

DUE TO THE COVID-19 LOCAL EMERGENCY THESE MEETINGS WILL BE HELD BY PHONE, TO JOIN THE ZOOM MEETING:

<https://zoom.us/j/9342948553>

Or by calling: 1-669-900-9128

Meeting ID 934 294 8553



**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION MINUTES
TUESDAY, JULY 14, 2020
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:

Robert Snow

Jose "Chuy" Valerio

Dave Demo

Karen Burnett

Mayor:

Douglas Hatley Jr.

C. PUBLIC COMMENTS:

D. REGULAR AGENDA:

- 1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to § 54956.9(b)
One Case**

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

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**CITY OF CORNING
CITY COUNCIL MEETING AGENDA
TUESDAY, JULY 14, 2020
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL:

Council:

Robert Snow

Jose "Chuy" Valerio

Dave Demo

Karen Burnett

Mayor:

Douglas Hatley Jr.

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

D. INVOCATION: Led by Mayor Hatley.

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E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

F. PUBLIC COMMENTS AND 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 the Minutes with any necessary corrections of the June 23, 2020 Closed Session and Regular City Council Meeting.
3. July 8, 2020 Claim Warrant in the amount of \$360,031.33.
4. July 8, 2020 Business License Report.
5. June Wages & Salaries: \$369,036.34.
6. March, April, May, & June 2020 Treasurer's Report.
7. June 2020 Building Permit Valuation Report in the amount of \$378,322.
8. June 2020 City of Corning Wastewater Operations Summary Report.

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

9. Public Hearing: Ordinance 689, an Ordinance of the City of Corning adding Chapter 8.23 to Title 8 of the Corning Municipal Code imposing a Vacant Building Monitoring Fee to secure vacant buildings.
10. Public Hearing: Ordinance 690, an Ordinance of the City of Corning adding Chapter 8.24 to Title 8 of the Corning Municipal Code regulating Long-Term Boarded and Vacant Buildings.

J. REGULAR AGENDA:

11. Review and adopt the revised and updated City of Corning Heat Illness Prevention Program.
12. Designation of League of California Cities Voting Delegate and Alternate.
13. Review and adopt the revised and updated Illness and Injury Prevention Plan (IIPP).
14. Adopt Resolution 07-14-2020-01 and approve the 2020-2021 Program of Service and Annual Budget.
15. Adopt Resolution 07-14-2020-02 establishing the General Fund Appropriations Limit for the City of Corning for Fiscal Year 2020 – 2021 at \$14,536,827.
16. COVID-19 Pandemic Update and request City Council direction for future City Council and Commission Meetings.

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION:

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

Snow: None.

Valerio: None.

Demo:

Burnett: None.

Hatley: None.

N. ADJOURNMENT!:

POSTED: FRIDAY, JULY 10, 2020

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**CITY OF CORNING
CITY COUNCIL CLOSED SESSION MINUTES
TUESDAY, JUNE 23, 2020**

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A. **CALL TO ORDER:** 5:49 p.m.

B. **ROLL CALL:**

Council: Robert Snow
Jose "Chuy" Valerio
Dave Demo
Karen Burnett
Mayor: Douglas Hatley Jr.

All members of the City Council were present except Councilors Snow and Valerio.

C. **PUBLIC COMMENTS:** None.

D. **REGULAR AGENDA:**

1. **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (§ 54956.9).**
One Case: Beggins vs. Carpenter, et al, Case No. 18 cv-01550-KJM-AC
2. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR (§ 54956.8)**
Property: APN No.'s: 087-090-041-000 & 087-090-042-000
Agency Negotiator: Kristina Miller, Real Property Negotiator/City Manager
Negotiating Parties: Travel Centers of America
Under Negotiation: Cost for Utility Easement.
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR (§ 54956.8)**
Property: APN No.'s: 071-080-008-000 thru 071-080-010-000
Agency Negotiator: Kristina Miller, Real Property Negotiator/City Manager
Under Discussion: Property at this location.

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

Mayor Hatley reported the following for Closed Session Items 1 through 3:

1. No reportable action.
2. Gave direction to Property Negotiator.
3. Gave direction to Property Negotiator.

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**CITY OF CORNING
CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 23, 2020**

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

C. ROLL CALL:**Council:**

**Robert Snow
Jose "Chuy" Valerio
Dave Demo
Karen Burnett
Douglas Hatley Jr.**

Mayor:

All members of the City Council were present except Councilors Snow and Valerio.

D. PLEDGE OF ALLEGIANCE: Led by the City Manager.**E. INVOCATION: Led by Councilwoman Burnett.****F. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS: None.****G. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:**

Timothy Moran addressed the Council about Elizabeth Avenue asking if speed bumps could be put in to address the excessive speed of traffic on this street.

City Manager Kristina Miller provided a COVID-19 update announcing that Tehama County currently has 55 individuals that have tested positive for COVID-19, most cases have been attributed to social gatherings. She also announced that the Governor has mandated wearing masks and encouraged all to wear them so that our economy and businesses can reopen. She also announced that the City Pool will be opening with safety measures in place.

H. 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 with any necessary corrections of the June 9, 2020 Closed Session and Regular City Council Meeting.**
3. **June 17, 2020 Claim Warrant in the amount of \$225,554.47.**
4. **June 17, 2020 Business License Report.**
5. **Ordinance 688, an Ordinance of the City of Corning amending Section 16.21.030(A) and adding Section 17.10.032 of/and to the Corning Municipal Code, Rezone No. 2020-1. (Second Reading & Adoption)**

Councilor Burnett moved to approve Consent Items 1-5; Councilor Demo seconded the motion. **Ayes: Hatley, Burnett and Demo. Absent: Snow and Valerio. Abstain/Oppose: None. Motion was approved by a 3-0 vote with Snow and Valerio absent.**

I. ITEMS REMOVED FROM THE CONSENT AGENDA: None**J. PUBLIC HEARINGS AND MEETINGS: None****K. REGULAR AGENDA:**

6. **Award Bid for Playground Equipment from Yost Park as "One Lot and As Is" to Jerry Williams in the amount of \$1001.**

This item was presented by Recreation Coordinator Christina Meeds. Ms. Meeds stated that the City had received 3 bids and announced the Bid amounts. She further stated that Staff is recommending accepting the High Bid submitted by Jerry Williams in the amount of \$1,001.

Councilor Burnett moved to accept the high bid of \$1,001 from Jerry Williams and authorize removal of the used playground equipment from the Blackburn Well site. Councilor Demo seconded the motion. **Ayes: Hatley, Burnett and Demo. Absent: Snow and Valerio. Abstain/Oppose: None. Motion was approved by a 3-0 vote with Snow and Valerio absent.**

7. **Adopt Resolution No. 06-23-2020-01 authorizing submittal of a Local Early Action Planning (LEAP) Grant Application and authorize City Manager to execute all associated documents/agreements with the California Department of Housing & Community Development (HC&D).**

This item was presented by Planner 1 Christina Meeds. Ms. Meeds stated that Governor Newsom allocated \$250 million for all regions, cities, and counties to do their part by prioritizing planning activities that accelerate housing production to meet identified needs of every community. With this allocation, H&CD established the Local Early Action Planning Grant Program (LEAP) with \$119 million for Cities and Counties. LEAP provides one-time non-competitive grant funding in the amount of \$65,000 to update planning documents and implement process improvements to facilitate the acceleration of housing production and assist in preparation for the 6th cycle Regional Housing Needs Assessment (RHNA) much like the SB2 Planning Grants. Ms. Meeds stated that the application, if approved, requires City Council adoption of the proposed Resolution No. 06-23-2020-01 approving an application to the California State Department of Housing & Community Development for LEAP Funding. If approved she will prepare and submit the LEAP Grant application in the amount of \$65,000 to assist with the following:

- a) Creation of an online platform to house all Planning Applications;
- b) Documents and Zoning information through the City's existing software IWorQ; and
- c) Employing GIC through Chico State University to create an interactive Zoning Map.

Councilor Demo moved to adopt Resolution No. 06-23-2020-01 approving an application to the California State Department of Housing and Community Development for LEAP Funding and authorize the City Manager to execute all associated documents and Agreements. Councilor Burnett seconded the motion. **Ayes: Hatley, Burnett and Demo. Absent: Snow and Valerio. Abstain/Oppose: None. Motion was approved by a 3-0 vote with Snow and Valerio absent.**

8. Presentation of Fiscal Year 2020-2021 Annual Program of Services and City Budget.

Presented by City Manager Kristina Miller. She thanked City Staff and the City's CPA Roy Seiler for their assistance in preparing this Budget. She stated if approved in their entirety the Budget will:

- Continue to maintain "full-time" Municipal Operations at current staffing levels.
- Includes at least a 3.0% (budgeted at 4.2%) pay increase effective the first pay period in January 2021 for all employees in the Miscellaneous, Public Safety, Dispatch and Management Bargaining Units.
- Continue the independent Planning Consultant arrangement (at approximately 7 hours per week with Scott Friend), the Public Works Consultant and Engineering Services Agreements (at approximately 19 hours per week), and CPA Services Agreement with Roy Seiler on an as-needed basis.
- Fund the Recreation Program utilizing existing grant funding for six months and General Funds for the remainder of the year.
- \$200,000 from Measure A to fund Dispatch to reduce the losses to the General Fund.
- \$340,336, \$300,998, and \$102,253 to Capital Improvement & Replacement Reserve accounts for the future replacement of City equipment for the Fire, Police, and Public Works.
- \$20,000 to support economic development projects.
- Funding in the amount of \$20,000 to complete a Development Impact Fee Study as required by law.
- Funding of \$7,000 to complete a Five-Year Strategic Plan utilizing a third-party facilitator.
- \$15,000 in funding to develop a new City website to comply with the Americans with Disabilities Act.
- Funding of \$15,000 to purchase a time clock system to create administrative efficiencies.
- \$3,000 funding for the Feral Cat Program.
- Replacement of 1 desktop at City Hall & 3 desktops within the Police Department.
- \$2,000 in ADA Improvements for the Library and \$5,000 to City Buildings.
- \$10,000 for safety improvements to the front counter in the Finance Department.
- \$8,000 for the K-9 Program.
- \$50,000 to support the Animal Shelter Services Agreement with the County of Tehama.
- \$650,000 for street projects and/or maintenance.
- \$5,000 to support community events; and

- A total of \$567,510 for Police, Fire and Public Works Department Capital Improvement Projects.

City Manager Miller reported the following:

- The General Fund (including Measure A) balance at June 30, 2020 is anticipated to be \$3,228,775
- Sales Tax revenues are expected to decrease by 14% less than the previous year, it is difficult to reasonably project revenue due to COVID-19.
- TOT's are expected to decrease by \$275,000 partly due to COVID-19 and refugees from the Campfire becoming rehoused.
- The City is very fortunate to have our reserves (roughly \$3,000,000), many communities do not have much in their reserves.
- The proposed budget allows for continuation of existing staffing, and the previously approved 3% employee pay increase,

City Manager Miller stated the following:

- The 2020-2021 total projected City-wide Revenues (excluding transfers) are \$13,854,927 (\$6,246,600 General Fund Revenues – discretionary funds, City Council decides how these are spent; and \$7,608,327 in Projected Other Fund Revenues – nondiscretionary funds, restricted to specific purposes).
- Total Expenditures (excluding transfers) are: \$14,557,338;
- The anticipated General Fund Revenues and Measure A Revenues will total: \$5,201,600 and 1,045,000; and
- The recommended General Fund Expenditures will total \$5,942,113 and \$1,043,587; and
- The General Fund Reserves will decrease by approximately \$592,616 from June 30, 2019 to June 30, 2021.

No action required at this time. This item will be brought back to Council with a Resolution for final approval.

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).

Snow: Absent

Valerio: Absent

Demo: Nothing

Burnett: Stated that there will be another Craft Class at the Senior Center with the first class on July 6th.

Hatley: Reported on TCTC & TRAX Meeting yesterday stating they will be having a big project on South Avenue.

N. ADJOURNMENT: 7:06 p.m.

Lisa M. Linnet, City Clerk

**MEMORANDUM**

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: July 8, 2020

SUBJECT: Cash Disbursement Detail Report for the
Tuesday July 14, 2020 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 06-30-20	\$	236,291.49
B.	Payroll Disbursements	Ending 06-26-20	\$	123,739.84

GRAND TOTAL \$ 360,031.33

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
29522	06/22/20	DLF00	DL FIRE PROTECTION	28.00	.00	28.00	DL671	CERT FIRE EXT-BLD MAINT
				551.00	.00	551.00	DL673	CERT FIRE EXT-BLD MAINT
				760.00	.00	760.00	DL674	CERT FIRE EXT-BLD MAINT
				321.00	.00	321.00	DL675	CERT FIRE EXT-BLD MAINT
			Check Total.....	1660.00	.00	1660.00		
29523	06/24/20	BAS01	BASIC LABORATORY, INC	55.80	.00	55.80	2006210	ProfServices Water Dept
29524	06/24/20	DEP03	DEPT OF TRANS/CAL TRANS	1307.56	.00	1307.56	20011941	Equip.Maint. St&Trf Light
29525	06/24/20	FLE01	FLEMING BOOKBINDING CO.	68.73	.00	68.73	28056	BOOKS/PERIODICS-LIBRARY
29526	06/24/20	GRA01	GRANDFLOW, INC	415.50	.00	415.50	151323	OFFICE SUPPLIES-FINANCE
29527	06/24/20	HOM03	HOME DEPOT	52.61	.00	52.61	2184739	COVID 19-POOL
29528	06/24/20	INL01	INLAND BUSINESS SYSTEMS	86.21	.00	86.21	IN548051	COMMUNICATIONS-
29529	06/24/20	LIN01	LINCOLN AQUATICS, INC.	620.78	.00	620.78	SN042695	MAT & SUPPLIES-POOL
				1632.10	.00	1632.10	SN042763	MAT & SUPPLIES-POOL
			Check Total.....	2252.88	.00	2252.88		
29530	06/24/20	MUN03	MUNNELL & SHERRILL, INC.	45.90	.00	45.90	340681	MAT & SUPPLIES-
29531	06/24/20	PGE09	PG&E	205.63	.00	205.63	200616	ELECT-STONEFOX L&L-21, D2
29532	06/24/20	PGE2A	PG&E	42.92	.00	42.92	200616	ELECT-BLUE HERON CT
29533	06/24/20	PGE2B	PG&E	446.35	.00	446.35	7928462-6	SOLAR-WWTP
29534	06/24/20	SCP00	SCP DISTRIBUTORS LLC	762.34	.00	762.34	SN042694	MAT & SUPPLIES-WTR
29535	06/24/20	USA01	USA BLUE BOOK	199.25	.00	199.25	273499	MAT & SUPPLIES-WTR
29536	06/25/20	COM01	COMPUTER LOGISTICS, INC	1593.90	.00	1593.90	81621	MACH/EQUIP-FINANCE
29537	06/25/20	FLE02	FLEMING, JOHN E.	1897.50	.00	1897.50	200618	PROF SVCS-BLD & SAFETY
29538	06/25/20	GRA02	GRAINGER, W.W., INC	157.85	.00	157.85	957111926	MAT & SUPPLIES-
29539	06/25/20	LNC01	LN CURTIS & SONS	479.49	.00	479.49	INV398837	SMALL TOOLS-FIRE
29540	06/25/20	NOR48	NORTHERN PERMIT SERVICES	7518.00	.00	7518.00	BPA39HVGM	RESCUE SQUAD-FIRE CAP REP
29541	06/30/20	\O031	JUAN & HERMILA OCEGUERA	75.91	.00	75.91	000C00601	MQ CUSTOMER REFUND FOR OC
29542	06/30/20	\S004	HARDEEP SINGH	22.77	.00	22.77	000C00601	MQ CUSTOMER REFUND FOR SI
29559	06/30/20	AIR00	AIRGAS USA, LLC	58.07	.00	58.07	997220289	MAT & SUPPLIES-FIRE
29560	06/30/20	BAS01	BASIC LABORATORY, INC	135.80	.00	135.80	2006360	ProfServices Water Dept
29561	06/30/20	COP02	COPY CENTER	559.00	.00	559.00	16822	MAT & SUPPLIES-WTR
29562	06/30/20	COR05	CORNING AUTO CENTER	1604.33	.00	1604.33	39304	VEH OP/MAINT-POLICE
29563	06/30/20	COR45	CORNING ACE HARDWARE	369.20	.00	369.20	200327	MAT & SUPPLIES-
29564	06/30/20	CRO05	CROSS PETROLEUM	41.95	.00	41.95	1435125IN	VEH OP/MAINT-FIRE
29565	06/30/20	DEP12	DEPT OF JUSTICE	220.00	.00	220.00	451736	PROF SVCS-POLICE
				105.00	.00	105.00	454882	PROF SVCS-POLICE
			Check Total.....	325.00	.00	325.00		
29566	06/30/20	DOW01	DOWN RANGE	1077.85	.00	1077.85	349946	SAFETY ITEMS-POLICE
				1077.85	.00	1077.85	351282	SAFETY ITEMS-POLICE
			Check Total.....	2155.70	.00	2155.70		
29567	06/30/20	ENL02	ENLOE MEDICAL CENTER	256.00	.00	256.00	200373	PROF SVCS-POLICE
29568	06/30/20	EWI00	EWING	135.82	.00	135.82	11955932	LANDSCAPE MAINT-PARKS
				750.10	.00	750.10	12002594	LANDSCAPE MAINT-PARKS
				184.60	.00	184.60	12003572	LANDSCAPE MAINT-PARKS
			Check Total.....	1070.52	.00	1070.52		
29569	06/30/20	FAC02	FACTORY QRC	1899.40	.00	1899.40	I-139259	COVID 19-GEN CITY
29570	06/30/20	GRA02	GRAINGER, W.W., INC	41.81	.00	41.81	957559992	MAT & SUPPLIES-SWR
29571	06/30/20	LIN01	LINCOLN AQUATICS, INC.	879.68	.00	879.68	SN043462	MAT & SUPPLIES-POOL
29572	06/30/20	MCC07	MCCOY'S HARDWARE & SUPPLY	801.07	.00	801.07	200527	MAT & SUPPLIES-

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
29573	06/30/20	MIS01	MISSION LINEN SUPPLY	178.87	.00	178.87	512645218	MAT & SUPPLIES-PARKS
				85.66	.00	85.66	512692001	MAT & SUPPLIES-
			Check Total.....:	264.53	.00	264.53		
29574	06/30/20	NAP01	NAPA AUTO PARTS	256.00	.00	256.00	200625	VEH OP/MAINT-
29575	06/30/20	PAR08	PARK PLANET	4513.99	.00	4513.99	IN2000309	PARK IMP FUND-PARK SPEC P
29576	06/30/20	PGE05	PG&E	807.31	.00	807.31	200630	FIRE-ELECT & GAS
29577	06/30/20	PGE08	PG&E	26.64	.00	26.64	200630	MAT & SUPPLIES-REC
29578	06/30/20	PGE2A	PG&E	91.32	.00	91.32	200625	ELECT-CORNING COMMUNITY P
				51.08	.00	51.08	200629	ELECT-MARTINI PLAZA
				192.98	.00	192.98	200629A	ELECT-MCDONALD,CASSANDRA,
			Check Total.....:	335.38	.00	335.38		
29579	06/30/20	PGE2B	PG&E	5547.04	.00	5547.04	200625	ELECT-WWTP
29580	06/30/20	QUI02	QUILL CORPORATION	104.51	.00	104.51	7867862	OFFICE SUPPLIES-FIRE
				76.76	.00	76.76	7979763	OFFICE SUPPLIES-FINANCE
				355.47	.00	355.47	7980679	OFFICE SUPPLIES-FINANCE
				68.94	.00	68.94	8061637	COVID 19-GEN CITY
				18.72	.00	18.72	8062651	COVID 19-GEN CITY
			Check Total.....:	624.40	.00	624.40		
29581	06/30/20	RED00	RED BLUFF DAILY NEWS	77.39	.00	77.39	6499185	PRINT/ADVERT-CITY CLERK
				75.91	.00	75.91	6499189	PRINT/ADVERT-CITY CLERK
			Check Total.....:	153.30	.00	153.30		
29582	06/30/20	RES04	RESERVE ACCOUNT	3000.00	.00	3000.00	200630	COMMUNICATIONS-
29583	06/30/20	S&L00	S & L BREWER ENTERPRISES	250.00	.00	250.00	20CORN06	K9 PROGRAM-POLICE
29584	06/30/20	SCP00	SCP DISTRIBUTORS LLC	949.84	.00	949.84	SN043464	MAT & SUPPLIES-WTR
29585	06/30/20	SEI01	SEILER, ROY R., CPA	2790.30	.00	2790.30	29886	PROF SVCS-FINANCE
29586	06/30/20	WAL02	WALKER PRINTING	602.75	.00	602.75	38367	PRINT/ADVERT-DISPATCH
29587	06/30/20	WAT07	WATTCO	7957.04	.00	7957.04	55255	EQUIP REPLAC-FIRE CAP REP
29588	06/30/20	WHI06	WHITE, BRETT	64.47	.00	64.47	200706	PANT REIMBURSEMENT-PW ADM
29589	06/30/20	CRO05	CROSS PETROLEUM	1082.22	.00	1082.22	CL97354	MAT & SUPPLIES-
				435.48	.00	435.48	CL97742	VEH OP/MAINT-FIRE
			Check Total.....:	1517.70	.00	1517.70		
29590	06/30/20	FIR11	FIRST NATIONAL BANK OMAHA	685.61	.00	685.61	200629	VEH OP/MAINT-FIRE
29591	06/30/20	FIR16	FIRST NATIONAL BANK OMAHA	539.68	.00	539.68	200629	MAT & SUPPLIES-
29592	06/30/20	MOO07	MOORE & BOGENER, INC.	564.00	.00	564.00	10558	CONSULT LIT-
29593	06/30/20	MUN03	MUNNELL & SHERRILL, INC.	137.70	.00	137.70	342218	MAT & SUPPLIES-
29594	06/30/20	PGE04	PG&E	682.72	.00	682.72	200630	TranspFacility-
29595	06/30/20	TEH13	TEHAMA CO AUDITOR	125.00	.00	125.00	200630	PkngCiteToCnty Police Ser
29596	06/30/20	THO01	THOMES CREEK ROCK CO	608.49	.00	608.49	200701	MAT & SUPPLIES-STR
29597	06/30/20	TPX00	TPX COMMUNICATIONS	636.37	.00	636.37	131523573	COMMUNICATIONS-
29598	06/30/20	ACC00	ACCESS INFORMATION MANAGE	231.29	.00	231.29	8229563	EQUIP MAINT-GEN CITY
29599	06/30/20	ARA02	ARAMARK UNIFORM SERVICES	90.69	.00	90.69	637486322	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637499042	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637511076	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637523238	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637535497	MAT & SUPPLIES-BLD MAINT
			Check Total.....:	453.45	.00	453.45		
29600	06/30/20	ATT02	AT&T	994.29	.00	994.29	14942524	COMMUNICATIONS-
29601	06/30/20	ATT15	AT&T MOBILITY	691.45	.00	691.45	200619	COMMUNICATIONS-
29602	06/30/20	BAS01	BASIC LABORATORY, INC	37.20	.00	37.20	2006440	ProfServices Water Dept
29603	06/30/20	CEN14	CENTER FOR EVALUATION & R	3062.50	.00	3062.50	202003	DATA COLL & EVAL-PROP 47
29604	06/30/20	CHI06	CHICO POWER EQUIPMENT	121.51	.00	121.51	284035	EQUIP MAINT-PARKS

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
29605	06/30/20	COR08	CORNING LUMBER CO INC	112.38	.00	112.38	200625	MAT & SUPPLIES-
29606	06/30/20	COR45	CORNING ACE HARDWARE	486.11 31.23	.00 .00	486.11 31.23	200427 200527	MAT & SUPPLIES- MAT & SUPPLIES-
			Check Total.....:	517.34	.00	517.34		
29607	06/30/20	CRO05	CROSS PETROLEUM	854.27	.00	854.27	07072020	VEH OP/MAINT-POLICE
29608	06/30/20	DEP12	DEPT OF JUSTICE	900.00	.00	900.00	455911	PROF SVCS-POLICE
29609	06/30/20	FIR10	FIRST NATIONAL BANK OMAHA	83.49	.00	83.49	07072020	MAT & SUPPLIES-
29610	06/30/20	FIR13	FIRST NATIONAL BANK OMAHA	50.44	.00	50.44	1002635	BLD MAINT-RODGERS THEATRE
29611	06/30/20	FIR14	FIRST NATIONAL BANK OMAHA	596.32	.00	596.32	07072020A	MAT & SUPPLIES-
29612	06/30/20	HOL04	HOLIDAY MARKET #32	8.98	.00	8.98	003201001	MAT & SUPPLIES-POLICE
29613	06/30/20	MCC07	MCCOY'S HARDWARE & SUPPLY	138.24 481.01 885.69	.00 .00 .00	138.24 481.01 885.69	200327 200427 200627	MAT & SUPPLIES- MAT & SUPPLIES- MAT & SUPPLIES-
			Check Total.....:	1504.94	.00	1504.94		
29614	06/30/20	NOR47	NORTHSTAR	8775.00 4323.75	.00 .00	8775.00 4323.75	76043 76044	PROF SVCS-PW ADMIN PROF SVCS-ENGINEERING
			Check Total.....:	13098.75	.00	13098.75		
29615	06/30/20	PGE01	PG&E	339.37 985.03	.00 .00	339.37 985.03	200703 200706A	ELECT- ELECT-
			Check Total.....:	1324.40	.00	1324.40		
29616	06/30/20	PGE2A	PG&E	127.38	.00	127.38	200630	ELECT-CLELAND PROP
29617	06/30/20	PIT03	PITNEY BOWES, INC	705.16	.00	705.16	101576601	OFFICE SUPPLIES-
29618	06/30/20	STO07	STOUFER, JOHN BEDFORD	2160.00	.00	2160.00	200701	PROF SVCS-PLANNING
29619	06/30/20	TEH20	TEHAMA CO DISTRICT ATTY	133.80	.00	133.80	CPD4/20-6	PROF SVCS-POLICE
29620	06/30/20	TEL00	TELSTAR INSTRUMENTS, INC.	11126.00	.00	11126.00	103981	PROF SVCS-WWTP
29621	06/30/20	WAR05	WARREN, DANA KARL	239.40	.00	239.40	200706	REC INSTRUCTOR-REC
29622	06/30/20	WAS01	WASTE MANAGEMENT OF	132010.06	.00	132010.06	200630	WASTE MGMT PYMT-SOLID WAS
29631	06/30/20	PAY01	PAYGOV.US LLC	1961.80	.00	1961.80	501	COVID 19-FINANCE
			Cash Account Total.....:	236291.49	.00	236291.49		
			Total Disbursements.....:	236291.49	.00	236291.49		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
11986	06/18/20	BAN03	POLICE OFFICER ASSOC.	325.00	.00	325.00	C00618	POLICE OFFICER ASSOC
11987	06/18/20	BAN06	BANNER BANK	1229.37	.00	1229.37	C00618	HSA DEDUCTIBLE
11988	06/18/20	CAL37	CALIFORNIA STATE DISBURSE	138.46	.00	138.46	C00618	WITHHOLDING ORDER
11989	06/18/20	EDD01	EMPLOYMENT DEVELOPMENT	4697.98 1324.38	.00 .00	4697.98 1324.38	C00618 1C00618	STATE INCOME TAX SDI
Check Total.....:				6022.36	.00	6022.36		
11990	06/18/20	FED00	FEDERAL PAYROLL TAXES (EF	12990.76 16482.38 3854.78	.00 .00 .00	12990.76 16482.38 3854.78	C00618 1C00618 2C00618	FEDERAL INCOME TAX FICA MEDICARE
Check Total.....:				33327.92	.00	33327.92		
11991	06/18/20	ICM01	ICMA RETIREMENT TRUST-457	4312.13 185.00	.00 .00	4312.13 185.00	C00618 1C00618	ICMA DEF. COMP ICMA DEF. COMP ER PD
Check Total.....:				4497.13	.00	4497.13		
11992	06/18/20	PERS1	PUBLIC EMPLOYEES RETIRE	22686.04	.00	22686.04	C00618	PERS PAYROLL REMITTANCE
11993	06/18/20	PERS4	Cal Pers 457 Def. Comp	3753.48 520.00	.00 .00	3753.48 520.00	C00618 1C00618	PERS DEF. COMP. PERS DEF. COMP. ER P
Check Total.....:				4273.48	.00	4273.48		
11994	06/18/20	TEH16	TEHAMA COUNTY SHERIFF'S O	110.89	.00	110.89	C00618	WageOrder F#20000149
11995	06/18/20	VAL06	VALIC	2748.55 225.00	.00 .00	2748.55 225.00	C00618 1C00618	AIG VALIC P TAX AIG VALIC P TAX ER P
Check Total.....:				2973.55	.00	2973.55		
11996	06/26/20	AFL01	AMERICAN FAMILY LIFE	1268.78 176.96	.00 .00	1268.78 176.96	C00630 1C00630	AFLAC INS.PRE TAX AFLAC INS.AFTER TAX
Check Total.....:				1445.74	.00	1445.74		
11997	06/26/20	BLU02	BLUE SHIELD OF CALIFORNIA	19177.04	.00	19177.04	C00630	MEDICAL INSURANCE
11998	06/26/20	OEU01	OPERATING ENGINEERS #3	22032.00	.00	22032.00	C00630	MEDICAL INSURANCE
11999	06/26/20	OEU02	OPERATING ENG. (DUES)	325.00 780.00 549.00 826.00	.00 .00 .00 .00	325.00 780.00 549.00 826.00	C00630 1C00630 2C00630 3C00630	UNION DUES MGMNT UNION DUES POLICE UNION DUES DISPATCH UNION DUES-MISC
Check Total.....:				2480.00	.00	2480.00		
12000	06/26/20	PRI04	PRINCIPAL PLIC-SBD GRAND	1854.01 354.15 812.70	.00 .00 .00	1854.01 354.15 812.70	C00630 1C00630 2C00630	DENTAL INSURANCE VISION INSURANCE LIFE INSURANCE
Check Total.....:				3020.86	.00	3020.86		
Cash Account Total.....:				123739.84	.00	123739.84		
Total Disbursements.....:				123739.84	.00	123739.84		

Date.: Jul 8, 2020
 Time.: 2:24 pm
 Run by: LORI SIMS

CITY OF CORNING
 NEW BUSINESSES FOR CITY COUNCIL

Page.: 1
 List.: NEWB
 Group: WTFMBM

Business Name	Address	CITY/STATE/ZIP	Business Desc	Bus Start Date
BOB'S AIR REPAIR	132 MEYERS ST SUITE 100	CHICO, CA 95928	HVAC REPAIR	06/26/20
AL INC	2040 PEABODY ROAD	VACAVILLE, CA 95687	GENERAL CONTRACTOR AND ENVIRONMENTAL FIRM	06/26/20
CONLEY TREE AND BRUS	18570 SADDLEBACK RIDGE LOOP	COTTONWOOD, CA 96022	FULL TREE SERVICE. TREE TRIMMING, REMOVA	06/22/20
CROSSLAND'S HEATING	25528 LINCOLN ST	LOS MOLINOS, CA 96055	HEATING AND AIR	07/01/20
IZZI B'S	22110 LIBERAL AVE	CORNING, CA 96021	HANDYMAN SERVICES	07/07/20
HAIR BY AMANDA	710 SIXTH AVE	CORNING, CA 96021	NAIL TECH	06/22/20
PLEASANT PLACE	411 HYLAND DR.	CORNING, CA 96021	RESIDENTIAL CARE FACILITY FOR ELDERLY	07/02/20
TRANSFORM SR HM IMPR	1200 DEL PASO RD	SACRAMENTO, CA 95834	RESIDENTIAL HOME IMPROVEMENT CONTRACTOR	07/02/20

CITY OF CORNING
TREASURER'S REPORT
MARCH – JUNE 2020

<u>AGENCY</u>	<u>BALANCE</u>	<u>RATE</u>
Local Agency Investment Fund		
- FEBRUARY 2020	\$ 7,967,066.52	2.29%
- MARCH 2020	7,967,066.43 *	
- APRIL 2020	8,001,639.84	2.03%
- MAY 2020	8,001,639.84	
- JUNE 2020	8,001,639.84	

* From the California State Controller's Office: On the interest allocations posted in July and October 2019, a few closed LAIF accounts inadvertently did not receive their quarterly earnings distributions. All active accounts received those additional earnings that were due to the closed accounts. An adjustment was made on March 25, 2020 to correct the overcompensation to active accounts and compensate the closed accounts for the amount due to them.

Respectfully submitted:

Laura L. Calkins
City Treasurer

20118	6/16/2020	ISSUED	075-310-038-000	219 N ALEX LN	TURPIN, GARY & PAMELA J	219 N ALEX LANE	CORNING CA 96021		Solar	4.8kw roofmount pv system with battery backup	\$11,560
20117	6/16/2020		071-202-015	2127 Donovan Avenue	Felipe D. Alamaraz Jr. ETAL	2127 Donovan Avenue	Corning 96021	96021	Roof	Tear off & reroof w/comp. shingles	\$7,940
20116	6/15/2020	ISSUED	071-292-007	1769 Palm Avenue	Johnny Morales	1769 Palm Avenue	Corning 96021	96021	Roof	Tear off & Reroof w/comp. shingles.	\$4,500
20115	6/11/2020	Duplicate Permit - Cancelled	071-320-012-000	320 TOOMES AVE	SALADO, DANIEL A	2527 PILLSBURY	CHICO CA 95973		Roof	Tear off & reroof w/comp. shingles	\$0
20114	6/11/2020		071-320-012-000	320 TOOMES AVE	SALADO, DANIEL A	2527 PILLSBURY	CHICO CA 95973		Roof	Tear off & reroof w/comp. shingles	\$12,200
20113	6/10/2020	Cancelled	075-240-071-000	24315 HOAG RD	TULLOS, DANIEL WAYNE	3120 LIVE OAK BLVD, #73	YUBA CITY CA 95991		HVAC	Replace AC condenser and coil.	\$0
20112	6/8/2020	Online Application	071-054-004-000	412 FOURTH ST	Passantino Francesco ETAL	23131 Flournoy Ave.	Corning 96021	96021	Electrical	Re-Wire House	\$11,900
20111	6/4/2020	Under Review	071-223-009-000	1681 HERBERT AVE	MCKNIGHT, AL & MCKNIGHT, PERLA E	1681 HERBERT AVE	CORNING CA 96021		ReModel	We would like to remove a half wall that divides the kitchen to the living area and create a open space and make it look open concept.	\$10,000
20110	6/4/2020	ISSUED	071-080-011-000	2104 SOLANO ST	PATEL, LATA B ETAL	DBA AMERICAN INN-CORNING	2104 SOLANO ST CORNING CA 96021		Mechanical	HVAC Changeout	\$5,432
20109	6/3/2020	ISSUED	073-112-001-000	523 WALNUT ST	FRANER, TIMOTHY M & GREER-FRANER, JANICE L	523 WALNUT ST	CORNING CA 96021		Building	Kitchen Addition	\$48,500
20108	6/2/2020	ISSUED	073-115-011-000	1015 FIG ST	RICO, BULMARO C & AMBROSIA F	1015 FIG STREET	CORNING CA 96021		Building	New Inground Swimming pool (no heater, no gas line)	\$52,000

20107	6/2/2020	Duplicate Permit - Cancelled	073-115-011-000	1015 FIG ST	RICO, BULMARO C & AMBROSIA F	1015 FIG STREET	CORNING CA 96021		Building	New Inground Swimming pool (no heater, no gas line)	\$52,000
20106	6/1/2020	Duplicate Permit - Cancelled	071-291-003-000	1319 FIG LN	ALFARO, BALTAZAR	1319 FIG LANE	CORNING CA 96021		Solar	installing solar panels	\$0
20105	6/1/2020	ISSUED	071-291-003-000	1319 FIG LN	ALFARO, BALTAZAR	1319 FIG LANE	CORNING CA 96021		Solar	installing solar panels	\$24,000
											\$378,322

Total Records: 22

7/9/2020



**CITY OF CORNING
WASTEWATER OPERATION SUMMARY REPORT
JUNE 2020**

Below is a summary of the Monthly Operations Report that will be available for City review on July 2020

- 1) Completed monthly reports.
- 2) Attended biweekly Covid-19 awareness meeting.
- 3) Changed flow disk.
- 4) Pulled wash water pump and delivered to Feather River motors for repair. Reinstalled pump.
- 5) Staff meeting to discuss plant operations and issues.
- 6) Changed chart on So3 analyzer.
- 7) Safety meeting and daily tailgate meeting
- 8) Inspected eyewash and emergency showers.
- 9) Telstar Inc. on site to install new sulfite analyzer
- 10) Cal OSHA on site for Covid-19 inspection and records request. All required records and documents were sent certified mail on 6/26/ 2020


- 11) Cleaned SO2 pump
- 12) Exercised lift station stand –by pump
- 13) Exercised emergency generator.
- 14) Submitted monthly ESMR and DMR
- 16) Completed monthly test on chemical leak detectors.
- 17) Completed monthly receiving water sampling and lab test
- 18) Completed monthly facility inspection.
- 19) Completed annual storm water report and submitted to public works director for submittal.
- 20) Replaced discharge line on SO2 pump.

June, 2020

Domestic Treated Flow Monthly Average = 673,700 GPD

ITEM NO.: I-9
ORDINANCE NO. 689, AN ORDINANCE OF
THE CITY OF CORNING CITY COUNCIL
ADDING CHAPTER 8.23 TO TITLE 8 OF THE
CORNING MUNICIPAL CODE IMPOSING A
VACANT BUILDING MONITORING FEE TO
SECURE VACANT BUILDINGS

July 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA MILLER, CITY MANAGER
COLLIN BOGENER, CITY ATTORNEY 

SUMMARY:

The purpose of Ordinance No. 689 is to impose a vacant building monitoring fee within the City of Corning. Vacant buildings which are unmanaged and unmaintained by their owners frequently result in blight in the City, and also become an attraction to transients and criminals, including drug users. This results in these individuals leaving drug paraphernalia in the vacant buildings, including used needles, creating a significant health and safety risk for the residents of Corning, as well as City Staff. Additionally, the existence of long-term vacant properties is detrimental to the overall property values in the area in question.

The above discussed issues caused by the existence of vacant buildings result in significant costs to the City for law enforcement response, code enforcement, and related issues. This Ordinance, if passed, would require owners of vacant buildings to pay a monitoring fee to the City during the period of time that the building remains vacant beyond a 90-day period or is boarded up by the City. The monitoring fee itself would be determined through a Resolution by the City Council setting forth the City costs.

Any owner may request a waiver from this code section if the owner has obtained a building permit and is progressing diligently to repair the premises, or the building meets all applicable codes and is being actively offered for sale, lease or rent.

RECOMMENDATION:

MAYOR AND COUNCIL:

- BY MOTION, INTRODUCE FOR FIRST READING, ORDINANCE 689, AN ORDINANCE OF THE CITY OF CORNING ADDING CHAPTER 8.24 TO TITLE 8 OF THE CORNING MUNICIPAL CODE REGULATING LONG-TERM BOARDED AND VACANT BUILDINGS;
- APPROVE SUMMARY ORDINANCE 689 FOR PUBLICATION PURPOSES; AND
- DIRECT THE CITY CLERK TO READ THE ORDINANCE BY TITLE ONLY.

ATTACHMENTS

Exhibit "A" Proposed Ordinance No. 689 and Summary Ordinance 689

**SUMMARY OF ORDINANCE NO. 689 OF THE CITY OF CORNING, CALIFORNIA,
ADDING CHAPTER 8.23 TO TITLE 8 OF THE CORNING MUNICIPAL CODE
IMPOSING A VACANT BUILDING MONITORING FEE TO SECURE VACANT
BUILDINGS**

Pursuant to Government Code Section 36933(c), the following constitutes a summary of Ordinance No. 689 introduced by the Corning City Council on July 14, 2020 and scheduled for consideration of adoption on July 28, 2020 at its meeting held in the City Council Chambers 794 Third Street, Corning, California.

The purpose of Ordinance No. 689 is to regulate long term vacant and boarded up buildings. The Ordinance, if adopted, would impose a monitoring fee upon owners of vacant when the building remains vacant for more than 90-days. It would not apply if the owner is diligently working to make repairs or sell, lease, or rent the property.

A certified copy of the full text of the Ordinance is posted and available for review in the City Clerk's Office at 794 Third Street, Corning, California. This Ordinance shall be in full force and effective thirty (30) days after its adoption and shall be published and posted as required by law. This Ordinance was introduced to the City Council of the City of Corning at a regular meeting held on July 14, 2020 and it to be considered for adoption at a regular City Council meeting held on July 28, 2020.

Lisa Linnet, Corning City Clerk

ORDINANCE 689

AN ORDINANCE OF THE CITY OF CORNING CITY COUNCIL ADDING CHAPTER 8.23 TO TITLE 8 OF THE CORNING MUNICIPAL CODE IMPOSING A VACANT BUILDING MONITORING FEE TO SECURE VACANT BUILDINGS

WHEREAS, the City Council of the City of Corning seeks to prevent blight in both residential and non-residential neighborhoods due to the failure of owners of vacant buildings to maintain and manage their property; and

WHEREAS, unmanaged and unmaintained vacant buildings create a liability for the neighborhoods of Corning as they often attract transients and criminals, including drugs users, who leave junk and debris at these properties, including illegal drug paraphernalia, which cause a health and safety risk to the citizens of Corning. These individuals also use primitive heating techniques for their drug use and for cooking, leading to a high risk of fire for the building and adjacent properties; and

WHEREAS, long term vacant buildings are detrimental to the economic health and property value of the area in which they are located; and

WHEREAS, The City Council of the City of Corning seeks to utilize its police powers to protect the health, safety, and general welfare of its citizens by enacting an Ordinance imposing a vacant building monitoring fee for the purpose of securing vacant buildings;

NOW, THEREFORE, the City Council of the City of Corning does ordain as follows:

SECTION 1. Chapter 8.23 “VACANT BUILDING MONITORING FEE AND SECURING OF VACANT BUILDINGS” is hereby added to Title 8, “HEALTH AND SAFETY” as follows:

Chapter 8.23 VACANT BUILDING MONITORING FEE AND SECURING OF VACANT BUILDINGS

Sections:

8.23.010 Findings - vacant buildings.

8.23.020 Definitions.

8.23.030 Vacant or boarded building monitoring fee.

8.23.040 Securing vacant buildings.

8.23.050 Authority to designate agent to resume utility service.

8.23.060 Penalties.

Section 8.23.010 Findings - vacant buildings.

The City Council finds as follows: Vacant buildings are a major cause and source of blight in residential and nonresidential neighborhoods. This is particularly true when the owner of the vacant building fails to maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings often attract transients and criminals, including drug users. Use of vacant buildings by transients and criminals, who frequently employ primitive cooking or heating methods, creates a risk of fire for the vacant building and adjacent properties. Vacant properties are often used as dumping grounds for junk and debris and are often overgrown with weeds and grass. Vacant buildings which are boarded up to prevent entry by transients and other long-term vacancies discourage economic development and retard appreciation of property values. Because of the potential economic and public health, welfare and safety problems caused by vacant buildings, the City needs to monitor the status of vacant buildings, so that they

do not become attractive nuisances, are not used by trespassers, are properly maintained both inside and out, and do not become a blighting influence in the neighborhood. City departments involved in such monitoring include the Police, Public Works and Building Departments and the Code Enforcement Division.

There is a substantial cost to the City for monitoring vacant buildings (whether or not those buildings are boarded up) which should be borne by the owners of the vacant buildings.

Section 8.23.020 Definitions.

The definitions contained in this section shall govern the construction of this Chapter.

A. Blight shall mean a condition of decay, deterioration, disrepair, neglect or inadequate maintenance, including, but not limited to, conditions constituting a public nuisance, contributing to the diminution of the property values of surrounding properties, undermining the economic vitality of a neighborhood or creating health or safety dangers.

B. Boarded building or boarded up shall mean a building, any of the doors or windows of which have been covered with plywood or other material.

C. Vacant building or vacant shall mean a building which is without a legal resident or occupant or which is not being put to a lawful commercial or industrial use.

Section 8.23.030 Vacant or boarded building monitoring fee.

A. Fee imposed. There is hereby imposed upon every owner of a vacant or boarded building a monthly vacant or boarded building monitoring fee in an amount to be set by Resolution of the City Council. The fee shall not exceed the estimated reasonable cost of monitoring the vacant or boarded building and shall be used solely for that purpose. The fee shall be payable as to any building, residential or non-residential, which:

1. Is boarded up by voluntary action of the owner or as the result of enforcement activities by the City, or
2. Is vacant for more than ninety (90) days for any reason.

B. Fee waiver. The vacant or boarded building monitoring fee may be waived by the building official upon a showing by the owner that:

1. The owner has obtained a building permit and is progressing diligently to repair the premises for occupancy, or
2. The building meets all applicable codes and is actively being offered for sale, lease or rent.

C. Procedure. The vacant or boarded building monitoring fee shall be billed to the owner of the property and mailed to the owner's address as set forth on the last equalized assessment roll of the County Assessor. Any owner billed may apply for a waiver on the grounds set forth in subsection (B) of this section by submitting a written statement of the grounds for the waiver, and the owner's daytime telephone number, to the Building Official within thirty (30) days after the billing is mailed to the owner. The Building Official shall review the written statement and may contact the owner to discuss the application for waiver. The Building Official shall prepare a written decision which shall be mailed to the owner. Any owner who disagrees with the decision of the Building Official relating to an application for waiver may appeal by submitting a written appeal hearing request to the City Clerk within thirty (30) days of receipt of the Building Official's decision. The hearing shall be set and conducted by the Appeals Board pursuant to section 2.48 of this code.

D. Collection. If the fee is not paid within sixty (60) days after billing, or within sixty (60) days after the decision of the Building Official or the Hearing Officer, the fee may be collected through a lien or a special assessment pursuant to this code.

Section 8.23.040 Securing vacant buildings.

The City Manager or designee may impose such requirements to secure the property as deemed reasonably necessary to protect the public health, safety, and welfare. The City Manager or designee shall notify the affected property owner of the decision to impose specific securing requirements in writing. Any owner who disagrees with the decision of the City Manager relating to any specific securing requirements may appeal by submitting a written appeal hearing request to the City Clerk within thirty (30) days of receipt of the written notice imposing specific securing requirements on the property.

Section 8.23.050 Authority to designate an agent to resume utility service.

The owner of a vacant building may designate in writing to City an agent to authorize the resumption of city utility service to the property. However, this section shall not be interpreted to reduce or eliminate outstanding debts, fees or costs the owner or agent may be required to pay prior to city utility service connection.

Section 8.23.060 Penalties.

Unless otherwise expressly provided, the remedies, procedures and penalties provided by this Chapter are cumulative to each other and to any others available under state law or other city ordinances.

This Ordinance shall take effect 30 days after its final passage, the welfare of the City of Corning requiring it.

The City Clerk shall certify to the adoption of this Ordinance and shall cause it to be posted and/or published in accordance with the law.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Corning held on July 14, 2020, and enacted at a regular meeting of the City Council of the City of Corning held on _____, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Douglas Hatley Jr., Mayor

ATTEST:

Lisa M. Linnet, City Clerk

**NOTICE OF PUBLIC HEARING FOR AMENDMENT INTRODUCTION FOR FIRST READING
OF ORDINANCE NO. 689 ADDING CHAPTER 8.23 TO TITLE 8 OF THE CORNING
MUNICIPAL CODE IMPOSING A VACANT BUILDING MONITORING FEE TO SECURE
VACANT BUILDINGS**

NOTICE IS HEREBY GIVEN that the City of Corning City Council will conduct a public hearing on Tuesday, July 14, 2020 at 6:30 p.m., during a regularly scheduled meeting, in the City Council Chambers in City Hall located at 794 Third Street. Persons interested in this matter are encouraged to attend the meeting at the above time and place. Written submittals may be made ahead of time or at the hearing.


PLEASE NOTE COVID-19 REQUIREMENTS: This meeting may be conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

DESCRIPTION: The City of Corning City Council will conduct a public hearing to consider an Ordinance regulating long term vacant and boarded up buildings. The Ordinance, if adopted, would impose a monitoring fee upon owners of vacant buildings when the building remains vacant for more than 90-days. It would not apply if the owner is diligently working to make repairs or sell, lease, or rent the property.

DOCUMENT AVAILABILITY: The proposed Ordinance is currently available and may be obtained at the City of Corning City Hall located at 794 Third Street, Corning, CA,

ITEM NO.: I-10
ORDINANCE NO. 690, AN ORDINANCE OF
THE CITY OF CORNING ADDING CHAPTER
8.24 TO TITLE 8 OF THE CORNING
MUNICIPAL CODE REGULATING LONG-TERM
BOARDED AND VACANT BUILDINGS

July 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA MILLER, CITY MANAGER
COLLIN BOGENER, CITY ATTORNEY 

SUMMARY:

The purpose of Ordinance No. 690 is to regulate long-term boarded and vacant buildings within the City of Corning. Vacant buildings which are unmanaged and unmaintained by their owners frequently result in blight in the City, and also become an attraction to transients and criminals, including drug users. This results in these individuals leaving drug paraphernalia in the vacant buildings, including used needles, creating a significant health and safety risk for the residents of Corning, as well as City Staff. Additionally, the existence of long-term vacant properties is detrimental to the overall property values in the area in question.

The proposed Ordinance prohibits property owners from leaving their property boarded up, regardless of whether the owner boarded up the building or the City boarded it up, for a period of 30 days. It also prohibits the existence of a vacant building for more than a 30 day period, unless: (1) the building is the subject of an active permit for repair or rehabilitation; (2) the building meets all codes, does not contribute to blight, and is actively being offered for sale, lease or rent; or (3) the Building Inspector determines that the building does not contribute to blight based on certain factors.

The property owner will be given a Notice of Violation and have 30 days to remedy the violation. If that occurs within the 30-day time period, no administrative penalties will be imposed; if it is not corrected, then an administrative penalty of no more than \$1,000 per building will be imposed on the owner. Each day will be considered a separate offense. A violation of this Ordinance will also be considered a misdemeanor.

RECOMMENDATION:

MAYOR AND COUNCIL:

- BY MOTION, INTRODUCE FOR FIRST READING, ORDINANCE 690, AN ORDINANCE OF THE CITY OF CORNING ADDING CHAPTER 8.24 TO TITLE 8 OF THE CORNING MUNICIPAL CODE REGULATING LONG-TERM BOARDED AND VACANT BUILDINGS;
- APPROVE SUMMARY ORDINANCE 690 FOR PUBLICATION PURPOSES; AND
- DIRECT THE CITY CLERK TO READ THE ORDINANCE BY TITLE ONLY.

ATTACHMENTS

Exhibit "A" Proposed Ordinance No. 690 and Summary Ordinance 690

**SUMMARY OF ORDINANCE NO. 690 OF THE CITY OF CORNING, CALIFORNIA,
ADDING CHAPTER 8.24 TO TITLE 8 OF THE CORNING MUNICIPAL CODE
REGULATING LONG TERM VACANT AND BOARDED BUILDINGS**

Pursuant to Government Code Section 36933(c), the following constitutes a summary of Ordinance No. 690 introduced by the Corning City Council on July 14, 2020 and scheduled for consideration of adoption on July 28, 2020 at its meeting held in the City Council Chambers 794 Third Street, Corning, California.

The purpose of Ordinance No. 690 is to regulate long term vacant and boarded up buildings. The Ordinance, if adopted, would prohibit property owners within the City limits from leaving buildings boarded up and vacant for more than 30-days. If the owner does not remedy the issue within that 30-day period, then administrative penalties can be pursued against the owner.

A certified copy of the full text of the Ordinance is posted and available for review in the City Clerk's Office at 794 Third Street, Corning, California. This Ordinance shall be in full force and effective thirty (30) days after its adoption and shall be published and posted as required by law. This Ordinance was introduced to the City Council of the City of Corning at a regular meeting held on July 14, 2020 and it to be considered for adoption at a regular City Council meeting held on July 28, 2020.

Lisa Linnet, Corning City Clerk

CORNING ORDINANCE NO. 690

**AN ORDINANCE OF THE CITY OF CORNING CITY COUNCIL ADDING CHAPTER 8.24 TO
TITLE 8 OF THE CORNING MUNICIPAL CODE REGULATING LONG-TERM BOARDED
AND VACANT BUILDINGS**

WHEREAS, the City Council of the City of Corning seeks to prevent blight in both residential and non-residential neighborhoods due to the failure of owners of vacant buildings to maintain and manage their property; and

WHEREAS, unmanaged and unmaintained vacant buildings create a liability for the neighborhoods of Corning as they often attract transients and criminals, including drugs users, who leave junk and debris at these properties, including illegal drug paraphernalia, which cause a health and safety risk to the citizens of Corning. These individuals also use primitive heating techniques for their drug use and for cooking, leading to a high risk of fire for the building and adjacent properties; and

WHEREAS, long term vacant buildings are detrimental to the economic health and property value of the area in which they are located; and

WHEREAS, The City Council of the City of Corning seeks to utilize its police powers to protect the health, safety, and general welfare of its citizens by enacting an Ordinance imposing a vacant building monitoring fee for the purpose of securing vacant buildings;

NOW, THEREFORE, the City Council of the City of Corning does ordain as follows:

SECTION 1. Chapter 8.24 “LONG-TERM BOARDED AND VACANT BUILDINGS” is hereby added to Title 8, “HEALTH AND SAFETY” as follows:

Chapter 8.24 LONG-TERM BOARDED AND VACANT BUILDINGS

Sections:

8.24.010 Findings - vacant and boarded buildings.

8.24.020 Definitions. 8.22.030 Long-term boarded and vacant building prohibited.

8.24.040 Permitted time periods to commence and correct violations.

8.24.050 Notice of violation.

8.24.060 Opportunity for a hearing.

8.24.070 Extension

8.24.080 Inspection of premises.

8.24.090 Administrative penalty.

8.24.100 Administrative penalty - factors.

8.24.110 Payment of administrative penalty.

Section 8.24.010 Findings - vacant and boarded buildings.

The City Council finds as follows:

A. Vacant buildings are a major cause and source of blight in both residential and nonresidential neighborhoods especially when the owner of the building fails to actively maintain and manage the building

to ensure that it does not become a liability to the neighborhood. Vacant buildings which are boarded, substandard or unkempt properties, and long-term vacancies discourage economic development and retard appreciation of property values.

B. It is a responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare.

C. One vacant property which is not actively and well maintained and managed can be the core and cause of spreading blight.

Section 8.24.020 Definitions.

The definitions contained in this section shall govern the construction of this Chapter.

A. "Blight" shall mean a condition of decay, deterioration, disrepair, neglect or inadequate maintenance, including, but not limited to, conditions constituting a public nuisance, contributing to the diminution of the property values of surrounding properties, undermining the economic vitality of a neighborhood or creating health or safety dangers.

B. "Boarded building" or "boarded up" shall mean a building whose doors or windows have been covered with plywood or other material.

C. "Vacant building" or "vacant" shall mean a building which is without a resident or occupant or which is not being put to a lawful commercial or industrial use.

Section 8.22.030 Long-term boarded and vacant building prohibited.

A. The owner of any boarded building, whether boarded by voluntary action of the owner or as a result of enforcement activity by the City, shall cause the boarded building to commence rehabilitation for occupancy within thirty (30) days after the building is boarded.

B. No person shall allow a building designed for human use or occupancy to stand vacant for more than thirty (30) days, unless one of the following applies:

1. The building is the subject of an active building permit for repair or rehabilitation and the owner is progressing diligently to complete the repair or rehabilitation.

2. The building meets all codes, does not contribute to blight, is ready for occupancy, and is actively being offered for sale, lease, or rent.

3. The building official determines that the building does not contribute to, and is not likely to contribute to, blight because the owner is actively maintaining and monitoring the building so that it does not contribute to blight. Active maintenance and monitoring shall include:

a. Maintenance of landscaping and plant materials in good condition.

b. Maintenance of the exterior of the building, including but not limited to paint and finishes, in good condition.

c. Regular removal of all exterior trash, debris and graffiti.

d. Maintenance of the building in continuing compliance with all applicable codes and regulations.

e. Prevention of criminal activity on the premises, including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity.

Section 8.24.040 Permitted time periods to commence and correct violations.

A. Any owner of a boarded building in violation of subsection 8.24.030(A) or any owner of a vacant building in violation of subsection 8.24.030(B) shall commence any corrections or repairs necessary to comply with this Chapter within thirty (30) days of the date of the issuance of the notice of violation. The date of the issuance of the notice of violation shall be the date the notice of violation is mailed to the property owner or posted on the property as provided for in section 8.24.050, whichever is earlier. Provided the property owner diligently pursues corrections or repairs to completion, no administrative penalties shall be imposed. In the event the property owner does not request a hearing or commence corrections within thirty (30) days of the date of the issuance of the notice of violation, the City may impose administrative penalties as provided for in section 8.24.090. In the event the property owner requests a hearing, the thirty (30) day correction commencement period shall be suspended from the date of the request until such time as the hearing officer renders a decision. Upon the issuance of the hearing officer's decision, the property owner shall have the balance of the original thirty (30) day period to commence any necessary corrections or repairs before administrative penalties accrue.

B. Prior to the expiration of the thirty (30) day correction commencement period, the property owner shall submit a rehabilitation plan to the building official. The rehabilitation plan shall include the following:

1. A statement outlining the property owner's plan for remedying each of the conditions described in the notice of violation as constituting a violation of this Chapter.
2. The expected timeline for completing any necessary corrections or repairs.

C. Once the property owner commences corrections or repairs, the owner shall work diligently to ensure such corrections or repairs are completed in a timely manner. In no case shall such repairs or corrections take longer than ninety (90) days from the date of the issuance of the notice of violation, sixty (60) days from the end of the thirty (30) day correction commencement period or any extension as provided for in section 8.24.070, whichever is later. In the event a property owner does not comply with this subsection, the City may impose administrative penalties as provided for in section 8.24.090.

Section 8.24.050 Notice of violation.

A. The Code Enforcement Officer or his or her designee shall issue a notice directed to the record owner of the premises. The notice shall contain:

1. The street address and such other description as is required to identify the premises.
2. A statement specifying the conditions which constitute a violation of this Chapter.
3. A statement that administrative penalties may begin to accrue upon the expiration of the thirty (30) day correction commencement period if the property owner does not begin to make corrections or repairs to remedy any violations of this Chapter. The statement shall state that the thirty (30) day correction commencement period begins on the date of the issuance of the notice of violation. The statement shall identify the date of issuance.
4. A statement that the property owner must submit a rehabilitation plan specifying how the conditions constituting a violation of this Chapter will be remedied and the expected timeline for doing so.
5. A statement notifying the property owner that he or she may request a hearing within twenty (20) calendar days of the mailing of the notice to dispute the existence of any violation or to show cause why an administrative penalty should not be assessed in accordance with this code. The statement shall notify the property owner that the thirty (30) day correction commencement period shall be suspended from the date of a request for a hearing until such time as the hearing officer renders a decision.

6. A statement advising the owner that he or she has the option of voluntarily correcting the condition(s) which violate the provisions of this Chapter prior to the imposition of administrative penalties. If the owner chooses to correct the conditions, the corrections must be completed prior to the expiration of the ninety (90) day correction completion period or any applicable extension, whichever is later. The owner must advise the code enforcement officer in writing that he or she will correct the conditions and the date of completion. The code enforcement officer or his or her designee will inspect the premises on the completion date, and if the conditions have been corrected, no administrative penalties will be assessed.

7. A statement notifying the property owner that he or she may request an extension as provided for in section 8.22.070. B. The notice of violation, and any amended or supplemental notice, shall be served either by personal delivery or by return receipt mailing upon the record owner at his or her address as it appears on the latest equalized assessment roll of Sacramento County, or as known to the code enforcement officer. A copy of the notice any amended or supplemental notice shall also be posted on the building.

Section 8.24.070 Extension

The building official may, upon request of the owner of the premises grant a thirty (30) day extension from the expiration of the ninety (90) day correction completion period for good cause shown. The building official may grant one (1) extension for each property in violation of this Chapter. Administrative penalties shall not accrue during the extension period.

Section 8.24.080 Inspection of premises.

A. If the property owner requests a hearing, the hearing officer may, with the consent of the owner, inspect the building and premises involved in the hearing prior to, during or after the hearing, provided that:

1. Notice of such inspection shall be given to the parties before the inspection is made;
2. The parties are given an opportunity to be present during the inspection; and
3. The hearing officer shall state for the record during the hearing, if requested, or file a written statement after the hearing for inclusion in the hearing record, upon completion of the inspection, the material facts observed and the conclusion drawn therefrom.

B. The owner shall have a right to rebut or explain the matters stated by the hearing officer pursuant to subsection (A) either for the record during the hearing or by filing a written statement within five (5) days after the hearing for inclusion in the hearing record.

C. An inspection warrant or the owner(s) consent to inspect the building and surrounding properties is required unless such inspection can be made from areas in which the general public has access or with permission of other persons authorized to provide access to the property on which the building is located.

Section 8.24.090 Administrative penalty.

A. Any owner of a boarded building which remains boarded in violation of subsection 8.24.030(A) or any owner of a building which remains vacant in violation of subsection 8.24.030(B) beyond the time period for remediation allowed who fails to commence corrections or repairs within the correction commencement period allowed for in subsection 8.24.040(A) shall be liable for administrative penalties.

B. Any owner of a boarded building which remains boarded in violation of subsection 8.24.030(A) or any owner of a building which remains vacant in violation of subsection 8.24.030(B) beyond the correction completion period allowed for in subsection 8.24.040(C) or any extension as provided for in section 8.24.070, whichever is later, shall be liable for administrative penalties.

C. Any violation of section 8.24.030 shall be a misdemeanor. Any administrative penalty imposed pursuant to this chapter shall be in an amount not to exceed \$1,000 per building for each violation. Each and every day, or portion thereof, of continuing violation shall constitute a separate and distinct offense.

Section 8.24.100 Administrative penalty - factors.

In setting the penalty, the building official shall consider factors including, but not limited to: the severity, extent and length of time in which the blighting conditions have existed on the property; the owner's efforts, or lack thereof, to remedy the problem; staff time and costs incurred in investigating the conditions; and the extent, if any, to which an administrative penalty would impose a substantial economic hardship on the owner or would hinder the rehabilitation of the building.

Section 8.24.110 Payment of administrative penalty.

A. Upon the expiration of the thirty (30) day correction commencement period, the ninety (90) day correction completion period or any applicable thirty (30) day extension, whichever is applicable, the City may send the property owner a letter notifying him or her of any administrative penalties being imposed. The City shall send a letter each and every time administrative penalties are imposed. The administrative penalty shall become due and payable within thirty (30) days of the mailing of the letter notifying the property owner of the administrative penalty.

B. If the administrative penalty is not timely paid, the City may initiate action to collect the penalty by the remedies and procedures provided for in this code.

C. An administrative penalty shall accrue interest at the same annual rate as any civil judgment. Interest shall accrue commencing on the 31st day following the date the penalty is due and payable as provided for in subsection (A) of this section.

This Ordinance shall take effect 30 days after its final passage, the welfare of the City of Corning requiring it.

The City Clerk shall certify to the adoption of this Ordinance and shall cause it to be posted and/or published in accordance with the law.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Corning held on July 14, 2020, and enacted at a regular meeting of the City Council of the City of Corning held on _____, 2020, by the following vote:

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

Douglas Hatley Jr., Mayor

ATTEST:

Lisa M. Linnet, City Clerk

**NOTICE OF PUBLIC HEARING FOR AMENDMENT INTRODUCTION FOR FIRST READING
ORDINANCE NO. 690, AND ORDINANCE ADDING CHAPTER 8.24 TO TITLE 8 OF THE
CORNING MUNICIPAL CODE REGULATING LONG TERM VACANT AND BOARDED
BUILDINGS**

NOTICE IS HEREBY GIVEN that the City of Corning City Council will conduct a public hearing on Tuesday, July 14, 2020 at 6:30 p.m., during a regularly scheduled meeting, in the City Council Chambers in City Hall located at 794 Third Street. Persons interested in this matter are encouraged to attend the meeting at the above time and place. Written submittals may be made ahead of time or at the hearing.

PLEASE NOTE COVID-19 REQUIREMENTS: This meeting may be conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

DESCRIPTION: The City of Corning City Council will conduct a public hearing to consider an Ordinance regulating long term vacant and boarded up buildings. The Ordinance, if adopted, would prohibit property owners within the City limits from leaving buildings boarded up and vacant for more than 30-days. If the owner does not remedy the issue within that 30-day period, then administrative penalties can be pursued against the owner.

DOCUMENT AVAILABILITY: The proposed Ordinance is currently available and may be obtained at the City of Corning City Hall located at 794 Third Street, Corning, CA,

**ITEM NO: J-11
REVIEW AND ADOPT THE
REVISED AND UPDATED CITY
OF CORNING HEAT ILLNESS
PREVENTION PROGRAM**

July 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: KRISTINA, CITY MANAGER 
LISA M. LINNET, ADMINISTRATIVE SERVICES MANAGER **

SUMMARY:

Attached for City Council review and approval is the updated 2020 version of the City's Heat Illness and Prevention Program. This document was last updated, reviewed and approved by the City Council on December 12, 2017 as an attachment to the City's Illness and Injury Prevention Program. This revised and separated Heat Illness Program is being updated separated from the City's existing IIPP as recommended by the City's Joint Powers Authority (JPA).

Upon approval, updated copies of the Program will be disseminated to all members of City Management and Department Supervisors. Supervisors will be responsible for initiating and maintaining the program procedures and documentation and forwarding applicable documentation to the City's Personnel Department for filing within the individual employee personnel folders.

RECOMMENDATION:

MAYOR AND COUNCIL HAVING REVIEWED THE PROPOSED UPDATED AND REVISED 2020 CITY OF CORNING HEAT ILLNESS PREVENTION PROGRAM, APPROVE THE PROGRAM AND AUTHORIZE DISSEMINATION OF THE DOCUMENT TO CITY DEPARTMENT HEADS AND SUPERVISORS.

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Appendix A Affected Job Classifications

Appendix B Heat Illness Employee Training Handout

Appendix C Types of Heat Illnesses

Appendix D Definitions

Weather Forecast and Conditions Monitoring:

When environmental risk factors create the possibility for heat illness, the Supervisor/Lead Person will monitor the two-week forecast for the work area. Supervisors will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov. Work schedules will be planned in advance, based upon the forecast. Modifications to the work schedules may be made accordingly, especially if a heat wave is expected. **This monitoring will take place during high-heat conditions.**

Prior to each workday, supervisors will be responsible for monitoring the weather or with the aid of a thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a high heat condition, supervisors will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, supervisors will provide workers with an increased number of water and rest breaks. Supervisors will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. Supervisors will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

Supervisors will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80°F, access to shade will be made available to employees. Once the temperature equals or exceeds 95°F, additional preventive measures such as the high-heat procedures will be implemented. **See Access to Shade and High Heat Procedures for additional information.**

Employee Acclimatization:

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following procedures will be utilized when conditions result in sudden exposure to heat to which employees are not used to:

- Supervisors will be on the lookout for sudden heat wave(s) or increases in temperatures to which employees have not been exposed to for several weeks or longer.
- New employees, or those employees who have been newly assigned to a high heat area, will be closely observed by the Supervisor/Lead Person for the first 14 days. The intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or

When the temperature is expected to equal or exceed 95°F or during a heat wave, pre-shift meetings will be conducted to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest period when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example, and workers will be reminded throughout the work shift to drink water.

Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Electrolyte replacement drinks may be used to supplement the water supply, but it cannot be used to replace the total amount of water that is required.

Access to Shade:

Shade will be provided and maintained at one or more areas when the outdoor temperature in the work area exceeds 80°F. These areas will either be open to the air or provided with ventilation or cooling. Shade will also be provided promptly when an employee specifically requests it, even when the temperature does not exceed 80°F.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade will be permitted at all times. An individual employee who takes a preventative cool-down rest will be monitored and asked if he or she is experiencing symptoms of heat illness, will be encouraged to remain in the shade, and will not be ordered back to work until any signs or symptoms of heat illness have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, other acceptable means of shade such as umbrellas, tents, canopies, etc. to block the sunlight will be provided. In these instances, chairs, benches, sheets, towels, or any other items will be provided to allow employees to sit and rest without contacting the bare ground. Shade structures will be relocated as the work environment or location changes.

The interior of a vehicle may only be used to provide shade when the vehicle is air-conditioned, and the air conditioner has been turned on, so it is sufficiently cool prior to the employee entering the vehicle.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will also be available in the rest area, so employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site.
- Ensure sufficient shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F.
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a minimum five minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating; and
- Ensure the shade structures are relocated to follow along with the crew when necessary and double-check they are as close as practical to the employees so access to shade is provided at all times.

Frequent communication will be maintained with employees working by themselves or in smaller groups via phone or two-way radio to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on his or her own.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor/lead person is not available, a designated alternate responsible person will be assigned to look for signs and symptoms of heat illness. If a supervisor/lead person, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor/lead person or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.

Emergency Response Procedures:

When an employee displays possible signs of heat illness (refer to Appendix C for a list of signs of heat illness) a supervisor/lead person will take immediate action commensurate with the severity of the illness that includes, but is not limited to:

- Moving the employee to a cooler/shaded area.
- Removing excess layers of clothing;
- Fanning and misting the worker with water;
- Applying ice (ice bags or ice towels);
- Providing cool drinking water, if able to drink; and
- Calling for emergency medical services.

If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), the supervisor/lead person must implement emergency response procedures.

When emergency medical services are called, a supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor must be able to provide clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. If needed, the supervisor/lead person will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, employees will be transported to a place where they can be reached by emergency medical services.

An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

Prior to assigning a crew to a particular worksite, the Supervisor will:

- Provide workers and the foreman with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services.
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary;
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site;

Appendix A

Affected Positions:

DEPARTMENT:	POSITION:
Public Works Department:	<ul style="list-style-type: none">• All Positions
Police Department:	<ul style="list-style-type: none">• Police Chief• Police Sergeants• Police Officers• Community Service Officer• Administrative Services Manager
Fire Department:	<ul style="list-style-type: none">• Fire Chief• Volunteer Firefighters
Building & Safety Department:	<ul style="list-style-type: none">• Building Official• Part-time Building Inspectors

Appendix C

Types of Heat Illnesses

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Rash (Prickly Heat)	<ul style="list-style-type: none"> Is a skin irritation caused by sweat that does not evaporate from the skin 	<ul style="list-style-type: none"> Clusters of red bumps on skin Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> Try to work in a cooler, less humid environment Keep the affected areas dry
Muscle (Heat) Cramps	<ul style="list-style-type: none"> Occurs during or after intense physical activity Victim will experience acute, painful, involuntary muscle contractions typically in the arms, legs, or abdomen. 	<ul style="list-style-type: none"> Dehydration Thirst Fatigue Sweating Muscle spasms Pain 	<ul style="list-style-type: none"> Stop all activity and sit quietly in a cool place. Drink clear water or a sports drink. Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke. Seek medical attention if heat cramps do not subside in 1 hour.
Heat Syncope	<ul style="list-style-type: none"> Occurs as result of exposure to high temperatures Typically occurs during the first 5 days of acclimation to physical activity in the heat May also occur after a long period of standing after physical activity 	<ul style="list-style-type: none"> Faintness Dizziness Headache Increased pulse rate Restlessness Nausea Vomiting Brief loss of consciousness 	<ul style="list-style-type: none"> Lie down in a cool place. Elevate the feet. Drink clear water or a sports drink. Refrain from vigorous activity.

Appendix D

DEFINITIONS:

Acclimatization:

The body's temporary adaptation to hot environments occurs gradually when a person is exposed to such an environment. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Affected Employees:

Employees who perform, or may perform, work activities that have, or may have, environmental heat illness risk factors.

Heat Illness:

Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

High Heat Conditions:

When outdoor temperatures equal or exceed 95°F.

Preventative Recovery Period:

A period of time to recover from the heat in order to prevent heat illness

Environmental Risk Factors for Heat Illness:

Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, and radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Personal Risk Factors for Heat Illness:

Risk factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Shade:

Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not discourage access.

Temperature:

The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Potentially Impacted Employees:



Employees whose job tasks expose them to environmental risk factors for heat illness.

Preventative Recovery Period:

A period of time to recover from the heat in order to prevent heat illness.

**ITEM NO.: J-12
DESIGNATION OF LEAGUE
OF CALIFORNIA CITIES
VOTING DELEGATE AND
ALTERNATE**

July 14, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: KRISTINA MILLER CITY MANAGER 
LISA M. LINNET, CITY CLERK 

BACKGROUND:

Prior to the League of California Cities Annual Conference, the City Council always designates its Voting Delegate and Alternate to represent the City at the League of Cities General Assembly. The League By-Laws require that the Voting Delegate be officially designated by the City Council.

The City has budgeted for one (1) City Council Member to attend this year's Conference, should it go forward. The City should appoint a Delegate and Alternate to act on behalf of the City in relation to League of California Cities business.

Council might consider appointing the Mayor with the alternate being the City Manager. These appointees would act only upon direction via vote or consensus of the Council.

RECOMMENDATION:

**MAYOR AND COUNCIL APPOINT ITS LEAGUE OF CALIFORNIA CITIES
DELEGATE AND ALTERNATE.**



Council Action Advised by August 31, 2020

June 30, 2020

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – October 7 – 9, 2020**

The League's 2020 Annual Conference & Expo is scheduled for October 7 – 9. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, October 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting. These procedures assume that the conference will be held in-person at the Long Beach Convention Center as planned. Should COVID-19 conditions and restrictions prohibit the League from holding an in-person conference, new procedures will be provided.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by the end of July at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the



CITY: _____

**2020 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email _____

Mayor or City Clerk _____
(circle one) (signature)

Date _____ Phone _____

Please complete and return by Wednesday, September 30, 2020

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

**ITEM NO: J-13
APPROVE THE PROPOSED
UPDATED 2020 CITY OF
CORNING ILLNESS AND INJURY
PREVENTION PROGRAM**

July 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA, CITY MANAGER
LISA M. LINNET, CITY CLERK



SUMMARY:

Attached for City Council review and approval is the 2020 updated version of the City's Illness and Injury Prevention Program (IIPP). This document was last updated, reviewed and approved by the City Council on December 12, 2017.

Upon approval of the proposed IIPP, updated copies of the Program will be disseminated to all members of City Management and Department Supervisors. Department Supervisors will be responsible for ensuring that each employee within their respective departments receive a copy of the IIPP. They will also be responsible for initiating and maintaining the program procedures and forwarding applicable documentation to the City's Claims Administrator/Administrative Services Manager for filing within the individual employee personnel folders.

RECOMMENDATION:

MAYOR AND COUNCIL HAVING REVIEWED THE PROPOSED 2020 CITY OF CORNING ILLNESS AND INJURY PREVENTION PROGRAM, APPROVE THE UPDATED PROGRAM.

ILLNESS AND INJURY PREVENTION PROGRAM



CITY OF CORNING 2020

Mayor:
Councilmembers:

Douglas Hatley Jr.
Robert Snow, Vice Mayor
Karen Burnett
Jose "Chuy" Valerio
Dave Demo

City Manager:
Chief of Police:
Fire Chief:
Public Works Consultant:
Risk Management Officer:
Administrative Services Manager:

Kristina Miller
Jeremiah Fears
Tom Tomlinson
Robin Kampmann
Tom Watson
Lisa Linnet

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APPENDICES:

- A. Hazardous/Unsafe Condition Report**
- B. Hazard/Workplace Inspection Schedule**
- C. Department Training Matrices**

City of Corning

POLICY STATEMENT

City of Corning Employees:

It is the policy of the City of Corning to achieve the greatest reasonable degree of freedom from accidents and to ensure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual employee, and also to the City both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the City's management that work place accidents shall be significantly reduced or eliminated with the use of every reasonable mechanical safety precaution, by the aggressive promotion of safe work practices, and use of personal protective equipment by the City's employees.

Every employee plays an important part in preventing accidents and is expected to cooperate fully in the measures taken for safety. Each employee has a personal responsibility for their own safety, but likewise has a responsibility to his/her family, fellow workers, community, and employer to conduct work activities in a safe manner. In the performance of his/her duties, therefore, the employee is expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of his/her work. The ideal in safe and efficient City operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury and Illness Prevention Program which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Everyone stands to benefit; everyone stands to gain. The cooperation of all employees in the City is expected. The results will be worth the effort.

City Manager

Date

INJURY & ILLNESS PREVENTION PROGRAM:

The City of Corning (City) has established, implemented, and is maintaining this written Injury and Illness Prevention Program (IIPP). This Program has been established in accordance with Title 8, California Code of Regulations; Section 3203 of the General Industry Safety Orders. Our Safety and Health Program includes the following elements:

- I.** Management commitment/assignment of responsibilities
- II.** System for assuring employee compliance with safe work practices
- III.** Safety communications system with employees
- IV.** Scheduled inspections/evaluation system
- V.** Accident reporting and investigation
- VI.** Procedures for correcting unsafe/unhealthy conditions
- VII.** Safety and health training and instruction
- VIII.** Recordkeeping and documentation.

Our commitment to safety and health begins with the complete support of the City and City Manager. We are committed to controlling work-place hazards and correcting hazardous conditions or practices as they occur or are recognized.

This commitment is backed by strong organizational policies, procedures, incentives, and disciplinary actions as necessary to ensure employee compliance with safe and healthful work practices.

I. AUTHORITY/RESPONSIBILITY:

We recognize that the responsibility for safety and health is shared by everyone. The following have assigned authority/responsibility as follows:

City Manager:

The City Manager, or designee, has the responsibility to:

- Review, approve and adopt and implement the IIPP
- As necessary, designate staff to implement the safety program and provisions of the IIPP.
- Monitor the effectiveness of the IIPP and safety policies and procedures.
- Provide direction to all Department Heads, Supervisors, and Managers regarding the IIPP.
- Act as liaison between the City Council and Department Heads, Supervisors, and managers.
- Recommend allocation of finances, material, and personnel to support the IIPP and safety program.
- Review department budgets for allocation of funds to safety and loss control.
- Review accident investigation reports and provide direction in making the necessary recommendations.
- Establish accountability procedures for compliance with IIPP and safety policies and procedures.
- Review safety and loss control activities.
- Review, approve and sign the IIPP.

IIPP Administrator:

The **Risk Management Officer** shall serve as the IIPP Administrator. The role of the appointed IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP. The IIPP Administrator responsibilities include, but are not limited to, the following:

- Ensure Health and Safety Policies and Procedures are clearly communicated to Department Heads, Managers, Supervisors, and other Staff.
- Monitor the effectiveness of the Departmental Safety Programs and make recommendations for change as needed.
- Coordinate with Department Heads, Managers or Supervisors for training and development of a process or method to provide training for employees.
- Ensure procedures are in place so accident investigations are initiated in a timely manner and actively participate in the investigation when needed.
- Evaluate effectiveness of policies and procedures on a regular basis and recommend revisions and updates as necessary.
- Ensure employees are informed of their responsibility for the IIPP.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Department Heads:

The Department Heads responsibilities include, but are not limited to, the following:

- Maintain safety policies, programs and conditions within their respective Departments.
- Ensure safe and healthful workplace practices and compliance with the IIPP and safety policies and procedures.
- Develop departmental specific safety guidelines, with assistance from the IIPP Administer.
- Participate in conducting accident investigations within their department as needed.
- Assist in the development and management of department safety programs, policies, and procedures.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Receive, forward or act on as appropriate on safety related concerns/complaints.
- Recognize safety performance or services on annual performance review.
- Recommend training and retraining regarding safety policies and procedures.
- Ensure employees are informed of their responsibility on the IIPP.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Managers/Supervisors:

The Managers and Supervisors/designees responsibilities include, but are not limited to, the following:

- Ensure safety procedures are implemented and followed within their department.
- Conduct appropriate safety orientation and training, including department specific procedures.
- Conduct accident investigations immediately upon notification of an illness or injury.
- Complete workers' compensation claim forms.
- Ensure safety inspections of the work areas are performed.
- Ensure safety policies and procedures are clearly communicated, understood and followed by all personnel.
- Correct or mitigate unsafe conditions and practices.
- Ensure all material and equipment is maintained in good operating condition.
- Provide necessary personal protective equipment and train personnel on how to use it properly.
- Address and report safety-related issues and activities on employee's annual performance evaluation.
- Take appropriate action, including training and discipline, associated with failure to comply with safe and healthful work practices.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Employees:

The employee's responsibilities include, but are not limited to, the following:

- Follow all written and verbal safety policies, procedures and directives.
- Report all work-related injuries immediately to their supervisor, regardless of the severity.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

II. COMPLIANCE:

The systems of ensuring employees comply with safe work practices and procedures include the following:

- Informing employees of the provisions of our IIPP in a readily understandable language.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees (in accordance with the Personnel Rules and Regulations and/or

the applicable Memorandum of Understanding) for failure to comply with safe and healthful work practices.

III. COMMUNICATION:

The City recognizes that open, two-way communication between management, labor organizations and staff on health and safety issues is essential for an injury-free, productive workplace. As such, the following systems of communication are used to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable:

Anonymous Notification Procedures:

Employees are requested and encouraged to report workplace hazards immediately to their manager or supervisor at any time without fear of reprisal. However, should an employee wish to report a hazard anonymously, they can do so in the following manner:

A system of anonymous notification whereby employees who wish to inform the City of workplace hazards may do so anonymously by sending a written notification to the Department Head, IIPP Administrator, City Manager, or by dropping off the Hazardous/unsafe Condition Report (Appendix A) to the City's Administrative Services Manager at City Hall.

The Department Head or IIPP Administrator shall address notifications in a prompt and thorough manner.

Postings:

A bulletin board that is accessible to employees will be used and located in each department and/or building to post safety-related information. The bulletin board may include, but is not limited to, the following items:

- Names and phone numbers of emergency contacts
- Designated routes and "safe areas" for emergency evacuations
- Complete set of required employee posters
- Hazardous/Unsafe Condition Report (Appendix A)

Additional Notifications:

Management may also communicate safety to employees in the following manner:

- Documented Daily Briefings
- Email alerts
- Tailgate meetings
- Safety bulletins
- Safety stand downs

IV. HAZARD ASSESSMENT:

Periodic inspections provide a method of identifying existing or potential workplace hazards and eliminating or controlling them. These inspections are performed in the following manner:

- Departments will conduct and document a regularly scheduled hazard inspection as outlined in the Hazard/Workplace Inspection Schedule (Appendix B).
- Inspections will be performed by a qualified person.
- Department Heads will arrange for an inspection and investigation when new substances, processes, procedures, or equipment that present potential new hazards are introduced

into the workplace, or whenever a new or previously unrecognized hazard is identified.

- Employees will be encouraged to report possible hazardous situations, knowing their reporting will be given prompt and serious attention without fear of reprisal.
- It is the intent of the City to abate or mitigate any hazard which gives rise to a risk of imminent harm to any person.

V. ACCIDENT REPORTING/INVESTIGATIONS:

A thorough investigation of all accidents will be conducted as soon as possible. This will help identify causes and effective corrective actions that can help prevent similar incidents from reoccurring. Such information is critical to preventing and controlling hazards and potential accidents.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Accident Investigation Reports will be forwarded to the Department Head, IIPP Administrator, and Claims Administrator for possible further review.

Serious employee injuries, illnesses or fatalities must be reported to the Cal/OSHA Sacramento Division Office within eight (8) hours of our knowledge. The District Office can be contacted at: (916) 263-2800.

A serious injury or illness is defined as:

- Any hospitalization, regardless of length of time, for other than medical observation or diagnostic testing
- Amputation
- Serious degree of permanent disfigurement (e.g. loss of an eye, crushing or severe burn type injuries)

VI. HAZARD CORRECTION:

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards.

When an imminent hazard exists that cannot be immediately corrected, the exposed employees shall be removed from the immediate hazard, except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Hazards shall be corrected according to the following procedures:

- Employees may be advised of the hazard by the posting of the Hazardous/Unsafe Condition Report (Appendix A) on the Department's Bulletin Board. Information may also be communicated verbally at Staff Meetings, or other appropriate means.

- All such actions taken and dates they are completed shall be documented on the Hazardous/Unsafe Condition Report (Appendix A).
- Completed forms will be maintained by the Department Head.

VII. SAFETY & HEALTH TRAINING:

Training is one of the most important elements of any safety program. It allows employees to learn how to perform their jobs safely, brings new ideas into the workplace, reinforces existing ideas and practices, and puts the Program into action. All employees, including management, shall receive training and instruction on general and department, job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established, or substantively amended.
- For all new employees at new-hire orientation.
- When employees are given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- When staff is made aware of a new or previously unrecognized hazard.
- For all employees with respect to hazards specific to each employee's job assignment.
- When a new facility or a new component of the facility is opened.
- In addition, specific instructions will be provided to all employees regarding hazards unique to their job assignment, to the extent that such information was not covered in other training.

See Department Training Matrices for a list of assigned training topics by Department (Appendix C).

VIII. RECORDKEEPING & DOCUMENTATION:

The City will implement and maintain the City's IIPP in the following manner for a minimum of three (3) years, or as specified in the City's records retention guidelines policy. The Claims Administrator/Administrative Services Manager will, according to retention requirements, retain the following documents:

- Records of Hazard Assessment Inspections, including the person(s) conducting the inspection, Unsafe Conditions and Work Practices that have been identified and the action taken to correct the identified Unsafe Conditions and Work Practices.
- Documentation of safety and health training for each worker; including the employee's name or other identifier, training dates, type(s) of training, and training provider.
- Accident investigation reports.
- Documentation of the annual program reviews.

OSHA 300 and 300A Logs will be maintained by the Claims Administrator (City Hall Administrative Services Manager) for at least five (5) years, or longer as specified in the City's records retention guidelines policy

APPENDIX A

**City of Corning
Hazardous/Unsafe Condition Report**

Reporting Hazardous/Unsafe Condition*		
Department:		
Person Reporting: (optional)	Contact Information (optional):	
Location of Hazard:		
Building:	Floor:	Room:
Date and time the condition or hazard was observed:		
Hazards posing an immediate danger to life and health should be reported as soon as possible to your Department Director, Supervisor, Manager or City Clerk.		
Description of unsafe condition or hazard:		
What changes would you recommend to correct the condition or hazard?		
Employee Signature: (optional)	Date:	
Management Investigation		
Name of person investigating unsafe condition or hazard:		
Results of investigation. What was found? Was condition unsafe, or a hazard?: (Attach additional sheets if necessary.)		
Proposed action to be taken to correct hazard or unsafe condition:		
Signature of Investigating Party:	Date:	
Date reporting employee was notified of action taken (if not an anonymous report):		

** We encourage our employees to report hazards and commend them for their safety awareness.*

Appendix B

Hazard/Workplace Inspection Schedule

Department/Division	Frequency
City Hall	Annual
Police Station	Annual
Fire Station	Annual
Public Works Corporation Yard	Quarterly
Aquatics Center	Bi-Annual
Water Well Houses	Annual
Wastewater Treatment Plant	Annual
Animal Control	Annual

Appendix C

CITY OF CORNING – CITY HALL EMPLOYEE SAFETY TRAINING MATRIX <small>INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</small>	Training Frequency	Cal/OSHA Section Reference	Administrative	Building Official
Asbestos Awareness	I/A	1529 , 5208		X
Compressed Gas Safety	I	3301 , 3304		X
Confined Space Awareness	I/U	5157 , 5158		X
Defensive Driving (staff who drive while at work)	I	3203	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		X
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	X
Ergonomics – Office	I	5110	X	X
Ergonomics – Back Safety	I	5110		X
Heat Illness Prevention	A-Spring	3395		X
Injury & Illness Prevention Program	I/U	3203	X	X
Ladder Safety	I	3276	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380 , 3385		X
Respiratory Protection	I/A	5144		X
Supervisor Safety Training (designated employees)	I/U	3203	X	X
Workplace Violence	I	3203	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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CITY OF CORNING – PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX

INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:

	Training Frequency	Cal/OSHA Section Reference	All Public Works
Aerial Devices	I/(3yr)	3646, 3648	X
Asbestos Awareness	I/A	1529, 5208	X
Battery Handling & Maintenance	I	5185	X
Bloodborne Pathogens	I/A	5193	X
Compressed Gas Safety	I	3301, 3304	X
Confined Space Awareness	I/U	5157, 5158	X
Confined Space Entry	I/U	5157, 5158	
Defensive Driving (staff who drive while at work)	I	3203	X
Electrical Safety (General Awareness)	I/U	3203	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X
Emergency Eye Wash	I	5162	X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X
Ergonomics – Office Staff	I	5110	X
Ergonomics – Back Safety	I	5110	X
Excavation/Trenching/Shoring	I	1540	X
Fall Protection	I	1670	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X
Forklift (training to be provided when renting)	I/C (3yr)	Article 24	X
Hazard Communication (General)	I/U	5194	X
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X
Hearing Conservation (Awareness)	I/A	5095	X
Heat Illness Prevention	A-Spring	3395	X
Heavy Equipment Operations	I/U	1590 - 1596	X

CITY OF CORNING – PUBLIC WORKS EMPLOYEE SAFETY TRAINING MATRIX

INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:

	Training Frequency	Cal/OSHA Section Reference	All Public Works
Injury & Illness Prevention Program	I/U	3203	X
Ladder Safety	I	3276	X
Lead Awareness	I/A	5216	X
Lockout/Tag Out	I/U	3314	X
Machine Shop Safety	I	3940	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X
Outdoor Hazards (plants, animals, insects, dogs)	A-Spring	3203	X
Personal Protective Equipment Requirements (PPE)	I/U	3380 , 3385	X
Pesticide Use Safety	I/U	5194	X
Respiratory Protection	I/A	5144	X
Rigging/Hoisting	I	5006	X
Standard Operating Procedures (department specific)	A	N/A	X
Supervisor Safety Training (designated employees)	I/U	3203	X
Tools – Hand & Power (department specific)	I/U	Article 20	X
Traffic Control & Flagger Training	I	1599	X
Tree Work (Additional training required if using an aerial lift to work on trees)	I	3421	
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799 , 4848	X
Workplace Violence	I	3203	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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CITY OF CORNING – FIRE DEPT. EMPLOYEE SAFETY TRAINING MATRIX

INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:

	Training Frequency	Cal/OSHA Section Reference	All Fire Personnel
Aerosol Transmissible Diseases	I/A	5199	X
Asbestos Awareness	I/A	1529, 5208	X
Bloodborne Pathogens	I/A	5193	X
Compressed Gas Safety	I	3301, 3304	X
Confined Space Awareness	I/U	5157, 5158	X
Confined Space Entry	I/U	5157, 5158	
Defensive Driving (staff who drive while at work)	I	3203	X
Electrical Safety (General Awareness)	I/U	3203	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X
Emergency Eye Wash	I	5162	X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X
Ergonomics – Office (Dispatcher Staff)	I	5110	X
Ergonomics – Back Safety	I	5110	X
Fall Protection	I	1670	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X
Hazard Communication (General)	I/U	5194	X
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X
Hearing Conservation (Awareness)	I/A	5095	X
Heat Illness Prevention	A-Spring	3395	X
Injury & Illness Prevention Program	I/U	3203	X
Ladder Safety	I	3276	X
Lockout/Tag Out	I/U	3314	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X

CITY OF CORNING – FIRE DEPT. EMPLOYEE SAFETY TRAINING MATRIX

INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:

	Training Frequency	Cal/OSHA Section Reference	All Fire Personnel
Outdoor Hazards (plants, animals, insects, dogs)	A-Spring	3203	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X
Respiratory Protection	I/A	5144	X
Rigging/Hoisting	I	5006	X
Standard Operating Procedures (department specific)	A	N/A	X
Supervisor Safety Training (designated employees)	I/U	3203	X
Tools – Hand & Power (department specific)	I/U	Article 20	X
Traffic Control & Flagger Training	I	1599	X
Workplace Violence	I	3203	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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CITY OF CORNING – POLICE EMPLOYEE SAFETY TRAINING MATRIX

INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:

	Training Frequency	Cal/OSHA Section Reference	Sworn	Administrative	Community Service Officer
Bloodborne Pathogens	I/A	5193	X		X
Defensive Driving (staff who drive while at work)	I	3203	X	X	X
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	X	X
Emergency Eye Wash	I	5162	X		X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X		X
Ergonomics – Office (Dispatcher Staff)	I	5110	X	X	X
Ergonomics – Back Safety	I	5110	X		X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X		X
Hazard Communication (General)	I/U	5194	X		X
Hearing Conservation (Awareness)	I/A	5095	X		X
Heat Illness Prevention	A-Spring	3395	X		X
Injury & Illness Prevention Program	I/U	3203	X	X	X
Ladder Safety	I	3276	X	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X
Outdoor Hazards (plants, animals, insects, dogs)	A-Spring	3203			
Personal Protective Equipment Requirements (PPE)	I/U	3380 , 3385	X		X
Respiratory Protection	I/A	5144	X		
Standard Operating Procedures (department specific)	A	N/A	X		X
Supervisor Safety Training (designated employees)	I/U	3203	X		X
Tools – Hand & Power (department specific)	I/U	Article 20	X		X
Traffic Control & Flagger Training	I	1599	X		X
Workplace Violence	I	3203	X	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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**ITEM NO: J-14
ADOPT RESOLUTION NO. 07-14-
2020-01 AND APPROVE THE 2020-
2021 PROGRAM OF SERVICE AND
ANNUAL BUDGET**

July 14, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: KRISTINA MILLER, CITY MANAGER



SUMMARY:

The Annual Budget for 2020-2021 was presented to the City Council for initial review on June 23, 2020. The proposed Resolution presented for adoption tonight incorporates the budget document presented at that time.

The Budget represents the financial plan that supports the "Program of Service" defining the City Council's policies for the delivery of service in the Community.

Measure A, the one-half cent sales tax, and related interest income, is estimated to yield \$1,045,000 in FY 2020/2021. If approved in their entirety the Budget will:

- Continue to maintain "full-time" Municipal Operations at current staffing levels.
- Includes at least a 3.0% (budgeted at 4.2%) pay increase effective the first pay period in January 2021 for all employees in the Miscellaneous, Public Safety, Dispatch, and Management Bargaining Units.
- Continue the independent Planning Consultant arrangement (at approximately 7 hours per week with Scott Friend), the Public Works Consultant and Engineering Services agreements (at approximately 19 hours per week), and CPA Services Agreement with Roy Seiler on an as-needed basis.
- Fund the Recreation Program utilizing existing grant funding for six months and General Funds for the remainder of the year.
- \$200,000 will be utilized from Measure A to fund Dispatch. These funds are necessary to reduce the losses to the General Fund.
- \$340,336, \$300,998, and \$102,253 to Capital Improvement and Replacement Reserve accounts is proposed to be funded for the future replacement of City equipment for the Fire, Police, and Public Works, respectively.
- \$20,000 to support economic development projects
- Funding in the amount of \$20,000 to complete a Development Impact Fee Study as required by law
- Funding in the amount of \$5,000 to complete a Five-Year Strategic Plan utilizing a third-party facilitator
- \$15,000 in funding to develop a new City website to comply with the Americans with Disabilities Act
- Funding in the amount of \$15,000 to purchase a time clock system to create administrative efficiencies
- Funding in the amount of \$3,000 for the feral cat program
- The replacement of 1 desktop at City Hall and 3 desktops within the Police Department
- \$2,000 in ADA Improvements for the Library and \$5,000 to City Buildings
- \$10,000 for safety improvements to the front counter at the Finance Department
- \$8,000 in funding for the K-9 Program
- \$50,000 to support the Animal Shelter Services Agreement with the County

- \$650,000 in street projects and/or street maintenance
- \$5,000 to support community events
- The following items identified within the Capital Improvement Program

Capital Improvement Proposed Funding			
	Dollar Amount	Funding Mechanism	
Mini-Attack/Chief's Truck	80,000	Financed	Fire Capital Replacement funded through Measure A
6 Replacement SCBA Bottles	9,000	Measure A	
Truck 3 LED Light Conversion	12,000	Measure A	
Engine 14 Light Conversion	13,000	Measure A	
PPE	3,100	Measure A	Grant-Funded
2 Patrol Vehicles*	107,434		Police Capital Replacement funded through Measure A
1 Additional Patrol Vehicles	62,676		
6 Patrol Rifles	10,410		
13 Speed Plates	13,000		
2 Drones	13,500		
Time Clock System	15,000		General Fund
Susteen	2,390		
Utility Dump Trailer	15,000		Public Works Capital Replacement Funded through Measure A
Ride-On Lawn Mower	24,000		
Airport Fencing	182,000		Grant-Funded
ADA Improvements to City Buildings	5,000		General Fund
Total	\$567,510		
*Due to delays at the manufacturing plant the 2 patrol vehicles budgeted in FY 2019/20 will not be received until FY 2020/21			

While Staff is proposing a fully funded budget at this time, the following items/projects will be put on hold until a more true picture of the financial situation of the City can be analyzed during mid-year budget review:

1. Time Clock system in the amount of \$15,000
2. Five-Year Strategic Plan utilizing a third-party facilitator in the amount of \$5,000

Should the financial situation of the City deteriorate beyond what is projected, Staff will make recommendations for further reductions during the first quarter budget review in October 2020.

ACTION NEEDED AT THIS TIME:

Immediately following this Staff Report is the proposed Resolution of the City Council of the City of Corning adopting the Budget for the Program of Service for the coming Fiscal Year, 2020-2021. Only the General Fund 001 is discretionary in its use, and to a lesser degree is Fund 002, Measure A. All of the other Funds listed are special purpose Funds dedicated by the City Code or State Law to a particular use like road maintenance or sewer maintenance.

The Budget Resolution sets the Appropriation of expected Revenue for each Fund. A Fund represents a specific revenue source such as "Sec. 2106 Gas Tax" or in the General Fund, a group of revenue sources like Sales Tax and Property Tax. Then the Resolution establishes the limit on expenditures as reflected in the budget. The third column (Net Change in Fund Balance) represents the period increase or decrease in estimated revenues less appropriated expenditures and does not represent the projected fund balance at June 30, 2021. Grand totals have not been provided. Due to the unique nature of each fund, including a grand total would not provide any beneficial information. Actual Fund balances are shown in the Annual Audit.

RECOMMENDATION:

MAYOR AND COUNCIL ADOPT RESOLUTION 07-14-2020-01, A RESOLUTION SETTING THE APPROPRIATION AND EXPENDITURE LIMITS FOR ALL CITY FUNDS TO IMPLEMENT THE 2020-2021 PROGRAM OF SERVICE AND ANNUAL BUDGET.

RESOLUTION NO.: 07-14-2020-01
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING
ADOPTING THE ANNUAL PROGRAM OF SERVICES AND CITY BUDGET
FOR FISCAL YEAR 2020-2021

WHEREAS, the draft Budget and Program of Service for Fiscal Year 2020-2021 was posted to the City's website (www.corning.org) on June 26, 2020 and is being presented to the City Council for review, discussion and proposed adoption tonight, Tuesday, July 14, 2020. Tonight's Regular Council Meeting affords the Council the opportunity for further public discussion and possible adoption.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Corning approves the Annual Program of Service and Budget, with changes, by adopting the Appropriations and Expenditures for each City Fund as listed in the following table:

FUND DESCRIPTION	ESTIMATED REVENUE AND TRANSFERS	APPROPRIATED EXPEND. & TRANS	NET CHANGE IN FUND BALANCE
001 General Fund	\$5,201,600	\$5,942,113	\$(740,513)
002 Measure A	\$1,045,000	\$1,043,587	\$ 1,413
071 PD Equip. Replace. Fund	\$ 301,198	\$ 207,076	\$ 94,122
072 ACO F & A Restricted	\$ -0-	\$ -0-	\$ -0-
073 Proposition 30, Police	\$ -0-	\$ 21,400	\$(21,400)
075 Park Equipment Reserve	\$ -0-	\$ -0-	\$ -0-
076 Fire Equip Replace. Fund	\$ 340,536	\$ 178,500	\$ 162,036
077 Economic Dev. Reserve	\$ -0-	\$ 20,000	\$(20,000)
078 PW Equip Replace. Fund	\$ 119,353	\$ 39,000	\$ 80,353
080 Business License ADA	\$ 200	\$ 600	\$(400)
106 SB 1 Road Maintenance	\$ 130,257	\$ 125,000	\$ 5,257
108 RSTP	\$ 47,790	\$ 186,100	\$(138,310)
109 Gas Tax #2105	\$ 39,690	\$ 133,776	\$(94,086)
110 Gas Tax #2106	\$ 27,270	\$ 99,726	\$(72,456)
111 Gas Tax #2107	\$ 47,340	\$ 105,976	\$(58,636)
112 Gas Tax #2107.5	\$ 2,000	\$ 2,000	\$ -0-
114 Transportation Sales Tax	\$ 60,300	\$ 211,650	\$(151,350)
115 Gas Tax #2103	\$ 61,290	\$ 167,876	\$(106,586)
118 ATP (SR2S)	\$ 0	\$ 100,000	\$(100,000)
116 Traffic Mitigation Fees	\$ 5,000	\$ 1,000	\$ 4,000
155 SB2 Planning Grant	\$ 160,000	\$ 160,000	\$ -0-
160 Promise Grant-REC	\$ 60,000	\$ 65,155	\$(5,155)
192 Prop 47 Grant, Cycle One	\$ -0-	\$ 46,375	\$(46,375)
193 Promise Neighborhood	\$ 55,000	\$ -0-	\$ 55,000
195 Prop 47 Grant, Cycle Two	\$1,126,099	\$ 950,300	\$ 175,799

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. & TRANS</u>	<u>NET CHANGE IN FUND BALANCE</u>
323 Program Income, Unrestrict.	\$ 10,000	\$ -0-	\$ 10,000
325 Prog. Income Ec Dev Infrs.	\$ 6,500	\$ -0-	\$ 6,500
326 1992 CDBG	\$ 500	\$ -0-	\$ 500
341 Park Acquisition	\$ 5,100	\$ 4,000	\$ 1,100
344 Salado Wall Deposit	\$ 200	\$ -0-	\$ 200
345 Drainage	\$ 11,000	\$ -0-	\$ 11,000
346 Water Capital Improve.	\$ 18,000	\$ 17,000	\$ 1,000
347 Sewer Capital Improve.	\$ 2,500	\$ 2,500	\$ -0-
348 WWTP Sewer 2,500	\$ 220,500	\$ 218,000	\$
353 Park Recycling Gant	\$ 5,000	\$ 5,000	\$ -0-
355 Parkland Acquisition	\$ 600	\$ -0-	\$ 600
370 Way Finding Sign Deposit	\$ -0-	\$ 1,200	\$ (1,200)
380 WWTP Capital Replace	\$ 85,300	\$ 100,000	\$ (14,700)
381 Sewer Capital Replace.	\$ 40,200	\$ 65,000	\$ (24,800)
383 Water Capital Replace.	\$ 79,000	\$ 344,500	\$ (265,500)
401 JT Levy Trust	\$ 500	\$ 500	\$ -0-
403 Ridell Library Trust	\$ -0-	\$ 10,000	\$ (10,000)
610 Sewer Enterprise	\$2,012,400	\$1,982,970	\$ 29,430
615 Solid Waste	\$ 453,700	\$ 452,000	\$ 1,700
620 Airport	\$ 486,479	\$ 316,300	\$ 170,179
625 Transportation Center	\$ 18,220	\$ 16,200	\$ 2,020
630 Water Enterprise 150)	\$1,553,300	\$1,564,030	\$ (10,730)
701 Lighting & Landscape D1,Z1	\$ 900	\$ 1,132	\$ (232)
702 Lighting & Landscape D1,Z2.	\$ 7,280	\$ 4,982	\$ 2,298
703 Lighting & Landscape D1,Z3	\$ 3,000	\$ 4,332	\$ (1,332)
704 Lighting & Landscape D1,Z4	\$ 4,825	\$ 3,982	\$ 843
Totals	\$13,854,927	\$14,920,838	\$
(1,065,911)			

BE IT FURTHER RESOLVED, that the City Council hereby maintains the following policies:

1. Should Public Safety Sales Tax money be received this year, which was approved by the voters in Prop. 172, it shall be distributed to the Police Equipment Replacement Fund 071 and Fire Equipment Replacement Fund 076.

2. Should the State Indian Gaming money be received this year, it shall be deposited in the General Fund Revenue Acct. 001-4160 to be used for the funding of front-line law enforcement personnel costs.
3. Deposit Fire Dispatch Contract income into the General Fund revenue account 001-4671 to support the Fire Dispatch Center.
4. From the Measure A Fund 002, transfer \$300,998 to the Police Equipment Replacement Fund 071.
5. From the Measure A Fund 002, transfer \$340,336 to the Fire Equipment Replacement Fund 076.
6. From the Measure A Fund 002, transfer \$102,253 to the Public Works Equipment Replacement Fund 078.
7. From the Measure A Fund 002, transfer \$200,000 to the General Fund 001 for Dispatch Support.
8. From the Measure A Fund 002, transfer \$ -0- to the Parks Equipment Reserve Fund 075.
9. From the Measure A Fund 002, transfer \$ -0- to The Economic Development Reserve Fund 077.
10. The \$5,000 Annual rent for PAL Program Use shall be paid to the Transportation Center Fund 625 by the General Fund 001-6600-2201 PAL Program.
11. Transfer to the General Fund 001, the excess interest earned from the Solid Waste Fund 615, equal to the June 30, Fund 615 balance less the amount payable to Waste Management, Inc.
12. From the Sewer Enterprise Fund 610, transfer \$85,000 to the WWTP Capital Replacement Fund 380.
13. From the Sewer Enterprise Fund 610, transfer \$40,000 to the Sewer Capital Replacement Fund 381,
14. From the Sewer Enterprise Fund 610, transfer \$160,000 to the WWTP Sewer Expansion Fund 348 in order to meet debt service requirements.
15. From the Water Enterprise Fund 630, transfer \$78,500 to the Water Capital Replacement Fund 383.
16. Following is a listing of City Funds which are complete, inactive or unusual in nature, along with the necessary action:

Fund 386, Short Lived Water Reserve Fund: With the refinancing of the Water and Sewer Debt this reserve is no longer required. Close Fund 386 with a transfer in the amount of approximately \$165,730 to the Water Capital Replacement Fund 383.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Corning, held on July 14, 2020, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

Douglas Hatley Jr., Mayor

ATTEST:

Lisa M. Linnet, City Clerk

I, Lisa M. Linnet, City Clerk of the City of Corning, DO HEREBY CERTIFY that the foregoing Resolution No. 07-14-2020-01 was approved and adopted by the City Council of the City of Corning at a regular meeting of said Council held on the July 14, 2020 by the votes listed above.

Lisa M. Linnet, City Clerk

ITEM NO.: J-15
ADOPT RESOLUTION NO. 07-14-2020-02
ESTABLISHING THE GENERAL FUND
APPROPRIATIONS LIMIT FOR THE CITY
OF CORNING FOR FISCAL YEAR 2020 –
2021 AT \$14,536,827.

July 14, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS
FROM: KRISTINA MILLER, CITY MANAGER
ROY R. SEILER, CPA
LISA M. LINNET, ADMINISTRATIVE SERVICES MANAGER

SUMMARY:

Each year the City must set its Appropriation Limit as required by Article XIII B of the California Constitution. The Appropriation Limit is also known as the "Gann Limit," named after the Initiative Proponent who sought a Constitutional Amendment to put limitations on the growth of Government.

The City's outside Certified Public Accountant Roy R. Seiler has produced the attached report for public review. In support of the proposed Resolution, the Appropriation Limit for City's General Fund for Fiscal Year 2020-2021 is \$14,536,827 which far exceeds the City's proposed General Fund Base Operating Budget of approximately \$5.942 million.

RECOMMENDATION:

MAYOR AND COUNCIL RECEIVE THE REPORT FROM THE CITY'S CONSULTING CERTIFIED PUBLIC ACCOUNTANT AND ADOPT RESOLUTION NO. 07-14-2020-02 ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE CITY OF CORNING GENERAL FUND FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$14,536,827.

RESOLUTION NO.: 07-14-2020-02

**A RESOLUTION ESTABLISHING A GENERAL FUND APPROPRIATIONS LIMIT
FOR THE CITY OF CORNING FOR
FISCAL YEAR 2020-2021**

WHEREAS, Article XIII B of the California Constitution requires that an appropriations limit be established,

BE IT RESOLVED that the City Council of the City of Corning declares that the appropriation limit for the City of Corning General Fund, subject to correction and adjustment, is \$14,536,827. This appropriations limit is for fiscal year 2020-2021 pursuant to the provisions of Sections 36936.1 and 36937 of the Government Code of California.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall be published at least once in the Corning Observer, a newspaper of general circulation, printed, published, and circulated in the City of Corning.

This Resolution was introduced and adopted by the City Council of the City of Corning on the 14TH day of July, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Douglas Hatley Jr., Mayor

ATTEST:

Lisa M. Linnet, City Clerk

I, Lisa M. Linnet, City Clerk of the City of Corning, California, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Corning at a regular meeting of said Council held on the 14th day of July, 2020 by the votes listed above.

Lisa M. Linnet, City Clerk

ROY R. SEILER

CERTIFIED PUBLIC ACCOUNTANT

201 C North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849

June 25, 2020
City of Corning

Attached is the appropriations limitation work papers and report. **The appropriation limitation for 2020-2021 is \$14,536,827.** The appropriations worksheets need to be accepted by the City Council and the appropriations limitation for the coming fiscal year must be approved by resolution. Please give me a copy of that resolution after it is approved.

As always, let me know if you have questions or concerns.

Sincerely,
Roy R. Seiler, CPA

CITY OF CORNING
APPROPRIATIONS LIMIT WORKSHEETS
FISCAL YEAR 2020-2021

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
City, State

Management is responsible for the GANN Initiative, Appropriations Limitations worksheets, for the City of Corning, for the 2020-2021 fiscal year. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

I am not independent with respect to the City of Corning

June 25, 2020
Roy R. Seiler, CPA

Appropriations Limit
City of Corning
Fiscal Year 2020-2021
Article XIII B Appropriations Limit (Gann Appropriation Limit)

Background and calculations

Article XIII B of the California State Constitution, more commonly known as the Gann or "Prop 4" Appropriation Limit, was adopted by California voters in 1980. The Gann Limit places limits on the amount of Tax proceeds that government agencies can receive and appropriate each year. The Appropriation limit is based on actual appropriations during the 1978-79 fiscal year, and is adjusted each year using the growth in population and inflation. The City's limit is adopted each year via resolution by the City Council.

In 1990, Proposition 111 made changes to the manner in which the Appropriations Limit is calculated by allowing government agencies choice of annual growth factors. Proposition 111 also provides for the exclusion from the limit capital expenditures for fixed assets of \$100,000 or more in value that have an expected life of ten years or more.

GANN INITIATIVE
APPROPRIATION LIMITATION GUIDELINES

REVENUES EXEMPT FROM LOCAL LIMITS:

- All Enterprise Revenues
- State Grants (Airport, CDGB, etc.)
- State Funded Programs administered locally
- Gas Tax
- Transportation Development Act Funds

REVENUES TO BE INCLUDED:

- Shared Revenues
- Off Hwy. License Fees
- Vehicle License Fees
- Cigarette Tax
- Tax Relief Subventions (Personal Property Tax Relief, Homeowners)

See Accompanying Compilation Report

City of Corning
Fiscal Year 2020-2021

Appropriation Limitation Guidelines

User Fees Verses Costs, Enterprise Funds

Worksheet #1

Budget (X)
Actual

	Program Areas			Solid Waste	Transit	Total
	Airport	Water	Sewer			
A. Costs Reasonably Borne	316,300	1,564,030	1,982,970	452,000	16,200	4,331,500
B. Fee Revenue	486,479	1,553,300	2,012,400	453,700	18,220	4,524,099
C. Amount that Fee Exceeds Cost	170,179	(10,730)	29,430	1,700	2,020	192,599
D. Amount of Fee Revenue Greater Than Cost						192,599
E. Use the Results to Complete Worksheet #2						

See Accountant's Compilation Report

City of Corning
 Fiscal Year 2020-2021

Appropriation Limitation Guidelines

Calculation of Proceeds From Taxes

Worksheet #2

REVENUES	PROCEEDS OF TAXES	NON-PROCEEDS OF TAXES	TOTAL
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TAXES:

PROPERTY TAX	567,000		567,000
SALES & USE TAX	2,670,000		2,670,000
SALES & USE TAX, T & U	1,040,000		1,040,000
UTILITY USERS TAX	160,000		160,000
TRANSIENT OCCUPANCY TAX	325,000		325,000
SPECIAL POLICE OR FIRE	140,000		140,000
OTHER TAXES	36,100		36,100

FROM STATE:

MOTOR VEHICLE IN LIEU	660,000		660,000
HOMEOWNERS' RELIEF TAX	10,000		10,000
MANDATED COST REIMBURSE		2,000	2,000
POST and SALARY REIMBURSEMENTS		57,500	57,500
PROP 172 - PUBLIC SAFETY	28,000		28,000
BUSINESS LICENSES	18,000		18,000
REAL PROP TRANSFER TAX	15,000	0	15,000
PUBLIC SAFETY GRANTS	0		0

See Accompanying Accountant's Report

APPROPRIATIONS LIMIT GUIDELINES
WORKSHEET # 2
CONTINUED

OTHER GOVERNMENTS: COMMUNITY DEVELOPMENT		0	0
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LOCALLY RAISED:			
SPECIAL BEN ASSESSMENTS			0
LOCAL LIBRARY FINES AND FEES			0
OTHER MISCELLANEOUS REVENUES	82,000		82,000
DONATIONS AND CONTRIBUTIONS			0
PARKS AND RECREATION FEES	13,000		13,000
DEVELOPMENT FEES	0	187,000	187,000
RENTS, ROYALTIES, PENALTIES		15,000	15,000
FINES AND FORFEITURES		15,000	15,000

USER FEES (From Worksheet # 1)	192,599		192,599
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SUB-TOTAL (To Worksheet # 3)	5,861,699	371,500	6,233,199
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INTEREST EARNINGS (From Worksheet # 3)	6,000	0	6,000
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TOTAL REVENUE (Use for Worksheet #4)	5,867,699	371,500	6,239,199
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TOTAL OF THESE FUNDS	5,867,699	371,500	6,239,199
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OTHER FUNDS NOT INCLUDED			
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GRAND TOTAL	5,867,699	371,500	6,239,199
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Allocation of Interest Income, Worksheet #3	-363		
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Total Appropriations Subject to Limit	<u>5,867,336</u>		
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See Accompanying Accountant's Report

City of Corning
Fiscal Year 2020-2021

Appropriation Limitation Guidelines

Interest Earnings Produced by Taxes

Worksheet #3

	<u>AMOUNT</u>	<u>SOURCES</u>
A. TAX PROCEEDS NOT INCLUDING INTEREST	5,861,699	(WORKSHEET #2)
B. MINUS EXCLUSIONS	0	(WORKSHEET #7)
C. NET INVESTED TAXES	5,861,699	(A-B)
D. TOTAL REVENUES NOT INCLUDING INTEREST	6,239,199	(WORKSHEET #2)
E. TAX PROCEEDS AS A PERCENT OF TOTAL	93.95%	
F. INTEREST EARNINGS, General Fund	6,000	
G. AMOUNT OF INTEREST EARNED FROM TAXES	5,637	(E*F)
H. AMOUNT OF INTEREST EARNED FROM NON-TAXES	363	(F-G)

See Accompanying Accountant's Report

City of Corning
Fiscal Year 2020-2021

Appropriation Limitation Guidelines

Appropriations Subject to Limitation

Worksheet #4

	<u>AMOUNT</u>	<u>SOURCES</u>
A. PROCEEDS OF TAXES	5,867,336	(WORKSHEET #2)
B. EXCLUSIONS	0	(WORKSHEET #7)
C. APPROPRIATIONS SUBJECT TO LIMITATIONS	5,867,336	(A-B)
D. CURRENT YEAR LIMIT	14,536,827	(WORKSHEET #6)
E. OVER/(UNDER) LIMIT	-8,669,491	(C-D)

See Accompanying Accountant's Report

City of Corning
Fiscal Year 2019-2020

Appropriation Limitation Guidelines

Appropriations Limit Computation

Worksheet #5

<u>Fiscal Year</u>	<u>Previous Limit</u>	<u>Factor</u>	<u>New Limit</u>
1980-1999	1,846,944		6,266,722
1999-2000	6,266,722		6,659,072
2000-2001	6,659,072	1.0579	7,044,632
2001-2002	7,044,632	1.0779	7,593,409
2002-2003	7,593,409	0.9952	7,556,961
2003-2004	7,556,961	1.0322	7,800,295
2004-2005	7,800,295	1.0381	8,097,486
2005-2006	8,097,486	1.0657	8,629,491
2006-2007	8,629,491	1.0557	9,110,154
2007-2008	9,110,154	1.0479	9,546,530
2008-2009	9,546,530	1.0507	10,030,539
2009-2010	10,030,539	1.0335	10,366,562
2010-2011	10,366,562	0.9801	10,160,268
2011-2012	10,160,268	1.03	10,465,076
2012-2013	10,465,076	1.0381	10,863,795
2013-2014	10,863,795	1.0529	11,438,490
2014-2015	11,438,490	0.9976	11,411,037
2015-2016	11,411,037	1.0357	11,818,411
2016-2017	11,818,411	1.0516	12,428,241
2017-2018	12,428,241	1.0352	12,865,715
2018-2019	12,865,715	1.0332	13,292,857
2019-2020	13,292,857	1.0424	13,856,474
2020-2021	13,856,474	1.0491	14,536,827

See Accompanying Accountant's Report

City of Corning
Fiscal Year 2020-2021

Appropriation Limitation Guidelines

Appropriations Limit Computation

Worksheet #6

	Amount	Source
A. LAST YEAR'S LIMIT	13,856,474	
Correction of Prior Year's Limit	0	
A. LAST YEAR'S LIMIT	13,856,474	
B. ADJUSTMENT FACTORS		
1. Population Ratio	1.0114	Worksheet #5 State Finance or Assessor
2. Inflation Ratio	1.0373	
Total Adjustment Factor	1.0491	
		(B1 * B2)
C. ANNUAL ADJUSTMENT	680,353	(B*A)-A
D. OTHER ADJUSTMENTS		
1. Lost Responsibility	0	
2. Transfers to Private	0	
3. Transfers to Fees	0	
4. Assumed Responsibility	0	
Subtotal	0	
E. TOTAL ADJUSTMENT	680,353	(C+D)
F. THIS YEAR'S APPROPRIATION LIMIT	14,536,827	(A+E)
Subject Appropriation for GANN	5,867,336	
Appropriations Remaining or (over limit) of Prop 4 GANN Appropriation	8,669,491	
Percentage Remaining or (over limit) of Prop 4 GANN Appropriation	59.64%	

See Accountant's Compilation Report

**City of Corning
Fiscal Year 2020-21**

Appropriation Limitation Guidelines

Excluded Appropriations

Worksheet #7

Exclusion Category:

A. Court Orders	None
B. Federal Mandates	None
C. Qualified Capital Outlay	None
D. Qualified Debt Service	None
Total Excludable	None

See Accountant's Compilation Report

**ITEM NO.: J-16
COVID-19 PANDEMIC UPDATE AND
DIRECTION REGARDING CITY
COUNCIL, PLANNING COMMISSION,
LIBRARY COMMISSION,
RECREATION COMMISSION, AND
AIRPORT COMMISSION MEETINGS**

July 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA MILLER, CITY MANAGER
LISA LINNET, CITY CLERK



SUMMARY:

I will be giving a verbal update on the COVID-19 pandemic as it relates to the City.

The City Council is also being asked to provide direction in regards to City Council, Planning, Recreation, Library, and Airport Commission meetings. Based on the statewide face covering requirement, social distancing requirements, and other disinfection requirements the City has two options to consider as follows:

1. Hold meetings in person with all wearing masks and physically distanced. Those that refuse to wear a mask will not be allowed to enter the meeting. Touchless temperature checks will also be in place. For those that do not wear a mask, they will not be able to participate in the meeting. If more than 22 people in total attend, members of the public will be asked to wait outside and enter the Chambers only to provide their public comment at the appropriate time and then leave. As we have learned trying to do a combination meeting results in those calling in not being able to hear well. Those not in attendance will be able to listen to the recording after the meeting. For those that do not want to wear a mask they may email their comments prior to 3 PM on Council days. We will then read their comment into the record.
2. Continue with ZOOM with more Council Members and Commission Members utilizing the video option.

I understand there are some people who do not want to wear a mask. Unfortunately, this is a requirement and we cannot jeopardize the many pots of funds that we receive from the State. In fact, most recently I was required to sign the attached certification that the City would, "adhere to Federal guidance and the States' Stay-at-Home requirements and other health requirements as directed in gubernatorial Executive Order N-33-20, any subsequent Executive Orders or Statutes, and all California Department of Public Health Orders, Directives, and Guidance in response to the COVID-19 Emergency," in order to receive \$94,085 in CARES Act funding allocated to the City. This funding will reimburse the City for staff time and expenses related to COVID-19. In essence, it will offset some of the revenue losses the City is experiencing. Many other pots of funding will also be in jeopardy.

FINANCIAL:

There will be minimal costs associated with either option.

RECOMMENDATION:

MAYOR AND CITY COUNCIL:

1. **APPROVE OPTION 1 to HOLD MEETINGS IN PERSON WITH ALL WEARING MASKS AND PHYSICALLY DISTANCED; or**
2. **APPROVE OPTION 2 TO HOLD MEETINGS VIA ZOOM.**

CERTIFICATION FOR RECEIPT OF FUNDS PURSUANT TO PARAGRAPHS (2) OR (3) OF
SUBDIVISION (d) OF CONTROL SECTION 11.90 OF THE BUDGET ACT OF 2020

I, Kristina Miller, am the chief executive or authorized designee of the City of Corning], and I certify that:

1. I have the authority on behalf of the City of Corning to request payment from the State of California ('State') pursuant to the applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020.
2. I understand the State will rely on this certification as a material representation in making a direct payment to the City of Corning.
3. The City of Corning's proposed uses of the funds provided as direct payment under the applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020 will be used only for costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the City of Corning.
 - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. The City of Corning agrees to do all of the following as a condition of receipt of funds:
 - a. Adhere to federal guidance and the state's stay-at-home requirements and other health requirements as directed in gubernatorial Executive Order N-33-20, any subsequent Executive Orders or statutes, and all California Department of Public Health orders, directives, and guidance in response to COVID-19 emergency.
 - b. Use the funds in accordance with all applicable provisions of subdivision (d) of Control Section 11.90 of the Budget Act of 2020.
 - c. Report on expenditures and summarize regional collaboration and non-duplication of efforts within the region by September 1, 2020, and return any funds that are unspent by October 30, 2020 (unless extended by the Department of Finance based on reported expenditures to date), and repay the state for any cost disallowed after federal review.
 - d. Retain records to support reported COVID-19 eligible expenditures and participate in audits as outlined by the federal government and State.

CERTIFICATION FOR RECEIPT OF FUNDS PURSUANT TO PARAGRAPHS (2) OR (3) OF
SUBDIVISION (d) OF CONTROL SECTION 11.90 OF THE BUDGET ACT OF 2020

By: Kristina Miller

Signature: 

Title: City Manager

Date: July 1, 2020

The completed certification must be submitted by email to:

CRFApplications@dof.ca.gov

Certifications must be received by no later than 11:59 p.m. Pacific Daylight Time on July 10, 2020. Certifications received after that time may be disallowed. The subject line of the email shall only contain the name of the local government entity (i.e. City of xxx or County of xxx).