



**CITY OF CORNING  
CITY COUNCIL AGENDA  
TUESDAY, FEBRUARY 26, 2019  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

The City of Corning welcomes you to our meetings, which are regularly scheduled for the second and fourth Tuesdays of each month. Your participation and interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, the City of Corning will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office (530/824-7033) to make such a request. Notification at least 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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

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

**B. ROLL CALL:**

**Council:**

**Robert Snow  
Jose "Chuy" Valerio  
Dave Demo  
Karen Burnett  
Douglas Hatley Jr.**

**Mayor:**

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

**D. INVOCATION: Led by Mayor Hatley.**

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

- 1. Presentation: Resolution from the Honorable Jim Nielsen, 4<sup>th</sup> Senatorial District and the Honorable James Gallagher, 3<sup>rd</sup> Assembly District to former Councilwoman Darlene Dickison.**
- 2. Proclamation: Designating February 2019 as Teen Dating Violence Awareness and Prevention Month. Maggie Michael, Legal Advocate for Empower Tehama will be present to accept the Proclamation**

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

**G. CONSENT AGENDA:**

- 3. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 4. Waive the reading and approve the Minutes with any necessary corrections of the February 12, 2019 City Council Meeting.**
- 5. February 21, 2019 Claim Warrant in the amount of \$167,855.09N.**
- 6. February 21, 2019 Business License Report.**

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

**I. PUBLIC HEARINGS AND MEETINGS:**

**J. REGULAR AGENDA:**

- 7. Accept gift from the Ygrene Community Foundation in the Amount of \$20,980 for new energy efficient windows/doors at the Corning Senior Center.**
- 8. Approve Specifications and authorize the Public Works Department to seek proposals for a new 2019 F-450 Pickup with a Utility Box.**

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9. **Authorize Contract with Express Personnel for temporary Maintenance Worker/Meter Reader for an estimated 8 to 12-week period.**
  10. **Authorize Staff to submit an application for Prop. 68 Grant Funds through the Statewide park Development and Community Revitalization Program.**
  11. **Annual Fiscal Year 2018/2019 Mid-Year Budget, review and general discussion.**
- 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).
- Snow:**  
**Valerio:**  
**Demo:**  
**Burnett:**  
**Hatley:**
- N. ADJOURNMENT!:**

**POSTED: FRIDAY, FEBRUARY 22, 2019**

**PROCLAMATION**  
**FEBRUARY 2019**  
**AS**  
**TEEN DATING VIOLENCE AWARENESS AND PREVENTION MONTH**

**WHEREAS**, females between the ages of 16-24 are more vulnerable to intimate partner violence and experience abuse at a rate almost triple the national average; and 1 in 3 adolescent girls in the United States are victims of physical, emotional or verbal abuse from a dating partner; and

**WHEREAS**, High School Students experiencing physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide, are more likely to engage in risky sexual behavior, exhibit unhealthy dieting behaviors, and are much more likely to carry patterns of abuse into future relationships; and

**WHEREAS**, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not as issue, or admit they do not know if it is one; and

**WHEREAS**, nearly half of teens experiencing dating violence report that incidents of abuse took place in a school building or on school grounds; as such it is essential to raise community awareness and provide training for Teachers, Counselors and School Staff so that they may recognize when youth are exhibiting signs of dating violence; and

**WHEREAS**, the establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, Schools and communities regardless of socioeconomic status, gender, sexual orientation or ethnicity; and

**WHEREAS**, everyone has the right to a safe and healthy relationship and to be free from abuse.



**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Corning proclaims February 2019 as **Teen Dating Violence Awareness and Prevention Month** in the City of Corning. We urge all citizens to work together towards:

- Ending teen dating violence by empowering young people to develop healthier relationships;
- Assisting victims in accessing the information and supportive services needed;
- Creating better and more resources for young people in need;
- Instituting effective Intervention and Prevention Policies in Schools; and
- Engaging in discussions with family members and peers to promote awareness and prevention of the quiet epidemic of teen dating violence.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Corning to be affixed this 26<sup>TH</sup> day of February 2019.

\_\_\_\_\_  
**Douglas Hatley Jr., Mayor**

**ATTEST:**

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



**CITY OF CORNING  
CITY COUNCIL MEETING MINUTES  
TUESDAY, FEBRUARY 12, 2019  
CITY COUNCIL CHAMBERS  
794 THIRD STREET**

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

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

**B. ROLL CALL:**

	<b>Council:</b>	<b>Robert Snow</b>
		<b>Jose "Chuy" Valerio</b>
		<b>Dave Demo</b>
		<b>Karen Burnett</b>
	<b>Mayor:</b>	<b>Douglas Hatley Jr.</b>

All members of the City Council were present. The City Manager was absent to attend a City Managers Conference.

**C. PLEDGE OF ALLEGIANCE: Led by the Police Chief Fears.**

**D. INVOCATION: Led by Mayor Hatley.**

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

**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. Waive the reading and approve the Minutes with any necessary corrections of the January 22, 2019 regular City Council Meeting.
3. February 6, 2019 Claim Warrant in the amount of \$302,816.08.
4. February 6, 2019 Business License Report.
5. January Wages & Salaries: \$494,753.40.
6. January 2019 Treasurer's Report.
7. January 2019 Building Permit Valuation Report in the amount of \$476,335.91.
8. January 2019 City of Corning Wastewater Operations Summary Report.

Councilor Valerio moved to approve Consent Items 1-8; Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. 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:**

9. Approve Agreement with the Paskenta Band of Nomlaki Indians for the City to provide Independent Contractor Services to the Tribe.

City Attorney Collin Bogener presented the Contractor responsibilities outlined in the Agreement, stated the term of the proposed Independent Contractor Agreement Term is from January 1, 2019 through December 31, 2019, and informed Council that the City would be required to provide a funding soft match in the amount of \$5,000 (through administrative support, facility usage, Volunteers and/or direct support, and the Paskenta Band of Nomlaki Indians are proposing to continue funding in a not to exceed amount of \$240,000 through the Promise Neighborhood Grant for the following programs broken down as follows:

TASK (Exhibit A)	SERVICES	TOTAL (1/2019 – 12/2019)
CC.Y3-1.O.1.	Project RESTORE	\$110,000
CC.Y3-1.O.2.	Youth Recreation & Enrichment Program	\$130,000

Councilor Snow moved to approve Agreement for City to provide Independent Contractor Services to the Paskenta Band of Nomlaki Indians as it relates to the awarded United States Department of Education Grant, PR/Award No. U215B160003-16B; and authorize the City Manager to sign all associated documents. Councilor Demo seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**10. Accept phone system upgrade as an emergency item exempt from City Municipal Code Section 3.12.080 purchasing procedures, approve associated fund transfers and authorize payment in the amount of \$13,428.45 to Gaynor TELESYSTEMS.**

This item was presented by Police Chief Jeremiah Fears. Chief Fears explained that this upgrade is needed to replace a system that is 17 plus years old and is beginning to fail. He cited recent issues experienced at the Police Department where in Dispatchers were unable to transfer calls to others in the Department and the inability to leave voice messages for Police Department Staff.

Councilor Snow moved to accept the event as an emergency exemption from City Municipal Code 3.12.080 – Purchasing Procedures; authorize the Transfer of \$13,428.45 from General Fund Reserves as presented; and authorize the payment in the amount of \$13,428.45 to Gaynor Telesystems. Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**11. Approve Fire Department Bid Specifications for new Emergency Response Squad and authorize the Fire Chief to seek formal Bids.**

This item was presented by Fire Chief Tom Tomlinson. Councilor Demo moved to approve the presented Bid Specifications and authorize the Fire Chief to advertise for Formal Bids for the Specified Rescue Squad. Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**12. Adopt Resolution 02-12-2019-01, a Resolution supporting the County of Tehama CDBG Application for the Development of the Vista Way Navigation Center.**

This item was presented by Police Chief Jeremiah Fears who announced that Val Lucero from the Tehama County Health Services Agency was also present to respond to any questions. Chief Fears provided the associated background information relating to this item and stated the dates of the public meetings held relating to this project. Mrs. Lucero stated that health related services have been provided within this industrial park area for the past 20 years.

Mayor Hatley confirmed that people will be housed at this site at night and it will be a daytime service facility. Mayor Hatley stated his support of the program but questioned the location. Tony Miller stated that although there is no question of the need for the service, the back of the property backs up to the gate of the Airport and some of the aviators have concerns related to safety.

Councilor Burnett stated that people have been in this area for the past 20 years and although this proposed use will provide new programs, as previously stated this area has been used to provide health related services for the past 20 years. Mrs. Lucero also responded to the concerns and stated that this will provide a place for Law Enforcement to bring people. Mrs. Lucero also stated that in order to qualify for funding the location must be in an area that is accessible to services by walking. Mrs. Lucero announced that a Public Hearing will be held on February 19<sup>th</sup> at 10:00 a.m. at the County to discuss this item further and possibly obtain authorization to seek the funding necessary.

Ken Robinson (representing some of the Industrial Park businesses) stated he believes that this project will be subject to an environmental impact report. He stated that \$3.66 million is proposed for this project on a 10,000 sq. foot building. That although they agree that this is a great idea, they do not believe it is a good fit in an Industrial Park. He stated that there are other locations currently in compliance with the existing Zoning Code and better suited to this use.

Councilor Snow announced that presented tonight for City Council consideration was a Resolution supporting the County submitting a Grant Application for the Development of the Vista Way Navigation Center. The City is not involved in deciding a location or whether proposed locations are suitable, that is a County decision.

Councilor Snow moved to adopt Resolution 02-12-2019-01 supporting the County of Tehama's Community Development Block Grant Application for the Development of the Vista Way Navigation Center. Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, Demo and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 5-0 vote.**

**13. Approve Standard City of Corning Municipal Airport Ground Lease.**

This item was presented by City Attorney Collin Bogener. He stated that he has worked with the City Manager as well as some tenants on the proposed Standard Land Lease Agreement to ensure that the

Agreement meets current law. He stated the various aspects of the proposed Agreement such as the built-in annual increases of 4%, indemnification requirements, etc.

Lerose Lane asked the term of the Lease. She stated that in discussions she was told the term of their lease would be 20 years, however when they received the draft Lease the term was blank. She was informed this was left blank because the proposed Lease is a Standard Land Lease Agreement and the dates would be different on each Agreement (as the various Leases have different start/end dates). Ms. Lane also stated that the annual 4% Lease escalation attachment was incorrect, it shows a 5% escalation as was previously discussed.

Meeting was adjourned at 7:15 p.m. Meeting was called back to order at 7:16 p.m.

Tony Miller stated his opinion regarding the lack of professionalism of the City Staff and City Council regarding discussion and negotiation of this Lease.

Barbara Boot, Airport Commission Chairperson asked what is wrong with using the Land Lease Agreements that have been used in the past.

Councilor Burnett asked whether we can list the number of years (20 years) in each Agreement with the beginning date of each individual Lease Agreement. Councilor Snow stated he missed the fact that the term is not listed. He further stated that the City has been working on an Agreement for a year working toward coming up with a Lease that everyone would be happy with. The City has been very straight forward, it is a transparent Lease and we are going to move forward with this tonight, it will be adopted tonight. It was confirmed that the 20-year term could be added to the language of the Agreement.

Barbara Boot stated that the Airport does not have facilities such as fuel, therefore she doesn't understand why the yearly rate was raised by 5% and then 4% rather than using the CPI as was done in the past.

Councilor Snow moved to approve the proposed Standard City of Corning Municipal Airport Ground Lease Agreement with addition of stating the Lease Term is a 20-year term; and authorize the City Manager to negotiate and execute future Airport Land Leases on behalf of the City. Councilor Demo seconded the motion. **Ayes: Hatley, Snow, Demo and Burnett. Opposed: Valerio. Absent/Abstain: None. Motion was approved by a 4-1 vote with Valerio opposing.**

#### **14. Update of available City Youth Recreational Courses by City Recreation Coordinator/Planner 1 Molly Marcussen.**

This item was presented by Recreation Coordinator/Planner 1 Molly Marcussen. Ms. Marcussen stated that Corning Recreation started out offering 13 different classes to youth; today we have over 30 different classes being offered. We are currently having 30 kids register a week. Initially, at the program start in 2018, the goal was set to have at least 300 children and youth participants in the program. Over 500 youth enrolled into City Recreation Programs last year.

Corning Recreation has offered 43 different classes since May 2018 and in the past 7 months Corning Recreation has:

- Taught 195 Corning Elementary School 2<sup>nd</sup> grade students how to swim;
- Conducted surveys to see what activities local students want to participate in (Exhibit A);
- Purchased online registration software and website for easy registration ([www.corningrecreation.recdesk.com](http://www.corningrecreation.recdesk.com));
- Enrolled over 550 local youth into our Programs;
- Offered over 55 different recreation and youth enrichment activities;
- Utilized Rodgers Theatre for various recreation classes Monday-Thursday;
- Forged positive relationships with both Corning Union High School and the Corning Elementary School Districts, allowing us to utilize school facilities;
- Brought on 7 Recreation Instructors to lead various classes for the Program;
- Created the Corning Recreation Facebook Page that has a successful following of community members

#### **Informational Item only.**

#### **15. Fairview and Elizabeth Avenue Street Project Update, Striping Project Proposal and Potential Street Maintenance Project Locations.**

This item was presented by Public Works Director Robin Kampmann. Ms. Kampmann stated that initially Staff had proposed doing complete street projects including installation of curb and gutter at locations within the project boundaries where they currently don't exist. She explained that by including the curb/gutter, it creates a boundary/boarder that provides a hard surface for the pavement to build against, prevents pot holing along the edge and pavement breakaway, and it extends the life of the street. She stated that Fairview is pretty straight forward, there is a lot of curb and gutter and some widening on both sides of the road. There are also some drainage issues on Fairview that will need to be addressed, we are planning to

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install one new storm drain inlet that will connect to the existing system, collect the water and get it out of there to help prevent problems. That road is in really bad shape, so the scope is to go in and pulverize all the existing asphalt to full depth, regrade and recompact and put a new asphalt section down for the full length from Solano Street to Grant Avenue. This will increase the slope and provide a better road.

Ms. Kampmann announced that there is a reason there is no curb and gutter on the northeast portion of Elizabeth Avenue, it is due to trees and power poles. The addition of curb and gutter will increase costs however she believes that the utility poles relocation would be a cost borne by the utility. She asked whether we want to remove/relocate the trees and widen the street. By consensus of the Council they would like to see it done correctly and remove the trees and widen the street. Mrs. Kampmann stated that by not installing sidewalks in this one area it provides a tremendous project savings (approximately \$70,000 for both sides of the street). She stated it has been observed that kids walking to School are utilizing the Park and not the street; this substantiates waiting to install the sidewalks; Council agreed.

She announced that the City currently has \$520,000 budgeted this year to support street projects. The Fairview and Elizabeth Avenue projects are estimated to cost \$300,161, plus the \$29,868 for contracted Engineering Services with an estimated balance of \$189,971 to fund smaller maintenance projects. She stated that Staff intends on using this remaining balance, once the construction bids are received, to fund smaller maintenance projects such as striping, microsurfacing, crack sealing, slurry seals, etc. with the intention of extending the life of the roadways that are not beyond the point of minor repairs. She then discussed the list of proposed maintenance project locations.

Mrs. Kampman confirmed that Council and Staff are on the same page regarding these projects and stated she is preparing the Fairview/Elizabeth Avenue Streets and Striping Projects now (we have the funding). She stated upon completion of these projects the Department would like to concentrate on maintenance.

**No action required.**

**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).**

**Snow: Stated he attended the Chief's Dinner**

**Valerio: Nothing**

**Demo: Reported on attendance at the lunch and presentations at the West Street School.**

**Burnett: Reported that the Senior Center had a lovely Valentines Day Lunch and Bunko on February 28<sup>th</sup>.**

**Hatley: Thanked the Fire Department for the dinner.**

**N. ADJOURNMENT!: 7:47 p.m.**

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**Lisa M. Linnet, City Clerk**

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** LORI SIMS  
ACCOUNTING TECHNICIAN

**DATE:** February 21, 2019

**SUBJECT:** Cash Disbursement Detail Report for the  
Tuesday February 26, 2019 Council Meeting

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

A.	Cash Disbursements	Ending 02-21-19	\$ 102,610.43
B.	Payroll Disbursements	Ending 02-12-19	\$ 65,244.66
		<b>GRAND TOTAL</b>	<b><u>\$ 167,855.09</u></b>



Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
26995	02/07/19	PAT04	PATTON, JACQUELINE	185.75	.00	185.75	190207	REC INSTRUCTOR-
26996	02/07/19	TEH08	COUNTY OF TEHAMA	13.00	.00	13.00	190207	PROF SVCS-CITY CLERK
26997	02/08/19	PET03	PETTY CASH	190.06	.00	190.06	190207	PETTY CASH-
26998	02/08/19	MAR11	MARCUSSEN, MOLLY	64.70	.00	64.70	190208	MAT & SUPPLIES-REC
26999	02/11/19	ROD10	RODRIGUEZ, JESENIA	195.00	.00	195.00	190208	REC INSTRUCTOR-REC
27000	02/12/19	ROW00	ROWLEY, SHANNON	187.43	.00	187.43	190212	MAT & SUPPLIES-REC
27001	02/12/19	ROW00	ROWLEY, SHANNON	697.50	.00	697.50	190212A	REC INSTRUCTOR-REC
27002	02/12/19	ROW00	ROWLEY, SHANNON	6.57	.00	6.57	190212B	MAT & SUPPLIES-REC
27003	02/12/19	BUR08	BURNETT, KAREN S.	272.62	.00	272.62	190212	MAT & SUPPLIES-
27004	02/13/19	AIR00	AIRGAS USA, LLC	56.93	.00	56.93	995968668	MAT & SUPPLIES-FIRE
27005	02/13/19	ARA02	ARAMARK UNIFORM SERVICES	84.49	.00	84.49	636516157	MAT & SUPPLIES-BLD MAINT
				84.49	.00	84.49	636530117	MAT & SUPPLIES-BLD MAINT
				84.49	.00	84.49	636544001	MAT & SUPPLIES-BLD MAINT
				84.49	.00	84.49	636557893	MAT & SUPPLIES-BLD MAINT
			Check Total.....:	337.96	.00	337.96		
27006	02/13/19	ATT17	AT&T	66.07	.00	66.07	190131	COMMUNICATIONS-FIRE
27007	02/13/19	BAS01	BASIC LABORATORY, INC	135.80	.00	135.80	1901517	ProfServices Water Dept
27008	02/13/19	BUT10	BUTTE COLLEGE	638.00	.00	638.00	1654	Traing/Educ. PoliceDispat
27009	02/13/19	CAM02	FERGUSON ENTERPRISES INC.	3616.09	.00	3616.09	1433833	MAT & SUPPLIES-
27010	02/13/19	COR02	CORNING OBSERVER	48.11	.00	48.11	190208	BOOKS/PERIODICS-LIBRARY
27011	02/13/19	DLF00	DL FIRE PROTECTION	84.50	.00	84.50	669	MAT & SUPPLIES-FIRE
27012	02/13/19	GRA02	GRAINGER, W.W., INC	61.94	.00	61.94	907720062	MAT & SUPPLIES-WTR
27013	02/13/19	KNI00	KNIFE RIVER CONSTRUCTION	578.72	.00	578.72	207465	A/C CITYWIDE-STR
27014	02/13/19	OFF01	OFFICE DEPOT	302.83	.00	302.83	267453703	OFFICE SUPPLIES-DISPATCH
				8.34	.00	8.34	267454060	OFFICE SUPPLIES-DISPATCH
			Check Total.....:	311.17	.00	311.17		
27015	02/13/19	PG01	PG&E	836.02	.00	836.02	190204	ELECT-
				415.02	.00	415.02	190204A	ELECT-
			Check Total.....:	1251.04	.00	1251.04		
27016	02/13/19	PRE07	PRECISION WIRELESS SERVIC	2415.93	.00	2415.93	6000	FIRE ENGINE #12-FIRE CAP
27017	02/13/19	QUI02	QUILL CORPORATION	18.83	.00	18.83	4896859	OFFICE SUPPLIES-FINANCE
27018	02/13/19	ROW00	ROWLEY, SHANNON	405.00	.00	405.00	190213	REC INSTRUCTOR-REC
				-405.00	.00	-405.00	190213u	Ck# 027018 Reversed
			Check Total.....:	.00	.00	.00		
27019	02/13/19	SAF05	SAFARILAND, LLC	711.39	.00	711.39	I010-1751	MAT & SUPPLIES-POLICE
				113.37	.00	113.37	I010-1850	MAT & SUPPLIES-POLICE
			Check Total.....:	824.76	.00	824.76		
27020	02/13/19	SUB01	SUBURBAN PROPANE	428.65	.00	428.65	116180	PROPANE-AIRPORT
27021	02/13/19	TAN00	T AND S DVBE, INC.	193.50	.00	193.50	19-181	EQUIP MAINT-MECH MAINT
27022	02/13/19	TEH28	TEHAMA CO HEALTH AGENCY	190.12	.00	190.12	181126	HEALTH DEPT SERV-FIRE DEP
27023	02/13/19	VER02	VERIZON WIRELESS	190.05	.00	190.05	982331463	PROP 30-MDC
27024	02/14/19	PAT04	PATTON, JACQUELINE	180.00	.00	180.00	190214	REC INSTRUCTOR-REC
27025	02/14/19	ROW00	ROWLEY, SHANNON	405.00	.00	405.00	190213A	REC INSTRUCTOR-REC
27026	02/15/19	BOR00	BORER, NATHANIEL	277.05	.00	277.05	190215	LGRD CERT & TEST-POOL
27027	02/19/19	ACC00	ACCESS INFORMATION MANAGE	177.71	.00	177.71	3088333	EQUIP MAINT-GEN CITY
27028	02/19/19	CON08	CONSTELLATION - EXELON GE	6528.36	.00	6528.36	201901	ELECT-
27029	02/19/19	INT15	INTERWEST CONSULTING GROU	1846.16	.00	1846.16	47299	PROF SVCS-BLD & SAFETY
27030	02/19/19	ROD10	RODRIGUEZ, JESENIA	198.50	.00	198.50	190219	REC INSTRUCTOR-

REPORT.: Feb 21 19 Thursday  
 UN....: Feb 21 19 Time: 09:00  
 un By.: LORI

CITY OF CORNING  
 Cash Disbursement Detail Report  
 Check Listing for 02-19 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
27031	02/19/19	ROW00	ROWLEY, SHANNON	427.50	.00	427.50	190219	REC INSTRUCTOR-REC
27032	02/19/19	UND01	UNDERGROUND SERVICE ALERT	278.66	.00	278.66	113715201	USA SERV ALERTS-STR
27033	02/20/19	ACI01	ACI SPECIALTY BENEFITS	336.96	.00	336.96	21870	WORKMENS COMP-GEN CITY
27034	02/20/19	BAS01	BASIC LABORATORY, INC	135.80	.00	135.80	1901734	ProfServices Water Dept
27035	02/20/19	CAL44	CALCASP, INC.	13312.50	.00	13312.50	1111297	ADA REVIEW-BLD MAINT
27036	02/20/19	CAR12	CARREL'S OFFICE MACHINES	4.06	.00	4.06	AR12584	MAT & SUPPLIES-LIBRARY
27037	02/20/19	COM06	COMCAST	23.68	.00	23.68	190209	COMMUNICATIONS-PW ADMIN
27038	02/20/19	COR11	CORNING SAFE & LOCK	36.16	.00	36.16	0763	BLD MAINT-PARKS
27039	02/20/19	DEP03	DEPT OF TRANS/CAL TRANS	631.72	.00	631.72	19005722	Equip.Maint. St&Trf Light
27040	02/20/19	DEP12	DEPT OF JUSTICE	157.00	.00	157.00	352668	PROF SVCS-
27041	02/20/19	GRA02	GRAINGER, W.W., INC	125.56 62.07	.00 .00	125.56 62.07	908468529 908609125	BLD MAINT-TRANS FAC MAT & SUPPLIES-PARKS
			Check Total.....:	187.63	.00	187.63		
27042	02/20/19	GRE06	GREG'S HEATING & A/C	220.00	.00	220.00	21659	BLD MAINT-TRANS FAC
27043	02/20/19	KNI00	KNIFE RIVER CONSTRUCTION	538.37 563.85	.00 .00	538.37 563.85	207855 207856	A/C CITYWIDE-STR A/C CITYWIDE-STR
			Check Total.....:	1102.22	.00	1102.22		
27044	02/20/19	MUN02	MUNICIPAL CODE CORPORATIO	400.00	.00	400.00	00324354	PROF SVCS-CITY CLERK
27045	02/20/19	NOR47	NORTHSTAR	337.50 11325.00 820.00	.00 .00 .00	337.50 11325.00 820.00	73632 73633 73634	PROF SVCS-ENG PROF SVCS-PW ADMIN 2019 STR PROJ-STR PROJ
			Check Total.....:	12482.50	.00	12482.50		
27046	02/20/19	PAT04	PATTON, JACQUELINE	90.00	.00	90.00	190220	REC INSTRUCTOR-REC
27047	02/20/19	PGE01	PG&E	19572.69	.00	19572.69	190211	Electricity General City-
27048	02/20/19	PGE2A	PG&E	52.13	.00	52.13	190214	ELECT-BLUE HERON CT
27049	02/20/19	PHI01	PHIL'S AUTOMOTIVE	75.00	.00	75.00	41263	VEH OP/MAINT-WTR
27050	02/20/19	ROW00	ROWLEY, SHANNON	59.72	.00	59.72	190220	MAT & SUPPLIES-REC
27051	02/21/19	ATT13	AT&T	757.36	.00	757.36	190211	COMMUNICATIONS-DISPATCH
27052	02/21/19	CRO05	CROSS PETROLEUM	1059.42	.00	1059.42	CL77971	VEH OP/MAINT-
27053	02/21/19	DEP12	DEPT OF JUSTICE	35.00	.00	35.00	357665	PROF SVCS-POLICE
27054	02/21/19	EEL00	EEL RIVER FUELS, INC.	332.79	.00	332.79	351358	PROPANE-ACO
27055	02/21/19	GRA02	GRAINGER, W.W., INC	281.57 340.79	.00 .00	281.57 340.79	908477472 908539767	MAT & SUPPLIES-ACO MAT & SUPPLIES-ACO
			Check Total.....:	622.36	.00	622.36		
27056	02/21/19	OFF01	OFFICE DEPOT	35.90 31.14 25.15	.00 .00 .00	35.90 31.14 25.15	274320269 274459266 274489566	OFFICE SUPPLIES-DISPATCH OFFICE SUPPLIES-DISPATCH OFFICE SUPPLIES-DISPATCH
			Check Total.....:	92.19	.00	92.19		
27057	02/21/19	RIV04	RIVER CITIES COUNSELING,	11000.00	.00	11000.00	372	RESTORE PROMISE NEIGHBORH
27058	02/21/19	TEH15	TEHAMA CO SHERIFF'S DEPT	49.00	.00	49.00	20190219	PROF SVCS-
27059	02/21/19	TEH28	TEHAMA CO HEALTH AGENCY	15805.97	.00	15805.97	18-3	DRUG & ALCOHOL COUNSELING
27060	02/21/19	WAL02	WALKER PRINTING	396.83	.00	396.83	35850	PRINT/ADV-DISPATCH
			Cash Account Total.....:	102610.43	.00	102610.43		
			Total Disbursements.....:	102610.43	.00	102610.43		
			Cash Account Total.....:	.00	.00	.00		

check umber	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
11240	02/12/19	BAN03	POLICE OFFICER ASSOC.	325.00	.00	325.00	B90212	POLICE OFFICER ASSOC
11241	02/12/19	BAN06	BANNER BANK	5159.58	.00	5159.58	B90212	HSA DEDUCTIBLE
11242	02/12/19	CAL37	CALIFORNIA STATE DISBURSE	138.46	.00	138.46	B90212	WITHHOLDING ORDER
11243	02/12/19	EDD01	EMPLOYMENT DEVELOPMENT	3874.01 1182.18	.00 .00	3874.01 1182.18	B90212 1B90212	STATE INCOME TAX SDI
			Check Total.....:	5056.19	.00	5056.19		
11244	02/12/19	FED00	FEDERAL PAYROLL TAXES (EF	10679.95 14038.82 3283.34	.00 .00 .00	10679.95 14038.82 3283.34	B90212 1B90212 2B90212	FEDERAL INCOME TAX FICA MEDICARE
			Check Total.....:	28002.11	.00	28002.11		
11245	02/12/19	HEA05	HEALTHIEST YOU	18.00	.00	18.00	B90212	HEALTHIEST YOU
11246	02/12/19	ICM01	ICMA RETIREMENT TRUST-457	1261.45 170.00	.00 .00	1261.45 170.00	B90212 1B90212	ICMA DEF. COMP ICMA DEF. COMP ER PD
			Check Total.....:	1431.45	.00	1431.45		
11247	02/12/19	PERS1	PUBLIC EMPLOYEES RETIRE	20603.60	.00	20603.60	B90212	PERS PAYROLL REMITTANCE
11248	02/12/19	PERS4	Cal Pers 457 Def. Comp	1729.34 470.00	.00 .00	1729.34 470.00	B90212 1B90212	PERS DEF. COMP. PERS DEF. COMP. ER P
			Check Total.....:	2199.34	.00	2199.34		
11249	02/12/19	VAL06	VALIC	2190.93 120.00	.00 .00	2190.93 120.00	B90212 1B90212	AIG VALIC P TAX AIG VALIC P TAX ER P
			Check Total.....:	2310.93	.00	2310.93		
			Cash Account Total.....:	65244.66	.00	65244.66		
			Total Disbursements.....:	65244.66	.00	65244.66		

ate.: Feb 21, 2019  
 ime.: 9:15 am  
 un by: LORI


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
AFFORDABLE SOLAR ENE	14675 MOLLUC DR	RED BLUFF, CA 96080	SOLAR CONTRACTOR	02/15/19
AMERICAN CARPORTS, I	1415 CLAY ST	COLUSA, CA 95932	METAL CARPORT INSTALLATION	02/11/19
OLDEN STATE CONSTRU	2540 GRENNAN CT	RANCHO CORDOVA, CA 95742	GENERAL CONTRACTOR	02/07/19
ORIZON CONSTRUCTION	8865 AIRPORT RD	REDDING, CA 96002	SOLAR INSTALLATION	02/13/19
OW FOR LESS FOR YOU	982 TOOMES AVE #7	CORNING, CA 96021	LAWN CARE	02/13/19
ANCHEZ, ABIGAIL	1948 SOLANO ST	CORNING, CA 96021	HAIR STYLIST	02/13/19
INGETT, JEANNIE	1948 SOLANO ST	CORNING, CA 96021	HAIRSTYLIST	02/13/19

ITEM NO.: J-7  
ACCEPT GIFT FROM THE YGRENE  
COMMUNITY FOUNDATION IN THE  
AMOUNT OF \$20,980 FOR NEW ENERGY  
EFFICIENT WINDOWS AND DOORS AT  
THE SENIOR CENTER

February 26, 2019

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

**SUMMARY:**

Ygrene Community Fund has offered a gift of new energy efficient windows (13), and new doors (3) for the Corning Senior Center located at 1015 4<sup>th</sup> Avenue at a total combined cost of \$20,980.

**BACKGROUND:**

The proposed gift has been coordinated by Tehama County Supervisor Bob Williams and is to show Ygrene's appreciation for his leadership as President of the Rural County Representatives of California.

The facilitators of the improvement will be Ygrene and installed and completed by SELIG Construction Corp. The new energy efficient lifetime warranty Catalina series dual pane vinyl composite windows/doors will be more energy efficient, ultimately lower the Senior Center Utility cost and consist of the following:

**Windows:**

- Infinite E Plus Argon High Performance Glass System;
- White Frames;
- Screens
- Vent Stops; and
- Custom sized to the windows currently existing at the Senior Center.

**Doors:**

- 74 x 81 Outswing Steel 6-panel double doors (2);
- 36 x 81 Inswing Steel 6-panel door,

**FINANCIAL:**

This will come at no cost to the City or the Senior Center. Payment will be issued to Selig Construction Corporation from Ygrene.

**RECOMMENDATION:**

**MAYOR AND COUNCIL ACCEPT A GIFT FROM YGRENE COMMUNITY FUND COORDINATED BY COUNTY SUPERVISOR BOB WILLIAMS OF NEW ENERGY EFFICIENT WINDOWS AND DOORS FOR THE CORNING SENIOR CENTER AT A TOTAL COST OF \$20,980.**

E-MAILED 10/30/18

YGREEN ENERGY FUND



1-800-886-5898  
Chico Paradise  
Oroville Redding  
Yreka Sacramento  
Vacaville Rancho Cordova  
Medford, OR

WINDOWS, VINYL SIDING  
www.seligconstruction.com  
CUSTOM REMODELING SPECIALISTS  
CA LIC#711042-OR LIC#177331

NAME CORNING SENIOR CENTER  
ADDRESS 1015 4TH AVE  
CITY CORNING STATE CA. ZIP 96021  
HOME ( ) SENIOR CTR. 530-824-472  
CELL ( ) YGREEN 916-998-0062  
EST START DATE T.B.D. EST COMPLETION DATE APPROX 3-4  
E-MAIL MRODGERS464@GMAIL.COM

**SPECIFICATION: SELIG CONSTRUCTION OFFERS TO FURNISH AND INSTALL THE FOLLOWING:**

LIFETIME WARRANTY CATALINA SERIES DUAL PANE VINYL COMPOSITE WINDOWS w/ INFINITE PLUS ARGON HIGH PERFORMANCE GLASS SYSTEM, WHITE FRAMES, SCREENS, VENT STOPS. CUSTOM SIZED TO THE ADDRESS ABOVE:

- 1) 20 3/4 x 33 1/2 SH OBS. GLASS MEN'S BATH \* RETRO-FIT INSTALLATION
- 2) 69 x 45 1/2 XO MAIN RM. \* R+R EXT. THEFT SCREEN
- 3) 69 x 45 1/2 XO " " AS NEEDED.
- 4) 69 x 45 1/2 XO " " \* PRE-HUNG STEEL DOOR.
- 5) 69 x 45 1/2 XO " " PRIMED + READY FOR PAINT
- 6) 69 x 45 1/2 XO STOR. RM 1 w/ NEW PRIMED INTL
- 7) 69 x 45 1/2 XO STOR. RM 2 TRIM + READY FOR PAINT.
- 8) 69 x 45 1/2 XO OFFICE \* CUSTOMER RESPONSIBLE
- 9) 69 x 45 1/2 XO MAIN RM. FOR FINISH PAINTING
- 10) 69 x 45 1/2 XO " " \* OMIT 1 WINDOW + 1 DOOR
- 11) 69 x 45 1/2 XO " " IN NEWLY REMODELED
- 12) 44 1/2 x 33 1/2 XO KIT. BACK RM.
- 13) 20 3/4 x 33 1/2 SH OBS. GLASS W. BATH

14) 74 x 81 OUTSWING DBL. DOOR STEEL 6PNL.	SUB TOTAL	\$ 20,980
15) 74 x 81 OUTSWING DBL. DOOR STEEL 6PNL.	SALES TAX	incl.
LINES: 14+15 RT. PRIMARY BORED FOR DEAD BOLT.		TOTAL
16) 36 x 81 INSWING DOOR STEEL 6PNL.	DOWN PAYMENT	\$ 0
BORED FOR DEAD BOLT. +R+R EXIST. SECURITY DOOR		BALANCE DUE
		\$ 20,980

**ALL CHECKS MUST BE MADE OUT TO SELIG CONSTRUCTION**

CAUTION: DO NOT SIGN THIS PROPOSAL UNTIL YOU HAVE READ THE CONTENTS OF THE REVERSE SIDE.  
ACCEPTANCE: ALL PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED.  
You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right. Authorization is given to SELIG CONSTRUCTION CORP, its employees and assignees for all rights and access to accomplish the work commissioned. SELIG CONSTRUCTION CORP is not responsible for existing structural defects, code violations, or conditions existing beyond their control.

2082

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE 10/30/18

ACCEPTED FOR SELIG CONSTRUCTION CORPORATION \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**ITEM NO: J-8  
APPROVE SPECIFICATIONS AND  
AUTHORIZE THE PUBLIC WORKS  
DEPARTMENT TO SEEK  
PROPOSALS FOR A NEW 2019 FORD  
F-450 PICKUP WITH A UTILITY BOX**

**February 26, 2019**

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

**SUMMARY:**

The Public Works Department is requesting approval of the specifications and authorization from City Council to seek proposals for a new Ford F-450 Pickup with a Utility Box to be utilized for Public Works operations. Bidding documents and Equipment Specifications are attached for Council review.

**BACKGROUND:**

The Fiscal Year 2018/2019 City Budget was accepted by City Council on July 10, 2018. Budget Line Numbers: 381-9500-5000 – Vehicle-Replace/Sewer contains funding of \$70,600 for the purchase of a new replacement pickup.

**RECOMMENDATION:**

**THAT MAYOR AND COUNCIL APPROVE THE SPECIFICATIONS AND  
AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO SEEK PROPOSALS FOR A  
NEW 2019 FORD F-450 PICKUP WITH A UTILITY BOX.**



**LEGAL NOTICE**  
**NOTICE OF CALL FOR SEALED BIDS**

**NOTICE IS HEREBY GIVEN**, that pursuant to the order of the City Council of the City of Corning, Sealed Bids will be received by the City Clerk of the City of Corning until 2:00 p.m. April 1, 2019 at Corning City Hall located at 794 Third Street, Corning, CA 96021. At that time all Bids will be publicly opened and read for a New 2019, Ford F-450 4x2 Pickup with Utility Box. Bids will be presented for City Council award at the April 9, 2019 City Council Meeting.

No proposal will be accepted unless it is made on a Proposal form furnished by the City of Corning

Specifications may be obtained at Corning City Hall, 794 Third Street, Corning, CA, on our website at [www.corning.org](http://www.corning.org) or by calling (530)824-7029. Bids shall be submitted in sealed envelopes plainly marked on the outside **"SEALED BID – NEW FORD F-450 – DO NOT OPEN"**

The City Council of the City of Corning reserves the right to reject any and all bids and to waive any irregularity in the bid.

PUBLISHED: March 7, 2019

Lisa M. Linnet, City Clerk  
City of Corning



**PROPOSAL**

The undersigned, as bidder, declares that he has carefully examined the conditions and specifications and hereby agrees that if his proposal is accepted he will furnish the 2019 Ford F-450 Pickup including all options listed, and deliver to the City of Corning Corporation Yard located at 1106 Butte Street, Corning, CA 96021. Delivery will include two (2) sets each of Operation Manuals and Parts Manuals.

**DESCRIPTION OF BID ITEM:** One (1) new 2019 Ford F-450 4x2 Pickup Truck with Utility Box. The truck shall meet the specifications listed on the truck specification sheet.

**BID:** \$ \_\_\_\_\_

**DOC & TIRE FEES:** \$ \_\_\_\_\_

**DELIVERY FEE:** \$ \_\_\_\_\_

**SALES TAX:** \$ \_\_\_\_\_

**TOTAL BID AMOUNT:** \$ \_\_\_\_\_

The price quoted herein is firm and is not subject to change.

The City of Corning reserves the right to reject any and all bids submitted or to waive any irregularity. In the event of identical bids, the City of Corning will be the sole judge of the Company to receive the bid.

Formal bids will be accepted at Corning City Hall, 794 Third Street, Corning, CA 96021 until **2:00 p.m. on April 1, 2019.** All bids must be clearly marked "SEALED BID – NEW FORD F-450 – DO NOT OPEN"

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number



**Department Of Public Works  
Bid Specifications**

**For One (1) 2019 Ford F-450 4x2 Pickup Truck with Utility Box**

- ❖ **2019 Ford F-450 Superduty 4x2 Pickup:** Chassis CAB DRW/169. Color: White
- ❖ **Engine:** 6.8L EFI SOHC 2-valve Flex Fuel V-10 Gas Engine
- ❖ **Transmission:** Torqshift Heavy-Duty 6-speed Select Shift Automatic
- ❖ **Axle:** 4.88 Ratio Limited Slip Axle
- ❖ **Interface:** Upfitter Interface Module
- ❖ **GVWR:** 16500# GVWR Package
- ❖ **Towing:** Must include trailer tow package with trailer hitch receiver
- ❖ **Cab Style:** F-450 XL Regular Cab
- ❖ **Box Style:** SE Inc. Model: SEC-144-94-49-38-VDO (84-C.A.)  
Or Equal
  - Body Type: Combo Body
  - Overall Body Length: 144"
  - Overall Body Width: 94"
  - Floor Width: 49"
  - Compartment Height: 38"
  - Compartment Configuration: Vertical  
Compartments with Open Tops
- ❖ **Outlets:** 110V/400W Outlet
- ❖ **Strobe Light:** 4-Corner Strobe LT Amber/White
- ❖ **Interior Features:** All Standard features listed on Ford Motor Company's official web site including air conditioning. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Entertainment System:** All standard features listed on Ford Motor Company's official web site. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Seating:** Standard Vinyl 40/20/40 split bench
- ❖ **Appearance:** All standard features listed on Ford Motor Company's official web site. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Protection:** Standard Moulding
- ❖ **Window and Glass:** All standard features listed on Ford Motor Company's official web site . [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Handling:** All standard features listed on Ford Motor Company's official web site. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Wheels and Tires:** All standard features listed on Ford Motor Company's official web site. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Safety:** All standard features listed on Ford Motor Company's official web site. [www.Ford.com](http://www.Ford.com) F-450
- ❖ **Sets of Key's:** 5 ignition key

**ITEM NO.: J-9  
AUTHORIZE CONTRACT WITH EXPRESS  
EMPLOYMENT FOR A TEMPORARY  
MAINTENANCE WORKER/METER  
READER FOR AN ESTIMATED 8 TO 12  
WEEK PERIOD**

**February 26, 2019**

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

**SUMMARY:**

Staff requests authorization to contract with Express Employment Personnel for temporary services of a Maintenance Worker/Meter Reader for a period of 8 to 12 weeks. This contract would provide additional assistance to the Public Works Department while a member of the Department is out on Family Leave.

**BACKGROUND:**

Staff has received a request for time off utilizing the California Family Rights Act (CFRA) and Family Medical Leave Act (FMLA) from a member of the Public Works Department. The tentative leave is to begin on March 14, 2019 and last an estimated 8 to 12 weeks.

The Public Works Department consists of nine field members including the Assistant Public Works Director and Equipment Mechanic. This time of year they are very busy and losing any member for a short time creates a hardship for the Department which can cause delays in project completions, etc.

**FINANCIAL:**

The City would be responsible for the cost of the pre-employment physical, Live Scan and background check. In addition, the hourly cost for Express Employment Professional Services to provide a Maintenance Worker/Meter Reader would be \$30.84. At this rate, dependent upon the employment term, the total cost would be either:

**8 Weeks**  
**\$9,868.80**

**12 Weeks**  
**\$14,803.20**

Workers Compensation coverage for the temporary Contracted Worker would be provided by Express Employment Professionals.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AUTHORIZE:**

- **A CONTRACT WITH EXPRESS EMPLOYMENT PROFESSIONALS FOR THE SERVICES OF A MAINTENANCE WORKER/METER READER FOR AN ESTIMATED PERIOD OF 8-12 WEEKS; AND**
- **AUTHORIZE PAYMENT OF CONTRACT FROM FUND 001-6300-3800, PROFESSIONAL SERVICES, PUBLIC WORKS ADMINISTRATION.**
- **AUTHORIZE CITY MANAGER TO SIGN CONTRACT**



Proposed Rate Information for
City of Corning Public Works

Table with 3 columns: POSITION, PAY RATE, BILL RATE. Row 1: Maintenance Worker, \$19.00, \$30.84

The client bill rate includes Express Employment Professionals' absorption of the following expenses:

- Worker's Compensation
Payroll taxes and unemployment insurances
Bonding of employees
General liability insurance coverage
Weekly invoicing to clients
Paying the associates
Recruiting and applicant screening
Benefits for associates

Overtime is calculated at 1.5 and 2.0 times the above rates, depending on overtime hours worked.

Express Employment Professionals agrees to convert associates in 720 hours with no fee. If an associate is taken on to City of Corning before the 720 hours, there will be a conversion fee charged, which is based on the direct hire placement fee (noted below) with a credit for the percentage of time worked to the total time required.

Express Employment Professionals has a Drug Free Policy, and we can provide in-house drug testing if requested. Per our conversation, City of Corning will cover the costs of pre-employment physicals and criminal background checks per City policy.

Express Employment Professionals bills for services rendered on a pay-per-hour basis. The above rates will apply to the position(s) we discussed. These rates are subject to changes in Workers' Compensation.

In addition to our temporary and evaluation hire programs noted above, associates can also be hired through our Direct Hire Program. The placement fee under this program is ten percent (10%) of the associate's annual compensation (on a full time equivalent basis) and has a guarantee provision.

Express Employment Professionals

City of Corning

Handwritten signature of J. A. Jansen

Signature

Signature

Handwritten date 2/20/19

Date

Date

Spirit of Agreement

It is the philosophy of Express Employment Professionals to abide by this agreement not only to the letter, but also in the spirit, of agreement. We are committed to providing you with flexible and responsible service, enabling you to focus on your core business.



Risk Management Guidelines

General Controls for Express Associates

- Work is supervised by client
• Job specific safety training is provided by client
• Maximum individual lifting limit of 50 lbs. -- 50+lbs requires team lift
• Maximum working height = 6'ft - Heights above 6ft require scissor lift with proper fall protection
• No excavation/trench work more than 4 feet or 1 meter deep (waist high)
• Eye protection, hard hats, and other appropriate personal protective equipment must be worn at all times.
• No job assignment permitted:
o No building up, taking down, or working on of scaffolding permitted
o With energized electrical circuits
o Confined spaces or attics
o USL&H- Any work performed on ship, pier, wharf, dry dock, terminal, building way, or other area adjoining US navigable waters with the exception of WA.
o Associates providing supervision
o Liquor/convenience store/pawn shops/payday loan/check cashing store
o Transporting passengers/public transportation companies
o Driving assignments - long haulers 200 miles(+) or hazmat endorsement required
o Cash handling or Driving assignments for Government/municipalities
o Working for Rail Roads under FELA - Federal Employers Liability Act
o Working on Rooftops
o Working for an individual
o Tow truck drivers or towing companies i.e. Triple AAA Towing
o Sawmill machine operator positions for knife grinding or knife sharpening
o Working with chainsaws
o Working on choker settings
o Working with cattle or livestock
o Fueling aircraft
o Cannot be primary driver

Children, mentally challenged or elderly exposure

Assignments are only acceptable in a group setting with an experienced client employee and no one on one contact with children, mentally challenged or the elderly.

Occupied residence

Associates must be supervised 100% of the time by Client Company with the signed indemnity agreement.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Company Name \_\_\_\_\_

**ITEM NO: J-10  
AUTHORIZE STAFF TO SUBMIT AN  
APPLICATION FOR PROP. 68 GRANT  
FUNDS THROUGH THE STATEWIDE  
PARK DEVELOPMENT AND  
COMMUNITY REVITALIZATION  
PROGRAM**

**February 26<sup>th</sup>, 2019**

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS  
FROM: MOLLY MARCUSSEN, RECREATION COORDINATOR  
KRISTINA MILLER, CITY MANAGER**

**SUMMARY:**

City staff is seeking Council's authorization to submit an application for Prop. 68 Grant Funds through the Statewide Park Development and Community Revitalization Program. This is a competitive grant awarded through the California Department of Parks and Recreation. The minimum award amount is \$200,000; the maximum award amount is up to \$8.5 million. This grant can be awarded for the creation of new Parks as well the revitalization/ renovation of an existing Park. The creation of a new Park or renovation of an existing Park must also include a recreation feature. These can include a recreation facility, city plaza, splash pad, outdoor exercise stations, playground, adaptive play structures, dog park, ETC. The grant application is due August 5<sup>th</sup>, 2019.

This Program will award Grants on a competitive basis for the creation of new Parks and new recreation opportunities in proximity to the most critically underserved communities across California. The creation of new Parks in neighborhoods will be given priority. These projects will benefit the health of families, youth, senior citizens, and other population groups by meeting their recreational, cultural, social, educational, and environmental needs. In 2008 the City of Corning applied for and was funded under a similar grant to build Corning Community Park and Skate Park.

**BACKGROUND:**

With the recent development of the City of Corning Recreation Program there is a strong need for not only more park space but a recreation facility to host program classes, finding host facilities is a huge challenge. Some recreation program needs are:

- A gym / multipurpose room to host sports and physical exercise classes;
- A facility with a commercial kitchen to host baking and cooking classes.

Currently the Program has several art classes being held in spaces not suitable for an art class. Many of the City's already established Parks are heavily utilized by existing sporting programs such as Little League and the Soccer League which makes it difficult for the City's Recreation Program to utilize the space.

The City's Recreational Programs have grown exponentially, and enrollment is increasing each session however, there is a serious lack of adequate facilities to host these classes. This Grant could not only allow the City to create or renovate a Park but, also build a recreation facility on the Park as well.

Parks are unique places where children can play, families can bond, people can exercise, and a place where a sense of community is created. Parks and recreational activities create more humane and healthier communities. The Corning Community can greatly benefit from a recreation facility not only to serve our Recreation Department but also provide a space for our community to host community events and functions.



**FINANCIAL:**

If awarded and grant funded, the cost of building will not cost the City anything, however there will be up front design costs which can be reimbursed. There will be long term operational costs the City will assume if this project is funded.

Staff reached out to the City of Orland asking about the operational costs of their recreation facility and was informed that Orland pays around \$27,000 a year in operational costs for their facility. The City of Orland stated that they receive \$16,000 in revenues from their Program and Rental Fees. We assume the costs for a newly constructed facility in Corning would be similar to what Orland is paying however, facility size and other design elements, such as solar will affect the operational costs.

**RECOMMENDATION:**

**MAYOR AND COUNCIL AUTHORIZE STAFF TO PREPARE AND SUBMIT AN APPLICATION FOR PROP 68 GRANT FUNDS FOR THE STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM**

ITEM NO: J-11  
ANNUAL MID-YEAR BUDGET  
REVIEW AND GENERAL  
DISCUSSION-FY 2018/2019  
FEBRUARY 26, 2019

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

**SUMMARY:**

Staff has regularly provided Mid-year Budget updates to the City Council. The purpose is to update the Council and the public regarding how the City is fairing financially at the mid-point of the fiscal year. This report largely relies on information from the fiscal year mid-point, which is December 31, 2018. Increases in revenues and expenditures when weighed against the General Fund Balance, work out to a projected increase of \$258,048 in the Fund Balance at year's end as opposed to the \$6,096 increase projected in the FY 2018/19 Budget. That's a \$251,952 positive swing from the projection presented as part of the Budget Staff Report presented on June 26, 2018, as part of the FY 2018/19 Budget. The positive swing is largely due to increases in sales tax, transient occupancy tax, and building permit revenue offsetting increases in expenditures.

On a positive note, the total fund balance projected as of June 30, 2018 will be approximately \$2,373,527. This accounts to a \$1,676,195 increase from June 30, 2016.

**APPROVED BUDGET:**

The Fiscal Year 2018/19 Budget projected total revenues (excluding transfers) of \$10,998,065. General Fund Revenues are expected to make up about 53.8% (\$5,916,900) of total revenues. The City Council maintains primary discretion over how the General Fund is expended.

The remainder, about 46.2% (\$5,081,165) of revenues originates from sources other than General Fund revenues and must be allocated (expended) for specific purposes such as grant-funded projects, Sewer, Water, and Street Maintenance, etc. We refer to those funds as "non-discretionary", because the Council has little choice regarding how they are spent.

The 2018-19 Budget projected total expenditures (excluding transfers) of \$11,297,102, of that amount \$5,924,067 can be attributed to the General Fund.

**A. GENERAL FUND.**

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

The FY 2018/19 General Fund Budget projected total revenues of \$5,916,900. Sales Tax (excluding Measure A Transactions and Use Tax) was projected to generate 47% of the total General Fund Revenues, or \$2,765,000. Sales Tax and Measure A Tax combined total 65% of General Fund Revenue.

**1. General Fund FY 2018/2019:**

**a) Projected Sales Tax:**

Sales tax generates a significant part of our General Fund; therefore decreases/increases in sales tax can seriously affect the budget. Additionally, since Corning is the home of three large travel centers (Truckstops), we are heavily reliant on sales tax from fuel sales. In fact, since 2009 sales tax on fuel sales amounts to (on average) about 41% of our total sales tax. Lower fuel costs equate to less sales and

lower sales tax revenue for us. The City is also being negatively impacted by the Pilot Truck Stop in Orland. Statewide Fuel and Service Stations are up 14.5% for the third quarter 2018 as compared to the third quarter 2017. For the same period, fuel and service stations within the City of Corning are only up 8.3%. When removing late payments from prior quarters, auto and truck sales are up by 7.3% and the County pool is up 8%.

At this moment, we have complete sales tax data for two calendar quarters for FY 2017/18; the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2018. Those receipts are on target for slightly exceeding the \$2.765 million budget. **The City should expect to receive at least \$100,000 more than budgeted or \$2,865,000.** The 4<sup>th</sup> Quarter 2018 totals will not be received until late March 2019, and the totals for the 1<sup>st</sup> Quarter of 2019, three months after that in June.

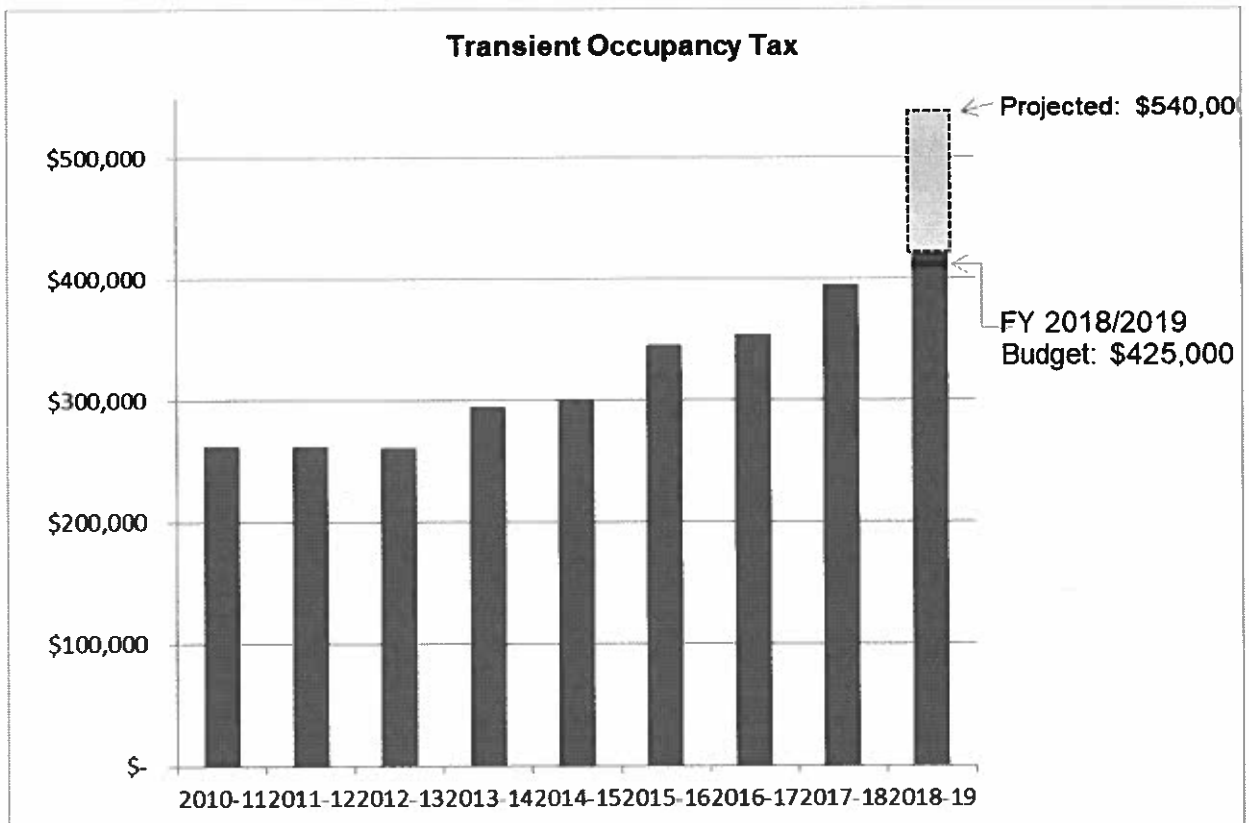
Hinderliter de Llamas & Assoc. (HdL) revised its project sales tax revenue to come in at \$2,878,000. HdL has not fully revised their estimates based on the Truck Stop located in Orland. For this reason, sales tax may come in slightly less than what HdL proposes.

**b) Electricity:**

Electrical costs for General Fund departments are coming in as expected. We are experiencing increased electricity costs for the Water Fund due to how the credits the solar installation are being credited to each department. The adjustments were made to accurately reflect usage before the solar installation. Electrical costs in the Water Fund is proposed to be increased from \$180,000 to \$220,000 accordingly.

**c) Transient Occupancy Tax (TOT) Increase:**

TOT receipts are up significantly this year due to the Camp Fire. The budget projected \$425,000 in revenue. We project about a \$115,000 increase over the FY 2018/19 Budget to \$540,000 as the graph below depicts.



**d) Vehicle License Fees:**

Vehicle License Fees (VLF) are budgeted at \$580,000 for this fiscal year, or 9.8% of General Fund revenue. We typically receive two payments for VLF; in January and May, respectively. The January 2019 payment was \$313,010. The May payment should be the same. VLF will be greater than budgeted this fiscal year by approximately \$46,000. The budget is proposed to be increased accordingly.

**e) Other General Fund Revenues:**

This is the broad General Fund category that everything else falls into. In total, this consists of about 9.0% of the General Fund. This fiscal year the total revenue anticipated was \$531,900. Included in this category are Franchise Fees from utility companies, funds from other agencies, fines and forfeitures, Building Permit and Plan Check fees and a myriad of other revenues that do not fit in another category.

**FRANCHISE FEES:** We collect Franchise Fees from PG&E, Comcast Cable TV and Waste Management. To date, Franchise Fees from Cable TV (\$13,653 vs. \$20,000 Budget) and Waste Management (\$18,000 vs. \$36,000 Budget) are running as expected. We have no current information regarding PG&E Franchise Fees that typically arrive in April, but expect they will come in as anticipated.

**BUILDING PERMIT/PLAN CHECK FEES:** At this point, Building Permit (\$100,409 current vs. \$60,000 budget) and Plan Check (\$12,777 current vs. \$20,000 budget) revenue projections will likely come in \$100,000 and \$4,000 greater than budgeted for the fiscal year, respectively. The budget is proposed to be increased accordingly. The City will exceed its revenue projection for Permits and Applications (\$3,000 current vs. \$2,000 budget).

**Overall, Other General Fund Revenues are expected to come in \$104,000 more than budgeted at approximately \$635,900.**

**f) Other Items Affecting the Budget**

An employee within the Public Works Department will be taking California Family Rights Act/Family Medical Leave Act for a period of eight weeks. A temporary employee is proposed to fill in during this time at an approximate cost of \$12,000. Animal Control and community service functions within the City are also at a stand still due to an employee being on light duty. To fill the needs of the community, \$12,300 is requested to fund a temporary Community Service Officer (from April 1-June 30, 2019).

**g) Property Tax:**

Property Taxes are collected by the County and then sent on to the various jurisdictions in January, May and June of each year. They make up about 10% of our General Fund and are projected to meet budget as proposed this year. The taxes are billed to property owners and then paid to the City in three installments.

**2. Updated General Fund Information:**

Of course, all budgets are merely projections about revenues and expenditures until they are "closed out".

Using the FY 2017/2018 audit numbers, and projecting anticipated revenues and expenditures for the remaining year per the budget and the variations noted, we now have a more precise picture of where we stand at this point, and where we'll be at the end of the fiscal year attached as Exhibit "A". The effect of these adjustments (i.e. increase in revenues, increase in expenditures, etc.) when weighed against the General Fund Balance, works out to a projected increase of \$258,048 at year's end. That's a \$251,952 positive swing from the projection presented as part of the FY 2018/19 Budget Staff

Report presented on June 26, 2018. The total fund balance projected as of June 30, 2019 will be approximately \$2,631,575..

#### **UTILITY (ENTERPRISE) FUND REVENUES:**

##### **A. Short term (This Fiscal year):**

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

The revenue stream for these two utilities were reviewed at the mid-point in the budget year (December 31, 2017), the results are as follows:

**SEWER FUND:** The total Sewer Fees collected at mid-year is \$978,853. That's just over the mid-year budget target (52%); the total fiscal year budget projection was \$1,897,600.

**WATER FUND:** The water fees collected through December 31, 2018 total \$777,059. That amount is 56% of the total fiscal year budget projection of \$1,379,000.

The Water and Sewer Enterprise Fund expenditures overall should meet FY 2018/2019 budget expectations.

##### **B. Long Term:**

**SEWER ENTERPRISE FUND:** The City Council approved a series of five annual 3.5% increases to the sewer rates in 2014 (Resolution No. 05-27-2014-01). The last rate increase as part of Resolution No. 05-27-2014-01 occurred on July 1, 2018. This was implemented to preserve the operating reserves while accounting for repayment of debt, anticipated inflation and maintenance cost increases. Further annual increases to sewer fees will likely be necessary to satisfy our rate covenant required by our sewer refinancing.

**WATER ENTERPRISE FUND:** Resolution No. 06-12-2018-01 implemented a series of 3.5% annual water rate increases through July 1, 2022. The spreadsheet that we maintain for the Water Enterprise Fund shows that the Operating Reserves will begin to decline in FY 2021/2022 to the point where the City may need to pursue a further rate increase to satisfy its rate covenant. Staff will continue to monitor the water fund balance over the course of the two years to determine whether an increase is necessary.

#### **EXPENDITURES OVERALL:**

We completed reviews of Department expenditure reports at the mid-year point (July 1-December 31)). In general terms, expenditures are about where we expect them to be. The proposed adjustments to the FY 2018/2019 budget are indicated in Exhibit "B". Of the \$213,057 of proposed additional expenditures, \$143,785 can be attributable to the General Fund.

#### **REVENUE OVERALL:**

There are a few proposed adjustments to the FY 2018/2019 budget as discussed above and indicated in page 2 of Exhibit "B". Overall, General Fund revenue is anticipated to increase by \$409,000 primarily due to increases in sales tax, TOT, and building permit revenue.

#### **PERSONNEL COSTS:**

Our largest single expense is employee wages and benefits (personnel costs). For this fiscal year the budgeted overall personnel costs for the general, water and sewer funds is \$4,751,466. The General Fund is the single greatest source of personnel costs, contributing \$3,782,739 million or 79.6% of the total for this fiscal year. Aside from a few budget adjustments due to changes in staffing levels (Public Works Consultant vs. City Employee) and the need to fill temporary positions due to medical restrictions/leaves of absences, costs are coming in as projected in the Budget.

**BOTTOM LINE:**

- The City is in much better shape fiscally, as a result of Measure A (Transactions and Use) revenue.
- Capital Improvement and Replacement is funded at \$500,104.
- Fire Rescue Squad 7 Replacement in the amount of \$150,000
- Thermal Imaging Cameras for the Fire Department in the amount of \$7,000
- A Police Vehicle in the amount of \$50,000
- A Skid Steer Loader in the amount of \$75,000
- In-vehicle Radar Equipment in the amount of \$6,000
- A License Plate Reader in the amount of \$15,000
- A F-350 Plumber's Truck in the amount of \$70,600
- \$25,000 for updated software for the Building Department
- \$25,000 to support playground improvements at Yost Park
- Additional funds department-wide for City staff to maintain up-to-date in terms of training and conference attendance
- \$520,000 in funding for two street projects in FY 2018/2019
- The effect of proposed budget adjustments (i.e. increases in revenues, increase in expenditures, etc.) when weighed against the General Fund Balance, works out to a projected increase of \$258,048 at year's end.

The total fund balance projected as of June 30, 2019 will be approximately \$2,631,575. This accounts to a \$1,671,695 increase from June 30, 2016. These fund reserves are necessary to provide stability within the City during the next economic downturn.

**RECOMMENDATION:**

- **APPROVE THE PROPOSED BUDGET ADJUSTMENTS AS INDICATED IN EXHIBIT "B".**
- **MAYOR AND CITY COUNCIL RECEIVE THE MID-YEAR BUDGET REPORT AS PRESENTED.**

**Exhibit "A"**  
**GENERAL FUND SUMMARY**  
**AND PROJECTIONS**

City of Corning  
 Budget Summary  
 GENERAL FUND  
 2018-2019

MID YEAR REVIEW

**TOTAL**

**Audit Balance, June 30, 2017** **\$ 1,992,395**

**2017-2018 Actual**

Revenues and Transfers In \$ 6,296,797

Expenditures and Transfers Out **\$ (5,915,665)**

**Net Change in Fund Balance** **\$ 381,132**

**Pre Final Audit Fund Balance, June 30, 2018** **\$ 2,373,527**

**2018-2019 Budgeted**

Revenues and Transfers In \$ 5,916,900

Estimated Changes over Budget \$ 409,000

Expenditures and Transfers Out \$ (5,924,067)

Estimated Changes over Budget **\$ (143,785)**

**Net Change in Fund Balance** **\$ 258,048**

**Budgeted Fund Balance, June 30, 2019** **\$ 2,631,575**

**Estimated Changes over Budget Detailed:**

Revenues:

See Table B for detail \$ 409,000

Total **\$ 409,000**

Expenditures:

See Table A for detail \$ (143,785)

Total **\$ (143,785)**



**Exhibit "B"**  
**Mid Year Budget**

Expenditures				
Account Number	Dollar Amount Change	Budgeted Amount	Total Proposed Revised Budget Amount	Description
001-6350-1200	10,075	1,100	11,175	Phone System (previously approved)
610-6350-1200	1,680	300	1,980	
630-6350-1200	1,680	300	1,980	
001-9071-4300	(15,000)	25,000	10,000	Cost of Building Software less than anticipated
001-6300-1600	21,300	2,250	23,550	CASP Report (previously approved)
610-6300-1600	2,660	0	2,660	
630-6300-1600	2,660	0	2,660	
001-7200-1400	2,000	250	2,250	Planner Employee Development Conferences/Training
001-6300-3800	10,000	0	10,000	Public Works Director Services, (previously approved)
610-6300-3800	40,000	1,000	41,000	
630-6300-3800	50,000	500	50,500	
001-5100-3800	(7,470)	144,616	69,914	Reduction in Salaries to Account for Contracted PW Director, (previously approved)
610-5100-3800	(29,881)			
630-5100-3800	(37,351)			
001-5900-3800	(2,620)	59,388	33,192	Reduction in Benefits to Account for Contracted PW Director, (previously approved)
610-5900-3800	(10,478)			
630-5900-3800	(13,098)			
001-5100-3800, 610-5100-3800, 630-5100-3800	18,000	5,000	23,000	Accrual Pay Outs of Former Employee (required by MOU)
001-9300-1500	20,800	8,000	28,800	Server Replacement for City Hall
610-9300-1500	2,600	8,000	10,600	
630-9300-1500	2,600	8,000	10,600	
001-6300-1600	3,000	2,250	5,250	Hazard Mitigation Plan
001-6815-1600	14,100	4,900	19,000	Unemployment Insurance 3 claims
5100-2302	12,500	7,500	20,000	CompTime Cash-Outs (required by MOU's)
001-6750	24,000	23,000	47,000	Increased to account for Senior Center repairs that will be reimbursed by insurance
001-6313-1600	4,000	3,500	7,500	More repairs at the Senior Center than typical
001-6552-2300	500	2,000	2,500	Increased need for Safety Items for the Fire Department
5100-2200 and 5900-2200	12,300	71,944	84,244	Part-Time CSO (April 1-June 30, 2019)
001-7406-1200	1,500	7,500	9,000	Desktop for front of City Hall
001-6300-4300	19,000	6,000	25,000	Increase in third party plan check fees offset by increases in revenue
001-6300-3800	12,000	0	12,000	Temporary Maintenance Worker
630-6410-7100	40,000	180,000	220,000	Increased Electricity Costs
<b>Total</b>	<b>213,057</b>	<b>572,298</b>	<b>785,355</b>	
<b>General Fund Total</b>	<b>143,785</b>			

**Exhibit "B"**  
**Mid Year Budget**

Revenue				
Account Number	Proposed Budget Revise (\$)	FY 2018/19 Budgeted Amount (\$)	Total Proposed Revised Budget Amount	Description
4121	100,000	2,765,000	2,865,000	Sales Tax
4009	20,000	1,080,000	1,100,000	Transactions and Use Tax (Measure A)
001-4618	24,000	0	24,000	Senior Center Repairs Insurance Reimbursement
4128	115,000	425,000	540,000	Transient Occupancy Taxes
4511	46,000	580,000	626,000	Vehicle License Fees
4430	100,000	60,000	160,000	Building Permit
4610	4,000	20,000	24,000	Plan Check
<b>Total</b>	<b>409,000</b>	<b>4,930,000</b>	<b>5,339,000</b>	