

Agenda City of Patterson



**City Council Special Meeting
July 27, 2017
6:00 PM**

**Council Chambers
1 Plaza
Patterson, CA 95363**

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- 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)

Please State Your Name and City for the Record.

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. Approve the Director of Planning and Community Development Description and Recommended Salary Range.

6. City Staff Reports

6.1. Engineering, Building, and Capitol Projects - Motion to Abandon the Unused Storm Drain Easement located within APN 021-026-071 (Resolution No. 2017-40)

7. Other Matters

8. Adjournment



City Council Agenda Report

TO: Mayor Novelli and Members of the City Council

FROM: Ken Irwin, City Manager

BY: Di Smith, Human Resources Director

MEETING DATE: July 27, 2017

ITEM NO: 5.1

SUBJECT: Approve the Director of Planning and Community Development Description and Recommended Salary Range.

RECOMMENDATION

Approve the Director of Planning and Community Development job description and recommended salary range.

BACKGROUND

On June 26, 2017, the Council approved the City Budget which included the allocation for a Director of Community Development. The position has not been filled for several years, which required a review of the class specification to meet the needs of the City and a salary survey to determine the appropriate salary to recruit and retain a new Director for the City.

ANALYSIS

Human Resources developed the attached Director of Planning and Community Development description to be approved by Council. The job description accurately describes the duties required for the position. Those duties are as follows:

- Plans and organizes the work of the Planning and Community Development Department
- Implements long term plans, goals and objectives
- Interprets the department's codes and regulations
- Resolves current planning issues, advanced planning and projects

RGS also conducted a salary survey using surrounding cities with populations comparable to the City of Patterson. The recommended salary for the Director of Planning and Community Development to be approved by Council is as follows:

Fiscal Year 2017/18 - Minimum Month Salary - \$9,300 - Maximum Monthly Salary - \$12,400

FISCAL IMPACT

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

\$120,00 + Benefits \$52,221 = \$172,221

Total Salary Funding Allocation:

100-300 - (100%)

JOB DESCRIPTION

City of Patterson



Human Resources

PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

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 administrative direction plans, directs and reviews the activities of the Planning and Community Development Department including directing and integrating the City's planning programs and services; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. Performs other job related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the City Manager.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Plans, organizes, controls, integrates and evaluates the work of the Planning and Community Development Department; with the City Planner and staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities; directs the development of and monitors performance against the annual department budget and the City's Capital Improvement Plan budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs and evaluates the performance of the City Planner and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.

Represents the City and the department on the Planning Commission Board and City Council meetings; informs and advises these groups, as well as the City Manager, on local and regional community development, environmental and infrastructure planning issues.

Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees, commissions and the City Council; performs research and analysis for presentations on special projects and community/planning issues.

Interprets the department's codes, regulations, plans, policies and functions for elected and appointed boards, citizens, the business community and the public.

Assembles the necessary City and external consulting and volunteer resources to resolve a broad range of issues in current planning, advance-planning, special local/regional planning projects, capital improvement projects and code enforcement programs.

Oversees the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the Community Plan; ensures conformance to City plans and regulations through code enforcement strategies; provides for appropriate protection of the City of Patterson's natural resources and the preservation of the community's unique character.

Monitors national and state-wide developments in planning, economic and community development matters; evaluates their impact on City programs and operations; implements departmental process improvement where warranted; represents the City in regional conferences and other forums.

MIMIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of:

Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, economic development, and related community development services; applicable federal, state and local laws, codes and regulations governing the administration of planning and community development; California HCD laws and regulations of community housing; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council and appointed boards and commissions; the Brown Act and other laws and regulations governing the conduct of public meetings; the City's personnel rules and policies, principles and practices of management and supervision.

Ability to:

Plan, direct and integrate broad, comprehensive planning and community development programs and services; analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present

proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing land use planning and community development; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, Planning Commission Board, and other commissions and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work

EDUCATION, EXPERIENCE AND CERTIFICATION(S)

Education: A Bachelor's degree with major course work in public or business administration, city or regional planning, law, or a closely related field.

Experience: Eight years of progressively responsible management and administrative experience in municipal planning and development, at least three of which were at a managerial level responsibility as a Director, Deputy Director or Manager.

License or Certificate:
Possession of a valid California Drivers License.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

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

PHYSICAL REQUIREMENTS

Environmental Conditions: Office environment and occasional field environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary to sitting, standing, and walking for prolonged periods of time.

FLSA Status: Exempt
Approved:



City Council Agenda Report

TO: Mayor Novelli and Members of the City Council

FROM: Ken Irwin, City Manager

BY: Fernando Ulloa, City Engineer

MEETING DATE: July 27, 2017

ITEM NO: 6.1

SUBJECT: Motion to Abandon the Unused Storm Drain Easement located within APN 021-026-071 (Resolution No. 2017-40)

RECOMMENDATION

Motion to Abandon the unused Storm Drain Easement located within APN 021-026-071 (Resolution No. 2017-40)

BACKGROUND

This easement was originally created and dedicated to the City of Patterson for the installation and use of storm drain facilities needed for the Westridge Business Park. The storm drain facilities were not installed within this easement, but instead Westridge Business Park created and recorded a separate easement for the use of storm drain facilities and dedicated the easement to the City.

ANALYSIS

The Keystone Distribution Warehouse project requires the of abandonment of an unused storm drain easement which runs through the area of a recently approved lot line adjustment. The lot line adjustment allowed for the reconfiguration of Parcel 1 (Westside Property Management) and Parcel 2 (Keystone Pacific Business Park, LLC) for the construction of a new distribution warehouse.

The storm drain easement proposed for abandonment is not being used, and therefore not needed for the conveyance of utilities, does not constitute a gift or conveyance of property in any way unethical or unlawful, and does not violate the provisions of the California Land Surveyors Act or any other statute.

FISCAL IMPACT

No Fiscal impact associated with this approval

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RESOLUTION NO. 2017-40

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PATTERSON,
APPROVING THE ABANDONMENT OF THE UNUSED STORM DRAIN EASEMENT
LOCATED WITHIN APN 021-026-071**

WHEREAS, the City Council of Patterson has considered the abandonment of an unused storm drain utility easement which runs through the area of a recently approved lot line adjustment. The lot line adjustment allowed for the reconfiguration of Parcel 1 (Westside Property Management) and Parcel 2 (Keystone Pacific Business Park, LLC) for the construction of a new distribution warehouse; and

WHEREAS, the storm drain facilities needed as part of the Westridge Business Park were installed in a separate easement and dedicated to the City of Patterson; and

WHEREAS, the storm drain easement proposed for abandonment is not being used, and therefore not needed for the conveyance of utilities, does not constitute a gift or conveyance of property in any way unethical or unlawful, and does not violate the provisions of the California Land Surveyors Act or any other statute; and

WHEREAS, a Public Hearing was held July 27, 2017 to receive public comments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Patterson, California, hereby approves the abandonment of the unused Storm Drain Easement within the parcel recorded as APN 021-026-071.

The foregoing resolution was passed by the City Council at a special meeting held on the 27th day of July 2017 _____ who moved its adoption, which motion was duly seconded by _____, and the resolution adopted by the following roll call vote:

AYES:

NOES:

EXCUSED:

Attachment: Resolution - Easement Abandonment [Revision 2] (1111 : Easement Abandonment)

1 APPROVED:

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6 Deborah M. Novelli, Mayor of the City of Patterson

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8 ATTEST:

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

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18 I hereby certify that the foregoing is a full, correct and true copy of a resolution
19 passed by the City Council of the City of Patterson, a Municipal Corporation of the County
20 of Stanislaus, State of California, at a special meeting held on the 27th day of July 2017,
21 and I further certify that said resolution is in full force and effect and has never been
22 rescinded or modified.

23 DATED:

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City Clerk of the City of Patterson

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Attachment: Resolution - Easement Abandonment [Revision 2] (1111 : Easement Abandonment)

EXHIBIT "A"
Legal Description of Storm Drain Easement
to be Vacated by the City of Patterson

A strip of land 20.00 feet wide lying in a portion of the "REMAINDER" parcel, as shown upon that certain Parcel Map filed for record July 21, 2016 in Book 57 of PARCEL MAPS at Page 39, Stanislaus County Records, described as follows:

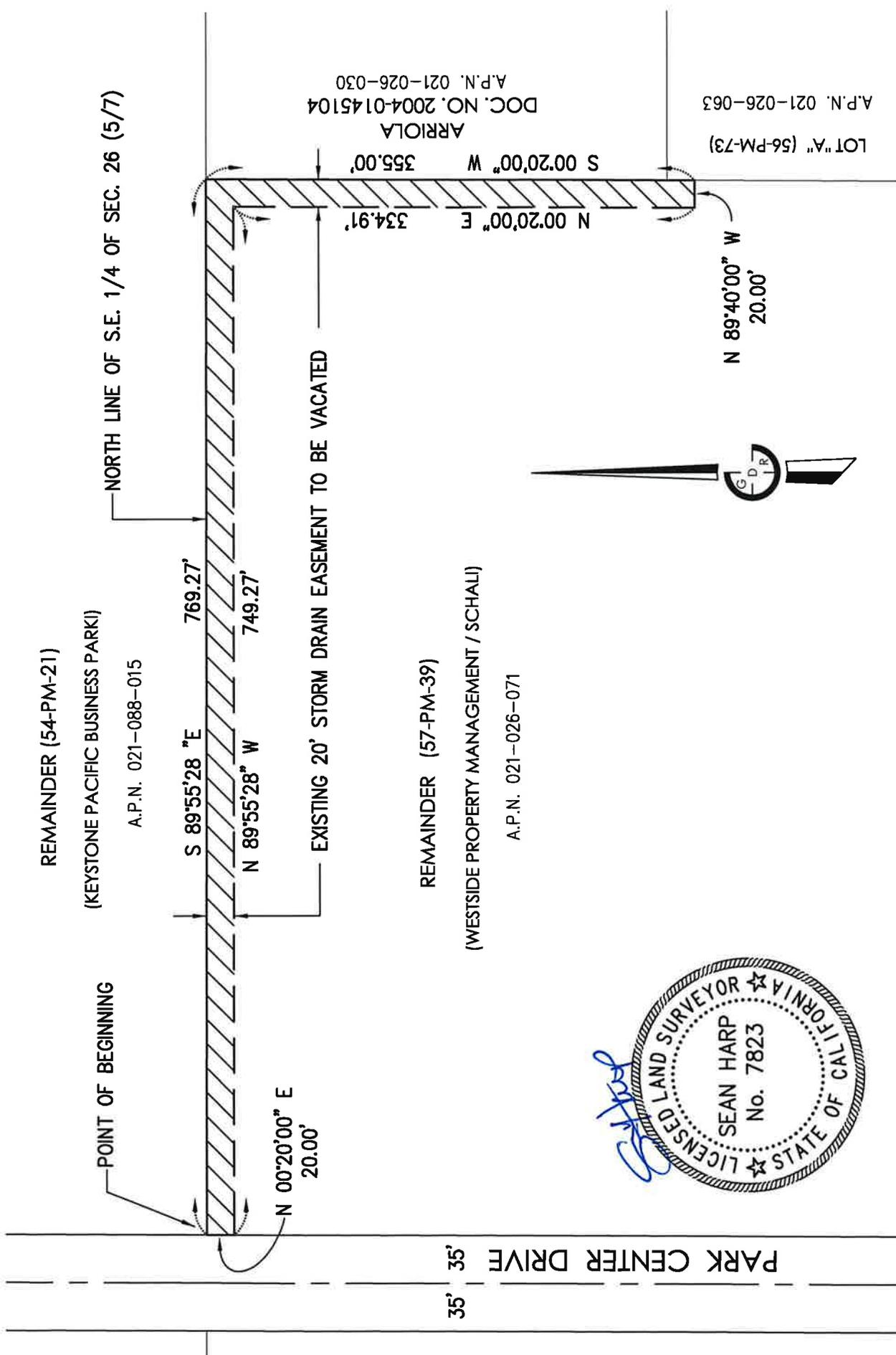
Beginning at the Northwest corner of said "REMAINDER" parcel, said Northwest corner being the intersection of the east line of Park Center Drive (70.00 feet wide) and the north line of the southeast quarter of Section 26, Township 5 South, Range 7 East, Mount Diablo Meridian; thence along said north line, South 89°55'28" East, a distance of 769.27 feet to the northwest corner of the property conveyed to Lorenzo Arriola and Edna Arriola by Grant Deed recorded September 3, 2004 as Document Number 0145104, Stanislaus County Records; thence along the west line of said Arriola property and its southerly prolongation, South 00°20'00" West, a distance of 355.00 feet; thence North 89°40'00" West, 20.00 feet; thence North 00°20'00" East, 334.91 feet to a line that lies 20.00 feet south of and parallel with the said north line of the southeast quarter of Section 26; thence along said parallel line, North 89°55'28" West, 749.27 feet to said east line of Park Center Drive; thence along said east line, North 00°20'00" East, 20.00 feet to the point of beginning.

The real land described has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.



Sean Harp 6-2-2017
Sean Harp, L.S. 7823 Date

Attachment: SD Abandonment (1111 : Easement Abandonment)



REMAINDER (54-PM-21)

(KEYSTONE PACIFIC BUSINESS PARK)

A.P.N. 021-088-015

NORTH LINE OF S.E. 1/4 OF SEC. 26 (5/7)

EXISTING 20' STORM DRAIN EASEMENT TO BE VACATED

REMAINDER (57-PM-39)

(WESTSIDE PROPERTY MANAGEMENT / SCHALI)

A.P.N. 021-026-071

LOT "A" (56-PM-73)
A.P.N. 021-026-063

ARRIOLA
DOC. NO. 2004-0145104
A.P.N. 021-026-030



Date: 05/24/2017	Scale: 1" = 100'
Drawn: J. Jantz	Job No.: 16025
Checked: S. Harp	Sheet: 1 of 1

EXHIBIT "B"
STORM DRAIN EASEMENT VACATION
CITY OF PATTERSON, CA

Attachment: SD Abandonment (1111 : Easement Abandonment)

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