

**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, June 12, 2018
5:30 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.

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:	Raymond Lerma
Vice Mayor:	Sidonio "Sid" Palmerin
Council Member:	Patricia Nolen
Council Member:	Jerry Robertson
Council Member:	Jeanette Zamora-Bragg

INVOCATION

FLAG SALUTE

1. PUBLIC DISCUSSION

2. CONSENT CALENDAR (VV)

- 2-A. Approval of minutes of the meeting of the City Council on May 22, 2018.
- 2-B. Authorization to read ordinances and resolutions by title only.
- 2-C. Motion to Adopt Resolution No. 2936 requesting that the Kings County Board of Supervisors permit the County Clerk's Office to conduct the City's November General Municipal Election and adopt Resolution No. 2937 regarding Candidate Statements and setting times for opening and closing of polls for the November Election.

3. PROPRIATIONS (VV)

Approval of Warrant Register dated June 12, 2018. *(Ruiz-Nuñez)(VV)*

4. PRESENTATIONS

- 4-A. Fiscal Year 2016-2017 audit report presented by Fausto Hinojosa of Price Paige and Company. Consider acceptance of the 2016-2017 Audit Report.
(Ruiz-Nuñez) (VV)

5. PUBLIC HEARINGS – None

6. WRITTEN COMMUNICATIONS – None

7. STAFF REPORTS

- 7-A. Discussion and direction from Council regarding draft ordinance requiring the installation of Security cameras on all new and existing business that apply for a building permit or modification to the business license. *(Tromborg)*
- 7-B. Direction from Council regarding the style of bus shelter to be purchased and installed. *(Tromborg)*
- 7-C. Review and approve the Finance Department Policy and Procedures Handbook.
(Ruiz-Nuñez)(VV)

8. MATTERS FOR MAYOR AND COUNCIL

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

9. **CLOSED SESSION**

9-A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

Number of potential cases: One case.

9-B. CONFERENCE WITH LABOR NEGOTIATORS
With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6:

Agency designated representatives: City Manager

Employee organization: Corcoran Police Officer's Association

9-C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)
With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8:

Property: 1215 Brokaw
Brokaw Ave. between Van Dorsten Avenue and Hale Ave.

Agency negotiator: City Manager

Negotiating parties: Adventist Health Group

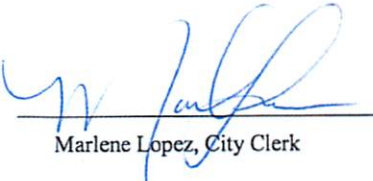
Under negotiation: Price

9-D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

Number of potential cases: One case.

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 June 8, 2018.



Marlene Lopez, City Clerk

**MINUTES
CORCORAN CITY COUNCIL,
JOINT POWERS FINANCE AUTHORITY,
SUCCESSOR AGENCY FOR CORCORAN RDA
& HOUSING AUTHORITY
REGULAR MEETING
Tuesday, May 22, 2018**

The regular session of the Corcoran City Council was called to order by Mayor Lerma, in the City Council Chambers, 1015 Chittenden Avenue, Corcoran, CA at 5:31 P.M.

ROLL CALL

Councilmembers present: Raymond Lerma, Patricia Nolen, Jerry Robertson and Jeanette Zamora-Bragg

Councilmembers absent: Sidonio Palmerin

Staff present: Joe Faulkner, Kenneth Jorgensen, Rick Joyner, Marlene Lopez, Kindon Meik, Soledad Ruiz-Nuñez, Kevin Tromborg, and Reuben Shortnacy

Press present: None

INVOCATION Invocation was presented by Nolen.

FLAG SALUTE The flag salute was led by Zamora-Bragg.

1. **PUBLIC DISCUSSION** – None

2. **CONSENT CALENDAR**

Following Council discussion a **motion** was made by Robertson and seconded by Zamora-Bragg to approve Consent Calendar with minutes. Motion carried by the following vote:

AYES: Lerma, Nolen, Robertson and Zamora-Bragg

NOES:

ABSENT: Palmerin

3. **APPROPRIATIONS**

Following Council discussion a **motion** was made by Robertson and seconded by Nolen to approve the Warrant Register for May 22, 2018. Motion carried by the following vote:

AYES: Lerma, Nolen, Robertson and Zamora-Bragg

NOES:

ABSENT: Palmerin

4. **PRESENTATIONS**

Presentation was tabled until the June 12, 2018 Council meeting.

5. PUBLIC HEARINGS

Public hearing to obtain comments and approve amendments to the Corcoran Municipal Code, section 4-1-1 Nuisance, Maintenance of Property violation fines to include no warnings, was declared open at 5:36 p.m. Mr. Tromborg presented the staff report. Having no written testimony received, the public hearing was closed at 5:39 p.m. Motion carried by the following vote:

AYES: Lerma, Nolen, Robertson and Zamora-Bragg
NOES:
ABSENT: Palmerin

6. WRITTEN COMMUNICATIONS – None

7. STAFF REPORTS

7-A Presentation of draft and direction was given by Council on the final budget for Fiscal Year 2018-19.

7-B. Following Council discussion a **motion** was made by Nolen seconded by Zamora-Bragg to approve the purchase of two police vehicles. Motion carried as follows:

AYES: Lerma, Nolen, Robertson and Zamora-Bragg
NOES:
ABSENT: Palmerin

8. MATTERS FOR MAYOR AND COUNCIL

- 8-A.** Council received information items.
- 8-B.** Staff received referral items.
- 8-C.** Committee reports.

CLOSED SESSION

At 5:52 p.m. Council recessed to closed session pursuant to:

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 – Deciding whether or not basis exists for closed-session for anticipated litigation (Government Code § 54956.9(d)(3)).

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

- Designated representatives: _____
- Name of employee organization: _____
- Position title(s) of unrepresented employee(s): Management Team

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

Property Description (Specify street address, or if no street address, the parcel number or other unique reference): Brokaw Ave.

Our Negotiator: City Manager

Parties with whom negotiating: _____

Instructions to negotiator concerning: Price Terms of payment.

The regular meeting was reconvened at 7:21 p.m. Direction was given to the City Manager on Item 9-D.

ADJOURNMENT

7:23 P.M.

Raymond Lerma, Mayor

Marlene Lopez, City Clerk

APPROVED DATE: _____

City of

CORCORAN

FOUNDED 1914

A MUNICIPAL CORPORATION

**STAFF REPORT
ITEM # 2-C**

MEMORANDUM

TO: Corcoran City Council

FROM: Marlene Lopez, City Clerk

DATE: June 7, 2018

MEETING DATE: June 12, 2018

SUBJECT: Required Resolutions for November 2018 Election

RECOMMENDATION

Motion to Adopt Resolution No. 2936 requesting that the Kings County Board of Supervisors permit the County Clerk's Office to conduct the City's November General Municipal Election and adopt Resolution No. 2937 regarding Candidate Statements and setting times for opening and closing of polls for the November Election.

DISCUSSION

These are the standard resolutions that are brought before Council each municipal election year. Council must adopt resolutions for consolidation with the County for the general municipal election.

As it has been in the past, we would like to inform Council of Resolution No. 2837 regarding the cost of printing the Candidate's Statement. In previous years, the City has at times borne the cost of printing the Candidate's Statement of approximately \$350. However, in the most recent municipal elections, the cost has been paid by the candidate. The Candidate Statement is not mandatory.

Based on current budget constraints, it is Staff's recommendation that the costs associated with the Candidate Statement be borne by the candidate. In the event of overpayment, the City shall prorate the excess amount among the candidates who file statements. This should be indicated in the motion.

BUDGET IMPACT

The proposed election budget for the FY 2018-2019 will be set at \$3,500 for all costs associated with 2018 municipal election. This amount is consistent with past elections.

City Offices

RESOLUTION NO. 2936

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY NOVEMBER 8, 2016 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF KINGS TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2018 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

At a regular meeting of the City Council of the City of Corcoran duly called and held on the 12th day of June, 2018, it was moved by Council Member _____ seconded by Council Member _____, and duly carried that the following resolution be adopted:

WHEREAS, under the provisions of the laws relating to general law cities in the State of California a General Municipal Election shall be held on November 6, 2018 for the election of Municipal Officers;

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same and that the county election department of the County of Kings canvass the returns of the General Municipal Election and that the election be held in all respects as if they were only one election;

WHEREAS, § 15651 (b) of the Elections Code of the State of California authorizes the City Council, by majority vote, to adopt provisions to require the conduct of a Special Runoff Election to resolve a tie vote involving those candidates who received an equal number of votes and the highest number of votes for an elective office.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORCORAN DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. CALL FOR ELECTION

- A.** That pursuant to the requirements of the laws of the State of California relating to General Law Cities there is called and ordered to be held in the City of Corcoran, California, on Tuesday, November 6, 2018, a General Municipal Election for the purpose of electing three (3) Members of the City Council for the full term of four years.
- B.** That the polls for the election shall be open at seven o'clock (7:00) a.m. on the day of the election and shall remain open continuously from that time until eight o'clock (8:00) p.m. of the same day when the polls shall be closed, pursuant to Elections Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

- C. That notice of the time and place of holding the election is given and the City Manager and/or City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 2. ELECTION CONSOLIDATION

- A. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Kings is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General election on Tuesday, November 6, 2018, for the purpose of the election of three (3) Members of the City Council.
- B. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. Moreover, the election will be held and conducted in accordance with the provisions of law regulating the statewide election.
- C. That the Board of Supervisors is requested to issue instructions to the county election department to render the specified services set forth in Exhibit A attached hereto, by reference thereto and made a part hereof, relating to the conduct for the holding of the consolidated election.
- D. That the City of Corcoran recognizes that additional costs will be incurred by the County by reason of this consolidation and the City Council agrees to reimburse the County for all reasonable and actual election expenses and shall be paid by the City upon presentation of a properly submitted bill, § 10002 Elections Code.
- E. That the City Council authorizes the City Manager and/or City Clerk to administer said election and the City is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county elections department of the County of Kings.

SECTION 3. SPECIAL RUNOFF ELECTION

- A. That pursuant to § 15651 (b) of the Elections Code of the State of California, if any two or more persons receive an equal and the highest number of votes for an office to be voted for within the city, there shall be held within the city a Special Runoff election to resolve the tie vote. A Special Runoff Election shall be called and held on a Tuesday not less than 40 nor more than 125 days after the administrative or judicial certification of the election which resulted in a tie vote.

SECTION 4. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

* * * *

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on the 12th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

APPROVED: _____
Raymond Lerma, Mayor

ATTEST: _____
Marlene Lopez, City Clerk

CLERKS CERTIFICATE

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

I, Marlene Lopez, City of the City of Corcoran hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by the City Council of the City of Corcoran at a meeting held on the 12th day of June, 2018, by the vote as set forth therein.

DATED:

ATTEST:

Marlene Lopez, City Clerk

EXHIBIT A
(Resolution No. 2936)

The following services are requested of the Elections Department of the County of Kings:

1. The appointment of election officers and establishment of polling places. If no public building is available, arrangements will be made for rental of private residence.
2. Publish Notice of Appointment of Election Officers.
3. Prepare and provide official and sample ballots.
4. Mail sample ballots, including candidates' statements.
5. Mail and receive vote by mail ballots.
6. Supply all needed material for polling places, including voting booths, election equipment and assistance as needed according to state law.
7. Conduct the election.
8. Canvass the election returns on behalf of the City and certify results.
9. Pro-rate cost of election.
10. Provide central counting place for ballots election night.

RESOLUTION NO. 2937

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORCORAN ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY NOVEMBER 6, 2018

At a regular meeting of the City Council of the City of Corcoran duly called and held on the 12th day of June, 2018, it was moved by Council Member _____ seconded by Council Member _____, and duly carried that the following resolution be adopted:

WHEREAS, § 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statement;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORCORAN DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS.

That pursuant to § 13307 of the Elections code of the State of California, each candidate for elective office to be voted for at an election to be held in the City of Corcoran, California, on Tuesday, November 6, 2018, may prepare a candidate's statement on an appropriate form provided by the City. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statements shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in with the City at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

- A.** Pursuant to the Federal Voting Rights Act, candidate's statements will be translated into all languages required by the County of Kings. The County is required to translate candidate's statements into the following language: Spanish.

- B.** The County will print and mail sample ballots and candidate's statements to all voters in Spanish or the County will mail separate sample ballots and candidate's statements in Spanish to only those voters who are on the county voter file as having requested a sample ballot in a particular language. The County will make the sample ballots and candidate statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT.

A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) and (B) of Section 2 above pursuant to Federal and/or State Law.
2. The candidate shall be required to pay for the cost of translating the candidate's statement into any foreign language that is specified in (A) and (B) of Section 2 above, pursuant to Federal and/or State Law, but is requested as an option by the candidate.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language required in (A) and (B) of Section 2 above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language requested by the candidate per (B) of Section 2 above, or in the main voter pamphlet.
4. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language requested by the candidate per (B) of Section 2 above, in the facsimile voter pamphlet.

The City shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay \$350.00 in advance to the local agency as his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of overpayment, the clerk shall prorate the excess amount among the candidate's and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS.

- A)** All translations shall be provided by professionally-certified translators.
- B)** The City shall allow (bold type) (underlining) (capitalization) (indentations) (bullets) (leading hyphens) to the same extent and manner as allowed in previous elections.
- C)** The City shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 6. That the City Manager and/or the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing council policy on payment for candidate's statements are repealed.

SECTION 8. That this resolution shall apply only to the election to be held on November 6, 2018 and shall then be repealed.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

* * * *

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Corcoran held on the 12th day of June, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

APPROVED: _____
Raymond Lerma, Mayor

ATTEST: _____
Marlene Lopez, City Clerk

CLERKS CERTIFICATE

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

I, Marlene Lopez, City Clerk of the City of Corcoran hereby certify that the foregoing is a full, true and correct copy of a resolution No, 2937 passed and adopted by the City Council of the City of Corcoran at a meeting held on the 12th day of June, 2018, by the vote as set forth therein.

DATED: June __, 2018

ATTEST:

Marlene Lopez, City Clerk

#1

Accounts Payable

Blanket Voucher Approval Document



User: spineda
 Printed: 05/18/2018 - 1:26PM
 Warrant Request Date: 05/18/2018
 DAC Fund:

Batch: 00522.05.2018 - 05/22/18 Mnl Wrt Rgst FY1

Line	Claimant	Voucher No.	Amount
1	Cannon Financial Services, Inc.	000065812	602.08
2	Comcast	000065813	302.37
3	ITsavvy LLC	000065814	10,873.71
Page Total:			\$11,778.16
Grand Total:			\$11,778.16

Accounts Payable

Voucher Approval List

User: spineda
Printed: 05/18/2018 - 1:26PM
Batch: 00522.05.2018 - 05/22/18 Mnl Wrt Rgst FY18



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65812	5/18/2018	Cannon Financial Services, Inc.	CONTRACT, INSURANCE, COLOR AND B&W METER USAGI	104-432-300-180	602.08
Warrant Total:					602.08
65813	5/18/2018	Comcast	SVC DATES 05/14-06/13/18 INT SVCS, ACCT#185500400041872	104-432-300-220	302.37
Warrant Total:					302.37
65814	5/18/2018	ITsavvy LLC	SMART BOARD/PD CALOES#031-0000, GRANT#2017-0007 MC	104-421-300-210	4,075.61
65814	5/18/2018	ITsavvy LLC	LAPTOPS/PD CALOES#031-0000, GRANT#2017-0007 MOD#1 F	104-421-300-210	6,798.10
Warrant Total:					10,873.71

Accounts Payable

Blanket Voucher Approval Document



User: spineda
Printed: 06/06/2018 - 10:12AM
Warrant Request Date: 06/12/2018
DAC Fund:

Batch: 00501.06.2018 - 06/12/18 Wrt Rgst FY18

Line	Claimant	Voucher No.	Amount
1	Accela, Inc.	000065846	1,024.00
2	Allied Electric Motor Svc, Inc	000065847	2,498.34
3	A & M Consulting Engineers	000065845	7,500.00
4	AT&T Mobility	000065848	40.42
5	Trent Augustus	000065918	156.00
6	Auto Zone, Inc.	000065849	123.72
7	Az Auto Parts	000065850	558.45
8	Benjamin Beavers	000065852	110.00
9	Benjamin Beavers	000065851	248.00
10	Best Deal Food Co Inc.	000065853	39.23
11	Boy Scout of America	000065854	32.00
12	BSK Associates	000065856	12,038.06
13	BSK Associates	000065857	3,081.26
14	BSK Associates	000065855	5,315.00
15	C. A. Reding Company, Inc	000065858	50.98
16	Cannon Financial Services, Inc.	000065859	94.18
17	Caves & Associates	000065860	577.15
18	Central Valley Sweeping LLC	000065862	4,316.67
19	Central Valley Asphalt	000065861	134,226.00
20	City of Avenal	000065863	3,896.50
21	City of Corcoran	000065864	89.78
22	CLEARs, Inc	000065865	80.00
23	Corcoran Publishing Company	000065866	849.00
24	CUSD	000065867	847.00
25	Dept of Water Resources	000065868	790.35
26	Farley Law Firm	000065869	14,375.50
27	Ferguson Enterprises, Inc	000065870	3,626.14
28	Galindo Farms Discing	000065871	483.75
29	Gary V. Burrows Inc.	000065872	3,738.04
30	Kathy Gibson	000065883	500.00
31	Gonzalez Lawn Service	000065873	450.00
32	Hanford Glass Inc.	000065874	12,978.00
33	Harbor Freight Tools USA Inc	000065875	1,193.49
34	High Desert Wireless Broadband	000065876	457.69
35	Hinderliter, deLlames & Assoc	000065877	300.00
36	HUB International	000065878	1,118.76
37	Ingram Digital Electric	000065879	584.94
38	Interstate Gas Services	000065880	2,600.80
39	Jeremy Robertson	000065881	225.00
40	JT2 Inc.	000065882	231,755.83
41	Kings Industrial Occ. Med. Ctr., Inc.	000065886	220.00
42	Kings County Environmental	000065884	542.40
43	Kings Drive In	000065885	126.27
44	Maaco	000065887	1,113.06
45	MANNY MOBILE LOCKSMITH	000065888	571.48
46	Matson Alarm Co. Inc.	000065889	120.50

Page Total: \$455,663.74

Line	Claimant	Voucher No.	Amount
47	Millennium Funding	000065890	2,665.78
48	Oliver Whitaker Co.	000065891	1,452.68
49	PG&E	000065892	117,240.91
50	PG&E	000065893	53.20
51	PG&E	000065894	9.53
52	PG&E	000065895	9.54
53	PG&E	000065896	45.31
54	PG&E Company	000065897	672.34
55	Proclean Supply	000065898	930.61
56	ProDynamics Automation LLC	000065899	320.00
57	Prudential Overall Supply	000065900	286.90
58	Quad Knopf, Inc.	000065901	13,613.29
59	Quality Pool Service	000065902	389.70
60	Richard's Chevrolet	000065904	54.12
61	Ramiro Sanchez	000065903	160.00
62	Shell Fleet Plus	000065906	9,502.71
63	Shyam Bhaskar, MD	000065907	360.00
64	S & R Specialty Equipment	000065905	28.58
65	State Water Resources Control	000065908	150.00
66	T&T Pavement Markings, Inc.	000065909	541.61
67	Telstar Instruments	000065910	149.52
68	TF Tire & Service	000065911	315.45
69	The Gas Company	000065912	21.37
70	The Gas Company	000065913	30.63
71	The Gas Company	000065914	665.16
72	The Gas Company	000065915	27.18
73	The Gas Company	000065916	4.93
74	The Printer	000065917	1,224.81
75	Turnupseed Electric Svc Inc	000065920	4,729.89
76	Tule Trash Company	000065919	1,336.25
77	Univar USA Inc	000065921	4,106.41
78	unWired Broadband	000065922	199.95
79	USA Blue Book	000065924	339.67
80	US Bank Equipment Finance	000065923	229.24
81	Verizon Wireless	000065926	210.25
82	Verizon Wireless	000065925	1,170.06
83	Vulcan Materials Company	000065927	449.61
84	Wright's Electric	000065928	210.72

Page Total: \$163,907.91

Grand Total: \$619,571.65

Accounts Payable

Voucher Approval List

User: spineda
 Printed: 06/06/2018 - 10:13AM
 Batch: 00501.06.2018 - 06/12/18 Wrt Rgst FY18



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65845	6/12/2018	A & M Consulting Engineers	90% PROGRESS PAYMENT -STREET PROJECT	109-434-500-535	7,500.00
Warrant Total:					7,500.00
65846	6/12/2018	Accela, Inc.	UNTILITY ONLINE PAYMENT	105-437-300-200	512.00
65846	6/12/2018	Accela, Inc.	UNTILITY ONLINE PAYMENT	112-436-300-200	256.00
65846	6/12/2018	Accela, Inc.	UNTILITY ONLINE PAYMENT	120-435-300-200	153.60
65846	6/12/2018	Accela, Inc.	UNTILITY ONLINE PAYMENT	121-439-300-200	102.40
Warrant Total:					1,024.00
65847	6/12/2018	Allied Electric Motor Svc, Inc	WTP-PUMP return	105-437-300-140	-9,573.34
65847	6/12/2018	Allied Electric Motor Svc, Inc	WTP-PUMP	105-437-300-140	12,071.68
Warrant Total:					2,498.34
65848	6/12/2018	AT&T Mobility	INV#834605440X06012018-ACCT#834605440-WWTP DUTY M/	120-435-300-220	40.42
Warrant Total:					40.42
65849	6/12/2018	Auto Zone, Inc.	DURALAST BATTERY-LINCON WELDER	104-433-300-140	109.24
65849	6/12/2018	Auto Zone, Inc.	CAR WASH SUPPLIES	104-421-300-260	14.48
Warrant Total:					123.72
65850	6/12/2018	Az Auto Parts	SCRAPER	104-433-300-210	10.39
65850	6/12/2018	Az Auto Parts	TRAILER HARNESS UNIT#108	104-412-300-140	5.11
65850	6/12/2018	Az Auto Parts	TOP GOG V VELT -CRACK SEALER	109-434-300-140	14.39
65850	6/12/2018	Az Auto Parts	TRAILER LOCK UNIT#108	104-412-300-140	87.30
65850	6/12/2018	Az Auto Parts	DEPT SUPPLIES	105-437-300-210	4.81
65850	6/12/2018	Az Auto Parts	NON DETERGENT OIL	104-433-300-210	25.92
65850	6/12/2018	Az Auto Parts	BELT FOR UNIT#148	109-434-300-260	36.71
65850	6/12/2018	Az Auto Parts	A/C REFRIGERANT UNIT 148	109-434-300-260	69.01
65850	6/12/2018	Az Auto Parts	TERMINAL MARINE BUS 167	145-410-300-260	4.96
65850	6/12/2018	Az Auto Parts	REPLACE CAPS BUS 216	145-410-300-260	62.73
65850	6/12/2018	Az Auto Parts	LED MAKER LAMP BUS 238	145-410-300-260	187.16

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65850	6/12/2018	Az Auto Parts	TEMP SENS & FILTERS BUS 215	145-410-300-260	49.96
Warrant Total:					558.45
65851	6/12/2018	Benjamin Beavers	TRAINING/PER DIEM-NASRO CONF 6/24-29/18	104-421-300-270	248.00
65852	6/12/2018	Benjamin Beavers	TRAINING/PER DIEM-ALICE TRNG 6/19-21/18	104-421-300-270	110.00
Warrant Total:					358.00
65853	6/12/2018	Best Deal Food Co Inc.	DEPT SUPPLIES	120-435-300-210	25.18
65853	6/12/2018	Best Deal Food Co Inc.	DOG FOOD	104-421-300-203	14.05
Warrant Total:					39.23
65854	6/12/2018	Boy Scout of America	EXPLORER REGISTRATION*J GONZALEZ	330-429-300-210	16.00
65854	6/12/2018	Boy Scout of America	EXPLORER REGISTRATION-J FLORES	330-429-300-210	16.00
Warrant Total:					32.00
65857	6/12/2018	BSK Associates	ENG TESTING TRACT 925	104-000-202-024	676.80
65857	6/12/2018	BSK Associates	EARTHWORK TESTING	104-000-202-024	2,404.46
65856	6/12/2018	BSK Associates	PROJECT # C1811561F-STA. 14 EARTHWORK	120-435-500-536	12,038.06
65855	6/12/2018	BSK Associates	WWTP-BOD, EC, SM, TSS	120-435-300-200	174.00
65855	6/12/2018	BSK Associates	WWTP-ARSENIC, BOD, TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	WWTP-ARSENIC, BOD, TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	UCMR4 AM2 DISTRIBUTION PKG	105-437-300-200	575.00
65855	6/12/2018	BSK Associates	UCMR4 AM2 PKG	105-437-300-200	800.00
65855	6/12/2018	BSK Associates	COLIFORM PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	ARSENIC/COLIFORMS/NITRATES	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	ARSENIC/COLIFORMS/NITRATES/PCP BY PURGE	105-437-300-200	295.00
65855	6/12/2018	BSK Associates	QUANTI-TRAY 2000 TOTAL COLIFORM & ECOLI	105-437-300-200	102.00
65855	6/12/2018	BSK Associates	QUANTI-TRAY 2000 TOTAL COLIFORM & ECOLI	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	QUANTI-TRAY 2000 TOTAL COLIFORM & ECOLI	105-437-300-200	17.00
65855	6/12/2018	BSK Associates	ARSENIC/COLIFORM/NITRATES	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	QUANIT-TRAY 2000 TOTAL COLIFORM & ECOLI	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	QUANIT-TRAY 2000 TOTAL COLIFORM & ECOLI	105-437-300-200	17.00
65855	6/12/2018	BSK Associates	WWTP-LAGOON-ARSENIC, BOD TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	WWTP-BOD, EC, SM TSS	120-435-300-200	174.00
65855	6/12/2018	BSK Associates	WWTP-QUARTERLY LAGOON	120-435-300-200	233.00
65855	6/12/2018	BSK Associates	WWTP-ARSENIC, BOD, TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	WWTP-LAGOON, ARSENIC, BOD, TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	WWTP-ARSENIC, BOD, TSS	120-435-300-200	57.00
65855	6/12/2018	BSK Associates	WWTP-ARSENIC, BOD, EC, TSS	120-435-300-200	57.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORM, NITRATE	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	COLIFORM PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	COLIFORM PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	EC, PH, PHOSPH, SOD, SULF, TDS	105-437-300-200	107.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORMS, NITRATES	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORMS, NITRATES, PH	105-437-300-200	159.00
65855	6/12/2018	BSK Associates	COLIFORM PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	EPA 524.2-THMS	105-437-300-200	140.00
65855	6/12/2018	BSK Associates	COLIFORMS PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORM, NITRATES	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORM, NITRATES	105-437-300-200	60.00
65855	6/12/2018	BSK Associates	COLIFORM PRESENCE/ABSENCE	105-437-300-200	136.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORM, NITRATES, COLOR, IRON, ECT...	105-437-300-200	615.00
65855	6/12/2018	BSK Associates	ARSENIC, COLIFORM, NITRATES	105-437-300-200	60.00
Warrant Total:					20,434.32
65858	6/12/2018	C. A. Reding Company, Inc	COPIER LEASE-DEPOT	145-410-300-180	50.98
Warrant Total:					50.98
65859	6/12/2018	Cannon Financial Services, Inc.	COPIER SVC RENTAL	104-421-300-180	94.18
Warrant Total:					94.18
65860	6/12/2018	Caves & Associates	NEGOTIATIONS MEETING & MILEAGE MAY TO JUNE 2018	104-402-300-200	577.15
Warrant Total:					577.15
65861	6/12/2018	Central Valley Asphalt	PTMISEA-ASPHALT @ CORP YARD	145-410-300-200	134,226.00
Warrant Total:					134,226.00
65862	6/12/2018	Central Valley Sweeping LLC	STREET SWEEPING	112-436-300-200	4,316.67
Warrant Total:					4,316.67
65863	6/12/2018	City of Avenal	AC SVC AGREEMENT AVENAL/CORCORAN APRIL 2018	104-421-300-203	3,896.50
Warrant Total:					3,896.50
65864	6/12/2018	City of Corcoran	ACCT#002166-002 MAY 2018--2410 BELL AVE	301-430-300-316	89.78
Warrant Total:					89.78
65865	6/12/2018	CLEARs, Inc	CLEARs TRAINING/ K GIBSON	104-421-300-270	40.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65865	6/12/2018	CLEARs, Inc	CLEARs TRAINING/ S BARBOZA	104-421-300-270	40.00
Warrant Total:					80.00
65866	6/12/2018	Corcoran Publishing Company	MAY 3, 17, 31 2018	145-410-300-156	849.00
Warrant Total:					849.00
65867	6/12/2018	CUSD	REFUND RE EXCESS PYMNT FROM ZONE CHANGE/GPA API	104-000-350-060	847.00
Warrant Total:					847.00
65868	6/12/2018	Dept of Water Resources	DAVIS GRUNSKY INTEREST	105-437-400-410	790.35
Warrant Total:					790.35
65869	6/12/2018	Farley Law Firm	LEGAL EXPENSES FOR MAY 2018	104-403-300-200	14,375.50
Warrant Total:					14,375.50
65870	6/12/2018	Ferguson Enterprises, Inc	EQUIPT MAINT-VALVE KIT	105-437-300-140	144.41
65870	6/12/2018	Ferguson Enterprises, Inc	EQUIPT MAINT-METER, BRZ	105-437-300-140	1,934.36
65870	6/12/2018	Ferguson Enterprises, Inc	EQUIPT MAINT-BRZ EPDM, BLUE PIPE	105-437-300-140	1,547.37
Warrant Total:					3,626.14
65871	6/12/2018	Galindo Farms Discing	PROP CLEAN UP: MAY 2018-1116 SHERMAN & 2410 BELL	301-430-300-200	130.00
65871	6/12/2018	Galindo Farms Discing	PROP CLEAN UP: MAY 2018-1116 429 JAMES	301-430-300-200	300.00
65871	6/12/2018	Galindo Farms Discing	BOARDED UP PROP: 429 JAMES.	301-430-300-200	53.75
Warrant Total:					483.75
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	104-412-300-250	1,064.23
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	104-421-300-250	1,400.19
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	104-431-300-250	336.26
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	104-433-300-250	206.91
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	109-434-300-250	92.57
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	120-435-300-250	268.89
65872	6/12/2018	Gary V. Burrows Inc.	MAY 2018 FUEL STATEMENT	105-437-300-250	368.99
Warrant Total:					3,738.04
65873	6/12/2018	Gonzalez Lawn Service	CITY PROP CLEAN UP 1211 BROKAW, & COR SHERMAN, & 1	301-430-300-200	200.00
65873	6/12/2018	Gonzalez Lawn Service	CITY PROP CLEAN UP 1211 BROKAW, & COR SHERMAN, & 1	301-430-300-200	250.00
Warrant Total:					450.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65874	6/12/2018	Hanford Glass Inc.	PTMISEA-BULLET RESISTANT WINDOW @ DEPOT	145-410-300-145	12,978.00
				Warrant Total:	12,978.00
65875	6/12/2018	Harbor Freight Tools USA Inc	TRUCK BED COMPRESSOR	104-433-300-210	1,193.49
				Warrant Total:	1,193.49
65876	6/12/2018	High Desert Wireless Broadband	EQUIPT INSTALL/PD UNITS	104-421-300-181	457.69
				Warrant Total:	457.69
65877	6/12/2018	Hinderliter, deLlames & Assoc	CONTRACT SVCS-TRANS TAX 2Q	104-405-300-200	300.00
				Warrant Total:	300.00
65878	6/12/2018	HUB International	SPRING FEST LIABILITY COVERAGE	104-000-362-085	1,118.76
				Warrant Total:	1,118.76
65879	6/12/2018	Ingram Digital Electric	GREEN TRAFFIC, SIGNAL LIGHT, LED INDICATORS	109-434-300-210	584.94
				Warrant Total:	584.94
65880	6/12/2018	Interstate Gas Services	RATE STUDY FEB 2018 WORK	112-438-300-200	1,716.53
65880	6/12/2018	Interstate Gas Services	RATE STUDY FEB 2018 WORK	120-435-300-200	884.27
				Warrant Total:	2,600.80
65881	6/12/2018	Jeremy Robertson	SISSOR LIFT RENTAL -POOL SLIDE INSPECTION	104-411-300-140	225.00
				Warrant Total:	225.00
65882	6/12/2018	JT2 Inc.	STA. 14-PROGRESS PAYMENT 1	120-435-500-536	231,755.83
				Warrant Total:	231,755.83
65883	6/12/2018	Kathy Gibson	EXPLORERS DC TRIP	104-421-300-210	500.00
				Warrant Total:	500.00
65884	6/12/2018	Kings County Environmental	PLAN CK: LAKE BOTTOM BREWING	104-406-300-200	542.40
				Warrant Total:	542.40
65885	6/12/2018	Kings Drive In	FOOD FOR FIRE DEPT DURING BDTH @ 6347 NEWARK AVE.	104-406-300-198	126.27
				Warrant Total:	126.27
65886	6/12/2018	Kings Industrial Occ. Med. Ctr., Inc.	PHYSICAL EXAM DOT	112-436-300-200	27.50

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65886	6/12/2018	Kings Industrial Occ. Med. Ctr., Inc.	EDGAR CHAVEZ (S110)	109-434-300-200	82.50
65886	6/12/2018	Kings Industrial Occ. Med. Ctr., Inc.	PHYSICAL EXAM DOT-N. LOPEZ	145-410-300-200	110.00
Warrant Total:					220.00
65887	6/12/2018	Maaco	PAINT JOB FOR UNIT#197	104-421-300-260	1,113.06
Warrant Total:					1,113.06
65888	6/12/2018	MANNY MOBILE LOCKSMITH	REKEY OF 836 WHITLEY AVE.	301-430-300-200	313.79
65888	6/12/2018	MANNY MOBILE LOCKSMITH	REKEY OF 429 JAMES	301-430-300-200	257.69
Warrant Total:					571.48
65889	6/12/2018	Matson Alarm Co. Inc.	RAO ALARM SYSTEM-MONITORING & SVC.	104-432-300-200	120.50
Warrant Total:					120.50
65890	6/12/2018	Millennium Funding	TEMP WORKER M CASTRO & A. GRAVANCE	109-434-300-200	1,167.82
65890	6/12/2018	Millennium Funding	TEMP WORKER M CASTRO & A. GRAVANCE	109-434-300-200	788.40
65890	6/12/2018	Millennium Funding	TEMP WORKER M CASTRO & A. GRAVANCE	109-434-300-200	709.56
Warrant Total:					2,665.78
65891	6/12/2018	Oliver Whitaker Co.	BUS 169 FUEL LINE	145-410-300-260	487.23
65891	6/12/2018	Oliver Whitaker Co.	BUS 169 MAP SENSOR	145-410-300-260	497.26
65891	6/12/2018	Oliver Whitaker Co.	BUS 169 ENGINE & TRANSMISSION LEAK	145-410-300-260	468.19
Warrant Total:					1,452.68
65892	6/12/2018	PG&E	ACCT#99497000756-9	111-601-300-240	10.18
65892	6/12/2018	PG&E	ACCT#99497000756-9	145-410-300-240	858.33
65892	6/12/2018	PG&E	ACCT#99497000756-9	104-411-300-240	3,615.67
65892	6/12/2018	PG&E	ACCT#99497000756-9	104-412-300-240	1,176.01
65892	6/12/2018	PG&E	ACCT#99497000756-9	104-432-300-240	6,884.82
65892	6/12/2018	PG&E	ACCT#99497000756-9	104-432-320-240	153.81
65892	6/12/2018	PG&E	ACCT#99497000756-9	109-434-300-240	329.30
65892	6/12/2018	PG&E	ACCT#99497000756-9	120-435-300-240	21,728.24
65892	6/12/2018	PG&E	ACCT#99497000756-9	121-439-300-240	577.80
65892	6/12/2018	PG&E	ACCT#99497000756-9	105-437-300-240	81,906.75
65893	6/12/2018	PG&E	ACCT#2536918641-3	301-430-300-316	53.20
65894	6/12/2018	PG&E	ACCT#8465964727-9	301-430-300-316	9.53
65895	6/12/2018	PG&E	ACCT#9417235641-5	301-430-300-316	9.54
65896	6/12/2018	PG&E	ACCT#1056173633-0	301-430-300-316	45.31

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
Warrant Total:					117,358.49
65897	6/12/2018	PG&E Company	WELL 11A PROJECT	105-437-500-513	672.34
Warrant Total:					672.34
65898	6/12/2018	Proclean Supply	JANITORIAL SUPPLIES	105-437-300-210	753.81
65898	6/12/2018	Proclean Supply	JANITORIAL SUPPLIES	105-437-300-210	88.40
65898	6/12/2018	Proclean Supply	JANITORIAL SUPPLIES	120-435-300-210	88.40
Warrant Total:					930.61
65899	6/12/2018	ProDynamics Automation LLC	TRAVEL FOR SVC	105-437-300-200	160.00
65899	6/12/2018	ProDynamics Automation LLC	TROUBLESHOOT SERVER	105-437-300-140	160.00
Warrant Total:					320.00
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	145-410-300-200	16.35
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	136-415-300-200	6.81
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-300-200	130.64
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-300-200	31.43
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-432-300-200	6.81
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	104-433-300-200	40.62
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	120-435-300-200	26.35
65900	6/12/2018	Prudential Overall Supply	ENTRANCE RUGS/SHOP TOWELS/DUST MOP	105-437-300-200	27.89
Warrant Total:					286.90
65901	6/12/2018	Quad Knopf, Inc.	SPR 17-01	104-406-300-200	81.00
65901	6/12/2018	Quad Knopf, Inc.	SE: 925 INSPECTIONS	104-000-202-024	1,786.11
65901	6/12/2018	Quad Knopf, Inc.	SPR 18-01	104-406-300-200	167.94
65901	6/12/2018	Quad Knopf, Inc.	WATER METER REPLCMENT PROJ	105-437-500-541	311.85
65901	6/12/2018	Quad Knopf, Inc.	WATER & SEWER LNE REPLCMENT PROJ-60%	105-437-500-514	4,889.14
65901	6/12/2018	Quad Knopf, Inc.	WATER & SEWER LNE REPLCMENT PROJ-40%	120-435-500-530	3,259.43
65901	6/12/2018	Quad Knopf, Inc.	UWMP UPDATE-WELL 8-9 REPORTS	105-437-300-200	294.84
65901	6/12/2018	Quad Knopf, Inc.	WHITLEY-DAIRY X-WALK, BROKAW ABANDON	109-434-300-200	243.00
65901	6/12/2018	Quad Knopf, Inc.	WEB BASED GIS ANNUAL SERVER HOSTING	104-406-300-200	230.77
65901	6/12/2018	Quad Knopf, Inc.	WELL 11-UTILITIES COOR., ADMIN MGNT	105-437-500-513	2,349.21
Warrant Total:					13,613.29
65902	6/12/2018	Quality Pool Service	SODA BICARD	104-411-300-200	389.70

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
Warrant Total:					389.70
65903	6/12/2018	Ramiro Sanchez	PTMISEA-CITY LOGOS & NUMBERS FOR NEW VEHICLES	145-410-300-200	160.00
Warrant Total:					160.00
65904	6/12/2018	Richard's Chevrolet	WORK ON UNIT#250	105-437-300-260	54.12
Warrant Total:					54.12
65905	6/12/2018	S & R Specialty Equipment	BRAIDED HOSE	105-437-300-210	28.58
Warrant Total:					28.58
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	104-406-300-250	516.97
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	145-410-300-250	2,460.51
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	104-412-300-250	824.48
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	104-421-300-250	3,934.44
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	109-434-300-250	38.13
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	120-435-300-250	450.34
65906	6/12/2018	Shell Fleet Plus	MAY 2018 FUEL STATEMENT	105-437-300-250	1,277.84
Warrant Total:					9,502.71
65907	6/12/2018	Shyam Bhaskar, MD	PRE EMPLOY PHYSICAL FOR T. GURSKY	104-421-300-200	120.00
65907	6/12/2018	Shyam Bhaskar, MD	PRE EMPLOY PHYSICAL FOR A CHAVEZ	105-437-300-200	120.00
65907	6/12/2018	Shyam Bhaskar, MD	PRE EMPLOY PHYSICAL FOR D ARREDONDO	105-437-300-200	120.00
Warrant Total:					360.00
65908	6/12/2018	State Water Resources Control	GRADE 1 CERT RENEWAL-C. ESPINOZA	120-435-300-160	150.00
Warrant Total:					150.00
65909	6/12/2018	T&T Pavement Markings, Inc.	GLASS BEADS-STREET PAINTING	109-434-300-213	541.61
Warrant Total:					541.61
65910	6/12/2018	Telstar Instruments	TAXES FROM INV#94185	120-435-300-140	149.52
Warrant Total:					149.52
65911	6/12/2018	TF Tire & Service	TIRE REPLACEMENT UNIT#148	109-434-300-260	315.45
Warrant Total:					315.45
65912	6/12/2018	The Gas Company	ACCT#05463252576	104-432-300-242	21.37

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65913	6/12/2018	The Gas Company	ACCT#11971525008	104-432-300-242	30.63
65914	6/12/2018	The Gas Company	ACCT#06301527005	120-435-300-242	665.16
65915	6/12/2018	The Gas Company	ACCT#12602978541	104-432-300-242	27.18
65916	6/12/2018	The Gas Company	ACCT#17449291883	301-430-300-316	4.93
Warrant Total:					749.27
65917	6/12/2018	The Printer	#10 WINDOW ENVELOPES	104-432-300-150	816.00
65917	6/12/2018	The Printer	PRINTING OF BUISNESS CARDS KEVIN & JOSEPHINE	104-406-300-210	56.07
65917	6/12/2018	The Printer	CYNTHIA, LISA, & SOLEDAD -PRINTING OF BUSINESS CAR	104-405-300-150	113.33
65917	6/12/2018	The Printer	DUI FORMS	104-421-300-155	239.41
Warrant Total:					1,224.81
65918	6/12/2018	Trent Augustus	PER DIEM/TACTICAL COMM INSTRUCT 6/3-6/6-18	104-421-300-270	156.00
Warrant Total:					156.00
65919	6/12/2018	Tule Trash Company	EQUIPT CHARGE CITY YARD-NORTH AVE.	112-436-300-200	130.00
65919	6/12/2018	Tule Trash Company	DUMP FEE#499799-PRISON#2	112-436-300-192	159.00
65919	6/12/2018	Tule Trash Company	PULL FEE-PRISON#2	112-436-300-200	245.00
65919	6/12/2018	Tule Trash Company	DUMP FEE #499845-PRISON#2	112-436-300-192	167.25
65919	6/12/2018	Tule Trash Company	PULL FEE-PRISON#2	112-436-300-200	245.00
65919	6/12/2018	Tule Trash Company	EQUIPT CHARGE-PRISON#2	112-436-300-200	130.00
65919	6/12/2018	Tule Trash Company	EQUIPT CHARGE-PRISON#1	112-436-300-200	260.00
Warrant Total:					1,336.25
65920	6/12/2018	Turnupseed Electric Svc Inc	EQUPT REPAIR-FAIRBANKS/MORSE PUMP	120-435-300-200	3,272.57
65920	6/12/2018	Turnupseed Electric Svc Inc	EQUPT REPAIR-AUGER MONSTER SYSTEM	120-435-300-200	1,457.32
Warrant Total:					4,729.89
65921	6/12/2018	Univar USA Inc	SOD HYPO	105-437-300-219	4,106.41
Warrant Total:					4,106.41
65922	6/12/2018	unWired Broadband	INTERNET SVCS-WTP	105-437-300-220	199.95
Warrant Total:					199.95
65923	6/12/2018	US Bank Equipment Finance	PW COPIER LEASE	109-434-300-180	229.24
Warrant Total:					229.24
65924	6/12/2018	USA Blue Book	PIPE MARKER	105-437-300-210	32.48

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65924	6/12/2018	USA Blue Book	PIPE MARKER-DIRECTIONAL FLOW TAPE	105-437-300-210	280.13
65924	6/12/2018	USA Blue Book	PIPE MARKER-BLOW AIR BLUE	105-437-300-210	27.06
Warrant Total:					339.67
65926	6/12/2018	Verizon Wireless	ACCT#642052930-0001	104-421-300-221	210.25
65925	6/12/2018	Verizon Wireless	ACCT#672038320-00001	104-421-300-221	1,170.06
Warrant Total:					1,380.31
65927	6/12/2018	Vulcan Materials Company	COLDMIX FOR POTHOLES	109-434-300-213	449.61
Warrant Total:					449.61
65928	6/12/2018	Wright's Electric	COUNCIL CHAMBERS-FIX BATHROOM SWITCHES	104-432-300-200	210.72
Warrant Total:					210.72

#3

Accounts Payable

Blanket Voucher Approval Document



User: spineda
 Printed: 06/07/2018 - 8:34AM
 Warrant Request Date: 06/12/2018
 DAC Fund:

Batch: 00512.06.2018 - 06/12/18 Mnl Wrt Rgst FY1

Line	Claimant	Voucher No.	Amount
1	Tule Trash Company	000065929	108,772.82
Page Total:			\$108,772.82
Grand Total:			\$108,772.82

Accounts Payable

Voucher Approval List

User: spineda
Printed: 06/07/2018 - 8:35AM
Batch: 00512.06.2018 - 06/12/18 Mnl Wrt Rgst FY18



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
65929	6/12/2018	Tule Trash Company	CONTRACT	112-436-300-200	123,026.21
65929	6/12/2018	Tule Trash Company	FRANCHISE FEE 7.5%	112-436-316-023	-11,447.45
65929	6/12/2018	Tule Trash Company	FRANCHISE FEES/ROLL OFFS/APRIL 2018	112-436-316-023	-2,805.94
Warrant Total:					108,772.82

City of

CORCORAN

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STAFF REPORT
ITEM #: 7-A

MEMORANDUM

TO: City Council

FROM: Kevin J. Tromborg: Community Development Director/Planner/Building Official

DATE: June 7, 2018

MEETING DATE: June 12, 2018

SUBJECT: Discussion requiring the installation of security cameras for all new business, existing business that apply for a rehab or remodel permit or existing business that applies for a modification to an existing business license permit.

RECOMMENDATION

Discussion and direction to staff regarding draft ordinance under requiring the installation of Security cameras on all new business and existing business that apply for a building permit or a modification to the business license.

DISCUSSION On December 11, 2017, staff presented a resolution and draft ordinance to the Planning Commission requiring security cameras for all new business, businesses that applied for a permit to rehab, remodel or construct an addition. The requirements also applied to business that changes ownership or name change on a business license. The Planning Commission had questions regarding property owners and business owner's rights concerning the cameras content and voted to send this to the City Council for review. The security cameras would help in the reduction of criminal activity and to assist the Police Department in their investigations, and to ensure the safety of businesses in Corcoran and the citizens that utilize the ingress and egress of each business. The Community Development Department in conjunction with the Corcoran Police Department are proposing an Ordinance requiring all new business, existing businesses that apply for a building permit, a planning use permit, or a new or modification to an existing business license install security cameras on the exterior of the building at locations approved by the Police Chief.

ATTACHMENT

Draft Ordinance

AN ORDINANCE OF THE CITY OF CORCORAN ADDING TO CHAPTER 11 OF
THE CORCORAN MUNICIPAL CODE, SURVEILLANCE CAMERAS FOR
BUSINESSES

THE CITY COUNCIL OF THE CITY OF CORCORAN DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION 15-11 of Chapter 11 of the Corcoran Municipal Code is hereby added:
Surveillance Cameras for Businesses to read as follows:

Chapter 11-15-11
SURVEILLANCE CAMERAS FOR BUSINESSES

Sections:

- .1 Purpose.
- .2 Definitions.
- .3 Video Surveillance Systems required for certain establishments.
- .4 Access to Media
- .5 Minimum Technological Standards.
- .6 Minimum Coverage Standards, Site Assessment, Signage.
- .7 Inspections.
- .8 Enforcement; civil penalties.
- .9 Exemptions.
- .10 Appeal Process.

11-15-1 Purpose.

This chapter is enacted to reduce the potential for situations where employees or patron of businesses are exposed to potential criminal activity that have the potential to cause death and/or injuries because of the actions of people with criminal intent. It is also intended to assist law enforcement with the criminal investigation of crimes that oc. Many of the businesses made subject to this chapter have certain characteristics which may tend to increase the potential risk of criminal activity at the businesses.

11-15-2 Definitions.

The definitions and provisions contained in this section shall govern the construction, meaning, and application of the following words and phrases used in this Chapter.

1. "Business Establishments" or "Establishments" means those establishments retail or service that require a business license.
2. "High risk Business Establishments" means those establishments that possess special risks to employees or patrons listed as follows:
 - a. "Bank or Credit Union" means an establishment whose primary function is related to the custody, loan, exchange, issuance of money, extension of credit, or transmission of funds.

- b. **“Carry Out - Food and Drink”** means an establishment whose principal business is the sale of food and beverages in disposable containers in a ready-to-consume state for consumption either within the building or for carry-out with consumption off the premises, whose cash register is visible to the public view.
- c. **“Coin Dealer”** means any business who buys and sells coins, gold or any other “precious metals.
- d. **“Convenience Store”** means any business which sells at retail both gasoline and more than 20 “consumer products,” as that term is defined by 15 USCS § 2052 (5) [Title 15. Commerce and Trade; Chapter 47. Consumer Product Safety]
- e. **“Delayed Deposit Services Business”** means a person who for a fee does either of the following:
 - i. Accepts a check dated subsequent to the date it was written.
 - ii. Accepts a check dated on the date it was written and holds the check for a period of time prior to deposit or presentment pursuant to an agreement with, or any representation made to, the maker of the check, whether express or implied.
- f. **“Firearm Dealer”** means an establishment required to obtain a Federal Firearms License to sell firearms.
- g. **“Hotel or Motel”** shall mean any building or structure, equipped, used, advertised as, or held out to the public as an inn, hotel, motel, motor inn, room or other place where sleeping quarters or other similar accommodations are furnished for a fee to transient guests.
- h. **“Liquor or Alcohol Business”** means any retailer required to obtain a permit issued by the State of California, Alcoholic Beverages Control, which authorizes the sale of beer, wine, or distilled spirits to be consumed off the premises where sold.
- i. **“Media”** means material conforming to the Minimum Technical Standards of this Chapter on which audio, video, and electronic data can all be recorded for the purpose of making a permanent record.
- j. **“Mobile Communications Retailer”** means a business that is engaged in the sale of cellular or mobile communication devices and services, but does not include kiosk stores located in a shopping mall or other business for which the sale of cellular devices or services is only incidental.

- k. "Money Transmission Service" means a business required to obtain a license issued by the State of California, pursuant to the California Code to operate a money transmission service.
- l. "Retail business" means a business required to obtain a license issued by the City of Corcoran, pursuant to Title 3 of the Corcoran Municipal Code. To sell retail merchandise.
- m. "Pharmacy" means a location where prescription drugs are compounded, dispensed, or sold by a pharmacist and where prescription drug orders are received or processed in accordance with the pharmacy laws as defined by the State of California
- n. "Scrap metal dealer" means any person operating a business at a fixed or mobile location that is engaged in one of the following activities:
 - i. Buying, selling, procuring, collecting, gathering, soliciting, or dealing in scrap metal.
 - ii. Operating, managing, or maintaining a scrap metal yard.
- 2. "Video Surveillance System" (or VSS) means a continuous digital surveillance system including cameras, cabling, monitors, and digital video recorders (DVR) which has been approved by the Chief of Police or his/her designee in accordance with this Chapter.

11-15-3 Video Surveillance Systems Required for Business Establishments.

Every new Business Establishment, or existing business that applies for a remodel or rehab permit, or when an existing business changes ownership or applies for a new or modified business license as defined in this Chapter, is hereby required to install a Video Surveillance System in accordance with this Chapter. All Establishments which have installed a Video Surveillance System prior to the effective date of this ordinance shall ensure said Systems they are in full compliance with this chapter. All Video Surveillance Systems shall:

- a. be maintained in proper working order at all times; and
- b. be kept in continuous operation 24 hours a day, 7 days a week; and
- c. meet the minimum technological standards established in this Chapter.

11-15-4 Notification of Incidents; Access to Media, Images and Data

If a crime occurs, or any employee of an Establishment believes or suspects a crime has occurred at the Establishment premises, the Establishment shall contact the Police Department immediately and the Establishment shall provide the Police immediate access to the media containing the recorded event. The establishment shall retain the continuous digital images recorded by this system for no less than thirty (30) days.

If the Video Surveillance System is web-enabled or has wireless capability, the Establishment shall enable the Police Department to directly access the live system during incidents requiring a police response or intervention.

11-15-5 Minimum Technological Standards.

Minimum Technological Standards required for Video Surveillance Systems shall be established by resolution of the City Council, which may be updated periodically. The Police Chief or the Building Official shall review the Minimum Technical Standards every 5 years to ensure they are consistent with current technology, and shall recommend appropriate updates to the Council.

11-15-6 Minimum Coverage Standards, Site Assessment, Signage.

The Video Surveillance System shall have no less than one camera dedicated to each exterior door entrance/exit, loading dock, and parking lot or area designated for customer and/or employee parking use. The placement of cameras included in Video Surveillance Systems required under this chapter must be approved by the Police Chief or the Building Official. The Chief of Police or the Building Official or their designees will conduct an assessment of each site required to install a Video Surveillance System prior to installation of said System, and upon approval will issue an approval notice which will be placed in plain view inside the Establishment premises. This approval notice will also inform customers and employees of the presence of the Video Surveillance System.

11-15-7 Inspections.

The Video Surveillance System shall be subject to yearly inspection by the Chief of Police or The Building Official or their designee, who is authorized to inspect any such System at reasonable times to determine whether it conforms to this chapter and any regulations and Standards adopted by Council resolution pursuant hereto. If the Video Surveillance System does not so conform, the Establishment in question shall take immediate steps to bring the system back into compliance.

11-15-8 Enforcement; civil penalties.

- a. High risk Establishments shall have one (1) year (6) months from the effective date of this ordinance to comply with the regulations set forth in this Chapter. All other business shall be required to install the surveillance system when a building or planning permit is issued or when a business changes ownership or when a modification of the business license is required.
- b. The Chief of Police or Building Official or their designee is authorized to investigate all alleged violations of this Chapter. Violation of any provision of this Chapter by any owner or principal operator of an Establishment shall result in a Notice and Order of violation from the Chief of Police or the Building Official or their designee to said Establishment at the address provided by the Establishment at the time a Video Surveillance System is approved pursuant to this Chapter.
- c. The Notice and Order of violation required under this section shall be in writing, set forth the grounds for the violation, and inform the owner or principal business operator of the Establishment that he/she has 10 days from the date of mailing of the notice to file a written request for a hearing.
- d. Violators shall have 30 days after receipt of the notice to provide the Police Department or Building Department proof that the violation has been corrected. If the violation continues after the 30-day period, the Chief of Police or Building Official or their designee shall issue a citation against the violator and, subject in any event to the appeal process afforded under this chapter, the violator shall pay a civil penalty not to exceed \$100.00 for the first violation, \$200.00 second violation, and \$500.00 third violation.
- e. For purposes of this chapter, after the third citation is issued, each day that a violation continues shall be a separate violation.

- f. In addition to the foregoing, the violation of any provision of this chapter shall be and is hereby declared to be a public nuisance and contrary to the public interest and shall, at the discretion of the City, create a cause of action for injunctive relief.

11-15-9 Exemptions.

A business which is otherwise required to install a video surveillance system may apply, on an annual basis, to the Chief of Police, the Building Official or their designee for exemption from the provisions of this chapter. The Chief of Police, Building Official or their designee may exempt a business for a period of twelve months if he/she finds that the business has or will undertake alternative security procedures which are substantially equal to or more effective in preventing criminal activity and in assisting in the apprehension of the perpetrators of crime or for the protection of employees. In addition, the Chief of Police, or the Building Official, or their designee may authorize alternate procedures on an experimental basis. Such an exemption shall carry a maximum duration of twelve months, and a business must either reapply for an exemption at the end of the exemption period or obtain the City's approval of a Video Surveillance System no later than 30 days prior to the end of the exemption period. The Chief of Police or the Building Official or their designee may also authorize temporary extensions of time for installation when an Establishment demonstrates to the satisfaction of the City that it is temporarily unable to comply for good cause shown.

11-15-10 Appeal process.

- a. Any Establishment found to be in violation of this chapter by the Chief of Police, or the Building Official, or their designee shall have the right to a hearing before a third party hearing officer
- b. Within ten days of mailing of the written notice of violation by the Chief of Police, the Building Official or their designee, the owner or principal business operator of an Establishment to which a notice of violation has been issued may appeal by requesting a hearing before the hearing officer. Such a request must be made in writing and must set forth the specific grounds for the appeal. Within 10 days after any timely request for a hearing, the Police Chief or Building Official or his/her designee shall set a time and place for the hearing. That hearing shall be conducted no sooner than 10 days after the date of the notice which sets the hearing and no later than 45 days after receipt of the request for a hearing. All parties involved shall have the right to offer testimonial, documentary and tangible evidence bearing on the issues, to be represented by counsel, and to confront and cross-examine any witness against them. The decision of the hearing officer or his/her designee to grant or deny the appeal shall be in writing and shall be rendered within two weeks of the hearing. The decision shall be considered a final administrative action.

SECTION 2.

If any section, subsection, sentence, clause or phrase of this ordinance or chapter as codified is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or chapter. The City Council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or

phrase not declared invalid or unconstitutional without regard to whether any portion hereof would be subsequently declared invalid or unconstitutional.

SECTION 3.

This ordinance shall take effect thirty (30) days after adoption and either (a) a summary of this ordinance, including the names of the Council members voting for and against it, shall be published twice, five (5) days prior to adoption and again within fifteen (15) days after adoption, or (b) the entire ordinance, including the names of the Council members voting for and against it, shall be published once, within fifteen (15) days after adoption, in a newspaper of general circulation that is circulated in the City of Corcoran.

City of

CORCORAN

A MUNICIPAL CORPORATION

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STAFF REPORT

ITEM #: 7-B

MEMORANDUM

TO: Corcoran City Council

FROM: Kevin J. Tromborg: Community Development Director/Building Official/
Transit Director

DATE: June 7, 2018

MEETING DATE: June 12, 2018

SUBJECT: Selection of new bus shelter located on the Northwest corner of 6 ½ Avenue and Garvey Avenue.

RECOMMENDATION: Direction to staff regarding the style of bus shelter to be purchased and installed.

DISCUSSION: The Community Development Transit Division received a Low Carbon Transit Operations Program (LCTOP) grant that has been earmarked to replace the bus shelter located on the Northwest corner of 6 ½ Avenue and Garvey Avenue. Staff researched the different shelters available that were in the price range of the amount awarded for the grant. (\$22,241). Attached are three shelters that fit the price range and the design qualities. Staff is requesting the City Council to provide direction on the final choice.

BUDGET IMPACT: The bus shelter and installation will be paid through the 2015/16 and 2016/17 LCTOP grant.

ATTACHMENT:

Bus shelter designs



Approximately \$ 16,000.00



Approximately \$ 11,000.00



Approximately \$ 17, 000.00

City of

CORCORAN

A MUNICIPAL CORPORATION

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STAFF REPORT
ITEM #: 7C

MEMORANDUM

TO: City Council

FROM: Soledad Ruiz-Nunez, Finance Director

DATE: June 7, 2018

MEETING DATE: June 12, 2018

SUBJECT: Approve the Finance Department Policy and Procedures Handbook

Recommendation:

Motion to approve the Finance Department Policy and Procedures Handbook.

Discussion:

The Finance Policy and Procedures Handbook will be a good resource for the department and Council, and will be available when outside funding agencies request Finance Policies.

Budget Impact:

None.

Attachments:

Finance Department Policy and Procedures Handbook

**CITY OF CORCORAN
FINANCE DEPARTMENT
POLICY AND PROCEDURES HANDBOOK**

STATEMENT OF PURPOSE

The purpose of the Finance Department Policy and Procedures Handbook is to identify and present an overview of policies dictated by state law, City ordinances, and administrative policies. The handbook provides guidelines to the administration and finance staff in planning and directing the City's financial affairs and in developing financial recommendations to the City Council.

The scope of the handbook spans accounting, auditing, financial reporting, internal control, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, strategic plans and debt management.

1. BASIS OF ACCOUNTING

Accounting in Accordance With GAAP

City finances shall be accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board, Financial Accounting Standards Board, and other authoritative sources.

Organization of Accounts

The accounts of the City shall be organized and operated to provide fiscal accountability and compliance with all legal restrictions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

- 1) *Governmental Fund Types:* Governmental funds are used to account for a government's general government activities. The financial accounting model for these funds focuses on resources available for spending, using a modified accrual basis of accounting in which revenues are generally recognized when they can be measured and are available to pay the liabilities of the current period, which is about sixty days following the end of the fiscal year. Expenditures are recognized when the liability is incurred.
- 2) *Enterprise Fund Types:* Enterprise Funds are classified as Proprietary fund types. They are used to account for business type activities (i.e., activities that receive a significant portion of their funding through user charges). The City uses Enterprise funds to account for: Water, Refuse, Refuse-Street Sweeping, Wastewater Sanitary Sewer, Wastewater Storm Drain, and Transit activities. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Enterprise funds receive their revenues primarily through user charges for service.

2. BUDGET

Budget

The operating budget is the City's annual financial operating plan. It serves as a public document that can show past accomplishments and promote communications between the citizens and the City Council. It explains where the money to fund city operations comes from and where it goes. It can talk about major policy choices, tradeoffs, and recommendations. The City must carefully

plan for its financial future to ensure that the inflow of resources will be adequate to meet its needs. The budget will help ensure adequate fiscal control in all funds.

Budget Planning

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The budget planning process recognizes that budgets are influenced by decisions made in prior year budgets and that decisions made in the current year budgets serve a precursor to future budget requirements. The City will recognize both short-term needs and objectives in relation to the long-term goals of the City. Accordingly the City will review various economic factors (i.e., State and National trends) influencing the budget as well as local economic factors which impact the City.

Identify Available Funds

The budget shall be sufficiently detailed to identify all available funds. The format will include estimated beginning fund balances, sources of funds, uses of funds, and estimated remaining funds at budget year end.

Interfund Transfers

The budget shall include a list of the amount transferred from one fund to another fund. This will be different than overhead and shall be easily identified.

Periodic Reports

The City will maintain a budgetary control system to ensure adherence to the budget and will prepare at minimum quarterly reports comparing actual revenues, expenditures with budgeted amounts.

Overhead -Administrative Cost Reimbursement

The General Fund shall be reimbursed for administrative costs by all Enterprise, Special Revenue and other non-General Fund budgets.

Preparation

The budget is to be prepared with the cooperation of all City Departments.

- 1) **Proposed Budget.** The Finance Director shall submit to the City Council a proposed budget at least 30 days prior to the end of the fiscal year that presents a complete financial plan for the ensuing year. Ideally the budget will be presented to the City Council by May of each year. The budget is to be adopted prior to July 1 each year.
 - a. The budget shall include four basic segments for review and evaluation: (1) revenues (2) salaries & benefits (personnel costs), (3) services & supplies, (4) decision packages for capital and other (non-capital) project costs.
 - b. The budget process will allow the opportunity for the City Council to address policy and fiscal issues.

- 2) **Adoption.** The City Council shall adopt by Resolution such budget effective for the fiscal year beginning July 1.

If the City Council takes no action to adopt their respective budgets on or prior to July 1, the City Council may adopt an emergency operating budget in order for City services to continue until the budget is adopted.

Balanced Budget

The budget shall be balanced using a combination of current revenues and available reserve funds if necessary with the approval from Council. In principal, current year operating expenses shall be funded with current year generated revenues.

Reporting

Periodic financial reports shall be prepared to enable the Department Director's to manage their budgets and to enable monitoring and control of the budget. A quarterly to mid-year budget review shall be presented to City Council in sufficient detail to allow decision making.

3. RESERVES/UNALLOCATED FUNDS

City General Fund Reserve

The City shall maintain a General Fund Reserve of \$2 million. This reserve will not be used to support long-term, on-going operating expenditures unless specifically approved by the City Council. This reserve shall be assigned in the General Fund.

Capital Projects Reserve

The City shall set funds aside for capital projects for each fund as deemed necessary during the budget process. The Contributed Capital Reserves will only be used for capital projects consistent with the City's strategic goals and the Approved CIP Budget.

Fund Balances Used For Capital Projects

Reserves within Capital Projects funds will be used for one time capital expenditures only if:

- 1) There are surplus balances remaining after a reserve or fund allocation is made; or
- 2) The City has made a rational analysis with justifying evidence that it has an adequate level of short and long-term resources.

Unreserved Funds

If fund balances are used to support one time capital and operating expenditures, the funds must be specifically appropriated by the City Council.

Capital Funds

Monies in the Capital Projects Funds will be expended in accordance with an approved budget.

Debt Coverage Ratios

Debt Coverage Ratios shall be maintained as specified by the bond covenants.

4. REVENUE MANAGEMENT

Characteristics of the Revenue System

The City strives for the following optimum characteristics in its revenue system:

- 1) **Simplicity and Certainty.** The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.
- 2) **Centralized Reporting.** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- 4) **Review of Fees and Charges.** The City shall review all fees and charges annually in order to match fees and charges with the cost of providing that service.
- 5) **Aggressive Collection Policy.** The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The Finance Director may place a delinquent account on a re-payment plan prior to turning the account over for collection. Other receivables that are 120 days or greater shall be sent to collections.

Non-Recurring Revenues

One-time or non-recurring revenues may be used to finance current ongoing operations with the approval from Council. Non-recurring revenues should be used for one-time expenditures.

Utility Rates

The City shall review and adopt utility rates that generate revenues required to cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital. This policy does not preclude drawing down cash balances to pay for debt service obligations, to retire bonded indebtedness or to undertake capital projects.

Interest Income

Interest earned from investment of available monies, whether pooled or not, may be distributed to the funds in accordance with the equity balance of the fund from which monies were invested.

User-Based Fees and Service Charges

With respect to utility user charges, and impact fees associated with development, the direct and indirect costs of that service shall be offset by a fee approved by the City Council. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs

of services. Full fee support shall be obtained from development application processing, compliance with CEQA and related development services.

Intergovernmental Revenues/Grants

Grant revenues shall be spent for the purpose(s) intended. The City shall review grant match requirements and not rely on grants for the basic operating budget nor rely on one-time revenue sources.

Revenue Monitoring

Revenues actually received are to be regularly compared to the budgeted revenues and reported to the City Council quarterly.

Revenue Projections

The City shall project current year revenues and will update this projection annually. Each existing and potential revenue source shall be re-examined annually.

5. EXPENDITURE CONTROL

Appropriations

The responsibility for budgetary control lies with the Department Director. Department Directors may not approve expenditures that exceed monies available at the line item level. Expenditures above the budgeted line item shall be approved by the Finance Director or the City Manager.

Amendments to the Budget

The City Manager and Finance Director may request the approval from City Council to transfer any appropriated balance or portion thereof from any division, department, to another at any time.

Purchasing

All purchases shall be made within the limits of the approved budget and the in accordance with the Purchasing Ordinance.

Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law. Council may review warrant registers during Council meetings or at their discretion.

6. CITY CAPITAL IMPROVEMENT PROGRAM AND THE CAPITAL BUDGET

Program Planning

The City shall develop and maintain a multi-year plan for capital improvements and make capital improvements in accordance with the approved plan. The Capital Improvements Program will be updated annually. The Capital Improvements Program (CIP) is a planning document and does not authorize or fund projects. The planning time frame for the CIP will normally be five years.

Budget Preparation

Capital project expenditures must be appropriated in the Annual Budget. A funding source/resource availability shall be presented to the City Council at the time a project is presented for funding. The City's Capital Budget is to be prepared annually in conjunction with the Operating Budget on a fiscal year basis to ensure that capital and operating needs are balanced against each other. Projects approved for funding from the Capital Improvements Program will be included in the Annual Budget.

Financing Programs

Alternative financing sources will be explored. Debt may be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue.

Reporting

Periodic financial reports shall be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the authorized capital budget. Capital project status reports shall be presented to the City Council periodically.

Evaluation Criteria

Capital investments shall foster goals of economic vitality, neighborhood vitality, infrastructure preservation, providing service to areas lacking service and improving services in areas with deficient services.

7. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Accounting

The Finance Director is responsible for establishing the Chart of Accounts and for recording financial transactions within the budget. The Finance Director and City Manager shall periodically determine whether or not the City should consider refinancing existing debt.

Auditing

- 1) The Audit Firm shall prepare Audited Financial Statements.
- 2) Warrant registers for vendor checks may be reviewed during Council meetings and approved for payment. Payroll warrants will not be audited bi-weekly by Council prior to payment provided the City Council adopts a fiscal year budget.
- 3) Qualifications of the Auditor. In conformance with state law, the City shall be audited annually by independent accountants ("auditor"). The CPA firm must demonstrate that it has staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be licensed by the State of California.
- 5) Responsibility of Auditor to City Council The auditor is retained by and is accountable to the City Council. The auditor shall communicate directly with Finance Department as necessary to fulfill its legal and professional responsibilities. The auditor's report on the City's financial statements shall be completed and presented to Council annually.

- 6) **Contract with Auditor.** The agreement between the independent auditor and the City shall be in the form of a written contract.
- 7) **Scope of Audit.** All general purpose statements, combining statements and individual fund and account group statements and schedules shall be subject to a full scope audit.

City Financial Reporting

- 1) **External Reporting.** As a part of the audit, the auditor shall assist with preparation of Audited Financial Statements to be presented to the City Council and submitted to the State Controller and other agencies. The Budget and Audited Financial Statements shall be posted on the City website.
- 2) **Availability of Reports.** The Audited Financial Statements shall be approved by the City Council and be made available to the elected officials, bond rating agencies, creditors and citizens.
- 3) **Internal Reporting.** The Finance Department shall prepare internal financial reports, sufficient to plan, monitor, and control the City's financial affairs.

8. INVESTMENTS AND CASH MANAGEMENT

Depository Bank

A Depository Bank shall be recommended by the City Manager to the City Council. The Depository Bank shall specifically outline safekeeping requirements and other policies and practices for the City.

Depositing of Funds

The Finance Director shall promptly deposit all City funds with the Depository Bank in accordance with the provisions of the current Bank Depository Agreement and the City Council approved Investment Policies. Investments and reporting shall strictly adhere to the City Council approved Investment Policies.

Investment Policy

All funds shall be invested in accordance with an approved investment policy.

Monthly Report

A monthly cash and investment report shall be prepared and reviewed with the City Manager.

9. ASSET MANAGEMENT

Fixed Assets and Inventory

A fixed asset of the City is defined as a purchase or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, or addition to existing land, buildings, etc. The cost or value of any such acquisitions, except for infrastructure assets, must be \$5,000 or more with an expected useful life greater than one year.

Safeguarding of Assets

The City's fixed assets will be reasonably safeguarded and properly accounted for. Responsibility for the safeguarding of the City's fixed asset lies with the Department Director in whose department the fixed asset is assigned.

Maintenance of Records

The Finance Department shall maintain the records of the City's fixed assets including description, cost, department of responsibility, date of acquisition and depreciation where applicable.

Annual Inventory

An annual inventory of assets shall be performed by each department. Such inventory shall be performed by the Department Director or the designated agent. The Department Director shall be responsible for a complete review of assigned fixed assets.

10. DEBT MANAGEMENT –

Debt Issuance

The City shall issue debt only as specifically approved by the City Council and expenditure of such monies shall be in strict accordance with the designated purpose.

Issuance of Long-Term Debt

The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves. The payback period of the debt will be limited to the estimated useful life of the capital projects or improvements. The City may use long-term debt financing when it can be determined that future citizens will receive a benefit from the improvement.

Payment of Debt

When the City utilizes long-term debt financing it will ensure that the debt is financed soundly by realistically projecting the revenue sources that will be used to pay the debt; and financing the improvement over a period not greater than the useful life of the improvement.

Financial Advisor

The Finance Director may recommend to the City Council a financial advisor to oversee all aspects of any bond issue.

Analysis of Financing Alternatives

The Finance Director, City Manager, and Financial Advisor shall explore and evaluate financing alternatives for capital acquisitions and construction projects.

Disclosure

Full disclosure of operations shall be made to the bond rating agencies and other users of financial information. The City Staff, with the assistance of financial advisors and bond counsel, shall provide information for the preparation of the necessary materials for presentation to the rating agencies, and shall aid in the production of Offering Statements.

Debt Structuring

The repayment schedule shall be reviewed and approved by the City Council.

11. INTERNAL CONTROLS

Written Procedures

Wherever possible, written procedures shall be established and maintained by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures shall embrace the general concepts of fiscal responsibility set forth in this policy statement.

Department Manager Responsibilities

The Finance Director is responsible to ensure that good internal controls are followed throughout the Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are reviewed and addressed.

12. ROLE OF THE FINANCE COMMITTEE

The finance committee shall be made up of the Finance Director, the City Manager and additional staff as the City Manager sees fit. The Finance Committee shall have responsibilities including:

- 1) Monitoring and recommending changes to the Investment Policy;
- 2) Managing the audit;
- 3) Overseeing of the City's Risk Management Program;
- 4) Salary and Retirement Policy Review;
- 5) Employee Benefit Policy Review;
- 6) Make recommendations affecting these polices;
- 7) Review of Liability Insurance Coverages;
- 8) Quarterly Budget Review;
- 9) The City's Fiscal and Budget Policy Monitoring and Recommendations; and
- 10) Recommending the Retention of a Financial Advisor.

GLOSSARY OF FINANCE TERMS

Account Number: A numeric identification of the account. Typically a unique number or series of numbers. The City number structure is comprised of *Fund Number – Division Number – Object Code –Program Number* and looks like (000-000-000-000).

Adopted Budget: A budget which typically has been reviewed and “Adopted” (approved) by the Council prior to the start of a fiscal year. The legal authority to expend money for specified purposes in the fiscal year.

Appropriate: Set apart for, or assign to, a particular purpose or use.

Assessed Valuation: A percent of appraisal value assigned to real estate property for use as a basis for levying property taxes.

Assessment: Charges made to parties for actual services or benefits received.

Assessment Districts: An area where fees are assessed by the City to cover the construction, maintenance or service costs that have occurred in that specific area.

Audit: Scrutiny of the City’s accounts by an independent auditing firm to determine whether the City’s financial statements are fairly presented in conformity with generally accepted accounting principles.

Balanced Budget: A spending plan in which expenditures do not exceed revenues.

Beginning Balance: Resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond: A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects.

Budget: A fiscal plan of financial operation listing an estimate of proposed applications or expenditures and the proposed means of financing them. The budget must be approved by the Council prior to the beginning of the new fiscal year.

Budget Amendment: Changes to the budget that require the approval of the Council.

Budget Year: The Fiscal year for which the budget is being considered; fiscal year- July 1 to June 30.

Capital Expenditure: The acquisition of fixed assets, usually authorized in the capital budget, that include land, buildings, infrastructure, and equipment.

Capital Outlay: Expenditures which result in the acquisition of, or addition to, fixed assets. A capital item is tangible, durable, non-consumable, and has a useful life of more than one year and acquisition cost greater than \$5,000 per unit.

Capital Projects: A major long-term construction of, or improvements to, public physical facilities.

Certificates of Participation (COP): Obligations of a public entity based on a lease or installment sale agreement.

Consumer Price Index (CPI): Measure of change in consumer as determined by a monthly survey of the U.S. Bureau of Labor Statistics.

Debt Service: Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation (COP's).

Deficit: Insufficient revenues to fully support current expenditures and obligations.

Department: A major unit of organization in the City comprised of subunits named divisions and responsible for specific services.

Depreciation: Loss in value of an asset, whether due to physical changes, obsolescence, or factors outside of the asset.

Designated Fund Balance: A portion of unreserved fund balance designed by city policy for a specific future use.

Division: A major sub-unit of a department with responsibility for a clearly defined portion of the service provided by a department.

Enterprise Fund: A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to a private business.

Expenditures: The outflow of funds paid or to be paid for an asset, goods or services obtained. The actual spending of governmental funds.

Fiscal Year (FY): A twelve-month period of time to which an annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. In the City it is July 1 through June 30.

Fixed Asset: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Franchise Fee: A charge for the privilege of using public rights-of-way and property within the City for public or private purposes.

Fringe Benefit: Compensation that an employer contributes to its employees such as retirement, life/health insurance, or training supplements.

Fund: An independent fiscal and accounting entity with a self balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance: The difference between fund assets and fund liabilities.

General Fund: The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations and services such as parks, fire and police protection.

Grant: Contributions or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility.

Impact Fees: Fees collected from citizens and developers for infrastructure adjustments to the community; monies to be used as the development further impacts the municipality.

Infrastructure: The physical assets of the City (Streets, water, sewer, public buildings, parks).

Internal Audit: The review of financial transactions in both the Finance Department and in operating departments for compliance with local policy and generally accepted accounting principles.

Liquidation: To convert assets into cash.

Mid-Year Budget Review: A review of actual expenditure and reserves vs budgeted amounts half way through the fiscal year. Reserve and expenditure estimates may be revised based on actuals and new information not available at time the budget was adopted.

Outsource: The contracting of public services to an outside vendor.

Overtime: Time worked in excess of an agreed upon time for normal working hours by an employee.

Preliminary Budget Document: An unapproved draft document listing an estimate of proposed expenditures and the proposed means of financing them for a certain fiscal year.

Proposition 218: The law which governs whether or not a City can approve/impose a tax without an electoral vote.

Purchase Order: An order issued by Department which authorizes the delivery of specific goods or services, and incurring a debt for them.

Reserve: The portion of a fund's balance legally restricted for a specific purpose and, therefore not available for general appropriation.

Revenues: Funds received from various sources and treated as income to the City which are used to finance expenditures. These funds are received from sources such as local taxes, state shared revenues, fees charged, interest on investments and fines and forfeits.

Shortfall: The forecast amount, which will become a deficit to the City once all revenues and expenditures have been calculated.

Special Revenue Funds: A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Taxes: Charges made against the public by a government to obtain the money it needs to finance its activities.

Transient Occupancy Tax (TOT): A tax imposed on travelers who stay in temporary lodging facilities within the City.

Undesignated Fund Balance: The unrealized balance of an account once all revenues and expenditures have been calculated.

Utility Users Tax: Tax is imposed on users of utilities within the City, such as cable, gas, electric, and telephone,

Vendors: Persons or companies providing services to the City for payment.

City of

CORCORAN

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FOUNDED 1914

MATTERS FOR MAYOR AND COUNCIL

ITEM #: 8-A

MEMORANDUM

MEETING DATE: June 12, 2018
TO: Corcoran City Council
FROM: Kindon Meik, City Manager
SUBJECT: Matters for Mayor and Council

UPCOMING EVENTS / MEETINGS

- June 26, 2018 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- July 10, 2018 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- June 14, 2018 (Thursday) League of California Cities South San Joaquin Valley Division General Membership Meeting – 6:00 PM (Fresno)
- July 16, 2018 (Monday) Candidate Nomination Period for November 6, 2018 election begins
- July 24, 2018 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers
- August 14, 2018 (Tuesday) City Council Meeting – 5:30 PM, Council Chambers

- A. Information Items
1. League of California Cities Annual Conference – September 12-14 in Long Beach.
 2. PD funding initiative.
- B. Council Comments – *This is the time for council members to comment on matters of interest.*
1. Staff Referral Items
- C. Committee Reports
- D. Council Goals:

City Offices



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

DATE Sent to Council/ Request made	REQUEST	STATUS	DEPARTMENT RESPONSIBLE Dept/Division
5/22/15	Staff provided information on calls for service for Kings County Fire Department.	Completed	City Manager
04/10/18	City Council requested further information on Priority 1 and Priority 2 medical aid calls in regards to Kings County Fire responses.	Completed	
03/13/18	Council questions on city fuel purchase. Request for additional information.	Ongoing	City Manager/PW Director
06/12/18	The City Council will consider Finance Department policies.	Pending	City Manager/ Finance Director
03/27/18	City Council provided direction on the components of a General Fund reserve policy. Staff will draft language for further consideration and review.	Complete	
12/12/17	The City Council adopted a Measure A Expenditure Plan. Subsequent policies will be presented to the Council leading up to the budget process.	Ongoing	
05/09/17	City Council requested that Staff present draft finance policies relating to General Fund reserves, balanced budget, etc.		