



**CITY COUNCIL  
CLOSED SESSION AGENDA  
TUESDAY, SEPTEMBER 13, 2022  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

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

B. **ROLL CALL:**

Council:

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

Mayor:

C. **PUBLIC COMMENTS:**

D. **REGULAR AGENDA:**

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** Pursuant to Government Code § 54956.8

Property: APN: 071-134-008-000

Agency Negotiator: Kristina Miller, City Manager

Negotiating Parties: David Rodgers

Under Negotiation: Terms of Lease



**CITY COUNCIL  
REGULAR MEETING AGENDA  
TUESDAY, SEPTEMBER 13, 2022  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

**OR  
VIA ZOOM**

<https://us06web.zoom.us/j/9342948553?pwd=WFF2OVdJZnhldTZKRvJWZ1FSTFFTUT09>

Meeting ID: 934 294 8553, Passcode: 01252022

**OR BY PHONE** at (720) 707- 2699

Meeting ID: 934 294 8553, Passcode: 01252022

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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  
Mayor: Robert Snow

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

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

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

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

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

1. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.
2. Waive the reading and approve the Minutes of the August 23, 2022 Regular City Meeting with any necessary corrections:
3. September 7, 2022 Claim Warrant in the amount of \$682,068.86.
4. August 2022 Wages & Salaries: \$413,928.50.
5. September 7, 2022 Business License Report.
6. August 2022 Treasurer's Report.
7. August Building Permit Valuation Report in the amount of \$2,758,214.
8. August 2022 City of Corning Wastewater Operations Summary Report.
9. Approve waiver of Recreational Use Fees for the Corning Union High School Co-Ed Softball Program Fundraiser at Yost Park November 19<sup>th</sup> and 20<sup>th</sup>.
10. Ordinance 699, an Ordinance amending Chapter 5.50 of the Corning Municipal Code pertaining to Street Vending. (2<sup>nd</sup> Reading and adoption).
11. Authorize Payment of Invoice #187105 to PSOMAS in the amount of \$41,827.55 for construction management and inspections during the Solano Street Improvement Project.

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

**I. PUBLIC HEARINGS AND MEETINGS:**

**J. REGULAR AGENDA:**

12. Approve proposed Tentative Parcel Map 2022-0008: Salvador Magana, a map to create a new parcel at 820 Chestnut St., APN No.: 073-134-006.
13. Approve City Time Clock Policy.
14. Authorize Payment to Shape Incorporated for the emergency repair work on the screw pump at the Wastewater Treatment Plant in the amount of \$59,949.23.
15. Approve Payment of Retention Funds to First Serve Productions, Inc. for the Northside Park Tennis Court/Pickleball Court Resurfacing Project in the amount of \$4,543.75 and approve the Notice of Completion.
16. Discussion and approve new Community Public Art Program.
17. Resolution No. 09-13-2022-01, a Resolution establishing a Street Vending Application Fee of \$250.
18. Approve USDA Grant Match for Interstate-5 Feasibility Study in the amount of \$5,000.

**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, SEPTEMBER 9, 2022

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER



**CORNING CITY COUNCIL  
MEETING MINUTES  
TUESDAY, AUGUST 23, 2022  
CITY COUNCIL CHAMBERS IN PERSON  
AT 794 THIRD STREET  
OR  
VIA ZOOM AT:**

<https://us06web.zoom.us/j/9342948553?pwd=WFF2OVdJZnhldTZKRvJwZ1FSTFFTUT09>

**Meeting ID: 934 294 8553, Passcode: 01252022**

**OR BY PHONE AT (720) 707- 2699**

**Meeting ID: 934 294 8553, Passcode: 01252022**

**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**

All members of the City Council were present except Councilor Hargens.

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

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

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

**Proclamation: September 2022 as Suicide Prevention Month.** Fernando Villegas, Health Education, Tehama County Behavioral Health was present to accept the Proclamation. He presented information on upcoming events commemorating Suicide Prevention Month.

Councilor Hargens entered the meeting at 6:34 pm.

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

A Waste Management representative provided information related to the Sept. 9<sup>th</sup> bulky item drop off at the Hwy. 99 location and the Labor Day Garbage Schedules pick-up schedules.

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

- 2. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 3. Waive the reading and approve the Minutes with any necessary corrections of the following meetings:**
  - a. August 9, 2022 City Council Closed Session and Regular meeting; and**
  - b. August 18, 2022 Emergency City Council Meeting.**
- 4. August 17, 2022 Claim Warrant in the amount of \$201,929.86.**
- 5. August 17, 2022 Business License Report.**
- 6. Authorize payment of Invoice 22-216745-03 in the amount of \$33,960.85 to Armstrong Consultants, Inc. under Task Order "B" of the Airport Engineering Services Agreement 2019-6 to provide Professional Services for the Airport Master Plan.**
- 7. Authorize payment of Invoice 22-216746-02 in the amount of \$890 to Armstrong Consultants, Inc. under Task Order "C" of the Airport Engineering Services**

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**Agreement 2019-6 to provide Professional Services for the Airport Pavement Management Plan.**

- 8. Authorize payment of Invoice #23537 in the amount of \$1,389.39 to R.E.Y. Engineers for the West Street School ATP Connectivity Project Engineering and Environmental Services.**
- 9. Authorize payment of Invoice #23538 in the amount of \$877.77 to R.E.Y. Engineers for the Olive View ATP Connectivity Project Engineering and Environmental Services.**
- 10. Adopt Ordinance 701, an Ordinance adopting the Initiative Measure relating to amendment of the Hwy. 99W Specific Plan to remove the Initiative Area to allow development of a Grocery Store and Drive-thru-Coffee Shop. (Second Reading and Adoption)**

Councilor Valerio moved to approve Consent Items 2-10; 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:**

- 11. Adopt Resolution 08-23-2022-01 declaring intent to levy and collect Annual Assessment for the City of Corning Lighting and Landscape District 1, Zone 1.**

Presented by Public Works Consultant/City Engineer Robin Kampmann who stated that this is a Public Hearing and explained that each year the City is required to review the assessment and provide an Engineers Report. This Zone applies to N. Alex Lane. She stated that the City did receive one letter opposing.

The Public Hearing was opened at 6:42 pm and with no comments the hearing was closed.

Councilor Burnett moved to approve the Engineers Report that no increases are recommended and adopt Resolution No. 08-23-2022-01 setting the Fiscal Year 2022/2023 Assessment at \$63.08 per parcel for Landscaping and Lighting District 1, Zone 1. Councilor Demo seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote**

- 12. Adopt Resolution 08-23-2022-02 declaring intent to levy and collect Annual Assessment for the City of Corning Lighting and Landscape District 1, Zone 2.**

Presented by Public Works Consultant/City Engineer Robin Kampmann who stated that this applies to the Stonefox Subdivision and no letters of opposition were received. The Public Hearing opened at 6:44p.m., will no comment the hearing was closed.

Councilor Demo moved to approve the Engineers Report that no increases are recommended and adopt Resolution No. 08-23-2022-02 setting the Fiscal Year 2022/2023 Assessment at \$91 per parcel for Landscaping and Lighting District 1, Zone 2. Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

- 13. Adopt Resolution 08-23-2022-03 declaring intent to levy and collect Annual Assessment for the City of Corning Lighting and Landscape District 1, Zone 3.**

Councilor Valerio stated he would be abstaining from voting on this issue and left the Council Chambers. This item was presented by Public Works Consultant/City Engineer Robin Kampmann who stated that this Zone applies to the SHIPP Blossom Avenue Subdivision and no letters of opposition were received. The Public Hearing was opened at 6:46p.m., with no comment the hearing was closed.

Councilor Hargens moved to approve the Engineers Report that no increases are recommended and adopt Resolution No. 08-23-2022-03 setting the Fiscal Year 2022/2023 Assessment at \$142.10 per parcel for Landscaping and Lighting District 1, Zone 3. Councilor Demo seconded the

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

**14. Adopt Resolution 08-23-2022-04 declaring intent to levy and collect Annual Assessment for the City of Corning Lighting and Landscape District 1, Zone 4.**

Councilor Valerio re-entered the Meeting. This item was presented by Public Works Consultant/City Engineer Robin Kampmann who stated no letters of opposition were received and this affects the Salado Orchard Apartment Project south of Blackburn Avenue and west of Toomes Avenue. The Public Hearing was opened at 6:47 pm, with no comments the hearing was closed.

Councilor Demo moved to approve the Engineers Report that no increases are recommended and adopt Resolution No. 08-23-2022-04 setting the Fiscal Year 2022/2023 Assessment at \$4,772.90 per parcel for Landscaping and Lighting District 1, Zone 4. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**J. REGULAR AGENDA:**

**15. Ordinance 699, an Ordinance amending Chapter 5.50 of the Corning Municipal Code pertaining to Street Vending. (Introduction and 1<sup>st</sup> Reading of revised Ordinance)**

Presented by Kristina Miller. She clarified that the 200' mandate from an existing restaurant applies to all except those "Grandfathered In". She briefly went over the other stipulations previously discussed. She stated that the fee discussed at the previous meeting will be present by Resolution at the next meeting for adoption.

Councilor Demo moved to approve Ordinance No. 699 to amend Chapter 5.50 of the Corning Municipal Code Pertaining to Street Vending and direct the City Clerk to read the Ordinance by Title. Councilor Burnett seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**16. Authorization recruitment of second full-time Police Department Community Service Officer (CSO).**

Presented by Police Chief Fears who stated instead of recruiting to fill the recently vacated Administrative Services Manager position, the department is requesting authorization to recruit and appoint one additional full-time Community Service Officer. He stated that a second CSO position will allow the Department to be more effective by providing seven (7) day CSO coverage and reduce the additional workload currently being experienced due to the reduction in staffing and stated how position would be financed. He also asked that the City Council reevaluate the current staffing levels to maintain the "Committed to Superior Service" motto

Councilor Burnett moved to authorize the recruitment of one additional full-time Community Service Officer position utilizing remaining budgeted funds resulting from the vacated Administrative Services Manager position and remove the Police Administrative Services Manager from the Personnel Allocation List (PAL). Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**17. Approve proposed Recreation Lease Agreement with Corning Youth Football & Cheer for seasonal use of Clark Park Facilities.**

Presented by City Manager Kristina Miller who stated that this is one of four Agreements that will be coming before the Council. She then provided a summary of the Agreement and the Agreement term.

Councilor Demo moved to approve the proposed Recreation Lease Agreement with Corning Youth Football and Cheer for use of the fields, Snack Bar, and Restroom Facilities at Clark Park during dates/times scheduled at the beginning of each season; and authorize the City Manager to sign Agreement. Councilor Burnett seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**18. Approve Airport Fixed Base Operator (FBO) Lease Agreement with Tony Cutter dba Cutterbilt Aero Services.**

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Presented by City Manager Kristina Miller who stated that the City does not currently have a Fixed Base Operator at the Airport. She then provided a brief summary of the Agreement, including the term of the Agreement and number of allowed extensions with agreement of both Parties.

Councilor Hargens moved to approve the Fixed Base Operator (FBO) Lease Agreement with Tony Cutter dba Cutterbilt Aero Services. Councilor Demo seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**19. Approve Awning Grant Program Proposal and Administration Agreement with 3CORE.**

Presented by City Manager Kristina Miller who stated that City will be utilizing American Rescue Grant Funds for this project as directed by Council. The Program will be concentrated on Solano Street from Third to Sixth Street, and from Solano Street to the alleys between Solano and Yolo, and Solano and Marin. She presented the application timeline (1 month) and criteria, awning choice options/colors, etc. If approved 3CORE will manage this Program on behalf of the City.

Councilor Demo moved to approve the Program Guidelines; and approve the Agreement between the City and 3CORE for implementation of the City of Corning Awning Grant Program at a cost not to exceed \$12,340. Councilor Burnett seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**20. Authorize 1-Year Extension of Agreement with Housing Tools to provide Grant Administration services for the Prop. 68 Grant in an amount not to exceed \$30,000.**

Presented by City Manager Kristina Miller who stated that the City Council authorized the \$30,000 during the budget process for grant administration assistance.

Councilor Hargens moved to approve the First Amendment to the Agreement between the City of Corning and Housing Tools, authorize the City Manager to initiate a Scope of Work for Proposition 68 Grant Administration Services not to exceed \$30,000; allocate \$30,000 from General Fund Reserves; and authorize the City Manager to sign and execute all associated Agreements. Councilor Burnett seconded the motion. **Ayes: Snow, Demo, Burnett, Valerio, and Hargens. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

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

**L. COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION: None.**

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

**Demo:** Reported on the Tehama County Transportation Commission meeting in Red Bluff yesterday at which a required 25% reduction in fuel vehicles and plan for implementation by 2023 was discussed.

**Burnett:** Reported she had a wonderful time at Bunko last week at the Senior Center.

**Hargens:** No meetings to report on however she attended the Fireman's Picnic. She thanked the City's Fire Department and also the City's Recreation & Public Works Departments for work completed on the new Pickle Ball Courts.

**Valerio:** Announced the dates of the upcoming Olive Festival and Candidates Night hosted by the Chamber of Commerce.

**Snow:** Nothing.

City Manager Kristina Miller announced a Groundwater Commission Meeting tomorrow at 8:30 p.m. in Red Bluff.

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

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**Lisa M. Linnet, City Clerk**



## MEMORANDUM

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** September 7, 2022

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday September 13, 2022 Council Meeting

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

A.	Cash Disbursements	Ending 08-31-22	\$	195,920.72
B.	Payroll Disbursements	Ending 08-31-22	\$	134,080.61
C.	Cash Disbursements	Ending 09-07-22	\$	278,077.36
D.	Payroll Disbursements	Ending 09-07-22	\$	73,990.17

**GRAND TOTAL \$ 682,068.86**

REPORT.: Aug 31 22 Wednesday  
 RUN...: Aug 31 22 Time: 12:18  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 08-22 thru 08-22 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
033505	08/24/22	LIN01	LINCOLN AQUATICS, INC.	-3974.10	SN087118u	Ck# 033505 Reversed
033554	08/18/22	DER01	DERINGTON, ANNA	80.00 80.00 80.00	7/24-8/6 8/7-8/20 7/10-7/23	REC INSTRUCTOR-REC REC INSTRUCTOR-REC REC INSTRUCTOR-REC
			Check Total.....	240.00		
033555	08/18/22	HUN04	HUNTLEY, MCKYNZIE LOUISE	80.00 80.00 80.00	7/24-8/6 8/7-8/20 7/10-7/23	REC INSTRUCTOR-REC REC INSTRUCTOR-REC REC INSTRUCTOR-REC
			Check Total.....	240.00		
033556	08/22/22	COR12	CORNING FORD MERCURY, INC	64375.20	232232	VEHICLE REPLACE-PARKS
033557	08/23/22	BDI00	BDI	20.97	950265707	MAT & SUPPLIES-
033558	08/23/22	DEP03	DEPT OF TRANS/CAL TRANS	2081.81	23001517	Equip.Maint. St&Trf Light
033559	08/23/22	ECO05	ECORP CONSULTING, INC.	1350.00	97482	PROF SVCS-PLANNING
033560	08/23/22	EVE07	EVERGREEN JANITORIAL SUPP	283.68	58836	MAT & SUPPLIES-
033561	08/23/22	GRA02	GRAINGER, W.W., INC	85.09	941763522	MAT & SUPPLIES-WTR
033562	08/23/22	HIN01	HINDERLITER, DE LLAMAS &	1861.94	SIN020686	PROF SVCS-FINANCE
033563	08/23/22	HOL04	HOLIDAY MARKET #32	435.12	003204327	MAT & SUPPLIES-
033564	08/23/22	HOM03	HOME DEPOT	47.35 153.66	3024659 8025279	CCTV SEC CAM SYS 21/22-POLICE DISPATCH CCTV SEC CAM SYS 21/22-POLICE DISPATCH
			Check Total.....	201.01		
033565	08/23/22	HUN05	HUNT & SONS, INC.	115.83	622184	EQUIP MAINT-SWR
033566	08/23/22	PAC29	PACE ANALYTICAL SERVICES.	176.37	220845628	PROF SVCS-WTR DEPT
033567	08/23/22	PGE09	PG&E	214.23	220816	ELECT-STONEFOX L&L-Z1, D2
033568	08/23/22	PGE2A	PG&E	46.55	220816	ELECT-BLUE HERON CT
033569	08/23/22	QUI02	QUILL CORPORATION	320.48	27155140	OFFICE SUPPLIES-FINANCE
033570	08/23/22	RED15	RED TRUCK ROCK YARD, LLC	198.41	1391	MAT & SUPPLIES-STR
033571	08/23/22	TAN00	T AND S DVBE, INC.	804.03	22-2143	MAT & SUPPLIES-
033572	08/23/22	USA01	USA BLUE BOOK	134.53	084368	MAT & SUPPLIES-WTR
033573	08/24/22	ATT13	AT&T	778.83	220811	COMMUNICATIONS-DISPATCH
033574	08/24/22	CPS01	CPS HUMAN RESOURCE CONSUL	414.70	TRINV0006	MAT & SUPPLIES-POLICE
033575	08/24/22	HUD01	HUDSON, LACEY	572.00	08232022A	TRAINING/ED-DISPATCH
033576	08/24/22	IMA01	IMAGE SALES, INC.	22.84	0073221IN	MAT & SUPPLIES-POLICE
033577	08/24/22	LIN01	LINCOLN AQUATICS, INC.	-1040.00 3974.10	SN087727C SN087118A	MAT & SUPPLIES-POOL MAT & SUPPLIES-POOL
			Check Total.....	2934.10		
033578	08/24/22	O'R00	O'REILLY AUTO PARTS	46.32	353639910	VEH OP/MAINT-POLICE
033579	08/24/22	PGE01	PG&E	41261.86	220822	Electricity General City
033580	08/24/22	RED00	RED BLUFF DAILY NEWS	141.00	668828201	PRINT/ADVERT-CITY CLERK
033581	08/24/22	WAL02	WALKER PRINTING	346.42	41875	PRINT/ADVERT-DISPATCH
033582	08/29/22	FLE01	FLEMING BOOKBINDING CO.	539.36	29728	BOOKS/PERIODICS-LIBRARY
033583	08/31/22	\M155	BONNIE MINOLETTI	89.09	000C20801	MQ CUSTOMER REFUND FOR MIN0008
033584	08/31/22	\O035	IMELDA OROZCO	5.94	000C20801	MQ CUSTOMER REFUND FOR ORO0024
033585	08/31/22	\S132	STEVEN STRUNK	30.00	000C20801	MQ CUSTOMER REFUND FOR STR0043
033586	08/31/22	BDI00	BDI	461.84	950266507	MAT & SUPPLIES-WTR
033587	08/31/22	COM01	COMPUTER LOGISTICS, INC	3060.00	83587	EQUIP MAINT-
033588	08/31/22	COR08	CORNING LUMBER CO INC	280.76	220825	MAT & SUPPLIES-
033589	08/31/22	COR11	CORNING SAFE & LOCK	50.00 65.00	9240 9241	BLD MAINT - DISPATCH BLD MAINT - AIRPORT
			Check Total.....	115.00		
033590	08/31/22	DEP12	DEPT OF JUSTICE	125.00	595034	PROF SVCS-POLICE



REPORT.: Aug 31 22 Wednesday  
RUN....: Aug 31 22 Time: 12:18  
Run By.: LORI SIMS

CITY OF CORNING  
Cash Disbursement Detail Report  
Check Listing for 08-22 thru 08-22 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
033591	08/31/22	DOW01	DOWN RANGE	214.49 35.71	564408 564439	MAT & SUPPLIES-POLICE MAT & SUPPLIES-POLICE
Check Total.....:				250.20		
033592	08/31/22	EMP03	EMPOWER TEHAMA	53895.66	07312022	EMPOWER TEHAMA-PROP 47 (2)
033593	08/31/22	GAR00	GARCIA, ROY	379.50	08232022	TRAINING/EDUCATION/POLICE
033594	08/31/22	GAY02	GAYNOR TELESYSTEMS, INC	54.38	000041366	COMMUNICATIONS-CITY ADMIN
033595	08/31/22	JGR00	J GREG LEWIS INVESTIGATIV	1350.00	564408	PROF SVCS-DISPATCH
033596	08/31/22	KNI00	KNIFE RIVER CONSTRUCTION	688.01	278876	A/C CITYWIDE-STR
033597	08/31/22	NOR42	NORMAC	400.78	785743100	LANDSCAPE MAINT-PARKS
033598	08/31/22	PAC29	PACE ANALYTICAL SERVICES,	176.37	220869128	PROF SVCS-WTR DEPT
033599	08/31/22	PGE2A	PG&E	129.10	220825	ELECT-CORNING COMMUNITY PARK
033600	08/31/22	PGE2B	PG&E	8716.98	220826	ELECT- WWTP
033601	08/31/22	RED15	RED TRUCK ROCK YARD, LLC	198.41 364.65	1399 1405	CCTV SEC CAM SYS 21/22- POLICE DISPATCH MAT & SUPPLIES-STR
Check Total.....:				563.06		
033602	08/31/22	RON03	RON DUPRATT FORD	32.21	320897	VEH OP/MAINT- POLICE
033603	08/31/22	S&L00	S & L BREWER ENTERPRISES	250.00	22CORN08	K9 PROGRAM-POLICE
033604	08/31/22	T S00	T S ELECTRIC	7188.00	100475	BLD MAINT- PARKS
033605	08/31/22	TAN00	T AND S DVBE, INC.	329.72 517.20	22-2249 22-2250	MAT & SUPPLIES- PARKS STREET BARRICADES- STR
Check Total.....:				846.92		
033606	08/31/22	WAL02	WALKER PRINTING	97.60	41913	MAT & SUPPLIES-POLICE
033607	08/31/22	PGE2B	PG&E	465.74	8125977-2	SOLAR-WWTP
Cash Account Total.....:				195920.72		
Total Disbursements.....:				195920.72		
Cash Account Total.....:				.00		

REPORT.: Aug 31 22 Wednesday  
RUN....: Aug 31 22 Time: 12:18  
Run By.: LORI SIMS

CITY OF CORNING  
Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
Check Listing for 08-22 thru 08-22 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13344	08/25/22	BAN03	POLICE OFFICER ASSOC.	275.00	C20824	POLICE OFFICER ASSOC
13345	08/25/22	CAL37	CALIFORNIA STATE DISBURSE	138.46	C20824	WITHHOLDING ORDER
13346	08/25/22	DEP21	US DEPARTMENT OF THE TREA	330.00	C20824	WageAssign#WG2227972
13347	08/25/22	EDD01	EMPLOYMENT DEVELOPMENT	5340.90 1683.78	C20824 1C20824	STATE INCOME TAX SDI
			Check Total.....	7024.68		
13348	08/25/22	FED00	FEDERAL PAYROLL TAXES (EF	15079.97 19105.96 4468.32	C20824 1C20824 2C20824	FEDERAL INCOME TAX FICA MEDICARE
			Check Total.....	38654.25		
13349	08/25/22	ICM01	ICMA RETIREMENT TRUST-457	3563.00 185.00	C20824 1C20824	ICMA DEF. COMP ICMA DEF. COMP ER PD
			Check Total.....	3748.00		
13350	08/25/22	PERS1	PUBLIC EMPLOYEES RETIRE	26825.43	C20824	PERS PAYROLL REMITTANCE
13351	08/25/22	PERS4	Cal Pers 457 Def. Comp	2636.41 460.00	C20824 1C20824	PERS DEF. COMP. PERS DEF. COMP. ER P
			Check Total.....	3096.41		
13352	08/25/22	STA04	STATE OF CALIFORNIA	459.08	C20824	WAGEASN CS#571350142
13353	08/25/22	TEH16	TEHAMA COUNTY SHERIFF'S O	110.89	C20824	WageOrder F#20000149
13354	08/25/22	VAL06	VALIC	2334.00 142.50	C20824 1C20824	AIG VALIC P TAX AIG VALIC P TAX ER P
			Check Total.....	2476.50		
13356	08/31/22	AFL01	AMERICAN FAMILY LIFE	960.66 126.28	C20831 1C20831	AFLAC INS. PRE TAX AFLAC INS. AFTER TAX
			Check Total.....	1086.94		
13357	08/31/22	BLU02	BLUE SHIELD OF CALIFORNIA	22384.74	C20831	MEDICAL INSURANCE
13358	08/31/22	OEU01	OPERATING ENGINEERS #3	21666.00	C20831	MEDICAL INSURANCE
13359	08/31/22	OEU02	OPERATING ENG. (DUES)	335.00 670.00 540.00 840.00	C20831 1C20831 2C20831 3C20831	UNION DUES MGMNT UNION DUES POLICE UNION DUES DISPATCH UNION DUES-MISC
			Check Total.....	2385.00		
13360	08/31/22	PRI04	PRINCIPAL LIFE INSURANCE	2299.23 316.95 803.05	C20831 1C20831 2C20831	DENTAL INSURANCE VISION INSURANCE LIFE INSURANCE
			Check Total.....	3419.23		
			Cash Account Total.....	134080.61		
			Total Disbursements.....	134080.61		

REPORT.: Sep 07 22 Wednesday  
 RUN...: Sep 07 22 Time: 16:14  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 09-22 thru 09-22 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
033608	09/01/22	COR07	CORBIN WILLITS SYSTEMS, I	713.43	000C209011	EQUIP MAINT-FINANCE
033609	09/01/22	COR09	CORNING CHAMBER OF COMM.	1000.00	000C209011	CngChamberComm. Economic
033610	09/01/22	MOO07	MOORE & BOGENER, INC.	5525.00	000C209031	CONSULTING SVCS-LGL SVCS
033611	09/01/22	NEL00	NELSON, JEFFREY NEIL	54.70	000C209011	PROF SVCS-FIRE DEPT
033612	09/01/22	OCH01	OCHOA CLEANING	4370.00	000C209011	JANITORIAL SERVICES-
033613	09/01/22	PIT01	PITNEY BOWES	183.80	000C209011	Rents/Leases Finance Dept
033614	09/01/22	SCH16	SCHLERETH, DAYMON WAYNE	104.70	000C209011	PROF SVCS-FIRE DEPT
033615	09/01/22	GRE06	GREG'S HEATING & A/C	485.00	24689	BLD MAINT-BLD MAINT
033616	09/01/22	NAP01	NAPA AUTO PARTS	245.60	220825	VEH OP/MAINT-
033617	09/01/22	PGE2A	PG&E	96.32 205.03	220829 220829A	ELECT-MARTIN PLAZA ELECT-
Check Total.....:				301.35		
033618	09/01/22	SHA23	SHAPE INC.	59949.23	1391	CAP REPLAC-SWR IMPROV
033619	09/01/22	CUR00	CURIEL, EDUARDO	259.00	08242022	TRAINING/ED-POLICE
033620	09/01/22	KIN14	KINETICS ACADEMY OF DANCE	705.00 352.50	220807 220821	REC INSTRUCTOR-REC REC INSTRUCTOR-REC
Check Total.....:				1057.50		
033621	09/02/22	ATT02	AT&T	404.15	18679271	COMMUNICATIONS-
033622	09/02/22	ATT15	AT&T MOBILITY	497.45	220819	COMMUNICATIONS-
033623	09/02/22	DM001	DM-TECH	119.90	202209011	COMMUNICATIONS-GEN CITY
033624	09/02/22	GAY02	GAYNOR TELESYSTEMS, INC	54.38	000041453	PROF SVCS-POLICE
033625	09/02/22	HIN01	HINDERLITER, DE LLAMAS &	300.00	SIN021182	PROF SVCS-FINANCE
033626	09/02/22	ROD10	RODRIGUEZ, JESENIA	1200.00	7/31-9/1	REC INSTRUCTOR-
033627	09/02/22	VAL11	VALLEY PACIFIC PETROLEUM	2336.85 497.30	22-532282 22-532283	VEH OP/MAINT- VEH OP/MAINT-FIRE
Check Total.....:				2834.15		
033628	09/07/22	3CO00	3CORE, INC.	5000.00	1666	3CORE-ECONOMIC DEVELOPMENT
033629	09/07/22	AIR00	AIRGAS USA, LLC	74.28	999126239	MAT & SUPPLIES-FIRE
033630	09/07/22	ARA02	ARAMARK UNIFORM SERVICES	94.20 94.20 94.20 94.20 94.20	067541 074374 079264 085005 090659	MAT & SUPPLIES-BLD MAINT MAT & SUPPLIES-BLD MAINT MAT & SUPPLIES-BLD MAINT MAT & SUPPLIES-BLD MAINT MAT & SUPPLIES-BLD MAINT
Check Total.....:				471.00		
033631	09/07/22	ATT17	AT&T	80.25	220831	COMMUNICATIONS-FIRE
033632	09/07/22	FIR05	FIRST NATIONAL BANK OMAHA	1068.18	220829	MAT & SUPPLIES-
033633	09/07/22	FIR13	FIRST NATIONAL BANK OMAHA	418.16	220829	MAT & SUPPLIES-
033634	09/07/22	FIR16	FIRST NATIONAL BANK OMAHA	3244.95	220829	MAT & SUPPLIES-
033635	09/07/22	FIR19	FIRST SERVE PRODUCTIONS I	4543.75	2445-1	PROP 68 CAP '21-PARK SPEC PROJECT
033636	09/07/22	FMR01	FM RICHELIEU ENGINEERING	660.00	2022-9-01	PROF SVCS-BLD & SAFETY
033637	09/07/22	HOU00	HOUSING TOOLS	240.00	2460	PROF SVCS-GEN CITY
033638	09/07/22	INF00	INFRAMARK, LLC	65440.15	82177	PROF SVCS-WWTP
033639	09/07/22	INL01	INLAND BUSINESS SYSTEMS	116.28	IN2902450	COMMUNICATIONS-
033640	09/07/22	IRT00	IRTH SOLUTIONS LLC	2200.00	SIN000566	USA SERV ALERTS-STR
033641	09/07/22	JGR00	J GREG LEWIS INVESTIGATIV	1240.00	7255	PROF SVCS-POLICE
033642	09/07/22	MCC07	MCCOY'S HARDWARE & SUPPLY	2060.13	220827	MAT & SUPPLIES-
033643	09/07/22	MIS01	MISSION LINEN SUPPLY	820.84	517605724	MAT & SUPPLIES-
033644	09/07/22	PAC29	PACE ANALYTICAL SERVICES,	57.23 176.37	220894328 220894528	PROF SVCS-WTR DEPT PROF SVCS-WTR DEPT
Check Total.....:				233.60		
033645	09/07/22	PGE01	PG&E	2489.32	220901	ELECT-

REPORT.: Sep 07 22 Wednesday  
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CITY OF CORNING  
Cash Disbursement Detail Report  
Check Listing for 09-22 thru 09-22 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
033646	09/07/22	PGE04	PG&E	591.11 314.22	220830 220901	TranspFacility- TranspFacility-
Check Total.....:				905.33		
033647	09/07/22	PGE2A	PG&E	22.05	220830	ELECT-CLELAND PROP
033648	09/07/22	PSO00	PSOMAS	41827.55	187105	SOLANO PROJECT-STR PROJECTS
033649	09/07/22	RED15	RED TRUCK ROCK YARD, LLC	96.53 48.26	1408 1409	LANDSCAPE MAINT-PARKS LANDSCAPE MAINT-PARKS
Check Total.....:				144.79		
033650	09/07/22	RES04	RESERVE ACCOUNT	3000.00	220906	COMMUNICATIONS-
033651	09/07/22	RIV04	RIVER CITIES COUNSELING,	39043.46	764	COUNSELOR-PROP 47 CYCLE 2
033652	09/07/22	SCP00	SCP DISTRIBUTORS LLC	3441.49 -1220.00	SN089011 SN089178C	MAT & SUPPLIES-WTR MAT & SUPPLIES-
Check Total.....:				2221.49		
033653	09/07/22	THO01	THOMES CREEK ROCK CO	551.88	220831	MAT & SUPPLIES-
033654	09/07/22	TPX00	TPX COMMUNICATIONS	1142.57	160813661	COMMUNICATIONS-
033655	09/07/22	VAL11	VALLEY PACIFIC PETROLEUM	2914.16	22-532281	MAT & SUPPLIES-
033656	09/07/22	WAR05	WARREN, DANA KARL	228.00	220906	REC INSTRUCTOR-REC
033657	09/07/22	ENT02	ENTERPRISE-RECORD, MERCUR	140.00 140.00 140.00 140.00 835.50 183.00	6691170 6691171 6691172 6691173 6696011 6687079A	PRINT/ADVERT-L&L 3, ZONE 3 PRINT ADVERT-L&L 1, ZONE 1 PRINT/ADVERT-L&L 2, ZONE 2 PRINT/ADVERT-L&L 4, ZONE 4 PROF SVCS-PW ADMIN PROF SVCS-PW ADMIN
Check Total.....:				1578.50		
033658	09/07/22	EST00	ESTRADA DIAZ, YENCI BEATR	3253.35	220907	CONSULTANT LITIGATION-LEGAL SERVICE
033659	09/07/22	ALL14	ALLIANCE ENVIRIONMENTAL S	11184.00	2419	HAZARDOUS CLEANUP-PROP 68 PARK
Cash Account Total.....:				278077.36		
Total Disbursements.....:				278077.36		
Cash Account Total.....:				.00		

REPORT.: Sep 07 22 Wednesday  
RUN....: Sep 07 22 Time: 16:14  
Run By.: LORI SIMS

CITY OF CORNING  
Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
Check Listing for 09-22 thru 09-22 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13371	09/07/22	BAN03	POLICE OFFICER ASSOC.	275.00	C20907	POLICE OFFICER ASSOC
13372	09/07/22	CAL37	CALIFORNIA STATE DISBURSE	138.46	C20907	WITHHOLDING ORDER
13373	09/07/22	EDD01	EMPLOYMENT DEVELOPMENT	4659.64 1437.45	C20907 1C20907	STATE INCOME TAX SDI
			Check Total.....	6097.09		
13374	09/07/22	FED00	FEDERAL PAYROLL TAXES (EF	13201.88 16137.08 3773.94	C20907 1C20907 2C20907	FEDERAL INCOME TAX FICA MEDICARE
			Check Total.....	33112.90		
13375	09/07/22	ICM01	ICMA RETIREMENT TRUST-457	3563.00 185.00	C20907 1C20907	ICMA DEF. COMP ICMA DEF. COMP ER PD
			Check Total.....	3748.00		
13376	09/07/22	PERS1	PUBLIC EMPLOYEES RETIRE	24475.84	C20907	PERS PAYROLL REMITTANCE
13377	09/07/22	PERS4	Cal Pers 457 Def. Comp	2636.41 460.00	C20907 1C20907	PERS DEF. COMP. PERS DEF. COMP. ER P
			Check Total.....	3096.41		
13378	09/07/22	STA04	STATE OF CALIFORNIA	459.08	C20907	WAGEASN CS#571350142
13379	09/07/22	TEH16	TEHAMA COUNTY SHERIFF'S O	110.89	C20907	WageOrder F#20000149
13380	09/07/22	VAL06	VALIC	2334.00 142.50	C20907 1C20907	AIG VALIC P TAX AIG VALIC P TAX ER P
			Check Total.....	2476.50		
			Cash Account Total.....	73990.17		
			Total Disbursements.....	73990.17		

Date...: Sep 7, 2022  
 Time...: 3:27 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
CAPTAIN LOCKSMITH	1961 NORTH ST	CORNING, CA 96021	MOBILE LOCKSMITH & KEY CUTTING	08/30/22
INTERWEST CONSULTING		ROSEVILLE, CA 95661	ENGINEER CONSULTING SERVICES	08/31/22
JORGE REBUILDS	22731 VIOLA RD	CORNING, CA 96021	HANDYMAN	08/30/22
LA BELLA BELLA JOYER	610 TOOMES AVE	CORNING, CA 96021	SALE OF JEWELRY VIA ONLINE/SOCIAL MEDIA	08/30/22
LOTUS ENERGY SYSTEMS	4111 N. FREEWAY BLVD #60	SACRAMENTO, CA 95834	CONTRACTOR: ROOFING, ELECTRICAL	08/19/22
NESTO'S WINDOW CLEAN	21058 CORNING RD	CORNING, CA 96021	RESIDENTIAL & COMMERCIAL WINDOW CLEANING	08/30/22
PURE CLEANING SERVIC	22731 VIOLA AVE	CORNING, CA 96021	RESIDENTIAL & COMMERCIAL CLEANING SERVIC	08/30/22



**CITY OF CORNING**  
**TREASURER'S REPORT**  
**AUGUST 2022**

<b><u>AGENCY</u></b>		<b><u>BALANCE</u></b>	<b><u>RATE</u></b>
Local Agency Investment Fund	\$	9,112,029.05	0.75%

Respectfully submitted:

Laura L. Calkins  
City Treasurer



# Monthly Permit Report

08/01/2022 - 08/31/2022

Permit #	Permit Date	Main Status	Parcel #	Parcel Address	Owner Name	Owner Address	Owner City	Owner Zip	Permit Type	Project Cost
22308	8/31/2022	HOLD (see note)	071-062-008-000	2119 Colusa St.	STANDRIDGE, NOLAN S & STANDRIDGE, GEORGIA M	2119 Colusa St.	Corning	96021	Solar	\$33,000
22307	8/31/2022	approved " FEES DUE	073-240-019-000	231 Marty Ct.	DENO, ANGELIKA	231 Marty Ct.	Corning	96021	Solar	\$22,000
22306	8/31/2022	Approved	073-153-003-000	413 Chestnut St.	RAMOS, CESAR MAGANA & MAGANA, CONSUELO	413 Chestnut St.	Corning	96021	Solar	\$32,000
22305	8/31/2022	Approved		1220 HWY 99W	JUAN SANILLAS	5180 Luning Ave.	Corning	96021	Building	\$3,200
22304	8/31/2022	Online Application	073-053-004-000	515 DEL NORTE AVE	ALIANO, MARK C & DEANNA L	515 Del Norte Ave.	Corning	96021	Roof	\$13,200
22303	8/30/2022	approved " FEES DUE "	071-105-019-000	506 6 <sup>th</sup> St.	MCNUTT, LARRY H & LYNN A	3924 County Rd. U	Orland	95963	Mechanical	\$11,100
22301	8/30/2022	Approved	071-132-006-000	1311 SOLANO ST	GONZALEZ, JORGE	PO Box 305	Hamilton City	95951	Building	\$2,000
22300	8/29/2022	Online Application	071-340-010-000	222 RIO VERDE CT	DAMANTI, FERN EMMA	PO Box 1163	Corning	96021	HVAC	\$4,810
22299	8/29/2022	Online Application	071-291-013-000	1723 Sixth Ave.	JOHNSON, ROBT W & VIRGINIA	1723 6 <sup>th</sup> Ave.	Corning	96021	Roof	\$6,000
22298	8/27/2022	Online Application	071-211-013-000	1924 Elizabeth Ave.	ROMO, MARTIN G & SARA M	1924 Elizabeth Ave.	Corning	96021	Roof	\$13,000
22297	8/26/2022	Approved	087050066	2040 South Ave.	McCOY	3155 Summit Ridge Terrace	Chico	95928	Building	\$36,110
22296	8/25/2022	Online Application	071-350-003-000	373 Edith Ave.	MADRIGAL-CABRERA, COSME	373 Edith Ave.	Corning	96021	HVAC	\$15,728
22295	8/24/2022	Online Application	071-071-001-000	1992 Colusa St.	COX, Garrett D. ETAL	1992 Colusa St.	Corning	96021	Solar	\$60,000
22294	8/22/2022	Under Review	071-043-001-000	323 Hoag St.	BAUGHN, GLEN	P O BOX 320	Corning	96021	Solar	\$11,390
22293	8/22/2022	ISSUED	073-052-012-000	550 Del Norte Ave.	Osborn, Timothy A. & Donna S.	550 Del Norte Ave.	Corning	96021	Solar	\$12,600
22292	8/22/2022	ISSUED	073-063-007-000	702 First St.	Woodall, Thomas G. ETAL	P.O. Box 714	Corning	96021	Solar	\$51,434
22291	8/19/2022	ISSUED	071-092-005-000	1811 Yolo St.	SILVA, MARTIN ETAL	1811 Yolo St.	Corning	96021	Mechanical	\$11,500

22290	8/19/2022	ISSUED	075-310-012-000	240 Mooney Ct.	TORRES, ENRIQUE M	240 Mooney Ct.	Corning	96021	Mechanical	\$18,238
22289	8/19/2022	ISSUED	071-020-017-000	314 Houghton Ave.	Lindell Living Trust, 9/25/17; Lindell, Ernest Joseph TR	314 Houghton Ave.	Corning	96021	Building	\$11,890
22288	8/19/2022	Closed	071-300-052-000	2090 Loleta Ave.	CLARK	2090 LOLETA	Corning	96021	Plumbing	\$336
22287	8/19/2022	Online Application	071-051-008-000	311 6TH ST	DIAZ, ALBERTO GARCIA ETAL	311 6TH STREET	Corning	96021	Solar	\$15,200
22286	8/18/2022	ISSUED	073-111-006-000	514 Walnut St.	Vega, Guadalupe P. ETAL	514 WALNUT ST	Corning	96021	Building	\$8,000
22285	8/18/2022	Closed	071-231-012-000	1167 West. St.	EDMONDSON, JOHN E III & EDMONDSON, KAMAY A	4549 CO RD E	Orland	95963	Plumbing	\$1,600
22284	8/17/2022	Under Review	071-273-003-000	1345 Fourth Ave.	STEWART, DARRYL L & MELODY J	1345 FOURTH AVE	Corning	96021	Solar	\$32,000
22283	8/17/2022	Under Review	073-063-007-000	702 First St.	WOODALL, THOMAS G ETAL	P.O. Box 714	Corning	96021	Solar	\$44,000
22282	8/17/2022	Under Review	071-056-006-000	1106 Colusa St.	MARTINEZ, RICARDO	1106 COLUSA ST	Corning	96021	Solar	\$41,000
22281	8/17/2022	Under Review	071-051-007-000	1314 Tehama St.	JONES, BARBARA CATHERINE TR BC JONES TRUST 11/14/1	1314 TEHAMA ST	Corning	96021	Solar	\$39,000
22280	8/17/2022	Online Application	073-073-006-000	601 Solano St.	KAPS, JAMES J ETAL	PO BOX 713	Chico	95927	Solar	\$25,000
22279	8/16/2022	Cancelled							Roof	\$0
22278	8/15/2022	Under Review	071-080-021-000	663 Edith Ave.	AUSTIN, CHETINA A ETAL TRS COLLEDGE 2013 TRUST	583 EDITH AVE	Corning	96021	Building	\$2,000,000
22277	8/12/2022	ISSUED	071-191-014-000	1826 Taft Ave.	ORTEGA	5805 HARMON AVE	Oakland	94621	ReModel	\$45,000
22276	8/11/2022	Closed	071-045-012-000	1402 Tehama St.	ROSAS, JESUS A & ROSAS, LAURA P	1402 TEHAMA ST	Corning	96021	Roof	\$3,500
22275	8/11/2022	Closed	071-174-001-000	1201 South St.	FETTERMAN, JOSHUA N ETAL	1201 SOUTH ST	Corning	96021	Plumbing	\$2,500
22274	8/9/2022	ISSUED	071-131-009-000	1320 Solano St.	ARAGON, THOMAS I & GLORIA R	1320 SOLANO	Corning	96021	HVAC	\$13,178
22273	8/5/2022	Closed	075-330-006-000	196 Victorian Park	Culbertson, James J. ETAL TR Culbertson Family TR 1	3420 HOUGHTON AVENUE	Corning	96021	Solar	\$45,000

22272	8/5/2022	approved " FEES DUE "	073-182-009-000	1584 Marguerite Ave.	U S Bank National Association c/o Rushmore Loan Mgmt. Services LLC	15480 Laguna Canyon Rd., Ste. 100	Irvine, CA	92618-2132	Solar	\$21,000
22271	8/5/2022	Closed	071-062-007-000	2129 Colusa Cir.	MILLER, JOHN & BRANDY; % CANDEE, JEREMY & KATRINA	2129 Colusa Cir.	Corning	96021	Solar	\$41,000
22270	8/2/2022	Closed	071-221-003-000	1616 Kaufman Ave.	BARNES	22140 SAMSON AVE	Corning	96021	Plumbing	\$200
22269	8/2/2022		071-122-004-000	1607 Solano St.	SMITH, TERESA E	5280 Toomes Ave.	Corning	96021	Building	\$1,000
22268	8/1/2022	Closed	073-051-004-000	456 El Verano Ave.	MANSOUR, ANTON	21365 Gyle Rd.	Corning	96021	Roof	\$10,500
22267	8/1/2022	Cancelled							Building	\$0
										\$2,758,214

**Total Records: 41**



# **CITY OF CORNIG WASTEWATER OPERATIONS SUMMARY REPORT AUGUST 2022**

Below is a summary of the monthly operations report that will be available for review in September 2022.

- Completed monthly reports
- Inframark staff responded to sewer back-up in ally behind Corning Lumber, cleared blockage.
- 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 SO3 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
- Completed pretreatment inspections at several restaurants.
- Performed inspections of collection system trouble spots
- Shape Inc. and Lakeside Equipment on site for #2 screw pump bearing replacement and gear drive repair.
- Regional Manager, Eric Sabolsice, on site to review operations and discuss plant concerns and issues.
- Installed new hose and connector on SO3 analyzer
- Secured agreement with JCI Chemical and Landstar Trucking to provide SO

August 2022

Effluent Flow Monthly Average= 631,193 GPD



**ITEM NO: G-9  
APPROVE WAIVER OF  
RECREATIONAL USE FEES FOR THE  
CORNING UNION HIGH SCHOOL  
SOFTBALL PROGRAM FUNDRAISER  
CO-ED RAIN OR SHINE TOURNAMENT  
ON NOVEMBER 19-20<sup>th</sup>**

**September 13, 2022**

**TO: HONORABLE MAJOR AND COUCLMEMBERS**

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

**SUMMARY:**

James Dodge has submitted a letter to the City Council requesting a waiver of the Recreational Use Fee for the use of Yost Park for the Corning High School's Softball Program fundraising "Rain or Shine" Co-Ed Softball Tournament. The tournament is scheduled for November 19<sup>th</sup> and 20<sup>th</sup>. The proceeds of the fundraiser will go towards purchasing uniforms, balls, and other training equipment for both the JV and Varsity Teams.

**BACKGROUND:**

On many occasions the Corning High School District has allowed the City to use their facilities at no cost for City meetings when needed, as well as for some of the Recreation Department Programs. They are now requesting to use Yost Park for a fundraising softball tournament on November 19<sup>th</sup> and 20<sup>th</sup> of this year and seeking a waiver of associated recreational use fees.

Staff requests City Council approval to waive all recreational fees normally charged (\$100 refundable fees and \$166 non-refundable fees) for the Corning Union High School's Softball Program fundraiser to be held on November 9<sup>th</sup> and 10<sup>th</sup>. The recreational fees normally charges are:

\$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 USE OF YOST PARK AND A WAIVER OF  
RECREATIONAL USE FEES FOR THE CORNING HIGH SCHOOL RAIN OR SHINE  
SOFTBALL TOURNAMENT FUNDRAISER TO BE HELD NOVEMBER 19<sup>TH</sup> AND  
NOVEMBER 20, 2022.**

**Received: June 29, 2022**

8/31/2022

Dear Corning City Council Members,

On November 19th and 20th, 2022, the Corning Union High School Softball program will be hosting a Co-Ed softball tournament fundraiser at Yost Park. The proceeds of the fundraiser will go towards the purchasing of uniforms, balls and other training equipment for both the JV and Varsity teams.

I am writing this letter to request that the two day usage fee for the park facilities might be waived, so that the money we would have needed to pay can stay with the softball program at CUHS.

If this is possible, it would be greatly appreciated by the players and coaching staff.

Thank you in advance,

James Dodge

Corning High School  
JV Softball Head Coach



# City of Corning Recreation Department

794 THIRD STREET CORNING, CA 96021

Phone: (530) 824-7036

Email: [cmeeads@corning.org](mailto:cmeeads@corning.org)

## SPORTS FIELD RESERVATION REQUEST

TODAY'S DATE: 08-31-22 NAME OF USER GROUP: CUHS

CONTACT PERSON: JUSTIN ECKENROD PHONE: 530 966-7039

MAILING ADDRESS: \_\_\_\_\_  
Street City Zip

DATE REQUESTED: November 19th & 20th TIME REQUESTED: from 7am to 10pm

TYPE OF ACTIVITY: Co-ED Softball Tournament Fundraiser

BALL FIELD LIGHTING REQUIRED?: Yes No from \_\_\_\_\_ to \_\_\_\_\_

# OF PEOPLE IN USER GROUP: \_\_\_\_\_

LEAGUES – FOR CONTINUOUS USE, COMPLETE INFORMATION BELOW

DATES REQUESTED: from \_\_\_\_\_ to \_\_\_\_\_

DAYS REQUESTED: (S) (S) M T W TH F

TIME REQUESTED:

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

to  
Access  
Lights.  
Give  
Code

**\*\* SEE REVERSE SIDE \*\***

**GENERAL INFORMATION**

1. Sports Leagues can only use park facilities during approved scheduled dates and times.
2. The Maintenance Department may close field in the event of rain, maintenance liabilities, or unexpected events. Representatives will be notified.
3. Keys not returned by approved due date will result in a loss of deposit and additional fees to change the locks.
4. Director must pre-approved items to be stored on site.
5. League representatives are responsible for enforcing General Rules and Regulations.
6. If requested, ball field lighting cannot extend beyond 10pm.
7. Players, coaches, board members, and spectators are to vacate the park after scheduled times.
8. Refundable fees will be returned the first business day following the event provided there is no damage.

**GENERAL RULES AND REGULATIONS – PLEASE NO**

1. Littering
2. Glass Containers
3. Unleashed pets/animals
4. Parking in red zones
5. Climbing trees, slopes, backstops, or soccer/football goals
6. Driving vehicles onto grass, fields, sidewalks
7. Loud music

  
SIGNATURE OF CONTACT PERSON

  
TITLE IF APPLICABLE

**ITEM NO.: G-10  
INTRODUCTION OF STREET  
VENDING ORDINANCE NO. 699  
September 13, 2022**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FROM: KRISTINA MILLER, CITY MANAGER**  
**CHRISSE MEEDS, PLANNER 2**

**SUMMARY:**

At the August 23, 2022 City Council Meeting, Staff introduced Ordinance No. 699, an Ordinance amending Chapter 5.50 of the Corning Municipal Code to regulate street vending within the City limits of Corning and to follow recently enacted State Legislature, specifically Government Code Section 51036 et. Seq.

This Ordinance will require Mobile Vendors to:

- Be located at minimum 200 feet away from an established food facility;
- Have yearly inspections to ensure all Health Permits are current and all conditions are being met;
- Establish a new yearly fee to be paid to the City; and
- Require the Mobile Vendors to possess a valid California Department of Tax and Fee Seller's Permit, and more.

Should the Corning City Council choose to approve and adopt Ordinance 699 and amend Chapter 5.50 of the City of Corning Municipal Code, the current Mobile Vendors will be provided 90 days to comply to the new regulations before any violations and/or penalties will be imposed after adoption.

At the August 9<sup>th</sup> City Council meeting it was discussed and approved by a 5-0 of the City Council that the mobile vending permit fee should be lowered to \$250 per year. Everything else in the presented Ordinance was to remain the same.

**BACKGROUND:**

Currently to open a mobile/street vending business in the City of Corning the requirements are as follows: You must apply for a City Business License (\$29 yearly), provide proof of a Food Handlers Permit from Tehama County Environmental Health, produce a letter from the owner of the land giving you approval to have a vending business at that location, and show a bathroom facility within one hundred feet.

As a comparison, the requirements for opening a brick-and-mortar restaurant in the City of Corning are as follows: You must apply for a City Business License (\$29 yearly), provide proof of a Health Permit from Tehama County Environmental Health, obtain a permit for, and install a complete Ansel system and grease traps, provide full ADA compliant bathrooms, and provide frontage improvement, i.e., curb, gutter, and sidewalk, as well as rent/own building housing business.

At the February 15, 2022 Planning Commission Meeting, Staff was directed to research Street Vending Ordinances in other cities after receiving requests from community members. At the March 15, 2022 Planning Commission Meeting, Staff gave an update on the research completed. The Planning Commission directed Staff on the new rules they felt would best fit within a new Ordinance. The resulting Ordinance was presented to the Planning Commission for review at the July 19<sup>th</sup> meeting at which time the Commission, by a 4-0 vote approved the resulting Ordinance for recommendation to City Council with one change

At the July 19<sup>th</sup> Planning Commission Meeting, Ordinance 699 was introduced. The Commission recommended, by a 4-0 vote, that City Council approve the proposed Ordinance with one change; that change being "Grandfathering" in the current licensed Mobile Vendors from the 200' distance from a permanent Food Facility rule.

**RECOMMENDATION:**

**APPROVE ORDINANCE NO. 699 TO AMEND CHAPTER 5.50 OF THE CORNING MUNICIPAL CODE PERTAINING TO STREET VENDING, DIRECT CITY CLERK TO READ ORDINANCE 699 BY TITLE, AND APPROVE ORDINANCE SUMMARY FOR PUBLICATION.**

**RESOLUTION NO. 07-19-2022-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORNING,  
CALIFORNIA, RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING CHAPTER  
5.50 PERTAINING TO STREET VENDORS**

**WHEREAS**, The City has determined that there is a need to amend Chapter 5.50 of the Corning Municipal Code to further the regulations on sidewalk vendors, which includes food trucks, trailers or pushcarts; and

**WHEREAS**, Government Code section 51036 et seq. restricts the City's ability to regulate certain aspects of the sidewalk vending industry, so the City seeks to ensure compliance with that statutory scheme; and

**WHEREAS**, pursuant to the provisions of Section 15311 of the California Environmental Quality Act, the project qualifies as Categorically Exempt.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF CORNING DOES  
HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** Incorporation of Recitals The recitals in this Resolution are true and correct and incorporated herein.

**SECTION 2.** Recommended Approval of Ordinance Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in the staff reports and this Resolution, the Planning Commission of the City of Corning hereby recommends that the City Council adopt the attached Ordinance entitled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORNING AMENDING SECTION 5.50 OF THE CORNING MUNICIPAL CODE PERTAINING TO STREET VENDING

**SECTION 3.** The Planning Commission further recommends that the City Council set a fee for each vendor permit in an amount of \$500.00.

**APPROVED AND ADOPTED** by the members of the Planning Commission of Corning this 19th day of July, 2022.

  
\_\_\_\_\_  
Diana Robertson, Chairman  
Corning Planning Commission

**ATTEST:**

  
\_\_\_\_\_  
Lisa M. Linnet, City Clerk



## **ORDINANCE NO. 699**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORNING AMENDING CHAPTER 5.50 OF THE CORNING MUNICIPAL CODE PERTAINING TO STREET VENDING**

**WHEREAS**, Chapter 5.50 of the Corning Municipal Code regulates street vending within the City limits; and

**WHEREAS**, the State Legislature recently enacted Government Code section 51036 et seq. changing the regulations that a local agency may impose on sidewalk vendors, but still allowing the Agency some discretion when the activity in question raises a health, safety or welfare concern; and

**WHEREAS**, after receiving requests from members of the community, the City of Corning has decided to amend Chapter 5.50 to impose some regulations on street or sidewalk vendors, while also updating to ensure compliance with State Law.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CORNING DOES ORDAIN AS FOLLOWS:**

**Section 1.** Title 5 (Business Taxes, Licenses and Regulations), Chapter 5.50 (Street Vending), is hereby repealed and replaced to read as follows:

#### **5.50.010 Purpose**

#### **5.50.020 Definitions**

#### **5.50.030 Required Permits and Licenses**

#### **5.50.040 Location requirements.**

#### **5.50.050 - Operation requirements.**

#### **5.50.060- Revocation of Permit**

#### **5.50.070- Penalties**

### **Chapter 5.50 - STREET VENDING**

#### **5.50.010 Purpose**

The City expressly finds that the vending of produce, prepared or prepackaged foods, goods, and/or wares, under certain circumstances, on public streets, sidewalks, or alleys and on private property may pose, unsafe conditions and special dangers to the public health, safety, and welfare of the residents of the City of Corning. It is the purpose of the City, in enacting this chapter, to comply with the requirements of Government Code section 51036 et seq. and to provide those persons who engage in those types of vending operations with clear and concise regulations to prevent safety, traffic and health hazards, as well as to preserve the peace, safety and welfare of the community.

#### **5.50.020 Definitions**

"City Manager" is the Corning City Manager.

"Food Vendor Vehicle" is a motorized vehicle or a trailer that can be pulled by motorized vehicle that is used by a mobile food vendor

"Mobile Food Vendor" is any person that operates a vending business that sells food and beverage ready for immediate consumption directly to any consumer from a food vending vehicle, trailer, or pushcart. This definition does not include ice cream trucks, or other moving vendors. The vendor could be the business owner, employee, or property owner.

"Sidewalk Mobile Food Vendor" is any person that operates a vending business that sells food from a pushcart, stand, display, pedal -driven cart, or other non -motorized conveyance.

"Permanent Food Facility" means a food facility operating in a permanently constructed structure, including any room, building, place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, or otherwise handling food at the retail level.

"Public Right-of-Way" means and includes all areas legally open to public use as public streets, roadways, highways, parkways, alleys, and any other public right- of-way.

"Pushcart" is a non-motorized stand, display or cart with wheels used by a sidewalk mobile food vendor.

#### **5.50.030 Required Permits and Licenses**

- A. It shall be unlawful for any person to maintain, manage or operate as a mobile food vendor within the City unless such activity is maintained, managed, or operated in strict compliance with all applicable laws, rules, and regulations and with a Health Permit issued by the Tehama County Department of Health, if applicable. A separate Health Permit shall be obtained for each separate vehicle, even when conducted under the same ownership.
- B. It shall be unlawful for any person to maintain, manage or operate as a mobile food vending within the City unless such activity is maintained, managed, or operated in strict compliance with a valid Business License issued pursuant to Chapter 5 of this Code. No Business Licenses shall be issued for any activity described in this article unless such person has first obtained a valid Health Permit from the Tehama County Health Department, if required.
- C. No person shall maintain, manage, or operate as a mobile food vendor within the City unless that person first obtains a vendor permit from the City and unless that person first complies with all other provisions of this Chapter. Any person desiring to maintain, manage or operate as a mobile food vendor within the City shall first submit an application for a vendor permit on a form provided by the City, along with all other information required by the City and payment of all applicable fees and charges. No Vendor Permit shall be issued pursuant to this section unless such applicant has first obtained a valid City of Corning Business License and a valid Health Permit from the Tehama County Health Department, if required.
  - 1. A separate vendor permit shall be obtained by each vendor and for each separate mobile food vending vehicle or pushcart, even when conducted under the same ownership.
  - 2. The vendor permit application shall be approved, conditionally approved, or denied by the City Manager, or his/her designee in conformity with Government Code section 51038(c).
  - 3. Any vendor permit issued pursuant to this section, for any activity regulated by this section, shall be personal and shall not be assigned, transferred, sold, or otherwise conveyed or hypothecated by the person to whom such permit has been issued to any other person and any such assignment, transfer or conveyance shall immediately render such permit void.
  - 4. The term of each vendor permit, unless sooner terminated, suspended, or revoked, shall be for a period of one year. Upon the expiration of such term, and consistent with the other provisions of this Chapter, the holder of such vendor permit may renew the vendor permit for additional one-year terms by submitting a new application, together with any fees that may be required, and by complying with all other relevant terms. All vendor permits issued pursuant to this section shall expire and have no further force and effect upon the date specified in the permit.
  - 5. Any vendor permit issued pursuant to this section must be prominently displayed on the mobile food vendor vehicle or pushcart.
  - 6. The vendor permit application shall include a site plan, identifying the property, type, and location of the vending activity.
  - 7. The written approval of the property owner where such vending will be conducted must be provided with the application if vending is not to occur in the public right-of-way or public park.
  - 8. The vending permit application shall also include the location of available restrooms to be used by the mobile food vendor. The applicant shall provide rest room facilities as provided for in state law and available within one hundred (100) feet of the mobile food vendor site. If the mobile food vendor is proposing to use non-public restrooms, such as an adjacent business, the mobile food vendor must provide written approval from the business to use the restrooms. A portable restroom cannot be used to meet the requirements of this section.
  - 9. The application for the vending permit shall include an indemnification requirement whereby the applicant agrees to defend, indemnify, and hold harmless the City for any third-party liability arising from the vending operation by the mobile food vendor. Failure of the application to include

this language does not alleviate the mobile food vendor from the obligation, which will still be required to the fullest extent permitted by law.

**10.** The Vending Permit fee shall be set forth in the City fee schedule as amended by the City Council.

**11.** Vendor shall possess a valid California Department of Tax and Fee Administration seller's permit.

**D.** No person shall maintain, manage, or operate any mobile food vendor vehicle within the City unless that person first meets all necessary requirements for the operation of the food vendor vehicle set forth by the California Department of Motor Vehicles. Proof of the necessary license may be required by the City before issuance of the Vending Permit.

#### **5.50.040 Location requirements.**

**A. Public Right-of-Way.** Stationary site street vending is only permitted in the public right-of-way to the extent permitted under this Chapter.

**B. Mobile or stationary site street vending** is not permitted to set up or sell on any City property or City Parking Lot, unless expressly authorized by the City Manager or his/her designee. This subsection does not apply to City parks.

**C. Residential Zoning Districts.** Stationary site street vending shall not be permitted in a residential zone. Street Vendors in a residential zone must move continuously, unless making a sale, which must not last longer than 10 minutes.

**D. Traffic Safety Visibility.** No street vending shall be located where it will obstruct the safe line-of-sight distance at any intersections as determined by the City Manager or his or her designee.

**E. Proximity to Other Items.** No vending shall occur within ten feet of a fire hydrant, fire escape, building entrance, bus stop, loading zone, handicapped parking space, access ramp, or any type of driveway entrance. A greater distance or separation may be required in order to preserve line-of-sight, or for other safety reasons. The vending activity shall not damage any landscaped areas.

**F. Permanent Food Facility Proximity.** No vending shall occur within two hundred (200) feet of an active, permanent food facility. This distance is measured from the location where food is ordered from the vendor to the front door of the food facility. This prohibition also does not apply to Mobile Food Vendors operating at the time of adoption of this Ordinance. However, once that Mobile Food Vendor sells, gifts, or otherwise transfers their interest in the mobile food vendor business, then the new owner shall be required to comply with this provision.

#### **5.50.050 - Operation requirements.**

**A. Appearance and Storage.** The vendor shall maintain the area within which vending activities occur in a clean, safe, sanitary, and dust-controlled condition. Mobile food vendors operating on a sidewalk or other public right of way must remove all evidence of vending and leave the site in a clean state at the close of each business day. The mobile food vendor shall provide waste removal and shall be responsible for collecting trash/debris and recycling after each stop. "Trash" includes material dispensed by the mobile food vendor as well as items that may be left by customers.

**B. Obstructions and Hazards.** No vendor shall obstruct vehicular traffic, bicycle traffic, sidewalk pedestrian traffic, or accessibility to vehicles parked adjacent to the curb, and shall not create public health or safety hazards. Vendors must comply with the Americans with Disabilities Act (ADA) and shall not block an ADA path of travel.

**C. Signs.** No more than one sign is allowed on the parcel in conjunction with the vendor. The sign shall not exceed ten square feet and shall be affixed to the vehicles or device from which the goods or merchandise are being sold.

**D. Blight.** The mobile street vendor shall not create blight through its operations. It will be considered blight if (i) it is not being adequately maintained; (ii) has uncorrected Building or Health Code Violations; (iii) has become a place where criminal activity takes place as documented by the

Corning Police Department; or (iv) it is determined by the City Building Official that its conditions threaten life or puts the health and/or safety of the citizens at risk.

- E. Cart Removal.** All street vending items, including the cart, trash receptacle, canopy, or condiment table may not be left on the sidewalk or other public right of way after the Vendor's approved closing time.
- F. Time of Operation.** No street vending may occur after 10:00 p.m. or before 7:00 a.m., unless express authorization is provided by the City Manager.
- G. Setback.** Other Applicable Regulations. Each Vendor must comply with other local, State, and Federal regulations pertaining to establishment and operation of a vending business. This includes any setback requirements set forth in this Corning Municipal Code.
- H.** Additional location and operational requirements may be imposed by the City for street vending operations if deemed warranted by City staff.

#### **5.50.060- Revocation of Permit**

The City may revoke the vending permit if any of the following occurs:

1. The Mobile Food Vendor fails to pay sales tax.
2. The Mobile Food Vendor performs any act or omission constituting a nuisance as set forth in Chapter 8.08 of the code.
3. The Mobile Food Vendor violates any other provision of this Chapter.

#### **5.50.070- Penalties**

**A. General Violations-** A violation of this Ordinance is punishable by the following:

- 1) An administrative fine not exceeding one hundred dollars (\$100) for a first violation.
- 2) An administrative fine not exceeding two hundred dollars (\$200) for each additional violation within one year of the first violation.
- 3) An administrative fine not exceeding five hundred dollars (\$500) for each additional violation within one year of the first violation.

**B. Failure to Obtain Permit-** If a Vendor fails to obtain a Vending Permit from the City, vending without a Permit may be punishable by the following in lieu of the administrative fines set forth in Section 1 above:

- 1) An administrative fine not exceeding two hundred dollars (\$200) for a first violation.
- 2) An administrative fine not exceeding five hundred dollars (\$500) for a second violation within one year of the first violation.

**C.** For all violations pursuant to A and B of this section, each day that a violation occurs constitutes a separate and distinct violation.

**D.** All vendors will have three (3) months following adoption of this Ordinance to come into compliance with the requirements before any violations and/or penalties will be imposed.

#### **5.50.080- Properties Permitting Vending**

**A.** If a Property Owner rents, leases, or otherwise allows a Mobile Vendor to operate on their property for a two-year period, then that property owner shall be required meet the following requirements:

- 1) To pay for and install curb, gutter, and sidewalk on the property, if not already existing.
- 2) To pay the impact fees that would otherwise be due to the City if the Vendor was a Permanent Food Facility.

**B.** The two-year time period in this Section is met if a Mobile Vendor operates at least two days a week during the two-year time frame.

**Section 2. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the

remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any person or circumstance. The City Council of the City of Corning hereby declares that it would have adopted each section, subsection subdivision paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections subdivisions paragraphs, sentences, clauses, or phrases hereof be declared invalid or unenforceable.

**Section 3. CEQA.** The City of Corning finds that this Ordinance is not a "project" according to the definition set forth in the California Environmental Quality Act ("CEQA"), and, pursuant to CEQA Guidelines sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15061(b)(3) (there is no possibility the activity in question may have a significant effect on the environment), the adoption of this Ordinance is therefore not subject to the provisions requiring environmental review.

**I HEREBY CERTIFY** that the foregoing Ordinance was introduced and read by the City Council of the City of Corning at a regular meeting on the 23<sup>rd</sup> day of August, 2022, and was duly read and adopted at a regular meeting on the 13<sup>th</sup> day of September, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**ROBERT SNOW, Mayor**

**ATTEST:**

\_\_\_\_\_  
**LISA M. LINNET, City Clerk**

## **SUMMARY ORDINANCE NO. 699**

### **SUMMARY OF AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORNING ADOPTING AN AMMENDMENT TO CHAPTER 5 OF THE CORNING MUNICIPAL CODE PERTAINING TO STREET VENDING**

Pursuant to Government Code Section 36933(c), the following constitutes a summary of Ordinance No. 699 introduced by the Corning City Council on August 23, 2022, at a public hearing, and adopted on September 13, 2022 at its meeting held in the City Council Chambers at 794 Third Street, Corning, California.

The purpose of this Ordinance is to amend Chapter 5.50 of Title 5 of the Corning Municipal Code to comply with the requirements of Government Code section 51051 et seq. and create rules and regulations for Mobile Street Vending in the City of Corning.

A certified copy of the full text of the Ordinance is posted and available for review in the City Clerk's Office at 794 Third Street, Corning, California. This Ordinance shall be in full force and effective thirty (30) days after its adoption and shall be published and posted as required by law.

Lisa M. Linnet,  
Corning City Clerk

To be Published: September 21, 2022



ITEM NO.: G-11

**AUTHORIZE PAYMENT OF INVOICE  
#187105 TO PSOMAS IN THE AMOUNT  
OF \$41,827.55 FOR CONSTRUCTION  
MANAGEMENT AND INSPECTIONS  
DURING THE SOLANO STREET  
IMPROVEMENT PROJECT**

**September 13, 2022**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

**FROM: KRISTINA MILLER, CITY MANAGER**

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

**SUMMARY:**

Staff requests Council authorize payment of invoice #187105 for construction management and inspections during the Solano Street Improvement Project, in the amount of \$41,827.55. This will be the first payment for this contract.

A summary of work was completed between July 1, 2022 through July 28, 2022 is included with the invoice.

**BACKGROUND:**

Psomas was awarded the construction management and testing services contract for the Solano Street Rehabilitation Project on June 28, 2022 City Council Meeting in the amount of \$99,886.00. An additional work authorization in the amount of \$37,027.00 was also awarded to Psomas for an increased scope of work on August 18, 2022. The total cost for the contract including the approved additional work is \$136,912.00.

**FINANCIAL:**

Partial funding for this project is from the litigation/settlement funds in part and any additional funds will be funded from the City's General Fund (Non-Measure A).

**RECOMMENDATION:**

**THAT MAYOR AND COUNCIL APPROVE PAYMENT OF INVOICE #187105 IN THE AMOUNT OF \$41,827.55 TO PSOMAS FOR CONSTRUCTION MANAGEMENT AND INSPECTIONS DURING THE SOLANO STREET IMPROVEMENT PROJECT FROM THE FUNDING ACCOUNT 001-9299-3001.**

# PSOMAS

## Invoice

PO Box 51463, Los Angeles, CA 90051-5763  
888.203.3311 fax: 310.703.1388  
www.Psomas.com

Robin Kampmann  
Director of Public Works / City Engineer  
City of Corning  
794 Third Street  
Corning, CA 96021

Invoice Date: August 18, 2022  
Project No: 6COR050100  
Invoice No: 187105

**Total this Invoice: \$41,827.55**

Solano Street Repairs Project

**Professional Services from July 1, 2022 to July 28, 2022**

Task	00001	Construction Management & Inspection		
Professional Personnel				
		Hours	Rate	Amount
Construction Inspector OT		17.00	271.39	4,613.63
Project Manager		10.50	230.91	2,424.56
Resident Engineer		40.00	225.28	9,011.20
Construction Inspector		61.00	210.38	12,833.18
Office Engineer		26.00	136.72	3,554.72
Contract Administrator		2.00	83.66	167.32
	Totals	156.50		32,604.61
	Total Labor			32,604.61
Consultants				
Consultants				8,365.00
	Total Consultants			8,365.00
Reimbursable Expenses				
Per Diem				857.94
	Total Reimbursables			857.94
			Total this Task	\$41,827.55
Billing Limits				
Total Billings	Current	Prior	To-Date	
Limit	41,827.55	0.00	41,827.55	
Remaining			99,479.00	
			57,651.45	
			Total this Invoice	\$41,827.55

Solano Street Project  
7/28/2022  
Task Order #1

Pyromis Job Number: 6C0R060100

[illegible]



Make all checks payable to M.T. Hall & Associates, Inc.  
If you have any questions concerning this invoice, Contact, Tom Hall, 530.893.2181, [tom@mthallassociates.com](mailto:tom@mthallassociates.com)  
**THANK YOU FOR YOUR BUSINESS!**

ITEM NO: J-12

APPROVE PROPOSED TENTATIVE  
PARCEL MAP 2022-0008: SALVADOR  
MAGANA, A MAP TO CREATE A NEW  
PARCEL AT 820 CHESTNUT ST., APN  
NO. 073-134-006.

September 13, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS  
FROM: KRISTINA MILLER, CITY MANAGER   
CHRISSE MEEDS, PLANNER 1

**PROJECT DESCRIPTION & LOCATION:**

Mr. Magana has applied with the City to split his parcel known as APN: 073-134-006, 820 Chestnut St. This property sits on the southwest corner of Chestnut and First St. On the parcel there is a house, a detached garage and two sets of single apartments. Tentative Map 2022-0008 proposes to create a new parcel for the house and garage. Mr. Magana's goal is to sell the house and use the funds from the sale to renovate the apartments. At the Planning Commission meeting held on August 16<sup>th</sup> the Commission recommended in a 4-0 vote to approve Tentative Map 2022-0008.

**GENERAL PLAN LAND USE DESIGNATION:**

Residential

**ZONING DESIGNATION:**

R-1-2- Single Family Duplex

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):**

The California Environmental Quality Act Guidelines provide for the exemption of certain minor projects that meet all conditions of the General Plan and Zoning Code and have access to existing City streets and utilities. The Guidelines qualify such exemption, however, by requiring the City to ensure that the development of the Project will not have a "cumulative negative impact" upon the environment or surrounding properties. Many of the proposed conditions on this Project are contained in existing City Codes. With several additional conditions of development, this Project will not have an adverse impact upon the environment or the surrounding properties.

**DISCUSSION:**

Pursuant to Section 16.09.010 (E) of the Corning Municipal Code (CMC) "the Planning Commission of the City shall act as the advisory agency to the City Council. It is charged with making investigations and reports on the design and improvements of proposed divisions of land. The Planning Commission shall make investigations and conduct hearings regarding the approval of tentative maps and make its written report on the Tentative Map directly to the City Council." Final approval, including establishing design standards for public improvements of a Tentative Parcel Map is the responsibility of the City Council pursuant to Section 16.09.010 (F) of the CMC.

**CONSISTENCY WITH GENERAL PLAN & ZONING:**

The Site is designated Residential on the General Plan Land Use Map. Current zoning is R-1-2, Single Family Duplex; the project is consistent with the General Plan.

**Staff recommends the following Factual Subfindings & Legal Findings for consideration by the City Council, pursuant to the California Environmental Quality Act (CEQA), and Section 66474 (A thru G) of the California Government Code.**

**FACTUAL SUBFINDING #1:**

An Initial Study analyzing the environmental impacts associated with Tentative Parcel map was prepared, A Notice of Exemption has been filed with the Tehama County Clerk & Recorder and on the CEQA submit site.

**LEGAL FINDING #1:**

The granting of Tentative Map 2022-0008 is a minor land division and therefore exempt from CEQA pursuant to Section 15315, Class 15.

**FACTUAL SUBFINDING #2:**

Municipal water and sewer services will continue serving the resultant parcels pursuant to Proposed Tentative Map 2022-0008.

**LEGAL FINDING #2:**

There will be no conflicts with City Water and Sewer Services for the resultant parcels of Proposed Tentative Map 2022-0008.

**FACTUAL SUBFINDING #3:**

Registered Professional Engineering firm, Hamilton Engineering Incorporated prepared exhibit maps and legal descriptions of the resultant parcels of Tentative Parcel Map 2022-0008.

**LEGAL FINDING #3:**

The City accepts these maps depicting the existing and proposed property boundaries but makes no attempt to certify neither title nor accuracy of the attached drawing.

**ACTION**

**MAKE A MOTION TO APPROVE AND ADOPT THE 3 FACTUAL SUBFINDINGS AND LEGAL FINDINGS AS PRESENTED IN THE STAFF REPORT AND APPROVE TENTATIVE PARCEL MAP 2022-0008.**

**OR**

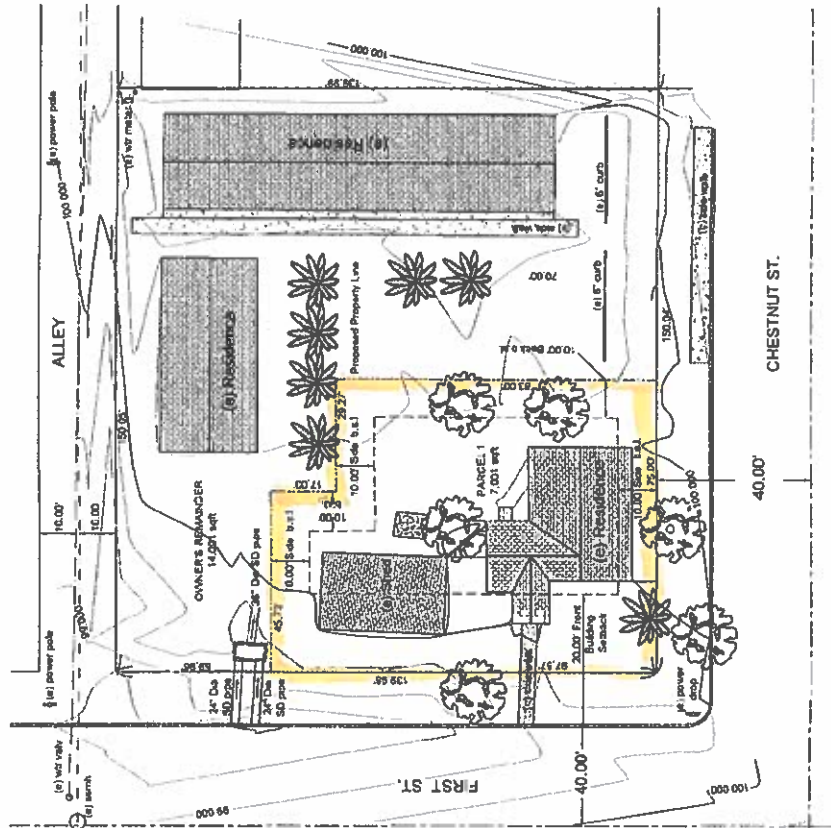
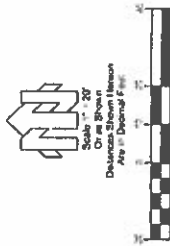
**MAKE A MOTION TO DENY TENTATIVE PARCEL MAP 2022-0008.**

**ATTACHMENTS:**

**EXHIBIT "A": COPY OF TENTATIVE MAP 2022-0008**

# General Notes

Assessor Parcel No. 073-134-006  
 Current Parcel Size 0.48 Acres 21022 s.f. gross  
 Current and Proposed Zoning R-1-2 Single Family Detached  
 Existing Parcel Use 1/4th Family Residential  
 Proposed Parcel Use Single Family Residential (Single Family Detached)  
 Sanitary Sewage City of Corning  
 Domestic Water Supply City of Corning  
 Storm Drainage City of Corning  
 Fire Protection Services Corning Volunteer Fire Department  
 Telephone Services ATT  
 Electrical Facilities Services Pacific Gas and Electric Company  
 Gas Supply Services Pacific Gas and Electric Company  
 Garbage Service Waste Management  
 School District Corning Union High School District, Corning  
 Union Elementary School District  
 Political District City of Corning - Supervisorial District 5



## Sheet Legend

- (e) Denotes Existing Features
- Boundary of Subject Parcel
- Building Setback Line, (5' Side Setback, 20' Front & Back Setback)
- Proposed Boundary Lines to be Created
- Existing Underground Sanitary Sewer Line
- Existing Underground Water Line
- Existing Fence Lines
- Existing Concrete Surfaces
- Existing Roofing

**Owner and Subdivider**  
 SALVADOR MAGANA  
 23757 Corona Ave  
 Corning, CA 96021  
 Phone: 530-205-5842

**WE THE UNDERSIGNED OWNERS  
 HEREBY CONSENT TO THE PREPARATION  
 OF THIS TENTATIVE MAP**

SALVADOR MAGANA

**Benchmark**  
 An Assumed Elevation was used for this Tentative Map  
 No benchmark was used.

**Flood Hazard Note**  
 Flood Zone A



## Tentative Parcel Map No. 22-xx

Showing a Proposed Parcel Division of Lots 11, 12, 13, 14, 15 and 16 in Block 61 of Maywood Addition to the Town (now City) of Corning, as the same are shown on the map filed in the Tehama County Recorder's Office, June 25, 1887 in Book B of Maps, at page 5.

Situated within the City of Corning  
 State of California

for  
 SALVADOR MAGANA  
 23757 Corona Ave  
 Corning, CA 96021  
 Document No. 2020-008124

## Surveyor's Statement

This Tentative Parcel Map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyors Act at the request of Salvador Magana in May 2022.




Brian G. Hamilton, L.S. 8454  
 Hamilton Engineering Incorporated  
 P.O. Box 978  
 Orland, California 95963  
 Phone: 530-465-4551

Prepared By  
 Hamilton Engineering Incorporated  
 P.O. Box 978  
 Orland, California 95963

May 2022

Sheet 1 of 1

**ITEM NO: J-13**  
**APPROVE TIME CLOCK POLICY**  
**September 13, 2022**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FROM: KRISTINA MILLER, CITY MANAGER**   
**MARY BRIMM, ACCOUNTING MANAGER**  
**LISA LINNET, ADMINISTRATIVE SERVICES MANAGER**

**SUMMARY:**

The City met with Art Frolli, OE 3 Business Representative for the Dispatch, Miscellaneous, Management, and Law Enforcement bargaining units on June 21, 2022 regarding the attached Time Clock Policy. Based on the discussion, the City removed specific disciplinary actions discussed in the Policy. Doing so, does not prevent the City from imposing discipline under its Personnel Rules and Regulations, which applies to all policies implemented by the City. There are specific responsibilities for overtime exempt (members of the Management Bargaining Unit) and non-exempt (members of the Dispatch, Miscellaneous, and Law Enforcement Bargaining Units) employees.

All terminals have been installed. As part of the implementation process, Department Heads will continue to receive management user training. All employees will also be trained in the use of the timeclock system. Finance staff is eager to initiate the time clock system.

Approval of the Time Clock Policy will create more efficient and accurate time record keeping and scheduling processes within the City.

**BACKGROUND:**

The City of Corning purchased the fund accounting software (M.O.M.) in April of 1998. Over the years, the payroll portion of M.O.M. specifically has been consistently modernized to any extent possible. The City's payroll is currently utilizing paper timesheets for each employee on a bi-weekly basis to log, approve, and pay employee hours. Paper timesheets require a significant amount of manual entry for employees and payroll staff, which can lead to errors.

In 2021 the City Council authorized the purchase of four (4) physical clock terminals, 60 user licenses, 15 scheduler licenses, and includes the recurring cost of approximately \$4,000 per year from TimeClock Plus for \$14,291.82.

**FISCAL IMPACTS:**

No direct fiscal impact.

**RECOMMENDATION:**

**MAYOR AND COUNCIL MOVE TO:**

- **APPROVE TIME CLOCK POLICY AS PRESENTED.**



# CITY OF CORNING

Mailing Address – 794 3<sup>rd</sup> Street, Corning, CA 96021



## TIME CLOCK POLICY AND PROCEDURE

**DATE:**

**TO:** All Staff

**FROM:**

**RE:** Time Clock Procedures

**Manual:**

**Policy Number:**

**Page 1 of 10 pages**

**Original Approval Date:**

**Revision/Review Dates:**

The following are the policy sections which:

- A. Convey general information pertinent to all employees regarding time clock usage.
- B. Outline the administrative process for Non-exempt employees regarding time clock usage.
- C. Outline the administrative process for Exempt employees regarding time clock usage.

The remaining sections contain the administrative processing procedures which:

- D. Outline the administrative process for the Supervisors and/or Department Heads regarding the time clock system.
- E. Outline the administrative process for Finance Support Staff regarding the time clock system.
- F. Outline the administrative process for the IT Services Contractor regarding the time clock system.
- G. Outline the administrative process for Accounting Manager regarding the time clock system.
- H. Outline the administrative process for Finance Director and/or City Manager regarding the time clock system.

### A. General Information

The time clock system will be used to account for all time (on a daily basis) within the payroll period for each employee of the City of Corning including worked time, approved leave, and unpaid leave.

Specific instructions on how to use the time clock system are available from your department head/supervisor. Employees will be trained in how to use the Time Clock system upon program roll-out and upon hire.

Each staff person will have a unique pin number assigned, which should be safe guarded. This pin will be used to clock in and out of the time clock system.

Another employee may not at any time clock you in or out. This is not allowed under any circumstances and is subject to disciplinary action.

Missed or inaccurate clocked events will only be changed by the employee's supervisor or designee. Any Non-Exempt employee may not under any circumstances alter their own clocked events, even if they have the ability to do so within the time clock system.

Employees are responsible to follow the procedures as appropriate for their payroll designation (i.e. exempt or non-exempt, or additionally for specific responsibilities assigned to them by job classification such as Department Head, Supervisor, Administrative Assistant, etc.).

## **B. Non – Exempt Employee Responsibilities:**

All non-exempt employees will adhere to the following procedures regarding the Time clock system.

### **1. General Clocking Responsibilities**

- a) Each employee **must** clock in the following manner:

Clock "IN"	when you start your shift for the day
Clock "OUT"	when you start your meal break (except Public Safety and Dispatch)
Clock "IN"	when you end your meal break (except Public Safety and Dispatch)
Clock "OUT"	when you finish your shift for the day

- b) Employees may clock "IN" or "OUT" at the beginning/end of their shift up to a total of 14 minutes early/late per shift. For example, if you are scheduled to work 8:00am – 5:00pm, you may clock "IN" as early as 7:53 am and you may clock "OUT" as late as 5:07pm. **HOWEVER**, if you clock over the total allotted 14 minutes, this will push you into overtime. Please refer to your supervisor, as all departments require "prior approval" for overtime.
- c) All employees are expected to follow City policy and get prior approval from their supervisor to work more than their scheduled hours.
- d) Employees **ARE NOT** to clock "IN" at the end of their meal break earlier than their scheduled total time of 30 or 60 minutes.
- e) All employees will be given this 14 minute "grace period" throughout their workday (including meal periods) and will not count as tardy.
- f) Additionally, each employee will use the time clock system to track off-site travel for work purposes. The employee will do this by changing the job code at the time clock when they leave the facility for work-related duties. Job codes calculate as paid time and show the total time spent performing that activity. All employees are set-up in a default job code that records their time unless another job code is selected.

### **2. Missed Clocked Events**

All employees are responsible to ensure they are clocking appropriately at all intervals indicated above. There will be times when employees will be legitimately unavailable to clock in/out as outlined in this Policy. For example: the employee is traveling off-site,

performing fieldwork, or at a meeting and will be unable to clock for a meal break or a beginning or end of shift. These types of missed clock events are acceptable.

Employees are expected to clock in and out as directed. Written reprimands shall not occur during the first three months of Time Clock system roll-out or within the first three months of employment with the City. Disciplinary procedures shall follow Rule 18 of the City of Corning Personnel Rules and Regulations.

**3. Correcting Errors in the Time IPS System**

If you discover that you have made a clocking error either by forgetting to clock in/out, forgetting to change your job code or that you were off site and not able to clock for meal breaks, etc. The time clock system will automatically send both the employee and the supervisor an e-mail notifying them of a possible error in the system that needs to be corrected. It is the employee's responsibility to review their clocked events for the day in question and submit any corrections to their supervisor. All corrections must be submitted to your supervisor on the following business day that you return to work.

**4. Time Off/Schedule Change Requests**

Employees will have the ability to view their leave balances on a real-time basis and will submit all time off requests to their supervisors electronically through the time clock system. These requests may include sick, vacation, and other statutory leaves. Employees will have the ability to check within the time clock system to view pending, approved and disapproved requests.

Supervisors will approve/disapprove any time off/schedule change requests and notify the employee by e-mail.

All time off requests except for sickness or a family emergency shall be made at least two weeks in advance.

**5. Time Card:**

At the end of each working day the employee will be responsible to view and approve their time for that day. Employee will review, approve or note any corrections needed on the time card. (electronic version or otherwise)

**6. Additional Uses of the System:**

a) Employees will also use the time clock system to access the City staff directory allowing them to:

1. View staff who are clocked in by Department
2. View the Agency staff directory which contains
  - a. staff office phone number
  - b. staff office phone extension
  - c. intra-agency cell phone (if appropriate)
  - d. city e-mail address

b) In order to access the time clock system each employee will be given a unique log-in identification and a password. You must follow existing City policy regarding computer passwords as established in the City of Corning – Computer Use Policy, to ensure that you protect your login and password for the Time Clock system.

**C. Exempt Employee Responsibilities:**

All exempt employees will adhere to the following procedures regarding the Time clock system.

1. General Clocking Responsibilities

a) Each employee **must** clock in the following manner:

Clock "IN"	when you start your shift for the day
Clock "OUT"	when you finish your shift for the day

b) Additionally, all employees are set-up in a default job code that records their time unless another job code is selected. Employees will use a job code for the following reasons:

1. Administration (job specific, grant funded, other than normal duties as assigned)
2. Fieldwork (job specific, grant funded, other than normal duties as assigned)

2. Missed Clocked Events

All employees are responsible to ensure they are clocking appropriately at all intervals indicated above. There will be times when employees will be legitimately unavailable to clock in/out as outlined in the policy. It is understood that exempt employees are not hourly employees, and therefore may not work a typical 8-5 work schedule.

3. Correcting Errors in the Time IPS System

It is the employee's responsibility to review their clocked events for any day in question. It will be the employee's responsibility to review before payroll deadline.

4. Time Off/Schedule Change Requests

Employees will have the ability to view their leave balances on a real-time basis and will submit all time off requests to their supervisors electronically through the time clock system. These requests may include sick, vacation, and other statutory leaves. Employees will have the ability to check within the time clock system to view pending, approved and disapproved requests.

The exempt employee's supervisor will approve/disapprove any time off/schedule change requests and notify the employee by e-mail. All time off requests except for sickness or a family emergency shall be made at least two weeks in advance if the time off is for a period longer than two working days.

5. Time Card

At the end of each working day the employee will be responsible to view and approve their time worked. Employee will review, approve and/or note any corrections on the time card. (electronic version or otherwise)

6. Additional Uses of the System:

a) Employees will also use the time clock system to access the City staff directory allowing them to:

1. View staff who are clocked in by Department
2. View the Agency staff directory which contains
  - a. staff office phone number

## City of Corning

- b. staff office phone extension
  - c. intra-agency cell phone (if appropriate)
  - d. city e-mail address
- b) In order to access the time clock system each employee will be given a unique login identification and a password. You must follow existing City policy regarding computer passwords as established in City of Corning – Computer Use Policy, to ensure that you protect your login and password for the Time Clock system.

**The administrative processing procedures are as follows:**

**D. Supervisors and/or Department Heads Responsibilities:**

1. On the first business day following the end of the payroll period, all supervisors and/or department heads will verify all time entries, fix any missed punches/errors, and submit the reviewed/approved time entries to the appropriate Finance Department personnel.
2. As a supervisor you will have responsibility to review, correct and approve employee clock events and time sheets as well as approve/disapprove the electronic employee time off or schedule change requests. Additionally, you will follow time clock guidelines and ensure employees you supervise do the same. These responsibilities may be daily, weekly, per pay period or general oversight.
3. Ensure employees are using the time clock system to record their worked time, breaks, meal breaks and/or job code changes as defined in either the Exempt or Non-exempt Employee Procedure.
4. Ensure all employees you supervise are fully trained on the use of the time clock system on their first day of work.
5. Re-train any employees who are not appropriately using the time clock system.
6. When you are covering the duties of another supervisor you will approve/disapprove absence requests, approve timecards and correct missed/inaccurate clocked events as appropriate for the staff that they supervise.
7. Ensure staff is submitting electronic time off/schedule change requests appropriately and in a timely manner.
8. Approve/disapprove electronic time off/schedule change requests for the employees within the supervisor's designated department.
9. Generate and approve electronic time off requests for any employees who call in absent. This could include employees that may not be supervised by that specific supervisor but took the call from the employee.
10. End of Pay Period Responsibilities with regards to Payroll Timecard
  - a) Electronically approve the employee timecard by 9:00am on the first business day following the end of the pay period.
  - b) Review, correct, and submit approved timecard to payroll.
  - c) Obtain the employee's signature on the timecard. (electronic signature, verification, or otherwise approved method)
  - d) Sign the timecard as the supervisor. (electronic signature, verification, or otherwise approved method)
  - e) Submit time and attendance for all employees within area of responsibility.
  - f) Address any discrepancies brought forward by employees, Finance Department staff, or Finance Director, prior to completion of payroll.
11. Additionally, the following responsibilities for Supervisors/Department Heads may include:

- a. Department Settings – This designates appropriate department.
- b. Site Settings - These settings control each work site in which we have a time clock.
- c. Permissions – These settings control the levels of access by individual employees to the system.
- d. Schedule Settings – The schedule setting controls the time adjustments or time *snap* (adjustment) rules by employee or group of employees or shift settings.
- e. Remote Clocking – This setting controls who would be allowed to clock remotely through web-based offsite access. To be used only by those working at non-City sites, when no other options are available, and with prior approval.

12. As an employee of the City, follow the processes as established in the Exempt Employee section of this policy.

**E. Finance Department Employee Responsibilities:  
(as identified by Finance Director)**

1. Verify that all the time is approved by Supervisors and/or Department Heads.
2. Export the time record data for each respective department. The export will create an excel file designed for payroll processing use.
3. Upon reviewing all time is accounted for, forward to Finance Director for final approval.
4. Enter all hours into payroll software system.
5. Audit and reconcile reports before completing time entry and payroll processes.
6. End of Pay Period Responsibilities:
  - a. The Accounting Manager will perform the final review and approval of time and benefit information prior to the payroll submission.
  - b. Will make any adjustments to the time and benefits of employees upon investigation of erroneous data found in the payroll reconciliation process. All adjustments will be properly documented by notation in the system and corresponding hard copy back up with signatures of the employees and the supervisor acknowledging the adjustments.
7. Additionally, the following responsibilities for Finance Department or City Hall administrative support staff may include:
  - a. Set up new employees in the time clock system
  - b. Inactivating employees in the time clock system
  - c. Assisting employees with utilizing the system and/or holding periodic training sessions when system is enhanced.
8. As an employee of the City, follow the processes as established in the Non-Exempt/Exempt Employee section of this policy, as appropriate.

**F. IT Services Contractor Responsibilities:**

1. Ensure maximum possible availability of the entire system including access to a fully functioning web interface, remote clock interface and time clocks.

2. Provide support as needed to all users; ensure system updates occur and system has the latest versions of server and time clock software.
3. Assist appropriate staff in preparation of any special reports or system exports as needed.
4. Maintain data backups; ensure integrity and security of backup files.
5. Perform System Administration functions; Maintain and adjust all system settings as appropriate or as directed by management; Such settings as clock configuration, upgrades, reboots, security, etc.
6. As an employee you are responsible to follow the process as established in the Exempt Employee section of this policy.

#### **G. Accounting Manager Responsibilities:**

##### **System Set-up and Maintenance Responsibilities:**

1. Accounting Manager will be responsible for executing initial implementation set up, as well as assisting Administrative Services Managers with periodic maintenance of the functional system settings. These include, but are not limited to the following:
  - a. Department Settings – In Time IPS the department designates the division.???
  - b. Site Settings – These settings are the sites in which we have a time clock.
  - c. Permissions – These settings control the levels of access by individual employees to the system.
  - d. Schedule Settings – The schedule setting controls the time adjustments or time *snap* (adjustment) rules by employee or group of employees.
  - e. Payroll Types – This setting controls the type of payroll and is defined by those employees with the same pay period and the same holiday schedule.
  - f. Remote Clocking – This setting controls who would be allowed to clock remotely through web based offsite access. To be used only by those working at non-agency sites.
  - g. Payroll Import/Export Settings – These settings control what particular pay and benefit data can be exported and the format in which it is exported.
  - h. Benefit Settings – These set the types of benefits (banks, leaves, etc.) that are tracked by the system.
  - i. Accruals and Accrual Adjustments – These are the rules that control how benefits accrue. Adjustments to these accruals can only be done by a Fiscal Data Supervisor or the Assistant Executive Director, Administration.
  - j. Holiday Set Up – This area in the system allows you to set up holidays on an annual basis.
  - k. E-Mail Templates – The templates utilized when notifying employees and supervisors of various time event abnormalities or potential problems. These are also utilized for benefit requests and approvals.
  - l. Job Categories – These are utilized to designate paid time by various categories such as travel, breaks, offsite meetings, etc.
2. Forward any issues, concerns, or unresolved corrections to the appropriate departments.



3. Correcting Errors in the system.
4. Assist Supervisors with unsuccessful corrections to the time clock system.
5. Field questions and/or issues from Supervisors regarding the functioning of the time clock system; resolving issues where possible and forwarding unresolved issues to the Administrative Services Manager if needed.

**Administrative Responsibilities:**

1. Staff Supervision – The Accounting Manager will ensure that all Finance Support staff follows the processes as established in this policy.
2. Follow up with the Supervisors of personnel functions to ensure that employees have been issued a time clock badge before they begin their first day of work (this includes extra help staff).
3. Inform the Finance Director and/or Supervisors, of any employee who has three (3) missing clock "IN, "OUT" or "JOB CODE" events within a time frame as dictated by this Policy.
4. Forward unpaid leave of absence requests to the Finance Director for approval.
5. Ensure that supervisors are following the processes and meeting the deadlines as laid out in the Supervisor Responsibilities section of this policy.
6. Accounting manager will create special reports as required by management to review and evaluate time and benefit usage. These would include absentee reports, tardy reports, and benefit usage reports for various intervals or as requested.
7. Accounting Manager should follow the process as established in the Exempt Employee section of this policy. Any clocking errors will be corrected by your supervisor.
8. As a supervisor you will follow the process as established in the Supervisor/Department Heads Process Responsibilities section of this policy.

**H. Finance Director and/or City Manager responsibilities:**

1. Follow up with Directors and Supervisors that miss deadlines set for time and benefit approvals for payroll purposes.
2. Determine initial set up and decide upon any necessary periodic changes to the functional system settings. Communicate these changes to the appropriate staff for implementation.
3. Resolve any clocking and benefit issues that are not able to be resolved at a lower level of supervisory authority.
4. Make periodic changes to processes as the system evolves and document all changes in the appropriate sections of the Time Clock Policy and Procedure.

## City of Corning

5. Authorize the purchase of any additional software or hardware (such as additional time clocking stations) to support changes made within the Agency.
6. Enforce the rules as set in the Time Clock Policy and Procedure.
7. Follow the process as established in the Exempt Employee section of this policy.
8. Follow the process as established in the Supervisor Administrative Procedure Responsibilities section of this policy.

**ITEM NO.: J-14  
AUTHORIZE PAYMENT TO SHAPE  
INCORPORATED FOR EMERGENCY  
REPAIR WORK ON THE SCREW  
PUMP AT THE WWTP IN THE  
AMOUNT OF \$59,949.23**

**September 13, 2022**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**

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

**SUMMARY:**

In mid-March, Inframark Plant Manager Mitch Ampf contacted City Staff to report a malfunctioning influent screw pump. Mitch solicited emergency evaluation and repair services from Shape Incorporated. The upper and lower bearings in the screw pump were going out requiring the pump to be taken offline. This pump is one of the two pumps that lift wastewater to a higher tower pushing the waste through the plant. Under normal conditions these two pumps operate alternately. During high peak flows, the pumps will operate simultaneously. It was determined that the lead time for the bearings was approximately 6-8 weeks from the time of ordering in addition to scheduling the removal of the pump and the repair. Replacement of the bearings and getting both pumps up and operational was critical prior to the upcoming wet season and anticipated rainfall as it is not recommended to operate the WWTP without both pumps being fully operational during the high flows.

In accordance with our City Municipal Code 3.12.080 (D) – For purchases of fifteen thousand dollars or more the following formal bid procedures shall be followed unless the City Council determines that the purchase falls within one of the exceptions specified in Section 3.12.082 of this chapter.

This service event is recommended for exemption from following formal bid procedures under Municipal Code 3.12.082 (1) *An emergency requires that the purchase (for services) be made immediately.* A copy of City Municipal Code 3.12.082 – Exceptions from purchasing procedures is attached for Council review.

A mid-year budget adjustment will be required transferring additional funding to budget account 380-9206-5250 Sewer Improvements/Capital Replacement for this emergency repair.

**RECOMMENDATION:**

**That the Mayor and City Council:**

- 1. Authorize payment to Shape Incorporated in the amount of \$59,949.23 from Budget Line No. 380-9206-5250 and,**
- 2. Accept the event as an exemption from City Municipal Code 3.12.080 – Purchasing Procedures**

SHAPE Inc.  
5115 Johnson Dr, Suite A  
Pleasanton, CA 94588  
+1 9254859720  
clight@shapecal.com



Invoice 1391

<b>BILL TO</b>	<b>SHIP TO</b>
Inframark Services	Inframark Services
2002 West Grand Pkwy #100	25010 Gardiner Ferry Road
Katy, TX 77449	Corning, CA 96021

DATE  
08/24/2022

PLEASE PAY  
\$59,949.23

DUE DATE  
09/23/2022

<b>CUSTOMER PO #</b>	<b>SHAPE JOB #</b>	<b>PAYMENT TERMS</b>
Robin Kampmann	1932MS	Net 30 Days

DATE	DESCRIPTION	QTY	RATE	AMOUNT
LAC15811AD-P009	4 1/2" Upper Bearing Assembly	1	0.00	0.00T
LAD42973AB-P001	4 1/2" Lower Bearing Assembly	1	0.00	0.00T
LA10941	TDT7 & TXT7 Reducer Seal Kit	1	0.00	0.00T
Service - Installation	Service - Installation of Bearing Assemblies	1	58,949.23	58,949.23

SUBTOTAL	58,949.23
TAX	0.00
SHIPPING	1,000.00
TOTAL	59,949.23

TOTAL DUE	<b>\$59,949.23</b>
-----------	--------------------

THANK YOU.

### 3.12.082 - Exceptions from purchasing procedures.

A. The procedures set forth above may be dispensed with only when:

1. An emergency requires that the purchase be made immediately;
2. The product or services being sought are of such a unique nature that they are reasonably available from only a single source;
3. The services being sought are of a professional or other nature where factors other than price are considered significant;
4. The product or services being sought have already been put out to bid by the state or another public entity and the city may utilize the benefits of that process to obtain a competitive price;
5. The product being sought is a used or surplus product and it would be extremely difficult to seek competitive bids for something which is similar in nature.
6. The City Council determines that the supplies or equipment being sought should not go out to formal bid because the City's needs will be better met by soliciting prices from several different vendors, negotiating prices from a single vendor or following other procedures designed to expeditiously acquire what the City needs at a reasonable price. This exception to the formal bidding requirement

recognizes that the lowest price available is a very important consideration but that it should not be the sole consideration when the City is also seeking the best quality product which most closely meets the City's needs. When this exception is applied, it shall only be done by the City Council and the final price, however it has been arrived at, shall only become a binding commitment of the City when the City Council approves it and authorizes the purchase to take place.

- B. The purchasing officer shall not have authority to invoke any of the foregoing exceptions to purchasing procedures when services rather than supplies and/or equipment are the subject of the purchase.
- C. When the purchasing officer or the city council authorizes a purchase using one or more of the foregoing exceptions from the regular purchasing procedures, the vendor to be used and the price to be paid should be thoroughly researched and aggressively negotiated so that the product or services being obtained are in the best interests of the city.

(Ord. 583 §1k, 1999).

(Ord. No. 648, § 2, 11-22-2011)

ITEM NO.: J-15

APPROVE PAYMENT OF RETENTION FUNDS TO FIRST SERVE PRODUCTIONS, INC. FOR THE NORTHSIDE PARK TENNIS COURT /PICKLEBALL COURT RESURFACING PROJECT IN THE AMOUNT OF \$4,543.75 AND APPROVE THE NOTICE OF COMPLETION.

September 13, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

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

**SUMMARY:**

First Serve Productions, Inc. has completed the Northside Park Tennis Court/Pickleball Court Resurfacing Project:

- Crack repair
- Resurfacing of the courts
- New playing lines for 1 tennis court and 4 pickleball courts
- Tennis court net replacement and 4 new pickleball nets with posts

**BACKGROUND:**

First Serve Productions, Inc. was awarded the Northside Park Tennis Court/Pickleball Court Resurfacing Project in the amount of \$84,950.00 at the March 22, 2022 City Council meeting. A Contract Change Order in the amount of \$5,925.00 for additional crack repair tape was also approved for a total contract cost of \$90,875.00.

**FINANCIAL:**

Funding for this project will utilize a portion of the \$177,952 Prop 68 Per Capita Funding as allocated in the FY21/22 Budget.

**RECOMMENDATION:**

THAT MAYOR AND COUNCIL APPROVE THE FOLLOWING:

- APPROVE THE NORTHSIDE PARK TENNIS COURT/PICKLEBALL RESURFACING PROJECT NOTICE OF COMPLETION AND AUTHORIZE THE CITY CLERK TO RECORD THE DOCUMENT WITH THE COUNTY CLERK AND RECORDER; AND
- APPROVE PAYMENT OF RETENTION FUNDS HELD IN THE AMOUNT OF \$4,543.75 FOLLOWING RECORDING OF THE NOTICE OF COMPLETION.

**First Serve Productions Inc.**  
**1550 Ridgemore Drive**  
**Meadow Vista, CA 95722**  
**Phone 925-872-3159 Fax 925-684-4866**

# INVOICE

INVOICE #2445-1  
DATE: SEPTEMBER 7, 2022

**TO:**  
**City of Corning**  
794 Third St.  
Corning, CA 96021

**FOR: NORTHSIDE PARK TENNIS COURTS**  
FINAL Payment

DESCRIPTION	Qty	RATE	Total
Retention Payment			\$4,543.75
TOTAL			<b>\$4,543.75</b>

Make all checks payable to: **FIRST SERVE PRODUCTIONS**

**Thank you for your business!**



**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 **Northside Tennis Court/Pickleball Court Project**, a project including crack repair, resurfacing of the courts, new playing lines for 1 tennis court and 4 pickleball courts, tennis court net replacement and 4 new pickleball nets with posts.
4. The work has been completed and is suitable to be put into use as of July 18, 2022 and has therefore been accepted for ownership and operation by: **The City Council of the City of Corning at a Regular Council Meeting, on September 14, 2022.**
5. The name of the General Contractor is: **First Serve Productions, Inc. 1550 Ridgemore Drive Meadow Vista, CA 95722, under a contract dated: April 19, 2022.**
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: **Northside Park, 141 Colusa Street, Corning CA 96021.**
- 7.

**September 13, 2022**  
**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.

**September 13, 2022**  
**Date**

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

**ITEM NO.: J-16  
DISCUSSION AND APPROVE NEW  
COMMUNITY PUBLIC ART PROGRAM  
SEPTEMBER 13, 2022**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FROM: KRISTINA MILLER, CITY MANAGER**  
**CHRISSY MEEDS, PLANNER II/RECREATION COORDINATOR**

**BACKGROUND:**

It has been proven by Americans for the Arts, that art in a community has benefits. Cities gain value through public art – cultural, social, and economic value. It reflects and reveals our society, adds meaning and uniqueness to our communities. It provides an intersection between past, present, and future. The aesthetic benefits of having art in public places can make valuable contributions. It has been witnessed throughout history, public art can be an essential element when a City wishes to progress economically and to be viable to its current and prospective citizens.

**SUMMARY:**

The proposed Public Art Program before you this evening is a startup program designed to introduce the idea of public art and start off with some smaller projects. If successful, hopefully it can expand from there.

Staff at this time is proposing to issue the attached “Call for Local Artists” to transform the City of Corning’s Utility box cabinets located throughout the City, and the trash cans located at Corning Community Park and Lennox Fields. The City currently has five utility box cabinets at each stoplight intersection, one booster pump cabinet and one backflow cabinet (both located at Corning Community Park/Skate Park).

If approved by the City Council this evening, the Program would be introduced to the public on September 16<sup>th</sup>, Applications with Artwork would be due by October 17<sup>th</sup>, and all artist renderings will be available at the October 25<sup>th</sup> City Council Meeting for the members of the City Council to choose the winning artists.

Some of the criteria to be entered as a Contestant are as follows:

- ❖ Art must have a cultural heritage, a key activity, or a uniqueness to the City;
- ❖ Artists must send examples of work;
- ❖ Artists must fill out a 1,000-character maximum statement and include how their art will enrich the project;
- ❖ Entries cannot invade or defame the rights of any person dead or alive and must be politically sensitive.

We will expect all artwork to be completed by December 30, 2022 (assuming no significant inclement weather) and each artist will receive \$200 per project they complete. All artworks will have an anti-graffiti clear coat added to it by the City’s Public Works staff. The program will be implemented and ran by the Corning Recreation Department.

**FINANCE:**

Adequate funding is available in the fiscal year 2022-2023 budget Landscape Maintenance-Parks (001-6315-6100).

**RECOMMENDATION:**

**MAYOR AND CITY COUNCIL:**

1. DISCUSS AND APPROVE THE NEW COMMUNITY PUBLIC ART PROGRAM.

ITEM NO.: J-17

ADOPT RESOLUTION NO. 09-13-2022-01  
ESTABLISHING A STREET VENDING  
APPLICATION FEE OF \$250.

September 13, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: KRISTINA MILLER, CITY MANAGER 

CHRISTINA MEEDS, PLANNER II/RECREATION COORDINATOR II 

COLLIN BOGENER, CITY ATTORNEY

**SUMMARY:**

Pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and impose use and regulatory fees and charges for the municipal services and activities it provides. Such user and regulatory fees may not exceed the reasonable costs of providing the service or performing the activity.

At tonight's City Council Meeting, Ordinance No. 699 has been presented for second reading and adoption. This Ordinance, upon adoption, will amend Chapter 5.50 of the Corning Municipal Code pertaining to "Street Vending" to include the requirement that applicants seeking to operate as a Street Vendor pay a regulatory fee of \$250.00, which does not exceed the City's costs of providing the service.

**BACKGROUND:**

At the August 8, 2022 City Council meeting upon introduction and discussion of Ordinance 699, the City Council by consensus proposed to set the Street Vendor application fee at \$250 rather than the \$500 initially proposed.

**RECOMMENDATION:**

MAYOR AND COUNCIL ADOPT RESOLUTION NO. 09-13-2022-01, A RESOLUTION AMENDING THE CORNING FEE SCHEDULE TO ADD A FEE OF \$250 FOR A STREET VENDING APPLICATION IN COMPLIANCE WITH THE CORNING MUNICIPAL CODE.

**RESOLUTION NO.: 09-13-2022-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING AMENDING THE FEE SCHEDULE TO INCLUDE A FEE FOR STREET VENDING CONSISTENT WITH THE CORNING MUNICIPAL CODE**

**WHEREAS**, pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and impose use and regulatory fees and charges for the municipal services and activities it provides; and

**WHEREAS** Article XIII C of the California Constitution generally states that such user and regulatory fees may not exceed the reasonable costs of providing the service or performing the activity; and

**WHEREAS**, the City Council has previously established various user and regulatory fees for the services and activities provided by the City, including building permit fees which is set forth in the City of Corning fee schedule; and

**WHEREAS**, the City Council recently enacted Ordinance No. 699, which amended Chapter 5.50 of the Corning Municipal Code pertaining to "Street Vending", which included the requirement that applicants seeking to operate as a Street Vendor pay a regulatory fee of \$250.00, which does not exceed the City's cost of providing the service; and

**WHEREAS** the City Council seeks to amend the Corning Fee Schedule to include the regulatory fee for Street Vending.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORNING DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The recitals set forth above are true and correct and are incorporated into this Resolution by reference.

**Section 2.** The City council hereby amends the Corning Fee Schedule to add a \$250.00 fee for an application for a Street Vending Permit, which the City represents is no more than the reasonable costs incurred by the City in providing the service and do not exceed the City's cost of providing the same.

**Section 3.** The City Council finds that the setting or revising of fees pursuant to this Resolution is exempt from environmental review under the California Environmental Quality Act ("CEQA"), pursuant to Public Resource Code Section 21080(b)(8) and Section 15272 of the CEQA Guidelines, which provide an exemption for the establishment or modification of changes by public agencies that the public agency finds are for the purpose of meeting operating expenses. Based on the record as a whole, the establishment or modification of fees, or other changes pursuant to the Resolution is entirely for the purpose of meeting operating expenses in that none of the recommended fees or fee increase would recover more than one hundred percent of the cost incurred by the City to deliver the service provided.

**Section 4.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED** by the members of the City Council of the City of Corning on this **13<sup>th</sup>** day of **September, 2022**.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

**APPROVED:**

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**Lisa M. Linnet, City Clerk**

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**Robert Snow, Mayor**

ITEM NO.: J-18  
APPROVE USDA GRANT MATCH  
FOR AN INTERSTATE 5  
FEASIBILITY STUDY IN THE  
AMOUNT OF \$5,000.

September 13, 2022

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

**SUMMARY:**

As the state continues to move away from gas powered vehicles, the City will experience reductions in gas sales tax revenue. Understanding this, it is important for the City to expand its sales tax base for long-term economic sustainability. 3CORE on behalf of the cities of Corning and Orland applied for a Rural Business Development Grant through the United States Department of Agriculture to complete a feasibility study of the Interstate 5 corridor. The grant in the amount of \$60,000 was awarded. A \$5,000 grant match is required.

The purpose of the feasibility study is to identify available sites for goods movement, logistics, and all types of business industries that would be aptly suited for this area and could lead to economic growth and job creation. The overarching goal is to create a road map for planning purposes that will allow the attraction of new business investment and create high wage job opportunities.

The completion of the feasibility study will allow the City to apply for other USDA infrastructure grants.

**FINANCIAL:**

Allocate \$5,000 from General Fund Reserves to 001-6300-4010 Economic Development Professional Services.

**RECOMMENDATION:**

**MAYOR AND COUNCIL:**

- APPROVE A USDA GRANT MATCH IN THE AMOUNT OF \$5,000 TO SUPPORT AN INTERSTATE 5 FEASIBILITY STUDY; AND
- ALLOCATE \$5,000 FROM GENERAL FUND RESERVES TO 001-6300-4010.

# USDA Rural Business Development Grant – 3CORE, Inc.

## Section 1: Summary Information

**Legal Name of Applicant:** 3CORE, Inc.

**Requested Grant Amount:** \$60,000.00

**DUNS #:**153404116

**SAM/CCR Registration Cage Code:**3L3Y0

**Expiration Date:**1-13-2023

**NAICS Code Number:** 926110

**Project Summary:** This grant request in the amount of \$60,000 will support the costs associated with the preparation of an economically-driven feasibility study of the infrastructure and development costs for commercial expansion and business opportunities along Interstate 5 in the northern California cities of Orland and Corning. The City of Orland would like to expand to the western side of Interstate 5 to include commercial development of those parcels. The City proposes to annex and complete development on the west side to include infrastructure improvements that allow for city utilities to cross under the freeway. There is a need for a full feasibility and cost study to move this expansion forward.

The City of Corning wishes to complete a feasibility study of parcels along Interstate 5 to look at all available sites for goods movement, logistics, and all types of business opportunities that could lead to economic growth and job creation. The City of Corning sees itself as a commercial hub. The development of an auto mall, warehouses, or other transportation and logistics industries would benefit from its location on a main transportation corridor.

The overarching goal for both cities is to create a road map for planning purposes that will allow them to attract new business investment and create high wage job opportunities. Both cities have areas that are designated as Opportunity Zones, which upon completion of this feasibility study, could assist in attracting future development.

## Section 2: Applicant Eligibility

**Applicant Type– Please Check One:**

- ☐ Public Body/Government Entity
- ☒ Nonprofit Entity
- ☒ Federally recognized Indian Tribe

## Section 3: Project Eligibility

**Project Type** – Opportunity Grant

**Relationships to RD employees**

Immediate family, other relatives or close associates who are USDA Rural Development employees: None

## **USDA Rural Business Development Grant – 3CORE, Inc.**

### **Rural Location**

The communities to be served by this application are rural communities with a population of 50,000 or less population and not located in a city or town located within the urbanized area contiguous and adjacent to a city or town with a population over 50,000.

### **Citizenship Requirement**

All business (es) assisted with grant funds must be at least 51 % owned by U.S. citizens or resident aliens (persons legally admitted for permanent residence). Not Applicable, Business Opportunity Project – Feasibility Study.

### **Economic Development Result**

As a result of this Opportunity Grant, a feasibility study will be commissioned to focus on the business opportunities presented along Interstate 5 between the cities of Orland and Corning. The study will provide a market assessment of business development opportunities in the two cities over the next ten years. The types of business opportunities (industrial, commercial, tourism, etc.) will be identified for major sites in each city along with required infrastructure upgrades.

### **Consistency with Local and Area Strategic Plans**

This Opportunity Grant is consistent with both the City of Orland and the City of Corning's long-term strategic plans for expansion and economic development, as well as the Economic Development Administration District's Comprehensive Economic Development Strategy (CEDS) 2022-2027, attached as Appendix G.

### **Basis for Project Success or Failure**

1. **Demonstrated Need:** As is included in the Economic Development Administration District's Comprehensive Economic Development Strategy (CEDS) 2022-2027, attached as Appendix G, the need for this study has been identified as a Transformational Initiative.
2. **Project Evaluation:** The basis for determining success or failure of this project is based upon obtaining a third party evaluation of the economic opportunities of the designated area.
3. **Project Elements:** The major project elements include an analysis of the rural property located on the west side on Interstate 5 between the cities of Orland and Corning, CA. The project includes determining the infrastructure costs associated with making the land commercially ready for business development and job creation opportunities and, identifying the types of businesses that would further develop the land and create economic opportunities.
4. **Project Impact:** The project impact procedures that will be used to assess project impact at its conclusion include review and adoption by the cities of Orland and Corning as a 10-year development plan.

### **Proposed Scope of Work**

#### **3.1 Project Description – Opportunity Projects**

This grant request in the amount of \$60,000 will support the costs associated with the preparation of an economically-driven feasibility study of the infrastructure and development costs for commercial expansion and business opportunities along Interstate 5 in the northern California cities of Orland and Corning. The City of Orland would like to expand to the western side of Interstate 5 to include commercial development of those

## **USDA Rural Business Development Grant – 3CORE, Inc.**

parcels. The City proposes to annex and complete development on the west side to include infrastructure improvements that allow for city utilities to cross under the freeway. There is a need for a full feasibility and cost study to move this expansion forward.

The City of Corning wishes to complete a feasibility study of parcels along Interstate 5 to look at all available sites for goods movement, logistics, and all types of business opportunities that could lead to economic growth and job creation. The City of Corning sees itself as a commercial hub. The development of an auto mall, warehouses, or other transportation and logistics industries would benefit from its location on a main transportation corridor.

The overarching goal for both cities is to create a road map for planning purposes that will allow them to attract new business investment and create high wage job opportunities. Both cities have areas that are designated as Opportunity Zones, which upon completion of this feasibility study, could assist in attracting future development.

### **3.2 Project Activities and Timeline**

The Project Activities and Timeline include an anticipated award date in August of 2022, followed by issuing a Request for Proposals/Qualifications in September of 2022, to identify a qualified firm to complete the impact study, Completion is anticipated by September of 2023. No delays are expected.

### **3.3 Project Duration**

The Project Duration timeframe includes an anticipated award date in August of 2022, followed by issuing a Request for Proposals/Qualifications in September of 2022, to identify a qualified firm to complete the impact study, Completion is anticipated by September of 2023. No delays are expected.

### **3.4 Project Implementation**

The Project Implementation timeframe includes an anticipated award date in August of 2022, followed by issuing a Request for Proposals/Qualifications in September of 2022, to identify a qualified firm to complete the impact study, Completion is anticipated by September of 2023. No delays are expected.

## **Section 4: Written Narrative**

### **4.1 Project Need**

#### **The Area**

The 3CORE service region consists of the rural northern California counties of Butte, Glenn, and Tehama and the 9 cities located therein including Chico, Gridley, Biggs, Oroville, Paradise, Corning, Red Bluff, Orland, and Willows. For purposes of this grant, funding is focused on the communities of Orland and Corning. Orland resides in Glenn County and Corning, Tehama County. The cities of Orland and Corning both meet the USDA population requirements for grant eligibility. According to the most recent 2020 census data, the population of Corning is 8,244 and the population of Orland is 8,298. Both counties share contiguous alignment with one another; with Glenn County to the south and Tehama County to the north, and a 14-mile gap of predominately agricultural land along Interstate 5 between the two. Corning and Orland are rural communities and historically have been considered disadvantaged. Both communities are negatively impacted by ongoing regional disasters including the August Complex Fire in the summer of 2020, the COVID-19 Pandemic, and California's severe drought.



## **USDA Rural Business Development Grant – 3CORE, Inc.**

The cities of Orland and Corning both have major segments of undeveloped parcels adjacent to the interstate. These under-utilized land masses are prime locations for future business investment and job creation. As populations grow in large urban cities, and as land availability becomes increasingly scarce, the strategic position of these two cities adjacent to a major transportation artery creates business possibilities in a variety of sectors.

### **The Need**

The City of Orland, located in Glenn County, California understands that it must actively attract and support local business enterprises that will, over time, increase prosperity for the community. The economics of Glenn County are strongly influenced by the agricultural sector. In addition to an economic base consisting of rice, nut varieties, beef, and cheese manufacturing, the City of Orland is also designated as the Queen Bee Capital of North America, with over 200,000 Queen Bees sold annually.

Similarly, the City of Corning, located in Tehama County, California, has an economic base that is strongly rooted in agriculture; a major local industry is growing and preparing table olives. Other agricultural operations include manufacturing olive oil, processing dried plums (prunes, including Sunsweet brand), and nut varieties.

As climate change and drought continue to negatively impact rural California economies, the cities are considering ways to diversify their economic base and create a healthy and balanced local economy. With this in mind, the cities are looking at the opportunity to commercially develop the west side of Interstate 5 thereby allowing for shovel-ready land development. At this time, the cities desire to obtain a report that identifies the tasks necessary to prepare the bare land for commercial development including infrastructure improvements, as well as ascertaining what types of businesses would be highly likely to locate there. This is where a feasibility study will support the cities with their long-term planning and investments related to business attraction.

### **The Solution**

This grant request in the amount of \$60,000 will support the costs associated with the preparation of an economically-driven feasibility study of the infrastructure and development costs for commercial expansion and business opportunities along Interstate 5 in the northern California cities of Orland and Corning. The City of Orland would like to expand to the western side of Interstate 5 to include commercial development of those parcels. The City proposes to annex and complete development on the west side to include infrastructure improvements that allow for city utilities to cross under the freeway. There is a need for a full feasibility and cost study to move this expansion forward.

The City of Corning wishes to complete a feasibility study of parcels along Interstate 5 to look at all available sites for goods movement, logistics, and all types of business opportunities that could lead to economic growth and job creation. The City of Corning sees itself as a commercial hub. The development of an auto mall, warehouses, or other transportation and logistics industries would benefit from its location on a main transportation corridor.

The overarching goal for both cities is to create a road map for planning purposes that will allow them to attract new business investment and create high wage job opportunities. Both cities have areas that are designated as Opportunity Zones, which upon completion of this feasibility study, could assist in attracting future development.

With a more affordable cost of living than other parts of the State of California, development of new businesses in the transportation, logistics, or other industries would generate higher wage jobs for a historically disadvantaged region.

## **USDA Rural Business Development Grant – 3CORE, Inc.**

### **4.2 Project Benefits**

As a result of this investment by USDA, the cities, and 3CORE, a feasibility study will be commissioned to focus on the business opportunities presented along Interstate 5 between the cities of Orland and Corning. The study will provide a market assessment of business development opportunities in the two cities over the next ten years. The types of business opportunities (industrial, commercial, tourism, etc.) will be identified for major sites in each city along with required infrastructure upgrades.

### **4.3 Eligible Grant Purpose**

3CORE is a nonprofit entity managing the Economic Development Administration (EDA) Economic Development District for Butte, Glenn, and Tehama Counties. The cities of Corning and Orland reside within our Economic Development District. These grant funds will be used for an eligible project: Feasibility Study; identified in 7 CFR 4280.417(a) as a business opportunity grant. It is anticipated that the feasibility study will be completed within one year of the award date.

This is an eligible grant purpose as it aligns with the following uses stated in 7 CFR 4280.417(a)(1) that requires business opportunity projects that are consistent with any local and area-wide strategic plans for community and economic development. The recently completed Comprehensive Economic Development Strategy (CEDS) for 2022-2027, identifies that as of July 2021, the region faces losses of 4,280 jobs and a \$1.64 billion in gross regional product. (California EDD, Bureau of Economic Analysis, and economist Dr. Robert Eyer, PhD.) These significant economic impacts present this as an appropriate time for conducting a feasibility study for sites along Interstate 5 in Glenn and Tehama Counties within the cities of Orland and Corning. The CEDS is attached as Exhibit G. The completion of the feasibility study will create a building block for other opportunities identified in the CEDS.

The 3CORE CEDS identifies several transformative initiatives that concentrate on collaboration, leading to collective impact, including: broadband, infrastructure, housing, I-5 corridor development, education, training and talent development, and forest resiliency and innovation. With two Opportunity Zones located along Interstate 5 in Corning and Orland, it is an opportune time to conduct a feasibility study that could be used in a strategic plan to create economically sustainable growth in these two rural cities.

### **4.4 Area to be Served**

#### *City of Orland, California*

Situated in Glenn County, extending across the west-central portion of the Sacramento Valley along Interstate 5, Orland lies in the midway point between the metropolitan areas of Sacramento and Redding. Orland is 100 miles north of the nearest large metro area, the City of Sacramento,. The median home price in Glenn County, where the City of Orland is located, is \$335,000, while the median home price in Sacramento County is \$515,000. (CA Association of Realtors HAI Q4 2021). The housing costs are significantly lower and there is more land readily available at a much lower cost of investment than the nearest large metropolitan area, making this a prime opportunity for business development and job creation.

## **USDA Rural Business Development Grant – 3CORE, Inc.**

According to 2019 US Census Data, Orland's estimated population was 8,298 and the median family household income was \$44,046. The labor force (persons working in the area) was 3,222 (2019). The poverty rate is 25.8% (2019) and the unemployment rate is 5.2% (December 2021). The City of Orland also has 3,882 residents that are of Hispanic or Latino origin, or 47.8% of the total population (2019). The City of Orland is a low-income rural city with a per capita income in the past 12 months (2019 American Community Survey) of \$17,858. The City of Orland is a designated Opportunity Zone.

### *City of Corning, California*

Located in Tehama County, in the northern part of the Sacramento Valley along Interstate 5, the City of Corning has a population of 8,244 and the median household income was \$43,042 (2019). The median home price in Tehama County, where Corning is located, is \$327,500, while the median home price in Sacramento County is \$515,000. (CA Association of Realtors HAI Q4 2021). The labor force (persons working in the area) was 3,537 (2019). The poverty rate is 25.8% (2019) and the unemployment rate is 5.1% (Dec 2021). The City of Corning has 3,627 residents that are of Hispanic or Latino origin, or 50.9% of the total population (2019). The area along the Interstate 5 Highway in Corning is a designated Opportunity Zone.

The low income and high poverty rates have led to many residents to seek employment outside of the cities of Orland and Corning, commuting to nearby cities like Chico, which is 20 miles from Orland and 28 miles from Corning. By creating new opportunities for business development and job creation within the cities of Orland and Corning, it would reduce the amount of vehicle miles travelled resulting in a decrease of greenhouse gas emissions.

(Source: U.S. Census Bureau, American Community Survey latest 5-Year Estimates, CA Employment Development Department)

## **4.5 Description of Project Coordination with Area Economic Development**

The proposed project coordinates with other economic development activities in several ways. As a federally designated Economic Development District (EDD), 3CORE, in the support of regional stakeholders, updated the CEDS for the 2022-2027 period. The CEDS contains regional analysis and identifies strengths, weaknesses, opportunities, and threats (SWOT). An important component to this process was to develop goals, strategies, and actions that can mitigate the effects of an economic incident and support long-term resiliency and recovery efforts. The CEDS identified 3 main goals:

- Goal 1: Focus on economic recovery to pre-pandemic levels;
- Goal 2: Strengthen key sectors that drive the economy; and
- Goal 3: Catalyze opportunities to maximize assets.

The feasibility study for Interstate 5 is identified in the CEDS, aligns with Goal 3, and is a key component of moving potential projects forward for long-term economic growth, resiliency, and stability for the region.

## **4.6 Businesses Assisted – Economic Development - Not applicable with Opportunity Grant**

### **4.7 Job Impact – 3 Years**

Long-term job growth within the cities of Orland and Corning will be realized once the feasibility study is complete. The results of the study will allow the cities to coordinate and convene with federal, state, local, and regional stakeholders to focus on business attraction and development, and job creation.

## USDA Rural Business Development Grant – 3CORE, Inc.

### 4.8 Applicant Experience – Key Personnel

3CORE, Inc. serves as the Economic Development District (EDD) for the Economic Development Administration (EDA). Since 1985, the work of 3CORE is to serve as an intermediary for public and private investments that foster a stable and diversified local economy to improve social, economic, and employment conditions through collaborative partnerships and to implement a sound, long-term strategy that can address identified community needs through private, public, and non-profit organizations located principally within Butte, Glenn, and Tehama counties.

3CORE is staffed by seven highly skilled and motivated economic development and financial management professionals. This cohesive team of professionals serves the small business development needs of their 3-county footprint. These seven individuals fill seven full-time positions. Specific to the work to be performed under this grant application, the expertise of the staff is as follows:

- ▲ The *Executive Director, Patty Hess*, has over 25 years' experience in economic development and commercial loan portfolio management, loan marketing and underwriting. She is directly responsible for overall organizational and program direction and, alongside a management team, guides overall organizational and program direction, leads strategic and business planning, and oversees fundraising. She serves as the primary contact for regional banking partners making sure they are aware of the services available to their clients at 3CORE. She reports on organizational matters to the Board of Directors, as well as funders and investors. The Executive Director is certified as an Economic Development Professional by National Development Council.
- ▲ The *Assistant Director, Luis Moreno*, has over 20 years' experience in workforce and economic development. Within 3CORE, Luis oversees the Business Resource Liaison program where his staff provides small businesses with resources and connections to stabilize and expand their businesses. Luis is the lead staff representative to the statewide collaboration that is the California Stewardship Network, an alliance of regional leaders who are committed to improving government and creating inclusive, sustainable growth for all, as well as a board member of the Hispanic Chamber of Commerce. Luis has extensive experience managing federal and state programs.
- ▲ The *Program Manager – District, Brett Sanders*, Brett has 10 years of experience developing relationships and working to solve regional challenges. Brett's experience includes serving as a staff representative under Congressman Doug LaMalfa. Within 3CORE, Brett oversees the economic development district program, managing public and private relationships and convening stakeholders and guiding initiatives identified in the Comprehensive Economic Development Strategy for the region.
- ▲ The *Finance Officer, Joanna Williams*, has over 20 years' experience in financial management and is responsible for generating internal financial reports and reports for funders/investors. Joanna manages an annual budget of approximately \$1.3M.

### 4.9 Rationale: Project Area

## **USDA Rural Business Development Grant – 3CORE, Inc.**

The cities of Orland and Corning both meet the USDA population requirements for grant eligibility. They are both identified as socially vulnerable communities by the Centers for Disease Control and Prevention and are considered historically disadvantaged communities. Orland resides in Glenn County where the unemployment rate as of December 2021 was 5.2%. Corning resides in Tehama County where the unemployment rate as of December 2021 was 5.1%.

The median household income for the State of California is \$75,235. The median household income for the City of Orland is \$44,046, and the City of Corning is \$43,042.

(Census.gov, CA Employment Development Department, CDC.gov)

### **4.10 Project Execution**

The work proposed to be funded with this grant includes 3CORE staff identifying a qualified consulting firm whose experience will lend itself to researching and compiling a feasibility study that will allow for the cities and the region to discern the appropriate steps to further develop the commercial area. The anticipated activities are outlined below:

- Activity #1 – Request For Qualifications for Consultant

Conduct an RFQ for a consultant with expertise in conducting a feasibility study for development in a rural community. Upon identification of a qualified consultant, proceed with contract negotiation.

- Activity #2 – Oversee Production of Feasibility Study

Oversee the process of creating the feasibility study including attending on-site interviews in the cities of Corning and Orland.

- Activity #3 – Use Feasibility Study to Create a Strategic Implementation Plan

Once the study is complete, begin to use information identified in the study and reference to CEDS priority projects for the region. Work with CEDS Strategy Committee and local stakeholders to create business opportunities within the areas studied along Interstate 5 in Corning and Orland.

### **4.11 Coordination with Area Economic Development Activities**

The proposed project coordinates with other economic development activities. The City of Orland is currently working with local stakeholders to further develop the area on the east side of Interstate 5 and Highway 32, several confidential projects are currently underway and include a new fueling station and food establishments.

The City of Corning is also working with local stakeholders to further develop the east side of Interstate 5 where recent additions to the commercial landscape include several transportation projects and eating establishments.

Additional commercial development for the cities is stated in the regional CEDS document, included as Appendix G.

## **USDA Rural Business Development Grant – 3CORE, Inc.**

**4.12 Businesses to be Assisted and Economic Development to be Accomplished -** Not applicable with Opportunity Grant.

### **4.13 Jobs Created/Saved**

Not applicable with Opportunity Grant. Long-term job growth within the cities of Orland and Corning will be realized once the feasibility study is complete. The results of the study will allow the cities to coordinate and convene with federal, state, local, and regional stakeholders to focus on business attraction and development, and job creation.

### **4.14 Applicant Expertise**

Refer to Section 4.8 above and Appendix C.

### **4.15 Work Plan Narrative**

The work proposed to be funded with this grant includes 3CORE staff identifying a qualified consulting firm whose experience will lend itself to researching and compiling a feasibility study that will allow for the cities and the region to discern the appropriate steps to further develop the commercial area. The anticipated activities are outlined below:

- Activity #1 – Request For Qualifications for Consultant

Conduct an RFQ for a consultant with expertise in conducting a feasibility study for development in a rural community. Upon identification of a qualified consultant, proceed with contract negotiation.

- Activity #2 – Oversee Production of Feasibility Study

Oversee the process of creating the feasibility study including attending on-site interviews in the cities of Corning and Orland.

- Activity #3 – Use Feasibility Study to Create a Strategic Implementation Plan

Once the study is complete, the study will be included in the annual CEDS update to allow for local stakeholders to create business opportunities within the areas studied along Interstate 5 in Corning and Orland.

- a. Project Budget Summary

## USDA Rural Business Development Grant – 3CORE, Inc.

Activity #	Task Name and Description	Start Date	End Date	RDBG Funds	Supplemental Funds	Total Project Costs
1	Feasibility Study	09/01/2022	09/01/2023	60,000	15,000	75,000
	<b>TOTAL PROJECT</b>			<b>\$ 60,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>

### b. Sources of Funding

The Sources of Funding include RDBG grant funds of \$60,000, as well as \$15,000 in match or supplemental funding. The supplemental funding includes a commitment of \$5,000 each from the cities of Orland and Corning, as well as \$5,000 in in-kind match from 3CORE. Evidence of the commitment of supplemental match can be found in Appendix E.

### c. Task Budget Format

<b>Task #1 Budget Categories</b>	<b>RDBG Funds</b>	<b>Supplemental Funds</b>	<b>Total Project Costs</b>
Personnel	9,600	2,400	12,000
Fringe Benefits	2,400	600	3,000
Contractual	48,000	12,000	60,000
<b>Total</b>	<b>\$ 60,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>

The Task #1 budget above includes the costs associated with outside contracting to complete the feasibility study, as well as the costs associated with staff oversight of the project. Work under Task 1 is anticipated to begin on September 1, 2022, and end by August 31, 2023. Fringe is calculated at 26% of gross wages.