



**CITY OF CORNING
CITY COUNCIL AGENDA
TUESDAY, DECEMBER 9, 2014
CITY COUNCIL CHAMBERS
794 THIRD STREET**

The City of Corning welcomes you to our meetings, which are regularly scheduled for the second and fourth Tuesdays of each month. Your participation and interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, the City of Corning will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office (530/824-7033) to make such a request. Notification at least 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Council:

**Darlene Dickison
Dave Linnet
Tony Cardenas
Willie Smith
Gary Strack**

Mayor:

C. PLEDGE OF ALLEGIANCE: Led by the City Manager.

D. INVOCATION: Led by Mayor Gary Strack.

Persons of no religious persuasion will not be expected in any manner to stand or to participate other than to remain quiet out of respect for those who do choose to participate.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

1. Introduction of new Police Dispatcher, Kayla Heitland.
2. Presentation of Certificate of Appreciation to Linda Daniels-Lima.

F. BUSINESS FROM THE FLOOR:

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience requests separate discussion and/or action.

3. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.
4. Waive the reading and approve the Minutes of the following meetings with any necessary corrections:
 - a. November 25 City Council Meeting; and
 - b. December 2, 2014 City Council Special Meeting
5. December 3, 2014 Claim Warrant - \$216,105.
6. December 3, 2014 Business License Report.
7. November 2014 Wages and Salaries: \$424,272.63.
8. November 2014 Treasurer's Report.
9. November 2014 Building Permit Valuation Report: \$530,881.81.

10. **Accept the November 2014 City of Corning Wastewater Operation Summary Report.**
11. **Recommend appointment of Ross Turner as Trustee representing the City on the Tehama County Mosquito and Vector Control District Board.**
12. **Ordinance No. 657 amending the City Council Meetings start time from 7:30 p.m. to 6:30 p.m. (Second reading and proposed adoption)**

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

J. REGULAR AGENDA:

13. **Approve Partial Payment Estimate No. 5 in the amount of \$36,099.30 for the Corning Community Park, Phase 2 Project to Trent Construction, and accept the Notice of Substantial Completion.**
14. **Appoint Vice Mayor and the City Representatives to various Commissions/Committees.**

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION:

- M. REPORTS FROM MAYOR AND COUNCIL MEMBERS:** City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234).

Dickison:

Linnet:

Cardenas:

Smith:

Strack:

N. ADJOURNMENT!:

POSTED: FRIDAY, DECEMBER 5, 2014



**CITY OF CORNING
CITY COUNCIL MINUTES
TUESDAY, NOVEMBER 25, 2014
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Council:

**Darlene Dickison
Dave Linnet
Tony Cardenas
Willie Smith
Gary Strack**

Mayor:

All members of the City Council were present.

C. PLEDGE OF ALLEGIANCE: Led by the City Manager.

D. INVOCATION: Led by City Council Member Tony Cardenas.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS: None.

F. BUSINESS FROM THE FLOOR:

Chamber of Commerce Manager Valanne Cardenas reminded everyone that the Hometown Christmas Parade and Lucero Olive Oil Winter Crush will be held on Saturday, December 6th. She announced that the Corning Volunteer Fire Department will be having a spaghetti dinner from 5-8 p.m. that night also; price is \$5 per person.

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience requests separate discussion and/or action.

- 1. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 2. Waive the reading and approve the Minutes of the November 11, 2014 City Council Meeting with any necessary corrections:**
- 3. November 19, 2014 Claim Warrant - \$342,298.39.**
- 4. November 19, 2014 Business License Report.**
- 5. Approve cancellation of the December 23, 2014 City Council Meeting due to the Christmas Holidays.**

Councilor Dickison moved to approve Consent Agenda Items 1-5; Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Abstain/Absent: None. Motion was approved by a 5-0 vote.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

- 6. Approve Solar Power Purchase Agreement with Fresh Air Energy XXVII LLC and authorize the Mayor or City Manager to sign the Power Purchase Agreement with Fresh Air Energy XXVII LLC.**

Mayor Strack introduced this item by title announcing that this is the second presentation. City Manager John Brewer introduced Eric Paul of Ecoplexus (Fresh Air Energy XXVII LLC) who

provided information not presented during his first presentation at the October 28th City Council Meeting. He explained that the proposed PPA Rate would be at \$0.117/kwh with a 2.5% annual escalation rate; it would be a 20 year agreement term w/5 year customer option to extend; and the land use would be 3.5 acres. Mr. Paul then outlined the equipment to be used at the site, the warranty and maintenance of the equipment, how the system energy distribution works and the proposed savings to the City. He stated that PG&E is expected to raise their rates between 4.4 – 6% annually over the next 15-20 years. He outlined the estimated possible savings to the City over a 25-year period assuming a 2.5% utility escalation rate would be \$1,514,683.

Mr. Paul stated that they expect the project construction to take between 9-12 months, so it should be online by the end of 2015.

Paulyne White asked if the wall of electrical panels at the site would be removed in connection to this project; she was informed no, probably not. She then asked who would insure the project for equipment damage, etc., would it go on the City's Insurance Policy; Mr. Paul stated no, they would. Mayor Strack confirmed that this shouldn't create an impact to the accounting department in breaking out the billing and asked whether the City would need to convert/change some of the existing meters; Mr. Brewer stated that the City might have to convert a few meters. Councilor Dickison asked about whether they would be able to sell a portion of the project; Mr. Paul explained that they have investors and over the course of the Agreement, they could become partners in the Agreement.

City Attorney Jody Burgess stated that they are still working on the Agreement. There is some wording that will need to be changed and/or removed, such as insurance (fire related damage, etc.) to ensure they are correctly addressed. Prior to final signatures, Mr. Burgess wants to ensure that all concerns are addressed.

Councilor Linnet moved to approve the attached Solar Power Purchase Agreement with Fresh Air Energy XXVII LLC and authorize the Mayor or City Manager to sign the Power Purchase Agreement with Fresh Air Energy XXVII LLC after bugs are worked out (City Attorney approves). Councilor Cardenas seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Abstain/Absent: None. Motion was approved by a 5-0 vote.**

7. Consider Ordinance No. 657 amending the City Council Meetings start time.

Paulyne White asked if the meeting start time could be moved up to 6:30 p.m. Four of the five Council members requested 6:30 p.m.

Following discussion, Councilor Cardenas moved to consider the modification to the start time of the regularly scheduled City Council Meeting to 6:30 p.m. and introduce for first reading Ordinance 657, an Ordinance of the City Council of the City of Corning modifying the time set for City Council meetings to 6:30 p.m. Councilor Linnet seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Abstain/Absent: None. Motion was approved by a 5-0 vote.** Mayor Strack then confirmed that the new Ordinance will become effective 30-days following the second reading and adoption.

8. Authorize Fire Chief to seek an "Assistance to Firefighters" Grant to purchase a Breathing Apparatus Cylinder Charging Station.

Following some discussion Councilor Smith moved to:

- Authorize the submittal of an "Assistance to Firefighters" Grant Application in the amount of approximately \$100,000 to the Department of Homeland Security for Operation and Safety; and
- If awarded the Grant, approved the required 5% funding match in the amount of \$2,000 from the City's Fire Replacement Fund No. 076-9301-2301; and
- Authorize the Fire Chief to sign the Grant Application and any associated Agreement on behalf of the City.

Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Abstain/Absent: None. Motion was approved by a 5-0 vote.**

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None.

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION: None.

M. REPORTS FROM MAYOR AND COUNCIL MEMBERS: City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234).

Dickison: Reported that she missed the Tripartite Board Meeting on Tuesday because she was sick.

Linnet: Reported that the JPA meeting was last week. They will be holding a Tire Disposal here (across the street from City Hall) on January 24th; a drop-off for Agricultural Tires will be held at Linnet's Tire in Feb. 2015 and are limited to 6 tires per property owner; and the JPA received a CalRecycle Grant to clean up a property in Cottonwood. He informed the Council that five places were graffiti tagged and that he and Jerry Lequia covered the tagging under the bridge at the Park on behalf of the Pay it Forward Committee.

Cardenas: Stated that the City's "Offsite Advertising Regulations" has impacted the Theater as well as the Veterans Hall and asked if there was something that the City could do to mitigate these impacts. Following further discussion, the Mayor and Council decided to coordinate a meeting with Staff, two Councilmembers (Tony and Willie) and Planning Commissioners (yet to be determined) do discuss the regulations and possible solutions to the issue.

Smith: Reported the sad news that Linda Lima, Senior Center Activities Director has submitted her resignation effective December 19th. The Board will be having a special meeting tomorrow to discuss filling this position.

Strack: Announced that there will be a Special City Council Meeting on December 2nd at 7:30 p.m. to accept the results of the November 4th Elections and issue Oath of Office to the successful Candidates.

N. ADJOURNMENT!: 8:35 p.m.

Lisa M. Linnet, City Clerk



**CITY OF CORNING
CITY COUNCIL SPECIAL MEETING MINUTES**

**TUESDAY, DECEMBER 2, 2014
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:35 p.m.

B. ROLL CALL:

Councilmembers:

**Dickison
Linnet
Cardenas
Smith
Strack**

Mayor:

All members of the City Council were present.

C. PLEDGE OF ALLEGIANCE:

D. INVOCATION: Led by Mayor Strack.

Persons of no religious persuasion will not be expected in any manner to stand or to participate other than to remain quiet out of respect for those who do choose to participate.

E. ADOPT RESOLUTION NO. 12-02-2014-01 ACCEPTING THE CANVASS OF VOTES AND RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 4, 2014.

Councilor Smith moved to adopt Resolution No. 12-02-2014-01 accepting the Canvass of Votes and Results of the Municipal Election held on November 4, 2014. Councilor Cardenas seconded the motion. **Ayes: Strack, Cardenas, Smith, Linnet and Dickison. Opposed/Absent/Abstain: None. Motion was approved by a vote of 5-0.**

F. RECOGNITION AND ISSUANCE OF OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:

City Clerk Lisa Linnet issued the Oath of Office to Mayor Gary R. Strack and Councilmembers Dave Linnet and Darlene Dickison.

Mayor Strack informed members of the City Council that recommendations for Vice Mayor and representatives to the various Commissions/Committees is scheduled for presentation at the December 9, 2014 City Council Meeting. He further stated, baring no objections, he plans to recommend that the Vice Mayor and Representatives stay unchanged. No objections were stated.

G. ADJOURNMENT: 7:40 p.m.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: December 3, 2014

SUBJECT: Cash Disbursement Detail Report for the
Tuesday December 9, 2014 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 11-26-14	\$ 592.52
B.	Payroll Disbursements	Ending 11-25-14	\$ 99,488.67
C.	Cash Disbursements	Ending 12-03-14	\$ 116,023.81
GRAND TOTAL			<u>\$ 216,105.00</u>

REPORT.: Nov 26 14 Wednesday
 RUN....: Nov 26 14 Time: 12:46
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 11-14 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
019460	11/20/14	BUT13	BUTTE COUNTY SHERIFF'S OF	30.00	.00	30.00	141119	TRAINING/ED-POLICE
019461	11/25/14	WAR05	WARREN, DANA KARL	209.00	.00	209.00	141124	REC INSTRUCTOR-REC
019462	11/26/14	CON07	CONEXIS	40.00	.00	40.00	1014OR348	MEDICAL INS-COBRA
019463	11/26/14	3CO00	3CORE, INC.	38.50	.00	38.50	141126	THEATRE FLOORING-RODGERS
019464	11/26/14	\A078	ALEXANDER, LUKE	8.39	.00	8.39	000B41101	MQ CUSTOMER REFUND FOR AL
019465	11/26/14	\C087	CENDEJAS, ALEJANDRO	22.37	.00	22.37	000B41101	MQ CUSTOMER REFUND FOR CE
019466	11/26/14	\C088	CHANDLER-HAAS, DEBBIE	52.56	.00	52.56	000B41101	MQ CUSTOMER REFUND FOR CH
019467	11/26/14	\D028	DIAZ, ALFONZO	50.00	.00	50.00	000B41101	MQ CUSTOMER REFUND FOR DI
019468	11/26/14	\F043	FOUNTAIN, PARIS	61.88	.00	61.88	000B41101	MQ CUSTOMER REFUND FOR FO
019469	11/26/14	\H059	HOLLAND, KARL & RONDA	29.82	.00	29.82	000B41101	MQ CUSTOMER REFUND FOR HO
019470	11/26/14	\O026	O'SULLIVAN, MARK	50.00	.00	50.00	000B41101	MQ CUSTOMER REFUND FOR OS
Cash Account Total.....:				592.52	.00	592.52		
Total Disbursements.....:				592.52	.00	592.52		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Nov 26 14 Wednesday
 RUN...: Nov 26 14 Time: 12:46
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 11-14 Bank Account.: 1025

PAGE: 002
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
6570	11/26/14	AFL01	AMERICAN FAMILY LIFE	3288.40	.00	3288.40	B41130	AFLAC INS.PRE TAX
				573.20	.00	573.20	1B41130	AFLAC INS.AFTER TAX
			Check Total.....:	3861.60	.00	3861.60		
6571	11/26/14	BLU02	BLUE SHIELD OF CALIFORNIA	23903.00	.00	23903.00	B41130	MEDICAL INSURANCE
6572	11/26/14	MUT00	MUTUAL OF OMAHA	470.40	.00	470.40	B41130	LIFE INSURANCE
6573	11/26/14	OEU01	OPERATING ENGINEERS #3	6808.00	.00	6808.00	B41130	MEDICAL INSURANCE
6574	11/26/14	OEU02	OPERATING ENG. (DUES)	354.00	.00	354.00	B41130	UNION DUES MGMNT
				684.00	.00	684.00	1B41130	UNION DUES POLICE
				343.00	.00	343.00	2B41130	UNION DUES DISPATCH
				644.00	.00	644.00	3B41130	UNION DUES-MISC
			Check Total.....:	2025.00	.00	2025.00		
6575	11/26/14	PRI04	PRINCIPAL	3317.80	.00	3317.80	B41130	DENTAL INSURANCE
				557.28	.00	557.28	1B41130	VISION INSURANCE
			Check Total.....:	3875.08	.00	3875.08		
6592	11/25/14	AME20	AMERICAN WEST BANK	1369.52	.00	1369.52	B41124	HSA DEDUCTIBLE
6593	11/25/14	BAN03	POLICE OFFICER ASSOC.	225.00	.00	225.00	B41124	POLICE OFFICER ASSOC
6594	11/25/14	CAL37	CALIFORNIA STATE DISBURSE	430.61	.00	430.61	B41124	WITHHOLDING ORDER
6595	11/25/14	EDD01	EMPLOYMENT DEVELOPMENT	5569.07	.00	5569.07	B41124	STATE INCOME TAX
				1569.54	.00	1569.54	1B41124	SDI
			Check Total.....:	7138.61	.00	7138.61		
6596	11/25/14	ICM01	ICMA RETIREMENT TRUST-457	3645.97	.00	3645.97	B41124	ICMA DEF. COMP
				62.50	.00	62.50	1B41124	ICMA DEF. COMP ER PD
			Check Total.....:	3708.47	.00	3708.47		
6597	11/25/14	PERS1	PUBLIC EMPLOYEES RETIRE	41406.45	.00	41406.45	B41124	PERS PAYROLL REMITTANCE
6598	11/25/14	PERS4	Cal Pers 457 Def. Comp	2116.33	.00	2116.33	B41124	PERS DEF. COMP.
				112.50	.00	112.50	1B41124	PERS DEF. COMP. ER P
			Check Total.....:	2228.83	.00	2228.83		
6599	11/25/14	VAL06	VALIC	1963.10	.00	1963.10	B41124	AIG VALIC P TAX
				75.00	.00	75.00	1B41124	AIG VALIC P TAX ER P
			Check Total.....:	2038.10	.00	2038.10		
			Cash Account Total.....:	99488.67	.00	99488.67		

Total Disbursements.....: 99488.67 .00 99488.67
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REPORT.: Dec 03 14 Wednesday
 RUN....: Dec 03 14 Time: 15:24
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
019471	12/01/14	COR07	CORBIN WILLITS SYSTEMS	729.72	.00	729.72	000B412011	EQUIP MAINT-FINANCE
019472	12/01/14	COR09	CORNING CHAMBER OF COMM.	1000.00	.00	1000.00	000B412011	ECONOMIC DEVELOPMENT
019473	12/01/14	HAL05	HALL, ROBERT	104.70	.00	104.70	000B412011	PROF SVCS-FIRE DEPT
019474	12/01/14	KEN00	KEN VAUGHAN & SONS	1200.00	.00	1200.00	000B412011	LANDSCAPE MAINT-
019475	12/01/14	MAI00	MAIRE & BURGESS	5525.00	.00	5525.00	000B412011	CONSULTING SVCS-LEGAL SVC
019476	12/01/14	PIT01	PITNEY BOWES	192.92	.00	192.92	000B412011	EQUIP LEASE-FINANCE
019477	12/01/14	S&L00	S & L BREWER ENTERPRISES	200.00	.00	200.00	000B412011	K-9 PROGRAM-POLICE
019478	12/01/14	TLD01	TEDC	208.33	.00	208.33	000B412011	ECONOMIC DEVELOPMENT
019479	12/01/14	TOM03	TOMLINSON JR., ROBERT L.	54.70	.00	54.70	000B412011	PROF SVCS-FIRE
019480	12/01/14	WHI05	WHITE GLOVE CLEANING SERV	2995.00	.00	2995.00	000B412011	JANITORIAL SVCS-
019481	12/02/14	JOH07	JOHNSTONE, TRACY	53.73	.00	53.73	141202	PANT REIMBURSEMENT-PW ADM
019482	12/03/14	AND01	ED ANDERSON	5832.50	.00	5832.50	14-1202	PROF SVCS-
019483	12/03/14	AND03	ANDERS, JOANN	245.00	.00	245.00	14-140	PROF SVCS-HOUSING REHAB
019484	12/03/14	ATT15	AT&T MOBILITY	451.31	.00	451.31	141119	COMMUNICATIONS-
019485	12/03/14	AWA01	AWARDS COMPANY	79.01	.00	79.01	7461	MAT & SUPPLIES-CITY COUNC
019486	12/03/14	BAS01	BASIC LABORATORY, INC	126.00	.00	126.00	1410880	ProfServices Water Dept
				126.00	.00	126.00	1411099	ProfServices Water Dept
			Check Total.....	252.00	.00	252.00		
019487	12/03/14	CAD00	CADORIN CONSTRUCTION, INC	3949.97	.00	3949.97	12-22-201	PROF SVCS-HOUSING REHAB
019488	12/03/14	CAM02	FERGUSON ENTERPRISES INC.	449.31	.00	449.31	1043091	MAT & SUPPLIES-WTR
019489	12/03/14	CAR13	CAROLLO ENGINEERS, INC.	12339.65	.00	12339.65	138156	MIXING ZONE STUDY-WWTP
019490	12/03/14	CCA01	CITY CLERKS ASSOC OF CA	90.00	.00	90.00	604	Assoc.Dues City Clerk
019491	12/03/14	CEN14	CENTER FOR EVALUATION & R	1336.60	.00	1336.60	201309	BCJI-PROF SVCS
019492	12/03/14	CHE02	CHEM QUIP, INC.	644.10	.00	644.10	5337687	MAT & SUPPLIES-
019493	12/03/14	COM01	COMPUTER LOGISTICS, INC	525.00	.00	525.00	63750	PROP 30 MDC PROJECT-POLIC

REPORT.: Dec 03 14 Wednesday
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CITY OF CORNING
 Cash Disbursement Detail Report
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PAGE: 002
 ID #: PY-DP
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
019493	12/03/14	COM01	COMPUTER LOGISTICS, INC	1955.00	.00	1955.00	64030	EQUIP MAINT-
				116.67	.00	116.67	64034	COMMUNICATIONS-POLICE
				24.00	.00	24.00	64040	EQUIP MAINT-GEN CITY
				29.00	.00	29.00	64041	COMMUNICATIONS-POLICE
			Check Total.....	2649.67	.00	2649.67		
019494	12/03/14	COR01	CORNING VETERINARY CLINIC	439.55	.00	439.55	44388	PROF SVCS-
019495	12/03/14	COR08	CORNING LUMBER CO INC	864.86	.00	864.86	141125	MAT & SUPPLIES-
019496	12/03/14	COR11	CORNING SAFE & LOCK	16.13	.00	16.13	4410	VEH OP/MAINT-POLICE
				77.08	.00	77.08	4415	MAT & SUPPLIES-WTR
			Check Total.....	93.21	.00	93.21		
019497	12/03/14	COR12	CORNING FORD MERCURY, INC	951.99	.00	951.99	118153	VEH OP/MAINT-POLICE
019498	12/03/14	COR45	CORNING ACE HARDWARE	531.24	.00	531.24	141127	MAT & SUPPLIES-
019499	12/03/14	DAY03	DAY WIRELESS SYSTEMS {03}	64.41	.00	64.41	374406	VEH REPL PROG-POLICE
019500	12/03/14	GOL03	GSFM / WFM	525.45	.00	525.45	I-042590	MAT & SUPPLIES-WTR
019501	12/03/14	GRA02	GRAINGER, W.W., INC	10.80	.00	10.80	959586624	MAT & SUPPLIES-ACO
				30.50	.00	30.50	959738179	MAT & SUPPLIES-PARKS
				24.90	.00	24.90	959749230	MAT & SUPPLIES-
				110.55	.00	110.55	960194415	MAT & SUPPLIES-BLD MAINT
				30.50	.00	30.50	960381941	MAT & SUPPLIES-PARKS
				65.36	.00	65.36	960381942	MAT & SUPPLIES-PARKS
			Check Total.....	272.61	.00	272.61		
019502	12/03/14	HIN01	HINDERLITER, DE LLAMAS &	1035.90	.00	1035.90	0023040IN	PROF SVCS-FINANCE
019503	12/03/14	HOM03	HOME DEPOT	181.68	.00	181.68	1185008	SMALL TOOLS-BLD MAINT
019504	12/03/14	KEL03	KELLER SUPPLY COMPANY	62.01	.00	62.01	S00814897	MAT & SUPPLIES-PARKS
019505	12/03/14	LIB03	LIBERTEL	60.98	.00	60.98	201434	COMMUNICATIONS-DISPATCH
019506	12/03/14	MCC07	MCCOY'S HARDWARE & SUPPLY	343.85	.00	343.85	141127	MAT & SUPPLIES-
019507	12/03/14	NAP01	NAPA AUTO PARTS	163.50	.00	163.50	141123	MAT & SUPPLIES-
				104.72	.00	104.72	141123F	BLD MAINT-FIRE
			Check Total.....	268.22	.00	268.22		
019508	12/03/14	NOR10	NICOLINO CLEMENTE	126.44	.00	126.44	04286	BLD MAINT-TRANS FAC

REPORT.: Dec 03 14 Wednesday
 RUN....: Dec 03 14 Time: 15:24
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 12-14 Bank Account.: 1020

PAGE: 003
 ID #: PY-DP
 CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
019509	12/03/14	NOR25	NORTHERN LIGHTS ENRGY, INC	1880.96	.00	1880.96	134105	VEH OP/MAINT-
				2286.53	.00	2286.53	134138	MAT & SUPPLIES-
				434.11	.00	434.11	134139	VEH OP/MAINT-FIRE
			Check Total.....	4601.60	.00	4601.60		
019510	12/03/14	NOR31	NORM'S PRINTING	61.81	.00	61.81	014545	PRINTING/ADV-POLICE
019511	12/03/14	OFF01	OFFICE DEPOT	145.93	.00	145.93	740885178	OFFICE SUPPLIES-
				17.82	.00	17.82	740885300	OFFICE SUPPLIES-
			Check Total.....	163.75	.00	163.75		
019512	12/03/14	PAC16	PACIFIC TELEMAGEMENT SE	38.00	.00	38.00	703418	COMMUNICATIONS-GEN CITY
019513	12/03/14	PGE01	PG&E	392.88	.00	392.88	141125	ELECT-
				34.74	.00	34.74	141125A	ELECT-CORNING COMMUNITY P
			Check Total.....	427.62	.00	427.62		
019514	12/03/14	PGE2A	PG&E	56.69	.00	56.69	141117	ELECT-BLUE HERON CT
019515	12/03/14	PGE2B	PG&E	6261.40	.00	6261.40	141122	ELECT-WWTP
019516	12/03/14	QUI02	QUILL CORPORATION	213.78	.00	213.78	8086807	OFFICE SUPPLIES-FINANCE
019517	12/03/14	RON03	RON DUPRATT FORD	110.43	.00	110.43	797801	VEH OP/MAINT-ACO
				69.67	.00	69.67	800513	VEH OP/MAINT-
				75.77	.00	75.77	800650	VEH OP/MAINT-WTR
			Check Total.....	255.87	.00	255.87		
019518	12/03/14	SEV00	SEVERN TRENT ENVIRONMENTA	51507.69	.00	51507.69	2076536	PROF SVCS-
019519	12/03/14	STO07	STOUFER, JOHN BEDFORD	2600.00	.00	2600.00	141202	PROF SVCS-PLANNING
019520	12/03/14	TEH15	TEHAMA CO SHERIFF'S DEPT	24.50	.00	24.50	141201	PROF SVCS-DISPATCH
019521	12/03/14	TEH20	TEHAMA CO DISTRICT ATTY	316.90	.00	316.90	141121	PROF SVCS-POLICE
019522	12/03/14	THO09	THOMAS H. PHELPS LANDSCAP	1610.00	.00	1610.00	702	PROP 84 PHASE 2 CONSTR-PA
019523	12/03/14	XER00	XEROX CORPORATION	147.91	.00	147.91	077160054	EQUIP MAINT-DISPATCH
019524	12/03/14	CAM02	FERGUSON ENTERPRISES INC.	957.13	.00	957.13	1041493	MAT & SUPPLIES-WTR
				5.45	.00	5.45	SC42101	MAT & SUPPLIES-FINANCE
			Check Total.....	962.58	.00	962.58		
019525	12/03/14	DM001	DM-TECH	119.90	.00	119.90	1235	COMMUNICATIONS-GEN CITY

REPORT.: Dec 03 14 Wednesday
RUN....: Dec 03 14 Time: 15:24
Run By.: LORI

CITY OF CORNING
Cash Disbursement Detail Report
Check Listing for 12-14 Bank Account.: 1020

PAGE: 004
ID #: PY-DP
CTL.: COR

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
019526	12/03/14	INT01	INTERLAND BUSINESS SUPPLY	112.58	.00	112.58	141203	OFFICE SUPPLIES-
019527	12/03/14	NOR31	NORM'S PRINTING	135.61	.00	135.61	14564	OFFICE SUPPLIES-
Cash Account Total.....:				116023.81	.00	116023.81		
Total Disbursements.....:				116023.81	.00	116023.81		

Date.: Dec 3, 2014
Time.: 3:55 pm
Run by: LORI

CITY OF CORNING
NEW BUSINESSES FOR CITY COUNCIL

Page.: 1
List.: NEWB
Group: WTFMB

Business Name	Address	CITY/STATE/ZIP	Contact Name	Business Desc. #1	Business Start Date	Primary Teleph
COLORADO STRUCTURES,	9272 JERONIMO RD. STE. 116	IRVINE, CA 92618	PHELAN	TIM	11/25/14	(949) 380-3900
SMOKE & CIGARS	620 EDITH	CORNING, CA 96021	ANWAR	TABISH	11/25/14	(916) 224-2546
TRAVIS STROUD LAW	1305 SOLANO ST	CORNING, CA 96021	STROUD	TRAVIS	11/21/14	(530) 838-0828

CITY OF CORNING

NOVEMBER 2014

TREASURERS REPORT

AGENCY	BALANCE	RATE
LOCAL AGENCY INVESTMENT FUND	1,781,824.15	.24

Respectfully Submitted

Pala Cantrell
City Treasurer

12/1/2014
8:05:44AM

CITY OF CORNING
PERMITS ISSUED (sort by Permit #)
For the Period 11/1/2014 thru 11/30/2014

Owner and Address	Parcel Number	Issued On	Valuation
EMBREE ASSET GROUP INC. 530 SOLANO ST CORNING CA 96021 Permit Description: CONSTRUCT NEW COMM, BUILDING	7301040 Site Street Address: 530 SOLANO ST	11/25/2014	400,000.00
TIM FRANER 523 WALNUT ST CORNING CA 96021 Permit Description: ADD 6ft BACK YARD FENCE	7311201 Site Street Address: 523 WALNUT ST	11/3/2014	500.00
JARED & BROOKE SMITH 416 SOUTH ST CORNING CA 96021 Permit Description: ADD DETACHED GARAGE	7308407 Site Street Address: 416 SOUTH ST	11/3/2014	19,125.00
TONY McKENZIE 1291 CENTER ST CORNING CA 96021 Permit Description: TEAR OFF & REROOF	7127217 Site Street Address: 1291 CENTER ST	11/7/2014	2,500.00
MATT McNUTT 1008 LINK ST CORNING CA 96021 Permit Description: ADD ELECT. SUB PANEL	7116515 Site Street Address: 1008 LINK ST	11/3/2014	1,000.00
JOSE VALERIO 2145 BLOSSOM AVE CORNING CA 96021 Permit Description: ADD ROOF MOUNT SOLAR	7120310 Site Street Address: 2145 BLOSSOM AVE	11/5/2014	20,307.81
DAN CRAMP 919 WALNUT ST CORNING CA 96021 Permit Description: ADD 8' X 8' LAUNDRY RM	7313201 Site Street Address: 919 WALNUT ST	11/7/2014	7,630.00

PERMITS ISSUED (sort by Permit #)
For the Period 11/1/2014 thru 11/30/2014

Owner and Address	Parcel Number	Issued On	Valuation
HARRY FINEFROCK 1890 MANZANILLO LN CORNING CA 96021 Permit Description: INSTALL ROOF MOUNT SOLAR	7125048 Site Street Address: 1890 MANZANILLO LN	11/6/2014	8,619.00
FORTINO FLORES 3655 BARHAM AVE CORNING CA 96021 Permit Description: TEAR OFF & REROOF	8709067 Site Street Address: 3655 BARHAM AVE	11/11/2014	5,100.00
FAMILY BIBLE CHURCH 609 MARIN ST CORNING CA 96021 Permit Description: UPGRADE 100 AMP SUB PANEL	7307406 Site Street Address: 609 MARIN ST	11/12/2014	1,000.00
JACK & SUZANNE BECK 1823 COLUSA ST CORNING CA 96021 Permit Description: ADD ROOF MOUNT SOLAR	7107403 Site Street Address: 1823 COLUSA ST	11/14/2014	35,500.00
DAVIS VARGAS 1314 SOLANO ST CORNING CA 96021 Permit Description: REFRAME FRONT WALL & REPLACE WINDOW:	7113107 Site Street Address: 1314 SOLANO ST	11/13/2014	1,200.00
DAN CRAMP 919 WALNUT ST CORNING CA 96021 Permit Description: STUCCO EXTERIOR	7313201 Site Street Address: 919 WALNUT ST	11/20/2014	4,000.00
WILL DOBSON 803 COLUSA ST CORNING CA 96021 Permit Description: C/O TUB WITH WALK IN TUB	7304503 Site Street Address: 803 COLUSA ST	11/26/2014	15,000.00
RENALDO MENDOZA 612 CHESTNUT ST CORNING CA 96021 Permit Description: TEAR OFF & REROOF	7310407 Site Street Address: 612 CHESTNUT ST	11/24/2014	1,900.00

CITY OF CORNING
PERMITS ISSUED (sort by Permit #)
For the Period 11/1/2014 thru 11/30/2014

Owner and Address	Parcel Number	Issued On	Valuation
VIC DICKISON 1444 CENTER ST CORNING CA 96021 Permit Description: CHANGE OUT ELECT. SERVICE	7123107 Site Street Address: 1444 CENTER ST	11/24/2014	1,000.00
MACARIO FIGUEROA 1124 COLUSA ST CORNING CA 96021 Permit Description: ADD SIDING OVER EXISTING	7105609 Site Street Address: 1124 COLUSA ST	11/24/2014	6,500.00

17 Permits Issued from 11/1/2014 Thru 11/30/2014 FOR A TOTAL VALUATION OF \$ 530,881.81
***** END OF REPORT *****



**CITY OF CORNING
WASTEWATER OPERATION SUMMARY REPORT
NOVEMBER 2014**

Severn Trent Services
25010 Gardiner Ferry Rd
P.O. Box 230
Corning, CA 96021
United States

T: +1 530 824 5863
F: +1 530 824 5769

www.severntrentservices.com

Below is a summary of the Monthly Operations Report that will be available for City review on December 2014

- 1) Completed monthly reports.
- 2) Performed weekly Operator 10 maintenance on all plant equipment.
- 3) Changed flow disk.
- 4) Calibrated SO₃ analyzer
- 6) Staff meeting to discuss plant operations and issues.
- 7) Changed chart on So₃ analyzer.
- 8) Safety meeting.
- 9) Capitol Engineering here to perform annual hoist inspection.
- 10) Inspected eyewash and emergency showers.
- 11) Entered earthquake response and training documentation into CERS
- 12) Cleaned So₂ pump.
- 13) Checked storm water discharge sites at WWTP and airport.
- 14) Completed SSMP questionnaire.
- 15) Tested all chlorine and So₂ leak sensors.
- 16) Exercised lift station stand -by pump
- 17) Cleaned sewer collection lines in sections 8,11 & 12.
- 18) Exercised emergency generator.

RECEIVED
DEC 03 2014
CITY OF CORNING

- 19) Performed monthly Plant inspection
- 20) Checked all fire extinguishers.
- 21) Held employee training on sewer spill response and procedures.
- 22) Completed SSO no spill report.
- 23) Collected monthly river samples.
- 24) TelStar here for annual calibration of flow meters
- 25) Mowed lawns
- 26) Steve Boggs from ELAP here for bioassay inspection
- 27) Cleaned sewer line on East Solano.
- 28) Worked on permit renewal requirements
- 29) Cleaned lift station probe

November 2014

Domestic Flow Monthly Average = 663,300 GPD

**ITEM NO: G-11
RECOMMEND APPOINTMENT OF
ROSS TURNER AS TRUSTEE
REPRESENTING THE CITY ON
TEHAMA COUNTY MOSQUITO AND
VECTOR CONTROL DISTRICT**

DECEMBER 9, 2014

**TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING**

**FROM: GARY R. STRACK, MAYOR
LISA M. LINNET, CITY CLERK**

SUMMARY:

On Friday, November 21, 2014 the City received the attached letter from Mr. Andrew Cox, Manager of the Tehama County Mosquito and Vector Control District. The letter reminds us that Ross Turner's 2-year term as the City's representative on the Board of Trustees of the Tehama County Mosquito and Vector Control District will expire on December 31, 2014.

Mr. Cox further indicates that Mr. Turner is willing to serve another two year term if appointed.

BACKGROUND:

Mr. Turner was appointed as Trustee to the Tehama County Mosquito and Vector Control District on May 10, 2011 to complete the term of former City Representative, Walter Dodd following his death. Mr. Turner was subsequently reappointed by the City Council and the Tehama County Mosquito and Vector Control District Board of Directors to an additional term in January of 2012.

RECOMMENDATION:

MAYOR AND COUNCIL RECOMMEND THE APPOINTMENT OF ROSS TURNER TO A 2-YEAR TERM AS TRUSTEE REPRESENTING THE CITY OF CORNING ON THE TEHAMA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT. THE NEW TERM WILL EXPIRE ON DECEMBER 31, 2016.



TEHAMA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
PO BOX 1005 11861 Highway 99W
RED BLUFF, CALIFORNIA 96080
(530) 527-1676 tcmvcd@clearwire.net

November 21, 2014

City Council
City of Corning
794 Third Street
Corning, CA 96021

Dear City Council:

This is to remind you that the term of Mr. Ross Turner as Trustee representing the City of Corning on the Board of trustees of the Tehama County Mosquito and Vector Control District will expire as of December 31, 2014.

Mr. Turner has indicated that he is willing to serve another two year term if appointed. Mr. Turner replaced Mr. Dodd on the Board to finish out his term. Mr. Turner has been a strong contributing member of the Board. It is the recommendation of the District Board that Mr. Turner can be reappointed for another term beginning January 1, 2015.

If there are any questions please contact me and I will respond promptly.

Sincerely,

D. Andrew Cox
Manager

**ITEM NO: G-12
ADOPT ORDINANCE NO. 657
AMENDING CITY COUNCIL
MEETINGS START TIME
(SECOND READING)**

December 9, 2014

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM: JOHN L. BREWER, AICP; CITY MANAGER
LISA M. LINNET, CITY CLERK**

JLB

BACKGROUND:

At the November 11, 2014 City Council Meeting, Mayor Strack requested Staff prepare an Ordinance to move up the start time of City Council Meetings for consideration. Staff introduced Ordinance No. 657 which would move the start time of City Council Meetings from 7:30 p.m. to 7:00 p.m. As a result of Council discussion and a suggestion from the audience, a motion was made, seconded and approved by a 5-0 vote to change the start time from 7:30 p.m. to 6:30 p.m. in the proposed Ordinance and introduce the revised Ordinance No. 657 for first reading.

The days and time of City Council Meetings is currently set by City Ordinance No. 488 which was introduced at a regular meeting of the City Council on April 11, 1989 and adopted at the subsequent meeting held on April 25, 1989. That Ordinance states the following:

A. Section 2.04.010 of the Corning Municipal Code is amended to read as follows:

2.04.010 Meetings: The City Council of the City shall meet on the second and fourth Tuesdays of each month, at the hour of seven-thirty p.m., at the City Council Chambers, City Hall, 3rd and Solano Streets, Corning, California or at such other location within the City as posted at the Council Chambers at least 48 hours prior to any regular meeting.

In order to amend the start time of future Council Meetings, a new Ordinance must be approved.

RECOMMENDATION:

MAYOR AND CITY COUNCIL, HAVING INTRODUCED AND DISCUSSED PROPOSED ORDINANCE NO. 657 AT THE NOVEMBER 25, 2014 CITY COUNCIL MEETING:

- **ADOPT ORDINANCE NO. 657, AN ORDINANCE AMENDING THE START TIME FOR CITY COUNCIL MEETINGS TO SIX THIRTY (6:30) P.M.;**
- **DIRECT THE CITY CLERK TO SUBMIT SAID ORDINANCE FOR CODIFICATION, AND PURSUANT TO GOVERNMENT CODE SECTION 36933, HAVE THE ORDINANCE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN 15-DAYS FOLLOWING ADOPTION.**

ORDINANCE NO.: 657
AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF CORNING MODIFYING THE
TIME SET FOR CITY COUNCIL MEETINGS

The City Council of the City of Corning does ordain as follows:

SECTION 1 –AMENDMENT

Section 2.04.010 of the Corning Municipal Code is amended by deleting the words “at the hour of seven-thirty p.m.” and replacing them with the words “at the hour of six thirty p.m.”.

SECTION 2 – PURPOSE AND AUTHORITY

The purpose of this ordinance is to move the opening time of the regular meetings of the City Council to an earlier hour for the convenience of Council members and the public, especially important during times when discussion items on the agenda are anticipated to be lengthy. This Ordinance is adopted under the authority of California Government Code Section 36805.

SECTION 3 – PUBLICATION AND EFFECTIVE DATE

Pursuant to Government Code Section 36933, this Ordinance, or a summary hereof, shall be published at least five (5) days prior to adoption and within fifteen (15) days after its adoption together with the names of the Council Members voting for and against it, in a newspaper of general circulation published and printed in Tehama County and circulated in the City of Corning. This Ordinance shall take effect thirty (30) days after its adoption.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Corning on November 25, 2014, and adopted at a regular meeting of the City Council of the City of Corning held on December 9, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary Strack, Mayor

ATTEST:

Lisa Linnet, City Clerk

**STATE OF CALIFORNIA
COUNTY OF TEHAMA
CITY OF CORNING**

I, Lisa M. Linnet, City Clerk of the City of Corning do hereby certify that the foregoing is a true and correct copy of Ordinance No. 657. This Ordinance was introduced at a regular meeting of the City Council of the City of Corning held on **November 25, 2014**, and adopted at a regular meeting of the City Council of the City of Corning held on **December 9, 2014**. Ordinance No. 657 was published in a newspaper of general circulation within the required legal time lines.

**ATTEST:
/s/ LISA M. LINNET, CITY
CLERK**

**CN: December 3, 2014 (Prior to Adoption)
December 17, 2014 (Following Adoption)**

**AD# 00175837
AD#**

ITEM NO.: J- 13
APPROVE PARTIAL PAYMENT ESTIMATE
NO. 5 IN THE AMOUNT OF \$36,099.30 FOR
THE CORNING COMMUNITY PARK, PHASE
TWO PROJECT TO TRENT CONSTRUCTION
AND ACCEPT NOTICE OF SUBSTANTIAL
COMPLETION

DECEMBER 9, 2014

TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING

FROM: JOHN L. BREWER, AICP; CITY MANAGER *JLB*
PATRICK WALKER, DIRECTOR OF PUBLIC WORKS *PW*
ED ANDERSON, CITY ENGINEER

SUMMARY:

Staff recommends the City Council approve the attached Partial Payment Estimate No. 5 in the amount of \$36,099.30. The Partial Payment Estimate is attached for Council review and approval.

Original Construction Contract	\$ 997,955.52
CCO No. 1 (approved 8/12/14)	\$ 48,029.75
CCO No. 2 (approved 9/9/14)	\$ 5,821.50
CCO No. 3 (approved 10/14/14)	\$ 17,925.41
CCO No. 4 (approved 10/28/14)	\$ 7,173.67
Adjusted Contract Amount	\$ 1,076,905.85
<u>PPE No. 1 (approved 8/12/14)</u>	
Work Completed & Stored Materials	\$ 255,892.09
Retention to be held (5%)	\$ (12,794.60)
Total Due Contractor	\$ 243,097.49
<u>PPE No. 2 (approved 9/9/14)</u>	
Work Completed & Stored Materials	\$ 277,815.82
Retention to be held (5%)	\$ (13,890.80)
Total Due Contractor	\$ 263,925.02
<u>PPE No. 3 (approved 10/14/14)</u>	
Work Completed & Stored Materials	\$ 311,283.23
Retention to be held (5%)	\$ (15,564.16)
Total Due Contractor	\$ 295,719.07
<u>PPE No. 4 (approved 11/11/14)</u>	
Work Completed & Stored Materials	\$ 186,775.39
Retention to be held (5%)	\$ (9,338.77)
Total Due Contractor	\$ 177,436.62
<u>PPE No. 5 (pending approval)</u>	
Work Completed & Stored Materials	\$ 36,099.30
Retention to be held (5%)	\$ (1,804.94)
Total Due Contractor	\$ 34,294.36

Remaining Contract Amount:

\$ 9,040.00

On November 24, 2014 Public Works Director Patrick Walker, Assistant Public Works Director Steve Lindeman and City Engineer Ed Anderson met with Landscape Architect Consultant Thomas Phelps, Prime Contractor Kendel Trent (Trent Construction), Sub-Contractor Craig Gurney (Sierra Landscape) and Sub-Contractor Allan Campbell (Campbell Electric) for an inspection of the Corning Community Park, Phase 2 now known as Lennox Fields.

Mr. Phelps noted a few minor discrepancies which responsibility will fall upon Sub-Contractor Sierra Landscape to remedy during the 120-maintenance period which begins December 1, 2014 and ending on April 9, 2015:

- Refurbish seed in areas that are thin and/or have been vandalized
- Weed and pest control
- Secure trees
- Follow up with the booster pump manufacturer regarding the flow sensing
- Relocate the "solar-sync" sensor
- Rail fence alteration near booster pump

Mr. Anderson is recommending acceptance of the Notice of Substantial Completion noting that the 120-day maintenance period, that the submission of the Close-Out Documents and minor miscellaneous adjustments remain to be completed before a final Notice of Completion can be filed.

BACKGROUND:

Trent Construction was the prime contractor for Phase 1 of the Corning Community Project. Phase 1 consisted of the skate and bike area, the gazebo, playground and multi-use court located at 1485 Toomes Avenue, Corning. Phase 1 was accepted by the City as complete on March 25, 2014 and was completed at a total cost of \$1,898,624.68.

Phase 2 of the new park project was awarded to Trent Construction at the June 24, 2014 City Council Meeting. Phase two will primarily include the construction of 2 soccer fields, a footbridge, parking lot, restrooms with a connecting concession stand located at 1624 Houghton Avenue, Corning.

RECOMMENDATION:

Mayor and Council:

- 1. Approve Partial Payment Estimate No. 5 in the amount of \$36,099.30;**
- 2. Retain the 5% Contract Retention of \$1,804.97;**
- 3. Issue payment in the amount of \$34,294.36 to Trent Construction for the Corning Community Park Project, Phase 2 and,**
- 4. Accept Notice of Substantial Completion.**

PARTIAL PAYMENT ESTIMATE

Corning Community Park Project, Phase 2

Progress Payment Estimate No. 5

OWNER:

City of Corning

CONTRACTOR:

Trent Construction, Gerber, CA

PERIOD OF ESTIMATE:

From: 11/1/14 through 11/30/14

CONTRACT CHANGE ORDER SUMMARY**ESTIMATE**

No.	Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract	<u>\$997,955.52</u>
				2. Change Orders	<u>\$78,950.33</u>
				3. Revised Contract (1+2)	<u>\$1,076,905.85</u>
#1	8/12/14	\$48,029.75		4. Work Completed	<u>\$1,067,865.85</u>
#2	9/9/14	\$5,821.50		5. Stored Materials	<u>\$0.00</u>
#3	10/14/14	\$17,925.41		6. Subtotal (4+5)	<u>\$1,067,865.85</u>
#4	10/28/14	\$7,173.67		7. Retainage5%	<u>\$53,393.29</u>
	TOTALS			8. Previous Payments	<u>\$980,178.20</u>
				9. Amount Due (6-7-8)	<u>\$34,294.36</u>
NET CHANGE		\$78,950.33			

CONTRACT TIMEOriginal (days) 270

Revised:

Remaining: 124On Schedule Yes NoStarting Date: 7/7/2014Projected Completion: 4/2/2015**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Contractor: _____

By: Trent Construction

Date: _____

City Engineer: _____

By: Ed Anderson

Date: _____

APPROVED BY OWNER:

Owner _____

By: John L. Brewer, AICP; City Manager

Date: _____

Progress Estimate #5

Item		Bid Qty	Unit Price	Bid Value	Qty This Prd	Prev Qty	Stored Materials	Value This Prd	Total Completed and Stored to Date	% Compl	Balance to Finish
Bid Item No.	Description										
Owner: City of Corning		Period Covered: 11/1/14 - 11/30/14									
Contractor: Trent Construction, Gerber, CA											
LS-1	Finish Grade	1	\$55,652.50	\$55,652.50		1.00		\$0.00	\$55,652.50	100.0%	\$0.00
LS-2	Irrigation System	1	\$84,750.00	\$84,750.00		1.00		\$0.00	\$84,750.00	100.0%	\$0.00
LS-3	Plantings	1	\$45,200.00	\$45,200.00		1.00		\$0.00	\$45,200.00	100.0%	\$0.00
LS-4	Bark	1	\$8,373.30	\$8,373.30		1.00		\$0.00	\$8,373.30	100.0%	\$0.00
LS-5	Hydro Seed	1	\$22,816.96	\$22,816.96		1.00		\$0.00	\$22,816.96	100.0%	\$0.00
LS-6	Top Soil	1	\$610.20	\$610.20		1.00		\$0.00	\$610.20	100.0%	\$0.00
LS-7	120 Day Maint	1	\$9,040.00	\$9,040.00				\$0.00	\$0.00	0.0%	\$9,040.00
Add-1	Entrance Sign	1	\$10,388.94	\$10,388.94		1.00		\$0.00	\$10,388.94	100.0%	\$0.00
Add-2	Type B Bollards	7	\$1,399.58	\$9,797.06		7.00		\$0.00	\$9,797.06	100.0%	\$0.00
Add-3	Drinking Fountain	1	\$3,778.72	\$3,778.72		1.00		\$0.00	\$3,778.72	100.0%	\$0.00
Add-4	BBQ	2	\$254.25	\$508.50		2.00		\$0.00	\$508.50	100.0%	\$0.00
Add-5	Bench	6	\$56.50	\$339.00		6.00		\$0.00	\$339.00	100.0%	\$0.00
Add-6	Picnic Table	6	\$232.59	\$1,395.54		6.00		\$0.00	\$1,395.54	100.0%	\$0.00
Add-7	Trash Receptacle	3	\$113.00	\$339.00		3.00		\$0.00	\$339.00	100.0%	\$0.00
Add-8	Bike Rack	1	\$1,440.75	\$1,440.75		1.00		\$0.00	\$1,440.75	100.0%	\$0.00
Add-9	Closeout Docs	1	\$6,780.00	\$6,780.00		1.00		\$0.00	\$6,780.00	100.0%	\$0.00
C-1	Demo	1	\$13,218.74	\$13,218.74		1.00		\$0.00	\$13,218.74	100.0%	\$0.00
C-2	Clearing/Grubbing	1	\$26,764.05	\$26,764.05		1.00		\$0.00	\$26,764.05	100.0%	\$0.00
C-3	Storm Drain Catch	14	\$1,154.20	\$16,158.80		14.00		\$0.00	\$16,158.80	100.0%	\$0.00
C-4	Catch Basin	2	\$1,992.76	\$3,985.52		2.00		\$0.00	\$3,985.52	100.0%	\$0.00
C-5	8" Storm Drain	340	\$17.67	\$6,007.80		340.00		\$0.00	\$6,007.80	100.0%	\$0.00
C-6	12" Storm Drain	273	\$22.31	\$6,090.63		273.00		\$0.00	\$6,090.63	100.0%	\$0.00
C-8	48" Manhole	1	\$5,198.00	\$5,198.00		1.00		\$0.00	\$5,198.00	100.0%	\$0.00
C-9	Sewer Lateral	30	\$28.88	\$866.40		30.00		\$0.00	\$866.40	100.0%	\$0.00
C-10	Cleanout	1	\$1,130.00	\$1,130.00		1.00		\$0.00	\$1,130.00	100.0%	\$0.00
C-11	Sidewalk	3550	\$5.25	\$18,637.50		3550.00		\$0.00	\$18,637.50	100.0%	\$0.00

Corning Community Park Project, Phase 2
 1624 Houghton Ave., Corning, CA 96021

C-12	4" Concrete	11993	\$4.21	\$50,490.53		11993.00		\$0.00	\$50,490.53	100.0%	\$0.00
C-13	Remove Pathway	557	\$0.61	\$339.77		557.00		\$0.00	\$339.77	100.0%	\$0.00
C-14	Waterline/Restroom	275	\$12.28	\$3,377.00		275		\$0.00	\$3,377.00	100.0%	\$0.00
C-15	Waterline/Fountain	10	\$37.29	\$372.90		10.00		\$0.00	\$372.90	100.0%	\$0.00
C-16	Backflow Device	1	\$16,950.00	\$16,950.00		1.00		\$0.00	\$16,950.00	100.0%	\$0.00
C-17	Aggregate Base	17386	\$1.23	\$21,384.78		17386.00		\$0.00	\$21,384.78	100.0%	\$0.00
C-18	Parking Lot A/C	17386	\$1.53	\$26,600.58		17386.00		\$0.00	\$26,600.58	100.0%	\$0.00
C-19	Parking Lot Curb	874	\$18.10	\$15,819.40		874.00		\$0.00	\$15,819.40	100.0%	\$0.00
C-20	Stiping	645	\$3.11	\$2,005.95	645.0			\$2,005.95	\$2,005.95	100.0%	\$0.00
C-21	Arrows	8	\$135.60	\$1,084.80	8.0			\$1,084.80	\$1,084.80	100.0%	\$0.00
C-22	Access Symbol	2	\$327.70	\$655.40	2.00			\$655.40	\$655.40	100.0%	\$0.00
C-23	Parking Stall	2	\$395.50	\$791.00	2.00			\$791.00	\$791.00	100.0%	\$0.00
C-24	Tow Away	2	\$406.80	\$813.60	2.00			\$813.60	\$813.60	100.0%	\$0.00
C-25	Parking Stall Slab	695	\$5.50	\$3,822.50		695.00		\$0.00	\$3,822.50	100.0%	\$0.00
C-26	Saw Cut	585	\$1.98	\$1,158.30		585.00		\$0.00	\$1,158.30	100.0%	\$0.00
C-27	Aggregate Base	3301	\$3.70	\$12,213.70		3301.00		\$0.00	\$12,213.70	100.0%	\$0.00
C-28	Houghton Ave A/C	3301	\$1.53	\$5,050.53		3301		\$0.00	\$5,050.53	100.0%	\$0.00
C-29	Install Curb & Gutter	500	\$22.05	\$11,025.00		500		\$0.00	\$11,025.00	100.0%	\$0.00
C-30	Demo Curb & Gutter	10	\$11.30	\$113.00		10.00		\$0.00	\$113.00	100.0%	\$0.00
C-31	Drop Inlet	2	\$2,542.50	\$5,085.00		2.00		\$0.00	\$5,085.00	100.0%	\$0.00
C-32	Valley Gutter	288	\$16.18	\$4,659.84		288.00		\$0.00	\$4,659.84	100.0%	\$0.00
C-33	Ped Ramp	2	\$1,446.40	\$2,892.80		2.00		\$0.00	\$2,892.80	100.0%	\$0.00
C-34	STOP Legend	1	\$1,017.00	\$1,017.00	1.00			\$1,017.00	\$1,017.00	100.0%	\$0.00
C-38	Traffic Control	1	\$1,130.00	\$1,130.00		1.00		\$0.00	\$1,130.00	100.0%	\$0.00
C-39	Driveway	120	\$20.41	\$2,449.20		120.00		\$0.00	\$2,449.20	100.0%	\$0.00
C-40	C&G on Fig	278	\$24.69	\$6,863.82		278.00		\$0.00	\$6,863.82	100.0%	\$0.00
C-41	C&G at Driveway	36	\$30.00	\$1,080.00		36.00		\$0.00	\$1,080.00	100.0%	\$0.00
C-42	C&G painted red	25	\$25.36	\$634.00	1	24.50		\$12.68	\$634.00	100.0%	\$0.00
C-43	Base Rock on Fig	3417	\$1.99	\$6,799.83		3417.00		\$0.00	\$6,799.83	100.0%	\$0.00
C-44	Fig Lane A/C	3417	\$1.53	\$5,228.01		3417.00		\$0.00	\$5,228.01	100.0%	\$0.00
C-45	Destroy Well	1	\$3,390.00	\$3,390.00		1.00		\$0.00	\$3,390.00	100.0%	\$0.00
C-46	6' Chain Link Fence	245	\$22.60	\$5,537.00		245.00		\$0.00	\$5,537.00	100.0%	\$0.00
C-47	4' Chain Link Fence	470	\$31.64	\$14,870.80		470.00		\$0.00	\$14,870.80	100.0%	\$0.00
C-48	Wood Fence	372	\$45.20	\$16,814.40	254	118		\$11,459.76	\$16,814.40	100.0%	\$0.00
C-49	Excavate Play Area	1	\$5,811.59	\$5,811.59		1.00		\$0.00	\$5,811.59	100.0%	\$0.00
C-50	Perimeter Curb	213	\$39.79	\$8,475.27		213		\$0.00	\$8,475.27	100.0%	\$0.00
C-51	H/cap Ramp Play Area	1	\$565.00	\$565.00		1.00		\$0.00	\$565.00	100.0%	\$0.00

Corning Community Park Project, Phase 2
 1624 Houghton Ave., Corning, CA 96021

C-52	Electrical Service	1	\$14,814.30	\$14,814.30		1.00		\$0.00	\$14,814.30	100.0%	\$0.00
C-53	Footings Solar Lights 24" Pole	8	\$1,754.04	\$14,032.32		8.00		\$0.00	\$14,032.32	100.0%	\$0.00
C-54	Footings Solar Lights 16' Pole	5	\$1,671.27	\$8,356.35		5.00		\$0.00	\$8,356.35	100.0%	\$0.00
C-55	Excavate & Dispose of Materials	1	\$91,132.24	\$91,132.24		1.00		\$0.00	\$91,132.24	100.0%	\$0.00
C-56	Footings Foot Bridge	2	\$4,124.50	\$8,249.00		2		\$0.00	\$8,249.00	100.0%	\$0.00
C-57	Fill Material Foot Br.	1	\$12,995.00	\$12,995.00		1		\$0.00	\$12,995.00	100.0%	\$0.00
C-58	Trash Enclosure	1	\$11,526.00	\$11,526.00	0	0.85		\$1,728.90	\$11,526.00	100.0%	\$0.00
C-59	Elec Plan Sheet C10	1	\$5,118.90	\$5,118.90		1.00		\$0.00	\$5,118.90	100.0%	\$0.00
C-60	Elec Sub Panel	1	\$5,453.38	\$5,453.38		1.00		\$0.00	\$5,453.38	100.0%	\$0.00
C-61	Elec Conduit	140	\$17.98	\$2,517.20		140		\$0.00	\$2,517.20	100.0%	\$0.00
C-62	Booster Pump	1	\$1,130.00	\$1,130.00		1.00		\$0.00	\$1,130.00	100.0%	\$0.00
C-63	Musco Sports Light	1	\$44,762.69	\$44,762.69		1.00		\$0.00	\$44,762.69	100.0%	\$0.00
C-64	Constuction Staking	1	\$11,300.00	\$11,300.00		1.00		\$0.00	\$11,300.00	100.0%	\$0.00
C-65	SWPPP	1	\$3,390.00	\$3,390.00		1.00		\$0.00	\$3,390.00	100.0%	\$0.00
C-Alt-1	Constr. Restroom	1	\$101,834.47	\$101,834.47	0	1		\$10,183.45	\$101,834.47	100.0%	\$0.00
C-Alt-2	Install 12" perforated pipe vs Infiltrator pipe	1122	\$30.93	\$34,703.46		1122.00		\$0.00	\$34,703.46	100.0%	\$0.00
CCO 1-1	Construct Concession	1	\$39,951.00	\$39,951.00	0	0.95		\$1,997.55	\$39,951.00	100.0%	\$0.00
CCO 1.2	Increase Conduit	1	\$253.00	\$253.00		1.00		\$0.00	\$253.00	100.0%	\$0.00
CCO 1.3	Remove Gravel/Grade	1	\$7,825.75	\$7,825.75		1.00		\$0.00	\$7,825.75	100.0%	\$0.00
CCO 2-1	Destroy Additional Well	1	\$3,740.00	\$3,740.00		1.00		\$0.00	\$3,740.00	100.0%	\$0.00
CCO 2-2	Remove Gravel	1	\$2,081.50	\$2,081.50		1.00		\$0.00	\$2,081.50	100.0%	\$0.00
CCO 3-1	Additional Rebar	1	\$973.48	\$973.48		1.00		\$0.00	\$973.48	100.0%	\$0.00
CCO 3-2	Irrigation Controller	1	\$0.00	\$0.00				\$0.00	\$0.00	#DIV/0!	\$0.00
CCO 3-3	Irrigation Valves	1	\$3,019.42	\$3,019.42		1.00		\$0.00	\$3,019.42	100.0%	\$0.00

Corning Community Park Project, Phase 2
 1624 Houghton Ave., Corning, CA 96021

CCO 3-4	Sprinklers	1	\$2,697.46	\$2,697.46		1.00		\$0.00	\$2,697.46	100.0%	\$0.00
CCO 3-5	Install Stollens	1	\$951.42	\$951.42		1.00		\$0.00	\$951.42	100.0%	\$0.00
CCO 3-6	Base Rock in Playground	1	\$7,851.63	\$7,851.63		1.00		\$0.00	\$7,851.63	100.0%	\$0.00
CCO 3.7	Upgrade Transformer	1	\$2,432.00	\$2,432.00		1.00		\$0.00	\$2,432.00	100.0%	\$0.00
CCO 4.1	Add 2 yds Granite	1	\$2,651.96	\$2,651.96		1.00		\$0.00	\$2,651.96	100.0%	\$0.00
CCO 4.2	Furnish/Install 3yds DG	1	\$4,349.21	\$4,349.21	1			\$4,349.21	\$4,349.21	100.0%	\$0.00
CCO 4.3	Eradicate Rodents	1	\$172.50	\$172.50		1.00		\$0.00	\$172.50	100.0%	\$0.00
CCO 4.4	Hydro Seed	0	\$0.00	\$0.00				\$0.00	\$0.00	#DIV/0!	\$0.00
			\$1,076,905.85			0.00		\$36,099.30	\$1,067,865.85	99.2%	\$9,040.00

Bid Value

Total Completed

Balance to finish

WHEN RECORDED MAIL TO:

City of Corning
794 Third Street
Corning, CA 96021

NOTICE OF SUBSTANTIAL COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name and address of the undersigned owner is City of Corning, 794 Third Street, Corning, CA 96021.
3. There was substantially completed the construction of the new Corning Community Park, Phase 2 a project consisting in general of the construction of one lighted soccer field, one unlighted soccer field, parking lot, access road, off-site improvements, sidewalks, playground area, restroom/concession building, solar lighting/poles, hydro-seeding, landscaping and landscape maintenance period, irrigation system, underground utilities consisting of electrical, water, sewer and storm drains, chain link and rail fencing, trash enclosure and all related work.
4. The work has been substantially completed and is suitable to be put into use as of December 9, 2014 and has therefore been accepted for ownership and operation by: The City Council of the City of Corning at a Regular Council Meeting, on December 9, 2014.
5. The remaining items of work consist, in general, of minor modifications and adjustments, miscellaneous clean-up items and the 120-day maintenance agreement (Bid Item LS-7) and the Close Out Documents (Bid Item Add-9). The estimated value of the work remaining is \$16,820. A Final Notice of Completion will be approved and filed when the remaining work is completed by the Contractor and accepted by the City of Corning.
6. The name of the General Contractor was: Trent Construction, 8270 Truckee Road, Gerber, CA 96035 under a contract dated: July 2, 2014.
7. The property herein referred to is situated in the City of Corning, Tehama County, and State of California and more particularly described as follows: 1624 Houghton Ave., Corning, CA 96021.

Date: December 10, 2014

Signature of Owner or agent of owner: _____

John L. Brewer, AICP
City Manager

Verification for Non-Individual owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the City Manager of the aforesaid interest or estate in the property described.

In the above notice; that I have read the said notice, that I know and understand the contents thereof and that the facts stated therein are true and correct.

December 10, 2014

John L. Brewer, AICP, City Manager
City of Corning, Corning, CA

**ITEM NO: J- 14
APPOINT THE VICE MAYOR AND CITY
REPRESENTATIVES TO VARIOUS
COMMISSIONS/COMMITTEES**

December 9, 2014

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: GARY R. STRACK, MAYOR
LISA M. LINNET, CITY CLERK

SUMMARY:

Vice Mayor:

Councilwoman Darlene Dickison is currently the Council appointed Vice-Mayor. Based upon the "City Council Procedures for Meetings", the Council shall select a Vice-Mayor from its membership with the position being held for a one-year term. The selection shall be held annually at the first regular City Council Meeting in December. Vacancies in the Vice-Mayor position shall be filled in the same manner for the unexpired portion of any term.

The City Council held a "Special Meeting" on the first Tuesday of the month in December in order to issue the "Oath of Office" to the newly elected Mayor and two Councilmembers. No other business was addressed at this meeting.

Commission/Committee Representatives:

The Mayor makes unilateral appointments to various local Commissions and Committees subject to Council approval or disapproval. The Mayor offers the below listed recommended appointments to the various Committees, Commissions or Boards for Council review, discussion and action.

BACKGROUND:

Mayor:

By a unanimous vote of the Council, the "General Procedures of the Council" portion of the City Council Procedures for meetings was amended on March 24, 2009. The amended section now states the following:

The Council shall select a Vice-Mayor from its membership with the position being held for a one-year term. Although the same person may be selected to serve more than once, the Council's preference is each time to attempt to select one of its members who has not previously served in that capacity. The selection shall be held annually at the regular Council meeting held on the first Tuesday in December. Vacancies in the Vice-Mayor position shall be filled in the same manner for the unexpired portion of any term.

Current Vice-Mayor Darlene Dickison was appointed at the January 28, 2014 City Council Meeting.

Commission/Committee Representatives:

The current City Representatives to the various Committees/Commissions are:

Tehama County Transportation Commission: Gary Strack (Tony Cardenas is the alternate).

Tehama County Indian Gaming Local Community Benefit Committee: Gary Strack, Willie Smith and Pala Cantrell.

Tehama Economic Development Corporation: Gary Strack

Shasta College District: Gary Strack

Wayfinding Signs Adhoc Committee: Gary Strack and Darlene Dickison

LAFCO (Tehama County Local Agency Formation Commission): Darlene Dickison
Tehama County Heritage Committee: Darlene Dickison
Tehama County Community Action Agency: Darlene Dickison
Tehama County Sanitary Landfill Agency (JPA): Dave Linnet and Patrick Walker
GRAFFITI ABATEMENT: Dave Linnet
3CORE: Tony Cardenas
Corning Chamber of Commerce None Voting Representative: Tony Cardenas
Everett Freeman Promise Program Grant Steering Committee: Tony Cardenas and Gary Strack
Senior Center Representative: Willie Smith
Tehama Vehicle Abatement Authority: Tom Watson
NCCSIF: John Brewer and Tom Watson
Juvenile Justice Commission: Diana Robertson (Planning Commissioner)
Airport Land Use Commission: Tony Miller (Airport Commissioner)
Mosquito Abatement Authority: Ross Turner

RECOMMENDATION:

- **MAYOR AND COUNCIL DISCUSS AND SELECT VICE MAYOR; AND**
- **REVIEW, DISCUSS AND APPROVE THE MAYORS RECOMMENDED APPOINTMENT OF VICE MAYOR AND REPRESENTATIVES TO THE BELOW LISTED COMMITTEES, COMMISSIONS AND BOARDS:**

Tehama County Transportation Commission: Gary Strack, **alternate:** Tony Cardenas
Tehama County Indian Gaming Local Community Benefit Committee: Gary Strack, Willie Smith and Pala Cantrell.
Tehama Economic Development Corporation: Gary Strack
Shasta College District: Gary Strack
Wayfinding Signs Adhoc Committee: Darlene Dickison and Gary Strack
LAFCO (Tehama County Local Agency Formation Commission): Darlene Dickison
Tehama County Heritage Committee: Darlene Dickison
Tehama County Community Action Agency: Darlene Dickison
Tehama County Sanitary Landfill Agency (JPA): Dave Linnet and Patrick Walker
GRAFFITI ABATEMENT: Dave Linnet
3CORE: Tony Cardenas
Corning Chamber of Commerce None Voting Representative: Tony Cardenas
Everett Freeman Promise Program Grant Steering Committee: Tony Cardenas and Gary Strack
Senior Center Representative: Willie Smith
Tehama Vehicle Abatement Authority: Tom Watson
NCCSIF: John Brewer and Tom Watson
Juvenile Justice Commission: Diana Robertson (Planning Commissioner)
Airport Land Use Commission: Tony Miller (Airport Commissioner)
Mosquito Abatement Authority: Ross Turner

CITY COUNCIL PROCEDURES FOR MEETINGS

Meeting Schedule

Regular meetings are held in the Council Chambers of City Hall, 794 Third Street, Corning, California. Regular Council Meetings are scheduled for the second and fourth Tuesday evenings of each month or as otherwise established by resolution of the City Council in January of each calendar year. The public sessions of meetings begin at 7:30 p.m. with closed sessions generally being convened earlier as needed. No Council meeting will be held in the event that a regular meeting of the Council falls on a legal holiday or the day prior to a holiday.

Annual resolution may set dates of Council meetings.

Special Meetings

Special meetings may only be called by the Mayor or by three members of the City Council. Written notice, unless waived, must be given to the City Council and to the media 24 hours prior to a special meeting (Cal Govt Code Section 54956). The call and notice of the meeting must be posted at least 24 hours prior to the meeting in a location freely accessible to members of the public. No business other than that announced may be discussed.

The Mayor or three Council members may call a special meeting.

24 hours advance notice required.

Adjourned Meetings/Continued Hearings

Meetings of the City Council may be adjourned from time to time. A copy of the notice of adjournment shall be posted on or near the door to the Council Chambers within 24 hours after the time of the adjournment.

Meetings may be adjourned and continued to a later date if posted.

Any hearing may be continued to any subsequent meeting of the City Council but if it is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance shall be posted immediately following the meeting at which the hearing was continued.

Workshop or Study Sessions

The City Council may convene its own workshop or study sessions which are not designed to make decisions for the City but are designed to train Council and staff, study various issues and facilitate the exchange of information. Such workshops or study sessions may include the Planning Commission, staff members, consultants, and others and shall comply with all of the requirements of the Ralph M. Brown Act.

Study sessions are permitted as are joint meetings with Planning Commission.

Public Participation

At all regular and special meetings, public comments must be permitted before or during consideration of any agendized item. Public comment is appropriate on any matter within the jurisdiction of the City Council. A three minute time limit shall apply unless the Council makes an exception due to special circumstances.

Public must be allowed to participate.

Notice/Minutes

Notice requirements of the Brown Act shall be complied with for all meetings (72 hours for regular meetings); minutes of the meeting shall be taken by the City Clerk or designee and shall be available for public inspection.

72 hours posted notice required for regular meetings

Placing Items on Agenda

City Council: A Council member may request an item be considered on a future agenda and staff will prepare a staff report if formal Council action is required. Council members may make this request during the "Council Reports" portion of a meeting or between Council meetings with the Council Clerk prior to the adopted agenda deadline.

Council members, City Manager, City Attorney, or members of the Public may place items on the agenda.

City Manager/City Attorney: Either the City Manager or the City Attorney may place matters on the agenda without special permission from the City Council.

Members of the public: A member of the public may request an item be placed on a future agenda during the public comment period of a meeting or through other communication with Council members or with staff. If the City Council or City Manager consent, such item will be agendized. To be placed on the agenda, such an item will have to be submitted by the adopted agenda deadline with sufficient details to alert the public what will be discussed or requested.

Emergency items: Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare.

Urgency items: On occasion, after the agenda is posted an item arises on which the Council would like to act. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda and (2) that there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5 vote; if less than four members of Council are present, the findings require a unanimous vote of those present.

Urgency items may be added in certain limited situations following posting of the agenda.

Order of Business

The City Council establishes the general order of meetings. This section summarizes each meeting component.

1. Closed sessions (closed to the public):

The ability of a City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a City Council may meet without the public in attendance. Such circumstances include:

Closed sessions may be conducted only for subjects specified in the Brown Act.

a. Real Property: Closed sessions to discuss the purchase, sale, exchange or lease of real property may be conducted. The location of the real property and the identities of the City's negotiator; and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (Cal Govt Code Section 54956.8).

Real Property negotiations

b. Litigation: Closed sessions may be conducted to discuss pending litigation or a significant exposure to litigation, or the decision to initiate litigation. The litigation or title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or serve legal documents (Cal Govt Code Section 54956.9).

Litigation

c. Compensation (salaries and benefits) of employees: Closed sessions may be held to discuss employee compensation; to review the City's position and instruct designated representatives (Cal Govt Code Section 54957.6).

d. Personnel: Closed sessions are allowed to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear complaints against the employee unless the employee requests a public hearing (Cal Govt Code Section 54957).

Personnel

Labor Negotiations (Meet and Confer)

e. Confidentiality: Members of the Council, employees of the City, or anyone else present shall not disclose to any person the content or substance of any discussion which takes place in a closed session unless authorized to do so by the Council or required by court order or provisions of law.

Contents of discussion within closed sessions shall not be disclosed.

f. Scheduling: Typically closed sessions will be scheduled prior to the public portions of the meeting. This is done so that public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a set time.

Closed Session Scheduling.

g. Announcements: Prior to each closed session, the purpose of the closed session shall either be announced from the dais or by reference to the published agenda.

Immediately after each closed session an announcement shall be made from the dais either (1) summarizing any reportable action taken in closed session or (2) stating that no reportable action was taken. When no reportable action was taken, it is advisable to announce the general nature of the business conducted in closed session to enhance public confidence in the process.

2. Proclamations, Appointments, Recognitions, Presentations.

This is the time for Council proclamations, presentations, and for special recognition of persons, organizations, activities, and events. Unless any Council member objects, in which case a vote is required, proclamations will be read aloud and considered adopted by consensus of the entire Council.

3. Public Participation.

a. Scheduled Citizens: Persons who have, by the deadline set for the agenda, requested to address the Council are usually given the opportunity to do so at this time. The subject they wish to discuss is identified on the agenda and any supporting materials are usually sent out with the agenda packets to the Council members.

b. Public Comment on Non-Agendized Items: This is the time for members of the public to address the Council on non-agendized matters. If the matter is expected to take more than five minutes, it should be moved to the end of the regular agenda. The purpose for this is to avoid inconveniencing those who have planned ahead and taken the necessary steps to have their issues properly agendized. Persons who wish to raise non-agendized items should be cautioned that in most cases the Brown Act prohibits the Council from taking formal action on the item but that they will be heard and then the matter will be referred to staff for appropriate follow-up and usually agendized for the next meeting if formal Council action is necessary.

c. Public Comment on Agendized Items: The Brown Act requires that the public be given the opportunity to address the Council on all matters on the agenda (matters to be discussed in either open or closed session, but not the right to enter the closed sessions) before action is taken on those items. At the beginning of each meeting, the Mayor should inform persons in the

Closed session announcements are required both before and following each closed session.

Proclamations do not require voting unless there is an objection raised.

The public should be invited to comment on all items, even if no public hearings are scheduled.

Lengthy non-agendized items should be considered at the end of the agenda.

audience that they are welcome to come forward to the podium and wait to be recognized if they wish to address the Council on any items under discussion.

d. General Rules for Public Participation: No member of the public may be required to provide an address as a precondition to participation but they may be invited to do so voluntarily so that the Clerk will be able to get in touch with them if necessary. Reasonable time limits may be placed on each speaker and limits may be placed on the number of times each person is allowed to speak.

Speakers are limited to three minutes unless the Council makes an exception due to special circumstances. Speakers may be directed not to use profanity or make personal attacks on Council members or staff, but speakers cannot be restricted from being critical of Council, staff or other public officials. They may not be prohibited from "criticizing the policies, procedures, programs or services of the City or the acts or omissions" of City officials.

Time limits may be placed on speakers, but criticism of the City and its officials may not be restricted.

4. Approval/Correction of Minutes.

Minutes of the City Council meetings shall be submitted to the Council for approval and/or correction in draft form at a subsequent regular meeting. It is the policy of the City Council that only members of the Council and the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the City Council. Council members having only typographical corrections to minutes are encouraged to provide such corrections to the City Clerk directly and need not wait to submit such corrections at a meeting.

5. Consent Calendar.

Those items on the Council agenda which are considered to be of a routine and non-controversial nature by the City Manager are placed on the "Consent Calendar". These items shall be approved, adopted, accepted, etc., by one motion of the Council. For example, final reading and adoption of ordinances, various resolutions approving agreements, minor budgetary items, status reports, and routine city operations are usually on the consent agenda.

Council members or members of the public may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and Council will then take action separately on this item. Items which are removed ("pulled") by members of the Council for discussion will typically be heard immediately following adoption of the Consent Calendar unless the Council chooses to move such items to a later place in the agenda.

Council members or members of the public may remove items from the consent calendar for discussion.

The order of the agenda may be changed.

Minor questions: A Council member may ask questions on any item on the Consent Calendar. When a Council member has a minor question for clarification concerning a consent item which will not involve extended discussion, the question will be addressed before adoption of the Consent Calendar. Council members are encouraged to seek clarifications prior to the meeting, if possible.

No vote: When a Council member wishes to pull an item simply to register a dissenting vote, the Council member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. This item will be handled along with the rest of the Consent Calendar, and the City Clerk will register this member's "no" vote in the minutes on this particular item even though such member then votes to approve the Consent Calendar.

An item does not have to be pulled from the consent calendar to register a dissenting vote.

6. Public Hearings.

The City Council schedules "public hearings" from time to time on various issues, usually because of legal requirements that special opportunities to be given to the public, or to certain segments of the public specially affected by the matter, to listen to the discussion and to provide input to the Council before a decision is made.

When a public hearing is scheduled, staff should be asked to present a staff report first; then the public hearing should be opened and the public should be invited to speak; then the public hearing should be closed and the matter returned to the Council for discussion and action.

Once the public hearing has been closed, persons from the audience should not be allowed to participate in the Council discussions unless in response to a specific question posed by a member of the Council to someone in the audience.

Although it is proper to do so, there is no legal requirement to structure the public hearing so that proponents of the measure or project speak first followed by those in opposition with a conclusion [or rebuttal] by the proponents. However, if the Mayor or Council prefers to conduct the hearing in this manner it may prove useful to do so when there are several different speakers and extended debate.

A standard procedure should ordinarily be followed when conducting public hearings.

7. Regular Business Items.

Regular items are shown on the agenda in the order they will be considered unless, before discussion of regular agenda items begins, a motion is made and

passes which will change the order of the agenda to accommodate a request and to change the order of the agenda.

8. Staff and Council Reports.

This time on the agenda provides members of the Council an opportunity to briefly discuss matters not specifically agendized including brief announcements, questions of staff and requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be sharing of information of general interest received from outside agencies, sharing comments or inquiries received from individuals or from the public, raising requests to agendize future items, making reports of his or her own activities or making announcements of general interest to the public.

State law provides that Council can take action only on such matters which have been noticed at least three days in advance of the meeting unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendized items is not allowed and such items should normally be placed on the agenda of the next regular meeting if formal Council action is required.

General Procedures of the Council

1. Vice-Mayor: Rotation.

"The Council shall select a Vice-Mayor from its membership with the position being held for a one year term. Although the same person may be selected to serve more than once, the Council's preference is each time to attempt to select one of its members who has not previously served in that capacity. The selection shall be held annually at the regular Council meeting held on the first Tuesday in December. Vacancies in the Vice-Mayor position shall be filled in the same manner for the unexpired portion of any term."

2. Duties of Presiding Officer.

The Mayor is the presiding officer and acts as the Chair at all Council meetings. In the absence of the Mayor, the Vice-Mayor serves as the presiding officer. The Mayor states every question coming before the Council before it takes action, announces the decision of the Council on each vote, maintains order during the meetings, conducts any public hearings, explains the purpose and order of the proceedings to the public in attendance, greets and thanks all participants and, with the assistance of the City Attorney, decides questions of order. The Mayor also makes any legally required announcements including, but not limited to, the announcements required by the Brown Act.

Staff and Council reports should be brief and no formal action should be requested in such reports.

The Vice-Mayor shall be selected from its membership with the position being held for a one year term. (Revised on March 24, 2009 by a 5-0 vote of the City Council.)

The Mayor directs the meetings. Direct questioning of staff from members of the public should be avoided.

The Mayor appears at public functions to represent the City unless the Council designates another person to do so with regard to a specific event.

The Mayor has authority to unilaterally make appointments to committees, commissions and boards subject to Council approval or disapproval. Council member appointments to committees, commissions and boards do not require Council action.

3. Signing of City Documents.

The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts and other documents which have been adopted by the City Council and require an official signature except in those cases where the City Manager or another individual has been specifically authorized by Council action to sign particular documents. In the event the Mayor is unavailable, the Vice-Mayor is authorized to sign on behalf of the City in his or her place.

4. Quorum.

Three-fifths of the Council members constitutes a quorum for the transaction of business.

5. Distribution of Agenda and Written Materials.

At least 72 hours prior to regular meetings of the Council (and 24 hours prior to any special meetings), an agenda must be posted which contains a brief general description of each item to be transacted or discussed at the Council meeting. Copies of that agenda will be mailed before each meeting to each Council member and to members of the public and the press who have requested to receive copies.

Writings which are public records distributed during Council meetings shall be made available to the public in attendance at that same meeting if such documents were prepared by City staff or City officials. If prepared by some other person, copies of such documents will be made available following the meeting. A reasonable fee may be charged to offset the actual cost of making such copies.

6. Closed Session Procedures and Announcements.

Prior to any closed session, the Mayor or his or her designee shall generally describe the subjects to be discussed in such session or shall refer the public to the numbered item on the agenda which describes the subject.

At the conclusion of each closed session, the

The Mayor makes unilateral appointments subject to Council approval or disapproval.

The Mayor signs all official documents unless the Council designates someone else to do so.

3/5 is a quorum.

Agendas must be posted at least 72 hours before each Council meeting.

Closed session announcements are legally required.

Council shall reconvene and the Mayor shall announce any final decisions made on subjects required to be reported or, if there are no such subjects, shall generally describe what the Council did in closed session without compromising the integrity and confidentiality of what was discussed.

Council members, outside of closed session, shall not inform others about the content of any closed session discussions or decisions unless authorized to do so by the Council or required to do so by court order or provisions of law.

Closed sessions are confidential.

7. Discussion and Voting Rules.

Discussion:

a. Obtaining the floor: A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be limited to the issue before the Council. Members of the public should not be allowed to directly question staff members in attendance but all such questions should be addressed through the Mayor for response.

b. Questions of staff: The Mayor, or any member of the Council upon being recognized by the Mayor, may direct questions to any member of the staff who is in attendance.

c. Interruptions: Once recognized, a Council member should not be interrupted while speaking except to make a point of order or personal privilege. If a Council member is called to order while speaking, the individual should cease speaking until the question of order is determined.

d. Tabling procedures: A motion to table immediately stops discussion and causes a vote to postpone the matter indefinitely or to a date and time certain.

Voting:

e. Procedures used for motions: The Council follows a simplified version of Robert's Rules of Order. Those rules are summarized in a chart attached hereto and are hereby adopted as governing the precedence and administration of motions.

f. Requirement to vote: All Council members present who are not abstaining are required to vote. It shall be the duty of the recording clerk to ensure that a vote is taken on every matter requiring formal action and that each and every non-abstaining member actually casts a vote which such clerk then records in the minutes of the meeting. Silence when a vote is called for shall be

Most actions require a vote on a motion, resolution, or ordinance.

Robert's Rules have been simplified--See attached chart.

All Council members not abstaining must vote.

Silence is an "Ayes" vote.

interpreted as an Ayes vote.

g. Requirement of a second: A second is required on all matters before they can proceed to a vote. If no second is received, the motion dies for lack of a second. Seconding a motion does not indicate or imply that the member doing so will vote in favor of the motion. It simply allows the matter to be discussed and proceed to a vote.

h. Motions and votes by presiding officer: The presiding officer, whether it be the Mayor or Vice-Mayor or any other member of the Council, is allowed to make and second motions and to cast votes in the same manner as any other member of the Council.

i. Roll call votes: Any member of the Council may request that a matter being voted on be handled by roll call vote. Upon such a request being made, the clerk shall poll the Council and record the votes being cast.

j. Right of protest: A Council member is never required to state the reason for a dissenting vote.

k. Disqualification and abstention from voting: Members of the Council are required to vote on all matters coming before the entire Council for a vote unless an individual member is disqualified due to a conflict of interest as defined in the City's "Conflict of Interest Code". If a member has a question whether or not he or she has a conflict, he or she should discuss that issue with the City Attorney or seek advice from the Fair Political Practices Commission before the meeting whenever time permits. If a member abstains due to a conflict, he or she shall state the general nature of the conflict so that the audience is aware of what is occurring and then he or she shall leave the Council chambers until the matter then before the Council has been resolved.

l. Tie votes: A tie vote is equivalent to a vote which has failed. A tie vote to grant or approve something doesn't represent consent nor does it represent denial of permission to act. It leaves the status unchanged and, if the proponent of the action requires permission to move forward, he or she has simply failed to obtain it.

On the other hand, a tie vote to deny or disapprove something does not represent either approval or denial. It also leaves the situation unchanged and, if the proponent of the action requires permission to move forward, he or she has again failed to obtain it.

If a tie vote occurs on an appeal of an action coming up from the Planning Commission, the appeal

Motions die without being seconded.

A member seconding a motion isn't indicating he or she favors such motion.

The Mayor may make or second motions.

If a member abstains, he or she should explain why and then leave the Chambers.

Tie votes on appeals are the equivalent of a denial of the appeal.

Tie votes leave the status unchanged.

has neither been granted nor denied. Since the status quo is unchanged, the end result is the equivalent of a denial of the appeal since the appellant in order to overturn the action taken by the Planning Commission must obtain some action at Council level. A tie vote is the equivalent of no action, except insofar as it satisfies the legal requirement that the matter be presented to the Council for consideration.

If a tie vote occurs with the fifth member of the Council absent from the meeting and not due to the abstention of such member, the matter will automatically be continued until the next Council meeting when such member can be present to cast a vote unless there is a time limit imposed by law which precludes such a continuance.

m. Public participation following a motion: Public participation in the discussion should be avoided in most cases after a motion has been made unless it is specifically invited by a member of the Council.

8. Consensus, Motions, Resolutions and Ordinances.

a. Consensus: Occasionally it is appropriate for the Mayor to simply request a "consensus" of the Council on routine issues such as referring matters to staff without taking a formal vote. Proclamations are considered to be adopted by consensus without a vote unless any member of the Council requests a vote be conducted.

Some actions may be taken by consensus.

b. Motions: Most actions of the City Council may be taken by motion on a voice vote. With some exceptions, motions pass upon the affirmative vote of a majority of the members voting. For example, if two members are absent or abstain from voting, a 2-1 vote is sufficient to adopt most motions.

c. Resolutions: Resolutions are a more formal way of memorializing actions of the City Council. A resolution, rather than a motion, is only necessary when required by law and requires at least three votes for approval. Condemnation resolutions require the affirmative vote of at least four members.

Resolutions require at least 3 votes in favor of adoption.

d. Ordinances: With the exception of urgency matters, ordinances cannot be adopted until at least five days following their introduction and can only be adopted at a regular City Council meeting. Changes to an ordinance once introduced, except for minor clerical changes, require the ordinance to be reintroduced and at least five more days to pass before adoption. Ordinances require the affirmative vote of at least three Council members. Ordinances do not have to be read in full at

Ordinances require at least 3 votes in favor of adoption.

the time of introduction or adoption (they may be read by "short title" only) if the Council votes to read only the title. The Council usually votes to do so as one of the items on its "Consent Calendar." Ordinances become effective 30 days after their adoption except for urgency ordinances, ordinances calling elections, improvement proceeding ordinances and certain other ordinances which take effect immediately:

10. Rules for Hearings.

a. Legislative Matters: When the Council has a "legislative" matter before it, the individual Council members may investigate the issue before the meeting, discuss the matter with whomever they wish and, if they consider it politically expedient, even announce their "position" on the issue before the meeting of the entire Council. They, of course, cannot seek a consensus on the issue before the meeting by contacting a majority of the other members of the Council [either personally or by contacting one and, in turn, having that one contact another ("seriatim meetings")].

b. Quasi-Judicial Matters: When the matter coming before the Council is of a "quasi-judicial" nature (i.e. appeals from Planning Commission matters such as use permits; consideration of tentative parcel maps; etc.), the individual members of the Council must scrupulously avoid discussing such matters with proponents, opponents or others before the meeting. If any Council member happens to receive information outside of the meeting which such member will take into account in making a decision, he or she must report that information to the rest of the Council in public during the discussion period.

If FINDINGS are required to be made, Council members should be careful to declare precisely what evidence they have considered which allows them to make the required findings. In doing so, they can refer to information in the staff report and adopt that information as a part of their motion. However, they should keep in mind that the staff report was prepared prior to the public hearing and that new information not previously known to staff may come out during the hearing. Council may rely on staff to outline what findings are required to be made to support a particular motion, but the Council itself is responsible to state on the record what facts it has considered which supports each of the required findings.

Proper to take positions on legislative matters at any time.

Findings are usually required to be made to support quasi-judicial decisions.