CITY OF RIVERBANK
REGULAR CITY COUNCIL MEETING
City Hall Council Chambers
6707 Third Street • Riverbank • CA 95367

choose civility

AGENDA
MONDAY, MAY 13, 2013 – 6:00 P.M.

CALL TO ORDER: Mayor Richard D. O'Brien

FLAG SALUTE: Mayor Richard D. O'Brien

ROLL CALL: Mayor Richard D. O'Brien
Vice Mayor Jeanine Tucker
Councilmember Barber-Martinez
Councilmember Dotty Nygard
Councilmember (vacant)

THE REGULAR CITY COUNCIL MEETING MAY RECESS AT 7:00 P.M. TO OPEN THE SPECIAL CITY COUNCIL, TOWN HALL MEETING; AND UPON ITS ADJOURNMENT, THE REGULAR MEETING WILL BE RECONVENED IF NECESSARY.

CONFLICT OF INTEREST
Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

1. PRESENTATIONS

Item 1.1: Proclamation Declaring the Month of May 2013 as Asthma Awareness Month.

Item 1.2: Proclamation Recognizing the Contribution of Municipal Clerks.

Item 1.3: Proclamation Declaring National Public Works Week, May 19 – 25, 2013.

Item 1.4: Stanislaus Consolidated Fire Protection District (SCFPD) Update.

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time; time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon by the City Council. For record purposes, state your name and City of residence. Please address the entire City Council and refrain from directing your comments to a single Member of the Council or the audience.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the March 11, 2013, Special City Council (Town Hall) Minutes.

Item 3.B-1: Approval of the March 25, 2013, Regular City Council Minutes.

Item 3.B-2: Approval of the April 8, 2013, Regular City Council Minutes.

Item 3.B-3: Approval of the April 22, 2013, Regular City Council Minutes.

Item 3.C: **Formal Adoption of Job Descriptions for Director of Development Services and Human Resources Manager Positions –** It is recommended that the City Council approve the job descriptions for the positions of Director of Development Services and Human Resources Manager, which are included in the FY 2012-2013 Budget.

Item 3.D: **Resolution Approving the Enterprise Zone Expansion Request for Stanislaus County to Include Waterford Almond Huller & Sheller** – It is recommended that City Council adopt a Resolution to approve the expansion of the Stanislaus Enterprise Zone boundaries to include Waterford Almond Huller & Sheller.

Item 3.E: **Modifications to the 2013 City Council Meeting Schedule for Holiday Observances** – It is recommended that the City Council cancel the City Council meetings scheduled for Memorial Day, Monday, May 27; Veterans Day, Monday, November 11; and Monday, December 23, 2013.

Item 3.F: **Resolution Approving the Transfer of Funds from Wastewater Treatment Plant Rents & Leases Account to the Wastewater Treatment Plant Professional Services Account** – It is recommended that the City Council adopt the Resolution approving the transfer of $6,000.00 from the Wastewater Treatment Plan Rents & Leases line item account (#106-424.000-702.031) to the Wastewater Treatment Plant Professional Services line item account (#106-424.000-702.032) for the replacement purchase of a flow meter.

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

4. UNFINISHED BUSINESS There are no items to consider.

5. PUBLIC HEARINGS There are no items to consider.

6. NEW BUSINESS

Item 6.1: **Acceptance of the Vactor Dump Station and Headworks Changes Project and Authorization to File a Notice of Completion** - It is recommended that the City Council accept the completion of the Vactor Dump Station and Headworks Changes Project and authorize staff to file a Notice of Completion.

Item 6.2: **Consideration of Seasonal Parking Fee Reduction or Waiver at Jacob Myers Park for Riverbank Residents Age 65 or Above -** It is recommended that the City Council consider reducing or waiving the Jacob Myers Park seasonal parking fee for Riverbank residents who are 65 or older by adoption of one of the resolutions attached to the report.

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

Item 7.2: Council Comments: (Information Only – No Action)

Item 7.3: Mayor's Comments: (Information Only – No Action)

8. CLOSED SESSION There are no items to consider.

9. REPORT FROM CLOSED SESSION There are no items to consider.

10. INFORMATIONAL ITEMS (Information Only – No Action)

Item 10.1: Warrant Registers for 04/18/13 and 04/25/13.

ADJOURNMENT **(A Special Town Hall Meeting will take place this evening, May 13, 2013 at 7:00 p.m. The next regular City Council meeting – June 10, 2013, at 6:p.m.)**

UCOMING EVENTS:

May 19, 2013 (Sunday)	▪ **Riverbank Historical Society's After Mother's Day Omelet Breakfast – 8:00am – Noon, at Riverbank Community Center. Tickets $7.00 Adults / $3.00 Kids 12 & under; tickets are available at Riverbank Historical Museum, Riverbank City Hall, and from Historical Society Members.**
Continuous (Mondays)	▪ **Ballet Folklorico – classes at the Community Center at 5:30 pm (Contact Parks & Recreation at 863-7150)**
JUNE 4, 2013 (Tuesday)	▪ **Special Municipal Election – For more information visit www.riverbank.org or contact Annabelle Aguilar, City Clerk/Elections Official, at 209-863-7198 or 209-863-7122**

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available at North City Hall, 6707 Third Street, Riverbank, CA.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board 72 hours prior to the meeting.

Dated this 9th day of May 2013
Annabelle Aguilar, CMC, City Clerk

Notice Regarding Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (209) 863-7122. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

General Information:	The Riverbank City Council meets in the Council Chambers on the second and fourth Mondays of each month at 6:00 p.m.; unless otherwise noticed.
Council Agendas:	The City Council agenda is posted pursuant to the California Brown Act, which only requires these agenda title pages to be posted. Additional documents may be provided by the City in its efforts of transparency and to keep the public well informed, however, it is not required by the Brown Act. The agenda is posted for public review at the City's website at www.riverbank.org, at the City Clerk's Office and on the exterior of the North City Hall building's bulletin board at 6707 Third Street, Riverbank, California. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.
Public Hearings:	In general, a public hearing is an open consideration within a regular meeting of the City Council, for which special notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present protests or offer support for the subject under consideration.
Questions:	Contact the City Clerk at (209) 863-7122 or aguilar@riverbank.org

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available at North City Hall, 6707 Third Street, Riverbank, CA.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.1

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2013
Subject:	Proclamation Declaring the Month of May 2013 as Asthma Awareness Month
From:	Jill Anderson, City Manager
Submitted by:	Luanne Bain, Administrative Assistant

RECOMMENDATION

It is recommended that the City Council present the proclamation declaring the month of May 2013 as Asthma Awareness Month to Aurora Licudine on behalf of the Stanislaus County Asthma Coalition.

SUMMARY

There are millions of asthma suffers throughout the United States and Stanislaus County ranks as one of the 25-worst counties for poor air quality. The poor air quality that is measured in the Central Valley isn't from only cars or diesel trucks, it also comes from farming equipment and the dust that comes from farming. The Stanislaus County Asthma Coalition was created to help promote awareness and education to the public to help find ways to make Stanislaus County an asthma-friendly community. To help the Coalition promote asthma awareness, the City Council is proclaiming the month of May 2013 as Asthma Awareness Month.

FINANCIAL IMPACT

No financial impact.

ATTACHMENT

1. Proclamation

CITY OF RIVERBANK
PROCLAMATION

WHEREAS, Asthma has reached epidemic proportions in the United States, with over 25-million Americans suffering from chronic Asthma; and

WHEREAS, Asthma is the leading cause of childhood hospitalizations, long-term illness, and school absenteeism, accounting for nearly 11-million missed school days and nearly 15-million missed days of work each year; and

WHEREAS, each year nearly 1.8-million Americans are rushed to the emergency room, nearly a half million are hospitalized, and nearly 3,500 die from Asthma; and

WHEREAS, the 2009 California Health Interview Survey estimates that approximately 100,000 people in Stanislaus County have been diagnosed with Asthma, of which 23,000 are children (about 3 out of 20); nearly 60,000 residents, including nearly 20,000 children are currently coping with Asthma; and

WHEREAS, the Health Services Agency has established an Asthma Coalition with over 90 representatives from the community, providers, health plans, American Cancer Society, American Lung Association, County and City schools, and the Central California Asthma Project to implement the School-Based Asthma Program developed in the Coalition's 2004 Strategic Plan for Asthma in Stanislaus County; and

WHEREAS, Stanislaus County ranks in the worst 25-counties in the US for some air quality measures; and

WHEREAS, the mission of the Stanislaus County Asthma Coalition is "to create an Asthma-friendly community by promoting awareness, education, management, and prevention"; and

WHEREAS, the Health Services Agency, the Asthma Coalition, and the U.S. Environmental Protection Agency are encouraging Americans to identify and reduce their exposure to environmental triggers in homes and schools, and incorporate environmental controls into their Asthma management plans; and

WHEREAS, the City Council of the City of Riverbank recognizes the need to raise Asthma awareness.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby proclaim the month of May as Asthma Awareness Month and commends this observance to all our residents.

May 13, 2013

Richard D. O'Brien, Mayor

Jeanine Tucker, Vice Mayor

Darlene Barber-Martinez, Councilmember

Dotty Nygard, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.2

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2013
Subject:	Proclamation Recognizing the Contribution of Municipal Clerks
From:	Jill Anderson, City Manager
Submitted by:	Luanne Bain, Administrative Assistant

RECOMMENDATION

It is recommended that the City Council present the Proclamation Recognizing the Contribution of Municipal Clerks to Riverbank City Clerk, Annabelle Aguilar.

SUMMARY

Worldwide there has been a "Clerk" recording the history of cities, towns, counties, and states for over 2,000-years. Nationally, the International Institute of Municipal Clerks (IIMC) initiated Municipal Clerks Week in 1969 to honor and recognize the contributions made by those Municipal Clerks and IIMC members who work and reside throughout the United States, Canada, and 15 other countries. In 1984, the President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week, which is observed each year during the first week of May.

The purpose of tonight's proclamation is to recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities. We are most fortunate to have two IIMC members – Annabelle Aguilar and Luanne Bain.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

1. Proclamation

CITY OF RIVERBANK
PROCLAMATION

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world and in almost every country; and

WHEREAS, the Office of the Municipal Clerk is the oldest profession among public servants; and

WHEREAS, Municipal Clerks provide the professional link between its citizens and the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerks serve as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops, and the annual meetings of the State, Province, County, and International professional organizations; and

WHEREAS, in 1984, then President Ronald Reagan signed a proclamation declaring the first full week of May as Municipal Clerks Week; and

WHEREAS, our City Council Meeting meets during the second week of each month and Municipal Clerks Week was last week, the City Council would still recognize that Municipal Clerks Week was May 5 – 11, 2013 and does so declare; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of Municipal Clerks and more importantly, recognize the accomplishments and contributions of our own Municipal Clerk, Annabelle Aguilar.

NOW, **THEREFORE, LET IT BE PROCLAIMED** by the City Council of the City of Riverbank that we recognize the contributions made by and we extend our appreciation to, our Municipal Clerk Annabelle Aguilar, and to all Municipal and Deputy Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

May 13. 2013

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Richard D. O'Brien, Mayor

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Jeanine Tucker, Vice Mayor

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Darlene Barber-Martinez, Councilmember

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Dotty Nygard, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.3

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2013
Subject:	Proclamation Declaring National Public Works Week (NPWW), May 19 – 25, 2013
From:	Jill Anderson, City Manager
Submitted by:	J.D. Hightower, Development Services Director

RECOMMENDATION

It is recommended that the City Council proclaim and declare the week of May 19 – 25, 2013, as "National Public Works Week" in the City of Riverbank. A proclamation has been prepared for presentation to the Development Services Department by the City Council.

SUMMARY

National Public Works Week (NPWW) is observed each year during the third full week of May. NPWW is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works. Instituted as a public education campaign by the American Public Works Association in 1960, NPWW calls attention to the importance of public works in our modern life. NPWW seeks to enhance the prestige of the often–unsung heroes of our society–the professionals who serve the public good every day with quiet dedication.

In honor of the important role that our public works professionals contribute to the advancement of Riverbank, the corporation yard will be open to the public for an Open House on Wednesday, May 22, 2013 from 10:00 am to 2:00 pm.

FINANCIAL IMPACT

There is no fiscal impact

ATTACHMENT

1. Proclamation

CITY OF RIVERBANK
PROCLAMATION

A PROCLAMATION OF THE CITY OF RIVERBANK
PROCLAMING MAY 19th – 25th, 2013, AS
NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works services provided in our community are an integral part of our citizens’ everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, public buildings and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people’s attitude and understanding of the importance of the work they perform.

NOW, **THEREFORE, LET IT BE PROCLAIMED** by the City Council of the City of Riverbank that May 19^{th} – 25^{th}, 2013, is National Public Works Week.

May 13, 2013

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Richard D. O’Brien, Mayor

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Jeanine Tucker, Vice Mayor

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Darlene Barber-Martinez, Councilmember

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Dotty Nygard, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.4

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2013
Subject:	Stanislaus Consolidated Fire Protection District (SCFPD) Update
From:	Jill Anderson, City Manager
Submitted by:	Luanne Bain, Administrative Assistant

RECOMMENDATION

It is recommended that the City Council receive the presentation provided by Michelle Guzman, SCFPD Board Representative for the City of Riverbank.

SUMMARY

Michelle Guzman is the Riverbank Representative of the Stanislaus Consolidated Fire Protection District (SCFPD), and she is here this evening to provide an update of the Board's most recent actions. Michelle will also introduce Interim Fire Chief Brian Kelly to the Council and audience.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.A

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Waiver of Readings
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the waiver of readings of Ordinances and Resolutions, except by title.

SUMMARY

The approval of the waiver of readings will allow Ordinances and Resolutions to be introduced by title only and acted upon without the need to read the entire text of the item into the public record. The documents related to proposed Ordinances and Resolutions are available for review by the public on the City's website and in the City Clerk's office at City Hall (North).

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Approval of the March 11, 2013, Special City Council (Town Hall) Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the Special City Council (Town Hall) Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the March 11, 2013, Special City Council (Town Hall) Meeting have been prepared for the City Council's review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT:

1. March 11, 2013, Special (Town Hall) Minutes

CITY OF RIVERBANK
SPECIAL CITY COUNCIL MEETING
(Town Hall)

MINUTES

MONDAY, MARCH 11, 2013

choose civility

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Administration Department at (209) 863-7122.

CALL TO ORDER:

The City Council of the City of Riverbank met this date for a Town Hall meeting at 7:01 p.m. at the Riverbank City Council Chamber, 6707 Third Street, Riverbank, California with Mayor Richard D. O'Brien presiding.

ROLL CALL:

Present: **Mayor Richard D. O'Brien; Vice Mayor Jeanine Tucker**
***Councilmembers: Darlene Barber-Martinez and Dotty Nygard**
*** (One Councilmember vacancy)**

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1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken)

Pursuant to Government Code in reference to a special meeting, the public has the opportunity to address the City Council on any item described in this meeting notice before or during consideration of that item. Individual comments are limited to a **maximum of 5 minutes** per person and each person may speak once during this time. Time cannot be yielded to another person. For record purposes, please step up to the podium, speak into the microphone, and state your name and City of residence. When speaking, please address the entire City Council and refrain from directing your comments to a single Member of the Council or the audience.

No one spoke.

2. ITEM OF DISCUSSION

City Manager Jill Anderson introduced the City's Special Legal Counsel, Mr. Doug White and Mr. Steve Churchwell of the law firm Churchwell White, LLP.

Item 2.1: The City of Riverbank June 4, 2013, Special Municipal Election.

Mr. White and Mr. Churchwell, 1) presented the City Council's actions in calling and holding a Special Municipal Election on June 4, 2013; 2) explained the County Registrar of Voter's letter in reference to the Riverbank City Council calling the election; 3) clarified the City's obligations pursuant to California laws; 4) assured the public of the City's favorable legal standing in conducting the special election; 5) ensured the integrity of the election's process conducted by the Office of the City Clerk with the professional assistance of an experienced private elections services firm, certified by the California Secretary of State; and 6) conducted a questions and answers period.

Ms. Anderson reiterated the City's position in conducting the special election and clarified that the conduct of the City's first [stand-alone] election with the use of a private election services firm may or may not be a cost savings, but would be a consideration for subsequent elections.

Several people made comments.

Mayor O'Brien: 1) acknowledged and thanked City Clerk, Annabelle Aguilar, for taking the correct action, as directed by the City Council, which was the key action to move the City forward with the election; 2) thanked the audience members for their attendance and participation in the meeting, and requested they spread the word of the June 4th special election; 3) stated that all [elections] information will be disseminated to inform everyone; 4) thanked Staff for coordinating the Town Hall meeting and expressed appreciation for his fellow Council Members; and 5) stated that in the future other Town Hall meetings will be scheduled for the Downtown Specific Plan and the North County Corridor, in conjunction with regular City Council meetings.

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 9:27 p.m.

ATTEST:	**APPROVED:**
Annabelle Aguilar, CMC **City Clerk**	**Richard O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B-1

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Approval of the March 25, 2013, Regular City Council Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the Regular City Council Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the March 25, 2013, regular City Council meeting have been prepared for the City Council's review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT:

1. March 25, 2013, Regular City Council Minutes

CITY OF RIVERBANK
REGULAR CITY COUNCIL MEETING
MINUTES
MONDAY, MARCH 25, 2013

choose civility

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Administration Department at (209) 863-7122.

CALL TO ORDER:

The City Council of the City of Riverbank met this date in a regular session at 6:00 p.m. in the Riverbank City Council Chamber, 6707 Third Street, Riverbank, California, with Mayor Richard D. O'Brien presiding.

FLAG SALUTE: **Mayor Richard D. O'Brien**

ROLL CALL:
Present: **Mayor Richard D. O'Brien; Vice Mayor Jeanine Tucker**
***Councilmembers: Darlene Barber-Martinez and Dotty Nygard**
(* One Councilmember vacancy)

CONFLICT OF INTEREST
Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

Mayor O'Brien announced he had a conflict with Warrant #39359 for a purchase at O'Brien's Super Market.

Special Counsel Doug White announced that as a precaution, Councilmember Barber-Martinez would recuse herself from consideration of Public Hearing Item 5.1 due to having a personal business in the downtown area.

1. PRESENTATIONS

Item 1.1: Presentation by Project Action Parent Collaborative.

Bianca Lopez, Advisor for Project Action After School Program at Mesa Verde Elementary, and Angela Bailey-Gabrie, Advisor for the Riverbank Language Academy, made the presentation on the potential funding loss to program.

Item 1.2: Presentation by Stanislaus Council of Governments (StanCOG) Regarding Annual Unmet Transit Needs Assessment.

Mr. Mike Costa, Associate Planner with the Stanislaus Council of Governments, presented information on the Unmet Transit Needs Assessment.

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time; time cannot be yielded to another person. Under State Law, matters presented at this time, under this item, cannot be discussed or acted upon by the City Council. For record purposes, please step up to the podium and state your name and City of residence. When speaking, please address the entire City Council and refrain from directing your comments to a single Member of the Council or the audience.

Vicky Holt Angulo, Riverbank Library Branch Manager, provided an update on the library's activities.

Ramon Bermudez, Riverbank, spoke in regards to a letter in the Modesto Bee that referred to the lack of diversity in high-level [elected] offices.

Loretta Larson disagreed with the comments Mr. Bermudez made.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the February 20, 2013, Special City Council Meeting Minutes.

Item 3.B-1: Approval of the February 25, 2013, Special Joint City Council / Planning Commission Meeting Minutes.

Item 3.B-2: Approval of the February 25, 2013, Regular City Council Meeting Minutes.

Item 3.B-3: Approval of the February 27, 2013, Special City Council Meeting Minutes.

Item 3.B-4: Notice to Move Approval of the Minutes for the March 11, 2013, Special City Council Meeting and Regular City Council Meeting to the April 8, Regular City Council Meeting

Item 3.C: Warrant Registers for 03/07/2013 and 03/14/2013.

Item 3.D: **Award Bid for the Claus Road Pavement Overlay Project and Authorize Execution of Future Change Orders** – It is recommended that City Council Award the lowest responsible bidder, Knife River Construction to contract to construct the Claus Road Pavement Overlay Project and authorize the City Manager to execute change orders within total project budget.

Item 3.E: **Award Bid for the Terminal Avenue Pavement Overlay Project and Authorize Execution of Future Change Orders –** It is recommended that City Council Award the lowest responsible bidder, Knife River Construction to contract to construct the Terminal Avenue Pavement Overlay Project and authorize the City Manager to execute change orders within total project budget.

Item 3.F: **~~Resolution to~~ Approve Execution of a Memorandum of Agreement with Stanislaus County for the Preliminary Engineering Phase of the Claribel Road at Roselle Avenue Signalization Project –** It is recommended that the City Council authorize the City Manager to execute a Memorandum of Agreement between the County of Stanislaus and the City of Riverbank for the Preliminary Engineering Phase of the Claribel Road at Roselle Avenue Signalization Project.

Item 3.G ***Resolution No. 2013-014*** **to Adopt the Support of Enterprise Zones** – It is recommended that the City Council Adopt a Resolution Supporting Enterprise Zones.

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

Reference Item 3.F: There was no resolution attached for approval.

Mayor O'Brien abstained from Item 3.C, Warrant #39359.

ACTION: *By motion (Tucker / Barber-Martinez / passed 4-0) to approve Consent Calendar Items 3.A through 3.G, except Warrant #39359, as presented; by motion (Tucker / Barber-Martinez / passed 3-0 / O'Brien – Abstained) to approve Item 3.C, Warrant #39359) as presented; motioned carried by unanimous roll call vote.*

4. UNFINISHED BUSINESS

There was no items to consider.

5. PUBLIC HEARINGS

Item 5.1: **Certification of the Downtown Riverbank Final Environmental Impact Report; Adoption of CEQA Findings of Fact and Statement of Overriding Considerations; and Adoption of a Mitigation Monitoring and Reporting Program** – It is recommended that the City Council:

1) Open the public hearing; receive public comments; close the public hearing;
2) Approve the resolution which will certify the EIR, adopt the CEQA Findings of Fact and Statement of Overriding Considerations, and adopt the Mitigation Monitoring and Reporting Program.

Councilmember Barber-Martinez recused herself and left the room at 6:44 p.m.

Mr. Mathew Gerken, AECOM representative, presented the staff report; Mr. Doug White, Special Counsel, was present in place of City Attorney Tom Hallinan, to respond to questions and clarifications of the EIR.

Mr. White clarified that approving the EIR was not approving or considering a General Plan amendment or any specific project; therefore, any project that would later be considered would be subject to additional environmental scrutiny, it would have to be consistent with this EIR to the extent it sought to rely on it, and the General Plan.

Mayor O'Brien opened the public hearing at 7:02 p.m.

- *Mr. Ramon Bermudez spoke in regards to creating a quite zone [from train horns].*
- *Mr. Darrel Daniels requested clarification between this EIR and the last EIR.*
- *Ms. Loretta Larson spoke against the approval of the EIR.*
- *Mr. Rick DiNopoli, the Cannery property owner, spoke in favor of the approval of the EIR.*
- *Mrs. Evelyn Halbert, Riverbank, spoke against approval of the EIR.*
- *Mr. Haskel Moore, Riverbank, spoke in regards to the need of a safe crossing at 108.*

Mayor O'Brien closed the public hearing at 7:29 p.m.

City Council agreed it was time to move forward.

Mr. Gerken responded to Mrs. Halbert's concerns; Mr. White provided additional clarification.

Mr. White stated for the record that there would absolutely be additional environmental review on any project that is approved; any project will have to sufficiently detail the impacts.

ACTION: *By motion (Nygard / Tucker / passed 3-0) to approve* ***Resolution No. 2013-015*** *to certify the EIR, adopt the CEQA Findings of Fact and Statement of Overriding Considerations, and adopt the Mitigation Monitoring and Reporting Program as presented; motion carried by unanimous roll call vote.*

Councilmember Barber-Martinez returned to the dais at 7:41 p.m.

Item 5.2: **Resolution Authorizing the Submittal of an Application in Response to the 2013 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA)** – It is recommended that the City Council 1) Open the Public Hearing for public comment, and 2) Authorize the approval of an application for funding and execution of a grant agreement from the 2013 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) from the State of California.

Marisela Hernandez, Director of Finance, presented the staff report; City Council and Staff discussed the item.

Mayor O'Brien opened the public hearing at 7:43:07 p.m.

- *No one spoke for or against this item.*

Mayor O'Brien closed the public hearing at 7:43:14 p.m.

ACTION: *By motion (Nygard / Tucker / passed 4-0) to approve* ***Resolution No. 2013-016*** *Authorizing the Submittal of an Application in Response to the 2013 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) as presented; motion carried by unanimous roll call vote.*

Item 5.3: **Authorize the Submittal of a Request for Release of Funds and Certification to the Department of Housing & Community Development for Community Development Block Grant and Program Income Funds** – It is recommended that the City Council authorize the submittal of a Request for Release of Funds and Certification to the Department of Housing & Community Development for Community Development Block Grant and Program Income Funds.

Marisela Hernandez, Director of Finance, presented the staff report.

Mayor O'Brien opened the public hearing at 7:45:13 p.m.

- *No one spoke for or against this item.*

Mayor O'Brien closed the public hearing at 7:45:21 p.m.

ACTION: ***By motion (Nygard / Barber-Martinez / passed 4-0) to authorize the submittal of a Request for Release of Funds and Certification to the Department of Housing & Community Development for Community Development Block Grant and Program Income Funds as presented; motion carried by unanimous roll call vote.***

Item 5.4: **A Resolution to Transfer Funds within the CDBG Program Income Revolving Loan Accounts** – It is recommended that the City Council (1) Open public hearing, receive public input, and close public hearing; and (2) Adopt a Resolution approving a transfer of funds Amongst Program Income Revolving Loan Accounts.

Marisela Hernandez, Director of Finance, presented the staff report; City Council and Staff discussed the item.

Mayor O'Brien opened the public hearing at 7:48:05 p.m.

- ***No one spoke for or against this item.***

Mayor O'Brien closed the public hearing at 7:48:13 p.m.

ACTION: ***By motion (Tucker / Nygard / passed 4-0) to approve Resolution No. 2013-017 to Transfer Funds within the CDBG Program Income Revolving Loan Accounts as presented; motion carried by unanimous roll call vote.***

Item 5.5: **Continuation of the Public Hearing for Approval to Amend and Adopt the Program Income Revolving Loan Account Guidelines** – It is recommended that the City Council continue this item for consideration to the next regularly scheduled City Council meeting on April 8, 2013, at 12:00 p.m. (All Brown Act requirements have been met for the noticing of the public hearing and will be met again for the continuance of this item.)

Jill Anderson, City Manager, explained the item.

Mayor O'Brien opened the public hearing at 7:50:02 p.m.

- ***No one spoke for or against this item.***

Mayor O'Brien closed the public hearing at 7:50:09 p.m.

ACTION: ***By motion (Tucker / Nygard / passed 4-0) to continue the Public Hearing for Approval to Amend and Adopt the Program Income Revolving Loan Account Guidelines to the next regular City Council meeting on April 8, 2013 as presented; motion carried by unanimous roll call vote.***

6. NEW BUSINESS

Item 6.1: **Approval of Proposed Amendments to the League of California Cities' Bylaws by Mail Ballot –** It is recommended that the City Council consider the two proposed amendments to the League's Bylaws and by majority consensus indicate whether a Yes or No vote on each amendment will be indicated on the mail ballot.

Jill Anderson, City Manager, presented the staff report; City Council discussed the item.

ACTION: *By motion (Barber-Martinez / Tucker / passed 4-0) to vote in the affirmative to 1) approve the amendment of article VI, section 2 of the League's bylaws relating to submission of resolutions to the League's General Assembly as set forth in the Proposed Resolution and incorporated by reference in the ballot; and 2) approve the addition of article VII, section 16 to the League's bylaws relating to the League Board vote threshold for taking positions on statewide ballot measures as set forth in the Proposed Resolution and incorporated by reference in the ballot as presented; motion carried by unanimous roll call vote.*

Item 6.2: **Presentation of the Grover Landscaping Contract for Park Maintenance** – It is recommended that the City Council review and comment as needed on the presentation regarding the City's ongoing contract with Grover Landscaping for Park Maintenance.

Sue Fitzpatrick, Director of Parks and Recreation, presented the staff report; City Council and Staff discussed the item.

Councilmember Nygard requested to see a fair and open process to view other contractors since no open process had been conducted for nine years. City Manager Anderson stated it would be brought before City Council with the budget review of 2014/2015.

Item 6.3: **Presentation Regarding Landscape and Lighting Districts Contract with Grover Landscaping Services, Inc.** – It is recommended that the City Council receive the presentation and provide comment as appropriate.

Kathleen Cleek, Senior Administrative Analyst for Public Works presented the staff report.

City Council agreed to discuss this item further during consideration of the budget.

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

City Manager Jill Anderson commented on: 1) consideration to move the quarterly 12:00 noon City Council meetings back to 6:00 p.m. at the April 8th City Council meeting; and 2) adding an information section to the agenda and the city's website.

Marisela Hernandez, Director of Finance, announced a Budget Advisory Committee meeting on March 27 at 6:00 p.m. in the Council Chambers, and the upgrades of North City Hall's entrance doors.

Debbie Olson, LRA Executive Director, announced that tenants at the Riverbank Industrial Complex were going to be profiled by TV Channel 31.

Item 7.2: Council Comments: (Information Only – No Action)

Councilmember Barber-Martinez commented: 1) on the annual San Joaquin Entrepreneurial competition and an LRA tenant winning first place; 2) on her participation in the After School Program; 3) on host families were needed for foreign language exchange students; and 4) on driving cautiously and watching out for children during spring break.

Councilmember Nygard commented: 1) on the after school participation and the Community Gardens; and 2) on the upcoming Beyond Earth Day event.

Vice Mayor Tucker commented: 1) on the recognition of outstanding businesses at the Riverbank Industrial park; and 2) appreciation for Staff's great presentations.

Item 7.3: Mayor's Comments: (Information Only – No Action)

Mayor O'Brien commented on the importance of continuing "Love Riverbank" and its benefit to occurring simultaneously with the Beyond Earth Day event, and also the importance of volunteering.

MAYOR O'BRIEN ANNOUNCED THE CLOSED SESSION ITEMS AND RECESSED THE MEETING AT 8:41 P.M.

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code § 54957.6
Agency representative: Jill Anderson, City Manager
Employee Organization: Riverbank Miscellaneous Employees / Mid-Management Bargaining Unit

Item 8.2: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code § 54957
Title: City Manager

Item 8.3: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code § 54957
Title: City Attorney

Recommendation: It is recommended that City Council provide direction to Staff on the Closed Session items.

MAYOR O'BRIEN RECONVENED THE MEETING AT 9:30 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report out on Item 8.1: **CONFERENCE WITH LABOR NEGOTIATORS**

Item 9.2: Report out on Item 8.2: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION –** City Manager

Item 9.3: Report out on Item 8.3: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION –** City Attorney

ACTION: ***Mayor O'Brien reported that direction was given to Staff for Items 8.1, 8.2, and 8.3.***

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 9:30 p.m.

ATTEST:	**APPROVED:**
___________________________	___________________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B-2

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Approval of the April 8, 2013, Regular City Council Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the Regular City Council Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the April 8, 2013, regular City Council meeting have been prepared for the City Council's review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT:

1. April 8, 2013, Minutes

CITY OF RIVERBANK
REGULAR CITY COUNCIL MEETING
MINUTES
MONDAY, APRIL 8, 2013

choose civility

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Administration Department at (209) 863-7122.

CALL TO ORDER:

The City Council of the City of Riverbank met this date in a regular session at 12:00 p.m. in the Riverbank City Council Chamber, 6707 Third Street, Riverbank, California, with Mayor Richard D. O'Brien presiding.

FLAG SALUTE: **Mayor Richard D. O'Brien**

ROLL CALL:
Present: **Mayor Richard D. O'Brien; Vice Mayor Jeanine Tucker (absent)**
***Councilmembers: Darlene Barber-Martinez and Dotty Nygard**
(* One Councilmember vacancy)

CONFLICT OF INTEREST
Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

No one spoke.

1. PRESENTATIONS

Item 1.1: Proclamation to Promote National Library Week.

Mayor O'Brien presented a proclamation to Vicky Holt Angulo, Riverbank Library Branch Manager; she thanked everyone and provided a brief update on library activities.

Item 1.2: Proclamation Recognizing Nx Stage Security.

Mayor O'Brien presented a proclamation to Nx Stage Security CEO Mr. Rich Ison who thanked City Council for the recognition and spoke about the company's potential to grow and continue to partner with the City of Riverbank.

Item 1.3: Presentation to Detective Mark Copeland.

Mayor O'Brien recognized Detective Copeland with a plaque thanking him for his outstanding years of service; Detective Copeland thanked the City Council and his wife.

Item 1.4: Presentation to Chief Bill Pooley.

Mayor O'Brien recognized Chief Bill Pooley for his outstanding service to the City of Riverbank; Chief Pooley thanked everyone for the opportunity to serve and for the recognition.

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time; time cannot be yielded to another person. Under State Law, matters presented at this time, under this item, cannot be discussed or acted upon by the City Council. For record purposes, please step up to the podium and state your name and City of residence. When speaking, please address the entire City Council and refrain from directing your comments to a single Member of the Council or the audience.

Sylvia Jimenez, representative of Love Riverbank organization, spoke in regards to the upcoming event on April 27th.

Cal Campbell, Riverbank, spoke in regards to a Saturday activity of "Pickle Ball" and invited people to play.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the March 11, Regular City Council Meeting Minutes.

Item 3.B-1: Notice to Move Approval of the Minutes for the March 11, 2013, Special (Town Hall) City Council Meeting and March 25, 2013, regular City Council Meeting, to the April 22, 2013, regular City Council Meeting

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

No discussion occurred.

ACTION: ***By motion (Barber-Martinez/ Nygard / passed 3-0 / Tucker – Absent) to approve Consent Calendar Items 3.A through 3.B-1 as presented; motioned carried by unanimous roll call vote.***

4. UNFINISHED BUSINESS

There was no items to consider.

5. PUBLIC HEARINGS

Item 5.1: **Resolution approving the Guideline Amendments for the Small Business Loan Program & Housing Rehabilitation Program and Adoption of Microenterprise Technical Assistance Program Guidelines** – It is recommended that the City Council: (1) Open public hearing, receive public input, and close public hearing, and (2) Approve by Resolution the amendments to the Small Business Loan Program Guidelines and Housing Rehabilitation Program Guidelines, and (3) Approve by Resolution the Adoption to the Microenterprise Technical Assistance Program Guidelines.

Marisela Hernandez, Director of Finance, presented the staff report; City Council and Staff discussed the item.

Mayor O'Brien opened the public hearing at 12:45:35 p.m.

- *No one spoke for or against this item.*

Mayor O'Brien closed the public hearing at 12:45:45 p.m.

ACTION: ***By motion (Nygard / Barber-Martinez / passed 3-0 / Tucker – Absent) to adopt Resolution No. 2013-018 approving the Guideline Amendments for the Small Business Loan Program & Housing Rehabilitation Program and Adoption of Microenterprise Technical Assistance Program Guidelines as presented; motion carried by unanimous roll call vote.***

Item 5.2: **Ordinance adding definitions of Sanitary Sewer Main and Service Lateral to Section 51.01 and adding a new Section 51.09, Service Laterals Private Property** – It is recommended that the City Council amend the Riverbank Municipal Code of Ordinances by adopting an ordinance adding a definition of a Service Lateral to Section 51.01 and adding a new Section 51.09, titled Laterals Private Property.

JD Hightower, Director of Development Services, and Michael Riddell, Deputy Director of Development Services – Operations, presented the staff report.

City Council and Staff discussed the item; a minor change of the sewer lateral definition would be made for the presentation of the second reading of the ordinance.

Mayor O'Brien opened the public hearing at 1:00:26 p.m.

- *No one spoke for or against this item.*

Mayor O'Brien closed the public hearing at 1:00:35 p.m.

ACTION: *By motion (Nygard / Barber-Martinez / passed 3-0 / Tucker – Absent) to consider the Ordinance adding definitions of Sanitary Sewer Main and Service Lateral to Section 51.01 and adding a new Section 51.09, Service Laterals Private Property and give it its second reading with the minor change to the sewer lateral definition as presented; motion carried by unanimous roll call vote.*

6. NEW BUSINESS

Item 6.1: **Consider Moving the Regular City Council Meeting Time of the First Meeting of each Quarter (January, April, July, & October) to 6:00 p.m.** – It is recommended that the City Council consider changing the meeting time of the first City Council Meeting of each quarter from Noon (12:00 p.m.) to 6:00 p.m. to be consistent with the other regularly scheduled meetings of the City Council.

City Manager, Jill Anderson, presented the staff report; City Council and Staff discussed the item.

Public Comment:

- *Mr. Cal Campbell spoke in regards to making a decision based on statistics of attendance.*
- *Mr. Ric McGinnis spoke in regards to seeing the benefits of having City Council meetings at both times.*

Councilmember Nygard suggested this question be part of a City-wide survey.

ACTION: *By motion (O'Brien / Barber-Martinez / passed 3-0 / Tucker – Absent) to change the regular City Council meeting time of the first meeting of each* *quarter (January, April, July, & October) from 12:00 p.m. to 6:00 p.m. as presented; motion carried by unanimous roll call vote.*

<u>Item 6.2</u> **Resolution to Approve Establishing the Stipends to be Paid to Precinct Officers for the Conduct of the June 4, 2013, Stand-Alone Special Municipal Election** – It is recommended that the City Council consider approval of the resolution establishing the amount that will be paid to precinct officers in support of recruiting the most experienced, high-caliber registered voters that are committed to the role and responsibilities of a poll worker.

City Manager, Jill Anderson, presented the staff report; City Council and Staff discussed the item.

(Clarification of the total cost of the stipends for Clerks was a cost of $1,760.00; total cost of stipends for poll workers was $2,720.00.)

<u>ACTION:</u> *By motion (Nygard / Barber-Martinez / passed 3-0 / Tucker – Absent) to adopt <u>Resolution</u> <u>No. 2013-019</u> establishing the stipends to be paid to Precinct Officers ($150 – Inspectors; $110 – Clerks; and additonal $30 each for attendance of the mandatory training class; (4) Inspectors and (16) clerks; (4) polling locations) for the Conduct of the June 4, 2013, stand-alone Special Municipal Election polling locations.*

<u>7. COMMENTS</u>

<u>Item 7.1:</u> Staff Comments: (Information Only – No Action)

City Manager Anderson introduced Interim Police Chief Erin Kiely.

Sue Fitzpatrick, Director of Parks and Recreation, commented on: 1) a River Cove neighborhood meeting; and 2) supplementing security at Jacob Myers Park due to unruly teens, vandalism, graffiti, and to monitor the River Cove beach area.

<u>Item 7.2:</u> Council Comments: (Information Only – No Action)

Councilmember Barber-Martinez commented on: 1) wishing the best to Chief Pooley and welcoming Interim Chief Kiely; 2) the foreign student exchange program and the need for host families; 3) her support of the American Cancer Society and participation in relay for life; 4) the efforts of the Love Riverbank organization and volunteering at the event; and 5) looking forward to seeing everyone at the Beyond Earth Day event.

Councilmember Nygard commented on: 1) wishing Chief Pooley the best and welcomed Officer Kiely; 2) the positive neighborhood watch of the River Cove residents; 3) having Jacob Myers Park fee structure for seniors revisited by the City Council; and 3) thanked Love Riverbank members.

Item 7.3: Mayor's Comments: (Information Only – No Action)

Mayor O'Brien commented on: 1) thanking Detective Copeland, Chief Pooley, and Interim Chief Kiely for their service to the City; 2) his attendance to a League of California Cities meeting and several bills that were considered, and also explained his opposition of a bill that would have cities responsible for livescan (finger printing) procedures for children's recreation activities which would place a liability on cities; and 3) thanked the Love Riverbank members for their service and looked forward to seeing everyone on [April] 27th [Beyond Earth Day event].

MAYOR O'BRIEN ANNOUNCED THE CLOSED SESSION ITEMS AND RECESSED THE MEETING AT 1:27 P.M.

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Government Code § 54956.9: 1 potential case

Recommendation: It is recommended that City Council provide direction to Staff on the Closed Session items.

MAYOR O'BRIEN CONVENED THE MEETING AT 1:48 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report from Closed Session Item 8.1: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

ACTION: ***Mayor O'Brien reported that direction was given to Staff.***

10. INFORMATION ITEMS (Informational only; no action will be taken)

Item 10.1: Warrant Register for 03/21/2013 and Credit Card Statements for 02/22/2013.

Item 10.2: Minutes of the Budget Advisory Committee held 03/27/2013

Item 10.3: Minutes of the Oversight Board for the Former Riverbank Redevelopment Agency Meetings held 01/07/2013 and 01-15-2013

Item 10.4: Draft Minutes of the Riverbank Designated Local Authority Meeting held 02/04/2013

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 1:48 p.m.

ATTEST:	**APPROVED:**
______________________	______________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B-3

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Approval of the April 22, 2013, Regular City Council Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the Regular City Council Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the April 22, 2013, regular City Council meeting have been prepared for the City Council's review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT:

1. April 22, 2013, Minutes

CITY OF RIVERBANK
REGULAR CITY COUNCIL MEETING
MINUTES
MONDAY, APRIL 22, 2013

choose civility

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Administration Department at (209) 863-7122.

CALL TO ORDER:

The City Council of the City of Riverbank met this date in a regular session at 6:00 p.m. in the Riverbank City Council Chamber, 6707 Third Street, Riverbank, California, with Mayor Richard D. O'Brien presiding.

Mayor O'Brien called for a moment of silence for the victims of the Boston Marathon incident and the West Texas Fertilizer Company incident.

FLAG SALUTE: **Mayor Richard D. O'Brien**

ROLL CALL:
Present: **Mayor Richard D. O'Brien; Vice Mayor Jeanine Tucker**
***Councilmembers: Darlene Barber-Martinez and Dotty Nygard**
(* One Councilmember vacancy)

CONFLICT OF INTEREST
Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

No one spoke.

1. PRESENTATIONS

Item 1.1: Proclamation Recognizing Intuitive Motion.

(This proclamation was presented prior just to hearing Item 6.3)

Mayor O'Brien presented the proclamation to Ben Foreman and Jeff Lawson in recognition of their successful company and Z-Board product.

Item 1.2: Proclamation Recognizing Bike to Work Week.

Mayor O'Brien presented a proclamation to Carlos Yasman, StanCOG representative who thanked City Council for the recognition of the importance of promoting and supporting alternative modes of transportation throughout the region. Mayor O'Brien mentioned his efforts with Councilmember Nygard to create a bike path connecting Riverbank with neighboring cities.

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time; time cannot be yielded to another person. Under State Law, matters presented at this time, under this item, cannot be discussed or acted upon by the City Council. For record purposes, please step up to the podium and state your name and City of residence. When speaking, please address the entire City Council and refrain from directing your comments to a single Member of the Council or the audience.

No one spoke.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Notice to Move Approval of the Minutes for the March 11, 2013, Special (Town Hall) City Council Meeting, March 25, 2013 regular City Council Meeting, and April 8, 2013, regular City Council Meeting, to the May 13, 2013, regular City Council Meeting.

Item 3.C: **Second Reading by Title Only of Ordinance No. 2013-001, Supplementing Title V: Public Works; Chapter 51: Sewers, Section 51.01: Definitions; by Adding the Definitions of Sanitary Sewer Main and Service Lateral, and Adding Section 51.09: Service Lateral Private Property, to the City of Riverbank Code of Ordinances –** It is recommended that the City Council introduce the second reading by title only of Ordinance No. 2013-001, and consider its adoption to establish City policy and clarify the City's level of responsibility to the maintenance of the sewer laterals.

Item 3.D: ***Resolution No. 2013-020*** Changing the Regular City Council Meeting Time of the First Meeting of each Quarter (January, April, July, & October) from 12:00 p.m. to 6:00 p.m

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

No discussion occurred.

<u>ACTION:</u> ***By motion (Nygard / Barber-Martinez / passed 4-0) to approve Consent Calendar Items 3.A through 3.D as presented; motioned carried by unanimous roll call vote.***

<u>4. UNFINISHED BUSINESS</u> There was no items to consider.

<u>5. PUBLIC HEARINGS</u> There was no items to consider.

<u>6. NEW BUSINESS</u>

<u>Item 6.1:</u> **Resolution Appointing a Member to the City of Riverbank Budget Advisory Committee –** It is recommended that the City Council consider approving the resolution to appoint Arlene Figueroa as a member to the City of Riverbank Budget Advisory Committee.

Marisela Hernandez presented the staff report.

<u>ACTION:</u> ***By motion (Nygard / Tucker / passed 4-0) to adopt <u>Resolution No. 2013-021</u> to appoint Arlene Figueroa as a member to the City of Riverbank Budget Advisory Committee as presented; motioned carried by unanimous roll call vote.***

<u>Item 6.2:</u> **Presentation by Gilton Solid Waste Management to Propose waste Management Program Options –** It is recommended that the City Council consider and review the proposed waste management program options presented in by Gilton Solid Waste Management and provide direction to staff as the Council deems appropriate.

City Manager Jill Anderson introduced the Mr. Richard Gilton, President; Mr. Ted Gilton, Vice President; Mr. Dennis Schuler, and Mr. Robert Pritchard of Gilton Solid Waste Management. Mr. Schuler proceeded with an overview to reintroduce the company.

City Council made several inquiries and discussed the item.

<u>ACTION:</u> ***City Council directed to 1) have more publicity on the blue bag and CRT recycling program; 2) explore renewing the contract for three years and evaluate the contract annually to consider renewal or RFP; 3) provide a cost breakdown of several service options; and 4) provide a cost comparison matrix of options provided by other cities.***

(Mayor O'Brien proceeded to present the proclamation to Intuitive motion; refer to Item 1.1)

<u>Item 6.3:</u> **Resolution Authorizing a Study of the City of Riverbank At-Large Electoral System Pursuant to the California Voting Rights Act –** It is recommended that the City Council approve and adopt the attached Resolution, authorizing the City Manager to contract with a qualified consulting firm or company for the purpose of commissioning a study to evaluate the City of Riverbank's ("City") current at-large electoral system to determine whether this system has resulted in racially polarized voting in violation of the California Voting Rights Act and the Federal Voting Rights Act. The Resolution also allocates a budget of up to Twenty-Five Thousand Dollars ($25,000) to conduct the necessary study.

City Attorney Tom Hallinan presented the staff report.

Councilmember Nygard suggested looking into partnering with the Riverbank School District's efforts in conducting a study to share the costs. Mr. Hallinan stated he would need to check with the School District.

<u>ACTION:</u> *By motion (Nygard / Barber-Martinez / passed 4-0) to adopt <u>Resolution No. 2013-022</u> authorizing the City Manager to contract with a qualified consulting firm or company for the purpose of commissioning a study to evaluate the City of Riverbank's ("City") current at-large electoral system to determine whether this system has resulted in racially polarized voting in violation of the California Voting Rights Act and the Federal Voting Rights Act and to also allocate a budget of up to Twenty-Five Thousand Dollars ($25,000) to conduct the necessary study as presented; motioned carried by unanimous roll call vote.*

<u>Item 6.4:</u> **Strategic Plan Update –** It is recommended that the City Council consider the presentation on the City's Strategic Plan and provide comment as it deems appropriate.

City Manager Jill Anderson presented the staff report and announced the next strategic planning meeting was scheduled for Monday September 9, 2013.
City Council and Staff discussed the item.

<u>Item 6.5:</u> **Consideration and Approval of an Agreement with Churchwell White LLP for City Attorney Services –** It is recommended that the City Council (1) Review and approve the proposed agreement for city attorney services with Churchwell White LLP; and (2) Authorize the city manager to execute the agreement.

City Manager Jill Anderson presented the staff report.

Special Counsel Doug White was present and spoke about his firm offering the services of several attorneys with various expertise.

ACTION: *By motion (Nygard / Tucker / passed 4-0) to approve the proposed agreement for city attorney services with Churchwell White LLP and to authorize the City Manager to execute the agreement as present; motion carried by unanimous roll call vote.*

Item 6.6: **(1) Authorize the Execution of a Public Benefit Grant Program Funding Agreement for the Purchase of Five Vehicles through the SJVAPCD Incentive Program, and (2) Authorize the Allocation of $80,000 in Matching Funds from the Water & Gas Tax Reserve Account –** It is recommended that the City Council authorize the execution of a Public Benefit Grant Program Funding Agreement between the San Joaquin Valley Unified Air Pollution Control District (SJVAPCD) and the City of Riverbank for the purchase of five vehicles through the SJVAPCD Incentive Program. It is also recommended that the City Council authorize a budget amendment for the use of Water, Sewer, and Gas Tax funds as matching funds for the grant.

JD Hightower, Development Services Director; Michael Riddell, Deputy Development Services Director; and Kathleen Cleek, Senior Management Analyst presented the item.

City Council and Staff discussion ensued.

Mayor O'Brien requested to revisit the justification process of replacing city vehicles.
Mayor O'Brien requested to modify Item 6.6.

ACTION: *By motion (O'Brien / Tucker / passed 3-1 / Nygard – Nay) to adopt Resolution No. 2013-023 authorizing the execution of a Public Benefit Grant Program Funding Agreement for the Purchase of (3) vehicles through the SJVAPCD Incentive Program, and authorize the allocation of not more than $60,000 in matching funds from the Water & Gas Tax Reserve Account.*

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

JD Hightower, Development Services Director, commented on the progress of PG&E's LED street light program.

Michael Riddell, Deputy Development Services Director – Operations, commented on: 1) the progress of addressing Mr. Bermudez' request for street lights; and 2) the City successfully passed an audit on its street light project and the project is now closed.

Annabelle Aguilar, City Clerk/Elections Official, announced that the special election process was on target, the four polling places were selected with one new location out at Crossroads next to Men's Warehouse, poll workers were still being sought, and thanked Norma Torres-Manriquez, Administrative Analyst, for her support and assistance to the City Clerk's Office to accomplish the special election.

City Manager commended Ms. Aguilar and Ms. Torres-Manriquez for their commitment and diligent work in ensuring the City conducted the best election pursuant to the laws.

City Manager Anderson announced a town hall meeting at 7:00 p.m. after 6:00 p.m. the regular City Council meeting on May 13th.

<u>Item 7.2:</u> Council Comments: (Information Only – No Action)

Councilmember Barber-Martinez commented on: 1) the team building session; 2) the activities of the new Local Redevelopment Citizen Advisory Committee; 3) the outstanding efforts of LRA Executive Director, Debbie Olson, and her staff; 4) the job opportunities that are being created in the community; 5) her participation in the Oakdale Rodeo Parade; 6) the great efforts of the Adopt a Pet Program; and 7) a Business Loan Work shop hosted by the LRA.

Councilmember Nygard: 1) extended prayers to the first responders and victims of the Boston incident and asked for everyone to pray for peace; 2) announced the Beyond Earth Day event scheduled for April 27th; 3) announced PG&E's presence at the event offering the opportunity to sign up for an apprentice program; 4) commended the Public Works department's efforts on the use of CNG vehicles; and 5) wished Councilmember Barber-Martinez a Happy Birthday.

Vice Mayor Tucker thanked Interim Chief Erin Kiely for his support to her neighborhood watch; encouraged everyone to consider a neighborhood watch.

<u>Item 7.3:</u> Mayor's Comments: (Information Only – No Action)

Mayor O'Brien: 1) encouraged volunteering with Love Riverbank on April 27th and getting involved in various community efforts/events; 2) suggested obtaining feedback from businesses and developing strategic goals to obtain and retain businesses; 3) encouraged everyone to participate in the election as a poll worker; 4) commended City Clerk Annabelle Aguilar, Administrative Analyst Norma Torres-Manriquez, and City Manager Jill Anderson for their efforts on conducting the special election; and 5) requested that staff look into a potential traffic situation at the new Crossroads polling location.

MAYOR O'BRIEN RECESSED TO THE LOCAL REDEVELOPMENT AUTHORITY MEETING AT 8:57 P.M.

MAYOR O'BRIEN RECONVENED THE MEETING AT 9:24 P.M.

8. CLOSED SESSION There are no items to consider.

9. REPORT FROM CLOSED SESSION There are no items to report.

10. INFORMATIONAL ITEMS (Information Only – No Action)

Item 10.1: Warrant Register for 03/28/2013, 04/04/2013, and 04/11/2013.

Item 10.2: Minutes from the Budget Advisory Committee Meeting held on 04/03/2013.

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 9:24 p.m.

ATTEST:	APPROVED:
____________________________	____________________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.C

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Formal Adoption of Job Descriptions for Director of Development Services and Human Resources Manager Positions
From:	Jill Anderson, City Manager
Submitted by:	Alvaro Zamora, HR Analyst

RECOMMENDATION

It is recommended that the City Council approve the job descriptions for the position of Director of Development Services and Human Resources Manager, which are included in the FY 2012-2013 Budget.

SUMMARY

There are two positions that are currently included in the FY 2012-2013 Budget that do not have formally adopted job descriptions: Director of Development Services and Human Resources Manager. While it is not legally necessary, it is good practice to request City Council approval of current job descriptions so that the City's position classifications are complete.

BACKGROUND

In December 2010, the Public Works Department and the Community Development Department where merged to become the Development Services Department. On January 1, 2011, the Director of Community Development took over the Development Services Department. To reflect the new responsibilities, the title "Director of Community Development" was changed to "Director of Development Services." In the midst of the subsequent staff reductions and administrative changes, the position description was not submitted to the City Council for adoption.

The Director of Administrative Services/City Clerk retired in December of 2011 and the position was filled on an interim basis. The Administrative Services Department has now been reorganized under the Direction of the City Manager to remove the Deputy City Clerk and Director of Administrative Services/City Clerk positions from the budget. They have been replaced by the positions of Senior Management Analyst/City Clerk and

Human Resources Manager. The new positions have been created to focus expertise and energy on two areas of the City's operation that require knowledge and careful application of distinct areas of the law.

The job description for the Senior Management Analyst/City Clerk position was approved by the City Council in a previous action; however, the description for the position of Human Resource Manager has not been previously submitted to the City Council. The position is included in the 2012-2013 Budget and an internal recruitment has been conducted so the position can be filled later this month.

The purpose of this item is to request your approval of the attached job classifications for the Director of Development Services and the Human Resources Manager.

FINANCIAL IMPACT

There is no additional financial impact. The Director of Development Services has been budgeted since January 2011, and the Director of Development Services did not receive any additional compensation when he took over both the Public Works Department and Community Development Department. As for the Human Resources Manager the funding for a full-time position was approved at the Mid-Budget Adjustments which was approved by City Council at the February 11, 2013 City Council meeting.

ATTACHMENTS

1. Director of Development Services position description
2. Human Resources Manager position description

CITY OF RIVERBANK
DIRECTOR OF DEVELOPMENT SERVICES

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications ***may not include all*** *duties performed by individuals within a classification. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, to plan, direct, organize and review the activities of the Development Services Department including planning, engineering, building inspection, economic development, neighborhood improvement, public works (including administration, water, waste water, streets and motor pool) and zoning programs; and to provide highly responsible professional and technical staff assistance to the City Manager.

DISTINGUISHING CHARACTERISTICS:

This is a Department Head level position reporting directly to the City Manager. This position has responsibility for the overall management of the Development Services Department. Exercises direct supervision over professional, technical, and administrative support staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees and responsible for all Public Works Department activities and services, including the management of Streets, Storm Drain, Sewer, Water, Wastewater, and Motor Pool Divisions; oversees engineering functions of contract City Engineer.

- Reviews and approves a variety of plans; develops and implements the City's Capital Improvement Program, system development fees and budget; directs the preparation of plans, specifications, cost estimates, and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance of construction of plans, or to identify design elements; reviews and approves all payments and billings for contract services.

- Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.

- Conduct and supervise planning studies in the community to gather data for evaluating current and advanced planning projects.

- Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development, and general planning activities.

- Plans, directs, coordinates, and participates in the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

- Administers and oversees the management of a variety of development and improvement agreements, contracts, and contractors; ensures compliance with performance and cost agreements; evaluates cost effectiveness of agreements.

- Supervise and participate in the development and administration of the Development Services operating and capital improvements project budgets; monitor and approve expenditures; implement mid-year budget adjustments.

- Coordinate and oversee activities in the engineering division, including that of city consultants, focusing on land development, traffic, capital improvement projects, construction management/ inspections and general program management of the more complex engineering and infrastructure projects.

- Serve as a member of the City's management team and coordinate activities with city other departments; serve as technical advisor to the Planning Commission, City Council, City Manager, other City departments, and civic groups on planning, zoning enforcement, building inspections, engineering, public works and related matters.

- Provide recommendations for amending various elements in the general comprehensive plan; provide general plan and code interpretations as needed.

- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.

- Assist in the development of a growth management strategy; interpret ordinances and regulations as they apply to respective areas.

- Conduct environmental impact evaluations on proposed projects including special studies; research complex planning problems; and prepare a variety of comprehensive reports.

- Coordinate planning, housing, building and engineering efforts to review current and proposed projects, work schedules; confer with developers, other agencies and the general public in acquiring information and coordinating planning and land development/infrastructure matters.

- Oversees the selection, training, and evaluation programs for all Development Services personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; sets progressive disciplinary procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

- Respond to and resolve difficult citizen inquiries and complaints.

- Develops, implements, and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

<u>Education and/or Experience:</u>

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Director of Development Services**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible experience in municipal planning, community development, infrastructure planning/land development, or engineering services, including three years in a supervisory or management capacity, and a bachelor's degree in urban or regional planning, public administration, or related field.

<u>License/Certificate:</u>

Possession of, or the ability to obtain, a valid California Class C driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

<u>Knowledge of</u>:

Modern principles, practices, and techniques of current and future planning, building, and safety, community development, public works administration, organization, and operation; California regulations relating to subdivisions, annexations, zoning, and land use; physical design, demographic, environmental, economic, and social concepts as applied to municipal planning and community development; contract negotiation and administration; technological advances in land use planning; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct, and perform the duties of the Development Services Department; represent the interests of the City with a variety of boards, committees, commissions, outside agencies, and the public; read and interpret maps, sketches, plans, drawings, specifications, and technical manuals; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate, develop, and conduct training programs for assigned staff; attend evening meetings as required; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

CITY OF RIVERBANK

HUMAN RESOURCES MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs advanced and complex professional human resources work including, but not limited to, recruitment and selection, employee relations, investigation of sensitive personnel situations, classification, compensation, benefits administration, training and development, workers' compensation, risk management, safety, labor relations, coordination of assigned activities with other departments, provide complex staff assistance as required and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Human Resources Manager** is an advanced journey level professional class in which the incumbent is responsible for the supervision of discrete sub-divisional organizational component(s) and programs/functions within a department as determined by the City Manager. The Human Resources Manager will exercise policy interpretation and application for assigned program/functional area. The incumbent is expected to demonstrate technical competence in the assigned areas while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments the work of staff assigned. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Manager. Exercises direct and indirect supervision over lower level Human Resources support.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Recommend and assist in the implementation of goals and objectives; establish methods for performing a variety of professional and technical human resources functions; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staffing involved in recruitment and selection, classification and compensation, and training; serve as resource to City departments on personnel related matters.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for recruitment, advertising and testing costs; monitor and control expenditures.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- Oversee, coordinate and participate in recruitment and selection activities including reviewing recruitment schedule and status of recruitments, coaching analysts on various aspects of the process, ensuring compliance with personnel rules and policies; make arrangements to participate in a variety of job fairs and community events.

- Complete certifications from eligible lists; verify vacancies; determine number of candidates to interview; coordinate selection interviews with department managers.

- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.

- Oversee, coordinate and participate in the conduct of job analyses for recruitment and testing purposes.

- Oversee, coordinate and participate in the conduct of classification studies including completion of position inventory questionnaires, desk audits, development of recommendation and preparation of new of modified job analysis documentation and job descriptions; prepare Council and committee reports and resolutions; present findings and recommendations to Council and committees.

- Develop job descriptions for new classes; recommend salary range and conduct meet and confer with employee associations.

- Oversee, coordinate and participate in the administration of selection procedures including application review, supplemental questionnaires, oral board interview questions, job dimensions, assessment centers, selection of test services and content, practical exam materials and rating instruments; monitor exam reliability and validity.

- Review and analyze outside employment and business requests and determine if conflict of interest exists.

- Research and prepare for negotiations; participate in meet and confer sessions as a member of the City's negotiating team.

- Oversee, coordinate and participate in the conduct studies, analysis and research on a broad range of personnel assignments; conduct, analyze, and complete salary and benefit surveys; complete various government reports.

- Assist with the conduct of administrative investigations and fact-finding interviews.

- Analyze legislation and regulations to determine effect on personnel programs and services.

- Act as liaison to the community, professional organizations and educational institutions and respond to requests for information on job opportunities, professional development and work/study programs.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, staff of other public agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of professional human resources management experience, including two years of experience working for a public agency and a bachelor’s degree with major coursework in human resources, public or business administration, or a closely related field.

License/Certificate:

Possession of a valid Class C California driver’s license at the time of appointment, to be maintained as a condition of continued employment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public personnel administration, including methods and techniques used in labor relations, recruitment and selection, testing, classification and pay, salary and benefits administration, career development and equal opportunity; Federal, State, and Local laws regulating to personnel management; principles of organization and management; principles and practices of supervision, staff selection, training and personnel management; budget development and administration; effective supervisory techniques; employee insurance benefit programs including workers compensation; personnel records management; report writing procedures; application of statistical methods to management analysis; advanced methods of report preparation and presentation; administrative research techniques, sources and available information; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Organize, implement and direct human resource program operations and activities; collect, compile, analyze and summarize written and statistical information and data; maintain confidentiality; obtain pertinent information through the interview process; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; respond appropriately to difficult and sensitive matters; interpret and explain pertinent City and department policies and procedures; develop and recommend policies and procedures related to assigned operations; prepare clear and concise reports; supervise, train, and evaluated assigned staff; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; work effectively with people with varying backgrounds, educational levels, races, and cultures.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.D

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject/ Title:	Resolution Approving an Enterprise Zone Expansion Request for Stanislaus County
From:	Jill Anderson, City Manager
Submitted by:	J.D. Hightower, Development Services Director

RECOMMENDATION

It is recommended that City Council adopt a Resolution to approve the expansion of the Stanislaus Enterprise Zone boundaries to include the property occupied by Waterford Almond Huller & Sheller.

SUMMARY

The Stanislaus Economic Development and Workforce Alliance requires that any expansion requests within the Stanislaus Enterprise Zone need to be approved by all the participating cities in the Zone, consistent with the California Department of Housing & Community Development Department (HCD). The Stanislaus Enterprise Zone working group has approved the request and is now asking the participating cities to do the same. Therefore, in order to move forward, Riverbank is being asked to approve the expansion request from Waterford Almond Huller & Sheller even though they are outside the jurisdiction of the City of Riverbank. Upon approval of all the cities, the Board of Supervisors will be asked to approve the expansion requests so that it can be submitted to the State of California.

STANISLAUS ENTERPRIZE ZONE

The Enterprise Zone Program offers five state tax credits that assist in reducing the cost of hiring new employees and investing in production/office equipment for businesses that operate within its boundaries. The Stanislaus Enterprise Zone is the 40th Enterprise Zone designated by the State. Zone 40, is one of the largest zones in the State of California and is commonly referred to as EZ 40. With an inception date of November 16, 2005, the EZ 40 footprint totaled 67,508.98 acres at inception. It included portions of the City of Ceres, Modesto, Turlock and sectors of Unincorporated Stanislaus County. In addition to the initial designation acreage, EZ 40 afforded an additional 15%

expansion capacity that included Riverbank, Oakdale and Patterson. After six successful expansions to date, EZ 40's core footprint now includes the majority of all industrial/commercial sites throughout Stanislaus County and a total of 76,566.15 acres.

The Enterprise Zone tax credits apply during the life of EZ 40, from November 15, 2005 to November 15, 2020. While there have been expansions of the Zone with varied inception dates, all designations will have the November 15, 2020 expiration date.

Riverbank's General Plan recognizes the importance of EZ 40 and expansion is considered consistent with related public policies. Specific to this request, our Economic Development Element, Policy ED-6.1 states that, "***Acknowledging the significant agricultural economy in Stanislaus County, the City will continue to accommodate industries that serve the agricultural trade and have supplier relationships with primary farming activity in Stanislaus and San Joaquin Counties***". This expansion of EZ 40 directly implements this General Plan policy.

FINANCIAL IMPACT

There is no direct financial impact associated with the recommended action.

ATTACHMENTS

The following items are attached to this report:

1. Resolution
2. Attachment 1 (page 1 & 2) – Expansion Application for Waterford Almond Huller & Sheller
3. Attachment 2 – Waterford EZ Map
4. Attachment 3 – Almond Huller EZ Map

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK OF STANISLAUS COUNTY APPROVING THE EXPANSION OF THE STANISLAUS ENTERPRISE ZONE BOUNDARIES TO INCLUDE WATERFORD ALMOND HULLER & SHELLER

WHEREAS, the City of Riverbank of Stanislaus County currently has an Enterprise Zone that was established on November 16, 2005, and has jurisdiction over the existing zone; and

WHEREAS, the Stanislaus Enterprise Zone wished to expand its boundaries to include areas within the jurisdiction of Stanislaus County; and

WHEREAS, the City of Riverbank of Stanislaus County authorizes and supports job development, job creation, and economic development; and

WHEREAS, the City of Riverbank of Stanislaus County will provide the same or equivalent local incentives as provided by the other jurisdictions in the Stanislaus Enterprise Zone; and

WHEREAS, the City of Riverbank of Stanislaus County agrees to complete all actions stated within the Stanislaus Enterprise Zone Application for Designation, MOU, and MOU Supplement, that apply to its jurisdiction; and

WHEREAS, the land included within the proposed expansion area within Stanislaus County is zoned for industrial or commercial use; and

WHEREAS, basic infrastructure is available to the area that would be included in the proposed expansion within Stanislaus County; and

WHEREAS, the City of Riverbank of Stanislaus County will submit a written request as required to the California Department of Housing and Community Development to have its Enterprise Zone boundaries expanded; and

WHEREAS, The City of Riverbank of Stanislaus County authorizes the Enterprise Zone Manager to sign official documents on behalf of the City of Riverbank of Stanislaus County pertaining to the Stanislaus Enterprise Zone.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank of Stanislaus County hereby supports and approves the Stanislaus

Enterprise Zone expansion into the areas of Stanislaus County Unincorporated to include Waterford Almond Huller & Sheller as shown on the attached map.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 13th day of May, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___*:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
______________________________	______________________________
Annabelle Aguilar, MMC	**Richard D. O'Brien**
City Clerk	**Mayor**

*Council Vacancy
Attachments: EZ Application pg 1 & 2, EZ Boundary Maps 1 & 2

Stanislaus Enterprise Zone – Expansion 2013

Instructions: Applicant to complete Sections 1, 2, & 3. *See Expansion Application Submission Guidelines* for further instructions.

Section 1.	**Contact Information**	**Expansion Acreage**		
Enterprise Zone:	Stanislaus Enterprise Zone – Zone 40	Original Zone Acreage:		67508.98
Jurisdictions:	Cities of: Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock, Waterford, & Stanislaus County Unincorporated areas	Basis*		15% X 20% __
		Current Expansion Capacity		**1102.46** Acres
		Expansion Acreage Requested	*Industrial*	Acres
			Commercial	33.28 Acres
			Other	Acres
Contact Name:	Rey Campanur		**TOTAL**	33.28 Acres
Telephone Number:	209.567.4940	New Cumulative Zone Acreage		76566.15 Acres
Proposed Expansion Name:	Waterford Almond Huller & Sheller	Balance (Remaining Capacity)		1069.18 Acres
Expansion Type:	***Intra-jurisdictional Expansion:*** £ Contiguous X Non-Contiguous	***Inter-jurisdictional Expansion:*** £ Adding a contiguous jurisdiction £ Using a right-of-way to establish contiguity.		

Section 2.	**Required Documentation**		
Exhibit Name	***Document***		***(Optional) Applicant Comments***
Exhibit A	**Cover Letter**		
Exhibit B	**Certified Resolution or Ordinance** **(***Jurisdiction Name)* *(Resolution #)*		
Exhibit C	**Map**		
Exhibit D	**Infrastructure Assessment**		
Exhibit E	**Street Range Listing**		
Exhibit F	**Boundary Description**	**X** Digitized Map	
		£ Description	
Exhibit G (if applicable)	***Intra-jurisdictional*** **Non-Contiguous Justification**	Ð Exhibit G1	
	Inter-jurisdictional **Right-of-way Description**	£ Exhibit G2	

* Basis: If the original enterprise zone area is no greater than 13 square miles (8,320 acres), the zone may be expanded by 20%.

Expansion Application (cont)

***Section 3 Instructions*: For each expansion identify the number of acres and the number of existing businesses within the proposed expansion area.**

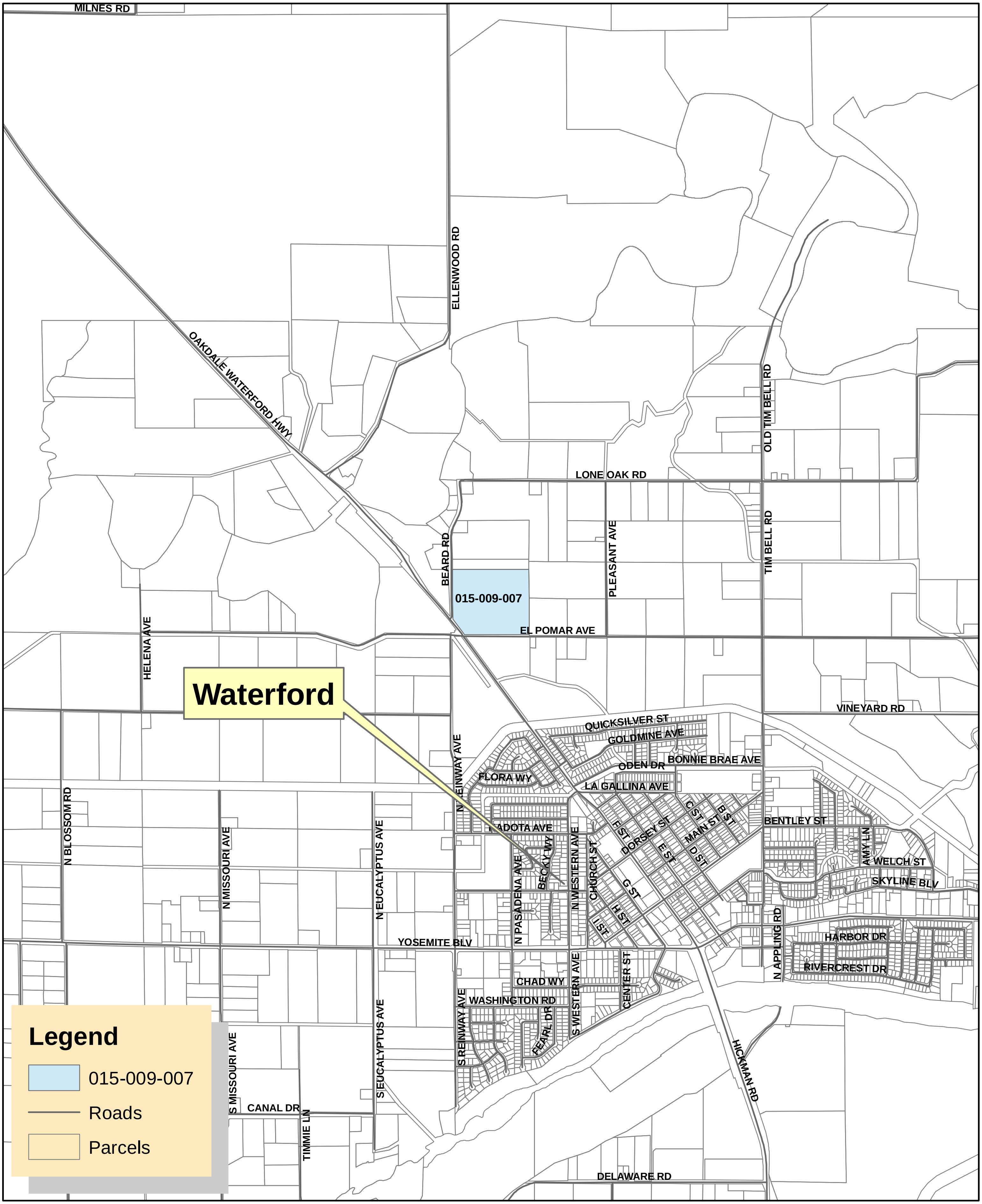
Section 3.	**Expansion History**					
***Original Zone Acreage*: 67508.98**				***Original Expansion Capacity (acres): 10126.35***		
Exp #	*Expansion Name*	*Expansion Acreage Requested 33.28*			*Effective Date*	*Balance (Remaining Acres)*
		Number of Businesses				
		Industrial	*Commercial*	*Total*		
40-14	Waterford Almond Huller & Sheller		1	1	2013	1069.18

I have approved the information contained in this expansion application. I understand that the effective date of the expansion will be the date the expansion approval letter is mailed by the Department.

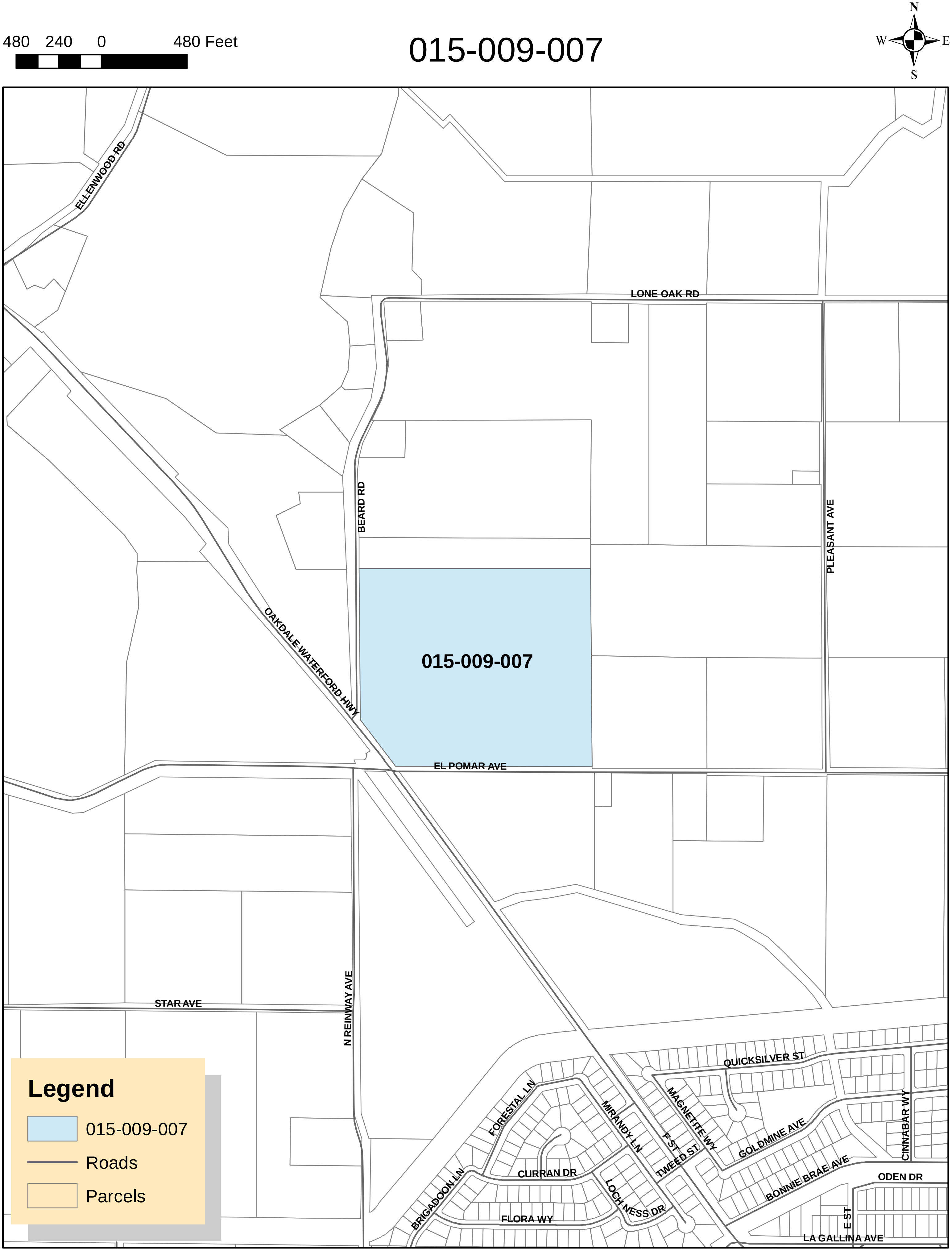
Enterprise Zone Signatory Date

015-009-007

1,300 650 0 1,300 Feet



015-009-007



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ELLENWOOD RD
LONE OAK RD
BEARD RD
PLEASANT AVE
OAKDALE WATERFORD HWY
015-009-007
EL POMAR AVE
STAR AVE
N REINWAY AVE
QUICKSILVER ST
FORESTAL LN
MIRANDY LN
MAGNETITE WY
F ST
TWEED ST
GOLDMINE AVE
CINNABAR WY
CURRAN DR
LOCH NESS DR
BONNIE BRAE AVE
ODEN DR
BRIGADOON LN
FLORA WY
E ST
LA GALLINA AVE
Legend
015-009-007
Roads
Parcels

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.E

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Modifications to the 2013 City Council Meeting Schedule for Holiday Observances
From:	Jill Anderson, City Manager

RECOMMENDATION

It is recommended that the City Council cancel the City Council meetings scheduled for Memorial Day, Monday, May 27; Veterans Day, Monday, November 11; and Monday, December 23, 2013.

SUMMARY

In previous years, the City Council has modified the meeting schedule for holiday observances. It is proposed that the City Council cancel the City Council Meetings scheduled for May 27, November 11, and December 23, 2013, in order to minimize conflicts with holiday activities on or close to those dates. As always, in the event that issues arise that need to be attended to between regularly scheduled meetings, a special meeting can be held.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.F

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2013
Subject:	Resolution Approving the Transfer of Funds from Wastewater Treatment Plant Rents & Leases Account to the Wastewater Treatment Plant Professional Services Account.
From:	Jill Anderson, City Manager
Submitted by:	J.D. Hightower, Development Services Director Darin Smallen, Waste Water Treatment Plant Supervisor

RECOMMENDATION

It is recommended that the City Council adopt the Resolution approving the transfer of $6,000.00 from the Wastewater Treatment Plan Rents & Leases line item account (#106-424.000-702.031) to the Wastewater Treatment Plant Professional Services line item account (#106-424.000-702.032) for the replacement purchase of a flow meter.

SUMMARY

The City is required to report to the State the amount of waste water treated at the treatment plant on a monthly basis. The City has used and continues to use Johnson Controls flow meter to meet this requirement. The meter that was being used for this function was approximately 20-years old and finally quit functioning. The City does have older meter in reserve that has been in service since the malfunction was discovered, approximately February 15, 2013.

Upon discovery of the malfunction and moving up the older meter from reserve, staff investigated and decided that a Johnson Control flow meter was appropriate for the consistency of operations. All of the other monitoring equipment is Johnson Controls. Because of the lead time for a meter is approximately four (4) months, City staff contacted Johnson Controls for a replacement meter approximately 60 days ago.

Although there are adequate funds in the Professional Services account to cover the cost of the flow meter, there are also on-going sampling costs that are paid from this account. It is staff's opinion that there may be adequate funds in the Rents and Leases account to cover anticipated costs as well as assist in the covering of the cost of the flow meter.

FINANCIAL IMPACT

The total cost of the new flow meter is $12,000 and the project would not require an appropriation of additional funds, only a transfer of $6,000 between line item accounts. Therefore, the short term budget impact is cost neutral. Long term budget impact is expected to be positive as the actual lifespan of the flow meter far exceeded expected design life.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING THE TRANSFER OF FUNDS FROM THE WASTEWATER TREATMENT PLANT RENTS & LEASES ACCOUNT TO THE WASTEWATER TREATMENT PLANT PROFESSIONAL SERVICES ACCOUNT

WHEREAS, the City is required to report to the State of California the amount of treated waste water at the Wastewater Treatment Plant on a monthly basis; and

WHEREAS, the City currently uses a Johnson Controls Flow Meter to meet this requirement; and

WHEREAS, the Johnson Controls Flow Meter is 20-years old and is no longer working correctly; and

WHEREAS, the turnaround time for a new meter is approximately four (4) months and City staff has contacted Johnson Controls for a replacement meter at a cost of $6,000.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the transfer of $6,000.00 from the Wastewater Treatment Plant Rents & Leases Account #106-424.000-702.031 to the Wastewater Treatment Plant Professional Services Account #106-424.000-702.032.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 13th day of May, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___*:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
______________________________	______________________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

*Council Vacancy

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date:	May 13, 2013
Subject:	Acceptance of the Vactor Dump Station and Headworks Changes Project and Authorization to File a Notice of Completion
From:	Jill Anderson, City Manager
Submitted by:	J.D. Hightower, Development Services Director Laura Graybill, Project Coordinator

RECOMMENDATION:

It is recommended that the City Council accept the completion of the Vactor Dump Station and Headworks Changes Project and authorize staff to file a Notice of Completion.

SUMMARY:

Conco West Inc. has completed the construction of the Vactor Dump Station and Headworks Changes Project. William Kull, City Engineer and City staff has completed a final inspection. All construction has been completed per the plans and specifications.

The contract was awarded on September 24, 2012, to Conco West Inc. in the amount of $216,185.00. No Contract Change Orders were issued for this project.

This project accomplished two major improvements. The first part made improvements to the Vactor Dump Station. It now allows the Vactor Truck to dump the extracted material (collected during vacuum excavation) into the two stage vault, one to collect solids then another with a grinder pump that will grind debris and pump the waste into the treatment plant.

The second part of the project was to install flow diversion and control equipment at the Wastewater Treatment Plant Headworks. This will now allow usage of the second spillway, which was blocked by a metal plate.

It is recommended that the Council accept the Vactor Dump Station and Headworks Changes Project as complete and authorize the Project Coordinator to record the Notice of Completion.

FISCAL IMPACT:

Total cost of construction was $216.185.00 was funded by the South West Sewer Fund #124. The project was completed on budget. In addition, the City can expect a long-term savings on labor due to the improvements made during this project.

ATTACHMENTS:

1. Notice of Completion.
2. Attachment A – Photo Before and After of Vactor Dump Station
3. Attachment B – Photo Before and After of WWTP Headworks

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

NAME CITY OF RIVERBANK
ATTN: DEVELOPMENT SERVICES
STREET ADDRESS 6707 THIRD STREET
CITY & STATE RIVERBANK, CA 95367

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is City of Riverbank (Print Full Name)
3. The complete address of the undersigned is 6707 Third Street, Riverbank, CA 95367 (Address, City, State, Zip)
4. The nature of the title of the undersigned is:

   [X] Owner in Fee, **or** [ ] Vendee (Buyer) under Contract of Purchase, **or**

   [ ] Lessee, **or** [ ] Other

   If "Other," briefly list or describe appropriate designation or title
5. The full names and complete addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

   Co-owner's Name(s) Co-owner's Complete Address (Number and Street, City, State, Zip)

   N/A
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individual(s) (if no transfer was made, insert the word "none"):

   Co-owner's Name(s) Co-owner's Complete Address (Number and Street, City, State, Zip)

   N/A
7. A work of improvement on the property described below was completed on May 13, 2013 (Date of Completion).

8. The name of the original contractor, if any, for the work of improvement was (if no contractor for the work of improvement as a whole, insert the word "none") Conco West Inc.

If notice covers completion of contract for only part of the work of improvement, check box and complete:

☒ The kind of work done or finished was Modifications to the Vactor Truck Receiving Station and install flow diversion and control equipment at the WWTP Headworks.
(Give General Description of Work Completed, e.g., Furnishing of Concrete for Sidewalks, etc.)

9. The property on which the work of improvement was completed is in the City of Riverbank, County of Stanislaus, State of California, and is described as follows:

(Set Forth Description of Jobsite Sufficient for Identification, Using Legal Description if Possible)

10. The street address of the said property is 23865 S. Santa Fe Rd
(Address, City, State, Zip, or if No Official Street Address, Insert the Word "None")

Dated this 13th (Day) day of May (Month), 2013 (Year)

(Owner's Signature)

City of Riverbank
Laura Graybill, Project Coordinator
(Owner's Typed or Printed Name)

VERIFICATION

I the undersigned, say:

I am the person who signed the foregoing notice. I have read and understand the above notice and know its contents, and the facts stated therein are true and correct to the best of my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in City of Riverbank, County of Stanislaus, State of California

on this 13th (Day) day of May (Month), 2013 (Year)

(Signature of Person Signing Notice of Completion)
Laura Graybill, Project Coordinator
City of Riverbank

This form is the notice of completion that a property owner may record to limit the time in which mechanics' liens may be recorded against a construction project (see CA Civil Code § 3093). For this purpose an "owner" is the person who causes a building, improvement, or structure to be constructed, altered, or repaired, whether the interest or estate is in fee, as a vendee (buyer) under contract or purchase, as lessee, or other interest or estate less that fee. If the interest is held by two or more persons as joint tenants or tenants in common, any one or more of the co-tenants may be deemed to be the owner. (CA Civil Code §§ 3092(g), 3093). **This form is for use with a private work of improvement only, and is not intended for public sector applications.**

If the owner records the notice within the applicable time period, the original contractor has sixty (60) days from the day the notice is recorded to record a claim of lien against the project (CA Civil Code § 3115); and all other persons who furnished labor, services, equipment, or materials must record their liens within thirty (30) days after the notice of completion is recorded (CA Civil Code § 3116). Otherwise, all persons who furnished labor, services, equipment, or materials have ninety (90) days after completion of the work of improvement in which to record their liens (CA Civil Code §§ 3115, 3116).

The owner must record the notice in the office of the county recorder of the county where the site is located within ten (10) days after the work of improvement is completed (CA Civil Code § 3093(e)). This applies equally to the project which is completed in phases. A notice of completion must be filed within ten (10) days after the completion of each phase of the project to shield owner properly (CA Civil Code § 3117).

VACTOR DUMP STATION
BEFORE

VACTOR DUMP STATION
AFTER

WWTP HEADWORKS
BEFORE

WWTP HEADWORKS
AFTER

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date:	May 13, 2013
Subject:	Consideration of Seasonal Parking Fee Reduction or Waiver at Jacob Myers Park for Riverbank Residents Age 65 or Above
From:	Jill Anderson, City Manager
Submitted by:	Sue Fitzpatrick, Director of Parks and Recreation

RECOMMENDATION

It is recommended that the City Council consider reducing or waiving the Jacob Myers Park seasonal parking fee for Riverbank residents who are 65 or older by adoption of one of the resolutions attached to this report.

INTRODUCTION

The Friends of Jacob Myers Park have recommended that the parking fee at Jacob Myers Park be reduced from $5.00 to $3.00 for Riverbank residents that are age 65 or older. It has been requested by Councilmember Nygard that the City Council consider waiving the seasonal parking fee at Jacob Myers Park for Senior Citizens that live in Riverbank.

BACKGROUND

In 2011, the City Council approved a seasonal parking fee of $5.00 per vehicle at Jacob Myers Park (JMP). The fee is only collected on weekends and holidays from the first weekend in May through the last weekend in September. **Trail walkers and vehicles those with ADA placards are not charged the parking fee.** Scholarships are also available for those who meet the criteria.

The fee was established because the cost of maintaining the park in a satisfactory manner exceeded the available General Fund resources; and the park was not being maintained properly which created health and safety issues; and therefore, discouraged use.

The fees collected are reinvested back into the park in order to maintain a safe and inviting atmosphere for park visitors. It allows the City to supply the necessary services for security; park aide services, including managing the trash collection and maintaining the restroom; paper and cleaning supplies; as well as partial funding for safe tree cuts and playground equipment replacement. This year, the City is expanding services to provide additional security and clean-up of the area across from JMP along the Stanislaus River adjacent to the River Cove area as requested by the River Cove neighborhood group. This request came as a result of an increase in the number of people using the banks of the river for prohibited activities, such as excessive alcohol consumption and camping.

The fee raises approximately $27,000 a year. In 2012, there was $1,800 left in the fund that will be used to conduct safe tree cuts to minimize the possibility of tree limbs falling on park visitors.

The positive comments from visitors about the quality of the park and almost no complaints about the fee suggest that those using the park consider the value of the park experience to outweigh the cost of the parking fee.

FEE REVIEW

Earlier this year the City Council asked staff to establish a committee made up of the River Cove group, the Friends of Jacob Myers Park, the Army Corp representative, and anyone else interested in reviewing the fee schedule at JMP. This meeting was held on January 22, 2013 in the City Hall Council Chambers. The history of the park and the initiation of the parking fee were explained. It was suggested that the services provided from the fees collected also cover the security and clean up on the weekends in River Cove. It was confirmed that this would occur beginning in May of this year.

It was also suggested that a survey be conducted during the 2013 Season to determine where the park users are coming from. This survey is in progress and the results will be reviewed. The committee agreed that it that there may be a possibility of a lower fee for Riverbank Residents if the vast majority of park visitors are from other areas. This may not impact the revenue generated to a great extent and services could still be provided at the level necessary to maintain the park in a satisfactory manner.

Recently it was suggested that a senior discount be provided at Jacob Myers Park. This idea was discussed at the Friends of Jacob Myers meeting on April 23, 2013 and all were in favor. A senior discount card is now available at the entry gate or at City Hall for those 65 and older with proof of residence and Identification. The parking fee for those with a pass is $3.00. The season pass is available for seniors at a reduced rate of $25. Scholarships are available for those in need of further assistance and there will be additional promotion of the scholarship this season.

IMPLEMENTATION OF A FEE WAIVER

There are logistical concerns about waiving of the fee due to the possibility of abuse. Therefore, it is requested that the fee only be waived if the driver of the vehicle is 65 or over and that proof of age and residency be required.

FINANCIAL IMPACT

If approved, a fee waiver would potentially reduce revenues that are used to pay for park services. If expenses exceed revenue, there may be a need for a subsidy from the General Fund to pay for the costs associated with the 2013 Season and need to re-evaluate the level of service available in 2014.

ATTACHMENTS

Two resolutions are attached to this report:

1) A resolution **reducing** the parking fee at JMP for Riverbank residents who are age 65 or older.
2) A resolution **waiving** the parking fee at JMP for Riverbank residents who are age 65 or older.

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK TO REDUCE THE PARKING FEE AT JACOB MYERS PARK FOR RIVERBANK RESIDENTS AGE 65 AND OLDER

WHEREAS, it is necessary as established in the Riverbank Municipal Code for the proper and effective operation of City Government to establish, amend, or authorize fees for services in order to provide for the financial support of City Government; and at the same time recognize the needs of the community; and

WHEREAS, From time to time, the City Council reviews the fees to ensure that they are adequately supporting the operation of City Government; and reflecting the needs of the community; and

WHEREAS, it would be beneficial to reduce the parking fee for Riverbank Senior Citizens from $5.00 to $3.00 so that they can fully enjoy Jacob Myers Park on the weekends and holidays with little financial impact; and

WHEREAS, the fee reduction takes effect immediately.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the establishment of a reduced seasonal parking fee of $3.00 at Jacob Myers Park that is collected on weekends and holidays from Riverbank residents, age 65 and over.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 13th day of May, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___*:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

____

Annabelle Aguilar, CMC
City Clerk

APPROVED:

____

Richard D. O'Brien
Mayor

* Council Vacancy

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK TO WAIVE THE PARKING FEE AT JACOB MYERS PARK FOR RIVERBANK RESIDENTS WHO ARE AGE 65 OR OVER

WHEREAS, it is necessary as established in the Riverbank Municipal Code for the proper and effective operation of City Government to establish, amend, or authorize fees for services in order to provide for the financial support of City Government; and at the same time recognize the needs of the community; and

WHEREAS, From time to time, the City Council reviews the fees to ensure that they are adequately supporting the operation of City Government; and reflecting the needs of the community; and

WHEREAS, it would be beneficial to waive the parking fee for Riverbank Senior Citizens so that they can fully enjoy Jacob Myers Park on the weekends and holidays without any financial constraint; and

WHEREAS, the foregoing fee wavier continues and takes effect immediately.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the wavier of the $5.00 seasonal parking fee at Jacob Myers Park for weekends and holidays for Riverbank residents, age 65 and over.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 13th day of May, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___*:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
______________________	______________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

*Council Vacancy

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 10.1

SECTION 10: INFORMATIONAL ITEMS

Meeting Date:	May 13, 2013
Subject/ Title:	Warrant Register for 04/18/2013 and 04/25/2013.
From:	Jill Anderson, City Manager
Submitted by:	Marisela Hernandez, Director of Finance/City Treasurer

RECOMMENDATION:

It is recommended that the City Council review as an informational item the warrant registers for 04/18/2013 and 04/25/2013.

SUMMARY:

The warrant register presented to the City Council is a listing of all expenditures paid. Major expenditures presented on the warrant registers include the following:

04/18/2013 Warrant

Check No.	Vendor & Description	Funding Source	Amount
39606	Quarterly Maintenance – LRA	LRA Tenant Lease Fund 197	$3,230.00
39617	Churchwell White – City Legal Services	General Fund	$40,947.06
39620	Conco West – Vactor Dump Station Project	S.W. Sewer Fund 124	$55,575.00
39623	E&M Electric Machinery – Water Software Annual Renewal Fee	Water Fund 114	$2,577.69
39638	Law Offices of Susan Cochran – LRA Legal Fees	LRA Tenant Lease Fund 197	$1,160.00

04/25/2013 Warrant

Check No.	Vendor & Description	Funding Source	Amount
39665	AECOM, Inc. – Downtown Specific Plan EIR	Overpass Fund 145	$3,252.14
39667	American Systems Controls – Substation 17 Circuit Repair	LRA Tenant Lease Fund 197	$9,902.59
39685	Gladwell Governmental Services, Inc. – June Special Election	General Fund	$3,674.83
39710	Tim Pitassi Construction – City Hall North ADA Door Project	CDBG Grant	$4,605.20

FINANCIAL IMPACT:

Reductions in various funds for payment of expenses.

ATTACHMENTS: **(List attachments in order of placement)**

1. Warrant Registers: 04/18/2013 and 04/25/2013

VENDOR APPROVAL SUMMARY REPORT

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
39604	101-401.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		18.56
39604	101-402.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		10.13
39604	101-403.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		38.10
39604	101-405.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		1.51
39604	101-406.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		10.60
39604	101-408.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		20.34
39604	101-403.000-703.025	01115	ALPHA NUMERIC	COPY COUNT		0.10
39604	134-459.000-702.031	01115	ALPHA NUMERIC	COPY COUNT		0.11
						99.45
39605	114-000.000-200.170	104841	ALTISOURCE SOLUTIONS IN	OVERPAYMENT REFUND		2.62
39605	114-000.000-200.170	104841	ALTISOURCE SOLUTIONS IN	OVERPAYMENT REFUND		8.43
39605	114-000.000-200.170	104841	ALTISOURCE SOLUTIONS IN	OVERPAYMENT REFUND		64.58
						75.63
39606	197-439.000-706.029	01215	AMERINE SYSTEMS INC.	BUILDING MAINTENANCE		3,230.00
						3,230.00
39607	197-439.000-706.029	99450	ARROWHEAD	BOTTLED WATER		173.41
39607	106-424.000-706.026	99450	ARROWHEAD	BOTTLED WATER		53.65
39607	101-412.000-706.026	99450	ARROWHEAD	BOTTLED WATER		95.44
						322.50
39608	101-405.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		91.70
39608	101-406.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		30.57
39608	101-407.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		244.53
39608	101-409.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		213.96
39608	101-412.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		61.13
39608	101-414.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		30.57
39608	134-459.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		61.13
39608	106-423.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		61.13
39608	119-442.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		30.57
						825.29
39609	114-000.000-200.170	105204	AU-YEUNG/FAI//	OVERPAYMENT REFUND		37.18
						37.18

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
39610	114-433.000-703.064	103295	BACKFLOW APPARATUS & V	BACKFLOW INSPECTION	42.74
					42.74
39611	114-000.000-200.170	105107	BORUNDA/TERESA LORRAI	OVERPAYMENT REFUND	33.88
					33.88
39612	114-000.000-200.170	105202	BOWEN-HUFFMAN/HELEN//	OVERPAYMENT REFUND	55.25
					55.25
39613	114-000.000-200.170	105205	BRASIL/JOHN//	OVERPAYMENT REFUND	60.00
					60.00
39614	114-000.000-200.170	105211	BRINCA INVESTMENTS INC.	OVERPAYMENT REFUND	60.00
					60.00
39615	101-000.000-200.210	103726	CALIFORNIA BUILDING STAN	BUILDING STANDARDS REPO	20.70
					20.70
39616	101-408.000-702.034	102990	CHARTER COMMUNICATION	COMMUNICATIONS - NORTH	20.14
					20.14
39617	101-404.000-702.033	104609	CHURCHWELL WHITE	LEGAL SERVICES	40,947.06
					40,947.06
39618	197-439.000-704.021	11091	CITY OF RIVERBANK #2	WASTEWATER BILLING - LR	1,133.30
					1,133.30
39619	114-000.000-200.170	105203	CLOVERLAND PROPERTY MG	OVERPAYMENT REFUND	97.04
					97.04
39620	124-450.000-707.002	104341	CONCO WEST INC	VACTOR DUMP STATION	55,575.00
					55,575.00
39621	114-000.000-200.170	105200	COTA/TONY//	OVERPAYMENT REFUND	72.38
					72.38
39622	101-000.000-200.220	40043	DEPARTMENT OF CONSERV	STRONG MOTION FEES	67.92
					67.92
39623	114-433.000-702.032	104264	E & M ELECTRIC & MACHINER	BUILDING MAINTENANCE	2,577.69
					2,577.69
39624	101-000.000-600.090	103495	ENGINEERED FIRE SYSTEMS,	PLAN REVIEW - MARCH 2013	180.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
						180.00
39625	119-442.000-706.026	103284	FASTENAL COMPANY	SMALL TOOLS		152.55
						152.55
39626	118-000.000-200.150	105214	FERNANDEZ/DINORAH//	DEPOSIT REFUND		700.00
						700.00
39627	114-000.000-200.170	105212	GAO/SUI CHING MA//	OVERPAYMENT REFUND		51.05
						51.05
39628	101-413.000-706.029	101020	GEORGE REED, INC.	BUILDING MAINTENANCE		557.93
						557.93
39629	118-000.000-672.005	105215	GIRL SCOUTS HCC	REFUND		50.00
						50.00
39630	114-000.000-200.170	105209	GORDON/GREGORY//	OVERPAYMENT REFUND		200.00
						200.00
39631	106-424.000-702.030	100164	GRAINGER	EQUIPMENT MAINTENANCE		85.40
39631	106-424.000-702.030	100164	GRAINGER	EQUIPMENT MAINTENANCE		211.91
						297.31
39632	114-433.000-702.030	17950	GROENIGER #1423	EQUIPMENT MAINTENANCE		705.93
39632	114-433.000-702.030	17950	GROENIGER #1423	EQUIPMENT MAINTENANCE		-355.82
39632	114-433.000-702.030	17950	GROENIGER #1423	EQUIPMENT MAINTENANCE		4,726.89
39632	114-433.000-702.030	17950	GROENIGER #1423	EQUIPMENT MAINTENANCE		654.36
						5,731.36
39633	197-439.000-704.021	104288	HETCH HETCHY WATER & P	UTILITIES - LRA		23,713.24
						23,713.24
39634	106-424.000-706.029	100312	HOME DEPOT CREDIT SERVI	BUILDING MAINTENANCE		419.64
39634	114-433.000-702.030	100312	HOME DEPOT CREDIT SERVI	EQUIPMENT MAINTENANCE		415.66
39634	106-423.000-706.029	100312	HOME DEPOT CREDIT SERVI	BUILDING MAINTENANCE		206.18
39634	102-418.000-706.029	100312	HOME DEPOT CREDIT SERVI	BUILDING MAINTENANCE		69.45
						1,110.93
39635	114-000.000-200.170	105208	KELLEY/KAREN E.//	OVERPAYMENT REFUND		107.48

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					107.48
39636	101-403.000-703.025	104710	KKI CORPORATION	COMPUTER MAINTENANCE	1,178.49
					1,178.49
39637	101-408.000-706.066	105216	LANGUAGE NETWORK INC.	CANDIDATE STATEMENT	250.00
					250.00
39638	197-439.000-702.032	105054	LAW OFFICE OF SUSAN COCH	LEGAL SERVICES	1,160.00
					1,160.00
39639	114-000.000-200.170	105199	MEDINA/JUAN MANUEL//	OVERPAYMENT REFUND	8.20
					8.20
39640	173-590.000-704.021	32627	MID	UTILITIES	103.85
					103.85
39641	101-414.000-706.029	33900	NORMAC	BUILDING MAINTENANCE	44.99
					44.99
39642	114-433.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	2,343.59
39642	175-590.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	152.40
39642	101-414.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	1,161.40
39642	101-409.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	1,581.60
39642	106-423.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	1,556.20
39642	106-424.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	434.85
39642	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	4,491.25
39642	101-407.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	1,341.07
39642	118-441.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	1,261.80
39642	118-441.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	420.95
					14,745.11
39643	114-000.000-200.170	105201	PEREA-RYAN/MICHELE//	OVERPAYMENT REFUND	25.97
					25.97
39644	114-000.000-200.170	105206	PHILLIPS JR./ROBERT//	OVERPAYMENT REFUND	60.00
					60.00
39645	114-000.000-200.170	1000062	RIZO LOPEZ FOODS	OVERPAYMENT REFUND	77.00
					77.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
39646	114-000.000-200.170	105207	SAVOYE/KARL VON//	OVERPAYMENT REFUND	14.44
					14.44
39647	201-000.000-200.080	105083	SEECHANGE HEALTH INSUR	HEALTH INSURANCE	29,970.00
					29,970.00
39648	114-433.000-702.032	102932	SJVAPCD	PERMIT TO OPERATE	117.00
39648	114-433.000-702.032	102932	SJVAPCD	PERMIT TO OPERATE	240.00
39648	114-433.000-702.032	102932	SJVAPCD	PERMIT TO OPERATE	240.00
39648	114-433.000-702.032	102932	SJVAPCD	PERMIT TO OPERATE	479.00
					1,076.00
39649	101-401.000-706.036	105170	SNIDER AND ASSOCIATES	TEAM BUILDING RETREAT	626.00
39649	101-402.000-702.032	105170	SNIDER AND ASSOCIATES	TEAM BUILDING RETREAT	1,926.27
					2,552.27
39650	101-401.000-706.033	105169	SNIDER EDUCATION AND	GRAPHIC RECORDING	1,300.00
					1,300.00
39651	101-000.000-600.090	05019	STANISLAUS CO. CLERK REC	RELEASE OF LIEN	15.00
					15.00
39652	101-409.000-702.060	102745	STANISLAUS CO. SHERIFF'S D	LAW ENFORCEMENT - MARC	274,937.23
39652	101-409.000-702.060	102745	STANISLAUS CO. SHERIFF'S D	LAW ENFORCEMENT - APRIL	285,729.08
					560,666.31
39653	106-424.000-702.030	103237	STANISLAUS ELECTRIC MOT	EQUIPMENT MAINTENANCE	20.00
39653	106-424.000-702.030	103237	STANISLAUS ELECTRIC MOT	EQUIPMENT MAINTENANCE	20.00
39653	106-424.000-702.030	103237	STANISLAUS ELECTRIC MOT	EQUIPMENT MAINTENANCE	32.75
					72.75
39654	201-000.000-200.082	1000039	STANISLAUS FOUNDATION	DENTAL LIABILITY	1,629.13
					1,629.13
39655	119-442.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	76.31
39655	101-412.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	164.74
39655	101-405.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	67.71
39655	101-405.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	29.82
					338.58

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
39656	101-439.000-702.043	103004	THE PLANNING CENTER - DC	SPECIFIC PLAN - LRA	2,110.74
					2,110.74
39657	114-433.000-702.032	10000169	TOKAY SOFTWARE	BACKFLOW SOFTWARE	790.00
					790.00
39658	101-403.000-707.002	102948	TYLER TECHNOLOGIES	FINANCE SERVER	1,416.57
					1,416.57
39659	114-433.000-702.030	40072	UNITED RENTALS, INC.	EQUIPMENT MAINTENANCE	21.42
					21.42
39660	106-424.000-703.025	99833	USA BLUE BOOK	OFFICE EXPENSE	1,349.26
					1,349.26
39661	114-000.000-200.170	105213	VIGIL JR./HECTOR//	OVERPAYMENT REFUND	231.79
					231.79
39662	101-408.000-703.025	99962	WILSON TECHNOLOGIES	PHONE MAINTENANCE	100.00
					100.00
39663	197-439.000-706.035	105217	WOODRUFF-SAWYER & CO.	POLLUTION LIABILITY	56,244.00
					56,244.00
39664	114-000.000-200.170	105210	YOUNG/JODY LYNN//	OVERPAYMENT REFUND	116.66
					116.66
				CHECK RUN TOTAL	**815,873.53**

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
39665	145-468.000-702.032	104272	AECOM INC.	SPECIFIC PLAN - EIR	3,252.14
					3,252.14
39666	101-408.000-706.066	103135	AGUILAR/ANNABELLE//	REIMBURSEMENT	19.84
					19.84
39667	197-439.000-706.029	104510	AMERICAN SYSTEM CONTRO	BUILDING MAINTENANCE - L	9,902.59
					9,902.59
39668	198-439.502-702.053	99815	AT&T-CALNET 2	COMMUNICATIONS - LRA	346.31
39668	101-407.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS	76.62
39668	101-409.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS	21.07
					444.00
39669	101-407.000-702.032	103079	BAY ALARM COMPANY	ALARM SERVICE	1,898.24
					1,898.24
39670	101-407.000-702.032	102990	CHARTER COMMUNICATION	COMMUNICATIONS - TEEN	79.99
					79.99
39671	101-402.000-703.025	102990	CHARTER COMMUNICATION	COMMUNICATIONS	54.80
39671	101-403.000-702.032	102990	CHARTER COMMUNICATION	COMMUNICATIONS	54.80
39671	101-408.000-706.026	102990	CHARTER COMMUNICATION	COMMUNICATIONS	54.79
					164.39
39672	101-411.000-702.034	36200	CITY OF OAKDALE	ANIMAL CONTROL SERVICE	12,960.80
					12,960.80
39673	119-442.000-705.041	104158	COMMERCIAL ENERGY	VEHICLE FUEL	1,715.65
					1,715.65
39674	106-424.000-702.032	71027	COOPER CONTROLS INC.	ANNUAL CALIBRATIONS	623.55
39674	106-424.000-702.032	71027	COOPER CONTROLS INC.	WWTP EFFLO CONTROL SY	6,002.58
					6,626.13
39675	114-000.000-200.170	99153	CRUZ/RAFAEL//	OVERPAYMENT REFUND	30.78
					30.78
39676	106-423.000-706.038	104897	CVCWA	REGISTRATION FEES	47.50
39676	106-424.000-706.038	104897	CVCWA	REGISTRATION FEES	47.50

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					95.00
39677	101-405.000-701.005	103782	DEGELE/JOHN//	PLANNING COMMISSION ME	100.00
					100.00
39678	101-402.000-706.015	03001	DESIGNS BY KAREN	FLORAL ARRANGEMENT	58.52
					58.52
39679	101-000.000-200.189	105218	DIV.OF THE STATE ARCHITEC	QUARTERLY REMITTANCE-	56.40
					56.40
39680	119-442.000-705.041	100750	DONLEE PUMP COMPANY	VEHICLE MAINTENANCE	150.00
					150.00
39681	119-442.000-705.040	104435	E.R. VINE & SONS, INC.	VEHICLE MAINTENANCE	390.46
39681	119-442.000-705.041	104435	E.R. VINE & SONS, INC.	VEHICLE FUEL	2,393.89
					2,784.35
39682	101-408.000-702.030	99199	ECS IMAGING INCORPORATE	ANNUAL RENEWAL	4,928.00
					4,928.00
39683	106-424.000-702.032	13010	FAR WEST	LAB SAMPLES	859.00
					859.00
39684	125-000.000-210.008	10028	GIULIANI & KULL, INC.	SENIOR APARTMENTS	375.00
39684	220-590.000-707.003	10028	GIULIANI & KULL, INC.	ENGINEERING SERVICES	700.00
39684	111-430.000-707.024	10028	GIULIANI & KULL, INC.	BIKE STRIPING PLAN	1,927.50
					3,002.50
39685	101-408.000-706.066	105224	GLADWELL GOVERNMENTA	SPECIAL ELECTION	3,674.83
					3,674.83
39686	106-424.000-702.030	100164	GRAINGER	EQUIPMENT MAINTENANCE	195.30
39686	101-414.000-707.003	100164	GRAINGER	BUILDING MAINTENANCE	2,676.89
39686	101-414.000-707.003	100164	GRAINGER	BUILDING MAINTENANCE	135.76
39686	101-414.000-707.003	100164	GRAINGER	BUILDING MAINTENANCE	280.78
					3,288.73
39687	220-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	31.91
39687	177-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	23.65
39687	175-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	96.54

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					152.10
39688	101-413.000-706.029	100312	HOME DEPOT CREDIT SERVI	BUILDING MAINTENANCE	6.35
39688	102-418.000-706.029	100312	HOME DEPOT CREDIT SERVI	BUILDING MAINTENANCE	565.07
					571.42
39689	101-405.000-701.005	100354	HUGHES/PATRICIA//	PLANNING COMMISSION ME	100.00
					100.00
39690	119-442.000-705.040	103388	IRONMAN PARTS & SERVIC	VEHICLE MAINTENANCE	400.00
					400.00
39691	126-449.004-702.032	102887	J. GARDNER & ASSOCIATES, L	PROJECT SUPPLIES	181.44
39691	126-449.004-702.032	102887	J. GARDNER & ASSOCIATES, L	PROJECT SUPPLIES	415.93
39691	126-449.004-702.032	102887	J. GARDNER & ASSOCIATES, L	PROJECT SUPPLIES	978.63
					1,576.00
39692	119-442.000-705.040	101129	JUSTUS LAWNMOWER SHOP,	EQUIPMENT MAINTENANCE	56.64
					56.64
39694	220-590.000-704.021	32627	MID	UTILITIES	72.58
39694	173-590.000-704.021	32627	MID	UTILITIES	11.38
39694	101-413.000-704.021	32627	MID	UTILITIES	196.39
39694	114-433.000-704.021	32627	MID	UTILITIES	3,757.71
39694	114-433.000-704.021	32627	MID	UTILITIES	230.16
39694	220-590.000-704.021	32627	MID	UTILITIES	157.34
39694	101-414.000-704.021	32627	MID	UTILITIES	160.65
39694	101-412.000-704.021	32627	MID	UTILITIES	197.92
39694	101-407.000-704.021	32627	MID	UTILITIES	362.59
39694	102-418.000-704.021	32627	MID	UTILITIES	40.75
39694	119-442.000-704.021	32627	MID	UTILITIES	1,505.13
39694	171-590.000-704.021	32627	MID	UTILITIES	16.45
39694	173-590.000-704.021	32627	MID	UTILITIES	168.48
39694	220-590.000-704.021	32627	MID	UTILITIES	3,718.26
39694	223-590.000-704.021	32627	MID	UTILITIES	24.60
39694	220-590.000-704.021	32627	MID	UTILITIES	29.46
39694	173-590.000-704.021	32627	MID	UTILITIES	23.97

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
39694	114-433.000-704.021	32627	MID	UTILITIES		4,263.02
39694	220-590.000-704.021	32627	MID	UTILITIES		31.68
						14,968.52
39695	106-424.000-702.032	104592	NORTH STAR ENGINEERING G	MONITORING REPORT		1,250.00
						1,250.00
39697	101-414.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		168.79
39697	106-424.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		147.41
39697	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		72.71
39697	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		9.53
39697	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		308.07
39697	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		9.53
39697	119-442.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		322.53
39697	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		9.53
39697	197-439.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES - LRA		1,252.96
39697	197-439.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES - LRA		8.39
39697	114-433.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		7,377.68
39697	118-441.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		168.85
						9,855.98
39698	134-459.000-706.037	105219	PREMIER FOOD SAFETY	REGISTRATION		139.00
						139.00
39699	101-407.000-702.032	95093	R & S ERECTION TRI COUNTY	BUILDING MAINTENANCE		554.78
39699	118-441.000-706.029	95093	R & S ERECTION TRI COUNTY	BUILDING MAINTENANCE		165.00
						719.78
39700	118-000.000-675.090	105221	RAPER/JONATHAN//	DEPOSIT REFUND		100.00
						100.00
39701	118-000.000-675.090	105220	RODRIGUEZ/MARIA//	CANCELLATION		50.00
						50.00
39702	197-439.000-706.029	104535	SAN JOAQUIN ENGINEERING	HVAC UPGRADES - LRA		33,994.00
						33,994.00
39703	114-000.000-200.170	105222	SILGAN CONTAINERS	OVERPAYMENT REFUND		15,485.95

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					15,485.95
39704	101-409.000-702.030	99272	SIRCHIE	EQUIPMENT MAINTENANCE	278.84
					278.84
39705	118-441.000-703.066	88053	SLAKEY BROTHERS INC.	BUILDING MAINTENANCE	277.30
					277.30
39706	201-000.000-200.082	1000039	STANISLAUS FOUNDATION	DENTAL LIABILITY	643.00
					643.00
39707	198-439.502-702.053	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	31.19
39707	106-424.000-706.028	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	160.40
39707	106-424.000-706.029	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	113.00
39707	134-459.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	45.19
39707	198-439.502-702.032	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	322.63
39707	106-424.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	84.66
39707	101-403.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	32.28
39707	106-424.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	21.51
39707	114-433.000-706.029	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	245.39
39707	114-433.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	81.62
39707	101-408.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	8.61
39707	101-408.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	21.51
39707	101-408.000-706.066	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	24.72
39707	101-414.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	71.01
39707	213-597.040-702.053	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	46.35
39707	106-423.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	111.28
39707	114-433.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	111.28
39707	101-412.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	118.17
39707	101-405.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	12.36
					1,663.16
39708	119-442.000-705.040	48750	STEVES CHEVROLET-BUICK I	VEHICLE MAINTENANCE	65.11
					65.11
39709	101-405.000-701.005	99163	STEWART/JOAN//	PLANNING COMMISSION ME	100.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					100.00
39710	213-597.040-702.055	100137	TIM PITASSI CONSTRUCTION	BUILDING MAINTENANCE	4,605.20
					4,605.20
39711	101-405.000-701.005	103783	VILLAPUDUA/CARLOS//	PLANNING COMMISSION ME	100.00
					100.00
39712	201-000.000-200.084	56390	VISION SERVICE PLAN	VISION PREMIUM	793.44
					793.44
39713	101-409.000-703.025	104437	WESTERN GRAPHIX	OFFICE EXPENSE	349.78
39713	101-409.000-703.025	104437	WESTERN GRAPHIX	ENVELOPES	209.78
39713	126-449.004-702.032	104437	WESTERN GRAPHIX	MAGNETS	161.06
					720.62
39714	101-408.000-706.037	80013	ZAMORA/AL//	REIMBURSEMENT	99.00
					99.00
				CHECK RUN TOTAL	**144,856.94**