



**CITY OF CORNING
CITY COUNCIL
CLOSED SESSION AGENDA
TUESDAY, AUGUST 22, 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 ljinnet@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: 5:30 p.m.

B. ROLL CALL:

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

Mayor: Robert Snow

The Brown Act requires that the Council provide the opportunity for 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:

D. REGULAR AGENDA:

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

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



**CITY OF CORNING
CITY COUNCIL MEETING AGENDA
TUESDAY, AUGUST 22, 2023
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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In compliance with the Americans with Disabilities Act and Title VI. If you need special assistance or translation services to participate in this meeting, please contact the City Clerk's Office at 530/824-7033 or via email at ljinnet@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 Councilwoman Shelly Hargens.

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E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

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

- 1. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 2. Waive the reading and approve Minutes of the August 8, 2023 City Council Meeting with any necessary corrections.**
- 3. August 17, 2023 Claim Warrant in the amount of \$620,820.92.**
- 4. August 17, 2023 Business License Report.**
- 5. Authorize payment to COAR Design Group for Invoice No. 2183 in the amount of \$66,451.20 for the Corning City Plaza and Recreation Project.**
- 6. Authorize Mayor to sign a Letter of Support for Tehama County's application for the 5310 Project Grant to improve transportation service options and remove transportation barriers within the County for Seniors and individuals with disabilities.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA:

I. PUBLIC HEARINGS AND MEETINGS:

J. REGULAR AGENDA:

- 7. Approve recommendation by the City Library Commission and County Librarian to approve a contract with CMC Architecture for interior design & construction Plans for potential interior Corning Library remodel at a cost not to exceed \$6,000 funded utilizing Ridell Trust Funds.**
- 8. Authorize Agreement for grant application, administration, and monitoring services with Housing Tools upon City Attorney review/approval, approve proposed 2023-24 Scope of Work; and authorize a General Fund Appropriation of \$45,300 for unbudgeted cost of services.**

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:

POSTED: FRIDAY, AUGUST 18, 2023



**CITY OF CORNING
CITY COUNCIL MEETING MINUTES
TUESDAY, AUGUST 8, 2023
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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 Councilor Hargens.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS:

Police Chief Jeremiah Fears: Introduction of recently promoted Police Sergeant David Pryatel; Chief fears thanked Sgt. Pryatel for his 22 years of service to the City.

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

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

- 1. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 2. Approve the Minutes of the July 25, 2023 City Council Closed Session and Regular Meetings with any necessary corrections.**
- 3. August 3, 2023 Claim Warrant in the amount of \$1,003,823.36.**
- 4. August 3, 2023 Business License Report.**
- 5. July 2023 Wages & Salaries: \$415,076.45.**
- 6. July 2023 Treasurer's Report.**
- 7. July 2023 Building Permit Valuation Report in the amount of \$4,141,605.**
- 8. July 2023 City of Corning Wastewater Operations Summary Report.**
- 9. Authorize payment of invoice #001 to Pavement Coatings Co. in the amount of \$81,407.91 for the Jennings Heights Subdivision Road Maintenance and Rehabilitation Project.**
- 10. Authorize payment of Invoice #1 to Builder Solutions, Inc. in the amount of \$61,079.30 for the West Street School Connectivity Project.**
- 11. Authorize payment of Invoice #1 to Builder Solutions, Inc. in the amount of \$108,435.51 for the Olive View School Connectivity Project.**

Councilor Demo moved to approve Consent Agenda Items 1-11; Councilor Valerio seconded the motion. **Ayes:** Snow, Demo, Valerio, Hargens, and Lomeli. **Absent/Abstain/Opposed:** None. Motion was approved by a 5-0 vote.

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

- 12. Waive the formal bid process as exempt per City Municipal Code Section 3.12.082.4; authorize purchase/installation of custom surfacing for the ADA carousel at Northside Kiddie Park; and authorize appropriation of \$28,543.82 from City General Fund Reserves for this unbudgeted purchase.**

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

This item was presented by Recreation Coordinator/Planner II Chrisy Meeds.

Councilor Demo moved to waive the formal bid process as this purchase is exempt according to Section 3.12.082.4 of the Corning Municipal Code; authorize the purchase of the proposed custom surfacing for placement leading to and surrounding corner where the ADA carousel will be placed at the Northside Park Kiddie Playground; and authorize the appropriation of \$28,543.82 from General Fund Reserves for the unbudgeted custom surfacing material and installation. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, and Lomeli. Absent/Abstain: None; Opposed: Hargens. Motion was approved by a 4-1 vote with Hargens opposing.**

13. Approve the Utility Easement Agreement between the City and the Corning Elementary School District and authorize the City Clerk to record the Agreement.

This item was presented by Public Works Consultant/City Engineer Robin Kampmann.

Councilor Hargens moved to approve the Utility Easement Agreement between the City of Corning and the Corning Elementary School District and authorize the City Clerk to record the Agreement. Councilor Valerio seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

14. Approve Agreement with the Paskenta Band of Nomlaki Indians for continuation of Grant Funds in the amount of \$70,000 for the Youth Recreation & Enrichment Program.

This item was presented by Recreation Coordinator/Planner II Chrissy Meeds. Ms. Meeds explained that the City is required to provide a 20% soft grant match that can be met through City Administrative Support, Facility Usage costs, Volunteers, and/or direct support as required.

Councilor Demo moved to approve the Agreement between the City of Corning and the Paskenta Band of Nomlaki Indians for continued support of the Youth Recreation and Enrichment Program and accept the funding in the amount of \$70,000. Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

15. Request City Council direction on extension of Pool Season to August 31, 2023.

This item was presented by Public Works Consultant/City Engineer Robin Kampmann and Recreation Coordinator Chrissy Meeds.

Councilor Demo moved to authorize the City Pool to remain open through August 31, 2023 following the proposed scheduled and directed staff to keep the fees the same; Councilor Hargens seconded the motion. **Ayes: Snow, Demo, Valerio, Hargens, and Lomeli. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

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

L. COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION: None.

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

Demo: Reported on attendance at the Tehama County Transportation Commission Meeting.

Valerio: Nothing.

Hargens: Reported that her meeting was canceled.

Lomeli: Nothing

Snow: Nothing

N. ADJOURNMENT: 7:05 p.m.

Lisa M. Linnet, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: August 16, 2023

SUBJECT: Cash Disbursement Detail Report for the
Tuesday August 22, 2023 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending 08-16-23	\$ 536,123.11
B.	Payroll Disbursements	Ending 08-10-23	\$ 84,697.81

GRAND TOTAL \$ 620,820.92

REPORT.: Aug 16 23 Wednesday
 RUN...: Aug 16 23 Time: 14:10
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 08-23 thru 08-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035024	08/10/23	GON04	GONZALEZ, MANUEL	-775.00	230518u	Ck# 035024 Reversed
035065	08/10/23	GON04	GONZALEZ, MANUEL	-750.00	230524u	Ck# 035065 Reversed
035514	08/03/23	BUI01	BUILDER SOLUTIONS, INC.	108435.51 61079.30	#1-O #1-W	CONSTRUCTION-ATP-OLIVE VIEW CONSTRUCTION-ATP-WEST STREET
			Check Total.....:	169514.81		
035515	08/03/23	PGE00	PG&E	396.25	230802	CDBG CV2&3-ASST-EMERGENCY RESP (SHANNON GONZALEZ)
035516	08/07/23	FIR05	FIRST NATIONAL BANK OMAHA	285.99	230723	CREDIT CARD CHARGES-
035517	08/07/23	FIR20	FIRST NATIONAL BANK OMAHA	1436.58	230727	CREDIT CARD CHARGES-
035518	08/07/23	MEN07	MENDOZA, BENTLEY	200.00	230729	REC INSTRUCTOR-REC
035519	08/07/23	NOR03	NCCSIF	1300.00	2826	SAFETY ITEMS-POLICE
035520	08/07/23	PGE00	PG&E	302.16	230805	CDBG CV2&3-ASST-EMERGENCY RESP (JENNIFER ST. JOHN)
035521	08/07/23	SEI01	SEILER, ROY R., CPA	2665.00	30561	PROF SVCS-FINANCE
035522	08/07/23	SIL03	SILK CONSULTING GROUP	2755.00	22209	CDBG UTILITY ASSISTANCE-ADMIN-EMERGENCY RESP
035523	08/07/23	SPR01	SPRING MOUNTAIN APTS	128.50 1225.00	230708 230805	CDBG CV2&3-ASST-EMERGENCY RESP (JENNIFER ST. JOHN) CDBG CV2&3-ASST-EMERGENCY RESP (JENNIFER ST. JOHN)
			Check Total.....:	1353.50		
035524	08/07/23	THA00	THAYER, ROBERT	359.00	230805	CDBG CV2&3-ASST-EMERGENCY RESP (SHANNON GONZALEZ)
035525	08/08/23	FIR10	FIRST NATIONAL BANK OMAHA	99.90	07272023	CREDIT CARD CHARGES-
035526	08/08/23	FIR11	FIRST NATIONAL BANK OMAHA	1960.20	230727	CREDIT CARD CHARGES-
035527	08/08/23	FIR13	FIRST NATIONAL BANK OMAHA	1046.16	07072023	CREDIT CARD CHARGES-
035528	08/08/23	FIR16	FIRST NATIONAL BANK OMAHA	543.44	230723	CREDIT CARD CHARGES-
035529	08/08/23	ZAG00	ZAGAL, STEPHANIE MARIE	540.00	230804	REC INSTRUCTOR-REC
035530	08/09/23	ASB00	ASBURY ENVIRONMENTAL SERV	100.00	00955404	MAT & SUPPLIES-MECH MAINT
035531	08/09/23	ATT17	AT&T	96.30	230731	COMMUNICATIONS-FIRE
035532	08/09/23	BEN01	BENBOW, W.B.	824.50	00000553	WELL TELEMETRY-WTR CAP IMPROV
035533	08/09/23	BUS01	BUSINESS CONNECTIONS	57.00	83778	MAT & SUPPLIES-REC
035534	08/09/23	CAR12	CARREL'S OFFICE SOLUTIONS	19.54	AR56763	MAT & SUPPLIES-LIBRARY
035535	08/09/23	CYR00	CYRACOM, LLC	25.00	202305315	COMMUNICATIONS-DISPATCH
035536	08/09/23	DKF00	DKF SOLUTIONS GROUP, LLC	8100.00	21554	PROF SVCS-WWTP
035537	08/09/23	EIN00	EINHORN, GREGORY PAUL	105.00	12506	EE RELATIONS-LGL SVCS
035538	08/09/23	EMP03	EMPOWER TEHAMA	44845.10	07312023	EMPOWER TEHAMA-PROP 47 (2)
035539	08/09/23	ENG00	ENGINEERED FIRE SYSTEMS,	500.00	19759	PROF SVCS-BLD & SAFETY
035540	08/09/23	GAY02	GAYNOR TELESYSTEMS, INC	5857.39	42996	PHONE SYSTEM UPGRADE-FIRE CAP REPLAC
035541	08/09/23	GRA02	GRAINGER, W.W., INC	171.06 20.77 50.97 304.53	973327301 979310230 979449215 979787040	BLD MAINT-TRANS FAC MAT & SUPPLIES-PARKS MAT & SUPPLIES-AIRPORT BLD MAINT-SENIOR CENTER
			Check Total.....:	547.33		
035542	08/09/23	HOL04	HOLIDAY MARKET #32	9.88	003204471	MAT & SUPPLIES-POLICE
035543	08/09/23	INF00	INFRAMARK, LLC	81440.07	99054	PROF SVCS-WWTP
035544	08/09/23	NOR47	NORTHSTAR	9889.00	81111	PROF SVCS-PW ADMIN
035545	08/09/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230685628	PROF SVCS-WTR DEPT
035546	08/09/23	PGE01	PG&E	355.81 2004.03	230802 230802A	ELECT- ELECT-
			Check Total.....:	2359.84		
035547	08/09/23	PGE04	PG&E	417.13	230802	TranspFacility-
035548	08/09/23	PGE05	PG&E	1732.82	230802	FIRE-ELECT & GAS
035549	08/09/23	PGE2B	PG&E	419.38	8214016-1	SOLAR-WWTP
035550	08/09/23	SCP00	SCP DISTRIBUTORS LLC	2568.84 -680.00	SN104483 SN104641C	MAT & SUPPLIES-WTR MAT & SUPPLIES-

REPORT.: Aug 16 23 Wednesday
 RUN....: Aug 16 23 Time: 14:10
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 08-23 thru 08-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Check Total.....:				1888.84		
035551	08/09/23	SUN16	SUNBEAM SOLAR OPERATIONS	17108.45	202850	ELECT-
035552	08/09/23	TEH15	TEHAMA CO SHERIFF'S DEPT	122.50	08012023	PROF SVCS-POLICE
035553	08/09/23	THO01	THOMES CREEK ROCK CO	237.43	230731	MAT & SUPPLIES-
035554	08/09/23	TPX00	TPX COMMUNICATIONS	1132.55	173153331	COMMUNICATIONS-
035555	08/09/23	UBE00	UBEO WEST LLC	6394.70	4194221	PD COPIER LEASE-POLICE
035556	08/09/23	VAL00	VALENCIA, REYNALDO	76.57	08082023	TRAINING/ED-POLICE
035557	08/10/23	COM14	COMCAST	29.85	230717	CDBG CV2&3-ASST-EMERGENCY RESP (ELBA AVILA)
035558	08/10/23	COP02	COPY CENTER	213.93	22193	OFFICE SUPPLIES-FINANCE
035559	08/10/23	PGE00	PG&E	183.17	230717A	CDBG CV2&3-ASST-EMERGENCY RESP (ELBA AVILA)
035560	08/10/23	SMA02	SMART SOURCE OF CALIFORNI	1269.48	2223585	OFFICE SUPPLIES-FINANCE
035561	08/10/23	ROD10	RODRIGUEZ, JESENIA	1290.00	230729	REC INSTRUCTOR-REC
035562	08/11/23	GOL07	GOLDEN WEST INDUSTRIAL SU	193.07	2121059	SAFETY ITEMS-FIRE
035563	08/11/23	GON04	GONZALEZ, MANUEL	775.00	230518A	CDBG CV2&3-ASST-EMERGENCY RESP (ELBA AVILA)
035564	08/11/23	QUI02	QUILL CORPORATION	64.64	33228519	MAT & SUPPLIES-FIRE
				64.64	33252026	MAT & SUPPLIES-FIRE
Check Total.....:				129.28		
035565	08/11/23	GON04	GONZALEZ, MANUEL	750.00	230524A	CDBG CV2&3-ASST-EMERGENCY RESP (MARIA JUAREGUI)
035566	08/11/23	HEW01	HEWITT, MATTHEW	103.50	08082023	TRAINING/ED-POLICE
035567	08/11/23	JON02	ROBERT C. JONES INSURANCE	370.00	230807	GEN INS-GEN CITY
035568	08/11/23	OLI06	OLIVE GROVE APARTMENTS	323.00	230811	CDBG CV2&3-ASST-EMERGENCY RESP (CHRISTINA HATHORN)
				323.00	230901	CDBG CV2&3-ASST-EMERGENCY RESP (CHRISTINA HATHORN)
Check Total.....:				646.00		
035569	08/14/23	LAC01	LACY, CLINT	450.00	230812	REC INSTRUCTOR-REC
035570	08/14/23	MEN07	MENDOZA, BENTLEY	212.50	230812	REC INSTRUCTOR-REC
035571	08/15/23	COA06	COAR DESIGN GROUP	66451.20	21823	PRE CONSTRUCT-PROP 68 PARK
035572	08/15/23	COM06	COMCAST	13.23	230810	COMMUNICATIONS-PW ADMIN
035573	08/15/23	DEP12	DEPT OF JUSTICE	438.00	671508	PROF SVCS-POLICE
035574	08/15/23	EMP04	EMPLOYERS INVESTIGATIVE S	1736.37	5050665	PROF SVCS-POLICE
				1607.03	5050666	PROF SVCS-POLICE
Check Total.....:				3343.40		
035575	08/15/23	HOU00	HOUSING TOOLS	130.00	2857	PROF SVCS-GEN CITY
035576	08/15/23	KNI00	KNIFE RIVER CONSTRUCTION	707.59	291559	A/C CITYWIDE-STR
035577	08/15/23	LEA06	LEADS ONLINE PARENT LLC	5995.00	406218	SAFETY ITEMS-POLICE
035578	08/15/23	MOO07	MOORE & BOGENER, INC.	3655.02	14234	LGL SVCS-
035579	08/15/23	PAC29	PACE ANALYTICAL SERVICES,	220.16	230711728	PROF SVCS-WTR DEPT
035580	08/15/23	PGE01	PG&E	47953.42	230810	Electricity General City-
035581	08/15/23	QUI02	QUILL CORPORATION	107.74	33992007	OFFICE SUPPLIES-
035582	08/15/23	TRI02	TRI-COUNTY NEWSPAPERS	69.19	00291654	Print/Advert. City Clerk
				154.38	00291944	Print/Advert. City Clerk
Check Total.....:				223.57		
035583	08/15/23	USA01	USA BLUE BOOK	1275.75	00101616	MAT & SUPPLIES-WTR
035584	08/15/23	VER02	VERIZON WIRELESS	228.06	994096136	PROP 30-MDC
035585	08/15/23	CAM02	FERGUSON ENTERPRISES INC.	3397.09	1801538-1	MAT & SUPPLIES-WTR
035586	08/15/23	GRE06	GREG'S HEATING & A/C	135.00	25536	BLD MAINT-WTR
035587	08/15/23	LEA07	LEAL, MAGDALENA	250.00	230815	JT LEVY SCHOLARSHIP/CITY COUNCIL
035588	08/15/23	SCP00	SCP DISTRIBUTORS LLC	4382.73	SN104967	MAT & SUPPLIES-POOL
				-580.00	SN105106C	MAT & SUPPLIES-
Check Total.....:				3802.73		
035589	08/15/23	SCH19	SCHOLASTIC INC.	44.83	49782286	MAT & SUPPLIES-REC

REPORT.: Aug 16 23 Wednesday
 RUN....: Aug 16 23 Time: 14:10
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 08-23 thru 08-23 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
035590	08/16/23	ATT13	AT&T	720.67	230811	COMMUNICATIONS-DISPATCH
035591	08/16/23	JOB01	JOB TRAINING CENTER	15468.26	6928	JOB TRAINING CTR-PROP 47 (2)
035592	08/16/23	PAY01	PAYGOV.US LLC	3102.06	1236	BANKG/FEES/CHRG-FINANCE
035593	08/16/23	PET03	PETTY CASH	147.01	230815	PETTY CASH-
035594	08/16/23	USA01	USA BLUE BOOK	47.49	00104520	MAT & SUPPLIES-WTR
				843.01	00105422	MAT & SUPPLIES-WTR
			Check Total.....:	890.50		
035595	08/16/23	VAL11	VALLEY PACIFIC PETROLEUM	2652.95	23-663169	MAT & SUPPLIES-
				394.62	23-663171	VEH OP/MAINT-FIRE
			Check Total.....:	3047.57		
			Cash Account Total.....:	536123.11		
			Total Disbursements.....:	536123.11		

			Cash Account Total.....:	.00		

REPORT.: Aug 16 23 Wednesday
 RUN...: Aug 16 23 Time: 14:10
 Run By.: LORI SIMS

CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 08-23 thru 08-23 Bank Account.: 1025

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13977	08/10/23	BAN03	POLICE OFFICER ASSOC.	225.00	C30810	POLICE OFFICER ASSOC
13978	08/10/23	EDD01	EMPLOYMENT DEVELOPMENT	7.07 6224.96 6.75 1453.82	C30801 C30810 1C30801 1C30810	STATE INCOME TAX STATE INCOME TAX SDI SDI
			Check Total.....:	7692.60		
13979	08/10/23	FED00	FEDERAL PAYROLL TAXES (EF	21.78 17317.51 93.06 19963.94 21.76 4668.96	C30801 C30810 1C30801 1C30810 2C30801 2C30810	FEDERAL INCOME TAX FEDERAL INCOME TAX FICA FICA MEDICARE MEDICARE
			Check Total.....:	42087.01		
13980	08/10/23	MIS03	MISSIONSQUARE - PLAN#3020	1693.84 160.00	C30810 1C30810	MISSIONSQUARE 457 MISSIONSQUARE 457 ER
			Check Total.....:	1853.84		
13981	08/10/23	PERS1	PUBLIC EMPLOYEES RETIRE	.00 27907.63	C30801 C30810	PERS PAYROLL REMITTANCE PERS PAYROLL REMITTANCE
			Check Total.....:	27907.63		
13982	08/10/23	PERS4	Cal Pers 457 Def. Comp	2049.41 325.00	C30810 1C30810	PERS DEF. COMP. PERS DEF. COMP. ER P
			Check Total.....:	2374.41		
13983	08/10/23	VAL06	VALIC	2354.82 202.50	C30810 1C30810	AIG VALIC P TAX AIG VALIC P TAX ER P
			Check Total.....:	2557.32		
			Cash Account Total.....:	84697.81		
			Total Disbursements.....:	84697.81		

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Date.: Aug 16, 2023
 Time.: 1:49 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
C3 CONSTRUCTION GROU	1231 PARTEE LANE	CERES, CA 95307	GENERAL CONTRACTOR	08/04/23
IRON VALLEY PLUMBING	2522 E DRUET LN	LODI, CA 95242	PLUMBING SCOPE AT COMMERCIAL BUILDING	08/14/23
SALYERS HEAT & AIR	9161 CID LN	WILTON, CA 95693	RESIDENTIAL HEATING & AIR	08/16/23

ITEM NO.: G-5
AUTHORIZE PAYMENT TO COAR
DESIGN GROUP FOR INVOICE NO.
21823 FOR THE CORNING CITY
PLAZA AND RECREATION CENTER
PROJECT

August 22, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: TIM POTANOVIC, CITY MANAGER

ROBIN KAMPMANN, PE; PUBLIC WORKS/ENGINEER CONSULTANT 

SUMMARY:

Staff requests the City Council authorize payment of invoice #21823 in the amount of \$66,451.20 to COAR Design Group for work done on the Corning City Plaza and Recreation Center Project. This will be the third payment for this contract.

BACKGROUND:

On March 14, 2023 the City Council awarded the Corning City Plaza and Recreation Center Request for Proposals (RFP) Project to COAR Design Group in the amount of \$898,000 for Architectural and Engineering Design Services for the development, design and construction of the Corning City Plaza and Recreation Center.

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

FINANCIAL:

This project is funded by the Department of Parks and Recreation Statewide Park Development and Community Revitalization Program of 2018 Grant for the Downtown Recreation Center and Plaza Project.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE PAYMENT OF INVOICE #21823 IN THE AMOUNT OF \$66,451.20 TO COAR DESIGN GROUP INC. FOR THE CORNING CITY PLAZA AND RECREATION CENTER PROJECT FROM FUND 360-7395-6140, PRE-CONSTRUCTION/PROP 68 PARK.



9640 Granite Ridge Dr # 130
San Diego, CA 92123

Invoice

Date	Invoice #
7/31/2023	21823

Bill To
Robin Kampmann, PE City Engineer/Public Works Consultant City of Coming 794 3rd Street Coming, CA 96021

Project
City Plaza & Recreation Center

Description	Contract Amt	Prev. Billed	Terms		Project #		
			Prior %	Curr %	230302		Amount
			Due Upon Receipt		Total %	Subtotal Amt.	
Site Assessment & Conceptual Design	81,262.00	73,135.80	90%	10%	100%		8,126.20
Schematic Design (35% Completed)	116,650.00	-	0%	50%	50%		58,325.00
Design Development (65% Completed)	164,472.00	-	0%	0%	0%		-
Construction Documents (Pre-final 95%; Final 100%)	332,794.00	-	0%	0%	0%		-
Bid & Award Support	32,100.00	-	0%	0%	0%		-
Construction Support	155,828.00	-	0%	0%	0%		-
Close-Out	14,894.00	-	0%	0%	0%		-
Total	898,000.00	73,135.80					66,451.20
Reimbursables							
Total					\$		66,451.20
Payments/Credits							0.00
Balance Due					\$		66,451.20

www.coargroup.com

ITEM NO.: G-6
AUTHORIZE MAYOR TO SIGN A LETTER IN
SUPPORT OF TEHAMA COUNTY'S
APPLICATION FOR THE 5310 PROJECT
GRANT TO IMPROVE TRANSPORTATION
SERVICE OPTIONS AND REMOVE
TRANSPORATION BARRIERS WITHIN THE
COUNTY FOR SENIORS AND INDIVIDUALS
WITH DISABILITIES.

August 22, 2023

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: TIM POTANOVIC, INTERIM CITY MANAGER
LISA M. LINNET, ADMINISTRATIVE SERVICES MANAGER

SUMMARY:

Tehama County is seeking City support in pursuing 5310 Project Grant Funding to support ParaTRAX Services for residents within the County. If received, this funding will be utilized to help improve mobility for Seniors and individuals with disabilities by removing barriers to transportation services and expand transportation options within the County and City.

BACKGROUND:

The ParaTRAX service provides essential transportation for Seniors over 65 years of age and ADA approved disabled Individuals within the County and the City of Corning. The City has limited services available and without the ParaTRAX service these residents would not be able to get to medical appointments, shopping, banking, and any necessary day-to-day activities.

The goal of the 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 Program provides financial assistance for transportation services planned, designed, and conducted to meet the special transportation needs of seniors and individuals with disabilities.

RECOMMENDATION:

MAYOR AND COUNCIL:

**AUTHORIZE THE MAYOR TO SIGN THE ATTACHED LETTER IN SUPPORT OF
TEHAMA COUNTY'S APPLICATION FOR THE 5310 PROJECT GRANT TO IMPROVE
TRANSPORTATION SERVICE OPTIONS AND REMOVE TRANSPORATION BARRIERS
WITHIN THE COUNTY FOR SENIORS AND INDIVIDUALS WITH DISABILITIES.**



City of Corning

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

August 22, 2023

California Department of Transportation DRMT, MS 39
1120 N Street, Room 3300
PO Box 942874
Sacramento, CA 94274-0001

Re: FTA Expanded 5310 Projects Grant

To: 5310 Grants Committee

The City of Corning supports Tehama County's application for the 5310 Project Grant. As Mayor and a representative of the City Council of the City of Corning, I am writing this letter as an advocate for people living with one or more significant disabilities.

The goal of the 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 Program provides financial assistance for transportation services planned, designed, and conducted to meet the special transportation needs of seniors and individuals with disabilities.

The ParaTRAX service provides essential transportation for Seniors over 65 years of age and ADA approved disabled Individuals within Tehama County and the City of Corning. The County, as well as the City of Corning, have limited services available. Without the ParaTRAX service residents in these areas would find it difficult, or even impossible to get to medical appointments, shopping, banking, or any necessary day-to-day activities.

The 5310 funding is important to support ParaTRAX services for residents within Tehama County and the City of Corning. This necessary funding will help improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation mobility options within Tehama County.

Thank you for your consideration.

Robert Snow,
Mayor
City of Corning

ITEM NO: J-7

APPROVE RECOMMENDATION BY THE CITY LIBRARY COMMISSION AND COUNTY LIBRARIAN TO APPROVE A CONTRACT WITH CMC ARCHITECTURE FOR INTERIOR DESIGN AND CONSTRUCTION PLANS FOR A POTENTIAL INTERIOR CORNING LIBRARY REMODEL AT A COST NOT TO EXCEED \$6,000 AND FUNDED UTILIZING THE CITY'S RIDELL TRUST FUND ACCOUNT.

August 22, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: TIM POTANOVIC, INTERIM CITY MANAGER

LISA M. LINNET, CITY CLERK *LML*

SUMMARY:

At the August 7, 2023 Special Library Commission Meeting, the Commission and County Librarian voted to approve a recommendation to the City Council for:

- Approve a Contract with CMC Architecture to provide an Interior Design and Construction Plan at an estimated cost of \$5,600 but not to exceed \$6,000; and
- That all associated fees/costs for the Design and Construction Plans are to be funded using the City Ridell Trust Funds.

BACKGROUND:

Library Staff and the Friends of the Library are planning to have some type of celebration/open house in July of 2024 to mark the 50th anniversary of the Corning Library at its current location. In preparation for this, as well as to better serve Library customers, a list of improvements was presented to the Commission for consideration such as, but not limited to:

- Removal of wallpaper on interior south, east and west walls behind circulation desk and cover with paint;
- Restroom renovations;
- Interior painting of all trim and color blocks under windows;
- New ceiling; and
- New flooring.

Following discussion, on April 11, 2023 the City Council authorized Staff to seek Requests for Proposals (RFP's) for a Library Design & Space Planning Consultant. Staff presented the two RFPs received to the Library Commission for review and a recommendation at the June 21, 2023 Special Library Commission Meeting. The Commission, by a unanimous vote of the quorum present, moved to recommend the City Council reject the RFP's received due to costs exceeding the budgeted amount. At that time, the Commission then created an Ad-Hoc Committee to provide options to facilitate a design and plan for the Library improvements.

On August 7, 2023, the Ad-Hoc Committee presented to the Library Commission the proposal provided by CMC Architecture for the Design and Construction Plans for the remodel of the interior of the City Library. They requested approval of a recommendation to approve a contract with CMC Architecture in the estimated amount of \$5,600 but not to exceed \$6,000. This was unanimously approved by the quorum of Commissioners present.

FINANCIAL:

As of July 31, 2023, the Ridell Trust has \$221,865.86 remaining. Ridell Trust funds can only be used for major library expenditures, not operating expenditures.

RECOMMENDATION:

MAYOR AND COUNCIL:

- **APPROVE LIBRARY COMMISSION AND COUNTY LIBRARIAN RECOMMENDATION TO APPROVE CONTRACT WITH CMC ARCHITECTURE FOR DESIGN AND CONSTRUCTION DOCUMENTS FOR THE INTERIOR REMODEL OF THE CORNING LIBRARY IN THE ESTIMATED AMOUNT OF \$5,600 AND NOT TO EXCEED \$6,000.**
- **APPROVE FUNDING FOR THESE SERVICES FROM THE CITY'S RIDELL TRUST FUNDS.**
- **AUTHORIZE THE INTERIM CITY MANAGER TO SIGN ASSOCIATED CONTRACT DOCUMENTS ON BEHALF OF THE CITY.**

CMC ARCHITECTURE

332 PINE STREET, SUITE I, RED BLUFF, CA 96080 // (530) 440-9256 // TONI@CMCARK.COM

Project Name: Corning Library Remodel

Date: July 25, 2023

Client Name and Address:

Laura Calkins & Sandra Sehorn, Library Commission Ad Hoc Committee
740 Third Street, Corning, CA 96021 (Project Address)
Laura.calkins@sbcglobal.net // Rsehorn@sbcglobal.net

Dear Laura & Sandra,

Thank you for the opportunity to provide the following scope and fee estimate to complete the Design and Construction documents for your interior library remodel. We have broken the project into typical architectural phases with descriptions and deliverables for each phase noted below.

Scope of Work - Interior remodel of existing library building changes to include:

- Revise flow of library, including relocation of circulation desk, computer area, water fountain, book sales area, etc. *Dimensions or cut sheets of already purchased furniture items to be provided by Client.*
- New interior finishes for floors, walls and countertops throughout
- Dedicated study/ tutor room
- Update librarian break area in finish and functionality
- Exploration into removal of existing ceiling tiles.

Site Visit & As-Built Documentation

Estimated Fee: \$600

At the outset of this phase, a site visit will be made to take as-built measurements. These measurements will then be translated into digital format and become the basis for our design and permit documents. It is assumed we will have access to the existing drawings for the building on an as needed basis.

Preliminary Design Phase

Estimated Fee: \$4,800

This phase will include creation of the preliminary floor plans, based on site visit findings, provided documentation and discussion with the Client. This will be issued for client review and a final layout will be developed based on client revisions. Once the floor plan is set, preliminary interior elevations will be generated. These will be issued for review and a final layout and interior elevations will be developed.

It is assumed two rounds of revision are included in the estimated fee, multiple revisions may cause an increase in fees. Upon Client's direction we will proceed to the next phase.

Drawings for this phase include: Proposed Floor Plan, Proposed Interior Elevations, Reflected Ceiling Plan, notating lighting and special ceiling features, if any.

Construction Documents Phase

Fee to be Provided

A fee for this phase will be provided once the scope from the Preliminary Design Phase is determined.

Construction Documents is the phase that creates the drawings that describe in detail the information required to build the project. These drawings become part of the contract with the General Contractor and are used for all permit submittals and City requirements. Generally included in the fee are bi-weekly team meetings, but this can be tailored to suit the client's needs.

PROPOSAL

This phase will also include materials selections for the floor and wall coverings, as well as plastic laminate or solid surfacing colors for the counter tops and casework. Two or more options for colors will be provided to the Client for selection. If there is an existing interior design palette in place for the City buildings, the materials will be selected from the palette.

Permitting Phase

Hourly, as needed

This involves making application for required governmental approval by jurisdictions having authority over the project. CMC will compile the application documents, and address permit comments from the jurisdiction. *Please note, It is assumed the Owner will make the permit application and the permit fees are not included in this Estimated Fee.* Anticipated Fee Range: \$350 - \$600

Bidding Phase

Hourly, as needed

The Bidding phase involves coordinating with contractors and sub-consultants regarding the project pricing. Due to the limited scope of this project, it is assumed Bidding questions will be minor and this phase will be performed on an as needed basis based on our hourly fee schedule provided. *Note: It is assumed this project will not be sent for general bid.*

Construction Administration

Hourly, as needed

Construction Administration is performed on an as-needed basis or as a formal process. A typical process has CMC involved during the entire construction phase. This usually includes weekly site meetings, responding to RFI's, shop drawing and submittal review, and certifying requests for payment from the contractor. We are happy to tailor this phase to your needs, doing as little or as much as you require.

FEE SUMMARY:

ARCHITECTURAL SERVICES:

SITE VISIT & AS-BUILT DOCUMENTATION	\$ 600
PRELIMINARY DESIGN PHASE	\$ 4,800
CONSTRUCTION DOCUMENT PHASE	\$ To be provided
PERMITTING PHASE	\$ Hourly, as needed
BIDDING PHASE	\$ Hourly, as needed
CONSTRUCTION ADMINISTRATION	\$ Hourly, as needed

REIMBURSABLE EXPENSES *(See Below)* \$ 200

GRAND TOTAL FEE ESTIMATE \$ 5,600

Miscellaneous Contract Conditions:

1. We will perform the services described on a **Time and Materials** Basis in accordance with our Contract Agreement, except where noted above. We will not exceed our total fee estimate without prior written approval.
2. **Approximate Start Date:** We anticipate starting your project within two weeks after receipt of signed contract and retainer.
3. **Exclusions to the Contract:** Permitting fees, construction inspection services and any engineering fees not detailed above are not included in our scope of services.

PROPOSAL

4. Responding to Permit Comments are considered Additional to the above estimated fee, due to their unpredictable nature. This service will be billed hourly, based on the provided fee schedule.
5. Printing is billed as a reimbursable expense. **Estimated: \$200**
6. Progress payments shall be invoiced at the completion of each phase listed above or at 30 days if a phase lasts longer than 30 days and are payable within 30 days of receipt of invoice. Outstanding payments, past 30 days are subject to interest.

If the above terms are acceptable, please sign and date this proposal and return to our office with the **\$600** retainer at 332 Pine Street, Red Bluff, CA 96080. This proposal will be valid for a period of 30 calendar days.

We are more than happy to modify any services or answer any questions about the proposal, so please feel free to call me at 530-440-9256. Thank you again for the opportunity to work with you – we look forward to hearing from you soon.

Best regards,

Date: _____

Accepted and Agreed to by:

Antoinette McNulty, Architect

FEE SCHEDULE

CMC ARCHITECTURE

332 PINE STREET, SUITE H, RED BLUFF, CA 96080 // (530) 440-9256 // TONI@CMCARK.COM

FEE SCHEDULE // HOURLY RATES

Effective January 2022

Architect	150.00
<i>(Deposition and Court Appearances)</i>	200.00
Architectural Designer	120.00
Architectural Drafter	95.00
Word Processing / Secretarial	65.00
PRINTING:	
Large Format Print / Copies	3.25 each
Half size Large Format Print / Copies	2.00 each
Mylars	15.00 each
Color Photocopies	0.85 each
Black and White Photocopies	0.40 each

*Please Note: Unless alternate arrangements have been made, all invoices are due upon receipt; past due after 30 days.
A late fee of 1.5% per month will be assessed on all past due accounts.*

ITEM NO.: J-8

AUTHORIZE AGREEMENT FOR GRANT APPLICATION, ADMINISTRATION, & MONITORING SERVICES WITH HOUSING TOOLS UPON CITY ATTORNEY REVIEW/APPROVAL APPROVE PROPOSED 2023-24 SCOPE OF WORK; AND AUTHORIZE A GENERAL FUND APPROPRIATION OF \$45,300 FOR UNBUDGETED COST OF SERVICES

August 22, 2023

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: TIM POTANOVIC, INTERIM CITY MANAGER

LISA M. LINNET, ADMINISTRATIVE SERVICES MANAGER *LM*

BACKGROUND:

Housing Tools (Firm) has provided the City with grant administration and reporting services for a number of years. Among other services provided, they monitor and perform the required quarterly and annual Program Income reporting to Housing & Community Development (HC&D) for existing Community Development Block Grant (CDBG) loans, the HOME Program Grant. Below is the proposed 2023-24 Scope of Work addressed under the proposed Agreement.

Activity 1: Formula Permanent Local Housing Allocation (PLHA) Program:

Tasks 1.1 – 1.5: Preliminary presentation to City Council; plans/applications; meeting and public noticing; application submission, and post-submission items.

Activity 2: Community Development Block Grant – Program Income (CDBG-PI):

Tasks 2.1 -2.5: In-person planning meetings w/staff & development of schedule; develop CDBG PI Process Guide; provide technical assistance for application; labor compliance monitoring; general correspondence & coordination.

1. Compliance with federal overlays
2. Semi-annual and annual Program Income Reports
3. Annual Grantee Performance Reports (GRP's)

Activity 3: Home Investment Partnership (HOME) Program:

Tasks 3.1: Preparation of Quarterly and Annual HOME Reports.

1. With financial/activity data supplied by City Accountant and Staff, prepare and submit required quarterly/annual HCD reports.

Activity 4: Coordination & General Technical Assistance:

Tasks 4.2: General Technical Assistance.

1. Conduct work/tasks as requested by City for unanticipated needs.
2. CDBG Funds Requests
3. Financial Accomplishment Reports (FAR's)
4. Liaison with City and CDBG Program Staff

FINANCIAL:

During the recent budget process, the cost of the professional services Agreement and associated proposed Scope of Services was unintentionally not included. As a result, Staff is requesting approval of an appropriation from the General Fund Reserves in the amount of \$45,300 to:

- Fund 325-7727-4020 (\$2,000); and
- Fund 001-6300-1600 (\$43,300).

RECOMMENDATION:

MAYOR AND COUNCIL AUTHORIZE STAFF TO:

- **UPON REVIEW AND APPROVAL OF THE CITY ATTORNEY, APPROVE THE 2023-24 SCOPE OF SERVICES AND AGREEMENT FOR AN AMOUNT NOT TO EXCEED \$45,300 FOR GRANT ADMINISTRATION SERVICES; AND**
- **APPROVE APPROPRIATION OF \$45,300 FROM THE GENERAL FUND RESERVES TO FINANCE THE PROPOSED UNBUDGETED PROFESSIONAL SERVICES AGREEMENT.**

August 15, 2023

Tim Potanovic, Interim City Manager
City of Corning
794 Third Street
Corning CA 96021

RE: 2023-24 Scope of Services

Dear Mr. Potanovic,

This letter outlines a proposed scope of housing and community development services for the 2023-24 fiscal year. The proposed scope of services was informed by the conversation on August 15 2023 between Lisa Linnet from your staff, and Sherry Morgado from Housing Tools. We appreciate the opportunity to continue working with you.

Purpose of the Proposal

Housing Tools ("Consultant") presents the following proposal to the City of Corning ("Client"). The Client's City Manager has requested that Housing Tools submit a proposal for housing and community development services for the 2023-24 fiscal year ("Services").

Scope of Services and Schedule

As directed by the City, Consultant will provide the following services as described below relating to housing and community development. Services are grouped into the activities listed below.

Activity 1: Formula Permanent Local Housing Allocation (PLHA) Program

Activity 2: Community Development Block Grant-Program Income (CDBG-PI)

Activity 3: Home Investment Partnerships (HOME) Program

Activity 4: General Technical Assistance

Below is an itemized listing of potential tasks. Each task includes scope of work, schedule, and proposed budget. *Each task will be billed hourly, not to exceed the amount shown in the budget column.* You may choose to incorporate some or all of these tasks into a contract for housing and community development services with Housing Tools.



<u>Activity/Task</u>	<u>Scope of Work</u>	<u>Schedule</u>	<u>Proposed Budget</u>
Activity 1: Formula Permanent Local Housing Allocation (PLHA) Program			
Task 1.1 (Optional): Preliminary Presentation to City Council	If desired by City staff, conduct a presentation to the City Council on the basics of PLHA, its requirements, the staff-recommended activity(ies), and the application/plan process, etc.	October-December 2023	\$2,000
Task 1.2: PLHA Plans/Applications	Prepare PLHA Plan and Application forms, including required additional documents. City staff reviews materials and provides administrative support.	October 2023-February 2024	\$5,000
Task 1.3: City Council Meeting and Public Noticing	Prepare the public notice, resolution, staff report, and presentation to the Corning City Council. City staff reviews materials and provides administrative support.	January-March 2024	\$3,000
Task 1.4: Application Submission	Prepare final application materials and provide guidance to City staff in order to submit all required documentation to the State using the State's online PLHA Portal. City staff reviews materials and submits the application.	March 2024	\$2,000
Task 1.5: Post-Submission Items	Ongoing grant administration -- as needed and directed by City staff, assist with tasks related to the submitted application, award letter, standard agreement, Annual Progress Report (APRs), Request for Funds (RFFs), project files and monitoring, and correspondence with the State.	March - June 2024	\$7,100
Activity 1 Total			\$19,200
Activity 2: Community Development Block Grant-Program Income (CDBG-PI)			
Task 2.1: In-Person Planning Meetings with Staff and Development of Schedule	Facilitate quarterly in-person planning meetings with City staff to plan and coordinate for the best uses of unused program income and make decisions on a plan to submit to the State. Develop schedule for submission of a plan to HCD. Post-plan submission meetings will be used to discuss and coordinate grant	July 2023-June 2024	\$6,000



	management, NEPA and labor compliance, reporting and other HCD-requirements.		
Task 2.2: Develop CDBG PI Process Guide	Develop an internal City process guide for CDBG program income reporting.	October 2023-March 2024	\$1,300
Task 2.3: Provide Technical Assistance for Application	Housing Tools will provide technical assistance to the City to prepare and submit the PI-only application to HCD.	Timing to be determined by City and HCD	\$1,500
Task 2.4: Labor Compliance Monitoring	If the selected activity and funding amount will trigger Federal labor compliance requirements (such as Davis-Bacon and Section 3), provide services to include: providing federal labor compliance documentation for bid request package and contracts; reviewing contracts for compliance; facilitating a pre-construction meeting with the general contractor and City; preparing outreach and tracking forms for Section 3 and MBE/WBE compliance; reviewing payroll certifications; conducting on-site monitoring and worker interviews; preparing reports; and completing a close-out report.	Timing to be determined by City and HCD	\$8,300 (assuming three-month construction period)
Task 2.5: General Correspondence and Coordination	Coordination on modifications based on changing environments, and meeting follow-up correspondence.	July 2023-June 2024	\$2,000
Activity 2 Total			\$19,100
Activity 3: Home Investment Partnership (HOME) Program			
Task 3.1: Preparation of Quarterly and Annual HOME Reports	With financial and activity data supplied by the City's contract accountant and City staff, prepare four (4) HCD-required Quarterly and one (1) Annual HOME reports, using HCD forms. Submit the reports to HCD with copies to City staff.	July 2023-June 2024	\$2,000
Activity 3 Total			\$2,000
Activity 4: Coordination and General Technical Assistance			



Task 4.2: General Technical Assistance	Conduct work outside of other proposed tasks as requested by City due to changing circumstances or unanticipated needs.	July 2023- June 2024	\$5,000
Activity 4 Total			\$5,000
OVERALL TOTAL			\$45,300

Consultant Expertise

Our first-hand experience working in the public sector provides us with an intimate understanding of local government context, challenges, and opportunities. The foundation of our work in this arena is inclusive, transparent, and constructive community outreach. Whether our efforts are homeless initiatives, housing plans, fund development, or policy analysis and evaluation, we are eager to help you make your community more vibrant and equitable.

We guide community planning processes that incorporate comprehensive community outreach and build on community strengths. Our planning work has included Housing Elements, HUD Consolidated Plans, Homeless Plans, and Permanent Local Housing Allocation Plans. We provide comprehensive PLHA grant administration and technical assistance services. In addition, our firm provides Labor Compliance services for both affordable housing and community facilities development.

Insurance

Consultant maintains liability insurance that covers the firm’s employees in executing its normal business activities. The amount of coverage is \$1 million per occurrence and \$2 million in aggregate. Consultant also maintains auto insurance at \$1 million per occurrence and workers compensation insurance at \$1 million per occurrence. Consultant may provide Client with an insurance certificate naming the Client as Additional Insured at Client’s request.

Project Staffing

The budget is based on the following hourly rates, travel, and printing costs. The budget includes hourly rates, travel reimbursement, printing costs, and course of business costs such as leases, insurance, equipment, training, utilities, taxes, etc.

Cost	Rate
Principal	\$150/hour
Community Development Manager	\$150/hour
Senior Project Manager	\$130/hour
Project Manager	\$110/hour
Assistant Project Manager	\$100/hour



Labor Compliance Specialist	\$100/hour
Administrative	\$90/hour
Travel Reimbursement	\$0.655/mile
Printing and Media Reimbursement	100% of cost



Below is a summary of the not-to-exceed amount for the services described above for the City of Corning for the 2023-2024 fiscal year.

City of Corning Contract Amount	
Activity 1	\$19,200
Activity 2	\$19,100
Activity 3	\$2,000
Activity 4	\$5,000
Total	\$45,300

Thank you for your interest in our firm's housing and community development services. Please do not hesitate to let me know of any questions you may have at jcoles@housing-tools.com or (530) 513-3116.

Sincerely,

James Coles
Principal