



**CITY OF CORNING  
CITY COUNCIL MEETING AGENDA  
TUESDAY, JUNE 13, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

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

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

**B. ROLL CALL:**

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

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

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

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

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

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

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. Approve with any necessary corrections the Minutes of the following Special City Council and Closed Sessions Meetings:
  - a. May 30, 2023 Special City Council Meeting Minutes;
  - b. May 31, 2023 Special City Council Closed Session Meeting Minutes; and
  - c. June 8, 2023 Special City Council and Closed Session Meeting Minutes.
3. June 7, 2023 Claim Warrant in the amount of \$789,533.08.
4. June 7, 2023 Business License Report.
5. May 2023 Wages & Salaries: \$399,529.42
6. May 2023 Treasurer's Report.
7. May 2023 Building Permit Valuation Report in the amount of \$755,506.
8. May 2023 City of Corning Wastewater Operations Summary Report.
9. Authorize payment of invoice #23-216745-01 in the amount of \$1,955.70 under Task Order "B" to Armstrong Consultants, Inc. for Professional Services on the Airport Master Plan associated with Airport Engineering Services Agreement 2019-6.
10. Accept the Notice of Completion and authorize release of Retention Funds in the amount of \$72,145.44 to Walberg, Inc. for the Solano Street Improvement Project.

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

**I. PUBLIC HEARINGS AND MEETINGS:**

**J. REGULAR AGENDA:**

11. **Adopt Resolution No. 06-13-2023-02 adopting the Fiscal Year 2023/2024 Street Project List that will utilize SB1 Funding; the Road Repair and Accountability Act of 2017.**
  12. **Approve Agreement between the City and the Tehama County Sheriff's Department for the exchange of City K-9 Vehicle for Tehama County Sheriff's Department Patrol Vehicle.**
  13. **Resolution 06-13-2023-01 approving the Fiscal Year 2023-2024 Program of Service and Annual Budget.**
  14. **Approve Interim City Manager Employment Agreement with Tim Potanovic.**
- 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:**  
**Valerio:**  
**Hargens:**  
**Lomeli:**  
**Snow:**
- N. ADJOURNMENT:**

**POSTEDE: FRIDAY, JUNE 9, 2023**



**CITY OF CORNING  
SPECIAL CITY COUNCIL MEETING MINUTES  
TUESDAY MAY 30, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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**A. CALL TO ORDER: 5:00 p.m.**

**B. ROLL CALL:**

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

All members of the City Council were present.

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

**C. PUBLIC COMMENTS: None.**

**D. REGULAR AGENDA:**

**1. Presentation of the Fiscal Year 2023-2024 Program of Service and Annual Budget**

City Manager Miller presented the Fiscal Year 2023/24 Program of Service and Annual Budget. She announced that the total projected City-wide Revenues excluding transfers for FY 2023/24 is \$17,076,854, and the projected expenditures excluding transfers is \$18,976,890. The projected sales tax revenues and eight-year projections were discussed at length. **Discussion item only.**

**E. ADJOURNED: 5:45 p.m.**

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**Lisa M. Linnet, City Clerk**



**CITY OF CORNING  
SPECIAL CITY COUNCIL  
CLOSED SESSION MINUTES  
WEDNESDAY, MAY 31, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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**A. CALL TO ORDER: 5:00 p.m.**

**B. ROLL CALL:**

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

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

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

**C. PUBLIC COMMENTS: None**

**D. REGULAR AGENDA:**

- 1. Public Employment (Pursuant to Government Code § 54957)  
Title: City Manager**
- 2. Public Employment (Pursuant to Government Code § 54957)  
Title: Interim City Manager**

**E. ADJOURN AND REPORT ON CLOSED SESSION: 5:45p.m.**

Mayor Snow reported that Council gave Staff direction.

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**Lisa M. Linnet, City Clerk**



**CITY OF CORNING  
SPECIAL  
CITY COUNCIL MEETING MINUTES  
THURSDAY, JUNE 8, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

**B. ROLL CALL:**

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

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

Mayor Snow stated that Staff has requested adding a Closed Session following the open meeting to discuss an urgent personnel issue that has come up following the posting of this meeting's Agenda. The Closed Session would be for:

**Public Employment (Pursuant to Government Code § 54957)  
Title: Interim City Manager**

Mayor Snow further explained that typically an item cannot be added to the Agenda per the provisions of the Brown Act. However, under the immediate need exception, an item can be added pursuant to Government Code Section 54954.2, if the Council determines that there is a need to take immediate action, and the need for action came to the attention of the City after the Agenda was posted. The Council vote to add the item must be 2/3 of all members present, or if less than 2/3 are present, then by a unanimous vote.

Councilor Hargens moved to add a Closed Session following this meeting pursuant to Government Code Section 54954.2 Urgent Need. Topic of discussion:

**Public Employment (Pursuant to Government Code § 54957)  
Title: Interim City Manager**

Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Hargens, and Valerio. Noes: None. Absent: Lomeli. Abstain: None. Motion was approved by a 4-0 vote with Lomeli absent.**

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

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

**E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS: None**

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

**G. REGULAR AGENDA:**

- 2. Approve Agreement between the City of Corning and Rick Crabtree for Interim City Manager Services. Pulled from the Agenda.**
- 3. Approve Agreement between the City of Corning and Peckham and McKenney for City Manager Recruitment Services**

Presented by City Manager Kristina Miller. Cost will be \$28,000 estimated, and the estimated time frame to fill the position could be up to 6 months. She further explained the terms and guarantees provided by the proposed Company.

Julie Johnson asked who would serve on the interview panel; City Manager Miller and Mayor Snow responded stating it would be comprised of the City Council as well as a technical panel.

Ross Turner asked would this Company provide services for an Interim City Manager; City Manager Mille and Mayor Snow responded no.

Councilor Demo moved to approve the Agreement between the City of Corning and Peckham and McKenney for City Manager Recruitment Services. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Hargens, and Valerio. Noes: None. Absent: Lomeli. Abstain: None. Motion was approved by a 4-0 vote with Lomeli absent.**

Julie Johnson asked if when filling the position, will the Candidate be required to live locally; City Manager Miller stated that legally the City cannot make such a requirement.

**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: None  
Valerio: None  
Hargens: None  
Lomeli: None  
Snow: None**

**N. ADJOURNMENT: 3:36 p.m.**

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**Lisa M. Linnet, City Clerk**



# MEMORANDUM

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** June 8, 2023

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday June 13, 2023 Council Meeting

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

<b>A.</b>	<b>Cash Disbursements</b>	<b>Ending 05-31-23</b>	<b>\$</b>	<b>16,970.53</b>
<b>B.</b>	<b>Payroll Disbursements</b>	<b>Ending 05-30-23</b>	<b>\$</b>	<b>61,073.32</b>
<b>C.</b>	<b>Cash Disbursements</b>	<b>Ending 06-08-23</b>	<b>\$</b>	<b>632,631.90</b>
<b>D.</b>	<b>Payroll Disbursements</b>	<b>Ending 06-05-23</b>	<b>\$</b>	<b>78,857.33</b>

**GRAND TOTAL \$ 789,533.08**

REPORT.: May 31 23 Wednesday  
 RUN...: May 31 23 Time: 15:58  
 Run By.: MARY BRIMM

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 05-23 thru 05-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035053	05/18/23	GAB00	GABBARD, BRYAN	142.50	230527	REC INSTRUCTOR-REC
035054	05/18/23	KIN14	KINETICS ACADEMY OF DANCE	662.40	230514	REC INSTRUCTOR-REC
035055	05/19/23	LBE00	LEE, JACQUELINE PATTON	240.00	230520	REC INSTRUCTOR-REC
035056	05/19/23	QUI02	QUILL CORPORATION	75.41	32383008	OFFICE SUPPLIES-FIRE
035057	05/22/23	BLU01	BLUEGLOBES, LLC.	108.31	004-58215	MAT & SUPPLIES-AIRPORT
				310.12	004-59846	MAT & SUPPLIES-AIRPORT
			Check Total.....	418.43		
035058	05/22/23	CIT03	CITY OF CORNING	132.16	HAY0013	CDBG CV2&3-ASST-EMERGENCY RESP (S. HAYNES/KEVIN)
035059	05/22/23	RIO00	RIOS, DOMINGO HENRY	30.00	5/19/2023	LGRD CERT & TEST-POOL
035060	05/22/23	SPE00	SPENCER, WAYNE JOHN	30.00	5/19/2023	LGRD CERT & TEST-POOL
035061	05/23/23	COM14	COMCAST	156.89	230523	CDBG CV2&3-ASST-EMERGENCY RESP (TANYA/JASON POSTER
035062	05/23/23	PGE00	PG&E	150.61	230522	CDBG CV2&3-ASST-EMERGENCY RESP (NORMA QUIRINO)
035063	05/23/23	REN03	RENELLE, STEVEN R.	1100.00	230523	CDBG CV2&3-ASST-EMERGENCY RESP (TANYA/JASON POSTER
035064	05/23/23	SAL02	SALADO ORCHARD APARTMENTS	744.00	230523	CDBG CV2&3-ASST-EMERGENCY RESP (NORMA QUIRINO)
035065	05/24/23	GON04	GONZALEZ, MANUEL	750.00	230524	CDBG CV2&3-ASST-EMERGENCY RESP (MARIA JUAREGUI)
035066	05/24/23	SAL02	SALADO ORCHARD APARTMENTS	2000.00	230524	CDBG CV2&3-ASST-EMERGENCY RESP (DOMINIQUE GONZALEZ
				251.00	230524A	CDBG CV2&3-ASST-EMERGENCY RESP (DOMINIQUE GONZALEZ
			Check Total.....	2251.00		
035067	05/24/23	ATT13	AT&T	720.67	230511	COMMUNICATIONS-DISPATCH
035068	05/24/23	COP02	COPY CENTER	193.50	21946	OFFICE SUPPLIES-FINANCE
035069	05/24/23	COR11	CORNING SAFE & LOCK	31.25	9347	MAT & SUPPLIES-PARKS
035070	05/24/23	DAT04	DATAPILOT, INC.	995.00	9855846	PROF SVCS-POLICE
035071	05/24/23	EXP02	EXPRESS EMPLOYMENT PROFES	843.36	29047509	TEMP HELP-FINANCE
035072	05/24/23	GAY02	GAYNOR TELESYSTEMS, INC	638.00	000042695	COMMUNICATIONS-DISPATCH
035073	05/24/23	HOM03	HOME DEPOT	40.72	7303147	MAT & SUPPLIES-BLD MAINT
035074	05/24/23	KNI00	KNIFE RIVER CONSTRUCTION	1120.88	287780	A/C CITYWIDE-STR
035075	05/24/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230443028	PROF SVCS-WTR DEPT
				92.37	230444028	PROF SVCS-WTR DEPT
				92.37	230444128	PROF SVCS-WTR DEPT
			Check Total.....	404.90		
035076	05/24/23	PGE09	PG&E	219.24	230516	ELECT-STONEPOX L&L-Z1, D2
035077	05/24/23	PGE2A	PG&E	48.74	230516	ELECT-BLUE HERON CT
035078	05/24/23	PGE2B	PG&E	626.68	8187908-2	ELECT-WWTP
035079	05/24/23	PRE07	PRECISION WIRELESS SERVIC	750.00	40364	EQUIP MAINT-DISPATCH
035080	05/24/23	RED01	RED BLUFF DAILY NEWS	430.19	230505	BOOKS/PERIODICS-LIBRARY
035081	05/24/23	RED21	RED HAT FIRE PROTECTION	432.00	FH4224	CERT OF EXTING-BLD MAINT (CORP YARD)
				207.00	RH4222	CERT OF EXTING-BLD MAINT (FIRE)
				750.00	RH4223	SMALL TOOLS-POLICE
			Check Total.....	1389.00		
035082	05/26/23	ARM03	ARMSTRONG, ASPEN	62.50	230524	REC INSTRUCTOR-REC
035083	05/26/23	COR2A	CORNING MINI STORAGE	75.00	34342	MAT & SUPPLIES-REC
035084	05/26/23	DOW01	DOWN RANGE	10.00	622465	UNIFORMS/CLOTH-POLICE
035085	05/26/23	NOR46	NOR CAL GARAGE DOOR	561.63	21488	BLD MAINT-FIRE
035086	05/26/23	QUI02	QUILL CORPORATION	656.69	32606429	OFFICE SUPPLIES-FINANCE
				60.74	32629594	OFFICE SUPPLIES-
			Check Total.....	717.43		
035087	05/26/23	WEB02	WEBSTER, WAYNE C.	105.00	230527	REC INSTRUCTOR-REC
035088	05/31/23	\M160	JUAN MONTOYA	17.15	000C30501	MQ CUSTOMER REFUND FOR MON0045
035089	05/31/23	\R098	ANA ROJAS FARIA	5.55	000C30501	MQ CUSTOMER REFUND FOR ROJ0003
035090	05/31/23	\R099	SARAH RUIZ RAMIREZ	80.74	000C30501	MQ CUSTOMER REFUND FOR RUI0007
			Cash Account Total.....	16970.53		



REPORT.: May 31 23 Wednesday  
RUN...: May 31 23 Time: 15:58  
Run By.: MARY BRIMM

CITY OF CORNING  
Cash Disbursement Detail Report  
Check Listing for 05-23 thru 05-23 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Total Disbursements.....				16970.53		
Cash Account Total.....				.00		

REPORT.: May 31 23 Wednesday  
 RUN...: May 31 23 Time: 15:58  
 Run By.: MARY BRIMM

CITY OF CORNING  
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
 Check Listing for 05-23 thru 05-23 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13843	05/30/23	AFL01	AFLAC	923.10	C30531	AFLAC INS. PRE TAX
				117.24	1C30531	AFLAC INS. AFTER TAX
			Check Total.....:	1040.34		
13844	05/30/23	BLU02	BLUE SHIELD OF CALIFORNIA	16422.29	C30531	MEDICAL INSURANCE
13845	05/30/23	EDD01	EMPLOYMENT DEVELOPMENT	1690.98	C30529	STATE INCOME TAX
				266.34	1C30529	SDI
			Check Total.....:	1957.32		
13846	05/30/23	FED00	FEDERAL PAYROLL TAXES (BF	4373.26	C30529	FEDERAL INCOME TAX
				3669.42	1C30529	FICA
				858.14	2C30529	MEDICARE
			Check Total.....:	8900.82		
13847	05/30/23	OEU01	OPERATING ENGINEERS #3	27234.00	C30531	MEDICAL INSURANCE
13848	05/30/23	OEU02	OPERATING ENG. (DUES)	340.00	C30531	UNION DUES MGMNT
				748.00	1C30531	UNION DUES POLICE
				567.00	2C30531	UNION DUES DISPATCH
				945.00	3C30531	UNION DUES-MISC
			Check Total.....:	2600.00		
13849	05/30/23	PRI04	PRINCIPAL LIFE INSURANCE	1808.50	C30531	DENTAL INSURANCE
				236.45	1C30531	VISION INSURANCE
				873.60	2C30531	LIFE INSURANCE
			Check Total.....:	2918.55		
			Cash Account Total.....:	61073.32		
			Total Disbursements.....:	61073.32		

REPORT : Jun 08 23 Thursday  
 RUN : Jun 08 23 Time: 15:07  
 Run By : LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 06-23 thru 06-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035091	06/02/23	CEN14	CENTER FOR EVALUATION & R	6542.50	201927	Data Coll/Eval-Prop 47 Cycle 2
035092	06/02/23	COR07	CORBIN WILLITS SYSTEMS, I	784.77	000C306011	EQUIP MAINT-FINANCE
035093	06/02/23	COR09	CORNING CHAMBER OF COMM.	1000.00	000C306011	CngChamberComm. Economic
035094	06/02/23	COR11	CORNING SAFE & LOCK	615.48 32.33	9348 9351	Mat/Supplies- Wtr Material/Supplies-Park
			Check Total.....:	647.81		
035095	06/02/23	DM001	DM-TECH	119.90	20230601	Communications-Gen City
035096	06/02/23	EMP03	EMPOWER TEHAMA	48126.79	04302023	Empower Tehama-Prop 47 (2)
035097	06/02/23	EVE07	EVERGREEN JANITORIAL SUPP	352.05	62644	Mat/Supplies-Parks
035098	06/02/23	EWI00	EWING	256.66	19554736	Landscape Maint-Parks
035099	06/02/23	EXP02	EXPRESS EMPLOYMENT PROFES	1054.20	23390956	Temp Help-Finance
035100	06/02/23	GRO00	GROOTVELD, TROY DARREN	60.00	230602	Material/Supplies-Streets
035101	06/02/23	INL01	INLAND BUSINESS SYSTEMS	180.41	IN3479749	Communications-
035102	06/02/23	JOB01	JOB TRAINING CENTER	28835.97	6914	Job Training Ctr-Prop 47 (2)
035103	06/02/23	KIN14	KINETICS ACADEMY OF DANCE	363.20	230531	Rec Instructor-Rec
035104	06/02/23	KNI00	KNIFE RIVER CONSTRUCTION	559.89 1118.69	287976 287977	A/C Citywide-Str A/C Citywide-Str
			Check Total.....:	1678.58		
035105	06/02/23	MO007	MOORE & BOGENER, INC.	5525.00	000C306031	CONSULTING SVCS-LGL SVCS
035106	06/02/23	NEL00	NELSON, JEPFREY NEIL	54.70	000C306011	PROF SVCS-FIRE DEPT
035107	06/02/23	OCH01	OCHOA CLEANING	4655.00	000C306011	JANITORIAL SERVICES-
035108	06/02/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230464028	Prof Svcs-Wtr Dept
035109	06/02/23	PGE2A	PG&E	146.87	230531	Elect-Corning Comm Park
035110	06/02/23	PGE2B	PG&E	9226.01	230531	Elect-WWTP
035111	06/02/23	PIT01	PITNEY BOWES	183.80	000C306011	Rents/Leases Finance Dept
035112	06/02/23	REI10	REILLY'S MUFFLERS	2196.40	REG#6006	Veh Opr/Maint-
035113	06/02/23	ROD10	RODRIGUEZ, JESENIA	1245.00	230601	Rec Instructor-Rec
035114	06/02/23	RON05	RON'S BODY SHOP	241.55	RO#9041	Equipment Maint-Fire
035115	06/02/23	SCH16	SCHLERETH, DAYMON WAYNE	104.70	000C306011	PROF SVCS-FIRE DEPT
035116	06/02/23	SCP00	SCP DISTRIBUTORS LLC	2117.19 -75.00	SN099457 SN099658C	Mat/Supplies-Wtr Mat/Supplies-Wtr
			Check Total.....:	2042.19		
035117	06/02/23	SIL03	SILK CONSULTING GROUP	2755.00	230531	CDBG Utility Assist.-Emergency Response
035118	06/02/23	TEH20	TEHAMA CO DISTRICT ATTY	719.94	22/23-01	Association Dues-PD
035119	06/02/23	ZAG00	ZAGAL, STEPHANIE MARIE	720.00	230531	Rec Instructor-Rec
035120	06/06/23	ALL14	ALLIANCE ENVIRIONMENTAL S	525.00	2504	City Hall Carpet-Bldg Maint
035121	06/06/23	ALP00	ALPHA & OMEGA DRAIN CLEAN	255.50 172.00 495.00 370.00	011284 011294 011300 012199	Building Maint-Trans Cntr Building Maint-Trans Cntr Bldg Maint-Trans Cntr Bldg Maint-Trans Cntr
			Check Total.....:	1292.50		
035122	06/06/23	ARM02	ARMSTRONG	1955.70	23-216745	Airport21-Task Order B
035123	06/06/23	ATT02	AT&T	501.64	19990214	Communications-
035124	06/06/23	ATT15	AT&T MOBILITY	734.79	230605	Communications-
035125	06/06/23	CAS06	CASCO	1163.66	084585	A/C Citywide-Streets
035126	06/06/23	CHI06	CHICO POWER EQUIPMENT	77.92	416889	Mat&Supplies-
035127	06/06/23	COM01	COMPUTER LOGISTICS, INC	3720.00	84273	Equip.Maint-
035128	06/06/23	COP01	COPWARE, INC.	115.00	230606	Training/Ed-Police
035129	06/06/23	CYR00	CYRACOM, LLC	25.00	023038642	Communications-Dispatch
035130	06/06/23	DHT00	DH TOOLS INC	26.52	312362344	Small Tools-

REPORT.: Jun 08 23 Thursday  
 RUN...: Jun 08 23 Time: 15:07  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 06-23 thru 06-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035131	06/06/23	GRA02	GRAINGER, W.W., INC	56.68 262.63	725967583 726472880	Mat/Supplies-Pool Mat/Supplies-Bldg Maint
			Check Total.....	319.31		
035132	06/06/23	INF00	INFRAMARK, LLC	79674.83	95725	Prof Svcs-WWTP
035133	06/06/23	JAM00	JAM SERVICES, INC.	894.33	168433	Street & Traffic Light-Equip Maint
035134	06/06/23	KNI00	KNIFE RIVER CONSTRUCTION	1124.16 1137.29 992.89	288065 288133 288418	A/C Citywide-Str A/C Citywide-Streets A/C Citywide-Streets
			Check Total.....	3254.34		
035135	06/06/23	NAP01	NAPA AUTO PARTS	731.64	230605	Material/Supplies-
035136	06/06/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	2304820	Prof Svcs-Wtr Dept
035137	06/06/23	PGE04	PG&E	268.25 181.24	230605 230605A	TranspFacility- TranspFacility-
			Check Total.....	449.49		
035138	06/06/23	PGE2A	PG&E	80.81 20.67 214.08	230601 230605 230601A	Elect-Martini Plaza Elect-Cleland Property Elect-
			Check Total.....	315.56		
035139	06/06/23	PGE2B	PG&E	399.59	8196282-1	Solar-WWTP
035140	06/06/23	QUI02	QUILL CORPORATION	61.41 29.29	32703147 32703500	Office Supplies-Finance Office Supplies
			Check Total.....	90.70		
035141	06/06/23	SOU06	SOUTH AVENUE ACE	3645.74	230602	Material/Supplies-
035142	06/06/23	TEH15	TEHAMA CO SHERIFF'S DEPT	49.00	05312023	Prof Svcs-Police
035143	06/08/23	AIR00	AIRGAS USA, LLC	80.22	999772896	MAT & SUPPLIES-FIRE
035144	06/08/23	ATT17	AT&T	96.30	230531	COMMUNICATIONS-FIRE
035145	06/08/23	CAL10	CPCA	365.00	1355	TRAINING/ED-POLICE
035146	06/08/23	CHI14	CHICO STATE ENTERPRISES	3750.00	SP008120	GIS SUPPORT-PLANNING
035147	06/08/23	COR08	CORNING LUMBER CO INC	172.03	230605	MAT & SUPPLIES-
035148	06/08/23	CRE03	CREATIVE PRODUCT SOURCE,	838.88	CPI099678	TRAINING/ED-FIRE
035149	06/08/23	DEM03	DEMO, VERNON C.	524.47	4B90322	MAT & SUPPLIES-PARKS
035150	06/08/23	DUT00	DUTCH BOY GRAPHICS	698.22	330808	MAT & SUPPLIES-REC
035151	06/08/23	EIN00	EINHORN, GREGORY PAUL	450.00	12456	EE RELATIONS-LGL SVCS
035152	06/08/23	ENG00	ENGINEERED FIRE SYSTEMS,	250.00	19611	PROF SVCS-BLD & SAFETY
035153	06/08/23	EXP02	EXPRESS EMPLOYMENT PROFES	933.72	29136488	TEMP HELP-FINANCE
035154	06/08/23	FIR05	FIRST NATIONAL BANK OMAHA	494.53	230526	CREDIT CARD CHARGES-
035155	06/08/23	FIR10	FIRST NATIONAL BANK OMAHA	131.53	05262023	CREDIT CARD CHARGES-
035156	06/08/23	FIR11	FIRST NATIONAL BANK OMAHA	895.39	230526	CREDIT CARD CHARGES-
035157	06/08/23	FIR13	FIRST NATIONAL BANK OMAHA	8513.40	05262023	CREDIT CARD CHARGES-
035158	06/08/23	FIR16	FIRST NATIONAL BANK OMAHA	149.76	230526	CREDIT CARD CHARGES-
035159	06/08/23	FIR17	FIRST NATIONAL BANK OMAHA	130.24	230526	CREDIT CARD CHARGES-
035160	06/08/23	FIR20	FIRST NATIONAL BANK OMAHA	668.44	230526	CREDIT CARD CHARGES-
035161	06/08/23	GRA02	GRAINGER, W.W., INC	135.38	972873464	MAT & SUPPLIES-BLD MAINT
035162	06/08/23	HOU00	HOUSING TOOLS	730.00	2783	PROF SVCS-GEN CITY
035163	06/08/23	KNI01	KNIGHT, ASHLEY DEANNA	344.11	06082023	TRAINING/ED-DISPATCH
035164	06/08/23	LIN01	LINCOLN AQUATICS, INC.	4064.26 -400.00	SN100005 SN100282C	MAT & SUPPLIES-POOL MAT & SUPPLIES-POOL
			Check Total.....	3664.26		
035165	06/08/23	MIL16	MILLENNIUM HEALTH, LLC	180.00	11693495	EMPLOYEE PHYSICALS-
035166	06/08/23	OCH02	OCHOA-MENDOZA, OSVALDO	237.50	230527	REC INSTRUCTOR-REC
035167	06/08/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230503528	PROF SVCS-WTR

REPORT.: Jun 08 23 Thursday  
 RUN....: Jun 08 23 Time: 15:07  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 06-23 thru 06-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035168	06/08/23	PAV00	PAVEMENT COATINGS CO.	358518.09	001	2020 STREET PROJ-STR PROJ (JENNINGS HEIGHTS)
035169	06/08/23	PAY01	PAYGOV.US LLC	2851.75	1202	COVID 19-FINANCE
035170	06/08/23	PGE01	PG&E	373.56 1291.02	230602 230602A	ELECT- ELECT-
Check Total.....:				1664.58		
035171	06/08/23	PGE04	PG&E	456.38	230602	TranspFacility-
035172	06/08/23	PGE05	PG&E	1218.01	230602	FIRE-ELECT & GAS
035173	06/08/23	PUR02	PURCHASE POWER	1020.78	230605	COMMUNICATIONS-
035174	06/08/23	QUI02	QUILL CORPORATION	595.81	32654649	EQUIP MAINT-FIRE
035175	06/08/23	RED00	RED BLUFF DAILY NEWS	129.72 168.36 173.87	006752442 006755577 006755578	PRINT/ADVERT-CITY CLERK PRINT/ADVERT-CITY CLERK PRINT/ADVERT-CITY CLERK
Check Total.....:				471.95		
035176	06/08/23	RBS04	RESERVE ACCOUNT	5000.21	230601	COMMUNICATIONS-
035177	06/08/23	SAL02	SALADO ORCHARD APARTMENTS	774.00	230607	CDBG CV2&3-ASST-EMERGENCY RESP (DOMINIQUE GONZALEZ
035178	06/08/23	SEI01	SEILER, ROY R., CPA	6240.00	30555	PROF SVCS-FINANCE
035179	06/08/23	SMI00	SMITH, JENNIFER DIANE	172.50	06082023	TRAINING/ED-POLICE
035180	06/08/23	TPX00	TPX COMMUNICATIONS	1132.17	170978853	COMMUNICATIONS-
035181	06/08/23	TRI07	TRITES BACKFLOW SERVICES	50.00	14085	PROF SVCS-WTR
035182	06/08/23	USA01	USA BLUE BOOK	99.21 318.65 2454.13	19898 20139 22631	MAT & SUPPLIES-WTR MAT & SUPPLIES-WTR MAT & SUPPLIES-POOL
Check Total.....:				2871.99		
035183	06/08/23	VAL11	VALLEY PACIFIC PETROLEUM	2083.53 1806.88 510.05 33.10	23-632942 23-632943 23-632944 23-632945	MAT & SUPPLIES- VEH OP/MAINT- VEH OP/MAINT-FIRE VEH OP/MAINT-BLD & SAFETY
Check Total.....:				4433.56		
035184	06/08/23	WAR05	WARREN, DANA KARL	285.00	230608	REC INSTRUCTOR-REC
Cash Account Total.....:				632631.90		
Total Disbursements.....:				632631.90		
Cash Account Total.....:				.00		

REPORT.: Jun 08 23 Thursday  
 RUN...: Jun 08 23 Time: 15:07  
 Run By.: LORI SIMS

CITY OF CORNING  
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)  
 Check Listing for 06-23 thru 06-23 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13861	06/05/23	BAN03	POLICE OFFICER ASSOC.	225.00	C30605	POLICE OFFICER ASSOC
13862	06/05/23	CAL37	CALIFORNIA STATE DISBURSE	138.46	C30605	WITHHOLDING ORDER
13863	06/05/23	EDD01	EMPLOYMENT DEVELOPMENT	5733.82 1318.10	C30605 1C30605	STATE INCOME TAX SDI
			Check Total.....:	7051.92		
13864	06/05/23	FED00	FEDERAL PAYROLL TAXES (EF	15561.90 17963.32 4201.10	C30605 1C30605 2C30605	FEDERAL INCOME TAX FICA MEDICARE
			Check Total.....:	37726.32		
13865	06/05/23	MIS03	MISSIONSQUARE - PLAN#3020	1018.84 185.00	C30605 1C30605	MISSIONSQUARE 457 MISSIONSQUARE 457 ER
			Check Total.....:	1203.84		
13866	06/05/23	PERS1	PUBLIC EMPLOYRES RETIRE	27397.56	C30605	PERS PAYROLL REMITTANCE
13867	06/05/23	PERS4	Cal Pers 457 Def. Comp	2089.41 362.50	C30605 1C30605	PERS DEF. COMP. PERS DEF. COMP. ER P
			Check Total.....:	2451.91		
13868	06/05/23	VAL06	VALIC	2429.82 232.50	C30605 1C30605	AIG VALIC P TAX AIG VALIC P TAX ER P
			Check Total.....:	2662.32		
			Cash Account Total.....:	78857.33		
			Total Disbursements.....:	78857.33		

Date.: Jun 8, 2023  
 Time.: 3:05 pm  
 Run by: LORI SIMS

CITY OF CORNING  
 NEW BUSINESSES FOR CITY COUNCIL

Page.: 1  
 List.: NEWB  
 Group: WTFMBM

Business Name	Address	CITY/STATE/ZIP	Business Desc	Bus Start Date
ALL AROUND HEATING A	3125 SOUTHGATE LN	CHICO, CA 95928	HVAC + SOLAR SERVICES	06/06/23
BIG TIME PEST CONTROL	19905 HIRSCH CT	ANDERSON, CA 96007	PEST CONTROL SERVICES	05/26/23
CUTS BY JOSEF	1202 SOLANO ST	CORNING, CA 96021	BARBER	06/06/23
GEORGE'S HANDYMAN SE	102 MOBILE DR	CORNING, CA 96021	GENERAL HANDYMAN SERVICES	05/31/23
JEFFERSON PEST CONTR	2221 JESSICA WAY	REDDING, CA 96002	RESIDENTIAL/COMMERCIAL PEST AND TERMITE	05/31/23
JMC FENCE INC	4594 RAWSON RD	CORNING, CA 96021	FENCE CONTRACTOR	06/06/23
KANE BROS. ELECTRIC,	505 CRESTFIELD CIR.	ROSEVILLE, CA 95678	RESIDENTIAL ELECTRICAL SERVICES INCLUDIN	05/19/23
LUKE'S HAULING	16577 STAGECOACH RD	CORNING, CA 96021	YARD WORK, HAULING, GRAVEL DELIVERY	05/19/23
MEGAN ROSS	1706 SOLANO ST	CORNING, CA 96021	COSMETOLOGIST	05/31/23
PATIO PROS INC	11128 MIDWAY STE 3	CHICO, CA 95973	ALUMINUM PATIO COVERS	06/06/23
STRUNK AIRBNB	584 E SOLANO ST	CORNING, CA 96021	SHORT TERM RENTAL/HOUSING	05/31/23
SUPER 8	2165 SOLANO ST	CORNING, CA 96021	MOTEL WITH 41 UNITS	05/31/23

**CITY OF CORNING**

**TREASURER'S REPORT  
MAY 2023**

<u>AGENCY</u>		<u>BALANCE</u>	<u>RATE</u>
Local Agency Investment Fund	\$	9,252,741.33	2.74%

Respectfully submitted:



Laura L. Calkins  
City Treasurer





# Monthly Permit Report

05/01/2023 - 05/31/2023

Permit #	Permit Date	Main Status	Parcel #	Parcel Address	Owner Name	Owner Address	Owner City	Owner Zip	Permit Type	Project Cost
23213	5/31/2023	ISSUED	071-133-005-000	710 Fourth St.	Hernandez, Juan ETAL	1202 Solano St.	Corning	96021	Building	\$8,000
23212	5/31/2023	Finalized	071-163-003-000	1542 Rice Ave.	Contreras, Eduardo & Contreras, Reynalda Solorio	1542 Rice Ave.	Corning	96021	Roof	\$9,370
23211	5/26/2023	ISSUED	071-221-001-000	1107 Houghton Ave.	Barbo Family Trust 6/4/2015; Barbo, Steven P ETAL TRS	1107 Houghton Ave.	Corning	96021	Solar	\$6,220
23210	5/25/2023	approved "Fees Due"	073-095-006-000	806 Walnut St.	Tunget, Roy C. ETAL, c/o Nadine G. Detra	806 Walnut St.	Corning	96021	Solar	\$11,669
23209	5/25/2023	Under Review	071-131-003-000	1311 Yolo St.	Patterson, John A. & Patterson, Amanda	P O Box 906	Corning	96021	Fence	\$0
23208	5/25/2023	ISSUED	073-046-001-000	601 First St.	Jose V. Morales, ETAL	601 First Street	Corning	96021	Mechanical	\$14,500
23207	5/25/2023	Waiting for Information/ Plans	087-090-062-000	3350 Sunrise Way	Kumar Hospitality Inc. DBA Holiday Inn Express & Suites	199 N Humboldt Ave.	Willows	95988	Demo	\$80,000
23206	5/23/2023	ISSUED	073-081-001-000	523 Solano St.	Wall Family Trust 1/14/98	31 Shea Way	Kalispell	59901	Electrical	\$500
23205	5/23/2023	ISSUED	071-212-012-000	1951 Elizabeth Ave.	McIntyre, Troy D. & Tammara L.	1951 Elizabeth Ave.	Corning	96021	Roof	\$4,400
23204	5/23/2023	approved "Fees Due"	071-192-045-000	1913 Taft Ave.	De La Cruz, Johnny	1913 Taft Ave.	Corning	96021	ReModel	\$100,000
23203	5/22/2023	ISSUED	073-104-009-000	1171 Peach St.	ALSTON, MICHAEL D ETAL	1171 Peach St.	Corning	96021	Solar	\$23,214
23202	5/22/2023	ISSUED	071-080-045-000	1960 Butte St.	KONEFAL, EDWARD: DBA CORNING WEST APARTMENTS	1960 Butte St. APT #36	Corning	96021	Building	\$5,000
23201	5/22/2023	ISSUED	073-020-051-000	115 McLane Ave.	Crocker Jolly Family Living Trust 11/3/16 ETAL, Crocker Stephen ETAL TRS	590 Summit Dr.	Emerald Hills	94062	Electrical	\$3,500
23200	5/19/2023	ISSUED	071-271-006-000	1478 Fifth Ave.	Jimenez Lopez, Jose L ETAL; DBA PRO ONE General Building Contractor	1478 5th Ave.	Corning	96021	Tenant Imprvmt.	\$5,800
23199	5/18/2023	ISSUED	071-045-006-000	1413 North St.	Redenius, Katherine S. ETAL	1413 North St.	Corning	96021	Mechanical	\$12,244

23198	5/18/2023	approved " Fees Due"	071-091-012-000	650 Fairview Ave.	Rubie, James Thomas & Rubie Amber Lorraine	13970 Noble Oaks	Red Bluff	96080	Fence	\$1,000
23197	5/15/2023	Cancelled	069-080-050-000	5440 Edith Ave.	Harrod, Andrew A. Jr.	339 Kansas St.	El Segundo	90245	Roof	\$0
23196	5/15/2023	Finaled	073-230-035-000	1111 McDonald Ct.	Villazana, Perla J.	1111 McDonald Ct.	Corning	96021	Plumbing	\$1,500
23195	5/14/2023	Under Review	067-260-017-000	930 N. Marguerite Ave.	City of Corning: Airport	794 Third St.	Corning	96021	Plumbing	\$7,000
23194	5/10/2023	ISSUED	073-020-051-000	115 McLane Ave.	Crocker Jolly Family Living Trust 11/3/16 ETAL, Crocker Stephen ETAL TRS	590 Summit Dr.	Emerald Hills	94062		\$5,000
23193	5/9/2023	ISSUED	071-280-023-000	1521 Fig Ln.	Smith, Blaine A.	1521 Fig Ln.	Corning	96021	Solar	\$26,000
23192	5/9/2023	ISSUED	073-164-012-000	1379 1ST ST	Rangel, Hector M. & Maria L.	1379 1 <sup>st</sup> . St.	Corning	96021	Mechanical	\$15,117
23191	5/9/2023	ISSUED	073-270-014-000	1165 Cassandra Cir.	Chavez, Christina ETAL	1165 E Cassandra Cir.	Corning	96021-3541	Solar	\$29,000
23190	5/9/2023	ISSUED	071-292-014-000	1731 Palm Ave.	Chapman, David P.	1731 Palm Ave.	Corning	96021	Solar	\$44,000
23189	5/9/2023	ISSUED	073-200-029-000	470 Stanmar Dr.	Villafana, James Anthony Jr. TRS Jenkins Family Trust 2	470 Stanmar Dr.	Corning	96021	Solar	\$74,000
23188	5/9/2023	ISSUED	071-272-031-000	1420 4 <sup>th</sup> Ave.	Gravitt, Bradley & Amber	1420 4 <sup>th</sup> Ave.	Corning	96021	ReModel	\$28,500
23187	5/8/2023	Under Review	071-080-021-000	663 Edith Ave.	Grocery Outlet	663 Edith Ave.	Corning	96021	Fire Protection	\$48,760
23186	5/8/2023	Under Review		1001 A First St..	Karen Anderson	3552 Fir Dr.	Santa Rosa	95405	ADU	\$100,000
23185	5/4/2023	Finaled	071-350-005-000	343 Edith Ave.	Hammond, Latricia	343 Edith Ave.	Corning	96021	Roof	\$9,400
23184	5/2/2023	Finaled	071-263-003-000	1424 Sixth Ave.	Gifford, Larry Ray	1424 6 <sup>th</sup> Ave.	Corning	96021	Solar	\$48,015
23183	5/2/2023	ISSUED	073-212-003-000	670 Marguerite Ave.	Blanca E. Moreno, ETAL	670 Marguerite Ave.	Corning	96021	Solar	\$13,500
23182	5/1/2023	Finaled	071-062-036-000	2027 Dolla Ct.	Covarrubias, Florencio & Tanya	2027 Dolla Ct.	Corning	96021	Electrical	\$2,400
23181	5/1/2023	ISSUED	071-272-032-000	1477 Meadowbrook Ln.	Rodriguez, Alberto	1477 Meadowbrook Ln.	Corning	96021	Solar	\$17,890
										\$755,500

Total Records: 33



# **CITY OF CORNIG WASTEWATER OPERATIONS SUMMARY REPORT MAY 2023**

Below is a summary of the monthly operations report that will be available for review in June 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
- Mowed lawns



- Completed monthly facility inspection
- Completed pretreatment inspections at several restaurants.
- Completed inspections on collection system trouble spots
- Attended meeting with Public Works Director to discuss chemical feed system retrofit.
- Repaired broken irrigation valve
- Cleaned auto samplers and tested for sample size accuracy.
- Installed new time clock on irrigation system
- Sprayed weeds at plant and lift station
- Changed gear oil and checked belts on aerators
- Collected effluent and receiving water samples for Water Characterization Study.

**May 2023**

**Effluent Flow Monthly Average= 623,451 GPD**

ITEM NO.: G-9  
AUTHORIZE PAYMENT FOR INVOICE  
23-216745-01 THE AMOUNT OF \$1,955.70  
UNDER TASK ORDER "B" TO  
ARMSTRONG CONSULTANTS, INC  
June 13, 2023

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

**SUMMARY:**

Staff requests Council authorize payment of invoice 23-216745-01 under Task Order "B" (TO-B) for Armstrong Consultants, Inc., to provide Professional Services for the Airport Master Plan under Airport Engineering Services Agreement 2019-6 in the amount of \$1,955.70; this will be the tenth payment under Task Order "B". Services provided under Task Order "B" include Airport Narrative Project Report, Aeronautical Survey and Airport Layout Plans Update, Management & Coordination, Inventory Existing Conditions, Airport Waste Recycling, Facility Requirements, Financial Plan & Airport Layout Plan.

**BACKGROUND:**

On January 28, 2020 Council awarded the City Airport Engineering Services contract 2019-6 to Armstrong Consultants, Inc. The proposed services fall within this contract and can be issued as a Task Order. Council awarded Task Order "B" (TO-B) on June 8, 2021 in the amount of \$328,828 to prepare the ALP update.

**FUNDING:**

The grant offer for the ALP update is in the amount of \$328,828 therefore resulting in 100% funding for the project including the cost for the IFE.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AUTHORIZE:**

- PAYMENT FOR INVOICE 23-216745-01 IN THE AMOUNT OF \$1,955.70 UNDER TASK ORDER "B" TO ARMSTRONG CONSULTANTS, INC. FROM FUND 620-9209-3500, AIRPORT 21 Task B



City of Corning  
794 Third Street  
Corning, CA 96021  
O

ATTN: Robin Kampmann, P.E., Public Works Director / City Engineer

DATE: 5/31/2023  
INVOICE NO. 23-216745-01

**FOR PROFESSIONAL SERVICES RENDERED:**

City of Corning, California  
Corning Municipal Airport  
Engineering & Planning Services  
Task Order B  
AIP # 3-06-0053-010-2021

**Element - Airport Master Plan**

Element 1 - Project Management & Coordination	:\$	9,124.00	X	90%	=	\$8,211.60
Element 2 - Inventory Existing Conditions	:\$	20,068.00	X	100%	=	\$20,068.00
Element 3 - Airport Waste Recycling	:\$	4,050.00	X	100%	=	\$4,050.00
Element 4 - Facility Requirements	:\$	29,852.00	X	100%	=	\$29,852.00
Element 5 - Financial Plan	:\$	23,322.00	X	100%	=	\$23,322.00
Element 6 - Airport Layout Plan	:\$	58,575.00	X	90%	=	\$52,717.50
Documentation	:\$	11,942.00	X	90%	=	\$10,747.80
Meetings & Document Production	:\$	14,995.00	X	90%	=	\$13,495.50
Subconsultants	:\$	154,500.00	X	100%	=	<u>\$154,500.00</u>

Total Amount Earned to Date = \$316,964.40  
Less Amount Previously Invoiced = -\$315,008.70

Total Amount Due this Invoice = \$1,955.70



May 31, 2023

ACI # 216745

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

RE: Narrative Report, Aeronautical Survey and Airport Layout Plan Corning Municipal Airport

Ms. Kampmann,

Please see the information below which describes the current project status of the Corning Municipal Airport Layout Plan Update.

- Submitted the draft Airport Layout Plan set and Narrative Report to the City.

The immediate next steps for the project include:

- Revise the Airport Layout Plan set and Narrative Report to reflect comments from City staff.
- Submit of draft Airport Layout Plan set and Narrative Report to the Technical Advisory Committee for review.

Enclosed is your invoice for services rendered for the project to date. If you have any questions, please feel free to contact us at your convenience.

Sincerely,

ARMSTRONG CONSULTANTS, INC.

Justin Pietz  
Planning Manager, Principal

Enclosure: May 2023 Invoice

ITEM NO.: *G-10*

**ACCEPT NOTICE OF COMPLETION AND  
AUTHORIZE RELEASE OF RETENTION  
FUNDS IN THE AMOUNT OF \$72,145.44  
TO WALBERG, INC. FOR THE SOLANO  
STREET IMPROVEMENT PROJECT**

June 13, 2023

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUMMARY:**

The Solano Street Improvement Project has been completed, inspected, and approved by City Staff. As such, Staff now requests the following City Council accept the Notice of Completion for the project and authorize Staff to file and record a Notice of Completion with the Tehama County Clerk and Recorder and authorize the release of the Retention Funds in the amount of \$72,145.44 to Walberg, Inc. 35 days following recording of the Notice of Completion.

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

**BACKGROUND:**

Walberg, Inc. was awarded this project at the May 24, 2022 City Council Meeting in the amount of \$979,105.00. Additive bid items were also approved by the City Council on May 24, 2022 in the amount of \$44,900.00. Change Order #1 in the amount of \$150,000.00 was approved at the July 13, 2022 Special City Council Meeting for the modifications due to unforeseen soil conditions at the 4<sup>th</sup> Street/Solano Street Intersection. Change Order #2 in the amount of \$178,541.94 was approved at the August 18, 2022 Special City Council Meeting for the change in work type at the 5<sup>th</sup> and 6<sup>th</sup> Street intersections due to unforeseen soil conditions. The total cost for the project including the additive bid items and the already approved change order is \$1,352,546.94.

**FINANCIAL:**

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

**RECOMMENDATION:**

**THAT MAYOR AND COUNCIL:**

- 1. ACCEPT AND DIRECT THE PUBLIC WORKS/ENGINEERING CONSULTANT TO SIGN THE NOTICE OF COMPLETION, AND AUTHORIZE CITY CLERK TO FILE NOTICE WITH THE TEHAMA COUNTY FOR RECORDING; and,**
- 2. AUTHORIZE THE RELEASE OF RETENTION FUNDS TO WALBERG, INC. IN THE AMOUNT OF \$72,145.44.**



**WHEN RECORDED MAIL TO:**

**City of Corning  
794 Third Street  
Corning, CA 96021**

**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN THAT:**

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name and address of the undersigned owner is City of Corning, 794 Third Street, Corning, CA 96021.
3. There was completion of the Solano Street Improvement Project, a project consisting in general of furnishing all labor, equipment, tools, materials and incidentals for reconstructing Solano Street at the intersections of 4<sup>th</sup> Street, 5<sup>th</sup> Street and 6<sup>th</sup> Street in the City of Corning, CA.
4. The work has been completed and is suitable to be put into use as of June 13, 2023 and has therefore been accepted for ownership and operation by: The City Council of the City of Corning at a Regular Council Meeting, on June 13, 2023.
5. The name of the General Contractor is: Walberg, Inc., 6041 Hwy 99W, Corning CA 96021 under a contract dated: May 24, 2022.
6. The property herein referred to is situated in the City of Corning, Tehama County, and State of California and more particularly described as follows: Solano Street between 4<sup>th</sup> Street and 6<sup>th</sup> Street, Corning Ca

**June 13, 2023**  
**Date**

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

**Robin Kampmann, PE**  
**Public Works/Engineering Consultant**

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

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

**June 13, 2023**

\_\_\_\_\_  
**Robin Kampmann, PE**  
**Public Works/Engineering Consultant**

Item Number	Project Item Description	Bid Summary				Previous Paid Amount		Amount This Invoice		Total Amount to Date	
		Units	Bid Quantity	New Bid Q	UNIT PRICE	Authorized Contract Amount	% or Quantity of Contract	Amount	% or Quantity of Contract	Amount	% or Quantity of Contract
CCO 01	Contract Change Order Description	Units	Bid Quantity	New Bid Q	UNIT PRICE	Authorized Contract Amount	% or Quantity of Contract	Amount	% or Quantity of Contract	Amount	% or Quantity of Contract
	Over Excavation	LS	24		\$12,165.00	\$12,165.00	1.00	\$12,165.00	1.00	\$12,165.00	1.00
	EWB dated 7/19/2022 - begin over excavation	LS	1		\$7,791.20	\$7,791.20	1.00	\$7,791.20	1.00	\$7,791.20	1.00
	Over Exc of SF cut	LS	1		\$7,632.80	\$7,632.80	1.00	\$7,632.80	1.00	\$7,632.80	1.00
	EWB dated 7/19/2022 - begin removing AS from 4th	LS	1		\$13,982.10	\$13,982.10	1.00	\$13,982.10	1.00	\$13,982.10	1.00
	EWB dated 7/19/2022 - finished backfilling AS from 4th	LS	1		\$9,653.02	\$9,653.02	1.00	\$9,653.02	1.00	\$9,653.02	1.00
	EWB dated 7/19/2022 - Regrade 4th for paving	LS	1		\$277.00	\$277.00	1.00	\$277.00	1.00	\$277.00	1.00
	MMA (paid for Under Base)	TN	257		\$277.00	\$71,255.48	1.00	\$71,255.48	1.00	\$71,255.48	1.00
CCO 02		Units	Bid Quantity	New Bid Q	UNIT PRICE	Authorized Contract Amount	% or Quantity of Contract	Amount	% or Quantity of Contract	Amount	% or Quantity of Contract
	Traffic Control (Item Adjustment)	LS	-0.24		\$65,200.00	\$15,742.80	-0.24	\$15,742.80	-0.24	\$15,742.80	-0.24
	Removal Excavation (Item Adjustment)	LS	-0.34		\$177,200.00	\$60,308.00	-0.34	\$60,308.00	-0.34	\$60,308.00	-0.34
	All Class II (Item Adjustment)	CY	-1707		\$50.00	\$85,350.00	0.00	\$0.00	0.00	\$0.00	0.00
	MMA (paid for Under Base)	TN	182.5		\$277.00	\$50,522.50	0.00	\$0.00	0.00	\$0.00	0.00
	MMA (paid for Under Base)	TN	977.5		\$277.00	\$270,807.50	0.00	\$0.00	0.00	\$0.00	0.00
	Concrete Stamped Crosswalks (Item Eliminated)	SF	-4380		\$44.00	\$191,340.00	0.00	\$0.00	0.00	\$0.00	0.00
10.1	Stamped Concrete MMA	LS	1		\$84,418.40	\$84,418.40	1.00	\$84,418.40	1.00	\$84,418.40	1.00
RTE	Remove Existing Fabric (FA)	LS	1		\$18,620.81	\$18,620.81	1.00	\$18,620.81	1.00	\$18,620.81	1.00
RTE	Provide 8 Lower Ledges (FA)	LS	1		\$7,540.99	\$7,540.99	1.00	\$7,540.99	1.00	\$7,540.99	1.00
RTE	Current Treat & Rough Grade (FA)	LS	1		\$144,861.18	\$144,861.18	1.00	\$144,861.18	1.00	\$144,861.18	1.00
CCO 03	Provide & Compact 6" AS FA (includes additional AS)	LS	1		\$9,653.02	\$9,653.02	1.00	\$9,653.02	1.00	\$9,653.02	1.00
CCO 04	Tree Grates	LS	1		\$11,781.85	\$11,781.85	1.00	\$11,781.85	1.00	\$11,781.85	1.00
	Additional Traffic Signs	LS	1		\$20,808.25	\$20,808.25	1.00	\$20,808.25	1.00	\$20,808.25	1.00
CONTRACT CHANGE ORDER TOTAL = \$ 441,773.82											
Prepared by:	Shawn [Signature] Engineer	Date:	05-23-2023	Total to Date:	\$ 629,305.25	Original Contract Amount:	\$ 1,024,005.00				
Checked by:	Dave [Signature] Project Manager	Date:	5-23-2023	New Contract + CCOs Amount:	\$ 694,305.00	Total Invoiced to Date:	\$ 1,442,908.75				
Approved by:	Robin Krammann, Project Manager	Date:		% Retention This Invoice:	\$ -	Project Retention Total:	\$ 72,145.44				
				Amount Due This Invoice:	\$ -	Amount Due This Invoice:	\$ 72,145.44				

Project Name: Solano Street Improvement Project

Project Number: 5/22/2023 (Retention Release)  
 Date From: 5/18/2023 (Project Completion)  
 Date To: 5/18/2023 (Project Completion)

City of Corning  
 Public Works Department  
 Engineering Division

Contractor: Walberg Inc.  
 Address: 6041 State Hwy 99W  
 Corning, CA 96021

Invoice Number: 7  
 Contract #: (530) 824-0773

Item Number	Units	Bid Quantity	New Bid Q	UNIT PRICE	Authorized Contract Amount	Bid Summary		Previous Full Amount		Amount Due Invoice		Total Amount to Date	
						% of Quantity of Contract	Amount	% of Quantity of Contract	Amount	% of Quantity of Contract	Amount	% of Quantity of Contract	Amount
1	LS	1		\$ 20,200.00	\$ 20,200.00	1.00	20,200.00	-	-	-	-	1.00	20,200.00
2	LS	1		\$ 6,000.00	\$ 6,000.00	1.00	6,000.00	-	-	-	-	1.00	6,000.00
3	LS	1		\$ 65,200.00	\$ 65,200.00	1.00	65,200.00	-	-	-	-	1.00	65,200.00
4	LS	1		\$ 2,400.00	\$ 2,400.00	1.00	2,400.00	-	-	-	-	1.00	2,400.00
5	LS	1		\$ 125,250.00	\$ 125,250.00	1.00	125,250.00	-	-	-	-	1.00	125,250.00
6	LS	1		\$ 117,700.00	\$ 117,700.00	1.00	117,700.00	-	-	-	-	1.00	117,700.00
7	LS	1		\$ 5,250.00	\$ 5,250.00	1.00	5,250.00	-	-	-	-	1.00	5,250.00
8	CY	2,430	745	\$ 37	\$ 90,111.00	37.43	90,111.00	37,430.00	37,430.00	743.00	27,430.00	743.00	27,430.00
9	TN	770	982.5	\$ 277.00	\$ 213,280.00	982.50	213,280.00	268,612.50	268,612.50	982.50	268,612.50	982.50	268,612.50
10	SF	4,500		\$ 44.00	\$ 197,400.00								
11	LF	45		\$ 240.00	\$ 10,800.00	20.00	4,800.00					20.00	4,800.00
12	LF	68		\$ 76.50	\$ 5,202.00	64.80	4,968.00					64.80	4,968.00
13	LF	363		\$ 65.00	\$ 23,595.00	148.00	9,680.00					148.00	9,680.00
14	EA	4		\$ 3,092.00	\$ 12,368.00	4.00	12,368.00					4.00	12,368.00
15	EA	4		\$ 900.00	\$ 3,600.00	2.00	1,800.00					2.00	1,800.00
16	LF	1,980		\$ 1.50	\$ 2,970.00	1,980.00	1,980.00					1,980.00	1,980.00
17	LF	390		\$ 1.50	\$ 570.00	390.00	570.00					390.00	570.00
18	LF	880		\$ 5.00	\$ 4,400.00	880.00	4,400.00					880.00	4,400.00
19	LF	884		\$ 6.00	\$ 5,304.00	884.00	5,304.00					884.00	5,304.00
20	SF	180		\$ 8.50	\$ 1,530.00	180.00	1,530.00					180.00	1,530.00
21	SF	30		\$ 8.50	\$ 255.00	30.00	255.00					30.00	255.00
22	SF	165		\$ 7.00	\$ 1,155.00	165.00	1,155.00					165.00	1,155.00
23	SF	42		\$ 8.50	\$ 357.00	42.00	357.00					42.00	357.00
24	SF	145		\$ 69.00	\$ 10,005.00	145.00	10,005.00					145.00	10,005.00
25	SF	44,000		\$ 0.50	\$ 22,000.00	14,140.00	7,070.00					14,140.00	7,070.00
26	LS	1		\$ 7,875.00	\$ 7,875.00	1.00	7,875.00					1.00	7,875.00
1	EA	35		\$ 2,600.00	\$ 91,000.00	33.00	86,100.00					33.00	86,100.00
2	EA	10		\$ 1,310.00	\$ 13,100.00	10.00	13,100.00					10.00	13,100.00
CUMULATIVE CONTRACT AMOUNT AT \$ 984,305.00												Total to Date	\$ 913,603.50

\* denotes a change in the items Authorized Contract Amount

ITEM NO.: J-11

ADOPT RESOLUTION NO. 06-13-2023-02  
ADOPTING THE FISCAL YEAR 2023/2024  
STREET PROJECT LIST THAT WILL  
UTILIZE SB1 FUNDING; THE ROAD  
REPAIR AND ACCOUNTABILITY ACT OF  
2017.

June 13, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

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

**SUMMARY:**

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

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

The City of Corning will allocate funding for street projects for the FY 2023/2024 budget. The attached Resolution will further support the responsibility of the City to identify, and report committed street projects.

The proposed locations for Fiscal Year 2023/24 projects are as follows:

- **Almond Street Rehabilitation/Reclamation Phase 2:**  
Full depth reclamation of Almond Street between 2<sup>nd</sup> Street and Peach Street, approximately 0.20 miles, with a useful life of 15-20years.

The proposed projects carried over from Fiscal Year 2022/23 are as follows:

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

The scope of work for Fiscal Year 2023/24 will be a combination of the design and construction activities associated with the projects. This project list is not 'set in stone', should the Council decide to change the location. The list shall not limit flexible use of funds, provided that funds are only used for eligible projects. It will be at the City's discretion to fund or not fund projects in a given year not on the project list. No action will be required to amend the list with the CTC.

In order to receive the funding, the City must annually expend from its general fund for street and road purposes an amount not less than the annual average of its expenditures from its general fund during fiscal years 2009 through 2012 known as the Maintenance of Effort (MOE). If the City fails to meet the MOE in a fiscal year, it can be made up the following fiscal year. The City of Corning's MOE required to meet State set standards is \$234,447.

The League of Cities estimates the City will receive an additional \$199,450 in RMRA funding. SB1 funding amounts will supplement additional street projects within the City over the course of the next seven years.

**RECOMMENDATION:**

**MAYOR AND CITY COUNCIL ADOPT RESOLUTION NO. 06-13-2023-02 ADOPTING THE FISCAL YEAR 2023/2024 STREET PROJECT LIST THAT WILL UTILIZE SB1 FUNDING; THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**RESOLUTION NO.: 06-13-2023-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING  
ADOPTING A STREET PROJECT LIST FOR FISCAL YEAR 2023/2024  
FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

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

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

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

**WHEREAS**, the City, will receive an estimated \$199,450 in RMRA funding in Fiscal Year 2023/2024 from SB1; and

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

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

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

**WHEREAS**, the funding from SB1 will help the City maintain and rehabilitate 3 streets/roads throughout the City this year and dozens of similar projects in the future; and

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

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

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

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with fiscal year 2023/2024 Road Maintenance and Rehabilitation Account revenues:
  - **Almond Street Rehabilitation/Reclamation Phase 2:**  
Full depth reclamation of Almond Street between 2<sup>nd</sup> Street and Peach Street, approximately 0.20 miles, with a useful life of 15-20 years.  
Estimated Project Schedule: Design Start: 10/23 – Construction Completion 06/24

3. The following previously proposed and adopted projects may also utilize fiscal year 2022/2023 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming with the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

- **Almond Street Rehabilitation/Reclamation:**  
Full depth reclamation of Almond Street between Peach Street and Marguerite Avenue, approximately 0.20 miles, with a useful life of 15-20 years.  
Estimated Project Schedule: Design Start: 10/23 – Construction Completion 06/24
- **Fig Street Rehabilitation/Reclamation:**  
Full depth reclamation of Fig Street between Almond Street to Fig Lane, approximately 0.15 miles, with a useful life of 15-20 years.  
Estimated Project Schedule: Design Start: 10/23 – Construction Completion 06/24

The foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Corning held on June 13, 2023 by the following vote:

**AYES:** Snow, Demo, Lomeli, Valerio, and Hargens

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

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

**ATTEST:**


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

I, Lisa M. Linnet, City Clerk of the City of Corning California, DO HEREBY CERTIFY that the foregoing Resolution No. 06-13-2023-02 was introduced, approved, and adopted by the City Council of the City of Corning at a regular meeting of said Council held on June 13, 2023 by the votes listed above.

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

**ITEM NO: J-12  
APPROVE AGREEMENT WITH TEHAMA  
COUNTY SHERIFF'S OFFICE FOR THE  
EXCHANGE OF K-9 VEHICLE FOR  
PATROL VEHICLE**

**June 13, 2023**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS**  
**FROM: KRISTINA MILLER, CITY MANAGER**   
**JEREMIAH J. FEARS, CHIEF OF POLICE**

**SUMMARY:**

On May 22, 2023, K-9 Handler Chase Corry, began his new position with the Tehama County Sheriff's Office. At the May 23, 2023 City Council Meeting, the City of Corning and Tehama County Sheriff's Office came to an agreement for the purchase of K-9 Blaze. This will continue the partnership between Officer Corry and Blaze. Through conversation with the Corning Chief of Police and the Tehama County Sheriff, the concept to exchange Corning Police Department's fully outfitted K-9 vehicle for a comparable Tehama County Sheriff's Office unmarked transport vehicle was approached.

With the proposed Agreement, the timeframe for outfitting a new patrol vehicle, or retrofitting equipment from K-9 to prisoner transport will be quicker to make each vehicle patrol ready for both agencies.

**FINANCIAL:**

Based on research of both vehicles in question, minimal equipment would need to be added to the unmarked transport vehicle to make it fully functional for use by Corning Police Department patrol officers. The additional vehicle equipment needs for the vehicle to be functional are:

- Setina push bumper;
- Setina rear cargo patrol box; and
- A Talon radar unit.

The Tehama County Sheriff's Office AB109 shop has the necessary equipment to install in the proposed exchange vehicle at no cost to the City.

**RECOMMENDATION:**

**MAYOR AND COUNCIL:**

**APPROVE AND AUTHORIZE THE CITY TO ENTER INTO THE PROPOSED AGREEMENT WITH THE COUNTY OF TEHAMA FOR EXCHANGE OF CITY K-9 VEHICLE FOR COMPARABLE TEHAMA COUNTY SHERIFF'S DEPARTMENT UNMARKED TRANSPORT VEHICLE.**



## **AGREEMENT BETWEEN THE CITY OF CORNING AND THE COUNTY OF TEHAMA REGARDING THE PURCHASE OF A K-9 VEHICLE FROM THE CITY OF CORNING**

This Agreement is entered into by and between the City of Corning ("City") and the County of Tehama ("County") regarding the exchange of two police vehicles. The City and the County may collectively be referred to as the "Parties."

### **RECITALS**

1. The City is the current owner of a 2020 Ford Explorer, VIN 1FM5K8AB9LGD06989 ("City Vehicle"), which has been used by the City's K-9 Officer. The City Vehicle is equipped to serve as a K-9 vehicle and includes personal property items specific to that use.
2. The County is the current owner of a 2020 Ford Explorer, VIN 1FM5K8ABXLGD09237 ("County Vehicle"), which is equipped to serve as a standard law enforcement vehicle.
3. The City and County would like to make a direct exchange of the City Vehicle for the County Vehicle so that County can utilize the City Vehicle for K-9 law enforcement efforts within the County's jurisdiction.

### **AGREEMENT**

**NOW, THEREFORE, FOR VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:**

1. The above recitals are true and correct and incorporated as a term of this Agreement.
2. **Exchange of Vehicles.** The Parties hereby agree that City will transfer ownership of City Vehicle to County in exchange for County transferring ownership of County Vehicle to City. Description of the vehicles is in Attachment A. Following execution of this Agreement, the Parties authorize their designated representatives to take any and all steps necessary to effectuate ownership transfer of the vehicles, including all steps required by the Department of Motor Vehicles. The transfer will include the exchange of keys, owner manuals, mats, and other fixtures in the vehicle unless otherwise agreed by the Parties. The County Vehicle will be transferred with a "Setina" push bumper, "Setina" rear cargo box, and a "Talon" directional in car radar unit. The vehicles will be accepted as-is.
3. **Indemnification and Insurance.** County agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, representatives, and agents with respect to any loss, damage, claim, injury, or liability to person or property, that arises out of, or is in any way related to, use of the City Vehicle following the transfer of ownership of the City Vehicle. County represents that it will obtain and maintain appropriate insurance coverage for City Vehicle following the execution of this Agreement.

City agrees to defend, indemnify, and hold harmless the County, its officers, officials, employees, representatives, and agents with respect to any loss, damage, claim, injury, or liability to person or property, that arises out of, or is in any way related to, use of the County Vehicle following the transfer of ownership of the County Vehicle.

City represents that it will obtain and maintain appropriate insurance coverage for County Vehicle following the execution of this Agreement.

4. **Release.** The County releases City, its officers, officials, employees, representatives, and agents, from any and all loss, damage, claim, injury, or liability resulting in any way to its use of City Vehicle following the transfer of ownership.

The City releases County, its officers, officials, employees, representatives, and agents, from any and all loss, damage, claim, injury, or liability resulting in any way to its use of County Vehicle following the transfer of ownership.

5. **Severance.** The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the Parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both Parties subsequent to the expungement of the invalid provision.

6. **Entire Agreement.** This Agreement shall constitute the entire agreement between the Parties as to the issues contained within this Agreement, and any prior understanding or representation of any kind regarding the issues contained within this Agreement preceding the date of this Agreement shall not be binding upon either party, except to the extent incorporated in this Agreement.

7. **Modification.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

**COUNTY OF TEHAMA**

By: \_\_\_\_\_  
**Gabriel Hydrick, Chief Administrator**

Dated: \_\_\_\_\_

**CITY OF CORNING**

By: \_\_\_\_\_  
**Kristina Miller, City Manager**

Dated: \_\_\_\_\_

**COUNTY OF TEHAMA**

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

\_\_\_\_\_  
**Bill Moule, Chairperson  
Tehama County Board of Supervisors**

**CITY OF CORNING**

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

\_\_\_\_\_  
**Robert Snow, Mayor  
City of Corning**

**ITEM NO.: J-13  
PRESENTATION OF FISCAL YEAR 2023-  
2024 PROGRAM OF SERVICE AND  
ANNUAL BUDGET**

**June 13, 2023**

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

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

**INTRODUCTION:**

City Staff hereby presents the City Council with the proposed "Annual Program of Service and Fiscal Year 2023-2024 City Budget".

**BACKGROUND:**

Attached you will find the proposed FY 2023/2024 budget. The one-half cent sales tax (Measure A) is estimated to yield \$1,450,000 in FY 2023/2024. A significant amount of capital improvement is proposed to be funded this year. There are also significant increases to salaries and benefits as a result of the Memorandum's of Understanding being approved with the Public Safety, Dispatch, Management, and Miscellaneous bargaining units. The following additional personnel are proposed as well:

Full-Time Maintenance Worker/Meter Reader  
Police Officer promoted to Detective  
Administration Assistant

**SUMMARY:**

If approved in their entirety the Budget will:

- Continue to maintain "full-time" Municipal Operations.
- Includes a budgeted 4.2% pay increase effective the first pay period in January 2024 for all employees in the Miscellaneous, Public Safety, Dispatch, and Management Bargaining Units.
- Continue the independent Planning Consultant arrangement (at approximately 7 hours per week with Scott Friend), the Public Works Consultant and Engineering Services Agreements (at approximately 19 hours per week), and CPA Services Agreement with Roy Seiler on an as-needed basis.
- Fund the Recreation Program utilizing General Funds for the entire year.
- \$350,000 will be utilized from Measure A to fund Dispatch. These funds are necessary to reduce losses to the General Fund. In previous years \$250,000 was used to fund dispatch.
- \$532,120, \$205,469, and \$95,344 to Capital Improvement and Replacement Reserve transfers from Measure A are proposed to be funded for the future replacement of City equipment for the Fire, Police, and Public Works, respectively.
- \$150,000 in funding set aside to support the replacement of the City's Finance Software in a future year.
- \$15,000 in funding to support Code Enforcement clean-up projects.
- \$5,000 to support the Corning Market and \$2,500 to support local community-organized events.
- \$11,500 in ADA Improvements to City Buildings, the Library and Rodgers Theatre.
- \$100,000 of Ridell Trust Funds will be used to renovate the library.
- \$40,000 for the animal shelter services agreement with the County of Tehama

- \$250,000 is being rebudgeted for the Downtown Corning Awning Grant Program as construction will begin after the new fiscal year.
- Pre-construction costs for the Recreation Center and City Plaza in the amount of \$1,115,500. \$210,000 of which is being utilized from development impact fees received by the City.
- \$1,009,000 in funding for the West Street School Safe Routes to Schools Project.
- \$858,000 in funding for the Olive View School Safe Routes to Schools Project.
- \$61,500 in funding for the replacement of the roof at the Transportation Center which will occur after the beginning of the FY 2023/24 fiscal year.
- \$61,500 to replace the roof at the Wastewater Treatment Plant.
- \$106,259 in playground replacements at Northside Park (a portion of this cost may be funded by CDBG Program Income).
- The following items identified within the Capital Improvement Program:

<b>Capital Improvement Proposed Funding</b>		
<b>Type</b>	<b>Dollar Amount</b>	<b>Funding Source</b>
Taser Lease	15,420	Measure A
Body Camera Lease	15,720	
2 Patrol Vehicles	175,550	Police Capital Replacement Reserves
Copy Machine	6,000	
Fire Department Phone System	10,000	Fire Capital Replacement Reserves
Fire Department Pryatel Annex Flooring	50,000	Measure A
3 Full Sets of Structural Gear	10,500	Fire Capital Replacement Reserves
Almond Street/ Fig Street	500,000	Street Funds
Almond Street -2nd St. through Prune St.	500,000	Street Funds
City-wide Streets Survey	50,000	Street Funds
Water Meter Replacement	25,000	Water Fund/Bond
Fire Hydrant Replacement	20,000	
8" Water Main Replacement - Fig Lane	500,000	
Sodium Bisulfite and Sodium Hypochlorite Feed System (Gas to Liquid Conversion)	290,000	Sewer Fund
Well Nos. 2 , 3, 9 and 10 Flow Meter Replacements	45,500	Water Fund
Council Chambers and Kitchen Flooring and IT improvements	50,000	General Fund Reserves
Library Restroom Remodel	80,000	General Fund Reserves

Picnic Table Replacement and Bathroom Renovation at Woodson Park	102,500	General Fund Reserves
Marquee Replacement at Rodgers Theatre	100,000	
Electrical Panels at City Hall	17,000	General Fund Reserves
Clark Park Parking Lot	250,000	General Fund Reserves
Airport Papi System Rehabilitation	122,222	FAA Grant Funds with 10% Airport Fund Match in the amount of \$12,222
Runway, Taxiway & Apron Rehab Project	331,000	FAA Grant Funds with 10% Airport Fund Match in the amount of \$33,100
Utility Line Locator	10,000	50% Water, 50% Sewer
Sewer Line Camera	10,000	Sewer Fund
Trailer Replacement	10,000	Public Works Capital Replacement Funds
F350 Truck (Unit 6 replacement)	75,000	25% Water, 25% Sewer, 25% Streets, and 25% PW Capital Replacement Funds
<b>Total</b>	<b>\$3,283,637</b>	

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

**EXECUTIVE SUMMARY:**

- **FY 2023/2024 Total Projected City-wide Revenues (excluding transfers): \$17,076,854.**
- **FY 2023/2024 Total Expenditures (excluding transfers): \$18,976,890.**
- **Anticipated General Fund Revenues/Transfers-In and Measure A Revenues will total \$7,477,000 and \$1,450,000, respectively.**
- **Anticipated General Fund and Measure A Budgeted Expenditures to be: \$7,634,347 and \$1,554,073, respectively.**
- **The proposed budget projects General Fund and Measure A Reserves will decrease by \$157,347 and \$104,073, respectively during FY 2023-2024, as indicated in Exhibit A.**

**BUDGET FORMAT:**

The budget document presented has two primary components: This "Budget Message" staff report with pages marked in lower case Roman Numerals, and the large binder document

labeled "City of Corning 2023-2024 Budget & Program of Services" with regular page numbers. The document should be considered a "Draft" at this time.

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

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

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

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

The City Manager and Accounting Consultant Roy Seiler, CPA will then incorporate those changes in a final budget resolution document. The current schedule anticipates Council to work toward completing the budget review in order to adopt the resolution at the June 13, 2023 regular City Council meeting. The individual line items of the budget will not be adopted, instead the Council will use the resolution to set the budget limits for each of the operating funds that support City services. Staff will then operate within these budget limits to carry out the City Council's adopted Program of Services.

### **THE BUDGET:**

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

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

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

1. **History.** We start with "actual numbers" from the audit at last fiscal year's end (FY 2021-2022; ending June 30, 2022).
2. **2022-2023 Projected.** We normally prepare the budget before the current fiscal year "closes out". For this reason, we must "project" what the fund balance will be at fiscal year-end (June 30, 2023) based on ten months of data (July through April).
3. **Fiscal Year 2023-2024 Budgeted.** We utilize various sources to make projections about the "income" or "revenue" we will receive for the next fiscal year. Staff then uses those projections to make recommendations about which programs, services and projects we can fund and where we expect to be on June 30, 2024. The budget proposes the hiring of the following additional positions:
  - a. Full-Time Maintenance Worker/Meter Reader
  - b. Police Officer promoted to Detective
  - c. Administration Assistant

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

## **SUMMARY OF PROPOSED REVENUES AND EXPENDITURES FY 2023-2024**

### **REVENUES:**

The total City revenues from all sources for Fiscal Year 2023-2024 are projected to be **\$17,076,854**, excluding transfers. City operating income comes from a number of sources which are described fully in the Draft Budget Book sections under the Tab “General Fund Revenues” and “Other Fund Revenues”.

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

We project General Fund Revenues to be \$7,634,347 for FY 2023-2024. That amounts to 45% of total projected revenues. General Fund revenues are largely “discretionary”; meaning the City Council can largely decide how these funds are expended.

The revenue sources for the General Fund include the five major categories (sales tax, transactions and use tax (Measure A), transient occupancy tax, property tax, motor vehicle in lieu and “Other GF Revenues”) shown on the spreadsheet marked “General Fund Revenue Projections” (Page 3). The spreadsheet shows how the fund amounts have varied among the recent budget cycles. The category’s totals are also graphed on Page 2.

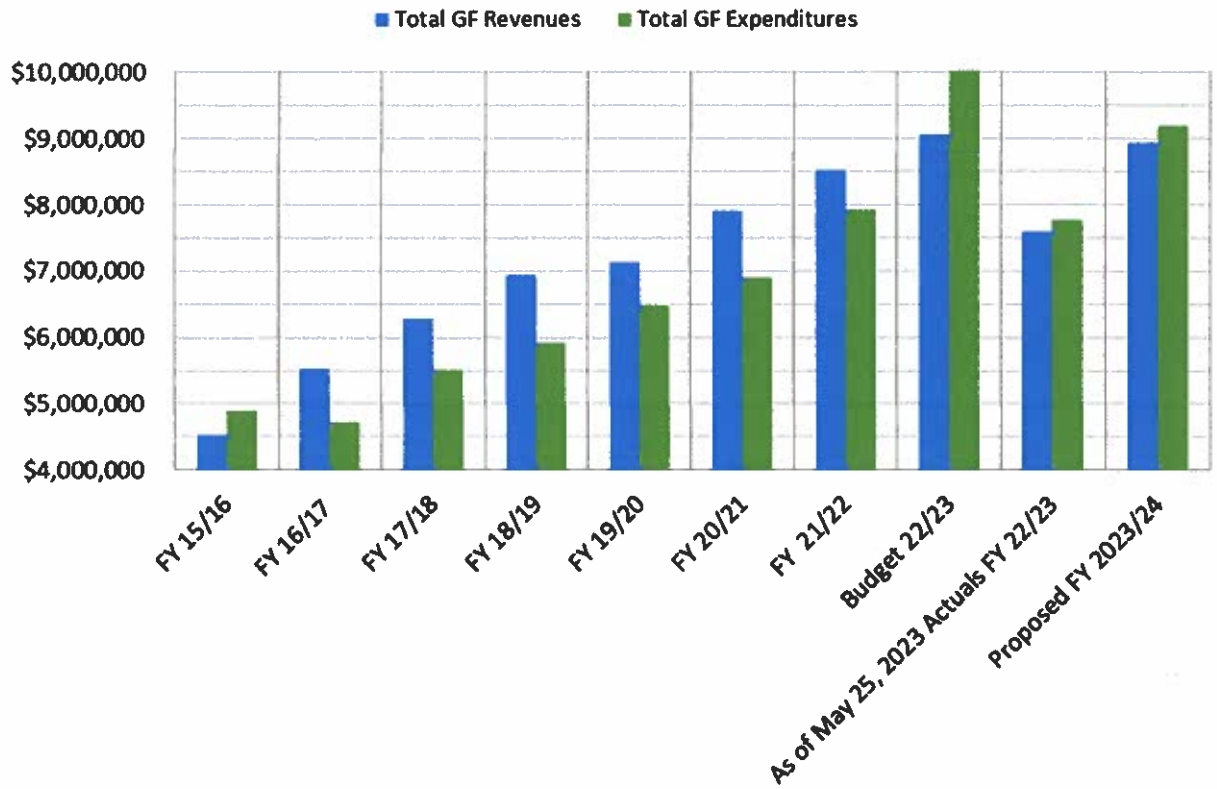
“Sales Tax” is a significant component of the General Fund. See the graph at Page 4 showing the history of sales tax receipts.

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

#### **GENERAL FUND ANALYSIS AND EXPECTATIONS:**

As described previously, we focus on the General Fund because it provides the discretionary revenue that fund many of the City’s important services and programs. The spreadsheet that is the basis of the chart below is included under the Financial Projections Tab at page 3 of the Draft Budget document and titled “General Fund Revenue History Projections”. The spreadsheet shows the various sources of General Fund revenue for each fiscal year and the corresponding amount received. As you can see in the table below, General Fund revenues are anticipated to be about \$ 123,600 less than budgeted FY 2022/2023 levels, with expenditures decreasing as well by approximately \$945,129. This large decrease in expenditures from fiscal year 2023/24 as compared to fiscal year 2022/2023 is due largely to one-time projects such as the repair of Solano St and the set aside of funds for the replacement of the City’s finance software.

## Historic & Projected GF Revenues & Expenditures



We are projecting the following:

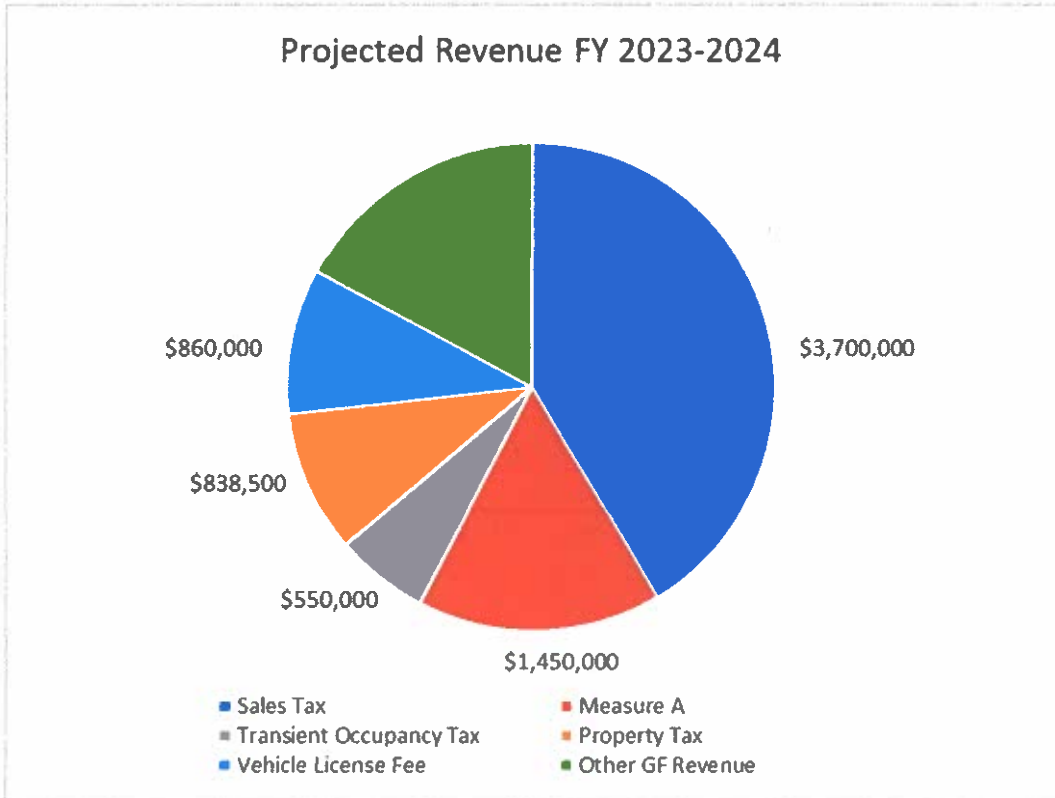
Funding Type	Revenue	Expenditures
General Fund	\$7,477,000	\$7,634,347
Measure A	\$1,450,000	\$1,554,073

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

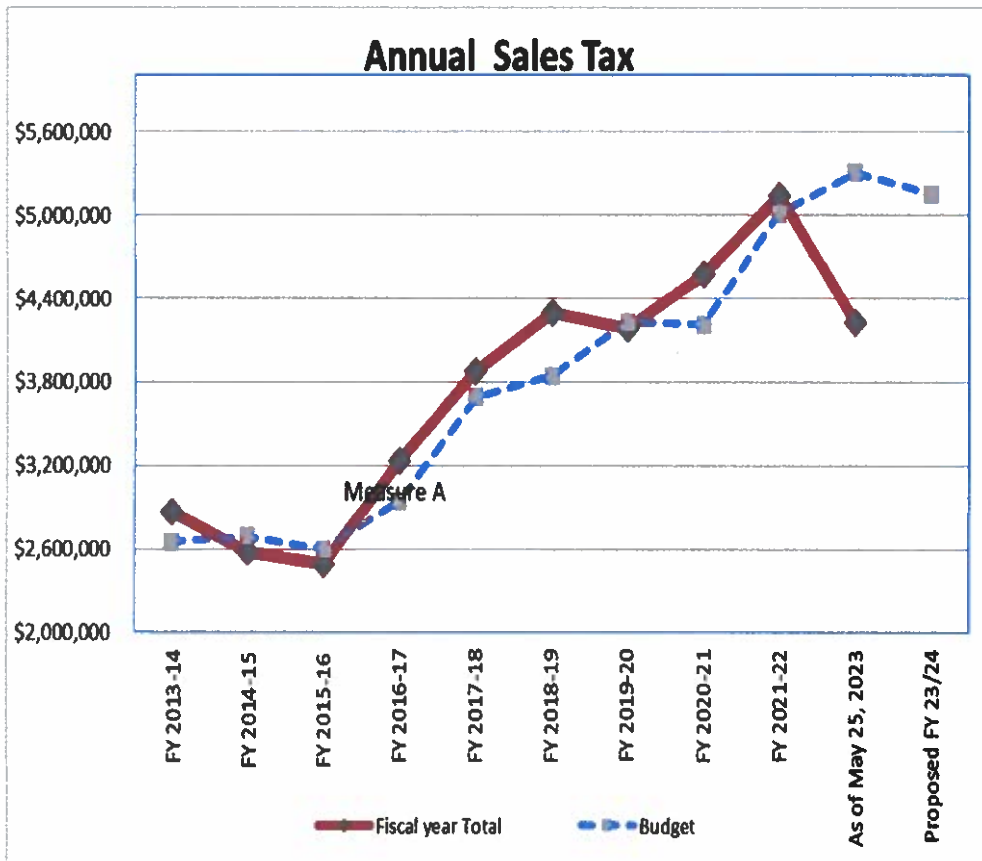


**SALES TAX REVENUE:**

Sales Tax is the principal component of General Fund Revenues as the chart below depicts. Since we rely heavily on sales tax revenue, our fiscal stability can be significantly affected by recessionary economic conditions and fuel prices. Two industry groups (Fuel Sales and Auto Sales) typically account for over 65-75% of our sales tax revenues depending on the year. In FY 2021/2022 fuel sales offset decreases in auto sales, which significantly minimized the economic impact to the City.



As the chart below depicts, fiscal year 2023/2024 sales tax and Measure A receipts are anticipated to total \$5,150,000. It is anticipated that sales tax revenues including Measure A will be approximately 58% of total General Fund Revenues. A one percent swing in sales tax revenue equates to about a \$52,000 effect on the General Fund/Measure A. Volatile fuel prices can cause significant swings in sales tax received by the City. HdL, the City’s sales tax consultants, expect overall sales tax to decrease by 3% in fiscal year 2023/2024 due to fuel prices, inflation, and expected interest rate increases by the Federal Reserve affecting transportation and consumption.



**TRANSIENT OCCUPANCY TAX (TOT):**

TOT is a 10% room tax that is collected at the motels in town for stays of less than thirty days. For FY 2023/2024, we project revenue of \$550,000 based on current fiscal year revenue. First quarter 2023 revenue was significantly down.

**PROPERTY TAX:**

We are projecting \$838,500 for FY 2023/2024 or about a 1% decrease due to inflation decreasing property values.

**VEHICLE LICENSE FEES:**

This is property tax paid by the County Auditor in lieu of Vehicle License Fees. We project to receive \$860,000 for FY 2023-2024 due to inflation.

**OTHER FUND REVENUES:**

The Council has limited discretion regarding “Other Fund” (Non-General Fund) Revenues. These funds are restricted to specific purposes. Some refer to these as “earmarked” funds. For example, gas taxes must go to street maintenance such as repaving projects, and water revenues may be spent only on water-related repairs or improvements, etc. The sum of all Other Fund Revenues anticipated for FY 2023-2024 is \$8,499,854, which is higher than previous years due to increases in grant revenue. Other Fund Revenues make up 50% of the City’s total revenues.

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

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

Please refer to the Sewer Enterprise Fund spreadsheet (Page 8). The Council approved Resolution No. 07-23-2019-09 on July 23, 2019. The Resolution implements a series of five separate 3.0% annual increases to the Sewer Rates beginning on August 1, 2019 and on July 1<sup>st</sup> each year thereafter. Beginning in FY 2024/2025 it is very likely the City will need to increase sewer rates by 5.0% for a period of at least three years.

Please refer to the Water Enterprise Fund Spreadsheet (Page 10). In 2018, the City implemented a series of five annual 3.5% water rate increases. As anticipated, consumption levels did not return to pre-drought levels. As a result, the City Council adopted Resolution 07-23-2019-08 approving an additional 3.5% annual increase (a total of 7%) for the next four years (through 2023) in order to remain in compliance with its rate covenant requirements. The City will need to increase water rates 7.0% in FY 2023/2024 and 5.0% beginning in FY 2024/2025 for a period of three years at least.

Please note, the Water and Sewer Enterprise budgets presume all water and sewer invoices will be paid by account users. This was done previously because of the City's ability to shut-off water allowing it to recoup funds in almost all cases. During the Pandemic the City was not able to shut off water. Fortunately, this is no longer the case. Due to grant funding and the ability to shut off water, residents are more actively making their monthly payments and paying off their bad debt.

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

1. As residents and businesses conserve water, the City experiences reductions in revenue. It is not known whether water consumption will increase as a result of this past wet winter. Water consumption has not fully recovered since the last drought. The budget proposed assumes no increases or decreases in water consumption.
2. Additions to personnel will result in the need to increase water rates.
3. The City needs to install a new City well in the next few years. While there are potential grant opportunities available, if the City is not successful, we will need to raise water rates beyond what is proposed to support the additional infrastructure.
4. The City will better understand its capital replacement needs for the water and sewer system as it completes the Geographical Information Systems map layer of City water and sewer infrastructure. Knowing the age and type of infrastructure in the ground will likely increase system costs, but also create greater financial and operational sustainability of the system.

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

The Draft Budget document includes budgeted expenditures (excluding transfers) totaling \$18,976,890.

#### **PERSONNEL COSTS**

Since personnel costs represent on average 75% of general fund expenditures, there are little other means to cut expenditures unfortunately. Rising salaries and pension debt, otherwise known as the unfunded accrued liability (UAL), continues to be a concern for jurisdictions statewide. I will provide a detailed presentation of UAL impacts as part of the budget presentation.

## **FUTURE STAFFING NEEDS**

As a result of the new recreation center and city plaza and other general staffing needs, in the next five years it is anticipated the following additions to staffing will be requested.

### **FY 2023-2024:**

Police Officer promoted to Detective  
Administrative Assistant  
Public Works Maintenance Worker  
Public Works Director, net of current contract

### **FY 2024-2025**

Recreation Coordinator, Full-time  
Planner, Full-time  
Recreation Assistant

### **FY 2025-2026**

Three firefighter positions

I will present at the Budget presentation a general Eight-Year Projection utilizing the following assumptions:

- A 4.0% increase in revenues based on historical averages while taking into consideration HdL's budget predictions.
- A 5.0% increase in expenditures based on historical averages.
- Known increases to Unfunded Accrued Liability or to the normal cost rate
- Does not anticipate a recession
- Capital Improvement Plan costs are accurate, no extraordinary increases to construction
- Takes into consideration Public Works capital improvement costs for the marquee at Rodgers Theatre, Library restroom remodel, Restroom renovation at Woodson and Yost Parks, lighting at Clark Park and Yost Parks, Library HVAC replacement, Finance HVAC Replacement.
- No Strategic Planning Projects
- Does not include additional operations costs for the Recreation Center and City Plaza that could run \$100,000 per year

The Eight-Year Projection is somewhat like looking into a crystal ball. It provides a rough picture, but I would not bet on its 100% accuracy. Since some of these staffing needs are absolutely critical as a result of the new Recreation Center and City Plaza, I recommend the City be fiscally conservative until those costs are known.

## **CURRENT BUDGET MANAGEMENT:**

The following bullet points summarize Staff's recommendations contained in the FY 2023-2024 Draft Budget and for the future.

- Thanks to Measure A and conservative budgeting by the City Council, the City is in a much better financial condition than it has been in a long time. Our General Fund (excluding Measure A and ARPA) balance at June 30, 2023 is projected to be \$2,729,671 (about 4 months of budgeted operating expenditures).
- While considering additions to personnel, it is critical to focus on items deemed important during the strategic planning process, including but not limited to, beautification, community events, lighting, walkable and ADA friendly streets, and recreation.

- The City needs to evaluate options to reduce its CalPERS unfunded accrued liability pension debt.
- Increases in revenue are not quite outpacing increases in expenditures, especially when you consider unfunded capital replacement (City buildings, parks) and pension debt.
- As electric vehicles become commonplace the City can expect to receive less revenue from fuel sales. The City needs to invest in economic development to expand its tax base to allow it to maintain and expand existing services.
- The City should continue to fund Capital Improvement at appropriate levels.
- The City should evaluate its Development Impact Fees and user fees to ensure service levels are maintained as residential development occurs and that the general public is not paying for services that benefit a single source.
- The City will need to fund the operations of the Recreation Center once built. While this is an additional General Fund expense, recreational programs decrease criminal activity, support youth development, and attract further economic development.

**SUBSEQUENT YEARS; FY 2024-2025 AND BEYOND:**

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

**ACTION NEEDED AT THIS TIME:**

Immediately following this Staff Report is the proposed Resolution of the City Council of the City of Corning adopting the Budget for the Program of Service for the coming Fiscal Year, 2023-2024. Only the General Fund 001 is discretionary in its use, and to a lesser degree is Fund 002, Measure A. All of the other Funds listed are special purpose Funds dedicated by the City Code or State Law to a particular use like road maintenance or sewer maintenance.

The Budget Resolution sets the Appropriation of expected Revenue for each Fund. A Fund represents a specific revenue source such as "Sec. 2106 Gas Tax" or in the General Fund, a group of revenue sources like Sales Tax and Property Tax. Then the Resolution establishes the limit on expenditures as reflected in the budget. The third column (Net Change in Fund Balance) represents the period increase or decrease in estimated revenues less appropriated expenditures and does not represent the projected fund balance at June 30, 2024. Grand totals have not been provided. Due to the unique nature of each fund, including a grand total would not provide any beneficial information. Actual Fund balances are shown in the Annual Audit.

**RECOMMENDATION**

**MAYOR AND COUNCIL ADOPT RESOLUTION 06-13-2023-01, A RESOLUTION SETTING THE APPROPRIATION AND EXPENDITURE LIMITS FOR ALL CITY FUNDS TO IMPLEMENT THE 2023-2024 PROGRAM OF SERVICE AND ANNUAL BUDGET.**

**RESOLUTION NO.: 06-13-2023-01**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING**  
**ADOPTING THE ANNUAL PROGRAM OF SERVICES AND CITY BUDGET**  
**FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the draft Budget and Program of Service for Fiscal Year 2023-2024 was posted to the City's website ([www.corning.org](http://www.corning.org)) on **May 29, 2023** and is being presented to the City Council for review, discussion and proposed adoption tonight, **Tuesday June 13, 2023**. Tonight's Regular Council Meeting affords the Council the opportunity for further public discussion and possible adoption.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Corning approves the Annual Program of Service and Budget, with changes, by adopting the Appropriations and Expenditures for each City Fund as listed in the following table:

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. &amp; TRANS</u>	<u>NET CHANGE IN FUND BALANCE</u>
001 General Fund	\$7,477,000	\$7,634,347	\$ ( 157,347)
002 Measure A	\$1,455,000	\$1,554,073	\$ ( 99,073)
005 ARPA, COVID Relief	\$ -0-	\$ 250,000	\$ (250,000)
070 General City Equipment Res.	\$ 12,915	\$ -0-	\$ 12,915
071 Police Equip. Replace.Fund	\$ 207,469	\$ 181,550	\$ 25,919
073 Proposition 30, Police	\$ -0-	\$ 21,400	\$ (21,400)
075 Park Equipment Reserve	\$ 200	\$ -0-	\$ 200
076 Fire Equip Replace. Fund	\$ 537,120	\$ 85,000	\$ 452,120
077 Economic Dev. Reserve	\$ 100	\$ -0-	\$ 100
078 PW Equip Replace. Fund	\$ 117,344	\$ 39,583	\$ 77,761
079 Accounting Software Res.	\$ 150,000	\$ 150,000	\$ -0-
080 Business License ADA	\$ 200	\$ 700	\$ ( 500)
106 SB 1 Road Maintenance	\$ 204,500	\$ 200,000	\$ 4,500
108 RSTP	\$ 197,000	\$ 645,000	\$(448,000)
109 Gas Tax #2105	\$ 49,900	\$ 72,762	\$ (22,862)
110 Gas Tax #2106	\$ 31,900	\$ 60,212	\$ (28,312)
111 Gas Tax #2107	\$ 59,700	\$ 91,212	\$ (31,512)
112 Gas Tax #2107.5	\$ 2,000	\$ 2,000	\$ -0-
114 Transportation Sales Tax	\$ 145,000	\$ 331,050	\$(186,050)
115 Gas Tax #2103	\$ 70,800	\$ 114,212	\$ ( 43,412)
118 ATP (SR2S)	\$1,867,000	\$1,867,000	\$ -0-
116 Traffic Mitigation Fees	\$ 8,000	\$ 1,000	\$ 7,000
130 Rodger's Restore	\$ -0-	\$ 1,000	\$ (1,000)
154 LEAP	\$ 65,000	\$ 31,000	\$ 34,000

155 SB-2 Planning Grant	\$ -0-	\$ -0-	\$ -0-
160 Promise Grant-REC	\$ -0-	\$ -0-	\$ -0-
165 BSCC 23 Wellness	\$ 15,000	\$ 11,955	\$ 3,045
180 CDBG CV 1,2,3	\$ 65,000	\$ 65,000	\$ -0-
195 Prop 47 Grant, Cycle Two	\$ 180,700	\$ 180,700	\$ -0-
<b><u>FUND DESCRIPTION</u></b>	<b><u>ESTIMATED REVENUE AND TRANSFERS</u></b>	<b><u>APPROPRIATED EXPEND. &amp; TRANS</u></b>	<b><u>NET CHANGE IN FUND BALANCE</u></b>
323 Program Income, Unrestrict.	\$ 10,300	\$ 40,000	\$ ( 29,700)
325 Prog. Income Ec Dev Infrs.	\$ -0-	\$ -0-	\$ -0-
326 1992 CDBG	\$ 500	\$ 38,259	\$ (37,759)
341 Park Acquisition	\$ 5,600	\$ 177,000	\$ (171,400)
344 Salado Wall Deposit	\$ 400	\$ -0-	\$ 400
345 Drainage	\$ 11,000	\$ -0-	\$ 11,000
346 Water Capital Improve.	\$ 17,000	\$ 17,000	\$ -0-
347 Sewer Capital Improve.	\$ 2,900	\$ 2,500	\$ 400
348 WWTP Sewer	\$ 224,000	\$ 224,800	\$ ( 800)
353 Park Recycling Gant	\$ 5,000	\$ 5,000	\$ -0-
355 Parkland Acquisition	\$ 800	\$ 37,000	\$ (36,200)
360 Prop 68 Park	\$ 945,000	\$ 945,000	\$ -0-
370 Way Finding Sign Deposit	\$ -0-	\$ 1,200	\$ (1,200)
380 WWTP Capital Replace	\$ 94,000	\$ 351,500	\$ (257,500)
381 Sewer Capital Replace.	\$ 50,700	\$ 130,833	\$ (80,133)
383 Water Capital Replace.	\$ 104,000	\$ 247,084	\$ (143,084)
401 JT Levy Trust	\$ 250	\$ 500	\$ (250)
403 Ridell Library Trust	\$ 1,000	\$ 105,000	\$ ( 104,000)
610 Sewer Enterprise	\$2,270,200	\$2,333,644	\$ ( 63,444)
620 Airport	\$ 432,979	\$ 484,222	\$ (51,243)
625 Transportation Center	\$ 18,320	\$ 19,170	\$ (850)
630 Water Enterprise	\$1,893,700	\$2,007,901	\$ (114,201)
701 Lighting & Landscape D1,Z1	\$ 900	\$ 1,386	\$ (486)
702 Lighting & Landscape D1,Z2.	\$ 7,380	\$ 4,711	\$ 2,669
703 Lighting & Landscape D1,Z3	\$ 3,100	\$ 4,311	\$ (1,211)
704 Lighting & Landscape D1,Z4	\$ 4,825	\$ 3,961	\$ 864
<b>Totals</b>	<b>\$19,022,702</b>	<b>\$20,772,738</b>	<b>\$ ( 1,750,036)</b>

**BE IT FURTHER RESOLVED**, that the City Council hereby maintains the following policies:

1. Should Public Safety Sales Tax money be received this year, which was approved by the voters in Prop. 172, it shall be distributed to the Police Equipment Replacement Fund 071 and Fire Equipment Replacement Fund 076.
2. Should the State Indian Gaming money be received this year, it shall be deposited in the General Fund Revenue Acct. 001-4160 to be used for the funding of front-line law enforcement personnel costs.
3. Deposit Fire Dispatch Contract income into the General Fund revenue account 001-4671 to support the Fire Dispatch Center.
4. From the Measure A Fund 002, transfer \$205,469 to the Police Equipment Replacement Fund 071.
5. From the Measure A Fund 002, transfer \$532,120 to the Fire Equipment Replacement Fund 076.
6. From the Measure A Fund 002, transfer \$95,344 to the Public Works Equipment Replacement Fund 078.
7. From the Measure A Fund 002, transfer \$350,000 to the General Fund 001 for Dispatch Support.
8. The \$5,000 Annual rent for PAL Program Use shall be paid to the Transportation Center Fund 625 by the General Fund 001-6600-2201 PAL Program.
9. From the Sewer Enterprise Fund 610, transfer \$90,000 to the WWTP Capital Replacement Fund 380.
10. From the Sewer Enterprise Fund 610, transfer \$50,000 to the Sewer Capital Replacement Fund 381,
11. From the Sewer Enterprise Fund 610, transfer \$160,000 to the WWTP Sewer Expansion Fund 348 in order to meet debt service requirements.
12. From the Water Enterprise Fund 630, transfer \$100,000 to the Water Capital Replacement Fund 383.
13. From the General Fund 001, transfer \$150,000 to the Accounting System Upgrade Reserve Fund 079.
14. From the General Fund 001, transfer \$12,915 to the General City Equipment Reserve Fund 070.
15. Following is a listing of City Funds which are complete, inactive or unusual in nature, along with the necessary action:
  - Fund 193, Promised Neighborhood Grant, a positive balance of \$146.71 likely due to allocation of expenditures. This item is now complete. Transfer \$146.71 from fund 188 to the general fund 001.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Corning, held on **June 13, 2023**, by the following vote:

**AYES:**

**NOES:**

**ABSTAINING:**

**ABSENT:**

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**Robert Snow, Mayor**

City Council  
Budget Staff Report-June 13, 2023



**ATTEST:**

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

\_\_\_\_\_  
I, Lisa M. Linnet, City Clerk of the City of Corning, DO HEREBY CERTIFY that the foregoing Resolution 06-13-2023-01 was approved and adopted by the City Council of the City of Corning at a regular meeting of said Council held on June 13, 2023 by the votes listed above.

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

ITEM NO.: J-14  
APPROVE INTERIM CITY MANAGER  
EMPLOYMENT AGREEMENT WITH TIM  
POTANOVIC

June 13, 2023

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
FROM: KRISTINA MILLER, CITY MANAGER  
LISA M. LINNET, CITY CLERK

**BACKGROUND:**

The current City Manager, Kristina Miller, submitted her resignation. Her last day will be June 15, 2023. The City contracted with Peckham and McKenney to conduct the recruitment for her replacement, which will take 3-4 months. An interim City Manager is needed to fill the vacancy through the recruitment process.

Multiple potential candidates for the interim City Manager position were considered. Tim Potanovic served as the Environmental Health Director for the County of Tehama for sixteen (16) years. The proposed agreement commences June 13, 2023 and will terminate on or before December 31, 2023 at a rate of pay of \$68.64 per hour. Such compensation shall be the sole compensation under this Agreement. The City will reimburse Mr. Potanovic for City related business expenses that is reasonable and necessary for him to perform his duties as Interim City Manager, including but not limited to, mileage performing work on behalf of the City in accordance with the applicable mileage rate.

Mr. Potanovic is a CalPERS retired annuitant and can work a maximum of 960 hours in a fiscal year.

**RECOMMENDATION:**

**MAYOR AND CITY COUNCIL APPROVE:**

- **INTERIM CITY MANAGER SERVICES AGREEMENT WITH TIM POTANOVIC.**

## **CITY OF CORNING INTERIM CITY MANAGER EMPLOYMENT AGREEMENT**

THIS AGREEMENT is between the City of Corning, a California municipal corporation ("City"), and Tim Potanovic, an individual ("Employee") (collectively, the "Parties").

### **RECITALS**

**WHEREAS**, the City has a vacancy at the position of City Manager, a regular position for which the City is conducting a recruitment for a permanent appointment;

**WHEREAS**, the City has an immediate need for an employee to temporarily perform the position of City Manager, a position involving specialized skills and training and which is critically necessary to the on-going duties and functions of the City;

**WHEREAS**, Government Code Sections 21221(h) and 7522.56 permit retired annuitants under the California Public Employees' Retirement System ("CalPERS") to be employed without reinstatement from retirement upon appointment by a governing body to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position;

**WHEREAS**, as a CalPERS retired annuitant under Government Code Section 21221(h), Employee possesses extensive experience as a City Manager and possesses the specialized skill set to perform the required duties of Interim City Manager and desires to perform the duties of, and assume responsibility for, the position of Interim City Manager and acknowledges that such employment is at-will and of a limited duration for a definite period of time;

**WHEREAS**, Employee is competent and qualified to perform the services required by this Agreement, and City wishes to have Employee perform the City Manager duties on an interim basis; and

**NOW, THEREFORE**, the parties do mutually agree as follows:

### **AGREEMENT**

1. **Employment.** The City hereby appoints Employee as the Interim City Manager, and Employee hereby accepts that employment effective June 13, 2023. The employment under this agreement incorporates all of the requirements under Government Code sections 21221(h) and 7522.56. Employee acknowledges that he will be an at-will, exempt, temporary employee of City, and that he shall serve at the pleasure of City Council.

2. **Term.** The Employee's term of employment shall be for a maximum period of 6 months (not to exceed 960 hours), commencing June 13, 2023 unless employment is terminated earlier in accordance with Section 7. The term shall expire as of the first of the following to occur: (i) 5:00 p.m. on December 31, 2023; (ii) upon the employment commencement date of a permanent City Manager employed by City; (iii) upon Employee working his 960th hour for City during the 2023-2024 fiscal year, including hours worked for other CalPERS agencies during such fiscal year; or (iii) upon termination of the Agreement by either Employee or City as provided in Section 7.

3. **Duties.** Employee shall serve as the Interim City Manager and shall be for the term of this Agreement vested with the powers, duties and responsibilities of the City Manager as specified in Corning Municipal Code, and ordinances and resolutions of City Council, and to perform other legally permissible and proper duties and functions as City Council may from time-to-time assign. It is the intent of City Council for the Interim City Manager to function as the chief executive officer of City. Without additional compensation, Employee shall provide such other services as are customary and appropriate to the position of Interim City Manager. Employee shall devote his best efforts and full-time attention to the performance of these duties. During the period of his employment, Employee shall not accept any other employment or

engage, directly or indirectly, in any other business, commercial, or professional activity, whether or not to pecuniary advantage, that is or may be competitive with City, that might cause a conflict of interest with City, or that otherwise might interfere with the business or operation of City or the satisfactory performance of Employee's duties as Interim City Manager. During the period of his employment, Employee shall not accept any other employment for or serve as a consultant for any other public or private organization without the prior written consent of City Council.

#### 4. Compensation and Work Schedule.

A. **Rate of Pay.** Employee shall be paid at the rate of \$68.64 per hour. The City has confirmed that this rate is not less than the minimum or in excess of the maximum, City Manager salary range. Payments will be made on regularly scheduled City payroll dates, and shall be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for Employee's services under this Agreement. The City will reimburse Employee for City related business expenses that is reasonable and necessary for him to perform his duties as Interim City Manager, including but not limited to, mileage performing work on behalf of the City in accordance with the applicable mileage rate.

B. **Work Schedule.** Employee is expected to devote necessary time, within and outside normal business hours, to the business of the City. Employee shall devote the time necessary to adequately perform his duties as Interim City Manager. The Parties anticipate that Employee will work approximately forty (40) hours per week allocated between regular business hours and hours outside of regular business hours including, but not limited, to attendance at regular and special City Council meetings, and attendance at such community events and City functions as the City Council may direct. Toward that end, Employee shall be allowed reasonable flexibility in setting his own office hours, provided the schedule of such hours includes presence at City Hall, reasonable availability to City Council, City staff, and members of the community during regular City business hours and for the performance of his duties and of City business.

C. **960-Hour Limitation.** Pursuant to Government Code sections 21221(h) and section 7522.56, however, Employee's performance of services as a retired annuitant, whether compensated or on a volunteer basis, shall not exceed 960 hours per fiscal year in all positions for all public employers that contract with CalPERS for retirement benefits. The City retains the right to designate, reduce, change, or amend the number of hours assigned to Employee consistent with the City's workload and other needs.

i. Employee will be responsible for keeping track of the number of hours worked on a time sheet form provided by the City and submitting them at least every two weeks.

ii. The position to which Employee is appointed is a temporary, hourly assignment which shall not exceed 40 hours per week. Due to the nature of the position, it is understood that the workday and work week hours may vary.

iii. The City and Employee anticipate that Employee will primarily work a five-day (Monday-Friday) schedule. The City and Employee acknowledge that this work will include hours outside of regular business hours including, without limitation, attendance at regular and special City Council meetings and attendance at such community events and City functions at the Council may direct.

#### 5. Employment Status and Benefits.

A. **Benefits.** Other than the compensation described above in Section 3, Employee will receive no other benefits, incentives, compensation in lieu of benefits, or any other form of compensation. Employee understands and agrees that he is not, and will not be, eligible to receive any benefits from the City, including any City group plan for hospital, surgical, or medical insurance, any City retirement program, or any paid holidays, vacation, sick leave, or other leave, with or without pay, or any other job benefits available to an employee in the regular service of the City, except for Worker's Compensation Insurance coverage or benefits required by state or federal law.

B. **No Property Right in Employment.** Employee understands and agrees that the terms of his employment are governed only by this Agreement and that no right of regular employment for any specific term is created by this Agreement. Employee further understands that he

acquires no property interest in his employment by virtue of this Agreement, that the employment is "at will" as defined by the laws of the State of California (meaning that he can be terminated at any time for any reason or for no reason), and that he is not entitled to any pre- or post-deprivation administrative hearing or other due process upon termination or any disciplinary action except as otherwise provided by law.

**6. Representation of Employee.**

A. Employee represents that he is properly trained and certified to perform the duties required of the interim City Manager position and this Agreement.

B. Employee further represents that he has not worked any hours as a retired annuitant for a CalPERS employer in the 2023 fiscal year (July 1, 2022 - June 30, 2023) and will immediately notify the City if he works any hours for another CalPERS employer. Consistent with current Government Code provisions, the City shall not provide any benefits; leave time or compensation in lieu of benefits.

C. Employee represents that he has not received any unemployment insurance payments for prior retired annuitant work for any CalPERS employer within twelve months of the effective date of this Agreement.

D. Employee represents that more than 180 days have passed since his date of his bona fide CalPERS retirement.

**7. Termination.**

A. **By City.** This Agreement may be terminated by City for any reason 30 days after providing written notice to Employee of such termination. City's only obligation in the event of such termination will be payment to Employee of all compensation then due and owing as set forth in Section 3A up to and including the effective date of termination.

B. **By Employee.** This Agreement may be terminated by Employee for any reason 30 days after providing written notice to City of such termination. City shall have the option, in its complete discretion, to make Employee's termination effective at any time prior to the end of such period, provided City pays Employee all compensation as set forth in Section 3A. then due and owing him through the last day actually worked.

C. **No Notice for Expiration.** Nothing in this Section 7 shall be construed to require either party to give advance written notice in order for the Agreement to expire as set forth in Section 2.

D. **Termination Obligations.** Employee agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by him incident to his employment belongs to City and shall be returned promptly to City upon termination of Employee's employment. Employee's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.

8. **Non-Assignment of Agreement.** This Agreement is intended to secure the individual services of the Employee and is not assignable or transferable by Employee to any third party.

9. **Governing Law and Venue.** This Agreement shall be interpreted according to the laws of the State of California. Venue for any action or proceeding regarding this contract shall be in Tehama County.

10. **Enforceability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

11. **Conflict of Interest.** Employee agrees that during the term of this Agreement, he will not maintain any financial interest or engage in any other contract employment, occupation, work, endeavor or association, whether compensated or not, that would in any way conflict with, or impair Employee's ability to perform the duties described in this Agreement. Any work performed for the City outside the terms of this Agreement must be approved in advance in writing by the City Council.

12. **Entire Agreement and Modification.** This Agreement constitutes the entire understanding of the parties hereto. This Agreement supersedes any previous contracts,

agreements, negotiations or understandings, whether written or oral, between the parties. Employee shall be entitled to no other compensation or benefits than those specified herein, and Employee acknowledges that no representation, inducements or promises not contained in this Agreement have been made to Employee to induce Employee to enter into this Agreement. No changes, amendments, or alterations hereto shall be effective unless in writing and signed by both parties. Employee understands that no oral modification of this Agreement made by any officer, agent, or employee of the City is effective. Employee specifically acknowledges that in entering into and executing this Agreement, he relies solely upon the provisions contained herein and no others.

13. Reimbursement for Expenses. City recognizes that certain expenses of a non-personal but job-related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses, including without limitation reimbursement for Employee's use of his personal automobile for City related business which reimbursements shall be made in accordance with City policy, IRS regulations, and other applicable state or federal laws. Other than as specifically provided herein, Employee shall receive no other compensation or reimbursements for expenses incurred by him in the performance of this Agreement.

14. Notices. All notices permitted or required under this Agreement shall be given to the respective parties by hand-delivery or by mail at the following address, or at such other address as the respective parties may provide in writing for this purpose, by deposit in the U.S. Mail, postage pre-paid, addressed as follows:

CITY: City of Corning  
794 Third Street  
Corning, CA 93635  
ATTN: City Clerk  
EMPLOYEE: Tim Potanovic  
22790 Slow Creek Ct.  
Red Bluff, CA 96080

15. Indemnification. In accordance with and subject to the limitations of the California Government Claims Act and California Labor Code, the City shall defend, save harmless and indemnify Employee against any tort, professional liability, claim or demand or other legal action, arising out of an alleged act or omission occurring in the performance of Employee's services as interim City Manager, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of his employment as interim City Manager. The duty of defense shall include reimbursement of any out-of-pocket expenses incurred by Employee in connection with his service as a witness, party or other participant in litigation, whether such service occurs during or after the termination of Employment. Said duties of defense and indemnity shall survive the termination of employment under this Agreement.

16. Drafting of Agreement. The Parties hereto acknowledge and agree that although this Agreement has been drafted by City's legal counsel, Employee has reviewed, or had an opportunity to review the terms of this Agreement with Employee's legal counsel. Consequently, the doctrine that ambiguities in an agreement should be resolved against the drafting Party shall not be employed in connection with this Agreement and this Agreement shall be interpreted in accordance with its fair meaning.

17. Independent Review of Agreement. Employee acknowledges that Employee has had the opportunity and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that Employee has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of City, its officers, agents or Employees other than those expressly set forth in this Agreement.

18. Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or

power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

19. Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

20. Attorney's Fees. In the event of any legal action between the parties hereto to enforce the provisions of this Agreement, the prevailing party shall be entitled to attorney's fees and costs.

21. Counterparts. This Agreement may be executed on separate copies, any one of which need not contain signatures of more than one party but all of which taken together shall constitute one and the same Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first herein written above.

Dated: June 13, 2023

**"EMPLOYEE"**

Dated: June 13, 2023

\_\_\_\_\_  
Tim Potanovic  
"CITY"

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

ATTEST:

\_\_\_\_\_  
Lisa Linnet, City Clerk  
APPROVED AS TO FORM

\_\_\_\_\_  
Collin Bogener, City Attorney