CITY OF RIVERBANK

REGULAR CITY COUNCIL AND THE

LOCAL REDEVELOPMENT AUTHORITY BOARD MEETINGS

(The City Council also serves as the LRA Board)

City Hall North • Council Chambers

6707 Third Street • Suite B• Riverbank • CA • 95367

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AGENDA

TUESDAY, NOVEMBER 14, 2017– 6:00 P.M.

(THE AGENDA PACKET IS POSTED AT THE CITY CLERK'S OFFICE AND AT WWW.RIVERBANK.ORG)

CALL TO ORDER: Mayor/Chair Richard D. O'Brien

FLAG SALUTE: Mayor/Chair Richard D. O'Brien

INVOCATION: Riverbank Ministerial Association

ROLL CALL: Mayor/Chair Richard D. O'Brien
Vice Mayor/Chair Leanne Jones Cruz
Council/Authority Member District 2 Cindy Fosi
Council/Authority Member District 4 Darlene Barber-Martinez
Council/Authority Member Cal Campbell

CHANGES TO THE AGENDA: Mayor/Chair Richard D. O'Brien

CONFLICT OF INTEREST
Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

1. PRESENTATIONS There are no presentations.

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/LRA Board. 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. For record purposes, state your name and City of residence. Please make your comments directly to the City Council/LRA Board.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

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

Item 3.B: Approval of the October 24, 2017, City Council and Local Redevelopment Authority Minutes.

Item 3.B-1: Approval of the October 30, 2017, Special City Council Minutes.

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

4. UNFINISHED BUSINESS

There are no items to consider.

5. PUBLIC HEARINGS

The public notice for Item 5.1 was published in the Riverbank News on 9/27/2017; the Continuance Notices were posted as required on 10/11/2017 and 10/25/17. The public notice for Item 5.2 was published in the Riverbank News on 10/25/17 and 11/01/17. The public notice for Item 5.3 was published in the Riverbank News on 11/01/17.

Item 5.1: **Consideration to Table the Public Hearing for the Adoption of a Resolution to Approve the City's Final Budget for Fiscal Year 2017-2018** – The City's labor negotiations continue and therefore it is recommended that the City Council conduct the public hearing and table the matter by:

1. Opening the public hearing;
2. Receive comments;
3. Close the public hearing; and
4. By roll call vote, table the public hearing item until a future date can be determined. (All noticing requirements will be conducted for the date determined.)

Item 5.2: **A Resolution of the City Council of the City of Riverbank Authorizing an Application Fee for the Administrative Cultivation Permit (Personal Indoor Cannabis Cultivation)** – It is recommended that the City Council consider approving the resolution establishing an application fee for the administrative personal cultivation permit for personal indoor grows.

Item 5.3: **A Resolution Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2017 Funding Year of the State CDBG Program** – It is recommended that the City Council conduct the Public Hearing for public comment, and consider authorizing the submittal of an application for funding and the execution of a grant agreement and any amendments thereto from the 2017 Funding Year of the State CDBG Program.

6. NEW BUSINESS

Item 6.1: **Approval of Six Month Strategic Objectives (October 30, 2017 – April 15, 2018)** – It is recommended that the City Council approve the Six Month Strategic Objectives that were developed during the Strategic Planning Session held on October 30th 2017.

Item 6.2: **A Resolution Approving the Accounting Technician Job Classification and Salary Range and Appropriating Funds in the Fiscal Year 2017-18** Budget – It is recommended that the City Council consider approving the Accounting Technician Job Classification and Salary Range and Appropriating Funds for this position in the Fiscal Year 2017-18 Budget.

7. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of business shall be made. The Brown Act does not allow for discussion or action by the City Council.

Item 7.1: Staff

Item 7.2: Council/Authority Member

Item 7.3: Mayor/Chair

8. CLOSED SESSION

The public will have a limit of 5 minutes to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board adjourning to Closed Session.

LRA Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code Section 54956.8
Property: 062-031-005
Agency Negotiator: Sean Scully, City Manager and Debbie Olson, LRA Executive Director
Property Negotiator: Jesse Fernandez, WC Trucking

Item 8.2: **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code § 54957.6
Agency representative: City Manager Sean Scully
Employee organizations: Riverbank Miscellaneous Employees
Riverbank Mid-Management Bargaining Unit
Unrepresented Executive Management

Item 8.3: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Government Code § 54956.9: (3) potential cases

9. REPORT FROM CLOSED SESSION

LRA Item 9.1: Report from Closed Session LRA Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Item 9.2: Report from Closed Session Item 8.2: **CONFERENCE WITH LABOR NEGOTIATORS**

Item 9.3: Report from Closed Session Item 8.3: **ANTICIPATED LITIGATION – (3) potential cases**

ADJOURNMENT (The next regular City Council meeting – Tuesday, Nov. 28 @ 6:00 pm)

UPCOMING EVENTS:

November 11 (Friday)	• **City Offices are Closed in honor of Veteran's Day**
November 23 & 24 (Thurs. & Fri.)	• **City Offices are Closed in for Thanksgiving Holiday**
November 25 (Saturday)	• **49th Annual Riverbank Christmas Parade and Craft Faire** o 12:noon Craft booths, downtown Riverbank o 5:30 p.m. at the corner of 6th Street and Santa Fe o 7:30 p.m. Santa will arrive to light the tree
City Hall Friday Office Hours	• **City Offices are Closed Alternating Fridays** o Friday: **CLOSED -** November 17 and December 1 o Friday: **OPEN** – December 8 and December 22
2017 Canceled Regular City Council Meeting	• **City Council voted to cancel the following regular meeting:** o Tuesday, December 26, 2017

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council/LRA Board after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at North City Hall, 6707 Third Street, Riverbank, CA, during normal business hours.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted 72 hours prior to the meeting in accordance to the Brown Act.

Posted this 9th day of November, 2017
/s/Annabelle H. Aguilar, CMC, City Clerk /LRA Recorder

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 or cityclerk@riverbank.org. Notification (72) hours before the meeting will enable the City to make reasonable arrangements to ensure any special needs are met. [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/LRA Board 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

Meeting Schedule	The City Council Members also serve as the LRA Board Members. The Riverbank City Council/LRA Board meets in the City Hall North Council Chambers. Regular City Council meetings are held on the 2nd and 4th Tuesdays of each month at 6:00 p.m. The Local Redevelopment Authority Board meets on an "as needed" basis. Meetings are held as indicated, unless otherwise noticed.
City Council / LRA Agenda & Reports	The City Council/LRA Board agenda is posted pursuant to the California Brown Act, which only requires these agenda title pages to be posted near the entrance of the location where the meeting is to be held and, when available, on the City's website. Additional documents may be provided by the City in its efforts of transparency to keep the public well informed. **The agenda packet (agenda plus supporting documents) are posted for public review at the City Clerk's Office**, **6707 Third Street, Riverbank, CA and at www.riverbank.org upon distribution to a majority of the City Council/LRA Board.** A subscription to receive the agenda 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 or a meeting of the LRA, 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.
Televised / Video of Meetings	City Council/LRA meetings are televised on Charter Channel 2 and AT&T Uverse Channel 99. Video of the meeting and the schedule of replays may be seen on the City's website, under the "Action 2" Icon. (Note: Technical difficulty occurs on occasion preventing the televising or recording of the meeting.)
Questions	Contact the City Clerk at (209) 863-7122 or aaguilar@riverbank.org

RIVERBANK CITY COUNCIL / LRA AGENDA ITEM NO. 3.A

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 14 , 2017
Subject:	Waiver of Readings
From:	Sean Scully, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk / LRA Recorder

RECOMMENDATION

It is recommended that the City Council / LRA Board 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 / LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 3.B

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 14, 2017
Subject:	Approval of the October 24, 2017, City Council and Local Redevelopment Authority Minutes
From:	Sean Scully, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk / LRA Recorder

RECOMMENDATION

It is recommended that the City Council / Local Redevelopment Authority Board approve the City Council /LRA Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the October 24, 2017, regular City Council and the Local Redevelopment Authority Board meetings have been prepared for review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT

1. October 24, 2017, City Council and LRA Minutes

City of Riverbank
REGULAR CITY COUNCIL AND LOCAL REDEVELOPMENT AUTHORITY BOARD
(The City Council also serves as the LRA Board)

MINUTES OF
TUESDAY, OCTOBER 24, 2017

Verbatim proceedings of the meetings may be viewed on-line or a copy may be provided for a fee.

CALL TO ORDER:

The City Council and Local Redevelopment Authority Board of the City of Riverbank met at 6:00 p.m. on this date at the Riverbank City Council Chambers, 6707 Third Street, Suite B, Riverbank, California, with Mayor/Chair Richard D. O'Brien presiding.

FLAG SALUTE: Mayor/Chair Richard D. O'Brien

INVOCATION: Reverend Charles Neal, Riverbank Ministerial Association

ROLL CALL:
Present
Mayor/Chair Richard D. O'Brien
Vice Mayor/Chair Leanne Jones Cruz
Council/Authority Member District 2 Cindy Fosi
Council/Authority Member District 4 Darlene Barber-Martinez
Council/Authority Member Cal Campbell

AGENDA CHANGES: Mayor/Chair Richard D. O'Brien – ***There were no changes.***

CONFLICT OF INTEREST
Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

No one declared a conflict.

1. PRESENTATIONS

Item 1.1: Proclamation – Royal Neighbors-Riverbank Chapter 9890.

Mayor O'Brien presented the Proclamation to representatives of the organization.

Item 1.2: Presentation – North County Corridor Project and Route Alternatives.

Matt Machado, Stanislaus County Public Works Director, made the presentation.

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/LRA Board. 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. For record purposes, state your name and City of residence. Please make your comments directly to the City Council/LRA Board.

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/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

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

Item 3.B: Approval of the October 10, 2017, City Council and Local Redevelopment Authority Minutes.

Item 3.C: Consideration to Award the Bid to American Pavement Systems, Inc. for the Measure L Slurry Seal Project 2017 and Authorize the City Manager to Execute Future Change Orders.

Item 3.D: Second Reading by Title Only and Adoption of Proposed **Ordinance No. 2017-010** Amending Title XV: Land Usage, Chapter 153: Zoning; Section 153.325 through Section 153.326, Second Dwelling Units; Section 153.003, Definitions; Section 153.030 through Section 153.033, Single-Family Residential District R-1 Zone; Section 153.045 through Section 153.048, Duplex Residential District R-2 Zone; Section 153.060 through Section 153.064, Multiple Family Residential District R-3 Zone; and Section 153.184, Off-Street Parking Requirements by Repealing these Sections in their Entirety and Substitute them with New Sections 153.325 through Section 153.326, Accessory Dwelling Units; Section 153.003, Definitions; Section 153.030 through Section 153.033, Single-Family Residential District R-1 Zone; Section 153.045 through Section 153.048, Duplex Residential District R-2 Zone; Section 153.060 through Section 153.064, Multiple Family Residential District R-3 Zone; and Section 153.184, Off-Street Parking Requirements to the Riverbank Municipal Code of Ordinances

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

ACTION: ***By motion moved and seconded (Jones Cruz / Barber-Martinez / passed 5-0) to approve Consent Calendar Items 3.A through 3.C and adoption of 3.D:***

***Ordinance No. 2017-010** as presented; Motion carried by unanimous City Council and LRA Board roll call vote.*

***AYES:** Fosi, Barber-Martinez, Campbell, Jones Cruz, and Mayor/Chair O'Brien*

***NAYS:** None / **ABSENT:** None / **ABSTAINED:** None*

4. UNFINISHED BUSINESS There were no items to consider.

5. PUBLIC HEARINGS

The public notice for Item 5.1 was published in the Riverbank News on 9/27/2017. The public notice for Item 5.2 was published in the Riverbank News on October 4, 2017, and October 18, 2017.

Item 5.1: **Consent to A Second Continuation of the Noticed Public Hearing to Consider the Adoption of a Resolution to Approve the City's Final Budget for Fiscal Year 2017-2018** – The City's labor negotiations have not been finalized; therefore, it is recommended that the City Council once again:

1. Open the public hearing;
2. Receive comments;
3. Close the public hearing; and
4. By roll call vote, consent to the second continuation of the public hearing to occur at the next regular City Council meeting on November 14, 2017.

City Manager Sean Scully presented the staff report.
Mayor O'Brien opened the public hearing at 6:29 p.m.; no one spoke, the hearing was closed.

ACTION: ***By motion moved and seconded (Jones Cruz / Campbell / passed 5-0) to approve the second continuation of the public hearing to the next regular City Council meeting on November 14, 2017, as presented.***

Motion carried by unanimous City Council roll call vote.

***AYES:** Fosi, Barber-Martinez, Campbell, Jones Cruz, and Mayor O'Brien*

***NAYS:** None / **ABSENT:** None / **ABSTAINED:** None*

Item 5.2: **A Resolution [No. 2017-070] Adopting Revised Rates for Solid Waste Disposal Services Pursuant to the 2014 Executed Franchise Agreement with Gilton Solid Waste, Inc. that Allows for a 2.5% Consumer Price Index Increase** – It is recommended that the City Council consider adopting a resolution approving a 2.5% Consumer Price Index (CPI) increase in rates for solid waste disposal services pursuant to the executed franchise agreement with Gilton Solid Waste, Inc.

Assistant City Manager/Director of Finance Marisela Garcia presented the staff report.
Mayor O'Brien opened the public hearing at 6:34 p.m.; no one spoke, the hearing was closed.

ACTION: ***By motion moved and seconded (Campbell / Fosi / passed 5-0) to adopt <u>Resolution No. 2017-070</u> Adopting Revised Rates for Solid Waste Disposal Services Pursuant to the 2014 Executed Franchise Agreement with Gilton Solid Waste, Inc. that Allows for a 2.5% Consumer Price Index Increase as presented.***
Motion carried by unanimous City Council roll call vote.
AYES: Fosi, Barber-Martinez, Campbell, Jones Cruz, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None

6. NEW BUSINESS

Item 6.1: **Consider a Resolution [No. 2017-071] to Adopt a Preferred North County Corridor Route Alignment** – It is recommended that the City of Riverbank City Council consider a Resolution adopting a preferred North County Corridor route alignment.

Development Services Administration Manager Kathleen Cleek presented the staff report.
City Council discussed the item.
Public comment was made by Mr. John Dinan.

ACTION: ***By motion moved and seconded (Jones Cruz / Barber-Martinez / passed 5-0) to adopt <u>Resolution No. 2017-071</u> to adopt a preferred North County Corridor Route Alignment 1B, all the way through, as presented.***
Motion carried by unanimous City Council roll call vote.
AYES: Fosi, Barber-Martinez, Campbell, Jones Cruz, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None

Item 6.2: **Informational Update on Options to Transition Bi-Monthly Utility Billing to Monthly Billing and Provide Direction to Staff on Proposed Staffing Changes** – It is recommended that the City Council receive an informational update on options to transition utility billing operations in the Finance Department from bi-monthly to monthly and provide feedback on staff recommendation regarding staffing and implementation approach.

Assistant City Manager/Director of Finance Marisela Garcia and Accounting Manager Anna Nicholas presented the staff report.
City Council and Staff discussed the item.
Public comment was made by Mr. John Dinan.
Councilmember Fosi proposed to have staff report back in March on whether the City was ready to go forward [fully implement consumption billing] in May or whether additional time is needed.

Councilmember Campbell proposed to have staff provide more exact figures on the cost of transitioning from bimonthly billing to monthly billing.
City Council agreed to have the consumption billing executed correctly and accurately first. City Manager Scully stated that in the meantime staff would be conducting due diligence in answering more of the questions that arose from the discussion. Staff would also be presenting the Accounting Technician position as part of the final budget item.

Item 6.3: **A Resolution [No. 2017-071] to Acquire Real Property Located at 6612 Central Avenue, Riverbank, CA (APN 062-020-017) and to Accept a Grant Deed Subject to the Provisions of a Purchase and Sale Agreement** – It is recommended that the City Council approve the attached resolution approving the purchase of real property at 6612 Central Ave APN 062-020-017, acceptance of a grant deed subject to the provisions of the purchase/sales agreement, and authorizing the City Manager to take all reasonable and necessary actions to complete the acquisition of the property.

City Manager Sean Scully presented the staff report.

ACTION: ***By motion moved and seconded (Jones Cruz / Campbell / passed 5-0) to adopt Resolution No. 2017-071 approving the purchase of real property at 6612 Central Avenue APN 062-020-017, acceptance of a grant deed subject to the provisions of the purchase/sales agreement, and authorizing the City Manager to take all reasonable and necessary actions to complete the acquisition of the property as presented.***
Motion carried by unanimous City Council roll call vote.
AYES: Fosi, Barber-Martinez, Campbell, Jones Cruz, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None

7 COMMENTS/REPORTS

A brief report on attendance of a meeting or conference or other notable topics of business shall be made. The Brown Act does not allow for discussion or action by the City Council.

Item 7.1: Staff

- ***City Manager Sean Scully announced the City's Halloween Hay Ride event.***
- ***City Clerk Annabelle Aguilar announced the open recruitment to fill (2) seats on the Planning Commission for the terms beginning January 2018 through December 2021.***

Item 7.2: Council/Authority Member

- ***Council/Authority Member Fosi commented on Cheese and Wine event.***

- ***Council/Authority Member Campbell reported on his attendance of the "Lights On Afterschool" event.***
- ***Council/Authority Member Barber-Martinez reported on her attendance of the "Lights On Afterschool Program".***
- ***Vice Mayor/Chair Jones Cruz commented on the success of the Army Ammunition Plant Property Transfer ceremony.***

Item 7.3: Mayor/Chair

Mayor/Chair O'Brien thanked staff for their efforts on the transfer of the Army Ammunition Plant property transfer and the ceremony.

8. CLOSED SESSION

The public will have a limit of 5 minutes to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing into Closed Session.

Item 8.1: CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6
Agency representative: City Manager Sean Scully
Employee organizations: Riverbank Miscellaneous Employees
Riverbank Mid-Management Bargaining Unit

Item 8.2: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Government Code § 54956.9: (3) potential case

Mayor/Chair O'Brien announced the Closed Session items and opened the items for public comment; no one spoke. The meetings were recessed and City Council went into Closed Session at 7:55 p.m.

9. REPORT FROM CLOSED SESSION

Mayor/Chair O'Brien reconvened the meetings at 8:58 p.m.

Item 9.1: Report from Closed Session Item 8.1: **CONFERENCE WITH LABOR NEGOTIATORS**

Mayor O'Brien reported that direction was provided to staff.

Item 9.2: Report from Closed Session Item 8.2: **ANTICIPATED LITIGATION – (3) potential cases**

Mayor O'Brien reported that direction was provided to staff.

ADJOURNMENT

There being no further business, Mayor/Chair O'Brien adjourned the meetings at 8:59 p.m.

ATTEST: (*Adopted 11/14/2017*)

____

Annabelle H. Aguilar, CMC
City Clerk / LRA Recorder

APPROVED:

____

Richard D. O'Brien
Mayor / Chair

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

SECTION 3: CONSENT CALENDAR

Meeting Date:	November 14, 2017
Subject:	Approval of the October 30, 2017, Special City Council Minutes
From:	Sean Scully, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

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

SUMMARY

The Draft Minutes of the October 30, 2017, Special City Council meeting have been prepared for review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT

1. Draft October 30, 2017, Special City Council Minutes
2. Six-Month Strategic Objectives Matrix

City of Riverbank

SPECIAL CITY COUNCIL MEETING

(STRATEGIC PLANNING WORKSHOP)

MINUTES OF

MONDAY, OCTOBER 30, 2017

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CALL TO ORDER:

The City Council of the City of Riverbank met at 8:30 a.m. on this date at the Riverbank Teen Center, 3600-A Santa Fe Street, Riverbank, California, with Mayor Richard D. O'Brien presiding.

CALL TO ORDER: Mayor Richard D. O'Brien

ROLL CALL:

Present:
Mayor Richard D. O'Brien
Vice Mayor Leanne Jones Cruz
Councilmember District 2 Cindy Fosi
Councilmember District 4 Darlene Barber-Martinez
Councilmember Cal Campbell

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 at this time.

No one declared a conflict.

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 only on items appearing on this special meeting notice. 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.

No one spoke.

2. BUSINESS

Item 2.1: **Discussion and Update of the City's Strategic Plan** – It is recommended that the City Council consider the City's Strategic Plan and provide direction and/or comments to guide Management Staff on the implementation and accomplishment of the Plan's goals and objectives.

Mayor O'Brien began the City's Strategic Planning Update with an introduction of Facilitator Marilyn Snider of Snider and Associates. Management Staff in attendance included Sean Scully, City Manager; Marisela Garcia Assistant City Manager/Director of Finance; Sue Fitzpatrick, Director of Parks & Recreation; Debbie Olson, Executive Director of the Local Redevelopment Authority; Kathleen Cleek, Development Services Administration Manager; Michael Riddell, Public Works Superintendent; John Anderson, Contract Planner of J.B. Anderson Land Use Planning; Robin Baral, Deputy City Attorney; Alvaro Zamora, Human Resources Analyst; Norma Torres-Manriquez, Administrative Analyst/Human Services Specialist; Annabelle Aguilar, City Clerk; and staff member Cheryl Stefani, Administrative Assistant/Confidential. Absent: Donna Kenney, Planning and Building Manager; and Tom Hallinan, City Attorney. [In the absence of Snider and Associates Recorder Michelle Luna, staff members Norma Torres-Manriquez and Cheryl Stefani assisted Ms. Snider.]

The Mission/Purpose Statement, Vision Statement, Core Values/Guiding Principles were reviewed. Group evaluation of the City's Strengths, Weaknesses, Opportunities, and Threats ensued. The goals, accomplishments, and pending objectives of the March 20, 2017 – September 15, 2017, Strategic Objectives matrix were reviewed.

The meeting was recessed at 12:30 p.m.; the meeting reconvened at 1:00 p.m.

The meeting ensued; City Council provided their next six-month strategic objectives.

Closing comments were made.

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 3:02 p.m.

ATTEST: (Adopted *11/14/2017*) **APPROVED:**

Annabelle H. Aguilar, CMC
City Clerk

Richard D. O'Brien
Mayor

Attachment: Six-Month Strategic Objectives (October 30, 2017 – April 15, 2018)

CITY OF RIVERBANK * SIX-MONTH STRATEGIC OBJECTIVES

October 30, 2017 – April 15, 2018

THREE-YEAR GOAL: *ACHIEVE AND MAINTAIN FINANCIAL STABILITY AND SUSTAINABILITY*						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	City Manager, working with the Assistant City Manager/Finance Director and City Attorney	Evaluate alternative revenue sources and present their findings to the City Council.				
2.	City Manager	Present to the City Council the proposed labor contracts with the City's two bargaining units for direction.				
3.		Explore having an agreement with the County to share the Public Facility Fee and report to the City Council.				
4.		Complete marijuana fees, fines, and development agreements.				
5.		Review the Community Facilities District assessments to increase staff and revenue to maintain proper staffing and present the results to the Mayor and City Council.				

A

(Attachment to Special CC Minutes of 10/30/2017)

THREE-YEAR GOAL: ***ATTRACT, DEVELOP AND RETAIN QUALITY STAFF***						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	HR Analyst, working with the UC Merced Customer Service Academy	Implement customer service training for all staff.				
2.	City Manager and HR Analyst	Complete a survey of all departments with their priority staffing needs identified. Develop, distribute, analyze, and share the results with recommendations to the City Council for direction.				
3.	City Manager and HR Analyst	Will implement at least 3 methods for recognition and reward of staff service.				

THREE-YEAR GOAL: ***MAINTAIN AND IMPROVE THE CITY'S INFRASTRUCTURE AND SERVICE DELIVERY SYSTEMS***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1.	Assistant City Manager/Finance Director	Explore options for billing water, sewer, and garbage and present to the City Council for action.				
2.		Will present to the City Council for direction options for hiring and funding staff to administer GIS and to implement PIO/IT.				
3.	Public Works Supt and Assistant City Manager/Finance Director	Complete the water meter project.				
4.		Will determine feasibility of funding stormwater improvement under SB231 and make a recommendation to the City Council for action.				
5.		Will develop a City-wide Park and Facility Master Plan.				
6.		Will develop a plan to transition to a Tertiary Treatment Facility.				
FUTURE: By ___________		Will develop a City Hall Facility Space Analysis and report the results to the City Council.				

C

(Attachment to Special CC Minutes of 10/30/2017)

THREE-YEAR GOAL: ***EXPAND ECONOMIC DEVELOPMENT OPPORTUNITIES FOR BUSINESSES***						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.		Study the feasibility of the public paying permit fees online and make a recommendation to the City Council for action.				
2.		Study the feasibility of construction plans being online and make a recommendation to the City Council for action.				
3.	Planning Consultant	Present to the LAFCO Commission for approval an Annexation Plan for Crossroads West.				
4.		Identify and recommend to the City Council for action incentives to retain commercial properties.				
5.		Survey the City's current vacant commercial properties to determine why they are vacant and recommend to the City Council for action possible incentives to get them filled.				
6.		Determine the feasibility of hiring a staff person to head City-wide economic development and make a recommendation to the City Council for direction.				
7.		Propose to the City Council for action an award of contract for a RIC Master Developer.				
FUTURE: By ___________	Planning and Building Manager, with the Planning Consultant and Development Services Administration Manager	Provide the City Council with an update on the removal of obstacles to commercial development at Patterson and Estelle.				

D

(Attachment to Special CC Minutes of 10/30/2017)

THREE-YEAR GOAL: ***ENHANCE PUBLIC SAFETY***						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	City Manager	Present to the City Council for action the need for Code Enforcement and Police personnel to conduct marijuana oversight.				
2.		Will recommend to the City Council for action an ordinance for care home operators who annually increase their emergency calls for service.				
3.		Develop an Evacuation Plan for the RIC.				
4.		Will determine whether the City of Riverbank can assess fees on illegal marijuana activities outside the incorporated City but within the City's Sphere of Influence.				
5.		Put together a Citizen's Fireworks Committee to recommend to the City Council for action options to improve safety from illegal fireworks in Riverbank.				

E

(Attachment to Special CC Minutes of 10/30/2017)

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.1

SECTION 5: PUBLIC HEARING

Meeting Date:	November 14, 2017
Subject:	Consideration to Table the Public Hearing for the Adoption of a Resolution to Approve the City's Final Budget for Fiscal Year 2017-2018
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Director of Finance Annabelle Aguilar, CMC, City Clerk/Sr. Management Analyst

RECOMMENDATION

The City's labor negotiations continue and therefore it is recommended that the City Council conduct the public hearing and table the matter by:

1. Opening the public hearing;
2. Receive comments;
3. Close the public hearing; and
4. By roll call vote, table the public hearing item until a future date can be determined. (All noticing requirements will be conducted for the date determined.)

SUMMARY

Labor negotiations with the Bargaining Groups continue. The City's budget is still unable to be finalized at this point. City Council consented to approve the continuance of the public hearing on October 14, 2017, and again on October 24, 2017. It is staff's recommendation that the noticed public hearing to consider the adoption of a resolution to approve the City's final budget be tabled until a future date can be determined. All public hearing noticing requirements will be met upon establishing a date to conduct the public hearing.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.2

SECTION 5: PUBLIC HEARING

Meeting Date:	November 14, 2017
Subject:	A **Resolution** of the City Council of the City of Riverbank Authorizing an Application Fee for the Administrative Cultivation Permit (Personal Indoor Cannabis Cultivation)
From:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council consider approving the resolution establishing an application fee for the administrative personal cultivation permit for personal indoor grows.

SUMMARY:

On August 22, 2017 the City Council passed ordinance 2017-007 which regulates numerous land use issues related to personal and commercial cannabis activities within the City of Riverbank. One component of the ordinance specifically addressed personal indoor growth of cannabis. Council chose to create a permit process which residents must follow if they intend to grow within the guidelines established by Prop 64. Since ordinance adoption, staff has developed an application and inspection process which carries out the intent of the ordinance as adopted by Council. In order to complete this process staff must obtain Council approval of a fee to be associated with the application. Per Council feedback staff worked to ensure that the application fee was reasonable so as to encourage compliance with City permitting. Staff has calculated estimated time commitment from reviewing staff in addition to administrative overhead in order to adequately process these permits. Adjustments to the fee may be necessary based on the actual permit processing experienced by staff, if this is the case, staff will return with proposed adjustments to the fee. In addition, the ordinance calls for the permit to be renewed annually, staff will bring a reduced renewal fee in the future based on the preliminary experience of processing the initial permits during the first year.

ANALYSIS:

Staff proposes a $125 application fee for the administrative cultivation permit. This fee was calculated based on the following general approximated time assumptions:

Building Inspector - 1.25 hours total - 1 hour for inspection time and 0.25 hours plan review.

Planning & Building Manager - 0.40 hours (review of application for compliance with local ordinance).
Clerical, Administrative and Code Enforcement Related Costs - 0.25 hours.

The burdened cost associated with staff review as well as processing costs total approximately $125. Obviously some applications may require more of a time commitment while some may require slightly less. Based on staffs reviews of other similar administrative permits this price range is expected to offset the **average** review of an administrative cultivation permit.

FINANCIAL IMPACT:

The financial impact of this fee is unclear and will be wholly dependent on the amount of applications received. The financial impact could be significant, for example, if just 1% of Riverbank's population applied for a permit it would amount to approximately $30,000 in application revenues. However, this is not a net positive as processing of these permits will require staff time. The revenue will be simply offsetting that cost so that processing of these permits are not subsidized by the general fund. If the application volumes are significant, hiring additional staff to manage the workload may be necessary.

ATTACHMENTS:

1) Resolution authorizing the fee amount.

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, AUTHORIZING AN APPLICATION FEE FOR THE ADMINISTRATIVE CULTIVATION PERMIT (PERSONAL INDOOR CANNABIS CULTIVATION)

WHEREAS, The City of Riverbank City Council passed a Cannabis Ordinance No. 2017-007 on August 22, 2017; and

WHEREAS, staff has developed an indoor personal cultivation application which is titled "administrative cultivation application"; and

WHEREAS, in order to recover the costs associated with processing the permit a fee must be established; and

WHEREAS, per City Council feedback, an effort was undertaken to keep the permit cost low in order to encourage compliance with City permitting efforts; and

WHEREAS, the fee is established based on a preliminary review and estimate of time which will be spent reviewing and processing the administrative cultivation permit; and

WHEREAS, the City Manager and Planning & Building Manager, or designees, will periodically review the fee to ensure it is adequately recovering the cost of processing the permits; and

WHEREAS, staff will evaluate the initial administrative cultivation permits and propose a renewal fee to City Council at a future date based on experience processing the permits.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby authorizes an application fee of $125.00 for an initial administrative cultivation permit.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 14th day of November, 2017; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following City Council vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAINED:

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

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.3

SECTION 5: PUBLIC HEARING

Meeting Date:	November 14, 2017
Subject:	A **Resolution** Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2017 Funding Year of the State CDBG Program
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Director of Finance

RECOMMENDATION

It is recommended that the City Council conduct the Public Hearing for public comment, and consider authorizing the submittal of an application for funding and the execution of a grant agreement and any amendments thereto from the 2017 Funding Year of the State CDBG Program.

SUMMARY

The City of Riverbank is preparing a Community Development Block Grant (CDBG) Program application for $1,600,000 and include $371,800 in Supplemental Activities in response to the 2017 Notice of Funding Availability (NOFA). The grant requires the adoption of a Resolution authorizing the City Manager, or his designee, to perform the following:

1. Submit an application on behalf of the City of Riverbank,
2. Execute a Standard Agreement if selected for such funding,
3. Execute any documents necessary to participate in the CDBG Program.

BACKGROUND

The State of California Department of Housing and Community Development (HCD) has released the 2017 Notice of Funding Available for the Community Development Block Grant (CDBG) Program. The Notice of Funding Available (NOFA) announced the availability of approximately $27,000,000 in federal fund allocations available to local non-entitlement municipalities. It is estimated that up to $5,000,000 could be available to the City of Riverbank.

Every CDBG-funded activity that the City applies for must meet one of the following two National Objectives:

- Benefit to low-and moderate-income persons; or
- Prevention or elimination of slums or blight.

For the 2017 NOFA, the CDBG Program will include a requirement that eligible entities work towards meeting the established State Objectives regarding disaster long-term planning and furthering outreach for fair housing.

Although not officially part of the application, CDBG is allowing applicants to propose one CDBG Eligible Activity as a Supplemental Activity. Allowing supplemental activities to be requested during the application process provides a tool by which the applicant may expend available Program Income funds first on either a supplemental activity or a grant-funded activity. If the Program Income funds are first spent on grant-funded activities, then any remaining balance of funds in the grant-funded activity can be spent on a supplemental activity identified in the standard agreement. This will allow for all Program Income and grant funds to be expended prior to contract expiration and reduce the need to disencumber grant funds.

GRANT APPLICATION

If authorized, the City of Riverbank will be applying for a grant in the amount of $1,600,000 and the approval to expend approximately $330,000 in existing or anticipated Program Income under the NOFA for the following eligible activities:

Activity	Amount
Housing Program Activities: Housing Rehab & Home Buyers Combo	$1,000,000
Public Facilities Activities: Community Center Project	$600,000
Supplemental Activities: Public Improvements – ADA Sidewalk Barrier Removal	$371,800

STRATEGIC PLAN

- This is directly related to the City’s Strategic Plan Goals to Achieve and Maintain Financial Stability and Sustainability and Maintain and Improve the City’s Infrastructure and Service Delivery Systems.

FINANCIAL IMPACT

There is no financial impact associated with the approval of a Resolution for the submittal of a grant application and the execution of necessary documents.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2017 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED that the City Council of the City of Riverbank does hereby declare and order as follows:

SECTION 1:

The City Council has reviewed and hereby approves an application for up to $1,600,000 for the following activities:

General Administration (GA)	$ 111,628.00
Housing Rehabilitation Program- Single Unit Residential	$ 465,116.00
Homeownership Direct Assistance	$ 465,116.00
Public Facilities Project – Community Center Project	$ 558,140.00

SECTION 2:

The City has determined that state and federal citizen participation requirements were met during the development of this application.

SECTION 3:

The City declares that the following statement in this Section does not apply since this is not a “planning grant activity”.

[The City hereby approves the use of Local Funding Sources (listed below) in the amount of $___ to be used as the City’s cash match for the Planning and Technical Assistance activity in this application.]

SECTION 4:

The City hereby approves the following Supplemental activity, to be funded during the expenditure period of the grant:

Public Improvement Project – ADA Sidewalk Barrier Removal

SECTION 5:

The City hereby acknowledges that it is requesting a Waiver to the CDBG 50% Expenditure Rule. The waiver request shall be compliant with the State of California Waiver Requirements specified in the 2017 CDBG NOFA. The City further acknowledges that failure to comply with the requirements may cause disencumberance of funds for the project approved, and repayment to the State of California.

SECTION 6:

The City hereby authorizes and directs the City Manager or his designee, to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 7:

If the application is approved, the City Manager, or his designee, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 8:

If the application is approved, the City Manager, or his designee, is authorized to sign Funds Requests and other required reporting forms.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 14th day of November, 2017; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:
ABSTAINED:

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

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date:	November 14, 2017
Subject:	Approval of Six Month Strategic Objectives (October 30, 2017 – April 15, 2018)
From:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council approve the Six Month Strategic Objectives that were developed during the Strategic Planning Session held on October 30th 2017.

SUMMARY:

On October 30th the City Council held the second of its 2017 biannual Strategic Planning Sessions. The sessions are intended to allow the Council and staff the opportunity to discuss and prioritize projects/objectives for the upcoming year. The planning process includes a SWOT analysis, team building and brain storming session on potential objectives that specifically serve the three year goals identified by the Council. The process was altered slightly this strategic planning session as the process focused more on Councilmember goals and consensus among the Council as a whole.

Over the course of the strategic planning session the group developed, amended and restructured the objective list (Exhibit A) which will serve as the blue print for staff work over the next 6 month period. In accordance with the commitment made at the meeting the City Manager's office is currently examining the objectives and determining which staff member will be responsible for each objective and the associated time frame of completion.

Staff will provide Council and the community with ongoing updates of progress on the strategic objectives throughout the next 6 month period. If substantive amendments or additions are needed, staff will present those for Council consideration.

BACKGROUND:

The City Council has been committed to the strategic planning process for the past 6 years as a method to guide and shape the workflow of the organization. The strategic planning process also allows for the resources of the organization to be used in a way that specifically serves the 3 year (2016-2019) goals. Those goals are as follows:

Achieve and maintain financial stability and sustainability

Attract, develop and retain quality staff

Maintain and improve the City's infrastructure and service delivery systems

Expand economic development opportunities for businesses

Enhance public safety

Each of the strategic objectives referenced in Exhibit A are designed to specifically work toward achievement of the three year goals.

FINANCIAL IMPACT:

Since all of the strategic objectives will need resources (in some form) in order to achieve completion, financial impact is expected. However, staff will work with Council through the budget process to make sure they are responsibly budgeted for and propose amendments to the objectives if an objective is found to be financially unfeasible.

ATTACHMENTS:

1) Exhibit A: Six Month Objectives Matrix

EXHIBIT A

CITY OF RIVERBANK * SIX-MONTH STRATEGIC OBJECTIVES

October 30, 2017 – April 15, 2018

THREE-YEAR GOAL: ***ACHIEVE AND MAINTAIN FINANCIAL STABILITY AND SUSTAINABILITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1.	City Manager, working with the Assistant City Manager/Finance Director and City Attorney	Evaluate alternative revenue sources and present their findings to the City Council.				
2.	City Manager	Present to the City Council the proposed labor contracts with the City's two bargaining units for direction.				
3.		Explore having an agreement with the County to share the Public Facility Fee and report to the City Council.				
4.		Complete marijuana fees, fines, and development agreements.				
5.		Review the Community Facilities District assessments to increase staff and revenue to maintain proper staffing and present the results to the Mayor and City Council.				

EXHIBIT A

THREE-YEAR GOAL: *ATTRACT, DEVELOP AND RETAIN QUALITY STAFF*						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	HR Analyst, working with the UC Merced Customer Service Academy	Implement customer service training for all staff.				
2.	City Manager and HR Analyst	Complete a survey of all departments with their priority staffing needs identified. Develop, distribute, analyze, and share the results with recommendations to the City Council for direction.				
3.	City Manager and HR Analyst	Will implement at least 3 methods for recognition and reward of staff service.				

THREE-YEAR GOAL: ***MAINTAIN AND IMPROVE THE CITY'S INFRASTRUCTURE AND SERVICE DELIVERY SYSTEMS***						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	Assistant City Manager/Finance Director	Explore options for billing water, sewer, and garbage and present to the City Council for action.				
2.		Will present to the City Council for direction options for hiring and funding staff to administer GIS and to implement PIO/IT.				
3.	Public Works Supt and Assistant City Manager/Finance Director	Complete the water meter project.				
4.		Will determine feasibility of funding stormwater improvement under SB231 and make a recommendation to the City Council for action.				
5.		Will develop a City-wide Park and Facility Master Plan.				
6.		Will develop a plan to transition to a Tertiary Treatment Facility.				
FUTURE: By ___________		Will develop a City Hall Facility Space Analysis and report the results to the City Council.				

THREE-YEAR GOAL: *EXPAND ECONOMIC DEVELOPMENT OPPORTUNITIES FOR BUSINESSES*						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.		Study the feasibility of the public paying permit fees online and make a recommendation to the City Council for action.				
2.		Study the feasibility of construction plans being online and make a recommendation to the City Council for action.				
3.	Planning Consultant	Present to the LAFCO Commission for approval an Annexation Plan for Crossroads West.				
4.		Identify and recommend to the City Council for action incentives to retain commercial properties.				
5.		Survey the City's current vacant commercial properties to determine why they are vacant and recommend to the City Council for action possible incentives to get them filled.				
6.		Determine the feasibility of hiring a staff person to head City-wide economic development and make a recommendation to the City Council for direction.				
7.		Propose to the City Council for action an award of contract for a RIC Master Developer.				
FUTURE: By __________	Planning and Building Manager, with the Planning Consultant and Development Services Administration Manager	Provide the City Council with an update on the removal of obstacles to commercial development at Patterson and Estelle.				

EXHIBIT A

THREE-YEAR GOAL: *ENHANCE PUBLIC SAFETY*						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1.	City Manager	Present to the City Council for action the need for Code Enforcement and Police personnel to conduct marijuana oversight.				
2.		Will recommend to the City Council for action an ordinance for care home operators who annually increase their emergency calls for service.				
3.		Develop an Evacuation Plan for the RIC.				
4.		Will determine whether the City of Riverbank can assess fees on illegal marijuana activities outside the incorporated City but within the City's Sphere of Influence.				
5.		Put together a Citizen's Fireworks Committee to recommend to the City Council for action options to improve safety from illegal fireworks in Riverbank.				

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date:	November 14, 2017
Subject:	A **Resolution** Approving the Accounting Technician Job Classification and Salary Range and Appropriating Funds in the Fiscal Year 2017-18 Budget
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Director of Finance

RECOMMENDATION

It is recommended that the City Council consider approving the Accounting Technician Job Classification and Salary Range and Appropriating Funds for this position in the Fiscal Year 2017-18 Budget.

SUMMARY

At the October 24, 2017 meeting, the City Council received an update regarding the transition to consumption billing and the future consideration to move towards monthly billing for water, sewer, and garbage services. A key component to the implementation of consumption billing will be the addition of an Accounting Technician classification to provide analytical support services to the Finance Department for utility billing and other functions. This item is being brought forward for consideration consistent with the direction provided at that meeting.

BACKGROUND

The Finance Department is currently preparing for the implementation of metered (consumption billing) in the upcoming two months. A crucial component of this process will be the analysis of consumption reports, high usage reports, and the billing register in order to ensure that water billings are calculated correctly. During the discussion held with Council at the October 24, 2017 meeting, the need for a position that would provide analytical support services was important in order to ensure the smooth implementation of this process.

The Accounting Technician position will provide analytical services in addition to greatly improving the current organizational structure of the operations of the Finance Department. It will allow for the better distribution of department responsibilities; gain momentum on department projects that impact city-wide operations; and for increased compliance in the area of internal controls and best practices. All of which will assist the department with being able to facilitate customer service improvements. During the workshop on consumption and monthly billing Council expressed general support for this position for the reasons previously stated.

This item was to be brought forward as part of the proposed Final Budget. Due to ongoing labor negotiations as well as other financial factors, it is not prudent at this time to bring forward a Final Budget that is not yet complete. With that being said, due to the time sensitivity of this item, we felt it important to bring this personnel request as a separate item for consideration so that progress can continue to be made toward consumption billing conversion.

FINANCIAL IMPACT

The proposed salary range for this position is as follows:

65	Account Tech	Hourly	22.32	23.44	24.61	25.84	27.13
		Bi-Weekly	1,785.66	1,874.94	1,968.69	2,067.12	2,170.48
		Monthly	3,868.92	4,062.37	4,265.49	4,478.76	4,702.70
		Annual	46,427.04	48,748.44	51,185.88	53,745.12	56,432.40

The total impact for the 2017-18 Fiscal Year Budget for salary & benefits is $38,200. The position will be funded as follows:

Fund	% Allocation	FY 2017-18 Budget Impact
General Fund	15%	$5,800
Sewer Fund	42.5%	$16,200
Water Fund	42.5%	$16,200

This appropriation will be covered by salary savings from a current Account Clerk position that is vacant and will have a net zero impact on the budget.

ATTACHMENT

1. Resolution
2. New Personnel Request Form

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, APPROVING THE ACCOUNTING TECHNICIAN JOB CLASSIFICATION AND SALARY RANGE AND APPROPRIATING FUNDS IN THE FISCAL YEAR 2017-18 BUDGET

WHEREAS, the implementation of consumption billing for water services in the Finance Department formed the basis for a review of the operational needs in the Department; and

WHEREAS, after further review of the needs of the department requiring a position with increased levels of duties and responsibilities it has been determined that there is a necessity to create, approve, and authorize a new job classification and respective salary range in order to best meet the needs of the City's evolving Finance Department; and

WHEREAS, the new job classification of Accounting Technician has been created with a proposed salary range as follows:

Job Classification	Range	Salary (Monthly)
Accounting Technician	65	$3,868.92-$4,702.70

WHEREAS, for Fiscal Year 2017-18 an appropriation of $38,200 will be made for salary and benefit costs of this new position.

NOW, THEREFORE, be it resolved that the City Council of the City of Riverbank does hereby approve and authorize the new job classification of Accounting Technician and its respective salary.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 14th day of November, 2017; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST: **APPROVED:**

____________________________ ____________________________

Annabelle H. Aguilar, CMC
City Clerk

Richard D. O'Brien
Mayor

City of Riverbank
Fiscal Year 2017-2018

ANNUAL BUDGET

NEW PERSONNEL REQUEST FORM

DEPARTMENT:	PROPOSED TITLE:
Finance	Accounting Technician
SALARY RANGE: 47688-57960 annual	DIVISION:

FULL-TIME	✓	PART-TIME	☐	PERMANENT	✓	TEMPORARY	☐

JOB DESCRIPTION (Describe duties and responsibilities):

Under general supervision provided by the Accounting Manager, performs a variety of the more complex and technical paraprofessional accounting duties for the Finance Department, some of which include: full preparation of the City's payroll cycle, general ledger activities, bank and other account reconciliations, and preparation and maintenance of financial records.

Duties will include, but are not limited to:

-Assist the Account Clerks with various accounting transactions and complex utility adjustments.
-Provides analytical support for the utility billing function including, but not limited to, in depth analysis of meter exception reports, high usage reports, and billing registers.
-Full preparation and maintenance of the City's Payroll cycle; review and maintain payroll records; process biweekly paychecks; process and issue annual W-2's.
-Prepare and submit payroll related vendor payments, tax payments, and reports.
-Interpretation and application of MOU's relevant to the payroll cycle.
-Communicates with City employees about payroll related issues and discrepancies in a highly-confidential manner.
-Participate in preparation of a variety of accounting, financial and statistical records.
-Assists in other accounting and finance functions such as utility billing, business license transactions, customer service, bank reconciliation, research and prepare journal entries, process Accounts Payable, reconcile and post cash receipts, and other duties as assigned.
-Print monthly budget reports for departments.
-Facilitate projects as they relate to department and city-wide strategic goals.
-Provide customer service for internal and external customers of the Finance Department.
-Assist in training other department staff on computer applications.
-Serve as vendor liaison for department contracted vendors.
-Assist in internal audits, making recommendations on internal controls and department procedures.

JOB REQUIREMENTS (Include special licenses, education, etc.):

Minimum Qualifications:
Required Education: This position requires a high school diploma, or equivalent.
Preferred Education: An Associate's Degree, or equivalent of 60 college units, from an accredited college or university, in Business Administration, Accounting, or a related field.

Experience: Minimum of two years increasingly responsible accounting support experience is required.
Preferred Experience: Four years of increasingly responsible technical accounting experience.

Any combination of training, experience and education that will have provided the candidate with the required knowledge, skills and abilities to perform the essential functions of the position will be considered.

BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):

The addition of an Accounting Technician to the Finance Department will assist in stabilizing the operational activities of the Finance Department. This position will help to fill a key gap in skill set between the Account Clerk II's and the Accounting Manager which is essential in maintaining compliance with segregation of duties and internal controls. This position will also contribute towards the department achieving more timely reconciliations and postings of general ledger activity; assist in the facilitation of department and city-wide projects, such as the meter implementation and monthly billing transition; and help to create a more proper redistribution of the department's workload.

The addition of the Accounting Technician to the Finance Department will help the City strive in meeting the following Strategic Planning Goals:

-Attract, develop and retain quality staff
-Achieve and maintain financial stability and sustainability

ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):

The annual estimated cost for this position is: $78,100
The estimated impact to FY 17/18 is: $38,200

Funding source for the Accounting Technician position: General Fund 101 (15%) and Fund 106 and Fund 114, each sharing 42.50% of the costs.