



**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION AGENDA
TUESDAY, MARCH 14, 2023
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.

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

A. CALL TO ORDER: 3:00 p.m.

B. ROLL CALL:

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

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

C. PUBLIC COMMENTS:

D. REGULAR AGENDA:

1. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO SECTION 54957.6:

Agency Negotiator: Greg Einhorn, Labor Relations Consultant

Bargaining Units: Public Safety.

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

POSTED: FRIDAY, MARCH 10, 2023



**CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, MARCH 14, 2023
CITY COUNCIL CHAMBERS
794 THIRD STREET, CORNING, CA 96021**

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

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

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

B. ROLL CALL:

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

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

D. INVOCATION: Led by Councilor Hargens

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

1. **Proclamation: March 2023 – General Aviation Appreciation Month.** Requested by Steve Fong, Communications Director, Alliance for Aviation Across America.

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

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

2. **Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
3. **Waive the reading and approve the Minutes of the following meetings with any necessary corrections:**
 - a) **February 28, 2023 Joint Meeting of the City Council and City Commissions – Information for City Council and Commission Members on the Brown Act, City Council/Commission Meeting Procedures, Rosenberg’s Rules of Order, and Conflict of Interest;**
 - b) **February 28, 2023 Regular Meeting; and**
 - c) **February 28, 2023 City Council Closed Session.**
4. **March 8, 2023 Claim Warrant in the amount of \$460,179.20 .**
5. **March 8, 2023 Business License Report.**
6. **February 2023 Wages & Salaries: \$394,545.86**
7. **February 2023 Treasurer’s Report.**
8. **February 2023 Building Permit Valuation Report in the amount of \$796,089.**
9. **February 2023 City of Corning Wastewater Operations Summary Report.**
10. **Authorize payment of invoice #24373 in the amount of \$5,090.53 to R.E.Y. Engineers for the West Street School ATP Connectivity Project Engineering and Environmental Services.**
11. **Authorize payment of invoice #24374 in the amount of \$1,330 to R.E.Y. Engineers for the Olive View School ATP Connectivity Project Engineering and Environmental Services.**
12. **Authorize Transfer of Lights to New Life Assembly Church.**
13. **Approve Letter of Support to the County of Tehama seeking continuation services provided by multiple County Agencies at the Corning Healthcare District’s Meuser Building.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

14. **Presentation and acceptance of the Annual City Audit for Fiscal Year 2021/2022.**
15. **FY 2022/2023 Annual Mid-Year Budget Review and General Discussion.**
16. **Review and adopt the proposed City of Corning Recreation Code of Conduct Policy.**

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

17. **Award the Architectural and Engineering Design Services Contract to COAR Design Group in the amount of \$898,000 for the City of Corning City Plaza and Recreation Center Project.**
18. **Authorize the issuance of a “Request for Proposals” (RFP’s) for a Water and Sewer Extension Development Reimbursement Agreement for extending water and sewer infrastructure to the westside of Interstate 5.**

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:

Lomeli:

Hargens:

Valerio:

Snow:

N. ADJOURNMENT:

POSTED: FRIDAY, MARCH 10, 2023

PROCLAMATION

March 2023

“GENERAL AVIATION APPRECIATION MONTH”

WHEREAS, Corning, in the State of California, has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation education institutions, aviation organization, and community airports; and

WHEREAS, general aviation and the Corning Municipal Airport have a significant economic impact on the City of Corning; and

WHEREAS, the PricewaterhouseCoopers Study, Contribution of General Aviation to the US Economy in 2018, found that general aviation Airports in the State support an annual economic impact of over \$32.7 billion, over 148,000 jobs, and a total payroll of over \$11.3 billion; and

WHEREAS, according to the 2018 Aviation in California: Fact Sheet, the State has 214 public-use Airports serving general aviation. According to the FAA, these Airports serve almost 69,000 pilots and almost 25,000 registered aircraft; and

WHEREAS, according to the FAA, the State is home to 555 repair stations, 65 FAA-approved pilot schools, over 25,000 student pilots, and over 10,000 flight instructors; and

WHEREAS, general aviation not only supports California's economy, it also improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, investments in sustainable fuels and technologies, and investments in innovative experimental technology like Vertical Takeoff and Landing vehicles, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS the United States faces a shortage of aviation professionals and leaders should invest in this critical infrastructure to ensure future economic growth and our next generation of aviation professionals and pilots;

NOW, THEREFORE BE IT RESOLVED that I, Robert Snow, as Mayor of the City of Corning, do hereby proclaim March 2023 as **GENERAL AVIATION APPRECIATION MONTH** in the City of Corning.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Corning to be affixed this 14th day of March 2023.

Robert Snow., Mayor

ATTEST:

Lisa M. Linnet, City Clerk



**SPECIAL JOINT MEETING MINUTES
OF THE
CITY COUNCIL and CITY COMMISSIONS
OF THE
CITY OF CORNING**

**TUESDAY, FEBRUARY 28, 2023
LOCATION: City Hall Council Chambers
794 Third Street
Corning, CA**

A. CALL TO ORDER: 5:05 p.m.

B. ROLL CALL:

City Council:

Robert Snow., Mayor
Dave Demo
Jose "Chuy" Valerio
Shelly Hargens
Lisa Lomeli

Planning Commission:

Diana Robertson, Chairperson
Frank Barron
Melodie Poisson
Brant Mesker
Cody Lamb

Recreation Commission:

Christine Fears, Chairperson
Meredith Allen
Delores Smith
Blaine Smith
Vacant

Airport Commission:

Barbara Boot, Chairperson
Louis Davies
Jack Beck
Richard Poisson
Vacant

Library Commission:

Judy Turner, Chairperson
Susan Olson-Higgins
Carol Mueller
Sandy Sehorn
Laura Calkins

Each entity (City Council, Planning, Airport, Recreation, & Library Commission) called the Special Joint Meeting to order and took roll of those in attendance:

City Council: All members of the City Council were present.

Planning Commission: Robertson, Barron, & Poisson were present; Mesker & Lamb absent.

Airport Commission: All members were present.

Recreation Commission: Fears & May present, Allen & Smith absent.

Library Commission: Turner & Sehorn were present; Olson-Higgins, Mueller, & Calkins absent.

C. PUBLIC COMMENTS: None

D. INSTRUCTION & PRESENTATION BY CITY ATTORNEY:

- 1. Information for City Council and Commission Members on the Brown Act, City Council/Commission Meeting Procedures, Rosenberg's Rules of Order, and Conflict of Interest, etc.)**

City Attorney Collin Bogener provided a PowerPoint Presentation on the Brown Act (when, who, and why it was enacted) and the various legal rules and regulations associated with this Act. He also provided the City adopted Council/Commission Meeting Procedures, Rosenberg's Rules of Order, and Conflict of Interest information. He explained that a quorum is necessary to take any action during a meeting (majority, in our case 3), definition of serial meetings and associated legal limitations and possible legal repercussion of violations, importance of proper agenda item descriptions and Agenda titles (i.e. Regular Meeting, Emergency Meeting, etc.) and legal timeframes for posting (Regular Meetings 72 hours prior; etc.).

Planning Commissioner Cody Lamb entered the meeting at 5:23 p.m.

E. ADJOURNMENT!: 6:05 p.m., each entity individually closed the meeting (i.e. Council, Planning, Recreation, Airport, and Library Commission.)

City Clerk, Lisa M. Linnet



**CORNING CITY COUNCIL
MEETING MINUTES
TUESDAY, FEBRUARY 28 2023
CITY COUNCIL CHAMBERS IN PERSON
AT 794 THIRD STREET**

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

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

B. ROLL CALL:

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

All members of the Council were present.

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

D. INVOCATION: Led by Karen Burnett.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

City Manager Kristina Miller introduced City full-time Building Official Kale Graham and stated that Kale comes to the City with 25 years of construction experience.

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

James White: Addressed the Council on behalf of the POA (Police Officers Association). He stated that he was speaking tonight because the POA wanted to provide the Council with information regarding the POA's concerns. He acknowledged that the POA was currently in labor negotiations with the City and then stated the POA's concerns, such as:

- Employee retention; citing that "The reason this department has been able to retain qualified Officers is because until recently the City of Corning paid significantly more than surrounding agencies."
- POA feels that "we bargained in good faith and were willing to negotiate. However, the POA feels that Kristina Miller representing the City was not as open to negotiating."
- Referenced a 2019 POA grievance filed against the City Manager for altering POA employee time sheets without their knowledge, an unfair labor practice charge was filed by the Union with the California Public Relations Board (PERB) against the City. This grievance was later withdrawn following a settlement reached whereby the City agreed to compensate each member with a one-time lump sum (\$350) and posting of the Settlement Notice for 30-days.
- The City's Measure "A" Tax Initiative, and how those funds were expended.
- The 1.8 million in Covid Relief "ARPA" Funds the City received and how this funding has/is being spent noting that "many agencies in our surrounding area compensated their Police Officers or first responders with hazard pay".
- In conclusion stated that "we, the POA have deliberated heavy heartedly and unanimously decided to publicly cast a vote of no confidence for the City Manager Kristina Miller."

Mike Casey: Resident of Tehama Street stated that the street has been patched over the years and asked when it would be repaved/resurfaced. Mayor Snow directed him to come in on Monday or Wednesday to meet with Public Works Consultant/Engineer Robin Kampmann to discuss this matter.

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 February 14, 2023 City Council Meeting with any with any necessary corrections:**
3. **February 22, 2023 Claim Warrant in the amount of \$365,772.02.**
4. **February 22, 2023 Business License Report.**
5. **Adopt Resolution 02-28-2023-01 authorizing the City Manager or Designee, and the City Engineer to execute Right-of-Way Certifications for Transportation Projects involving State and/or Federal Funding.**
6. **Adopt Resolution 02-28-2023-02 accepting the Board of State and Community Corrections' Officer Wellness and Mental Health Grant in the amount of \$15,000.**
7. **Approve Amendment No. 2 to Agreement with the County of Tehama for Compensation to the City for Janitorial Services at the City Transportation Center Bus waiting area.**

Councilor Valerio moved to approve Consent Items 1-7; Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None.** Motion was approved by a 5-0 vote.

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None

J. REGULAR AGENDA:

8. **Award Bid for the Jennings Heights Subdivision Road Maintenance and Rehabilitation Project to Pavement Coatings, Inc. in the amount of \$431,680 and authorize Staff to execute the Contract.**

Councilor's Demo and Lomeli recused themselves from voting on this item due to the fact that both reside in this area. They each then left the Council Chambers until after the discussion and vote were completed. Public Works Consultant/Engineer Robin Kampmann then presented this item. Mayor Snow confirmed the roads to receive work and the type of work being done.

Council Hargens moved to award the Bid for the Jennings Heights Subdivision Road Maintenance and Rehabilitation Project to Pavement Coatings, Inc. in the amount of \$431,680 and authorize Staff to execute the Contract. Councilor Valerio seconded the motion. **Ayes: Snow, Valerio, and Hargens. Abstain: Demo and Lomeli. Absent/Opposed: None. Motion was approved by a 3-0 vote with Demo and Lomeli abstaining.** Councilors Demo and Lomeli rejoined the meeting.

9. **Review and adopt the proposed City of Corning Electronic LED Message Board Policy.**

City Manager Kristina Miller presented this item stating that we anticipate receiving numerous requests. She stated the proposed Policy clarifies the types of messages, length of time the messages will be displayed, etc. She stated at this time Staff proposes not charging for posting messages. Councilor Demo asked if the Paskenta Community Hall Events would be acceptable. Mayor Snow stated that not all events benefiting the Community are by non-profits. He specifically noted Richfield School and Paskenta fundraising dinners, Rancho Tehama events, etc. acknowledging that although these areas are not within the City, they support our community. City Manager Miller confirmed with Council their desire to modify the Policy to include surrounding

schools, events. Mayor Snow suggested utilizing the Corning High School District as the perimeters; by consensus it was agreed to use the Corning High School District for the perimeter.

Mayor Snow moved to approve the Policy with the corrected wording: "Any educational, cultural, or recreational event taking place in the City of Corning, as well as areas included in the Corning High School District, that is sponsored by a local community-based organization." Councilor Demo seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

10. Seek direction from City Council on Department of Alcoholic and Beverage Control, Public Convenience or Necessity.

Presented by Planner II Christina Meeds. Ms. Meeds presented information on the steps previously required as well as the three options presented by the Department of Alcoholic and Beverage Control (ABC) on the determination process for Public Convenience or Necessity (PCN). stated that the City currently is over saturated.

Councilor Lomeli asked some questions regarding the process. Mayor Snow confirmed the past process and estimated time before the requesting business received a decision as being up to 6-weeks. He acknowledged that should the City Council choose Option 2, it would expedite the process and allow, in some cases, businesses to open sooner. Councilor Demo stated his belief that this should be a decision of the Council.

Following further discussion, Councilor Lomeli moved to approve Option 2, to direct the City Manager or Designee of the City of Corning to make the determination of PCN on future ABC Licenses on approvals only, all denials are to come before the City Council. Councilor Valerio seconded the motion. **Ayes: Snow, Valerio, Hargens, and Lomeli. Opposed: Demo. Absent/Abstain: None. Motion was approved by a 4-1 vote with Demo opposing.**

11. Approve Agreement with T-Mobile West, LLC for Ground Lease Space at the Clark Park Telecommunications Tower site.

Presented by City Manager Kristina Miller. Mayor Snow confirmed that the gate into the playground would be moved. An audience member asked if the funds received from this lease could be used to maintain Clark Park; Mayor Snow confirmed that that it is possible and whether it would need to be brought back before Council. He was informed that it would need to be brought back as how the funds resulting from the Lease were to be spent was not listed on the Agenda.

With no further discussion, Councilor Demo moved to approve the proposed Agreement with T-Mobile LLC as presented and authorize the City Manager to sign the Agreement. Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

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

L. COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION: None

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

Demo: Announced that the Tehama County Transportation Commission (TCTC) Meeting was cancelled. He stated that he attended the Public Safety Awards Dinner; and reported on the Senior Center Board Meeting.

Valerio: Announced the March 9th "Corning in the Evening" to be hosted by Banner Bank.

Hargens: Stated she had no meetings but will have one next week. She stated she also attended the Public Safety Award's Dinner hosted by the Exchange Club.

Lomeli: Announced that she met with the Police Department last week. Currently she is organizing the easter egg hunt and the event will be relocated to Clark Park this year.

Snow: No meetings but he did attend the new park groundbreaking across the street.

N. ADJOURNMENT: 7:26 p.m.

Lisa M. Linnet, City Clerk

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**CITY OF CORNING
SPECIAL CITY COUNCIL
CLOSED SESSION MINUTES
TUESDAY, FEBRUARY 28, 2023
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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A. CALL TO ORDER: Directly following the Regular City Council Meeting.

B. ROLL CALL:

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

All members of the Council were present.

C. PUBLIC COMMENTS: None.

D. REGULAR AGENDA:

- 1. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO SECTION 54957.6:
Agency Negotiator: Greg Einhorn, Labor Relations Consultant
Bargaining Unit: Public Safety.**

E. ADJOURN TO CITY COUNCIL MEETING AND REPORT ON CLOSED SESSION: 7:45 p.m. Mayor Snow reported that Council provided Staff with direction.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: March 9, 2023

SUBJECT: Cash Disbursement Detail Report for the
Tuesday March 14, 2023 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 02-28-23	\$	1,340.07
B.	Payroll Disbursements	Ending 02-28-23	\$	46,057.97
C.	Cash Disbursements	Ending 03-09-23	\$	334,014.24
D.	Payroll Disbursements	Ending 03-09-23	\$	78,766.92

GRAND TOTAL \$ 460,179.20

REPORT.: Feb 28 23 Tuesday
 RUN...: Feb 28 23 Time: 15:55
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 02-23 thru 02-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
034553	02/27/23	BLA11	BLANCO, ELENA	330.00	230225	REC INSTRUCTOR-REC
034554	02/27/23	PAC29	PACE ANALYTICAL SERVICES,	176.37	221329728	PROF SVCS-WTR DEPT
034555	02/27/23	ROD10	RODRIGUEZ, JESENIA	603.00	230227	REC INSTRUCTOR-
034556	02/28/23	\A094	NORMA AVELAR RAMIREZ	7.04	000C30201	MQ CUSTOMER REFUND FOR AVE0004
034557	02/28/23	\C114	KATHERINE COLSTON	32.38	000C30201	MQ CUSTOMER REFUND FOR COL0075
034558	02/28/23	\D035	YADIRA DIAZ SANTIAGO	124.28	000C30201	MQ CUSTOMER REFUND FOR DIA0036
034559	02/28/23	\L066	MARCO LOPEZ	67.00	000C30201	MQ CUSTOMER REFUND FOR LOP0092
Cash Account Total.....:				1340.07		
Total Disbursements.....:				1340.07		
Cash Account Total.....:				.00		

REPORT.: Feb 28 23 Tuesday
 RUN...: Feb 28 23 Time: 15:55
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 02-23 thru 02-23 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13680	02/28/23	AFL01	AMERICAN FAMILY LIFE	923.10	C30228	AFLAC INS.PRE TAX
				117.24	1C30228	AFLAC INS.AFTER TAX
			Check Total.....:	1040.34		
13681	02/28/23	BLU02	BLUE SHIELD OF CALIFORNIA	13376.84	C30228	MEDICAL INSURANCE
13682	02/28/23	OEU01	OPERATING ENGINEERS #3	26593.00	C30228	MEDICAL INSURANCE
13683	02/28/23	OEU02	OPERATING ENG. (DUES)	272.00	C30228	UNION DUES MGMT
				748.00	1C30228	UNION DUES POLICE
				567.00	2C30228	UNION DUES DISPATCH
				945.00	3C30228	UNION DUES-MISC
			Check Total.....:	2532.00		
13684	02/28/23	PRI04	PRINCIPAL LIFE INSURANCE	1426.54	C30228	DENTAL INSURANCE
				236.45	1C30228	VISION INSURANCE
				852.80	2C30228	LIFE INSURANCE
			Check Total.....:	2515.79		
			Cash Account Total.....:	46057.97		
			Total Disbursements.....:	46057.97		

REPORT.: Mar 09 23 Thursday
 RUN...: Mar 09 23 Time: 13:48
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 03-23 thru 03-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
034560	03/01/23	COR07	CORBIN WILLITS SYSTEMS, I	713.43	000C303011	EQUIP MAINT-FINANCE
034561	03/01/23	COR09	CORNING CHAMBER OF COMM.	1000.00	000C303011	CngChamberComm. Economic
034562	03/01/23	MOO07	MOORE & BOGENER, INC.	5525.00	000C303031	CONSULTING SVCS-LGL SVCS
034563	03/01/23	NEL00	NELSON, JEFFREY NEIL	54.70	000C303011	PROF SVCS-FIRE DEPT
034564	03/01/23	OCH01	OCHOA CLEANING	4370.00	000C303011	JANITORIAL SERVICES-
034565	03/01/23	PIT01	PITNEY BOWES	183.80	000C303011	Rents/Leases Finance Dept
034566	03/01/23	SCH16	SCHLERETH, DAYMON WAYNE	104.70	000C303011	PROF SVCS-FIRE DEPT
034567	03/02/23	AQU00	AQUA-METRIC SALES COMPANY	21948.71	INV009336	WTR METER REPLAC-WTR CAP IMPROV
034568	03/02/23	CHI06	CHICO POWER EQUIPMENT	38.59	397117	MAT & SUPPLIES-STR
034569	03/02/23	COM01	COMPUTER LOGISTICS, INC	3720.00 2075.41 2759.71	84008 84045 84047	EQUIP MAINT- COMPUTER REPLAC-POLICE COMP/EQUIP/SOFT-CITY ADMIN
Check Total.....:				8555.12		
034570	03/02/23	COR02	CORNING OBSERVER	72.70	230223	BOOKS/PERIODICS-LIBRARY
034571	03/02/23	COR11	CORNING SAFE & LOCK	189.30	9308	BLD MAINT-PARKS
034572	03/02/23	COR2A	CORNING MINI STORAGE	75.00	33424	MAT & SUPPLIES-REC
034573	03/02/23	DM001	DM-TECH	119.90	202303011	COMMUNICATIONS-GEN CITY
034574	03/02/23	DOW01	DOWN RANGE	411.78	604127	UNIFORMS/CLOTH-POLICE
034575	03/02/23	ECO05	ECORP CONSULTING, INC.	1012.50	99280	PROF SVCS-PLANNING
034576	03/02/23	EMP03	EMPOWER TEHAMA	25196.80	123120221	EMPOWER TEHAMA-PROP 47 (2)
034577	03/02/23	EXP02	EXPRESS EMPLOYMENT PROFES	760.53	28686998	TEMP HELP-FINANCE
034578	03/02/23	FMR01	FM RICHELIEU ENGINEERING	2200.00	2022-0119	PROF SVCS-BLD & SAFETY
034579	03/02/23	GRA02	GRAINGER, W.W., INC	389.32	962135646	MAT & SUPPLIES-BLD MAINT
034580	03/02/23	INF00	INFRAMARK, LLC	93909.51	90886	PROF SVCS-WWTP
034581	03/02/23	KNI00	KNIFE RIVER CONSTRUCTION	833.61	284543	A/C CITYWIDE-STR
034582	03/02/23	MIL18	MILE HIGH SHOOTING ACCESS	1115.97	INV27065	SAFETY ITEMS-POLICE
034583	03/02/23	PAC29	PACE ANALYTICAL SERVICES,	220.16 92.37	230161128 230161528	PROF SVCS-WTR DEPT PROF SVCS-WTR DEPT
Check Total.....:				312.53		
034584	03/02/23	PAT02	PATTERSON ELECTRIC, INC.	377.38	6411	BLD MAINT-MECH MAINT
034585	03/02/23	PGE2A	PG&E	14.90	230224	ELECT-CORNING COMMUNITY PARK
034586	03/02/23	PGE2B	PG&E	9920.97	230224	ELECT-WWTP
034587	03/02/23	RAD02	THE RADAR SHOP	175.00	RS-12615	VEH OP/MAINT-POLICE
034588	03/02/23	RES04	RESERVE ACCOUNT	3000.00	230227	COMMUNICATIONS-
034589	03/02/23	REY05	R.E.Y. ENGINEERS, INC.	5090.53 1330.00	24373 24374	PROF SVCS ADMIN-ATP-WEST STREET SCHOOL PROF SVCS ADMIN-ATP-OLIVE VIEW SCHOOL
Check Total.....:				6420.53		
034590	03/02/23	ROD10	RODRIGUEZ, JESENIA	600.00	230225	REC INSTRUCTOR-REC
034591	03/02/23	S&L00	S & L BREWER ENTERPRISES	250.00	23CORN02	K9 PROGRAM-POLICE
034592	03/02/23	SCH01	LES SCHWAB TIRE CENTER	-146.55 831.74 1284.74	00459502C 00460060 00460339	VEH OP/MAINT-POLICE VEH OP/MAINT- VEH OP/MAINT-POLICE
Check Total.....:				1969.93		
034593	03/02/23	SCP00	SCP DISTRIBUTORS LLC	4258.52 -510.00	SN095256 SN095294C	MAT & SUPPLIES- MAT & SUPPLIES-WTR
Check Total.....:				3748.52		
034594	03/02/23	VAL07	VALLEY VETERINARY CLINIC,	160.27	760346	PROF SVCS-ACO
034595	03/02/23	VAL11	VALLEY PACIFIC PETROLEUM	1681.49 1731.66	23-598445 23-598446	MAT & SUPPLIES- VEH OP/MAINT-
Check Total.....:				3413.15		
034596	03/03/23	ATT02	AT&T	79.40	19552014	COMMUNICATIONS-

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CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 03-23 thru 03-23 Bank Account.: 1020

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
034597	03/03/23	ATT15	AT&T MOBILITY	695.54	230219	COMMUNICATIONS-
034598	03/03/23	EIN00	EINHORN, GREGORY PAUL	600.00	12383	EE RELATIONS-LGL SVCS
034599	03/03/23	INL01	INLAND BUSINESS SYSTEMS	206.42	IN3295206	COMMUNICATIONS-
034600	03/03/23	QUI02	QUILL CORPORATION	64.95	30975996	OFFICE SUPPLIES-
				63.12	168179101	OFFICE SUPPLIES-
			Check Total.....	128.07		
034601	03/03/23	SAN10	SANCHEZ, SUSANA	608.30	230302	SWR UNCOLLECTIBLES-FINANCE
034602	03/03/23	VAL11	VALLEY PACIFIC PETROLEUM	246.61	23-598447	VEH OP/MAINT-FIRE
034603	03/03/23	AIR00	AIRGAS USA, LLC	74.16	999556562	MAT & SUPPLIES-FIRE
034604	03/03/23	KIN14	KINETICS ACADEMY OF DANCE	292.50	230305	REC INSTRUCTOR-REC
034605	03/06/23	ARA02	ARAMARK UNIFORM SERVICES	88.05	217882	MAT & SUPPLIES-BLD MAINT
				88.05	223193	MAT & SUPPLIES-BLD MAINT
				88.05	228941	MAT & SUPPLIES-BLD MAINT
				88.05	234309	MAT & SUPPLIES-BLD MAINT
			Check Total.....	352.20		
034606	03/06/23	COR08	CORNING LUMBER CO INC	72.11	230225	BLD MAINT-
034607	03/06/23	COR11	CORNING SAFE & LOCK	8.89	9311	MAT & SUPPLIES-BLD MAINT
034608	03/06/23	COR55	CORRY, CHASE G.	175.00	03042023	K9 PROGRAM-POLICE
034609	03/06/23	CYR00	CYRACOM, LLC	25.00	202301627	COMMUNICATIONS-DISPATCH
034610	03/06/23	GRE06	GREG'S HEATING & A/C	275.00	25082	BLD MAINT-BLD MAINT
034611	03/06/23	INF00	INFRAMARK, LLC	79674.83	90904	PROF SVCS-WWTP
034612	03/06/23	LEA01	LEAGUE OF CALIFORNIA CITI	200.00	INV-02109	PROF SVCS-PW ADMIN
034613	03/06/23	MCC07	MCCOY'S HARDWARE & SUPPLY	1693.09	230227	MAT & SUPPLIES-
034614	03/06/23	NAP01	NAPA AUTO PARTS	658.74	230225	VEH OP/MAINT-
034615	03/06/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230177528	PROF SVCS-WTR DEPT
034616	03/06/23	PGE01	PG&E	350.32	230303	ELECT-
				1886.49	230303A	ELECT-
			Check Total.....	2236.81		
034617	03/06/23	PGE04	PG&E	353.58	230301	TranspFacility-
				379.82	230303	TranspFacility-
			Check Total.....	733.40		
034618	03/06/23	PGE05	PG&E	3121.23	230303	FIRE-ELECT & GAS
034619	03/06/23	PGE2A	PG&E	208.75	230228	ELECT-MCDONALD,CASSANDRA,SALADO L&L & TOOMES AVE
				48.07	230228A	ELECT-MARTINI PLAZA
			Check Total.....	256.82		
034620	03/06/23	PIN00	PINTOR, ERICK	320.00	230225	REC INSTRUCTOR-REC
034621	03/06/23	QUI02	QUILL CORPORATION	8.61	31058953	OFFICE SUPPLIES-DISPATCH
				132.47	31143432	OFFICE SUPPLIES-FINANCE
			Check Total.....	141.08		
034622	03/06/23	SCH01	LES SCHWAB TIRE CENTER	192.68	00461024	MAT & SUPPLIES-PARKS
034623	03/06/23	SCP00	SCP DISTRIBUTORS LLC	243.59	NS443139	MAT & SUPPLIES-POOL
034624	03/06/23	TAT01	TA TRUCK WASH	500.00	230306	CUP TA TRUCK WASH #2023-312 REIMBURSEMENT-
034625	03/06/23	TEH15	TEHAMA CO SHERIFF'S DEPT	24.50	03022023	PROF SVCS-POLICE
034626	03/06/23	THO01	THOMES CREEK ROCK CO	1485.45	230303	MAT & SUPPLIES-
034627	03/06/23	TPX00	TPX COMMUNICATIONS	1142.75	167647740	COMMUNICATIONS-
034628	03/06/23	ZAG00	ZAGAL, STEPHANIE MARIE	375.00	230303	REC INSTRUCTOR-REC
034629	03/07/23	BRI02	BRISENO, NICOLAS	575.00	230429	REC INSTRUCTOR-REC
034630	03/07/23	FIR11	FIRST NATIONAL BANK OMAHA	977.13	230227	SAFETY ITEMS-
034631	03/07/23	FIR16	FIRST NATIONAL BANK OMAHA	551.08	230227	MAT & SUPPLIES-
034632	03/07/23	FIR20	FIRST NATIONAL BANK OMAHA	1118.10	230227	MAT & SUPPLIES-
034633	03/07/23	IND03	INDUSTRIAL POWER PRODUCTS	1737.45	370619	SMALL TOOLS-

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CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 03-23 thru 03-23 Bank Account.: 1020

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
034634	03/07/23	SEI01	SEILER, ROY R., CPA	2580.00	30544	PROF SVCS-FINANCE
034635	03/07/23	ATT17	AT&T	80.25	230228	COMMUNICATIONS-FIRE
034636	03/07/23	FIR10	FIRST NATIONAL BANK OMAHA	722.04	02272023	CREDIT CARD-
034637	03/07/23	FIR13	FIRST NATIONAL BANK OMAHA	2795.10	07272023	CREDIT CARD-
034638	03/07/23	GON03	GONZALEZ, ALEXIS MARISOL	260.00	230225	REC INSTRUCTOR-REC
034639	03/07/23	POR04	PORTILLO, MATTHEW	379.50	03062023	TRAINING/ED-POLICE
034640	03/08/23	CAR12	CARREL'S OFFICE SOLUTIONS	16.06	AR52604	MAT & SUPPLIES-LIBRARY
034641	03/08/23	ENT02	ENTERPRISE-RECORD, MERCUR	165.26	006734197	MAT & SUPPLIES-POOL
034642	03/08/23	EXP02	EXPRESS EMPLOYMENT PROFES	1204.80	28718459	TEMP HELP-FINANCE
034643	03/08/23	FIR05	FIRST NATIONAL BANK OMAHA	109.53	230227	MAT & SUPPLIES-
034644	03/08/23	GAY02	GAYNOR TELESYSTEMS, INC	435.00	INV000042	COMMUNICATIONS-DISPATCH
034645	03/08/23	PAX00	PAXTON, WYATT	6230.62	640	PROF SVCS-BLD & SAFETY
034646	03/08/23	PAY01	PAYGOV.US LLC	2680.15	1153	COVID 19-FINANCE
034647	03/08/23	PES01	PESTMASTER SERVICES, INC.	990.79	379760	TREE/PEST & WEED SPRAY-
034648	03/08/23	WAR05	WARREN, DANA KARL	171.00	230308	REC INSTRUCTOR-REC
034649	03/09/23	BIG02	BIG VALLEY SANITATION, IN	125.00 125.00	113573 115122	BLD MAINT-SENIOR CENTER BLD MAINT-SENIOR CENTER
Check Total.....:				250.00		
034650	03/09/23	GRA02	GRAINGER, W.W., INC	28.66	963214960	MAT & SUPPLIES-WTR
034651	03/09/23	HOU00	HOUSING TOOLS	800.00	2667	PROF SVCS-GEN CITY
034652	03/09/23	RON03	RON DUPRATT FORD	939.47	381465	VEH OP/MAINT-BLD & SAFETY
034653	03/09/23	SUN16	SUNBEAM SOLAR OPERATIONS	9815.17	192511	ELECT-
034654	03/09/23	DHT00	DH TOOLS INC	1150.78	030823586	EQUIP MAINT-
034655	03/09/23	FIR17	FIRST NATIONAL BANK OMAHA	196.33	230227	MAT & SUPPLIES-
034656	03/09/23	INT01	INTERLAND BUSINESS SUPPLY	139.37	2040	MAT & SUPPLIES-
034657	03/09/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230203228	PROF SVCS-WTR DEPT
034658	03/09/23	RED15	RED TRUCK ROCK YARD, LLC	155.51 21.45	1459 1460	MAT & SUPPLIES- LANDSCAPE MAINT-TRANS FAC
Check Total.....:				176.96		
034659	03/09/23	SIE06	SIERRA-SACRAMENTO VALLEY	315.00	230309	TRAINING/ED-FIRE
Cash Account Total.....:				334014.24		
Total Disbursements.....:				334014.24		
Cash Account Total.....:				.00		

REPORT.: Mar 09 23 Thursday
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CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 03-23 thru 03-23 Bank Account.: 1025

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13697	03/09/23	BAN03	POLICE OFFICER ASSOC.	275.00	C30308	POLICE OFFICER ASSOC
13698	03/09/23	CAL37	CALIFORNIA STATE DISBURSE	138.46	C30308	WITHHOLDING ORDER
13699	03/09/23	EDD01	EMPLOYMENT DEVELOPMENT	5666.38 1620.98	C30308 1C30308	STATE INCOME TAX SDI
Check Total.....:				7287.36		
13700	03/09/23	FED00	FEDERAL PAYROLL TAXES (EF	15513.15 18181.68 4252.22	C30308 1C30308 2C30308	FEDERAL INCOME TAX FICA MEDICARE
Check Total.....:				37947.05		
13701	03/09/23	MIS03	MISSIONSQUARE - PLAN#3020	1894.50 215.00	C30308 1C30308	MISSIONSQUARE 457 MISSIONSQUARE 457 ER
Check Total.....:				2109.50		
13702	03/09/23	PERS1	PUBLIC EMPLOYEES RETIRE	25895.32	C30308	PERS PAYROLL REMITTANCE
13703	03/09/23	PERS4	Cal Pers 457 Def. Comp	2089.41 362.50	C30308 1C30308	PERS DEF. COMP. PERS DEF. COMP. ER P
Check Total.....:				2451.91		
13704	03/09/23	VAL06	VALIC	2429.82 232.50	C30308 1C30308	AIG VALIC P TAX AIG VALIC P TAX ER P
Check Total.....:				2662.32		
Cash Account Total.....:				78766.92		
Total Disbursements.....:				78766.92		

Date.: Mar 9, 2023
 Time.: 2:05 pm
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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
BAKER'S PANTRY	1942 SOLANO ST	CORNING, CA 96021	BAKERY	03/03/23
CORNING CONSTRUCTION	230 ELLER DR	CORNING, CA 96021	GENERAL CONTRACTOR	03/08/23
ELYZA AURORA ORTIZ	1920 SOLANO ST	CORNING, CA 96021	DOG GROOMER AT WAGGS	03/03/23
INDIGLO MOBILE DETAI	240 EDITH AVE APT #120	CORNING, CA 96021	JANITORIAL SERVICES AT A LAUNDROMAT	03/03/23
FENCEIT, INC.	DBA NORTHERN CA FENCE	CHICO, CA 95928	FENCING CONTRACTOR	03/02/23
POWER PLUS	125 MAIN AVE	SACRAMENTO, CA 95838	TEMP POWER, GEN RENTALS, SERVICE & MAINT	03/06/23
STONEFOX	465 CLEAR CREEK ST	CORNING, CA 96021	GENERAL HANDYMAN REPAIRS	03/08/23

CITY OF CORNING
TREASURER'S REPORT
FEBRUARY 2023

<u>AGENCY</u>		<u>BALANCE</u>	<u>RATE</u>
Local Agency Investment Fund	\$	9,190,796.84	2.07%

Respectfully submitted:

Laura L. Calkins
City Treasurer



Monthly Permit Report

02/01/2023 - 02/28/2023

Permit #	Permit Date	Main Status	Parcel #	Parcel Address	Owner Name	Owner Address	Owner City	Owner Zip	Permit Type	Project Cost
23054	2/28/2023	Under Review	073-240-013-000	240 Marty Ct.	Solorio, Catalina	P O BOX 281	Orland	95963	Building	\$29,000
23053	2/28/2023	Approved	071-223-005-000	1660 Alger Ave.	Ocampo, Faustino	1660 Alger Ave.	Corning	96021	Solar	\$10,000
23052	2/28/2023	Approved	073-230-042-000	1006 McDonald Ct.	Olague, Anthony R. ETAL	1006 McDonald Ct.	Corning	96021	Solar	\$36,157
23051	2/27/2023									\$0
23050	2/27/2023	Approved	073-034-008-000	884 Colusa St.	Schultz/Stout	884 Colusa St.	Corning	96021	Solar	\$27,500
23049	2/27/2023	Approved	071-350-005-000	343 Edith Ave.	Hammond, Latricia	343 Edith Ave.	Corning	96021	Solar	\$25,920
23048	2/23/2023	ISSUED	073-116-002-000	1104 Marguerite Ave.	Mills, Douglas Wayne	422 Rio Vista Ct.	Corning	96021	Plumbing	\$5,415
23047	2/23/2023	ISSUED	073-200-038-000	451 Hyland Dr.	King, William H ETAL	451 Hyland Dr.	Corning	96021	Solar	\$45,057
23046	2/22/2023	ISSUED	069-260-064-000	790 Edith Ave.	Redding Oil Company, DBA Corning Valero	P O Box 990280	Redding	96099-0280	Roof	\$36,401
23045	2/21/2023	ISSUED	073-020-036-000	471 Marguerite Ave.	Church Extension Board, Presbytery of Sacramento	471 Marguerite Ave.	Corning	96021	Mechanical	\$7,892
23044	2/21/2023	ISSUED	071-262-021-000	1404 Link St.	Stokes, Denice L. & Roy Z	24475 Blackburn Ave.	Corning	96021	Electrical	\$0
23043	2/17/2023	approved " FEES DUE "	073-211-006-000	310 Divisadero Ave.	Oropeza, Cosme ETAL TRS Oropeza Family REVOC TR 9/ /	310 Divisadero Ave.	Corning	96021	Solar	\$18,900
23042	2/17/2023	ISSUED	071-271-002-000	1390 Fifth Ave.	Dagorret, John Pete & Dagorret Robin K	6392 Napa Rd.	Corning	96021	Roof	\$15,000
23041	2/15/2023	ISSUED	073-162-005-000	1463 Second St.	Corporon J. Scott & Porras-Corporon, Josie M.	6131 County Rd. 14	Orland	95963	Building	\$6,000
23040	2/15/2023	ISSUED	073-300-035	946 Snow Peak Street	Barrett Stefanie	128 Innsbrook Way #28	Chico	95973	Solar	\$17,104
23039	2/15/2023	ISSUED	071-350-032-000	2107 NORTH ST	Hughes, WM T	P O Box 798	Corning	96021	Fence	\$1,000
23038	2/14/2023	PENDING	071-222-007-000	1658 Herbert Ave.	Santillan, Deoniso	1658 Herebert Ave.	Corning	96021		\$0
23037	2/8/2023	ISSUED	071-243-010-000	1237 Fifth Ave.	Sibert, Louis D. c/o Segtar, Timmi	1237 5th Ave.	Corning	96021	Electrical	\$5,400

23036	2/7/2023	ISSUED	071-291-037-000	1646 Palm Ave.	Chavez, Edward ETAL	1646 Palm Ave.	Corning	96021	Solar	\$42,000
23035	2/7/2023	ISSUED	071-201-008-000	1184 Toomes Ave.	Lashley, Thomas & Heidi	1184 Toomes Ave.	Corning	96021	Solar	\$19,000
23034	2/7/2023	ISSUED	071-152-007-000	1901 McKinley Ave.	Thompson, James E.	1901 McKinley Ave.	Corning	96021	Roof	\$10,000
23033	2/7/2023	ISSUED	071-116-006-000	615 Fourth St.	CERVANTES, GABRIEL RIVERA ETAL	P O Box 431	Corning	96021	Building	\$750
23032	2/6/2023	ISSUED	071-133-005-000	1202 Solano St.	Hernandez, Juan ETAL	1202 Solano St.	Corning	96021	Building	\$1,000
23031	2/6/2023	ISSUED	073-300-016	956 Sunny Street	Meras Mateo Jr. ETAL	243 Rio Bravo Ct.	Corning	96021	Solar	\$19,140
23030	2/6/2023	ISSUED	073-213-006-000	585 Marguerite Ave.	Culbertson James J ETAL TRS Culbertson Family TR	3420 Houghton Ave.	Corning	96021	Solar	\$52,018
23029	2/3/2023	ISSUED	073-033-003-000	319 First St.	Glover, Larry L, DBA TRUCKING	319 First St.	Corning	96021	Solar	\$8,400
23028	2/2/2023	ISSUED	071-020-064-000	1943 North St.	ONeil, Kevin Q JR ETAL	4390 Juniper Trail	Reno, NV	89519	Solar	\$41,000
23027	2/1/2023	Under Review	073-145-005-000	603 Almond St.	Fleming, May	603 Almond St.	Corning	96021	Building	\$290,000
23026	2/1/2023	ISSUED	071-135-006-000	1120 Solano St.	Lince Mauro	24201 Loleta Ave.	Corning	96021	Building	\$6,700
23025	2/1/2023	Duplicate Permit - Cancelled	071-135-006-000	1120 Solano St.	Lince Mauro	24201 Loleta Ave.	Corning	96021	Building	\$6,700
23024	2/1/2023	ISSUED	071-053-003-000	1213 North St.	Morelli, William John ETAL	1213 North St.	Corning	96021	Mechanical	\$12,635
										\$796,089

Total Records: 31

3/3/2023



CITY OF CORNIG WASTEWATER OPERATIONS SUMMARY REPORT FEBRUARY 2023

Below is a summary of the monthly operations report that will be available for review in March 2023.

- Completed monthly reports
- 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.
- Completed inspections on collection system trouble spots
- Removed damaged SO2 analyzer data logger and sent to SARC for repair
- Collected Quarterly chronic toxicity sample.
- Removed and cut up fallen redwood tree from lawn area.
- Made \$450.00 donation to Corning High School Parents club for Sober Graduation program.

February 2023

Effluent Flow Monthly Average= 673,821 GPD

ITEM NO.: G-10
AUTHORIZE PAYMENT OF INVOICE
#24373 IN THE AMOUNT OF \$5,090.53 TO
R.E.Y. ENGINEERS FOR THE WEST
STREET SCHOOL ATP CONNECTIVITY
PROJECT ENGINEERING AND
ENVIRONMENTAL SERVICES
February 28, 2023

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

SUMMARY:

Staff requests Council authorize payment of invoice #24373 for R.E.Y. Engineers for engineering and environmental services for the West Street School ATP Connectivity Project in the amount of \$5,090.53. This will be the eighteenth payment for this contract.

A summary of work completed between January 1, 2023 to January 31, 2023 is attached to the invoice.

BACKGROUND:

On July 27, 2021 Council awarded the Professional Engineering and Environmental Services contract for the West Street School Connectivity Project to R.E.Y. Engineers in the amount of \$190,000.00.

FUNDING:

The City of Corning was awarded an ATP Grant for the West Street School Connectivity Project in the amount of \$1,304,000.00 to prepare plans, and to construct new sidewalks, curbs, gutters, and crosswalks to close gaps in the existing sidewalk infrastructure adjacent to the school.

RECOMMENDATION:

MAYOR AND COUNCIL AUTHORIZE PAYMENT OF INVOICE #24373 IN THE AMOUNT OF \$5,090.53 TO R.E.Y. ENGINEERS FOR THE WEST STREET SCHOOL ATP CONNECTIVITY PROJECT ENGINEERING AND ENVIRONMENTAL SERVICES



R.E.Y. ENGINEERS, INC.
Civil Engineers | Land Surveyors | LiDAR

905 Sutter Street, Suite 200
Folsom, CA 95630
(916) 366-3040

City of Corning
794 Third Street
Corning, CA 96021

Invoice number 24373
Date 02/27/2023

Project: 1804.001 West Street School Connectivity
Scope of Work: Project No. 118-77727-9007 / ATPSBIL-5161(017)

Professional services through January 31, 2023

Description	Contract Amount	Percent Compl	Total Billed	Prior Billed	Current Billed
1 Project Approval and Environmental Document	30,000.00	100.00	30,000.00	30,000.00	0.00
2 Plans, Specifications, and Estimates	145,000.00	87.48	126,840.53	123,250.00	3,590.53
3 Right of Way	15,000.00	85.00	12,750.00	11,250.00	1,500.00
4 Utility A Letters	0.00	100.00	884.42	884.42	0.00
Total	190,000.00	89.31	170,474.95	165,384.42	5,090.53

Invoice total 5,090.53

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24373	02/27/2023	5,090.53	5,090.53				
	Total	5,090.53	5,090.53	0.00	0.00	0.00	0.00



February 27, 2023

City of Corning
 794 Third Street
 Corning, CA 96021

Attention: Robin Kampmann, City Engineer

Status Report: West Street Elementary School Connectivity Project
 Period: January 1 – January 31, 2022

Work Performed This Period:

- Project Approval and Environmental Document
 - Complete
- Project Management
 - Status Report
 - Bi weekly check in calls
- Environmental Services
 - No work this month
- Topographic data collection
 - No work this month
- Preliminary Design
 - No work this month
- PS&E
 - Review and respond to differences between PACE Engineering topo and West St School Connectivity topo.
- Right of Way
 - Edits to ATT Utility package
- Additional Tasks
 - No additional tasks this month

Work Anticipated for Next Period and Beyond:

- Final Design
 - Adopt resolution to authorize endorsement of utility package
 - Right of way certification
 - Authorization Request for Construction
 - 100% PS&E

Issues / Concerns:

- No issues or concerns this month

Budget Status:

- Project is operating within budget.

Budget Summary:

Description	Contract Amount	Percent Complete	Total Billed
1 Project Approval and Environmental Document	\$30,000.00	100%	\$30,000.00
2 Plans, Specifications and Estimates	\$145,000.00	87.48%	\$126,840.53
3 Right of Way	\$15,000.00	85%	\$12,750.00
Additional Tasks			
4 Utility A Letters		100%	\$884.42
Total	\$190,000.00	89.31%	\$170,474.95

Submitted By,

Aaron Brusatori, PE

ITEM NO.: G-11
AUTHORIZE PAYMENT OF INVOICE
#24374 IN THE AMOUNT OF \$1,330.00 TO
R.E.Y. ENGINEERS FOR THE OLIVE
VIEW SCHOOL ATP CONNECTIVITY
PROJECT ENGINEERING AND
ENVIRONMENTAL SERVICES

February 28, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KRISTINA MILLER, CITY MANAGER

ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT 

SUMMARY:

Staff requests Council authorize payment of invoice #24374 for R.E.Y. Engineers for engineering and environmental services for the Olive View School ATP Connectivity Project in the amount of \$1,330.00. This will be the eighteenth payment for this contract.

A summary of work completed between January 1, 2023 to January 31, 2023 is attached to the invoice.

BACKGROUND:

On July 27, 2021 Council awarded the Professional Engineering and Environmental Services contract for the Olive View School Connectivity Project to R.E.Y. Engineers in the amount of \$175,000.00.

FUNDING:

The City of Corning was awarded an ATP Grant for the Olive Street School Connectivity Project in the amount of \$1,118,000.00 to prepare plans, and to construct new sidewalks, curbs, gutters, and crosswalks to close gaps in the existing sidewalk infrastructure adjacent to the school.

RECOMMENDATION:

MAYOR AND COUNCIL AUTHORIZE PAYMENT OF INVOICE #24374 IN THE AMOUNT OF \$1,330.00 TO R.E.Y. ENGINEERS FOR THE OLIVE VIEW SCHOOL ATP CONNECTIVITY PROJECT ENGINEERING AND ENVIRONMENTAL SERVICES.



City of Corning
794 Third Street
Corning, CA 96021

Invoice number 24374
Date 02/27/2023

Project: 1804.002 Olive View School Connectivity
Scope of Work: Project No. 118-77727-9006 / ATPSBIL-5161(018)

Professional services through January 31, 2023

Description	Contract Amount	Percent Compl	Total Billed	Prior Billed	Current Billed
1 Project Approval and Environmental Document	30,000.00	100.00	30,000.00	30,000.00	0.00
2 Plans, Specifications, and Estimates	133,000.00	86.00	114,380.00	113,050.00	1,330.00
3 Right of Way	12,000.00	75.00	9,000.00	9,000.00	0.00
4 Utility A Letters	0.00	100.00	643.82	643.82	0.00
Total	175,000.00	87.69	154,023.82	152,693.82	1,330.00

Invoice total 1,330.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24374	02/27/2023	1,330.00	1,330.00				
	Total	1,330.00	1,330.00	0.00	0.00	0.00	0.00



February 27, 2023

City of Corning
 794 Third Street
 Corning, CA 96021

Attention: Robin Kampmann, City Engineer

Status Report: Olive View Elementary School Connectivity Project
 Period: January 1 – January 31, 2022

Work Performed This Period:

- Preliminary Engineering
 - Project Management
 - Status Report
 - Bi weekly check in call(s)
 - Environmental Services
 - No work this month
 - Topo / Boundary
 - No work this month
 - Additional topo extraction
 - Preliminary Design
 - No work this month
 - PS&E
 - Internal review of 90% specifications
 - Right of Way
 - No work this period
- Additional Tasks
 - No additional tasks this month

Work Anticipated for Next Period and Beyond:

- Right of Way Certificate
- Request Construction Authorization
- 100% Plans

Issues / Concerns:

Budget Status:

- Project is operating within budget.

Budget Summary:

Description	Contract Amount	Percent Complete	Total Billed
1 Project Approval and Environmental Document	\$30,000.00	100%	\$30,000.00
2 Plans, Specifications and Estimates	\$133,000.00	86%	\$114,380.00
3 Right of Way	\$12,000.00	75%	\$9,000.00
Additional Tasks			
4 Utility A Letters		100%	\$643.82
Total	\$175,000.00	87.69%	\$154,023.82

Submitted By,

Aaron Brusatori, PE

ITEM NO.: G-12
AUTHORIZE TRANSFER OF
LIGHTS TO NEW LIFE
ASSEMBLY CHURCH

March 14, 2023

TO: CITY COUNCIL OF THE CITY OF CORNING

FROM: KRISTINA MILLER, CITY MANAGER



BACKGROUND:

The City received a request from New Life Assembly Church for the existing parking lot lights and poles that were planned to be demolished as part of the new Proposition 68 Park Development Recreation Center and City Plaza project. New Life Assembly will remove and transfer the poles.

RECOMMENDATION:

AUTHORIZE THE DONATION OF THE EXISTING PARKING LIGHTS AND POLES TO NEW LIFE ASSEMBLY CHURCH.

**ITEM NO.: G-13
APPROVE LETTER OF SUPPORT
SEEKING CONTINUATION OF TEHAMA
COUNTY SERVICES BEING PROVIDED
AT THE CORNING MEUSER BUILDING**

March 14, 2023

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

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

SUMMARY:

Approve and authorize the Mayor to sign a "Letter of Support" to the Tehama County Board of Supervisors on behalf of the City of Corning seeking continuation of services provided by the County of Tehama at the Meuser Building owned and operated by the Corning Healthcare District and located at 145 Solano Street in Corning, CA.

BACKGROUND:

The City received a request Corning Healthcare District Manager Tina Hale for a letter of support for continuing services provided by multiple Tehama County Agencies at the Corning Healthcare District's Meuser Building.

Corning Healthcare District obtained a USDA (United States Department of Agriculture) 40-year mortgage to build the facility based on a multi-decade commitment from the County for leasing space within the building for multiple County Agencies. Should the County break their Lease, it would trigger loan issues with the USDA on top of legal issues in relation to the signed contract with the County of Tehama.

The services provided by the multiple County Agencies provide a number of vital services to residents of the City as well as those in the surrounding outlying Community. The continuation of these services is critical to our residents and those located in the south County unincorporated areas due to:

- Limited bus services to areas/services located outside of the City; and
- Some elderly and/or disabled residents find it difficult or are unable to commute to other Cities to obtain these services for assorted reasons.
- Currently this building is the only County Building with emergency backup power operating south of St. Elizabeth Hospital.
- The building is occupied by multiple County Agencies, including Social Services which provide a vital service to community members.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE ATTACHED LETTER OF SUPPORT SEEKING CONTINUATION OF TEHAMA COUNTY SERVICES BEING PROVIDED AT THE CORNING HEALTHCARE DISTRICT'S MEUSER BUILDING LOCATED AT 145 SOLANO STREET IN CORNING.

March 14, 2023

The Honorable Members of the Tehama County Board of Supervisors
P.O. Box 250
Red Bluff, CA 96080

Subject: Letter of Support of continuing services provided by multiple Tehama County Agencies at the Corning Healthcare District's Meuser Building.

Dear Honorable Supervisors:

The City of Corning strongly supports the continuation of the services at the Corning Healthcare District's Meuser Building provided by multiple County agencies, including Social Services and the Health Services Agency. The City of Corning is a low socio-economic community that depend on these services.

The continuation of these services is critical for our residents and those located in the south County unincorporated areas due to:

- Limited bus services to areas/services located outside of the City; and
- Some elderly and/or disabled residents find it difficult or are unable to commute to other Cities to obtain these services for various reasons.

Sincerely,

Robert Snow, Mayor
City of Corning

ITEM NO: J-14
PRESENTATION AND ACCEPTANCE OF
ANNUAL CITY AUDIT FOR
FISCAL YEAR 2021/2022
March 14, 2023

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

SUMMARY:

Each year, City Auditor Donald Reynolds, CPA, who is accountable directly to the City Council, presents the results of the Annual Audit of the City of Corning financial records. He will be present at the Council Meeting to explain to the City Council the results of the Fiscal Year 2021/2022 Audit. The **“Management’s Discussion and Analysis” is attached.**

A copy of the Audit is on file for public review at City Hall and on the City website (www.corning.org). Council members may receive a bound copy at City Hall.

AUDIT OVERVIEW:

The Audit report begins with the **“Independent Auditor’s Report”** of the Financial Section. That report provides detailed information regarding the issues addressed by the Auditor in this document. Mr. Reynolds will be on hand to answer any questions you might have regarding the audit document.

The next section of the Financial Section is the **“Management’s Discussion and Analysis” or “MD&A”** that provides City Management’s introduction to the Annual Audit. This is an important part of the Audit report because it provides an overview of the City’s financial condition as viewed by the City Management. The MD&A has also been reviewed by the Auditor. It includes an explanation of the components of the audit and summarizes revenues and expenditures for the fiscal year. The MD&A is the most concise, understandable portion of the audit.

GENERAL FUND:

The General Fund of the City is the main fund that is discretionary in nature; the Council has the freedom to determine the priorities and establish the uses of the General Fund. Most of the other Funds are restricted to specific purposes either by City Code or by State Law though the City Council still sets the priorities.

FY 2021/2022 VS. FY 2020/2021

Tables 3 & 4 of the MD&A present the actual General Fund Revenues and Expenditures data for FY 2021/2022 as compared with the same data for FY 2020/2021. You will note that revenues (Table 3) increased in 2021/2022 by \$570,386 or 7.41% from the previous year. These increases were largely due increases in sales and use taxes and transient occupancy taxes. Fortunately, auto sales and the Wayfair decision, which requires sales tax to be paid on internet purchases regardless of whether the business has a physical presence in the State, largely offset fuel sales tax losses. From Table 4 you will note expenditures increased in FY 2021/2022 by \$1,142,090 or 19.47% from FY 2020/2021. Increases in expenditures were felt in general government, public safety, transportation, parks and recreation, debt service, and capital outlay.

FY 2021/2022 BUDGET VS. ACTUAL:

Budgets are projections of future revenue and expenditures. The audit reconciles the projections we make near the beginning of the fiscal year with the actual amounts. A summary of General Fund Budgeted Amounts vs. the Actuals is included as Table 7 in the MD&A, and in Exhibit “A-3” of the Audit. Overall, revenues came in significantly higher than

anticipated. This was partly due to sales and use taxes exceeding our projections and a large amount of one-time American Recovery Plan Act (ARPA) funds received. Expenditures came in significantly higher as well.

The Total General Fund balance at June 30, 2022 was 5,525,069. The Total General Fund balance at June 30, 2020 was \$4,723,051. This represents a \$612,662 increase.

OTHER FUNDS:

The MD&A provides two summary tables of the Water and Sewer Funds, respectively. Table 5 shows the Water Fund ending the year with a negative "Change in Net Position" of (\$46,110). This was primarily due to non-payment of water bills due to the COVID-19 pandemic. The Sewer Fund data is presented in Table 6 and shows a positive Change in Net Position of \$214,278 at the close of FY 2021/2022.

The other specialized Funds such as the road funds are listed in **Exhibits B-1 through B-3**. New this year is Fund 005, which was created to track American Recovery Plan Act funds received.

Exhibits C-1 through C-3, show the Capital Replacement and the Capital Improvement Funds, including Development Fee related funds including the Traffic Mitigation Fund 116, and Drainage Fund 345, and the Department **Equipment Replacement** Funds.

Exhibits D-1 through D-3 show the City's "Enterprise Funds", which consist of the Sewer, Solid Waste, Airport, Transportation Center, and Water funds. Depreciation and Amortization are included and do not include principal payments on long-term debt. Retained Earnings include the total cost of all fixed assets less any accumulated depreciation and any long-term debt.

Exhibits E-1 through E-3, show the three **Trust Funds**, J.T. Levy Scholarship Fund, Rodgers Theatre Trust, and the Riddell Library Fund.

RECOMMENDATION:

MAYOR AND COUNCIL MEMBERS RECEIVE AND ACCEPT THE ANNUAL AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2022.

CITY OF CORNING
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2022

As Management of the City of Corning (City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the City's basic financial statements following this section.

The Management's Discussion and Analysis (MD&A) presents financial highlights; an overview of the accompanying financial statements; an analysis of financial position and results of operations; a current-to-prior year analysis; a discussion on restrictions and commitments; and a discussion on significant activity involving capital assets and long-term debt. The discussion focuses on the City's primary government and unless otherwise noted, component units reported separately from government are not included.

Financial Highlights

Government-Wide

All funds of the City are reported together in the Government-Wide Reports. Total assets of the City were \$46,580,597. Deferred inflows and outflows of resources were \$9,974,990 and \$1,672,870 respectively, and total liabilities were \$13,862,947 at June 30, 2022. The City's assets exceeded its liabilities by \$24,415,620 (net position) for the fiscal year reported. This is an increase of \$2,673,913 from the previous year when assets exceeded liabilities by \$21,741,707. The increase was primarily due to increases in sales and use taxes of \$605,499 and American Rescue Plan Act (ARPA) monies received. A surplus in the amount of \$2,252,962 was generated in the governmental funds and an increase of \$420,065 in the business-type funds.

At June 30, 2022, the General Fund had a fund balance of \$5,335,713.

Fund Based - Governmental Funds

Governmental funds include the General Fund and all other funds, except those classified as business type. The City's governmental funds reported total ending fund balance of \$11,247,910 this year. This compares to the prior year ending fund balance of \$9,767,036 and is an increase of \$1,480,874 during the 2021-22 year.

For the fiscal year ending June 30, 2022, the fund balance of the General Fund was \$5,335,713. Management has a General Fund balance goal of six (6) months of operating expenditures in order to maintain stability of City services during times of economic uncertainty. The fund balance of \$5,335,713 at June 30, 2022 equates to 8.36 months of operating expenditures and transfers, based on reported fiscal year 2021-2022 expenditures and transfers totaling \$7,655,401. Keep in mind this includes \$1,846,884 of American Rescue Plan Act funds.

Fund Based- Business Type Activities

The City's business type activities include the Water Fund, the Sewer Fund, the Solid Waste Enterprise Fund (residual), the Airport Fund and the Transportation Center Fund. These funds reported total ending net position of \$6,778,513 as of June 30, 2022. This compares to the prior year ending net position of \$6,358,448 showing an increase of \$605,399.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction of the City's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements present both long-term and short-term information about the City's overall financial picture. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis of full accrual accounting and elimination or reclassification of internal activities.

The *Statement of Net Position* is measured as the difference between (a) assets and deferred outflow of resources and (b) liabilities and deferred inflow of resources. This is one way to measure the City's financial health, or financial position. Over time, increases or decreases in the City's net position may serve as an indicator of whether or not its financial health is improving or deteriorating.

The *Statement of Activities* presents information on how the City's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that only result in cash flows in future periods; e.g. earned but unused vacation leaves.

In both the Statement of Net Position and Statement of Activities we divide the City into two kinds of activities:

Governmental Activities Most of the City's basic services are reported here, including General Government (City Council, City Clerk, City Manager's Department, General and Fiscal Services), Public Safety (Police and Fire), Community Development and Planning, Swimming Pool and Public Works. Revenues from property taxes, transient occupancy taxes (TOT), sales tax, transactions and use tax, business license tax, etc. finance most of these activities.

Business-type Activities The City charges a fee to customers to recover all or most of certain services it provides. The City's water, sewer, solid waste, airport and transportation center are included in this category.

Fund Financial Statements

The Fund Financial Statements are designed to report information about groupings (funds) of related accounts, which are used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds. The City uses all three types, each using different accounting methods.

Governmental Funds Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Corning maintains 43 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund which is considered the only major fund. Data from the other 42 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City of Corning adopts annual appropriations for its governmental funds. As required supplementary statements, budgetary comparison statements have been provided to demonstrate compliance with adopted appropriations.

Proprietary Funds Proprietary funds are primarily used to account for when the City charges for the services it provides, whether to outside customers or to other units of the City. These funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities, using an accrual basis of accounting. In fact, the City's enterprise funds (a component of proprietary funds) are the same as the business-type activities that are reported in the government-wide financial statements but provide more detailed information, such as the statement of cash flows. The City used internal service funds (the other component of proprietary funds) to report activities that provide supplies and services for the City's other programs and activities, such as Building and Equipment Services funds. Since these activities predominantly benefit governmental rather than business-type functions, they are included with the governmental activities in the government-wide financial statements.

Fiduciary Funds Fiduciary funds are used to account for resources held for the benefit of parties outside the City. In these cases, the City has a fiduciary responsibility and is acting as a trustee. The Statement of Fiduciary Net Position separately reports all of the City's fiduciary activities. The City excludes those activities from the City's other financial statements because the City cannot use these assets to finance its operations. However, the City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

Notes to the financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain Required Supplementary Information. The City's progress in funding its obligation to provide pension benefits to its employees is presented. The Statements of Revenues, Expenditures, and Changes in Fund balances - Budget and Actual for the individual funds are also presented.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

This analysis will focus on the City's net position (Table 1) and changes in net position (Table 2) of the governmental and business-type activities for the fiscal year ending June 30, 2022.

TABLE 1 – NET POSITION						
	Governmental Activities		Business-Type Activities		Government-Wide Totals	
	2022	2021	2022	2021	2022	2021
Assets:						
Cash and other assets	\$ 17,392,694	\$ 16,201,517	\$ 4,419,853	\$ 4,297,573	\$ 21,812,547	\$ 20,499,010
Capital asset	<u>13,722,010</u>	<u>12,976,055</u>	<u>11,046,040</u>	<u>11,117,572</u>	<u>24,768,050</u>	<u>24,093,627</u>
Total Assets	<u>\$ 31,114,704</u>	<u>\$ 29,177,572</u>	<u>\$ 15,465,893</u>	<u>\$ 15,415,065</u>	<u>\$ 46,580,597</u>	<u>\$ 44,592,637</u>
Deferred Outflows						
	\$ <u>1,126,786</u>	\$ <u>1,144,000</u>	\$ <u>546,084</u>	\$ <u>491,645</u>	\$ <u>1,672,870</u>	\$ <u>1,635,645</u>
Liabilities:						
Other liabilities	\$ 1,014,895	\$ 1,458,059	\$ 410,717	\$ 681,031	\$ 1,425,612	\$ 2,139,090
Long-term liabilities	<u>4,367,524</u>	<u>7,259,423</u>	<u>8,069,811</u>	<u>8,759,615</u>	<u>12,437,335</u>	<u>16,019,038</u>
Total Liabilities	<u>\$ 5,382,419</u>	<u>\$ 8,717,482</u>	<u>\$ 8,480,528</u>	<u>\$ 9,440,646</u>	<u>\$ 13,862,947</u>	<u>\$ 18,158,128</u>
Deferred Inflows/Revenues						
	\$ <u>9,221,964</u>	\$ <u>6,220,831</u>	\$ <u>752,936</u>	\$ <u>107,616</u>	\$ <u>9,974,990</u>	\$ <u>6,328,447</u>
Net Position:						
Invested in capital assets net of related debt	\$ 13,259,386	\$ 11,842,822	\$ 3,826,040	\$ 3,513,913	\$ 17,085,426	\$ 15,359,735
Restricted	-	-	1,650,046	1,650,046	1,650,046	1,650,046
Unrestricted	<u>4,377,721</u>	<u>3,540,437</u>	<u>1,302,427</u>	<u>1,191,489</u>	<u>5,680,148</u>	<u>4,731,926</u>
Total Net Position	<u>\$ 17,637,107</u>	<u>\$ 15,383,259</u>	<u>\$ 6,778,513</u>	<u>\$ 6,358,448</u>	<u>\$ 24,415,620</u>	<u>\$ 21,741,707</u>

In fiscal year 2021-22, Governmental Activities increased the City's net position by \$2,252,962 and business-type activities increased the City's net position by \$420,065, as compared to the prior fiscal year.

As Table 2 depicts, Governmental Activities revenues increased by \$1,136,945, or 11.43%, due primarily to increases in sales and use tax, grant revenue, and American Rescue Plan Act (ARPA) monies received. The City received \$924,686 in ARPA monies. Expenses in the governmental activities increased by \$1,186,291, or 15.13%; much of this increase is in the City's public safety, parks and recreation, combined with an increase in general government. Much of the increase in parks and recreation was due to grant related expenses that the City will receive reimbursements for.

Business-type activities revenues decreased by \$<306,407> or 6.47%. The decrease was due, in part to elimination of the Solid Waste revenues and changes in customer charges. Business-type expenses decreased by <\$143,220>.

TABLE 2 - CHANGES IN NET POSITION
For the periods ending June 30

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Government-Wide Totals</u>	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ -	\$ -	\$ 3,753,028	\$ 4,073,580	\$3,753,028	\$ 4,073,580
Operating grants and contributions	382,872	382,872	-	-	382,872	382,872
Capital grants and Contributions	303,285	303,285	-	-	303,285	303,285
General revenues:						
Property taxes	735,361	694,262	-	-	735,361	694,262
Sales and use taxes	5,181,575	4,635,865	-	-	5,181,575	4,635,865
Occupancy taxes	678,925	415,518	-	-	678,925	415,518
Other taxes	350,828	279,473	-	-	350,828	279,473
Vehicle License In Lieu	775,019	730,670	-	-	775,019	730,670
Franchise tax	185,207	152,145	-	-	185,207	152,145
Investment earnings	27,300	42,350	9,525	13,894	36,825	56,244
Intergovernmental	2,237,126	1,847,614	-	-	2,237,126	1,847,614
Other revenue	<u>227,249</u>	<u>463,748</u>	<u>625,193</u>	<u>606,679</u>	<u>852,442</u>	<u>1,070,427</u>
Total Revenue	<u>11,084,747</u>	<u>9,947,802</u>	<u>4,387,746</u>	<u>4,694,153</u>	<u>15,472,493</u>	<u>14,641,955</u>
Expenses						
General government	3,050,343	2,447,424	-	-	3,050,343	2,447,424
Public safety	4,740,437	4,316,763	-	-	4,740,437	4,316,763
Transportation	334,370	557,399	-	-	334,370	557,399
Cultural Parks and Recreation	861,551	491,648	-	-	861,551	491,648
Community Development	40,791	27,967	-	-	40,791	27,967
Sewer	-	-	2,015,018	2,042,805	2,015,018	2,042,805
Water	-	-	1,827,534	1,583,822	1,827,534	1,583,822
Solid Waste	-	-	-	398,355	-	398,355
Airport	-	-	107,340	67,679	107,340	67,679
Transportation Center	-	-	17,789	18,240	17,789	18,240
Total Expenses	<u>9,027,492</u>	<u>7,841,201</u>	<u>3,967,681</u>	<u>4,110,901</u>	<u>12,995,173</u>	<u>11,952,102</u>
Increase (Decrease) in Net Position before transfers, prior period adjustments and extraordinary items	2,252,962	2,106,601	420,065	583,252	2,673,027	2,689,853
Transfers	-	-	-	-	-	-
Prior period adjustments	-	-	-	271,090	-	271,090
Increase (Decrease) in Net Position	<u>\$ 2,252,962</u>	<u>\$ 2,106,601</u>	<u>\$ 420,065</u>	<u>\$ 854,342</u>	<u>\$ 2,673,027</u>	<u>\$ 2,960,943</u>

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As noted earlier, the City of Corning uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Under the Government Accounting Standards Board Statement 54 (GASB 54), fund balances are now classified as Non-spendable, Restricted, and Unassigned. Non-spendable fund balances are amounts that are inherently Non-spendable, i.e. cannot be spent because of their form or because they must be maintained intact. Restricted fund balances are amounts with externally enforceable limitations on use, such as limitations imposed by creditors or grantors, and limitations imposed by other governments. Unassigned fund balances (residual net resources) are the amount in excess of Non-spendable and Restricted amounts.

Governmental Funds. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of resources that are available for spending. Such information is useful in assessing the City's financial requirements.

At the end of the current fiscal year, the City's governmental funds reported combined ending fund balances \$11,247,910 an increase of \$1,480,874 over the prior year. The primary reason for the increase is overall increases in sales tax, transient occupancy taxes, and ARPA revenues.

The following discussion focuses on the City's three primary operating fund types.

General Fund. The General Fund is the chief operating fund of the City of Corning. The General Fund experienced a surplus of revenues over expenditures in the amount of \$612,662.

The following table, Revenue by Source (Table 3) and Expenditure by Function (Table 4), provide a two-year comparison. Accompanying the tables are brief explanations of significant changes.

TABLE 3 - GENERAL FUND REVENUES BY SOURCE
For the periods ending June 30

	2022		2021		Increase/(Decrease)	
	Amount	Percent of Total	Amount	Percent of Total	Amount	% change
Taxes and assessments	\$ 7,600,738	91.93%	\$ 6,628,460	86.11%	\$ 972,278	14.67%
Use of money and property Interest	8,420	0.10%	12,236	0.16%	(3,816)	(31.19%)
Licenses and permits	257,656	3.12%	290,781	3.78%	(33,125)	(13.40%)
Intergovernmental revenues	316,934	3.83%	363,500	4.72%	(46,566)	(12.81%)
Other revenue	84,315	1.02%	402,700	5.23%	(318,385)	(79.06%)
Total	<u>\$ 8,268,063</u>	<u>100.00%</u>	<u>\$ 7,697,677</u>	<u>100.00%</u>	<u>\$ 570,386</u>	<u>7.41%</u>

TABLE 4 - GENERAL FUND EXPENDITURES BY TYPE
For the periods ending June 30

	2022		2021		Increase/(Decrease)	
	Amount	Percent of Total	Amount	Percent of Total	Amount	% change
General Government	\$ 1,419,277	20.25%	\$ 1,248,159	21.28%	\$ 171,118	13.71%
Public Safety	4,014,025	57.28%	3,648,445	62.20%	365,580	10.02%
Transportation	113,902	1.63%	92,363	1.57%	21,539	23.32%
Cultural Parks and Recreation	656,949	9.37%	374,746	6.39%	282,203	75.31%
Community/Economic Development	23,500	0.34%	23,500	0.40%	-	-
Debt service	585,016	8.35%	320,774	5.47%	264,242	82.38%
Capital outlay	195,190	2.78%	157,782	2.69%	37,408	23.71%
Total	\$ 7,007,859	100.00%	\$ 5,865,769	100.00%	\$ 1,142,090	19.47%

Fiscal year 2021-22 General Fund revenue increased by \$570,386 (7.41%) in comparison with the prior year. Significant changes were an increase of taxes and assessments, primarily due to an increase in sales tax and transient occupancy taxes. The schedule above reflects the changes during the year. Total General Fund expenditures increased by \$1,142,090 or 19.47% from the prior fiscal year.

Proprietary funds. Proprietary funds operate in a business-type environment. The proprietary fund statements share the same focus as the government-wide statements, reporting both short-term and long-term information about financial status. The City's proprietary funds include the Sewer, Water and Solid Waste utilities and the Airport and Transportation Center.

In the fiscal year ended June 30, 2022, the Water Fund had a decrease in net position of \$<46,110> and the Sewer Fund had an increase in net position of \$214,278. The Solid Waste Fund had an increase in net position of \$-0-, and the Airport and the Transportation Center have a change in net position of \$247,640 and \$4,257, respectively. A two-year comparison of change in net position for the major funds is provided in the following tables.

Water Fund - The net position of the Water Fund decreased in fiscal year 2021-22. Operating revenues increased by 8.59% while operating expenses increased by 17.01%. The net effect was a decrease in net position in fiscal year 2021-22 compared to fiscal year 2020-21.

TABLE 5 - WATER FUND
For the periods ending June 30

	2022	2021	Increase(decrease) from prior	
	Amount	Amount	Amount	Percent
Operating Revenues	\$ 1,778,576	\$ 1,637,883	\$ 140,693	8.59%
Expenses	(1,716,472)	(1,466,946)	249,526	17.01%
Non-operating revenue (expense)	(108,214)	(112,009)	3,795	3.52%
Net operating transfers	-	-	-	00.00 %
Change in net position	\$ (46,110)	\$ 58,928	\$ (105,038)	

Sewer Fund - The Sewer Fund reported a positive increase in net position in fiscal year 2021-22 compared to fiscal year 2020-21. In 2021-22 operating revenues and expenses decreased, the net effect being a \$214,278 increase in the amount of change in net position in the current fiscal year compared to the prior year.

TABLE 6 - SEWER FUND
For the periods ending June 30

	2022	2021	Increase(decrease) from prior	
	Amount	Amount	Amount	Percent
Operating Revenues	\$ 2,222,851	\$ 2,311,673	\$ (88,822)	(3.84)%
Expenses	(1,837,632)	(1,860,236)	(22,604)	(1.21)%
Non-operating revenue (expense)	(170,941)	(173,939)	2,998	1.75%
Net operating transfers	-	-	-	00.00%
Change in net position	<u>\$ 214,278</u>	<u>\$ 277,498</u>	<u>\$ (63,220)</u>	

GENERAL FUND BUDGETARY HIGHLIGHTS.

In preparing its budgets, the City attempts to estimate its revenues using realistic, but conservative, methods and budgets its expenditure activities in a prudent manner. As a result, the City Council adopts budget adjustments during the course of the fiscal year to reflect both changed priorities and availability of additional revenues.

The General Fund budget for fiscal year 2021-22, after Council approved changes, anticipated a shortfall of \$(213,253). Revenues in fiscal year 2021-22 were \$346,863, or 4.2%, more than the budget estimate. The results of the General Fund were more favorable than anticipated, with an actual net surplus of \$612,662 due to increases in revenue and decreases in expenditures and capital outlay.

Table 7 shows a two-year comparison of General Fund budgets and actual results.

TABLE 7 - GENERAL FUND BUDGET-TO-ACTUAL
For the periods ending June 30

	2022			2021		
	Budget	Actual	Variance	Budget	Actual	Variance
Revenues, Trans In	\$ 8,181,109	\$ 8,527,972	\$ 346,863	\$ 7,190,802	\$ 7,897,677	\$ 706,875
Expenditures	(6,648,413)	(6,812,669)	164,256	(5,970,878)	(5,645,487)	325,391
Operating Result	1,532,696	1,715,303	182,607	1,219,924	2,252,190	1,032,266
Capital Outlay	(1,608,449)	(195,190)	(1,413,259)	(192,318)	(157,782)	34,536
Transfers Out	(137,500)	(907,451)	769,951	(1,087,087)	(1,081,087)	-
Net Result	<u>\$ (213,253)</u>	<u>\$ 612,662</u>	<u>\$ 825,915</u>	<u>\$ (53,481)</u>	<u>\$ 1,013,321</u>	<u>\$ 1,066,802</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. The City's practice has been to capitalize buildings, machinery and equipment. As a small City under the definition of Governmental Accounting Standards Board Statement No. 34 (GASB 34), the City is not required to report, and has not reported, infrastructure (i.e. streets, streetlights, sidewalks, etc.) assets acquired prior to June 30, 2003 in accounting for capital assets. GASB34 requires small cities to report infrastructure acquired after June 30, 2003. The City has recorded parkland improvements and acquisitions as additions to the infrastructure. While the City has done well at budgeting for depreciation

expense for equipment, it has not budgeted for other assets such as, the depreciation of buildings, streets, sidewalks, park equipment, etc. This is an important note, as the cost to maintain this infrastructure is significant. This lack of investment makes it increasingly difficult to sustain the asset and also makes the general fund balance appear arbitrarily high. The City should develop funding policies to ensure adequate investment in capital renewal and replacement.

The City’s investment in capital assets, net of accumulated depreciation and corresponding debt, for governmental and business-type activities as of June 30, 2022, was \$13,721,909 and \$11,046,040 respectively. This represented an increase in the net investment (net of corresponding debt) of 11.97% for governmental and a decrease in net investment of 9.8.79% for business-type activities.

TABLE 8 - INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT

	2022	2021	Increase (Decrease) \$	Increase (Decrease) %
Governmental Funds	\$ 13,721,909	\$ 12,976,055	\$ 745,854	5.75%
Business-type Funds	\$ 11,046,040	\$ 11,034,641	\$ 11,399	0.10%

Long-term debt (including Compensated Absences). As of June 30, 2022, the City had total debt outstanding of \$8,488,769; this is a decrease from the total debt outstanding at June 30, 2021 of \$1,035,520. This decrease is due to loan principal pay downs by the City during the current fiscal year.

Table 9 provides a two-year comparison of the City’s long-term debt.

TABLE 9 - TOTAL DEBT
For the periods ending June 30

	Governmental Activities		Business-Type Activities		Government-Wide Totals	
	2022	2021	2022	2021	2022	2021
Capital Leases	\$ 463,109	\$ 556,982	\$ -	\$ -	\$ 463,109	\$ 556,982
Compensated Absences	695,312	632,319	173,828	158,078	869,140	790,397
Pension Obligation Bonds	-	576,251	-	60,659	-	636,910
2020 Revenue						
Refunding Bonds	-	-	7,220,000	7,540,000	7,220,000	7,540,000
Total	\$ <u>1,158,421</u>	\$ <u>1,765,552</u>	\$ <u>7,393,828</u>	\$ <u>7,758,737</u>	\$ <u>8,552,249</u>	\$ <u>9,524,289</u>

ECONOMIC FACTORS AND MAJOR INITIATIVES

Fuel, auto and transportation sales are the greatest contributors to sales tax revenue for the City. Sales tax from fuel has been experiencing an overall decline since early 2012, while other retailers in Corning have remained stable overall. Specifically, sales tax from auto sales and transportation has been increasing each year to the point where the City receives more sales tax from auto and transportation sales than from fuel. There was a total of \$5,181,575 in sales tax and use tax in fiscal year 2021-2022, an increase of \$545,710 from fiscal year 2020-2021. Transient Occupancy Taxes received in fiscal year 2021-2022 totaled \$678,925, which was up \$236,479 from fiscal year 2020-2021. Motor vehicle in lieu taxes (private used auto sales taxes), increased by \$44,349 from fiscal year 2019-2020 and totaled \$775,019 in fiscal year 2021-

2022.

In 2020-2021 the City was notified that it will receive \$1,844,396 in American Rescue Plan Act (ARPA) revenues payable in two installments, the second of which was recorded as revenue in 2021-22. The City plans to utilize these funds to extend water and sewer infrastructure to the westside of Interstate 5. Doing so, will increase the sales tax base and diversify City sources of revenue creating greater financial stability. The City also allocated \$250,000 of these funds to support a downtown Corning awning replacement grant to benefit local businesses.

The City's Water System has an ISO Class II rating. As part of Resolution 06-12-2018-01, the City Council enacted a five-year series of 3.5% annual rate increases intended to maintain a stable cash flow and to assure investors of the stability of the City. Due to decreases in water consumption, and to satisfy the rate covenant requirement as part of the 2016/2017 refunding of the City's water debt, the City approved an additional 3.5% increase for a total of 7.0% through July 1, 2022 as part of resolution No. 07-23-2019-08. The City will need to continue the 7.0% rate increase due to decreases in water consumption and COVID-19 related bad debt.

In September of 2019, the City Council implemented Resolution No. 07-23-2019-09. The Resolution implements five annual 3.0% sewer rate increases to account for inflation and set aside net revenues to fund future repairs and facility replacement. It is likely the 3.0% annual increase will need to be renewed on July 1, 2024.

The continued downturn in development leaves the Sewer Capital Fund short of Development Impact Fee funds for debt service on the plant expansion bonds, but the Sewer Operating Fund is pledged to make up any shortage of revenue from new development.

The City may need to consider further water and sewer rate increases, if bad debt as a result of the COVID-19 pandemic is not recovered.

Street Maintenance is funded by Federal funds, State gas taxes, local transportation taxes and the City General Fund. Few people realize State gas taxes and local transportation taxes are a small portion of a City's investment in Roads. The City received only \$660,980 in State Gas Taxes, Senate Bill 1 funds, and local transportation taxes during the year; that is only \$80.52 per year per resident. The balance of the funds spent on roads comes from the City General Fund and available State and Federal funding. In the summer of 2023, there will be two large road and pedestrian improvement projects funded through local transportation taxes and Safe Routes to Schools funding.

In Fiscal year 2021-2022, the City Recreation Program was largely grant-funded. In fiscal year 2022-2023 the grant funding will terminate. At that point, the recreation program will become a general fund expense. The City received \$8.5 million in grant funding to construct a city plaza, recreation center, splash pad and amphitheater. Construction of the new facilities are expected to be completed in 2025. At that point, the City will need to increase recreation staffing to support the new facility. Due to rising construction costs it is anticipated a portion of this project will need to be funded through the General Fund. Staff is exploring cost control measures along with any available additional grant opportunities due to the expected funding shortfall. It is likely an additional \$2 million may be needed to support this project.

For Fiscal Year 2021-2022 there were 42 full-time City Employees. The City has a huge investment in those employees and they are the greatest asset of the City well worth retaining by maintaining stable employment.

The Police Departments leads through the Chief and four Sergeants; there are no Captains or Lieutenants employed at this time. The Dispatch Records Supervisor position has been filled. There remains five

dispatchers, including the dispatch supervisor. In Fiscal Year 2022-2023 an additional police officer and the promotion of a police officer to a sergeant were approved. The Administrative Services Manager position was not refilled after a vacancy. Instead an additional community services officer was authorized. As part of the reorganization there was also a request to create a detective position that is currently being evaluated.

The Fire Department, an ISO Class 4 rated agency, is a one-hundred-year old Volunteer Department with no full-time firefighters, saving the City over \$1 million per year. There are four full-time fire dispatchers and a Fire Chief. The City anticipates it may need to hire paid firefighters in the future as many volunteers either work out of town or cannot respond to calls during the daytime.

In fiscal year 2021-2022 the entire Public Works Department has nine full-time Maintenance Workers and a field supervisor. A part-time maintenance worker was also utilized. In fiscal year 2022-2023 an additional Maintenance Worker position was authorized. Only the Director and the Public Works Secretary are in the office. Beginning in October of 2019 the City initiated a contract with a consulting firm for Public Works Director and City Engineer services. All City Employees have direct service contact with the public.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the City of Corning's financial condition for all those with an interest in the City's finances. Should the reader have further questions, please contact Kristina Miller, City Manager, City of Corning, 794 Third Street, Corning, California 96021.

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

SUMMARY:

Staff provides Mid-year Budget updates to the City Council. The purpose is to update the Council and the public regarding how the City is fairing financially at the mid-point of the fiscal year. This report largely relies on information from the fiscal year mid-point, which is December 31, 2022.

APPROVED BUDGET:

The Fiscal Year 2022/23 Budget projected total revenues (excluding transfers) of \$17,318,275. General Fund Revenues (including Measure A) at time of budget approval were expected to make up about 47% (\$7,482,100) of total revenues. The City Council maintains primary discretion over how the General Fund is expended.

The remainder, about 53% (\$9,836,175) of revenues originates from sources other than General Fund revenues and must be allocated (expended) for specific purposes, such as grant-funded projects, or for Sewer, Water, and Street Maintenance, etc. We refer to those funds as "non-discretionary" because the Council has little choice regarding how they are spent.

A. GENERAL FUND.

Since the City Council does have discretion over how General Fund revenues are expended, the performance of the General Fund is the heart of the Mid-Year Budget Review.

The FY 2022/23 General Fund Budget (including Measure A) projected total revenues of \$7,482,100. Sales Tax (excluding Measure A Transactions and Use Tax) was projected to generate 51% of the total General Fund Revenues, or \$3,850,000. Sales Tax and Measure A Tax combined total 59% of General Fund Revenue (including Measure A).

1. General Fund Revenue FY 2022/2023:

- 1. Projected Sales Tax (Account 4121 and 4009)** -Sales tax generates a significant part of our General Fund; therefore decreases/increases in sales tax can seriously affect the budget. Additionally, since Corning is the home of three large Travel Centers (Truck stops), we are heavily reliant on sales tax from fuel sales. That being said, the percentage of sales tax revenue from fuel sales has been decreasing significantly in the last six years. In fiscal year 2013/2014 fuel sales tax represented 79% of total sales tax revenue received as compared to 33% in fiscal year 2021/2022. Lower fuel costs equate to less sales and lower sales tax revenue for us. Accordingly higher fuel prices equate to increased sales tax for the City up to the point where demand decreases.
- 2.** At this moment, we have complete sales tax data for two calendar quarters for FY 2022/23; the 2nd and 3rd quarters of 2022. Those receipts are on target for meeting the \$3.85 million budget for the General Fund and the \$1,350,000 in Transactions and Use (Measure A) tax. For the General Fund (Account 4121), the City should expect to receive close to or just under \$3,850,000. The budget is not proposed to be increased. Transactions and Use Tax (Measure A- Account 4009) is expected to come in \$100,000 higher than budgeted. **The budget is proposed to be increased accordingly to \$1,450,000.**

The 4th Quarter 2021 totals will not be received until late March 2022, and the totals for the 1st Quarter of 2022, three months after that in June.

3. **Transient Occupancy tax (Account 4128)-** We have received three quarters of revenue. Revenue receipts are less than originally anticipated. **The budget is proposed to be decreased from \$670,000 to \$570,000.**
4. **Vehicle License Fees (Account 4511)-** Vehicle License Fees (VLF) are budgeted at \$760,000. We typically receive two payments for VLF; in January and May, respectively. The January 2022 payment was \$423,551. The May payment should be the same. **VLF will be greater than budgeted this fiscal year by approximately \$87,000. The budget is proposed to be increased to \$847,000.**
5. **Franchise Fees (Accounts 4123, 4124, 4125):** We collect Franchise Fees from PG&E, Comcast Cable TV, and Waste Management. Franchise Fees from Cable TV are running as expected. We have no current information regarding PG&E Franchise Fees that typically arrive in April but expect they will come in as anticipated or slightly higher than budgeted. No adjustments are proposed.
6. **BUILDING PERMIT/PLAN CHECK FEES:** At this point, Building Permit (\$67,035 currently vs. \$120,000 budget) and Plan Check (\$21,421 current vs. \$32,000 budget). **Building Permit fees are proposed to be increased \$20,000 to \$140,000. Plan Check fees are proposed to be increased \$10,000 to \$42,000.**
7. **Property Tax-** Property Taxes are collected by the County and then sent on to the various jurisdictions in January, May, and June of each year. They make up about 10% of our General Fund and are projected to meet or slightly exceed budget as proposed this year. The taxes are billed to property owners and then paid to the City in three installments. Since the City has only received one installment, no adjustments are proposed at this time.
8. Various Minor Revenue adjustments are proposed: **Police Miscellaneous Income/Donations (Account 4528) is proposed to be increased to \$23,000 due to grant revenue being awarded, and Planning Permits and Applications (Account 4612) is proposed to be increased to 30,000 based on current receipts.** These adjustments have a net zero effect on the budget because there will be corresponding expenses for the revenue. **Miscellaneous Income (Account 4618) is proposed to be increased by \$62,000 to reflect the revenue received from selling the 6th and Yolo St. property.**

The total of these general fund revenue adjustments amounts to a projected increase by \$216,500 at year's end, as depicted in Exhibit B.

UTILITY (ENTERPRISE) FUND REVENUES:

A. Short term (This Fiscal year):

The Sewer and Water System accounts are regarded as "Enterprise Accounts". Those revenues may only be used for operating and maintaining the sewer and water system.

The revenue stream for these two utilities were reviewed at the mid-point in the budget year (December 31, 2022), the results are as follows:

SEWER FUND: The total Sewer Fees revenues at December 31 are \$1,091,154. The total fiscal year budget projection is \$2,204,500. Revenues are in line with projections. Sewer fund expenditures are on target except for vehicle replacement due to bids coming in higher than budgeted. **Vehicle Replacement (Account 381-9500-5000) is proposed to be increased by \$2,000 to \$14,355.**

There will also be an increase to Capital Replacement (Account 380-9206-5250) due to damage to the main sewer line at Birch Creek and Highway 99W. Staff are

compiling the costs. Once a budget is developed, staff will request a budget adjustment.

WATER FUND: Water revenues through December 31 total \$993,390. The total fiscal year budget projection is \$1,770,500. Revenues are slightly above projections. Water fund expenditures are also on target for the most part. Vehicle Replacement (Account 383-9500-7100) must be increased due to bids coming in higher than budgeted. **Communications (Account 630-6350-7100) is proposed to be increased by \$2,000 to \$12,000 due to postage fees. Vehicle Replacement (Account 381-9500-5000) is proposed to be increased by \$2,000 to \$14,355. Electricity (Account 630-6410-7100) is proposed to be increased by \$105,000 to \$400,000.**

While revenues are on target, the City is experiencing over \$75,000 in bad debt as a result of not being able to shut off water for non-payment during the COVID-19 pandemic. The City can and is now shutting off water for non-payment. Should utility users not repay these debts in the next few months, the City will need to raise rates to remain in compliance with its rate covenant. It is hoped those impacted by the COVID-19 pandemic will take advantage of the Utility Payment Assistance Programs made available.

EXPENDITURES OVERALL:

We completed reviews of Department expenditure reports at the mid-year point (July 1-December 31). In general terms, expenditures are about where we expect them to be, except for the following instances displayed in Exhibit A.

PERSONNEL COSTS:

Our largest single expense is employee wages and benefits (personnel costs). Personnel expenditures are coming in as expected except for comp time accruals being cashed out for the Police and Police Dispatch departments. It is proposed Police Comp Time Cashed (Account 001-5850-2114) be increased by \$40,000 to \$160,000. Similarly it is proposed that Police Dispatch Comp Time Cashed (Account 001-5850-2119) be increased by \$50,000 to \$90,000.

SOLANO STREET REPAIRS:

Total expenditures for the Solano Street repairs will total at close out \$1,566,375. Solano Street repairs will have exceeded the budgeted amount by \$403,466. Account 001-9299-3001 is proposed to be increase by \$403,466.

FUTURE EXPENDITURES

Staff were surprised to hear the level to which constructions costs have increased since the time of grant submittal for the Proposition 68 Recreation Center and City Plaza project. We anticipate the City will need to minimize recreation features, obtain additional grants and/or utilize general fund reserves or issue a bond to offset the costs of construction. We do not have hard figures yet, but both architects responding to the request for proposals felt an additional \$2 million will be necessary. Staff are also working with the architect on cost control measures that will still maintain the quality of the project.

The City expects to increase staffing significantly in the next few years as a result of the new recreation center and other City needs. In the fiscal year 2022-2023 budget staff item the following staffing proposal was proposed:

FY 2022-2023 Proposed:

Full-Time Maintenance Worker/Meter Reader
Police Officer
Police Officer promoted to Sergeant

Contracted Grant Administrator

FY 2023-2024:

Detective
Recreation Coordinator, Full-time
Planner, Full-time
Public Works Maintenance Worker

FY 2024-2025

Public Works Director, net of current contract
Recreation Assistant

FY 2025-2026

Three firefighter positions

During the fiscal year 2022-2023 budget presentation, an eight-year projection was presented based on past experience of a 5% annual increase in expenditures and a 4% annual increase in revenues to ensure the aforementioned positions can be filled. I will present the results of this projection at the March 14th City Council meeting for informational purposes.

Unfunded Accrued Liability (UAL)

CalPERS returned -7.5% in investment earnings for FY 2021/22, dropping its funding levels from 82% to 71%. This came on the heels of a 21.3% earnings year in FY 2020/21, effectively giving back the progress made by CalPERS in FY 2020/21. While the benefit (UAL reduction) of the 21.3% return year slightly outweighs the impact (UAL increase) of the negative 7.5% returns, the recent reduction of the discount rate from 7.0% to 6.8% largely offsets any remaining benefit from FY 2020/21. **As a result, our annual UAL payments are expected to increase from \$600,000 to \$1,000,000 in 2029.** CalPERS has received nine months of returns for fiscal year 22/23. To date, the return is 2.5%. It is likely yields will not meet the 6.8% discount rate resulting in further UAL increases.

BOTTOM LINE:

The total fund balance as of June 30, 2022 is \$5,335,713 for the General Fund (including Measure A). These fund reserves are necessary to provide stability within the City during the next economic downturn, fund strategic planning activities, offset construction cost increases for the new Recreation Center and City Plaza, fund emergencies and natural disaster emergency expenses, and future building replacement costs.

Further, the City must explore means to pay down its UAL debt.

The City is in a much better fiscal condition because of Measure A Revenue. The City is at a point where it can begin as part of its strategic planning process to really focus its efforts and budget priorities on improvements of value to the community, while keeping in mind on existing staffing needs and workload levels.

RECOMMENDATION:

MAYOR AND COUNCIL:

- **APPROVE THE PROPOSED BUDGET ADJUSTMENTS AS DEPICTED IN EXHIBIT A AND B; and,**
- **RECEIVE THE MID-YEAR BUDGET REPORT AS PRESENTED.**

EXHIBIT A: Proposed Mid-Year Budget Adjustments

Expenses	Department	Description	Approved Budget FY 2022-2023	Proposed Mid Year Budget Adjustments	\$ Change	Explanation
001-6300-1300	City Clerk	Professional Services	3,500	4,000	500	Increased fees for municipal code codification
001-6304-1400	Legal Services	Employee Relations	700	10,700	10,000	Labor Relations fees are higher in years when MOU's are being negotiated. Fees are inline with historical costs
610-6304-1400	Legal Services	Employee Relations	700	10,700	10,000	Labor Relations fees are higher in years when MOU's are being negotiated. Fees are inline with historical costs
630-6304-1400	Legal Services	Employee Relations	700	10,700	10,000	Labor Relations fees are higher in years when MOU's are being negotiated. Fees are inline with historical costs
001-6150-1500	Finance	Materials/Supplies	200	350	150	Minor cost increases
610-6150-1500	Finance	Materials/Supplies	200	350	150	Minor cost increases
630-6150-1500	Finance	Materials/Supplies	200	350	150	Minor cost increases
001-6319-1500	Finance	Temporary Help	-	5,000	5,000	Temporary personnel due to staff leave of absences and extra City projects
610-6319-1500	Finance	Temporary Help	-	9,000	9,000	Temporary personnel due to staff leave of absences and extra City projects
630-6319-1500	Finance	Temporary Help	-	9,000	9,000	Temporary personnel due to staff leave of absences and extra City projects
001-6300-1600	General City	Professional Services	2,600	4,000	1,400	Cost of appraisals and HOME reporting required by State
001-6815-1600	General City	Unemployment Ins	15,000	20,000	5,000	Increase in unemployment claims
001-6410-1600	General City	Electricity	79,000	90,000	11,000	Increased costs, usage, on-bill financing and change of tier
001-6410-1700	Library	Electricity	16,600	28,000	11,400	Increase in electricity costs due to On-Bill Financing charges for 2018 energy efficiency upgrades (lighting and HVAC) taking effect
001-5850-2114	Police	Comp Time Cashed	120,000	160,000	40,000	Comp Time being cashed out by employees rather than used
001-6250-2114	Police	Materials/Supplies	5,000	9,500	4,500	Increase in supply costs
001-6300-2114	Police	Professional Services	11,000	26,000	15,000	Due to recruitment costs for background services
001-6303-2114	Police	Parking Citations to County	100	250	150	Increase in citations
001-6552-2114	Police	Safety Items	17,100	20,000	2,900	Increase in expenditures is due to CalCops grantfunded expenditures that will be reimbursed.
001-5850-2119	Police Dispatch	Comp Time Cashed	40,000	90,000	50,000	Comp Time being cashed out by employees rather than used
001-7100-2200	ACO/CSO	Training/Education	1,000	1,250	250	Training for second CSO
001-7500-2200	ACO/CSO	Vehicle Op/Maint	2,800	3,500	700	replacement of a door
001-9299-3001	Street Projects	Solano Project	1,078,000	1,481,466	403,466	Unforeseen unanticipated change orders
078-9500-3000	Streets	Vehicle/Replace	25,000	28,200	3,200	Mechanics truck bid came in slightly above budget
001-6350-3800	PW Admin	Communications	2,600	3,000	400	Transition to smart phones for PW employees
610-6350-3800	PW Admin	Communications	2,600	3,000	400	
630-6350-3800	PW Admin	Communications	2,600	3,000	400	
001-7408-4010	Econ Dev	3 CORE	7,500	12,500	5,000	Additional grant activity performed by 3CORE
001-6300-4300	Bldg & Safety	Professional Services	20,000	35,000	15,000	Additional plan check and building inspector services
001-6410-6100	Parks	Electricity	21,000	28,000	7,000	Increased costs, usage, on-bill financing and change of tier
001-6750-6100	Parks	Bldg. Maint	5,000	10,000	5,000	Cost for electrical work for cameras
001-6410-6125	Rodgers Theatre	Electricity	9,000	19,000	10,000	Increased costs, usage, on-bill financing and change of tier
001-6150-6200	Pool	Mat/Supplies	25,000	32,000	7,000	Chemical costs have increased significantly
630-6410-7100	Water	Electricity	295,000	400,000	105,000	Increased costs, usage, on-bill financing and change of tier
383-9500-7100	Water	Vehicle/Replace	62,500	64,500	2,000	Costs came in higher than budgeted
381-9500-5000	Sewer	Vehicle/Replace	12,355	14,355	2,000	Costs came in higher than budgeted
630-6350-7100	Water	Communications	10,000	12,000	2,000	Increased postage
Grand Total					764,116	
Total General Fund Budget Adjustments					610,816	
Total Water Fund (630/383) Budget Adjustments					128,550	
Total Sewer Fund (610) Budget Adjustments					21,550	
Total Other Capital Replacement Fund Budget Adjustments					3,200	

EXHIBIT B

Fund:001		Name :General Fund		
Revenue Account	Description	Adopted FY 2022-2023 Budget	Proposed Budget Adjustment	NEW FY 2022-2023 Proposed Budget
4128	Transient Occupancy Tax	670,000	(100,000)	570,000
4430	Building Permit	120,000	20,000	140,000
4511	MtrVeh In Lieu/Tax	760,000	87,000	847,000
4610	Building Inspection/Plan Check Fees	32,000	10,000	42,000
4528	Police Misc. Income	1,500	21,500	23,000
4588	CREDIT CARD PROCESSING FEE	2,000	(2,000)	-
4612	Planning Permits/Applications	12,000	18,000	30,000
4618	Miscellaneous Income	10,000	62,000	72,000
Total Revenue Adjustment			\$ 116,500	

Fund:002		Name :Sales Tax T&U (Measure A)		
Revenue Account	Description	Adopted FY 2022-2023 Budget	Proposed Budget Adjustment	NEW FY 2022-2023 Proposed Budget
4009	Sales Tax(T&U)	1,350,000	100,000	1,450,000
Total Revenue Adjustment			100,000	

ITEM NO.: J-16
REVIEW AND ADOPT THE
PROPOSED CITY OF CORNING
RECREATION CODE OF
CONDUCT

March 14, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KRISTINA, CITY MANAGER 
CHRISSE MEEDS, RECREATION COORDINATOR/PLANNER II 

BACKGROUND:

The City of Corning Recreation Department values sportsmanship, fair play, skill development, and mutual respect among all players, coaches, officials, and spectators. The City of Corning Recreation Department expects all people to treat others and facilities connected to the program with respect and abide by all rules and direction from staff and individuals representing the City and the Recreation Program. We reserve the right to refuse service to anyone for failing to abide by this code of conduct.

The proposed Policy stipulates the following actions as violations of the proposed Code and would be reasons for immediate removal from the recreational activity and/or Program:

- Failure to comply with directives by an Instructor, Staff, or Volunteer such that the health and/or safety of others are threatened;
- Activities that infringe on the rights of others;
- Harassment based on race, religion, sexual orientation, ability, age, gender identity, or physical appearance;
- Acts of violence or engaging in any type of violent behavior, including physically assaulting, abusing, or threatening any Player, Coach, Official, Staff, Parent, or Spectator;
- Behavior, demeaning comments, or gestures that disturb others, this includes sexual harassment and threatening behavior such as yelling, physical contact, or obscene language;
- Vandalism or littering (in facilities or on grounds), destruction or unauthorized removal of City of Corning materials, equipment, and furniture; and
- Possession or usage of alcoholic beverages, illegal drugs, or smoking at a Program being held/sponsored by the City of Corning Recreation Department.

Staff will propose a fee at a later date should the number of requests consume a significant amount of staff time or maintenance of the message board become significant.

RECOMMENDATION:

MAYOR AND COUNCIL HAVING REVIEWED THE PROPOSED CITY OF CORNING RECREATION CODE OF CONDUCT:

- APPROVE THE POLICY;
- DIRECT STAFF TO OBTAIN A SIGNED COPY OF THE POLICY UPON COMPLETION OF CLASS REGISTRATION; AND
- AUTHORIZE POSTING OF THE POLICY ON THE CITY'S WEBSITE.



CODE OF CONDUCT

The City of Corning Recreation Department values sportsmanship, fair play, skill development, and mutual respect among all players, coaches, officials, and spectators. The City of Corning Recreation Department expects all people to treat others and facilities connected to the program with respect and abide by all rules and direction from staff and individuals representing the City and the Recreation Program. We reserve the right to refuse service to anyone for failing to abide by this code of conduct.

This Code of Conduct applies to all sports and all activities associated with Corning Recreation Programs and Classes.

The following actions will be considered in violation of the Code of Conduct:

- Failure to comply with directives by an Instructor, Staff, or Volunteer such that the health and safety of others are threatened.
- Activities that infringe on the rights of others.
- Harassment based on race, religion, sexual orientation, ability, age, gender identity, or physical appearance.
- Acts of violence.
- Behavior, demeaning comments, or gestures that disturb others. This includes sexual harassment and threatening behavior such as yelling, physical contact, or obscene language.
- Destruction or unauthorized removal of the City of Corning materials, equipment, furniture, and grounds.
- Vandalism or littering in the facilities or on its grounds.
- Physically assaulting, abusing, or threatening any Player, Coach, Official, Staff, Parent, or Spectator.
- Engaging in any type of violent behavior.
- Possession or usage of alcoholic beverages, illegal drugs or smoking at a Program held/sponsored by the City of Corning Recreation Department.

ALL THE ABOVE ARE NOT TOLERATED AND ARE REASON FOR IMMEDIATE REMOVAL BY THE COACH, INSTRUCTOR, REFEREE, OR CITY STAFF. THESE BEHAVIOURS MAY RESULT IN DISMISSAL FROM RECREATION ACTIVITY AT THE FULL DISCRETION OF THE CITY RECREATION COORDINATOR. NO REFUNDS WILL BE PROVIDED.

CODE OF CONDUCT: The benefits of Recreation are endless – promoting health, building strong families, and creating a sense of community. To ensure the quality of programs and public safety, all program participants, parents, spectators, coaches, and volunteers must abide by this Code of Conduct.

ITEM NO.: J-17
AWARD THE ARCHITECTURAL AND
ENGINEERING DESIGN SERVICES
CONTRACT TO COAR DESIGN GROUP IN
THE AMOUNT OF \$898,000 FOR THE CITY
OF CORNING CITY PLAZA AND
RECREATION CENTER PROJECT

March 14, 2023

TO: CITY COUNCIL OF THE CITY OF CORNING

FROM: KRISTINA MILLER, CITY MANAGER

ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT

SUMMARY:

Staff requests Council award the Architectural and Engineering Design Services Contract to COAR Design Group in the amount of \$898,000 for the City of Corning City Plaza and Recreation Center Project.

Two Statements of Qualifications (SOQ's) for these services were received by the City from COAR Design Group and PBK. The SOQ's were evaluated based on the criteria set forth in the Request for Proposals as advertised by the City and both firms were then interviewed by the selection committee to ask additional questions relevant to the project and their experience. After the interviews staff determined that COAR Design Group ranked higher than PBK and proceeded with cost negotiation for the project. The initial cost proposed by COAR Design Group was \$1,055,934 and after further discussion the cost was brought down to \$898,000.

BACKGROUND:

On October 25, 2022 the Council authorized staff to advertise the Request for Proposals (RFP) for Architectural and Engineering Design Services for the development, design and construction of the City of Corning City Plaza and Recreation Center. The City was seeking a team that could provide architectural, landscape design, and all engineering services necessary to complete construction drawings and specifications, which may include structural, mechanical, electrical, civil, and/or geotechnical engineering services.

The goal of this RFP was to select a design and engineering team that is experienced and qualified to deliver a quality project, proposes a project approach that is innovative and demonstrates an understanding of the project's challenges and opportunities, possesses the staff capacity and organization necessary to complete the project as conceived, and offers services at a fair price that results in a high value service to the City of Corning.

Once the contract is awarded Staff will work with the design team to complete the site assessment and conceptual design. All proposed features, including the proposed design style, listed in the grant application will be included in the project but due to the anticipated cost of the project staff will be working with the design team to potentially reconfigure the layout to be more cost effective.

FINANCIAL:

The proposed project will be funded by the Department of Parks and Recreation Statewide Park Development and Community Revitalization Program of 2018 grant funding for the Downtown Recreation Center and Plaza Project

RECOMMENDATION:

MAYOR AND COUNCIL:

- **AWARD THE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES CONTRACT TO COAR DESIGN GROUP IN THE AMOUNT OF \$898,000 FOR THE CITY OF CORNING CITY PLAZA AND RECREATION CENTER PROJECT; AND**
- **AUTHORIZE THE CITY MANGER TO SIGN THE CONTRACT.**



City of Corning City Plaza & Recreation Center

Architectural Design and Engineering Services

Attn: Robin Kampmann
November 29, 2022
794 Third Street
Corning, CA 96021

200 E Street
Santa Rosa, CA 95404
530.604.7821
matt@coargroup.com

coar
DESIGN GROUP
— previously JKA —

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- ② **Project Team**
- ③ **Key Personnel**
- ④ **Relevant Experience**
- ⑤ **Project Approach**
- ⑥ **References**
- ⑦ **Cost Proposal & Hourly Billing Rate**
- ⑧ **Proposed Schedule**

Attn: Robin Kampmann
November 29, 2022
794 Third Street
Corning, CA 96021

Dear Selection Committee:

COAR Design Group (COAR) would like to thank you for this opportunity to submit our proposal for the City of Corning City Plaza and Recreation Center. Within this proposal, you will find:

● **WE POSSESS THE EXPERIENCE REQUIRED**

COAR and our team bring invaluable experience from completing over 450 public works facilities over the last 30 years. These projects include numerous community and recreation centers, aquatic centers, and park facilities for municipalities across California. Our municipal projects are admired for their elegant functionality and value for the communities they serve.

● **WE ARE COLLABORATORS, EAGER TO DESIGN WITH YOU**

We understand that your priorities are paramount, and it is our sincere goal to be your partner in achieving them. We believe that communication with the entire team is critical to giving the City a seamless project experience. Whether it is an all-hands design meeting with the project team or a phone call following up on products and details, we are confident that you will find our team friendly, engaging and knowledgeable.

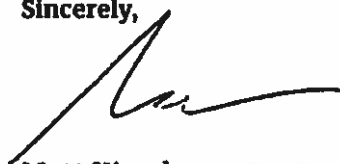
● **WE UNDERSTAND WHAT YOU ARE LOOKING FOR**

The City desires a multi-use recreation center and city plaza that is safe, accessible and community-focused. Our team has the experience and knowledge to serve that desire. The plaza and recreation center will positively affect the community by providing access to affordable recreation, social and educational programs and job opportunities. We are confident we will produce a design that will represent these values and benefit the Corning Community for years to come.

COAR Design Group acknowledges that we have reviewed the RFP and all addenda, and that we have reviewed, understand, and accept the terms of the Appendix B Sample Professional Services Agreement.

The proposal's pricing quote is valid for 90 days from the proposal due date.

Sincerely,



Matt Kingdon, PRINCIPAL
530.604.7821



Project Team

2 Project Team

FIRM PROFILE

COAR Design Group is a nationally recognized design firm founded in 1992 with offices in Santa Rosa and San Diego, California. We specialize in public projects and value opportunities that make a positive impact in the community. COAR and our team of outstanding sub-consultants are well qualified and committed to serving the City of Corning. We have unique insight into a variety of projects, having completed over 450 public works projects throughout the State.

Most importantly, our clients return to us repeatedly to provide architectural design solutions for their most critical public works projects because they trust that we can deliver their vision. Our projects earn high marks from end users for functionality, innovative design, and durable, low maintenance materials that are incorporated. We believe the true measure of design excellence is a facility's ability to hold up over time to the heavy use it receives on a daily basis.

○ PUBLIC WORKS PROJECTS: 450+	○ YEARS IN BUSINESS: 30	○ OFFICE LOCATIONS: 2
○ PRIMARY POINT OF CONTACT: MATT KINGDON Architect, CA: #C39713	○ IN-HOUSE STAFF: 31	NORTHERN CALIFORNIA: 200 E. STREET SANTA ROSA, CA 95404
○ CONTACT INFORMATION: 530.604.7821 matt@coargroup.com	○ FIRM COMPOSITION: PRINCIPALS: 3 PROJECT STAFF: 19 ADMINISTRATIVE: 7	SOUTHERN CALIFORNIA: 6353 DEL CERRO BLVD. SAN DIEGO, CA 92123



Matt Kingdon will be the point-of-contact for this project. Matt has managed our Entertainment and Recreation division for the past seven years. In his eleven years working at COAR, Matt has managed several recreation facility projects with clients such as the City of Delano on a new park, recreation, and aquatic center; City of Poway at their Community and Aquatic Center; and Service Systems Associates (SSA) at nationally renowned venues such as the Monterey Bay Aquarium, Los Angeles Zoo, Living Desert Zoo, Houston Zoo, and many more.



ARCHITECTURAL
DESIGN TEAM

Jeff Katz, AIA, NCARB, LEED AP
President/ Quality Control Principal

Matt Kingdon
Principal-In-Charge / Point of Contact

Christie Jewett, AIA, NCARB, DBIA
Design Principal

Krt Maness
Project Manager

Chris McMurry
Job Captain

CONSULTANT
TEAM

Seth Petrie, PE
Civil Engineering / PACE Engineering, Inc.

Anthony Bowser, PE
Electrical Engineering / PACE Engineering, Inc.

Alex Harp, PE
Mechanical Engineering / PACE Engineering, Inc.

Luke Wilson, SE, LEED AP
Structural Engineering / ZFA Structural Engineers, Inc.

Greg Melton, RLA, LEED AP
Landscape Architecture / Melton Design Group, Inc.



**Key
Personnel**

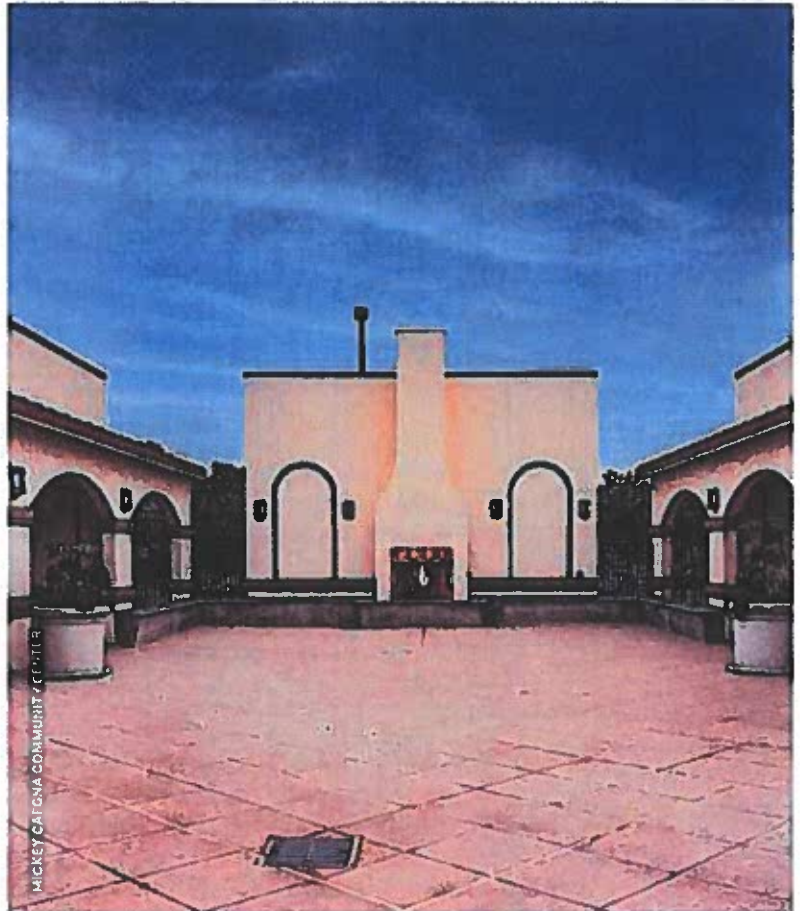
3 Key Personnel

PROJECT UNDERSTANDING

After reviewing the RFP, we understand the City's desire to create a City Plaza and Recreation Center to support the community. Coordination with the City and stakeholders will be key in completing this project to identify each of the needed features. We will use our experience on similar projects to make the most informed recommendations for each of the desired features and make other suggestions that would enhance the overall project and each component within.

PROJECT APPROACH

We focus on value engineering to maximize all elements of the evolving design and rigorous quality control methods to ensure that all members of our team are in sync, cost goals are maintained, and errors are minimized. Our proven process of developing a project program, preliminary design concepts, and cost estimates will assist the City in evaluating design options, provide a clear understanding of funding requirements, timelines, and environmental considerations. We will also focus on specific elements of the design such as sustainability, site utilities, universal accessibility, and multi-generational design solutions.



Our goal is to provide exceptional architectural design and engineering services to the City of Corning for the development, design, and construction of a new City Plaza and Recreation Center that provides a safe and accessible space for all members of the Corning community. We understand how important these facilities are for the community, and will ensure all voices are heard throughout the duration of the project. By coming together and collaborating, we believe our team will create a City Plaza and Recreation Center that will not only be loved by the community, but be something that the residents of Corning will be proud of.

SCHEMATIC DESIGN PHASE

From these design discussions, the team will prepare a more specific design program for the facility. With our team's experience, we will develop a schematic design plan that addresses the established program requirements, capacity and operational goals, site impacts, and provides universal access to ensure the facility is designed specifically to current needs and flexible for future expansion. As we discuss later, our use of 3D design tools helps us convey design concepts from an early stage in a way that is easy to understand and will excite and engage the stakeholders for this project.

CONSTRUCTION COST ESTIMATES

Our team will develop construction cost estimates at each phase of the design process to ensure the project is tracking within the allocated budget and still achieves the desired programming and aesthetic elements. As the design progresses, we will value engineer our designs and provide a pros and cons list of options to remain within the project's parameters.

FINAL DESIGN PHASE

Having engaged the various agencies in previous design phases we have found this not only supports the design process but also results in a more efficient permitting process. Many of the possible issues have been worked through prior to initial plan-check submittal and this helps keep our reviews straight forward with less impactful changes being required.

We employ our proven quality control method throughout all phases of the design process to

ensure we are on track with stated goals and remain within budget and schedule restraints. Our method has allowed us to produce documents which are recognized and admired by contractors for their thoroughness and are constructed with a minimum number of complications during construction, which has resulted in a change order rate of less than 1% of construction cost for changes other than owner-requested changes.

We believe the most valuable asset of our project approach is the quality of our staff. That is why we hold all team members accountable, from drafters to principals to consultants. We mentor and train our staff to instill the values and expertise of providing quality work.

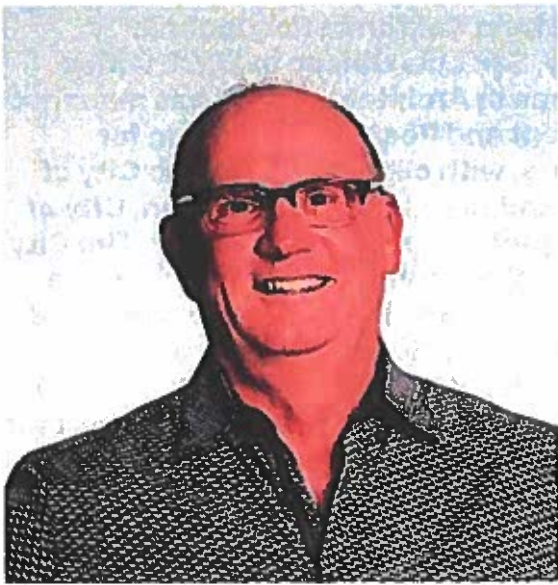
BIDDING ASSISTANCE

We will continue to work with the City throughout the bidding phase. This includes reviewing contractor bids and qualifications to provide recommendations to the City. We're experienced in construction administration and know what to look for when selecting contractors.

CONSTRUCTION OVERSIGHT

COAR excels in providing oversight during construction. Our team understands the construction process, techniques and schedule implications that arise as part of a publicly bid construction project. We use this knowledge to anticipate challenges and navigate them to avoid costly mistakes. We work with the City to ensure contractors perform as required and we ensure responsiveness to support their efforts and maximize success.





Jeff is the founder of COAR Design Group and has more than 38 years of professional experience. Jeff's collaborative and engaging style, practical and straightforward approach, and years of proven experience make him a valuable asset to this team. Utilizing his extensive experience working on public projects, Jeff will offer his insight and creative design solutions throughout the project to ensure the City of Corning receives a design that not only meets their expectations, but is exceptional for its community. Jeff will also oversee management of the Quality Assurance and Quality Control process throughout the design and documentation process and negotiate the contract for the project.

JEFF KATZ, AIA, NCARB, LEED ASSOC.
 President / Quality Control Principal

COMPANY / SPECIALIZATION
 COAR Design Group / Architecture

REGISTRATION/CERTIFICATIONS
 Architect, CA: #C18223
 NCARB Certification: #37272

YEARS OF EXPERIENCE
 38

EDUCATION
 Bachelor of Architecture, California Polytechnic State University, San Luis Obispo

PROFESSIONAL AFFILIATIONS
 ACE Mentor San Diego
 American Institute of Architects (AIA), San Diego Chapter Member
 Habitat for Humanity
 Registered OES Design Professional, Volunteer
 U.S. Green Building Council (USGBC), Member

COMPARABLE PROJECTS

DELANO REGIONAL AQUATIC CENTER, DELANO, CA

COAR is currently working with the City of Delano to create a new Community Park and Aquatic Center that will act as a regional attraction for the area. The projected \$12 Million combined project includes a new Aquatic Center facility and a new Community Park as well as incorporation of the existing Community Center into the Master Plan Design.

CALEXICO HEBER PARK RENOVATION, CALEXICO, CA

This project expands the existing Heber Park by designing and constructing a multipurpose gymnasium, outdoor basketball court, outdoor soccer field, athletic track, walking pathway, parking lot, lighting, landscaping and recreation amenities. The park expansion project is intended to accommodate the City's sports leagues and recreational activities, both indoor and outdoor.

MICKY CAFAGNA COMMUNITY CENTER & POWAY SWIM CENTER, POWAY, CA

COAR recently completed the 23,000 SF Community Center project, adjacent to the previously completed pool project. The pool project included a new admin building and entry to the facility, locker room improvements, additional restrooms, new storage and pool mechanical spaces, and a spray ground. The Community center includes an auditorium, dance room, several classroom/meeting rooms, staff offices, and two outdoor courtyards.

SALT CREEK COMMUNITY PARK, CHULA VISTA, CA

This project features a new 24 acre community park, including a 20,000 SF recreation center, two full size grass soccer fields, a speed soccer complex, outdoor basketball courts, tennis courts, skate park and two tot lots.



Christie is a Design Principal who has prepared construction documents for a variety of public sector projects. Since joining COAR, she has been a key design team member on public projects ranging from community centers, park facilities, fire stations, and libraries. She excels in photorealistic architectural renderings and manages the BIM Process internally and across all team members. Christie will be involved in the programming, conceptual and schematic design phases to coordinate design direction with the City's goals, community priorities, and collaborative design solutions with MDG. Christie will remained involved through Construction Administration to ensure continuity of the design goals throughout the remainder of the project.

CHRISTIE JEWETT, AIA, NCARB
 DBIA
 Design Principal

COMPANY / SPECIALIZATION
 COAR Design Group / Architecture

REGISTRATION/CERTIFICATIONS
 Architect, CA: #35526
 NCARB Certification: #78530
 DBIA: #1127055

YEARS OF EXPERIENCE
 15

EDUCATION
 Master of Architecture,
 North Dakota State University
 Bachelors of Science, Environmental Design,
 North Dakota State University

PROFESSIONAL AFFILIATIONS
 ACE Mentor San Diego
 American Institute of Architects (AIA)
 Design Build Institute of America
 Eco-Engineering Academy, Board President
 2014-2019
 Habitat for Humanity
 National Council of Architectural Registration
 Boards

COMPARABLE PROJECTS

DELANO REGIONAL AQUATIC CENTER, DELANO, CA
 COAR is currently working with the City of Delano to create a new Community Park and Aquatic Center that will act as a regional attraction for the area. The projected \$12 Million combined project includes a new Aquatic Center facility and a new Community Park as well as incorporation of the existing Community Center into the Master Plan Design.

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MICKEY CAFAGNA COMMUNITY CENTER & POWAY SWIM CENTER, POWAY, CA
 COAR recently completed the 23,000 SF Community Center project, adjacent to the previously completed pool project. The pool project included a new admin building and entry to the facility, locker room improvements, additional restrooms, new storage and pool mechanical spaces, and a spray ground. The Community center includes an auditorium, dance room, several classroom/meeting rooms, staff offices, and two outdoor courtyards.

LOMA VERDE RECREATION CENTER, CHULA VISTA, CA
 This design-build recreation center is a new 20,000 sf facility set in the 6.25-acre Loma Verde Park featuring a new aquatic center, gymnasium, dance room, crafts room, fitness room, game room, hard courts, changing rooms and offices.



Chris is a Job Captain with 14 years of experience working in the architectural field. Starting as a Junior Drafter while completing his degree, Chris quickly rose through the ranks, landing at Project Manager where he continues to thrive. He has a diverse background working on public facility projects that include recreation facilities, educational facilities, libraries and aquatic centers. As Job Captain, Chris will support the project by providing modeling and documentation. He will oversee drafting, track workflows, and work directly with our team coordinating consultant information.

CHRIS MCMURRY
Job Captain

COMPANY / SPECIALIZATION
COAR Design Group / Architecture

YEARS OF EXPERIENCE
11

EDUCATION
Bachelor of Science, Business Administration, Finance, 2011, San Jose State University
Architectural Accredited Program, 2007, University of Nevada, Las Vegas

PROFESSIONAL AFFILIATIONS
Habitat For Humanity

COMPARABLE PROJECTS

MICKEY CAFAGNA COMMUNITY CENTER & POWAY SWIM CENTER, POWAY, CA

COAR recently completed the 23,000 SF Community Center project, adjacent to the previously completed pool project. The pool project included a new admin building and entry to the facility, locker room improvements, additional restrooms, new storage and pool mechanical spaces, and a spray ground. The Community center includes an auditorium, dance room, several classroom/meeting rooms, staff offices, and two outdoor courtyards.

LOMA VERDE RECREATION CENTER, CHULA VISTA, CA

This design-build, multi-phase, recreation center is a new 20,000 sf facility set in the 6.25-acre Loma Verde Park featuring a new aquatic center, gymnasium, dance room, crafts room, fitness room, game room, hard courts, changing rooms and offices for lifeguard staff, and restrooms. As part of Phase 1, COAR recently began construction of the recreation center and is working on developing the design for the Phase 2 aquatic center.

TEMECULA CRC POOL ENHANCEMENTS & RENOVATIONS, TEMECULA, CA

This project includes the preparation of plans, specifications, and estimates for the rehabilitation of the existing Temecula Community Recreation Center Pool facility. The project scope includes the removal and replacement of pool decking, pool re-plaster, new lane line eyelets /hooks, installation of an enhanced lighting system with energy efficient LED fixtures, deck lighting for night use, replacement of deck drainage system, replacement of depth markers, and expansion of deck areas to add multiple shade and group rental areas to the facility.



ANTHONY BOWSER, PE
Principal Engineer

COMPANY / SPECIALIZATION

PACE Engineering, Inc. / Electrical Engineering

REGISTRATION/CERTIFICATIONS

Electrical Engineer, CA, 2006

YEARS OF EXPERIENCE

19

EDUCATION

Bachelor of Science, Electrical/Electronic Engineering, California State University, Chico

PROFESSIONAL AFFILIATIONS

National Fire Protection Association (NFPA) Institute of Electrical and Electronic Engineers (IEEE) Tau Beta Pi (TBP) Eta Kappa Nu (HKN)

Anthony has been a member of the PACE Engineering team since 2003. He is a member of the Board of Directors, a principal stockholder, and has extensive experience in the electrical design of educational, commercial, healthcare, and municipal facilities. His areas of experience include electrical power distribution, lighting system design, fire alarm system design, automated control systems, standby generating systems, stand-alone and utility-interactive photovoltaic (PV) design, protective device studies and arc flash hazard analysis, and conformance to California Energy Commission, HCAI, DSA, and LEED Standards. Anthony's role will be oversight of the electrical engineering scoping, design, and construction administration as well as QA/QC.

COMPARABLE PROJECTS

GENE LUCAS COMMUNITY CENTER, FORTUNA, CA

Anthony provided the electrical engineering for the new two-story, 23,000-square-foot community center. The facility consisted of multi-purpose rooms, commercial kitchen, dining hall, conference rooms, lobby, and various support spaces. Design included complete power, lighting, fire alarm, low-voltage, and lighting programming/ commissioning services from preliminary design through construction administration.

SHASTA LAKE CITY HALL AND COMMUNITY CENTER, SHASTA LAKE CITY, CA

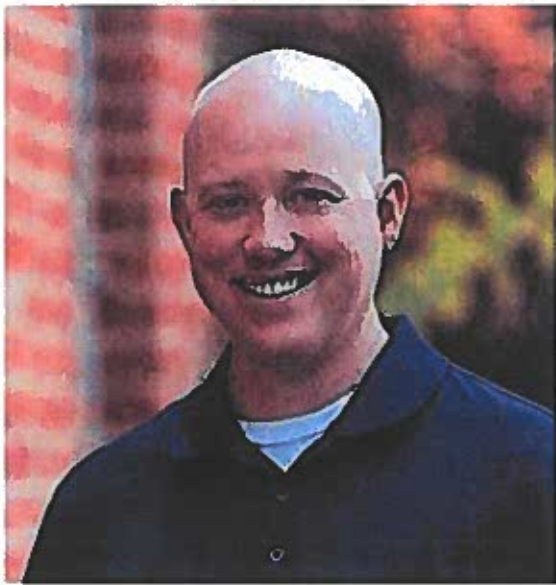
Anthony provided all electrical and fire alarm engineering services from schematic design through construction. This new complex consisted of two separate buildings on one campus to support the City's various departments and community gatherings. The development is roughly 25,000 square feet with services planned for a future expansion to both buildings.

COLUMBIA ELEMENTARY SCHOOL GYMNASIUM, REDDING, CA

Anthony provided the power, lighting, fire alarm, and low voltage technology engineering for this new elementary school gymnasium. Special care was given to the lighting design and A/V needs throughout the interior spaces. The engineering services included planning, design, bid support, and construction administration.

OROVILLE VETERAN'S MEMORIAL PARK, OROVILLE, CA

Anthony was the Electrical Engineer of Record for the park improvements. The majority of the design focused on specialized lighting for walkways, a memorial wall, and uplighting for various features throughout the park. Photometric analysis, lighting modeling, and full specifications were included to ensure proper illumination throughout the park.



LUKE WILSON, SE, LEED AP
Principal Structural Engineer

COMPANY / SPECIALIZATION
ZFA Structural Engineers / Structural Engineers

REGISTRATION/CERTIFICATIONS
CA Structural Engineer 5933
CA Civil Engineer 74941
United States Green Building Council LEED AP
State of California Department of Emergency Services Disaster Services Worker Safety Assessment Program ID #67415

YEARS OF EXPERIENCE
15

EDUCATION
Bachelor of Science, Architectural Engineering, California Polytechnic State University San Luis Obispo

PROFESSIONAL AFFILIATIONS
Structural Engineers Association of Northern California (SEAONC)
Redwood Empire Construction Specification Institute (RECSI) – Board Member

Luke began his career with ZFA Structural Engineers in 2007. His experience lies primarily in public sector projects, specifically essential services, public, and civic facilities. He enjoys incorporating structural systems into mixed architectural use buildings, especially for essential service facilities. He excels at the required coordination, including the use of BIM (Building Information Modeling), between disciplines involved in public sector projects. Before joining ZFA Luke was a volunteer firefighter for nine years and worked as a firefighter with CAL Fire for six seasons. From his experience, he brings a unique perspective to essential service facility design and detailing with particular attention to the practicality of building design elements.

COMPARABLE PROJECTS

- Monterey Peninsula College Fort Ord Public Safety Training Center Concepts, Seaside, CA
- San Ramon Fire Station 34 Remodel, San Ramon, CA*
- San Ramon Public Safety Facility, San Ramon, CA*
- Butterfield Fire Station, Morgan Hill, CA*
- Fairfield Fire Station 40 Apparatus Bay Modifications, Fairfield, CA
- Fresno Fire Station 71 Addition, Parlier, CA
- California Highway Patrol Area Office No. 241, Chico, CA*
- California Highway Patrol Area Office No. 266, Tracy, CA*
- San Carlos Fire Station 16, San Carlos, CA
- Milpitas Fire Station No. 2, Milpitas, CA
- Palo Alto Fire Station No. 3, Palo Alto, CA
- Tomales Fire Station, Tomales, CA
- Napa Fire Station No. 5, Napa, CA
- Moraga Orinda Fire Station No. 43, Orinda, CA
- San Mateo Fire Station No. 24, San Mateo, CA
- Tracy Fire Stations No. 92 & No. 96, Tracy, CA
- Cloverdale Headquarters Fire Station Campus, Cloverdale, CA

*Completed with COAR Design Group

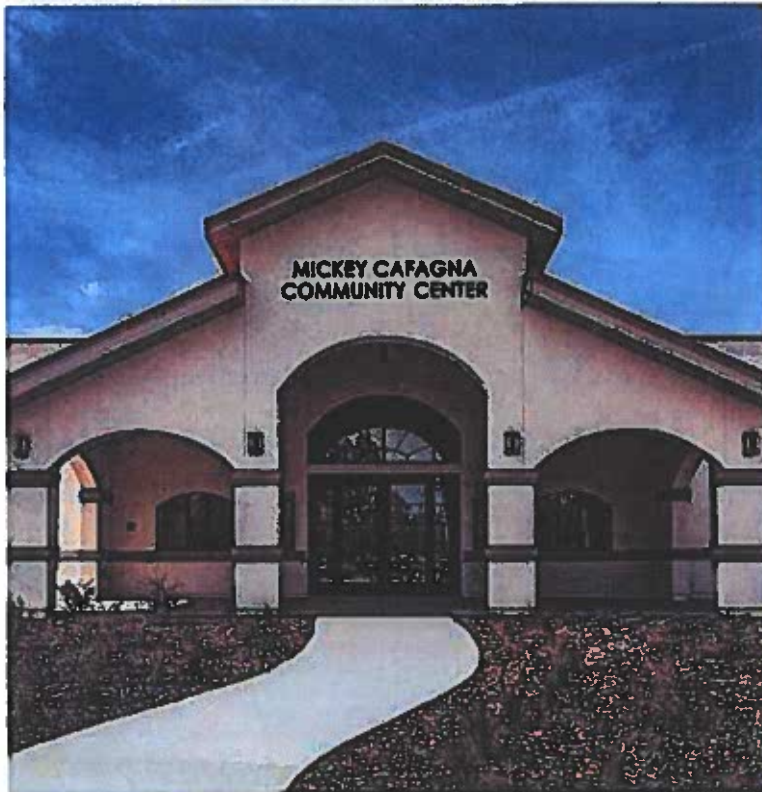


Relevant Experience

4. RELEVANT EXPERIENCE

POWAY, CA / SAN DIEGO COUNTY

Mickey Cafagna Community Center & Poway Swim Center



○ **OWNER:**
City of Poway

COST:
\$15.8 Million

DESIGN FEE:
\$1.4 Million

PROJECT STATUS:
Completed May 2021

FIRM'S ROLE:
Principal Design Firm

STAFF TEAM & ROLES:
Jeff Katz / Principal-In-Charge
Matt Kingdon / Project Executive
Christie Jewett / Design Principal
Chris McMurry / Job Captain

○ **CLIENT CONTACT:**
Jeff Beers, Special Projects Engineer
City of Poway Civic Center Drive, Poway, CA 92120
858.668.4624
jbeers@poway.org

○ **AWARDS AND CERTIFICATIONS:**
Project of the Year, 2022
American Public Works Association,
San Diego Chapter

PROJECT DESCRIPTION

The first phase of this two-phased project included a renovation of the swim center, new sprayground, and renovated playground. The second phase included design and construction of a new Community Center.

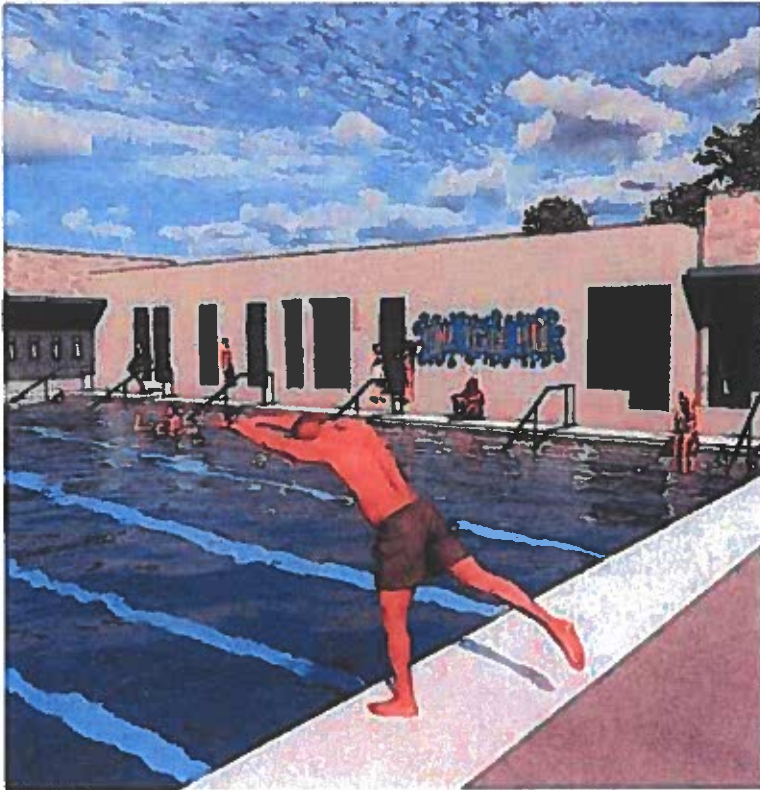
The new Community Center is a multi-use facility that serves a wide variety of activities to the community. The new facility replaces three existing buildings and incorporates a senior center, community park staff offices, classrooms, dividable multi-purpose rooms, recreational activity room, kitchen and multiple event courtyards.

COAR and our team of consultants provided conceptual design of the overall park and new building, complete design, construction administration and construction management services for the project.

4. RELEVANT EXPERIENCE

CHULA VISTA, CA / SAN DIEGO COUNTY

Loma Verde Recreation & Aquatic Center



○ **OWNER:**
City of Chula Vista

COST:
\$22 Million

DESIGN FEE:
\$1.2 Million

PROJECT STATUS:
Expected September 2023

FIRM'S ROLE:
Principal Design Firm

STAFF TEAM & ROLES:
Jeff Katz / Principal-In-Charge
Christie Jewett / Design Principal
Chris McMurry / Project Manager

○ **CLIENT CONTACT:**
Patricia Ferman, Principal Landscape Architect
City of Chula Vista
276 4th Ave., Chula Vista, CA 91910
619.409.3890
pferman@chulavistaca.gov

PROJECT DESCRIPTION

This design-build, multi-phase recreation center is set in the 6.25 acre Loma Verde Park. This project replaces an existing run-down aquatics and recreation center and features a new multi-purpose gymnasium, dance room, crafts room, fitness room, game room, hard courts, restrooms, aquatics changing rooms, staff offices, lifeguard staff room and break room.

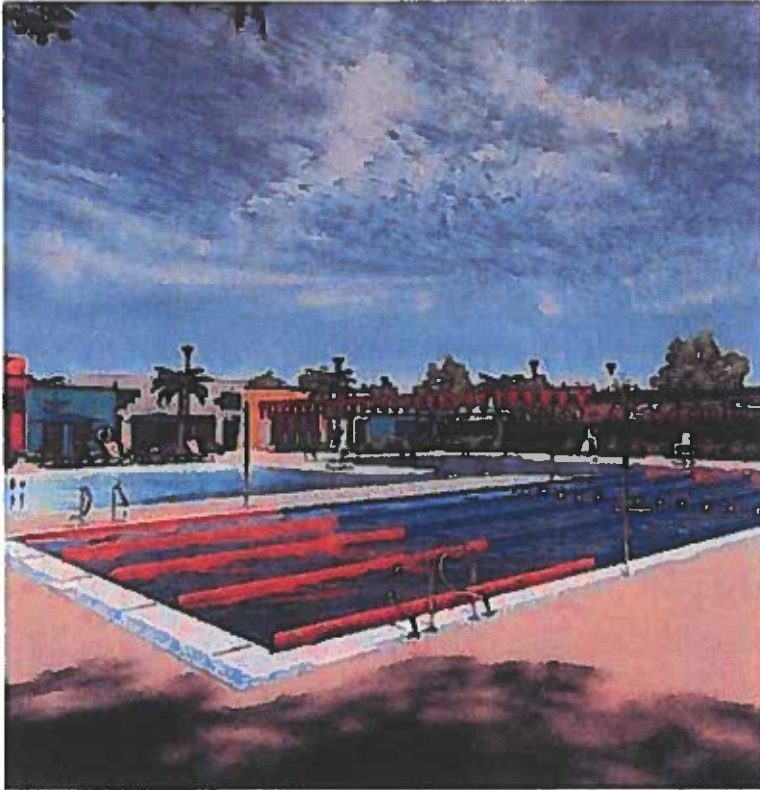
In Phase 1, COAR is overseeing construction for this project having previously provided master planning, schematic design, design development and construction documents. The facility was designed with input from the community.

Phase 2 is master planned and is currently finishing construction documents. This phase includes a replacement and expansion of the existing pool facility, to include a new competitive lap pool, a separate warm up and teaching pool, spray ground, and new aquatic support facilities.

4. RELEVANT EXPERIENCE

DELANO, CA / KERN COUNTY

Delano Regional Park & Aquatic Center



○ **OWNER:**
City of Delano

COST:
\$12 Million (Estimated)

DESIGN FEE:
NEEDED

PROJECT STATUS:
Expected Summer 2023

FIRM'S ROLE:
Principal Design Firm

STAFF TEAM & ROLES:
Jeff Katz / Principal-in-Charge
Matt Kingdon / Project Executive
Christie Jewett / Design Principal
Chris McMurry / Job Captain

○ **CLIENT CONTACT:**
Roman Dowling, Public Works Director
City of Delano
1015 11th Ave., Delano, CA 93215
661.720.2219
rdowling@cityofdelano.org

PROJECT DESCRIPTION

The new Aquatic Center includes a lap pool, instruction area, spray and wading pools for all age groups, private rental cabanas, group area, lounge seating, and an iconic pool house building housing all the necessary program elements for the facility. The 3-acre park includes an amphitheater, playground, event space, open plazas and various design features that pay homage to the diverse history of the community.

COAR worked on a program and master plan for the facility in conjunction with City staff and the Aquatic Center Committee. The project is currently in design with a full consultant team. The three-acre facility is exploring innovative solutions for sustainable energy, guest attractions like a 'wave ball', and cutting edge equipment incorporated into the design to ease maintenance and reduce staffing needs. The Master Plan included design for the aquatic center and park, as well as incorporation of the existing community center.

ARRIVAL AND FIRST IMPRESSIONS

Both ends of the park at 3rd from the East and 4th from the West need an arrival Gateway identifier. First impressions and an eye-catching entry are key to bringing visitors and locals into your downtown. It's important that users want to come downtown... to be part of a social atmosphere and to know that they can have fun while they shop and eat. Additionally, we can use the palm trees and the gateway arch at this site and on the west side of town as you enter off Interstate 5. The axial pathways are also a very traditional California city plaza design. This concept captures those axes and with a gateway enhances the arrival into Corning's downtown.

The architecture provides a great opportunity to enhance the brand of the City and to create an icon that can be used for other gateways and architecture throughout town. The colorful lighting, landscape and gateways will work well together and be a landmark for the City.

COMMUNITY - GATHERING AND EVENTS

The site provides a great opportunity to be a fun urban plaza. Gatherings during downtown events, whether it's for a Christmas tree lighting, Fourth of July event, a community concert or presentations from the Mayor, this site will help bring the community together. The project area is perfectly located to accent both the City Hall and Transit Center. The vintage photos of downtown can be used to capture the historic value of this site and its relationship to several other architectural elements on Solano Street.



CREATION OF THE SOCIAL LANDSCAPE

This has been a driving force in our designs. It describes a concept where we create relationships between elements of a site for the benefit of easy access, comfort during use and unique experiences so people can interact, have fun and develop relationships.

SPRAY GROUND FUN AND STATE REQUIREMENTS

The spray ground in the park is a great feature and will allow many users to enjoy the space daily or during special events. Colored lights may also be added to the nozzles and elements to blend and react with the lights from your existing City water tower. Secondly, we centered the spray ground as it needs to be within about 80' of the structure that will have the pump house, shower and restroom.

PARKING ISSUES

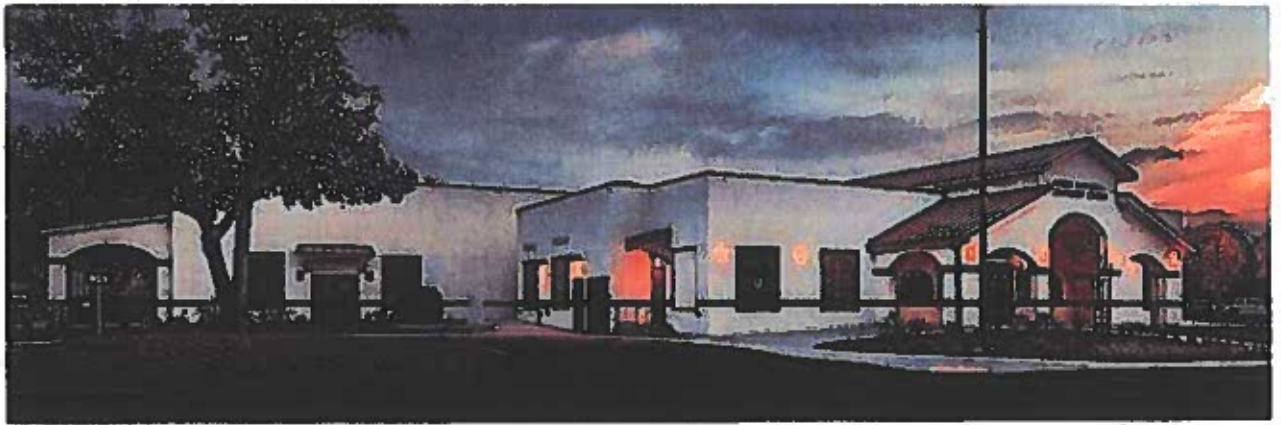
Looking at all these uses we see the need to restripe 3rd and 4th Street along with adding a small parking area that would have an entry and exit for ease of parking. By using angled parking, we can add up to 25 spaces and support the facility. We can also use the spaces to install pervious pavers as needed per the grant to capture storm water and clean it prior to getting into the storm drain system. Joint use parking will also need to be identified so staff can direct traffic during events.

PARK DESIGN IDEAS

The layout of this concept captures the ability to use this park for many events. We have set up seatwalls and booth areas for large spectating and set up of many booths for public markets and festivals. The central design of the spray, surrounding seat walls, elevated landscape and gateways provides a safe feeling space for the spray ground and plaza keeping kids from getting out to the busy streets.



Project Approach



5 Project Approach

OUR DESIGN PROCESS

Our process is centered around finding the defining essence of each project and collaborating with you to produce professional, lasting results.

SITE ASSESSMENT & CONCEPTUAL DESIGN

During the first phase of the project, COAR will thoroughly review all record drawings, reports, studies, and code-related concerns that may impact the design. We will also conduct boundary and topography surveys. We have a deep understanding of typical obstacles that may cause delay to public facilities and will ensure they are well identified and avoided in advance.

Our team will review current facilities to identify existing deficiencies and inform future needs. The assessment will include a review of building conditions, systems and expected life cycle conditions to determine the long-term implications to facility reuse.

We strongly believe in involving City staff and key stakeholders in the planning and design process. We are experienced in helping owners facilitate stakeholder participation when desired and are not afraid to roll up our sleeves and initiate collaborative discussions to develop options and alternatives.

There are several key factors that we focus on for all of our clients. We design our projects to a budget and we complete them on time. We consider function to be the most important factor in our design process and we demand quality – not only in our

design, but throughout the construction of the project. We want our team to be clear on any decisions, ideas, or planning that is in place so that we can make fully informed decisions as we develop the design documents. Our depth of experience in similar projects will allow us to develop the basic program quickly and move right into the required phases of the project.

SCHEMATIC DESIGN

Once we have gathered sufficient program information, we will generate schematic designs that establish the layout of the facility. Based on the plan alternative selected, we will develop the schematic design and offer suggested improvements or enhancements where warranted. The schematic design includes specific building layouts and building system descriptions. We will include requested amenities such as an amphitheater, splash pad, music play area, and more.

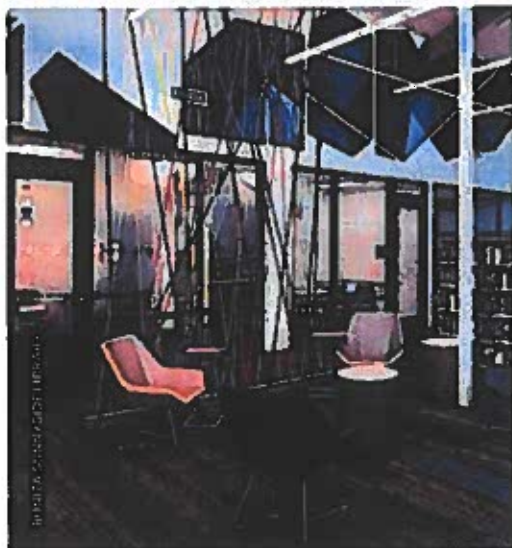
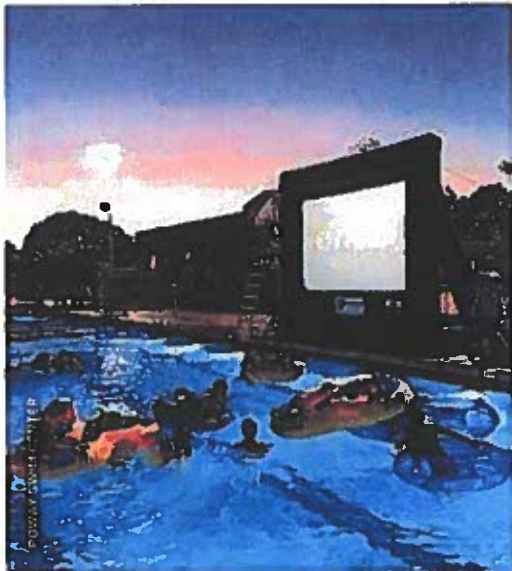
DESIGN DEVELOPMENT

Using the approved schematic design, we will develop a more detailed design that includes material selection and systems. The design development will include architectural, structural, civil, mechanical, plumbing and electrical, as well as site and landscape design opportunities. In this phase, we will provide the City with outline specifications, preliminary code and standards review and compliance reports, surveys/mapping, geotechnical investigation, utilities verification, and permit research.

COLLABORATION WITH THE CITY, COMMUNITY & STAKEHOLDERS

We strongly believe in involving City staff and key stakeholders in the planning and design process. We are experienced in helping owners facilitate stakeholder participation when desired and are not afraid to roll up our sleeves and initiate collaborative discussions to develop options and alternatives. There are several key factors that we focus on for all of our clients. We design our projects to a budget and we complete them on time. We consider function to be the most important factor in our design process and we demand quality – not only in our design, but throughout the construction of the project. By working closely with the City of Corning to carefully assess budgets, facility needs and objectives, we can transform the vision for the new City Plaza & Recreation Center into a reality.

To begin, we will have a kick-off meeting with the City and involved parties to review the operational vision and discuss the priorities that will drive the design direction. We want our team to be clear on any decisions, ideas, or planning that is in place so that we can make fully informed decisions as we develop the design documents. We will also conduct a code and environmental review to ensure current code requirements are accounted for before we begin developing drawings. Our depth of experience in similar projects will allow us to develop the basic program quickly and move right into the required phases of the project. We realize the importance of moving projects forward without delays.



CHALLENGES WITH THE PROPOSAL

Community engagement in programming is an important step in master planning and COAR has extensive experience working with communities to best understand their needs and desires for community spaces. Our team will work with the City to target the challenges identified in this project, from a lack of facilities for recreational classes, locations to keep cool in the summer heat, and addressing a lack of sense of community.

We understand the importance of sustainability, a large area of importance for the Corning community. We have experience providing green solutions from solar and photovoltaic panels, to working with landscape architects who can utilize native and drought-resistant plants to beautify the facilities.

We have partnered with Melton Design Group for this project, who are experienced with delivering drawing packages and specifications that meet the deliverable requirements of prop 68 grant applications. Their team of professionals are experienced with providing the documentation required for prop 68 funding. We understand the rigorous reporting requirements that accompany grant awards, from grant agreement negotiation to close out.

APPROACH TO COMMUNICATING WITH NON-ENGLISH SPEAKERS

We will use various communication tools to communicate program and design ideas, engage in dialog with each group, and ask questions to define the goals for each stakeholder group. Meetings will be collaborative and allow for active participation in the development of the project from stakeholders and members of the community if desired. Our goal is to create a project the community can be proud of, which requires listening, problem solving and consensus building; things our team excels at. All voices deserve to be heard, and our team will ensure that we work with translators to bridge any language barriers.



References

6

References

○ CLIENT CONTACT:

Jeff Beers, Special Projects Engineer
City of Poway Civic Center Drive, Poway, CA 92120
858.668.4624
jbeers@poway.org

○ CLIENT CONTACT:

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623.670.6909
jcampbell@encinitasca.gov

○ CLIENT CONTACT:

Patricia Ferman, Principal Landscape Architect
City of Chula Vista
276 4th Ave., Chula Vista, CA 91910
619.409.3890
pferman@chulavistaca.gov

○ CLIENT CONTACT:

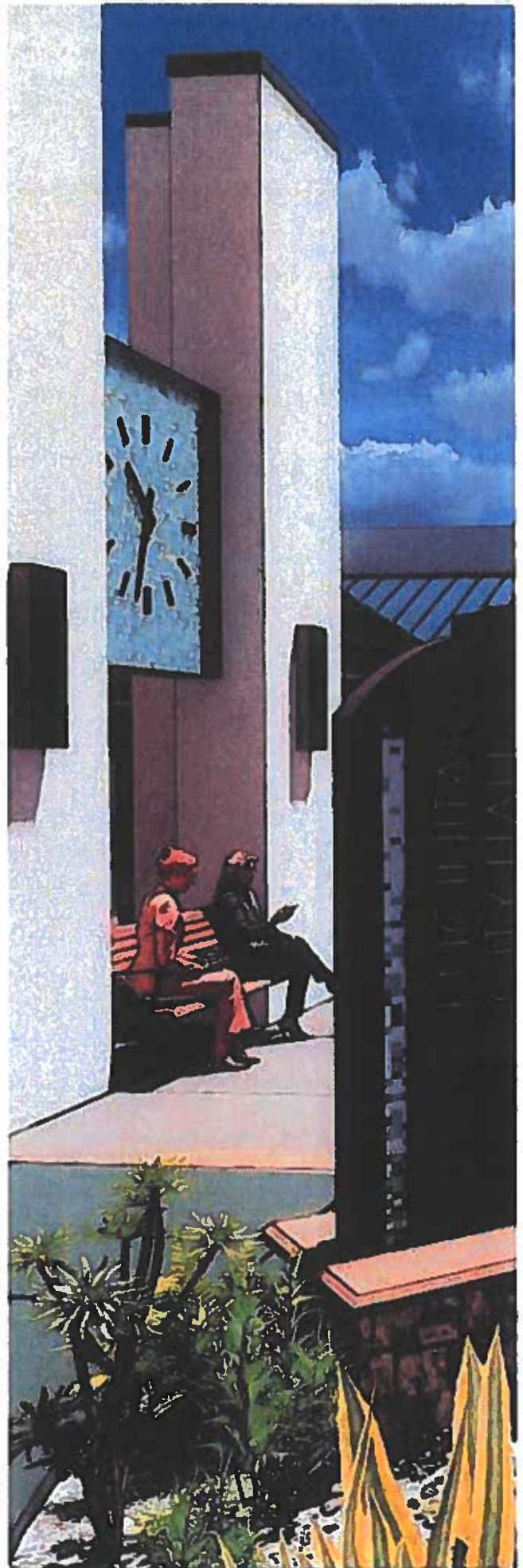
Dan Dreesen, Senior Project Manager
Johnson & Jennings
3870 Murphy Canyon Road, Suite 110
San Diego, CA 92123
858-221-5800
ddreesen@johnsonandjennings.com

○ CLIENT CONTACT:

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City of Delano
1015 11th Ave., Delano, CA 93215
661.720.2219
rdowling@cityofdelano.org

○ CLIENT CONTACT:

Brian McLean, Deputy Director of Public Works
City of Vacaville
650 Merchant Street, Vacaville, CA 95688
707.469.6504
Brian.McLean@cityofvacaville.com





Cost Proposal & Hourly Billing Rate

7. COST PROPOSAL & HOURLY BILLING RATE

ZFA STRUCTURAL ENGINEERS MANPOWER BREAK DOWN		Principal In- Charge	Senior Engineer	Designer	Senior BIM Tech	TOTAL HOURS	TOTAL LABOR FEE	REBURSABLE EXPENSES	TOTAL FEE
Billing rate		\$325.00	\$143.00	\$125.00	\$135.00				
Task Description									
1	Site Assessment and Conceptual Design	6	16			24	\$ 4,080		\$ 4,080
2	Schematic Design (35% Completed Designs)	32	40	20		92	\$ 15,340		\$ 15,340
3	Design Development (65% Completed Designs)	40	80	40	40	200	\$ 30,800		\$ 30,800
4	Construction Documents (Pre-Final 95% and Final 100%)	40	120	120	80	360	\$ 52,000		\$ 52,000
5	Bid and Award Support	4	4			8	\$ 1,480		\$ 1,480
6	Construction Support	20	120	50		190	\$ 28,050		\$ 28,050
7	Close-Out					0	\$ -		\$ -
TOTAL		144	380	230	120	874	131730	0	131730

MELTON DESIGN GROUP MANPOWER BREAK DOWN		Principal In- Charge Landscape Architect	Project Manager	Designer	Admin	TOTAL HOURS	TOTAL LABOR FEE	REBURSABLE EXPENSES	TOTAL FEE
Billing rate		\$105.00	\$155.00	\$100.00	\$65.00				
Task Description									
1	Site Assessment and Conceptual Design	48	60	124	16	248	\$ 33,120	\$ 1,600	\$ 34,720
2	Schematic Design (35% Completed Designs)	40	48	116	24	228	\$ 20,580	\$ 2,000	\$ 21,580
3	Design Development (65% Completed Designs)	30	72	148	8	258	\$ 33,270	\$ 1,000	\$ 34,270
4	Construction Documents (Pre-Final 95% and Final 100%)	48	112	320	40	520	\$ 63,820	\$ 2,000	\$ 65,820
5	Bid and Award Support	10	12	24	30	76	\$ 9,030	\$ 750	\$ 9,780
6	Construction Support	12	48	24	12	96	\$ 13,380	\$ 1,000	\$ 14,380
7	Close-Out	4	24	10	6	46	\$ 6,270	\$ 500	\$ 6,770
TOTAL		192	378	766	138	1472	188570	8850	107420

7. COST PROPOSAL & HOURLY BILLING RATE

The following rates apply to work performed on an hourly basis.

ZFA Structural Engineers

Principal-In-Charge	_____	\$220.00
Senior Engineer	_____	\$145.00
Designer	_____	\$125.00
Senior BIM Tech	_____	\$135.00

Melton Design Group

Principal-In-Charge Landscape Architect	_____	\$195.00
Project Manager	_____	\$155.00
Designer	_____	\$105.00
Admin	_____	\$90.00



Proposed Schedule

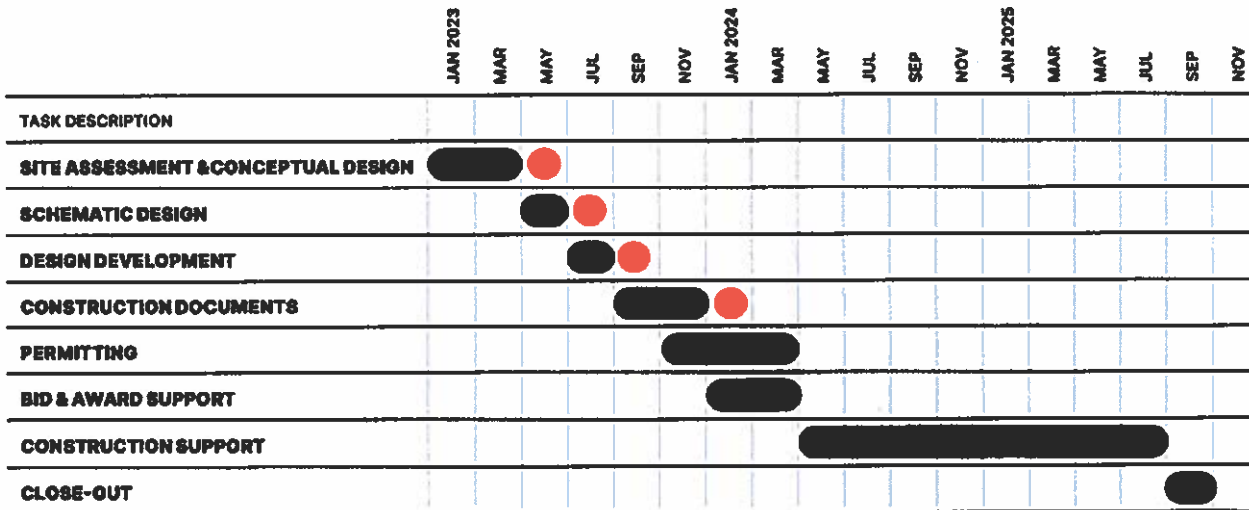
8 Proposed Schedule

SCHEDULE CONTROL

We have developed comprehensive schedules for many public and private clients, all with unique contract requirements and ambitious schedules. We have always been willing to be flexible to accommodate the client's needs and work with you toward a common goal. Utilizing our scheduling software, we work with you to ensure all deadlines are achievable and everyone is in agreement prior to implementation.

We pride ourselves on reliability, consistency, and follow through. As such, we prepare and maintain realistic schedules that accurately reflect the various required approvals and milestones common for these types of projects. This series of benchmarks provide clarity, transparency, and accountability throughout the process.

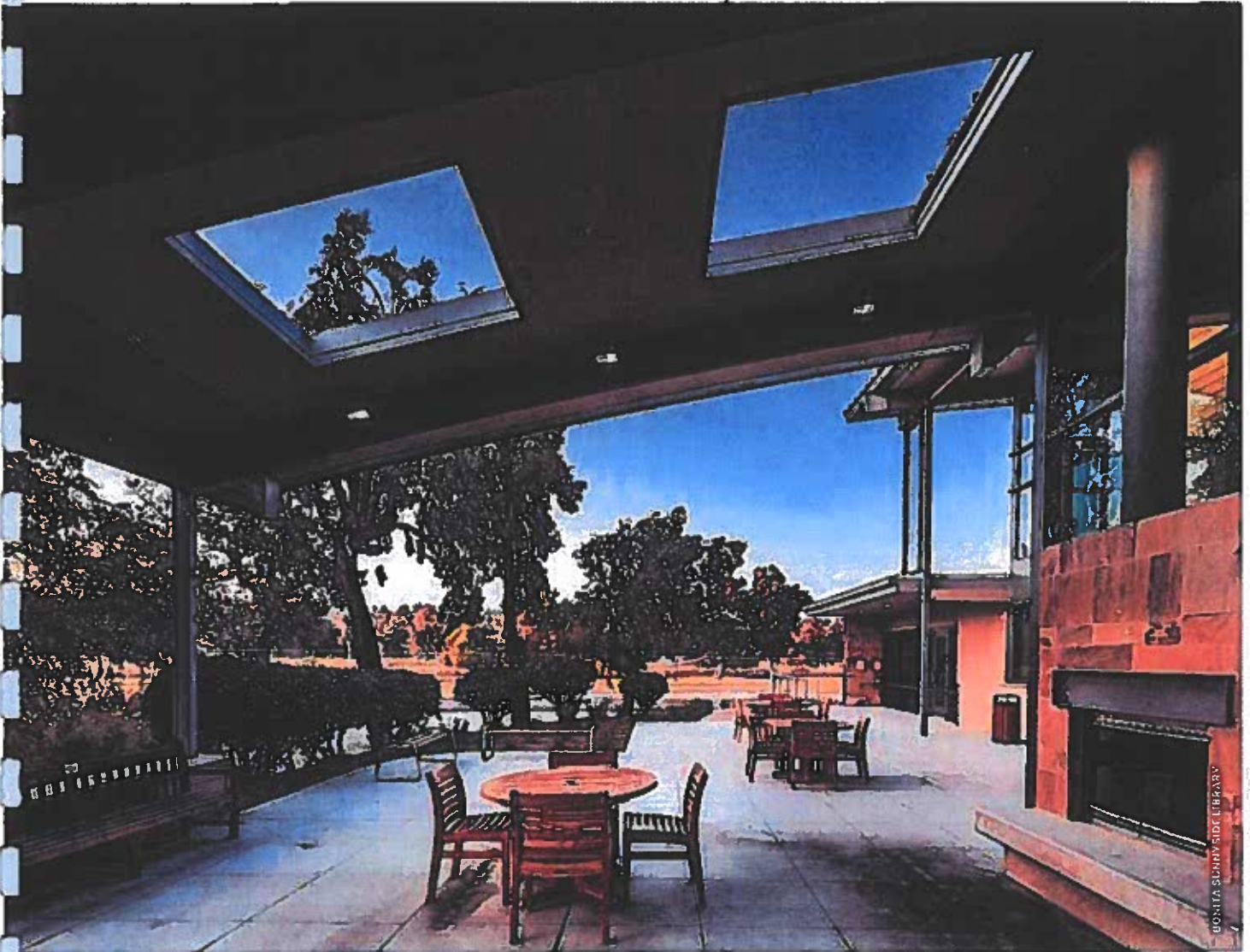
PRELIMINARY SCHEDULE



WHY COAR DESIGN GROUP?

We share a vision that combines design excellence and innovation with tested processes to consistently meet the key goals of any project - functionality, quality, time, scope and budget.

Our team is excited and ready to begin immediately on this contract. We pride ourselves on delivering world-class architectural services that produce beautiful and functional facilities.



We thank the City of Corning for the opportunity to present our proposal package and look forward to soon be working together towards this project's success.

THANK YOU



DESIGN GROUP

previously **JKA**

CORNING CITY PLAZA RECREATION CENTER
NEGOTIATED COST PROPOSAL

This proposal shall remain valid for 180 days

Negotiated Cost Proposal

Task Description	COAR TOTAL LABOR FEE	LFA - Structural Engineering	PACE Electrical Engineering	PACE Mechanical Engineering	PACE Engineering - Mechanical Engineering	Melkon Design Group - Landscape Architect	PACE Engineering - Civil Engineering	TOTAL REIMB EXPENSES	TOTAL FEE	
1 Site Assessment and Conceptual Design	\$ 27,000	\$ 4,080	\$ 1,456	\$ 3,496	\$ 28,720	\$ 15,710	\$ 800	\$ 81,262	\$ (36,340)	-31%
2 Schematic Design (35% Completed Designs)	\$ 49,500	\$ 10,540	\$ 10,784	\$ 8,950	\$ 29,480	\$ 6,396	\$ 1,000	\$ 116,650	\$ (16,426)	-12%
3 Design Development (65% Completed Designs)	\$ 72,180	\$ 21,460	\$ 12,080	\$ 10,938	\$ 32,270	\$ 14,744	\$ 800	\$ 164,472	\$ (16,746)	-9%
4 Construction Documents (Pre-Final 95% and Final 100%)	\$ 160,860	\$ 38,020	\$ 24,180	\$ 16,482	\$ 72,500	\$ 19,552	\$ 1,200	\$ 332,794	\$ 5,882	2%
5 Bid and Award Support	\$ 23,020	\$ 1,460	\$ 1,572	\$ 2,144	\$ 1,250	\$ 2,654	\$ -	\$ 32,100	\$ (13,952)	-30%
6 Construction Support	\$ 103,340	\$ 17,960	\$ 9,144	\$ 9,300	\$ 6,000	\$ 9,584	\$ 500	\$ 155,828	\$ (27,848)	-15%
7 Close-Out	\$ 7,906	\$ -	\$ 1,508	\$ 2,704	\$ -	\$ 2,276	\$ 500	\$ 14,894	\$ (10,304)	-41%
8 Additional City Assigned Tasks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (42,200)	-100%
TOTAL	\$443,806	\$93,520	\$60,724	\$54,014	\$170,220	\$70,916	\$4,800	\$898,000		
	(\$82,084)	(\$38,210)	\$24	(\$4,876)	(\$18,350)	(\$10,388)	(\$4,050)	(\$157,934)		
	\$525,890	\$131,730	\$60,700	\$58,890	\$188,570	\$81,304	\$8,850	\$1,055,934		
	-16%	-29%	0%	-8%	-10%	-13%	-46%	-15%		

ITEM NO.: J-18

**AUTHORIZE THE ISSUANCE OF A
REQUEST FOR PROPOSALS FOR A
WATER AND SEWER EXTENSION
DEVELOPMENT REIMBURSEMENT
AGREEMENT**

March 14, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KRISTINA MILLER, CITY MANAGER 

SUMMARY:

American Rescue Plan Act of 2021 funds were approved by the City Council to fund a reimbursement agreement for a water and sewer crossing, whereby developers would fund the cost of the bore with the City reimbursing them for all or a great portion of the work after it is completed.

Staff recommends City Council approve the issuance of a Request for Proposals for a Water and Sewer Extension Development Reimbursement Agreement. Submissions shall include a statement of interest, applicant qualifications, development project experience, project description, development parameters, financial capacity, and a financial capacity pro forma. Evaluation criteria are included on page 8 and include the following:

Proposer Qualifications and Experience.....	15 points
Meets Goals and Objectives of RFP.....	10 points
Overall Design Criteria, Positive Attributes to the Community and Traveling Public.....	15 points
Developer’s Reliability, Integrity, and Financial Capacity.....	15 points
Time Schedule and Project Readiness.....	20 points
Revenue Benefit to the City.....	25 points

Staff will review the proposals based on the evaluation criteria and make a recommendation for City Council approval. Following City Council approval of the selected Proposal, the selected developer(s) will be authorized to negotiate a development reimbursement agreement to reimburse the developer for extending water and sewer infrastructure to the westside of Interstate 5. The City Council must approve the Development Reimbursement Agreement.

BACKGROUND:

Development of the westside of Interstate 5 is hindered by a lack of water and sewer infrastructure. Major development projects have pulled out after realizing there is no infrastructure, resulting in lost revenue to the City. As the State transitions to electric vehicle the City is at risk of losing a major revenue source for the City, sales tax from fuel. The City must diversify its revenue sources to provide long-term fiscal stability to the City.

The City has been working on two crossings to expand water and sewer infrastructure to the westside of Interstate 5 for years. Approximately \$1,594,396 of Act funding was approved by the City Council to fund a reimbursement agreement for a water and sewer crossing, whereby the developers would fund the cost of the bore with the City reimbursing them for all or a great portion of the work after it is completed.

The American Rescue Plan Act of 2021 (Act) appropriated Coronavirus State and Local Fiscal Recovery Funds for allocation by the U.S. Department of the Treasury to states, counties, metropolitan cities, and small cities with populations under 50,000 (referred to as non-entitlement units of local government). Award amounts are based on each entity's share of the population within each group. The City of Corning received \$1,844,396.

FINANCIAL:

No General Fund Impact. Funding is allocated from the Act.

RECOMMENDATION:

MAYOR AND CITY COUNCIL:

AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR A WATER AND SEWER EXTENSION DEVELOPMENT REIMBURSEMENT AGREEMENT.

**CITY OF CORNING
REQUEST FOR PROPOSALS (RFP)
FOR WATER AND SEWER EXTENSION DEVELOPMENT REIMBURSEMENT
AGREEMENT IN CORNING, CA**

MARCH 2023

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INTRODUCTION

The City of CORNING (“City”) is pleased to announce an opportunity whereby the City will reimburse the cost of extending water and sewer services to the west side of Interstate 5 in Corning, CA to the developer with the best proposal “Project” based on the evaluation criteria. The City seeks experienced commercial development teams meeting the qualifications described in this RFP that have demonstrated their ability to design and build quality commercial projects in California to submit a proposal.

The City seeks proposals that demonstrate an understanding of the Corning community and regional community commercial needs that would provide a high quality commercial development on the west side of Interstate 5 in Corning, CA at South Avenue or Corning Road. Proposals must comply with zoning requirements, the [Corning Business Development Zone](#) and [Highway 99W Corridor Specific Plan \(Plan\)](#). It shall be clear that the City is not offering, nor does it own, any property as part of this Requests for Proposals.

The City anticipates that the RFP process will take approximately three months, after which time staff will recommend a developer(s) (the “Developer”) to the City Council for negotiation of the appropriate development reimbursement agreement. While the dates and schedule stated in this RFP represents the City’s preferred timetable, it shall not be considered binding upon the City. In addition, the submission of a proposal in response to this RFP shall not be binding upon the City nor construed as a contract with or commitment by the City.

BACKGROUND

Community

The City of Corning is a residential community located in southern Tehama County in Northern California. Approximately 3.6 square miles in size, the City is located on the Interstate 5 corridor, and is 22 miles northwest of Chico and 45 miles south of Redding. The Sacramento River and State Highway 99 run north to south just east of town. The City of Corning was incorporated in 1907 as a general law city. The City is governed by a five-member City Council and is administered by a City Manager, providing a full array of municipal services. Corning has a total population of 8,244, including 2,497 youth and 725 seniors.

Due to the City’s premier location along the Interstate 5 corridor halfway between Los Angeles, California and Portland, Oregon, it is uniquely poised to be a leader in the commercial market. Unfortunately, commercial development on the west side of Interstate 5 in Corning has been hindered by a lack of water and sewer infrastructure available to provide the needed services for development.

GOALS & OBJECTIVES

The City's primary goal is to encourage development on the west side of Interstate 5 and is offering a development agreement, in accordance with State law, to reimburse the selected developer for the cost associated with extending water and sewer main infrastructure across Interstate 5. The City has identified the following objectives for the Project:

Development Objectives

The City seeks a knowledgeable, financially sound and experienced commercial developer(s) that own(s) land or will own land on the west side of Interstate 5 at Corning Road or South Avenue. Proposed projects shall provide commercial development in compliance with the C-3 Corning Business Development Zone zoning designation, provide a sales tax benefit to the City, provide a service to the community that is currently not available, and be an aesthetically pleasing addition to the City. Proposed projects shall materially increase the amount of money spent in Corning by travelers on Interstate 5 and the local community.

High-Quality Development

Development of the Project Site must include high quality design, materials, and construction techniques. The architectural character must meet community expectations both physically and aesthetically. The Project must comply with the standards of architecture, materials, and construction defined in the Plan. Applicants are encouraged to consult with the City of Corning Planning Department with questions relating to the development standards.

Sustainable & Energy Efficient

In addition to high-quality development, the City expects that the Projects will achieve sustainability and energy efficiency goals that meet the minimum requirements of the California State Green Building Code.

Aesthetics

The Project should be attractive and compatible with the character of the City Corning, both aesthetically and functionally, and consistent with land use and zoning requirements. The Project shall follow the Highway 99W Specific Plan Design Guidelines. Other priorities include:

1. Minimize the visual impact of parking lots through screening with vegetation or walls.
2. Create an atmosphere where travelers and the Corning community want to spend money and time.

Compressed Timeline

The City seeks to have the Project Sites developed as soon as is practicable. Therefore, proposals will be evaluated on the practicality of timeliness and the Developer's demonstrated adherence to time schedules, as well as its ability to obtain all necessary plan approvals, financing and construction commitments so that construction may commence as soon as possible.

Eligible Applicants

Eligible proposers under this RFP may include one entity or a team of several entities, including any of the following: for-profit developer, non-profit developers, and joint ventures. Applicants

that include several entities must include a lead entity which has demonstrated experience and capacity in the development and management of large commercial development projects and must have successfully completed commercial development projects of similar size and complexity as the proposed project(s), within Tehama County (preferred), or another county in Northern California within the past fifteen years to be eligible to submit a proposal.

Labor and Contract Requirements (Prevailing Wage)

The Project is subject to prevailing wage requirements that will be monitored and enforced by the City. The prime contractor is responsible for compliance of all subcontractors, including lower tier subcontractors. Prevailing Wage requirements are located on the State of California's website at: http://www.dir.ca.gov/OPRL/statistics_and_databases.html.

Non-Discrimination in Contracts

All approved Projects are subject to the non-discrimination requirements of the California Health and Safety Code Section 33436, et seq., requiring that nondiscrimination and non-segregation clauses be included in all deeds and contracts relating to the subject development or property transactions.

SITE INFORMATION

Development Standards – Highway 99 W Corridor Specific Plan

The Highway 99W Corridor Specific Plan is the current controlling document prescribing development requirements for parcels on the west side of Interstate 5 within the city limits of Corning. Proposers are encouraged to review the Highway 99 W Corridor Specific Plan Design Guidelines and consult with City Planning staff with any questions about these requirements.

Site Condition/Environmental Conditions

Environmental review of the proposed development for compliance with the California Environmental Quality Act (CEQA) must be completed by the Developer. Proposers who have already completed CEQA for the Project will be given preference.

Entitlements

The Developer(s) will be responsible for obtaining all necessary entitlements. The City will assist with the process to the maximum extent possible, recognizing that ultimate decision-making will be with the City Planning Commission and City Council.

Easements

The Developer(s) will be responsible for obtaining all necessary easements and dedicating all easements to the City of Corning.

Value of Easement/Appraisal

A new appraisal shall be obtained to reflect current land values for all easements. The City cannot reimburse for the value of the easement beyond the appraised value.

Legal Matters

All legal rights and obligations between the Developer(s), if any, and the City will come into existence only when a Development Reimbursement Agreement is fully executed by the parties and then approved by the City Council. Each respondent to this RFP agrees that the preparation of all materials for submittal to the City and all presentations are at the respondent's sole cost and expense, and the City shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal shall remain the property of the City.

SUBMISSIONS

Submittal Deadline

In order to receive consideration, Proposals must be received by the City no later than 5:00 p.m., Pacific Standard Time on April 30, 2023, at the address listed below.

Submittal Requirements

Two printed copies and a flash drive containing an electronic copy of the proposal, including any supporting materials, double-sided and each copy bound separately, with one cover letter with an original signature from a principal or executive director of proposer must be submitted; these items will not be returned. If proposer consists of a team of several entities, an authorized representative of each entity shall sign the cover letter.

Proposals that are not received at the designated address by the specified deadline will not be accepted. The proposal submittal shall reference "Water and Sewer Extension Development Reimbursement Agreement RFP" and the name and address of the submitting organization(s). The City will not provide any pre-selection information concerning the status of Proposals other than the acknowledgment that they were received.

Submissions shall include the following:

1. **Statement of Interest:** Provide a statement of proposer's interest in development of the project; highlights of the proposer's qualifications; proposer's understanding of the objectives of the RFP; and a brief description of project team.
2. **Applicant Qualifications:** Provide an organizational chart describing the entities and key personnel on the proposer's team; resumes for lead personnel, and a brief description of similar projects completed by the team in the past fifteen years.
3. **Development Project Experience:** Provide up to five (5) examples that demonstrate successful commercial development projects. Please include the following information for each past project example:
 - a) location and photographs;
 - b) Identify the type of commercial development, square feet of all structures, current tenants, and vacancy rate;

- c) Present the total development cost; identify the amount of debt and the amount of equity used to finance project, and economic return(s) achieved;
 - d) Identify the key development team members. If any team members are different from the team being proposed for this project, provide an explanation of why the new team member(s) were selected; and
 - e) Identify any community uses incorporated into the project, or other benefits to the community at large, which were part of or resulted from the project.
4. **Project Description:** Provide a narrative description of the general development concept proposed for the selected Project Site or Sites, addressing the details noted in the *Project Objective* and *Site Information* Sections of this RFP, along with time schedule, design criteria, revenue projections, reliability, financial capacity, target consumer, financing plan, long-term management, etc. Describe how the proposed concept addresses the objectives listed in this RFP. Renderings or graphic portrayals of the proposed project and/or preliminary site plans may be submitted but are not required.
5. **Development Parameters:**
- a) **Commercial Size and Tenure** – The project may include a range of commercial sizes. Proposals shall explain the basis for the proposed mix of commercial sizes and types in the project and its relationship to the target consumer described in the proposal.
 - b) **Known or Target Tenant Population** – Proposals shall describe the known and target tenant population for the project.
6. **Financial Capacity**
- Proposals will be evaluated on the quality of the proposal, reliability, financial capacity, integrity and the desirability of the public benefits of the proposed development.
- a) **Assumptions:** The following assumptions should be used when preparing the financial pro forma, unless alternative funding sources are subject to different and more restrictive terms.
 - Construction estimates: Use state prevailing wage requirements and local wage and/or hiring requirements for costs to extend water and sewer infrastructure to the westside of Interstate 5.
 - Contingencies: Use at least 15% for hard construction costs and 5% for soft costs
 - Operating cash flow projections: Use California Tax Credit Allocation Committee (TCAC) standards
 - Leverage: It is anticipated that the selected developer will obtain all financing for development of the project from non-City sources. The only cost proposed to reimburse is through a development reimbursement agreement for extending water and sewer infrastructure to the west side of Interstate 5. Proposals with higher leverage ratios than other proposals will be evaluated favorably.
 - Federal requirements: If the proposed financing plan includes any federal

funding sources include costs and time for compliance with all applicable federal requirements (Section 3, Davis Bacon, URA, NEPA, etc.) in project pro forma and timeline.

b) Financial Capacity (Pro Forma): Under separate cover, proposers shall submit a pro forma analysis completed by an independent third party, identifying anticipated construction costs, revenue generation, operating income, operating expenditures, capitalization rates, and other relevant information. The pro forma shall also identify sales tax generation and other revenue for the City of Corning as a result of the development for a period of five years. The pro forma will be treated and reviewed confidentially and will not become a part of the public record.

7. Estimated Project Schedule (Milestones): Proposers shall provide a detailed project development schedule through completion that contains time and performance benchmarks. Include all phases of the project, including acquisition, entitlements, design, construction, and marketing.

Public Records

Pursuant to the California Public Records Act, unless otherwise noted, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request. Please do not submit any information to the City that you wish to keep confidential.

PROPOSAL EVALUATION AND SELECTION

The Corning City Council has ultimate responsibility for determining the responsiveness of the proposals and selecting the preferred Proposer(s), with the assistance of City staff and consultants, as needed. There is no guarantee that the City will select any of the respondents to develop the Project and any Proposals shall be submitted at the proposer’s sole risk and cost.

Evaluation Criteria

Staff will evaluate proposals received by the submittal deadline based on the qualifications of the proposer(s)/applicant(s), how well the proposed project concept(s) addresses the goals and objectives of this RFP, the Highway 99W Corridor Specific Plan, the zoning ordinance, and other land use and/or policy documents. The staff committee will award points based on the Scoring provided below. The scores issued by the staff scoring committee shall be advisory to the City Manager, serving as an evaluation tool in the selection process, but shall not limit the City’s discretion in final selection of a developer(s), and may not be appealed by the proposers or any other party for any reason.

Proposer Qualifications and Experience.....	15 points
Meets Goals and Objectives of RFP.....	10 points
Overall Design Criteria, Positive Attributes to the Community and Traveling Public.....	15 points
Developer’s Reliability, Integrity, and Financial Capacity.....	15 points
Time Schedule and Project Readiness.....	20 points
Revenue Benefit to the City.....	25 points

Selection and Negotiation Process

A staff evaluation committee established by the City Manager for this purpose will review proposals for completeness and to verify that both the applicant(s) and the proposed project(s) respond to the requirements of this RFP. Proposals determined to be non-responsive will not be considered or evaluated. Any proposals deemed ineligible or non-responsive may appeal to the City Manager for reconsideration at the City Manager’s sole discretion. The City is the sole and final decision-maker regarding this selection, and it reserves the right to reject any or all submittals or proposals.

Following Council approval of the selected Proposal, the selected developer(s) will be authorized to negotiate a development reimbursement agreement with City staff to reimburse the developer for extending water and sewer services to the west side of Interstate 5. The City Council must approve the Development Reimbursement Agreement.

Limitations/Disclosures

The City, will select a preferred developer(s) based on the responses to the RFP. If negotiations with the preferred developer do not proceed in a timely or satisfactory manner, an alternative developer may be selected or the City may reissue the RFP.

Selection of the development team and negotiating a Development Reimbursement Agreement in no way obligates the City to enter into a Development Reimbursement Agreement with the preferred developer. The Development Reimbursement Agreements must be approved by City Council.

The final selection will be made solely by the City of Corning. The City of Corning reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this RFP at any time.

Deadline to Submit:
5:00 P.M. on April 30, 2023
Proposals received after this time will not be considered.

Proposals must be delivered in person or by mail or other delivery service to:

City of Corning
Attn: Lisa Linnet, City Clerk
794 Third Street
Corning, CA 96021

CITY CONTACTS AND RESOURCES

All questions regarding the RFP must be addressed in writing to Lisa Linnet, City Clerk by April 7, 2023 with a subject " Water and Sewer Extension Development Reimbursement Agreement RFP " should appear on all correspondence.

Lisa Linnet: llinnet@corning.org

EXHIBITS:

Exhibit A: Potential Site Locations