

**DUE TO THE COVID-19 LOCAL EMERGENCY THESE MEETINGS WILL BE HELD BY PHONE, TO PARTICIPATE, THE DIAL IN NUMBER IS:
(351) 999-4082**



**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION AGENDA
TUESDAY, APRIL 14, 2020
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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

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

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

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

B. ROLL CALL:

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

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

C. PUBLIC COMMENTS:

D. REGULAR AGENDA:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property: APN No. 075-080-025-000.

Negotiating Party: Kristina Miller, City Manager

Property Negotiators: Corning Union High School District Superintendent Jared Caylor

Under Negotiation: Property Lease vs Sale

E. ADJOURN TO REGULARLY SCHEDULED CITY COUNCIL MEETING AND REPORT ON CLOSED SESSION:

POSTED: FRIDAY, APRIL 10, 2020

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

B. ROLL CALL:

Council:

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

Mayor:

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

D. INVOCATION: Led by Mayor Hatley.

Persons of no religious persuasion will not be expected in any manner to stand or to participate other than to remain quiet out of respect for those who do choose to participate.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

G. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience request separate discussion and/or action.

- 1. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 2. Waive the reading and approve the Minutes with any necessary corrections of the March 24, 2020 Closed Session and Regular City Council Meeting.**
- 3. April 8, 2020 Claim Warrant in the amount of \$401,347.26.**
- 4. April 8, 2020 Business License Report.**
- 5. March Wages & Salaries: \$396,497.64.**

6. March 2020 Treasurer's Report. **(Pulled - Will be presented at a future meeting.)**
 7. March 2020 Building Permit Valuation Report in the amount of \$650,589.00.
 8. March 2020 City of Corning Wastewater Operations Summary Report.
- H. ITEMS REMOVED FROM THE CONSENT AGENDA:**
- I. PUBLIC HEARINGS AND MEETINGS:**
- J. REGULAR AGENDA:**
9. Approve "Letter of Support" for the Tehama County Recycling Market Development Zone.
 10. Adopt Resolution 04-14-2020-01 calling for the Municipal Election and requesting it be consolidated with the County's November 3, 2020 Statewide General Election.
 11. Approve Task Order "A" to Armstrong Consultants, Inc. for Professional Services for the 2020 Corning Airport Fence Project under Airport Engineering Services Contract 2019-6.
 12. Approve three-year Agreement Extension (FY's 2020 – 2023) for Audit Services with Donald R. Reynolds, CPA.
 13. Informational update on COVID-19 presented by City Manager Kristina Miller.
- K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:**
- L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION:**
- M. REPORTS FROM MAYOR AND COUNCIL MEMBERS:** City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234).
- Snow:**
Valerio:
Demo:
Burnett:
Hatley:
- N. ADJOURNMENT!:**

POSTED: FRIDAY, APRIL 10, 2020

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**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION MINUTES
TUESDAY, MARCH 24, 2020
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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A. CALL TO ORDER: 5:30 p.m.

B. ROLL CALL:

Council:

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

Mayor:

All members of the City Council were present by phone except Councilman Valerio.

C. PUBLIC COMMENTS: None

D. REGULAR AGENDA:

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Continued from the March 10, 2020 Closed Session: Pursuant to Government Code 54957
Title: City Manager.**
- 2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8:
Property: APN No. 069-210-057-000, Utility Easement.
Negotiating Party: Kristina Miller, City Manager
Property Negotiator: Mike Dudley
Under Negotiation: Price and Terms of Payment.**
- 3. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Government Code § 54956.9.
One Case:
a. Case No. 20CI000038, City of Corning v. Bohme**

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

Mayor Hatley reported the following:

- 1) City Manager's work performance is outstanding; the City Manager requested, and Council approved the request to receive a pay increase until the current crisis ends at which time the increase will be retroactive.**
- 2) Council gave direction to the City Property Negotiator.**
- 3) No report to be made at this time.**

Lisa M. Linnet, City Clerk

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TUESDAY, MARCH 24, 2020
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A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL:

Council:

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

Mayor:

All members of the City Council were present by phone.

C. PLEDGE OF ALLEGIANCE: Due to the meeting being held by phone, the Pledge of Allegiance was not done.

D. INVOCATION: Led by Councilor Burnett.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS: City Clerk Lisa Linnet read each of the Proclamations listed below.

1. Proclamation: March 30th – April 5th as "National Drug & Alcohol Facts WeekSM"

Ulanda Hinkston, Project Coordinator for the Tehama County Drug-Free Community Coalition, Tehama County Department of Education stated that all planned activities have been cancelled due to COVID-19. She announced that some activities are available online for those interested.

2. Proclamation: April 12th – April 18, 2020 as Public Safety Telecommunications Week.

The City's Police and Fire Chiefs both acknowledged the excellent job performance of their Dispatchers.

3. Proclamation: April 2020 as National Sexual Assault Awareness (SAAM) month and April 29th as Denim Day in the City of Corning.

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

Fire Chief Tom Tomlinson announced that the Department's new Squad has arrived and is expected to in service next week.

G. CONSENT AGENDA:

4. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.

5. Waive the reading and approve the Minutes of February 25, 2020 City Council Meeting with any necessary corrections.

6. March 18, 2020 Claim Warrant in the amount of \$315,697.52.

7. March 18, 2020 Business License Report.

8. Adopt Ordinance No. 687; an Ordinance amending the speed limit on various City Streets (2nd Reading & Adoption) and approve Ordinance Summary for publication.

9. Ordinance No. 686 Amending Chapter 3.12 (purchase of supplies, equipment and services) to add Section 3.12.090, a Local Business Preference Policy to the Corning Municipal Code. (2nd Reading & Adoption).

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Councilman Valerio moved to approve Consent Agenda Items 4-9; Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

J. REGULAR AGENDA:

10. Approve Specifications and authorize Staff to seek proposals for a new perimeter security fence and card control access at the Corning Airport.

City Manager Miller presented this item and announced that although the price seems high, it is the norm for this type of work. She announced most of the cost will be funded by the FAA (Federal Aviation Administration).

Councilor Burnett moved for approve the Specifications and authorize Staff to seek proposals for a new perimeter security fence and card control access at the Corning Airport. Councilor Demo seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

11. Two-year Extension Request: Tentative Tract Map 08-1000, Corning Crossroads located on the west side of I-5 approximately 200 feet southeast of the Corning Road/Barham Avenue Intersection. APN's: 69-210-43, 49 and 69-220-01 & 08.

City Manager Miller presented this item and stated that Staff has been working diligently to extend water and sewer services to the west side of Interstate 5.

Councilor Demo moved to approve a two-year extension for Tentative Track Map 18-1000 subject to the original 68 Conditions adopted by the City Council on March 13, 2018. Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

12. Adopt Resolution 03-24-2020-01 declaring a local emergency regarding the COVID-19 virus and authorizing the City Manager to request assistance from the State of California if necessary.

Presented by City Attorney Collin Bogener. Mr. Bogener stated the various dates that the emergency was declared by the Federal Government, the State and the County. He explained that this is part of the process for the City to make such a Declaration as outlined in Government Code and the City's Municipal Code. He further explained that approving the proposed Resolution declaring a local emergency will allow the City to:

- Obtain Federal and State Funding associated with the emergency;
- Allows City exceptions to purchasing regulations;
- Provides additional immunities to City Codes

Councilor Snow moved to adopt Resolution 03-24-2020-01 declaring a Local Emergency Regarding the COVID-19 Virus and authorize the City Manager to request assistance from the State of California if necessary. Councilor Valerio seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

13. Request City Council direction on proceeding with Bid Results for disposal of 2000 Westfield Single Wide Mobile Home.

City Manager Miller presented this item and informed the Council that Staff did extensive noticing of this item via various means. As a result, the City received one Bid in the amount of \$200; she explained that the cost is low due to the cost the purchaser will incur to move the mobile from the location at the former City Animal Shelter. She also stated the concerns of Staff regarding need to remove structure from site to avoid issues of utilization by the Homeless. Councilor Burnett confirmed the timeframe allowed to remove the item from City property would be 90-days.

Councilor Burnett moved to approve Bid and authorize the sale and removal of the Mobile Home from the Animal Shelter location. Councilor Valerio seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

K. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

City Manager Miller asked to add an Item to the Agenda, she stated that this item is a Personnel Policy pertaining to employee Leave and Accommodations, Continuation of Work and use of Leave in Declared Emergencies. City Attorney Collin Bogener explained the limitations and process for adding an item to the Agenda.

Councilor Snow moved to add for consideration and approval item: Personnel Rules, Leaves and Accommodations, Continuation of Work and Use of Leave in Declared Emergencies Policy to the Agenda. Councilor Demo seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

City Manager Miller presented the proposed Policy in detail and explained the need for this Policy at this time.

Following discussion, Councilor Snow moved to approve the Personnel Policy on leave and accommodations, continuation of work and use of Leave in declared emergencies. Councilor Demo seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

L. COMMUNICATIONS, CORRESPONDENCE AND INFORMATION: None

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

Snow: No report.

Valerio: No report.

Demo: Reported on attendance at the JPA (Sanitary Landfill Agency) Meeting stating that the Recycling Center at the Landfill will be temporarily closed.

Burnett: Reported on the take-out lunch meals being provided to the homeless from the back of her Church on Marin Street. She also thanked the Harvest Christian Church, Bartels and Sweet Swirls for their donations and support. City Manager Miller announced some of the other actions that have been made to assist the homeless within our community.

Hatley: No report.

N. ADJOURNMENT!: 7:17 p.m.

Lisa M. Linnet, City Clerk

**MEMORANDUM**

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: April 8, 2020

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

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 03-31-20	\$	16,978.32
B.	Payroll Disbursements	Ending 03-25-20	\$	74,987.38
C.	Cash Disbursements	Ending 04-08-20	\$	309,381.56

GRAND TOTAL \$ 401,347.26

REPORT.: Mar 31 20 Tuesday
 RUN.: Mar 31 20 Time: 13:54
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 03-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
129111	03/19/20	COR55	CORRY, CHASE	-14.00	.00	-14.00	03132020u	Ck# 029111 Reversed
129140	03/19/20	VIN00	VINSON, MADELYN F.	45.00	.00	45.00	200319	REC INSTRUCTOR-REC
129141	03/19/20	WEB02	WEBSTER, WAYNE C.	60.00	.00	60.00	200319	REC INSTRUCTOR-REC
129142	03/31/20	ATT13	AT&T	157.43	.00	157.43	200311	COMMUNICATIONS-DISPATCH
129143	03/31/20	BAS01	BASIC LABORATORY, INC	219.60 135.80 219.60 135.80	.00 .00 .00 .00	219.60 135.80 219.60 135.80	2002737 2002911 2003095 2003137	ProfServices Water Dept ProfServices Water Dept ProfServices Water Dept ProfServices Water Dept
			Check Total.....	710.80	.00	710.80		
129144	03/31/20	COM01	COMPUTER LOGISTICS, INC	2860.00 200.00	.00 .00	2860.00 200.00	81366 81382	EQUIP MAINT- EQUIP MAINT-DISPATCH
			Check Total.....	3060.00	.00	3060.00		
129145	03/31/20	COR08	CORNING LUMBER CO INC	64.16	.00	64.16	700325F	BLD MAINT-FIRE
129146	03/31/20	COR11	CORNING SAFE & LOCK	24.24 23.71	.00 .00	24.24 23.71	0646 0654	MAT & SUPPLIES-WTR BLD MAINT-TRANS FAC
			Check Total.....	47.95	.00	47.95		
129147	03/31/20	DEP12	DEPT OF JUSTICE	35.00	.00	35.00	441836	PROF SVCS-POLICE
129148	03/31/20	HOM03	HOME DEPOT	128.01 475.02 70.89 95.64	.00 .00 .00 .00	128.01 475.02 70.89 95.64	2333359 5901758 6015037 8143193	EMERGENCY PREPAREDNESS- BLD MAINT-AIRPORT BLD MAINT-AIRPORT MAT & SUPPLIES-PARKS
			Check Total.....	769.56	.00	769.56		
129149	03/31/20	KNI00	KNIFE RIVER CONSTRUCTION	537.34	.00	537.34	227793	A/C CITYWIDE-STR
129150	03/31/20	LNC01	LN CURTIS & SONS	506.43	.00	506.43	INV370915	SAFETY ITEMS-FIRE
129151	03/31/20	MUN03	MUNNELL & SHERRILL, INC.	89.12	.00	89.12	332384	EMERGENCY PREPAREDNESS-ST
129152	03/31/20	PGE09	PG&E	204.98	.00	204.98	200317	ELECT-STONEFOX L&L-Z1, D2
129153	03/31/20	PGE2A	PG&E	42.64 38.94	.00 .00	42.64 38.94	200317 200326	ELECT-BLUE HERON CT ELECT-CORNING COMMUNITY P
			Check Total.....	81.58	.00	81.58		
129154	03/31/20	PGE2B	PG&E	6847.92	.00	6847.92	200327	ELECT-WWTP
129155	03/31/20	PRO10	PROGRESSIVE BUSINESS PUBL	118.56	.00	118.56	03252020	TRAINING/ED-POLICE
129156	03/31/20	QUI02	QUILL CORPORATION	121.75	.00	121.75	5694583	COMP/EQUIP/SOFT-FIRE
129157	03/31/20	RON03	RON DUPRATT FORD	80.62	.00	80.62	122928	VEH OP/MAINT-WTR
129158	03/31/20	SCH01	LES SCHWAB TIRE CENTER	286.74 340.80	.00 .00	286.74 340.80	611003517 611035206	VEH OP/MAINT-STR VEH OP/MAINT-SWR
			Check Total.....	627.54	.00	627.54		
129159	03/31/20	SCP00	SCP DISTRIBUTORS LLC	842.06	.00	842.06	SN037321	MAT & SUPPLIES-WTR
129160	03/31/20	SON03	SONSRAY MACHINERY, LLC	714.24	.00	714.24	W01713-06	EQUIP MAINT-
129161	03/31/20	TAN00	T AND S DVBE, INC.	492.83	.00	492.83	20-306	SIGN REPLACEMENT-STR
129162	03/31/20	VAL01	VALLEY INDUSTRIAL COMM.	164.00	.00	164.00	10543	EQUIP MAINT-FIRE
129163	03/31/20	\C090	KATRIHA CURTIS	13.45	.00	13.45	000C00301	HQ CUSTOMER REFUND FOR CU
			Cash Account Total.....	16978.32	.00	16978.32		
			Total Disbursements.....	16978.32	.00	16978.32		
			Cash Account Total.....	.00	.00	.00		

REPORT.: Mar 31 20 Tuesday
 RUN....: Mar 31 20 Time: 13:54
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 03-20 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
11864	03/25/20	BAN03	POLICE OFFICER ASSOC,	325.00	.00	325.00	C00324	POLICE OFFICER ASSOC
11865	03/25/20	BAN06	BANNER BANK	5779.37	.00	5779.37	C00324	HSA DEDUCTIBLE
11866	03/25/20	CAL37	CALIFORNIA STATE DISBURSE	138.46	.00	138.46	C00324	WITHHOLDING ORDER
11867	03/25/20	EDD01	EMPLOYMENT DEVELOPMENT	4923.85	.00	4923.85	C00324	STATE INCOME TAX
				1301.92	.00	1301.92	1C00324	SDI
			Check Total.....:	6225.77	.00	6225.77		
11868	03/25/20	FED00	FEDERAL PAYROLL TAXES (EF	12777.27	.00	12777.27	C00324	FEDERAL INCOME TAX
				15639.20	.00	15639.20	1C00324	FICA
				3657.56	.00	3657.56	2C00324	MEDICARE
			Check Total.....:	32074.03	.00	32074.03		
11869	03/25/20	ICM01	ICMA RETIREMENT TRUST-457	1512.13	.00	1512.13	C00324	ICMA DEF. COMP
				185.00	.00	185.00	1C00324	ICMA DEF. COMP ER PD
			Check Total.....:	1697.13	.00	1697.13		
11870	03/25/20	PERS1	PUBLIC EMPLOYEES RETIRE	22785.68	.00	22785.68	C00324	PERS PAYROLL REMITTANCE
11871	03/25/20	PERS4	Cal Pers 457 Def. Comp	2788.39	.00	2788.39	C00324	PERS DEF. COMP.
				550.00	.00	550.00	1C00324	PERS DEF. COMP. ER P
			Check Total.....:	3338.39	.00	3338.39		
11872	03/25/20	VAL06	VALIC	2398.55	.00	2398.55	C00324	AIG VALIC P TAX
				225.00	.00	225.00	1C00324	AIG VALIC P TAX ER P
			Check Total.....:	2623.55	.00	2623.55		
			Cash Account Total.....:	74987.38	.00	74987.38		
			Total Disbursements.....:	74987.38	.00	74987.38		

REPORT.: Apr 08 20 Wednesday
 RUN...: Apr 08 20 Time: 15:40
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
029164	04/01/20	COR07	CORBIN WILLITS SYSTEMS, I	684.55	.00	684.55	000C004011	EQUIP MAINT-FINANCE
029165	04/01/20	COR09	CORNING CHAMBER OF COMM.	1000.00	.00	1000.00	000C004011	CngChamberComm. Economic
029166	04/01/20	DEM02	DEMO, DAVID LEWIS	104.70	.00	104.70	000C004011	PROF SVCS-FIRE DEPT
029167	04/01/20	MOO07	MOORE & BOGENER, INC.	5525.00	.00	5525.00	000C004011	CONSULTING SVCS-LEGAL SVC
029168	04/01/20	OCH01	OCHOA CLEANING	4392.00	.00	4392.00	000C004011	JANITORIAL SERVICES-
029169	04/01/20	PAT05	PATTERSON PROPERTIES	500.00	.00	500.00	000C004021	MAT & SUPPLIES-REC
029170	04/01/20	PIT01	PITNEY BOWES	187.79	.00	187.79	000C004011	Rents/Leases Finance Dept
029171	04/01/20	SCH16	SCHLERETH, DAYMON WAYNE	54.70	.00	54.70	000C004011	PROF SVCS-FIRE DEPT
029172	04/03/20	JON02	R.C. JONES INSURANCE	974.38	.00	974.38	200322	PROF SVCS-WWTP
029173	04/06/20	ROD10	RODRIGUEZ, JESENIA	555.00	.00	555.00	200403	REC INSTRUCTOR-REC
029174	04/08/20	ADV04	ADVENTIST HEALTH	284.00	.00	284.00	117900452	PROF SVCS-DISPATCH
029175	04/08/20	AIR00	AIRGAS USA, LLC	60.76	.00	60.76	996996746	MAT & SUPPLIES-FIRE
029176	04/08/20	ARA02	ARAMARK UNIFORM SERVICES	90.69	.00	90.69	637332841	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637345486	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637358450	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637370911	MAT & SUPPLIES-BLD MAINT
				90.69	.00	90.69	637383821	MAT & SUPPLIES-BLD MAINT
			Check Total.....:	453.45	.00	453.45		
029177	04/08/20	ATT02	AT&T	989.67	.00	989.67	14515553	COMMUNICATIONS-
029178	04/08/20	ATT15	AT&T MOBILITY	680.79	.00	680.79	200319	COMMUNICATIONS-
029179	04/08/20	BAS01	BASIC LABORATORY, INC	108.80	.00	108.80	2003207	ProfServices Water Dept
				135.80	.00	135.80	2003344	ProfServices Water Dept
			Check Total.....:	244.60	.00	244.60		
029180	04/08/20	BLA08	BLACK DIAMOND GRAPHICS	358.75	.00	358.75	10119	EMERGENCY PREPAREDNESS-GE
029181	04/08/20	CEN14	CENTER FOR EVALUATION & R	4860.00	.00	4860.00	202002	DATA COLL & EVAL-PROP 47
029182	04/08/20	COR01	CORNING VETERINARY CLINIC	66.50	.00	66.50	62083	PROF SVCS-ACO
029183	04/08/20	COR08	CORNING LUMBER CO INC	7.96	.00	7.96	200325	MAT & SUPPLIES-STR
029184	04/08/20	COR12	CORNING FORD MERCURY, INC	88.81	.00	88.81	38606	VEH OP/MAINT-POLICE
029185	04/08/20	CRO05	CROSS PETROLEUM	803.18	.00	803.18	CL94163	MAT & SUPPLIES-
				1069.77	.00	1069.77	CL94164	VEH OP/MAINT-POLICE
				116.74	.00	116.74	CL94551	VEH OP/MAINT-FIRE
				1038.09	.00	1038.09	1425132IN	MAT & SUPPLIES-
			Check Total.....:	3027.78	.00	3027.78		
029186	04/08/20	DEP03	DEPT OF TRANS/CAL TRANS	2099.55	.00	2099.55	20008686	Equip.Maint. St&Trf Light
029187	04/08/20	DM001	DM-TECH	119.90	.00	119.90	202004011	COMMUNICATIONS-GEN CITY
029188	04/08/20	FED01	FEDERAL EXPRESS	29.23	.00	29.23	696353122	OFFICE SUPPLIES-FIRE
029189	04/08/20	FIR05	FIRST NATIONAL BANK OMAHA	518.59	.00	518.59	200330	MAT & SUPPLIES-
029190	04/08/20	FIR10	FIRST NATIONAL BANK OMAHA	135.00	.00	135.00	04082020	COMMUNICATIONS-DISPATCH
029191	04/08/20	FIR13	FIRST NATIONAL BANK OMAHA	1709.32	.00	1709.32	200330	MAT & SUPPLIES-
029192	04/08/20	FIR14	FIRST NATIONAL BANK OMAHA	613.29	.00	613.29	04082020A	MAT & SUPPLIES-
029193	04/08/20	FIR16	FIRST NATIONAL BANK OMAHA	762.24	.00	762.24	200330	MAT & SUPPLIES-REC
029194	04/08/20	GOL07	GOLDEN WEST INDUSTRIAL SU	164.87	.00	164.87	2102443	SMALL TOOLS-FIRE
029195	04/08/20	GRA02	GRAINGER, W.W., INC	138.14	.00	138.14	949158494	MAT & SUPPLIES-WTR
				155.31	.00	155.31	949713850	MAT & SUPPLIES-BLD MAINT
			Check Total.....:	293.45	.00	293.45		
029196	04/08/20	HEN03	HENRY SCHEIN INC.,	90.08	.00	90.08	75876301	MAT & SUPPLIES-FIRE
029197	04/08/20	IMA01	IMAGE SALES, INC.	21.55	.00	21.55	0068062IN	MAT & SUPPLIES-POLICE
029198	04/08/20	INF00	INFRAMARK, LLC	61964.74	.00	61964.74	50228	PROF SVCS-
029199	04/08/20	INL01	INLAND BUSINESS SYSTEMS	262.44	.00	262.44	IN516365	COMMUNICATIONS-
029200	04/08/20	IWO01	IWORQ SYSTEMS	2291.66	.00	2291.66	192463	IWORQ-BLD & SAFETY
029201	04/08/20	KNI00	KNIFE RIVER CONSTRUCTION	1008.84	.00	1008.84	227402	A/C CITYWIDE-STR

REPORT.: Apr 08 20 Wednesday
 RUN...: Apr 08 20 Time: 15:40
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 04-20 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
029202	04/08/20	LIN01	LINCOLN AQUATICS, INC.	37.16	.00	37.16	29552808	MAT & SUPPLIES-POOL
				482.48	.00	482.48	SNO037960	MAT & SUPPLIES-POOL
			Check Total.....:	519.64	.00	519.64		
029203	04/08/20	MIS01	MISSION LINEN SUPPLY	176.71	.00	176.71	512055595	MAT & SUPPLIES-PARKS
029204	04/08/20	MUN03	MUNNELL & SHERRILL, INC.	41.41	.00	41.41	331499	MAT & SUPPLIES-
				128.69	.00	128.69	332215	MAT & SUPPLIES-
			Check Total.....:	170.10	.00	170.10		
029205	04/08/20	NAP01	NAPA AUTO PARTS	442.90	.00	442.90	200325	VEH OP/MAINT-
				93.73	.00	93.73	200325F	SMALL TOOLS-FIRE
			Check Total.....:	536.63	.00	536.63		
029206	04/08/20	NEU02	NEUHARDT ELECTRIC	605.00	.00	605.00	220	BLD MAINT-AIRPORT
029207	04/08/20	NOR15	NORTHERN CALIFORNIA GLOVE	1181.89	.00	1181.89	526460	MAT & SUPPLIES-
029208	04/08/20	PEN01	PENDERGRAFT, JAMES	60.00	.00	60.00	200406	PANT REIMBURSEMENT-PW ADM
029209	04/08/20	PES01	PESTMASTER SERVICES, INC.	671.63	.00	671.63	243555	TREE/PEST & WEED SPRAY-
				990.79	.00	990.79	243556	TREE/PEST & WEED SPRAY-
			Check Total.....:	1662.42	.00	1662.42		
029210	04/08/20	PGE01	PG&E	795.99	.00	795.99	200406A	ELECT-
				430.94	.00	430.94	2004406	ELECT-
			Check Total.....:	1226.93	.00	1226.93		
029211	04/08/20	PGE04	PG&E	481.05	.00	481.05	200331	TranspFacility-
029212	04/08/20	PGE05	PG&E	848.84	.00	848.84	200331	FIRE-ELECT & GAS
029213	04/08/20	PGE08	PG&E	28.93	.00	28.93	200331	MAT & SUPPLIES-REC
029214	04/08/20	PGE2A	PG&E	56.83	.00	56.83	200330	ELECT-MARTINI PLAZA
				192.40	.00	192.40	200330A	ELECT-MCDONALD, CASSANDRA,
				34.65	.00	34.65	200331A	ELECT-CLELAND PROP
			Check Total.....:	283.88	.00	283.88		
029215	04/08/20	PGE2B	PG&E	299.86	.00	299.86	000790753	SOLAR-WWTP
029216	04/08/20	QUI02	QUILL CORPORATION	19.71	.00	19.71	5919204	OFFICE SUPPLIES-FIRE
029217	04/08/20	RIV04	RIVER CITIES COUNSELING,	28798.58	.00	28798.58	734	COUNSELOR-BSCC PROP 47
029218	04/08/20	S&L00	S & L BREWER ENTERPRISES	250.00	.00	250.00	2020COR03	K-9 PROGRAM-POLICE
029219	04/08/20	TAN00	T AND S DVBE, INC.	3331.13	.00	3331.13	20-337	MAT & SUPPLIES-PARKS
				453.87	.00	453.87	20-363	STR BARRICADES-STR
			Check Total.....:	3785.00	.00	3785.00		
029220	04/08/20	TEH13	TEHAMA CO AUDITOR	450.00	.00	450.00	200331	PkngCiteToCnty Police Ser
029221	04/08/20	TEH20	TEHAMA CO DISTRICT ATTY	267.60	.00	267.60	CPD1/20-3	PROF SVCS-POLICE
029222	04/08/20	THO01	THOMES CREEK ROCK CO	68.05	.00	68.05	200331	MAT & SUPPLIES-STR
029223	04/08/20	TPX00	TPX COMMUNICATIONS	636.51	.00	636.51	128143369	COMMUNICATIONS-
029224	04/08/20	ULI00	ULINE	37.08	.00	37.08	118009189	OFFICE SUPPLIES-FINANCE
029225	04/08/20	VAL04	VALLEY TRUCK & TRACTOR CO	285.56	.00	285.56	969644	MAT & SUPPLIES-PARKS
029226	04/08/20	WAL11	WALBERG INC.	187.50	.00	187.50	5545	MAT & SUPPLIES-
029227	04/08/20	WAS01	WASTE MANAGEMENT OF	130963.79	.00	130963.79	200331	WASTE MGMT PYMT-SOLID WAS
029228	04/08/20	WAT02	WATSON, THOMAS J.	73.88	.00	73.88	04082020	COVID 19-POLICE
029229	04/08/20	XER00	XEROX CORPORATION	126.89	.00	126.89	721749448	EQUIP MAINT-DISPATCH
029230	04/08/20	COM01	COMPUTER LOGISTICS, INC	1239.13	.00	1239.13	81426	COMP/EQUIP/SOFT-CITY ADMI
029231	04/08/20	CON08	CONSTELLATION - EXELON GE	36924.46	.00	36924.46	202003	ELECT-
			Cash Account Total.....:	309381.56	.00	309381.56		
			Total Disbursements.....:	309381.56	.00	309381.56		

Date.: Apr 8, 2020
Time.: 1:39 pm
Run by: LORI SIMS

CITY OF CORNING
NEW BUSINESSES FOR CITY COUNCIL

Page.: 1
List.: NEWB
Group: WTPMBM

Business Name	Address	CITY/STATE/ZIP	Business Desc	Bus Start Date
CSAC COLD SNAP AIR C	2525 FORWARD WAY	RED BLUFF, CA 96080	HVAC COMMERCIAL AND RESIDENTIAL MAINTENA	04/07/20



Monthly Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Date	Parcel #	Parcel Address	Owner Name	Owner Address	Owner City	Owner Zip	Permit Type	Project Description	Project Cost
20063	3/31/2020	073-072-004-000	916 Peach St.	Whigham, Mandy	1931 Roseleaf Court	Chico	96021	Fence	build 6' wood fence southside property	\$1,000
20062	3/27/2020	071-114-005-000	618 FOURTH ST	ENDICOTT, CLIFFORD B TR ENDICOTT SEP PROP TR	904 SOLANO	Corning	96021	Tenant Improvement	Provide outdoor elevator for ADA clients entry only	\$60,000
20061	3/27/2020	071-140-049-000	975 HWY 99W	HERITAGE RV CORNING LLC	3369 SOMERSET AVE	CASTRO VALLEY	94546	Signs	Reinstall (2) sections of pipe with new rings refurbished and reinstall (1) 7'x14' S/F sign	\$15,000
20060	3/25/2020	073-270-019-000	1235 CASSANDRA CIR	Zigan John Douglas ETAL	1235 East Cassandra Circle	Corning	96021	Solar	PV micro inverted 5.92 kw	\$17,700
20059	3/19/2020	073-046-012-000	810 YOLO ST	RIPKA, WILLIAM TRUSTEE WILLIAM RIPKA 2003 TRUST	4015 WOODSON AVE	CORNING CA 96021		ReModel	Interior Remodel due to structure fire.	\$18,000
20058	3/18/2020	071-122-003-000	1613 SOLANO ST	PELAYO, MARTIN P ETAL	DBA CORNING AUTO SALES & DETAILING	1613 SOLANO ST CORNING CA 96021		Public Works	Grading and site improvements for Car Lot	\$76,755
20057	3/16/2020	071-061-008-000	2108 COLUSA ST	ENGBRETSSEN, SHIRLEY I	PO BOX 1389	CORNING CA 96021		Solar	PV 3.2 kw; 10 Modules	\$12,000
20056	3/16/2020	071-271-006-000	1478 FIFTH AVE	LOPEZ, JOSE L JIMENEZ ETAL	DBA PRO ONE GENERAL BUILDING CONTRACTOR	1478 5TH AVENUE CORNING CA 96021		Electrical	Upgrade Panel to 200A, and replace siding on 2 walls	\$3,000
20055	3/13/2020	073-135-007-000	1221 FIRST ST	Bustos Joseph ETAL	1221 FIRST ST	Corning	96021	Solar	PV 7.15 kw; 22 panels. No Panel Upgrade	\$25,711

20054	3/9/2020	073-102-003-000	711 WALNUT ST	Ellis Kate Ashley ETAL	711 WALNUT ST	Corning	96021	Solar	PV 8.7 kw, 29 Module	\$33,930
20053	3/9/2020	071-074-013-000	516 HOUGHTON AVE	SINGH, HARDEEP	516 HOUGHTON AVENUE	CORNING	96021	HVAC	Change Out 4-ton Split System	\$9,470
20052	3/6/2020	087-040-070-000	3000 HWY 99W	CWW ENTERPRISES LLC	500 GRAVES BLVD	SALINA KS 67401		HVAC	Replace 5 ton Package Heat & AC Unit on roof	\$11,453
20051	3/4/2020	071-193-018-000	1971 SCOTT AVE	DAY, PATRICIA DIANN	1971 SCOTT AVE	CORNING CA 96021		Solar	PV System 5.510 kw, 19 modules w/ (N) 125A MSP with 100A Main Breaker on end feed	\$38,570
20050	3/3/2020	071-062-005-000	2155 COLUSA CIR	AULABAUGH, WILLIAM T & AULABAUGH, WINONA R	2155 COLUSA CIR	CORNING CA 96021		Solar	9.16 kw roof mount solar PV System W/ 125A bus PV Subpanel Installation	\$28,000
20049	3/2/2020	073-102-003-000	711 WALNUT ST	NEMCHICK, CHRISTABELLE	711 WALNUT ST	CORNING CA 96021		Solar		\$300,000
										\$650,589

Total Records: 15

4/9/2020



- 11) **Cleaned SO2 pump**
- 12) **Exercised lift station stand –by pump**
- 13) **Exercised emergency generator.**
- 14) **Submitted monthly ESMR and DMR**
- 16) **Completed monthly test on chemical leak detectors.**
- 17) **Completed monthly receiving water sampling and lab test**
- 18) **Completed monthly facility inspection.**
- 19) **Area manager Travis Barber here for site visit.**
- 20) **Completed annual recycled water report on Geo Tracker.**
- 21) **Performed alarm check with Fire Dept.**
- 22) **Informed Telstar Inc. that their bid to replace the SO3 analyzer was accepted by council.**

March 2020

Domestic Treated Flow Monthly Average = 617,870 GPD

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

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

- 1) Completed monthly reports.**
- 2) Repaired brush on # 2 aerator**
- 3) Changed flow disk.**
- 4) Site visit performed by national and regional safety advisors.**
- 5) Staff meeting to discuss plant operations and issues.**
- 6) Changed chart on So3 analyzer.**
- 7) Safety meeting and daily tailgate meeting**
- 8) Inspected eyewash and emergency showers.**
- 9) Started onboarding process for new hire, Daniel Ogier. Dan will be in charge of the vector truck operations and will be working to obtain his wastewater certification to assist in plant operations**
- 10) Collected final priority pollutants sample.**

**ITEM NO.: J-9
APPROVE LETTER OF SUPORT
FOR THE TEHAMA COUNTY
RECYCLING MARKET
DEVELOPMENT ZONE**

April 14, 2020

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

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

BACKGROUND:

The City of Corning is fortunate that the Tehama County Solid Waste Management Agency acts as our regional partner in coordinating Solid Waste and Recycling issues and programs throughout the County. The Agency receives no direct funding through the City Budget to provide these services.

The proposed Letter of Support helps the Tehama County Solid Waste Management Agency ("JPA"), as the "Lead Agency", when submitting a Recycling Market Development Zone application to the Department of Resources, Recycling and Recovery (CalRecycle) on behalf of itself, the County of Tehama, and the cities of Corning, Red Bluff, and Tehama. If the application is approved, the JPA will have a program to provide an incentive to businesses to site in the City of Corning if they are making a product from recycled material, creating feedstock material from recycled products, or composting organic material.

RECOMMENDATION:

MAYOR AND CITY COUNCIL APPROVE THE PROPOSED LETTER OF SUPPORT FOR THE TEHAMA COUNTY RECYCLING MARKET DEVELOPMENT ZONE.

April 7, 2020

Frank Severson
California Department of Resources, Recycling and Recovery
Local Assistance and Market Development
1001 "I" Street
Sacramento, CA 95812

Attn Letter of Support for the Tehama County Recycling Market Development
Zone

Dear Mr. Severson:

I am writing this letter in support of the Tehama County Solid Waste Management Agency (TCSWMA) proposal to become a Recycling Market Development Zone (RMDZ). The City of Corning promotes a business environment that sustains economic vitality, promotes economic development and enhances the appeal to locate, conduct and grow business. The City of Corning Planning Department is responsible for implementing and updating the land use goals and policies of the City Council as detailed in the City's General Plan, Zoning Code, the Highway 99W Corridor Specific Plan, and various development ordinances and standards. The City of Corning Planning Department receives and processes development applications for land use permits including parcel maps, subdivisions, use permits, rezonings, variances, general plan amendments and annexations. Planning staff regularly meet and confer with the City's Technical Advisory Committee (including the Building, Fire, Police and Public Works Departments) to discuss development inquiries and applications, and to coordinate the efficient provisions of service to new businesses. The City of Corning supports TCSWMA's submittal of an application to create a Recycling Market Development Zone for Tehama County.

Upon zone approval, the City of Corning will provide technical assistance in terms of siting and permitting assistance to potential RMDZ businesses. In addition, the City of Corning will provide Tehama County RMDZ program brochures to businesses looking to relocate to the City of Corning. The City of Corning is pleased to collaborate with the TCSWMA on this mutually beneficial project to increase diversion and improve the economic wellness of the Corning community.

The City of Tehama fully supports the TCSWMA's submittal of an application to create a Recycling Market Development Zone. Please feel free to contact me at (530) 824-7033 should any questions arise.

Sincerely,

Kristina Miller, City Manager
City of Corning



City of Corning

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

April 7, 2020

Frank Severson
California Department of Resources, Recycling and Recovery
Local Assistance and Market Development
1001 "I" Street
Sacramento, CA 95812

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The City of Tehama fully supports the TCSWMA's submittal of an application to create a Recycling Market Development Zone. Please feel free to contact me at (530) 824-7033 should any questions arise.

Sincerely,

Kristina Miller, City Manager
City of Corning

**ITEM NO.: J-10
ADOPT RESOLUTION 04-14-2020-01,
CALLING FOR THE MUNICIPAL
ELECTION AND REQUESTING IT BE
CONSOLIDATED WITH THE
COUNTY'S NOVEMBER 3, 2020
STATEWIDE GENERAL ELECTION**

APRIL 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

BACKGROUND

Every two years the City holds their election for new officers. In 1985, the Corning City Council adopted Ordinance No. 428 consolidating our elections with the statewide General Election, which is held on the first Tuesday after the first Monday in November on even numbered years. Each election year the Council adopts a Resolution calling the date of the election, which this year will be on November 3, 2020, and requesting that it be consolidated with the County's Statewide General Election.

The Resolution also requests that the Tehama County Board of Supervisors authorize the County Elections Department to provide services to the City in the conduct of the Statewide General Election.

RECOMMENDATION:

MAYOR AND COUNCIL ADOPT RESOLUTION NO. 04-14-2020-01, CALLING FOR THE MUNICIPAL ELECTION AND REQUESTING THAT IT BE CONSOLIDATED WITH THE COUNTY'S STATEWIDE GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2020.

RESOLUTION NO. 04-14-2020-01
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CORNING, CALLING FOR THE MUNICIPAL
ELECTION AND REQUESTING THAT IT BE CONSOLIDATED WITH
THE COUNTY'S STATEWIDE GENERAL ELECTION
ON NOVEMBER 3, 2020

WHEREAS, the City of Corning adopted Ordinance No. 428 on February 13, 1985, consolidating its elections with the statewide General Election which is held on the first Tuesday after the first Monday in November on even numbered years; and

WHEREAS, the City of Corning is calling the Election for November 3, 2020 and requesting that it be consolidated with the County's Statewide General Election; and

WHEREAS, the City of Corning is requesting that the Tehama County Board of Supervisors authorize the County Elections Department to provide Services to the City of Corning in the conduct of the Statewide General Election; and

WHEREAS, the following Citywide contests will be placed on the November 3, 2020 Ballot:

Mayor for the Full Term	Two Years
Member, City Council for the Full Term:	Four Years
City Treasurer for the Full Term	Four Years
City Clerk for the Full Term	Four Years

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Corning hereby calls the Election for November 3, 2020 to be consolidated with the County's November 3, 2020 Statewide General Election.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

**_____
Douglas Hatley Jr., Mayor**

ATTEST:

**_____
Lisa M. Linnet, City Clerk**

I, Lisa M. Linnet, City Clerk of the City of Corning, California, DO HEREBY CERTIFY that the foregoing Resolution No. 04-14-2020-01 was duly introduced, approved and adopted by the City Council of the City of Corning at a regular meeting of said Council held on the 14th day of April, 2020 by the votes listed above.

**_____
Lisa M. Linnet, City Clerk**

**ITEM NO.: J-11
APPROVE TASK ORDER "A" TO
ARMSTRONG CONSULTANTS, INC FOR
PROFESSIONAL SERVICES FOR THE
2020 CORNING AIRPORT FENCE
PROJECT UNDER AIRPORT
ENGINEERING SERVICES CONTRACT
2019-6**

April 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA MILLER, CITY MANAGER
ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT

SUMMARY:

Staff requests Council approve Task Order "A" (TO-A) for Armstrong Consultants, Inc., to provide Professional Services for the 2020 Corning Airport Fence Project under Airport Engineering Services Agreement 2019-6.

The provided services would include project development, design, bidding services, Construction Administration, Inspection Services, and project closeout. Task Order "A" is attached for Council review.

BACKGROUND:

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

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

FUNDING:

The Engineer's Estimate for TO-A is \$78,990. Funding will be approximately \$71,090 Federal, \$3,950 State, and \$3,950 City. This is only an estimate and a final project cost will be determined once the project is completed.

RECOMMENDATION:

MAYOR AND COUNCIL:

- **APPROVE TASK ORDER "A" TO ARMSTRONG CONSULTANTS, INC. FOR PROFESSIONAL SERVICES FOR THE 2020 CORNING AIRPORT FENCE PROJECT UNDER AIRPORT ENGINEERING SERVICES CONTRACT 2019-6; and,**
- **AUTHORIZE THE CITY MANAGER TO SIGN THE TASK ORDER AUTHORIZATION**

Exhibit "A"

**TASK ORDER A
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2020**

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 – Install Perimeter Fencing (Approx 4,000 linear feet)

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

Element 1 – Project Development	\$4,520.00
Element 1 – Design	
Preliminary Design	\$15,380.00
Final Design	\$4,980.00
Element 1 – Bidding Services	\$3,860.00
Element 1 – Construction Period Services	
Construction Administration Services	\$16,090.00
Construction Inspection Services	\$15,960.00
Element 1 – Project Closeout	\$4,030.00
Element 1 – Special Services	
Categorical Exclusion Form	\$1,560.00
DBE Program Assistance	\$2,610.00
Design Survey ¹	\$5,500.00
Electrical Design	\$500.00
Construction Layout and Staking ¹	\$4,000.00
Engineering Total	\$78,990.00

¹⁾ Amount shown is an estimate of anticipated costs, final amount will be based on actual invoiced totals

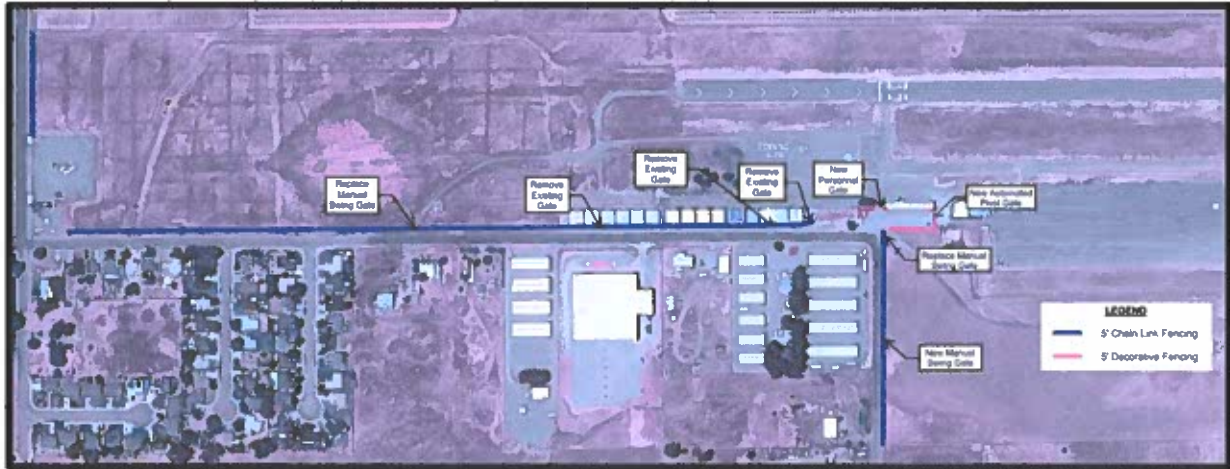
5. ATTACHMENTS - Required Contact Provisions for A/E Contracts Under Airport Improvement Program

**SPONSOR:
CITY OF CORNING, CALIFORNIA**

**ENGINEER:
ARMSTRONG CONSULTANTS, INC.**

Kristina Miller, City Manager

Dennis Corsi, President



PROJECT SKETCH

I. PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate 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. The conference will be conducted in person at the FAA San Francisco ADO and will be attended by the Senior Project Manager.
2. Develop preliminary cost estimates for the proposed work.
3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.
4. Prepare final Scope of Work and Contract.
5. Prepare Preliminary FAA Grant Application. Preparation of the application will include the following:
 - a. Prepare the following forms: SF424 and FAA Form 5100-100.
 - b. Prepare Project Narrative and Sketch.
 - c. Prepare Preliminary Estimate.
 - d. Prepare the Sponsor's Certifications.
 - e. Attach the current Grant Assurances.

The Engineer will submit the application to the Sponsor for approval and signatures.

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. Prepare requirements for the design survey. 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 survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with airport staff.
2. 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.
3. Analyze and process survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, parcel boundaries, pavement edges, electrical system components, utilities, and any other miscellaneous items.
4. Review and evaluate project layout.
 - a. Identify existing and proposed gate locations and types
 - b. Verify fence alignment with regards to existing and future development depicted on Airport Layout Plan
 - c. Determine appropriate access control mechanisms for the identified gate locations
5. Evaluate local conditions:
 - a. Inventory local material suppliers, sources and capabilities
 - b. Review existing electrical system layouts and determine system requirements
6. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Element 1. The following list of drawings will be used as a guideline.

DESCRIPTION		ELEMENT 1
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	1 Sheet
c	Removals Plan	3 Sheets
d	Fence Layout Plan	4 Sheets
e	Typical Fence Details	1 Sheet
f	Gate Layout Plan and Details	2 Sheets
g	Electrical Layout and Details	2 Sheets

h	Construction Safety and Phasing Plan	1 Sheet
	TOTAL SHEET COUNT	15 Sheets

Drawings may be added or deleted during the design phase if required.

7. 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.
8. 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 for Element 1 may include the following items:

Item C-105	Mobilization
Item P-610	Concrete for Miscellaneous Structures
Item F-162	Chain-Link Fence
Item T-901	Seeding
Item L-108	Underground Power Cable for Airports
Item L-110	Airport Underground Electrical Duct Banks and Conduits

The added technical specifications for Element 1 may include but not be limited to the following items:

Item S-14	Automated Gate and Access Control System
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9. 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

10. Prepare and submit necessary design Modifications of Standards (MOS) requests. Requests will be coordinated with the FAA PM prior to submittal. Submittals will be made using the FAA's AGIS web portal.
11. 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 bid schedules for construction. This task involves dividing the construction work into separate bid 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 and submit 95% design construction plans, technical specifications, contract documents and special provisions to the FAA, State and Sponsor and solicit design review comments.
8. Incorporate 95% design review comments and respond as necessary to requests for additional information.
9. Conduct final internal review of all design documents and incorporate any necessary changes.
10. 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.

11. Prepare and/or assist with necessary forms:
 - a. Sponsor Quarterly Report
 - b. Strategic Event Coordination Form
 - c. Standard Form 271
 - d. Standard Form 425

IV. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising invitation for bids and provide interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor and FAA will be given a hard copy set of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda.
4. Attend bid opening at the date and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

V. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules.
2. Provide Sponsor and FAA with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
3. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
4. Review subcontractor contracts to verify compliance with federal contract provisions and DBE program requirements.
5. Conduct pre-construction conference. The conference will be conducted on-site and will be attended by the Senior Project Manager and Resident Inspector.
6. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
7. Provide technical assistance and recommendations to the airport during construction. This item includes three (3) additional trip by the Senior Project Manager for Element 1 to the job site for on-site clarification. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.
8. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
9. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide seven days of full-time resident inspector to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.
4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action. Inspection will be attended by Senior Project Manager.

VI. 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.
2. Update Airport Layout Plan, Sheet 1, to reflect as-built conditions.
3. Prepare record drawings, indicating changes made to the design during construction. The FAA and Sponsor will each receive one copy of the record drawings in half size (11"x17") format, as well as one in electronic format on a CD.
4. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance. The Final Engineer's Report must be submitted to and approved by the FAA prior to final payment authorization to the Contractor and Engineer.
5. Assist Sponsor in preparing final SF425 and SF271 forms and grant closeout letter.

VII. SPECIAL SERVICES

Special Services are those services that aren't considered in the tasks 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:

1. Revalidate previously approved CatEx. Work includes transferring the information developed for the previous CatEx onto the current CatEx form, verifying that the supporting data is still valid, and reviewing the content for accuracy and completeness.
2. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.
 - a. Develop the Sponsor's DBE Plan
 - b. Calculate a new 3-year DBE goal. Research the current State DOT certified DBE listings and area contractors to determine the availability of potential DBE contractors. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items.
 - c. Coordinate with Sponsor to assign DBE Liaison and Reconsideration officials.
 - d. Advertise developed DBE goal.
 - e. Finalize the DBE plan and goals and assist the Sponsor in submitting these items to the FAA Civil Rights Office
3. Land surveys, design surveys, and topographic maps.
4. Electrical Engineering associated with automated gate and access control.
5. Construction staking to mark corners and 500-foot intervals of fence alignment.
6. No AGIS survey requirements are to be conducted as a part of this contract or project
7. No acceptance testing will be required for this project, if any material testing is necessary it will be performed by a qualified firm hired by the construction contractor.

Exhibit "B"

Detailed Engineering Fee Breakout

Airport: Combing Municipal Airport
 Location: Combing, California
 AP Grant No.: 3-06-0059-007-2020
 Project Description: Install Perimeter Fencing
 ACI Project Number: 206658
 Date: 3/30/20
 Rev. No.: 1

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

	Regulated Fee	Independent Fee Analysis	Original Proposed Fee
I PROJECT DEVELOPMENT (ELEMENT 1)	\$4,520.00	\$9,260.00	\$4,520.00
II PRELIMINARY DESIGN (ELEMENT 1)	\$15,280.00	\$22,900.00	\$16,390.00
III FINAL DESIGN (ELEMENT 1)	\$4,980.00	\$15,340.00	\$4,980.00
IV BIDDING SERVICES (ELEMENT 1)	\$3,860.00	\$12,840.00	\$3,860.00
V CONSTRUCTION PERIOD SERVICES (ELEMENT 1)	\$16,090.00	\$16,060.00	\$9,850.00
Construction Admin	\$15,960.00	\$37,520.00	\$35,330.00
Construction Inspection	\$4,000.00	\$5,940.00	\$4,000.00
VI PROJECT CLOSEOUT (ELEMENT 1)	\$1,560.00	\$2,500.00	\$1,560.00
VII SPECIAL SERVICES	\$2,410.00	\$7,010.00	\$2,410.00
Categorical Exclusion Form	\$5,500.00	\$5,500.00	\$5,500.00
DBE Program Assistance	\$500.00	\$3,000.00	\$500.00
Topographical/Land Survey	\$4,000.00	\$4,000.00	\$4,000.00
Electrical Design	\$78,990.00	\$141,340.00	\$98,180.00
Construction Staking			
TOTAL ENGINEERING SERVICES			

Detailed Engineering Fee Breakout

AIRPORT: Combing Municipal Airport
 LOCATION: Combing, California
 AP GRANT NO.: 304-0059-007-2020
 AC PROJECT NUMBER: 206658
 DATE: 3/20/20
 REV. NO.: 1

I. PROJECT DEVELOPMENT (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost Summary
PROJECT DEVELOPMENT PHASE									
1.	Conduct Pre-Design Meeting	4	4					8	\$1,584.00
2.	Develop Prelim Cost Estimates	2						2	\$422.00
3.	Develop Draft SOW and Assist with IFE	2						3	\$579.00
4.	Prepare final SOW	2						2	\$422.00
5.	Prepare Prelim FAA Grant Application	1						2	\$302.00
	Estimated Total Man-hours	0	11	4	0	1	1		
	Summary Costs	\$0.00	\$2,821.00	\$740.00	\$0.00	\$107.00	\$91.00		\$3,259.00
Reimbursables									
	Meets and Incidental Expenses Per Diem						2 Days	\$55.00	\$110.00
	Lodging Per Diem						2 Days	\$96.00	\$192.00
	Rental Car						0 Days	\$110.00	\$0.00
	Mileage		380				380 Miles	\$0.58	\$218.50
	Airfare						1 Itips	\$750.00	\$750.00
	On-site Cell Phone and Internet Costs						0 Months	\$75.00	\$0.00
	Misc Expenses							\$	\$0.00
	Total Project Development Phase:								\$4,529.50

II. PRELIMINARY DESIGN (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost Summary
PRELIMINARY DESIGN PHASE									
1.	Prepare Requirements for Design Survey	2						4	\$636.00
2.	Prepare Overall CSPR	2						4	\$636.00
3.	Analyze and Process Survey Data	2						6	\$850.00
4.	Review and Evaluate Project Layout	2		16				18	\$2,414.00
5.	Evaluate Local Conditions	6		8				16	\$2,784.00
6.	Prepare Prelim Construction Plans	1		4		32		37	\$4,180.00
7.	Prepare Prelim Contract Docs	4					2	6	\$1,026.00
8.	Prepare Prelim Tech Specs	1		4			4	9	\$1,122.00
9.	Prepare Prelim Special Provisions	1					2	3	\$393.00
10.	Submit Design MDCS	1						1	\$211.00
11.	Conduct Prelim Review of Design Set	2	2					4	\$929.00
	Estimated Total Man-hours	2	26	0	32	40	6	108	
	Summary Costs	\$510.00	\$5,484.00	\$0.00	\$4,384.00	\$0.00	\$4,290.00	\$728.00	\$15,386.00
Reimbursables									
	Meets and Incidental Expenses Per Diem						0 Days	\$55.00	\$0.00
	Lodging Per Diem						0 Days	\$96.00	\$0.00
	Rental Car						0 Days	\$110.00	\$0.00
	Mileage						0 Miles	\$0.58	\$0.00
	Airfare						0 Itips	\$750.00	\$0.00
	On-site Cell Phone and Internet Costs						0 Months	\$75.00	\$0.00
	Misc Expenses							\$	\$0.00
	Total Prelim Design Phase:								\$15,386.00

Detailed Engineering Fee Breakout

AIRPORT: Corning Municipal Airport
 LOCATION: Corning, California
 AP GRANT NO.: 3-04-0553-007-2020
 AC PROJECT NUMBER: 206658
 DATE: 3/30/20
 REV. NO.: 1

III. FINAL DESIGN (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost
FINAL DESIGN PHASE									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	3	\$407.00
2								2	\$318.00
3								1	\$211.00
4								5	\$935.00
5								1	\$211.00
6								4	\$356.00
7								6	\$818.00
8								3	\$407.00
9								1	\$211.00
10								3	\$407.00
11								2	\$422.00
Estimated Total Man-hours									\$4,987.00
Summary Costs									\$544.00
Reimbursables									\$4,987.00
Meets and incidental expenses per diem									0 Days \$55.00 \$0.00
Lodging per diem									0 Days \$96.00 \$0.00
Rental car									0 Days \$110.00 \$0.00
Mileage									0 Miles \$0.58 \$0.00
Aircraft									0 Trips \$750.00 \$0.00
On-site cell phone and internet costs									0 Months \$75.00 \$0.00
Miscellaneous									\$ - Actual Cost \$0.00
Total Final Design Phase:									\$4,987.00
									use \$4,980.00

IV. BIDDING SERVICES (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost
BIDDING PHASE									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	2	\$302.00
2								6	\$1,266.00
3								2	\$422.00
4								2	\$422.00
5								4	\$786.00
6								2	\$456.00
7								1	\$211.00
Estimated Total Man-hours									\$3,846.00
Summary Costs									\$437.00
Reimbursables									\$3,846.00
Meets and incidental expenses per diem									0 Days \$55.00 \$0.00
Lodging per diem									0 Days \$96.00 \$0.00
Rental car									0 Days \$110.00 \$0.00
Mileage									0 Miles \$0.58 \$0.00
Aircraft									0 Trips \$750.00 \$0.00
On-site cell phone and internet costs									0 Months \$75.00 \$0.00
Miscellaneous									\$ - Actual Cost \$0.00
Total Bidding Services:									\$3,846.00
									use \$3,840.00

Detailed Engineering Fee Breakout

AIRPORT: Combing Municipal Airport
 LOCATION: Combing, California
 AP GRANT NO.: 3-06-0353-007-2020
 ACT PROJECT NUMBER: 206658
 DATE: 3/30/20
 REV. NO.: 1

V. A. CONSTRUCTION ADMINISTRATION SERVICES (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost Summary
CONSTRUCTION ADMINISTRATION									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	4	\$604.00
2								1	\$91.00
3								2	\$211.00
4								6	\$422.00
5								2	\$124.00
6								2	\$315.00
7								40	\$8,400.00
8								2	\$604.00
9								2	\$604.00
	0	56	0	0	0	1	7	64	
	Summary Costs	\$0.00	\$11,816.00	\$0.00	\$0.00	\$107.00	\$437.00		\$12,660.00
Reimbursables									
								3 Days	\$55.00
								3 Days	\$96.00
								3 Days	\$110.00
								0 Miles	\$0.58
								3 Trips	\$750.00
								0 Months	\$75.00
								500 Actual Cost	\$500.00
								Total Const Admin.	\$16,093.00
								Use	\$16,090.00

V. B. CONSTRUCTION INSPECTION SERVICES (ELEMENT 1)

Item No.	Principal	Senior PM	Project Engineer	Senior Inspector	Resident Inspector (OT)	Clerical	Total Hours	Cost Summary
CONSTRUCTION INSPECTION								
1	\$255.00	\$211.00	\$137.00	\$165.00	\$202.50	\$91.00	5	\$795.00
2							70	\$10,995.00
3							4	\$660.00
4							8	\$1,680.00
	0	8	4	4	14	0	87	
	Summary Costs	\$0.00	\$1,899.00	\$548.00	\$7,660.00	\$2,885.00	\$0.00	\$13,892.00
Reimbursables								
							8 Days	\$55.00
							8 Days	\$96.00
							1 Days	\$110.00
							550 Miles	\$9.58
							1 Trips	\$750.00
							1 Months	\$75.00
							- Actual Cost	\$0.00
							Total Construction Inspections	\$15,941.25
							Use	\$15,960.00

Detailed Engineering Fee Breakout

AIRPORT: Coniting Municipal Airport
 LOCATION: Coniting, California
 AIP GRANT NO.: 3-04-0053-007-2020

AC PROJECT NUMBER: 206658
 DATE: 3/30/20
 REV. NO.: 1

VI. PROJECT CLOSEOUT (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost
PROJECT CLOSEOUT									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	8	\$1,208.00
2								4	\$428.00
3								4	\$428.00
4								9	\$1,307.00
5								5	\$667.00
Estimated Total Man-hours									
	0	4	0	10	0	8	2	20	
Summary Costs									
	\$0.00	\$1,264.00	\$0.00	\$1,370.00	\$0.00	\$854.00	\$544.00		\$4,098.00
Reimbursables									
Meals and Incidental Expenses Per Diem									
							0 Days	\$55.00	\$0.00
Lodging Per Diem									
							0 Days	\$76.00	\$0.00
Rental Car									
							0 Days	\$110.00	\$0.00
Mileage									
							0 Miles	\$0.58	\$0.00
Airfare									
							0 Trips	\$750.00	\$0.00
On-site Cell Phone and Internet Costs									
							0 Months	\$75.00	\$0.00
							\$	- Actual Cost	\$0.00
Total Project Closeout:									\$4,038.00
									use \$4,000.00

VII. SPECIAL SERVICES (ELEMENT 1)

Item No.	Principal	Senior PM	Territory Manager	Project Planner	Senior Inspector	Drafter	Clerical	Total Hours	Cost
SPECIAL SERVICES - CATIX									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	10	\$1,566.00
2								0	
Estimated Total Man-hours									
	2	0	0	8	0	0	0	10	
Summary Costs									
	\$510.00	\$0.00	\$0.00	\$1,064.00	\$0.00	\$0.00	\$0.00		\$1,644.00
Reimbursables									
Meals and Incidental Expenses Per Diem									
							0 Days	\$55.00	\$0.00
Lodging Per Diem									
							0 Days	\$76.00	\$0.00
Rental Car									
							0 Days	\$110.00	\$0.00
Mileage									
							0 Miles	\$0.58	\$0.00
Airfare									
							0 Trips	\$750.00	\$0.00
On-site Cell Phone and Internet Costs									
							0 Months	\$75.00	\$0.00
							\$	- Actual Cost	\$0.00
Total Project Special Services - Catix									\$1,566.00
									use \$1,560.00

Item No.	Principal	Senior PM	Territory Manager	Project Engineer	Senior Inspector	Drafter	Clerical	Total Hours	Cost
SPECIAL SERVICES - DIB									
1	\$255.00	\$211.00	\$185.00	\$137.00	\$165.00	\$107.00	\$91.00	18	\$2,614.00
2								0	
Estimated Total Man-hours									
	0	2	0	16	0	0	0	18	
Summary Costs									
	\$0.00	\$422.00	\$0.00	\$2,192.00	\$0.00	\$0.00	\$0.00		\$2,614.00
Reimbursables									
Meals and Incidental Expenses Per Diem									
							0 Days	\$55.00	\$0.00
Lodging Per Diem									
							0 Days	\$76.00	\$0.00
Rental Car									
							0 Days	\$110.00	\$0.00
Mileage									
							0 Miles	\$0.58	\$0.00
Airfare									
							0 Trips	\$750.00	\$0.00
On-site Cell Phone and Internet Costs									
							0 Months	\$75.00	\$0.00
							\$	- Actual Cost	\$0.00
Total Project Special Services - DIB									\$2,614.00
									use \$2,610.00

Subcontractor Fees									
									\$5,500.00
									\$500.00
Total Special Services:									\$10,000.00
									use \$10,000.00

Exhibit "C"



City of Corning

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

RECORD OF NEGOTIATION

March 30, 2020

Element 1 – Install Perimeter Fencing (Approx 4,000 linear feet)

Location: Corning Municipal Airport
Corning, California

Anticipated AIP Grant: 3-06-0053-007-2020

1. The consulting firm of Armstrong Consultants, Inc. was selected on January 28, 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 March 21, 2020, the proposed fees are as follows:

Element 1 – Project Development	\$4,520.00
Element 1 – Design	
Preliminary Design	\$16,390.00
Final Design	\$4,980.00
Element 1 – Bidding Services	\$3,860.00
Element 1 – Construction Period Services	
Construction Administration Services	\$9,850.00
Construction Inspection Services	\$35,350.00
Elements 1 – Project Closeout	\$4,030.00
Element 1 – Special Services	
Categorical Exclusion Form	\$1,560.00
DBE Program Assistance	\$2,610.00
Design Survey	\$5,500.00
Electrical Design	\$500.00
Construction Staking	\$4,000.00
Engineering Total	\$93,150.00

3. An Independent Fee estimate (IFE) was completed on March 26, 2020; the results of the IFE are as follows:

Element 1 – Project Development	\$9,260.00
Element 1 – Design	
Preliminary Design	\$22,300.00
Final Design	\$15,360.00
Element 1 – Bidding Services	\$12,840.00
Element 1 – Construction Period Services	
Construction Administration Services	\$16,060.00
Construction Inspection Services	\$37,520.00
Element 1 – Project Closeout	\$5,960.00
Element 1 – Special Services	
Categorical Exclusion Form	\$2,530.00
DBE Program Assistance	\$7,010.00
Design Survey	\$5,500.00
Electrical Design	\$3,000.00
Construction Staking	\$4,000.00
Engineering Total	\$141,340.00

4. A meeting was conducted on March 30, 2020 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 and that the IFE did not fully take into account the following items:

- a) The very abbreviated project development and design phases associated with this project, which resulted in a limited amount of time that could be allocated for these tasks.
- b) A good portion of preliminary work had previously been completed by the City, therefore that decreased the amount of time required by Armstrong on tasks such as the CatEx form, DBE program, and some project development tasks.
- c) Due to the COVID 19 restrictions, prebid and bid opening activities were changed to virtual meetings, negating the need for Armstrong staff to physically travel to Corning for these tasks.

5. In addition to determining the appropriateness of the original proposed fees, during the meeting on March 30, 2020, the City of Corning and Armstrong also discussed ways to further reduce fees, specifically reducing the fees required for on-site design and construction period services. As a result of that discussion, the following changes were made to the scope of work to reduce these fees:

- a) Due to travel restrictions associated with COVID 19 pandemic, the site visit to be conducted as part of the preliminary design phase was removed.
- b) Full time inspection was reduced from 30 days to 7 days
- c) Interim construction period site visits by the Senior Project manager were increased from one to three in order to compensate for the few full-time inspection days.

6. Based on the aforementioned negotiations, the following fees were agreed upon by the City of Corning and Armstrong Consultants:

Element 1 – Project Development	\$4,520.00
Element 1 – Design	
Preliminary Design	\$15,380.00
Final Design	\$4,980.00
Element 1 – Bidding Services	\$3,860.00
Element 1 – Construction Period Services	
Construction Administration Services	\$16,090.00
Construction Inspection Services	\$15,960.00
Element 1 – Project Closeout	\$4,030.00
Element 1 – Special Services	
Categorical Exclusion Form	\$1,560.00
DBE Program Assistance	\$2,610.00
Design Survey	\$5,500.00
Electrical Design	\$500.00
Construction Layout and Staking	\$4,000.00
Engineering Total	\$78,990.00

7. A revised scope of work and final fee calculation sheet are attached to this letter for reference.

5. 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

Robin Kampmann

Robin Kampmann, PE
City Engineer
Public Works Consultant

**ITEM NO.: J-12
APPROVE THREE-YEAR AGREEMENT
EXTENSION (FY'S 2020-2022) FOR AUDIT
SERVICES WITH DONALD R. REYNOLDS,
CPA**

April 14, 2020

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

SUMMARY:

Independent Auditor and CPA Donald R. Reynolds has submitted a proposal to provide auditing services to the City under an extended three-year Audit Service Agreement. His proposed fees to provide this service for the three years ending on June 30th of 2020, 2021 and 2022 are not to exceed \$20,250 (2020), \$21,200 (2021) and \$21,500 (2022). He has agreed not to increase his fee over the previous years fee for the year ending June 30, 2020.

BACKGROUND:

Donald R. Reynolds, CPA has served as the City's Auditor for the past fifteen plus years. Because of his firm's prior work with the City, he is familiar with and has a clear understanding of the City's accounting system. This previous experience and knowledge enables him to quickly see any possible problems that might otherwise go unnoticed.

Some Cities advocate a change in Auditors every three (3) years to ensure a new prospective on the City's accounting system. This is one management view, however experience does not support it. The longer a City Council can retain the same auditor, the better that Auditor understands the City's accounting system and the better rapport the Auditor has with the City Staff. This rapport allows the Auditor to interact on a regular basis with City Staff who become more likely to share concerns about the accounting system. There is also a significant start-up cost each time a new Auditor must learn the City's system.

Below is the proposal submitted by Mr. Reynolds for the all-inclusive, not to exceed fee structure for the next three years. These fees cover audit of the general purpose financial statements, preparation of the OMB Circular A-133 and all required reports, preparation of all applicable financial statements, audit procedures pertaining to State Transportation Improvement Program-STIP (if applicable), Appropriation Limitation Calculation, and out of pocket expenses for the future three-year periods which are:

<u>Future:</u>	<u>Fee</u>	<u>Other Programs and STIP, if Applicable (*)</u>	<u>Total</u>
2020	\$16,250	\$4,000	\$20,250
2021	\$17,000	\$4,000	\$21,000
2022	\$17,500	\$4,000	\$21,500

In the event actual costs are less than the specified maximum fees, Mr. Reynolds will bill the City for his actual fees.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE:

- **APPROVE THREE (3) YEAR ACCOUNTING SERVICES AGREEMENT WITH MR. DONALD R. REYNOLDS, CPA AT A NOT TO EXCEED COST OF \$20,250 (FY ENDING JUNE 30, 2020), \$21,000 (FY ENIDNG JUNE 30, 2021); AND \$21,250 (FY ENDING JUNE 30, 2022); AND**
- **DIRECT THE CITY ATTORNEY TO FINALIZE THE AGREEMENT FOR THE CITY MANAGER'S SIGNATURE.**

Donald R. Reynolds

Certified Public Accountant

March 3, 2020

The Honorable City Council
City of Corning
794 Third Street
Corning, CA 96021

Re: Extension of Agreement For Furnishing Audit Services

Dear Sirs:

Thank you for the opportunity to submit this proposal to extend my agreement to furnish auditing services to the City of Corning, (the City) for the years ending June 30, 2020, 2021 and 2022.

The all-inclusive maximum fees for the proposed audits are set forth on Table I on the following page.

Also set forth on Table I are my standard hourly rates effective for the fiscal year ending June 30, 2020.

My actual fees for all of the auditing services I provide will be based on my standard hourly rates set forth in Table I, and in the event my actual costs are less than the specified maximum fees, I will bill the City for my actual fees.

The fees set forth on Table I are an integral part of this proposal.

I would be pleased to meet with the Board to discuss the accompanying proposal. Again, I express my appreciation for the invitation to submit this proposal. If you desire further information or have questions, please call.

This proposal is binding for a period of 90 days, and the person signing this letter may legally bind the proposer.



DONALD R. REYNOLDS
Certified Public Accountant

TABLE I
AUDIT FEE SUMMARY FISCAL YEAR ENDING June 30,

	<u>2020</u>	<u>2021</u>	<u>2022</u>
All inclusive maximum fee for the audit of the general purpose financial statements, including applicable Yellow Book Audit procedures	\$ <u>9,000</u>	\$ <u>9,750</u>	\$ <u>10,250</u>
All inclusive maximum fee for OMB Circular A-133 procedures and preparation of all required reports, if required	\$ <u>3,500</u>	\$ <u>3,500</u>	\$ <u>3,500</u>
Preparation of all applicable financial statements including relate disclosures	\$ <u>3,750</u>	\$ <u>3,750</u>	\$ <u>3,750</u>
Component unit audit procedures pertaining to expenditures of funds under the State Transportation Improvement Program.	\$ <u>2,000</u>	\$ <u>2,000</u>	\$ <u>2,000</u>
Appropriation Limitation Calculation.	\$ <u>2,000</u>	\$ <u>2,000</u>	\$ <u>2,000</u>
Our of Pocket Expenses	\$ <u>Included</u>	\$ <u>Included</u>	\$ <u>Included</u>

HOURLY RATES FOR EACH LEVEL OF WORK PERFORMED:

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Proprietor, Audit Manager	\$ <u>125.00</u>	\$ <u>125.00</u>	\$ <u>125.00</u>
Supervisors	\$ <u>125.00</u>	\$ <u>125.00</u>	\$ <u>125.00</u>
Senior Staff Accountant	\$ <u>95.00</u>	\$ <u>95.00</u>	\$ <u>95.00</u>
Junior Staff Accountant	\$ <u>60.00</u>	\$ <u>62.50</u>	\$ <u>65.00</u>
Clerical	\$ <u>45.00</u>	\$ <u>47.50</u>	\$ <u>50.00</u>

Note: Time will be accumulated and grouped according to appropriate levels of experience required to perform various tasks.