

CITY COUNCIL / LRA BOARD

Mayor/Chair

Rachel Hernandez

Council/Authority Members

District 1 - Luis Uribe

Vice Mayor District 2 – Cindy Fosi

District 3 – John Pimentel

District 4 – Stacy Call



CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers

6707 Third Street, Suite B

Riverbank, CA 95367



TUESDAY, JUNE 24, 2025 – 6:00 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

1. CALL TO ORDER
2. FLAG SALUTE
3. INVOCATION
4. ROLL CALL
5. AGENDA CHANGES
6. **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.

7. PRESENTATIONS (Informational only)

Item 7.1 **Proclamation- Parks & Recreation Month-**It is recommended that the City Council read and present the Proclamation for Parks & Recreation Month to the City of Riverbank Parks & Recreation Department for their service to our community.

Item 7.2 **Presentation – Illegal Fireworks – Presentation by Alex Tovar, Community Resource Deputy.** It is recommended that the City Council receive a presentation from Community Resource Deputy, Tovar on illegal fireworks in preparation for the upcoming 4th of July Holiday.

Item 7.3 **Presentation- AB 2561 Vacancy Reporting Obligation-** Pursuant to Assembly Bill 2561 (AB 2561), the Council will receive a report during a public meeting on the City of Riverbank's vacancy, recruitment, and retention efforts for the 2024 calendar year.

8. 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 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

Refer to the last page of this agenda for the Public Comment Procedures via ZOOM.

IN PERSON COMMENTS

PLEASE FILL OUT A COMMENT CARD AND RETURN TO THE CITY CLERK

9. CONSENT CALENDAR (No Obligation to Read Aloud)

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 9.1 **Waive Readings.** All Readings of ordinances and resolutions, except by title, are waived.

Item 9.2 **Approval** of the City Council and Local Redevelopment Authority Board Minutes for June 10, 2025.

Item 9.3 **Second Reading** by Title Only and Introduction of an Ordinance Designating the City of Riverbank Local Responsibility Area Fire Hazard Severity Zone.

Item 9.4 **Resolution** Approving the Updated Compensation Plan for Part-Time/Temporary/Seasonal Positions and Approving the Part-Time Recreation Leader Classification.

Item 9.5 **Resolution** Approving the Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank for Fiscal Years 2025-2030

Item 9.6 **Reject Bids** for the Water and Sewer Line replacement – Riverside Drive / High Street Project and Authorize staff to re-bid the project.

10. PUBLIC HEARING

The Notice for Items 10.1 and 10.2 was published on 06/04/2025 in the Riverbank Newspaper.

Item 10.1 **Resolution adopting the Fiscal Year 2025-2026 Annual Operating Budget** -It is recommended that the City Council consider adopting a Resolution approving the Fiscal Year 2025-2026 Annual Operating Budget.

LRA

Item 10.2 **Resolution Adopting the Fiscal Year 2025-26 Local Redevelopment Authority (LRA) Annual Budget-** By motion of the Local Redevelopment Authority (LRA) Board of Directors (Board) to review and approve for adoption the Proposed Fiscal Year 2025-2026 LRA Budget.

11. NEW BUSINESS

LRA Item 11.1 **Resolution Adopting the Riverbank Local Redevelopment Authority Cross Connection Control Program-** Consider adoption of a Resolution establishing the Riverbank Local Redevelopment Authority ("RLRA") Cross-Connection Control Program ("Program").

- Item 11.2** **Resolution Authorizing the City Manager to Execute a Consultant Services Agreement with Evergreen Solutions, LLC for a Classification and Compensation Study-** It is recommended that the City Council adopt a resolution authorizing the City Manager to execute a consultant services agreement with Evergreen Solutions, LLC to conduct a citywide Classification and Compensation Study.

12. COUNCIL REFERRALS

- Item 12.1** **Wastewater Treatment Plant Feasibility Study-** It is recommended that Council receive a presentation from Vice Mayor Fosi regarding options for a Wastewater Treatment Plant feasibility study.

13. COMMENTS/REPORTS

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

- Item 13.1** Staff

- Item 13.2** Council/Authority Member

- Item 13.3** Mayor/Chair

14. CLOSED SESSION

The public will have a limit of **3 minutes** to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session

- Item 14.1** **CONFERENCE WITH REAL PROPERTY NEGOTIATIONS**
(pursuant to Government Code § 54956.8)
Property: Assessor's Parcel Number: 074-006-021 & 074-006-022
Negotiators: Marisela H. Garcia, City Manager
Negotiating Parties: H Homes, Inc.
Under Negotiation: Price, terms of payment, or both

- Item 14.2** **CONFERENCE WITH LABOR NEGOTIATORS**
(Pursuant to Government Code §54957.6)
Agency representative: City Manager Marisela H. Garcia
Employee Organizations: Riverbank Miscellaneous Employees

15. REPORT FROM CLOSED SESSION

- Item 15.1** **Report from Closed Session Item 14.1**
CONFERENCE WITH REAL PROPERTY NEGOTIATIONS
pursuant to Government Code § 54956.8)
Property: Assessor's Parcel Number: 074-006-021 & 074-006-022
Negotiators: Marisela H. Garcia, City Manager
Negotiating Parties: H Homes, Inc.
Under Negotiation: Price, terms of payment, or both

Item 15.2 **Report from Closed Session Item 14.2**
CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code §54957.6)
Agency representative: City Manager Marisela H. Garcia
Employee Organizations: Riverbank Miscellaneous Employees

16. ADJOURNMENT

The July 8th Council Meeting is Canceled

The Next Regular City Council Meeting will be on: **Tuesday, July 22,2025**

AFFIDAVIT OF POSTING
I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted at the meeting location, on the North City Hall public exterior bulletin board, South City Hall public exterior Bulletin, Riverbank Community Center exterior bulletin, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act. Posted this 18th Day of June 2025 /s/ Gabriela Hernandez, CMC, City Clerk



ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at cityclerk@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

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.



How to Use Live Spanish Translation/ Como Usar Traducción en Español En Vivo

STEP 1/PASO 1



Scan QR Code
Escanea el código

STEP 2/ PASO 2



Choose Spanish language
Escoja el idioma Español

STEP 3/ PASO 3



Read Captions on Device
Use headset for Audio
Lea subtítulos en su aparato
Use auriculares para audio

<https://attend.wordly.ai/join/LHDA-5715>



TELECONFERENCE/VIRTUAL PLATFORM PUBLIC PARTICIPATION COMMENT PROCEDURES FOR CITY COUNCIL MEETING HELD IN CONFORMANCE WITH THE BROWN ACT

PUBLIC “LIVE” VIEWING

- Government Channels: Charter– 2 and AT&T U-VERSE – 99
- YouTube Live – City of Riverbank
- Via ZOOM Platform (See instructions below)

SUBMITTING PUBLIC COMMENTS FOR THE RECORD

Written comments must be received before 5:00 p.m. on the date of the meeting in order for them to be distributed to the Council prior to consideration of the matter. Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 pm, please call the City Clerk's Office at (209) 863-7198 or the Administration Dept. at (209) 863-7122.

ACCEPTABLE METHODS OF SUBMITTING COMMENTS **BEFORE THE 5:00 PM DEADLINE**

- **Via Mail Service:** Mail comments to City of Riverbank, Attn. City Clerk, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email:** Mail to cityclerk@riverbank.org *(Note: This technology is not a guaranteed method.)*
 - Indicate Agenda Item # in the ***subject line***. (Call 209-863-7198 /209-863-7122 to ensure receipt)
- **Oral Comments In-Person:** The Mayor will ask the public if anyone wishes to comment, at that time you may approach the podium.
- **Oral Comments Via Zoom:** The Mayor will announce when public comments may be made for a limit of 3 minutes on the agenda item being considered, at which time you will:
(please make sure the volume on your video device or any nearby device is turned down.)
 - Using a computer – click on the “raise hand” feature in the webinar controls. This will alert staff that you wish to speak, and you will be unmuted.
 - Using a Phone – press ***9** to “raise the hand”. This will alert staff that you wish to speak, and you will be unmuted.

Teleconference Phone Number (This system is a backup for ZOOM technical difficulties only when providing oral comments.) If there are technical difficulties or disconnection with ZOOM while making oral comments, please immediately call the **teleconference phone number (209) 863-7151 so that Council may receive your comments. Council will be waiting for your call. Thank you**

JOIN THE MEETING VIA ZOOM PLATFORM

Join by this link: <https://us02web.zoom.us/j/89443415826>

Join by accessing website: <https://zoom.us/join>, enter Webinar ID: **894 4341 5826**

Join by telephone: **1 669 444 9171 OR 1 669 900 9128**, plus Webinar ID: **894 4341 5826**

Learn about using ZOOM - Visit <https://zoom.us/j/94943925973?status=success> for a free account or to download the app.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.1

SECTION 7: PRESENTATIONS

Meeting Date:	June 24, 2025
Subject:	Proclamation- Parks & Recreation Month
From:	Marisela H. Garcia, City Manager
Submitted by:	Claudia Edwards, Administrative Intern

RECOMMENDATION

It is recommended that the City Council read and present the Proclamation for Parks & Recreation Month to the City of Riverbank Parks & Recreation Department for their service to our community.

SUMMARY

The City of Riverbank and its residents recognize that our parks & recreation professionals are crucial to the health, well-being, and positive development of this community who immensely depends on these programs, facilities and services. Their planning and execution are greatly dependent upon the efforts, skill, and knowledge of parks & recreation staff who staff the City's Parks & Recreation Department.

BACKGROUND

Both the National Recreation and Parks Association (NRPA) and California Park & Recreation Society (CPRS) have promoted and celebrated National Parks & Recreation Month for a number of years. California Park & Recreation Society in particular, has acknowledged the month since its inception in 1946.

The upkeep of City recreational facilities and services could not be provided without the efforts of parks & recreation professionals who are managers and employees at all levels of government, who are responsible for fostering, improving, and programming essential services for our citizens.

FINANCIAL IMPACT

There is no financial impact with the report.

ATTACHMENTS

1.Proclamation



CITY OF RIVERBANK PROCLAMATION

Parks and Recreation Month

WHEREAS, Parks and Recreation promotes physical activity, emotional, and mental health and wellness through organized and self-directed fitness, play, and connecting people to nature; and

WHEREAS, Parks and Recreation creates memorable experiences through youth sports and enrichment activities, teen centers and programs, adult fitness, and enrichment programs, free special events, and beyond; and

WHEREAS, Parks and Recreation fosters social cohesiveness in communities by celebrating cultural diversity, providing spaces to come together peacefully, access to local park & trails, promoting social equity; and

WHEREAS, Parks and Recreation remains versatile and innovative in providing vital services to communities through local, national, or global emergencies, all while adhering to guidelines set forth by governing agencies.

NOW, THEREFORE, I, Rachel Hernandez, Mayor of the City of Riverbank, on behalf of the City Council and our community, do hereby proclaim July 2025 as Parks & Recreation Month. I encourage all residents to celebrate by visiting our local parks, participating in recreational programs, and attending special events that showcase the dedication of our parks and recreation professionals, managers, and staff. Let us recognize and honor their vital contributions to enriching lives, promoting health and wellness, and enhancing the overall quality of life in Riverbank.

June 24, 2025

Rachel Hernandez, Mayor

RIVERBANK CITY COUNCIL:

**District 1 – Luis Uribe, District 3 – John Pimentel, District 4 – Stacy Call,
District 3 - Vice Mayor Cindy Fosi, Mayor – Rachel Hernandez**

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.2

SECTION 7: PRESENTATIONS

Meeting Date:	June 24, 2025
Subject:	Presentation – Illegal Fireworks – Presentation by Alex Tovar, Community Resource Deputy.
From:	Marisela H. Garcia, City Manager
Submitted by:	Ed Ridenour, Police Chief

RECOMMENDATION

It is recommended that the City Council receive a presentation from Community Resource Deputy Tovar on illegal fireworks in preparation for the upcoming 4th of July Holiday.

SUMMARY:

The City of Riverbank is committed to the safety and wellbeing of all residents. As part of this commitment, Deputies with Riverbank Police Services will be actively looking for illegal fireworks activity.

Those found in the possession or discharge of illegal fireworks will be sent an administrative citation for \$1,000 for the first offense, \$2,000 for the second, and \$3,000 for any subsequent offense.

The goal of the safety campaign is to provide education and make residents aware of the potential risks of using fireworks, the consequences of possessing/using illegal fireworks, and provide tips on how to correctly use legal fireworks for safe 4th of July celebrations.

To report misuse of fireworks and possession/use of illegal fireworks contact non-emergency dispatch's phoneline at (209) 552- 2472. Only call 9-1-1 in an emergency.

FINANCIAL IMPACT

There is no financial impact with the report.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.3

SECTION 7: PRESENTATIONS

Meeting Date:	June 24, 2025
Subject:	AB 2561 Vacancy Reporting Obligation
From:	Marisela H. Garcia, City Manager
Submitted by:	Cheryl Stefani, Human Resources Analyst

RECOMMENDATION

Pursuant to Assembly Bill 2561 (AB 2561), the Council will receive a report during a public meeting on the City of Riverbank's vacancy, recruitment, and retention efforts for the 2024 calendar year. The report will include data covering the two represented bargaining units, unrepresented Executive Management, and the overall City organization. This report is required to be presented prior to the adoption of the final budget for the new fiscal year beginning in July 2025 and must be provided annually thereafter.

SUMMARY

AB 2561 was enacted on September 22, 2024, and added Government Code Section §3502.3 to the Meyers-Milias-Brown Act (MMBA). The new law took effect on January 1, 2025, and requires public agencies to report on staffing vacancies, recruitment efforts, and employee retention, including any challenges or policy-related obstacles to recruitment. Additionally, if the vacancy rate within any employee bargaining unit exceeds 20%, the agency must provide further detailed information upon request by that bargaining unit. AB 2561 requires public agencies to annually assess and address staffing vacancies to help prevent the negative impacts of understaffing on both the delivery of public services and the well-being of public employees.

BACKGROUND

The City has two represented bargaining groups, Miscellaneous represented by LiUNA #1130, and Riverbank Mid-Management Employees Association represented by Goyette, Ruano & Thompson (GRT Law). Miscellaneous has 27 full-time equivalent positions (FTEs); and Mid-management has 19 FTEs.

Vacancies and Recruitment

In 2024, the Miscellaneous Bargaining Unit had 27 budgeted positions which included recruitments for a Senior Facilities Maintenance Worker, Wastewater Treatment Plant Operator-in-Training, Facilities Maintenance Worker I, and Maintenance Worker I. All 4 positions were recruited and filled in 2024 and the Vacancy Rate was 0%. Additionally, the Average Time to Hire equaled 64.25 days.

The Mid-Management Unit had 19 budgeted positions in 2024, including recruitments for a Senior Neighborhood Improvement Officer (NIO) and a Senior Planner. The Senior NIO position was successfully filled within 63 days. However, the recruitment for the Senior Planner, which opened on July 17, 2024, faced challenges due to a low number of applicants, many of whom either did not meet the minimum qualifications or lacked transferable skills. As a result, the position remained vacant at the end of the year. Consequently, the Vacancy Rate for the Mid-Management Unit was 5.25%. Vacancy Rates for both represented groups are well below the 20% limit.

Additionally, the recruitment for the Senior Planner position continued into 2025. In March 2025, with City Council approval, City Management and Human Resources contracted Mosaic Public Partners to provide Senior Planner Assisted Outreach Services. Initial interviews with three candidates were conducted in May, followed by second-round interviews with two finalists. At the end of May 2025, a conditional offer of employment was extended and accepted. The selected candidate is currently undergoing background clearance.

Staff Retention

The City employs various recruitment strategies including posting vacancies on the City's website, the City's social media platforms including an electronic board on the highway, posting on specified job boards via JobElephant, and advertising on association job posting on specific sites including California Park & Recreation Society (CPRS), California Society of Municipal Finance Officers (CSFMO), and CalOPPS.

Recruitment and retention of staff are priorities for the City of Riverbank and align with our Strategic Plan goal to "Recruit and Retain Staff." The City takes pride in fostering a "work family" culture, investing in employee development through training and educational opportunities, and offering a competitive benefits package. The City wants its employees to know they are appreciated and valued in the organization. The City's Retention Rate for 2024 was 98.31%, with most employee separation attributed to retirement.

FINANCIAL IMPACT

None

ATTACHMENTS

1. AB 2561 Vacancy Report_2024

ITEM 7.3
PRESENTATION OF
AB 2561 VACANCY
REPORTING OBLIGATION

**AB2561
Vacancy
Report**

City of Riverbank

Status of Calendar
Year

January 1, 2024 to
December 31, 2024

Purpose of Report

Key Requirements under AB 2561:

- Annual assessment of staffing vacancies
- Identify policy challenges & vacancy issues
- Additional details if vacancy > 20% in any unit

Bargaining Units:

- Miscellaneous
- Mid-Management
- Executive Management
- Entire City Organization

Required before FY 2025–2026 budget adoption

About AB 2561

- Enacted:
September 22,
2024

- Effective: January
1, 2025

- Added Gov Code
§3502.3 to MMBA

- Requires
vacancy,
recruitment, and
retention reporting

Represented Bargaining Units

- Miscellaneous: LiUNA #1130
(27 FTEs)
- 

- Mid-Management: GRT Law (19 FTEs)
- 

- Executive Mgmt: At-Will (5 FTEs)
- 

Miscellaneous Unit – 2024 Highlights

- Total FTEs: 27



- 4 recruitments – all filled



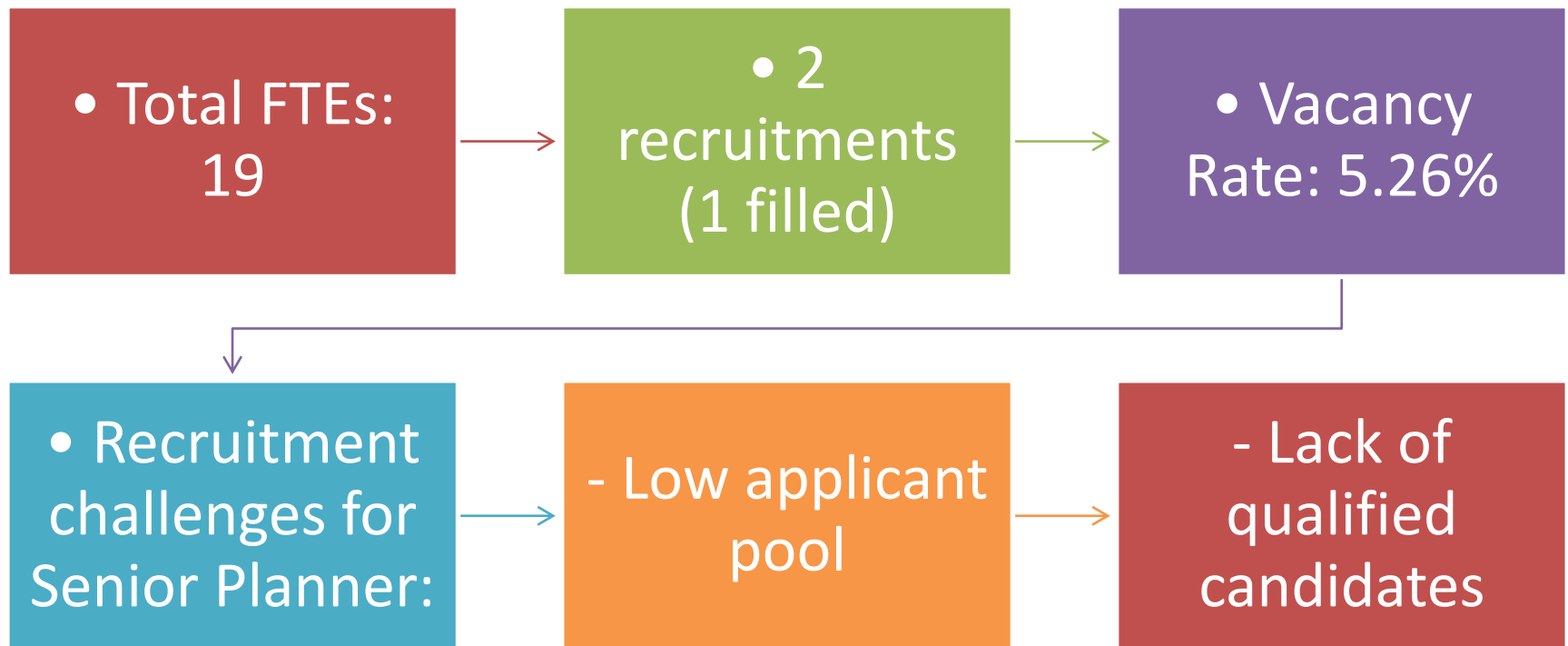
- Vacancy Rate: 0%



- Avg Time to Hire: 64.25 days



Mid-Management – 2024 Highlights



Senior Planner Recruitment – 2025

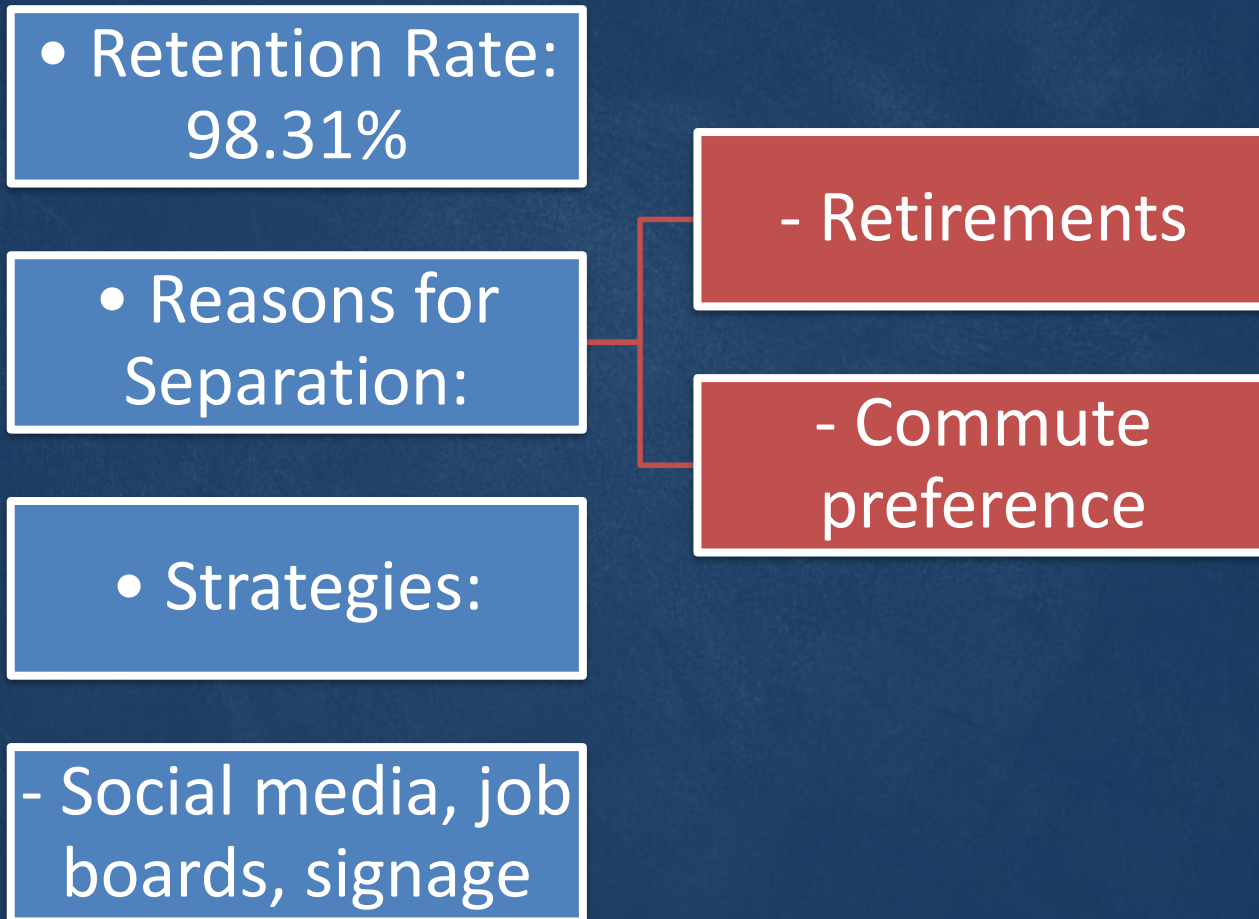
- **Contracted Mosaic Public Partners**

- **Interviews in May 2025**

- **Conditional offer extended and accepted**

- **Background clearance in progress**

Citywide Retention & Strategies



Strategic Goal

- Foster 'work family' culture

- Invest in development: training & tuition

- Competitive benefits

Summary

- No unit exceeds 20% vacancy
- All 2024 recruitments filled (1 ongoing)
- High retention = positive work culture
- AB 2561 compliant

Metrics	Definition	Formula	Example
FTE (Full Time Equivalent)	Organization's total number of approved positions. Some Full Time positions may be comprised from smaller percentages of FTE approved.	sum of total number of positions identified as FTE	Total # of positions: 500 # of positions identified as FTE: 450 # of FTE: 450
Average time to Hire	Measures the average number of days it takes to fill a job vacancies.	sum of (days to fill each position)/ total number of positions filled	Position 1: 60 days Position 2: 90 days Position 3: 50 Days Total # of positions filled: 3 Avg. Time to Hire = $(60+90+50)/3 = 200/3 = 66.7$ days
Vacancy Rate	Measures the percentage of unfilled positions within an organization.	$(\# \text{ of vacant positions} / \text{total} \# \text{ of positions}) \times 100$	Total budgeting positions: 200 Number of vacant positions: 15 Vacancy Rate: $(15/200) \times 100 = 7.5\%$
Vacancy Rate (Bargaining Unit)	Measure the percentage of unfilled positions within a specific bargaining unit.	$(\# \text{ of vacant positions in BU} / \text{total} \# \text{ of positions in BU}) \times 100$	Total budgeting positions in BU: 200 Number of vacant positions in BU: 15 Vacancy Rate in BU: $(15/200) \times 100 = 7.5\%$
Retention Rate	Measures the percentage of employees who remain with an organization over a given period of time.	$(\# \text{ of employees at end of period} / \# \text{ of employees at start of period}) \times 100$ <i>** Note-- This metric can be grouped by Department, BU, Supervisor, etc.</i>	Employees at start of the year: 500 Employees at the end of the year: 450 Retention Rate: $(450/500) \times 100 = 90\%$ <i>**rule of thumb: high retention >90%; low retention rate <80%</i>
Average Turnover Rate	Measures the percentage of employees who leave an organization over a given period.	$(\# \text{ of employees who separate during the period} / \text{average} \# \text{ of employees during period}) \times 100$ <i>** Note-- This metric can be grouped by Department, BU, Supervisor, etc.</i>	Employees at the start of the year: 500 Employees at the end of the year: 450 Total separations during the year: 60 1) avg # of employees = $(500+450)/2 = 475$ 2) Turnover Rate = $(60/475) \times 100 = 12.6\%$

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.1

SECTION 9: CONSENT CALENDAR

Meeting Date:	June 24, 2025
Subject:	Waiver of Readings
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk/LRA Secretary

RECOMMENDATION

It is recommended that the City Council / LRA Board approve the waiver of readings of any proposed ordinances and resolutions for consideration, except by title.

SUMMARY

In lieu of reading the entire text of a proposed ordinance or resolution that is introduced for consideration for adoption and approval, by majority vote, the City Council/LRA Board may waive the reading of the text and introduce the ordinance or resolution by title only for the record.

The full text of the proposed ordinances and resolutions, and any related documents that are part of the agenda packet, are available for review by the public on the City's website and in the City Clerk's office at City Hall (North) upon distribution to a majority of the City Council/LRA Board; typically 72 hours prior to the scheduled date and time of the meeting.

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. 9.2

SECTION 9: CONSENT CALENDAR

Meeting Date:	June 24, 2025
Subject:	Approval of the City Council and Local Redevelopment Authority Board Minutes for June 10, 2025.
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk/LRA Secretary

RECOMMENDATION

It is recommended that the City Council/ Local Redevelopment Authority Board approve the City Council/LRA Meeting Minutes of June 10, 2025.

SUMMARY

The Draft Minutes of the City Council and the Local Redevelopment Authority Board meeting have been prepared for review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

1. City Council/LRA Meeting Minutes for June 10, 2025.
 - Exhibit A- Written Public Comment- Ashley Mayberry
 - Exhibit B- Written Public Comment- Daymon Mayfield
 - Exhibit C- Written Public Comment- Beatriz Caravantes
 - Exhibit D- Written Public Comment- Garry Pearson

CITY COUNCIL / LRA BOARD

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Vice Mayor -District 2-Cindy Fosi
District 3-John Pimentel
District 4-Stacy Call



CITY OF RIVERBANK

**Regular City Council and
Local Redevelopment Authority
Board Meetings**
Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367



TUESDAY, JUNE 10, 2025 – 6:00 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

- 1. CALL TO ORDER** -Mayor / Chair Hernandez called the meeting to order at 6:00pm
- 2. FLAG SALUTE** – Vice Mayor Fosi led the pledge of allegiance.
- 3. INVOCATION** – Reverend Randy Richardson provided the invocation.
- 4. ROLL CALL** – City Clerk Hernandez conducted Roll Call.

Members of the City Council / Local Redevelopment Authority Board present:

*Council Member / Authority Member District 1 Luis Uribe
Council Member/ Authority Member District 3 John Pimentel
Council Member / Authority Member District 4 Stacy Call
Vice Mayor / Vice Chair District 2 Cindy Fosi
Mayor / Chair Rachel Hernandez*

5. AGENDA CHANGES

No Agenda Changes.

6. 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.

Councilmember Call declared a conflict of interest with Item 10.6, Crossroads Landscape & Lighting District.

7. PRESENTATIONS (Informational only)

Item 7.1 **Proclamation – United States Army 250th Anniversary-** It is recommended that the City Council read and present a Proclamation honoring the United States Army 250th Anniversary.

Mayor Hernandez read and presented the proclamation in honor of the United States Army 250th Anniversary to Sergeant First Class Reid.

Item 7.2 **Proclamation – Pride Month June 2025-** It is recommended that the City Council read and present a Proclamation for Pride Month to Roman Scanlon, Executive Director of CalPride Stanislaus.

Mayor Hernandez read and presented the proclamation in honor of Pride Month to Roman Scanlon, Executive Director of CalPride Stanislaus.

Item 7.3 **Proclamation- Disability Awareness Month- June 2025-** It is recommended that the City Council read and present the Proclamation for Disability Awareness Month to Society for DisABILITIES.

Mayor Hernandez read and presented the proclamation in honor of Disability Awareness Month to Cathy Mendoza, Executive Director of Society for DisABILITIES.

Item 7.4 **Proclamation – Juneteenth Freedom Day 2025-** It is recommended that the City Council read the Proclamation for Juneteenth Freedom Day 2025.

Mayor Hernandez read the proclamation in honor of Juneteenth Freedom Day.

Item 7.5 **Riverbank Representative Update by Stanislaus Consolidated Fire Protection District Board Director Charles E. Neal and Chief Clint Bray-** It is recommended that the City Council receive an update by Director Charles E. Neal and Chief Clint Bray with Stanislaus Consolidated Fire Protection District.

Chief Clint Bray, with Stanislaus Consolidated Fire Protection District, gave an update on the business of the Fire District.

8. 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 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

Mayor Hernandez opened Public Comment Period at 6:28 P.M.

Michael Christie, Riverbank resident to inform the community about the Sierra House donation drive.

Bill Berryhill, Stanislaus County resident to express his support for the River Walk project.

Sammi Martinez, Love Riverbank to extend an invitation for upcoming events.

Olivia Arambula, Riverbank Chamber of Commerce to extend an invitation for upcoming events.

Eddie Cuellar, Riverbank resident to suggest that red light violation cameras with fines, be added to busy intersections like Oakdale Rd and Claribel. Concerned about speeding.

Jami Aggers, Stanislaus County resident commented on groundwater sustainability plan.

Mayor Hernandez closed the Public Comment Period at 6:41 P.M.

9. CONSENT CALENDAR (No Obligation to Read Aloud)

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 9.1 **Waive Readings.** All Readings of ordinances and resolutions, except by title, are waived.

Item 9.2 **Approval** of the City Council and Local Redevelopment Authority Board Minutes for May 27, 2025.

Item 9.3 **Acceptance** of the Roselle & S. Rosebrook Intersection Improvements Project and Authorization to File a Notice of Completion

Item 9.4 **Acceptance** of the Woodhaven Drywell, Catch Basin and Hard Scape Project and Authorization to File a Notice of Completion.

Item 9.5 **Resolution 2025-055** Approving the Regional Solid Waste Disposal Plan Memorandum of Understanding Between the City of Riverbank and Stanislaus County.

Item 9.6 **Resolution 2025-056** Approving an Intergovernmental Cooperation Agreement between the County of Stanislaus and the City of Riverbank for Joint Participation in the Stanislaus Urban County.

Item 9.7 **Resolution 2025-057** Approving the HOME Investment Partnership Program Consortium Agreement for Three Years from October 1, 2026 to September 30, 2029.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Call 5/0) to approve Consent Calendar **as presented.***

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

10. PUBLIC HEARING

The Notice for Item 10.1 was published on 3/26/2025 in the Riverbank Newspaper.

The Notice for Items 10.2 through 10.8 was published on 5/21/2025 in the Riverbank Newspaper.

Item 10.1 **First Reading by Title Only and Introduction of an Ordinance Designating the City of Riverbank Local Responsibility Area Fire Hazard Severity Zone-** It is recommended that the City Council hold a public hearing regarding the introduction for first reading of an Ordinance adopting the City of Riverbank Local Responsibility Area Fire Hazard Severity Zone.

City Manager Garcia gave a comprehensive staff report and power point presentation on the City of Riverbank's Local Responsibility Area Fire Hazard Severity Zone Ordinance mandated by California Code.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 6:49 P.M.

Mayor Hernandez Closed the Public Hearing at 6:50 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Fosi / Uribe 5/0) to approve the **first reading of the Ordinance 2025-001 City of Riverbank Local Responsibility Area Fire Hazard Severity Zone.***

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.2 **Two Resolutions for Consolidated Landscaping and Lighting District to: 1) Amend/or Approve the Engineer's Report and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2025/22026; and 2) Ordering the Levy and Collection of Annual Assessments for Fiscal Year 2025/2026-** It is recommended that the City Council adopt the Resolutions corresponding to Consolidate District amending and/or approving the Engineer's Report and ordering the levy and collection of annual assessments for the Landscaping and Lighting Districts for Fiscal Year 2025/2026.

City Manager Garcia gave a comprehensive Staff report and power point presentation on the Consolidated, Ridgewood Place, River Cove, and Sierra Vista Estates Landscape and Lighting District's Engineer Report and Annual Levy and Collection of Annual Assessments.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 6:55 P.M.

Mayor Hernandez Closed the Public Hearing at 6:56 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Call 5/0) to approve **Resolution 2025-058 and Resolution 2025-059** for Consolidated Landscape & Lighting District Engineers Report, Levy and Collection of Assessments for fiscal year 2025-26.*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.3 **Two Resolutions for Ridgewood Place Landscaping and Lighting District to: 1) Amend/or Approve the Engineer's Report and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2025/22026; and 2) Ordering the Levy and Collection of Annual Assessments for Fiscal Year 2025/2026-** It is recommended that the City Council adopt the Resolutions corresponding to Ridgewood Place District amending and/or approving the Engineer's Report and ordering the levy and collection of annual assessments for the Landscaping and Lighting Districts for Fiscal Year 2025/2026.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 6:56 P.M.

Mayor Hernandez Closed the Public Hearing at 6:56 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: By motion moved and seconded (*Fosi / Pimentel 5/0*) to approve **Resolution 2025-060 and Resolution 2025-061** for Ridgewood Place Landscape & Lighting District Engineers Report, Levy and Collection of Assessments for fiscal year 2025-26.

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.4 Two Resolutions for River Cove Landscaping and Lighting District to:
1) Amend/or Approve the Engineer's Report and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2025/2026; and 2) Ordering the Levy and Collection of Annual Assessments for Fiscal Year 2025/2026- It is recommended that the City Council adopt the Resolutions corresponding to River Cove District amending and/or approving the Engineer's Report and ordering the levy and collection of annual assessments for the Landscaping and Lighting Districts for Fiscal Year 2025/2026.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 6:56 P.M.

Public Comment:

Eddie Cuellar, Riverbank resident to seek clarification on Item 10.4.

Mayor Hernandez Closed the Public Hearing at 6:58 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: By motion moved and seconded (*Fosi / Call 5/0*) to approve **Resolution 2025-062 and Resolution 2025-063** for River Cove Landscape & Lighting District Engineers Report, Levy and Collection of Assessments for fiscal year 2025-26.

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.5 **Two Resolutions for Sierra Vista Estates Landscaping and Lighting District to: 1) Amend/or Approve the Engineer's Report and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2025/22026; and 2) Ordering the Levy and Collection of Annual Assessments for Fiscal Year 2025/2026-** It is recommended that the City Council adopt the Resolutions corresponding to Sierra Vista Estates District amending and/or approving the Engineer's Report and ordering the levy and collection of annual assessments for the Landscaping and Lighting Districts for Fiscal Year 2025/2026.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 6:58 P.M.

Mayor Hernandez Closed the Public Hearing at 6:58 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Call 5/0) to approve **Resolution 2025-064 and Resolution 2025-065** for Sierra Vista Estates Landscape & Lighting District Engineers Report, Levy and Collection of Assessments for fiscal year 2025-25*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.6 **Two Resolutions for Crossroads Landscaping and Lighting District to: 1) Amend/or Approve the Engineer's Report and the Levy and Collection of Annual Assessments Related Thereto for Fiscal Year 2025/22026; and 2) Ordering the Levy and Collection of Annual Assessments for Fiscal Year 2025/2026-** It is recommended that the City Council adopt the Resolutions corresponding to Crossroads District amending and/or approving the Engineer's Report and ordering the levy and collection of annual assessments for the Landscaping and Lighting Districts for Fiscal Year 2025/2026.

Councilmember Call recused herself from the dais at 6:59 P.M.

City Manager Garcia gave a comprehensive Staff report and power point presentation on the Crossroads Landscape and Lighting District's Engineer Report and Annual Levy and Collection of Annual Assessments.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 7:02 P.M.

Public Comment:

Eddie Cuellar, Riverbank resident to seek clarification on Item 10.6.

Maricris Garaza, Riverbank resident to seek clarification on Item 10.6.

Liz Cuellar, Riverbank resident to seek clarification on Item 10.6.

Michael Christie, Riverbank resident to express the need of more lighting near the canal.

Mayor Hernandez Closed the Public Hearing at 7:09 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Fosi / Uribe 4/0) to approve **Resolution 2025-066 and Resolution 2025-067** for Sierra Vista Estates Landscape & Lighting District Engineers Report, Levy and Collection of Assessments for fiscal year 2025-25*

*Motion carried by a City Council and LRA Board roll call vote:
AYES: Uribe, Fosi, Pimentel, and Mayor Hernandez
NAYS: None / ABSENT: None / ABSTAINED: None*

Councilmember Call returned to the dais at 7:10 P.M.

Item 10.7 **A Resolution of the City Council of the City of Riverbank, County of Stanislaus, State of California, Ordering the Levy and Collection of Assessments Within the Riverbank Storm Drain Benefit Assessment District No. 2006-01 (Heartlands) for Fiscal Year 2025/2026** - It is recommended that the City Council adopt Resolutions amending and/or annual assessments for the Riverbank Storm Drain District No. 2006-01 (Heartlands) for Fiscal Year 2025/2026.

City Manager Garcia gave a comprehensive Staff report and power point presentation on the Heartlands and Sterling Ridge Storm Drain Benefit Assessment District's Engineer Report and Annual Levy and Collection of Annual Assessments.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 7:13 P.M.

Mayor Hernandez Closed the Public Hearing at 7:13 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Fosi / Call 5/0) to approve **Resolution 2025-068** for Heartlands Storm Drain Engineers Report, Levy and Collection of Assessments for fiscal year 2025-26.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 10.8 **A Resolution of the City Council of the City of Riverbank, County of Stanislaus, State of California, Ordering the Levy and Collection of Assessments Within the Sterling Ridge Benefit Assessment District for Fiscal Year 2025/2026** - It is recommended that the City Council adopt ordering the levy and collection of annual assessments for the Riverbank Storm Drain District No. 05-01 (Sterling Ridge) for Fiscal Year 2025/2026.

City Council discussed item with staff.

Mayor Hernandez opened the Public Hearing at 7:13 P.M.

Mayor Hernandez Closed the Public Hearing at 7:14 P.M.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Fosi 5/0) to approve **Resolution 2025-069** for Sterling Ridge Storm Drain Engineers Report, Levy and Collection of Assessments for fiscal year 2025-26.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

11. NEW BUSINESS

Item 11.1 **Fiscal Year 2025-26 Major Fund Budget Workshop-** It is recommended that the City Council receive a presentation on the Fiscal Year 2025-26 Major Fund Proposed Budgets and provide feedback in anticipation of the adoption of the Final Budget on June 24, 2025.

Assistant City Manager Alcantor gave a comprehensive report and PowerPoint presentation on the Fiscal Year 2025-2026 Major Fund Proposed Budgets.

City Council discussed item with staff.

Public Comment:

Randy Richardson, Riverbank resident to express his support on the growth of the City of Riverbank and needs the city has to expand.

Garry Pearson, Riverbank resident to seek clarification in regards to the compensation study and job classifications.

Juan Tellez, Modesto resident would like to see youth engagement included into the budget.

Evelyn Halbert, Riverbank resident to seek clarification on Item 11.1.

Liz Cuellar, Riverbank resident to seek clarification on Aeriz.

There being no public comments, Mayor Hernandez brought the item back to City Council.

DIRECTION: *Direction and feedback provided to staff.*

BRIEF RECESS: *Mayor Hernandez called for a recess at 8:05 P.M.*

Mayor Hernandez called the meeting back to order from recess at 8:16 P.M.

Item 11.2 **A Resolution Approving the Execution and Delivery of a Construction Installment Sale Agreement with the California State Water Resources Control Board to Finance the Riverbank Regional Recycled Water Project Phase I-** That the City Council adopt a resolution approving the form of and authorizing the execution of a Construction Installment Sale Agreement (the “Agreement”) with the California State Water Resources Control Board (the “State Water Board”) to finance a portion of the cost of the Riverbank Regional Recycled Water Project Phase I (the “Project”).

Asst. City Manager Alcantor gave a comprehensive report and PowerPoint presentation on the Construction Installment Sale Agreement with the California State Water Resources Control Board to Finance the Riverbank Recycled Water Project Phase I.

City Council discussed item with staff.

Public Comments:

Michael Christie, Riverbank resident to express his concerns with Item 11.2.

Garry Pearson, Riverbank resident to express his concerns with Item 11.2.

Danielle Banning, Riverbank resident to express her concerns with Item 11.2.

Melissa McCay, Riverbank resident to express her concern with Item 11.2.

Eddie Cuellar, Riverbank resident to express his concern with Item 11.2.

Olivia Arambula, Riverbank resident to express her concern with Item 11.2.

Janeth Reyes, Riverbank resident to express her concern with Item 11.2.

Jami Aggers, Stanislaus County resident to express her concern on Item 11.2.

Rosalba Ramirez, Riverbank resident to express her concern on Item 11.2.

Maricris Garaza, Riverbank resident to express her concern on Item 11.2.

Sofia Morales, Riverbank resident to express her concern on Item 11.2.

Marylu Ruiz, Riverbank resident to express her concern on Item 11.2.

Ashley Mayberry, Riverbank resident submitted written comment (Exhibit A-Attached).

Daymon Mayfield, Riverbank resident submitted written comment (Exhibit B-Attached).

Beatriz Caravantes, Riverbank resident submitted written comment (Exhibit C- Attached).

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Call 3/1/1) to approve
Resolution 2025-070 approving the execution of the installment sales
agreement with California State Water Resource board for the RRRWP
with exploring the feasibility of other options.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Pimentel, Call

NAYS: Mayor Hernandez / ABSENT: None / ABSTAINED: Fosi

Item 11.3 **Resolution Approving the City of Riverbank 2025 – 2030 Strategic Plan-** It is recommended that the City Council consider a Resolution approving the City of Riverbank 2025 – 2030 Strategic Plan.

Kendall Flint, with DKS gave a comprehensive staff report and power point presentation on the strategic plan

City Council discussed item with staff.

Public Comments:

Garry Pearson, Riverbank resident to provide his suggestions for Item 11.3 also provided a written comment (as attached Exhibit D).

Juan Tellez, Modesto resident to provide his suggestions for Item 11.3.

Maricris Garaza, Riverbank resident to provide her suggestions for Item 11.3.

Jami Aggers, Stanislaus County resident to provide her suggestions for Item 11.3.

Evelyn Halbert, Riverbank resident to seek clarification and provide her suggestions on Item 11.3.

There being no public comments, Mayor Hernandez brought the item back to City Council.

ACTION: *By motion moved and seconded (Call / Uribe 5/0) to approve **Resolution 2025-071 approving the Strategic Plan 2025-2030 with amendments.***

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Fosi, Pimentel, Call, and Mayor Hernandez

NAYS: None / ABSENT: None / ABSTAINED: None

Item 11.4 **Workshop- Proposal for Establishing a Youth Council-** It is recommended that the City Council provide ideas, suggestions, and direction for the creation of a Youth Council Commission to engage youth voices in the City of Riverbank.

City Clerk Hernandez gave a comprehensive staff report and PowerPoint presentation on the Proposal of the Youth Council Program.

City Council discussed item with staff.

Public Comment:

Yarely Reyes, Riverbank High School student to seek clarification and support on Item 11.4.

Olivia Arambula, Riverbank resident to provide her suggestions and support on Item 11.4.

Juan Tellez, Modesto resident works with Valley Improvements Projects to provide his suggestions and support for Item 11.4.

Janeth Reyes, Riverbank resident to provide her suggestions, support and volunteer to help with Item 11.4.

There being no public comments, Mayor Hernandez brought the item back to City Council.

DIRECTION: *Direction and feedback provided to staff.*

12. COMMENTS/REPORTS

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

Item 12.1 Staff

City Manager Garcia:

- *Parks and Rec. will be hosting its first movies in the pool. So, we have had movies in the park this time it's movie in the pool on June 21st at the Community pool. Will be showing Moana 2 the pool will open at 7:00pm and the movie will begin at dusk. Admission is \$3.00 and concessions will be sold. So, bring your family and your favorite floatation device and enjoy the show.*
- *The Juneteenth celebration by Sullie Entertainment will be on Thursday June 19th from 11:00am to 5:00pm at the Community Center, there will be food, games, entertainment and more.*
- *A friendly reminder that all city offices will be closed on Thursday June 19th for the holiday and on June 20th due to our 9/80 schedule.*
- *We will be holding a joint Planning Commission and City Council workshop regarding the River Walk project on July 9th at 6:00pm at the Community Center. It will be an informational workshop their will be no decisions made at that time.*

Item 12.2 Council/Authority Member

Councilmember Uribe:

- *The Chamber wanted me to remind everyone that there will be a Bike Rodeo which is hosted by Sheriffs, CVCR and City of Riverbank. It will be right out here in the Plaza tomorrow from 5:30pm to 8:00pm. They will be doing food, crafts, health and safety information, bike raffles and a bunch of other stuff.*
- *I will be doing a meet and greet, I was asked by the Tuesday market if I could set up a table and do a meet and greet. I will be sharing our donation drive and if residents have any questions about anything or just want to meet me please feel free to come out. Originally, I was scheduled from 6:30pm to 7:30pm I'm going to*

extend that a little bit, I'm going to set up as soon as it opens, and then try to stay as long as I can, so you shouldn't miss me. Bring donations for Sierra House I will have the donation box out there, so reach out to me.

Vice Mayor Fosi:

- The Riverbank Historical Society will not be having a meeting in July.*
- The Riverbank Federated Women's Group has completed their meetings until September.*

Councilmember Pimentel:

- I enjoyed the Tuesday market. It's nice to see all the vendors out there, and the public coming out and supporting one another.*
- On 6/6/25 Sister City had a team building barbecue pool party at Cal Campbell's house. I want to thank Cal for opening his home. I think we have a couple new recruits, and it was a good turnout.*

Councilmember Call:

- On May 31st I wrapped up the life jacket drive in partnership with Parks and Rec. Keryn and I were able to get 129 life jackets that are going to stay within Riverbank specifically Jacob Myers Park, just a few of the bigger donors: Studio B, Aemetis, Browman Developers, Not in Our Backyard and Jane Media services.*
- I met with Kelly Velasco at little explorers to hear more about her upcoming enrichment program. So, visit the Parks and Rec website to see more information about those. And then her and I also discussed a partnership to bring programming for teenagers. So, stay tuned on that.*
- I have the Bike Rodeo as well for tomorrow 5:30pm to 8:00pm right here in Del Rio Plaza. So, make sure you donate your bikes. Bring them early to the police station so they can register them first.*
- The Sierra drive for men's and women's undergarments, socks, bleach specifically hand soap, laundry detergent. Those are some big things that they need, especially with the day use facility.*
- I have open office hours, June 19th so I'm changing the date and the time and location. Usually it's here in chambers, but they are closed. So, I'm going to get creative.*
- Stanislaus Latino Chamber has a Mixer, June 19th as well 5:30pm to 7:30pm. It's a Multi-Chamber Mixer at Contentment Brewing.*
- I would like to visit strategies on revising our utility assistance program and getting creative on some additional ways to provide assistance to more members of our community aside from seniors and disabled.*

Item 12.3 Mayor/Chair

Mayor Hernandez:

- *I am just going mention that it seems like a lifetime ago all the proclamations we had and how proud I am for our city to be supportive of diverse groups and just reaffirming, that we're here to protect and to support families, and especially in light of everything that's been going on recently, just wanted to reaffirm that.*

13. CLOSED SESSION

The public will have a limit of **3 minutes** to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session

Item 13.1 **CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION**
Significant Exposure to Litigation (Pursuant to Gov. Code § 54956.9(d))
Number of Potential Cases:1

Item 13.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Pursuant to Gov. Code, § 54956.9)
Name of Case: Miller Arms Company, Inc. v. City of Riverbank et al.,
Stanislaus County Superior Court Case No. CV-23-002593

Item 13.3 **CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**
(Pursuant to Gov. Code, § 54956.9)
Name of Case: Advance Materials and Manufacturing Technologies, LLC
v. City of Riverbank et al., Stanislaus County Superior Court
Case No. CV-23-004578

There being no public comment, Mayor Hernandez motion to closed Session at 10:40P.M

Reconvened from Closed Session at 11:31 P.M.

14. REPORT FROM CLOSED SESSION

Item 14.1 **Report from Closed Session Item 13.1**
CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION
Significant Exposure to Litigation (Pursuant to Gov. Code § 54956.9(d))
Number of Potential Cases:1

DIRECTION: *Direction provided to staff.*

Item 14.2 **Report from Closed Session Item 13.2**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Gov. Code, § 54956.9)
Name of Case: Miller Arms Company, Inc. v. City of Riverbank et al.,
Stanislaus County Superior Court Case No. CV-23-002593

DIRECTION: *Direction provided to staff.*

Item 14.3 **Report from Closed Session Item 13.3**
CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
(Pursuant to Gov. Code, § 54956.9)
Name of Case: Advance Materials and Manufacturing Technologies, LLC
v. City of Riverbank et al., Stanislaus County Superior Court
Case No. CV-23-004578

DIRECTION: *Direction provided to staff.*

15. ADJOURNMENT OF THE REGULAR MEETING

There being no further business, Mayor / Chair Hernandez adjourned the regular meeting at 11:32 P.M.to the next regular scheduled City Council / LRA Meeting of June 24,2025 at 6:00 P.M.

ATTEST: (Adopted 06/24/2025)

APPROVED:

Gabriela Hernandez, CMC
City Clerk / LRA Recorder

Rachel Hernandez
Mayor/ Chair

Gaby Hernandez

From: Ashley Mayberry [REDACTED]
Sent: Tuesday, June 10, 2025 2:35 PM
To: City Clerk
Subject: #11.2

[REDACTED]

I am a riverbank citizen and I am asking you to please not take on any loans.

Ashley Mayberry

Gaby Hernandez

From: daymon mayfield [REDACTED]
Sent: Tuesday, June 10, 2025 2:36 PM
To: City Clerk
Subject: Agenda item 11.2

[REDACTED]

Dear Riverbank City Council

I hope this message finds you well. I am writing as a concerned resident of Riverbank to respectfully urge the council to reconsider its plan to take out a substantial loan for a new water treatment facility

While I fully recognize the importance of investing in safe and modern infrastructure, I am deeply concerned about the long-term financial implications of a loan of this magnitude. Such a substantial increase to the already high. Since buying my home I've only seen the sewer rates increase and passing such a burden onto the residents of this city would only drive those rates even higher.

We all want safe water and reliable infrastructure, but we must also ensure that we're making financially responsible choices that don't overburden the residents of this city. I ask that you pause this decision and explore all available options before moving forward with a loan of this size.

Thank you for your time, your service to our community, and your consideration of this statement

Sincerely, Daymon Mayfield

Gaby Hernandez

From: Beatriz josue caravantes <[REDACTED]>
Sent: Tuesday, June 10, 2025 2:57 AM
To: City Clerk
Subject: Public Comment on Agenda Item 11.2

[REDACTED]

Public Comment on Agenda Item 11.2

Hello councilmembers and Mayor,

Not long ago, during discussions around the proposed tiny housing community, many voiced concerns about families who are just one paycheck away from homelessness. That same urgency applies to the decision before you now.

This thirty-year loan raises significant concerns about long-term impacts on our community, especially the most vulnerable. With no guarantee against future utility rate increases, how can we ensure that we are not adding to the burden of those already struggling? The utility rate increase from January 2023 has already had a substantial effect on residents living on fixed incomes such as seniors, individuals with disabilities, and low-income families.

Rising utility costs are more than just a budget line item; they are a direct threat to housing stability. Utilities are not optional, they are essential to health, safety, and dignity. Yet, if someone falls behind, they receive a 3-day shutoff notice. That is not sustainable, and it's not compassionate.

If this loan does move forward, I strongly urge the council to include or develop a utility assistance program specifically for residents on fixed or low incomes. Without such a safeguard, we risk undermining our own goals around homelessness prevention and community stability.

Lastly, this loan only addresses part of the funding needed, covering just over 61% of the construction costs. There are still additional loans to be secured. It is critical that we take a transparent look at the long-term financial impact on ratepayers before making a commitment of this scale.

TO: Riverbank City Council

Re: City of Riverbank 2025 Strategic Plan

From: Garry Pearson, Riverbank Resident [REDACTED]

Dear Council

First, My apologies for submitting this late in the process. I was out of country for 2 weeks and did not see the public notice until the posting on the City council agenda for the 10th of June

Please see my comments:

- Vision Statement:

Please add language –‘Collaborating with local, regional, state and national partners’

- Our Core Values

Please consider adding ‘communication and coordination’

- Improve Public Communication

Comment: Last bullet point... develop process to address for public comments and concern... I want to hear more..

- Infrastructure

First bullet point: Conduct a feasibility study and include regional Waste water treatment options!.... Excellent idea!!

- Prioritize community education Partnerships

Under internships... I strongly support this effort and these internships can be funded through funding sources like CTEIG, K-12 SWP grants via the school district..

- Prioritize finance Sustainability

Continue to establish additional sources of funding thru non-profit, state and federal sources. Currently with the decline of the Gas Tax the city

should consider adding an additional increase in the sales tax for the city. Additionally, fee schedules for all new and repair construction should be reviewed and updated

- Foster Attainable Housing

Issue request for Proposal for a General Plan update and SOI expansion... Careful consideration of the SOI and its impacts to the quality of life should be of highest priority.... City council should seek out other cities in California and the nation which have considered 'quality of life' as a high priority.. Perhaps a city residents task force would be warranted here!

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.3

SECTION 9: CONSENT CALENDAR

Meeting Date: June 24, 2025

Subject: Second Reading by Title Only and Adoption of an Ordinance Designating the City of Riverbank Local Responsibility Area Fire Hazard Severity Zone

From: Marisela H. Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council hold the second reading by title only and adopt an Ordinance designating the City of Riverbank Local Responsibility Area Fire Hazard Severity Zone.

SUMMARY

The first reading and introduction of this ordinance was considered by City Council at the June 10, 2025 Meeting.

California Government Code Section 51179(a) mandates that local agencies, defined as city, county, or district responsible for fire protection within a moderate fire hazard severity zone, shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in [their] jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178. The City of Riverbank received the Local Responsibility Area Fire Hazard Severity Zone Map on February 24, 2025. The City of Riverbank has jurisdiction over the established moderate severity zone and is therefore required to adopt the ordinance.

BACKGROUND

The State Fire Marshal is required to classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Prompted by the devastating 1991 Oakland Hills Fire, in 1992, state law expanded the requirement for California Department of Forestry and Fire Protection (CAL FIRE) to evaluate fire hazard severity in Local Responsibility Areas.

More recently, in 2021 CAL FIRE was tasked with identifying Moderate and High Fire Hazard Severity Zones along with the Very High in Local Responsibility Areas (LRA). This means that previous LRA maps that only contained very high classifications, now must also identify moderate and high zones. The updated Fire Hazard Severity Zone Maps for Local Responsibility Areas will designate fire hazard levels for all areas where fire service

is not the responsibility of the state or federal government. (A separate map showing the State Responsibility Area (SRA), was recently updated and became effective in 2024.)

CAL FIRE developed the recommended map using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior. The fire hazard severity model for wild-land fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. Many factors are considered, such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for an area.

The Fire Hazard Severity Zone map reflects “hazard,” not “risk”. The map is like a flood zone map, where lands are described in terms of the probability level of a particular area being inundated by floodwaters; “Hazard” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

These maps are created by CAL FIRE under the direction of the State Fire Marshal without local jurisdictional input or influence. California Government Code Section 51179(3) states that “A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.” Local agencies are not permitted to decrease or remove areas from the CAL FIRE recommended fire hazard severity zone map, meaning they can only designate areas as a higher hazard than what the map indicates.

The original Fire Hazard Severity Zone (FHSZ) maps, released in 2007, imposed mandatory construction and defensible space requirements only on parcels identified as Very High, which is why no areas in the City of Riverbank were previously reflected on this map. The 2025 map released in February of this year, reflects a portion of east Riverbank as being in a *Moderate* Zone. This is indicated in Exhibit A: City of Riverbank Local Responsibility Area Fire Hazard Severity Zone Map

STRATEGIC PLAN

While not directly related to the City Council’s Strategic Plan, this item is consistent with the City’s goal of “*Improve Public Safety*”.

FINANCIAL IMPACT

There is no financial impact associated with this request.

ATTACHMENTS

1. Ordinance
2. Exhibit A: City of Riverbank Local Responsibility Are Fire Hazard Severity Zone Map

CITY OF RIVERBANK

ORDINANCE 2025-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
DESIGNATING THE CITY OF RIVERBANK LOCAL RESPONSIBILITY AREA FIRE
HAZARD SEVERITY ZONE**

WHEREAS, pursuant to Government Code 51178, the State Fire Marshal shall identify areas in the state as *moderate*, *high*, and *very high* fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas; and

WHEREAS, the city is responsible for ensuring fire protection within a *moderate* severity zone and is required to designate, by ordinance, moderate, high and very high fire severity zones in its jurisdiction within 120 days of receiving recommendations from the State Marshall pursuant to Section 51178; and

WHEREAS, *moderate*, *high*, and *very high* fire hazard severity zones are based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread; and

WHEREAS, Local Responsibility Areas (LRA) are in incorporated cities, urban regions, agricultural lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city departments, fire protection districts, counties, and by CALFIRE under contract; and

WHEREAS, the moderate designation of an area near the eastern border of the city limits requires adoption of the Fire Hazard Severity Zone and indicated on the attached City of Riverbank LRA Fire Hazard Severity Zone.

**NOW, THEREFORE THE CITY OF RIVERBANK CITY COUNCIL DOES ORDAIN
AS FOLLOWS:**

SECTION 1:

1. The city hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.
2. The map approved by the City, is hereby incorporated by reference, and entitled "City of Riverbank LRA Fire Hazard Severity Zone."
3. The official map is located electronically with the City of Riverbank at www.riverbank.org.

SECTION 2: This Ordinance shall become effective thirty (30) days from and after its final passage, provided it is published pursuant to GC § 36933 in a newspaper of general circulation within fifteen (15) days after its adoption.

The foregoing ordinance was given its first reading and introduced by title only at a regular meeting of the City Council of the City of Riverbank on June 10, 2025. Said ordinance was given a second reading by title only and adopted.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Riverbank at a regular meeting on the _____ day of _____, 2025; motioned by Councilmember _____, seconded by Councilmember _____, and moved said ordinance by a City Council roll call vote of ____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

Gabriela Hernandez, CMC
City Clerk

APPROVED:

Rachel Hernandez
Mayor

APPROVED AS TO FORM:

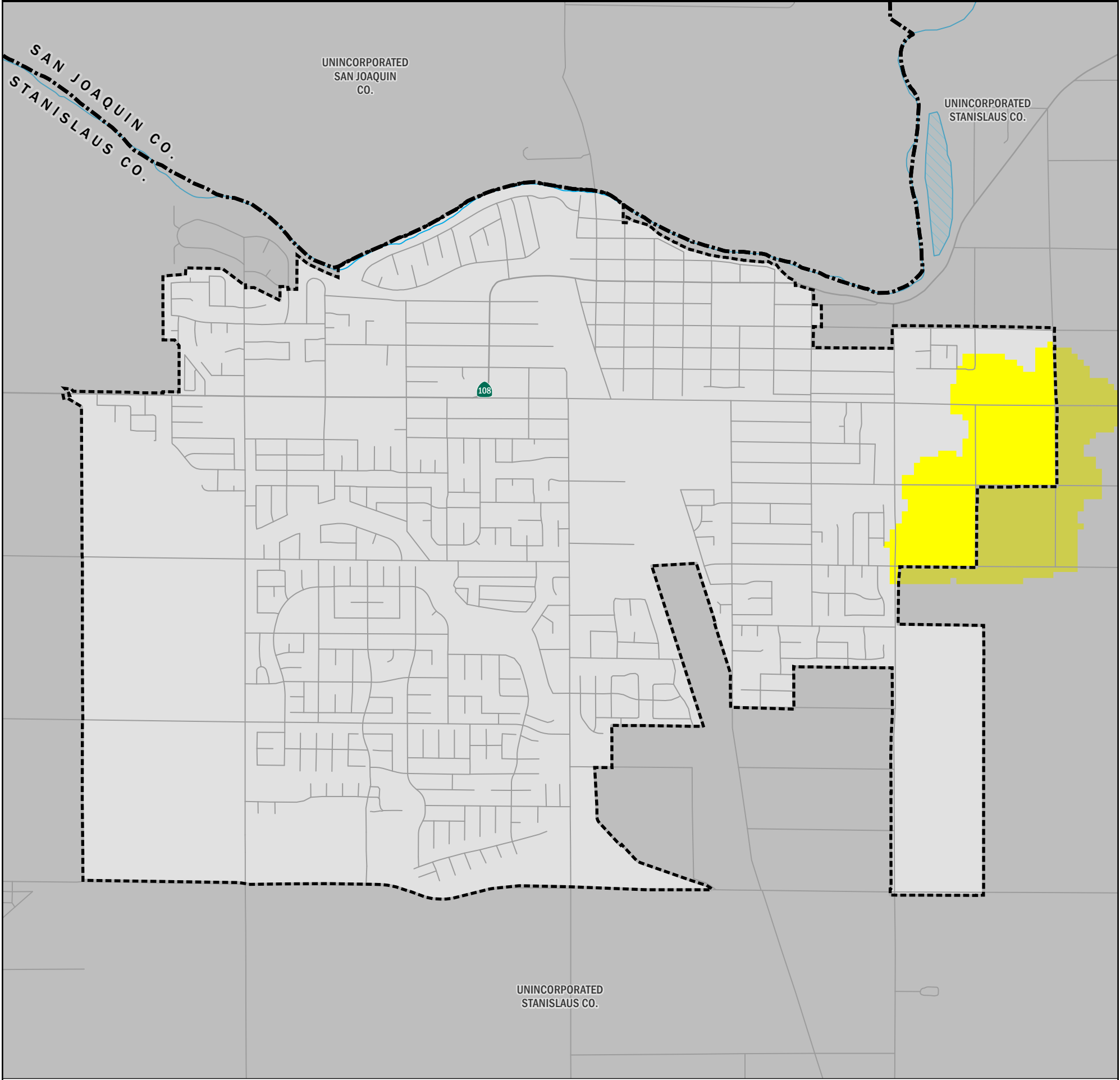
Tom P. Hallinan, City Attorney

Attachment: City of Riverbank LRA Fire Hazard Severity Zone



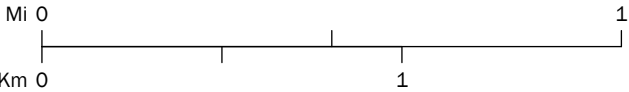
Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
February 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

 Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:21,000 at 11" x 17"

-  Incorporated City
-  Waterbody
-  Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)

RIVERBANK CITY COUNCIL/ LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.4

SECTION 9: CONSENT CALENDAR

Meeting Date: June 24, 2025

Subject: Resolution Approving the Updated Compensation Plan for Part-Time/Temporary/Seasonal Positions and Approving the Part-Time Recreation Leader Classification

From: Marisela H. Garcia, City Manager

Submitted by: Cheryl Stefani, Human Resources Analyst

RECOMMENDATION

Staff is recommending that the City Council approve the updated Compensation Plan for Part-Time/Temporary/Seasonal Positions to align with the current State of California minimum wage and be prepared should an incremental increase be mandated for January 1, 2026. Additionally, staff recommends approving the part-time Recreation Leader classification.

BACKGROUND

The City of Riverbank's current Compensation Plan for Part-Time/Temporary/Seasonal Positions includes the Recreation Leader I position that starts at \$16.00 per hour. However, as of January 1, 2025, California's minimum wage increased to \$16.50 per hour, rendering the starting pay range noncompliant with state law. Based on the pattern of minimum wage increases in California since 2022, the hourly rate has consistently risen in fifty-cent increments. To prevent future noncompliance and eliminate the need to request another wage adjustment before the start of 2026, staff recommends proactively increasing the minimum starting wage to \$17.00 at this time. (Attachment 1)

Additionally, to remain competitive in recruiting and maintain the same monetary differential between part-time classifications, a dollar increase will also be added to the Administration & Finance, Public Works, and Development Services Part-Time Employees Salary Schedule. (Attachment 2)

Moreover, the Parks and Recreation management staff has determined that the Recreation Leader I-II-III series needs to be consolidated into one Recreation Leader classification. These tiers were originally designed to reflect increasing levels of responsibility and experience. However, over time, the functional differences between

the levels have narrowed with duties and expectations overlapping across all tiers. This has led to confusion among staff and supervisors and has made it difficult to consistently assign duties, evaluate performance, and provide training and development opportunities. The proposed job description consolidates the three current classifications into one unified classification, Recreation Leader. The single classification:

- Clarifies the core responsibilities, duties, and expectations of the role
- Reflects the current operational needs of the Recreation Department
- Allows for more flexibility in staffing, scheduling, and assignment of duties
- Supports a more efficient and equitable hiring and evaluation process

Lastly, it's requested the classification of Recreation Leader be updated on the Compensation Plan to Range PT1 as Step A starting at \$17.00 per hour. (Attachment 3)

SUMMARY

By adopting the City of Riverbank Compensation Plan effective June 24, 2025, the starting hourly wage of \$17.00 for range PT1 complies with the current California minimum wage and, based on historical increase patterns, should eliminate the need for an additional wage adjustment before January 1, 2026. (Attachment 4)

FINANCIAL IMPACT

The fiscal impact of increasing the minimum wage for part-time positions to \$17.00 per hour will depend on hours worked. Staff anticipates that these costs can be absorbed within existing appropriations or will be addressed in upcoming budget cycles.

ATTACHMENT

1. Resolution 2025-
2. Current City of Riverbank Compensation Plan for Part-Time/Temporary/Seasonal Positions
3. Proposed Salary Schedule for Part-Time/Temporary/Seasonal Positions
4. Recreation Leader Job Description
5. Proposed City of Riverbank Compensation Plan for Part-Time/Temporary/Seasonal Positions

CITY OF RIVERBANK

RESOLUTION 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
APPROVING AN UPDATED COMPENSATION PLAN FOR PART-
TIME/TEMPORARY/SEASONAL POSITIONS AND ADOPTING THE
CONSOLIDATED RECREATION LEADER CLASSIFICATION**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, the City of Riverbank maintains a Compensation Plan for Part-Time/Temporary/Seasonal Positions to ensure compliance with state labor laws and to attract and retain qualified part-time employees; and

WHEREAS, the current Compensation Plan includes the classification of Recreation Leader I, which begins at \$16.00 per hour, and is no longer compliant with the State of California minimum wage, which increased to \$16.50 per hour effective January 1, 2025; and

WHEREAS, based on the pattern of minimum wage increases in California since 2022, the hourly rate has consistently risen in fifty-cent increments. To prevent future noncompliance and eliminate the need to request another wage adjustment before the start of 2026, staff recommends proactively increasing the minimum starting wage to \$17.00 at this time; and

WHEREAS, to maintain appropriate compensation differentials across departments and remain competitive in the labor market, a \$1.00 per hour increase will also be applied to affected classifications in Administration & Finance, Public Works, and Development Services as reflected in the updated salary schedules; and

WHEREAS, the existing Recreation Leader I, II, and III classifications have become functionally redundant over time, with overlapping duties and responsibilities, creating inefficiencies in supervision, assignment, and evaluation; and

WHEREAS, the proposed Recreation Leader classification consolidates duties and responsibilities into a single position and will be updated on the Compensation Plan as Range PT1 with Step A starting at \$17.00 per hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby adopts the City of Riverbank Compensation Plan For Part-Time/Temporary/Seasonal Positions and approves the part-time Recreation Leader classification.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 24th day of June, 2025; 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:

Gabriela Hernandez, CMC
City Clerk

Rachel Hernandez
Mayor

Attachment(s):

Exhibit A: Proposed City of Riverbank Compensation Plan for Part-Time/Temporary/Seasonal Positions
Exhibit B: Proposed Salary Schedule for Part-Time/Temporary/Seasonal Positions
Exhibit C: Current City of Riverbank Compensation Plan for Part-Time/Temporary/Seasonal Positions

**CITY OF RIVERBANK
COMPENSATION PLAN
Effective May 3, 2024**

PART-TIME/TEMPORARY/SEASONAL POSITIONS

TITLE	RANGE	HOURLY SALARY STEP				
		A	B	C	D	E
Parks & Recreation Part-Time Personnel						
Recreation Leader I	PT 1	16.00	16.80	17.64	18.52	19.45
Recreation Leader II	PT 2	16.48	17.30	18.17	19.08	20.03
Recreation Leader III	PT 4	17.48	18.36	19.28	20.24	21.25
Lifeguard/Instructor	PT 6	18.55	19.48	20.45	21.47	22.55
Head Lifeguard	PT 7	19.10	20.06	21.06	22.12	23.22
Pool Manager	PT 8	19.68	20.66	21.69	22.78	23.92
Program Specialist	PT 4	17.48	18.36	19.28	20.24	21.25
Facilities Maintenance Worker Aide	PT 3	16.97	17.82	18.71	19.65	20.63
Park Maintenance Worker Aide	PT 3	16.97	17.82	18.71	19.65	20.63

Administrative and Finance Part-Time Personnel						
Account Clerk	PT 26	21.49	22.57	23.70	24.88	26.12
Collections Clerk	PT 23	19.67	20.65	21.69	22.77	23.91
Administrative Intern	PT 21	18.54	19.47	20.44	21.46	22.54
Personnel Clerk	PT 23	19.67	20.65	21.69	22.77	23.91

Public Works Part-Time Personnel						
Maintenance Worker Aide	PT 41	18.54	19.47	20.44	21.46	22.54
Water Utility Worker Aide	PT 43	19.67	20.65	21.69	22.77	23.91
Water Conservation Coordinator	PT 45	20.87	21.91	23.01	24.16	25.36

Development Services Part-Time Personnel						
Development Services Clerk	PT 63	20.76	21.80	22.89	24.03	25.24
Building/Neighborhood Improvement Aide	PT 63	20.76	21.80	22.89	24.03	25.24
Neighborhood Improvement/Water Conservation Officer	PT 69	24.79	26.03	27.33	28.70	30.13

California Minimum Wage
January 1, 2024 - \$16.00

Updated CCM 12-10-2024

**City of Riverbank
Part-Time Employees
Salary Schedule**

Parks & Recreation Part - Time						
Range	Base	A	B	C	D	E
PT 1	Hourly	17.00	17.85	18.74	19.68	20.66
PT 2	Hourly	17.51	18.39	19.30	20.27	21.28
PT 3	Hourly	18.04	18.94	19.88	20.88	21.92
PT 4	Hourly	18.58	19.51	20.48	21.50	22.58
PT 5	Hourly	19.13	20.09	21.09	22.15	23.26
PT 6	Hourly	19.71	20.69	21.73	22.81	23.95
PT 7	Hourly	20.30	21.31	22.38	23.50	24.67
PT 8	Hourly	20.91	21.95	23.05	24.20	25.41
PT 9	Hourly	21.54	22.61	23.74	24.93	26.18
PT 10	Hourly	22.18	23.29	24.45	25.68	26.96
PT 11	Hourly	22.85	23.99	25.19	26.45	27.77
PT 12	Hourly	23.53	24.71	25.94	27.24	28.60
PT 13	Hourly	24.24	25.45	26.72	28.06	29.46
PT 14	Hourly	24.97	26.21	27.52	28.90	30.35
PT 15	Hourly	25.71	27.00	28.35	29.77	31.26
PT 16	Hourly	26.49	27.81	29.20	30.66	32.19
PT 17	Hourly	27.28	28.64	30.08	31.58	33.16
PT 18	Hourly	28.10	29.50	30.98	32.53	34.15
PT 19	Hourly	28.94	30.39	31.91	33.50	35.18

Admin & Finance						
Range	Base	A	B	C	D	E
PT 20	Hourly	19.00	19.95	20.95	21.99	23.09
PT 21	Hourly	19.57	20.55	21.58	22.65	23.79
PT 22	Hourly	20.16	21.16	22.22	23.33	24.50
PT 23	Hourly	20.76	21.80	22.89	24.03	25.24
PT 24	Hourly	21.38	22.45	23.58	24.76	25.99
PT 25	Hourly	22.03	23.13	24.28	25.50	26.77
PT 26	Hourly	22.69	23.82	25.01	26.26	27.58
PT 27	Hourly	23.37	24.54	25.76	27.05	28.40
PT 28	Hourly	24.07	25.27	26.54	27.86	29.26
PT 29	Hourly	24.79	26.03	27.33	28.70	30.13
PT 30	Hourly	25.53	26.81	28.15	29.56	31.04
PT 31	Hourly	26.30	27.62	29.00	30.45	31.97
PT 32	Hourly	27.09	28.44	29.87	31.36	32.93
PT 33	Hourly	27.90	29.30	30.76	32.30	33.92
PT 34	Hourly	28.74	30.18	31.68	33.27	34.93
PT 35	Hourly	29.60	31.08	32.64	34.27	35.98
PT 36	Hourly	30.49	32.01	33.61	35.30	37.06
PT 37	Hourly	31.40	32.97	34.62	36.35	38.17
PT 38	Hourly	32.35	33.96	35.66	37.44	39.32
PT 39	Hourly	33.32	34.98	36.73	38.57	40.50

Public Works						
Range	Base	A	B	C	D	E
PT 40	Hourly	19.00	19.95	20.95	21.99	23.09
PT 41	Hourly	19.57	20.55	21.58	22.65	23.79
PT 42	Hourly	20.16	21.16	22.22	23.33	24.50
PT 43	Hourly	20.76	21.80	22.89	24.03	25.24
PT 44	Hourly	21.38	22.45	23.58	24.76	25.99
PT 45	Hourly	22.03	23.13	24.28	25.50	26.77
PT 46	Hourly	22.69	23.82	25.01	26.26	27.58
PT 47	Hourly	23.37	24.54	25.76	27.05	28.40
PT 48	Hourly	24.07	25.27	26.54	27.86	29.26
PT 49	Hourly	24.79	26.03	27.33	28.70	30.13
PT 50	Hourly	25.53	26.81	28.15	29.56	31.04
PT 51	Hourly	26.30	27.62	29.00	30.45	31.97
PT 52	Hourly	27.09	28.44	29.87	31.36	32.93
PT 53	Hourly	27.90	29.30	30.76	32.30	33.92
PT 54	Hourly	28.74	30.18	31.68	33.27	34.93
PT 55	Hourly	29.60	31.08	32.64	34.27	35.98
PT 56	Hourly	30.49	32.01	33.61	35.30	37.06
PT 57	Hourly	31.40	32.97	34.62	36.35	38.17
PT 58	Hourly	32.35	33.96	35.66	37.44	39.32
PT 59	Hourly	33.32	34.98	36.73	38.57	40.50

Development Services						
Range	Base	A	B	C	D	E
PT 60	Hourly	20.00	21.00	22.05	23.15	24.31
PT 61	Hourly	20.60	21.63	22.71	23.85	25.04
PT 62	Hourly	21.22	22.28	23.39	24.56	25.79
PT 63	Hourly	21.85	22.95	24.09	25.30	26.56
PT 64	Hourly	22.51	23.64	24.82	26.06	27.36
PT 65	Hourly	23.19	24.34	25.56	26.84	28.18
PT 66	Hourly	23.88	25.08	26.33	27.65	29.03
PT 67	Hourly	24.60	25.83	27.12	28.47	29.90
PT 68	Hourly	25.34	26.60	27.93	29.33	30.80
PT 69	Hourly	26.10	27.40	28.77	30.21	31.72
PT 70	Hourly	26.88	28.22	29.63	31.12	32.67
PT 71	Hourly	27.68	29.07	30.52	32.05	33.65
PT 72	Hourly	28.52	29.94	31.44	33.01	34.66
PT 73	Hourly	29.37	30.84	32.38	34.00	35.70
PT 74	Hourly	30.25	31.76	33.35	35.02	36.77
PT 75	Hourly	31.16	32.72	34.35	36.07	37.87
PT 76	Hourly	32.09	33.70	35.38	37.15	39.01
PT 77	Hourly	33.06	34.71	36.45	38.27	40.18
PT 78	Hourly	34.05	35.75	37.54	39.42	41.39
PT 79	Hourly	35.07	36.82	38.66	40.60	42.63
PT 80	Hourly	36.12	37.93	39.82	41.82	43.91

CITY OF RIVERBANK RECREATION LEADER

*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 supervision, performs a variety of tasks in support of recreational and community programs; and helps promote community involvement in recreational and cultural programs.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from the Recreation Coordinator; and general direction and supervision from the Recreation Supervisor and/or the Director of Parks and Recreations.

ESSENTIAL FUNCTIONS

Essential Function Statements - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assist in coordinating and implementing various recreational activities, including sports leagues, youth and adult programs, and special events; collect fees for various activities; issue receipts.
- Assist with the monitoring of programs; assist with supervising instructors; provide information or resources as required; maintain records on activities.
- Monitor activities within the recreational facility; provide information to the public on recreational activities.
- Assist in creation displays and advertisements for events.
- Administer seasonal programs for children; assist in training volunteers.
- Set-up rooms for recreational activities; check equipment for safety; perform minor repairs and maintenance.
- Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Rules and regulations of various recreation activities.
- General recreation principles and practices.
- Basic first aid and CPR.
- Principles and procedures of record keeping.
- Modern office procedures, methods and computer equipment.
- Basic mathematical principles.

Ability to:

- Communicate in a clear and concise manner.
- Think clearly, quickly and accurately in emergencies.
- Follow directions.

- Establish and maintain effective working relationships with persons contacted in the course of work, especially the general public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing or sitting for extended periods of time.
 - Operating assigned equipment.

Experience and/or Education and/or Training Guidelines:

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

Education and/or Experience:

At least 16 years of age, or have completed the 9th grade of high school or equivalent.

License and Certificates:

First aid and CPR card must be obtained within six months of hire.

WORKING CONDITIONS:

Environmental Conditions:

Indoor and outdoor recreational facilities; exposure to noise, dust, heat, cold, and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting of as much as 30 pounds; bending, stooping, kneeling, crawling; walking for prolonged periods of time; standing for prolonged periods of time; operating motorized equipment and vehicles.

OTHER REQUIREMENTS:

Appointment to the position is contingent upon the candidate providing proof of eligibility to work in the United States, passing a fingerprint background check, and passing a pre-employment physical examination which includes a drug screening and TB clearance.

**CITY OF RIVERBANK
COMPENSATION PLAN
Effective June 24, 2025**

PART-TIME/TEMPORARY/SEASONAL POSITIONS

TITLE	RANGE	HOURLY SALARY STEP				
		A	B	C	D	E
Parks & Recreation Part-Time Personnel						
Recreation Leader	PT 1	17.00	17.85	18.74	19.68	20.66
Lifeguard/Instructor	PT 4	18.58	19.51	20.48	21.50	22.58
Head Lifeguard	PT 7	20.30	21.31	22.38	23.50	24.67
Pool Manager	PT 10	22.18	23.29	24.45	25.68	26.96
Program Specialist	PT 3	18.04	18.94	19.88	20.88	21.92
Facilities Maintenance Worker Aide	PT 2	17.51	18.39	19.30	20.27	21.28
Park Maintenance Worker Aide	PT 2	17.51	18.39	19.30	20.27	21.28

Administrative and Finance Part-Time Personnel						
Account Clerk	PT 26	22.69	23.82	25.01	26.26	27.58
Collections Clerk	PT 23	20.76	21.80	22.89	24.03	25.24
Administrative Intern	PT 21	19.57	20.55	21.58	22.65	23.79
Personnel Clerk	PT 23	20.76	21.80	22.89	24.03	25.24

Public Works Part-Time Personnel						
Maintenance Worker Aide	PT 41	19.57	20.55	21.58	22.65	23.79
Water Utility Worker Aide	PT 43	20.76	21.80	22.89	24.03	25.24
Water Conservation Coordinator	PT 45	22.03	23.13	24.28	25.50	26.77

Development Services Part-Time Personnel						
Development Services Clerk	PT 63	21.85	22.95	24.09	25.30	26.56
Building/Neighborhood Improvement Aide	PT 63	21.85	22.95	24.09	25.30	26.56
Neighborhood Improvement/Water Conservation Officer	PT 69	26.10	27.40	28.77	30.21	31.72

California Minimum Wage

January 1, 2025 - \$16.50

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPEMENT AUTHORITY

AGENDA ITEM NO. 9.5

SECTION 9: CONSENT CALENDAR

Meeting Date: June 24, 2025

Subject: Resolution Approving the Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank for Fiscal Years 2025-2030

From: Marisela H. Garcia, City Manager

Submitted by: Kathleen Cleek, Capital Projects/Regulatory Compliance Manager

RECOMMENDATION

It is recommended that the City of Riverbank City Council consider adoption of the Resolution Approving the Measure L Master Funding Agreement between the Stanislaus Council of Governments ("StanCOG") and the City of Riverbank for Fiscal Years 2025-2030.

SUMMARY

On November 8, 2016, the voters of Stanislaus County approved Measure L, thereby authorizing StanCOG to administer the proceeds from the one-half cent transaction and use tax ("Measure L"). The duration of the Measure L sales tax will be 25 years from the initial year of collection, which began April 1, 2017. The tax proceeds will be used to pay for the programs and projects outlined in StanCOG's Expenditure Plan.

The Measure L Master Funding Agreement delineates the requirements of the Measure L funds that are allocated to the jurisdictions within Stanislaus County for local streets and roads, traffic management and bike and pedestrian improvements. On November 15, 2017 the StanCOG Policy Board approved and adopted the original Measure L Master Funding agreement. The City of Riverbank City Council approved and adopted agreement on December 12, 2017. This agreement between both parties was for the period July 1, 2017 through June 30, 2020.

The Measure L Master Funding Agreement is for a 5-year period. The last agreement was approved by the Policy Board on April 15, 2020 and the Riverbank City Council on May 12, 2020. The period of the last agreement was July 1, 2020 through June 30, 2025.

The agreement presented tonight is for the period of July 1, 2025 through June 30, 2030.

MAJOR POINTS OF AGREEMENT

1. The agreement authorizes StanCOG to allocate the 65% Local Control Funds derived from Measure L receipts to the various agencies within Stanislaus County. The breakdown of the 65% Local Control Funds by program are as follows: 50% to Local Streets and Roads; 10% to Traffic Management and 5% to Bike and Pedestrian Improvements.
2. Each jurisdiction must provide an annual adopted Capital Improvement program identifying the Measure L projects scheduled for project delivery.
3. Annual Maintenance of Effort (MOE) calculations demonstrating the City's compliance with the MOE. The MOE calculations are based on the prior three fiscal years' general fund spending on transportation purposes as reported to the State Controller's Office. The MOE calculation will need to be verified by an annual independent audit, conducted at the City's sole cost and expense.
4. Annual independent audit of all the City's Measure L accounts at the City's sole cost and expense.
5. Once all required documentation is submitted, StanCOG will disburse the allotted Measure L Local Control Funds to the City based on the percentage allocations.
6. If the City fails to comply with one or more of the requirements set forth in the Agreement, StanCOG may withhold payment of Measure L funds until full compliance is achieved.
7. The StanCOG Policy Board has adopted Measure L Policies and Procedures which contain additional fund usage and eligibility guidelines that the City acknowledges and agrees that it shall comply with the provisions of the Measure L Policies and Procedures.
8. StanCOG will provide a quarterly report to its Board of Directors which shall include all Measure L revenues distributed to each Recipient.
9. The City will set up and maintain an appropriate system of accounts to report on Measure L funds received and spent.
10. The City will submit monthly revenue and expenditure reports which identify the Measure L revenue received and expended.
11. Direct costs associated with the delivery of programs and projects funded by Measure L, including direct staff costs and consultant costs are eligible uses of measure L funds.

12. The term of this Agreement shall be from July 1, 2025 to June 30, 2030, unless amended in writing or a new master Funding Agreement is executed between StanCOG and the City.

STRATEGIC PLAN

This Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank meets the City's Strategic Plan Goal to improve public safety by the maintenance and improvement of infrastructure such as roadways.

RECOMMENDATION

It is recommended that the City of Riverbank City Council consider adoption of the Resolution Approving the Execution of a Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank.

FINANCIAL IMPACT

The City of Riverbank's percentage allocation identified in the adopted Measure L Expenditure Plan is 3.42%. Annually the City is expected to receive approximately \$656,648 for Road Maintenance, \$131,330 for Traffic Management and \$65,665 for Bicycle & Pedestrian projects. The City will also need to continue allocating funds from the General Fund to satisfy the MOE requirement.

ATTACHMENT

1. Resolution
EXHIBIT A: Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank.

CITY OF RIVERBANK

RESOLUTION 2025-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIVERBANK, CALIFORNIA
APPROVING THE MEASURE L MASTER FUNDING AGREEMENT BETWEEN THE
STANISLAUS COUNCIL OF GOVERNMENTS AND THE CITY OF RIVERBANK FOR
FISCAL YEARS 2025 - 2030**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, on November 8, 2016 the voters of Stanislaus County, approved Measure L thereby authorizing the Stanislaus Council of Governments (StanCOG), acting as the Stanislaus County Transportation Authority, to administer the proceeds from the one-half cent transaction and use tax (“Measure L”); and

WHEREAS, the duration of the Measure L sales tax will be 25 years from the initial year of collection, which began April 1, 2017, with the tax to expire on March 31, 2042; and

WHEREAS, City of Riverbank, is a recipient of Measure L funds; and

WHEREAS, the Measure L Master Funding Agreement delineates the requirements of the Measure L funds that are allocated to the jurisdictions within Stanislaus County for local streets and roads, traffic management and bike and pedestrian improvements, (collectively referred to as “Local Control Funds”) and Transit Provider funds for Transit Services, as authorized by the Measure L Expenditure Plan; and

WHEREAS, each of the member agencies of StanCOG (Stanislaus County and the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock and Waterford) will be required to enter into the Measure L Master Funding Agreement prior to receiving Measure L fund disbursements; and

WHEREAS, the term of the Measure L Master Funding Agreement is five (5) years from July 1, 2025 through June 30, 2030.

NOW, THEREFORE BE IT RESOLVED that the Measure L Master Funding Agreement is hereby adopted.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a Measure L Master Funding Agreement with StanCOG.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 24th day of June, 2025; 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:

Gabriela Hernandez, CMC
City Clerk

Rachel Hernandez
Mayor

Attachment: Measure L Master Funding Agreement between the Stanislaus Council of Governments and the City of Riverbank (Fiscal Years 2025 – 2030)

**MEASURE L MASTER FUNDING AGREEMENT
BETWEEN THE
STANISLAUS COUNCIL OF GOVERNMENTS
AND THE
CITY OF RIVERBANK
(FISCAL YEARS 2025 – 2030)**

This Measure L Master Funding Agreement (“AGREEMENT”), effective July 1, 2025, is entered into by and between the Stanislaus Council of Governments, acting as the Stanislaus County Transportation Authority (“STANCOG” or the “Authority”), and the City of Riverbank (“RECIPIENT”).

RECITALS

A. On November 8, 2016 the voters of Stanislaus County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq. (the “Act”), approved Measure L, thereby authorizing STANCOG to administer the proceeds from the one-half cent transaction and use tax (“Measure L”).

B. The duration of the Measure L sales tax will be 25 years from the initial year of collection, which began April 1, 2017, with said tax to expire on March 31, 2042. The tax proceeds will be used to pay for the programs and projects outlined in the Stanislaus Council of Government’s Expenditure Plan (the “Measure L Expenditure Plan”), as it may be amended.

C. Measure L authorizes the Authority (STANCOG) to sell or issue bonds to finance and refinance the transportation projects identified in the Measure L Expenditure Plan. Costs associated with bonding will be borne only by the projects included in the Measure L Expenditure Plan.

D. This AGREEMENT delineates the requirements of the Measure L funds that are allocated to the jurisdictions within Stanislaus County for local streets and roads, traffic management and bike and pedestrian improvements, (collectively referred to as “Local Control Funds”) and Transit Provider funds for Transit Services, as authorized by the Measure L Expenditure Plan. The Local Control Funds recipients are Stanislaus County and the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock, and Waterford.

E. The prior Measure L Master Funding agreement between the parties for the period July 1, 2020 – June 30, 2025, was approved by the STANCOG Policy Board on April 15, 2020.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

ARTICLE I: FUNDING ALLOCATIONS

1. This AGREEMENT authorizes the STANCOG to allocate the Local Control Funds derived from Measure L receipts to the RECIPIENT as described in the voter-approved Measure L Expenditure Plan and as summarized below by jurisdiction for each of the three different programs covered under Local Control Funds (Local Streets and Roads, Traffic Management, and Bike and Pedestrian Improvements). Local Control Funds comprise 65% of the Measure L receipts (after deducting the 1% Administrative Expense Cap authorized in the Measure L Ordinance and Expenditure Plan and the 1% Public Awareness Outreach Program authorized by the Policy Board).

Local Control Funds*

Ceres	6.36%
Hughson	1.26%
Modesto	35.79%
Newman	1.26%
Oakdale	3.86%
Patterson	4.55%
Riverbank	3.42%
Turlock	15.26%
Waterford	1.26%
Stanislaus County	26.98%
Total	100.00%

*Source: Measure L Expenditure Plan

The breakdown of the 65% of Local Control Funds by program is as follows: 50% to Local Streets and Roads; 10% to Traffic Management; and 5% to Bike and Pedestrian Improvements.

ARTICLE II: FUNDING PREREQUISITES AND REQUIREMENTS

1. RECIPIENT shall annually submit to STANCOG:

a. A copy of RECIPIENT's adopted Capital Improvement Program (CIP), roadway resurfacing map, traffic management plan, pedestrian and bicycle plan, resolution, or other document adopted by RECIPIENT's governing board which identifies all programs and projects RECIPIENT intends to fund, either partially or in full, with Measure L funds and which identifies the schedule for project delivery. If RECIPIENT amends its CIP, roadway resurfacing map, traffic management plan, pedestrian and bicycle plan, resolution, or other adopted document at any time during the year, it shall provide a copy of the amended document to STANCOG within 15 business days of adoption by RECIPIENT's governing board.

b. Annual Maintenance of Effort (MOE) calculation demonstrating RECIPIENT'S compliance with MOE. The MOE calculation shall be based on the prior three fiscal years' general fund spending on transportation purposes (local streets and roads) as reported to the State Controller's Office. The MOE calculation shall be verified by an annual independent audit, conducted at RECIPIENT'S sole cost and expense. Adjustments to the MOE calculation may be made, subject to Authority approval, based upon the criteria stated in Section 9 of the Measure L Ordinance.

c. Any other documents or reports required to be submitted pursuant to the adopted Measure L Policies and Procedures, as may be amended.

2. If RECIPIENT has submitted all required documents and reports, STANCOG will disburse Measure L funds to RECIPIENT consistent with this AGREEMENT and in accordance with the adopted Measure L Policies and Procedures. RECIPIENT will receive Local Control Funds based on the percentage allocations summarized above and as set forth in the Measure L Expenditure Plan.

3. If RECIPIENT fails to comply with one or more of the requirements set forth in this Article II, STANCOG may withhold payment of Measure L funds to RECIPIENT until full compliance is achieved.

4. The governing body of the RECIPIENT will be the decision-making body for the use of the Local Control Funds within its jurisdiction.

5. Transit Providers (Transit Services) funds will be allocated 1.4% of the Measure L receipts (after deducting the 1% Administrative Expense Cap and the 1% Public Awareness Outreach Program) and will be disbursed to Transit Providers at least quarterly or as set forth in the Measure L Policies and Procedures, whichever provides more frequent disbursements. The Transit Providers are: Stanislaus Regional Transit Authority and Turlock Transit.

6. Percentage allocations identified in the Measure L Expenditure Plan are not subject to change unless two-thirds of the voters of Stanislaus County approve an amendment to the allocations.

7. The Measure L Ordinance and Expenditure Plan provide fund usage and eligibility guidelines by allocation category and RECIPIENT acknowledges and agrees that it shall comply with the provisions of the Measure L Ordinance and Expenditure Plan. The Measure L Ordinance and Expenditure Plan, as may be amended, is hereby incorporated in its entirety into this AGREEMENT by reference.

8. The StanCOG Policy Board has adopted Measure L Policies and Procedures which contain additional fund usage and eligibility guidelines and RECIPIENT acknowledges and

agrees that it shall comply with the provisions of the Measure L Policies and Procedures. The Measure L Policies and Procedures, as may be amended, are hereby incorporated in its entirety into this AGREEMENT by reference.

ARTICLE III: PAYMENTS AND EXPENDITURES

A. STANISLAUS COUNCIL OF GOVERNMENTS (STANCOG) DUTIES AND OBLIGATIONS

1. STANCOG shall remit to RECIPIENT its designated amount of Local Control Funds in accordance with this AGREEMENT.
2. STANCOG will provide a quarterly report to its Board of Directors which shall include all Measure L revenues distributed to each Recipient.
3. STANCOG shall provide for an independent annual audit of its Measure L financial statements including revenues and expenditures.
4. STANCOG shall provide timely notice to RECIPIENT prior to conducting an audit of expenditures made by RECIPIENT to determine whether such expenditures are in compliance with this Agreement, the Measure L Ordinance and Expenditure Plan, and the Measure L Policies and Procedures.
5. STANCOG shall provide a report, at least quarterly, to standing committees and the Board of Directors of the 1% for the Public Awareness Outreach Program which shall include an accounting of Measure L revenues and expenditures.

B. RECIPIENT'S DUTIES AND OBLIGATIONS

1. RECIPIENT shall expend all Measure L funds received in compliance with the Measure L Ordinance and Expenditure Plan, this AGREEMENT and the adopted Measure L Policies and Procedures.
2. RECIPIENT shall set up and maintain an appropriate system of accounts to report on Measure L funds received and spent. RECIPIENT must account for Measure L funds, including any interest received or accrued, separately for each program fund type, and from any other funds received from STANCOG. The accounting system shall provide adequate internal controls and audit trails to facilitate an annual compliance audit for each fund type and the respective usage and application of said funds.
3. RECIPIENT acknowledges and agrees that STANCOG and its representatives, agents and nominees shall have the absolute right at any reasonable time to inspect and copy any

accounting records related to Measure L funds, except to the extent specifically prohibited by applicable law.

4. RECIPIENT shall cooperate with STANCOG and its auditors as they conduct an annual independent audit of all of RECIPIENT'S Measure L accounts which audit shall be conducted at STANCOG's sole cost and expense. RECIPIENT shall comply with the schedule and requests of STANCOG's auditors to ensure timely and accurate completion of the audit.

5. RECIPIENT agrees to provide STANCOG each fiscal year with an adopted copy of its Capital Improvement Program, roadway resurfacing map, traffic management plan, pedestrian and bicycle plan, resolution, or other document adopted by RECIPIENT'S governing board which identifies all programs and projects containing a description of all the projects and tasks that Measure L funds will pay for over that fiscal year, schedule and cost information for each project in its entirety, and other funds that will match the Measure L allocation.

6. RECIPIENT hereby acknowledges and agrees to the Maintenance of Effort requirement set forth in Section 9 of the Measure L Ordinance.

a. Pursuant to the intent of the Public Utilities Code section 180001, a jurisdiction cannot redirect monies currently being used for transportation purposes to other uses, and then replace the redirected funds with local street maintenance and improvement dollars from Measure L.

b. RECIPIENT hereby agrees to certify in the annual verification submitted to STANCOG that it has met the Maintenance of Effort requirement by demonstrating that the Measure L funds have been used to augment and not supplant local resources spent. The Maintenance of Effort calculation is set forth in Section 9.03 of the Measure L Ordinance and uses the RECIPIENT's average general fund expenditures of the prior (3) three fiscal years spent for local transportation purposes.

c. RECIPIENT shall conduct an annual independent audit to verify that the Maintenance of Effort requirement was met by RECIPIENT.

d. If RECIPIENT does not meet its Maintenance of Effort requirement in any given year it may have its Local Streets and Roads fund received pursuant to the Measure L Expenditure Plan reduced in the following year by the amount by which RECIPIENT did not meet its required Maintenance of Effort. Such funds shall be redistributed to the remaining eligible jurisdictions.

7. RECIPIENT hereby agrees to and accepts the formulas used in the allocation of Measure L, as reflected in the Measure L Expenditure Plan.

8. RECIPIENT agrees to comply with the reporting requirements set forth in this AGREEMENT.

C. OTHER CONSIDERATIONS

1. **Transportation Purposes Only:** RECIPIENT shall use all Measure L funds solely for transportation purposes as defined by the Measure L Ordinance and Expenditure Plan. If RECIPIENT violates this provision, it must fully reimburse all misspent funds, including all interest which would have been earned thereon. The interest which would have been earned will be calculated using the current interest rate earned on local agency monies on deposit with Stanislaus County.

2. **Administrative and Staff Cost Limitations:** Direct costs associated with the delivery of programs and projects funded by Measure L, including direct staff costs and consultant costs, are eligible uses of Measure L funds, unless otherwise limited by the adopted Measure L Policies and Procedures.

a. In situations where RECIPIENT acts as the project manager, project sponsor or the lead agency for delivery of a regional project identified in the Measure L Expenditure Plan, RECIPIENT will be required to enter into a Cooperative Agreement for that regional project and the reimbursement of administrative and staff costs will be addressed pursuant to the terms of that Agreement.

b. STANCOG does not allow the reimbursement of indirect costs, unless the RECIPIENT submits an Indirect Cost Allocation Plan which may be considered by the Caltrans Independent Office of Audits and Investigations, on a case by case basis, for approval of the identified indirect costs. If the Indirect Cost Allocation Plan is approved by Caltrans, the approved plan shall be submitted to STANCOG to allow for reimbursement of those approved indirect costs. Notwithstanding the foregoing, the following items are not eligible for Measure L reimbursement: activities related to obtaining matching funds for a project, activities related to general Measure L administration (not specific to the project), education or preparation performed by the project manager/sponsor (*e.g.*, presentation to Rotary, Kiwanis, Lions Clubs, etc.), activities related to another project (regional) not covered in a Cooperative Agreement, even if it is a Measure L project.

3. **Fund Exchange:** RECIPIENT shall have the authority to loan its Measure L receipts allocated to it for Local Control Projects to other recipients for the implementation of needed transportation projects. All such fund exchanges shall be reviewed and accepted by STANCOG in accordance with the adopted Measure L Policies and Procedures.

4. **CEQA:** All projects funded with Measure L funds will be required to complete appropriate California Environmental Quality Act (CEQA) and other environmental review as required.

ARTICLE IV: REPORTING REQUIREMENTS

A. REQUIREMENTS AND WITHHOLDING

RECIPIENT shall comply with each of the reporting requirements set forth in this Article IV. If RECIPIENT fails to comply with one or more of these requirements, STANCOG may withhold payment of further Measure L funds to RECIPIENT until full compliance is achieved.

1. RECIPIENT shall submit to STANCOG on a monthly basis:

a. Monthly revenue and expenditure reports which identify the Measure L revenue received and expended by RECIPIENT. All reports shall identify the revenue and expenses by project identified in RECIPIENT'S CIP, roadway resurfacing map, traffic management plan, pedestrian and bicycle plan, resolution or other document adopted by RECIPIENT'S governing board.

b. Monthly report of Measure L fund cash balances held by RECIPIENT.

2. RECIPIENT shall submit to STANCOG quarterly milestone reports which provides a narrative of the progress of all of RECIPIENT'S projects utilizing Measure L funding.

3. RECIPIENT shall, by March 31st of each year, or other deadline provided at least sixty (60) days in advance by STANCOG or its auditors, submit to STANCOG, at the RECIPIENT'S expense, separate independently audited financial statements for the prior fiscal year ended June 30 of Measure L funds received and used.

4. RECIPIENT shall, by September 30th of each year, document expenditure activities and report on the performance of Measure L funded activities through the annual program compliance reporting process, or through other STANCOG performance and reporting processes as may be requested, including but not limited to the annual performance report, annual program plan and planning monitoring reports. This report shall be provided to StanCOG and the Measure L Citizens Oversight Committee within 90 days of the end of each fiscal year and shall include documentation as to whether or not RECIPIENT met the Maintenance of Effort requirement for that fiscal year.

5. RECIPIENT shall install or mount signage adjacent to each project or program in excess of \$250,000 funded in whole or in part by Measure L funds identifying the project or program as being funded by Measure L revenues.

6. RECIPIENT shall provide current and accurate information on RECIPIENT's website, to inform the public about how RECIPIENT is using Measure L funds. This information shall also be provided to STANCOG for posting on the Measure L website <http://www.stanislausmeasurel.com>

7. RECIPIENT shall cooperate in a "Public Awareness Program", in partnership with STANCOG as a means of ensuring that the public has access to information regarding which projects and programs are funded through Measure L funds.

8. RECIPIENT shall make its administrative officer or designated staff available upon request to render a report or answer any and all inquiries regarding RECIPIENT's receipt, usage, and/or compliance audit findings regarding Measure L funds before the STANCOG Citizens Oversight Committee and/or Measure L Oversight Committee.

9. RECIPIENT agrees that STANCOG may review and/or evaluate all project(s) or program(s) funded pursuant to this AGREEMENT. This may include visits by representatives, agents or nominees of STANCOG to observe RECIPIENT's project or program operations, to review project or program data and financial records, and to discuss the project with Recipient's staff or governing board.

ARTICLE V: OTHER PROVISIONS

A. INDEMNITY BY RECIPIENT

Neither STANCOG, nor its governing body, elected officials, any officer, consultant, agent, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by RECIPIENT in connection with the Measure L funds distributed to RECIPIENT pursuant to this AGREEMENT. It is also understood and agreed, pursuant to Government Code Section 895.4, RECIPIENT shall fully defend, indemnify and hold harmless STANCOG, its governing body, and all its officers, agents, and employees, from any liability imposed on STANCOG for injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by RECIPIENT in connection with the Measure L funds distributed to RECIPIENT pursuant to this AGREEMENT.

B. INDEMNITY BY STANCOG

Neither RECIPIENT, nor its governing body, elected officials, any officer, consultant, agent, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by STANCOG under or in connection with any work, authority or jurisdiction delegated to STANCOG under this AGREEMENT. It is also understood and agreed, pursuant to Government Code Section 895.4, STANCOG shall fully defend,

indemnify, and hold harmless RECIPIENT, and its governing body, elected officials, all its officers, agents, and employees from any liability imposed on RECIPIENT for injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by STANCOG under or in connection with any work, authority or jurisdiction delegated to STANCOG under this AGREEMENT.

C. JURISDICTION AND VENUE

The laws of the State of California will govern the validity of this AGREEMENT, its interpretation and performance, and any other claims to which it relates. All legal actions arising out of this AGREEMENT shall be brought in a court of competent jurisdiction in Stanislaus County, California and the parties hereto hereby waive inconvenience of forum as an objection or defense to such venue.

D. ATTORNEYS' FEES

Should it become necessary to enforce the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable expenses and attorneys' fees from the other party.

E. TERM

The term of this AGREEMENT shall be from July 1, 2025 to June 30, 2030, unless amended in writing or a new Master Funding Agreement is executed between STANCOG and RECIPIENT.

F. SEVERABILITY

If any provision of this AGREEMENT is found by a court of competent jurisdiction or, if applicable, an arbitrator, to be unenforceable, such provision shall not affect the other provisions of the AGREEMENT, but such unenforceable provisions shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth in this AGREEMENT.

G. MODIFICATION

This AGREEMENT, and its Exhibits, as well as the referenced Measure L Ordinance and the Expenditure Plan, and the Policies and Procedures, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings regarding Measure L funds. This AGREEMENT may only be changed by a written amendment executed by both parties.

H. CONFLICT OF OR INCONSISTENT TERMS

If there is a conflict between this Agreement and the Policies and Procedures, the Policies and Procedures will control.

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RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.6

SECTION 9: CONSENT CALENDAR

Meeting Date:	June 24, 2025
Subject/ Title:	Reject Bids for the Water and Sewer Line Replacement – Riverside/High Street Project and Authorize staff to Re-bid the Project.
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager Laura Graybill, Senior Project Coordinator

RECOMMENDATION

It is recommended that City Council approve two (2) actions by a roll call vote:

1. Reject the bids received on May 29, 2025 for the Water and Sewer Line Replacement – Riverside/High Street Project; and
2. Authorize staff to re-bid the project.

SUMMARY

A bid opening was held on Thursday, May 29, 2025 to consider the bids for the Water and Sewer Line Replacement – Riverside/High Street Project. The following bids were received:

Mid Cal Pipeline & Utilities, Inc.	\$1,511,767.90
United Pavement Maintenance, Inc.	\$1,639,573.05
Sutton Enterprises	\$1,812,409.85

Staff has reviewed the bids, and is recommending that it is in the City's best interest to reject the bid and re-bid the project. Bids came in well over the Engineer's Estimate of \$1,157,687.00, so staff will take another look at the overall project scope and make any necessary changes before placing the project back out to bid.

Work on the project would include, but is not limited to, furnishing all labor, materials, equipment, transportation, and incidentals, necessary for, asphalt grinding & paving, curb, gutter, sidewalk, ADA access driveways, sewer pipeline, sewer lateral, sewer manhole removal & installation, water pipeline, water service, water meter removal and installation,

striping, traffic control, and all other work included on the plans for the above mentioned project.

FINANCIAL IMPACT

None.

RIVERBANK CITY COUNCIL/ LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 10.1

SECTION 10: PUBLIC HEARING

Meeting Date:	June 24, 2025
Subject:	Fiscal Year 2025-26 Annual Operating Budget
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager/Administrative Services Director

RECOMMENDATION

It is recommended that the City Council consider adopting a Resolution approving the Fiscal Year 2025-2026 Annual Operating Budget.

SUMMARY

The City began its annual budgeting process in February 2025. Since that time the City's departments have been diligently working to prepare a budget that will allow the City to maintain and/or enhance its current level of service. State statute requires the adoption of a budget prior to June 30th to begin expending funds in the new fiscal year beginning July 1, 2025.

BACKGROUND

With support from various City departments, the Proposed Major Fund Budgets for Fiscal Year 2025-26 were developed. Revenue projections were prepared by the Assistant City Manager, utilizing a combination of data from the California Department of Finance, input from consultants, and historical trends and experiences specific to the City. Department Heads and Managers were responsible for preparing base budget projections for ongoing revenues and expenditures.

Some notable increases affecting the Major Funds. The City's PERS Unfunded Accrued Liability Costs have risen this fiscal year.

- In the upcoming fiscal year, we will experience a 20.63% increase in costs, resulting in the City contributing approximately \$881,634 this fiscal year, with nearly half of that being paid directly by the General Fund.
- In the upcoming fiscal year, we will experience a 21% increase, \$235,920 in costs, for Workers' Compensation, Vehicle and Property Insurance, and Liability coverage.

GENERAL FUND RESERVE PROJECTIONS

The General Fund is considered a discretionary fund wherein the City Council has the ability to appropriate funding towards any desired expenditure they feel will assist in continuing the City's operations and providing core municipal services to our residents. Revenues received from sources such as Sales Tax, Property Tax, and Property Tax in Lieu of VLF are not restricted by the State of California or by law to be dedicated towards a specific purpose, therefore they are considered General Fund Revenues which may be appropriated by the City Council.

The General Fund Reserve is of importance as it serves as the City's Emergency Fund for unforeseen expenditures. City Council has established a reserve balance which must range between 13%-15% of current year revenues.

The General Fund is anticipated to end the current 2024-25 Fiscal Year with a 47% Reserve. Projections for the 2025-26 Fiscal Year are as follows:

Beginning Reserve 07/1/2025	\$9,807,950
Projected Revenues	\$13,039,300
Transfers In	\$1,113,563
Projected Expenditures	\$14,198,423
Transfers Out	\$2,166,435
Anticipated Ending Reserve 06/30/2026	\$7,595,955
Reserve Level	47%
One-Time Appropriations Requested	\$125,200
On-Going Structural Operating Deficit	(\$2,211,995)

GENERAL FUND REVENUE PROJECTIONS

Overall, General Fund Revenues, when compared to FY 2024-25 budgeted revenues, will experience an increase of 3.4%.

FY 2024-25 Budget	FY 2025-26 Budget	Difference	% Change
\$13,681,552	\$14,152,863	+\$440,075	+3.4%

Property Tax

Revenue sources such as Property Tax, will continue to increase as the market continues to be steady, particularly as new properties are added to the city's tax roll. The Property Tax Department of the State Board of Equalization has notified the County Assessor's office that they may prepare their 2024 assessment roll with an inflationary factor of 2%. The FY 25-26 revenues are based on Assessed Values that are set by the County Assessor as of January 1, 2025, along with an increase for new home constructions.

With the new housing developments both completed and currently underway this will cause an increase in Assessed Valuations, resulting in increased revenues for the City.

Current housing developments underway are the Countryside II, Crossroads West Unit, River's Edge, and Diamond Bar East.

Construction-related fees typically accompany new development. Over the past several years, increased activity in new housing construction and ongoing issuance of solar permits have driven growth in Building Permit Revenue. However, staff now projects a decline in this revenue stream, estimating an approximate 15% decrease. This projection is based on a slight drop in the number of building permits being issued and the nearing completion of several subdivisions.

Sales Tax

Sales Tax revenue has consistently grown over the past several fiscal years, though a statewide decline was observed in FY 2023–24. In the current fiscal year, the City has experienced a rebound in this revenue stream, driven in part by an expanding retail sector. Some of this growth will help offset infrastructure costs associated with new commercial development.

Looking ahead to the upcoming fiscal year, the City anticipates a 4.5% increase in Sales Tax revenue, largely attributed to continued growth in retail activity. The Finance Department has traditionally taken a conservative approach when projecting Sales Tax revenue. Projections provided by the City's consultant, MuniServices/Avenu, typically include Conservative, Most-Likely, and Optimistic scenarios. In keeping with past practice, the City generally budgets within the Conservative to Most-Likely range to avoid overcommitting resources based on revenue that may not materialize.

While Sales Tax is inherently volatile—often responding quickly to both positive and negative economic changes—the City remains cautiously optimistic. Based on current trends and consultant input, Sales Tax revenue is projected to increase by approximately \$235,000 in the coming fiscal year.

GENERAL FUND EXPENDITURE PROJECTIONS

Overall, for the upcoming fiscal year, expenditures are anticipated to increase by 13.2%.

FY 2024-25 Budget	FY 2025-26 Budget	Difference	% Change
\$14,461,081	\$16,364,858	+\$1,903,777	+13.2%

Salary & Benefit Projections

The City currently has a labor agreement with the LIUNA Miscellaneous Bargaining Unit, which is set to expire on June 30, 2025, and an agreement with the Mid-Management Employee Unit that expires on December 31, 2025. Negotiations are currently underway with the LIUNA Miscellaneous Bargaining Unit, and we anticipate reaching a new three-year agreement within the month. Estimated cost increases based on tentative agreements have been included in the proposed budget.

Additionally, the budget includes projected increases for the Mid-Management group. These projections will need to be revisited and adjusted as necessary once formal negotiations are completed.

The City is also preparing to launch a Classification and Compensation Study to ensure that all positions are being compensated fairly in terms of both salary and benefits. Upon completion, the results of the study will be presented to the City Council for consideration of any necessary equity adjustments across positions.

The City's PERS Unfunded Accrued Liability Costs have risen this fiscal year. In the upcoming fiscal year, we will experience a 20.63% increase in costs, resulting in the City contributing approximately \$881,634 this fiscal year, with nearly half of that being paid directly by the General Fund.

Health Insurance costs are anticipated to increase in the upcoming year by approximately 8% based on past trends. Currently, employees contribute 15% towards their monthly premiums.

Personnel

The proposed budget includes the promotion of existing staff members to the following positions:

- **Community Development Specialist II**

This promotion reflects the employee's demonstrated competencies, successful completion of relevant training programs, and continued dedication to professional growth. Recognizing and advancing staff based on their skills and development efforts supports both employee retention and the operational efficiency of the department.

In anticipation of continued growth throughout the City, we are recommending funding for the following position in the upcoming budget:

- **Human Resources Technician** – This position will support the increasing demands on the Human Resources division, including recruitment, employee services, and compliance with evolving employment regulations.

At the same time, several other staffing requests were submitted for consideration. However, due to office space constraints and limited funding, we are not recommending the addition of the following positions at this time:

- Deputy City Clerk (Admin)
- Public Information Officer (PIO) (Admin)
- Administrative Assistant (Planning, Building & Code Enforcement)
- Recreation Coordinator (Recreation)

While we recognize the potential benefits these positions would bring to city operations and service delivery, current resource limitations prevent their inclusion in this year's budget. However, based on Council direction at the Major Fund Workshop, staff will include the Deputy City Clerk and Public Information Officer roles in the upcoming Classification and Compensation Study for further evaluation. Staff will continue to assess these staffing needs in future budget cycles as resources become available.

Additionally, staff is evaluating the feasibility of bringing engineering services in-house. This initiative would involve the creation of three new positions and the identification of

suitable office space. It is anticipated that the costs currently allocated to outside engineering consultants could fully offset the expenses associated with these positions:

City Engineer
Assistant Engineer
Engineering Technician I

Further analysis will be conducted to assess the operational and fiscal impacts of this transition, beginning with the inclusion of these positions in the upcoming Classification and Compensation Study.

Police Services

Cost increases for the Law Enforcement Contract with the Stanislaus County Sheriff's Department include:

- Salary & Benefits: 4.1% Increase
- Vehicle & Replacement Costs: 1% increase
- SR 911 Dispatch: 10.5% increase
- Cost Allocation Plan: 39% increase

Capital Expenditures

Staff is proposing funding from General Fund Reserves for the following projects:

Project	Amount
New Desk Cubicle in City Hall South - Finance	\$7,500
Zerillo Tennis Court Resurface (to obtain a Grant of \$7,500)	\$15,000
ADA Improvements	\$50,000
New Desk Cubicle in City Hall North - Administration	\$4,500

Whorton Playground Equipment Request

The Parks Department submitted a request for the replacement of playground equipment at Whorton Park in the amount of \$340,000. However, this item has not been included in the proposed budget due to overall increases in budgetary commitments. While the need is recognized, funding constraints prevent its inclusion at this time. The request will be revisited in future budget cycles as resources allow.

One-Time Expenditures

The proposed budget includes the following one-time expenditures:

- **Classification and Compensation Study** – This is a comprehensive review of an organization's job titles (classifications), job descriptions, and pay structure. For a city government, this study ensures that employees are classified appropriately based on the work they perform and are compensated fairly in alignment with the labor market and internal equity. \$45,000

General Fund Subsidies

The General Fund has historically provided subsidies to support various City activities, with contributions increasing over time. In the proposed FY 2026 budget, two new subsidies are being introduced due to the loss of external funding. The table below outlines General Fund subsidies by activity across recent fiscal years, highlighting the changes in support levels:

Fund/Activity	FYE 2023	FYE 2024	FYE 2025 Budgeted	FYE 2026 Proposed Budget	Difference FYE 2025 vs FYE 2026	
					\$	%
Recreation	544,190	640,628	837,669	934,336	96,667	12%
Neighborhood Improvement	8,662	120,000	120,677	157,124	36,447	30%
Community Center	26,850	22,500	46,325	35,000	(11,325)	-24%
Gas Tax - Streets	177,011	213,789	340,036	441,731	101,695	30%
Sierra House (new)	-	-	-	366,005	366,005	N/A
LRA (new)	-	-	-	232,239	232,239	N/A
Total Subsidy	756,713	996,917	1,344,707	2,166,435	821,728	61.11%

The City's General Fund subsidies have significantly increased over the past four fiscal years, rising from approximately \$757,000 in FY 2023 to a proposed \$2.16 million in FY 2026. This represents a 61% increase over the current year's budget.

The largest increases are seen in:

- **Recreation**, which has an increase of \$96,667 (12%) to meet service demands;
- **Gas Tax – Streets** has an increase of \$101,695 (30%) to offset declining revenues and rising maintenance costs.

Two new subsidies are introduced in FY 2026:

- **Sierra House**: \$366,005
 - City Council has directed staff to utilize PLHA funds to assist in the coverage of Sierra House. This requires a plan amendment that must be approved by the State. If approved this subsidy will be reduced to \$126,758.
- **LRA (Local Redevelopment Authority)**: \$232,239

GAS TAX

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel, and registration taxes on motor vehicles with allocations dedicated to transportation purposes. The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades, and the Road Maintenance and Rehabilitation Account (RMRA) which allocates much of the revenue from the Road Repair and Accountability Act of 2017 (SB1 Beall).

Below are the fund's projected beginning and ending reserves for the 2025-2026 requested budget.

Beginning Reserve 07/1/2025	\$995,845
Projected Revenues	\$1,791,059
Projected Expenditures	\$2,227,573
Anticipated Ending Reserve 06/30/2026	\$559,331

The State provides annual projections on these revenue sources. For the current fiscal year, the City will see an approximate decrease of 6.2% in Gas Tax Revenues. These revenues fund street and road maintenance and operations and major projects (SB1).

	FY 2024-25 Budget	FY 2025-26 Budget	Difference	% Change
Revenues (w/o transfers In)	\$1,346,229	\$1,349,328	\$3,099	+0.2%
Expenditures (w/o Capital Projects)	\$1,076,760	\$1,156,167	\$79,407	+7.37%

Streets & Roads Projects

Each year the Development Services Administration Division presents the proposed projects that will be funded from SB1 Revenues. For the upcoming fiscal year, the following projects are proposed:

- Oakdale Rd – 18” Storm Line Repair \$60,000
- Slurry Project 2025 \$650,000

Personnel

At the City Council meeting on May 27, 2025, the Council approved the decision to bring street sweeping responsibilities in-house. This decision followed the City Manager's receipt of notice that Gilton would no longer be providing street sweeping services to the City. As a result, the Public Works Department will require the following personnel to manage the street sweeping operations. The personnel cost will be offset with the reduction to contract services.:

- **Maintenance Worker I**

- **Electrical Systems Technician** – This position will support technical electrical needs that are currently addressed by outside contractors. By bringing this expertise in-house, the City anticipates a reduction in contractor-related expenses. The position will be shared between the Sewer(60%), Streets(20%), and Water(20%) divisions.

Gas Tax Maintenance Budget Deficit

Over the past four years, the Gas Tax Fund has consistently experienced deficit spending within the Maintenance budget. This structural shortfall is primarily driven by declining Gas Tax revenues, which have not kept pace with the steady and significant increases in the cost of supplies and materials. For the current fiscal year, staff anticipates a shortfall of approximately \$441,731. To address this gap, a transfer from the General Fund is projected, representing a 30% increase over the FY 2024–25 budgeted contribution.

SEWER OPERATING FUND

The Sewer Fund receives 99% of its revenue from user fees charged to customers (residential, commercial, and industrial). Below are the fund's projected beginning and ending reserves for the 2025-2026 requested budget.

Beginning Reserve 07/1/2025	\$8,999,709
Projected Revenues	\$6,869,400
Projected Expenditures	\$7,316,124
Anticipated Ending Reserve 06/30/2025	\$8,552,985 (117%)
Operating Deficit	(\$446,724)

Overall, the City will see an increase of 15.27.% in revenues, based upon current trends, under-estimated revenues in the current year, and based on the fee schedule effective January 2023 with annual increases. Overall, expenditures are anticipated to increase by +10.56%, with the notable changes in personnel cost with the addition of an Electrical Systems Technician and promotions of existing staff members.

	FY 2024-25 Budget	FY 2025-26 Budget	Difference	% Change
Revenues	\$5,959,350	\$6,869,400	\$910,050	+15.27%
Expenditures w/o transfers out & Capital projects	\$3,402,423	\$3,761,932	\$359,509	+10.56%

Personnel

The proposed budget includes the promotion of existing staff members to the following positions:

- **Senior Maintenance Worker**
- **WWTP Maintenance Technician II**
- **WWTP Operator I**

These promotions reflect the employees' demonstrated competencies, successful completion of relevant training programs, and continued dedication to professional growth. Recognizing and advancing staff based on their skills and development efforts supports both employee retention and the operational efficiency of the department.

In anticipation of continued systems demands, we are recommending funding for the following position in the upcoming budget:

- **Electrical Systems Technician** – This position will support technical electrical needs that are currently addressed by outside contractors. By bringing this expertise in-house, the City anticipates a reduction in contractor-related expenses. The position will be shared between the Sewer(60%), Streets(20%), and Water(20%) divisions.

At the same time, additional staffing requests were submitted for consideration. However, we are not recommending the addition of the following position at this time:

- Sewer Equipment Operator

Staff will continue to evaluate this need in future budget cycles as resources allow.

Capital Projects/Equipment

The Sewer Fund will support a series of projects aimed at addressing ongoing maintenance needs throughout the sewer system. These efforts are part of the City's commitment to ensuring the long-term reliability and efficiency of critical infrastructure.

Included in the capital projects and equipment for the upcoming fiscal year are:

- New Backhoe \$100,000 (50/50 water/sewer total purchase \$200,000)
- SCADA/Radio Upgrades \$100,000
- System repairs and upgrades \$45,000
- Sewer Line Replacement: Alley between Sierra & Patterson, First Street to Eighth Street \$650,000 (carry over from FY 2024-25)
- Sewer Line Replacement: Alley between Sierra Street & Stanislaus, First Street to Third Street \$225,000 (carry over from FY 2024-25)

These investments reflect the City's proactive approach to maintaining essential services and minimizing costly emergency repairs.

WATER OPERATING FUND

The Water Fund derives approximately 98% of its revenue from user fees charged to customers. For the upcoming fiscal year, the City anticipates an overall revenue increase of 8.1%, primarily driven by growth in the customer base. Notably, water rates have not been adjusted since 2019. To ensure continued alignment with rising maintenance and operational costs, a rate study will be conducted during the fiscal year.

On the expenditure side, overall spending is projected to increase by 7.2%, due to personnel cost increases and an increase in services and supplies.

Beginning Reserve 07/1/2025	\$1,563,132
Projected Revenues	\$3,625,000
Projected Expenditures	\$4,429,522
Anticipated Ending Reserve 06/30/2026	\$ 758,610 (18%)
Structural Deficit	(\$804,522)

	FY 2024-25 Budget	FY 2025-26 Budget	Difference	% Change
Revenues	\$3,354,500	\$3,625,000	+\$270,500	+8.1%
Expenditures w/o transfers out & Capital projects	\$3,687,562	\$3,954,870	+\$267,308	+7.2%

Personnel

The proposed budget includes the promotion of existing staff members to the following positions:

- **Senior Water Utility Worker**

This promotion reflects the employees' demonstrated competencies, successful completion of relevant training programs, and continued dedication to professional growth. Recognizing and advancing staff based on their skills and development efforts supports both employee retention and the operational efficiency of the department.

In anticipation of continued systems demands, we are recommending funding for the following position in the upcoming budget:

- **Electrical Systems Technician** – This position will support technical electrical needs that are currently addressed by outside contractors. By bringing this expertise in-house, the City anticipates a reduction in contractor-related expenses. The position will be shared between the Sewer(60%), Streets(20%), and Water(20%) divisions.

At the same time, additional staffing requests were submitted for consideration. However, we are not recommending the addition of the following position at this time:

- **Water Equipment Operator**

Staff will continue to evaluate this need in future budget cycles as resources allow.

Capital Projects/Equipment

The Water Fund will support projects aimed at addressing ongoing maintenance needs in the water system.

Included in the capital projects and equipment for the upcoming fiscal year are:

- New Backhoe \$100,000 (50/50 water/sewer total purchase \$200,000)
- Annual Well Rehab \$85,000
- 4- Hydrant Meter/Backflows \$20,000
- 8- Fire Hydrants \$30,000

PUBLIC BENEFIT FUND

In June 2018, the City Council authorized the creation of the Public Benefit Fund. The fund was established to ensure that all cannabis-related revenues were segregated and easily accounted for in a specific fund. In addition to establishing the fund, the City Council developed an expenditure policy that was focused on allocating the funds received for public safety (including police and code enforcement) and other projects that would provide a public benefit.

The City is currently collecting revenues from three cannabis facilities: Flavors, Canna+Rise, and Off the Charts (previously Perfect Union, Riverbank Cannabis Collective). Most of the current agreements are up for negotiation. For the new fiscal year, we are estimating a slight increase in both revenues and expenditures.

Est. Beginning Reserve 07/1/2025	\$ 935,692
Projected Revenues	\$ 446,000
Projected Expenditures	\$ 644,250
Anticipated Ending Reserve 06/30/2026	\$ 737,442 (114%)
Structural Deficit	(\$198,250)

Overview

	FY 2023-24 Budget	FY 2024-25 Budget	Difference	% Change
Revenues	\$385,000	\$445,000	+\$60,000	+15.6%
Expenditures	\$571,500	\$630,360	+\$58,860	+10.3%

The upcoming fiscal year includes only those on-going expenses of the fund, including offsets for the Sheriff's Law Enforcement Contract, Neighborhood Improvement, and annual lease payments for the City's Camera System.

CITY-WIDE OPERATING BUDGET

The proposed adoption of the Annual Operating Budget also includes the appropriation of funds for a variety of Special Revenue, System Development Fees, Housing, Sewer, and Water Enterprise Funds. These funds are legally restricted to be spent in a specific manner and are therefore eligible to be classified as a separate fund from the General Fund. As a result, the adoption of these budgets is also necessary in order to continue operations and provide funding for projects. The following table reflects a breakdown of appropriations by fund type:

Fund Type	Beginning Reserve	Revenues	Expenditures	Ending Reserve
General Fund	\$9,807,950	\$14,152,863	\$16,364,858	\$7,595,955
Special Revenue	\$5,087,989	\$11,442,325	\$11,632,243	\$4,898,071
Sys. Dev. Fees	\$10,756,757	\$753,467	\$2,650,070	\$8,860,154
Housing	\$12,316,053	\$77,700	\$236,456	\$12,157,297
Sewer Enterprise	\$13,484,156	\$8,504,177	\$8,882,141	\$13,106,192
Water Enterprise	\$7,119,032	\$4,461,100	\$5,899,522	\$5,680,610
Total Annual Budget	\$58,571,937	\$39,391,632	\$45,665,290	\$52,298,278

To access the full budget document, please use the following link: <https://city-riverbank-ca-cleardoc.cleargov.com/11655>

STRATEGIC PLAN

On June 10, 2025, the City Council established a Strategic Plan Goal 8 to “Prioritize Finance Sustainability”. This report addresses this matter.

FINANCIAL IMPACT

The adoption of the FY 2025-26 Annual Operating Budget will result in an appropriation of \$46,217,053 towards operations and projects in the City of Riverbank.

ATTACHMENTS

1. Resolution 2025-
2. FY 2025-26 Annual Operating Budget Fund Summaries

CITY OF RIVERBANK

RESOLUTION 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
ADOPTING THE FISCAL YEAR 2025-2026 ANNUAL OPERATING BUDGET**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, The Riverbank City Council has reviewed the submittals from staff for the Fiscal Year 2025-2026 operational budget; and

WHEREAS, The City is required by State statute to adopt a budget by June 30, 2025 in order to begin expending funds on July 1, 2025; and

WHEREAS, Article XIII (B) of the California Constitution provides that the Appropriations limit for the 2025-2026 fiscal year is calculated by adjusting the Appropriations limit for the 2024-2025 fiscal year by the changes in both the California Per Capita Cost of Living and the Population for the City of Riverbank; and

WHEREAS, The State of California Department of Finance has established a 6.44% increase in Per Capita Personal Income and a 3.2% increase in the City of Riverbank’s population; and

WHEREAS, the Appropriations limit for Fiscal Year 2025-26 has been calculated by the Finance Department to be \$32,110,981; and

WHEREAS, the City of Riverbank has complied with all the provisions of Article XIII (B) in determining the Appropriations Limit for Fiscal Year 2025-26; and

WHEREAS, the annual operating budget is presented for approval by the City Council which reflects the anticipated revenues and expenditures for the 2025-2026 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the preliminary operating budget as presented and furthermore encourages prudent expenditures by staff in implementing the Fiscal Year 2025-2026 budget.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 24th day of June, 2025; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____ :

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attest:

Approved:

Gabriela Hernandez, CMC
City Clerk

Rachel Hernandez
Mayor

Attachment: Fiscal Year 2025-2026 Annual Operating Budget



Proposed Budget 2025-2026

City of Riverbank



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Funds Summary Overview

FUND SUMMARY OVERVIEWS

THE FOLLOWING PAGES CONTAIN FUND SUMMARIES FOR EACH OF THE CITY'S FUNDS.



CITY OF RIVERBANK

FUND SUMMARIES

2025-2026 ANNUAL OPERATING BUDGET

FUND NO.	FUND NAME	EST. TOTAL REVENUE	EST. TOTAL EXPENDITURES	STRUCTURAL SURPLUS (DEFICIT)	FUND BALANCE 07/01/2025	FUND BALANCE 06/30/2026	RESERVE %
101	GENERAL FUND	14,152,863	16,364,858	(2,211,995)	9,807,950	7,595,955	47%
SPECIAL REVENUE FUNDS							
102	Gas Tax Fund	1,791,059	2,227,573	(436,514)	995,845	559,331	48%
109	Off-Street Parking Fund	500	-	500	59,719	60,219	#N/A
111	Local Transportaion Fund	51,000	20,000	31,000	1,740	32,740	164%
117	Code Enforcement Fund	330,250	329,827	423	3,125	3,548	1%
118	Community Center Fund	275,000	260,757	14,243	57,612	71,855	28%
119	Equipment Pool Fund	548,515	547,913	602	(257)	345	0%
125	Special Projects Fund	500	-	500	70,939	71,439	#N/A
126	Vehicle Tow Fund/Grants	7,000	6,500	500	25,192	25,692	395%
129	State Grants Fund	1,500	11,000	(9,500)	52,692	43,192	393%
132	Weed Abatement Fund	2,000	11,000	(9,000)	47,909	38,909	354%
134	Recreation & Park Develop.	1,081,212	1,079,441	1,771	(1,771)	-	0%
136	ARPA Fund	-	551,762	(551,762)	551,762	-	#N/A
137	Worker's Comp Liability	507,500	507,500	-	(78,762)	(78,762)	-16%
138	General Liability	857,300	860,300	(3,000)	(35,295)	(38,295)	-4%
151	Public Works Grant Fund	3,485,909	2,777,409	708,500	(501,419)	207,081	#N/A
152	ESG Funding	366,005	368,705	(2,700)	(91,707)	(94,407)	-26%
156	Assessment District Fund	-	-	-	19,745	19,745	#N/A
162	Quimby Fees	-	-	-	296,789	296,789	#N/A
163	Cheese and Wine	50,875	51,474	(599)	(4,316)	(4,915)	-10%
176	P.S. Augmentation Fund	160,000	140,000	20,000	(87,851)	(67,851)	-48%
180	Facility Improvement Fund	9,000	-	9,000	28,319	37,319	#N/A
181	CFD 2016-1	302,000	147,600	154,400	552,861	707,261	479%
196	Teen Center Fund	800	-	800	9,865	10,665	#N/A
229	Measure L	1,168,400	1,640,993	(472,593)	2,272,379	1,799,786	#N/A
230	Public Benefit Fund	446,000	644,250	(198,250)	935,692	737,442	114%
	GRAND TOTAL	11,442,325	12,184,004	(741,679)	5,180,807	4,439,128	
SYSTEM DEVELOPMENT FUNDS							
140	Sys Dev. Fees - Bridges/Roads	150	-	150	38,525	38,675	#N/A
145	Sys Dev. Fees - Overpasses	1,250	-	1,250	206,111	207,361	#N/A
146	Sys Dev. Fees - RR Crossing	-	-	-	507,406	507,406	#N/A
205	Sys Dev. Fees-Streets/PW	381,517	2,534,465	(2,152,948)	4,116,117	1,963,169	4837%
208	Sys Dev. Storm Drainage	85,000	-	85,000	2,240,583	2,325,583	#N/A
209	Sys Dev. Parks & Recreation	64,000	-	64,000	1,260,115	1,324,115	#N/A
210	Sys Dev. Police/General Gov.	114,000	-	114,000	974,038	1,088,038	#N/A



211	System Admin. Fees	102,000	115,605	(13,605)	364,851	351,246	304%
212	Sys Dev. Imaging Fee	5,550	-	5,550	79,573	85,123	#N/A
222	Crossroads Undergrounding	-	-	-	969,438	969,438	#N/A
	GRAND TOTAL	753,467	2,650,070	(1,896,603)	10,756,757	8,860,154	
HOUSING FUNDS							
139	HCD Old Program Income	20,200	10,000	10,200	172,360	182,560	1826%
153	HCD CDBG Fund	45,000	26,000	19,000	4,191,772	4,210,772	16195%
154	HCD HOME Fund	8,000	40,000	(32,000)	7,136,866	7,104,866	17762%
155	HCD CAL-HOME Fund	1,500	20,000	(18,500)	380,902	362,402	1812%
168	LMI Housing Asset Fund	3,000	-	3,000	76,480	79,480	#N/A
203	Transitional Housing Fund	-	-	-	1,098,585	1,098,585	#N/A
213	Federal & State Grant Fund	-	140,456	(140,456)	(740,912)	(881,368)	-628%
	GRAND TOTAL	77,700	236,456	(158,756)	12,316,053	12,157,297	
SEWER ENTERPRISE FUNDS							
106	Sewer Fund	6,869,400	7,316,124	(446,724)	8,999,709	8,552,985	117%
107	Sewer Debt Service	631,177	641,017	(9,840)	398,884	389,044	61%
108	Sewer Capital Imp. Fund	806,600	925,000	(118,400)	3,770,983	3,652,583	#N/A
158	Sewer Connection Fund	42,000	-	42,000	(225,096)	(183,096)	#N/A
160	Sewer Master Plan Preparation	-	-	-	4,263	4,263	#N/A
207	System Development-WW	155,000	-	155,000	535,413	690,413	#N/A
	GRAND TOTAL	8,504,177	8,882,141	(377,964)	13,484,156	13,106,192	
WATER ENTERPRISE FUNDS							
114	Water Fund	3,625,000	4,429,522	(804,522)	1,563,132	758,610	0%
116	Water Capital Imp. Fund	368,100	1,170,000	(801,900)	2,515,784	1,713,884	#N/A
157	Water Connection Fund	60,000	300,000	(240,000)	1,224,206	984,206	328%
161	Water Master Plan Preparation	-	-	-	42,197	42,197	#N/A
206	Sys. Development-Water	408,000	-	408,000	1,773,713	2,181,713	#N/A
	GRAND TOTAL	4,461,100	5,899,522	(1,438,422)	7,119,032	5,680,610	
GRAND TOTAL ALL FUNDS		39,391,632	46,217,051	(6,825,419)	58,664,755	51,839,336	112%



General Fund

The General Fund is the primary operating fund of the City and supports the majority of basic municipal services. It accounts for resources that are not legally restricted to specific uses and provides funding for essential services such as public safety, parks and recreation, public works, planning, and general government operations.

The primary sources of revenue for the General Fund include property tax, sales tax, franchise fees, business license fees, and other general revenues. Because these revenues are not designated for specific purposes, they may be allocated at the discretion of the City Council to meet the community's most critical needs and priorities.

The General Fund reflects the City's fiscal health and its ability to provide core services that enhance the quality of life for residents and businesses.

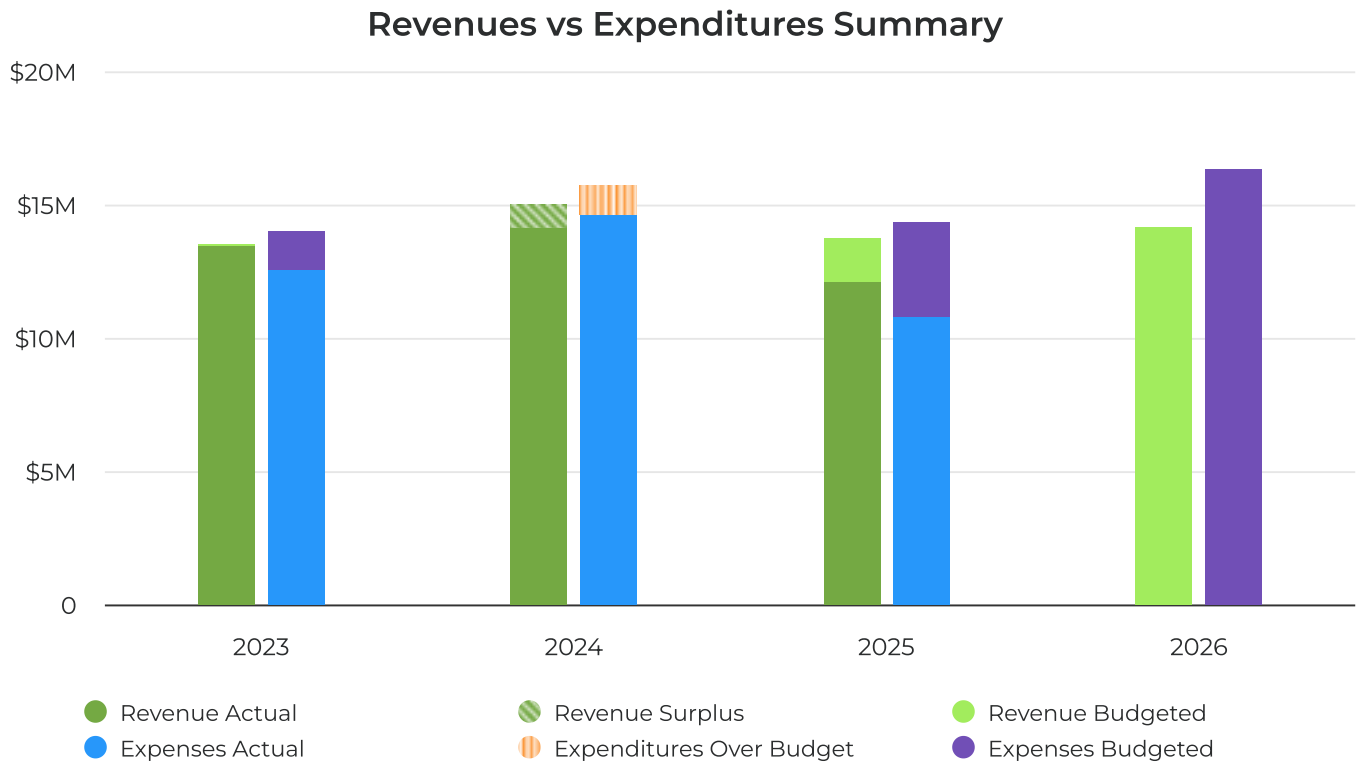
General Fund Comprehensive Fund Summary

Comprehensive Fund Summary

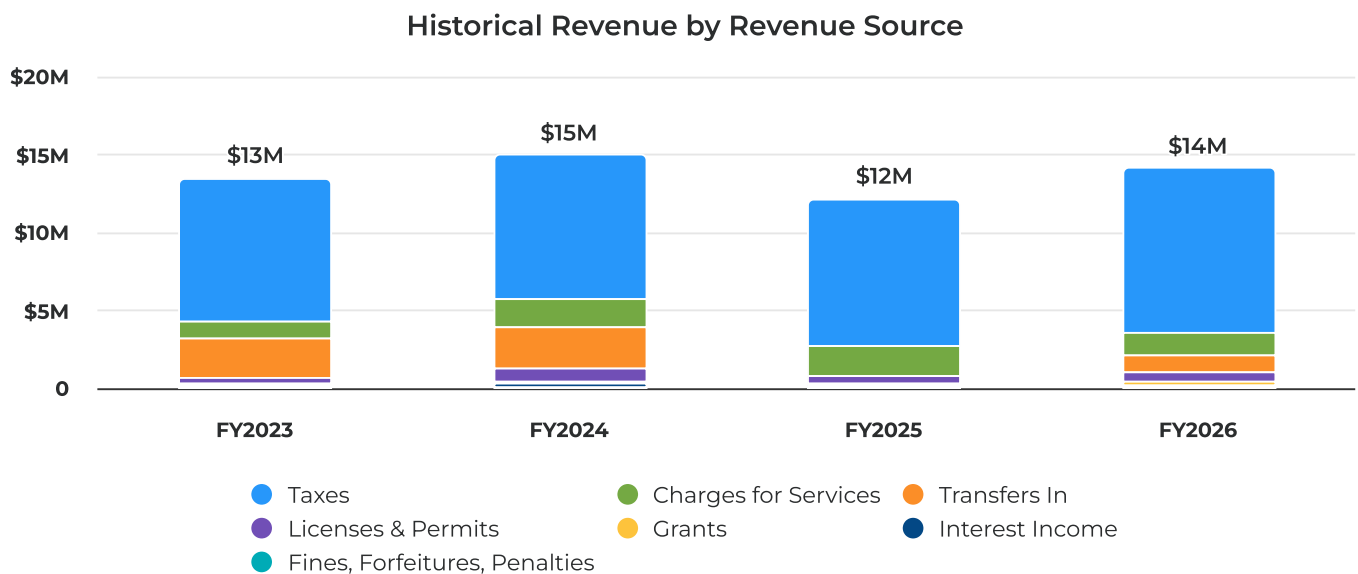
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26
Beginning Fund Balance	\$9,425,265.00	\$11,452,119.00	\$10,708,952.00	\$10,708,952.00	\$9,807,950.00
Revenues					
Taxes	\$9,233,523.97	\$9,293,421.97	\$9,419,360.43	\$10,196,650.00	\$10,617,231.75
Licenses & Permits	\$378,207.51	\$840,054.84	\$495,793.37	\$678,803.00	\$592,828.00
Grants	\$146,347.40	\$186,158.96	\$145,480.52	\$200,000.00	\$207,500.00
Charges for Services	\$1,096,228.98	\$1,821,436.18	\$1,913,908.90	\$1,366,024.00	\$1,412,937.52
Fines, Forfeitures, Penalties	\$58,669.99	\$57,063.54	\$49,895.31	\$53,900.00	\$53,553.00
Interest Income	\$120,070.60	\$199,557.15	\$105,654.25	\$135,000.00	\$155,250.00
Transfers In	\$2,443,067.25	\$2,598,543.73	-	\$1,051,175.16	\$1,113,563.00
Total Revenues	\$13,476,115.70	\$14,996,236.37	\$12,130,092.78	\$13,681,552.16	\$14,152,863.27
Expenditures					
Payroll Benefits	\$1,311,740.66	\$1,783,164.84	\$980,784.00	\$1,717,176.00	\$1,884,359.72
Salary	\$2,466,201.79	\$2,785,757.88	\$1,815,210.51	\$2,337,593.00	\$2,551,512.23
Professional Services	\$6,813,946.31	\$8,139,723.00	\$6,441,214.03	\$8,057,748.31	\$8,902,285.19
Services/Supplies	\$467,333.87	\$1,093,763.09	\$414,663.04	\$525,358.50	\$512,949.72
Utilities	\$207,075.39	\$201,569.09	\$180,125.60	\$225,356.00	\$219,866.63
Capital Expenses/Projects	\$309,820.06	\$249,436.13	\$912,706.78	\$257,460.00	\$127,450.00
Prior Year Adjustments	-	\$650.00	-\$26,919.25	-	-
Transfers Out	\$947,701.34	\$1,485,339.63	\$39,360.00	\$1,346,389.00	\$2,166,435.04
Total Expenditures	\$12,523,819.42	\$15,739,403.66	\$10,757,144.71	\$14,467,080.81	\$16,364,858.53
Total Revenues Less Expenditures	\$952,296.28	-\$743,167.29	\$1,372,948.07	-\$785,528.65	-\$2,211,995.26
Ending Fund Balance	\$10,377,561.28	\$10,708,951.71	\$12,081,900.07	\$9,923,423.35	\$7,595,954.74



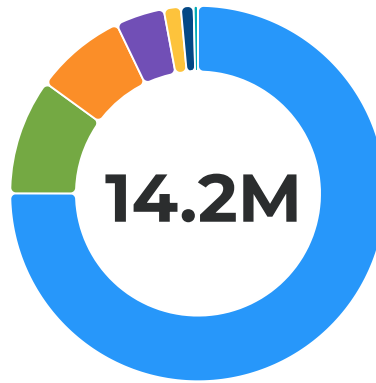
General Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source



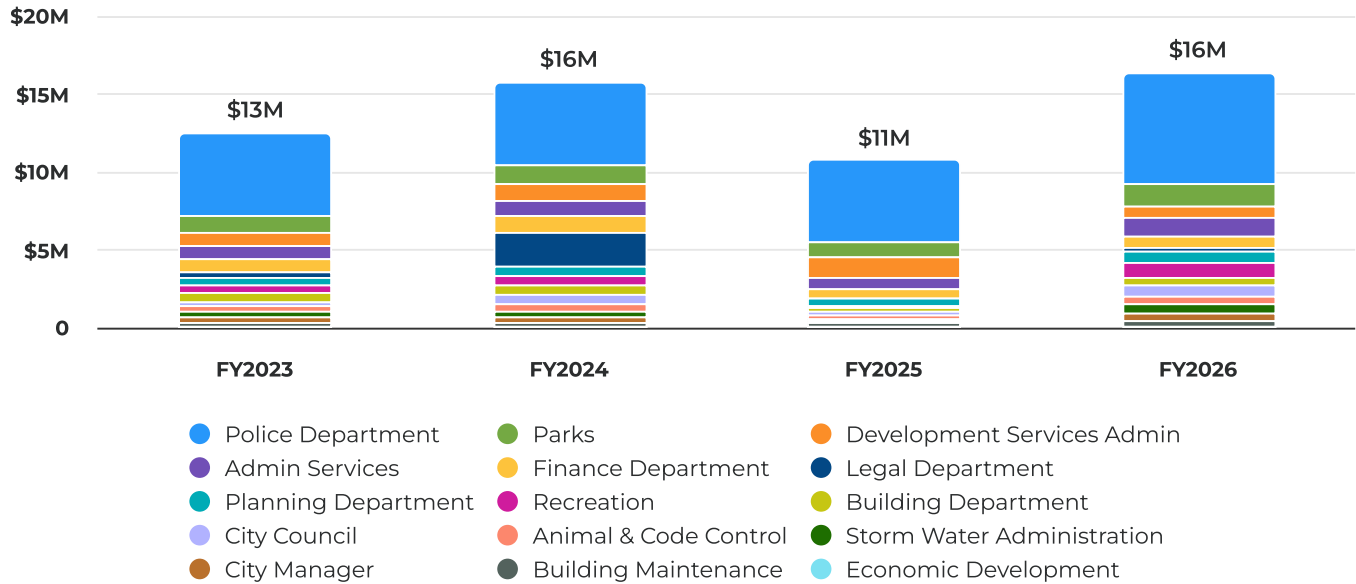
Taxes	\$10,617,232	75.02%
Charges for Services	\$1,412,938	9.98%
Transfers In	\$1,113,563	7.87%
Licenses & Permits	\$592,828	4.19%
Grants	\$207,500	1.47%
Interest Income	\$155,250	1.10%
Fines, Forfeitures, Penalties	\$53,553	0.38%

Revenues by Revenue Source

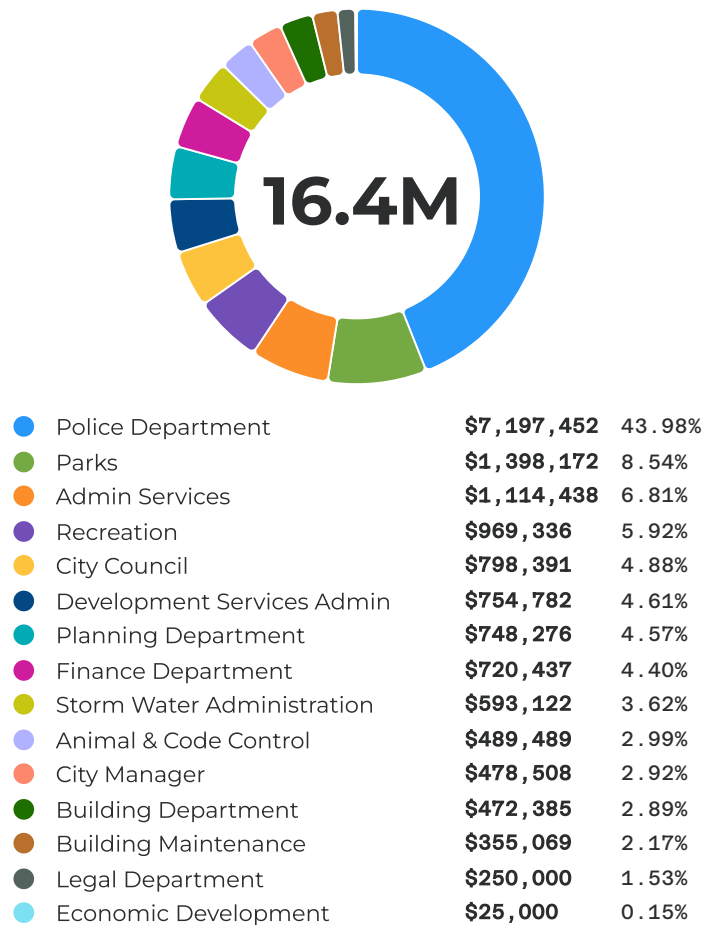
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Taxes	\$9,233,523.97	\$9,293,421.97	\$9,419,360.43	\$10,196,650.00	\$10,617,231.75	4.12%
Licenses & Permits	\$378,207.51	\$840,054.84	\$495,793.37	\$678,803.00	\$592,828.00	-12.67%
Grants	\$146,347.40	\$186,158.96	\$145,480.52	\$200,000.00	\$207,500.00	3.75%
Charges for Services	\$1,096,228.98	\$1,821,436.18	\$1,913,908.90	\$1,366,024.00	\$1,412,937.52	3.43%
Fines, Forfeitures, Penalties	\$58,669.99	\$57,063.54	\$49,895.31	\$53,900.00	\$53,553.00	-0.64%
Interest Income	\$120,070.60	\$199,557.15	\$105,654.25	\$135,000.00	\$155,250.00	15.00%
Transfers In	\$2,443,067.25	\$2,598,543.73	-	\$1,051,175.16	\$1,113,563.00	5.94%
Total Revenues	\$13,476,115.70	\$14,996,236.37	\$12,130,092.78	\$13,681,552.16	\$14,152,863.27	3.44%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Finance Department	\$863,512.59	\$1,100,466.59	\$507,896.15	\$663,415.00	\$720,436.54	8.60%
Parks	\$1,123,426.40	\$1,217,291.18	\$1,029,551.22	\$1,388,354.50	\$1,398,172.14	0.71%
Recreation	\$544,189.86	\$640,627.53	\$19,680.00	\$909,379.00	\$969,336.04	6.59%
Planning Department	\$426,495.70	\$610,910.30	\$521,637.84	\$907,715.00	\$748,276.25	-17.56%
Animal & Code Control	\$400,291.18	\$385,806.77	\$232,354.28	\$463,595.00	\$489,489.00	5.59%
Economic Development	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	0.00%
City Council	\$260,433.62	\$607,410.60	\$155,918.45	\$191,631.00	\$798,391.38	316.63%
City Manager	\$298,731.95	\$340,864.09	\$216,288.48	\$401,306.00	\$478,508.25	19.24%
Legal Department	\$392,387.12	\$2,064,796.79	\$79,228.41	\$250,000.00	\$250,000.00	0.00%
Building Department	\$512,271.40	\$647,215.26	\$331,421.72	\$443,507.00	\$472,385.29	6.51%
Building Maintenance	\$330,929.67	\$334,329.38	\$236,298.81	\$354,716.10	\$355,069.23	0.10%
Admin Services	\$807,492.48	\$977,106.90	\$731,240.00	\$977,637.00	\$1,114,438.21	13.99%
Police Department	\$5,319,655.80	\$5,261,134.57	\$5,242,244.17	\$6,407,811.00	\$7,197,452.00	12.32%
Development Services Admin	\$866,607.45	\$1,150,778.38	\$1,319,197.68	\$654,607.00	\$754,782.09	15.30%
Storm Water Administration	\$352,394.20	\$375,665.32	\$109,187.50	\$428,407.21	\$593,122.11	38.45%
Total Expenditures	\$12,523,819.42	\$15,739,403.66	\$10,757,144.71	\$14,467,080.81	\$16,364,858.53	13.12%



Special Revenue Funds

Special Revenue Funds are used to account for revenue sources that are legally restricted or committed to specific purposes other than debt service or capital projects. These funds ensure transparency and accountability by segregating resources that are earmarked for particular programs, activities, or functions.

Examples of special revenue sources include gas tax revenues, local transportation funds, park development fees, grants, and assessments for specific services. The use of these funds is restricted by statute, ordinance, grant agreement, or voter approval to ensure the money is spent only for its intended purpose.

By maintaining Special Revenue Funds, the City can effectively track and manage these restricted revenues, demonstrating compliance with legal requirements and supporting the delivery of targeted community services and improvements.

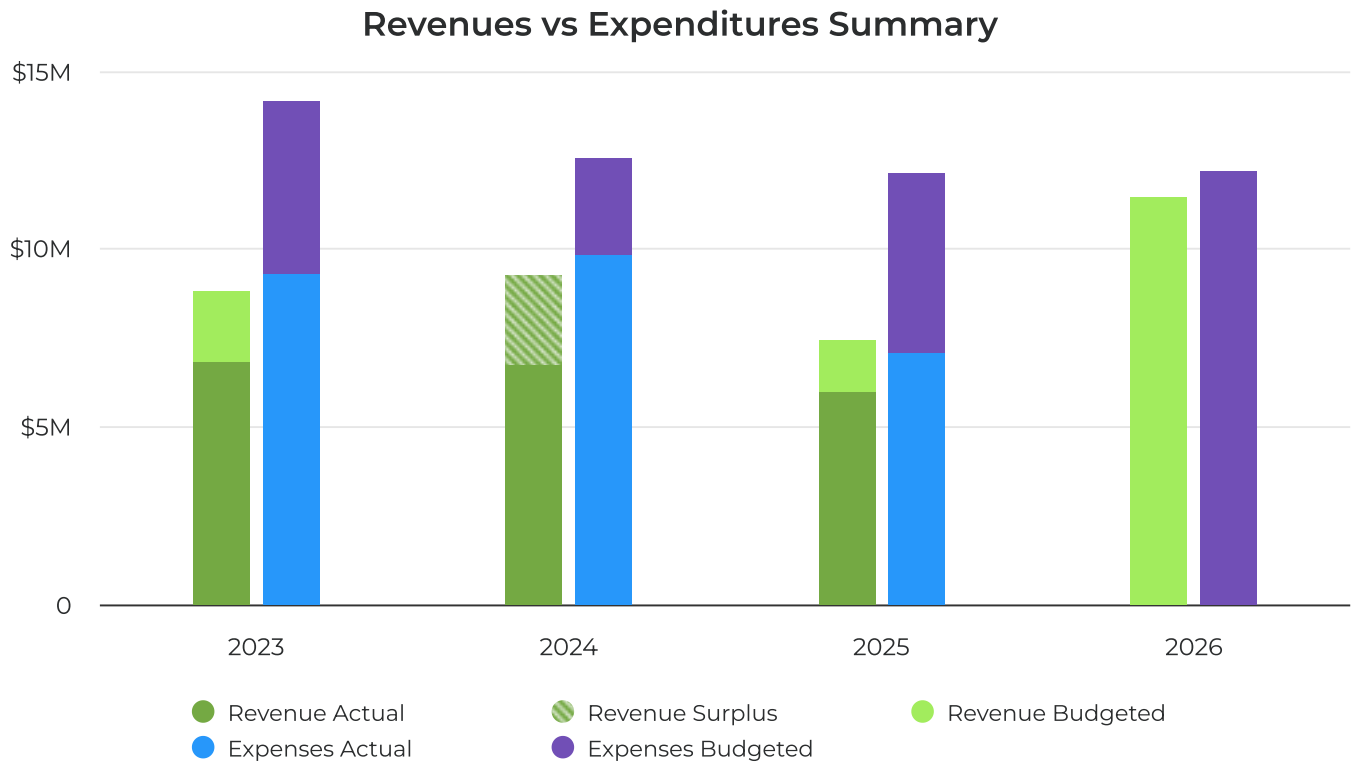
Special Revenue Funds Comprehensive Fund Summary

Comprehensive Fund Summary

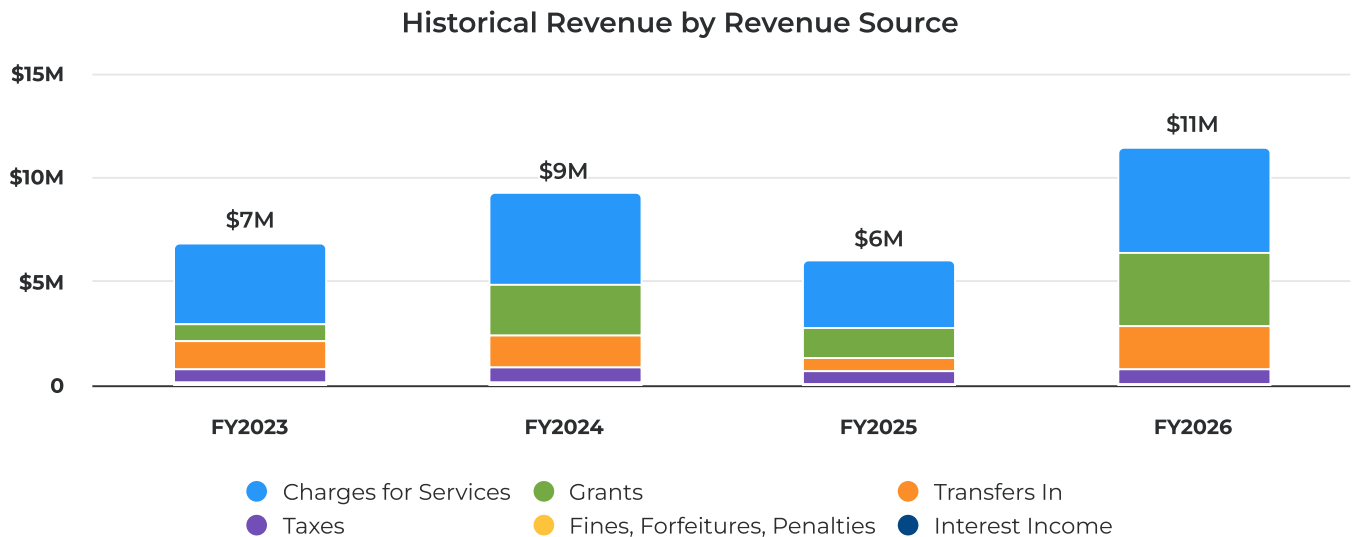
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$5,987,355.74	\$8,138,317.00	\$7,334,625.68	\$7,334,625.68	\$5,180,807.00
Revenues					
Taxes	\$628,108.99	\$677,568.30	\$704,737.00	\$576,880.39	\$705,745.00
Grants	\$779,754.86	\$2,419,624.54	\$627,571.00	\$1,398,063.15	\$3,485,409.00
Charges for Services	\$3,924,065.55	\$4,394,270.93	\$4,468,801.00	\$3,259,180.22	\$5,100,724.70
Fines, Forfeitures, Penalties	\$93,162.56	\$109,156.22	\$62,500.00	\$58,295.96	\$53,000.00
Interest Income	\$20,368.26	\$37,092.72	\$9,475.00	\$20,760.69	\$14,000.00
Transfers In	\$1,377,382.01	\$1,604,175.35	\$1,551,286.00	\$677,860.00	\$2,083,446.04
Total Revenues	\$6,822,842.23	\$9,241,888.06	\$7,424,370.00	\$5,991,040.41	\$11,442,324.74
Expenditures					
Payroll Benefits	\$473,614.90	\$593,290.35	\$729,065.00	\$510,896.86	\$867,511.97
Salary	\$1,264,820.93	\$1,030,002.32	\$1,148,491.00	\$889,453.80	\$1,327,762.64
Professional Services	\$599,851.44	\$702,725.12	\$970,759.00	\$645,515.85	\$1,007,684.10
Services/Supplies	\$1,109,436.89	\$1,250,164.90	\$1,727,727.60	\$1,590,906.34	\$1,951,333.25
Utilities	\$226,428.65	\$227,082.60	\$226,789.00	\$184,635.83	\$229,422.00
Vehicle/Fueling Costs	\$202,438.58	\$243,537.97	\$205,000.00	\$168,738.72	\$230,000.00
Capital Expenses/Projects	\$4,766,820.69	\$4,673,610.53	\$6,340,582.00	\$3,095,755.15	\$5,931,041.00
Transfers Out	\$657,951.05	\$1,108,353.63	\$645,360.00	-	\$639,250.00
Total Expenditures	\$9,301,363.13	\$9,828,767.42	\$11,993,773.60	\$7,085,902.55	\$12,184,004.96
Total Revenues Less Expenditures	-\$2,478,520.90	-\$586,879.36	-\$4,569,403.60	-\$1,094,862.14	-\$741,680.22
Ending Fund Balance	\$3,508,834.84	\$7,551,437.64	\$2,765,222.08	\$6,239,763.54	\$4,439,126.78



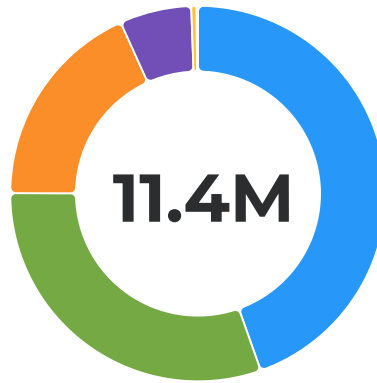
Special Revenue Funds Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

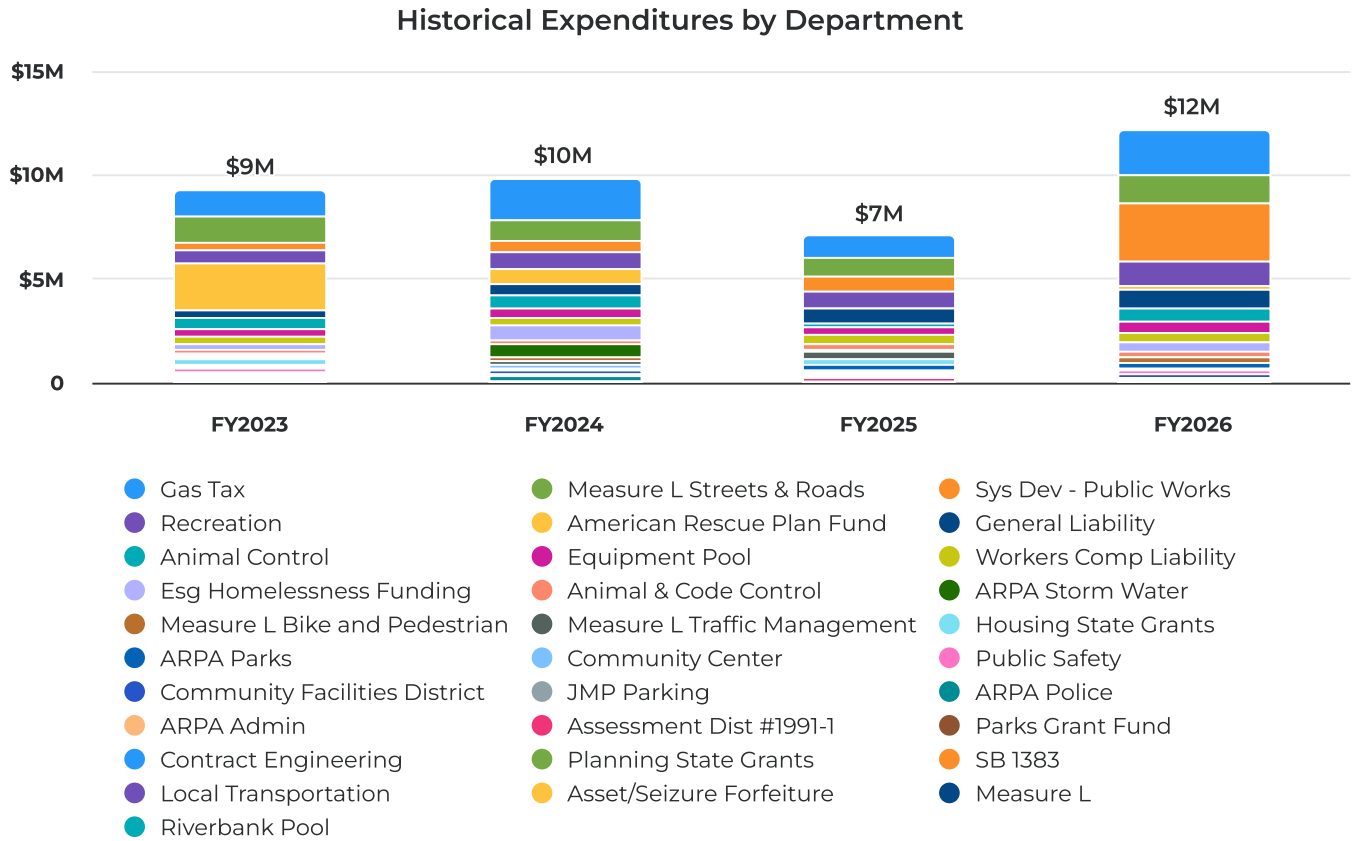


Charges for Services	\$5,100,725	44.58%
Grants	\$3,485,409	30.46%
Transfers In	\$2,083,446	18.21%
Taxes	\$705,745	6.17%
Fines, Forfeitures, Penalties	\$53,000	0.46%
Interest Income	\$14,000	0.12%

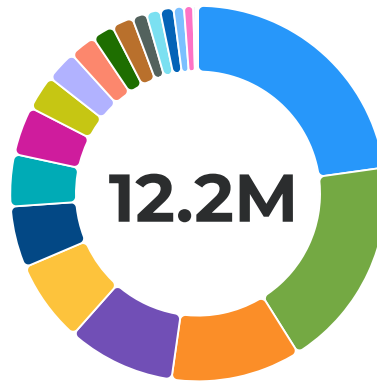
Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Taxes	\$628,108.99	\$677,568.30	\$576,880.39	\$704,737.00	\$705,745.00	0.14%
Grants	\$779,754.86	\$2,419,624.54	\$1,398,063.15	\$627,571.00	\$3,485,409.00	455.38%
Charges for Services	\$3,924,065.55	\$4,394,270.93	\$3,259,180.22	\$4,468,801.00	\$5,100,724.70	14.14%
Fines, Forfeitures, Penalties	\$93,162.56	\$109,156.22	\$58,295.96	\$62,500.00	\$53,000.00	-15.20%
Interest Income	\$20,368.26	\$37,092.72	\$20,760.69	\$9,475.00	\$14,000.00	47.76%
Transfers In	\$1,377,382.01	\$1,604,175.35	\$677,860.00	\$1,551,286.00	\$2,083,446.04	34.30%
Total Revenues	\$6,822,842.23	\$9,241,888.06	\$5,991,040.41	\$7,424,370.00	\$11,442,324.74	54.12%

Expenditures by Department



FY26 Expenditures by Department



● Sys Dev - Public Works	\$2,777,409	22.80%
● Gas Tax	\$2,227,573	18.28%
● Measure L Streets & Roads	\$1,361,993	11.18%
● Recreation	\$1,130,915	9.28%
● General Liability	\$860,300	7.06%
● Animal Control	\$644,250	5.29%
● Equipment Pool	\$547,913	4.50%
● Workers Comp Liability	\$507,500	4.17%
● Esg Homelessness Funding	\$368,705	3.03%
● Animal & Code Control	\$329,827	2.71%
● Measure L Bike and Pedestrian	\$279,000	2.29%
● American Rescue Plan Fund	\$227,869	1.87%
● ARPA Parks	\$225,703	1.85%
● Community Center	\$151,157	1.24%
● Community Facilities District	\$147,600	1.21%
● Public Safety	\$140,000	1.15%
● JMP Parking	\$109,600	0.90%
● ARPA Admin	\$98,190	0.81%
● Local Transportation	\$20,000	0.16%
● Parks Grant Fund	\$11,000	0.09%
● Contract Engineering	\$11,000	0.09%
● Asset/Seizure Forfeiture	\$6,500	0.05%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Recreation	\$625,799.83	\$792,126.33	\$766,013.52	\$1,018,294.75	\$1,130,915.29	11.06%
JMP Parking	\$119,366.13	\$91,106.44	\$91,096.62	\$111,005.00	\$109,600.00	-1.27%
SB 1383	\$5,094.79	\$16,102.19	\$16,333.99	\$10,000.00	-	-100.00%
ARPA Admin	\$95,000.00	\$25,000.00	\$82,092.85	\$25,000.00	\$98,190.00	292.76%
ARPA Police	\$4,925.00	\$280,192.30	\$28,584.20	\$50,000.00	-	-100.00%
ARPA Storm Water	\$46,270.00	\$621,978.45	\$93,842.97	\$284,000.00	-	-100.00%
ARPA Parks	\$50,549.82	\$20,144.70	\$244,968.91	\$150,000.00	\$225,703.00	50.47%
Measure L Streets & Roads	\$1,310,016.39	\$1,004,407.74	\$889,927.03	\$2,868,566.00	\$1,361,993.00	-52.52%
Measure L Traffic Management	\$38,022.97	\$183,897.01	\$386,943.48	\$977,217.00	-	-100.00%
Measure L Bike and Pedestrian	\$133,581.96	\$168,184.28	\$29,601.00	\$223,750.00	\$279,000.00	24.69%
Animal Control	\$504,549.53	\$610,836.78	\$147,833.34	\$630,360.00	\$644,250.00	2.20%



Special Revenue Funds

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Local Transportation	\$16,750.78	-	-	\$20,000.00	\$20,000.00	0.00%
Community Center	\$124,219.15	\$111,418.45	\$114,895.95	\$139,155.85	\$151,157.05	8.62%
Equipment Pool	\$401,456.57	\$475,149.04	\$416,325.25	\$498,844.00	\$547,913.18	9.84%
Asset/Seizure Forfeiture	-	-	-	\$13,000.00	\$6,500.00	-50.00%
Housing State Grants	\$323,681.75	-	\$250,000.00	-	-	-
Parks Grant Fund	\$88,354.99	\$16,334.81	-	\$11,000.00	\$11,000.00	0.00%
Contract Engineering	\$41,330.22	-	\$3,500.00	\$8,000.00	\$11,000.00	37.50%
American Rescue Plan Fund	\$2,211,628.40	\$744,341.06	\$37,279.00	\$430,000.00	\$227,869.00	-47.01%
Workers Comp Liability	\$330,270.00	\$382,497.00	\$436,792.00	\$442,000.00	\$507,500.00	14.82%
General Liability	\$389,888.00	\$502,634.48	\$699,298.74	\$812,700.00	\$860,300.00	5.86%
Sys Dev - Public Works	\$347,236.50	\$564,970.82	\$789,184.13	\$460,771.00	\$2,777,409.00	502.77%
Esg Homelessness Funding	\$271,037.70	\$660,860.54	\$18,093.87	\$167,200.00	\$368,705.00	120.52%
Assessment Dist #1991-1	\$1,352.69	\$11,886.04	\$173,000.60	-	-	-
Public Safety	\$160,000.00	\$160,000.00	-	\$160,000.00	\$140,000.00	-12.50%
Community Facilities District	\$80,829.12	\$103,416.18	\$83,125.54	\$117,600.00	\$147,600.00	25.51%
Riverbank Pool	\$1,075.02	\$258.40	-	-	-	-
Measure L	-	\$1,584.00	-	-	-	-
Animal & Code Control	\$236,090.04	\$261,899.61	\$240,124.87	\$356,472.00	\$329,827.15	-7.47%
Planning State Grants	\$40,261.86	\$4,168.85	-	-	-	-
Gas Tax	\$1,302,723.92	\$2,013,371.92	\$1,047,044.69	\$2,008,838.00	\$2,227,573.29	10.89%
Total Expenditures	\$9,301,363.13	\$9,828,767.42	\$7,085,902.55	\$11,993,773.60	\$12,184,004.96	1.59%



Gas Tax Fund 102

The State of California levies per-gallon excise taxes on gasoline and diesel fuel, as well as sales taxes on these fuels and registration fees on motor vehicles. Revenue from these taxes is designated for transportation-related purposes. The local city and county shares are distributed through the Highway Users Tax Account (HUTA) and the Road Maintenance and Rehabilitation Account (RMRA), which manages a significant portion of the funds generated by the Road Repair and Accountability Act of 2017 (commonly known as SB1).

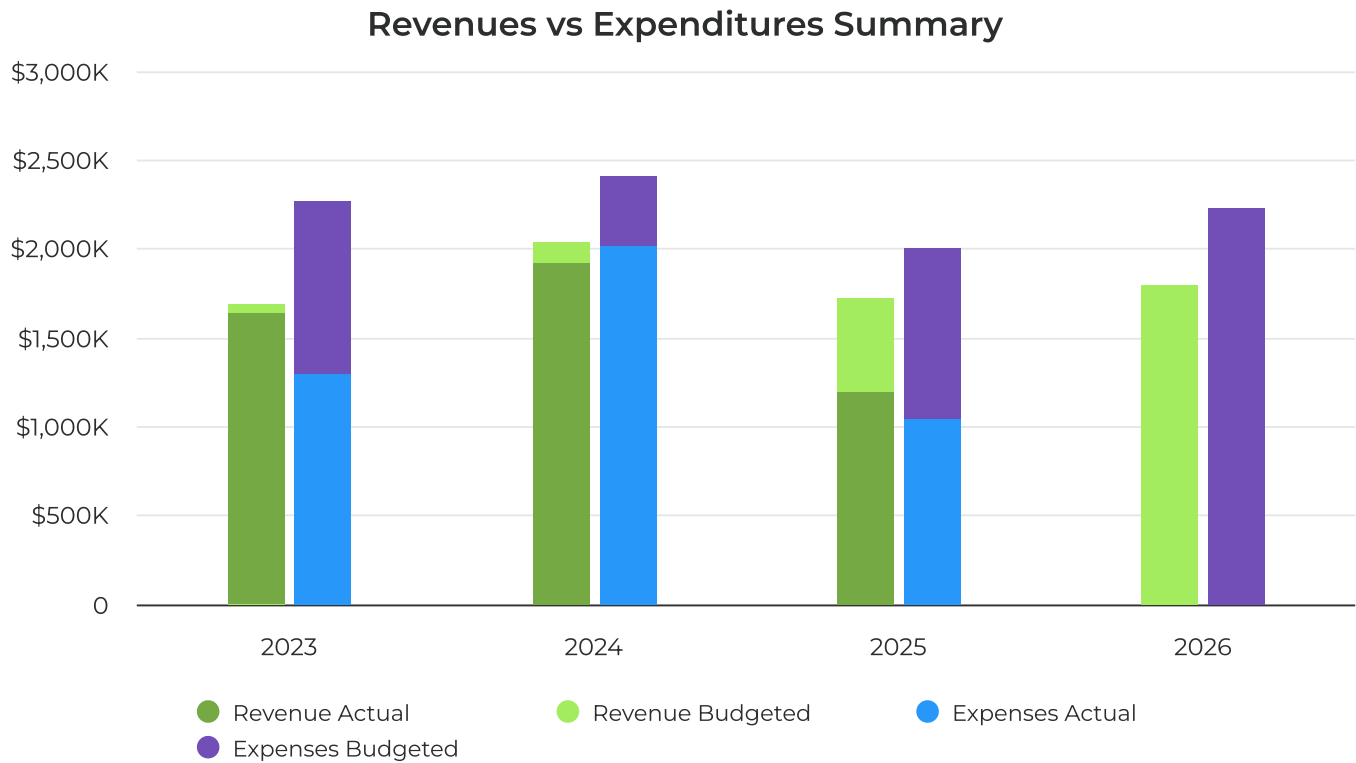
Gas Tax Fund Comprehensive Fund Summary

Comprehensive Fund Summary

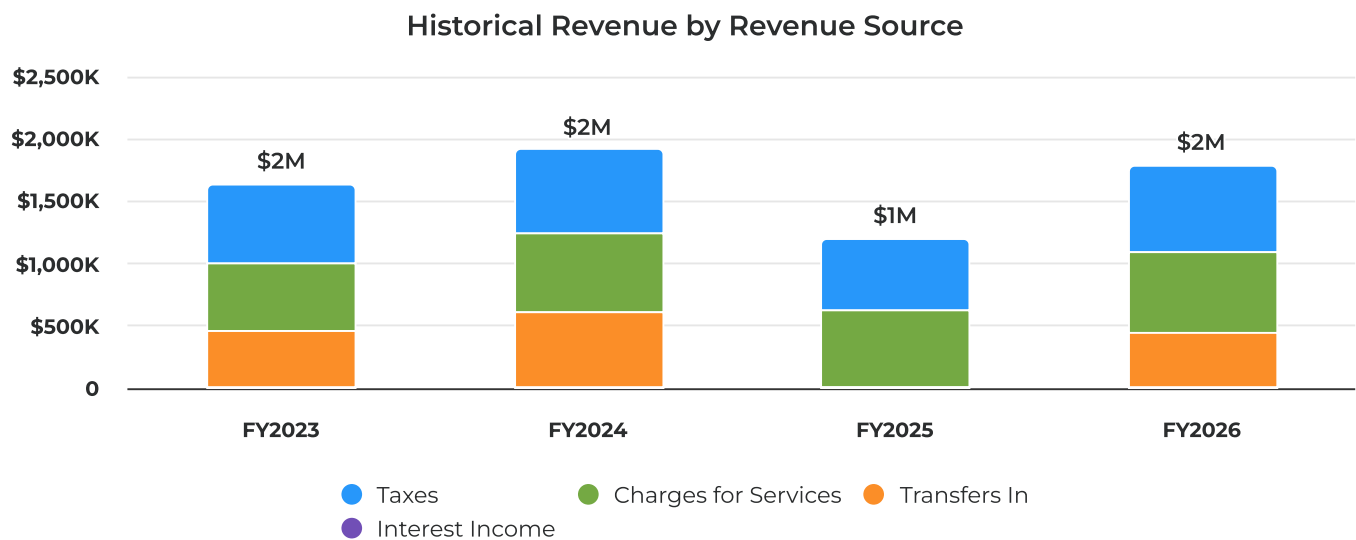
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$202,078.00	\$504,474.00	\$408,837.00	\$408,837.00	\$995,845.00
Revenues					
Taxes	\$628,108.99	\$677,568.30	\$704,737.00	\$576,880.39	\$705,745.00
Charges for Services	\$551,703.85	\$634,229.17	\$635,742.00	\$619,429.53	\$635,583.00
Interest Income	\$4,564.20	\$8,311.87	\$5,750.00	\$2,464.30	\$8,000.00
Transfers In	\$452,662.72	\$597,624.82	\$370,529.00	-	\$441,731.00
Total Revenues	\$1,637,039.76	\$1,917,734.16	\$1,716,758.00	\$1,198,774.22	\$1,791,059.00
Expenditures					
Payroll Benefits	\$198,207.09	\$257,401.48	\$242,721.00	\$170,899.78	\$321,790.24
Salary	\$337,461.88	\$376,449.05	\$326,724.00	\$257,507.70	\$404,416.95
Professional Services	\$259,527.47	\$298,761.27	\$283,565.00	\$246,143.56	\$194,810.10
Services/ Supplies	\$53,946.76	\$62,204.93	\$82,750.00	\$66,117.83	\$83,650.00
Utilities	\$129,697.70	\$135,051.84	\$141,000.00	\$127,609.25	\$151,500.00
Capital Expenses/ Projects	\$234,831.97	\$781,572.17	\$932,078.00	\$178,766.57	\$1,071,406.00
Transfers Out	\$89,051.05	\$101,931.18	-	-	-
Total Expenditures	\$1,302,723.92	\$2,013,371.92	\$2,008,838.00	\$1,047,044.69	\$2,227,573.29
Total Revenues Less Expenditures	\$334,315.84	-\$95,637.76	-\$292,080.00	\$151,729.53	-\$436,514.29
Ending Fund Balance	\$536,393.84	\$408,836.24	\$116,757.00	\$560,566.53	\$559,330.71



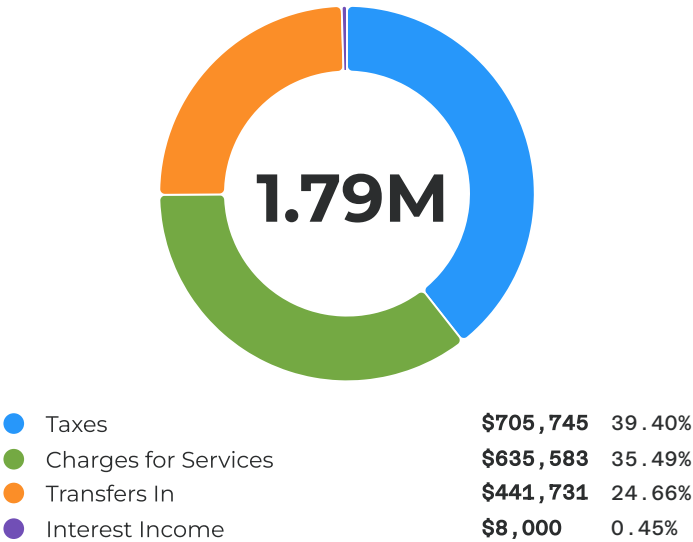
Gas Tax Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

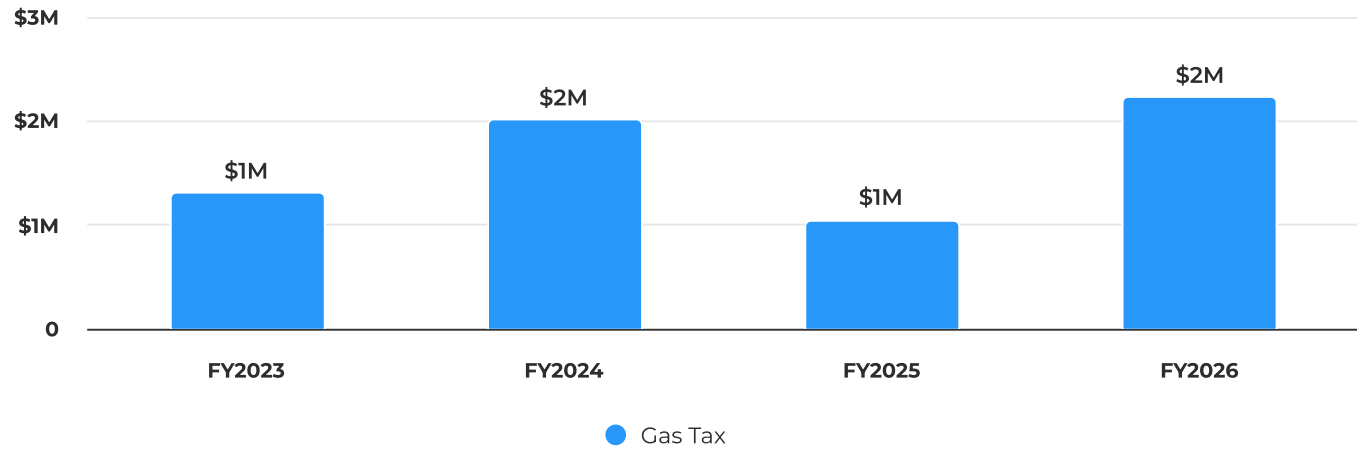


Revenues by Revenue Source

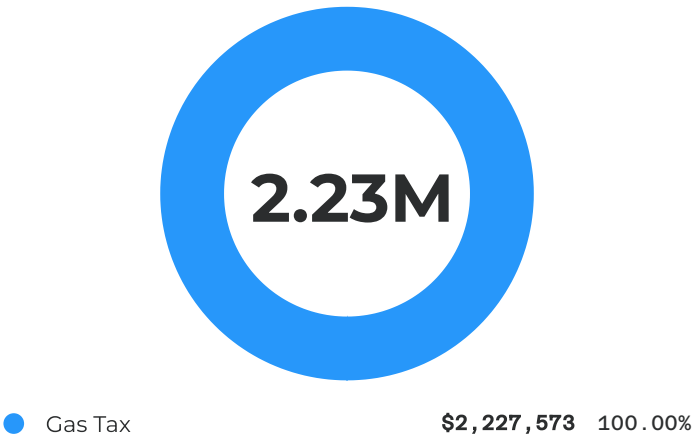
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Taxes	\$628,108.99	\$677,568.30	\$576,880.39	\$704,737.00	\$705,745.00	0.14%
Charges for Services	\$551,703.85	\$634,229.17	\$619,429.53	\$635,742.00	\$635,583.00	-0.03%
Interest Income	\$4,564.20	\$8,311.87	\$2,464.30	\$5,750.00	\$8,000.00	39.13%
Transfers In	\$452,662.72	\$597,624.82	-	\$370,529.00	\$441,731.00	19.22%
Total Revenues	\$1,637,039.76	\$1,917,734.16	\$1,198,774.22	\$1,716,758.00	\$1,791,059.00	4.33%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Gas Tax	\$1,302,723.92	\$2,013,371.92	\$1,047,044.69	\$2,008,838.00	\$2,227,573.29	10.89%
Total Expenditures	\$1,302,723.92	\$2,013,371.92	\$1,047,044.69	\$2,008,838.00	\$2,227,573.29	10.89%



Off Street Parking Fund 109

The fund's purpose is to account for parking in lieu of a fee paid by businesses in lieu of providing additional onsite parking.

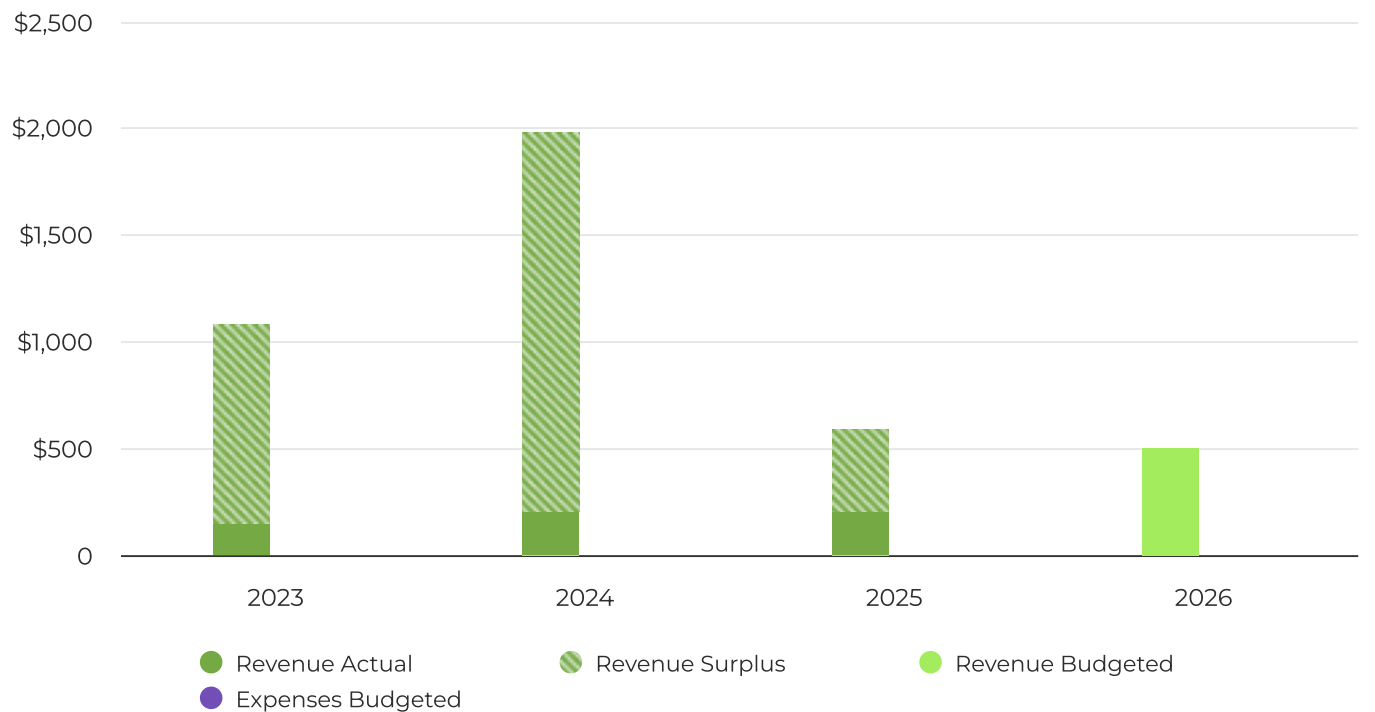
Off Street Parking Fund Comprehensive Fund Summary

Comprehensive Fund Summary

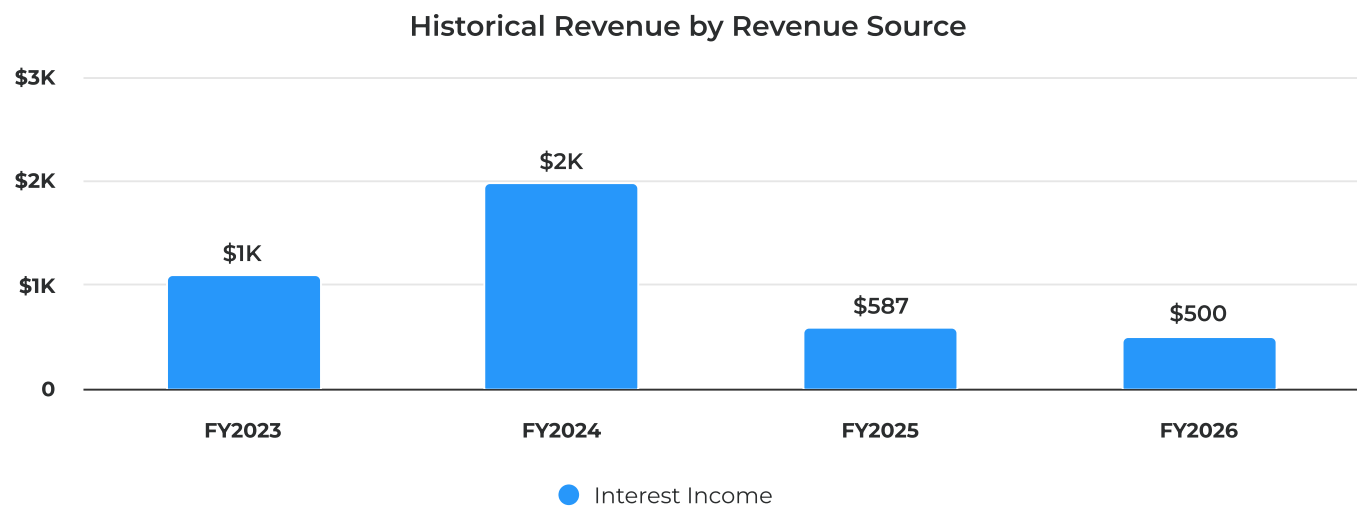
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$55,467.00	\$56,554.00	\$58,532.68	\$58,532.68	\$59,719.00
Revenues					
Interest Income	\$1,086.52	\$1,978.67	\$200.00	\$586.63	\$500.00
Total Revenues	\$1,086.52	\$1,978.67	\$200.00	\$586.63	\$500.00
Expenditures					
Total Expenditures	-	-	-	-	-
Total Revenues Less Expenditures	\$1,086.52	\$1,978.67	\$200.00	\$586.63	\$500.00
Ending Fund Balance	\$56,553.52	\$58,532.67	\$58,732.68	\$59,119.31	\$60,219.00

Off Street Parking Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source



Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Interest Income	\$1,086.52	\$1,978.67	\$586.63	\$200.00	\$500.00	150.00%
Total Revenues	\$1,086.52	\$1,978.67	\$586.63	\$200.00	\$500.00	150.00%



Local Transportation Fund 111

The fund's purpose is to account for the City's allocation of local transportation revenues for streets, roads, and sidewalk improvements.

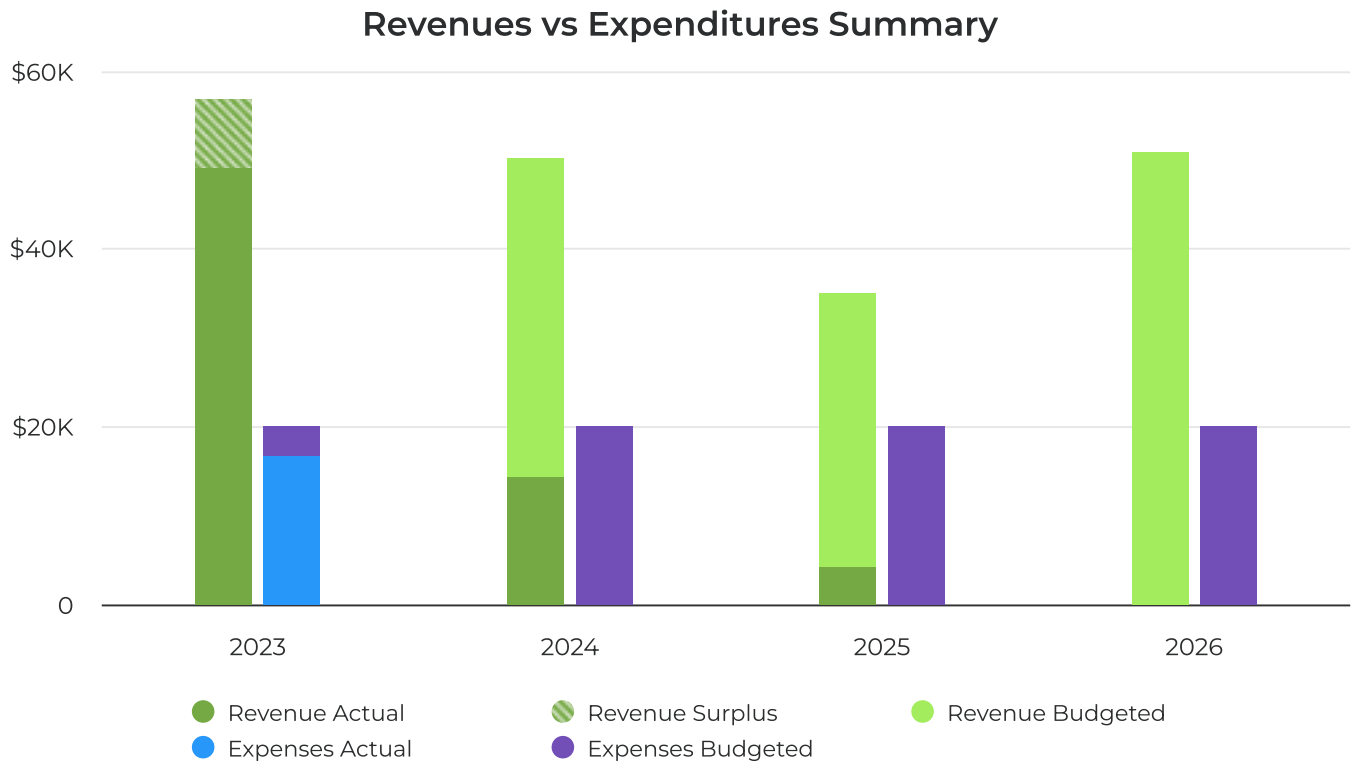
Local Transportation Fund Comprehensive Fund Summary

Comprehensive Fund Summary

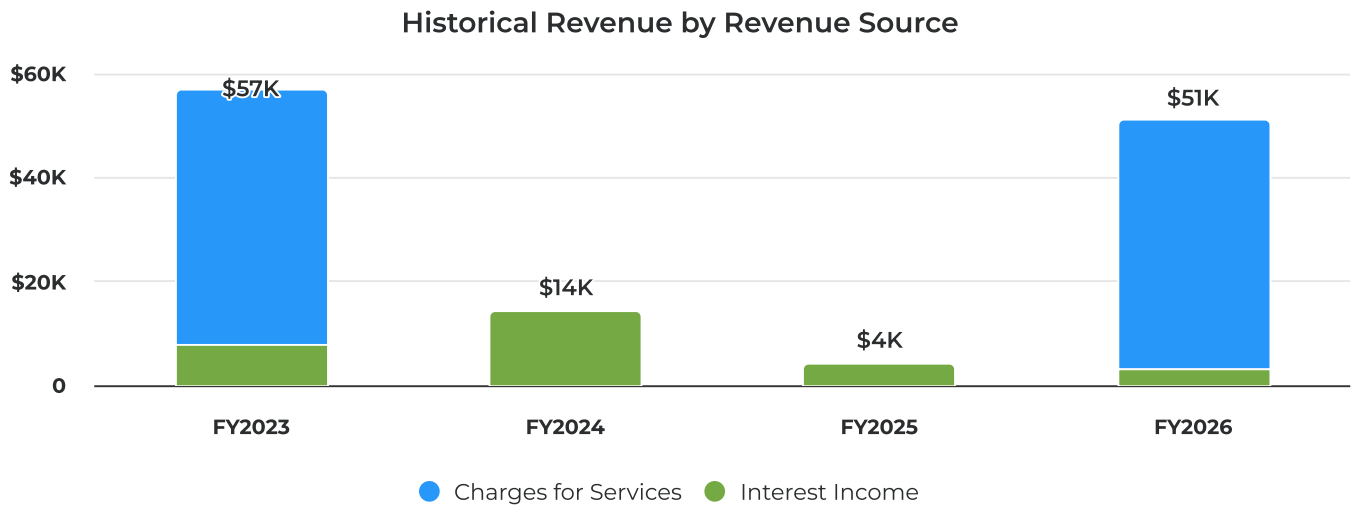
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025- 26
Beginning Fund Balance	-\$72,840.00	-\$32,831.00	-\$18,506.00	-\$18,506.00	\$1,740.00
Revenues					
Charges for Services	\$48,894.66	-	\$32,000.00	-	\$48,000.00
Interest Income	\$7,865.72	\$14,324.29	\$3,000.00	\$4,246.86	\$3,000.00
Total Revenues	\$56,760.38	\$14,324.29	\$35,000.00	\$4,246.86	\$51,000.00
Expenditures					
Professional Services	-	-	\$20,000.00	-	\$20,000.00
Capital Expenses/ Projects	\$16,750.78	-	-	-	-
Total Expenditures	\$16,750.78	-	\$20,000.00	-	\$20,000.00
Total Revenues Less Expenditures	\$40,009.60	\$14,324.29	\$15,000.00	\$4,246.86	\$31,000.00
Ending Fund Balance	-\$32,830.40	-\$18,506.71	-\$3,506.00	-\$14,259.14	\$32,740.00



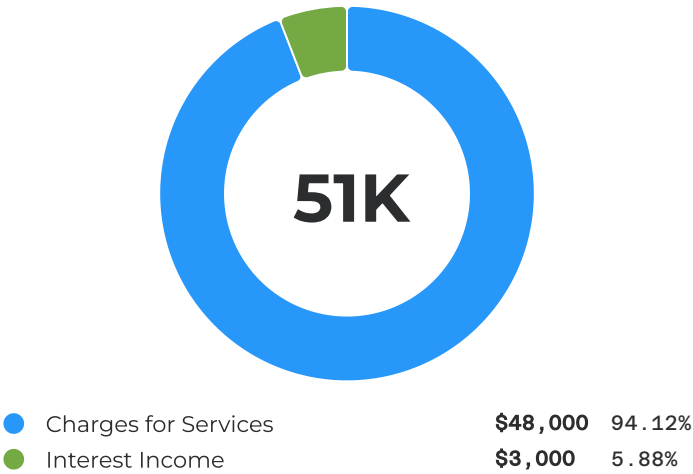
Local Transportation Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

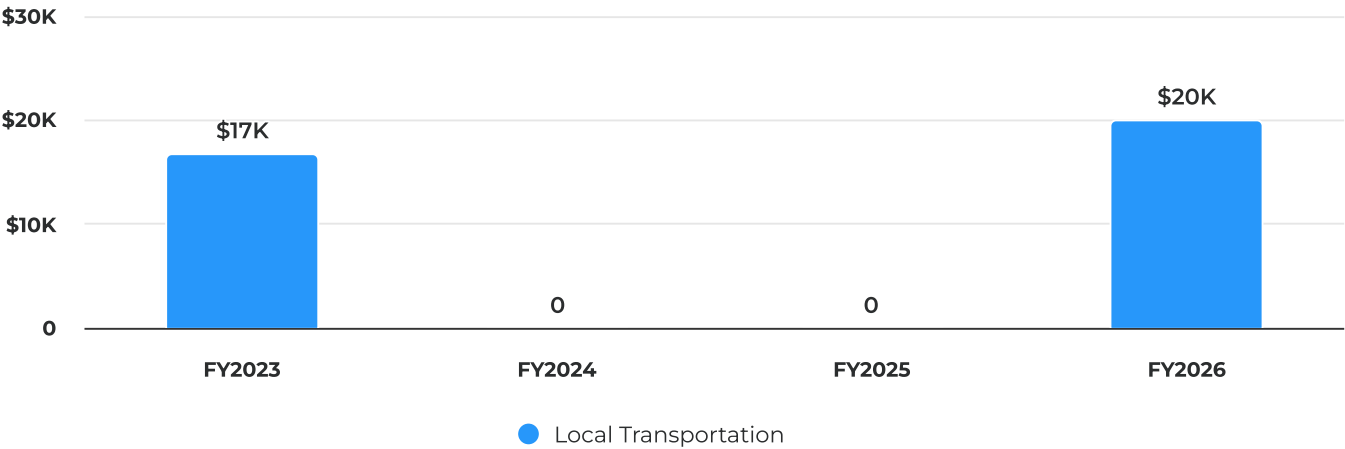


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$48,894.66	-	-	\$32,000.00	\$48,000.00	50.00%
Interest Income	\$7,865.72	\$14,324.29	\$4,246.86	\$3,000.00	\$3,000.00	0.00%
Total Revenues	\$56,760.38	\$14,324.29	\$4,246.86	\$35,000.00	\$51,000.00	45.71%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Local Transportation \$20,000 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Local Transportation	\$16,750.78	-	-	\$20,000.00	\$20,000.00	0.00%
Total Expenditures	\$16,750.78	-	-	\$20,000.00	\$20,000.00	0.00%



Neighborhood Improvement Fund 117

The fund's purpose is to account for monies received for vehicle abatement fees and code enforcement officer costs.

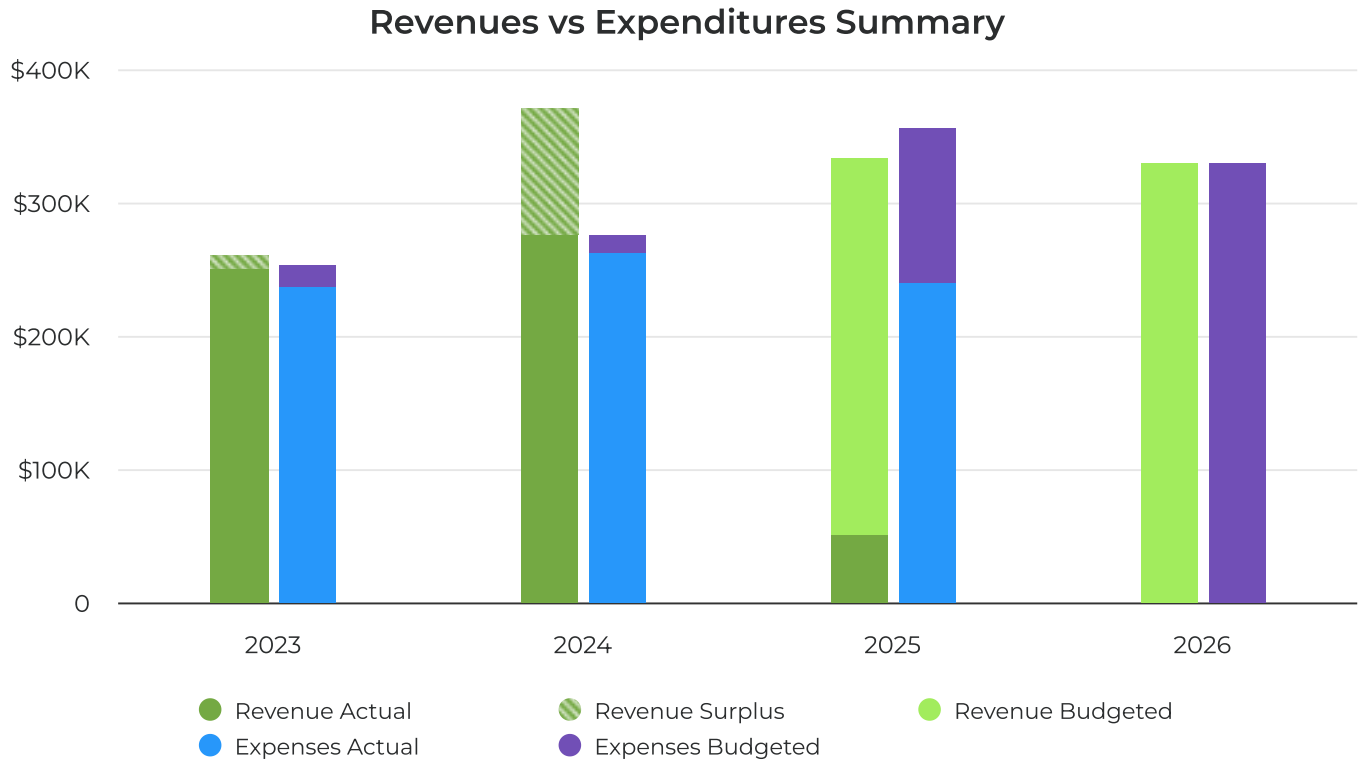
Neighborhood Improvement Fund Comprehensive Fund Summary

Comprehensive Fund Summary

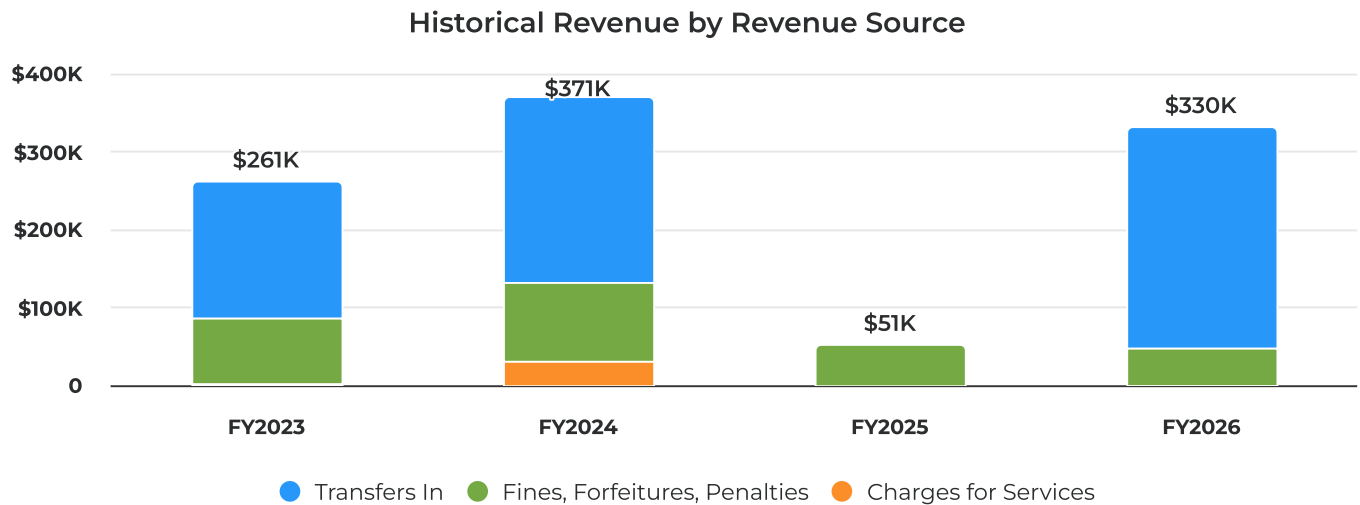
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$1,074.00	\$23,919.00	\$25,125.00	\$25,125.00	\$3,125.00
Revenues					
Charges for Services	\$25.00	\$30,700.00	-	-	-
Fines, Forfeitures, Penalties	\$85,517.56	\$99,956.22	\$56,000.00	\$50,945.96	\$46,000.00
Transfers In	\$175,562.00	\$240,000.00	\$278,472.00	-	\$284,250.00
Total Revenues	\$261,104.56	\$370,656.22	\$334,472.00	\$50,945.96	\$330,250.00
Expenditures					
Payroll Benefits	\$89,836.48	\$98,798.58	\$133,015.00	\$97,527.86	\$112,191.24
Salary	\$131,814.69	\$147,154.02	\$191,507.00	\$122,483.89	\$182,356.91
Professional Services	\$6,415.25	\$9,472.71	\$20,250.00	\$12,644.21	\$23,013.00
Services/ Supplies	\$6,655.02	\$5,034.45	\$9,950.00	\$6,466.35	\$9,368.00
Utilities	\$1,368.60	\$1,439.85	\$1,750.00	\$1,002.56	\$2,898.00
Total Expenditures	\$236,090.04	\$261,899.61	\$356,472.00	\$240,124.87	\$329,827.15
Total Revenues Less Expenditures	\$25,014.52	\$108,756.61	-\$22,000.00	-\$189,178.91	\$422.85
Ending Fund Balance	\$26,088.52	\$132,675.61	\$3,125.00	-\$164,053.91	\$3,547.85



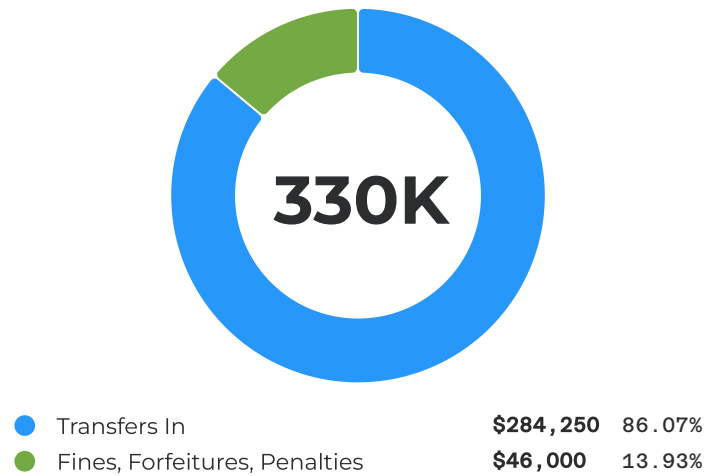
Neighborhood Improvement Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

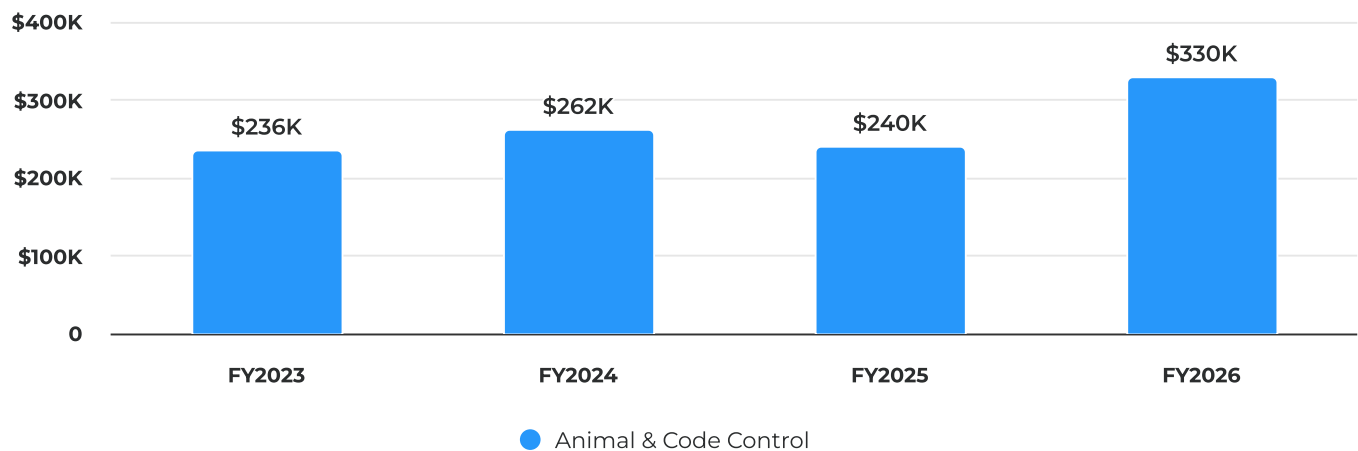


Revenues by Revenue Source

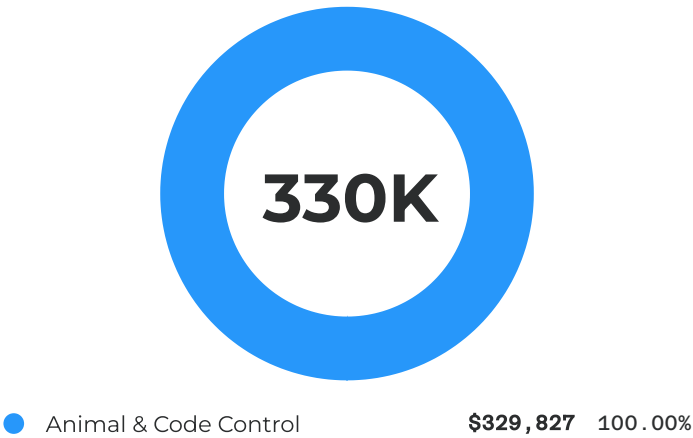
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$25.00	\$30,700.00	-	-	-	-
Fines, Forfeitures, Penalties	\$85,517.56	\$99,956.22	\$50,945.96	\$56,000.00	\$46,000.00	-17.86%
Transfers In	\$175,562.00	\$240,000.00	-	\$278,472.00	\$284,250.00	2.07%
Total Revenues	\$261,104.56	\$370,656.22	\$50,945.96	\$334,472.00	\$330,250.00	-1.26%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Animal & Code Control	\$236,090.04	\$261,899.61	\$240,124.87	\$356,472.00	\$329,827.15	-7.47%
Total Expenditures	\$236,090.04	\$261,899.61	\$240,124.87	\$356,472.00	\$329,827.15	-7.47%



Community Center Fund 118

The fund's purpose is to account for revenues and expenditures for the rentals at the Community Center and Jacob Myers Park.

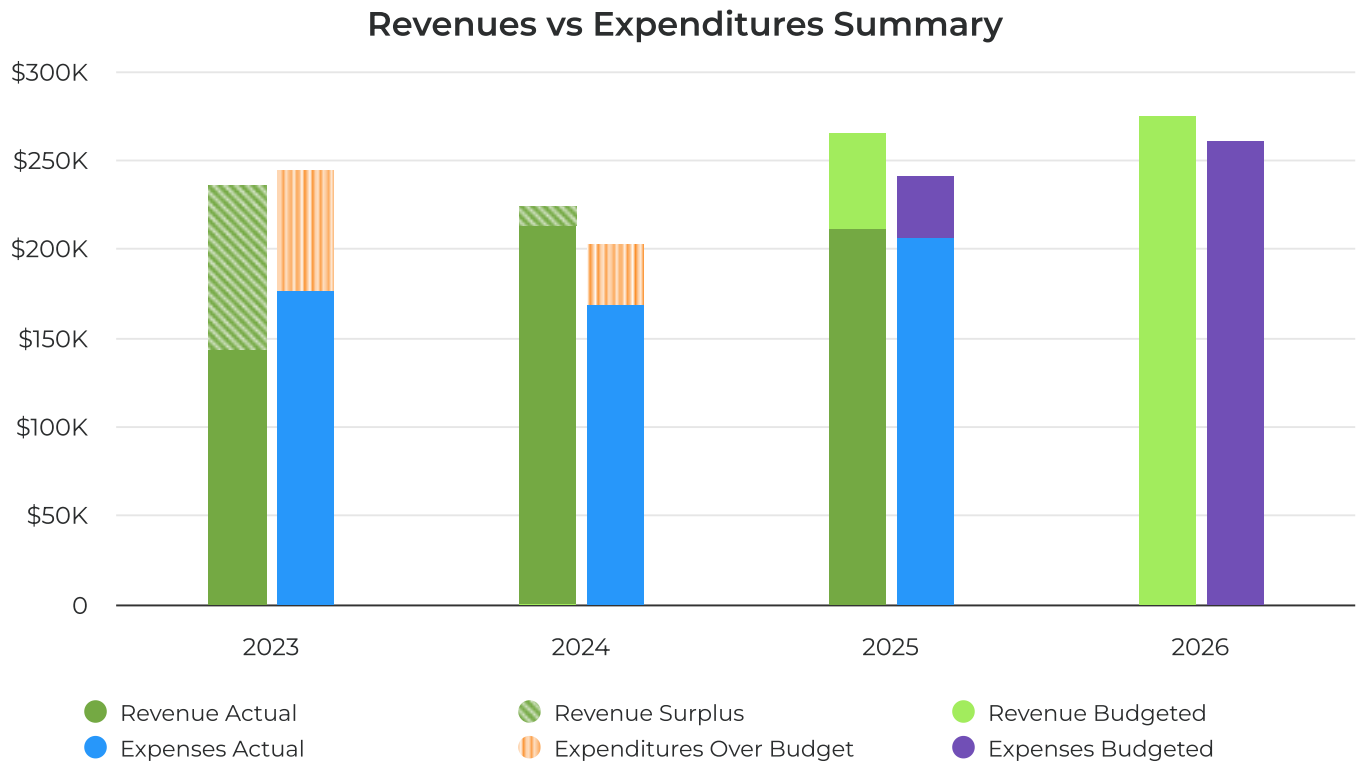
Community Center Fund Comprehensive Fund Summary

Comprehensive Fund Summary

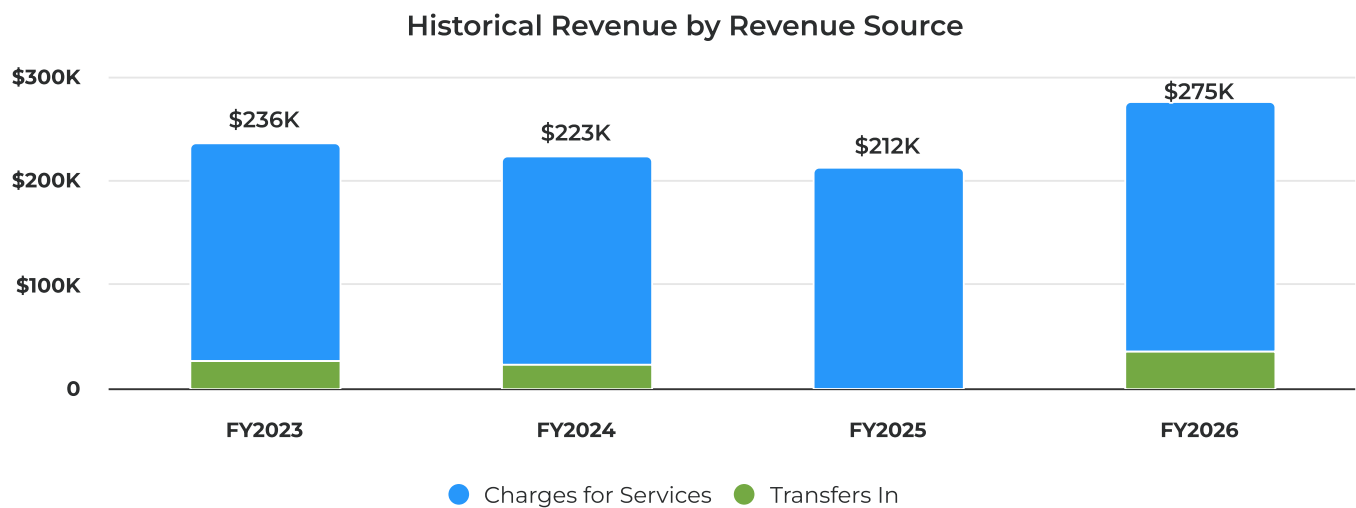
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$21,716.00	\$23,906.00	\$42,923.00	\$42,923.00	\$57,612.00
Revenues					
Charges for Services	\$209,016.25	\$200,918.82	\$218,525.00	\$211,653.19	\$240,000.00
Transfers In	\$26,850.00	\$22,500.00	\$46,325.00	-	\$35,000.00
Total Revenues	\$235,866.25	\$223,418.82	\$264,850.00	\$211,653.19	\$275,000.00
Expenditures					
Payroll Benefits	\$3,676.90	\$3,028.45	\$12,307.00	\$2,676.40	\$21,087.43
Salary	\$37,208.92	\$31,590.68	\$43,752.00	\$35,382.50	\$61,017.37
Professional Services	\$8,047.93	\$4,490.85	\$6,186.00	\$2,969.94	\$5,000.00
Services/ Supplies	\$139,287.65	\$121,929.59	\$147,706.85	\$131,504.22	\$153,652.25
Utilities	\$55,363.88	\$41,485.32	\$40,209.00	\$20,527.17	\$20,000.00
Capital Expenses/ Projects	-	-	-	\$13,136.24	-
Total Expenditures	\$243,585.28	\$202,524.89	\$250,160.85	\$206,196.47	\$260,757.05
Total Revenues Less Expenditures	-\$7,719.03	\$20,893.93	\$14,689.15	\$5,456.72	\$14,242.95
Ending Fund Balance	\$13,996.97	\$44,799.93	\$57,612.15	\$48,379.72	\$71,854.95



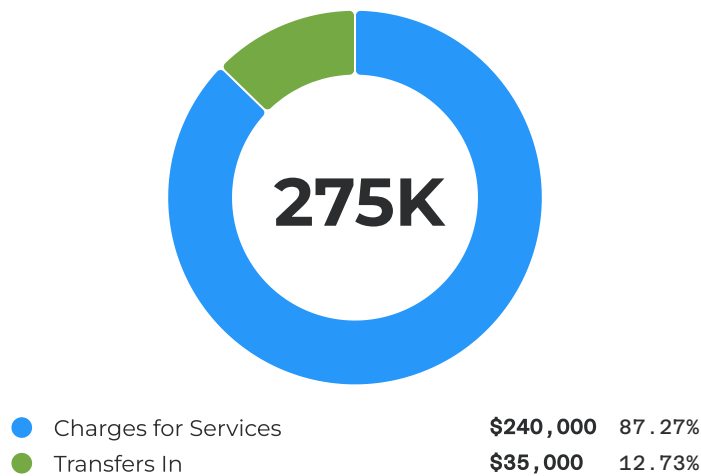
Community Center Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

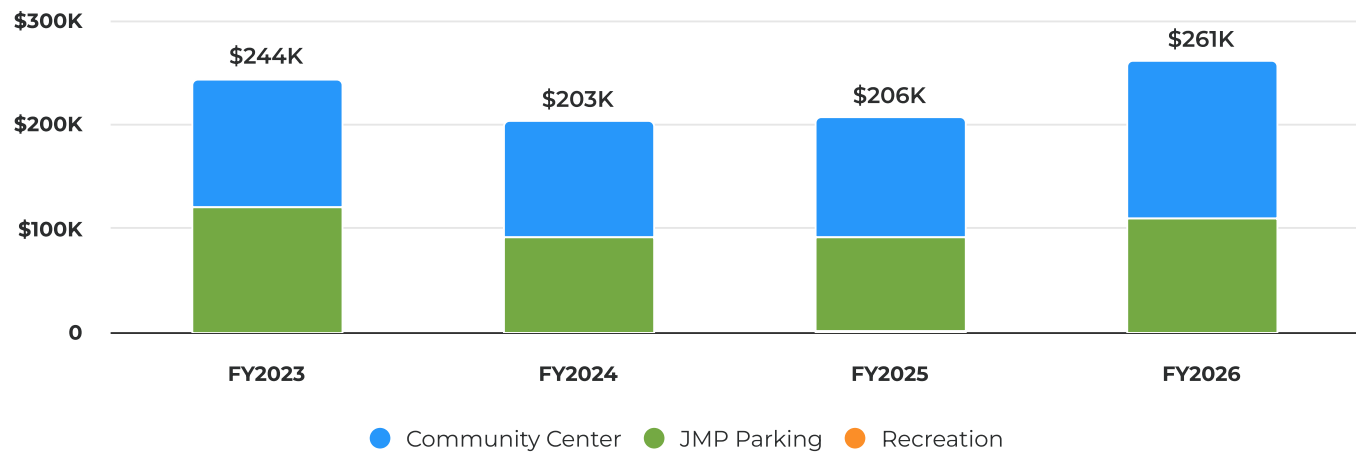


Revenues by Revenue Source

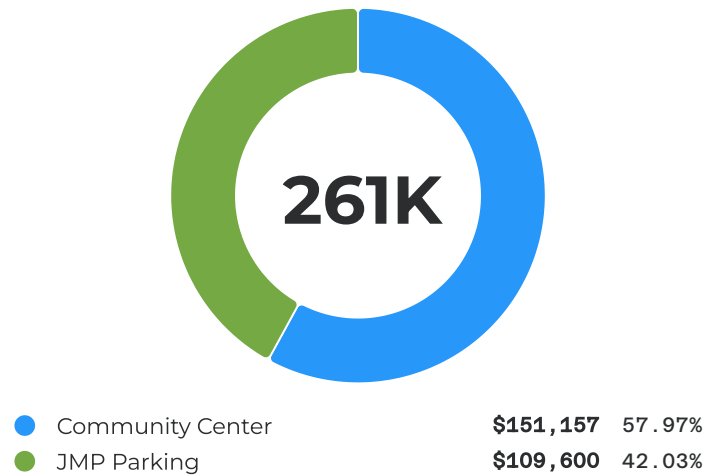
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$209,016.25	\$200,918.82	\$211,653.19	\$218,525.00	\$240,000.00	9.83%
Transfers In	\$26,850.00	\$22,500.00	-	\$46,325.00	\$35,000.00	-24.45%
Total Revenues	\$235,866.25	\$223,418.82	\$211,653.19	\$264,850.00	\$275,000.00	3.83%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Recreation	-	-	\$203.90	-	-	-
JMP Parking	\$119,366.13	\$91,106.44	\$91,096.62	\$111,005.00	\$109,600.00	-1.27%
Community Center	\$124,219.15	\$111,418.45	\$114,895.95	\$139,155.85	\$151,157.05	8.62%
Total Expenditures	\$243,585.28	\$202,524.89	\$206,196.47	\$250,160.85	\$260,757.05	4.24%

Equipment Pool Fund 119

The Equipment Pool Fund is responsible for maintaining the vehicles and equipment for the City.

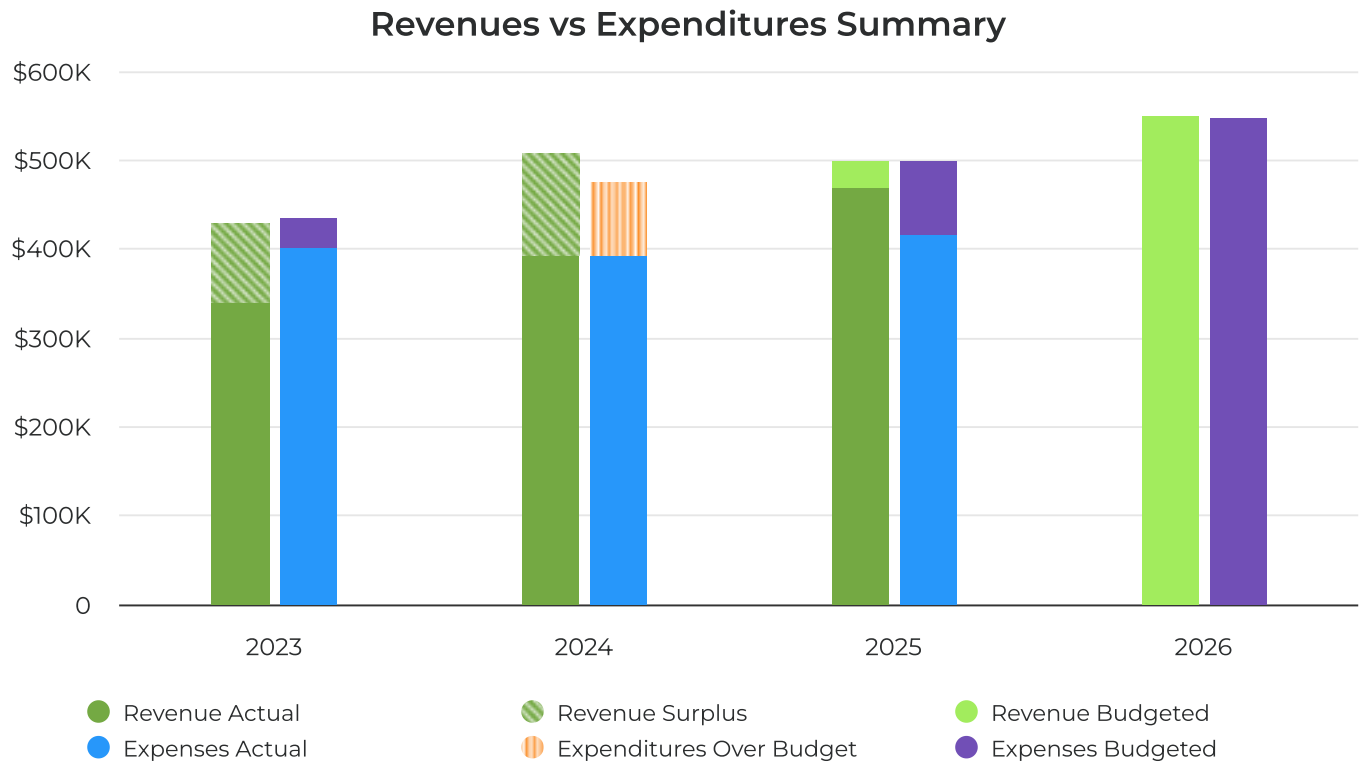
Equipment Pool Fund Comprehensive Fund Summary

Comprehensive Fund Summary

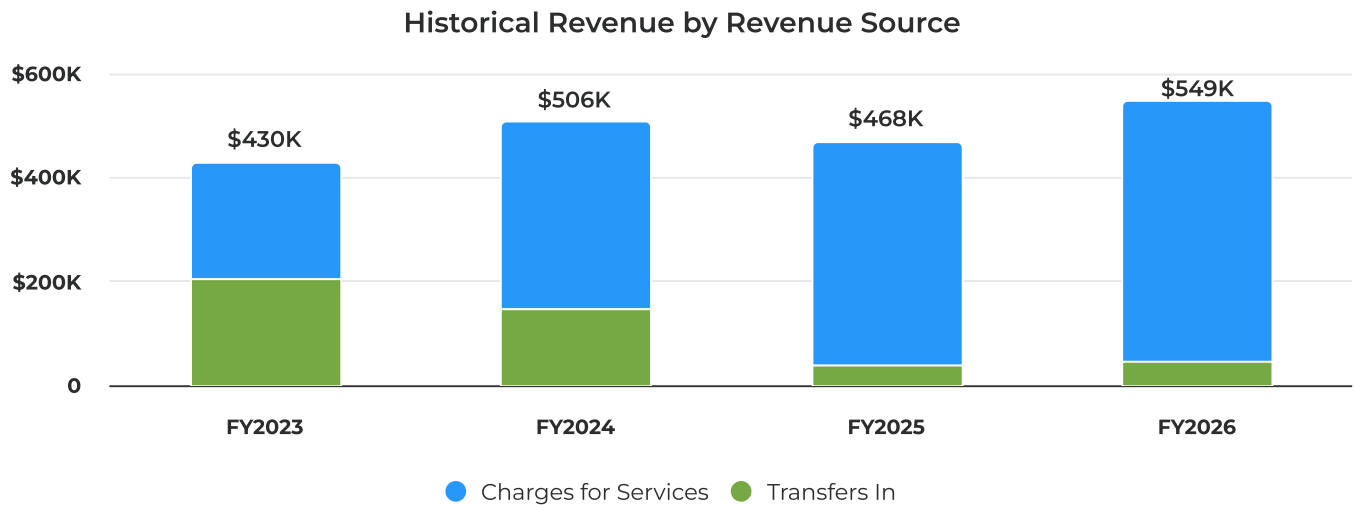
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$27,988.00	\$1,149.00	\$30,174.00	\$30,174.00	-\$257.00
Revenues					
Charges for Services	\$223,756.57	\$361,550.00	\$459,485.00	\$428,985.00	\$504,266.70
Transfers In	\$205,829.43	\$144,923.00	\$39,360.00	\$39,360.00	\$44,248.04
Total Revenues	\$429,586.00	\$506,473.00	\$498,845.00	\$468,345.00	\$548,514.74
Expenditures					
Payroll Benefits	\$41,632.19	\$47,275.50	\$54,965.00	\$48,862.96	\$63,031.70
Salary	\$68,135.09	\$72,774.77	\$76,079.00	\$66,915.82	\$80,981.48
Professional Services	\$26,639.77	\$62,777.55	\$104,000.00	\$93,289.16	\$113,000.00
Services/ Supplies	\$14,566.27	\$18,387.07	\$21,550.00	\$18,368.29	\$23,400.00
Utilities	\$33,792.22	\$30,396.18	\$32,250.00	\$20,150.30	\$32,500.00
Vehicle/ Fueling Costs	\$202,438.58	\$243,537.97	\$205,000.00	\$168,738.72	\$230,000.00
Capital Expenses/ Projects	\$14,252.45	-	\$5,000.00	-	\$5,000.00
Total Expenditures	\$401,456.57	\$475,149.04	\$498,844.00	\$416,325.25	\$547,913.18
Total Revenues Less Expenditures	\$28,129.43	\$31,323.96	\$1.00	\$52,019.75	\$601.56
Ending Fund Balance	\$141.43	\$32,472.96	\$30,175.00	\$82,193.75	\$344.56



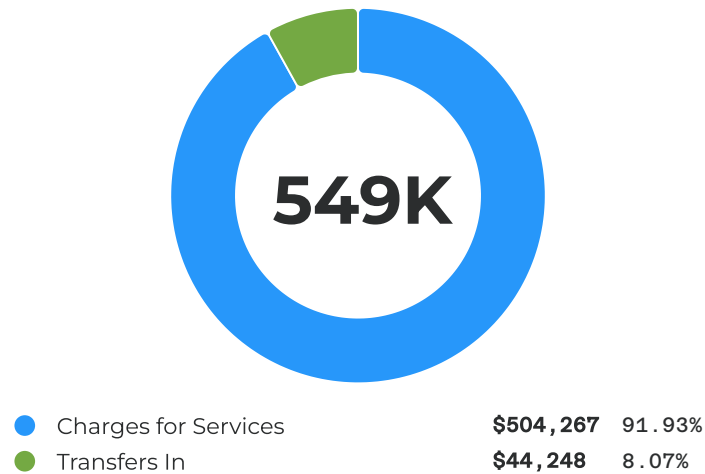
Equipment Pool Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

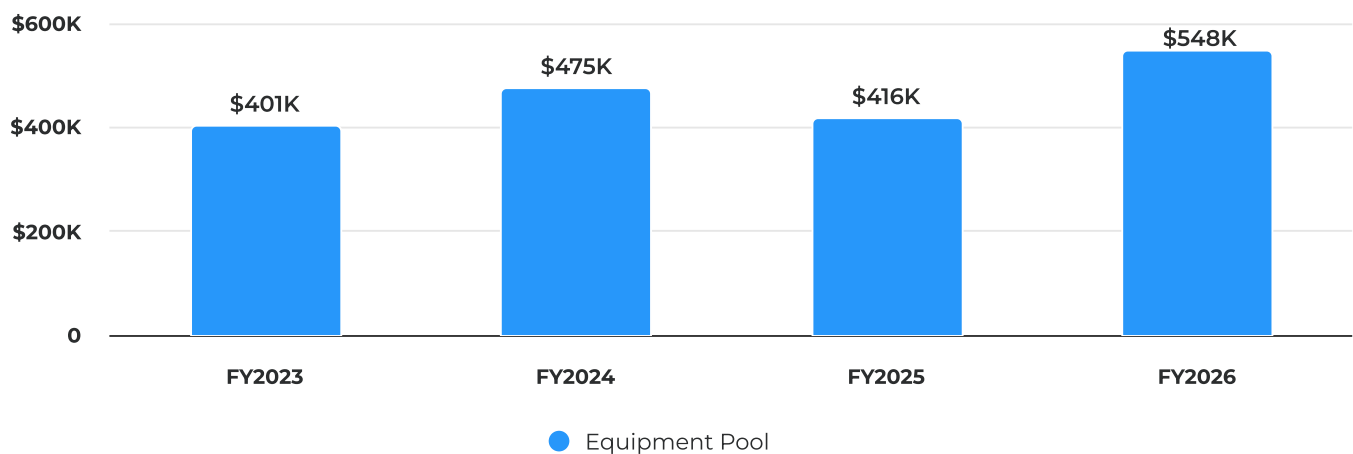


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$223,756.57	\$361,550.00	\$428,985.00	\$459,485.00	\$504,266.70	9.75%
Transfers In	\$205,829.43	\$144,923.00	\$39,360.00	\$39,360.00	\$44,248.04	12.42%
Total Revenues	\$429,586.00	\$506,473.00	\$468,345.00	\$498,845.00	\$548,514.74	9.96%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Equipment Pool **\$547,913** 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Equipment Pool	\$401,456.57	\$475,149.04	\$416,325.25	\$498,844.00	\$547,913.18	9.84%
Total Expenditures	\$401,456.57	\$475,149.04	\$416,325.25	\$498,844.00	\$547,913.18	9.84%



Special Projects Fund 125

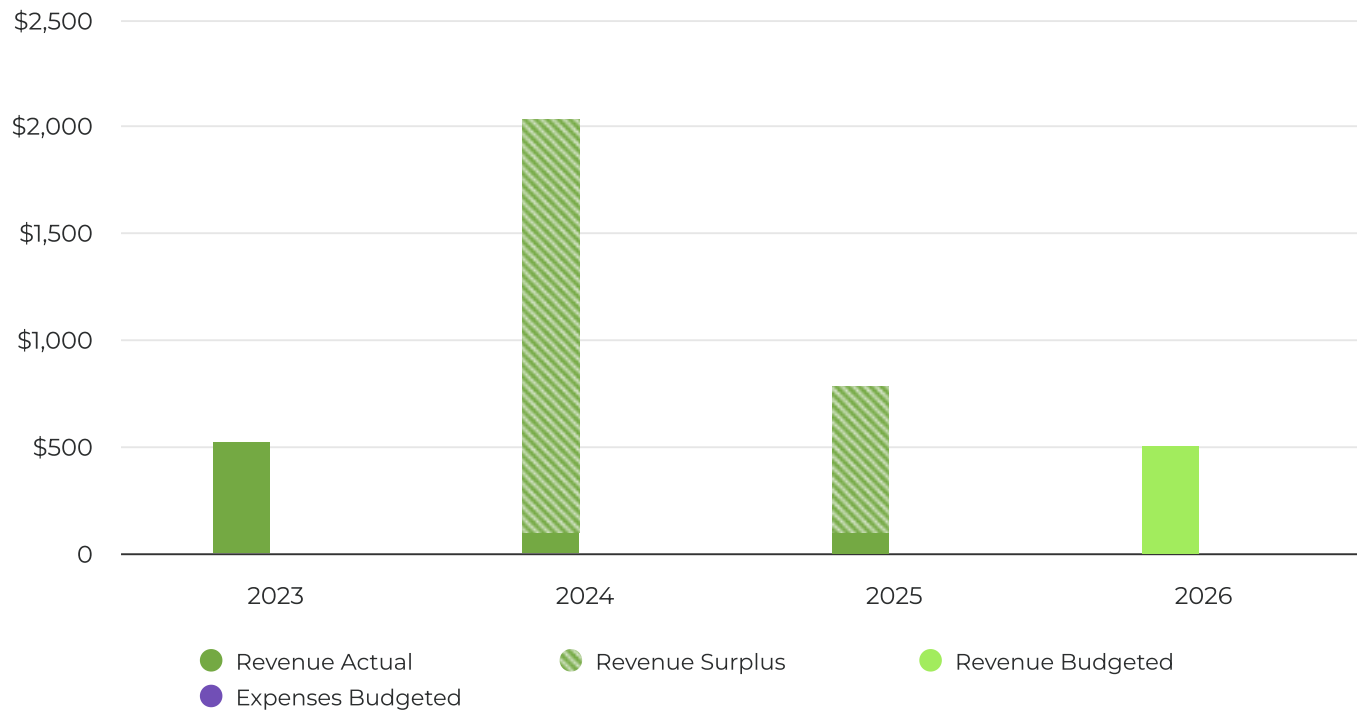
Special Project Fund Comprehensive Fund Summary

Comprehensive Fund Summary

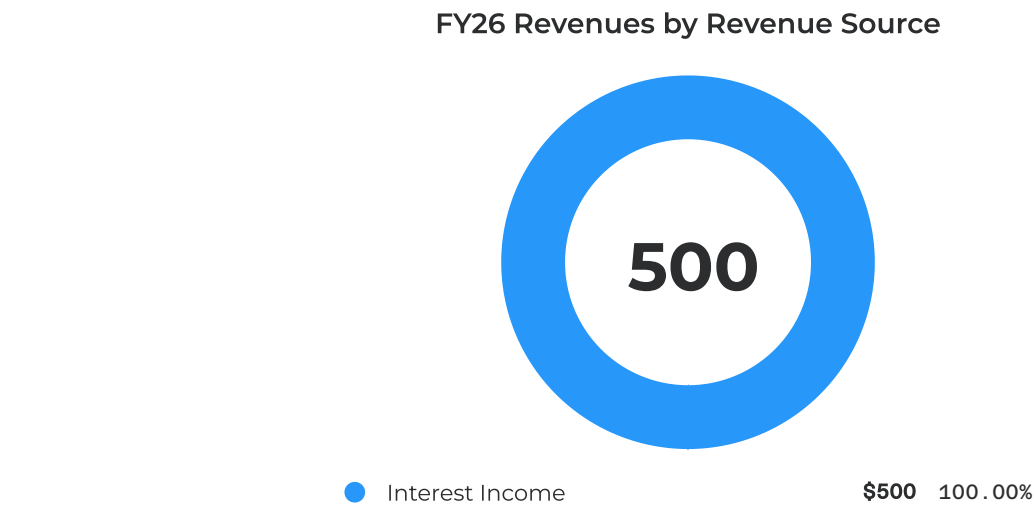
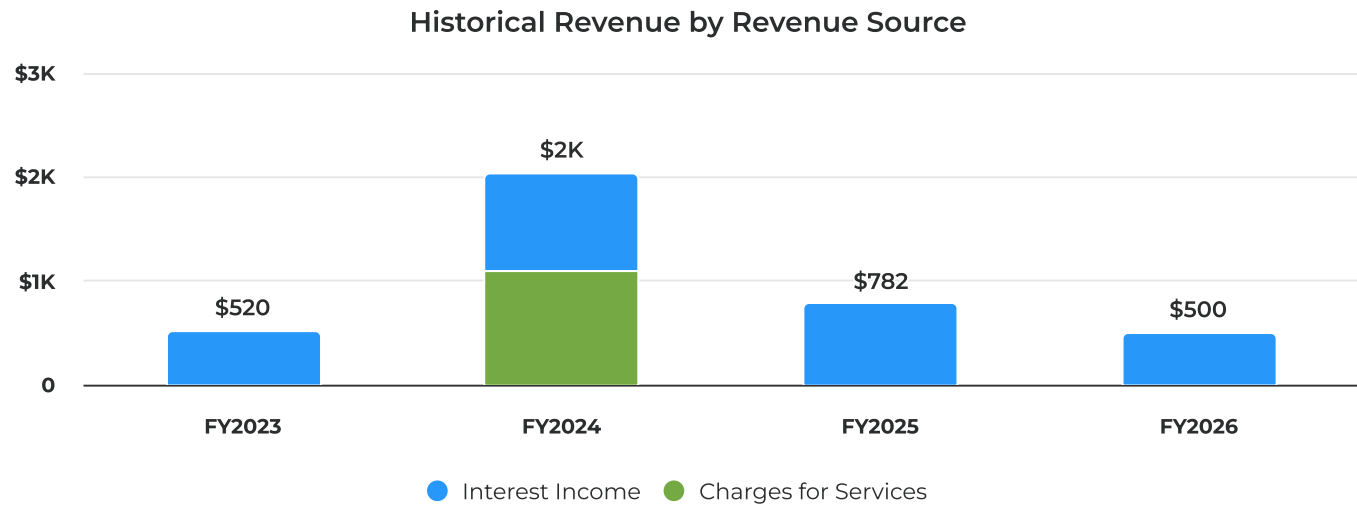
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$67,101.00	\$67,621.00	\$301,292.00	\$301,292.00	\$70,939.00
Revenues					
Charges for Services	-	\$1,088.79	-	-	-
Interest Income	\$520.25	\$947.43	\$100.00	\$781.59	\$500.00
Total Revenues	\$520.25	\$2,036.22	\$100.00	\$781.59	\$500.00
Expenditures					
Total Expenditures	-	-	-	-	-
Total Revenues Less Expenditures	\$520.25	\$2,036.22	\$100.00	\$781.59	\$500.00
Ending Fund Balance	\$67,621.25	\$69,657.22	\$301,392.00	\$302,073.59	\$71,439.00

Special Project Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source



Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	-	\$1,088.79	-	-	-	-
Interest Income	\$520.25	\$947.43	\$781.59	\$100.00	\$500.00	400.00%
Total Revenues	\$520.25	\$2,036.22	\$781.59	\$100.00	\$500.00	400.00%



Vehicle Tow Fund 126

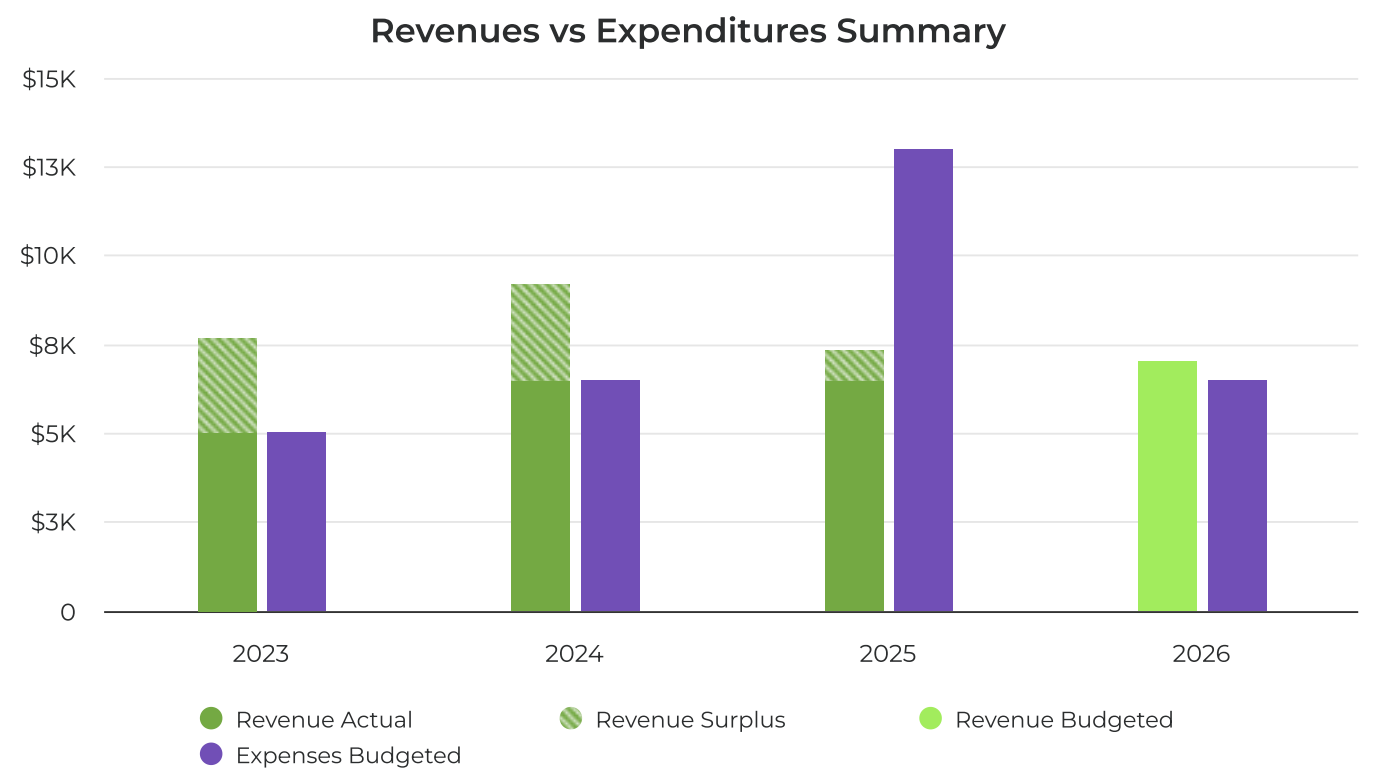
This fund is to account for monies received from asset seizures in the City's jurisdiction as well as revenues and expenditures from Office of Traffic Safety grants awarded for police services.

Vehicle Tow Fund Comprehensive Fund Summary

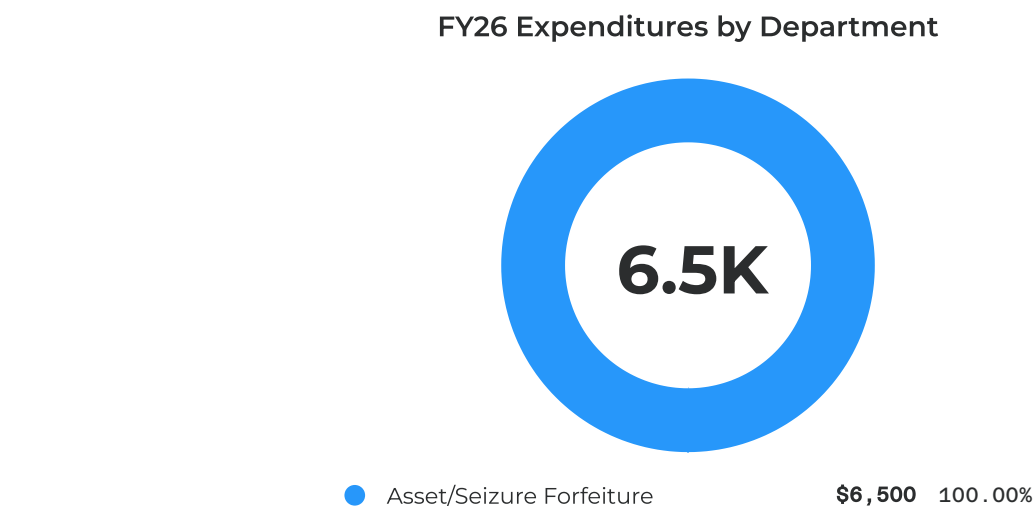
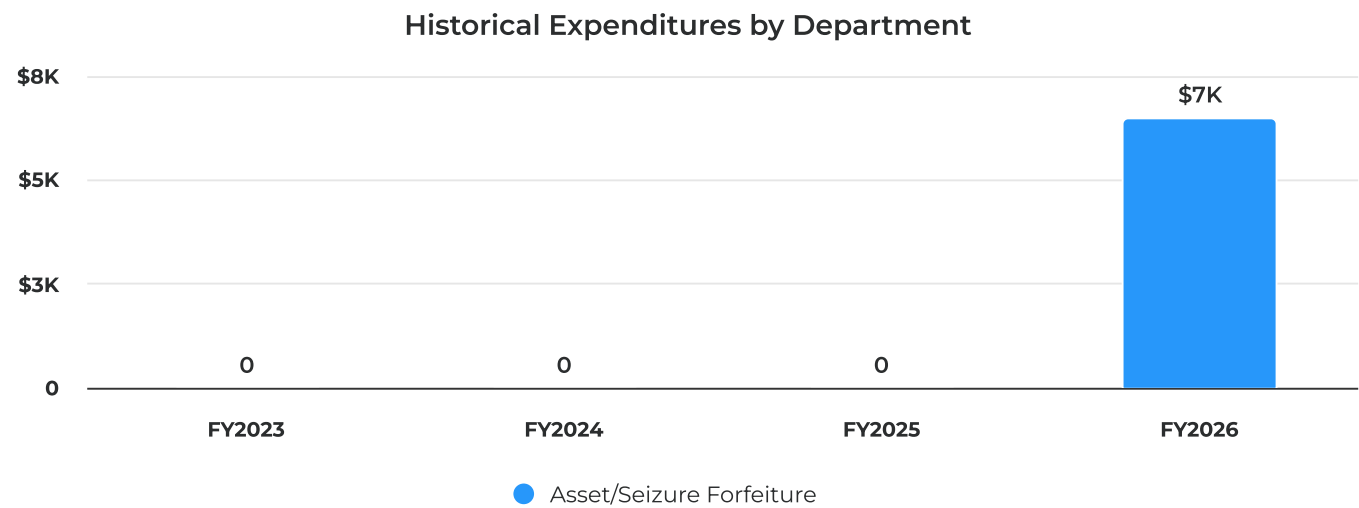
Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$25,547.00	\$33,192.00	\$42,391.00	\$42,391.00	\$25,192.00
Revenues					
Fines, Forfeitures, Penalties	\$7,645.00	\$9,200.00	\$6,500.00	\$7,350.00	\$7,000.00
Total Revenues	\$7,645.00	\$9,200.00	\$6,500.00	\$7,350.00	\$7,000.00
Expenditures					
Services/ Supplies	-	-	\$6,500.00	-	\$6,500.00
Capital Expenses/ Projects	-	-	\$6,500.00	-	-
Total Expenditures	-	-	\$13,000.00	-	\$6,500.00
Total Revenues Less Expenditures	\$7,645.00	\$9,200.00	-\$6,500.00	\$7,350.00	\$500.00
Ending Fund Balance	\$33,192.00	\$42,392.00	\$35,891.00	\$49,741.00	\$25,692.00

Vehicle Tow Fund Summary



Expenditures by Department



Expenditures by Department						
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Asset/Seizure Forfeiture	-	-	-	\$13,000.00	\$6,500.00	-50.00%
Total Expenditures	-	-	-	\$13,000.00	\$6,500.00	-50.00%



State Grants Fund 129

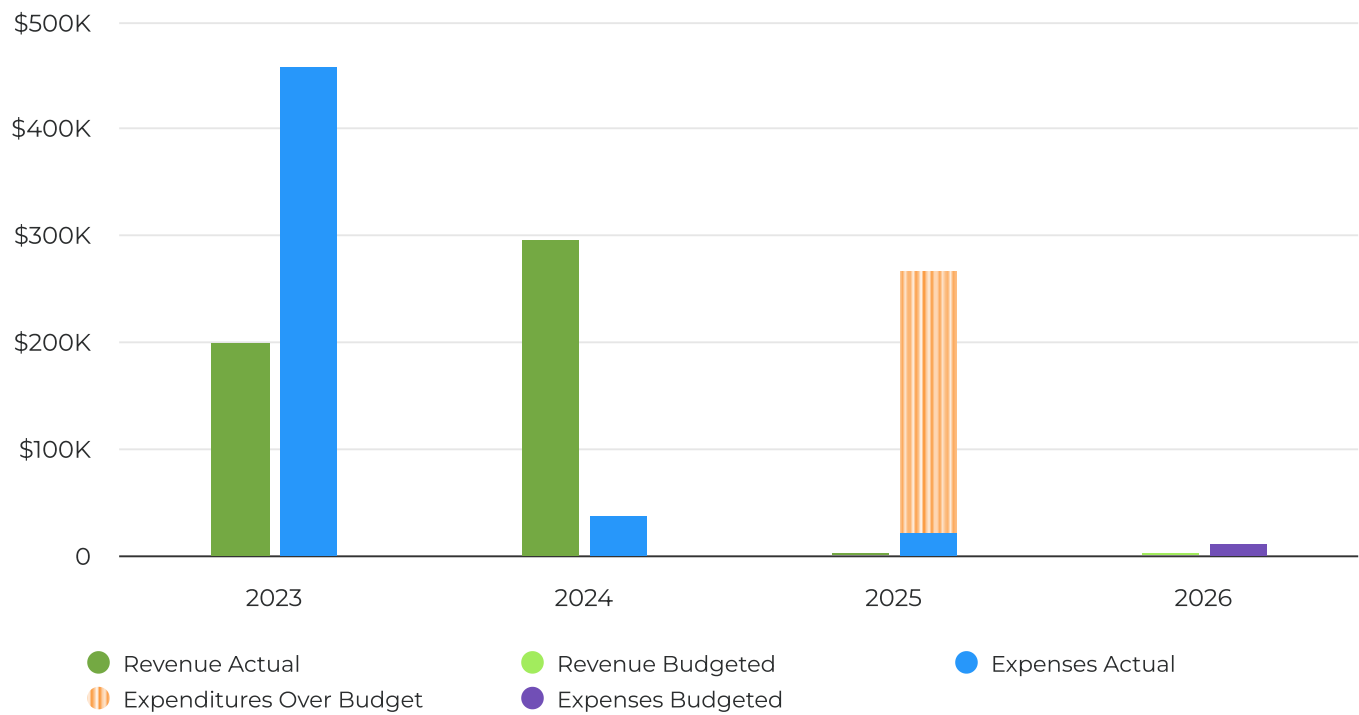
State Grants Fund Comprehensive Fund Summary

Comprehensive Fund Summary

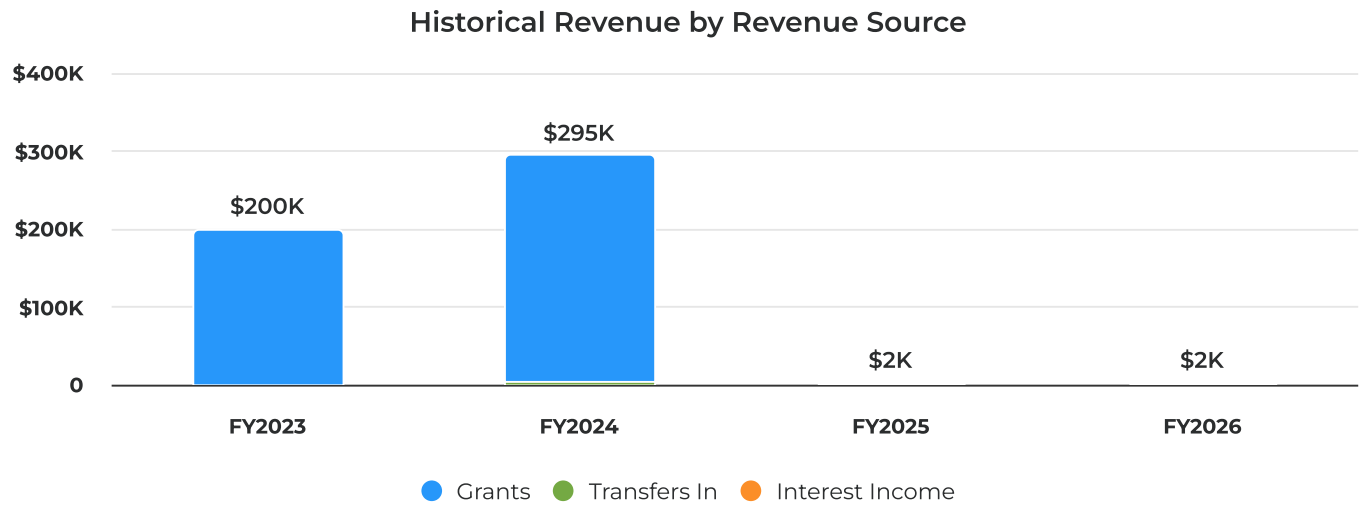
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025- 26
Beginning Fund Balance	-\$204,842.27	-\$462,578.00	-\$204,223.00	-\$204,223.00	\$52,692.00
Revenues					
Grants	\$199,657.95	\$291,271.86	-	-	-
Interest Income	-	-	-	\$2,002.76	\$1,500.00
Transfers In	-	\$3,688.19	-	-	-
Total Revenues	\$199,657.95	\$294,960.05	-	\$2,002.76	\$1,500.00
Expenditures					
Professional Services	\$45,065.41	\$9,799.64	\$10,000.00	\$5,916.88	-
Capital Expenses/ Projects	\$412,327.98	\$26,806.21	-	\$260,417.11	-
Transfers Out	-	-	\$11,000.00	-	\$11,000.00
Total Expenditures	\$457,393.39	\$36,605.85	\$21,000.00	\$266,333.99	\$11,000.00
Total Revenues Less Expenditures	-\$257,735.44	\$258,354.20	-\$21,000.00	-\$264,331.23	-\$9,500.00
Ending Fund Balance	-\$462,577.71	-\$204,223.80	-\$225,223.00	-\$468,554.23	\$43,192.00

State Grants Fund Summary

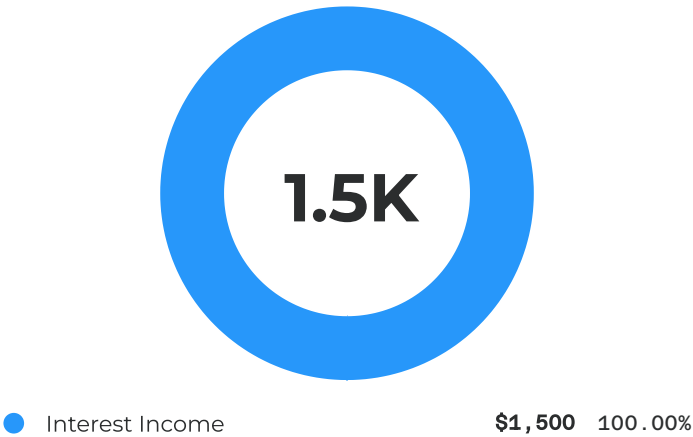
Revenues vs Expenditures Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

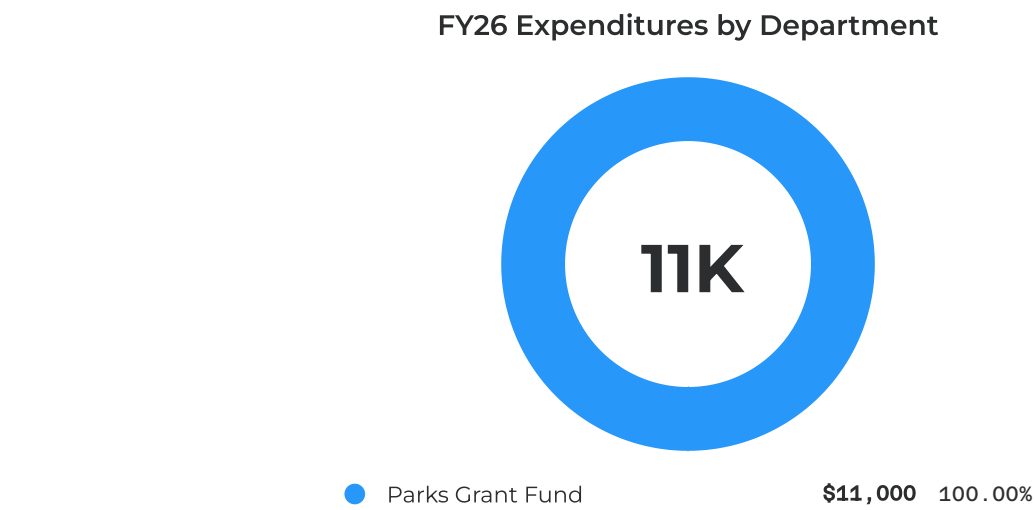
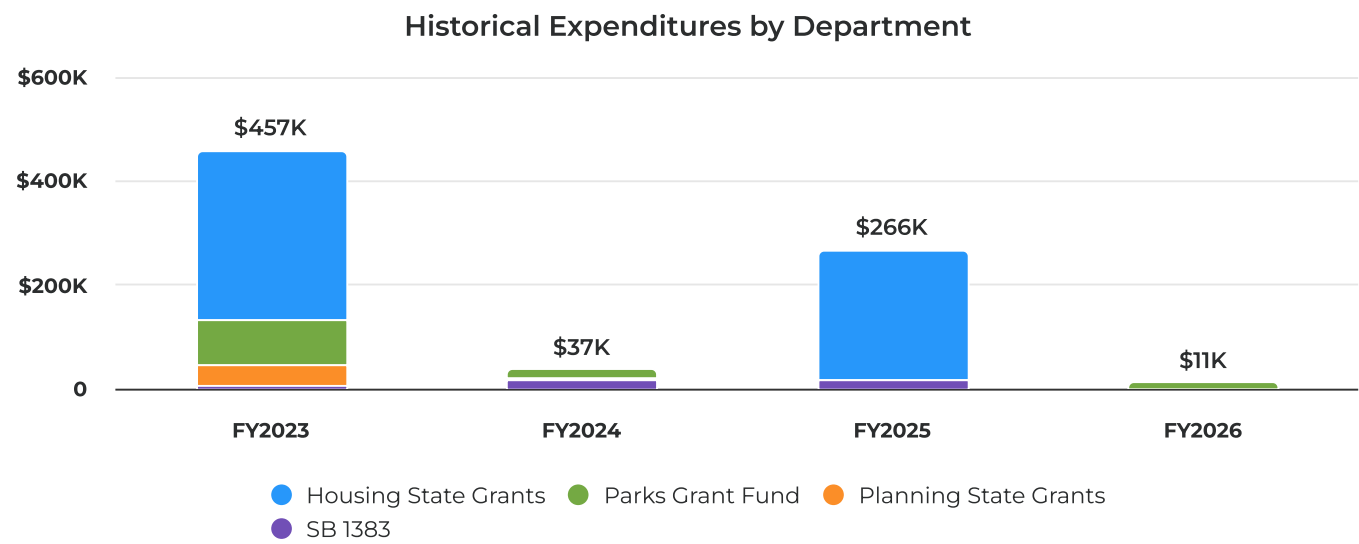


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 (%)
Grants	\$199,657.95	\$291,271.86	-	-	-	-
Interest Income	-	-	\$2,002.76	-	\$1,500.00	-
Transfers In	-	\$3,688.19	-	-	-	-
Total Revenues	\$199,657.95	\$294,960.05	\$2,002.76	-	\$1,500.00	-



Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
SB 1383	\$5,094.79	\$16,102.19	\$16,333.99	\$10,000.00	-	-100.00%
Housing State Grants	\$323,681.75	-	\$250,000.00	-	-	-
Parks Grant Fund	\$88,354.99	\$16,334.81	-	\$11,000.00	\$11,000.00	0.00%
Planning State Grants	\$40,261.86	\$4,168.85	-	-	-	-
Total Expenditures	\$457,393.39	\$36,605.85	\$266,333.99	\$21,000.00	\$11,000.00	-47.62%



Weed Abatement Fund 132

The fund's purpose is to account for weed and rubbish cleanup in the City.

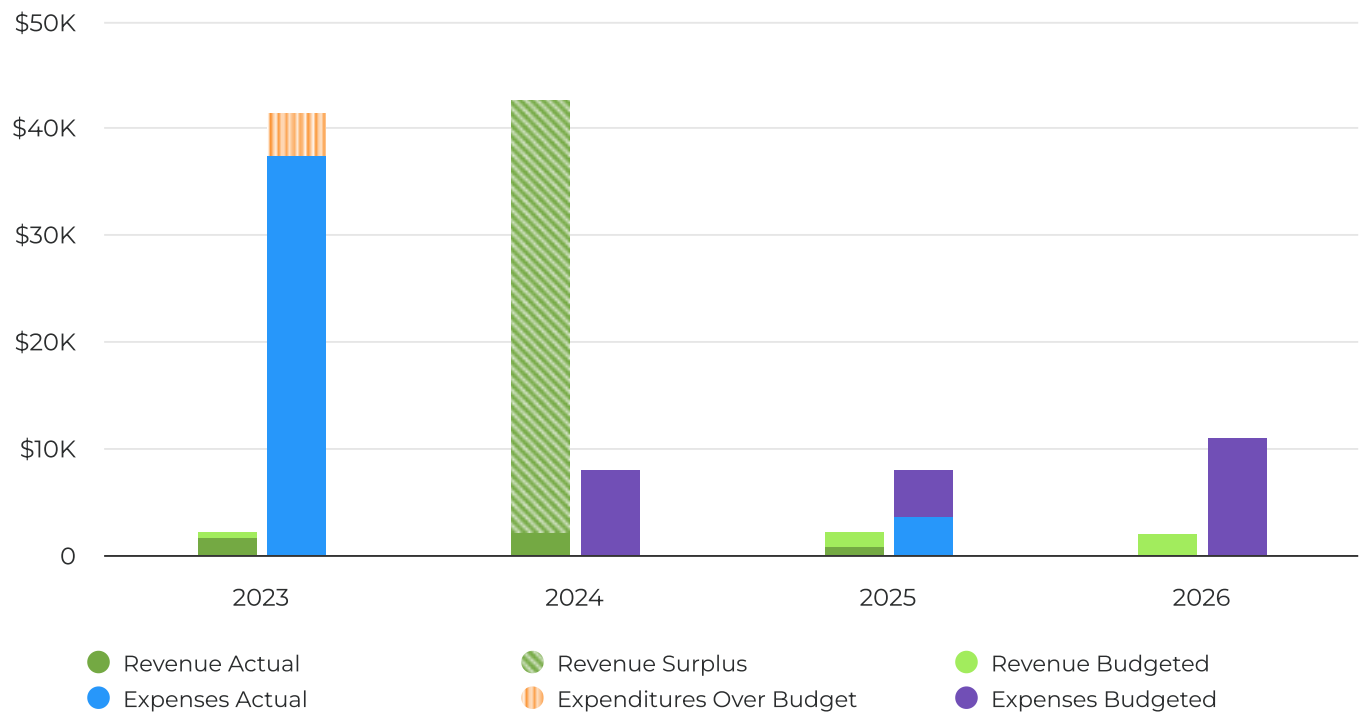
Weed Abatement Fund Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$50,578.00	\$10,917.00	\$53,527.00	\$53,527.00	\$47,909.00
Revenues					
Charges for Services	\$500.00	\$40,481.39	\$2,000.00	-	\$2,000.00
Interest Income	\$1,169.19	\$2,129.22	\$25.00	\$631.27	-
Total Revenues	\$1,669.19	\$42,610.61	\$2,025.00	\$631.27	\$2,000.00
Expenditures					
Professional Services	\$41,330.22	-	\$8,000.00	\$1,100.00	\$8,000.00
Services/ Supplies	-	-	-	\$2,400.00	\$3,000.00
Total Expenditures	\$41,330.22	-	\$8,000.00	\$3,500.00	\$11,000.00
Total Revenues Less Expenditures	-\$39,661.03	\$42,610.61	-\$5,975.00	-\$2,868.73	-\$9,000.00
Ending Fund Balance	\$10,916.97	\$53,527.61	\$47,552.00	\$50,658.27	\$38,909.00

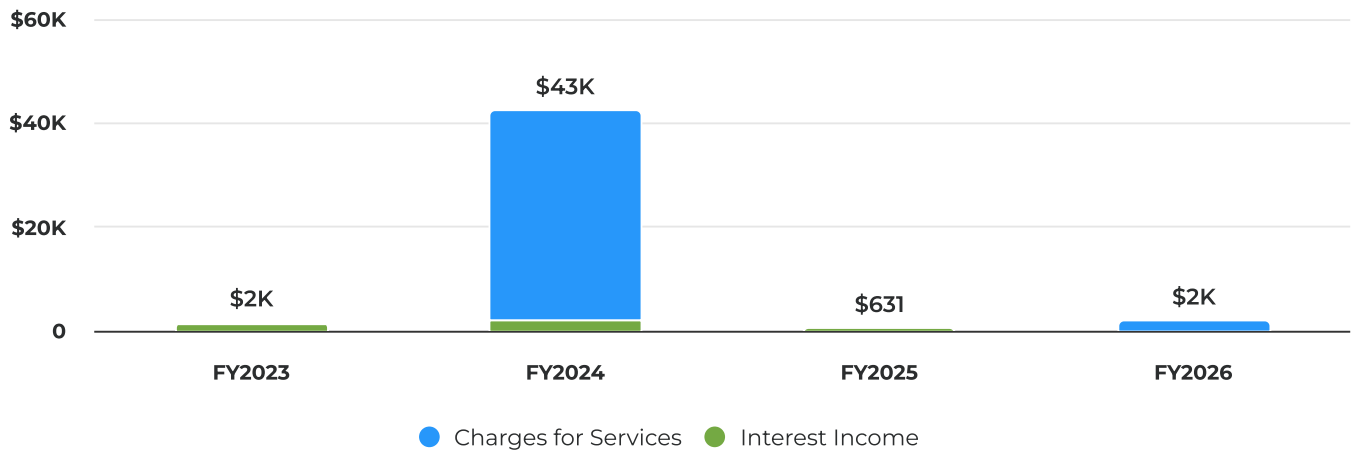
Weed Abatement Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

Historical Revenue by Revenue Source

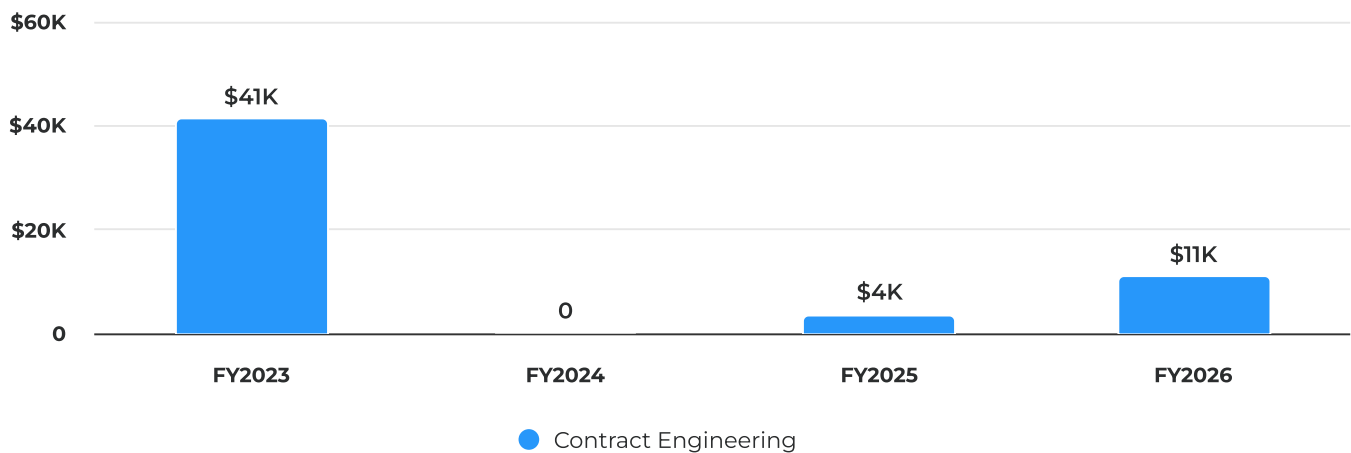


Revenues by Revenue Source

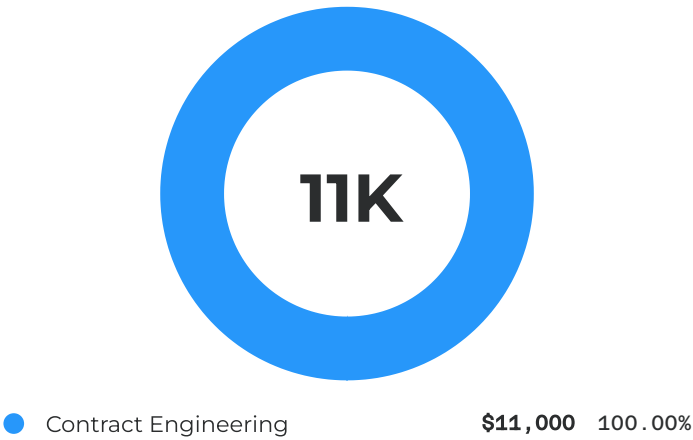
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 (%)
Charges for Services	\$500.00	\$40,481.39	-	\$2,000.00	\$2,000.00	0.00%
Interest Income	\$1,169.19	\$2,129.22	\$631.27	\$25.00	-	-100.00%
Total Revenues	\$1,669.19	\$42,610.61	\$631.27	\$2,025.00	\$2,000.00	-1.23%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Contract Engineering	\$41,330.22	-	\$3,500.00	\$8,000.00	\$11,000.00	37.50%
Total Expenditures	\$41,330.22	-	\$3,500.00	\$8,000.00	\$11,000.00	37.50%



Recreation & Park Development Fund 134

This fund's purpose is to account for transactions related to recreation and park facilities.

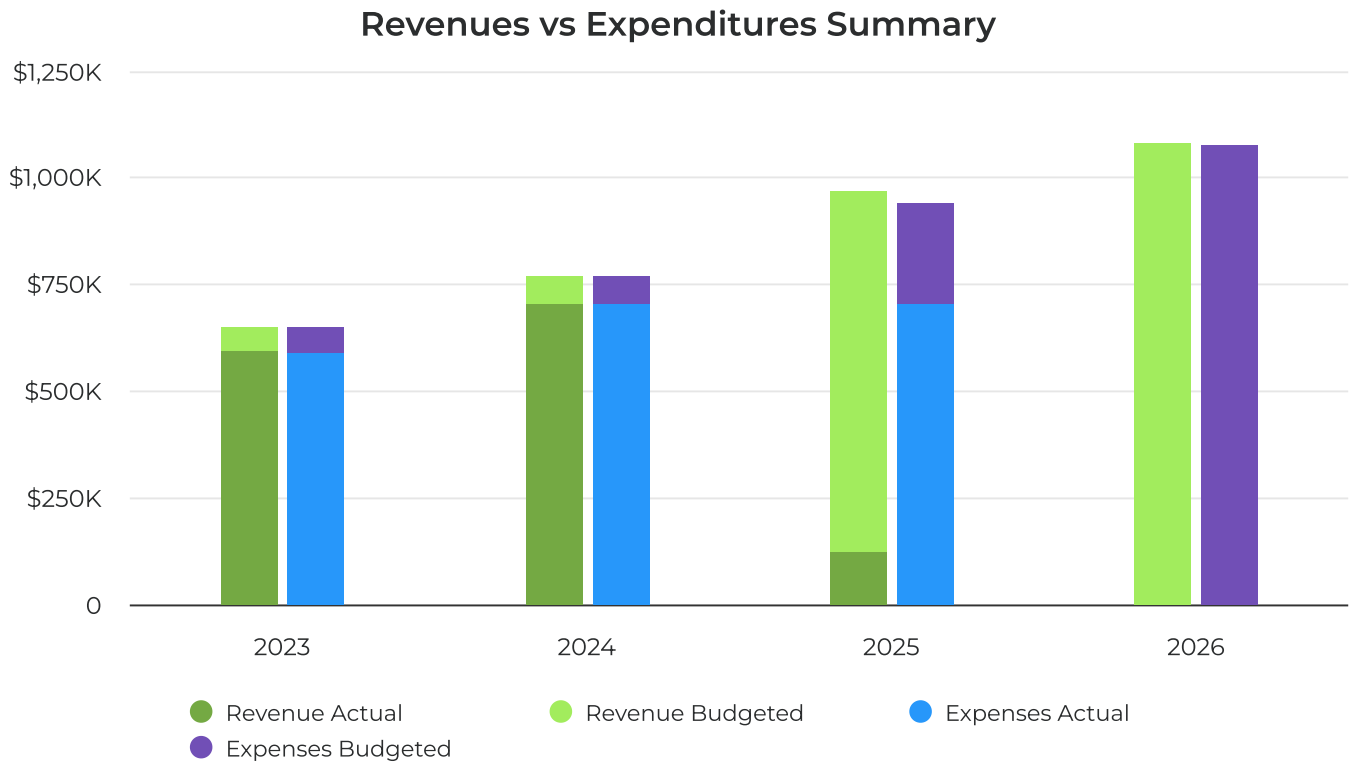
Recreation & Park Development Fund Comprehensive Fund Summary

Comprehensive Fund Summary

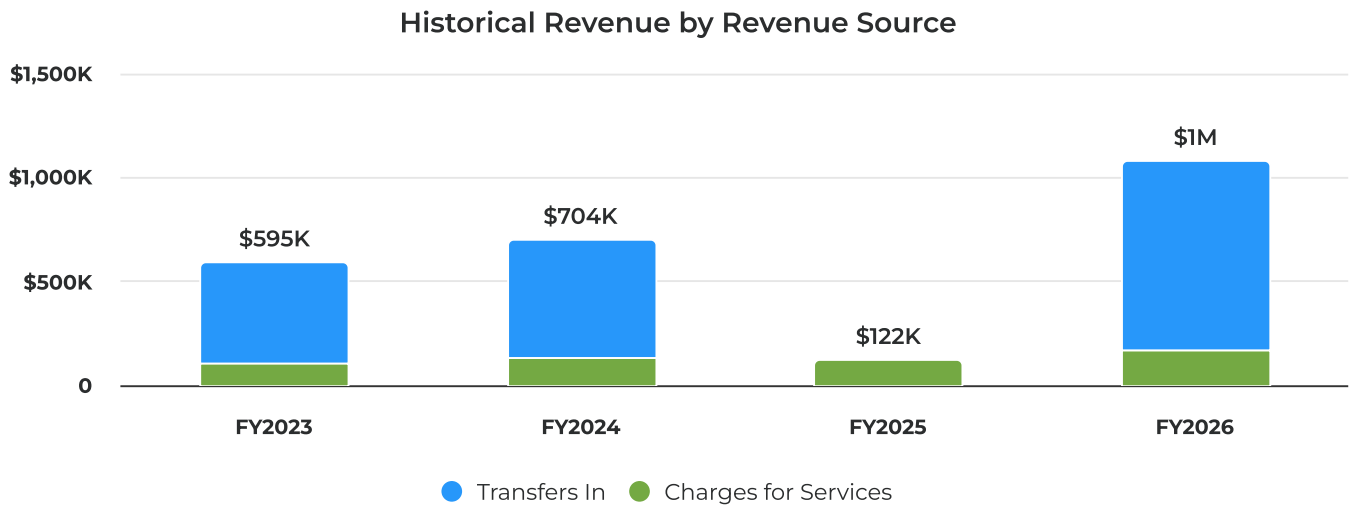
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$21,839.00	-\$25,441.00	-\$24,756.00	-\$24,756.00	-\$1,771.00
Revenues					
Charges for Services	\$100,181.58	\$133,098.82	\$151,100.00	\$122,310.32	\$169,000.00
Transfers In	\$494,339.86	\$570,765.34	\$816,600.00	-	\$912,212.00
Total Revenues	\$594,521.44	\$703,864.16	\$967,700.00	\$122,310.32	\$1,081,212.00
Expenditures					
Payroll Benefits	\$140,262.24	\$186,786.34	\$286,057.00	\$190,929.86	\$349,411.36
Salary	\$333,700.35	\$402,033.80	\$510,429.00	\$407,163.89	\$598,989.93
Professional Services	\$48,529.99	\$18,220.97	\$53,220.00	\$41,236.51	\$21,721.00
Services/ Supplies	\$52,266.39	\$81,544.18	\$87,757.75	\$60,686.34	\$102,895.00
Utilities	\$5,215.42	\$5,524.31	\$5,480.00	\$4,083.72	\$6,424.00
Capital Expenses/ Projects	\$11,127.36	\$9,069.30	-	-	-
Total Expenditures	\$591,101.75	\$703,178.90	\$942,943.75	\$704,100.32	\$1,079,441.29
Total Revenues Less Expenditures	\$3,419.69	\$685.26	\$24,756.25	-\$581,790.00	\$1,770.71
Ending Fund Balance	-\$18,419.31	-\$24,755.74	\$0.25	-\$606,546.00	-\$0.29



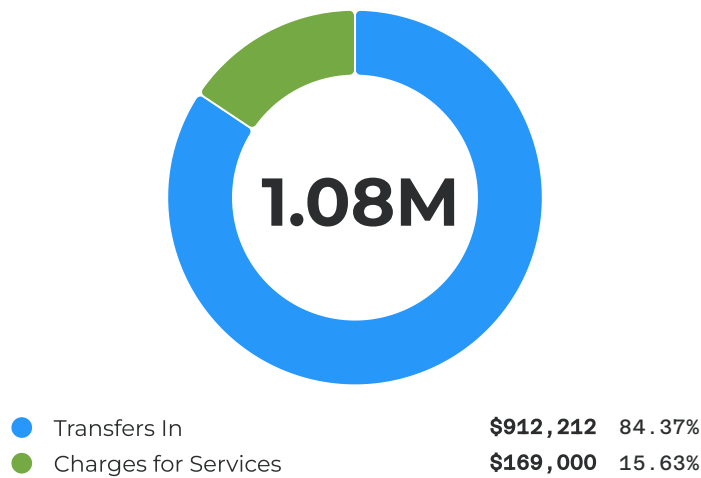
Recreation & Park Development Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

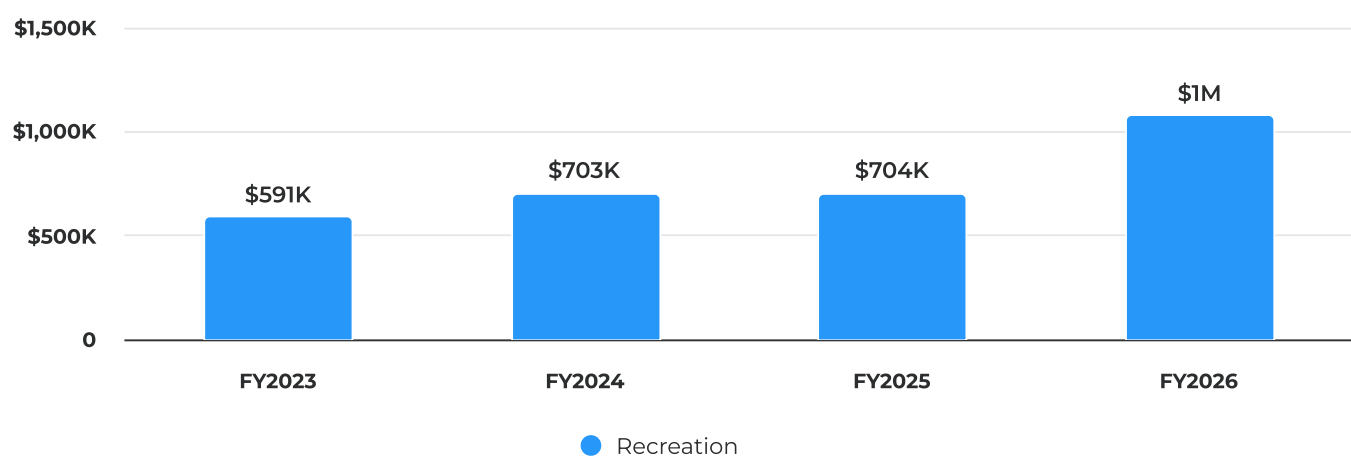


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$100,181.58	\$133,098.82	\$122,310.32	\$151,100.00	\$169,000.00	11.85%
Transfers In	\$494,339.86	\$570,765.34	-	\$816,600.00	\$912,212.00	11.71%
Total Revenues	\$594,521.44	\$703,864.16	\$122,310.32	\$967,700.00	\$1,081,212.00	11.73%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Recreation **\$1,079,441** 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Recreation	\$591,101.75	\$703,178.90	\$704,100.32	\$942,943.75	\$1,079,441.29	14.48%
Total Expenditures	\$591,101.75	\$703,178.90	\$704,100.32	\$942,943.75	\$1,079,441.29	14.48%



ARPA Fund 136

The American Rescue Plan Act of 2021 (ARPA), also known as the COVID-19 Stimulus Package, was signed into law on March 11, 2021, aiming to accelerate the United States' recovery from the COVID-19 pandemic. The legislation allocated approximately \$1.9 trillion in funding, with \$65 billion designated as direct aid to every city, town, and village across the country. Cities were categorized into entitlement cities (metropolitan areas with populations over 50,000) and non-entitlement units of local government (NEUs), such as the City of Riverbank. For NEUs, ARPA funds were distributed by their respective state governments. Riverbank received an allocation of \$5,952,064.00 under this legislation, with half disbursed in July 2021 and the remaining half in July 2022.

The U.S. Department of the Treasury, in collaboration with the National League of Cities, provided guidance to ensure that local jurisdictions could effectively utilize ARPA funds in areas most impacted by the pandemic, including:

- Supporting the COVID-19 public health and economic response
- Replacing lost public sector revenue
- Providing premium pay to eligible essential workers
- Investing in water, sewer, and broadband infrastructure
- Expanding access to affordable housing

Key Compliance Deadlines and Reporting Requirements:

- **Obligation Deadline:** All ARPA funds must have been obligated by December 31, 2024. An obligation refers to a commitment through contracts, subawards, purchase orders, or similar transactions. [National Association of Counties](#)
- **Expenditure Deadline:** Obligated funds must be fully expended by December 31, 2026. [National Association of Counties](#)
- **Reporting Requirements:** Non-entitlement units (NEUs) like Riverbank are required to submit annual Project and Expenditure Reports to the U.S. Department of the Treasury by April 30 each year. Even if all funds have been expended, annual reporting remains mandatory until April 2027. [GovDelivery](#)

Failure to meet these deadlines or reporting requirements may result in the recapture of funds by the Treasury.

For more detailed information on ARPA compliance and reporting, you can refer to the U.S. Department of the Treasury's official guidance. [U.S. Department of the Treasury](#)

ARPA Fund Comprehensive Fund Summary

Comprehensive Fund Summary

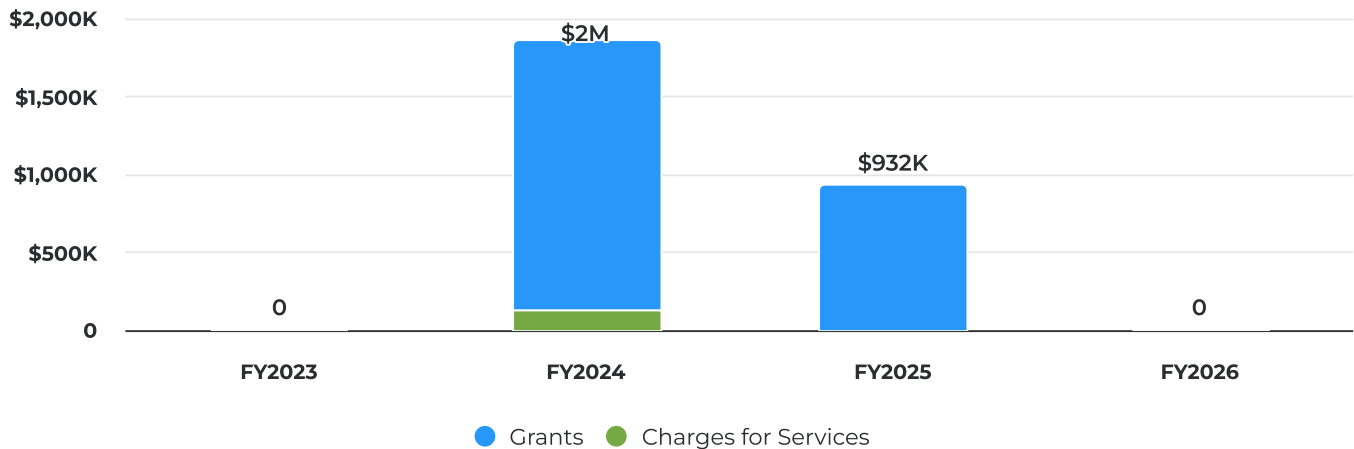
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$5,050.00	\$2,456,252.00	\$2,292,107.00	\$2,292,107.00	\$551,762.00
Revenues					
Grants	-	\$1,734,642.99	-	\$931,567.58	-
Charges for Services	-	\$121,158.11	-	-	-
Total Revenues	-	\$1,855,801.10	-	\$931,567.58	-
Expenditures					
Salary	\$356,500.00	-	-	-	-
Professional Services	\$4,099.38	\$1,027.68	\$54,000.00	\$35,161.00	\$20,339.00
Services/ Supplies	\$95,000.00	\$25,000.00	\$25,000.00	\$82,092.85	\$98,190.00
Capital Expenses/ Projects	\$1,952,773.84	\$1,291,092.42	\$860,000.00	\$369,514.08	\$433,233.00



Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Transfers Out	-	\$374,536.41	-	-	-
Total Expenditures	\$2,408,373.22	\$1,691,656.51	\$939,000.00	\$486,767.93	\$551,762.00
Total Revenues Less Expenditures	-\$2,408,373.22	\$164,144.59	-\$939,000.00	\$444,799.65	-\$551,762.00
Ending Fund Balance	-\$2,413,423.22	\$2,620,396.59	\$1,353,107.00	\$2,736,906.65	-

Revenues by Revenue Source

Historical Revenue by Revenue Source

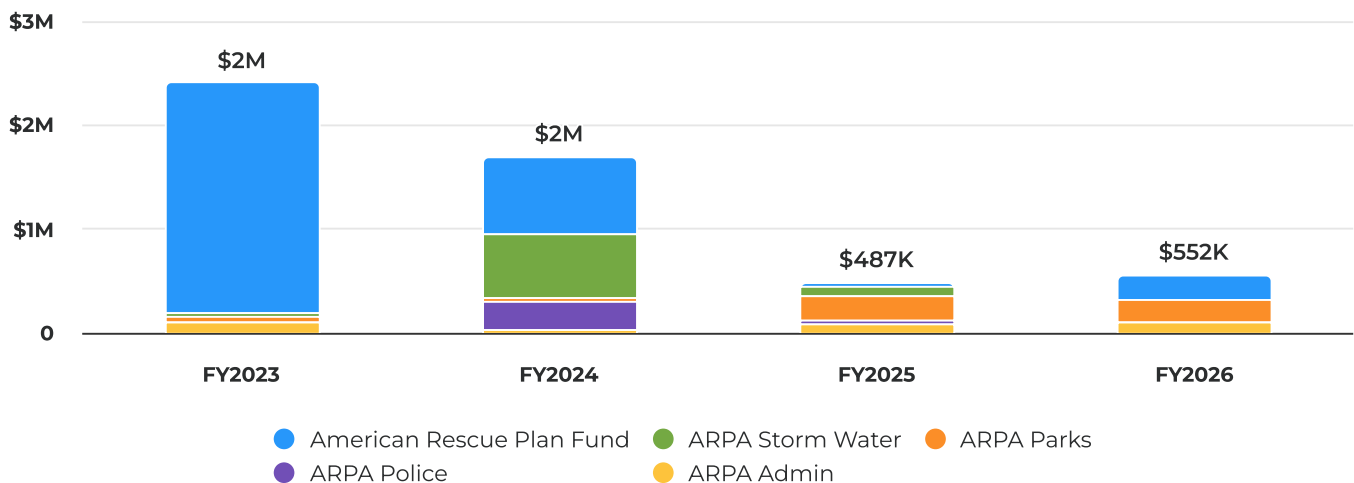


Revenues by Revenue Source

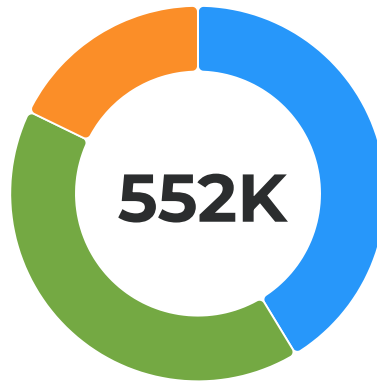
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Grants	-	\$1,734,642.99	\$931,567.58	-	-	-
Charges for Services	-	\$121,158.11	-	-	-	-
Total Revenues	-	\$1,855,801.10	\$931,567.58	-	-	-

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● American Rescue Plan Fund	\$227,869	41.30%
● ARPA Parks	\$225,703	40.91%
● ARPA Admin	\$98,190	17.80%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
ARPA Admin	\$95,000.00	\$25,000.00	\$82,092.85	\$25,000.00	\$98,190.00	292.76%
ARPA Police	\$4,925.00	\$280,192.30	\$28,584.20	\$50,000.00	-	-100.00%
ARPA Storm Water	\$46,270.00	\$621,978.45	\$93,842.97	\$284,000.00	-	-100.00%
ARPA Parks	\$50,549.82	\$20,144.70	\$244,968.91	\$150,000.00	\$225,703.00	50.47%
American Rescue Plan Fund	\$2,211,628.40	\$744,341.06	\$37,279.00	\$430,000.00	\$227,869.00	-47.01%
Total Expenditures	\$2,408,373.22	\$1,691,656.51	\$486,767.93	\$939,000.00	\$551,762.00	-41.24%

Workers Comp Liability Reserve Fund 137

This fund's purpose is to track transactions related to workers' compensation.

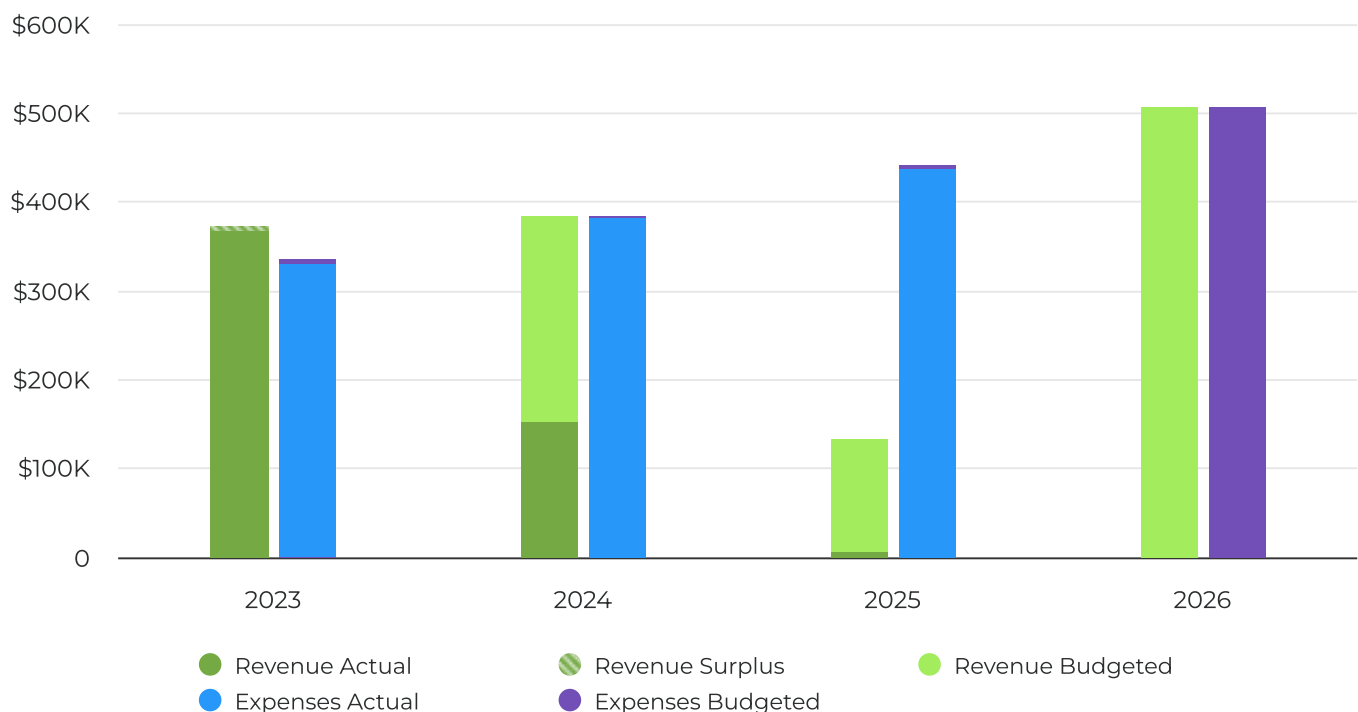
Workers Comp Liability Reserve Fund Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$413,212.00	\$453,839.00	\$224,057.00	\$224,057.00	-\$78,762.00
Revenues					
Charges for Services	\$368,124.00	\$147,666.19	\$132,475.00	\$4,481.00	\$507,500.00
Interest Income	\$2,772.88	\$5,049.71	-	\$1,497.14	-
Total Revenues	\$370,896.88	\$152,715.90	\$132,475.00	\$5,978.14	\$507,500.00
Expenditures					
Services/ Supplies	\$330,270.00	\$382,497.00	\$442,000.00	\$436,792.00	\$507,500.00
Total Expenditures	\$330,270.00	\$382,497.00	\$442,000.00	\$436,792.00	\$507,500.00
Total Revenues Less Expenditures	\$40,626.88	-\$229,781.10	-\$309,525.00	-\$430,813.86	-
Ending Fund Balance	\$453,838.88	\$224,057.90	-\$85,468.00	-\$206,756.86	-\$78,762.00

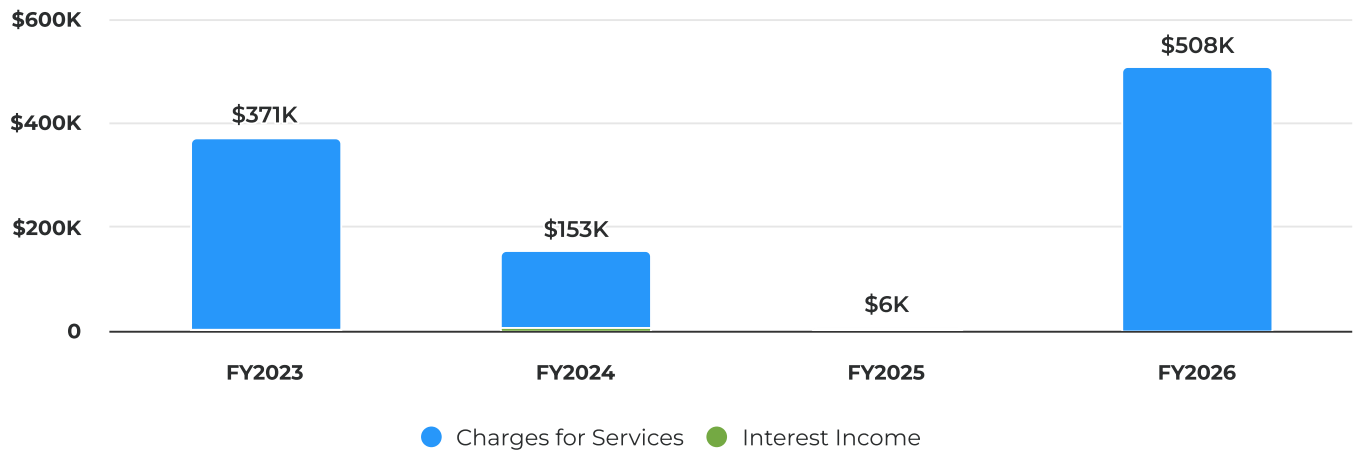
Workers Comp Liability Reserve Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

Historical Revenue by Revenue Source

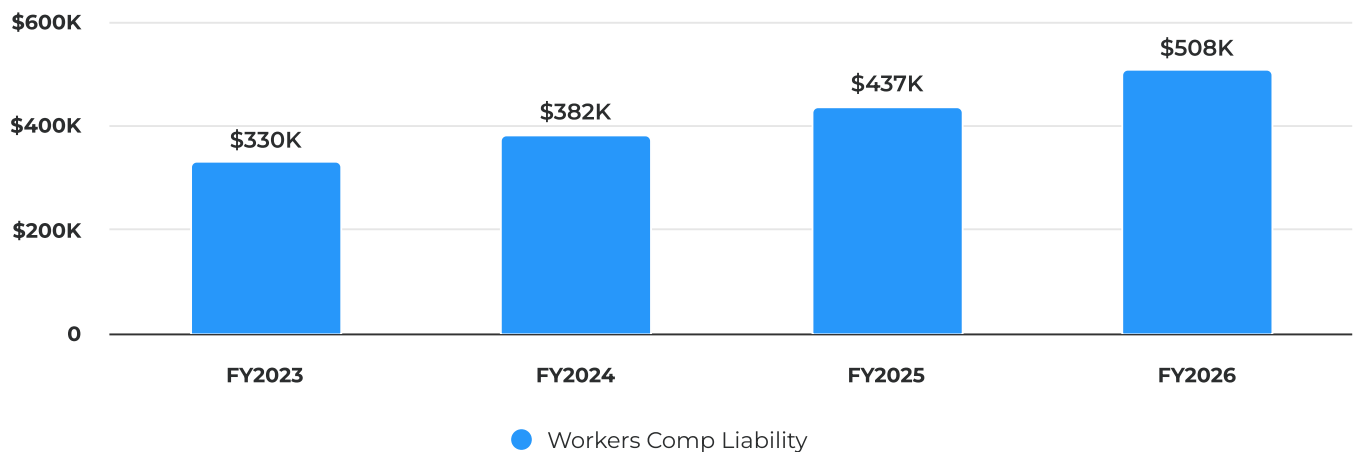


Revenues by Revenue Source

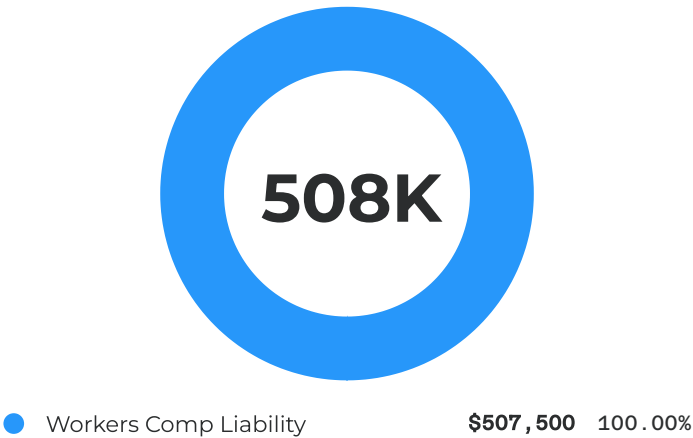
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$368,124.00	\$147,666.19	\$4,481.00	\$132,475.00	\$507,500.00	283.09%
Interest Income	\$2,772.88	\$5,049.71	\$1,497.14	-	-	-
Total Revenues	\$370,896.88	\$152,715.90	\$5,978.14	\$132,475.00	\$507,500.00	283.09%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Workers Comp Liability	\$330,270.00	\$382,497.00	\$436,792.00	\$442,000.00	\$507,500.00	14.82%
Total Expenditures	\$330,270.00	\$382,497.00	\$436,792.00	\$442,000.00	\$507,500.00	14.82%



General Liability Reserve Fund 138

This fund's purpose is to track transactions for insurance, surety bonds, and costs associated with liability claims.

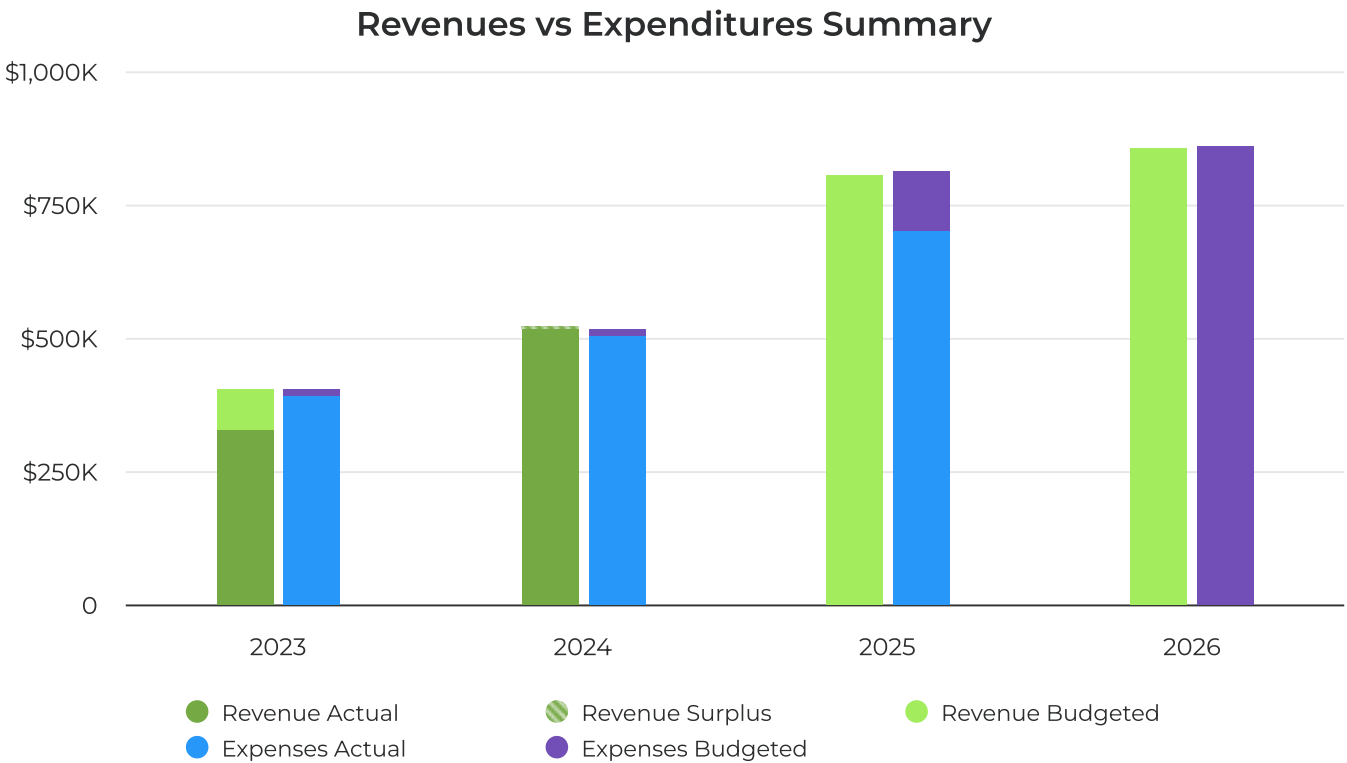
General Liability Reserve Fund Comprehensive Fund Summary

Comprehensive Fund Summary

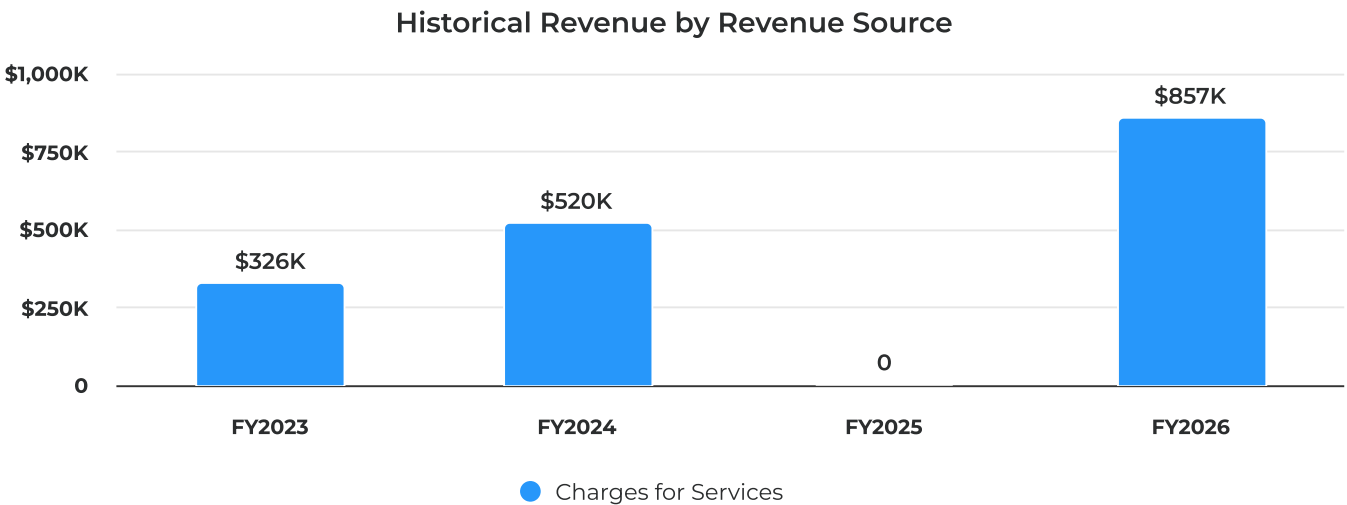
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$147,258.00	\$83,080.00	\$99,945.00	\$99,945.00	-\$35,295.00
Revenues					
Charges for Services	\$325,710.00	\$519,500.00	\$806,000.00	-	\$857,300.00
Total Revenues	\$325,710.00	\$519,500.00	\$806,000.00	-	\$857,300.00
Expenditures					
Professional Services	-	-	-	\$6,596.64	-
Services/ Supplies	\$389,888.00	\$502,634.48	\$806,000.00	\$692,702.10	\$857,300.00
Capital Expenses/ Projects	-	-	\$6,700.00	-	\$3,000.00
Total Expenditures	\$389,888.00	\$502,634.48	\$812,700.00	\$699,298.74	\$860,300.00
Total Revenues Less Expenditures	-\$64,178.00	\$16,865.52	-\$6,700.00	-\$699,298.74	-\$3,000.00
Ending Fund Balance	\$83,080.00	\$99,945.52	\$93,245.00	-\$599,353.74	-\$38,295.00



General Liability Reserve Fund Summary



Revenues by Revenue Source

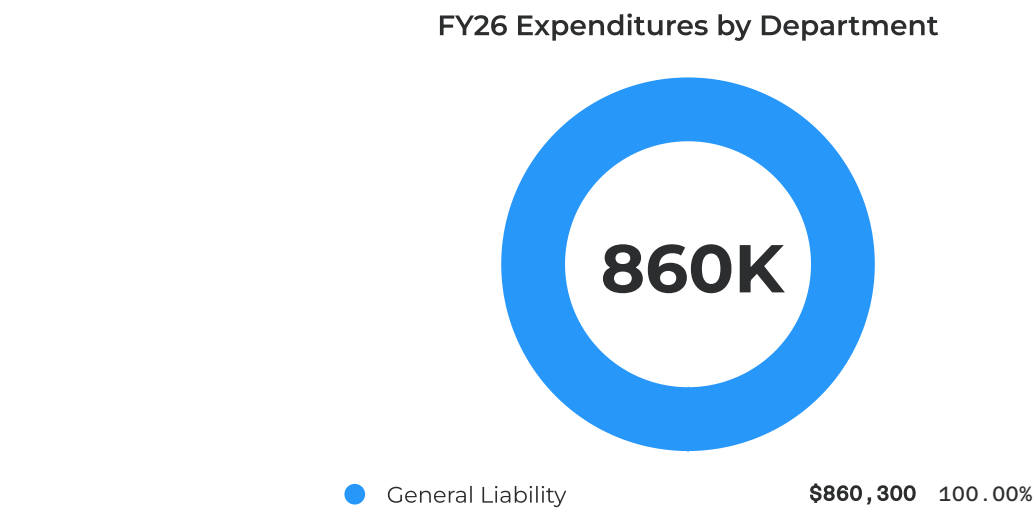
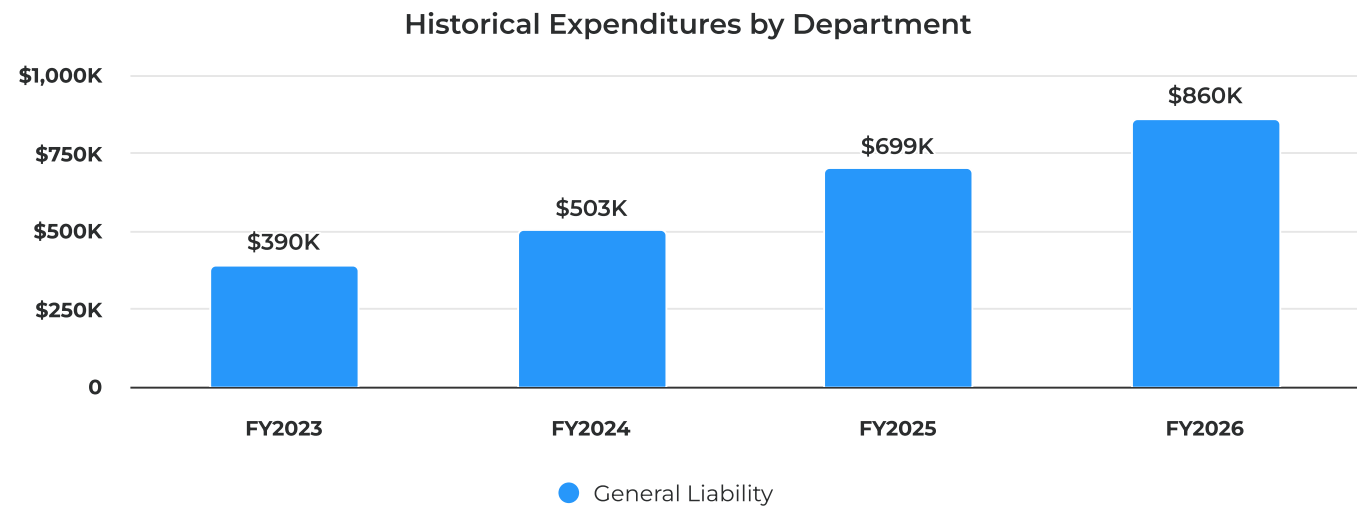


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$325,710.00	\$519,500.00	-	\$806,000.00	\$857,300.00	6.36%
Total Revenues	\$325,710.00	\$519,500.00	-	\$806,000.00	\$857,300.00	6.36%



Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
General Liability	\$389,888.00	\$502,634.48	\$699,298.74	\$812,700.00	\$860,300.00	5.86%
Total Expenditures	\$389,888.00	\$502,634.48	\$699,298.74	\$812,700.00	\$860,300.00	5.86%



Public Works Grant Fund 151

This fund's purpose is to track transactions for insurance, surety bonds, and costs associated with liability claims.

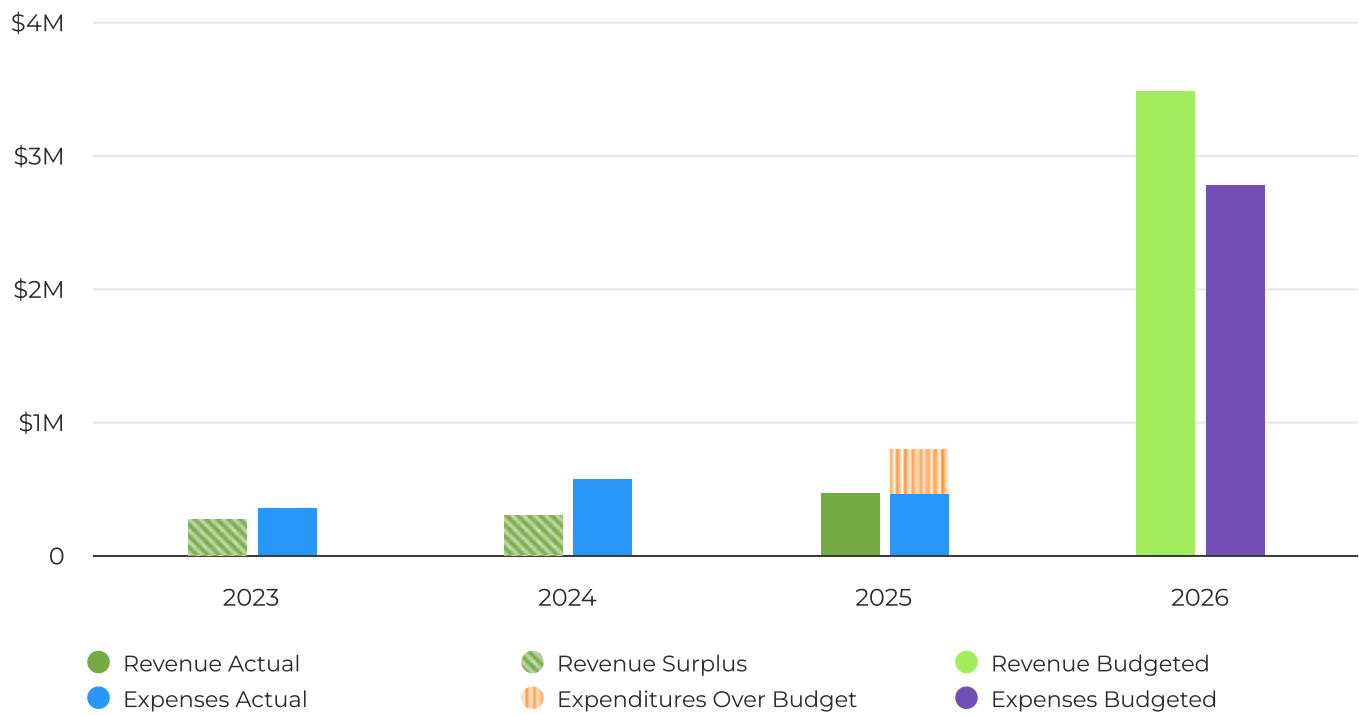
Public Works Grant Fund Comprehensive Fund Summary

Comprehensive Fund Summary

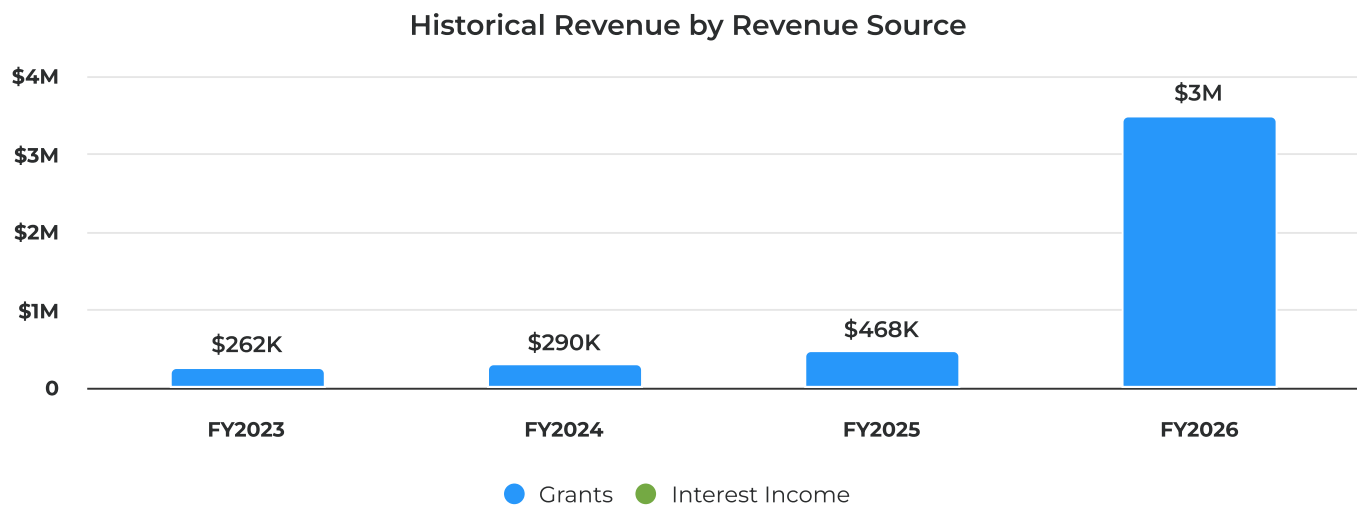
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$230,188.00	\$144,693.00	-\$129,834.00	-\$129,834.00	-\$501,419.00
Revenues					
Grants	\$259,695.26	\$286,716.93	\$460,371.00	\$466,495.57	\$3,485,409.00
Interest Income	\$2,045.92	\$3,725.83	\$400.00	\$1,104.63	\$500.00
Total Revenues	\$261,741.18	\$290,442.76	\$460,771.00	\$467,600.20	\$3,485,909.00
Expenditures					
Professional Services	\$3,150.00	-	-	-	-
Capital Expenses/ Projects	\$344,086.50	\$564,970.82	\$460,771.00	\$789,184.13	\$2,777,409.00
Total Expenditures	\$347,236.50	\$564,970.82	\$460,771.00	\$789,184.13	\$2,777,409.00
Total Revenues Less Expenditures	-\$85,495.32	-\$274,528.06	-	-\$321,583.93	\$708,500.00
Ending Fund Balance	\$144,692.68	-\$129,835.06	-\$129,834.00	-\$451,417.93	\$207,081.00

Public Works Grant Fund Summary

Revenues vs Expenditures Summary



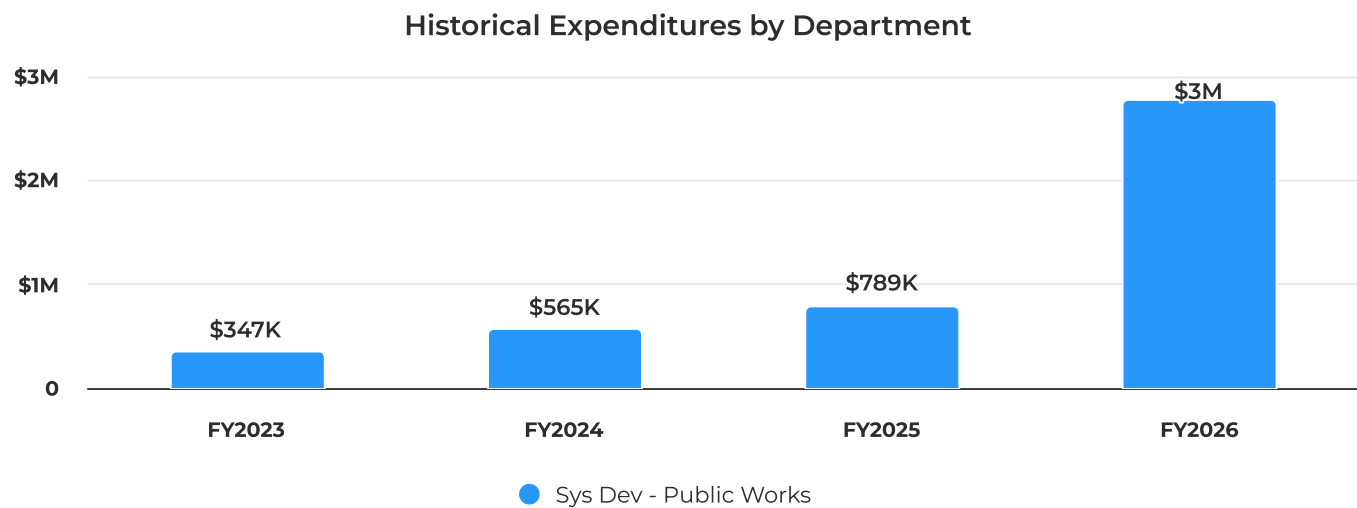
Revenues by Revenue Source



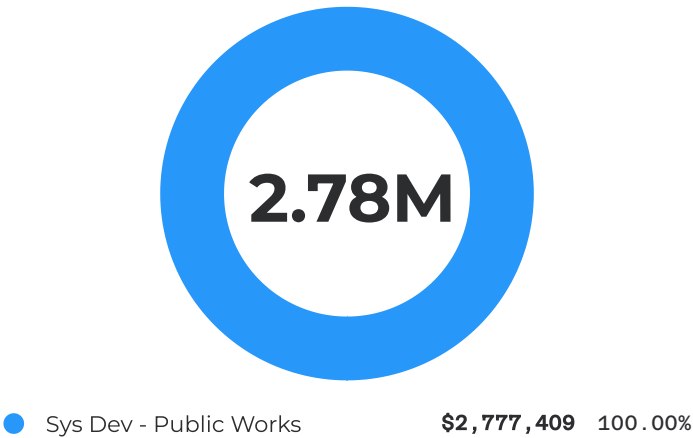
Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Grants	\$259,695.26	\$286,716.93	\$466,495.57	\$460,371.00	\$3,485,409.00	657.09%
Interest Income	\$2,045.92	\$3,725.83	\$1,104.63	\$400.00	\$500.00	25.00%
Total Revenues	\$261,741.18	\$290,442.76	\$467,600.20	\$460,771.00	\$3,485,909.00	656.54%

Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sys Dev - Public Works	\$347,236.50	\$564,970.82	\$789,184.13	\$460,771.00	\$2,777,409.00	502.77%
Total Expenditures	\$347,236.50	\$564,970.82	\$789,184.13	\$460,771.00	\$2,777,409.00	502.77%



ESG Funding Fund 152

This fund purpose is to account for funding received from Emergency Solutions Grant Program (ESG) that provides funds for a variety of activities to address homelessness.

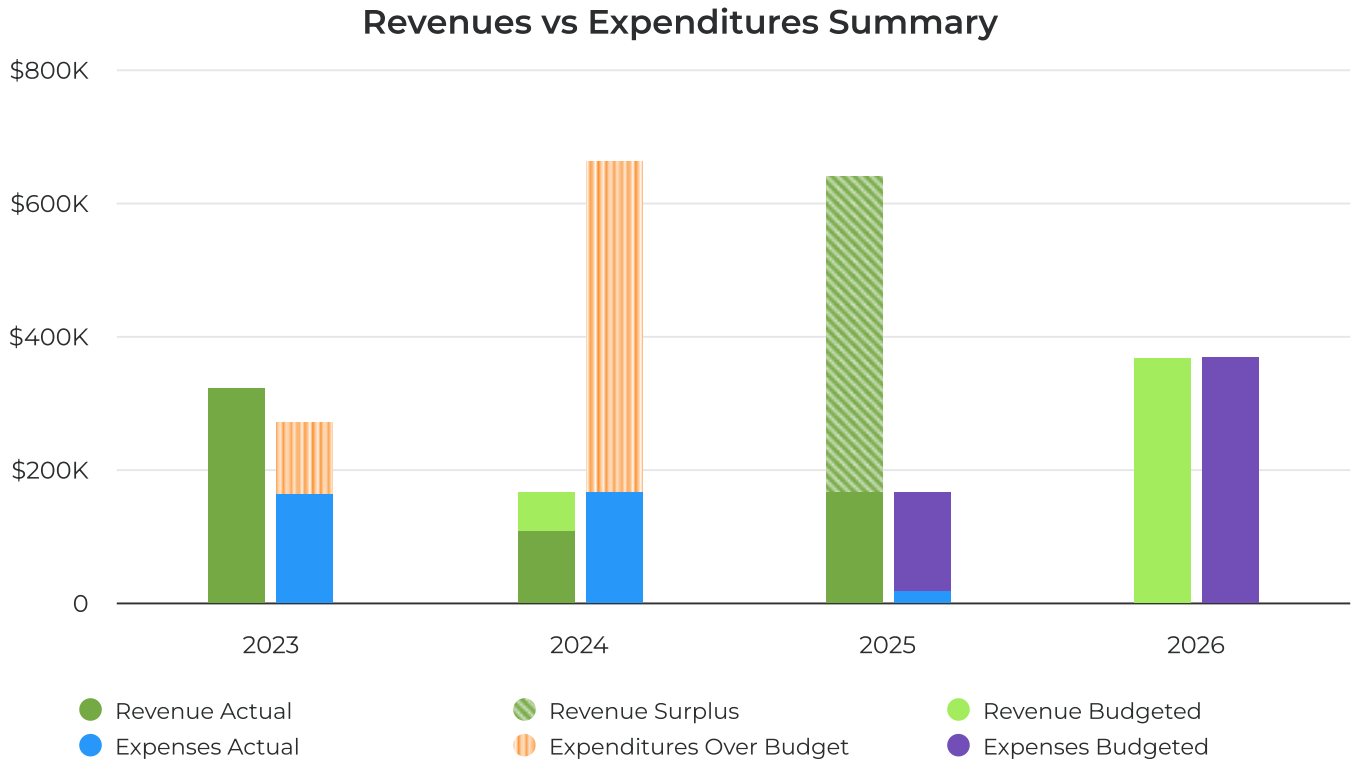
ESG Funding Fund Comprehensive Fund Summary

Comprehensive Fund Summary

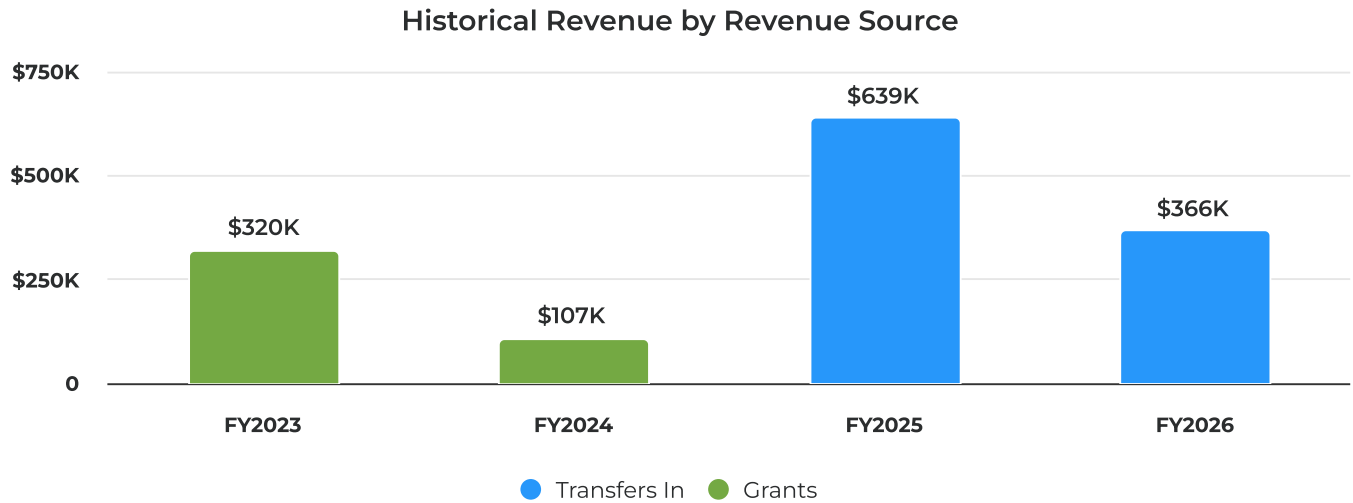
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$108,294.00	-\$58,930.00	-\$612,798.00	-\$612,798.00	-\$91,707.00
Revenues					
Grants	\$320,401.65	\$106,992.76	\$167,200.00	-	-
Transfers In	-	-	-	\$638,500.00	\$366,005.00
Total Revenues	\$320,401.65	\$106,992.76	\$167,200.00	\$638,500.00	\$366,005.00
Expenditures					
Professional Services	\$9,957.76	\$18,844.87	\$160,000.00	\$1,234.37	\$353,205.00
Services/ Supplies	\$2,008.12	-\$1,418.61	\$2,200.00	\$331.76	\$500.00
Utilities	\$990.83	\$13,185.10	\$5,000.00	\$11,262.83	\$15,000.00
Capital Expenses/ Projects	\$258,080.99	\$630,249.18	-	\$5,264.91	-
Total Expenditures	\$271,037.70	\$660,860.54	\$167,200.00	\$18,093.87	\$368,705.00
Total Revenues Less Expenditures	\$49,363.95	-\$553,867.78	-	\$620,406.13	-\$2,700.00
Ending Fund Balance	-\$58,930.05	-\$612,797.78	-\$612,798.00	\$7,608.13	-\$94,407.00



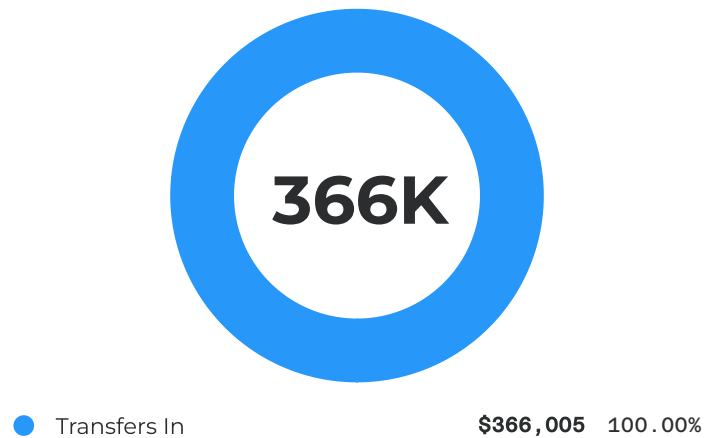
ESG Funding Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

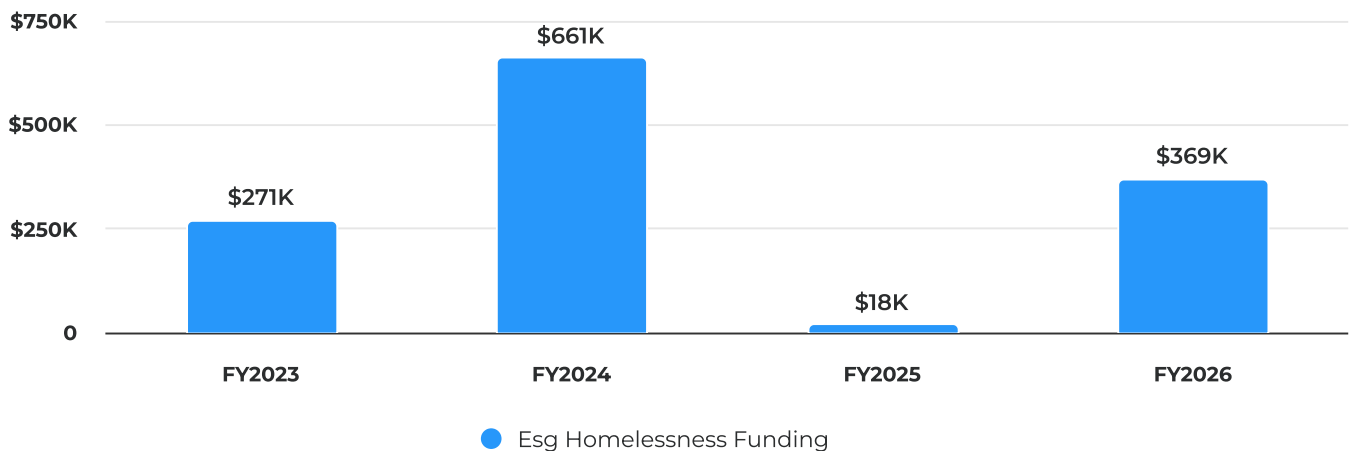


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Grants	\$320,401.65	\$106,992.76	-	\$167,200.00	-	-100.00%
Transfers In	-	-	\$638,500.00	-	\$366,005.00	-
Total Revenues	\$320,401.65	\$106,992.76	\$638,500.00	\$167,200.00	\$366,005.00	118.90%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Esg Homelessness Funding \$368,705 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Esg Homelessness Funding	\$271,037.70	\$660,860.54	\$18,093.87	\$167,200.00	\$368,705.00	120.52%
Total Expenditures	\$271,037.70	\$660,860.54	\$18,093.87	\$167,200.00	\$368,705.00	120.52%



Assessment Distruct Fund 156

This fund is to account for district fees collected and related costs to operate the city's various districts.

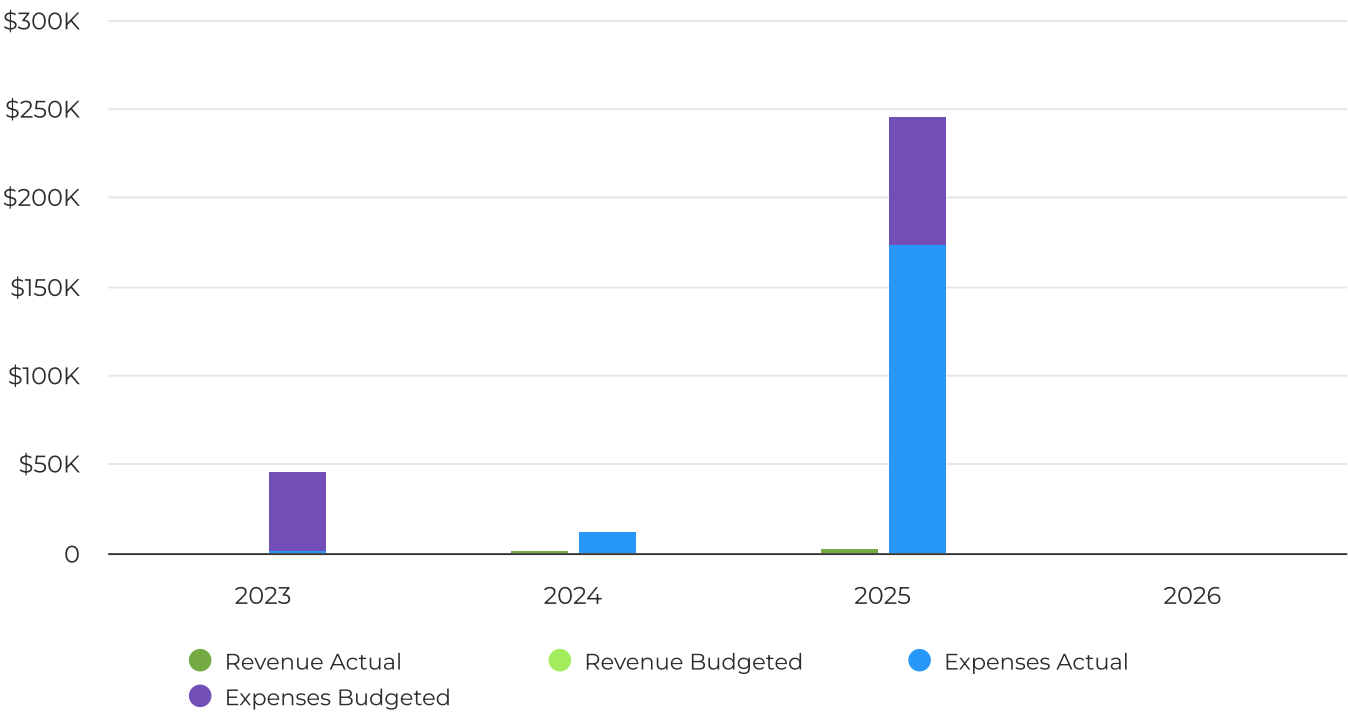
Assessment District Fund Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025- 26
Beginning Fund Balance	\$273,576.00	\$272,567.00	\$261,306.00	\$261,306.00	\$19,745.00
Revenues					
Interest Income	\$343.58	\$625.70	-	\$2,438.61	-
Total Revenues	\$343.58	\$625.70	-	\$2,438.61	-
Expenditures					
Capital Expenses/ Projects	\$1,352.69	-	-	\$173,000.60	-
Transfers Out	-	\$11,886.04	-	-	-
Total Expenditures	\$1,352.69	\$11,886.04	-	\$173,000.60	-
Total Revenues Less Expenditures	-\$1,009.11	-\$11,260.34	-	-\$170,561.99	-
Ending Fund Balance	\$272,566.89	\$261,306.66	\$261,306.00	\$90,744.01	\$19,745.00

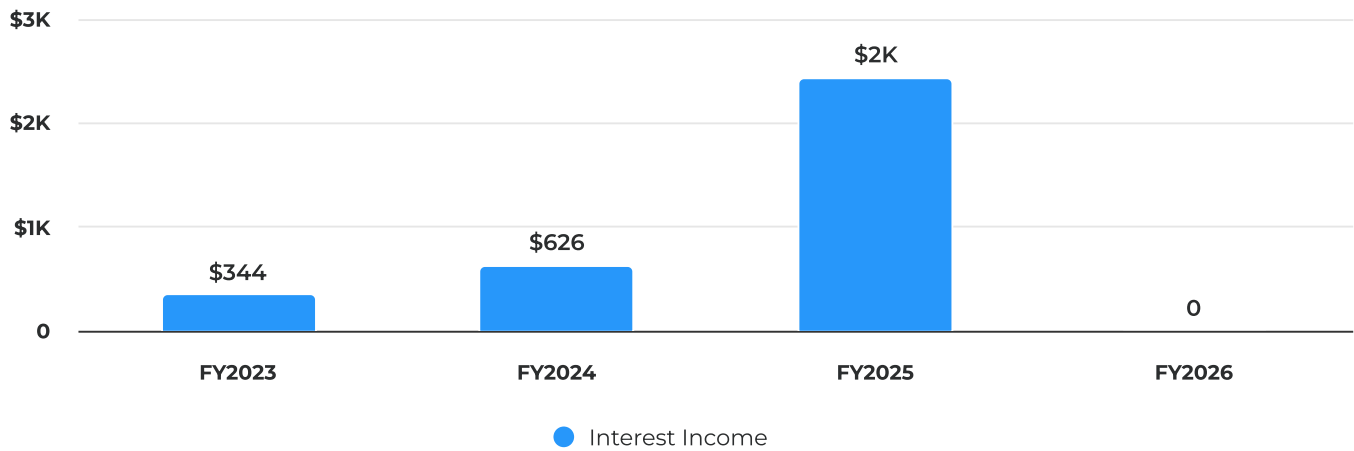
Assessment District Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

Historical Revenue by Revenue Source

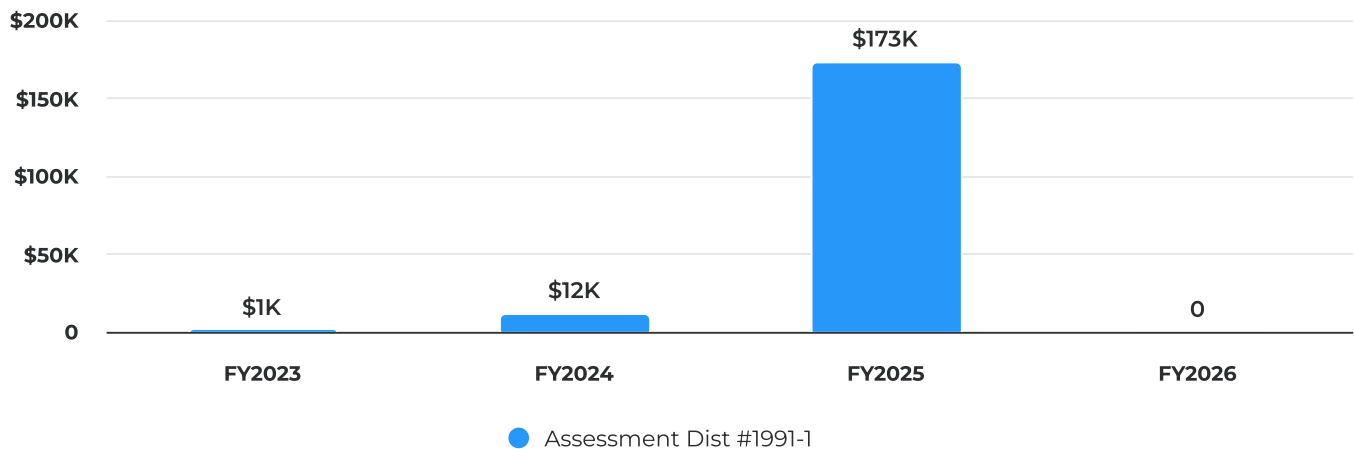


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Interest Income	\$343.58	\$625.70	\$2,438.61	-	-	-
Total Revenues	\$343.58	\$625.70	\$2,438.61	-	-	-

Expenditures by Department

Historical Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Assessment Dist #1991-1	\$1,352.69	\$11,886.04	\$173,000.60	-	-	-
Total Expenditures	\$1,352.69	\$11,886.04	\$173,000.60	-	-	-



Quimby Fees Fund 162

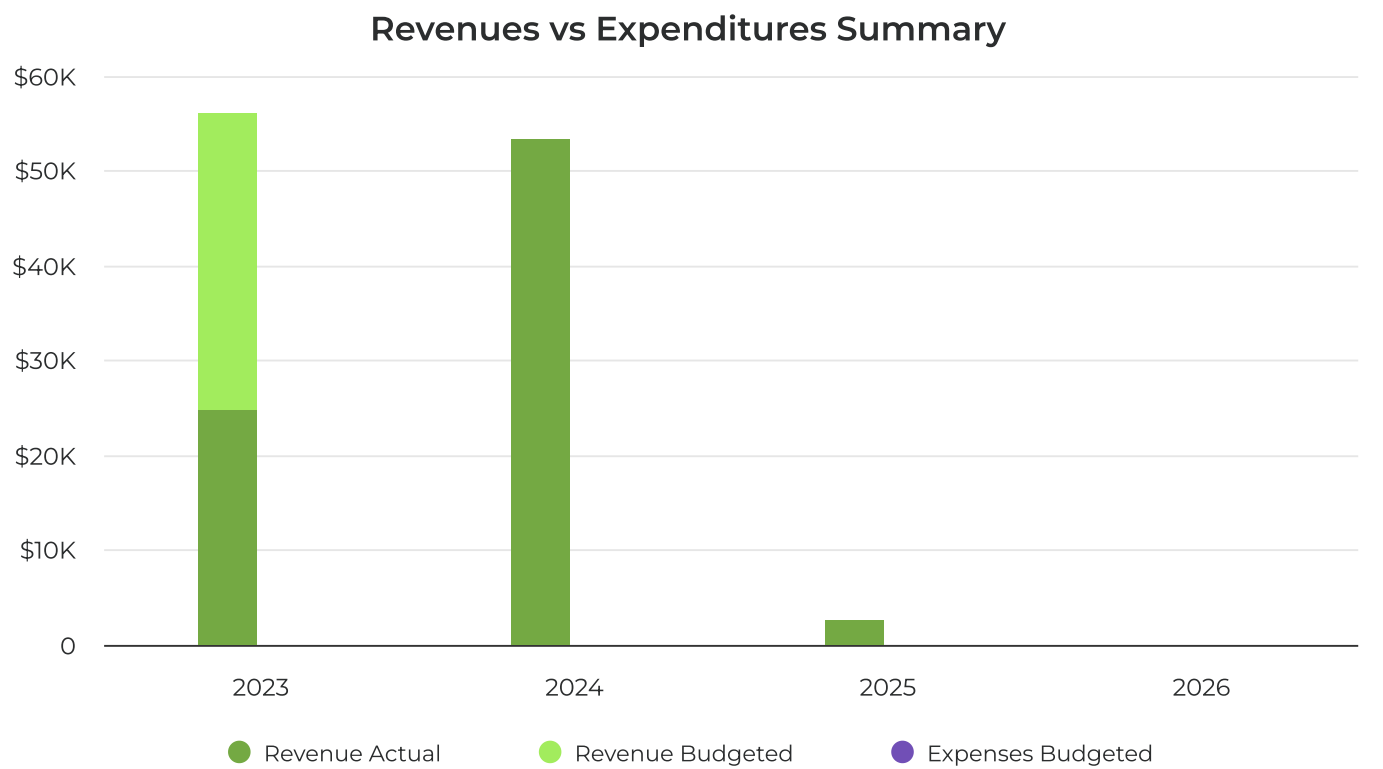
This fund's purpose is to account for park impact fees collected to mitigate additional city costs due to new construction.

Quimby Fees Fund Comprehensive Fund Summary

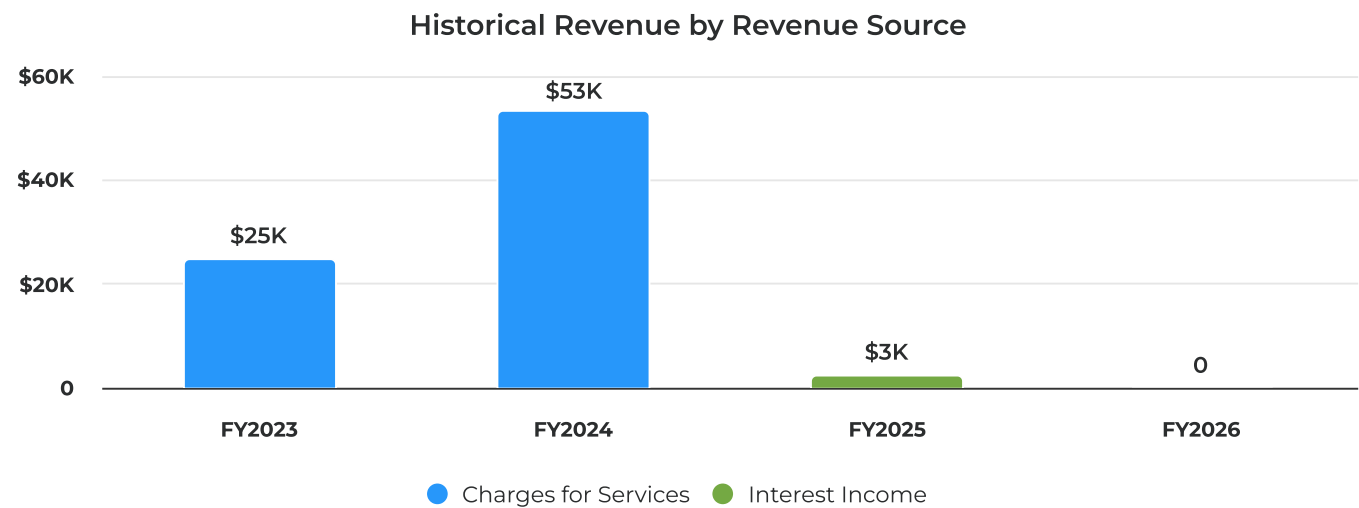
Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$216,173.00	\$240,986.00	\$294,285.00	\$294,285.00	\$296,789.00
Revenues					
Charges for Services	\$24,813.00	\$53,300.00	-	-	-
Interest Income	-	-	-	\$2,503.45	-
Total Revenues	\$24,813.00	\$53,300.00	-	\$2,503.45	-
Expenditures					
Total Expenditures	-	-	-	-	-
Total Revenues Less Expenditures	\$24,813.00	\$53,300.00	-	\$2,503.45	-
Ending Fund Balance	\$240,986.00	\$294,286.00	\$294,285.00	\$296,788.45	\$296,789.00

Quimby Fees Fund Summary



Revenues by Revenue Source



Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$24,813.00	\$53,300.00	-	-	-	-
Interest Income	-	-	\$2,503.45	-	-	-
Total Revenues	\$24,813.00	\$53,300.00	\$2,503.45	-	-	-



Cheese and Wine Fund 163

The fund's purpose is to account for revenues and expenditures of the annual Cheese and Wine event.

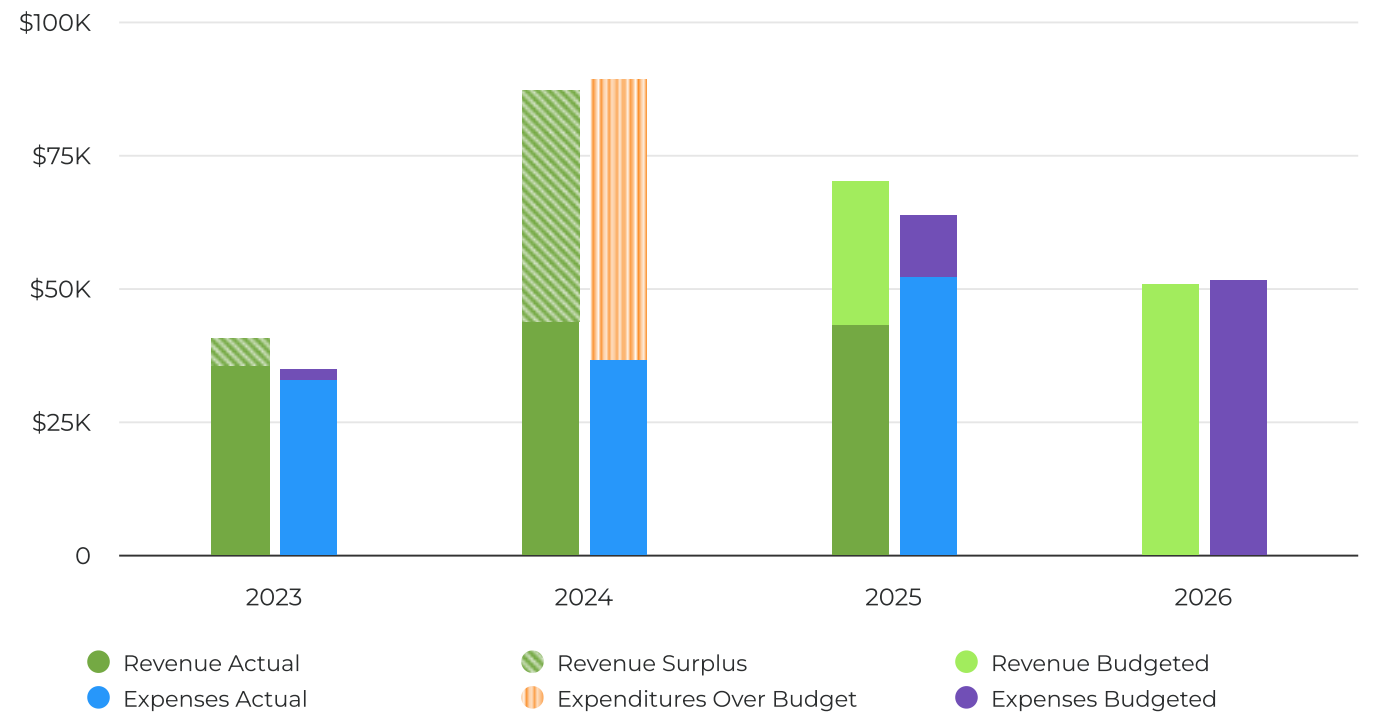
Cheese and Wine Fund Comprehensive Fund Summary

Comprehensive Fund Summary

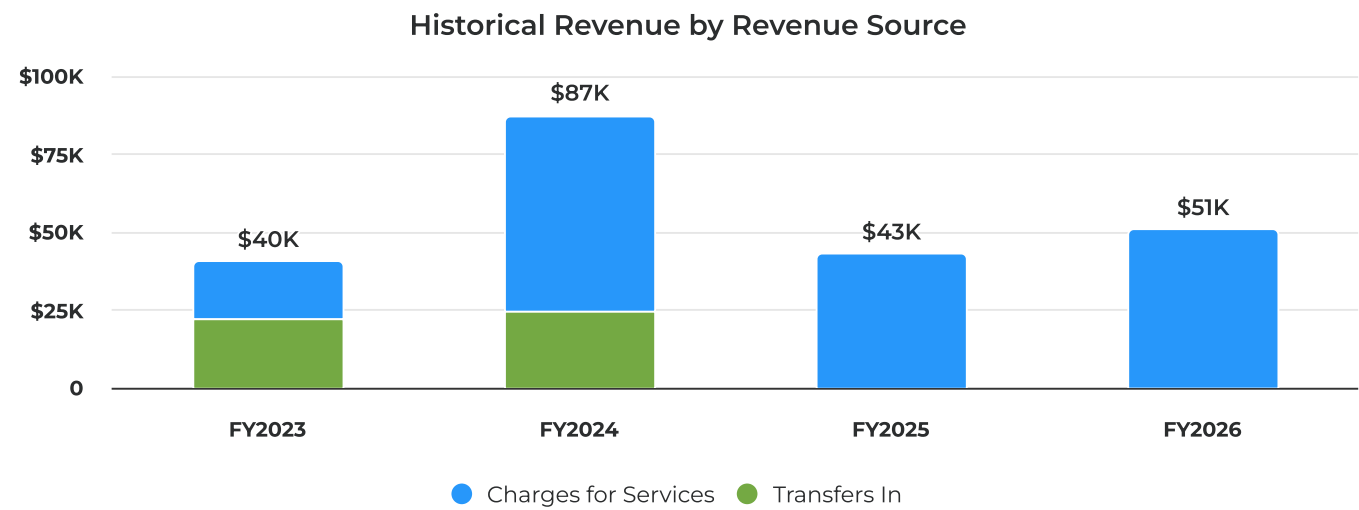
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$921.00	\$8,533.00	\$6,681.00	\$6,681.00	-\$4,316.00
Revenues					
Charges for Services	\$18,353.85	\$62,421.50	\$70,123.00	\$42,810.91	\$50,875.00
Transfers In	\$22,138.00	\$24,674.00	-	-	-
Total Revenues	\$40,491.85	\$87,095.50	\$70,123.00	\$42,810.91	\$50,875.00
Expenditures					
Professional Services	\$31,438.73	\$85,598.30	\$34,538.00	\$34,842.04	\$21,596.00
Services/ Supplies	\$1,441.38	\$3,349.13	\$29,063.00	\$17,367.26	\$29,878.00
Total Expenditures	\$32,880.11	\$88,947.43	\$63,601.00	\$52,209.30	\$51,474.00
Total Revenues Less Expenditures	\$7,611.74	-\$1,851.93	\$6,522.00	-\$9,398.39	-\$599.00
Ending Fund Balance	\$8,532.74	\$6,681.07	\$13,203.00	-\$2,717.39	-\$4,915.00

Cheese and Wine Fund Summary

Revenues vs Expenditures Summary



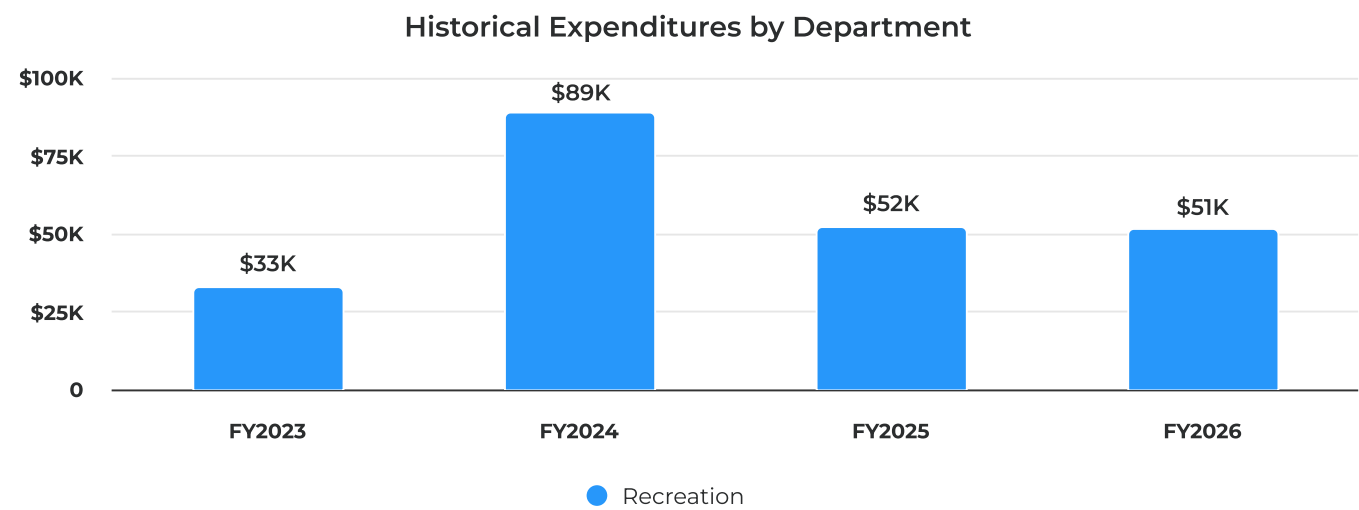
Revenues by Revenue Source



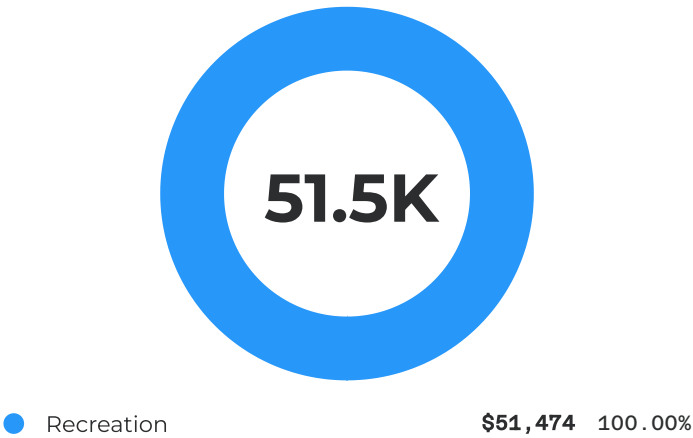
Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$18,353.85	\$62,421.50	\$42,810.91	\$70,123.00	\$50,875.00	-27.45%
Transfers In	\$22,138.00	\$24,674.00	-	-	-	-
Total Revenues	\$40,491.85	\$87,095.50	\$42,810.91	\$70,123.00	\$50,875.00	-27.45%

Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%))
Recreation	\$32,880.11	\$88,947.43	\$52,209.30	\$63,601.00	\$51,474.00	-19.07%
Total Expenditures	\$32,880.11	\$88,947.43	\$52,209.30	\$63,601.00	\$51,474.00	-19.07%



Public Safety Augmentation Fund 176

This fund's purpose is to account for monies received through a special sales tax to be spent to sustain public safety department.

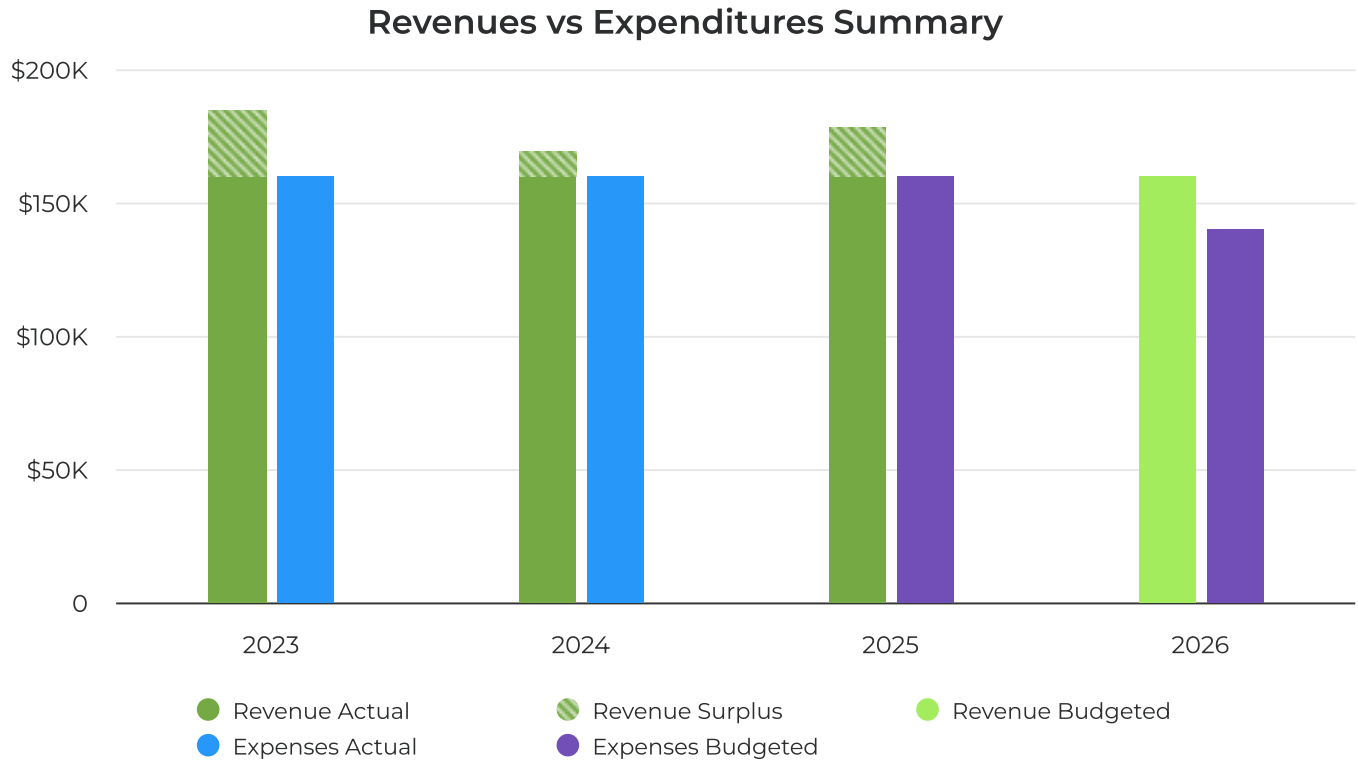
Public Safety Augmentation Fund Comprehensive Fund Summary

Comprehensive Fund Summary

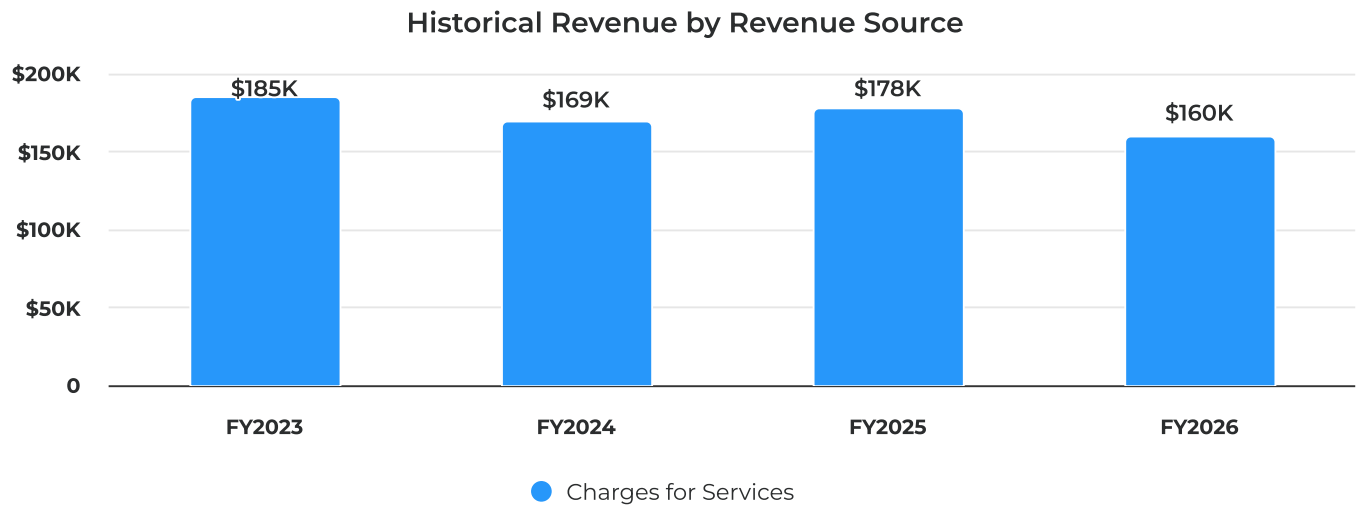
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$0.01	-\$135,152.00	-\$125,888.00	-\$125,888.00	-\$87,851.00
Revenues					
Charges for Services	\$184,848.08	\$169,264.03	\$160,000.00	\$178,036.59	\$160,000.00
Total Revenues	\$184,848.08	\$169,264.03	\$160,000.00	\$178,036.59	\$160,000.00
Expenditures					
Transfers Out	\$160,000.00	\$160,000.00	\$160,000.00	-	\$140,000.00
Total Expenditures	\$160,000.00	\$160,000.00	\$160,000.00	-	\$140,000.00
Total Revenues Less Expenditures	\$24,848.08	\$9,264.03	-	\$178,036.59	\$20,000.00
Ending Fund Balance	\$24,848.09	-\$125,887.97	-\$125,888.00	\$52,148.59	-\$67,851.00



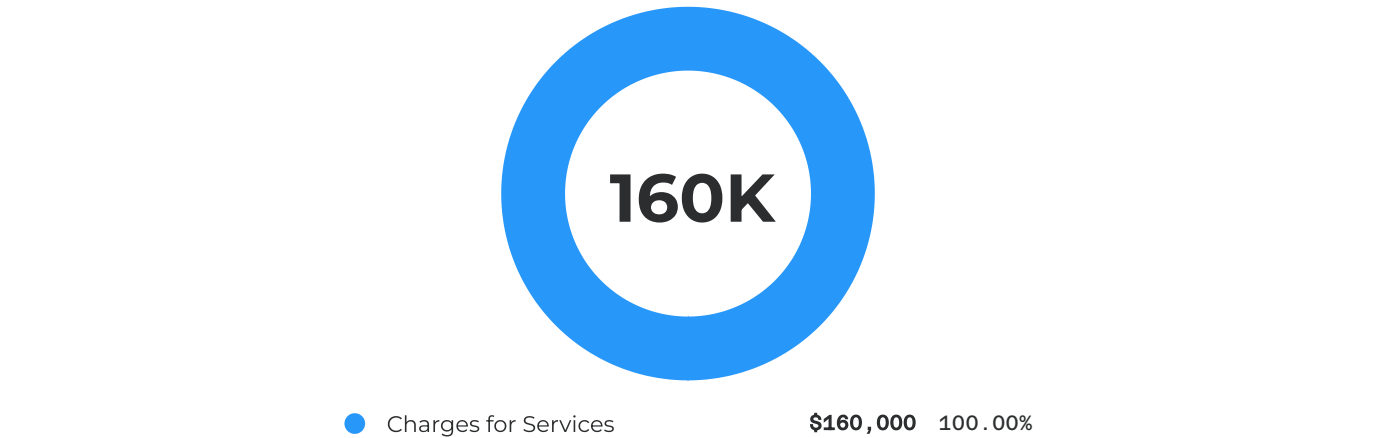
Public Safety Augmentation Fund Summary



Revenues by Revenue Source



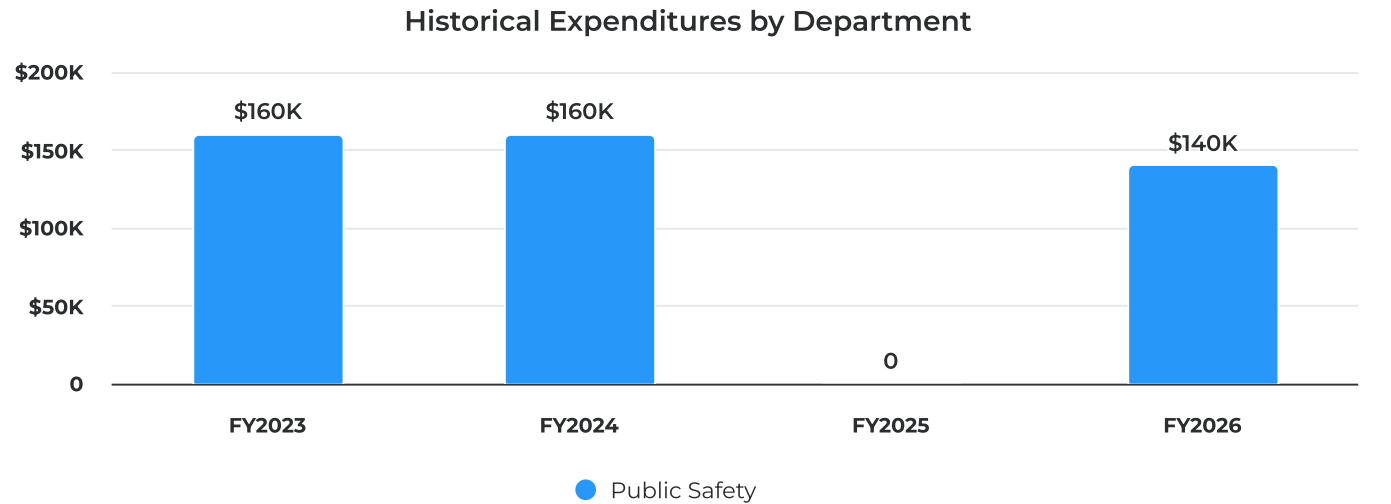
FY26 Revenues by Revenue Source



Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$184,848.08	\$169,264.03	\$178,036.59	\$160,000.00	\$160,000.00	0.00%
Total Revenues	\$184,848.08	\$169,264.03	\$178,036.59	\$160,000.00	\$160,000.00	0.00%

Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Public Safety	\$160,000.00	\$160,000.00	-	\$160,000.00	\$140,000.00	-12.50%
Total Expenditures	\$160,000.00	\$160,000.00	-	\$160,000.00	\$140,000.00	-12.50%



Facility Improvement Fund 180

The fund's purpose is to account for fees collected from facility rentals for future improvements.

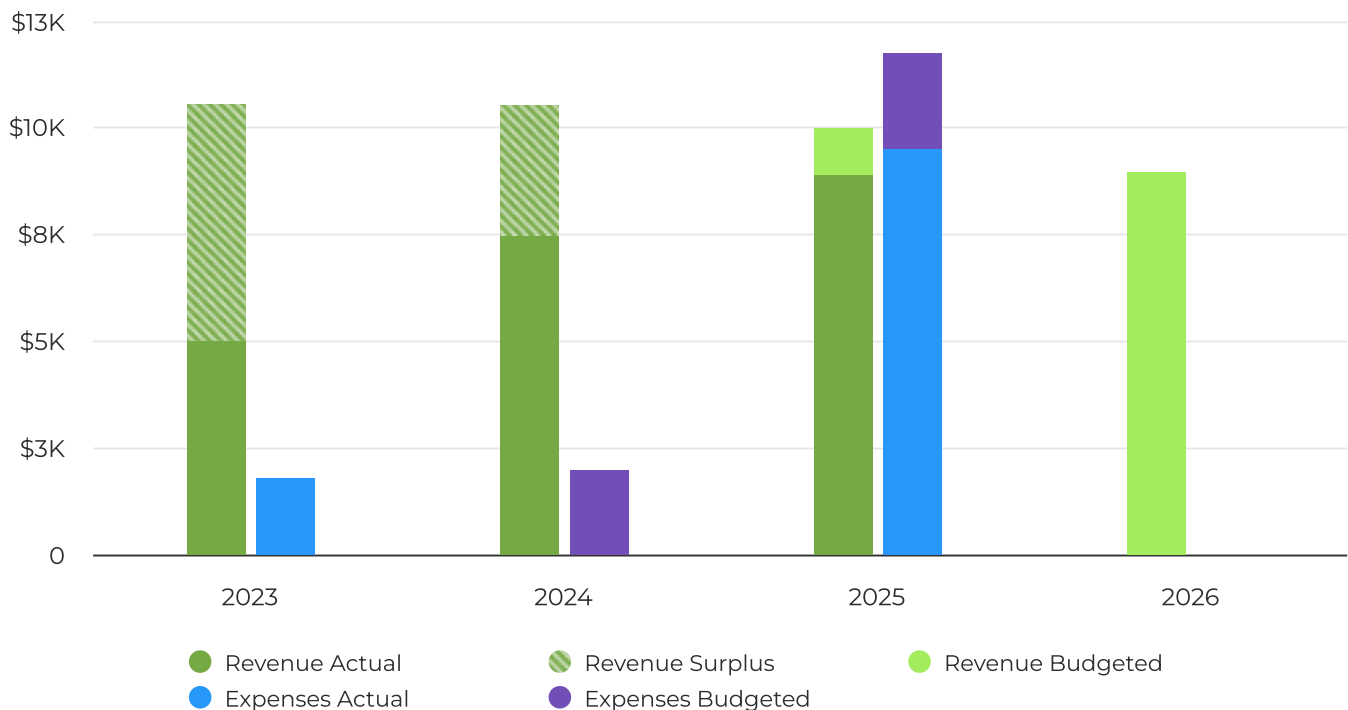
Facility Improvement Fund Comprehensive Fund Summary

Comprehensive Fund Summary

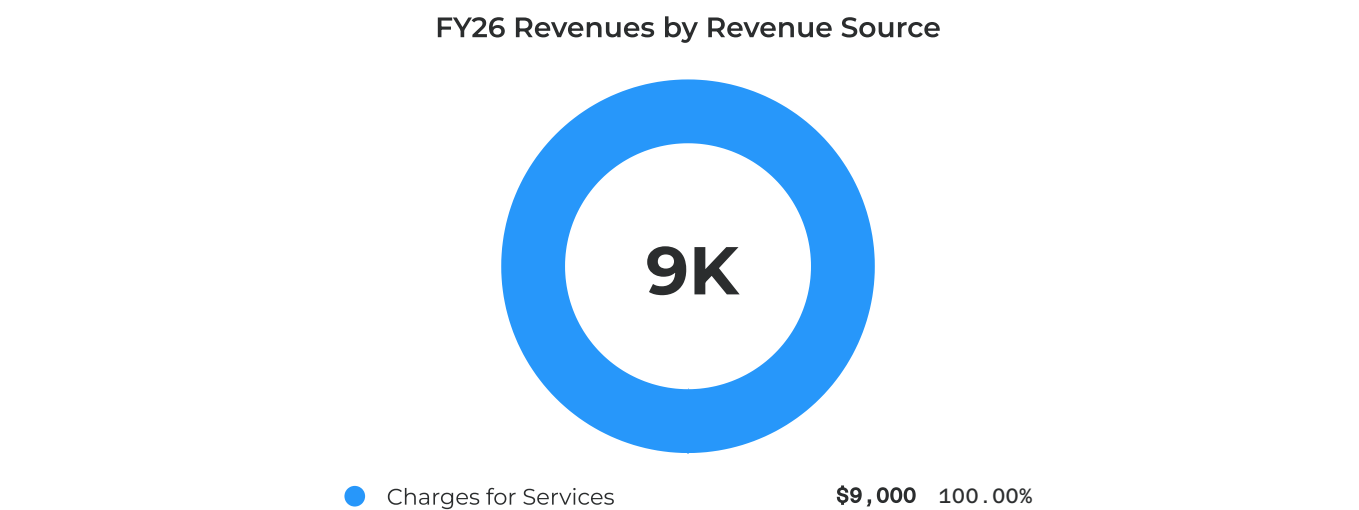
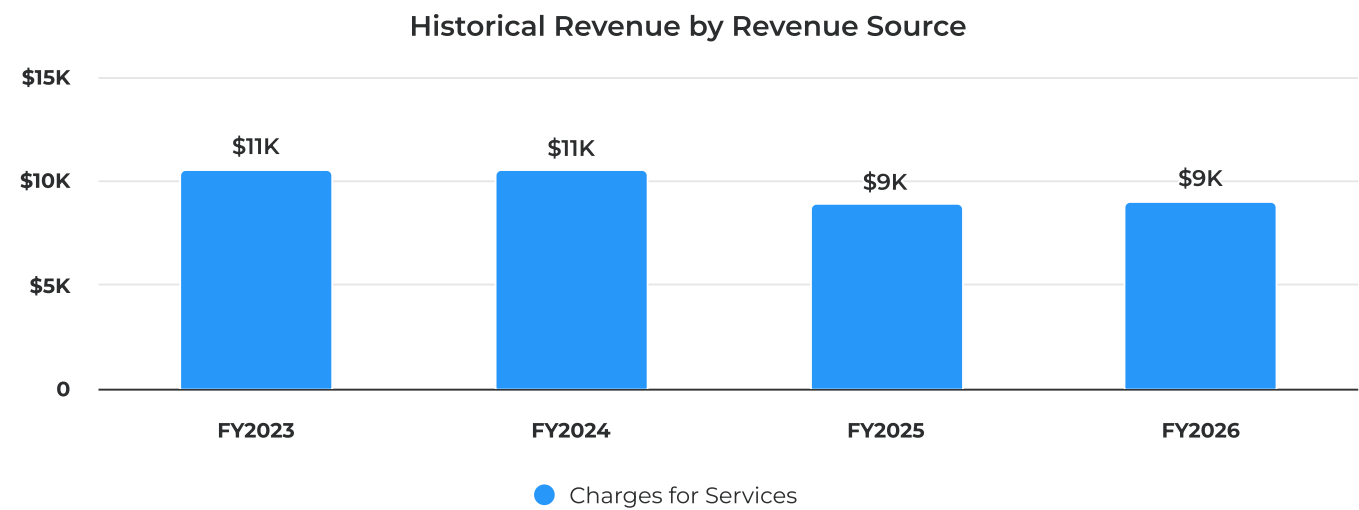
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$9,917.00	\$18,649.00	\$29,169.00	\$29,169.00	\$28,319.00
Revenues					
Charges for Services	\$10,550.00	\$10,520.00	\$10,000.00	\$8,900.00	\$9,000.00
Total Revenues	\$10,550.00	\$10,520.00	\$10,000.00	\$8,900.00	\$9,000.00
Expenditures					
Services/ Supplies	\$1,817.97	-	\$11,750.00	\$9,500.00	-
Total Expenditures	\$1,817.97	-	\$11,750.00	\$9,500.00	-
Total Revenues Less Expenditures	\$8,732.03	\$10,520.00	-\$1,750.00	-\$600.00	\$9,000.00
Ending Fund Balance	\$18,649.03	\$29,169.00	\$27,419.00	\$28,569.00	\$37,319.00

Facility Improvement Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

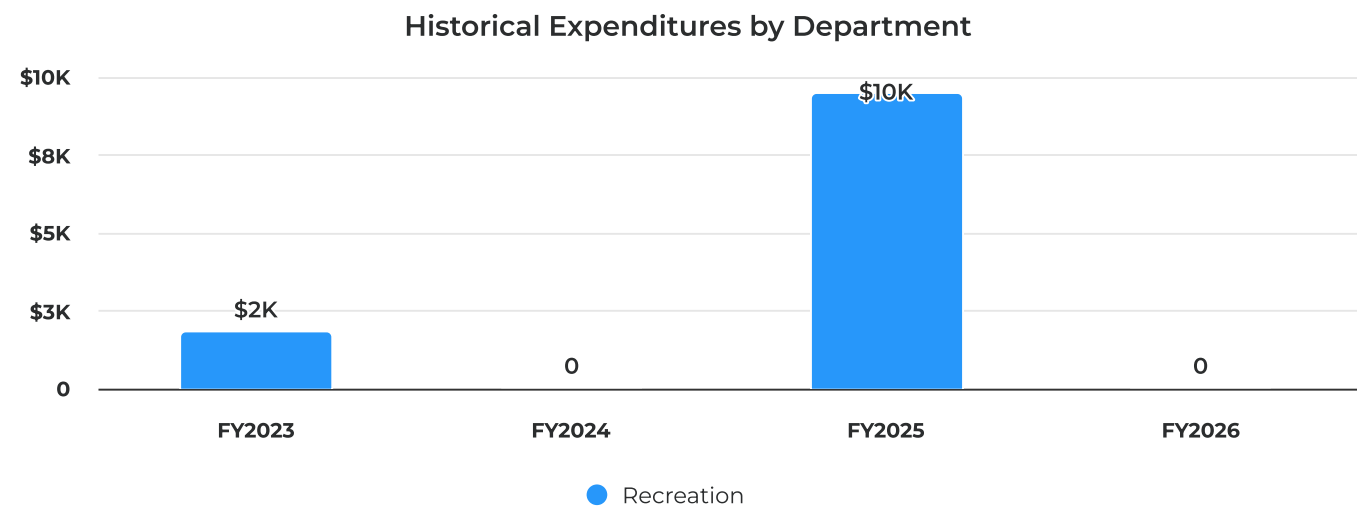


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$10,550.00	\$10,520.00	\$8,900.00	\$10,000.00	\$9,000.00	-10.00%
Total Revenues	\$10,550.00	\$10,520.00	\$8,900.00	\$10,000.00	\$9,000.00	-10.00%



Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Recreation	\$1,817.97	-	\$9,500.00	\$11,750.00	-	-100.00%
Total Expenditures	\$1,817.97	-	\$9,500.00	\$11,750.00	-	-100.00%



CFD 2016-1 Fund 181

This fund's purpose is to account for developer assessments associated with lighting and landscape maintenance, storm drains and public safety.

CFD 2016-1 Fund Comprehensive Fund Summary

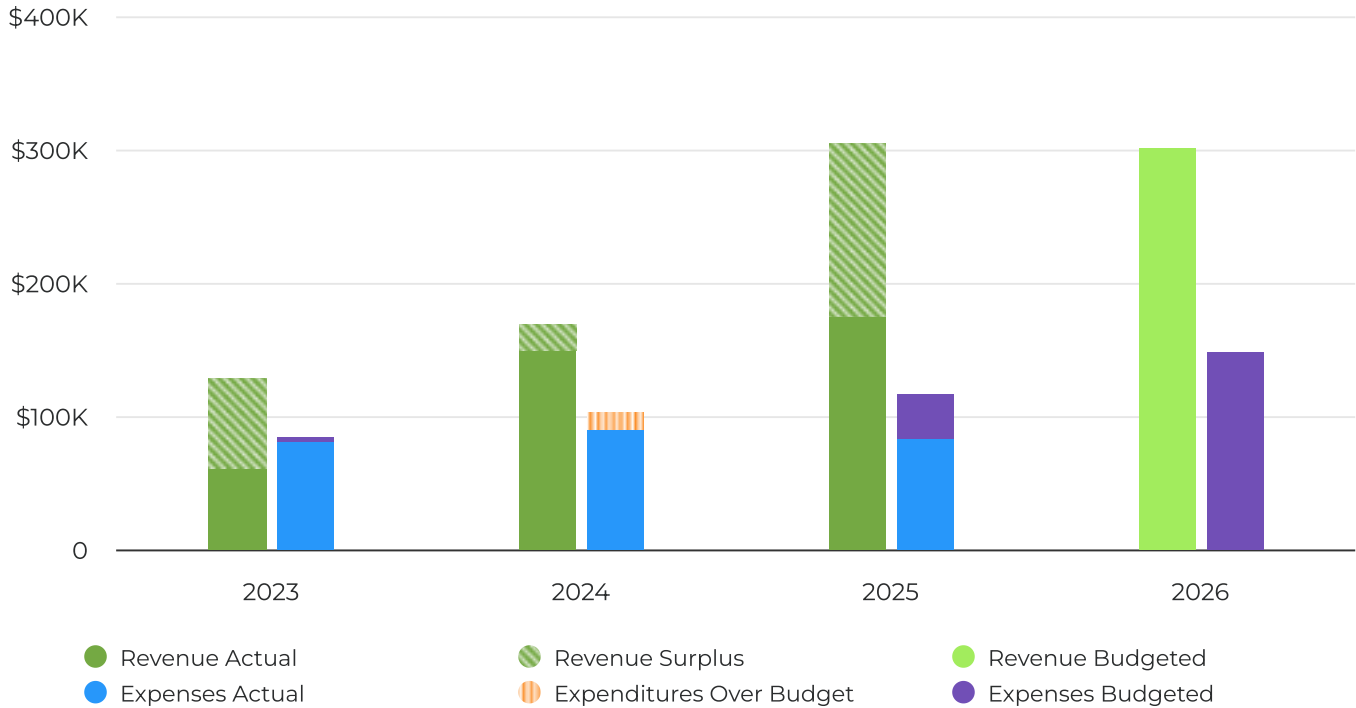
Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$257,077.00	\$304,474.00	\$370,775.00	\$370,775.00	\$552,861.00
Revenues					
Charges for Services	\$128,225.37	\$169,717.56	\$175,000.00	\$301,179.54	\$302,000.00
Interest Income	-	-	-	\$2,503.45	-
Total Revenues	\$128,225.37	\$169,717.56	\$175,000.00	\$303,682.99	\$302,000.00
Expenditures					
Professional Services	-	\$2,894.50	\$11,000.00	\$16,548.20	\$21,000.00
Services/ Supplies	\$22,289.33	\$49,002.68	\$55,500.00	\$66,577.34	\$75,500.00
Utilities	-	-	\$1,100.00	-	\$1,100.00
Capital Expenses/ Projects	\$38,539.79	\$11,519.00	-	-	-
Transfers Out	\$20,000.00	\$40,000.00	\$50,000.00	-	\$50,000.00
Total Expenditures	\$80,829.12	\$103,416.18	\$117,600.00	\$83,125.54	\$147,600.00
Total Revenues Less Expenditures	\$47,396.25	\$66,301.38	\$57,400.00	\$220,557.45	\$154,400.00
Ending Fund Balance	\$304,473.25	\$370,775.38	\$428,175.00	\$591,332.45	\$707,261.00



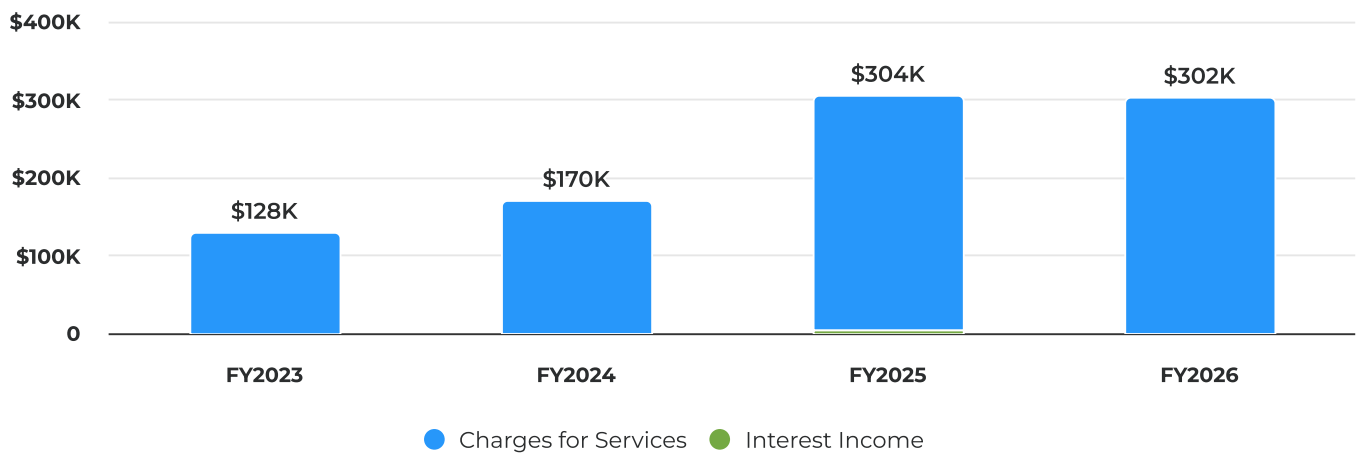
CFD 2016-1 Fund Summary

Revenues vs Expenditures Summary

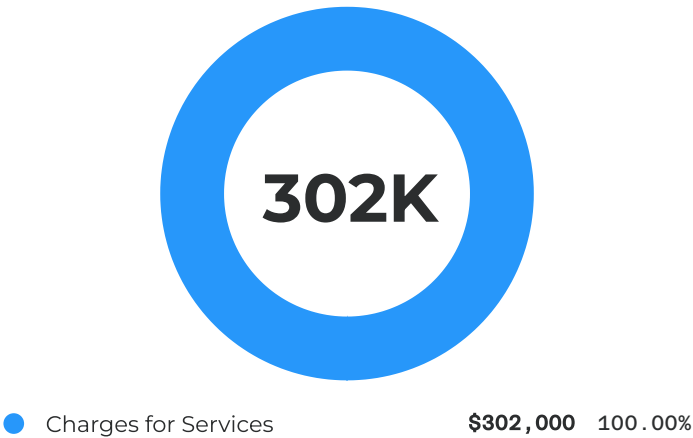


Revenues by Revenue Source

Historical Revenue by Revenue Source



FY26 Revenues by Revenue Source

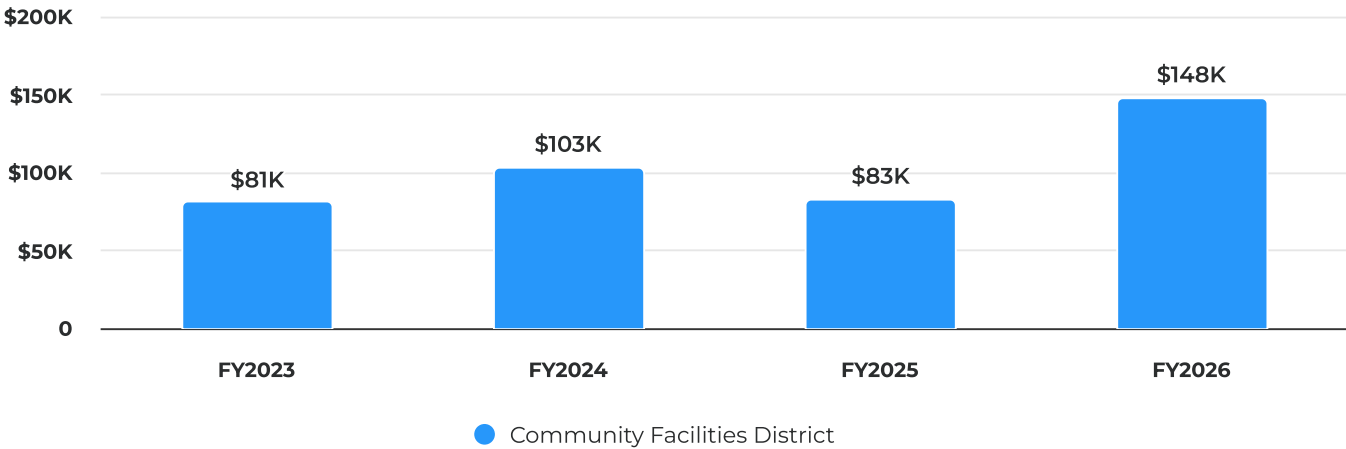


Revenues by Revenue Source

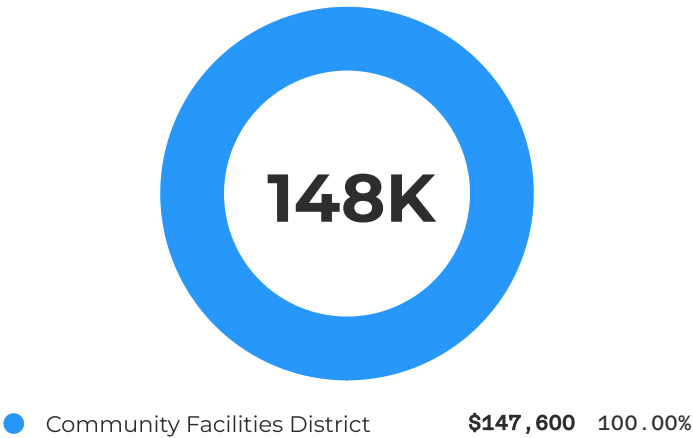
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$128,225.37	\$169,717.56	\$301,179.54	\$175,000.00	\$302,000.00	72.57%
Interest Income	-	-	\$2,503.45	-	-	-
Total Revenues	\$128,225.37	\$169,717.56	\$303,682.99	\$175,000.00	\$302,000.00	72.57%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Community Facilities District	\$80,829.12	\$103,416.18	\$83,125.54	\$117,600.00	\$147,600.00	25.51%
Total Expenditures	\$80,829.12	\$103,416.18	\$83,125.54	\$117,600.00	\$147,600.00	25.51%



Riverbank Teen Donation Fund 196

This fund's purpose is to account for donation revenues received for the Teen Center.

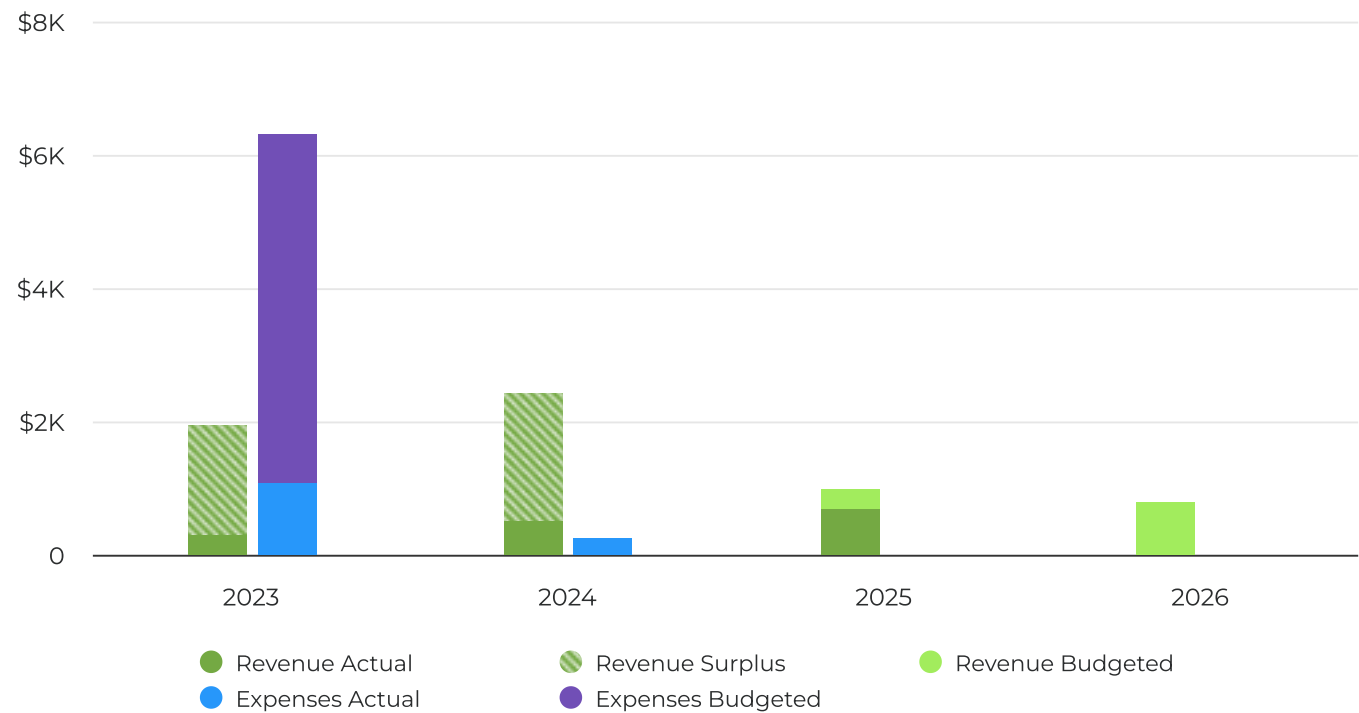
Riverbank Teen Donation Fund Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$6,137.00	\$7,010.00	\$9,179.00	\$9,179.00	\$9,865.00
Revenues					
Charges for Services	\$1,947.30	\$2,428.11	\$1,000.00	\$685.99	\$800.00
Total Revenues	\$1,947.30	\$2,428.11	\$1,000.00	\$685.99	\$800.00
Expenditures					
Capital Expenses/ Projects	\$1,075.02	\$258.40	-	-	-
Total Expenditures	\$1,075.02	\$258.40	-	-	-
Total Revenues Less Expenditures	\$872.28	\$2,169.71	\$1,000.00	\$685.99	\$800.00
Ending Fund Balance	\$7,009.28	\$9,179.71	\$10,179.00	\$9,864.99	\$10,665.00

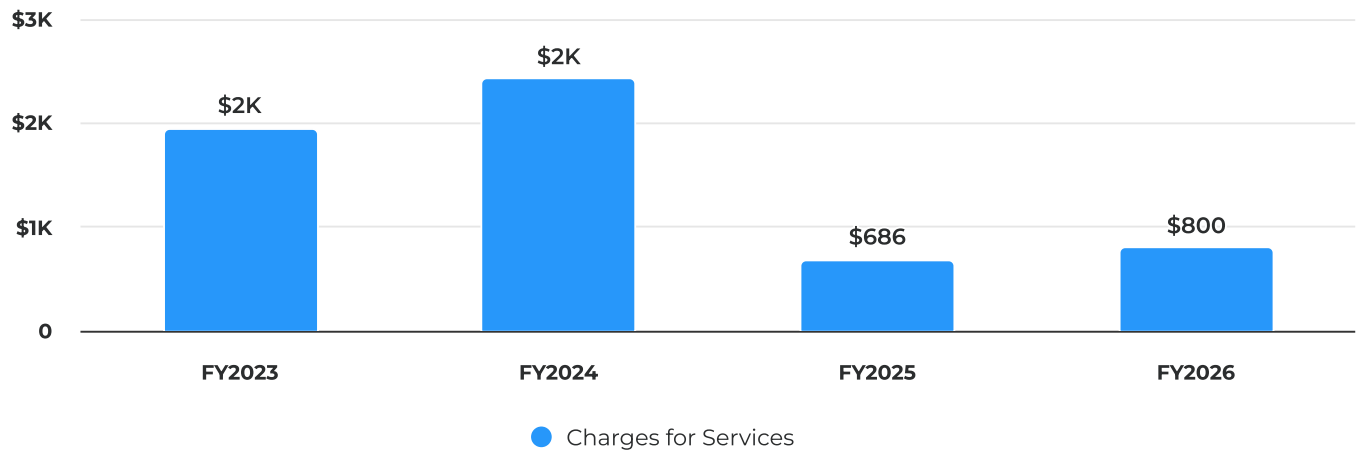
Riverbank Teen Center Donation Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

Historical Revenue by Revenue Source

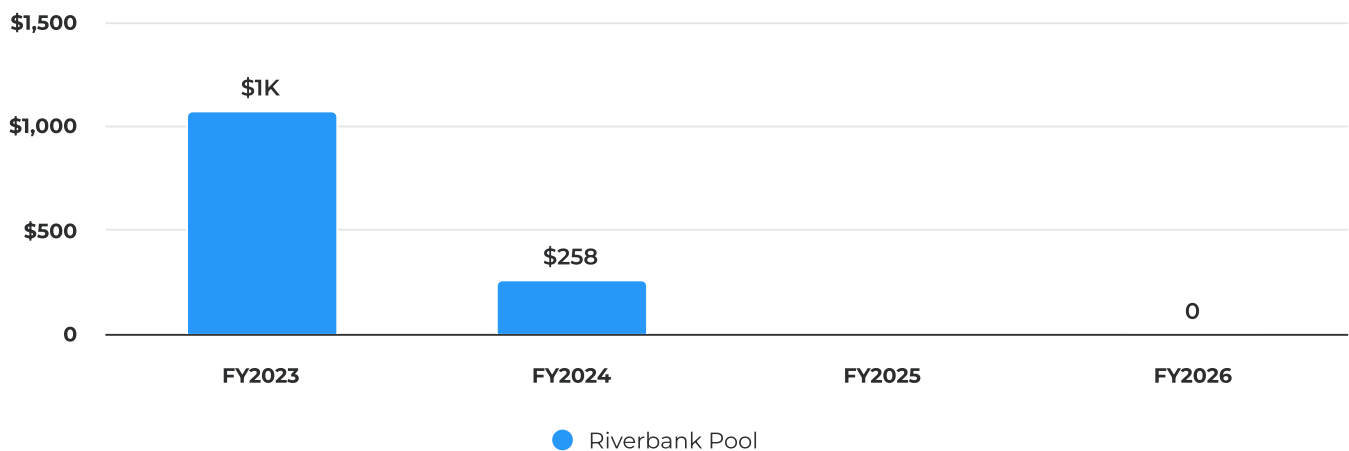


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$1,947.30	\$2,428.11	\$685.99	\$1,000.00	\$800.00	-20.00%
Total Revenues	\$1,947.30	\$2,428.11	\$685.99	\$1,000.00	\$800.00	-20.00%

Expenditures by Department

Historical Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Riverbank Pool	\$1,075.02	\$258.40	-	-	-	-
Total Expenditures	\$1,075.02	\$258.40	-	-	-	-



Measure L Fund 229

Stanislaus County Measure L is a voter-approved 1/2-cent add-on sales tax dedicated to funding transportation improvements throughout the county. The primary goals of Measure L are to enhance the condition of local streets and roads, improve regional connectivity, and reduce traffic congestion. Revenue generated by this measure supports a range of transportation projects, including road maintenance and repair, safety enhancements, bike and pedestrian pathway development, and transit system upgrades. Funds are allocated to cities and the county based on a formula established in the Measure L Expenditure Plan, ensuring local control and accountability. This long-term investment helps create a safer, more efficient, and better-connected transportation network for all residents and visitors.

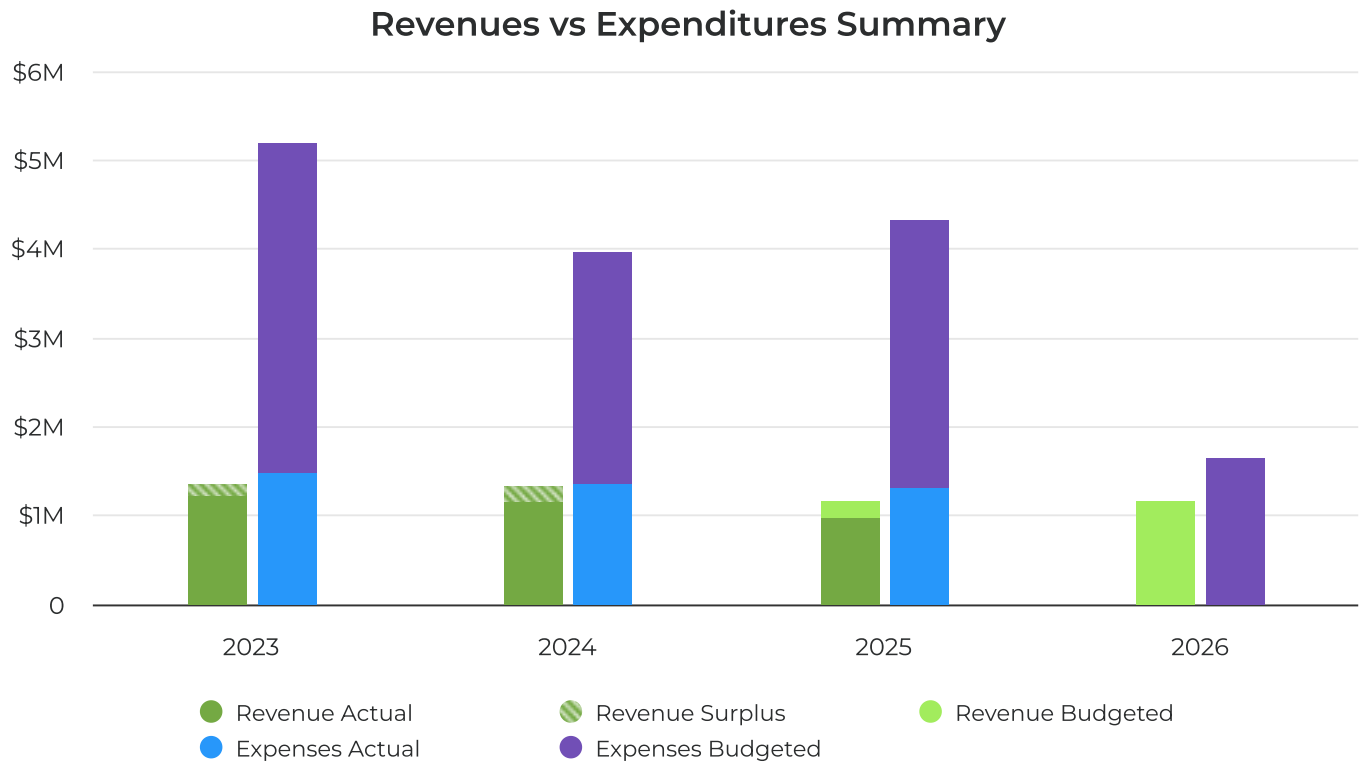
Measure L Fund Comprehensive Fund Summary

Comprehensive Fund Summary

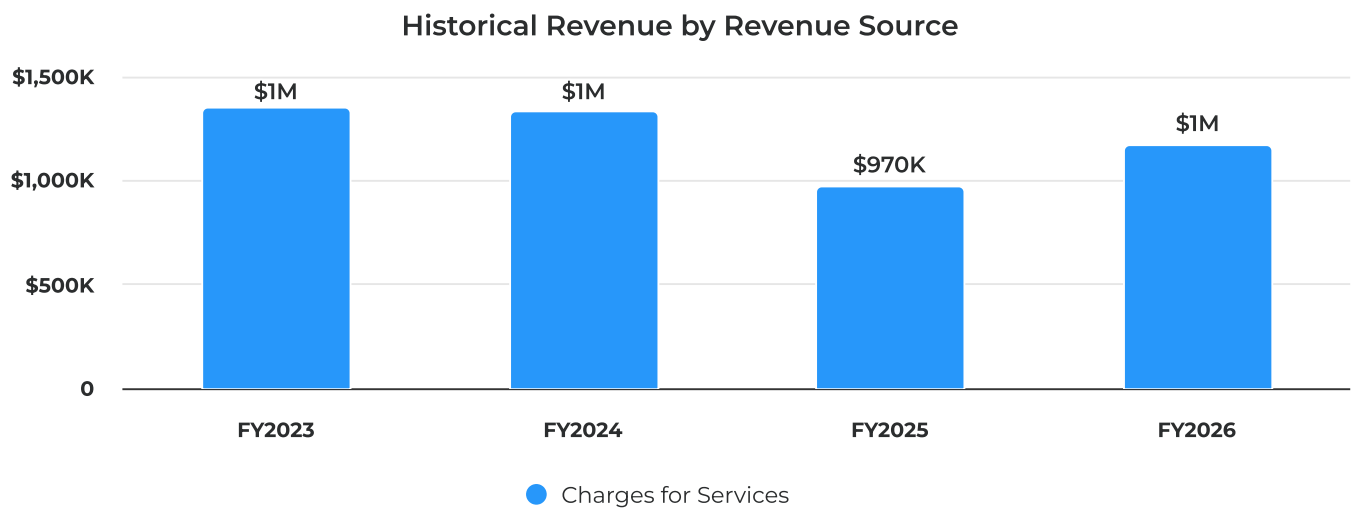
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$2,997,286.00	\$2,814,880.00	\$2,779,273.00	\$2,779,273.00	\$2,272,379.00
Revenues					
Charges for Services	\$1,349,215.85	\$1,330,893.10	\$1,170,351.00	\$969,649.43	\$1,168,400.00
Total Revenues	\$1,349,215.85	\$1,330,893.10	\$1,170,351.00	\$969,649.43	\$1,168,400.00
Expenditures					
Capital Expenses/ Projects	\$1,481,621.32	\$1,358,073.03	\$4,069,533.00	\$1,306,471.51	\$1,640,993.00
Total Expenditures	\$1,481,621.32	\$1,358,073.03	\$4,069,533.00	\$1,306,471.51	\$1,640,993.00
Total Revenues Less Expenditures	-\$132,405.47	-\$27,179.93	-\$2,899,182.00	-\$336,822.08	-\$472,593.00
Ending Fund Balance	\$2,864,880.53	\$2,787,700.07	-\$119,909.00	\$2,442,450.92	\$1,799,786.00



Measure L Fund Summary



Revenues by Revenue Source

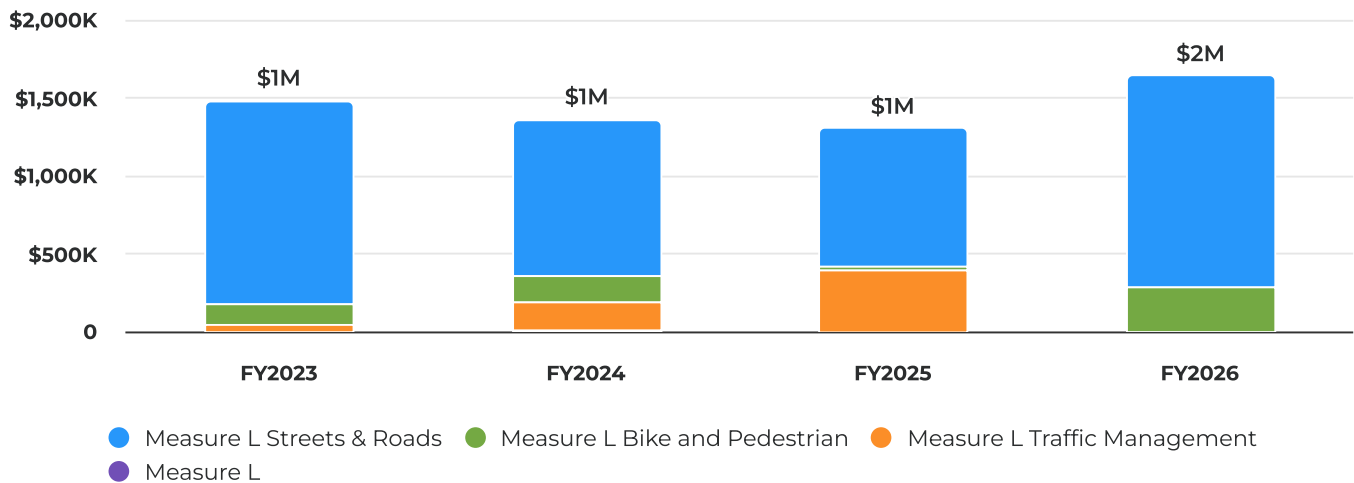


Revenues by Revenue Source

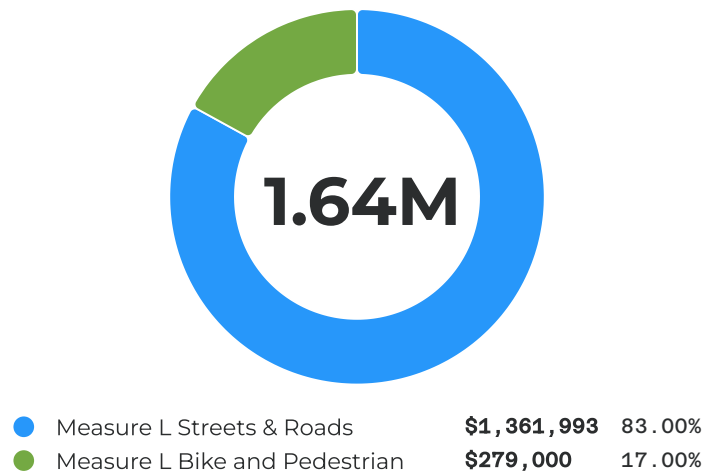
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$1,349,215.85	\$1,330,893.10	\$969,649.43	\$1,170,351.00	\$1,168,400.00	-0.17%
Total Revenues	\$1,349,215.85	\$1,330,893.10	\$969,649.43	\$1,170,351.00	\$1,168,400.00	-0.17%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Measure L Streets & Roads	\$1,310,016.39	\$1,004,407.74	\$889,927.03	\$2,868,566.00	\$1,361,993.00	-52.52%
Measure L Traffic Management	\$38,022.97	\$183,897.01	\$386,943.48	\$977,217.00	-	-100.00%



Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Measure L Bike and Pedestrian	\$133,581.96	\$168,184.28	\$29,601.00	\$223,750.00	\$279,000.00	24.69%
Measure L	-	\$1,584.00	-	-	-	-
Total Expenditures	\$1,481,621.32	\$1,358,073.03	\$1,306,471.51	\$4,069,533.00	\$1,640,993.00	-59.68%



Public Benefit Fund 230

In Riverbank, commercial cannabis businesses—including cultivation, manufacturing, distribution, and retail—are permitted under specific conditions. Prospective operators must obtain a Conditional Use Permit and enter into a Development Agreement with the City. These agreements outline operational standards, community benefit provisions, and financial obligations. The Fund is to account for revenues received from Cannabis Development Agreements.

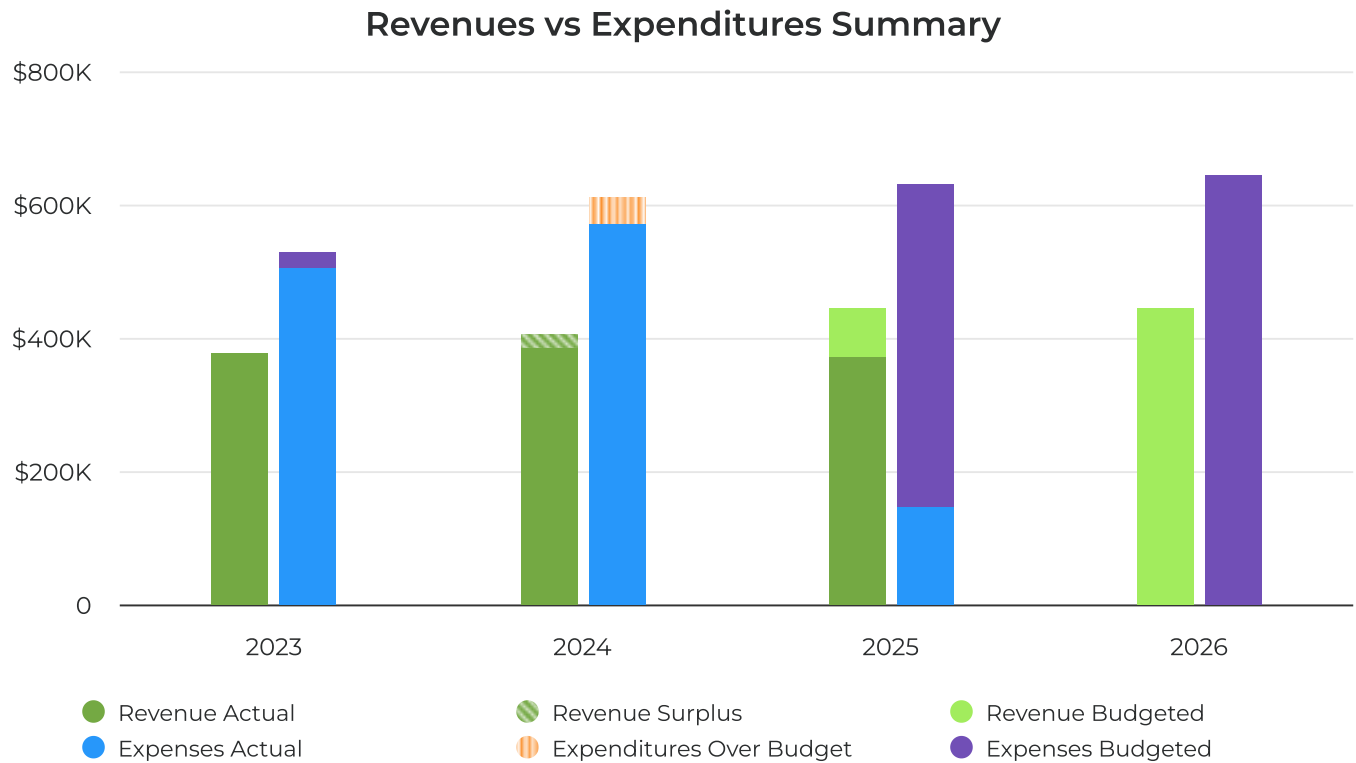
Public Benefit Fund Comprehensive Fund Summary

Comprehensive Fund Summary

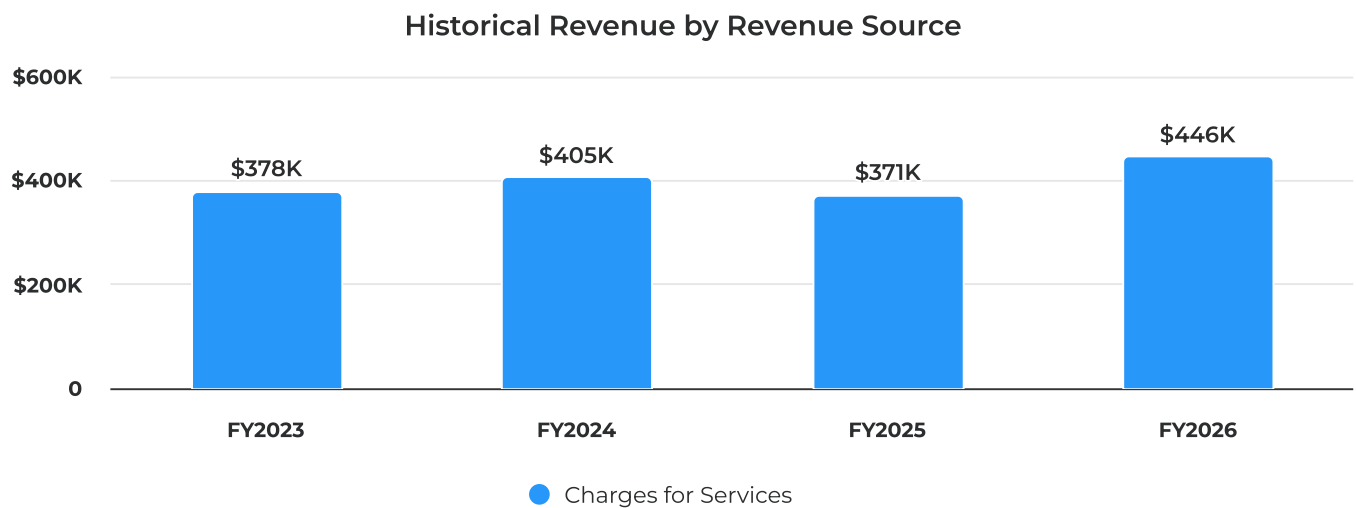
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$1,452,903.00	\$1,326,554.00	\$1,121,052.00	\$1,121,052.00	\$935,692.00
Revenues					
Charges for Services	\$378,200.19	\$405,335.34	\$445,000.00	\$371,058.72	\$446,000.00
Total Revenues	\$378,200.19	\$405,335.34	\$445,000.00	\$371,058.72	\$446,000.00
Expenditures					
Professional Services	\$115,649.53	\$190,836.78	\$206,000.00	\$147,833.34	\$206,000.00
Transfers Out	\$388,900.00	\$420,000.00	\$424,360.00	-	\$438,250.00
Total Expenditures	\$504,549.53	\$610,836.78	\$630,360.00	\$147,833.34	\$644,250.00
Total Revenues Less Expenditures	-\$126,349.34	-\$205,501.44	-\$185,360.00	\$223,225.38	-\$198,250.00
Ending Fund Balance	\$1,326,553.66	\$1,121,052.56	\$935,692.00	\$1,344,277.38	\$737,442.00



Public Benefit Fund Summary



Revenues by Revenue Source

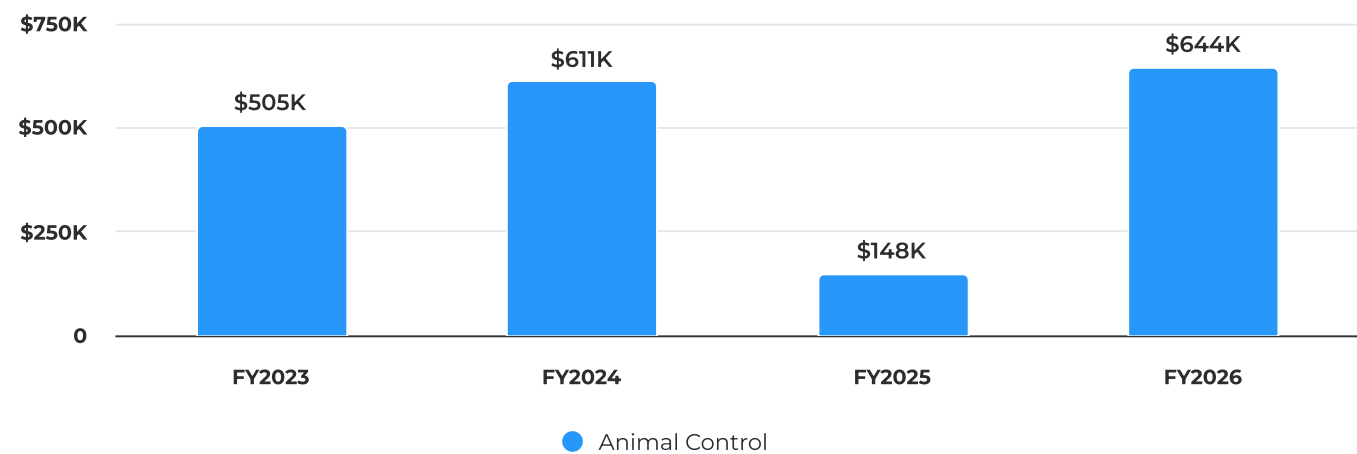


Revenues by Revenue Source

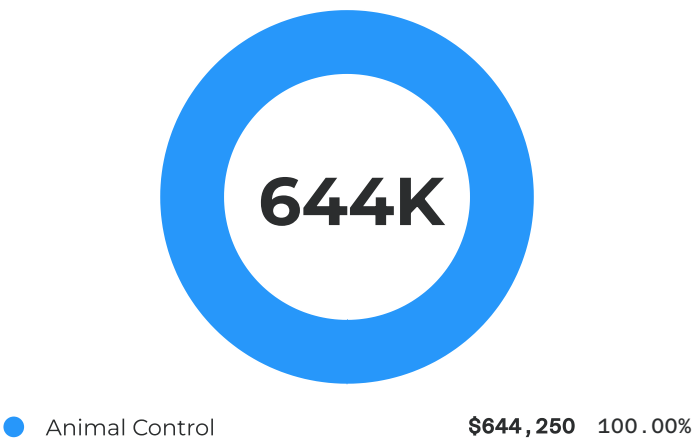
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$378,200.19	\$405,335.34	\$371,058.72	\$445,000.00	\$446,000.00	0.22%
Total Revenues	\$378,200.19	\$405,335.34	\$371,058.72	\$445,000.00	\$446,000.00	0.22%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Animal Control	\$504,549.53	\$610,836.78	\$147,833.34	\$630,360.00	\$644,250.00	2.20%
Total Expenditures	\$504,549.53	\$610,836.78	\$147,833.34	\$630,360.00	\$644,250.00	2.20%



System Development Funds

System Development Funds are collected through development impact fees assessed on new construction projects within the City. These fees are intended to ensure that new development pays its fair share for the public infrastructure and facilities needed to support community growth.

The revenues from System Development Funds are legally restricted and may only be used to finance capital improvements related to the impacts of new development. This includes infrastructure such as streets, parks, public safety facilities, water and sewer systems, and other public services identified in the City's development impact fee program.

By using System Development Funds, the City is able to maintain a high level of service and infrastructure quality without placing the financial burden on existing residents and businesses.

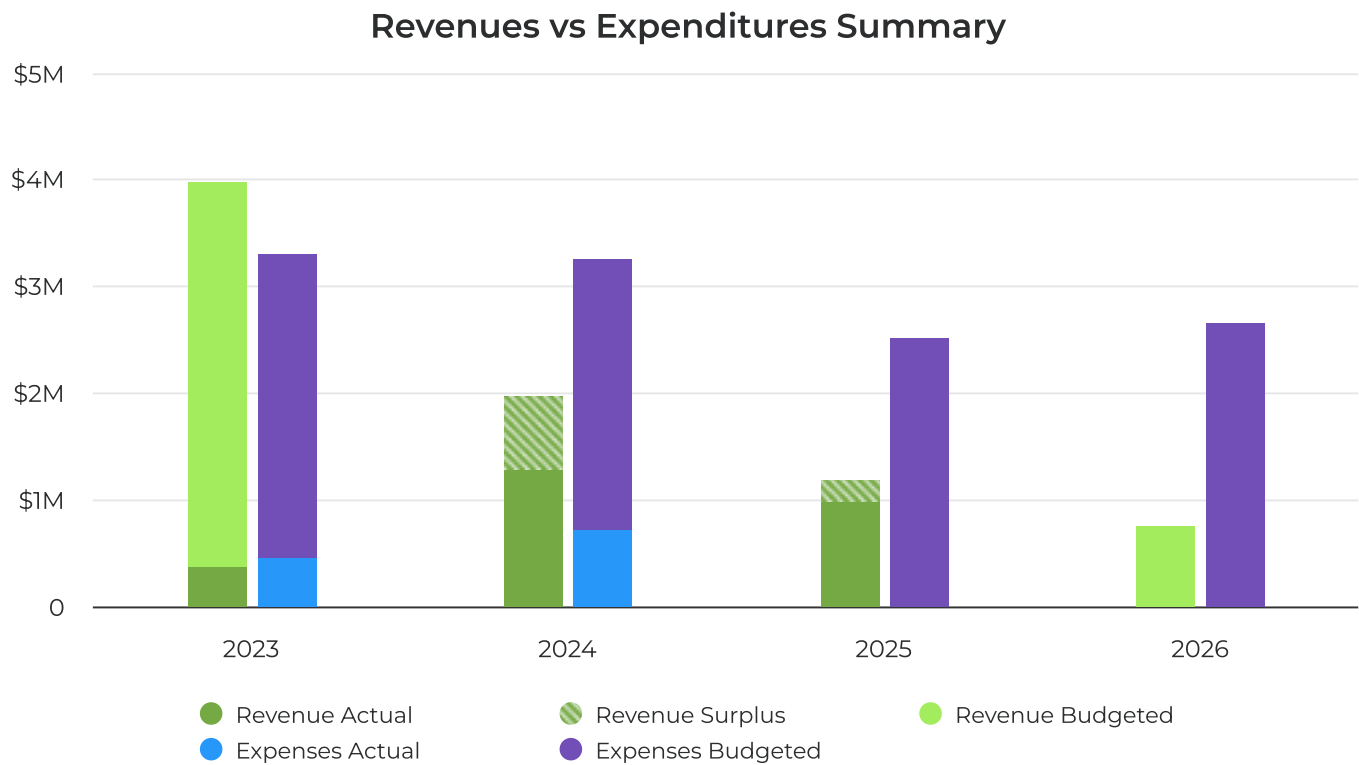
System Development Funds Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$8,138,747.00	\$8,303,455.00	\$9,576,321.00	\$9,576,321.00	\$10,756,757.00
Revenues					
Charges for Services	\$304,911.79	\$1,562,950.60	\$824,650.00	\$1,065,122.08	\$650,550.00
Interest Income	\$69,500.40	\$94,054.74	\$66,400.00	\$116,085.72	\$66,400.00
Transfers In	-	\$315,000.00	\$36,517.00	-	\$36,517.00
Total Revenues	\$374,412.19	\$1,972,005.34	\$927,567.00	\$1,181,207.80	\$753,467.00
Expenditures					
Professional Services	\$3,920.00	-	\$34,000.00	\$6,262.50	-
Capital Expenses/ Projects	\$327,445.23	\$599,619.67	\$2,350,000.00	-	\$2,493,882.00
Transfers Out	\$130,626.23	\$119,259.99	\$140,266.00	-	\$156,188.00
Total Expenditures	\$461,991.46	\$718,879.66	\$2,524,266.00	\$6,262.50	\$2,650,070.00
Total Revenues Less Expenditures	-\$87,579.27	\$1,253,125.68	-\$1,596,699.00	\$1,174,945.30	-\$1,896,603.00
Ending Fund Balance	\$8,051,167.73	\$9,556,580.68	\$7,979,622.00	\$10,751,266.30	\$8,860,154.00



System Development Funds Summary



Housing Funds

The City's Housing Funds are used to support affordable housing development, preservation, rehabilitation, and homelessness prevention efforts. These funds are comprised of federal, state, and local sources, including:

- **Community Development Block Grant (CDBG):** A federal program that provides funding for a wide range of community development activities, including housing rehabilitation, public infrastructure improvements, and services for low- and moderate-income residents.
- **HOME Investment Partnerships Program (HOME):** A federal grant that supports the development and rehabilitation of affordable housing for low-income households.
- **CalHome:** A state-funded program that assists low- and very low-income households through activities such as first-time homebuyer assistance and owner-occupied housing rehabilitation.
- **Transitional Housing Funds:** Local or grant-funded programs that provide temporary housing and supportive services to individuals and families transitioning out of homelessness or unstable housing conditions.

These Housing Funds are restricted in use and must be spent in accordance with federal and state regulations. They play a critical role in advancing the City's goals to increase affordable housing opportunities, support vulnerable populations, and improve the quality of life for low- and moderate-income residents.

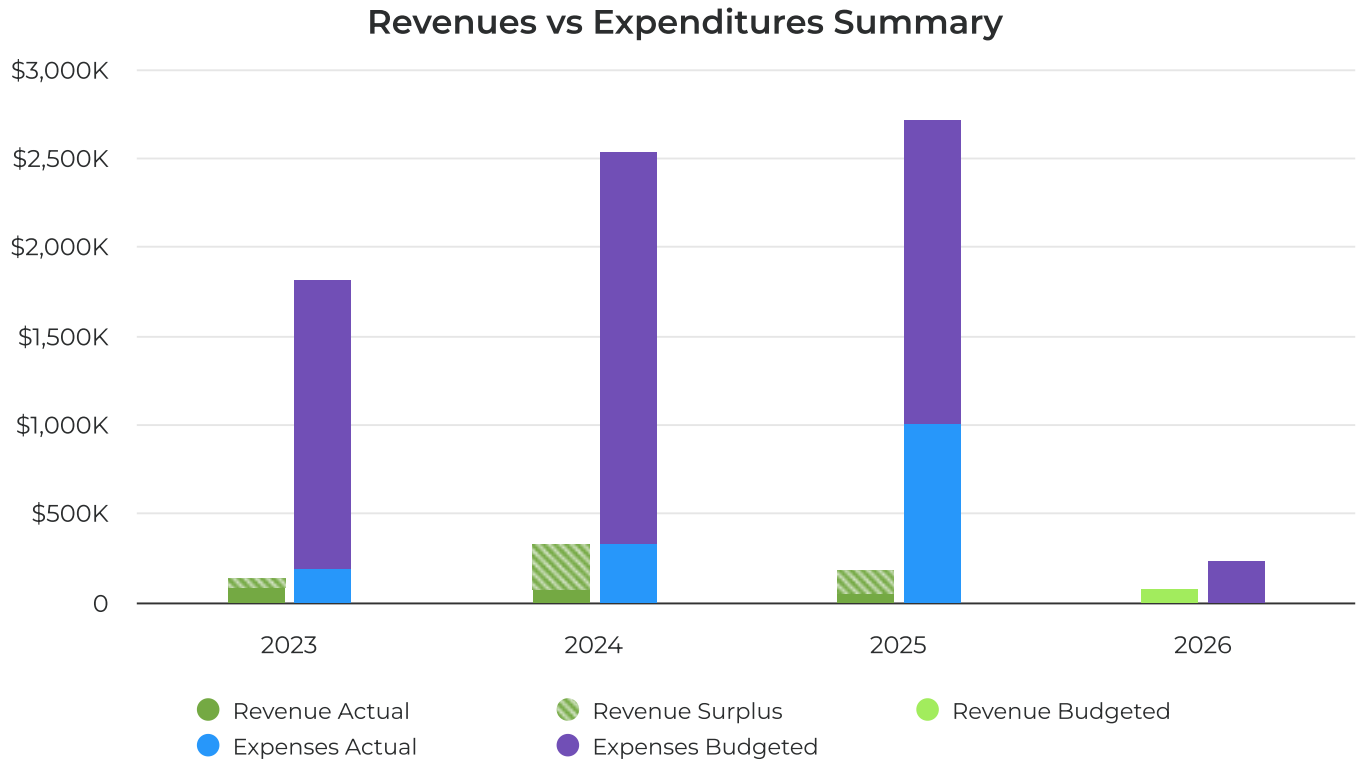
Housing Funds Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$13,326,468.00	\$13,264,563.00	\$13,265,562.00	\$13,265,562.00	\$12,316,053.00
Revenues					
Taxes	\$9,579.00	\$12,376.00	-	\$39,507.00	-
Charges for Services	\$51,904.31	\$242,941.69	\$25,000.00	\$61,700.00	\$45,000.00
Interest Income	\$74,688.82	\$56,911.26	\$27,600.00	\$74,473.92	\$32,700.00
Transfers In	-	\$11,886.04	-	-	-
Total Revenues	\$136,172.13	\$324,114.99	\$52,600.00	\$175,680.92	\$77,700.00
Expenditures					
Payroll Benefits	\$40,586.63	\$46,862.23	\$56,390.00	\$41,569.48	\$64,723.59
Salary	\$65,974.10	\$69,934.94	\$157,946.00	\$64,304.63	\$160,732.80
Professional Services	\$88,642.63	\$206,164.32	\$2,337,243.00	\$256,559.27	\$11,000.00
Services/ Supplies	\$148.45	\$154.14	\$100.00	\$119.35	-
Transfers Out	-	-	-	\$638,500.00	-
Total Expenditures	\$195,351.81	\$323,115.63	\$2,551,679.00	\$1,001,052.73	\$236,456.39
Total Revenues Less Expenditures	-\$59,179.68	\$999.36	-\$2,499,079.00	-\$825,371.81	-\$158,756.39
Ending Fund Balance	\$13,267,288.32	\$13,265,562.36	\$10,766,483.00	\$12,440,190.19	\$12,157,296.61



Housing Funds Summary



Sewer Enterprise Funds

The Sewer Funds support the operation, maintenance, and long-term sustainability of the City's wastewater system. These funds ensure the safe collection, treatment, and disposal of wastewater in compliance with state and federal environmental regulations. The Sewer Funds are divided into the following key components:

- **Operations and Maintenance (O&M):** This portion of the fund covers the day-to-day costs of running the City's sewer system, including staffing, equipment, utilities, routine maintenance, inspections, and emergency repairs.
- **Debt Service:** This fund is used to repay outstanding debt issued for major sewer infrastructure improvements, such as treatment plant upgrades or system expansions. Payments include both principal and interest and are scheduled according to bond or loan agreements.
- **Capital Outlay:** This fund supports the planning, design, and construction of significant capital projects, such as replacing aging pipelines, upgrading pump stations, or expanding treatment capacity. Capital investments ensure the reliability, efficiency, and regulatory compliance of the wastewater system.
- **Sewer Connection Fee Fund:** This fund accounts for fees paid by new customers to connect to the City's water system. These fees help cover the cost of physical connections, meters, inspections, and other one-time services required to bring a property online.
- **System Development Fees (Sewer Impact Fees):** These fees are collected from new development to fund infrastructure improvements required to accommodate system growth. These restricted funds help ensure that growth pays its fair share of system expansion costs, rather than burdening existing ratepayers.

Together, these funds enable the City to provide reliable wastewater services, protect public health and the environment, and plan for future capacity needs as the community grows.

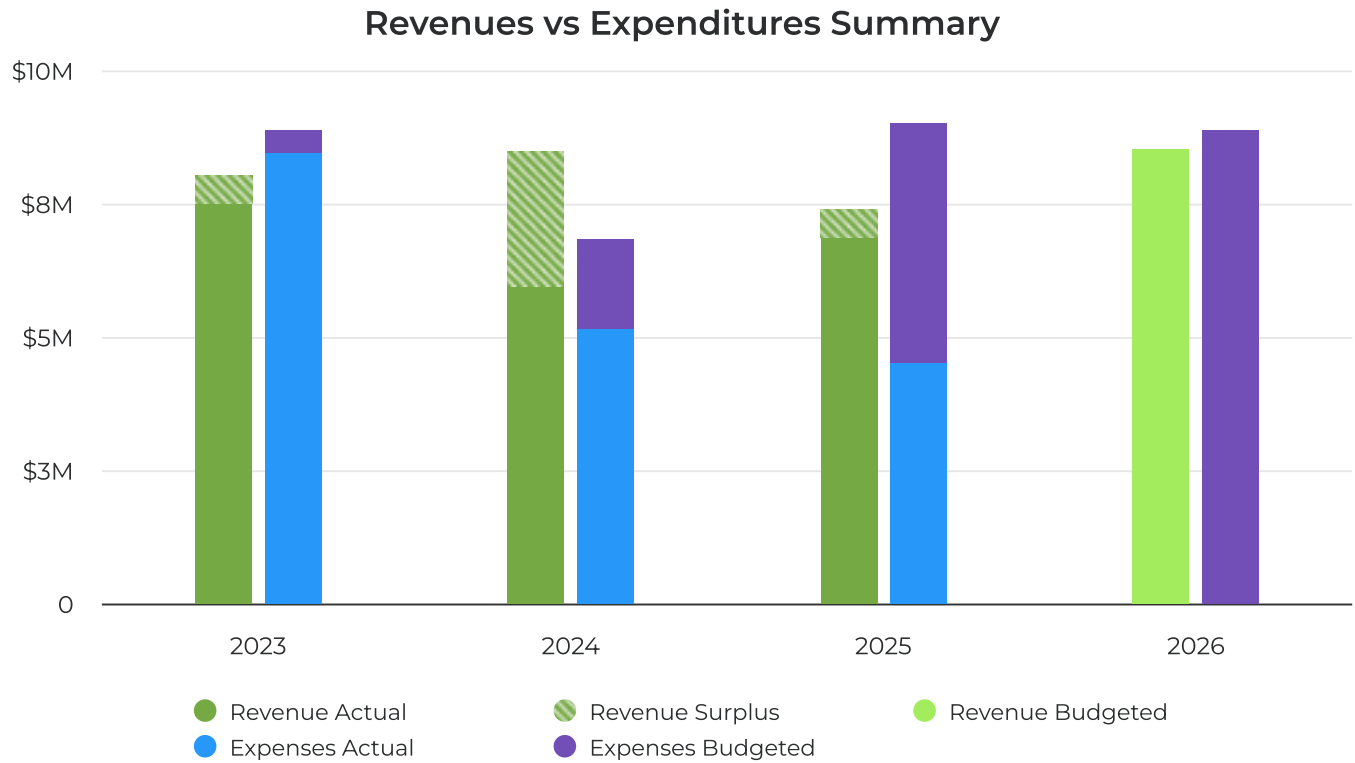
Sewer Enterprise Funds Comprehensive Fund Summary

Comprehensive Fund Summary

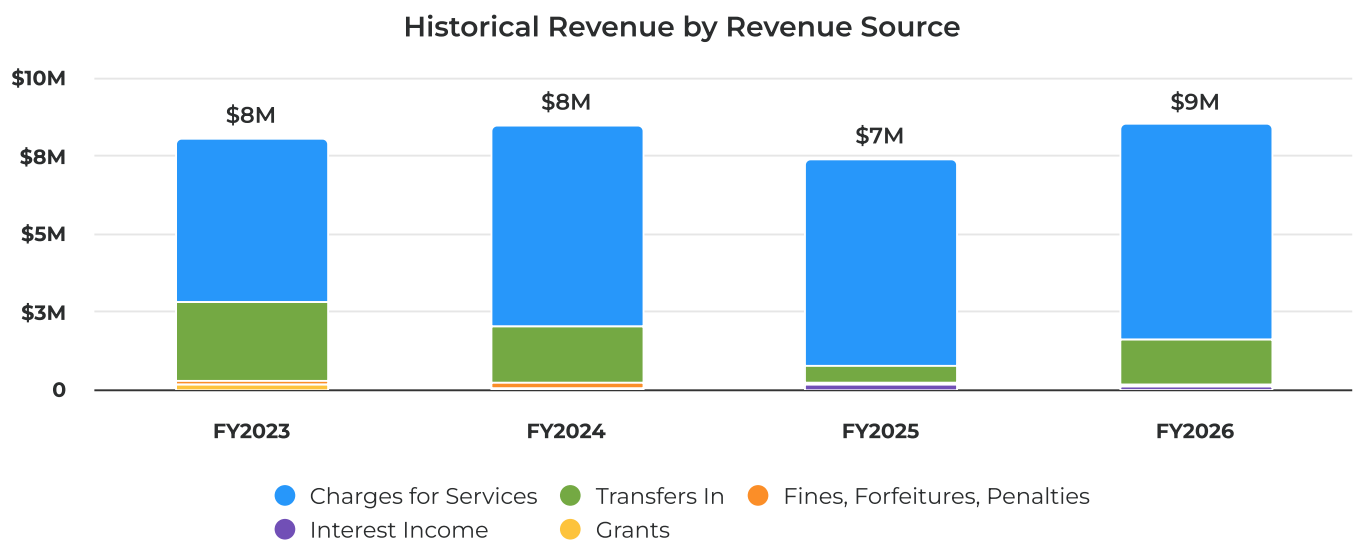
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$9,434,981.00	\$9,974,707.00	\$11,238,764.70	\$11,238,764.70	\$13,484,156.00
Revenues					
Grants	\$132,469.00	-	-	-	-
Charges for Services	\$5,226,162.91	\$6,476,304.03	\$6,086,350.00	\$6,667,691.97	\$6,904,400.00
Fines, Forfeitures, Penalties	\$92,915.75	\$160,605.78	\$111,000.00	\$104,716.62	\$100,000.00
Interest Income	\$37,578.12	\$52,877.96	\$44,000.00	\$123,331.08	\$75,500.00
Transfers In	\$2,553,662.37	\$1,801,000.33	\$632,592.00	\$511,899.24	\$1,424,277.00
Total Revenues	\$8,042,788.15	\$8,490,788.10	\$6,873,942.00	\$7,407,638.91	\$8,504,177.00
Expenditures					
Payroll Benefits	\$245,129.51	\$383,283.84	\$794,084.00	\$563,446.68	\$947,781.24
Salary	\$435,036.89	\$536,337.67	\$1,126,244.00	\$974,891.22	\$1,265,432.54
Professional Services	\$974,121.77	\$606,440.03	\$971,618.00	\$927,308.75	\$1,010,100.17
Services/ Supplies	\$361,931.30	\$939,672.63	\$764,367.00	\$349,387.13	\$873,528.50
Utilities	\$251,299.09	\$289,687.10	\$288,502.00	\$300,494.77	\$306,107.00
Capital Expenses/ Projects	\$2,734,404.97	-\$79,898.75	\$4,197,040.00	\$891,009.07	\$2,754,345.00
Transfers Out	\$3,458,631.65	\$2,462,554.17	\$854,646.61	\$511,899.24	\$1,724,846.50
Total Expenditures	\$8,460,555.18	\$5,138,076.69	\$8,996,501.61	\$4,518,436.86	\$8,882,140.94
Total Revenues Less Expenditures	-\$417,767.03	\$3,352,711.41	-\$2,122,559.61	\$2,889,202.05	-\$377,963.94
Ending Fund Balance	\$9,017,213.97	\$13,327,418.41	\$9,116,205.09	\$14,127,966.75	\$13,106,192.06



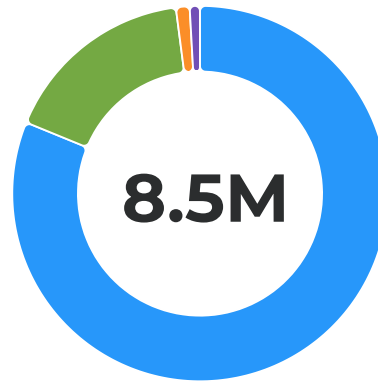
Sewer Enterprise Funds Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source



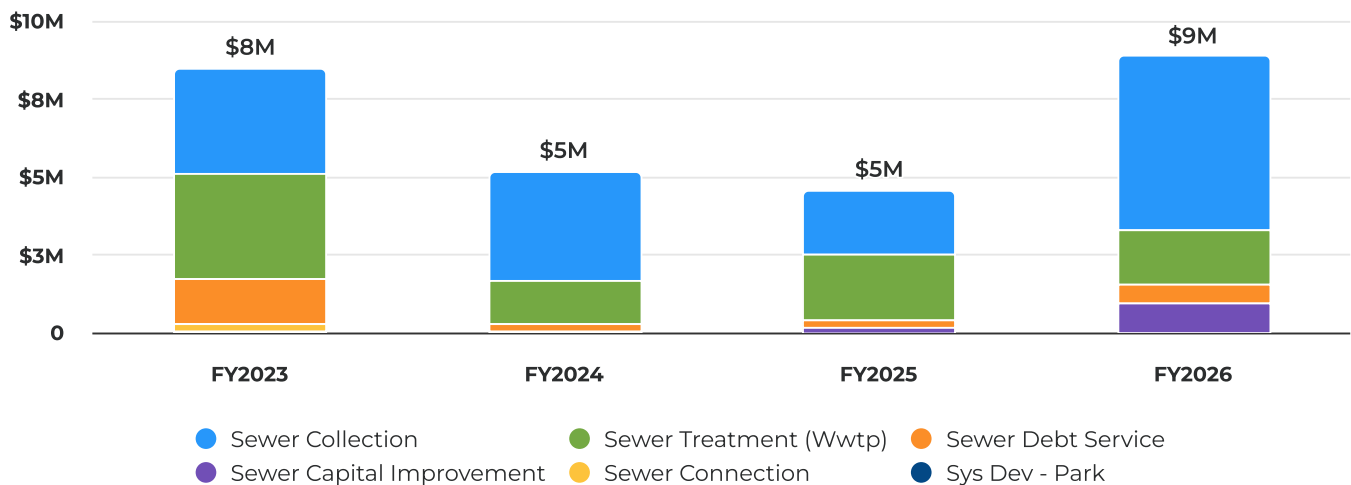
Charges for Services	\$6,904,400	81.19%
Transfers In	\$1,424,277	16.75%
Fines, Forfeitures, Penalties	\$100,000	1.18%
Interest Income	\$75,500	0.89%

Revenues by Revenue Source

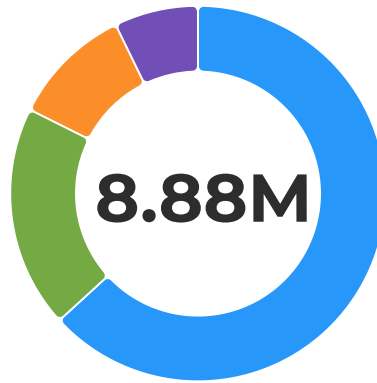
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Grants	\$132,469.00	-	-	-	-	-
Charges for Services	\$5,226,162.91	\$6,476,304.03	\$6,667,691.97	\$6,086,350.00	\$6,904,400.00	13.44%
Fines, Forfeitures, Penalties	\$92,915.75	\$160,605.78	\$104,716.62	\$111,000.00	\$100,000.00	-9.91%
Interest Income	\$37,578.12	\$52,877.96	\$123,331.08	\$44,000.00	\$75,500.00	71.59%
Transfers In	\$2,553,662.37	\$1,801,000.33	\$511,899.24	\$632,592.00	\$1,424,277.00	125.15%
Total Revenues	\$8,042,788.15	\$8,490,788.10	\$7,407,638.91	\$6,873,942.00	\$8,504,177.00	23.72%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Sewer Collection	\$5,615,239	63.22%
● Sewer Treatment (Wwtp)	\$1,700,885	19.15%
● Sewer Capital Improvement	\$925,000	10.41%
● Sewer Debt Service	\$641,017	7.22%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sewer Debt Service	\$1,407,022.73	\$237,961.46	\$209,289.38	\$542,392.00	\$641,017.00	18.18%
Sewer Capital Improvement	\$24,399.00	\$6,192.70	\$168,473.16	\$925,000.00	\$925,000.00	0.00%
Sewer Connection	\$273,686.62	-	-	-	-	-
Sys Dev - Park	\$1,190.00	-	-	-	-	-
Sewer Collection	\$3,389,286.37	\$3,496,271.10	\$2,043,591.71	\$3,613,826.61	\$5,615,239.36	55.38%
Sewer Treatment (Wwtp)	\$3,364,970.46	\$1,397,651.43	\$2,097,082.61	\$3,915,283.00	\$1,700,884.59	-56.56%
Total Expenditures	\$8,460,555.18	\$5,138,076.69	\$4,518,436.86	\$8,996,501.61	\$8,882,140.94	-1.27%

Sewer Operating Fund 106

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

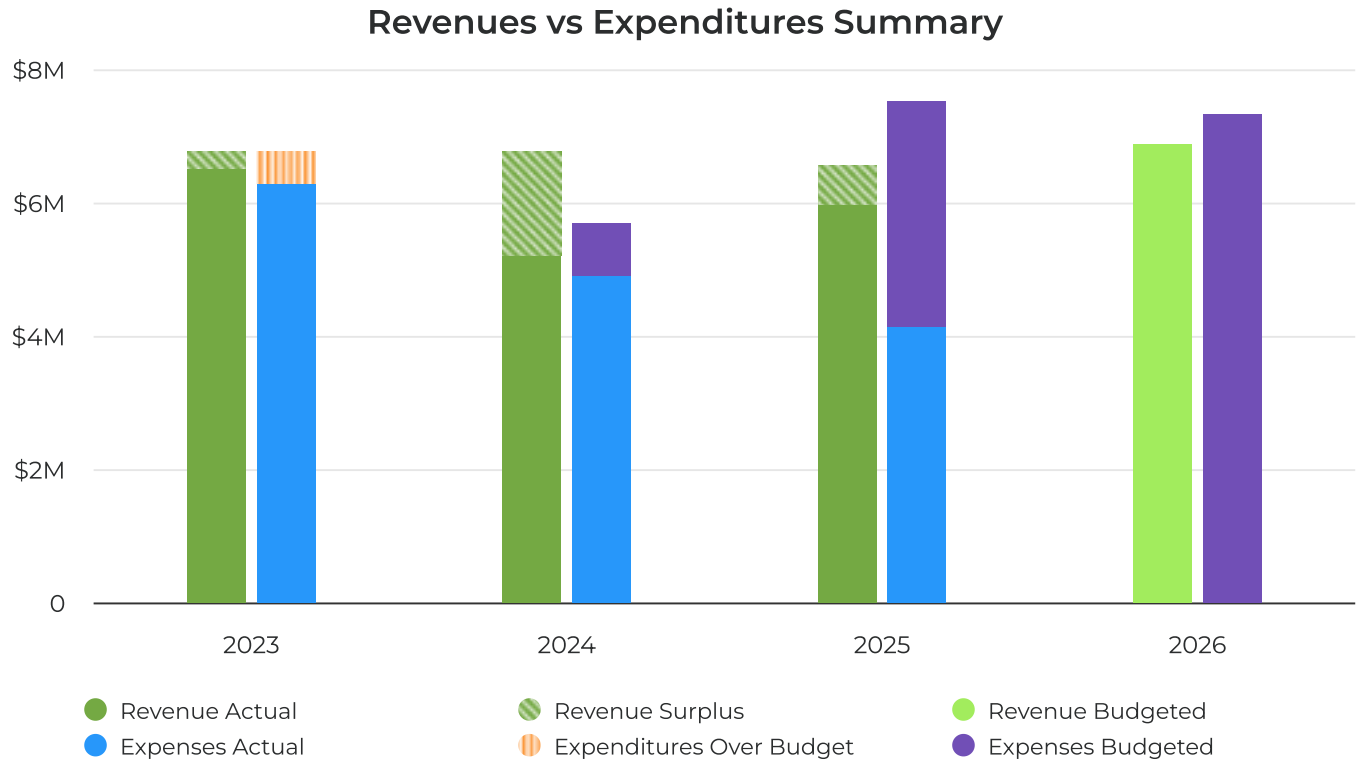
Sewer Operating Fund Comprehensive Fund Summary

Comprehensive Fund Summary

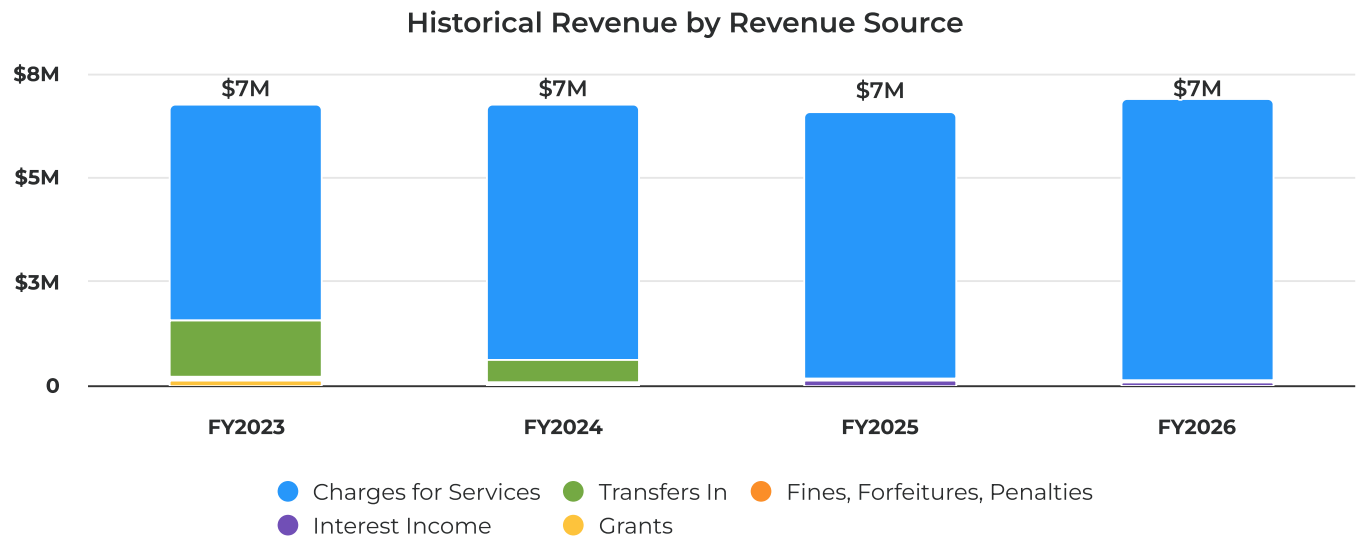
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$8,875,982.00	\$8,883,444.00	\$9,654,422.00	\$9,654,422.00	\$8,999,709.00
Revenues					
Grants	\$132,469.00	-	-	-	-
Charges for Services	\$5,217,346.23	\$6,151,285.59	\$5,876,350.00	\$6,393,399.52	\$6,754,400.00
Fines, Forfeitures, Penalties	\$61,635.75	\$60,185.78	\$50,000.00	\$57,766.62	\$60,000.00
Interest Income	\$15,108.56	\$21,237.80	\$33,000.00	\$101,799.64	\$55,000.00
Transfers In	\$1,335,159.61	\$538,212.05	-	-	-
Total Revenues	\$6,761,719.15	\$6,770,921.22	\$5,959,350.00	\$6,552,965.78	\$6,869,400.00
Expenditures					
Payroll Benefits	\$245,129.51	\$383,283.84	\$794,084.00	\$563,446.68	\$947,781.24
Salary	\$435,036.89	\$536,337.67	\$1,126,244.00	\$974,891.22	\$1,265,432.54
Professional Services	\$974,121.77	\$606,440.03	\$971,618.00	\$758,835.59	\$1,010,100.17
Services/ Supplies	\$156,056.20	\$701,711.17	\$221,975.00	\$140,097.75	\$232,511.50
Utilities	\$251,299.09	\$289,687.10	\$288,502.00	\$300,494.77	\$306,107.00
Capital Expenses/ Projects	\$2,435,129.35	-\$86,091.45	\$3,272,040.00	\$891,009.07	\$1,829,345.00
Transfers Out	\$2,257,484.02	\$2,462,554.17	\$854,646.61	\$511,899.24	\$1,724,846.50
Total Expenditures	\$6,754,256.83	\$4,893,922.53	\$7,529,109.61	\$4,140,674.32	\$7,316,123.94
Total Revenues Less Expenditures	\$7,462.32	\$1,876,998.69	-\$1,569,759.61	\$2,412,291.46	-\$446,723.94
Ending Fund Balance	\$8,883,444.32	\$10,760,442.69	\$8,084,662.39	\$12,066,713.46	\$8,552,985.06



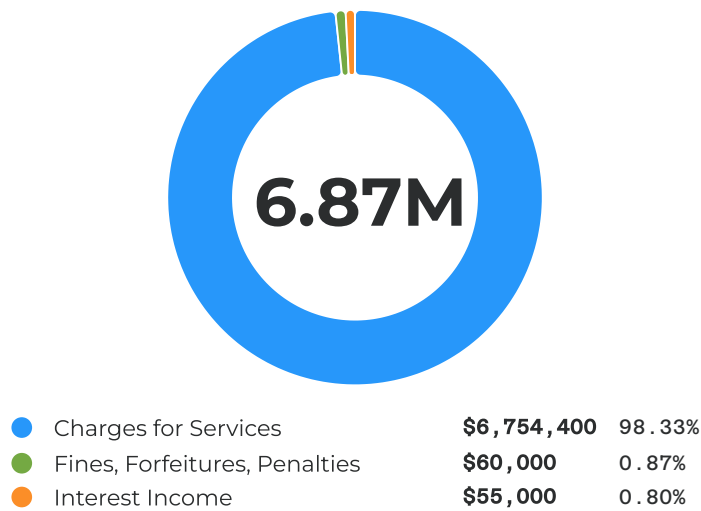
Sewer Operating Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

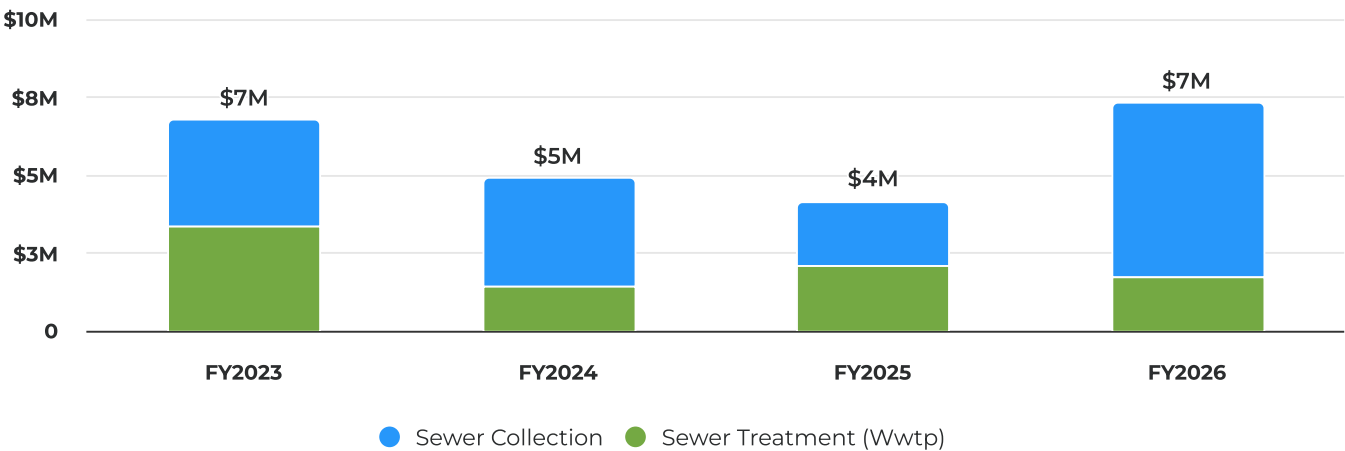


Revenues by Revenue Source

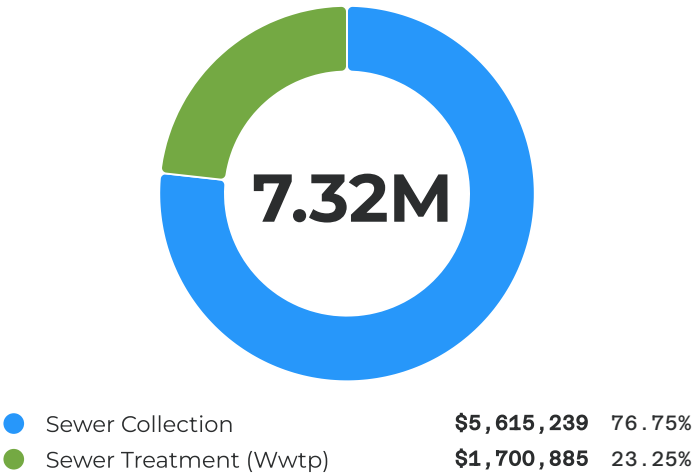
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Grants	\$132,469.00	-	-	-	-	-
Charges for Services	\$5,217,346.23	\$6,151,285.59	\$6,393,399.52	\$5,876,350.00	\$6,754,400.00	14.94%
Fines, Forfeitures, Penalties	\$61,635.75	\$60,185.78	\$57,766.62	\$50,000.00	\$60,000.00	20.00%
Interest Income	\$15,108.56	\$21,237.80	\$101,799.64	\$33,000.00	\$55,000.00	66.67%
Transfers In	\$1,335,159.61	\$538,212.05	-	-	-	-
Total Revenues	\$6,761,719.15	\$6,770,921.22	\$6,552,965.78	\$5,959,350.00	\$6,869,400.00	15.27%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sewer Collection	\$3,389,286.37	\$3,496,271.10	\$2,043,591.71	\$3,613,826.61	\$5,615,239.36	55.38%
Sewer Treatment (Wwtp)	\$3,364,970.46	\$1,397,651.43	\$2,097,082.61	\$3,915,283.00	\$1,700,884.59	-56.56%
Total Expenditures	\$6,754,256.83	\$4,893,922.53	\$4,140,674.32	\$7,529,109.61	\$7,316,123.94	-2.83%



Sewer Debt Service Fund 107

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

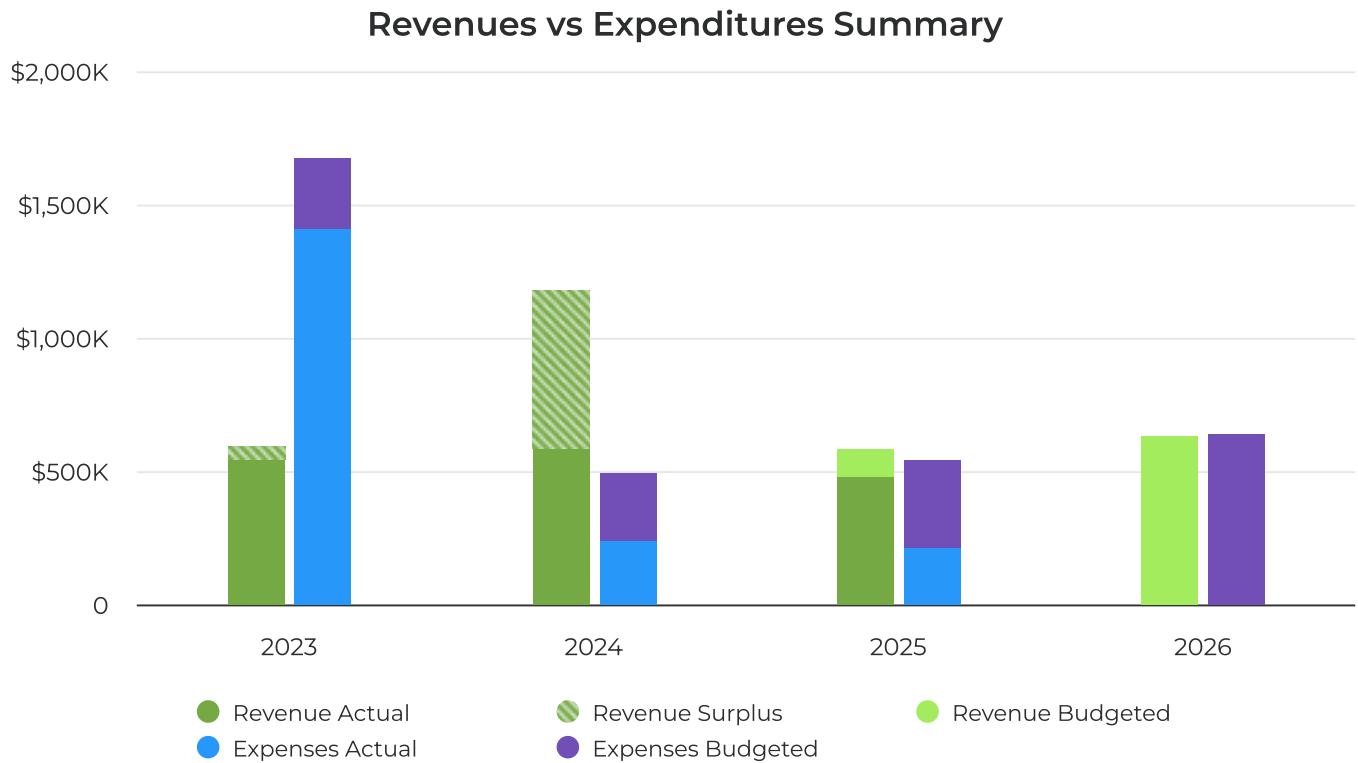
Sewer Debt Service Fund Comprehensive Fund Summary

Comprehensive Fund Summary

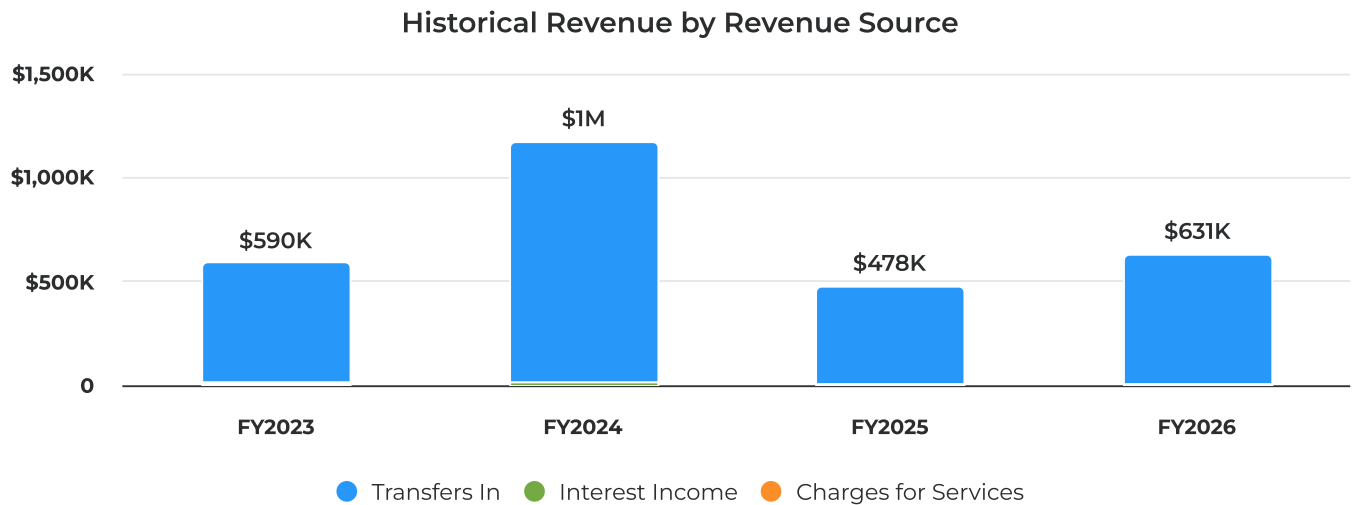
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$355,331.00	\$496,130.00	\$431,373.00	\$431,373.00	\$398,884.00
Revenues					
Charges for Services	\$400.00	-	-	-	-
Interest Income	\$11,931.48	\$15,382.89	\$4,000.00	\$8,392.22	\$7,500.00
Transfers In	\$577,996.80	\$1,157,822.40	\$579,992.00	\$469,363.20	\$623,677.00
Total Revenues	\$590,328.28	\$1,173,205.29	\$583,992.00	\$477,755.42	\$631,177.00
Expenditures					
Services/ Supplies	\$205,875.10	\$237,961.46	\$542,392.00	\$209,289.38	\$641,017.00
Transfers Out	\$1,201,147.63	-	-	-	-
Total Expenditures	\$1,407,022.73	\$237,961.46	\$542,392.00	\$209,289.38	\$641,017.00
Total Revenues Less Expenditures	-\$816,694.45	\$935,243.83	\$41,600.00	\$268,466.04	-\$9,840.00
Ending Fund Balance	-\$461,363.45	\$1,431,373.83	\$472,973.00	\$699,839.04	\$389,044.00



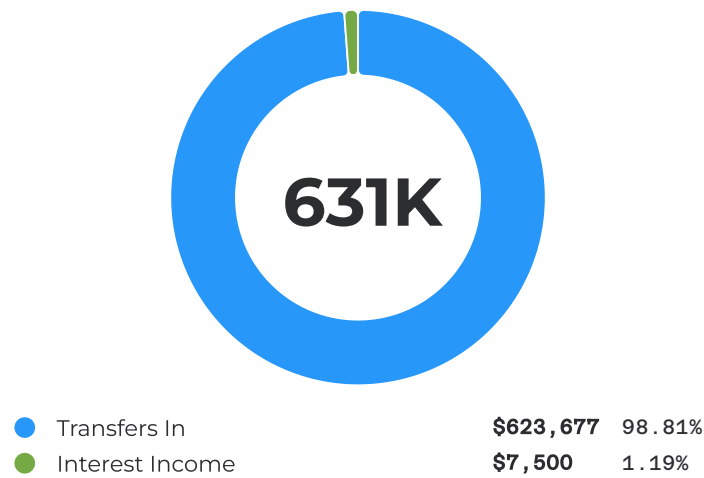
Sewer Debt Service Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

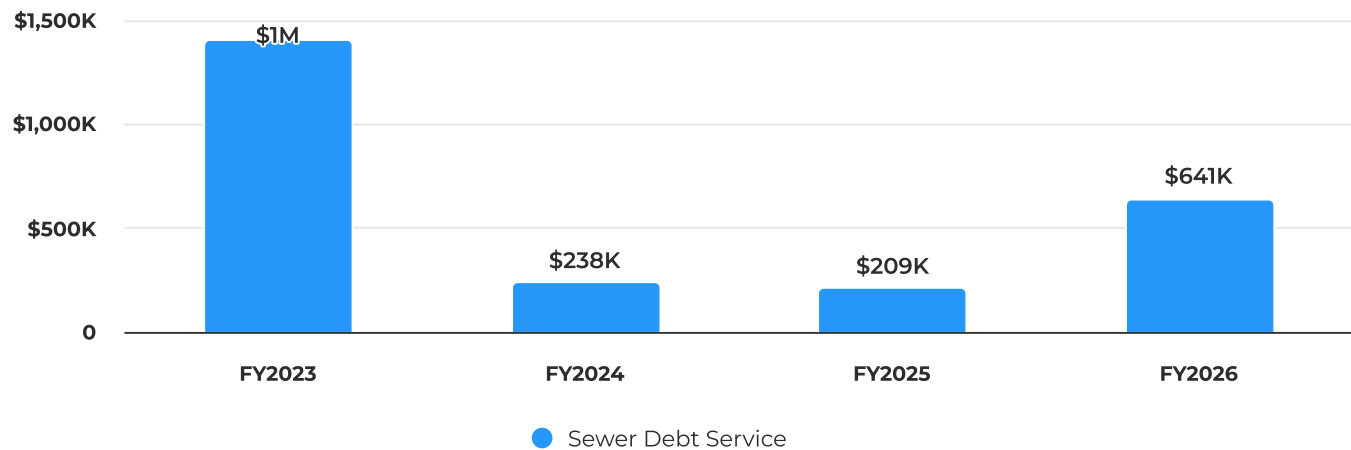


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$400.00	-	-	-	-	-
Interest Income	\$11,931.48	\$15,382.89	\$8,392.22	\$4,000.00	\$7,500.00	87.50%
Transfers In	\$577,996.80	\$1,157,822.40	\$469,363.20	\$579,992.00	\$623,677.00	7.53%
Total Revenues	\$590,328.28	\$1,173,205.29	\$477,755.42	\$583,992.00	\$631,177.00	8.08%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Sewer Debt Service \$641,017 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sewer Debt Service	\$1,407,022.73	\$237,961.46	\$209,289.38	\$542,392.00	\$641,017.00	18.18%
Total Expenditures	\$1,407,022.73	\$237,961.46	\$209,289.38	\$542,392.00	\$641,017.00	18.18%



Sewer Capital Improvement Fund 108

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

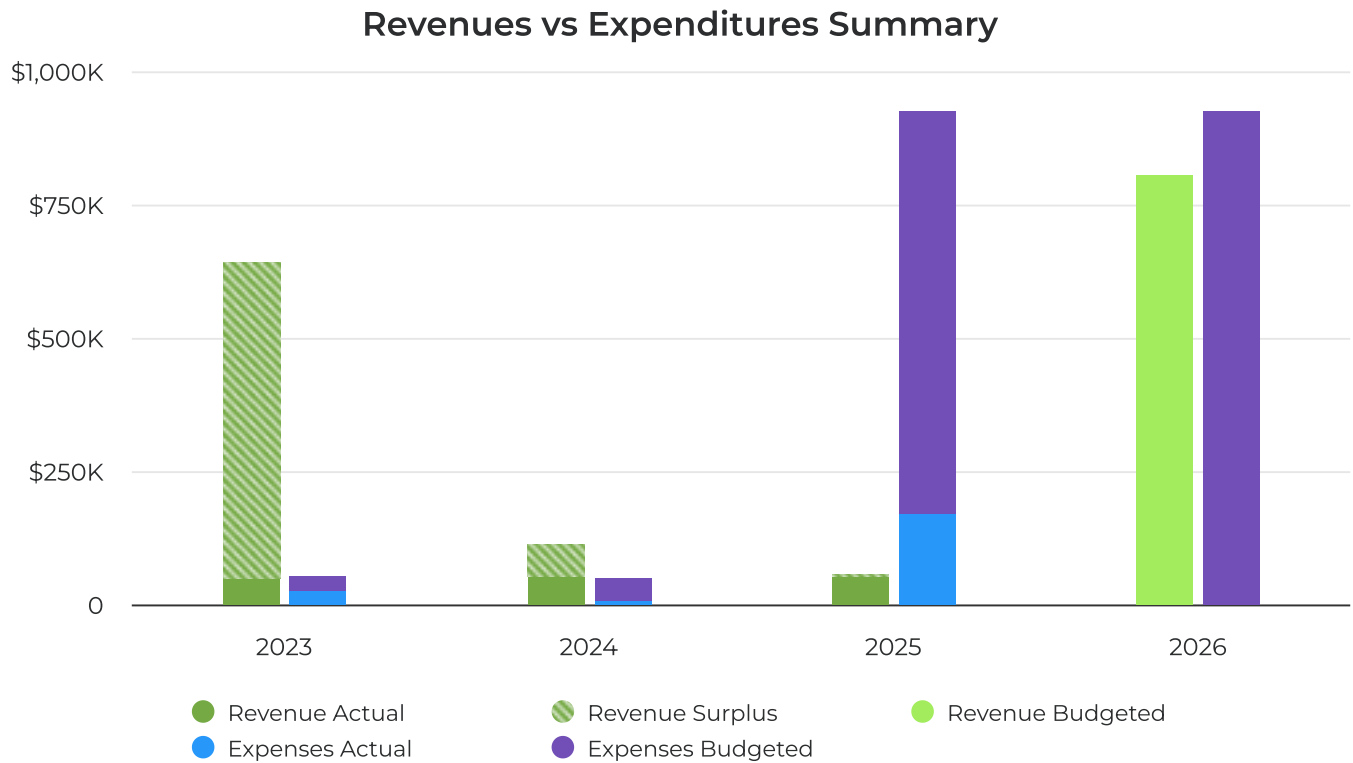
Sewer Capital Improvement Fund Comprehensive Fund Summary

Comprehensive Fund Summary

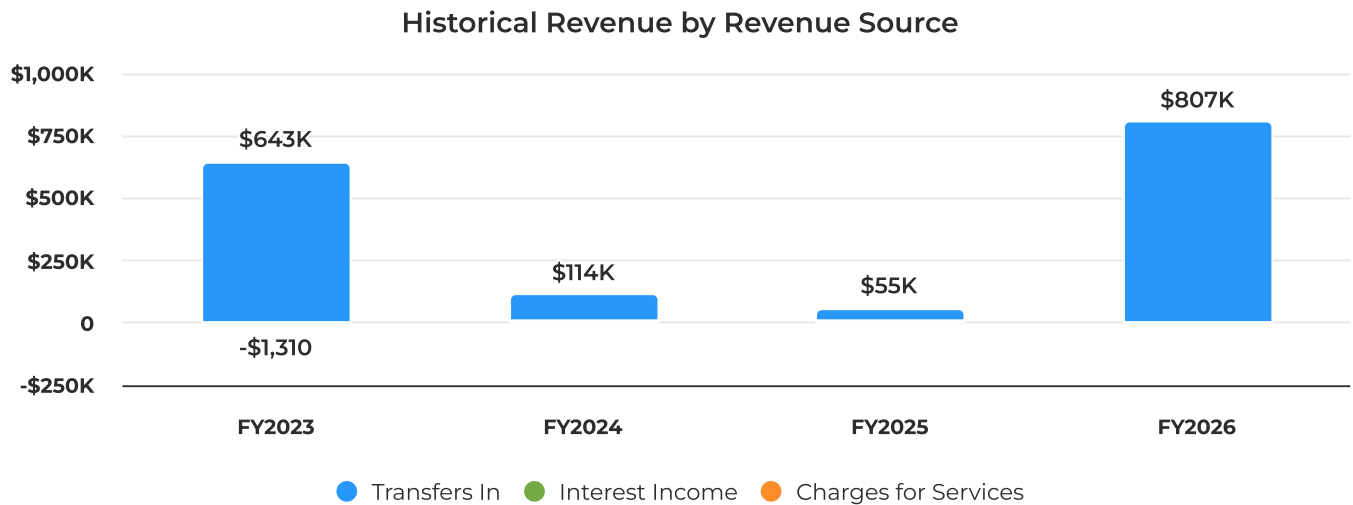
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$434,488.00	\$1,051,617.00	\$1,176,837.70	\$1,176,837.70	\$3,770,983.00
Revenues					
Charges for Services	-\$1,310.47	\$4,830.59	-	\$4,720.87	-
Interest Income	\$2,332.66	\$4,247.99	\$500.00	\$7,964.26	\$6,000.00
Transfers In	\$640,505.96	\$104,965.88	\$52,600.00	\$42,536.04	\$800,600.00
Total Revenues	\$641,528.15	\$114,044.46	\$53,100.00	\$55,221.17	\$806,600.00
Expenditures					
Professional Services	-	-	-	\$168,473.16	-
Capital Expenses/ Projects	\$24,399.00	\$6,192.70	\$925,000.00	-	\$925,000.00
Total Expenditures	\$24,399.00	\$6,192.70	\$925,000.00	\$168,473.16	\$925,000.00
Total Revenues Less Expenditures	\$617,129.15	\$107,851.76	-\$871,900.00	-\$113,251.99	-\$118,400.00
Ending Fund Balance	\$1,051,617.15	\$1,159,468.76	\$304,937.70	\$1,063,585.71	\$3,652,583.00



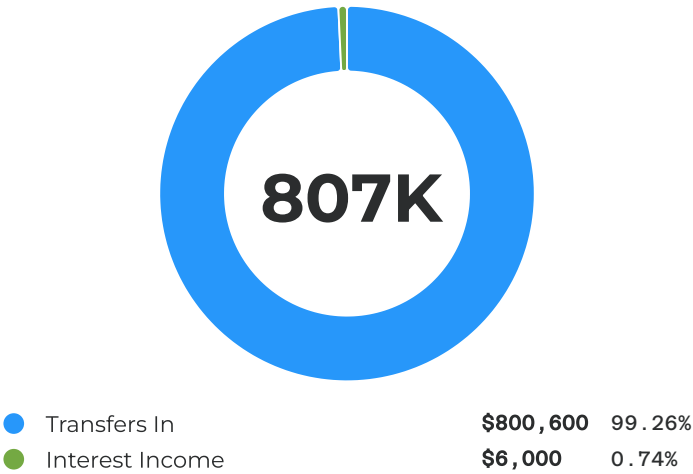
Sewer Capital Improvement Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

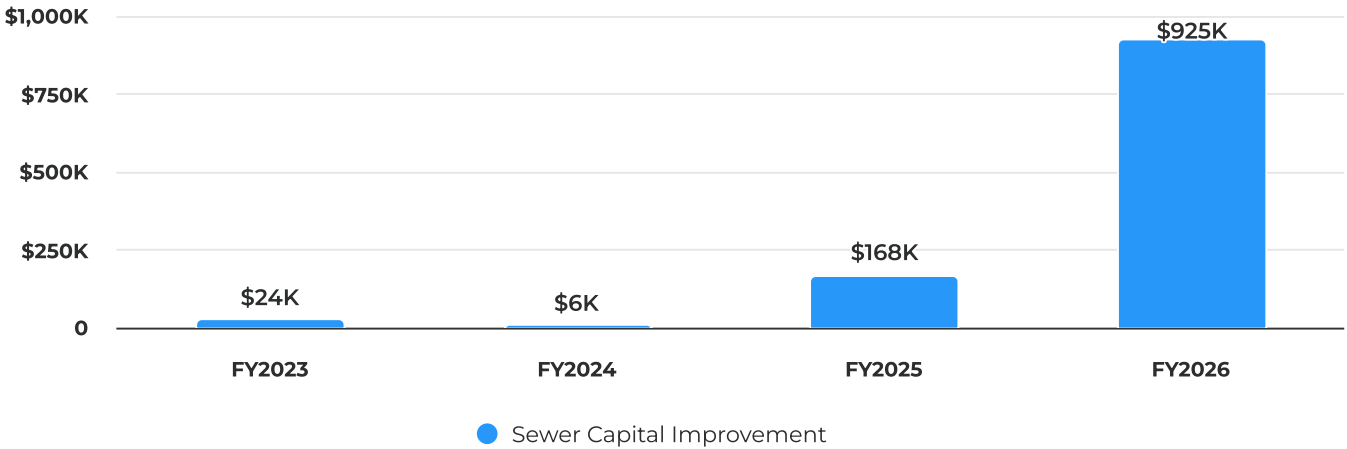


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	-\$1,310.47	\$4,830.59	\$4,720.87	-	-	-
Interest Income	\$2,332.66	\$4,247.99	\$7,964.26	\$500.00	\$6,000.00	1,100.00%
Transfers In	\$640,505.96	\$104,965.88	\$42,536.04	\$52,600.00	\$800,600.00	1,422.05%
Total Revenues	\$641,528.15	\$114,044.46	\$55,221.17	\$53,100.00	\$806,600.00	1,419.02%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Sewer Capital Improvement \$925,000 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sewer Capital Improvement	\$24,399.00	\$6,192.70	\$168,473.16	\$925,000.00	\$925,000.00	0.00%
Total Expenditures	\$24,399.00	\$6,192.70	\$168,473.16	\$925,000.00	\$925,000.00	0.00%



Sewer Connection Fund 158

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

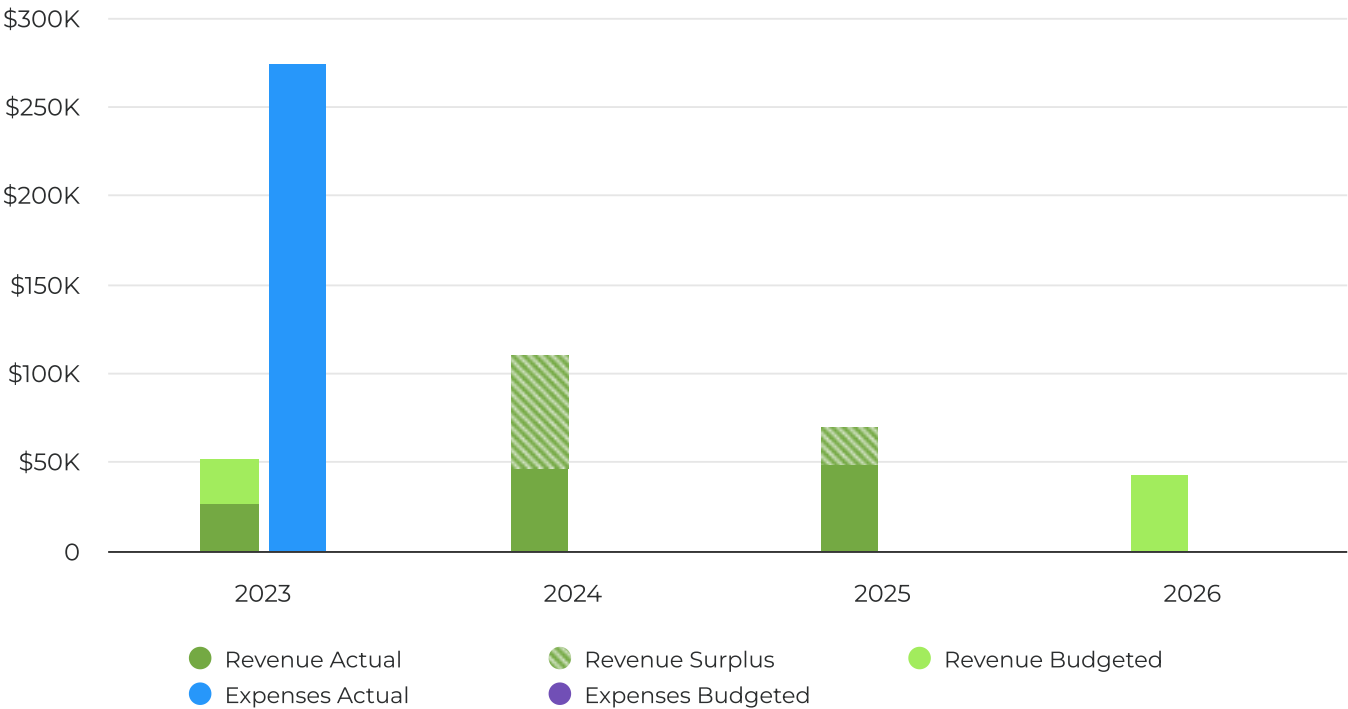
Sewer Connection Fund Comprehensive Fund Summary

Comprehensive Fund Summary

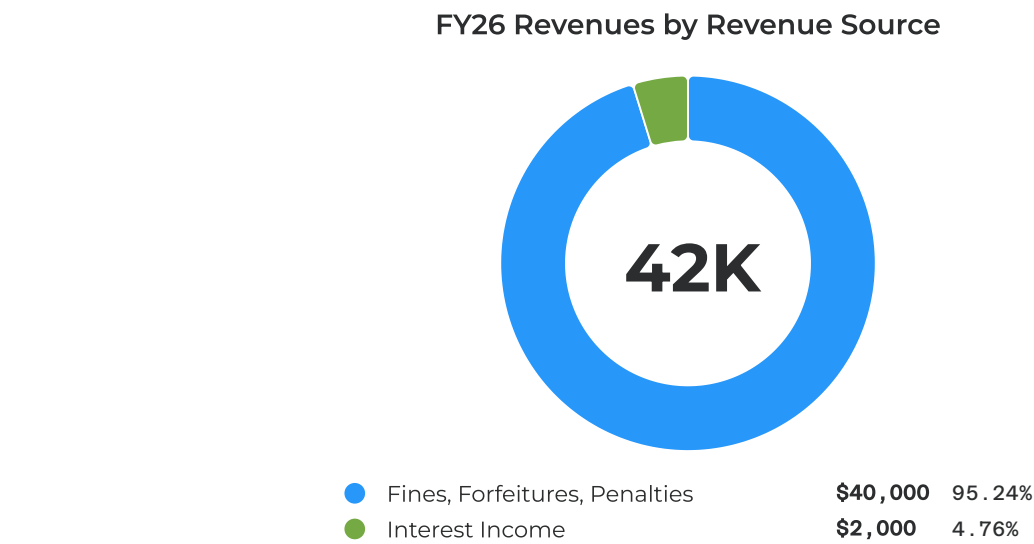
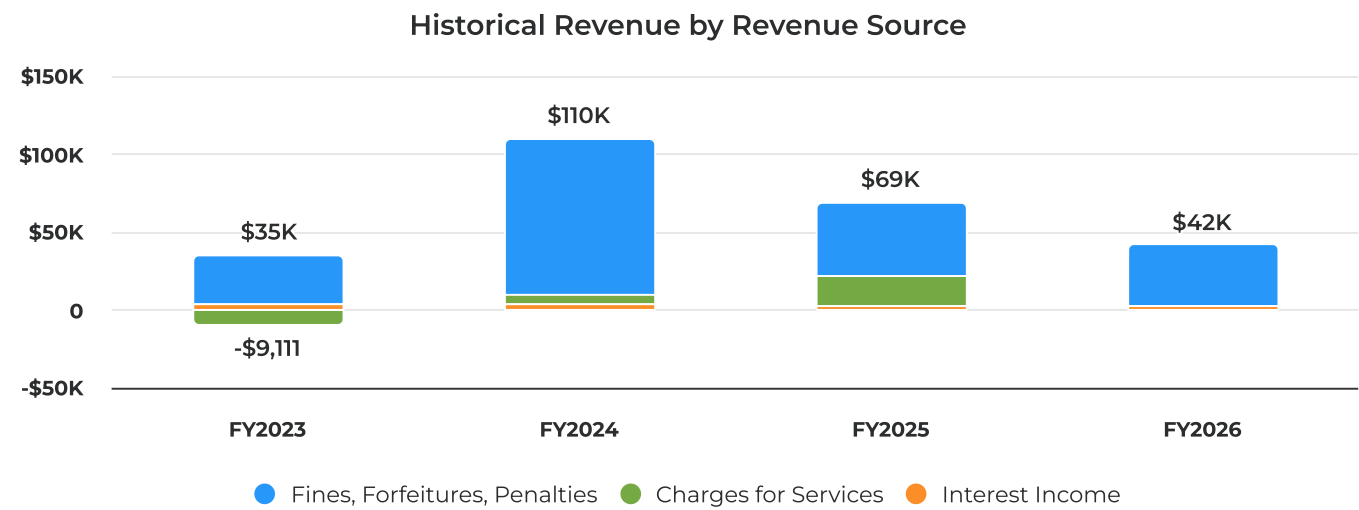
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$157,537.00	-\$405,227.00	-\$295,329.00	-\$295,329.00	-\$225,096.00
Revenues					
Charges for Services	-\$9,110.64	\$5,440.86	-	\$19,471.76	-
Fines, Forfeitures, Penalties	\$31,280.00	\$100,420.00	\$61,000.00	\$46,950.00	\$40,000.00
Interest Income	\$3,827.57	\$4,036.75	\$1,000.00	\$2,811.26	\$2,000.00
Total Revenues	\$25,996.93	\$109,897.61	\$62,000.00	\$69,233.02	\$42,000.00
Expenditures					
Capital Expenses/ Projects	\$273,686.62	-	-	-	-
Total Expenditures	\$273,686.62	-	-	-	-
Total Revenues Less Expenditures	-\$247,689.69	\$109,897.61	\$62,000.00	\$69,233.02	\$42,000.00
Ending Fund Balance	-\$405,226.69	-\$295,329.39	-\$233,329.00	-\$226,095.98	-\$183,096.00

Sewer Connection Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source

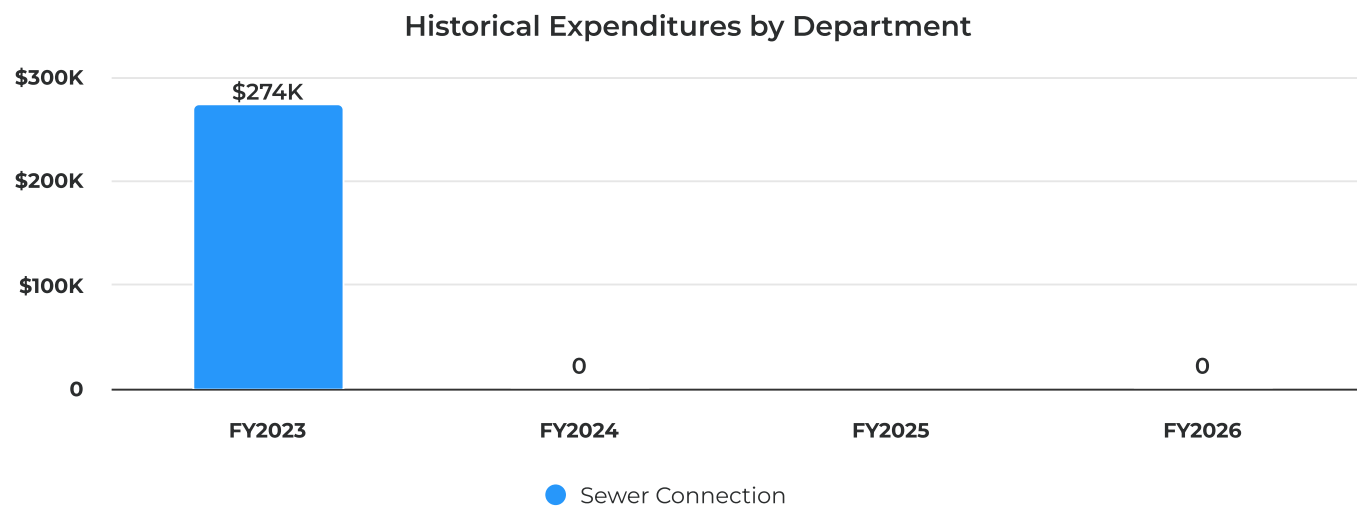


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	-\$9,110.64	\$5,440.86	\$19,471.76	-	-	-
Fines, Forfeitures, Penalties	\$31,280.00	\$100,420.00	\$46,950.00	\$61,000.00	\$40,000.00	-34.43%
Interest Income	\$3,827.57	\$4,036.75	\$2,811.26	\$1,000.00	\$2,000.00	100.00%
Total Revenues	\$25,996.93	\$109,897.61	\$69,233.02	\$62,000.00	\$42,000.00	-32.26%



Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25- 26 Budget (%)
Sewer Connection	\$273,686.62	-	-	-	-	-
Total Expenditures	\$273,686.62	-	-	-	-	-



Sewer Master Plan Preparation Fund 160

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

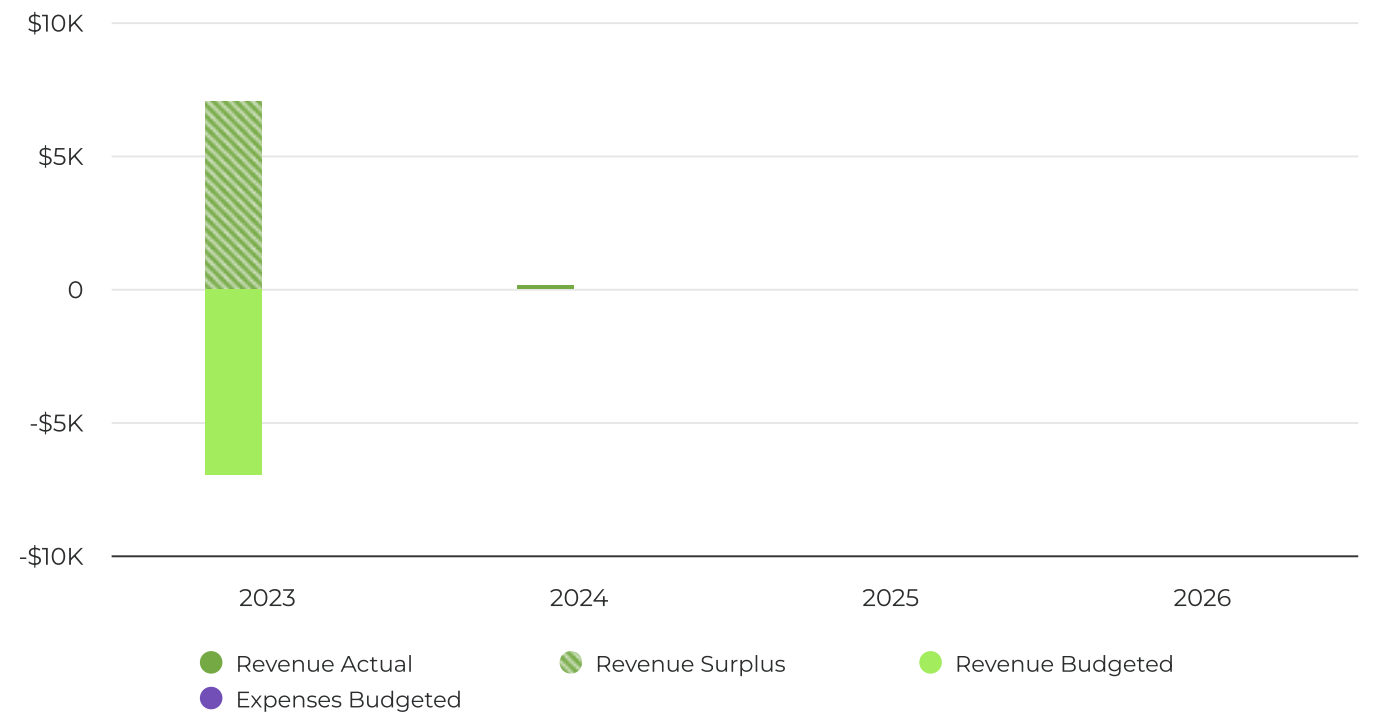
Sewer Master Plan Preparation Fund Comprehensive Fund Summary

Comprehensive Fund Summary

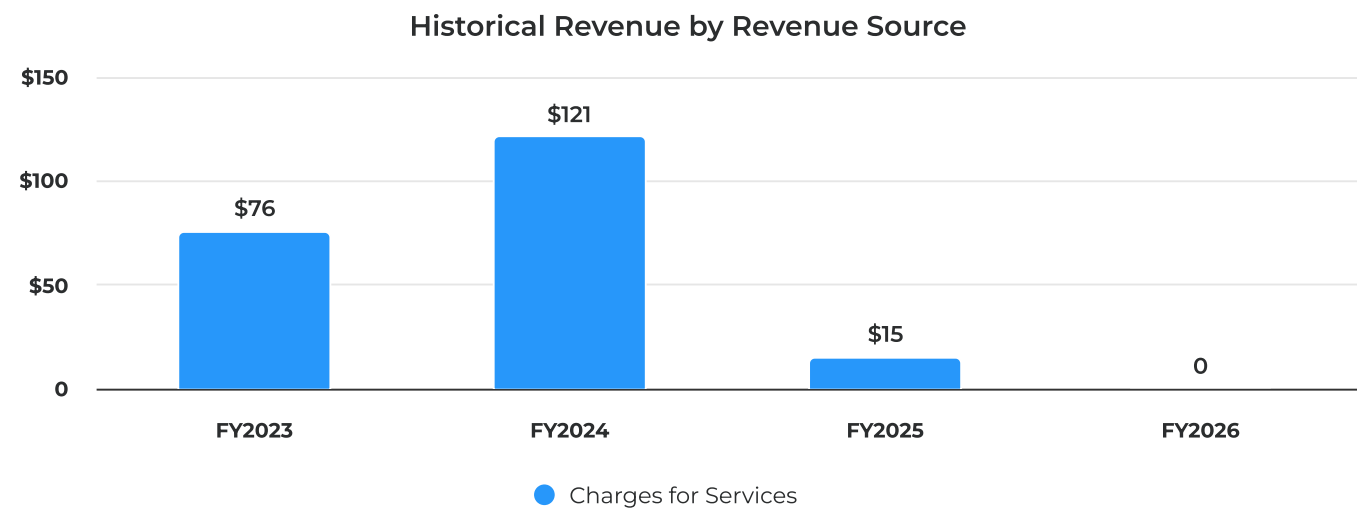
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$4,051.00	\$4,127.00	\$4,247.00	\$4,247.00	\$4,263.00
Revenues					
Charges for Services	\$75.75	\$121.20	-	\$15.15	-
Total Revenues	\$75.75	\$121.20	-	\$15.15	-
Expenditures					
Total Expenditures	-	-	-	-	-
Total Revenues Less Expenditures	\$75.75	\$121.20	-	\$15.15	-
Ending Fund Balance	\$4,126.75	\$4,248.20	\$4,247.00	\$4,262.15	\$4,263.00

Sewer Master Plan Preparation Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source



Revenues by Revenue Source						
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	FY 24-25 vs. 25-26 %
Charges for Services	\$75 . 75	\$121 . 20	\$15 . 15	-	-	-
Total Revenues	\$75 . 75	\$121 . 20	\$15 . 15	-	-	-



System Development Wastewater Fund 207

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

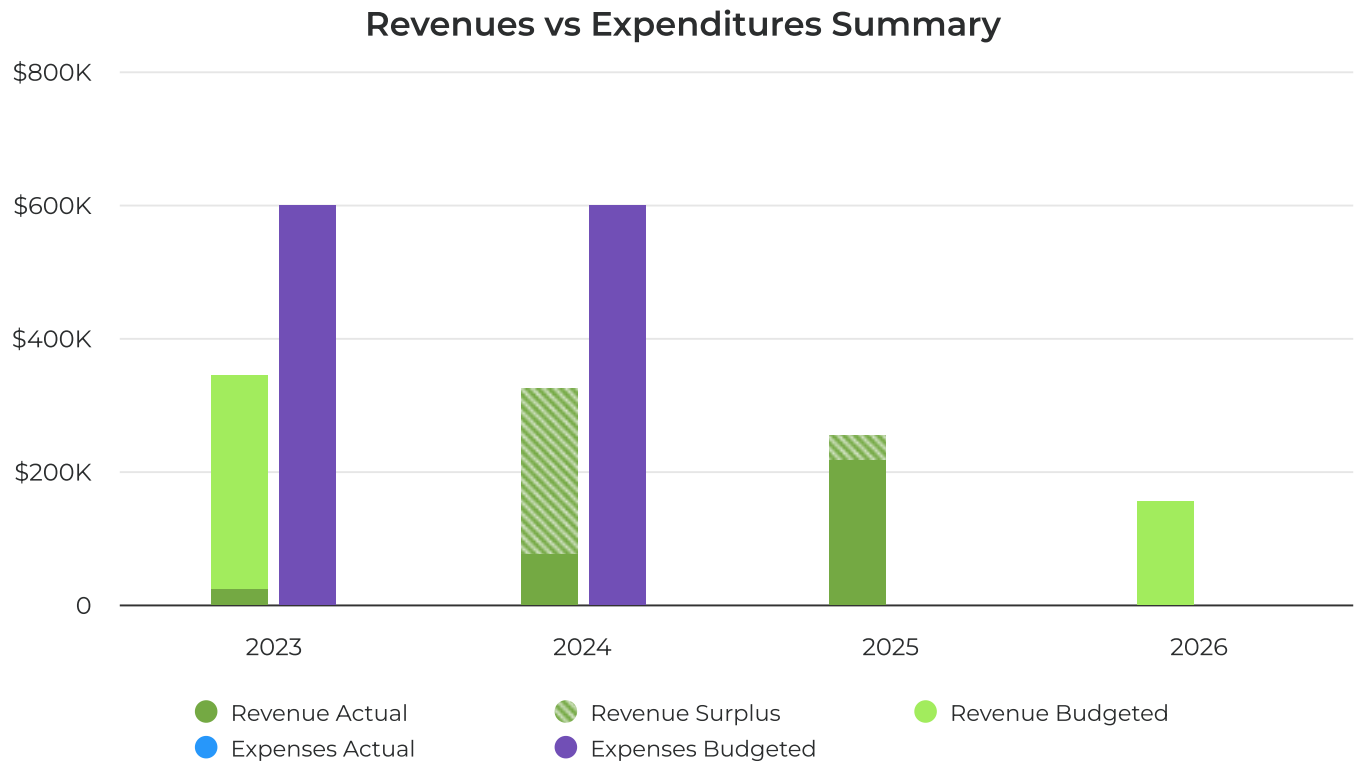
System Development Wastewater Fund Comprehensive Fund Summary

Comprehensive Fund Summary

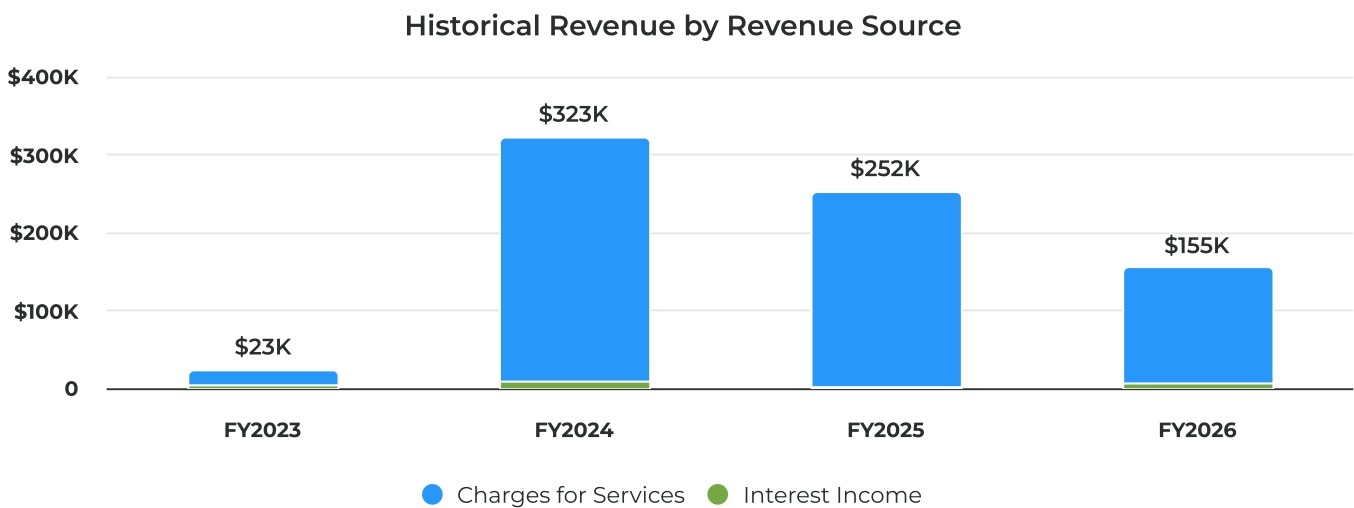
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	-\$77,334.00	-\$55,384.00	\$267,214.00	\$267,214.00	\$535,413.00
Revenues					
Charges for Services	\$18,762.04	\$314,625.79	\$210,000.00	\$250,084.67	\$150,000.00
Interest Income	\$4,377.85	\$7,972.53	\$5,500.00	\$2,363.70	\$5,000.00
Total Revenues	\$23,139.89	\$322,598.32	\$215,500.00	\$252,448.37	\$155,000.00
Expenditures					
Capital Expenses/ Projects	\$1,190.00	-	-	-	-
Total Expenditures	\$1,190.00	-	-	-	-
Total Revenues Less Expenditures	\$21,949.89	\$322,598.32	\$215,500.00	\$252,448.37	\$155,000.00
Ending Fund Balance	-\$55,384.11	\$267,214.32	\$482,714.00	\$519,662.37	\$690,413.00



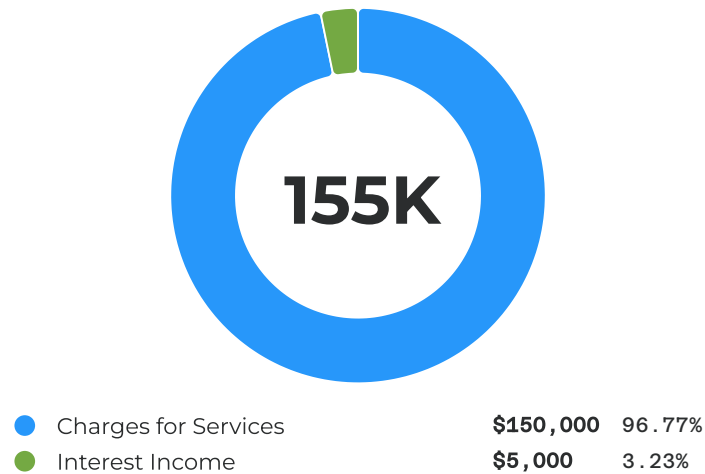
System Development Wastewater Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

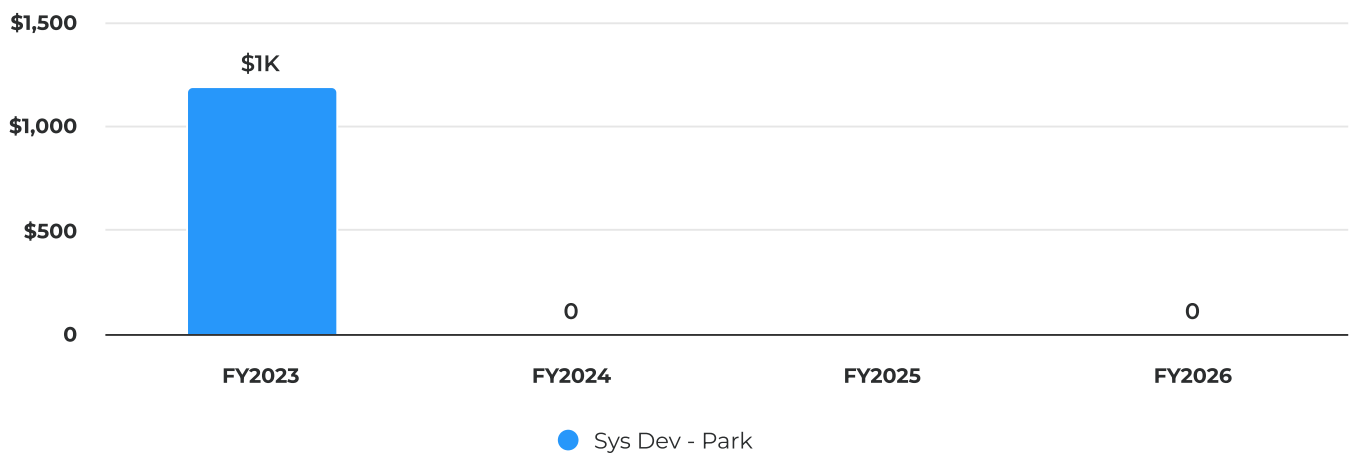


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$18,762.04	\$314,625.79	\$250,084.67	\$210,000.00	\$150,000.00	-28.57%
Interest Income	\$4,377.85	\$7,972.53	\$2,363.70	\$5,500.00	\$5,000.00	-9.09%
Total Revenues	\$23,139.89	\$322,598.32	\$252,448.37	\$215,500.00	\$155,000.00	-28.07%

Expenditures by Department

Historical Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25- 26 Budget (%)
Sys Dev - Park	\$1,190.00	-	-	-	-	-
Total Expenditures	\$1,190.00	-	-	-	-	-

Water Enterprise Funds

The City's Water Funds are used to manage and support the delivery of safe, reliable drinking water to residents and businesses. These funds are divided into specific categories to ensure accountability and long-term sustainability of the water system:

- **Water Operations Fund:** This fund supports the daily operation and maintenance of the City's water supply and distribution systems. Expenses include staffing, utilities, water treatment, system repairs, testing, regulatory compliance, and customer service functions.
- **Water Capital Improvement Fund:** This fund is used to finance major infrastructure upgrades, replacements, and system expansions. Projects may include well development, water main replacements, storage facilities, and upgrades to ensure water quality and reliability. These projects are typically identified in the City's capital improvement plan.
- **Water Connection Fee Fund:** This fund accounts for fees paid by new customers to connect to the City's water system. These fees help cover the cost of physical connections, meters, inspections, and other one-time services required to bring a property online.
- **Water System Development Fee Fund:** This fund receives development impact fees collected from new construction to offset the costs of expanding the City's water system. These fees are restricted in use and must be spent on infrastructure improvements that increase system capacity and ensure adequate service for future growth.

Together, these funds ensure the City's water system remains safe, efficient, and capable of supporting both current demands and future development.

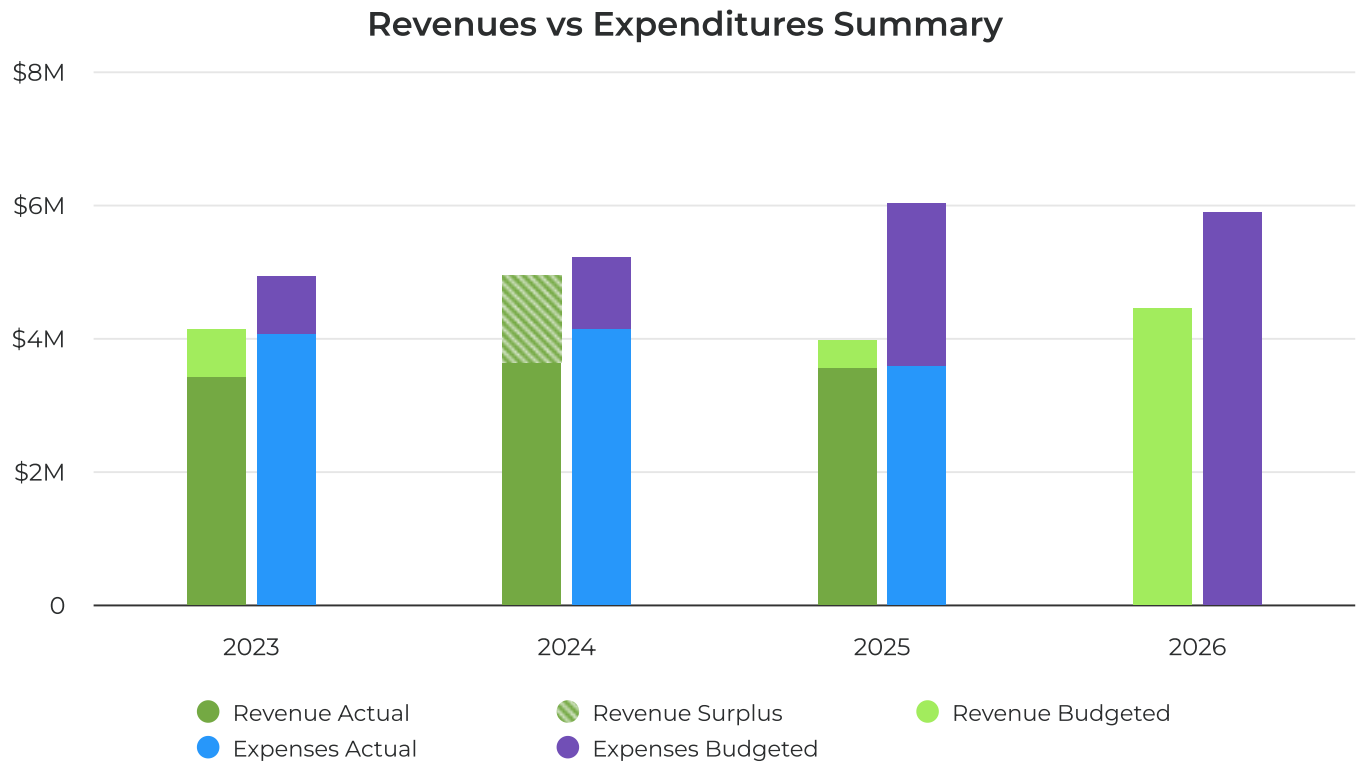
Water Enterprise Funds Comprehensive Fund Summary

Comprehensive Fund Summary

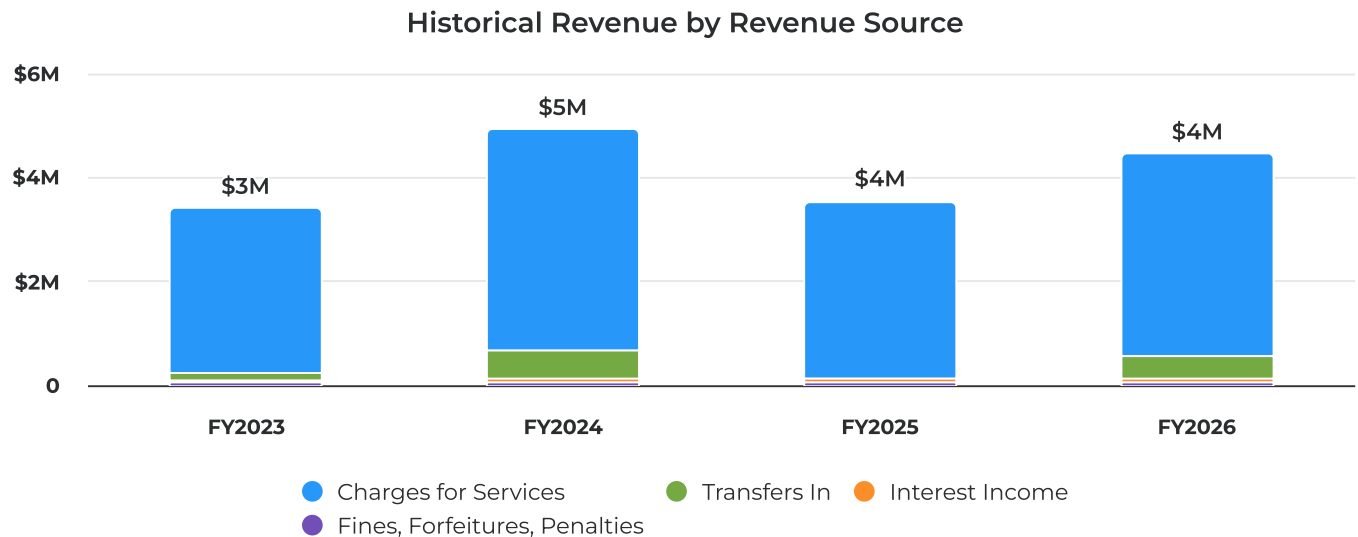
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$6,725,497.00	\$6,072,360.00	\$7,080,596.00	\$7,080,596.00	\$7,119,032.00
Revenues					
Charges for Services	\$3,182,164.73	\$4,265,742.95	\$3,811,000.00	\$3,401,396.45	\$3,911,000.00
Fines, Forfeitures, Penalties	\$59,399.34	\$62,215.87	\$55,000.00	\$58,894.04	\$60,000.00
Interest Income	\$47,894.01	\$72,689.91	\$39,069.00	\$70,303.31	\$59,500.00
Transfers In	\$112,389.50	\$520,236.06	\$55,600.00	\$10,530.00	\$430,600.00
Total Revenues	\$3,401,847.58	\$4,920,884.79	\$3,960,669.00	\$3,541,123.80	\$4,461,100.00
Expenditures					
Payroll Benefits	\$217,477.47	\$355,745.82	\$775,176.00	\$541,959.19	\$880,007.49
Salary	\$480,292.19	\$545,043.96	\$1,218,559.00	\$1,010,002.87	\$1,251,622.21
Professional Services	\$544,550.92	\$437,309.28	\$534,752.00	\$619,201.25	\$719,123.21
Services/ Supplies	\$237,433.07	\$738,107.62	\$601,623.00	\$151,177.22	\$626,791.00
Utilities	\$486,178.80	\$414,090.46	\$557,452.00	\$416,424.53	\$477,326.00
Capital Expenses/ Projects	\$987,166.04	\$144,463.76	\$1,659,500.00	\$817,766.42	\$1,400,000.00
Transfers Out	\$1,108,718.74	\$1,509,669.05	\$250,955.61	\$10,530.00	\$544,652.50
Total Expenditures	\$4,061,817.23	\$4,144,429.95	\$5,598,017.61	\$3,567,061.48	\$5,899,522.41
Total Revenues Less Expenditures	-\$659,969.65	\$776,454.84	-\$1,637,348.61	-\$25,937.68	-\$1,438,422.41
Ending Fund Balance	\$6,065,527.35	\$6,848,814.84	\$5,443,247.39	\$7,054,658.32	\$5,680,609.59



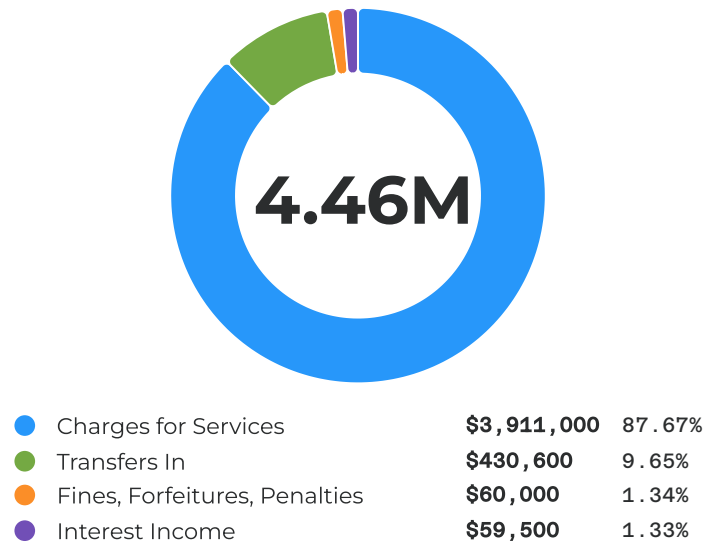
Water Enterprise Funds Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

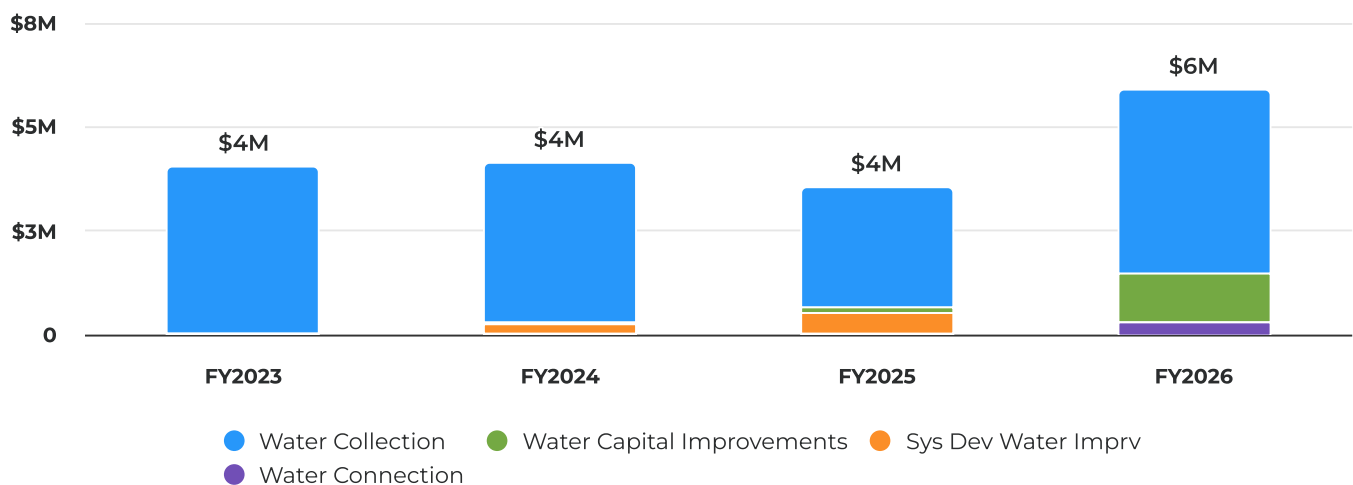


Revenues by Revenue Source

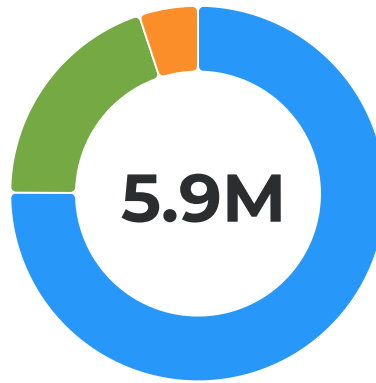
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$3,182,164.73	\$4,265,742.95	\$3,401,396.45	\$3,811,000.00	\$3,911,000.00	2.62%
Fines, Forfeitures, Penalties	\$59,399.34	\$62,215.87	\$58,894.04	\$55,000.00	\$60,000.00	9.09%
Interest Income	\$47,894.01	\$72,689.91	\$70,303.31	\$39,069.00	\$59,500.00	52.29%
Transfers In	\$112,389.50	\$520,236.06	\$10,530.00	\$55,600.00	\$430,600.00	674.46%
Total Revenues	\$3,401,847.58	\$4,920,884.79	\$3,541,123.80	\$3,960,669.00	\$4,461,100.00	12.64%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



Water Collection	\$4,429,522	75.08%
Water Capital Improvements	\$1,170,000	19.83%
Water Connection	\$300,000	5.09%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Water Connection	\$648.38	\$648.38	\$3,330.00	-	\$300,000.00	-
Water Capital Improvements	\$38,930.07	\$67,565.95	\$132,162.64	\$1,165,000.00	\$1,170,000.00	0.43%
Sys Dev Water Imprv	\$1,411.00	\$235,347.21	\$525,028.81	\$400,000.00	-	-100.00%
Water Collection	\$4,020,827.78	\$3,840,868.41	\$2,906,540.03	\$4,033,017.61	\$4,429,522.41	9.83%
Total Expenditures	\$4,061,817.23	\$4,144,429.95	\$3,567,061.48	\$5,598,017.61	\$5,899,522.41	5.39%

Water Operating Fund 114

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

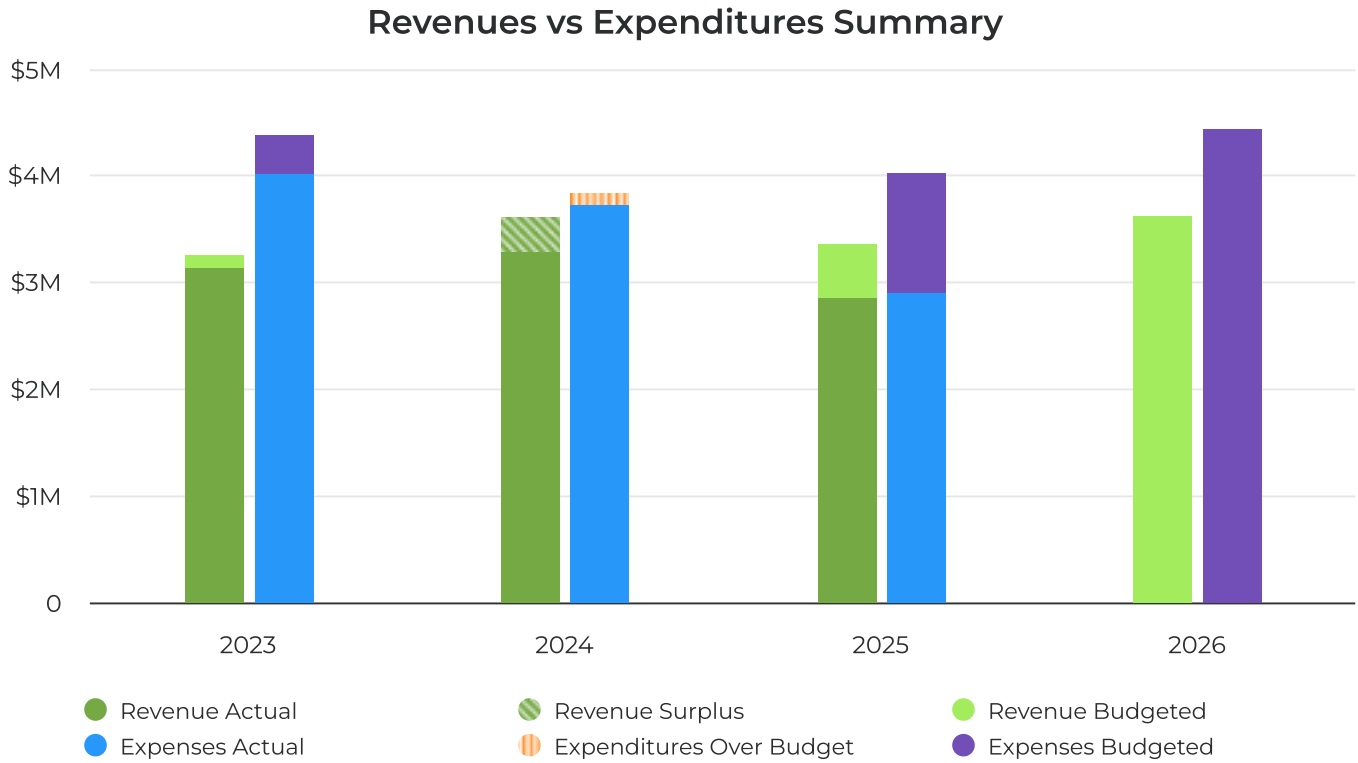
Water Operating Fund Comprehensive Fund Summary

Comprehensive Fund Summary

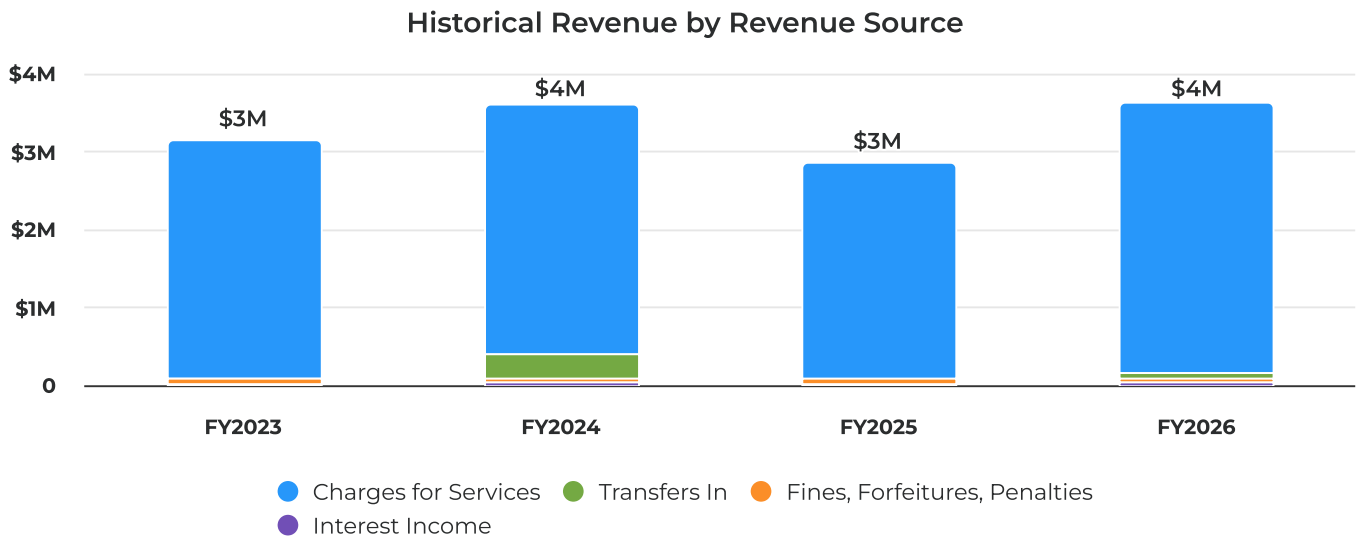
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$1,946,411.00	\$1,122,194.00	\$1,124,329.00	\$1,124,329.00	\$1,563,132.00
Revenues					
Charges for Services	\$3,050,331.87	\$3,217,388.35	\$3,285,500.00	\$2,774,338.49	\$3,461,000.00
Fines, Forfeitures, Penalties	\$59,399.34	\$62,215.87	\$55,000.00	\$58,894.04	\$60,000.00
Interest Income	\$24,096.09	\$29,351.50	\$14,000.00	\$20,207.47	\$29,000.00
Transfers In	-	\$302,913.16	-	-	\$75,000.00
Total Revenues	\$3,133,827.30	\$3,611,868.88	\$3,354,500.00	\$2,853,440.00	\$3,625,000.00
Expenditures					
Payroll Benefits	\$217,477.47	\$355,745.82	\$775,176.00	\$541,959.19	\$880,007.49
Salary	\$480,292.19	\$545,043.96	\$1,218,559.00	\$1,010,002.87	\$1,251,622.21
Professional Services	\$544,550.92	\$437,309.28	\$534,752.00	\$619,201.25	\$719,123.21
Services/ Supplies	\$237,433.07	\$738,107.62	\$601,623.00	\$151,177.22	\$626,791.00
Utilities	\$486,178.80	\$414,090.46	\$557,452.00	\$416,424.53	\$477,326.00
Capital Expenses/ Projects	\$946,824.97	\$144,463.76	\$94,500.00	\$157,244.97	\$230,000.00
Transfers Out	\$1,108,718.74	\$1,206,755.89	\$250,955.61	\$10,530.00	\$244,652.50
Total Expenditures	\$4,021,476.16	\$3,841,516.79	\$4,033,017.61	\$2,906,540.03	\$4,429,522.41
Total Revenues Less Expenditures	-\$887,648.86	-\$229,647.91	-\$678,517.61	-\$53,100.03	-\$804,522.41
Ending Fund Balance	\$1,058,762.14	\$892,546.09	\$445,811.39	\$1,071,228.97	\$758,609.59



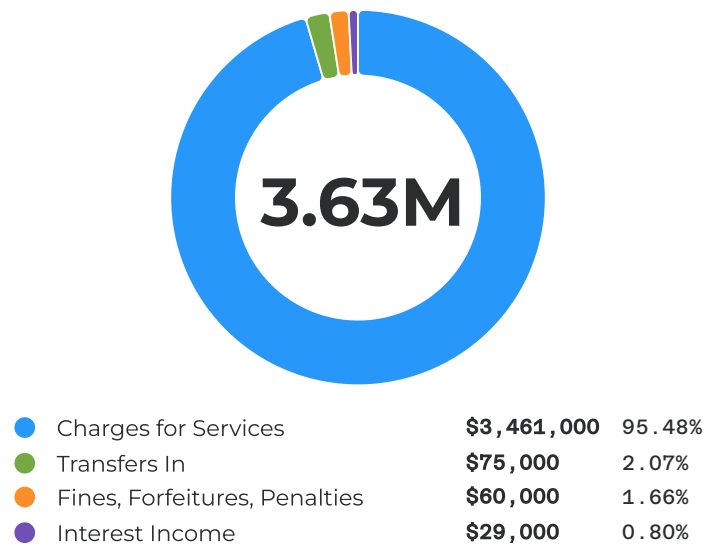
Water Operating Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

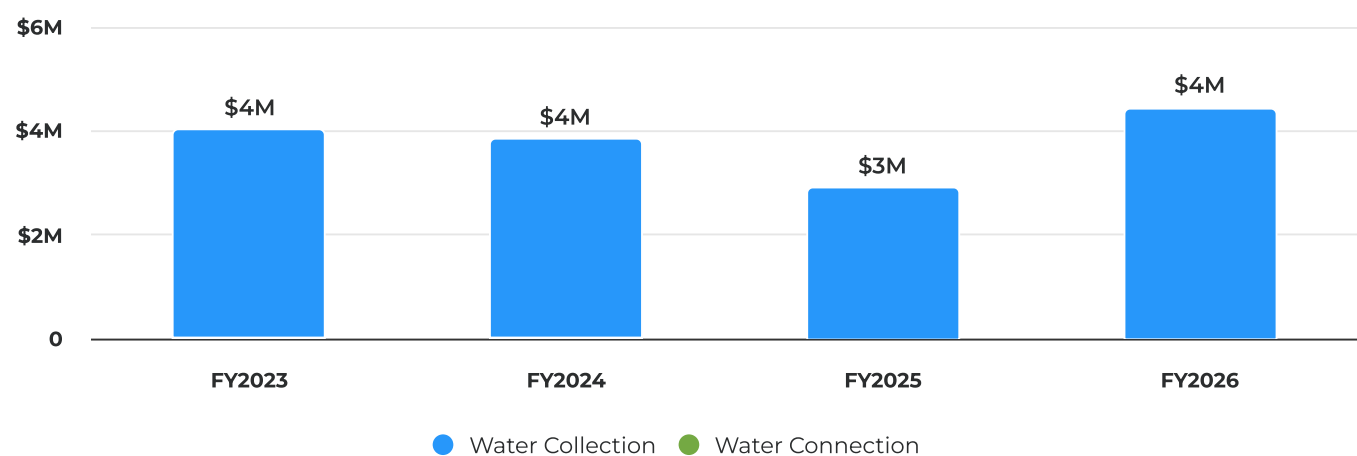


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$3,050,331.87	\$3,217,388.35	\$2,774,338.49	\$3,285,500.00	\$3,461,000.00	5.34%
Fines, Forfeitures, Penalties	\$59,399.34	\$62,215.87	\$58,894.04	\$55,000.00	\$60,000.00	9.09%
Interest Income	\$24,096.09	\$29,351.50	\$20,207.47	\$14,000.00	\$29,000.00	107.14%
Transfers In	-	\$302,913.16	-	-	\$75,000.00	-
Total Revenues	\$3,133,827.30	\$3,611,868.88	\$2,853,440.00	\$3,354,500.00	\$3,625,000.00	8.06%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Water Collection \$4,429,522 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Water Connection	\$648.38	\$648.38	-	-	-	-
Water Collection	\$4,020,827.78	\$3,840,868.41	\$2,906,540.03	\$4,033,017.61	\$4,429,522.41	9.83%
Total Expenditures	\$4,021,476.16	\$3,841,516.79	\$2,906,540.03	\$4,033,017.61	\$4,429,522.41	9.83%

Water Capital Improvement Fund 116

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

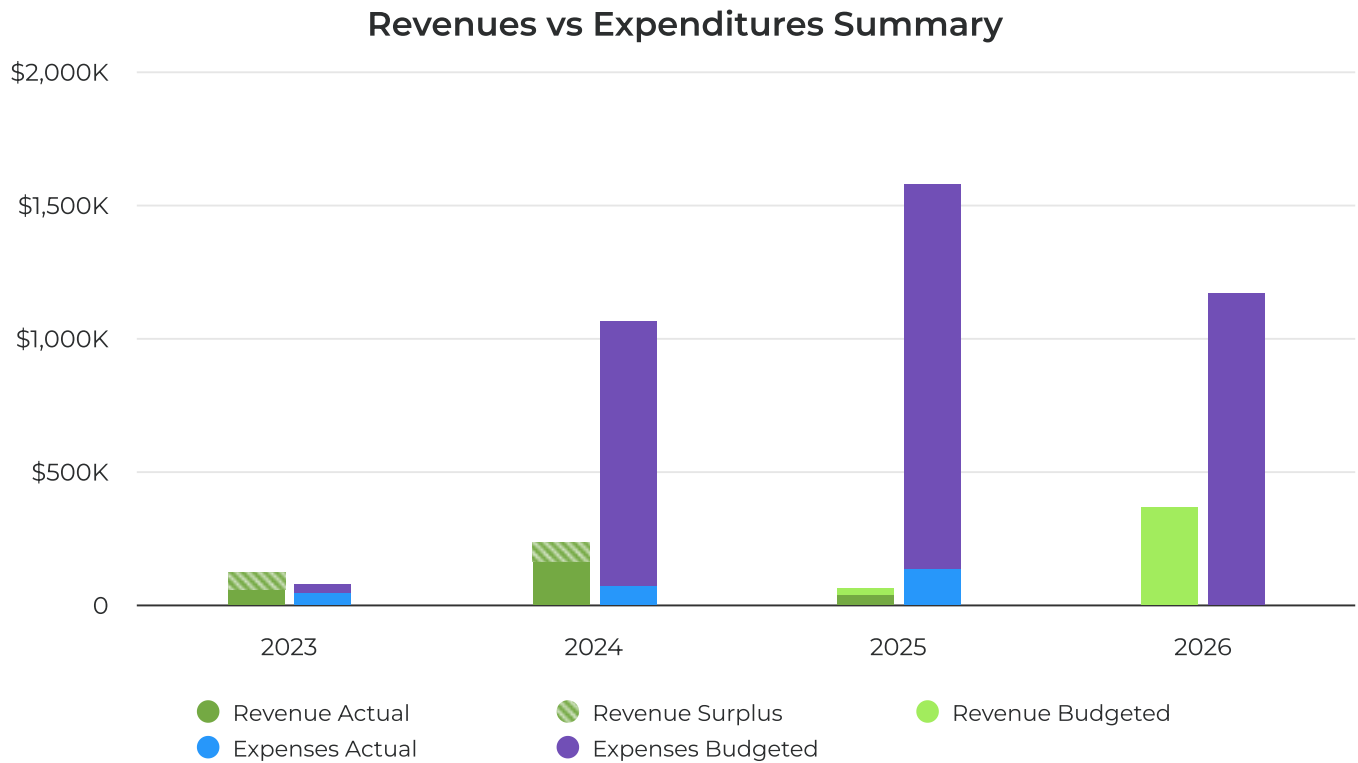
Water Capital Improvement Fund Comprehensive Fund Summary

Comprehensive Fund Summary

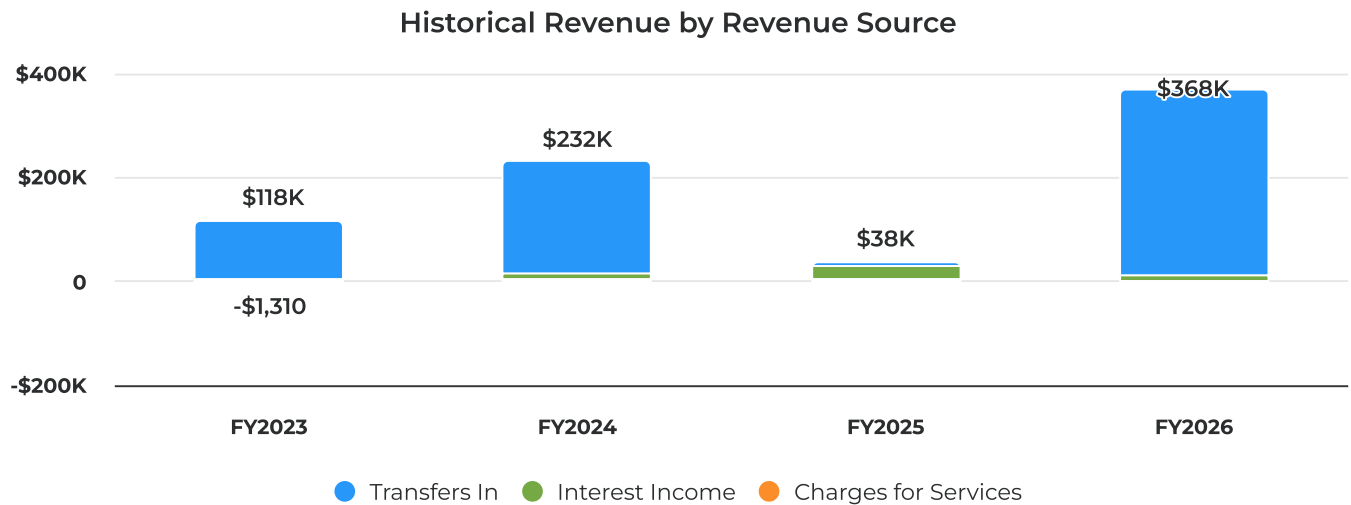
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$2,882,140.00	\$2,902,963.00	\$3,067,155.00	\$3,067,155.00	\$2,515,784.00
Revenues					
Charges for Services	-\$1,310.47	\$4,830.59	-	\$4,720.88	-
Interest Income	\$5,273.94	\$9,604.37	\$5,769.00	\$23,070.93	\$12,500.00
Transfers In	\$112,389.50	\$217,322.90	\$55,600.00	\$10,530.00	\$355,600.00
Total Revenues	\$116,352.97	\$231,757.86	\$61,369.00	\$38,321.81	\$368,100.00
Expenditures					
Capital Expenses/ Projects	\$38,930.07	-	\$1,165,000.00	\$132,162.64	\$1,170,000.00
Transfers Out	-	\$67,565.95	-	-	-
Total Expenditures	\$38,930.07	\$67,565.95	\$1,165,000.00	\$132,162.64	\$1,170,000.00
Total Revenues Less Expenditures	\$77,422.90	\$164,191.91	-\$1,103,631.00	-\$93,840.83	-\$801,900.00
Ending Fund Balance	\$2,959,562.90	\$3,067,154.91	\$1,963,524.00	\$2,973,314.17	\$1,713,884.00



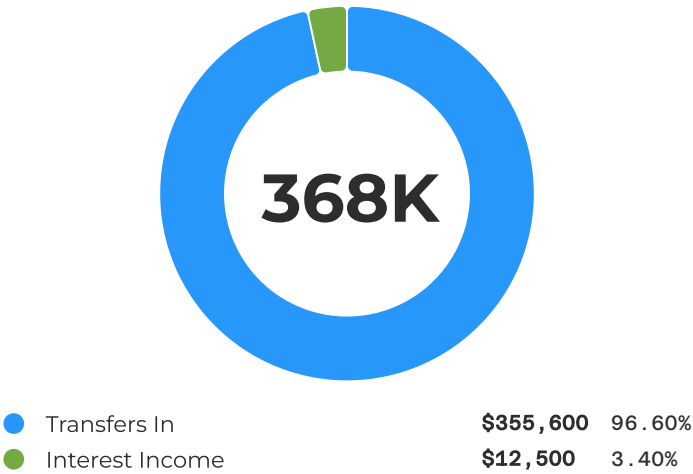
Water Capital Improvement Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

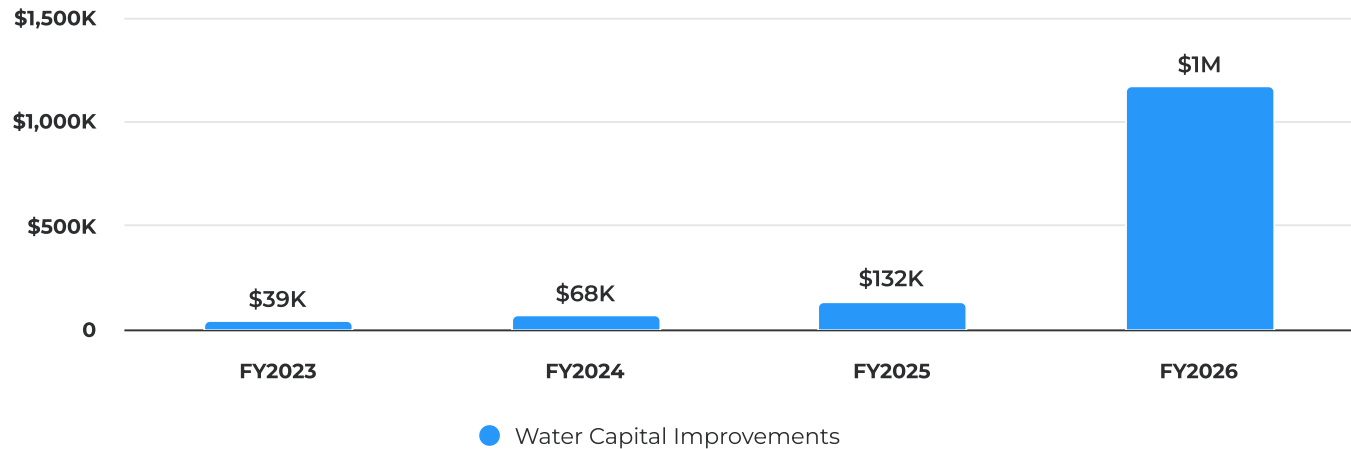


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	-\$1,310.47	\$4,830.59	\$4,720.88	-	-	-
Interest Income	\$5,273.94	\$9,604.37	\$23,070.93	\$5,769.00	\$12,500.00	116.68%
Transfers In	\$112,389.50	\$217,322.90	\$10,530.00	\$55,600.00	\$355,600.00	539.57%
Total Revenues	\$116,352.97	\$231,757.86	\$38,321.81	\$61,369.00	\$368,100.00	499.81%

Expenditures by Department

Historical Expenditures by Department



FY26 Expenditures by Department



● Water Capital Improvements \$1,170,000 100.00%

Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Water Capital Improvements	\$38,930.07	\$67,565.95	\$132,162.64	\$1,165,000.00	\$1,170,000.00	0.43%
Total Expenditures	\$38,930.07	\$67,565.95	\$132,162.64	\$1,165,000.00	\$1,170,000.00	0.43%



Water Connection Fund 157

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

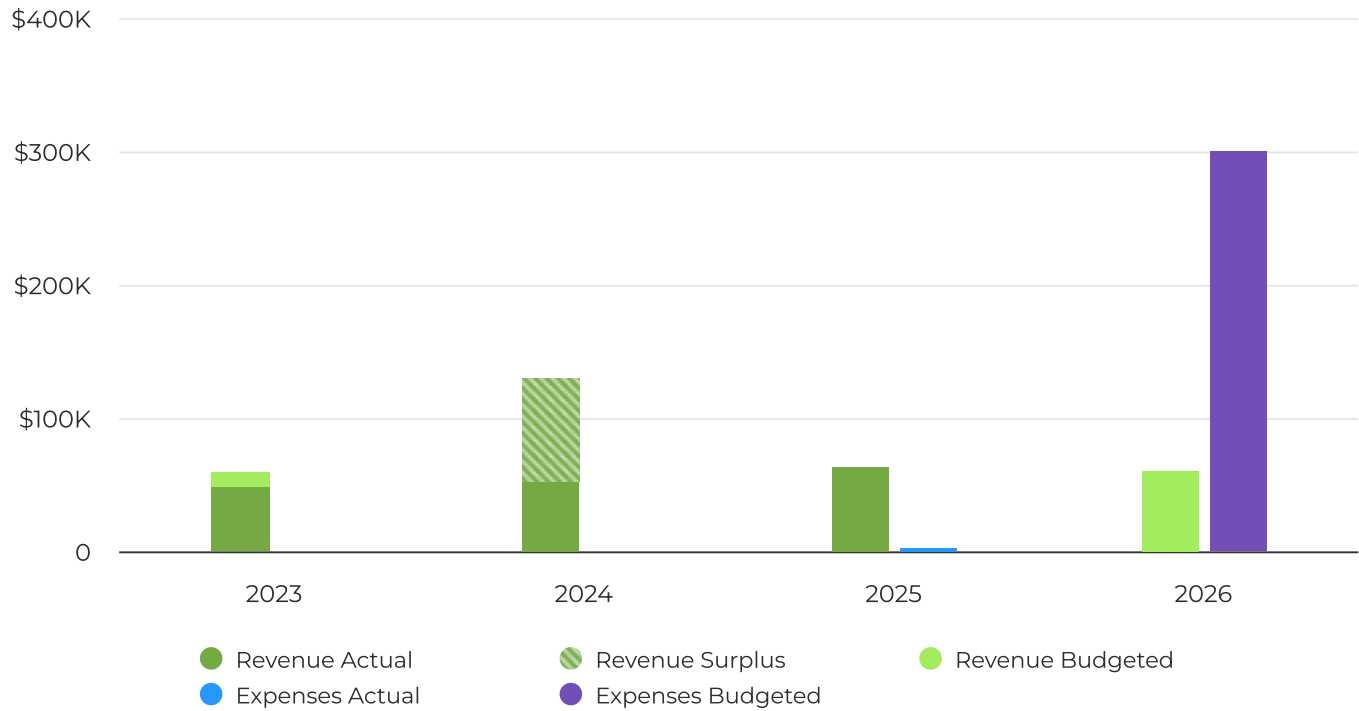
Water Connection Fund Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$982,267.00	\$1,029,629.00	\$1,159,518.00	\$1,159,518.00	\$1,224,206.00
Revenues					
Charges for Services	\$34,189.00	\$105,900.00	\$50,000.00	\$51,900.00	\$50,000.00
Interest Income	\$13,173.08	\$23,989.53	\$13,500.00	\$11,117.93	\$10,000.00
Total Revenues	\$47,362.08	\$129,889.53	\$63,500.00	\$63,017.93	\$60,000.00
Expenditures					
Capital Expenses/ Projects	-	-	-	\$3,330.00	-
Transfers Out	-	-	-	-	\$300,000.00
Total Expenditures	-	-	-	\$3,330.00	\$300,000.00
Total Revenues Less Expenditures	\$47,362.08	\$129,889.53	\$63,500.00	\$59,687.93	-\$240,000.00
Ending Fund Balance	\$1,029,629.08	\$1,159,518.53	\$1,223,018.00	\$1,219,205.93	\$984,206.00

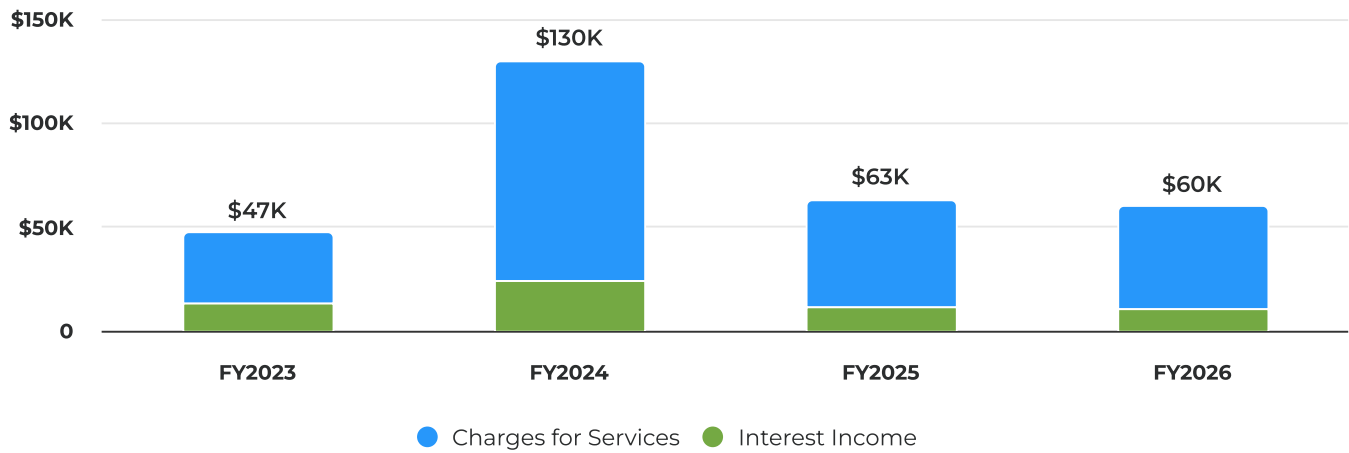
Water Connection Fund Summary

Revenues vs Expenditures Summary

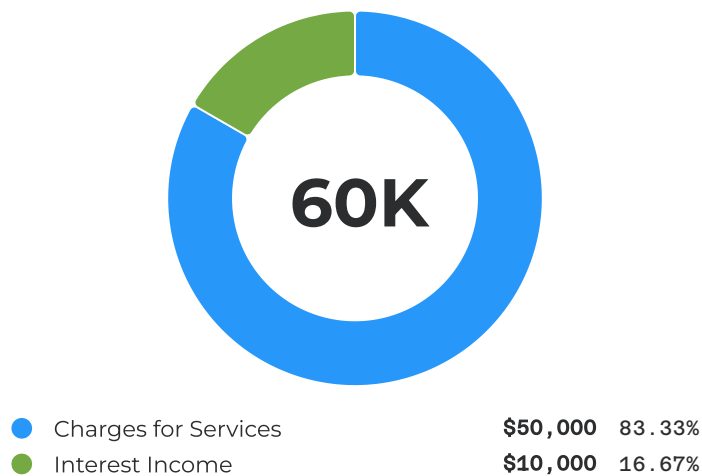


Revenues by Revenue Source

Historical Revenue by Revenue Source



FY26 Revenues by Revenue Source

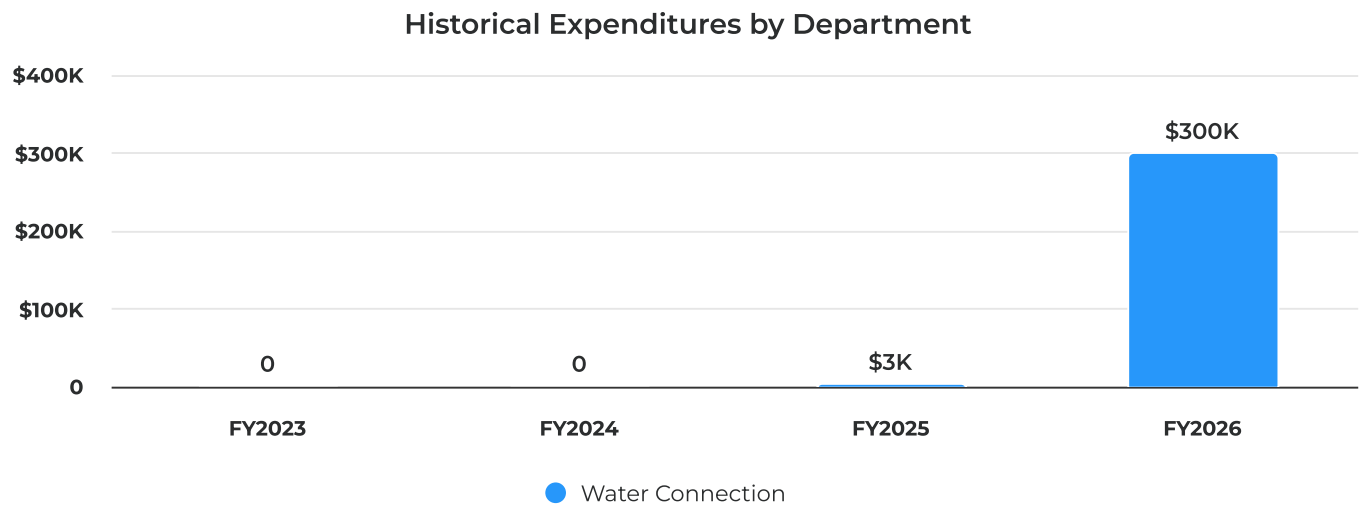


Revenues by Revenue Source

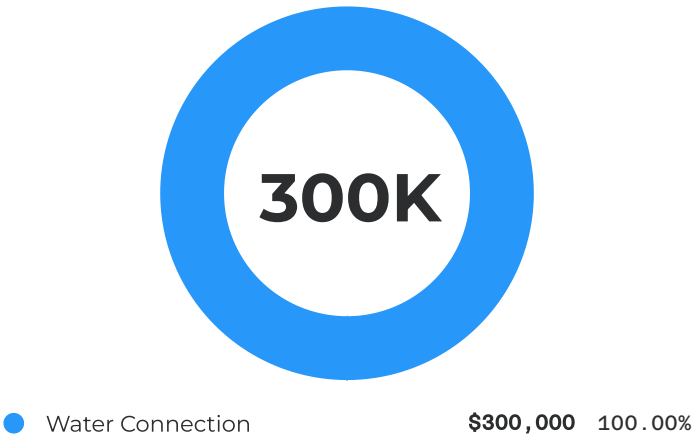
Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$34,189.00	\$105,900.00	\$51,900.00	\$50,000.00	\$50,000.00	0.00%
Interest Income	\$13,173.08	\$23,989.53	\$11,117.93	\$13,500.00	\$10,000.00	-25.93%
Total Revenues	\$47,362.08	\$129,889.53	\$63,017.93	\$63,500.00	\$60,000.00	-5.51%



Expenditures by Department



FY26 Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Water Connection	-	-	\$3,330.00	-	\$300,000.00	-
Total Expenditures	-	-	\$3,330.00	-	\$300,000.00	-



Water Master Plan Preparation Fund 161

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

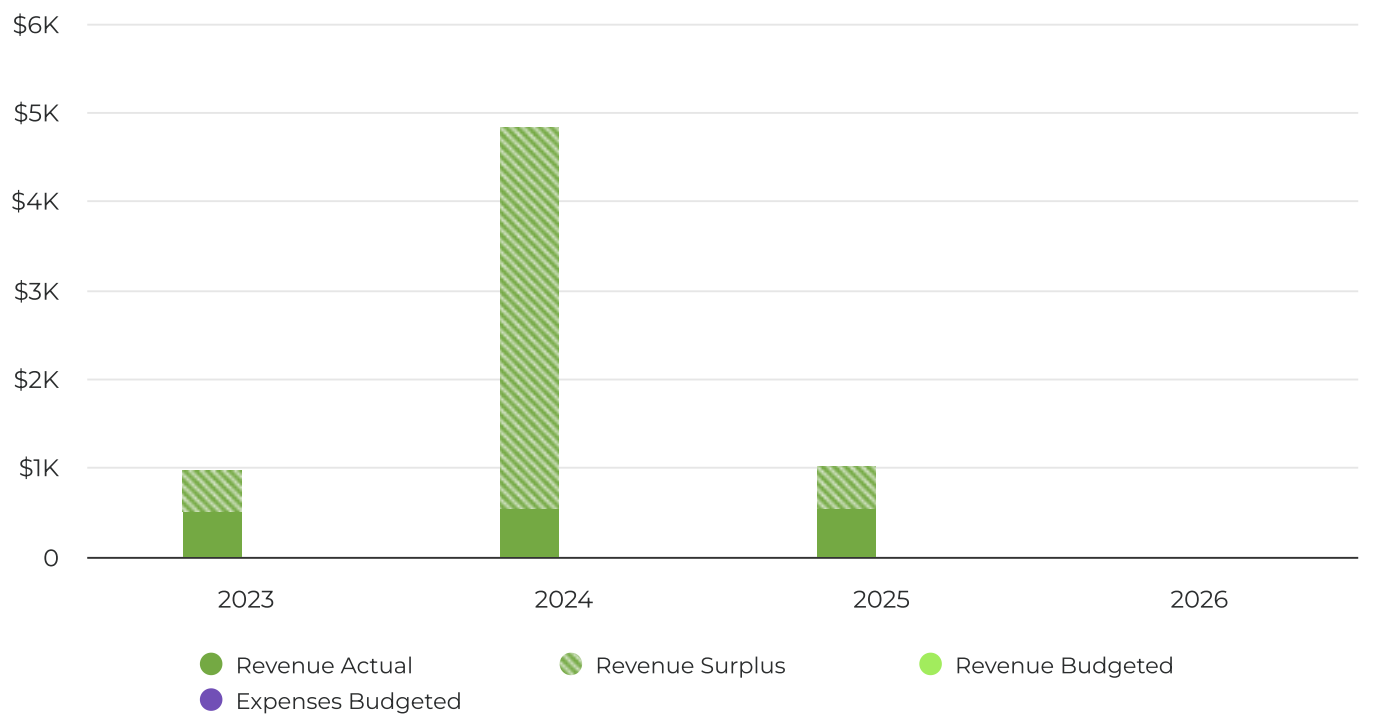
Water Master Plan Preparation Fund Comprehensive Fund Summary

Comprehensive Fund Summary

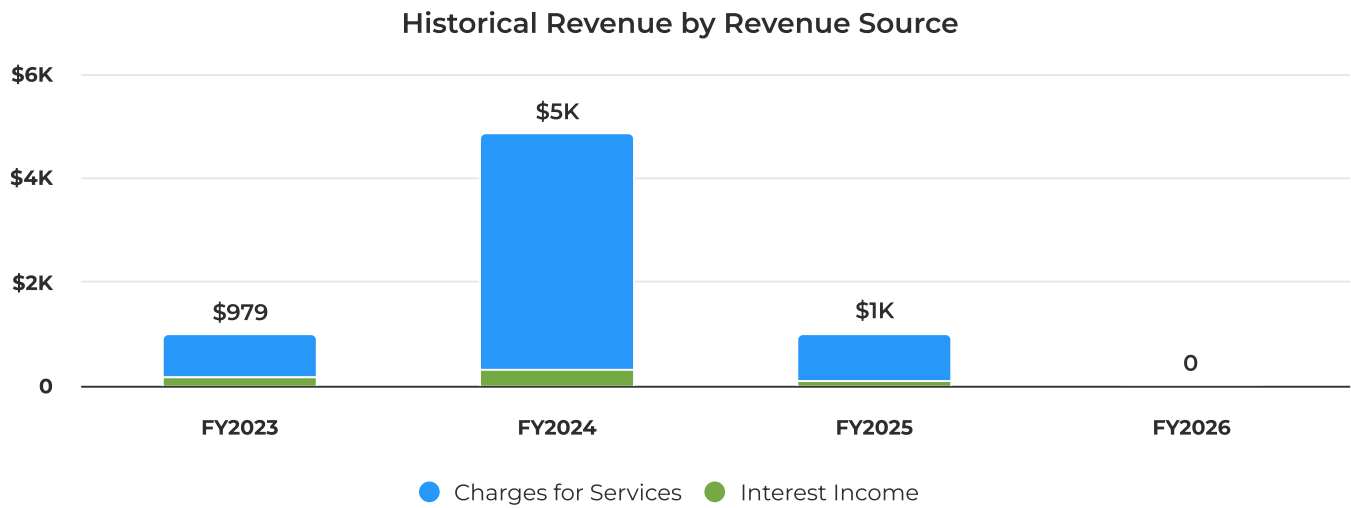
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$35,367.00	\$36,347.00	\$41,190.00	\$41,190.00	\$42,197.00
Revenues					
Charges for Services	\$804.55	\$4,525.16	\$500.00	\$912.00	-
Interest Income	\$174.92	\$318.53	\$50.00	\$94.44	-
Total Revenues	\$979.47	\$4,843.69	\$550.00	\$1,006.44	-
Expenditures					
Total Expenditures	-	-	-	-	-
Total Revenues Less Expenditures	\$979.47	\$4,843.69	\$550.00	\$1,006.44	-
Ending Fund Balance	\$36,346.47	\$41,190.69	\$41,740.00	\$42,196.44	\$42,197.00

Water Master Plan Preparation Fund Summary

Revenues vs Expenditures Summary



Revenues by Revenue Source



Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25- 26 Budget (%)
Charges for Services	\$804.55	\$4,525.16	\$912.00	\$500.00	-	-100.00%
Interest Income	\$174.92	\$318.53	\$94.44	\$50.00	-	-100.00%
Total Revenues	\$979.47	\$4,843.69	\$1,006.44	\$550.00	-	-100.00%

System Development Water Fund 206

The General Fund serves as the City's primary operating fund. It is used to account for all financial resources that are not specifically required to be recorded in a separate fund.

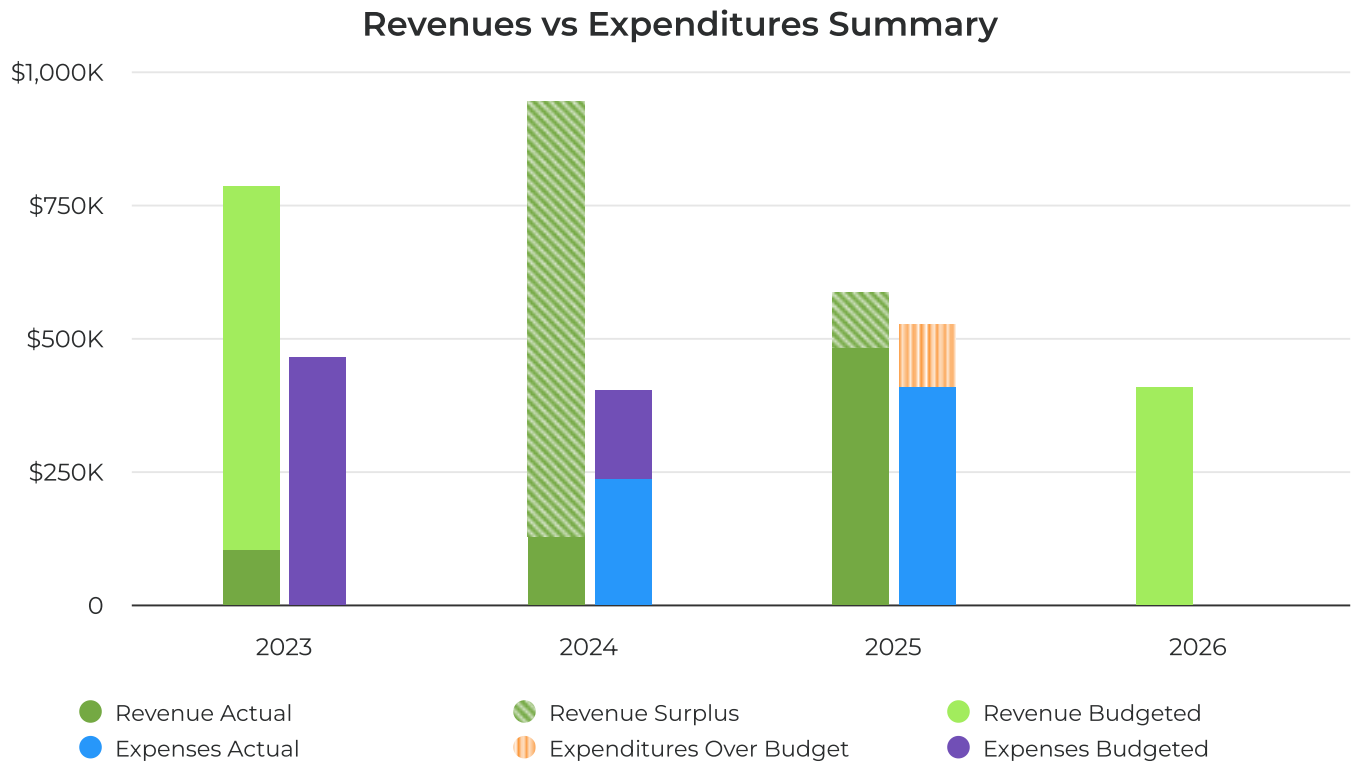
System Development Water Fund Comprehensive Fund Summary

Comprehensive Fund Summary

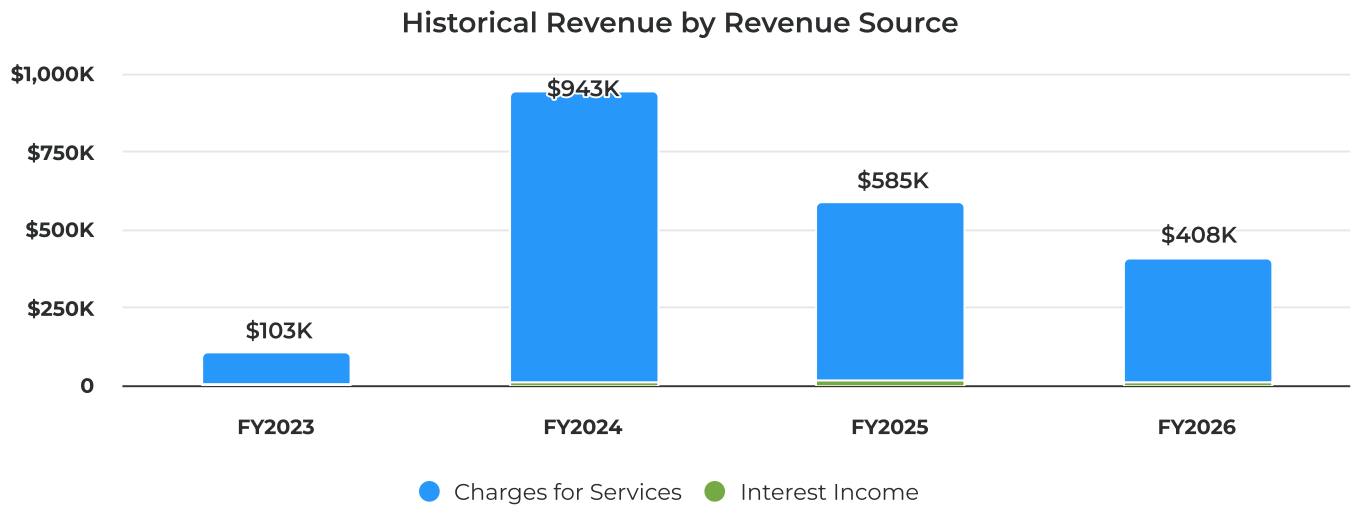
Category	FY 2023 Actual	FY 2024 Actual	2024-25 Budget	FY 2025 Actual	Proposed FY 2025-26
Beginning Fund Balance	\$879,312.00	\$981,227.00	\$1,688,404.00	\$1,688,404.00	\$1,773,713.00
Revenues					
Charges for Services	\$98,149.78	\$933,098.85	\$475,000.00	\$569,525.08	\$400,000.00
Interest Income	\$5,175.98	\$9,425.98	\$5,750.00	\$15,812.54	\$8,000.00
Total Revenues	\$103,325.76	\$942,524.83	\$480,750.00	\$585,337.62	\$408,000.00
Expenditures					
Capital Expenses/ Projects	\$1,411.00	-	\$400,000.00	\$525,028.81	-
Transfers Out	-	\$235,347.21	-	-	-
Total Expenditures	\$1,411.00	\$235,347.21	\$400,000.00	\$525,028.81	-
Total Revenues Less Expenditures	\$101,914.76	\$707,177.62	\$80,750.00	\$60,308.81	\$408,000.00
Ending Fund Balance	\$981,226.76	\$1,688,404.62	\$1,769,154.00	\$1,748,712.81	\$2,181,713.00



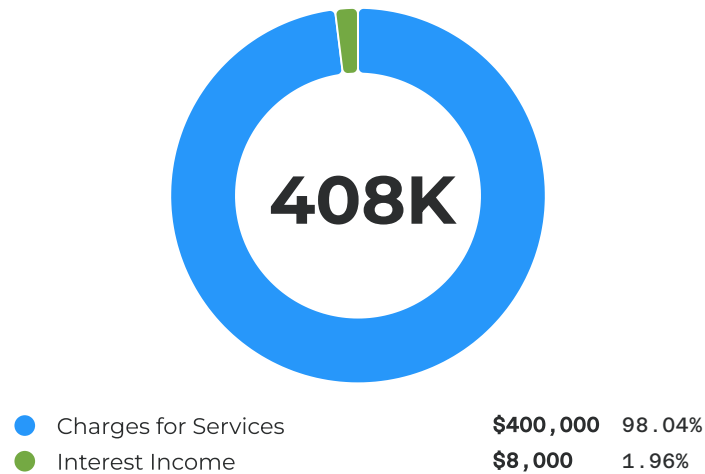
System Development Water Fund Summary



Revenues by Revenue Source



FY26 Revenues by Revenue Source

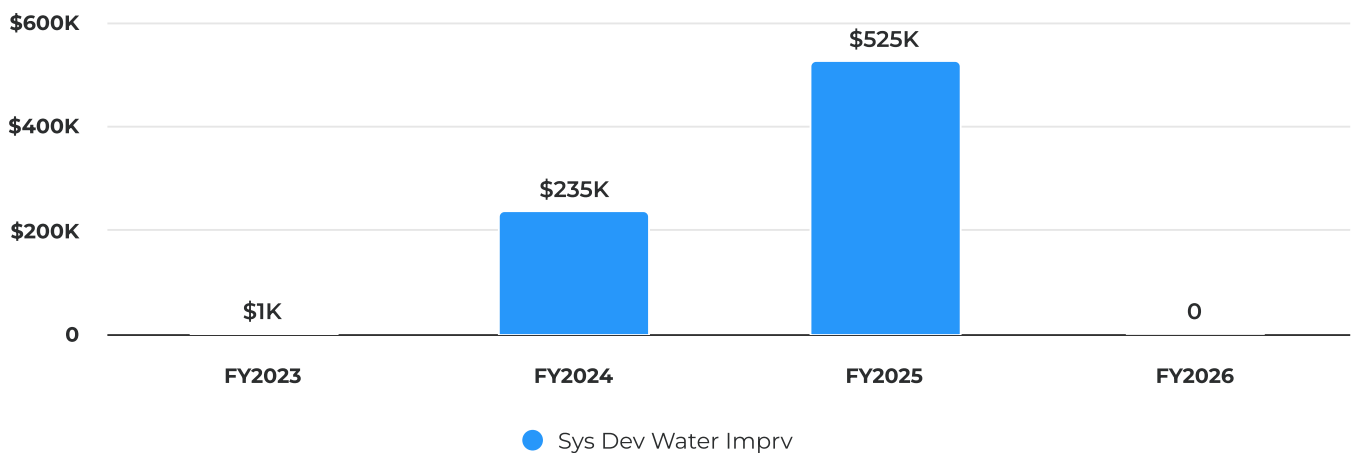


Revenues by Revenue Source

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Charges for Services	\$98,149.78	\$933,098.85	\$569,525.08	\$475,000.00	\$400,000.00	-15.79%
Interest Income	\$5,175.98	\$9,425.98	\$15,812.54	\$5,750.00	\$8,000.00	39.13%
Total Revenues	\$103,325.76	\$942,524.83	\$585,337.62	\$480,750.00	\$408,000.00	-15.13%

Expenditures by Department

Historical Expenditures by Department



Expenditures by Department

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	2024-25 Budget	Proposed FY 2025-26	24-25 vs. FY 25-26 Budget (%)
Sys Dev Water Imprv	\$1,411.00	\$235,347.21	\$525,028.81	\$400,000.00	-	-100.00%
Total Expenditures	\$1,411.00	\$235,347.21	\$525,028.81	\$400,000.00	-	-100.00%



RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 10.2

SECTION 10: PUBLIC HEARINGS

Meeting Date:	June 24, 2025
Subject:	Resolution Adopting the Fiscal Year 2025-26 Local Redevelopment Authority (LRA) Annual Budget
From:	Marisela H. Garcia, City Manager
Submitted by:	Melissa Holdaway, Administrative Analyst II

RECOMMENDATION

By motion of the Local Redevelopment Authority (LRA) Board of Directors (Board) to review and approve for adoption the Proposed Fiscal Year 2025-2026 LRA Budget.

SUMMARY

The budget provides for the necessary resources to finance the authority. The budget statement provides a look at the LRA's fiscal accountability and compliance with restrictions on the use of certain financial resources. The authority has relied completely on grants to remain fiscally sound while navigating the transfer of the Riverbank Army Ammunition Plant since the LRA was formed. The LRA has been funded by the Office of Local Defense Community Cooperation to provide financial assistance in support of the agency with salaries, administration and professional services. The City of Riverbank/LRA were notified earlier this year that we will not be invited to submit a new application for this fiscal year. In March 2025 it was conveyed that the priorities of the new administration did not include Base Realignment and Closure (BRAC) funded activities support moving forward, particularly considering the amount of time that has passed since the initial efforts. This has created a structural deficit moving forward for the LRA.

BACKGROUND:

The LRA was formed in April 2006 with Federal approval as the agency responsible for decisions related to conveyance and reuse of the former Riverbank Army Ammunition Plant, now known as the Riverbank Industrial Complex. In April 2010, the LRA moved onto the property to perform protection and maintenance duties on behalf of the Army

and to oversee economic development activities in the form of leasing available space to private tenants, as outlined in the community-led and supported Reuse Plan.

The site has been managed by the Master Developer and operates under a Lease Development Agreement since April 2022. The revenues are now collected by the Master Developer and no longer included in any LRA budget category.

The LRA is currently administering a second remediation project on behalf of the Army that began in FY 2015-16 with a grant in excess of \$44 million. This project is close to 98% complete with additional modifications being looked at for funding new remedial activities at the site. This project has been currently working under a modification that was approved in 2024 for ongoing clean-up efforts.

Site Revenue Projections

The only revenue expected in the coming fiscal year is from payments due from the Master Developer as negotiated in the Lease Disposition and Development Agreement.

Site Expenditure Projections

Site expenditures are administrative costs, staff salary/fringe and legal expenditures for ongoing litigation and transfer of the Riverbank Army Ammunition Plant.

ESCA #2 Revenue

Grant revenue from the ESCA #2 is captured in a separate fund (Fund 199). The remaining funds are reimbursables to the contractor for remedial work and final reports. Any future modifications executed does provide 5% to the LRA for administering the contract.

ESCA #2 Expenditure Projections

ESCA 2 grant expenditures will cover the remaining expenses for our subcontractor contracted for remedial activities and final reports. Any new executed modifications for remedial activities will fund the construction and a small portion toward administrative expenses.

Additional Budget Items of Note

With the loss of the Office of Local Defense and Community Cooperation (OLDCC) grant the authority has evaluated and reduced operational expenses were possible. The authority will explore opportunities for available grants that may be an alternative funding source.

FINANCIAL IMPACT

In previous years, the Local Redevelopment Authority has been funded since inception by grants with no funding coming from the General Fund. The LRA has relied heavily on the generosity of the OLDCC grant to keep the Authority financially viable. The 2025-26 fiscal year will be the first year that the OLDCC grant will not be received. The LRA does receive an annual lease consideration payment that is included in the revenue received.

The Authority is requesting the assistance of the City of Riverbank General Fund to absorb the shortfall to support the redevelopment efforts, environmental remediation and transfer of the former Riverbank Army Ammunition Plant real property.

STRATEGIC PLANNING ALIGNMENT

The presentation of the LRA's FY 2025-26 budget supports the City's mission and reinforces the City's core values of transparency and fiscal responsibility.

ATTACHMENT

1. LRA Resolution 2025-
2. FY 2025-26 Proposed Budget

RIVERBANK LOCAL REDEVELOPMENT AUTHORITY

RESOLUTION 2025-

**A RESOLUTION OF THE LOCAL REDEVELOPMENT AUTHORITY BOARD OF THE
CITY OF RIVERBANK ADOPTING THE FISCAL YEAR 2025-26 ANNUAL BUDGET**

**THE RIVERBANK LOCAL REDEVELOPMENT AUTHORITY (HEREAFTER
REFERRED TO AS THE “LRA BOARD”) DOES HEREBY RESOLVE THAT:**

WHEREAS, the Riverbank Local Redevelopment Authority (“LRA”) acts in accordance with the Defense Base Closure and Realignment Act of 1990; and,

WHEREAS, as a condition of the lease with the Army, the LRA must obligate all of its revenues to be spent on the protection, maintenance and improvement of the facilities; and,

WHEREAS, the LRA has provided the anticipated revenue and expenditures for the LRA; and,

WHEREAS, the Local Redevelopment Authority Board has reviewed the proposed budget for Fiscal Year 2025-26’s operational budget.

NOW, THEREFORE, BE IT RESOLVED that the Local Redevelopment Authority Board of the City of Riverbank hereby approves the proposed operating budget for Fiscal Year 2025-26 as follows:

1. Revenues are estimated to be approximately \$537,231
2. Expenditures are estimated to be approximately \$769,470
3. Structural Deficit of \$232,239 to be offset by a General Fund Subsidy.

PASSED AND ADOPTED by the Local Redevelopment Authority Board of the City of Riverbank at a meeting held on the 24th day of June, 2025; motioned by Authority Member _____, seconded by Authority Member _____, and upon roll call was carried by the following vote of ____:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Gabriela Hernandez,CMC
LRA Secretary

Rachel Hernandez
Chair

FY 2025/26 Annual Proposed Budget

	<u>FY 2025-26</u> <u>Proposed</u>
<u>Revenue</u>	
<i>MDA annual payment (Fund 197)</i>	145,000
<i>ESCA #2</i>	392,231
Total Revenue	537,231
<u>Expenditures</u>	
<i>Salaries/Benefits</i>	163,000
<i>Administrative Expenses</i>	
<i>Travel</i>	0
<i>Equipment</i>	0
<i>Office Supplies/Legal Ads</i>	2,500
<i>Phones</i>	600
<i>Copier</i>	1,200
<i>Postage</i>	25
<i>Janitorial</i>	1,200
<i>Professional Services</i>	
<i>Legal - General Municipal</i>	25,000
<i>Legal- Litigation on 2 lawsuits</i>	150,000
<i>Legal - Conveyance</i>	50,000
<i>Weston Contract ESCA #2</i>	172,136
<i>SJES Contract ESCA #2</i>	203,809
Total Expenditures	769,470
Net Revenues Less Expenditures**	-232,239

**Requested General Fund Subsidy

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO.11.1

SECTION 11: NEW BUSINESS

Meeting Date:	June 24, 2025
Subject:	LRA Resolution Adopting the Riverbank Local Redevelopment Authority Cross-Connection Control Program
From:	Marisela H. Garcia, City Manager
Submitted by:	Nubia I. Goldstein, City Attorney's Office Cody Bridgewater, Director of Public Works

RECOMMENDATION

Consider adoption of a **Resolution** establishing the Riverbank Local Redevelopment Authority ("RLRA") Cross-Connection Control Program ("Program").

SUMMARY

The State Water Resources Control Board has adopted the Cross Connection Control Policy Handbook ("CCCPH") to establish guidelines for public water systems ("PWS") to follow to ensure that appropriate backflow prevention assemblies are installed at connections to the PWS to prevent contamination of the water supply. The Program that would be adopted through the Resolution follows the guidelines in the CCCPH to protect RLRA's public water supply system from contamination due to potential and actual cross-connections.

A cross-connection is an interconnection between a potable water supply and a non-potable source via any connection between a PWS and any source distributing substances not from an approved water supply. Backflow is the unintended reversal of the flow of water and other substances into a PWS's distribution system. If backflow occurs through a cross-connection, there is potential for contaminants to enter the potable water supply. Backflow prevention assemblies can be installed on cross-connections to prevent backflow from contaminating the potable water supply.

In December 2023, the State Water Resources Control Board adopted the CCCPH, replacing the requirements previously contained in Title 17 of the California Code of Regulations governing backflow prevention and cross-connection control. The CCCPH requires each PWS to implement and enforce a cross-connection control program by July

1, 2025. A PWS must establish operating rules to implement their cross-connection program. This resolution establishes the RLRA's operating rules for its Cross-Connection Program. The proposed Program establishes the following:

- The RLRA Director as the cross-connection control program coordinator.
- Cross-connection protection requirements, including the prohibition of unprotected cross-connections and identifying acceptable backflow prevention assemblies and the criteria for selecting a device for each connection.
- A process to notify and conduct required testing of cross-connections.
- The ability of the RLRA to terminate any connections that represent a clear and immediate hazard to the water supply.

FISCAL IMPACT

All costs of testing, repair, and maintenance of cross-connections will be borne by the water user.

ATTACHMENTS:

1. Resolution
2. RLRA Cross-Connection Control Program

RIVERBANK LOCAL REDEVELOPMENT AUTHORITY

RESOLUTION 2025-XXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIVERBANK LOCAL
REDEVELOPMENT AUTHORITY ADOPTING A CROSS-CONNECTION CONTROL
PROGRAM**

**THE RIVERBANK LOCAL REDEVELOPMENT AUTHORITY (HEREAFTER
REFERRED TO AS THE “LRA BOARD”) DOES HEREBY RESOLVE:**

WHEREAS, the California State Water Resources Control Board (“State Water Board”) exercising its authority under the California Safe Drinking Water Act (“SDWA”), adopted the Cross Connection Control Policy Handbook (“CCCPH”) to establish enforceable standards applicable to California Public Water Systems (“PWS”) for cross connection control; and

WHEREAS, the Riverbank Local Redevelopment Authority (“RLRA”) is a PWS; and

WHEREAS, as a PWS, the RLRA is required to implement a cross-connection control program to comply with the regulations of the CCCPH; and

WHEREAS, to comply with the requirements in the CCCPH, RLRA has developed a Cross Connection Control Program document.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Riverbank Local Redevelopment Authority, a Cross Connection Control Program is hereby established as provided in **Exhibit A** attached hereto and incorporated herein.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Riverbank Local Redevelopment Authority at a regular meeting held on the 24th day of June, 2025; motioned by Authority member _____, seconded by Authority member _____; moved said resolution by a Board of Directors vote of _____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

Gabriela Hernandez, CMC
LRA Secretary

APPROVED:

Rachel Hernandez
Chair

APPROVED AS TO FORM:

Tom P. Hallinan
City Attorney

EXHIBIT A

**CROSS-CONNECTION CONTROL PROGRAM
FOR
RIVERBANK LOCAL REDEVELOPMENT AUTHORITY**

June xx, 2025

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SECTION I- PURPOSE

The purpose of this program is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This program is adopted pursuant to the State Water Resources Board Cross-Connection Control Policy Handbook (“CCCPH”). The CCCPH and “Standards and Principles for California’s Public Water Systems- (PWS)”, apply to all California PWS’s as defined in California’s Health and Safety Code (CHSC, section 116275 (h)). Compliance with the CCCPH is mandatory for all California PWS’s. As of July 1, 2024, the CCCPH requirements become effective and replace the previous mandates found in Title 17, Section 7583-7605.

Section II – RESPONSIBILITY

The RLRA Director shall be responsible for implementing and enforcing the CCCPH and the Riverbank Local Redevelopment Authority (“RLRA”) Cross-Connection Control Program (CCCP). An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user connection where required to prevent backflow from the water user’s premises to the domestic potable water system. It shall be the water user’s responsibility to comply with the RLRA’s requirements pursuant to the CCCPH.

SECTION III- CROSS-CONNECTION PROTECTION REQUIREMENTS

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-Gap (AG) separation, Reduced Pressure Principal Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water user may choose a higher level of protection than required by the water supplier. The minimum types of backflow protection required to protect the approved water supply at the user’s water connection to premises with varying degrees of hazard are listed in the CCCPH. Situations that are not covered in the CCCPH shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the water supplier.

SECTION IV- BACKFLOW PREVENTION ASSEMBLIES

Only backflow prevention assemblies which have been approved by the RLRA shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected water user. Backflow prevention assemblies shall be installed in a manner prescribed by the CCCPH. Location of the assemblies shall be as close as practicable to the user’s connection. The RLRA shall have the final authority in determining the required location of a backflow prevention assembly. Testing of backflow assemblies shall be conducted only by certified testers approved by the RLRA and testing will be the responsibility of the water user. Backflow prevention assemblies must

be tested at least annually and immediately after installation, relocation, or repair. More frequent testing may be required if deemed necessary by the RLRA. No assembly shall be placed back into service unless it is functioning as required. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user. Approval must be obtained by RLRA prior to removing, relocating, or replacing a backflow prevention assembly.

SECTION VI- ADMINISTRATION

The cross-connection control program shall be administered by the RLRA Director. The RLRA will establish and maintain a list of approved backflow prevention assemblies as well as a list of approved backflow prevention assembly testers. The RLRA shall conduct necessary surveys of water user premises to evaluate the types and degrees of hazards at a user's premises. The RLRA shall notify users when an assembly needs to be tested. The notice shall contain the date when the test must be completed.

SECTION VII- WATER SERVICE TERMINATION

When the RLRA encounters water users that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the procedure for terminating water service shall be instituted. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or to test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly.
2. Direct or indirect connection between the public water system and a sewer line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.

For condition 1, the RLRA will terminate service to a water user's premises after proper notification has been sent. If no action is taken within the allowed time period water service shall be terminated.

For conditions 2, 3, or 4, the RLRA shall take the following steps.

1. Make reasonable effort to advise the water user of intent to terminate water service;
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the RLRA.

SECTION VIII- EFFECTIVE DATE

This program shall supersede all previous cross-connection control policies, ordinances, and resolutions and shall take effect thirty (30) days from the date of its adoption.

NONTRANSIENT NONCOMMUNITY (NTNC) WATER SYSTEM CROSS-CONNECTION CONTROL (CCC) PLAN

To comply with section 3.1.4 of the Cross-Connection Control Policy Handbook (CCCPH), each public water system (PWS) must submit a written Cross-Connection Control (CCC) Plan to the State Water Board for review.

PWS Information

PWS Name:	RIVERBANK LRA
PWS Number:	CA5000211
Facility Type:	Industrial / Agricultural
Facility Address:	5300 CLAUS RD STE 1
Number of Buildings Served:	13
Number of Buildings with Fire Sprinklers:	All Buildings; Separate Air Gap Fire System
Does the water system have customers who purchase water?	☒ YES, number of customers: <u> 24 </u> ☐ NO
Our PWS has ownership of all buildings served by the PWS. ☒ YES ☐ NO If "no", attach a copy of the operating rule(s), ordinance(s), bylaws, resolution(s), or other document(s) which authorize the PWS to enforce CCC program requirements.	

Cross-Connection Control Coordinator Contact Information

In-house employee or contractor?	☐ In-house ☒ Contractor ☐ Other
Name:	Garett's Cross-Connection Control
Phone number:	209-768-9550
Email:	garettsgcc@gmail.com
Address:	P.O. Box 1791 Woodbridge CA, 95258
Coordinator qualifications (experience, training, and/or certifications):	28 Years Experience in the Water / Wastewater Backflow Prevention Assembly Tester; AWWA # 08417 Cross-connection Control Specialist; AWWA # 10277 T5 Operator; SWRCB # 21723 D4 Operator; SWRCB # 8864 Grade 1 Water Quality Analyst; AWWA # 020067 Grade 5 Wastewater Operator; SWRCB # 10348 Santa Rosa Junior College; AS Wastewater Treatment Operations UC Sacramento; Water Specialists Certificate UC Sacramento; Wastewater Specialists Certificate

Note: noncommunity hazard assessments must be completed prior to July 1, 2026

Date of initial hazard assessment: (a copy of the report is attached)	June 8, 2021
Name and certifications of who reviewed or conducted the hazard assessment:	23 Years Experience in the Water / Wastewater Backflow Prevention Assembly Tester; AWWA # 08417 Cross-connection Control Specialist; AWWA # 10277 T5 Operator; SWRCB # 21723 D3 Operator; SWRCB # 8864 Grade 1 Water Quality Analyst; AWWA # 020067 Grade 5 Wastewater Operator; SWRCB # 10348 UC Sacramento; Water Specialists Certificate UC Sacramento; Wastewater Specialists Certificate
Did you comply with all the recommendations from the hazard assessment?	☐ YES ☒ NO ☐ UNKNOWN
If you answered "no" to the question above, please explain why.	The Riverbank Industrial Complex (LRA) started discussions with the City of Riverbank to establish an interconnection and remove the existing wells and water system tanks from the drinking water system.
Are all known hazards protected with appropriate backflow prevention within your service area?	☒ YES ☐ NO ☐ UNKNOWN
Date of the next planned hazard assessment:	We will conduct a second hazard assessment July 2026
Did the hazard assessment find any auxiliary water supplies? If yes, what type?	☒ YES ☐ NO There are existing wells that are out of service; a continued treatment process is cleaning and discharging the treated water.

Backflow Preventer Inventory and Testing Procedures^①

Our PWS has backflow prevention assemblies installed. ☒ YES ☐ NO

If "yes", attach a list of your current inventory. See example list in Attachment 1.

Required backflow prevention assembly maintenance, repair, or replacement will happen within ____30____ days after identification ^① .
All backflow prevention assemblies are tested annually.

<i>Only certified backflow prevention assembly testers can test backflow prevention assemblies.</i> If applicable, provide the name(s) and certification(s) of the certified testers used at the PWS^①.	Ryan Heryford Backflow Prevention Assembly Tester; Certification AWWA # 16866; Gold Flow Operations Garett's Cross-Connection Control Backflow Prevention Assembly Tester; AWWA # 08417
I certify that our testers' field test kit is accurate and recently verified.	☒ YES ☐ Not Applicable
I certify that testers provide the PWS with copies of the backflow prevention assembly test results.	☒ YES ☐ Not Applicable
The PWS has non-testable backflow preventers used for internal protection (for example single or dual check valves)?	☐ YES ☒ NO <i>If yes, complete Attachment 2 – Inventory of non-testable backflow preventers.</i>
If "yes", were the non-testable backflow preventers installed and maintained in accordance with the CA Plumbing Code?	☐ YES ☐ NO ☐ UNKNOWN
If "no" or "unknown", by what date will all non-testable backflow preventers meet CA Plumbing Code requirements?	

Backflow Incident Response, Notification, and Reporting^①

In the event of a suspected or known backflow incident, I certify that our PWS system will:

Respond and investigate all suspected backflow incidents by responding to and documenting complaints, conducting water quality sampling, and checking pressure.	☒ YES
Notify the regulatory agency (DDW or County) within 24 hours of discovering a known or suspected backflow event.	☒ YES
If directed by the regulatory agency, notify customers with appropriate public notification within 24 hours.	☒ YES
Complete a Backflow Incident Report at the request of the regulatory agency (DDW or County).	☒ YES

Public Outreach and Local Entity Coordination^①

Describe how your PWS coordinates with those that conduct plumbing work about backflow protection and CCC: Via email and in person meetings with all subcontractors that work at the RIC.

Our PWS educates customers that may present a cross-connection hazard. *For example, temporary visitors using RV Park hookups.* ☐ YES ☒ Not Applicable

If “yes”, please describe how this education is provided:

Describe procedure for coordination regarding the CCC program with local entities. *For example: local fire, local building official, etc.*

All local entities that oversee water system operations will be provided via email a copy of the approved CCC program documents.

Record Keeping^①

CCC program documents, including backflow prevention assembly test reports, hazard assessments, contracts, and our inventory (including location and type) of all backflow preventers are stored using the following method(s):

☒ DIGITAL ☒ HARD COPY ☒ BOTH ☐ OTHER: _____

Our PWS stores all backflow prevention assembly testing, repair, inspection, and maintenance records for at least three years. ☒ YES

List of Appendix

Appendix A -----HIGH HAZARD CROSS-CONNECTION CONTROL PREMISES
Appendix B -----PWS Guide to Responding to a Backflow Incident
Appendix C -----BACKFLOW INCIDENT REPORT FORM
Appendix D ----- Cross-connection Control Survey & Hazardous Assessment
Appendix E -----Rules & Regulations
Appendix F -----List of Installed Backflows

Certification

I certify that the information submitted in this CCC Plan is accurate and that we will comply with the Cross-Connection Control Policy Handbook (effective date July 1, 2024). Our PWS will ensure its Cross-Connection Control Plan is, at all times, representative of the current operation of its Cross-Connection Control program.

Attached are copies of our backflow preventor inventories, our CCC enforcement authority, and hazard assessments (if completed).

Name: _____ Role: _____

Signature: _____ Date: _____

DDW / LPA Review:

The water system has demonstrated compliance with the CCC Plan requirements of the CCCPH.

Name: _____ Title: _____

Signature: _____ Date: _____

Appendix A

HIGH HAZARD CROSS-CONNECTION CONTROL PREMISES

The list below identifies premises that require backflow protection provided by an air gap or a reduced pressure principle backflow prevention assembly, unless noted otherwise. The list below is not intended to be all-inclusive. A PWS, State Water Board, or local health agency may require an AG, RP, or both to protect a PWS from other hazards not listed below and identified in premises through the hazard assessment completed in CCCPH Chapter 3, section 3.2.1. A PWS may reduce or increase the minimum protection required for a previously hazard-assessed user premise following a hazard reassessment as described in CCCPH Chapter 3, section 3.2.1.

1. Sewage handling facilities
2. Wastewater lift stations and pumping stations
3. Wastewater treatment processes, handling, or pumping equipment that is interconnected to a piping system connected to a PWS (+)
4. Petroleum processing or storage plants
5. Radioactive material storage, processing plants or nuclear reactors
6. Mortuaries
7. Cemeteries
8. Sites with an auxiliary water supply interconnected with PWS (+)
9. Sites with an auxiliary water supply not interconnected with PWS
10. Premises with more than one connection to the PWS (++++)
11. Recycled water (++)(+++)
12. Recycled water interconnected to piping system that contains water received from a PWS (+)
13. Graywater systems, as defined in California Water Code Section 14876, that are interconnected to a piping system that is connected to a PWS
14. Medical facilities
15. Kidney dialysis facilities
16. Dental office with water-connected equipment
17. Veterinarian facilities

18. Chemical plants
19. Laboratories
20. Biotech facilities
21. Electronics manufacture
22. Dry cleaner facilities
23. Industrial or commercial laundry facilities
24. Metal-plating facilities
25. Business park with a single meter serving multiple businesses
26. Marine-port facilities
27. Car wash facilities
28. Mobile home park, RV park, or campgrounds with RV hookups
29. Hotels/motels
30. Gas stations
31. Fire stations
32. Solid waste disposal facilities
33. Pet groomers
34. Agricultural premises
35. Hazard assessment access denied or restricted
36. Railroad maintenance facilities
37. Incarceration facilities (e.g. prisons)
38. Temporary connections to fire hydrants for miscellaneous uses,
including construction
39. Private water distribution mains
40. Drinking water storage tank overflow connected to a sump or storm
drain (+)
41. Airports

(+) Premise isolated by air gap only except as allowed through CCCPH Section 3.2.2(c)

(++) Dual-plumbed use areas established per CCR Title 22, Section 60313 through 60316.

(+++ Residences using recycled water for landscape irrigation as part of an approved dual plumbed use area established pursuant to CCR Title 22, sections 60313 through 60316 shall use, at a minimum, a DC. If the water supplier is also the supplier of the recycled water, then the recycled water supplier may obtain approval of the local public water supplier or the State Water Board, to utilize an alternative backflow protection plan that includes an annual inspection of both the recycled water and potable water systems and an annual cross-connection test of the recycled water and potable water systems pursuant to subsection 60316(a) in lieu of any BPA.

(++++ All connections must receive at least the same level of protection excluding fire protection when connected to the PWS distribution system (e.g. if one connection requires an RP then all connections must have RPs installed).

Appendix B

A Public Water System (PWS) Guide to Responding to a Backflow Incident

Introduction:

Although California law requires protection of public water systems from contamination through unprotected cross-connections, occasionally a backflow incident will occur in which the distribution system of a public water system becomes contaminated.

A cross-connection is a physical connection between drinkable water and a liquid or gas that could make the water unsafe to drink (wherever there is a cross-connection, there is a potential threat to public health from the liquid or gas contaminants).

A backflow incident is a confirmed case where a pollutant or contaminant enters the water supply as a result of back-siphonage or back-pressure. Changes in water quality, such as changes in pH, temperature, coliform count, and disinfectant residual, can result from a backflow incident. Many such incidents pass unreported due to the difficulty in identifying the cause of a change in water quality.

This guide has been developed to help public water systems respond to a backflow incident.

Who Should Read This Guide?

This guide is intended for those who work in a public water system (PWS)—for example, a water district, a water supply corporation, a city, or an investor-owned system. In this guide, “you” refers to the PWS and its staff members. Members of the general public, who are the customers of PWSs, will also find answers in this guide to many questions about responding to backflow incidents. This publication is for general guidance only. It does not take the place of the rules and regulations established to prevent backflow from occurring in the distribution systems of PWSs.

How Can I Determine if Backflow Has Occurred?

Customer complaints of changes in water quality—such as unusual odor, color, or taste—or physical harm from water contact can indicate backflow. Water-system personnel handling quality complaints should be well-educated about backflow so that they can identify potential incidents. Water operators may note a drop in operating pressure, lowered chlorine residual, a spike in coliform detections, or water meters running in reverse, any of which may indicate that backflow has occurred.

However, it is very difficult to determine whether any of these occurrences are due to backflow. Backflow incidents may not be detected for many reasons, such as:

- Bacterial contamination is usually transient and localized, so sampling may not detect it.
- Chemical and bacterial monitoring is not thorough or frequent enough to identify most backflow incidents.

- Not all contamination can be detected by color, odor or taste, so it passes unreported by customers.
- Water system operators may not report suspected backflow incidents due to concerns about liability and loss of consumer confidence.
- Customers may not report all irregularities in water quality.
- Incidents of reduced pressure in water distribution systems are often transient and difficult to detect by conventional pressure-monitoring equipment, and may be localized. Reduced pressure is often due to routine flushing or line breaks.
- Health effects are difficult to link to backflow incidents, especially chronic effects.
- Contamination may not be widespread enough to draw the attention of public health officials.
- Information that could link an outbreak of illness to a backflow incident is often lacking.

It is important to encourage industrial and residential customers to report backflow incidents to the public water system immediately.

PWS Response to a Backflow Incident

Emergency-Response Protocol When PWS personnel are first notified of a backflow incident, they should determine whether the cross-connection still exists. If so, staff members should begin at step 1 below. If the cross-connection has been eliminated, begin at step 3.

In the event of a backflow incident, public water system personnel should:

1) Prevent Further Contamination

Stop the pressure differential that caused backflow of the contaminant, if possible. For example, if the differential is the result of low pressure in the distribution system, check the status of the service pumps.

2) Identify and Isolate the Cross-Connection

For example, if the cross-connection is due to back-siphonage of chemicals through a garden hose left hanging into a chemical tank, disconnect the garden hose at the residence to create an air gap between the potable-water supply and the chemicals.

3) Document the Contaminant(s),

If Known document the reported contaminant. If the contaminant is unknown, skip to step 8 (sampling) in order to determine the type of public health threat posed by the contaminant. Then return to step 4.

4) Notify the Public In areas where human exposure to harmful contaminants is suspected,

Immediately notify affected consumers of restricted water usage and recommend that they do not drink the water. The public notice should explain the cause of the contamination and corrective actions that are under way and should discuss health effects as appropriate. The type of public notice depends on the type of contaminant. Issue a “boil water” notice if the contaminants are biological, and if boiling does not create other health problems through inhalation or skin contact with vapor. Issue a “do not drink” notice if the contaminants are chemical, and if vapor and skin contact do not pose risks. A “do not use” notice should be issued if the contaminant is unknown, treatment of the water is not possible, or the contaminant poses a health risk through inhalation of water vapor or skin contact with vapor. Because “do not use” and “do not drink” notices place a great burden on critical facilities, such as hospitals, alternate water sources must be secured immediately.

5) Notify the appropriate DDW staff.

6) Notify Additional Authorities As appropriate,

it is recommended that the following individuals and organizations be notified if appropriate for the specific incident, as directed by the DDW regulator:

- Media Relations (if public or media interest is high).
- Other state and local authorities and facilities as appropriate, such as local government, state and local emergency management, the local wastewater facility, the health department and affected critical-care facilities including the fire department, which needs to know which hydrants can be used for firefighting. If evidence of intentional contamination of the water system arises, notify the following agencies (available 24 hours a day, seven days a week):
 - The Federal Bureau of Investigation (FBI)
 - The National Response Center (NRC) at 800-424-8802

7) Isolate the Contamination

If the contaminated portion of the distribution system can be easily isolated, proceed to step 11. If the contamination is extensive and its extent is unknown, proceed to step 8.

8) Sample the Water to Determine the Type and Extent of Contamination

Sample the water to determine the level of the reported contaminant. If your knowledge of the backflow incident is based on a customer complaint but the specific contaminant is unknown, take samples of water appropriate to the taste, odor, or appearance noted in the complaint. For example, if a customer complains of a gasoline odor in the water, perform a test for volatile organic compounds. Always take bacteriological samples if the specific contaminant is unknown. Throughout the incident, continue to take appropriate samples within and outside of the suspected contaminated area to assess the extent of the contamination.

9) Make a Plan for Systematic Flushing

Develop a plan for thorough cleaning or flushing of the system to minimize the risk of drawing contaminants into uncontaminated areas. The plan should indicate the amount of water and the length of time needed to completely flush the system. The direction of flow should follow the

principles of unidirectional flushing, ensuring that clean water is drawn through the contaminated site and contaminated water is prevented from entering uncontaminated areas. Depending on the nature of the contamination, some wastes may be discharged into the sanitary sewer and some may need special handling or treatment. Inform the water customers of the remediation plans and whether they will need to flush their plumbing, including water heaters, ice makers, and other appliances.

10) Isolate the Contamination and Flush

Isolate the contaminated portion of the distribution system and flush the system and, where necessary, clean the customer's private water distribution facilities.

11) Sample after Flushing

After flushing and any necessary cleaning, test the drinking water in affected areas to ensure the contamination has been removed. The type of samples that should be collected depends on the type of contamination that has been identified.

12) Eliminate Risk of Future Contamination

Ensure that the source of contamination has been removed and that the risk of future contamination has been eliminated. If the backflow incident occurred at a residence or business (the customer side of the meter), perform a customer-service inspection at that location. If possible, develop a plan to lower the risk of this type of cross-connection recurring in the future. The plan should include contacting similar types of businesses with preventive guidance.

13) Restore Consumer Confidence in Water Quality

Inform the public when the water is clean and safe to drink. Lift the public-health notice restricting water usage in the same manner it was issued.

14) Prepare a Written Summary of the Incident and Submit It to DDW:

Questions & Answers Responding to a Backflow Incident

What is a backflow incident and what causes it?

- Engineers design water systems so that water flows from the distribution system to customers. However, unusual conditions can cause the water to flow backwards—from a customer's plumbing system into the public water system. Backflow can occur at any potential physical "cross connection" between a public water system or the customer's water system and any source of liquid, solid, or gas that could contaminate the water supply.

What Conditions Cause Backflow?

- Backsiphonage: Occurs when pressure in the public water system drops below a customer's plumbing system pressure.

- Backpressure: Occurs when pressure in a customer's plumbing system rises above the public water supply pressure.

Should water system operators be concerned about a backflow incident?

- Yes. Backflow incidents can pose a serious threat to public health. Microbial, chemical, or physical contaminants that enter the distribution system through unprotected cross connections, or through openings in the underground piping system, may cause widespread illness, injury, or worse.

How do I know whether backflow occurred?

- If a backflow incident occurs, customers may call to express concerns about degraded water quality or loss of pressure. You should respond quickly and investigate all potential backflow incidents. Customer complaints and your own observations may be clues that a backflow event occurred.
 - Discolored or unusual looking water. Listen for words such as discolored, cloudy, soapy, foamy, or oily.
 - Taste and odor problems. Listen for words such as fuel, chemical, medicinal, or salty, especially after a low-pressure event.
 - Low or no chlorine residual in the distribution system. Measure and record free chlorine residual at locations around a pressure-loss event or water quality complaint. Lower residuals may mean chlorine is reacting with substances that entered the water system.

How can an operator prevent a backflow incident?

- To protect public health, state drinking water rules require water systems to develop and implement cross-connection control programs. Cross-connection control programs rely on backflow preventers to isolate the public water system from potential sources of contamination. When you implement a cross-connection control program, you take proven steps to prevent backflow incidents. In the process, you will minimize the health risks associated with backsiphonage and backpressure events. It takes a determined effort to protect your water system from backflow. Use the resources below to develop your own cross connection control program.

What should water system operators do if a backflow incident occurs?

- Find the cause of backflow and assess the risk. Identify the affected area and work to limit the spread of contamination.
- Call our regional office (working hours) or our after-hours number. See numbers below. We'll help you decide which customers you need to contact and whether to issue a health advisory. Your first priority is to protect your customers' health.
- Communicate with affected customers about what happened. Tell them what they should do to protect their health, and what the water system is doing to correct the situation. If the risk assessment points to the possibility of chemical contamination, including a substance capable of causing bodily harm, use the Drinking Water Warning: Backflow Incident public notice referenced below. If you are certain the risk is limited to microbial contamination, you may use a different public notice that allows customers to use the tap water if they boil it first.

- Flush affected parts of the distribution system to remove any contaminants. Your flushing plan should effectively move any known contaminants to the nearest discharge point without unnecessarily spreading contamination through the distribution system.
- Disinfect affected parts of the system to reduce the risk of waterborne disease. If you don't normally disinfect, you should notify your customers before adding a disinfectant.

Collect water quality samples after you restore normal operating pressure, including coliform and possibly certain chemical samples, to confirm your system meets drinking water standards.

Appendix C

BACKFLOW INCIDENT REPORT FORM

Water System:

Water System Number:

Incident Date:

Incident Time (if known):

Incident Location:

How was the incident discovered?

Backflow Originated from:

Premise Location:

Address:

Premise Contact Person:

Title:

Phone:

 Email:

_____ Connection Type: (please
check one)

- ☐ Industrial ☐ Commercial ☐ Single-Family Residential ☐ Multi-Family Residential
- ☐ Irrigation ☐ Recycled Water ☐ Water System Facility
- ☐ Other: _____

Description and source of backflow substance (please be as descriptive as possible):

If available, please attach an MSDS or other chemical description form

Was the backflow fluid contained within the user side? YES ☐ NO ☐

Estimated Number of Affected Persons:

Number and description of consumer complaints received:

Did any consumers report illness? Please describe.

If applicable, please describe the consumer notification:

INVESTIGATION

Please describe the water system investigation including time frames:

What was the area system pressure? _____

Is this within typical range: YES ☐ NO ☐ - typical pressure: _____

Was a sample of the water contaminated by the backflow incident collected and stored before flushing? YES ☐ NO ☐

Please describe all sampling:

DDW recommends laboratory or field sampling for the following parameters: total coliform, E. coli, free and total chlorine residual, pH, odor, turbidity, temperature, and color. Additional sampling should be collected at the PWS and regulatory agency's discretion.

CORRECTIVE ACTIONS

Please describe the corrective actions taken by the water system:

Was the chlorine residual increased after discovery of backflow incident? YES ☐ NO ☐

Date of the last cross-connection control hazard assessment of the premise with the backflow incident conducted: _____

Did the premise have backflow prevention assemblies? YES ☐ NO ☐

Date of most recent backflow prevention assembly test(s): _____

When was the Division of Drinking Water or Local County Health office notified?

Date: _____ Time: _____ Contact Person: _____

Was the Division or Local County Health notified within 24 hours? YES ☐ NO ☐

Other agencies or organizations contacted?

CERTIFICATION

Name: _____ Job Title: _____

Certification(s): _____

Please list all cross-connection control related certifications including number and expiration date

I certify that the forgoing information is true and correct to the best of my ability.

Signature: _____ Date: _____

Attach the following applicable documentation

1. Laboratory Test Results
2. Sketch of the cross-connection and modifications
3. MSDS or chemical information forms if chemical hazard is known
4. Applicable backflow assembly test reports including the most recent test before the incident
5. Other relevant supporting documentation

Appendix D

Local Redevelopment Authority Riverbank Industrial Complex 2021 Water System Cross-connection Control Survey

Garett's Cross-connection Control
P.O. Box 1791; Woodbridge, CA 95258
Backflow Prevention Assembly Tester Certification # 08417
Cross-connection Control Specialist Certification # 10277

June 8, 2021

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System Description

The Riverbank Local Redevelopment Authority (LRA) operates a Non-Transient, Non-Community (NTNC) water system. The supply comes from three on-site wells. Two are currently in service; one is on stand-by mode and three have since been removed:

Well No.	Location	Depth	Casing Depth	HP	GPM	Status
1	Bldg. 102	430'	158'-228'	50	765	stand-by
2	Bldg. 103	372'	183'-223.5' 283'-350'	50	715	Removed
3	Bldg. 104	185'			710	Removed
4	Bldg. 105	90'				Removed
5	Bldg. 106	710'	104'-680'	75	1,100	in service
6	Bldg. 158	605'	125'-600'	125	1,500	in service

Chlorine is automatically metered in water when pumps are activated at each well so that the residual chlorine concentration in the water is between 0.2 and 4.0 mg/l per Department of Drinking Water (DDW) requirements. The average target for the system is 1.0 mg/l. The wells supply a 100,000-gallon elevated tank, which has a reduced capacity operating between 20% and 40 % full. This is the main supply for the facility with water at 53 psi. The primary distribution system consists of approximately 5600 linear feet of 8-inch transite water lines (excluding lateral lines).

There is a groundwater contaminant plume being captured by an extraction well system associated with the Groundwater Treatment Plant owned and operated by the Army. Recent pump tests performed indicate that wells 5 and 6 were in good operating condition and well 1 is in stand-by mode. Well 2, 3, and 4 were removed in accordance with Stanislaus County standards, including all piping, electrical, and structures.

The elevated tank supplies both raw (potable) and process (non-potable) water systems. The two systems are separated by an air gap type backflow preventer (Area No. 131, a 42,000-gallon steel tank, is located in the southeastern portion of the plant). After use, raw water is disposed of in the City of Riverbank sanitary sewer system. The on-site Groundwater Treatment Plant sends its treated water to Evaporation Ponds located adjacent to the Stanislaus River.

Non-Transient, Non-Community Public Water Supply Permit

The State Water Resources Control Board, Department of Drinking Water (DDW) has primary oversight of the LRA water system.

The permit allows water service to:

The Riverbank Industrial Complex
5300 Claus Road
Riverbank, CA 95367
ID No. 5000211
(Approximately 90 people, 26 connections)

The State considers each building to be a separate connection. The 26 connections that supply potable water can be further divided into 76 sub-buildings or areas with 141 total taps (as of June 16, 2012). The number of taps is likely to change with changes in facility use.

The permit allows water service from the following facilities:

Two (2) active deep water wells (wells 5 and 6)
One (1) stand-by well
Chlorination facilities
1 each – 100,000 elevated water storage tank

The permit was granted subject to a number of provisions. Periodic reports are sent to:

Mr. Tahir Mansoor, DDW Engineer
State Water Resources Control Board
Department of Drinking Water (DDW)
31 E. Channel Street, Room 270
Stockton, CA 95202

Rules & Regulations for the Control of Backflow & Cross-connections

Section 1. Cross-connection Control – General Policy

(a) **Purpose.** The purpose of these rules and regulations are:

(1) To protect the water supply system of (LRA) from the possibility of contamination or pollution by isolating within the internal distribution system of the Non-Transient, Non-Community (NTNC) potable water system of such contaminants or pollutants which could backflow into the water supply system;

(2) To promote the elimination or control of existing cross-connections, actual or potential, between the LRA water supply system and non-potable water sources, plumbing fixtures, and industrial piping systems; and

(3) To provide for the maintenance of the continuing program of Cross-Connection Control which will systematically and effectively prevent the contamination or pollution of the LRA water supply system.

(b) **Authority.** Statutory authority for enforcement of compliance to rules and regulations stated herein for the protection of potable water supply and the establishment of a Cross-Connection Control Program to that end is granted to San Joaquin Engineering by the LRA through a permit to operate a NTNC water system which mandates the aforementioned program for the protection of potable water supply systems in compliance with all provision, rules, and regulations of the California Department of Public Health (CDPH) and Stanislaus County, Health Department pertaining to the protection of public water supplies.

(c) **Responsibility.** San Joaquin Engineering shall be responsible for the protection of the water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of said San Joaquin Engineering, an approved backflow prevention assembly is required at a location within the LRA water system for safety of the water supply system, the San Joaquin Engineering shall give notice in writing to Water User that installation of an approved backflow prevention assembly(s) at a specific location(s) is required. Installation of the device shall then commence.

Section 2 Definitions.

(a) **"Approved Water Supply"** is a water supply whose potability is regulated by a State of local health agency.

(b) **"Auxiliary Water Supply"** is any water supply other than that received from a public water system.

(c) **"Air-gap Separation (AG)"** is a physical break between the supply line and a receiving vessel.

(d) **"AWWA Standard"** is an official standard developed and approved by the American Water Works Association (AWWA).

(e) **"Cross-Connection"** is an unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.

(f) **"Double Check Valve Assembly (DC)"** is an assembly of at least two independently acting check valves including tightly closing shut-off valves on each side of the check valve assembly and test cocks available for testing the watertightness of each check valve.

(g) **"Health Agency"** means the California Department of Health Services, or the local health officer with respect to a small water system.

(h) **"Local Health Agency"** means the county or city health authority.

(i) **"Reclaimed Water"** is a wastewater which as a result of treatment is suitable for uses other than potable use.

(j) **"Reduced Pressure Principle Backflow Prevention Device (RP)"** is a backflow preventer incorporating not less than two check valves, an automatically operated differential relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing.

(k) **"User Connection"** is the point of connection of a user's piping to the water supplier's facilities.

(l) **"Water Supplier"** is the person who owns or operates the public water system.

(m) **"Water User" or "Tennant"** is any person obtaining water from a public water supply.

Section 3 Responsibility and Scope of Program.

The water supplier shall protect the public water supply from contamination by implementation of a cross-connection control program. The program, or any portion thereof, may be implemented directly by the water supplier or by means of a contract with the local health agency, or with another agency approved by the health agency. The water supplier's cross-connection control program shall for the purpose of addressing the requirements of the following elements:

(a) The adoption of operating rules or ordinances to implement the cross-connection program.

(b) The conducting of surveys to identify water user premises where cross-connections are likely to occur,

(c) The provisions of backflow protection by the water user at the user's connection or within the user's premises or both,

- (d) The provision of at least one person trained in cross-connection control to carry out the cross-connection program,
- (e) The establishment of a procedure or system for testing backflow preventers, and
- (f) The maintenance of records of locations, tests, and repairs of backflow preventers.

Section 4 Evaluation of Hazard.

The water supplier shall evaluate the degree of potential health hazard to the public water supply which may be created as a result of conditions existing on a user's premises. The water supplier, however, shall not be responsible for abatement of cross-connections which may exist within a user's premises. As a minimum, the evaluation should consider: the existence of cross-connections, the nature of materials handled on the property, the probability of a backflow occurring, the degree of piping system complexity and the potential for piping system modification. Special consideration shall be given to the premises of the following types of water users:

- (a) Premises where substances harmful to health are handled under pressure in a manner which could permit their entry into the public water system. This includes chemical or biological process waters and water from public water supplies which have deteriorated in sanitary quality.
- (b) Premises having an auxiliary water supply, unless the auxiliary supply is accepted as an additional source by the water supplier and is approved by the health agency.
- (c) Premises that have internal cross-connections that are not abated to the satisfaction of the water supplier or the health agency.
- (d) Premises where cross-connections are likely to occur and entry is restricted so that cross-connection inspections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.
- (e) Premises having a repeated history of cross-connections being established or reestablished.

Section 5 Water System Coordinator Qualifications.

The health agency and water supplier require an Non-Transient, Non-Community Public Water Supply to designate a Water System Coordinator when the water user's premises has a multipiping system that convey various types of fluids, some of which may be hazardous and where changes in the piping system are frequently made. The Water System Coordinator shall be responsible for the avoidance of cross-connections during the installation, operation and maintenance of the water user's pipelines and equipment.

At a minimum the Water System Coordinator shall be a State of California Certified Water Distribution Operator and shall have knowledge of Backflow Prevention and Cross Connection Control.

Section 6 Protection of Water System

(a) Approval of backflow preventers.

Backflow preventers required by this Chapter shall have passed laboratory and field evaluation tests performed by a recognized testing organization which has demonstrated their competency to perform such tests to the Department.

(b) Construction of backflow preventers.

(1) Air-gap Separation. An Air-gap separation (AG) shall be at least double the diameter of the supply pipe, measured vertically from the flood rim of the receiving vessel to the supply pipe; however, in no case shall this separation be less than one inch.

(2) Double Check Valve Assembly. A required double check valve assembly (DC) shall, as a minimum, conform to the AWWA Standard C506-78 (R83) adopted on January 28, 1978 for Double Check Valve Type Backflow Preventive Devices which is herein incorporated by reference.

(3) Reduced Pressure Principle Backflow Prevention Device. A required reduced pressure principle backflow prevention device (RP) shall, as a minimum, conform to the AWWA Standard C506-78 (R83) adopted on January 28, 1978 for Reduced Pressure Principle Type Backflow Prevention Devices which is herein incorporated by reference.

(c) Location of backflow preventers.

(1) Air-gap Separation. An air-gap separation shall be located as close as practical to the user's connection and all piping between the user's connection and the receiving tank shall be entirely visible unless otherwise approved in writing by the water supplier and the health agency.

(2) Double Check Valve Assembly. A double check valve assembly shall be located as close as practical to the user's connection and shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance.

(3) Reduced Pressure Principle Backflow Prevention Device. A reduced pressure principle backflow prevention device shall be located as close as practical to the user's connection and shall be installed a minimum of twelve inches (12") above

grade and not more than thirty-six inches (36") above grade measured from the bottom of the device and with a minimum of twelve inches (12") side clearance.

(d) Type of protection required.

The type of protection that shall be provided to prevent backflow into the public water supply shall be commensurate with the degree of hazard that exists on the consumer's premises. The type of protective device that may be required (listed in an increasing level of protection) includes: Double check Valve Assembly-(DC), Reduced Pressure Principle Backflow Prevention Device-(RP) and an Air gap Separation-(AG). The water user may choose a higher level of protection than required by the water supplier. The minimum types of backflow protection required to protect the public water supply, at the water user's connection to premises with various degrees of hazard, are given in Table 1. Situations not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the water supplier or health agency.

TABLE 1
TYPE OF BACKFLOW PROTECTION REQUIRED

Degree of Hazard	Minimum Type of Backflow Prevention
(a) Sewage and Hazardous Substances	
(1) Premises where there are waste water pumping and/or treatment plants and there is no interconnection with the potable water system. This does not include a single-family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and water supplier.	AG
(2) Premises where hazardous substances are handled in any manner in which the substances may enter the potable water system. This does not include a single-family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and water supplier.	AG
(3) Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected.	RP
(b) Auxiliary Water Supplies	
(1) Premises where there is an unapproved auxiliary water supply which is interconnected with the public water system. A RP or DC may be provided in lieu of an AG if approved by the health agency and water supplier	AG
(2) Premises where there is an unapproved auxiliary RP water supply and there are no interconnections with the public water system. A DC may be provided in lieu of a RP if approved by the health agency and water supplier.	RP
(c) Recycled water	
(1) Premises where the public water system is used to supplement the recycled water supply.	AG
(2) Premises where recycled water is used, other than as allowed in paragraph (3), and there is no interconnection with the potable water system.	RP
(3) Residences using recycled water for landscape irrigation as part of an approved dual plumbed use area unless the recycled water supplier obtains approval of the local public water supplier, or the Department if the water supplier is also the supplier of the recycled water, to utilize an alternative	DC

backflow protection plan that includes an annual inspection and annual shutdown test of the recycled water and potable water systems

(d) Fire Protection Systems

(1) Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not interconnected). DC

(2) Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. A RP may be provided in lieu of an AG if approved by the health agency and water supplier. AG

NOTE: In all applications an RP may be provided in lieu of an AG if approved by the health agency and water supplier. Also note that an RP may be required in lieu of a DC if the water supplier chooses a higher degree of protection.

Survey Findings

Description: Each survey finding will be organized by building and tenant when known. The individual building surveys will be broken down into sections as follows:

Section 1 Location

Section 2 Degree of Hazard

Section 3 Protection Required

Section 4 Discrepancies

(a) User Connections Issues

(b) Internal System Issues

(1) Attachment (if needed)

Section 5 Recommendations

Additional information may be added as an attachment as more information is gathered upon future site visits. Required future site visits will be noted in the Recommendations Section.

Survey #1

Section 1 Location: Building 182 / Treatment Plant (Army)

Section 2 Degree of Hazard: Potential internal hazards in conjunction with the treatment of contaminated groundwater plume

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

(a) User Connections Issues: N/A The existing connection is protected by a RP; this gives the proper degree of protection for the potential of contamination.

(b) Internal System Issues: Entrance into the plant was not available at the time of the inspection but no further inspection is recommended.

(1) Attachment: N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #2

Section 1 Location: Building 192 / Army Headquarters

Section 2 Degree of Hazard: Minimal degree of hazard

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies

(a) **User Connections Issues:** N/A The existing connection is protected by a RP; this gives the proper degree of protection for the potential of contamination.

(b) **Internal System Issues:** Entrance into the building was not available at the time of the inspection but no further inspection is recommended.

(1) **Attachment:** N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #3

Section 1 Location: Building 120 / South Side

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

(a) User Connections Issues: The existing connection is protected by a RP which provides the recommended protection for the Water Supplier.

(b) Internal System Issues: Entrance into the building was not available at the time of the inspection but no further inspection is recommended.

(1) Attachment: N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #4

Section 1 Location: Building 120 / North Side

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

(a) User Connections Issues: The existing connection is protected by a RP but is shared by another user in the building. It would be appropriate to install a separate service connection for this side of the building.

(b) Internal System Issues: Cooling tower high potential of hazard for User

(1) Attachment: N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

In this building two Users share the same service which is problematic for the Water Supplier as well as the Users. It is recommended that the Water Supplier separate the internal lines in the building and then provide a new meter connection and RP for the User. The closest mainline to the User is west of building 122 and would provide a good location for the new connection. It is also recommended to install a sample station in conjunction with the new connection for future use of the Water Supplier.

Survey #5

Section 1 Location: Building 7

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

- (a) User Connections Issues:** The existing connection is protected by a RP.
- (b) Internal System Issues:** High potential for business user hazards.
 - (1) Attachment:** N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #6

Section 1 Location: Building 5

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

- (a) User Connections Issues:** The existing connection is protected by a RP.
- (b) Internal System Issues:** High potential for business user hazards.
 - (1) Attachment:** N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #7

Section 1 Location: Building 26

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the cooling tower.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

- (a) **User Connections Issues:** The existing connection is protected by a RP.
- (b) **Internal System Issues:** High potential for business user hazards.

 - (1) **Attachment:** N/A

Section 5 Recommendations: RP installed, and follow-up inspection not required, unless user requests.

Survey #8

Section 1 Location: Building 10

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

(a) **User Connections Issues:** The existing connection is protected by a RP.

(b) **Internal System Issues:** High potential for business user hazards.

(1) **Attachment:** N/A

Section 5 Recommendations: RP and meter installed, and follow-up inspection not required, unless user requests.

Survey #9

Section 1 Location: Buildings 172 and 12

Section 2 Degree of Hazard: Minimal degree of hazard

Section 3 Protection Required: Recommended Protection DC although an RP would take care of future Tenants if existing Tenants were to move.

Section 4 Discrepancies

(a) User Connections Issues: The existing connections to buildings 172 and 12 are not protected.

(b) Internal System Issues: There are no internal concerns currently.

(1) Attachment: None

Section 5 Recommendations: It is recommended that the Water Supplier install a meter and RP on the existing line to capture the water usage of the Tenant and protect the water supply for the future.

Survey #10

Section 1 Location: Line 2 Building 27

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

(a) **User Connections Issues:** The existing connection is protected by a RP.

(b) **Internal System Issues:** High potential for business user hazards.

(1) **Attachment:** N/A

Section 5 Recommendations: RP and meter installed, and follow-up inspection not required, unless user requests.

Survey #11

Section 1 Location: Line 4 Building 31

Section 2 Degree of Hazard: High potential of internal hazards in conjunction with the business activities.

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies:

- (a) **User Connections Issues:** The existing connection is protected by a RP.
- (b) **Internal System Issues:** High potential for business user hazards.

(1) **Attachment:** N/A

Section 5 Recommendations: RP and meter installed, and follow-up inspection not required, unless user requests.

Survey #12

Section 1 Location: Future service connections

Section 2 Degree of Hazard: Potential of internal hazards unknown

Section 3 Protection Required: Recommended Protection RP

Section 4 Discrepancies

- (a) **User Connections Issues:** The existing connections are not protected.
- (b) **Internal System Issues:** Potential of internal hazards unknown
 - (1) **Attachment:** Pending future Tenants and inspections

Section 5 Recommendations: No RP is installed on the main water line serving the new Users and there are no meters installed as of yet. It is recommended that all new services be upgraded to include a meter and RP for the future protection of the Water Supplier.

Survey #13

Section 1 Location: Existing connections including but not limited to area 75, buildings 102 and 17.

Section 2 Degree of Hazard: Minimal degree of hazard

Section 3 Protection Required: Existing Protection RP

Section 4 Discrepancies

- (a) **User Connections Issues:** The existing connections are protected.
- (b) **Internal System Issues:** Potential of internal hazards minimal
 - (1) **Attachment:** none

Section 5 Recommendations: It is recommended that all existing backflow connections be upgraded to include a meter so as to capture all water used within the LRA water system.

Survey #14

Section 1 Location: Fire System Water Tank

Section 2 Degree of Hazard: High degree of hazard

Section 3 Protection Required: AG

Section 4 Discrepancies

(a) **User Connections Issues:** Cross-connection Potential

(b) **Internal System Issues:** N/A

(1) **Attachment:** none

Section 5 Recommendations: After inspection of the Fire System water tank it was noted that an AG exists between the in-fill line and the overflow line sufficient enough for protection.

Survey #15

Section 1 Location: Well Sites #1,2, and 6

Section 2 Degree of Hazard: High degree of hazard

Section 3 Protection Required: AG

Section 4 Discrepancies

(a) **User Connections Issues:** N/A

(b) **Internal System Issues:** N/A

(1) **Attachment:** none

Section 5 Recommendations: It was noted that per the County of Stanislaus that wells 3, 4, & 5 were abandoned as well as their pumps removed, all piping disconnected, and the wells capped.

It is recommended that all stand-by wells be ran on a quarterly basis to ensure proper operation and flushing to ensure the water is fresh.

Conclusion

It is the intent of this Survey, first and foremost, to protect the Water Supplier and User from potential harm. The Water Suppliers main goal is to protect the water system and in turn the public. If the recommendations set forth in this survey, for not only existing Users but future growth, are followed, the Water Supplier will be well on its way to providing safe potable water for this present time and for years to come. It is recommended that, due to the restrictions within the LRA system placed on them through the State, that a connection to the Riverbank water system be explored and pursued to adapt for the future needs of the LRA Water System. This is echoed by the 2021 DDW site inspection. Any questions about this Survey can be answered by Garrett Walker at Garrett's Cross-connection Control: 209-736-9540 or 209-768-9550.

Appendix E

Rules & Regulations

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 11.2

SECTION 11: NEW BUSINESS

Meeting Date: June 24, 2025

Subject: Resolution Authorizing the City Manager to Execute a Consultant Services Agreement with Evergreen Solutions, LLC for a Classification and Compensation Study

From: Marisela H. Garcia, City Manager

Submitted by: Tammy Alcantor, Assistant City Manager/Administrative Services Director

RECOMMENDATION

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute a consultant services agreement with Evergreen Solutions, LLC to conduct a citywide Classification and Compensation Study.

SUMMARY

In accordance with the City Council's direction and labor agreement commitments, the City issued a Request for Proposals (RFP) on February 27, 2025, for a comprehensive Classification and Compensation Study. The purpose of the study is to ensure the City maintains a competitive and equitable compensation structure that supports the recruitment and retention of qualified employees.

The City received six proposals by the March 27, 2025, deadline. Staff conducted a comprehensive review of all submissions, focusing on qualifications, experience, methodology, and project approach. Following this evaluation, three firms were selected for further consideration and interviewed. Based on interviews and reference checks, Evergreen Solutions, LLC was identified as the most qualified firm.

STRATEGIC PLAN

This study supports Strategic Plan Goal 1.3: *"Continue to seek local, regional and federal opportunities to support City projects, programs and initiatives,"* and Goal 6: *"Promote Sustainable Development through investment in City operations and workforce."*

BACKGROUND

The City of Riverbank's last comprehensive classification and compensation study was completed nearly a decade ago. Since that time, significant organizational growth and structural changes have occurred, necessitating an updated review of job classifications, internal equity, and market competitiveness.

As part of the City's labor negotiations in 2022, the City committed to completing a classification and compensation study. The scope of work includes a full review of all job classifications, salary structures, internal equity, and market comparisons, with participation from both management and bargaining unit employees.

ANALYSIS

Evergreen Solutions, LLC was selected based on the following criteria:

- Extensive experience conducting similar studies for public agencies
- A clear, comprehensive, and collaborative project approach
- Strong client references
- Competitive pricing and timeline

The firm's methodology includes employee surveys, interviews, market analyses with comparator agencies, and Council presentations. The project is anticipated to be completed by October 31, 2025.

FINANCIAL IMPACT

The total cost of the study is \$40,500 and has been included in the FY 2025–26 Proposed Budget under Administrative Services. No additional appropriation is required.

ATTACHMENTS

1. Resolution 2025-
2. Consultant Services Agreement
3. Evergreen Solutions, LLC Proposal

CITY OF RIVERBANK

RESOLUTION 2025-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIVERBANK, CALIFORNIA
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH EVERGREEN SOLUTIONS, LLC FOR THE CLASSIFICATION
AND COMPENSATION STUDY**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, the City of Riverbank last conducted a comprehensive Classification and Compensation Study approximately ten years ago; and

WHEREAS, the City has experienced growth in staffing and the creation of new positions requiring an updated review of job classifications and compensation; and

WHEREAS, the City issued a Request for Proposals (RFP) on February 27, 2025, seeking a qualified firm to perform a comprehensive Classification and Compensation Study; and

WHEREAS, six proposals were received by the March 27, 2025 deadline and reviewed for qualifications, experience, methodology, and value; and

WHEREAS, the City conducted interviews and reference checks for shortlisted firms and identified Evergreen Solutions, LLC as the most qualified based on their experience, proposed approach, and ability to meet the City’s needs; and

WHEREAS, the cost of the study is included in the FY 2025–26 Proposed Budget and supports future labor negotiations and strategic workforce planning;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby declare as follows:

1. The City Council hereby approves the Professional Services Agreement with Evergreen Solutions, LLC to conduct a citywide Classification and Compensation Study.
2. The City Council authorizes the City Manager to execute the professional services agreement.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 24th day of June, 2025; 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:

Gabriela Hernandez, CMC
City Clerk

Rachel Hernandez
Mayor

Attachment: *Exhibit A – Professional Services Agreement with Evergreen Solutions, LLC*

CONSULTANT SERVICES AGREEMENT

THIS CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this ____ day of _____ 2025, (the “Effective Date”) by and between the City of Riverbank, a California municipal corporation (“City”), and Evergreen Solutions, LLC, a [Florida limited liability company] (“Consultant”). City and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties”. There are no other parties to this Agreement.

RECITALS

A. City has issued a request for proposals (“RFP”) for consultant services for the preparation of a Comprehensive Classification and Compensation Study (the “Project”).

B. Consultant has submitted a proposal to City that includes a scope of proposed consultant services, attached hereto and described more fully in **Exhibit A** (“Services”).

C. Consultant represents that it is qualified, willing and able to provide the Services to City, and that it will perform Services related to the Project according to the rate schedule attached hereto and described more fully in **Exhibit B** (the “Rates”).

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for City in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from City.

2. Compensation. City shall pay Consultant according to the fee schedule set forth in the Rates, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide City, in reasonable and understandable detail, a description of the services rendered pursuant to the Services and in accordance with the Rates. If the work is satisfactorily completed, City shall pay such invoice within thirty (30) days of its receipt. If City disputes any portion of any invoice, City shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

3. Reimbursement. City shall pay Consultant for reimbursable expenses related to travel, lodging, conference calls, reproduction and other costs incurred related to Consultant’s

performance of the Services. Such reimbursable costs shall be invoiced and billed to the City on a monthly basis.

4. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City ("Confidential Information").

Consultant shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the City will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the City Attorney on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

5. Term. This Agreement shall become effective on the Effective Date and will continue in effect until the Services provided herein have been completed, unless terminated earlier as provided in Section 6 or 7 below (the "Term").

6. Termination. City may terminate this Agreement prior to the expiration of the Term ("Termination"), without cause or reason, by notifying Consultant in writing of City's desire to terminate this Agreement (the "Termination Notice"). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

7. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by City for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant's malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve City from compensating Consultant.

8. Performance by Key Employee. Consultant has represented to City that Dr. Jeff Ling, CCP will be the person primarily responsible for the performance of the Services and all communications related to the Services. City has entered into this Agreement in reliance on that representation by Consultant.

9. Property of City. The following will be considered and will remain the property of City:

A. Documents. All reports, drawings, graphics, working papers and Confidential Information furnished by City in connection with the Services ("Documents").

Nothing herein shall be interpreted as prohibiting or limiting City's right to assign all or some of City's interests in the Documents.

B. Data. All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials ("Data"). Nothing herein shall be interpreted as prohibiting or limiting City's right to assign all or some of City's interests in the Data.

C. Delivery of Documents and Data. Consultant agrees, at its expense and in a timely manner, to return to City all Documents and Data upon the conclusion of the Term or in the event of Termination.

10. Duties of City. In order to permit Consultant to render the services required hereunder, City shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to City by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant's services hereunder.

11. Representations of Consultant. City relies upon the following representations by Consultant in entering into this Agreement:

A. Qualifications. Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to City that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

B. Consultant Performance. Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to City.

12. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of Client pertaining to the work.

13. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of City. Consultant has no authority to bind or incur any obligation on behalf of City. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by City in writing.

14. Insurance. Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to City.

A. General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

B. Workers' Compensation Insurance. Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

C. Errors and Omissions Liability. Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("City's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claims administration and defense expenses.

D. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide City with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying City if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to City of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name City, and City’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City; (c) be primary with respect to any insurance or self-insurance programs covering City or City’s Agents and any insurance or self-insurance maintained by City or City’s Agents shall be in excess of Consultant’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the City.

15. Indemnification. Consultant hereby agrees to indemnify, defend, and hold harmless City, its agents, officers, employees and volunteers, against all liability, obligations, claims, loss, and expense (a) caused or created by Consultant, its subcontractors, or the agents or employees of either, whether negligent or not, pertaining to or related to acts or omissions of Consultant in connection with the Services, or (b) arising out of injuries suffered or allegedly suffered by employees of Consultant or its subcontractors (i) in the course of their employment, (ii) in the performance of work hereunder, or (iii) upon premises owned or controlled by City. Consultant’s obligation to defend, indemnify and hold City and its agents, officers, employees and volunteers harmless is not terminated by any requirement in this Agreement for Consultant to procure and maintain a policy of insurance.

16. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

17. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney’s fees, whether or not such action is prosecuted to judgment.

18. Notices. Any notice or communication required hereunder between City or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight

delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to City:	City of Riverbank 6707 Third Street Riverbank, CA 95367 Attn: City Clerk
With courtesy copies to:	City of Riverbank 6707 Third Street Riverbank, CA 95367 Attn: City Manager
And to:	White Brenner LLP 1608 T Street Sacramento, California 95811 Attention: Douglas L. White, Esq.
If to Consultant:	Evergreen Solutions, LLC 2528 Barrington Circle, Unit 201 Tallahassee, Florida 32308 Attention: Jeffrey Ling, PhD, President

19. General Provisions.

A. Modification. No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. Waiver. The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. Assignment. No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. Venue. Venue for all legal proceedings shall be in the Superior Court of California for the County of Stanislaus.

F. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. Severability. If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. Audit. City shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to City under this Agreement.

J. Entire Agreement. This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. Headings Not Controlling. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

CITY:

CITY OF RIVERBANK, a California
municipal corporation

By: _____
Marisela H. Garcia, City Manager

Date: _____

Approved as to Form:

Tom Hallinan, City Attorney

CONSULTANT:

_____, a Florida limited
liability company

By: _____

Name: Jeffrey Ling, PhD, President

Date: _____

EXHIBIT A

Services

3.0 *Approach and Methodology*

In this section, we provide our approach and methodology for conducting the Comprehensive Classification and Compensation Study for the City of Riverbank; and a detailed work plan—identifying the tasks, activities, and milestones necessary to accomplish the deliverables in the scope of services of the Request for Proposals.

3.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to conduct the Comprehensive Classification and Compensation Study for the City of Riverbank as our team includes recognized experts in local government human resources management and understands that there is not a “one size fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization’s compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization’s ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the City’s designated Project Manager and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance your need to meet your performance goals while carefully managing your resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.



	Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy. Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission. Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.
Kick Off Meeting	Evergreen begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including: • finalizing the project work plan; • identifying milestone and deliverable dates; • gaining insight into the management structure and approach; • collecting classification, compensation, and benefits data; • identifying additional data needs; and • developing preliminary schedules for subsequent tasks. At this time, we will also request a copy of the employee database that reflects current classification and compensation data.
Communication Plan	Communication is a critical component of a Comprehensive Classification and Compensation Study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. The results of these meetings are then communicated to employees during the project outreach through employee orientation sessions, focus groups, and interviews. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.
Employee Orientation and Focus Groups	Based on client feedback and a review of best practices, we have designed an orientation curriculum that provides employees insight into the process as well as provides a forum for answering questions and soliciting participation. Following the orientation sessions, we begin the focus group process. Focus groups are used to gain detailed insight into employee perceptions, concerns, and issues. The protocol for the sessions is provided to your project team in advance and refined to meet your needs.



Department Head Interviews

We have found that employee orientation sessions and focus groups are critical venues for building employee participation and buy-in. Since they take place at the outset of the project, they are a critical introduction to the project and the question-and-answer formats allow employees to become engaged in the process. During these sessions, Evergreen's consultants can also help to manage expectations since some employees may have unrealistic expectations based on anecdotal information.

Job Assessment Tool and Management Issue Tool

Evergreen staff conduct one-on-one interviews with department heads/senior management (in addition to any other employees the client determines is necessary) to identify challenges for consideration. These interviews will allow our staff to add details to our understanding of the organization and its needs. They also allow our consultants the opportunity to better understand the organizational structure of each department as well as the unique recruiting and retention issues that may be present in each department. Frequently, department directors and senior management serve as invaluable resources in explaining how internal equity relationships have evolved over time and explaining the nuances between the differences in jobs.

Another important activity undertaken at this time is the distribution of Evergreen's Job Assessment Tool® (JAT). These questionnaires are central components of the job evaluation process. The JAT asks a series of questions regarding an employee's job that captures the nature of the job and how it interacts with work within the organization.

The JAT contains questions that ask about each of the following areas:

- scope of duties;
- complexity of work;
- supervision received and exercised;
- physical requirements;
- financial responsibilities;
- analytical/mental requirements;
- knowledge and skills required for the job; and
- level of responsibility/reporting relationships.

Evergreen will contact the client's Project Manager should there be a need to clarify question responses or issues with information collected from the JAT. Due to budgetary constraints faced by many of our clients, we have designed the JAT as a web-based tool so that data can be collected electronically. If requested, we can also provide a paper-based version of the tool.

Exhibit 3-1 below depicts a screenshot of the JAT home screen showing the levels of access for a Supervisor. Supervisors have access to their own surveys in addition to the ability to review and approve the surveys of their direct reports. The supervisor review process ensures validation of the JAT data collected from employees and prevents comments made by employees from being taken out of context.



Exhibit 3-1 Supervisor's JAT Home Screen

JOB ASSESSMENT TOOL

JAT - Questionnaire

Project Name: Sample City Comp & Class 2024

To get started, please use the buttons below. You may logout and return to this survey as often as you would like over the course of the completion period.

Employee JAT

Supervisor I Review

Management Issues Tool

To download or print a copy of your JAT [Click Here](#).
For assistance, please email jat3@consultevergreen.com

Source: Evergreen Solutions, 2024

Exhibit 3-2 illustrates how Evergreen uses the JAT to collect functional details of employee's jobs. Seeking to understand how employees summarize their responsibilities in their own words allows our analysis to expand beyond what may be conveyed in a traditional job description. An informal survey of municipal employees revealed that 90 percent felt that the job descriptions held on file with their employers were inaccurate or incomplete representations of their duties. Understanding this, Evergreen designed the JAT to fill in those gaps to ensure that the entirety of an employee's job is analyzed within the context of the study.



Exhibit 3-2 Job Description and Responsibilities

Basic Information

Job Introduction

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

Supervisory Responsibilities

Please indicate below the number of people you supervise directly and/or indirectly. Direct supervision is the management or supervision of employees who report work to you and who you evaluate without assistance. Indirect supervision is the management or oversight of employees who report to you through another supervisor who reports directly to you. Please do not include subcontractors.

Directly

Indirectly

Type of Work

Please select the level that best describes the type of work you perform.

- ☐ Clerical/Manual - Perform a variety of office and administrative support duties OR unskilled, labor-intensive tasks.
- ☐ Laborer/Trade-Based Occupations - Performs work necessitating repetitive operations with their hands, physical skill and energy.
- ☐ Technical/Paraprofessional - Performs tasks requiring a solid understanding of basic algebra and statistics OR use of heavy equipment.
- ☐ Administrator - Performs tasks directly related to the management or general business operations. Exercises discretion and judgment with matters of significance.
- ☐ Managerial/Professional - Performs tasks requiring advanced knowledge, which is predominantly intellectual in nature, OR tasks related to the control or administration of part of the organization.
- ☐ Executive/Advanced Professional - Performs tasks related to managing the organization, or managing a department OR perform work requiring highly advanced knowledge.

Education and Experience

Please select the level that best describes how much education and experience a new-hire should be required to have for your position.

Recommended Minimum Education for a New Hire

Choose One

Recommended Minimum Experience for a New Hire

Choose One

Licenses and Certifications

Please list any licenses, certifications, or professional designations you believe should be required or preferred for your position.

Required

Preferred

Submit

Source: Evergreen Solutions, 2024



Exhibit 3-3 shows a similar page in which employees are asked to list the Essential Functions of their job using their current job description as a starting point (if available). These are the tasks and activities that define the classification and make it unique. Gathering information such as this allows Evergreen to assess the validity of the present classification structure and identify classifications or individuals within classifications that need to be restructured or reclassified.

Exhibit 3-3 Job Functions

View Job Description

Task	Description
Choose One Choose One Add task to Job Description Remove task from Job Description Edit task in Job Description	

Source: Evergreen Solutions, 2024

In addition to the JAT, Evergreen will also distribute our Management Issues Tool (MIT). The MIT is distributed to supervisors and managers and is used to collect specific information from supervisors and managers related to such issues as recruitment and retention problems, classification issues, pay equity issues, problems with titles, and other related issues. Each MIT will be logged and a specific response will be provided. The MIT process is designed to allow supervisors and managers to give direct input into the process and they serve as “red flags” to Evergreen staff during the analysis portion of the project.

Preliminary Assessment

As a starting point for analysis, Evergreen’s project consultants review the client’s database in comparison to the pay plan and information collected from the JATs to produce a preliminary assessment. The preliminary assessment summarizes the strengths and weaknesses of your human resource management system. The compensation analysis focuses on the number of pay grades, range widths, percentage differences between grades, step plans versus open range plans, and the expected time to reach full job competency. The overall analysis focuses on structure, movement, and equity (internal) as well as specific concerns such as turnover, longevity, compression, and range anomalies. The issues we identify in the assessment become core considerations in creating the potential solutions later in the process.

Job Evaluation

The next step in the process is to review responses to the JATs and identify any possible misclassifications. Once the review of the JATs has been completed, Evergreen’s consultants will evaluate all jobs on each of the



	compensatory factors, score each position, and determine if there is any need for further investigation of specific positions. If serious discrepancies exist, Evergreen's consultants will work directly with the Client Project Manager to resolve any issues. Once work has been properly classified, changes in the current classification system rankings can be recommended. Our goal is to produce a classification system that reflects the internal equity relationships suggested by the JAT scoring conducted earlier.
Compensation	Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy. The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the organization's compensation philosophy.
Market Salary and Benefits Survey	A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees. In addition, a benefits survey will also be administered in tandem with the market survey. Special consideration can be given to select highly competitive, market-driven positions if necessary.
Benchmarks	One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that



the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.

Targets

To conduct an external labor market assessment, we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources.

Typically, Evergreen waits until the outreach process has been completed to identify the complete list of market peers. This is because we often will uncover specific information during the focus group and interview sessions that identifies potentially critical survey targets. Ideally, we would like to work with the client after the outreach has been concluded to identify the final list of potential market peers.

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

Unifying the Solution

After determining the appropriate division of work and market position, the compensation structure can be created. There is not a single, perfect solution for every client partner. The nuances and unique characteristics of each client necessitate a customized solution to best meet the organization's needs.

The Evergreen Team has considerable experience in developing multiple solutions and working with client partners to determine the one that best meets their needs. Our analytical team uses a variety of tools to produce various potential solutions: regression analysis, market thresholds, and other human resource models. Several major options are presented to the client's team before the implementation plan is created.



Compensation Administration Guidelines

It is at this stage in the process that we typically meet with the client to identify the direction of the final solution. We will present to the client a draft report for review and comment. We typically ask the client to examine the draft solution objectively and provide insights and recommendations on the direction of the report. When this process is completed, Evergreen's consultants will proceed with the final solution. The solution also contains information regarding fiscal impact and implementation.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

System Maintenance

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

Based on client needs and industry best practices, Evergreen has developed a compensation and classification maintenance tool to assist our clients with implementing, managing, and updating the solutions: **JobForce Manager**. This tool allows our clients to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs. By automating these tasks, **JobForce Manager** allows our clients to not only streamline, but also increase the fairness and transparency of regular compensation and classifications tasks after solution implementation.

Exhibit 3-4 displays the interface from **JobForce Manager** for determining a positions pay grade; additional features include a job scoring tabulation sheet, market survey results database and summary report, pay plan report, and employee salary calculators for modeling fiscal impacts of



compensation changes at the employee level. All data and reports are downloadable and printable, so they can be provided to key decision makers.

Exhibit 3-4
JobForce Manager Tool

Department	Class Title ▲	JAT Score	JAT Projected Grade Min	JAT Projected Grade	JAT Projected Grade Max	Market Midpoint	Market Projected Grade	Pay Plan (Select)	Grade (Select)	Assigned Min	Assigned Mid	Assigned Max
Finance	Accounting Manager	525.0	E06	E07	E08	\$93,351.97	E09	Exempt	E10	\$75,599.66	\$96,389.57	\$117,179.48
Finance	Accounts Payable Clerk	300.0	NE05	NE06	NE08			Non-Exempt	NE07	\$29,169.65	\$34,214.08	\$39,258.50
Finance	Accounts Payable Supervisor	443.8	NE15	NE17	NE18	\$72,318.33	NE22	Non-Exempt	NE18	\$49,889.99	\$58,517.68	\$67,145.36
Parks & Recreation	Adaptive Recreation Specialist	400.0	NE12	NE13	NE15			Non-Exempt	NE16	\$45,251.70	\$53,077.26	\$60,902.83
Community Development	Addressing Coordinator	337.5	NE08	NE09	NE10			Non-Exempt	NE18	\$49,889.99	\$58,517.68	\$67,145.36
City Manager's Office	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Community Development	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Engineering	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Legal	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Police	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Legal	Administrative Assistant-Pl	275.0	NE03	NE05	NE06			Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Online	Animal Control	287.5	NE11	NE12	NE14	\$42,720.92	NE12	Non-	NE14	\$41,044.62	\$48,147.64	\$55,240.65

Source: Evergreen Solutions, 2024

3.2 Detailed Work Plan

The detailed work plan that Evergreen proposes to use to conduct Comprehensive Classification and Compensation Study for the City of Riverbank is provided in this section. Evergreen understands that the City currently has approximately 61 full-time employees that will be included in the study.



EXHIBIT B

Rate Schedule

6.0 *Fee Proposal*

Evergreen Solutions, LLC is pleased to present our proposed fee to conduct a Comprehensive Classification and Compensation Study for the City of Riverbank. We are committed to providing the highest quality consulting services to our client partners for a reasonable price. Our firm is fortunate that our overhead is minimal and our costs are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed fee to complete all tasks identified in our detailed work plan in **Section 3** of our proposal is **\$40,500**. Our fee is all inclusive, and includes travel cost (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket fees. Our fee includes two onsite visits to the City to perform the requested work as most of the work can be conducted virtually.

Note: Any work outside of the scope of work would be billed at \$150 per hour or would be negotiated with the City depending on the type of work requested.

Our preferred payment schedule for all tasks is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

Note: All invoices are due within 30 days of receipt or the project may be delayed in moving to the next deliverable identified in the detailed work plan for the project.

We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that the City of Riverbank wishes to identify.



A Proposal to Conduct a Comprehensive Classification and Compensation Study for the City of Riverbank, CA

ORIGINAL



Evergreen Solutions, LLC

March 27, 2025

A Proposal to Conduct a Comprehensive Classification and Compensation Study for the City of Riverbank, CA

Submitted to:

Cheryl Stefani, Human Resources Analyst
City of Riverbank
6707 Third Street
Riverbank, California 95367

Submitted by:



Evergreen Solutions, LLC
2528 Barrington Circle, Unit 201
Tallahassee, Florida 32308
(850) 383-0111 (ph) / (850) 383-1511 (fax)

March 27, 2025



Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308
850.383.0111 • fax 850.383.1511

March 24, 2025

Cheryl Stefani, Human Resources Analyst
City of Riverbank
6707 Third Street
Riverbank, California 95367

Dear Ms. Stefani:

Evergreen Solutions, LLC is pleased to submit a proposal to conduct a Comprehensive Classification and Compensation Study for the City of Riverbank. Our response is based on our review of your Request for Proposals, our experience in working with hundreds of local governments and other public sector organizations throughout the country, our understanding of the California labor market, and our knowledge of best practices in local government human resources management. **Evergreen is well qualified to provide the services being requested by the City of Riverbank as we have conducted more than 1,450 similar studies for local governments and other public sector organizations throughout the country.**

Evergreen was formed in 2004 to provide an alternative to traditional consulting firms. We provide an innovative and effective option by focusing on clients needing partners and not simply another service provider. Evergreen is licensed to transact business in the State of California (#175722830).

As a national firm, Evergreen Solutions continues to grow and our territory now includes clients in 47 states. In the State of California, Evergreen has been on contract or is currently on contract to work with the following public sector organizations in providing work similar in scope to the work being requested: City of Fresno; City of Thousand Oaks; City of West Hollywood; City of Moorpark; City of Santa Ana; City of Sacramento; City of Crescent City; City of Camarillo; City of Sangar; City of Yucaipa; City of Long Beach - Long Beach Management Association; City of Bell Gardens; Mariposa County; Calaveras County; Inyo County; Pleasant Valley Recreation and Park District; Cosumnes Community Services District; Victor Valley Transit Authority; Superior Court of California, County of Imperial; Superior Court of California, County of Monterey; West Basin Municipal Water District; Calaveras County Water District; Hayward Unified School District; Pleasanton Unified School District; and the Los Angeles Unified School District.

In other states, Evergreen has worked with, or is currently on contract to work with, the following local governments in providing work similar in scope to the services being requested: City of Boulder City, NV; Ogden City Corporation, UT; City of Manitou Springs, CO; City of Fountain, CO; Grand County, CO; Garfield County, CO; City of Flagstaff, AZ; City of Prescott, AZ; City of Page, AZ; Town of Sahuarita, AZ; Town of Prescott Valley, AZ; Yavapai County, AZ; City of Santa Fe, NM; City of Carlsbad, NM; City of Albuquerque, NM; City of Albany, OR; City of Bend, OR; City of Portland, OR; Columbia County, OR; Spokane County, WA; City of Bellingham, WA; City of Ridgefield, WA; Town of Addison, TX; City of Portland, TX; City of Del Rio, TX; City of Lakeway, TX; City of Austin, TX; City of Montgomery, TX; City of Aransas Pass, TX; City of Coppel, TX; City of Deer Park, TX; City of Alpine, TX; City of La Porte, TX; City of Port Arthur, TX; City of Seguin, TX; City of Buda, TX; City of Missouri City, TX; City of Amarillo, TX; City of Beaumont, TX; City of Denton, TX; City of Odessa, TX; City of Harlingen, TX; City of Kingsville, TX; City of Texas City, TX; City of Fredericksburg, TX; Fort Bend County, TX; Matagorda County, TX; Taylor County, TX; Denton County, TX; Aransas County, TX; City of Lee's Summit, MO; City of Fulton, MO; City of Branson, MO; City of Columbia, MO; City of Troy, MO; City of St. Louis, MO; City of Jefferson, MO; City of Dardenne Prairie, MO; Jefferson County, MO; Jackson County, MO; St. Charles County, MO; Jasper County, MO; City of Broken Arrow, OK; City of Hot Springs, AR; City of Salina, KS; City of Leawood, KS; Sedgwick County, KS; Shawnee County, KS; Mahoning County, OH; Blount County, TN; City of Morristown, TN; City of Cleveland, TN; City of Murfreesboro, TN; City of Clarksville, TN; City of White House, TN; City of Winchester, KY; City of Urbana, IL; City of Moline, IL; McLean County, IL; Genesee County, MI; City of Kalamazoo, MI; City of Minneapolis, MN; City of Pittsburgh, PA; County of Montgomery, PA; Town of Bridgewater, MA; Town of Colchester, VT; Genesee County, NY; City of Baltimore, MD; City of Hyattsville, MD; City of Takoma Park, MD; City of Annapolis, MD; Frederick County, MD; Prince George's County, MD; Talbot County, MD; Allegany County, MD; Washington County, MD; Town of Plainville, CT; City of Milford, DE; City of Seaford, DE; City of Newport News, VA; City of Fredericksburg, VA; City of Norfolk, VA; City of Covington, VA; City of Hopewell, VA; City of Williamsburg, VA; City of Falls Church, VA; County of Culpeper, VA; County

of York, VA; Gloucester County, VA; Isle of Wight County, VA; Prince George County, VA; James City County, VA; Louisa County, VA; Loudoun County, VA; Spotsylvania County, VA; Northumberland County, VA; Bedford County, VA; Shenandoah County, VA; Chesterfield County, VA; King George County, VA; Alleghany County, VA; Union County, NC; Gaston County, NC; Dare County, NC; Jackson County, NC; Franklin County, NC; Vance County, NC; Harnett County, NC; Haywood County, NC; Buncombe County, NC; City of Raleigh, NC; Town of Chapel Hill, NC; City of Fayetteville, NC; City of High Point, NC; City of Rocky Mount, NC; City of Goldsboro, NC; City of Hendersonville, NC; Town of Clayton, NC; City of Columbia, SC; City of Greenwood, SC; City of Lancaster, SC; City of Conway, SC; City of Myrtle Beach, SC; City of Pickens, SC; City of Mauldin, SC; Dillon County, SC; Charleston County, SC; Dorchester County, SC; Spartanburg County, SC; Town of Hilton Head Island, SC; Town of Kiawah Island, SC; City of Atlanta, GA; City of Alpharetta, GA; City of Brookhaven, GA; City of Statesboro, GA; City of Norcross, GA; City of Garden City, GA; City of Sandersville, GA; City of Stockbridge, GA; City of East Point, GA; City of Riverdale, GA; City of Clarkston, GA; City of Dublin, GA; City of Dunwoody, GA; City of Roswell, GA; City of Dalton, GA; City of Chamblee, GA; City of Savannah, GA; City of Cedartown, GA; City of Kingsland, GA; Forsyth County, GA; Lumpkin County, GA; Douglas County, GA; Columbus Consolidated Government, GA; Worth County, GA; Cherokee County, GA; City of Daphne, AL; City of Opelika, AL; City of Hartselle, AL; City of Auburn, AL; City of Foley, AL; Baldwin County, AL; Chambers County, AL; City of Sarasota, FL; City of Winter Park, FL; City of Orlando, FL; City of Sunrise, FL; City of Hollywood, FL; City of Boca Raton, FL; City of Melbourne, FL; City of Ft. Myers, FL; Miami-Dade County, FL; Palm Beach County, FL; Suwannee County, FL; Manatee County, FL; Monroe County, FL; and many others. A detailed description of the services provided to some of these clients can be found in **Section 1** of our proposal.

The Evergreen Team is able to fully comprehend the challenges and goals of the City of Riverbank based on our vast understanding of local government human resources, and the fact that we possess the necessary experience and knowledge. Our team has significant expertise in conducting comprehensive classification and compensation studies for local governments and other public sector organizations, as evidenced in **Section 2** of our proposal.

Some of the human resource services Evergreen has focused on include: classification and compensation studies; salary and benefits surveys; staffing studies; workload analyses; performance management studies; HR department reviews; recruitment, hiring, and retention studies; strategic and workforce planning; and labor pool availability. Through our experiences in conducting this wide range of projects, we have gained knowledge of all operations in local government human resources management.

Evergreen's approach to conducting a comprehensive classification and compensation study draws not only from extensive human resources work with local government clients, but also from direct feedback from our past clients. In essence, we offer you tools that are innovative as well as those that have been proven to work in real places with real people. Some of the key facets of our approach identified in **Section 3** of our proposal include:

- We emphasize communication as the key to successful study completion as well as implementation. Our team understands that compensation by its very nature creates anxiety in staff and managers alike. In order to ensure a successful study process and "buy-in" at implementation, leadership, department heads, and staff need to be involved in every step of the process. This is a critical component of our communication plan. Continuous communication is ensured through the use of meetings/conference calls and the submission of written progress reports.
- Our methodology utilizes the latest in technology. In order to reduce the cost to our client partners and enhance wider participation, we offer all of our tools in an electronic format. In essence, every step of the process can be done on the Web. Further, our web-based **JobForce Manager** tool allows our client partners to facilitate implementation and eases the ongoing maintenance of the compensation system.
- We understand that one size does not fit all. Some consultants provide the same overall solution to every client; however, we provide a variety of alternatives that allow our client partners to select the solution that best meets their business and human capital needs.

As President of Evergreen Solutions, I am authorized to commit our firm contractually to this engagement. We have read your terms and conditions and believe we can successfully work within your requirements. We appreciate this opportunity and commit to you our best effort if selected for this engagement. If you have any questions, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,

Jeffrey Ling, PhD, President
Evergreen Solutions, LLC



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Section 1.0
History and Experience of Firm



1.0 *History and Experience of Firm*

Evergreen Solutions, LLC is well qualified to conduct a Comprehensive Classification and Compensation Study for the City of Riverbank due to our experience in conducting more than 1,450 similar studies for local governments and other public sector organizations across the country. In this section, we provide you with our firm's profile and history and a list of similar studies we have performed or are currently under contract to perform

1.1 Firm's Profile and History

Evergreen Solutions, LLC is a national, multidisciplinary, public sector management consulting firm, which specializes in working with public sector organizations, including hundreds of local governments, across the nation. We provide a unique approach, rather than the "consulting as usual" approach, by partnering with our clients to find innovative, real-world solutions to public management.

Evergreen Solutions was formed in 2004 as a limited liability company to provide a modern, practical alternative to the typical consulting options. The firm is made up of management and human resource professionals as well as strategic partners who came together to form an innovative alternative that places clients and their needs before any individual, model, or corporate goal.

Evergreen's philosophy is based on an understanding that there is not a "one size that fits all" solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations.

Evergreen employs 25 full-time and five part-time employees who work on one of five consultant teams providing a variety of human resource management consulting. Evergreen is licensed to transact business in the State of California (#175722830).

Our main focus is on people, management, and technology. This focus allows our team to provide a broad variety of services, including, but not limited to: classification and compensation studies; staffing studies; workload analyses; salary and benefits studies; performance appraisal reviews; disparity studies; training assessments; and strategic planning.

We invite you to browse our Web site at www.ConsultEvergreen.com or visit us on Facebook at www.facebook.com or LinkedIn at www.linkedin.com for more information about our services, staff, and past experience.



Evergreen Solutions assists public sector professionals in exercising control over the inter-related elements that determine success or failure. We do that by applying a situation-responsive discipline that emphasizes:

- full visibility into the entire organization through research and discovery;
- a spirit of partnership with staff and leadership;
- sound recommendations based on best practices and proven methods; and
- a practical go-forward plan that leads to results.

Collectively, the members of the Evergreen Solutions Team have:

- extensive experience in conducting comprehensive classification and compensation studies for local governments and other public sector organizations throughout the country, including many in the State of California;
- comprehensive experience in all components vital to the successful completion of this engagement;
- knowledge of relevant California statutes and regulations as well as federal regulations;
- objectivity and flexibility due to the fact that we have no vested interests; and
- specialized analytical tools that we bring to the project.

Clients nationwide have been successfully implementing recommendations from our team of professional consultants for decades. Evergreen has contracted with public sector, quasi-governmental, and non-profit organizations in 47 states throughout the country. **Exhibit 1-1** includes a sample list of the local government clients we have worked with, or are currently under contract to work with, in providing work similar in scope to the services being requested. **Note:** In the State of California, we have also worked with the following clients in providing work similar in scope to the services being requested: Pleasant Valley Recreation and Park District; Cosumnes Community Services District; Victor Valley Transit Authority; Superior Court of California - County of Imperial; Superior Court of California - County of Monterey; West Basin Municipal Water District; Calaveras County Water District; Hayward Unified School District; Pleasanton Unified School District; and the Los Angeles Unified School District.



Exhibit 1-1: Sample List of Local Government Clients

Spokane County, WA	Sedgwick County, KS	Douglas County, GA	Dare County, NC
City of Ridgefield, WA	Shawnee County, KS	Forsyth County, GA	Franklin County, NC
City of Bellingham, WA	City of St. Louis, MO	Columbus Consolidated Gov't, GA	Ashe County, NC
City of Albany, OR	City of Lee's Summit, MO	City of Clearwater, FL	Guilford County, NC
City of Bend, OR	City of Columbia, MO	City of Fort Myers, FL	Haywood County, NC
City of Portland, OR	City of Dardenne Prairie, MO	City of Gainesville, FL	Jackson County, NC
Columbia County, OR	City of Jefferson, MO	City of Jacksonville, FL	Lee County, NC
City of West Hollywood, CA	City of Troy, MO	City of Key West, FL	New Hanover County, NC
City of Fresno, CA	City of St. Peters, MO	City of Pensacola, FL	Onslow County, NC
City of Camarillo, CA	Jackson County, MO	City of Orlando, FL	Transylvania County, NC
City of Yucaipa, CA	St. Charles County, MO	City of Sarasota, FL	Union County, NC
City of Long Beach, CA	Jasper County, MO	City of Palm Beach Gardens, FL	City of Falls Church, VA
City of Sacramento, CA	City of Bloomington, IN	City of North Miami Beach, FL	City of Fredericksburg, VA
City of Thousand Oaks, CA	Blount County, TN	Alachua County, FL	City of Newport News, VA
City of Crescent City, CA	Carter County, TN	Brevard County, FL	City of Williamsburg, VA
City of Sangar, CA	City of Murfreesboro, TN	Charlotte County, FL	City of Norfolk, VA
City of Santa Ana, CA	City of Clarksville, TN	Flagler County, FL	Chesterfield County, VA
City of Moorpark, CA	City of Morristown, TN	Hernando County, FL	County of Culpeper, VA
City of Bell Gardens, CA	City of White House, TN	Manatee County, FL	County of York, VA
Calaveras County, CA	City of Winchester, KY	Martin County, FL	Gloucester County, VA
Inyo County, CA	City of Urbana, IL	Miami-Dade County, FL	Isle of Wight County, VA
City of Boulder City, NV	City of Moline, IL	Monroe County, FL	James City County, VA
Ogden City Corporation, UT	McLean County, IL	Palm Beach County, FL	King George County, VA
City of Flagstaff, AZ	Mahoning County, OH	Orange County, FL	Loudoun County, VA
City of Page, AZ	City of Auburn, AL	Pinellas County, FL	Montgomery County, VA
City of Prescott, AZ	City of Mobile, AL	Sarasota County, FL	Shenandoah County, VA
Yavapai County, AZ	City of Foley, AL	Seminole County, FL	Spotsylvania County, VA
City of Carlsbad, NM	City of Daphne, AL	City of Beaufort, SC	Northumberland County, VA
City of Santa Fe, NM	City of Madison, AL	City of Spartanburg, SC	Town of Dumfries, VA
City of Albuquerque, NM	City of Northport, AL	City of Chester, SC	City of Baltimore, MD
Grand County, CO	Baldwin County, AL	City of Clemson, SC	City of Annapolis, MD
Garfield County, CO	Lee County, AL	City of Columbia, SC	City of Hagerstown, MD
City of Fountain, CO	Chambers County, AL	City of Isle of Palms, SC	City of Hyattsville, MD
City of Manitou Springs, CO	Shelby County, AL	City of Conway, SC	City of Westminster, MD
City of Amarillo, TX	Town of Loxley, AL	City of Goose Creek, SC	City of Laurel, MD
City of Austin, TX	City of Alpharetta, GA	City of Lancaster, SC	Prince George's County, MD
City of Buda, TX	City of Atlanta, GA	City of Mauldin, SC	Calvert County, MD
City of Denton, TX	City of Brookhaven, GA	City of Folly Beach, SC	Allegany County, MD
City of Duncanville, TX	City of Chamblee, GA	Town of Hilton Head Island, SC	Talbot County, MD
City of Farmers Branch, TX	City of Dahlgonega, GA	Dillon County, SC	Washington County, MD
City of Fredericksburg, TX	City of Douglasville, GA	Beaufort County, SC	Frederick County, MD
City of Lockhart, TX	City of Dunwoody, GA	Berkeley County, SC	Garrett County, MD
City of Rowlett, TX	City of Fayetteville, GA	Charleston County, SC	Town of Ocean City, MD
City of Seguin, TX	City of Garden City, GA	Dorchester County, SC	City of Milford, DE
City of Portland, TX	City of Jackson, GA	Laurens County, SC	City of Minneapolis, MN
City of Del Rio, TX	City of Marietta, GA	Pickens County, SC	City of Kalamazoo, MI
Brazoria County, TX	City of Norcross, GA	Spartanburg County, SC	Genesee County, MI
Denton County, TX	City of Roswell, GA	York County, SC	City of Pittsburgh, PA
Fort Bend County, TX	City of Sandy Springs, GA	City of High Point, NC	County of Montgomery, PA
Hood County, TX	City of Savannah, GA	City of Burlington, NC	Genesee County, NY
Kaufman County, TX	City of Statesboro, GA	City of Raleigh, NC	City of Portsmouth, NH
Matagorda County, TX	City of Stockbridge, GA	City of Hendersonville, NC	City of Manchester, NH
City of Broken Arrow, OK	City of South Fulton, GA	City of Rocky Mount, NC	City of Norwalk, CT
City of Hot Springs, AR	City of Suwanee, GA	City of Southport, NC	Town of Wethersfield, CT
City of Salina, KS	City of Tybee Island, GA	Rowan County, NC	Town of Colchester, VT
City of Leawood, KS	Cherokee County, GA	Buncombe County, NC	Town of Bridgewater, MA



1.2 Select Relevant Experience

Because Evergreen has conducted more than 1,450 projects that are similar in scope to the services being requested by the City of Riverbank, we have included in this section only a sample of some of our similar local government work.

Compensation Study City of Long Beach, California

Evergreen Solutions was retained by the City of Long Beach - Long Beach Management Association to conduct a Compensation Study. Evergreen conducted a salary survey to determine whether the union positions within the City's Fleet Services Bureau were competitive in the market.



Comprehensive Classification and Compensation Study City of Camarillo, California

Evergreen Solutions was retained by the City of Camarillo to conduct a Comprehensive Classification and Compensation Study. The study assessed the current classification schedule and pinpointed needed changes in job duties, titles, salaries, and benefits. The study also addressed the internal relationships within the organization to help determine proper equity in the classification and compensation study and also to help determine whether the existing salary and compensation schedule was competitive and consistent with comparable employers. In the end, Evergreen provided a defensible and technically sound basis for compensating employees within the City. Evergreen also evaluated the City's current pay for performance plan and provided alternative compensation recommendations, including Cost of Living Arrangement structures. Up to 10 single job audits was also conducted.



Classification and Compensation Study City of Fresno, California

Evergreen is retained by the City of Fresno to conduct a Classification and Compensation Study. Evergreen will review and evaluate the City's existing classification system and compensation structure for more than 1,000 employees, survey fifteen agencies mutually agreed-upon between Local 39 and the City, review classification specifications, salaries and other benefits, distribute and review position description questionnaires and interview employees and management personnel, draft and/or modify classification specifications, make recommendations on salaries, and provide overall subject matter expertise and recommendations on a classification and compensation structure that meets the City's prime objective of attracting and retaining qualified talent to classifications within this bargaining unit. **Note:** This project is nearing completion.



Classification and Compensation Study City of Yucaipa, California

Evergreen Solutions was retained by the City of Yucaipa to conduct a Classification and Compensation Study. Evergreen reviewed current class specifications to ensure they were in line with current changes and requirements in the law and identified class specifications that needed to be updated to reflect current job duties and requirements of the position, including physical requirements and essential job functions that comply with the Americans with Disabilities Act (ADA). In addition, Evergreen reviewed the City's current organizational structure and provided recommendations to ensure it is efficient and effective.



Classification and Compensation Study City of Thousand Oaks, California

Evergreen was hired to conduct a Classification and Compensation Study for the City of Thousand Oaks. The purpose of the study is to conduct a comprehensive evaluation and analysis of the City's current compensation structure and practices as the City desires a competitive, equitable, sustainable structure that will be aligned with the labor market to support the City in providing the highest levels of service to our community by attracting, retaining, and motivating a talented and dedicated workforce. Evergreen will present a Comprehensive Classification and Compensation Study Report, update job descriptions and classifications, make salary structure adjustment recommendations and create an implementation plan outlining next steps and timelines for the City. **Note:** This project is nearing completion.



Comprehensive Compensation Study City of Crescent City, California

Evergreen Solutions was hired by the City of Crescent City to conduct a Comprehensive Compensation Study. Evergreen performed a comprehensive review of the City's current compensation and classification system which included: reviewing job descriptions; identifying and making recommendations for directly comparable and competitive agencies; completing an internal salary relationship analysis; developing externally competitive and internally equitable salary recommendations for each class; and developing an implementation plan for the study results.



Consultant Services for a Study of the City's Compensation Plan and Benefits City of Sangar, California

Evergreen Solutions was hired by the City of Sangar to provide Consultant Services for a Study of the City's Compensation Plan and Benefits. Evergreen will perform the following tasks: review current compensation practices and related issues; review current listing of comparable cities and recommendation of appropriate changes as necessary; meet with Department Directors; hold orientation and briefing sessions with employees; recommend salary survey benchmarks; conduct an internal salary relationship analysis; provide recommendations for updating the City's classification and compensation plans; and train City staff in the methodology used.



Classification and Compensation Study Services City of Santa Ana, California

Evergreen was hired by the City of Santa Ana to conduct a Classification and Compensation Study for its more than 1,675 employees. Evergreen will provide recommendations for updating the City's job architecture; develop compensation strategies to withstand minimum wage increases while maintaining appropriate pay differentials; create recommendations for appropriate labor markets; and prepare a plan for the ongoing internal administration and maintenance for the compensation plan.



Competency Model, Classification Analysis, & Compensation Study City of West Hollywood, California

Evergreen was hired by the City of West Hollywood to conduct a Competency Model, Classification Analysis and a Compensation Study. Evergreen will draft a competency bank and provide the City a report and analysis of findings of the completed competency bank. Evergreen will also conduct a comprehensive salary, benefits and total compensation survey of similar jobs with comparable public agencies in our labor market, review the City's classification structure, survey comparable government agencies and provide a comparison of salary, benefits and total compensation. At the end of the study, Evergreen will provide recommendations to the City's Human Resources staff and present methodology, results and propose recommendations.



Classification and Compensation Services City of Sacramento, California

Evergreen was hired by the City of Sacramento to perform Classification and Compensation Services for approximately 4,500 employees. Evergreen will ensure positions performing work with a similar level of complexity, responsibility, and knowledge, skills, and abilities are classified appropriately, identify pay differential between individual classes, conduct equity audits and analyses to identify and address disparities in pay. Evergreen will also examine and provide recommendations for staff alignments and organizational structure.



Total Compensation Study City of Moorpark, California

Evergreen was hired by the City of Moorpark to conduct a Total Compensation Study. The goal of this study is to ensure that employee compensation remains competitive and that recent organizational changes as well as the effects of changes in retirement and health insurance costs are taken into consideration. Evergreen will ensure that positions performing similar work with the same level of complexity, responsibility and knowledge, skills and abilities are classified together. Evergreen will also provide salaries commensurate with assigned duties, clearly outline promotional opportunities, and provide recommendations on staff alignment, reporting relationships, and organizational structure.



Classification and Compensation Study Inyo County, California

Evergreen was retained by Inyo County to conduct a Classification and Compensation Study. Evergreen performed the following tasks: ensured the County remains competitive in the job market when compared to similar organizations throughout California; assessed classifications relative to the requirements of "Exempt" and "Non-Exempt" status pursuant to the criteria of the Fair Labor Standards Act; recommended revisions to internal total compensation relationships that were consistent, uniform, and sustainable for the County in consideration of its budget constraints; identified positions in the County for which there were no genuine comparable positions elsewhere within comparable agencies and made recommendations to determine fair compensation; provided modern job descriptions for certain positions; ensured equitable pay relative to other County positions; and provided total compensation recommendations to the County based upon internal and external total compensation relationships.



Classification and Compensation Study Calaveras County, California

Evergreen Solutions was retained by Calaveras County to conduct a Classification and Compensation Study. Evergreen completed the following tasks: reviewed and compared current salaries of identified benchmark classifications; compared current salaries on the identified benchmark classifications; reviewed and compared the County's current benefit packages; recommended where the County salary structure should be to maintain a competitive presence, including surrounding counties, not comparable in sizes, but located in surrounded areas; and reviewed the County's internal relationships among benchmark classes and related classifications. **Note:** Evergreen previously conducted an organizational structure and staffing analysis of the Health and Human Services Agency and is currently conducting a compensation review for elected officials.



Compensation Review Mariposa County, California

Evergreen was retained by Mariposa County to conduct a Compensation Study. Evergreen performed the following tasks: met with labor unions and Human Resources to identify benchmarks and targets for the salary survey; evaluated existing job families and establish new job families as needed to ensure consistency; evaluated the comparable market (i.e., salary and benefits); conducted routine progress meetings with Human Resources and the County Administrative Officer; evaluated internal equity relationships, with a specific focus on compaction, and suggested salary adjustments as appropriate; determined whether the Deputy Clerk of the Board II should be aligned for salary purposes with the Executive Assistant; evaluated whether the HHSA Program Assistant should be aligned for salary purposes with the HHSA Eligibility Specialist; produced and delivered a final report detailing all classifications and families and their place in the comparable market, specifically highlighting ones that were not aligned with the job market.



Classification and Compensation Study City of Boulder City, Nevada

Evergreen Solutions was engaged with the City of Boulder City to conduct a Classification and Compensation Study. Evergreen's consultants conducted a job evaluation, classification review, and developed a compensation system for all positions and job classifications in order to make recommendations regarding the appropriateness, internal equity, and external competitiveness of the City's classification and compensation plans. Evergreen developed an updated and well-structured classification system as well as classification descriptions for all positions that is legally



compliant (including Fair Labor Standards Act (FLSA) and Americans with Disabilities Act (ADA) requirements), internally aligned, reflective of contemporary standards, and accurately reflected current roles, responsibilities, duties, and qualifications. The study also reviewed the City's compensation structure by conducting a market salary survey using comparator agencies. The compensation study contained specific recommendations regarding the integration of all classifications into a clear compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth.



Classification, Compensation, and Benefits Study Ogden City Corporation, Utah

Evergreen Solutions was engaged with Ogden City Corporation to conduct a Classification, Compensation and Benefits Study for its 1,250 employees. The goals of this study were to ensure that job descriptions accurately reflect actual duties and maintain compensation levels that are both internally and externally equitable.

Evergreen Solutions worked with Ogden City Corporation throughout four project phases that involved:

- conducting a job analysis, including building a classification plan;
- documenting a compensation philosophy;
- reviewing and analyzing the City's total compensation plan, including a market salary and benefits survey; and
- providing a comprehensive report containing recommendations, an implementation approach, and guidelines for maintaining
- classification and compensation policy updates and changes.



Classification Study and Compensation Survey City of Page, Arizona

Evergreen Solutions was engaged with the City of Page to conduct a Classification Study and a Compensation Survey for all employees. As part of the study, Evergreen conducted orientation sessions, focus groups, and interviews. Employees completed a Job Assessment Tool (JAT) in order to analyze job duties and revise the current classification structure. A salary and benefits survey was issued to local and regional employers to assess market competitiveness. Based on the findings from the classification and compensation review, a new pay plan as well as policies and procedures were recommended to the City.



Classification and Compensation Study (Included a Gender Equity Analysis City of Prescott, Arizona

The City of Prescott retained Evergreen Solutions to conduct a Classification and Compensation Study, including the development of a compensation philosophy, to design and implement a comprehensive total compensation plan and to classify all positions appropriately within the plan structure. The study included a complete classification analysis using the Job Assessment Tool job valuation methodology as well as a statistical assessment of internal conditions and an assessment of external equity including salary and benefits surveys of competing organizations. The final report culminated in a series of findings and recommendations that were designed to alleviate any strains on the system and, if necessary, redesign or augment the existing system in place at the City of Prescott. **Note:** Evergreen also ensured that the solution that was recommended was equitable from a gender standpoint by doing an analysis of the data collected.



Compensation Study City of Flagstaff, Arizona

City of Flagstaff was hired Evergreen Solutions to conduct a Compensation Study for more than 1,000 employees. Evergreen's consultants performed the following tasks: evaluated the current broadband pay plan structure; evaluated the current skill-based pay plan, public safety, and general 2080 pay plan structures; conducted a market salary survey of at least five other local government and private sector peer organizations; developed a plan for the City's strategic improvement, including the identification of highly competitive positions within the City; and developed recommendations and guidelines for the continued administration and maintenance of the compensation system.



Classification, Compensation, and Benefits Study Yavapai County, Arizona

Evergreen Solutions was engaged with Yavapai County to conduct a Classification, Compensation, and Benefits Study for its 1,750 employees. The purpose of the study was to develop a clear, equitable, consistent and competitive classification and compensation structure that fosters the retention and recruitment of qualified individuals while providing opportunities for growth and development within the County. Evergreen worked with the County to develop a compensation structure that was fair, equitable, and competitive with other local governments in the surrounding geographic market area from which the County recruits. Evergreen further worked with the County to develop a classification system that will facilitate ongoing compensation analysis and reporting based on similarly-situated employees, similar skills, qualifications, responsibilities, and pay, using job



family grouping and EEO job categories. Evergreen provided the County with a tool that the HR department could use to continue that job evaluation process.



Pay for Performance Study and Salary Survey City of Manitou Springs, Colorado

Evergreen Solutions was retained by the City of Manitou Springs to develop a performance-based pay structure and conduct a salary survey. Evergreen made recommendations regarding enhancements needed to the City's current performance evaluation system and provided the City with a performance evaluation tool.



Compensation Study Grand County, Colorado

Evergreen Solutions was retained by Grand County to conduct a compensation study. Evergreen performed the following tasks: reviewed current personnel practices and policies that impacted pay and performance; reviewed legal provisions and requirements, including statutory requirements that could impact the study; conferred with the County Manager, Elected Officials, Department Heads and Human Resources Director in order to review input regarding their views of compensation problems and needs, and identified specific areas of concern; reviewed County jobs in order to prepare an appropriate pay survey and fringe benefit questionnaire; prepared a survey tool that sought entry level, mid-point and maximum pay for each key class included; performed analysis of pay and benefit data provided by peer organizations; prepared recommended pay grade and range schedules and assignments to pay grades for each class of work; determined appropriate internal relationships of the classes based upon classification factors; and developed a salary schedule or schedules that met the needs of the County's compensation program and related to the County's labor market.



Compensation and Classification Study Garfield County, Colorado

Evergreen was retained by Garfield County to conduct a Compensation and Classification Study for the County Administration's and Elected Officials' and 356 full time employees. Evergreen gave specific recommendations to Garfield County in relation to the County's market position and an implementation plan; created and administered a custom survey to provide a comprehensive review of the external labor market for identified benchmark



jobs; integrated relevant survey data; provided an analysis of actual pay to the external labor market and identified the County's overall market position; revised and updated salary grade structures based on total compensation philosophy; prepared implementation options and guidance on the implementation of findings and recommendations; developed and implemented a job evaluation and classification system; provided a comprehensive review of job descriptions and an analysis of the compensable factors of the job(s); identified key job families; recommended job title consolidation; identified potential pay compression issues and provided recommendations for solutions; and prepared implementation options and guidelines on the implementation of findings and recommendations.



Classification and Compensation Study (Included Benefits Survey) Ouray County, Colorado

Evergreen Solutions was engaged with Ouray County to conduct a Classification and Compensation study, including wages and benefits, for full-time and part-time employees of Ouray County. A job analysis was conducted using existing job descriptions to determine the best classifications for the work performed. Evergreen recommended the deletion of outdated or unnecessary jobs descriptions as well as the revision to current positions, if needed. In addition, a salary survey was conducted to ensure external market equity by comparing Ouray County to other county governments, local municipalities and local businesses as appropriate. Recommendations were provided to improve the fairness and equity in the current classification and compensation system.



Comprehensive Compensation and Classification Study City of Santa Fe, New Mexico

Evergreen Solutions was engaged by the City of Santa Fe to conduct a comprehensive compensation and classification study for all City 1,326 employees, including non-bargaining employees and those covered by collective bargaining agreements. Evergreen conducted orientations and focus groups with general employees, and interviewed department directors and other executive managers. Employees completed Job Assessment Tools, and supervisors completed Management Issues Tools, as needed. The data gathered through this process resulted in JAT scores for each job title, placement of each job into an internal hierarchy, and recommendations as needed for revisions to the current classification structure.

Evergreen also worked with City Human Resources staff to conduct a comprehensive salary survey. The results were combined with the internal hierarchy analysis to generate recommendations for a comprehensive



compensation and classification structure. Evergreen provided detailed recommendations for the implementation of a new structure and related employee salary adjustments. Evergreen also assisted the City with implementation of a revised performance assessment system which include training with supervisors and staff, and creating and distributing performance appraisal factor weighting forms. **Note:** Evergreen was again hired in 2023 to conduct a similar study for the City.



Classification and Compensation Consulting Services City of Albuquerque, New Mexico

Evergreen Solutions was retained by the City of Albuquerque to provide Classification and Compensation Consulting Services for 6,500 employees. Evergreen's consultants performed the following tasks:

- developed new classification and compensation structure (job families, pay plans, grades, steps as applicable) including recommendations for movement within structure;
- conducted a benchmarking analysis for placement of jobs within the new structure;
- assessed and provided recommendations associated with Premium Pay programs including but not limited to hiring incentives, seniority-based pay (longevity pay), shift differential, etc.;
- recommended resources needed to manage compensation program into future (i.e., technology and human capital);
- reviewed and updated job descriptions to accurately reflect essential functions, minimum qualifications for education and experience, required knowledge, skills and abilities, special requirements, and physical and environmental conditions;
- ensured position descriptions were in full compliance with all applicable federal, state, local statutes and regulations, including the Fair Labor Standards Act (FLSA) exemption status and Americans with Disabilities Act (ADA); and
- ensured position descriptions were assigned within the classification system, reflecting equitable placement between various position responsibilities.

Note: Evergreen also conducted a workforce study to determine the proper staffing of various departments. In addition, Evergreen previously conducted a classification and compensation study.



Salary and Benefits Survey City of Carlsbad, New Mexico

Evergreen Solutions was retained by the City of Carlsbad to conduct a Salary and Benefits Survey. The study included the evaluation of 50 union positions as benchmarks against the private and public labor market in the State of New Mexico, and making recommendations to improve competitiveness in alignment with the City's strategic goals. Evergreen used private sector data from ERI for data that was unavailable from selected targets using a custom salary and benefits survey. In addition, Evergreen collected average actual salary data for the benchmarked positions. Evergreen's recommendations improved the competitiveness of the City and helped prepare the City for future recruitment challenges.



Classification and Compensation and Equal Pay Study City of Albany, Oregon

Evergreen Solutions was retained by the City of Albany to conduct a Classification and Compensation and Equal Pay Study. Evergreen's consultants reviewed current job descriptions and compensation structures to determine the need for modifications to assure external competitiveness and internal equity by performing the following tasks:

- reviewed current job descriptions to analyze knowledge, ability, education, experience, relevance, and hierarchical consistency;
- developed, distributed, and analyzed job specific questionnaires, as needed, and conducted in-person interviews of select staff to complete analysis;
- proposed, where appropriate, broad-banding of classifications, or combining classifications into a series, if beneficial to achieve alignment of similar positions;
- recommended additions, deletions, or modifications to existing classifications and made FLSA determinations (exempt or non-exempt status) for positions;
- surveyed comparator jurisdictions for both wages and total compensation;
- analyzed results and developed appropriate pay structures for City taking into account compression and internal equity;
- conducted equal pay analyses of recommended pay structures that complied with House Bill (HB) 2005 and its implementing administrative rules; and
- trained City HR staff on the methodology used to assess job classifications in order to maintain internal equity when adding, deleting, or modifying jobs in the future.



Compensation Study City of Bend, Oregon

Evergreen Solutions was retained by the City of Bend to conduct a Compensation Study. The objectives of the study were to assist the City in conducting a compensation study for all COBEA represented classification descriptions as prescribed by guidelines; and assisted the City with conducting a compensation study for all non-represented classification descriptions.



Professional Technical and Expert Services City of Portland, Oregon

Evergreen is retained by the City of Portland to provide Professional Technical and Expert Services for its more than 3,000 employees. Evergreen will review positions and classifications represented by a collective bargaining agreement, as well as newly represented and non-represented classifications. Evergreen will develop recommendations for the most effective classification structure, revise existing classifications and/or the creation of new ones, as well as make recommendations to align individual incumbents to the most appropriate classification. **Note:** This project is nearing completion.



Compensation and Classification Study Columbia County, Oregon

Evergreen Solutions was retained by Columbia County to conduct a Compensation and Classification Study. Evergreen's consultants worked with the Compensation Study Committee (CoSC) to develop a compensation system for the County, evaluated current pay grades, conducted an equal pay analysis in compliance with the Oregon Equal Pay Law, and developed a classification system to facilitate the continued administration of the compensation analysis. Evergreen's consultants also assessed position titles and identified appropriate employee status in accordance with FLSA. Evergreen then developed multiple alternative recommendations and a communication plan as well as reviewed and developed different policies procedures and proposed different recommendations.



Classification and Compensation Study City of Ridgefield, Washington

Evergreen Solutions was engaged with the City of Ridgefield to conduct a Classification and Compensation Study. The City had desired to maintain an internally and externally equitable, yet market competitive, classification and compensation plan. The City had strived to competitively recruit and retain employees who would provide the best service to the community. The City had not conducted an in-depth review of the classification and compensation structure since 2015-16 and since that time had grown from 37 to 52 FTE's, including seven (7) new classifications. In the end, Evergreen provided recommendations to update the City's classification and compensation structure in order to better retain and recruit qualified employees. **Note:** Evergreen was again hired in 2024 to conduct a Classification and Compensation Plan Update.



Job Classification Market Study City of Bellingham, Washington

Evergreen was hired by the City of Bellingham to conduct a Job Classification Market Study. Evergreen will perform the following tasks: perform a market pay evaluation; collect salary and benefit data for a total compensation analysis and review job descriptions for all benchmark positions; perform a job analysis of all bargaining unit classifications; conduct job analysis interviews; analyze the internal pay relationship between positions; produce recommendations on strategy options for more effective management of compression issues; and develop tools and guidelines and provide necessary instruction to the City.



Total Compensation Study Spokane County, Washington

Evergreen Solutions was retained by Spokane County to conduct a Total Compensation Study for more than its more than 2,000 employees. Evergreen reviewed total Compensation (compensation and benefits) for 225 regular, full-time positions and recommended possible wage adjustments that align with the County's compensation philosophy. Additionally, Evergreen compared the County's benefits package with those offered in the same local market identified in the pay analysis. **Note:** Evergreen was hired again in April of 2020 to conduct a Classification Study for the County.



Classification and Compensation Study City of Seguin, Texas

Evergreen Solutions was hired to assist the City of Seguin in designing and implementing a comprehensive classification and compensation plan for its workforce of 330 full-time employees. The scope of the project included two major components: (1) Working with a City management team to revise the existing pay plan and structures; and (2) Evaluating current salary structure and compensation levels for all regular, classified positions and recommending appropriate adjustments.

Specifically, Evergreen's consultants reviewed the City's current classification/compensation plan; surveyed management and identified problem areas regarding the classification and compensation system; conducted a salary survey to ensure external equity; reviewed current policies and procedures; reviewed salary structure to determine appropriateness; and provided technical assistance and training to City staff to facilitate the implementation and the maintenance of the recommended system and procedures. **Note:** Evergreen Solutions was again retained by the City of Seguin in 2023 to conduct a Compensation Benchmarking and Structure Analysis. Evergreen examined the City's salaries against the market and provided recommendations to allow the City to be more competitive in recruiting and retaining talented employees.



Classification and Compensation Study and Staffing Analysis City of Harlingen, Texas

Evergreen Solutions was retained by the City of Harlingen to conduct a Classification and Compensation Study and a Staffing Analysis. Evergreen's consultants performed the following tasks:

- conducted a comprehensive evaluation of every job class within the City to establish appropriate classification and pay grade assignments as well as pay ranges and step progressions within the ranges;
- conducted a compensation survey of the market including comparable Texas municipalities, and, appropriate private sector competitive employers;
- prepared a new salary structure based on the results of the survey and best practice research;
- analyzed and recommended changes to the present compensation structure to meet market analysis;
- reviewed current compensation plan (salary grade levels and steps) to better understand current challenges in recruiting and retaining employees;



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- recommended and identified a consistent and competitive market position that the City could strive to maintain;
 - recommended appropriate salary range for each position based on the proposed classification plan, the compensation survey results, internal equity and external parity;
 - reviewed staffing levels and make recommendations;
 - prepared a new salary structure based on the results of the survey and best practices;
 - recommended implementation strategies including calculating the cost of implementing the plan;
 - identified any extreme current individual or group compensation inequities and provided a recommended corrective action plan and process to remedy these situations;
 - recommended and provided implementation strategies related to other key compensation practices, based on market demands; and
 - presented findings and recommendations to City Administration as well as the Harlingen City Commission at a regularly scheduled commission meeting.



Classification and Compensation Study City of Farmers Branch, Texas

Evergreen Solutions was engaged with the City of Farmers Branch to conduct a Comprehensive Compensation and Classification Study. The primary objectives of the study were to: review and revise current classification system; determine relevant competitive markets; develop a custom compensation survey to distribute to peer organizations; propose guidelines for an improved or new compensation program and step/grade plan; and provide recommendations to keep the current pay structure competitive. In addition to the salary survey, Evergreen Solutions conducted a benefits survey of market peers in order to compare the City's current benefits to those of its peers.



Classification and Compensation Study City of Pflugerville, Texas

Evergreen Solutions was hired by the City of Pflugerville to conduct a Classification and Compensation Study for its workforce of over 300 full- and part-time employees. Evergreen analyzed each position within the City by conducting interviews and job audits; evaluated employee position descriptions and duties; interviewed department heads and managers; and assessed classifications within positions (I, II, III, or Lead, Foreman). Evergreen reviewed current job descriptions, focusing on the purpose, job scope, essential duties and responsibilities, education/training requirements, physical job requirements, and working conditions, determined FLSA status (exempt/non-exempt) for positions under federal regulations, and recommended which positions were essential positions in the event the City had a temporary closure. Based on this review, Evergreen presented a proposed classification structure to City management and incorporated input into the final classification document, including a cost analysis for positions that would require adjustments.

Evergreen surveyed the cities of Georgetown, Round Rock, Hutto, Cedar Park, Leander, San Marcos, and College Station to compare compensation and benefit structures in addition to minimum and maximum rates of pay for select positions and will soon make recommendations toward appropriate ranges for rates of pay for each position identified. This included a minimum, mid-point, and maximum, with 1st and 3rd quartile designations. A Salary Grade Chart was prepared based on these recommendations and was presented to management for final approval.



Comprehensive Compensation and Benefits Study City of Rowlett, Texas

Evergreen Solutions was engaged with the City of Rowlett to conduct a comprehensive compensation and benefits study. The primary goal of the study was to ensure that the City was recognized as an employer of choice that provides a viable, cost effective and competitive pay structure. The study measured and provided a compensation analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based compensation options, to include "on call" pay. Evergreen's consultants identified any weaknesses within the components of the City's existing compensation package that would negatively impact the organization's ability to attract and retain talented employees.



Job Classification, Salary Survey, Compensation Plan Study Services City of Duncanville, Texas

Evergreen Solutions was engaged with the City of Duncanville to provide professional Job Classification, Salary Survey, and Compensation Pay Plan Study Services that allowed the creation of a comprehensive job classification and compensation system and pay plans for employees within the City. Evergreen's consultants reviewed and analyzed the City's current structure and practices of job classifications and job descriptions including: conducting orientation sessions; providing questionnaires; conducting management and employee interviews; reviewing questionnaire responses with supervisory and management staff; performing a job analysis; and developing and/or revising job descriptions.

Evergreen prepared a customized market survey of salaries of the local and area municipalities that included all of the competitive markets where the city recruited employees. Evergreen established a system for an ongoing and easily understood maintenance of the new, or updated, pay plan that was easy for employees to understand and for managers to administer. The recommended pay plan effectively balanced market and internal equity, supported the classification system, and promoted an employee's perception of organizational fairness and equity in the City. **Note:** Evergreen was again retained in 2022 to conduct a Compensation Study for the City.



A Classification and Compensation Pay Plan City of Amarillo, Texas

Evergreen Solutions was engaged with the City of Amarillo to develop a Classification and Compensation Pay Plan for 2,835 employees. Evergreen's consultants: reviewed the City's existing classification/compensation system; worked with the City's Human Resources Director and staff to identify a market position for the City; gathered necessary information through the use of questionnaires, job audits, some personal interviews; discussed and determined the appropriate labor market for the compensation survey; analyzed existing internal hierarchy based on job relationships and proposed implementation methods to correct any identified specific problems; developed a pay plan identifying specific parameters; and reviewed and assigned all positions to an appropriate pay grade. In the end, Evergreen recommended implementation strategies including calculating the cost of implementing the study and provided the Human Resources staff with training to maintain and revise the system, as needed.



Human Resources Department Assessment (Classification and Compensation Services) City of Buda, Texas

Evergreen was engaged with the City of Buda to conduct a Human Resources Department Assessment. Evergreen's consultants provided a job analysis questionnaire and procedures for future updating and new position creation and developed and fully defined a systematic procedure for evaluating positions using the "point factor method". A worksheet was developed for departments to request a job evaluation for upgrades within a position or for a new position for submission to Human Resources to ensure that job titles were consistently used on job descriptions and the pay plan.

Evergreen further created a new cost effective, affordable compensation structure and management plan that was systematically and equitably acknowledge and rewarded an employee's performance and skills. Evergreen designed a compensation program that included a description and justification of the pay philosophy, a completed pay structure, and rules for moving employees through the pay structure based on their increasing contributions in support of the City. Evergreen consultant's gathered actual salary data from market surveys, local governmental agencies, benchmarked cities, and other appropriate data, as deemed necessary. The recommended compensation structure included a proposed training/career progression plan, including documentation as appropriate, and a plan that rewards employee performance fairly and equitably, with measures that can be documented. **Note:** Evergreen was again hired in 2020 to conduct a Market Salary Update. Most recently, Evergreen was hired in 2023 to conduct a Compensation Study.



Classification and Compensation Study City of Lockhart, Texas

Evergreen Solutions was retained by the City of Lockhart to conduct a classification and compensation study of its workforce. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed as well as benefits in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Compensation and Classification Study City of Denton, Texas

Evergreen Solutions was retained by the City of Denton to conduct a Compensation and Classification Study for its 1,542 employees. Evergreen worked with the City to develop a communication strategy and plan that allowed the City to be informed and be as transparent as possible and met and solicited feedback and input from different levels of the City including employees, department directors/managers, and executive management.

Evergreen conducted a comprehensive market compensation study and provided recommendations to ensure that the City's compensation system supports the City's mission, strategic objectives, and compensation philosophy. Evergreen further conducted a job analysis for up to 50 positions of concern to ensure appropriate pay grade classification and address internal equity concerns and will evaluate current pay grades, e.g. number of pay grades, including additions, deletions, and/or consolidations; appropriate spread between minimum and maximum of pay ranges, and recommend a strategy for improvements. Evergreen reviewed and recommended solutions for a pay for performance system/process.



Classification, Compensation, and Benefits Study City of Portland, Texas

Evergreen Solutions was engaged with the City of Portland (City) to conduct a Classification, Compensation and Benefits Study. Evergreen's consultants evaluated jobs within the City and the current pay and benefits structure. A market survey of salary and benefits was conducted among peers approved by the City. Based on the survey results, Evergreen made recommendations for changes to the current classification and compensation system, as well as provided a maintenance tool that the Human Resources Department to use to keep the system current and equitable. Training on this maintenance tool was also provided. **Note:** Evergreen was again hired in 2024 to conduct a Compensation Plan Update.



Compensation and Classification Study City of Beaumont, Texas

Evergreen Solutions was retained by the City of Beaumont to conduct a Compensation and Classification Study for its 1,295 employees. Evergreen examined internal equity to determine whether positions were properly classified as well as external equity to determine whether the City was competitive in the market.



Classification and Compensation Study City of Kingsville, Texas

Evergreen Solutions was retained by the City of Kingsville to conduct a Classification and Compensation Study for 1,172 employees. Evergreen conducted a market salary survey and job analysis to determine internal and external equity and updated the City's personnel manual.



Compensation and Classification Study City of Coppell, Texas

Evergreen Solutions was engaged with the City of Coppell to conduct a Compensation and Classification Study. Evergreen reviewed existing job functions by position as they pertained to the current and recommended structure; examined current market position using peer comparisons; developed a comprehensive labor market salary survey for the North Texas region that included other local municipalities; analyzed existing internal hierarchy based on job relationships and essential functions, identified problem areas within the internal hierarchy system and proposed implementation methods to correct identified problems; developed a pay plan; reviewed and recommended assignments of all positions to an appropriate pay grade, as well as made recommendation(s) for corresponding education and experience requirements by classification; reviewed and revised job descriptions; and recommended implementation strategies including calculating the cost of implementing the study results.



Comprehensive Compensation and Benefits Study City of Odessa, Texas

Evergreen Solutions was engaged with the City of Rowlett to conduct a comprehensive compensation and benefits study for 1,140 employees. The primary goal of the study was to ensure that the City was recognized as an employer of choice that provides a viable, cost effective and competitive pay structure. The study measured and provided a compensation analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based compensation options, to include "on call" pay. Evergreen's consultants identified any weaknesses within the components of the City's existing compensation package that would negatively impact the organization's ability to attract and retain talented employees.



Employee Compensation Consulting Services Fort Bend County, Texas

Evergreen was retained by Fort Bend County to provide employee compensation consulting services for its 2,800 employees. Evergreen conducted the following tasks:

- reviewed current compensation plan including policy groups and salary structures;
- conducted Fair Labor Standards Act (FLSA) exempt/non-exempt status review of all positions;
- analyzed internal equity and possible compression issues;
- completed salary survey of City and County governments in the State of Texas as designated by the County;
- designed and executed a salary survey, analyzed results and made recommendations; and
- evaluated and determined each employee's proper step placement on the newly approved salary grade structure.

Note: Evergreen was previously hired to conduct a similar study for the County.



Compensation and Classification Study Brazoria County, Texas

Evergreen was retained by the Brazoria County to conduct a Compensation and Classification Study. Evergreen developed a compensation program for the County, evaluated current pay grades, and developed a classification system to facilitate the ongoing compensation analysis. Evergreen assessed position titles and identified appropriate employee status in accordance with FLSA. Evergreen then developed multiple alternative recommendations and a communication plan. Finally, Evergreen reviewed and developed different policies procedures and proposed different recommendations.



Classification and Compensation Study Burnet County, Texas

Evergreen Solutions was retained by Burnet County to conduct a Classification and Compensation Study. Evergreen's consultants conducted a job analysis to determine the appropriate classification structure for the County and conducted an external salary survey to determine the County's competitiveness with peer organizations in the labor market.



Salary Compensation Study Hood County, Texas

Evergreen Solutions was engaged with Hood County to provide an update of their classification and compensation system. Evergreen evaluated the current system, collected and reviewed current environment data, and evaluated and built the projected classification plan. Evergreen identified a list of market survey benchmarks and conducted a market survey. Evergreen's consultants provided the County with the external assessment summary, developed strategic positioning recommendations, and developed and submitted draft and final reports and recommendations for compensation administration. Additionally, Evergreen updated and rewrote job descriptions, as necessary, based on our recommendations.



Classification and Compensation Study Blanco County, Texas

Evergreen Solutions was retained by Blanco County to conduct a Classification and Compensation Study. Evergreen's consultant conducted a job analysis to determine the proper hierarchy of jobs within the County; conducted a salary survey and analysis to determine competitive market rates; updated job descriptions; and prepared a final report with cost analysis for implementation of all recommendations.



Classification and Compensation Study Town of Prosper, Texas

Evergreen was hired by the Town of Prosper to conduct a Classification and Compensation Study. Evergreen will perform the following tasks: review existing job classifications, and related background information, and propose recommended strategies for the Town; classify benchmark jobs and slot remaining jobs in appropriate classifications; review the current compensation plan; develop and conduct a comprehensive compensation and benefits survey; recommend implementation strategies to the Town; conduct a compression analysis to include any recommendations for implementation; and conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future.



Comprehensive Pay Plan/Compensation Review City of Salina, Kansas

Evergreen Solutions was engaged with the City of Salina to conduct a Comprehensive Pay Plan/Compensation Review. Evergreen performed an extensive compensation review that compared the City of Salina's positions with comparable positions of other local government entities, including other Kansas cities of comparable size; and, where applicable, comparable



public and private sector positions in the competitive market area. A review of internal equity was also conducted and job descriptions were updated, as needed. Evergreen also conducted a gender/race equity study and provided recommendations on to the City on how to make the compensation structure more equitable.



Classification and Compensation Study City of Leawood, Kansas

Evergreen Solutions was retained by the City of Leawood to conduct a Classification and Compensation Study. Evergreen performed a review of the existing classification plan and related job descriptions and conducted a salary study to include public and private employers who provide comparable services. In the end, Evergreen prepared recommendations for compensation policies, including but not limited to: cost of living and merit pay increases, career ladders and variable incentive pay options to maintain competitiveness, reward employees, and to ensure internal pay equity.



Comprehensive Compensation Study Shawnee County, Kansas

Evergreen Solutions was engaged with Shawnee County to conduct a Comprehensive Compensation Study. Evergreen conducted an external competitive market study for all current County positions to measure County pay versus market rates for each position. Evergreen further prepared cost proposals and alternatives for establishing market pay rates for each position within three years following completion of the study and provided training to Department Heads and Human Resource Director in plan implementation and maintenance as needed.



Employee Classification and Compensation Study City of Hot Springs, Arkansas

Evergreen Solutions was retained by the City of Hot Springs to conduct an Employee Classification and Compensation Study. Evergreen performed the following services:

- updated job descriptions to match distinguishing characteristics, essential job functions, minimum qualifications (knowledge, education, experience, skills, and abilities), working conditions (physical demands, work environment, other relevant circumstances.), and certifications and licenses;



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- ensured the updated job descriptions were internally equitable and externally competitive;
 - created new job descriptions where needed that were accurate and consistent with Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO), and American with Disabilities Act (ADA) considerations;
 - reviewed the wage, grade pay plan, provided feedback, and suggestions on modifications that were in line with the objectives outlined above;
 - conducted a comprehensive base salary and benefits survey. The survey included benchmarking local market public sector jobs within the same essential duties and functions;
 - provided a spreadsheet of all comparable cities based on a combination of factors including, resident population, geographic size, budget, and scope of city services;
 - recommended an appropriate salary range for each position based on the classification plan, internal relationships, and equity; and
 - identified potential pay compression issues and provided possible solutions.



Classification and Compensation Study Sedgwick County, Kansas

Evergreen Solutions was retained by Sedgwick County to conduct classification and compensation study for approximately 2,766 employees. Employees participated in focus groups, interviews, and job analysis to determine the best classifications for the work performed. Classifications were reviewed, as needed, and FLSA determinations were made. Evergreen consultants reviewed pay policies and practices and pay ranges in the public and private sector were analyzed to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity within the County and a plan was provided to address maintenance of implemented changes to the County's classification and compensation system. In addition, Evergreen provided County staff with the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system would be accomplished. **Note:** Evergreen was again retained in 2022 to conduct a Classification and Compensation Plan Update.



Classification and Compensation Study and Analysis City of Broken Arrow, Oklahoma

Evergreen Solutions was retained by the City of Broken Arrow to conduct a Classification and Compensation Study and Analysis to evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. Evergreen performed the following: reviewed all current job classifications, confirmed and recommended changes to hierarchical order of jobs using The City's evaluation system; established appropriate benchmarking standards and conducted salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers); identified potential pay compression issues and provided potential solutions; analyzed and recommended changes to the present compensation matrix and/or structure to meet the market analysis; and assessed potential impact of pending DOL changes.



Comprehensive Classification and Compensation Study City of Branson, Missouri

The City of Branson hired Evergreen Solutions to conduct a Comprehensive Compensation and Classification Study to determine whether the City possessed a compensation and classification system that was both equitable as compared to the external competitive employment market as well as equitable internally. The study included a complete classification analysis using the Job Assessment Tool job valuation methodology as well as a statistical assessment of internal conditions and an assessment of external equity including a salary survey of competing organizations. The report culminated with a series of findings and recommendations that were designed to alleviate any strains on the system and, if necessary, redesign or augment the existing system in place at the City of Branson.



Compensation Study City of Lee's Summit, Missouri

The City of Lee's Summit retained Evergreen Solutions to conduct a Compensation Study to determine whether the City possessed a compensation and classification system that was equitable as compared to both the external competitive employment market as well as being internally equitable. The study included a complete classification analysis using the Job Assessment Tool and Management Issues Tool job valuation methodology as well as a statistical assessment of internal conditions and an assessment of external equity including both benefits and salary surveys of competing organizations.



The report culminated with a series of findings and recommendations that were designed to alleviate any strains on the system and, if necessary, redesign or augment the existing systems in place at the City of Lee's Summit. Also included in this study was an evaluation of the City's performance evaluation system to include recommendations for improvement, revision of evaluation instruments and development of a brief training manual for the program.



Compensation and Benefits Study City of Dardenne Prairie, Missouri

Evergreen Solutions was retained by the City of Dardenne Prairie to conduct a Compensation and Benefits Study. Evergreen reviewed the City's existing compensation and benefit plan, gathered necessary survey data from comparable municipalities in the St. Louis Metropolitan Area using a customized survey and recommended appropriate pay ranges for all positions (i.e., appropriate spread between minimum and maximum pay ranges and distance between steps, where appropriate). Evergreen further reviewed current job descriptions and titles and rewrote job descriptions to coincide with current responsibilities for each employee. Lastly, Evergreen provided the City with an Administration Manual with plan maintenance procedures.



Comprehensive Compensation Study City of Troy, Missouri

Evergreen Solutions was engaged with the City of Troy to conduct a Comprehensive Compensation Study. Evergreen performed the following tasks:

- identified criteria that was used in selecting comparable entities. For example, entities with similar population, similar geography, a similar mix of residential and commercial properties, and similar work force;
- identified the process to normalize the data to adjust for differences in city population, size, or other differences from Troy;
- developed pay/productivity ratios for each City department that demonstrated how much salary was paid on average by each city for certain levels of service;
- performed a job analysis for each position and conducted interviews with employees;



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- reviewed all job descriptions and created updated descriptions as needed;
 - performed an organization-wide operational efficiency study and identified staffing levels that deviated significantly from that of comparable entities.
 - performed a market salary survey to determine competitive salary levels for all positions;
 - performed survey of market to compare the type of fringe benefits provided to comparable entity employees that included, but were not limited to, health insurance, dental, vision, life, vacation, sick leave, annual holidays, education reimbursement, training and work hours;
 - updated the present salary schedule; and
 - recommended compensation policy regarding salary caps.



Compensation Study and Pay Equity Analysis City of Fulton, Missouri

Evergreen Solutions was retained by the City of Fulton to conduct a Compensation Study and Staff Review that also included a comparison of benefit offerings in the market. Evergreen evaluated employee compensation and right-size staffing in terms of comparability and competitiveness, both from an internal equity and market perspective for similar municipalities and positions in the region. Evergreen also conducted a gender/race equal-pay analysis and provided recommended pay structures.



Compensation Study City of Jefferson, Missouri

Evergreen Solutions was engaged with the City of Jefferson to conduct a Compensation Study. The primary focus area for this project was to correct salary compression where it existed and external market benchmarking/analysis in order to update the City's compensation plan to make it more competitive. Evergreen's consultants analyzed the effectiveness of the existing salary structure and recommend changes, if needed, based on best practices for municipal organizations within the market.



Employee Classification and Compensation Study City of St. Louis, Missouri

Evergreen was hired by the City of St. Louis to conduct an Employee Classification and Compensation Study. Evergreen conducted a comprehensive evaluation and analysis of all 6,700 jobs within the City to determine relative value within the organization; evaluated all current job classifications; conducted internal salary relationship analysis and made appropriate recommendations; identified and recommended a relevant salary survey benchmark; identified potential pay compression issues and provided solutions; and provided a maintenance strategy to maintain the recommended classification and compensation system.



Comprehensive Compensation and Classification Study Jefferson County, Missouri

Jefferson County retained Evergreen Solutions to conduct a Comprehensive Compensation and Classification Study to analyze the County's market competitiveness and internal equity. Located just 40 miles southwest of the City of St. Louis, the County possessed a unique set of challenges being on the border of more rural, suburban, and even metropolitan markets. Maintaining market competitive compensation and classification plans in these environments required special effort. With this in mind, this study included a comprehensive classification analysis using the Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. An assessment of external equity including a salary survey of competing organizations was conducted. The project concluded with a series of findings and recommendations that were designed to alleviate any strains on the system and, if necessary, redesign the existing system in place for the County.



Classification and Compensation Study St. Charles County, Missouri

Evergreen Solutions was engaged with the St. Charles County Government to conduct a Classification and Compensation Study for its 1,650 employees. The primary purpose of the study was to assist the County in the evaluation of its overall employee compensation and pay structure as compared to the market; to perform a job audit and analysis for each full-time position to determine appropriate classification; and to update/develop job descriptions in a standardized format that is ADA and FLSA compliant. At the conclusion of the study, Evergreen provided a recommended job evaluation plan that will allow the County to evaluate positions every two years as well as provided an administration manual with plan maintenance procedures and a summary document that could be used to communicate the compensation system change to current and future employees.



Classification and Compensation Study Jackson County, Missouri

Evergreen was retained by Jackson County to conduct a Classification and Compensation Study for more than 1,800 employees. Evergreen performed a job and analysis to ensure employee's duties and responsibilities were accurate. Evergreen updated job descriptions, reviewed the County's compensation structure, and provided recommendations to optimize the attraction and retention of employees. In the end, Evergreen prepared a report with findings and recommendations to improve the current classification and compensation system.



Classification and Compensation Study Jasper County, Missouri

Evergreen Solutions was retained by Jasper County to conduct a Classification and Compensation Study. Evergreen performed the following tasks:

- conducted a review and update of the County's compensation (including benefits) of appropriate and comparable employers within the relevant "benchmark" data;
- identified inconsistencies and deficiencies within the current compensation and classification, provided written recommendations for their resolution, and developed a plan for the implementation of the recommendations which included the cost of implementation and the effect on employees;
- identified survey labor market and benchmark county/classes and established appropriate "benchmarking" standards and conducted a salary survey;
- recommended changes to existing salary range structures, including the establishment and/or modification of salary range tables and benefits;
- recommended and set forth a transition plan for the implementation of the compensation and classification plan;
- reviewed and analyzed internal position structures, made up of incumbent classifications and re-classifications and verified the accuracy of existing job descriptions to the duties, tasks, responsibilities and qualification requirements for each position, including the development of appropriate internal relationship guidelines;
- ensured all descriptions include contents met current legal requirements or recommendations;
- provided a plan for maintenance and updating of the compensation plan.



Compensation and Classification Study City of Minneapolis, Minnesota

Evergreen was retained by the City of Minneapolis - Public Works Department to conduct a Compensation and Classification Study for Engineering Titles. Evergreen's analysis addressed the following: effectiveness of the current classification titles and salary structure; pay equity for comparable classification titles located both individually and organizationally across multiple Public Works divisions specifically analyzing each position's job description, title, and pay; competitiveness of current salary ranges to other comparable public and private employers in the region; identification of essential job functions; FLSA designations; and mapping career growth based on vertical, lateral and cross-functional roles.



Total Compensation Study Genesee County, Michigan

Evergreen Solutions was retained by Genesee County to conduct a Total Compensation Study. Evergreen performed the following tasks: established appropriate benchmarking standards and conducted salary surveys for similar positions with comparable municipalities and private employers within the same geographic area as required; developed and conducted a comprehensive compensation and benefits survey; analyzed and recommended any changes to the current fringe benefits, wages, and salary structures in order to become or remain competitive with comparable municipalities and private employers within the same geographic area; and provided an estimate of future adjustments, in the next 1-3 years, to maintain a competitive position with other comparable municipalities and private employers within the same geographic area.



Salary and Benefits Study City of Bloomington, Indiana

Evergreen Solutions was retained by the City of Bloomington to conduct a Salary and Benefits Study. Evergreen examined the wages and benefits of the City's employees (including transit) as compared to public and private sector entities in Indiana and surrounding areas to determine whether the City's wages and benefits were competitive in the market.



Classification and Compensation Study City of Moline, Illinois

Evergreen Solutions was retained by the City of Moline to conduct a Classification and Compensation Study. The objectives of the study were to: develop a new classification plan to provide consistency in the administration of the personnel system; ensure job descriptions accurately reflect the duties and responsibilities of the positions; review exempt status as defined by the Fair Labor Standards Act (FLSA) for certain positions; provide a compensation plan that assures proper internal relationships among classes; and provide recommendations concerning salary levels reasonably comparable to the Quad Cities area pay levels of major public employers.



Classification and Compensation Study Services City of Urbana, Illinois

Evergreen Solutions was engaged with the City of Urbana to provide Classification and Compensation Study Services. The City of Urbana had sought to achieve the following goals:

- maintain a high level of employee satisfaction by providing a classification and compensation system that is both fair and competitive;
- demonstrate fiscal responsibility to the community by providing a classification and compensation system that makes the best of The City's financial resources; and
- ensure a close alignment between pay and performance by providing a classification and compensation system that rewards merit.



Compensation Study and Analysis McLean County, Illinois

Evergreen Solutions was engaged with McLean County to conduct a Compensation Study and Analysis. Evergreen's consultants performed a comprehensive, valid and reliable job analysis/evaluation of each job class within the County to determine if the current pay grade levels for all classified and appointed positions were still appropriate and conducted a comprehensive wage and benefits survey(s) for the purpose of ensuring that the County pay plans/pay structures and benefits possess external equity and labor market competitiveness. In the end, Evergreen developed a maintenance program to address the need for new job analysis/evaluation (including pay grade recommendation), creation of new job description(s), and the continued maintenance of the Pay Classification Plans.



Compensation Study City of Winchester, Kentucky

Evergreen Solutions was retained by the City of Winchester to conduct a Compensation Study. Evergreen conducted a market analysis of the City positions with comparable and surrounding jurisdictions to determine the City's overall market position.



Compensation and Classification Consulting Services City of Clarksville, Tennessee

Evergreen Solutions was engaged with the City of Clarksville to provide Compensation and Classification Consulting Services for more than 1,450 employees. Evergreen reviewed the City's current compensation plan, gathered necessary salary data from comparable organizations within a 200-mile radius. Evergreen also evaluated the City's current classification positions, gathered necessary employee information using a combination of job analysis questionnaires as well as supervisor and employee interviews to determine whether individuals were appropriately classified. Evergreen further updated job descriptions and made FLSA determinations.



Classification and Compensation Study Services City of Murfreesboro, Tennessee

Evergreen Solutions was engaged with the City of Murfreesboro to provide Classification and Compensation Study Services. Evergreen conducted a compensation survey by identifying comparable organizations and competitive labor markets for selected position classifications and evaluated the pay structure relative to current labor market conditions to assure the City remains competitive for hiring at various grade levels of employment, including compensation analysis and reporting based on similarly situated employees, similar skills, qualifications, responsibilities, and pay, using job family groupings and EEO job categories that comport with EEOC guidelines for government employers.



Compensation Study City of White House, Tennessee

Evergreen Solutions was retained by the City of White House to conduct a Compensation Study. Evergreen reviewed Total Compensation (compensation and benefits) for City employees and provided recommendations of possible wage adjustments that would align with the City's compensation philosophy. Evergreen provided a valid analysis of where the City of White House stood relative to peer municipalities regarding compensation of employees in both base pay and total compensation packages.



Compensation Study City of Morristown, Tennessee

Evergreen Solutions was retained by the City of Morristown to conduct a Compensation Study. Evergreen's consultants examined employee wages and benefits to assess the competitiveness of the existing compensation and benefits system and to consider the functionality of the current system. Evergreen worked with the administration to establish and prescribe any necessary adjustments to the classification and compensation pay plan and provided related strategies for implementation.



Employee Classification and Compensation Study Blount County, Tennessee

Evergreen Solutions was retained by Blount County to conduct an Employee Classification and Compensation Study for its workforce. Evergreen conducted focus groups and interviews with employees and employees completed a Job Assessment Tool (JAT) that identified work performed. Evergreen presented to the Human Resources Director and Mayor any resultant classifications recommended in the classification study and provided for the maintenance of the new structure, including periodic review, reclassification review procedure and promotion guidelines.

For the compensation study, Evergreen identified survey labor market and benchmark classes to use for a market analysis; conducted a comprehensive compensation search utilizing other similar public sector employers; completed internal salary relationship analysis, including the development of appropriate internal relationship guidelines; developed externally competitive and internally equitable salary recommendations for each class included within the study in order to maintain appropriate competitive position in relation to other employers within the region; and assigned a salary range to each classification which reflected the results of the market survey and the analysis of internal relationships. Evergreen presented survey results to management to make a decision on overall pay philosophy. In the end, Evergreen recommended appropriate premium pay options to supplement the compensation plan. Examples included options for pay for certifications, professional licenses, special skills, temporary "acting" assignment at higher level duties, "on-call" and "callout" pay, pay alternatives for exempt level workers not normally eligible for overtime, and similar pay practices. **Note:** Evergreen Solutions was again retained by the County to conduct a Compensation Plan Update.



Employee Compensation and Classification Study Mahoning County, Ohio

Evergreen Solutions was retained by Mahoning County to conduct an Employee Compensation and Classification Study for all the County's 1,746 employees. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were further analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Evergreen's consultants also reviewed and updated existing job descriptions and determined FLSA designations for each job title/classification. Evergreen designed an implementation strategy for the compensation system with the lowest financial impact on the County's operating budget and with the greatest gain to positions that fell outside of a designated range. In the end, recommendations were made to improve the fairness and equity in the current system.



Compensation Study Montgomery County, Pennsylvania

Evergreen Solutions was retained by Montgomery County to conduct a Compensation Study. The study included an examination of the County's compensation plan in order to provide recommendations for compensation policies, procedures and practices which covered 3,100 full-time employees, and allowed the County to be competitive in the marketplace for attracting and retaining qualified employees.

Evergreen recommended and identified a market position for the County by administering a comprehensive labor market salary survey to select public and private sector peers. Evergreen also conducted a comparative analysis of benefits provided in the market that included PTO, health, dental, vision and prescription, including percentage of contribution between employee and employer, long term disability (LTD), life insurance and pension benefits. Evergreen then recommended appropriate salary ranges (i.e., min, mid, and max) for all non-represented classifications. Evergreen prepared a cost analysis for the recommended salary ranges



Gender Disparity Study City of Pittsburgh, Pennsylvania

Evergreen Solutions was on contract with the City of Pittsburgh to conduct a Gender Disparity Study to evaluate the relative fairness and internal equity of the classification and compensation system for its more than 3,400 employees. The study included a review of the current system specifically focusing on an: analysis of the existing position/job analysis tools; analysis of the classification process and issues of internal pay equity; and analysis the reliability of the current job classification rating system in producing equitable classification and pay relationships among all employees regardless of gender or other bias.



Classification and Compensation Study and Analysis Town of Bridgewater, Massachusetts

Evergreen Solutions was retained by the Town of Bridgewater to conduct a Classification and Compensation Study and Analysis. The purpose of study was to address changes in Town operations and staffing over the past several years, which might have affected the type, scope, and level of work being performed and to also address Police and Fire compensation that took into account the various benefits.

The objectives of the study were to: attract and retain qualified employees; ensure positions performing similar work with essentially the same level of complexity, responsibility, authority, and knowledge, skills, and abilities are classified together; provide salaries commensurate with assigned duties; clearly outline promotional opportunities and provide recognizable compensation growth; provide justifiable pay differential between individual classes; and maintain a competitive position with other comparable government entities and private employers within the same general geographic areas.



Compensation Study City of Portsmouth, New Hampshire

Evergreen Solutions was retained by the City of Portsmouth to conduct a Compensation Study. Evergreen evaluated employee compensation in terms of comparability and competitiveness from a market perspective with similar municipalities and positions in the region and provided recommendations to assist the City in recruiting and retaining a quality workforce.



Classification and Total Compensation Review City of Manchester, New Hampshire

Evergreen Solutions was retained by the City of Manchester to conduct a Classification and Total Compensation Review of 1,200 employees. Evergreen performed the following tasks in order to achieve the City's goals: conducted a job analysis, updated, and evaluated comprehensive wage, benefits, and PTO market survey and comparisons; developed a compensation philosophy and communication plan; revised performance assessment and evaluation system; provided tools and training; and provided recommendations and reports.



Job Classification and Compensation Study Town of Wethersfield, Connecticut

Evergreen Solutions was retained by the Town of Wethersfield to conduct a Job Classification and Compensation Study. The objectives of the study were to conduct a total compensation plan structure which will provide both internal and external equity, to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and classification recommendations.



Compensation Consultation Services Genesee County, New York

Evergreen was retained by Genesee County to provide Compensation Consultation Services for all full-time positions in the public sector. Evergreen provided recommendations to address any anomalies within current pay structures. Evergreen also performed the following tasks: conducted a survey of salaries; conducted interviews and/or job audits with employees; provided recommended salary ranges for each position; provided a recommended strategy for implementing any changes to the pay plan; and provided training for County HR staff to enable them to effectively use and maintain the market competitiveness.



Compensation Study City of Seaford, Delaware

Evergreen was hired by the City of Seaford to conduct a Compensation Study. The primary objectives of the study are to: attract and retain qualified workers; provide market rate salaries to all workers; enable the City to maintain a competitive position with other comparable municipalities and private companies within the same geographical area; and establish practices and policies to continue to meet the objectives in future years. In the end, Evergreen will update the City's current classification titles, job titles, and compensation plan for the City.



Classification and Compensation Study City of Milford, Delaware

Evergreen was hired by the City of Milford to conduct a Classification and Compensation Study. Evergreen will conduct a job analysis as well as an market salary survey to ensure internal and external equity. **Note:** Evergreen was previously hired by the City in 2021 to conduct a Job Classification and Compensation Study.



Classification and Compensation Study Services City of Westminster, Maryland

Evergreen Solutions was retained by the City of Westminster to provide Classification and Compensation Study Services. The scope of work included the review and updating of the City's current job descriptions as well as providing technical assistance in the development of a comprehensive performance evaluation system to integrate with the new classification system. The primary objectives for this study was to:

- develop a formal compensation philosophy for adoption by the Mayor and Common Council;
- identify comparable benchmark employers to guide the City's future employee salary and benefit decisions to facilitate the attraction and retention of high-performance staff members, while being financially sustainable;
- establish a comprehensive job classification system using the approved job evaluation system that accommodates the City's needs for an internally and externally equitable, defensible, market sensitive, and easily administered system for all current and future positions within the City;
- train Human Resources staff to apply the adopted compensation philosophy to maintain the adopted classification and compensation system; and
- provide legally defensible classification specifications (ADA, FLSA, and any other applicable federal and state laws).

Note: Evergreen was again hired in early 2021 to conduct a Compensation Plan update.



Salary and Benefits Review, and Analysis City of Hyattsville, Maryland

Evergreen Solutions was hired by the City of Hyattsville to conduct a Salary and Benefits Review and Analysis of all classifications. The process included a comprehensive review of market compensation averages using a detailed duties-based salary survey approach as well as a comprehensive benefits survey. Market position was determined, a compensation philosophy was developed and strategic positioning recommendations were made with the goal of providing the City a more equitable compensation model. **Note:** Evergreen was again hired in 2016 to conduct a Compensation System Analysis for the City. Evergreen also conducted a Compensation Plan Update for the City in 2023.



Classification and Compensation Study City of Laurel, Maryland

Evergreen was retained by the City of Laurel to conduct a Classification and Compensation Study. The scope of work included: defining a process for updating job description content; updating and/or creating new job descriptions for each classification ensuring that they meet all required legal standards, especially Equal Employment Opportunity and Americans with Disabilities Act (identification of essential job duties); determining the exempt or non-exempt status of each position, pursuant to the Federal Labor Standards Act; conducting a full market analysis of the classification and compensation structure for all City positions; recommending improvements to the current classification and compensation system or proposing a new system based on results from the market analysis that meet the requirements of the law, assures internal equity and external competitiveness, has the ability to be coordinated with current labor agreements, incorporates market conditions identified in the study, and standardizes and reduces the number of classifications in the City, if necessary or appropriate; reviewing the City's current merit program and providing a detailed assessment and any recommended adjustments; developing an implementation plan that includes senior staff management, employee, and union representation communication regarding results of the study and individual position classification and compensation assignments; and providing training on the use and maintenance of the system.



Classification and Compensation Plan Review City of Annapolis, Maryland

Evergreen Solutions was engaged with the City of Annapolis to conduct a Classification and Compensation Plan Review. The primary objectives of the study were to: review and revise the current classification system; review and revise job descriptions; determine relevant competitive markets by conducting a salary survey of selected peer organizations; propose guidelines for an improved or new compensation program; and provide recommendations to keep the current pay structure competitive.



Job Classification and Compensation Study City of Baltimore, Maryland

Evergreen Solutions was engaged with the City of Baltimore to conduct a Job Classification and Compensation Study. Evergreen conducted a total compensation survey using both private and public companies, using not only job titles, but duties and responsibilities based upon classification specifications for the seven existing classifications (i.e., Engineers, Nurses, Public Health Representative, Forensic Scientist, Safety Enforcement Officers) from the City. Based on the results, Evergreen determined the most appropriate market pay for each position in consideration of the City's compensation practices/philosophy. Evergreen further completed an internal base salary relationship analysis, including the development of appropriate internal relationship



and equity guidelines, developed external competitive and internal equitable salary recommendations for each classification included within the study, and prepared and recommend a salary range to each classification which reflected the results of the market survey and the analysis of the internal relationships to include impact analysis.

Note: Evergreen was again hired in both 2022 and 2023 to conduct a Compensation Study.



Compensation Study City of Hagerstown, Maryland

Evergreen Solutions was retained by the City of Hagerstown to conduct a Compensation Study. Evergreen's consultants worked with the City to evaluate what type of pay plan would reinforce current and future goals. Evergreen identified external targets for surveying select positions. After conducting the market salary survey, Evergreen produced a pay plan for employees that best met the needs of the City and included the number of grade, steps, and ranges as well as recommendations for continued administration of the compensation system.



Wages and Salary Scale Study Washington County, Maryland

Evergreen Solutions was retained by Washington County to conduct a comprehensive study of the County's wages as they related to neighboring jurisdiction's wages and salaries, the purpose of which was to assure adequacy of pay and employee wages when compared to area private and public employees. Evergreen met with each Division Director to gather information regarding pay issues that were unique to their departments. Evergreen conducted a brief review of the method of classifying positions to ensure its adequacy in today's pay and classification environment. Using the current or revised classification system, Evergreen evaluated all positions and placed them in an appropriate "grade". Evergreen recommended a system the County could use in the years to come to evaluate job positions.



Compensation Study Allegany County, Maryland

Evergreen Solutions was engaged with Allegany County to conduct a Compensation and Classification Study. The County was looking for an overall review and recommendations on its current compensation and classifications. To accomplish this, Evergreen conducted: a market and compression analysis; a classification structure review; and a performance



evaluation study. Evergreen then provided merit system recommendations.
Note: Evergreen previously worked with the County to conduct a Comprehensive Compensation Study and analysis for the Office of the Sheriff.



Classification and Compensation Study Frederick County, Maryland

Frederick County has retained Evergreen Solutions to conduct a Classification and Compensation Study for the County's 2,950 employees. Evergreen will conduct a job analysis to determine internal equity within the County and update job descriptions based on findings from the analysis. Evergreen will also conduct a salary survey by comparing the County's positions to the market in order to provide recommendations to the County to make salaries more competitive for recruitment and retention purposes.
Note: This project is nearing completion.



Classification and Compensation Study Prince George's County, Maryland

Evergreen Solutions was retained by Prince George's County to conduct a Classification and Compensation Study for approximately 7,000 employees. Evergreen performed the following tasks: conducted a job analysis to establish and/or redefine grades, classifications groups, and job relationships; identified benchmark jobs from each grade/classification to survey in the market; determined a relevant job market; conducted a customized market salary survey; performed survey data analysis and recommended appropriate pay structures; provided a cost analysis of all recommendations; and presented a final report to the County. Evergreen also provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan.



Classification Study Talbot County, Maryland

Evergreen was retained by Talbot County to conduct a Classification Study. Evergreen conducted a job analysis to determine the appropriate hierarchy of jobs within the County and updated job descriptions as needed. **Note:** Evergreen was again hired in 2024 to provide Job Performance Tracker and Competency Building to the County.



Classification and Compensation Study Garrett County, Maryland

Evergreen was retained by Garrett County to conduct a Classification and Compensation Study. Evergreen conducted a preliminary assessment of the County's existing compensation plan as well as collected and reviewed current environmental data within the County. Evergreen then evaluated and built a projected classification plan, followed by collecting market salary survey data. Strategic positioning recommendations were made prior to formulations of the solution analysis. A final report was presented to the County with recommendations to update the compensation and classification plans along with implementation strategies.



Compensation and Classification Study Charles County, Maryland

Evergreen Solutions was engaged with Charles County Government, Maryland to conduct a Compensation and Classification Study. The purpose of the study was to review the classification and compensation system; conduct a compression analysis and prepare a compensation philosophy; conduct a market analysis; prepare a new pay plan; and provide recommendations for pay incentives, supplements, and policies.



Compensation Study Town of Ocean City, Maryland

Evergreen Solutions was engaged with the Town of Ocean City to conduct a Compensation Study. Evergreen conducted an analysis of pay against the market and prepared a summary report of the survey results in order to make recommendations for updating the Town's pay plan.



Classification and Compensation Study City of Falls Church, Virginia

Evergreen Solutions was engaged with the City of Falls Church to conduct a Classification and Compensation Study. Evergreen's consultants evaluated the City's present classification system and compensation structure as it compared to the local and regional job market for comparable public sector employers, municipalities and local market competitors. In addition, Evergreen evaluated all positions to determine the relative worth in the City for internal equity and establish pay ranges and progression within the ranges. Evergreen further conducted an analysis of gender pay equity and provided recommendations to the City.



Pay and Classification Study City of Williamsburg, Virginia

Evergreen Solutions was retained by the City of Williamsburg to conduct a Pay and Classification Study. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the marketplace to determine the appropriate pay levels for all jobs. Recommendations were provided to improve the fairness and equity in the current classification and compensation system.



Classification and Compensation Study City of Fredericksburg, Virginia

Evergreen Solutions was engaged with the City of Fredericksburg to conduct a Classification and Compensation Study. Evergreen conducted a full job analysis of City positions and revised, if necessary, existing job descriptions based upon the findings of the job analysis. Evergreen also surveyed the local labor market to ensure that the City's overall package of compensation and benefits was competitive and evaluated whether the City's current human resources policies were affecting the City's ability to compete in the labor marketplace. Evergreen assisted the City in updating its current classification and compensation plan and developing a strategy to increase employees' pay to a competitive level that aligned with the results of the study. Evergreen provided recommendations to the overall classification and compensation plan that provided internal equity and that was competitive in the marketplace to attract and retain qualified employees.

Evergreen Solutions was engaged with the City of Norfolk to conduct a Classification and Compensation Study. Evergreen conducted a job analysis to determine internal equity as well as an external labor market analysis to determine whether the City was competitive with its peers.



Classification and Compensation Study City of Norfolk, Virginia

Evergreen Solutions was hired by the City Norfolk to conduct a Compensation Study. Evergreen will review existing compensation plans and understand current challenges in recruiting and retaining employees; provide the City with a review of benchmark cities' compensation policies; propose a comprehensive plan; recommend appropriate placement of each existing position on the proposed step plan; complete a compression analysis and provide recommendations; and recommend implementation strategies. The City of Norfolk had 5,000 employees at the time of the study.

Note: Evergreen was previously hired in 2022 to provide Consulting Services for Compensation Program Transition.



Consulting Services for Compensation Program Transition City of Newport News, Virginia

Evergreen Solutions is retained by the City of Newport News to provide Consulting Services for Compensation Program Transition. Evergreen carried out a feasibility study, entailing an assessment/evaluation of the City's current compensation program/pay structure (traditional salary ranges) and the viability/practicability of the City's transition from its current pay structure to a broadband pay structure, or multiple structures for specific work groups. **Note:** Evergreen previously conducted a job comparability study for the City and the Newport News Sheriff's Office.



Classification and Compensation Study City of Hopewell, Virginia

Evergreen was hired by the City of Hopewell to conduct a Classification and Compensation Study. Evergreen will perform the following tasks: review current classification grade methodology and propose recommended strategies for the City; update and/or create ADA compliant job descriptions; compare position description questionnaires to existing job descriptions; analyze existing internal hierarchy based on job relationships, identify problem areas within the internal hierarchy system, and propose implementation methods to correct identified problems; recommend appropriate salary range for each existing or proposed position; recommend implementation strategies; and conduct a compression analysis.



HR Market Study Botetourt County, Virginia

Evergreen Solutions was retained by Botetourt County to conduct an HR Market Study. Evergreen determined the salary range of profiled entities compared to the County for each covered position's minimum, midpoint and maximum; examined the existing employee average salary of profiled entities compared to each County's positions; determined the County's market position for each position individually and overall; and reviewed EEO category and exempt status for all 25 positions; and provided a recommendation for needed revisions to the County's pay plan



Job Analysis Prince William County, Virginia

Evergreen Solutions was retained by Prince William County to conduct a Job Analysis of one position. Evergreen used a Job Assessment Tool to analyze the position and determine the proper placement with the current pay plan.



Classification and Compensation Study County of Culpeper, Virginia

Evergreen was retained by Culpeper County to conduct a Classification and Compensation Study. The objectives of the study included the following: attract and retain qualified employees; ensure that positions performing similar work with essentially the same level of complexity and responsibility are classified together; ensure that salaries are commensurate with assigned duties; provide options for compensation growth; provide equitable salaries for all employees of the County; and, provide the County with a salary structure that enables the County to maintain a competitive position with other Counties within the same geographic area. **Note:** Evergreen previously conducted a similar study for the County.



Classification and Compensation Study (Phase I) Loudoun County, Virginia

Evergreen Solutions was engaged with Loudoun County to conduct a Classification and Compensation Study. Evergreen conducted a comprehensive review and evaluation of the County's compensation philosophy and competitive market and made recommendations to retain, modify and/or change the compensation philosophy and/or competitive market. Evergreen also conducted a comprehensive review and evaluation of policies governing the County's total compensation program (pay and benefits offerings) and classification system; benchmarked the elements of the County's total compensation and classification program against its current competitive market and other potential competitor jurisdictions; and made recommendations to retain, modify and/or change elements of the total compensation and classification program.

Evergreen further conducted a comprehensive review and an evaluation of the County's performance plan system; benchmarked the County's system against the job description systems of its competitive market and other potential competitor jurisdictions; and made recommendations to retain, modify, or change the current system. In the end, Evergreen provided comprehensive recommendations for modifying classification and compensation policies and procedures.



Classification and Compensation Study (Phase II) Loudoun County, Virginia

Evergreen Solutions was again hired by Loudoun County to conduct a Classification and Compensation Study (Phase II) for more than 3,500 employees. Evergreen accomplished the objectives of the Phase II of the study by performing the following tasks:

- developed recommendations on a strategy to implement and administer a compensation philosophy range of 95 percent to 105 percent of the comparator market.
- conducted a comprehensive benchmark market analysis of all County jobs.
- developed a new market competitive pay plan to include an open range pay plan for the general workforce and a “grade and step” pay plan for Public Safety positions.
- provided recommendations for any additional pay incentives and supplements that assisted in maintaining competitive pay as described in Loudoun’s compensation philosophy.
- reached out to peers for information relating to pay grades, pay policies, and benefits information.
- developed a new comprehensive classification system that allows for more levels and specificity within and across each job group, to include the development of standardized job descriptions.
- obtained an analysis of pay compression within the County and recommendations for addressing pay compression once a new pay plan was implemented; and
- developed recommendations for revisions to the Board approved classification and compensation policies found in Chapter 5 of the Human Resources Handbook.



Classification and Compensation Study Chesterfield County, Virginia

Evergreen Solutions was on contract with Chesterfield County to conduct a Classification and Compensation Study and Pay Plan Development for Public Safety. The study included an examination of the County’s classification and compensation system in order to make recommendations for compensation policies, practices, and procedures; and develop a Public Safety Pay Plan. Evergreen worked with the County to develop a comprehensive plan for



County employees based upon an objective analysis and thorough evaluation of job content and internal equity. Evergreen reviewed current job descriptions, salary relationships, classifications, and grade methodology. Based on this review and a compression analysis, Evergreen recommended pay and classification strategies for the County. Evergreen also identified and recommended pay incentives and supplements for employees and policies and procedures to administer the new Public Safety Pay Plan. **Note:** Evergreen was again hired in 2021 by Chesterfield County and Chesterfield County Public Schools to conduct a Compensation Study. Chesterfield County had 3,600 employees at the time that were included in the study.



Comprehensive Classification and Compensation Study Isle of Wight County, Virginia

Evergreen Solutions was again engaged with Isle of Wight County to conduct a Comprehensive Classification and Compensation Study which assisted the County in updating its classification plan, revising salary administration guidelines, and developing a compensation philosophy within the competitive labor market. The study also evaluated the County's internal equity (compression) as well as the current classification and salary structures as compared to the job market for comparable positions in other municipalities, and in the private sector when appropriate.

The County's objectives for the study were to: attract and retain highly qualified employees; ensure positions performing similar work with essentially the same level of complexity, responsibility, and required knowledge, skills, and abilities are classified together; provide salaries commensurate with assigned duties; outline promotional opportunities and provide recognizable compensation growth (e.g., Career Development Program for non-sworn employees); provide justifiable pay differential between job classifications; maintain a competitive market position with other comparable government entities and private employers (as applicable) within the same geographic areas; address pay compression and equity issues; and recommend additional pay incentives and supplements that can be considered to remain competitive in the market. **Note:** Evergreen previously conducted a similar study for the County.



Classification and Compensation Study Mecklenburg County, Virginia

Evergreen Solutions was engaged with Mecklenburg County to conduct a Compensation and Classification Study. Evergreen evaluated current positions, inclusive of current County, Constitutional Officers, and Social Services positions, and surveyed participants/comparable organizations from a pre-determined list of entities and developed and implemented a



compensation study that included wages as well as local government-controlled benefits, such as employer and employee healthcare contribution percentages, Flexible and Health Savings Account matches, and leave accruals; and analyzed the results (Local government-controlled benefits does not include contributions to the Virginia Retirement System). Evergreen further reviewed the position descriptions for individuals and developed a classification plan to include all County Departments, Constitutional Officers, and Social Services(Directors and employees); document and develop, as necessary, the requirements of each position including, education, experience, certification and other related information; assigned each job description to a classification system that reflected equitable placement between the various job responsibilities; and provided suggestions for retitling any current positions, as necessary, to remain competitive, based on the compensation study as well as general market knowledge.



Classification and Compensation Plan Review and Guidance City of Raleigh, North Carolina

Evergreen was hired in the latter part of 2020 to provide Compensation and Classification Plan Review and Guidance to the City for its workforce of more than 4,500 employees to ensure that the City was competitive with the regional market. **Note:** Evergreen was hired in 2019 to analyze compression for the City's fire and police pay plans and recommend conversion options for open range pay plans. In addition, Evergreen was hired in 2020 to review the organizational structure of the Transportation Planning Service Unit.



Classification and Compensation Study City of Rocky Mount, North Carolina

Evergreen Solutions was retained by the City of Rocky Mount to conduct a Classification and Compensation Study for its 1,365 employees. Evergreen's consultants conducted a comprehensive salary study of appropriate public and private sector organizations as well as non-profits and utilities to determine whether the City's salaries, benefits and wages were competitive within the appropriate job market and reviewed the effectiveness of the City's overall compensation system. Evergreen further reviewed the City's salary structure and pay plan to ensure the City can support recruitment and retention of employees more effectively and reviewed the accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, licensing requirements, on-call requirements, and supervisory requirements, etc. Evergreen also provided an analysis of the existing internal hierarchy and internal career ladders where appropriate and assisted the city with efforts to more fully develop and clearly outline job progression opportunities and provide recognizable compensation growth. In the end, Evergreen developed and presented final recommendations with an implementation plan that included the impact of implementing recommended adjustments to current salaries both immediately and in the future. **Note:** Evergreen was again hired in 2024 to conduct a compensation plan update for the City.



Compensation and Classification Study City of Goldsboro, North Carolina

Evergreen Solutions was engaged with the City of Goldsboro to conduct a Compensation and Classification Study. Evergreen's consultants evaluated the current compensation and classification systems for the City; conducted a market survey of comparable peer organizations; developed a final report that outlined the methodology used to conduct the compensation and classification study, documented the results of the study, including all market research; and developed recommendations for the administration of the updated compensation and classification systems.



Classification and Compensation Study City of Hendersonville, North Carolina

Evergreen Solutions was retained by the City of Hendersonville to conduct a Classification and Compensation Study. The study included the review of the existing classification plan, position descriptions and methods of reclassification, the performance of a salary study and the preparation of pay plan schedules, job descriptions.



Classification and Compensation Study City of Southport, North Carolina

Evergreen was retained by the City of Southport to conduct a Classification and Compensation Study. Evergreen reviewed the current City's environment data; evaluated and built a projected classification plan; conducted a market salary survey; developed strategic positioning recommendations and recommendations for compensation administration; and provided revised class descriptions and FLSA determinations.



Pay and Classification Study Buncombe County, North Carolina

Evergreen Solutions was retained by Buncombe County to conduct a Pay and Classification Study. Evergreen Solutions conducted a classification analysis using Evergreen Solutions' Job Assessment Tool job evaluation methodology in addition to a statistical assessment of current conditions. Evergreen Solutions also analyzed local market and benefits data taken from peer organizations to determine the appropriate compensation levels for benchmark positions. Recommendations for adjustments to the



compensation and classifications plan were made and procedures for the continued maintenance of the plans were provided. **Note:** Evergreen was again hired in 2023 to conduct a Compensation Study.



Position Analysis and Revision Project Harnett County, North Carolina

Evergreen Solutions was retained by Harnett County to conduct a Position Analysis and Revision Project. Evergreen's consultants conducted an analysis of current County positions to determine the plan of action, whether to completely recreate the descriptions or to possibly update those that were more current, resulting in a consistent format for all descriptions. Evergreen then made recommendations regarding the process; provide implement options; provided recommendations and training for best practices to maintain up-to-date descriptions going forward; advised the County regarding FLSA Exempt/Nonexempt status for all updated job descriptions; and assessed the County positions to determine any opportunities for consolidation of existing positions and job descriptions.



Comprehensive Position Classification and Compensation Study Gaston County, North Carolina

Evergreen Solutions was engaged with Gaston County to conduct a Comprehensive Position Classification and Compensation Study for its 1,592 employees. The primary objective of the study was to implement a fair, consistent, competitive, equitable, and legally defensible classification and compensation system that allowed the County to attract, reward and retain qualified individuals. To accomplish this, Evergreen Solutions' consultants performed a comprehensive review of the County's classification and compensation system which included conducting an internal equity analysis of employee salaries.

Evergreen conducted a market analysis in which the County's salary ranges and benefit offerings were compared to the salary ranges and benefit offerings at peer organizations. Evergreen Solutions provided recommendations to create a system that not only aligned with the State of North Carolina's substantially equivalency requirement, but allowed for flexibility so as not to inhibit those departments that were not required to have this alignment. **Note:** Evergreen was again hired in 2021 to conduct a similar study for the County.



Classification and Compensation Study and Benefits Survey New Hanover County, North Carolina

Evergreen Solutions was retained by New Hanover County and the New Hanover Alcohol Beverage Control Board to conduct a Classification and Compensation Study for its employees. Evergreen Solutions' consultants conducted an employee classification and compensation study of public and private employers who were providing equitable services and, based on that study and determined if individualized position/job descriptions were needed, and if so, assisted in the development of those descriptions. Evergreen Solutions prepared a comprehensive analysis that identified New Hanover County's competitive position in the labor market and provided a recommendation for total salaries and benefits, including the total compensation package of insurance and other benefits (including paid leave), and prepared recommendations for compensation policies, including variable incentive pay options, to maintain competitiveness, reward employees, and ensure equity.

Select County and ABC Board members were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.

Note: Evergreen was again hired in 2022 to conduct an update of the County's Classification and Compensation plans.



Compensation and Classification Study Transylvania County, North Carolina

Evergreen was retained by Transylvania County to conduct a Compensation and Classification Study. Evergreen evaluated the current compensation and classification plan and identified classification of existing positions. Evergreen identified appropriate benchmarking standards and conducted a total compensation survey with comparable municipalities and private sector employers, when applicable. Survey data was provided to the County in a usable electronic format for analysis for each position. Evergreen conducted a solution analysis and developed strategic positioning recommendations. Evergreen reviewed the total compensation system, identified potential pay compression and/or inequities (both internally and to the market), and provided recommendations. **Note:** Evergreen was again hired in 2022 to conduct a Compensation and Benefits Study.



Compensation and Classification Study Union County, North Carolina

Evergreen Solutions was retained by Union County to conduct a Compensation and Classification Study. Evergreen Solutions performed the following tasks:

- conducted a comprehensive evaluation of every classification within the County to determine relative worth within the organization (internal equity), placement in the organizational pay plan and for the establishment of pay bands;
- established appropriate benchmarking standards and included should be a comparison and analysis of salaries and wages of like or similar jobs (external equity) in comparable government and private employers in North Carolina, South Carolina and Virginia for which the County competed for a labor supply;
- created class/position descriptions that included required knowledge, skills and abilities (KSA) for each position class in a standardized format. The analysis produced a sampling that produced statistical reliability and valid results;
- recommended needed changes to the existing compensation & classification plan to alleviate salary compression issues;
- provided a multi-year implementation plan to adjust compensation as identified in analysis;
- provided a synopsis prepared for management review, covering the salient features of the proposal including overall costs and term of work; and
- provided a procedure manual and training for Human Resources employees that enable them to maintain the recommended classification and compensation plan.



Salary Equity Study Guilford County, North Carolina

Evergreen Solutions was retained by Guilford County to assess pay equity based on race and gender for all County employees. Evergreen's consultants performed a review of approximately 1,500 plus positions for internal salary equity. This was accomplished by reviewing the incumbent's related education and experience prior to County employment and related experience gained with the County. Evergreen's consultants also reviewed job descriptions, in conjunction with County Staff, to ensure that content and titles were current, accurate and were consistent with FLSA, EEO and ADA considerations. At the conclusion of the study, Evergreen made recommendations by individual position/employee for internal salary equity pay adjustments and provided an analysis that included a statistical treatment of pay placement and progression.



Compensation, Classification, and Benefits Study Haywood County, North Carolina

Evergreen Solutions was retained by Haywood County to conduct a Compensation, Classification and Benefits Study. Evergreen's consultants reviewed the County's current pay grades and classification information; conducted salary and benefits surveys of the County's peers; made recommendations to update or restructure the County's pay grades and classification system; and provided revised job descriptions for the updated/restructured classification system.



Classification System and Pay Plan Development Study Franklin County, North Carolina

Evergreen Solutions was retained by Franklin County to conduct a Classification System and Pay Plan Development Study. The Evergreen Team worked with the County to obtain the current classification system and pay plans. After an initial assessment, Evergreen consultants collected data using the Job Assessment Tool© and conducted market salary and benefits surveys to develop recommendations regarding strategic positioning, a new job classification, and compensation and position evaluation system based on analyses of the data gathered. **Note:** Evergreen was also hired to conduct a Performance Evaluation Study.



Classification and Compensation Study Dare County, North Carolina

Evergreen Solutions was engaged with Dare County to conduct a Classification and Compensation Study. Evergreen's consultants conducted a comprehensive evaluation of every job to determine relative worth within the County (internal equity), placement in the organizational structure, and to establishment appropriate pay ranges. Evergreen further established appropriate benchmarking standards to include a comparison and analysis of salaries and benefits of like or similar jobs (external equity) of comparable local governments and private employers in various markets for which the County competed for labor supply.



Classification and Total Compensation Study Ashe County, North Carolina

Evergreen Solutions was retained by Ashe County to conduct a Classification and Total Compensation Study. Evergreen performed the following tasks: reviewed the existing classification plan and related job descriptions; conducted a salary study that included public and private employers who



were providing comparable services; prepared recommendations for compensation policies, including cost of living increases, career ladders, certification incentives, to ensure internal pay equity; and examined and compared benefits in relation to other local governments.



Classification and Compensation Study Onslow County, North Carolina

Evergreen was retained by Onslow County to conduct a Classification and Compensation Study. Evergreen provided an updated market study of comparable entities, evaluated the current compensation and classification, performed a pay compression analysis of all County positions, and developed policy recommendations for the administration and maintenance of the classification and compensation system.



Compensation Strategy Review and Classification Study Town of Clayton, North Carolina

Evergreen Solutions was engaged with the Town of Clayton to conduct a Compensation Strategy Review and Classification Study. The focus for this project was internal equity and correcting salary compression where it existed, as well as an external market benchmarking/analysis. Recommendations included a review of the current classification system taking into account changes in Federal and State laws in order to provide for legally defensible classification specifications (essential job functions, FLSA, especially exempt/non-exempt status). Evergreen's consultants identified and recommended career pathing, as well as established recommended titling guidelines based on rules incorporating organizational hierarchy. **Note:** Evergreen was again retained in 2022 to conduct an Organizational/Staffing Study for the Town. Evergreen was also hired in 2024 to conduct a Compensation Plan Update.



Classification and Compensation Study Town of Huntersville, North Carolina

Evergreen Solutions was retained by the Town of Huntersville to conduct a Classification and Compensation Study. Evergreen performed the following tasks:

- conducted a comprehensive evaluation of every job classification to include job surveys, individual employee interviews or interviews within similar work groups;
- analyzed data and follow-up with employees and/or supervisors to clarify any concerns;



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- made initial recommendation to HR Director, Town Management and Department Directors for any changes to existing positions and overall classification plan;
 - based on initial recommendations and feedback, conducted any follow-up meetings and drafted a classification plan and specifications;
 - reviewed and updated job descriptions to ensure that content and titles were current, accurate and consistent with job analysis and all relevant federal and state statutes;
 - identified the benchmark positions and any specialized positions from each classification to survey;
 - determined a relevant job market with town management to include surrounding and comparable municipalities and private sector as appropriate;
 - conducted salary survey that include salary ranges, pay incentives, and benefits;
 - analyzed survey data analysis and recommend pay structures (grades/classification groups and pay ranges);
 - reviewed the impact on current employees for pay adjustments based on the recommended structure and existing/resulting compression adjustments;
 - developed adjustment strategies and cost scenarios which included a short and long term strategy; and
 - provided recommendations to HR Director and Town Management for pay structures and related pay adjustments.



Employee Compensation Study City of Beaufort, South Carolina

Evergreen Solutions was engaged with the City of Beaufort to conduct an Employee Compensation Study. Evergreen's consultants: provided a comprehensive evaluation of every job within the City to determine relative worth within the organization for internal equity; established appropriate benchmarking standards and conducted salary analysis as needed for similar positions with comparable South Carolina municipalities; recommended salary range for each position based on the compensation survey results and established step progressions within the ranges; prepared a new salary structure based on the results of the survey and best practices; identified potential or existing pay compression issues and provided solutions; identified any extreme individual or group compensation inequities and provided a recommended corrective action plan and process to remedy deviations;



analyzed and recommend changes to the present compensation structure to meet market analysis; and recommended implementation strategies for compensation practices, based on market demands, including pay for performance, skill pay, certification/education compensation, special assignment compensation, bilingual pay, promotional pay, and acting assignment pay.



**Wage and Compensation Study
City of Folly Beach, South Carolina**

Evergreen Solutions was retained by the City of Folly Beach to conduct a Wage and Compensation Study. The primary objectives of the study were to: ensure fair and equitable compensation relationships within the City; provide competitiveness with the external market; provide clear guidance on progression within identified ranges; and provided implementation strategies and priorities moving forward.



**Employee Compensation and Classification Study
City of Greenwood, South Carolina**

Evergreen Solutions was retained by the City of Greenwood to conduct an Employee Compensation and Classification Study. Evergreen's consultants evaluated the City's current market position by comparing the City to other organizations, and provided recommendations on a phased implementation approach for recommendations. Evergreen's consultants further assisted the City in determining creative strategies to attract and retain a qualified workforce.



**Classification, Compensation and Benefits Study (Included a Staffing Study)
City of Clemson, South Carolina**

Evergreen Solutions was retained by the City of Clemson to conduct a Classification and Compensation Study and Staffing Study. Evergreen reviewed the existing classification and compensation plan to ensure that all positions within the City were internally equitable and externally competitive. The objectives of the study were to: have a creditable Classification and Compensation Plan that ensured positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities were classified together; provide salaries commensurate with assigned duties and provides recognizable compensational growth; and provide justifiable pay differential between individual classes and maintains currency with relevant labor markets. The end product of the study included recommendations for a classification schedule, job descriptions, a wage comparison with comparable cities/towns and a compensation plan.



The Staffing Study documented and reviewed existing operations of the City through a collection of Key Performance Indicators (KPIs) and other outcome-related data. Evergreen developed and collected the staffing and outcome survey and analyzed peer data to determine the relevant staffing range for each department/function, service, and level. Evergreen reviewed the results collected and developed recommendations that identified all gaps between the current and desired staffing by level and functional area of the City.



Classification and Compensation Study City of Mauldin, South Carolina

Evergreen Solutions was retained in 2023 by the City of Mauldin to conduct a Classification and Compensation Study. Evergreen recommended the assignment of each position within the classification structure using a standardized rating system that analyzed each position against multiple evaluation criteria and conducted a comprehensive benchmark market analysis of all City positions with comparable and surrounding (regional) jurisdictions, institutions of higher education, and applicable private/public sector competitors. **Note:** Evergreen previously conducted a similar study for the City.



Compensation Study City of Pickens, South Carolina

Evergreen was hired by the City of Pickens to conduct a Compensation Study. Evergreen conducted a comprehensive preliminary evaluation of the existing compensation plan(s) for the City; identified positions to benchmark; identified a comprehensive list of targets; conducted a market salary assessment; developed a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement; slotted classifications into the revised or new pay scale; and developed recommendations for a maintenance program.



Classification and Compensation Study City of Lancaster, South Carolina

Evergreen Solutions was retained by the City of Lancaster to conduct a detailed compensation and classification analysis of its employees. Employees participated in focus groups, interviews, and job analysis to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity. **Note:** Evergreen previously conducted a similar study for the City.



Comprehensive Classification, Compensation, Performance Management and Benefits Study City of Columbia, South Carolina

Evergreen Solutions was retained by the City of Columbia to conduct a comprehensive evaluation of the City's current compensation and classification structure for its 2,352 employees. The primary objective of the study was to determine whether the City's current pay structure, policies, and practices were effective as compared to peer organizations or whether future adjustments were needed. Evergreen's consultants conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions. Based on the data collected, Evergreen defined the essential functions of the job class, including, required education, experience, knowledge, skills, and abilities, to ensure compliance with ADA regulations; identified discrepancies between existing and proposed classifications; reported areas that were understaffed or under-utilized; identified management, supervisory, professional, technical and general employees, including each employee's FLSA status (exempt/non-exempt); evaluated and recommended other programs that could be implemented by the City to attract candidates for hard-to-recruit positions; and developed a tool that the City could utilize to evaluate and process future reclassifications.

To ensure external equity, Evergreen consultants compared the City to what other local jurisdictions were doing as it related to salary ranges, steps within ranges, and range spread, and listed options and made recommendations that could improve the City's position in the market and its ability to recruit and retain qualified employees. Evergreen reviewed policies and procedures to determine consistency with prevalent practices among City governments and other local jurisdictions related to setting salaries for new hires, and handling transfers, promotions, additional duty pay and retroactive adjustments.

Evergreen also developed and recommended a new and revised performance appraisal instrument(s) that would support the City's mission and strategic objectives and the City's compensation philosophy, and would work in concert with the classification and pay system that was established. Evergreen consultants worked with the Human Resources Department and other City officials to link the proposed performance evaluation system to the pay structure, and identified any real or perceived internal equity and salary compression issues within the City's various departments/offices, and listed options to address such questions as to how these issues were addressed by other municipalities.

In the end, Evergreen provided recommendations to the classification and compensation structure along with associated costs or savings of implementing those recommendations. Evergreen also provided training/education presentations to managers and senior management staff to ensure that there was an understanding and commitment to the new classification and compensation system. **Note:** Evergreen Solutions was again hired in 2022 to conduct a Compensation Study.



Classification, Compensation, and Time Use Study Oconee County, South Carolina

Evergreen was retained by the Oconee County to conduct a Classification, Compensation, and Time Use Study. Evergreen performed the following services: provided for a comprehensive evaluation of every job within the County to determine relative worth within the organization for internal equity and for the establishment of pay ranges and progressions within the ranges; reviewed all current job classifications, confirm, and recommended changes to hierarchical order of jobs using proposed evaluation system; recommended revision of policies and procedures related to compensation; established appropriate benchmarking standards and conducted a salary survey for similar positions with comparable municipalities as required; identified potential pay compression issues and provided potential solutions; analyzed and recommended changes to the present compensation structure to meet market analysis. This included recommendations for individual positions; evaluated how employees allocated their time during working hours and identified where time may be wasted or where productivity could be enhanced; provided recommendations for guidelines, vehicles and tools for classification and compensation structure. Evergreen further designed guidelines for progression within job classifications; outlined transition strategy and develop strategies for maintaining internal equity and market competitiveness over time; and assisted the County in assessing financial impacts to achieve market parity and potential inequities.



Classification and Compensation Study Services Beaufort County, South Carolina

Evergreen Solutions was engaged with Beaufort County to provide Classification and Compensation Study Services. The purpose of the study was to address changes in county operations and staffing over the past decades, which may have affected the type, scope, and level of work being performed. The objectives of the study were to: attract and retain qualified employees; ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together; provide salaries commensurate with assigned duties; clearly outline promotional opportunities and provide recognizable compensation growth; provide justifiable pay differentials between individual classes; and maintain a competitive position with other comparable governmental entities and private employers within the same geographic area.



Classification and Compensation Study Services Dillon County, South Carolina

Evergreen Solutions was retained by Dillon County to provide Classification and Compensation Study Services. Evergreen performed the following tasks: provided for a comprehensive evaluation of every job to determine relative worth within the County for internal equity and for the establishment of pay ranges and step progressions within the ranges; reviewed all current job classifications, confirmed, and recommended changes to hierarchical order of jobs using Evergreen's evaluation system; established appropriate benchmarking standards and conducted a salary survey for similar positions with comparable South Carolina jurisdictions; identified potential pay compression issues and provided potential solutions; and analyzed and recommended changes to the present compensation structure to meet market analysis.



Compensation and Classification Study Greenwood County, South Carolina

Evergreen Solutions was retained by Greenwood County to conduct a Compensation and Classification Study. Evergreen performed the following tasks: reviewed and evaluated each pay grade for accuracy and recommended necessary updates; provided a comprehensive evaluation of each job within the County, based on the current job description, to determine relative worth within the organization for internal equity and the establishment of pay grades; reviewed all current job descriptions, confirmed, and recommended changes to the hierarchical order of jobs using Evergreen's evaluation system; established proper benchmarking standards and conducted salary surveys for similar positions within the State of South Carolina; identified potential pay compression issues and provide potential solutions; and analyzed and recommended changes to the present compensation structure to meet market analysis.



Salary Parity Study / Structural and Compensation Systems Study Charleston County, South Carolina

In 2005-06, Charleston County conducted a Classification and Compensation Review using another consulting firm. Then in 2007, Evergreen Solutions was hired by the County to review the results and verify the recommendations that accompanied the study. The primary issue examined by Evergreen was the internal equity relationships present within the County's pay plan. The Evergreen Team administered a job analysis tool to County employees that helped determine job worth and verify internal equity relationships as they relate to compensation. Although the study's primary emphasis was ensuring that internal equity relationships were proper, the study also ensured that employees were paid consistently with the market. Evergreen provided detailed recommendations for adjusting the County's pay and classification structure and developed an implementation plan complete with costing information.



Note: Evergreen was again hired in 2012 to conduct a Structural and Compensation Systems Study. The Evergreen Team worked with elected official and employee committee throughout the process. Our phases included employee outreach, best practice research, and consensus building to recommend a 21st Century approach to compensation and classification management.

Note: Evergreen Solutions was again retained in 2016 to assist Charleston County with conducting comprehensive market analysis using selected benchmarks. A market survey was conducted to determine the external equity of the County against its peers.

Note: Most recently, Evergreen was hired in 2021 by Charleston County to conduct a Compensation Study. A market survey was conducted to determine the external equity of the County against its peers.



Classification and Compensation Study Berkeley County, South Carolina

Evergreen Solutions was retained by Berkeley County to conduct a Classification and Compensation Study for 1,153 employees. Evergreen's consultants reviewed the County's current classification and compensation plan and recommended a consistent and competitive market position that the County could maintain based on a salary survey results from peer organizations. Evergreen recommended an appropriate salary range for each position in the County based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity. Evergreen provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan.



Pay and Classification Study Dorchester County, South Carolina

Evergreen Solutions was retained by Dorchester County Government to conduct a Pay and Classification Study and make recommendations for implementation of a revised pay plan. The study included all employees and classifications in the County. As part of the study, Evergreen conducted focus groups and interviews with employees, and employees completed a Job Assessment Tool (JAT). Evergreen conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the County. Finally, a detailed plan was developed to provide the County with specific steps to implement an equitable and competitive compensation and classification plan.



Note: Evergreen was again hired in 2020 to conduct a Compensation Plan Update.



**Classification and Compensation Study
Pickens County, South Carolina**

Evergreen was retained by Pickens County to conduct a Classification and Compensation Study for 800 employees. Evergreen performed the following tasks: provided a comprehensive evaluation of every job within the County to determine relative worth within the organization for internal equity and to establish of pay ranges and progressions within the ranges; reviewed all current job classifications and recommended changes to hierarchical order of jobs using Evergreen's evaluation system; established appropriate benchmarking standards and conducted a salary survey with comparable local governments and private employers as required; identified potential pay compression issues and provided solutions; and analyzed and recommended changes to the County's compensation structure to meet market analysis.



**Classification and Compensation Study
Town of Hilton Head Island, South Carolina**

Evergreen Solutions was engaged with the Town of Hilton Head Island to conduct a Classification and Compensation Study for all its employees. The study included the following primary objectives: to conduct a thorough, complete and accurate class specifications/job descriptions for all positions; appropriate valuation of each position relative to other Town positions; and to develop a competitive total rewards package (salary and benefits) relative to similar positions in the market.

Evergreen provided written guidelines for maintaining class specifications/job descriptions, for evaluating/re-evaluating job class specifications/job descriptions and for maintaining model compensation structure (s). Evergreen further recommended pay administration policies to include, but not be limited to, policies regarding movement through ranges, adjustments within pay grades, adjustments for assumption of additional duties (temporary or permanent), reclassifications, promotions, transfers, demotions, career ladders, etc. and recommended reliable external market data sources for salary structure adjustments and determination of merit budget.

Upon recommendation to the Town for the implementation of a new classification and compensation program, Evergreen's consultants reviewed current performance management system documentation and provided recommendations to strengthen link between pay and performance as appropriate. In addition, Evergreen recommended future merit allocation



approaches, considering changes to classification and compensation program and limited budgets. **Note:** Evergreen was again hired in 2020 to conduct a similar study.



**Pay and Classification Study
Town of Moncks Corner, South Carolina**

Evergreen Solutions was engaged with the Town of Moncks Corner to conduct a Pay and Classification Study for its employees. As part of the study, Evergreen conducted orientation sessions, focus groups, and interviews. Employees completed a Job Assessment Tool (JAT) in order to analyze job duties and revise the current classification structure. A market salary survey was issued to local and regional employers to assess market competitiveness. Based on the findings from the classification and compensation review, a new pay plan as well as policies and procedures were recommended.



**Compensation Study
Town of Central, South Carolina**

Evergreen was hired by the Town of Central to conduct a Compensation Study. Evergreens consultants conducted an analysis of pay against the market and prepared a summary report of the survey results in order to make recommendations for updating the Town's pay plan.



**Classification and Compensation Study
City of Atlanta, Georgia**

Evergreen Solutions was retained by the City of Atlanta to conduct a Classification and Compensation Study for its more than 8,000 employees. The primary objectives of the study were to: ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together; provide salaries commensurate with assigned duties; outline promotional opportunities and provide recognizable compensation growth; provide justifiable pay differential between individual classes; and maintain a competitive position with other comparable government entities and private employers within similar geographic areas who are providing comparable and equivalent services.



Classification and Compensation Study City of Douglasville, Georgia

Evergreen Solutions was retained by the City of Douglasville to conduct a Classification and Compensation Study and Analysis of its workforce consisting of 225 full-time employees in approximately 96 job titles. Evergreen performed the following tasks:

- Evaluated the City's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors.
- Reviewed all current job descriptions and analyzed same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions and summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); and special requirements including licensing and certifications.
- Reviewed the City's current Position Classification and Wage Administration Plans and provided recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments.
- Analyzed all existing job family classifications, pay grades and salary ranges and recommended modifications as necessary.
- Analyzed all existing FLSA classifications and recommended modifications as necessary.
- Identified potential pay compression issues and provided alternative solutions.

Note: Evergreen was again hired in the latter part of 2021 and early in 2025 to conduct a Classification and Compensation Plan Update.



Compensation Analysis City of Alpharetta, Georgia

Evergreen Solutions was engaged with the City of Alpharetta to conduct a competitive compensation analysis. The purpose and intent of the study was to compare and contrast the City's current wage and benefit structure and levels with those of key competing employers' both public and private. The analysis was based upon job descriptions and/or duties performed rather than upon job titles in order to ensure accurate comparisons and to consider all aspects of the City's compensation package. At the time of the study, the City of Alpharetta employed 414 full-time and five part-time positions, excluding senior management and elected officials, defined



across 132 position descriptions. The base salary ranges for these positions were divided among eight pay grades. The primary goals of this project were to: determine the City's competitive position within the marketplace in terms of its overall compensation package; determine the relative value and competitive positioning of each compensation/benefit area; and identify any weaknesses within the components of the City's existing compensation package that may negatively impact the organization's ability to attract and retain talented employees. **Note:** Evergreen was again hired by the City on 2019 to conduct a Comprehensive Pay and Classification Study.



Employee Classification and Compensation Study City of Savannah, Georgia

Evergreen was engaged with the City of Savannah to conduct an Employee Classification and Compensation Study for its workforce of 2,500 employees. Evergreen developed a comprehensive job classification system that accommodated the City's need for a flexible, internally and externally equitable, defensible, market sensitive and easily administered system for all current and future jobs within the City. Evergreen established career paths for occupations, provide clear distinctions in different job levels, established performance standards/job qualifications for all newly created job classifications, produced job descriptions that were legally defensible and are in accordance with ADA and FLSA, assigned classifications to pay ranges designed by the City that were labor market appropriate, and trained Human Resource staff so that they could maintain, enhance, and use the classification system to identify and consistently apply the system to modify an existing position or classification or create a new position or classification scheme.

Evergreen further assisted the City in formulating a formal compensation philosophy and developing a compensation system for all job classifications based upon the adopted compensation philosophy. Evergreen identified comparable benchmark employers to guide the City's future employee salary and benefit decisions in order to facilitate the retention and attraction of high performing staff members, while being financially sustainable.



Comprehensive Classification and Compensation Study City of Garden City, Georgia

Evergreen Solutions was retained by the City of Garden City to conduct a Comprehensive Classification and Compensation Study for its workforce. The primary objectives of the Classification and Compensation Study were to: attract and retain qualified workers who would be paid equitable salaries; provide fair salaries for all workers of the City; and provide a salary structure that enabled the City to maintain a competitive position with other cities and companies within the same geographic area. To accomplish this, Evergreen: worked with the City's management staff to identify a market position for the City; developed a comprehensive labor market salary survey for the Chatham County area and surrounding municipalities that reflected both cities and private industry; analyzed existing internal hierarchy based



on job relationships, identified problem areas within the internal hierarchy system, and proposed implementation methods to correct identified problems; reviewed current classification grade methodology, and proposed recommended strategies for the City of Garden City; and developed a pay plan identifying specific parameters (i.e., percent spreads between ranges and within ranges). In the end, Evergreen prepared a cost analysis for positions that fell below the proposed minimum salaries following reclassification and developed recommendations and an instrument for the ongoing internal administration and maintenance of the proposed classification/compensation plan.

Note: In 2019 Evergreen was hired to conduct a Compensation Plan Update. More recently, Evergreen was retained in 2021 to conduct another Compensation Plan Update.



Classification and Compensation Study City of South Fulton, Georgia

Evergreen was retained by the City of South Fulton to conduct a Classification and Compensation Study. Evergreen performed the following tasks: provided a comprehensive evaluation of every job within the City to determine relative worth within the City for internal equity and for the establishment of pay ranges and step progressions within the ranges; evaluated the feasibility of having a twenty (\$20) dollar an hour minimum wage; reviewed all current job classifications, confirmed and recommended changes to the hierarchical order of jobs using the proposed evaluation system; established appropriate benchmarking standards and conducted salary surveys as needed for similar positions with comparable Georgia municipalities as required; identified potential pay compression issues and provided potential solutions; analyzed and recommended changes to the current compensation structure to meet market analysis; and evaluated and recommended appropriate compensation (salary and fringe benefits) for elected officials.



Comprehensive Classification and Compensation Study City of Tybee Island, Georgia

Evergreen Solutions was retained by the City of Tybee Island to conduct a Comprehensive Compensation and Classification Study. Evergreen's consultants reviewed the City's current compensation plan (salary grade levels and steps) to understand the current challenges of recruiting and retaining employees and identified and recommended a consistent and competitive market position that the City could strive to maintain based on a salary survey of both private and public sector peer organizations. In the end, Evergreen recommended an appropriate salary range for each position in the City based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity.



Evergreen prepared a new salary structure based on results of the salary survey and best practices and developed guidelines to assist the City staff with determining the starting pay for new employees based on knowledge and experience above minimum requirements of the position, how difficult the position is to fill, and market competitiveness. Evergreen further provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan. **Note:** In 2022, Evergreen was again hired by the City to conduct a Compensation Study.



Pay and Classification Study City of Roswell, Georgia

Evergreen Solutions was retained by the City of Roswell to conduct a Pay and Classification Study for approximately 1,000 employees. Evergreen's consultants evaluated the City's present compensation and classification structure, as compared to the relevant job market, for comparable positions in both the public and private sectors to ensure job market competitiveness, internal equity, and fiscal responsibility. Geographic applicability, specific job comparability, and departmental structure was considered to identify peers, and a market salary survey was conducted. A report of findings and recommendations, including cost estimate to adjust employee pay for new paygrades, was presented to the City Leadership Team, and Elected Officials. **Note:** Evergreen was previously hired by the City to conduct a Salary and Benefits Survey.



Classification and Compensation Plan Development City of Brookhaven, Georgia

Evergreen Solutions was engaged with the City of Brookhaven to develop a Classification and Compensation Plan. The primary goals of this project was to: ensure job descriptions accurately reflect work performed; identify career ladders/promotional opportunities for each classification; determine the City's competitive position within the marketplace; determine the relative value and competitive positioning of each compensation area; and identify any weaknesses within the components of the City's existing compensation plan that may negatively impact the organization's ability to attract and retain talented employees. Evergreen recommended appropriate salary ranges for existing or proposed positions based on the classification study and the compensation survey results. Evergreen also recommended a performance management and evaluation program, including a comprehensive evaluation form and rating system for fiscal year 2016 implementation. The evaluation plan included a performance-based component. **Note:** Evergreen was again hired by the City in 2019 to conduct a Salary Review.



Compensation Study City of Dalton, Georgia

Evergreen was hired by the City of Dalton to conduct a Compensation Study. Evergreen conducted a salary survey to determine the City's competitiveness in the market. Based on the results of the survey, Evergreen updated to City's pay plans. **Note:** Evergreen previously conducted a Classification and Compensation Study for the City. In 2024, The City again hired Evergreen to conduct a Classification and Compensation Study.



Classification and Compensation Study and Analysis City of Riverdale, Georgia

Evergreen was hired by the City of Riverdale to conduct a Classification and Compensation Study and Analysis. Evergreen will perform the following: provide a comprehensive evaluation of every job within the city to determine relative worth within the organization for internal equity; review all current job classifications and recommend changes to the hierarchical order of jobs; establish appropriate benchmarking standards and conduct a market salary survey; identify potential pay compression issues and provide potential solutions; analyze and recommend changes to the present compensation structure; and develop guidelines to assist City staff with determining the starting pay for new employees.



Compensation Salary Study and Survey Forsyth County, Georgia

Evergreen Solutions was retained by Forsyth County to conduct a Compensation Salary Study and Survey. Evergreen reviewed current wage and salary plans as well as salary grade levels to understand the County's challenges in recruiting and retaining employees. Evergreen conducted salary and benefits surveys of comparable labor markets by creating and utilizing survey documents developed and designed specifically for Forsyth County Government. The surveys were designed to capture actual salary, base salary, benefits, and classification salary range information to ensure that the County's salaries and classification salary ranges were competitive with other public organizations in the greater metro Atlanta labor market based upon 2019 cost of living projections and market influences. Evergreen worked with the Executive Team to identify the comparable labor markets, including both public sector, utility agency, and private sector employers, for the compensation survey.



Evergreen prepared a detailed report of findings, written recommendations, and associated implementation costs for the following: specific benchmark classifications, any classification salary range adjustments, and other salary components, which impact the County's competitive position. All findings included 2018 findings/costs and projected 2019 market influences, cost of living, and any other relevant impacting factors deemed important. **Note:** Evergreen previously conducted a Compensation and Benefits Study for the County.



Classification and Compensation Study and Analysis Douglas County, Georgia

Evergreen Solutions was engaged with Douglas County to conduct a Classification and Compensation Study and Analysis. Evergreen evaluated the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors. Evergreen performed the following tasks: reviewed all current job descriptions and analyze same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions & summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); special requirements including licensing and certifications; reviewed the County's current Position Classification and Wage Administration Plans and provided recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments; analyzed all existing job family classifications, pay grades and salary ranges and recommend modifications as necessary; analyzed all existing FLSA classifications and recommended modifications as necessary; established appropriate benchmarking standards and conducted salary surveys as needed for similar positions with comparable Georgia counties as required; identified potential pay compression issues and provided alternative solutions; and developed applicable classification/reclassification questionnaire.



Classification Study Cherokee County, Georgia

Evergreen Solutions was retained Cherokee County to conduct a Classification Study. Evergreen conducted a job analysis by collecting a Job Assessment Tool from employees to determine the appropriate hierarchy of jobs to ensure internal equity within the County and reviewed and revised job descriptions as needed. **Note:** Evergreen previously conducted a compensation study in 2022 and a compensation and benefits study in 2018.



Classification and Compensation Study and Analysis Columbus Consolidated Government, Georgia

Evergreen Solutions was engaged with Columbus Consolidated Government to conduct a Classification and Compensation Study and Analysis for its more than 3,000 employees. Columbus is Georgia's first consolidated city/county government, the second largest city in Georgia and is a recognized leader among its peer cities, and takes pride in its operational efficiency and the excellent quality of life it fosters.

Evergreen conducted an external market analysis to determine whether the City was competitive with its peers. Evergreen worked with Human Resources and City leadership to review its classification and compensation structure and recommended comparable public and private survey markets. Evergreen considered the compensation and benefits package received by employees with the City as it related to both the external and internal markets. The City's objectives for this study were to: attract and retain qualified employees; ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together; provide salaries commensurate with assigned duties; outline promotional opportunities and provide recognizable compensation growth; provide justifiable pay differential between individual classes; and maintain a competitive position with other comparable government entities and private employers within the same geographic areas.



Compensation and Pay Classification Plan Study City of Foley, Alabama

Evergreen Solutions was retained by the City of Foley to conduct a Compensation and Pay Classification Plan Study. The objectives of the study were to conduct and implement a total compensation plan (including benefits) structure for the City's workforce which would provide both internal and external equity, establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, determine and implement a program of accurate job descriptions based on job analysis, and develop a maintenance program for job descriptions and classification recommendations.

Evergreen conducted a wage and benefit survey among competing jurisdictions as well as public and private organizations to determine competitive wages in the appropriate labor market(s). Using the survey results, Evergreen assigned each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets with due consideration of the financial condition of the City. Evergreen provided estimates of the cost to install and implement the new pay plan and recommended a methodology for implementation. **Note:** Evergreen was again hired in 2022 to conduct a similar study for the City.



Classification and Compensation Study City of Auburn, Alabama

Evergreen Solutions was retained by the City of Auburn to conduct a Classification and Compensation Study for its 1,200 employees. Evergreen conducted a job analysis to determine internal equity and conducted a salary survey to determine whether the City's salaries were competitive in the market. Evergreen also reviewed and updated job descriptions, as needed.



Compensation and Benefits Study City of Mobile, Alabama

Evergreen Solutions was retained by the City of Mobile to conduct a Compensation and Benefits Study for its 1,100 employees. Evergreen's consultants surveyed the market to determine the City's market position and competitiveness with its peers as it related to compensation and benefits.



Classification and Compensation Study Baldwin County, Alabama

Evergreen Solutions was retained by Baldwin County to conduct a Comprehensive Classification and Compensation Study. Evergreen consultants conducted a job analysis, evaluated and revised job descriptions, conducted a market salary and benefits survey, developed a new pay plan based on the market results and job analysis, and prepared and presented a final report that recommended a new classification and compensation structure for the County.



Compensation, Pay and Benefits Study Lee County Commission, Alabama

Evergreen Solutions was retained by the Lee County Commission to conduct a Classification, Pay and Benefits Study for approximately 436 employees. To begin this study, Evergreen Solutions conducted a comprehensive, preliminary evaluation of the County's current pay scale and existing classification plan. Evergreen used its unique Job Assessment Tool® (JAT) to identify classifications of positions and perform job analyses, including an evaluation of supervisory comments. Follow-up interviews were conducted, as needed, and classification changes recommended.



Benchmarks and targets were identified for a market salary and benefits survey. Survey data and internal equity (with proper consideration of the financial condition of the jurisdiction), was used to determine proper pay scale, identify highly competitive positions within the County, and to make strategic positioning recommendations. Evergreen Solutions completed the study by conducting a solution analysis, developing and administering an employee appeals process, developing and submitting final reports, and recommendations for compensation administration to ensure that staff could conduct audits/adjustments consistent with study methods until the next formal study is conducted.



**Compensation Study
Shelby County, Alabama**

Evergreen Solutions was engaged with Shelby County to conduct a Classification and Compensation Study. Evergreen's consultants conducted a job analysis to determine the hierarchy of jobs within the County for internal equity as well as a market salary survey with comparable local and private sector employers to determine external equity. Evergreen further reviewed and updated job descriptions.



**Classification and Compensation Study
City of Miami Beach, Florida**

Evergreen Solutions was retained by the City of Miami Beach to conduct a Compensation and Classification Study for its 3,165 employees. Evergreen worked with the City to identify comparable cities and public sector organizations in South Florida to review the effectiveness of the City's current salary plan as it related to market competitiveness for attracting and retaining quality employees. The study was conducted in two phases. Phase 1 consisted of 300 positions (i.e., classifications) and Phase 2 also consisted of 300 positions. Therefore, only those employees that were covered by the 300 positions were included in each phase of the study.



**Classification and Compensation Study Services
City of North Miami Beach, Florida**

Evergreen Solutions was retained by the City of North Miami Beach to provide Classification and Compensation Study Services to the Water Department. Evergreen worked with the City to: determine the classifications to include in the job analysis; reviewed the proposed organizational chart; linked proposed classifications to any current



classifications; interviewed current water department leadership; documented specific classification challenges; selected peers class specifications to position creation; developed draft class specifications; assembled secondary data on classification plan ranges; determined the average actual compensation for classifications; slotted all classifications into the relevant pay plan; and estimated the cost to hire. **Note:** In 2021, Evergreen was hired to conduct a Classification and Compensation Study. Most recently, Evergreen was hired in 2023 to assess the cost of vacancies in the City.



Classification and Compensation Study City of Fort Myers, Florida

Evergreen Solutions was hired the City of Ft. Myers to conduct a Classification and Compensation Study for all employee groups (i.e., Police Union – Sworn only; Fire Union and General Union and Non-bargaining) consisting of 1,082 employees. The study will include comprehensive classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. An evaluation of external equity including a salary survey of competing organizations will also be conducted. The project will conclude with a series of findings and recommendations designed to identify and recommend resolution of any inequities in the system and, if necessary, redesign the existing system in place for the City. **Note:** Evergreen was again hired in 2020 to conduct a Compensation Study for the City as well as a Staffing Study of the Police Department.



Classification and Compensation Study and Staffing Study City of Pensacola, Florida

Evergreen Solutions was retained by the City of Pensacola to conduct a Classification and Compensation Study as well as a Staffing Study. For the staffing study Evergreen's consultants surveyed key staff and stakeholders to validate strategic needs and service areas, clarified duties and responsibilities, documented current functional areas, summarized major programs, answered specific questions regarding departmental organization and operations of the City to assure a valid understanding of the City; assigned functional areas and major programs to the specific strategic needs and service areas and weighted the allocated resources. Evergreen further identified jobs by level that fell outside of the estimated staffing thresholds; developed staffing model based on current strategic needs and peer thresholds; prepared summary of findings to the HR team; and identified areas needing improvement. **Note:** In 2019, Evergreen conducted a Compensation Study for the City.



Classification and Compensation Study City of Clearwater, Florida

Evergreen Solutions was retained by the City of Clearwater to conduct a Classification and Compensation Study for 1,882 employees. Evergreen's consultants reviewed and evaluated existing classification/compensation system and benefits structures; developed a new methodology for pay structures and guidelines to address internal equity and external competitiveness (a salary survey or market study of benchmark jobs against comparable positions in other governments and relevant industries); and prepared updated pay plan schedules.



Classification and Compensation Study City of Orlando, Florida

Evergreen was hired in 2024 by the City of Orlando to conduct a Classification and Compensation Study of its more than 4,500 employees. Evergreen will examine internal equity to ensure that all positions are classification properly and that employees doing similar work are on the proper pay scale and will examine external equity to determine whether the City's salaries are competitive. Based on the results of the job analysis, Evergreen will update all job descriptions and the City's pay plans. **Note:** Evergreen previously worked with the City on more than five occasions providing a variety of human resource consulting, including compensation studies for various employee groups.



Compensation Study City of Boca Raton, Florida

Evergreen was hired by City of Boca Raton to conduct a Compensation Study. Evergreen will conduct a comprehensive market-based survey and analysis of the City's current salary ranges and employee compensation for its 1,550 employees. Evergreen will also produce a pay plan for the City, develop strategic positioning recommendations and opportunities, and provide options to address salary progression and compression considering internal and external equity, and ensuring competitiveness within the market. Evergreen will prepare an implementation strategy and cost analysis for the pay plan and compensation recommendations.



Compensation, Classification, and Performance Management Study Manatee County, Florida

Evergreen Solutions was hired by Manatee County to assist with a county-wide Compensation and Classification Study. At the time of the study, Manatee County was a growing county with a population of over 300,000 located on the southwestern coast of FL between Pinellas and Sarasota Counties. An appointed County Administrator oversaw 16 departments, with approximately 2,900 employees within approximately 600 classifications and 58 pay ranges/grades.

The study included all employees that serve in capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted in throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. Evergreen Solutions helped the County attain their goal of maintaining a sound process providing a classification and pay structure that is fair, equitable, and systematic with a compensation plan comparable with other governmental jurisdictions and the private sector. In addition, Evergreen reviewed the performance management system in place within the County, and provided recommendations for improvement.



Compensation and Classification Study Services Monroe County, Florida

Evergreen was retained by Monroe County to conduct a Compensation and Classification Study for 265 non-union employees in 178 classifications as well as 124 union employees in 46 classifications who are represented by the Teamsters bargaining unit. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Evergreen's consultants compared the County's positions to other similar positions within other County departments to determine the relative value of each position to every other position in the County. Comparisons were made with regard to the actual work being performed and based on the current job description. In addition, positions were compared to other similar positions in other private and public sector organizations throughout the Florida Keys and South Florida. Characteristics such as size of the organization, geographic proximity, economic and budget characteristics, and other appropriate demographic data were taken into consideration when making comparisons. Evergreen's consultants also analyzed pay ranges in the public and private sector to determine the appropriate pay and benefit levels for all included jobs.



Recommendations were provided to improve fairness and equity of all jobs within the County. Select County staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished. **Note:** Evergreen was again retained in 2018 to conduct an update of the County's Classification and Compensation Plan to include fire and rescue. Most recently, Evergreen was retained in 2022 to conduct a Compensation Study.



Compensation Study Orange County, Florida

Evergreen Solutions was retained by Orange County to conduct a Compensation Study for non-represented staff. Evergreen's consultants conducted a salary survey to determine the County's market position and prepared a final report with cost analysis for implementation of all recommendations.



Classification and Compensation Study Palm Beach County, Florida

Evergreen Solutions was retained by Palm Beach County to conduct a Classification and Compensation Study, for more than 7,000 employees, in order to update the County's current classification and compensation structure. Evergreen performed the following tasks:

- conducted a job analysis across the County to ensure job descriptions matched the duties performed by the employee;
- provided an analysis of all positions' assigning an appropriate salary grade to ensure fairness and equity and included recommendations for all positions that were found to be above or below the assigned salary grade; and
- conducted a market compensation analysis of salaries and wages of like or similar jobs of comparable Florida public organizations with similar position and organizational characteristics.



Classification and Compensation Study Pinellas County, Florida

Evergreen Solutions was retained by Pinellas County to conduct a comprehensive classification and compensation study for 3,100 employees that included recommendations and suggestions for an implementation and maintenance process that effectively provided the County with the resources and expertise to further enhance its classification and compensation program. A comprehensive job classification and pay study hadn't been conducted since 2004 so the County believed it was important to invest in a study that would look at both internal and external equity.

The objective of the study was to have a credible classification and compensation plan that: allowed positions performing similar work with similar levels of complexity, responsibility, and knowledge, skills and abilities to be classified appropriately; identified salaries for assigned duties; outlined promotional opportunities and possible compensation growth; identified pay differential between individual classifications; and identified relevant labor markets.



Classification and Compensation Study Analysis Suwannee County, Florida

Evergreen was hired by Suwannee County to conduct a Classification and Compensation Study Analysis. Evergreen will perform the following tasks: provide a comprehensive evaluation of every job in the County; establish appropriate benchmarking standard and conduct salary surveys; analyze and recommend changes to the present compensation structure to meet market analysis; update job descriptions; recommend and identify a consistent and competitive market position; conduct a compression analysis to include any recommendations for implementation; and conduct a training program for the Human Resources staff.



Section 2.0

Proposed Project Team



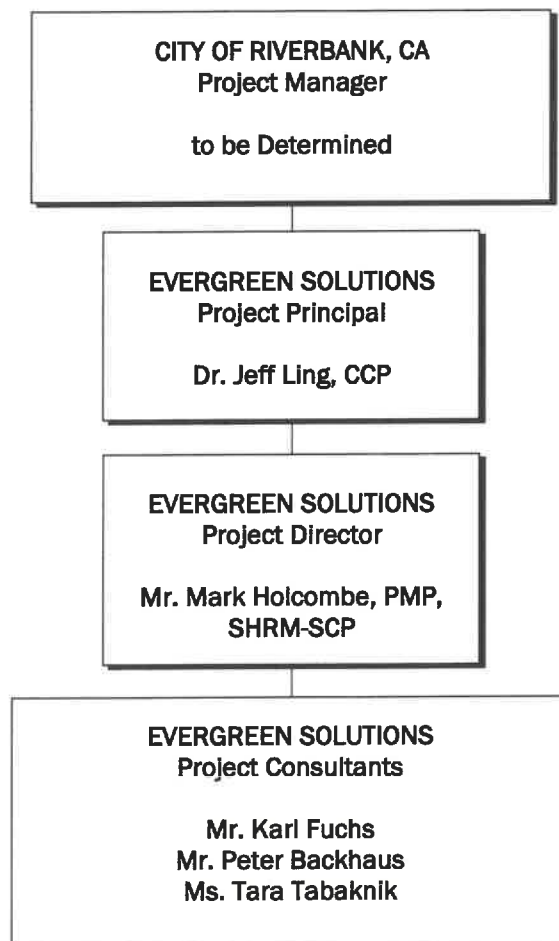
2.0 *Proposed Project Team*

In this section, we provide you with the qualifications of our proposed project team through summary resumes. Detailed resumes are available upon request.

2.1 Proposed Project Team

Exhibit 2-1 Proposed Project Management Organization and Personnel Assignments

Exhibit 2-1 reflects our proposed project management and personnel assignments. The structure has been designed to clearly define the roles and responsibilities of each part of the Comprehensive Classification and Compensation Study so that there will be no confusion as to who is responsible for any aspect of this engagement with the City of Riverbank.



City of Riverbank Project Manager. With each project engagement, we work with the client to identify one specific point of contact to serve as a Project Manager. The City's Project Manager (CPM) will be our reference point throughout the engagement. We will take project direction, leadership, and guidance from the CPM and all project deliverables will be filtered through the CPM throughout the duration of the project.



2.2 Key Personnel

Project Principal Dr. Jeff Ling, CCP

Evergreen Solutions' Project Principal. Our Project Principal will have ultimate accountability for the success of this project. Evergreen Solutions' Project Principal is always a senior leader in our firm, typically the President. The Project Principal will have contractual authority over the contract and will be our top level of project responsibility.

Evergreen Solutions' Project Director. Evergreen Solutions designates a Project Director for each HR consulting project. The Project Director will work with the Project Principal regarding the scheduling of the project with the City. The Project Director will have the most frequent contact with the City and will assign project activities to the Project Consultants and will ensure that deliverables are met within specified timelines.

Evergreen Solutions' Project Consultants. Our Project Consultants are a team of consultants who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities. The Project Consultants will review pay plans, conduct orientation sessions and focus groups, administer the Job Assessment Tool (JAT) and Management Issues Tool (MIT), conduct a salary survey, review and revise job descriptions, and prepare draft and final reports.

Consultant Team Members must be thoroughly knowledgeable in the portion of the project they are responsible for, as well as have expertise in the issues that are unique to each individual client. Our firm is proposing an exceptional team of consultants who have worked together on many similar projects. We always make sure each project is sufficiently staffed to handle any additional tasks or unforeseen issues that may arise during the course of the study. The combination of our individual knowledge and skills form a superior team who will be able to competently perform all of the pieces of the Comprehensive Classification and Compensation Study for the City of Riverbank.

The following paragraphs provide summaries of each team member's qualifications and experience related to his/her role in this engagement.

Dr. Jeff Ling is the President of Evergreen Solutions who has been with the firm since its inception in 2004. He is a Certified Compensation Professional (CCP) who has more than 25 years consulting experience in the following areas: human resources; performance improvement; process analysis; strategic planning; statistical analysis; research methodology; data management; surveys and polling; technology analysis; change management; and risk analysis.

Dr. Ling has planned, organized, and managed studies on human resources assessment, survey analysis, government efficiency, technology planning, information utilization, public opinion, market expansion, and privatization. Each of these studies dealt with summarizing major alternatives for decision makers and providing viable recommendations. He has consulting experience in public sector Evaluation, research management, efficiency analysis, survey analysis, statistical modeling, and technology planning.



Dr. Ling has worked with a multitude of clients in the capacity of Project Principal. He has worked on hundreds of engagements across the nation and includes work in state and local governments, school districts, institutions of higher education, quasi-governmental agencies, and private industry.

Dr. Ling has been instrumental in creating, reviewing, and evaluating the methodology employed by Evergreen Solutions on all human resource engagements. His background and skill set make him uniquely qualified for assessing organizational critical needs and strategy. He is also an expert in policy development and long-term planning.

A sample of the types of studies Dr. Ling has been involved with includes:

- **Compensation/Classification**– He developed the methodology and techniques for organizations to employ for successful data collection and implementation based on internal and external equity needs. He has been the Project Principal for numerous projects related to classification and/or compensation. **Note: He has served as the Project Principal or Project Director for more than 1,450 public sector projects related to Classification and/or Compensation.**
- **Performance Evaluation** – He has provided the framework for many organizations transitioning into goal-based performance evaluation systems or fully functional merit-based pay structures. He understands the importance of a well stratified, objective based review process and has been instrumental in assisting a number of large organizations transition from traditional systems into merit-based pay structures with minimal transitional costs and interruption.
- **Market Research** – He provided the basis for which market research was collected, analyzed, and review. He ensured that data collection procedures and methods were statistically reliable using his knowledge of statistics and overall market research.
- **Policy Development** – He has a thorough and firm understanding of policy development and has assisted many clients with implementing tailored policies and practices that reflect best practices.

Dr. Ling holds a Doctorate's Degree from Florida State University in Political Science and has taught courses addressing research methodology, statistical analysis, technological innovations, and political economy at various universities.

**Project Director
Mr. Mark Holcombe,
SHRM-SCP, PMP**

Mr. Mark Holcombe has more than ten years of management and consulting experience and is recognized as a certified Project Management Professional (PMP) and a SHRM Senior Certified Professional (SHRM-SCP). He has been at Evergreen Solutions more than seven years, during which time he has been promoted through the organization and has led Evergreen's largest local government practice for the past two years. His academic foundation in micro and macroeconomics, combined with his experience leading a business before joining Evergreen, has given him significant experience in



leading teams, modeling and controlling costs, and working to provide a product that meets the needs of all stakeholders. This experience has been instrumental in ensuring that his team is able to translate complex and comprehensive data into actionable insights for his clients.

At Evergreen, Mr. Holcombe's emphasis has been in compensation and classification studies of varying size and scope. He has led projects with cities and counties, colleges and universities, K-12 school districts, transportation organizations, and statewide government organizations. Some of his principal areas of expertise are:

- Refining client compensation and classification systems, ensuring alignment with HR best practices and meeting specific client needs.
- Leading initiatives focusing on market competitiveness for large and complex public sector clients.
- Constructing reports and visuals to share complex findings in an approachable way.
- Crafting complex cost models to facilitate accurate budgetary projections for clients.
- Assessing market data, synthesizing information from a variety of sources to provide comprehensive compensation insights.
- Redesigning classification systems to modernize and streamline titling conventions for entire organizations or within job families.
- Conducting reviews centered around gender and racial equity in compensation systems, ensuring their adherence to local, state, and federal laws and regulations.

A sample of some of the public sector projects that Mr. Holcombe has been involved with include: a Classification and Compensation Study for the City of Yucaipa, CA; a Comprehensive Compensation Study for the City of Crescent City, CA; a Consultant Services for a Study of the City's Compensation Plan and Benefits for the City of Sangar, CA; a Classification and Compensation Study Services for the City of Bell Gardens, CA; a Classification and Compensation Study for the City of Sacramento, CA; a Classification and Compensation Study Services for the City of Santa Ana, CA; a Classification and Compensation Study for the City of West Hollywood, CA; a Job Classification and Total Compensation Study Services for the Cosumnes Community Services District, CA; a Classification and Compensation Study for the City of Thousand Oaks, CA; a Comprehensive Classification and Compensation Study for the City of Camarillo, CA; a Classification and Compensation Study for the Pleasant Valley Recreation and Park District, CA; a Classification and Compensation Study for the City of Fresno, CA; a Total Compensation Study for the City of Moorpark, CA; a Compensation Study for the Long Beach Management Association, CA; a Compensation Review for Mariposa County, CA; a Classification and Compensation Study for Inyo County, CA; a Classification and Compensation Study for the Superior Court of California, County of Monterey, CA; a Classification and Compensation Study for the Superior Court of California, County of Imperial, CA; a Compensation and Benefits Study for the Victor Valley Transit Authority, CA; a Compensation Study for the City of Bend, OR; a Professional Technical and Expert Services for the City of Portland, OR; a Classification and Compensation Study for the City of Ridgefield, WA; a Job Classification Market Study for the City of Bellingham, WA; a Compensation Study for Grand County, CO; a Compensation and Classification Study for Garfield County, CO;



a Classification and Compensation Study for the City of Prescott, AZ; A Compensation Study for the City of Flagstaff, AZ; a Classification, Compensation, and Benefits Study for Yavapai County, AZ; a Classification and Compensation Study for the City of Albuquerque, NM; a Classification and Compensation Study/ Gender Pay Equity Analysis for the City of Santa Fe, NM; a Compensation Study for the City of Buda, TX; a Classification and Compensation Study for the City of Montgomery, TX; a Classification and Compensation Study and Analysis for Taylor County, TX; a Classification and Compensation Study for the City of Alpine, TX; a Compensation Study and FSLA Review for the City of La Porte, TX; a Compensation and Benefits Study for the City of Portland, TX; a Compensation Benchmarking and Structure Analysis for the City of Seguin, TX; a Compensation and Classification Study for the Woodlands Township, TX; a Classification and Compensation Study for the Town of Prosper, TX; a Classification and Compensation Study for the City of Mont Belvieu, TX; a Compensation and Classification for the City of Denton, TX; a Classification and Compensation Study for the City of Beaumont, TX; a Compensation and Benefits Survey and Analysis for the City of Deer Park, TX; a Compensation Study for the City of Duncanville, TX; a Compensation Study for the Montgomery County Emergency Communications District, TX; a Compensation Study for the City of Big Spring, TX; a Comprehensive Classification and Compensation Study for the City of Odessa, TX; a Compensation Study for the City of Brownsville, TX; a Compensation and Classification Study for the City of League City, TX; a Wage and Compensation Study for Jefferson County, TX; a Compensation Study for Aransas County, TX; a Classification and Compensation Study and Analysis for Waller County, TX; a Classification and Compensation Study for the City of Kingsville, TX; a Classification and Compensation Study and Analysis for Matagorda County, TX; a Classification and Compensation Study for the City of Leawood, KS; a Comprehensive Compensation Study for Shawnee County, KS; a Classification and Compensation and Race/Gender Equity Study for the City of Salina, KS; a Compensation Study for Sedgwick County, KS; a Classification and Compensation Study for Jasper County, MO; a Compensation Study for the City of Jefferson, MO; an Employee Classification and Compensation Study for the City of St. Louis, MO; a Compensation Study for the City of Fulton, MO; a Classification and Compensation Study for Frederick County, MD; a Compensation Study for the City of Baltimore, MD; a Classification Study for Talbot County, MD; a Performance Management Study for Talbot County, MD; a Compensation Study for Allegany County, MD; a Compensation Study for the Charles County Correctional Officers Association, MD; a Compensation Study for the City of Seaford, DE; a Classification and Compensation Study for the City of Milford, DE; a Compensation Consultation Services for Genesee County, NY; an Employee a Compensation Study for the County of Montgomery, PA; Classification and Compensation Consulting Services to the City of Clarksville, TN; a Classification and Compensation Plan for the City of Petersburg, VA; Consulting Services for a Compensation Program Transition for the City of Newport News, VA; a Classification and Compensation Study for the City of Hopewell, VA; a Classification and Compensation Study for Loudoun County, VA; a Compensation and Classification Study for Mecklenburg County, VA; a Compensation Consulting Services for Chesterfield County, VA; a Classification and Compensation Study for the City of Norfolk, VA; a Classification and Compensation Study for the City of Falls Church, VA; a Compensation and Classification Study for Bedford County, VA; a Comprehensive Classification and Compensation Study for the City of



Fayetteville, NC; a Market Salary Survey for the City of Rocky Mount, NC; a Classification System and Pay Plan Development Study for Franklin County, NC; a Pay and Classification Study for Dorchester County, SC; a Classification and Compensation Study for the City of Mauldin, SC; a Compensation Study for Laurens County, SC; a Classification and Compensation Study for the City of Rome, GA; a Classification and Compensation Study for the City of Milton, GA; a Classification and Compensation Study for the City of South Fulton, GA; a Compensation Study for the City of Commerce, GA; a Classification and Compensation Study for the City of Thomasville, GA; a Comprehensive Position Classification and Compensation-Benefits Study and Analysis for the City of Kennesaw, GA; a Classification and Compensation Study for Barrow County, GA; a Classification and Compensation Study for the City of East Point, GA; a Classification, Compensation and Benefits Study for the City of East Point, GA; a Classification and Compensation Study and Analysis for Columbus Consolidated Government, GA; a Classification and Compensation Study for the City of Auburn, AL; a Compensation Study for the City of North Miami, FL; a Compensation Study for Manatee County, FL; a Classification and Compensation Study for DeSoto County, FL; a Classification and Compensation Study for the City of North Miami Beach, FL; a Compensation Study for the City of New Port Richey, FL; a Compensation and Classification Study for the Town of Davie, FL; a Compensation Study for the City of Key West, FL; a Classification and Compensation Study for Okaloosa County, FL; and a Compensation Study for the City of Fort Myers, FL.

Mr. Holcombe holds a Bachelor's Degree with a dual major in Economics and Criminology from Florida State University. He is a certified Project Management Professional (PMP) and holds a SHRM-SCP certification.

**Project Consultant
Mr. Karl Fuchs**

Mr. Karl Fuchs serves as a Senior Consultant at Evergreen Solutions. He has over 25 years of distinguished experience, specializing in public sector human resources, organizational design, and performance management. He excels in collaborating with clients to deliver targeted and impactful solutions utilizing his extensive knowledge of human resources best practices, employment law, and regulatory compliance.

Before joining Evergreen, Mr. Fuchs held the position of Human Resources Director for a local government. In that role, he implemented innovative recruiting strategies that effectively reduced time to hire, enhanced employee retention through targeted incentives and streamlined legacy processes which expedited personnel actions. He also effectively engaged in labor relations with collective bargaining units. As a retired veteran of the Marine Corps, he has an extensive background in leading diverse teams and is a recognized authority in assessing organizational climate. His prior experience with the military as a Manpower, Plans, and Operations Analyst is marked by his ability to conduct thorough staffing analyses and operationalize organizational design.

A sample of some of the public sector projects that Mr. Fuchs has been involved with include: a Classification and Compensation Study for the City of Yucaipa, CA; a Classification and Compensation Study for the City of Fresno, CA; a Comprehensive Classification and Compensation Study for the City of Camarillo, CA; a Classification and Compensation Study for the Pleasant



Valley Recreation and Park District, CA; a Compensation and Benefits Study for the Long Beach Management Association, CA; a Compensation Review for Mariposa County, CA; a Classification and Compensation Study for Inyo County, CA; a Professional Technical and Expert Services for the City of Portland, OR; a Classification and Compensation Study for the City of Albuquerque, NM; a Classification and Compensation Study/ Gender Pay Equity Analysis for the City of Santa Fe, NM; a Classification and Compensation Study and Analysis for Taylor County, TX; a Classification and Compensation Study for Burnet County, TX; a Classification and Compensation Study and Analysis for Matagorda County, TX; a Comprehensive Classification, Compensation, and Staffing Analysis Study for the City of Odessa, TX; a Classification and Compensation Study for the City of Del Rio, TX; a Compensation and Classification Study for the City of Denton, TX; a Compensation Study for the City of Fulton, MO; a Compensation Study for Sedgwick County, KS; a Total Compensation Study for Genesee County, MI; a Compensation Study for the City of Baltimore, MD; a Classification and Compensation Study for Garrett County, MD; a Classification and Compensation Study for the City of Falls Church, VA; Consulting Services for a Compensation Program Transition for the City of Newport News, VA; a Classification and Compensation Plan for the City of Petersburg, VA; a Classification and Compensation Study for Jackson County, NC; a Classification and Compensation Study for Onslow County, NC; a Classification and Compensation Study for the Town of Huntersville, NC; a Classification and Compensation Study for the City of Mauldin, SC; a Classification and Compensation Study for Richland County, SC; a Compensation Study for the City of Isle Palms, SC; a Compensation and Classification Study for Greenwood County, SC; a Classification and Compensation Study for the City of South Fulton, GA; a Salary Survey for the City of Garden City, GA; a Comprehensive Position Classification and Compensation-Benefits Study and Analysis for the City of Kennesaw, GA; a Classification and Compensation Study for City of Atlanta, GA; a Classification and Compensation Study for the City of East Point, GA; a Classification and Compensation Study for the City of Thomasville, GA; a Classification and Compensation Study and Analysis for the City of Lawrenceville, GA; a Classification and Compensation Study for the Town of Ft Myers Beach, FL; a Classification and Compensation Study for the City of South Miami, FL; a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the City of Okeechobee, FL; a Compensation Study for the City of Palmetto, FL; a Compensation Study for the City of Naples, FL; a Compensation Study for Manatee County, FL; a Classification and Compensation Study for Okaloosa County, FL; Compensation Consulting Services for Pasco County, FL; a Compensation and Classification Study for Jefferson County, FL; a Classification and Compensation Study for Franklin County, FL; a Compensation Study for Sarasota County, FL; a Compensation and Classification Study for the City of Clearwater, FL; a Compensation Study for the City of Okeechobee, FL; a Compensation Study for the City of New Port Richey, FL; a Classification Study for the City of Orlando, FL; a Compensation Study for the City of Doral, FL; a Compensation Study for the Town of Oakland, FL; a Compensation Study for South Walton Fire District, FL; and a Classification and Compensation Study for the Broward County Sheriff's Office, FL.



**Project Consultant
Mr. Peter Backhaus**

Mr. Fuchs holds a Juris Master in Employment Law and HR Risk Management from Florida State University, College of Law, and a Bachelor of Arts in Business Administration, Management from Saint Leo University. He is currently expanding his expertise by completing a Master of Public Administration at the University of North Carolina at Chapel Hill, School of Government.

Mr. Peter Backhaus is a Senior Consultant with Evergreen who specializes in salary benchmarking, pay plan design, and public safety markets. He focuses on delivering strategic compensation solutions tailored to meet the unique needs of each client. He has also assisted clients in developing innovative strategies and implementing best practices in classification and compensation. He has worked with a diverse range of clients across various areas of the public sector, including public utilities, public safety units, specialized service districts, transportation authorities, and general local governments.

Mr. Backhaus began his career working in sales through various markets. He quickly transitioned into a role with Verizon's most prominent partner as an account manager, focusing on business relationships and growth. Most prominently in his sales path, he joined a startup as the sales manager to lead a team through client growth and retention, while also developing outbound strategy for adopting new verticals for the company. With the startup, projected targets were exceeded, and several notable clients were guided to successful business paths. He strongly values the relationships developed with his clients and communication through all modes of life.

A sample of some of the public sector projects that Mr. Backhaus has been involved with include: a Job Classification and Total Compensation Study Services for the Cosumnes Community Services District, CA; a Classification and Compensation Study for the City of Fresno, CA; a Classification and Compensation Study Services for the City of Santa Ana, CA; Consultant Services for a Study of the Compensation Plan and Benefits for the City of Sanger, CA; a Classification and Compensation Study for Inyo County, CA; a Compensation and Benefits Study for the Victor Valley Transit Authority, CA; a Compensation Study for the City of Bend, OR; a Professional Technical and Expert Services for the City of Portland, OR; a Classification and Compensation Study for the City of Albuquerque, NM; a Compensation Study for City of Aransas Pass, TX; a Compensation Study for the City of Brownsville, TX; a Classification and Compensation Study for Blanco County, TX; a Classification and Compensation Study for the City of Beaumont, TX; a Compensation Study for the City of Buda, TX; a Compensation and Benefits Study for the City of Portland, TX; a Classification and Compensation Study for Waller County, TX; a Classification and Compensation Study for the City of Kingsville, TX; Compensation Benchmarking and Structure Analysis for the City of Seguin, TX; a Classification and Compensation Study for the Town of Prosper, TX; a Classification and Compensation Study for the City of Montgomery, TX; a Compensation and Classification Study for the City of Denton, TX; a Compensation Study for the City of Jefferson, MO; an Employee Classification and Compensation Study for the City of St. Louis, MO; a Compensation Study for the City of Seaford, DE; a Classification and Compensation Study for the City of Milford, DE; a Compensation Study and Analysis for McLean County, IL; a Classification and Compensation Study for



the City of Moline, IL; a Classification and Compensation Study for Dare County, NC; a Classification and Compensation Study for Culpeper County, VA; a Classification and Compensation Study for the City of Hopewell, VA; an HR Market Study for Botetourt County, VA; a Compensation and Classification Study for Mecklenburg County, VA; a Compensation Study for the Town of Central, SC; an Employee Compensation and Classification Study for the City of Greenwood, SC; a Classification and Compensation Study and Analysis for Darlington County, SC; a Classification and Compensation Study for Barrow County, GA; a Classification and Compensation Study for the City of Jackson, GA; a Classification and Compensation Study for the City of Calhoun, GA; a Classification and Compensation Study for the City of South Fulton, GA; a Classification and Compensation Study for the City of Hampton, GA; a Compensation Study for Cherokee County, GA; a Classification and Compensation Study for the City of Jackson, GA; a Classification and Compensation Study for the City of Sylvester, GA; a Classification and Compensation Study for the City of Rome, GA; a Classification and Compensation Study for the City of Eastpoint, GA; a Comprehensive Position Classification and Compensation/Benefits Study and Analysis for the City of Kennesaw, GA; a Classification and Compensation Study for the City of Vienna, GA; a Compensation Study for the City of Duluth, GA; a Classification and Compensation Study for the City of Johns Creek, GA; a Classification and Compensation Study for the City of Auburn, AL; a Compensation and Benefits Study for the City of Mobile, AL; a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the City of Bradenton, FL; a Classification and Compensation Study for Boynton Beach, FL; a Comprehensive Classification and Compensation Study for Citrus County, FL; a Compensation Study for the City of New Port Richey, FL; a Compensation Study for the City of Zephyrhills, FL; and a Classification and Compensation Study for Okaloosa County, FL.

Mr. Backhaus has a Bachelor's of Science in Economics with Minors in Sociology and Communication.

**Project Consultant
Ms. Tara Tabachnik**

Ms. Tara Tabachnik is a Consultant with Evergreen Solutions. She began her career at Evergreen as a Junior Analyst and has since developed exceptional skills and knowledge in Human Resources consulting that she applies in her current role as a Consultant. Since joining Evergreen, she has mastered the art of conducting market surveys and market research and has been a great resource to the project teams. She has taken on a lead role with Evergreen's market surveying efforts through the creation of Evergreen's internal data team. She works closely with all project teams by conducting salary surveys, benefits surveys, staffing surveys, and market research for various types of clients.

A sample of some of the more recent public sector projects that Ms. Tabachnik has been involved with include: a Classification and Compensation Study for the City of Fresno, CA; a Classification and Compensation Study for the City of Thousand Oaks, CA; a Classification and Compensation Study for Inyo County, CA; a Professional Technical and Expert Services for the City of Portland, OR; a Classification and Compensation Study for the City of Albuquerque, NM; a Classification and Compensation Study/ Gender Pay Equity Analysis for the City of Santa Fe, NM; a Compensation and Classification Study for Garfield County, CO; a Compensation Study for the City of Brownsville, TX; a Classification and Compensation Study for the Town of Addison, TX; a Comprehensive Classification and Compensation Study for the City of Odessa, TX; a



Classification and Compensation Study for the Town of Prosper, TX; a Compensation and Classification for the City of Denton, TX; a Compensation Benchmarking and Structure Analysis for the City of Seguin, TX; a Classification and Compensation and Race/Gender Equity Study for the City of Salina, KS; a Classification and Compensation Study for the City of Leawood, KS; a Compensation Study for Sedgwick County, KS; an Employee Classification and Compensation Study for the City of St. Louis, MO; a Compensation Study for the City of Jefferson, MO; a Classification and Compensation Study for Jasper County, MO; a Classification and Benefits Study for the City of St. Peters, MO; Compensation Study for the City of Seaford, DE; a Classification and Compensation Study for the City of Milford, DE; a Compensation Consultation Services for Genesee County, NY; a Compensation Study for the City of Baltimore, MD; a Classification and Compensation Study for the City of Norfolk, VA; a Classification and Compensation Study for the City of Falls Church, VA; Consulting Services for a Compensation Program Transition for the City of Newport News, VA; a Market Salary Survey for the City of Rocky Mount, NC; a Classification and Compensation Study for the City of Atlanta, GA; a Classification and Compensation Study for the City of Thomasville, GA; a Classification and Compensation Study and Analysis for Columbus Consolidated Government, GA; a Classification and Compensation Study for DeSoto County, FL; and a Compensation Study for the City of Fort Myers, FL.

Ms. Tabachnik has an MBA and a Bachelor's Degree in Finance from Florida State University.



Note: A team of experienced analytical and clerical support staff will contribute to this study, as needed.



Section 3.0

Approach and Methodology



3.0 *Approach and Methodology*

In this section, we provide our approach and methodology for conducting the Comprehensive Classification and Compensation Study for the City of Riverbank; and a detailed work plan—identifying the tasks, activities, and milestones necessary to accomplish the deliverables in the scope of services of the Request for Proposals.

3.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to conduct the Comprehensive Classification and Compensation Study for the City of Riverbank as our team includes recognized experts in local government human resources management and understands that there is not a “one size fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization’s compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization’s ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the City’s designated Project Manager and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance your need to meet your performance goals while carefully managing your resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.



	Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy. Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission. Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.
Kick Off Meeting	Evergreen begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including: • finalizing the project work plan; • identifying milestone and deliverable dates; • gaining insight into the management structure and approach; • collecting classification, compensation, and benefits data; • identifying additional data needs; and • developing preliminary schedules for subsequent tasks. At this time, we will also request a copy of the employee database that reflects current classification and compensation data.
Communication Plan	Communication is a critical component of a Comprehensive Classification and Compensation Study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. The results of these meetings are then communicated to employees during the project outreach through employee orientation sessions, focus groups, and interviews. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.
Employee Orientation and Focus Groups	Based on client feedback and a review of best practices, we have designed an orientation curriculum that provides employees insight into the process as well as provides a forum for answering questions and soliciting participation. Following the orientation sessions, we begin the focus group process. Focus groups are used to gain detailed insight into employee perceptions, concerns, and issues. The protocol for the sessions is provided to your project team in advance and refined to meet your needs.



Department Head Interviews

We have found that employee orientation sessions and focus groups are critical venues for building employee participation and buy-in. Since they take place at the outset of the project, they are a critical introduction to the project and the question-and-answer formats allow employees to become engaged in the process. During these sessions, Evergreen's consultants can also help to manage expectations since some employees may have unrealistic expectations based on anecdotal information.

Job Assessment Tool and Management Issue Tool

Evergreen staff conduct one-on-one interviews with department heads/senior management (in addition to any other employees the client determines is necessary) to identify challenges for consideration. These interviews will allow our staff to add details to our understanding of the organization and its needs. They also allow our consultants the opportunity to better understand the organizational structure of each department as well as the unique recruiting and retention issues that may be present in each department. Frequently, department directors and senior management serve as invaluable resources in explaining how internal equity relationships have evolved over time and explaining the nuances between the differences in jobs.

Another important activity undertaken at this time is the distribution of Evergreen's Job Assessment Tool® (JAT). These questionnaires are central components of the job evaluation process. The JAT asks a series of questions regarding an employee's job that captures the nature of the job and how it interacts with work within the organization.

The JAT contains questions that ask about each of the following areas:

- scope of duties;
- complexity of work;
- supervision received and exercised;
- physical requirements;
- financial responsibilities;
- analytical/mental requirements;
- knowledge and skills required for the job; and
- level of responsibility/reporting relationships.

Evergreen will contact the client's Project Manager should there be a need to clarify question responses or issues with information collected from the JAT. Due to budgetary constraints faced by many of our clients, we have designed the JAT as a web-based tool so that data can be collected electronically. If requested, we can also provide a paper-based version of the tool.

Exhibit 3-1 below depicts a screenshot of the JAT home screen showing the levels of access for a Supervisor. Supervisors have access to their own surveys in addition to the ability to review and approve the surveys of their direct reports. The supervisor review process ensures validation of the JAT data collected from employees and prevents comments made by employees from being taken out of context.



Exhibit 3-1 Supervisor's JAT Home Screen

JOB ASSESSMENT TOOL

JAT - Questionnaire

Project Name: Sample City Comp & Class 2024

To get started, please use the buttons below. You may logout and return to this survey as often as you would like over the course of the completion period.

Employee JAT

Supervisor I Review

Management Issues Tool

To download or print a copy of your JAT [Click Here](#).
For assistance, please email jat3@consultevergreen.com

Source: Evergreen Solutions, 2024

Exhibit 3-2 illustrates how Evergreen uses the JAT to collect functional details of employee's jobs. Seeking to understand how employees summarize their responsibilities in their own words allows our analysis to expand beyond what may be conveyed in a traditional job description. An informal survey of municipal employees revealed that 90 percent felt that the job descriptions held on file with their employers were inaccurate or incomplete representations of their duties. Understanding this, Evergreen designed the JAT to fill in those gaps to ensure that the entirety of an employee's job is analyzed within the context of the study.



Exhibit 3-2 Job Description and Responsibilities

Basic Information

Job Introduction

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

Supervisory Responsibilities

Please indicate below the number of people you supervise directly and/or indirectly. Direct supervision is the management or supervision of employees who report work to you and who you evaluate without assistance. Indirect supervision is the management or oversight of employees who report to you through another supervisor who reports directly to you. Please do not include subcontractors.

Directly

Indirectly

Type of Work

Please select the level that best describes the type of work you perform.

- ☐ Clerical/Manual - Perform a variety of office and administrative support duties OR unskilled, labor-intensive tasks.
- ☐ Laborer/Trade-Based Occupations - Performs work necessitating repetitive operations with their hands, physical skill and energy.
- ☐ Technical/Paraprofessional - Performs tasks requiring a solid understanding of basic algebra and statistics OR use of heavy equipment.
- ☐ Administrator - Performs tasks directly related to the management or general business operations. Exercises discretion and judgment with matters of significance.
- ☐ Managerial/Professional - Performs tasks requiring advanced knowledge, which is predominantly intellectual in nature, OR tasks related to the control or administration of part of the organization.
- ☐ Executive/Advanced Professional - Performs tasks related to managing the organization, or managing a department OR perform work requiring highly advanced knowledge.

Education and Experience

Please select the level that best describes how much education and experience a new-hire should be required to have for your position.

Recommended Minimum Education for a New Hire

Choose One

Recommended Minimum Experience for a New Hire

Choose One

Licenses and Certifications

Please list any licenses, certifications, or professional designations you believe should be required or preferred for your position.

Required

Preferred

Submit

Source: Evergreen Solutions, 2024



Exhibit 3-3 shows a similar page in which employees are asked to list the Essential Functions of their job using their current job description as a starting point (if available). These are the tasks and activities that define the classification and make it unique. Gathering information such as this allows Evergreen to assess the validity of the present classification structure and identify classifications or individuals within classifications that need to be restructured or reclassified.

Exhibit 3-3 Job Functions

View Job Description

Task	Description
Choose One Choose One Add task to Job Description Remove task from Job Description Edit task in Job Description	

Source: Evergreen Solutions, 2024

In addition to the JAT, Evergreen will also distribute our Management Issues Tool (MIT). The MIT is distributed to supervisors and managers and is used to collect specific information from supervisors and managers related to such issues as recruitment and retention problems, classification issues, pay equity issues, problems with titles, and other related issues. Each MIT will be logged and a specific response will be provided. The MIT process is designed to allow supervisors and managers to give direct input into the process and they serve as “red flags” to Evergreen staff during the analysis portion of the project.

Preliminary Assessment

As a starting point for analysis, Evergreen’s project consultants review the client’s database in comparison to the pay plan and information collected from the JATs to produce a preliminary assessment. The preliminary assessment summarizes the strengths and weaknesses of your human resource management system. The compensation analysis focuses on the number of pay grades, range widths, percentage differences between grades, step plans versus open range plans, and the expected time to reach full job competency. The overall analysis focuses on structure, movement, and equity (internal) as well as specific concerns such as turnover, longevity, compression, and range anomalies. The issues we identify in the assessment become core considerations in creating the potential solutions later in the process.

Job Evaluation

The next step in the process is to review responses to the JATs and identify any possible misclassifications. Once the review of the JATs has been completed, Evergreen’s consultants will evaluate all jobs on each of the



	compensatory factors, score each position, and determine if there is any need for further investigation of specific positions. If serious discrepancies exist, Evergreen's consultants will work directly with the Client Project Manager to resolve any issues. Once work has been properly classified, changes in the current classification system rankings can be recommended. Our goal is to produce a classification system that reflects the internal equity relationships suggested by the JAT scoring conducted earlier.
Compensation	Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy. The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the organization's compensation philosophy.
Market Salary and Benefits Survey	A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees. In addition, a benefits survey will also be administered in tandem with the market survey. Special consideration can be given to select highly competitive, market-driven positions if necessary.
Benchmarks	One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that



the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.

Targets

To conduct an external labor market assessment, we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources.

Typically, Evergreen waits until the outreach process has been completed to identify the complete list of market peers. This is because we often will uncover specific information during the focus group and interview sessions that identifies potentially critical survey targets. Ideally, we would like to work with the client after the outreach has been concluded to identify the final list of potential market peers.

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

Unifying the Solution

After determining the appropriate division of work and market position, the compensation structure can be created. There is not a single, perfect solution for every client partner. The nuances and unique characteristics of each client necessitate a customized solution to best meet the organization's needs.

The Evergreen Team has considerable experience in developing multiple solutions and working with client partners to determine the one that best meets their needs. Our analytical team uses a variety of tools to produce various potential solutions: regression analysis, market thresholds, and other human resource models. Several major options are presented to the client's team before the implementation plan is created.



Compensation Administration Guidelines

It is at this stage in the process that we typically meet with the client to identify the direction of the final solution. We will present to the client a draft report for review and comment. We typically ask the client to examine the draft solution objectively and provide insights and recommendations on the direction of the report. When this process is completed, Evergreen's consultants will proceed with the final solution. The solution also contains information regarding fiscal impact and implementation.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

System Maintenance

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

Based on client needs and industry best practices, Evergreen has developed a compensation and classification maintenance tool to assist our clients with implementing, managing, and updating the solutions: **JobForce Manager**. This tool allows our clients to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs. By automating these tasks, **JobForce Manager** allows our clients to not only streamline, but also increase the fairness and transparency of regular compensation and classifications tasks after solution implementation.

Exhibit 3-4 displays the interface from **JobForce Manager** for determining a positions pay grade; additional features include a job scoring tabulation sheet, market survey results database and summary report, pay plan report, and employee salary calculators for modeling fiscal impacts of



compensation changes at the employee level. All data and reports are downloadable and printable, so they can be provided to key decision makers.

Exhibit 3-4
JobForce Manager Tool

Department	Class Title ▲	JAT Score	JAT Projected Grade Min	JAT Projected Grade	JAT Projected Grade Max	Market Midpoint	Market Projected Grade	Pay Plan (Select)	Grade (Select)	Assigned Min	Assigned Mid	Assigned Max
Finance	Accounting Manager	525.0	E06	E07	E08	\$93,351.97	E09	Exempt	E10	\$75,599.66	\$96,389.57	\$117,179.48
Finance	Accounts Payable Clerk	300.0	NE05	NE06	NE08			Non-Exempt	NE07	\$29,169.65	\$34,214.08	\$39,258.50
Finance	Accounts Payable Supervisor	443.8	NE15	NE17	NE18	\$72,318.33	NE22	Non-Exempt	NE18	\$49,889.99	\$58,517.68	\$67,145.36
Parks & Recreation	Adaptive Recreation Specialist	400.0	NE12	NE13	NE15			Non-Exempt	NE16	\$45,251.70	\$53,077.26	\$60,902.83
Community Development	Addressing Coordinator	337.5	NE08	NE09	NE10			Non-Exempt	NE18	\$49,889.99	\$58,517.68	\$67,145.36
City Manager's Office	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Community Development	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Engineering	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Legal	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Police	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	\$45,432.78	NE13	Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Legal	Administrative Assistant-Pl	275.0	NE03	NE05	NE06			Non-Exempt	NE12	\$37,228.69	\$43,666.79	\$50,104.90
Online	Animal Control	287.5	NE11	NE12	NE14	\$42,720.92	NE12	Non-	NE14	\$41,044.62	\$48,147.64	\$55,240.65

Source: Evergreen Solutions, 2024

3.2 Detailed Work Plan

The detailed work plan that Evergreen proposes to use to conduct Comprehensive Classification and Compensation Study for the City of Riverbank is provided in this section. Evergreen understands that the City currently has approximately 61 full-time employees that will be included in the study.



Our work plan consists of the following 11 work tasks:

- Task 1: Project Initiation
- Task 2: Evaluate the Current System
- Task 3: Collect and Review Current Environment Data
- Task 4: Evaluate and Build Projected Classification Plan and Make FLSA Determinations
- Task 5: Identify List of Market Benchmarks and Approved List of Targets
- Task 6: Conduct Market Salary and Benefits Survey and Provide External Assessment Summary
- Task 7: Develop Strategic Positioning Recommendations
- Task 8: Conduct Solution Analysis
- Task 9: Develop and Submit Draft and Final Reports
- Task 10: Develop Recommendations for Compensation Administration
- Task 11: Provide Revised Class Descriptions

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the City.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final timeline for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the City's Project Manager (CPM) and any other key personnel the following objectives:
- the classification and pay plan study process;
 - understand mission and current compensation philosophy;
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables; and
 - establish an agreeable communication schedule.



**Task 2.0
Evaluate the Current
System**

- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City is going and what type of pay plan will reinforce current and future goals.
- 1.3 Obtain relevant materials from the City, including:
 - any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions;
 - current position and classification descriptions, salary schedule(s), benefits plans, and classification system; and
- 1.4 Review and edit the project work plan and submit a timeline for the completion of each project task.
- 1.5 Provide periodic progress reports to the CPM throughout the study.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of City staff

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the City.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Identify the strengths and weaknesses of the current pay plan(s) for the City. Identify any pay compression issues and discuss solutions with the CPM.
- 2.3 Complete an assessment of current conditions that details the pros and cons of the current system, taking into consideration compensation and benefits, as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions



Task 3.0
Collect and Review
Current Environment
Data

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the City.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct up to five employee orientation sessions to describe the scope of work and methodology.
- 3.2 Interview department heads to obtain relevant information and statistical data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical data on specific compensation issues and policies.
- 3.4 Work with the CPM and Human Resources staff to administer the JATs and MITs to employees. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the CPM before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the City that may provide additional relevant insight.

KEY PROJECT MILESTONES

- Department head interviews
- Employee focus groups and orientation sessions
- JAT/MIT distribution

Task 4.0
Evaluate and Build
Projected
Classification Plan
and Make FLSA
Determinations

TASK GOALS

- Identify the classification of existing positions utilizing the approved method for job evaluation.
- Characterize internal equity relationships within the City's staff.



**Task 5.0
Identify List of
Market Surveys
Benchmarks and
Approved List of
Targets**

TASK ACTIVITIES

- 4.1 Ensure that all draft class specifications for the City are provided to Evergreen by the CPM.
- 4.2 Review the work performed by each classification and score based on job evaluation. Include an evaluation of supervisory comments.
- 4.3 Review job evaluation scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow-up with employees for jobs where uncertainty exists over data obtained from job evaluation.
- 4.5 Develop preliminary recommendations for the classification structure and discuss with the CPM. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the job evaluation scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Develop recommendations of FLSA (exemption) status based on results of the job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the CPM.

KEY PROJECT MILESTONES

- Job evaluation scores by class
- Recommended classification changes
- FLSA determinations
- Preliminary job structure based on internal equity

TASK GOALS

- Identify positions to benchmark for the market salary and benefits survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary and benefits assessment.

TASK ACTIVITIES

- 5.1 Identify the classifications that will be used as benchmarks for the market salary and benefits survey. **Note:** Evergreen will use all 52 full-time classifications identified in Attachment B of the RFP as benchmarks for the market salary and benefits survey.



**Task 6.0
Conduct Market
Salary and Benefits
Survey and Provide
External
Assessment
Summary**

- 5.2 Finalize the list of positions with the CPM.
- 5.3 Develop a preliminary list of organizations for the external labor market survey of salary and benefits, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Riverbank area;
 - economic and budget characteristics; and
 - other demographic data.
- 5.4 Review and finalize with the CPM up to 20 peer organizations that will be included in the market salary and benefits survey, to include, but no be limited to the following: City of Oakdale; City of Patterson; City of Turlock; City of Ripon; City of Manteca; and City of Lathrop.
- 5.5 Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of surveys.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending surveys.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Conduct a benefits survey.
- Provide a summary of the market salary and benefits survey results to the CPM.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss questions and categories for the market survey.



**Task 7.0
Develop Strategic
Positioning
Recommendations**

- 6.2 Develop a listing of the current benefits provided by the City for comparisons with peer organizations. Benefits will include, but not be limited to the following: specialty/add pays, including longevity pay, bilingual pay, and education pay; accruals of all leaves (vacation and holiday); deferred compensation, employer contribution, and employee match, CalPERS employer and employee contribution - Differentiate Classic vs. PEPR membership; both employer and employee contribution to health, dental, vision, life insurance, LTD insurance. and retirement.
- 6.3 Using the list of City provided benefits and major benefits offerings not provided by the City develop a list of benefits to include in the external labor market survey.
- 6.4 Prepare benefits survey to be included with salary survey developed in **Task 6.1**.
- 6.5 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.6 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.7 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.8 Validate all data submitted.
- 6.9 Develop summary report of external labor market salary and benefits assessment results.
- 6.10 Submit summary report of external labor market salary and benefits assessment results to the CPM.

KEY PROJECT MILESTONES

- Market survey instrument
- Benefits survey instrument
- Summary report of external labor market salary and benefits assessment results

TASK GOALS

- Determine the City's compensation philosophy.
- Develop a plan for all full-time employees, providing issue areas and preliminary recommendations for strategic improvement.



**Task 8.0
Conduct Solution
Analysis**

TASK ACTIVITIES

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary survey data collected in **Task 6.0**, and the classification data reviewed in **Task 4.0**, recommend the appropriate salary structure/ranges (s) for the City's full-time positions.
- 7.3 Produce a revised or new pay scale(s) that best meets the needs of the City from an internal and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

TASK GOALS

- Conduct analysis comparing job evaluation values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the City.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the City as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Discuss with the CPM potential solutions.
- 8.5 Determine the best solution to meet the needs of the City in the short-term and long-term.
- 8.6 Document the accepted solution.



**Task 9.0
Develop and Submit
Draft and Final
Reports**

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

TASK GOALS

- Develop and submit a draft and Final Report of the Comprehensive Classification and Compensation Study to the City of Riverbank.
- Present the Final Report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the CPM with a draft final report for review that will include all costs associated with recommendations as implementation strategies.
- 9.2 Make edits and submit a copy of the Final Report to the CPM.
- 9.3 Present the Final Report.
- 9.4 Develop a communication plan for sharing study results with full-time employees.
- 9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

**Task 10.0
Develop
Recommendations
for Compensation
Administration**

TASK GOALS

- Develop recommendations for continued administration by City staff to sustain the recommended compensation and classification system.
- Conduct training.



Task 11.0
Provide Revised
Class Descriptions

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for continued administration and maintenance of the classification and compensation system by City staff including recommendations and guidelines related to:
- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay and benefits;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 10.2 Present recommendations to the CPM for review.
- 10.3 Finalize recommendations.
- 10.4 Provide training and instructional tools to the Human Resources Department staff and Management Team to ensure that staff can conduct individual salary audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Training on Evergreen's **JobForce Manager** tool

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions for only those classifications recommended by Evergreen as a result of the job evaluation process.



-
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).
 - Design an employee appeals process.

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the CPM.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- 11.5 Recommend a systematic, regular process for reviewing class descriptions.
- 11.6 Design an appeals process that includes a clear understanding of the process employees must follow and what they should expect in response to their appeal.
- 11.7 Evergreen will conduct and document appeals virtually and provide a recommended resolution to the CPM.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions, as needed
- Recommendations for regular review of class descriptions
- Appeals process and documentation



Section 4.0

Optional Services



4.0 *Optional Services*

Evergreen Solutions will provide the City's Human Resources staff with the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended classification and compensation system is accomplished. Evergreen will further provide up to one-year technical assistance by phone at no cost to assist with any implementation concerns and/or to answer any questions regarding the maintenance of the new system.



Section 5.0

Timeline



5.0 Timeline

Evergreen possesses the ability, staff, skills, and tools to conduct a Comprehensive Classification and Compensation Study for the City of Riverbank in approximately four months of the project start date and execution of a contract. Our proposed timeline is based on a tentative start date of June 1, 2025, and a completion date of September 30, 2025, which is within the recommended timeline in the RFP.

Our proposed timeline, as identified in **Exhibit 5-1**, can be modified in any way to best meet the needs of the City of Riverbank.

Exhibit 5-1
Proposed Timeline

PROJECT TASKS	2025			
	JUN	JULY	AUG	SEPT
1.0: Project Initiation	■			
2.0: Evaluate the Current System	■			
3.0: Collect and Review Current Environment Data	■			
4.0: Evaluate and Build Projected Classification Plan and Make FLSA Determinations		■		
5.0: Identify List of Market Salary and Benefits Survey Benchmarks and Approved List of Targets		■		
6.0: Conduct Market Salary Survey and Provide External Assessment Summary			■	
7.0: Develop Strategic Positioning Recommendations				■
8.0: Conduct Solution Analysis				■
9.0: Develop and Submit Draft and Final Reports				■
10.0: Develop Recommendations for Compensation Administration				■
11.0: Provide Updated Class Descriptions				■



Section 6.0

Fee Proposal



6.0 *Fee Proposal*

Evergreen Solutions, LLC is pleased to present our proposed fee to conduct a Comprehensive Classification and Compensation Study for the City of Riverbank. We are committed to providing the highest quality consulting services to our client partners for a reasonable price. Our firm is fortunate that our overhead is minimal and our costs are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed fee to complete all tasks identified in our detailed work plan in **Section 3** of our proposal is **\$40,500**. Our fee is all inclusive, and includes travel cost (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket fees. Our fee includes two onsite visits to the City to perform the requested work as most of the work can be conducted virtually.

Note: Any work outside of the scope of work would be billed at \$150 per hour or would be negotiated with the City depending on the type of work requested.

Our preferred payment schedule for all tasks is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

Note: All invoices are due within 30 days of receipt or the project may be delayed in moving to the next deliverable identified in the detailed work plan for the project.

We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that the City of Riverbank wishes to identify.



Section 7.0

References



7.0 *References*

We have provided you with the following three references that we feel demonstrate the breadth and quality of the work our team has performed recently as it relates to the services being requested by the City of Riverbank. We invite you to contact our client references as to the quality and timeliness of our consulting projects. Additional references are available upon request.

Classification and Compensation Study

City of Fresno, California

Contact Information: Yer Taylor, Senior HR Analyst, 2600 Fresno Street, Fresno, California 93721, (559) 240-8526, Yer.Taylor@fresno.gov



Classification and Compensation Study

Calaveras County, California

Contact Information: Judy Hawkins, Deputy CAO/ Human Resources & Risk Management, 891 Mountain Ranch Road, Building C, San Andreas, California 95249, (209) 754-6303, JHawkins@co.calaveras.ca.us



Classification and Compensation Study

City of Yucaipa, California

Contact Information: Cortney McRae, Human Resources Manager, 34272 Yucaipa Blvd., Yucaipa, California 92399, (909) 797-2489 ext.219, cmcrae@yucaipa.org



RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 12.1

SECTION 12: COUNCIL REFERRALS

Meeting Date: June 24, 2025

Subject: Wastewater Treatment Plant Feasibility Study

From: Cindy Fosi, Vice Mayor

RECOMMENDATION

It is recommended that Council receive a presentation from Vice Mayor Fosi regarding options for a Wastewater Treatment Plant feasibility study.

SUMMARY

Vice Mayor Fosi has requested an opportunity to present to Council options for a Wastewater Treatment Plant feasibility study.

FINANCIAL IMPACT

None associated with this report.

ATTACHMENTS

1. Presentation

FEASIBILITY STUDY FOR WASTEWATER TREATMENT PLANT

**CINDY FOSI
VICE MAYOR
CITY OF RIVERBANK**



WHY DO A WASTEWATER FEASIBILITY STUDY

- Fall 2021 studies for WWRP were presented as a “living document” at \$90 million
 - Project now estimated at \$124 million
 - \$85 million loans from State (\$118 million after interest)
 - Unstable potential for loans at \$15 million
 - No certainty for remaining balance of the project leaves uncertainty for residents/ratepayers
- The City of Riverbank has been notified that the FEMA Building Resilient Infrastructure and Communities Program (BRIC) has been terminated; ending any funding for 2022,2023, and 2024.
 - The City had been applying for \$50M grant for the Riverbank Regional Recycled Water Project.

WHY DO A WASTEWATER FEASIBILITY STUDY

- Residents have voiced their struggle re: the cities rising costs for Utilities, most specially wastewater charges to all councilmembers and mayor in person, on social media and in public comment.
- City's median income is *\$30,000 per year*. Increasing sewer rates have put a strain on individuals and families.
- City of Riverbank Wastewater Treatment Plant needs to increase capacity for current and future growth.
- City staff has a strong relationship with the State Water Resources Board that will allow us time to make the best decision for Riverbank
 - Doing a Feasibility Study will **not** open up our State Water Resources Board permit as we will not be making any changes to our processes; rather evaluating options for the City of Riverbank Wastewater Treatment Plant.

POSSIBLE OPTIONS TO BE REVIEWED

#1 Construct the Riverbank Regional Recycled Water Project at the Riverbank Wastewater Treatment Plant.

PROS

- Meets the needs of the city for the future.

CONS

- \$124M project with unstable grant money and no plan for remaining balance; too many unknowns
- \$120M Project with only 2.9 mgd
- Only two farmers in Riverbank to buy water.
 - Whereas North Valley Regional Water Project which includes Modesto, Turlock, Ceres, Del Puerto and Stanislaus County built in 2018 at approximately \$120M does 20 mgd

City staff has requested an update from consultant on costs and possible grants for this project.

POSSIBLE OPTIONS TO BE REVIEWED

#2 Construct a pump station and pipeline from Riverbank to the North Valley Regional Recycled Water Project

PROS

- Significantly lower cost in infrastructure
- Part of a regionalization project that may still have grant funding
- Will allow council to revisit increased utility rates
- Riverbank **will** negotiate and advocate for our best interest

CONS

- How much water could North Valley take
- Can they meet our current and future capacity needs

NORTH VALLEY REGIONAL RECYCLED WATER PROGRAM

- North Valley Regional Recycled Water Program is managed by the City of Modesto and in partnership with Empire and portions of Ceres and Stanislaus County
- North Valley Regional Recycled Water Program addresses water supply shortages in the District's service area, located on the west side of the San Joaquin River in San Joaquin, Stanislaus and Merced counties, south of the Sacramento-San Joaquin River Delta such as Del Puerto Water District.
- Cost approximately \$120M for 20 mgd
- Discharges to San Joaquin River and water sent to Del Puerto Water District



NORTH VALLEY REGIONAL RECYLED WATER PROGRAM

PRELIMINARY FEEDBACK FROM: WILL WONG MODESTO DIRECTOR OF UTILITIES

- Set a statewide example of a regional water recycling plant, and shared costs for upgrades, which all partners will benefit from through economies of scale.
- Selling the recycled water is not a major revenue generator for the City of Modesto.
 - In actuality, recycled water sales only recovers a portion of operating costs (which is NPDES permit driven).
- Partners to benefit the Del Puerto Water District, who desperately needs the water.

NORTH VALLEY REGIONAL RECYLED WATER PROGRAM

PRELIMINARY FEEDBACK FROM: WILL WONG MODESTO DIRECTOR OF UTILITIES

- Riverbank will be benefit by avoiding future wastewater operating costs should advanced treatment be required by the state.
 - “DWPD has been pretty active in getting grants to pay for improvements, and I'm certain their GM, Anthea Hansen, will focus her energy to help get portion of the funding for a potential pump station and pipeline from Riverbank to Modesto.”
- As a partner in the North Valley Regional Water Program, any concerns that Riverbank has regarding the any control issues (perceived or not), can be negotiated in some agreement or MOU.
 - This will work is if this is a win-win situation for both cities.

POSSIBLE OPTIONS TO BE REVIEWED

#3 Redesign the Wastewater Treatment Plant to better meet our current and future needs and change our permit with the State Water Resources Board to allow discharge of treated wastewater to Tuolumne River

PROS

- Possible lower cost in infrastructure construction

CONS

Could take years to redesign and have operational
Would it meet state requirements in the future

Oakdale Tertiary Plant was built for \$13M for 2.4 mgd

CURRENT SEWER RATES SURROUNDING CITIES

FIND BELOW A TABLE SHOWING CURRENT SEWER RATES AND THOSE APPROVED FOR 2027 BY SURROUNDING CITIES (DOES NOT ACCOUNT FOR INFLATION IMPACTS):

CITY	POPULATION (2023)	MONTHLY CURRENT RATES*	FLOW (mgd)	ANTICIPATED RATE IN 2027
TULOCK	76,100	\$39.42	8.5	\$43.09
TRACY	98,010	\$54.00	9.0	\$64.16
MANTECA	91,059	\$43.30	6.5	\$68.40
SONORA (TUD)	4,917	\$68.99	2.0	\$70.77
RIVERBANK	25,001	\$69.00	1.7	\$109.39
*Based on Residential Rates (Detached)				

WHAT QUESTIONS COULD THE FEASIBILITY STUDY ANSWER?

- Determine the feasibility of sending Riverbank water to the North Valley Water Recycling Program
 - How much water to North Valley; how much would stay in Riverbank
 - What time of year would we send; or all year
 - What would the costs of the pipeline and lift station (Turlock was @ \$28M)
 - What would the costs to citizens be if we move water to Modesto.
- Determine the more economical options that could ultimately reduce rates
- Determine if it will be effective for current capacity and future capacity
- Staff meet with Modesto on other items of concern
- Determine how to update the current treatment plant to meet needs if determined that that is a better option and better costs
- What option gives us the addition capacity in the shortest amount of time.
- Any other information determined by Council/Staff

RECOMMENDATION: APPROVAL TO PERFORM A FEASIBILITY STUDY

- Cost of study would be between \$50,000 - \$75,000 after sending out competitive bid
- City of Modesto would split the cost of this study reducing costs to \$25,000 - \$37,500 for City of Riverbank
- Confirms that City of Riverbank is making a well evaluated decision at a cost that our taxpayers understand
- Meets the City of Riverbank 2025 Strategic Plan: Infrastructure, Strategies: Conduct feasibility study for the Wastewater Treatment Plant and water reuse options.

