



**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION AGENDA
TUESDAY, JUNE 25, 2024
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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

In compliance with the Americans with Disabilities Act and Title VI. If you need special assistance or translation services to participate in this meeting, please contact the City Clerk's Office at 530/824-7033 or via email at lilinet@corning.org. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CALL TO ORDER: 6:00 p.m.

B. ROLL CALL:

**Council: Dave Demo
Jose "Chuy" Valerio
Shelly Hargens
Lisa Lomeli
Mayor: Robert Snow**

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

C. PUBLIC COMMENTS:

D. REGULAR AGENDA:

- 1. LIABILITY AND WORKERS' COMPENSATION – REQUEST FOR AUTHORITY:
Pursuant to Government Code § 54956.9. White vs. City of Corning**



**CITY OF CORNING
CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 25, 2024
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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

In compliance with the Americans with Disabilities Act and Title VI. If you need special assistance or translation services to participate in this meeting, please contact the City Clerk's Office at 530/824-7033 or via email at lilinet@corning.org. Notification in advance of 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: Dave Demo
Jose "Chuy" Valerio
Shelly Hargens
Lisa Lomeli
Mayor: Robert Snow**

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

D. INVOCATION: Led by Rajan Zed, President, Universal Society of Hinduism.

[THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER](#)

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 of the June 11, 2024 City Council Regular meeting with any necessary corrections.
3. June 20, 2024 Claim Warrant in the amount of \$274,379.71.
4. June 20, 2024 Business License Report.
5. Following 12 years of service on the City's Library Commission, accept Carol Mueller's resignation from the Commissioner effective immediately.

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

J. REGULAR AGENDA:

6. Study Session: PowerPoint presentation and direction to staff regarding possible amendments to the City's Marijuana Ordinance.
7. Adopt Resolution 06-25-2024-01 approving the Fiscal Year 2024-2025 Program of Service and Annual Budget.
8. Adopt Resolution 06-25-2024-02 establishing the General Fund Appropriations Limit for the City of Corning for Fiscal Year 2024/2025 at \$18,077,162.
9. Adopt Resolution 06-25-2024-03 adopting the Fiscal Year 2024/2025 Street Project List that will utilize SB1 Funding; the Road Repair and Accountability Act of 2017.
10. Approve Task Order "G" to Armstrong Consultants, Inc. for Professional Services for Grant Administration Assistance under the Airport Engineering Services Contract 2019-6.
11. Accept Notice of Completion and authorize release of Retention Funds in the amount of \$31,224.95 to Builders Solutions Inc. for the West Street Elementary School Connectivity Project.

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).

Demo:

Valerio:

Hargens:

Lomeli:

Snow:

N. ADJOURNMENT:

POSTED: FRIDAY, JUNE 21, 2024



**CITY COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JUNE 11, 2024
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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

B. ROLL CALL:

**Council: Dave Demo
Jose "Chuy" Valerio
Shelly Hargens
Lisa Lomeli
Mayor: Robert Snow**

All members of the City Council were present.

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

D. INVOCATION: Led by Councilor Hargens.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

- 1. INTRODUCTION: Introduction of recent Police Academy graduate and new City Police Officer Trainee, Sarah Herrera. This item was moved to the June 25, 2024 City Council meeting due to injury to Sarah's eyes during Academy training.**

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR: None.

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience 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 of the May 28, 2024 City Council Regular Meeting with any necessary corrections.**
- 4. June 6, 2024 Claim Warrant in the amount of \$207,138.19.**
- 5. June 6, 2024 Business License Report.**
- 6. May 2024 Wages & Salaries: \$575,011.64.**
- 7. May 2024 Treasurer's Report.**
- 8. May 2024 Building Permit Valuation Report in the amount of \$2,034,863.**
- 9. May 2024 City of Corning Wastewater Operations Summary Report.**

Councilor Valerio moved to approve Consent Items 2-9 with the correction to the May 28th Minutes, Item 6 to state Mayor Snow instead of City Manager Mesker as the presenter. Councilor Demo seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

- 10. Approve Agreement with George Roofing for the Wastewater Treatment Plant Roof Project in the amount of \$59,998.**

Presented by Public Works Director Elijah Stanly who stated that George Roofing was the only bidder. City Manager Mesker explained that the bid received was higher than the budgeted amount of \$61,500 and the California Uniform Construction Accounting Commission Threshold of \$60,000. This required staff to negotiate the cost to complete the project.

Councilor Hargens moved to approve the Agreement with George Roofing for the Wastewater Treatment Plan Roof Project at a cost not to exceed \$59,998 and authorize the City Manager to sign the contract. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

11. Approve Corning Police Department's proposed updated uniform Emblem design.

Presented by Chief Bassett who stated that department staff have suggested updating and changing the background colors used on emblem patches for safety reasons. If approved, the new emblems would be used on department employee uniforms and the vinyl emblem on the vehicle doors. He presented the estimated cost to implement the change at \$600 for the uniforms. He stated that the current emblems on the existing vehicles could be removed at no cost by the City's Public Works Equipment Mechanic. Councilor Hargens stated she feels that all of the Police Department vehicles need to look the same.

Councilor Demo moved to approve the proposed updated Corning Police Department Emblem design; Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

12. Approve Agreement with Adams and Ashby Group, Inc. for Grant Writing and Administration Service.

Presented by City Manager Brant Mesker who stated that two proposals were received. Councilor Demo asked if these services could be used by other departments; he was informed yes.

Councilor Demo moved to approve the Agreement with Adams Ashby Group, Inc. and authorize the City Manager to sign the contract; Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

13. Presentation of Fiscal Year 2024-2025 Program of Service and Annual Budget.

Presented by City Manager Brant Mesker.

Councilor Demo moved to approve the Fiscal Year 2024-2025 Budget; Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

It was announced the Budget Resolution would be presented at the June 25, 2024 City Council Meeting for approval to complete the approval process.

At this time Mayor Snow questioned Councilor Valerio regarding his cell phone use during this and previous meetings. A member of the audience also stated that they found it to be distracting.

14. Authorize Staff to begin the Prop. 218 process to initiate a 10% water, and 5% sewer rate increase.

Presented by City Manager Brant Mesker who stated that the last water rate increase was two years ago on July 1, 2022, and the last sewer rate increase was July 1, 2023. He presented the reasons why the increase was necessary. The proposed rate increase would be equivalent to an increase of \$2.26 per month for residential water and \$2.24 per month for sewer in the first year; and \$2.49 (water) and \$2.35 (sewer) the second year effective July 1, 2025.

Councilor Demo moved to schedule the Public Hearing on August 13, 2024 to consider implementing two (2) separate annual 10% water rate increases, one (\$2.26) starting September 1, 2024 and the second increase on July 1, 2025; and two separate annual 5% sewer increases, one (\$2.24) starting September 1, 2024 and the second increase on July 1, 2025. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

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

L. COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION: None

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

Demo: Reported on the Senior Center Board Meeting held on June 10th and announced they would be holding a brunch at the Center from 10am to 12pm on June 22, 2024.

Valerio: Announced the upcoming Around the World Event to take place Saturday, June 15th from 6 to 10 p.m. on Solano Street between Third and 6th Street. Tickets will be available at the event.

Hargens: Reported on attendance at the Tehama County Solid Waste Management Agency meeting. Attended the Tuesday Night Market and the Pool Mural Dedication.

Lomeli: Had a good time at Tuesday Night Market.

Snow: Attended Tuesday Night Market.

N. ADJOURNMENT: 7:41p.m.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: June 20, 2024

SUBJECT: Cash Disbursement Detail Report for the
Tuesday June 25, 2024 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 06-19-24	\$	190,143.84
B.	Payroll Disbursements	Ending 06-13-24	\$	84,235.87

GRAND TOTAL \$ 274,379.71

REPORT.: Jun 20 24 Thursday
 RUN...: Jun 20 24 Time: 15:32
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 06-24 thru 06-24 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
037240	06/13/24	KNI01	KNIGHT, ASHLEY DEANNA	-187.86	2024063-1u	Ck# 037240 Reversed
037251	06/06/24	DUT00	DUTCH BOY GRAPHICS	608.11	340531	MAT & SUPPLIES-REC (FLAG FOOTBALL T-SHIRTS)
037252	06/06/24	FIR13	FIRST NATIONAL BANK OMAHA	2999.85	05292024	CREDIT CARD CHARGES-
037253	06/06/24	FIR20	FIRST NATIONAL BANK OMAHA	3989.12	240529	CREDIT CARD CHARGES-
037254	06/06/24	JAC03	JACKSON, LINDSEY	193.75	240606	REC INSTRUCTOR-REC
037255	06/06/24	MEN07	MENDOZA, BENTLEY	125.00	240601	REC INSTRUCTOR-REC
037256	06/06/24	OEU02	OPERATING ENG. (DUES)	3040.00	C40430A	PROF SVCS-GEN CITY (ORIG CK WRONG ADD-REIMB-RE-PAY
037257	06/06/24	MER06	MERAZ, AMARIZ	100.00	240522	REC INSTRUCTOR-REC (JR. CARDETTES)
037258	06/10/24	CAR20	CARTER, LILY	87.50	240530	REC INSTRUCTOR-REC (JR. CARDETTES)
037259	06/10/24	MAL00	MALDONADO, NATALIA MARIA	156.25	240605	REC INSTRUCTOR-REC (LIL ATHLETES)
037260	06/11/24	ACM02	ACME RIGGING & SUPPLY CO.	161.94	339308	MAT & SUPPLIES-
037261	06/11/24	ANG00	ANGEL ARMOR, LLC	1033.04	INV9963	SAFETY ITEMS-POLICE
037262	06/11/24	ARM02	ARMSTRONG CONSULTANTS, IN	3062.00 3062.00 3062.00	229732401 229732402 229732403	CONSULTANT SVCS-AIRPORT CONSULTANT SVCS-AIRPORT CONSULTANT SVCS-AIRPORT
			Check Total.....	9186.00		
037263	06/11/24	ATT17	AT&T	123.05	240531	COMMUNICATIONS-FIRE
037264	06/11/24	BUS01	BUSINESS CONNECTIONS	57.00	85408	RECRUITMENT-POOL
037265	06/11/24	CAR12	CARREL'S OFFICE SOLUTIONS	19.54	AR65124	MAT & SUPPLIES-LIBRARY
037266	06/11/24	CEN01	CTR OF EXCELLENCE IN EDU.	845.00	01-24	TRAINING/ED-POLICE
037267	06/11/24	CHI06	CHICO POWER EQUIPMENT	87.51 179.41	471829 471832	MAT & SUPPLIES-PARKS MAT & SUPPLIES-
			Check Total.....	266.92		
037268	06/11/24	COP01	COPWARE, INC.	115.00	240611	TRAINING/ED-POLICE
037269	06/11/24	DOW01	DOWN RANGE	17.00 17.00	698149 698150	UNIFORMS/CLOTHING-POLICE UNIFORMS/CLOTHING-POLICE
			Check Total.....	34.00		
037270	06/11/24	GRA02	GRAINGER, W.W., INC	85.23 36.47	914615591 914633315	MAT & SUPPLIES-PARKS BLD MAINT-PARKS
			Check Total.....	121.70		
037271	06/11/24	JMB01	JMB OIL COMPANY	1095.20	262897	VEH OP/MAINT-
037272	06/11/24	LAM05	LAMB UNLIMITED GENERAL EN	371.25	321	MACH/EQUIP-STR
037273	06/11/24	LNC01	LN CURTIS & SONS	35.29	INV831801	EQUIP MAINT-FIRE
037274	06/11/24	MGT00	MGT OF AMERICA, INC.	1000.00	57707	PROF SVCS-GEN CITY
037275	06/11/24	NOR47	NORTHSTAR	8046.40	82533	ALMOND/PRUNE-STR PROJ
037276	06/11/24	PAC29	PACE ANALYTICAL SERVICES,	234.56	240441728	PROF SVCS-WTR DEPT
037277	06/11/24	PGE01	PG&E	4399.81	240605	ELECT-
037278	06/11/24	PLA06	PLACWORKS, INC.	9651.25	83424	PROF SVCS-PLANNING
037279	06/11/24	QUI02	QUILL CORPORATION	280.71	38853679	OFFICE SUPPLIES-FINANCE
037280	06/11/24	RES04	RESERVE ACCOUNT	3000.00	240610	COMMUNICATIONS-
037281	06/11/24	SEI01	SEILER, ROY R., CPA	5264.00 230.00	30591 30592	PROF SVCS-FINANCE ProfServices Finance Dept
			Check Total.....	5494.00		
037282	06/11/24	SON03	SONSRAY MACHINERY, LLC	227.96	PSO135930	EQUIP MAINT-
037283	06/11/24	THO01	THOMES CREEK ROCK CO	319.37	240531	MAT & SUPPLIES-STR
037284	06/11/24	UBE00	UBEO WEST LLC	27.96	4530162	EQUIP MAINT-DISPATCH
037285	06/11/24	VER02	VERIZON WIRELESS	228.06	996555249	PROP 30-MDC
037286	06/13/24	CAL45	CAL FIRE	681.24	1582868	CLEANING/CONTRACT-STR
037287	06/13/24	COM06	COMCAST	13.28	240609	COMMUNICATIONS-PW ADMIN
037288	06/13/24	COR05	CORNING AUTO CENTER	1038.59	60803	VEH OP/MAINT-POLICE

REPORT.: Jun 20 24 Thursday
 RUN...: Jun 20 24 Time: 15:32
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 06-24 thru 06-24 Bank Account.: 1020

PAGE: 002
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
037289	06/13/24	DEP12	DEPT OF JUSTICE	145.00	738082	PROF SVCS-POLICE
037290	06/13/24	FIR16	FIRST NATIONAL BANK OMAHA	335.78	240529	MAT & SUPPLIES-
037291	06/13/24	HOU00	HOUSING TOOLS, LLC	1237.50	3231	PARKS SPECIAL PROJ-CLARK PARKING
037292	06/13/24	LAS05	LASSEN FOREST PRODUCTS IN	1982.60 2144.23	161212 161213	COMMUNITY PARK IMPROV-PARK SPECIAL PROJ COMMUNITY PARK IMPROV-PARK SPECIAL PROJ
Check Total.....:				4126.83		
037293	06/13/24	MOO07	MOORE & BOGENER, INC.	105.00	15103	CONSULTING SVCS-LGL SVCS
037294	06/13/24	NOR47	NORTHSTAR	5527.50	82533A	PROF SVCS-
037295	06/13/24	PGE01	PG&E	48139.19	240610	Electricity General City-
037296	06/13/24	QUI02	QUILL CORPORATION	53.41 98.03	38938349 39009116	OFFICE SUPPLIES-FIRE OFFICE SUPPLIES-FIRE
Check Total.....:				151.44		
037297	06/13/24	RED00	RED BLUFF DAILY NEWS	120.56	006832926	PRINT/ADVERT-CITY CLERK
037298	06/13/24	SWR02	SWRCB-DWCP	80.00	240612	TRAINING/ED-WTR
037299	06/13/24	TEH20	TEHAMA CO DISTRICT ATTY	762.69	1451	ProfServices Police Servi
037300	06/14/24	WEB02	WEBSTER, WAYNE C.	120.00	240615	Rec Instructor-Rec
037301	06/17/24	BUR08	BURNETT, KAREN S.	90.00	240616	REC INSTRUCTOR-REC
037302	06/17/24	COM01	COMPUTER LOGISTICS, INC	2862.41	85240	MAT & SUPPLIES-REC
037303	06/17/24	EMP04	EMPLOYERS INVESTIGATIVE S	1389.64	5050870	PROF SVCS-POLICE
037304	06/17/24	LAC01	LACY, CLINT	450.00	240617	REC INSTRUCTOR-REC
037305	06/17/24	ATT13	AT&T	723.89	240611	COMMUNICATIONS-DISPATCH
037306	06/17/24	ROD10	RODRIGUEZ, JESENIA	1650.00	240615	REC INSTRUCTOR-REC (COORDINATOR)
037307	06/18/24	ARB00	ARBOR PROS LLC	42125.00	12089	TREE PRUNING-STR
037308	06/18/24	BDI00	BDI	220.78	950378717	MAT & SUPPLIES-
037309	06/18/24	CAL45	CAL FIRE	1589.56	1583700	CLEANING/CONTRACT-STR
037310	06/18/24	GRA02	GRAINGER, W.W., INC	35.69	915327794	MAT & SUPPLIES-STR
037311	06/18/24	HUD01	HUDSON, LACEY RACHELLE	172.86	202406171	TRAINING/ED-DISPATCH
037312	06/18/24	HUN03	HUNTERS SERVICES INC.	958.33	352061	PEST & WEED/TREE SPRAYING-
037313	06/18/24	KNI00	KNIFE RIVER CONSTRUCTION	693.54	303907	A/C CITYWIDE-STR
037314	06/18/24	PAC29	PACE ANALYTICAL SERVICES,	234.56 291.52	240460428 240469528	PROF SVCS-WTR DEPT PROF SVCS-WTR DEPT
Check Total.....:				526.08		
037315	06/18/24	PAP00	PAPE MACHINERY INC.	632.58	15375522	EQUIP MAINT-
037316	06/18/24	PGE09	PG&E	236.32	240613	ELECT-STONEFOX L&L-Z1,D2
037317	06/18/24	PGE2A	PG&E	56.26	240613	ELECT-BLUE HERON CT
037318	06/18/24	QUI02	QUILL CORPORATION	378.11 129.36	39093585 39115476	OFFICE SUPPLIES- OFFICE SUPPLIES-
Check Total.....:				507.47		
037319	06/18/24	RDO00	RDO EQUIPMENT CO.	115.97	P0668176	EQUIP MAINT-
037320	06/18/24	SCP00	SCP DISTRIBUTORS LLC	-420.00 2175.94 5368.01 -380.00 4688.92 -850.00	SN007531C SN117262 SN117639 SN117971C SN118317 SN118509C	MAT & SUPPLIES-WTR MAT & SUPPLIES-WTR MAT & SUPPLIES-POOL MAT & SUPPLIES-POOL MAT & SUPPLIES-POOL MAT & SUPPLIES-POOL
Check Total.....:				10582.87		
037321	06/18/24	VAL11	VALLEY PACIFIC PETROLEUM	2178.08 584.46	24-770672 24-770674	MAT & SUPPLIES- VEH OP/MAINT-FIRE
Check Total.....:				2762.54		
037322	06/19/24	AME06	AMERICAN RIVER COLLEGE	134.00	202406182	TRAINING/ED-POLICE
037323	06/19/24	GRA02	GRAINGER, W.W., INC	16.42	915447942	MAT & SUPPLIES-
037324	06/19/24	HUT00	HUTCHINS INC.	500.00	240618-01	DEVELOPER REIMB-WTR

REPORT.: Jun 20 24 Thursday
RUN....: Jun 20 24 Time: 15:32
Run By.: LORI SIMS

CITY OF CORNING
Cash Disbursement Detail Report
Check Listing for 06-24 thru 06-24 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
037325	06/19/24	VAL00	VALENCIA, REYNALDO	540.30	202406181	TRAINING/ED-POLICE
037326	06/19/24	VIS07	VISINONI BROS INC.	500.00	240618-02	DEVELOPER REIMB-WTR
Cash Account Total.....:				190143.84		
Total Disbursements.....:				190143.84		
Cash Account Total.....:				.00		

REPORT.: Jun 20 24 Thursday
 RUN...: Jun 20 24 Time: 15:32
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 06-24 thru 06-24 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
14479	06/13/24	BAN03	POLICE OFFICER ASSOC.	225.00	C40611	POLICE OFFICER ASSOC
14480	06/13/24	EDD01	EMPLOYMENT DEVELOPMENT	5607.48 1629.72 381.76 160.74	C40611 1C40611 2C40611 3C40611	STATE INCOME TAX SDI STATE INCOME TAX SDI
Check Total.....:				7779.70		
14481	06/13/24	FED00	FEDERAL PAYROLL TAXES (EF	14963.98 18261.04 4270.72 1143.00 1811.84 423.76	C40611 1C40611 2C40611 3C40611 4C40611 5C40611	FEDERAL INCOME TAX FICA MEDICARE FEDERAL INCOME TAX FICA MEDICARE
Check Total.....:				40874.34		
14482	06/13/24	MIS03	MISSIONSQUARE - PLAN#3020	592.99 122.50	C40611 1C40611	MISSIONSQUARE 457 MISSIONSQUARE 457 ER
Check Total.....:				715.49		
14483	06/13/24	PERS1	PUBLIC EMPLOYEES RETIRE	28508.22 .00	C40611 1C40611	PERS PAYROLL REMITTANCE PERS PAYROLL REMITTANCE
Check Total.....:				28508.22		
14484	06/13/24	PERS4	Cal Pers 457 Def. Comp	2558.08 467.50	C40611 1C40611	PERS DEF. COMP. PERS DEF. COMP. ER P
Check Total.....:				3025.58		
14485	06/13/24	VAL06	VALIC	2837.54 270.00	C40611 1C40611	AIG VALIC P TAX AIG VALIC P TAX ER P
Check Total.....:				3107.54		
Cash Account Total.....:				84235.87		
Total Disbursements.....:				84235.87		

Date.: Jun 20, 2024
 Time.: 3:28 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
ACCELERATED ENVIRONM	SERVICES, INC	BAKERSFIELD, CA 93308	SOLAR, GENERAL CONSTRUCTION	06/07/24
CORONEL SOLAR	2605 CEANOTHUS AVE.	CHICO, CA 95973	INSTALLATION & SERVICES OF RESIDENTIAL S	06/11/24
NAILS BY T.	1608 SOLANO ST	CORNING, CA 96021	MANICURIST	06/19/24
R&R HORN CONTRACTORS	13504 SKYPARK INDUSTRIAL	CHICO, CA 95973	DEMOLITION & CONSTRUCTION OF PARKING LOT	06/10/24
X3 CONSTRUCTION	19499 LAKE CALIFORNIA DRIVE	COTTONWOOD, CA 96022	SELF PERFORMED STEEL BUILDING INSTALLATI	06/07/24

**ITEM NO.: G-5
FOLLOWING 12 YEARS OF
SERVICE ON THE CITY'S LIBRARY
COMMISSION, ACCEPT CAROL
MUELLER'S RESIGNATION FROM
THE COMMISSION EFFECTIVE
IMMEDIATELY**

June 25, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LISA M. LINNET, CITY CLERK

SUMMARY:

On Monday, June 17, 2024, Library Commissioner Carol Mueller submitted her resignation from the Library Commission. Mrs. Mueller has generously served on the Library Commission for almost 12 years having been appointed to the Commission on November 5, 2012.

Staff would like to thank Mrs. Mueller for service to the Community and City as a member of the City's Library Commission.

RECOMMENDATION:

**MAYOR AND COUNCIL ACCEPT CAROL MUELLER'S RESIGNATION FROM
THE LIBRARY COMMISSION EFFECTIVE IMMEDIATELY.**

RECEIVED

JUN 12 2024

CORNING CITY CLERK


June 10-2024

To the City Council,

I Carol Mueller, I am resigning
from the Library Commission as of
June 10-2024,

Carol Mueller

**ITEM NO.: J-6
REVIEW PRESENTATION AND
LEGAL UPDATE, AND PROVIDE
DIRECTION ON NECESSARY
ACTIONS FOR COMPLIANCE WITH
SENATE BILL 1186 AS RELATED
TO MEDICAL CANNABIS RETAIL
DELIVERY WITHIN THE CITY
JUNE 25, 2024**

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: BRANT MESKER, CITY MANAGER 
CITY ATTORNEY, COLLIN BOGENER

BACKGROUND:

Senate Bill (SB) 1186 precludes cities from imposing regulations that have the effect of prohibiting medical cannabis delivery within the City. That said, the City can adopt and enforce reasonable regulations on non-storefront retail delivery of medical cannabis related to:

- Municipal Code Requirements
- Security or Public Health and Safety Requirements
- Licensing Requirements
- Imposing or Collection State or Local Taxes
- Regulations consistent with Department of Cannabis Control

Non-compliance with SB 1186 exposes the City to legal challenges and associated costs of defense.

RECOMMENDATION:

HAVING RECEIVED THE LEGAL UPDATE ON SENATE BILL 1186, PROVIDE STAFF WITH DIRECTION FOR DEVELOPMENT OF AN ORDINANCE TO COMPLY WITH REGULATIONS RELATING TO MEDICAL CANNABIS RETAIL DELIVERY WITHIN THE CITY.

Medical Cannabis Retail Delivery

City Council Legal Update

June 25, 2024





City of Corning Ordinance

Adopted in 2019, following passage of the AUJMA

Prohibits any commercial marijuana operation within the City limits (section 17.65.050)

Prohibits "medical marijuana collective, cooperative, dispensary, deliver service, operator, establishment or provider" (section 17.65.050)

Prohibits outdoor cultivation

Permits indoor cultivation to the extend allowed under state law, with restrictions

Senate Bill 1186 Overview

- Precludes cities from imposing regulations that have the effect of prohibiting medical cannabis delivery within the City.
- City can adopt and enforce reasonable regulations on non-storefront retail delivery of medical cannabis related to:
 - Municipal Code Requirements
 - Security or Public Health and Safety Requirements
 - Licensing Requirements
 - Imposing or Collecting State or Local Taxes
 - Regulations Consistent with Department of Cannabis Control
- Non-compliance Exposes the City to Legal Challenges

League of Cities SB 1186 Fact Sheet

- The California League of Cities aggressively opposed SB 1186 as it was being passed through the state legislature.
- The organization provided a “Fact Sheet” providing a summary and its analysis of the bill, which included the following:
 - *Under the Act, a city cannot adopt or enforce regulations that prohibit the “retail sale by delivery” of medicinal cannabis. This includes any regulation that **has the effect** of prohibiting patients within the city or their caregivers from purchasing, by delivery, sufficient medicinal cannabis to meet their demands in a timely and readily accessible manner.*
- The League analysis emphasized the “has the effect” language in the code, indicating that an ordinance which does not have that effect will still be consistent with the law.

“Fact Sheet” and SB 1186 Interpretation

- City of San Marcos- Continued to prohibit physical storefront within its jurisdiction, but permit delivery of medical marijuana. The rationale was that nearby Vista had at least 5 commercial/medical commercial locations which delivered to San Marcos. As a result, prohibiting a storefront would not “have the effect of” prohibiting access.
- City of Brentwood- Used the same rationale to prohibit physical storefront, while regulating delivery location, requiring a business license, and secure storage during delivery.

“Outside” Delivery for Corning

- Similar to San Marcos and Vista, Red Bluff permits commercial cannabis and has companies which deliver medical marijuana into Corning.
- Red Bluff has at least two commercial marijuana businesses that deliver to Corning. There also appears to be one in Orland that provides delivery to Corning.



“Outside” Retail Delivery Considerations

Deliveries to Physical Addresses Only

Prohibited Delivery to:

- Schools
- Parks
- Youth Centers
- Public Buildings
- Establishments Serving Food & Beverages

Retailer Outside the City Must Obtain a City Business License

State Requirements for Packaging and Labeling

Delivery Vehicle Security Standards

Limitation on Cannabis Accessories

What's Next?

- Receive Council Direction
- Develop Draft Ordinance Language
- Public Noticing
- Planning Commission Hearing
- City Council Hearings

Council Direction



ITEM NO.: J-7
ADOPT RESOLUTION 06-25-2024-01
SETTING THE APPROPRIATIONS
AND EXPENDITURE LIMITS FOR ALL
CITY FUNDS TO IMPLEMENT THE
FISCAL YEAR 2023-2024 BUDGET

June 25, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: BRANT MESKER, CITY MANAGER 

SUMMARY:

On June 11, 2024, staff presented the Fiscal Year 2024-2025 Budget. City Council approved the budget as presented at the meeting. Since then, there have been no changes to the budget. As detailed at the previous meeting, following the presentation of the budget and approval by City Council, a Resolution of the City Council of the City of Corning adopting the Budget for the Program of Service for the coming Fiscal Year, 2024-2025 is required.

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, 2025. 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 06-25-2024-01, A RESOLUTION SETTING THE APPROPRIATION AND EXPENDITURE LIMITS FOR ALL CITY FUNDS TO IMPLEMENT THE 2024-2025 PROGRAM OF SERVICE AND ANNUAL BUDGET.

RESOLUTION NO. 06-25-2024-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING
ADOPTING THE ANNUAL PROGRAM OF SERVICES AND CITY BUDGET
FOR FISCAL YEAR 2024-2025**

WHEREAS, the draft Budget and Program of Service for Fiscal Year 2024-2025 was posted to the City's website (www.corning.org) on **June 7, 2024** and is being presented to the City Council for review, discussion and proposed adoption tonight, **June 25, 2024**. 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:

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. & TRANS</u>	<u>NET CHANGE IN FUND BALANCE</u>
001 General Fund	\$ 7,632,400	\$ 7,496,019	\$ 136,381
002 Measure A	\$ 1,480,000	\$ 1,860,640	\$ (380,640)
005 ARPA, COVID Relief	\$ 45,000	\$ 1,647,396	\$ (1,602,396)
070 General City Equipment Res.	\$ 12,915	\$ -0-	\$ 12,915
071 Police Equip. Replace. Fund	\$ 217,000	\$ 222,800	\$ (5,800)
073 Proposition 30, Police	\$ -0-	\$ 21,400	\$ (21,400)
075 Park Equipment Reserve	\$ 200	\$ -0-	\$ 200
076 Fire Equip Replace. Fund	\$ 505,000	\$ 57,250	\$ 447,750
077 Economic Dev. Reserve	\$ 100	\$ -0-	\$ 100
078 PW Equip Replace. Fund	\$ 122,000	\$ 43,333	\$ 78,667
079 Accounting Software Res.	\$ -0-	\$ 150,000	\$ (150,000)
080 Business License ADA	\$ 200	\$ 3,200	\$ (3,000)
106 SB 1 Road Maintenance	\$ 214,500	\$ 200,000	\$ 14,500
108 RSTP	\$ 210,000	\$ 1,159,004	\$ (949,004)
109 Gas Tax #2105	\$ 51,500	\$ 19,050	\$ 32,450
110 Gas Tax #2106	\$ 33,500	\$ 8,000	\$ 25,500
111 Gas Tax #2107	\$ 69,500	\$ 39,000	\$ 30,500
112 Gas Tax #2107.5	\$ 2,000	\$ 2,000	\$ -0-
114 Transportation Sales Tax	\$ 156,000	\$ 511,009	\$ (355,009)
115 Gas Tax #2103	\$ 73,500	\$ 55,550	\$ 17,950
116 Traffic Mitigation Fees	\$ 8,000	\$ 1,000	\$ 7,000
130 Rodger's Restore	\$ -0-	\$ 1,000	\$ (1,000)
160 Promise Grant-REC	\$ 70,000	\$ 70,000	\$ -0-
65 BSCC 23 Wellness	\$ 9,500	\$ 9,500	\$ -0-
323 Program Income, Unrestricted	\$ 10,300	\$ -0-	\$ 10,300
326 1992 CDBG	\$ 500	\$ 38,259	\$ (37,759)
341 Park Acquisition	\$ 17,500	\$ 177,000	\$ (159,500)

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. & TRANS</u>	<u>NET CHANGE IN FUND BALANCE</u>
344 Salado Wall Deposit	\$ 1,000	\$ 0-	\$ 1,000
345 Drainage	\$ 33,000	\$ 0-	\$ 33,000
346 Water Capital Improve.	\$ 17,700	\$ 17,000	\$ 700
347 Sewer Capital Improve.	\$ 21,800	\$ 2,500	\$ 19,300
348 WWTP Sewer	\$ 284,000	\$ 224,800	\$ 59,200
353 Park Recycling Gant	\$ 5,000	\$ 5,000	\$ -0-
355 Parkland Acquisition	\$ 1,200	\$ 37,000	\$ (35,800)
360 Prop 68 Park	\$ 945,000	\$ 945,000	\$ -0-
370 Way Finding Sign Deposit	\$ -0-	\$ 1,200	\$ (1,200)
380 WWTP Capital Replace	\$ 100,000	\$ 120,000	\$ (20,000)
381 Sewer Capital Replace.	\$ 53,000	\$ 40,833	\$ 12,167
383 Water Capital Replace.	\$ 109,000	\$ 197,084	\$ (88,084)
401 JT Levy Trust	\$ 500	\$ 500	\$ -0-
403 Ridell Library Trust	\$ 1,500	\$ 205,000	\$ (203,500)
610 Sewer Enterprise	\$ 2,276,200	\$ 2,431,241	\$ (155,041)
620 Airport	\$ 436,179	\$ 447,822	\$ (11,643)
625 Transportation Center	\$ 22,400	\$ 23,450	\$ (1,050)
630 Water Enterprise	\$ 1,894,200	\$ 2,160,895	\$ (266,695)
633 SCDR Water Well Grant	\$ 2,000,000	\$ 2,000,000	\$ -0-
701 Lighting & Landscape D1,Z1	\$ 900	\$ 1,336	\$ (436)
702 Lighting & Landscape D1,Z2.	\$ 7,900	\$ 4,711	\$ 3,189
703 Lighting & Landscape D1,Z3	\$ 4,800	\$ 4,311	\$ 489
704 Lighting & Landscape D1,Z4	\$ 4,825	\$ 3,961	\$ 864
705 Lighting & Landscape D1,Z5	\$ 5,000	\$ -0-	\$ 5,000
Totals	\$19,166,219	\$22,666,054	\$ (3,499,835)

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 \$215,000 to the Police Equipment Replacement Fund 071.
5. From the Measure A Fund 002, transfer \$500,000 to the Fire Equipment Replacement Fund 076.

6. From the Measure A Fund 002, transfer \$100,000 to the Public Works Equipment Replacement Fund 078.
7. From the Measure A Fund 002, transfer \$360,500 to the General Fund 001 for Dispatch Support.
8. 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.
9. From the Sewer Enterprise Fund 610, transfer \$90,000 to the WWTP Capital Replacement Fund 380.
10. From the Sewer Enterprise Fund 610, transfer \$50,000 to the Sewer Capital Replacement Fund 381,
11. From the Sewer Enterprise Fund 610, transfer \$160,000 to the WWTP Sewer Expansion Fund 348 in order to meet debt service requirements.
12. From the Water Enterprise Fund 630, transfer \$100,000 to the Water Capital Replacement Fund 383.
13. From the General Fund 001, transfer \$12,915 to the General City Equipment Reserve Fund 070.
14. Following is a listing of City Funds which are complete, inactive or unusual in nature, along with the necessary action:
 - None at this time.

The foregoing **Resolution No. 06-24-2024-01** was adopted at a regular meeting of the City Council of the City of Corning, held on **June 25, 2024** by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

Robert Snow, 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 06-25-2024-01** was approved and adopted by the City Council of the City of Corning at a regular meeting of said Council held on **June 25, 2024** by the votes listed above.

Lisa M. Linnet, City Clerk

ITEM NO.: J-8
ADOPT RESOLUTION NO. 06-25-2024-02
ESTABLISHING THE GENERAL FUND
APPROPRIATIONS LIMIT FOR THE CITY
OF CORNING FOR FISCAL YEAR 2024 –
2025 AT \$18,077,162.

June 25, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: BRANT MESKER, 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 XIIB 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 2024-2025 is \$18,077,162 which far exceeds the City's proposed General Fund Base Operating Budget of approximately \$7,496,019 dollars.

RECOMMENDATION:

MAYOR AND COUNCIL RECEIVE THE REPORT FROM THE CITY'S CONSULTING CERTIFIED PUBLIC ACCOUNTANT AND ADOPT RESOLUTION NO. 06-25-2024-02 ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE CITY OF CORNING GENERAL FUND FOR FISCAL YEAR 2024-2025 IN THE AMOUNT OF \$18,077,162.

RESOLUTION NO.: 06-25-2024-02

**A RESOLUTION ESTABLISHING A GENERAL FUND APPROPRIATIONS LIMIT
FOR THE CITY OF CORNING FOR
FISCAL YEAR 2024-2025**

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 \$18,077,162. This appropriations limit is for fiscal year 2024-2025 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 25th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Robert Snow, 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 06-25-2024-02 was duly adopted by the City Council of the City of Corning at a regular meeting of said Council held on the 25th day of June 2024 by the votes listed above.

Lisa M. Linnet, City Clerk

ROY R. SEILER

CERTIFIED PUBLIC ACCOUNTANT

PO 81

Artois, CA 95913

Roy.Seiler@yahoo.com

City of Corning
Corning, California
City, State

The accompanying GANN Initiative, Appropriations Limitations worksheets, for the City of Corning, for the year 2024-2025 were not subjected to an audit, review, or compilation engagement by me and, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them.

I am not independent with respect to the City of Corning

June 14, 2024

Roy R. Seiler, CPA

CITY OF CORNING
APPROPRIATIONS LIMIT WORKSHEETS
FISCAL YEAR 2024-2025

Appropriations Limit
City of Corning
Fiscal Year 2024-2025
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 Accountant's Disclaimer Report

City of Corning
Fiscal Year 2024-2025

Appropriation Limitation Guidelines

User Fees Verses Costs, Enterprise Funds

Worksheet #1

Budget (X)
Actual

	Program Areas				<u>Total</u>
	<u>Airport</u>	<u>Water</u>	<u>Sewer</u>	<u>Transit</u>	
A. Costs Reasonably Borne	27,600	2,160,895	2,431,241	23,450	4,643,186
B. Fee Revenue	32,179	1,894,200	2,276,200	22,400	4,224,979
C. Amount that Fee Exceeds Cost	4,579	(266,695)	(155,041)	(1,050)	(418,207)
D. Amount of Fee Revenue Greater Than Cost					(418,207)
E. Use the Results to Complete Worksheet #2					

See Accountant's Preparation Report

City of Corning
 Fiscal Year 2024-2025

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	846,700		846,700
SALES & USE TAX	3,700,000		3,700,000
SALES & USE TAX, T & U	1,450,000		1,450,000
UTILITY USERS TAX	223,400		223,400
TRANSIENT OCCUPANCY TAX	500,000		500,000
SPECIAL POLICE OR FIRE	175,000		175,000
OTHER TAXES	1,000		1,000

FROM STATE:

MOTOR VEHICLE IN LIEU	860,000		860,000
HOMEOWNERS' RELIEF TAX	8,500		8,500
MANDATED COST REIMBURSE		2,000	2,000
POST and SALARY REIMBURSEMENTS		87,300	87,300
PROP 172 - PUBLIC SAFETY	38,000		38,000
BUSINESS LICENSES	26,700		26,700
REAL PROP TRANSFER TAX	24,000	0	24,000
PUBLIC SAFETY GRANTS	0		0

See Accountant's Preparation 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	790,002	790,002
DONATIONS AND CONTRIBUTIONS		0
PARKS AND RECREATION FEES	46,800	46,800
DEVELOPMENT FEES	0	262,000
RENTS, ROYALTIES, PENALTIES	18,000	18,000
FINES AND FORFEITURES	15,000	15,000

USER FEES (From Worksheet # 1)	-418,207	-418,207
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SUB-TOTAL (To Worksheet # 3)	7,853,300	802,895
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INTEREST EARNINGS (From Worksheet # 3)	43,548	4,452
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TOTAL REVENUE (Use for Worksheet #4)	7,896,848	807,347
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TOTAL OF THESE FUNDS	7,896,848	807,347
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OTHER FUNDS NOT INCLUDED		
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GRAND TOTAL	7,896,848	807,347
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Allocation of Interest Income, Worksheet #3	4,452	
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Total Appropriations Subject to Limit 7,901,300

See Accountant's Preparation Report

City of Corning
Fiscal Year 2024-2025

Appropriation Limitation Guidelines

Interest Earnings Produced by Taxes

Worksheet #3

	<u>AMOUNT</u>	<u>SOURCES</u>
A. TAX PROCEEDS NOT INCLUDING INTEREST	7,853,300	(WORKSHEET #2)
B. MINUS EXCLUSIONS	0	(WORKSHEET #7)
C. NET INVESTED TAXES	7,853,300	(A-B)
D. TOTAL REVENUES NOT INCLUDING INTEREST	8,656,195	(WORKSHEET #2)
E. TAX PROCEEDS AS A PERCENT OF TOTAL	90.72%	
F. INTEREST EARNINGS, General Fund/Meas A	48,000	
G. AMOUNT OF INTEREST EARNED FROM TAXES	43,548	(E*F)
H. AMOUNT OF INTEREST EARNED FROM NON-TAXES	4,452	(F-G)

See Accountant's Preparation Report

City of Corning
Fiscal Year 2024-2025

Appropriation Limitation Guidelines

Appropriations Subject to Limitation

Worksheet #4

	<u>AMOUNT</u>	<u>SOURCES</u>
A. PROCEEDS OF TAXES	7,896,848	(WORKSHEET #2)
B. EXCLUSIONS	0	(WORKSHEET #7)
C. APPROPRIATIONS SUBJECT TO LIMITATIONS	7,896,848	(A-B)
D. CURRENT YEAR LIMIT	18,077,162	(WORKSHEET #6)
E. OVER/(UNDER) LIMIT	-10,180,314	(C-D)

See Accountant's Preparation Report

City of Corning
Fiscal Year 2024-2025

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
2000-2010	10,366,562		10,366,562
2010-2011	10,366,562	0.9801	10,160,267
2011-2012	10,160,267	1.0300	10,465,075
2012-2013	10,465,075	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
2021-2022	14,536,827	1.0491	15,250,585
2022-2023	15,250,585	1.0680	16,287,625
2023-2024	16,287,625	1.0680	17,395,184
2024-2025	17,395,184	1.0392	18,077,162

See Accountant's Preparation Report

City of Corning
 Fiscal Year 2024-2025

Appropriation Limitation Guidelines

Appropriations Limit Computation

Worksheet #6

	Amount	Source
A. LAST YEAR'S LIMIT	17,395,184	
B. ADJUSTMENT FACTORS		
1. Population Ratio	1.0029	State Finance or Assessor
2. Inflation Ratio	1.0362	State Finance or Assessor
Total Adjustment Factor	1.0392	(B1 * B2)
C. ANNUAL ADJUSTMENT	681,978	(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	681,978	(C+D)
F. THIS YEAR'S APPROPRIATION LIMIT	18,077,162	(A+E)
Subject Appropriation for GANN. Worksheet 2	7,896,848	
Appropriations Remaining or (over limit) of Prop 4 GANN Appropriation	10,180,314	
Percentage Remaining or (over limit) of Prop 4 GANN Appropriation	56.32%	

See Accountant's Disclaimer Report

**City of Corning
Fiscal Year 2024-2025**

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 Preparation Report

ITEM NO.: J-9
ADOPT RESOLUTION NO. 06-25-2024-03
ADOPTING THE FISCAL YEAR 2024/2025
STREET PROJECT LIST THAT WILL
UTILIZE SB1 FUNDING; THE ROAD
REPAIR AND ACCOUNTABILITY ACT OF
2017.

June 25, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: BRANT MESKER, CITY MANAGER 
ELIJAH STABLEY, PUBLIC WORKS DIRECTOR 
ROBIN KAMPMANN, PE; CITY ENGINEER CONSULTANT

SUMMARY:

Senate Bill 1 (SB1) – the Road Repair and Accountability Act of 2017 – enables cities and counties to address significant maintenance, rehabilitation, and safety needs on the local streets. Eligible Agencies will receive funding allocations over a 10-year period that are meant to accelerate road maintenance projects.

Prior to receiving funds, each Agency must annually submit a project list that is to be funded by SB1 - Road Maintenance and Rehabilitation Account (RMRA).

The City of Corning will allocate funding for street projects for the FY 2024/2025 budget. The attached Resolution will further support the responsibility of the City to identify, and report committed street projects.

The proposed locations for Fiscal Year 2024/25 projects are as follows:

- **Tehama Street Rehabilitation/Reclamation:**
Full depth reclamation of Tehama Street between Houghton Ave and 3rd St, approximately 0.50 miles, with a useful life of 15-20years.

The proposed projects carried over from Fiscal Year 2023/24 are as follows:

- **Almond Street Rehabilitation/Reclamation:**
Full depth reclamation of Almond Street between Peach Street and Marguerite Avenue, approximately 0.20 miles, with a useful life of 15-20years.
- **Almond Street Rehabilitation/Reclamation Phase 2:**
Full depth reclamation of Almond Street between 2nd Street and Peach Street, approximately 0.20 miles, with a useful life of 15-20years.
- **Fig Street Rehabilitation/Reclamation:**
Full depth reclamation of Fig Street between Almond Street to Fig Lane, approximately 0.15 miles, with a useful life of 15-20 years.

The scope of work for Fiscal Year 2024/25 will be a combination of the design and construction activities associated with the projects. This project list is not 'set in stone', should the Council decide to change the location. The list shall not limit flexible use of funds, provided that funds are only used for eligible projects. It will be at the City's discretion to fund or not fund projects in a given year not on the project list. No action will be required to amend the list with the CTC.

In order to receive the funding, the City must annually expend from its general fund for street and road purposes an amount not less than the annual average of its expenditures from its general fund during fiscal years 2009 through 2012 known as the Maintenance of Effort (MOE). If the City fails to meet the MOE in a fiscal year, it can be made up the following fiscal year.

The League of Cities estimates the City will receive an additional \$199,660 in RMRA funding. SB1 funding amounts will supplement additional street projects within the City over the course of the next seven years.

RECOMMENDATION:

MAYOR AND CITY COUNCIL ADOPT RESOLUTION NO. 06-25-2024-03 ADOPTING THE FISCAL YEAR 2024/2025 STREET PROJECT LIST THAT WILL UTILIZE SB1 FUNDING; THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

RESOLUTION NO.: 06-25-2024-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING
ADOPTING A STREET PROJECT LIST FOR FISCAL YEAR 2024/2025
FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1 by Resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$199,660 in RMRA funding in Fiscal Year 2024/2025 from SB1; and

WHEREAS, this is the sixth year in which the City is receiving SB1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities for the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB1 will help the City maintain and rehabilitate 4 streets/roads throughout the City this year and dozens of similar projects in the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an at-risk condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and,

WHEREAS, the SB1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Corning, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with fiscal year 2024/2025 Road Maintenance and Rehabilitation Account revenues:
 - **Tehama Street Rehabilitation/Reclamation:**
Full depth reclamation of Tehama Street between Houghton Ave and 3rd St, approximately 0.50 miles, with a useful life of 15-20years.
Estimated Project Schedule: Design Start: 08/24 – Construction Completion 06/25

3. The following previously proposed and adopted projects may also utilize fiscal year 2024/2025 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming with the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

- **Almond Street Rehabilitation/Reclamation:**
Full depth reclamation of Almond Street between Peach Street and Marguerite Avenue, approximately 0.20 miles, with a useful life of 15-20 years.
Estimated Project Schedule: Design Start: 05/24 – Construction Completion 11/24
- **Fig Street Rehabilitation/Reclamation:**
Full depth reclamation of Fig Street between Almond Street to Fig Lane, approximately 0.15 miles, with a useful life of 15-20 years.
Estimated Project Schedule: Design Start: 05/24 – Construction Completion 11/24
- **Almond Street Rehabilitation/Reclamation Phase 2:**
Full depth reclamation of Almond Street between 2nd Street and Peach Street, approximately 0.20 miles, with a useful life of 15-20 years.
Estimated Project Schedule: Design Start: 05/24 – Construction Completion 11/24.

The foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Corning held on June 25, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Snow, 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 No. 06-25-2024-03 was introduced, approved, and adopted by the City Council of the City of Corning at a regular meeting of said Council held on June 25, 2024, by the votes listed above.

Lisa M. Linnet, City Clerk

ITEM NO.: J- 10
APPROVE TASK ORDER "G" TO
ARMSTRONG CONSULTANTS, INC FOR
PROFESSIONAL SERVICES FOR GRANT
ADMINISTRATION ASSISTANCE UNDER
THE AIRPORT ENGINEERING SERVICES
CONTRACT 2019-6

June 25, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: BRANT MESKER, CITY MANAGER 
ELIJAH STANLEY, PUBLIC WORKS DIRECTOR 

SUMMARY:

Staff requests Council approve Task Order "G" (TO-D) for Armstrong Consultants, Inc., to provide Professional Services for the 2024 Runway Safety Area Improvements under Airport Engineering Services Agreement 2019-6. The provided services would include project development and administration, project design, special services, and project closeout for the Runway Safety Area Improvements Project.

Task Order "G" is attached for Council review.

BACKGROUND:

On January 28, 2020, the City 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 prepared a record of negotiation for the consulting costs and find that the proposed costs appear to be reasonable and recommends approving the task order. Also attached to this staff report is a copy of the Record of Negotiations that summarizes the fees and has been submitted to the FAA for compliance.

FUNDING:

Task Order G is in the amount of \$163,830. Funding for this task order and for the proposed project, including design, will be 90% FAA grant funded and up to a 10% City match totaling \$16,383.00.

RECOMMENDATION:

MAYOR AND COUNCIL:

- APPROVE TASK ORDER "G" TO ARMSTRONG CONSULTANTS, INC. FOR PROFESSIONAL SERVICES FOR GRANT ADMIN. ASSISTANCE UNDER AIRPORT ENGINEERING SERVICES CONTRACT 2019-6; and,
- AUTHORIZE THE CITY MANAGER TO SIGN THE TASK ORDER AUTHORIZATION



City of Corning

794 Third St. Corning, CA 96021 (530) 824-7029 Fax (530) 824-2489

RECORD OF NEGOTIATION

May 30, 2024

Element 1 – Runway Safety Area Improvements (Design)

Location: Corning Municipal Airport
Corning, California

Anticipated AIP Grant: 3-06-0053-OXX-2024

1. The consulting firm of Armstrong Consultants, Inc. was selected on February 4, 2020 from those consultants who submitted their qualifications for this project.
2. The scope of work and fee proposal was developed by Armstrong Consultants, Inc. on April 24, 2024, the proposed fees were as follows:

Element 1 – Project Development & Administration	\$18,840.00
Element 1 – Design	
Preliminary Design	\$41,440.00
Final Design	\$37,440.00
Element 1 – Project Closeout	\$8,060.00
Element 1 – Special Services	
Categorical Exclusion Form	\$12,360.00
DBE Program Assistance	\$5,690.00
Topographical/Land Survey (Estimated NTE)	\$25,000.00
Geotechnical Investigation (Estimated NTE)	\$15,000.00
Engineering Total	\$163,830.00

3. An Independent Fee estimate (IFE) was completed on May 20, 2024; the results of the IFE are as follows:

Element 1 – Project Development & Administration	\$26,880.00
Element 1 – Design	
Preliminary Design	\$49,750.00
Final Design	\$66,810.00
Element 1 – Project Closeout	\$2,020.00

Element 1 – Special Services

Categorical Exclusion Form	\$4,190.00
DBE Program Assistance	\$6,960.00
Topographical/Land Survey (Estimated NTE)	\$25,000.00
Geotechnical Investigation (Estimated NTE)	\$15,000.00

Engineering Total **\$196,610.00**

4. A close comparison of the original Armstrong fee proposal and the IFE indicate that the two fees are not within 10% of each other, however, Armstrong's original proposed fee is approximately 17.0% less than the IFE.
5. A meeting was conducted on May 30, 2024 during which representatives of the City of Corning and Armstrong Consultants discussed the proposed fees and the results of the IFE. Based on that discussion it was determined that the original fees proposed by Armstrong are appropriate for the work required.
6. Based upon our experience, the fees submitted appear to be reasonable and a contract has been prepared for the agreement between the Sponsor and the Consultant. The scope of work, Sponsor's independent cost estimate, and consultant's fee proposal are attached to this record of negotiations and hereby, submitted to the ADO for reasonableness of cost determination.
7. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14E have been followed.

City of Corning



Elijah Stanley
Public Works Director

**TASK ORDER G
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2024**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on March 10, 2020, between **CITY OF CORNING, CALIFORNIA (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Corning Municipal Airport – Corning, California

3. **WORK PROGRAM** – Attached

Element 1 – Runway Safety Area Improvements (Design)

4. **FEES** - The fees will be as noted below. (All lump sums)

Element 1 – Project Development & Administration \$18,840.00

Element 1 – Design

Preliminary Design \$41,440.00

Final Design \$37,440.00

Element 1 – Project Closeout \$8,060.00

Element 1 – Special Services

Categorical Exclusion Form \$12,360.00

DBE Program Assistance \$5,690.00

Topographical/Land Survey¹ \$25,000.00

Geotechnical Investigation¹ \$15,000.00

Engineering Total **\$163,830.00**

Notes: 1) Amounts shown are estimated, not-to-exceed and will only be required if additional data is needed during the design process.

5. **ATTACHMENTS** - Required Contract Provisions for A/E Contracts Under Airport Improvement Program

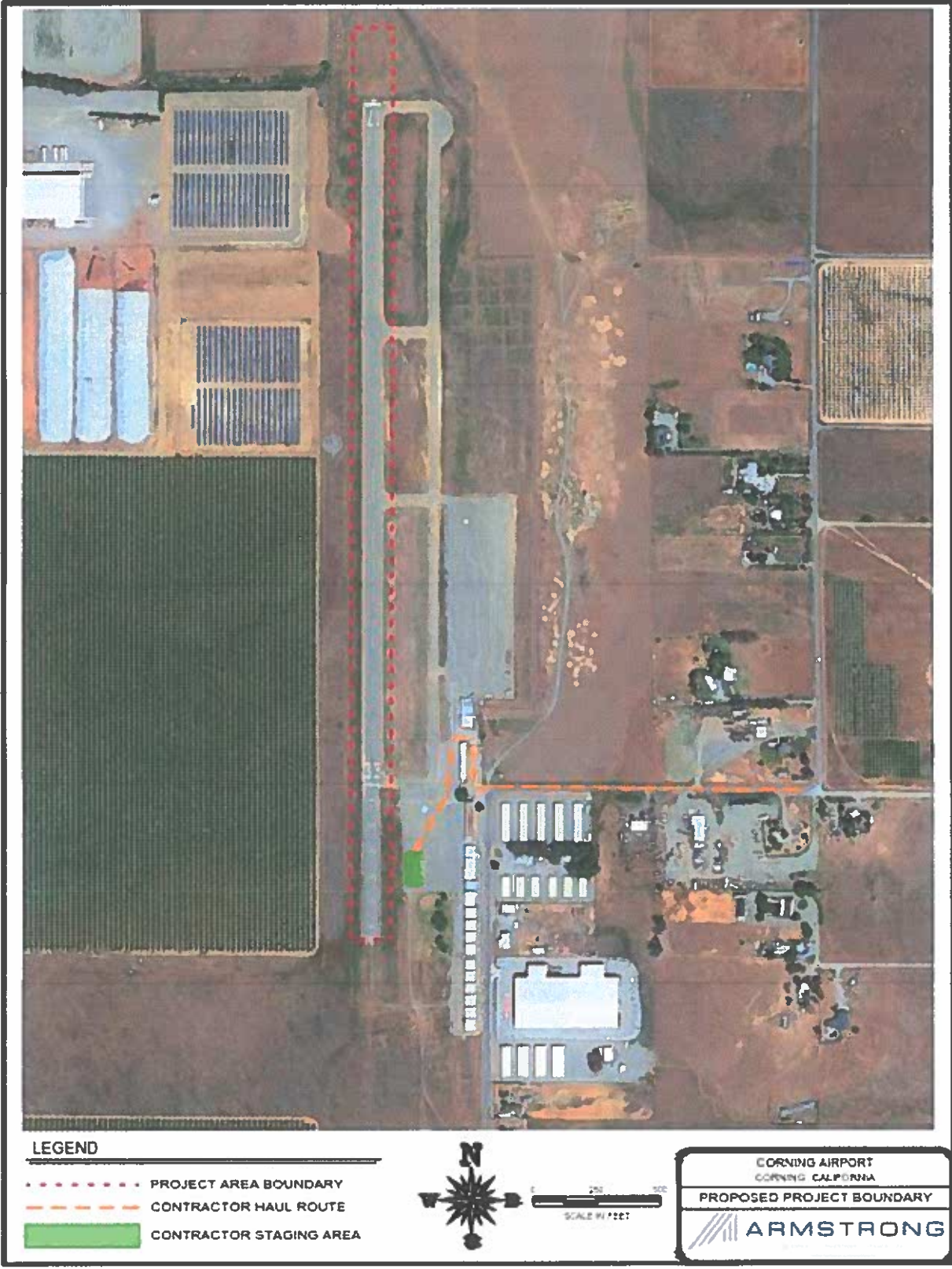
SPONSOR:
CITY OF CORNING, CALIFORNIA

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

Brant Masker, City Manager

Erik Vlieg, Business Manager

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I. PROJECT DEVELOPMENT AND ADMINISTRATION

The project development and administration phase is intended to complete the necessary preliminary actions required to initiate and manage the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor and FAA to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates and conceptual layout exhibits required for preliminary project actions such as scoping, grant applications, and other preliminary documents.
3. Develop and submit a detailed Scope of Work for review and approval. Upon submittal, the Engineer will solicit feedback from the Sponsor and FAA and refine the detailed Scope of Work based on feedback received. This task assumes one round of edits based on Sponsor input and a separate round of edits based on FAA input.
4. Following approval of the detailed Scope of Work, the Engineer will prepare a detailed fee estimate showing an hourly breakdown of staff resources required for each task, including incidental expenses related to travel, printing, and/or shipping.
5. Coordinate fee proposals from any required subconsultants needed to perform services defined in the detailed Scope of Work. Work includes developing a request for proposal packet for each subconsultant service that clearly defines the activities required. For this project, it is assumed subconsultants will be employed for: topographical survey and geotechnical investigation.
6. Prepare appropriate documents and assist the Sponsor with obtaining an Independent Fee Review based on the approved detailed Scope of Work.
7. Conduct fee negotiations with the Sponsor and assist in preparing a Record of Negotiations to document the independent fee review, if required, and any subsequent fee negotiations.
8. Incorporate final detailed Scope of Work and negotiated fees into a final Agreement for Professional Services and coordinate final approval and signature with the Sponsor.
9. Prepare Preliminary FAA Grant Application and submit to Sponsor for signature and submittal. Application packet will include the following:
 - a. Prepare Preliminary Grant Application Checklist
 - b. Form 424, Application for Federal Assistance
 - c. Form 5100-100
 - d. Program Narrative
 - e. Project Cost Estimate
 - f. Airport Sponsor Assurances
 - g. Project Sketch clearly identifying major work items
 - h. Exhibit "A" Property Map
 - i. Standard DOT Title VI Assurance

- j. Sponsor Certification for Project Plans and Specifications
 - k. Sponsor Certification for Selection of Consultants
 - l. Sponsor Certification for Disclosure of Potential Conflicts of Interest
 - m. Sponsor Certification for Equipment and Construction Contracts
 - n. Current listing of FAA Advisory Circulars for AIP/PFC Projects
 - o. Sponsor Certification for Drug-Free Workplace
 - p. Title VI Pre-award Sponsor Checklist
10. Prepare monthly invoicing and FAA grant drawdown packets. In addition to the Engineer's invoices, the Engineer will incorporate other eligible projects expense invoices provided by the Sponsor in the packet. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.
11. Project Management and Administration. Project management and administration includes coordination between Engineer staff, Sponsor and FAA that isn't related to a specific task but is essential to the project process. This work includes:
- a. Weekly internal progress meetings with the design team.
 - b. Conduct regular coordination meetings with Sponsor and FAA. It is anticipated that these meetings will be held quarterly, last approximately 1 hour, and be conducted via videoconference.
 - c. Drafting project correspondence for Sponsor's use in coordination with FAA.
 - d. Perform the business aspects of the project.
 - e. Perform the grant administration for the project.
12. Prepare and Coordinate Subconsultant Agreements. Work includes coordinating on-site subconsultant tasks with the appropriate Sponsor representative.

II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Analyze and process topographical survey data from previously performed survey. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.
2. Prepare requirements for the design topographical survey, if additional survey area is needed. Work includes establishing the limits of the work area and developing survey criteria in accordance with FAA design guidance. A surveyor subconsultant will be employed to conduct the topographical survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with Sponsor staff.
3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.
4. Review and evaluate project layout.
 - a. Verify existing ALP dimensions and data
 - b. Review available record drawings of the project site.
 - c. Evaluate previously prepared RSA inventory and identify areas that require grading corrections.
5. Evaluate local conditions:
 - a. Inventory local material suppliers, sources and capabilities.
 - b. Evaluate surface drainage conditions/requirements.
 - c. Develop and evaluate multiple erosion control design alternatives and identify the alternatives that are best suited to the existing site conditions.
 - d. Conduct one (1) design site visit by the Project Manager and Project Engineer for familiarity with the site.
6. Prepare requirements for the design geotechnical investigation, if deemed necessary based on preliminary erosion control design alternatives. Work may include developing a subsurface boring layout and soil testing regimen aimed at quantifying the material properties of the existing soils to determine compatibility and/or make design decisions with regards to erosion control alternatives. The Engineer will coordinate the subconsultant's work with Sponsor staff. An

Engineer's representative will be on-site with the subconsultant for one (1) day during the investigation.

7. Review and discuss geotechnical report and recommended erosion mitigation methods developed by the Geotechnical Engineer. Incorporate grading and material details into construction plans and specifications.
8. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved. The following list of drawings will be used as a guideline, but drawings may be added or deleted as needed.

DESCRIPTION		SHEET COUNT
a	Cover Sheet	1
b	General Notes, Legend and Survey Control	1
c	Plan, Profile and Grading Plan	10
d	Typical Sections and Details	3
e	Drainage Plan, Details, and Profiles	10
f	Construction Safety and Phasing Plan	2
TOTAL SHEET COUNT		27

9. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.
10. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized may include the following items:

- Item C-100 Contractor Quality Control Program
- Item C-102 Temporary Air and Water Pollution, Soil Erosion, and Siltation Control
- Item C-105 Mobilization
- Item P-152 Excavation and Embankment
- Item P-156 Cement Treated Subgrade
- Item P-208 Crushed Aggregate Base Course
- Item P-610 Concrete for Miscellaneous Structures
- Item D-701 Pipe for Storm Drains and Culverts
- Item D-751 Manholes, Catch Basins, Inlets, and Inspection Holes
- Item D-752 Concrete Culverts, Headwalls, and Miscellaneous Drainage Structures
- Item T-901 Seeding
- Item T-908 Mulching

Additional special technical specifications, that cover items not included in the standard FAA specifications, may include but not be limited to the following items:

Specialized erosion control measures such as chemical soil stabilization and/or other engineered erosion control materials.

11. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
 - a. Project Location Information
 - b. Insurance Requirements
 - c. Contract Period and Work Schedule and Phasing
 - d. Pre-Construction Conference
 - e. Utilities
 - f. Permits, Taxes and Compliance with Laws
 - g. Field Office Requirements
 - h. Haul Roads
 - i. Testing and Staking
 - j. Airport Security, Closure of Air Operations Areas
 - k. Accident Prevention
 - l. Warranty
12. Prepare and submit FAA design Modifications to Standards, if necessary.
13. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA and Sponsor and solicit preliminary design review comments.

III. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with Airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.
5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the Airport aircraft operations.
6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.
7. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
8. Submit 95% design review package to the FAA and Sponsor and solicit design review comments.
9. Incorporate 95% design review comments and respond as necessary to requests for additional information.
10. Conduct final internal review of all design documents and incorporate any necessary changes. Final review will include one (1) site visit by the Project Manager and Project Engineer to field verify project plans and specifications.

11. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA and Sponsor.

IV. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including final SF425, SF271, and draft grant closeout request letter.

V. SPECIAL SERVICES

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

In-House Services

1. Prepare and submit a Categorical Exclusion (CatEx) package.
2. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.
 - a. Create Sponsor's overall Goal Calculation for triennial DBE goals. This includes holding a Public consultation meeting with stakeholders. Researching the applicable market area broken into zip codes. Researching the current State DOT market area certified DBE listings of potential contractors' availability compared to the availability of all market area Contractors using US Census Data. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items (breaking down % of work items into NAICS Codes). Determine whether the goal should be race/gender neutral (RN), race/gender conscious (RC) or what % of each by consideration of available disparity studies conducted in the State and past project history to determine if obtained goal calculations should be adjusted or if need to establish specific steps and milestones to correct any identified issues to keep the Airport in compliance.
 - b. Assist the Sponsor in submitting these items to the FAA Civil Rights Office.
 - c. Assist the Sponsor with fiscal year DBE utilization reporting and in submitting these items to the FAA Civil Rights Connect Website.
 - d. Assist Sponsor in ensuring record compliance found in USDOT 49 CFR Part 26 requirements are met.
 - e. Update and maintain website link for Sponsor's Civil Rights Programs with DBE Goal Public Notice, and posting Triennial Goals.

Subconsultant Services

1. Topographical/Land survey. This will be limited to areas not surveyed under previous efforts and may not ultimately be required.
2. Geotechnical Investigation - Based on identified erosion control design alternatives developed during the preliminary design phase, an investigation may be required to analyze the material properties of the site soils. A defined investigation and material testing regimen will be developed during the preliminary design phase. Therefore, the fees associated with this task will be an estimated, not-to-exceed amount.

Detailed Engineering Fee Breakout

AIRPORT: Corning Municipal Airport **ACI PROJECT NUMBER:** 22759
LOCATION: Corning, California **DATE:** 4/24/24
AIP GRANT NO.: 3-06-0053-OXX-2024 **REV. NO.:**
PROJECT DESCRIPTION: Element 1 - Runway Safety Area Improvements (Design)

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

	Proposed Fee	Independent Fee Analysis		Negotiated Fee
I PROJECT DEVELOPMENT & ADMINISTRATION (ELEMENT 1)	\$18,840.00			
II PRELIMINARY DESIGN (ELEMENT 1)	\$41,440.00			
III FINAL DESIGN (ELEMENT 1)	\$37,440.00			
IV PROJECT CLOSEOUT (ELEMENT 1)	\$8,060.00			
V SPECIAL SERVICES (ELEMENT 1)				
Categorical Exclusion Form	\$12,360.00			
DBE Program Assistance	\$5,690.00			
Topographical/Land Survey (Estimated NTE)	\$25,000.00			
Geotechnical Investigation (Estimated NTE)	\$15,000.00			
TOTAL ENGINEERING SERVICES (ELEMENT 1)	\$143,830.00	\$0.00		\$0.00

I. PROJECT DEVELOPMENT (ELEMENT 1)

Item No.	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
PROJECT DEVELOPMENT PHASE	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1 Conduct Pre-Design Conference	1	1					2	\$652.19
2 Develop Prelim Cost Estimates and Concept Layouts		1		2	1		4	\$898.15
3 Develop Detailed SOW	1	4					5	\$1,601.69
4 Develop Detailed Fee Estimate		1					1	\$316.50
5 Coordinate Subconsultant Fee Proposals	2	6					8	\$2,570.38
6 Prepare Documents and Assist with IFE		1					1	\$316.50
7 Conduct Fee Negotiations and Prepare RON		4					4	\$1,266.00
8 Prepare Final Agreement and Coordinate Final Approval and Sig	1	2				1	4	\$1,125.34
9 Prepare Prelim FAA Grant Application		1		1		2	4	\$840.80
10 Prepare Monthly Invoicing and FAA Grant Drawdown Packets		1		1		2	4	\$840.80
11 Project Management and Administration								
a. Internal Progress Meetings		3		3	3		9	\$2,061.45
b. Conduct Coordination Meetings	1	1		1			3	\$863.19
c. Project Correspondence	1	2		1		1	5	\$1,336.34
d. Perform Business Aspects of Project	2	2				2	6	\$1,617.68
e. Perform Grant Admin		2				4	6	\$1,259.60
12 Prepare and Coordinate Subconsultant Agreements		4					4	\$1,266.00
Estimated Total Man-hours	9	36	0	9	4	12	70	
Summary Costs	\$3,021.21	\$11,394.00	\$0.00	\$1,899.00	\$638.60	\$1,879.80		\$18,832.61
Reimbursables								
Meals and Incidental Expenses Per Diem						0 Days	\$59.00	\$0.00
Lodging Per Diem						0 Days	\$107.00	\$0.00
Rental Car						0 Days	\$150.00	\$0.00
Mileage						0 Miles	\$0.670	\$0.00
Airfare						0 Trips	\$1,250.00	\$0.00
Misc Expenses		10				\$	10 Actual Cost	\$10.00
							Total Project Development Phase:	\$18,842.61
							use	\$18,840.00

Detailed Engineering Fee Breakout

AIRPORT: Corning Municipal Airport
 LOCATION: Corning, California
 AIP GRANT NO.: 3-06-0053-0XX-2024

ACI PROJECT NUMBER: 22759
 DATE: 4/24/24
 REV. NO:

II. PRELIMINARY DESIGN (ELEMENT 1)

Item No.	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost	
PRELIMINARY DESIGN PHASE									
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary	
1	1	2		8	4		15	\$3,295.29	
2		1		4	2		7	\$1,479.80	
3		1		4	16		21	\$3,714.90	
4		1		4			5	\$1,160.50	
5	1	5		2	1		9	\$2,499.84	
6		1		2	1		4	\$898.15	
7	1	1		2			4	\$1,074.19	
8	1	4		16	100		121	\$20,942.69	
9	1	1		6	2	8	18	\$3,490.69	
10	1	1		4	4	1	11	\$2,291.44	
11	1	1		4	4	1	11	\$2,291.44	
12	1	1		1			2	\$527.50	
13	1	1		1			3	\$863.19	
Estimated Total Man-hours									
	7	19	0	50	130	10	216		
Summary Costs									
	\$2,349.83	\$6,013.50	\$0.00	\$10,550.00	\$20,754.50	\$1,566.50		\$41,234.33	
Reimbursables									
Meals and Incidental Expenses Per Diem							1 Days	\$59.00	\$59.00
Lodging Per Diem							0 Days	\$107.00	\$0.00
Rental Car							0 Days	\$150.00	\$0.00
Mileage							230 Miles	\$0.670	\$154.10
Airfare							0 Trips	\$1,250.00	\$0.00
Misc Expenses							\$ - Actual Cost		\$0.00
Total Prelim Design Phase:								\$41,447.43	
								use \$41,440.00	

III. FINAL DESIGN (ELEMENT 1)

Item No.	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost	
FINAL DESIGN PHASE									
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary	
1		2		4	8		14	\$2,754.20	
2		1		1	2		4	\$846.80	
3		1		2			3	\$738.50	
4	1	1		16	8		26	\$5,305.39	
5		1		2	1	1	5	\$1,054.80	
6	1	1		1	1		4	\$1,022.84	
7	1	2		20	60	16	99	\$17,274.09	
8		1		1		8	9	\$1,569.70	
9		1		2	4	4	11	\$2,003.70	
10	1	4		4			9	\$1,601.69	
11		1		4	8	4	17	\$3,064.30	
Estimated Total Man-hours									
	4	16	0	52	92	33	197		
Summary Costs									
	\$1,342.74	\$5,064.00	\$0.00	\$10,972.00	\$14,687.80	\$5,169.45		\$37,236.01	
Reimbursables									
Meals and Incidental Expenses Per Diem							1 Days	\$59.00	\$59.00
Lodging Per Diem							0 Days	\$107.00	\$0.00
Rental Car							0 Days	\$150.00	\$0.00
Mileage							230 Miles	\$0.670	\$154.10
Airfare							0 Trips	\$1,250.00	\$0.00
Misc Expenses							\$ - Actual Cost		\$0.00
Total Final Design Phase:								\$37,449.11	
								use \$37,440.00	

Detailed Engineering Fee Breakout

AIRPORT: Corning Municipal Airport
 LOCATION: Corning, California
 AIP GRANT NO.: 3-06-0053-OXX-2024

ACI PROJECT NUMBER: 22759
 DATE: 4/24/24
 REV. NO.:

IV. PROJECT CLOSEOUT (ELEMENT 1)

Item No.	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
PROJECT CLOSEOUT	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1 Assist Sponsor with Grant Closeout Docs	4	8		8		16	36	\$8,069.16
Estimated Total Man-hours	4	8	0	8	0	16	36	
Summary Costs	\$1,342.76	\$2,532.00	\$0.00	\$1,488.00	\$0.00	\$2,506.40		\$8,069.16
Reimbursables								
Meals and incidental Expenses Per Diem						0 Days	\$59.00	\$0.00
Lodging Per Diem						0 Days	\$107.00	\$0.00
Rental Car						0 Days	\$150.00	\$0.00
Mileage						0 Miles	\$0.670	\$0.00
Airfare						0 Trips	\$1,250.00	\$0.00
Misc Expenses							\$ - Actual Cost	\$0.00
							Total Project Closeout:	\$8,069.16
							use	\$8,060.00

V. SPECIAL SERVICES (ELEMENT 1)

Item No.	Principal	Project Manager II	Airport Planner	Env Scientist	Design Tech	Project Coordinator	Total	Cost
SPECIAL SERVICES - In House	\$335.69	\$316.50	\$236.58	\$191.82	\$159.65	\$156.65	Hours	Summary
1 Categorical Exclusion Form	4	8	4	36	4		56	\$12,365.20
2 DBE Program Assistance	2	4				24	30	\$5,696.98
Estimated Total Man-hours	6	12	4	36	4	24	86	
Summary Costs	\$2,014.14	\$3,798.00	\$946.32	\$6,905.52	\$638.60	\$3,759.60		
SPECIAL SERVICES - Subconsultant								
Topographical/Land Survey (Estimated NTE)								\$25,000.00
Geotechnical Investigation (Estimated NTE)								\$15,000.00

use \$12,360.00
 use \$5,690.00

INDEPENDENT FEE ESTIMATE

AIRPORT: Coming Municipal Airport	ACI PROJECT NUMBER: XXXXXX
LOCATION: Coming, California	DATE: 5/20/24
AP GRANT NO: 3-06-0053-0XX-2024	REV. NO:
PROJECT DESCRIPTION: Element 1 - Runway Safety Area Improvements (Design)	

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

	Independent Fee Estimate	Proposed Fee	Negotiated Fee
I PROJECT DEVELOPMENT & ADMINISTRATION (ELEMENT 1)	\$28,880.00		
II PRELIMINARY DESIGN (ELEMENT 1)	\$49,750.00		
III FINAL DESIGN (ELEMENT 1)	\$66,810.00		
IV PROJECT CLOSEOUT (ELEMENT 1)	\$2,020.00		
V SPECIAL SERVICES (ELEMENT 1)			
Categorical Exclusion Form	\$4,190.00		
DBE Program Assistance	\$8,960.00		
Topographical/Land Survey (Estimated NTE)	\$25,000.00		
Geotechnical Investigation (Estimated NTE)	\$15,000.00		
TOTAL ENGINEERING SERVICES (ELEMENT 1)	\$196,610.00	\$0.00	\$0.00

INDEPENDENT FEE ESTIMATE

AIRPORT: Coming Municipal Airport
 LOCATION: Coming, California
 AIP GRANT NO.: 3-06-0053-OXX-2024

ACI PROJECT NUMBER: XXXXXX
 DATE: 5/20/24
 REV. NO:

I. PROJECT DEVELOPMENT (ELEMENT 1)

Item No	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
PROJECT DEVELOPMENT PHASE								
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1			10				10	\$2,717.50
2			2	4	4		10	\$2,026.10
3	1		6			2	10	\$2,439.14
4	1		8				9	\$2,509.69
5				4			4	\$844.00
6			1				1	\$271.75
7			4				4	\$1,087.00
8	1		2			1	4	\$1,035.64
9			2	8	1	2	13	\$2,704.45
10			4				4	\$1,713.60
11								
a.			8	6			12	\$2,896.50
b.			4				4	\$1,087.00
c.			6				6	\$1,630.50
d.			4				4	\$1,087.00
e.			2			4	6	\$1,170.10
12	1		1	2		2	6	\$1,342.74
	4	0	82	24	8	15	111	
	Summary Costs	\$1,342.76	\$0.00	\$18,848.50	\$5,064.00	\$957.80	\$2,349.75	\$26,582.91
Reimbursables								
			1			1 Days	\$59.00	\$59.00
						0 Days	\$107.00	\$0.00
						0 Days	\$150.00	\$0.00
			400			400 Miles	\$0.670	\$268.00
						0 Trips	\$1,250.00	\$0.00
							\$	Actual Cost
								\$0.00
								Total Project Development Phase: \$26,889.91
							use	\$26,880.00

\$26,582.91

II. PRELIMINARY DESIGN (ELEMENT 1)

Item No	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
PRELIMINARY DESIGN PHASE								
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1			1	8	16		25	\$4,514.15
2				4	1		5	\$1,003.65
3			3	12	8	3	26	\$5,094.40
4			3	3	6		12	\$2,406.15
5			10	10			20	\$4,827.50
6			2	6	1		9	\$1,969.15
7			2	8	8		18	\$3,568.70
8			12	27	54		93	\$17,579.10
9			2	6		4	12	\$2,438.10
10			4	16		6	26	\$5,402.90
11			2	4		2	8	\$1,700.80
12			1	6	4	1	12	\$2,333.00
13			1		2	2	5	\$904.35
	0	0	42	102	84	18	246	
	Summary Costs	\$0.00	\$0.00	\$11,413.50	\$21,522.00	\$13,410.60	\$2,819.70	\$49,165.80
Reimbursables								
			1	1		2 Days	\$59.00	\$118.00
						0 Days	\$107.00	\$0.00
						0 Days	\$150.00	\$0.00
			400			400 Miles	\$0.670	\$268.00
						0 Trips	\$1,250.00	\$0.00
							\$	Actual Cost
								\$200.00
								Total Prelim Design Phase: \$49,751.80
							use	\$49,750.00

\$49,165.80

INDEPENDENT FEE ESTIMATE

AIRPORT: Coming Municipal Airport
 LOCATION: Coming, California
 AIP GRANT NO.: 3-06-0053-0XX-2024

ACI PROJECT NUMBER: XXXXXX
 DATE: 5/20/24
 REV. NO.:

III. FINAL DESIGN (ELEMENT 1)

Item No	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
FINAL DESIGN PHASE								
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1			3	8	8	3	22	\$4,250.40
2			1	6	3		10	\$2,016.70
3			2	6			8	\$1,809.50
4			4	16	2	4	26	\$5,408.90
5			2	4	2	4	12	\$2,333.40
6			1	3	2	2	8	\$1,537.35
7			27	54	108		189	\$35,973.45
8			1	2		2	5	\$904.35
9			4	12	12	4	32	\$6,181.40
10			10	10			20	\$4,827.50
11			1		2	2	5	\$904.35
Estimated Total Man-hours								
	0	0	56	118	141	21	337	
Summary Costs								
	\$0.00	\$0.00	\$15,218.00	\$25,109.00	\$22,510.85	\$3,289.65		\$66,127.30
Reimbursables								
			1	1	2 Days		\$59.00	\$118.00
					0 Days		\$107.00	\$0.00
					0 Days		\$150.00	\$0.00
			400		400 Miles	\$0.670		\$268.00
					0 Trips	\$1,250.00		\$0.00
					\$ 300 Actual Cost			\$300.00
Total Final Design Phase: \$66,813.30								
use \$66,810.00								

\$66,127.30

IV. PROJECT CLOSEOUT (ELEMENT 1)

Item No	Principal	Project Manager II	Project Manager I	Design Engineer	Design Tech	Project Coordinator	Total	Cost
PROJECT CLOSEOUT								
	\$335.69	\$316.50	\$271.75	\$211.00	\$159.65	\$156.65	Hours	Summary
1			4			6	10	\$2,026.90
Estimated Total Man-hours								
	0	0	4	0	0	6	10	
Summary Costs								
	\$0.00	\$0.00	\$1,087.00	\$0.00	\$0.00	\$939.90		\$2,026.90
Reimbursables								
					0 Days		\$59.00	\$0.00
					0 Days		\$107.00	\$0.00
					0 Days		\$150.00	\$0.00
					0 Miles	\$0.670		\$0.00
					0 Trips	\$1,250.00		\$0.00
					\$ - Actual Cost			\$0.00
Total Project Closeout: \$2,026.90								
use \$2,020.00								

\$2,026.90

V. SPECIAL SERVICES (ELEMENT 1)

Item No	Principal	Project Manager II	Airport Planner	Env Scientist	Design Tech	Project Coordinator	Total	Cost
SPECIAL SERVICES - In House								
	\$335.69	\$316.50	\$236.58	\$191.82	\$159.65	\$156.65	Hours	Summary
1		1	6	12		1	20	\$4,194.47
2		4	6	18		8	36	\$6,966.24
Estimated Total Man-hours								
	0	5	14	12	16	9	56	
Summary Costs								
	\$0.00	\$1,582.50	\$3,312.12	\$2,301.84	\$2,584.40	\$1,409.85		\$11,170.71
SPECIAL SERVICES - Subconsultant								
								\$25,000.00
								\$15,000.00

use \$4,190.00
 use \$6,960.00

Only update hourly rates in this table, rates in fee calc sheet linked to this table

	Loaded Rate	Unloaded Rate
Principal	\$335.69	\$291.90
Project Manager II	\$316.50	\$275.22
Project Manager I	\$271.75	\$236.30
Sr Design Engineer	\$313.31	\$272.44
Design Engineer	\$211.00	\$183.48
Engineer Intern	\$134.27	\$116.76
Airport Planner	\$236.58	\$205.72
Env Scientist	\$191.82	\$166.80
Sr Electrical Engineer	\$287.73	\$250.20
Sr Drafter/Designer	\$239.78	\$208.50
Design Tech	\$159.65	\$139.00
Senior RPR	\$249.37	\$216.84
RPR	\$204.61	\$177.92
RPR (OT)	\$306.92	\$266.88
RPR (CA)	\$220.59	\$191.82
RPR (CA) (OT)	\$330.89	\$287.73
Project Coordinator	\$156.65	\$136.22



Only update the Expense Rates in this table, rates in fee calc sheet linked to this table

Meals and Incidental Expenses Per Diem	\$59.00
Lodging Per Diem	\$107.00
Rental Car	\$150.00
Mileage	\$0.670
Airfare	\$1,250.00
On-site Cell Phone and Internet Costs	\$100.00
Misc Expense	Fill out in each work phase

Adjust if local rate higher
Adjust if local rate higher

ITEM NO.: J-11
ACCEPT NOTICE OF COMPLETION AND
AUTHORIZE RELEASE OF RETENTION
FUNDS IN THE AMOUNT OF \$31,224.95
TO BUILDER SOLUTIONS INC. FOR THE
WEST STREET ELEMENTARY SCHOOL
CONNECTIVITY PROJECT.

June 25, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: BRANT MESKER, CITY MANAGER 
ELIJAH STANLEY, PUBLIC WORKS DIRECTOR 

SUMMARY:

The West Street Elementary School Connectivity Project is near completion and will be inspected and approved by City Staff. As such, staff now requests the following: City Council accept the Notice of Completion for the project and authorize the Public Works Director to sign the Notice of Completion upon completion of the project and inspection of work to meet the fiscal year deadline. Authorize staff to file and record a Notice of Completion with the Tehama County Clerk and Recorder and authorize the release of the Retention Funds in the amount of \$31,224.95 to Builder Solutions Inc. 25 days following the signed Notice of Completion.

The Notice of Completion is attached for Council review.

BACKGROUND:

Builder Solutions was awarded this project at the June 27, 2023, City Council Meeting in the amount of \$575,977.02. Multiple change orders were approved by the City Council and signed by the City Manager, in the amount of \$89,359.88. The total cost for the project including the change orders is \$665,336.90.

FINANCIAL:

The City of Corning was awarded an ATP Grant for the West Street Elementary School Connectivity Project. The grant funding awarded for the construction portion of the project is in the amount of \$1,009,000.00. The funding is located in account 9007-118-7710.

RECOMMENDATION:

THAT MAYOR AND COUNCIL:

- 1. ACCEPT AND DIRECT THE PUBLIC WORKS DIRECTOR TO SIGN THE NOTICE OF COMPLETION, AND AUTHORIZE CITY CLERK TO FILE NOTICE WITH THE TEHAMA COUNTY FOR RECORDING; and,**
- 2. AUTHORIZE THE RELEASE OF RETENTION FUNDS TO BUILDER SOLUTIONS INC. IN THE AMOUNT OF \$31,224.95**

WHEN RECORDED MAIL TO:

City of Corning
794 Third Street
Corning, CA 96021

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name and address of the undersigned owner is City of Corning, 794 Third Street, Corning, CA 96021.
3. There was completion of the 2023/2024 West Street Elementary School Connectivity Project #2018-11, a project consisting in general of furnishing all labor, equipment, tools, materials and incidentals for path of travel improvements and repair to West Street Elementary located in Corning, CA.
4. The work has been completed and is suitable to be put into use as of June 25, 2024, and has therefore been accepted for ownership and operation by: The City Council of the City of Corning at a Regular Council Meeting, on June 25, 2024.
5. The name of the General Contractor is: Builder Solutions Inc., 3001 East Center Street, Redding, CA 96007 under a contract dated: July 10, 2023.
6. The property herein referred to is situated in the City of Corning, Tehama County, and State of California and more particularly described as follows: Houghton Ave, Marin Street, West Street, Solano Street, and South Street.

June 25, 2024,
Date

Signature of Agent of Owner: _____
Elijah Stanley Director of Public Works

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

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

June 25, 2024

Elijah Stanley
Director of Public Works
City of Corning, Corning, CA