



**CITY OF CORNING  
CITY COUNCIL AGENDA  
TUESDAY, JANUARY 12, 2016  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

**A. CALL TO ORDER: 6:30 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 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:**

**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 request 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 with any necessary corrections the Minutes of the:  
a) December 8, 2015 City Council Closed Session and Regular Meeting; and the  
b) December 11, 2015 Special City Council Meeting.**
- 3. January 6, 2016 Claim Warrant - \$494,764.68.**
- 4. January 6, 2016 Business License Report.**
- 5. December 2015 Wages & Salaries: \$360,616.84 .**
- 6. December 2015 Treasurer's Report.**
- 7. December 2015 City of Corning Wastewater Operations Summary Report.**
- 8. November 2015 Building Permit Valuation Report in the amount of \$342,045.00.**
- 9. December 2015 Building Permit Valuation Report in the amount of \$231,960.75.**
- 10. Approve property owners request for sewer connection and installation at 4095 Mary Avenue following payment of the associated Impact Fees in the amount of \$5,720.**
- 11. Award 3-Year Agreement for Tree Spraying and Pest & Weed Control to Tracy and Lucie Woolery DBA Pestmaster Services of North State California in the annual amount of \$19,950.**
- 12. Approve recommendation of Matthew Barr for appointment to the City Recreation Commission.**
- 13. Consider Recommendation of the Recreation Commission to change monthly meeting schedule to quarterly in January, April, July and October.**

**THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**

**H. ITEMS REMOVED FROM THE CONSENT AGENDA:**

**I. PUBLIC HEARINGS AND MEETINGS:**

**J. REGULAR AGENDA:**

14. Action on Disposal Service CPI/Fuel Index Rates resulting in a proposed rate decrease of 0.88%.
15. Authorize Staff to begin the advertisement and recruitment process for the Building Official position.
16. Appoint the Vice Mayor and City Representatives to various Commissions/Committees.
17. General Fund Revenue Update for FY 2015/16.

**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:**

**Linnet:**

**Cardenas:**

**Smith:**

**Strack:**

**N. ADJOURNMENT!:**

---

**Lisa M. Linnet, City Clerk**



**CITY OF CORNING  
SPECIAL CITY COUNCIL  
CLOSED SESSION MINUTES  
TUESDAY, DECEMBER 8, 2015  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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: 6:00 p.m.**

**B. ROLL CALL:**

**Council:**

**Darlene Dickison**

**Dave Linnet**

**Tony Cardenas**

**Willie Smith**

**Mayor:**

**Gary Strack**

All members of the City 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. REGULAR AGENDA:**

- 1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO SUBDIVISION (d) (1) OF SECTION 54956.9:  
Hoffmann v. Jourdan, et al**

**E. ADJOURN TO REGULARLY SCHEDULED CITY COUNCIL MEETING AND REPORT ON CLOSED SESSION: 6:30 p.m.**

Mayor Strack announced that Council met in Closed Session with the City's Legal Counsel and received an update on the case status.

---

**Lisa M. Linnet, City Clerk**



**CITY OF CORNING  
CITY COUNCIL MINUTES  
TUESDAY, DECEMBER 8, 2015  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

**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 City 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: None.**

**F. BUSINESS FROM THE FLOOR:**

A member of the audience welcomed new City Manager Kristina Miller and addressed the Council asking if Mrs. Miller would have a contract; she was informed no. She then asked the salary step at which Mrs. Miller was being hired; she was informed by current City Manager Brewer that Mrs. Miller was hired at Step B on the salary schedule. This individual then requested that each of the Bargaining Unit Memorandum of Understandings be placed on the City's website.

Another member of the audience asked what the total benefits costs for the new City Manager would be; Mr. Brewer responded stating that he didn't have that information at this time however it would be provided. The audience member then asked who served on the screening panel; Mr. Brewer stated the City Council made the decision. The next question asked was if there was justification for hiring at the Step B level; Mayor Strack responded stating that there were circumstances which justified this step.

**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 request 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 24, 2015 City Council Closed Session and Regular Meeting with any necessary corrections:**
- 3. December 3, 2015 Claim Warrant - \$148,315.21.**
- 4. December 3, 2015 Business License Report.**
- 5. November 2015 Wages & Salaries: \$422,816.71.**
- 6. November 2015 Treasurer's Report.**
- 7. November 2015 City of Corning Wastewater Operations Summary Report.**

Councilman Cardenas asked to pull item 3, Claim Warrant for a separate vote as he will abstain from voting as he is listed on the warrant in relation to reimbursement for medical insurance cost benefits resulting from his prior employment with the City.

**THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**

An audience member requested that the November 24, 2015 City Council Closed Session and Regular Meeting Minutes be pulled for clarification.

Councilor Linnet moved to approve Consent Items G-1, and G-4 through G-7. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Absent/Abstain/Opposed: None. The motion was approved by a 5-0 vote of the Council.**

#### **H. ITEMS REMOVED FROM THE CONSENT AGENDA:**

##### **2. Waive the reading and approve the Minutes of the November 24, 2015 City Council Closed Session and Regular Meeting with any necessary corrections.**

An audience member asked why Councilor Smith abstained from voting on the Streetscape Bid as she was required; he was informed that she had a relative (electrician) associated with the Project. Councilor Linnet then moved to approve the Minutes as written and Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Absent/Abstain/Opposed: None. The motion was approved by a 5-0 vote of the Council.**

##### **3. December 3, 2015 Claim Warrant: \$148,315.21:**

Councilor Dickison moved to approve the December 3, 2015 Claim Warrant in the amount of \$148,315.21; Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Linnet, and Smith. Absent/Opposed: None. Abstain: Cardenas. The motion was approved by a 4-0 vote with Councilor Cardenas abstaining.**

#### **I. PUBLIC HEARINGS AND MEETINGS: None.**

#### **J. REGULAR AGENDA:**

##### **8. Acceptance of the 2015 Traffic Speed Survey.**

City Engineer Ed Anderson briefed the Council on the Speed Traffic Survey. Councilor Linnet asked when the trailer was last calibrated; he was informed by Chief Jeremiah Fears that was not known. Mayor Strack stated that this would be checked.

An audience member stated that she has noted what appears to be a lot of speeding on Houghton Avenue within the last six months.

Councilor Cardenas moved to accept and adopt the 2015 Traffic Speed Survey; Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Linnet, Cardenas and Smith. Absent/Abstain/Opposed: None. The motion was approved by a 5-0 vote of the Council.**

##### **9. Presentation of recommendations from General Fund AdHoc Committee.**

City Manager John Brewer presented the summary for this item outlining the 4 separate recommendations resulting from the 9 member General Fund Ad Hoc Committee (GFAHC) appointed by the Council on June 23, 2015 attached as Exhibit A. He informed Council that in addition to those recommendations, also included is some other alternatives for general fund savings attached as Exhibit B which could be implemented in the future by subsequent action of the City Council. All of the recommendations presented for Council consideration are:

- Gather input from the Fire Chief, Police Chief and Public Works Director regarding how they'd modify their budgets to reduce General Fund Spending by 7%; and/or
- Initiate a Ballot Measure for supplemental Sales Taxes or to form a Benefit Assessment District; and/or
- Present the various Dispatch Alternatives;
  - 1. Police Dispatch** – Consider contracting out for Dispatch Services with the Tehama County Sheriff's Department with 3 separate options listed as:
    - Option A – 24 hr./day/7days a week for an annual cost of \$180,697;
    - Option B – 12 hr./day/7 days a week for an annual cost of \$120,464; or
    - Option C – 12 hr./day/5 days a week, 24 hr./day on weekends for an annual cost of \$135,522.

Current Budget for Police Dispatch is \$482,737, of that total \$401,737 is dedicated to salaries and benefits. The savings under Option "A" could provide an annual savings of

as much as \$302,000 annually, however the first year under this option would only provide a possible savings of \$104,000 after the payback of the \$197,989 for the Police Dispatch Remodel Grant funds per the most recent letter received on November 11, 2015. Option "A" wouldn't account for the value of the receptionist/record keeping tasks regularly provided by the Police Dispatchers. Options "B" and "C" offer less savings as well.

2. **Fire Dispatch** – Consider contracting out for Dispatch Services with CalFire:
  - **24 hr./day/7 days a week** for an annual cost of \$65,000.

Current Budget for Fire Dispatch is \$354,013, of that total \$346,513 is dedicated to salaries and benefits. If the City were to eliminate its Fire Dispatch Center and contract with CalFire at \$65,000/year, the savings could amount to \$289,013 annually. However by doing so the City would no longer receive the \$31,000-\$32,000 received via contracts for dispatching services. Total net savings could be \$285,000 per year.
3. **Consolidated Dispatch Center** – A draft plan for consolidation of the two Dispatch Centers into a single Consolidated Dispatch Center located at the Police Dispatch Center (due to the recent upgrades at this location, it is most cost effective for the consolidated Center to be located at that location). Vacancies in the Police Dispatch Center could be used to facilitate a transition to a single consolidated Dispatch Center. Implementation would occur over time through cross-training and creation of a single position description titled "Emergency Service Dispatcher (ESD). As vacancies occur in Police Dispatch, instead of recruiting from outside the organization, we move the best qualified ESD from the Fire Dispatch to the new ESD Center. We would not fill the vacancy at the Fire Dispatch Center, instead the hours and/or days of operation would be reduced proportionately to the reduction in staff; eventually the entire Fire Dispatch Staff would be cross-trained and transferred. In this manner no lay-offs would be necessary. It would likely take many months to complete the transition to a more cost effective and efficient single Emergency Service Dispatch Center. Savings to the General Fund would similarly be postponed, however once completed the potential savings would be considerable; amounting to about \$320,000 annually, and over a five year period could amount to approximately \$1,600,000.
4. **Collect additional Dispatch Fees from the City of Orland, Orland Fire District and Capay Fire District** – Currently the City receives between \$31,000 - \$32,000 annually to provide fire dispatch services for the City of Orland, Orland and Capay Fire Districts. We could seek increases to those contracts which would increase revenues. We have determined that increasing the rates by 36% would generate about \$12,000 of additional revenue each year which would mean an additional \$5,500/year in costs for Orland and Orland Fire District, and about \$1,000 more annually for Capay Fire District which would equate to \$60.30/call vs. the current \$44.10/call. Although the combined population and areas of the Orland, Orland Fire District and Capay Fire District exceeds that of the City of Corning they pay a combined total contracted cost to the City of \$31,000 - \$32,000, however the total budget the City pays to operate Fire Dispatch is over \$350,000. From a cost/benefit perspective, the three contracted agencies account for about 38% of the fire dispatches. To account for their true costs, the sum of the fees collected from the three agencies should be more on the order of \$133,000.

#### **Exhibit B Alternatives offered to accomplish short term and long term General Savings:**

1. **Short Term Alternatives:**
  - a. Suspend some, or all of the General Fund Capital Purchases included in the 2015/2016 Budget and require prior City Council approval of any General Fund Capital purchase (budgeted or not) that exceeds \$5,000. This could potentially result in deferred spending of up to \$140,830.
  - b. Implement some or all of the General Fund Budget Cuts recommended by the Department Heads as "Recommendation No. 1." Potential savings could amount to \$230,000- \$294,000 annually and potentially result in the loss of two positions in the Police/Police Dispatch Departments.

## 2. Long Term Alternatives:

- a. Collect additional dispatch contract services fees from the City of Orland, Orland Fire Protection District and Capay Fire Protection District;
- b. Initiate a ballot measure for supplemental sales taxes or form a Benefit Assessment District to support Public Safety in the City of Corning;
- c. Increase the Transient Occupancy Tax from 10% to 12% which could potentially generate over \$60,000 annually to the General Fund;
- d. Enter a contract with CalFire for Fire Dispatch Services which could result in the loss of up to four Fire Dispatcher positions and provide a potential savings of \$250,000 annually;
- e. Enter a contract with the Tehama County Sheriff's Department for Police Dispatch Services which could result in the loss of up to five Police Dispatcher positions and provide a potential savings of \$102,000 in the first year, to over \$300,000 annually in subsequent years;
- f. Take action to consolidate the two Dispatch Centers where the City could potentially save \$300,000 annually. The savings would not be immediate in the case of consolidation, but instead occur through attrition and would not immediately eliminate any City positions. At the request of the Mayor, Mr. Brewer further explained this proposed process (see item 3 above).

Councilor Linnet stated that the Fire Dispatcher who suggested cross training in Police Dispatch suggested this to cover shifts for Sick Days, Fire Dispatch could cover, not to combine Dispatches. He further stated that the experts contacted stated that a consolidation does not work.

Mayor Strack stated both the Fire Chief and Police Chief visited Chico where they have a system similar to the consolidation suggested and it appears to work. Councilor Linnet and Chief Spannaus stated that they have two dispatchers on duty, one that handles fire and one that handles police issues at all times. Mayor Strack confirmed that they are cross-trained and stated that because of their size they would need two Dispatchers to accommodate; as the City of Corning grows someday we might need to also. There was some discussion related to number of calls received at each dispatch and type of calls. The difference between a centralized and consolidated dispatch was explained.

A member of the Volunteer Fire Department spoke in regards to resources at other agencies in comparison to the City of Corning, specifically the number of Dispatchers on duty at a time, the manner in which Dispatchers track calls, etc.

A member of the public requested a clarification between an incident call (call for service) and communication call. It was also explained the relay process of receiving cell phone emergency calls.

Councilor Linnet requested clarification as to why the Department Heads are not allowed to make cuts to their "Wish List" or Capital Improvement Plans as City Manager John Brewer stated. Mr. Brewer responded stating that was not what he stated and directed Councilor Linnet to Exhibit B, Short Term Alternative number 1.

Councilor Cardenas stated that this is not the first time this issue has come before the Council, it dates back to the 90's and now we have a problem, this is an ongoing thing and we need to be responsible for our budget and become fiscally sustainable for not just this year, but for future years as well.

A member of the Volunteer Fire Department spoke stating that the Council expects the Fire Department to take the brunt of this long term plan through the taking of 67% of their budget. Councilor Cardenas stated that one of the options that resulted from the Ad Hoc Committee was, if we can't do a combined dispatch, to consider contracting dispatch services out for both Police and Fire to achieve a savings. A member of the audience asked how contracting out vs utilizing employees presents a savings; Councilor Cardenas stated that it costs less to contract out and explained why. He also mentioned the possibility of seeking a vote on a sales tax increase which has not yet been discussed. He also stated that we need to find final solution to this issue so that we do not have to revisit this every few years, pitting department against department.

Another member of the audience stated that the three most important departments are Fire, Police and Public Works. We need to work at making the City better, getting more people and making a better place to be.

City Attorney Jody Burgess presented information he received at the League of California Cities where they discussed the same problems that we are facing. He stated one of the main things stated was do not deplete your General Fund otherwise you can't do that stuff unless you get a grant (bringing business in requires something to work with to accomplish that). The issue is, what is fair to the public...are we currently over spending for a service that is combined right now between two. It shouldn't be Fire vs Police, but rather what is the public getting, what can be done better and if there is a way to safely accomplish this.

Following confirmation by some members of the Fire Department that the Department still stands behind their stated action to walk should Council cut Fire Dispatch as stated at the June 9th City Council Meeting, along with the voiced views and suggestions made by other members of the audience and staff, Mayor Strack suggested scheduling a Special Meeting in January for further discussion and possible action on this item. By consensus of the Council a Special Meeting will be scheduled. The first meeting in January, City Council will provide Staff with direction. **Discussion Item at this time only... action to be taken at a later date.**

**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 the LAFCO Meeting scheduled for tomorrow had been cancelled and that the Community Action Agency Meeting is scheduled for next Tuesday.

**Linnet:** Reported on the discussions and actions taken at the JPA Meeting, graffiti clean-up and shopping cart collection.

**Cardenas:** Thanked John Brewer for his service to the City.

**Smith:** Announced the Senior Centers scheduled Lamb dinner.

**Strack:** Thanked Police Chief Don Atkins for his service to the City acknowledging that this was his last meeting.

**N. ADJOURNMENT!: 8:18 p.m.**

---

**Lisa M. Linnet, City Clerk**



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

**FRIDAY, DECEMBER 11, 2015  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

**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: 10:00 a.m.**

**B. ROLL CALL:**

**Council:**

**Darlene Dickison**

**Dave Linnet**

**Tony Cardenas**

**Willie Smith**

**Gary Strack**

**Mayor:**

All members of the City Council were present except Councilor Linnet.

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

**D. BUSINESS FROM THE FLOOR:**

An audience member stated her concerns regarding the employee salary increases listed in the proposed MOU's and the possible problems this might impose when trying to sell a sales tax increase because of budget problems. She stated that this will be a hard sell, especially when City Staff has spent the last six months stating that there are budget deficits, yet Staff is proposing salary increases.

Mr. Brewer explained that there will actually be a cost savings resulting from the difference in the salary steps for the new City Manager (Step B vs. the current City Manager at Step E); and the same for the new Police Chief (Step A vs the current Police Chief at Step E), clarifying that he had a sum for the four existing Units (with the City Manager & Police Chief at Step E) at just under \$62,000; however with the adjustment for the salaries of the new City Manager and Police Chief, this creates a total net savings of about \$38,000 over a year from the \$62,000 projected. With this considered (\$62,000-\$38,000) the total net impact of the increases for all Units will be roughly \$23-25,000 annually. Mayor Strack stated that the City had included an allowance for increases in this budget when it was completed in July. Councilor Cardenas stated that he roughly came up with \$69,500 and with the deductions he came up with roughly \$31,000 cost.

Mr. Brewer also noted the retirement take back, if the MOU's presented are approved, employees will receive a total 3% salary increase; however the employees will assume payment of an additional 1.5% of their retirement which the City currently pays. This counters the proposed salary increase leaving an actual increase of 1.5%. He also stated that employees in Tier 3 of the Retirement System are already paying the full employee share of their Retirement.

Councilor Dickison reminded everyone that the proposed MOU's were the result of State Mediation.

Mr. Brewer announced a correction to the Public Safety Staff Report clarifying that the last .5% increase will not become effective until the last pay-period in December clarifying that this is the same for all of the four Units.

**E. REGULAR AGENDA:**

**1. Ratify Memorandum of Understandings (MOU's) between the City and:**

**a) The City Corning Public Safety Employee Bargaining Unit**

Mr. Brewer announced a correction to page two of the Public Safety Staff Report, under Financial, bullet point number 1, Wages clarifying that the .5% increase will not become effective until the last pay-period in December. He clarified that this is the same for all of the four Units. Mayor Strack also

clarified that Article 5 - Management Rights, Section 5.1-6 of the MOU did not change and states the following:

“Nothing in this Policy shall be construed to interfere with the City’s right to manage its operations in the most economical and efficient manner consistent with the best interests of all citizens, taxpayers, and employees in the City.”

Mayor Strack stated that this or a similar clause is in all four Bargaining Unit MOU’s. Mayor Strack also clarified a few other sections of the proposed MOU, i.e. work schedules and the regularly scheduled 4 hours overtime per pay-period (84 hours per pay-period), section 15.2 (paid by check, not cash), and section 17.10 E - paid quarterly (Mr. Brewer stated that although this states quarter year basis for reimbursement, however the City has done some on a monthly basis).

Councilor Cardenas moved to ratify the Memorandum of Understanding between the City of Corning and the City of Corning Public Safety Unit for the period of January 1, 2016 through December 31, 2016 with a correction stating that the last .5% increase will become effective the last pay-period in 2016. Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

**b) The City of Corning Dispatcher’s Association Bargaining Unit**

Councilor Dickison moved to ratify the Memorandum of Understanding between the City of Corning and the City of Corning Dispatcher’s Association for the period of January 1, 2016 through December 31, 2016 with a correction stating that the last .5% increase will become effective the last pay-period in 2016. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

**c) The City of Corning Miscellaneous Employees Bargaining Unit**

Councilor Smith moved to ratify the Memorandum of Understanding between the City of Corning and the City of Corning Miscellaneous Employees Bargaining Unit for the period of January 1, 2016 through December 31, 2016 with a correction stating that the last .5% increase will become effective the last pay-period in 2016. Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

**d) The City of Corning Management Association Bargaining Unit.**

Councilor Dickison moved to ratify the Memorandum of Understanding between the City of Corning and the City of Corning Management Association for the period of January 1, 2016 through December 31, 2016 with a correction stating that the last .5% increase will become effective the last pay-period in 2016. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

**2. Approve compensation plan for the unrepresented positions of City Manager and Administrative Assistant to the City Manager.**

A member of the audience stated that she believed it would be more appropriate for the City Manager to work for the City for 6 months prior to having her salary increased, and noted that this position was not covered by a Bargaining Unit or a negotiated Contract. The speaker also suggested possibly not providing a raise at this time, but rather scheduling a performance evaluation in six months with the possibly of a retroactive salary increase at that time.

Mayor Strack stated he also was evaluating this and had some concerns. City Manager Brewer responded stating that this could create somewhat of an additional Bargaining Unit as well as a difference in the benefits package outside of salary such as Life Insurance, PERS EPMC, etc.

Following additional conversation, Councilor Cardenas moved to postpone action on the compensation plan for the City Manager for three months following a performance evaluation of the City Manager. Councilor Dickison seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

Councilor Dickison moved to approve the compensation plan for the Administrative Assistant to the City Manager to be the same as the Corning Management Association for the period of January 1, 2016 through December 31, 2016. Councilor Smith seconded the motion. **Ayes: Strack, Dickison, Cardenas and Smith. Absent: Linnet. Opposed/Abstain: None. Motion was passed by a 4-0 vote with Linnet absent.**

F. **ADJOURNMENT!** 10:35 a.m.

---

**Lisa M. Linnet, City Clerk**



# MEMORANDUM

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** January 6, 2016

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday January 12, 2016 Council Meeting

---

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 12-09-15	\$	14,267.30
B.	Payroll Disbursements	Ending 12-08-15	\$	35,438.27
C.	Cash Disbursements	Ending 12-15-15	\$	89,170.82
D.	Cash Disbursements	Ending 12-16-15	\$	41,374.39
E.	Cash Disbursements	Ending 12-31-15	\$	41,031.51
F.	Payroll Disbursements	Ending 12-29-15	\$	105,020.57
G.	Cash Disbursements	Ending 01-06-16	\$	168,461.82

**GRAND TOTAL**     \$ 494,764.68

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
021366	12/08/15	BEN01	BENBOW, W.B.	4508.76	.00	4508.76	00000361	WELL TELEMETRY-WTR CAP IM
021367	12/09/15	VOID	VOIDED CHECK					
021368	12/09/15	VOID	VOIDED CHECK					
021369	12/09/15	VOID	VOIDED CHECK					
021370	12/09/15	VOID	VOIDED CHECK					
021371	12/09/15	VOID	VOIDED CHECK					
021372	12/09/15	VOID	VOIDED CHECK					
021373	12/09/15	VOID	VOIDED CHECK					
021374	12/09/15	VOID	VOIDED CHECK					
021375	12/09/15	VOID	VOIDED CHECK					
021376	12/09/15	VOID	VOIDED CHECK					
021377	12/09/15	VOID	VOIDED CHECK					
021378	12/09/15	VOID	VOIDED CHECK					
021379	12/09/15	VOID	VOIDED CHECK					
021380	12/09/15	VOID	VOIDED CHECK					
021381	12/09/15	VOID	VOIDED CHECK					
021382	12/09/15	3C000	3CORE, INC.	38.50	.00	38.50	151209	THEATRE FLOORING-RODGERS
021383	12/09/15	ATT14	AT&T	161.18	.00	161.18	151123F	COMMUNICATIONS-FIRE
021384	12/09/15	BAS01	BASIC LABORATORY, INC	126.00	.00	126.00	1511692	ProfServices Water Dept
021385	12/09/15	BIG02	BIG VALLEY SANITATION, IN	218.75	.00	218.75	22563	CLEANING CONTRACT-STR
021386	12/09/15	COR01	CORNING VETERINARY CLINIC	186.75	.00	186.75	47868	PROF SVCS-ACO
021387	12/09/15	COR05	CORNING AUTO CENTER	34.75	.00	34.75	20390	VEH OP/MAINT-
				34.75	.00	34.75	20391	VEH OP/MAINT-ACO
				34.75	.00	34.75	20393	VEH OP/MAINT-POLICE
				44.75	.00	44.75	20394	VEH OP/MAINT-
				34.75	.00	34.75	20395	VEH OP/MAINT-
				34.75	.00	34.75	20396	VEH OP/MAINT-

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
021387	12/09/15	COR05	CORNING AUTO CENTER	34.75	.00	34.75	20397	VEH OP/MAINT-POLICE
Check Total.....:				253.25	.00	253.25		
021388	12/09/15	COR11	CORNING SAFE & LOCK	2.92	.00	2.92	0005	MAT & SUPPLIES-POLICE
021389	12/09/15	DEP12	DEPT OF JUSTICE	32.00	.00	32.00	134489	MAT & SUPPLIES-FINANCE
021390	12/09/15	EWI00	EWING	358.08	.00	358.08	699080	MAT & SUPPLIES-PARKS
021391	12/09/15	FIR06	FIRST NATIONAL BANK OMAHA	311.91	.00	311.91	151130	MAT & SUPPLIES-
021392	12/09/15	HIN01	HINDERLITER, DE LLAMAS &	975.00	.00	975.00	0024647IN	PROF SVCS-FINANCE
021393	12/09/15	HOM03	HOME DEPOT	35.53	.00	35.53	9180448	MAT & SUPPLIES-PARKS
021394	12/09/15	LEA01	LEAGUE OF CALIF CITIES	150.00	.00	150.00	102526	MAT & SUPPLIES-STR
021395	12/09/15	LNC01	LN CURTIS & SONS	327.33	.00	327.33	137352400	EQUIP MAINT-FIRE
021396	12/09/15	MIL11	MILL CREEK VETERINARY	70.00	.00	70.00	92491	SPAY/NEUTER PROG-ACO
021397	12/09/15	NOR25	NORTHERN LIGHTS ENRGY, INC	1635.87	.00	1635.87	158100	VEH OP/MAINT-
				1766.70	.00	1766.70	158127	MAT & SUPPLIES-
				112.88	.00	112.88	158128	VEH OP/MAINT-FIRE
Check Total.....:				3515.45	.00	3515.45		
021398	12/09/15	NOR31	NORM'S PRINTING	21.39	.00	21.39	015599	MAT & SUPPLIES-ADMIN
				21.39	.00	21.39	015639	MAT & SUPPLIES-COUNCIL
Check Total.....:				42.78	.00	42.78		
021399	12/09/15	PGE04	PG&E	437.28	.00	437.28	151201	TranspFacility-
021400	12/09/15	PGE05	PG&E	1244.59	.00	1244.59	151201	FIRE-ELECT & GAS
021401	12/09/15	PGE2A	PG&E	72.13	.00	72.13	151130	ELECT-MARTINI PLAZA
				39.51	.00	39.51	151201	ELECT-CLELAND PROP
				235.85	.00	235.85	151130A	ELECT-MCDONALD, CASSANDRA,
Check Total.....:				347.49	.00	347.49		
021402	12/09/15	QUI02	QUILL CORPORATION	32.24	.00	32.24	9884122	OFFICE SUPPLIES-FINANCE
021403	12/09/15	RED14	RED BLUFF OUTDOOR POWER,	47.17	.00	47.17	040433	CLEANING CONTRACT-STR
021404	12/09/15	STA03	SHAC	62.00	.00	62.00	151203	TRAINING/ED-ACO

REPORT.: Dec 09 15 Wednesday  
 RUN....: Dec 09 15 Time: 15:19  
 Run By.: LORI

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 12-15 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 Description
021405	12/09/15	TEH20	TEHAMA CO DISTRICT ATTY	535.20	.00	535.20	151204	PROF SVCS-POLICE
021406	12/09/15	UNI02	UNIFORMS, TUXEDOS & MORE	47.19	.00	47.19	141654	UNIFORMS/CLOTH-POLICE
021407	12/09/15	WAL05	SERGE V. DANA, D.V.M.	70.00	.00	70.00	281449	SPAY/NEUTER PROG-ACO
021408	12/09/15	XER00	XEROX CORPORATION	129.95	.00	129.95	082419654	EQUIP MAINT-POLICE
Cash Account Total.....:				14267.30	.00	14267.30		
Total Disbursements.....:				14267.30	.00	14267.30		
Cash Account Total.....:				.00	.00	.00		



Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description	Payment Information
6976	12/08/15	AME20	AMERICAN WEST BANK	1276.73	.00	1276.73	B51208	HSA DEDUCTIBLE	
6977	12/08/15	BAN03	POLICE OFFICER ASSOC.	200.00	.00	200.00	B51208	POLICE OFFICER ASSOC	
6978	12/08/15	CAL37	CALIFORNIA STATE DISBURSE	430.61	.00	430.61	B51208	WITHHOLDING ORDER	
6979	12/08/15	EDD01	EMPLOYMENT DEVELOPMENT	4001.97	.00	4001.97	B51208	STATE INCOME TAX	
				953.29	.00	953.29	1B51208	SDI	
			Check Total.....	4955.26	.00	4955.26			
6980	12/08/15	HEA05	HEALTHIEST YOU	27.00	.00	27.00	B51208	HEALTHIEST YOU	
6981	12/08/15	ICM01	ICMA RETIREMENT TRUST-457	3205.03	.00	3205.03	B51208	ICMA DEF. COMP	
				62.50	.00	62.50	1B51208	ICMA DEF. COMP ER PD	
			Check Total.....	3267.53	.00	3267.53			
6982	12/08/15	PERS1	PUBLIC EMPLOYEES RETIRE	19415.80	.00	19415.80	B51208	PERS PAYROLL REMITTANCE	
6983	12/08/15	PERS4	Cal Pers 457 Def. Comp	2438.66	.00	2438.66	B51208	PERS DEF. COMP.	
				125.00	.00	125.00	1B51208	PERS DEF. COMP. ER P	
			Check Total.....	2563.66	.00	2563.66			
6984	12/08/15	VAL06	VALIC	3226.68	.00	3226.68	B51208	AIG VALIC P TAX	
				75.00	.00	75.00	1B51208	AIG VALIC P TAX ER P	
			Check Total.....	3301.68	.00	3301.68			
			Cash Account Total.....	35438.27	.00	35438.27			
			Total Disbursements.....	35438.27	.00	35438.27			

=====

REPORT.: Dec 15 15 Tuesday  
 RUN...: Dec 15 15 Time: 12:18  
 Run By.: LORI

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 12-15 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
021409	12/10/15	AIR00	AIRGAS USA, LLC	65.54	.00	65.54	993203414	MAT & SUPPLIES-FIRE
021410	12/10/15	ARA02	ARAMARK UNIFORM SERVICES	64.42	.00	64.42	4147745	MAT & SUPPLIES-BLD MAINT
				64.42	.00	64.42	4162319	MAT & SUPPLIES-BLD MAINT
				64.42	.00	64.42	4177020	MAT & SUPPLIES-BLD MAINT
				64.42	.00	64.42	4192020	MAT & SUPPLIES-BLD MAINT
Check Total.....:				257.68	.00	257.68		
021411	12/10/15	ATT02	AT&T	1246.29	.00	1246.29	151125	COMMUNICATIONS-
021412	12/10/15	BAT01	BATTERIES PLUS	70.87	.00	70.87	311233312	MAT & SUPPLIES-POLICE
021413	12/10/15	BIC01	BICKLEY'S AIR CONDITIONIN	86.00	.00	86.00	1720	BLD MAINT-POLICE
021414	12/10/15	COR01	CORNING VETERINARY CLINIC	70.00	.00	70.00	47870	SPAY/NEUTER PROG-ACO
021415	12/10/15	COR11	CORNING SAFE & LOCK	2.41	.00	2.41	0003	THEATRE FLOORING-RODGERS
021416	12/10/15	DAY03	DAY WIRELESS SYSTEMS (03)	75.00	.00	75.00	396617	COMMUNICATIONS-POLICE
021417	12/10/15	HOL04	HOLIDAY MARKET #32	136.62	.00	136.62	23321312/	MAT & SUPPLIES-
				17.96	.00	17.96	27321212/	MAT & SUPPLIES-BLD MAINT
Check Total.....:				154.58	.00	154.58		
021418	12/10/15	MIS01	MISSION LINEN SUPPLY	122.55	.00	122.55	501359550	MAT & SUPPLIES-PARKS
021419	12/10/15	MOR02	RAY MORGAN COMPANY	543.48	.00	543.48	1085436	COMMUNICATIONS-
021420	12/10/15	NOR10	NICOLINO CLEMENTE	137.19	.00	137.19	04543	SENIOR CENTER-GEN CITY
021421	12/10/15	NOR31	NORM'S PRINTING	72.56	.00	72.56	134489	PRINTING/ADV-DISPATCH
021422	12/10/15	QUI02	QUILL CORPORATION	125.38	.00	125.38	9967613	SOLANO STR SCP-STR PROJ
021423	12/10/15	TEH15	TEHAMA CO SHERIFF'S DEPT	24.50	.00	24.50	151202	OFFICE SUPPLIES-CITY ADMI
021424	12/10/15	TEH33	TEHAMA COUNTY	5000.00	.00	5000.00	151209	PARK VOL FUND-RECYCLE GRA
021425	12/11/15	AME16	AMERICAN EMBROIDERY MART	80.00	.00	80.00	2530	UNIFORMS/CLOTH-POLICE
021426	12/11/15	COM01	COMPUTER LOGISTICS, INC	2370.00	.00	2370.00	66231	MACH/EQUIP-
				2370.00	.00	2370.00	66431	MACH/EQUIP-
Check Total.....:				4740.00	.00	4740.00		
021427	12/11/15	ECH00	ECHOLON TRANSPORTATION GR	7078.00	.00	7078.00	15-501-12	PROF SVCS-PED TRANS GRANT

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 12-15 Bank Account.: 1020

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
021428	12/11/15	PERS1	PUBLIC EMPLOYEES RETIRE	6800.00	.00	6800.00	12112015	PROF SVCS-FINANCE
021429	12/11/15	SOL04	SOLARCITY	118.25	.00	118.25	151211	PROF SVCS-BLD & SAFETY
021430	12/11/15	USA01	USA BLUE BOOK	583.46	.00	583.46	815099	MAT & SUPPLIES-WTR
021431	12/15/15	BAS01	BASIC LABORATORY, INC	96.00	.00	96.00	1511948	ProfServices Water Dept
021432	12/15/15	COM01	COMPUTER LOGISTICS, INC	222.14	.00	222.14	QUOTE3449	MACH EQUIP-FINANCE
021433	12/15/15	COM06	COMCAST	28.92	.00	28.92	151209	COMMUNICATIONS-PW ADMIN
021434	12/15/15	CON07	CONEXIS	40.00	.00	40.00	1115-OR34	MEDICAL INS-COBRA
021435	12/15/15	GOL03	GSEW / WFM	119.74	.00	119.74	I-049703	MAT & SUPPLIES-WTR
021436	12/15/15	GRA02	GRAINGER, W.W., INC	80.67	.00	80.67	990671496	SMALL TOOLS-STR
			Check Total.....	104.92	.00	104.92		MAT & SUPPLIES-PARKS
021437	12/15/15	HOL04	HOLIDAY MARKET #32	50.70	.00	50.70	140321212	MAT & SUPPLIES-
021438	12/15/15	MAY01	MAY, WILLIAM L.	4117.76	.00	4117.76	12/11-201	EE RELATIONS-IGL SVCS
021439	12/15/15	SEV00	SEVERN TRENT ENVIRONMENTA	52949.90	.00	52949.90	2082024	PROF SVCS-
			Check Total.....	3987.00	.00	3987.00	2082040	PROF SVCS-WWTP
			Check Total.....	56936.90	.00	56936.90		
			Cash Account Total.....	89170.82	.00	89170.82		
			Total Disbursements.....	89170.82	.00	89170.82		

\*\*\*\*\*

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
021440	12/16/15	BUT11	BUTTE CO PUBLIC HEALTH	100.00	.00	100.00	10569	PROF SVCS-ACO
021441	12/16/15	CCA01	CITY CLERKS ASSOCIATION O	90.00	.00	90.00	977	Assoc.Dues City Clerk
021442	12/16/15	CRI01	CRITICAL REACH	285.00	.00	285.00	16-118	EQUIP MAINT-POLICE
021443	12/16/15	DEP03	DEPT OF TRANS/CAL TRANS	2271.36	.00	2271.36	16003679	Equip.Maint. St&Trf Light
				1262.47	.00	1262.47	16003703	Equip.Maint. St&Trf Light
			Check Total.....	3533.83	.00	3533.83		
021444	12/16/15	FEA03	FEATHER RIVER HOSPITAL	683.40	.00	683.40	MR9127559	PROF SVCS-POLICE
021445	12/16/15	GRA02	GRAINGER, W.W., INC	34.49	.00	34.49	991207774	MAT & SUPPLIES-ACO
				25.74	.00	25.74	991457983	MAT & SUPPLIES-POLICE
			Check Total.....	60.23	.00	60.23		
021446	12/16/15	MUR02	MURRISON PH.D., KITT	350.00	.00	350.00	CPD502	PROF SVCS-POLICE
021447	12/16/15	NOR03	NCCSIF	35226.50	.00	35226.50	2016081	WORKMENS COMP-GEN CITY
021448	12/16/15	OFF01	OFFICE DEPOT	311.61	.00	311.61	187279268	EQUIP MAINT-DISPATCH
				118.38	.00	118.38	809964298	OFFICE SUPPLIES-DISPATCH
				68.16	.00	68.16	810264726	OFFICE SUPPLIES-DISPATCH
			Check Total.....	498.15	.00	498.15		
021449	12/16/15	QUI02	QUILL CORPORATION	169.45	.00	169.45	1277605	OFFICE SUPPLIES-FINANCE
				189.16	.00	189.16	1279829	OFFICE SUPPLIES-FINANCE
			Check Total.....	358.61	.00	358.61		
021450	12/16/15	ULI00	ULINE	70.44	.00	70.44	72785521	MAT & SUPPLIES-ACO
021451	12/16/15	UNI02	UNIFORMS, TUXEDOS & MORE	118.23	.00	118.23	141834	UNIFORMS/CLOTH-POLICE

Cash Account Total.....: 41374.39  
 Total Disbursements.....: 41374.39

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
021452	12/23/15	ACC00	ACCESS INFORMATION MANAGE	130.00	.00	130.00	1243514	EQUIP MAINT-GEN CITY
021453	12/23/15	ATT13	AT&T	763.04	.00	763.04	151211	COMMUNICATIONS-DISPATCH
021454	12/23/15	BAK01	BAKER AND TAYLOR	42.35	.00	42.35	151221	Books/Periodic. Library
021455	12/23/15	BAS01	BASIC LABORATORY, INC	126.00	.00	126.00	1512170	ProfServices water Dept
021456	12/23/15	BLA05	LEE BLAYLOCK	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021457	12/23/15	BLJ01	BLUEGLOBES, LLC.	186.90	.00	186.90	004-21728	MAT & SUPPLIES-AIRPORT
021458	12/23/15	BRA03	BRASIER, DEL	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021459	12/23/15	CAR03	CARDENAS, ANTHONY	341.25	.00	341.25	151218	MEDICAL REIMBURSEMENT
021460	12/23/15	CAR12	CARREL'S OFFICE MACHINES	10.34	.00	10.34	139234	MAT & SUPPLIES-LIBRARY
021461	12/23/15	DEM03	DEMO, CHRIS	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021462	12/23/15	EEL00	EEL RIVER FUELS, INC.	359.73	.00	359.73	449377	NATURAL GAS-ACO
021463	12/23/15	ENT01	ENTENMANN-ROVIN CO.	120.96	.00	120.96	0114148IN	UNIFORMS/CLOTH-POLICE
021464	12/23/15	GRA02	GRAINGER, W.W., INC	25.34	.00	25.34	991895354	MAT & SUPPLIES-PARKS
			Check Total.....	31.26	.00	31.26		MAT & SUPPLIES-BLD MAINT
021465	12/23/15	GRO00	GROOTVELD, TROY	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021466	12/23/15	HOL04	HOLIDAY MARKET #32	21.58	.00	21.58	184321212	MAT & SUPPLIES-
021467	12/23/15	IMA01	IMAGE SALES, INC.	32.52	.00	32.52	0052002IN	MAT & SUPPLIES-POLICE
021468	12/23/15	JOB02	JOBE, WAYNE	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021469	12/23/15	JOH07	JOHNSTONE, TRACY	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021470	12/23/15	MOR08	MORA, GRACE	500.00	.00	500.00	151222	JT LEVY SCHOLARSHIP-COUNC
021471	12/23/15	MOS03	MOSHER, JEREMY	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021472	12/23/15	NOR31	NORM'S PRINTING	67.19	.00	67.19	015727	PRINTING/ADV-DISPATCH
021473	12/23/15	PG&E	PG&E	20774.88	.00	20774.88	151218	Electricity General City-
021474	12/23/15	PGE2A	PG&E	56.88	.00	56.88	151215	ELECT-BLUE HERON CT

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
021475	12/23/15	QUI02	QUILL CORPORATION	18.25	.00	18.25	1379352	OFFICE SUPPLIES-FIRE
021476	12/23/15	ROB04	ROBBINS, RON	150.00	.00	150.00	151231	UNIFORMS/CLOTH-POLICE
021477	12/23/15	UNI02	UNIFORMS, TUXEDOS & MORE	687.19	.00	687.19	142012	UNIFORMS/CLOTH-POLICE
021478	12/23/15	USA01	USA BLUE BOOK	228.17	.00	228.17	819929	MAT & SUPPLIES-WTR
021479	12/23/15	WAR05	WARREN, DANA KARL	215.65	.00	215.65	151218	REC INSTRUCTOR-REC
021480	12/23/15	WHI06	WHITE, BRETT	200.00	.00	200.00	151231	SAFETY ITEMS-PW ADMIN
021481	12/23/15	WAT02	WATSON, THOMAS J.	130.53	.00	130.53	151223	VEH OP/MAINT-POLICE
021482	12/31/15	BAS01	BASIC LABORATORY, INC	126.00	.00	126.00	1512396	ProfServices Water Dept
021483	12/31/15	BIC01	BICKLEY'S AIR CONDITIONIN	86.00	.00	86.00	1810	SENIOR CENTER-GEN CITY
021484	12/31/15	BUR06	BURNHAM VETERINARY CLINIC	70.00	.00	70.00	109987	SPAY/NEUTER PROG-ACO
021485	12/31/15	COM01	COMPUTER LOGISTICS, INC	29.00	.00	29.00	66639	EQUIP MAINT-GEN CITY
				28.00	.00	28.00	66640	COMMUNICATIONS-POLICE
			Check Total.....:	57.00	.00	57.00		
021486	12/31/15	FO001	FOOTHILL READY MIX	948.15	.00	948.15	1512055	THEATRE FLOORING-RODGERS
021487	12/31/15	GRA02	GRAINGER, W.W., INC	29.45	.00	29.45	992293718	BLD MAINT-TRANS FAC
021488	12/31/15	HOL04	HOLIDAY MARKET #32	17.96	.00	17.96	11321212/	Mat/Supplies BuildingMain
021489	12/31/15	KN100	KNIFE RIVER CONSTRUCTION	585.34	.00	585.34	165715	MAT & SUPPLIES-STR
021490	12/31/15	PGE2B	PG&E	6389.37	.00	6389.37	151222	ELECT-WWTP
021491	12/31/15	REY03	REYNOSO BROTHER'S CONSTRU	365.00	.00	365.00	003237	THEATRE FLOORING-RODGERS
021492	12/31/15	TEH03	TEHAMA COUNTY E.A.C.	35.00	.00	35.00	123015	ASSOC DUES-ADMIN
021493	12/31/15	UNI07	UNION BANK	2120.00	.00	2120.00	151220	Bond Trustee
				2650.00	.00	2650.00	151220A	Bond Trustee
			Check Total.....:	4770.00	.00	4770.00		
021494	12/31/15	USA01	USA BLUE BOOK	56.98	.00	56.98	827951	MAT & SUPPLIES-WTR
021495	12/31/15	HIL18	HILTON GARDEN INN-FAIRFIE	508.50	.00	508.50	151231	TRAINING/ED-POLICE
021496	12/31/15	\A083	JOSE AGUILAR	5.78	.00	5.78	000B60101	MQ CUSTOMER REFUND FOR AG

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
021497	12/31/15	\A084	ANGEL AGUILAR	11.46	.00	11.46	000B60101	MQ CUSTOMER REFUND FOR AG
021498	12/31/15	\C095	KATHLEEN CHANDLER	62.10	.00	62.10	000B60101	MQ CUSTOMER REFUND FOR CH
021499	12/31/15	\L057	JESSE LOWE	109.79	.00	109.79	000B60101	MQ CUSTOMER REFUND FOR LO
021500	12/31/15	\M139	TOM & VERA MCLAUGHLIN	7.08	.00	7.08	000B60101	MQ CUSTOMER REFUND FOR MC
021501	12/31/15	\N042	JOHN NELSON	1.91	.00	1.91	000B60101	MQ CUSTOMER REFUND FOR NE
021502	12/31/15	\O028	MELISA OHALLORAN	.22	.00	.22	000B60101	MQ CUSTOMER REFUND FOR OH
021503	12/31/15	\R084	MARGARITA RUIZ	29.11	.00	29.11	000B60101	MQ CUSTOMER REFUND FOR RU
021504	12/31/15	\S119	SAUL PRADO SANDOVAL	16.37	.00	16.37	000B60101	MQ CUSTOMER REFUND FOR SA
021505	12/31/15	\V044	PAULA VAZQUEZ	5.83	.00	5.83	000B60101	MQ CUSTOMER REFUND FOR VA
021506	12/31/15	\W048	ROGER WHITE	142.44	.00	142.44	000B60101	MQ CUSTOMER REFUND FOR WH
Cash Account Total.....:				41031.51	.00	41031.51		
Total Disbursements.....:				41031.51	.00	41031.51		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
6990	12/22/15	AME20	AMERICAN WEST BANK	1276.73	.00	1276.73	B51222	HSA DEDUCTIBLE
6991	12/22/15	BAN03	POLICE OFFICER ASSOC.	200.00	.00	200.00	B51222	POLICE OFFICER ASSOC
6992	12/22/15	CAL37	CALIFORNIA STATE DISBURSE	430.61	.00	430.61	B51222	WITHHOLDING ORDER
6993	12/22/15	EDD01	EMPLOYMENT DEVELOPMENT	3806.07	.00	3806.07	B51222	STATE INCOME TAX
				958.10	.00	958.10	1B51222	SDI
			Check Total.....	4764.17	.00	4764.17		
6994	12/22/15	ICM01	ICMA RETIREMENT TRUST-457	3689.53	.00	3689.53	B51222	ICMA DEF. COMP
				62.50	.00	62.50	1B51222	ICMA DEF. COMP ER PD
			Check Total.....	3752.03	.00	3752.03		
6995	12/22/15	PERS1	PUBLIC EMPLOYEES RETIRE	34359.92	.00	34359.92	B51223	PERS PAYROLL REMITTANCE
6996	12/22/15	PERS4	Cal Pers 457 Def. Comp	18543.63	.00	18543.63	B51222	PERS DEF. COMP.
				125.00	.00	125.00	1B51222	PERS DEF. COMP. ER P
			Check Total.....	18668.63	.00	18668.63		
6997	12/22/15	VAL06	VALIC	3226.68	.00	3226.68	B51222	AIG VALIC P TAX
				75.00	.00	75.00	1B51222	AIG VALIC P TAX ER P
			Check Total.....	3301.68	.00	3301.68		
6998	12/29/15	AFL01	AMERICAN FAMILY LIFE	2623.02	.00	2623.02	B51231	AFLAC INS.PRE TAX
				252.58	.00	252.58	1B51231	AFLAC INS.AFTER TAX
			Check Total.....	2875.60	.00	2875.60		
6999	12/29/15	BLU02	BLUE SHIELD OF CALIFORNIA	21976.59	.00	21976.59	B51231	MEDICAL INSURANCE
7000	12/29/15	OE001	OPERATING ENGINEERS #3	7761.00	.00	7761.00	B51231	MEDICAL INSURANCE
7001	12/29/15	OE002	OPERATING ENG. (DUES)	420.00	.00	420.00	B51231	UNION DUES MGMNT
				720.00	.00	720.00	1B51231	UNION DUES POLICE
				416.00	.00	416.00	2B51231	UNION DUES DISPATCH
				686.00	.00	686.00	3B51231	UNION DUES-MISC
			Check Total.....	2242.00	.00	2242.00		
7002	12/29/15	PRI04	PRINCIPAL PLIC-SBD GRAND	2839.08	.00	2839.08	B51231	DENTAL INSURANCE
7003	12/29/15	PRI07	PRINCIPAL LIFE	572.53	.00	572.53	B51231	VISION INSURANCE
			Cash Account Total.....	105020.57	.00	105020.57		
			Total Disbursements.....	105020.57	.00	105020.57		

REPORT.: Jan 06 16 Wednesday  
 RUN...: Jan 06 16 Time: 15:13  
 Run By.: LORI ,

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 01-16 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
021507	01/04/16	BUR05	BURGESS & BOGENER, INC.	5525.00	.00	5525.00	000B601011	CONSULTING SVCS-LEGAL SVC
021508	01/04/16	COR07	CORBIN WILLIITS SYSTEMS	729.72	.00	729.72	000B601011	EQUIP MAINT-FINANCE
021509	01/04/16	COR09	CORNING CHAMBER OF COMM.	1000.00	.00	1000.00	000B601011	ECONOMIC DEVELOPMENT
021510	01/04/16	COR50	CORY, TARA	5833.33	.00	5833.33	000B601011	COUNSELOR-BCJI PROGRAM
021511	01/04/16	HAI05	HALL, ROBERT	104.70	.00	104.70	000B601011	PROF SVCS-FIRE DEPT
021512	01/04/16	KEN00	KEN VAUGHAN & SONS	1200.00	.00	1200.00	000B601011	LANDSCAPE MAINT-
021513	01/04/16	PIT01	PITNEY BOWES	173.21	.00	173.21	000B601011	EQUIP LEASE-FINANCE
021514	01/04/16	TOM03	TOMLINSON JR., ROBERT L.	54.70	.00	54.70	000B601011	PROF SVCS - FIRE DEPT
021515	01/04/16	WHI05	WHITE GLOVE CLEANING SERV	3115.00	.00	3115.00	000B601011	JANITORIAL SVCS-
021516	01/04/16	WHI06	WHITE, BRETT	80.59	.00	80.59	160104	PANT REIMBURSEMENT-PW ADM
021517	01/06/16	AND03	ANDERS, JOANN	385.00	.00	385.00	16-100	PROF SVCS-ADMIN
021518	01/06/16	ATT14	AT&T	161.18	.00	161.18	151223F	COMMUNICATIONS-FIRE
021519	01/06/16	BAS01	BASIC LABORATORY, INC	126.00	.00	126.00	1512557	ProfServices Water Dept
021520	01/06/16	CAL35	CALIFORNIA BUILDING STAND	58.00	.00	58.00	15-0105	SB 1473-BLD & SAFETY
021521	01/06/16	DM001	DM-TECH	119.90	.00	119.90	1738	COMMUNICATIONS-GEN CITY
021522	01/06/16	FIR05	FIRST NATIONAL BANK OMAHA	279.84	.00	279.84	151230	MAT & SUPPLIES-
021523	01/06/16	MAY01	MAY, WILLIAM L.	450.00	.00	450.00	01/01-201	EE RELATIONS-LGL SVCS
021524	01/06/16	NAP01	NAPA AUTO PARTS	782.92	.00	782.92	151222	VEH/OP MAINT-
021525	01/06/16	NOR25	NORTHERN LIGHTS ENRGY, INC	1672.27	.00	1672.27	160100	VEH OP/MAINT-
				171.61	.00	171.61	160132	VEH OP/MAINT-FIRE
				34.67	.00	34.67	00196088	EQUIP MAINT-FIRE
			Check Total.....:	1878.55	.00	1878.55		
021526	01/06/16	OFF01	OFFICE DEPOT	244.90	.00	244.90	813482655	Office Supplies Policedis
021527	01/06/16	PAC16	PACIFIC TELEMANAGEMENT SE	38.00	.00	38.00	806339	COMMUNICATIONS-GEN CITY
021528	01/06/16	STO07	STOUFFER, JOHN BEDFORD	3200.00	.00	3200.00	160104	PROF SVCS-PLANNING
021529	01/06/16	SUN01	SUNRISE ENVIRONMENTAL	170.30	.00	170.30	57691	SAFETY ITEMS-FIRE

REPORT: Jan 06 16 Wednesday  
 RUN: Jan 06 16 Time: 15:13  
 Run By: LORI

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 01-16 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 #	Payment Information Description
021530	01/06/16	TEH13	TEHAMA CO AUDITOR	237.50	.00	237.50	160104	PkngCiteToCnty Policeserv
021531	01/06/16	USP01	UNITED STATES POST OFFICE	225.00	.00	225.00	160106	OFFICE SUPPLIES-
021532	01/06/16	WAS01	WASTE MANAGEMENT OF	118989.04	.00	118989.04	160104	WASTE MGMT PYMT-SOLID WAS
021533	01/06/16	WES02	WESTERN BUSINESS PRODUCTS	45.65	.00	45.65	AR13711	EQUIP MAINT-FIRE
021534	01/06/16	3CO00	3CORE, INC.	38.50	.00	38.50	160110	THEATRE FLOORING-RODGERS
021535	01/06/16	ASB00	ASBURY ENVIRONMENTAL SERV	65.00	.00	65.00	130550973	EQUIP MAINT-MECH MAINT
021536	01/06/16	ATT02	AT&T	1235.71	.00	1235.71	151225	COMMUNICATIONS-
021537	01/06/16	BIG02	BIG VALLEY SANITATION, IN	87.50	.00	87.50	23316	CLEANING CONTRACT-STR
021538	01/06/16	CEN14	CENTER FOR EVALUATION & R	9375.00	.00	9375.00	201180	BCJI GRANT-PROF SVCS
021539	01/06/16	COR01	CORNING VETERINARY CLINIC	664.24	.00	664.24	48157	ProfServices ACO
021540	01/06/16	COR02	CORNING OBSERVER	48.22	.00	48.22	160127	BOOKS/PERIODICS-LIBRARY
021541	01/06/16	COR08	CORNING LUMBER CO INC	414.14	.00	414.14	151225	MAT & SUPPLIES-
021542	01/06/16	COR45	CORNING ACE HARDWARE	263.09	.00	263.09	151227	MAT & SUPPLIES-
021543	01/06/16	FIR06	FIRST NATIONAL BANK OMAHA	1627.81	.00	1627.81	151230	OFFICE SUPPLIES-
021544	01/06/16	MCC07	MCCOY'S HARDWARE & SUPPLY	243.62	.00	243.62	151227	MAT & SUPPLIES-
021545	01/06/16	MIS01	MISSION LINEN SUPPLY	84.39	.00	84.39	501450033	MAT & SUPPLIES-PARKS
				172.00	.00	172.00	501584787	MAT & SUPPLIES-PARKS
			Check Total.....	256.39	.00	256.39		
021546	01/06/16	NOR25	NORTHERN LIGHTS ENRGY, INC	2021.61	.00	2021.61	160131	MAT & SUPPLIES-
021547	01/06/16	PGE01	PG&E	445.71	.00	445.71	151224	ELECT-
				2050.31	.00	2050.31	151224A	ELECT-
			Check Total.....	2496.02	.00	2496.02		
021548	01/06/16	PGE04	PG&E	434.70	.00	434.70	151230B	TranspFacility-
021549	01/06/16	PGE05	PG&E	2163.55	.00	2163.55	151230	FIRE-ELECT & GAS
021550	01/06/16	PGE2A	PG&E	235.83	.00	235.83	151229	ELECT-MCDONALD, CASSANDRA,
				71.53	.00	71.53	151229C	ELECT-MARTINI PLAZA

REPORT.: Jan 06 16 Wednesday  
 RUN...: Jan 06 16 Time: 15:13  
 Run By.: LORI

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 01-16 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
021550	01/06/16	PGE2A	PG&E	30.99	.00	30.99	151230A	ELECT-CLELAND PROP
Check Total.....:				338.35	.00	338.35		
021551	01/06/16	RON03	RON DUPRATT FORD	89.13	.00	89.13	864011	VEH OP/MAINT-
021552	01/06/16	STA21	STATEWIDE TRAFFIC SAFETY	629.95	.00	629.95	08002290	MAT & SUPPLIES-STR
021553	01/06/16	TH007	THOMSON REUTERS - WEST	178.88	.00	178.88	610528157	TRAINING/ED-POLICE
021554	01/06/16	ATT15	AT&T MOBILITY	512.38	.00	512.38	151219	COMMUNICATIONS-
021555	01/06/16	COR01	CORNING VETERINARY CLINIC	70.00	.00	70.00	48158	SPAY/NEUTER PROG-ACO
Cash Account Total.....:				168461.82	.00	168461.82		
Total Disbursements.....:				168461.82	.00	168461.82		

Date...: Jan 6, 2016  
 Time...: 3:40 pm  
 Run by: LORI

CITY OF CORNING  
 NEW BUSINESSES FOR CITY COUNCIL

Page.: 1  
 List.: NEWS  
 Group: WTPMB

Business Name	Address	CITY/STATE/ZIP	Contact Name	Business Desc. #1	Business Start Date	Primary Teleph
BETTER CHOICE REAL E	1403 SOLANO ST	CORNING, CA 96021	GLATTFELDER	COLETTE REAL ESTATE SALES	12/17/15	(530)840-0466
DOUG HARDIN	435 WASHINGTON ST	RED BLUFF, CA 96080	HARDIN	DOUG CAR TRANSPORTER	12/08/15	(479)841-6873
FIGUEROA CONSTRUCTIO	1319 LINK ST	CORNING, CA 96021	FIGUEROA	REYES HANDYMAN SERVICES	12/17/15	(530)881-9751
GOLD-BOND PLUMBING	8645 SKYWAY	PARADISE, CA 95969	GIBBONS	GORDON PLUMBING	12/17/15	(530)321-4203
MAGIC MOP	123 MOBILE DR	CORNING, CA 96021	SANTOS	JESUS CLEANING	12/04/15	(530)592-8921
MARIA'S LANDSCAPE	24531 GARDINER FERRY RD	CORNING, CA 96021	MARIA	BLAINE LANDSCAPE	01/05/16	(530)209-5218
PUENTES HANDYMAN	3420 BURNHAM AVE	CORNING, CA 96021	AMERLIZ	JOSE HANDYMAN	01/06/16	(530)774-8474
RERIDE	1106 SOUTH ST	CORNING, CA 96021	HUGHES	JODIE USED TACK	12/17/15	(530)838-5716
SUTFIN ART INDUSTRIE	1267 PRUNE ST	CORNING, CA 96021	SUTFIN	REESE ART PRODUCTION	01/06/16	(530)798-3634

**CITY OF CORNING**  
**TREASURER'S REPORT**  
**December 2015**

<u>AGENCY</u>	<u>CURRENT BALANCE</u>	<u>RATE</u>
Local Agency Investment Fund	\$1,786,807.97	.32%

Respectfully submitted:



Laura L. Calkins  
City Treasurer

RECEIVED  
JAN 05 2016  
CITY OF CORNING

Item No.: G-7



**CITY OF CORNING  
WASTEWATER OPERATION SUMMARY REPORT  
DECEMBER 2015**

**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](http://www.severntrentservices.com)

Below is a summary of the Monthly Operations Report that will be available for City review on January 2016

- 1) Completed monthly reports.
- 2) Performed weekly Operator 10 maintenance on all plant equipment.
- 3) Changed flow disk.
- 4) Calibrated SO<sub>3</sub> analyzer
- 6) Staff meeting to discuss plant operations and issues.
- 7) Changed chart on So<sub>3</sub> analyzer.
- 8) Safety meeting and daily tailgate meeting
- 9) Ordered 2 new decant pumps for EQ basin
- 10) Inspected eyewash and emergency showers.
- 11) TelStar performed annual flow meter calibration
- 12) Cleaned So<sub>2</sub> pump.
- 13) Checked storm water discharge sites at WWTP and airport.
- 14) Conducted plant tour for new City manager
- 15) Tested all chlorine and So<sub>2</sub> leak sensors.
- 16) Exercised lift station stand –by pump
- 17) Exercised emergency generator.
- 18) Performed monthly Plant inspection

- 19) Checked all fire extinguishers.
- 20) Submitted monthly ESMR and DMR
- 21) Completed SSO no spill report.
- 22) Replaced hot water line and valve on sink
- 23) Installed new refrigerator and cabinet for influent sample
- 24) Installed new sample pump for SO# analyzer
- 25) Installed and calibrated new probe on SO3 analyzer
- 26) Collected sample for chronic toxicity re-test
- 27) Posted "Notice of Public Hearing" for dichlorobromomethane Time Schedule Order at city hall, plant and post office. Provided regional board with "Proof of Posting"
- 28) TelStar on site to make repairs to SO3 pump alarm.

December 2015

Domestic Flow Monthly Average = 634,129 GPD

Total KWH= 51,000

12/10/2015  
12:59:25PM

CITY OF CORNING  
PERMITS ISSUED (sort by Permit #)  
For the Period 11/1/2015 thru 11/30/2015

Owner and Address	Parcel Number	Issued On	Valuation
AMERICAN LUBE EQUIP. CORP. 2151 SOUTH AVE CORNING CA 96021 <b>Permit Description:</b> INSTALL (2) 250 GALLON OIL TANKS	8710066 <b>Site Street Address:</b> 2151 SOUTH AVE	11/3/2015	10,000.00
AMERICAN LUBRICATION EQUIP. CO 3524 S. HWY 99W CORNING CA 96021 <b>Permit Description:</b> INSTALL (2) 275 GALLON OIL TANKS	8709042 <b>Site Street Address:</b> 3524 S. HWY 99W	11/3/2015	10,000.00
LANCE JONES 377 STANMAR AVE CORNING CA 96021 <b>Permit Description:</b> NEW RESIDENCE W/ATTACHED GARAGE	7320005 <b>Site Street Address:</b> 377 STANMAR AVE	11/12/2015	130,000.00
RON CRAIG 2156 SOLANO ST CORNING CA 96021 <b>Permit Description:</b> ADD CAR CHARGING STATION	7133002 <b>Site Street Address:</b> 2156 SOLANO ST	11/17/2015	14,500.00
URIAL NAVA 1919 SOLANO ST CORNING CA 96021 <b>Permit Description:</b> DEMO EXISTING RESIDENCE	7115105 <b>Site Street Address:</b> 1919 SOLANO ST	11/2/2015	400.00
RITA CRAWFORD 1215 MARIN ST CORNING CA 96021 <b>Permit Description:</b> INSTALL HVAC	7117302 <b>Site Street Address:</b> 1215 MARIN ST	11/2/2015	10,985.00
LUIS NUNEZ 1639 SOUTH ST CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7116209 <b>Site Street Address:</b> 1639 SOUTH ST	11/3/2015	20,800.00

**CITY OF CORNING**  
**PERMITS ISSUED (sort by Permit #)**  
**For the Period 11/1/2015 thru 11/30/2015**

Owner and Address	Parcel Number	Issued On	Valuation
ALEIANDRA FEELO 1835 BLUE HERON CT CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7102031 <b>Site Street Address:</b> 1835 BLUE HERON CT	11/3/2015	40,300.00
RUTHIE CASIA 2036 COLUSA ST CORNING CA 96021 <b>Permit Description:</b> C/O HVAC	7106103 <b>Site Street Address:</b> 2036 COLUSA ST	11/3/2015	14,073.00
MARK & VICKI MARTINOVICK 1641 FIG LN CORNING CA 96021 <b>Permit Description:</b> TEAR OFF & REROOF	7128029 <b>Site Street Address:</b> 1641 FIG LN	11/4/2015	3,500.00
LOIS BALLARD 174 VICTORIAN PARK CT CORNING CA 96021 <b>Permit Description:</b> RESIDE FRONT OF RESIDENCE	7533007 <b>Site Street Address:</b> 174 VICTORIAN PARK CT	11/13/2015	3,250.00
FEATHER RIVER HOSPITAL 155 SOLANO ST CORNING CA 96021 <b>Permit Description:</b> INSTALL 2 TON DUCTLESS MINI SPLIT AC UNIT	7312079 <b>Site Street Address:</b> 155 SOLANO ST	11/17/2015	5,980.00
JERRY & ERIN JENFINS 579 STANMAR DR CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7321405 <b>Site Street Address:</b> 579 STANMAR DR	11/23/2015	13,368.00
PATRICIA ROGERS 2038 NORTH ST CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7132003 <b>Site Street Address:</b> 2038 NORTH ST	11/23/2015	20,220.00
ALEIANDRO RAMIREZ 1204 FIFTH AVE CORNING CA 96021 <b>Permit Description:</b> REWIRE TO EXISTING SUB PANEL	7124117 <b>Site Street Address:</b> 1204 FIFTH AVE	11/23/2015	500.00

**CITY OF CORNING**  
**PERMITS ISSUED (sort by Permit #)**  
**For the Period 11/1/2015 thru 11/30/2015**

Owner and Address	Parcel Number	Issued On	Valuation
GAIL MACK 630 MARGUERITE AVE CORNING CA 96021 <b>Permit Description:</b> TEAR OFF & REROOF	7321204  <b>Site Street Address:</b> 630 MARGUERITE AVE	11/23/2015	6,800.00
SUSAN & DAVID PRICE 115 HOUGHTON AVE CORNING CA 96021 <b>Permit Description:</b> C/O HVAC & REDUCT	7103013  <b>Site Street Address:</b> 115 HOUGHTON AVE	11/23/2015	7,202.00
DAVID CHAVEZ 730 FRIPP AVE CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7332037  <b>Site Street Address:</b> 730 FRIPP AVE	11/24/2015	16,900.00
ALEJANDRA RUBALCABA 1754 SIXTH AVE CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7128019  <b>Site Street Address:</b> 1754 SIXTH AVE	11/25/2015	12,067.00
JOEL DUNCAN 617 1/2 SOLANO ST CORNING CA 96021 <b>Permit Description:</b> DEMO CARPORT	7307302  <b>Site Street Address:</b> 617 1/2 SOLANO ST	11/25/2015	200.00
ESTELA PLACIDOGALLARDO 2032 DONOVAN AVE CORNING CA 96021 <b>Permit Description:</b> C/O WATER HEATER	7120101  <b>Site Street Address:</b> 2032 DONOVAN AVE	11/25/2015	1,000.00

21 Permits Issued from 11/1/2015 Thru 11/30/2015 OR A TOTAL VALUATION OF \$ 342,045.00

\*\*\* END OF REPORT \*\*\*

1/4/2016  
11:26:14AM

Item No.: G-9  
Page 1

CITY OF CORNING  
PERMITS ISSUED (sort by Permit #)  
For the Period 12/1/2015 thru 12/31/2015

Owner and Address	Parcel Number	Issued On	Valuation
NORTH VALLEY SERVICES 720 HOAG ST CORNING CA 96021 Permit Description: INTERIOR INFILL (REMODEL)	7112101 Site Street Address: 720 HOAG ST	12/1/2015	62,000.00
ROBERT NANCE 1723 SOLANO ST CORNING CA 96021 Permit Description: ADD 1 BAY TO TIRE SHOP	7115501 Site Street Address: 1723 SOLANO ST	12/11/2015	23,000.00
SHERRY SCALVINI 1116 SOUTH ST CORNING CA 96021 Permit Description: ADD ROOF MOUNT SOLAR	7107507 Site Street Address: 1116 SOUTH ST	12/4/2015	23,550.00
HARRY FRINEFROCK 1890 MANZANILLO LN CORNING CA 96021 Permit Description: ADD ROOF MOUNT SOLAR	7125048 Site Street Address: 1890 MANZANILLO LN	12/7/2015	8,619.00
YOLANDA AGUILAR-DE-MENDEZ 1840 MANZANILLO LN CORNING CA 96021 Permit Description: ADD 4' FRONT YARD FENCE	7125044 Site Street Address: 1840 MANZANILLO LN	12/8/2015	1,000.00
DAHA INVESTMENTS 965 HWY 99W #123 CORNING CA 96021 Permit Description: TENANT IMPROVEMENTS (REMODEL)	7114027 Site Street Address: 965 HWY 99W #123	12/10/2015	31,218.00
VREONICA BARRAGAN 1134 FOURTH AVE CORNING CA 96021 Permit Description: CUT-IN MINI SPLIT HVAC SYSTEM	7124301 Site Street Address: 1134 FOURTH AVE	12/11/2015	12,734.00

PERMITS ISSUED (sort by Permit #)

For the Period 12/1/2015 thru 12/31/2015

Owner and Address	Parcel Number	Issued On	Valuation
CONSUELO SORIA 250 TAYLOR CT CORNING CA 96021 <b>Permit Description:</b> C/O HVAC & DUCTING	7323012 <b>Site Street Address:</b> 250 TAYLOR CT	12/17/2015	4,545.00
NORMA HENRY 363 RIO DEL REY CT CORNING CA 96021 <b>Permit Description:</b> CUT IN PACKAGE HVAC UNIT	7132017 <b>Site Street Address:</b> 363 RIO DEL REY CT	12/17/2015	18,000.00
ROGELIO BRITO 613 SOLANO ST CORNING CA 96021 <b>Permit Description:</b> ADD REAR ,FRONT, & SIDE YARD FENCE	7307303 <b>Site Street Address:</b> 613 SOLANO ST	12/17/2015	500.00
ANATOLIY SOLYANIK 230 MARTY CT CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7324014 <b>Site Street Address:</b> 230 MARTY CT	12/23/2015	12,067.00
YURIRIA TAPIA 1794 SIXTH AVE CORNING CA 96021 <b>Permit Description:</b> STUCCO EXTERIOR	7128021 <b>Site Street Address:</b> 1794 SIXTH AVE	12/23/2015	2,000.00
JUAN CHAVEZ 1890 BLUE HERON CT CORNING CA 96021 <b>Permit Description:</b> ADD ROOF MOUNT SOLAR	7102028 <b>Site Street Address:</b> 1890 BLUE HERON CT	12/28/2015	9,724.00
VALLEY TERRACE APTS 982 TOOMES AVE CORNING CA 96021 <b>Permit Description:</b> REPLACE WATER DAMAGED SIDING	7118001 <b>Site Street Address:</b> 982 TOOMES AVE	12/29/2015	16,128.75
ANDREA CASEY 689 STANMAR DR CORNING CA 96021 <b>Permit Description:</b> TEAR OFF & REROOF	7321208 <b>Site Street Address:</b> 689 STANMAR DR	12/30/2015	6,875.00

**CITY OF CORNING**  
**PERMITS ISSUED (sort by Permit #)**  
**For the Period 12/1/2015 thru 12/31/2015**

Owner and Address	Parcel Number	Issued On	Valuation
15 Permits Issued from	12/1/2015 Thru 12/31/2015	OR A TOTAL VALUATION OF	\$ 231,960.75

\*\*\* END OF REPORT \*\*\*

**ITEM NO.: G-10  
REQUEST COUNCIL APPROVAL TO  
INSTALL CITY SEWER SERVICES  
AT 4095 MARY AVENUE, CORNING**

**JANUARY 12, 2016**

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

**FROM: KRISTINA MILLER, CITY MANAGER   
DAWN GRINE, DIRECTOR OF PUBLIC WORKS **

**SUMMARY:**

Maria Holt, owner of the property located at 4095 Mary Avenue, Corning has submitted a request to connect to City sewer services. This property is located in Tehama County and outside the City Limits (APN 075-270-043). Ms. Holt has agreed to pay the associated Sewer Capital Improvement and WWTP Expansion Fees.

**BACKGROUND:**

In the mid 1980's, City Council approved the City Sewer Service Area. The Sewer Service Area was established to provide sewer service to County residents outside of the City Limits. The Sewer Service Area extends east along Moon Road to Mary Avenue.

Fee Schedule effective on February 10, 2014:

➤ Sewer Capital Improvement Fee	\$936
➤ WWTP Expansion Fee	<u>\$4,784</u>
Total:	\$5,720

**RECOMMENDATION:**

**Mayor and Council direct Public Works to install a sewer connection at 4095 Mary Avenue, Corning after the associated impact fees of \$5,720 have been collected.**

Maria Holt  
24100 Maria Rd  
Corning , CA 96021  
12/02/2015

Dawn Grine  
Public works  
City of corning  
[Street Address]  
Corning ca 96021

Dear Dawn Grine

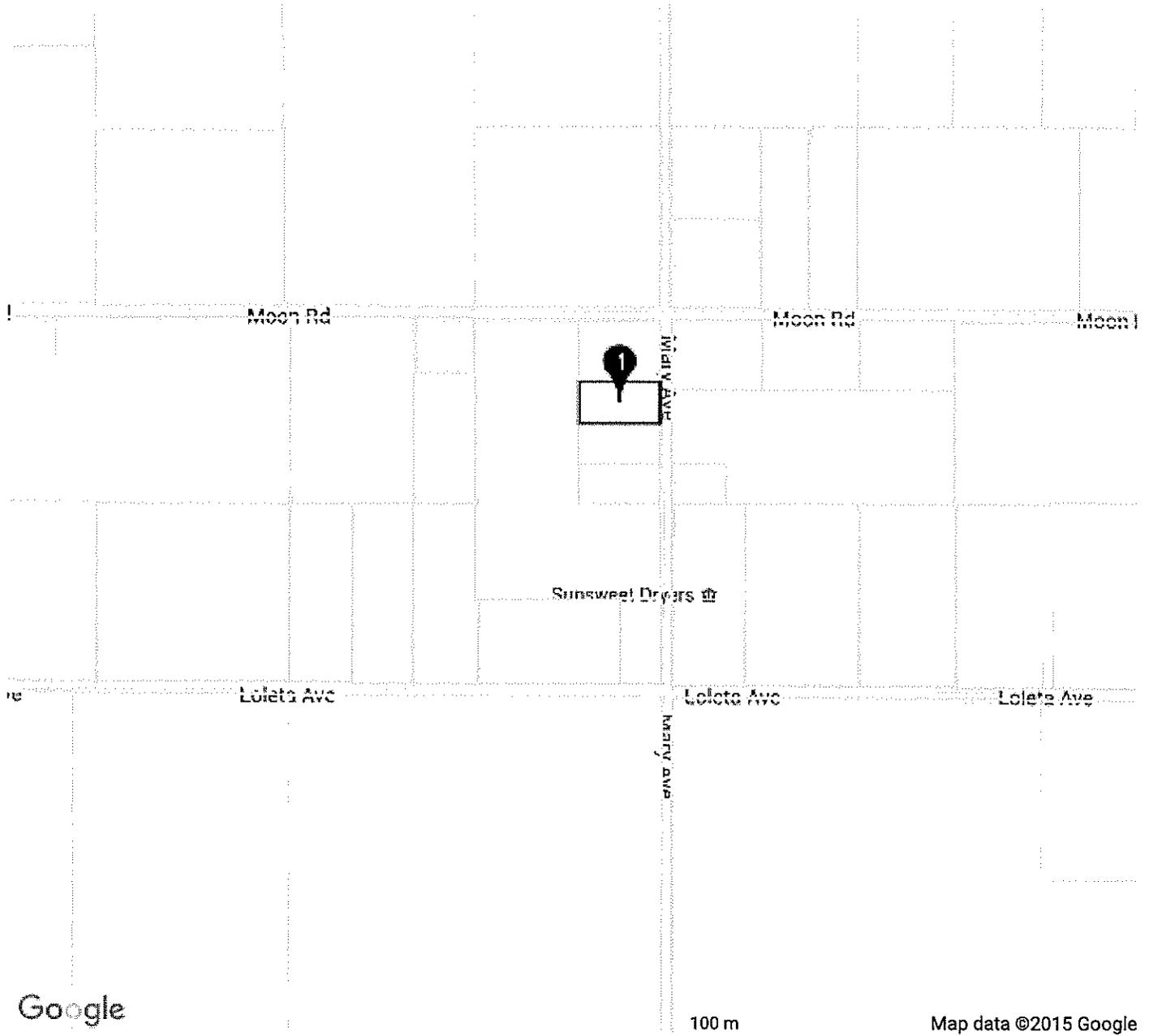
To it may concern:

My name is Maria Holt I would like to connect my sewer service to the city of corning.  
The address is.. **4095 Mary Ave Corning, Ca 96021** if you have any questions please  
call @ 530-526-1653

Thank you

Sincerely,

Maria Holt  
Owner



4095 Mary Ave., Corning  
APN: 075-270-043

**ITEM NO.: G-11  
AWARD THREE-YEAR AGREEMENT  
FOR TREE SPRAYING AND PEST &  
WEED CONTROL TO TRACY AND LUCIE  
WOOLERY DBA PESTMASTER  
SERVICES OF NORTH STATE  
CALIFORNIA IN THE ANNUAL AMOUNT  
OF \$19,950**

**JANUARY 12, 2016**

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

**FROM: KRISTINA MILLER, CITY MANAGER   
DAWN GRINE, DIRECTOR OF PUBLIC WORKS **

**SUMMARY:**

One proposal was received at the 10am bid opening on January 5, 2016 for the three year agreement for tree spraying and pest & weed control services throughout the City of Corning. Tracy and Lucie Woolery dba Pestmaster Services of North State California submitted the proposal to provide these services to the City at a total combined cost of \$19,950 per year. The Bid Summary is attached for Council review. Hunter's Services, Inc. submitted a late bid at 10:25 am via fax which could not be considered due to policy, proposal not being sealed and received after bid opening.

Fiscal Year Budget 2015/16:

Weed/Tree Spray - Streets	108-6175-3000	\$23,000
Weed/Tree Spray - WWTP	610-6175-5200	\$5,000
<b>Total Funds Budgeted</b>		<b>\$28,000</b>

**BACKGROUND:**

Council approved authorization to seek proposals for providing Tree Spraying and Pest & Weed Control services to the City for a term of three-years at the November 24, 2015 City Council Meeting. This is an approved budget item.

Weed spraying for annuals is performed during the winter and early spring months prior to or just after emergence. Tree spraying is applied right after the leaves set in the spring. Spraying controls various fungus infestations and controls plant diseases.

This Agreement provides necessary pest control for all City buildings and properties. The contract includes spraying for the Fire Blight on the City's Ornamental Pear Trees along Solano Street.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AWARD THREE-YEAR AGREEMENT FOR TREE  
SPRAYING AND PEST & WEED CONTROL TO TRACY AND LUCIE WOOLERY  
DBA PESTMASTER SERVICES OF NORTH STATE CALIFORNIA IN THE ANNUAL  
AMOUNT OF \$19,950**

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

**TREE SPRAYING AND PEST & WEED CONTROL  
BID SUMMARY**

**January 5, 2016  
10:00 AM**

Tracy and Lucie Woolery dba Pestmaster Services of North State California	\$19,950.00 – Annual
--	----------------------

# A G R E E M E N T

**THIS AGREEMENT IS MADE AND ENTERED INTO** as of this First (1<sup>st</sup>) day of January, 2016 by and between the City of Corning, a Municipal Corporation, hereinafter referred to as "**City**" and Tracy and Lucie Woolery dba Pestmaster Services of North State California hereinafter referred to as "**Contractor**". It is hereby agreed by and between the parties that Contractor shall supply tree spraying, pest & weed control spraying service for City, as hereinafter more particularly described hereafter.

## **1. CONTRACTOR'S OBLIGATION:**

- a) Contractor shall, on a monthly basis with touch-up services at the City's request, safely supply a mist spray for pest control and injection to all City owned trees located between sidewalk and curbs upon City streets and in City Parks. Such application shall be done safely and in a workmanlike manner with the materials approved and as indicated herein. Trees to be sprayed, dates and place of application are as described on **EXHIBIT "A"** attached hereto and incorporated by this reference. The City reserves unto itself the right to reject any or all performance hereunder and to require touchup and/or follow-up services to the City's satisfaction, and without further compensation.
- b) Contractor shall also perform weed and grass control for periods during the late fall and winter periods, as well as any appropriate growing season. Contractor shall apply chemicals safely and in a workmanlike manner, utilizing boom and wand spraying, upon the terms, conditions, places and times as set forth in "**EXHIBIT "B"**", attached hereto and incorporated by this reference. All chemicals used shall be of the following types and rate of mixture:

### **PER LABEL INSTRUCTIONS**

- c) Contractor shall, during the term of this Contract, maintain a valid City of Corning Business License.
- d) Contractor must, at all times during the term of this contract, be a qualified applicator licensed in the following categories throughout the term of this agreement: Residential, Industrial, Institutional, Right-of-Way, Plant Agriculture, Pest Control and Aquatic.

## **2. COMPENSATION / TERM**

- a) For those services as outlined in **EXHIBIT "A"** hereto the City shall pay to Contractor the sum of **\$11,049.96** per year paid in 12 equal monthly installments of **\$920.83** per month. This contract shall run for a period of three years, commencing on the date first above written.
- b) For those services outlined in **EXHIBIT "B"** hereto, City shall pay to Contractor the sum of **\$8,900.04** per year paid in 12 equal monthly installments of **\$741.67** per month. The contract providing such services as listed on **EXHIBIT "B"** shall be for a period of three years, through **December 31, 2018**, unless sooner terminated under paragraph 2 below.
- c) City will pay Contractor, in equal amounts, on a monthly basis at the beginning of each month for the work performed the preceding month.

However, should performance not be satisfactory as determined by the Director of Public Works, as hereinafter specified, the City may retain and use such funds as the Director of Public Works deems appropriate for purposes of insuring proper performance and/or hiring other chemical spraying companies to complete to the City's satisfaction the contract.

**3. TERMINATION:**

Should contractor fail to perform satisfactorily during any one of the three contract years as herein set forth, City reserves to itself the right to cancel any remaining portion of said contract upon thirty days written notice to Contractor, by notice in writing provided to Contractor at his usual place of business. Should Contractor breach any of the terms and conditions of this contract, or violate any laws, especially those relative to the utilization of hazardous materials, pest control chemicals or similar chemicals, mixtures or materials, the City reserves unto itself the right to direct Contractor to immediately cease performance and then terminate this contract thereafter, upon thirty days written notice, and pay contractor such amounts as he may then be entitled to on a pro-rata basis (pro-rated according to amount of work satisfactorily completed).

**4. PAYMENTS:**

The acceptance of the final payment by the Contractor shall constitute a waiver of all claims by him.

**5. SUSPENSION OF WORK:**

The Director of Public Works shall have authority to suspend the work wholly or in part for such period as he may deem necessary to investigate complaints regarding improper or unsafe use of chemicals or pesticides.

**6. AUTHORITY OF DIRECTOR OF PUBLIC WORKS:**

The Director of Public Works shall be the City's representative in deciding any and all questions that may arise as to the quality or acceptability of the work performed, all questions that arise as to the acceptable fulfillment of the contract on the part of the Contractor, and all questions as to claims and compensation. The City Manager also is authorized to act as the City's representative at any time with respect to this agreement. Contractor is an independent contractor; therefore the City will not be supervising the work performed or directing Contractor how to do his work but will be expecting the Contractor to perform all work agreed upon in a safe and professional manner according to the terms of this agreement.

**7. LAWS TO BE OBSERVED:**

The Contractor shall keep himself fully informed of all State, Federal and Municipal Ordinances and/or regulations of the City of Corning which in any manner affect those engaged in or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Contractor must comply with all provisions of the Immigration Reform and Control Act and of the California Labor Code.

**8. LABOR DISCRIMINATION:**

No discrimination shall be made in the employment of persons in this project because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex of such persons. Violation of this section shall subject Contractor to penalties referenced in **Section 1735** of the **Labor Code**.

**9. RESPONSIBILITY FOR DAMAGES:**

Neither the City of Corning, the City Council, nor the City Staff, shall be responsible or accountable in any manner for any loss or damage that may happen during the work or any part thereof; or for any materials or equipment used in performing the work; or for injury or

damage to any person or persons, either workers or the public; or for damage to adjoining property from any cause whatsoever.

**10. LIABILITY INSURANCE:**

The Contractor shall secured and maintain in full force and effect, during the term of this agreement and for one year thereafter, a valid comprehensive public liability and property damage insurance policy listing the City as additional insured in the following amounts:

- (1) \$1,000,000.00 for death or injury to any person arising out of any incident or accident;
- (2) \$50,000.00 for property damage arising out of any one incident or accident.

**11. WORKMAN'S COMPENSATION INSURANCE:**

Contractor at all times shall keep fully insured, at his own expense, all persons employed by him in connection with this **Agreement** as required by Workman's Compensation and Insurance (California Labor Code Section 3200 et seq.), and shall hold the City free and harmless from all liabilities that may arise by reason of the injuries to any of the employees of the Contractor who are injured while performing at work any labor necessary to carry out the provisions of this agreement.

**12. CERTIFICATION OF INSURANCE AND CANCELLATION THEREOF:**

The Contractor shall keep on file with the City a Certificate of Insurance duly executed by the Contractor's insurance carrier or carriers, which shall serve as evidence of the continued existence of said insurance policies. The Contractor's insurance carriers shall be required to give the City thirty (30) days written notice prior to the cancellation of the Contractor's Insurance.

**13. INDEMNITY, DEFENSE AND HOLD HARMLESS:**

The Contractor shall indemnify, defend and save harmless the City of Corning, the City Council, and the City Staff from any suits, claims, liability, loss, damages, fines, penalties, settlements or actions brought by any person or entity for, or on account of, any injuries or damage arising from, or related to in any way, the work performed, or not performed, as set forth in this contract no matter how removed. The City may retain so much of the money due the Contractor as shall be considered necessary until disposition has been made of such suits or claims for damages as aforesaid.

Any defense obligation arising from this contract requires retention of qualified legal counsel of no less than five years of experience in the area of contract litigation.

**15. ACCIDENTS:**

The Contractor shall provide at the site of the project such equipment and medical facilities as are necessary to supply first aid service to anyone who may be injured in connection with the work.

The Contractor must promptly report in writing to the city all accidents whatsoever arising out of, or in connection with the performance of the work, whether on or adjacent to the job site, which caused death, personal injury, or property damages, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported to the City immediately by telephone or messenger.

**16. SAFETY:**

In accordance with generally accepted practices, the Contractor will be solely and completely responsible for the conditions of the job site (s), including safety of all persons and property during the performance of the work. This requirement will apply continuously and not be limited to normal working hours.

**17. CONTRACTOR AGREEMENT:**

Contractor agrees to perform the services between the hours of 5:00 a.m., and 10:00 p.m., on any day. Such application as set forth in **EXHIBIT "A"** hereto, shall be made at a time when there is less than 5 mile per hour wind. **Contractor further agrees at his own expense to publish notice of any spraying within the areas of which spraying will be conducted, as to provisions of this contract (exhibits "A" or "B"), at least once in the Corning Observer during a period of time 5 days prior to each such spraying.**

**18. RENEWAL OF CONTRACT:**

Upon agreement of both parties and satisfaction of any legal requirements to solicit other bids, this contract may be extended from year to year or for an additional term of years upon such terms as are acceptable to both City and Contractor.

**19. NON-EMPLOYEE STATUS:**

Contractor agrees and affirms that nothing in this agreement causes or creates an employer/employee relationship between City and Contractor.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kristina Miller  
City Manager

CITY OF CORNING  
794 THIRD STREET  
CORNING, CA 96021

Date: \_\_\_\_\_

\_\_\_\_\_  
(signature) Contractor

Tracy and Lucie Woolery dba  
Pestmaster Services of North State California  
Printed Name of Contractor

4243 Keefer Rd.  
Chico, CA 95973  
Contractor Address

## SPECIFICATIONS-TREE SPRAYING AND PEST CONTROL

### EXHIBIT "A"

- 1) **Ash Trees:** Application shall be injected with "Merit" or equivalent to control aphid and fungus blight on or before March 1<sup>st</sup>; approximately 850 trees. Trees will also be injected in July for Tingid Bugs. Ash trees pruned after initial injection may have to be reapplied.
- 2) **Elm Trees:** Application shall be injected with "Merit" or equivalent to control Elm Leaf Beetle on or before July 1<sup>st</sup>; approximately 70 trees.
- 3) **Walnut Trees:** Application shall be sprayed with "Sena" or equivalent to control Red Hump Caterpillar on or before July 1<sup>st</sup>. Caterpillars must be present before treatment is applied. Approximately 50 trees.
- 4) **Fruitless Pear Trees:** Application to treat trees for "Fire Blight" and Application to treat trees for fruit. Application must be used when trees are in full bloom to reduce the fruit from the trees.
  - a. **Trees are to be sprayed from a separate tank and hose from that which weeds are sprayed.**
- 5) **Pest Control:** Each property and all **buildings** are to be sprayed on a monthly basis with approved material.
  - a. **Corning Public Works-1106 Butte Street**
  - b. **Corning City Hall-794 Third Street-**  
(Basement-will need to schedule during nonworking hours)
  - c. **Corning Police Department-774 Third Street-**(Basement-will need to schedule during nonworking hours)
  - d. **Corning Library-740 Third Street**
  - e. **Corning Fire Department-814 Fifth Street**
  - f. **Rodger's Theater-1217 Solano Street**
  - g. **Transportation Center-1081 Solano Street**
  - h. **Senior Center-1015 4<sup>th</sup> Avenue**
  - i. **Airport Terminal Building & Main Hangar-930 N. Marguerite Avenue**
  - j. **Yost Field-998 Tehama Street-**(Also Dugouts and Bleacher areas)
  - k. **Northside Park-1414 Colusa-**(Also Bleacher areas)
  - l. **Clark Park-103 Fig Lane**
  - m. **City Rental Home-642 Blackburn Avenue.**
  - n. **Corning Animal Shelter-4312 Rawson Road.**
  - o. **Wastewater Treatment Plant-25010 Gardiner Ferry Road.**
  - p. **Seven Well Sites:** Each building is approximately 1,000sf in size.

## **SPECIFICATIONS - WEED CONTROL**

### **EXHIBIT "B"**

- 1) Corning Public Works-1106 Butte Street**
- 2) Corning Animal Shelter-4312 Rawson Road-(Gravel Park area and all four sides of dog pound.**
- 3) Clark Park-103 Fig Lane-(baseball infield areas, batting cage, all unpaved area, drainage ditch, along edge of chain link fencing.**
- 4) Wastewater Treatment Plant-25010 Gardiner Ferry Road**
- 5) Yost Park-998 Tehama Street-(warning track of the baseball field, outside of chain link fencing area,**
- 6) Airport-930 N. Marguerite Avenue-(30 foot path on both sides of taxiway and runway. The north end of runway should also have a 30 foot path beyond the lights. Treatment around hangar buildings, office buildings, & asphalt tie down area. Treatment west side of Marguerite Avenue from fence line to road from Blackburn to Neva.**
- 7) Toomes Avenue-Loleta Avenue Drainage-Treat west side of Toomes Avenue heading south, turn right on Loleta Avenue treating on north side to Hwy. 99W.**
- 8) Blackburn Moon Drain-from Edith Avenue to the Corona Avenue Bridge.**
- 9) Blackburn Well-(area within chain link fence)**
- 10) Houghton Well- (entire lot)**
- 11) Petro Well-(area within chain link fence)**
- 12) Solano Street Sidewalk and Curb-treat sidewalks on Solano Street from Edith Avenue to Marguerite Avenue.**
- 13) Puncture Vine-treatment for puncture to be sprayed in June and July in all areas**
- 14) Alleys, Right-of-Way, & Drainage Ditches- all alleys, right-of-ways and drainage ditches next to roadways are to be treated.**
- 15) Hwy. 99W- Drainage ditch from 1870 99W to Blossom Creek.**
- 16) Hwy. 99W- all fire hydrants from Solano Avenue to South Avenue.**
- 17) Marin Street-at Blackburn ditch on east side of drainage ditch.**

**Initial spraying shall not be later than the end of November of each year and re-sprayed as often as necessary to control weed and grass growth throughout the term of the contract. Initial spray shall be an pre emergent herbicide (Diuron or equivalent) and Amino Triazole. The above stated months shall apply throughout the term of the contract.**

**PROPOSAL  
FOR FURNISHING TREE SPRAYING AND PEST & WEED CONTROL SERVICES  
FOR THE CITY OF CORNING**

TO: Public Works Director, City of Corning

Date: 12/30/2015

Tracy and Lucie Woolery dba

The undersigned Pestmaster Services of North State California  
(Corporate Name of Bidder)

agrees to furnish to the City of Corning, California, at the prices quoted below, in accordance with the specifications on file in the office of the Public Works Department of the City of Corning, copies of which are attached hereto and are made a part of this proposal:

Tree Spraying and Pest Control Services,

Lump Sum: Furnish Tree Spraying and Pest Control as stated in Job Specifications,  
Contract and Exhibit A of Contract document.

For the Lump Sum Price of \$ 11,049.96 /per year

Weed Spraying Service,

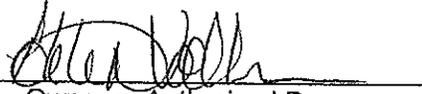
Lump Sum: Furnish Weed Spraying Service as stated in Job Specifications,  
Contract and Exhibit B of Contract documents.

For the Lump Sum Price of \$ 8,900.04 /per year

The prices quoted herein are firm, and are not subject to change.

It is understood that this proposal shall remain open and shall not be withdrawn for a period of forty-five (45) days from the date prescribed for the opening of the Proposals.

It is further agreed that the service to be provided under this proposal will be for the contract period.

Signature:   
Owner or Authorized Person

Printed Name: Helen Voelker

Address: 4243 Keefer Rd.

Chico, CA 95973

Phone: (800) 525-8866

**ITEM NO.: G-12  
APPROVE RECOMMENDATION  
OF MATTHEW BARR FOR  
APPOINTMENT TO THE CITY  
RECREATION COMMISSION**

**January 12, 2016**

**TO: HONORABLE COUNCILMEMBERS  
FROM: GARY R. STRACK, MAYOR**

**SUMMARY:**

Following an interview with the applicant I recommend Matthew Barr to serve as a Commissioner on the City's Recreation Commission.

**BACKGROUND:**

The City has received an application from Matthew Barr to serve on the City's Recreation Commission. Mr. Barr has a Bachelor's Degree in Recreation Administration. He has formerly worked with the City of Folsom and the Orland Recreation Department coaching both Youth and High School Athletics.

Mr. Barr lives in Corning.

**RECOMMENDATION:**

**MAYOR AND CITY COUNCIL APPOINT MATTHEW BARR TO THE RECREATION COMMISSION EFFECTIVE IMMEDIATELY TO FILL VACANT TERM WHICH WILL EXPIRE ON JUNE 30, 2019.**



SUBMIT TO CORNING CITY CLERK, 794 THIRD STREET, CORNING, CA

CITY OF CORNING  
APPLICATION FOR COUNCIL APPOINTMENT

RECEIVED

DEC 15 2015

CORNING CITY CLERK

Date: 12/15/15

- Commission:  Planning Commission  
 Recreation Commission  
 Library Commission  
 Airport Commission

Name: MATTHEW BARR Phone No.: 530-638-9407  
Home Address: 1694 ALGER AVE Email: mbarr33@gmail.com  
CORNING, CA 96001  
Business Address: ENTERPRISE RENT-A-CAR Phone No.: 530-638-9407  
2267 ESPERANDE CHINA CA 95920  
Occupation: MANAGERIAL ASSISTANT

Do you reside within the City of Corning? Yes  No

What qualifications/experience do you possess that will assist the Commission of your choice in fulfilling its functions? (Attached additional pages if needed.)

BACHELORS DEGREE IN RECREATION ADMINISTRATION  
EMPLOYMENT WITH CITY OF FOLSOM & ORLANDO REC. DEPT.  
COACHING YOUTH & HIGH SCHOOL ATHLETICS

Have you served on other Boards, Committees, or Commissions? Yes  No

If so, please list them:

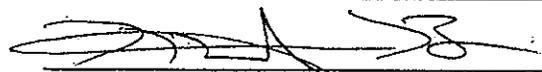
Are you familiar with the time / travel commitments associated with serving on this Commission?

Yes  No

Can you meet those commitments? Yes  No

Please comment on your reasons for seeking this appointment. (Attached additional pages if needed.)

WANT TO HELP & IMPROVE RECREATION SITUATION  
IN CORNING

  
Signature

STATE LAW REQUIRES THAT APPOINTMENTS TO BOARDS AND COMMISSIONS BE CONSIDERED BY THE CITY COUNCIL IN OPEN SESSION AND YOU MAY BE ASKED TO BE PRESENT FOR AN INTERVIEW.

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

**ITEM NO: G-13  
CONSIDER RECOMMENDATION OF THE  
RECREATION COMMISSION TO  
CHANGE MEETING SCHEDULE FROM  
MONTHLY TO QUARTERLY:  
DISCUSSION AND ACTION**

**January 12, 2016**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: KRISTINA MILLER, CITY MANAGER**  
**LISA M. LINNET, CITY CLERK**

  
LML

**SUMMARY:**

The Recreation Commission members, City Manager and City Clerk recommend changing the monthly Recreation Commission meeting schedule to quarterly the first Tuesday of the month in January, April, July and October (quarterly) at 6:00 p.m. in response to the reduction in agenda discussion items.

**BACKGROUND:**

Currently the Corning Recreation Commission meets on the first Tuesday of each month. Over the course of the last few years, and following the completion of Phase I and II of the Corning Community Park, many meetings have been canceled due to a lack of agenda (no items of discussion).

Our appointed Commissioners voluntarily serve our community by donating their valuable time, energy and interest to study the Agendas, attend the meetings and make recommendations to the City Council. Should an occasion arise requiring immediate action by the Commission outside of the new quarterly schedule, a special meeting can be arranged by legally posting the meeting within 72 hours prior, 24 hours for an emergency meeting.

The Recreation Commission, City Manager and City Clerk believe the City can more efficiently and economically accomplish its needs by allowing the Recreation Commission to meet quarterly as the Airport and Library Commissions currently does.

**RECOMMENDATION:**

**RECOMMENDATION TO THE CITY COUNCIL TO CHANGE THE ESTABLISHED SCHEDULE FOR RECREATION COMMISSION MEETINGS FROM MONTHLY TO QUARTERLY (MEETING THE 1<sup>ST</sup> TUESDAY OF THE MONTH IN JANUARY, APRIL, JULY AND OCTOBER) AT 6:00 P.M.**

**ITEM NO.:**  
**ACTION ON DISPOSAL**  
**SERVICE CPI/FUEL INDEX**  
**RATES RESULTING IN A**  
**PROPOSED DECREASE OF**  
**0.88%**

January 12, 2016

**TO: HONORABLE MAYOR AND CITY COUNCIL**  
**FROM: KRISTINA MILLER, CITY MANAGER**



**SUMMARY:**

The Refuse Collection Agreement between the City of Corning and Corning Disposal provides for an annual rate increase equal to the Consumer Price Index for the 12-month period ending on the prior September 30<sup>th</sup>. Waste Management District Manager Matt Fryer presented a letter dated November 30, 2015 (Exhibit "A"), in which he is requesting a 0.0% CPI increase and a 0.88% decrease in the franchise contract fuel index. This results in a proposed total decrease of 0.88% in the garbage collection rates within the City of Corning. The annual CPI increases/decreases and Fuel Cost adjustments are specifically addressed within the Collection Services Contract (copy of applicable section attached as Exhibit "B"). In response to the request, Staff does not feel it necessary to send out postcards but will note the rate change on the monthly water invoices.

Please refer to the attached proposed City of Corning Rate Schedule (Exhibit "C"). The regular residential rate, if approved, would decrease from \$22.22 to \$22.02, a \$0.20 per month decrease for the 96 gallon roller cart. The Senior Citizen rate for the smaller 32 gallon roller cart will decrease from \$11.11 to \$11.01 per month, a decrease of \$0.10 per month. Commercial rates vary by service need (size/frequency of service) and would also decrease by 0.88% (same as the residential rate).

**BACKGROUND:**

Several years ago Corning Disposal requested a special rate increase to cover the unanticipated cost of increased dump fees. The City Council granted that increase, but explained to the Disposal's Management that in the future, the Council would consider County Dump tipping fees to be a normal cost of business, and would not consider special rate hikes unless there was an extraordinary increase (like the 11.6% landfill tipping fee increase that occurred in 2014).

When diesel fuel costs rose dramatically, the City Council assigned a committee of two Council Members to meet with Corning Disposal's Management to seek a solution that was fair both to the customers and the Garbage Company. The result was the rate increase limited to the CPI, with a component of the rate increase based upon a fuel cost index. The Council Committee and Staff recognized that fuel is only a part of the standard CPI measure. This year's proposal includes **NO** increased fuel cost component.

By implementing these limits on potential rate increases, the City has been able to hold the rate increases down while simplifying the process for increases to address CPI or "cost of living" increases.

**RECOMMENDATION:**

**MAYOR AND COUNCIL APPROVE THE PROPOSED DISPOSAL SERVICE RATE DECREASE OF 0.88%, AS SHOWN ON THE RATE SCHEDULE ATTACHED AS EXHIBIT "C", TO BE EFFECTIVE APRIL 1, 2016. THIS RATE DECREASE EQUATES TO \$0.20 (RESIDENTIAL) PER MONTH, AND \$0.10 PER MONTH (SENIOR).**

Exhibit "A"



**CORNING DISPOSAL**  
3281 HIGHWAY 99 W  
CORNING, CA 96021

November 30, 2015

John Brewer  
City Manager  
City of Corning  
994 3<sup>rd</sup> Street  
Corning, CA 96021

Dear Mr. Brewer,

In accordance with the franchise agreement between the City of Corning and Corning Disposal, Section 8.4 (Annual Rate Adjustment), and Section 8.5 (Fuel Cost Adjustment), we are requesting approval of the attached new rates to be effective April 1, 2014.

The CPI rate adjustment has been calculated using the All Urban Consumers, West-C index for the 12-month period ending on the prior September 30 and resulted in a 0.0% increase. The franchise contract fuel index for the same period decreased by (.88%). The combined CPI and fuel changes result in a decrease of (.88%).

Attached are the supporting schedules for this rate adjustment.

If you have any questions, please let me know.

Sincerely,

Matt Fryer  
District Manager

Enclosures

## EXHIBIT "B"

### Excerpts from Franchise Agreement

**8.4 Annual CPI Rate Adjustment.** Commencing on April 1, 2009, and on April 1 annually thereafter, the residential and commercial rates set forth on Exhibit C may, subject to CITY Council review and approval, which approval shall not be unreasonably withheld, be adjusted by a percentage equal to one hundred percent (100%) of the increase in the Consumer Price Index ("CPI"), All Urban Consumers, West-C, for the 12-month period ending on the prior September 30. Not later than November 30 of each year, CONTRACTOR shall notify the CITY of its intent to increase the rate and provide the rate computations and a proposed new schedule. The CITY Manager shall promptly schedule the request for a rate adjustment on the next CITY Council agenda at which action could be taken in accordance with all applicable laws and regulations.

**8.5 Fuel Cost Adjustment.** In addition to the CPI and other rate adjustments provided by this Section 8, the rates in Schedule C may be further adjusted for changes in fuel costs associated with performance of the services hereunder in the manner provided below.

8.5.1 Not later than November 30 of each year, CONTRACTOR shall notify the CITY of any intent to seek a fuel cost adjustment. CITY may also by such date each year notify CONTRACTOR of its intent to seek a fuel cost adjustment. CONTRACTOR, on its own initiative or at the request of the CITY, shall then submit to CITY a written proposal for a fuel cost rate adjustment, including a report detailing the calculations in accordance with the formula agreed to below. Within thirty (30) days after CONTRACTOR provides the CITY with such proposal and report, the CITY shall notify the CONTRACTOR in writing as to whether the CITY accepts such information as complete or specifying any respect in which the CITY deems such information incomplete or deficient. CITY shall attempt in good faith to review such information and complete all its deliberations in connection therewith within ninety (90) days from the date of submittal of the proposal and report to the CITY. The effective date for any such increase, if approved, shall be April 1.

8.5.2 The fuel cost adjustment shall be calculated by the following formula:

$$(1 + [(Fuel Cost Change - CPI Change) \times Fuel Percentage]) \times Old Rate = New Rate$$

The terms used in the preceding formula shall have the following meanings:

"Fuel Cost Change" means, for No. 2 diesel fuel, the average price for California No. 2 diesel fuel for the twelve (12) month period immediately preceding the submission of a proposal and report by the Contractor divided by such average price for the immediately preceding 12 month period average price for the calendar year preceding the most recent calendar year. The price used to compute the Fuel Cost Change shall be the price reported by the United States Department of Energy, Energy Information Administration. In the event that price is no longer reported, the parties will designate a new methodology for determining the price based on comparable data. For fuels other than No. 2 diesel, the Contractor shall calculate the change in fuel cost using the same time periods and a reasonably comparable fuel price index.

"CPI Change" means the average Consumer Price Index, All Urban Consumers, West-C for the most recently completed calendar year divided by such average price for the calendar year preceding the most recent calendar year.

"Fuel Percentage" means the CONTRACTOR's total cost for diesel fuel (or such other fuel as is employed by CONTRACTOR) incurred during the most recent calendar year divided by CONTRACTOR's total operating revenue for such calendar year, in both cases calculated for CONTRACTOR's operations district that includes the CITY.

"Old Rate" means each of the rates on Exhibit B, as they may have been previously adjusted or amended.

"New Rate" means the new rate calculated pursuant to the preceding formula that will replace the Old Rate.

## EXHIBIT "B" (Pg. 2)

8.5.3 This rate adjustment for fuel costs shall be in addition to, and not in lieu of, any other rate increase to which CONTRACTOR may be entitled under this Agreement. Under no circumstances may an adjustment for fuel costs reduce a rate below the base rates as specified in Exhibit C, as increased for changes pursuant to this Section 8. Adjustments for fuel costs shall only be made to increase or reduce (but not below zero) prior adjustments for fuel costs. In addition to the preceding limitations on fuel cost adjustments, the percentage increase or decrease in the New Rate from the Old Rate in any single adjustment for fuel costs shall not exceed 2%.

**8.6 Uncontrollable Circumstances Adjustment.** In addition to the above, at any time during the term of this Agreement, CONTRACTOR may request in writing to the CITY Manager a rate increase in an amount sufficient to compensate CONTRACTOR for increases in costs that are beyond the control of CONTRACTOR. Such changes would include, but not be limited to, changes in federal, state or local laws regulating the work performed by CONTRACTOR (including without limitation changes in law regarding air quality, waste handling and hazardous waste issues with respect to street sweeping), changes in the tipping fees, processing fees or handling fees charged to CONTRACTOR for the disposal of Refuse, or recycling or handling of Green Waste and Recyclable Materials and percentage increases in subcontractor charges for street sweeping that exceed the percentage increase from the annual rate adjustment. The CITY Manager shall promptly schedule any request for a rate increase on the next CITY Council agenda at which action can be taken in accordance with all applicable laws and regulations. Any proposed rate increase shall be conditioned upon CITY Council approval, which shall not be unreasonably withheld. Any such rate increase, if approved, would take effect within three (3) months after CONTRACTOR's written request for such increase.

Exhibit "C"



CITY OF CORNING  
RATE SCHEDULE  
Effective April 1, 2016

CPI	FUEL
0.00%	-0.88%

DESCRIPTION	BASE RATE	CPI ADJUSTMENT	FUEL ADJUSTMENT	New Rate Effective 4/1/2016
<b>Cart Rates</b>				
Roller Carts (96-Gallon)	\$22.22	\$0.00	-\$0.20	\$22.02
Senior Citizen Roller Cart (32-Gallon)	\$11.11			\$11.01

Seniors receive a 50% discount from the base rate.

DESCRIPTION	BASE RATE	CPI ADJUSTMENT	FUEL ADJUSTMENT	New Rate Effective 4/1/2016
<b>Cart Rates</b>				
1 96-Gallon Roller Cart - 1X Week	\$22.13	\$0.00	-\$0.19	\$21.94
<b>Bin Rates</b>				
1 Yard - 1X Week	\$70.75	\$0.00	-\$0.62	\$70.13
1.5 Yard - 1X Week	\$98.92	\$0.00	-\$0.87	\$98.05
1.5 Yard - 2X Week	\$180.99	\$0.00	-\$1.59	\$179.40
2 Yard - 1X Week	\$127.18	\$0.00	-\$1.12	\$126.06
2 Yard - 2X Week	\$250.33	\$0.00	-\$2.20	\$248.13
2 Yard - 3X Week	\$319.44	\$0.00	-\$2.81	\$316.63
3 Yard - 1X Week	\$180.99	\$0.00	-\$1.59	\$179.40
3 Yard - 2X Week	\$323.86	\$0.00	-\$2.84	\$321.02
3 Yard - 3X Week	\$419.41	\$0.00	-\$3.68	\$415.73
4 Yard - 1X Week	\$237.47	\$0.00	-\$2.09	\$235.38
4 Yard - 2X Week	\$405.48	\$0.00	-\$3.56	\$401.92
4 Yard - 3X Week	\$548.37	\$0.00	-\$4.82	\$543.55
4 Yard - 4X Week	\$742.97	\$0.00	-\$6.53	\$736.44
6 Yard - 1X Week	\$323.86	\$0.00	-\$2.84	\$321.02
6 Yard - 2X Week	\$548.39	\$0.00	-\$4.82	\$543.57
6 Yard - 3X Week	\$772.78	\$0.00	-\$6.79	\$765.99
6 Yard - 4X Week	\$973.71	\$0.00	-\$8.55	\$965.16
<b>Recycling</b>				
2 yard recycle	\$57.19	\$0.00		\$57.19
3 yard recycle	\$81.71	\$0.00		\$81.71
4 yard recycle	\$99.35	\$0.00		\$99.35
6 yard recycle	\$135.31	\$0.00		\$135.31
<b>Extra Pickup Rates</b>				
1 Yard - Extra Pickup	\$15.47	\$0.00	-\$0.14	\$15.33
1.5 Yard - Extra Pickup	\$21.65	\$0.00	-\$0.19	\$21.46
2 Yard - Extra Pickup	\$27.85	\$0.00	-\$0.24	\$27.61
3 Yard - Extra Pickup	\$39.61	\$0.00	-\$0.35	\$39.26
4 Yard - Extra Pickup	\$52.00	\$0.00	-\$0.46	\$51.54
6 Yard - Extra Pickup	\$70.91	\$0.00	-\$0.62	\$70.29
<b>Temporary Bin Rate</b>				
4 Yard "BIN-A-DAY" 3 Day Rental	\$101.78	\$0.00	-\$0.89	\$100.89

DESCRIPTION	BASE RATE	CPI ADJUSTMENT	FUEL ADJUSTMENT	New Rate Effective 4/1/2016
<b>Temporary Drop Box Rates</b>				
20 Yard	\$479.31	\$0.00	-\$4.21	\$475.10
30 Yard	\$537.39	\$0.00	-\$4.72	\$532.67

ITEM NO: J-15

**AUTHORIZE STAFF TO BEGIN  
THE ADVERTISEMENT AND  
RECRUITMENT PROCESS FOR  
THE BUILDING OFFICIAL  
POSITION**

January 12, 2015

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**FROM: KRISTINA MILLER; CITY MANAGER**  
**LISA M. LINNET, ADMINISTRATIVE ASSISTANT**

**SUMMARY:**

Terry Hoofard has submitted a letter of intention to retire effective April 1, 2016. Staff is now requesting authorization to begin the recruitment process to seek a successor Building Official.

**BACKGROUND:**

On October 29, 2015 current City Building Official Terry Hoofard submitted a letter stating his intention to retire on April 1, 2016. Terry has been the City's Building Official since his promotion from the position of the City's Building and Public Works Inspector on July 7, 2008.

Although new construction has not resumed to the status of that prior to the construction downfall of 2008; construction of the new Dignity Health Building and resumed activity at the former Stonefox Subdivision is occurring. Staff also has the ongoing permit issuance/inspections for reroofs, remodels, solar installations, etc. that is continually requested for existing homes/buildings within the City. This activity necessitates the need for an experience and certified Building Official on Staff for safety and liability purposes.

Former City Manager John Brewer contacted the County Building Department prior to his retirement to discuss the cost and feasibility of contracting and combining this service with their Department.

Following receipt and review of the County's proposal, it was determined that although this action was feasible and provides a cost savings to the City, it would greatly reduce the service to City residents, businesses and Staff. This proposal specifies service for only 144 work days per year (3 days per week with limited daily hours), no Code Enforcement, Building Official oversight, or Floodplain Administrator duties; it basically provides building inspection and small project plan reviews only. It specifies that they would not provide entry services of permit information into the City's TRAK IT Program. The permit issuance time would be extended, inspections would not be as timely, code enforcement duties would need to be reassigned, and record keeping, training and entry into the Building Official's TRAK IT System would need to be reassigned and assumed by current Staff.

**BUDGET:**

This position is currently funded 40% by the General Fund, 30% by water funds and 30% by sewer funds. The current pay monthly pay scale with benefits is:

Step A	Step B	Step C	Step D	Step E
\$5,245	\$5,521	\$5,811	\$6,117	\$6,439

**RECOMMENDATION:**

- Authorize Staff to begin the recruitment process and hire a Building Official.

## **BUILDING OFFICIAL**

### **DEFINITION**

Under the administrative direction of the City Manager, to plan, coordinate and provide comprehensive building services for the City, including residential and commercial plan review and building inspection; to issue building permits; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Building Official is a single-position classification responsible for all building inspection and plan checking activities of the City. The incumbent processes permit applications and enforces code requirements. The Building Official acts as technical adviser to the City Manager and City Council in all building code inspection and enforcement matters.

### **EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Provides advice and assistance to the City Manager, City Council and other bodies in matters pertaining to building code enforcement and inspection.
- Prepares and/or updates ordinances and resolutions related to code enforcement.
- Interprets zoning, building, and other code requirements to engineers, architects, contractors, developers, property owners, tenants, realtors and others as necessary.
- Reviews and approves plans submitted for building permits; ensures conformance to applicable electrical, mechanical, plumbing, zoning, accessibility and other speciality codes and regulations of City, county, state and federal agencies.
- Inspects industrial, commercial and residential buildings at various stages of construction for compliance with approved plans and codes.
- Inspects existing buildings for code compliance; performs occupancy inspections.
- Identifies and ensures correction of deficiencies in construction work; prepares lists of corrections; issues notices of non-compliance as necessary.
- Responds to public complaints of code and ordinance violations; enforces codes and ordinances; issues warnings and citations.
- Prosecutes cases for non-compliance, and testifies in court as necessary.
- Assists the public in completing and filing permit applications; collects permit fees; issues accurate and complete building permits.
- Prepares and administers the department's annual budget; monitors expenditures.
- Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations, and recommends and implements policy and procedural improvements.
- Coordinates department activities and services with other departments, agencies and special interest groups as appropriate.
- Receives and responds to difficult and sensitive inquiries, concerns and complaints regarding department programs and activities.
- Represents the City in various civic and community meetings as required.
- Prepares periodic and special reports regarding departmental activities.
- Performs a variety of general office / administrative work, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, receiving and receipting various fees, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc.
- Attends meetings, training, workshops, conferences, etc., as appropriate to enhance job knowledge and skills.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- All federal, state, county and city laws, codes, rules, regulations and standards affecting department programs and projects.
- Administrative principles and methods, including goal setting, planning, program and budget development and implementation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Budget preparation and administration practices.
- Modern principles, practices, techniques and equipment of building inspection and code enforcement operations.
- Uniform building, electrical, plumbing, mechanical and general construction codes.
- Electrical, carpentry, masonry and plumbing work methods and materials.
- Safety standards and methods of building construction for commercial, industrial and residential structures.
- Basic principles of structural design and engineering mathematics.
- Supervision training and performance evaluation.
- Modern office practices and technology, including the use of computers for word and data processing, and records management.
- Methods and techniques of effective technical and administrative report preparation and presentation.
- English usage, spelling, grammar and punctuation.
- Public / community relations techniques.
- Business mathematics.
- Safe work practices.

### Ability to:

- Interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to department administration and operations.
- Effectively administer building code enforcement programs and activities.
- Enforce building codes and ordinances with fairness, consistency and objectivity.
- Read and understand complex plans, specifications and blueprints.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Prepare and administer budgets.
- Supervise others as required.
- Perform mathematical computations with accuracy.
- Use computers for word and data processing, and records management.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Speak effectively in public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Education and Experience:

*Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

A High School Diploma or GED equivalent. Completion of two years of college or technical instruction in building technology, construction management, mechanical or electrical trades, or building construction is highly desirable.

Experience:

Five years of increasingly responsible general construction experience, including at least three years in building inspection, plan checking and enforcement of building codes.

Other Requirements:

Must possess a combination Building Inspector certification or be certified in Building, electrical, Plumbing and Mechanical issued by the International Code Council. Fire Code certification is desirable.

Possession of Chief Building Official certification issued by the International Code Council is desirable.

Must possess a California driver's license and have and maintain a satisfactory driving record.

ITEM NO: J-16  
APPOINT THE VICE MAYOR AND CITY  
REPRESENTATIVES TO VARIOUS  
COMMISSIONS/COMMITTEES

January 12, 2016

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

*LM*

**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.

Unfortunately this was not completed at the first and only meeting in December and therefore should be completed now.

**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 December 9, 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 former City Treasurer 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 Solid Waste Management Agency (JPA):** Dave Linnet and former Public Works Director 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:** Former City Manager 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 Lisa M. Linnet.  
**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 Solid Waste Management Agency (JPA):** Dave Linnet and Dawn Grine  
**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:** Kristina Miller 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 agenda 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 agendaed. 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-agendaed 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-agendaed 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:

**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).

**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).

**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).

**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.

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

**Real Property negotiations**

**Litigation**

**Personnel**

**Labor Negotiations (Meet and Confer)**

**Contents of discussion within closed sessions shall not be disclosed.**

**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.

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

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.

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

**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.

**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.**

**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

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.

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

**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.

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

**4. Quorum.**

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

**3/5 is a quorum.**

**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.

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

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.

**Closed session announcements are legally required.**

At the conclusion of each closed session, the

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.

**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.**

**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

**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.**

ITEM NO: J-17  
GENERAL FUND UPDATE -FY 2015-2016  
JANUARY 12, 2016

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
FROM: KRISTINA MILLER, CITY MANAGER 

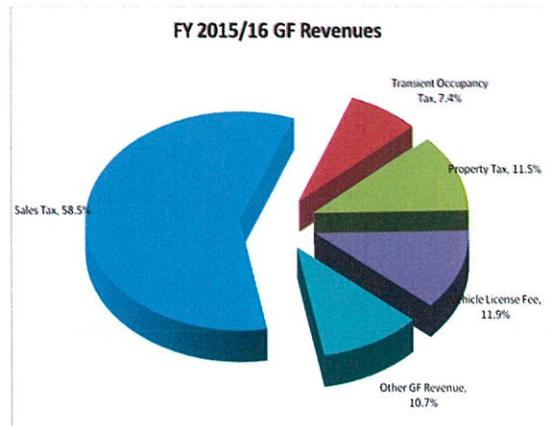
**SUMMARY:**

The purpose of this update is to provide the Council and the public an update regarding how the City is fairing financially in terms of General Fund revenue for Fiscal Year 2015/16. A full Mid-Year Budget Presentation will be given once the Fiscal Year 2014/2015 audit is complete. Sales tax revenue is anticipated to yield approximately \$120,000 less than budgeted. There will be projected savings of \$15,000 for step adjustments due to the hiring of a new City Manager and Police Chief.

**APPROVED BUDGET:**

The FY 2015/16 General Fund Budget projected total revenues of \$4,446,410. Note that Sales Tax was projected to generate 58.5% of the total General Fund Revenues, or \$2,600,000.

The FY 2015/16 Budget projected General Fund expenditures totaling \$4,877,376. \$285,000 from Operating Reserves and \$148,687 General Fund Balance carryover from FY 2014/15 was approved to cover the operating loss of (\$430,966).



**1. Budget Variations affecting the General Fund FY 2015/2016:**

**a) Projected Sales Tax Shortfall:**

Sales tax generates a significant part of our General Fund; therefore a drop in Sales Tax can have serious consequences to our budget. Additionally, since Corning is the home of three large travel centers (truckstops), we are reliant on the sales tax from fuel sales. In fact, since 2009, sales tax on fuel sales amounts to (on average) about 57% of our total sales tax. We have all noted the recent reduction in fuel costs. Increases in consumption only partially offset the effect of lower fuel costs and subsequent lower sales tax revenue for the City.

Sales tax revenue from the 2<sup>nd</sup> and 3<sup>rd</sup> quarter 2015 came in \$60,000 less than the same quarters in 2014. **Based on using 2<sup>nd</sup> and 3<sup>rd</sup> quarter 2015 sales tax revenue to predict total sales tax revenue for the fiscal year, the City can expect to receive approximately \$120,000 less than budgeted or \$2,480,000.** The 4<sup>th</sup> Quarter 2015 totals will not be received until late March 2016, and the totals for the 1<sup>st</sup> Quarter of 2016, three months after that in June.

As indicated in Exhibit "A", the U.S. Energy Information Administration anticipates retail U.S. diesel and gasoline prices to remain low in 2016.

**b.) Salary Savings:**

In FY 2015/16 there will be short-term savings to expenditures of \$15,000 that can be anticipated due to the recent hiring of a new City Manager and Police Chief at Step B and Step A, respectively. As the new staff proceed to higher steps, the salary savings will diminish.

## **2. General Fund Revenues Performing as Budgeted:**

The following General Fund Revenues are essentially coming in as projected in the 2015-2016 Budget.

### **a) Property Tax:**

Property Taxes are collected by the County and then sent on to the various jurisdictions. They make up about 11.5% of our General Funds and are projected to total \$510,500 this year. The taxes are billed to property owners and then paid to us in two installments. We expect our first remittance to be received in late January 2016.

### **b) Transient Occupancy Tax (TOT):**

TOT receipts are coming in as expected thus far this fiscal year. We should come in about as expected at \$330,000 or slightly above.

### **c) Vehicle License Fees:**

Vehicle License Fees (VLF) total about 11.9% of the General Funds for this fiscal year. That amounts to a budget projection of \$530,000. We typically receive two payments for VLF; in January and May, respectively. While we have yet to receive the January payment, there is no indication of a change in the amount to be received.

### **d) Franchise Fees:** We collect Franchise Fees from PG&E, Comcast Cable TV and Waste Management. To date, Franchise Fees are running as expected. We have no current information regarding the PG&E Franchise Fees that typically arrive in April, but expect they'll be as anticipated.

## **3. Updated General Fund Information:**

Roy Seiler, CPA for the City of Corning, provided a General Fund Summary and Projection as of January 4, 2016, as Exhibit "B". On a positive note, as of June 30, 2015, there was a budget carryover of \$192,812.

**Based on the aforementioned projected sales tax shortfall and salary savings, General Fund reserves will be reduced by \$565,966 this fiscal year to \$536,846.** From June 30, 2015 to June 30, 2016 reserves will decrease by 51%. This is not sustainable.

## **BOTTOM LINE:**

- **The net decrease in the projected General Fund balance (due to a further decline in sales tax revenue) means that there will be a further deficit that will have to be covered through Operating Reserves, totaling approximately \$565,966.**
- **Staff expects the General Fund Carryover from FY 2014/15 to reduce the operating loss by \$192,812.**
- **Pilot is constructing a new truck stop in Orland. While this may or may not affect sales tax revenue received from contracted commercial drivers, they are expecting approximately 400 non-commercial customers per day. This will undoubtedly further reduce sales tax revenue for the City of Corning. The full effect is not known.**
- **The City must act. The General Fund operating reserves will be decreased to approximately \$536,846 at June 30, 2016.**

## **RECOMMENDATION:**

- **MAYOR AND CITY COUNCIL RECEIVE THE GENERAL FUND UPDATE FOR INFORMATION AND DISCUSSION.**

## EXHIBIT "A" FUEL PRICES

Prices				
	2013	2014	2015	2016

<sup>a</sup> West Texas Intermediate.

<sup>b</sup> Average regular pump price.

<sup>c</sup> On-highway retail.

<sup>d</sup> U.S. Residential average.

<sup>e</sup> Electric power generation fuel cost.

WTI Crude Oil <sup>a</sup> (dollars per barrel)	97.98	93.17	49.08	50.89
--	-------	-------	-------	-------

Brent Crude Oil (dollars per barrel)	108.56	98.89	52.93	55.78
---	--------	-------	-------	-------

Gasoline <sup>b</sup> (dollars per gallon)	3.51	3.36	2.43	2.36
---	------	------	------	------

Diesel <sup>c</sup> (dollars per gallon)	3.92	3.83	2.71	2.67
---	------	------	------	------

Heating Oil <sup>d</sup> (dollars per gallon)	3.78	3.72	2.67	2.52
--	------	------	------	------

Natural Gas <sup>d</sup> (dollars per thousand cubic feet)	10.29	10.94	10.36	10.07
--	-------	-------	-------	-------

Electricity <sup>d</sup> (cents per kilowatthour)	12.13	12.52	12.61	12.70
--	-------	-------	-------	-------

Coal <sup>e</sup> (dollars per million Btu)	2.34	2.37	2.24	2.24
--	------	------	------	------

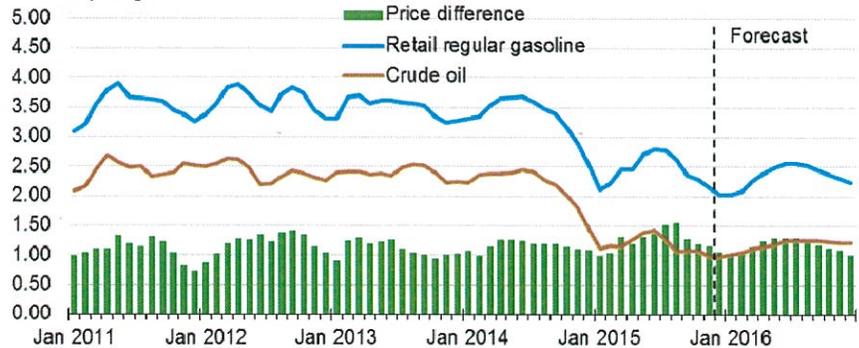
**U.S. Diesel Fuel and Crude Oil Prices**



Source: Short-Term Energy Outlook, December 2015

Crude oil price is composite refiner acquisition cost. Retail prices include state and federal taxes.

**U.S. Gasoline and Crude Oil Prices**  
dollars per gallon



Crude oil price is composite refiner acquisition cost. Retail prices include state and federal taxes.

Source: Short-Term Energy Outlook, December 2015.

According to the U.S. Energy Information Administration, retail U.S. diesel and gasoline prices will remain low in 2016.

EXHIBIT "B"

ROY R. SEILER

*CERTIFIED PUBLIC ACCOUNTANT*

---

201 C. North Tehama  
Willows, CA 95988

Phone: 530-934-8841

Fax: 530-934-8849

ACCOUNTANT'S COMPILATION REPORT

City of Corning  
Corning, California

I have compiled the accompanying Budget Summary, General Fund, for the City of Corning, as of June 30, 2015 and 2016, and for the years then ended. I have not audited or reviewed the accompanying summary and, accordingly, do not express an opinion or provide any assurance about whether the summary is in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I am not independent with respect to the City of Corning.

January 4, 2016

*Roy R. Seiler, CPA*

**EXHIBIT "B"**  
**GENERAL FUND SUMMARY**  
**AND PROJECTIONS**  
**GENERAL FUND SUMMARY**  
**AND PROJECTIONS**  
City of Corning  
Budget Summary  
**GENERAL FUND**  
2015-16

1-04-16, pre final audit

	<u>Available</u>	<u>Reserved</u>	<u>TOTAL</u>
<b>Audit Balance, June 30, 2014</b>	\$ 455,233	\$ 830,000	\$ 1,285,233
<b>Prior Period Adjustments</b>	\$ 3,094		\$ 3,094
 <b><u>2014-2015, Actual</u></b>			
Revenues	\$ 4,622,395		\$ 4,622,395
Expenditures, Budgeted as Adjusted	\$ (4,807,910)		\$ (4,807,910)
Excess/<Deficit> of Revenues Over Expenditures	\$ (185,515)		\$ (185,515)
Transfer to Operating Reserve	\$ (80,000)	\$ 80,000	\$ -
<b>Net Change in Fund Balance</b>	<b>\$ (265,515)</b>	<b>\$ 80,000</b>	<b>\$ (185,515)</b>
<b>Fund Balance, June 30, 2015</b>	<b>\$ 192,812</b>	<b>\$ 910,000</b>	<b>\$ 1,102,812</b>
 <b><u>2015-2016 Budgeted</u></b>			
Revenues and Transfers In	\$ 4,446,410		\$ 4,446,410
Estimated Decreases in Revenues over Budget (*)	\$ (120,000)		\$ (120,000)
Expenditures and Transfers Out	\$ (4,877,376)		\$ (4,877,376)
Estimated Decreases in Expenditures over Budget (*)	\$ (15,000)		\$ (15,000)
Excess/<Deficit> of Revenues Over Expenditures	\$ (565,966)		\$ (565,966)
Funds Transferred From Operating Reserve	\$ 285,000	\$ (285,000)	\$ -
<b>Net Change in Fund Balance</b>	<b>\$ (280,966)</b>	<b>\$ (285,000)</b>	<b>\$ (565,966)</b>
<b>Budgeted Fund Balance, June 30, 2016</b>	<b>\$ (88,154)</b>	<b>\$ 625,000</b>	<b>\$ 536,846</b>

**(\*) Recap of Expected Adjustments, 2015-2016**

<u>Revenues:</u>		<u>Expenditures:</u>	
Projected decrease in sales tax	(120,000)	Projected Savings, Step Adjustments	15,000
<b>Total</b>	<b>(120,000)</b>	<b>Total</b>	<b>15,000</b>