-Unit#134	112-438-300-140	28.83
59638	12/21/2015	Az Auto Parts	Tubing	105-437-300-210	9.14
59638	12/21/2015	Az Auto Parts	WD-40	105-437-300-210	41.02

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59638	12/21/2015	Az.Auto Parts	Air Line/Air Fitting	105-437-300-210	13.17
				Warrant Total:	640.96
59639	12/21/2015	B & C Enterprises	Fuel-Depot	145-410-300-250	407.51
59639	12/21/2015	B & C Enterprises	Fuel-Parks	104-412-300-250	276.64
59639	12/21/2015	B & C Enterprises	Fuel-PD	104-421-300-250	1,099.24
59639	12/21/2015	B & C Enterprises	Fuel-Baldo	104-431-300-250	141.27
59639	12/21/2015	B & C Enterprises	Fuel-Mechanics	104-433-300-250	199.06
59639	12/21/2015	B & C Enterprises	Fuel-Streets	109-434-300-250	190.41
59639	12/21/2015	B & C Enterprises	Fuel-Sweeper	112-438-300-250	110.67
59639	12/21/2015	B & C Enterprises	Fuel-Waste Water	120-435-300-250	243.57
59639	12/21/2015	B & C Enterprises	Fuel-Water	105-437-300-250	12.81
				Warrant Total:	2,681.18
59640	12/21/2015	BankCard Center- Bank of the West Credit Cards	Earth Link Net -Acct# ending 3031 S. Ruiz-Nunez	104-401-300-157	34.95
				Warrant Total:	34.95
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59641	12/21/2015	BSK Associates	Ammonia/Arsenic/Coliform/Nitrate	105-437-300-200	160.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate-Well 9	105-437-300-200	45.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	135.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence-Well 9	105-437-300-200	17.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	51.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	45.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Coliform/THMS/Total Haloacetic Acids	105-437-300-200	1,176.00
59641	12/21/2015	BSK Associates	Bio Chem Oxy/Conduct/Settle Solids/Suspend Solids	105-437-300-200	174.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate- Wells 3 & 4	105-437-300-200	90.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	45.00
59641	12/21/2015	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59641	12/21/2015	BSK Associates	Lagoon-Testing	120-435-300-200	174.00
59641	12/21/2015	BSK Associates	Lagoon-Testing	120-435-300-200	233.00
Warrant Total:					3,641.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Verizon/Phone Equip/M. Castro Gieseman acct#3201	104-421-300-220	24.18
59642	12/21/2015	Business Card- Bank of America Credit Cards	FTO Trng/Hotel/11/16/15-11/20/15 / M. Castro Gieseman acct#3201	104-421-300-270	732.65
59642	12/21/2015	Business Card- Bank of America Credit Cards	San Diego Police Equip. / M. Castro Gieseman acct#3201	104-421-300-210	474.75
59642	12/21/2015	Business Card- Bank of America Credit Cards	Jailhouse & Defndt: Informnts12/2/15- M. Castro Gieseman acct#320	104-421-300-270	85.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Rite-Aid/Dept Purchasr/M. Castro Gieseman acct#3201	104-421-300-210	12.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Shell/fuel For Prius/ M. Castro Gieseman acct#3201	104-421-300-250	13.02
59642	12/21/2015	Business Card- Bank of America Credit Cards	USPS/Postage/ M. Castro Gieseman acct#3201	104-432-300-152	7.67
59642	12/21/2015	Business Card- Bank of America Credit Cards	USPS/Postage/ M. Castro Gieseman acct#3201	104-432-300-152	6.74
59642	12/21/2015	Business Card- Bank of America Credit Cards	Uniform Accessories/Explorers/ M. Castro Gieseman acct#3201	104-421-300-210	90.40
59642	12/21/2015	Business Card- Bank of America Credit Cards	FTOTrng/Hotel/11/16/15-11/20/15-Credit-Castro Gieseman acct#320	104-421-300-270	-732.65
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel/Shell Oil/R. Shortnancy CC#5808	104-421-300-250	19.15
59642	12/21/2015	Business Card- Bank of America Credit Cards	Trng Fee/Assertive Supervision 10/27-29/15: Shortnancy CC#5808	104-421-300-270	300.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Trng Fee/CA Assn: Tactical 02/8/-12/2016: Shortnancy CC#5808	104-421-300-270	540.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel @ Chevron G.Cramer CC#3335	104-421-300-250	48.53
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel @ Chevron G.Cramer CC#3335	104-421-300-250	29.84
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel @ Chevron G.Cramer CC#3335	104-421-300-250	36.05
59642	12/21/2015	Business Card- Bank of America Credit Cards	CNOA/11-21-15 to 11-24-15/Lojging -G.Cramer CC#3335	104-421-300-270	114.56
59642	12/21/2015	Business Card- Bank of America Credit Cards	Software Purchase/CDW K. Gibson Acct#1452	104-421-300-210	334.56
59642	12/21/2015	Business Card- Bank of America Credit Cards	Costo/Dept Purchase/Holiday Cards/M. Castro-Gieseman Acct#3201	104-421-300-210	74.16
59642	12/21/2015	Business Card- Bank of America Credit Cards	Verizon/Phone Equip/M. Castro-Gieseman Acct#3201	104-421-300-220	100.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Verizon/Phone Equip/M. Castro-Gieseman Acct#3201	104-421-300-220	120.89
59642	12/21/2015	Business Card- Bank of America Credit Cards	CSMFO Training March 1-4/S. Ruiz-Nunez Acct#2808	104-421-300-270	189.38
59642	12/21/2015	Business Card- Bank of America Credit Cards	CA Transit Assoc. -V. Bega -11/17/15 / S. Ruiz-Nunez Acct#2808	104-405-300-270	520.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Ca Transit Assoc- V. Bega -11/17/15 / S. Ruiz-Nunez Acct#2808	145-410-300-270	37.79
59642	12/21/2015	Business Card- Bank of America Credit Cards	Supplies/Dept Supplies/K. Tromborg Acct#8432	104-407-300-198	663.51
59642	12/21/2015	Business Card- Bank of America Credit Cards	A Design 4U/Jacksn's Tromborg Acct#8432	104-407-300-210	247.13
59642	12/21/2015	Business Card- Bank of America Credit Cards	Office Max/ Dept Supplies/ Tromborg Acct#8432	104-406-300-210	183.03
59642	12/21/2015	Business Card- Bank of America Credit Cards	UPSP Mass Mailing Water/Tromborg Acct#8432	104-432-300-152	19.54
59642	12/21/2015	Business Card- Bank of America Credit Cards	Snacks for PW Director Interview Panel/K. Cruz Acct#5572	104-431-300-200	923.06
59642	12/21/2015	Business Card- Bank of America Credit Cards	Safety Bucks for D. Arnold /K. Cruz Acct#5572	104-401-300-215	8.90
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel for Prius /K. Cruz Acct#5572	104-402-300-270	20.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel for Prius /K. Cruz Acct#5572	104-402-300-270	25.01
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel for Prius /K. Cruz Acct#5572	104-402-300-270	20.64

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59642	12/21/2015	Business Card- Bank of America Credit Cards	Fuel for Prius /K. Cruz Acct#5572	104-402-300-270	28.21
59642	12/21/2015	Business Card- Bank of America Credit Cards	LCW Training-Public Sect Employee Law Update/K. Cruz Acct#55	105-437-300-270	433.40
59642	12/21/2015	Business Card- Bank of America Credit Cards	City Clerks Seminar 12/1/15-12/4/15 /K. Cruz Acct#5572	104-402-300-270	539.08
59642	12/21/2015	Business Card- Bank of America Credit Cards	New China-Lunch for PW Director Interview Panel/K. Meik CC#52	104-402-300-271	57.90
59642	12/21/2015	Business Card- Bank of America Credit Cards	Amore Cafe-Meeting with Lemore City Manager/K. Meik CC#528	104-402-300-271	10.00
59642	12/21/2015	Business Card- Bank of America Credit Cards	Brass-Meeting- HSR Align- City Office & Kings Co/K. Meik CC#5	104-402-300-271	57.31
59642	12/21/2015	Business Card- Bank of America Credit Cards	Finance Seminar Dec 1-4, 2015 / La Jolla, CA/ K. Meik CC#5281	104-402-300-270	513.48
59642	12/21/2015	Business Card- Bank of America Credit Cards	Rite-Aid Snacks for City Council/ K. Meik CC#5281	104-401-300-271	14.95
59642	12/21/2015	Business Card- Bank of America Credit Cards	Reynas-Meeting With Executive Team/ K. Meik CC#5281	104-402-300-271	65.00
			Warrant Total:		7,008.82
59643	12/21/2015	C. A. Reding Company, Inc	Equip Contract for Lanier MP232SP@ Depot: 01/14/16-02/13/16	145-410-300-180	33.87
			Warrant Total:		33.87
59644	12/21/2015	CalACT	CAL-ACT 2016 Local or Regional Gov Agency Memb Fees-Valerie	145-410-300-170	435.00
			Warrant Total:		435.00
59645	12/21/2015	Central Valley Lawn Care	Lawn Services- Sherman Ave. & Banium Ave-San Joaquin Homes N	111-602-300-202	350.00
			Warrant Total:		350.00
59646	12/21/2015	Chevron & Texaco Card Svc	PD Fuel Charges-Period of 11/6/15-12/5/15	104-421-300-250	524.09
			Warrant Total:		524.09
59647	12/21/2015	Chicago Title Company	Closure of Escrow on 1283 James Ave. Corcoran, CA	104-406-300-200	1,320.50
59648	12/21/2015	Chicago Title Company	Closure of Escrow on 836 Whitley Ave. Corcoran, CA	104-406-300-200	1,109.48
			Warrant Total:		2,429.98
59649	12/21/2015	Circle T Farms Inc	Boarded Up 2306 Patterson	104-407-300-198	475.00
			Warrant Total:		475.00
59650	12/21/2015	City of Avenal	Animal Control Shelter Service Agreement Nov 2015	104-421-300-203	3,001.00
			Warrant Total:		3,001.00
59651	12/21/2015	College of the Sequoias	Training Fee for Perishable Skills Dec 3-5, 2015 for 1 officer	104-421-300-270	160.00
			Warrant Total:		160.00
59652	12/21/2015	Comcast	Internet Service WWTP Acct#5188500400177130	120-435-300-220	201.92
59652	12/21/2015	Comcast	Internet Service WWTP Acct#8155500400041872	104-432-300-220	198.82

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59653	12/21/2015	Concoran Hardware	Department Supplies-Buildings	104-407-300-210	400.74
59653	12/21/2015	Concoran Hardware	Department Supplies-Transit	145-410-300-210	0.94
59653	12/21/2015	Concoran Hardware	Department Supplies-Parks	104-412-300-210	5.14
59653	12/21/2015	Concoran Hardware	Department Supplies-RAO	136-415-300-210	16.07
59653	12/21/2015	Concoran Hardware	Department Supplies-Gov. Buildings	104-432-300-210	7.08
59653	12/21/2015	Concoran Hardware	Department Supplies-Streets	109-434-300-210	44.24
59653	12/21/2015	Concoran Hardware	Equipment Repairs-Streets	109-434-300-140	66.59
59653	12/21/2015	Concoran Hardware	Department Supplies-WWTP	120-435-300-210	8.05
59653	12/21/2015	Concoran Hardware	Department Supplies-Water	105-437-300-210	568.56
59653	12/21/2015	Concoran Hardware	Equipment Repairs-WWTP	120-435-300-140	318.38
59653	12/21/2015	Concoran Hardware	Equipment Repairs-Water	105-437-300-140	63.22
59653	12/21/2015	Concoran Hardware	Department Supplies-Storm Water	121-439-300-210	156.38
59653	12/21/2015	Concoran Hardware	Department Supplies-PD	104-421-300-210	181.15
Warrant Total:					1,443.72
59654	12/21/2015	Concoran Publishing Company	Public Hearing Closeout of the 2012 CDBG Program 11/26/15	104-406-300-200	352.00
59654	12/21/2015	Concoran Publishing Company	City Transit Qtr Page Ad Ran Nov 5th and 19th	145-410-300-156	566.00
Warrant Total:					918.00
59655	12/21/2015	CSIVRMA	Liability Program	104-401-500-130	400.00
59655	12/21/2015	CSIVRMA	Liability Program	104-402-500-130	800.00
59655	12/21/2015	CSIVRMA	Liability Program	104-405-300-130	1,500.00
59655	12/21/2015	CSIVRMA	Liability Program	104-406-500-130	300.00
59655	12/21/2015	CSIVRMA	Liability Program	104-407-500-130	500.00
59655	12/21/2015	CSIVRMA	Liability Program	104-411-300-130	450.00
59655	12/21/2015	CSIVRMA	Liability Program	104-412-300-130	1,250.00
59655	12/21/2015	CSIVRMA	Liability Program	104-421-300-130	9,650.00
59655	12/21/2015	CSIVRMA	Liability Program	104-431-300-130	700.00
59655	12/21/2015	CSIVRMA	Liability Program	104-432-300-130	800.00
59655	12/21/2015	CSIVRMA	Liability Program	104-432-300-130	100.00
59655	12/21/2015	CSIVRMA	Liability Program	104-433-300-130	500.00
59655	12/21/2015	CSIVRMA	Liability Program	109-434-300-130	1,600.00
59655	12/21/2015	CSIVRMA	Liability Program	112-438-300-130	300.00
59655	12/21/2015	CSIVRMA	Liability Program	120-435-300-130	2,300.00
59655	12/21/2015	CSIVRMA	Liability Program	121-439-300-130	350.00
59655	12/21/2015	CSIVRMA	Liability Program	105-437-300-130	5,500.00
59655	12/21/2015	CSIVRMA	Liability Program	145-410-300-130	2,500.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59655	12/21/2015	CSIVRMA	Liability Program	136-415-300-130	1,809.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-402-200-121	1,198.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-405-200-121	1,182.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-406-200-121	913.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-407-200-121	322.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-412-200-121	4,777.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-431-200-121	869.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-433-200-121	2,033.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	109-434-200-121	2,466.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	112-438-200-121	446.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	120-435-200-121	4,445.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	121-439-200-121	1,110.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	105-437-200-121	6,104.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	145-410-200-121	9,887.00
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	104-421-200-121	36,029.84
59655	12/21/2015	CSIVRMA	Workers Comp & EAP	109-434-200-121	2,466.00
Warrant Total:					105,556.84
59656	12/21/2015	Data Ticket Inc	Code Enforcement Citation Processing	104-407-300-200	385.00
Warrant Total:					385.00
59657	12/21/2015	De Lage Landen	Copier Contract-Sharp MX4101N City Copier-Period: 11/15/15-12/	104-432-300-180	484.24
Warrant Total:					484.24
59658	12/21/2015	Dept of Justice	Live Scan Fees for November 2015	104-421-300-148	391.00
Warrant Total:					391.00
59659	12/21/2015	Dept of Water Resources	Davis Grunsky Interest	105-437-400-410	3,098.12
59659	12/21/2015	Dept of Water Resources	Davis Grunsky Deferred Interest	105-437-400-410	4,593.49
59659	12/21/2015	Dept of Water Resources	Davis Grunsky Principal Payment	105-000-202-042	59,200.00
Warrant Total:					66,891.61
59660	12/21/2015	Dylan Zable	OCT Academy-Fundamentals-Drinking Wtr 1/4/16 - 1/08/16 D. Zai	105-437-300-270	164.00
59660	12/21/2015	Dylan Zable	OCT Academy-Fundamentals-Drinking Wtr 1/25/16 - 1/27/16 D. Zabi	105-437-300-270	82.00
Warrant Total:					246.00
59661	12/21/2015	Farley Law Firm	Legal Expenses	104-403-300-200	7,183.38

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59662	12/21/2015	Ferguson Enterprises, Inc	Water Distribution Supplies: Meter Box	105-437-300-210	7,183.38
59662	12/21/2015	Ferguson Enterprises, Inc	10" Gate Valve for Well 7A Flush Line	105-437-300-140	925.38
59662	12/21/2015	Ferguson Enterprises, Inc	Rebuild Kit for Air Actuator Filter#1	105-437-300-140	1,627.30
			Warrant Total:		4,201.36
59663	12/21/2015	Foothill Transcription Company, Inc	Transcription Service-PD	104-421-300-200	72.00
			Warrant Total:		72.00
59664	12/21/2015	High Desert Wireless Broadband	Patrol Unit#229 for Quote#CPD-14203-Parts and Vehicle Labor	114-414-300-210	5,528.45
			Warrant Total:		5,528.45
59665	12/21/2015	Hinderliter, deJames & Assoc	4th Quarter Sales Tax	104-405-300-200	450.00
59665	12/21/2015	Hinderliter, deJames & Assoc	Audit Services-Sales Tax	104-405-300-200	4,988.39
			Warrant Total:		5,438.39
59666	12/21/2015	Home Depot Credit Services	Department Supplies-WW	120-435-300-210	51.57
59666	12/21/2015	Home Depot Credit Services	Department Supplies-Streets	109-434-300-210	63.82
59666	12/21/2015	Home Depot Credit Services	Department Supplies-Parks	104-412-300-210	73.99
59666	12/21/2015	Home Depot Credit Services	Department Supplies-Parks	104-412-300-210	1.28
			Warrant Total:		190.66
59667	12/21/2015	HUB International	Insurance Premium Payment	104-000-362-085	107.40
			Warrant Total:		107.40
59668	12/21/2015	Jeremy Robertson	Kaukale Broom Rental	145-410-300-200	806.25
			Warrant Total:		806.25
59669	12/21/2015	Jorgensen & Company	Semi-Annual Service @ Vets Hall	104-432-300-200	187.35
			Warrant Total:		187.35
59670	12/21/2015	Joseph Pacheco	OCT Academy-Fundamentals of Drinking Wtr-J. Pacheco 1/4/16-1/8/1	105-437-300-270	164.00
59670	12/21/2015	Joseph Pacheco	OCT Academy-Fundamentals of Drinking Wtr-J. Pacheco 1/25/16-1/27	105-437-300-270	82.00
			Warrant Total:		246.00
59671	12/21/2015	Keenan & Associates	General Fund-Coverage Period for January 2016	104-000-202-011	30,455.63
59671	12/21/2015	Keenan & Associates	Water Fund-Coverage Period for January 2016	105-000-202-011	4,692.60

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59671	12/21/2015	Keenan & Associates	Street Fund-Coverage Period for January 2016	109-000-202-011	1,374.60
59671	12/21/2015	Keenan & Associates	Sweeper/Refuse Fund-Coverage Period for January 2016	112-000-202-011	1,493.30
59671	12/21/2015	Keenan & Associates	Sewer Fund-Coverage Period for January 2016	120-000-202-011	3,391.65
59671	12/21/2015	Keenan & Associates	Storm Drain Fund-Coverage Period for January 2016	121-000-202-011	376.85
59671	12/21/2015	Keenan & Associates	Transit Fund-Coverage Period for January 2016	145-000-202-011	6,776.22
59671	12/21/2015	Keenan & Associates	COBRA Fund-Coverage Period for January 2016	105-000-202-010	1,121.85
Warrant Total:					49,682.70
59672	12/21/2015	Kings County Clerk	Reconveyance for Community Development	104-406-300-200	14.00
59672	12/21/2015	Kings County Clerk	Reconveyance for Community Development	104-406-300-200	14.00
59672	12/21/2015	Kings County Clerk	Reconveyance for Community Development	104-406-300-200	17.00
Warrant Total:					45.00
59673	12/21/2015	Kings County Mobile Locksmith	(2) 5 Pin Key	104-432-300-210	5.38
Warrant Total:					5.38
59674	12/21/2015	Kings County Sheriff's Office	2015-2016 1ST QTR Narcotic Task Force Share of Costs	104-421-300-201	8,678.63
Warrant Total:					8,678.63
59675	12/21/2015	Kings Rehabilitation Center	Janitorial Services-Nov 2015	136-415-300-200	3,122.21
59675	12/21/2015	Kings Rehabilitation Center	Janitorial Services-Nov 2015	104-432-300-200	3,870.79
59675	12/21/2015	Kings Rehabilitation Center	Janitorial Services-Nov 2015	145-410-300-200	200.00
Warrant Total:					7,193.00
59676	12/21/2015	Kings Waste & Recycling	Green Waste-74.56 Unit/Tons	112-436-300-192	2,982.40
59676	12/21/2015	Kings Waste & Recycling	Blue Cans-39.33 Unit/Tons	112-436-300-192	667.71
59676	12/21/2015	Kings Waste & Recycling	Green Waste-Dirty 32.89 Unit/Tons	112-436-300-192	2,466.74
59676	12/21/2015	Kings Waste & Recycling	Tires-1.00 Unit/Tons	112-436-300-192	3.00
Warrant Total:					6,119.85
59677	12/21/2015	Lacey Animal Hospital	AC Vet Services	104-421-300-203	289.90
Warrant Total:					289.90
59678	12/21/2015	Lampe Chrysler Dodge Jeep Ram	Vehicle Maint Unit#209	104-421-300-260	1,569.07
Warrant Total:					1,569.07
59679	12/21/2015	League of California Cities	2016 Local Streets & Roads Needs Assessment	109-434-300-200	200.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59680	12/21/2015	Lions Gate Hotel	Hotel-OCT Training J. Pacheco & D. Zable 1/4/16-1/8/16	105-437-300-270	200.00
					Warrant Total:
59681	12/21/2015	Lowe's	Radar Illusion Tile	104-432-300-210	546.40
					Warrant Total:
59682	12/21/2015	Medical Eye Services MES	General Fund-Coverage Period Jan 2016-Vision	104-000-202-011	37.76
59682	12/21/2015	Medical Eye Services MES	Water Fund-Coverage Period Jan 2016-Vision	105-000-202-011	516.12
59682	12/21/2015	Medical Eye Services MES	Street Fund-Coverage Period Jan 2016-Vision	109-000-202-011	60.43
59682	12/21/2015	Medical Eye Services MES	Sweeper/Refuse Fund-Coverage Period Jan 2016-Vision	112-000-202-011	19.27
59682	12/21/2015	Medical Eye Services MES	Sewer Fund-Coverage Period Jan 2016-Vision	120-000-202-011	19.27
59682	12/21/2015	Medical Eye Services MES	Storm Drain Fund-Coverage Period Jan 2016-Vision	121-000-202-011	41.41
59682	12/21/2015	Medical Eye Services MES	Transit Fund-Coverage Period Jan 2016-Vision	145-000-202-011	4.60
					Warrant Total:
59683	12/21/2015	Nacho's Automotive	Smog Inspection-08 Dodge Charger Unit#209	104-421-300-260	111.17
59683	12/21/2015	Nacho's Automotive	Smog Inspection-04 Chevy Unit#186	104-421-300-260	772.27
59683	12/21/2015	Nacho's Automotive	Smog Inspection-01 Dodge Ram Unit#149	109-434-300-260	39.75
59683	12/21/2015	Nacho's Automotive	Smog Inspection-07 Chevy 3500 Unit#202	104-421-300-260	39.75
59683	12/21/2015	Nacho's Automotive	Smog Inspection-05 Ford Crown Vic Unit#197	104-421-300-260	39.75
59683	12/21/2015	Nacho's Automotive	Smog Inspection-07 Ford Crown Vic Unit#198	104-421-300-260	39.75
					Warrant Total:
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	238.50
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	360.49
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	364.11
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	13.64
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	73.51
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	12.35
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	603.80
59684	12/21/2015	Office Depot	Department Supplies	104-421-300-150	63.04
59684	12/21/2015	Office Depot	Desk Pad Calendar(8), batteries, ballpoint pen, gel pen	104-432-300-150	56.49
59684	12/21/2015	Office Depot	Paper Copy	104-432-300-150	124.72
59684	12/21/2015	Office Depot	Green Cover Stock, Tabs-Post It	104-407-300-210	201.38
59684	12/21/2015	Office Depot	Planner	104-405-300-150	33.58
59684	12/21/2015	Office Depot	Office Supplies	104-402-300-210	16.11
59684	12/21/2015	Office Depot	Office Supplies	104-402-300-210	97.04

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59685	12/21/2015	PG&E	Acc#59497000756-9	111-601-300-240	9.85
59685	12/21/2015	PG&E	Acc#59497000756-9	145-410-300-240	816.10
59685	12/21/2015	PG&E	Acc#59497000756-9	104-411-300-240	3,236.32
59685	12/21/2015	PG&E	Acc#59497000756-9	104-412-300-240	700.95
59685	12/21/2015	PG&E	Acc#59497000756-9	104-432-300-240	4,172.46
59685	12/21/2015	PG&E	Acc#59497000756-9	104-432-320-240	205.17
59685	12/21/2015	PG&E	Acc#59497000756-9	109-434-300-240	307.53
59685	12/21/2015	PG&E	Acc#59497000756-9	120-435-300-240	25,916.58
59685	12/21/2015	PG&E	Acc#59497000756-9	121-439-300-240	522.61
59685	12/21/2015	PG&E	Acc#59497000756-9	105-437-300-240	52,724.47
59685	12/21/2015	PG&E	Acc#8670734283-7	301-430-300-316	212.65
59685	12/21/2015	PG&E	Acc#8465964727-9	301-430-300-316	9.52
59685	12/21/2015	PG&E	Acc#9417235641-5	301-430-300-316	9.52
Warrant Total:					88,843.73
59686	12/21/2015	Pizza Factory	Inmate Meals for September, 2015	104-421-300-148	90.30
Warrant Total:					90.30
59687	12/21/2015	Proclean Supply	Cleaning Supplies	104-432-300-210	880.82
Warrant Total:					880.82
59688	12/21/2015	Quad Knopf, Inc.	High Speed Rail/ Engineering Services	104-431-300-201	1,401.03
59688	12/21/2015	Quad Knopf, Inc.	Water Treatment Plant Evaluation	105-437-300-200	1,636.10
59688	12/21/2015	Quad Knopf, Inc.	Flood Evaluation Survey/ Mapping	121-439-300-200	2,000.00
59688	12/21/2015	Quad Knopf, Inc.	Flood Evaluation Survey/ Mapping	120-435-300-200	2,835.03
59688	12/21/2015	Quad Knopf, Inc.	Flood Evaluation Survey/ Mapping	105-437-300-200	2,835.04
59688	12/21/2015	Quad Knopf, Inc.	Well Evaluation	105-437-300-200	192.87
59688	12/21/2015	Quad Knopf, Inc.	GIS Hosting	104-406-300-200	230.77
59688	12/21/2015	Quad Knopf, Inc.	Professional Fees	104-406-300-200	112.68
59688	12/21/2015	Quad Knopf, Inc.	Project Fees (Niles)	104-406-300-200	72.72
59688	12/21/2015	Quad Knopf, Inc.	Project Review (1423 Hale)	104-406-300-200	62.80
59688	12/21/2015	Quad Knopf, Inc.	Project Review (604 Dairy)	104-406-300-200	62.80
59688	12/21/2015	Quad Knopf, Inc.	GIS Hosting	104-406-300-200	230.77
Warrant Total:					11,672.61
59689	12/21/2015	Quality Pool Service	Bulk Chlorine	104-411-300-210	845.61

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59689	12/21/2015	Quality Pool Service	Bulk Chlorine	104-411-300-210	1,004.71
59689	12/21/2015	Quality Pool Service	Soda Bicarbonate	104-411-300-210	258.00
59689	12/21/2015	Quality Pool Service	Monthly Service	104-411-300-200	850.00
Warrant Total:					2,958.32
59690	12/21/2015	Res-Conn	Pest Control-Depot	145-410-300-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-Pool Bldg	104-411-300-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-ROA	136-415-300-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-City Hall/PD/CC	104-432-300-200	99.00
59690	12/21/2015	Res-Conn	Pest Control-New City Hall	104-432-300-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-PW	104-432-300-200	99.00
59690	12/21/2015	Res-Conn	Pest Control-Vets	104-432-320-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-WWTP	120-435-300-200	33.00
59690	12/21/2015	Res-Conn	Pest Control-WTP	105-437-300-200	33.00
Warrant Total:					429.00
59691	12/21/2015	Robinson's Sheet Metal	8" x 20" Cover Plates -RAO Building	156-415-300-140	46.20
Warrant Total:					46.20
59692	12/21/2015	Sawrelle & Rosprim Industrial	Department Supplies-Streets	109-434-300-210	54.11
59692	12/21/2015	Sawrelle & Rosprim Industrial	Department Supplies-WWTP	120-435-300-210	70.63
59692	12/21/2015	Sawrelle & Rosprim Industrial	Department Supplies-Water	105-437-300-210	85.23
59692	12/21/2015	Sawrelle & Rosprim Industrial	Equipment Repairs-Water	105-437-300-140	34.34
Warrant Total:					244.31
59693	12/21/2015	Sawrelle Rosprim Machine Shop	Fabricate Trash Rack Per Sketch	120-435-300-140	932.33
Warrant Total:					932.33
59694	12/21/2015	Shaw's Rooter & Drain	Service Call-Vets Hall	104-432-300-200	60.00
Warrant Total:					60.00
59695	12/21/2015	Shell Fleet Plus	Fuel-Depot	145-410-300-250	1,810.36
59695	12/21/2015	Shell Fleet Plus	Fuel-Parks	104-412-300-250	256.30
59695	12/21/2015	Shell Fleet Plus	Fuel-PD	104-421-300-250	2,173.57
59695	12/21/2015	Shell Fleet Plus	Fuel-Streets	109-434-300-250	509.89
59695	12/21/2015	Shell Fleet Plus	Fuel-WW	120-435-300-250	430.06
59695	12/21/2015	Shell Fleet Plus	Fuel-Water	105-437-300-250	1,003.08

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59696	12/21/2015	State Water Resources Control	Distribution Cert Renewal (D-2) J. Guerrero	105-437-300-160	6,183.26
59697	12/21/2015	State Water Resources Control	Distribution Cert Renewal (D-2) D. Zable	105-437-300-160	
Warrant Total:					6,183.26
59698	12/21/2015	Sunbelt Rentals	Rental-Water Truck-Water Dept.	105-437-300-180	1,794.25
Warrant Total:					1,794.25
59699	12/21/2015	Terminix	Pest Control for 2410 Bell Ave. Corcoran, CA 93212	301-430-300-316	42.00
Warrant Total:					42.00
59700	12/21/2015	TF Tire & Service	Tire, Balance, Mount/Dismount, & Valve Stems 2006 Ford E450	145-410-300-260	600.07
59700	12/21/2015	TF Tire & Service	Tire, Balance, Mount/Dismount, & Valve Stems Unit#154	120-435-300-260	594.02
59700	12/21/2015	TF Tire & Service	Front End Alignment & Check Tire Pressure Unit#167	145-410-300-260	79.95
Warrant Total:					1,274.04
59701	12/21/2015	The Gas Company	Acc#00891595001	104-432-300-242	357.85
59701	12/21/2015	The Gas Company	Acc#00888549024	145-410-300-242	113.14
59701	12/21/2015	The Gas Company	Acc#05463252576	104-432-300-242	172.94
59701	12/21/2015	The Gas Company	Acc#11971525008	104-432-300-242	247.22
59701	12/21/2015	The Gas Company	Acc#06301527005	120-435-300-242	534.58
59701	12/21/2015	The Gas Company	Acc#12602978541	145-410-300-211	13.01
59701	12/21/2015	The Gas Company	Acc#20001594009	104-432-300-242	32.74
59701	12/21/2015	The Gas Company	Acc#06981596833	104-432-320-242	95.60
Warrant Total:					1,567.08
59702	12/21/2015	The Lawnmower Man	Lawnmower Tires Unit#164	104-412-300-140	111.80
Warrant Total:					111.80
59703	12/21/2015	The Printer	Printing Services/2 Boxes of Business Cards (Finance)	104-405-300-200	52.00
59703	12/21/2015	The Printer	Printing Services/ 4 Boxes of Business Cards (PD)	104-421-300-155	104.01
59703	12/21/2015	The Printer	PD Receipt Books	104-421-300-155	254.56
59703	12/21/2015	The Printer	Printing Svcs: Water Conservation Postcards	105-437-300-200	736.59
Warrant Total:					1,147.16
59704	12/21/2015	Fip's Towing #2	Vehicle Tow/Case#C1502123	104-421-300-280	200.00
59704	12/21/2015	Fip's Towing #2	Vehicle Tow/Case#C1502187	104-421-300-280	200.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59704	12/21/2015	Imp's Towing #2	Vehicle Tow/Cases#C1502300	104-421-300-280	200.00
					Warrant Total:
					600.00
59705	12/21/2015	Trans Union LLC	Professional Services/Background - Annual Membership Fee	104-421-300-200	12.70
					Warrant Total:
					12.70
59706	12/21/2015	Tule Trash Company	Dump Fee Ticket#354485	112-436-300-192	315.75
59706	12/21/2015	Tule Trash Company	Pull Fee-30 Yrd Box	112-436-300-200	180.00
59706	12/21/2015	Tule Trash Company	Dump Fee Ticket#352660 Prison#1	112-436-300-192	309.00
59706	12/21/2015	Tule Trash Company	Pull Fee-40 Yrd Box Prison#1	112-436-300-200	195.00
59706	12/21/2015	Tule Trash Company	Dump Fee Ticket#352709 Prison#2	112-436-300-192	234.00
59706	12/21/2015	Tule Trash Company	Dump Fee Ticket#355246 Prison#2	112-436-300-192	162.00
59706	12/21/2015	Tule Trash Company	Dump Fee Ticket#355324 Prison#2	112-436-300-192	99.45
59706	12/21/2015	Tule Trash Company	Pull Fee Prison#2	112-436-300-200	585.00
					Warrant Total:
					2,080.20
59707	12/21/2015	Univar USA Inc	Caustic Potash 50%, Delivery, & Transport Surcharge- Chemicals-W	120-435-300-219	1,553.82
59707	12/21/2015	Univar USA Inc	Alum Sulfate 48% (Chemicals-Water)	105-437-300-219	9,354.49
					Warrant Total:
					10,908.31
59708	12/21/2015	US Bank Equipment Finance	Contract 11/20/15-12/20/15 Lanier Copier MPC200003-PW	109-434-300-180	207.92
					Warrant Total:
					207.92
59709	12/21/2015	Verizon California	Pd Acct#83404	104-421-300-220	941.26
59709	12/21/2015	Verizon California	Vets Hall Acct#88207	104-432-300-220	57.59
59709	12/21/2015	Verizon California	PW Fax Acct#69504	104-432-300-220	91.90
59709	12/21/2015	Verizon California	City Hall Acct#64900	104-432-300-220	1,085.55
59709	12/21/2015	Verizon California	WWTP Acct#45508	120-435-300-220	46.17
59709	12/21/2015	Verizon California	WTP Acct#78309	105-437-300-220	233.60
59709	12/21/2015	Verizon California	Dept/Cellular/Air Card Svc Acct#672052930-00001	104-421-300-220	366.56
59709	12/21/2015	Verizon California	City Hall Acct#43904	104-432-300-220	306.37
					Warrant Total:
					3,129.00
59710	12/21/2015	Verizon Wireless	Acct#209258669-00001	145-410-300-220	107.28
59710	12/21/2015	Verizon Wireless	Acct#209258669-00001	105-437-300-220	1.69
					Warrant Total:
					108.97
59711	12/21/2015	Wales Technologies	Correct Problems With SCADA Control	105-437-300-200	150.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59712	12/21/2015	Wright's Electric	Ballast & Lamps	104-432-300-210	150.00
59712	12/21/2015	Wright's Electric	Camera Installation	145-410-300-200	136.28
59712	12/21/2015	Wright's Electric	Camera Installation	145-410-300-200	77.66
59712	12/21/2015	Wright's Electric	Lamps	104-432-300-210	99.20
					48.37
				Warrant Total:	361.51

1/4/16

#4

Accounts Payable

Blanket Voucher Approval Document



User: spineda
Printed: 12/30/2015 - 9:11AM
Warrant Request Date: 12/29/2015
DAC Fund:

Batch: 00501.01.2016 - Warrant Register 01/04/16

Line	Claimant	Voucher No.	Amount
1	Accela, Inc., #774375	000059756	2,100.00
2	Amtrak	000059757	1,625.00
3	Amtrak	000059732	1,625.00
4	Auto Zone, Inc.	000059733	63.52
5	Best Deal Food Co Inc.	000059734	37.50
6	Chemical Waste Management Inc	000059735	2,692.06
7	Cynthia Villegas	000059736	313.00
8	De Lage Landen	000059737	484.24
9	Dragados Flat Iron-HSR	000059738	307.40
10	E. G. Babcock Company	000059739	105.08
11	Empire Supply Co., Inc	000059740	67.45
12	Farley Law Firm	000059741	2,242.50
13	Ferguson Enterprises, Inc	000059742	685.83
14	Fresno City College	000059743	38.00
15	JMAC Supply Corp.	000059744	539.82
16	Jorgensen & Company	000059745	380.00
17	KRC Safety Co. Inc.	000059746	1,737.43
18	LAW & ASSOCIATES INVESTIGATIONS	000059747	600.00
19	Mutual of Omaha	000059748	1,930.51
20	New Life Tabernacle	000059749	200.00
21	Oliver Whitaker Co.	000059750	1,472.63
22	PG&E	000059751	7,647.38
23	Pitney Bowes Inc	000059752	884.93
24	Principal, PLIC-SBD Grand Island	000059753	4,958.05
25	Proclean Supply	000059754	138.03
26	Select Business Systems	000059758	12.45
27	State Water Resources Control	000059759	90.00
28	Sterling Codifiers Inc	000059760	500.00
29	The Gas Company	000059761	48.06
30	Toshiba Financial Services	000059762	330.51
31	Turnpseed Electric Svc Inc	000059763	191.76
32	Univar USA Inc	000059764	4,390.45
33	unWired Broadband	000059765	199.95
34	Verizon California	000059766	1,546.08
35	Zim Industries, Inc	000059767	104,152.10

Page Total: \$144,336.72

Grand Total: \$144,336.72

Accounts Payable Voucher Approval List



User: spineda
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Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59756	12/29/2015	#774375 Accela, Inc.	Accounts Receivable Module	104-405-300-200	2,100.00
Warrant Total:					2,100.00
59757	12/29/2015	Amtrak	Tickets/ 125 Corcoran to Hanford	145-410-351-076	812.50
59757	12/29/2015	Amtrak	Tickets/ 125 Hanford to Corcoran	145-410-351-076	812.50
59732	12/29/2015	Amtrak	Tickets/ 125 Corcoran to Hanford	145-410-351-076	812.50
59732	12/29/2015	Amtrak	Tickets/ 125 Hanford to Corcoran	145-410-351-076	812.50
Warrant Total:					3,250.00
59733	12/29/2015	Auto Zont. Inc.	Bosch 02 Sensor For Unit#105	104-407-300-260	63.52
Warrant Total:					63.52
59734	12/29/2015	Best Deal Food Co Inc.	Department Supplies	104-432-300-210	12.64
59734	12/29/2015	Best Deal Food Co Inc.	Animal Control Food	104-421-300-203	15.03
59734	12/29/2015	Best Deal Food Co Inc.	Department Purchases	104-421-300-210	9.83
Warrant Total:					37.50
59735	12/29/2015	Chemical Waste Management Inc	Filter Press Sludge Removal	105-437-300-193	2,444.06
59735	12/29/2015	Chemical Waste Management Inc	Container Rental	105-437-300-200	248.00
Warrant Total:					2,692.06
59736	12/29/2015	Cynthia Villegas	Tuition Reimbursement Sec 523 of Personnel Manual	104-405-300-200	313.00
Warrant Total:					313.00
59737	12/29/2015	De Lage Landen	Copier Contract -Sharp MX410IN City Copier: 12/15/15-01/14/16	104-432-300-180	484.24
Warrant Total:					484.24
59738	12/29/2015	Dragados Flat Iron-HSR	Vets Hall Rental Refund	104-000-362-085	200.00
59738	12/29/2015	Dragados Flat Iron-HSR	Certificate Of Liability Refund (Certification Not Written)	104-000-362-085	107.40
Warrant Total:					307.40

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59739	12/29/2015	E. G. Babcock Company	Tires Uni#164 Grasshopper Mower	104-412-300-140	105.08
				Warrant Total:	105.08
59740	12/29/2015	Empire Supply Co., Inc	Filters 16x20 (20)	104-432-300-210	67.45
				Warrant Total:	67.45
59741	12/29/2015	Farley Law Firm	Legal Expenses	104-403-300-200	2,242.50
				Warrant Total:	2,242.50
59742	12/29/2015	Ferguson Enterprises, Inc	Department Repairs	105-437-300-140	553.85
59742	12/29/2015	Ferguson Enterprises, Inc	Department Repairs	105-437-300-140	131.98
				Warrant Total:	685.83
59743	12/29/2015	Fresno City College	Course Registration-Interview & Interrogation 11/16-18/15-PD	104-421-300-270	38.00
				Warrant Total:	38.00
59744	12/29/2015	JMAC Supply Corp.	Smoke Detectors (18)	104-432-300-210	539.82
				Warrant Total:	539.82
59745	12/29/2015	Jorgensen & Company	Fire Alarm Service-Depot	104-432-300-200	380.00
				Warrant Total:	380.00
59746	12/29/2015	KRC Safety Co. Inc.	Rain Gear	120-435-300-210	307.43
59746	12/29/2015	KRC Safety Co. Inc.	Rain Gear	105-437-300-210	461.15
59746	12/29/2015	KRC Safety Co. Inc.	Rain Gear	104-412-300-210	230.57
59746	12/29/2015	KRC Safety Co. Inc.	Rain Gear	109-434-300-210	153.72
59746	12/29/2015	KRC Safety Co. Inc.	Rain Gear	104-433-300-210	153.72
59746	12/29/2015	KRC Safety Co. Inc.	18" Orange Cones	109-434-300-210	430.84
				Warrant Total:	1,737.43
59747	12/29/2015	LAW & ASSOCIATES INVESTIGATIONS	Background Services	104-421-300-200	600.00
				Warrant Total:	600.00
59748	12/29/2015	Mannual of Omaha	General Fund	104-000-202-011	1,401.06
59748	12/29/2015	Mannual of Omaha	Water Fund	105-000-202-011	72.87
59748	12/29/2015	Mannual of Omaha	Street Fund	109-000-202-011	22.75
59748	12/29/2015	Mannual of Omaha	Sweeper/Refuse Fund	112-000-202-011	103.00
59748	12/29/2015	Mannual of Omaha	Sewer Fund	120-000-202-011	105.41

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59748	12/29/2015	Mumal of Omaha	Storm Drain Fund	121-000-202-011	11.71
59748	12/29/2015	Mumal of Omaha	Transit Fund	145-000-202-011	213.71
Warrant Total:					1,930.51
59749	12/29/2015	New Life Tabernaacle	Yek's Hall Rental Refund	104-000-362-085	200.00
Warrant Total:					280.00
59750	12/29/2015	Oliver Whitaker Co.	Install New Controller-Unit#154	120-435-300-260	1,472.63
Warrant Total:					1,472.63
59751	12/29/2015	PG&E	Account#5304135173-4	111-601-300-240	81.02
59751	12/29/2015	PG&E	Account#5304135173-4	111-603-300-240	8.47
59751	12/29/2015	PG&E	Account#5304135173-4	111-604-300-240	86.15
59751	12/29/2015	PG&E	Account#5304135173-4	104-412-300-240	16.74
59751	12/29/2015	PG&E	Account#5304135173-4	109-454-300-240	5,128.78
59751	12/29/2015	PG&E	Account#3357250173-3	104-000-120-022	609.27
59751	12/29/2015	PG&E	Account#99497000756-9	121-439-300-240	1,716.97
Warrant Total:					7,647.38
59752	12/29/2015	Pinney Bowes Inc	Postage Machine @ City Hall Lease#2806273	104-432-300-180	461.14
59752	12/29/2015	Pinney Bowes Inc	Folding Machine @ City Hall Lease#2806273	104-432-300-180	423.79
Warrant Total:					884.93
59753	12/29/2015	PLIC-SBD Grand Island Principal	General Fund	104-000-202-011	3,138.43
59753	12/29/2015	PLIC-SBD Grand Island Principal	Water Fund	105-000-202-011	406.25
59753	12/29/2015	PLIC-SBD Grand Island Principal	Street Fund	109-000-202-011	130.11
59753	12/29/2015	PLIC-SBD Grand Island Principal	Sweeper/Refuse Fund	112-000-202-011	130.11
59753	12/29/2015	PLIC-SBD Grand Island Principal	Sewer Fund	120-000-202-011	432.09
59753	12/29/2015	PLIC-SBD Grand Island Principal	Storm Drain Fund	121-000-202-011	48.01
59753	12/29/2015	PLIC-SBD Grand Island Principal	Transit Fund	145-000-202-011	673.05
Warrant Total:					4,958.05
59754	12/29/2015	Proclean Supply	Janitorial Supplies	104-432-300-210	138.03
Warrant Total:					138.03
59758	12/29/2015	Select Business Systems	Freight Cost For Copier Toner	104-432-300-152	12.45
Warrant Total:					12.45

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59759	12/29/2015	State Water Resources Control	Distribution Cert. (D3) Renewal-E. Boyett	105-437-300-160	90.00
				Warrant Total:	90.00
59760	12/29/2015	Sterling Codifiers Inc	2016 Hosting Fee For Municipal Code	104-402-300-200	500.00
				Warrant Total:	500.00
59761	12/29/2015	The Gas Company	Acct#11484793064	104-411-300-242	14.79
59761	12/29/2015	The Gas Company	Acct#17151733304	301-430-300-316	33.27
				Warrant Total:	48.06
59762	12/29/2015	Toshiba Financial Services	Copier Service Rental for Police Department	104-421-300-180	330.51
				Warrant Total:	330.51
59763	12/29/2015	Turnpseed Electric Svc Inc	Service on Siemens Mag500 Meter	120-435-300-140	191.76
				Warrant Total:	191.76
59764	12/29/2015	Univer USA Inc	Sod Hypo	105-437-300-219	4,390.45
				Warrant Total:	4,390.45
59765	12/29/2015	un Wired Broadband	Internet Service-WTP	105-437-300-220	199.95
				Warrant Total:	199.95
59766	12/29/2015	Verizon California	Acct#672038320-00001 Dept/Cellular/Air Card Svc	104-421-300-220	1,546.08
				Warrant Total:	1,546.08
59767	12/29/2015	Zinn Industries, Inc	Drilling-Well # 11A	105-437-500-513	73,102.10
59767	12/29/2015	Zinn Industries, Inc	Drilling-Well # 11A	105-437-500-513	31,050.00
				Warrant Total:	104,152.10

Accounts Payable

Blanket Voucher Approval Document

User: spineda
Printed: 01/14/2016 - 4:03PM
Warrant Request Date: 01/19/2016
DAC Fund:



1/19/16

#5

Batch: 00522.01.2016 - Warrent Register 01/19/16

Line	Claimant	Voucher No.	Amount
1	Amtrak	000059788	1,625.00
2	Amtrak	000059787	1,625.00
3	ASI Administrative Solutions, Inc	000059789	152.60
4	AT&T Mobility	000059790	39.16
5	Az Auto Parts	000059791	671.07
6	B & C Enterprises	000059792	2,709.68
7	BankCard Center- Bank of the West Credit Cards	000059793	34.95
8	Best Deal Food Co Inc.	000059794	15.03
9	Board of Equalization	000059795	208.00
10	BSK Associates	000059796	4,075.00
11	Business Card- Bank of America Credit Cards	000059797	4,293.22
12	California Highway Patrol	000059798	50.00
13	Caves & Associates	000059799	511.88
14	Central California City Clerk's Association	000059800	30.00
15	Central Valley Lawn Care	000059801	350.00
16	Centro Print Solutions	000059802	149.05
17	Chevron & Texaco Card Svc	000059803	37.14
18	Circle T Farms Inc	000059804	250.00
19	City of Avenal	000059805	2,911.00
20	City of Corcoran	000059806	334.81
21	Comcast	000059807	199.38
22	Corcoran Chamber of Commerce	000059808	240.00
23	Corcoran Hardware	000059809	1,057.05
24	Corcoran Publishing Company	000059810	292.00
25	DASH	000059811	69.76
26	Dept of Justice	000059812	441.00
27	Division of State Architect	000059813	261.30
28	Erick Nunez Del Prado	000059814	775.28
29	Evident Crime Scene Products	000059815	73.00
30	Ferguson Enterprises, Inc	000059816	318.82
31	Galls, LLC	000059817	437.30
32	Gary Cramer	000059818	64.00
33	High Desert Wireless Broadband	000059819	4,522.50
34	Images/RadioShack Dealer	000059820	49.39
35	Industrial Test Systems Inc	000059821	505.83
36	James Cutler	000059822	755.17
37	Kathy Gibson	000059823	156.00
38	Kings County Area Public Transit	000059824	1,480.00
39	Kings County Clerk	000059825	14.00
40	Kings County Mobile Locksmith	000059826	121.87
41	Kings County Planning Agency	000059827	46,697.26
42	Kings County Treasurer	000059828	5,471.66
43	Kings Waste & Recycling	000059829	10,338.84
44	LAW & ASSOCIATES INVESTIGATIONS	000059830	600.00
45	Meneses, Miguel	000059831	320.00
46	Mitsubishi UFJ Securities USA	000059832	5,304.18

Page Total:

\$100,638.18

Line	Claimant	Voucher No.	Amount
47	MUFG Union Bank, N.A.	000059833	37,905.33
48	Office Depot	000059834	1,859.45
49	Oliver Whitaker Co.	000059835	2,660.38
50	PG&E	000059836	81,913.42
51	Pizza Factory	000059837	55.90
52	Prudential Overall Supply	000059838	594.05
53	Quad Knopf, Inc.	000059839	41,537.32
54	Quality Pool Service	000059840	2,906.82
55	Recreation Association of Corcoran	000059841	12,916.92
56	Res-Com	000059842	429.00
57	S & R Specialty Equipment	000059843	3.27
58	Sawtelle & Rosprim Industrial	000059844	211.22
59	Select Business Systems	000059845	1,307.86
60	Shell Fleet Plus	000059846	5,647.34
61	SJVAPCD	000059847	502.00
62	State Water Resources Control	000059848	140.00
63	Terminix	000059849	42.00
64	The Gas Company	000059850	1,394.53
65	The Lawnmower Man	000059851	34.40
66	Toshiba Financial Services	000059852	330.51
67	Trans Union LLC	000059853	31.45
68	Tule Trash Company	000059854	105,344.24
69	Turnupseed Electric Svc Inc	000059855	239.70
70	US Bank Equipment Finance	000059856	207.92
71	USA Blue Book	000059857	196.48
72	Verizon California	000059858	2,488.93
73	Verizon Wireless	000059859	576.16
74	Water Environment Federation	000059860	235.00
75	Zoom Imaging Solutions Inc	000059861	161.25
Page Total:			\$301,872.85
Grand Total:			\$402,511.03

Accounts Payable Voucher Approval List



User: spineda
 Printed: 01/14/2016 - 4:03PM
 Batch: 00522.01.2016 - Warrent Register 01/19/16

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59787	1/19/2016	Amitrak	Tickets/125 Corcoran-Hanford	145-410-351-076	812.50
59787	1/19/2016	Amitrak	Tickets/125 Hanford -Corcoran	145-410-351-076	812.50
59788	1/19/2016	Amitrak	Tickets/125 Corcoran-Hanford	145-410-351-076	812.50
59788	1/19/2016	Amitrak	Tickets/125 Hanford - Corcoran	145-410-351-076	812.50
Warrant Total:					3,250.00
59789	1/19/2016	ASI Administrative Solutions, Inc	Cobra Admin. Nov 2015	104-402-300-200	77.60
59789	1/19/2016	ASI Administrative Solutions, Inc	Cobra Enrollment Packets-Kroecker, Guzman, Funk	104-402-300-200	75.00
Warrant Total:					152.60
59790	1/19/2016	AT&T Mobility	WWTP-Dury Man Cell Phone	120-435-300-220	39.16
Warrant Total:					39.16
59791	1/19/2016	Az Auto Parts	Department Supplies	105-437-300-210	25.84
59791	1/19/2016	Az Auto Parts	Extra Large Conveti	105-437-300-140	93.08
59791	1/19/2016	Az Auto Parts	Unit#184- Parts	109-434-300-140	16.11
59791	1/19/2016	Az Auto Parts	Unit#134- Parts	112-438-300-140	12.88
59791	1/19/2016	Az Auto Parts	Unit#105- Parts	104-407-300-260	42.29
59791	1/19/2016	Az Auto Parts	Unit#218- Parts	105-437-300-140	7.53
59791	1/19/2016	Az Auto Parts	Department Supplies	120-435-300-210	10.04
59791	1/19/2016	Az Auto Parts	Department Supplies	120-435-300-210	2.78
59791	1/19/2016	Az Auto Parts	Department Supplies	105-437-300-210	83.59
59791	1/19/2016	Az Auto Parts	Unit#146-Parts	104-412-300-260	22.63
59791	1/19/2016	Az Auto Parts	Unit#216-Parts	145-410-300-260	55.59
59791	1/19/2016	Az Auto Parts	Unit#105-Parts	104-407-300-260	24.45
59791	1/19/2016	Az Auto Parts	Unit#215-Parts	145-410-300-260	9.18
59791	1/19/2016	Az Auto Parts	Unit#170-Parts	145-410-300-260	31.22
59791	1/19/2016	Az Auto Parts	Unit#199-Parts	104-421-300-260	13.31
59791	1/19/2016	Az Auto Parts	Department Supplies	104-433-300-210	17.63
59791	1/19/2016	Az Auto Parts	Unit#105-Parts	104-407-300-260	59.35
59791	1/19/2016	Az Auto Parts	Department Supplies	120-435-300-210	3.42

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59791	1/19/2016	Az Auto Parts	Unit#110-Parts	109-434-300-140	2.89
59791	1/19/2016	Az Auto Parts	Unit#156-Parts	120-435-300-260	6.51
59791	1/19/2016	Az Auto Parts	Unit#150-Parts	104-412-300-260	114.46
59791	1/19/2016	Az Auto Parts	Finance Charge-Nov	105-437-300-140	14.05
59791	1/19/2016	Az Auto Parts	Finance Charge-Dec	104-433-300-210	2.24
Warrant Total:					671.07
59792	1/19/2016	B & C Enterprises	Fuel-Depot- December 2015	145-410-300-250	474.63
59792	1/19/2016	B & C Enterprises	Fuel-Parkst- December 2015	104-412-300-250	319.17
59792	1/19/2016	B & C Enterprises	Fuel-PD- December 2015	104-421-300-250	799.70
59792	1/19/2016	B & C Enterprises	Fuel-PW- December 2015	104-431-300-250	254.07
59792	1/19/2016	B & C Enterprises	Fuel-Mechanics- December 2015	104-433-300-250	204.14
59792	1/19/2016	B & C Enterprises	Fuel-Streets- December 2015	109-434-300-250	284.79
59792	1/19/2016	B & C Enterprises	Fuel-Sweeper- December 2015	112-438-300-250	104.82
59792	1/19/2016	B & C Enterprises	Fuel-WW- December 2015	120-435-300-250	69.02
59792	1/19/2016	B & C Enterprises	Fuel-Water- December 2015	105-437-300-250	199.34
Warrant Total:					2,709.68
59793	1/19/2016	BankCard Center- Bank of the West Credit Cards	Earthlink Charge-S. Ruiz Nunez Acct#3031	104-401-300-157	34.95
Warrant Total:					34.95
59794	1/19/2016	Best Deal Food Co Inc.	Animal Control Food	104-421-300-203	15.03
Warrant Total:					15.03
59795	1/19/2016	Board of Equalization	Evident Supplies for Inv#93595A (Sales Tax Due)	104-421-300-210	4.82
59795	1/19/2016	Board of Equalization	Big Saur for Inv#2217023 (Sales Tax Due)	104-421-300-210	193.05
59795	1/19/2016	Board of Equalization	Evident Supplies Inv#98069A (Sales Tax Due)	104-421-300-210	10.13
Warrant Total:					208.00
59796	1/19/2016	BSK Associates	Ground Water Sampling/Monitoring-WWTP	120-435-300-200	1,390.00
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59796	1/19/2016	BSK Associates	Ammonium/Arsenic/Chloride, ect.	105-437-300-200	1,142.00
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	45.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	90.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59796	1/19/2016	BSK Associates	Arsenic/Nitrate	105-437-300-200	28.00
59796	1/19/2016	BSK Associates	Arsenic/Nitrate	105-437-300-200	30.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59796	1/19/2016	BSK Associates	Coliform Presence/Absence	105-437-300-200	136.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
59796	1/19/2016	BSK Associates	Lagoon-Testing	120-435-300-200	174.00
59796	1/19/2016	BSK Associates	Arsenic/Coliform/Nitrate	105-437-300-200	60.00
Warrant Total:					4,075.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Explorer/Uniforms/Sassers-Acc#4452-K. Gibson	330-429-300-210	141.90
59797	1/19/2016	Business Card- Bank of America Credit Cards	Staples-Supplies-K. Tromborg CC#8432	104-407-300-198	18.23
59797	1/19/2016	Business Card- Bank of America Credit Cards	Space Heater for City Clerk's Office-CC#5281-K. Meik	104-402-300-210	40.94
59797	1/19/2016	Business Card- Bank of America Credit Cards	Meeting W/ Staff-David Valadao's Office-Hanford-CC#5281-K. Meik	104-402-300-271	35.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Meeting With Ron Hoggard-CC#5281-K. Meik	104-402-300-271	35.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Hotel-D. Zable- Water Treatment Exam 12/6-8/15-CC#3572-K. Cruz	105-437-300-270	325.05
59797	1/19/2016	Business Card- Bank of America Credit Cards	Fee for City Clerk's Association Membership-CC#3572-K. Cruz	104-402-300-270	130.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Postage-Mailed Item to Paralegal-CC#3572-K. Cruz	104-402-300-200	4.73
59797	1/19/2016	Business Card- Bank of America Credit Cards	Office Supplies-CC#3572-K. Cruz	104-402-300-210	93.71
59797	1/19/2016	Business Card- Bank of America Credit Cards	Office Supplies-CC#3572-K. Cruz	104-402-300-210	10.74
59797	1/19/2016	Business Card- Bank of America Credit Cards	Notary Stamp-CC#3572-K. Cruz	104-402-300-210	36.17
59797	1/19/2016	Business Card- Bank of America Credit Cards	Tote Bag-Recruit @ Job Fairs/Other Speel Events-CC#3572-K. Cruz	104-402-300-200	115.09
59797	1/19/2016	Business Card- Bank of America Credit Cards	Patriotic Centerpiece-City For Special Events-CC#3572-K. Cruz	104-401-300-214	28.95
59797	1/19/2016	Business Card- Bank of America Credit Cards	Table Runner-Used By City For Special Events-CC#3572-K. Cruz	104-401-300-214	13.99
59797	1/19/2016	Business Card- Bank of America Credit Cards	Staples-Office Supplies-CC#3807 T. Sherwood	104-432-300-210	245.09
59797	1/19/2016	Business Card- Bank of America Credit Cards	Fuel/Chevron-Acc#3335 G. Cramer	104-421-300-250	39.62
59797	1/19/2016	Business Card- Bank of America Credit Cards	Trng Fee-CPOA-Offr Involv Shooting -Feb22-24-Acc#3335 G. Cra	104-421-300-270	452.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Fuel/Shell-Acc#3335 G. Cramer	104-421-300-250	28.30
59797	1/19/2016	Business Card- Bank of America Credit Cards	Best Buy/Disp Equip/order#7733560027155-Acc#4452-K. Gibson	114-414-300-210	977.48
59797	1/19/2016	Business Card- Bank of America Credit Cards	Uniforms for Rocha/Sassers-Acc#4452-K. Gibson	104-421-200-125	47.26
59797	1/19/2016	Business Card- Bank of America Credit Cards	CDWG-Equip-Software-Acc#4452-K. Gibson	104-421-300-181	96.75
59797	1/19/2016	Business Card- Bank of America Credit Cards	CDWG/Equip/Battery Replc.-Acc#4452-K. Gibson	104-421-300-181	110.38
59797	1/19/2016	Business Card- Bank of America Credit Cards	Plain Insane Graphics/Front Lobby -Acc#4452-K. Gibson	104-421-300-210	32.25
59797	1/19/2016	Business Card- Bank of America Credit Cards	New Egg/Dispatchers Equip--Acc#4452-K. Gibson	104-421-300-181	56.44
59797	1/19/2016	Business Card- Bank of America Credit Cards	Postage/PD Post -Acc#3201 M. Castro-Giesman,	104-432-300-152	19.43
59797	1/19/2016	Business Card- Bank of America Credit Cards	Sears/Refrigerator for PD -Acc#3201 M. Castro-Giesman,	104-421-300-210	682.94
59797	1/19/2016	Business Card- Bank of America Credit Cards	Postage/PD Post -Acc#3201 M. Castro-Giesman,	104-432-300-152	19.15

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59797	1/19/2016	Business Card- Bank of America Credit Cards	Staples/Dept Supplies -Acct#3201 M. Castro-Giesman,	104-421-300-210	27.38
59797	1/19/2016	Business Card- Bank of America Credit Cards	Smart N Final/CCW Training -Acct#3201 M. Castro-Giesman,	104-421-300-270	11.77
59797	1/19/2016	Business Card- Bank of America Credit Cards	Wal-Mart -CCW Training -Acct#3201 M. Castro-Giesman,	104-421-300-270	19.60
59797	1/19/2016	Business Card- Bank of America Credit Cards	Panera/ CCW Training -Acct#3201 M. Castro-Giesman,	104-421-300-270	69.95
59797	1/19/2016	Business Card- Bank of America Credit Cards	Chevron-Fuel-R. Shortnancy Acct#5808	104-421-300-250	44.75
59797	1/19/2016	Business Card- Bank of America Credit Cards	Rasport-(Shirts) /Technology Summit Tmg/R. Shortnancy Acct#580	104-421-300-270	80.00
59797	1/19/2016	Business Card- Bank of America Credit Cards	Pitney Bowes/Lease-Postage Equip @PD-R. Shortnancy Acct#5808	104-432-300-152	203.18
			Warrant Total:		4,293.22
59798	1/19/2016	California Highway Patrol	CHP Inspection -Transit Bus #238	145-410-300-160	50.00
			Warrant Total:		50.00
59799	1/19/2016	Caves & Associates	Negotiation Services, January 2016	104-402-300-200	511.88
			Warrant Total:		511.88
59800	1/19/2016	Central California City Clerk's Association	Business Meeting/CMC Training-Karla Cruz-City Clerk	104-402-300-270	30.00
			Warrant Total:		30.00
59801	1/19/2016	Central Valley Lawn Care	Lawn Services-Phoenix Ridge	111-602-300-202	350.00
			Warrant Total:		350.00
59802	1/19/2016	Centro Print Solutions	Ordered 1099's and W-2 Forms for End Of Year 2015	104-405-300-155	149.05
			Warrant Total:		149.05
59803	1/19/2016	Chevron & Texaco Card Svc	Fuel For Police Department	104-421-300-250	37.14
			Warrant Total:		37.14
59804	1/19/2016	Circle T Farms Inc	1 load Sand	121-439-300-210	250.00
			Warrant Total:		250.00
59805	1/19/2016	City of Avenal	Animal Control Shelter Services Agreement December 2015	104-421-300-203	2,911.00
			Warrant Total:		2,911.00
59806	1/19/2016	City of Corcoran	2410 Bell Ave acct#002166-002	301-430-300-316	103.15
59806	1/19/2016	City of Corcoran	1285 James Ave. Acct#002166-003	301-430-300-316	98.53
59806	1/19/2016	City of Corcoran	1116 Sherman Ave. Acct#002166-004	301-430-300-316	133.13
			Warrant Total:		334.81

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59807	1/19/2016	Comcast	Internet Services-WWTP	120-435-300-220	199.38
				Warrant Total:	199.38
59808	1/19/2016	Corcoran Chamber of Commerce	Annual Banquet Tickets	104-421-300-210	240.00
				Warrant Total:	240.00
59809	1/19/2016	Corcoran Hardware	Department Supplies/Evidence	104-421-300-210	1.92
59809	1/19/2016	Corcoran Hardware	Department Supplies/Range Supplies	104-421-300-210	26.91
59809	1/19/2016	Corcoran Hardware	Department Supplies	104-412-300-210	25.09
59809	1/19/2016	Corcoran Hardware	Department Supplies	104-432-300-210	65.24
59809	1/19/2016	Corcoran Hardware	Department Supplies	104-433-300-210	21.71
59809	1/19/2016	Corcoran Hardware	Department Supplies	109-434-300-210	45.92
59809	1/19/2016	Corcoran Hardware	Department Supplies	120-435-300-210	525.93
59809	1/19/2016	Corcoran Hardware	Department Supplies	105-437-300-210	242.92
59809	1/19/2016	Corcoran Hardware	Equipment Repair	120-435-300-140	1.92
59809	1/19/2016	Corcoran Hardware	Equipment Repair	105-437-300-140	66.46
59809	1/19/2016	Corcoran Hardware	Locking Hardware for Desk	104-406-300-210	33.03
				Warrant Total:	1,057.05
59810	1/19/2016	Corcoran Publishing Company	Notice of Pub Hearing-Cond Use Permit 15-02-Ran 1/7/16	104-406-300-200	68.00
59810	1/19/2016	Corcoran Publishing Company	Notice of Pub Hearing-Tentative Parcel Map 15-01-Ran 1/7/16	104-406-300-200	68.00
59810	1/19/2016	Corcoran Publishing Company	Notice of Pub Hearing-Conditional Use Permit 15-02-Ran 1/7/16	104-406-300-200	68.00
59810	1/19/2016	Corcoran Publishing Company	Notice of Unscheduled Vacancy-Ran 12/31/15	104-406-300-200	88.00
				Warrant Total:	292.00
59811	1/19/2016	DASH	Jail Supplies	104-421-300-148	69.76
				Warrant Total:	69.76
59812	1/19/2016	Dept of Justice	Live Scan Fees for Dec 2015	104-421-300-148	441.00
				Warrant Total:	441.00
59813	1/19/2016	Division of State Architect	SB 1186 Fees-October to December, 2015	104-000-323-009	261.30
				Warrant Total:	261.30
59814	1/19/2016	Erick Nunez Del Prado	COS Police Academy-Mileage Reimbursement OCT 5-9 2015	104-421-300-270	176.20
59814	1/19/2016	Erick Nunez Del Prado	COS Police Academy-Mileage Reimbursement OCT 12-16 2015	104-421-300-270	176.20
59814	1/19/2016	Erick Nunez Del Prado	COS Police Academy-Mileage Reimbursement OCT 19-23 2015	104-421-300-270	176.20
59814	1/19/2016	Erick Nunez Del Prado	COS Police Academy-Mileage Reimbursement OCT 27-31 2015	104-421-300-270	176.20

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59814	1/19/2016	Erick Nunez Del Prado	COS Police Academy-Mileage Reimbursement OCT 1-2 2015	104-421-300-270	70.48
				Warrant Total:	775.28
59815	1/19/2016	Evident Crime Scene Products	Evidence Supplies	104-421-300-210	73.00
				Warrant Total:	73.00
59816	1/19/2016	Ferguson Enterprises, Inc	Reg Dir Read CF/Meter x6	105-437-300-210	318.82
				Warrant Total:	318.82
59817	1/19/2016	Galls, LLC	PD Equipment /Flares For Vehicles	104-421-300-210	437.30
				Warrant Total:	437.30
59818	1/19/2016	Gary Cramer	TLO Basic-01/16-01/07/16-Per Diem	104-421-300-270	64.00
				Warrant Total:	64.00
59819	1/19/2016	High Desert Wireless Broadband	December Billing for IT Services	104-432-300-201	4,522.50
				Warrant Total:	4,522.50
59820	1/19/2016	Images/RadioShack Dealer	4-Way Phone Connector	120-435-300-210	33.28
59820	1/19/2016	Images/RadioShack Dealer	Slim Line Corded Phone	120-435-300-210	16.11
				Warrant Total:	49.39
59821	1/19/2016	Industrial Test Systems Inc	Reagent #1, #2, #3 Kits plus Handling and Freight Charges	105-437-300-210	505.83
				Warrant Total:	505.83
59822	1/19/2016	James Cutler	Reimbursement for 1285 James, Misc Construct Supplies	311-408-300-200	755.17
				Warrant Total:	755.17
59823	1/19/2016	Kathy Gibson	2016 Annual CA Biometrics Partners 01/18/16-01/21/16	104-421-300-270	156.00
				Warrant Total:	156.00
59824	1/19/2016	Kings County Area Public Transit	KART Value and 30-Day Passes	145-410-300-293	1,480.00
				Warrant Total:	1,480.00
59825	1/19/2016	Kings County Clerk	Reconveyance	104-405-300-200	14.00
				Warrant Total:	14.00
59826	1/19/2016	Kings County Mobile Locksmith	Rekey Cylinder-WWTP	120-435-300-200	103.27
				Warrant Total:	103.27

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59826	1/19/2016	Kings County Mobile Locksmith	10 Single Cut Keys	120-435-300-210	18.60
				Warrant Total:	121.87
59827	1/19/2016	Kings County Planning Agency	County Loan Payments	190-470-365-099	1,755.72
59827	1/19/2016	Kings County Planning Agency		191-472-365-099	41,897.99
59827	1/19/2016	Kings County Planning Agency		193-474-365-099	860.22
59827	1/19/2016	Kings County Planning Agency		195-477-365-099	2,350.02
59827	1/19/2016	Kings County Planning Agency		196-478-365-099	1,277.56
59827	1/19/2016	Kings County Planning Agency	City 3% Share	301-430-366-100	-1,444.25
				Warrant Total:	46,697.26
59828	1/19/2016	Kings County Treasurer	Bond Charges 10/01/15-12/31/15	120-435-340-343	5,471.66
				Warrant Total:	5,471.66
59829	1/19/2016	Kings Waste & Recycling	Green Waste-217.72 Units/Tons	112-436-300-192	8,708.80
59829	1/19/2016	Kings Waste & Recycling	Blue Cans-86.49 Units/Tons	112-436-300-192	973.04
59829	1/19/2016	Kings Waste & Recycling	Green Waste-Dirty 8.76 Units/Tons	112-436-300-192	657.00
				Warrant Total:	10,338.84
59830	1/19/2016	LAW & ASSOCIATES INVESTIGATIONS	Background Services	104-421-300-200	600.00
				Warrant Total:	600.00
59831	1/19/2016	Miguel Meneses	Yard Svc for Sunrise Villa	111-601-300-202	200.00
59831	1/19/2016	Miguel Meneses	Yard Svc for 6 1/2 Orange	111-601-300-202	120.00
				Warrant Total:	320.00
59832	1/19/2016	Mitsubishi UFJ Securities USA	Remarketing Water 08 Bonds 10/1/15-12/31/15	105-437-300-200	5,304.18
				Warrant Total:	5,304.18
59833	1/19/2016	MJFG Union Bank, N.A.	Letter of Credit 10/01/15-12/31/15	105-437-400-430	37,905.33
				Warrant Total:	37,905.33
59834	1/19/2016	Office Depot	Combo Binding Ring (1")	120-435-300-210	8.58
59834	1/19/2016	Office Depot	Department Supplies	104-421-300-150	133.66
59834	1/19/2016	Office Depot	Department Supplies	104-421-300-150	553.82
59834	1/19/2016	Office Depot	Department Supplies	104-421-300-150	2.50
59834	1/19/2016	Office Depot	Department Supplies	145-410-300-210	106.20
59834	1/19/2016	Office Depot	Department Supplies	105-437-300-210	33.53

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59834	1/19/2016	Office Depot	Department Supplies	120-435-300-210	33.53
59834	1/19/2016	Office Depot	Department Supplies	109-434-300-210	14.57
59834	1/19/2016	Office Depot	Department Supplies	104-433-300-210	5.16
59834	1/19/2016	Office Depot	Department Supplies	104-432-300-210	14.56
59834	1/19/2016	Office Depot	Department Supplies	104-431-300-210	81.31
59834	1/19/2016	Office Depot	Elmers Glue	104-432-300-150	1.83
59834	1/19/2016	Office Depot	Toner (HP) Q7516A	104-405-300-150	176.55
59834	1/19/2016	Office Depot	Laserjet Color Printer	104-407-300-210	352.07
59834	1/19/2016	Office Depot	2-year Repair Plan	104-407-300-210	79.99
59834	1/19/2016	Office Depot	Sheet Protector	104-432-300-150	18.16
59834	1/19/2016	Office Depot	Cash Register Paper	104-405-300-150	104.24
59834	1/19/2016	Office Depot	Printer Ribbon	104-405-300-150	128.89
59834	1/19/2016	Office Depot	Combo Binding Ring (2")	120-435-300-210	10.30
Warrant Total:					1,859.45
59835	1/19/2016	Oliver Whitaker Co.	PO# 24293-Unit#183 Forklift-Injection Pump Repair	120-435-300-140	2,660.38
Warrant Total:					2,660.38
59836	1/19/2016	PG&E	Acc#99497000756-9	111-601-300-240	10.18
59836	1/19/2016	PG&E	Acc#99497000756-9	145-410-300-240	645.47
59836	1/19/2016	PG&E	Acc#99497000756-9	104-411-300-240	2,267.42
59836	1/19/2016	PG&E	Acc#99497000756-9	104-412-300-240	583.70
59836	1/19/2016	PG&E	Acc#99497000756-9	104-432-300-240	4,014.58
59836	1/19/2016	PG&E	Acc#99497000756-9	104-432-320-240	97.60
59836	1/19/2016	PG&E	Acc#99497000756-9	109-434-300-240	455.77
59836	1/19/2016	PG&E	Acc#99497000756-9	120-435-300-240	27,212.69
59836	1/19/2016	PG&E	Acc#99497000756-9	121-439-300-240	654.55
59836	1/19/2016	PG&E	Acc#99497000756-9	105-437-300-240	45,777.06
59836	1/19/2016	PG&E	Acc#8670734283-7	301-430-300-316	174.68
59836	1/19/2016	PG&E	Acc#8465964727-9	301-430-300-316	9.86
59836	1/19/2016	PG&E	Acc#9417235641-5	301-430-300-316	9.86
Warrant Total:					81,913.42
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	8.60
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	4.30
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	4.30
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	4.30
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	12.90
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	12.90

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	4.30
59837	1/19/2016	Pizza Factory	Inmate Meals	104-421-300-148	4.30
Warrant Total:					55.90
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	145-410-300-200	65.81
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	136-415-300-200	46.91
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	205.95
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	37.65
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-432-300-200	29.85
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-200	47.00
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	104-433-300-200	25.00
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	120-435-300-200	65.81
59838	1/19/2016	Prudential Overall Supply	Entrance Rugs/Shop Towels/Dust Mop	105-437-300-200	70.07
Warrant Total:					594.05
59839	1/19/2016	Quad Knopf, Inc.	Community Development Services	104-406-300-200	112.05
59839	1/19/2016	Quad Knopf, Inc.	GIS Hosting	104-431-300-200	230.77
59839	1/19/2016	Quad Knopf, Inc.	Engineering Services-Well #11	105-437-500-513	162.00
59839	1/19/2016	Quad Knopf, Inc.	Engineering Services-High Speed Rail	104-431-300-201	2,698.78
59839	1/19/2016	Quad Knopf, Inc.	Engineering Services-Corcoran WTP/Corona	105-437-300-200	13,471.23
59839	1/19/2016	Quad Knopf, Inc.	Engineering Services-Well Evaluation/Corona	105-437-300-200	24,538.49
59839	1/19/2016	Quad Knopf, Inc.	Engineering Services-Meeting W/Cross Check/City Levees	121-439-300-200	324.00
Warrant Total:					41,537.32
59840	1/19/2016	Quality Pool Service	Monthly Pool Service	104-411-300-200	850.00
59840	1/19/2016	Quality Pool Service	Bulk Chlorine	104-411-300-210	2,056.82
Warrant Total:					2,906.82
59841	1/19/2016	Recreation Association of Corcoran	2nd Qtr Payment for Corcoran Pool Contract 2015/2016	104-411-300-206	12,916.92
Warrant Total:					12,916.92
59842	1/19/2016	Res-Com	Pest Control-Depot	145-410-300-200	33.00
59842	1/19/2016	Res-Com	Pest Control-Pool Bldg	104-411-300-200	33.00
59842	1/19/2016	Res-Com	Pest Control-RAO	136-415-300-200	33.00
59842	1/19/2016	Res-Com	Pest Control-City Hall/PD/CC	104-432-300-200	99.00
59842	1/19/2016	Res-Com	Pest Control-New City Hall	104-432-300-200	33.00
59842	1/19/2016	Res-Com	Pest Control-PW	104-432-300-200	99.00
59842	1/19/2016	Res-Com	Pest Control-Vets	104-432-300-200	33.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59842	1/19/2016	Res-Com	Pest Control-WWTP	120-435-300-200	33.00
59842	1/19/2016	Res-Com	Pest Control-WTP	105-437-300-200	33.00
Warrant Total:					429.00
59843	1/19/2016	S & R Specialty Equipment	Hose Barb	105-437-300-210	3.27
Warrant Total:					3.27
59844	1/19/2016	Sawtelle & Rosprim Industrial	Department Supplies	120-435-300-210	83.34
59844	1/19/2016	Sawtelle & Rosprim Industrial	Department Supplies	105-437-300-210	127.88
Warrant Total:					211.22
59845	1/19/2016	Select Business Systems	Sharp MX-4101 Digital Copier MFP for: 10/12/15-01/11/16	104-432-300-140	1,298.86
59845	1/19/2016	Select Business Systems	Freight-Toner Cartridge-Black(Sharp MX-4101 Digital Copier MFI	104-432-300-150	9.00
Warrant Total:					1,307.86
59846	1/19/2016	Shell Fleet Plus	Fuel -BLDG Dec 2015	104-407-300-250	55.45
59846	1/19/2016	Shell Fleet Plus	Fuel -Depot Dec 2015	145-410-300-250	1,495.72
59846	1/19/2016	Shell Fleet Plus	Fuel -Parks Dec 2015	104-412-300-250	418.36
59846	1/19/2016	Shell Fleet Plus	Fuel -PD Dec 2015	104-421-300-250	1,911.28
59846	1/19/2016	Shell Fleet Plus	Fuel -StreetsDec 2015	109-434-300-250	445.48
59846	1/19/2016	Shell Fleet Plus	Fuel -WW-Dec 2015	120-435-300-250	248.13
59846	1/19/2016	Shell Fleet Plus	Fuel -Water-Dec 2015	105-437-300-250	1,072.92
Warrant Total:					5,647.34
59847	1/19/2016	SJVAPCD	2016-17 Generator Permit Renewal	105-437-300-160	502.00
Warrant Total:					502.00
59848	1/19/2016	State Water Resources Control	Grade 1 Exam-WWTP-Christian Espinoza	120-435-300-160	140.00
Warrant Total:					140.00
59849	1/19/2016	Terminix	2410 Bell Avenue	301-430-300-316	42.00
Warrant Total:					42.00
59850	1/19/2016	The Gas Company	Acc#00888349024	145-410-300-242	258.61
59850	1/19/2016	The Gas Company	Acc#05463252576	104-432-300-242	245.41
59850	1/19/2016	The Gas Company	Acc#11971525008	104-432-300-242	378.21
59850	1/19/2016	The Gas Company	Acc#06301527005	120-435-300-242	469.99
59850	1/19/2016	The Gas Company	Acc#12602978541	145-410-300-211	42.31

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59851	1/19/2016	The Lawnmower Man	Echo Blower-Parts	104-412-300-140	34.40
				Warrant Total:	1,394.53
59852	1/19/2016	Toshiba Financial Services	Copier Service Rental -Police Department	104-421-300-180	330.51
				Warrant Total:	330.51
59853	1/19/2016	Trans Union LLC	Professional Service/Background	104-421-300-200	31.45
				Warrant Total:	31.45
59854	1/19/2016	Tule Trash Company	Contract	112-436-300-200	112,838.33
59854	1/19/2016	Tule Trash Company	Franchise Fee 7.5%	112-436-316-023	-8,462.87
59854	1/19/2016	Tule Trash Company	Franchise Fee/Roll-Offs/December 2015	112-436-316-023	-1,213.72
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#357292-Prison#1	112-436-300-192	299.25
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#357369-Prison#1	112-436-300-192	125.10
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#359162-Prison#1	112-436-300-192	114.75
59854	1/19/2016	Tule Trash Company	Pull Fee-Prison#1	112-436-300-200	585.00
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#356277-Prison#2	112-436-300-192	68.40
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#357728-Prison#2	112-436-300-192	227.25
59854	1/19/2016	Tule Trash Company	Dump Fee Ticket#359187-Prison#2	112-436-300-192	177.75
59854	1/19/2016	Tule Trash Company	Pull Fee-Prison#2	112-436-300-200	585.00
				Warrant Total:	105,344.24
59855	1/19/2016	Turnupseed Electric Svc Inc	Troubleshoot Auto Dialer-WWTP	120-435-300-140	239.70
				Warrant Total:	239.70
59856	1/19/2016	US Bank Equipment Finance	Copier Lease-Public Works	109-434-300-180	207.92
				Warrant Total:	207.92
59857	1/19/2016	USA Blue Book	Pressure Gauge W/ Diaphragm	105-437-300-140	196.48
				Warrant Total:	196.48
59858	1/19/2016	Verizon California	Telephion Svc-Vets Hall Acct#454602393926049508	136-415-300-220	51.60
59858	1/19/2016	Verizon California	Telephion Svc-Vets Hall Acct#454602392421878309	105-437-300-220	234.83
59858	1/19/2016	Verizon California	PD Line- Acct#83404	104-421-300-220	958.93
59858	1/19/2016	Verizon California	Vets Hall Line-Acct#88207	104-432-320-220	62.99
59858	1/19/2016	Verizon California	PW Fax Line-Acct#69504	104-432-300-220	99.82

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
59858	1/19/2016	Verizon California	City Hall-Acct#64900	104-432-300-220	1,080.76
				Warrant Total:	2,488.93
59859	1/19/2016	Verizon Wireless	Dept/Cellular/Acct#642502930-00001	104-421-300-221	576.16
				Warrant Total:	576.16
59860	1/19/2016	Water Environment Federation	Renewal-WEF Membership-M. Chavez	120-435-300-170	235.00
				Warrant Total:	235.00
59861	1/19/2016	Zoom Imaging Solutions Inc	Hard Drive Replacement	104-421-300-180	161.25
				Warrant Total:	161.25

City of
CORCORAN

A MUNICIPAL CORPORATION

FOUNDED 1914

WRITTEN CORRESPONDENCE

ITEM #: 6-A

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, Assistant to the City Manager/City Clerk

DATE: January 14, 2016

MEETING DATE: January 19, 2016

SUBJECT: Request for waiver of fees for use of the Memorial Building

Recommendation:

Consider request by Veteran's Outreach for a waiver of the \$350 fee for use of the Veteran's Memorial Building.

Discussion:

In December 2013, the City Council adopted Resolution No. 2708 implementing a revised fee structure for the rental of the Veteran's Memorial Building. Veteran's Outreach has requested a waiver of the fees noted below:

Application fee (non-refundable):	\$50
Security and cleaning deposit (refundable):	\$200
Non-profit rental fee:	\$100

Local non-profit groups are not charged for the rental of tables and chairs and use of the kitchen.

Use of the kitchen requires a certificate of liability by all renters.

Budget Impact:

Rental fees for the Veteran's Memorial Building are included in General Fund revenues.

Attachments:

Letter from Veteran's Outreach
Resolution No. 2708

City Offices:

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



VETERANS OUTREACH

To: Corcoran City Manager, Mr. Kendon Meik

From: Art Nolen (Veterans Outreach)

Regarding: Fee Waiver

I am requesting the City of Corcoran to please waive the rental and deposit fees for
The Veterans Memorial Building.

We are planning a fundraiser on February 5, 2016.

All proceeds will be used for our annual Veterans Saluting Veterans Program in November.

I collect metal all year to provide funding for this event, however the cost of metal has dropped tremendously. Therefore there are very little funds available at this time.

Your understanding and cooperation on this matter will be greatly appreciated.

Thank you

Art Nolen

RESOLUTION NO. 2708

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
AMENDING FEES FOR USE OF THE VETERANS MEMORIAL BUILDING.**

WHEREAS, in 1999 the Veterans Memorial Building was renovated and established for use as a community center; and,

WHEREAS, the City of Corcoran established rates in 2001 and has been renting the Veterans Memorial Building at these rates; and,

WHEREAS, previous rates adopted by Resolution No. 2029 are now in need of update and effective practice is to review fees from time to time;

WHEREAS, the use of the Building has deemed it necessary to set fees that will cover the operating cost and uses requested.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Corcoran, California, that fees for renting the Veterans Memorial Building are hereby fixed and set as follows:

A. RENTAL FEE

Includes use of Kitchen facilities

All day Weekend (Friday, Saturday, Sunday) rate \$350.00

Weekday (Monday through Thursday) rate \$250.00

Local Non Profit Organizations * \$100.00

*No additional fee for use of the Kitchen and Tables and Chairs

B. MISCELLANEOUS FEES

Use of tables and chairs \$300.00

Application submission fee \$50.00

C. DEPOSIT

Security, Cleaning and Damage deposit \$200.00

- a.** The deposit will be required at the time of submission of all applications.
- b.** Deposits are refundable after inspection of facility releases any liability to the renter.
- c.** Renter is responsible for any damages, above the deposit amount, that are incurred during use of facility.
- d.** A cancellation of scheduled use will forfeit fifty percent (50%) of the deposit.

BE IT FURTHER RESOLVED that:

1. All fees for rental must be paid 10 business day prior to scheduled event and is contingent upon City approval.
2. All rental and deposit fees are to be paid in cash, money order or cashier's check.
3. Resolution No. 2029 is hereby rescinded.
4. The fee schedule is effective January 1, 2014.

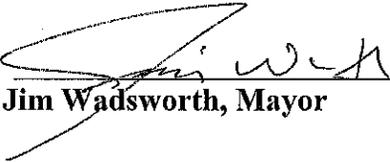
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on the 2nd day of December 2013 by the following vote:

AYES: Councilmembers: Cartwright, Lerma, and Wadsworth

NOES: None

ABSENT: Councilmembers: Palmerin, and Robertson

APPROVED:



Jim Wadsworth, Mayor

ATTEST:



Lorraine P. Lopez, City Clerk

City of

CORCORAN

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WRITTEN COMMUNICATIONS

ITEM #: 7-A

MEMO

TO: Corcoran City Council

FROM: Baldomero Rodriguez, Public Works Director - Interim

DATE: January 6, 2016

MEETING DATE: January 19, 2016

SUBJECT: Authorization To Enter Into Contract With Hoffman Finn for Estimating Services Related To Proposed Police Facility

Recommendation: That the City Council authorize a contract with Hoffman Finn to provide a detailed Engineer's Estimate of Probable Cost to construct the new Police Facility. Contract amount - \$24,000.

Discussion: In 2009, Indigo Architects of Davis California, prepared plans and specifications for a 9,900 SF Police Facility. Indigo estimated the cost of construction in 2009 at \$6,096,000 for the base bid. Adjusted for inflation, the current Engineer's Estimate of Probable Cost is \$7,010,400.

Staff feels that the estimate provided by Indigo Architects does not reflect the true cost of construction typical to the Central Valley. Further, staff opines that Indigo, on a line item by line item basis, used very conservative numbers when preparing the Engineer's Estimate of Probable Cost. The significant difference between the engineer's estimate (\$6,096,000) and the available funding (\$3,800,000) has prevented and continues to prevent the City from advertising for construction bids.

Recently, City staff met for two hours with representatives from Hoffman Finn and SCP (HF & SCP). Hoffman Finn and SCP are reputable construction/construction management firms with considerable experience in both estimating and constructing police, fire, library and church facilities. HF & SCP's presentation demonstrated that they are uniquely qualified to evaluate and prepare an in-depth construction cost estimate on the Indigo plans and specs.

City Offices

Further, HF & SCP will provide an alternative cost estimate on a pre-manufactured steel building that incorporates the basic floor plan and façade represented in the Indigo plans as well as a rough order of magnitude (ROM) cost to modify the Corcoran Courthouse into a police facility.

Staff was recently informed that the City of Corcoran is now eligible to apply for United States Department of Agriculture (USDA) grants. Staff firmly believes that HF & SCP's fee in the amount of \$24,000 is very reasonable and that the end documents prepared by HF & SCP will be useful and necessary as an attachment to any future CDBG and/or USDA grant application.

Budget Impact:

City of

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WRITTEN COMMUNICATIONS

ITEM #: 7-B

MEMO

TO: Corcoran City Council

FROM: Baldomero Rodriguez, Public Works Director - Interim

DATE: January 6, 2016

MEETING DATE: January 19, 2016

SUBJECT: Acceptance of Well #11A Phase 1

Recommendation: That the City Council accept the Well #11A Phase I project as complete and authorize payment of the final progress payment and release of the 10% retention to ZIM Industries; (Invoice attached). The authorized contract amount was \$731,410. The final construction cost was \$731,021.

Discussion: ZIM Industries has completed all work (Phase I) associated with the drilling and casing of a 1,830' deep well. The well was pumped (developed) for approximately 54 hours and the City is waiting for water quality test results before moving ahead with Phase 2 work which includes the installation of pumps, motors, electrical controls and connection piping to the water distribution system. The City Engineer will determine what the optimal sustained discharge rate will be but, all indications suggest that the well has a 2,800 gallon per minute capacity.

Budget Impact: Phase I expenditures were included in the 2015/2016 budget.

City Offices

City of

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WRITTEN COMMUNICATIONS

ITEM #: 7-C

MEMO

TO: Corcoran City Council

FROM: Baldomero Rodriguez, Public Works Director - Interim

DATE: January 6, 2016 **MEETING DATE:** January 19, 2016

SUBJECT: Award Contract – Design Sewer Lift Station #14 (RAC Site)

Recommendation: That the City Council award a design contract to Quad Knopf in an amount not to exceed \$35,500. The design contract is for the purpose of preparing plans and specification for a new sewer lift station located at 900 Dairy Avenue (RAC parking lot). Construction support services will be addressed under an addendum to the contract prior to the start of construction.

Discussion: Lift Station #14 is comprised of two – 24’ deep wells and was constructed in 1964 as part of the Perry Heights Sanitary Sewer District. One of the wells serves as the “wet” or receiving well and the one serves as the “dry” or pump well.

The surrounding area discharges its gray water to the wet well. When the gray water reaches a predetermined level, the pumps located in the adjacent dry well turn on and “lift” (pump) the gray water to a standard manhole located approximately 100’ south on Dairy Avenue. The wet well is a brick lined manhole that is in a state of failure. The aggressive sewer gases have weakened the mortar resulting in loose and dislodged bricks.

The dry well containing the pumps is a 24’ deep steel tank. A field review performed by a pump technician found that the bottom of the steel tank has been undermined, probably due to seepage from the failing wet well. Further, the pumps are constantly having to be pulled and serviced due to the presence of rags, bathing suits, shorts, towels and other objectionable materials from the swimming pool restrooms.

The proposed design will incorporate the wet and dry wells into one well with two submersible pumps. The new lift station will remain in the RAC parking lot located halfway between the last upstream manhole and the existing lift station. The final discharge will be to the same manhole

City Offices

on Dairy Avenue. Final plans, specifications and Engineer's Estimate of Probable Cost will be presented to the City Council for acceptance prior to the start of construction advertisement.

Budget Impact: Funding for the project is included in 2015/2016 Capital Improvement Budget.

City of

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WRITTEN COMMUNICATIONS

ITEM #: 7-D

MEMO

TO: Corcoran City Council

FROM: Baldomero Rodriguez, Public Works Director - Interim

DATE: January 6, 2016

MEETING DATE: January 19, 2016

SUBJECT: Authorization to Purchase Iron Analyzer for Water Treatment Plant

Recommendation: That the City Council authorize the purchase of an iron analyzer for the Water Treatment Plant at a cost of \$14,500 plus tax and shipping.

Discussion: Presently, water treatment plant staff take one sample per day from the discharge end of the filters and analyze the iron content using a handheld analyzer. From time to time, the iron residual levels are high and staff must make quick adjustments at the plant to reduce the iron residual levels being pumped into the distribution system. Unfortunately, the adjustments are made after thousands of gallons of water with high iron levels have been introduced into the water distribution system.

The Aztec 600 iron analyzer allows staff to monitor in “real time” the performance of the filters at the water treatment plant at all times. The analyzer monitors two streams of water: pre-filtered iron induced water entering the filters and filtered effluent water sent to the distribution system. When iron readings at either stream need adjustment, staff has the ability to make quick calibrations so that water with high iron concentrations pumped into the distribution system can be kept to a minimum.

Budget Impact: Funding for the project is included in 2015/2016 Capital Improvement Budget.

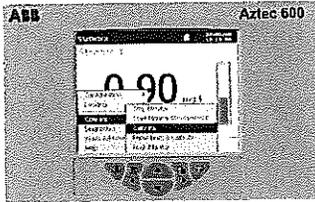
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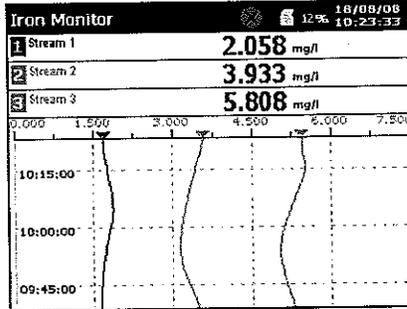
Aztec 600 iron
iron analyzer

Overview of the Aztec 600 Iron Analyzer

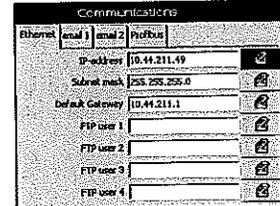
Easy-to-use Windows-based
Menu System



Graphical Trending
of Results

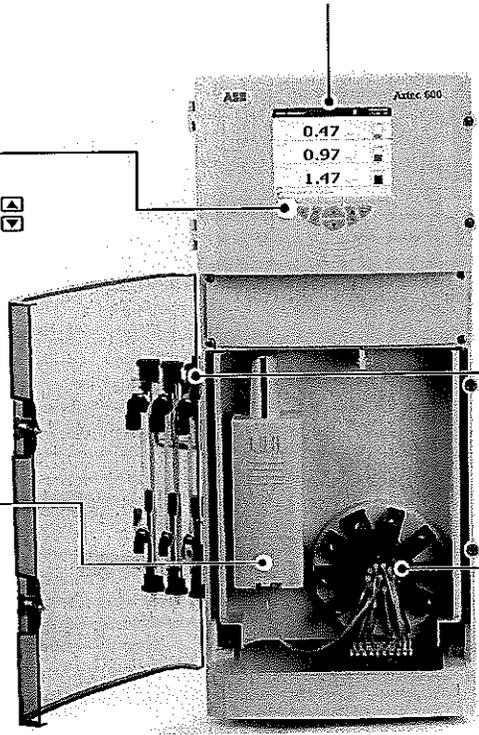
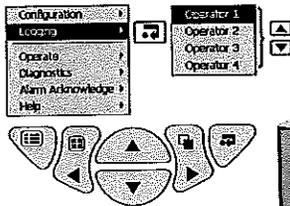


Flexible
Communications



- Ethernet Connectivity
- 6 mA Outputs
- 10 Alarm Relays (configurable)
- Profibus DP v1.0
- SD Memory Card
- Process Data Trends

Simple Navigation



Single- or Multi-stream Options

- Integrated side-sample port for ease of plumbing
- Magnetic sample flowswitch alarms when sample is not present

Advanced Optics

- Automatic LED intensity adjustment at every calibration – eliminates drift and compensates for any cell fouling
- Temperature-controlled for optical stability
- Automatic 2-point calibration
- Automatic sample dilution to maximize measurement range
- Background sample color compensated for

Simplified Fluid Handling

- Single piston pump draws in precise volumes of reagents and samples through a valve manifold into the optical measuring cell
- Air is used in the chemical sequence for mixing and purging the reagents and sample
- Piston movement provides mechanical cleaning of the measurement cell

City of

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STAFF REPORT

ITEM #: 7E

MEMORANDUM

TO: City Council

FROM: Soledad Ruiz-Nunez, Finance Director

DATE: January 13, 2016

MEETING DATE: January 19, 2016

SUBJECT: Mid-Year Budget Review

Recommendation:

Information item. No action required by the Council.

Discussion:

The attached report identifies revenues and expenses for the period beginning July 1, 2015 through December 31, 2015. For comparative purposes, revenues and expenses for the July 1, 2014 through December 31, 2014 are also provided.

Budget Impact:

None.

Attachments:

Mid-Year revenues and expenses schedule.

City of Corcoran						
SUMMARY BUDGET MID YEAR BUDGET REVIEW						
FY 2016						
	2014-2015			2015-2016		
General Fund						
Revenues	Budget	Actuals 12/31/14	%	Budget	Actuals 12/31/15	%
Property Taxes	337,464	176,778	1	335,000	154,205	46.03%
Sales Tax	1,072,250	525,047	48.97%	990,000	473,843	47.86%
Public Safety Sales Tax	48,200	22,158	45.97%	45,000	25,286	56.19%
Franchise Fees	257,804	16,410	6.37%	239,000	18,478	7.73%
Transient Occupancy Tax	45,499	20,468	44.99%	45,000	26,658	59.24%
Fines	27,500	9,696	35.26%	28,200	17,984	63.77%
Licenses & Permits	151,120	131,808	87.22%	233,000	129,633	55.64%
Police Department Grants	1,500	3,506	233.74%	5,500	1,589	28.89%
Realignment Grant - PD	40,000	40,257	100.64%	80,000	80,129	100.16%
Motor Vehicle In Lieu	2,118,962	1,051,576	49.63%	2,183,964	1,101,994	50.46%
Home Owner's Prop Tax Relief	2,700	313	11.59%	2,200	1,388	63.11%
POST Reimbursements	15,000	17,867	119.12%	15,000	5,585	37.23%
NTF/GTF Overtime Grant	20,000			14,000	3,726	26.62%
Crossing Guards	24,760			28,500	10,982	38.53%
Property Transfer Tax	10,000	3,714	37.14%	10,000	6,940	69.40%
School Resource Officer	50,000	-		55,000	-	
Planning Fees	14,460	22,349	154.56%	24,300	15,771	64.90%
Special Police Services	20,000	8,624	43.12%	17,500	3,499	20.00%
Abatement Charges	40,000	2,442	6.11%	25,000	3,976	15.90%
Vehicle Abatement Charges	-			20,000	4,582	22.91%
Interest	2,000	124	6.18%	3,000	162	5.41%
American Tower	8,000	4,200	52.50%	8,400	4,475	53.27%
AT&T Tower Rent	15,000	8,321	55.47%	16,000	8,321	52.00%
Solar Lease/EDF/Cottonwood	59,719	34,159	57.20%	71,663	17,916	
Rents-Vet's Hall	4,000	954	23.85%	2,000	1,697	84.83%
Rebates-Other Income-Misc	53,500	19,975	37.34%	48,000	82,416	171.70%
Contributions Centennial	-	8,210		-		
County PTAF	150,000			-		
Sustainable Communities-General Plan Update grant	-			-		
High Speed Rail reimbursement	-			25,000		
Transfers In (RAO)	165,000			60,000		
Rule 20A Credits	-			130,000	130,000	100.00%
Transfer in for IT Upgrade	-			-		
Transfer in from Suppl Law Enf- COPS	-			10,000		
Revenue Totals	4,754,438	2,128,955	44.78%	4,770,227	2,331,234	48.87%
Expenditures						
Mayor And Council	Budget	Actuals 12/31/14	%	Budget	Actuals 12/31/15	%
Services & Supplies	61,535	59,100	96.04%	62,725	28,884	46.05%
Subtotal	61,535	59,100	96.04%	62,725	28,884	46.05%
Transfer In/Overhead	(36,074)	(18,036)		(35,000)	(17,502)	
Net Expenditure to General Fund	25,461	41,064	161.28%	27,725	11,382	41.05%
City Manager	Budget	Actuals 12/31/14	%	Budget	Actuals 12/31/15	%
Salaries & Benefits	157,091	41,986	26.73%	162,061	79,989	49.36%
Services & Supplies	21,420	10,148	47.38%	22,315	17,261	77.35%
Subtotal	178,511	52,135	29.21%	184,376	97,250	52.75%
Transfer In/Overhead	(140,184)	(63,006)		(140,000)	(70,002)	
Net Expenditure to General Fund	38,327	(10,871)		44,376	27,248	61.40%
City Attorney	Budget	Actuals 12/31/14	%	Budget	Actuals 12/31/15	%
Services & Supplies	100,000	60,403	60.40%	150,000	36,500	24.33%
Transfer In/Overhead	(70,000)	(34,998)		(90,000)	(45,000)	
Net Expenditure to General Fund	30,000	25,405	84.68%	60,000	(8,500)	
Finance	Budget	Actuals 12/31/14	%	Budget	Actuals 12/31/15	%
Salaries & Benefits	335,061	198,916	59.37%	280,739	152,361	54.27%
Services & Supplies	148,766	77,237	51.92%	150,805	80,016	53.06%
Subtotal	483,827	276,153	57.08%	431,544	232,378	53.85%
Transfer In/Overhead	(425,767)	(230,994)		(397,500)	(198,750)	
Net Expenditure to General Fund	58,060	45,159	77.78%	34,044	33,628	98.78%

	Budget	Actuals 12/31/14	%		Budget	Actuals 12/31/15	%
Planning							
Salaries & Benefits	55,275	7,557	13.67%		21,819	13,973	64.04%
Services & Supplies	25,620	37,721	147.23%		24,120	13,386	55.50%
Net Expenditure to General Fund	80,895	45,278	55.97%		45,939	27,359	59.55%
Building Inspection							
Salaries & Benefits	79,625	56,846	71.39%		182,688	83,071	45.47%
Services & Supplies	51,600	9,421	18.26%		52,561	27,552	52.42%
Subtotal	131,225	66,267	50.50%		235,249	110,622	47.02%
Transfer In/Overhead	0	-			(20,000)	(10,002)	50.01%
Net Expenditure to General Fund	131,225	66,267	50.50%		215,249	100,620	46.75%
Recreation							
Services & Supplies	133,784	61,963	46.32%		137,492	68,470	49.80%
Transfer In/Overhead	3,563	-			-	-	
Net Expenditure to General Fund	137,347	61,963	45.11%		137,492	68,470	49.80%
Parks							
Salaries & Benefits	159,889	73,623	46.05%		165,170	80,906	48.98%
Services & Supplies	154,082	72,878	47.30%		178,939	81,174	45.36%
Subtotal	313,971	146,501	46.66%		344,109	162,080	47.10%
Transfer In/Overhead	(142,553)	(64,014)	44.91%		(160,500)	(80,250)	50.00%
Net Expenditure to General Fund	171,418	82,487	48.12%		183,609	81,830	44.57%
Police Department							
Salaries & Benefits	3,195,427	1,572,010	49.20%		3,226,465	1,692,906	52.47%
Services & Supplies	447,137	201,470	45.06%		476,737	242,756	50.92%
Net Expenditure to General Fund	3,642,564	1,773,480	48.69%		3,703,202	1,935,662	52.27%
Fire Services							
Services & Supplies	432,420	212,500	49.14%		357,420	175,000.00	48.96%
Net Expenditure to General Fund	432,420	212,500	49.14%		357,420	175,000.00	48.96%
Public Works Administration							
Salaries & Benefits	215,084	110,131	51.20%		184,894	69,083	37.36%
Services & Supplies	11,430	5,950	52.06%		17,903	14,468	80.81%
Subtotal	226,514	116,082	51.25%		202,797	83,551	41.20%
Transfer In/Overhead	(203,862)	(101,934)			(175,000)	(87,498)	
Net Expenditure to General Fund	22,652	14,148	62.46%		27,797	(3,947)	
Government Buildings							
Services & Supplies	327,710	150,108	45.81%		330,500	143,006	43.27%
Subtotal	327,710	150,108	45.81%		330,500	143,006	43.27%
Transfer In/Overhead	(94,650)	(52,806)			(112,500)	(56,250)	
Net Expenditure to General Fund	233,060	97,302	41.75%		218,000	86,756	39.80%
Equipment Services							
Salaries & Benefits	151,678	82,169	54.17%		149,585	79,713	53.29%
Services & Supplies	17,384	11,016	63.37%		18,385	5,165	28.10%
Subtotal	169,062	93,186	55.12%		167,970	84,879	50.53%
Transfer In/Overhead	(135,250)	(67,626)			(135,000)	(67,500)	
Net Expenditure to General Fund	33,812	25,560	75.59%		32,970	17,379	52.71%
General Plan Update							
Salaries & Benefits	0	10,049			-	-	
Services & Supplies	0	-			-	-	
Net Expenditure to General Fund	0	10,049			-	-	
General Fund Expenditures Totals:	5,037,241	2,489,791	49.43%		5,087,823	2,552,885	50.18%
General Fund Expenditures	(282,803)	(360,836)			(317,597)	(221,651)	

Water Fund	Budget	Actuals 12/31/14	%		Budget	Actuals 12/31/15	%
Revenues							
Water Charges	4,466,335	2,237,986	50.11%		4,110,013	2,036,296	49.54%
Penalties	25,670	12,968	50.52%		25,000	13,341	53.37%
Water Connection Fees	140	130	92.91%		100	70	70.00%
Interest	14,000	78	0.56%		14,000	945	6.75%
Revenue Totals:	4,506,145	2,251,163	49.96%		4,149,113	2,050,652	49.42%
Expenditures							
Salaries & Benefits	509,984	237,349	46.54%		448,491	223,121	49.75%
Services & Supplies	1,527,396	903,675	59.16%		1,927,502	696,778	36.15%
Debt Service	1,610,144	613,477	38.10%		1,469,562	524,507	35.69%
Transfer Out/Overhead Allocation	307,317	157,776			310,000	154,998	
Prior Year Adjustment	0	-			-	-	
Total Expenditures	3,954,841	1,912,277	48.35%		4,155,555	1,599,404	38.49%
Water Fund Revenue Over/Under Expenditures	551,304	338,886			(6,442)	451,248	
Streets Maintenance - Gas Taxes							
Revenues							
Grants	-	-			-	-	
Gas Tax - 2103 (Prop 42)	272,288	114,083	41.90%		117,982	74,566	63.20%
Gas Tax - 2105	125,133	69,441	55.49%		148,813	69,575	46.75%
Gas Tax - 2106	102,182	32,789	32.09%		81,522	30,666	37.62%
Gas Tax - 2107	153,755	83,601	54.37%		203,454	87,862	43.19%
Gas Tax 2107.5	6,000	6,000	100.00%		6,000	5,000	83.33%
Interest	1,400	42	3.02%		-	-	
Revenue Totals	660,758	305,956	46.30%		557,771	267,671	47.99%
Expenditures							
Salaries & Benefits	146,329	64,883	44.34%		146,703	99,328	67.71%
Services & Supplies	464,620	114,417	24.63%		267,475	55,438	20.73%
Overlay Project	0	98,040			-	-	
Curb and Gutter	0	-			-	-	
Transfer Out/Overhead Allocation	162,878	82,878	50.88%		167,500	83,748	50.00%
Total Expenditures	773,827	360,218	46.55%		581,678	238,514	41.00%
Gas Tax Revenues Over/Under Expenditures	(113,069)	(54,262)			(23,907)	29,156	
Refuse Fund							
Revenues							
Franchise Fees	106,000	45,357	42.79%		111,300	52,753	47.40%
Refuse Charges	1,559,200	779,063	49.97%		1,585,000	786,013	49.59%
Penalties	25,667	12,968	50.52%		25,000	13,341	53.37%
Grant	0	6,365			-	-	
Interest	450	67	14.96%		450	32	7.16%
Total Revenues	1,691,317	843,820	49.89%		1,721,750	852,139	49.49%
Expenditures							
Refuse							
Services & Supplies	1,464,100	618,265	42.23%		1,533,597	631,231	41.16%
Transfer Out/Overhead Allocation	195,451	101,844			200,000	100,002	
Prior Year Adjustment	0	-			-	-	
Total Expenditures	1,659,551	720,109	43.39%		1,733,597	731,233	42.18%
Street Sweeping							
Salaries & Benefits	37,557	23,846	63.49%		32,812	18,044	54.99%
Services & Supplies	27,726	6,830	24.63%		27,955	4,522	16.18%
Total Expenditures	65,283	30,676	46.99%		60,767	22,565	37.13%
Total Refuse Expenditures	1,724,834	750,785	43.53%		1,794,364	753,799	42.01%
Refuse Revenues Over/Under Expenditures	(33,517)	93,035			(72,614)	98,341	
Wastewater/Sanitary Sewer Fund							
Revenues							
Sewer Charges	1,009,685	504,453	49.96%		1,005,000	501,811	49.93%
Penalties	21,690	11,023	50.82%		21,250	11,340	53.37%
Interest	-	-			-	-	
Rents	-	-			10,000	9,720	97.20%
Total Revenues	1,031,375	515,475	49.98%		1,036,250	522,872	50.46%
Expenditures							
Salaries & Benefits	317,004	123,926	39.09%		263,596	139,534	52.93%
Services & Supplies	484,160	243,753	50.35%		511,850	211,377	41.30%
Debt Service	36,342	-			6,598	-	0.00%
Transfer Out/Overhead Allocation	195,039	102,642			200,000	100,002	
Total Expenditures	1,032,545	470,321	45.55%		982,044	450,913	45.92%
Wastewater/SS Revenues Over/Under Expenditures	(1,170)	45,155			54,206	71,959	

Wastewater/Storm Drain Fund	Budget	Actuals 12/31/14	%		Budget	Actuals 12/31/15	%
Revenues							
Storm Drain Charges	304,362	152,322	50.05%		305,000	153,399	50.29%
Penalties	3,980	1,945	48.87%		3,750	2,001	53.37%
Storm Drain Acreage Charge	-	-			4,000	12,248	306.20%
Interest	500	-	0.00%		400	-	0.00%
Total Revenues	308,842	154,267	49.95%		313,150	167,648	53.54%
Expenditures							
Salaries & Benefits	65,308	32,197	49.30%		56,117	32,822	58.49%
Services & Supplies	20,709	21,936	105.92%		27,210	20,913	76.86%
Debt Service	95,235	38,738			150,938	36,117	
Transfer Out/Overhead Allocation	143,302	74,118			147,500	73,752	
Total Expenditures	324,554	166,989	51.45%		381,765	163,604	42.85%
Wastewater/SD Revenue Over /Under Expenditures	(15,712)	(12,722)			(68,615)	4,045	
RAO Operations Fund							
Revenues							
Interest Earned	300	-	0.00%		100	-	0.00%
Rents	217,218	108,245	49.83%		162,000	110,410	68.15%
Total Revenues	217,518	108,245	49.76%		162,100	110,410	68.11%
Operations Expenditures							
Services & Supplies	89,472	36,974	41.32%		68,272	25,731	37.69%
Overhead	34,644	17,322			41,000	25,500	
Transfers Out - Other	100,000	-			60,000	-	
Total Expenditures	224,116	54,296	24.23%		169,272	51,231	30.27%
Total RAO Revenues Over/Under Expenditures	(6,598)	53,949			(7,172)	59,178	
Transit							
Revenues							
Tax Allocation	641,578	279,754	43.60%		666,505	259,649	38.96%
Transportation Grants-5311	194,895	-			182,264	-	
Transportation Grants-5311 Capital project	-	-			288,527	-	
Transportation Grant- Cal EMA	-	-			-	118,342	
PTMISEA Funds	-	-			-	-	
Bus Fares	35,000	12,336	35.24%		25,000	14,976	59.90%
Amtrak Ticket Sales	25,000	14,140	56.56%		30,000	9,171	30.57%
KART Passes	4,500	2,972	66.04%		5,500	3,008	54.69%
Bus Wash	0	-			-	522	
Interest	2,000	18	0.89%		2,000	364	18.20%
Rents	3,600	1,800	50.00%		3,600	1,800	50.00%
Miscellaneous	-	615			-	-	
Total Revenues	906,573	311,634	34.37%		1,203,396	407,831	33.89%
Expenditures							
Salaries & Benefits	385,392	181,441	47.08%		391,959	211,123	53.86%
Services & Supplies	181,416	131,598	72.54%		262,236	89,769	34.23%
Grounds & Building Maintenance	-	-			35,000	-	
Overhead	153,264	77,148			154,500	94,752	
Total Expenditures	720,072	390,187	54.19%		843,695	395,644	46.89%
Transit Revenues Over/Under Expenditures	186,501	(78,553)			359,701	12,187	
City as Successor RDA (ends 2018)							
Revenues							
Tax Increment	-	221,016			620,107	254,101	
Total Revenues	-	221,016			620,107	254,101	
Expenditures							
Salaries & Benefits	81,545	23,044	28.26%		158,989	61,393	38.61%
Services & Supplies	-	94,705			95,000	43,286	45.56%
Debt Service	359,535	292,359	81.32%		366,118	293,059	80.04%
Overhead	88,367	13,122			-	-	
Total Expenditures	529,447	423,230	79.94%		620,107	397,738	64.14%
Successor RDA Over/Under Expenditures	-	(202,214)			0	(143,637)	

City of

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

MEMO

TO: Corcoran City Council

FROM: Karla Cruz, City Clerk/ Assistant to the City Manager

DATE: January 12, 2016

MEETING DATE: January 19, 2016

SUBJECT: Consider appointments to the Corcoran Planning Commission

Recommendation:

Fill two (2) vacancies on the City of Corcoran Planning Commission. The City Council may also move to appoint alternate commission members.

Discussion:

Following direction provided to Staff, a notice announcing the upcoming vacancies on the Planning Commission was published in the Corcoran Journal. The filing deadline to submit an application was set for January 6, 2016.

Attached for Council review are the applications received.

The appointments are for four (4) years. As such, the term for the appointees would to expire on December 31, 2020.

Once an appointment is made, staff will notify applicants of the Council's decision.

Budget Impact:

None

City Offices

COMMISSION/COMMITTEE MEMBERSHIP APPLICATION

I hereby express an interest in being appointed to the following commission or committee: (Please print or type)

PLANNING COMMISSION

Name DAVID JACOB BEGA Telephone No. (559)302-7286

Address 2546 WHITLEY AVE CORCORAN CA 93212

Length of Residency in Corcoran 10 YRS

Occupation SELF EMPLOYED

Education SOME COLLEGE

Affiliations LITTLE LEAGUE BOARD, PAC BOARD, PEE WEE FOOTBALL COACH & WRESTLING COACH

Reason(s) for Seeking Appointment TO HELP OUR COMMUNITY?

GAIN KNOWLEDGE OF OUR COMMUNITY.

Additional Comments _____

(Attach additional sheets if needed)

Signature *D. Bega*

Date 12/28/15

RETURN COMPLETED FORM TO:

City Clerk
City of Corcoran
832 Whitley Avenue
Corcoran, CA 93212



For Inquiries Phone: 992-2151

received
12/28/15

COMMISSION/COMMITTEE MEMBERSHIP APPLICATION

I hereby express an interest in being appointed to the following commission or committee: (Please print or type)

Name Troy VanVelsor Telephone No. 559-936-3422

Address 1117 Whitley Ave

Length of Residency in Corcoran 17 years

Occupation RESTAURANT OWNER

Education College

Affiliations _____

Reason(s) for Seeking Appointment INTERESTED IN THE BETTERMENT OF OUR CITY

Additional Comments _____

(attach additional sheets if needed)

Signature [Signature]

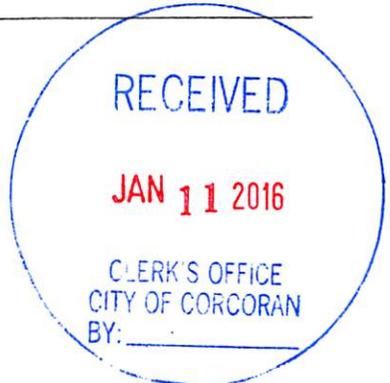
Date 1-11-16

RETURN COMPLETED FORM TO:

City Clerk
City of Corcoran
832 Whitley Avenue
Corcoran, CA 93212



For Inquiries Phone: 992-2151



City of

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

MEMORANDUM

TO: City Council

FROM: Kevin Tromborg: Community Development Director

DATE: January 12, 2016

MEETING DATE: January 19, 2016

SUBJECT: Housing Related Parks Program Grant

Recommendation:

Move to approve Resolution 2817 to submit application for the 2015 Housing Related Parks Program Grant (HRPP).

Discussion:

In October of 2015, The Department of Housing and Community Development (HCD) released the Notice of Funding Availability (NOFA) for the 2015 Housing Related Parks Program Grant. The HRP Program is an innovative program design to reward local governments that approve housing for lower-income households and are in compliance with State Housing Element Law with grant funds to create or rehabilitate parks and /or recreational facilities. The attached resolution is a requirement for submittal of the application. The amount awarded will be based on the low income housing built during the time period, January 1, 2010 to December 31, 2015.

Budget Impact:

All improvement or construction to be paid for through the grant

RESOLUTION NO. 2817

A RESOLUTION AUTHORIZING APPLICATION FOR HOUSING-RELATED PARKS GRANT

WHEREAS:

- A. The State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated October 26, 2015 (NOFA), under its Housing-Related Parks (HRP) Program.
- B. The City of Corcoran (Applicant) desires to apply for a HRP Program Grant and submit the 2015 Designated Program Year Application Package released by the Department for the HRP Program.
- C. The Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement.

THEREFORE, IT IS RESOLVED THAT:

- 1. Applicant is hereby authorized and directed to apply for and submit to the Department the HRP Program Application Package released November 2015 for the 2015 Designated Program Year in an amount not to exceed \$ 350,000. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$ 350,000, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").
- 2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA, Program Guidelines, and Application Package.
- 3. The City Manager is authorized to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on January 19, 2016 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

By: _____
Jerry Robertson, MAYOR

ATTEST:

Karla Cruz, CITY CLERK

1800 Third Street, Suite 430
P.O. Box 952053
Sacramento, CA 94252-2053
(916) 323-3177 / FAX (916) 327-2643
www.hcd.ca.gov



May 25, 2010

Ms. Rene Miller
City Manager
City of Farmersville
900 W. Visalia Road
Farmersville, CA 93223

Dear Ms. Miller:

RE: Review of the City of Farmersville's Adopted Housing Element

Thank you for submitting Farmersville's housing element adopted March 22, 2010 and received for review on April 1, 2010. The Department is required to review adopted housing elements and report the findings to the locality pursuant to Government Code Section 65585(h).

As you know, the Department's January 14, 2010 review found Farmersville's revised draft housing element addressed the statutory requirements of housing element law. As the adopted element is substantially the same as the revised draft, the Department is pleased to find the element in full compliance with State housing element law (Article 10.6 of the Government Code).

The element identifies adequate sites to accommodate the City's regional housing need for lower-income households demonstrated by Program E.2 to rezone at least nine acres to RM-2.5 (High Density Residential) by the third quarter of 2010 with minimum densities of 20 units per acre. This and other programs will facilitate more compact development with a mix of uses to address climate change, energy conservation, air quality, and maximize existing land resources. Such strategies also promote the feasibility of developing housing for lower-income families and workers while strengthening local economies.

In addition, Farmersville now meets specific requirements for several State funding programs designed to reward local governments for compliance with State housing element law. For example, the Housing Related Parks (HRP) Program, authorized by Proposition 1C, Local Housing Trust Fund and the Building Equity and Growth in Neighborhoods (BEGIN) Programs include housing element compliance either as a threshold or competitive factor in rating and ranking applications. More specific information about these and other programs is available on the Department's website at http://www.hcd.ca.gov/hpd/hrc/plan/he/loan_grant_hcompl011708.pdf. In particular, as the City's adopted housing element is in compliance, it has met one of the threshold requirements for an innovative new program that rewards local governments for

Ms. Rene Miller
Page 2

approving housing for lower-income households. The HRP Program, funded by Proposition 1C, rewards local governments for approving housing for lower-income households and provides grant funds to eligible local governments for every qualifying housing start, beginning calendar year 2010. More specific information about the HRP Program is available on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

The Department wishes Farmersville success in implementing its housing element and looks forward to following its progress through the General Plan annual progress reports pursuant to Government Code Section 65400. If the Department can provide assistance in implementing the housing element, please contact Jeff Newbury, of our staff, at (916) 445-7507.

Sincerely,



Cathy E. Creswell
Deputy Director

cc: Karl Schoettler, Collins & Schoettler

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

MEMORANDUM

TO: City Council

FROM: Kevin Tromborg: Community Development Director

DATE: January 11, 2016

MEETING DATE: January 19, 2016

SUBJECT: Consideration of Resolution 2818 the inclusion of properties within the City limits in The California Statewide Communities Development Authority (CSCDA) Open PACE Program.

Recommendation:

Staff recommends approval of resolution 2818 to add CSCDA Open PACE Program, and allow them to conduct operations that will benefit the citizens of Corcoran with their energy, water conservation and seismic strengthening improvements to their home.

Discussion:

CSCDA, The largest Joint Powers Authority in California, sponsored and founded by the League of California Cities is implementing Property Assessed Clean Energy (PACE) under the provision of chapter 29 of division 7 of the Streets and Highway Code (AB811) on behalf of its member cities and counties. AB811 authorizes the a legislative body to designate an area (Corcoran City Limits) within which authorized public officials (including CSDA) and free and willing property owners may enter into voluntary contractual assessments to finance the installation of renewable energy, (Photovoltaic) energy efficiency, and seismic strengthening improvements as well electric vehicle charging infrastructure. The PACE program is a very successful financing tool in California and is being operated in over 250 Jurisdictions throughout the state and nearly half a billion dollars in energy, water efficiency and renewable projects have been funded.

Budget Impact:

This will not have a financial impact to the City.

RESOLUTION NO. 2818

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE CITY LIMITS
OF CORCORAN IN THE CSCDA OPEN PACE PROGRAMS; AUTHORIZING THE
CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO
ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT
CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY CONTRACTUAL
ASSESSMENTS WITHIN THE CITY LIMITS OF CORCORAN; AND AUTHORIZING
RELATED ACTIONS**

WHEREAS, the California Statewide Communities Development Authority is a joint exercise of powers authority, the members of which include numerous cities and counties in the State of California, including the City of Corcoran; and

WHEREAS, the Authority is implementing Property Assessed Clean Energy (PACE) programs, which it has designated CSCDA Open PACE, consisting of CSCDA Open PACE programs each administered by a separate program administrator (collectively with any successors, assigns, replacements or additions, the “Programs”), to allow the financing or refinancing of renewable energy, energy efficiency, water efficiency and seismic strengthening improvements, electric vehicle charging infrastructure and such other improvements, infrastructure or other work as may be authorized by law from time to time (collectively, the “Improvements”) through the levy of contractual assessments pursuant to Chapter 29 of Division 7 of the Streets & Highways Code (“Chapter 29”) within counties and cities throughout the State of California that consent to the inclusion of properties within their respective territories in the Programs and the issuance of bonds from time to time; and

WHEREAS, the program administrators currently active in administering Programs are the Alliance NRG Program (presently consisting of Deutsche Bank Securities Inc., Counter Pointe Energy Solutions LLC and Leidos Engineering, LLC), PACE Funding LLC and Renewable Funding LLC, and the Authority will notify the [County/City] in advance of any additions or changes; and

WHEREAS, Chapter 29 provides that assessments may be levied under its provisions only with the free and willing consent of the owner or owners of each lot or parcel on which an assessment is levied at the time the assessment is levied; and

WHEREAS, the City of Corcoran desires to allow the owners of property (“Participating Property Owners”) within its territory to participate in the Programs and to allow the Authority to conduct assessment proceedings under Chapter 29 within its territory and to issue bonds to finance or refinance Improvements; and

WHEREAS, the territory within which assessments may be levied for the Programs shall include all of the properties within the City of Corcoran official boundaries; and

WHEREAS, the Authority will conduct all assessment proceedings under Chapter 29 for the Programs and issue any bonds issued in connection with the Programs; and

WHEREAS, the City of Corcoran will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs;

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

Section 1. This City Council hereby finds and declares that properties in the city limits of the Corcoran will benefit from the availability of the Programs within the city limits of the Corcoran and, pursuant thereto, the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 and the issuance of bonds to finance or refinance Improvements.

Section 2. In connection with the Programs, the City of Corcoran hereby consents to the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 on any property within the territory of the City of Corcoran and the issuance of bonds to finance or refinance Improvements; provided, that

(1) The Participating Property Owners, who shall be the legal owners of such property, execute a contract pursuant to Chapter 29 and comply with other applicable provisions of California law in order to accomplish the valid levy of assessments; and

(2) The City of Corcoran will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs.

Section 3. The appropriate officials and staff of the City of Corcoran are hereby authorized and directed to make applications for the Programs available to all property owners who wish to finance or refinance Improvements; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The following staff persons, together with any other staff persons chosen by the City Manager of the City of Corcoran from time to time, are hereby designated as the contact persons for the Authority in connection with the Programs: Community Development Director.

Section 4. The appropriate officials and staff of the City of Corcoran are hereby authorized and directed to execute and deliver such certificates, requisitions, agreements and related documents as are reasonably required by the Authority to implement the Programs.

Section 5. The Corcoran City Council hereby finds that adoption of this Resolution is not a “project” under the California Environmental Quality Act, because the Resolution does not involve any commitment to a specific project which may result in a potentially significant

physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4).

Section 6. This Resolution shall take effect immediately upon its adoption. The City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority at: Secretary of the Board, California Statewide Communities Development Authority, 1400 K Street, Sacramento, CA 95814.

PASSED AND ADOPTED this 19th day of January, 2016 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: Jerry Robertson

ATTEST:

City Clerk: Karla Cruz

Date: January 19, 2016

City of

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

MEMORANDUM

TO: City Council

FROM: Kevin Tromborg: Community Development Director

DATE: January 8, 2016

MEETING DATE: January 19, 2016

SUBJECT: Public Convenience and Necessity for an on-sale liquor License.

Recommendation: Planning Commission and Staff recommends approval of resolution 2819, letter of Public Convenience and Necessity.

Discussion:

On January 11, 2016 the Planning Commission approved Conditional Use Permit 15-02 for an on Site type 47 Liquor License for the sale and consumption of beer and wine in conjunction with a propose restaurant located at 1825 Dairy Avenue. The applicant has applied for license with the Office of Alcohol and Beverage Control. ABC has determined that in tract Number 0014.01 here exist three (3) on and or off sale license which is over the allowed limit. Therefore, an approved letter of Public Convenience and Necessity by the City Council is required before the license can be issued by ABC.

Budget Impact: No direct impact to the City Budget.

RESOLUTION NO. 2819

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN
STATING THAT PUBLIC CONVENIENCE OR NECESSITY WOULD BE
SERVED BY THE ISSUANCE OF A ON-SALE LICENSE TO SELL
ALCOHOLIC BEVERAGES**

WHEREAS, the applicant, Juan C. Rios, applied for a Conditional Use Permit for the sale of liquor at a proposed restaurant; and,

WHEREAS, the Corcoran Planning Commission approved Conditional Use Permit 15-02 on January 11, 2016 for the proposed use;

WHEREAS, the proposed use address is 1825 Dairy Avenue, and is located on the southeast corner of Dairy Avenue and Bainum Avenue, APN 032-200-032; and

WHEREAS, the applicant has now applied to the Department of Alcoholic Beverage Control for an On-Sale license, type 47; and

WHEREAS, the proposed project is located in Census Tract Number 0014.01; and

WHEREAS, the Department of Alcoholic Beverage Control states that there are 2 Off-Sale licenses allowed in Census Tract Number 0014.01 and that there are 3 existing Off-Sale licenses which exceeds the number of licenses allowed; and

WHEREAS, the applicant is applying for an alcohol license at a premises where an undue concentration exists and therefore requires documentation from the local governing body that the public convenience or necessity would be served by the issuance of such a license; and

WHEREAS, the City council finds that public convenience or necessity would be served by the issuance of an on-sale license at 1825 Dairy Avenue.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, the City Council hereby determines that the public convenience or necessity would be served by the issuance of an on-sale license at 1825 Dairy Avenue APN 032-200-032.

PASSED AND ADOPTED by the City of Corcoran City council on this 19th day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: Jerry Robertson

ATTEST:

City Clerk: Karla Cruz

Date: January 19, 2016

City of

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

MEMORANDUM

TO: City Council

FROM: Kevin Tromborg, Community Development Director

DATE: January 12, 2016

MEETING DATE: January 19, 2016

SUBJECT: Community Development yearend review – January through December 2015.

Recommendation:

None. For information.

Discussion:

2015 was a year of growth, change and anticipated vision of a better tomorrow. The first noteworthy growth factor for Community Development was the addition to our staff of Josephine Lindsey. Josephine was added as a part time employee to help with many of the clerical issues for all the divisions in Com/Dev. She immediately became a Stallworth addition and is now a full time employee who also serves as the Planning Commission secretary. Additionally, on January 1, 2015 I was appointed as Community Development Director. I have worked for the City for 9 years wearing different hats however, no hat is as important to me as to serve this community as the Director of Community Development. Our staff, though small, I have every confidence in our ability to serve and help move Corcoran towards a great future.

Budget Impact:

None

Attachment:

Community Development Yearend Report 2015
Building Report

City of Corcoran

City of Corcoran Building Division

Permit Report for Date Range of: 1/1/2015 to 12/31/2015

Type of Construction	Permits	Fees	Valuation
<u>COMMERCIAL</u>			
COMMERCIAL DEMOLITION	1	98.00	75,000.00
TOTAL FOR : COMMERCIAL	1	98.00	75,000.00
<u>RESIDENTIAL</u>			
ELECTRIC PERMIT	1	77.50	1,900.00
STRUCTURE OTHER THAN A BLDG	1	77.50	2,500.00
RESIDENTIAL REPAIR	1	233.60	20,000.00
SOLAR SYSTEM	1	310.69	20,700.00
TOTAL FOR : RESIDENTIAL	4	699.29	45,100.00
TOTAL FOR :	5	797.29	120,100.00
`c			
<u>RESIDENTIAL</u>			
MECHANICAL PERMIT	1	142.64	5,000.00
TOTAL FOR : RESIDENTIAL	1	142.64	5,000.00
TOTAL FOR : `c	1	142.64	5,000.00
CORCORAN			
<u>COMMERCIAL</u>			
AG STORAGE BUILDING	1	77.50	0.00
COMMERCIAL DEMOLITION	1	77.70	2,500.00
COMMERCIAL REPAIR	3	1,489.89	60,300.00
ELECTRIC PERMIT	1	77.50	1,500.00
INDUSTRIAL PLANT ADD/ REMODEL	1	623.00	300,000.00
MECHANICAL PERMIT	1	77.50	1,000.00
STRUCTURE OTHER THAN A BLDG	8	3,610.01	197,500.00
RESIDENTIAL PATIO NEW/ADD	1	194.94	8,610.00
PLUMBING PERMIT	1	77.50	825.00
RETAIL STORE ADDITION/REMODEL	2	5,369.29	397,000.00
SIGN	2	155.06	3,200.00
SOLAR COMMERCIAL	1	457.50	150,000.00
TOTAL FOR : COMMERCIAL	23	12,287.39	1,122,435.00
<u>DUPLEX</u>			
PLUMBING PERMIT	1	77.50	500.00
TOTAL FOR : DUPLEX	1	77.50	500.00
<u>ENGINEERING</u>			
GRADING COMMERCIAL	1	1,000.00	50,000.00
TOTAL FOR : ENGINEERING	1	1,000.00	50,000.00

Type of Construction	Permits	Fees	Valuation
<u>RESIDENTIAL</u>			
AG STORAGE BUILDING	1	213.29	10,000.00
RESIDENTIAL CARPORT NEW/ADD	3	232.50	5,100.00
COMMERCIAL REPAIR	1	231.50	5,000.00
ELECTRIC PERMIT	13	1,038.22	14,354.00
ENCROACHMENT	4	310.00	4,500.00
RESIDENTIAL GARAGE NEW/ADD/REM	4	1,348.73	32,650.00
MECHANICAL PERMIT	13	1,591.95	71,792.00
STRUCTURE OTHER THAN A BLDG	1	142.64	5,000.00
OTHER NON-RESIDENTIAL ADD/REM	1	77.50	650.00
RESIDENTIAL PATIO NEW/ADD	16	2,128.43	46,605.00
PLUMBING PERMIT	24	2,657.31	44,794.90
SWIMMING POOL / SPA	3	1,427.40	140,713.00
RE-ROOF	29	4,953.77	205,008.00
RESIDENTIAL DEMOLITION	3	220.14	6,000.00
RESIDENTIAL REPAIR	26	9,675.45	401,084.00
SINGLE FAMILY DWELLING	62	143,041.77	9,395,016.50
SINGLE FAMILY REMODEL	1	1,529.14	25,000.00
SOLAR SYSTEM	80	24,945.89	1,330,719.00
REPLACING WINDOWS SFD	3	386.50	6,000.00
TOTAL FOR : RESIDENTIAL	288	196,152.13	11,749,986.40
TOTAL FOR : CORCORAN	313	209,517.02	12,922,921.40
KINGS COUNTY			
<u>COMMERCIAL</u>			
STRUCTURE OTHER THAN A BLDG	1	297.39	5,000.00
TOTAL FOR : COMMERCIAL	1	297.39	5,000.00
<u>RESIDENTIAL</u>			
RESIDENTIAL PATIO NEW/ADD	2	155.54	11,500.00
RESIDENTIAL DEMOLITION	1	78.82	14,000.00
NEW RESIDENTIAL MOBILE HOME	1	1,372.00	50,000.00
SOLAR SYSTEM	1	310.78	21,348.00
TOTAL FOR : RESIDENTIAL	5	1,917.14	96,848.00
TOTAL FOR : KINGS COUNTY	6	2,214.53	101,848.00

Type of Construction	Permits	Fees	Valuation
	325	212,671.48	13,149,869.40

Permit Report for Date Range of: 1/1/2015 to 12/31/2015

Permit Type	Count	Fees
BUILDING PERMITS ISSUED	316	120,832.77
SMA PERMITS ISSUED	322	1,900.63
ELECTRIC PERMITS ISSUED	178	24,284.40
PLUMBING PERMITS ISSUED	84	17,322.20
MECHANICAL PERMITS ISSUED	75	16,276.80
PLAN CHECKS PERMITS ISSUED	178	21,450.68
ENCROACHMENT PERMITS ISSUED	62	10,254.00
	1,215	212,321.48



City of Corcoran

City Council

Year End Review: January 1, 2015 to December 31, 2015

Building and Safety Division

The growth factor was also apparent with the Building Division. Building permits grew substantially enabling Corcoran to boast the second highest number of Single Family home permits ever. (See Attached report).

Planning Division

The Planning Division moved steadily forward and has been actively working with Economic Development to bring additional sub-divisions for housing as well as business and industrial interest.

Administrative Approval:

1. SPR/AA: 801 Whitley Ave. (Ice and water Vending outlet) CD Zone
2. AA/SPR: Virtus Nutrition: Addition of storage Tank: Organics
3. AA15-03: T-Mobile: 1200 Orange Ave: Addition of Arrays to existing tower and power control room.
4. AA 15-04: AZ Auto 901 Chase Avenue, Storage room addition to existing building:
5. AA 15-05: 531 James Avenue: Secondary Unit:

Conditional Use Permits:

1. CUP: 15-01 installation of 3 tri-plex units on James Avenue
2. CUP: 15-02: Class 47 Liquor License 1825 Dairy Avenue

Tentative Parcel Maps:

1. TPM 15-01: splitting one lot into two. Niles Ave

Site Plan Review / Administrative Approval:

1. SPR AA 15-01: 636 Dairy Avenue (Replacing convenience store and adding gas station:

Zoning Amendment:

1. ZA 15-01: in progress

Sign approval:

1. SP 15-01: Richards Chevrolet: Replace existing store front sign with new lighted sign.
2. SP 15-03: 900 Whitley Avenue: New storefront sign.

Code Enforcement Division:

Code Enforcement has gone through many changes in 2015. At this time, community development does not have a full time code enforcement officer on patrol. We have re-organized on a staff level to handle the complaint flow regarding the many facets of Code Enforcement however, the pro-active style of Code Enforcement that is my preference cannot at this time be available. We work on a complaint basis and the complaints are in order according to the severity of the problem. One of our staff members successfully passed PC832 allowing her to not only write citations but also take over the Vehicle Abatement program.

Water conservation has become a serious issue in much of the western states. As you know the Governor of California has called for a 25% reduction of water use state wide. Corcoran must reduce it water usage every month by 36% with the benchmark of 2013 water use totals. It has been a difficult learning experience for everyone, however, Corcoran has risen to the task and has met or has been close to meeting the goal every month.

1. Vehicle Abatement: CE has tagged 106 vehicles so far in 2015.
2. Zoning Code violations: CE has issued 48 zoning code violation notices (39 parking on the lawn)
3. Water conservation: CE has issued 121 Warnings and 27 Citations since 06/18/2015
4. Property Maintenance: CE has sent out 15 Notice and Orders regarding property maintenance.
5. Weed Abatement: CE issued 101 Notice and Orders regarding weed abatement
6. Sub-Standard Buildings: CE and BD issued 16 Notice and Orders regarding substandard buildings

Housing Division:

The Housing Division has gone through many changes on staff levels during 2015. The Housing Division with the help of the Finance Department has been working to bring all of the CDBG, Home and Cal/Home loans up to date. Many of our loans have been delinquent or other issues that have put the loan agreement in violation. We have been scheduling interviews with the recipients of the loans and working out solutions to help assist them in the re-payment of the loans.

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

MEMORANDUM

TO: City Council

FROM: Kevin Tromborg, Community Development Director

DATE: January 12, 2016

MEETING DATE: January 19, 2016

SUBJECT: San Joaquin Valley Air Pollution Control District (SJVAPCD) Charge-UP Grant for electric charging station.

Recommendation:

Consider approval to authorize the City Manager to submit grant application.

Discussion:

The SVAPCD through their Charge-UP Program offers funding assistance to public agencies to finance purchase and installation of public-access electric vehicle (EV) chargers. Eligible applicant can receive up to \$5,000 for each level 2 charger with single port and up to \$ 6,000 for each level 2 charger dual port. If approved, the charging station would be the first in Corcoran for public use. Charging stations will help promote clean air alternative fuel technologies through the use of low or zero emission vehicles.

Budget Impact:

None.

Attachment:

None.

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STAFF REPORTS ITEM #: 7-L

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 12, 2016

MEETING DATE: January 19, 2016

SUBJECT: Approve letter of appreciation to Congressman Valadao

Recommendation:

Approve letter from the City Council to Congressman Valadao.

Discussion:

The USDA Community Facilities Direct Loan & Grant Program provides affordable funding to communities in rural areas for infrastructure and capital projects deemed. However, the program defines “rural communities” as cities with a population under 20,000. The City of Corcoran has historically been disqualified from USDA funding due to the fact that the prison population is included in Corcoran’s census data.

In November 2015, the CrisCom team and City staff met with Congressman Valadao and requested assistance in securing a waiver on the population limit set by USDA. As a result, language was added to H.R. 2029 (The Consolidated Appropriations Act of 2016) establishing that, for the purposes of eligibility, incarcerated prisoners would not be counted in determining population for the Direct Loan & Grant Program. The bill was approved by the House and Senate and signed into law on December 18th, 2015.

The City is now working with USDA and will be considering potential applications for the new PD facility, improvements to the water and wastewater system, and street projects.

Budget Impact:

N/A

Attachment:

Letter to the Congressman Valadao

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January 12, 2016

Congressman David Valadao
21st Congressional District
101 North Irwin Street Suite 110B
Hanford, CA 93230

Honorable Congressman Valadao,

On behalf of the residents of Corcoran, we express our sincerest appreciation for your recent efforts in adding language to HR 2029 (The Consolidated Appropriations Act of 2016) and thus helping the City qualify for funding from the USDA Community Facilities Direct Loan & Grant Program.

In November 2015, the City of Corcoran requested your assistance in securing a waiver on the population limit of 20,000 set by USDA for the Direct Loan & Grant Program. As a result of your diligence in Washington, language was added to the bill establishing that, for the purposes of eligibility, incarcerated prisoners would not be counted in determining population.

Based on this change in the guidelines, the City is now in a position to seek funding through USDA programs. As noted in conversations with you, the initial priority is an application to secure additional funds for a new PD facility. However, the City will also be considering future applications for improvements to our water and wastewater system and for community-wide street projects.

Once again, the City of Corcoran expresses its gratitude to and your staff!

Best wishes for the 2016 year!

Sincerely,

Jerry Robertson, Mayor

Mark Cartwright, Vice Mayor

Raymond Lerma, Councilmember

Sidonio Palmerin, Council Member

Jim Wadsworth, Councilmember

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

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 15, 2016

MEETING DATE: January 19, 2016

SUBJECT: Approve City of Corcoran Public Safety Transactions and Use Tax Expenditure Plan.

Recommendation:

Approve the City of Corcoran Public Safety Transactions and Use Tax Expenditure Plan in conjunction with the proposed county-wide ¼ cent sales tax initiative.

Discussion:

At the November City/County Coordinating Meeting, it was proposed that the cities and the County consider a county-wide quarter cent (¼ cent) transactions and use tax or sales tax measure to be used for public safety purposes. The plan is to present the initiative to the voters at the June primary election. As a special tax, the initiative would require two-thirds voter approval to pass.

As part of the process, each city has been asked to submit an expenditure plan outlining proposed uses for the revenues. The attached plan proposes that the ¼ cent sales tax revenues be used for personnel costs, programs, supplies and equipment, facilities, and training.

Once each jurisdiction has approved its expenditure plan, the City of Corcoran will work with the other cities and the County to create a Memorandum of Understanding (MOU) that will establish the framework for the county-wide initiative including a revenue sharing formula and other critical components.

Budget Impact:

In the absence of an agreed upon revenue sharing formula, an accurate revenue figure is not available. Based on preliminary discussions, the City of Corcoran could initially benefit from an

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additional \$350,000 to \$400,000 in revenues to the General Fund each year with potential increases thereafter depending on the growth of the local economy.

Attachment:

City of Corcoran Public Safety Transactions and Use Tax Expenditure Plan

City of Corcoran
Public Safety Transactions and Use Tax Expenditure Plan

The City of Corcoran Public Safety Transactions and Use Tax Expenditure Plan outlines the approved uses for the allocation of a quarter-cent ($\frac{1}{4}$ cent) increase in sales taxes as set forth in the county-wide sales tax initiative.

Revenues generated through the sales tax increase will be entirely dedicated to public safety purposes in the City of Corcoran. The plan is intended to create the flexibility needed to maintain and improve public safety activities in Corcoran through locally generated funds.

Public Safety expenditures may be used for, but are not limited to:

1. Public safety personnel costs including training of safety personnel;
2. The implementation or expansion of local public safety programs and initiatives;
3. Public safety supplies and equipment;
4. The rehabilitating of existing public safety facilities or the construction of new public safety facilities including the payment of debt service associated with rehabilitation or new construction;

Each year in which the City of Corcoran receives revenue from the transactions and use tax for public safety, the City of Corcoran will allocate the use of funds through the budgetary process. The City Council reserves the right to allocate revenues from the $\frac{1}{4}$ cent sales tax initiative at its discretion based on the approved plan and will determine with City staff the local public safety priorities and needs of the community.

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

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 14, 2016

MEETING DATE: January 19, 2016

SUBJECT: Consider participation in the San Joaquin Valley Water Infrastructure JPA

Recommendation:

Consider participation in the San Joaquin Valley Water Infrastructure JPA and appoint a City representative.

Discussion:

The San Joaquin Valley Water Infrastructure JPA was created in 2015 with the intent to establish a regional coalition that would seek Prop 1 funding for Valley water storage projects. An item of particular interest is the JPA's collaborative plan to secure funds for the construction of the Temperance Flat Dam along the San Joaquin Gorge north of Fresno.

Initially the JPA was to consist of a nine member board that would include representatives from the counties of Kings, Tulare, Fresno, Madera, and Merced and four other representatives (one of which would represent the interests of the local cities). Subsequent discussions led to the decision to increase the board to eleven members and include two city representatives, one that will represent cities on the west side of the Valley and one that will represent cities on the east side.

The process for selecting the two cities is still being determined. However, cities interested in serving on the JPA have been asked to identify a delegate that will attend upcoming meetings and participate in the selection process.

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Budget Impact:

The language of the agreement stipulates that board members are to assume the fiscal responsibility of the JPA. The counties and other members have each contributed \$50,000 as part of their allocation. There is some discussion that the cities may be able to share the cost of the initial contribution allocated to the two city representatives.

Attachment:

None.

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**STAFF REPORTS
ITEM #: 7-0**

MEMO

TO: Corcoran City Council

FROM: Kindon Meik, City Manager

DATE: January 14, 2016

MEETING DATE: January 19, 2016

SUBJECT: Preparation for continued El Niño weather patterns.

Recommendation:

Discussion item.

Discussion:

In recent months, local news outlets have carried stories covering the El Niño weather patterns expected for the remainder of the winter. As part of that coverage, the media has emphasized principles of preparation and safety. Similarly, several neighboring cities have held study sessions or simulation exercises to discuss potential scenarios and community response plans.

Within this context, the Cross Creek Flood Control District has taken the initiative to meet with the City to discuss its coordinated efforts with other entities to prepare for the eventual snow runoff. Furthermore, the District recently completed an extensive levee improvement project to restore the height of the Cross Creek levee to protect against a flood elevation of 188 feet. However, to prepare for unprecedented flooding and/or catastrophic levee failure, the Cross Creek Flood Control District and the City are encouraging local residents to secure flood insurance and take other precautionary steps.

The recommendation that California residents obtain flood insurance coverage has been emphasized in prior months by both the Federal Emergency Management Agency (FEMA) and the California Emergency Management Agency (CalEMA). Useful websites include:

<https://www.fema.gov/el-nino>

<http://myhazards.calema.ca.gov/>

<http://storms.ca.gov/>

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MATTERS FOR MAYOR AND COUNCIL
ITEM #: 8-A

MEMORANDUM

MEETING DATE: January 19, 2016
TO: Corcoran City Council
FROM: Kindon Meik, City Manager
SUBJECT: Matters for Mayor and Council

UPCOMING EVENTS / MEETINGS

- January 21, 2016 (Thursday) The VIEW Partnership Luncheon– 1130 AM, Vintage Press, Visalia CA
- January 27, 2016 (Wednesday) Corcoran Chamber of Commerce Man/Woman of the Year– 6:30 PM, Recreation Association of Corcoran
- February 1, 2016 (Monday) City Council Meeting – 6:00 PM, Council Chambers
- February 10, 2016 (Wednesday) City County Coordinating Meeting– 6:00 PM, Hanford, CA
- February 15, 2016 (Monday) Presidents Day Holiday– City Offices will be closed.
- February 16, 2016 (Tuesday) City Council Meeting – 6:00 PM, Council Chambers

- A. Information Items
1. Cal OES California Transit Security Grant Program Award
 2. Water bond Letter of Credit (LOC) renewal with Union Bank
 3. City Hall and City Council Scheduling
 4. Roundabout at Whitley Avenue and Highway 43
 5. Form 700 submittal
- 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:



**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: December 22% November 34% October 30% September 26% August 31% July 36% 11/02/15 The City adopted a one-day irrigation schedule to take effect December 1, 2015. 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

The City of Corcoran will be working with local partners to reiterate preparation and safety tips. As in past years, the City does provide sand and bags for residents to make their own sandbags and the community was reminded about this service in an article in the Corcoran Journal earlier this month. Additionally, the City will update its website to provide information that will be useful to local residents during the continued rainy season.

Budget Impact:

None.

Attachment:

None.