



**CITY OF CORNING
CLOSED SESSION AGENDA
TUESDAY, FEBRUARY 26, 2013
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: 6:30 p.m.

B. ROLL CALL:

Council:

Darlene Dickison

Dave Linnet

Tony Cardenas

Willie Smith

Mayor:

Gary Strack

All members of the Council were present.

The **Brown Act** requires that the Council provide the opportunity for persons in the audience to briefly address the Council on the subject(s) scheduled for tonight's closed session. Is there anyone wanting to comment on the subject(s) the Council will be discussing in closed session? If so, please come to the podium, identify yourself and give us your comments.

C. PUBLIC COMMENTS: None.

D. ADJOURN TO CLOSED SESSION: 7:00 p.m.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Pursuant to Government Code 54957

Title: City Manager.

2. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO SECTION 54957.6:

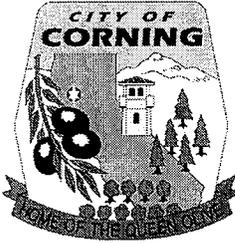
Agency Negotiator: William May, Labor Relations Consultant

Miscellaneous Bargaining Unit

E. RECONVENE SPECIAL MEETING AND REPORT ON CLOSED SESSION: 7:30 p.m.

F. ADJOURN TO REGULAR MEETING OF THE CITY COUNCIL: 7:30 p.m.

POSTED: FRIDAY, FEBRUARY 22, 2013



**CITY OF CORNING
CITY COUNCIL AGENDA
TUESDAY, FEBRUARY 26, 2013
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.

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

B. ROLL CALL:

Council:

Darlene Dickison

Dave Linnet

Tony Cardenas

Willie Smith

Mayor:

Gary Strack

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

D. INVOCATION: Led by Councilman Cardenas.

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:

F. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, and briefly identify the matter you wish to have placed on the Agenda. The Council will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Council from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

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 February 12, 2013 regular City Council Meeting with any necessary corrections.**
- 3. February 20, 2013 Claim Warrant - \$150,049.91.**

4. February 20, 2013 Business License Report.
5. Adopt Resolution 02-26-2013-01 authorizing the City Clerk, with written consent of the City Attorney, to purge City Records according to the adopted Records Retention Guidelines.
6. Authorize the purchase of a \$5,503.97 towable Water Trailer from Dietz Equipment utilizing funds received from the sale of the City's 1980 International Water Truck.

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

J. REGULAR AGENDA:

7. Presentation and Acceptance of Annual City Audit for Fiscal Year 2011-2012.
8. Approve California Department of Transportation (Caltrans) Grant Application preparation by Diaz and Associates.
9. Approve Progress Pay Estimate No. 1 in the amount of \$44,500 to Lance Jones Construction for the Rodgers Theater, Phase 2 Improvements.

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, FEBRUARY 22, 2013



**CITY OF CORNING
CITY COUNCIL MINUTES
TUESDAY, FEBRUARY 12, 2013
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:

All members of the Council were present.

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

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. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

Mayor Strack introduced Tehama County Supervisor Burt Bundy.

F. BUSINESS FROM THE FLOOR: None.

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 January 22, 2013 City Council Meeting and Special Closed Session Meeting with any necessary corrections:**
- 3. February 6, 2013 Claim Warrant - \$262,747.82.**
- 4. February 6, 2013 Business License Report.**
- 5. January 2013 Wages and Salaries - \$325,188.07.**
- 6. January 2013 Building Permit Valuation Report - \$59,955.35.**
- 7. January 2013 Treasurer's Report.**

8. **City of Corning Wastewater Operations Summary Report – January 2013.**
9. **Adopt Resolution No. 02-12-2013-01 authorizing the Mayor, City Manager or Director of Public Works to sign Agreements / Amendments related to Transportation Projects through the California Department of Transportation.**
10. **Ordinance 651; An Ordinance amending bidding requirements on Public Works Projects. (Second Reading and Adoption)**

Mayor Strack introduced each of the Consent Agenda Items by title. Councilor Dickison moved to approved items 1-10 and Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: 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:

11. **Approve Application for State Indian Gaming Funds in the amount of \$5,083.69 to support a portion of a Police Officers Salary.**

Mayor Strack introduced this item by title and explained that the City qualifies for this because the City is within 4 miles of the local Casino and responds when needed to police and fire calls. Councilor Cardenas moved to approve the submittal of an application for Indian Gaming Funds in the amount of \$5,083.69 to support funding a portion of the salary of a Police Officer. Councilor Linnet seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: None. Motion was approved by a 5-0 vote.**

12. **Authorize Staff to collect a 50% deposit fee for scheduled pool parties during the summer swim season.**

Mayor Strack introduced this item by title. City Manager John Brewer explained that the deposit would hopefully help to deter the inconvenience to Lifeguards reporting for duty and the expenses incurred for Lifeguard wages for reserved party "no shows". He stated that cancellation with less than 48 hour notice would result in forfeiture of the deposit fee.

With little discussion, Councilor Dickison moved to authorize Staff to collect a 50% deposit fee for scheduled pool parties during the summer swim season. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: None. Motion was approved by a 5-0 vote.**

13. **Approve Service Agreement with Landscape Architect Thomas H. Phelps in the amount of \$5,520 for Bid / Construction Observation Services for Phase I of the Corning Community Park.**

Mayor Strack introduced this item by title and Mayor Strack confirmed that this would be a separate contract rather than it being subcontracted through the City's Engineer. He stated that by the City contracting directly with Mr. Phelps, the City has the potential to save money in additional processing charges that the City Engineer hasn't as of yet, but could charge.

Councilor Cardenas moved to approve the attached Landscape Architect Service Proposal presented by Thomas H. Phelps, Landscape Architect for the services related to Phase 1 of the Corning Community Park Project for an amount of \$5,520 and authorize the City Manager to sign the proposal/agreement. Councilor Linnet seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: None. Motion was approved by a 5-0 vote.**

14. **Approve Service Agreement with Landscape Architect for Design, Bid and Construction Observation Services in the amount of \$19,820 for Phase 2 of the Corning Community Park.**

Mayor Strack introduced this item by title and confirmed that the design stage will begin now, however the construction work won't start until after the completion of Phase I. Councilor Smith moved to approve the attached Landscape Architect Service Proposal presented by Thomas H. Phelps, Landscape Architect for the Services related to Phase 2 of the Corning Community Park

Project for an Amount of \$19,820 and authorize the City Manager to sign the Proposal/Agreement. Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: None. Motion was approved by a 5-0 vote.**

15. Authorization to seek Byrne Criminal Justice Innovation Program Grant in the amount of \$1 million.

Mayor Strack introduced this item by title and Councilor Cardenas explained that this was a result of a meeting with Matt Russell (Center for Evaluation and Research) and John Burch (Corning High School Superintendent) at the High School. He stated that this is a part of the big Neighborhood Promise Grant that the Nomlaki Tribe submitted. Initially the Tribe was going to apply for this grant also however, as this was the law enforcement component of the grant it was discovered that only entities that had a Law Enforcement Department could apply; because the Tribe does not have a Police Department of its own, the City of Corning has to apply for the Grant. Since the area being covered is the City of Corning and Tribe, the City of Corning has to apply for it.

Councilor Cardenas stated that it is a million dollar grant over a 36-month period. Initially it starts out with the first 15-month project period for planning (can only spend up to \$150,000 for planning, research, and gathering of information and putting the plan together). Then that plan is submitted and, if approved, you go on to the next phase and receive the additional \$850,000 to spend over the remaining 36-months.

He stated that a big part of the movement now with the Federal Government is that it has to be evidence based; what they have found with all of the programs funded in the past didn't necessarily prove to be as fruitful as they thought so that is the reason for this planning process and will ensure that it has an impact. The two areas of focus discussed, the issues in Corning from a crime point is gangs and drugs.

Mayor Strack confirmed that Matt Russell would be writing the Grant and there will be no expense to the City. Councilor Cardenas stated that Mr. Russell was the one who put together the big grant for the Tribe and he will be the research arm of the Grant.

Councilor Cardenas moved to authorize the Police Department to work with the Center for Evaluation and Research and the Tehama County Department of Education in preparing and submitting the application and required documentation for the U.S. Department of Justice (DOJ), Office of Justice Innovation Program (BCJI) Grant Funds. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Opposed/Absent/Abstain: 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 there will be no LAFCO meeting tomorrow. She also stated that she hasn't received any information from the Community Action Agency and doesn't know when their next meeting is. City Clerk Lisa Linnet will make contact to obtain the information.

Linnet: Reported that the Pay It Forward Committee has completed three quarters of the Highway 99 W cleanup, they had about a dozen people show up and made it as far as Burch Creek on both sides of the Highway and removed about 4 pickup loads and a couple of the Firemen helped. He further stated that the faux "Gary's Gift Shop" on Solano Street has been completed by the Pay It Forward Committee and although these are just faux store fronts, there have been some that believe them to be real businesses until informed otherwise.

Cardenas: Reported on his attendance at the January 3CORE Meeting. He reported that there is some funding for "bridge funding", but important to Corning is that they have put Rodgers Theater on the radar to find funding and are planning on coming to Corning sometime within the next month to see what we have done and where we are headed with this project. He also

reported that he attended the Chamber Board meeting and the Car Show is scheduled for May 3rd - 4th. He further stated that the Chamber would like to move the Farmers Market to Northside Park on the same nights as last year (will start June 14th and they will submit a diagram to Public Works for approval). Councilor Cardenas announced that Rolling Hills Casino and Corning Rotary will be holding their Annual Wine Show on February 23rd at the Casino.

Smith: Reported on her attendance at the Los Molinos Chamber Dinner on Monday Night and announced that she would be attending the Senior Center Meeting tomorrow.

Strack: Stated that the City of Corning has a lot going on in this next year.

Audience member Jerry Lequia stated concerns about Blackburn Avenue, specifically the section between Houghton and Toomes Avenues relating to narrow roadway and the drainage ditch beside the road. He asked if there was anything that the City could do to address this issue. Mayor Strack stated that the City has looked into this, specifically moving the PG&E poles, and found out that it would cost upwards of \$10,000 per pole to move.

N. ADJOURNMENT!: 7:50 p.m.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING ASSISTANT

DATE: February 20, 2013

SUBJECT: Cash Disbursement Detail Report for the
Tuesday, February 26, 2013 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

| | | | |
|----|-----------------------|-----------------|-------------|
| A. | Cash Disbursements | Ending 02-13-13 | \$11,703.21 |
| B. | Cash Disbursements | Ending 02-20-13 | \$92,013.87 |
| C. | Payroll Disbursements | Ending 02-19-13 | \$46,332.83 |

GRAND TOTAL **\$150,049.91**

REPORT.: Feb 14 13 Thursday
 RUN....: Feb 14 13 Time: 07:44
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 02-13 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 |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 015959 | 02/11/13 | LOD00 | LODI IRRIGATION, INC. | -36.38 | .00 | -36.38 | 14593u | Ck# 015959 Reversed |
| 015966 | 02/11/13 | LOD00 | LODI IRRIGATION, INC. | 25.42 | .00 | 25.42 | 14593A | CAP REPLAC-SWR IMPROV |
| 015967 | 02/11/13 | TEH30 | TEHAMA CNTY AIR POLLUTION | 276.00 | .00 | 276.00 | 1213PT037 | MAT & SUPPLIES-WTR |
| 015968 | 02/13/13 | ACC00 | ACCESS INFORMATION | 84.00 | .00 | 84.00 | N146733 | EQUIP MAINT - GEN/CITY |
| 015969 | 02/13/13 | AIR00 | AIRGAS USA, LLC | 59.79 | .00 | 59.79 | 990762768 | MAT & SUPPLIES - FIRE |
| 015970 | 02/13/13 | AME15 | AMERIGAS | 464.16 | .00 | 464.16 | 800919286 | NATURAL GAS -ACO |
| 015971 | 02/13/13 | ASB00 | ASBURY ENVIRONMENTAL SERV | 263.00 | .00 | 263.00 | 130413266 | PROF SRVCS - PW ADMIN |
| 015972 | 02/13/13 | BAS01 | BASIC LABORATORY, INC | 114.00 | .00 | 114.00 | 1301253 | ProfServices Water Dept |
| 015973 | 02/13/13 | BIC01 | BICKLEY'S AIR CONDITIONIN | 195.11 | .00 | 195.11 | 00025656 | BLDG MAINT - TRANS FAC |
| | | | | 497.99 | .00 | 497.99 | 00025733 | BLDG MAINT - TRANS FAC |
| | | | Check Total..... | 693.10 | .00 | 693.10 | | |
| 015974 | 02/13/13 | CAR12 | CARREL'S OFFICE MACHINES | 4.60 | .00 | 4.60 | 114985 | MAT & SUPPLIES - LIBRARY |
| 015975 | 02/13/13 | CHE02 | CHEM QUIP, INC. | 1130.16 | .00 | 1130.16 | 5201248 | MAT & SUPPLIES - |
| | | | | 149.93 | .00 | 149.93 | 5201249 | MAT & SUPPLIES - |
| | | | Check Total..... | 1280.09 | .00 | 1280.09 | | |
| 015976 | 02/13/13 | COM01 | COMPUTER LOGISTICS, INC | 36.54 | .00 | 36.54 | 59139 | COMP/EQUIP - |
| | | | | 257.98 | .00 | 257.98 | 59395 | Equip.Maint. |
| | | | Check Total..... | 294.52 | .00 | 294.52 | | |
| 015977 | 02/13/13 | COR22 | CORNING MEDICAL ASSOC | 261.00 | .00 | 261.00 | 130204 | Emp Physicals |
| 015978 | 02/13/13 | DEP12 | DEPT OF JUSTICE | 157.00 | .00 | 157.00 | 952153 | PROF SRVCS - |
| | | | | 245.00 | .00 | 245.00 | 956471 | PROF SRVCS - POLICE |
| | | | Check Total..... | 402.00 | .00 | 402.00 | | |
| 015979 | 02/13/13 | ENT01 | ENTENMANN-ROVIN CO. | 99.59 | .00 | 99.59 | 0086941IN | UNIFORMS/CLOTH - POLICE |
| 015980 | 02/13/13 | ENT02 | ENTERPRISE-RECORD, MERCUR | 257.18 | .00 | 257.18 | 000059901 | PRINTING/ADV - POLICE |
| 015981 | 02/13/13 | GOL03 | GSEFM / WFM | 54.94 | .00 | 54.94 | I-037028 | Mat/Supplies |
| 015982 | 02/13/13 | GRA02 | GRAINGER, W.W., INC | 119.87 | .00 | 119.87 | 905837215 | MAT & SUPPLIES - |
| | | | | 176.60 | .00 | 176.60 | 905892698 | MAT & SUPPLIES - |

REPORT.: Feb 14 13 Thursday
 RUN....: Feb 14 13 Time: 07:44
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 02-13 Bank Account.: 1020

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

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|---------------------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 015982 | 02/13/13 | GRA02 | GRAINGER, W.W., INC | 64.54 | .00 | 64.54 | 905923103 | MAT & SUPPLIES - |
| Check Total.....: | | | | 361.01 | .00 | 361.01 | | |
| 015983 | 02/13/13 | HEN03 | HENRY SCHEIN INC., | 192.42 | .00 | 192.42 | 696023801 | SAFETY ITEMS - FIRE |
| 015984 | 02/13/13 | LIB03 | LIBERTEL | 111.73 | .00 | 111.73 | 193162 | COMMUNICATIONS - |
| 015985 | 02/13/13 | MAY01 | MAY, WILLIAM L. | 3210.00 | .00 | 3210.00 | 12/1-1/31 | EE RELATIONS - LEGAL |
| 015986 | 02/13/13 | MCC07 | MCCOY'S HARDWARE & SUPPLY | 22.02 | .00 | 22.02 | 130127F | BLDG MAINT - |
| 015987 | 02/13/13 | MOR02 | RAY MORGAN COMPANY | 590.80 | .00 | 590.80 | 381527 | COMMUNICATIONS - |
| 015988 | 02/13/13 | MUN02 | MUNICIPAL CODE CORPORATIO | 400.00 | .00 | 400.00 | 00226290 | PROF SVCS - CITY CLERK |
| 015989 | 02/13/13 | MUN03 | MUNNELL & SHERRILL, INC. | 34.67 | .00 | 34.67 | 039570 | SMALL TOOLS |
| | | | | 154.64 | .00 | 154.64 | 039579 | MAT & SUPPLIES - |
| Check Total.....: | | | | 189.31 | .00 | 189.31 | | |
| 015990 | 02/13/13 | OFF01 | OFFICE DEPOT | 85.99 | .00 | 85.99 | 550276173 | Office Supplies PoliceDis |
| | | | | 85.99 | .00 | 85.99 | 550276174 | Office Supplies PoliceDis |
| | | | | 85.99 | .00 | 85.99 | 550276175 | Office Supplies PoliceDis |
| | | | | 85.99 | .00 | 85.99 | 550276176 | Office Supplies PoliceDis |
| | | | | 85.99 | .00 | 85.99 | 550276177 | Office Supplies PoliceDis |
| | | | | 85.99 | .00 | 85.99 | 550276178 | Office Supplies PoliceDis |
| | | | | 125.23 | .00 | 125.23 | 642219380 | Office Supplies PoliceDis |
| Check Total.....: | | | | 641.17 | .00 | 641.17 | | |
| 015991 | 02/13/13 | REV01 | REVIVAL ANIMAL HEALTH | 259.94 | .00 | 259.94 | 127546 | MAT/SUPPLIES - ACO |
| 015992 | 02/13/13 | SUB01 | SUBURBAN PROPANE | 956.30 | .00 | 956.30 | 114827 | PROPANE - AIRPORT |
| 015993 | 02/13/13 | TEH15 | TEHAMA CO SHERIFF'S DEPT | 171.50 | .00 | 171.50 | 130204 | PROF SRVCS - |
| Cash Account Total.....: | | | | 11703.21 | .00 | 11703.21 | | |
| Total Disbursements.....: | | | | 11703.21 | .00 | 11703.21 | | |

REPORT.: Feb 20 13 Wednesday
 RUN....: Feb 20 13 Time: 10:54
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 02-13 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 |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 015926 | 02/20/13 | CHI06 | CHICO POWER EQUIPMENT | -103.23 | .00 | -103.23 | 0077835u | Ck# 015926 Reversed |
| | | | | -21.60 | .00 | -21.60 | 0078424u | Ck# 015926 Reversed |
| | | | | -103.23 | .00 | -103.23 | 0078810u | Ck# 015926 Reversed |
| | | | Check Total.....: | -228.06 | .00 | -228.06 | | |
| 015994 | 02/15/13 | BAS01 | BASIC LABORATORY, INC | 114.00 | .00 | 114.00 | 1301530 | ProfServices Water Dept |
| 015995 | 02/15/13 | COM06 | COMCAST | 23.73 | .00 | 23.73 | 130209 | COMMUNICATIONS-PW ADMIN |
| 015996 | 02/15/13 | FLE01 | FLEMING BOOKBINDING CO. | 71.47 | .00 | 71.47 | 19581 | BOOKS/PERIODICS-LIBRARY |
| 015997 | 02/15/13 | GRA02 | GRAINGER, W.W., INC | 275.20 | .00 | 275.20 | 906271197 | SMALL TOOLS-STR |
| 015998 | 02/15/13 | MUN03 | MUNNELL & SHERRILL, INC. | 44.00 | .00 | 44.00 | 040348 | MAT & SUPPLIES- |
| | | | | 35.22 | .00 | 35.22 | 040367 | MAT & SUPPLIES- |
| | | | Check Total.....: | 79.22 | .00 | 79.22 | | |
| 015999 | 02/15/13 | WAR05 | WARREN, DANA KARL | 218.50 | .00 | 218.50 | 130214 | REC INSTRUCTOR-REC |
| 016000 | 02/20/13 | CAM02 | FERGUSON ENTERPRISES INC. | 290.25 | .00 | 290.25 | 0875166 | WELL REPAIRS-WTR CAP IMPR |
| 016001 | 02/20/13 | CHI06 | CHICO POWER EQUIPMENT | 103.23 | .00 | 103.23 | 0077835A | MAT & SUPPLIES-STR |
| | | | | 21.60 | .00 | 21.60 | 0078424A | MAT & SUPPLIES-PARKS |
| | | | Check Total.....: | 124.83 | .00 | 124.83 | | |
| 016002 | 02/20/13 | CON07 | CONEXIS | 30.00 | .00 | 30.00 | 01130R348 | MEDICAL INS-COBRA |
| 016003 | 02/20/13 | COP00 | COP SHOP INSTALLATION INC | 870.72 | .00 | 870.72 | 4832 | VEH REPLAC PROGRAM-POLICE |
| 016004 | 02/20/13 | FED01 | FEDERAL EXPRESS | 17.99 | .00 | 17.99 | 217905286 | OFFICE SUPPLIES-CITY ADMI |
| 016005 | 02/20/13 | FMR01 | FM RICHELIEU ENGINEERING | 440.00 | .00 | 440.00 | 2013-01 | PROF SVCS-BLD & SAFETY |
| 016006 | 02/20/13 | GRA02 | GRAINGER, W.W., INC | 34.19 | .00 | 34.19 | 906666707 | VEH/OP MAINT- |
| 016007 | 02/20/13 | HUN03 | HUNTERS SERVICES INC. | 4985.00 | .00 | 4985.00 | 92691 | WEED/TREE SPRAY- |
| 016008 | 02/20/13 | JAC02 | JACOBUS, BOB | 56.60 | .00 | 56.60 | 213955 | SMALL TOOLS- MECH MAINT |
| 016009 | 02/20/13 | LOD00 | LODI IRRIGATION, INC. | 108.16 | .00 | 108.16 | 14774 | THEATRE RESTORE-RODGERS T |
| 016010 | 02/20/13 | NOR41 | NORTH STATE STARTER & | 385.00 | .00 | 385.00 | 36001 | VEH/OP MAINT-FIRE |
| 016011 | 02/20/13 | NSP00 | NSP3 | 37624.08 | .00 | 37624.08 | 14071 | PROP 84 CONSTR-PARK DEV |
| 016012 | 02/20/13 | OFF01 | OFFICE DEPOT | 215.99 | .00 | 215.99 | 645271144 | Office Supplies PoliceDis |

REPORT.: Feb 20 13 Wednesday
 RUN...: Feb 20 13 Time: 10:54
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 02-13 Bank Account.: 1020

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

| Check Number | Check Date | Vendor Number | Vendor Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------|
| 016013 | 02/20/13 | PET03 | PETTY CASH | 270.48 | .00 | 270.48 | 130219 | PETTY CASH- |
| 016014 | 02/20/13 | PGE01 | PG&E | 37917.98 | .00 | 37917.98 | 130211 | Electricity General City- |
| 016015 | 02/20/13 | QUI02 | QUILL CORPORATION | 66.72 | .00 | 66.72 | 9391087 | OFFICE SUPPLIES-FINANCE |
| | | | | 464.29 | .00 | 464.29 | 9401469 | OFFICE SUPPLIES- |
| | | | Check Total..... | 531.01 | .00 | 531.01 | | |
| 016016 | 02/20/13 | RON03 | RON DUPRATT FORD | 155.72 | .00 | 155.72 | 726127 | VEH/OP MAINT-FIRE |
| | | | | 289.54 | .00 | 289.54 | 726277 | VEH/OP MAINT-FIRE |
| | | | | 160.97 | .00 | 160.97 | 726561 | VEH/OP MAINT-POLICE |
| | | | | 160.97 | .00 | 160.97 | 726580 | VEH/OP MAINT-POLICE |
| | | | Check Total..... | 767.20 | .00 | 767.20 | | |
| 016017 | 02/20/13 | SEN03 | SENSUS USA | 1581.77 | .00 | 1581.77 | ZA1301517 | WTR METER REPLAC-WTR CAP |
| 016018 | 02/20/13 | UNI07 | UNION BANK OF CALIF | 3015.00 | .00 | 3015.00 | 10222 | Bond Trustee- |
| 016019 | 02/20/13 | WES18 | WESTERN READY MIX CONCRET | 386.20 | .00 | 386.20 | 35100 | CURB, GUTTER & SIDEWALK R |
| 016020 | 02/20/13 | ACI01 | ACI SPECIALTY BENEFITS | 336.96 | .00 | 336.96 | 14034 | WORKMENS COMP-GEN CITY |
| 016021 | 02/20/13 | ATT13 | AT&T | 726.93 | .00 | 726.93 | 130211 | COMMUNICATIONS-DISPATCH |
| 016022 | 02/20/13 | BAS01 | BASIC LABORATORY, INC | 261.00 | .00 | 261.00 | 1301622 | ProfServices Water Dept |
| 016023 | 02/20/13 | EXO00 | EXOTIC CAR AUDIO OR | 332.49 | .00 | 332.49 | 39664 | VEH REPLAC PROGRAM-POLICE |
| 016024 | 02/20/13 | GAY02 | GAYNOR TELESYSTEMS, INC | 99.00 | .00 | 99.00 | 000023019 | COMMUNICATIONS-GEN CITY |
| 016025 | 02/20/13 | PGE2A | PG&E | 50.98 | .00 | 50.98 | 130214 | ELECT-BLUE HERON CT |
| | | | Cash Account Total..... | 92013.87 | .00 | 92013.87 | | |
| | | | Total Disbursements..... | 92013.87 | .00 | 92013.87 | | |
| | | | Cash Account Total..... | .00 | .00 | .00 | | |

REPORT.: Feb 20 13 Wednesday
 RUN....: Feb 20 13 Time: 10:54
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 02-13 Bank Account.: 1025

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

| Check Number | Check Date | Vendor Number | Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 5844 | 02/19/13 | BAN03 | POLICE OFFICER ASSOC. | 250.00 | .00 | 250.00 | B30219 | POLICE OFFICER ASSOC |
| 5845 | 02/19/13 | CAL37 | CALIFORNIA STATE DISBURSE | 179.07 | .00 | 179.07 | B30219 | WITHHOLDING ORDER |
| 5846 | 02/19/13 | EDD01 | EMPLOYMENT DEVELOPMENT | 4070.10 | .00 | 4070.10 | B30219 | STATE INCOME TAX |
| | | | | 997.02 | .00 | 997.02 | 1B30219 | SDI |
| | | | Check Total..... | 5067.12 | .00 | 5067.12 | | |
| 5847 | 02/19/13 | ICM01 | ICMA RETIREMENT TRUST-457 | 383.50 | .00 | 383.50 | B30219 | ICMA DEF. COMP |
| 5848 | 02/19/13 | PERS1 | PUBLIC EMPLOYEES RETIRE | 31082.78 | .00 | 31082.78 | B30219 | PERS PAYROLL REMITTANCE |
| 5849 | 02/19/13 | PERS4 | Cal Pers 457 Def. Comp | 376.00 | .00 | 376.00 | B30219 | PERS DEF. COMP. |
| 5850 | 02/19/13 | PRE03 | PREMIER WEST BANK | 8027.86 | .00 | 8027.86 | B30219 | HSA DEDUCTIBLE |
| 5851 | 02/19/13 | STA04 | STATE OF CALIFORNIA | 571.50 | .00 | 571.50 | B30219 | WAGEASN CS#549826524 |
| 5852 | 02/19/13 | VAL06 | VALIC | 395.00 | .00 | 395.00 | B30219 | AIG VALIC P TAX |
| | | | Cash Account Total..... | 46332.83 | .00 | 46332.83 | | |
| | | | Total Disbursements..... | 46332.83 | .00 | 46332.83 | | |

Date.: Feb 20, 2013
Time.: 11:13 am
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 |
|----------------------|------------------|-------------------|--------------|---|---------------------|----------------|
| GONZALEZ JUMPERS &PA | 22770 POMONA AVE | GERBER, CA 96035 | HERRERA | ARACELI PARTY RENTALS (JUMPERS, TABLES, CHAIRS) | 02/12/13 | (530)526-2764 |
| GUTIERREZ, MARVICK | 625 NORTH ST | CORNING, CA 96021 | GUTIERREZ | MARVICK DRIVING VEHICLES FOR CAR DEALERSHIP | 02/12/13 | (530)824-0490 |

Item No.: G-4

ITEM NO.: G-5
ADOPT RESOLUTION 02-26-2013-01
AUTHORIZING THE CITY CLERK, WITH
WRITTEN CONSENT OF THE CITY
ATTORNEY, TO PURGE CITY RECORDS
ACCORDING TO THE ADOPTED
RECORDS RETENTION GUIDELINES.

February 26, 2013

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

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



SUMMARY:

Records, including personnel records, must be maintained by public agencies for specific periods of time before they may be destroyed. These records may be purged in accordance with the Government Code and adopted Records Retention Guidelines provided that the governing body of the local agency has passed the required Resolution allowing for such purging.

BACKGROUND:

In matters of records retention, the City currently references the adopted California State Archives 2002 Version of the Local Government Records Management Guidelines.

Prior to adoption in April of 2011, City Attorney Michael Fitzpatrick researched possible records management guidelines and recommended the proposed guidelines which are from the Secretary of State Debra Bowen. These guidelines include the August 1999 City Clerk's Association of California, Local Government Records Retention Guidelines (California State Archives 2002 Version) which outlines records retention for Administration, Public Works, Public Safety, Finance, etc. It encompasses all of the records, provides the timeline for retention and instructions on how to properly dispose of these records.

California Government Code §34090, authorizes the head of a City Department, with the approval of the legislative body by Resolution and written consent of the City Attorney, to destroy any City record, document, instrument, book or paper under their charge without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:

- a) Records affecting the title to real property or liens thereon.
- b) Court records.
- c) Records required to be kept by statute.
- d) Records less than two years old.
- e) The Minutes, Ordinances, or Resolutions of the legislative body or of a City Board or Commission.

RECOMMENDATION:

MAYOR AND COUNCIL ADOPT RESOLUTION 02-26-2013-01 AUTHORIZING THE CITY CLERK, WITH WRITTEN CONSENT OF THE CITY ATTORNEY, TO PURGE RECORDS ACCORDING TO THE RECORDS MANAGEMENT GUIDELINES AND RETENTION SCHEDULE ADOPTED ON APRIL 12, 2011.

RESOLUTION NO.: 02-26-2013-01

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CORNING
AUTHORIZING THE PURGING OF CITY RECORDS**

WHEREAS, Government Code §34090 authorizes the head of a City Department, with the approval of the legislative body by Resolution and written consent of the City Attorney, to destroy any City record, document, instrument, book or paper under their charge without making a copy thereof, after the same is no longer required.

WHEREAS, this section does not authorize the destruction of:

- f) Records affecting the title to real property or liens thereon.
- g) Court records.
- h) Records required to be kept by statute.
- i) Records less than two years old.
- j) The Minutes, Ordinances, or Resolutions of the legislative body or of a City Board or Commission.

WHEREAS, in matters of records retention, the City currently utilizes the California State Archives 2002 Version of the Local Government Records Management Guidelines researched and recommended by City Attorney Michael Fitzpatrick and adopted by the Council in April of 2011; and

WHEREAS, these guidelines, which are from the Secretary of State Debra Bowen, include the August 1999 City Clerk's Association of California, Local Government Records Retention Guidelines (California State Archives 2002 Version) and outline records retention for Administration, Public Works, Public Safety, Finance, etc. It encompasses all of the records, provides the timeline for retention and instructions on how to properly dispose of these records.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk, with written consent of the City Attorney, is hereby granted the authority to order the destruction of any and all records, determined to be no longer required;

BE IT FURTHER RESOLVED that the contents of this Resolution is not intended to supersede or otherwise conflict with any other law or any lawful judicial process, which might affect retention or destruction of such records.

I hereby certify that the forgoing is a true copy of the resolution adopted by the City Council of the City of Corning in a meeting thereof held on February 26, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gary R. Strack, Mayor

ATTEST:

Lisa M. Linnet, City Clerk

ITEM NO: G-6
AUTHORIZE PURCHASE OF A TOWABLE
WATER TRAILER FROM DIETZ
EQUIPMENT SALES IN THE AMOUNT OF
\$5,503.97

FEBRUARY 26, 2013

TO: HONORABLE MAYOR AND COUNCILMEMBERS
CITY OF CORNING, CALIFORNIA

FROM: JOHN L. BREWER, AICP, CITY MANAGER 
PATRICK WALKER, DIRECTOR OF PUBLIC WORKS *P.W.*

SUMMARY:

Staff recommends the City Council authorize the manufacture and purchase of a towable water trailer (500 gallon capacity) from Dietz Equipment Sales of Proberta, California. The purpose of the trailer is to replace the Water Truck that we were forced to surplus in order to comply with the state's Diesel Emissions Standards.

BACKGROUND:

At the July 24, 2012 City Council Meeting, Council authorized Public Works to surplus and sell three vehicles that no longer comply with current Air Resources Board (ARB) diesel regulations. The 1980 International Water Truck, the 1995 International Dump Truck and the 2003 Freightliner Patch Truck were sold through BidCal.com (an on-line auction) and brought in a combined total of \$29,393.91. Those funds were deposited to the Public Works Equipment Replacement Fund.

Public works would like to purchase a tow behind water tank to replace the water truck. This piece of equipment would assist the Public Works Crew with clean-up after certain projects and would provide a portable water source where water is not otherwise available (e.g. saw cutting concrete & asphalt, cleaning sidewalks for special events, etc.).

Public Works has sought and received two quotes for completed towable water trailers, from C & J Equipment of Tucson, AZ, and WasteCorp Pump of Grand Island NY, respectively.

We also sought a proposal from a local company (Dietz Equipment) that specializes in welding and metal fabrication. In that case, we'd modify an existing City-owned utility trailer that we now have stored at the Wastewater Treatment Plant. Dietz Equipment would install new valves, build a custom water tank, install water pressure outlets and paint the trailer to match the water tank.

A summary of the costs from the three sources follows:

| Complete Water Trailer Company Name Location | Price | Shipping Cost | Total |
|--|------------|----------------------------|-------------------------------|
| C&I Equip Tucson, AZ | \$6,490.00 | \$850.00 | \$7,340.00 |
| WasteCorp Pumps Grand Island, NY | \$7,282.28 | Not Provided with quote | \$7,282.28 (plus shipping) |

These two quotes are for pre-manufactured water trailers

| Custom Water Trailer | Cost | Shipping | Total |
|-----------------------------------|-------------|-----------------|--------------|
| Dietz Equip Sales Proberta, CA | \$5,503.97 | None | \$5,503.97 |

This is a quote with the City providing some equipment

While we contacted several fabricating companies regarding this project, Dietz Equipment was the only company willing to use the existing City equipment to build the trailer. This would make the quote unique for a single source purchase if approved by the City Council.

STAFF RECOMMENDATION:

THAT THE CITY COUNCIL:

- **AUTHORIZE THE PURCHASE OF A COMPLETED TOWABLE WATER TRAILER FROM DIETZ EQUIPMENT SALES, UTILIZING AN EXISTING CITY UTILITY TRAILER, IN THE AMOUNT OF \$5,503.97, AND**
- **UTILIZE FUNDS FROM THE PUBLIC WORKS EQUIPMENT REPLACEMENT FUND FOR THIS PURCHASE.**

DIETZ EQUIPMENT SALES

Estimate

P.O. Box 320 Proberta, CA 96078
 Ph. (530) 528-2105 Fax (530) 528-2111
 www.dietzequipment.com

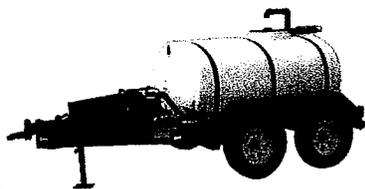
| P.O. No. | Date | Estimate # |
|----------|-----------|------------|
| | 8/30/2012 | E10181392 |

| Name / Address |
|--|
| CITY OF CORNING 1106 BUTTE STREET CORNING, CA 96021-2598 |

| Unit Number | Make | License | VIN | Mileage |
|-------------|---|---------|--------|----------|
| | | | | |
| Item | Description | Qty | Cost | Total |
| LABOR | (Fabricate 500 Gal Water Tank System) Fabricate 500 Gal Tank / Install On Customer Supplied Trailer / Mount Water Pump & Install Plumbing / Install Customer Supplied Hose Reel / Wiring / Install Pressure Oulets | 52 | 80.00 | 4,160.00 |
| MATERIALS | MATERIALS | 1 | 613.12 | 613.12T |
| PAINT | Prep & Paint | 8 | 80.00 | 640.00T |

Approved By:

| | | |
|---|--------------------------|------------|
| This estimate is based on our inspection and does not cover additional parts or labor which may be required after the work has been started. After the work has been started, worn or damaged parts which are not evident on first inspection may be discovered. Naturally, this estimate cannot cover such contingencies. Parts prices subject to change without notice. This estimate is valid for thirty days from above date. | Subtotal | \$5,413.12 |
| | Sales Tax (7.25%) | \$90.85 |
| | Total | \$5,503.97 |



C&I Equipment

Mail – P.O. Box 17767 – Tucson, Arizona 85731
 Shipping – 1677 S. Research Loop Tucson, AZ 85710
 Office – 520.579.7458 Fax – 520.579.7439

Facsimile Transmittal

| | |
|---|----------------------------------|
| TO | From: Michael Mellor |
| E-MAIL : FAX | Pages: 2 (includes cover) |
| Phone: | Date: |
| Re: 500 Gallon "WATERDOG®" Water Trailer Quote | C.C. |
| <input type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle | |

2012 "WATERDOG®" 500-gallon water trailer, consisting of a steel frame made up of 5" and 6" channel with steel checker plate fenders made as part of the frame (One year warranty on trailer frame). The trailer is 13' 7" long, 82" wide, and 70" high for safe towing. The frame sits on dual 3,500 LB axles with easy lube system and **HYDRAULIC SURGE BRAKES** dual (4) leaf springs 7,000 LB rated side mount jack stand, 7,000 LB rated Dico Coupler with adjustable 2" BULDOG coupler, dual safety chains with clevis hooks, white spoke rims and P205/D15 tires (Load range D) and DOT approved (recessed) lights. We now include an expanded metal storage box with a lockable lid and a compression fitting hydrant fill pipe.

The tank is "state of the art" polyethylene which is repairable, recyclable (Three year warranty) and is outfitted with a 16" manhole and bottom sump for draining. The tank sits in a factory recommended cradle and is held in place by three steel support bands. The water system consists of a **Multiquip QP2H centrifugal pump rated 158gpm @50psi (one year warranty on pump) with a 4.0 HP Honda engine** which feeds a 2" steel pipe comprised of 2 brass valves to control the 1 1/2 "fire hose and [1]3/4 "garden spigot and [2] rear spray heads We include a check valve to prevent water hammer and extras such as a 1/8" thick steel cable to prevent loss of the filler lid, drain valves to prevent freezing, a quick drain feature for cleaning, controls mounted on the driver's side to prevent jumping over the tongue.

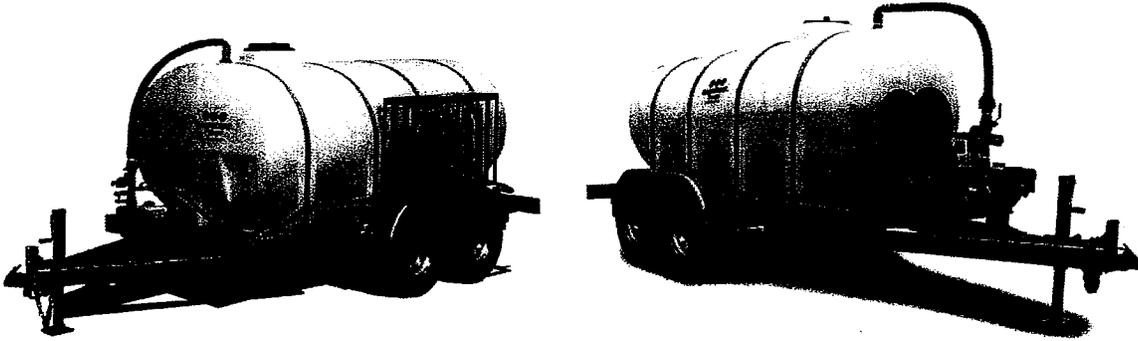
Purchase Price per Trailer _____ **FOB ORIGIN** \$ 6,490.00
 (Package includes: 1 1/2" x 50' Fire hose, 2 1/2" x 25' Hydrant Fill Hose, wrench and nozzle) _____ **INC**

SIDE SPRAY ATTACHMENT _____ \$ inc
SHIPPING FROM TUCSON AZ 85710 TO ca _____ **\$850.00**

OPTIONS

MULTIQUIP HIGH PRESSURE PUMP QP205SH 100GPM@100 PSI ADD _____ **\$580.00**
ELECTRIC REMOTE CONTROL VALVE WITH BATTERY MOUNTED _____ **\$725.00**
100 FOOT HOSE REEL WITH 100 FOOT OF 1 INCH HOSE AND NOZZEL _____ **\$725.00**

PROPOSAL FOR A GENUINE OEM **WASTECORP® WATER TRAILER SYSTEM – PROFESSIONAL WATER DELIVERY SERIES**



Above photo for illustrative purposes, shown with tandem axle w/ deluxe package (actual unit may vary)

WASTECORP WATER WAGON SYSTEM, MODEL: HW-TFX-2M-525-T

Wastecorp "Water Wagon Trailer" complete with an 525 US gallon polyethylene tank mounted on tandem 3500 lbs., axles with electric brakes (DOT compliant) trailer complete with fenders, tires, rims, plate holder, electric brakes, safety chains, swivel tongue jacks, 2-5/16" ball hitch or 3" pintle hitch coupler, and wiring tow harness. Pump shall be a Wastecorp Trash Flow® Model: TFX-2M™, 2" x 2" (160 GPM) centrifugal pump powered by a 4HP Honda® GX120 gas engine with low oil alert (recoil start).

ABOVE MODEL ALSO INCLUDES THE FOLLOWING:

- Complete suction and discharge control valve piping system (Figure 1 & Figure 2)
- 2" x 25ft. Non-collapsible PVC hose with industrial quality spray nozzle and alum. camlock fittings
- 3/4" x 50ft. Black rubber garden hose with spray nozzle and fittings.
- Steel storage container for hoses and fittings.
- Rear Spray Head with dual adjustable flat spray nozzle (Figure 3)
- 2" Brass Rear Drain Valve on Back of Tank (Figure 3)

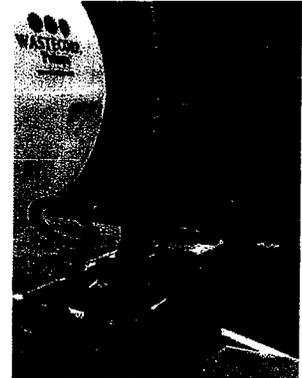


Figure 1 - Discharge Valve Assy



Figure 2 - Suction Valve Assy



Figure 3 - Optional Manual Rewind Hose Reel

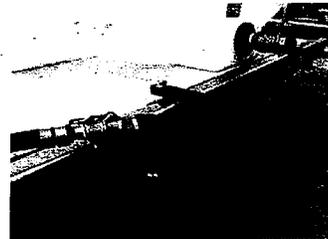


Figure 4 - Rear Spray Head & Drain Valve

| | |
|---|-------------------|
| TOTAL FACTORY SUGGESTED UNIT PRICE: | \$ 7,090.00 |
| Less: Special Discount: | - 300.00 |
| TOTAL FACTORY SALE PRICE AFTER DISCOUNT: | \$6,790.00 |

OPTIONAL ADD-ON ACCESSORIES:

- Manual Rewind Hose Reel for Garden Hose (3/4")..... \$495.00
- Hydrant connection fitting \$200.00

* Prices quoted herein are in US dollars, and are exclusive of freight and handling charges.
* Applicable taxes are the responsibility of the purchaser.
* Estimated Lead Time: 7 - 9 Weeks

\$6,790.00
+TX 492.28

\$7,282.28

PLEASE NOTE: Delivery lead times are based on current availability of parts and subject to prior sale. Quoted lead times are based on the best availability information at the time this quotation is issued. Inventory, factory loading and design backlog are all subject to change. Lead time and/or drawing time for critical items should be verified at the time of order.

September 10, 2012
Monday 2:54 pm
By: MARY

* CITY OF CORNING *

Receipt #.: 03215
Register #.: 000
Terminal ID: T1

794 THIRD STREET CORNING, CA. 96021

| I.D. Number | | Amount Paid | | | |
|-------------|----------------------|-------------|--------------|------------|--------|
| PWK02 | PubWks Equip Rpl Fnd | | | 5597.41 | |
| | | | | 078 4527 | |
| Check # | Check Amount | Cash | Amt Tendered | Total Paid | Change |
| 003406 | 5597.41 | .00 | 5597.41 | 5597.41 | .00 |

Paid By.: BIDCAL, INC. - 1996 INTERNATIONAL 4700 DUMP TRUCK

September 19, 2012
Wednesday 9:28 am
By: MARY

* CITY OF CORNING *

Receipt #.: 03928
Register #.: 000
Terminal ID: T1

794 THIRD STREET CORNING, CA. 96021

| I.D. Number | | Amount Paid | | | |
|-------------|----------------------|-------------|--------------|------------|--------|
| PWK02 | PubWks Equip Rpl Fnd | | | 17517.50 | |
| | | | | 078 4527 | |
| Check # | Check Amount | Cash | Amt Tendered | Total Paid | Change |
| 003466 | 17517.50 | .00 | 17517.50 | 17517.50 | .00 |

Paid By.: BIDCAL, INC -2003 FREIGHTLINER FL70 PATCH TRUCK

February 8, 2013
Friday 9:59 am
By: MARY

* CITY OF CORNING *

Receipt #.: 14338
Register #.: 000
Terminal ID: T1

794 THIRD STREET CORNING, CA. 96021

| I.D. Number | | Amount Paid | | | |
|-------------|----------------------|-------------|--------------|------------|--------|
| PWK02 | PubWks Equip Rpl Fnd | | | 6279.00 | |
| | | | | 078 4527 | |
| Check # | Check Amount | Cash | Amt Tendered | Total Paid | Change |
| 003816 | 6279.00 | .00 | 6279.00 | 6279.00 | .00 |

Paid By.: BIDCAL INC - SALE OF WATER TRUCK

Total: \$29,393.91

ITEM NO: J-7
PRESENTATION AND ACCEPTANCE OF
ANNUAL CITY AUDIT FOR
FISCAL YEAR 2011-2012
FEBRUARY 26, 2013

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: JOHN L. BREWER, AICP

SUMMARY:

Each year, the City Auditor, Donald Reynolds, CPA, who is accountable directly to the City Council, presents the results of his Annual Audit of Corning financial records. He will be present at the Council Meeting to explain to the City Council the results of the Audit for the past fiscal year 2011-2012.

A copy of the Audit is on file for public review in the City Hall; a copy has been distributed to each City Council Member and included in this Agenda Packet and on the City's website www.corning.org.

AUDIT OVERVIEW:

The Audit report begins with the **"Management's Discussion and Analysis" or "MD&A"** to provide Management's introduction to the Annual Audit. This is an important part of the Audit report, because it provides an overview of the City financial condition as viewed by the City Management. The MD&A has been reviewed by the Auditor before inclusion in the report. Included are an explanation of the components of the audit and summaries of the Revenues and Expenditures which highlight the city finances and provides a guide for the reader.

GENERAL FUND:

The General Fund of the City is the main fund that is discretionary in nature; the Council has the freedom to determine the priorities and establish the uses of the General Fund. Most of the other Funds are restricted to specific purposes either by City Code or by State Law though the City Council still sets the priorities.

The "Financial Analysis of the City's Funds" is found beginning on page 6 of the MD&A; it provides a clear view of the General Fund, the key Operating Fund of the City. Note that Sales Tax rose by a third (33.33%) over 2010-2011, to a total of \$2,790,517, or \$764,517 above original projections. It's also noteworthy that other sources of General Fund revenues decreased in varying degrees over the same period. Overall, General Fund revenues increased by a total of \$514,377 over the previous fiscal year.

A more detailed summary of the general funds balances and activity can be found on Exhibits A-1 through A-3 (pages 46-49). These pages provide more information for the reader on the General Fund and compares budgeted to actual income and expense.

Exhibit A-3 on Page 48 and 49 provides more detail on General Fund Revenues and where the money is spent, including a comparison of budget versus actual income and expenses.

The City normally has set aside \$800,000 of General Fund monies for an Operating Reserve to cover fluctuations in normal cash flow during the year, see the balance sheet on page 46. Once the current economic recession ends, the Operating Reserve should ideally be slowly increased until it reaches at least \$1 million.

Some City departments or functions show expenditures exceeding budgeted amounts in the General Fund as shown in **Exhibit A-3** beginning on page 48. The Budget is a financial

representation of the Annual Plan of Service, and like any plan, circumstances change during the year leaving some costs lower than estimated and some costs higher. Rather than amending the budget during the year, the over expenditures are merely tracked so that subsequent budgets may be improved.

OTHER FUNDS:

The other specialized Funds such as the road funds are listed in **Exhibits B** on pages 50 through 79.

Exhibits C1 through 3, on pages 80 through 84 show the Capital Replacement and the Capital Improvement Funds, including development fee related funds including the Traffic Mitigation Fund 116, and Drainage Fund 345 and the Department **Equipment Replacement** Funds.

Exhibits D-1 through 3 on pages 85 though 87 show the City's "Enterprise Funds", which consist of the Sewer, Solid Waste, Airport, Transportation and Water funds, Be cautious; Depreciation and Amortization are included appear to distort the net income and do not include principal payments on long-term debt. Retained Earnings include the total cost of all fixed assets less any accumulated depreciation and any long term debt. **A clearer picture will be presented on March 12, 2013, during the Mid-year Budget review.**

Page 88 though page 90, **Exhibits E**, shows the three **Trust Funds**, J.T. Levy scholarship fund Rodgers Theatre Trust and the Riddell Library fund).

RECOMMENDATION:

MAYOR AND COUNCIL MEMBERS RECEIVE AND ACCEPT THE ANNUAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2012.

**ITEM NO.: J-8
APPROVE CALIFORNIA DEPARTMENT OF
TRANSPORTATION (CALTRANS) GRANT
APPLICATION PREPARATION BY DIAZ
ASSOCIATES**

FEBRUARY 26, 2013

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: JOHN L. BREWER, AICP, CITY MANAGER
JOHN STOUFER, PLANNING CONSULTANT

SUMMARY:

The California Department of Transportation (Caltrans) is providing transportation planning grants to address local and regional transportation needs and uses. These grants should ultimately lead to the adoption, initiation, and programming of transportation improvements. The City is eligible for Community-Based Transportation Planning (CBTP) and Environmental Justice (EJ) Grants that could fund three eligible project types. These projects include bike and pedestrian safety and traffic calming and safety enhancement studies or plans that would advance the cities effort to reduce greenhouse gases.

City Staff is seeking the City Council's approval of the expenditure of approximately \$2,000 for the preparation of the grant application.

BACKGROUND:

Grant funding for these eligible projects could be up to \$300,000. The City's on-call Environmental Planning Consultant Eihnard Diaz and Planning Consultant John Stoufer estimate that studies/plans could cost between \$80,000 and \$100,000. The grants require a 10% local match of which 7.5% is cash and 2.5% may be in-kind. If the City is awarded this grant the local cash match could be up to \$7,500.

FINANCIAL:

The estimated cost to the City for the preparation of this application is about \$2,000 and there are funds available in the Planning Department's budget (Acct. 105-6331-4100). Staff is seeking City Council approval because we do not undertake consulting projects without the support of the City Council.

RECOMMENDATION:

- **MAYOR AND COUNCIL AUTHORIZE EXPENDITURE OF UP TO \$2,000 AND AUTHORIZE CITY STAFF TO WORK WITH DIAZ ASSOCIATES TO PREPARE THE GRANT APPLICATION AND THE CITY COUNCIL RESOLUTION TO BE ADOPTED AT A LATER DATE.**

ATTACHMENTS:

Transportation Planning Grant Summary Chart and information on the EJ and CBTP planning grants from the Caltrans Grant Application Guide.

Transportation Planning Grant Programs

Transportation planning grants promote a balanced, comprehensive multi-modal transportation system. These grants may be used for a wide range of transportation planning purposes, which address local and regional transportation needs and issues. The implementation of these grants should ultimately lead to the adoption, initiation, and programming of transportation improvements.

The California Department of Transportation (Caltrans), Division of Transportation Planning, provides the following transportation planning grant programs:

- Environmental Justice (EJ)
- Community-Based Transportation Planning (CBTP)
- Partnership Planning
- Transit Planning
 - Statewide or Urban Transit Planning Studies
 - Rural or Small Urban Transit Planning Studies
 - Transit Planning Student Internships

All these grant programs improve the transportation system, however, it is important to note that these programs fall under distinct categories. The Environmental Justice and Community-Based Transportation Planning grant programs are State funded. The Partnership Planning and Transit Planning grant programs are federal funded. These federal and State grant programs adhere to slightly different administrative requirements. The commonalities between the Programs are described under the section *General Information and Requirements* (pages 7-10); otherwise, each grant program operates independently, as defined in their respective sections.

The State Transportation Planning goals provide the framework or basis for the EJ and CBTP grant programs. Both federal and State goals provide the framework or basis for the Partnership Planning and Transit Planning grant programs. Grant applicants must clearly demonstrate how their proposed planning project promotes the following transportation planning goals.

State Transportation Planning Goals¹

1. **Improve Mobility and Accessibility:** Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
2. **Preserve the Transportation System:** Maintain, manage, and efficiently utilize California's existing transportation system.
3. **Support the Economy:** Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
4. **Enhance Public Safety and Security:** Ensure the safety and security of people, goods, services, and information in all modes of transportation.
5. **Reflect Community Values:** Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
6. **Enhance the Environment:** Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

¹ Source: California Transportation Plan

Federal Transportation Planning Goals²

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

Grant applications should also incorporate broader goals such as Regional Blueprint and Sustainable Communities.

² Source: Title 23, United States Code, Section 134

Transportation Planning Grant Summary Chart

| GRANT | FUND SOURCE | PURPOSE | WHO MAY APPLY | LOCAL MATCH |
|---|---|--|---|--|
| Community-Based Transportation Planning (CBTP) | <p>State Highway Account</p> <p>Budget \$3 million</p> <p>Grant Cap \$300,000</p> | <p>Fund coordinated transportation and land use planning that promotes public engagement, livable communities, and a sustainable transportation system, which includes mobility, access, and safety.</p> | <p>The following may apply directly or as a sub-applicant:</p> <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • Cities and Counties • Transit Agencies • Native American Tribal Governments <p>The following may apply only as a sub-applicant:</p> <ul style="list-style-type: none"> • Universities and Community Colleges • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities** | <p>10% minimum of the grant amount requested. At least 7.5% of the grant amount requested must be cash match and the rest may be in-kind.*</p> |
| Environmental Justice (EJ) | <p>State Highway Account</p> <p>Budget \$3 million</p> <p>Grant Cap \$250,000</p> | <p>Promote community involvement in planning to improve mobility, access, and safety while promoting economic opportunity, equity, environmental protection, and affordable housing for low-income, minority, and Native American communities.</p> | <p>The following may apply directly or as a sub-applicant:</p> <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • Cities and Counties • Transit Agencies • Native American Tribal Governments <p>The following may apply only as a sub-applicant:</p> <ul style="list-style-type: none"> • Universities and Community Colleges • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities** | <p>10% minimum of the grant amount requested. At least 7.5% of the grant amount requested must be cash match and the rest may be in-kind.*</p> |

* For in-kind contribution requirements, refer to each grant program's section in this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2). **Redevelopment agencies are not eligible applicants or sub-applicants.**

Transportation Planning Grant Summary Chart

| GRANT | FUND SOURCE | PURPOSE | WHO MAY APPLY | LOCAL MATCH |
|--|--|--|---|---|
| Partnership Planning | Federal Highway Administration State Planning and Research, Part I Budget Federal funds \$1,200,000 Grant Cap \$300,000 | Fund transportation planning studies of multi-regional and statewide significance in partnership with Caltrans. | <p>The following may only apply as an applicant:</p> <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies <p>Caltrans District 4 Only:</p> <ul style="list-style-type: none"> • Transit Agencies • Cities and Counties • Native American Tribal Governments <p>The following may only apply as a sub-applicant:</p> <ul style="list-style-type: none"> • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities** | 20% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 20% local match may be in the form of an in-kind contribution. Additional local funds above the minimum local match are desired. |
| Statewide or Urban Transit Planning Studies | Federal Transit Administration Section 5304 Budget Federal funds \$1,500,000 Grant Cap \$300,000 | Fund studies on transit issues having statewide or multi-regional significance to assist in reducing congestion. | <p>The following may only apply as an applicant:</p> <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies <p>Caltrans District 4 Only:</p> <ul style="list-style-type: none"> • Transit Agencies • Cities and Counties • Native American Tribal Governments <p>The following may only apply as a sub-applicant:</p> <ul style="list-style-type: none"> • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities** | 11.47% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution. |

* For in-kind contribution requirements, refer to each grant program's section in this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2). **Redevelopment agencies are not eligible applicants or sub-applicants.**

Transportation Planning Grant Summary Chart

| GRANT | FUND SOURCE | PURPOSE | WHO MAY APPLY | LOCAL MATCH |
|--|--|--|--|---|
| Rural or Small Urban Transit Planning Studies | Federal Transit Administration Section 5304 Budget Federal funds \$900,000 Grant Cap \$100,000 | Fund public transportation planning studies in rural or small urban areas of California (transit service area with population of 100,000 or less). | The following may only apply as an applicant: <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies Caltrans District 4 Only: <ul style="list-style-type: none"> • Transit Agencies • Cities and Counties • Native American Tribal Governments The following may only apply as a sub-applicant: <ul style="list-style-type: none"> • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities** | 11.47% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution. |
| Transit Planning Student Internships | Federal Transit Administration Section 5304 Budget Federal funds \$300,000 Grant Cap \$50,000 | Fund student internship opportunities in transit planning at public transit agencies. | The following may only apply as an applicant: <ul style="list-style-type: none"> • Metropolitan Planning Organizations and Regional Transportation Planning Agencies Caltrans District 4 Only: <ul style="list-style-type: none"> • Transit Agencies • Cities and Counties • Native American Tribal Governments The following may only apply as a sub-applicant: <ul style="list-style-type: none"> • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities** | 11.47% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution. |

* For in-kind contribution requirements, refer to each grant program's section in this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2). **Redevelopment agencies are not eligible applicants or sub-applicants.**

Environmental Justice and Community-Based Transportation Planning

An electronic version of this guide and other grant-related resources are available
at the following website:

<http://www.dot.ca.gov/hq/tpp/grants.html>

Environmental Justice (EJ) Grant Purpose and Objective

The EJ planning grant promotes the involvement of low-income and minority communities, and Native American Tribal Governments in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts while improving mobility, access, safety, and opportunities for affordable housing and economic development.

Proposed projects should have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities. Competitive grant applications should describe how the project will be carried forward to the next phase.

Community-Based Transportation Planning (CBTP) Grant Purpose and Objective

The CBTP grant funds coordinate transportation and land-use planning projects that encourage community involvement and partnership. Projects must support livable and sustainable community concepts with a transportation or mobility objective and promote community identity and quality of life.

Proposed projects should involve conceptual-level plans or study activities that include community-based stakeholder collaboration and consensus building through active public engagement. Each application should display a transportation and/or land use benefit. Competitive grant applications should describe how the project will be carried forward to the next phase.

Writing to Goals and Objectives

The State Transportation Planning goals provide the framework or basis for the EJ and CBTP grant programs. These goals are general statements or visions that Caltrans values and wants to ultimately achieve. A competitive grant application addresses and articulates how the project relates to multiple State goals. When preparing a grant application, bear in mind the goals as well as the purpose or objective of each grant program.

Caltrans continues to support the ongoing Regional Blueprints and Senate Bill 375 (2008), Sustainable Communities Strategy (SCS) efforts. Applications should compliment Regional Blueprints or SCS, if they exist in the geographical region. Regional Blueprints and SCS are tools that will help communities reduce greenhouse gas emissions and assist transportation agencies in creating sustainable communities for residents throughout the entire state. Information on these efforts can be found at:

Regional Blueprint: <http://calblueprint.dot.ca.gov>

Caltrans also supports complete streets and the Smart Mobility Framework (SMF). A competitive grant application should consider the tools and techniques contained in the SMF as well as typical components of complete streets. Specifically, this might include how the project addresses components of community design, regional accessibility, place types, and priority activities to achieve smart mobility outcomes, community transition, and associated multimodal performance measures for the appropriate context of the problem.

Information on these efforts can be found at:

Complete Streets: http://www.dot.ca.gov/hq/tpp/offices/ocp/complete_streets.html
SMF: <http://www.dot.ca.gov/hq/tpp/offices/ocp/smf.html>

Who May Apply

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), cities, counties, transit agencies, and federally recognized Native American Tribal Governments may apply for this grant program directly as an applicant or as a sub-applicant. Universities, community colleges, community-based organizations, non-profit organizations (501.C.3), and public entities may only apply as a sub-applicant. Sub-applicants are encouraged to work far in advance of the application deadline with the appropriate applicant to coordinate application development. Redevelopment agencies are not eligible applicants or sub-applicants.

Funding

Each grant cycle has an estimated funding target of \$6 million for both grant programs, pending approval of the State budget. The maximum amount per grant cannot exceed \$250,000 for Environmental Justice and \$300,000 for Community-Based Transportation Planning. Funding distribution will depend upon the quality and amount of applications for each program.

Examples of Eligible Project Types

- Advances a community's effort to reduce greenhouse gases
- Assist transportation agencies in creating sustainable communities
- Advances a community's effort to address the impacts of climate change and sea level rise
- Community to school studies or plans/safe routes to school studies or plans
- Jobs and affordable housing proximity studies or plans
- Transit oriented/adjacent development or "transit village" studies or plans
- Infill or compact development studies or plans
- Mixed land use development studies or plans
- Context-sensitive streetscapes or town center studies or plans
- Complete street studies or plans
- Smart growth planning studies
- Bike and pedestrian safety enhancement studies or plans
- Traffic calming and safety enhancement studies or plans
- Rural smart growth studies or plans
- Corridor enhancement studies or plans
- Health equity transportation studies or plans
- Sea Level Adaptation Plan

Fact Sheets and Final Products from grants completed in previous grant cycles can be viewed at the following websites:

Environmental Justice:

http://www.dot.ca.gov/hq/tpp/offices/ocp/ej_grants_portal.html

Community-Based Transportation Planning:

http://www.dot.ca.gov/hq/tpp/offices/ocp/cbtp_grants_portal.html

Ineligible Activities

Applications containing any of the following components will be disqualified and will not be scored by the review committee. Any plan or report that is required under state or federal law is not considered to be consistent with the intent of the Environmental Justice and Community-Based Transportation Planning grant programs. Grantees need to seek funding from non-discretionary grant sources. Ineligible activities include:

- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act.
- Engineering plans and design specification work.
- Project Initiation Document.
- Regional Transportation Plans (RTP) or updates to the RTP.
- Long/Short Range Transit Plans.
- General Plans or updates to the elements.

Local Resolution Requirement

A local resolution must be enacted by the application deadline and accompany each application. Resolutions more than a year old will not be accepted. Please refer to the local resolution checklist and sample on pages 46-47 of this guide.

Note: MPO's and RTPA's may submit the resolution that adopted their Overall Work Plan if it contains language authorizing any follow on agreements in order to implement the OWP.

Local Match Contribution

The EJ and CBTP grant programs require the applicant to provide a minimum 10% local match. The minimum local match is a percentage of the grant amount requested.

Local Cash Match

The 10% minimum requirement can be met by providing cash. An applicant can overmatch, however, at least 7.5% of the grant amount requested must be in the form of a local cash match with the remaining contribution as in-kind. Cash match must be distributed on a proportional basis throughout each task identified in the project timeline. Local cash match sources can include local sales tax, special bond measures, local, state or federal funds, but cannot be money already earmarked for other programs or projects. Third parties (sub-applicant or consultant) cannot provide a local cash match on behalf of the applicant.

Staff time from the applicant is an allowable expense and is considered cash match. For further explanation, please refer to the Grant Handbook:

Environmental Justice and Community-Based Transportation Planning Grants Handbook

In-Kind Match

An in-kind match is not required. In-kind contributions are goods and services **donated** from outside the applicant's agency such as equipment, printing, facilities, interpreters, staff time (staff time from the applicant is not permitted), advertising, refreshments provided at public participation events. All in-kind contributions must be given a monetary value and a Third Party In-Kind Valuation Plan must be submitted to Caltrans for approval. The Third Party In-Kind

Valuation Plan is an itemized breakdown by task and serves as documentation for the goods and/or services to be rendered. Refer to page 45 for a sample.

Review Process

All applications submitted to the EJ and CBTP grant programs go through three levels of review: Caltrans Districts, Caltrans Headquarters Office of Community Planning (OCP), and a multi-disciplinary review committee. District staff reviews all applications for content, submission of proper documentation, consistency between the Project Timeline and Scope of Work, and overall relationship to local and regional planning efforts. The district gives each application a rating of high, medium, or low. Applications given a low rating by the district will not be scored by the review committee. OCP staff review applications for content, completeness, and meeting technical requirements. OCP assesses the readiness of the applicant to enter into contract with Caltrans. The multi-disciplinary review committee composed of Caltrans and non-Caltrans employees are subject matter experts that review the content and quality of the overall application.

Catalyst Projects for Sustainable Strategies Program

Local governments with projects designated under the California Department of Housing and Community Development's (HCD) Catalyst Projects for Sustainable Strategies Program are welcome to apply. These projects will receive ten bonus points if the following conditions are met.

- The individual application will compete against all applications being evaluated and must score in the top 33 percent. If the application scores in the top 33 percent, ten bonus points will be added to the initial evaluation score. So, if the initial application score is 80 points and falls in the top 33 percent of all scores, ten bonus points will be added for a total score of 90 points.
- The proposed activity must be located within the project boundaries of a Designated Catalyst Project. Catalyst Designees need to work with HCD to provide necessary documentation to demonstrate eligibility for Catalyst bonus points.

For more information on the Catalyst Program, please contact HCD at (916) 323-3176 or visit the following website: <http://www.hcd.ca.gov/hpd/cpesspp.html>

Grant Awards

Once awarded, these grant funds are available for a limited amount of time. All awarded project funds must be encumbered during the first fiscal year after the State budget is approved. Work may begin during the first fiscal year only after the grantee receives a fully executed contract and has been notified by Caltrans to begin work. This typically occurs the February after the grant is awarded. It is important for applicants to reflect this estimated project start date in the scope of work and project schedule. The second and third fiscal years are for project-related activities.

Keep these important dates in mind when developing your scope of work and project timeline.

February, 2014

- Anticipated start date.

February 28, 2016

- Contract expires (**no time extensions will be granted**).
- Reimbursable work must be completed.

April 28, 2016

- All final invoices must be submitted to Caltrans for approval and reimbursement. This allows Caltrans sufficient time to comply with the State Controller's Office payment requirements.

Fiscal Management

All applications submitted to the EJ and CBTP grant programs must include Invoicing and Quarterly Reporting as separate sub-tasks under Fiscal Management. Furthermore, Fiscal Management **cannot** exceed 5% of the total grant amount requested.

Invoicing

Grant payments are made only as reimbursements. Invoices need to be submitted quarterly, but no more frequently than monthly in arrears as milestones are completed in accordance with the approved scope of work and project timeline. The grantee must pay its sub-recipients and named sub-contractors as milestones are completed before submitting an invoice to Caltrans. A lump sum invoice for the entire grant amount is not allowed.

Quarterly Reporting

The grantee is responsible for providing a quarterly progress report for all grants as outlined in the Environmental Justice and Community-Based Transportation Planning Grants Handbook. These reports are based on project activities, invoice summaries, and prior correspondence. Therefore, it is important that the grantee and district establish and maintain open and continuous communication throughout the project.

Final Product

Grantees must accredit the Transportation Planning Grant Program on the cover or title page of all final reports. Every final product delivered under these grant programs are expected to result in a documented study, plan, or concept. Final products are expected to include identification of potential barriers and then propose strategies and tools that could address those barriers and advance the project toward implementation.

Final Payment: The grantee must submit all deliverable(s) and the close-out survey to the Caltrans district contract manager prior to requesting final payment. Caltrans reserves the right to withhold payment to an agency pending receipt of final deliverable(s). Once the Caltrans district contract manager receives final deliverable(s), payment can be released.

Project Close Out: At the end of the contract, four hard copies and four CD's of the final product are required to be submitted to the Caltrans district contract manager.

**ITEM NO. : J-9
APPROVE PROGRESS PAY ESTIMATE NO. 1 IN
THE AMOUNT OF \$44,500 TO LANCE JONES
CONSTRUCTION FOR THE RODGERS
THEATER, PHASE 2 IMPROVEMENT PROJECT**

FEBRUARY 26, 2013

TO: CITY COUNCIL OF THE CITY OF CORNING, CALIFORNIA
FROM: JOHN L. BREWER, AICP, CITY MANAGER JB
PATRICK WALKER, PUBLIC WORKS DIRECTOR PW
TERRY HOOFARD, BUILDING OFFICIAL

SUMMARY:

Attached for City Council review is a copy of Progress Pay Estimate No.1 for the Rodgers Theater Improvement Project which is nearly half way complete. City Building Official Terry Hoofard has reviewed and concurs with the payment request submitted by the project contractor Lance Jones.

PROGRESS PAYMENT ESTIMATE NO. 1:

Lance Jones Construction has submitted a partial payment request for \$44,500 for the Rodgers Theater Project. The Pay Estimate lists the original contract amount, any change orders/adjustments, work completed to date, retention amount and current amount due to Lance Jones Construction.

FINANCIAL:

The following is a summary of the project costs to date:

| | |
|---------------------------------|---------------------|
| Original Construction Contract | \$ 89,500.00 |
| <u>PPE No. 1</u> | |
| Work completed | \$ 44,500.00 |
| Retention to be held (10%) | \$ (4,450.00) |
| Amount due to Contractor | \$ 40,050.00 |

At this time we have \$37,822 in the City Budget dedicated for the theater project. In addition to the City Budget funds, the Corning Community Foundation has approximately \$25,000 remaining in McConnell Foundation grant funds and about \$59,000 that they've collected in donations that they retain in their bank accounts. The total available for the theater project is then \$121,822.

BACKGROUND:

The Rodgers Theater Phase 2, Improvements Project was awarded to Lance Jones Construction at the January 22, 2013 City Council Meeting. The awarded contract was for construction of the "Base Bid" item and for the amount of \$89,500. Improvements will be limited to restroom improvements only.

RECOMMENDATION:

That the Mayor and City Council Approve Progress Payment Estimate No. 1 in the amount of \$44,500 to Lance Jones Construction for the Rodgers Theater, Phase 2 Improvement Project

PARTIAL PAYMENT ESTIMATE

2013 Rodgers Theater Improvement Project

Progress Payment Estimate No. 1

OWNER:

City of Corning

CONTRACTOR:

Lance Jones Construction of Chico, CA

PERIOD OF ESTIMATE:

FROM: 2/4/2013 through 2/21/2013

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

| No. | Approval Date | Amount | | |
|------------|---------------|-----------|------------|---|
| | | Additions | Deductions | |
| | | | | 1. Original Contract..... \$ 89,500.00 |
| | | | | 2. Change Orders..... \$ 0.00 |
| | | | | 3. Revised Contract (1+2)..... \$ 89,500.00 |
| | | | | 4. Work Completed \$ 44,500.00 |
| | | | | 5. Stored Materials 0 |
| | | | | 6. Subtotal (4+5)..... \$ 44,500.00 |
| | | | | 7. Retainage10%..... \$ (4,450.00) |
| | | | | 8. Previous Payments..... \$ 0 |
| | | | | 9. Amount Due (6-7-8)..... \$ 40,050.00 |
| TOTALS | | | | |
| NET CHANGE | | | | |

CONTRACT TIME

Original (days) _____

Revised _____

Remaining _____

On Schedule Yes

No

Starting Date: 2/4/2013

Projected Completion: 3/12/2013

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.

BUILDING OFFICIAL'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 Lance Jones

Date _____

Building Official: Terry Hoofard

By Terry Hoofard

Date: 2/21/13

APPROVED BY OWNER:

Owner _____

By John L. Brewer, AICP, City Manager

Date _____

Lance Jones Construction

Honest, Dependable Contracting
C.L. #867402

1052 La Mesa Drive
Chico, California 95973
lcj32@yahoo.com
530.209.4068 Cell
530.824.5261 Fax

Bill To:
City of Corning
Rodger Theater Phase 2
Corning, Ca 96021

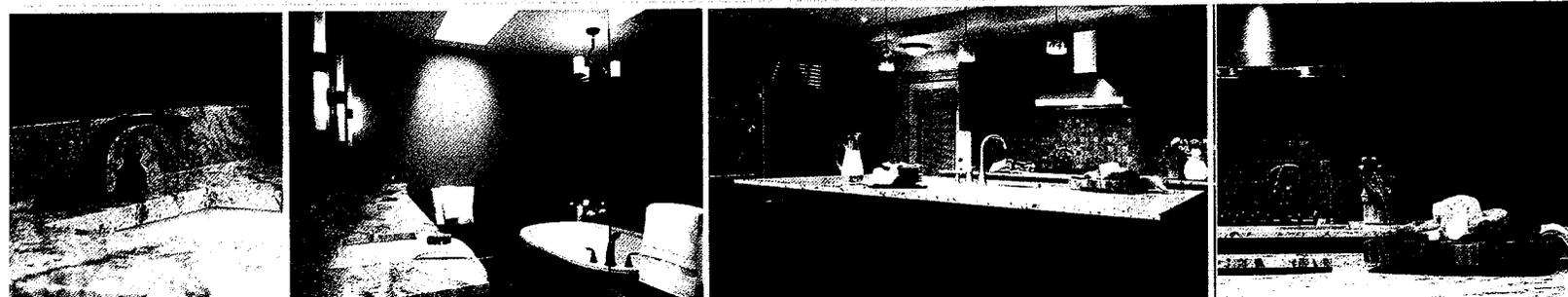
Bill # 418
2/19/13

Description of Billing

Work completed per date at Rodgers Theater.

Total Amount Due: \$44,500.00

Thank you for your business.
Please call anytime if you have any questions.
One year warranty will be given on all parts and labor



City of Corning
 2012 Phase 2 - Rodgers Theater
 Improvement Project

Pay Request #1

| ITEM | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL | Installed | Value | Remaining Balance |
|-----------------------|---------------------------------------|-----|------|--------------|---------------------|-----------|---------------------|---------------------|
| BASE BID | | | | | | | | |
| 1 | Plumbing | 1 | LS | \$ 14,500.00 | \$ 14,500.00 | 1 | \$ 14,500.00 | \$ - |
| 2 | Concrete Construction | 1 | LS | \$ 13,000.00 | \$ 13,000.00 | 1 | \$ 13,000.00 | \$ - |
| 3 | Water Heater | 3 | EA | \$ 2,000.00 | \$ 6,000.00 | 0 | \$ - | \$ 6,000.00 |
| 4 | Water Closet | 10 | EA | \$ 700.00 | \$ 7,000.00 | 0 | \$ - | \$ 7,000.00 |
| 5 | Urinals | 2 | EA | \$ 1,000.00 | \$ 2,000.00 | 0 | \$ - | \$ 2,000.00 |
| 6 | Lavatories | 8 | EA | \$ 125.00 | \$ 1,000.00 | 0 | \$ - | \$ 1,000.00 |
| 7 | Metal Partitions | 1 | LS | \$ 8,000.00 | \$ 8,000.00 | 0 | \$ - | \$ 8,000.00 |
| 8 | Floor Storage / Office Framing | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | 1 | \$ 5,000.00 | \$ - |
| 9 | Electrical / Lighting | 1 | LS | \$ 7,000.00 | \$ 7,000.00 | 1 | \$ 7,000.00 | \$ - |
| 10 | Ventilation | 3 | EA | \$ 333.00 | \$ 1,000.00 | 0 | \$ - | \$ 1,000.00 |
| 11 | Wallboard | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | 1 | \$ 5,000.00 | \$ - |
| 12 | Countertops | 3 | EA | \$ 1,666.00 | \$ 5,000.00 | 0 | \$ - | \$ 5,000.00 |
| 13 | Doors / Knobs | 5 | EA | \$ 200.00 | \$ 1,000.00 | 0 | \$ - | \$ 1,000.00 |
| 14 | Grab Bars / Dispensers / Door Stops / | 1 | LS | \$ 2,000.00 | \$ 2,000.00 | 0 | \$ - | \$ 2,000.00 |
| 15 | Tile Flooring | 1 | LS | \$ 9,000.00 | \$ 9,000.00 | 0 | \$ - | \$ 9,000.00 |
| 16 | Finishing | 1 | LS | \$ 3,000.00 | \$ 3,000.00 | 0 | \$ - | \$ 3,000.00 |
| TOTAL BASE BID | | | | | \$ 89,500.00 | | \$ 44,500.00 | \$ 45,000.00 |

P:\Documents\PUBWORKS\John BrewerSubDirectory\Theater Rehab\Phase 2-Restrooms Rehab

OK S.A. 2/21/13