



**CITY OF CORNING  
CITY COUNCIL MEETING AGENDA  
TUESDAY, OCTOBER 27, 2020  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

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

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

**B. ROLL CALL:**

**Council:**

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

**Mayor:**

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

**D. INVOCATION: Led by Councilwoman Burnett.**

**E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:**

1. Update on COVID-19 by City Manager Kristina Miller.

**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.**

2. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.
3. Waive the reading and approve the Minutes with any necessary corrections of the October 13, 2020 Regular City Council Meeting.
4. October 21, 2020 Claim Warrant in the amount of \$343,776.02.
5. October 21, 2020 Business License Report.

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

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

**J. REGULAR AGENDA:**

6. Review and adopt the revised and updated City of Corning Ergonomics Program
7. Review and adopt the revised and updated City of Corning Driver Safety & Vehicle Use Policy.
8. Authorize Payment for Invoice 20-206658-1 in the amount of \$32,409 under Task Order "A" to Armstrong Consultants, Inc.
9. Authorize Staff to seek proposals for City Street Tree Pruning in the Southwest quadrant of the City.
10. First Quarter Budget review and discussion, FY 2020/2021.
11. Approve cancellation of the December 22, 2020 regularly scheduled City Council Meeting due to the Holidays.

**12. Approve Library Commission recommendation for purchase of Library furniture in an amount not to exceed \$15,027.81 from Fund 403 - Ridell Trust.**

**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:**

**Valerio:**

**Demo:**

**Burnett:**

**Hatley:**

**N. ADJOURNMENT!:**

**POSTED: FRIDAY, OCTOBER 23, 2020**



**CITY OF CORNING  
SPECIAL CITY COUNCIL  
CLOSED SESSION AGENDA  
TUESDAY, OCTOBER 13, 2020  
CITY COUNCIL CHAMBERS  
794 THRID 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: 5:30 p.m.**

**B. ROLL CALL:**

**Council:**

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

**Mayor:**

All members of the City Council were present with Mayor Hatley on the phone.

**C. PUBLIC COMMENTS: None**

**D. REGULAR AGENDA:**

**1. CONFERENCE WITH LOCAL OFFICIALS:**

**COVID-19 (State of California Executive Order N-35-20-Order No. 2)**

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

Council met in Closed Session with Tehama County Health Services Agency Executive Director Valerie Lucero; there were no reportable actions.

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**Lisa M. Linnet, City Clerk**



**CITY OF CORNING  
CITY COUNCIL MEETING AGENDA  
TUESDAY, OCTOBER 13, 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: 6:30 p.m.**

**B. 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 Mayor Hatley.

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

**D. INVOCATION: Led by Councilor Burnett.**

**E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:**

1. **Proclamation: National Domestic Violence Awareness Month – October 2020.** Present to accept the Proclamation was Empower Tehama Domestic Violence Victims Advocate Maggie Michael.
2. **PROCLAMATION: October 22, 2020 as “Lights on After School Day”.** Present to accept the Proclamation was SERRF Expanded Learning Program Recreation Specialist Erin Luevano.
3. **COVID-19 Update by City Manager.**

City Manager Kristina Miller announced that Tehama County is now in the States Purple Tier (the most restrictive). We do not have a County Enforcement Order in place however we hope that everyone will voluntarily comply.

Ms. Miller announced that the City is currently working with 3CORE towards putting together a Small Business COVID-19 Stabilization Grant Program which we anticipate to have online by October 16<sup>th</sup>. She further stated that the City of Corning is the only City that has allocated all of their allotted CARES Act COVID-19 Relief Funds towards funding grants to assist our local businesses financially impacted by COVID-19. This action allows the City a total of \$94,035 to fund such grants. She further explained that grant funding selection will be prioritized using a tiered format and businesses will be chosen to receive the grants on a lottery basis. She announced that further information can be found on the City's website at [www.corning.org](http://www.corning.org) or by contacting Lisa Linnet. Ms. Miller also stated that the County had grant funding in the amount of \$300,000 available to assist all County wide businesses impacted by COVID-19, however the submittal date closed on October 7<sup>th</sup>. City Staff did outreach to our businesses via social media and in person to get this information out prior to the closing date.

City Manager Miller emphasized to everyone to be cautious, wear your masks and social distance so that we can get our numbers lower and get our businesses open.

**F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:**

An audience member stated a complaint about the speeding occurring on Colusa and North Street. Vice Mayor Snow suggested that he speak with Police Chief Fears to address this issue. Chief Fears met with the gentleman regarding the issue.

**Steve Kimbrough:** Mr. Kimbrough, on behalf of the Chamber of Commerce stated that the Chamber of Commerce Board met and voted to oppose Proposition 15; he stated some of the reasons why the Board chose to oppose Proposition 15. City Clerk Lisa Linnet read the letter received from the Chamber of Commerce that was addressed to the City Council seeking their support in opposing Proposition 15.

**City Manger Kristina Miller:** City Manager Kristina Miller announced that the second Park Prop. 68 meeting will be held on October 15<sup>th</sup> at 5:30 p.m. She explained that last year the City applied for a Prop. 68 Grant that we did not receive, however the State did encourage the City to resubmit this application during the next round of grant openings. She announced that the City will be submitting two applications this year, the previous application submitted last year with updated costs; as well as a new application for another site recently chosen by the City Council. She then explained the specifics of the grant rating system which was utilized by the City Council in selecting the proposed Park Grant Site.

**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.

4. **Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
5. **Waive the reading and approve the Minutes with any necessary corrections of the following City Council Meetings:**
  - a) **September 22, 2020 City Council Meeting; and**

**b) September 28, 2020 Special City Council Meeting.**

- 6. October 7, 2020 Claim Warrant in the amount of \$411,111.30.**
- 7. October 7, 2020 Business License Report.**
- 8. September Wages & Salaries: \$376,232.19.**
- 9. September 2020 Treasurer's Report.**
- 10. September 2020 Building Permit Valuation Report in the amount of \$256,596.**
- 11. September 2020 City of Corning Wastewater Operations Summary Report.**

Councilor Valerio moved to approve Consent Items 4-11; Councilor Burnett seconded the motion.

**Ayes: Snow, Valerio, Burnett, and Demo. Absent: Hatley. Abstain/Opposed: None.**  
**Motion was approved by a 4-0 vote with Hatley absent.**

**H. ITEMS REMOVED FROM THE CONSENT AGENDA: None**

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

**J. REGULAR AGENDA:**

**12. Provide Staff direction regarding establishment of a Noise Ordinance.**

City Attorney Collin Bogener explained the existing City's Nuisance Ordinance, as well as existing State Penal Code Section 415(2) which carries a fine, and California Vehicle Code 27007 which the City currently uses to enforce unreasonable noise. He stated that Staff is requesting direction and stated that he can assist in any way needed.

Councilor Snow stated that at the last meeting two members of the audience stated complaints regarding noise which is why he asked that Staff do some research and bring it back to Council for discussion. Chief Fears stated that the City responded to 36 different noise complaints this past year, with every one of these responses no citations were issued. Chief Fears was then asked, of those responses, were any citations issued; he responded stating no. He further stated that with the majority of the complaints it was not the loudness of the music, but rather the type of music. Councilor Demo stated that he thought the current regulations could work with some modifications, he felt that would work towards addressing the issue.

Shelly Hargens stated she would like to see an enforceable Ordinance. She stated that they recently had an issue at 2 a.m. with fireworks (aerial); this was after asking the party responsible to turn their music down at 10:45 p.m. (which they did). She stated that this type of incident has been occurring of and on for about 3 years. Mrs. Hargens stated that she had contacted the Police Department. She asked that the City Council consider developing a more specific noise Ordinance because what we currently have is not effective. Vice Mayor Snow stated under State Law it is a citizen's citation, if the reporting citizen is unwilling to sign the citation, nothing happens. He further stated that the City could establish an Ordinance, however utilizing the State Law issues more of a bite. Michael LePeilbet stated he concurred with Mrs. Hargens and her concerns. He stated he lives two doors down from Mrs. Hargens and also heard the fireworks.

Councilor Burnett stated that she was unaware that there is a complaint that can be signed. Chief Fears stated that he and his Department must be made aware of an incident; that the Police Department should respond to the complaint and obtain a signed complaint so that legal action can be taken. Councilor Burnett asked if something could be placed on the Police Department webpage; Chief Fears stated yes; however, he would like to have the resident/complainant come and talk with him one on one.

Councilor Demo asked if the Police Dispatchers have been informed to respond and state that an Officer will respond? He was informed yes; however, the reporting party would still need to sign a complaint.

City Attorney Collin Bogener suggested that he and Chief Fears get together and review the Nuisance Ordinance and make some modifications for Council to consider.

By general consensus Council directed the City Attorney and Police Chief Fears to work on modifying the current Nuisance Ordinance for Council to consider for future action.

**13. Authorize Public Works to seek proposals for a three-year Street Striping Service Agreement.**

City Manager Kristina Miller presented this item and asked for Council direction to seek proposals for a three-year Street Striping Services Agreement. Ms. Miller stated that the City in past years has utilized such Agreements. She then pointed out that funding for street striping services is included in each budget, and she pointed out the timesaving benefits of having an Agreement for this service in place.

Councilor Demo moved to authorize Public Works to seek proposals for a three-year Street Striping Services Agreement. Councilor Burnett seconded the motion. **Ayes: Snow, Valerio, Burnett, and Demo. Absent: Hatley. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Hatley absent.**

**14. Provide Staff direction for the installation of the Yost Park playground equipment.**

City Planner 1/Recreation Coordinator Christina Meeds stated that last February, Recreation Commissioner Justin Eckenrod volunteered to have his Company along with other local Contractors install the new3 playground equipment at Yost Park. The equipment was ordered and received in May and has been stored at the City's Corporation Yard. Public Works Crewmembers have removed the old playground equipment and Evan Johnson Construction have completed the sidewalk, curb, and gutter to meet ADA guidelines in August. Mr. Eckenrod's schedule has not allowed him time to install the equipment to date; he recently informed Staff that at best he would be able to install the playground equipment if his schedule allows, in November or December, however he would prefer to start the project next spring.

Ms. Miller stated that at the time the equipment was ordered, the installation cost as proposed by the equipment supplier was \$36,671. Because the City anticipated utilizing Volunteer labor for this installation, the City did not include the \$36,671 installation costs in this year's fiscal budget. She further stated currently there is \$11,832 remaining in the Parks Capital Outlay Budget, however, a portion of those funds will be used to provide materials for the installation of the three remaining fitness stations at Corning Community Park. She stated that any additional costs for the installation of the Yost Park playground equipment would require a supplemental appropriation from the City's General Fund Reserves. She concluded by stating that Staff is asking for Council direction on how to proceed.

Councilor Demo stated that he would prefer to wait and see how Justin's schedule goes and see if he will be able to install the equipment in November/December. He stated he does not want to spend \$36.671 for the playground equipment installation. Vice Mayor Snow stated he would like to see it go out to Bid explaining that we don't have to award the Bid if the Bid amounts come in to high, or if Justin is able to install the equipment prior to Spring.

City Manager Miller cautioned against utilizing the Bid process in this manner as it could cause a lack of trust by Contractors if not awarded and possible problems in receiving bids on future projects. She suggested having Staff first contact Mr. Eckenrod again to confirm whether his schedule will allow him to complete the project prior to December.

Councilor Valerio stated he thinks we should wait until Spring. Councilor Burnett suggested giving Mr. Eckenrod until December, if he is unable to install in December, then Staff should seek Bids to complete the project.

Council, by consensus, directed Staff to contact Mr. Eckenrod to confirm whether he will be able to install the playground equipment before April, if he is unable to, Council directed Staff to seek Bids.

**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:** Reported that he had attended and participated in the virtual Candidates night sponsored by the Red Bluff Chamber of Commerce on October 7<sup>th</sup>. Kristina Fears stated that the Corning Chamber of Commerce is working on putting together some type of Candidates Night.

**Valerio:** Reported that the Olive Festival this past Saturday was attended by many. Chamber of Commerce President Kristina Fears stated that she believes that the Vendors did well, as did the High Scholl's booth.

**Demo:** Reported that he had attended a Tehama County Solid Waste Management Agency (JPA) meeting via phone on October 5<sup>th</sup>. We discussed recruitment of an Organic Materials Program Coordinator; and authorizing the Agency Manager to sign the Proposal to Design an Anaerobic Compost Digestion Facility for the Tehama County/Red Bluff Landfill, and authorize Lawrence & Associates to complete an anaerobic compost digestion facility feasibility study.

**Burnett:** None

**Hatley:** Absent.

**N. ADJOURNMENT!: 7:40 p.m.**

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**Lisa M. Linnet, City Clerk**



## MEMORANDUM

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** October 21, 2020

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday October 27, 2020 Council Meeting

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**PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:**

A.	Cash Disbursements	Ending 10-21-20	\$	267,417.58
B.	Payroll Disbursements	Ending 10-20-20	\$	76,358.44

**GRAND TOTAL \$ 343,776.02**



REPORT.: Oct 21 20 Wednesday  
 RUN.: Oct 21 20 Time: 13:40  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 10-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
028973	10/08/20	KNI01	KNIGHT, ASHLEY	-1192.10	.00	-1192.10	01092020u	Ck# 028973 Reversed
030051	10/08/20	BAS02	BASSETT, RANDALL CRAIG	33.60	.00	33.60	09292020	VEH OP/MAINT-POLICE
030052	10/08/20	JON02	R.C. JONES INSURANCE	448.00	.00	448.00	2020-1007	GEN INS-GEN CITY
030053	10/09/20	WEB02	WEBSTER, WAYNE C.	180.00	.00	180.00	201009	REC INSTRUCTOR-REC
030054	10/09/20	PET05	PETERSEN, MATTHEW NATHEN	181.81	.00	181.81	201009	TRAINING/ED-FIRE
030055	10/12/20	GRO00	GROOTVELD, TROY	56.01	.00	56.01	201008	PANT REIMBURSEMENT-PW ADM
030056	10/12/20	FIR10	FIRST NATIONAL BANK OMAHA	107.70	.00	107.70	10062020	COMMUNICATIONS-DISPATCH
030057	10/12/20	FIR14	FIRST NATIONAL BANK OMAHA	1436.34	.00	1436.34	10082020	TRAINING/ED-
030058	10/12/20	FIR05	FIRST NATIONAL BANK OMAHA	38.98	.00	38.98	200928	COVID 19-
030059	10/13/20	BUR08	BURNETT, KAREN S.	90.00	.00	90.00	200921	REC INSTRUCTOR-REC
				285.00	.00	285.00	201010	REC INSTRUCTOR-REC
			Check Total.....:	375.00	.00	375.00		
030060	10/13/20	HOP00	HOPKINS, MARISSA ANN	300.00	.00	300.00	201012	REC INSTRUCTOR-REC
030061	10/14/20	AUT00	AUTO ZONE	37.02	.00	37.02	409579592	VEH OP/MAINT-POLICE
030062	10/14/20	BAS01	BASIC LABORATORY, INC	92.80	.00	92.80	2010308	ProfServices Water Dept
				135.80	.00	135.80	2010310	ProfServices Water Dept
			Check Total.....:	228.60	.00	228.60		
030063	10/14/20	BLA09	BLAKE, AMANDA	1.00	.00	1.00	201013	REC REFUND
030064	10/14/20	CAL35	CALIFORNIA BUILDING STAND	80.00	.00	80.00	2020-1013	SB 1473-BLD & SAFETY
030065	10/14/20	CHA04	CHASE, STEPHANIE	35.00	.00	35.00	201013	REC REFUND
030066	10/14/20	COM06	COMCAST	23.75	.00	23.75	201009	COMMUNICATIONS-PW ADMIN
030067	10/14/20	COR01	CORNING VETERINARY CLINIC	66.50	.00	66.50	63697	PROF SVCS-ACO
030068	10/14/20	COX00	COX, KIM	5.00	.00	5.00	201013	REC REFUND
030069	10/14/20	CRO05	CROSS PETROLEUM	1358.51	.00	1358.51	CL00615	VEH OP/MAINT-
030070	10/14/20	DOW01	DOWN RANGE	100.79	.00	100.79	357877	UNIFORMS/CLOTHING-POLICE
030071	10/14/20	FLO03	FLORES, GABBY	25.00	.00	25.00	201013	REC REFUND
030072	10/14/20	FMR01	FM RICHELIEU ENGINEERING	660.00	.00	660.00	10/1/2020	PROF SVCS-BLD & SAFETY
030073	10/14/20	FOX01	FOX, JESSICA	40.00	.00	40.00	201013	REC REFUND
030074	10/14/20	GER02	GERSTNER, VERONICA	35.00	.00	35.00	201013	REC REFUND
030075	10/14/20	GRA02	GRAINGER, W.W., INC	130.92	.00	130.92	968005393	SAFETY ITEMS-FIRE
030076	10/14/20	HEW02	HEWITT, BRANDI	30.00	.00	30.00	201013	REC REFUND
030077	10/14/20	HOU01	HOUSTON, ERIN	10.00	.00	10.00	201013	REC REFUND
030078	10/14/20	KRE00	KREMER, CANDACE	70.00	.00	70.00	201013	REC REFUND
030079	10/14/20	LOM01	LOMELI-BARRERA, LISA	10.00	.00	10.00	201013	REC REFUND
030080	10/14/20	LON01	LONG, DESTINEE	30.00	.00	30.00	201013	REC REFUND
030081	10/14/20	MAR12	MARTINOVICH, BRITTANY	25.00	.00	25.00	201013	REC REFUND
030082	10/14/20	MOO07	MOORE & BOGENER, INC.	334.00	.00	334.00	11069	CONSULT LIT-LGL SVCS
030083	10/14/20	MOO09	MOORE-BAETA, WANDA	10.00	.00	10.00	201013	REC REFUND
030084	10/14/20	MOR02	RAY MORGAN COMPANY	86.21	.00	86.21	3098454	COMMUNICATIONS-
030085	10/14/20	MOR09	MORA, JOSE	15.00	.00	15.00	201013	REC REFUND
030086	10/14/20	NOR03	NCCSIF	33178.50	.00	33178.50	2308	WORKMENS COMP-GEN CITY
030087	10/14/20	NUN00	NUNEZ, KARINA	30.00	.00	30.00	201013	REC REFUND
030088	10/14/20	ORT00	ORTIZ, MEGAN	30.00	.00	30.00	201013	REC REFUND
030089	10/14/20	PAB00	PABLO MENDOZA, CARMEN	30.00	.00	30.00	201013	REC REFUND
030090	10/14/20	PAR09	PARSONS, CAROLANN	15.00	.00	15.00	201013	REC REFUND
030091	10/14/20	PAY02	PAYTON, TARA	60.00	.00	60.00	201013	REC REFUND
030092	10/14/20	PET06	PETERSON, JAMIE	5.00	.00	5.00	201013	REC REFUND
030093	10/14/20	PGE01	PG&E	25530.34	.00	25530.34	201012	Electricity General City-

REPORT.: Oct 21 20 Wednesday  
 RUN....: Oct 21 20 Time: 13:40  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 10-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
030093	10/14/20	PGE01	PG&E	101.18	.00	101.18	201002A	ELECT-STR & TRF LIGHTS
			Check Total.....	25631.52	.00	25631.52		
030094	10/14/20	QUI02	QUILL CORPORATION	200.35	.00	200.35	10798784	OFFICE SUPPLIES-FINANCE
030095	10/14/20	RED00	RED BLUFF DAILY NEWS	62.51	.00	62.51	652532401	PRINT/ADVERT-CITY CLERK
				61.03	.00	61.03	652533501	PRINT/ADVERT-CITY CLERK
				197.67	.00	197.67	652535301	PRINT/ADVERT-CITY CLERK
				95.26	.00	95.26	652536401	PRINT/ADVERT-CITY CLERK
			Check Total.....	416.47	.00	416.47		
030096	10/14/20	RED14	RED BLUFF OUTDOOR POWER,	95.13	.00	95.13	45719909	MAT & SUPPLIES-
030097	10/14/20	RED15	RED TRUCK ROCK YARD, LLC	231.12	.00	231.12	1194	PARK IMP FUND-PARK SPEC P
030098	10/14/20	ROJ00	ROJAS, IVAN	90.00	.00	90.00	200927	REC INSTRUCTOR-REC
				90.00	.00	90.00	201011	REC INSTRUCTOR-REC
			Check Total.....	180.00	.00	180.00		
030099	10/14/20	SCH01	LES SCHWAB TIRE CENTER	39.99	.00	39.99	611003720	VEH OP/MAINT-POLICE
030100	10/14/20	SOL05	SOLORIO, MARISOL	10.00	.00	10.00	201013	REC REFUND
030101	10/14/20	TAY05	TAYLOR, CLAIRE	5.00	.00	5.00	201013	REC REFUND
030102	10/14/20	TEH08	COUNTY OF TEHAMA	50.00	.00	50.00	201014	HERITAGE RV NOI FILING FE
030103	10/14/20	TEH15	TEHAMA CO SHERIFF'S DEPT	49.00	.00	49.00	10092020	PROF SVCS-
030104	10/14/20	TEH20	TEHAMA CO DISTRICT ATTY	133.80	.00	133.80	CPD720920	PROF SVCS-POLICE
030105	10/14/20	TRI02	TRI-COUNTY NEWSPAPERS	66.51	.00	66.51	00259236	Print/Advert. City Clerk
030106	10/14/20	VIL02	VILLANUEVA, MARIAH	35.00	.00	35.00	201013	REC REFUND
030107	10/14/20	WIL12	WILSON, ANGELA	20.00	.00	20.00	201013	REC REFUND
030108	10/15/20	CON08	CONSTELLATION - EXELON GE	10680.11	.00	10680.11	202009	ELECT-
030109	10/15/20	DIV02	DIVISION OF STATE ARCHITE	222.00	.00	222.00	20201014	PROF SVCS-FINANCE
030110	10/15/20	RIV04	RIVER CITIES COUNSELING,	25123.05	.00	25123.05	741	COUNSELOR-PROP 47 CYCLE 2
030111	10/15/20	WAS01	WASTE MANAGEMENT OF	131449.60	.00	131449.60	200930	WASTE MGMT PYMT-SOLID WAS
030112	10/19/20	ATT13	AT&T	758.70	.00	758.70	201011	COMMUNICATIONS-DISPATCH
030113	10/19/20	BAS01	BASIC LABORATORY, INC	135.80	.00	135.80	2008989	ProfServices Water Dept
				92.80	.00	92.80	2010560	ProfServices Water Dept
				135.80	.00	135.80	2010566	ProfServices Water Dept
			Check Total.....	364.40	.00	364.40		
030114	10/19/20	BDI00	BDI	17.24	.00	17.24	950149960	MAT & SUPPLIES-
030115	10/19/20	COM01	COMPUTER LOGISTICS, INC	2995.42	.00	2995.42	81955	COMP/EQUIP/SOFT-CITY ADM
030116	10/19/20	CRO05	CROSS PETROLEUM	1113.19	.00	1113.19	CL01330	MAT & SUPPLIES-
030117	10/19/20	CSG01	CSG CONSULTANTS, INC.	780.00	.00	780.00	33082	PROF SVCS-BLD & SAFETY
030118	10/19/20	DEP03	DEPT OF TRANS/CAL TRANS	703.40	.00	703.40	21003536	Equip.Maint. St&Trf Light
030119	10/19/20	DEP12	DEPT OF JUSTICE	35.00	.00	35.00	475289	PROF SVCS-POLICE
030120	10/19/20	EWI00	EWING	310.14	.00	310.14	12824857	LANDSCAPE MAINT-PARKS
030121	10/19/20	HOL04	HOLIDAY MARKET #32	19.63	.00	19.63	003201054	MAT & SUPPLIES-BLD MAINT
030122	10/19/20	MAH02	MAHUTGA, DANIEL	200.00	.00	200.00	201019	REC INSTRUCTOR-REC
030123	10/19/20	PAY01	PAYGOV.US LLC	2136.46	.00	2136.46	563	COVID 19-FINANCE
030124	10/19/20	PGE01	PG&E	223.35	.00	223.35	201016	ELECT-SWR
030125	10/19/20	PGE04	PG&E	222.62	.00	222.62	201016	ELECT-TRANS FAC (SUITE D)
030126	10/19/20	PGE09	PG&E	205.69	.00	205.69	201015	ELECT-STONEFOX L&L-Z1, D2
030127	10/19/20	PGE2A	PG&E	42.94	.00	42.94	201015	LECT-BLUE HERON CT
030128	10/19/20	PRO11	PROFORCE LAW ENFORCEMENT	439.62	.00	439.62	425771	SAFETY ITEMS-POLICE
030129	10/19/20	RED00	RED BLUFF DAILY NEWS	210.08	.00	210.08	6523793	PRINT/ADVERT-CITY CLERK
030130	10/19/20	TEH38	TEHAMA COUNTY ANIMAL SERV	12097.57	.00	12097.57	201009	PROF SVCS-ACO
030131	10/19/20	VER02	VERIZON WIRELESS	258.47	.00	258.47	986398805	PROP 30-MDC
030132	10/19/20	XERO0	XEROX CORPORATION	24.63	.00	24.63	011539196	EQUIP MAINT-DISPATCH

REPORT.: Oct 21 20 Wednesday  
 RUN....: Oct 21 20 Time: 13:40  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 10-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
030133	10/20/20	COM01	COMPUTER LOGISTICS, INC	200.00	.00	200.00	81985	EQUIP MAINT-DISPATCH
030134	10/20/20	CRO05	CROSS PETROLEUM	1198.45	.00	1198.45	CL01331	VEH OP/MAINT-
030135	10/20/20	PEN02	PENGUIN MANAGEMENT, INC.	673.00	.00	673.00	62195	TRAINING/ED-FIRE
030136	10/20/20	PGE05	PG&E	796.01	.00	796.01	201016	ELECT-FIRE
030137	10/20/20	SCH01	LES SCHWAB TIRE CENTER	65.00	.00	65.00	611003730	VEH OP/MAINT-POLICE
030138	10/20/20	TEH13	TEHAMA CO AUDITOR	412.50	.00	412.50	200930	PkngCiteToCnty Police Ser
030139	10/21/20	COM01	COMPUTER LOGISTICS, INC	2860.00	.00	2860.00	81965	EQUIP MAINT-
				2860.00	.00	2860.00	81966	EQUIP MAINT-
			Check Total.....:	5720.00	.00	5720.00		
030140	10/21/20	DUN00	DUNCAN, TRISHA	284.08	.00	284.08	10202020	TRAINING/ED-DISPATCH
030141	10/21/20	NOR03	NCCSIF	926.00	.00	926.00	1370	LIABILITY INS-GEN CITY
030142	10/21/20	PGE2B	PG&E	39.03	.00	39.03	7958096-5	SOLAR-WWTP
030143	10/21/20	QUI02	QUILL CORPORATION	24.23	.00	24.23	11144222	OFFICE SUPPLIES-PW ADMIN
				21.54	.00	21.54	11159808	OFFICE SUPPLIES-PW ADMIN
				16.15	.00	16.15	11167347	OFFICE SUPPLIES-PW ADMIN
				165.91	.00	165.91	11275908	EQUIP MAINT-FIRE DISPATCH
			Check Total.....:	227.83	.00	227.83		
030144	10/21/20	ROS01	ROSS, DANNETTE	151.25	.00	151.25	10202020	TRAINING/ED-DISPATCH
030145	10/21/20	TEH31	TEHAMA COUNTY MOSQUITO &	166.09	.00	166.09	200701	GEN INS-GEN CITY
			Cash Account Total.....:	267417.58	.00	267417.58		
			Total Disbursements.....:	267417.58	.00	267417.58		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Oct 21 20 Wednesday  
 RUN...: Oct 21 20 Time: 13:40  
 Run By.: LOR: SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report - Payroll Vendor Payment (s)  
 Check Listing for 10-20 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information
							Invoice # Description
12182	10/20/20	BAN03	POLICE OFFICER ASSOC.	325.00	.00	325.00	C01020 POLICE OFFICER ASSOC
12183	10/20/20	BAN06	BANNER BANK	845.22	.00	845.22	C01020 HSA DEDUCTIBLE
12184	10/20/20	CAL37	CALIFORNIA STATE DISBURSE	138.46	.00	138.46	C01020 WITHHOLDING ORDER
12185	10/20/20	EDD01	EMPLOYMENT DEVELOPMENT	4574.28	.00	4574.28	C01020 STATE INCOME TAX
				1322.95	.00	1322.95	1C01020 SDI
			Check Total.....	5897.23	.00	5897.23	
12186	10/20/20	FED00	FEDERAL PAYROLL TAXES (EF	13185.35	.00	13185.35	C01020 FEDERAL INCOME TAX
				16511.58	.00	16511.58	1C01020 FICA
				3861.66	.00	3861.66	2C01020 MEDICARE
			Check Total.....	33558.59	.00	33558.59	
12187	10/20/20	ICM01	ICMA RETIREMENT TRUST-457	4175.05	.00	4175.05	C01020 ICMA DEF. COMP
				185.00	.00	185.00	1C01020 ICMA DEF. COMP ER PD
			Check Total.....	4360.05	.00	4360.05	
12188	10/20/20	PERS1	PUBLIC EMPLOYEES RETIRE	23960.70	.00	23960.70	C01020 PERS PAYROLL REMITTANCE
12189	10/20/20	PERS4	Cal Pers 457 Def. Comp	3322.04	.00	3322.04	C01020 PERS DEF. COMP.
				520.00	.00	520.00	1C01020 PERS DEF. COMP. ER P
			Check Total.....	3842.04	.00	3842.04	
12190	10/20/20	TEH16	TEHAMA COUNTY SHERIFF'S O	110.89	.00	110.89	C01020 WageOrder F#20000149
12191	10/20/20	VAL06	VALIC	3087.76	.00	3087.76	C01020 AIG VALIC P TAX
				232.50	.00	232.50	1C01020 AIG VALIC P TAX ER P
			Check Total.....	3320.26	.00	3320.26	
			Cash Account Total.....	76358.44	.00	76358.44	
			Total Disbursements.....	76358.44	.00	76358.44	

Date.: Oct 21, 2020  
 Time.: 2:00 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
CASAS ROOFING	23384 VOLCANO WAY	RED BLUFF, CA 96080	ROOFING CONTRACTOR	10/09/20
RE-VOLT ELECTRIC	5134 TUNISIA AVE.	SANTA ROSA, CA 95409	ELECTRICAL CONTRACTOR/ CHANGE OUT MAIN P	10/15/20
THOMAS STRAWS CONSTR	310 HEMLOCK ST	VACAVILLE, CA 95688	GENERAL CONSTRUCTION	10/12/20

ITEM NO: J- 6  
REVIEW AND ADOPT THE  
REVISED AND UPDATED  
CITY OF CORNING  
ERGONOMICS PROGRAM

October 27, 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 Ergonomics Program. This updated Ergonomics Program is being updated 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. The City Manager or her/his designee has the authority and is responsible for the implementation of the Ergonomics Program. As such, she/he will provide oversight, training, and direction to the Management Team, who as Department Heads, will then coordinate program training for their individual department Supervisors and Employees. Department Directors are responsible for 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 2020 CITY OF CORNING ERGONOMICS PROGRAM, APPROVE THE PROGRAM AND AUTHORIZE DISSEMINATION OF THE PROGRAM DOCUMENT TO CITY DEPARTMENT HEADS AND SUPERVISORS.

# City of Corning



## Ergonomics Program

October 27, 2020

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<b>Purpose</b>	<b>1</b>
<b>Responsibilities</b>	<b>1</b>
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## **Appendices**

**Appendix A: Office Ergonomic Evaluation Form**

**Appendix B: Job Hazard Analysis Form**

**Appendix C: Material Handling Self-Assessment Questionnaire**

**Appendix D: Worksite Evaluation Request Form**



- Coordinating ergonomics training for Managers, Supervisors, and Employees to ensure the recognition and control of ergonomic risk factors, early reporting procedures and effective medical management
- Maintaining documentation of training and worksite evaluations
- Monitoring the Ergonomics Program on a regular basis

#### **Department Directors:**

Department Directors have the authority and responsibility for the implementation of the Ergonomics Program. Department Directors provide leadership to develop a strong safety culture and continuous improvement within their Departments. Responsibilities include:

- Providing leadership and adequate funding to ensure the Ergonomics Program is effectively implemented
- Identifying high-risk jobs and ensuring the implementation of recommended control measures
- Providing Manager and Supervisor Training regarding their Program responsibilities
- Ensuring Managers and Supervisors are knowledgeable about ergonomic hazards under their supervision and control
- Encouraging employee participation in the Ergonomics Program

#### **Managers and Supervisors:**

Managers and Supervisors support the Ergonomics Program by actively observing employees to identify ergonomic hazards. Duties of all Managers and Supervisors include:

- Assisting the Ergonomics Program Administrator with the identification and evaluation of high-risk jobs
- Reviewing worksite evaluations and ensuring the implementation of effective control measures, including a system to monitor their effectiveness
- Encouraging active participation by employees in the Ergonomics Program, including attendance at required training and participation in the development of controls
- Attending ergonomics training for Managers and Supervisors

#### **Employees:**

Employees are an essential element to the success of the Ergonomics Program and will be asked for their input and assistance with identifying ergonomic risk factors, worksite evaluations, and development and implementation of controls and training. All employees will:

- Comply with our Ergonomics Program including the safe and appropriate use of tools, equipment, parts, materials, and procedures
- Attend required ergonomic training
- Report MSD signs, symptoms, and work-related hazards as early as possible to facilitate proactive interventions and prompt medical treatment
- Take responsibility for their personal health and safety

#### **Identification of High-Risk Jobs:**

The following methods will be used to identify and prioritize high-risk jobs:

## **Policy:**

It is the policy of City of Corning (City) to provide all employees with a safe and healthy workplace. The Ergonomics Program is a proactive approach to assist in the identification, prevention, and control of employee exposure to ergonomic risk factors. It is a collaborative effort that includes Managers, Supervisors, and Employees and consists of the following components:

- Roles and responsibilities
- Identification of high-risk jobs
- Worksite evaluations and setting priorities
- Control of ergonomic risk factors
- Training
- Early intervention and medical management
- Program evaluation and follow-up

This Program enables the City to meet the requirements of the ergonomics regulation, **California Code of Regulations, Title 8 (E CCR), Section 5110.**

## **Purpose:**

The purpose of the Ergonomics Program is to apply ergonomic principles to the workplace in an effort to reduce or eliminate the number and severity of MSDs (Musculoskeletal Disorders), thus increasing employee productivity, quality, and efficiency, while decreasing workers' compensation claims.

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. In essence, it is the science of human comfort. When aspects of the work or workplace affect the human body, the result is often a musculoskeletal disorder (MSD). MSDs are injuries that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs of the body.

Identifying and prioritizing jobs with increased risk factors is a critical step in our program. Once risks are identified and prioritized the focus is then on:

- Making changes or modifications before an injury/illness has occurred
- Incorporating ergonomics into the design phase of a new facility or process
- Purchasing the appropriate equipment and tools

## **Responsibilities:**

### **Ergonomics Program Administrator:**

The City Manager or his/her designee has the authority and responsibility for the implementation of the Ergonomics Program. Responsibilities include, but are not limited to:

- Providing oversight to the Management Team
- Developing performance goals and accountability for program implementation in collaboration with Department Heads
- Providing program evaluations and resources to support program implementation
- Facilitating the identification and evaluation of high-risk jobs and overseeing the implementation of control measures

- Worksite evaluations (refer to Appendix A and Appendix B)
- Self-assessment and employee input (refer to Appendix C and Appendix D)
- Inspections and observations
- Review of loss data and Cal/OSHA 300 Log

### **Worksite Evaluation:**

Worksite evaluations provide a systematic approach for identifying ergonomic risk factors found within a job, process, or workstation. We use two worksite evaluation methods:

- The Office Workstation Evaluation (Appendix A); and
- The Job Hazard Analysis (Appendix B)

The Ergonomics Program Administrator may schedule a worksite evaluation based upon the following:

- Any job, process, or workstation that has contributed to a worker's current MSD
- A job, process, or workstation that has historically contributed to MSDs
- Specific jobs, processes, or workstations that have the potential to cause MSDs
- An employee reports and MSD sign or symptom to his/her Supervisor

Other triggers that may require a worksite evaluation include, but are not limited to:

- Change of jobs, tasks, equipment, tools, processes, scheduling , or work shifts
- When a safety walk-through, inspection, or survey has uncovered potential MSD hazards
- Self-assessment identifying significant ergonomic hazards

Newly hired, or re-assigned office employees, should have an office ergonomic evaluation conducted within 30-days.

### **Risk Factors:**

Risk factors are aspects of the work that increase the likelihood that an injury will take place. The result is often an MSD. The worksite evaluation will assist the Ergonomic Program Administrator in identifying the following ergonomic risk factors:

- Awkward postures
- Repetitive motion
- Forceful exertion
- Contact stress
- Vibration

Other factors are also considered, such as lighting, noise, and temperature.

### **Measures:**

Once the risk factors are identified, the hazards will be addressed by using the following control measures:

#### **Engineering Controls:**

This is our preferred method for controlling ergonomic hazards. They may encompass a redesign of the workplace, changes in processes, or purchases of specialized equipment to eliminate the risk factors.

#### **Administrative Controls:**

Although engineering controls are preferred, administrative controls are implemented as temporary measures until engineering controls can be implemented or when

engineering controls are not technically feasible. Since administrative controls do not eliminate hazards, management makes every attempt to ensure the practices and policies are followed.

**Personal Protective Equipment (PPE):**

Where engineering and administrative controls are not feasible or practical, PPE will be provided to reduce risk factors.

**Reporting Procedures:**

Employees who experience discomfort or symptoms associated with MSDs are to immediately report to their direct Supervisor or Human Resources. The Supervisor/Human Resources will complete and submit the worksite evaluation request form (Appendix E) to the Ergonomics Program Administrator.

Any injury diagnosed as a work-related MSD by a licensed health care provider will be immediately reported to the Supervisor or Ergonomics Program Administrator.

Supervisors or any member of Management who acquire information that an Employee is experiencing symptoms of an MSD must notify the Ergonomics Program Administrator.

The Ergonomics Program Administrator will ensure appropriate action is taken and order an ergonomic evaluation if needed.

Supervisors notify the Ergonomic Program Administrator upon receipt of a request for an evaluation, modification, or accommodation.

Supervisors are responsible for discussing the identified exposures and recommended solutions with their Employees. In addition, Supervisors are responsible for implementing the recommended corrective actions. The Employee may be asked for input regarding ideas about improving ergonomics in his/her work area. Employees are responsible for using equipment correctly and performing tasks as outlined in the recommended solutions.

The Ergonomics Program Administrator will contact the Supervisor and determine if a follow-up worksite evaluation is necessary to measure the effectiveness and/or implementation status of the recommendation(s).

**Training**

Training is designed to educate department Directors, Managers, Supervisors, and Employees to recognize work-related ergonomic risk factors and to understand and implement appropriate control measures.

**ITEM NO: J- 7**  
**REVIEW AND ADOPT THE**  
**REVISED AND UPDATED**  
**CITY OF CORNING DRIVER**  
**SAFETY & VEHICLE USE**  
**POLICY**

**October 27, 2020**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**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 Driver Safety and Vehicle Use Policy. This updated Policy is being updated as recommended by the City's Joint Powers Authority (JPA)

Upon approval, updated copies of the Policy will be disseminated to all members of City Management, Supervisors, and Employees. The City Manager and Administrative Services Supervisors (City Hall and Police Department) will supervise the requirements within this Policy. As such, they will provide oversight, training, and direction to the Management Team, who as Department Heads, will then coordinate program training for their individual department Supervisors and Employees. Department Directors are responsible for 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 2020 CITY OF CORNING DRIVER SAFETY AND VEHICLE USE POLICY, APPROVE THE POLICY AND AUTHORIZE DISSEMINATION OF THE PROGRAM DOCUMENT TO CITY MANAGEMENT TEAM, SUPERVISORS, AND EMPLOYEES.**

# **CITY OF CORNING**



## **DRIVER SAFETY & VEHICLE USE POLICY**

October 27, 2020

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### **Appendices**

- A. DMV Form INF 1101 - Authorization for Release of Driver Record Information**
- B. Verification of Liability Insurance Form**
- C. Vehicle Accident Procedures Flow Chart**
- D. Vehicle Accident Driver Report Form**

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### **Appendices**

- A. DMV Form INF 1101 - Authorization for Release of Driver Record Information**
- B. Verification of Liability Insurance Form**
- C. Vehicle Accident Procedures Flow Chart**
- D. Vehicle Accident Driver Report Form**



**Purpose/Scope:**

The Driver Safety & Vehicle Use Policy has been developed to protect the City of Corning's (City) employees, volunteers, and elected officials. To ensure compliance with State and Federal regulations, and to guard against and reduce potential liabilities from accidents. The information in this Policy follows generally accepted best practices and legal requirements for safe motor vehicle operations.

The **City Manager and Administrative Services Managers (City Hall & Police Department)** will oversee the requirements within this Policy. All employees who operate a vehicle on City business are required to comply with this Policy.

**Driver Eligibility:**

The following eligibility guidelines have been established to assist with identifying, hiring, and retaining safe drivers and ensuring ongoing safe driving practices.

- Employment applications, volunteer applications and job descriptions will clearly identify if vehicle operation is a job requirement.
- Driving standards shall be enforced consistently and fairly among all employees working in classifications where driving is required.
- New employee background checks will be conducted.
- Motor vehicle reports are obtained and reviewed for employees and volunteers who drive the City vehicles and/or personal vehicles while on City business to determine if the employee meets driver criteria.
- Employees and volunteers will possess a valid driver's license to legally operate the class of vehicle(s) they operate for the City.
- Employees and volunteers who drive personal vehicles on City business will need to provide proof of automobile liability insurance with limits acceptable to the City.
- Employees and volunteers who drive on City business will comply with applicable State Laws and Regulations.
- Employees and volunteers will be informed of the Policy Guidelines and Standards upon hire and annually thereafter.
- The City will require applicants for positions requiring driving on the City's behalf to provide a current DMV driving report prior to employment.

**DMV Employer Pull Notice Program (EPN):**

The DMV issues Motor Vehicle Reports (MVRs) on persons registered in the California DMV Employer Pull Notice (EPN) Program. MVRs are automatically re-issued annually and when a registered driver is involved with certain legal actions or activities.

The City requires employees and volunteers who are authorized to drive a City and/or a personal vehicle for City business to enroll in the EPN Program. To enroll, employees and volunteers are required to sign a DMV Authorization for Release of Driver Record Information form (Appendix A).

DMV license checks shall also be made at the time of enlistment and at least annually thereafter.

## Acceptable Driving Records:

The City's criteria for determining if a driving record is acceptable is based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria. NOTS actions (warning letters up to probation/suspension) are based on the number of negligent operator points drivers add to their driving record within specified time periods. More information on the NOTS Program can be found here:

[https://www.dmv.ca.gov/portal/dmv/detail/dl/driversafety/neg\\_operator](https://www.dmv.ca.gov/portal/dmv/detail/dl/driversafety/neg_operator)

The following Intervention Criteria Table will be used for managing employee and volunteer use of vehicles:

City Intervention Criteria Table		
Point Count	Time Period	Acceptability
2	Within 12 months	Marginal
3	Within 24 months	Marginal
4	Within 36 months	Marginal
5 or more	Within 36 months	Excluded

**\* Based on conviction date as determined by the DMV**

When an employee's MVR reaches intervention levels, one or more of the following actions may be initiated:

- The employee will be counseled that his/her employment may be jeopardized if there are additional violations or accidents.
- The employee may be moved into a non-driving position where feasible.
- If a non-driving position is not an option, implement additional controls such as driver training course(s) to reinforce defensive driving safety.
- The employee may be restricted or prohibited from driving on City business.
- **Employees accumulating five or more violation points within the last 36 months will be excluded from the City's coverage under the Risk Sharing Layer of the NCCSIF liability coverage.**
- Other intervention or disciplinary action determined and approved by the **City Manager**.

The intervention levels noted above shall apply regardless of whether the driving which resulted in acquiring the violation points was or was not in the course of employment.

Employees who are charged with a traffic violation while driving on duty are responsible for paying the cost of a citation, if issued and may be subject to personal liability resulting from such traffic violations.

## Business Use - City Vehicles:

The following requirements apply to employees and volunteers who drive City vehicles while conducting City business.

- No unauthorized personnel are allowed to ride in City vehicles.
- Passengers must be City employees. All other passengers need prior approval by the **Department Head and the City Manager**.
- Drivers will comply with all applicable State Laws and Regulations.

- City vehicles will not to be used for personal use, including the commute to and from home.
- Designated "on-call" employees will receive prior **City Manager/Department Head** approval to drive City vehicles home when "on-call".
- "On-call" employees who are permitted to use a City vehicle to commute to/from home and worksite are not authorized to use the vehicle for personal purposes other than commuting.
- The use of Police and Fire Vehicles for personal use is addressed by separate policy.

Failure to comply with any requirement may result in disciplinary action up to and including termination.

### **Business Use - Personal Vehicles:**

It is the City's intent to provide employees with suitable transportation to conduct City business. However, there may be times when it is necessary and expeditious for employees to use personal vehicles in the course of City business.

City employees must receive prior approval from his or her Department Head, Manager or Supervisor to use personal vehicles to conducting City business.

Before authorizing an employee to use a personal vehicle for City business, each Department Head, Manager or Supervisor will determine that:

1. The business purpose is valid;
2. The use of a personal vehicle is in the best interests of the city; and
3. The employee has provided evidence of personal auto insurance and has been approved to use his or her personal vehicle.

### **Insurance Requirements – Personal Vehicles:**

Employees utilizing their personal vehicles on City business must maintain automobile liability and property damage insurance coverage in accordance with the State of California's minimum requirements of **\$15,000/\$30,000** bodily injury coverage and **\$5,000** property damage coverage. Consider replacing with these with the NCCSIF recommended limits: **\$100,000/\$300,000/\$50,000**.

- Upon hire and annually thereafter, employees and volunteers will sign a declaration stating he/she is maintaining the insurance coverages as stated above upon his/her employment (Appendix B).
- If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the Human Resources Department.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first. Insurance follows the vehicle, not the driver. The City is not responsible for any increase in an employee's insurance premium as a result of an accident.
- Employees are expected to maintain their personal vehicle in reliably safe mechanical condition as required by law.

### **Use of Rental Cars on City Business:**

City employees are not permitted to use a rental car in conducting City business without prior approval of the appropriate Department Head and City Manager.

When renting a vehicle, the Employee's personal insurance will be primary. The Rental Car Company requires the renter (Employee) to sign a written Agreement transferring the liability and property damage (including damage to the rental vehicle) back to the Renter.

The Rental Car Company will offer an optional Loss Damage Waiver (LDW) intended to protect the Renter should the car become damaged or stolen. If the Renter waives the LDW protection, the Renter assumes financial responsibility for damage to the rental car, loss of use of the car while it is being repaired, miscellaneous administrative expenses of the Rental Car Company and liability and property damage to third parties.

The City does not require the Employee to purchase the optional LDW. If the Employee chooses to purchase the LDW, it will be at the Employee's personal expense. In case of an accident and subsequent claim, the coverage provided by the Employee's personal insurance will apply first.

### **Mobile Devices and Electronics:**

The following requirements address the use of electronic wireless communication devices while driving City and personal vehicles on City business. The California State Vehicle Code's current definition of an "electronic wireless communication device" includes:

- Broadband personal communication device;
- Specialized mobile radio device;
- Handheld device or laptop computer with mobile data access;
- Pager; and
- Two-way messaging device

Employees shall not operate a City or personal vehicle on City business while using an electronic wireless communication device unless the device and vehicle meet the conditions noted below. "Using" includes, but is not limited to, viewing, talking, taking/transmitting images, playing games, composing, sending, reading, accessing, browsing, transmitting, saving/retrieving email, text messages, or other electronic data.

The following requirements adhere to the California State Vehicle Code Sections 23123 – 23125:

- The Code prohibits driving a motor vehicle while holding and operating a handheld wireless telephone or a wireless electronic communications device, unless the device is mounted on the vehicle's windshield or is mounted/affixed to a vehicle's dashboard or center console in a manner that does not hinder the driver's view of the road.
- The driver's hand may only be used to activate or deactivate a feature or function on the device with the motion of a single swipe or tap of the driver's finger, but not while holding it. The law does not apply to manufacturer-installed systems that are embedded in a vehicle.

Employees without a hands-free wireless communication device may use their device only after safely exiting a Highway, pulling safely to the side of a road, and stopping the vehicle.

### **Safe Driving Suggestions:**

- Place cell phones on vibrate or silent mode, or turn the device off, before starting the vehicle.
- Pull over to a safe place and put the vehicle in park if a call, email, or text must be made or received, or to make adjustments to a Global Positioning System (GPS).
- Modify your voicemail greeting to indicate you are unavailable to answer calls or return messages while driving.

- Inform clients, associates, and business partners of company policy to explain why calls may not be returned immediately.
- In an emergency, you should attempt to drive to a safe location, pull over, and place the vehicle in park before calling.

### **Exemptions:**

The City has the right to add to delete or amend this policy at any time and reserves the right to make an exception to this Policy if it is in the best interest of the City. The following uses are exempt from the restrictions above:

1. Emergency services professionals while operating an authorized emergency vehicle as defined in Vehicle Code section 165;
2. Employees driving a transit vehicle while using a wireless telephone for work-related purposes or emergency purposes as described in Vehicle Code sections 23125 and Public Utilities code section 99247(g); and
3. Other exemptions as set forth in the California Vehicle code as written or amended.

### **Vehicle Accident Procedures:**

Vehicle accident procedures must be followed in the event of an accident/incident involving City or personal vehicles while on City business. This includes minor incidents and collisions, even if there do not appear to be any injuries and/or property damage.

When driving on City business, drivers will immediately notify the Police of all incidents and accidents whenever there is a reported or visible injury, the potential for an injury, disputed facts, or significant property damage. When placing the call, employees/volunteers should notify the Dispatcher that the incident involves a vehicle while being operated on City business.

In addition, drivers must immediately report all accidents and incidents, regardless of their size, to their **Supervisor, City Hall Administrative Services Manager, and City Manager. After business hours, drivers are still required to call their Supervisor, City Hall Administrative Services Manager, and City Manager to report the accident/incident.**

The City Vehicle Accident Flow Chart (Appendix C) instructs the Employee or Volunteer on steps to take after an incident.

The City Vehicle Accident Form (Appendix D) contains the Vehicle Accident Report Form. All City vehicles, and personal vehicles authorized for business use, are required to keep a copy of the procedures and form in the vehicle. The Driver is required to review the procedures, complete the City Vehicle Accident Report form, and turn it into his/her Supervisor within 24 hours.

### **Training:**

Applicable employees will be provided with a copy of this Policy and Defensive Driver Training as required by their respective departments.

### **Record Keeping:**

The following documentation will be maintained for at least three years:

- Defensive Driver Training for each employee, including the employee's name, training dates, type of training, and training providers within employee's personnel record located at City Hall.
- Motor vehicle reports within City Hall Administrative Services Manager's file.

- Vehicle insurance information from drivers who use their personal vehicles on City business within Employee's Personnel File.
- Documentation regarding employee deviations within Employee's Personnel File.

### **Policy Evaluation**

The Driver Safety & Vehicle Use Policy will be reviewed on a periodic basis to meet ongoing needs.

## Appendix A

### California Department of Motor Vehicles – Employer Pull Notice Program Authorization for Release of Driver Record Information

DMV Form INF 1101

PDF fillable form available at

<https://www.dmv.ca.gov/portal/dmv/detail/vehindustry/eprn/eprnformlist>



A Public Service Agency

#### EMPLOYER PULL NOTICE PROGRAM AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
herby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, City of Anderson

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at  
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,  
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
Anderson	Shasta	
DATE	SIGNATURE OF EMPLOYEE	
	X	

I, \_\_\_\_\_, of \_\_\_\_\_,  
AUTHOR (PRINT OR TYPE NAME) COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of  
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any  
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal  
Code Section 118) and false representation (CVC Section 1808.45). Those are punishable by a fine not exceeding five  
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I  
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to  
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-857-8348.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**

## Appendix B

**City of Corning**  
**Verification of Liability Automobile Insurance**  
*Use of Personally Owned Vehicles for City Business*

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
 Driver License \_\_\_\_\_  
 #/State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Residence Address: \_\_\_\_\_

## VEHICLE INFORMATION

*(Provide vehicle information for personally owned vehicle(s) driven for City business)*

Vehicle(s) Make, Model, and Year	License Number	State

## INSURANCE INFORMATION

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Provide liability coverage limits for the following:**

Bodily Injury Per Person (California minimum requirement \$15,000): \_\_\_\_\_

Bodily Injury Per Occurrence (California minimum requirement \$30,000): \_\_\_\_\_

Property Damage (California minimum requirement \$5,000): \_\_\_\_\_

## CERTIFICATION

I certify that the above named insurance policy is in force for the above listed vehicle(s). I agree to immediately report to the City of Corning if the above insurance is terminated and/or if my driver's license is suspended or revoked.

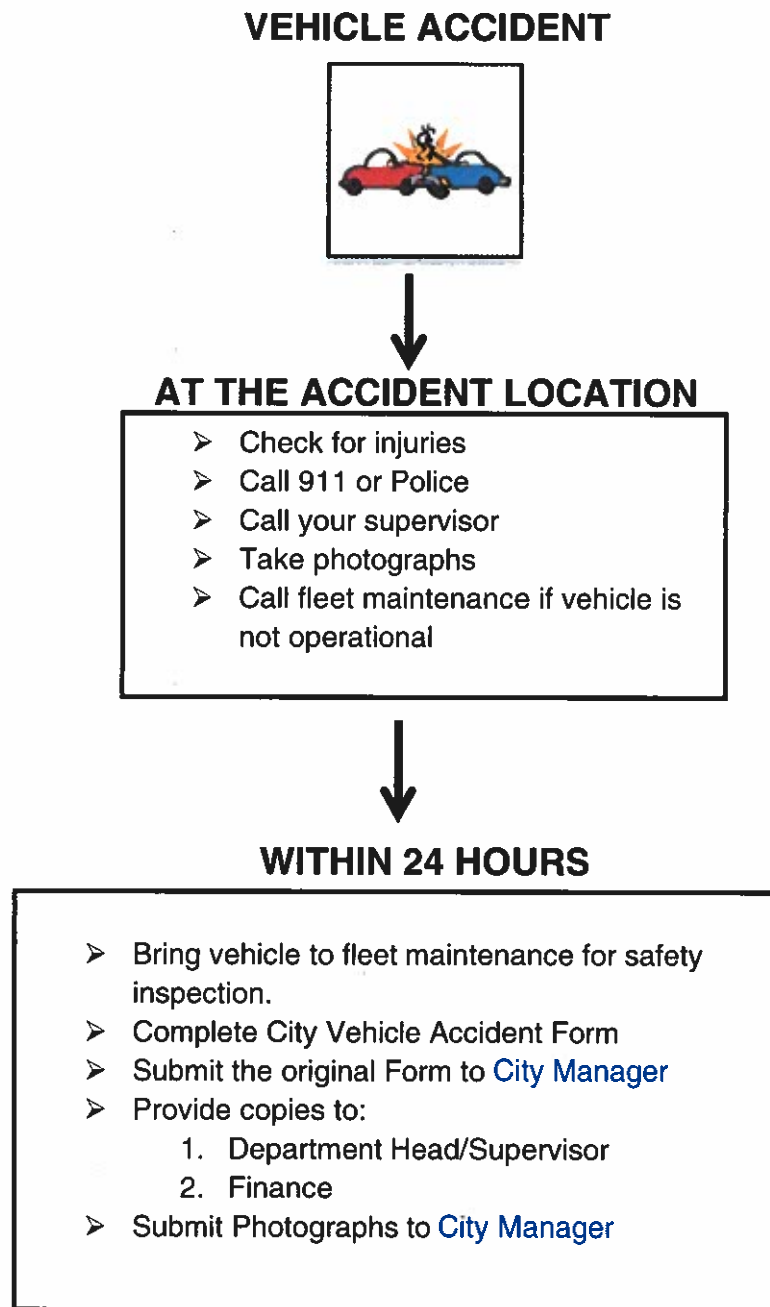
I certify I have read, understand, and agree to abide by the terms stated above.

***Date***



## City of Corning Vehicle Accident Flow Chart

Please use this flow chart to assist you in documenting the incident:

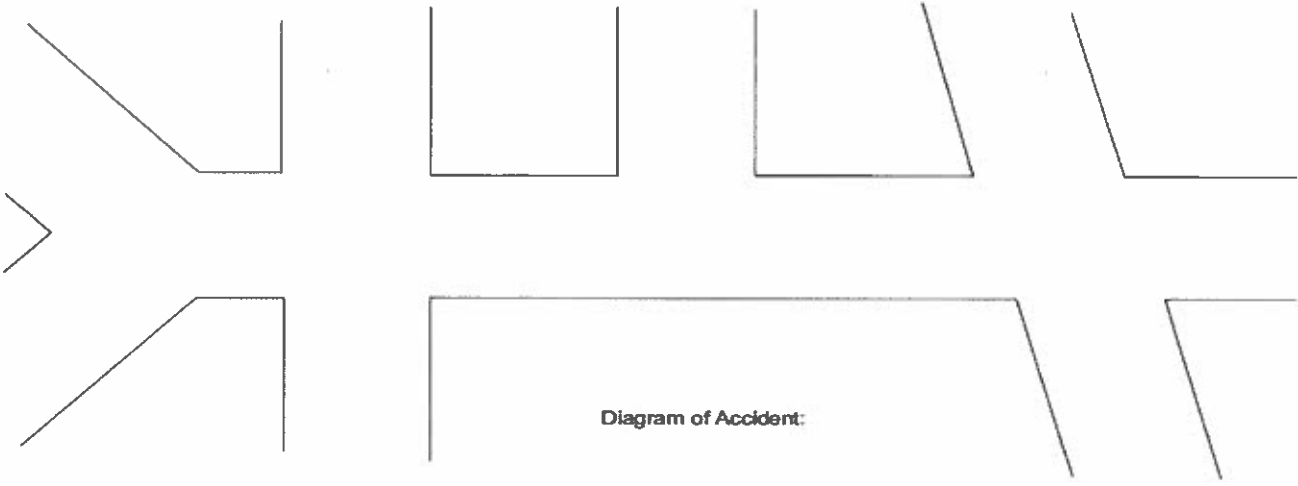


Distribution: Original to [City Manager](#) with copies to Department Head/Supervisor and Finance within 24 hours

## Appendix D

# City of Corning Vehicle Accident Form

Remember to: ☐ If appropriate, call 911 or Police ☐ Collect information to complete this form  
☐ Take multiple PHOTOGRAPHS

Date & Time of Incident		Employee's Name		Location of Incident		Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No		Police Report No.	
Other Vehicle Owner's Name				Insurance Company		Policy No.		Agent	
City Vehicle	Year	Make	Model	License	Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major Describe:				
Other Vehicle	Year	Make	License & State	Other Driver's Name, Address and Operator's License Number				Phone number(s)	
Damage to property of others		Owner's Name and Address			Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major Describe:				
Witness 1		Name, address and Phone No.							
Witness 2		Name, address and Phone No.							
Witness 3		Name, address and Phone No.							
Injured Person 1		Name, address and Phone No.			Transported by Ambulance? <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Injury	
Injured Person 2		Name, address and Phone No.			Transported by Ambulance? <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Injury	
Injured Person 3		Name, address and Phone No.			Transported by Ambulance? <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Injury	
Description of Accident (attach description if more room is needed)									
Cause of Accident (if known):									
Diagram of Accident. Show Names of Streets and Directions in Which Vehicles were going									
 <p>Diagram of Accident:</p>									

**ITEM NO.: J-8  
AUTHORIZE PAYMENT FOR INVOICE 20-206658-1 IN THE AMOUNT OF \$32,409 UNDER TASK ORDER "A" TO ARMSTRONG CONSULTANTS, INC**

**October 27, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KRISTINA MILLER, CITY MANAGER  
ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT** 

**SUMMARY:**

Staff requests Council authorize payment of invoice 20-206658-01 under Task Order "A" (TO-A) for Armstrong Consultants, Inc., to provide Professional Services for the 2020 Corning Airport Fence Project under Airport Engineering Services Agreement 2019-6 in the amount of \$32,409.00.

These services include project development, design, bidding services, Construction Administration, Inspection Services, and project closeout. Invoice is attached for Council review.

**BACKGROUND:**

On January 28, 2020 Council awarded the City Airport Engineering Services contract 2019-6 to Armstrong Consultants, Inc. The proposed services fall within this contract and can be issued as a Task Order.

As required by the FAA funding guidelines staff contracted with an independent consultant to prepare an Independent Fee Analysis (IFE) for the scope of work included in TO-A. The IFE resulted in an allowable fee of \$141,340. Staff also worked with Armstrong Consulting to review the original fee estimate provided of \$93,150 and to remove items that were not needed due to the simplicity of the project and the need to perform the pre-bid meeting and the bid opening via teleconference and not in person. The result of the IFE and negotiations with Armstrong resulted in a Fee of \$78,990.

**FUNDING:**

The invoice in the amount of \$32,409.00 will be paid from account 620-9195-3500 Airport Fencing Project/Airport0. Funding will be approximately \$71,090 Federal, \$3,950 State, and \$3,950 City. This is only an estimate and a final project cost will be determined once the project is completed.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AUTHORIZE PAYMENT FOR INVOICE 20-206658-1 IN THE AMOUNT OF \$32,409 UNDER TASK ORDER "A" TO ARMSTRONG CONSULTANTS, INC**



City of Corning  
794 Third Street  
Corning, CA 96021

DATE: 9/30/2020  
INVOICE NO. 20-206658-01

ATTN: Robin Kampmann, P.E., Public Works Director / City Engineer

**FOR PROFESSIONAL SERVICES RENDERED:**

City of Corning, California  
Corning Municipal Airport  
Engineering Services  
Task Order A  
AIP # 3-06-0053-007-2020

**Element 1 - Install Perimeter Fencing (Approx. 4,000 linear feet)**

Element 1 - Project Development	:\$	4,520.00	X	100%	=	\$4,520.00
Element 1 - Design						
Preliminary Design	:\$	15,380.00	X	100%	=	\$15,380.00
Final Design	:\$	4,980.00	X	100%	=	\$4,980.00
Element 1 - Bidding Services	:\$	3,860.00	X	100%	=	\$3,860.00
Element 1 - Construction Period Services						
Construction Administration Services	:\$	16,090.00	X	10%	=	\$1,609.00
Construction Inspection Services	:\$	15,960.00	X	0%	=	\$0.00
Element 1 - Project Closeout	:\$	4,030.00	X	0%	=	\$0.00
Element 1 - Special Services						
Categorical Exclusion Form	:\$	1,560.00	X	100%	=	\$1,560.00
DBE Program Assistance	:\$	2,610.00	X	0%	=	\$0.00
Design Survey	:\$	5,500.00	X	0%	=	\$0.00
Electrical Design	:\$	500.00	X	100%	=	\$500.00
Construction Layout and Staking	:\$	4,000.00	X	0%	=	\$0.00

Total Amount Earned to Date = \$32,409.00

Less Amount Paid = \$0.00

Total Amount Due this Invoice = \$32,409.00

Grand Junction | Denver | Phoenix | Albuquerque | Reno

751 Horizon Court, Suite 255  
Grand Junction, CO 81506  
970.243.0101 | [info@armstrongconsultants.com](mailto:info@armstrongconsultants.com)

**ITEM NO: J-9  
AUTHORIZE STAFF TO SEEK  
PROPOSALS FOR CITY  
STREET TREE PRUNING,  
SOUTHWEST QUADRANT.**

**October 27, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KRISTINA MILLER, CITY MANAGER**

**ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT** 

**SUMMARY:**

Staff requests Council authorization to seek bids for the pruning of City street trees for fiscal year 2020/2021. The Public Works Department has identified up to 800 City trees of various sizes and species. Approximately 307 of those 800 trees are located in the City's southwest quadrant, an area west of the railroad tracks and south of Solano Street to the City Limits in both directions.

The scope of work and contract are attached for City Council review. The entire bid packet can be reviewed at City Hall.

**BACKGROUND:**

Each year the Public Works Department requests City Council approval to seek proposals for the pruning of City trees within the City Limits. The attached spreadsheet shows the history of the tree pruning from 2012 - 2020. The 2020/2021 City Budget has allocated a total of \$38,000 to fund the pruning of city trees. The funding is budgeted under Tree Pruning/Streets 111-8002-3000.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AUTHORIZE STAFF TO SEEK PROPOSALS FOR CITY STREET TREE PRUNING, SOUTHWEST QUADRANT.**

## Exhibit "A"



### **Scope of Work:**

Scope of work includes:

- Trim **all** dead, dying, diseased, decayed, or decaying, and obviously weak branches and stubs.
- All lower branches and hanging branches shall be pruned to provide a minimum of 14 feet clearance over the street and a minimum of 8 feet clearance over the sidewalk.
- Trim all branches that may interfere with illumination of a streetlight so that the light may specifically shine onto the street.
- Tree limbs shall be removed and controlled in such a manner as to cause no damage or injury to people, animals, property, other parts of the tree, or other plants.
- Cleanup and disposal of removed material and debris generated from removal.

The area of work will encompass street trees located within the southwest quadrant of the City of Corning City Limits as shown on the attached map and listed below, for an estimated total of up to 307 street trees. Additional locations may be included at the direction of the Public Works Director.

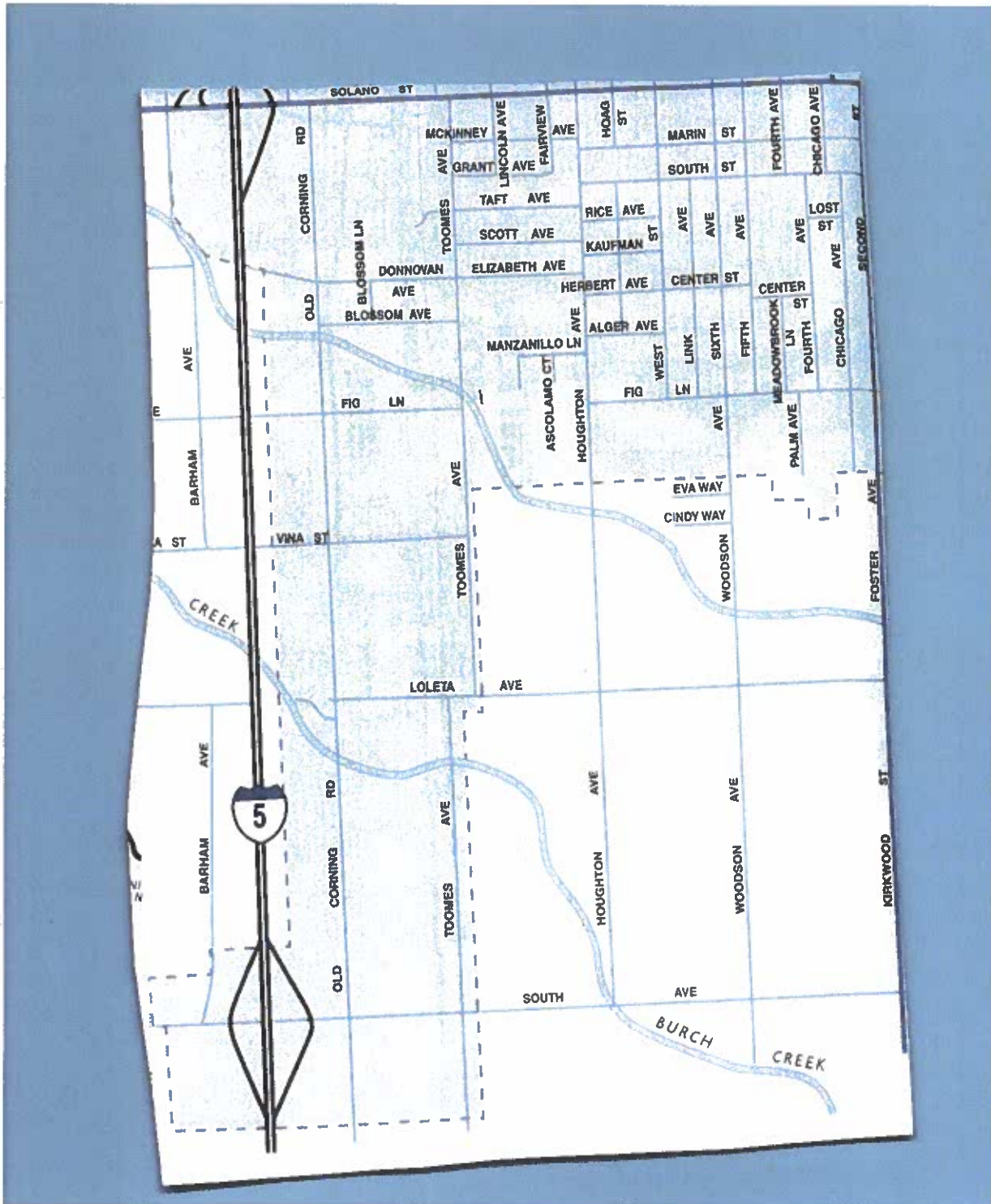
Each bidder shall be responsible for reviewing the areas to be bid and asking any questions of the Assistant Public Works Director Steve Lindeman at (530) 624-9296 before presenting their bid proposal for the work described.

### **Requirements of Bid:**

This project requires the payment of Prevailing Wages to ALL EMPLOYEES with the Certified Payroll reported to the DIR and made available to City Hall upon request. Contractor shall also be responsible for the following:

- Compliance with all Articles of the Contract for Street Tree Pruning Services
- Obtaining a City of Corning Business License.
- State Contractors License
- Registration with the DIR
- Provide City a Performance Bond
- Provide City a Payment Bond
- Notifying residents three days prior to pruning work in their area.
- Sweep street, sidewalk and any lawn areas removing all wood chip debris and small branches.
- Clean all debris (tree trimmings, leaves, etc.) from work site. Contractor will be responsible for debris disposal.
- Work hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday.

- Must provide own State Regulated road signage at each end of working site.
- Contractor shall complete work within 30 days after the date of execution of the Contract



**ITEM NO: J-10  
FIRST QUARTER BUDGET REVIEW AND  
GENERAL DISCUSSION-FY 2020/2021**

**October 27, 2020**

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

**FROM: KRISTINA MILLER, CITY MANAGER**



**SUMMARY:**

Due to the COVID-19 Pandemic (Pandemic), Staff has prepared a first quarter review of revenues to better understand how the Pandemic is affecting sales tax and transient occupancy tax receipts. The City received sales tax receipts for the 2<sup>nd</sup> quarter of CY 2020 (April 1-June 30, 2020). This data is particularly helpful in understanding the full impacts of the closure of all but essential businesses and projecting future impacts of the Pandemic. This review is limited to the General Fund (001), Measure A Fund (002), and Water and Sewer funds. It appears the City's estimate of General Fund revenues for FY 2020/2021 are on target as a whole. Decreases in sales tax will be offset by increases in Transient Occupancy Taxes. Please keep in mind, General Fund revenues were budgeted at \$6,246,600 for FY 2020/2021, as compared to revenues of \$6,857,944 in FY 2018/2019.

**A. GENERAL FUND FY 2020/2021**

**1. General Fund FY:**

**a) Sales Tax:**

Sales tax generates a significant part of our General Fund; therefore decreases/increases in sales tax can seriously affect the budget. Two industry groups (Fuel Sales and Auto Sales) typically account for over 65-75% of our sales tax revenues depending on the year. In FY 2020/2021 fuel sales and auto sales are projected to account for approximately 31% and 36% of our total sales tax revenue, respectively.

2nd Quarter 2020 sales tax receipts as a whole are down 25.17% or \$189,472 as compared to the second quarter of 2019 thus far. Due to COVID-19, the State is allowing businesses under certain conditions a 60-day extension to file and pay their sales tax. Hinderliter de Llamas (HdL), the City's sales tax consulting firm, estimates these late/missing payments to amount to approximately \$134,000. If this is the case, the actual loss of sales tax revenue for the 2<sup>nd</sup> quarter of 2020 as compared to the second quarter of 2019 will be \$55,472. As a whole, a significant increase in auto sales is offsetting a significant reduction in sales tax from fuel.

**b) Transactions and Use Tax (Measure A)**

Thus far, the City has received \$193,425 in Transactions and Use Tax (Measure A) for the 2<sup>nd</sup> quarter of 2020. The City will receive an additional \$10,000 as a result of late/missing payments, for a total of approximately \$204,000 for the 2<sup>nd</sup> quarter of 2020. This is a \$83,000 decrease as compared to the 2<sup>nd</sup> quarter of 2019. Assuming there are no further major closures as a result of the COVID-19 pandemic, the City can anticipate being on target to receive \$1,045,000 for FY 2020/2021, which is on budget. Please note, \$1,045,000 is approximately \$110,000 less than what the City received in FY 2018/2019.

**c) Transient Occupancy Tax (TOT)**

TOT is a 10% room tax that is collected at the motels in town for stays of less than thirty days. For FY 2020/2021, we anticipated receiving \$325,000. This is \$275,000 less than what was budgeted in FY 2020/2021 due to temporary Camp Fire related increases returning to pre-Camp Fire levels and COVID-19 further decreasing travel. TOT receipts for April 1- June 30, 2020 (the worst part of COVID-19 Pandemic closures) came in at \$62,172.67. We are still awaiting payments for July 1-September 30, 2020 but project to receive approximately \$120,000. Based



on pre-Camp Fire TOT receipts for October 1- March 30 TOT receipts, I project the City will in actuality receive closer to \$400,000 for FY 2020/2021. This is \$75,000 more than budgeted. While this seems like positive news, please keep in mind this is still \$150,000 less than TOT receipts for FY 2019/2020 and more than \$200,000 less than TOT receipts for FY 2018/19.

## **2) Water and Sewer Funds**

Per the California Governor's Executive Order N-42-20, the City cannot shut off water for non-payment, "due to the number of Californians experiencing substantial losses of income as a result of business closures, the loss of work hours or wages, or layoffs related to COVID-19, which may hinder their ability to make payment for water service." As a result, the City is experiencing an increased amount of bad debt for accounts more than 90 days past due. Typically, our 90-day past due amount totals about \$24,000. In September 2020, our 90-day bad debt was up to \$63,197.

### **LOOKING BACK FY 2019/2020:**

The City is not ready to report its full year-end financials. I anticipate Don Reynolds to have final draft financial statements for my final review in the next month. General fund revenue as a whole came in about \$100,000 higher than budgeted, even with sales tax losses from the COVID-19 pandemic. This can be largely attributed to grant reimbursements for personnel time and building permit related income. Expenditures came in about \$325,000 less than budgeted. Other than the City Hall Building exterior maintenance coming in less than budgeted, there is not a specific line item this can be attributed to. Departments were successful in reducing expenditures in small amounts of \$1,000 or less across hundreds of line items. Overall, I anticipate the General Fund Balance increasing by about \$500,000 to \$2,425,000. The Measure A fund balance will remain at about \$1,110,000.

### **RECOMMENDATION:**

#### **MAYOR AND COUNCIL:**

- **RECEIVE THE MID-YEAR BUDGET REPORT AS PRESENTED.**

**ITEM NO: J-11  
APPROVE CANCELLATION OF THE  
DECEMBER 22, 2020 CITY COUNCIL  
MEETING DUE TO THE CHRISTMAS  
HOLIDAY**

**October 27, 2020**

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

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

A handwritten signature in blue ink, appearing to be 'K Miller', is written over the name 'KRISTINA MILLER CITY MANAGER'.

**SUMMARY:**

Staff seeks City Council approval to cancel the December 22, 2020 City Council Meeting due to the Christmas Holidays.

**BACKGROUND:**


City Hall is closed on Thursday, December 24<sup>th</sup> and Friday, December 25<sup>th</sup> for the Christmas Holidays. The City Council traditionally cancels the second regularly scheduled Council Meeting in December, which this year falls on December 22<sup>nd</sup>, due to the Holidays.

**RECOMMENDATION:**

**MAYOR AND COUNCIL APPROVE CANCELLATION OF THE DECEMBER 22, 2020 REGULARLY SCHEDULED CITY COUNCIL MEETING DUE TO THE HOLIDAYS.**

**ITEM NO: J-12  
APPROVE LIBRARY COMMISSION  
RECOMMENDATION TO PURCHASE  
NEW LIBRARY FURNITURE IN AN  
AMOUNT NOT TO EXCEED \$15, 027.81  
TO BE FUNDED BY THE RIDELL TRUST.**

**October 27, 2020**

**TO: MEMBERS OF THE LIBRARY COMMISSION  
FROM: TODD DECK, COUNTY LIBRARIAN  
LISA M. LINNET, CITY CLERK** 

**BACKGROUND:**

Following discussion and direction provided at the last Library Commission Meeting, the County Librarian Todd Deck created a priority list of proposed Corning Library needs. Mr. Deck concluded that the Corning Library would best be served at this time by purchasing new furniture/fixtures. The total cost for these items including tax and shipping is \$15,271.38 and the items are listed below.

- 12 Charcoal colored vinyl task chairs;
- 2 Sanitizing Stations
- 1 Floor Mat
- 1 Wall mount charging station;
- 1 OPAC Station (computer stand)
- 3 Zig Zag workstations (computer desks)
- 7 Zig Zag add-on workstations (computer desks)

At the October 21, 2020 Special Library Commissions Meeting, the above list was brought to the Commission for discussion and recommendation. Following discussion, the Commission, by consensus, decided to recommend to the City Council approval of the above listed items with the exception of the 2 sanitizing stations and 1 floor mat reducing the cost by \$243.57. The Commissioners felt that these items did not fall under "Capital Improvement", but rather under building maintenance which is the City's responsibility. They suggested that possibly the City or the Friends of the Library could fund these purchases.

The Commission approved a recommendation to City Council to fund the following furniture/fixtures utilizing Ridell Trust funds in an amount not to exceed \$15, 027.81:

- 12 Charcoal colored vinyl task chairs;
- 1 Wall mount charging station;
- 1 OPAC Station (computer stand)
- 3 Zig Zag workstations (computer desks)
- 7 Zig Zag add-on workstations (computer desks)

**RECOMMENDATION:**

**APPROVE LIBRARY COMMISSION AND COUNTY LIBRARIAN RECOMMENDATION  
TO AUTHORIZE THE PURCHASE OF NEW LIBRARY FURNITURE/FIXTURES IN AN  
AMOUNT NOT TO EXCEED \$15, 027.81 FROM RIDELL TRUST FUNDS.**



P.O. Box 7488  
 Madison, WI 53707-7488  
 PH 800-462-8709 FAX 888-329-4728

## QUOTATION

Reference: W0260062  
 Contract/Bid ID: L09393  
 Today: 10/23/20  
 Quote Expiration Date: 11/30/20

NAME: Tehama County Library  
 CONTACT: TODD DECK  
 PHONE: 530-529-2483 X103  
 EMAIL: todd@tehamacountylibrary.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
1	12	W14904760	Vinyl Task Chair 37-1/2"-42" x 22" x 24"	Vinyl color? Charcoal	167.99	Net	2,015.88
			PLEASE NOTE: This item may not be returned unless damaged or defective.				
2	1	W13718800	MS Wall Mount Charging StationPro	Hard Copy artwork being sent? YES Background Logo/Image Books with Customer Logo/Text Front Text Standard (Courtesy Station) Custom imprint text Corning Library Contact name? Todd Deck Email address? todd@tehamacountylibrary.org	730.79	Net	730.79
			PLEASE NOTE: This item may not be returned unless damaged or defective.				
3	1	W20496090	Americana OPAC Station 39" x 24" x 24"	Wood Finish Natural Oak Laminate Top Color Matching Woodgrain	814.79	Net	814.79
			PLEASE NOTE: This item may not be returned unless damaged or defective.				
4	3	P20509260	Americana Zigzag Workstation Starter 42" x 44" x 30"	Wood Finish Natural Oak Laminate Top Color Matching Woodgrain	915.59	Net	2,746.77
			PLEASE NOTE: This item may not be returned unless damaged or defective.				
5	7	P20509270	Americana Zigzag Workstation Add-on 42" x 44" x 30"	Wood Finish Medium Oak Laminate Top Color Matching Woodgrain	823.19	Net	5,762.33
			PLEASE NOTE: This item may not be returned unless damaged or defective.				



P.O. Box 7488  
Madison, WI 53707-7488  
PH 800-462-8709 FAX 888-329-4728

## QUOTATION

PAGE: 2

Reference: W0260062  
Contract/Bid ID: L09393  
Today: 10/23/20  
Quote Expiration Date: 11/30/20

NAME: Tehama County Library  
CONTACT: TODD DECK  
PHONE: 530-529-2483 X103  
EMAIL: todd@tehamacountylibrary.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

Order Subtotal	12,070.56
*Shipping/Processing	1,891.75
Sales Tax	1,047.22
Grand Total	15,009.53

\*Delivery Provisions: This quote has been specifically prepared to deliver with:  
Tailgate Delivery : 1751.7  
Call Ahead - Delivery App: 0.00  
Power Lift Gate : 140.00

Additional Note: PRICING:  
No additional promotions or discounts may be combined with this bid/quote. Reductions in volume may affect the quoted pricing.

ESTIMATED DELIVERY:  
2-6 weeks after receipt of complete and accurate order.

SHIPPING AND PROCESSING:  
Shipping and processing charges quotes include prior notification and lift gate delivery services for the truck shipments. See attached freight terms for explanation of delivery services.

PAYMENT TERMS:  
Demco payment terms are Net/30 days subject to Accounting approval. Pre-payment may be required.



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Madison, WI 53707-7488  
PH 800-462-8709 PAX 888-329-4728

## QUOTATION

PAGE: 3

Reference: W0260062  
Contract/Bid ID: L09393  
Today: 10/23/20  
Quote Expiration Date: 11/30/20

NAME: Tehama County Library  
CONTACT: TODD DECK  
PHONE: 530-529-2483 X103  
EMAIL: todd@tehamacountylibrary.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

#### REFER TO QUOTE:

Please reference quote  
W0260062 when ordering to  
receive discounted pricing  
and shipping charges. Quote  
pricing may not be applied  
if quote number is not  
referenced.

#### FURNITURE AND EQUIPMENT:

Furniture and equipment items  
are non-returnable unless  
received damaged or defective.

#### RESTOCKING FEES:

Products are non-returnable  
unless received damage or  
defective. If returnable  
restocking fees may apply.

#### CANCELLATIONS:

Once the order is placed and  
processing has started the  
order may not be cancelled  
without approval from Demco  
and/or manufacturer of  
product. Cancellation fees  
may apply.

Order Provisions: Please note the attached freight terms.

#### BILL TO:

Tehama County Library  
545 Daimond Ave  
Red Bluff CA 96080

#### SHIP TO:

Todd Deck  
Tehama County Library  
County Librarian  
545 Diamond Ave  
Red Bluff CA 96080-4302

#### CONTACT:

TODD DECK  
TEHAMA COUNTY LIBRARY  
COUNTY LIBRARIAN  
645 MADISON ST  
RED BLUFF CA 96080-3328

#### SALES REP:

Lisa Heinen  
Email: lisah@demco.com  
Phone: 800-462-8709  
Fax: 888-329-4728

Looking for COVID-19 products and resources? Find everything you need to work safely and effectively [here](#).

demco

Home Anti-microbial Vinyl Task Chair and Stool



## Anti-Microbial Vinyl Task Chair And Stool

~~\$249.99~~

167.99 x 12

[Write a review](#)

SELECT STYLE

Stool

VINYL COLOR

in charcoal

Vinyl Task Stool 41-45" x 22" x 24"

Item #: W14905470

This product ships directly from the manufacturer in approximately 10 working days.



Add to Cart



[ADD TO WISH LIST](#) [SHARE](#)

## Product Description

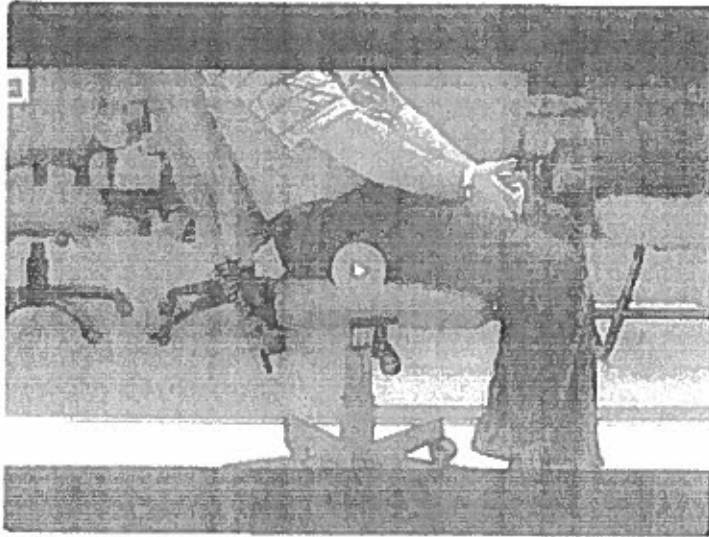
Easy-care, wipe-clean surfaces

- 250 lb. weight capacity
- High-density foam seats and backs with vinyl upholstery
- 3" thick cushions
- Backs measure 19-1/2"H x 17-1/2"W
- Seats measure 19-1/2"W x 17-1/4"D
- Optional arm rests adjust in 7 positions (sold separately)
- Back height and lumbar support adjustment
- Stool includes 2 extension tubes

- Pneumatic lift adjusts Chair seat 18–22"H
- Pneumatic lift adjusts Stool seat 25-1/2–29-3/4"H (with 9" tube) or 28-1/2–32-3/4"H (with 12" tube)
- Durable 5-prong black nylon bases
- 1-3/4" dia. casters

Light Assembly

## Product Videos



OFM INC presents the Model 119-VAM Ergonomic Task Chair • Office Chairs

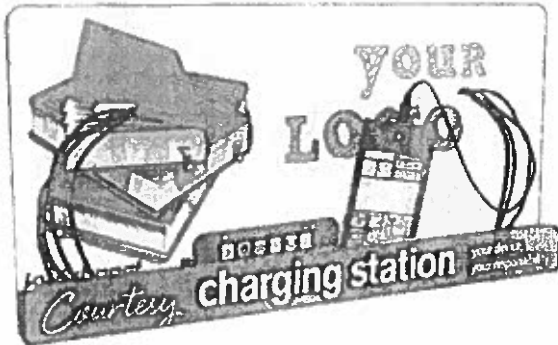
## Related Products & Accessories



Looking for COVID-19 products and resources? Find everything you need to work safely and effectively [here](#).

Demco

Home KwikBoost® Pro Wall-Mounted Mobile Device Charging Station



## KwikBoost® Pro Wall-Mounted Mobile Device Charging Station

~~\$869.00~~ 730.79

(0) Write a review

SELECT HARD COPY ARTWORK BEING SENT? (EMAIL TO [CUSTOMIMPRINT@DEMCO.COM](mailto:CUSTOMIMPRINT@DEMCO.COM))

Choose An Option

SELECT BACKGROUND LOGO IMAGE

Choose An Option

SELECT FRONT TEXT

Choose An Option

SELECT CUSTOM IMPRINT TEXT (FOR CUSTOM IMPRINTING ONLY. KEY TEXT EXACTLY AS YOU WISH IT TO APPEAR)

Maximum 50 characters

SELECT CONTACT NAME?

Maximum 50 characters

SELECT EMAIL ADDRESS?

Maximum 50 characters

M8 Wall Mount Charging Station Pro  
Item #: W13719800

This product ships directly from the manufacturer in approximately 20 working days

1

Add to Cart

ADD TO WISH LIST SHARE

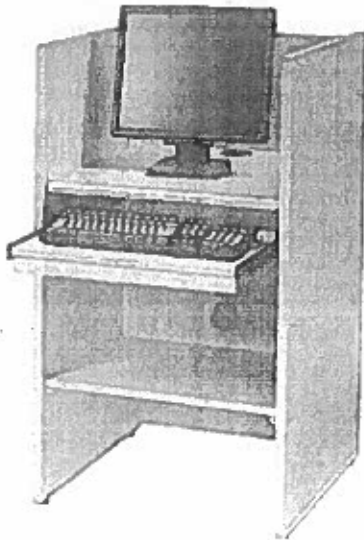
Feedback

Need Help?

Looking for COVID-19 products and resources? Find everything you need to work safely and effectively here.

# Demco

Home Gaylord Americana® End-of-Range OPAC Station



Sitting-height

## Gaylord Americana® End-Of-Range OPAC Station

~~\$859.99 - \$969.99~~

ONLY AT DEMCO.

\$ 814.79

(0) Write a review

SELECT STYLE

Choose An Option...

1

Add to Cart

ADD TO WISH LIST SHARE

## Product Description

Available in sit-down and stand-up styles

- Furniture board tops have high-pressure laminate surfaces that resist stains, scrapes and UV discoloration
- 1" thick, solid-oak panels with premium oak veneers
- Solid-oak edge adds durability and provides a finished look
- 3" dia. cable-management grommet
- Includes a pull-out keyboard shelf and lower storage shelf
- Adjustable 1/2" chrome leveling glides
- Measures 24"W x 24"D

### INFO & GUIDES

 Americana® Complete Offering

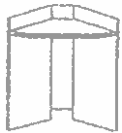
## You May Also Like

<https://www.demco.com/gaylord-americana-reg-end-of-range-opac-station>

Looking for COVID-19 products and resources? Find everything you need to work safely and effectively [here](#).

demco

Home Gaylord Americana® Zig-zag Multiuser Computer Workstations



## Gaylord Americana® Zig-Zag Multiuser Computer Workstations

~~\$1,099.99~~

ONLY AT DEMCO

$\$915.59 \times 3$

(01) Write a review

Add on's :  $\$823.19 \times 7$

SELECT CONFIGURATION

Starter

SELECT SIZE

42"H X 44"W X 30"D

WOOD FINISH

LAMINATE TOP COLOR

Americana Zigzag Workstation Starter 42" x 44" x 30"  
Item #: W20509260

① This product ships directly from the manufacturer in approximately 25 working days



Add to Cart

ADD TO WISH LIST  SHARE

### Product Description

Create more work space using less floor space

- 1-1/4" thick particle board tops have horizontal-grade, high pressure laminate surfaces and solid-wood edges that resist stains, scrapes and UV discoloration