



**CITY OF CORNING  
CITY COUNCIL MEETING AGENDA  
TUESDAY, JUNE 8, 2021  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

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

B. **ROLL CALL:**

**Council:** Dave Demo  
Karen Burnett  
Shelly Hargens  
Jose "Chuy" Valerio  
**Mayor:** Robert Snow

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

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

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

1. COVID-19 Update by City Manager.

F. **PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:** If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, and briefly identify the matter you wish to have placed on the Agenda. The Commission will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Commission from taking formal action on the issue, however unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

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 25, 2021 Closed Session and Regular City Council Meeting with any necessary corrections:

4. June 2, 2021 Claim Warrant in the amount of \$292,276.71.

5. June 2, 2021 Business License Report.

6. May 2021 Wages & Salaries: \$380,596,39.

7. May 2021 Treasurer's Report.

8. May 2021 Building Permit Valuation Report in the amount of \$160,032.

9. May 2021 City of Corning Wastewater Operations Summary Report.

10. Approve waiver of Recreational Use Fees for the 12<sup>th</sup> Annual Tucker Mesker Memorial Scholarship Softball Tournament Fundraiser.

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

I. **PUBLIC HEARINGS AND MEETINGS:**

J. **REGULAR AGENDA:**

11. Approve payment in the amount of \$29,998 to Creative Builders, accept the Project Notice of Completion; and authorize Retention release for the Yost Playground Equipment Installation Project.
  12. Approve Task Orders "B" & "C" to Armstrong Consultants, Inc. for Professional Services for Task Order "B": 2021 Corning Airport Narrative Report, Aeronautical Survey and Airport Layout Plans Update; and approve Task Order "C" for the 2021 Corning Airport Pavement Maintenance Management Plan, both under Airport Engineering Services Contract 2019-6.
  13. Adopt Resolution 06-08-2021-01 and MOU authorizing the submittal of a State Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act Grant Application for Utility Payment Assistance and Navigation Center.
  14. Approve Contract Change Order No. 1 to VSS International, Inc. increasing the 2021 Multi-Street Improvement Project by \$9,187.50 for a new contract cost of \$442,781.67.
  15. Approve a Letter of Commitment as a participating jurisdiction in the Tehama County Multi-Jurisdictional Hazard Mitigation Planning.
  16. Approve Addendum to the Agreement with the Paskenta Band of Nomlaki Indians increasing the amount from \$75,000 to \$100,000 for the City to provide independent contractor services to the Tribe for the implementation of the Corning Recreation Program.
  17. Presentation of Fiscal Year 2021-2022 Program of Service and Annual Budget (complete 2021-2022 Budget is available on the City's website at [www.corning.org](http://www.corning.org)).
- 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).
- Demo:  
Burnett:  
Hargens:  
Valerio:  
Snow:
- N. ADJOURNMENT!:

**POSTED: FRIDAY, JUNE 4, 2021**



**CITY OF CORNING  
SPECIAL CITY COUNCIL  
CLOSED SESSION AGENDA  
TUESDAY, MAY 25, 2021  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

**B. ROLL CALL:**

**Council:**

**Dave Demo  
Karen Burnett  
Shelly Hargens  
Jose "Chuy" Valerio  
Robert Snow**

**Mayor:**

All members of the City Council were present.

**C. PUBLIC COMMENTS: None.**

**D. REGULAR AGENDA:**

- 1. **CONFERENCE WITH LEGAL COUNSEL – Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Government Code § 54956.9.  
One Case: City of Corning v. Trent Construction, et al., Case No.: CV24394.**

**E. ADJOURN TO REGULARLY SCHEDULED CITY COUNCIL MEETING AND REPORT ON CLOSED SESSION: 6:30 p.m. Mayor Snow stated that there is no reportable action.**



**CITY OF CORNING  
CITY COUNCIL AGENDA  
TUESDAY, MAY 25, 2021  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

**B. ROLL CALL:**

**Council:**

**Dave Demo  
Karen Burnett  
Shelly Hargens  
Jose "Chuy" Valerio  
Robert Snow**

**Mayor:**

All members of the Council were present.

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

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

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

- 1. **Presentation: Educational Presentation on the dangers of flavored tobacco by the California Health Collaborative with STATUS (Standing Tall Against Teens using Substances) Youth. Presented by Esther Craig, Dolores Vasquez, Petra Torres, Joanna Rodrigues, and Yuliana Moreno. They asked that this issue be placed on an upcoming City Council Meeting for discussion and possible action.**

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- 2. Presentation: City of Corning 2020 Fire Department Presentation by Fire Chief Tom Tomlinson.** Chief Tomlinson presented a list the Fire Department Vehicles, number of calls/responses, and total number of volunteer hours responding to these calls as well as the number of hours spent in training. He stated the cost for the Volunteer Firefighters safety clothing and he and one of the Volunteers provided a demonstration of some of the safety equipment utilized. Chief Tomlinson further explained that the Volunteer Department also, under a Mutual Aid Agreement, respond to assist CALFIRE, and neighboring jurisdictions when needed.

He announced that the Fire Dispatch is Center is open 24/7 and responds to calls for the City of Corning, the City of Orland, Artois, Capay, Butte City, Bayliss, Glenn Codora, and Ord Bend.

- City Manager Kristina Miller announced that the City's new website will be going live starting tomorrow afternoon.
- Tony Cardenas asked if the Council/Commission meetings are available online for people to follow; he was informed no, current City technology does not allow both in person and via zoom.

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

Diana Ramirez from Waste Management announced that their will be a delay in service from Waste Management in response to Memorial Day, collections will be off by one day. She also stated that there will be no interruption of service on July 4<sup>th</sup>.

**G. CONSENT AGENDA:**

3. **Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
4. **Waive the reading and approve the Minutes of the May 11, 2021 meeting with any necessary corrections.**
5. **May 19, 2021 Claim Warrant in the amount of \$146,639.09.**
6. **May 2021 Business License Report.**

Councilor Valerio moved to approve Consent Items 3-6; Councilor Burnett seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. 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:**

7. **Authorize purchase & installation of new audible ADA Compliant Push Buttons at the four signalized intersections on Solano Street at a total combined cost of \$28,155.08, and direct Staff to budget for these costs as part of the 2021/2022 FY Budget utilizing Street Funds or General Funds.**

Presented by Public Works Consultant Robin Kampmann. Following discussion, Councilor Burnett moved to authorize Staff to purchase and install new audible ADA compliant push buttons at the four signalized intersections on Solano Street at a total combined cost of \$28155.08, and to fund this from the City's General Fund 001-9112-3000. Councilor Demo seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

8. **Adopt Resolution No. 05-25-2021-01 temporarily suspending the Business License Fee requirements for businesses operating solely at City approved events and approve list of events.**

Presented by City Manager Kristina Miller who explained the City had been approached by members of the City's Chamber of Commerce requesting a waiver of Business License Fees for Chamber sponsored events.

Councilor Demo/ moved to approve Resolution No. 05-25-2021-01 Suspending the Business License Fee requirements for Businesses operating solely at City approved events, approve the Fee and License exemption for all Corning Chamber of Commerce Organized Events and City Sponsored Events, and direct Staff to evaluate whether a permanent exemption for City-sponsored events is warranted, and provide a report to the City Council. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.** By a consensus of the City Council a permanent Ordinance will be discussed at a future meeting.

**9. Direction to Staff regarding Murals and Design Guidelines in Commercial Zones.**

Presented by City Manager Kristina Miller.

Mayor Snow stated he had no problem with the color of Miners Inn, would he have chosen it, probably not, but he doesn't have to look at it if he does not want to. He also stated he has no problem with the Murals; it looks better than looking at buildings that need painting. He stated he feels people should be more concerned with the dilapidation of buildings.

Councilor Demo stated that he doesn't care for the color of the Miners Inn. As for the Murals, he has no problem with them as long as they are not distasteful.

Councilor Hargens stated that she likes the murals, and as a business owner, she would not like someone telling her what color she could paint her building. However, she would not like to have someone in a residential area paint a building lime green near her.

Brian Inns stated his concern is only if something was painted that would distract drivers. Stephen Kimbrough stated his support of the murals.

The mural designer stated that the murals are important to the Tribe and hopes they will inspire community change and inspire the youth in the Community. He also spoke to the history that the murals display.

Julie Johnson stated that she is very excited by the murals, she thinks they are great. Jerry Lequia asked about something to encourage business owners and homeowners to spruce up their properties. City Manager Miller responded stating that the City has developed a new streamlined Code Enforcement Ordinance. She also announced some of the ideas in the works to also assist with this and stated that the City still has a façade 50/50 match grant for interested businesses; to date no one has taken advantage of this.

Tony Cardenas thanked the Council for their actions and decisions. He spoke about the enthusiasm in response to the murals. He suggested possibly creating an art committee to help make decisions and bring together artists for this so that possibly the Council would not have to utilize their time to review this.

An audience member stated that he was down where one of the murals were being painted; and the painters were surprised by the positive comments made by those that stopped and talked to them. He suggested having faith in our businesses and not waste time and money creating an Ordinance at this time.

Ross Turner stated that in years past there was a committee to review such items as murals. He stated that such a committee could possibly expedite the review/approval process.

Councilor Demo stated he would like to direct Staff to not take any action at this time; Councilor Burnett stated her agreement. Mayor Snow asked if there was anything in case law that would address this regarding vulgar items painted on buildings etc.; City Attorney Bogener responded stating that there was. Councilor Valerio asked if the City could open up some walls for a mural.

**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:** Attended the Tehama County Transportation Commission (TCTC) meeting yesterday.

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**Burnett:** Attended an event at the Rolling Hills Clinic.

**Hargens:** Nothing.

**Valerio:** Announced the Farmers Market will start on June 10<sup>th</sup> and reported on the Chamber of Commerce Diner stating the recipient of the Business of the Year award was Rosie Flores of Farmers Insurance.

**Snow:** Stated he also attended the Chamber Dinner.

City Manager Miller reported on her attendance at the Groundwater Committee as the City's representative. She stated that for more information and dates of the meetings you can email her. Councilor Demo asked if there was any talk about limiting the installation of orchards; Ms. Miller stated you can contact her if you have any questions about this.

**N. ADJOURNMENT!: 8:00 p.m.**

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**Lisa M. Linnet, City Clerk**



# MEMORANDUM

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** June 2, 2021

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday June 8, 2021 Council Meeting

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

A.	Cash Disbursements	Ending 05-28-21	\$	29,334.83
B.	Payroll Disbursements	Ending 05-26-21	\$	125,458.08
C.	Cash Disbursements	Ending 06-02-21	\$	137,483.80

**GRAND TOTAL \$ 292,276.71**

REPORT.: May 28 21 Friday  
 RUN...: May 28 21 Time: 11:16  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 05-21 thru 05-21 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
031188	05/20/21	JON02	ROBERT C. JONES INSURANCE	178.00	2021/5-20	PROF SVCS-GEN CITY
031189	05/21/21	WEB02	WEBSTER, WAYNE C.	120.00	210520	REC INSTRUCTOR-REC
031190	05/24/21	GAB00	GABBARD, BRYAN	105.00	052421	REC INSTRUCTOR-REC
031191	05/25/21	COR09	CORNING CHAMBER OF COMM.	4000.00	2021/5-25	CngChamberComm.-Economic Dev
031192	05/26/21	MBI00	MBIAH LLC	11513.88	210516	COUNSELOR-PROP 47 CYCLE 1
031193	05/26/21	BAS01	BASIC LABORATORY, INC	162.40	2105010	ProfServices Water Dept
031194	05/26/21	BUS01	BUSINESS CONNECTIONS	25.00	75410	EMPLOYEE PHYSICALS-POOL
				50.00	75411	EMPLOYEE PHYSICALS-
				75.00	75440	EMPLOYEE PHYSICALS-
				25.00	75441	EMPLOYEE PHYSICALS-POOL
			Check Total.....	175.00		
031195	05/26/21	COR08	CORNING LUMBER CO INC	354.32	210525	MAT & SUPPLIES-
031196	05/26/21	COR12	CORNING FORD MERCURY, INC	12.07	45207	VEH OP/MAINT-
031197	05/26/21	DEP12	DEPT OF JUSTICE	35.00	511372	PROF SVCS-POLICE
031198	05/26/21	EXP02	EXPRESS EMPLOYMENT PROFES	1482.24	25492604	PROF SVCS-
031199	05/26/21	GRA02	GRAINGER, W.W., INC	178.42	991331274	MAT & SUPPLIES-PARKS
031200	05/26/21	HOL04	HOLIDAY MARKET #32	393.12	003203135	MAT & SUPPLIES-
031201	05/26/21	HOM03	HOME DEPOT	269.38	3482928	BLD MAINT-FIRE
031202	05/26/21	KNI00	KNIFE RIVER CONSTRUCTION	927.89	251011	A/C CITYWIDE-STR
				1009.54	251153	A/C CITYWIDE-STR
				467.66	251222	A/C CITYWIDE-STR
				982.63	251525	A/C CITYWIDE-STR
			Check Total.....	3387.72		
031203	05/26/21	LIN01	LINCOLN AQUATICS, INC.	1554.11	SN061470	MAT & SUPPLIES-POOL
				22.52	SN061472	MAT & SUPPLIES-POOL
				-288.00	SN061624C	MAT & SUPPLIES-POOL
			Check Total.....	1288.63		
031204	05/26/21	PES01	PESTMASTER SERVICES, INC.	990.79	290011	TREE/PEST & WEED SPRAY-
				990.79	292030	TREE/PEST & WEED SPRAY-
				671.63	294376	TREE/PEST & WEED SPRAY-
			Check Total.....	2653.21		
031205	05/26/21	PGE2B	PG&E	352.38	8012256-7	SOLAR-WWTP
031206	05/26/21	SCH01	LES SCHWAB TIRE CENTER	287.45	611003934	VEH OP/MAINT-POLICE
				816.73	611003938	VEH REPLAC-FIRE CAP REPLAC
			Check Total.....	1104.18		
031207	05/26/21	TRI07	TRITES BACKFLOW SERVICES	600.00	10653	PROF SVCS-WTR
031208	05/26/21	TUP00	TUPES, KEVIN	910.00	99 WELL	WELL TELEMETRY-WTR CAP IMPROV
031209	05/28/21	\C101	ROBERTO CARLOS CRUZ-QUIRI	50.00	000C10501	MQ CUSTOMER REFUND FOR CRU0025
031210	05/28/21	\E025	DOUGLAS EINER	9.88	000C10501	MQ CUSTOMER REFUND FOR EIN0001
			Cash Account Total.....	29334.83		
			Total Disbursements.....	29334.83		
			Cash Account Total.....	.00		



REPORT.: May 28 21 Friday  
 RUN...: May 28 21 Time: 11:16  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
 Check Listing for 05-21 thru 05-21 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
12499	05/20/21	BAN03	POLICE OFFICER ASSOC.	300.00	C10520	POLICE OFFICER ASSOC
12500	05/20/21	CAL37	CALIFORNIA STATE DISBURSE	138.46	C10520	WITHHOLDING ORDER
12501	05/20/21	EDD01	EMPLOYMENT DEVELOPMENT	4904.79	C10520	STATE INCOME TAX
				1562.40	1C10520	SDI
			Check Total.....	6467.19		
12502	05/20/21	FED00	FEDERAL PAYROLL TAXES (EF	12977.01	C10520	FEDERAL INCOME TAX
				15948.44	1C10520	FICA
				3729.86	2C10520	MEDICARE
			Check Total.....	32655.31		
12503	05/20/21	ICM01	ICMA RETIREMENT TRUST-457	2149.05	C10520	ICMA DEF. COMP
				185.00	1C10520	ICMA DEF. COMP ER PD
			Check Total.....	2334.05		
12504	05/20/21	PERS1	PUBLIC EMPLOYEES RETIRE	24111.08	C10520	PERS PAYROLL REMITTANCE
12505	05/20/21	PERS4	Cal Pers 457 Def. Comp	2411.25	C10520	PERS DEF. COMP.
				527.50	1C10520	PERS DEF. COMP. ER P
			Check Total.....	2938.75		
12506	05/20/21	TEH16	TEHAMA COUNTY SHERIFF'S O	110.89	C10520	WageOrder F#20000149
12507	05/20/21	VAL06	VALIC	1991.26	C10520	AIG VALIC P TAX
				202.50	1C10520	AIG VALIC P TAX ER P
			Check Total.....	2193.76		
12508	05/20/21	\BAN4	BANNER BANK-323371076	1050.00	C10520	BANNER BANK-SAVINGS
				3295.22	1C10520	HSA DEDUCTIBLE
			Check Total.....	4345.22		
12509	05/20/21	\OECU	OPER ENG FED CU-321176260	220.00	C10520	CREDIT UNION SAVINGS
12510	05/20/21	\USB1	US BANK - 121122676	330.00	C10520	US BANK SAVINGS
12511	05/20/21	\WEL1	WELLS FARGO - 121042882	850.00	C10520	WELLS FARGO
12512	05/26/21	AFL01	AMERICAN FAMILY LIFE	998.70	C10531	AFLAC INS. PRE TAX
				126.28	1C10531	AFLAC INS AFTER TAX
			Check Total.....	1124.98		
12513	05/26/21	BLU02	BLUE SHIELD OF CALIFORNIA	16864.08	C10531	MEDICAL INSURANCE
12514	05/26/21	OEU01	OPERATING ENGINEERS #3	24905.00	C10531	MEDICAL INSURANCE
12515	05/26/21	OEU02	OPERATING ENG. (DUES)	396.00	C10531	UNION DUES MGMNT
				726.00	1C10531	UNION DUES POLICE
				567.00	2C10531	UNION DUES DISPATCH
				826.00	3C10531	UNION DUES-MISC
			Check Total.....	2515.00		
12516	05/26/21	PRI04	PRINCIPAL PLIC-SBD GRAND	1981.30	C10531	DENTAL INSURANCE
				278.41	1C10531	VISION INSURANCE
				793.80	2C10531	LIFE INSURANCE
			Check Total.....	3053.51		
			Cash Account Total.....	125458.08		
			Total Disbursements.....	125458.08		

REPORT.: Jun 02 21 Wednesday  
 RUN...: Jun 02 21 Time: 13:56  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 06-21 thru 06-21 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
031210	06/01/21	\E025	DOUGLAS EINER	-9.88	000C10501u	Ck# 031210 Reversed
031211	06/01/21	COR07	CORBIN WILLITS SYSTEMS, I	699.44	000C106011	EQUIP MAINT-FINANCE
031212	06/01/21	COR09	CORNING CHAMBER OF COMM.	1000.00	000C106011	CngChamberComm. Economic
031213	06/01/21	DEM02	DEMO, DAVID LEWIS	104.70	000C106011	PROF SVCS-FIRE DEPT
031214	06/01/21	MOO07	MOORE & BOGENER, INC.	5525.00	000C106031	CONSULTING SVCS-LGL SVCS
031215	06/01/21	OCH01	OCHOA CLEANING	4520.73	000C106011	JANITORIAL SERVICES-
031216	06/01/21	PIT01	PITNEY BOWES	183.80	000C106011	Rents/Leases Finance Dept
031217	06/01/21	SCH16	SCHLERETH, DAYMON WAYNE	54.70	000C106011	PROF SVCS-FIRE DEPT
031218	06/01/21	CUR00	CURIEL, EDUARDO	132.16	05272021	TRAINING/ED-POLICE
031219	06/01/21	MCI04	MCINTYRE, JASON	132.16	05272021	TRAINING/ED-POLICE
031220	06/02/21	ATT02	AT&T	829.50	16514462	COMMUNICATIONS-
031221	06/02/21	ATT15	AT&T MOBILITY	755.70	210519	COMMUNICATIONS-
031222	06/02/21	BAS01	BASIC LABORATORY, INC	536.95	2105177	ProfServices Water Dept
				162.40	2105245	ProfServices Water Dept
			Check Total.....	699.35		
031223	06/02/21	CAM02	FERGUSON ENTERPRISES INC.	187.75	1629498	MAT & SUPPLIES-WTR
031224	06/02/21	COM01	COMPUTER LOGISTICS, INC	3060.00	82544	EQUIP MAINT-
031225	06/02/21	COR11	CORNING SAFE & LOCK	32.33	0858	MAT & SUPPLIES-PARKS
031226	06/02/21	CRO05	CROSS PETROLEUM	1302.57	CL08967	MAT & SUPPLIES-
				420.24	CL09339	VEH OP/MAINT-FIRE
			Check Total.....	1722.81		
031227	06/02/21	DM001	DM-TECH	119.90	202106011	COMMUNICATIONS-GEN CITY
031228	06/02/21	EXP02	EXPRESS EMPLOYMENT PROFES	988.16	25516161	PROF SVCS-PW ADMIN
031229	06/02/21	I-500	I-5 RENTALS	871.74	128214	CAP REPLAC-SWR IMPROV
031230	06/02/21	INF00	INFRAMARK, LLC	63031.78	64084	PROF SVCS-
031231	06/02/21	INL01	INLAND BUSINESS SYSTEMS	161.18	IN1981048	COMMUNICATIONS-
031232	06/02/21	KNI00	KNIFE RIVER CONSTRUCTION	1003.04	251827	A/C CITYWIDE-STR
				1054.99	251904	A/C CITYWIDE-STR
			Check Total.....	2058.03		
031233	06/02/21	MCC07	MCCOY'S HARDWARE & SUPPLY	1359.89	210527	MAT & SUPPLIES-
031234	06/02/21	MIS01	MISSION LINEN SUPPLY	382.51	514855386	MAT & SUPPLIES-PARKS
031235	06/02/21	NAP01	NAPA AUTO PARTS	641.32	210525	MAT & SUPPLIES-
031236	06/02/21	PGE04	PG&E	393.78	210530	TranspFacility-
031237	06/02/21	PGE2A	PG&E	82.40	210526	ELECT-CORNING COMMUNITY PARK
				193.18	210528	ELECT-MCDONALD,CASSANDRA,SALADO L&L & TOOMES AVE
				35.01	210528A	ELECT-MARTINI PLAZA
			Check Total.....	310.59		
031238	06/02/21	PGE2B	PG&E	6810.59	210526	ELECT-WWTP
031239	06/02/21	PRO14	PROUDCITY INC.	1800.00	1385	COMP/EQUIP/SOFT-CITY ADMIN
031240	06/02/21	QUI02	QUILL CORPORATION	324.71	16935038	OFFICE SUPPLIES-
031241	06/02/21	RED00	RED BLUFF DAILY NEWS	118.67	6576257	PROF SVCS ADMIN-ATP-WEST ST PROJ
				118.67	6576261	PROF SVCS ADMIN-ATP-OLIVE VIEW PROJ
			Check Total.....	237.34		
031242	06/02/21	RIV04	RIVER CITIES COUNSELING,	32646.52	749	COUNSELOR-PROP 47 CYCLE 2
				900.00	2001	COUNSELOR-PROP 47 CYCLE 1
			Check Total.....	33546.52		
031243	06/02/21	SPI00	SPIKE STRIP MFG	1737.00	1532	SAFETY ITEMS-POLICE
031244	06/02/21	TAN00	T AND S DVBE, INC.	247.10	21-916	VEH OP/MAINT-
031245	06/02/21	THE08	THE TRAINING PLACE	450.00	TTP700	TRAINING/ED-FINANCE
031246	06/02/21	USA01	USA BLUE BOOK	660.98	616424	MAT & SUPPLIES-WTR

REPORT.: Jun 02 21 Wednesday  
RUN....: Jun 02 21 Time: 13:56  
Run By.: LORI SIMS

CITY OF CORNING  
Cash Disbursement Detail Report  
Check Listing for 06-21 thru 06-21 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
031247	06/02/21	WAL02	WALKER PRINTING	95.45	39744	PRINT/ADVERT-DISPATCH
031248	06/02/21	COR05	CORNING AUTO CENTER	202.08	43808	VEH OP/MAINT-POLICE
031249	06/02/21	CRO05	CROSS PETROLEUM	1165.08	CL08968	VEH OP/MAINT-
031250	06/02/21	DOW01	DOWN RANGE	160.86	454525	UNIFORMS/CLOTH-POLICE
031251	06/02/21	QUI02	QUILL CORPORATION	96.96	16781618	EQUIP MAINT-FIRE DISPATCH
Cash Account Total.....:				137483.80		
Total Disbursements.....:				137483.80		
				=====		

Date.: Jun 2, 2021  
Time.: 2:07 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
NORTH STATE BULLSEYE	616 FIG LN	CORNING, CA 96021	BULLSEYE WINDSHIELD REPAIR	05/25/21
VICTOR'S JUNK REMOVA	23930 MCLANE AVE	CORNING, CA 96021	HAULING & JUNK REMOVAL	05/25/21

**CITY OF CORNING**  
**TREASURER'S REPORT**  
**MAY 2021**

<b><u>AGENCY</u></b>		<b><u>BALANCE</u></b>	<b><u>RATE</u></b>
Local Agency Investment Fund	\$	9,069,678.52	0.44%

Respectfully submitted:

Laura L. Calkins  
City Treasurer


**Monthly Permit Report**
**05/01/2021 - 05/31/2021**

Permit #	Permit Date	Owner Name	Permit Type	PROJECT ADDRESS	Primary Contractor	Main Status	Project Costs
21140	5/26/2021	Larson Marcus C ETAL	Solar	1221 Cassandra Circle	Vivint Solar	Under Review	11,220
21133	5/19/2021	PADILLA, MARIA C	Solar	1551 Rice Avenue	FREEDOM FOREVER	ISSUED	17,618
21130	5/13/2021	MEENTS, JAMES K	Solar		Vivint Solar	ISSUED	17,952
21131	5/18/2021		Signs	965 Hwy 99 West		ISSUED	7,099
21136	5/20/2021	RUBIO, DIANA	ReModel	608 Houghton Ave		ISSUED	15,000
21139	5/25/2021	OOI, JAMES P & TISH M	Plumbing	320 SOLANO	Devine Plumbing	ISSUED	5,000
21132	5/19/2021	TOLLISON, JOHN W ETAL TRS TOLLISON FAMILY L/TR 04/	Plumbing	603 First St Corning, CA 96021		Finald	1,900
21127	5/3/2021	PATEL, DAHYABHAI KANJIBHAI & DAHYA, TARU	Plumbing	3040 HWY. 99W		ISSUED	30,000
21141	5/28/2021	MARSHALL, ALLAN A ETAL	Mechanical	411 Hyland Drive	Bickley's Air Conditioning	Online Application	14,589
21129	5/7/2021	ZIMMERMAN, DONNA A	Mechanical	1360 HOUGHTON AVE	Royal Aire, Inc.	ISSUED	14,705
21135	5/20/2021	SANCHEZ, SUSANA ERENDIRA	HVAC	731 EL VERANO AVE	Royal Aire, Inc.	ISSUED	8,949
21138	5/24/2021	TOLLISON, JOHN W ETAL TRS TOLLISON FAMILY L/TR 04/	Electrical	603 FIRST ST.		ISSUED	3,000

21143	5/30/2021	ZHONG, ELAINA ETAL	Demo	16835 ELDER CREEK CIR County CA 96021		Cancelled	0
21137	5/20/2021	DENNIS, AIJA	Building	1186 link ST.		HOLD (see note)	0
21134	5/19/2021	ROMO, POMPEYO G & FABIOLA	Building	280 MARTY CT.		ISSUED	2,500
21128	5/6/2021	LEHR, MICHAEL WARREN ETAL	Building	1661 HERBERT AVE	MARTINDALE CONSTRUCTI ON & ELECTRIC	Finaled	2,500
21126	5/3/2021	OTTO, DONNA L	Building	1517 YOLO ST.	Laredo Roofing	ISSUED	8,000
							<b>160,032</b>

Total Records: 17

6/2/2021

Page: 1 of 1



# **CITY OF CORNIG WASTEWATER OPERATIONS SUMMARY REPORT MAY 2021**

Below is a summary of the monthly operations report that will be available for review on June, 2021.

- Completed monthly reports
- Attended weekly Covid-19 awareness meeting
- Held staff meeting to discuss facility operations and issues
- Held daily safety tailgate meetings
- Inspected eyewash stations and emergency showers
- Completed testing of chemical release sensors
- Calibrated SO<sub>3</sub> analyzer
- Inspected all fire extinguishers
- Calibrated gas detector
- Exercised emergency generator
- Submitted ESMR/DMR report to Regional Board
- Completed monthly receiving water sampling and analysis.
- Completed monthly facility inspection




- Assisted PWD with manhole clean out on Corona Ave.
- Repaired and replaced broken irrigation sprinklers
- Performed inspections of collection system trouble spots
- Replaced run time meter on wash water pump panel
- Replaced air pump in SO3 analyzer
- Cleaned drying beds
- Completed OSHA required Lock Out/ Tag Out inspection
- Changed oil and checked drive belts on aerators 1, 2 and 3
- Completed OSHA required fit testing for supplied air breathing apparatus
- Assisted Paterson Electric with install of new auto transfer switch for emergency generator
- Telstar Inc. on site to trouble shoot faulty high level probe in headworks.
- Changed oil and drive belts in #1 and 2 screw pumps.
- Ibarra Industries on site to trouble shoot chlorine hoist. Both chlorine and sulfur dioxide hoist have failed during offloading of ton cylinders. Ibarra will make recommendations for repairs which will be forwarded to PWD for approval.

May, 2021

Effluent Flow Monthly Average= 672,903 GPD

**ITEM NO: G-10  
APPROVE WAIVER OF  
RECREATIONAL USE FEES FOR  
THE 12<sup>th</sup> ANNUAL TUCKER  
MESKER MEMORIAL  
SCHOLARSHIP SOFTBALL  
TOURNAMENT FUNDRAISER**

**JUNE 8, 2021**

**TO: HONORABLE MAJOR AND COUCILMEMBERS**  
**FROM: KRISTINA MILLER, CITY MANAGER**   
**ROBIN KAMPMANN, PUBLIC WORKS CONSULTANT**

**SUMMARY:**

Brant Mesker submitted a request to City Council to waive the Recreational Use Fee for the use of Yost Park for the 12th Annual Tucker Mesker Memorial Scholarship Softball Tournament Fundraiser. The tournament is scheduled for July 30<sup>th</sup>, 31<sup>st</sup>, and August 1<sup>st</sup>. This is a community based, non-profit event.

**BACKGROUND:**

Staff requests Council approval to waive all recreational fees normally charged (\$100 refundable fees and \$166 non-refundable fees) for the Tucker Mesker Memorial Scholarship Fundraiser.

\$75 Cleanup deposit  
\$25 Key deposit  
**\$100 Refundable**  
\$16 Weekend Field Light Fee  
\$150 Weekend Use Fee  
**\$166 Non-Refundable**

**RECOMMENDATION:**

**MAYOR AND COUNCIL APPROVE WAIVER OF RECREATIONAL USE FEES  
FOR THE 12<sup>th</sup> ANNUAL TUCKER MESKER MEMORIAL SCHOLARSHIP SOFTBALL  
TOURNAMENT FUNDRAISER TO BE HELD JULY 31<sup>st</sup> THROUGH AUGUST 1<sup>st</sup>,  
2021**

**Lisa Linnet**

---

**From:** Brant Mesker <bmesker25@gmail.com>  
**Sent:** Tuesday, May 25, 2021 10:22 AM  
**To:** Lisa Linnet; Christina Meeds  
**Subject:** Tucker Mesker Classic Memorial Softball Tournament

Good morning,

Please reserve Yost Park for July 30, 31 and August 1 for the tournament.

Please prepare an agenda item to request the fees be waived.

If there are any questions please contact me.

Thank you,

Brant Mesker  
530-520-6840

**ITEM NO.: J-11  
APPROVE INVOICE PAYMENT IN THE  
AMOUNT OF \$29,998 TO CREATIVE  
BUILDERS; ACCEPT NOTICE OF  
COMPLETION; AND AUTHORIZE  
RETENTION RELEASE FOR THE YOST  
PLAYGROUND EQUIPMENT  
INSTALLATION PROJECT**

**June 8, 2021**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

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

**SUMMARY:**

The Yost Park Playground Equipment Installation Project has now been completed, inspected, and approved by City Staff. Staff now seeks the following City Council action:

- Approve payment in the amount of \$29,998 less the 5% retention (\$1,499.90) for a total payment of \$28,498.10. to Creative Builders;
- Accept the Project's Notice of Completion and authorize Staff to record the Notice with the Tehama County Clerk and Recorder; and
- Authorize the release of the Retention Funds in the amount of \$1,499.90 35-days after the Notice of Completion has been recorded, estimated to be on or after July 20, 2021.

The Invoice, Notice of Completion, and Construction Pay Request Retention Release are attached for Council review.

**FINANCIAL:**

On April 13, 2021 the City Council approved an appropriation of \$29,998 from the City's General Fund to complete this Project.

**RECOMMENDATION:**

**THAT MAYOR AND COUNCIL:**

- 1. APPROVE INVOICE PAYMENT IN THE AMOUNT OF \$29,998 LESS THE 5% RETENTION (\$1,499.90) AND ISSUE PAYMENT TO CREATIVE BUILDERS IN THE AMOUNT OF \$28,498.10 FROM BUDGET LINE-ITEM NUMBER 001-9304-6101, PARK IMPROV./PARKS SPECIAL PROJECTS; and,**
- 2. ACCEPT THE NOTICE OF COMPLETION AND AUTHORIZE STAFF TO FILE AND RECORD THE NOTICE WITH THE TEHAMA COUNTY CLERK AND RECORDER; and,**
- 3. AUTHORIZE THE RELEASE OF RETENTION FUNDS IN THE AMOUNT OF \$1,499.90 FROM THE SAME BUDGET LINE 35-DAYS AFTER THE NOTICE OF COMPLETION HAS BEEN FILED.**



P.O. Box 1568  
 Shafter, CA 93263

Phone # 707-763-6210  
 Fax # 707-658-2513

# Invoice

Date	Invoice #
5/10/2021	2536

<b>Bill To</b>
City of Corning 794 Third Street Corning, CA 96021

P.O. No.	Terms
N/A	Due on receipt
Project	
Yost Park	

Description	Amount
Installation only of Play Structure # NF566E79B: Main Structure Spinner Seat Bucket Spinner Disc Swing (2) 8' Benches with Back. IG Installation Only of 180cy of EWF	29,998.00
Please remit to above address.	
<b>Total</b>	<b>\$29,998.00</b>

**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 Yost Playground Installation Project, a project consisting in general of furnishing all labor, equipment, tools, materials and incidentals for Installation of new Playground Equipment located at Yost Park, 988 Tehama St., Corning, CA.
4. The work has been completed and is suitable to be put into use as of June 1, 2021 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 8, 2021.
5. The name of the General Contractor is: Creative Builders, P.O. Box 1568, Shafter, CA 93263 under a contract dated: April 26, 2021.
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: Yost Park, 988 Tehama St.

June 7, 2021  
Date

Signature of Agent of Owner: \_\_\_\_\_

Robin Kampmann, PE; Public  
Works/Engineer Consultant

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/Engineer Consultant 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 7, 2021

\_\_\_\_\_  
Robin Kampmann, PE; Public  
Works/Engineer Consultant  
City of Corning, Corning, CA

**ITEM NO.: J-12  
APPROVE TASK ORDER "B" TO  
ARMSTRONG CONSULTANTS, INC FOR  
PROFESSIONAL SERVICES FOR THE  
2021 CORNING AIPTOR NARRATIVE  
REPORT, AERONAUTICAL SURVEY AND  
AIRPORT LAYOUT PLANS UPDATE;  
AND APPROVE TASK ORDER "C" TO  
ARMSTRONG CONSULTANTS, INC FOR  
PROFESSIONAL SERVICES FOR THE  
2021 CORNING AIRPORT PAVEMENT  
MAINTENANCE MANAGEMENT PLAN,  
BOTH UNDER AIRPORT ENGINEERING  
SERVICES CONTRACT 2019-6**

**June 8, 2021**

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

**SUMMARY:**

Staff requests Council approve Task Order "B" (TO-B) for Armstrong Consultants, Inc., to provide Professional Services for the 2021 Corning Airport Narrative Report, Aeronautical Survey and Airport Layout Plan Update (ALP) under Airport Engineering Services Agreement 2019-6. The provided services would include completing a Narrative Report and an update to the ALP to address key issues, objective and goals pertinent to the airport's development. The scope also includes an update to the APL drawing and a brief narrative of recommended 10-year Capital Improvement Projects. Task Order "B" is attached for Council review.

Staff requests Council approve Task Order "C" (TO-C) for Armstrong Consultants, Inc., to provide Professional Services for the 2021 Corning Airport Pavement Maintenance Management Plan (PMMP) under Airport Engineering Services Agreement 2019-6. The provided services include conducting and inventory of the existing pavement conditions and develop a strategy for future pavement rehabilitation that most effectively and economically maximizes the life of the airfield. Task Order "C" 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 both TO-B and TO-C. The IFE resulted in an allowable fee of \$345,313.00 for TO-B, the ALP update and \$38,5900.00 for TO-C, the PMMP. The result of the IFE and negotiations with Armstrong resulted in a Fee of \$326,429.00 for TO-B and \$32,900.00 for TO-C, both below the allowable fee. Also attached to this staff report are copies of the Record of Negotiations that summarize the fees and have been submitted to the FAA for compliance.

**FUNDING:**

Staff has signed the FAA grant agreement for the ALP project and is currently waiting for the approval and release of funding from the FAA. The grant offer for the ALP update is in the amount of \$ 328,828 therefore resulting in 100% funding for the project including the cost for the

IFE. Staff anticipates the grant for the PMMP to cover 100% of the project costs resulting in no fiscal impact to the City.

**RECOMMENDATION:**

**MAYOR AND COUNCIL:**

- **APPROVE TASK ORDER "B" TO ARMSTRONG CONSULTANTS, INC. FOR PROFESSIONAL SERVICES FOR THE 2021 CORNING AIPORT NARRATIVE REPORT, AERONAUTICAL SURVEY AND AIRPORT LAYOUT PLANS UPDATE UNDER AIRPORT ENGINEERING SERVICES CONTRACT 2019-6; and,**
- **APPROVE TASK ORDER "C" TO ARMSTRONG CONSULTANTS, INC. FOR PROFESSIONAL SERVICES FOR THE 2021 CORNING AIPORT PAVEMENT MAINTENANCE MANAGEMENT PLAN UNDER AIRPORT ENGINEERING SERVICES CONTRACT 2019-6; and,**
- **AUTHORIZE THE CITY MANAGER TO SIGN THE TASK ORDER AUTHORIZATIONS**



# CORNING MUNICIPAL AIRPORT

## NARRATIVE REPORT, AERONAUTICAL SURVEY AND AIRPORT LAYOUT PLAN



FINAL SCOPE OF WORK

---

**CORNING MUNICIPAL AIRPORT**

CORNING, CA | MAY 2021



**TASK ORDER B  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SPONSOR AND ENGINEER,  
DATED \_\_\_\_\_, 2021**

**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
4. **AIRPORT MASTER PLAN** - \$326,429

**SPONSOR:  
CITY OF CORNING, CALIFORNIA**

**ENGINEER:  
ARMSTRONG CONSULTANTS, INC.**

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

\_\_\_\_\_  
Dennis Corsi, President

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**CORNING MUNICIPAL AIRPORT  
CORNING, CALIFORNIA  
NARRATIVE REPORT, AERONAUTICAL SURVEY AND AIRPORT LAYOUT PLAN  
UPDATE  
FINAL SCOPE OF WORK**

---

The Corning Municipal Airport desires to complete a Narrative Report and update to the Airport Layout Plan (ALP) to address key issues, objectives and goals pertinent to the airport's development. The following Scope of Work (SOW) describes the effort required to successfully complete the Narrative Report, addressing the needs of the community and providing a program for realistic development. The scope includes updating the Airport Layout Plan drawing, a brief narrative including a 10-year Capital Improvement Plan (CIP) with recommended project years.

**ELEMENT I - PROJECT INITIATION, COORDINATION, AND CONTROL**

***Task 1.1 - Coordination and Control***

Description: Completion of the Narrative Report and ALP Update will require contact with and input from the airport, community, airport users (pilots, passengers, tenants, etc.), the FAA, Caltrans Aeronautics Division and others.

Armstrong Consultants will retain responsibility for the technical aspects of the Narrative Report with Airport Layout Plan Update and will assure the coordination with and exchange of information between the Airport Sponsor, Caltrans Aeronautics Division, and the FAA in order that the overall project is completed in a timely and quality manner.

Ongoing coordination discussions will be held among Consultant team, airport management, the FAA and Caltrans for purposes of project quality control, coordination and strategy.

Product: Narrative Report and Airport Layout Plan Update.

**ELEMENT 2 - INVENTORY EXISTING CONDITIONS**

The purpose of this element is to prepare, assemble, and organize basic information, data, and mapping to be used throughout the study. This element will maximize the use of existing information and only existing information will be assembled. Comprehensive plans, studies, regulations, ordinances, and policies from involved communities, and state agencies will be used to assure that recommendations of the study will be consistent with the current and long-range objectives, goals, and needs of the various governmental levels and jurisdictions. The collection of information and documents will serve as a database for source material to be used throughout the project.

***Task 2.1 - Evaluate Existing Documents***

Description: This task will evaluate existing documents and previous planning efforts. This will involve a review of airport records pertaining to historical traffic activity, construction programs, lease operations, etc.

---

Product: Revisions and summaries of previous documents for input to future tasks.

### ***Task 2.2 - Airport Physical Facilities***

Description: The physical facilities inventory of the Coming Municipal Airport will include an examination of plans and documents, as well as a thorough on-site inspection of each physical facility to determine its type, size, condition, adequacy and use. An inventory of as-built conditions will be made to be incorporated into the Airport Layout Plan. The following will be assessed:

- Airfield: Runway and taxiway configuration to include pavement design/construction/maintenance history and condition; lighting; and navigational aids, specifically with the goal of determining, by visual inspection, areas requiring further study and/or testing.
- Runway Safety Area Analysis (OPTIONAL): The Runway Safety Area (RSA) will be evaluated to ensure compliance with FAA design standards. This work will require a topographical survey of the RSA. The existing RSA is 120' wide and 3,180' long.
- FBO/GA Services: Fixed base operators (FBO) and general aviation services will be inventoried. Structural use and hangar utilization will be identified.
- Terminal Area: Provide an overview of both airside and landside components of the current terminal facility. This includes identifying limiting factors associated with the facility. On the landside portion, parking facilities and access roads will be inventoried.
- Airport Property: The airport property information will be obtained based on deeds, legal descriptions, and plat maps provided by the airport sponsor.
- Fuel Facilities: Storage and dispensing facilities will be inventoried to determine existing capacities and adequacy of storage tanks and dispensing equipment including refueling vehicles.
- Utilities: Existing utilities will be identified based on information provided by the airport sponsor.
- Environment: Existing environmental conditions at the airport will be identified.

Product: Tabulated airport facilities inventory for use in the Airport Layout drawing.

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### **Task 2.3 - Inventory of Non-standard Conditions**

Description: This task will include the inventorying of conditions on the airport and surrounding environs which result in a listing of conditions which are non-standard with respect to FAA Advisory Circular 150/5300-13B, *Airport Design*.

Product: Input for later tasks.

### **Task 2.4 Aeronautical Survey**

Description: An aeronautical survey for the Corning Municipal Airport will be conducted in coordination with the FAA. The obstruction survey, aerial photogrammetry and mapping will be completed in accordance with FAA Advisory Circulars 150/5300-16, 17, 18, and FAA Standard Operating Procedure (SOP) 9.1. The data will be uploaded to the FAA AGIS database which should include:

- Control Surveying
- Stereo Color Aerial Photography
- Orthophoto Mapping Digital Elevation Model
- Vertically Guided Approach Obstruction Surveys
- Photogrammetric Mapping
- A-GIS Work Plans and Data Uploads

New Aerial Photogrammetry will be collected as part of this task. The survey will include all elements under the Airport Layout Plan and Instrument Procedure Development in Table 2-1, *Survey Requirements Matrix*, in FAA Advisory Circular 150/5300-18B. The data will be used for base mapping, inventory, alternatives analysis, and in the preparation of the ALP drawing set and future instrument approach procedure development.

Consultant: Coordinate aeronautical survey.

Sponsor: Assist Consultant team in aeronautical survey data collection and property access, if necessary.

Product: Obtain the obstruction Survey from FAA AGIS database and collect updated Aerial Photogrammetry.

## **ELEMENT 3 - AIRPORT WASTE RECYCLING**

### **Task 3.1 Airport Waste Recycling**

Description: A review of solid waste recycling at the airport is required by the FAA Modernization and Reform Act of 2012 (FMRA) and FAA Guidance Memorandum, Guidance on Airport Recycling, Reuse and Waste Reduction Plans dated September 30, 2014. The narrative report will address issues relating to solid waste recycling at the airport. This includes:

1. The feasibility of solid waste recycling at the airport;
2. Minimizing the generation of solid waste at the airport;
3. Operation and maintenance requirements;
4. Review of waste management contracts; and

- 
5. The potential for cost saving or generation of revenue.

Consultant: Collect and analyze airport waste recycling information. Identify potential cost savings or revenue generation.

Sponsor: Assist Consultant team in providing existing airport waste recycling information, if necessary.

Product: Inventory and review of solid waste recycling options at the Airport.

## **ELEMENT 4 - FACILITY REQUIREMENTS**

The objective of this element is to determine existing and future facility requirements. Element 4 will include consideration of runways, taxiways, instrumentation, lighting and marking, approach and protection zones, and those areas of development required for landside facilities. This Element will also provide a development plan which is divided into two phases. Phase I is the short-term (0-5 years) and Phase II is the intermediate-term (6-10 years).

### ***Task 4.1 - Airside Requirements***

Description: The existing and future critical aircraft(s) will be identified/validated (if necessary, by approach category, by wingspan, and/or by weight, for different airport components). A table listing deviations from current FAA design standards pertaining to the recommended Runway Design Code (RDC) will also be provided in the report, including proposed disposition of the deviations. Disposition would entail recommended development and/or recommended approval of modification to standards. Airside requirements will also include sizing and location of apron areas and taxiways, helicopter operations and potential sites for future aeronautical activities. Potential environmental impacts will be considered with the recommended development.

Product: Determination of recommended airside facilities to be depicted on the ALP Drawing.

### ***Task 4.2 - Landside Requirements***

Description: Landside facility requirements will be based on the evaluation of existing conditions to provide an appropriate airside/landside balance compatible with identified airfield requirements. Terminal/building area analysis will include the identification of general aviation terminal building requirements, hangars, snow removal equipment buildings, evaluation of potential air ambulance crew quarters, commercial and service areas, airport entrance and service roads, utility expansion needs to future development areas, commercial development, and fueling facilities requirements. Potential environmental impacts of all facility requirements will be considered within the recommended development portion of the report.

Product: Determination of recommended landside facilities to be depicted the on the ALP Drawing.

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## **ELEMENT 5 – FINANCIAL PLAN**

### ***Task 5.1 Prepare Cost Estimates***

Description: Cost estimates of planned projects, based on current dollars, will be prepared for the first five-year period; a more generalized cost breakdown will be prepared for the five to ten-year period. These facility requirements include, potentially, items such as the runways, taxiways, aprons, hangars, access roads, perimeter roads, safety areas, lighting and signing, fencing, buildings and hangars, auto parking, airport maintenance, fuel facilities, among others as appropriate. Facility costs will be prepared using unit prices extended by the size of the particular facility tempered with some specific considerations. Cost estimates, are intended to be used for planning purposes only and are not to be construed as engineering construction estimates.

Product: Conceptual project cost estimates will provide sufficient detail to allow project time schedules to be established and programmed into the appropriate Capital Improvement Plan funding programs.

### ***Task 5.2 Capital Improvement Program Coordination with FAA/Caltrans and Sponsor***

Description: Prepare and coordinate the capital improvement plan (CIP) with the FAA and Caltrans for funding availability.

Product: Development of a recommended CIP for the selected development plan concepts for the planning period.

### ***Task 5.3 Airport Funding Sources***

Description: Project funding sources, including FAA and Caltrans grant programs, will be evaluated to assist in identifying the appropriate funding sources available for future capital improvement projects listed on the recommended CIP.

Product: Identifying funding sources.

## **ELEMENT 6- AIRPORT LAYOUT PLANS**

This study element will produce a current Airport Layout Plan (ALP) Drawing set that depicts existing and the recommended airport development, in accordance with FAA standards, including AC 150/5070.6B, *Airport Master Plans*; FAA Airports Standard Operating Procedures (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (ARP SOP 3.00); and AC 150/5300-13B, Change 1 *Airport Design*. Sources of information for these drawings will include previous ALP and master planning documentation, new planimetrics and topographic data collected, surveyed, and developed as part of the AGIS component of the recent runway construction project will be used for Part 77 analysis and development of the ALP, in accordance with required tasks for an Airport Layout Plan (ALP) contained in FAA Advisory Circular 150/5300-18B, Table 2-1, *Survey Requirements Matrix*, obstruction charts, USGS mapping, legal descriptions, existing property surveys, local and regional government mapping, FAA databases, and any other secondary sources readily available to the Sponsor/Consultant.

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Computer aided drafting (CAD) will be used to generate the new drawing set.

FAA approval of the ALP Drawing set is required.

Consultant: Compile Airport Layout Plan drawing set and distribute to FAA for airspace review and approval.

Sponsor: Review and comment on Airport Layout Plan drawing set, if necessary.

Product: Airport Layout Plan drawing set for FAA airspace review and approval. The drawing set shall include, at minimum:

- Cover Sheet
- Airport Layout Plan
- Data Sheet
- Terminal Area Plan
- Airport Airspace Drawing
- Inner Portion of the Approach Surface Drawing
- Runway Departure Surfaces Drawing
- On-Airport Land Use Drawing
- Off-Airport Land Use Drawing
- Exhibit A, Airport Property Map

#### ***Task 6.1 Cover Sheet***

Description: An ALP drawing set Cover Sheet will be prepared which shall include the name and location of the airport and sponsor, location and vicinity maps, numbered list of drawing sheets contained within the set and the date of the set.

Consultant: Compile ALP drawing set Cover Sheet.

Sponsor: Review and comment on ALP drawing set Cover Sheet, if necessary.

Product: ALP drawing set Cover Sheet drawing.

#### ***Task 6.2 Airport Layout Plan (ALP)***

Description: In accordance with ARP SOP 2.00, the Airport Layout Plan will be prepared to reflect existing and future physical features and development, wind data, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. In addition, critical areas for all NAVAIDs will be shown, as well as a table describing modifications to standards and the disposition of each condition or modification. A separate ALP sheet will show future conditions through the twenty-year planning range. Anything beyond the twenty-year planning range may be shown on a separate ultimate ALP that is not subject to FAA approval. The FAA's approval of the ALP is limited to the twenty-year planning range, unless otherwise authorized by FAA.

Consultant: Compile ALP.



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Sponsor: Review and comment on ALP, if necessary.

Product: ALP drawing for the Airport that meets FAA requirements and guidelines. Separate existing development and future development sheets will be provided for the ALP drawing, and a separate data sheet containing required airport and runway data tables and wind roses will follow the ALP sheets. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction.

### ***Task 6.3 Terminal/Building Area Layout Plan***

Description: Specific terminal/building area plans will be developed which reflect recommended development of future aviation needs, as identified in this study. Existing and future building heights will be provided in a table. Access and parking facilities for the airport will also be included in this drawing.

Consultant: Compile Terminal/Building Airport Layout Plan.

Sponsor: Review and comment on Terminal/Building Area Layout Plan, if necessary.

Product: Terminal/Building Area Layout Plan reflecting development of building areas at the airport, surface access, security fencing and other airport facilities.

### ***Task 6.4 Airport Airspace Drawing***

Description: This drawing will depict obstacle identification surfaces for the ultimate airport development configuration. It will also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portions of the Approach Surface Drawing.

Per criteria outlined in ARP SOP 2.00, a topographic drawing will be prepared depicting a plan view of the ultimate airport 14 CFR Part 77 (Part 77) surfaces and a small-scale profile view of the Part 77 approach surfaces. Natural and manmade obstructions to the airspace surrounding the Airport will be identified. The data obtained in the aeronautical survey, will be used as a basis for developing the drawing. Airspace case studies for proposed structures in the vicinity of the airport will be reviewed for potential new objects and/or obstructions within Part 77 Airspace. This task will result in a depiction of the Part 77 Airspace surfaces and known obstructions from best available data and is not intended to produce a new or updated obstruction survey or Obstruction Chart.

Consultant: Compile Airport airspace drawing.

Sponsor: Review and comment on Airport airspace drawing, if necessary.

Product: Airport airspace drawing.

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### ***Task 6.5 Inner Portion of the Approach Surfaces and Runway Protection Zone Drawings***

**Description:** Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77. A large-scale plan and profile drawing will be prepared of the existing and ultimate inner portion of the 14 CFR Part 77 approach surfaces for each runway end. The plan and profile views for each runway end will be shown on the same sheet. The data obtained in the aeronautical survey will be used as the basis for developing the drawing. The drawing will include aerial photography as the base drawing and will depict the Runway Protection Zones and location, elevation, penetration, and disposition of obstructions exceeding Part 77 criteria. Included with these drawings will also be a runway centerline profile for the entire runway length.

**Consultant:** Compile Inner Portion of the Approach Surfaces and Runway Protection Zone drawing.

**Sponsor:** Review and comment on Inner Portion of the Approach Surfaces and Runway Protection Zone drawing, if necessary.

**Product:** Inner Portion of the Approach Surfaces and Runway Protection Zone drawing.

### ***Task 6.6 Runway Departure Surfaces Drawing***

**Description:** A large-scale plan and profile drawing will be prepared of the existing and planned instrument runways. The data obtained in the aeronautical survey will be used as the basis for developing this drawing. The drawing will include aerial photography as the base drawing and will depict the runway end location, 40:1 Runway Departure Surfaces and location, elevation, penetration, and disposition of obstructions exceeding departure surface criteria.

**Consultant:** Compile Runway Departure Surfaces drawing.

**Sponsor:** Review and comment on Runway Departure Surfaces, if necessary.

**Product:** Departure surface drawings for existing and proposed instrument runway ends.

### ***Task 6.7 On-Airport Land Use Drawing***

**Description:** A land use plan for the area within the existing and future airport property boundary will be prepared depicting recommended areas for aeronautical use, commercial service development, general aviation development, revenue generation, airport support services, and other uses appropriate to the airport.

**Consultant:** Compile On-Airport Land Use drawing.

**Sponsor:** Review and comment on On-Airport Land Use drawing, if necessary.

**Product:** On-Airport Land Use Drawing.

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### **Task 6.8 Off-Airport Land Use Drawing**

**Description:** The Consultant will prepare an off-airport land use drawing depicting existing land uses and zoning in the vicinity of the airport provided by the sponsor. The off-airport land use drawing will show land uses and public facilities, such as schools, parks, and hospitals. The local zoning and land use controls will be noted on this drawing.

**Consultant:** Compile Off-Airport Land Use drawing.

**Sponsor:** Review and comment on Off-Airport Land Use drawing, if necessary.

**Product:** Off-Airport Land Use Drawing.

### **Task 6.9 Exhibit "A" Airport Property Map**

**Description:** The primary intent of the Exhibit "A" Property Map is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. In accordance with FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit "A" Airport Property Inventory Maps (SOP 3.00), the drawing will inventory all of the parcels that currently make up the airport or are proposed for acquisition by the airport and a data table that provides for each parcel:

- Parcel numbers
- Grantor
- Type of interest acquired
- Acreage
- Type of conveyance instrument
- Liber/book and page of recording
- FAA grant number including year if acquired under a grant
- Surplus Property Transfer, Government Land Transfer
- Type of easement
- Date and Type of release/land use change approval
- Date of property disposal
- Public land references
- Any know encumbrances on the property
- Purpose of acquisition

This drawing will be prepared in accordance with FAA requirements and guidelines, using existing documents, maps, and land use plans furnished to Armstrong Consultants, Inc. or readily accessible through the County Assessor or Recorder Office. Additional title searches or FAA grant file research are not anticipated for this project.

**Consultant:** Compile Exhibit "A" Property Map drawing. Armstrong Consultants, Inc. will ensure the Exhibit "A" is current, as required by Federal grant assurances.

**Sponsor:** Provide Consultant Team accurate and current airport property information. Review and comment on Exhibit "A" drawing, if necessary.

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Product: Exhibit "A" Airport Property Map that meets FAA requirements and guidelines.

## **ELEMENT 7 - DOCUMENTATION**

### ***Task 7.1 – Draft Narrative Report***

Description: Report preparation will include writing, editing and typing the narrative report, determining the composition of the report with figures, charts, graphs and illustrations, and the printing and distribution of the report. A reduced sized (11"x17") draft Airport Layout Plan drawing will be included in the draft narrative report.

Product: A Draft Narrative Report for review and comment by the Sponsor, Caltrans, and FAA.

### ***Task 7.2 –Preliminary Draft Airport Layout Plan Drawing and Exhibit A Property Map***

Description: A Preliminary Draft Airport Layout Plan drawing and completed FAA ALP Checklist will be distributed to the Sponsor, Caltrans and FAA for initial review and comment.

Product: Preliminary Draft Airport Layout Plan Drawing.

### ***Task 7.3 –Draft Airport Layout Plan Drawing and Exhibit A Property Map***

Description: Review comments from the Preliminary Draft Airport Layout Plan will be incorporated into the Draft Airport Layout Plan drawing which will be distributed back to the Sponsor and Caltrans for further review and the draft ALP will be sent to the FAA for Airspace Coordination.

Product: Draft Airport Layout Plan Drawing.

### ***Task 7.4 - Final Airport Layout Plan Drawings and Exhibit "A" Property Map***

Description: Review comments will be incorporated into the Final ALP drawing and will be submitted to the Sponsor for signature and approval. The sponsor signed drawings will be submitted to the FAA for final approval. Approved copies will be distributed by the FAA to the Sponsor, Caltrans and Consultant.

Product: Final Airport Layout Plan Drawing.

### ***Task 7.5 - Final Narrative Report***

Description: Review comments and input from the Draft Narrative Report will be incorporated into the Final Narrative Report and submitted for approval and adoption by the Sponsor.

Product: Final Narrative Report.

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## ELEMENT 8 - MEETINGS

Description: Airport planning meetings.

Planning meetings will be scheduled to coincide with the availability of technical material to be discussed. Thus, the schedule will be linked to information production and completion of the key study elements outlined below:

- Completion of Narrative Report and ALP drawings.

Product: Two meetings are included with the project. One inventory meeting and one final meeting to provide recommendations on future development and obtain input from the airport.

## SUMMARY OF DELIVERABLES

The deliverables, which will be prepared at various stages throughout this study are outlined below. Deliverables will be provided in MS Word format (.doc), Adobe Acrobat format (.pdf) or AutoCAD format (.dwg).

DELIVERABLE	SPONSOR	FAA	CALTRANS
Draft Narrative Report	5	2	1
Revised Draft Narrative Report	5	2	1
Pre-Draft ALP with Completed ALP Checklist	5	1	1
Draft ALP Drawings (print) with Completed ALP Checklist	5	7	1
Draft ALP Drawings (electronic)	1	1	1
Final ALP Drawings (print) with Completed ALP Checklist	5	4	1
Final ALP Drawings (electronic)	1	1	1
Final Narrative Report	5	2	1

**TASK ORDER C  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SPONSOR AND ENGINEER,  
DATED \_\_\_\_\_, 2021**

**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** – *Develop Pavement Maintenance Management Plan*

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

<b>Element 1 – Project Development</b>	<b>\$1,860.00</b>
<b>Element 1 – Records Review and Conceptual Plan Development</b>	<b>\$4,900.00</b>
<b>Element 1 – Field Data Collection</b>	<b>\$7,490.00</b>
<b>Element 1 – Data Analysis and PMMP Report</b>	<b>\$17,760.00</b>
<b>Element 1 – Project Closeout</b>	<b>\$890.00</b>
<b>Engineering Total</b>	<b>\$32,900.00</b>

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

**SCOPE OF WORK  
CORNING MUNICIPAL AIRPORT  
AIP NO. 3-06-0053-009-2021**

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**ELEMENT #1 DEVELOP PAVEMENT MAINTENANCE MANAGEMENT PLAN**

1. This project will consist of developing a Pavement Maintenance Management Plan (PMMP) for Corning Municipal Airport. The purpose of the plan is to conduct an inventory of the existing pavement conditions and develop a strategy for future pavement rehabilitation that most effectively and economically maximizes the life of the airfield pavements.
  - 1.1. The PMMP will be developed in accordance with the guidance provided in FAA Advisory Circular 150/5380-7B.
  - 1.2. The scope of the project will include all of the FAA eligible pavement within aircraft movement areas at the airport. Landside vehicle parking, access roads, and taxiways exclusively serving privately owned hangars will not be evaluated nor included in the PMMP.

## **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 project areas, budget, and schedule.
2. 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.
3. Prepare final Scope of Work and Contract.
4. 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. RECORDS REVIEW AND CONCEPTUAL PLAN DEVELOPMENT**

This phase of the project will include a review of existing information pertaining to the pavement history at the airport. The information obtained and analyzed in this phase will be used to develop a conceptual plan for the field data collection phase.

Activities include:

1. Review as-built construction plans and engineer's design reports from past projects to develop an understanding of the various generations of pavements and pavement sections that exist at the airport.
2. This project will not require topographic survey nor a geotechnical investigation. Base mapping will be done over aerial images and field data will be collected through visual inspection only.
3. Develop a base map that identifies the various airfield pavement areas, based on pavement type, location, pavement section, and/or construction history. Once the various pavement areas are identified, a grid will be established for each area to identify the sample units that will be used during the field data collection phase.



4. Develop field data collection plan that will include identifying the number of sample units that will be inspected, along with which specific sample units will be inspected.

### **III. FIELD DATA COLLECTION**

The field data collection phase includes all on-site observation and documentation associated with this project.

Activities include:

1. Conducting a Pavement Condition Index (PCI) survey in accordance with ASTM D5340. It is anticipated that this survey will be conducted by the Project Manager and Project Engineer during a single site visit that will require a total of two (2) days on site. Photographs will be taken to document the pavement distresses encountered, and the pavement areas and sample units developed during the records review and conceptual plan development phase will be verified.

### **IV. DATA ANALYSIS AND PMMP REPORT**

The data analysis and report phase will consist of analyzing the data collected during the field data collection phase and developing a final report to document the findings of the survey and develop a PMMP.

Activities include:

1. Entering the field data collected into MicroPAVER software, which will develop PCI ratings for each sample unit.
2. Based on the output of the computer analysis, further analysis will be conducted to develop conclusions related to:
  - a. Reviewing the overall PCI rating for each pavement area and identifying causes and rates of deterioration.
  - b. Developing forecasts for the remaining service life of each pavement area based on the type and rate of deterioration.
  - c. Identifying viable rehabilitation alternatives for each pavement area to correct the identified pavement distresses. The viability of this alternatives will be based on the type(s) of distresses encountered and the composition of the pavement section.
  - d. Once the list of viable alternatives for rehabilitation are identified, engineering analysis will be completed to determine the most appropriate method for each pavement area based on anticipated unit costs and expected service life enhancement.
  - e. An overall implementation priority will be developed for the entire airport, taking into account the results of the aforementioned analyses.

- f. Developing a preliminary 10-year PMMP that takes into account the variety of pavement conditions and rehabilitation methods, and the established overall implementation priority.
3. Conduct a meeting with the Sponsor to review the results of the field data collection, the related data analysis, and further refine the overall implementation strategy and preliminary PMMP. This meeting will be conducted by the Project Manager via a virtual meeting platform.
4. Develop a revised Airport Capital Improvement Program (ACIP), taking into account identified pavement rehabilitation needs.
5. Develop Final PMMP Report and related exhibits. The final report will include: a summary of the data collection and analysis performed, a collection of exhibits that show the airfield pavement network and graphical results of the various analyses, the current PCI ratings for each pavement area, forecasted PCI ratings for each pavement area based on the airport's revised ACIP, and an overall rehabilitation work plan that describes the recommended future work and associated cost estimates.

#### **V. PROJECT CLOSEOUT**

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of necessary documents 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.



# City of Corning

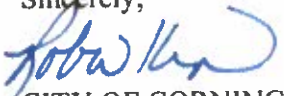
794 Third St. Corning, CA 96021 (530) 824-7029 Fax (530) 824-2489

## RECORD OF NEGOTIATIONS

Job Title: Narrative Report, Aeronautical Survey and Airport Layout Plan  
Location: Corning Municipal Airport

1. The consulting firm of Armstrong Consultants, Inc. was selected on January 28, 2020 from those consultants who submitted their qualifications.
2. A Standard Form of Agreement was executed with the consultant on March 10, 2020.
3. A scope of work for the proposed project was developed and approved by the by the City of Corning and FAA on April 1, 2021.
4. The Consultant submitted their fee proposal for the work on April 28, 2021 for \$326,429.00.
5. Rood and Associates completed the independent fee estimate April 28, 2021. The independent fee estimate is \$345,313.00.
6. The fee proposal submitted by Armstrong Consultants, Inc. is within 10% of the independent fee estimate and is considered reasonable by the Sponsor. The scope of work, contract and Sponsor's independent fee estimate 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 150/5100-14 have been followed.

Sincerely,

  
CITY OF CORNING



# City of Corning

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

## RECORD OF NEGOTIATION

April 30, 2021

### **Element 1 – Develop Pavement Maintenance Management Plan**

**Location:** Corning Municipal Airport  
Corning, California

**Anticipated AIP Grant:** 3-06-0053-009-2021

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 April 30, 2021, the proposed fees are as follows:

<b>Element 1 – Project Development</b>	<b>\$1,860.00</b>
<b>Element 1 – Records Review and Conceptual Plan Development</b>	<b>\$4,900.00</b>
<b>Element 1 – Field Data Collection</b>	<b>\$7,490.00</b>
<b>Element 1 – Data Analysis and PMMP Report</b>	<b>\$17,760.00</b>
<b>Element 1 – Project Closeout</b>	<b>\$890.00</b>
<b>Engineering Total</b>	<b>\$32,900.00</b>

3. An Independent Fee estimate (IFE) was completed on April 30, 2021; the results of the IFE are as follows:

<b>Element 1 – Project Development</b>	<b>\$3,630.00</b>
<b>Element 1 – Records Review and Conceptual Plan Development</b>	<b>\$8,500.00</b>
<b>Element 1 – Field Data Collection</b>	<b>\$7,610.00</b>
<b>Element 1 – Data Analysis and PMMP Report</b>	<b>\$17,880.00</b>
<b>Element 1 – Project Closeout</b>	<b>\$970.00</b>
<b>Engineering Total</b>	<b>\$38,590.00</b>

4. The original fee proposal submitted by Armstrong Consultants, Inc. is within 10% of the independent fee estimate and is considered reasonable by the City. The scope of work, contract and Sponsor's independent fee estimate are attached to this record of negotiations and hereby submitted to the ADO for reasonableness of cost determination.

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

A handwritten signature in blue ink, appearing to read 'Robin Kampmann', with a large, sweeping flourish at the end.

Robin Kampmann  
Public Works Director

**ITEM NO.: J-13  
ADOPT RESOLUTION 06-08-2021-01 AND MOU  
AUTHORIZING THE SUBMITTAL OF A STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS AID, RELIEF, AND ECONOMIC  
SECURITY ACT GRANT APPLICATION FOR  
UTILITY PAYMENT ASSISTANCE AND  
NAVIGATION CENTER**

**June 08, 2021**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**FROM: KRISTINA MILLER, CITY MANAGER**



**SUMMARY:**

On January 26, 2021, a public hearing was held to gather information regarding the needs of the community and business community. During the Public Hearing Staff made suggestions based on eligible activities. On February 23, 2021, the City Council approved a Resolution very similar to the attached Resolution 06-08-2021-01. The California State Department of Housing and Community Development (HCD) is requiring minor language changes to the February 23, 2021 Resolution.

**BACKGROUND:**

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act in response to the impacts of the COVID-19 Pandemic. The California State Department of Housing and Community Development (HCD) published a Notice of Funding Availability (NOFA) for Community Development Block Grant Coronavirus Aid, Relief, and Economic Security (CDBG-CV1) funds on June 5, 2020 for \$18.7 million in funds. Additional funding has been made available to the Department and will be allocated to the Cities and Counties. The NOFA was released in late December. The State has received a total \$113,263,490 in CV2, and \$18,031,478 in CV3 funding. The City of Corning has been allocated \$281,839. The City (through a Memorandum of Understanding with the County of Tehama) has already made application for CV 1 Funds for a Business Assistance Program, and we are awaiting the contract to begin implementation. A maximum of two (2) additional activities will be allowed under this application cycle. Each activity must expend all funds within 24 months of the contract execution. The City may also allocate additional funding to the Business Assistance Program awarded under the CV1 funding contract, but this would further delay implementation of the CV1 program. For this reason, the County requests we do not allocate additional funds to CV1 program activities.

Eligible activities paid for with State CDBG funds must meet one of the three National Objectives listed in CDBG Federal Statutes as follows:

1. Benefit to low-income households or persons (also called Low/Mod Benefit);
2. Slum and blight (addressing physical problems in specific neighborhoods); or
3. Meeting urgent community development need (a need resulting from a State or Federal declared disaster or posing unforeseen risks to health and safety).

In addition, eligible activities must be used directly to prevent, prepare for, or respond to COVID-19 and meet CDBG requirements as provided and directed by HCD in the published NOFA and outlined in their plan as follows:

- Public services to respond to COVID-19 impacts.
- Public facility improvements to increase capacity for healthcare facilities and improve public facility safety as related to COVID-19.

- Housing facilities for persons experiencing homelessness, including acquisition and rehabilitation.
- Economic development to support needs of local businesses to retain and bring back jobs impacted by COVID-19.

All activities are required to meet a National Objective as outlined under Section IV. of the attached NOFA.

Eligible activities for the grant funding are limited to the following:

For the CDBG-CV NOFA, the following activities are permitted:

**A. Community Development:**

1. Public Services to respond to COVID-19 impacts, including short-term subsistence payments for households at risk of eviction and/or homelessness, and housing costs for those exiting homelessness, homeless shelter operations, and health and education support services.
2. Public Facility and Infrastructure improvements with a documented COVID-19 nexus.
3. Public facility acquisition, including healthcare facilities, emergency shelters, and housing for persons experiencing homelessness in response to COVID-19 impacts.
4. Housing Assistance:
  - a. Acquisition and/or rehabilitation of Low-Mod Income Housing in response to COVID-19 impacts on vulnerable populations, or individuals including households experiencing homelessness.

**B. Economic Development:**

1. Business assistance to help businesses retain employees, or in the case of businesses re-starting after mandated COVID-19 related shutdowns, adding employees.
2. Microenterprise assistance (including Micro-financial Assistance and Technical Assistance) for businesses impacted by COVID-19 with five or fewer employees, including the business owner.

The funds can be used to contract with a service provider to provide the desired program or to administer a program. It is important to note the funding includes extensive requirements for administration and data on both contractors and recipients of the services. Therefore, it is preferable to plan a project or program and avoid dividing it into small subrecipient grants to avoid duplicative administrative work. In addition, the data that needs to be collected from recipients of the services may limit the types of services the funding can feasibly be used for. Additionally, funds can be combined with other agency funding through MOU's to combine funding to one project or program for maximum results, such as with the County of Tehama, and the cities of Red Bluff and Tehama.

During the Public Hearing Staff suggested the following options:

1. Expand the CV1 Business Technical Assistance Program.
2. Expand the CV1 forgivable loan program.
3. Provide funding for utility assistance payments for those impacted by the COVID-19 Pandemic.

Since that time, Staff learned expanding CV1 program activities may further delay CV1 program implementation. Staff and the County do not want to further delay the CV1 program. We also learned the Homeless Navigation Center is short funds for construction of the project. For this reason, it is recommended the CV2 and CV3 funds in the amount of \$281, 839 be allocated as follows:

1. \$200,000 for utility payment assistance for those financially impacted by the COVID-19 pandemic, and

2. \$81,839 to support infrastructure costs for the Homeless Navigation Center.

If City residents do not fully utilize the \$200,000, we are told we could transfer additional funding to the navigation center by Resolution. As such, this provides the greatest flexibility in the use of the funds.

**COST ANALYSIS:**

It is estimated that the City will be eligible to receive up to \$281,839 based on a formula provided by HCD. Of that amount, approximately 13% can be used towards administration, which will include the Consultant's cost for administering the grant and reimbursement of Staff time. Due to the complexities of this funding and existing Staff vacancies, the City must hire a Consultant to fully administer this grant. The project funding is as follows:

General Administration Utility Payment Assistance:	\$ 26,000
Utility Payment Assistance Program Funding:	\$174,000
General Administration Navigation Center:	\$ 10,639
Navigation Center Project Funding:	\$ 71,200

**ENVIRONMENTAL REVIEW:**

CEQA and NEPA review will be considered based on the project or program selected. Programs are provided an exemption and documents will be completed accordingly.

**RECOMMENDATION:**

It is recommended as follows:

1. Adopt Resolution No.02-23-2021-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - CORONAVIRUS RESPONSE ROUND 2 AND 3 (CDBG-CV2 AND CV3) NOFA DATED DECEMBER 18, 2020; and
2. Approve the Memorandum of Understanding between the County of Tehama and the City of Corning allocating \$81,839 to the Homeless Navigation Center; and
3. Direct Staff to prepare the application in response to the release of the Notice of Funding Availability (NOFA) for CDBG-CV2 and CV3 funds for COVID-19 related activities such as, utility payment assistance that benefit low- and moderate-income residents.



**RESOLUTION NO. 06-08-2021-01**

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020-2021 FUNDING YEAR OF THE STATE CDBG PROGRAM**

BE IT RESOLVED by the City Council of the City of Corning as follows:

**SECTION 1:**

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$200,000 for the following CDBG activities, pursuant to the January 2021 CDBG NOFA:

**List activities and amounts:**

Community Development - Utility Payment Assistance                      \$ 200,000

**SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$0 for the CDBG activities described in Section 1.

**SECTION 3:**

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 4:**

The City hereby authorizes and directs the City Manager, or designee, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

**SECTION 5:**

If an application is approved, the City Manager, or designee, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

**SECTION 6:**

If an application is approved, the City Manager, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

*\* Important Note: If the designee is signing any application, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.*

PASSED AND ADOPTED at a regular meeting of the City Council of the City/County of Corning held on June 8, 2021, by the following vote:

*Instruction: Fill in all four vote-count fields below. If none, indicate "0" for that field.*

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Robert Snow, Mayor

**STATE OF CALIFORNIA**  
**City/County of Corning**

I, Lisa M. Linnet, City/County Clerk of the City/County of Corning, State of California, hereby certify the above and foregoing to be a full, true, and correct copy of a Resolution adopted by said City Council/Board of Supervisors on this 8<sup>th</sup> day of June 2021.

Lisa M. Linnet  
City Clerk of the City of  
Corning, State of California

By: \_\_\_\_\_  
Name and Title

**ITEM NO.: J-14  
APPROVE CONTRACT CHANGE ORDER  
NO. 1 TO VSS INTERNATIONAL, INC  
INCREASING THE 2021 MULTI STREET  
IMPROVEMENT PROJECT BY \$9,187.50  
FOR A NEW CONTRACT TOTAL COST OF  
\$442,781.67**

**June 8, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUMMARY:**

Staff recommends that City Council approve Contract Change Order No. 1 increasing the project by \$9,187.50 for a total contract cost of \$442,781.67 to VSS International, Inc. for the 2021 Multi Street Improvement Project. Additional asphalt paving was needed on Hoag Street adjacent to the newly constructed concrete valley gutter. The additional material was needed due to the existing pavement that was removed was thicker in locations than the estimated 2" as shown on the plans. Additional asphalt was charged at the base bid rate of \$525/ton of asphalt. The Contract Change Order justification is attached for Council review.

**BACKGROUND:**

VSS International, Inc. was awarded this project at the May 11, 2021 City Council Meeting in the amount of \$433,594.17.

**FUNDING:**

The increase in cost will be paid from the 2020/21 Street Project Budget line Item funds which are intended specifically for street maintenance and **cannot** be used within the General Fund.

**2020 Street Project / Street Projects**

002-9296-3001	\$100,000
106-9296-3001	\$125,000
108-9296-3001	\$150,000
109-9296-3001	\$50,000
110-9296-3001	\$50,000
111-9296-3001	\$25,000
114-9296-3001	\$100,000
115-9296-3001	\$50,000
<b>Total:</b>	<b>\$650,000</b>

**RECOMMENDATION:**

**THAT MAYOR AND COUNCIL APPROVE CONTRACT CHANGE ORDER NO. 1 TO VSS INTERNATIONAL, INC INCREASING THE 2021 MULTI STREET IMPROVEMENT PROJECT BY \$9,187.50 FOR A NEW CONTRACT TOTAL COST OF \$442,781.67.**

**CONTRACT CHANGE ORDER**

Order No. 1

Date: June 2, 2021

Contract for: 2021 Multi-Street Improvement Project

Owner: City of Corning, 794 Third Street, Corning, CA 96021

To: VSS International, Inc., 3785 Channel Drive, West Sacramento CA

You are hereby requested to comply with the following changes from the contract plans and specifications.

Description of Changes	DECREASE In Contract Price	INCREASE In Contract Price
<b><u>Contract Change Order Request:</u></b>		
CCO 1:		
• Additional Asphalt Pavement		\$9,187.50
Total:		\$9,187.50
Net Change:		\$9,187.50

**JUSTIFICATIONS:**

This Contract Change Order includes the cost for additional asphalt paving at the base bid rate of \$525/ton for Hoag Street adjacent to the newly constructed concrete valley gutter. Additional material was needed as the existing pavement removed was thicker than the estimated 2".

The original contract total \$433,594.17 including this and any previous change orders will be increased by \$9,187.50 for a new total of: \$442,781.67.

This document will become a supplement to the Contract and all provisions will apply hereto.

Requested: \_\_\_\_\_  
City of Corning

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

Recommended: \_\_\_\_\_  
Robin Kampmann, PE  
City Engineer

Date: June 2, 2021

Accepted: \_\_\_\_\_  
VSS International, Inc.

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

# ESTIMATE

## CO#1 Corning Slurry Seal Project

### Hyatt Contracting

3289 Rollin Hills Rd.  
Marysville, CA 95901

Phone: (530) 635-4583

Email: david@hyattconcrete.com

Fax: (530) 419-0715

Web: www.hyattconcrete.com

Estimate # 002768

Date 06/01/2021

Business / Tax # CA #923900 C-8, A

Description	Quantity	Rate	Total
Additional 17.5 tons AC @ Base Bid Rate of \$525/ton	17.5	\$525.00	\$9,187.50
An additional 17.5 tons of AC was needed to complete the paving on the project. This additional AC needed was due to several things. 1. The takoffs provided in bid documents were incorrect. 2. The Existing AC was up to 3 .5" in some places. 3. Changes in elevation between the existing Valley Gutter and the new Valley Gutter.			

**Subtotal** \$9,187.50

**Total** **\$9,187.50**

**TEHAMA ASPHALT**

Scale Location  
21040 Hwy 36W  
Red Bluff, CA 96080

22645 Fisher Rd.  
Red Bluff, CA 96080

(530) 527-0517 Plant  
(530) 567-9021 Cell

Charge  Cash  C.O.D.  TAC NO. 037714

DATE 5/28/21 SOLD TO Big J Asphalt  
P.O. No. DELIVER TO Olive St. Corning  
LOAD NO. CARRIER Big 5 44

DESCRIPTION OF MATERIAL	AMOUNT	UNIT PRICE	AMOUNT
3/4 AC	<input type="checkbox"/>		
1/2 AC	<input checked="" type="checkbox"/>	20.99	
3/8 AC	<input type="checkbox"/>		
Sand	<input type="checkbox"/>		
3/8 Chalk	<input type="checkbox"/>		
3/4 AB	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Goods 75200 Total Tons  
Taxes 2720 Sub Total  
Weight 41780 Net Weighted 11.95 TOTAL

Received By: *[Signature]*

**WEIGHMASTER CERTIFICATE**  
I hereby certify that the following described commodity was weighed, measured, or counted by a duly qualified person whose signature is on this certificate, who is a recognized authority of accuracy as prescribed by the laws of the State of California, and that the same was weighed, measured, or counted in accordance with the laws of the State of California, and that the same was weighed, measured, or counted in accordance with the laws of the State of California.

**TEHAMA ASPHALT**

Scale Location  
21040 Hwy 36W  
Red Bluff, CA 96080

22645 Fisher Rd.  
Red Bluff, CA 96080

(530) 527-0517 Plant  
(530) 567-9021 Cell

Charge  Cash  C.O.D.  TAC NO. 037713

DATE 5/28/21 SOLD TO Big J Asphalt  
P.O. No. DELIVER TO Olive St. Corning  
LOAD NO. CARRIER Big 5 44

DESCRIPTION OF MATERIAL	TONS	UNIT PRICE	AMOUNT
3/4 AC	<input type="checkbox"/>		
1/2 AC	<input checked="" type="checkbox"/>	12.06	
3/8 AC	<input type="checkbox"/>		
Sand	<input type="checkbox"/>		
3/8 AB	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Goods 50920 Total Tons  
Taxes 26700 Sub Total  
Weight 24120 Net Weighted 10.52 TOTAL

Received By: *[Signature]*

**WEIGHMASTER CERTIFICATE**  
I hereby certify that the following described commodity was weighed, measured, or counted by a duly qualified person whose signature is on this certificate, who is a recognized authority of accuracy as prescribed by the laws of the State of California, and that the same was weighed, measured, or counted in accordance with the laws of the State of California, and that the same was weighed, measured, or counted in accordance with the laws of the State of California.

# Franklin Construction Inc.

Neal Road Aggregate Recycling Facility  
999 Neal Road, Paradise, CA 95969  
530-343-9600

58876

5/28/2021  
2:09:57PM Vehicle #: 28

Customer: BIG S ASPHALT

Carrier: MCVY

Order: /Coming

Product: 1/2" ASPHALT

Gross	38140	Unit Price
Tare	23200	SubTotal
Net Weight	14940	Tax
Fees	7.47	Total

Driver on Gross and Tare  
Pay 7.47 Loads: 1  
Weighmaster: Lance Bundy

**Weighmaster Certificate**  
THIS IS TO CERTIFY that the following described commodity was weighed,  
measured or counted by a weighmaster whose signature is on this  
certificate, who is a recognized authority of accuracy, as prescribed by  
Chapter 7 (commencing with Section 12700) of Division 5 of the California  
Business and Professions Code administered by the Division of  
Measurement Standards of the California Department of Food and Agriculture

Complying with Section 12700 of the California Department of Food and Agriculture  
by the Division of Measurement Standards of the California Department of Food and Agriculture

**ITEM NO.: J-15  
APPROVE LETTER OF COMMITMENT  
AS A PARTICIPATING JURISDICTION IN  
THE TEHAMA COUNTY MULTI-  
JURISDICTIONAL HAZARD MITIGATION  
PLANNING**

**June 8, 2021**

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

**BACKGROUND**

The County of Tehama is currently seeking grant funding in order to complete the update to the Tehama County Multi-Jurisdictional Hazard Mitigation Plan (HMP) which is set to expire in 2022. The original Plan was completed in 2017-2018 and included the Cities of Tehama, Corning, and Red Bluff.

The County is planning to submit a grant proposal in order to fund a Consultant that will facilitate the required HMP Update; they plan to submit two "Notice of Intents" for separate grant opportunities through Cal OES.

The County has invited the City to participate in this update. This will require staff time from our Law Enforcement, Fire, Planning and Public Works Departments during several steering committee meetings along with review of the document. This time will be used along with County Grant/Contract Administration time to make up the 25% match required by the grant. The County currently plans on requesting \$112,500 in grant funding to cover the costs of the consulting firm.

Ensuring that the HMP is current is important because this is often a requirement for grant opportunities as well as a requirement when applying for Federal Disaster reimbursement. This may also be a requirement of future State Disaster Funds.

On September 25, 2018, the City Council adopted Resolution No. 06-25-2018-02, a Resolution of the City of Corning Authorizing the adoption of the Tehama County Multi-Jurisdictional Hazard Mitigation Plan.

**RECOMMENDATION:**

**MAYOR AND COUNCIL APPROVE SUBMITTAL OF LETTER OF  
COMMITMENT AS A PARTICIPATING JURISDICTION IN THE TEHAMA COUNTY  
MULTI-JURISDICTIONAL HAZARD MITIGATION PLANNING.**





# City of Corning

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

June 8, 2022

Dennis Garton, Chairman  
County of Tehama, Board of Supervisors  
727 Oak Street  
Red Bluff, CA 96080

Re: Letter of Commitment as participating Jurisdiction in Tehama County Multi-Jurisdictional Hazard Mitigation Planning

Dear Mr. Garton,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans, and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the **City of Corning** is submitting this letter of commitment to confirm that the City of Corning has agreed to participate in the Tehama County Multi-Jurisdictional Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning; the City of Corning agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6, and to provide such cooperation as is necessary and in a timely manner, to the County of Tehama to complete the plan in conformance with FEMA requirements.

The City of Corning understands that it must engage in the following planning process, as more fully described in FEMA's *Local Multi-Hazard Mitigation Planning Guidance* dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction.
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA Hazard Mitigation planning process as a participant in a multi-jurisdictional plan; I, **Robert Snow, Corning City Mayor**, commit the **City of Corning** to the Tehama County Multi-Jurisdictional Hazard Mitigation Planning effort.

Executed this **8<sup>th</sup>** day of **June 2021**.

---

**Robert Snow, Mayor  
City of Corning**

**ITEM NO.: J-16  
 APPROVE ADDENDUM TO THE AGREEMENT  
 WITH THE PASKENTA BAND OF NOMLAKI  
 INDIANS INCREASING THE AMOUNT FROM  
 \$75,000 TO \$100,000 FOR THE CITY TO  
 PROVIDE INDEPENDENT CONTRACTOR  
 SERVICES TO THE TRIBE FOR THE  
 IMPLEMENTATION OF THE CORNING  
 RECREATION PROGRAM**

**June 8, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**  
**FROM: KRISTINA MILLER; CITY MANAGER**  
**CHRISSE MEEDS, RECREATION COORDINATOR**  
**LISA M. LINNET, ADMINISTRATIVE SERVICES MANAGER**

**SUMMARY:**

The proposed Addendum increases the amount listed in Exhibit "A" to the Agreement from \$75,000 to \$100,000 to be paid to Contractor pursuant to the Agreement for the provision of services. The additional services shall be performed in accordance with the Agreement. The expiration of Addendum is December 31, 2021.

**BACKGROUND:**

The City was awarded \$200,000 in 2018, \$130,000 in CY 2019, and \$75,000 in 2020 to implement a Youth Recreation and Enrichment Program through the Promise Neighborhood Grant administered by the Paskenta Band of Nomlaki Indians. The funding allowed the City to develop a new recreation Youth Enrichment and Educational Program known as Corning Recreation. This funding can be used for the salary of a Recreation Coordinator, course/program Instructors, volunteer stipends, materials/supplies, and online reservation software. Originally the Federal funding for the Agreement through calendar year 2021 was \$75,000, the proposed Addendum increases this amount to \$100,000. Approximately 64% of program costs are covered through the grant. The remaining \$43,000 is to be funded through the General Fund.

**CONTRACTUAL TERM/RESPONSIBILITIES:**

**Term:** January 1, 2021 through December 31, 2021.

**Responsibilities:**

**CC.Y3-1.O.2 Youth Recreation & Enrichment Program (1/21 – 12/21, not to exceed \$75,000):**

- a) Continues funding for the Corning Youth Recreation and Enrichment Program with a goal that at least 500 children/youth must participate in the program by December 31, 2021. The Paskenta Band of Nomlaki Indians understands reaching these goals could be impacted by the COVID-19 pandemic

**FINANCIAL:**

- If approved, this Addendum increases the maximum Contract amount to not to exceed \$100,000 for the term of January 1, 2021 - December 31, 2021. The annual cost to operate the Program in CY 2019 was \$91,444, excluding costs to operate and maintain Rodgers Theatre. Estimated cost for CY 2020 to the General Fund is \$43,000.
- A soft-match of \$37,500 per year through administrative support, facility usage, volunteers, and/or direct support is required.
- The funding breakdown is as follows:

<b>TASK (Exhibit A)</b>	<b>SERVICES</b>	<b>TOTAL (1/2021 – 12/2021)</b>
<b>CC.Y4-1.O.2.</b>	<b>Youth Recreation &amp; Enrichment Program</b>	<b>\$100,000.00</b>

**RECOMMENDATION:**

**MAYOR AND CITY COUNCIL:**

- 1. APPROVE ADDENDUM TO AGREEMENT WITH THE PASKENTA BAND OF NOMLAKI INDIANS INCREASING THE AMOUNT FOR PROVISION OF SERVICES FROM \$75,000 TO \$100,000 AS IT RELATES TO THE AWARDED UNITED STATES DEPARTMENT OF EDUCATION GRANT, PR/AWARD NO. U215B160003-16B; AND**
- 2. AUTHORIZE THE CITY MANAGER TO SIGN ALL ASSOCIATED DOCUMENTS.**

## **Addendum to Independent Contract Agreement**

This addendum (“Addendum”) is entered into as of the **3rd day of June 2021**, by and between the Paskenta Band of Nomlaki Indians (the “Tribe”), a federally recognized Indian tribe, and the City of Corning (“Contractor,” and together with the Tribe, the “Parties”) and amends the INDEPENDENT CONTRACTOR AGREEMENT made and entered into by the Parties on **January 1, 2021** (the “Agreement”). All capitalized terms not defined herein shall have the meanings provided in the Agreement.

WHEREAS, the Tribe is increasing the Contract amount by \$25,000 (“Grant Funds”) for payment to Contractor for the provision of Recreation and Enrichment programming (the “Services”) to meet the recreational needs of children residing in the Corning Promise target area and to enrich the quality of life in the Corning community for children 0 – 18 years.

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and commitments contained herein, the Parties agree as follows:

1. Exhibit A to the Agreement is revised to provide that the total amount to be paid to Contractor pursuant to the Agreement for the provision of Services is increased from a maximum of \$75,000.00 to a maximum of \$100,000.00. The additional Services shall be performed in accordance with the Agreement. The expiration of Addendum is December 31, 2021.

Except as otherwise provided herein, in all other respects, the Agreement and the rights, duties, and obligations thereto remain unchanged and are in full force and effect. This Addendum is made part of, and incorporated into, the Agreement and, to the extent the Addendum conflicts with the Agreement, the Addendum shall control.

This Addendum may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same agreement. Signatures appearing hereon that have been reproduced, applied, provided, delivered or transmitted by facsimile, email, DocuSign or other electronic means shall be equally binding and effective as original signatures hereon, and shall be deemed duly and effectively delivered if so transmitted or provided.

*[Signature page follows.]*

**IN WITNESS WHEREOF**, the Tribe and Contractor have caused this Addendum to be executed by their duly authorized representatives as of the date first written above.

**PASKENTA BAND OF NOMLAKI INDIANS**

By: \_\_\_\_\_

Name:

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

Tribal Chairperson

Title:

**CITY OF CORNING**

By: \_\_\_\_\_

Name:

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

City Manager

Title:

ITEM NO.: J-17  
PRESENTATION OF FISCAL YEAR 2021-  
2022 PROGRAM OF SERVICE AND  
ANNUAL BUDGET

June 8, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS  
OF THE CITY OF CORNING

FROM: KRISTINA MILLER, CITY MANAGER  
ROY SEILER, CPA; ACCOUNTING CONSULTANT

**INTRODUCTION:**

City Staff hereby present the City Council with the proposed "Annual Program of Service and Fiscal Year 2021-2022 City Budget".

**BACKGROUND:**

Attached you will find the proposed FY 2021/2022 budget. The one-half cent sales tax (Measure A) is estimated to yield \$1,175,000 in FY 2021/2022. A significant amount of capital improvement is proposed to be funded this year. There are also significant increases to salaries and benefits as a result of the Memorandum's of Understanding being approved with the Public Safety, Dispatch, Management, and Miscellaneous bargaining units.

**SUMMARY:**

If approved in their entirety the Budget will:

- Continue to maintain "full-time" Municipal Operations at current staffing levels.
- Includes at least a 3.0% (budgeted at 4.2%) pay increase effective the first pay period in January 2022 for all employees in the Miscellaneous, Public Safety, Dispatch, and Management Bargaining Units.
- Continue the independent Planning Consultant arrangement (at approximately 7 hours per week with Scott Friend), the Public Works Consultant and Engineering Services agreements (at approximately 19 hours per week), and CPA Services Agreement with Roy Seiler on an as-needed basis.
- Fund the Recreation Program utilizing existing grant funding for six months and General Funds for the remainder of the year.
- \$200,000 will be utilized from Measure A to fund Dispatch. These funds are necessary to reduce losses to the General Fund.
- \$266,027, \$142,389, and \$183,793 to Capital Improvement and Replacement Reserve transfers from Measure A are proposed to be funded for the future replacement of City equipment for the Fire, Police, and Public Works, respectively.
- Funding in the amount of \$3,000 for the feral cat program
- The replacement of 1 desktop at City Hall and 5 Toughbooks for Police Department vehicles
- \$59,909 to support the hiring of an additional PT Maintenance Worker to assist with summer Public Works related work
- ADA push buttons at four City intersections at \$28,155
- \$5,000 in ADA Improvements to City Buildings
- \$10,000 for safety improvements to the front counter at the Finance Department
- \$8,000 in funding for the K-9 Program
- \$51,000 to support the Animal Shelter Services Agreement with the County
- \$200,000 in additional street projects and/or street maintenance from Measure A
- \$5,000 to support community events
- The following items identified within the Capital Improvement Program

<b>Capital Improvement Proposed Funding</b>			
<b>Type</b>	<b>Dollar Amount</b>	<b>Funding Mechanism</b>	
Sullair Compressor	30,000		Public Works Capital Replacement Reserves
Rubbered Tire Loader	190,000		
Concrete Saw	20,000		
Parks Truck #9 Ford F-250	75,000		
Compressor and Fill Station for SCBA Bottle	55,000		Fire Capital Replacement Reserves
Patrol Vehicle	67,000		Police Capital Replacement Reserves
5 Dell Tough Books for Patrol Vehicles	38,000		
Police Department Switch	7,000		
RIMS and Netmotion Upgrades	11,700		
SCADA system for well system	100,000		Water Fund
Paint Chemical Rooms and Doors and Paint all Metal Parts of Secondary Clarifier at WWTP	11,300		WWTP Fund
Replace Playground Equipment at Edith Park	42,500		\$177,952 Prop 68 Per Capita Funding, \$59,548 Measure A
Reconstruct Tennis Courts at Woodson and Clark Parks	120,000		
Bathroom Renovation at Woodson Park	75,000		
Transportation Center Roof Repair	60,000		General Fund Reserves
<b>Total</b>	<b>\$902,500</b>		



We've continued the budget format utilized last year. In the staff report we have included many of the charts that were provided last year. All recommended expenditures are accounted for in the budget document and/or described in this staff report.

**EXECUTIVE SUMMARY:**

- **FY 2021/2022 Total Projected City-wide Revenues (excluding transfers): \$13,395,853**
- **FY 2021/2022 Total Expenditures (excluding transfers): \$13,879,938**
- **Anticipated General Fund Revenues/Transfers-In and Measure A Revenues will total \$6,242,609 and \$1,175,000, respectively.**
- **Recommended General Fund and Measure A Budgeted Expenditures total: \$6,176,412 and \$1,166,999, respectively.**
- **As budgeted, projected General Fund Reserves will increase by \$66,197 during 2021-22 and Measure A Fund Reserves will increase by \$8,001 during 2021-22, as indicated in Exhibit A.**
- **Public Safety (Police and Fire) represent 64% of General Fund expenditures (excluding unfunded accrued liability costs).**

## **BUDGET FORMAT:**

The budget document presented tonight has two primary components: this "Budget Message" staff report with pages marked in lower case Roman Numerals, and the large binder document labeled "City of Corning 2021-2022 Budget & Program of Services" with regular page numbers. The document should be considered a "Draft" at this time.

Following this budget message is the Table of Contents and the Financial Projections Tab. Use the information under that tab to understand the financial status of the City's important funding sources.

The next two Tabs display the sources and history of the "General Fund" and all "Other Fund Revenues". There is a detailed narrative explaining each revenue source. The Department Summaries provide a short history of expenditures in each of the City's Departments. Individual expenditure plans for each Department are provided for detailed review.

## **IMPLEMENTING THE PROGRAM OF SERVICE AND ANNUAL BUDGET:**

Staff will present their budget recommendations to the City Council. Council will also listen to the public's comments and suggestions, and then deliberate and make any changes deemed necessary and/or appropriate.

The City Manager and Accounting Consultant Roy Seiler, CPA will then incorporate those changes in a final budget Resolution document. The current schedule anticipates Council to work toward completing the budget review in order to adopt the Resolution at the June 22, 2021 regular meeting. The individual line items of the budget will not be adopted; instead the Council will use the Resolution to set the budget limits for each of the Operating Funds that support City services. Staff will then operate within these budget limits to carry out the City Council's adopted Program of Services.

## **THE BUDGET:**

"Budgeting" is a process to project revenues and then allocate those funds as expenditures in order to implement the Council's desired programs, services and projects.

The budget addresses anticipated revenues and expenditures affecting the "General Fund" and "Other Funds" that account for the Water & Sewer utilities, the Airport, Street Maintenance, Airport, and maintaining the Transportation Center. Revenues and expenditures for those "Other Funds" are earmarked for specific uses. That leaves little discretion to the City Council for those "Other Funds". For that reason, we primarily focus on the General Fund.

The General Fund budget can be viewed in three primary parts:

1. **History.** We start with "actual numbers" from the audit at last fiscal year's end (FY 2019-2020, ending June 30, 2020).
2. **2020-2021 Projected.** We normally prepare the budget before the current fiscal year "closes out". For this reason, we must "project" what the fund balance will be at fiscal year-end (June 30, 2021) based on ten months of data (July through April).
3. **Fiscal Year 2021/22 Budgeted.** We utilize various sources to make projections about the "income" or "revenue" we will receive for the next fiscal year. Staff then use those projections to make recommendations about which programs, services and projects we can fund and where we expect to be on June 30, 2022.

Please refer to the "General Fund Summary and Projections" spreadsheets on the following pages. It details the recent history and projects the current and future balances of the General Fund.



## SUMMARY OF PROPOSED REVENUES AND EXPENDITURES FY 2021-2022

### REVENUES:

The **total City revenues** from all sources for Fiscal Year 2021-2022 are projected to be \$13,395,853, excluding transfers. City operating income comes from a number of sources which are described fully in the Draft Budget Book sections under the Tab “**General Fund Revenues**” and “**Other Fund Revenues**”.

### GENERAL FUND REVENUES (Including Measure A):

We project General Fund Revenues to be \$7,417,609 for FY 2021-2022. That amounts to 55.3% of total projected revenues. General Fund revenues are largely “discretionary”; meaning the City Council can largely decide how these funds are expended.

The revenue sources for the General Fund include the five major categories (Sales Tax, Transactions and Use Tax (Measure A), Transient Occupancy Tax, Property Tax, Motor Vehicle in Lieu and “Other GF Revenues”) shown on the spreadsheet marked “General Fund Revenue Projections” (Page 3). The spreadsheet shows how the fund amounts have varied among the recent budget cycles. The categories totals are also graphed on Page 2.

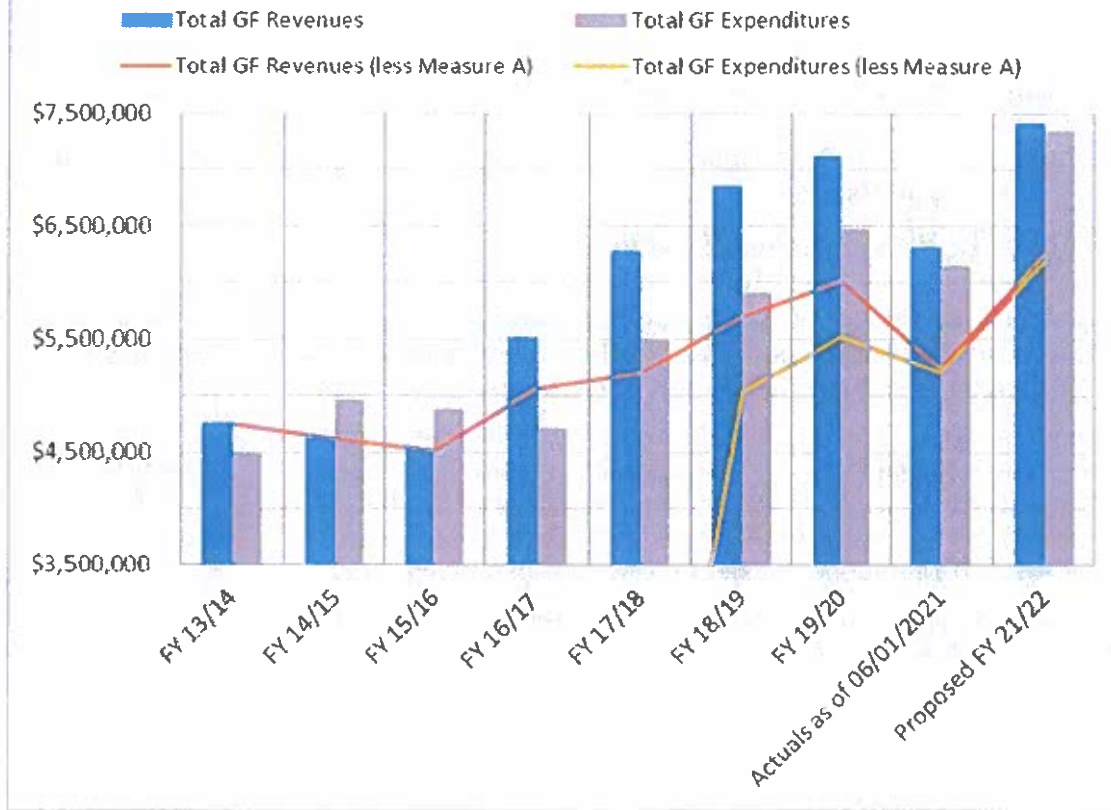
“Sales Tax” is a significant component of the General Fund. See the graph at Page 4 showing the history of sales tax receipts.

### **HISTORY, ANALYSIS AND TRENDS:**

#### GENERAL FUND ANALYSIS AND EXPECTATIONS:

As described previously, we focus on the General Fund because it provides the discretionary revenue that fund many of the City’s important services and programs. The spreadsheet that is the basis of the chart below is included under the Financial Projections Tab at page 3 of the Draft Budget document and titled “General Fund Revenue History Projections”. The spreadsheet shows the various sources of General Fund revenue for each fiscal year and the corresponding amount received. As you can see in the table below, General Fund revenues are anticipated to be about \$45,000 higher than FY 2018/2019 levels, with expenditures increasing at slightly higher rates.

## Historic & Projected GF Revenues & Expenditures



We are projecting the following:

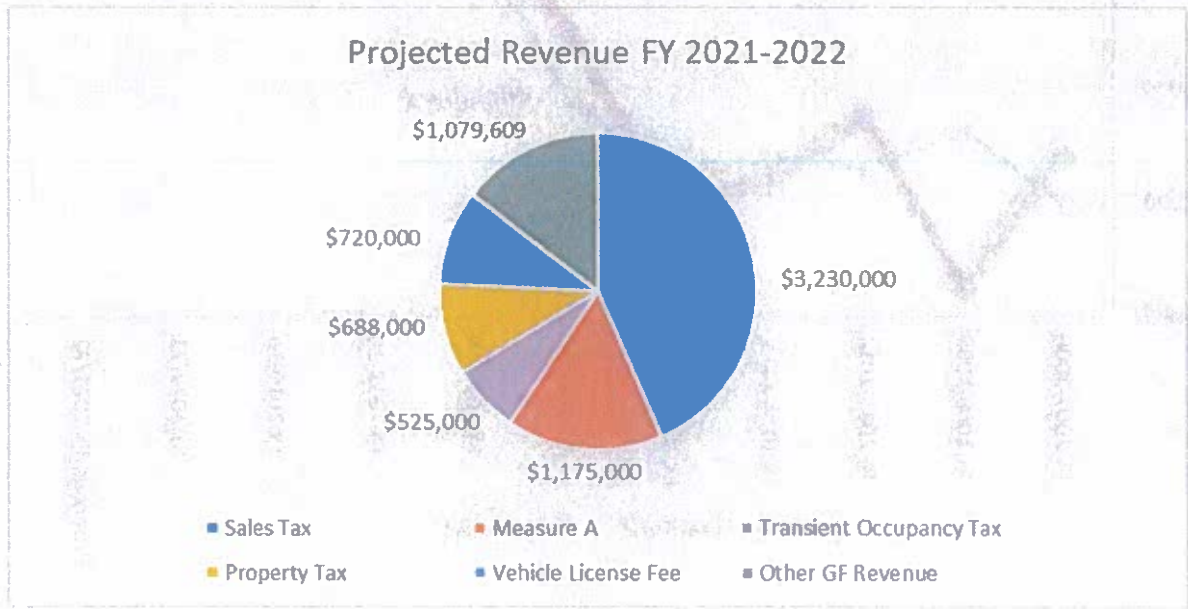
	Revenue	Expenditures
General Fund (with Measure A)	\$ 7,417,609	\$ 7,343,411

Due to the importance of the key General Fund Revenues, please see the detailed spreadsheets and charts at pages 2, 3, & 4 in the Financial Projections Section.

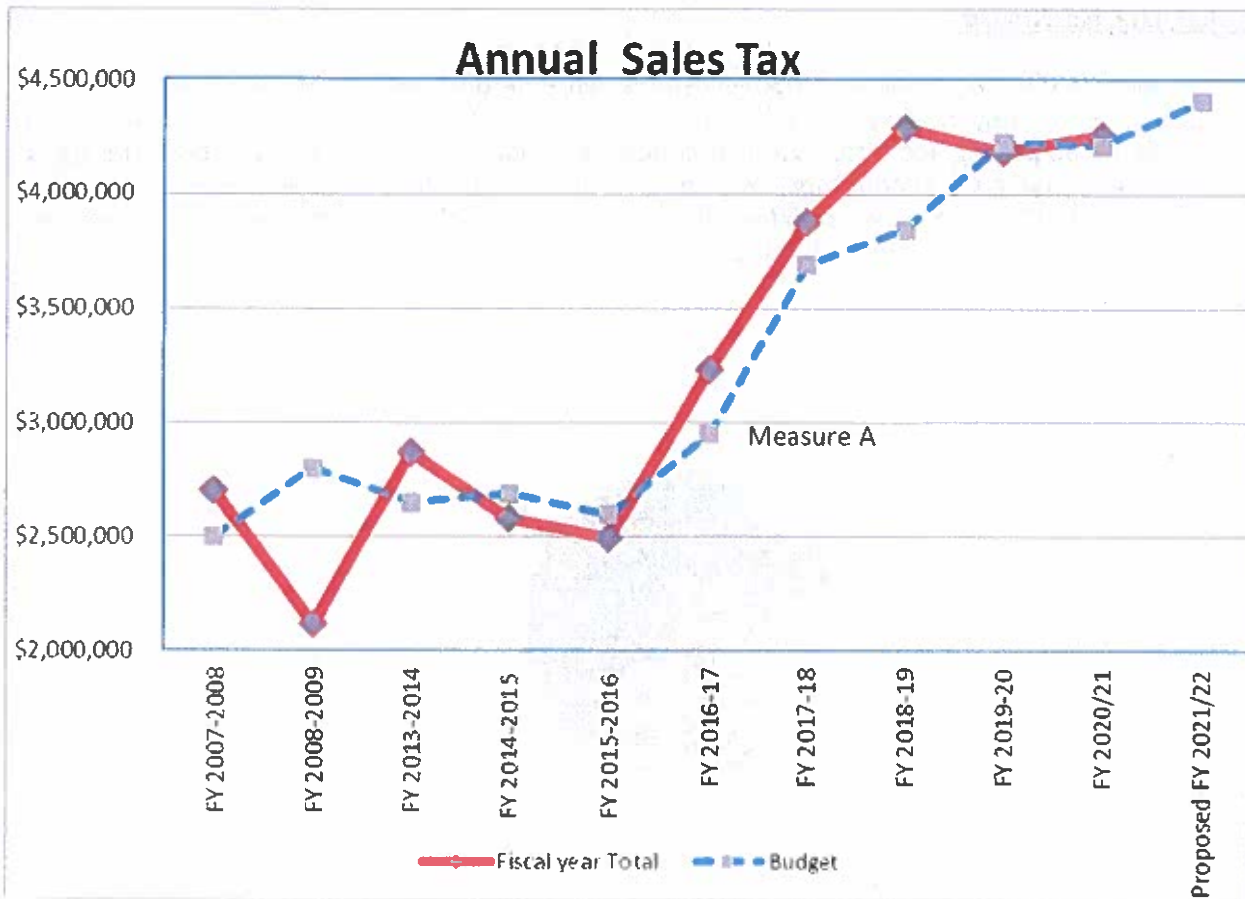
Due to the Coronavirus Pandemic (COVID-19), the City experienced decreases in sales tax, transactions and use tax (Measure A), and transient occupancy tax revenue. It is hard to know precisely how much the City lost in revenue. Here is what we do know, from FY 2017/2018 to FY 2018/19 sales tax revenue grew by 11%. Instead in FY 2019/20 sales tax decreased by 2%. We anticipate to return to FY 2018/19 levels in FY 2020/2021. In FY 2021/22 we are anticipating a 3.5% increase in sales tax revenue. If the Pandemic had not occurred and we experienced a 5% increase in sales tax in FY 2019/2020, FY 2020/2021, and FY 2021/2022 the City would have received an additional \$1,359,000 of revenue.

**SALES TAX REVENUE:**

Sales Tax is the principal component of General Fund Revenues as the chart below depicts. Since we rely heavily on sales tax revenue, our fiscal stability can be significantly affected by recessionary economic conditions and fuel prices. Two industry groups (Fuel Sales and Auto Sales) typically account for over 65-75% of our sales tax revenues depending on the year. In FY 2020/2021 auto sales offset decreases in fuel sales and transient occupancy tax receipts, which significantly minimized the economic impact of the pandemic to the City.



As the chart below depicts, fiscal year 2021/2022 receipts are anticipated to total \$4,405,000. It is anticipated that sales tax revenues including Measure A will be approximately 59% of total General Fund Revenues. A one percent swing in sales tax revenue equates to about a \$44,000 effect on the General Fund/Measure A. Volatile fuel prices can cause significant swings in sales tax received by the City. Despite fuel price increases, I anticipate fuel sales taxes to increase from a consumption perspective as people continue to be hesitant to fly and instead travel by vehicle.



**TRANSIENT OCCUPANCY TAX (TOT):**

TOT is a 10% room tax that is collected at the motels in town for stays of less than thirty days. For FY 2021/2022, we project revenue of \$525,000. This is \$125,000 more than what was budgeted in FY 2020/2021 as COVID-19 decreased travel in FY 2020/21. Staff expect Transient Occupancy Tax (TOT) revenue will significantly increase in FY 2021/2022 as there is a strong desire to travel as a result of being couped up from the pandemic.

**PROPERTY TAX:**

We are projecting \$688,000 for FY 2021/2022 or about 8.5% over what was budgeted for FY 2020/2021.

**VEHICLE LICENSE FEES:**

This is property tax paid by the County Auditor in lieu of Vehicle License Fees. We project to receive \$720,000 for FY 2021-2022.

**OTHER FUND REVENUES:**

The Council has limited discretion regarding “Other Fund” (Non-General Fund) Revenues. These funds are restricted to specific purposes. Some refer to these as “earmarked” funds. For example, gas taxes must go to street maintenance such as repaving

projects, and water revenues may be spent only on water-related repairs or improvements, etc. The sum of all **Other Fund Revenues** anticipated for FY 2021-2022 is \$6,238,153. That makes up 46.57% of the City's total revenues.

See the "Financial Projection" Tab following this report. Under that tab are separate spreadsheets for the Street Funds, the Sewer Enterprise and the Water Enterprise beginning on page 5.

Street Maintenance Funds (please see Page 5) are reliant on the various Gas Taxes collected from fuel sales and funds provided via the Tehama County Transportation Commission.

Please refer to the Sewer Enterprise Fund spreadsheet (Page 8). The Council approved Resolution No. 07-23-2019-09 on July 23, 2019. The Resolution implements a series of five separate 3.0% annual increases to the Sewer Rates beginning on August 1, 2019 and on July 1 each year thereafter.

Please refer to the Water Enterprise Fund Spreadsheet (Page 10). In 2018, the City implemented a series of five annual 3.5% water rate increases. As anticipated, consumption levels did not return to pre-drought levels. As a result, the City Council adopted Resolution 07-23-2019-08 approving an additional 3.5% annual increase (a total of 7%) for the next four years (through 2023) in order to remain in compliance with its rate covenant requirements.

Please note, the Water and Sewer Enterprise budgets presume all water and sewer invoices will be paid by account users. This was done previously because of the City's ability to shut-off water allowing it to recoup funds in almost all cases. Unfortunately, because of the Pandemic this is no longer the case.

There are four items of concern that could result in the City needing to increase water and sewer rates beyond the aforementioned approved rate increases:

1. As a result of the COVID-19 pandemic, the City cannot legally shut off water for failure to pay. As a result, the City has \$142,000 in bad debt (+90 days). Typically prior to the pandemic the City would operate at about \$25,000 in bad debt (+ 90 days).
2. Most of the County of Tehama is experiencing extreme drought. As residents and businesses conserve water, the City experiences reductions in revenue. Since water consumption has not fully recovered since the last drought, it is not known how much residents and businesses will further reduce their water use. The budget proposed assumes no increases in water consumption.
3. The City needs to install a new City well in the next few years. While there are potential grant opportunities available if the City is not successful, we will need to raise water rates to support the additional infrastructure.
4. The City will better understand its capital replacement needs for the water and sewer system as it completes the Geographical Information Systems map layer of City water and sewer infrastructure. Knowing the age and type of infrastructure in the ground will likely increase system costs, but also create greater financial and operational sustainability of the system.

**EXPENDITURES-HOW THE CITY SPENDS ITS MONEY:**

The Draft Budget document includes Staff recommended expenditures (excluding transfers) totaling \$13,879,938.

**PERSONNEL COSTS**

Since personnel costs represent 75% of general fund expenditures, there are little other means to cut expenditures unfortunately. Rising pension debt, otherwise known as the unfunded accrued liability (UAL), continues to be a concern for jurisdictions statewide. In fiscal year 2021/2022 the City's annual payment for its unfunded pension debt is \$568,700. This amounts to a \$84,774 increase from the prior year. Despite the increase in payment, as the table below depicts, the City of Corning's UAL increased by \$423,866 for the most recent valuation period. Clearly, something needs to be done. Staff will bring forward options to pay down this debt for the City Council to consider in the next year.

Unfunded Accrued Liability (UAL)		
Tier	As of 6/30/2018	As of 6/30/2019
Misc Classic	\$ 3,096,650	\$ 3,264,656
Misc Tier II	\$ 24,829	\$ 36,530
Misc Tier III	\$ 13,857	\$ 20,244
Safety Classic	\$ 4,139,961	\$ 4,363,328
Safety Tier II	\$ 1,672	\$ 929
Safety Tier III	\$ 20,113	\$ 33,686
Fire Tier II	\$ 537	\$ 2,112
Total	\$ 7,297,619	\$ 7,721,485

**CURRENT BUDGET MANAGEMENT:**

The following bullet points summarize Staff's recommendations contained in the FY 2021-2022 Draft Budget and for the future.

- Thanks to Measure A and conservative budgeting by the City Council, the City is in a much better financial condition than it has been in a long time. Our General Fund (including Measure A) balance at June 30, 2022 is projected to be \$3,745,083 (6.1 months of budgeted operating expenditures).
- While we still need to further improve the City's financial condition, the City should also focus on improving City services, such as roads and parks.
- The City needs to evaluate options to reduce its CalPERS unfunded accrued liability pension debt.
- Increases in revenue are not quite outpacing increases in expenditures, especially when you consider unfunded capital replacement (water, sewer, City buildings, parks) and pension debt
- The City needs to invest in economic development to expand its tax base to allow it to maintain and expand existing services.
- The City must continue to fund Capital Improvement at appropriate levels.
- The City should evaluate its Development Impact Fees to ensure service levels are maintained as residential development occurs.



- The City will need to fund the Recreation Program beyond the grant term. While this is an additional General Fund expense, recreational programs decrease criminal activity and support youth development.

**SUBSEQUENT YEARS; FY 2022-2023 AND BEYOND:**

- The maintenance and improvement of City infrastructure should remain a priority for the City.
- Long-term pension obligations and sales tax revenue should remain a concern when considering the hiring of additional staffing or other personnel related expenditures.
- We should carefully consider changes that we can undertake to improve the efficiency of our service delivery, cost control measures, and increase revenue opportunities
- The City should continue to closely monitor the water and sewer funds while exploring grant opportunities to fund the construction of a new well.

The General Fund (including Measure A) balance at June 30, 2022 is projected to be \$3,745,083 (6.1 months of budgeted operating expenditures). The City is fortunate to have a comfortable level of General Fund reserves. Measure A funding is allowing the City to maintain its existing services, while funding a significant amount of capital improvement expenses and improving parks and roads.

As a final statement, the City has met its goal to increase its reserves to a minimum of six months of General Fund expenditures. General Fund Reserves at June 30, 2022 are anticipated to increase to just over six months of general fund expenditures. This is a huge achievement the City should be proud of. At the same time, the City must work to fully fund its capital improvement/replacement costs and reduce its CalPERS unfunded accrued liability pension debt. At present the City is not fully funding its capital replacement needs for water, sewer, parks and City buildings. The City should also focus on improving City services and furthering economic development.

