



**City Council
Successor Redevelopment Agency
Financing Authority
Housing Authority**

AGENDA

Wednesday

Regular

**Closed Session 5:00 p.m.
Regular Session 6:00 p.m.**

November 4, 2015

**City Hall
100 West California Avenue
Ridgecrest CA 93555**

(760) 499-5000

**Peggy Breeden, Mayor
James Sanders, Mayor Pro Tempore
Lori Acton, Vice Mayor
Eddie B. Thomas, Council Member
Mike Mower, Council Member**

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LAST ORDINANCE NO. 15-04
LAST RESOLUTION CITY COUNCIL NO. 15-101

CITY OF RIDGECREST

CITY COUNCIL REDEVELOPMENT SUCCESSOR AGENCY HOUSING AUTHORITY FINANCING AUTHORITY

AGENDA

Regular Council
Wednesday November 4, 2015

CITY COUNCIL CHAMBERS CITY HALL

100 West California Avenue
Ridgecrest, CA 93555

Closed Session – 5:00 p.m.
Regular Session – 6:00 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

In compliance with SB 343. City Council Agenda and corresponding writings of open session items are available for public inspection at the following locations:

1. City of Ridgecrest City Hall, 100 W. California Ave., Ridgecrest, CA 93555
2. Kern County Library – Ridgecrest Branch, 131 E. Las Flores Avenue, Ridgecrest, CA 93555
3. City of Ridgecrest official website at <http://ci.ridgecrest.ca.us>

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT – CLOSED SESSION

CLOSED SESSION

GC54956.9 (d) (4) Conference With Legal Counsel – Existing Litigation – City Of Ridgecrest v. Matasantos

GC54956.9 (d) (4) Conference With Legal Counsel – Existing Litigation – City Of Ridgecrest v. Cohen

GC54956.9 (d) (4) Conference With Legal Counsel – Existing Litigation - William Johnson v. City of Ridgecrest. 1:15-CV-01540-JLT

GC54956.9 (d) (4) Conference With Legal Counsel – Existing Litigation - Cameron Rainwater v. City of Ridgecrest. BCV-15-100181 SPC

GC54957 Personnel Matters – Public Employee Performance Evaluation – City Manager

REGULAR SESSION – 6:00 p.m.

- Pledge Of Allegiance
- Invocation

CITY ATTORNEY REPORT

- Closed Session
- Other

PRESENTATIONS

1. Presentation Of A Proclamation Honoring American Indian Heritage Month 2015 Council

PUBLIC COMMENT

COUNCIL ANNOUNCEMENTS

CONSENT CALENDAR

2. Adopt A Resolution Of The Ridgecrest City Council Accepting An Offer Of Dedication From Khaled Odeh and Shafiqeh Odeh for APN 456-010-04, In The City Of Ridgecrest, County Of Kern, State Of California And Authorizing The Mayor To Sign The Right of Way Agreement And The Certificate Of Acceptance For The Escrow Fees Of Five Thousand Dollars Speer

3. Adopt A Resolution Of The Ridgecrest City Council Accepting An Offer Of Dedication From The Pam Ridgecrest Venture, LLC For APN 456-010-02 And APN 456-010-03, In The City Of Ridgecrest, County Of Kern, State Of California And Authorizing The Mayor To Sign The Right Of Way Agreement And The Certificate Of Acceptance For The Escrow Fees Of Five Thousand Dollars Speer
4. Adopt A Resolution Declaring Surplus Equipment And Authorizing Staff To Negotiate The Destruction Of Said Equipment Speer
5. Receive For File The Quarterly Investment Report For First Quarter 2015 Staheli
6. Adopt A Resolution Amending The Classification Plan And Revising Certain Job Descriptions Staheli
7. Approve Draft Minutes Of The Ridgecrest City Council/Successor Redevelopment Agency/Financing Authority/Housing Authority Minutes Of Meeting Date October 21, 2015 Ford

DISCUSSION AND OTHER ACTION ITEMS

8. Discussion And Approval Of Letter Of Intent To Participate In The Proposed Groundwater Sustainability Agency (GSA) Speer
9. Adopt A Resolution Of The Ridgecrest City Council Approving The Sale Of Property Within The Ridgecrest Business Park To American Loan Masters Parsons

COMMITTEE REPORTS

(Committee Meeting dates are subject to change and will be announced on the City website)

City Organization and Services Committee

Members: Lori Acton; Mike Mower
Meeting: 4th Wednesday each month at 5:00 p.m. as needed
Location: Council Conference Room B

Infrastructure Committee

Members: Jim Sanders; Mike Mower
Meeting: 3rd Thursday each month at 5:00 p.m. as needed
Location: Council Conference Room B

❖ Ad Hoc Water Conservation Committee

Members: Jim Sanders; Peggy Breeden
Meeting: 3rd Monday each month at 5:00 p.m. as needed
Location: Conference Room B

Parks, Recreation, and Quality of Life Committee

Members: Eddie Thomas; Lori Acton
Meeting: 1st Tuesday each month at 12:00 p.m. as needed
Location: Kerr-McGee Center Meeting Rooms

❖ **Ad Hoc Youth Advisory Council**

Members: Eddie Thomas
Meeting: 2nd Wednesday of each month, 12:00 p.m. as needed
Location: Kerr-McGee Center Meeting Rooms

Activate Community Talents and Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Eddie Thomas; Lori Acton
Meeting: Quarterly on the 3rd Tuesday of the month at 4:00 p.m. as needed
Location: Kerr McGee Center Meeting Rooms

Ridgecrest Area Convention And Visitors Bureau (RACVB)

Members: Lori Acton and Eddie Thomas
Meetings: 1st Wednesday Of The Month, 8:00 A.M.
Next Meeting: To Be Announced

OTHER COMMITTEES, BOARDS, OR COMMISSIONS

CITY MANAGER REPORT

MAYOR AND COUNCIL COMMENTS

ADJOURNMENT

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A Proclamation of the City of Ridgecrest, California

***Native American Heritage Month
November, 2015***

Whereas, pluralism and diversity have been hallmarks of our Nation, as expressed by our national Motto: "E Pluribus Unum", meaning "out of many, one"; and

Whereas, our unity is derived from a mix of many diverse cultures; and

Whereas, the culture of Native American peoples, with its unique spiritual and artistic contributions, together with its vibrant customs and celebrations, has made remarkable contributions to our national identity; and

Whereas, we wish to recognize and celebrate the rich culture and traditions of Native American peoples.

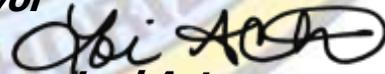
Now, therefore, be it proclaimed:

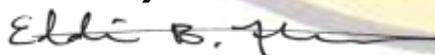
The City Council of the City Of Ridgecrest, in recognition of the many contributions that Native Americans and Native American culture have made to our society, hereby proclaims the month of November 2015 as Native American Heritage Month and encourage our community to observe this month with appropriate programs, ceremonies, and activities to increase the awareness of the unique role played by Native American culture in shaping our nation's history and heritage.

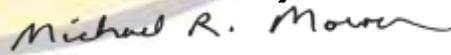
Proclaimed November 4, 2015


Peggy Breeden, Mayor


***James Sanders
Mayor Pro Tem***


***Lori Acton
Vice Mayor***


***Eddie B. Thomas
Council Member***


***Mike Mower
Council Member***

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

A Resolution Of The Ridgecrest City Council Accepting An Offer Of Dedication From Khaled Odeh and Shafiqeh Odeh for APN 456-010-04, In The City Of Ridgecrest, County Of Kern, State Of California And Authorizing The Mayor To Sign The Right of Way Agreement And The Certificate Of Acceptance For The Escrow Fees Of Five Thousand Dollars

PRESENTED BY:

Dennis Speer, Director of Public Works

SUMMARY:

The Drummond Avenue Project from Downs Street to Inyo Avenue is a widening project requiring additional right of way in order to construct full width street improvements. Funds for the title insurance, escrow and recording fees will come from the Measure L Funding which has funded the complete preliminary engineering for this project. Attached are the Right of Way Agreement, Legal Description, Plat Map And Certificate Of Acceptance.

The escrow fees are an estimated amount not to exceed Five Thousand Dollars (\$5,000.00).

Funding for the escrow fees will come from the engineering fund professional services account 001-4720-410-2109 project number 20MSRL and transfer into to the capital improvement account for the 018-4760-430-2109 ST1303.

FISCAL IMPACT: Cost for title insurance, escrow and recording fees.

Reviewed by Finance Director

ACTIONS REQUESTED

1. Authorize the Finance Director to amend the budget to reflect all appropriate capital, revenue, and transfer accounts.
2. City of Ridgecrest, City Council Accept the Offer of Dedication for APN 456-010-04.
3. Authorize the Mayor, Peggy Breeden, to execute the Certificate of Acceptance.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Karen Harker
(Rev. 02/13/12)

Action Date: November 4, 2015

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RESOLUTION NO. 15-XX

A RESOLUTION OF THE RIDGECREST CITY COUNCIL ACCEPTING AN OFFER OF DEDICATION FROM KHALED ODEH AND SHAFIQUEH ODEH FOR APN 456-010-04, IN THE CITY OF RIDGECREST, COUNTY OF KERN, STATE OF CALIFORNIA AND AUTHORIZING THE MAYOR TO SIGN THE RIGHT OF WAY AGREEMENT AND THE CERTIFICATE OF ACCEPTANCE FOR THE ESCROW FEES OF FIVE THOUSAND DOLLARS

WHEREAS, The Drummond Avenue Project from Downs Street to Inyo Avenue is a widening project being done for safety and rehabilitation, and

WHEREAS, the above Offer of Dedication is necessary to construct the improvements, and

WHEREAS, Funds for the title insurance, escrow and recording fees will come from the will come from the Measure L Funding which has funded the complete preliminary engineering for this project, and

WHEREAS, The escrow fees are an estimated with an amount not to exceed Five Thousand Dollars (\$5,000.00), and

WHEREAS, Funding for the escrow fees will come from the engineering fund professional services account 001-4720-410-2109 project number 20MSRL and transfer into to the capital improvement account for the 018-4760-430-2109 ST1303, and

WHEREAS, the owner of the above property, hereby grants to the City of Ridgecrest, dedication for ingress, egress and road purposes on, over and across the described property, and

WHEREAS, the above described dedication grants to the City of Ridgecrest the right to go on said property and to perform all acts necessary for the ownership of said improvements, and

WHEREAS, the described dedication are to be kept open, clear and from new buildings, and new structures of any kind with the exception of existing minor structures owned by the land owner.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby:

1. Authorizes the Finance Director to amend the budget to reflect all appropriate capital, revenue and transfer accounts.
2. Authorizes the City Council of the City of Ridgecrest to accept the above Offer of Dedication.
3. Authorizes the Mayor, Peggy Breeden to Execute the Certificate of Acceptance.

APPROVED AND ADOPTED this 4th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peggy Breeden, Mayor

Rachel J. Ford, CMC, City Clerk

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed to the City of Ridgecrest, by the within attached instrument, the provisions of which are incorporated by this reference as though fully set forth in this Certification, is hereby accepted by the undersigned officer(s) on behalf of the City, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____
Mayor, City of Ridgecrest

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

IRREVOCABLE OFFER OF RIGHT-OF-WAY DEDICATION

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency whereof is hereby acknowledged by Grantor(s), KHALED ODEH and SHAFIQEH ODEH, as Trustees of The Odeh Family Trust, established May 27, 2009 (hereinafter referred to as Grantor(s), do(es) hereby irrevocably offer to dedicate to the **CITY OF RIDGECREST, CALIFORNIA**, a Municipal Corporation, its successors and assigns, a right of way for the purposes of construction, installation, replacement, removal and use of street and roadway improvements, sewers, drainage, public utilities systems, and public access in, over, upon, under, through and across the following described real property situated in the City of Ridgecrest, County of Kern, State of California:

AS DESCRIBED IN EXHIBIT "A" AND DEPICTED ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF

This Irrevocable Offer of Dedication shall remain open and in full effect until the City Council or authorized person of the City of Ridgecrest accepts or rejects the dedication.

Together with all necessary and convenient means of ingress and egress to and from said right-of-way or parcel of land, for the purpose of constructing, reconstructing, maintaining, operating, repairing, renewing, or enlarging in any manner a public right-of-way, together with any and all of the purposes hereinbefore mentioned.

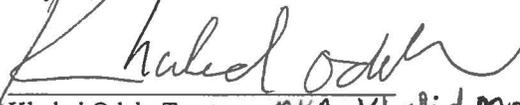
Grantee accepts this irrevocable offer of right of way dedication with the knowledge that Grantor(s) improvements exist within the area described and depicted on said Exhibits "A" and "B" which include an air vac system and monument sign. Said improvements shall remain undisturbed and in place until such time, and at the sole discretion of the Grantee, said improvements require removal, relocation, or modification to provide for the safety, maintenance, repair or operation of public utilities. Such removal, relocation or modification required by the Grantee shall be at the sole expense of the Grantee. The Grantee shall hold the Grantor harmless and indemnify the Grantor for any costs arising out of the Grantee decision to remove, relocate or modify said improvements.

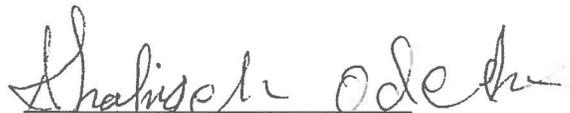
TO HAVE AND TO HOLD the above granted and described premises unto the **CITY OF RIDGECREST, CALIFORNIA**, a Municipal Corporation, its successors and assigns forever.

IN WITNESS HERETO, the grantor(s) have hereunto set their hands and EXECUTED this 14 day of July, 2015.

GRANTOR

KHALED ODEH and SHAFIQEH ODEH, as Trustees of The Odeh Family Trust, established May 27, 2009,


Khaled Odeh, Trustee **AKA** Khalid Mobarek Odeh


Shafiqeh Odeh, Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Kern)

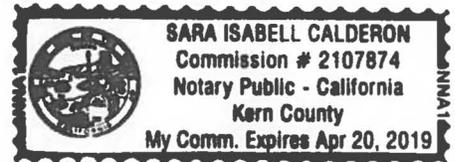
On July 14th 2015 before me, Sara Isabell Calderon, notary public, personally
(here insert name of the officer)

appeared Khalid Mobarak Odeh
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~(s) are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sara Isabell Calderon



(This area for notary stamp)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Kern)

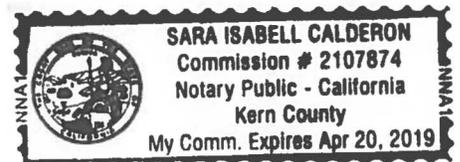
On July 14th 2015 before me, Sara Isabell Calderon, notary public, personally
(here insert name of the officer)

appeared Shafiqeh Khaled Odeh
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~(s) are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Sara Isabell Calderon



(This area for notary stamp)

EXHIBIT "A"

Legal Description for Road Dedication

Portion of APN 456-010-04

Parcel 1

The North 55 feet of the East 261.39 feet of the Northeast $\frac{1}{4}$ of Section 32, Township 26 South, Range 40 East, M.D.M., in the City of Ridgecrest, County of Kern, State of California, as per the Official Plat thereof on file in the Office of the Surveyor General.

Except the East 55 feet thereof.

Parcel 2

The West 25 feet of the East 55 feet of the North $\frac{1}{2}$ of the North $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 32, Township 26 South, Range 40 East, M.D.M., in the City of Ridgecrest, County of Kern, State of California, as per the Official Plat thereof on file in the Office of the Surveyor General.

Parcel 3 – A triangular shaped corner cut-off

That portion of the Northeast $\frac{1}{4}$ of Section 32, Township 26 South, Range 40 East, M.D.M., in the City of Ridgecrest, County of Kern, State of California, as per the Official Plat thereof on file in the Office of the Surveyor General, bounded as follows:

Easterly by a line parallel with and 55.00 feet westerly, measured at right angles, from the easterly line of said Section 32;

Northerly by a line parallel with and 55.00 feet southerly, measured at right angles, from the northerly line of said Section 32;

Southwesterly by a direct line between a point 25.00 feet westerly and a point 25.00 feet southerly of the intersection of the above described Northerly and Easterly lines.

Contains 19,959 square feet, more or less.

As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

Prepared under my supervision:

David O. Knell 8-7-2014
David O. Knell PLS 5301 Date



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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

A Resolution Of The Ridgecrest City Council Accepting An Offer Of Dedication From The Pam Ridgecrest Venture, LLC for APN 456-010-02 and APN 456-010-03, In The City Of Ridgecrest, County Of Kern, State Of California And Authorizing The Mayor To Sign The Right of Way Agreement And The Certificate Of Acceptance For The Escrow Fees Of Five Thousand Dollars

PRESENTED BY:

Dennis Speer, Director of Public Works

SUMMARY:

The Drummond Avenue Project from Downs Street to Inyo Avenue is a widening project requiring additional right of way in order to construct full width street improvements. Funds for the title insurance, escrow and recording fees will come from the Measure L Funding which has funded the complete preliminary engineering for this project. Attached are the Right of Way Agreement, Legal Description, Plat Map And Certificate Of Acceptance.

The escrow fees are an estimated amount not to exceed Five Thousand Dollars (\$5,000.00).

Funding for the escrow fees will come from the engineering fund professional services account 001-4720-410-2109 project number 20MSRL and transfer into to the capital improvement account for the 018-4760-430-2109 ST1303.

FISCAL IMPACT: Cost for title insurance, escrow and recording fees.

Reviewed by Finance Director

ACTIONS REQUESTED:

1. Authorize the Finance Director to amend the budget to reflect all appropriate capital, revenue, and transfer accounts.
2. City of Ridgecrest, City Council Accept the Offer of Dedication for APN 456-010-02 and APN 456-010-03
3. Authorize the Mayor, Peggy Breeden, to execute the Certificate of Acceptance.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Karen Harker
(Rev. 02/13/12)

Action Date: November 4, 2015

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RESOLUTION NO. 15-xx

A RESOLUTION OF THE RIDGECREST CITY COUNCIL ACCEPTING AN OFFER OF DEDICATION FROM THE PAM RIDGECREST VENTURE, LLC FOR APN 456-010-02 AND APN 456-010-03, IN THE CITY OF RIDGECREST, COUNTY OF KERN, STATE OF CALIFORNIA AND AUTHORIZING THE MAYOR TO SIGN THE RIGHT OF WAY AGREEMENT AND THE CERTIFICATE OF ACCEPTANCE FOR THE ESCROW FEES OF FIVE THOUSAND DOLLARS

WHEREAS, The Drummond Avenue Project from Downs Street to Inyo Avenue is a widening project being done for safety and rehabilitation, and

WHEREAS, the above Offer of Dedication is necessary to construct the improvements, and

WHEREAS, Funds for the title insurance, escrow and recording fees will come from the will come from the Measure L Funding which has funded the complete preliminary engineering for this project; and

WHEREAS, The escrow fees are an estimated amount not to exceed Five Thousand Dollars (\$5,000.00), and

WHEREAS, Funding for the escrow fees will come from the engineering fund professional services account 001-4720-410-2109 project number 20MSRL and transfer into to the capital improvement account for the 018-4760-430-2109 ST1303.

WHEREAS, the owner of the above property, hereby grants to the City of Ridgecrest, dedication for ingress, egress and road purposes on, over and across the described property, and

WHEREAS, the above described dedication grants to the City of Ridgecrest the right to go on said property and to perform all acts necessary for the ownership of said improvements, and

WHEREAS, the described dedication are to be kept open, clear and from buildings, and structures of any kind.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby:

1. Authorizes the Finance Director to amend the budget to reflect all appropriate capital, revenue and transfer accounts.
2. Authorizes the City Council of the City of Ridgecrest to accept the above Offer of Dedication.
3. Authorizes the Mayor Peggy Breeden to Execute the Right of Way Agreement.
4. Authorizes the Mayor, Peggy Breeden to Execute the Certificate of Acceptance.

APPROVED AND ADOPTED this 4th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Peggy Breeden, Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed to the City of Ridgecrest, by the within attached instrument, the provisions of which are incorporated by this reference as though fully set forth in this Certification, is hereby accepted by the undersigned officer(s) on behalf of the City, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____
Mayor, City of Ridgecrest

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

IRREVOCABLE OFFER OF RIGHT-OF-WAY DEDICATION

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency whereof is hereby acknowledged by Grantor(s), PAM RIDGECREST VENTURE, LLC, a California Limited Liability Company (hereinafter referred to as Grantor(s), do(es) hereby irrevocably offer to dedicate to the **CITY OF RIDGECREST, CALIFORNIA**, a Municipal Corporation, its successors and assigns, a right of way for the purposes of construction, installation, replacement, removal and use of street and roadway improvements, sewers, drainage, public utilities systems, and public access in, over, upon, under, through and across the following described real property situated in the City of Ridgecrest, County of Kern, State of California:

AS DESCRIBED IN EXHIBIT "A" AND DEPICTED ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF

This Irrevocable Offer of Dedication shall remain open and in full effect until the City Council or authorized person of the City of Ridgecrest accepts or rejects the dedication.

Together with all necessary and convenient means of ingress and egress to and from said right-of-way or parcel of land, for the purpose of constructing, reconstructing, maintaining, operating, repairing, renewing, or enlarging in any manner a public right-of-way, together with any and all of the purposes hereinbefore mentioned.

TO HAVE AND TO HOLD the above granted and described premises unto the **CITY OF RIDGECREST, CALIFORNIA**, a Municipal Corporation, its successors and assigns forever.

IN WITNESS HERETO, the grantor(s) have hereunto set their hands and EXECUTED this 17 day of June, 2014.

GRANTOR

PAM RIDGECREST VENTURE, LLC,
a California Limited Liability Company

Signature [Handwritten Signature]

Print Name David Michael ^{AUSA} DAVID JOSEPH MICHAEL

Title Managing Member

Signature _____

Print Name _____

Title _____

State of California)

County of San Joaquin)

On 6/17/2014 before me, Jessica Rodriguez,
notary public,
(here insert name)

personally appeared

David Joseph Michael

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature [Handwritten Signature]



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State of California)

County of _____)

On _____ before me, _____,
notary public,
(here insert name)

personally appeared

_____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature _____

(This area for notary stamp)

EXHIBIT "A"

Legal Description for Road Dedication

Portions of APNs 456-010-02 & 03

Parcel 1

The North 55 feet of the Northeast ¼ of the Northeast ¼ of Section 32, Township 26 South, Range 40 East, M.D.M., in the City of Ridgecrest, County of Kern, State of California, as per the Official Plat thereof on file in the Office of the Surveyor General.

Except the East 261.39 feet.

Parcel 2

That portion of the Northeast ¼ of the Northeast ¼ of Section 32, Township 26 South, Range 40 East, M.D.M., in the City of Ridgecrest, County of Kern, State of California, as per the Official Plat thereof on file in the Office of the Surveyor General, described as follows:

Beginning at the intersection of the westerly line of said Northeast ¼ of the Northeast ¼ of Section 32 and a line parallel line and 55 feet southerly of the northerly line of said Northeast 1/4; thence South 00°23'08" West along said westerly line of said land a distance of 184.18 feet to the southerly line of Inyo Street, as shown on Tract 4973 Unit A per map recorded in Book 36, Pages 95 through 97 of Maps, records of said County, said point being the beginning of a non-tangent curve concave westerly and having a radius of 90.00 feet, a radial line to said points bears South 33°22'20" East; thence northerly along said curve an arc distance of 126.13 feet through a central angle of 80°17'56" to the beginning of a reverse curve concave easterly having a radius of 25.00 feet and which is tangent at its northerly terminus to a line parallel with and 30 feet easterly from the above referenced westerly line; thence northerly along said curve an arc distance of 10.50 feet through a central angle of 24°03'24" to said parallel line; thence along said parallel line, North 00°23'08" East, 42.64 feet; thence North 45°13'39" East, 28.36 feet to the above referenced parallel line described as being 55 feet southerly of the northerly line of said Northeast 1/4; thence westerly along said parallel line referenced above as being 55 feet southerly of the northerly line of said Northeast 1/4, North 89°55'50" West, 50.00 feet to the Point of Beginning.

Parcels 1 and 2 contain 64,404 square feet, more or less.

As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

Prepared under my supervision:

David O. Knell P-S-2014

David O. Knell PLS 5301

Date



WILDAN Engineering
 13191 CROSSCROSS PARKWAY NORTH, SUITE 405
 INDUSTRIAL CENTER, ST. LOUIS, MO 63125
 (314) 908-8275

SCALE: 1"=80'
 DRAWN BY: SCB
 DATE: 08/05/2014
 CHECKED BY: DOK

SKETCH TO ACCOMPANY
 LEGAL DESCRIPTION

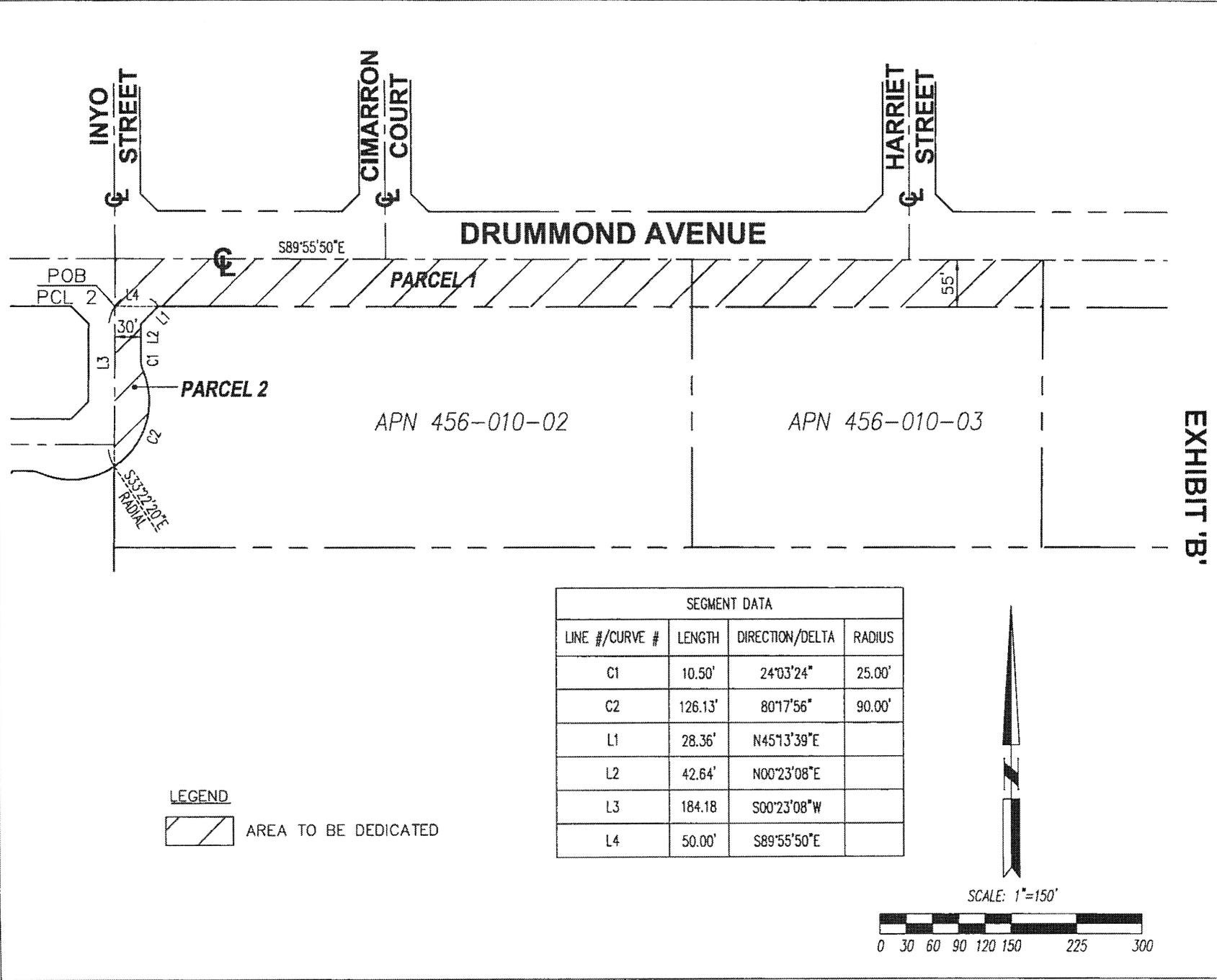


EXHIBIT 'B'

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Declaration Of Certain Vehicles And Equipment As Surplus And Approval Of Corresponding Resolution Authorizing Disposal

PRESENTED BY:

Dennis Speer – City Manager

SUMMARY:

In preparation for the construction and design of the new corporate yard, certain city owned vehicles and equipment have been identified as surplus.

The identified items requesting to be disposed of are listed below:

- R165 – Chevy Celebrity
- R255 – Chevy Lumina
- R270 – Dodge Intrepid
- R271 – Dodge Intrepid
- R261 – Chevy Astro Van
- R307 – Ford Crown Vic (lights)
- R311 – Ford Crown Vic
- R317 - Ford Explorer (lights)

Staff is requesting authorization to negotiate terms for proper disposal.

FISCAL IMPACT: None

Reviewed by Finance Director

ACTION REQUESTED:

1. Declare Listed City Property As Surplus
2. Authorize Disposal
3. Approve Resolution As Presented

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

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RESOLUTION NO. 15-XX

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL DECLARING
CERTAIN VEHICLES AND EQUIPMENT AS SURPLUS**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGECREST DOES
HEREBY RESOLVE AS FOLLOWS:

Section 1. The following vehicles and equipment are declared as surplus:

R112 – Ford Backhoe
R119 – Bomag Roller
R165 – Chevy Celebrity
R255 – Chevy Lumina
R261 – Chevy Astro Van
R270 – Dodge Intrepid
R271 – Dodge Intrepid
R307 – Ford Crown Victoria (lights)
R311 – Ford Crown Victoria
R317 – Ford Explorer (lights)

Section 2. Staff is authorized to negotiate terms for the disposal of items listed
above.

APPROVED AND ADOPTED this 4th day of November, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Peggy Breeden, Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Investment Report for quarter ending September 30, 2015

PRESENTED BY:

Tyrell Staheli, Finance Director/City Treasurer

SUMMARY:

Government Code Section 53646 and the City's Investment Policy require that Treasurer of the City of Ridgecrest submit a quarterly investment report to the City Council on a quarterly basis. The attached reports show the summary of investments for the quarter ending September 30, 2015. The reports show where the City's money is invested, value, yield and interest accrued.

Majority of the City's cash is invested in the Local Agency Investment Fund (LAIF) which is a money market fund that is administered by the State Treasurer. LAIF is a high quality investment in terms of safety, liquidity and yield which are the primary objectives of the City's investment policy. In February 2015, the City hired Government Portfolio Advisors (GPA) to invest some of the unused 2010 TAB bond proceeds. The total amount invested thru GPA is \$5,542,262 and as of September 30, 2015 its market value is \$5,366,454.

The investments in the reports meet the requirements of the City of Ridgecrest's adopted investment policy.

FISCAL IMPACT:

None

ACTION REQUESTED:

Receive and file the attached investment report.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

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**City of Ridgecrest
INVESTMENT REPORT
For the period of July 1, 2015 to September 30, 2015**

Investments	Balance 7/1/2015	Deposit	Withdrawals	Balance 9/30/2015	Current Yield	Interest Accrued
Union Bank of California-Checking	2,535,794.10	7,091,961.02	(4,990,111.51)	4,637,643.61		-
LAIF Accounts-City	17,772,906.33	10,446.78	-	17,783,353.11	0.32%	14,318.82
LAIF Accounts-Assessment Dist	450,608.78	318.53	-	450,927.31	0.32%	363.07
LAIF Accounts-RDA	8,500,412.48	8,071.39	-	8,508,483.87	0.32%	6,850.49
Total Cash Balances	29,259,721.69	7,110,797.72	(4,990,111.51)	31,380,407.90		21,532.38

GPA INVESTMENT BREAKDOWN:	Date Purchased	CUSIP ID	Maturity Date	Amount Invested	Yield
Sacramento Cnty CA SF MTGE	2/11/2015	786149GJ7	7/1/2016	779,099.22	0.470
Los Angeles Cnty CA Met Trans	2/12/2015	5447123P5	7/1/2016	856,979.56	0.261
Alameda Cnty CA JT PWRS Auth	2/12/2015	010831BJ3	12/1/2015	841,192.20	0.181
Los Angeles CNTY CA Pub Wrks	3/2/2015	544738FW2	10/1/2015	617,232.00	0.052
Los Angeles CA Harbor Dept	3/17/2015	544552LZ3	8/1/2016	1,160,308.64	0.390
SF City & County PUC Bond	4/8/2015	79765RJW0	11/1/2019	1,287,450.50	0.201
				<u>\$ 5,542,262.12</u>	
TOTAL CASH & INVESTMENTS				<u>\$ 36,922,670.02</u>	

To the best of my knowledge, there are no misstatements of material amounts within this Treasurer's Cash Summary Report; or omissions of material amounts to cause the Treasurer's Cash Summary Report to be misleading.

I certify that this report accurately reflects all City of Ridgecrest investments and complies with the investment policy of the City as approved by the governing board.

**W. Tyrell
Staheli**

Digitally signed by W. Tyrell Staheli
DN: cn=W. Tyrell Staheli, gn=W. Tyrell Staheli
c=United States, l=US, o=City of Ridgecrest
ou=Finance Department
e=staheli@ridgecrest-ca.gov
Reason: I am approving this document
Location:
Date: 2015-10-19 15:57:07:00

**Tess
Sloan**

Digitally signed by Tess Sloan
DN: cn=Tess Sloan, gn=Tess Sloan
c=United States, l=US, o=City of
Ridgecrest, ou=Finance Department
e=tsloan@ridgecrest-ca.gov
Reason: I have reviewed this
document
Date: 2015-10-19 12:00:07:00

Reviewed by Tyrell Staheli
Finance Director

Prepared by Tess Sloan
Assistant Finance Director

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Resolution to adopt and/or update the attached **job descriptions**

PRESENTED BY:

Tyrell Staheli, Director of Finance

SUMMARY:

In September of 2001 Council adopted a Personnel Classification Plan to ensure that City employees are classified appropriately and consistently according to their education, work experience, skills, and work performed.

The proposed updates to the Classification Plan are intended to address changes in City operations and staffing over the last several years, which may have affected the type, scope and level of work being performed. The objective is to have a Classification Plan that recognizes these changes.

This resolution is to have the following job descriptions added and/or clarified for the City of Ridgecrest.

Department Heads	Mid-Management	Classified
Chief of Police	Engineering Manager	Traffic Engineer
Director of Administrative Services	Administrative Services Manager	Human Resources Administrator
Director of Community & Economic Development	Community & Economic Development Manager	Administrative Clerk I & II
Director of Public Works/City Engineer	Parks & Recreation Manager	Transit Bus Driver
Director of Finance	City Clerk	Planning Intern
Director of Parks & Recreation	Information Technology Supervisor	

The revised job descriptions are more detailed and expansive in explaining the nature and duties required of the position as well as the educational and work experience required for the position.

The approval of these job description does not create immediate job openings, but will allow for future growth or realignment as needed.

FISCAL IMPACT:

None

Reviewed by Director of Finance

ACTION REQUESTED:

Approve resolution to adopt updated **Job Descriptions.**

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approve the attached job titles and descriptions

Submitted by: Patricia Rockwell
(Rev. 2-14-07)

Action Date: November 4, 2015

RESOLUTION NO. 15-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST UPDATING AND APPROVING THE ATTACHED JOB DESCRIPTIONS FOR INCLUSION IN THE PERSONNEL CLASSIFICATION PLAN

WHEREAS, the City Council adopted a Personnel Classification Plan completed in September 2001; and

WHEREAS, changes in City operations and staffing over the last several years may have affected the type, scope and level of work being performed, and

WHEREAS, the attached job descriptions were not included or need additional clarification: job titles as listed:

Department Heads	Mid-Management	Classified
Chief of Police	Engineering Manager	Traffic Engineer
Director of Administrative Services	Administrative Services Manager	Human Resources Administrator
Director of Community & Economic Development	Community & Economic Development Manager	Administrative Clerk I & II
Director of Public Works/City Engineer	Parks & Recreation Manager	Transit Bus Driver
Director of Finance	City Clerk	Planning Intern
Director of Parks & Recreation	Information Technology Supervisor	

and,

WHEREAS, these positions are vital for the future growth of the City, and

WHEREAS, the approval of these job descriptions does not create immediate job openings, but will allow for future growth as needed based upon addition of titles and clarification of job descriptions;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Ridgecrest hereby adopts the attached job descriptions of the above named positions for inclusion in the Personnel Classification Plan.

APPROVED AND ADOPTED, this 4th day of November 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peggy Breeden, Mayor

Rachel J. Ford, CMC
City Clerk

ADMINISTRATIVE CLERK I & II

DEFINITION

Under general supervision performs a wide variety of administrative and technical work in the areas of accounting, budget, data processing, investments and financial analysis; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level professional or management position. An Administrative Clerk I does not have supervisory or lead worker responsibilities. An Administrative Clerk II may be assigned lead worker responsibility. An Administrative Clerk I/II may provide support to an Administrative Assistant, and may temporarily serve in that capacity.

CLASS CHARACTERISTICS

Administrative Clerk I:

The Administrative Clerk is the entry-level classification in the Administrative Clerk series, distinguished from the Clerk II level by the experience necessary to perform the full range of duties assigned to the Clerk II level. Positions in this class typically have little or no directly related experience and work under immediate supervision while learning job tasks. As an incumbent's responsibilities and breadth of knowledge increase and as they gain experience, they may reasonably expect their position to be reassigned to the next higher class of Administrative Clerk II.

Administrative Clerk II:

This is the highest level of the Administrative Clerk series. Employees in this class normally work under general supervision and, within a framework of established procedures, are expected to perform a variety of duties with only occasional instruction or assistance. Incumbents are expected to work independently and may be responsible for giving lead direction to other clerical, part-time or temporary employees.

EXAMPLES OF DUTIES

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Performs a wide variety of clerical work including typing material from rough draft copy, marginal notes, verbal instruction, or transcribing machine recordings

Answers inquiries involving routine departmental procedures, activities and functions
Refers and reconciles complaints

Operates personal computers and related equipment and inputs data

Composes routine letter; proofreads work including that of others in the department

Sorts, indexes and files materials alphabetically, numerically and by other predetermined categories

Performs as backup to Front Counter

Performs mathematical calculations and may perform some basic posting work incidental to payroll, reports or record keeping preparation.

Operates various office equipment i.e., calculator, multi-line phone, and photocopiers

Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values

Performs other duties as assigned

Administrative Clerk II additional duties:

Updates Projection Data, including payroll projections - monthly

Drafts responses for general correspondence

Takes minutes and notes at meetings

Provides administrative support to the Human Resource Department

Verifies columns of figures, checks and tabulates statistical data and performs mathematical calculations

Prepares Finance daily deposits

Verifies Accounts Payable edit batches

Reconciles travel expenses

Performs cash drawer audits

Enters new vendors & W-9

DUI Billing & Reconciliation

Senior Center rent billing, repairs / phone billing

KCBID Billing

Manage Cal-cards

Redevelopment loans, stale checks, sales & Use Tax, TOT monthly Auto Zero charges, NSF Check processing and Form 1098

Performs monthly and year-end account reconciliations

Assists in Annual Budget Production

May be responsible for giving lead direction to other clerical, part-time or temporary employees

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

ADMINISTRATIVE CLERK I:

High school diploma or equivalent and six (6) months' recent, clerical experience and training.

ADMINISTRATIVE CLERK II:

High school diploma or equivalent and two (2) years of recent, full-time clerical experience equivalent to the duties of an Administrative Clerk OR one (1) year experience as an Administrative Clerk I for the City of Ridgecrest.

Knowledge, Skills and Abilities:

Standard office practices and procedures, including filing and records management; The function and use of standard office equipment; Computers and computer applications including spreadsheets, databases, and word processing; Business English, including spelling, grammar and punctuation; Business arithmetic; Skilled in preparing clear, concise and effective written materials; Maintaining accurate records and files; Use of computers and computer applications and software including Microsoft Word, Excel and PowerPoint; Establishing and maintaining effective working relationships with those contacted in the course of the work; Making arithmetical calculations quickly and accurately

Ability to type at a speed necessary for successful job performance; Sort and verify statistical and other financial data; Make mathematical computations; File and maintain office records; Deal tactfully and courteously with the public; Understand and carry out oral and written directions

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.

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ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under administrative direction, plans, organizes and directs a comprehensive human resources management program which will assist City departments in attracting, retaining, training, developing, motivating and rewarding productive employees; administers the City's worker's compensation and safety management programs; manages the City's liability insurance program; administrates Risk Management; directs and manages the City's cable television program and the functions of the City Clerks' Office; develops and implements departmental policies and procedures; develops and administers the department budget; establishes and maintains liaison to City employees and the public; performs related work as assigned.

CLASS CHARACTERISTICS

This position reports to the City Manager and/or Director of Administrative Services and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent may also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans, directs, and coordinates the administration of the personnel program including recruitment, selection, classification, compensation, employee benefits, employee training and development, and grievance/discipline components; plans, directs, and coordinates the administration of worker's compensation programs.

Plans for short and long term goals and objectives for the Administrative Services Department and personnel management system; meets with department directors and others to develop and make recommendations on both short term and long term goals and objectives.

Develops and implements department goals and objectives, policies and procedures; evaluates program effectiveness and develops improvements as needed; directs in establishing priorities for the human resources, worker's compensation, safety, and liability insurance programs and the City's cable television and City Clerks' Office functions; develops and administers the department budget.

Administers the City's Risk Management functions. These duties are to administer the City's liability

insurance, workers' compensation insurance, and property insurance programs, as well as other duties and tasks as may be periodically assigned to the Risk Management Division.

Makes determinations and decisions in the most difficult problems or issues, or in those situations having an unusually significant effect upon human resources programs or on the relationships with City Council, operating departments, employee groups or the general public.

Administers contracts for department services; reviews City-wide contractual agreements and ensures that City contractual services are provided in accordance with contract provisions.

Advises and otherwise provides assistance to the City Manager, other City staff and the public regarding human resources, worker's compensation, liability, functions of the City Clerks' Office and cable television, directs the conduct of studies and preparation of reports regarding human resources, worker's compensation, liability, cable television and management issues.

Acts as advisor to the City Council and City Manager on labor relations matters, administrative and program decisions; assists in the formulation of labor negotiation policy; serves as the Chief Negotiator of the City Council in conducting negotiations with recognized employee representatives.

Conducts or directs the conduct of administrative studies of City departments as requested by the City Manager and prepares reports and recommendations

Represents the City, or delegates such authority, in relations with the community, local, state, and federal agencies, and professional organizations.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

QUALIFICATIONS

Education and/or Experience

An Associate's degree from an accredited College or University in Human Resources, Business or Public Administration or a closely related field is required. A Bachelors' degree in business administration, public administration, personnel management or related field is preferred; supplemented by three (3) years of progressively responsible supervisory and management experience, including at least two (2) years performing personnel administration or employee relations in a governmental agency. Experience in an administrative capacity in the field of personnel administration, including the functions of recruitment and selection, salary and benefits administration, and employee relations.

Knowledge, Skills and Abilities

Extensive knowledge of principles and practices of personnel administration, management, and supervision; and public administration; Merit-based employment rules and regulations; labor laws and their intent; discipline process, due process and just cause; affirmative action and equal employment opportunity laws; employment-related developments in the legislative and judicial area; principles and methods of position classification and wage and salary administration, training, employee relations,

recruitment/selection and supervision. Skilled in the use of a personal computer and relevant software applications such as Microsoft Office Word, Excel, PowerPoint, and Outlook.

Ability to provide administrative and professional leadership and direction; develop and implement goals and objectives; perform as the City's chief labor negotiator; provide advice and counsel on grievances and disciplinary matters; plan and develop programs; evaluate and analyze existing programs and make recommendations; prepare clear, complete, accurate and logical written and oral reports; prepare budget documents and related reports as well as administrative documents and reports; make presentations; maintain effective working relationships with department management, employee organizations, elected and appointed City officials citizens, public and private organizations and businesses, commissions/committees, and City staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.

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CHIEF OF POLICE

DEFINITION

Under general direction, plans, directs and coordinates the activities of the Police Department; implements policies and establishes procedures related to crime prevention, law enforcement, and related community services; develops and administers the department budget; establishes and maintains liaison to the public; serves as a member of the City's management team; performs related duties as required.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, directs, and coordinates the maintenance of law and order, the protection of life and property, the regulation of traffic, as well as the apprehension, arrest, and detention of law violators.

Analyzes operational and service demands and develops comprehensive plans to satisfy future needs for department services; confers with legal advisors, citizens, and City officials on law enforcement problems; develops and implements municipal law enforcement policies and procedures.

Directs and administers the budget for the Police Department; analyzes department needs and requests from supervisory staff; prepares budget request justifications and discusses same with the City Manager and elected officials as appropriate..

Advises and otherwise assists the City Manager, City Council, other City personnel, and the public regarding law enforcement, crime prevention and other programs and services provided by the department..

Coordinates municipal law enforcement activities with those of other agencies.
Monitors department daily activities and operations and directs same through subordinates. Conducts field inspections of police operations and locations which might engender criminal activity or traffic problems.

Prepares monthly activity reports, special reports on police or traffic issues, and various other written communications.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; recommends or executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, other local, state, and federal agencies, and professional organizations.

QUALIFICATIONS

Education and/or Experience

A Bachelor's degree from an accredited college or university with major course work in police science, criminology, public administration, or a related field is required. A master's degree in a related field is desirable; and five years of progressively responsible supervisory and management experience in law enforcement which includes experience in all major phases of crime prevention, law enforcement, and police department administration.

Knowledge, Skills, and Abilities

Extensive knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices. Thorough knowledge of municipal organization and administration; principles and practices of police administration; patrol methods, criminal investigation and identification techniques; physical layout and composition of the City including special law enforcement problems. Considerable knowledge of administrative procedures and techniques; Vehicle and Penal Codes; personnel and disciplinary processes. Ability to plan, direct, and coordinate department services; analyze unusual situations and resolve through application of City policy and requisite knowledge; think clearly and act effectively in emergency situations; direct the effective maintenance of department firearms and equipment; prepare and present reports; provide liaison to the public; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Possession of a POST Advanced Certificate.

PHYSICAL PROFILE: Category I; 4,7,12.

GRADE-950

CHIEF OF POLICE

CHEIFPOLICE.SPC

CITY CLERK

DEFINITION

Plans, directs, supervises, coordinates and participates in all activities of the City Clerk’s Office; provides highly responsible and technical staff assistance to the City Manager and City Council; serves as City archivist and records manager; may serve as Clerk Of The Board to the Ridgecrest Redevelopment Agency; and other related duties as assigned.

CLASS CHARACTERISTICS

Subject to administrative direction by the City Manager or the Administrative Services Director. Responsibilities include the direct supervision of clerical staff assigned to the City Clerk’s Office or as assigned by the City Manager.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

Develop and implement goals, objectives, policies, and priorities regarding City records, and communicate changes in municipal law to appropriate offices, departments, and agencies.

Serve as Clerk to the City Council; directing, coordinating and participating in all activities required by state and local law.

Serve as custodian of the City seal.

Attend City Council meetings and prepares minutes.

Prepare the City Council agenda and supervise and participate in the preparation of the agenda packets.

Arrange for and oversee codification of City ordinances.

Prepare indexing of City Council minutes.

Plan and direct safekeeping, microfilming, and digitizing of the City’s permanent records.

Supervise recording, publication and maintenance of official documents as needed.

Plan and direct municipal elections.

Serve as filing officer for required disclosures as required by state law.

May administer Oaths of Office to elected officials, department heads, and other City employees as required.

Receive claims and suits against the City for money or damages.

Administer the City Clerk's budget.

Serve as a notary public.

Respond to complaints and requests for information.

Develop and implement appropriate systems and procedures.

Select, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

An Associate's degree from an accredited college or university with major course works in public or business administration is required, A Bachelor's degree is desired; and five years of progressively responsible office management. Computer literacy is required. Certification by the City Clerk's Association is required.

Knowledge, Skill and Abilities

Applicable federal, state and municipal laws and procedures, including election laws and political reform requirements; functions and services performed by a municipal government; parliamentary procedures for the conduct of public and special meetings; principles of supervision, training, and performance evaluation; principles of records management; plan, direct, and administer municipal elections; document, record, and maintain official records and files of municipal activities; communicate with and provide information to the City Council, the staff, and the general public; plan, assign, and coordinate the activities of the City Clerk's office; serve as a notary public; select, supervise, train, and evaluate assigned staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I, 4, 7, 12

SALARY GRADE: 636

COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, long term and current planning activities, economic development strategies, and building and plan check programs and services; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the City Manager's management team. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans. Assists in designs for parks, streetscapes, landscapes and other municipal projects. Serves as a member of various city employee committees, and may serve as liaison to City Council sub-committees and other groups as assigned. Represents the City at various meetings and conferences. Performs general management duties for City Manager as assigned. Assists staff in the performance of their duties as required.

CLASS CHARACTERISTICS

This class reports directly to the Community Development Director / Economic Director or to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service and provide highly technical and complex professional assistance in matters relating to the City's economic development projects. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent may also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Manages and supervises community and economic development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and development advice. to City Manager, City Council and other officials; makes private and public presentations to City Council, boards, commissions, civic groups and the general public.

Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Supervises and administers community and economic development programs and services pursuant to adopted plans, regulations and budgets. Work with and advise the City Manager, members of City Council, and appropriate boards on various economic development activities. Assists City Council and City Manager in formulation of policies relating to community and economic development. Develops and implements work programs and techniques to be followed for the attraction and retention of business to and within the community. Assists and initiates such policies and programs. Support ongoing commercial projects, light industrial and commercial project development, expanded retail development and local labor force enhancement programs.

Works with relevant economic groups, and organizations at the local, regional, state and national levels.

Coordinates economic development strategies for use of redevelopment and/or other related programs.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Supervises the development and implementation of growth management, land use, economic development, housing, California Environmental Quality Act (CEQA), or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Coordinates implementation of utility, transportation, park and open space, facilities and solid waste elements with the City's General Plan.

Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations. Oversees approval of development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Administers and provides general oversight to City's Aircraft Noise Insulation Program and/or similar related airport related programs within scope of authority and responsibility, including assisting in policy development and implementation.

Provides administrative oversight of Chief Building Inspector (Building Official) who is responsible for the enforcement of a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Electrical Code, Uniform Fire Code, Uniform

Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as, nuisance, General Plan, zoning, and City's Municipal Code etc.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Provides staff support to various boards and commissions, as needed and assigned.

Monitors inter-governmental decisions and legislative affecting department operations and takes appropriate action.

Serves when needed as a member of a task force or committee composed of city, county, state or private groups.

Prepares and writes grant applications.

Administers City's Community Development Block Grant (CDBG) applications and other state and Federal grant programs as assigned.

Serves as the Planning Commission Secretary.

Oversees the development and maintenance of a database of information for planning and community development purposes.

Negotiates, coordinates and manages professional service contracts.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

QUALIFICATIONS

Education and/or Experience

A Bachelors' degree from an accredited College or in land-use planning, urban planning, public administration, business administration, economics or a closely related field, and five years' experience in community and/or economic development or Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Knowledge, Skills, and Abilities

Considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications; Considerable knowledge of HUD Community Development Block Grant and other urban development programs. Skilled in the operation of a computer, including word processing software; motor vehicles; and various office machinery.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate community development related programs including current and advance planning, building and safety, housing, engineering, public works maintenance and economic development and manage a department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports.

Special Requirements

Possession of or ability to obtain a Class C California driver’s license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under administrative direction, plans, organizes and directs a comprehensive human resources management program which will assist City departments in attracting, retaining, training, developing, motivating and rewarding productive employees; administers the City's worker's compensation and safety management programs; manages the City's liability insurance program; administrates Risk Management; directs and manages the City's cable television program and the functions of the City Clerks' Office; develops and implements departmental policies and procedures; develops and administers the department budget; establishes and maintains liaison to City employees and the public; performs related work as assigned.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, directs, and coordinates the administration of the personnel program including recruitment, selection, classification, compensation, employee benefits, employee training and development, employee recognition, and grievance/discipline components; plans, directs, and coordinates the administration of worker's compensation and safety programs.

Plans for short and long term goals and objectives for the Administrative Services Department and personnel management system; meets with department directors and others to develop and make recommendations on both short term and long term goals and objectives.

Administers the City's Risk Management functions. These duties are to administer the City's liability insurance, workers' compensation insurance, and property insurance programs, as well as other duties and tasks as may be periodically assigned to the Risk Management Division.

Develops and implements department goals and objectives, policies and procedures; evaluates program effectiveness and develops improvements as needed; directs in establishing priorities for the human resources, worker's compensation, safety, and liability insurance programs and the City's cable television and City Clerks' Office functions; develops and administers the department budget.

Makes determinations and decisions in the most difficult problems or issues, or in those situations

having an unusually significant effect upon human resources programs or on the relationships with City Council, operating departments, employee groups or the general public.

Administers contracts for department services; reviews City-wide contractual agreements and ensures that City contractual services are provided in accordance with contract provisions.

Advises and otherwise provides assistance to the City Manager, other City staff and the public regarding human resources, worker's compensation, liability, functions of the City Clerks' Office and cable television, directs the conduct of studies and preparation of reports regarding human resources, worker's compensation, liability, cable television and management issues.

Acts as advisor to the City Council and City Manager on labor relations matters, administrative and program decisions; assists in the formulation of labor negotiation policy; serves as the Chief Negotiator of the City Council in conducting negotiations with recognized employee representatives.

Conducts or directs the conduct of administrative studies of City departments as requested by the City Manager and prepares reports and recommendations

Represents the City, or delegates such authority, in relations with the community, local, state, and federal agencies, and professional organizations.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

QUALIFICATIONS

Education and/or Experience

A Bachelors' degree from an accredited College or University in public or business administration, personnel management or a closely related field is required. A master's degree with a major in business Administration, public administration or related field is preferred; and five years of increasingly responsible experience in an administrative capacity in the field of personnel administration, including the functions of recruitment and selection, salary and benefits administration, and employee relations.

Knowledge, Skills and Abilities

Extensive knowledge of modern principles and practices of public personnel administration, including methods of recruitment, selection, performance evaluation, training and development, employee relations, salary and benefits administration; federal, state, and local laws, rules, and regulations regarding local government operations related to personnel and risk management functions; risk management principles, methods, and procedures; principles and practices of management necessary to plan, analyze, develop, direct and evaluate programs, administrative policies, organizational structures and staffing; responsibilities of a human resources management system to management and employees; programs and policies necessary to obtain a high performance workforce for a large employer; current trends in personnel administration including recent court decisions and legislative developments; principles and practices of business management including budgeting and office practices and control; equal employment/affirmative action guidelines and policies.

Ability to coordinate personnel program objectives with the general goals of the total organization and its various departments; plan, organize, and coordinate human resources management program; coordinate and initiate actions, implement decisions and recommendations; interpret complex regulations, laws and guidelines; communicate effectively orally and in writing; deal constructively with conflict and develop effective resolutions; supervise assigned staff; analyze complex administrative problems, evaluate alternatives, and make creative recommendations; represent the department effectively in meetings, including making presentations; establish and maintain cooperative working relations with a variety of City Departments, citizens, public and private organizations and businesses, commissions/committees, and City staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.

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DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

DEFINITION

Under general direction, plans, directs, and coordinates the activities of the Community Development department; implements policies and establishes procedures related to planning, housing, economic development, nuisance abatement, redevelopment, and building inspection program functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Administrator and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops and implements policies and regulations relating to the use of land in the City of Ridgecrest, including planning, zoning, housing, redevelopment, economic development, nuisance abatement and building and safety; ensures that policies are administered equitably.

Plans, directs, and coordinates department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, policies, rules, and regulations; develops comprehensive plans to satisfy future needs for department services.

Prepares and administers the budget for the Community Development department.

Advises, and otherwise provides assistance to the City Council, the Planning Commission, other citizen committees, other City personnel, and the public regarding department related issues.

Conducts or directs the conduct of studies, and the preparation and presentation of reports, regarding the use of land, development and maintenance of affordable housing, building inspection, redevelopment and economic development in the City of Ridgecrest and related department activities.

Administers contract services pertaining to planning, housing, economic development,

redevelopment and building and safety services, and other consultant services; maintains liaison with service providers and ensures adherence to contract provisions.

Selects departmental employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other planning and community development departments, and professional organizations.

Serves as Secretary to the Planning Commission, Chief Building Official and Deputy Director of the Ridgecrest Redevelopment Agency.

QUALIFICATIONS

Education and/or Experience

A Bachelor's degree from an accredited college or university with major work in public administration, business administration, finance, economics, planning, or a related field is required; a Masters' degree is preferred; and five years of progressively responsible planning experience, which would have included current and advance planning assignments and three years of supervisory experience.

Knowledge, Skills, and Abilities

Extensive knowledge of modern and highly complex principles and practices of municipal planning, redevelopment, building and housing programs; methods of public agency administration; principles of personnel administration, supervision and training; methods and techniques of public administration research, analysis and report preparation. Considerable knowledge of legislation related to housing, redevelopment and urban planning including and administration of a general plan and development review; principles and practices of budget preparation and administration; principles and practices of real estate law.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate community development related programs including current and advance planning, building and safety, housing, engineering, public works maintenance and economic development and manage a department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and

enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: 1, 4, 7, 12

GRADE 950

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DIRECTOR OF FINANCE

DEFINITION:

To plan, direct, and review centralized accounting, budget and financial administration and data processing functions; to assist the City Administrator in coordinating the development, analysis and implementation of the annual City budget; to coordinate intergovernmental activities of the City; and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the City Administrator.

Responsibilities include direct supervision of technical and clerical staff.

EXAMPLES OF DUTIES:

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Develop, direct, organize and supervise the accounting, budgeting, grant management, and data processing activities of the Finance Department.

Prepare revenue projections, personnel costs, fixed cost items, capital program expenditures, debt service requirements, prior year actual information and current year financial requirements for the tentative and final budgets of the City.

Monitor the implementation of the budget to ensure adequate financing and the proper expenditure of funds authorized by the budget.

Prepare resolutions amending the budget.

Coordinate and administer the City's transit system and all activities related thereto.

Develop and implement cash management and general accounting controls involving general and special fund revenues and expenditures, grant funds, and utility funds.

Administer the City's purchasing system as assigned.

Coordinate inter-governmental financial transactions with Federal, State, and county governments, and general inter-governmental activities of the City.

Prepare financial reports and analyses or provide information as required by law or requested by the City Council, City Administrator, or other departments.

Plan, issue, services and otherwise administer long-term debt.

Coordinate inter-departmental activities as they relate to the business structure of the City for operations and capital project financing.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

Education and/or Experience

A Bachelor's degree from an accredited college or university with major course works in public or business administration, accounting, economics, or finance is required. A Masters' degree in accounting, public administration or finance is preferred; and five years of progressively responsible experience in municipal accounting and financial work, including considerable administrative and supervisory experience.

Knowledge, Skills and Abilities:

Extensive knowledge of modern principles and practices municipal accounting and auditing. Principles and practices of municipal financial administration including budgeting and reporting. Modern office practices, procedures, methods and equipment. Laws and ordinances regulating public finance. Modern principles and practices in purchasing, stores, and treasury management. Municipal debt administration. Budget preparation, program analyses, and revenue forecasting. Principles and practices of organization, administration, budget, and personnel management.

Ability to analyze, interpret, summarize, and present financial information and data in an effective manner. Develop, revise and install accounting and budgeting systems and procedures. Communicate clearly and concisely, orally and in writing. Prepare varied financial statements, reports, and analyses. Plan, assign, and coordinate the activities of technical and clerical staff. Select, supervise, train, and evaluate staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.

GRADE-950

Director of Finance

DIRECTOR OF PARKS AND RECREATION

DEFINITION

Under general direction, plans, directs, and coordinates the activities of the Parks and Recreation Department including facilities and park maintenance, recreation programming, nutrition program and parks development and acquisition; implements policies and establishes procedures related to department functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Administrator and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops and implements policies and regulations relating to recreational activity, facility and park maintenance, park development, and nutrition services; ensures that policies are administered equitably.

Plans, directs, and coordinates the Parks and Facilities, Recreation and Nutrition Program division activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.

Plans, directs, supervises and coordinates the administration of the City's facilities and park maintenance activities; develops and oversees the monitoring of the budget for these activities.

Administers contractual agreements with school districts, other governmental agencies, and private organizations; manages park maintenance by administering contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions.

Prepares and administers the budget for the Parks and Recreation Department.

Advises, and otherwise provides assistance to the City Administrator, the City Council, other City

personnel, other agencies, and the public regarding department related issues.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations.

QUALIFICATIONS

Education and/or Experience

A Bachelor's Degree in parks, recreational, and leisure services or related field, preferably from a National Recreation and Parks Association accredited college or university is required; a master's degree in parks and recreation is preferred; and five (5) years of increasingly responsible professional experience in public recreation and community services which would have included experience in administration of a variety of community services programs and facilities development.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation and programs, facilities, and resources; related laws, ordinances, rules and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park planning, development, and maintenance.

Ability to plan, organize, and coordinate department activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications within the first six months. Certification through NRPA is preferred.

Receive satisfactory results from a background investigation, physical examination and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: Category I, 1,3,4,5,6,7,8,12,18,19,20

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages and directs the activities of the Public Works Department including engineering, street, sewer, storm drainage, equipment maintenance and wastewater treatment activities; serves as City Engineer and directs engineering related activities including small project design, design consultant liaison, consultant inspections, construction administration and design review; serves as member of the City's management team; assumes additional responsibilities as assigned; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Administrator and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops, plans, implements and administers department goals and objectives as well as policies and procedures necessary to provide assigned engineering and public works services; approves new or modified programs, systems, policies and procedures; directs the maintenance of public works and engineering records.

Directs and manages the City engineering function including the planning, design and construction of public works facilities, traffic engineering, permit issuance and inspections, as well as development review and approval, ensuring that such activities and programs are carried out according to sound engineering practices and principles; serves as the City Engineer; reviews and approves engineering plans and subdivision maps.

Directs and manages the construction and maintenance of City streets, storm drainage, wastewater systems, and fleet maintenance activities; ensures proper usage of materials, equipment and work methods; maintains facilities and equipment according to City standards.

Meets with members of the public including local developers, members of the business community and citizen groups to explain City policies, procedures, goals and objectives; negotiates agreements and resolves difficult public works related problems and questions.

Serves as technical advisor to the City Council and the Planning Commission; serves on a variety

of committees and commissions; advises other members of City management in matters related to public works activities and programs, subdivisions and development construction.

Directs the development and administration of the Public Works Department budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; makes mid-year adjustments.

Directs, manages and participates in the development of the department work plan and the City's Capital Improvement Program; directs the development of plans and specifications for public works maintenance and construction activities; administers contracts; approves progress payments and accepts improvements; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Meets with County, State and Federal regulatory agencies and reports compliance of City activities with the affected agencies.

Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence; researches public work problems and prepares a variety of comprehensive reports.

Selects, trains, motivates and evaluates staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations as necessary.

QUALIFICATIONS

Education and/or Experience

A Bachelor's degree from an accredited college or university with major work in civil engineering, public administration, or a related field is required; a Masters' degree in civil engineering, public administration, or a related field is preferred; and eight years of progressively responsible related civil engineering experience, including or supplemented by four years of experience in an administrative or supervisory capacity.

Knowledge, Skills and Abilities

Extensive knowledge of municipal public works planning, engineering, maintenance, and construction; fleet, streets, and utilities maintenance programs. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing, supervision; civil engineering principles related to planning, traffic, streets, public buildings, and capital facilities planning; technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction; techniques and methods of preparing designs, plans, specifications, estimates, and reports for proposed municipal facilities.

Ability to plan, organize, and direct the work of engineering, inspection, public works maintenance, and other personnel; oversee and coordinate consulting engineers effectively; prepare comprehensive administrative and engineering reports; make effective public presentations; establish and maintain effective and cooperative working relationships; communicate effectively both verbally and in writing; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City/department policy; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; develop consensus for problem solving and project support.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of a certificate of registration as a Civil Engineer issued the California State Board of Registration for Professional Engineers and certification to practice Land Surveying in the State of California or equivalent.

PHYSICAL PROFILE: Category I; 7.

GRADE 950

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ENGINEERING MANAGER

DEFINITION

Under administrative direction, plans, directs, and coordinates engineering activities relating to City public works engineering projects; performs related work as assigned.

CLASS CHARACTERISTICS

This class reports to the department director and is responsible for planning, managing, and directing the work of a section of the Public Works department staffed by sub-professional and contract engineering staff.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises and participates in a variety of professional and Para-professional engineering work, including the preparation of plans and project specifications and public counter operations; directs and/or coordinates project inspections; may draft ordinances according to general instruction.

Supervises and participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable engineering standards, and recommends corrections or improvements; supervises the preparation of legal descriptions and deeds for easements and right-of-way.

Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for comparative bidding purposes; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; performs construction contract modifications and negotiates contract changes.

Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommends and initiates changes to departmental procedures, policies, and regulations including engineering design standards.

Provides technical assistance to other departments and City personnel; assists in the design and construction of municipal works facilities, including streets, water, sewer, and storm drainage systems.

Compiles and analyzes statistical data and prepares technical reports relating to public works projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures.

Coordinates engineering activities with other department staff, City personnel, and agencies; attends and make presentations to City committees and commissions.

Supervises engineering, public counter and/or inspection division staff; participates in the screening and selection of section staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions.

QUALIFICATIONS

Education and/or Experience

A degree from an accredited College or University in civil engineering or closely related field is required, and five years of progressively responsible, diversified experience, including or supplemented by experience in supervision.

Knowledge, Skills, and Abilities

Extensive knowledge of engineering principles, methods, and practices as applied to public works, including planning and development, design and construction. Thorough knowledge of techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects; related laws, ordinances, rules and regulations. Considerable knowledge of the methods and techniques of supervision.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check complex engineering designs, computations, plans and studies; plan, direct, and coordinate public works engineering programs and manage a section of the Public Works Department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management and engineering principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; establish and maintain effective relationships with the community at large, the City Council, and other public officials.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Possession of a certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

Human Resources Administrator

DEFINITION

Under the general direction of the Director of Finance and/or the Director of Administrative Services, the HR Administrator functions as a human resources generalist performing a wide variety of duties pertaining to the administration of the human resource policies, procedures and programs for the City. The HR Administrator is the primary point of contact for HR policy and procedure support; assisting the City Manager, Department heads, and supervisors handling employee issues. The HR Administrator serves in a liaison capacity keeping the Director of Finance and/or the Director of Administrative Services apprised of all significant HR activities, organizational issues, problems or trends occurring within the City's personnel.

CLASS CHARACTERISTICS

Performs human resources activities including programs, policies and procedures in the areas of employee relations, recruitment, communications, manpower planning, workforce development, benefit administration, compensation, compliance training and employee involvement. Works with Upper Management to provide consistent, professional HR support to the organization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Coordinates and implements recruitment processes for City departments; confers with departments to ascertain departmental needs; coordinates and/or produces announcements and advertisements; develops recruitment schedules, related literature and job advertising; directs applicant screening and testing; initiates reference checks on candidates and receives confidential information on all city candidates for employment; establishes and maintains eligibility lists; notifies all candidates on employment status.

Responsible for fostering positive employee relations. Monitors employee attitudes and identifies areas of focus through individual interactions. Responds to employee questions and assists them in the resolution of job-related problems. Acts as a liaison between employees and their supervisor/manager to facilitate conflict resolution. Recommends and coordinates union avoidance initiatives.

Assists in the development and implementation of HR policies and procedures and their dissemination to employees. Coordinates the administration and interpretation of the personnel policies, practices and procedures. Counsels supervisors, managers and employees on policy and procedure interpretation and consistent application of those policies. Helps Legal counsel defend discrimination and defend unemployment charges.

Responsible for employee recruiting, diversity, and affirmative action/EEO. Works with supervisors and managers to assess organizational needs and recruiting strategies. Manages the internal and external hiring process. Ensure proper application of internal posting procedures.

Works with Administrative Services Director and Management to develop, improve, and execute citywide communications strategy.

Responsible for workforce development. Develops and implements training and certification efforts to ensure operators have the necessary skills needed to perform basic job functions. Assess and develops proper organizational resources to support organizational changes and strategic plans. Provides training and development activities, which support quality management systems, affirmative action compliance, etc.

Assists employees with benefit issues and advises on eligibility, enrollment, provisions and other benefit-related matters. Implements Employee Wellness activities and events.

Responsible to ensure proper reward systems are in place to attract, retain, and motivate workforce. Works with Management to design effective work structure that supports strategic growth. Documents job descriptions and pay ranges, develops reward systems for desired behavior and skill development, and identifies external market information to ensure external equity and competitive pay structures.

Participate in the collective bargaining process.

Attends and participates on employee committees.

Performs other duties as assigned.

QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and completion of specialized training in personnel administration or a related field, and five years of responsible clerical experience related to the administration of personnel programs, salary and benefits programs, and employment agreements.

Knowledge, Skills, and Abilities

Principles, practices and techniques of personnel in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation, compensation and benefit administration, and employee relations, including the interpretation of laws, regulations, policies, and procedures. Computer software and systems related to Human Resources. Record keeping, information processing requirements and rules and policies related to the production of an employee payroll. Applicable Federal, State, and local laws,

codes, and regulations. Modern office practices, methods, and computer equipment. Record keeping principles and procedures. Computer applications related to the work. Must have a strong understanding of English usage, grammar, spelling, vocabulary, and punctuation. Must have the ability to build effective working relationships with employees at all levels of the organization. Must possess techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Ability to Interpret, apply, and explain complex laws, codes, regulations, and ordinances. Effectively represent the Department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Assist in preparation of clear and concise reports, correspondence, policies, procedures, and other written materials. Maintain accurate files and records. Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations. Review human resources documents for completeness and accuracy. Prepare clear and effective statistical, narrative, informational, and educational reports, correspondence, policies, procedures, and other written material. Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend appropriate course of action. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish and maintain effective working relationships with those contacted in the course of the work.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: I; 4,7,12.

GRADE: 680

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INFORMATION TECHNOLOGY SUPERVISOR

DEFINITION

Under general direction of the Finance Director, the Information Technology Supervisor supervises professional and technical staff involved with systems analysis, systems programming/systems administration, programming, customer support; prepares information technology studies and reports; assists in development and implementation of goals and policies; supervises and assists in preparation of budgets and equipment acquisition programs.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises, trains, and evaluates professional and technical subordinates; provides technical advice and assistance to staff.

Supervises the development of plans and estimates for systems development and major enhancements of the City's information technology systems; supervises and participates in the preparation of special information technology studies and reports.

Assists in the development and implementation of goals, objectives, policies, and priorities for an information technology division; assists in the preparation and administration of division budget; supervises and participates in the preparation of equipment acquisition and improvement programs and budgets.

Establish program and production goals, priorities and major work schedules in accordance with established policies

Coordinate resolution of complex and technical problems and system changes that affect the work of the division

Confers with others regarding project priorities and progress; participates in planning, progress and design review meetings; provides technical assistance to resolve barriers to completion.

Reviews and approves programming, systems development and systems enhancement plans, work orders, consultant and related bills and purchase orders; prepares and monitors consultant agreements, reviews new and proposed laws, regulations, codes, methods, materials and technique for application to projects; develops and implements procedures, standards and systems.

Participates in committees and work groups; may lead or participate in planning or focus groups; may represent the department; prepares comprehensive technical and statistical reports; maintains a variety of records and technical data.

Operates the City mini/mainframe computers; schedules and runs jobs; maintains security of the computer system; operates auxiliary and peripheral equipment; performs routine equipment maintenance.

Operates, coordinates and maintains the City's Geographic Information Systems; gathers and integrates GIS data with other systems and databases; identifies and purchases compatible data from existing resources; designs, builds and publishes custom maps; provides technical information to developers, contractors, architects and the public.

Maintains, enhances and upgrades the City's Local and Wide Area Networks; manages disc space, automates reporting processes and programs custom reports for individual departments; ensures data integrity and security; runs, bursts and distributes reports for individual departments and maintains and backs up systems.

Evaluates and installs new software and upgrades on existing software; evaluates and installs new hardware upgrades; configures new systems' printers and monitors.

Maintains, enhances and upgrades the City's web site; responds to, diagnoses and repairs telephone related problems.

Researches new computer technologies for City application and recommends systems, hardware, software, and peripherals.

Performs related or other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of AS400, operations and maintenance of mini and mainframe computers, and Local and Wide Area Networks. Computer programming and languages. GIS software and technical applications, design, development, and programming of GIS applications and databases. Standard personal computer software packages for word processing, spreadsheets, and database applications.

Skilled in problem solving utilizing limited resources. Use of computers, computer applications, and software, including computer-based research tools. Project planning and management techniques relating to the development, acquisition and installation of information technology. And Budgeting.

Ability to analyze complex procedures and data and develop logical conclusions; translate problem statements into programs and solutions; work effectively with all levels of City employees, City Council members, and the Public. Manage, plan, assign, and supervise the work of a diverse staff in the accomplishment of multiple projects. Establish and maintain effective working relationships within various work groups. Manage multiple technical projects and adhere to deadlines. Use a variety of automated computer hardware and software systems. Communicate effectively, verbally and in writing.

Exercise analytical skills in providing fact-based details to support ideas, recommendations, and analysis.

Coordinate within own department and across departments to identify opportunities for shared use of information systems and technologies.

Education and/or Experience

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

Experience

Four years of progressively responsible experience in the fields of systems analysis, systems programming, network administration, application programming, customer support, computer operations or similar field in a multi-platform information systems environment.

Education

An Associate's degree from an accredited college or university with a major in computer science, information systems, business information systems, business administration or a closely related field.

Substitutions

Additional qualifying experience may substitute for education. Professional certification in one or more fields of information technology may substitute for some education or experience

Special Requirements

Possession of a valid Class "C" California Driver license. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

PHYSICAL PROFILE: Category I; 4,7,12.

GRADE: 598

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Parks and Recreation Manager

DEFINITION

Oversees the development, management, and operation of parks and recreational facilities as well as Recreation and Youth Services programs. Work includes organizing, planning, coordinating, evaluating, and managing the work of professional staff and other support employees. Work is performed under the direction of the Parks & Rec Director.

CLASS CHARACTERISTICS

Performs mid-management level work in support of the Parks and Recreation department. Monitors job tasks to ensure that assignments are completed in accordance with departmental procedure and that accurate records are maintained to reflect work performed. Position typically manages a small to mid-size team of employees and typically schedules day-to-day work activities to provide for optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Oversees the delivery of quality recreational and athletic programs for the community; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops and oversees the monitoring of the budget for these activities

Develops comprehensive plans to satisfy future needs for department services

Develops and implements policies and regulations relating to recreational activity, facility and park maintenance, park development, and nutrition services; ensures that policies are administered equitably

Oversees the duties and work performance of assigned personnel; coaches and mentors staff, creates work schedules, and assigns tasks and projects as needed

Reviews and approves parks and recreation program proposals; implements approved programs

Communicates and interacts with the athletic leagues, fitness services, referee services and special activity instructors

Communicates with recreational and travel program representatives

Inspects playgrounds, fields, buildings, and areas within the City parks to ensure proper working conditions

Evaluates employee performance and makes recommendations for disciplinary action as required

Conducts job interviews for open positions and promotional opportunities; recommends selections for hire; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance

May review and approve schedules for parks facilities and athletic field reservations and room reservations

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations

May prepare proposals, budgets and reports for the Parks and Recreation Department

Possesses proficient written and oral communication skills

Performs other duties as assigned

QUALIFICATIONS

Education and/or Experience

Associate's degree or equivalent from an accredited College or University in business administration, recreation/physical education, leisure services or related field is required. Bachelors' degree is preferred; supplemented by two (2) or more years' experience in the planning and implementation of recreation programs, fitness and parks, athletics, and supervision and evaluation of staff and facilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of parks and recreations programs and practices. Skilled in Microsoft Office products (Word, Outlook, and Excel). Skilled in providing good customer service, ability to multi-task, assign, and prioritize assignments within the department. Ability to analyze, define, and resolve problems, identifies alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals. Ability to assign projects, manages workload, and supervises effectively. Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes. Ability to clearly communicate and understand information in English, both orally and in writing. Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work. Ability to regularly attend work and arrive punctually for designated work schedule. Ability to work nights, weekends, and holidays as needed.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications within the first six months.

PHYSICAL PROFILE: Category I, 1,3,4,5,6,7,8,12,18,19,20

ENVIRONMENTAL REQUIREMENTS

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease or pathogenic substances.

SENSORY REQUIREMENTS

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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PLANNING INTERN

DEFINITION

Under immediate supervision of the planner, supports the functions of the planning staff while gaining knowledge of basic planning functions; and performs other duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

CHARACTERISTICS

Planning Intern - This is the entry-level position in the Planning Division. Strong written and oral communication skills are important as this position works closely with the public and with essential internal personnel. Strong research and analytical skills will be needed. Must be a motivated self-starter and able to work independently on varying planning projects.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Provide support to the City of Ridgecrest Planner and assist staff in collection and preparing data for various planning projects.

Will be responsible for managing a full meeting calendar, creating and mailing committee-meeting packages.

Will conduct fieldwork, collect data and research on parcel and land records.

Will need to prepare maps, sketches and renderings of reports of limited or variable complexity.

Will assist the Planner at community meetings.

Needs to have basic computer skills for Microsoft Suite, file management and customer service applications.

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

Assist the Public at the Planning and Building Counter.

Perform related duties as assigned.

Most planning interns require interest in the planning profession engineering, public administration or architecture.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Equivalent to the completion of the twelfth grade.

Knowledge, Skills and Abilities:

Standard office practices and procedures, including filing and records management; the function and use of standard office equipment; computers and computer applications including spreadsheets, databases, and word processing; business English, including spelling, grammar and punctuation; business arithmetic; skilled in preparing clear, concise and effective written materials; maintaining accurate records and files; establishing and maintaining effective working relationships with those contacted in the course of the work; making arithmetical calculations quickly and accurately.

Ability to type at a speed necessary for successful job performance; sort and verify statistical and other data; make mathematical computations; file and maintain office records; deal tactfully and courteously with the public; understand and carry out oral and written directions

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

Grade 103

TRANSIT BUS DRIVER

DEFINITION

Under general supervision, to operate a Deviated Flex Route vehicle for transportation of passengers to a variety of locations and to operate Deviated Flex Route dispatch. Operates gas or diesel bus on routes for transit agency or private bus companies. Observes state and city speed and safety regulations and company customer service and safety policies.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

At start of shift, obtains route assignment, driver observation card, and ticket and change packet. Obtains fare box cell from cashier clerk.

Does daily inspection of vehicles. Walks around bus to observe any visual defects and checks operating systems—brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-opening devices before starting trip. Checks with dispatcher for operation of two-way radio.

Reports to starting point of assigned route five minutes before scheduled departure time.

Picks up and discharges at bus stops or stations, following prescribed company service route and safety rules. Announces stops. At end of route, checks bus interior for any forgotten personal items and removes any large waste items or newspapers.

Collects fares, provides change as needed, and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.

Assists passengers in and out of vehicle including wheel chair passengers. Assists passengers with packages in and out of vehicle.

Reports emergency or imminent safety conditions to dispatcher via mobile radio.

Maintains daily records. Completes driver observation card at completion of shift, noting any safety items, customer complaints, or comments. Inserts transfers in run report envelope noting opening and closing counts on fare box. Takes fare box module to cashier office.

Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until these services arrive. Completes company accident report.

Drives a Deviated Flex Route vehicle transporting passengers to a variety of City locations.

Drives a Dial-A-Ride vehicle transporting passengers from a variety of County locations.

Receives incoming calls and dispatches to drivers.

Maintain record of dispatch times and mileage.

Collects fares.

Responds to emergency situations in off-hours as necessary

Other duties as assigned.

Additional Responsibilities

May be assigned to switch buses around bus yard or move buses in and out of maintenance line. Washes and cleans vehicles.

May be assigned to chartered bus trips or bus tours requiring absences of up to 21 days.

QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of good record keeping practices, first aid practices, local geographic and business locations, Department of Transportation rules applicable to driving a public transportation vehicle, basic arithmetic.

Ability to maintain accurate records, work in high activity situations, understand and carry out oral and written directions, maintain a cooperative and friendly relationship with fellow employees, customers and others contacted in the course of work.

At least 21 years of age with an excellent driving record, as verified through the state Department of Motor Vehicle.

Fluency in English required. Knowledge of Spanish helpful. Friendly, customer-oriented personality.

Candidates must pass a company substance abuse screening and those receiving conditional offer of employment must pass a medical examination, as required by the department of transportation.

Must have physical strength adequate to maneuver the bus and assist passengers.

Must be able to work independently, and must be willing to work shifts that vary from day to night and operate seven days a week. Driving commuter runs may result in working split shifts.

Education and/or Experience

High school diploma or equivalent is required. Excellent interpersonal and communication skills are essential.

Special Requirements

Possession of or ability to obtain and maintain a valid California Commercial Drivers License Class B with passenger endorsement (must be enrolled in the Department of Transportation Drug and Alcohol program) and be able to obtain a printout of an excellent driving record from the DMV. Must possess a current and appropriate DOT certification at all times.

Experience in driving commercial vehicles and CPR certification. Other licenses desirable.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

Grade: 140

TRAFFIC ENGINEER

DEFINITION

Under direction, is responsible for participating in and is in charge of varied and difficult professional engineering work of the more advanced level, including research, design and construction of traffic control facilities and other engineering projects; performs other work as required.

CLASS CHARACTERISTICS

This class reports to the department director and is responsible for planning, managing, and directing the work of a section of the Public Works department staffed by sub-professional and engineering staff.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Conducts a wide variety of traffic studies including origin and destination, travel time, accidents, transit, volume, capacity, parking, and pedestrian surveys or operational or planning application

Confers with technical groups on traffic problems.

Gives information to the public.

Analyzes traffic accident tabulations and makes recommendations for accident prevention.

Develops plans for major civil engineering projects.

Designs and theorizes a wide variety of projects related to municipal improvements.

Makes work estimates, figures quantities, and makes a variety of decisions requiring technical and professional knowledge of engineering principles, methods and techniques.

Supervises in the drawing of plans, writing specifications, making preliminary or constructional layouts.

Inspects construction work in progress and upon completion.

QUALIFICATIONS

Education and/or Experience

A Bachelors' degree from an accredited College or University in civil engineering or closely related field, and five years of responsible professional engineering experience, including professional experience in traffic engineering and municipal public works activities, and including two years in supervising other engineering personnel; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of engineering; considerable knowledge of fundamentals of traffic engineering control and regulation, including the various methods and devices used in modern traffic control; knowledge of traffic control and safety devices: knowledge of the California Vehicle Code; ability to conduct traffic engineering studies, prepare reports of modern methods and techniques applied to the design, construction, and maintenance of public works; good knowledge of the strength, properties and uses of construction materials; good knowledge of effective supervisory techniques.

Ability to communicate clearly and concisely, both orally and in writing; ability to perform technical research work and provide supervision and advise on difficult engineering problems; ability to design a variety of public works structures with skill and accuracy; ability to use engineering and drafting instruments; ability to make accurate drawings and maps, and to prepare technical reports; ability to make difficult mathematical calculations and keep neat and accurate field notes.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board of Registration for Civil and Professional Engineers, or Traffic Engineers, is required.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
HOUSING AUTHORITY/FINANCING AUTHORITY AGENDA ITEM**

SUBJECT:

Minutes of the Regular City Council/Successor Redevelopment Agency/Housing Authority/Financing Authority Meeting of October 21, 2015

PRESENTED BY:

Rachel J. Ford, City Clerk

SUMMARY:

Draft Minutes of the Regular City Council/Successor Redevelopment Agency/Housing Authority/Financing Authority Meeting of October 21, 2015

FISCAL IMPACT:

None

Reviewed by Finance Director:

ACTION REQUESTED:

Approve minutes

CITY MANAGER 'S RECOMMENDATION:

Action as requested: Approve Draft Minutes

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**MINUTES OF THE REGULAR MEETING OF THE
RIDGECREST CITY SUCCESSOR AGENCY,
FINANCING AUTHORITY, AND HOUSING AUTHORITY**

**City Council Chambers
100 West California Avenue
Ridgecrest, California 93555**

**October 21, 2015
5:30 p.m.**

This meeting was recorded and will be on file in the Office of the City Clerk for a certain period of time from date of approval by City Council/Redevelopment Agency. Meetings are recorded solely for the purpose of preparation of minutes.

CALL TO ORDER – 5:30 p.m.

ROLL CALL

Council Present: Mayor Peggy Breeden; Vice Mayor Lori Acton; Council Member Eddie B. Thomas

Council Absent: Mayor Pro Tempore and Council Member Mike Mower

Staff Present: City Manager Dennis Speer; City Clerk Rachel J. Ford; City Attorney Keith Lemieux, and other staff

APPROVAL OF AGENDA

- Pulled Item No. 5 due to Council Member Mower absence.

Motion To Approve Agenda As Amended Made By Council Member Acton, Second By Council Member Thomas. Motion Carried By Roll Call Vote Of 3 Ayes (Mayor Breeden, Council Members Sanders, Acton, And Thomas); 0 Noes; 0 Abstain; And 2 Absent (Council Members Sanders and Mower).

PUBLIC COMMENT (Closed Session)

- None Presented

CLOSED SESSION

- GC 54956.9(b)(1) Conference With Legal Counsel – Existing Litigation – Public Disclosure Of Litigant Would Prejudice The City Of Ridgecrest And Would Jeopardize Its Ability To Conclude Existing Settlement Negotiations To Its Advantage.

REGULAR SESSION – 6:00 p.m.

- Pledge Of Allegiance
- Invocation

CITY ATTORNEY REPORT

- Closed Session
 - Cameron Rainwater v. City Of Ridgecrest- report received – no reportable action taken
- Other
 - none

Special Guest Speaker

Admiral Moran

- Captain Edina introduced
- Justin Estrada Military Aid Introduced
- Gave status of military base present and future.
- Transitioning out in two weeks
- Thanked community for welcoming family
- One of the most welcome communities experienced.
- NOC has had a good year. Hired more personnel than in past 20 years.
- Transitioned over past year of approximately 1500 people into the community.
- Spoke on challenges in transitioning a new work force.
- 60% of current workforce is within 5 years of retirement so is critical to bring in new people and retain the knowledge base that elder workforce contains.
- Scott O'Neill enabled the transition, training new workforce, and working with the City to establish the new workforce.

Scott O'Neill

- 1.43 billion dollars of new business this year with over 750 new hires.
- Anticipate attrition to increase and senior workforce will retire soon so opportunity to transition a younger workforce.
- Trying to identify personnel in mid-career to fill the blank spots between senior workforce and young college graduates.
- Hiring locally as much as possible but bulk of employees coming from Midwest and other parts of country so need to bring them here and retain them.
- As new workforce comes in, want to give them the opportunity to have multiple careers and stay in the area.

Admiral Moran

- Spoke on the history of the base and downsizing in the 90's which is now beginning to turn around.
- Going back to the future because we cannot continue doing what was done in the past by outsourcing the budget.
- Focused on hiring, bring work, and creating environment that allows us to be successful in our mission.
- Together we are powerful and can make a difference. Have to work together.
- USO celebration this weekend was a step in working together with the young millennials and the senior staff and community.
- Fill the gap with small businesses that want to come here and work in our facilities and community.
- Between the base, community, and county we can work together.
- Bakersfield has decided we should set up shop in Ridgecrest to bring these small businesses to the community.
- Have to evolve and the working group that formed several months ago are starting to see progress.
- Hiring young professionals and partnering with the community to create an environment that will attract and retain these young professionals.
- Feel we should do this more often, work together.
- We offer unique skills and training unlike any other.

Peggy Breeden

- Thanked Admiral Moran for his unique perspective and look forward to continuing the path and goals you have given us.
- Pathway won't be that hard after we have trampled it down. Loved the USO event.

Lori Acton

- When talking about small business are you looking for base work with potential to expand into the community or just contract with the base?
 - Our interest is in how we can leverage their technology and some of the technology is looking for stable revenue, so there is mixed interest
 - Adm. Moran – working well by adding land at Cuddy Back to enable us to separate some of the work such as unmanned system and manned platforms. We will let small commercial applications fly in our ranges for demonstration and then partner with them in the future.
- Questioned budgetary constraints that exist and would like to figure out creative ways we can partner with the base to make this happen.

Eddie Thomas

- Once finished with the Navy, would you and your family consider moving back to the area?
 - Adm. Moran – absolutely yes. Originally did not want to come here and that opinion changed. We love it here. Feel like we are coming home when driving up highway 14.

PRESENTATIONS

1. Presentation Regarding The Donation Of 25 Automated External Defibrillator (AED) Devices From Liberty Ambulance Strand

Ron Strand

- Introduced Mr. Brandon from Liberty Ambulance

Mr. Brandon

- Council heard a presentation from Liberty Ambulance regarding 25 AED devices donated to the City by Liberty Ambulance.

Mick Gleeson

- Thanked Liberty Ambulance and Kern County for understanding public/private enterprise.
- This is example of where the County has built and fostered business that benefits the community.
- Congratulations to Liberty Ambulance and the City
- Thanked Chip Holloway for his initiative and participation.

Peggy Breeden

- Thanked everyone for this benefit. When a life is saved, everyone will know where it came from and who made it happen.

PUBLIC COMMENT *(Regular Session)*

Dave Matthews

- As a 20 year alumni from NOC/China Lake am delighted to hear what the Admiral and Mr. O'Neill said this evening
- Retired 20 years and saw the base losing the corporate knowledge held by the senior staff.
- This was happening 10 to 20 years earlier and now I see it is turning around and I am very happy to see it.
- Regarding Monday's Ad Hoc Water Committee, I did not make it because I spent most of the afternoon re-watering Jacuzzi spa. Don't think we should rush to xeriscape areas where we might want to replant or utilize in the future. Think carefully and look forward into the future. I did not participate in the USO event and sorry could not make it but after a certain age you can only do so much.

Chip Holloway

- Congratulations on the new AED
- Personal invite for everyone to attend the Desert Empire Fair. Have 5 wristbands for the council. Plenty of rides and booths. 80 different livestock categories. Will have memorial ceremony for Richard Boyle of Motion Tire who was one of the biggest livestock supporters. Junior livestock auctions have not topped \$5000 in the past few years so looking to support the kids who work on these projects for 365 days a year. Everyone come out and support the livestock auction and view the livestock.
 - Peggy Breeden questioned buying animals and not having it killed.
- Can purchase the animal and donate it back to the kids.
- Offered extra free passes to members of the audience.

Keavan Rolfness

- Intersection at downs and Ridgecrest Blvd. Since light installed has been dangerous passing on the southbound lane. Wanted to bring this to your attention

Benny Ford

- Ride bicycle to work at NOCWD. Some streets are very accommodating. Noticed street sweepers stop on the road and cause debris in the bike lanes. Particularly on Norma.
- Questioned the red arrows at every light as being unnecessary. Tend to see people rushing to the light to trip the sensor and creates unsafe driving habit. Seems to be accelerated traffic toward the red light.
 - Dennis Speer – responded with study explanation and issues with flashing yellow light and aggressive drivers trying to make the light and have a head on situation.
 - Eddie Thomas – does the debris cause flats or swerving into traffic
- Commented on areas of loose gravel on the roadway and gouges that have to be avoided.

COUNCIL ANNOUNCEMENTS

Eddie Thomas

- Ridge Project, October 31, from 7:00am – 11:00 am at Inyokern Park, Ridgecrest Blvd, N China Lake Blvd at the Marriott, East Las Flores to clean up 4 locations. Information can be accessed on Facebook.
 - Peggy Breeden – explained the purpose of the Ridge Project and that this is a community wide event to clean the streets, median, and shoulders of the streets.

Lori Acton

- Petroglyph Festival coming up with kickoff dinner/dance at USO building. Can purchase tickets and proceeds will benefit the optimist club youth scholarship. BLM will have 2 booths at the festival with one having the opportunity to adopt a burro or wild horse.

Peggy Breeden

- This Friday, water public hearing on the sustainable groundwater act to establish an agency. 6:00 p.m. to 8:00 p.m.
- Monday, council members and mayors will be meeting at Clarion at 5:00 p.m. dinner to discuss the petroglyph and what is happening in our community. We are the host City.
- Workforce workshop at Board Of Supervisors Chambers in Bakersfield. How to work with the Cities, County, and States based on Kern County rules and actions. Sponsored by several Kern County agencies. Information available on the Kern COG website.

CONSENT CALENDAR

- 2. Adopt A Resolution To Approve The Agreement With Willdan To Provide Assessment Engineering Services To The City Of Ridgecrest For The Annexation Of Properties Within Tracts 6700 And 6775 To The Existing Landscaping And Lighting District No. 2012-01 And To Form A Storm Drain Benefit Assessment District For A Fee Of Twenty-One Thousand Dollars**
Speer
- 3. Resolution Of The City Council Establishing The City-Wide Enterprise Resource Planning Systems Project And Budget Of \$782,672 From Unallocated Tab Funds And Authorizing The City Manager To Execute The Contract With New World Systems For The Financial, Payroll And Human Resources Systems And Authorize The Finance Director To Make The Necessary Accounting And Budgetary Entries**
Staheli
- 4. Approval Of Draft Minutes Of The Ridgecrest City Council/Successor Redevelopment Agency/Financing Authority/Housing Authority Minutes Dated October 7, 2015**
Ford

Items Removed From Consent Calendar

- Item No. 3

Motion To Approve Item Nos. 2 and 4 Of Consent Calendar Made By Council Member Thomas, Second By Council Member Acton. Motion Carried By Roll Call Vote Of 3 Ayes (Mayor Breeden, Council Members Acton, And Thomas); 0 Noes; 0 Abstain; And 2 Absent (Council Members Sanders And Mower)

Item No. 3 Discussion

Dave Matthews

- Asked for explanation of what we are doing.

Tyrell Staheli

- First part is the financial software, second part is the hardware to support the system and third part is the new telephone switch that allows reverse 911 and supports all City Hall telephones.

Motion To Approve Item No. 3 Of Consent Calendar Made By Council Member Acton, Second By Council Member Thomas. Motion Carried By Roll Call Vote Of 3 Ayes (Mayor Breedon, Council Members, Acton, And Thomas); 0 Noes; 0 Abstain; And 2 Absent (Council Members Sanders And Mower)

DISCUSSION AND OTHER ACTION ITEMS

5. Nomination And Appointment To Measure ‘L’ Citizens Advisory Committee
Breedon

- Item pulled prior to approval of the agenda

6. Adopt A Resolution Of The Ridgecrest City Council Supporting The N. China Lake Blvd. / E. Ridgecrest Blvd. Median Art Project Event As A Signature Event Of The City, Authorizing Special Event Insurance Coverage And Authorizing The City Manager To Approve A Transportation Art Maintenance Agreement With Caltrans
Alexander

Warren Cox

- Presented staff report.
- Have processed two permits to Caltrans
- Caltrans has required insurance and a maintenance agreement which is presented tonight for approval. This is final step needed from Council to send to the State.
- One art piece has been presented but Caltrans cannot approve without this agreement.

Keith Lemieux

- In discussion with insurance broker with indication that it would be covered but has not been fully reviewed by attorney. Recommend that action taken tonight would be subject to final review of City attorney.

Item No. 6 *(continued)*

Warren Cox

- Commented on discussions with other insurers and difficulty getting them to underwrite so have turned to the City special event coverage at no cost.

Peggy Breeden

- Commented on the numerous details reviewed with Caltrans. This is a safety issue and they are demanding we do everything according to their rules.

Lori Acton

- Asked City Attorney to review the language as correct and if so then have no problem moving forward

Eddie Thomas

- No problems so long as we are covered.

Motion To Approve Item No 6 Pending Legal Counsel Review Made By Council Member Acton, Second By Council Member Thomas. Motion Carried By Roll Call Vote Of 3 Ayes (Mayor Breeden, Council Members Acton, And Thomas); 0 Noes; 0 Abstain; And 2 Absent (Council Members Sanders, And Mower)

7. Presentation And Discussion Of The Quarterly Financial Report Staheli

Tyrell Staheli

- Presented quarterly financial report. *(Copy Available In City Clerk's Office)*
- Reviewed general fund revenue on a historical basis and how revenues are received.
- Compared year to date revenue.
- Reviewed department budgets and actuals.
- Reviewed other revenue funds including gas tax; transit; wastewater; self-insurance; fleet; and grant operations

Peggy Breeden

- Will Council receive this monthly
 - Tyrell Staheli – not monthly

Dennis Speer

- With monthly reporting we make projections with no real numbers. With quarterly we are working with real numbers that are dramatically different from projections.

Tyrell Staheli

- Stressed that adjustments made in august have gotten us back on track

Peggy Breeden

- Requested a comparison report that shows where we need to improve.

Eddie Thomas

- Questioned if the new system will help get the numbers out quicker.
 - Tyrell Staheli – new system will be accessible with real time numbers available at all times. Currently working with a colleague who provided reports that pull from our HTE system.
 - Will continue to monitor at the ½ year and hopefully can close the period quicker to get the information earlier to Council.

Lori Acton

- Suggested we change the date for presentation. Appreciate the work done to get the numbers to us so quickly. Nice to be able to track actuals on a quarterly basis.

Ted Ribulton

- Significant variances in the line, asked if the items were being watched.
 - Tyrell Staheli – confirmed and exemplified property tax. Each item is reviewed.

Peggy Breeden

- Questioned the revenue tracking of 9% from last year to 10% this year.
 - Dennis Speer – reviewed numbers

Lori Acton

- Governmental budgets are odd because of the way things are paid and then the triple flip and other oddities.

Eddie Thomas

- Will set up time to discuss with the Director of Finance in depth

Al Huey

- Questioned when the last independent audit was completed.
 - Tyrell – currently going on right now. Completed annually
- Same company and what was the result
 - Tyrell – five year contract with no finding.
- Think council needs to look at this based on what happened last year.
- Asked how long to put the report together
 - Tyrell – couple hours for this report.
 - Dennis – putting the report together is one thing but developing the numbers is something entirely different. To generate the actual data you have to close the quarter.

Al Huey *(continued)*

- Asked about doing comparisons on a month to month.
 - Tyrell – first two months of the quarter we receive estimates only from sales tax and that can bounce a couple hundreds of thousand dollars.
- Expressed concerns that what happened last year doesn't happen again and if the new system will allow real time numbers it will be a good thing.
- Don't want to see the can kicked down the road on this issue. Do not see the difficulty in producing this report monthly and council should consider.

Peggy Breeden

- Looking forward to learning more and studying this information. Want to look at line item numbers.

Lori Acton

- When we did monthly we got beat up because the numbers were spiking up and down constantly. When you have quarterly you are at least seeing actual numbers and not working on projections so when you see a spike you can take action immediately. Until we have a new system, the better way is quarterly, but gives finance time to get the reports out to us for review.

Al Huey

- Commented on not liking surprises like what was experienced in August. Not buying the excuse the old system is difficult to work with.

Peggy Breeden

- Requested to see one month with variations so the public can see that monthly does not give accurate projections.
 - Dennis Speer – can give one month but suggest doing so after the month is closed.
- I don't want to be difficult but don't like surprises.

Tyrell Staheli

- Caution between comparing to the base because there are a lot of things different such as revenue flow.

8. Presentation And Discussion Of The Wastewater Plant Study

Speer

Dennis Speer

- Introduced consultant Provost & Pritchard

Terry Schroeffer, Ken Shuey, and Mark Hildebrand gave PowerPoint presentation of study to develop and new wastewater treatment facility (Copy Available In The City Clerk's Office)

Item No. 8 *(continued)*

Peggy Breeden

- Not ready to make recommendations tonight, if necessary should look at having a workshop before making decisions.

Lori Acton

- Agree with Mayor Breeden

Dennis Speer

- Suggested infrastructure committee review this plan and review before bringing back to Council.
- Navy received the reports last week and are reviewing it at this time.

Lori Acton

- Our system is the only gravity system left in California and with all the new requirements. Is there anything we can build in the way of pumps even if we stay with the Navy site? Has this been factored into the plan.
- Ultimately the Navy land is leased from BLM, so when looking at an agreement should something happen and the Navy goes away, will we need to have discussions with BLM?
 - Dennis Speer – Bond Counsel has responded and we have to have a real property interest in order to finance bonds and will bring this up with the Navy.

Peggy Breeden

- Referenced page 15 of the report and asked if we have to own the property to fund the bonds.
 - Dennis Speer – there is a distinction between City owned and navy. If trying to sell tax exempt bonds on navy property we cannot do it however, under certain conditions we can sell tax exempt bonds.
- Clarified that navy would be charged differently than today. If they are treated the same as any other user then can sell tax exempt bonds.
- Asked about our costs to use the property.

Eddie Thomas

- Hope we have a workshop to review this more.
- If system goes down will we use fresh water if we have a purple pipe system?
 - Dennis Speer – that would be agreement with the water district.

Stan Rajtora

- Report assumes Navy committed to partnering with the City which is not consistent with what I believe the negotiations are at this time.
 - Tim Fox – responded with current commitment from the Navy. Reviewed the history of the existing plant.
- Asked who has responsibility to sign an agreement.
 - Tim Fox – responded
- If looking at the EIR then decisions need to be made.
- Talked about Whidbey Island attempt to partnership with Oak Harbor and after years of talks the City had to go on their own. Might be a problem if the local Navy has to rely on the National Navy
- Do not see a plan that covers what the City has to do if the Navy does not partner with the City.
- In favor of partnership but couldn't tell if there was a benefit to the City in the partnership.
- Need to determine if partnership is in our best interest and will be partly determined by the funding split with the Navy
- Navy controls the land until 2039 and hope the new plant will last as long as the old plant has lasted.
- Need to make sure our "i's" are dotted and "t's" are crossed.
- Commented on use of secondary water as a problem and need to figure out a way to sell the water.
- Surprised at the cost in the tertiary plant which was lower than anticipated.
- Worrying about what we are going to do with the secondary water should be seeing how much we can sell the water for.
- If lift station is on Navy property then logical thing is for Navy to be responsible for the operation of that facility.
- Explained where he came up with a figure of 80% of effluent being the Navy.
- Commented on the tax exempt bond issue.
- Commented on navy using 30% of the plant then they should pay 30% of the plant.
- Majority of the lift should be paid for by the Navy.
- Biggest problem with report is only covered ½ of the project. The way it will be financed is just as important as the design.
- Reviewed a property tax bill of a duplex. Compared the property tax versus the sewer fee.
- Commented people deserve to know where their money is going.
- Commented on saving money on tax fee bonds and then charge the Navy appropriately for their usage.
- Suggested putting the lift back at Drummond and City have their own facility.
- Asked if partnering with the Navy was cheaper? Not clear in the report.
- Asked if the Navy got additional information or is the report given to the public all there is.
 - Dennis Speer – Navy received the 30% design documents.

Stan Rajtora *(continued)*

- Asked if there is a reason why the public has not been put to the public.
 - Terry Schroepfer – it is a work in progress right now and is draft, as incomplete preliminary draft documents they are not public record.
- Made comments about letting public see the documents.

Tim Fox

- Navy rates are the same as everybody else.

Dave Matthews

- Love the dark background with white lettering on the slide presentation.
- Commented on discussion with Navy about renewing the agreement with the existing plant. Navy has just as much stake as the City.
- Commented on administration of the base being here and somewhere along the way it went elsewhere
- Suggested getting a congressman involved to get all parties together.

Peggy Breeden

- Asked if Council can have a workshop rather than infrastructure committee
 - Dennis – will arrange with consultants

COMMITTEE REPORTS

(Committee Meeting dates are subject to change and will be announced on the City website)

City Organization and Services Committee

Members: Lori Acton; Mike Mower
Meeting: 4th Wednesday each month at 5:00 p.m. as needed
Location: Council Conference Room B

Lori Acton

- Had workshop for Building Contractors which was very helpful

Peggy Breeden

- Commented on time frame for getting plan checks completed. Suggested giving the contractors a 2 month time frame and see if there are improvements.

Lori Acton

- Gathering feedback and will give full report in future.

Infrastructure Committee

Members: Jim Sanders; Mike Mower
Meeting: 3rd Thursday each month at 5:00 p.m. as needed
Location: Council Conference Room B

- No Report

❖ **Ad Hoc Water Conservation Committee**

Members: Jim Sanders; Peggy Breeden
Meeting: 3rd Monday each month at 5:00 p.m. as needed
Location: Conference Room B

Peggy Breeden

- Decided to ask Dennis and Mr. Patin to identify areas where water could be saved and not xeriscape until we identify opportunities.
- Have asked planning commission to look at conservation ordinances and try to develop a complimentary ordinance.

Unknown speaker

- Commented on xeriscaping and negative attitude by City leaders. Compared to Arizona.

Parks, Recreation, and Quality of Life Committee

Members: Eddie Thomas; Lori Acton
Meeting: 1st Tuesday each month at 12:00 p.m. as needed
Location: Kerr-McGee Center Meeting Rooms

- No report

❖ **Ad Hoc Youth Advisory Council**

Members: Eddie Thomas
Meeting: 2nd Wednesday of each month, 12:00 p.m. as needed
Location: Kerr-McGee Center Meeting Rooms

Eddie Thomas

- Leadership board will be meeting weekly
- Discussed branding and new logo for the committee
- Formatting meetings to be more active
- 3 sub-committees formed (engagement; work programs; community services project)
- Welcome back party with 300 attendees
- On-going youth night for once per month
- Marketing youth in the community
- Partnership with job programs.
- Building relationships with non-profits and identifying needs.

Activate Community Talents and Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Eddie Thomas; Lori Acton
Meeting: 3rd Tuesday every other month at 4:00 p.m. as needed
Location: Kerr McGee Center Meeting Rooms

- No report

Ridgecrest Area Convention And Visitors Bureau (RACVB)

Members: Lori Acton and Eddie Thomas
Meetings: 1st Wednesday Of The Month, 8:00 A.M.
Next Meeting: To Be Announced

- No Report

OTHER COMMITTEES, BOARDS, OR COMMISSIONS

Lori Acton

- WEMO comment period reopened for 120 days, tentative date is December 9
- Working on a grant program for trails

Peggy Breeden

- Kern COG has declared median project done.
- Supervisor Perez business workshop.
- Monument conservation program given to City Manager to review.
- Bowman business district plan committee met and discussed how businesses are developing around super Walmart and how property owners are seeing how they can market their properties. Meet the 3rd Tuesday each month at 5:00 p.m.
- Air pollution control meeting 2nd Thursday of the month here at 2:00 p.m.
- League Policy Committee on next agenda

CITY MANAGER REPORT

Dennis Speer

- No report

MAYOR AND COUNCIL COMMENTS

Lori Acton

- Apologized for comments which may have appeared to be abrupt. Mr. Staheli works on these numbers all week long and thanked him for his efforts.
- Excited about changes council is instituting to discuss projects and gather input.

Eddie Thomas

- Shout out to wife, celebrating 32nd wedding anniversary tonight.

Peggy Breeden

- Thanked staff for their time. They get criticism and appreciate the manner in which they take it. We expect miracles and thank them for their work.
- October 29 at 9:00 a.m. change of command on the base. Invited attendees. New admiral has been here twice and this is his third tour. He is looking forward to working with us and continuing Admiral Moran's partnership efforts.
- Need to develop booth schedules. WEDA made a new banner and I had a banner made for the booth at the petroglyph festival.

ADJOURNMENT at 9:27 p.m.

Rachel J. Ford, CMC
City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Letter of Intent to Participate in the proposed Groundwater Sustainability Agency (GSA)

PRESENTEDBY:

Dennis Speer, City Manager

SUMMARY:

The Sustainable Groundwater Management Act (SGMA) established a new structure for managing California's groundwater resources at a local level by local agencies. The SGMA requires, by June 30, 2017, the formation of locally-controlled groundwater sustainability agencies (GSAs) in the State's priority groundwater basins and subbasins. Per the SGMA, a GSA shall develop and implement a groundwater sustainability plan (GSP) to meet the sustainability goal of the basin or subbasin to ensure that it is operated within its sustainable yield, without causing undesirable results.

In addressing the need to form a GSA, the Board of Supervisors of the County of Kern in a letter dated September 22, 2015 (attached) requested that the City of Ridgecrest express an interest in participating in a proposed GSA. Specifically, the Board requested that the City indicate its intended role in the GSA. As an eligible agency for inclusion in the GSA, the City can be involved in the initiation and formation of the GSA, as well as, be an active member. Because of the importance of water to the City and the entire Indian Wells Valley, the City must seriously contemplate its role. A draft response letter is attached for consideration.

Staff recommends that the Council review, discuss, and determine an appropriate response to the request.

FISCAL IMPACT:

No Fiscal Impact

Reviewed by Finance Director

ACTION REQUESTED:

Staff recommends that the Council review, discuss, and determine an appropriate response to the request.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested.

Submitted by: Dennis Speer
(Rev. 02/13/12)

Action Date: November 4, 2015

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CITY OF RIDGECREST

Telephone 760 499-5004
100 West California Avenue, Ridgecrest, California 93555-4054

November 4, 2015

County of Kern
Kern County Administrative Center
County Administrative Office
1115 Truxtun Avenue, 5th Floor
Bakersfield, California 93301
Attention: Mr. Alan Christensen, Chief Deputy County Administrative Officer

Subject: Intent to Participate in the Groundwater Sustainability Agency

Mr. Christensen:

The purpose of this letter is to respond to the Kern County Board of Supervisors' request seeking the City of Ridgecrest's intention regarding participation in the proposed Groundwater Sustainability Agency (GSA).

Without hesitation, the City intends to participate in the proposed GSA. The issue of water sustainability is vital to the City of Ridgecrest and the entire Indian Wells Valley. It is very important for the City to be directly engaged in the formation and future activities of the GSA. As a support community for NAWS China Lake, the City is the largest population center in the valley. The management of sustainable groundwater will affect every citizen within our City. Subsequently, the City has an obligation to serve as a member of the GSA. Therefore, the City of Ridgecrest formally expresses its interest to participate fully in the proposed GSA.

The City thanks the County for its efforts in initiating the process to form the GSA.

The City extends its appreciation to the County for the opportunity to respond with its interest in participating in the GSA.

Sincerely,

Peggy Breeden
Mayor, City of Ridgecrest

CC: Clerk of the Board
Kern County Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, California 93301

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**BOARD OF SUPERVISORS
COUNTY OF KERN**



SUPERVISORS

MICK GLEASON	District 1
ZACK SCRIVNER	District 2
MIKE MAGGARD	District 3
DAVID COUCH	District 4
LETICIA PEREZ	District 5

KATHLEEN KRAUSE
CLERK OF THE BOARD OF SUPERVISORS
Kern County Administrative Center
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301
Telephone (661) 868-3585
TTY (800) 735-2929

September 22, 2015

City of Ridgecrest
100 West California Ave.,
Ridgecrest, CA 93555

RE: Groundwater Sustainability Agency

Dear Board President/General Manager:

As we all know, the California Legislature last year enacted the Sustainable Groundwater Management Act (SGMA), which will shortly require that all high or medium priority groundwater basins be subject to the jurisdiction of a Groundwater Sustainability Agency (GSA). That agency, in turn, will be responsible for ultimately developing a Groundwater Sustainability Plan (GSP) for the basin.

The Legislature has expressly recognized the benefit of local management, and such management attained by consensus among qualified public agencies with water supply, water management, or land use responsibilities. Recognizing that the County's police power over groundwater will continue under the new law, SGMA specifies that in the absence of another arrangement, the County as a default will act as the GSA.

As the governing board of the County of Kern, we desire to work with the water agencies in the county to define the GSA or GSAs that will come into being, and are prepared to exercise our leadership in this effort. We have directed County staff and consultants to assist us in bringing all interested and qualified public agencies into our discussions.

Therefore, we expressly ask that if your agency envisions a role as a member of a GSA or in ultimately developing a GSP, you communicate that interest to our Assistant County Administrator Alan Christiansen at achristensen@co.kern.ca.us, and describe as best possible in this early moment the role that your agency envisions.

Recognizing that qualified agencies could nominate themselves as a GSA, we also ask your agency to advise us promptly of such an intention. The County anticipates that no nominations from within Kern County would be made without consultation with the County and other potential participants, so that no unilateral nominations will now be proposed. But if that is not the intent with respect to your agency, we ask for the

courtesy of formal advice as early as possible and in any case in advance of any submission to the California Department of Water Resources.

The County of Kern and this Board looks forward to working with your and other qualified agencies to implement SGMA.

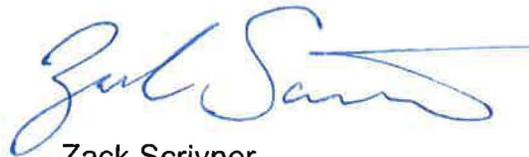
Respectfully,



David Couch, Chairman
Kern County Board of Supervisors



Mick Gleason
First District Supervisor



Zack Scrivner
Second District Supervisor



Mike Maggard
Third District Supervisor



Leticia Perez
Fifth District Supervisor

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Sale Of City Of Ridgecrest Land Held Within The Ridgecrest Business Park To American Loan Masters

PRESENTED BY:

Gary Parsons, Economic Development Manager

SUMMARY:

The Successor Agency of the City of Ridgecrest is in receipt of a Property Management Plan (PMP) from the Department of Finance (DOF) that allows for the sale of Agency land held within the Ridgecrest Business Park.

Successor Agency staff has received an offer of purchase from American Loan Masters Inc. /Mr. Ayub Dhar for the purchase of two properties and a portion of a third located within the Ridgecrest Business Park.

Two lots are subject to the former Agency's agreement with China Lake Properties which calls for sharing any land sale profits at a level of 50% each. The two properties affected by the agreement with China Lake Properties are APN 033-070-34 and APN033-070-35.

The third lot, identified as APN 033-070-36, will be a partial purchase of a lot containing the city sump. This lot is not part of the China Lake Properties agreement and therefore would not be subject to the profit sharing.

Mr. Dhār has agreed to a price of \$750,000 for these three lots. This offer is subject to him obtaining private financing.

This sale is only subject to the approval of China Lake Properties and the Successor Agency and is not subject to review by the Oversight Board or DOF.

Proceeds from this sale will need to be placed in trust by the Agency until compensation agreements can be drafted and approved by all entities receiving property taxes for their share of the land sale profits.

FISCAL IMPACT:

\$375,000 to be placed in trust fund holding, less Agency's share of property sales costs, for later distribution to all property sharing agencies

ACTION REQUESTED:

Approve sale of Agency properties (APN's 033-070-34, 033-070-35 and part of 033-070-36) for the amount of \$750,000 to American Loan Masters and corresponding Resolution.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested

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RESOLUTION NO. 15-XX

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING
THE SALE OF PROPERTY WITHIN THE RIDGECREST BUSINESS
PARK TO AMERICAN LOAN MASTERS**

WHEREAS, the Successor Agency of the City of Ridgecrest is in receipt of a Property Management Plan (PMP) from the Department of Finance (DOF) that allows for the sale of Agency land held within the Ridgecrest Business Park; and,

WHEREAS, American Loan Masters Inc. / Mr. Ayub Dhar has requested to purchase two (2) parcels and a portion of a third parcel which are located within the Ridgecrest Business Park; and,

WHEREAS, the parcels are identified as APN 033-070-34, APN 033-070-35 and APN 033-070-36; and,

WHEREAS, the offer to purchase the parcels is for the total amount of \$750,000.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby approves the sale of APN 033-070-34, APN 033-070-35 and APN 033-070-36 to American Loan Masters Inc. / Mr. Ayub Dhar in the amount of \$750,000.

APPROVED AND ADOPTED this 4th day of November, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Peggy Breeden, Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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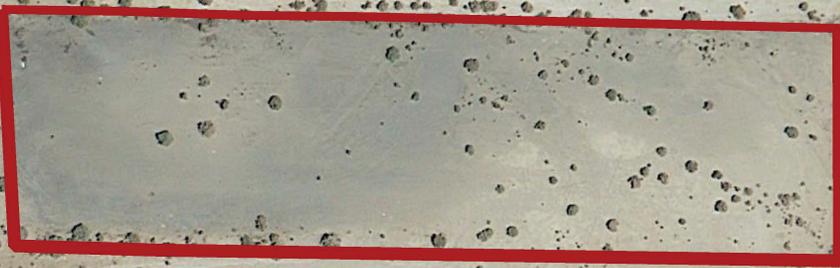
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N China Lake Blvd

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Google earth

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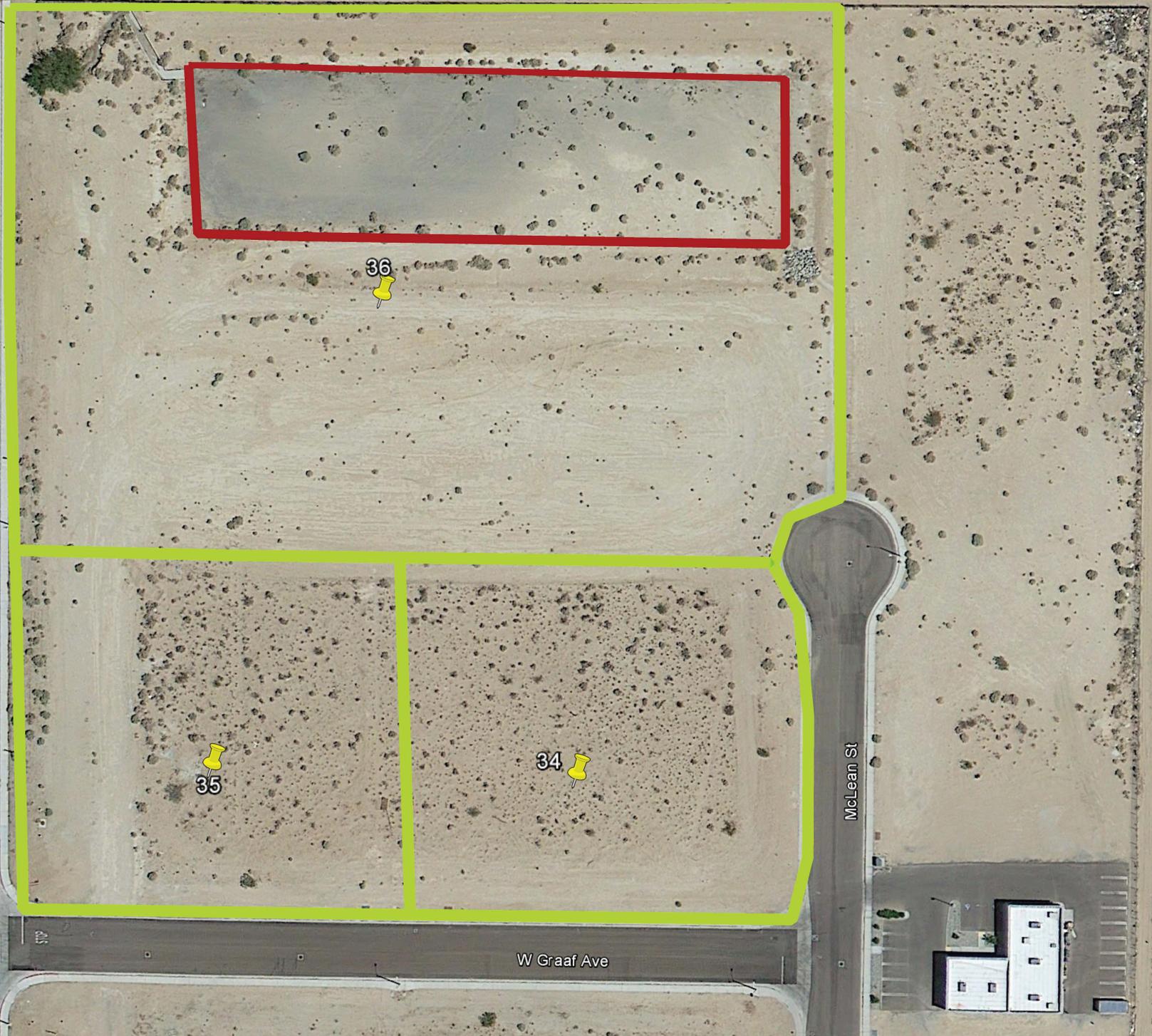
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34

McLean St

W Graaf Ave



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