



**CITY OF CORNING
CITY COUNCIL AGENDA
TUESDAY, JUNE 26, 2007
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 7:30 p.m.

B. ROLL CALL:

Councilmember:

**Hill
Dickison
Zuniga
Turner
Strack**

Mayor:

C. INVOCATION AND PLEDGE OF ALLEGIANCE:

D. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS:

E. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, give your name and address, and briefly identify the matter you wish to have placed on the Agenda. The Council will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Council from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

F. CONSENT AGENDA: It is recommended that items listed on the Consent Agenda be acted on simultaneously unless a Councilmember or members of the audience requests 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. June 20, 2007 Claim Warrant - \$150,344.52.**
- 3. June 20, 2007 Business License.**
- 4. Approve Recommendation of Douglas L. Hatley Jr. for Appointment to the Planning Commission.**
- 5. Announce Promotion of Lisa Linnet to City Manager's Administrative Assistant, Approve Class Specifications for Administrative Assistant and Secretary, and seek authorization to fill vacant Public Works Administrative Secretary Position.**
- 6. Approve Renewal of Agreement for Audit Services with Donald R. Reynolds, CPA.**
- 7. Authorization to Seek Landscape and Maintenance Proposals for a Three-Year Agreement for Service at Five City Properties.**

8. Approval of Partial Payment No. 4 in the Amount of \$32,496.75 for the Safe Routes to School Project.
9. Annual Statement of Investment Policy for 2007.
10. Approve Increased Tree Count and Expense for Removing 151 Olive Trees within the City Right of Ways at a Total Cost of \$6,000.
11. Annual Financial Support for Tri-County Economic Development Corporation in the Amount of \$3,700.

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

H. **PUBLIC HEARINGS AND MEETINGS:** Any person may speak on items scheduled for hearing at the time the Mayor declares the Hearing open. **ALL LEGAL NOTICES PUBLISHED IN ACCORDANCE WITH LAW.**

I. **REGULAR AGENDA:** All items listed below are in the order which we believe are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the Agenda changed, please come to the podium, state your name and address, and explain the reason you are asking for the order of the Agenda to be changed.

12. Resolution No. 06-26-07-01 Establishing an Appropriations Limit for the City of Corning Fiscal Year 2007 – 2008.

13. Approve Annual Program of Service and city Budget for Fiscal Year 2007 – 2008 Through Adoption o Resolution No. 06-26-07-02.

J. **ITEMS PLACED ON THE AGENDA FROM THE FLOOR:**

K. **COMMUNICATIONS, CORRESPONDENCE AND INFORMATION:**

L. **REPORTS FROM MAYOR AND COUNCILMEMBERS:**

14. Hill:

15. Dickison:

16. Zuniga:

17. Turner:

18. Strack:

M. **ADJOURMENT!**

POSTED: JUNE 22, 2007

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER



MEMORANDUM

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LORI SIMS
ACCOUNTING TECHNICIAN

DATE: June 20, 2007

SUBJECT: Cash Disbursement Detail Report for the
Tuesday, June 26, 2007 Council Meeting

PROPOSED CASH DISBURSEMENTS FOR YOUR APPROVAL CONSIST OF THE FOLLOWING:

A.	Cash Disbursements	Ending	06-20-07	\$	109,612.67
B.	Payroll Disbursements	Ending	06-19-07	\$	40,731.85
GRAND TOTAL					<u>\$ 150,344.52</u>

REPORT.: Jun 20 07 Wednesday
 RUN....: Jun 20 07 Time: 13:51
 Run By.: LORI

CITY OF CORNING
 Cash Disbursement Detail Report
 Check Listing for 06-07 Bank Account.: 1020

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
004245	06/14/07	DPM01	DPM LANDSCAPING	-65.00	.00	-65.00	15210u	Ck# 004245 Reversed
004276	06/12/07	ARA02	ARAMARK UNIFORM SRV. INC.	40.99	.00	40.99	3889010	Mat/Supplies
004277	06/12/07	ATT01	AT&T	451.16	.00	451.16	070603	Communications General Ci
004278	06/12/07	ATT10	AT&T	1076.26	.00	1076.26	T6558807	COMMUNICATIONS-GEN. CITY
004279	06/12/07	BAS01	BASIC LABORATORY, INC	86.00	.00	86.00	0704495	Profservices Water Dept
004280	06/12/07	BAX00	BAXTER AUTO PARTS, INC.	82.14	.00	82.14	070525	MAT & SUPPLIES
004281	06/12/07	BRO04	BROWN WELDING, K.R.	35.66	.00	35.66	17504	MAT & SUPPLIES-STR
004282	06/12/07	CAM02	CAMELLIA VALLEY SUPPLY	232.09	.00	232.09	0632393	MAT & SUPPLIES-WTR
004283	06/12/07	COD00	CODE 3 SHIFT CALENDARS	64.80	.00	64.80	CA-7003	OFFICE SUPPLIES-FIRE
004284	06/12/07	COM01	COMPUTER LOGISTICS, INC	116.67	.00	116.67	34126	COMMUNICATIONS-POLICE
			Check Total.....	306.67	.00	306.67		
004285	06/12/07	COR10	CORNING GLASS & MIRROR	847.85	.00	847.85	027226	VEH OP/MAINT-POLICE
004286	06/12/07	COR11	CORNING SAFE & LOCK	12.12	.00	12.12	1752	MAT & SUPPLIES-PARKS
004287	06/12/07	COR20	CORNING ELECTRONICS	14.99	.00	14.99	10064780	MAT & SUPPLIES-WTR
004288	06/12/07	ECO01	ECO RESOURCES, INC.	9128.43	.00	9128.43	022661	MCCOY'S HARDWARE
			Check Total.....	14671.40	.00	14671.40		
004289	06/12/07	FMR01	FM RICHELIEU ENGINEERING	3800.00	.00	3800.00	070607	PROF. SVCS-BLD. & SAFETY
004290	06/12/07	GAL02	GALL'S INC	28.43	.00	28.43	588983400	OFFICE SUPPLIES-FIRE
004291	06/12/07	GRA01	GRANDFLOW, INC	325.54	.00	325.54	92191	Office Supplies Finance D
004292	06/12/07	GRA02	GRAINGER, W.W., INC	197.99	.00	197.99	937709235	MAT & SUPPLIES-PARKS
004293	06/12/07	LNC01	LN CURTIS & SONS	48.63	.00	48.63	112796600	EQUIP. MAINT.-FIRE

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CITY OF CORNING
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
004294	06/12/07	NET01	METRO-CALL	26.85	.00	26.85	Q0159912F	COMMUNICATIONS-POLICE
004295	06/12/07	MIK04	MIKE'S POOLS AND MORE!	80.67	.00	80.67	2041	MAT & SUPPLIES-PARKS
004296	06/12/07	PAR01	PARAMOUNT JANITORIAL	300.00	.00	300.00	070601	SENIOR CENTER-GEN. CITY
004297	06/12/07	PAT02	PATTERSON ELECTRIC,	72.09	.00	72.09	771	MAT & SUPPLIES-PARKS
004298	06/12/07	PGE01	PG&E	371.51	.00	371.51	070601	Electricity-SWR
004299	06/12/07	PGE04	PG&E	398.02	.00	398.02	070604	TRANS. FACILITY-GAS
004300	06/12/07	PGE05	PG&E	1748.64	.00	1748.64	070604	GAS-FIRE DEPT.
004301	06/12/07	PGE2A	PG&E	83.99	.00	83.99	070604	ELECTRICITY
			Check Total.....	212.39	.00	212.39		ELECTRICITY-CLELAND PROP
004302	06/12/07	QUI02	QUILL CORPORATION	202.70	.00	202.70	7475597	Office Supplies-FINANCE
004303	06/12/07	RED07	REDDING OIL COMPANY	2797.35	.00	2797.35	070531	VEH OP/MAINT-POLICE
004304	06/12/07	REX01	REXEL NORCAL VALLEY	205.26	.00	205.26	237840-01	MAT & SUPPLIES-WTR
004305	06/12/07	TEH01	TEHAMA ASPHALT	979.63	.00	979.63	2692	A/C CITYWIDE-STR. PROJ.
			Check Total.....	327.64	.00	327.64	2701	A/C CITYWIDE-STR. PROJ.
			Check Total.....	1307.27	.00	1307.27		
004306	06/12/07	TRI02	TRI-COUNTY NEWSPAPERS	40.20	.00	40.20	01619848	Print/Advert. City Clerk
004307	06/12/07	UND02	UNDERWRITERS LABS INC.	1191.20	.00	1191.20	603224	EQUIP. MAINT-FIRE
004308	06/12/07	DMV00	DMV-ETP	150.00	.00	150.00	070612	TRAINING/ED-FIRE
004309	06/12/07	ALL01	ALLISON, MELVIN	53.57	.00	53.57	070612	COMMUNICATIONS-POLICE
004310	06/13/07	HER02	HERNANDEZ, AGUSTIN	256.10	.00	256.10	070613	PROF. SVCS-DISPATCH
004311	06/15/07	BAS01	BASIC LABORATORY, INC	86.00	.00	86.00	0704731	ProfServices Water Dept
004312	06/15/07	BUT05	BUTTE CO PUBLIC HEALTH	150.00	.00	150.00	ADM050702	PROF. SVCS-ACO
004313	06/15/07	COP00	COP SHOP INSTALLATIONS	70.85	.00	70.85	813	VEH OP/MAINT-POLICE
004314	06/15/07	COR12	CORNING FORD MERCURY, INC	131.20	.00	131.20	108336	Veh Opr/Maint-POLICE
			Check Total.....	72.00	.00	72.00	108468	Veh Opr/Maint-POLICE

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CITY OF CORNING
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
			Check Total.....	203.20	.00	203.20		
004315	06/15/07	DEP12	DEPT OF JUSTICE	32.00	.00	32.00	626652	PROF. SVCS-POLICE
004316	06/15/07	ECO01	ECO RESOURCES, INC.	45609.65	.00	45609.65	15526	ProfServices WWTP
			Check Total.....	2479.45	.00	2479.45	15527	PRETREATMENT PROG/SWR
			Check Total.....	48089.10	.00	48089.10		
004317	06/15/07	FIT01	FITZPATRICK LAW OFFICES	479.67	.00	479.67	070601	City Attny Srvs LegalServ
004318	06/15/07	JES10	JESSEE HEATING & AIR, INC	502.00	.00	502.00	043781	MAT & SUPPLIES-BLD. MAINT
			Check Total.....	85.00	.00	85.00	043782	BLD. MAINT.-LIBRARY
			Check Total.....	150.00	.00	150.00	043783	MAT & SUPPLIES-BLD. MAINT
			Check Total.....	250.00	.00	250.00	043784	MAT & SUPPLIES-BLD. MAINT
			Check Total.....	987.00	.00	987.00		
004319	06/15/07	MCI01	MCI	37.69	.00	37.69	69002683	Communications General Ci
004320	06/15/07	PGE01	PGE&E	1339.36	.00	1339.36	070613	Electricity-WTR
004321	06/15/07	PGE03	PGE&E	21.14	.00	21.14	070605	Mat/Supplies PoliceServic
004322	06/15/07	TRI02	TRI-COUNTY NEWSPAPERS	66.60	.00	66.60	5464	Print/Advert. City Clerk
			Check Total.....	69.38	.00	69.38	5465	Print/Advert. City Clerk
			Check Total.....	135.98	.00	135.98		
004323	06/19/07	ROS00	ROSS, DAWN	450.00	.00	450.00	070619	MAT & SUPPLIES-REC
004324	06/20/07	ARA02	ARAMARK UNIFORM SRV. INC.	40.99	.00	40.99	3891957	Mat/Supplies
004325	06/20/07	ATT09	AT&T	66.26	.00	66.26	070607	COMMUNICATIONS-GEN. CITY
004326	06/20/07	CHI05	CHICO SHRED	40.00	.00	40.00	18027	Equip.Maint. General City
004327	06/20/07	COR11	CORNING SAFE & LOCK	5.36	.00	5.36	1763	MAT & SUPPLIES-PARKS
			Check Total.....	5.36	.00	5.36	1765	MAT & SUPPLIES-PARKS
			Check Total.....	22.25	.00	22.25	1766	MAT & SUPPLIES-PARKS
			Check Total.....	53.75	.00	53.75	1772	OFFICE SUPPLIES-CITY ADMI
			Check Total.....	86.72	.00	86.72		
004328	06/20/07	COR12	CORNING FORD MERCURY, INC	235.12	.00	235.12	108580	Veh Opr/Maint-POLICE
004329	06/20/07	GRA01	GRANDFLOW, INC	591.42	.00	591.42	92297	Office Supplies Finance D

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
004330	06/20/07	JON02	JONES INSURANCE	1450.00	.00	1450.00	070615	USDA BOND ANN.-GEN. CITY
004331	06/20/07	LAR01	LARRY'S PEST & WEED,	4667.00	.00	4667.00	11826	WEED/TREE SPRAY-STR
004332	06/20/07	NEX02	NEXTEL	457.76	.00	457.76	086319067	COMMUNICATIONS-POLICE
004333	06/20/07	OFF01	OFFICE DEPOT	300.22	.00	300.22	389846904	SM TOOLS-POLICE
004334	06/20/07	PAC16	PACIFIC TELEMANAGEMENT	65.45	.00	65.45	15538	COMMUNICATIONS-GEN. CITY
004335	06/20/07	TEH14	TEHAMA CO SECRET WITNESS	1020.00	.00	1020.00	070619	Secret Witness PoliceServ
004336	06/20/07	TEL00	TELSTAR	8681.60	.00	8681.60	51889	EQUIP. MAINT.-SWR
004337	06/20/07	GRA02	GRAINGER, W.W., INC	219.66	.00	219.66	938792378	MAT & SUPPLIES-BLD. MAINT
				-219.66	.00	-219.66	938792378u	Ck# 004337 Reversed
			Check Total.....	.00	.00	.00		
004338	06/20/07	NOR31	NORM'S PRINTING	816.94	.00	816.94	003463	OFFICE SUPPLIES-FINANCE
004339	06/20/07	AND01	ED ANDERSON	7120.00	.00	7120.00	070620	TEA PROF. SERV.-ENG.
004340	06/20/07	GRA02	GRAINGER, W.W., INC	219.66	.00	219.66	93879237	MAT & SUPPLIES-BLD. MAINT
			Cash Account Total.....	109612.67	.00	109612.67		
			Total Disbursements.....	109612.67	.00	109612.67		
			Cash Account Total.....	.00	.00	.00		

REPORT.: Jun 20 07 Wednesday
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CITY OF CORNING
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 06-07 Bank Account.: 1025

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
3043	06/19/07	BAN03	POLICE OFFICER ASSOC.	195.00	.00	195.00	A70619	POLICE OFFICER ASSOC
3044	06/19/07	CIT01	CITY OF CORNING	530.19	.00	530.19	A70619	2006 SDI EE PAY BACK
3045	06/19/07	EDD01	EMPLOYMENT DEVELOPMENT	2659.46	.00	2659.46	A70619	STATE INCOME TAX
				600.79	.00	600.79	1A70619	SDI
			Check Total.....	3260.25	.00	3260.25		
3046	06/19/07	ICM01	ICMA RETIREMENT TRUST-457	1074.81	.00	1074.81	A70619	ICMA DEF. COMP
3047	06/19/07	OEU03	OPERATING ENGINEERS	925.00	.00	925.00	A70619	CREDIT UNION SAVINGS
3048	06/19/07	PERS1	PUBLIC EMPLOYEES RETIRE	27522.76	.00	27522.76	A70619	PERS PAYROLL REMITTANCE
3049	06/19/07	PERS4	Cal Pers 457 Def. Comp	275.00	.00	275.00	A70619	PERS DEF. COMP.
3050	06/19/07	PRE03	PREMIER WEST BANK	5575.44	.00	5575.44	A70619	HSA DEDUCTIBLE
3051	06/19/07	STA04	STATE OF CALIFORNIA	373.40	.00	373.40	A70619	WAGEASN 549-82-6524
3052	06/19/07	VAL06	VALIC	1000.00	.00	1000.00	A70619	AIG VALIC P TAX
Cash Account Total.....				40731.85	.00	40731.85		
Total Disbursements.....				40731.85	.00	40731.85		

Date...: Jun 20, 2007
 Time...: 1:15 pm
 Run by: PALA CANTRELL

CITY OF CORNING
 NEW BUSINESSES FOR CITY COUNCIL

Page.: 1
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 Group: WTFME

Business Name	Address	CITY/STATE/ZIP	Contact Name	Business Desc. #1	Business Start Date	Primary Teleph
1ST CHOICE REALTY	1607 SOLANO ST	CORNING, CA 96021	SMITH	TERESA REALTY	06/07/07	(530)824-4101
CHINA MASSAGE	2120 SOUTH AVE	CORNING, CA 96021	BALLEW	MICHAEL MASSAGE THERAPY	06/11/07	(360)402-9558
GONZALEZ POLISHING,	3525 HIGHWAY 99W	CORNING, CA 96021	GONZALEZ	DEBRA TRUCK POLISHING TANKERS & WHEELS	06/07/07	(530)824-6201
JOE GILL'S PERSONAL	1961 NORTH ST	CORNING, CA 96021	GONZALEZ	JOE GIL CONSULTING-NUTRITIONAL & TRAINING HABITS	06/18/07	(530)526-8519
L.A. WAYZ	1210 SOLANO ST	CORNING, CA 96021	GONZALEZ	REYES R CLOTHING, SHOES, PURSES, JEWELRY.	06/18/07	(000)824-1778
PAINT REGLAZING COMP	240 EDITH AVE	CORNING, CA 96021	SAUCEDO	MARIA PAINT COUNTERTOPS, SINKS, SHOWERS & VANI	06/18/07	(530)863-7353
QUALITY FIRST HOME I	660 COMMERCE DRIVE	ROSEVILLE, CA 95678	ANDERSON	G.C. CONTRACTOR	06/18/07	(916)788-2921

**ITEM NO.: F-4
APPROVE RECOMMENDATION OF
DOUGLAS L. HATLEY JR. FOR
APPOINTMENT TO THE PLANNING
COMMISSION
JUNE 26, 2007**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING**

FROM: GARY R. STRACK, MAYOR

SUMMARY:

Mayor Gary Strack has interviewed Douglas L. Hatley Jr. for the vacancy on the Planning Commission and recommends the appointment of Mr. Hatley to serve as a Commissioner on the City Planning Commission.

BACKGROUND:

On June 30, 2007 Planning Commissioner Chairman Julian Howell's term ends. Commissioner Howell has provided 20 years of dedicated service to the City Planning Commission and has stated his desire to retire from service on the Commission. Mr. Howell's departure now creates a vacancy on the Planning Commission.

RECOMMENDATION:

**MAYOR AND CITY COUNCIL APPOINT DOUGLAS L. HATLEY JR. TO THE
PLANNING COMMISSION EFFECTIVE JULY 1, 2007 TO FILL THE VACANCY
CREATED BY THE COMMISSION RETIREMENT OF JULIAN HOWELL.**



RECEIVED

JUN 20 2007

CITY OF CORNING

CORNING CITY CLERK

APPLICATION FOR COMMISSION APPOINTMENT

Date: 6/18/07

- Commission: Planning Commission
 Recreation Commission
 Library Commission
 Airport Commission

Name: DOUGLAS L. HATLEY JR

Home Address: 578 STANMAR DR

CORNING CA 96021

Phone No.: 824-0648

Business Address: 2280 SHORT DRIVE

CORNING CA 96021

Phone No.: 824-5434 - Ext 142

Occupation: ASSISTANT SERVICE MANAGER

Do you reside within the City of Corning? Yes No

What qualifications do you have that will assist the Commission of your choice in fulfilling its functions? HAVE BEEN IN A MANAGEMENT POSITION FOR OVER 20 YEARS

Have you served on other Boards, Committees, or Commissions? Yes No

If so, please list them:

Have you researched the time and travel commitments associated with serving on this

Commission? Yes No

Can you meet those commitments? Yes No

Please comment on your reasons for seeking this appointment.

WOULD LIKE TO BE MORE INVOLVED WITH THE CITY'S GOVERNMENT

Douglas L. Hatley Jr
Signature

STATE LAW REQUIRES THAT APPOINTMENTS TO BOARDS AND COMMISSIONS BE CONSIDERED BY THE CITY COUNCIL IN OPEN SESSION AND YOU MAY BE ASKED TO BE PRESENT FOR AN INTERVIEW.

**ITEM NO.: F-5
ANNOUNCE PROMOTION OF LISA LINNET
TO CITY MANAGER'S ADMINISTRATIVE
ASSISTANT, APPROVE CLASS
SPECIFICATIONS FOR ADMINISTRATIVE
ASSISTANT AND SECRETARY, AND SEEK
AUTHORIZATION TO FILL VACANT PUBLIC
WORKS ADMINISTRATIVE SECRETARY
POSITION.
JUNE 26, 2007**

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

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER

STEVE

SUMMARY:

I am pleased to inform the City Council that Public Works Secretary Lisa Linnet was offered and has accepted the position of Administrative Assistant to the City Manager effective June 17, 2007.

City Staff must now obtain City Council authorization to fill the vacant Public Works Administrative Secretary vacancy created by Mrs. Linnet's promotion.

BACKGROUND:

City Council authorized the recruitment to fill the City Manager's Secretary vacancy on June 12, 2007. Lisa Linnet applied for the position and was appointed to the position of Administrative Assistant to the City Manager. The new Class Specification developed by City Employee Relations Consultant Bill May is attached for review and approval.

Lisa Linnet was first employed by the City on August 1, 2000 to fill the position of Public Works Secretary and has successfully held that position for almost seven years. She has also served as City Clerk since November of 2003.

The City now needs to fill the vacant Public Works Administrative Secretary position in order to provide the needed administrative assistance to the Director of Public Works and ensure continual front office coverage. The new Class Specification also developed by Bill May is attached for approval.

RECOMMENDATION:

**MAYOR AND COUNCIL APPROVE THE CLASS SPECIFICATIONS FOR
ADMINISTRATIVE ASSISTANT AND ADMINISTRATIVE SECRETARY, AND**

**AUTHORIZE THE RECRUITMENT TO FILL THE VACANT PUBLIC WORKS
ADMINISTRATIVE SECRETARY POSITION.**

City of Corning

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, to serve as an assistant to the City Manager, relieving the Manager of a variety of administrative details; to provide confidential, high-level clerical support; to assist the City Council as needed; to perform a variety of difficult office assistance, information gathering and public relations assignments; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant classification provides high-level and often confidential administrative and clerical support to the City Manager. Interaction with City Council members, department heads and the public are an integral part of the incumbent's assignments. The Administrative Assistant is expected to perform the duties with minimal guidance, and is expected to possess extensive knowledge of public agency office operations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Performs difficult and complex administrative, secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.
- Types or word processes and edits a wide variety of drafts and finished documents, including confidential materials from taped dictation, brief instructions or written materials; independently composes correspondence and related materials; coordinates the processing and/or distribution of various documents; coordinates the dissemination of information and documents to department heads and Council members.
- Researches and compiles a variety of information and data for report preparation and managerial decision-making.
- Establishes and maintains a variety of complex files and records, including confidential personnel records; oversees the retention and destruction of records according to state law.
- Schedules meetings and appointments for the County Manager and staff.
- Receives and responds to inquiries, requests for assistance, and complaints in areas of responsibility; provides information requiring the interpretation of policies and procedures; independently evaluates and responds to routine matters.
- Provides assistance with financial functions as assigned, including but not limited to maintaining and processing all Worker's Compensation claims and paperwork; reviewing, signing and approving cash disbursements for payments; processing accounts payable as needed; creating and maintaining spreadsheets and worksheets for mid-year and year-end budget reports, etc.
- Assists in the preparation of grant applications.
- Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate staff person; takes messages as needed.
- Completes and/or assists with special projects as requested.
- Performs general office duties, including but not limited to greeting and assisting office visitors, typing or word processing reports and correspondence, entering and retrieving computer data, copying and filing documents, ordering supplies, sending and receiving faxes, etc.
- Attends meetings, training, workshops, conferences, etc., as appropriate to enhance job knowledge and skills.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and local laws and regulations; City policies and procedures.
- Basic organization and functional responsibilities of City government.

- Standard office administration and secretarial / clerical practices and procedures, including business letter writing and the operation of common office equipment.
- Record-keeping, report preparation and filing systems and methods.
- Basic financial record-keeping methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Modern office practices and technology, including the use of computers for word and data processing, spreadsheet preparation and records management.
- Basic business arithmetic.

Ability to:

- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Perform complex and varied secretarial and clerical work involving considerable independent judgment.
- Understand, interpret, explain and apply rules, policies and procedures.
- Understand and follow complex oral and written instructions.
- Analyze and resolve office administration situations and problems.
- Compose correspondence and reports independently or from brief instructions.
- Research and compile a variety of information and materials.
- Transcribe dictation and type accurately at speeds necessary for successful job performance.
- Use computers effectively for word and data processing.
- Safely operate basic office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records and files.
- Perform required mathematical computations accurately.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Employ good judgment and make sound decisions in accordance with established procedures and policies; exercise sound discretion when faced with circumstances not covered by established policies and procedures.
- Maintain a high degree of confidentiality.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance with City functions and procedures.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.

Education and Experience:

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A high school diploma or GED equivalent. Completion of college-level coursework in business administration, business management or in administrative secretarial support is highly desirable.

Experience:

Five years of increasingly responsible office administration, secretarial and/or clerical administrative support experience, preferably including extensive public contact.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.

City of Corning

ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision to perform a variety of highly responsible and complex clerical, secretarial and administrative duties in support of departmental operations; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary classification provides high-level and often confidential administrative and clerical support to a City department head. Interaction with City Council members, department heads and the public are an integral part of the incumbent's assignments. The Administrative Secretary is expected to perform the duties with minimal guidance, and is expected to possess extensive knowledge of public agency office operations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Performs a variety of highly responsible and complex secretarial and administrative duties in support of an assigned department, including but not limited to composing and/or preparing reports and correspondence which may include materials of a confidential nature; compiling data for reports and decision-making purposes; scheduling meetings and appointments; maintaining calendars; making travel and accommodation arrangements; establishing and maintaining office filing systems; maintaining computer record-keeping systems, etc.
- Serves as primary secretary to the department head and assists in the coordination of department activities; serves as department liaison to other management staff.
- Communicates with a variety of City personnel, management staff, outside agencies and the public to exchange information, resolve issues or concerns, and coordinate activities.
- Maintains department budget information as assigned.
- Reviews and checks documents for completeness, accuracy and conformance with applicable rules, regulations and procedures.
- Provides information where judgment, knowledge and interpretation of policies and regulations are necessary.
- Attends meetings as required; takes and transcribes meeting minutes; prepares meeting agendas and related materials.
- Types or word processes, prepares, processes, copies, files and/or transmits a variety of routine and confidential documents, which may include reports, records, logs, notices, grant documents, permit applications, resolutions, ordinances, press releases, correspondence, etc.
- Enters and retrieves computer data and information; prepares spreadsheets and other computer-generated reports.
- Obtains estimates for and requisitions office supplies as needed; maintains supply inventory.
- Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate staff person; takes messages as needed.
- May perform routine bookkeeping duties, including receiving and receipting various fees and/or fines, processing invoices for payment, preparing bid packages and purchase orders, assisting with budget preparation, etc.
- Completes and/or assists with special projects as requested.
- Performs general clerical duties, including but not limited to copying and filing documents, sending and receiving faxes, collating materials, maintaining logs and lists, processing daily mail, etc.
- Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

MINIMUM QUALIFICATIONSKnowledge of:

- Pertinent federal, state and local laws and regulations; City policies and procedures.
- Basic organization and functional responsibilities of City government.
- Standard secretarial / clerical practices and procedures, including business letter writing and the operation of common office equipment.
- Record-keeping, report preparation and filing systems and methods.
- Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Modern office practices and technology, including the use of computers for word and data processing, spreadsheet preparation and records management.
- Basic business arithmetic.

Ability to:

- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Understand and follow complex oral and written instructions.
- Analyze complex clerical problems, evaluate alternatives and make sound recommendations.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.
- Type or word process and enter computer data accurately at speeds necessary for successful job performance.
- Use computers effectively for word and data processing and records management.
- Safely and efficiently operate basic office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records and files.
- Perform required mathematical computations accurately.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Maintain a high degree of confidentiality.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.

Education and Experience:

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A high school diploma or GED equivalent.

Experience:

Four years of increasingly responsible general clerical and secretarial experience.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.

**ITEM NO.: F-6
APPROVE RENEWAL OF AGREEMENT FOR
AUDIT SERVICES WITH DONALD R.
REYNOLDS, CPA
JUNE 26, 2007**

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

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER



SUMMARY:

Donald R. Reynolds, CPA is currently serving as the City's Auditor having been chosen three years ago through a request for proposals process. City Staff recommends the City Council approve a renewal of the Agreement for Audit Services for an additional three (3) years.

BACKGROUND:

Mr. Reynolds contacted the City in the attached letter offering to continue to provide audit services at the same fee per year as stated in the previous Agreement. He also makes the case that his experience working with the City for the past three (3) years makes it easier for him to see problems and because his firm has a clear understanding of the City's accounting systems.

Some Cities have advocated a change in Auditors every three (3) years in order to obtain a new prospective on the City's accounting system. This is one management view, but experience does not support it. Actually the longer a City Council can retain the same auditor, the better that Auditor understands the City's accounting systems and the better rapport the Auditor has with the City Staff. This rapport allows the Auditor to interact on a regular basis with City Staff who become more likely to share concerns about the accounting system. There is also a significant start-up cost each time a new Auditor must learn the City's systems.

In 2004 the City circulated a Request for Proposals for Audit Services to a number of qualified northern California Accounting Firms. At that time the screening committee consisted of Mr. Roy Seiler, CPA, the City's Accounting Advisor, and Mr. Tom Russ, Public Works Director. The Committee concluded that Donald R. Reynolds was well qualified to serve the City Council and he also had the lowest fees. The other Firms were also well qualified but they were much more expensive.

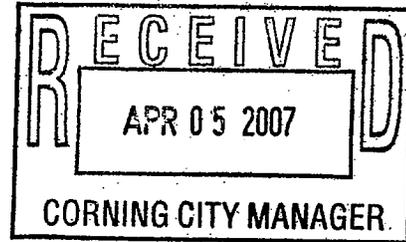
RECOMMENDATION:

MAYOR AND COUNCIL APPROVE A THREE (3) YEAR ACCOUNTING SERVICES AGREEMENT WITH MR. DONALD R. REYNOLDS, CPA AND DIRECT THE CITY ATTORNEY TO FINALIZE THE AGREEMENT FOR CITY MANAGERS SIGNATURE.

Donald R. Reynolds

Certified Public Accountant

March 20, 2007



Steve Kimbrough, City Administrator
City of Corning, Corning California

Re: Extension of Audit Contract

Dear Steve,

Now that the June 30, 2006 fiscal year is behind us I would like to propose an extension of the audit contract and offer the reasons that I feel it is in the best interest of the City to do so.

We have not discussed the extension of the audit contract through 2009 but I offer the following. After the last year and all of the refinancing I feel we are in a unique position to complete the recording of the RUS project and insure that it is reflected properly on the City's books, as well as maintaining the single audit. The complicated fund structure that you have also adds to the cost of the initial audit and requires additional time on the part of the staff and the accounting consultant. This, along with other areas that we have discussed, indicates a need for ongoing consultation on an "as-needed" basis. This is a service that I have always provided to the City as a part of the audit contract. It has never been and will never be a policy of this office, with regard to the City, to bill for consultation during the period between the completion of one engagement and the initiation of the subsequent one.

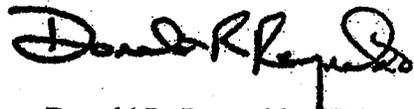
As stated in the previous extension letter, there is a significant cost to the City to change auditors. That cost results from the time spent by the finance department to prepare, process and review an RFP to acquire a new auditor. The costs are further compounded by the time spent by the finance department during the engagement, teaching the auditor the system, and training the auditor to understand the City's accounting and administrative systems. This is time that takes away from the time the finance department has to do their day to day work.

I would like to propose a three year extension of the current contract, at the same fee, per year, proposed for fiscal year 2006, or \$9,500 including the preparation of the annual financial statement.

To conclude, because of my experience with the City staff and systems I am in a unique position to conduct the audit with very little impact on the City's staff. As previously noted, the cost to the City of changing auditors at this time is the learning curve of both the new finance officer and the new auditor. This will place a tremendous strain on the remaining staff to bring all of the new people up to speed. By retaining me for an additional two years the City is afforded the opportunity to continue to make a smooth transition, without undo stress on its department heads. As stated above, I will continue to freeze the annual fee at its current level to assist the City in maintaining its current budgetary position.

I would be pleased to discuss any of the provisions of this proposal with you, the Council or members of the selection committee at your convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "Donald R. Reynolds". The signature is written in a cursive style with a large, prominent initial "D".

Donald R. Reynolds, CPA

**ITEM NO.: F-7
AUTHORIZATION TO SEEK
LANDSCAPE AND MAINTENANCE
PROPOSALS FOR A THREE-YEAR
AGREEMENT FOR SERVICE AT FIVE
CITY PROPERTIES
JUNE 26, 2007**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING**

**FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
TOM RUSS, DIRECTOR OF PUBLIC WORKS**

STEVE
Tom

SUMMARY:

Staff requests Council authorization to seek proposals for a three-year Landscape and Turf Maintenance Agreement for service to six (6) City properties. Contracting for landscape services for these small areas of City property frees Public Works employees to work on other more important projects. This service will be to the following six (6) City locations:

- Martini Plaza
- Corning Transportation Center
- Corning Library
- Corning Park and Ride
- Corning City Hall
- Fire Department

BACKGROUND:

Currently the City has an Agreement to provide landscape services for five City properties with DPM Landscaping that was awarded on September 14, 2004 and will expire on August 1, 2007 at a price of \$560.00 per month. This amount totals \$6,720 per year for these services. This year City Staff proposes the addition of the City Fire Department to this list. City Staff has appreciated the services DPM Landscaping has provided by restoring and maintaining the landscaping at these various locations.

When last advertised, five proposals were received; the highest was \$41,000 per year, DPM Landscaping submitted the low proposal of \$6,720 per year. DPM Landscaping was awarded the Agreement. This arrangement has served the City well by freeing up Public Works employees to work on other more urgent projects.

RECOMMENDATION:

MAYOR AND COUNCIL AUTHORIZE PUBLIC WORKS TO SEEK PROPOSALS FOR A THREE-YEAR LANDSCAPE AND TURF MAINTENANCE AGREEMENT TO PROVIDE LANDSCAPE SERVICES TO SIX (6) CITY PROPERTIES. FUNDING FOR THIS PROGRAM IS PROVIDED IN THE 2007-2008 BUDGET UNDER ACCOUNT NUMBER: 001-6315-6100 – LANDSCAPE MAINTENANCE/PARK MAINTENANCE.

LANDSCAPE AND TURF MAINTENANCE AGREEMENT

This agreement is entered into by and between the **City of Corning**, a Municipal Corporation, (hereinafter referred to as "City") and the person or entity identified at the end of this Agreement (hereinafter referred to as "Contractor").

Purpose of Agreement:

The purpose of this agreement is to document the arrangement worked out between the City and the Contractor for certain landscaping and turf maintenance work to be performed on City property over a three-year term.

Location of work to be performed:

The Contractor will perform Landscape and Turf Maintenance at the following six (6) City locations.

- ◆ Martini Plaza located in the 1400 block of Solano Street.
- ◆ Corning Transportation Center located at 1081 Solano Street.
- ◆ Corning Library located at 740 Third Street.
- ◆ Corning Park and Ride area located at the corner of Solano & Third Streets.
- ◆ Corning City Hall located at 794 Third Street.
- ◆ Corning Fire Department located at 814 5th Street.

Description of work to be performed:

The Contractor will perform the following work throughout the term of this Agreement:

- ◆ Mowing of all lawn areas on a weekly basis during the growing seasons and as needed during the fall and winter months.
- ◆ The shrub areas to be pruned and weeded at startup, and pruned and weeded as needed to insure proper growth habits and appearance.
- ◆ Trash or debris in the lawn or landscape areas to be removed weekly to maintain a neat appearance.
- ◆ Lawn areas to be fertilized on a five round program to insure optimum growth and appearance.
- ◆ Shrub areas to be fertilized on a two round program to insure optimum growth and appearance.
- ◆ Treatment for weed control in the lawn and shrub areas to be provided.
- ◆ Sprinkler system to be inspected weekly. Any general maintenance of the sprinkler system shall be included in the maintenance program.
- ◆ The maintenance program cost shall also include the needed replacement of plants and shrubs when needed.
- ◆ Repairs to the sprinkler systems that require the purchase of materials and supplies shall be completed within the terms of this maintenance agreement, with materials and supplies to be approved and purchased by the Department of Public Works.

- ◆ Contractor shall provide all the equipment required for this maintenance agreement.
- ◆ Lawn clippings and brush for shrubs shall have a City provided 96-gallon roller cart at each location for disposal.

Term of Contract:

The term of the Contract will be 3 years, beginning at signing of Contract and ending August 1, 2010.

Insurance Requirements:

- ◆ Contractor shall provide the City with Liability Insurance in the amount of \$300,000 and shall list the City as an Additional Insured on an Additional Insured Endorsement.
- ◆ Worker's Compensation shall be required for additional employees.

Business License Requirement:

- ◆ Contractor shall purchase and maintain a City of Corning Business License.

Amount of Compensation:

City will pay Contractor on a monthly basis at the beginning of each month for the work performed the preceding month. The monthly amount to be paid for each and every month throughout the term of this Agreement is: \$ _____.

Independent Contractor:

Contractor is an independent Contractor and is not an employee of the City. Although the City instructs the Contractor himself determines the hours to be worked, the manner in which the work is performed and how the objectives are met and the other details of the job. Contractor is not limited to performing landscape and turf maintenance work only for the City of Corning but it is assumed and agreed that the City will be one of several customers for whom Contractor performs similar services.

Attorney Fees and Costs:

In the event of a dispute arising out of this Agreement, City and contractor agree that a court or arbitrator may award a reasonable amount of attorney fees and costs to the prevailing party should such dispute be resolved through litigation or arbitration.

Entire Agreement:

This document represents the entire agreement between the parties and all commitments arising out of discussions between the parties have been fully integrated herein.

Notices to Parties:

Notices to City shall be provided to:

City of Corning
Attn: Public Works Director
794 Third Street
Corning, CA 96021

Notices to Contractor shall be provided to:

DPM Landscaping
P.O. Box 8116
Red Bluff, CA 96080

SO AGREED.

CITY OF CORNING

CONTRACTOR

By: _____

By: _____

Date: _____

Date: _____

ITEM NO: F-8
APPROVAL OF PARTIAL PAYMENT
NO. 4 FOR THE SAFE ROUTES TO
SCHOOL PROJECT
JUNE 26, 2007

TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
TOM RUSS, DIRECTOR OF PUBLIC WORKS

STEVE

SUMMARY:

Attached for City Council review is a copy of Partial Pay Estimate No. 4 requesting payment of \$36,107.50 for the Safe Routes to School Project. The Pay Estimate lists the original contract amount, any change orders/adjustments, work completed to date, retention amount and current amount due to the Contractor.

BACKGROUND:

The Project Engineer, Financial Consultant and the Director of Public Works have reviewed and approved this request.

Original Contract	\$223,590.00
Change Orders to Date (1)	<u>\$15,277.50</u>
Revised Contract Amount	\$238,867.50
Work Completed to Date	\$236,637.50
Less 10% Retention Held to Date	<u>\$23,663.75</u>
Subtotal:	\$212,973.75
Less Previous Payments to Date	<u>\$180,477.00</u>
Amount Due this Period:	\$32,496.75

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE THE ATTACHED PARTIAL PAYMENT ESTIMATE NO. 4 TO TOM WILLIAMS CONSTRUCTION IN THE AMOUNT OF \$32,496.75 FOR THE SAFE ROUTES TO SCHOOL PROJECT.

City of Corning

Corning Safe Routes to School Project

Progress Payment Request Number 4

June 20, 2007

RECEIVED

JUN 21 2007

CORNING CITY CLERK

THOMAS H. WILLIAMS

P.O. Box 7968 Chico, CA 95927

Lic.# 821566

CONCRETE CURB, GUTTER,
AND SIDEWALK
MACHINE AND HANDSET

Home: 530-343-7675

Mobile: 530-624-4342

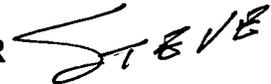
Fax: 530-343-4734

Item	Description of Work	Contract Quantity	Unit	Completed Quantity This Period	Previous Complete Quantity	Complete Quantity To Date	Unit Price	Complete This Pay Period	Complete Previous Period	Complete To Date	Contract Total
1	Excavate Sidewalk	25000	SF	0	24600	24600	1.7	0	41820	41820	42500
2	Sidewalk	25000	SF	0	24600	24600	4.1	0	100860	100860	102500
3	R&R Valley Gutter	1	EA	0	1	1	2500	0	2500	2500	2500
4	R&R Curb Returns	30	EA	0	30	30	1250	0	37500	37500	37500
5	R&R Sidewalk	120	SF	210	90	300	8	1680	720	2400	960
6	R&R Steps	150	SF	0	150	150	9	0	1350	1350	1350
7	R&R Curb and Gutter	20	LF	0	20	20	54	0	1080	1080	1080
8	Saw Cut	6	EA	0	6	6	200	0	1200	1200	1200
9	Remove and Reset water meter boxes	6	EA	0	6	6	100	0	600	600	600
10	Remove and Reset Mail Boxes	6	EA	0	6	6	150	0	900	900	900
11	Raised A.C. Ped Crossings	2	EA	2		2	3500	7000	0	7000	7000
12	Thermo Crosswalk	18	EA	18		18	425	7650	0	7650	7650
13	Install Ped Signs	19	EA	10		10	150	1500	0	1500	2850
14	Traffic Control and Signage	1	LS	0.2	0.8	1	15000	3000	12000	15000	15000
	ADD Change Order #1	1	LS	1		1	15277.5	15277.5	0	15277.5	15277.5
TOTALS								\$36,107.50	\$200,530.00	\$236,637.50	\$238,867.50

ITEM NO.: F-9
ANNUAL STATEMENT OF INVESTMENT
POLICY 2007
JUNE 26, 2007

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

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER

A handwritten signature in black ink, appearing to read "STEVE", is written over the printed name "STEPHEN J. KIMBROUGH".

SUMMARY:

Per Government Code 53646, the Statement of Investment Policy is to be reviewed and submitted annually to the City Council for approval. The Investment Policy serves as the guidance mechanism for the investment of City Funds.

RECOMMENDATION:

MAYOR AND CITY COUNCIL APPROVE THE ANNUAL STATEMENT OF INVESTMENT POLICY AS SUBMITTED.

CITY OF CORNING
STATEMENT OF INVESTMENT POLICY

I. Introduction:

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities that compromise good cash management include accurate cash projections, expeditious collection of revenue, control of disbursements, and cost effective banking relations.

II. Scope:

The Investment Policy covers all funds and investment activities under the direct authority of the City of Corning.

III. Objective:

- A. Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Corning shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. Liquidity:** An adequate percentage of the portfolio will be maintained in liquid, short-term securities which can be converted to cash if necessary to meet disbursements requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis will be on low sensitivity to market risk.
- C. Yield:** Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
- D. Market-Average Rate of Return:** The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, State and Local Laws and Ordinances.
- E. Diversification:** The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.
- F. Prudence:** The City of Corning adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section #2261), which obligates a fiduciary to ensure that: "...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."
- G. Public Trust:** All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

IV. Declaration of Authority:

The City Treasurer has the authority to invest funds in certain eligible securities (Government Code Section 53635).

V. Reporting:

The City Treasurer shall submit a quarterly investment report to the City Council, which shall include all the elements of the report as prescribed by Government Code Section 53646.

VI. Investment Instruments:

Investments for the City of Corning shall only be made in one or more of the following:

<u>Maximum Investment Instrument Financial Institution</u>	<u>Percentage Or Amount</u>	<u>Maximum Maturity</u>
A. Checking Accounts	Unlimited	N/A
B. Certificates of Deposits	Unlimited	5 Years
C. Local Agency Investment Fund	\$ 30 MM	N/A
D. Passbook Savings Accounts	Unlimited	N/A

VII. Internal Controls:

A system of internal controls shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, and imprudent actions by employees, and officers of the City.

VIII. Maturities:

Security purchases and holdings shall be maintained within statutory limits imposed by Government Code.

IX. Banks and Securities Dealers:

The City Treasurer, in selecting financial institutions for deposits and investments of the City funds, shall consider the credit worthiness of such institutions. The Treasurer shall continue to monitor financial institutions, credit characteristics and financial history throughout the period in which City funds are either deposited or invested.

X. Risk Tolerance:

The City of Corning recognized that investment risk can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Treasurer shall periodically establish guidelines and strategies to control risk of default, market price changes, and illiquidity. A competitive bid process, when practical, will be used to place investments.

XI. Statement of Investment Policy:

This Statement of Investment Policy shall be reviewed and submitted annually to the City Council.

Date

Stephen J. Kimbrough, City Manager

ITEM NO: F-10
UPDATED LIST OF OLIVE TREES TO
BE REMOVED WITHIN THE CITY
RIGHT OF WAY'S TO HELP CONTROL
THE OLIVE FRUIT FLY
JUNE 26, 2007

TO: HONORABLE MAYOR AND COUNCILMEMBERS
OF THE CITY OF CORNING

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER
TOM RUSS, PUBLIC WORKS DIRECTOR *Tom*

STEVE

SUMMARY:

At the May 22, 2007 City Council Meeting Council approved the removal of non-commercial Olive trees located within the City Right of Ways to help control the infestation of the Olive Fruit Fly.

BACKGROUND:

Public Works reported to Council that the estimated number of trees within the ROW was 70. With a new count we have located 151 olive trees within the ROW, this has doubled the original estimate. Public Works employees will remove the trees with their time being charged to the Streets Department and the grinding will be funded by Street Projects under tree pruning, line item 001-8002-3001.

The change will be the cost of grinding the stumps because the count has doubled. The original cost estimate for the stump grinding was \$3,000 and now this cost will increase to \$6,000. The estimated stump grinding cost is \$40.00 per each stump. At this cost it is more cost effective to grind the stumps then use our labor and equipment to remove and haul the stumps to the wood site on Carona Avenue. Attached is a table listing the count of the trees and the address's of where they are located.

Public Works will send a letter to each property owner to inform them of the proposed removal of the trees, and hopefully they will all want to comply. If this project turns out to be a problem with the adjacent property owners after they have received their letters we will bring it back to the Council for further discussion.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE THE INCREASED TREE COUNT AND EXPENSE OF REMOVING 151 OLIVE TREES WITHIN THE CITY RIGHT OF WAYS FOR AN ESTIMATED COST OF \$6,000 TO BE BILLED TO STREET PROJECTS TREE PRUNING LINE ITEM 001-8002-3001 TO FUND THE STUMP GRINDING.

OLIVE TREE REMOVAL LIST
JUNE 26, 2007

# TREES	ADDRESS	ROW SET BACK FROM BACK OF CURB	DISTANCE FROM BACK OF CURB
1	303 SIXTH STREET	13.6	8
4	324 WEST STREET	13.6	3
2	AIRPORT ON MARGUERITE AVE		
7	226 CARONA AVE	IN ROADWAY	
1	306 SOUTH STREET	13.6	5
3	403 SOUTH STREET	4.6	2
1	FIG STREET	IN ROADWAY	
1	503 SOUTH STREET	13.6	3
8	521 SOUTH STREET	13.6	3
4	521 SOUTH STREET	13.6	3
1	711 SOUTH STREET	13.6	3
3	704 SOUTH STREET	13.6	3
1	816 SOUTH STREET	13.6	3
1	315 WALNUT STREET	8.5	13
2	FIG STREET	4.5	3
4	1219 PEAR STREET	13.6	5
1	1216 PEAR STREET	13.6	5
1	603 ALMOND STREET	13.6	5
5	708 BEECH WAY	TREES ARE ON ALMOND STEET	3
7	1307 EAST STREET	13.6	3
4	1307 EAST STREET	TREES ARE ON ALMOND STREET	3
2	1307 EAST STREET	TREES ARE ON BEECH WAY	3
5	715 BEECH WAY	TREES ARE ON EAST STREET	3
2	903 HICKORY STREET	TREES ARE ON FIRST STREET	3
12	ROGERS PROPERTY SW CORNER OF SOUTH AND WEST STREET	ON PROPERTY NOT MAINTAINED	
1	1312 FOURTH STREET	TREE LOCATED ON MEADOWBROOK	3
3	CENTER STREET		1
2	1379 FIG LANE	4.6	3
1	1201 FIG LANE	4.6	3
5	VACANT LOTS 1104 & 1134 SIXTH ST	8	5
1	1119 WEST STREET	13.6	5
1	1023 WEST STREET	13.6	5
6	1016 WEST STREET	13.6	5
5	1685 KAUFMAN AVENUE	4.6	4-7
8	1192 HOUGHTON AVENUE	9.6	5
10	1791 ELIZABETH AVENUE	4.6	4
2	1842 ELIZABETH AVENUE	4.6	4
2	1745 TOOMES AVENUE	NO CURB TREES ARE ON ROAD EDGE	
1	HIGHWAY 99-W GEARJAMMER BAR	WITHIN ROW	
1	CORNER OF TOOMES AND LOLETA	WITHIN ROW	

6	2090 LOLETA AVENUE	TREES ARE JUST ON BORDER LINE OF ROW	
6	2120 LOLETA AVENUE	TREES ARE JUST ON BOADER LINE OF ROW	
3	HIGHWAY 99-W	WITHIN THE ROW AT BURCH CREEK BRIDGE	
12	HIGHWAY 99-W GREENDOORS BAR	WITHIN THE ROW ALONG THE GREENDOOR FRONTAGE	
1	1955 SOLANO STREET	RANCHO GRANDE PARKING LOT	
1	EDITH AVENUE	NEXT TO CHILDRENS MEMORIAL PARK WITHIN THE ROW	
1	303 SIXTH STREET	13.6	5
1	510 WEST STREET	13.6	5
	TOTAL COUNT		151 TREES

ITEM NO. F-11
ANNUAL FINANCIAL SUPPORT
FOR TRI-COUNTY ECONOMIC
DEVELOPMENT CORP.
JUNE 26, 2007

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER 

SUMMARY:

The City of Corning is a member of the Tri-County Economic Development Corporation. Tri-County EDC is an important part of the City's Economic Development Program. The Corporation receives basic funding support as the "Regional Economic Development Organization" through a Federally Funded Operating Grant from the State Department of Economic and Community Development, using federal funds. Each of the member Cities and Counties provide their proportionate share of the program match.

This year Tri-County EDC is asking the City of Corning for \$3,700. The City of Corning budgets this share from our CDBG Grant "Program Income".

A note of interest; the Tri-County Economic Cash Match for this year is 5.8% below last year.

RECOMMENDATION:

MAYOR AND COUNCIL APPROVE THE COMMITMENT OF \$3,700 AS THE CITY OF CORNING'S PROPORTIONATE SHARE OF THE TRI-COUNTY ECONOMIC DEVELOPMENT CORPORATION, FISCAL YEAR 2007/2008 PLANNING GRANT. WITH SUCH CITY SHARE BEING PAID JULY 1, 2007.

BACKGROUND:

Economic Development in the City of Corning includes programs that are intended to cause economic growth for the City of Corning and the surrounding area. As a small City, Corning cannot easily provide an Economic Development Manager; therefore, the responsibility rests with the City Manager, and with three local agencies with which the City interacts.

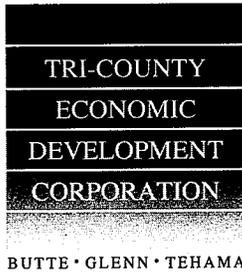
Tri-County Economic Development Corporation was established in 1985 as a private, non-profit agency and provides economic development planning and coordination in the Tri-County region, including Butte, Glenn and Tehama Counties. Tri-County works with the City of Corning by including Corning's economic development priorities in the Regional Plan, by soliciting federal grant financing for planning purposes and actual economic development projects.

Tehama Local Development Corporation is a private, non-profit corporation responsible for the retention and recruitment of business and industry to the entire County. TLDC recruits and assists prospective developers by providing site information and building requirements, and often “holds the hand” of the perspective new business. The TLDC Executive Director acts as a countywide team leader bringing the City and County staffs and local business representatives together as a team to quickly respond to development inquiries.

The City of Corning, City of Red Bluff, and County of Tehama all provide financial support for TLDC. \$12,000 has previously been approved for General Fund support of TLDC.

The Corning Chamber of Commerce is the best known of these agencies, and it has stated purpose is to foster business growth in the City by promoting business, and by encouraging quality development and residential growth. The Chamber coordinates many community activities designed to bring visitors to Corning.

The City funds a base annual contribution of \$18,000 plus an additional \$4,000, which is available to the Chamber to match large business donations to be solicited by the Chamber.



3120 Cohasset Rd
Suite 5
Chico, CA 95973

Tel: 530-893-8732
Fax: 530-893-0820

April 6, 2007

Stephen Kimbrough
City of Corning
794 Third Street
Corning, CA 96021

Re: Tri-County Economic Development District-Membership Cash Match 2007-2008

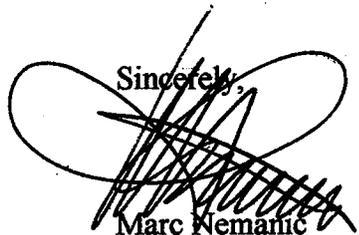
Dear Steve:

Enclosed for your consideration is the final FY 2007-2008 District cash match contribution levels. By legislative action, Congress moved to increase the local cash match percentage to 100% of the federal grant. Last year's match totaled \$63,000 with a federal grant of \$67,000; we expect that FY 2007-2008 federal grant will again total \$67,000.

The planned FY 2007-2008 match includes the \$4,000 increase mandated by the federal government and workload adjustments based on anticipated projects in Butte County and City of Chico.

The District member cash match for the City of Corning is \$3,700.00. This amount represents a 5.8% decrease from FY 2006-2007.

I have enclosed a cash match invoice along with the match agreement for your review and signature. The agreement outlines all the services that are available, through match or by separate fee agreement, as a member of the Tri-County Economic Development Corporation. Please return the signed cash match agreement and your payment to the Tri-County EDC as soon as possible. Call me directly at 893-8732 if you have any questions whatsoever.

Sincerely,

Marc Nemanic
Executive Director



Butte . Glenn . Tehama

3120 Cohasset Road
Suite 5
Chico, CA 95973

Phone: 530.893.8732
Fax: 530.893.0820

Invoice

First Request

Date: April 6, 2007

To: Stephen Kimbrough
City of Corning
794 Third Street
Corning, CA 96021

From: Tri-County Economic Development Corporation

Amount Due: \$3,700.00

For: Cash match for fiscal year 2007/2008 for the annual EDA
planning grant.

If you have any questions regarding this statement, please feel free to contact Marc Nemanic at (530) 893-8732 or at marc@tricityedc.org. Thank you.

**CONTRACT FOR SERVICES BETWEEN THE
TRI-COUNTY ECONOMIC DEVELOPMENT CORPORATION
AND THE CITY OF CORNING FOR ECONOMIC PLANNING AND COORDINATION
ACTIVITIES**

In consideration of the provisions of the Economic Development Administration Planning Grant Program, the City of Corning hereby agrees to provide \$3,700.00 as consideration to the Tri-County Economic Development Corporation (TCEDC) for the City of Corning's annual District Membership, and to match any planning grant funds received by TCEDC from the Economic Development Administration.

As stated in Article X, Section 2 of the TCEDC membership by-laws, "At a minimum, to be considered active, a member entity must contribute financially on an annual basis...." By signing this agreement, the City of Corning commits to contribute \$3,700.00 to remain a District Member.

As a District Member, the City of Corning shall have access to and may receive services through their district membership and cash match as described in Attachment A. The City of Corning shall also have access to and may receive additional services as those described in Attachment B on a Fee-for-Service basis or Attachment C through the execution of a Subrecipient Agreement

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Agreement to be executed by their duly authorized agent(s) this _____ day of _____, 2007.

City of Corning

Name: _____ Date: _____

Title: _____

Tri-County Economic Development Corporation

Name: _____ Date: _____

Marc Nemanic

Title: Executive Director

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT A – SERVICES PROVIDED TO JURISDICTIONS WITH ANNUAL DISTRICT MEMBERSHIP AND CASH MATCH

TCEDC is to serve as the economic development planning and coordinating organization for activities necessary or appropriate for the City of Corning. TCEDC's duties include:

- ◆ Development and annual update of the Comprehensive Economic Development Strategy (CEDS) for the District.
- ◆ Planning and execution of meetings held with member jurisdictions within the District.
- ◆ Assistance with the identification of funding sources for various public sector projects identified as priorities within the CEDS.
- ◆ Assistance with the identification of funding sources for various private sector projects requested by the member jurisdiction and related to identified priorities within the CEDS.
- ◆ Development of grant applications to the Economic Development Administration for specific projects identified as priorities within the CEDS.
- ◆ Planning and preparation of one (1) Community Development Block Grant (CDBG) Planning and Technical Assistance Grant application per fiscal year from either the Economic Development Allocation or the General Allocation or one Planning and Technical Assistance grant application from a funding agency other than CDBG.
- ◆ Staff hours spent supporting the Economic Development Administration Planning Grant including hours spent on monthly reports, mid-point reports, and annual reports provided to EDA.
- ◆ Support for local economic development activities through such services as meeting with local Economic Development Corporations, meeting with new businesses coming into the area, and meeting with existing businesses facing business retention or expansion issues.
- ◆ Providing demographic information on the District when requested.

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT B – SERVICES PROVIDED TO JURISDICTIONS ON A FEE-FOR-SERVICE BASIS

Fee-for-Service Contracts – Jurisdictions who decide to execute Fee-for-Service contracts are typically required to go through a competitive procurement process.

The Fee-For-Service rates, reviewed and updated on an annual basis, are as follows:

Clerical Assistance	= \$55/hr
Technical Assistance	= \$65/hr
Professional Services	= \$75/hr
Executive Services	= \$95/hr

TCEDC may provide the City of Corning with the subsequent services on a **Fee-for-Service** basis that may include but not be limited to the following:

- ◆ Assistance with identification of funding sources for various public sector projects that have not been specifically identified as priorities within the Comprehensive Economic Development Strategy (CEDS).
- ◆ Planning, organization, writing, and submittal of State Community Development Block Grant (CDBG) Over-the-Counter (OTC) grants, General/Native American Allocation grants, or Enterprise Grants.
- ◆ Development of grant applications to various State and Federal Agencies other than the Economic Development Administration for projects identified as priorities within the CEDS.
- ◆ Development of grant applications to various State and Federal Agencies **not** identified as priorities within the CEDS.
- ◆ Contract economic development staff.
- ◆ Grant/Project Management and/or Administration. Tasks could include such items as: overseeing subcontractors, tracking project budget, ensuring that project timelines are adhered to, preparation and submittal of various reporting documents, acting as a conduit between local jurisdiction and project consultants or project subcontractors, other project management related items.
- ◆ Grant/Project Implementation. Implementation of various grants including those related to community visioning, business needs assessments, general plan revisions, economic development plan preparation/implementation, various feasibility studies, and community development.
- ◆ Business Retention/Expansion Program planning, implementation, and management.

- ◆ Loan portfolio management including, but not limited to the following:
 - Loan payment billings and collections,
 - On-going portfolio management and periodic review of loan portfolio,
 - Remittance of all loan payments to the city or county,
 - Managing delinquencies, workouts and modifications,
 - Sending appropriate late notices to the borrower according to TCEDC guidelines,
 - Collecting financial statements and tax returns,
 - Verification that the borrower maintains the appropriate insurance covering the collateral property throughout the life of the loan,
 - Notifying the city or county of any delinquencies beyond 45 days,
 - Foreclosure and liquidation activities,
 - Utilizing TCEDC’s Loan Administration Board as an advisory body for action to be taken on any delinquencies and notifying the city or county as to the Board’s recommended action,
 - Job creation/retention monitoring.

- ◆ Loan pre-qualification and underwriting including, but not limited to the following:
 - Eligibility review includes preliminary eligibility for available loan programs, credit worthiness, background checks, and appropriate financing structure to maximize public benefit and repayment.
 - Loan pre-qualification services include document gathering, review, and recommendation of specific financing through available public and private funding sources.
 - Loan Underwriting includes all phases of financial due diligence including loan structuring, cash flow analysis, collateral review and valuation, credit worthiness, guarantor validation, and debt service assessment. Loan closing and documentation includes all necessary loan documents and security-related actions needed to properly close and secure a loan made by a requesting jurisdiction. Cost is determined on a case-by-case basis based on the quality of underwriting documentation.
 - Loan monitoring includes covenant compliance reviews, quarterly financial assessment to determine financial trends, and long-term repayment ability of loans.

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT C – SERVICES PROVIDED TO JURISDICTIONS UNDER AN EXECUTED SUBRECIPIENT AGREEMENT

Subrecipient Agreements – a Subrecipient Agreement has a limited use and is used to carry out agreed-upon, eligible activities usually under CDBG funding. Subrecipient agreements are typically used to contract with a consultant to implement a grant project that was created or written by the consultant. Subrecipients are viewed as an extension of County or City staff and are therefore not subject to procurement procedures.

The Subrecipient bill rate is at-cost. The at-cost basis will be reviewed and adjusted annually.

TCEDC may provide the City of Corning with the subsequent services executed through a **Subrecipient Agreement** that may include but not be limited to the following:

- ◆ Grant/Project Implementation and/or Administration. Implementation of various grants including those related to community visioning, business needs assessments, general plan revisions, economic development plan preparation/implementation, various feasibility studies, and community development.

It will be the sole discretion of TCEDC to determine which contractual method is best suited for potential projects.

ITEM NO. I-12
RESOLUTION NO. 06-26-07-01
ESTABLISHING AN
APPROPRIATIONS LIMIT FOR
THE CITY OF CORNING FISCAL
YEAR 2007 – 2008
JUNE 26, 2007

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER



SUMMARY:

Annually the City must set its Appropriation Limit as required by Article XIII B of the California Constitution. The Appropriation Limit is also known as the "Gann Limit," named after the Initiative Proponent who sought a Constitutional Amendment to put limitations on the growth of Government. Unfortunately, Charles Gann, an associate of Howard Jarvis, failed to seek any limitations on State Government!

City Independent Auditor Roy R. Seiler has produced the attached report for public review. In support of the proposed Resolution, the Appropriation Limit this coming Fiscal Year is \$9,546,530 increased from last year's limit of \$9,110,154, which far exceeds the City's proposed General Fund Base Operating Budget.

RECOMMENDATION:

MAYOR AND COUNCIL RECEIVE THE REPORT OF THE CITY AUDITOR AND ADOPT RESOLUTION NO. 06-26-07-01 ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE CITY OF CORNING FOR THE FISCAL YEAR 2007-2008.

RESOLUTION NO. 06-26-07-01

**A RESOLUTION ESTABLISHING AN APPROPRIATIONS LIMIT
FOR THE CITY OF CORNING
FISCAL YEAR 2007-2008**

WHEREAS, Article XIIIB of the California Constitution requires that an appropriations limit be established,

BE IT RESOLVED, that the City Council of the City of Corning declares that the appropriation limit for the City of Corning, subject to correction and adjustment, is \$9,546,530. This appropriations limit is for the fiscal year 2007-2008 pursuant to the provisions of Sections 36936.1 and 36937 of the Government Code of California.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately and shall be published at least once in the Corning Observer, a newspaper of general circulation, printed, published and circulated in the City of Corning.



This Resolution was introduced and adopted by the City of Council of the City of Corning on the 26th day of June, 2007 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gary R. Strack, Mayor

ATTEST:

Lisa M. Linnet, City Clerk

ITEM NO.: I-13
APPROVE ANNUAL PROGRAM OF
SERVICE AND CITY BUDGET FOR
FISCAL YEAR 2007 – 2008
THROUGH ADOPTION OF
RESOLUTION NO. 06-26-07-02
JUNE 26, 2007

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: STEPHEN J. KIMBROUGH, CITY MANAGER



INTRODUCTION:

The City Council received the Program of Service and Budget on Friday, June 8, 2007 and held public meetings on the Budget on June 12th, June 21st, and June 26, 2007.

The changes made by the City Council have been incorporated into the Resolution which is now ready for adoption. The Resolution implementing the budget adopts the appropriation and expenditure limits for each City Fund that supports the Budget.

BACKGROUND:

The changes made by the City Council are included in the attached report titled "Funding for Important Projects: 2007 – 2008" dated June 26, 2007. Also included for Council's review is a copy of the General Fund Summary reflecting the changes made by the City Council and an amended "Street Maintenance Funds Status: June 26, 2007". This reflects the additional street work approved by the City Council.

As directed by the City Council at the Special Meeting held on June 21, 2007, Staff has incorporated the estimated \$30,000 Railroad Grade Crossing on Fig Lane, and \$27,000 for a start-up Recreation Program providing for employment of a Recreation Coordinator after January 1, 2008. Both the Railroad Grade Crossing and the Recreation Program are to be funded with General Fund "Available Reserve" and are shown in the line titled "Additions by the City Council" on the General Fund Summary.

The City Council approved six months funding of the Recreation Program. The Recreation Program has a planned funding for only three (3) years in order to provide time for the recreation advocates to develop a voter approved Recreation District to serve both City and County residents surrounding the City of Corning. The Council also added \$16,000 in General Funding to support the overtime costs of Community Events.

One Council member asked that I better explain the importance of shopping in Corning, because the sales tax is the major supporter of City services; property tax also plays an important role. This coming fiscal year the City is projected to receive \$2,500,000 in sales tax, most of which comes from the ten largest retail sales businesses who do regional business. The majority of the sales come from outside of the Community, principally through regional car sales and automotive and truck fuel.

The purchase of a single automobile that sold for \$40,000 returns only \$360 to the City of Corning. The purchase of a \$100 power tool returns only .90 cents to the City of Corning. The far majority of all sales tax goes to the State of California; the City only receives nine tenths of one (1) penny on each one dollar of sales.

When a Corning resident or County resident purchases a vehicle in a neighboring Community, the sales tax of their purchase benefits that neighboring Community and not their hometown of Corning.

The City's share of property tax is also quite small. A Corning City resident having purchased a \$300,000 home pays about \$3,000 per year in property taxes, of that the City of Corning receives \$390. A resident owning a home for a number of years would have a home assessed at a much lower value; for example a home with an assessed value of \$96,000 will pay \$125 to the City of Corning, and an older home with an assessed value of \$45,000 contributes about \$59 per year in property tax to the City of Corning.

Clearly the City's ability to support and encourage retail sales is critical to the City's ability to provide services.

RECOMMENDATION:

MAYOR AND COUNCIL ADOPT RESOLUTION NO. 06-26-07-02 APPROVING THE ANNUAL PROGRAM OF SERVICE FOR FISCAL YEAR 2007 – 2008 AND THE CITY BUDGET.

General Fund Summary

June 26, 2007

Here is the **Current 2006 - 2007 Budget** as amended during the year.

	Approved Budget	Actual to Date	Year End "Guess"
Budgeted Revenue	\$3,920,250	\$4,534,363	\$4,570,000
Budgeted Expenditures	\$4,219,334	\$3,821,392	4,250,000
Budget Net	\$ (294,084)	\$ 712,971	\$ 320,000
Plus expected net revenue for Year End		\$ 320,000	←
General Fund <u>Beginning</u> Balance July 1, 2006 ¹		\$ 868,908	

Less Operating Reserve set by Policy² \$500,000 plus \$200,000 = \$ 700,000

This year the reserve should be increased to insure sufficient cash flow for operations. \$700,000 only represents 15% of the Proposed Operating Budget before adding projects. Recommend application of One Time Delinquent TOT in amount of \$172,478 along with a portion of Available Reserve to increase the Operating Reserve to \$700,000.³

Uncommitted General Fund Reserve Available for next year **\$ 661,386**

Proposed 2007 - 2008 Annual Budget

Projected Revenue	\$4,382,750	
Proposed Operating Expenditures	\$4,573,499	Minimum Essential Funding
New Revenues Needed	\$ 190,749	

New Programs should be avoided, if possible, until the Projected Revenue as shown above consistently exceeds the Minimum Essential Expenditures. The City Manager's Proposed General Fund Budget, below, is balanced through the use of Reserves and provides for the continuation of City Services approved by the City Council; the Budget total of \$5,094,759 now includes the Funding for Important Projects added by City Council.

Projected Revenue	\$4,382,750
Plus Available Reserve	661,386
Add the NCCSIF Insurance Dividend arriving in July ⁴	98,201
Total General Funds Available	\$5,142,337

The June 12 presentation showed an Estimated uncommitted "Available Reserve" of \$ 568,838, before the additions were made.

Proposed Operating Expenditures⁵	\$4,573,499
Additions by City Council	<u>594,260</u>
	\$(5,167,759)
Estimated uncommitted "Available Reserve" Over by	\$ (25,422)

The report titled "FUNDING FOR IMPORTANT DEPARTMENT PROJECTS" lists the City Departments' Proposed Projects as described in the Adopted Capital Improvement Program".

The City Council funds one time projects or program commitments with that portion of the Reserve or savings not essential for cash flow and emergencies. This usable portion of the General Fund Reserve is called the "Available Reserve".

¹ Source: Annual Audit

² An Operating Reserve is set by City Council Policy at \$500,000 since 2002. An increase to \$700,000 is only 15% of Operating Budget.

³ \$868,908 + \$320,000 + \$172,478 - \$700,000 = \$661,386 available for Projects.

⁴ The City is a member agency of the Northern California Cities Self Insurance Fund for Liability and Workers' Compensation Insurance.

⁵ Covers Minimum Essential Funding of All Personnel and Operations

RESOLUTION NO. 06-26-07-02
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORNING
ADOPTING THE ANNUAL PROGRAM OF SERVICES AND CITY BUDGET
FOR FISCAL YEAR 2007-2008

WHEREAS, the City Council received the proposed Budget on June 12, 2007;
and

WHEREAS, the City Council conducted two Public Meetings, one on June 12th
and June 26th, 2007, and a Study Session on June 21, 2007, in order to receive public
input on levels of service and general concerns of the citizens; and

WHEREAS, the City Council has made various changes in the proposed Annual
Program of Service and Budget; and

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

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. & TRANS</u>	<u>RESERVE USED / CARRY OVER</u>
001 General Fund	\$4,382,750	\$5,167,759	\$(785,009)
071 PD Equip. Replace. Fund	\$ 76,000	\$ 153,115	\$ (77,115)
076 Fire Equip. Replace. Fund	\$ 88,068	\$ 80,532	\$ 7,536
078 PW Equip Replace. Fund	\$ 500	\$ 50,800	\$ (50,300)
105 Rural Planning	\$ 31,000	\$ 32,420	\$ (1,420)
107 STIP	\$ 400,000	\$ 400,000	\$ -0-
108 Federal Programs	\$ 1,800	\$ 35,000	\$ (33,200)
109 Gas Tax	\$ 49,348	\$ 93,159	\$ (43,811)
110 Gas Tax / 2106	\$ 33,336	\$ 33,701	\$ (365)
111 Gas Tax / 2107	\$ 57,835	\$ 74,870	\$ (17,035)
112 Gas Tax	\$ 2,200	\$ 2,200	\$ -0-
114 Tr. Sales Tax	\$ 131,000	\$ 162,350	\$ (31,350)
115 Traffic Cong.	\$ 500	\$ 27,000	\$ (26,500)
116 Traffic Mitigation Fees	\$ 00	\$ 00	\$ 00
118 Safe Routes to School	\$ 109,000	\$ 00	\$ 109,000
120 T.E.A. Downtown	\$ 00	\$ 16,500	\$ (16,500)
142 BID	\$ 00	\$ 00	\$ 00
150 Planning Envir. Review	\$ 00	\$ 00	\$ 00
161 Office Traffic Safety	\$ 67,245	\$ 37,374	\$ 29,871
170 Abandoned Vehicles	\$ 4,000	\$ 7,000	\$ (3,000)
176 CLEEP	Close Fund effective June 30, 2007		
184 CA TECH Police	\$ 00	\$ 1,959	\$ (1,959)
303 Flood Prevention	\$ 43,750	\$ 43,750	\$ 00
304 GIS Planning	\$ 43,750	\$ 43,750	\$ 00
305 Retail Trade	\$ 43,750	\$ 43,750	\$ 00
308 Housing Element	Close effective June 30, 2007		

RESOLUTION NO. 06-26-07-02, page 2

<u>FUND DESCRIPTION</u>	<u>ESTIMATED REVENUE AND TRANSFERS</u>	<u>APPROPRIATED EXPEND. & TRANS</u>	<u>RESERVE USED / CARRY OVER</u>
323 Prog. Income Unrestricted	\$ 00	\$ 25,170	\$ (25,170)
325 Program Income ED	\$ 00	\$ 59,300	\$ (59,300)
326 Program Income General	\$ 00	\$ 199,500	\$ (199,500)
341 Park Acquis. Quimby Act	\$ 12,200	\$ 00	\$ 12,200
345 Drainage	\$ 11,500	\$ 3,000	\$ 8,500
346 Water Capital Improve.	\$ 29,000	\$ 25,000	\$ 4,000
347 Sewer Capital Improve.	\$ 31,000	\$ 3,000	\$ 31,000
348 WWTP Sewer	\$ 321,000	\$ 233,162	\$ 87,840
350 Park Bond	Close Fund June 30, 2007		
352 Yost Park	\$ 00	\$ 00	\$ 00
353 Park Improvement Comm.	\$ 1,502	\$ 00	\$ 1,502
355 Parkland Acquisition	\$ 5,000	\$ 00	\$ 5,000
356 Trail Development	\$ 00	\$ 00	\$ 00
365 Curb/Gutter-Revolving	\$ 7,000	\$ 19,500	\$ (12,500)
380 WWTP Capital	\$ 49,000	\$ 50,000	\$ (1,000)
381 Sewer Capital Replace.	\$ 18,300	\$ 17,800	\$ (500)
383 Water Capital Replace.	\$ 53,817	\$ 78,800	\$ (24,983)
385 WWTP Expansion	Close Fund June 30, 2007		
390 Airport Master Plan	Close Fund June 30, 2007		
401 J. T. Levy	\$ 250	\$ 500	\$ (250)
402 Rodgers Theatre Trust	\$ 2,000	\$ 27,500	\$ (25,500)
403 Ridell Library Trust	\$ 2,000	\$ 3,500	\$ (1,500)
610 Sewer Enterprise	\$ 1,264,285	\$ 1,255,606	\$ 8,679
611 Sewer Rate Coven. Fund	\$ 00	\$ 00	\$ 00
615 Solid Waste	\$ 300,000	\$ 307,000	\$ 7,000
620 Airport	\$ 17,400	\$ 11,250	\$ 6,150
621 Airport CIP	\$ 00	\$ 00	\$ 00
625 Transportation Center	\$ 17,400	\$ 12,500	\$ 4,900
630 Water Enterprise	\$ 1,192,034	\$ 998,708	\$ 193,326
701 Lighting & Landscape Dist.	Appropriations to be set following Public Hearing		

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

1. The Annual System Replacement commitment from the Sewer Enterprise Fund as mandated in the Federal Wastewater Treatment Plant Construction Grant is committed to pay debt service for Sewer Replacement Bonds.
2. Public Safety Sales Tax, approved by the voters in Prop. 172, is distributed between the Police Equipment Replacement Fund #071 and Fire Equipment Replacement Fund #076. Upon receipt, funds shall be deposited into the General Fund Revenue Account #001-4122, and become a part of the annual transfer in support of Funds #071 and #076.
3. \$45,000 per year for Equipment Replacement shall be transferred annually from the Sewer Enterprise Fund #610 to the Wastewater Treatment Plant Capital Replacement Fund #380.
4. \$17,300 per year Equipment Replacement shall be transferred annually from the Sewer Enterprise Fund #610 to the Sewer Capital Replacement Fund #381.
5. \$53,045 per year shall be transferred annually from the Water Enterprise Fund #630 to the Water Capital Replacement Fund #383.

RESOLUTION NO. 06-26-07-02, page 3

5. The Annual Subsidy to the Corning Municipal Airport Enterprise Fund is not needed and shall be set at \$0, (subsidy transferred from the General Fund #001, to the Airport Enterprise Fund #620).
6. The Annual Subsidy to the Transportation Center Fund is not needed and shall be set at \$0, (subsidy transferred from the General Fund #001, to the Transportation Center Fund #620).
7. Authorize City Manager to make annual year end transfer of Unrestricted CDBG Program Income into its separate Fund, Fund #323, in order to segregate funds available for use.
8. Transfer to General Fund #001, prior to June 30, 2007, the excess interest earned in the amount of \$6,591, representing the June 30, 2006, Solid Waste Fund #615 balance.
9. Close Police Grants Fund #176, June 30, 2007, and transfer balance of \$3,550, plus interest to Police Equipment replacement Fund #071.
10. Close unused Funds numbered 182 and 184 by June 30, 2007.
11. Close Housing Element Fund #308, by June 30, 2007, and transfer deficit of \$1,749 to General Fund.
12. Close Park Bond Act of 2000 Fund #350, by June 30, 2007, and transfer of the approximate Fund balance of \$1,002 to the Park Improvement Fund #353.
13. Close Airport Grant Funds #390 and #621 by a transfer of required matching funds in the approximate amount of \$52,953, from the Airport Enterprise Fund #620 following receipt of remaining FAA and State Aviation Grant Funds..



The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Corning, held on June 26, 2007 by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

Gary R. Strack, Mayor

ATTEST:

Lisa M. Linnet, City Clerk

Remaining funds available
after funding each
Proposed General Fund Project

In the Fire Department:

Annual Funding of Fire Equipment Replacement Fund #076 **Cost \$ 50,000**
 Additional General Fund Needed \$ 5,000
 State Indian Gaming Fund \$ -0-
 Paskenta Tribal Contribution \$ 26,308

\$ 10,760 **\$ 548,078**

*in Budget FUNDED 001-9501-5500
Funding approved June 12, 2007*

Includes:

Annual Lease Payment for Aerial Truck` **Annual Cost \$47,375**
 Fire Equipment Replacement Fund #076 \$ 21,067 **FUNDED 076-9315-2301**
 Requested Paskenta Tribal Contribution \$ 26,308 **Verbal commitment Made by Tribe**

All other budgeted equipment **Cost \$ 27,397 FUNDED 076- VARIOUS -2301**
Annual funding of Fire Equipment Replacement Fund covers the other budgeted equipment on the Fire CIP for the coming year)

Remaining automatic door Openers **Cost \$ 4,500** **Funding approved June 12, 2007**
Remaining Personal Safety Alarms **Cost \$ 1,260** **Funding approved June 12, 2007**

In General City:

City Clerk: Purchase 4 Fire Proof Files **Cost \$ 9,000** **Funding approved June 12, 2007** **\$ 9,000** **\$ 539,078**
 General Fund 001-9330-1300

Finance **Replace Computer Server** **Cost \$ 9,000** **630-9300-1500** **FUNDED**

In the Public Works Department

Annual Funding of Public Works Equipment Replacement Fund #078 **Cost \$50,000** **UNFUNDED**

Public Works Administration

Building Maintenance Division

Paint Interior City Hall **Cost \$10,000** **postpone again**
 Building Maintenance.

Remaining funds available
after funding each
Proposed General Fund Project

Parks Division

Yost Park – Replace Bleachers Cost \$ 8,000 Funding approved June 12, 2007 \$ 8,000 \$ 531,078
 Replace Baseline Fence Cost \$ 4,500 Funding approved June 12, 2007 \$ 4,500 \$ 526,578
 General Fund 001-9305-6100

New Restrooms at Woodson Park

Cost \$ 40,000 postpone again

Park Improvement Volunteer Annual Funding to be determined Cost \$ 25,000 in past UNFUNDED

Recommend that Council direct Recreation Commission to work with volunteer committee to identify next priority and return for funding authorization

Park Land Acquisition to support Community and future Growth Cost \$220,000
 2002 California Park Development Bond Act

Rogers Theater

Theater Marquee Restoration Remaining Cost \$ 27,500 no impact on Gen. Fund
 Rogers Theater Trust Fund 402-9147-6125 \$27,500 **FUNDED**

Streets Division

Purchase replacement Dump truck Cost \$75,000 **FUNDED**
 Sewer Capital Replacement Fund 381-9208-3000 \$15,000 **FUNDED**
 Water Capital Replacement Fund 383-9208-3000 \$15,000 **FUNDED**
 Public Works Replacement Fund 078-9308-3000 \$48,000 **FUNDED** corrected

Curb, Gutter and Sidewalk Replacement Program Annual Cost \$50,000
 General Fund 001-8004-3000 \$ 20,000 **FUNDED**
 General Fund 001-8004-3000 \$ 16,000 Funding approved June 12, 2007 \$ 16,000 \$510,578
 Road Funds 115-8004-3000 \$ 14,000 **FUNDED**

Community Events add funding to provide overtime support by Police and Public Works Departments
 General Fund 001-8004-3000 \$ 16,000 Funding approved June 21, 2007 \$ 16,000 \$494,578

Remaining funds available
after funding each
Proposed General Fund Project

Street Projects

<u>Reconstruct South Street from Marguerite to 5th Street</u>	Cost \$450,000	
State Prop. 1 B Funds 107-9290-3001	\$400,000 awaiting receipt when State Budget is approved	
General Fund 001-9290-3001	Funding approved June 12, 2007	\$ 50,000
		\$444,578
<u>Overlay Fig Lane from RR to Clark Park</u>	Cost \$278,000 including new RR Grade Crossing	
General Fund 001-9291-3001	Funding approved June 21, 2007	\$ 278,000
		\$166,575
<u>Overlay Peach Street from Fig Lane to Solano Street</u>	Cost \$248,000	
General Fund 001-9292-3001	Funding approved June 12, 2007	\$ 165,000
		\$ (1,578)
<u>Implement New Recreation Program: begin Program January 1, 2008</u>		
General Fund	six month budget \$ 27,000	Funding approved June 21, 2007
		\$ 27,000
		\$ (25,422)

REMAINING AVAILABLE RESERVE FOR ALLOCATION TO CITY PRIORITIES

Airport

none

\$ (25,422)

Sewer Division

WWTP Capital Replacement Fund 380-9206-5250	\$50,000	FUNDED
Repair and Seal "EQ" (Equalization) Basin	\$ 7,000	
Install electric Security Gate at WWTP	\$ 6,000	
Seal and Repair Concrete around WWTP	\$ 8,000	
Unforeseen replacement	\$29,000	

Water Division

Well Telemetry Improvements	346-9237-7420	Cost \$25,000	ongoing	FUNDED
Backflow Parks	383-9280-7420	Cost \$25,000		FUNDED
Well Chlorinators	383-9281-7420	Cost \$18,000		FUNDED
Fence Blackburn Well	383-9282-7420	Cost \$18,000		FUNDED

STREET MAINTENANCE FUNDS STATUS: JUNE 26, 2007

FUND	GAS TAX	Current Year 2006-2007 (1)			Next Year 2007-2008			
		Beginning Balance (6-30-06)	Expected Revenues	Expected Expenditures	Projected Balance	Expected Revenues	Proposed Expenditures	Projected Balance
109	2105	\$48,929	\$43,782	\$48,900	\$43,811	\$49,348	\$93,159	\$0
110	2106	\$29,530	\$32,937	\$62,061	\$406	\$33,336	\$33,701	\$41
111	2107	\$39,064	\$57,800	\$79,829	\$17,035	\$57,835	\$74,870	\$0
112	2107.5	\$282	\$2,200	\$2,200	\$282	\$2,200	\$2,200	\$282
114	LTF (2)	\$34,337	\$143,000	\$145,697	\$31,640	\$131,000	\$162,350	\$290
115	State Traffic Con. Relief (3)	\$19,921	\$52,563	\$45,500	\$26,984	\$500	\$27,000	\$484
<u>SPECIAL PURPOSE FUNDS</u>								
105	Rural Planning-Roads (5)	\$9,209	\$29,000	\$29,000	\$9,209	\$31,000	\$32,420	\$7,789
108	Fed. TEA & RSTP (6)	\$88,467	\$37,130	\$88,400	\$37,197	\$1,800	\$35,000	\$3,987
118	Safe Routes to School	\$0	121,378	\$230,400	(\$109,022)	\$109,022	\$0	\$0
120	Fed. TEA for Downtown (7)	(\$13,239)	\$30,000	\$0	\$16,761	\$0	\$16,761	\$0
365	Curb & Gutter Revolving (4)	\$16,482	\$1,000	\$0	\$17,482	\$7,000	\$19,500	\$4,982
345	Drainage Improvements	\$53,131	\$23,000	\$3,562		\$10,000	\$3,000	\$7,000
116	Traffic Mitigation	\$30,673	\$65,000	\$0		\$0	\$0	\$0
001	Gen Fund Spt. of Maint. (8)	No Carryover	\$138,755	\$138,755	\$0	\$674,360	\$674,360	\$0
001	Gen Fund Spt. of Street & Traffic Lights	No Carryover	\$78,000	\$78,000	\$0	\$78,000	\$78,000	\$0
				Expected			Proposed	
				\$952,304			\$1,252,321	

1- State no longer provides early projections; City must use prior year's estimates
 2- Local Transportation Funds come to the City through the County; they are generated by a Statewide transportation sales tax (special quarter cent gas tax) approved by the Voters as the Transportation Development Act or TDA. 2007-08 Est. \$128,000
 3- Prop.42 Gas Sales Tax Monies for Maintenance. Agreement of Cities and Counties with the Governor suspended income for 2006-07 & 2007-08 current \$ are payment for
 4- Curb & Gutter Revolving Fund makes loans to property owners who install curb & gutter where there were none. Fund balance exceeds needs and \$900,000 was returned to the General Fund in FY 2005-2006.
 5- Restricted for Transportation Planning Activities. OWP monies: for FY 07-08 est. R/STIP \$20,000; Aviation \$8,000; GIS \$3,000. For 06-07 \$18,000; \$8,000;\$3,000
 6- RSTP and TEA funding ended 6-30-02, \$15,181 R/STIP & \$20,323 TEA received per TCTC Final Budget 02/03 Total \$35,504; though no future funds are projected, the TCTC distributed an additional \$35,530.04 to Corning from its funds.
 7- The City received approval for funding of the downtown streetscape and lighting improvements from Federal Transportation Enhancement Act restricted to this type of project and not available for street maintenance. The initial funding is for the project study and engineering report called a "PS&E".
 8- Includes General Fund support in Streets, Street Projects, Public Works Administration and Engineering including Development Engineering