



**CITY OF CORNING
CITY COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 27, 2020
CITY COUNCIL CHAMBERS
794 THIRD STREET**

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:

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

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

D. INVOCATION: Led by Councilwoman Burnett.

E. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, PRESENTATIONS:

1. Update on COVID-19 by City Manager Kristina Miller.

City Manager Kristina Miller stated her concerns regarding the lack of applicants received to date for the City's Small Business COVID-19 Grant. She informed Council that City Staff has utilized numerous methods to get the word out, they have distributed informational flyers in English and Spanish to each business and posted information on numerous Social Media sites. 3CORE has informed us that to date, only 10 applications have been received. The application period closes at 5 p.m. on October 30th.

Ms. Miller then provided the latest Tehama County numbers related to County COVID-19 cases and stated that currently Tehama County is listed as having highest counts daily per population in the State. She announced that there has been another COVID related death in the County. Please wear your masks, practice social distancing, and if you have gatherings please do so outside, wear masks and social distance. She stated that most of the transmission is occurring from social gatherings, some are now occurring from association with businesses.

F. PUBLIC COMMENTS AND BUSINESS FROM THE FLOOR:

A member of the audience stated that there has been a growing concern about the location of the new proposed Park. He stated that he lives on the corner of Marguerite and McLane and asked what can be done to stop the development of a Park at the proposed location at McLane and Divisadero. He was informed that the site had been selected and approved by the City Council. The City Attorney informed him of what could be done.

Delores May thanked the Fire Department for the Tri-Tip Dinner Drive Thru fundraiser during the Olive Festival.

City Manager Miller announced the "Drive Thru Treat Street" to be held at Clark Park from 3 p.m. to 5 p.m. on Friday, October 30th. She stated due to COVID-19 masks are required, and asked participants to please not mix households within vehicles. She also announced that there will also be a contest for the best decorated vehicle. Candy to be utilized for the Drive Thru Treat Street can be dropped off at City Hall, Staff would be happy to distribute it to participating businesses. If you wish to volunteer to hand out candy at the event, please contact City Hall.

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

- 2. Waive reading, except by title, of any Ordinance under consideration at this meeting for either introduction or passage, per Government Code Section 36934.**
- 3. Waive the reading and approve the Minutes with any necessary corrections of the October 13, 2020 Regular City Council Meeting.**
- 4. October 21, 2020 Claim Warrant in the amount of \$343,776.02.**

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

5. October 21, 2020 Business License Report.

Councilor Valerio moved to approve Consent Items 2-5; Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

H. ITEMS REMOVED FROM THE CONSENT AGENDA: None.

I. PUBLIC HEARINGS AND MEETINGS: None.

J. REGULAR AGENDA:

6. Review and adopt the revised and updated City of Corning Ergonomics Program.

This was presented by City Manager Kristina Miller who stated that this updated Program is requested by Northern California Cities Self Improvement Fund (NCCSIF), the City's Self Insurance Company. She stated that the City has purchased compliant office chairs for those employees needing them, keyboards, etc. to maintain compliance and regularly revisits and reviews the Program and compliance needs.

Councilor Snow moved to approve the updated 2020 City of Corning Ergonomics Program and authorize dissemination of the Program Documents to City Department Heads and Supervisors. Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

7. Review and adopt the revised and updated City of Corning Driver Safety & Vehicle Use Policy.

Presented by City Manager Kristina Miller who stated that this is another recommended Program review and update by NCCSIF. Councilor Burnett moved to approve the updated 2020 City of Corning Driver Safety and Vehicle Use Policy and authorize dissemination of the Program Documents to City Department Heads and Supervisors. Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

8. Authorize Payment for Invoice 20-206658-1 in the amount of \$32,409 under Task Order "A" to Armstrong Consultants, Inc.

Presented by Public Works Consultant Robin Kampmann. She explained that this is the first invoice from Armstrong Consultants, Inc. She explained that Armstrong Consultants, Inc. is providing various services in relation to the 2020 Corning Airport Fence Project under the Airport Engineering Services Agreement 2019-6. FAA (Federal Aviation Association) guidelines required that Staff contract with an independent consultant to prepare an Independent Fee Analysis (IFE) for the scope of work included in Task Order "A" (TOA). The IFE resulted in an allowable fee of \$141,340. Staff worked with Armstrong Consulting to reduce the original fee estimate of \$93,150 by removing items that were not needed due to project simplicity and need to preform the pre-bid meeting and bid opening via teleconference. The result of the IFE and negotiations with Armstrong resulted in a fee of \$78,990.

This first invoice for \$32,409 is for work preparing the documents for the Bid Process (project development, design, bidding services, construction administration, and construction administration) under Task Order "A". Mrs. Kampmann stated that the estimated funding for this Agreement is \$71,090 Federal Funding; \$3,950 State Funding; and \$63,950 from City.

Councilor Snow moved to authorize payment for invoice 20-206658-1 in the amount of \$32,409 under Task Order "A" to Armstrong Consultants, Inc. Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

9. Authorize Staff to seek proposals for City Street Tree Pruning in the Southwest quadrant of the City.

Presented by Public Works Consultant Robin Kampmann who stated that Staff has prepared documents to seek proposals for pruning approximately 307 City Street Trees in the southwest quadrant of the City. This is a budgeted item in the amount of \$38,000. The Bid Contract is for street trees, not alley trees, however if the bids come in low enough those trees may be added.

Councilor Burnett moved to authorize Staff to seek proposals for the City Street Tree Pruning in the southwest quadrant of the City. Councilor Snow seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

10. First Quarter Budget review and discussion, FY 2020/2021.

City Manager Miller provided a 1st quarter budget review to address some of the effects caused by the COVID-19 pandemic. She stated that expenditures are coming in as anticipated. She then presented status updates on Sales Tax; Transactions and Use Tax (Measure A); Transient Occupancy Tax (TOT's); and the City's Water and Sewer Funds.

Sales Tax:

Sales tax generates a significant part of our General Fund; therefore decreases/increases in sales tax can seriously affect the Budget. Two industry groups (fuel sales & auto sales) typically account for over 65 – 75% of our sales tax revenues. The 2020/2021 fuel sales are projected to account for approximately 31% and 36% of our total sales tax revenue. The 2nd Quarter sales tax is down 25.17% or \$189,472, however due to COVID-19 the State is allowing businesses under certain circumstances a 60-day delay to file and pay their taxes, therefore we anticipate receiving more down the road which is anticipated to reduce the downfall to around \$50,000.

Transactions & Use Tax (Measure A):

Thus far the City has received \$193,425 in Measure A funds for the 2nd Quarter. We will receive an additional \$10,000 as a result of late/missing payments for a total of approximately \$204,000 for the 2nd Quarter of 2020, an \$83,000 decrease from the 2nd Quarter of 2019. Assuming no further major closures as a result of COVID-19, the City can anticipate being on target to receive \$1,045,000 for Fiscal Year (FY) 2020/21 which is on budget, however this amount is \$110,000 less than that received in FY 2018/19.

TOT's (Transient Occupancy Tax):

TOT's is a 10% room tax collected at City Motels for stays of less than 30-days. For FY 2020/21 the City anticipated receiving \$325,000; this is \$275,000 less budgeted in FY 2020/21 due to temporary Camp Fire related increases returning to pre-Fire levels and COVID-19 decreasing travel. TOT receipts for April 1 – June 30, 2020 came in at \$62,172.67. The City is still awaiting payments for Jul 1 -September 30th but project to receive approximately \$120,000. I project the City will actually receive closer to \$400,000 for FY 2020/21 which is \$75,000 more than budgeted, I believe this is in part due to firefighters staying in our hotels during the recent fires. This is still \$150,000 less than that received in FY 2019/20, and more than \$200,000 less than that received in FY 2018/19.

Water & Sewer Funds:

As a result of California Governor's Executive Order N-42-20, the City is currently experiencing an increased amount of bad debt for accounts more than 90 days past due. Typically, the City's 90-day past due amount totals about \$24,000; in September 2020, the City's bad debt was up to \$63,197.

Conclusion:

The City's General Fund Revenues came in about \$100,000 higher than budgeted, there is no specific line item to attribute this to; the various City Departments have been successful in reducing expenditures in small amounts of \$1,000 or less across hundreds of line items. The City's expenditures came in about \$325,500 less than budgeted. City Manager Miller stated that overall, she anticipates the General Fund Balance increasing by about \$500,000 to \$2,425,000. The Measure A fund balance will remain at about \$1,110,000.

Informational Item; no action necessary.

11. Approve cancellation of the December 22, 2020 regularly scheduled City Council Meeting due to the Holidays.

Councilor Snow moved to approve the cancellation of the December 22, 2020 regularly scheduled City Council Meeting due to the Holidays. Councilor Burnett seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

12. Approve Library Commission recommendation for purchase of Library furniture in an amount not to exceed \$15,027.81 from Fund 403 - Ridell Trust.

City Manager Kristina Miller presented this item stating that following the last City Library Commission Meeting, County Librarian Todd Deck created a priority list of Corning Library needs. Mr. Deck concluded that the Corning Library would best be served at this time by purchasing new furniture/fixtures as presented in the Staff Report that can be easily cleaned and sanitized. The items proposed, with the exception of a floor mat and 2 sanitizing stations which the City has purchased, comes to an estimated cost of \$15,027.81 including shipping fees and tax.

Councilor Burnett moved to approve City Library Commission and County Librarian recommendation to authorize the purchase of new Library furniture/fixtures in an amount not to exceed \$15,027.81 utilizing Ridell Trust Funds. Councilor Valerio seconded the motion. **Ayes: Hatley, Snow, Valerio, and Burnett. Absent/Abstain/Opposed: None. Motion was approved by a 4-0 vote with Demo absent.**

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: Attended Candidates Night at Corning Community Park and he thanks the Chamber of Commerce.

Valerio: Reported on his attendance at the Chamber of Commerce Meeting. He stated that the Hometown Christmas Drive Thru Parade has been approved by the County Health Officer and is scheduled for Saturday Dec. 5th at 6:00 – 8:00 p.m. with lineup starting at 5 p.m. He also stated that the Chamber is planning the annual Chamber of Commerce Installation Dinner

Demo: absent

Burnett: Stated that both of her meetings were cancelled.

Hatley: Nothing

N. ADJOURNMENT!: 7:10 p.m.

Lisa M. Linnet, City Clerk