

**AGENDA
CITY OF PATTERSON**



**CITY COUNCIL REGULAR MEETING
August 16, 2016
7:00 p.m.**

**City Council Chambers
1 Plaza
Patterson, California**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (209) 895-8014. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II]

The agenda and supporting public documents are available for viewing in City Hall, Administration Department, 1 Plaza, 2nd Floor, Patterson, California. The agenda and supporting public documents are also available online on our City web site www.ci.patterson.ca.us listed under Popular Links "Agenda Center" and listed under the "Upcoming Events Calendar" under the date of the meeting or please call or email the City Clerk at (209) 895-8014 or cityclerk@ci.patterson.ca.us

If you wish to be notified of future meetings, please subscribe to "Notify Me" listed under Popular Links on our City of Patterson web site www.ci.patterson.ca.us

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Statements of Conflict**
- 4. Items from the Public**

Any member of the audience desiring to address the Council regarding a matter on the agenda, please raise your hand or step to the podium at the time the item is announced by the Mayor. The public wishing to address the Council on items that do not appear on the agenda may do so; however, Council will take no action other than referring the item to staff for study and analysis and shall place item on a future agenda (Resolution 92-25)

In order that all interested parties have an opportunity to speak, any person addressing the Council will be limited to a maximum of five (5) minutes unless the Mayor grants a longer period of time (Resolution 92-25)

5. Consent Calendar

All items are approved by a single action. Any item may be removed from the Consent Calendar for separate discussion upon request from a member of the Public, Staff and/or Councilmember.

- 5.1 Motion to Waive Readings - All Readings of Ordinances and Resolutions, Except by Title are hereby waived.
- 5.2 Approve City Department Reports for the Months of February through July 2016 (Community Development, Fire, Police, Public Works and Recreation & Community Services) ([View Report](#))
- 5.3 Approve City Commission Reports for the Month of July 2016 (Economic Strategic Commission, Parks, Recreation & Beautification Commission and Planning Commission) ([View Report](#))
- 5.4 Approve Resolution No. 2016-74, Accepting the Public Improvements for the Keystone Warehouse LOT G Offsite Public Improvements as Complete, Authorizing Staff to File the Notice of Completion and Commence the One-Year Warranty Period ([View Report](#))
- 5.5 Approve Environmentally Preferable Procurement Policy (EPPP) (Resolution No. 2016-75) ([View Report](#))
- 5.6 Approve the Human Resources Analyst Job Description and Recommended Salary Range ([View Report](#))
- 5.7 Approval of the Part-Time Environmental Compliance Specialist Classification Job Description and Salary ([View Report](#))
- 5.8 Approve Street Closure for Skate the Circle & Movie Night Event on Friday, September 9, 2016 ([View Report](#))
- 5.9 Approve Street Closure and waiver of event fees for the PHS Homecoming Parade on Friday, October 7, 2016 ([View Report](#))
- 5.10 Approve Request for Road Closure of Park Center Drive starting August 22nd through August 29, 2016 for Construction Activities Required as Part of the Pilot-Flying J Project ([View Report](#))
- 5.11 Authorizing the Purchase of Self-Contained Breathing Apparatus (SCBA) for the City of Patterson Fire Department from Cascade Fire Equipment, Ratifying the Lease Purchase Agreement with Government Capital Corporation for the Purpose of Financing the SCBAs and Related Equipment dated as of June 7, 2016 ([View Report](#))

Presentation: Review of Summer Recreation Programs –
Recreation & Community Services Director Flanders

7. City Staff Reports

7.1 City Manager

Approve a Resolution (No. 2016-59) to be Forwarded to Stanislaus County Board of Supervisors in Support of a Reward to a Real Estate Watchdog and provide a verbal report regarding meeting and discussion with Stanislaus County staff and supervisor at Council's request (June 21, 2016 Council Meeting Item)

[\(View Report\)](#)

7.2 Public Works Department

a. Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Project and Approve Scope of Services for Urban Forest Master Plan

[\(View Report\)](#)

b. Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Tree Planting Project and Approve Tree Planting Recommendations and Continue Enforcement of the Municipal Code Policy For All Future Tree Plantings [\(View Report\)](#)

8. Council Items

8.1 City Council Reports

Mayor Molina:

- StanCOG (Councilmember McCord Alternate)
- Stanislaus County Mayors Dinner
- Patterson/West Stanislaus Fire Services Committee
(Councilmember Farinha 1st Alternate, Councilmember Novelli 2nd Alternate)
- Stanislaus County Disaster Council (Councilmember McCord Alternate)

Mayor Pro Tem Novelli:

- Patterson Representative – League of California Cities (LOCC)
- Stanislaus County Economic Development & Workforce “Alliance”
(Councilmember Novelli Alternate)
- Economic Development Action Committee (EDAC)
(Councilmember Novelli Alternate)

Councilmember Farinha:

- San Joaquin Air Pollution Control District – Valley-wide Special City Selection Committee (Councilmember Novelli Alternate)
- Stanislaus County Hazardous Waste Advisory Committee
(Councilmember McCord Alternate)

Councilmember McCord:

- Westside Health Care Task Force

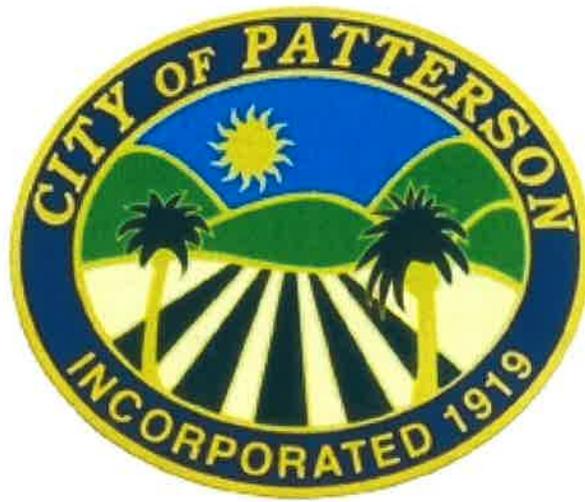
Councilmember McCord:

- Westside Health Care Task Force

Councilmember La Torre:

8.2 Other Matters

9. Adjournment



5. CONSENT CALENDAR



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

MEETING DATE: August 16, 2016

ITEM NO: 5.2

SUBJECT: Approve City Department Reports for the Months of February through July 2016 (Community Development, Fire, Police, Public Works and Recreation & Community Services)

RECOMMENDATION

Motion to approve the City Department Reports for the Months of February through July 2016 (Community Development, Fire, Police, Public Works and Recreation & Community Services)



July 2016
Community Development Department
Monthly Report

The following information is provided as an update regarding the Planning and Housing Division activities during the month of July and updates for previously approved projects.

Planning Commission Meetings

On July 28, 2016, the Planning Commission held a meeting to consider the following items:

1. Negative Declaration #16-02, City of Patterson Water Well #14 Project, West side of Sycamore Avenue, approximately 250 feet south of Olive Avenue

A public hearing to consider adoption of a Negative Declaration for City of Patterson Water Well #14, consisting of construction, installation, and operation of a City-owned water well, equipped with a turbine pump housed in a masonry building. The completed project consists of drilling of a test well and a production well, construction of the well housing structure (pump house approximately 20' x 30'), and appurtenances consisting of piping, electrical transformer, back-up power, site fencing, and access. The site will be approximately ½ to one acre in size with connection to a transmission line located in Sycamore Avenue. The Planning Commission approved this item with a 4-0-1 vote.

The next Planning Commission meetings are scheduled for August 11th and 25th at 7:00 PM.

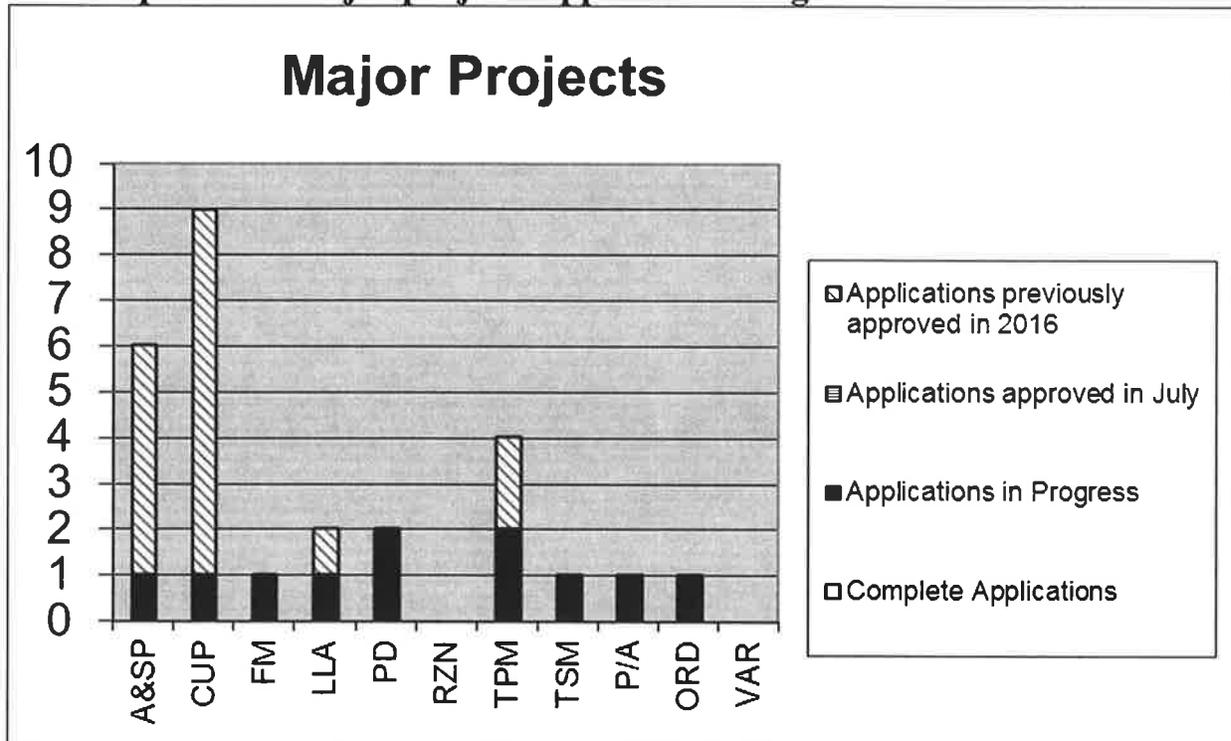
Housing Element Update

The Housing Element has been adopted and certified by the State Department of Housing and Community Development.

Master Plan Update

Staff continues to work with consultants on the Parks and Recreation, Storm Drain, Transportation, and Water Master Plans.

Status update for major projects approved during 2016



A&SP	Architectural & Site Plan Review	RZN	General Plan Amendment/Rezone
CUP	Conditional Use Permit	TPM	Tentative Parcel Maps
FM	Final Map	TSM	Vesting Tentative Maps
LLA	Lot Line Adjustment	P/A	Prezone/Annexation
PD	Planned Development	ORD	Zoning Ordinances/Amendments
		VAR	Variance

Architectural & Site Plan Reviews

- A&SP #15-03, CUP #15-06, Patterson Mobil, NE corner of Rogers Road and Annamarie Avenue – Submitted building permit application
- A&SP #15-06, CUP #15-08, Patterson Gas, NE corner of Rogers Road and Speno Drive – Approved
- A&SP #16-01, CUP #16-02, TPM #16-01, Flying J Travel Center, NE corner of Sperry Avenue and Park Center Drive – Submitted building permit application
- A&SP #16-02, Cuts Unlimited Roll Up Security Door, 40 S. 3rd Street - Approved
- A&SP #16-03, CUP #16-04, Lot Line Adjustment #16-01, Negative Declaration #16-01, Les Schwab Tire Center, North of Sperry, approximately 750 feet east of Ward Avenue – Submitted building permit application

Conditional Use Permits

- CUP #16-01, Somos Un Mundo Daycare, 102 Jersey Lane – Approved
- CUP #16-03, Lucky Pan Brenda's Pupuseria, 401 N. 1st Street – Approved
- CUP #16-05, Taqueria Barajas, 101 E. Las Palmas Avenue – Approved
- CUP #16-06, Little Angels Dual Language Childcare, 250 E Street - Approved

Tentative Parcel Maps

- TPM #15-01, Arthur & Frances Filice, 261 Olive Avenue – Approved

Status update for projects approved in previous years

- Joe's Landscape and Concrete Supply – A&SP #14-02, SE corner of W. Las Palmas Ave and Hwy 33 – Received Temporary Occupancy
- Sealake Plastic Recycling – CUP #14-01, SE corner of 1st St. and Sperry Ave. - Approved
- Prime Shine Carwash - CUP #14-08, A&SP #14-04, LLA #14-02, North of Sperry, East of Ward – Preparing for construction
- Westridge Business Park Amendment PD 07-02, A&SP 10-01, and DA 10-02 – First phase, “Amazon.com,” Open for business
- Patterson Logistics Center – PD 09-02, VTPM 09-01, DA 09-01, ND 10-03, A&SP 12-05 – Approved
- The Villages of Patterson – PD 05-04, Pre-zone/Annexation 05-02, General Plan Amendment/ Rezone 05-01, TSM's 06-03 “A” & 06-04 “B” – Approved
- Ivy Terrace (formerly La Paloma Condos) AR 04-05 – Ivy Ave and Hwy 33 – Second phase work nearing completion
- C&M Transmissions CUP 09-04 – 319 S. 1st Street – Site work underway
- Recreation and Community Services Office, NW corner of Sperry and Ward Avenues – Complete
- Keystone Corporation Maintenance & Warehouse Building, A&SP #15-04- SW corner of Keystone Pacific Pkwy and Park Center Dr. – Construction underway
- Floragold Cell Tower, CUP #15-01, Variance #15-01, west of Baldwin Road, North of Keystone Pacific Parkway - Complete

Suspended:

- Arco/ AM/PM - CUP #11-02 – Applicant delay
- Ramos Medical Buildings – A&SP 08-02, TPM 08-04 – Ramos Medical Buildings, 1108 Ward Avenue – Applicant delay
- Patterson Business Park – PD 07-05 – 501 N. 1st Street & M Street – Applicant Delay
- Greenville LLC/BKE Investments, LLC – TPM 07-06 – 14601 N. 1st Street – Deferred by applicant
- Patterson Commons Townhomes – Applicant delay
- Magnolia Green Townhomes A&SP 07-01 – Applicant delay
- McShane Companies A&SP 07-04 (Phase 3) – Approved
- Patterson Housing PD 06-01 – Approved

Major Subdivisions

Wilding Ranch – Approximately 70 percent complete

Patterson Gardens – Approximately 85 percent complete

Housing Projects and Programs

- CDBG: 4th Street Infrastructure Project Phase II – Project completed. Preliminary work on 5th Street Infrastructure project expected to begin soon.
- HOME : City Staff continues to work with First-time Homebuyer Applicants seeking loan approvals.

City of Patterson Fire Department Code Enforcement Division



Case Activity for the Month of June 2016

Monthly Activity Overview

Activity Overview	Total
New Cases	179
Closed Cases	180
Open Cases at start of period	32
Open Cases at end of period	31

Violation Activity

New Violations Cited	Total
Overgrown Weeds and or Vegetation	42
Unlawful Parking in Landscaped Areas	1
Graffiti Violation	195
	2,283 (+-) Sqft.

Other Activity

	Total
Maintenance of Fire Hydrants (Paint)	22

Patterson Fire Department
Hydrant Inspections
June 2016



District - No District Entered 1

District No. - B 8

District No. - C 22

District No. - E 37

District No. - I 37

Total: 105

Patterson Fire Department



Incident Type Count Report

Date Range: From 6/1/2016 To 6/30/2016

Selected Station(s): All

<u>Incident Type</u>	<u>Description</u>	<u>Count</u>	
Station: 01			
100 - Fire, other		1	0.67%
111 - Building fire		3	2.01%
118 - Trash or rubbish fire, contained		1	0.67%
131 - Passenger vehicle fire		2	1.34%
143 - Grass fire		1	0.67%
Total - Fires		8	6.84%
210 - Overpressure rupture from steam, other		1	0.67%
Total - Overpressure Rupture, Explosion, Overheat - no fire		1	0.85%
3 - Rescue & Emergency Medical Service Incidents			
311 - Medical assist, assist EMS crew		82	55.03%
321 - EMS call, excluding vehicle accident with injury		10	6.71%
322 - Vehicle accident with injuries		2	1.34%
323 - Motor vehicle/pedestrian accident (MV Ped)		1	0.67%
Total - Rescue & Emergency Medical Service Incidents		96	82.05%
463 - Vehicle accident, general cleanup		1	0.67%
Total - Hazardous Conditions (No fire)		1	0.85%
510 - Person in distress, other		1	0.67%
511 - Lock-out		1	0.67%
550 - Public service assistance, other		1	0.67%
561 - Unauthorized burning		1	0.67%
Total - Service Call		4	3.42%
611 - Dispatched & cancelled en route		2	1.34%
611E - EMS: Dispatched & cancelled en route		1	0.67%
Total - Good Intent Call		3	2.56%
700 - False alarm or false call, other		1	0.67%
733 - Smoke detector activation due to malfunction		2	1.34%
743 - Smoke detector activation, no fire - unintentional		1	0.67%
Total - Fals Alarm & False Call		4	3.42%
Total for Station		117	78.52%
Station: 02			
100 - Fire, other		1	0.67%
Total - Fires		1	3.33%
3 - Rescue & Emergency Medical Service Incidents			
311 - Medical assist, assist EMS crew		6	4.03%
321 - EMS call, excluding vehicle accident with injury		16	10.74%
322 - Vehicle accident with injuries		1	0.67%
Total - Rescue & Emergency Medical Service Incidents		24	80.00%
424 - Carbon monoxide incident		1	0.67%
Total - Hazardous Conditions (No fire)		1	3.33%

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: 02 - (Continued)			
611 - Dispatched & cancelled en route		2	1.34%
Total - Good Intent Call		2	6.67%
743 - Smoke detector activation, no fire - unintentional		1	0.67%
Total - Fals Alarm & False Call		1	3.33%
900 - Special type of incident, other		1	0.67%
Total - Special Incident Type		1	3.33%
Total for Station		30	20.13%
Station: 04			
140 - Natural vegetation fire, other		1	0.67%
Total - Fires		1	100.00%
Total for Station		1	0.67%
Station: 06			
463 - Vehicle accident, general cleanup		1	0.67%
Total - Hazardous Conditions (No fire)		1	100.00%
Total for Station		1	0.67%
		149	100.00%

Patterson Fire Department
Inspections / Re-inspections
June 2016



Station: No Station Assigned

PLAN REVIEW - Architectural	1
PLAN REVIEW - Hazardous Operation	1
PLAN REVIEW - Site	1

Station; 01

INSPECTION - Annual Engine Company	22
INSPECTION - Building	1
INSPECTION - Business License	3
INSPECTION - Fire Alarm	1
INSPECTION - New Construction	1
INSPECTION - Sprinkler System	7
PLAN REVIEW - Architectural	1
PLAN REVIEW - Site	1
RE-INSPECTION - Annual Engine Company	3
RE-INSPECTION - Annual FPB	3
RE-INSPECTION - Business License	1
TEST & TRAINING	1

Station; 02

INSPECTION - Annual Engine Company	1
INSPECTION - Building	3
INSPECTION - Fire Alarm	1

Station; 02 - (Continued)

PLAN REVIEW - Building	1
RE-INSPECTION - Fire Code Enforcement	3
Total:	57



Patterson Fire Department
Training Hours
June 2016



Assignment	Sum of Duration (hours)
AED user video	5
Basic Firefighter skill	25.5
CA Local Agency Ethics (AB 1234)	8
Company Training Documentation	207.75
Driver Training	7
EMS Aquatic Emergencies	4
EMS Cardiac Emergencies Basic	9
EMS CNS Injuries Basic	3
EMS H1N1 (Swine Flu)	1
EMS Module	12
EMS Operating an AED	1
Engine Company Operations	6
Fire Prevention	4
Fire Pump	3
Fleet Program Adjusting to Changing Conditions for Emergency Vehicle Operators	1
Forcible Entry / Door prop	3
Hose	8
Management/Administration	18
NFPA 1001 Fire Hose	1
NFPA 1001 Fire Streams	1
NFPA 1021 Government Structure	2
NFPA 1021 Incident Scene Management	1
NFPA 1021 Public Education Programs	1
NFPA 1500 Confined Space Entry	5
Physical Fitness	6
Preventative Maintenance	1
RT-130: Annual Wildland Fire Safety Refresher (MOD #1)	6
RT-130: Annual Wildland Fire Safety Refresher (MOD #2)	2
RT-130: Annual Wildland Fire Safety Refresher (MOD #3)	2
RT-130: Annual Wildland Fire Safety Refresher (MOD #4)	4
SCBA	20
Technical Rescue	12
Trenching & Shoring	10
Vehicle Repair	10.5
Grand Total	410.75

Sheriffs Monthly Report

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Stanislaus County Sheriff's Department - Patterson

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Dates: 02/01/2016 - 02/29/2016

CRIME	NUMBER OF CRIME	CRIME	NUMBER OF
ALCOHOL		FORGERY	11
SALES TO MINOR	0	OTHER	5
ANIMAL CONTROL	0	IDENTITY THEFT	6
BITE	0	KIDNAPPING	0
STRAY	0	MALICIOUS MISCHIEF	11
CRUELTY	0	COMMERCIAL	0
OTHER	0	PRIVATE	6
ARSON	1	PUBLIC	0
ASSAULT FELONY	13	SCHOOL	0
FIREARM-ON CITIZEN	2	VEHICLE/OTHER	5
FIREARM-ON DEPUTY	0	--OF THESE # GRAFFITI	0
KNIFE / OTHER W-CITIZEN	0	MISCELLANEOUS	12
KNIFE / OTHER W-DEPUTY	0	DISORDERLY	6
OTHER - CITIZEN	11	SUSP - VEH/PER/NOISE	5
OTHER - DEPUTY	0	TRASH DUMPS	0
--OF THESE # DOMES VIOL - FEL	4	OTHER FELONY	1
DOMES VIOL WITH WEAPON	0	MISSING PERSONS	5
DOMES VIOL NO WEAPON	4	MISSING PERSONS	3
ASSAULT MISDEMEANOR		RUNAWAY	2
OTHER - CITIZEN	7	RESISTING-OBSTRUCTING	4
--OF THESE # DOMES VIOL-MISD	1	ESCAPE	0
ASSIST	3	RESISTING	4
AIR	0	OTHER	0
BOATING	0	ROBBERY	1
BOMB	0	BANK-FIREARM	0
DIVE	0	BANK-OTHER WEAPON	0
K9	0	BANK-STRONG ARM	0
OUTSIDE AGENCY	3	CHAIN STORE-FIREARM	0
POSSE	0	CHAIN STORE-OTHER WEAPON	0
STAN CO AGENCY	0	CHAIN STORE-STRONG ARM	0
SWAT	0	RESIDENCE-FIREARM	0
BOATING LAWS - ACCIDENTS	0	RESIDENCE-OTHER WEAPON	0
BURGLARY	11	RESIDENCE-STRONG ARM	0
COMMERCIAL	0	OTHER-FIREARM	0
RESIDENCE	3	OTHER-OTHER WEAPON	1
AUTO	7	OTHER-STRONG ARM	0
OTHER	1	--OF THESE # CAR JACKS	0
BURGLARY TOOLS	0	SEX OFFENSES	1
PROP STLN / BUY-SELL-REC	0	RAPE	0
DEATH INVESTIGATION	0	RAPE ATTEMPT	0
HOMICIDE-FIREARM	0	CHILD MOLEST/INCEST	1
HOMICIDE-OTHER	0	INDECENT EXPOSURE	0
REPORTABLE DEATH	0	SEX - OTHER	0
CORONER / OTHER	0	THEFT-GRAND	2
DISTURBANCE	1	AGRICULTURE	0
DRUGS	10	OTHER **Include over \$250 & \$400	2
POSSESSION - FEL	0	\$950 AND OVER	0
SALES -FEL	1	THEFT - PETTY	17
UNDER INFLUENCE - FEL	0	THEFT - VEHICLES	
POSSESSION - MISD	9	MOTOR VEH STOLEN	7
SALES - MISD	0	RECOV LOCAL STOLEN	7
UNDER INFLUENCE - MISD	0	RECOV OTHER AGENCY STOLEN	3
ELDER ABUSE	0	OTHER / JOYRIDING	0
FIDUCIARY	0	TRAFFIC	295
PHYSICAL	0	DRIV UNDER INFLUENCE	1
OTHER	0	OTHER - TRAFFIC	279
FAMILY OFFENSES	12	PARKING	15
CURFEW / TRUANCY	0	ABANDON VEHICLE	0
FIGHT	1	WEAPON OFFENSES	3
MENTAL / SUICIDE / SICK	7	FIREARM ACCIDENTS	0
NEGLECT	0	FIREARM ILLEGAL	2
VIOLATION COURT ORDER	4	WEAPON-EXPLOSIVES	0
OTHER	0	WEAPON-OTHER THAN FIREARM	1

Sheriffs Monthly Report

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Stanislaus County Sheriff's Department - Patterson

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Dates: 02/01/2016 - 02/29/2016

ARRESTS / BOOKINGS	NUMBER OF	MISCELLANEOUS ACTIVITIES	NUMBER OF
ADULT ARREST / BOOKINGS	45	MISCELLANEOUS	
FELONY	22	CALLS FOR SERVICE	1410
MISDMEANOR	23	RESTRAINING ORDERS	2
** Above numbers include Warrant Arrests **		FI CARDS WRITTEN	0
		GANG RELATED CASES	0
ADULT CITATIONS ISSUED	168	ACCIDENTS	
CRIMINAL-FELONY	0	FATAL	6
CRIMINAL-MISD	7	PERSONS KILLED (not in total)	0
** Above numbers include Warrant Citations **		INJURY	1
TRAFFIC CITE - SUPERIOR	4	PERSONS INJURED (not in total)	1
TRAFFIC CITE - TRAFFIC	157	PROPERTY DAMAGE	1
BOATING CITATION	0	HIT & RUN	4
JUV ARRESTS / BOOKINGS	5		
FELONY	4		
MISDMEANOR	1		
JUV CITATIONS ISSUED	1	PATTERSON CITY SECTION	
CRIMINAL-FELONY	1	DRUNK DRIVING	
CRIMINAL-MISD	0	DUI - DRIV UNDER INFLUENCE	1
TRAFFIC CITE - SUPERIOR	0	DUI - INVOLVED IN COLLISIONS	0
TRAFFIC CITE - TRAFFIC	0	PERSONS KILLED	0
BOATING CITATION	0	PERSONS INJURED	0
JUVENILE DIVERSION	0	CITATIONS ISSUED	
ANGER MANAGEMENT	0	MOVING VIOLATIONS	181
ALCOHOL PROGRAM	0	NON-MOVING VIOLATIONS	91
DRUG PROGRAM	0	MECHANICAL VIOLATIONS	0
PROPERTY CRIMES	0	PARKING VIOLATIONS	15
JUMP START	0		
WARRANTS PROCESSED	23	PROPERTIES	
MISDMEANOR	2	STOLEN PROPERTY (\$\$)	\$61,467.00
FELONY	21	RECOVERED PROPERTY (\$\$)	\$46,550.00
		VEHICLES STOLEN	7
WARRANT ARRESTS	3	VEHICLES RECOVERED	10
FELONY	1	VEHICLES ABANDONED	0
MISDMEANOR	2	VEHICLES STORED	33
WARRANT CITATIONS	0	MISCELLANEOUS	
FELONY	0	CITY ORDINANCE VIOLATIONS	0
MISDMEANOR	0	OBSCENE PHONE CALLS	0
CASES GENERATED	1246	LIQUOR LAWS	0
CASE #s PULLED IN CAD	1235	ALARMS CALLS	0
1-B's WITHOUT CASE #s	11		
REPORTS TYPED MANUALLY	28		
ORIGINALS	9		
FOLLOW UPS	19		
CASES SUBMITTED TO DA	27		
FELONY	11		
MISDMEANOR	16		
CASES REJECTED FROM DA	6		
FELONY	3		
MISDMEANOR	3		
COMPLAINTS FILED FROM DA	18		
FELONY	8		
MISDMEANOR	10		

Sheriffs Monthly Report

Jul 25, 2016 10:27 AM

Stanislaus County Sheriff's Department - Patterson

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Dates: 03/01/2016 - 03/31/2016

CRIME	NUMBER OF	CRIME	NUMBER OF
ALCOHOL		FORGERY	5
SALES TO MINOR	0	OTHER	4
ANIMAL CONTROL	0	IDENTITY THEFT	1
BITE	0	KIDNAPPING	0
STRAY	0	MALICIOUS MISCHIEF	7
CRUELTY	0	COMMERCIAL	0
OTHER	0	PRIVATE	1
ARSON	0	PUBLIC	0
ASSAULT FELONY	6	SCHOOL	1
FIREARM-ON CITIZEN	1	VEHICLE/OTHER	5
FIREARM-ON DEPUTY	0	--OF THESE # GRAFFITI	0
KNIFE / OTHER W-CITIZEN	0	MISCELLANEOUS	7
KNIFE / OTHER W-DEPUTY	0	DISORDERLY	4
OTHER - CITIZEN	4	SUSP - VEH/PER/NOISE	2
OTHER - DEPUTY	1	TRASH DUMPS	0
--OF THESE # DOMES VIOL - FEL	3	OTHER FELONY	1
DOMES VIOL WITH WEAPON	0	MISSING PERSONS	8
DOMES VIOL NO WEAPON	3	MISSING PERSONS	1
ASSAULT MISDEMEANOR		RUNAWAY	7
OTHER - CITIZEN	3	RESISTING-OBSTRUCTING	1
--OF THESE # DOMES VIOL-MISD	1	ESCAPE	0
ASSIST	1	RESISTING	0
AIR	0	OTHER	1
BOATING	0	ROBBERY	2
BOMB	0	BANK-FIREARM	0
DIVE	0	BANK-OTHER WEAPON	0
K9	0	BANK-STRONG ARM	0
OUTSIDE AGENCY	1	CHAIN STORE-FIREARM	0
POSSE	0	CHAIN STORE-OTHER WEAPON	0
STAN CO AGENCY	0	CHAIN STORE-STRONG ARM	0
SWAT	0	RESIDENCE-FIREARM	0
BOATING LAWS - ACCIDENTS	0	RESIDENCE-OTHER WEAPON	0
BURGLARY	14	RESIDENCE-STRONG ARM	1
COMMERCIAL	3	OTHER-FIREARM	1
RESIDENCE	6	OTHER-OTHER WEAPON	0
AUTO	3	OTHER-STRONG ARM	0
OTHER	2	--OF THESE # CAR JACKS	0
BURGLARY TOOLS	1	SEX OFFENSES	1
PROP STLN / BUY-SELL-REC	0	RAPE	0
DEATH INVESTIGATION	2	RAPE ATTEMPT	0
HOMICIDE-FIREARM	0	CHILD MOLEST/INCEST	0
HOMICIDE-OTHER	0	INDECENT EXPOSURE	0
REPORTABLE DEATH	1	SEX - OTHER	1
CORONER / OTHER	1	THEFT-GRAND	2
DISTURBANCE	5	AGRICULTURE	1
DRUGS	15	OTHER **Include over \$250 & \$400 \$950 AND OVER	1 0
POSSESSION - FEL	0	THEFT - PETTY	18
SALES -FEL	3	THEFT - VEHICLES	
UNDER INFLUENCE - FEL	0	MOTOR VEH STOLEN	7
POSSESSION - MISD	12	RECOV LOCAL STOLEN	6
SALES - MISD	0	RECOV OTHER AGENCY STOLEN	0
UNDER INFLUENCE - MISD	0	OTHER / JOYRIDING	0
ELDER ABUSE	0	TRAFFIC	146
FIDUCIARY	0	DRIV UNDER INFLUENCE	1
PHYSICAL	0	OTHER - TRAFFIC	139
OTHER	0	PARKING	6
FAMILY OFFENSES	10	ABANDON VEHICLE	0
CURFEW / TRUANCY	0	WEAPON OFFENSES	2
FIGHT	1	FIREARM ACCIDENTS	0
MENTAL / SUICIDE / SICK	6	FIREARM ILLEGAL	0
NEGLECT	0	WEAPON-EXPLOSIVES	0
VIOLATION COURT ORDER	3	WEAPON-OTHER THAN FIREARM	2
OTHER	0		

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Stanislaus County Sheriff's Department - Patterson

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Dates: 03/01/2016 - 03/31/2016

ARRESTS / BOOKINGS	NUMBER OF	MISCELLANEOUS ACTIVITIES	NUMBER OF
ADULT ARREST /BOOKINGS	35	MISCELLANEOUS	
FELONY	13	CALLS FOR SERVICE	1283
MISDMEANOR	22	RESTRAINING ORDERS	1
** Above numbers include Warrant Arrests **		FI CARDS WRITTEN	3
		GANG RELATED CASES	0
ADULT CITATIONS ISSUED	112	ACCIDENTS	13
CRIMINAL-FELONY	0	FATAL	0
CRIMINAL-MISD	6	PERSONS KILLED (not in total)	0
** Above numbers include Warrant Citations **		INJURY	1
TRAFFIC CITE - SUPERIOR	4	PERSONS INJURED (not in total)	2
TRAFFIC CITE - TRAFFIC	102	PROPERTY DAMAGE	7
BOATING CITATION	0	HIT & RUN	5
JUV ARRESTS / BOOKINGS	0		
FELONY	0		
MISDMEANOR	0		
JUV CITATIONS ISSUED	1		
CRIMINAL-FELONY	0		
CRIMINAL-MISD	1		
TRAFFIC CITE - SUPERIOR	0		
TRAFFIC CITE - TRAFFIC	0		
BOATING CITATION	0		
JUVENILE DIVERSION	0		
ANGER MANAGEMENT	0		
ALCOHOL PROGRAM	0		
DRUG PROGRAM	0		
PROPERTY CRIMES	0		
JUMP START	0		
WARRANTS PROCESSED	35		
MISDMEANOR	8		
FELONY	27		
WARRANT ARRESTS	1		
FELONY	1		
MISDMEANOR	0		
WARRANT CITATIONS	0		
FELONY	0		
MISDMEANOR	0		
CASES GENERATED	1117		
CASE #s PULLED IN CAD	1108		
1-B's WITHOUT CASE #s	9		
REPORTS TYPED MANUALLY	24		
ORIGINALS	12		
FOLLOW UPS	12		
CASES SUBMITTED TO DA	57		
FELONY	24		
MISDMEANOR	33		
CASES REJECTED FROM DA	21		
FELONY	8		
MISDMEANOR	13		
COMPLAINTS FILED FROM DA	31		
FELONY	14		
MISDMEANOR	17		
PATTERSON CITY SECTION			
		DRUNK DRIVING	
		DUI -DRIV UNDER INFLUENCE	1
		DUI - INVOLVED IN COLLISIONS	0
		PERSONS KILLED	0
		PERSONS INJURED	0
		CITATIONS ISSUED	
		MOVING VIOLATIONS	72
		NON-MOVING VIOLATIONS	55
		MECHANICAL VIOLATIONS	0
		PARKING VIOLATIONS	6
		PROPERTIES	
		STOLEN PROPERTY (\$\$)	\$47,220.00
		RECOVERED PROPERTY (\$\$)	\$19,733.00
		VEHICLES STOLEN	7
		VEHICLES RECOVERED	6
		VEHICLES ABANDONED	0
		VEHICLES STORED	20
		MISCELLANEOUS	
		CITY ORDINANCE VIOLATIONS	1
		OBSCENE PHONE CALLS	2
		LIQUOR LAWS	0
		ALARMS CALLS	0

Sheriffs Monthly Report

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Stanislaus County Sheriff's Department - Patterson

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Dates: 04/01/2016 - 04/30/2016

CRIME	NUMBER OF	CRIME	NUMBER OF
ALCOHOL SALES TO MINOR	0	FORGERY	6
ANIMAL CONTROL	0	OTHER	3
BITE	0	IDENTITY THEFT	3
STRAY	0	KIDNAPPING	0
CRUELTY	0	MALICIOUS MISCHIEF	8
OTHER	0	COMMERCIAL	1
ARSON	0	PRIVATE	0
ASSAULT FELONY	10	PUBLIC	1
FIREARM-ON CITIZEN	0	SCHOOL	1
FIREARM-ON DEPUTY	0	VEHICLE/OTHER	5
KNIFE / OTHER W-CITIZEN	0	--OF THESE # GRAFFITI	1
KNIFE / OTHER W-DEPUTY	0	MISCELLANEOUS	6
OTHER - CITIZEN	9	DISORDERLY	3
OTHER - DEPUTY	1	SUSP - VEH/PER/NOISE	1
--OF THESE # DOMES VIOL - FEL	5	TRASH DUMPS	0
DOMES VIOL WITH WEAPON	0	OTHER FELONY	2
DOMES VIOL NO WEAPON	5	MISSING PERSONS	8
ASSAULT MISDEMEANOR	9	MISSING PERSONS	5
OTHER - CITIZEN	3	RUNAWAY	3
--OF THESE # DOMES VIOL-MISD	0	RESISTING-OBSTRUCTING	2
ASSIST	0	ESCAPE	0
AIR	0	RESISTING	2
BOATING	0	OTHER	0
BOMB	0	ROBBERY	2
DIVE	0	BANK-FIREARM	0
K9	0	BANK-OTHER WEAPON	0
OUTSIDE AGENCY	0	BANK-STRONG ARM	0
POSSE	0	CHAIN STORE-FIREARM	0
STAN CO AGENCY	0	CHAIN STORE-OTHER WEAPON	0
SWAT	0	CHAIN STORE-STRONG ARM	0
BOATING LAWS - ACCIDENTS	0	RESIDENCE-FIREARM	0
BURGLARY	9	RESIDENCE-OTHER WEAPON	0
COMMERCIAL	1	RESIDENCE-STRONG ARM	0
RESIDENCE	5	OTHER-FIREARM	0
AUTO	3	OTHER-OTHER WEAPON	0
OTHER	0	OTHER-STRONG ARM	2
BURGLARY TOOLS	1	--OF THESE # CAR JACKS	0
PROP STLN / BUY-SELL-REC	0	SEX OFFENSES	2
DEATH INVESTIGATION	1	RAPE	0
HOMICIDE-FIREARM	0	RAPE ATTEMPT	0
HOMICIDE-OTHER	0	CHILD MOLEST/INCEST	1
REPORTABLE DEATH	0	INDECENT EXPOSURE	0
CORONER / OTHER	1	SEX - OTHER	1
DISTURBANCE	2	THEFT-GRAND	3
DRUGS	13	AGRICULTURE	0
POSSESSION - FEL	1	OTHER **Include over \$250 & \$400	3
SALES -FEL	3	\$950 AND OVER	0
UNDER INFLUENCE - FEL	0	THEFT - PETTY	17
POSSESSION - MISD	9	THEFT - VEHICLES	5
SALES - MISD	0	MOTOR VEH STOLEN	4
UNDER INFLUENCE - MISD	0	RECOV LOCAL STOLEN	0
ELDER ABUSE	0	RECOV OTHER AGENCY STOLEN	0
FIDUCIARY	0	OTHER / JOYRIDING	0
PHYSICAL	0	TRAFFIC	180
OTHER	0	DRIV UNDER INFLUENCE	0
FAMILY OFFENSES	12	OTHER - TRAFFIC	155
CURFEW / TRUANCY	0	PARKING	25
FIGHT	1	ABANDON VEHICLE	0
MENTAL / SUICIDE / SICK	5	WEAPON OFFENSES	4
NEGLECT	0	FIREARM ACCIDENTS	1
VIOLATION COURT ORDER	5	FIREARM ILLEGAL	1
OTHER	1	WEAPON-EXPLOSIVES	0
		WEAPON-OTHER THAN FIREARM	2

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Stanislaus County Sheriff's Department - Patterson
 Dates: 04/01/2016 - 04/30/2016

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ARRESTS / BOOKINGS	NUMBER OF	MISCELLANEOUS ACTIVITIES	NUMBER OF
ADULT ARREST / BOOKINGS	41	MISCELLANEOUS	
FELONY	23	CALLS FOR SERVICE	1404
MISDMEANOR	18	RESTRAINING ORDERS	2
** Above numbers include Warrant Arrests **		FI CARDS WRITTEN	3
		GANG RELATED CASES	0
ADULT CITATIONS ISSUED	123	ACCIDENTS	3
CRIMINAL-FELONY	1	FATAL	0
CRIMINAL-MISD	11	PERSONS KILLED (not in total)	0
** Above numbers include Warrant Citations **		INJURY	0
TRAFFIC CITE - SUPERIOR	2	PERSONS INJURED (not in total)	0
TRAFFIC CITE - TRAFFIC	109	PROPERTY DAMAGE	2
BOATING CITATION	0	HIT & RUN	1
JUV ARRESTS / BOOKINGS	3		
FELONY	3		
MISDMEANOR	0		
JUV CITATIONS ISSUED	0		
CRIMINAL-FELONY	0		
CRIMINAL-MISD	0		
TRAFFIC CITE - SUPERIOR	0		
TRAFFIC CITE - TRAFFIC	0		
BOATING CITATION	0		
JUVENILE DIVERSION	0		
ANGER MANAGEMENT	0		
ALCOHOL PROGRAM	0		
DRUG PROGRAM	0		
PROPERTY CRIMES	0		
JUMP START	0		
WARRANTS PROCESSED	35		
MISDMEANOR	9		
FELONY	26		
WARRANT ARRESTS	0		
FELONY	0		
MISDMEANOR	0		
WARRANT CITATIONS	0		
FELONY	0		
MISDMEANOR	0		
CASES GENERATED	1218		
CASE #s PULLED IN CAD	1217		
1-B's WITHOUT CASE #s	1		
REPORTS TYPED MANUALLY	20		
ORIGINALS	15		
FOLLOW UPS	5		
CASES SUBMITTED TO DA	48		
FELONY	20		
MISDMEANOR	28		
CASES REJECTED FROM DA	17		
FELONY	3		
MISDMEANOR	14		
COMPLAINTS FILED FROM DA	23		
FELONY	11		
MISDMEANOR	12		

PATTERSON CITY SECTION	
DRUNK DRIVING	
DUI - DRIV UNDER INFLUENCE	0
DUI - INVOLVED IN COLLISIONS	0
PERSONS KILLED	0
PERSONS INJURED	0
CITATIONS ISSUED	
MOVING VIOLATIONS	90
NON-MOVING VIOLATIONS	63
MECHANICAL VIOLATIONS	0
PARKING VIOLATIONS	25
PROPERTIES	
STOLEN PROPERTY (\$\$)	\$26,659.00
RECOVERED PROPERTY (\$\$)	\$12,702.00
VEHICLES STOLEN	5
VEHICLES RECOVERED	5
VEHICLES ABANDONED	0
VEHICLES STORED	22
MISCELLANEOUS	
CITY ORDINANCE VIOLATIONS	3
OBSCENE PHONE CALLS	0
LIQUOR LAWS	0
ALARMS CALLS	0

Sheriffs Monthly Report

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Stanislaus County Sheriff's Department - Patterson

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Dates: 05/01/2016 - 05/31/2016

CRIME	NUMBER OF CRIME	CRIME	NUMBER OF
ALCOHOL		FORGERY	2
SALES TO MINOR	0	OTHER	0
ANIMAL CONTROL	1	IDENTITY THEFT	2
BITE	0	KIDNAPPING	0
STRAY	0	MALICIOUS MISCHIEF	7
CRUELTY	1	COMMERCIAL	0
OTHER	0	PRIVATE	1
ARSON	0	PUBLIC	2
ASSAULT FELONY		SCHOOL	0
FIREARM-ON CITIZEN	8	VEHICLE/OTHER	4
FIREARM-ON DEPUTY	1	--OF THESE # GRAFFITI	2
KNIFE / OTHER W-CITIZEN	0	MISCELLANEOUS	5
KNIFE / OTHER W-DEPUTY	0	DISORDERLY	4
OTHER - CITIZEN	7	SUSP - VEH/PER/NOISE	0
OTHER - DEPUTY	0	TRASH DUMPS	0
--OF THESE # DOMES VIOL - FEL	5	OTHER FELONY	1
DOMES VIOL WITH WEAPON	0	MISSING PERSONS	0
DOMES VIOL NO WEAPON	5	MISSING PERSONS	0
ASSAULT MISDEMEANOR		RUNAWAY	0
OTHER - CITIZEN	7	RESISTING-OBSTRUCTING	8
--OF THESE # DOMES VIOL-MISD	4	ESCAPE	0
ASSIST	2	RESISTING	4
AIR	0	OTHER	4
BOATING	0	ROBBERY	0
BOMB	0	BANK-FIREARM	0
DIVE	0	BANK-OTHER WEAPON	0
K9	0	BANK-STRONG ARM	0
OUTSIDE AGENCY	2	CHAIN STORE-FIREARM	0
POSSE	0	CHAIN STORE-OTHER WEAPON	0
STAN CO AGENCY	0	CHAIN STORE-STRONG ARM	0
SWAT	0	RESIDENCE-FIREARM	0
BOATING LAWS - ACCIDENTS	0	RESIDENCE-OTHER WEAPON	0
BURGLARY		RESIDENCE-STRONG ARM	0
COMMERCIAL	16	OTHER-FIREARM	0
RESIDENCE	3	OTHER-OTHER WEAPON	0
AUTO	5	OTHER-STRONG ARM	0
OTHER	8	--OF THESE # CAR JACKS	0
BURGLARY TOOLS	0	SEX OFFENSES	3
PROP STLN / BUY-SELL-REC	0	RAPE	1
DEATH INVESTIGATION		RAPE ATTEMPT	0
HOMICIDE-FIREARM	0	CHILD MOLEST/INCEST	1
HOMICIDE-OTHER	0	INDECENT EXPOSURE	0
REPORTABLE DEATH	0	SEX - OTHER	1
CORONER / OTHER	0	THEFT-GRAND	1
DISTURBANCE	1	AGRICULTURE	0
DRUGS		OTHER **Include over \$250 & \$400	1
POSSESSION - FEL	10	\$950 AND OVER	0
SALES -FEL	0	THEFT - PETTY	21
UNDER INFLUENCE - FEL	0	THEFT - VEHICLES	
POSSESSION - MISD	10	MOTOR VEH STOLEN	13
SALES - MISD	0	RECOV LOCAL STOLEN	12
UNDER INFLUENCE - MISD	0	RECOV OTHER AGENCY STOLEN	1
ELDER ABUSE		OTHER / JOYRIDING	0
FIDUCIARY	0	TRAFFIC	140
PHYSICAL	0	DRIV UNDER INFLUENCE	1
OTHER	0	OTHER - TRAFFIC	89
FAMILY OFFENSES		PARKING	50
CURFEW / TRUANCY	11	ABANDON VEHICLE	0
FIGHT	0	WEAPON OFFENSES	1
MENTAL / SUICIDE / SICK	9	FIREARM ACCIDENTS	0
NEGLECT	0	FIREARM ILLEGAL	0
VIOLATION COURT ORDER	2	WEAPON-EXPLOSIVES	0
OTHER	0	WEAPON-OTHER THAN FIREARM	1

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Dates: 05/01/2016 - 05/31/2016

ARRESTS / BOOKINGS	NUMBER OF	MISCELLANEOUS ACTIVITIES	NUMBER OF
ADULT ARREST / BOOKINGS	39	MISCELLANEOUS	
FELONY	13	CALLS FOR SERVICE	1462
MISDMEANOR	26	RESTRAINING ORDERS	2
** Above numbers include Warrant Arrests **		FI CARDS WRITTEN	0
		GANG RELATED CASES	2
ADULT CITATIONS ISSUED	61	ACCIDENTS	8
CRIMINAL-FELONY	0	FATAL	0
CRIMINAL-MISD	9	PERSONS KILLED (not in total)	0
** Above numbers include Warrant Citations **		INJURY	2
TRAFFIC CITE - SUPERIOR	3	PERSONS INJURED (not in total)	3
TRAFFIC CITE - TRAFFIC	49	PROPERTY DAMAGE	5
BOATING CITATION	0	HIT & RUN	1
JUV ARRESTS / BOOKINGS	0		
FELONY	0		
MISDMEANOR	0		
JUV CITATIONS ISSUED	2	PATTERSON CITY SECTION	
CRIMINAL-FELONY	0	DRUNK DRIVING	
CRIMINAL-MISD	2	DUI -DRIV UNDER INFLUENCE	1
TRAFFIC CITE - SUPERIOR	0	DUI - INVOLVED IN COLLISIONS	0
TRAFFIC CITE - TRAFFIC	0	PERSONS KILLED	0
BOATING CITATION	0	PERSONS INJURED	0
JUVENILE DIVERSION	0	CITATIONS ISSUED	
ANGER MANAGEMENT	0	MOVING VIOLATIONS	39
ALCOHOL PROGRAM	0	NON-MOVING VIOLATIONS	45
DRUG PROGRAM	0	MECHANICAL VIOLATIONS	0
PROPERTY CRIMES	0	PARKING VIOLATIONS	50
JUMP START	0	PROPERTIES	
WARRANTS PROCESSED	35	STOLEN PROPERTY (\$\$)	\$99,259.00
MISDMEANOR	14	RECOVERED PROPERTY (\$\$)	\$50,537.00
FELONY	21	VEHICLES STOLEN	13
WARRANT ARRESTS	1	VEHICLES RECOVERED	15
FELONY	0	VEHICLES ABANDONED	0
MISDMEANOR	1	VEHICLES STORED	38
WARRANT CITATIONS	1	MISCELLANEOUS	
FELONY	0	CITY ORDINANCE VIOLATIONS	1
MISDMEANOR	1	OBSCENE PHONE CALLS	0
CASES GENERATED	1281	LIQUOR LAWS	0
CASE #s PULLED IN CAD	1280	ALARMS CALLS	0
1-B's WITHOUT CASE #s	1		
REPORTS TYPED MANUALLY	16		
ORIGINALS	7		
FOLLOW UPS	9		
CASES SUBMITTED TO DA	46		
FELONY	14		
MISDMEANOR	32		
CASES REJECTED FROM DA	21		
FELONY	5		
MISDMEANOR	16		
COMPLAINTS FILED FROM DA	17		
FELONY	5		
MISDMEANOR	12		

DEPARTMENT OF PUBLIC WORKS
“Public Works – Improving Your Quality of Life”



MONTHLY STAFF REPORT
July 2016

Administration & Environmental Compliance Division

- The Water Rate Study kick off meeting was held. The Master Plan is closer to completion and staff has started collecting some of the data. The Water Master Plan consultant is continuing to work on the Capital Improvement Plan (CIP). Once the CIP is completed, the water rate study will resume.
- Council has approved the required resolutions authorizing staff to submit an SRF (State Revolving Fund) loan application to the State. The loan will provide funding for the City's share cost of the wastewater treatment facility expansion. The expansion will provide the additional capacity needed to accommodate current and future development as well as address some existing deficiencies required for the sewer system to be in compliance.

Staff has met in person with the State SRF Unit on 2/8/16 to present the project and has been working with the State to submit any additional information required for the loan. The loan application is currently under review and continues to work with the State on all the environmental documents.

Personnel:

- As part of the new budget FY 2016/17 process, staff will be evaluating personnel needs and ensure that the positions funded through the approved garbage and sewer rates are incorporated into the new budget. Additionally, staff will work on the new Water Rate Study and evaluate personnel needs for the next 10 years.

Grant Writing & Administration

- A tree inventory grant was awarded to the City by the California Department of Forestry & Fire Protection (CAL FIRE) Urban a& Community Forestry/Greenhouse Gas Reduction Program. The City was awarded \$150,000 grant funds from the Greenhouse Gas Reduction Program to create an urban Forest Master Plan (URFMP) and plant 1,000 trees. A tree survey was completed by the City in 2014 and 325 tree vacancies were identified that included dead, diseased, and/or critical condition. The City completed its first and second phases and will work its final phase during FY 16/17. A total of 1,000 trees would be planted throughout the City.
- The City has applied and will receive funding from the San Joaquin Air Pollution Control District to install two (2) public electric vehicle charging stations. Staff is currently seeking quotes for the electrical work that is required. The charging stations will be installed at the Community Center Parking Lot and the other at the City Hall Parking lot located on W. Las Palmas Avenue.

- For the past year, staff has been working on a grant application under the California Cultural & Historical Endowment Museum Grant Program. The program is funded by the California Clean Water, Clean Air, Safe Neighborhood Parks, Coastal Protection Act of 2002, and Proposition 40. The grants are competitive and are aimed to fund acquisition and development, which includes improvements, rehabilitations, restoration, enhancement, preservation and protection. Applications for the first call for projects were due September 1, 2015 and require extensive research to be completed and information. The next call for project is upcoming in 2017 and staff will work closely with the Historical Society as well as hire a consultant to provide cost estimates that can be used on the application. Funding to hire a consultant was budgeted in FY 2016/17.

Recycling & Solid Waste Program

- The quarterly Local Task Force meeting was cancelled for this quarter.
- The Stanislaus County Regional Solid Waste Planning Agency & Policy Board meeting was held on July 21, 2016. A report of the participating Cities' Waste to Energy tonnage delivery for the period of July 2015 through March 2016 was provided. Other topics discussed included: 1) AB 939 Annual Report (due August 1, 2016); 2) Regional Grant updates (Oil Payment Grant, Filter Exchange Program, Tire Amnesty Grant Program); and Legislative Updates/Announcements. The next meeting will be scheduled for October 20, 2016.
- Staff continues to monitor the progress of Commercial Recycling laws among new businesses. Educating the business owners on the need to implement a commercial recycling program is a challenge.
- The State (Cal Recycle) recognized the efforts being made by staff to do outreach via the City's web page on Commercial Recycling, Construction and Demolition waste recycling and on Organic and Food Waste Recycling.
- Staff completed the application for the Beverage Container Recycling program grant with the Patterson Unified School District composing a positive letter of support, hoping that the City will be awarded the \$100,000.00 applied for to implement the program.
- Outreach to businesses on education of Organic and Food waste recycling continues.

Water Division & Water Conservation Program

Current Conservation Mandates

For the month of July, the city issued 46 water waste notices; zero penalties. Using the same comparison as the State Water Resource Control Board (July 2013 and excluding non-potable water); this month we saved 79.15 MG of potable water compared to the same month in 2013. That is a 44.85 percent reduction for the month of July.

SB407 Plumbing Retrofits

In addition to the High Efficiency Toilet Rebate Program, the city is still offering free water-conserving fixtures to help offset the costs of SB 407. With SB 407, California intends to increase water and energy conservation through measures triggered by many forms of construction or renovation. The law requires, on or before January 1, 2017, that all noncompliant plumbing fixtures in any single-family residential real property shall be replaced with water-conserving plumbing fixtures. The law also requires, on or before January 1, 2019, that all noncompliant

plumbing fixtures in multifamily residential real property and commercial real property, be replaced with water-conserving plumbing fixtures. **SB 407 only applies to residential and commercial real property built before January 1, 1994.** There are approximately 2,300 buildings in Patterson that meet these criteria. Public Works will have an outreach table every Wednesday until the end of August.

July 2016 Water Pumping Totals	
Well	Amount
2	19,412,900
4 NP	14,670
5	28,639,800
6	19,848,700
7	0
8	4,518,000
9	2,289,700
11	22,630,740
Keystone NP	4,301,000
TOTAL	101,655,510

MG

Number of Water Waste Complaints: 3

Number of Follow-ups: 3

Number of Warning/Violations: 46

Number of Penalties: 0

Water Service Connection Requests: 77

Water Service Disconnection Requests: 60

Number of Work Orders Received: 15

Water Samples:

- 20 Distribution System
- 7 Sources

Storm Water Pollution Prevention Program

- The City has partnered up with various other agencies/Cities to develop a Local Regional Monitoring Program with the assistance from a qualified stormwater consultant. However, there has been a delay with Attachment G. The State is anticipating the adoption to occur later this year. Once the Monitoring & Implementation Plan is completed, it must be submitted to the Central Valley Regional Water Quality Control Board (CVRWQCB) for approval. The City would be responsible for certifying/training personnel to take quarterly samples, send samples to a qualified laboratory, and have a consultant complete the reporting that is required. The consulting costs would be shared among all participants and the cost is estimated to be about 1/3 of the total for participating in the Delta RMP. Staff will continue to keep Council informed as this process evolves.
- On April 7, 2015, the State Water Board adopted an Amendment to the Water Quality Control Plan for Ocean Waters of California (Ocean Plan) to Control Trash and Part 1 Trash Provision of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries (ISWEBE Plan). Together, they are collectively referred to as 'the Trash

Amendments'. The project objective for the Trash Amendments is to provide statewide consistency for the Water Boards' regulatory approach to protect aquatic life and public health beneficial uses, and reduce environmental issues associated with trash in state waters, while focusing limited resources on high trash generating areas. The State has adopted Trash Policy Amendments which will require all Stormwater Phase II MS4 Cities will have to comply with. Staff will be working closely with Engineering and storm drainage consultant firm to begin working on table top exercises and Cost estimates so that the City is prepared for implementation of the most cost efficient option. The City will receive a letter from the state before the end of 2016 and they will have 90 days to respond back with a selection of the following two options:

1. **Track 1:** Install, operate and maintain full capture systems in storm drains that capture runoff from the priority land uses;
2. **Track 2:** Implement a plan with any combination of treatment controls, institutional controls, and/or multi-benefit projects within the jurisdiction of the MS4 permitted. Demonstrate full capture system equivalency. Expectation is to install capture systems to the extent not cost-prohibitive.

- Staff has completed all the Year 3 and will file the Annual Report to the State by the due date of October 15, 2016.

Capital Improvement Program (CIP) Projects

- These are the main projects which Public Works and Engineering are focusing on. These project include:
 - Salado Creek Grate (staff is working with Engineering to design a storm drainage grate that is needed at Salado Creek).
 - Staff will not be proceeding with the museum renovation grant this year as the state has not yet moved forward with the 2015 grant awards. We anticipate submitting an application in 2017.
 - Staff will be working closely with Engineering to hire an architect to design plans for the additional building that will be built at the Corporation Yard. The additional building would be able to secure additional equipment/vehicles.
 - Staff is getting close to securing a site for a future potable well on the northeast part of town. An item will be on the Council's closed session agenda regarding the purchase and right-of-entry agreement.

Committees & Commission

Parks & Recreation and Beautification Commission:

- The commission will continue to work on reviewing playground equipment proposals from vendors for Garza Park improvements. Potential playground improvements for North Park were also discussed. Public Works Deputy Director Robert Andrade also reviewed the Brown Act regarding email communication. The next meeting is scheduled for August 17, 2016.

Safety (JEMSAC) Committee:

- This committee has changed their meeting date/time to the 2nd Thursday of every month. During this time, the Committee reviews the City's existing Safety Program and implements new safety policies and training to comply with all OSHA requirements and create a safe environment for employees and the public. The next meeting will be held on August 11th.

Traffic Safety Committee:

- The Traffic Committee met on May 16, 2016 to discuss safety concerns throughout the city. The committee addressed the concerns and is in the process of notifying residents.
- Traffic Speed Surveys will need to be collected by the Sherriff's Department and submitted to the City Manager and Engineering Department.
- Traffic concern for Apricot Valley School at Creek side Drive was re-submitted but is currently pending review with the City Manager.
- Request for 4-way stop at Shearwater Drive & James Burke was made. Item is with City Manager for consideration.
- The committee will have to discuss the possibility of relocating the signal light pole located on northwest corner of Sperry & Rogers. Damage continues to be done by large vehicles and relocating the pole will help address that.

Park & Field Reservations

Parks & City Hall Facility Reservations:

- Park Reservations = 7
- Field Reservations = 50

Encroachment Permits, Fire Hydrant Use Permits, Other Permits Issued by Public Works:

- Encroachment Permit = 6
- Fire Hydrant Use Permits = 1

Contracts & Agreements

- The lease agreement for the property owned by the City at Orange & First Street has been approved for an additional year (November 1, 2015 to October 31, 2016).
- A lease agreement for the property located by the Wastewater Treatment Facility has been approved with Schubert Farms a one-year term (January 1, 2016 to December 31, 2016).
- Staff has completed the RFP for Uniform Services the new five-year contract with Aramark Uniform Services starts on July 1, 2016 through June 30, 2021. Staff has been fitted and uniforms are on order.
- A five-year mowing contract was awarded to the City of Patterson, effective July 1, 2016. All equipment was purchased and the personnel required to perform the service has been hired.
- A one-year extension has been completed for the Traffic Signal Maintenance & Repair Contract. The three year contract expired June 30, 2016. Staff will be going out to bid to award a new contract that would be implemented July 1, 2017.

Streets/Collections Division

Work Orders = 7 (Streets); 7 (Streetlights)
 4 (Garbage)
 6 (Collections)
 0 (Stormwater Compliance)

Seasonal Tasks:

- Alley maintenance.
- Repaired curb/gutters and sidewalks.
- Repaired potholes and cracks throughout the City.
- Inspected sanitary sewer lines throughout the downtown area.
- Continue to maintain storm drainage system.

Urban Forestry & Building Maintenance Division

Work Orders = 68 (UF)
 9 (Building Maintenance)

Seasonal Tasks this Month:

- Focused on maintenance pruning and work order requests.

Parks & Landscape Maintenance Division

Work Orders = 9

Seasonal Tasks & Projects:

- Continued maintenance of all parks and easements.
- Completed monthly playground inspections.

Fleet Services Division

Number of PW equipment repaired/serviced: 46 PW's vehicles and 1 Fire Vehicles

Water Quality Control Facility (WQCF)

Work Orders Received: 0

MONTHLY FLOWS AND AVERAGES -JULY 2016

JULY 2016	INFLUENT	SPOD*	NPOD*	AIPS
TOTAL FLOW, MG/ month	43.098	25.600	12.598	4.899
AVG FLOW, MGD	1.390	.826	.406	.158
HIGH FLOW, MGD	1.484	.923	.419	.191
LOW FLOW, MGD	1.331	.770	.397	.138
Total Capacity, MGD	2.25	1.25	.800	.200

* SPOD- South Plant Oxidation Ditch (new)

* NPOD- North Plant Oxidation Ditch (old)

AVERAGE LABORATORY RESULTS

JULY 2016 Avg.	BOD5	TSS	TDS	pH	EC	NO3- N	TKN	TN-N	Na	Cal
Influent	220	127	*	7.93	*	*	*	*	*	*
Effluent. SPOD	2.37	1.46	1200	7.91	1860	.01	2.57	2.57	240	290
Effluent NPOD	2.30	2.43	1300	7.73	2040	.14	2.19	2.37	260	350
Effluent AIPS	40	67	1500	8.73	2230	.26	8.00	8	300	390

* Not required

Alarms/Call-Outs:

Alarms = 128

Call-Outs = 3

Seasonal Tasks:

- AIPS currently under performance test.
- Yearly PM on equipment.
- North plant clarifier #1 back on line.
- Continue using animals for weed control.
- Process control under adjustment for hot weather.
- AIPS aerators #2 and #3 BACK ON LINE.

Recreation & Community Services Department
Monthly Staff Report
July 2016
Juliene Flanders, Director



July was Parks and Recreation Month and was a very active month in Patterson's Recreation Department, with a wide variety of programs and events for children and families. This summer, Recreation's goal was to provide programs in which all children spend time outside each day - creating a generation of happier and healthier children with more awareness and connection to the natural world.

Improved health and wellness – Get Youth OUTDOORS!

July 24th – July 26th Recreation staff and 22 teens, loaded backpacks and bags onto a bus and headed to Yosemite National Park and participated in the NatureBridge, youth leadership program at the Yosemite Campus. The crew hit the trails with the NatureBridge staff, hiked, experience nature, participated in leadership development experiences and had an amazing time. This program was provided through a NaturesBridge scholarship grant for all the teens who participated.

Stanislaus County Travel & Tourism Roundtable –
In July the roundtable hosted a booth at the State Fair!



The Stanislaus County Booth at the State Faire was a great success!
The booth promoted Stanislaus County and highlighted the many experiences that Stanislaus County has to offer.

Westside Health Care Task Force

The Task Force meets regularly to discuss a healthy west side and Sponsored Westside Walks at program at the Stadium during the summer that encouraged community members to walk and get exercise. Great attendance each week! Upcoming events include: Healthy Choices Summit, August 25, 2016, Located at the West Side Theatre, 11:30 am - 1:00 pm.

Crossing Guards

Council has approved the City and School Districts request to contract with All City Management Services: The Crossing Guard Company. Pat Pohl, operations manager and Allan Stone, the area supervisor has set up a pre-school meeting to go over the transition with the employee's for August 2nd. They interviewed for a local supervisor and hired Shaunna Nothstein.

Classes

Sewing and Quilting with Phyllis Meyers

Sewing and Quilting is continuing with a strong attendance of 18 people. The youngest participant at age 12 finished sewing her very own dress this month, and it looks great!

Wild Child Music

Music instructors Timothy Hagerty and Austin Presley began the summer with a bang introducing their Guitar and Ukulele workshops. They had a total of 26 participants for the summer and are excited to continue their workshops in the fall.

Premier Tennis

This course helps children learn the skills and techniques needed to learn tennis. The course serves children age's four to twelve and separates them into beginner and intermediate groups. There were 11 total participants for this course.

Summer Arts and Crafts

This course started in July and continues through August. Kids are working with their hands to create various works of art with many different mediums and crafts items. This course has 7 total participants.

Kid Time Fitness

New to the Recreation Department! Kids are stepping up to dance with Kid Time Fitness Company's Jazz and Hip Hop classes! Children learn technique and combinations in these high energy dance classes. Students will learn to dance as a team and individually to develop coordination, flexibility, balance and proper technique. For the month of July Kid Time Fitness has seen 7 participants for July.

Aquatics

Open Swim

For the Month of July the Patterson Aquatic Center has served 4,777 recreational swimmers.

Aquatic Adventure Camp

On July 25th Aquatic Adventure Camp kicked off with 30 registrants. The program is free to area children ages 9 to 14. The camp is funded by the State of California Department of Water Resources. Its focus is teaching children water safety and basic first aid, while giving children the opportunity to splash and play and engage in other water activities such as kayaking. Each participant will also learn how to properly fit a life jacket.



Swim Lessons

Our Swim lessons program served 213 residents aged 1 to 43 for the month of July. The PAC offers the following classes Monday through Thursday: "Parent and Child", Pre-school, Level 1 – 4, Private Lessons and Adult Swim Lessons. There is also a multitude of classes offered on Saturdays after open swim for those who cannot make a weekday commitment.

Water Aerobics

322 Patrons enjoyed getting fit with low impact on their joints during the month of July. The PAC offers Senior Water Aerobics for those 55 and older, Shallow Water Aerobics and Deep Water Aerobics for those who are looking for a little more of a challenge.

Special Events

Dive In Movie

On July 15th The PAC hosted its second Dive In Movie. In May, a survey was sent out to the Recreation Departments emailing list with a list of movies our customers preferred to watch this summer. The winner was “Surf’s Up”. Movie Goers enjoyed the movie from the pool and on deck. There was a total of 107 people in attendance. It was a great turn out with many of the attendee’s calling the next day asking for more movie nights.

Skate Ride & Movie Night

Skate the Circle’s name has been changed to Skate Ride and Movie Night. The movie of choice this year is the strikingly popular Zootopia.

Youth and Adult Sports, Day Camp

Adult Softball

Both our men’s and co-ed leagues are chugging along full speed! We are entering the home stretch for both seasons, and with 10 total teams vying for 2 championships, we are looking forward to ending our summer season with a bang!



at

Junior Giants

Junior Giants is entering its final week, and after a long summer we are looking forward to the end of the year ceremony where our participants will be awarded with a special edition bobblehead featuring San Francisco Giants players. The season will end for our 300+ participants after 8 weeks of program which stressed 8 valuable lessons of sportsmanship, healthy living habits, education and anti-bullying.



Soccer

Our youth soccer program is gearing up for its inaugural season! We have 331 registered participants in four separate age divisions. Our 3-4 and 5-6 age group contains 6 teams each and will be co-ed, while our 7-8 and 9-11 age group will feature 4 teams boys and girls separate. With the season slated to start September 10th, we are sure to be have a great first season!

Day Camp

Day Camp just wrapped up the summer season with an end of the year pizza party for our participants! After 8 weeks of games, arts and crafts and making life-long friends for our 520 total registrants this summer. The program employed 22 young Patterson residents, many of whom are high school students, and this was their first job ever.

On the Horizon: We have scheduled our co-ed softball league for the fall to begin in September. We will be beginning an adult kickball program in September as well as our youth flag football program. A 14+ dodgeball tournament is scheduled for October 29th which will be themed around Halloween.

Hammon Senior Center

Senior Center Board of Directors

The Senior Board meet to discuss programs, issues and general program planning for Hammon Senior Center. The meeting was held July 19th.

Senior Lunch Program

Hammon Senior Center Provides nutritionally balanced meal 5 days a week to senior community members. Howard Training Center provides meals 4 days a week and the Hammon Senior Center 1 day a week.

Activities Committee

The committee met July 25th they discussed future activities, events, and trips that they want to plan for our seniors.

Commodities: July 7th commodities distributed boxes of food and met the needs of our seniors and low income community members. The Commodity Supplemental Food Program works to improve the health of low-income elderly persons at least 60 years of age and low income families by supplementing their diets with nutritious USDA Foods.

July Highlights included:

- We offered beginning water classes for the month July
- 46 Exercise Classes were taught including walking group, Golden Exercise, Young at Heart, and Line Dancing
- Movie Days on Monday's
- Commodities Food give a way, HICAP
- Craft Groups
- We had a spelling bee competition , We had beginning computer classes
- The seniors enjoyed a 4th of July potluck with games, and other fun activities
- We had a group of 18 seniors who enjoyed a fun day trip to Columbia State Park

Columbia State Park



Balloon Volleyball



4th of July Celebration





CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

MEETING DATE: August 16, 2016

ITEM NO: 5.3

SUBJECT: Approve City Commission Reports for the Month of July 2016 (Economic Strategic Commission, Parks, Recreation & Beautification Commission and Planning Commission)

RECOMMENDATION

Motion to approve City Commission Reports for the Month of July 2016 (Economic Strategic Commission, Parks, Recreation & Beautification Commission and Planning Commission)



July 2016
Economic Strategic Commission
Monthly Report

The following information is provided as an update regarding activities of the Economic Strategic Commission during the month of July 2016.

Economic Strategic Commission Meetings

On March 17, 2016, the Economic Strategic Commission met to consider the following:

1. Update on StanCOG/City Expenditure Plan

The Commission received a presentation regarding the need for and proposed expenditures related to the half-cent sales tax transportation measure.

The next regular Economic Strategic Commission meeting is scheduled for September 15th, at 11:30 AM in the Council Chambers.

**Economic Strategic Commission
July 2016 Project Update**

Ivy Terrace Condominiums – Second phase work nearing completion

Joe's Landscaping received a temporary occupancy permit

A building permit application was submitted for a Mobil gas station in Villa Del Lago on the northeast corner of Rogers Road and Annamarie Avenue.

Legacy Homes and JKB Homes have submitted initial plans that would lead to build out of the Patterson Gardens community. We expect Bright Homes will be submitting plans soon to complete the Wilding Ranch community.

The Flying J Travel Center was approved at the northeast corner of Sperry Avenue and Park Center Drive. The applicants are working toward starting site work next month.

The Prime Shine Car Wash is beginning site work north of Sperry, east of Walgreens.

The Les Schwab Tire Center project was approved and has submitted a building permit application for the site east of Prime Shine.

Wal-Mart has submitted an application for a small addition on the east side of their building with a parking canopy where online customers could park and have their order brought to their car. Pending approval, Patterson would be the first Wal-Mart site in California with such a service.

July 2016 Parks, Recreation & Beautification Commission Monthly Report

The following information is provided as an update regarding the Parks, Recreation & Beautification Commission meeting activities during the month of July and updates for previously approved projects.

Parks, Recreation & Beautification Commission meetings are held on the 3rd Wednesday of every month at 5:00 pm in the City Hall Council Chambers

5-Member Commission

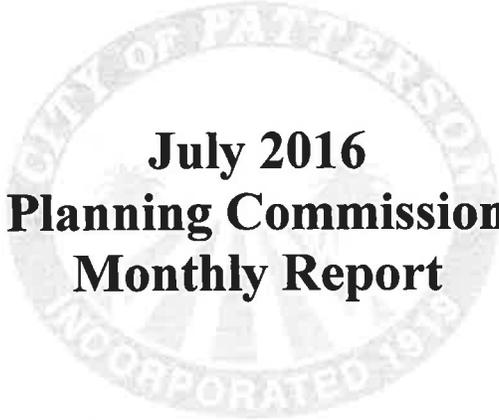
Chair	Rob Cozart	Term: May 2016-2018
Co-Chair	Chinyere Jack	Term: May 2015-2017
Commissioner	Vivian Ratliff	Term: May 2015-2017
Commissioner	Kelvin Love	Term: May 2015-2017
Commissioner	Elias Funez	Term: May 2016-2018

Parks & Recreation Commission Meeting:

On July 20, 2016, the Parks & Recreation Commission Mtg. was cancelled due to lack of quorum, some of the items on the agenda for the commission to consider at their next meeting include:

1. **North Park – Look at options for all inclusive playground (Restrooms/Concession Stand)**
2. **Brown Act**

Agendas & Minutes can be located on the city website under the agenda center.
The next regular meeting will be scheduled for August 17, 2016

The seal of the City of Patterson, California, is centered in the background. It is a circular emblem with the text "CITY OF PATTERSON" at the top and "INCORPORATED 1918" at the bottom. In the center of the seal is a sun rising over a mountain range.

July 2016 Planning Commission Monthly Report

The following information is provided as an update regarding Planning Commission activities during the month of July.

Planning Commission Meetings

On July 28, 2016, the Planning Commission held a meeting to consider the following items:

1. Negative Declaration #16-02, City of Patterson Water Well #14 Project, West side of Sycamore Avenue, approximately 250 feet south of Olive Avenue

A public hearing to consider adoption of a Negative Declaration for City of Patterson Water Well #14, consisting of construction, installation, and operation of a City-owned water well, equipped with a turbine pump housed in a masonry building. The completed project consists of drilling of a test well and a production well, construction of the well housing structure (pump house approximately 20' x 30'), and appurtenances consisting of piping, electrical transformer, back-up power, site fencing, and access. The site will be approximately ½ to one acre in size with connection to a transmission line located in Sycamore Avenue. The Planning Commission approved this item with a 4-0-1 vote.

The next Planning Commission meetings are scheduled for August 11th and 25th at 7:00 PM.



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

BY: Tiffany Rodriguez, Capital Projects Manager, Engineering, Building and Capital Projects

MEETING DATE: August 16, 2016

ITEM NO: 5.4

SUBJECT: Approve Resolution No. 2016-74, Accepting the Public Improvements for the Keystone Warehouse LOT G Offsite Public Improvements as Complete, Authorizing Staff to File the Notice of Completion and Commence the One-Year Warranty Period

RECOMMENDATION

Approve Resolution No. 2016-74, Accepting the Public Improvements for Keystone Warehouse LOT G Offsite Improvements as Complete, Authorizing Staff to File the Notice of Completion and Commence the One-Year Warranty Period.

BACKGROUND

The City received a request from the contractor for the Keystone Warehouse Lot G Project, Paradigm Construction Management, Inc., to be placed on the City Council agenda for acceptance of the Public Improvements installed with this project. The City's Engineers, Public Works Staff and the Contractor have conducted a final inspection of the project and the project is ready for Council acceptance. Attached is a formal request received to be placed on the Council agenda for project acceptance.

ANALYSIS

Once the project is accepted by the City Council as complete, the One-Year Warranty Period will begin and the Notice of Completion will be recorded.

FISCAL IMPACT

There is no fiscal impact associated with this item.



KEITH SCHNEIDER

EXECUTIVE VICE PRESIDENT

1700 KEYSTONE PACIFIC PARKWAY, C-3
PATTERSON, CA 95363

TELEPHONE: 209-480-2513

FAX: 209-895-9305

July 27, 2016

City of Patterson
1 Plaza
Patterson, CA 95363

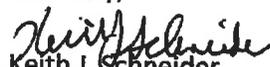
Dear Mr. Mayor and Patterson City Council:

On behalf of Keystone Pacific Business Park LLC, I hereby request the City of Patterson accept the completed public improvements for Keystone Warehouse Lot G project.

Please advise if there is additional information needed in this regard.

Thank you.

Sincerely,


Keith J. Schneider

Executive Vice President

RECORDED AT REQUEST OF:

City of Patterson

WHEN RECORDED RETURN TO:

Maricela Vela
City Clerk's Office
P.O. Box 667
1 Plaza
Patterson, CA 95363
(209) 895-8014

Space above this Line for Recorder's Use

**CITY OF PATTERSON
NOTICE OF COMPLETION**

(RESOLUTION NO. 2016-74)

NOTICE IS HEREBY GIVEN that at a regular meeting of the City Council of the City of Patterson, a Municipal Corporation in the County of Stanislaus, State of California, accepted the *Public Improvements for Keystone Warehouse LOT G*. The "Contractor – Paradigm Construction" and "Developer – Keystone Corporation" of said contract as a whole was completed by the "Contractor" and "Developer" and accepted as complete by the City of Patterson City Council at a regular meeting held on the 16th day of August, 2016.

CITY OF PATTERSON

BY: _____
Maricela L. Vela, City Clerk

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RESOLUTION NO. 2016-74

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PATTERSON,
ACCEPTING THE OFF-SITE WORK AS COMPLETE, AUTHORIZING STAFF TO
FILE THE NOTICE OF COMPLETION FOR THE PUBLIC IMPROVEMENTS FOR
KEYSTONE WAREHOUSE LOT G**

WHEREAS, the Developer, "Keystone Corporation", and the Contractor, "Paradigm Construction" have completed all the public improvements for the Keystone Warehouse Lot G Project in accordance to the contract requirements and plans and specifications; and

WHEREAS, the City Engineer(s) and Department of Public Works have inspected the work and recommended that the project be accepted as complete.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Patterson that it hereby accepts the project as complete, directs the City Clerk of the City of Patterson to file the Notice of Completion and commence the Warranty Period for the Keystone Warehouse Lot G Project.

The foregoing resolution was passed by the City Council at a regular meeting held on the 16th day of August 2016 _____ who moved its adoption, which motion was duly seconded by _____, and the resolution adopted by the following roll call vote:

AYES:

NOES:

EXCUSED:

APPROVED:

Luis I. Molina, Mayor of the City of Patterson

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ATTEST:

Maricela L. Vela, City Clerk of the City of Patterson

I hereby certify that the foregoing is a full, correct and true copy of a resolution passed by the City Council of the City of Patterson, a Municipal Corporation of the County of Stanislaus, State of California, at a regular meeting held on the 16th day of August 2016, and I further certify that said resolution is in full force and effect and has never been rescinded or modified.

DATED:

City Clerk of the City of Patterson



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager *KI*

BY: Peni Basalusalu, Management Analyst

MEETING DATE: August 16, 2016

ITEM NO: 5.5

SUBJECT: Approve Environmentally Preferable Procurement Policy (EPPP)
(Resolution No. 2016-75)

RECOMMENDATION

Approve by Resolution (No. 2016-75) the adoption of an Environmentally Preferable Procurement Policy.

BACKGROUND

The California Department of Resources Recycling and Recovery (Cal Recycle) made available funds to entice and encourage municipalities about the importance of recycling. Public Resources Code, Division 12.1, Chapter 7, Section 14581(a)(4) authorized CalRecycle to issue up to \$1,500,000 annually in the form of grants for beverage container recycling programs. City staff have submitted an application to compete for funding and are required to submit an adopted City Environmentally Preferable Procurement Policy. As the governing body overseeing the efforts of recycling and some focus on environmental protection, Cal Recycle encourages all municipal bodies to have a procurement policy that will encourage selective purchasing of products, supplies, etc. that the environmentally friendly.

The policy is to be reviewed periodically so that the City is able to keep up to date with the trends of recycling, the environmental protection laws and other laws and regulations that the State will be implementing in the future.

ANALYSIS

By incorporating environmental considerations into public purchasing, the City intends to reduce impacts to human health and the environment, reduce its carbon footprint, remove unnecessary hazards from its operations, reduce costs and liabilities, fulfill its commitments under the City's green vision, meet Leadership in Energy Environmental Design (LEED) requirements for United

States Green Building Council (USBGC) certification, and improve the environmental quality of the region.

This Policy will guide the City's efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every procurement of goods and services, the City will make a good faith effort to incorporate these guidelines to the maximum extent possible in its procurement decisions. This Policy could be considered for purchasing and contracting in support of the operation and management of all City-owned buildings and facilities as well as their components, systems, operations and materials; and for all City programs, events, contractors, and grantees.

FISCAL IMPACT

The adoption of this policy will not have any direct or immediate fiscal impact on the City. However, some environmentally friendly products can be more expensive than "regular" products. The intent is only to purchase products that fit within our budget constraints.

ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

PURPOSE

It is the goal of the City of Patterson (City) to utilize its purchasing power to influence commerce to offer goods and services with better environmental performance, and to procure products and services from manufacturers and suppliers that demonstrate a high level of environmental and social responsibility.

By incorporating environmental considerations into public purchasing, the City intends to reduce impacts to human health and the environment, reduce its carbon footprint, remove unnecessary hazards from its operations, reduce costs and liabilities, fulfill its commitments under the City's green vision, meet LEED requirements for USGBC certification, and improve the environmental quality of the region.

This Policy will guide the City's efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every procurement of goods and services, the City will make a good faith effort to incorporate these guidelines to the maximum extent possible in its procurement decisions. This Policy could be considered for purchasing and contracting in support of the operation and management of all City-owned buildings and facilities as well as their components, systems, operations and materials; and for all City programs, events, contractors, and grantees.

BACKGROUND

The City adopted the State's mandate on Source Reduction and Recycling and looks to increase and in some areas establish markets for recyclable materials. It is the City's expectation to favor the purchase of products with recycled content and ensure that such products were not excluded from consideration in solicitations.

In 2015, the City was encouraged by the State to expand its environmental considerations in procurement, beyond recycling and the reduction of solid waste and toxics to include energy conservation, water conservation, and life cycle analysis. In doing research and analysis on the importance of having dedicated E.P.P Policies, staff was able to seek grants from the California Integrated Waste Management Board, which requires a formal recycled content procurement policy and a report on its implementation for grant eligibility.

To address sustainability in a more comprehensive way, the City adopted a REDUCE, REUSE, and RECYCLE (3R's) program where its goals are designed to move the City towards greater environmental sustainability. Some of the long term goals of the 3R's program will eventually include zero waste, energy efficiency and renewable energy, green building, green fleet, and smart streets.

In years past, the State of California has enacted several bills that relate to the mentioned goals which include AB 1879, the Green Chemistry Act, SB 509 addressing hazardous materials and toxic substances, and AB 32, the Global Warming Solutions Act.

As the City continues to keep up with the environmental friendly trends, it hopes to implement policies and plans that will support the goals of the environmental preferable procurement policy.

POLICY

It is the policy of the City of Patterson to reduce the environmental impact of its purchases by addressing:

1. Product Content

- a. Purchase products which contain the highest percentage of post-consumer recovered material and the highest percentage of total recovered material available in the marketplace (e.g.; minimum 30% post-consumer content for paper).
- b. Ensure that specifications and performance standards for goods and services do not require the use of products made from virgin materials nor specifically exclude the use of environmentally preferable products.
- c. Replace disposables with re-usable, recyclable, or compostable goods.
- d. Avoid hazardous materials that have the potential to be persistent, bio-accumulative and/or toxic (PBT). Consider impacts and threats of harm to human health and/or the environment.
- e. Require manufacturers and their suppliers to disclose to the City the material content of their products.

2. Extended Producer Responsibility

- a. Include product specifications that address:
 - i. Durability and minimization of waste in the product design, materials content, manufacturing processes, packaging, distribution, and end-of-life management. Areas of consideration include the use of virgin material, water, energy, hazardous substances, product longevity, recycled content, recyclability, and product takeback.
 - ii. Free or low-cost product takeback services (e.g.; collection, recycling, remanufacturing, and proper disposal of their products).

- iii. Documentation that products previously purchased or leased are in fact reused, recycled, or otherwise safely managed at the end of their useful lives.
- b. Purchase products that minimize greenhouse gas emissions over the entire product lifecycle.
- c. Participate in industry-financed recycling programs such as the Rechargeable Battery Recycling Corporation (RBRC) and the Thermostat Recycling Corporation (TRC).

3. Environmental Product Standards

Procure environmentally preferable goods and services that meet environmental product standards established by governmental or other widely recognized authorities. Examples include the Green Seal 37 standard for janitorial products, EPEAT for IT equipment, and GreenGuard for furniture. The standards should be:

- a. Developed and awarded by an impartial third-party;
- b. Developed in a public, transparent, and broad stakeholder process; and
- c. Represent specific and meaningful criteria for that product or service category.

4. Other Environmental Factors

Integrate environmental factors into the City's purchasing decisions if external authorities have not established standards. Examples include, but are not limited to:

- a. Purchase fleet vehicles that provide the best available fuel efficiency and net reduction in vehicle fleet emissions;
- b. Evaluate, as appropriate, the environmental performance of vendors in providing products and services;
- c. Ensure that at least 30% of direct purchases of food served in City facilities is locally grown and organic; and
- d. Procure goods, products and services that support City LEED certification.

5. Performance Measurement

Quantify the environmental and economic benefits of the procurement of environmental alternatives such as recycled content paper, biodiesel, and IT equipment by utilizing available

product environmental benefits calculators. Environmental benefits calculators have been developed to quantify the benefits associated with the procurement and use of various products such as paper, biodiesel, and janitorial supplies.

DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this Policy:

Environmentally Sustainable Products and Services means products and services that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. In comparing products and services, the City should consider raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, reuse, disposal of products, end of life management, or service delivery.

Specifically, factors that should be considered when determining that a product or service has environmentally preferable attributes include, but are not limited to:

- Minimization of virgin material used in product or service life cycle;
- Maximization of recycled materials used in product or service life cycle;
- Life cycle analysis of products and services;
- Reuse of existing products or materials in product or service life cycle;
- Recyclability, biodegradability, and compostability of product;
- Minimization of packaging;
- Minimization of greenhouse gas emissions;
- Water, energy, and fuel efficiency;
- Toxicity reduction or elimination;
- Durability and maintenance requirements; and
- Ultimate disposal of the product.

LEED (Leadership in Energy and Environmental Design) means the Green Building Rating System developed and administered by the United States Green Building Council (USGBC) and adopted by the City in the Green Building Policy.

Life Cycle Analysis means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Extended Producer Responsibility (EPR) means an environmental policy that transfers the costs and/or physical responsibility of waste management away from local government authorities to producers by encouraging the producer to extend their responsibility for the environmental impact (physical and/or financial) of a product to the post-consumer stage of a product's life cycle, to the extent that the impacts cannot be eliminated by design.

Persistent, bio-accumulative, or toxic (PBT) means chemicals that are toxic, persist in the environment, bio-accumulate in food chains, and pose risks to human health and ecosystems. PBTs transfer easily between air, water, and land, remain in the environment for long periods of time, are not readily destroyed, and build up or accumulate in body tissue.

IMPLEMENTATION GUIDELINES

The City Manager shall ensure the development and maintenance of implementation guidelines that provide sufficient direction and clarity to carry out this Policy in an efficient and accountable manner. Specifically, the City Manager shall:

1. Prepare and deliver to the City Council an annual report on implementation of this Policy. The report shall include documentation of the types, quantities, and dollar amounts of environmentally preferable products and, their economic and environmental benefits. This report should also discuss the environmental benefits of applying this Policy to certain services such as janitorial, landscape, and painting services.
2. Establish guidelines governing the development, review, and approval of specifications for procurement of products and services that address recycled content, recyclability, energy and water conservation, life cycle cost, extended producer responsibility, toxins reduction, rapidly renewable materials, forest protection, preference for local products, and other environmental considerations, and support Green Building certification efforts.
3. Include environmentally sustainable products and services in specifications for City solicitations.
4. Incorporate product (including packaging) stewardship measures such as take back and end of life management into contract requirements.

5. During an evaluative procurement process, require vendors to report environmental and economic benefits of green product alternatives.
6. Ensure that all new City buildings and renovations utilize materials and building systems that will facilitate LEED certification and ensure that this policy is implemented in a manner consistent with the City's Green Building.
7. Review this Policy at least every five years, and present any recommendations to the City Council.
8. The City will not purchase polystyrene foam cups, bowls and plates, or any other single-use food service wares that cannot be recycled or composted in the City's programs, unless there are no practicable alternatives. The City Manager shall take actions to implement this Policy in all vendor contracts, grant agreements, and concession agreements; at all City-sponsored events and in permits and leases involving the use of City property, where practicable and appropriate



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager *KI*

BY: Di Smith, Director of Human Resources

MEETING DATE: August 16, 2016

ITEM NO: 5.6

SUBJECT: Approve the Human Resources Analyst Job Description and Recommended Salary Range

RECOMMENDATION

Approve the Human Resources Analyst classification job description and recommended salary range.

BACKGROUND

On July 12, 2016, the Council approved the City Budget which included the allocation of a Human Resources Analyst. Preceding the approval, a RGS consultant reviewed current Human Resources practices and procedures to determine the appropriate staffing needs for the department. As a result of the review, RGS recommended that the department of Human Resources add the classification of Human Resources Analyst to support the director.

ANALYSIS

RGS was tasked with developing the attached Human Resources Analyst job description to be approved by Council. The job description accurately describes the duties required for the position. Those duties are as follows:

- Assisting with the City's Recruitment and Selection Program
- Coordinating the onboarding process for new hires
- Performing complex research on new laws and regulations
- Maintaining human resources databases and files
- Conducting class and compensation studies
- Assisting with policy development and procedure monitoring
- Assisting with the implementation and monitoring of required level and benefit programs

- Assisting with labor relations

In addition to developing a job description for the position, RGS also conducted a salary survey using surrounding cities with populations comparable to the City of Patterson. The recommended salary for the Human Resources Analyst to be approved by Council is the same salary as the City's current Management Analyst classification, which is as follows:

Fiscal Year 2016/17 – Minimum Month Salary -\$4,901– Maximum Monthly Salary - \$5,957

FISCAL IMPACT

The anticipated salary to fill the position has been budgeted and allocated as follows:

\$58,812 + Benefits \$35,638= \$94,450

Benefits Based on Employee +1 @ 100%

New CalPERS PEPRRA @ 6.55%

Total Salary Funding Allocation:

100-100 (63%)

175-000 (6%)

190-405 (9%)

600-790 (1%)

605-790 (11%)

610-790 (10%)

Other Fund (37%)

JOB DESCRIPTION

City of Patterson



Human Resources

HUMAN RESOURCES ANALYST

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction, performs a variety of professional level administrative, technical and analytical duties in support of the City's human resource functions including recruitment, selection, classification, wage and salary administration, workers' compensation and other risk management, employer-employee relations, labor negotiations, training, and related functions; provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures; may supervise or provide lead direction to clerical/administrative staff; and performs a variety of professional tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources.

This position does not routinely exercise supervision. This position may supervise or provide lead direction to clerical/administrative staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Assist in the coordination and implementation of recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development testing, and candidate certification. Oversee new hire background and reference checks and orientation.

Conduct and implement single class classification and reclassification studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; assist with the development of new and revise existing classification specifications.

Participate in conducting wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compile data and prepare written reports, as required.

Assist in the overall management of the workers' compensation program; review initial workers' compensation claims and determine type of claim to be established; serve as liaison with injured workers, City departments, attorneys, medical providers, and investigators in the management of injured worker claims; work closely with insured employees and department managers regarding return to work issues; prepare statistical reports related to injury claim and expenses.

Assist in the development and implementation of other risk management programs, such as occupational health and safety, and liability; serve as liaison on citywide Safety Committee, co-administering program with other departments and coordinating training.

Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.

Assist in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys to gather and compile information for negotiation purposes; compile data and prepare various charts and graphs; work with finance to calculate negotiated costs.

Assist in the coordination and implementation of training programs.

Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required.

Update and revise written directives, rules, and regulations and policies as appropriate.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

May supervise other Human Resources staff.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: Principles, practices, and procedures of human resources administration in the areas of employment, compensation and classification, workers' compensation, employee development, training, and benefits administration; principles of city government organization, functions, and management; basic principles and procedures of record keeping; principles and practices of good customer services.

Knowledge of: Operations, services, and activities of a human resources program; resources to sustain current understanding of modern trends and legal issues in the field of human resources management; employment and employee relations issues; methods and techniques of research and analysis of personnel administrative and statistical data; basic labor relations, negotiation processes and employment law; Workers' Compensation and related contract principles and theories; Workers' Compensation claims adjusting, investigation, and administrative techniques necessary to participate in the management of claims from reporting of injury to settlement; business letter writing and report preparation; office procedures, methods, and equipment including computers and applicable software applications; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Perform professional human resources work with minimum supervision; make independent decisions; collect, compile, and analyze information and data; understand and analyze statistical information; make complete and accurate analyses, reports and recommendations in a variety of personnel areas.

Work tactfully with and win confidence and cooperation of other departmental personnel, the public, and outside agencies and organizations; understand and assess needs and strengths of others; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations.

Prepare clear, concise oral and written reports both narrative and statistical; formulate and conduct presentations to employees, supervisors, and department managers; plan and organize work to meet changing priorities and deadlines; operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility; communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and communicate effectively with the public, elected officials, executives, other departments, agencies, and government organizations.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older (use only if applicable)

Must successfully pass pre-employment examinations which may include various position related background, fingerprint, reference, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Education: A Bachelors' degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field. Professional Human Resources certification is desirable; or

An Associates' degree with two years of additional work experience in either classification listed below.

Experience: Three years of experience of responsible professional human resources administration experience as a Human Resources Analyst or five (5) years of experience working as a Human Resources Generalist.

License: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

Required Certification: None

Classification: Supervisory, Non-Exempt, Confidential

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office environment.

Physical Conditions: Position requires prolonged sitting and standing; walking, reaching, stooping, twisting, turning, kneeling, bending, grasping, crouching, and making repetitive hand movement in the performance of daily activities; lifting, pushing or carrying job related equipment of light to moderate weight. Acute hearing is required when providing phone and personal services; normal visual range with or without correction.

NECESSARY SPECIAL REQUIREMENTS

NONE

Approved: 8/16/16



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager *KI*

BY: Di Smith, Human Resources Director

MEETING DATE: August 16, 2016

ITEM NO: 5.7

SUBJECT: Approval of the Part-Time Environmental Compliance Specialist Classification Job Description and Salary

RECOMMENDATION

Staff recommends that the City Council approve the new classification of Part-Time Environmental Compliance Specialist job description and salary.

BACKGROUND

In January 2014 the Governor declared a drought emergency. Later that year in August, to comply with State Water Board requirements, the city implemented Stage II of the Water Shortage Contingency Plan. Stage II required the reduction of outdoor watering from four (4) days to three (3) and the introduction of rebates and incentive programs. The significant public outreach efforts needed to effectively implement these programs necessitated adding part time staff. Although these positions were initially funded in FY15/16, there was not an approved job description for this classification, so two individuals were hired through a temporary staffing agency. With a conservation standard of 28 percent and an anticipated 20 percent reduction from outdoor irrigation, staff was confident the remaining eight percent would be achieved by increasing the city's level of enforcement and expanding its rebate and incentive programs.

Though the current focus is water resources, this position at a later date, may perform a variety of professional, administrative, and technical work relating to other regulatory and environmental programs within Public Works. These programs are listed below:

Public Works Environmental Programs	
Industrial Water Pretreatment	Floodplain Management
Fats Oils & Grease (FOG)	Solid Waste Management
Storm Water Pollution	Construction & Demolition Waste Management (C&D)
Water Conservation	Commercial Recycling

Cost Analysis

When comparing the salary of a part-time employee with that of a contracted employee, there is a sizable savings. Since we did not have an approved job description, staff proceeded to interview and hire through a staffing agency utilizing the funding that had been assigned for the two (2) part-time positions under the water conservation program.

The current hourly rate for the staffing agency is \$20.19. The hourly rate for a city of Patterson part-time employee is \$14.79 (total cost of \$15.92/hour including Medicare and Social Security benefits). With the \$14,790 budgeted for each of the two part-time employees, the program will be able to fund almost 400 additional work hours by using a city employee rather than hiring through the staffing agency.

Agency	Total Hourly Cost (Salary + benefits)	Hours Available for Working
Staffing Agency	\$20.19	732 hours
City Part-Time Employee	\$15.92	929 hours
Additional hours available based on lower hourly cost		197 more hours
Total additional hours available for two employees		394 more hours

RGS worked with the department to prepared the attached job description for Council approval. Thereafter, staff conducted the meet and confer with AFSME and obtained their approval of the job description and salary.

Fiscal Impact

Funds were initially budgeted through the water enterprise fund in FY15/16 and were again approved in FY16/17

JOB DESCRIPTION

<p>City of Patterson</p>  <p>Human Resources</p>	<p>ENVIRONMENTAL COMPLIANCE SPECIALIST</p> <p>\$14.79/HR (Part-time)</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Performs a variety of professional, administrative, and technical work relating to regulatory programs and environmental monitoring within the Public Works Regulatory Compliance Division; and other projects as they relate to achieving and sustaining compliance with laws, regulations, and permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff.

This position does not routinely exercise supervision. This position may provide cross training to others in the same classification.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Learn to research, analyze, evaluate and assist with all local, State, and Federal laws, regulations and ordinances governing environmental programs within the Public Works Regulatory Compliance Division including industrial waste pretreatment, Fats Oils and Grease (FOG), storm water pollution, water conservation, floodplain management, and solid waste and commercial recycling programs.

Maintain records, email and telephone correspondence regarding inquiries, complaints, violations received, and other communications pertaining to regulatory programs and/or environmental compliance.

Participate in the development and implementation of new or revised environmental programs, systems and procedures; goals and strategies; updates and revisions to procedures, programs and local ordinances.

Perform inspections on commercial, industrial, institutional and residential properties for environmental compliance of local, state, and federal regulations.

Coordinate program activities with other city departments or divisions within the city organization or outside agencies.

Investigate field programs affecting areas of responsibility; resolve problems or seek direction.

Develop and implement public and business education campaigns including and not limited to public outreach materials, presentations, and workshops; educate the public on technological processes and regulatory changes. Promote public participation in environmental program(s) activities.

Participate in the organization, staffing and operational activities for assigned environmental compliance programs including enforcement, surveying, monitoring, sampling, patrolling, and inspecting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices applied to environmental and field activities; principles, methods, materials, equipment and practices related to regulatory programs within the Public Works Regulatory Compliance Division; modern office equipment, methods, procedures and computer hardware and software; principles and practices of customer service.

Ability to: Participate in the organization, staffing and operational activities for assigned environmental compliance programs; read, interpret, and analyze plans and conditions; keep records and make reports; use a personal computer to enter and retrieve data and operate a variety of software applications; make sound decisions; observe, analyze, evaluate and solve code enforcement problems/issues and take appropriate course of action; prepare clear and concise reports; maintain comprehensive records; understand and follow oral and written instructions; remember various inspection rules and codes.

Be an integral team player, which involves flexibility, cooperation and communication; work with various cultural and ethnic groups in a tactful and effective manner communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationships with co-workers and the general public.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass pre-employment examinations that may include various positions related background, fingerprint, reference, medical, physical agility, second language ability, and certificate or license verifications.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Education: Must have a high school diploma or GED equivalent.

Experience: Any combination of experience and training that would likely provide the required knowledge, skills, and abilities. One year of responsible experience in public works related projects, environmental compliance, customer relations, communications, or managing projects is preferred.

License: Possession of or the ability to obtain a valid California driver's license.

Required Certification: None

Classification: Entry-level, Non-Exempt, Non-Confidential

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office and outdoor environments with travel to various locations within the city of Patterson. Employee often works in and around construction sites; exposure to inclement weather conditions, noise and dust and when not outdoors, the work is performed in a standard office environment.

Physical Conditions: Position requires sitting at a desk while studying or preparing reports; twisting to reach equipment or materials; standing, walking, balancing, stooping, kneeling, climbing, crawling, and bending while performing inspection duties; performing simple grasping and fine manipulation; using telephone and keyboarding to communicate through written means; lifting or carrying job related equipment weighing 50 pounds or less.

NECESSARY SPECIAL REQUIREMENTS

NONE

FLSA Exemption Status: Non-exempt

Revised: XX/2016

Approved: 8/16/16



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

BY: Juliene Flanders, Director of Recreation & Community Services

MEETING DATE: August 16, 2016

ITEM NO: 5.8

SUBJECT: Approve Street Closure for Skate the Circle & Movie Night Event on Friday, September 9, 2016

RECOMMENDATION

Approve Street Closure for Skate the Circle & Movie Night Event on Friday, September 9, 2016.

BACKGROUND

Skate the Circle & Movie Night Event is an annual fun filled family event in downtown Patterson. The streets to be closed are Plaza Circle and Las Palmas between North and South Parks and Plaza Circle. The event will include skating, bike riding on the circle, booths, vendors and a Movie in the Park. Streets will close starting at 4:30pm to begin through 11:30pm. Registration for skating will start 5:30pm. Skating will begin at 6pm and the movie will start at dusk. This event is free and open to the public.

The intent was to draw families and kids to downtown for an evening of fun and skating. Past Skate-the-Circle events have been very successful with up to 500 participants. Staff will be present to supervise the event.

The request for street closures is as follows:

STREET CLOSURE

4:30 pm (set- up) – 11:30 pm (tear down)

Street Closures during Event:

- From the Alley on N. Del Puerto to Plaza
- From the Alley on N. Third to Plaza
- From the Alley on N. Salado to Plaza
- From the Alley on W. Las Palmas to Plaza
- From the Alley on S. Del Puerto to Plaza

- From the Alley on S. Third to Plaza
- From the Alley on S. Salado to Plaza
- Las Palmas to Plaza
- Plaza

Please refer to the attached map.

EVENT DETAILS

Registration starts at 5:30pm

Skating (6:00-Dusk)

Movie (Dusk-End of Movie)

ANALYSIS

The Event Coordinator has complied with gathering the following information:

- Special Event Application
- Street Closure Site Map

FISCAL IMPACT

This event was included in the FY 16/17 budget in Special Event accounts.

EVENT DETAILS

Event Name Skate, Ride, and Movie Night
Event Location Downtown

Additional Documentation Required: Please attach a copy of your overall event layout as well as any fenced areas. If requesting a street closure for your event, parade, run, walk; select an approved street closure layout. Refer to Addendums J, K, L, M and N. Maps must include location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Select an approved street closure layout:

- Plaza Circle #1 - Addendum J
- Plaza Circle #2 - Addendum K
- Plaza Circle #3 - Addendum L
- Parade Route #1 - Addendum J
- Parade Route #2 - Addendum M

Start Area _____ Finish Area _____

Event Date: Sept. 9, 2016 to Sept 9, 2016 Event Hours (include registration time): 5:30pm to 10:30pm

Step-off Time (Applicable only for events with a route): _____ to _____

Set-up Date(s): 9/9/16 to 9/9/16 Set-up Times: 4:30pm to 5:30pm

Tear Down Date(s): 9/9/16 to 9/9/16 Tear Down Times: 10:30pm to 11:30pm

Number of Participants (units and floats for parades): _____ Number of Spectators: _____

Total Anticipated Attendance: ~~200~~ 400 7/26/16

Type of Event (check all that apply):

- Run/Walk
- Street Festival/Block Party
- Fireworks/Pyrotechnics
- Other _____
- Park Festival
- Parade/Procession
- Open to the Public
- Certified Farmers Market
- Protest/Rally/Demonstration
- Private Event (not open to the public)
- Concert
- Fundraiser

Has this event been produced before? No Yes

Is this an annual event? No Yes

Previous name(s), date(s) and location(s) of event: Skate, Ri

Will there be an admission or entry fee? No Yes Fee per adult: _____ Fee per child: _____

Who will benefit from the proceeds? Recreation Department

Event Description (provide a detailed description of your event. Attach additional pages or materials as needed.)

Skating, Bike Riding, Vendors, Movie

PARK USE

The City of Patterson offers several public parks as a venue for your event. Please refer to Addendum A for Park information. Contact the Public Works Dept. at (209)895-8060 for park availability and reservation information.

If interested in reserving a park, please select from the following list of parks:

- North Park
 South Park
 Sports Complex
 Garza Park

STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The City's Public Works Department will determine whether a professional TCP is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before Special Event Permits can be issued. Applicant is responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory and detour signage to implement the TCP.

Street Closure points must be manned at all times. In some events, Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and securing a separate contract for their services. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers, if necessary and/or acceptable, will be determined by the Police Department. For additional information relating to street, and road closures for any event, please contact the **Public Works Department**.

Event will occupy:
 One Lane
 Two Lanes
 Half of Street
 Full Street

Closure type:
 Rolling Street Closure (street opens to normal traffic after participants pass)
 Hard Street Closure (street closed for an extended period of time and/or event equipment will be placed in street for duration of the event; no vehicle access)

Name of street(s) to be closed:

(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach the approved map.)

7/26/14

Plaza Circle	Plaza	between	and	Alley	4:30pm	11:30pm
Street Name					Start Time	End Time
W. Las Palmas	NORTH	between	and	SOUTH PARK	4:30pm	11:30pm
Street Name					Start Time	End Time
Street Name		between		and	Start Time	End Time

REGIONAL TRANSIT

Any proposed route along or crossing rail tracks must not impede train movements. Trains must be allowed to proceed without interruption. California Northern Railroad will provide input whether or not any proposed route affecting their right of way can be accommodated. If your route impacts Regional Transit or to request a list of service times, please contact California Northern Railroad at (530)668-9490.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Stanislaus Regional Transit's bus ridership is required. If your route impacts bus stops, please contact Stanislaus Regional Transit at (800)262-1516.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify public parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

Applicant will post "No Parking/Tow Away" signs 72 hours in advance of the event.

Applications must be submitted at least 10 business days prior to the effective date.

Parking restrictions requested:

ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see "Restrooms" for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

SECURITY PLAN

You may be required to contract with the Stanislaus County Sheriff Office for police officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures and the amount and type of advertising used to promote your event.

If you are required to contract with the Stanislaus County Sheriff Office, the Patterson Police Department will issue you a contract for their services. You will be responsible for reimbursing the Patterson Police Department for the officers' time (Contact Patterson Police Department for fee schedule). If you have specific questions pertaining to the hiring of officers, please contact the Patterson Police Department at (209) 892-5071. A request to contract with the Stanislaus County Sheriff's Office should be submitted no later than 90 days prior to the event for planning purposes. The Sheriff's Department requires a minimum of 60 days to find appropriate staffing based on the size of the event and required staffing once an event is approved.

If you are required to hire private security guards from a private company, the company must have a valid City of Patterson Business License.

Crowd Managers -Trained (approved) crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by fire official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event. Training for crowd managers can be accessed through:

- National Association of State Fire Marshals' (NAFSFM) website at www.firemarshals.org
- International Association of Venue Managers, Inc. website at www.iavm.org

ALCOHOL MANAGEMENT PLAN

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC) and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcohol beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as:
 - 12 oz beer
 - 5 (five) oz wine
 - 1 (one) oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water and food must be available at the event.

ALCOHOL MANAGEMENT PLAN - CONTINUED

Are you requesting permission to serve alcohol at your event? _____

Additional Permits Required: To begin the permit process, please complete the Patterson Police Department's One Day Alcohol Beverage Permit Request (see Addendum C). Once that permit has been obtained, you may apply for an ABC license. To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information. If you are a non-profit (501) organization you must also have a valid "Tax Exempt" status with the Franchise Tax Board to qualify for a special daily alcohol license. Exempt status can be verified at <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>.

Will the alcohol be sold to the attendees? No Yes

Type of alcohol (check all that apply): Beer Wine Disilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method(s) of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

Is the event open to all ages? No Yes

Explain how IDs will be checked, wristbands applied and how you will monitor for underage drinking:

Do you have an alcohol sponsor? No Yes

If yes, explain:

MEDICAL PLAN

Have you made provisions for on-site medical services? No Yes

If yes, please describe your medical plan:

First aid kit, CPR certified staff on site.

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Patterson defines "amplified sound" as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

No Person shall use amplified sound, including sound checks, before 9am or after 10pm Sunday through Thursday and before 9am or after 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday, unless prior authorization is received and permission is included in your Special Event Permit.

No person shall use amplified sound exceeding a noise level of either 98 DBA at a distance of 150 feet from a noise source or sources, 80 DBA when measured from the nearest residential property, or 24 DBA above ambient noise levels, whichever noise level is lower.

In some cases, a pre-established amplified sound range will be set for you based on the venue or history of your event. The City may also require that you hire a City Event attendant (see Addendum B for fee) to visit your event to set the amplified sound range and remain on-site to monitor the approved range.

Will your event include amplified sound? No Yes

What times are you requesting amplified sound? Start: 5:30pm End: 10:30pm

Will sound checks be conducted prior to the start time? No Yes If yes, what time: 5pm

Describe the sound equipment that will be used at the event:

PA System

Are there any musical entertainment features related to your event?³ No Yes If yes, what time: _____

³Additional Documentation Required: Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?⁴ No Yes

If yes, explain

⁴Additional Documentation Required: The license holder must submit a letter of intent and shoot schedule. Please contact the Patterson Fire Department at (209) 895-8130.

Does the entertainment include any inflatables? No Yes

If yes, explain

Blow up Screen

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES - CONTINUED

Does the entertainment include carnival rides?⁵ No Yes

If yes, explain

⁵ *Additional Documentation Required:* The carnival company must submit a letter of intent with a site plan to the Patterson Fire Department. Please contact Fire Prevention at (209) 895-8130 or specialevents@ci.patterson.ca.us for more information.

Does the entertainment include animals? (petting zoo, pony rides, etc.) No Yes

If yes, explain

Does the entertainment include vehicles? (car show, displays, etc.) No Yes

If yes, explain

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Patterson Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- In addition to the main entrance, at least two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; at least three (3) exits for 1,000 to 3,000 attendees; and at least four (4) exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please contact Fire Prevention at (209) 895-8130 or specialevents@ci.patterson.ca.us for more information.

TENTS/CANOPIES/TEMPORARY STRUCTURES

Tents that are larger than 400 square feet and canopies that are larger than 700 square feet shall not be erected for any purpose without first obtaining approval from Patterson Fire Department. Tents and canopies shall comply with all California Fire Code Chapter 31 (2013) Regulations including:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure/vehicle parking.
- A fire access lane, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure, unless tent permit specifically allows the display of vehicles.

Tent/Canopy Material:

All tents and canopies shall have an affixed California State Fire Marshal Seal of Registration for flame retardant qualities.

General:

At least a 2A10BC classification or larger fire extinguisher(s) shall be installed. Extinguishers shall be clear and accessible. Travel distance to an extinguisher shall not be more than 75'. Extinguishers shall be tagged and serviced annually, or manufactured in current year.

- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

"NO SMOKING" signs shall be installed throughout tent and canopy area.

Hay, trash or other combustibles shall be kept at least 50 feet from tents.

Open flame devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. of the tent or canopy while open to the public unless approved by the fire official.

Cooking:

Cooking tents shall be separated from other tents by 20'.

Outdoor cooking that produces sparks or grease laden vapors shall be located at least 20' away from tents and canopies.

Portable LPG containers shall not be stored or used in connection with any tent unless the storage containers, equipment, fittings, appliances, placement use and operation complies with the provisions of California Code of Regulations, Title 8, Article 5, Subchapter 1, Chapter 4.

Portable LPG containers shall be located outside tents with safety valves pointed away from tent.

Portable LPG containers shall be secured to prevent falling and protected against damage and movement.

VENDORS

The City of Patterson defines "vendor" as an organization or business that sells or advertises products and/or services to event attendees. "There are two (2) categories of vendors: for-profit and non-profit." Generally there are two (2) categories of vendors: 1) food/beverage, 2) merchandise information. Event organizers must pay a Vendor Participation Fee, based on the number of for-profit vendors expected to participate in the event. Please refer to Addendum B - Fee Schedule Finance Department Fees.

Does your event include food vendors?⁶ No Yes _____ Number of tents/canopies

⁶ **Additional Documentation Required:** A County of Stanislaus, Environmental Resources Health Permit is required to sell or serve food to the general public in the City of Patterson. Please contact the Stanislaus County at (209)525-6700 or visit www.stancounty.org for permit information.

Will any of the food vendors be cooking or heating food on-site?⁷ No Yes _____ How many?

⁷ **Additional Documentation Required:** Please read the Patterson Fire Department's Hot Food Vendor Requirements (Addendum E). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. A Patterson Fire Department Inspection may be required (for a fee).

What methods will be used (check all that apply)? Gas Electric Charcoal Other

What is your plan for disposing of grease, charcoal and/or waste water?

Does your event have merchandise vendors? No Yes _____ How many?

Does your event include information vendors? No Yes 15-20 How many?

Will any items or services sold at your event present any unique liability issues? (message, tattooing/piercing, etc.) No Yes

If yes, explain

CERTIFIED FARMERS MARKET

A certified farmers market⁸ is an event where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers market may be operated on public property with a Special Event Permit.

⁸ **Additional Documentation Required:** A Stanislaus County, Environmental Resources Health Permit is required. Please contact Stanislaus County at (209)525-6700 or visit www.stancounty.com for permit information.

TENTS/CANOPIES/TEMPORARY STRUCTURES - CONTINUED

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter. Exits, aisles, and pathways shall not be blocked or obstructed at any time.
- Illuminated exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies? No Yes

If yes, indicate on the site map and explain:

Pop up tents, not commercial grade.

Number of tents/canopies 15 - 20

Tent/Canopy size(s): (if you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

STAGES/PLATFORMS

Will your event include the installation of stages or platforms? (if yes, please indicate on site map) No Yes

How many stages? _____ What are the dimensions? _____

ENCROACHMENT REQUIREMENTS & CONDITIONS

The purpose of an encroachment permit is to enable the City to monitor activities performed within City rights-of-way and to ensure the safety of the public including Special Events that require a road closure and/or road detours and/or are encroaching onto City owned property/facilities.

As part of this Special Events package, the special event holder will be required undergo a Public Works Inspection(s) as necessary to ensure that the event is safe for the public and that it is compliance with City of Patterson Municipal Code and that it will comply with all regulatory Local, State, and Federal environmental regulations including Stormwater Pollution Prevention (SWPPP); Fats, Oils & Grease (FOG); Water Conservation; and Solid Waste Management/Recycling. Additionally, the applicant agrees to submit Liability Insurance in the amount of \$2 million and an Endorsement naming the City of Patterson as additionally insured and will adhere to the following terms and conditions for Encroachment:

1. Any damage to public or private property or any damage to facilities in the public-right-of-way is the responsibility of the Event Holder/Applicant and agree to all/any liability resulting from the approved special event.
2. If the event results in significant impact to existing homes or businesses, the event holder/Applicant is required to provide written notification at least 48 hour advance notice to all affected property / business owners. If the event has an impact to the Public Transportation Facilities located within close proximity of the event, the event holder/Applicant is responsible to coordinate with the City of Patterson and/or Stanislaus County Transit to provide adequate services during the event and to post notification on the shelters at least 48 hours in advance of the event.
3. The event holder/applicant is responsible for coordinating inspections with Public Works by calling Sonia Delgado, Sr. Administrative Manager at (209) 895-8064. A pre-event inspection is required prior to the start of the event and a post-event inspection at the end of the event.

The event holder/applicant will pay a fee of \$71.31 in addition to any Park, Special Events Fees, and/or other services charged for this event. This fee will cover the costs associated with regulatory compliance and public works inspections required for the special event. For questions regarding Encroachment or regulatory programs, please contact Public Works at (209) 895-8060.

Is the Special Event requiring road closure or encroachment on City right-of-way or public facilities (parks, sidewalks, facilities)?

No Yes

If yes, explain

*****Please refer to Page 16 and Attachment "O" for a list of Best Management Practices (BMPs) that must be implemented during your event.**

WASTE MANAGEMENT

All Special Events are required to comply with the City's Urban Storm Water Quality Management and Discharge Control Ordinance (No.653), Section 13.32 of the Municipal Code.

During a rainfall event, water flows from your event site, through storm drains, directly to the San Joaquin River without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in substantial monetary fines and cleanup costs. The cost to clean up pollutants once they are in a stormline or waterways can be several thousand dollars. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

Best Management Practices (BMPs):

The objective in stormwater protection is that only rainwater enter the storm drain. Best Management Practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice. In the City of Patterson, event planners have the unique opportunity to hold activities in close proximity of the City's storm drains that drain directly into the San Joaquin River without any treatment potentially, contaminating the water and destroying marine life. Please refer to Addendum N for additional compliance information.

For more information on stormwater pollution prevention, or to report an illicit discharge, Contact the City of Patterson Stormwater Hotline at (209) 895-8060 or visit www.ci.patterson.ca.us

RESTROOMS

You are required to provide restroom accommodations for event attendees. Depending on the location of your event, you may need to rent portable restrooms. The City of Patterson recommends one (1) portable toilet per every 250 anticipated attendees, or portion thereof. When portable toilets are provided, at least one (1) toilet at each location must be ADA accessible. Where multiple toilets are clustered at a single location, 5% of the toilets at each cluster must be ADA accessible.

MARKETING/ADVERTISING/PROMOTIONS

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location nor automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of Patterson responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

City Website, City Calendar, Patterson Magazine, Facebook.

Do you plan to include radio or television promotions? No Yes

If yes, explain

Do you expect a live broadcast or feed from the event? No Yes

If yes, explain

Do you expect media coverage? No Yes

If yes, explain

Do you plan to place signs or hang banners on City property?⁹ No Yes

If yes, explain

⁹ **Additional Permit Required:** If you wish to place a banner, please call the Community Development Dept. at (209) 895-8020 or e-mail planning@ci.patterson.ca.us for permit information.

NOTIFICATION

An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify, in writing, all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least 30 days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (Addendum F). This template should be completed and distributed door to door or mailed to the impacted area.

Door to door written notification may not be practical for all event venues. Under some circumstances (for example apartments or office buildings with numerous tenants) the City will allow you to use an alternate method of notification, such as email blasts or posting the notification on a community or shared board. The alternate notification must include the following information:

1. Proposed date, time and duration of the event;
2. Use of amplified sound or pyrotechnics, if applicable;
3. Proposed street closure(s) and alternative route(s), if applicable;
4. Applicant and City contract information.

To complete the notification requirement, you must submit a Notification Certification (Addendum G)¹⁰ listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

Advisory signs are another method of notification that will be required for all events that impact a major use roadway. The applicant will be provided with a list of required advisory signs and placement specifications. You, as the event organizer are responsible for providing and placing advisory signs. Advisory signs must meet the following Manual on Uniform Traffic Control Devices (MUTCD) standards (see addendum H for example):

- Must be orange with black lettering and include the date and length of street closure and contact information of event organizer.
- Must be posted seven (7) days prior to the event date.
- Must be professional in appearance.
- Must not exceed 16 square feet.
- Must have a minimum letter size of 2.5 inches.
- May not be attached to traffic control signs or other authorized highway signs.
- Must be located a minimum distance of 30 feet from street intersection.
- Must be removed within two (2) days following the conclusion of the event.

¹⁰ **Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.

INSURANCE

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Patterson, its officials, agents, employees and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 10 days prior to your event. You must submit two (2) documents to satisfy insurance requirements.

1. Certificate of Insurance in the amount of \$2 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form.
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
- Certificate holder must be listed on the certificate as City of Patterson, Special Event Services, 1033 W. Las Palmas Ave., Patterson, CA 95363.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.

2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of Patterson as insured.

- The Additional Endorsement must reference the policy number as it appears on the certificate.
- "The City of Patterson, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

If you do not have insurance, contact HUB International Insurance for Special Event coverage. For more information contact (925) 609-6500 or visit www.eventinsure.com, e-mail: specialevent@hubinternational.com

SIGNATURE

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Patterson. I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 30 days prior to the event.

Name (please print) _____

Signature _____

Date _____ Driver's License Number¹¹ _____

¹¹**Additional Documentation Required:** Please attach a current copy of your Driver's License or California ID to complete application.

FORM OF PAYMENT

A non-refundable application fee of \$50 is due at the time you submit your application. Permit fees are due sixty (60) days in advance of your event. Applications submitted within sixty (60) days of an event require a \$50 non-refundable late processing fee in addition to the \$50 application fee and payment in full. Checks must be made payable to "City of Patterson" and will not be accepted less than thirty (30) days prior to the event.

Please indicate the type(s) of payment method you wish to use:

- Cash - must be presented to clerk
- Personal/Business Check - attach or present to clerk
- Money Order/Cashier's Check - attach or present to clerk
- Visa/MasterCard/American Express - must be presented to clerk

Phone: _____

Name: _____

Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by cash, check or credit card will be refunded with a check.

CHECKLIST

Thank you for submitting the Special Event Permit Application. Before you submit your application to the City of Patterson, Special Event Services, please make sure you have completed the following step:

- Signed AND dated your application
- Attached your event site map (and route map if applicable)
- Included \$50 non-refundable application fee (if you are submitting less than 60 days prior to the event date, please include a \$50 late processing fee for a total of \$100)
- Attached a copy of your current Driver's License of California ID

Submit your completed application to:

By mail:

City of Patterson, Special Event Services
1033 W. Las Palmas Ave.
Patterson, CA 95363

Or by: Fax: (209)895-8189

Or by: Email: specialevents@ci.patterson.ca.us

Questions?

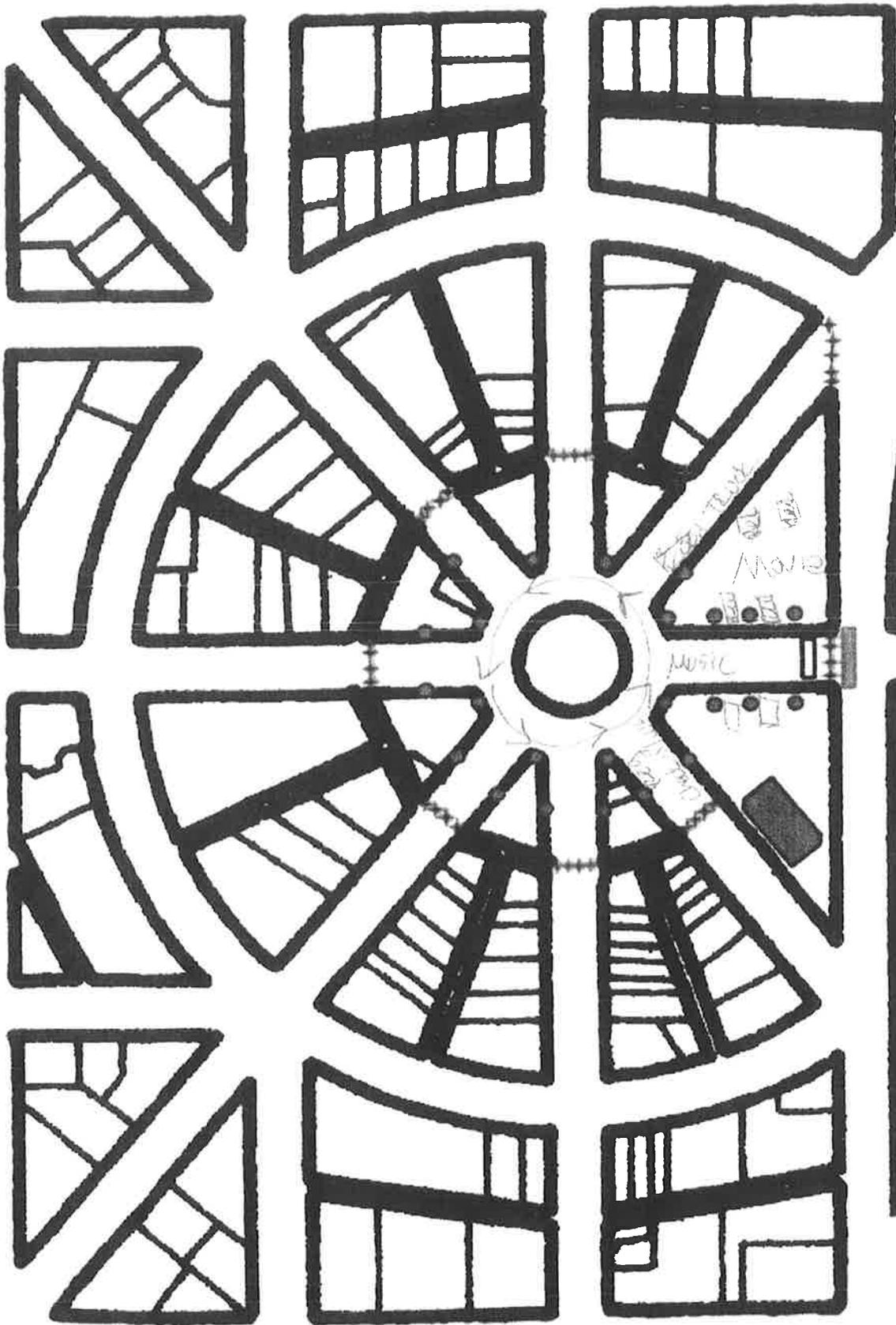
Please call

Special Event Services

at (209) 895-8080

Best wishes for a successful event!

ADDENDUM J - APPROVED STREET CLOSURE LAYOUT FOR PLAZA CIRCLE #1



Approved Street Closure Layout for Plaza Circle # 1

-  = Arrow Board
-  = Railroad Tracks
-  = Twenty Safety Cones
-  = Barricades Total of 80-100 required
-  = Road Closed Ahead Sign Total of 9 required.

-  = Large Blocking Device Like a vehicle or Trailer or K-rail
-  = No Parking Signs need to be posted
-  = Cones for Lane Closure. Total of 14 required.

Handwritten notes:
 = Arrow Board



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager *KI*

BY: Juliene Flanders, Director of Recreation & Community Services

MEETING DATE: August 16, 2016

ITEM NO: 5.9

SUBJECT: Approve Street Closure and waiver of event fees for the PHS Homecoming Parade on Friday, October 7, 2016

RECOMMENDATION

Approve Street Closure for the PHS Homecoming Parade on October 7, 2016, from 11:00 am – 1:00 pm.

BACKGROUND

Attached is a letter from Patterson High School requesting the City Council approve parade route and police escorts for the annual Homecoming Parade on Friday October 7, 2016. Attached is a map of the parade route. Street closures around the Circle will be required by Public Works and Parks Staff during the time of the Parade, approximately 11:00am – 1:00pm

Parade Route

Begin in front of PHS (7th St side)
Left on Las Palmas
Down Las Palmas to Circle
Follow Traffic Circle back to Las Palmas
Right on Las Palmas
Right on 7th Street

ANALYSIS

The Event Coordinator has complied with submitting the following information:

- Insurance and Endorsement
- Letter of Request
- Special Event Packet
- Site Street Closure Map

FISCAL IMPACT

None at this time, staff time for Police and Public Works can be managed during regular hours.

EVENT DETAILS

Event Name 2016 Patterson High School Homecoming Parade

Event Location¹ Downtown Patterson (staging area will be 7th Street in front of high school)

¹**Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas. If requesting a street closure for your event, parade, run, walk; select an approved street closure layout. Refer to Addendums J, K, L, M and N. Maps must include location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Select an approved street closure layout:

- Plaza Circle #1 - Addendum J Plaza Circle # 3 - Addendum L Parade Route #1 - Addendum J
 Plaza Circle #2 - Addendum K Parade Route #2 - Addendum M

I have attached my own parade route.

Start Area 7th Street in front of Patterson High Finish Area 7th Street in front of Patterson High

Event Date: 10/7/2016 to 10/7/2016 Event Hours (include registration time): 12:00pm to 1:00pm

Step-off Time (Applicable only for events with a route): 12:00pm to 1:00pm

Set-up Date(s): 10/7/2016 to 10/7/2016 Set-up Times: 11:00am to 12:00pm

Tear Down Date(s): 10/7/2016 to 10/7/2016 Tear Down Times: 12:45pm to 1:00pm

Number of Participants (units and floats for parades): 15-20 Number of Spectators: 100

Total Anticipated Attendance: 200

Type of Event (check all that apply):

- Run/Walk Park Festival Certified Farmers Market Concert
 Street Festival/Block Party Parade/Procession Protest/Rally/Demonstration Fundraiser
 Fireworks/Pyrotechnics Open to the Public Private Event (not open to the public)
 Other _____

Has this event been produced before? No Yes

Is this an annual event? No Yes

Previous name(s), date(s) and location(s) of event: Patterson High School Homecoming Parade, same location for generations

Will there be an admission or entry fee?: No Yes Fee per adult: _____ Fee per child: _____

Who will benefit from the proceeds? _____

Event Description (provide a detailed description of your event. Attach additional pages or materials as needed.)

This is our annual Homecoming Parade that we hold every year during our Fall Homecoming week. The event is a tradition that brings spi

** your form doesn't wrap so text was cut off.*

APPLICANT INFORMATION

Instructions: Please carefully read "Submitting Your Special Event Permit Application", page 3 before completing this application.

Name of Applicant/Responsible Party (Must Match the signature on page 17)

Season Lozano

Street Address 737 Rock Creek Lane Apt/Unit/Suite _____

City Patterson State CA Zip Code 95363

Email Address slozano@patterson.k12.ca.us

Daytime Phone 209-604-9524 Cell Phone _____ Fax 209-895-7093

Name of Event Organizer/Producer (If different from Applicant)

Patterson High School

Street Address 200 North Seventh Street Apt/Unit/Suite _____

City Patterson State CA Zip Code 95363

Email Address slozano@patterson.k12.ca.us

Daytime Phone 209-892-4750 Cell Phone 209-604-9524 Fax 209-895-7093

Sponsoring Organization/Company

Contact Name _____ Contact Phone _____

Street Address _____ Apt/Unit/Suite _____

City _____ State _____ Zip Code _____

Is the mentioned organization a nonprofit agency? No Yes

If yes, please provide Employer Identification Number 94-6002388

Event Contact for Public Information

Contact Name Season Lozano Contact Phone 209-892-4750

Email Address slozano@patterson.k12.ca.us

Website _____

On-Site Contact Name _____ On-site Cell Number _____

PARK USE

The City of Patterson offers several public parks as a venue for your event. Please refer to Addendum A for Park information. Contact the Public Works Dept. at (209)895-8060 for park availability and reservation information.

If interested in reserving a park, please select from the following list of parks:

- North Park South Park Sports Complex Garza Park

STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The City's Public Works Department will determine whether a professional TCP is required based on the location and type of street closure, if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before Special Event Permits can be issued. Applicant is responsible for providing and properly placing the necessary traffic control equipment such as barriers/barricades, cones, delineators, and advisory and detour signage to implement the TCP.

Street Closure points must be manned at all times. In some events, Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and securing a separate contract for their services. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers, if necessary and/or acceptable, will be determined by the Police Department. For additional information relating to street, and road closures for any event, please contact the **Public Works Department**.

Event will occupy:

- One Lane Two Lanes Half of Street Full Street

As parade finishes in parade, street closures can be removed. Need

Closure type:

- Rolling Street Closure (street opens to normal traffic after participants pass)
 Hard Street Closure (street closed for an extended period of time and/or event equipment will be placed in street for duration of the event; no vehicle access)

hard street closures on 7th Street @ 11am for setup.

Name of street(s) to be closed:

(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach the approved map.)

<u>Seventh Street @ Salado</u> Street Name	<u>Salado Avenue</u> between	<u>Las Palmas Avenue</u> and	<u>11:00am</u> Start Time	<u>12:45pm</u> End Time
<u>Las Palmas Avenue</u> Street Name	<u>Seventh Street</u> between	<u>Main Plaza Circle</u> and	<u>12:00pm</u> Start Time	<u>12:45pm</u> End Time
<u>Plaza Circle</u> Street Name	<u>All spokes of Inner circle</u> between	<u>All spokes of inner circle</u> and	<u>12:00pm</u> Start Time	<u>12:45pm</u> End Time

REGIONAL TRANSIT

Any proposed route along or crossing rail tracks must not impede train movements. Trains must be allowed to proceed without interruption. California Northern Railroad will provide input whether or not any proposed route affecting their right of way can be accommodated. If your route impacts Regional Transit or to request a list of service times, please contact California Northern Railroad at (530)668-9490.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Stanislaus Regional Transit's bus ridership is required. If your route impacts bus stops, please contact Stanislaus Regional Transit at (800)262-1516.

PARKING PLAN

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify public parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

Applicant will post "No Parking/Tow Away" signs 72 hours in advance of the event.

Applications must be submitted at least 10 business days prior to the effective date.

Parking restrictions requested:

No Parking restrictions

ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see "Restrooms" for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ALCOHOL MANAGEMENT PLAN - CONTINUED

Are you requesting permission to serve alcohol at your event? **NO**

²**Additional Permits Required:** To begin the permit process, please complete the Patterson Police Department's One Day Alcohol Beverage Permit Request (see Addendum C). Once that permit has been obtained, you may apply for an ABC license. To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (916) 227-2002 for permit information. If you are a non-profit (501) organization you must also have a valid "Tax Exempt" status with the Franchise Tax Board to qualify for a special daily alcohol license. Exempt status can be verified at <https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>.

Will the alcohol be sold to the attendees? No Yes

Type of alcohol (check all that apply): Beer Wine Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method(s) of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

Is the event open to all ages? No Yes

Explain how IDs will be checked, wristbands applied and how you will monitor for underage drinking:

Do you have an alcohol sponsor? No Yes

If yes, explain:

MEDICAL PLAN

Have you made provisions for on-site medical services? No Yes

If yes, please describe your medical plan:

Patterson High School has a full time EMT staff member who will be riding along with the parade. Our security staff for the school district

*Your form doesn't wrap so text was cut off.

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of Patterson defines "amplified sound" as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

- No Person shall use amplified sound, including sound checks, before 9am or after 10pm Sunday through Thursday and before 9am or after 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday, unless prior authorization is received and permission is included in your Special Event Permit.
- No person shall use amplified sound exceeding a noise level of either 98 DBA at a distance of 150 feet from a noise source or sources, 80 DBA when measured from the nearest residential property, or 24 DBA above ambient noise levels, whichever noise level is lower.

In some cases, a pre-established amplified sound range will be set for you based on the venue or history of your event. The City may also require that you hire a City Event attendant (see Addendum B for fee) to visit your event to set the amplified sound range and remain on-site to monitor the approved range.

Will your event include amplified sound? No Yes

What times are you requesting amplified sound? Start: _____ End: _____

Will sound checks be conducted prior to the start time? No Yes If yes, what time: _____

Describe the sound equipment that will be used at the event:

Are there any musical entertainment features related to your event?³ No Yes If yes, what time: 12:00pm, PHS M

³Additional Documentation Required: Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?⁴ No Yes

If yes, explain

⁴Additional Documentation Required: The license holder must submit a letter of intent and shoot schedule. Please contact the Patterson Fire Department at (209) 895-8130.

Does the entertainment include any inflatables? No Yes

If yes, explain

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES - CONTINUED

Does the entertainment include carnival rides?⁵ No Yes

If yes, explain

⁵ **Additional Documentation Required:** The carnival company must submit a letter of intent with a site plan to the Patterson Fire Department. Please contact Fire Prevention at (209) 895-8130 or specialevents@ci.patterson.ca.us for more information.

Does the entertainment include animals? (petting zoo, pony rides, etc.) No Yes

If yes, explain

Does the entertainment include vehicles? (car show, displays, etc.) No Yes

If yes, explain

It is a parade, each entry in the parade will be on a vehicle, including cars, trucks, tractor trailers, etc.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Patterson Fire Department will review your site map and set an occupancy load for the fenced area. When developing your fence plan, please keep in mind the following rules:

- In addition to the main entrance, at least two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; at least three (3) exits for 1,000 to 3,000 attendees; and at least four (4) exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. For questions about fencing or to make arrangements for an inspection, please contact Fire Prevention at (209) 895-8130 or specialevents@ci.patterson.ca.us for more information.

VENDORS

The City of Patterson defines "vendor" as an organization or business that sells or advertises products and/or services to event attendees. "There are two (2) categories of vendors: for-profit and non-profit." Generally there are two (2) categories of vendors: 1) food/beverage, 2) merchandise information. Event organizers must pay a Vendor Participation Fee, based on the number of for-profit vendors expected to participate in the event. Please refer to Addendum B - Fee Schedule Finance Department Fees.

Does your event include food vendors?⁶ No Yes _____ Number of tents/canopies

⁶ **Additional Documentation Required:** A County of Stanislaus, Environmental Resources Health Permit is required to sell or serve food to the general public in the City of Patterson. Please contact the Stanislaus County at (209)525-6700 or visit www.stancounty.org for permit information.

Will any of the food vendors be cooking or heating food on-site?⁷ No Yes _____ How many?

⁷ **Additional Documentation Required:** Please read the Patterson Fire Department's Hot Food Vendor Requirements (Addendum E). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. A Patterson Fire Department Inspection may be required (for a fee).

What methods will be used (check all that apply)? Gas Electric Charcoal Other

What is your plan for disposing of grease, charcoal and/or waste water?

Does your event have merchandise vendors? No Yes _____ How many?

Does your event include information vendors? No Yes _____ How many?

Will any items or services sold at your event present any unique liability issues? (message, tattooing/piercing, etc.) No Yes

If yes, explain

CERTIFIED FARMERS MARKET

A certified farmers market⁸ is an event where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers market may be operated on public property with a Special Event Permit.

⁸ **Additional Documentation Required:** A Stanislaus County, Environmental Resources Health Permit is required. Please contact Stanislaus County at (209)525-6700 or visit www.stancounty.com for permit information.

ENCROACHMENT REQUIREMENTS & CONDITIONS

The purpose of an encroachment permit is to enable the City to monitor activities performed within City rights-of-way and to ensure the safety of the public including Special Events that require a road closure and/or road detours and/or are encroaching onto City owned property/facilities.

As part of this Special Events package, the special event holder will be required undergo a Public Works Inspection(s) as necessary to ensure that the event is safe for the public and that it is compliance with City of Patterson Municipal Code and that it will comply with all regulatory Local, State, and Federal environmental regulations including Stormwater Pollution Prevention (SWPPP); Fats, Oils & Grease (FOG); Water Conservation; and Solid Waste Management/Recycling. Additionally, the applicant agrees to submit Liability Insurance in the amount of \$2 million and an Endorsement naming the City of Patterson as additionally insured and will adhere to the following terms and conditions for Encroachment:

1. Any damage to public or private property or any damage to facilities in the public-right-away is the responsibility of the Event Holder/Applicant and agree to all/any liability resulting from the approved special event.
2. If the event results in significant impact to existing homes or businesses, the event holder/Applicant is required to provide written notification at least 48 hour advance notice to all affected property / business owners. If the event has an impact to the Public Transportation Facilities located within close proximity of the event, the event holder/Applicant is responsible to coordinate with the City of Patterson and/or Stanislaus County Transit to provide adequate services during the event and to post notification on the shelters at least 48 hours in advance of the event.
3. The event holder/applicant is responsible for coordinating inspections with Public Works by calling Sonia Delgado, Sr. Administrative Manager at (209) 895-8064. A pre-event inspection is required prior to the start of the event and a post-event inspection at the end of the event.

The event holder/applicant will pay a fee of \$71.31 in addition to any Park, Special Events Fees, and/or other services charged for this event. This fee will cover the costs associated with regulatory compliance and public works inspections required for the special event. For questions regarding Encroachment or regulatory programs, please contact Public Works at (209) 895-8060.

Is the Special Event requiring road closure or encroachment on City right-of-way or public facilities (parks, sidewalks, facilities)?

No Yes

If yes, explain

It is a parade that runs from Seventh Street in front of PHS, down Las Palmas to Plaza Circle, around Plaza Circle, back up Las Palmas Avenue

* your form doesn't wrap so text was cut off.

*****Please refer to Page 16 and Attachment "O" for a list of Best Management Practices (BMPs) that must be implemented during your event.**

INSURANCE

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of Patterson, its officials, agents, employees and volunteers from and against all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 10 days prior to your event. You must submit two (2) documents to satisfy insurance requirements.

1. Certificate of Insurance in the amount of \$2 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form.
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
- Certificate holder must be listed on the certificate as City of Patterson, Special Event Services, 1033 W. Las Palmas Ave., Patterson, CA 95363.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.

2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of Patterson as insured.

- The Additional Endorsement must reference the policy number as it appears on the certificate.
- "The City of Patterson, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

If you do not have insurance, contact HUB International Insurance for Special Event coverage. For more information contact (925) 609-6500 or visit www.eventinsure.com, e-mail: specialevent@hubinternational.com

SIGNATURE

I have read the rules and regulations contained in this document and agree to abide by these rules and regulations. I am duly authorized by the Organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the City of Patterson. I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 30 days prior to the event.

Name (please print) Season Lozano

Signature Season Lozano

Date June 15, 2016

Driver's License Number¹¹ B4409601

¹¹ **Additional Documentation Required:** Please attach a current copy of your Driver's License or California ID to complete application.

FORM OF PAYMENT

A non-refundable application fee of \$50 is due at the time you submit your application. Permit fees are due sixty (60) days in advance of your event. Applications submitted within sixty (60) days of an event require a \$50 non-refundable late processing fee in addition to the \$50 application fee and payment in full. Checks must be made payable to "City of Patterson" and will not be accepted less than thirty (30) days prior to the event.

Please indicate the type(s) of payment method you wish to use:

- Cash - must be presented to clerk
- Personal/Business Check - attach or present to clerk
- Money Order/Cashier's Check - attach or present to clerk
- Visa/MasterCard/American Express - must be presented to clerk

Because this event is put on by students @ a public school, we are asking that fees be waived for this event. I have attached a letter to City Council explaining the importance of this event.

Phone: 209-892-4750 - Patterson High School

Name: Season Lozano

Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by cash, check or credit card will be refunded with a check.

CHECKLIST

Thank you for submitting the Special Event Permit Application. Before you submit your application to the City of Patterson, Special Event Services, please make sure you have completed the following step:

- Signed AND dated your application
- Attached your event site map (and route map if applicable)
- Included \$50 non-refundable application fee (if you are submitting less than 60 days prior to the event date, please include a \$50 late processing fee for a total of \$100)
- Attached a copy of your current Driver's License of California ID

Submit your completed application to:

By mail:

City of Patterson, Special Event Services
1033 W. Las Palmas Ave.
Patterson, CA 95363

Or by: Fax: (209)895-8189

Or by: Email: specialevents@ci.patterson.ca.us

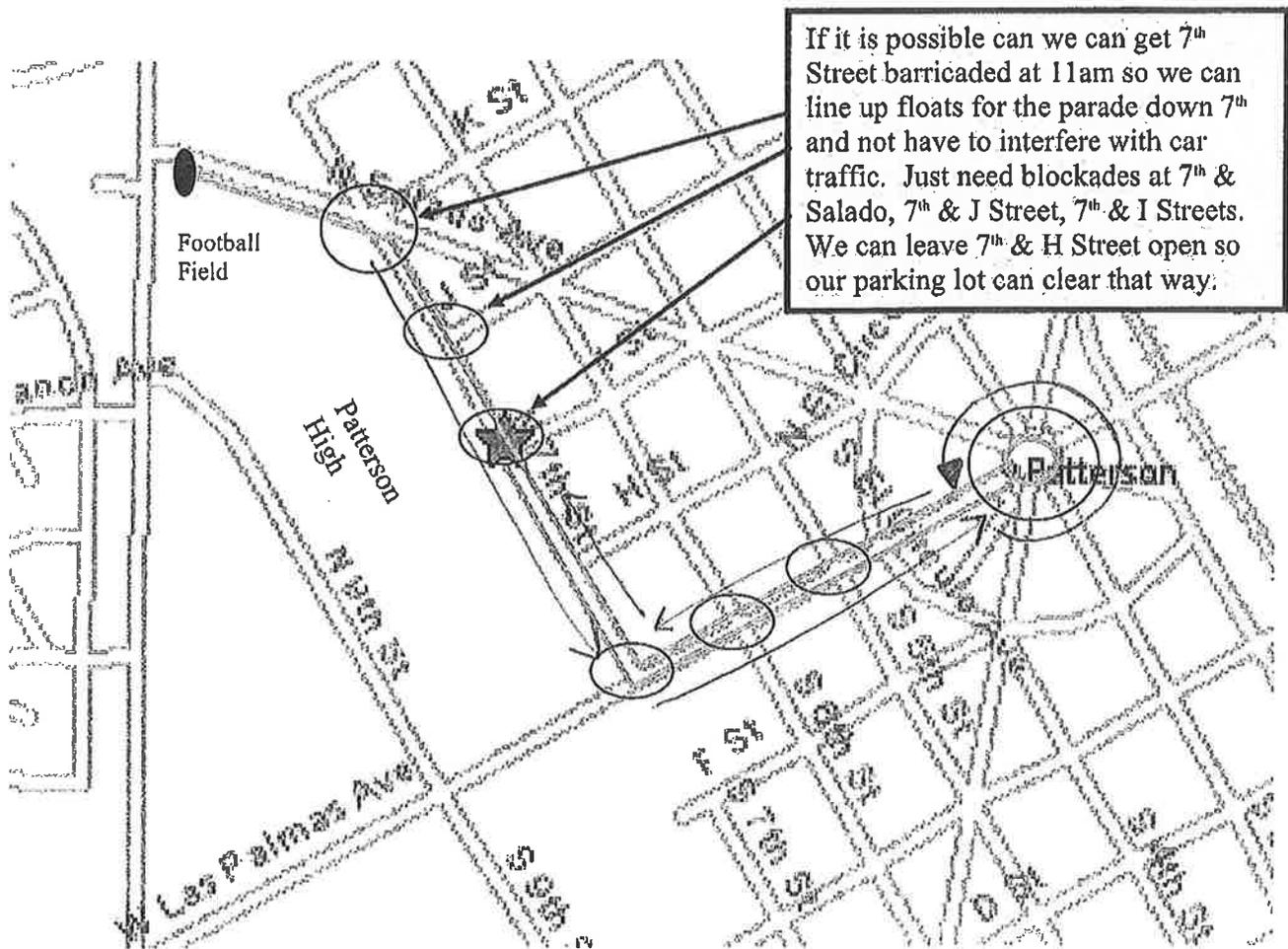


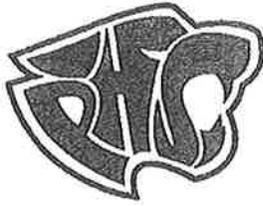
Best wishes for a successful event!

Parade Route

Begin in front of PHS (7th St side)
Left on Las Palmas
Down Las Palmas to Circle
Follow Traffic Circle back to Las Palmas
Right on Las Palmas
Right on 7th Street

The Circled areas on the map indicate where we need road closures for the parade. For the main circle downtown we need all streets closed on main circle except Las Palmas Avenue. If we can get street closures on 7th Street at 11:00am so we can line up for parade, that would be GREAT!





PATTERSON HIGH SCHOOL

200 N. 7th St., Patterson, CA 95363
209-892-4750 Fax 895-7093

Tonya Bibbins
Principal

Kevin Salaiz
Assistant Principal

Cathy Aumoeualogo
Assistant Principal

Teresa Gonzales
Hugh Leonard
Melissa Molieri
Corrin Rivera
Dianne Vargas
Counselors

Dave Klein
Athletic Director

Season Lozano
Activities Director

David Guzman
Student Support Director

June 15, 2016

To City Clerk of Patterson,

The Patterson Senior High School Homecoming Parade is a long standing tradition that promotes school spirit and promotes a positive school climate that students thrive under. Students at Patterson High School put in a lot of time and effort in all events that happen throughout homecoming week. The friendly competition between classes during our annual fall homecoming week sparks a huge amount of creativity and they use that to create unique performances for our night rally and a class homecoming float for the parade. The week culminates every year in our homecoming parade through downtown Patterson. Students are always excited to show their school pride and spirit to their fellow classmates and the Patterson community. All costs associated with homecoming are paid for directly from fundraising efforts from the students.

Patterson Senior High School ASB requests permission to conduct a Homecoming parade through the city of Patterson on Friday, October 7, 2016. It will begin at 12:10 pm and would continue until 1:00 pm or when the route has been completed. The homecoming parade would start in front of Patterson Senior High School on North 7th Street. The parade would head down Las Palmas Ave to the Plaza Circle, and exit back down Las Palmas Avenue back to 7th Street. Please see attached map for the exact route. The parade will contain between twenty (20) and twenty-five (25) vehicles as well as four (4) floats and the marching band.

Patterson Senior High School will need to block traffic for the duration of the Homecoming Parade. Please provide us with information on whom to contact regarding barricade placement and removal. We are also requesting that all fees associated with the blocking of intersections be waived as this is a student event, run by students at Patterson High School, and is a long standing tradition for the City of Patterson.

Please add this request to the next meeting of the Patterson City Council and respond to our inquiry as soon as possible. If you have any questions or need more information, please contact the Season Lozano, Activities Director at Patterson High School, at 892-4750 ext. 27209. Thank you for your time and assistance.

Sincerely,

Season Lozano
Activities Director
Patterson High School

CERTIFICATE OF LIABILITY COVERAGE

<p>COVERAGE PROVIDER:</p> <p>BAY AREA SCHOOLS INSURANCE COOPERATIVE (BASIC) (a California Joint Powers Authority) 1750 Creekside Oaks Drive, Suite 200 Sacramento, CA 95833</p>	<p>NAMED COVERED MEMBER:</p> <p>Central Region School Insurance Group Patterson Unified School District 510 Keystone Blvd Patterson, CA 95363</p>
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THE REFERENCED MEMORANDUM OF COVERAGE(S) ("MOC") AND/OR INSURANCE POLICY(IES) EXTEND INDEMNITY PROTECTION TO THE NAMED COVERED MEMBER, IN KEEPING WITH THE TERMS AND CONDITIONS OF THE COVERAGE AGREEMENTS/ POLICIES, FOR THE EFFECTIVE COVERAGE DATES, AND WITH THE STATED COVERAGE LIMITS. COVERAGE PROVIDED BY MOCS IS EXTENDED PURSUANT TO THE RIGHTS AND LIMITATIONS OF CALIFORNIA GOV'T CODE § 990 & 6500, ET SEQ.

TYPE OF COVERAGE	COVERAGE AFFORDED	MOC/POLICY NUMBER	EFFECTIVE DATE(S)	EXPIRATION DATE(S)	LIMITS	LIABILITY SELF INSURED RETENTION
GENERAL LIABILITY	General Liability Employment Practices Educators' Legal Liability Products Liability Completed Operations Liability	2016MOELC	07/01/2016	07/01/2017	\$ 2,000,000	\$500,000
AUTOMOBILE LIABILITY	Automobile Liability (All Owned, Hired, Leased, and Borrowed)				\$	

THIS CERTIFICATE CONFERS NO RIGHT, BENEFIT, OR INTEREST IN THE REFERENCED MEMORANDUM(S) OF COVERAGE OR INSURANCE POLICY(IES), NOR DOES IT AMEND, MODIFY, ENLARGE OR ALTER THE COVERAGE AFFORDED BY SUCH DOCUMENTS. IF THE CERTIFICATE HOLDER IS CONTRACTUALLY ENTITLED TO BE NAMED AS AN ADDITIONAL COVERED MEMBER ("ACM") UNDER ANY COVERAGE AGREEMENT OR POLICY, THE CONTRACT IMPOSING THE OBLIGATION MUST BE PROVIDED TO THE NAMED COVERED MEMBER LISTED ABOVE FOR REVIEW AND APPROVAL BEFORE SUCH AN ENDORSEMENT WILL BE ISSUED; ACM COVERAGE IS NOT AUTOMATICALLY GRANTED.

Description and Date (s) of Event/Operations/Locations/Vehicle:
 Additional remarks/schedule may be attached if more space is needed.

RE: 2016 Fall Homecoming Parade
 City of Patterson, its officers, employees, agents and volunteers are included as additional insured per the attached endorsement, but only as to the liability arising out of the negligent acts of the named covered member.

<p>CERTIFICATE HOLDER:</p> <p>City of Patterson Recreation & Community Services Dept. 1033 W. Las Palmas Patterson, CA 95363</p>	<p>Cancellation of Coverage: If any of the policies described herein be cancelled before their expiration dates, notice will be delivered in accordance with policy provisions.</p> <hr/> <p>Issuer of this Certificate: Commercial Lines - (707) 769-2900 Wells Fargo Insurance Services USA, Inc. - CA Lic#: 0D08408 1039 N. McDowell Blvd. Petaluma, CA 94954-1173</p>
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(This certificate replaces certificate# 10554054 issued on 6/8/2016)

POLICY NUMBER: 2016MOELC

**THIS ENDORSEMENT CHANGES THE MEMORANDUM OF COVERAGE.
PLEASE READ IT CAREFULLY.**

**ADDITIONAL COVERED MEMBER — DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies coverage provided under the following:

GENERAL LIABILITY

SCHEDULE

Name of Additional Covered Person(s) or Organization(s)
<p>City of Patterson Recreation & Community Services Dept. 1033 W. Las Palmas Patterson, CA 95363</p> <p>RE: 2016 Fall Homecoming Parade City of Patterson, its officers, employees, agents and volunteers are included as additional insured per the attached endorsement, but only as to the liability arising out of the negligent acts of the named covered member.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Section III – The Definition of a Covered Member is amended to include as an additional covered member the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

BY: Fernando Ulloa, Director of Engineering, Building, Capital Projects

MEETING DATE: August 16, 2016

ITEM NO: 5.10

SUBJECT: Approve Request for Road Closure of Park Center Drive starting August 22nd through August 29, 2016 for Construction Activities Required as Part of the Pilot-Flying J Project

RECOMMENDATION

Approve Request for Road Closure of Park Center Drive starting August 22nd through August 29, 2016 for Construction Activities Required as Part of the Pilot-Flying J Project.

BACKGROUND

As you are aware, the Pilot-Flying J Project is located on Park Center Drive/Sperry Avenue and is currently undergoing construction. Staff received a request from the Project Engineer for authorization to close Park Center Drive for the week of August 22nd (refer to the attached exhibit for closure location). The road closure is being requested to install a new sewer manhole on Park Center Drive that will serve the sewer needs for the Pilot-Flying J project. Access for emergency services will be available during the road closure and the Contractor will be required to provide adequate notification (at least 48 hours in advance) to all of the affected parties prior to this closure. Also, the contractor will be providing a Traffic Detour plan to be reviewed and approved by the City Engineer.

ANALYSIS

This closure is necessary to tie into the existing sanitary sewer main line on Park Center Drive that is approximately 23-foot deep that is needed for the Pilot-Flying J project. With the existing sewer main being over 20-feet deep, the applicant is requesting this closure as a safety precaution.

FISCAL IMPACT

There is no fiscal impact associated with this item. All costs are being paid by the project.

PARK CENTER DRIVE
ROAD CLOSURE LOCATION MAP





CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

BY: Jeff Gregory, Interim Fire Chief

MEETING DATE: August 16, 2016

ITEM NO: 5.11

SUBJECT: Authorizing the Purchase of Self-Contained Breathing Apparatus (SCBA) for the City of Patterson Fire Department from Cascade Fire Equipment, Ratifying the Lease Purchase Agreement with Government Capital Corporation for the Purpose of Financing the SCBAs and Related Equipment dated as of June 7, 2016.

RECOMMENDATION

Authorizing the purchase of self-contained breathing apparatus (SCBA) for the City of Patterson Fire Department from Cascade Fire Equipment, ratifying the Lease Purchase Agreement with Government Capital Corporation for the Purpose of Financing the SCBAs and Related Equipment dated as of June 7, 2016.

BACKGROUND

The Patterson Fire Department is an all risk public service provider. The services provided include responding to incidents where atmospheric conditions are immediately dangerous to life and health (IDLH). Some of these incidents include hazardous materials, confined space rescue, and structural firefighting. OSHA is an authority having jurisdiction over the health and welfare of employees; they require that all employees responding to IDLH incidents have the appropriate form of respiratory protection. National Fire Protection Association (NFPA) is an authority having jurisdiction over the standards required by manufactures for product development; they require heads up display (HUD), emergency breathing support system (EBSS), and a personal alert safety system (PASS). Based on these two authorities the City of Patterson Fire Department is lacking appropriate respiratory protection for their employees when responding to IDLH incidents.

NFPA works on a revolving basis creating revisions to its standards. These revises are on a five year cycle with NFPA and manufacture support for up to three cycles or 15 years. The City of Patterson Fire Department currently has SCBA's that meet the manufacturing standards of NFPA 2002 Therefore, the City of Patterson fire department is currently within 1 year of not being in compliant with NFPA and OSHA and the majority of the air cylinders are past the life

expectancy date and no longer meet the requirements of OSHA, NFPA and NIOSH. The authorities also require that each employee on scene have necessary protective respiratory protection.

To meet the intent of the authorities the City of Patterson Fire Department would account for the maximum number of seats per apparatus and maintain response standards through policy and procedures.

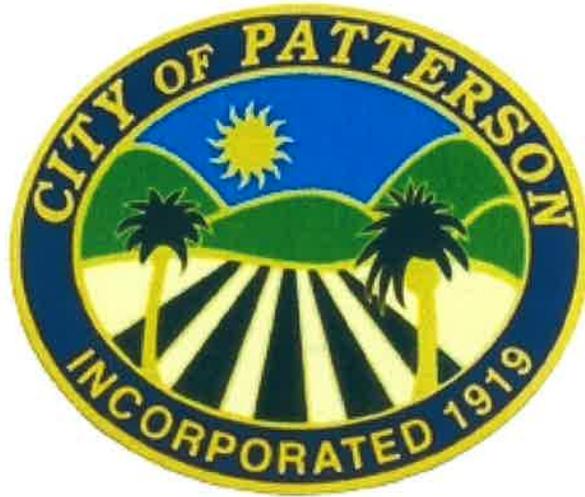
ANALYSIS

The City of Patterson and City of Newman are working together on a joint purchase to receive special pricing. As the SCBA's continue to become out of service the City of Patterson and City of Newman Fire Department will have to modify their response procedures to protect their employees from respiratory harm. If these procedures are changed the safety and well-being of the community will be placed at risk. The SCBA is an essential piece of firefighting equipment, without an SCBA the fire department is restricted in proximity to IDLH environments; as a clean atmosphere must be maintained for employees.

The new SCBA will place the City of Patterson and City of Newman Fire Departments in compliance with the authorities having jurisdiction and require no change to the current policies and procedures. It will also ensure compliance for up to fifteen (15) years through the authorities and provide a means for the fire departments to establish a replacement program.

FISCAL IMPACT

The departments will need to purchase 31 complete Self Contained Breathing Apparatus (SCBA) and 2 Rapid Intervention Team (R.I.T.) packages for a total cost of \$228,027.24. Patterson will make a down payment of \$70,000.00 from the 15/16 budget leaving a balance of \$158,027.24. Newman has agreed to make an annual payment of \$21,024.89 to Patterson for 18 complete SCBA's and 1 R.I.T. package. Patterson will make the annual payment of \$33,581.25 for 5 years to Government Capital Corporation. Patterson's actual fiscal impact will be approx \$15,000.00.



7. CITY STAFF REPORTS



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: City Manager Irwin

BY: City Attorney Hallinan

MEETING DATE: August 16, 2016

ITEM NO.: 7.1

SUBJECT: Approve a Resolution (No. 2016-59) to be Forwarded to Stanislaus County Board of Supervisors in Support of a Reward to a Real Estate Watchdog and provide a verbal report regarding meeting and discussion with Stanislaus County staff and supervisor at Council's request. (June 21, 2016 Council Meeting Item)

RECOMMENDATION

Approve a Resolution (No. 2016-59) to be Forwarded to Stanislaus County Board of Supervisors in Support of a Reward to a Real Estate Watchdog and provide a verbal report regarding meeting and discussion with Stanislaus County staff and supervisor at Council's request.

ANALYSIS

California's Proposition 13, passed in 1978, was the nation's first modern legislation to keep real property tax assessments and taxes stable until a property sale. The measure was designed to protect existing owners from rising taxes amid escalating real estate values. Prior to 1978, assessors did not care who owned a building or real estate as property was appraised yearly and taxed based on that valuation. Property values are now essentially frozen at the time the owner obtained the real estate and only reassessed when it changes hands. Determining ownership and when it changes is paramount.

Under California law, a property reassessment, which usually leads to higher real property taxes, occurs only after real estate changes hand or is upgraded. This creates an incentive for some owners to hide transactions. County Tax Assessors rely on buyers and sellers who are obligated to declare ownership changes so the higher taxes can be collected promptly rather than retroactively.

Stanislaus County, particularly Stanislaus County Assessor, is responsible for the proper assessment of all property taxes within Stanislaus County. "All property in the State, not exempt

under the laws of the United States, or, of this State is subject to taxation...." Cal Constitution, article XIII, section 1(a). All property is taxable and shall be assessed at the same percentage of fair market value.

Stanislaus County is constitutionally required to properly assess all property within Stanislaus County, including any improperly assessed property and to encourage reporting of property tax evasion due to simple mistake, misfeasance, malfeasance, fraud, or for whatever reason a property owner's assessment has not been correctly assessed as lost property taxes impact provision of such vital public services as law enforcement services, social welfare programs, and other essential services.

ESCAPED ASSESSMENTS

A Patterson citizen has discovered what he believes is a property owner's failure to report a change of ownership triggering escaped assessments of at least \$2,000,000 (eight years of unreported escaped assessments of property taxes, penalty and interest of a rate of 9% and 8% respectively, a 25% penalty if the escaped assessment involves personal property, and supplemental taxes).

This lost property tax revenue not only impacts education funding, but cities and special districts, as well as county revenue. Therefore, any decision not to collect this lost revenue also has fiscal impacts upon cities as well as special districts. This would appear to be one of the "innovative ways" to expand services. As written in the Guest Column of the West Side Index, March 16, 2016, Supervisor Jim DeMartini stated:

"Cooperation between all levels of governments is essential for the efficient delivery of services. Stanislaus County is committed to building strong relationships with city, state, and federal governments to best serve local communities. The county has sought innovative ways to utilize partnerships, leverage resources, and expand services to the people of Stanislaus County.

The cities and Stanislaus County generally work well together and why shouldn't they? Both are in the same business, which is providing necessary services that give us the quality of life we all enjoy."

It is believed that some portion of this \$2,000,000 is lost revenue to the City of Patterson. It is estimated that Stanislaus County would receive approximately \$16,000 annual as its allocation (12%) of property tax revenues. a lump sum of at least \$140,000 (even with a proposed reward paid to the real estate watchdog of 5%), plus possible \$16,000 for its administrative costs.

There is no statute that explicitly permits a real estate watchdog, such as this citizen, from receiving a reward. However, there is no law that prohibits a taxing entity, whose constitutional responsibility is to properly assess all properties, from contracting or permitting someone to collect a reward for a portion of the entities property tax receipts. In fact, the City and County of San Francisco adopted in 2011 a reward for information concerning underpayment of property tax that authorizes payment up to \$500,000 for such information. A copy of San Francisco Administrative Code Section 10.177.2 and 10.177-3 is attached.

PUBLIC POLICY

The public policy in this situation is stated in the State Constitution requiring that all property shall be properly taxed and assessed at the same percentage of fair market value. An assessor has a constitutional duty to levy escaped assessments and after more than eight years it does not appear that the County Assessor will find the property tax evasion. Fairness is paramount to all County

taxpayers, particularly at this time of year when homeowners are paying their property taxes. Fairness also demands that a property owner who has evaded payment of its property taxes for more than eight years should not be rewarded. There does not appear to be any public policy that should protect a property tax evader.

There are not enough County Assessor's auditors and county staff to monitor all transactions in Stanislaus County. Citizens should be encouraged via a reward system to report such property tax evasion. Rewards are given by the State or the courts to individuals, up to 30% of recovered damages, for reporting false claims made to the state or local units of government. Rewards up to 30% of the recovered taxes are also given to individuals by the federal government who report federal tax evaders. Whistleblowers/real property watchdogs should be encouraged as it saves from increasing County Assessor's staff to fulfill their duty to properly assess all properties in the County.

The City of Patterson supports the request, as stated in the attached letter, for a reward of 5% of the total escaped assessments, penalties, interest, and supplemental assessments. Also, it should be noted that Stanislaus County could possibly be repaid up to 1/6 of this reward pursuant to Property Tax Administration Cost, permitted by Revenue and Taxation Code section 95.3 and 97.75 and Stanislaus County Ordinance Code section 4.44.010.

RESOLUTION NO. 2016-59

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PATTERSON
RECOMMENDING THAT THE STANISLAUS COUNTY BOARD OF SUPERVISORS
PROVIDE FOR A REAL ESTATE WATCHDOG REWARD**

WHEREAS, after the passage of Proposition 13 in 1978, real property is reassessed only after it is transferred to a new owner; and

WHEREAS, Stanislaus County, particularly the Stanislaus County Assessor, is responsible for the proper assessment of all property taxes within Stanislaus County; and

WHEREAS, Stanislaus County is constitutionally required to properly assess all property within the county, including any improperly assessed property and to encourage reporting of property tax evasion due to simple mistake, misfeasance, malfeasance, fraud, or for whatever reason as improperly assessed property adversely impacts provision of vital public services; and

WHEREAS, a Patterson citizen has discovered what he believes is a property owner's failure to report a change of ownership triggering escaped assessments of approximately \$2,000,000; and

WHEREAS, as lost property tax revenue impacts school, cities, and special districts funding, as well as the county's revenue, and therefore any decision not to collect escaped property tax revenue impacts of \$2,000,000 also effects cities and special districts; and

WHEREAS, Stanislaus County Board of Supervisor Jim DeMartini has written that Stanislaus County has "sought innovative ways" to expand services to Stanislaus County; and

WHEREAS, the City and County of San Francisco has adopted an ordinance to reward real estate watchdogs, such as the Patterson citizen who has found escaped assessments, as an innovative way to expand revenue for the City of San Francisco; and

WHEREAS, public policy is clearly stated in the State Constitution that all property shall be properly taxed and assessed at the same percentage of the fair market value; and

WHEREAS, Stanislaus County has a constitutional duty to levy escaped assessments and there can be no public policy that should protect property tax evader; and

WHEREAS, fairness is paramount to all County taxpayers who at this particularly time of the year are paying their property taxes; and

WHEREAS, **there** are not enough County staff to monitor all property transfers in the county and citizens should be encouraged via a reward system to report such significant property tax evasion that involve approximately \$2,000,000; and

WHEREAS, the State of California already rewards individuals who report false claims up to 30% of the recovery as does the federal government for federal income tax evasion.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Patterson that it supports the reward request as stated in the February 4, 2016 letter to Supervisor Jim

DeMartini for 5% of the total escaped assessments, penalties, interest, and supplemental taxes and directs the City Clerk to send a copy of this resolution to Stanislaus County Board of Supervisors.

The foregoing resolution was passed by the City Council at a regular meeting held on the 16th day of August, 2016, _____, who moved its adoption, which motion was duly seconded by _____ by the resolution adopted by the following roll call vote:

AYES:

NOES:

EXCUSED:

APPROVED:

Luis I. Molina, Mayor of the City of Patterson

ATTEST:

Maricela L. Vela, City Clerk of the City of Patterson

I hereby certify the foregoing is a full, correct, and true copy of a resolution passed by the City Council of the City of Patterson, a municipal corporation of the County of Stanislaus, State of California, at a regular meeting held on the 16th day of August, 2016, and I further certify that said resolution is in full force and effect and has never been rescinded or modified.

Dated:

City Clerk of the City of Patterson

DENNIS BEOUGHER

Attorney

355 W. Las Palmas, Patterson, CA 95363

Telephone: (925) 216-9960

E-mail: farmer580@cv-access.com

February 4, 2016

Stanislaus County Board of Supervisors
Supervisor James DeMartini
1010 10th Street, Ste. 6500
Modesto, CA 95354

Re: Reward for Property Tax Evasion Reporting

Dear Supervisor DeMartini:

Thank you and the members of County staff for meeting with my client, Howard Sword, and me concerning the escaped assessments from a property owner who did not file a change of ownership and has escaped property tax payments for more than nine years. As a result of change of ownership, I believe that as much as \$2,500,000 is owed in escaped assessments. Since Proposition 13 was passed in 1978, a change of ownership is the primary occurrence for reassessment and increased property tax assessment.

At our meeting County staff agreed to research the issue of whether there was a statute or prohibition against a whistleblower receiving some proportion of the eight years of escaped assessments, penalty pursuant to Revenue and Taxation Code section 504, and supplemental assessments. After I completed further research, my client requested that staff not research the matter any further and requested another meeting to discuss a new proposal.

We had initially suggested that my client would receive 30% of the assessments. Your staff correctly pointed out that Stanislaus County only receives approximately 12% of each property tax dollar collected, pursuant to the AB8 formula. County staff correctly stated that Stanislaus County does not have the authority to allocate any more than the amount Stanislaus County receives.

Based upon my legal research, there is no statute that permits a whistleblower to collect any money based on any claim resulting from a Revenue and Taxation Code violation [Revenue and Taxation Code section 12651(f)]. However, I could find no law that prohibits a taxing entity to contract or permit someone to collect a reward for a portion of that entity's property tax. In fact, the City and County of San Francisco adopted in 2011 a reward for information concerning underpayment of property tax that authorizes payment up to \$500,000 for such information. A copy of San Francisco Administrative Code Sections 10.177-2 and 10-177-3 is enclosed.

The public policy in this situation is stated in the State Constitution requiring that all property shall be properly taxed and assessed at the same percentage of fair market value. In fact, court decisions have held that an assessor has a constitutional duty to levy escaped assessments. *Bauer-Schwitzer Malting Co. v. City and County of San Francisco*, 8 C.3d 942 (1973) Also, all property so assessed shall be taxed in proportion to its full value. At this time of year when homeowners are paying their property taxes, a property owner who has evaded payment of its property taxes for more than nine years should not be rewarded. My client has suggested a way to correct this with a simple contract.

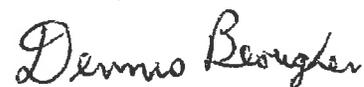
Stanislaus County as a public policy matter should not encourage property tax evasion. Much like a person assisting the County Sheriff in the arrest of a fugitive receiving a monetary reward, I believe that a citizen should be rewarded for assisting the County's Assessor in his compliance with his constitutional duty to properly tax all property to its full value.

My client knows of a change of ownership that would generate at least \$150,000 to Stanislaus County and as well as generate at least \$30,000 every year thereafter. I cannot understand why Stanislaus County would not be interested in stopping property tax evasion plus receiving at least \$150,000 of additional money to its general fund.

There may be opposition to this request merely because it has never been requested or done before. While this may be the first time in thirty seven years that Stanislaus County has received this type of reward request, it should not be ignored because it is something that has not been done before. The public policy should be to encourage reporting of significant property tax evasion, as there are not enough people in the Assessor's office to complete audits of all business or individual actions that would trigger a reassessment. Also, identical rewards are clearly allowed. As with the City and County of San Francisco that recently allowed rewards for the identical type of request, the State of California in its False Claims Act and the federal government through the Internal Revenue Code and its False Claim Act reward individuals who report false claims and federal tax evasion with a finder's fee of between 15% and 30% of the recovered amount.

I believe that my client deserves at least 5% of the total amount of the escaped assessments, penalties, and first year after this reporting as a reward for disclosing this property tax evader, as the County of San Francisco has done since 2011. Right now, I am merely requesting a meeting to discuss a possible reward.

Sincerely,


Dennis Beougher

cc: John P. Doering, Esq. Stanislaus Co. County Counsel

Don Gaekle, Stanislaus County Assessor



City and County of San Francisco
Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 110068

Date Passed: March 15, 2011

Ordinance amending the San Francisco Administrative Code by amending Chapter 10, Sections 10.177-2 and 10.177-3, authorizing the Assessor to recommend rewards for information related to the detection of underpayment of tax owed to the City and County of San Francisco.

March 02, 2011 Budget and Finance Sub-Committee - RECOMMENDED

March 08, 2011 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

March 15, 2011 Board of Supervisors - FINALLY PASSED

Ayes: 8 - Avalos, Chiu, Chu, Elsbernd, Farrell, Kim, Mar and Wiener

Excused: 3 - Campos, Cohen and Mirkarimi

File No. 110068

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
3/15/2011 by the Board of Supervisors of the
City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor Edwin Lee

3/16/11

Date Approved

1 **SEC. 10.177-3. PAYMENT.**

2 The Controller shall pay out of any appropriation created for the purpose any reward
3 authorized pursuant to Section 10.177-2 above, provided that an application for such reward
4 is filed ~~in~~pursuant to the procedures established by the Controller's Assessor's office, the Assessor
5 has recommended an amount of reward be paid on the application, and the recommended
6 reward is approved by the Board of Supervisors.

7
8 Section 2. The Board of Supervisors authorizes the Assessor to recommend and the
9 Controller to pay a reward for information concerning underpayments of tax, as provided in
10 Administrative Code Sections 10.177-2 and 10.177-3, respectively, based on information
11 provided after February 16, 2011, the date when the Assessor's prior authorization expired,
12 and before the effective date of this ordinance.

13
14 Section 3. Unless the Board of Supervisors amends this ordinance to continue its
15 operation prior to the sunset of the Assessor's authority to recommend rewards, this
16 ordinance shall expire and the City Attorney shall cause it to be removed from the City's
17 codes.

18
19 APPROVED AS TO FORM:
20 DENNIS J. HERRERA, City Attorney

21 By:


22 STEPHANIE PROFITT
23 Deputy City Attorney
24
25

1 (5) may not be more than ~~five hundred~~ one hundred thousand dollars
2 (~~\$500,000.00~~\$100,000.00); and

3 (6) will be paid as soon as administratively feasible after approval by the
4 Board of Supervisors.

5 (e) The authority provided for in this ~~section~~Section to recommend a reward to be
6 paid from the general fund for information leading to the detection of an underpayment of
7 property tax owing to the City and County of San Francisco when the underpayment results
8 from a change of ownership (as defined in Revenue and Taxation Code § 60 et seq.) that was
9 not reported as required under Division 1, Part 2, Chapter 3, Article 2.5 of the Revenue and
10 Taxation Code shall be available to and may be exercised by the Assessor for a period of five
11 years from the effective date of this Section.

12 (f) ~~After review by the Controller,~~ The Assessor shall submit an annual report to the
13 Board of Supervisors for each year for which the reward program authorized under this
14 Section is in existence that sets forth any identifiable increases in property tax assessments
15 resulting from information obtained due to this program.

16 ~~(g) The Controller shall submit an annual report to the Board of Supervisors for each year~~
17 ~~for which the reward program authorized under this Section is in existence that sets forth any~~
18 ~~identifiable increases in property tax revenues resulting from information obtained due to this~~
19 ~~program.~~

20 (hg) Not later than six months prior to the expiration of the Assessor's authority as
21 provided in subsection (d) above, ~~the Controller and~~ the Assessor shall ~~confer and~~ recommend to
22 the Board of Supervisors whether the Assessor's authority to recommend rewards under this
23 ordinance should continue for an additional period.

1 (c) In order for a real estate watchdog to qualify for a reward:

2 (1) the Assessor must certify that the unreported change of ownership will
3 result in a re-assessment leading to the actual collection of the tax or a lien or other device
4 that is reasonably likely to result in the collection of the tax;

5 (2) the watchdog must not have participated in concealing the unreported
6 transfer;

7 (3) the information furnished must be information unknown to the Assessor;
8 and

9 (4) the watchdog must file an application for reward along with supporting
10 documentation ~~in with the Office of the Controller~~ Assessor for the City and County of
11 San Francisco, who shall have the authority to prescribe the form of the application and to design and
12 administer the watchdog program.

13 (d) ~~The Controller shall forward all applications and supporting documentation received~~
14 ~~pursuant to this section to the Assessor for investigation and evaluation.~~ The Assessor shall make a
15 determination on every application filed and, if in his discretion a reward is warranted,
16 recommend an amount of reward to the Board of Supervisors. Rewards are entirely in the
17 City's discretion and there is in no circumstance the right to an award. The amount of the
18 recommended reward on an application:

19 (1) reposes in the discretion of the Assessor;

20 (2) is subject to approval by the Board of Supervisors;

21 (3) will be determined based on the usefulness of information furnished;

22 (4) may be up to ten percent of the increase in tax due from the date of the
23 unreported change in ownership to the date the information is provided that is or would be
24 collected because of the information provided;

1 [Administrative Code - Rewards to Informants for Information Related to the Detection of
2 Underpayment of Property Tax]

3
4 **Ordinance amending the San Francisco Administrative Code by amending Chapter 10,**
5 **Sections 10.177-2 and 10.177-3, authorizing the Assessor to recommend rewards for**
6 **information related to the detection of underpayment of tax owed to the City and**
7 **County of San Francisco.**

8 NOTE: Additions are *single-underline italics Times New Roman*;
9 deletions are *strike-through italics Times New Roman*.
10 Board amendment additions are double-underlined;
11 Board amendment deletions are ~~strikethrough normal~~.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. The San Francisco Administrative Code is hereby amended by amending
13 Sections 10.177-2 and 10.177-3 to read as follows:

14 **SEC. 10.177-2. REWARD FOR INFORMATION CONCERNING UNDERPAYMENTS**
15 **OF TAX.**

16 (a) The Assessor of the City and County of San Francisco is hereby authorized to
17 recommend a reward to be paid by the Board of Supervisors from the general fund for
18 information leading to the detection of an underpayment of property tax owing to the City and
19 County of San Francisco when the underpayment results from a change of ownership (as
20 defined in Revenue and Taxation Code § 60 et seq.) that was not reported as required under
21 Division 1, Part 2, Chapter 3, Article 2.5 of the Revenue and Taxation Code.

22 (b) For purposes of this section, the term "real estate watchdog" means a person
23 providing information leading to the detection of an underpayment of property tax (when the
24 underpayment results from a change of ownership as defined in Revenue and Taxation Code § 60
25 et seq.) owing to the City and County of San Francisco.



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager *KI*

BY: Mike Willett, Director of Public Works

MEETING DATE: August 16, 2016

ITEM NO: 7.2 a.

SUBJECT: Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Project and Approve Scope of Services for Urban Forest Master Plan

RECOMMENDATION

Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Project and Approve Scope of Services for Urban Forest Master Plan

BACKGROUND

In November 2014, a proposal was submitted on behalf of the city for a city-wide Urban Forest Master Plan (UFMP) and tree planting grant. That proposal was successfully selected by CAL FIRE under the *Management Activities for Greenhouse Gas Reduction* category. The application included a canopy study, an UFMP and a 1,000 tree planting component, all to be completed by 2019. The UFMP will provide a 40 year road map that outlines where Patterson wants to be (goals) and how Patterson will get there (strategies and implementation measures).

ANALYSIS

Although the City Council has approved the scope of services for the UFMP through the GGRF application process, staff wanted to bring it back to Council for detailed review. If approved, a Request for Proposal will be distributed shortly after and the consultant will be chosen based on qualifications, project understanding, and cost. The scope of services for the UFMP includes the following steps:

Step 1-Needs Assessment This step will analyze the city's current maintenance and management structure as related to the city's urban forest resources. It will determine the status of the city's urban forest and current management practices

with the goal of creating a base of existing conditions in which to develop the UFMP. This step will include review of the existing municipal code in regards to trees.

Step 2-Develop UFMP Goals and Standards This step will develop the goals, standards and recommendations for the UFMP based on the findings from the needs assessment. This step, at a minimum, will include a plan for replacing the aging Modesto Ash trees, development of a canopy assessment and develop a tree maintenance plan by specie and location.

Step 3-Public Input This step will include the need for an ongoing community outreach program for residents and business owners. This step will also include at least one (1) meeting with the public facilitated by the consultant for stakeholder input on the UFMP.

Step 4-Finalization and Approval of Plan The final draft of the UFMP will be developed by the consultant and reviewed by staff for accuracy and completeness prior to be taken to the City Council for approval.

FISCAL IMPACT

Grant funds will be utilized to pay for the UFMP. The project was awarded \$150,000 with a match contribution of \$16,000 for development of the UFMP and tree planting component.



REQUEST FOR PROPOSALS

URBAN FORESTRY MASTER PLAN

RFP Mailing Date

TBD

RFP Due Date

TBD

4:00 PM

Department of Public Works

City of Patterson

1 Plaza

Patterson, CA 95363

**CITY OF PATTERSON
REQUEST FOR PROPOSAL
URBAN FORESTRY MASTER PLAN**

PROJECT BACKGROUND

Incorporated in 1909, the City of Patterson is often referred to as, “The Apricot Capital of the World.” Patterson encompasses 5.9 square miles of beautiful trees, parks, and a historical downtown core. It is a growing city in the Northern San Joaquin Valley with a current population of 21,000 and is expected to grow to 66,000 by 2050. As part of the city’s growing commitment to environmental and quality of life issues, the city wishes to explore a comprehensive tree management program through adoption of an Urban Forestry Master Plan (UFMP).

A citywide tree inventory was completed in 2015, in which 12,800 trees were identified and assessed for overall condition. Due to inconsistencies in the current tree care and management, the city wishes to develop comprehensive policies and procedures to maintain and improve the city’s current urban forest.

RFP PROCESS AND TERMS

Instructions to Bidders/Definitions

The following meanings are attached to the following defined words when used in these specifications and the contract: The word “City” means the City of Patterson, California. The words “Proposer, Bidder, Contractor, Vendor, or Supplier” means the person, firm, or consultant submitting a bid on these specifications or any part thereof.

Filing Date/Format

All bids must be received at or before the time mentioned below. Copies of all forms, specifications and exhibits are available with the Public Works Department, 1 Plaza, Patterson, CA 95363 or by calling (209) 895-8060.

Attention to: Magaly Gentry, Public Works Department
Project Title: Urban Forest Master Plan Proposal
Date/Time: TBD
Address: City Hall, 1 Plaza, 2nd Floor, Patterson, CA 95363

Proposer must submit one (1) original and two (2) copies-please label all copies appropriately. Proposer must also submit an electronic version either on a CD or flash drive. **Estimated costs to complete the master plan shall be submitted in a separate sealed envelope.** The City may advise Proposers selected as finalist to submit a Best and Final Offer (BAFO) for consideration after discussions are held. Responses must arrive at the locations, date, and time identified above. There will be no public opening of the responses.

Timeline

The following table outlines the City's planned schedule of major activities related to the RFP distribution, response, submission, addendum issuance, evaluation, and selection processes.

TBD	RFP Released
TBD	Pre Conference Call at 2:00pm
TBD	Proposals due by 4:00pm
TBD	Review and Selection Process
TBD	Contract Awarded; Execute Professional Services Agreement

The City reserves the right to amend the above schedule as necessary. The City also reserves the right to cancel this RFP and will not be responsible for any costs incurred by the Proposer in preparing or submitting a proposal or a response to this RFP.

Pre Conference

An optional pre conference will be held via conference call (date to be announced). Proposers are encouraged to participate as this will be the only group forum to ask questions regarding RFP requirements. An addendum may be issued depending on questions asked.

Date/Time: TBD
Number: 218-548-7220
Passcode: 667667#

Evaluation Criteria

The City will have an evaluation period to review and rate proposals. Staff will then make a recommendation to the City Council to enter into contract with the Consultant. Criteria for evaluating RFPs may include, but is not limited to:

- 1) Completeness, overall organizations and clarity of the response.
- 2) Demonstrated understanding of the City's visions and the requirements of this RFP.
- 3) Previous experience in providing a high level of quality service on like-sized projects.
- 4) A high-level of staff competence, knowledge, experience and expertise in the area of development of an UFMP and canopy coverage analysis.
- 5) Demonstration of a high level of stability and long-term, high quality performance of the proposer.
- 6) Cost

References

Proposer is required to provide a minimum of three (3) references for projects of a similar size and scope completed with the past five (5) years. Identify the organization, nature and date of project, key personnel and current contact information, such as email address and phone number.

Risk Management and Insurance

Proof of Insurance, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The contractor shall require all subcontractors used in the performance of this contract to name the City of Patterson as an additional insured. Following are the standard types and minimum amounts:

- **General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *City of Patterson Additional Insured* or,
- **Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *City of Patterson Additional Insured*.
- **Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- **Professional Liability:** \$1,000,000; per occurrence and aggregate.
- **Worker's Compensation:** statutory limits or,
- **Self-Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.

Business License

The successful Contractor will be required to procure a City of Patterson business license prior to commencing work. Please call (209) 895-8040 for rate information or to apply for a license.

SCOPE OF SERVICES

The UFMP will provide a 40 year road map for the management of the City's trees. In final form, the UFMP itself will present what Patterson currently has, outline where Patterson wants to be, and how Patterson will get there with regards to urban forestry. Trees planted as part of this project will be planted in accordance with the UFMP tree planting standards. The project will be carried out through the following steps:

Step 1- Needs Assessment

This phase will analyze the city's current maintenance and management structure as related to the city's urban forest resources. It will determine the status of the city's urban forest and current management practices with the goal of creating a baseline of existing conditions in which to develop the UFMP. Specific tasks for this phase include, but are not limited to the following:

- 1) Review project scope of work and make recommendations for any changes if necessary. Coordinate with city staff on proposed changes and final scope of work to meet the intention of the master plan and any requirements set forth by Cal Fire regarding UFMPs.
- 2) Discuss with staff of reoccurring issues regarding current practices and maintenance.

- 3) Conduct a review of the city's municipal code, general plan design standards, landscape plans and specifications, city standard plans, and any applicable plan with regards to urban forestry.
- 4) Conduct a thorough review of the city's tree inventory and approved street tree list.

Step 2- Develop UFMP Goals and Standards

This phase will develop the goals, standards, and recommendations for the UFMP based on the findings from the needs assessment in step one. Specific tasks for this phase include, but are not limited to the following:

- 1) Develop policies and procedures for preservation and management of historic trees in the city's downtown core.
- 2) Create plan to address the aging Modesto Ash population, including removal and replanting of aged/diseased trees.
- 3) Analyze and update approved street tree planting list with a recommended tree palette and planting plan.
- 4) Develop canopy assessment to determine the best locations for planting trees to achieve various environmental and aesthetic benefits, including community beautification and GHG reduction.
- 5) Develop a recommended trimming interval matrix by specie and associate annualized cost.
- 6) Develop standardized removal criteria which includes, investigating hardscape, utility, and view considerations.
- 7) Develop a budget to fund the recommended urban forest master plan and any equipment and personnel that may be needed.
- 8) Research and analyze additional methods of funding for the urban forestry department. Contrast options with research and analysis previously conducted by staff on optional funding avenues. This department is currently funded by the general fund and landscape maintenance districts.
- 9) Ensure UFMP is consistent with the current draft of the Parks and Recreation Master Plan.

Step 3- Public Input

Creating the plan will involve internal and external stakeholders, community groups, schools, committees, and other groups that can be identified during the process of plan development. Specific tasks for this phase include, but are not limited to the following:

- 1) Make recommendations for an ongoing program of outreach and education to businesses and residents.
- 2) Public Input will be solicited during development of the plan, concurrently with step two. Social marketing strategies will be utilized as well as on-line surveys to gather input during the development stage.
- 3) At least one (1) public meeting will be coordinated and facilitated by the consultant for stakeholder input on the UFMP. Meetings and outreach will meet the needs of the demographics of the community assuring the non-English speaking populations are fully included in the planning process.

Step 4- Finalization and Approval of Plan

The administrative draft of the UFMP will be developed by the consultant and reviewed by staff for accuracy and completeness. A preliminary draft will then be provided to the City Council for review and approval. Once the plan is approved, it will go into effect. Specific tasks for this phase include, but are not limited to the following:

- 1) Present to City Council preliminary draft, incorporate comments & feedback into final draft.
- 2) Provide three (3) final hard copies and one soft (digital) copy.

**CONSULTANT AGREEMENT
CITY OF PATTERSON AND
CONSULTANT/COMPANY NAME**

This Agreement is made and entered into this DATE, by and between the CITY OF PATTERSON (CITY) and CONSULTANT/COMPANY NAME (CONSULTANT) for the PROJECT NAME (PROJECT).

WITNESETH:

CITY desires to retain the services of CONSULTANT regarding services for the PROJECT.

CONSULTANT desires to perform the services requested by CITY regarding the PROJECT on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. Description of Work

CONSULTANT shall perform the work set forth in ATTACHMENT 1, attached hereto and made a part hereof.

CONSULTANT shall provide all labor, equipment, material and supplies required or necessary to properly, competently and completely perform the work or render the services under this Agreement. CONSULTANT shall determine the method, details and means of doing the work or rendering the services.

2. Compensation

Compensation shall be on a time-and-expense basis, based on the work and fee schedule described in ATTACHMENT 1 with a "Not to Exceed" cost of Project Cost.

3. Term and Time For Completion

This Agreement shall become effective on the date first hereinabove written and will continue in effect until the services provided herein have been completed.

4. Payment For Services

CONSULTANT shall submit to CITY monthly itemized bills for the services rendered. If the work is satisfactorily completed, CITY shall pay such bill within thirty (30) days of its receipt. Should CITY dispute any portion of any bill, CITY shall pay the undisputed

portion within the time stated above, and at same time advise CONSULTANT in writing of the disputed portion.

5. Compliance With Laws

CONSULTANT agrees that it shall conduct its work and perform its services in compliance with all laws and regulations of Stanislaus County, California, and any officer, department or CITY thereof, as well as other laws and regulations as may be applicable thereto.

6. Errors and Omissions Insurance

CONSULTANT shall have such errors and omissions insurance from claims based on alleged errors or negligent acts or omissions which may arise from CONSULTANT's operations or performance under this Agreement, whether claims be made during or subsequent to the term of this Agreement, and whether such operations or performance be by CONSULTANT or its employees, consultants, agents or anyone else directly or indirectly employed by any of the foregoing. The amount of this insurance shall not be less than \$1,000,000.

Said policy shall be continued in full force and effect during the term of this Agreement and for a period of Two (2) years following the completion of the services provided for in this Agreement. In the event of termination of said policy, new coverage shall be obtained for the required period to insure for the prior acts of CONSULTANT during the course of performing services under the terms of this Agreement.

CONSULTANT shall provide to CITY a certificate of insurance indicating the deductible or self-retention amounts and the expiration date of said policy, and shall provide renewal certificates within ten (10) days after expiration of each policy term.

7. General Insurance

CONSULTANT shall, at its expense, maintain in effect at all times during the duration of this Agreement not less than the following coverage and limits of insurances:

- A. Workers Compensation CONSULTANT shall carry such insurance as will protect CITY and CONSULTANT from claims under Worker's Compensation and Employers' Liability Acts; such insurance to be maintained as to the type and amount in strict compliance with State statutes. This insurance shall also waive all right

to subrogation against CITY, its employees, directors, officers and agents.

- B. General Liability. CONSULTANT shall obtain and keep in full force and effect general liability insurance including provisions for contractual liability, personal injury, independent consultants and broad form property damage coverages. This insurance shall be on a comprehensive occurrence basis form with a standard cross liability clause or endorsement. The limit for this insurance shall be no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- C. Automobile Liability. CONSULTANT shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. The limit amount for this insurance shall be no less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- D. Certificates of Insurance. Promptly upon execution of this Agreement and prior to commencement of any work, CONSULTANT shall provide CITY with certificates of insurance evidencing that all insurance and/or endorsements required by this Agreement have been obtained and are in full force and effect. Approval of the insurance by CITY shall not relieve or decrease any liability of CONSULTANT. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, CONSULTANT shall notify CITY prior to making such changes.

8. Indemnification and Hold Harmless

CONSULTANT shall protect, indemnify, hold harmless and defend CITY, its directors, officers, employees and agents, from any and all claims, fines, demands, costs, expenses (including but not limited to attorney's fees and costs of litigation or arbitration), liability, losses, penalties, causes of action, awards, suits or judgments for damages (hereinafter

collectively referred to as “Claims”) arising out of the breach of this Agreement in whole or in part related to the negligence, recklessness, or willful misconduct of the CONSULTANT, its employees, agents or consultants, or the agent, employee or consultant of any one of them in the performance of their duties or in their operations under this Agreement, but not including the sole or active negligence or the willful misconduct of CITY.

Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release CONSULTANT from its obligations to indemnify as to any claims so long as the event upon which such Claims is predicated shall have occurred prior to the effective date of any such termination or completion and arose out of or was in any way connected with performance or operations under this Agreement by CONSULTANT, its employees, agents or consultants, or the employee, agent or consultant of any one of them.

Submission of insurance certificates or other proof of compliance with the insurance requirements in this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. The obligation of this indemnity article shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

9. Termination

This Agreement may be terminated at any time and for any reason by CITY upon five (5) days’ advance written notice. In the event of such termination, CONSULTANT is to be fairly compensated for all work performed to the date of termination as calculated by CITY based on Paragraph 2 hereof, provided that such compensation shall not in any case exceed the maximum sum set forth in Paragraph 2 hereof. Compensation under this paragraph shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of the bargain.

10. Attorney’s Fees

In the event that any arbitration, litigation or other action or proceeding of any nature between CITY and CONSULTANT becomes necessary to enforce or interpret all or any portion

of this Agreement or because of an alleged breach by either party of any of the terms hereof, it is mutually agreed that the losing or defaulting party shall pay the prevailing party's reasonable attorney's fees, costs and expenses incurred in connection with the prosecution or defense of such action or proceeding.

11. Entire Agreement

This writing constitutes the entire Agreement between the parties relative to the services specified herein, and no modifications hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Agreement. There are no understandings, agreements, conditions, representations, warranties or promises with respect to the subject matter of this Agreement except those contained in or referred to in this writing.

12. Independent CONSULTANT

It is expressly understood and agreed by the parties hereto that CONSULTANT's relationship to CITY is that of an independent consultant. All persons hired by CONSULTANT and performing the work shall be consultant's employees or agents. CITY shall not be obligated in any way to pay any wages or other claims by any such employees or agents or any other person by reason of this Agreement. CONSULTANT shall be solely liable to such employees and agents for losses, costs, damage of injuries by said employees or agents during the course of the work.

13. Successors and Assignment

This Agreement shall be binding on the heirs, successors, executors, administrators and assigns of the parties; however, CONSULTANT agrees that it will not assign, transfer, convey or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, or its power to execute the same without the prior written consent of CITY.

14. Severability

If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

15. Waiver of Rights

Any waiver at any time by either party hereto of its rights with respect to a breach or

default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

16. Remedies Not Exclusive

The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of any remedy provided by law.

17. Notices

All notices, statements, reports, approvals or requests or other communications that are required either expressly or by implication to be given by either party to the other under this Agreement shall be in writing and signed for each party by such officers as each may, from time to time, authorize in writing to so act. All such notices shall be deemed to have been received on the date of delivery if delivered personally or three (3) days after mailing if enclosed in a properly addressed and stamped envelope and deposited in the U.S. post office for delivery. Unless and until formally notified otherwise, all notices shall be addressed to the parties at their address listed below:

CITY: 1 PLAZA, PO BOX 667
PATTERSON, CA 95363

CONSULTANT: (ADDRESS)

18. Sub-Consultants

No subcontract shall be awarded or an outside consultant engaged by CONSULTANT unless prior written approval is obtained from CITY.

IN WITNESS WHEREOF the parties execute this Agreement on the day and year first hereinabove written.

CITY OF PATTERSON

By: _____ Name: Ken Irwin

Title: City Manager

(CONSULTANT NAME)

By: _____ Name: _____

Title: _____

ATTEST

By:

Name: Maricela Vela

Title: ~~City Clerk~~

PROPOSAL #

Dated: _____



CITY COUNCIL AGENDA REPORT

TO: Mayor Molina and Members of the City Council

FROM: Ken Irwin, City Manager 

BY: Mike Willett, Director of Public Works

MEETING DATE: August 16, 2016

ITEM NO: 7.2 b.

SUBJECT: Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Tree Planting Project and Approve Tree Planting Recommendations and Continue Enforcement of the Municipal Code Policy For All Future Tree Plantings

RECOMMENDATION

Receive Update for CAL FIRE Greenhouse Gas Reduction Fund (GGRF) Tree Planting Project and Approve Tree Planting Recommendations and Continue Enforcement of the Municipal Code Policy For All Future Tree Plantings

BACKGROUND

In 2015, the city was awarded a \$150,000 grant from CAL FIRE's Greenhouse Gas Reduction Fund to create an Urban Forest Master Plan (UFMP) and to plant 1,000 trees. Since a canopy study was not yet available, the city used survey information from a tree inventory conducted in 2014. It was determined, there were approximately 325 vacancies and many more trees that were either dead, diseased, or critical. The intention of staff was to fill all vacancies in year one, remove and replace the dead or diseased trees in year two, and plant the rest of the 1,000 trees in year three, with information taken from the newly developed canopy study.

ANALYSIS

As a courtesy, staff began notifying those residents on the tree planting list in early February with a door hanger and an article in the Patterson Irrigator. During the seven-day wait period, USA markings were completed and then evaluated by staff and confirmed for planting. Shortly after, the city began getting phone calls from residents wishing to not have a tree planted in front of their home. Due to the number of residents objecting to the tree planting, staff was asked to put the project on hold to complete

additional outreach. On March 8, staff send a letter to every property owner on the list that was scheduled to receive a tree. We added language from the municipal code and instructions on how to file an appeal.

As part of the appeals process, we received a total of 34 objection letters or phone calls. On March 24, we sent a follow up letter to these residents letting them know that the tree planting for them will be placed on hold until City Council can provide future direction on this issue. Staff has since performed an individual field review of each of these 34 properties and recommends that the addresses listed below should receive a city street tree:

537 Amberina Court
545 Amberina Court
552 Amberina Court
568 Amberina Court
571 Amberina Court
949 Arambel Drive
1029 Goldfinch Lane
1033 Goldfinch Lane
529 Moray Way
535 Red Robin Drive
531 S. Del Puerto Avenue
527 Sunflower Drive
403 Vicki Lynn Lane
432 Vicki Lynn Lane
538 Wanzia Lane
570 Inaudi Drive (on hold till Year 2 or 3)
575 Marisa Drive (on hold till Year 2 or 3)
943 Mary Jane Avenue (on hold till Year 2 or 3)
949 Mary Jane Avenue (on hold till Year 2 or 3)

During the field review it was determined that for some of the addresses there is not enough clearance or there is at least one utility obstruction that could prevent trees from being planted or maturing in a safe and healthy manner. Staff is recommending that trees DO NOT get planted in front of the following homes:

1150 Blue Heron Drive
450 D'Arpino Court
1025 Goldfinch Lane
632 Kinshire Way
1128 Marsh Wren Court
613 Mertz Court
820 Moray Court
557 Nicastro Drive
559 Nicastro Drive
528 Peregrine Drive
123 Plover Court
1200 Puffin Court
1204 Puffin Court
651 Wanzia Court
1220 Wigeon Lane

If the City Council chooses to move forward with the recommended 19 locations, staff will send the property owners a letter with the City Council's decision and will plant the trees during the tree planting season in late fall or early winter. When this occurs, the notification and tree planting process will include the following steps:

- 1) Send out Letter of Intent citing the city's intention to plant a tree and explain the city's policy for residential tree planting.
- 2) Conduct Underground Service Alert (USA) markings by multiple utility service companies as required by law. This is done in order to identify if there is enough clearance from underground and overhead utilities.
- 3) Issue door hangers advising the property owner of the tree planting within seven days.
- 4) Clean up site and conduct several weeks of initial watering.

If these current recommendations are approved, staff would like to continue to enforce the municipal code for all future residential tree plantings with the exception of those properties that are limited due to clearance of underground and overhead utilities.

FISCAL IMPACT

Grant funds are being utilized to pay for the tree planting component of this project. The project was awarded \$150,000 with a match contribution of \$16,000 for development of the UFMP and the tree planting component.