



**AGENDA**  
**NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY**  
**REGULAR MEETING JANUARY 27, 2009**  
**CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET**

1. Call To Order.
2. Pledge Of Allegiance.
3. Invocation.
4. Roll Call.
5. Declaration Of Conflicts Of Interest.
6. Ceremonial Matters.
  - a. Presentation To The Gonzales Family.
  - b. Birgit Fladager- Presentation.
7. Items from the Public - Non-Agenda Items.
8. Consent Calendar
  - a. Waive All Readings Of Ordinances And Resolutions Except By Title.
  - b. Approval Of Warrants.
  - c. Approval Of Minutes Of The January 13, 2009 Regular Meeting.
  - d. Adopt Resolution No. 2009- , Rejecting The Claim Of Jamie Eagles.
  - e. Review And Approval Of The Annual Inflation Adjustment For Capital Facility And Impact Fees.
9. Public Hearings
10. Regular Business
  - a. Report Veterinary Services Relating To Animal Control And Bid Award.
  - b. Introduction And First Reading Of Ordinance No. 2009- , An Ordinance Amending Chapter 1.16 Of Title 1 Fees And Finances Of The Newman City Code.
  - c. Adopt Resolution No. 2009- , A Resolution Adopting New Utility Reconnection Fees.
  - d. Adopt Resolution No. 2009- , A Resolution Authorizing The City Manager And The Director Of Public Works To Sign All Documents, Right-Of-Way Certifications, Assurances, And Other Statements For The Construction Of The Newman Downtown Plaza Project.
  - e. Accept Proposal For Wastewater Collection, Treatment and Disposal On-Call Services.

- f. Adopt Resolution No. 2009- , A Resolution Authorizing The City Manger To Execute A Contract For RDA Plan Revision.
- g. Adopt Resolution No. 2009- , Accepting And Adopting New And Updated Job Descriptions.

**11. Items From District Five Stanislaus County Supervisor**

**12. Items From The City Manager And Staff.**

**13. Items From City Council Members.**

**14. Adjourn To Closed Session**

a. Conference With Labor Negotiator - All Bargaining Groups- G.C. 54957.6.

b. Return To Open Session.

**15. Adjournment.**

## Calendar of Events

January 27 - City Council - 7:00 P.M.

January 29 - League Of California Cities New Elected Officials Orientation - 6:30 P.M. - Turlock

February 2- NCLUSD Board Meeting - 7:15 P.M.

February 9 - Baseball Board Meeting - 6:00 p.m.

February 10 - City Council - 7:00 P.M.

February 12 - Recreation Commission - 7:00 p.m.

February 16 - President's Day

February 18- Mayors Meeting - 6:00 P.M. - Newman

February 19 - Planning Commission - 7:00 P.M.

February 24 - City Council - 7:00 P.M.

Date.: Jan 23, 2009  
Time.: 9:37 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 1  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
035259	01/15/09	1750.00	DON HUTCHINS	INTERIM LT/CONTRACT SERVICES THRU 1/15/09/D HUTCHI
035260	01/21/09	45.00	DYNAMIC SOLUTIONS FOR JUSTICE	REGISTRATION FOR TRNG OUTLAW MOTORCYCLE GANGS/VILL
035261	01/22/09	10.00	MIGUEL VILLALOBOS (NT)	PER DIEM/TRNG OUTLAW MOTORCYCLE GANGS/VILLALOBOS
035262	01/23/09	305.00	ASCAP	ASCAP LICENSE RENEWAL 1/1/09 TO 12/31/09
035263	01/23/09	110.64	ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER/DEC 2008/PD
035263	01/23/09	118.23	ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER FOR DEC 2008/ALL DEPTS
035264	01/23/09	1000.00	ASI ADMINISTRATIVE SOLUT	SECTION 125 ADMINISTRATION FEE/2009
035265	01/23/09	283.52	AT&T MOBILITY	WIRELESS ACCESS 12/03/08 TO 01/02/09/PD
035266	01/23/09	316.58	BIGELOW CHEVROLET, INC	REPLACED LEFT REAR DOOR STRUT
035267	01/23/09	3712.38	W.H. BRESHEARS, INC.	GASOLINE AND DIESEL PURCHASES/DEC 2008
035268	01/23/09	504.56	BUSINESS CARD	PAINT/SUPPLIES FOR MOMMY & ME/PHONE/WATER DISPENSE
035269	01/23/09	610.52	CENTRAL SANITARY SUPPLY	CAN LINERS/LATEX GLOVES/DISINFECT/PAPER TOWEL
035270	01/23/09	162.87	CIT TECHNOLOGY FIN SERV, INC	MS GSA OFFICE PRO PLUS LEASE/JAN 2009
035271	01/23/09	1267.50	CONCINNITY, INC	MONTHLY IT SERVICES/FEB 2009
035272	01/23/09	428.84	CRESCENT SUPPLY CO. #1	UNIFORM/EDGAR LOPEZ
035273	01/23/09	75.00	DAVE PIRES	DRAIN CLEANING/PIONEER PARK
035274	01/23/09	1838.20	DESIGN,COMMUNITY,ENVIRONM	SERVICES THRU 9/30/08 GENERAL PLAN/EIR
035274	01/23/09	703.21	DESIGN,COMMUNITY,ENVIRONM	SERVICES THRU 10/31/08/NEWMAN MUNICIPAL SERV REVIE
035275	01/23/09	10.00	CHAD EARLE (NT)	K-9 TRAINING PER DIEM/CHAD EARLE
035276	01/23/09	136.53	ECONOMIC TIRE SHOP	TIRE REPAIRS
035277	01/23/09	502.35	ECO:LOGIC, INC	GROUNDWATER MONITORING WELL INSTALLATION REPORT
035278	01/23/09	610.00	EL CAMPESTRE DOS	50 EMPLOYEE LUNCHS/APPRECIATION DINNER
035279	01/23/09	25.00	ELK GROVE POLICE DEPARTMENT	COMMERCIAL TRAFFIC ENFORCEMENT TRNG/REGIST/FLORES
035280	01/23/09	10.00	JOAQUIN FLORES (NT)	PER DIEM/COMMERCIAL TRAFFIC ENFORCEMENT/FLORES

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Page.: 2  
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Ck #	Check Date	CK Amount	Vendor Name	Description
035282	01/23/09	2250.00	GDR ENGINEERING, INC.	PROFESSIONAL SERV/5 SEWER LINE REPLACE/THRU 12/31
035283	01/23/09	1082.68	GEOANALYTICAL LAB, INC.	WEEKLY BACTI'S/QUARTERLY WELL MONITOR/BOD/TSS/WWTP
035284	01/23/09	82.05	GOLDEN STATE IRRIGATION	2 12" POLY CAPS
035285	01/23/09	884.23	GROENIGER & CO.	PO #09-53
035286	01/23/09	118.11	HARD DRIVE GRAPHICS	DOOR MAGNET LOGOS/NEWMAN DOOR LOGOS
035287	01/23/09	202.32	TERRI HEIBERGER (NT)	REIMBURSE SUPPLIES FOR TEEN CENTER SNACK BAR/HEIB
035288	01/23/09	9323.47	HOGUE, FENTON, JONES & APPEL, I	PROFESSIONAL SERVICES
035288	01/23/09	431.68	HOGUE, FENTON, JONES & APPEL, I	PROFESSIONAL SERVICES
035289	01/23/09	16.00	DON HUTCHINS (NT)	REIMBURSEMENT FOR SUPPLIES/IN-SYNCH TRNG/HUTCHINS
035290	01/23/09	10.00	JASON HUTCHINS (NT)	PER DIEM/K-9 TRAINING/J. HUTCHINS
035291	01/23/09	9120.00	IN-SYNCH SYSTEMS	PO #09-54
035292	01/23/09	50.00	INTERNATIONAL ASSOC PROP	2009 ANNUAL MEMBERSHIP DUES/J. BELL
035293	01/23/09	135.00	MARTIN CARVER, AICP	NEWMAN PLAZA NEPA/1/5/09
035293	01/23/09	1045.00	MARTIN CARVER, AICP	NEWMAN HOUSING ELEMENT
035294	01/23/09	4000.00	MID CAL PIPELINE & UTILITIES,	(2) 2 DIP STORM DRAIN PIPES
035295	01/23/09	226.28	MODESTO BEE	HILL PARK BID AD
035296	01/23/09	19.32	NEWMAN S & S AUTO SUPPLY	WASH BRUSH
035296	01/23/09	6.43	NEWMAN S & S AUTO SUPPLY	WINDSHIELD WASHER
035297	01/23/09	75.00	NEWMAN FFA ORESTIMBA H.S.	REFUND MEMORIAL BUILDING DEPOSIT/NEWMAN FFA
035298	01/23/09	948.31	NEWMAN ACE HARDWARE/JACT, INC	HEATER/BULBS/CABLE TIES/HOSEPLIERS/PAINT/CORD
035299	01/23/09	1864.63	NEXTEL COMMUNICATIONS	CELL PHONE USE/DEC 2008
035300	01/23/09	468.33	PACIFIC WATER RESOURCES	VACUUM REPAIR KITS
035300	01/23/09	1065.60	PACIFIC WATER RESOURCES	SMITH & LOVELESS VACUUM PUMP/LIFT STATIONS
035301	01/23/09	660.00	CITY OF PATTERSON	VIDEO REIMBURSEMENT/JAN 2009
035302	01/23/09	120.72	P G & E	NATURAL GAS PURCHASES 12/5/08 TO 1/6/09

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Ck #	Check Date	CK Amount	Vendor Name	Description
035303	01/23/09	717.60	PHILATELIC FULFILLMENT SE	3 BOXES PRE-STAMPED ENVELOPES
035304	01/23/09	9851.80	PRECISION INSPECTION, INC	SANITARY SEWER REPLACEMENT INSPECTIONS
035304	01/23/09	47.50	PRECISION INSPECTION, INC	PUBLIC WORKS INSPECTIONS/MUSEUM
035304	01/23/09	10565.01	PRECISION INSPECTION, INC	Bldg Reg Inspec BLDG REGU/DEC 2008
035305	01/23/09	336.80	QUALITY CONTROL INSPECTION, IN	4 HOURS SOIL DENSITY SAMPLING ON 12/17/08
035305	01/23/09	336.80	QUALITY CONTROL INSPECTION, IN	4 HOURS SOIL DENSITY SAMPLING ON 12/18/08
035306	01/23/09	53.68	GARNER REYNOLDS (NT)	REIMBURSEMENT FOR 6' TABLE
035307	01/23/09	80.00	SACRAMENTO SHERIFF K-9 ASSOCIA	REGISTRATION FOR K-9 TRAINING/EARLE/HUTCHINS
035308	01/23/09	1100.00	SELF HELP ENTERPRISES	ADMIN FEES/LOAN SERVICING/DEC 2008
035309	01/23/09	189.00	STATE OF CALIFORNIA	PUBLIC WORKS LIVESCAN/REYNOLDS/SOCIAL SERVICES
035309	01/23/09	70.00	STATE OF CALIFORNIA	H&S ANALYSES
035309	01/23/09	104.00	STATE OF CALIFORNIA	FINGERPRINT APPLICANTS
035310	01/23/09	2825.25	STAN CNTY CLERK RECORDER	GENERAL PLAN FILING NOD
035311	01/23/09	25.00	STAN CNTY ASSOC LAW ENFOR	LAW ENFORCEMENT EXECUTIVE DUES/2009
035312	01/23/09	3080.00	STOMAR EQUIPMENT	24 HOURS EXCAVATION @ IRRIGATION DITCHES/WWTP
035313	01/23/09	84.00	UNITED STATES POSTMASTER	2 ROLLS STAMPS/PD
035314	01/23/09	317.63	VALLEY PARTS SERVICE	CABLE TIES/ANTIFREEZE/TR BALL/TORX BIT/DIST CAP
035315	01/23/09	1015.07	MATTOS NEWSPAPERS, INC.	EMPLOYMENT AD/LEGAL ADS/PAPER/BUS CARDS/UPS SHIP
035316	01/23/09	85.85	Y-NOT NEWMAN FLORAL	GET WELL/PEAVLER AND SYMPATHY/GONZALES
035317	01/23/09	450.05	YANCEY LUMBER COMPANY	BATTERIES/PAINT/TIMER/10 POSTS/SAND/TIE DOWNS/

Sub-Total: 110076.13

Grn-Total: 110076.13  
 Count: 70

MINUTES  
NEWMAN RECREATIONAL OPPORTUNITIES  
SPECIAL MEETING JANUARY 13, 2009  
CITY COUNCIL CHAMBERS, 6:30 P.M., 1200 MAIN STREET

1. Call To Order - Mayor Katen 7:02 P.M.
2. Roll Call **PRESENT:** Kelly, Davis, Candea, Martina And Chairperson Katen  
**ABSENT:** None
3. Declaration Of Conflicts Of Interest -None.
4. Items from the Public - Non-Agenda Items - None.
5. Regular Business
  - a. Overview Of Nonprofit Status.

City Manger Holland Briefly Reviewed The Newman Recreational Opportunities Inc. Bylaws And Nonprofit Status.

- b. Overview Of Projects.

City Manger Holland Reviewed Potential Projects For Newman Recreational Opportunities Inc. He Also Reviewed And Explained The Plans For The Aquatic Center Including The Competition Pool, Recreation Pool, Water Slide, Spray Pad, The Aquatic Center Structures As Well As Other Amenities And Design Elements.

6. Adjournment.

**ACTION:** On Motion By Kelly Seconded By Martina And Unanimously Carried, The Meeting Was Adjourned At 7:15 P.M.

MINUTES  
NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY  
REGULAR MEETING JANUARY 13, 2009  
CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET

1. **Call To Order** - Mayor Katen 7:15 P.M.
2. **Pledge Of Allegiance.**
3. **Invocation**- Council Member Kelly
4. **Roll Call** **PRESENT:** Kelly, Davis, Candea, Martina And Mayor Katen  
**ABSENT:** None
5. **Declaration Of Conflicts Of Interest** - None.
6. **Ceremonial Matters** - None
7. **Items from the Public - Non-Agenda Items.**

Crescencia Maurer, 1205 P Street, Vice President Of The Friends Of The Newman Library, Invited Everyone To Join The Friends Of The Newman Library And Help Raise Awareness And Funds For The Library. In Closing She Asked The Council To Join Their Membership.

Dee Dee Sequeira, 1342 Main Street, Presented An Alcoholic Beverage Control Zoning Permit That She Needed Signed In Order To Reopen The Saint George Hotel Due To A Change In Their Alcoholic Beverage Control License.

Mayor Katen Directed Ms. Sequeira To Meet With Staff For Help With Her Zoning Permit.

8. **Consent Calendar**
  - a. Waive All Readings Of Ordinances And Resolutions Except By Title.
  - b. Approval Of Warrants.
  - c. Approval Of Minutes Of The January 6, 2009 Special Meeting.

**ACTION:** On Motion By Martina Seconded By Davis And Unanimously Carried, The Consent Calendar Was Approved.

9. **Public Hearings** - None.
10. **Regular Business**
  - a. Report On Newman Woman's Club Request.

Barbara Powell, 2043 Patrick Drive, Explained That In 1983 The Council Took Action To Allow The Women's Club To Use The Memorial Building For Free. Powell Reminded The Council That The Women's Club Had Made A Substantial Donation To The Memorial Building And At A Rate Of \$8.00 Per Hour, Their Donation Should Cover Another 27 Years Of Use.

**ACTION:** On Motion By Martina Seconded By Candea And Unanimously Carried, The Council Agreed To Honor The Late Mayor Janet Carlson's 1983 Promise That The Women's Club Shall Have Use Of The Memorial Building Free Of Charge In Perpetuity.

b. Adopt Resolution No. 2009- , A Resolution Adopting New Water Deposit And Fees.

**ACTION:** On Motion By Kelly Seconded By Martina And Unanimously Carried, Resolution No. 2009- , A Resolution Adopting New Water Deposit And Fees Was Adopted

c. Accept Proposal For Services From AECOM Engineering Corporation To Update Improvement Standards And Specifications.

**ACTION:** On Motion By Martina Seconded By Davis And Unanimously Carried, The Council Accepted The Proposal for Services From AECOM Engineering Corporation To Update The City's Improvement Standards And Specifications.

d. Award Bid For The Purchase Of A Used Loader Backhoe.

**ACTION:** On Motion By Kelly Seconded By Candea And Unanimously Carried, Council Awarded The Bid To Garton Ford Tractor In The Amount Of \$57,875.13 To Purchase A Used Loader Backhoe.

e. Provide Direction For Future Emergency Dispatch/911 Service.

**ACTION:** The Council Pulled This Item Form The Agenda And Postponed.

f. Adopt Resolution No. 2009- , A Resolution Adopting Fees And Fines For Animal Control Services.

**ACTION:** On Motion By Candea Seconded By Martina And Unanimously Carried, Resolution No.2009-, A Resolution Adopting Fees And Fines For Animal Control Services Was Adopted.

## **11. Items From District Five Stanislaus County Supervisor.**

Supervisor DeMartini Informed The Council That He And County Staff Will Be Traveling To Washington D.C. On The 4<sup>th</sup> ,5<sup>th</sup> And 6<sup>th</sup> Of February To Try To Secure Funding For The Orestimba Creek Project. He Also Mentioned That West Stanislaus Healthcare Task Force Needs Another Representative For The Task Force In Addition To Council Member Kelly.

Nick Candea Agreed To Sit On The Task Force.

## **12. Items From The City Manager And Staff.**

City Manager Holland Informed The Council That The City Had Submitted Its Sphere Of Influence Expansion Request And That It Passed As A Consent Item At The Board Of Supervisors Meeting

Earlier In The Day. He Reminded The Council About The Workshop On January 24<sup>th</sup> And About The New Elected Officials Meeting In Turlock On January 29<sup>th</sup>. He Also Mentioned That In March Or April He Would Like To Schedule A Budget Workshop As We Are Facing A \$500,000 Budget Deficit. Holland Updated The Council On The Bid Process For Hill Park And Explained That We Are Still Moving Forward With The Bid Process And Hope To Determine Funding Status By February. He Mentioned That We Need Another Representative For The Orestimba Creek Flood Control Committee And Announced That The Firehouse Software Should Be Fully Functional In February.

Chief McGill Informed The Council That Former Chief Ulibarri's Father Had Passed Away. McGill Pointed Out That The K9 Program Has Had Several Positive Results And Just The Presence Of The K9s Has Helped Defuse Several Situations. McGill Mentioned That The Animal Control Program Is Going Well. He Announced That The Computers In The Police Vehicles Are Now Allowing The Officers To Write Reports In The Patrol Cars.

Public Works Director Reynolds Updated The Council On The Sewer Line Project And Explained That It Is Approximately 70% Complete. He Mentioned That The Upper Road Landscaping Project Is Continuing. Reynolds Told The Council That The Encroachment Permit Process And Fees Are Being Reevaluated And That Potential Improvements To Pioneer Park Are Being Reviewed.

### **13. Items From City Council Members.**

Council Member Martina Asked About Some Of The Stagnate Building Renovation Projects In Town And Inquired As To What The City Can Do To Help Expedite These Projects.

Council Member Kelly Thanked The Police And Fire Departments For Their Representation At T.J. Gonzales's Funeral.

Mayor Katen Echoed Council Members Kelly's Sentiments And Thanked Everyone For Their Support During The Funeral For T.J. Gonzales.

### **14. Adjournment.**

**ACTION:** On Motion By Kelly Seconded By Candea And Unanimously Carried, The Meeting Was Adjourned At 8:32 P.M.

# Stanislaus County District Attorney

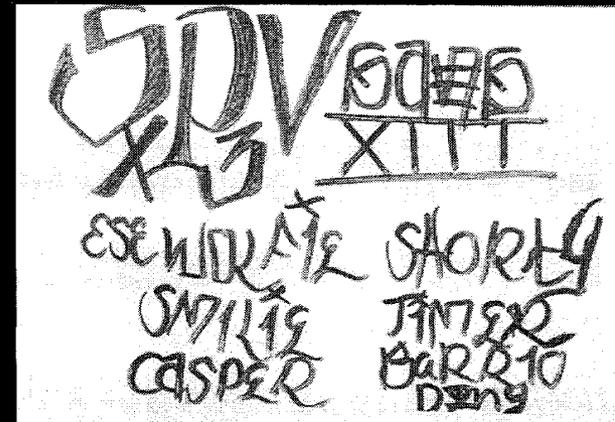
Seek Justice  
Serve Justice  
Do Justice

**The Stanislaus County District Attorney's Office, in partnership with the Community we serve, is dedicated to the pursuit of justice, the protection of the public and the prevention of crime through the vigorous prosecution of those who violate the law.**



# The DA's Role in Criminal Justice

- Jurisdiction: Geographic (fed vs. state. vs. muni) & Subject Matter (felony vs. misdemeanor vs. infraction)
- Prosecute all felony crimes
- Prosecute (virtually) all misdemeanor crimes
- Law Enforcement Advisor
- Partner in crime reduction efforts



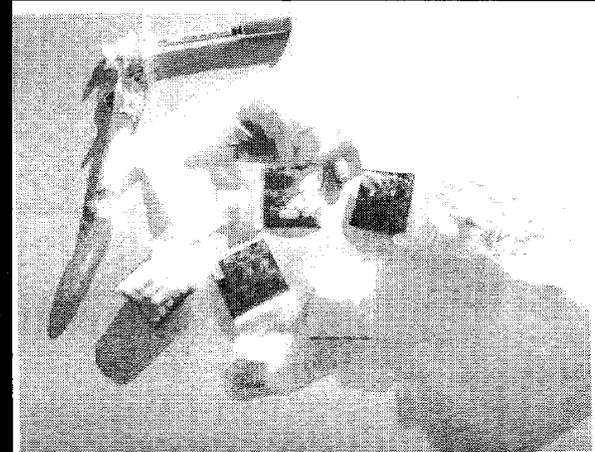
# The Process of Criminal Prosecution

- Local police/sheriff respond and investigate a crime
- Prepare reports and refer to DA's Office
- Case is reviewed for legal sufficiency, appropriate charges (felony vs. misdemeanor), witness subpoenas, follow-up



# The Process of Criminal Prosecution

- Charging standards
- If charges filed, referred to Superior Court
- Time deadlines for filing – 48 hours if in custody
- Time frame for misdemeanor trial
- Time frame for felony probable cause hearing and for trial



# Some Current Partnerships

- Gang Impact Task Force (GIT)
- StanCATT
- CAIRE
- FDVCC
- SDEA
- Homicide On Call
- High Tech Task Force
- Weed & Seed
- SEAPA
- LEX Committee



# BUDGET 2008-2009

- Total: \$16,664,278
- Includes Grant Money received for the following:
  - Vertical Prosecution Programs
  - Elder Abuse
  - Rural Crimes
  - Spousal Abuse
  - Victims' Services

**Birgit Fladager  
District Attorney**

**Kathy Shipman  
Exec. Assist.**

**Linda Blair  
Assistant**

**Carol Shipley  
Assistant DA**

**10 Paralegals**

**Gay McDaniel  
Victim Svcs Coord.  
7 Victim  
Advocates  
1 Admin Clerk**

**Vacant  
Clerical Manager  
4 Sup.  
Legal Clerks  
27 Legal  
Clerks I-IV**

**Wendy Duggan  
Financial Manager**

**1 Accountant  
1 Account Clerk**

**Ramon Bawanan  
HR Manager**

**1 Confidential  
Asst.**

**Dan Inderbitzen  
Chief Criminal Inv**

**2 Senior Crim. Inv  
15 Crim. Inv  
1 Paralegal  
6 Support Staff  
5 IT Staff**

**Jerry Begen  
Chief DDA**

**Calendars  
/Issuance  
Juvenile  
15 Deputy DAs**

**Alan Cassidy  
Chief DDA**

**Prelim Hearings  
SVU, DVU, MNVP,  
CCP, VTU  
11 Deputy DAs**

**Dave Harris  
Chief DDA**

**Felony & Misd  
Trials/  
Fraud, Gangs  
18 DDAs**

**143 Positions**

**1 Unfilled CDDA Position**

**4 Unfilled DDA Positions**

**1 Unfilled Manager Position**

**2 Unfilled Legal Clerks**

# 2008 STATISTICS

- Appeared on 79,307 different events/court hearings
- Reviewed 9,600 felony cases
- Reviewed 10,608 misdemeanor cases
- Issued 15,301 cases

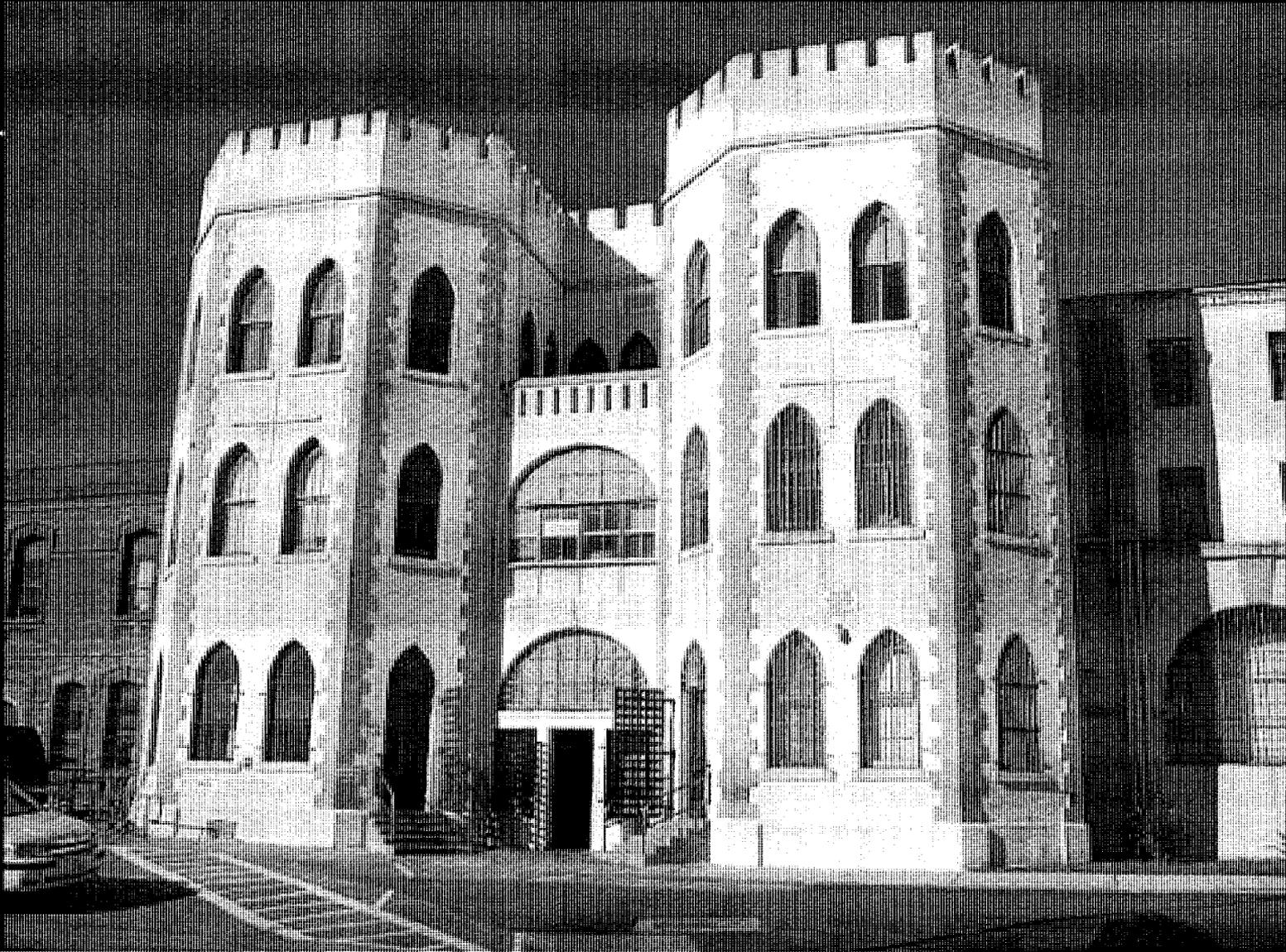


# Murder Cases (as of 1/2/09)

- A total of 90 separate defendants pending trial, preliminary hearing, sentencing or miscellaneous hearings
- 24 separate defendants currently pending jury trial
- Several of these are cases with multiple defendants (usually gang cases)



# THREE STRIKE CASES



### 3 STRIKE CASES

<b>Agency/Cases Filed</b>	<b>2007</b>	<b>2008</b>
<b>California Highway Patrol</b>	<b>1</b>	<b>4</b>
<b>Ceres Police Department</b>	<b>7</b>	<b>6</b>
<b>Hughson Police Department</b>	<b>0</b>	<b>2</b>
<b>Modesto Police Department</b>	<b>39</b>	<b>33</b>
<b>Newman Police Department</b>	<b>0</b>	<b>0</b>
<b>Oakdale Police Department</b>	<b>2</b>	<b>4</b>
<b>Patterson Police Department</b>	<b>1</b>	<b>0</b>
<b>Riverbank Police Department</b>	<b>4</b>	<b>2</b>
<b>Sheriff</b>	<b>24</b>	<b>16</b>
<b>Turlock Police Department</b>	<b>4</b>	<b>8</b>
<b>Waterford Police Department</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL FILED</b>	<b>83</b>	<b>76</b>
<b>25-LIFE SENTENCES IMPOSED</b>	<b>3</b>	<b>4</b>

**2007:**

**Defendants sentenced to 25 years to life:**

**Charlotte Gutierrez, 187 PC with 2 667(d) Priors – both for  
212.5 PC (TPD)  
(231 years to life)**

**Anthony Gunter, 11351 HS with 4 667(d) Priors – 220 PC, 261  
PC, 288(a) PC and 664/187 PC (S/O)  
(25 Years to life)**

**Joseph Foster, 261(a)(2) PC with 4 667(d) Priors – 192.1 PC,  
289 PC, 288(a)(c) PC and 207(a) PC (MPD)  
(50 Years to life)**

**2008:**

**Defendants sentenced to 25 years to life:**

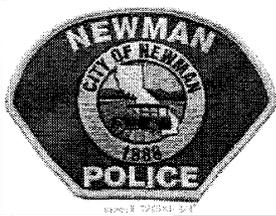
**Buddy Gary, 245(a)(1) PC with 3 667(d) Priors – 261.2 PC,  
459 PC, 211 PC (MPD)  
25 Years to Life**

**John Matthew Ray, 286(b)(2) PC; 289(g) PC, 288(a) PC with  
3 667(d) Priors – 288a(c) PC, 288(b) PC and 289(a) PC (MPD)  
25 Years to Life**

**James Orlando Lucero, 11350(A) HS with 3 667(d) Priors – all  
459(1) PC (MPD)  
25 Years to Life**

**James Leroy Kelly, 211 PC with 4 667(d) Priors – 460.1 PC,  
211 PC, and two 664/211 PC (MPD)  
36 Years to Life**

**Jeremy Gordon, 487(a) PC, 245(a)(1) PC with 2 667(d) Priors  
- both 459 PC (MPD)  
27 Years to life**



# CASES FROM NPD

	2006	2007	2008
<b>Felonies</b>			
Issued	57	58	70
Rejected	29	27	45
<b>Misdemeanors</b>			
Issued	104	79	87
Rejected	50	44	49
<b>Murders Issued</b>	0	0	0
<b>Gang Cases Issued</b>	2 (4 def)	1	1 (3 def)

# 2007 COMPARISON

CITY	FELONIES		MISDEMEANORS	
	ISSUED	REJECTED	ISSUED	REJECTED
Ceres	648	124	775	137
Hughson	40	7	50	21
Modesto	2878	606	3997	1287
<b>Newman</b>	<b>58</b>	<b>27</b>	<b>79</b>	<b>44</b>
Oakdale	278	58	497	134
Patterson	169	59	243	99
Riverbank	203	56	209	98
Turlock	755	211	842	322
CSUS	4	0	43	10
Waterford	82	39	100	62
Sheriff	1434	384	1154	569

# 2008 COMPARISON

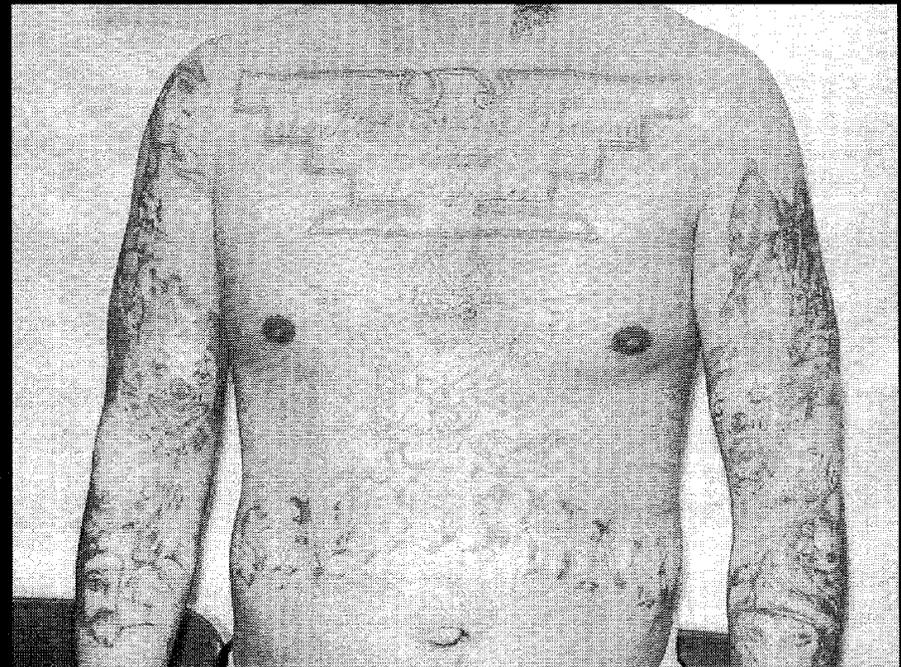
CITY	FELONIES			MISDEMEANORS		
	ISSUED	REJECTED	%Filed	ISSUED	REJECTED	%Filed
Ceres	552	154	78%	705	185	79%
Hughson	26	19	58%	33	19	63%
Modesto	2721	703	79%	3217	1236	72%
<b>Newman</b>	<b>70</b>	<b>45</b>	<b>61%</b>	<b>87</b>	<b>49</b>	<b>64%</b>
Oakdale	222	69	76%	532	197	73%
Patterson	158	75	71%	260	100	72%
Riverbank	232	76	75%	193	88	69%
Turlock	724	297	71%	948	458	67%
CSUS	4	1	80%	23	8	74%
Waterford	74	34	69%	71	50	59%
Sheriff	1109	419	73%	812	441	65%

# 2008 GANG AND HOMICIDE COMPARISON (BY CITY)

CITY	GANG CASES ISSUED	HOMICIDE CASES ISSUED
Ceres	4 (5 defendants)	1
Hughson	0	0
Modesto	38 (69 defendants)	9 (18 defendants)
<b>Newman</b>	<b>1 (3 defendants)</b>	<b>0</b>
Oakdale	0	0
Patterson	4	0
Riverbank	0	0
Turlock	3 (4 defendants)	3
Waterford	0	1
Sheriff	9 (21 defendants)	5

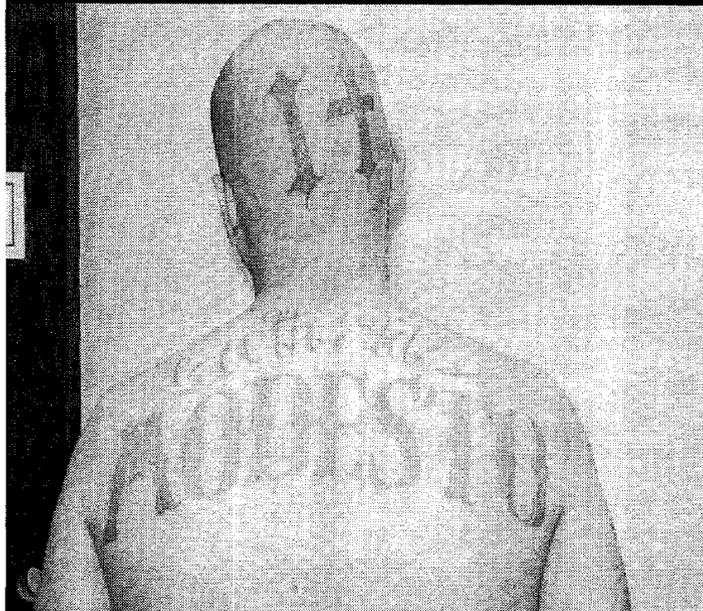
# SPECIAL SERVICES/UNITS

- Special Victims' Unit
- Child Abduction
- Domestic Violence
- Gang Suppression
- High Tech Crimes
- Real Estate Fraud
- Vehicle Theft
- Welfare Fraud
- Juvenile Cases
- Victim Services
- Bad Checks



# GANGS IN STANISLAUS COUNTY

- Number of Known Gangs  
51
- Number of 'Documented'  
Gang Members: 4,750
- Number of Believed Gang  
Members: 7,000



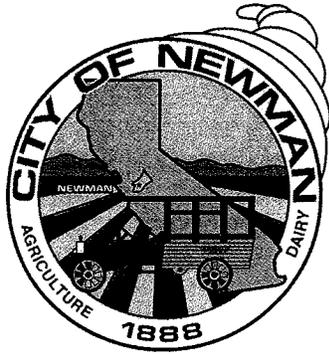
# Current Projects

- Family Justice Center
- Community Prosecution
- Media/Public Outreach and Education
- New Building completion

# Stanislaus County District Attorney



Seek Justice  
Serve Justice  
Do Justice



**City of Newman**  
**City Manager's Office**  
**Memorandum**

**Date:** January 21, 2009

**To:** City Council

**From:** Michael E. Holland

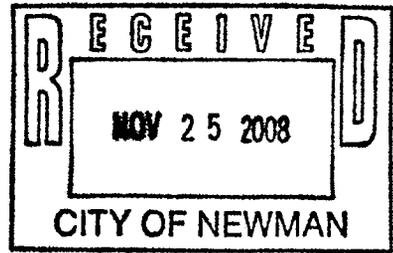
*meH*

**Subject:** Rejection of claim.

A claim against the City of Newman was filed by Jamie Eagles on November 25, 2008. Based upon the recommendation of our insurance provider, Staff recommends the Council reject said claim.



CITY OF NEWMAN  
CLAIM FORM  
Form B



CLAIM AGAINST City of Newman  
(Name of Entity)

Claimant's name: Jamie Eagle SS# \_\_\_\_\_ DOB: 1/23/72

Claimant's address 1341 Bluebill et 209 324-1853  
(925) 765 5282

Address where notices about claim are to be sent, if different from above: \_\_\_\_\_

Date of incident/accident: 11/9/08

Date injuries, damages or losses were discovered: 11/9/08

Location of incident/accident: \_\_\_\_\_

What did entity or employee do to cause this loss, damage, or injury? A Bush that is

over grown onto the sidewalk with a branch 1"-2" sticking out  
(Use back of this form or separate sheet if necessary to answer this question)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? \_\_\_\_\_

What specific, injuries, damage, or losses did claimant receive? I received an injury to

my ribs bruised possibly fractured. My daughter's back hurts and she reinjured her wrist

What amount of money is claimant seeking, or if amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "Limited civil case" (see Government Code 910 (f)) 2,239.00

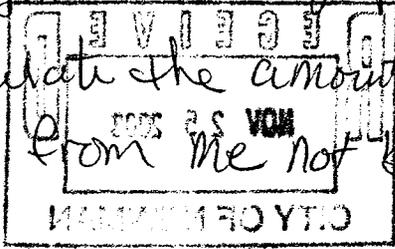
How was this amount calculated (please itemize)? 1646.00 Lost Wages 40.00 Gas to

get out to my doctor 25.00 visit 25.00 medication 500 for my  
(Use back of this form or separate sheet if necessary to answer this question in detail)

Date Signed: 11/22/08 Signature: Jamie Eagle

If signed by representative:  
Representative's Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Relationship to Claimant \_\_\_\_\_

Daughters and my pain and suffering. I Don't know how to  
calculate the amount that the company I work for has  
lost from me not being able to work.



**RESOLUTION NO. 2009-**

**A RESOLUTION REJECTING THE CLAIM OF JAMIE EAGLES**

WHEREAS, a claim for damages in the amount within the Superior Court jurisdiction was filed against the City of Newman by JAMIE EAGLES, on November 25, 2008 for alleged damages.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that it hereby rejects the said claim for alleged damages in the amount of within the Superior Court jurisdiction against the City of Newman for alleged damages.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 27<sup>th</sup> day of January, 2009, by Council Member \_\_\_\_\_ who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **8.e.**  
City Council Meeting  
of January 27 2009

**REVIEW OF THE AUTOMATIC ANNUAL INFLATION ADJUSTMENT FOR CAPITAL  
FACILITY AND IMPACT FEES FOR THE PERIOD MARCH 1, 2009 THROUGH FEBRUARY  
28, 2010**

**RECOMMENDATION:**

It is recommended that the Newman City Council:

- Review the automatic adjustment to the City's Capital Facility and Impact Fees.

**BACKGROUND:**

In April 2002, the City Council adopted Resolution 2002-22 approving the comprehensive update of Capital Facility and Impact Fees. The resolution provides for the automatic adjustment of the fees based on the Engineering News Record (ENR) Index. The following information is presented to the Council for review only. No action is needed.

**ANALYSIS:**

The ENR inflation index for the San Francisco region as of December 31, 2008 is 6.8%. This is up from 2.3% last year. This percentage increase has been applied to the Capital Facility and Impact Fees to derive at new rates for the period covering March 1, 2009 through February 28, 2010. Attachment "A" includes the new adjustment fees as well as the old fees.

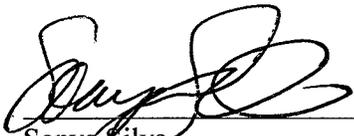
**FISCAL IMPACT:**

The effect of the change is an increase in development fees for a previous vested single-family residential lot/home from \$9,195.73 to \$9,821.04. The cost for new single-family residential lot/home increases from \$13,590.83 to \$14,515.00

**CONCLUSION:**

Fees will commence March 1, 2009. Notices will be forwarded to the BIA.

Respectfully submitted,

  
\_\_\_\_\_  
Sonya Silva  
Finance Director

REVIEWED/CONCUR:

  
\_\_\_\_\_  
Michael E. Holland  
City Manager

City of Newman - Development Fees 2008-2009

Agenda Item: 8.e.

EXHIBIT A

Inflation Factor - 6.8% (As of December 31, 2008)

Fees for Vested Maps - 03/01/09 through 02/28/10

	IMPACT FEES								PARKS		MUNICIPAL FACILITY FEES												TOTALS				
	Water		Traffic		Storm		Sewer		Park		Com Bldg		Police		Fire		Govt Bldg		Corp Yard		Wildlife		Gen Admin		PER UNIT		
	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	
																									Old	New	
Residential Land Use	959.86	1,025.13	2,063.42	2,203.73	1,036.12	1,106.58	652.07	696.41	2,404.57	2,568.08	341.86	365.11	334.37	357.11	619.25	661.36	383.85	409.95	185.92	198.56	43.48	46.44	170.96	182.59	9,195.73	9,821.04	
Low Density																											
Medium Density	453.63	484.48	1,880.82	1,795.12	505.84	540.24	318.35	340.00	1,923.65	2,054.46	307.39	328.29	301.40	321.90	557.78	595.71	344.88	368.33	167.94	179.36	38.99	41.64	152.95	163.35	6,753.62	7,212.87	
High Density	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Non-Residential Land Use																									PER 1000 SQ FT		
Downtown Commercial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General commercial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Light Industrial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service Industrial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Heavy Industrial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Business Park	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fees for New Development - 03/01/09 through 02/28/10

	IMPACT FEES								PARKS		MUNICIPAL FACILITY FEES												PER UNIT				
	Water		Traffic		Storm		Sewer		Park		Com Bldg		Police		Fire		Govt Bldg		Corp Yard		Wildlife		Gen Admin		PER UNIT		
	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	
																									Old	New	
Residential Land Use	959.86	1,025.13	3,480.92	3,717.62	1,595.67	1,704.18	652.07	696.41	4,479.69	4,784.31	N/A	N/A	767.38	819.56	403.06	430.47	1,031.49	1,101.63	N/A	N/A	43.48	46.44	177.21	189.26	13,590.83	14,515.00	
Low Density																											
Medium Density	468.60	500.46	3,100.97	3,311.84	779.03	832.00	318.35	340.00	4,425.51	4,726.44	N/A	N/A	758.13	809.69	398.19	425.27	1,019.05	1,088.35	N/A	N/A	38.99	41.64	175.05	186.95	11,481.87	12,262.64	
High Density	292.88	312.80	2,448.14	2,614.61	486.89	520.00	198.97	212.50	4,023.29	4,296.87	N/A	N/A	689.19	736.06	362.00	386.62	926.40	989.39	N/A	N/A	34.49	36.84	159.15	169.97	9,621.40	10,275.66	
Non-Residential Land Use																									PER 1000 SQ FT		
Downtown Commercial	523.90	559.53	N/A	N/A	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	248.12	265.00	130.31	139.17	333.51	356.18	N/A	N/A	N/A	N/A	57.29	61.19	2,119.60	2,263.73	
General commercial	523.90	559.53	2,756.43	2,943.87	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	248.12	265.00	130.31	139.17	333.51	356.18	N/A	N/A	N/A	N/A	57.29	61.19	4,876.03	5,207.60	
Light Industrial	523.90	559.53	1,396.35	1,491.30	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	165.41	176.66	86.88	92.79	222.34	237.46	N/A	N/A	N/A	N/A	38.19	40.79	3,259.54	3,481.18	
Service Industrial	523.90	559.53	852.33	910.29	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	165.41	176.66	86.88	92.79	222.34	237.46	N/A	N/A	N/A	N/A	38.19	40.79	2,715.52	2,900.17	
Heavy Industrial	523.90	559.53	580.31	619.77	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	165.41	176.66	86.88	92.79	222.34	237.46	N/A	N/A	N/A	N/A	38.19	40.79	2,443.50	2,609.65	
Business Park	523.90	559.53	1,396.35	1,491.30	625.97	668.54	200.50	214.13	N/A	N/A	N/A	N/A	248.12	265.00	130.31	139.17	333.51	356.18	N/A	N/A	N/A	N/A	57.29	61.19	3,515.95	3,755.03	

January 22, 2009

Local Veterinarian  
XXXX Any Street  
Newman, CA. 95360

RE: Veterinary Services for the City of Newman / **Request for Proposals**

Dear Dr. xxxxx:

Effective January 1, 2009 the City of Newman is assuming full responsibility for animal control services from Stanislaus County. The Newman Police Department will provide all field service and dog licensing. Newman has entered into a contract with the City of Gustine for shelter services.

The City of Newman will be required by law to provide some veterinary services to stray animals that come into our custody. This treatment is limited to stabilization only. The City of Newman desires to enter into a contractual relationship with a local veterinary hospital to provide this limited treatment. The contract would be awarded to the hospital that provides service and costs that best suit the City of Newman. The City of Newman would like to utilize the second hospital as a backup for the primary awarded hospital.

This service will only be required on animals that appear stray or the owner is unavailable. The costs of these services must be reasonable and within a mutually agreed upon "not to exceed" amount. This containment of costs is needed to safeguard the taxpayer's money and prevent unnecessary treatment on an animal that is seriously injured and likely not to be adopted. A similar agreement exists between the City of Modesto and the Emergency Veterinary Clinic on Prescott Road.

The City of Newman is requesting you submit a proposal for these services and others outlined below:

- Price quotes to include basic treatments likely on the types of animals that generally come into the custody of animal control. These quotes should include whether you charge a basic exam fee or only for essential services rendered.
- Agree to volunteer service at low cost animal clinics at least once per year on a Saturday from 11:00 AM – 4:00 PM. The clinic would include dog licenses availability by the PD, low cost vaccinations, low cost micro chipping, low cost spay/neuter vouchers, and other pet related vendors.
- Agree to a limit of no more than \$250.00 per animal for "stabilization" treatment. Animals in need of treatment exceeding that amount would be euthanized.
- Ability to respond to emergencies 24 hours a day/365 days per year. This will occur very infrequently but may occur a few times a year.

These are the major services needed by the City. Additional mutually agreed upon minor services that are in the best interest of both parties will be discussed after the contract is awarded.

January 22, 2009

Some preliminary statistics indicate 271 animals were taken into custody by Stanislaus County Animal Services within the City of Newman during FY 07/08. We expect these numbers to continue. We do not know how many of these animals required veterinary treatment but our experience indicates most did not.

We are looking forward to forming this partnership that serves our community well. Proposals must be received in my office by December 26, 2009 at 5:00 PM. If you have any questions or concerns please feel free to contact me. All questions and responses will be forwarded to both hospitals to maintain a fair process.

Sincerely,

Adam McGill  
Chief of Police



**G<sup>bar</sup>N**  
Veterinary Clinic

2025 N Street • Newman, Calif., 95360  
Office: (209) 862-2688 • Fax: (209) 862-2690

December 16, 2008

Contract Proposal for Providing Animal Services to the City of Newman:

There are four parts to the request. Part one and part three are closely related so, we'll address them together. By law, every animal receiving prescriptions or treatment must have a physical examination. It is also the first step in determining what treatments they require. See attached fee sheet. There will be no "office call" charge above the examination fee. If the animals are presented after hours, there is an emergency fee. Court letters and expert witness fees are charged hourly as consultation. A \$250.00 limit is adequate for stabilizing a mild to moderate injury, assuming severely injured patients without an owner will be euthanized to prevent suffering.

Crematory services were not discussed. When we euthanize animals for the city of Gustine, they take the remains to Merced County for disposal. You may be able to contract this service through Stanislaus County. They use a tallow company. We use a crematorium and I have attached our prices for comparison. If you take the remains to Franklin Cemetery (in Merced) yourselves with your own account, you can negotiate a better price, but that would require transportation or holding facility. We could hold remains for Franklin, but we don't want a tallow truck coming to our hospital.

Part two: we already volunteer at the county clinics so we can easily volunteer one Saturday a year. Generally, the animal services officer is there to help with restraint and the county staff is there to do all required paperwork. I would expect these services of the city. The county pays veterinarians a contracted, but near full price fee for spays and neuters, with the clients paying a scaled fee to them and the county (with some grants) paying the difference. Our current prices

are actually less than most of the county voucher program prices, so we have quoted you our price (see attached). Clients are responsible for additional charges related to pregnancy, in heat, obesity, illness, bloodwork, etc.

Vaccination and FIV/Felv testing for adoptable pets could be done less expensively if the city purchased the supplies (there are reduced price programs for shelters that G-N is not eligible for). Attached are our current regular prices.

Part 4: We have been available 24/7 to this community for 10 years and intend to continue.

There will be opportunities for special projects, for example, reviewing city vaccine protocols, spay days, shelter building projects, staff or volunteer training, etc. These we would offer at an hourly rate for consultation, general medicine, nursing or surgery.

Terms of payment were also not discussed. We bill the 25<sup>th</sup> of each month and expect to be paid before the next billing cycle.

Fee Schedule (effective 1/1/09)

Emergency Fee	65.00
Examination	50.00
Brief Examination	40.00
Euthanasia	50.00
Injections (Antibiotic, anti-inflammatory, pain, etc)	35.00
Microchip (our chip)	50.00
Microchip (city provided chip)	10.00
Wound care/minute (minimum 20.00)	2.50
Sedation	45.00-75.00
Fluids SQ	25.00
Hospitalization	50.00-55.00
Rabies Quarantine/day	23.00
Rabies Vaccination with certificate	20.00
Felv/FIV test (G-N provided)	54.00
Consultation/general medicine/hr	120.00
Surgeon/hr	360.00
Nursing/hr	60.00
Cat spay	95.00
Cat Neuter	50.00
Dog Neuter 0-20 pounds	100.00

Dog Neuter 21-50 pounds	110.00
Dog Neuter 21-50 pounds	120.00
Dog Neuter 21-50 pounds	140.00
Dog Spay 0-20 pounds	120.00
Dog Spay 21-50 pounds	140.00
Dog Spay 51-80 pounds	180.00
Dog Spay >80 pounds	250.00
Group Cremation 0-20	16.00
Group Cremation 21-50	40.00
Group Cremation 51-80	65.00
Group Cremation >80	90.00

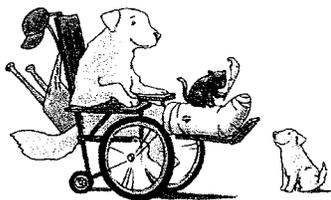
# Westside Animal Hospital

1225 Main Street

P.O. Box 777

Newman, CA 95360

Ph: 209-862-9400



Suzanne E. Solvin, DVM

December 23, 2008

TO: Adam McGill, Chief of Police  
City of Newman Police Department  
1200 Main St.  
Newman, CA 95360

**SUBJECT: Proposal for "Veterinary Services for the City of Newman"**

Dear Chief McGill,

## **I. BACKGROUND:**

We have discussed with the City of Modesto Animal Control Services and the Stanislaus County Animal Shelter their history and current arrangements for animal control services in order to better understand how we might best provide limited, emergency veterinary services to the City of Newman. We understand that it is central to providing this service that we balance our genuine concern for the animal's well-being with safe-guarding tax-payer's money, and that this will frequently result in a decision to euthanize rather than stabilize a stray/wild (vs. owner-ID'd) animal. We understand that Newman is intending to provide its own animal control services rather than bear the burden of a share of building and on-going operating costs of the large, new animal shelter facility that Stanislaus County intends to build, and **we believe we can help the City even further in its efforts to contain costs in the animal control services area, while providing limited, high-quality, caring veterinary services.**

According to Stanislaus County records, a total of 271 animals were taken into custody within the City of Newman by Animal Services in FY 07/08. Of these, **16 were taken to Newman veterinarians for treatment** (13 to Westside Animal Hospital, 3 to G Bar N for either emergency stabilization for a 4-day holding period or for euthanasia at the veterinarian's discretion). **We suspect that a roughly similar number of animals were taken directly to Modesto at night, so the total number of animals from Newman requiring veterinary attention is likely to be about 30/year.** Stanislaus County's overall statistics show that roughly half of the animals brought to the veterinarian require (immediate) euthanasia; the other half are stabilized and sent on to the animal shelter. In Newman's case, this would typically mean that **15 animals per year require emergency stabilization and 15 animals per year require euthanasia.**

## II. PROPOSED SERVICES AND COST

### A. Emergency Stabilization

- a. Physical Exam required [*includes i) Rabies vaccination as necessary and ii) microchip scan*]
  - \$52.50
  - **Fee waived for first 8 animals/ year** brought in by Animal Control requiring emergency stabilization.
- b. Pain management medications
  - \$25 & up (depending on size of patient)
- c. Antibiotic injections & prescriptions
  - \$20 & up (depending on size of patient)
- d. Medical & Surgical Services
  - At "Time & Materials" (e.g. minimum of \$5/minute for surgery)
- e. Boarding/Hospitalization
  - \$20-45/day (depending amount of nursing care required)
- f. Microchip scan information given to animal control services (to ID owner)
  - **No charge**
- g. **Total of all services "Not To Exceed" \$250/animal/incident** [unless owner is found and will pay full cost pursuant to CA Penal Code 597.1.(c)]

### B. Euthanasia

- a. Euthanasia service
  - \$68.25
  - **Fee waived for first 8 animals/year** brought in by Animal Control requiring euthanasia.
- b. Disposal of remains
  - *By Animal Control: No charge*
  - *By WAH: \$2.25/lb disposal fee*
- c. Microchip scan information given to animal control services (to ID owner)
  - **No charge**

### C. Low Cost Animal Clinics

- a. Dr. Solvin and the staff of Westside Animal Hospital ("WAH") would participate in up to two 4-6 hour "Low Cost Animal Clinics" in Newman in the evening or on a weekend per year.
  - *Labor (Veterinarian & Staff): No charge to the City*
  - *Vaccine: "Cost + \$2.00"/dose of vaccine (This is necessary to offset shipping/cost of syringe & needle/disposal of hazardous waste/etc)*
  - *Microchips:*
    - a. Supplied by City of Newman:
      - **No charge for injection**

- b. Supplied by WAH:
  - **No charge for injection**
  - Microchip “at cost + \$3.00”/microchip. (This is necessary to offset ordering/shipping/etc)
  - *Microchip Scanners*: We will attempt (on a “best effort basis”) to acquire up to **4 free microchip scanners** for the City of Newman.
  - *Spay/Neuter*: We will provide “low cost spay/neuter services” to City of Newman residents who hold spay/neuter vouchers in a manner similar to the current Stanislaus County SCATE program. Fees for this spay/neuter service will be the same as Stanislaus County’s then-current SCATE voucher fee structure (See attached schedule for current fee structure).

**D. 24x7, 365/Yr Coverage**

- a. *Services provided “after hours”*: **No extra charge**
- b. If Doctor cannot be reached, the following Practices are recommended for emergency services:
  - Taylor Veterinary Small Animal Hospital  
1231 West Taylor Road  
Turlock, CA 95382-9537  
Phone: (209) 669-8600
  - G-Bar-N Veterinary Clinic  
Hwy 33  
Newman, CA 95360  
Phone: (209) 862-2688
  - Modesto Veterinary Emergency Clinic  
1800 Prescott Rd.  
Modesto, CA 95350  
Phone: (209) 527-8844

**E. Shelter Services**

- a. Participate as advisor to Gustine Animal Shelter as necessary in matters such as: infectious diseases, vaccination protocols, animal acclimatization to temperature extremes, etc. [**No charge.**]

**F. Parking (“24x7”)**

- a. Will be made available immediately **for up to 6 City of Newman Police vehicles** in Westside Animal Hospital parking lot at Kern & Hwy 33. [**No charge.**]

**G. K-9 Unit**

- a. Additional veterinary services for City of Newman K-9 unit (TBD).

**H. Billing**

- a. Billed monthly (25<sup>th</sup> of each month), net 30 days (*vs. our normal policy of "net 15 days"*).
- b. Direct payments to WAH by an owner of an animal serviced under (paragraphs A & B) of this proposal, would be reported monthly to Animal Services, and any appropriate adjustments to billing be made.

**I. Liability Waiver**

- a. City of Newman to issue a Liability Waiver to Westside Animal Hospital for services rendered under this proposal.

**J Unforeseen Events/Mutual Cooperation/Mediation & Arbitration**

- a. We understand as we partner in this program that unforeseen events may arise that are not covered by the contract. In such situations we would expect to work out a mutually satisfactory solution with minimal fuss, guided by the principles of honesty, fairness, trust, and a genuine concern for the animals' well-being. If in the unlikely event a situation arose that could not be worked out, as a last resort we would be happy to submit the issue to arbitration/mediation by a mutually acceptable party.

Over and above any specifics of the proposal or contract, our philosophy in partnering with the City of Newman would be one of honesty, trust, and respect. As your office knows from past experience with us, we do not charge for every little item nor seek to "maximize the bill". We seek first to do what is right for the animal, but we do that with a real concern for the owner's ability to do that (or, in this case, an intelligent use of taxpayer's money).

We look forward to partnering with you to enhance the quality of life of pets in Newman!

Sincerely,

Suzanne E. Solvin, DVM



## EXHIBIT A

### A. SCOPE OF WORK

The Consultant shall provide surgical sterilization, implantation of microchip identification, and anti-rabies vaccinations services for dogs and cats under this Agreement for Professional Services between the County of Stanislaus and \_\_\_\_\_ ("Consultant").

### B. COMPENSATION

The Consultant shall be compensated in accordance with the following schedule on a per animal basis for the services provided under this Agreement:

The Consultant shall be compensated in accordance with the following schedule on a per animal basis:

Fee Schedule:

#### SCATE PROGRAM:

##### Cats

Male: \$ 52.00  
Female: \$100.00

##### Dogs

Male less than 35 lbs.: \$ 98.00  
Male 35 lbs. or greater: \$110.00  
Female less than 35 lbs.: \$134.00  
Female 35 lbs. through 65 lbs.: \$173.00  
Female 66 lbs. or greater: \$224.00



Cryptorchid males @ female rates upon veterinarian's approval

~~Rabies vaccination: \$10.00~~

~~Low Cost SCATE Program: (Participants pre-qualified by County)~~

~~Cats~~

# City of Newman Animal Control Services (2009)

Category	Charge	#1	#2	#3	#4	#5	#6	#7	#8
<b>Emergency Stabilization</b>									
Physical Exam	\$52.50	N/C							
Pain Mgmt Meds	\$25 & up								
Antibiotic Injecs & Prescripts	\$20 & up								
Medical & Surgical Svcs	T&M (min \$5/min)								
Boarding/Hospitalization	\$20-45/day								
Microchip Scan Info to CNAS	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
<b>TOTAL</b>	<b>NTE \$250</b>								

Category	Charge	#1	#2	#3	#4	#5	#6	#7	#8
<b>Euthansia</b>									
Euthanasia Svc	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Disposal of Remains	\$2.25/lb (if by WAH)								
Microchip Scan Info to CNAS	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
<b>TOTAL</b>									

Category	Charge	#9	#10	#11	#12	#13	#14	#15	#16
<b>Emergency Stabilization</b>									
Physical Exam	\$52.50	\$52.50	\$52.50	\$52.50	\$52.50	\$52.50	\$52.50	\$52.50	\$52.50
Pain Mgmt Meds	\$25 & up								
Antibiotic Injecs & Prescripts	\$20 & up								
Medical & Surgical Svcs	T&M (min \$5/min)								
Boarding/Hospitalization	\$20-45/day								
Microchip Scan Info to CNAS	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
<b>TOTAL</b>	<b>NTE \$250</b>								

Category	Charge	#9	#10	#11	#12	#13	#14	#15	#16
<b>Euthansia</b>									
Euthanasia Svc	N/C	\$68.25	\$68.25	\$68.25	\$68.25	\$68.25	\$68.25	\$68.25	\$68.25
Disposal of Remains	\$2.25/lb (if by WAH)								
Microchip Scan Info to CNAS	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
<b>TOTAL</b>									

Honorable Mayor and Members  
of the Newman City Council

**ACCEPT STAFF RECOMMENDATION TO ENTER INTO A CONTRACTUAL RELATIONSHIP FOR  
VETERINARY SERVICES RELATING TO ANIMAL CONTROL WITH WESTSIDE ANIMAL  
HOSPITAL**

**RECOMMENDATION:**

Staff recommends the City Council accept staff recommendation to enter into a contractual relationship for veterinary services relating to animal control in the City of Newman with Westside Animal Hospital.

**BACKGROUND:**

Beginning January 1, 2009 the Newman Police Department assumed animal control duties for the City of Newman. As a result, the city is required to provide some veterinary services to animals that come into the care and custody of the police department.

**ANALYSIS:**

The Police Department requested proposals from two local veterinary hospitals. Both hospitals submitted proposals. A committee consisting of the Public Works Director, Recreation Supervisor, and Police Chief reviewed the submitted proposals and determined the proposal from Westside Animal Hospital best represented the city's interest. With City Council approval staff will formalize the contractual relationship with Westside Animal Hospital and return to the City Council for formal approval of the actual contract.

**FISCAL IMPACT:**

The fiscal impact of this contract will be minimal based upon statistics from Stanislaus County Animal Services. Less than 20 animals from Newman required emergency veterinary treatment last fiscal year. The number of animals expected to receive emergency treatment under this new contract will likely be more than 20 because of the improved service delivery by the police department and convenience to our residents. A number of animals will also be seen under this new contract through our annual license/vaccination clinic that will be held in partnership with Westside Animal Hospital. All costs related to this contract are expected to be covered through licensing fees as well as animal related administrative fines.

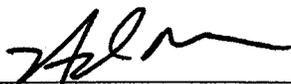
**ATTACHMENTS:**

RFP Letter  
Proposal from Westside Animal Hospital  
Proposal from G-N Veterinary Clinic

**CONCLUSION:**

This staff report is submitted for City Council consideration and action. Staff recommends the City Council accept staff recommendation to enter into a contractual relationship for veterinary services relating to animal control in the City of Newman with Westside Animal Hospital.

Respectfully submitted,



Adam McGill  
Chief of Police

**REVIEWED/CONCUR:**



Michael Holland  
City Manager

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.b.**  
City Council Meeting  
of January 27, 2009

**REPORT ON PROPOSED ORDINANCE AMENDING NEWMAN MUNICIPAL CODE**  
**TITLE 1, CHAPTER 1.16.010**

**RECOMMENDATION:**

Conduct First Reading of Ordinance #2009-XX, Amending Chapter 1.16 of Title 1 Fees and Finances of the Newman City Code.

**BACKGROUND:**

During the review of the existing Planning Application fee schedule, staff found that the current schedule was adopted on October 17, 1989 (not including the Home Occupation and Site Plan Review fees amended/adopted thereafter).

As part of this planning fee analysis and review staff has found that historically, the Newman City Council approved all rate increases through an Ordinance Amendment.

**ANALYSIS:**

Currently, the Municipal Code identifies specific dollar amounts for planning fees. Given the constant change in planning processing costs and requirements (such as legal advertising, postage, etc) staff recommends that the code be revised to eliminate specific amounts and subsequently set fees by resolution, as opposed to an ordinance.

**FISCAL IMPACT:**

1. Costs associated with the adoption of this ordinance are nominal.
2. Updated application fees will offset processing and staff time costs.

**CONCLUSION:**

The proposed ordinance amendment will make the fee update process more efficient, less costly and provide the city with revenue to offset the Community Development Department's project processing costs; including but not limited to staff time, supplies and contract services.

**ATTACHMENTS:**

1. Exhibit A – Existing Municipal Code Excerpt
2. Exhibit B – Ordinance No. 89-18
3. Exhibit C – Ordinance No. 90-23
4. Exhibit D – Proposed Ordinance

Respectfully submitted,



Stephanie Ocasio  
Assistant Planner

**REVIEWED/CONCUR**



Michael Holland  
City Manager

**Chapter 1.16**  
**FEES AND FINANCES**

**Sections:**

- 1.16.010 Planning fees.  
1.16.020 School facilities mitigation fees.

**1.16.010 Planning fees1(1).**

The fees to be charged by the Planning Department of the City for matters coming before the Planning Commission and City Council shall be as follows:

General Plan amendment	\$510.00
Specific plan	Actual Cost (1)
Rezone	550.00
to Planned Development or PD	825.00 (2)
Zoning Ordinance amendment	760.00
Tentative subdivision map	590.00 (3)
Final subdivision map	375.00 (1)
Tentative parcel map	275.00
Final parcel map	75.00 (3)
Lot line adjustment	175.00
Certificate of compliance	190.00
Use permit	185.00
Home occupation use permit	25.00
Variance	340.00
Environmental review	75.00
Environmental impact report	Actual Cost
Time extension	75.00
Appeal	150.00
Annexation and prezone	850.00 (4)
General Plan amendment/rezone	750.00

- (1) Deposit based on estimated cost required.  
(2) Two hundred seventy-five dollars to be refunded if project is completed. Otherwise will be used to zone property back to original zoning designation.  
(3) Plus actual cost by City Engineer.  
(4) Plus all of the following:  
(a) All election costs if one is necessary.  
(b) LAFCO filing fee and State Board of Equalization fee.  
(c) Maps and legal description that comply with State Board of Equalization and LAFCO standards.  
(d) Two hundred fifty dollars if protest hearing is required.

(Ord. 90-23, 11-13-1990)

**Endnotes**

**1 (Popup - Popup)**

Whenever "planning fees" are referred to anywhere in the ordinances or resolutions of the City, same shall mean "planning fees" as set forth herein.

ORDINANCE NO. 89-18

AN ORDINANCE FIXING PLANNING FEES FOR THE CITY OF NEWMAN

The City Council of the City of Newman does ordain as follows:

SECTION 1.

The fees to be charged by the Planning Department of the City of Newman for matters coming before the Planning Commission and City Council shall be as follows:

General Plan Amendment	\$510.00	
Specific Plan	Actual Cost	(1)
Rezone	\$550.00	
to Planned Development or PD	\$825.00	(2)
Zoning Ordinance Amendment	\$760.00	
Tentative Subdivision Map	\$590.00	(3)
Final Subdivision Map	\$375.00	(1)
Tentative Parcel Map	\$275.00	
Final Parcel Map	\$ 75.00	(3)
Lot Line Adjustment	\$175.00	
Certificate of Compliance	\$190.00	
Use Permit	\$185.00	
Home Occupation Use Permit	90.00	
Variance	\$340.00	
Environmental Review	\$ 75.00	
Environmental Impact Report	Actual Cost	
Time Extension	\$ 75.00	
Appeal	\$150.00	
Annexation & Prezone	\$850.00	(4)
General Plan Amendment/Rezone	\$750.00	

(1) Deposit based on estimated cost required.

(2) \$275.00 to be refunded if project is completed. Otherwise will be used to zone property back to original zoning designation.

(3) Plus actual cost by City Engineer.

(4) Plus all of the following:

a. All election costs if one is necessary.

b. LAFCO filing fee and State Board of Equalization fee.

c. Maps and legal description that companies with State Board of Equalization and LAFCO standards.

d. \$250.00 if protest hearing is required.





1 Ordinance and cause it to be published at least once in The WEST  
2 SIDE INDEX within fifteen (15) days after its adoption.

3 Introduced at a regular meeting of the City Council of the City  
4 of Newman held on the 30th day of October , 1990, by Councilman  
5 Rodriguez , and adopted at a regular meeting of said City Council  
6 on the 13th day of November , 1990, by the following vote:

7 AYES: COUNCILMEN: Rodriguez, Rose and Mayor Carlsen

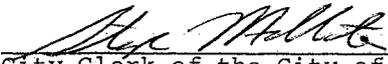
8 NOES: COUNCILMEN: None

9 ABSENT: COUNCILMEN: Crow  
NOT PARTICIPATING: Dompe

10 APPROVED:

11  
12   
13 \_\_\_\_\_  
Mayor of the City of Newman

14 ATTEST:

15   
16 \_\_\_\_\_  
City Clerk of the City of Newman

ORDINANCE NO. 2009-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEWMAN AMENDING  
NEWMAN MUNICIPAL CODE TITLE 1, CHAPTER 1.16.010 PLANNING FEES**

The City Council of the City of Newman does ordain as follows:

Section 1.

That Title 1 of the Newman Municipal Code is amended as follows:

**1.16.010 Planning fees <sup>1</sup>.**

The fees to be charged by the Planning Department of the City for matters coming before the Planning Commission and City Council shall be *fixed and established by Resolution of the Newman City Council*. as follows:

General Plan amendment	\$510.00
Specific Plan	Actual Cost (1)
Rezone	\$550.00
to Planned Development or PD	\$825.00 (2)
Zoning Ordinance amendment	\$760.00
Tentative subdivision map	\$590.00 (3)
Final subdivision map	\$375.00 (1)
Tentative parcel map	\$275.00
Final parcel map	\$75.00 (3)
Lot line adjustment	\$175.00
Certificate of compliance	\$190.00
Use permit	\$185.00
Home occupation use permit	\$25.00
Variance	\$340.00
Environmental review	\$75.00
Environmental impact report	Actual Cost
Time extension	\$75.00
Appeal	\$150.00
Annexation and prezone	\$850.00 (4)
General Plan amendment/rezone	\$750.00

(1) Deposit based on estimated cost required.

(2) Two hundred seventy five dollars to be refunded if project is completed. Otherwise will be used to zone property back to original zoning designation.

(3) Plus actual cost by City Engineer.

(4) Plus all of the following:

(a) All election costs if one is necessary.

(b) LAFCO filing fee and State Board of Equalization fee.

(c) Maps and legal description that comply with State Board of Equalization and LAFCO standards.

(d) Two hundred fifty dollars if protest hearing is required.

*In addition to the adopted application fee schedule, applicants shall be responsible for any additional costs incurred through/by project processing, including but not limited to administrative costs.*

Section 2.

All other sections and provisions of Title 1 shall remain in full force and effect.

Section 3.

That a duly noticed public hearing was held by the City Council.

Section 4.

This Ordinance shall take effect 30 days after the date of its adoption, and prior to the expiration of 15 days from the passage thereof shall be published and circulated in the City of Newman and thenceforth and thereafter the same shall be in full force and effect.

Introduced at a regular meeting of the City Council of the City of Newman held on the 27<sup>th</sup> day of January, 2009 by Councilmember \_\_\_\_\_, and adopted at a regular meeting of said City Council held on the 10<sup>th</sup> day of February, 2009 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

City Council Meeting  
of January 27 2009

**ADOPTION OF RESOLUTION APPROVING NEW UTILITY RECONNECTION FEES**

**RECOMMENDATION:**

It is recommended that the Newman City Council:

Adopt Resolution No. 2009-XX, approving new Utility Reconnection Fees.

**BACKGROUND:**

This resolution establishes an increase in the Utility Reconnection Fee in the event that a customer's service is disrupted. The current reconnection fee is \$15.00 this is to offset expenses on time spent by staff, to disconnect and reconnect services.

**ANALYSIS:**

The increased reconnection fee will be required from all customers who service has been disrupted due to delinquent bills. In the event that a consumer's service has been disconnected from the Water Department, the Water Department is hereby authorized and directed to charge a reasonable fee of \$25.00, in addition to all other charges for said reconnection.

Customers, who have had their service disrupted, may re-establish services only in the event that the customer pays all delinquent bills, the reconnection fee and make the required cash deposit.

**FISCAL IMPACT:**

The reconnection fee will offset some of the costs associated with Staffs time in reconnecting services

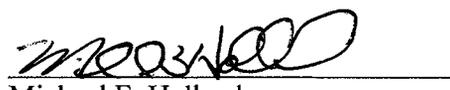
**CONCLUSION:**

It is fiscally responsible and appropriate that the City Council increase the amount required for the reconnection fee.

Respectfully submitted:

  
\_\_\_\_\_  
Sonya Silva  
Finance Director

Reviewed/Concur

  
\_\_\_\_\_  
Michael E. Holland  
City Manager

**RESOLUTION NO. 2009-**

**A RESOLUTION ADOPTING UTILITY NEW RECONNECTION FEES**

WHEREAS, it has been determined that Ordinance 11.05.020 requires the reconnection fees be set by resolution; and

WHEREAS, the purpose of a reconnection fee is to ensure payment for reconnecting disrupted services; and

IT IS HEREBY RESOLVED by the City Council of the City of Newman the adoption of the reconnection fee of \$25.00; and

IT IS FURTHER RESOLVED, that the said reconnection fee may be modified periodically; now therefore,

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 27th day of January, 2009 by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

City Council Meeting  
of January 27, 2009

**ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER AND THE DIRECTOR OF  
PUBLIC WORKS TO SIGN ALL DOCUMENTS, RIGHT-OF-WAY CERTIFICATIONS,  
ASSURANCES, AND OTHER STATEMENTS FOR THE CONSTRUCTION OF THE NEWMAN  
DOWNTOWN PLAZA PROJECT**

**RECOMMENDATION:**

It is recommended the Newman City Council:

Adopt Resolution No. 2009- , authorizing the City Manager and the Director of Public Works to sign all documents, right-of-way certifications, assurances, and other statements for the construction of the Newman Downtown Plaza.

**BACKGROUND:**

The Newman Downtown Plaza Project includes improvements to the sidewalk and State Highway 33 pavement. This area is within the State right-of-way and therefore requires the City of Newman to obtain approval and an encroachment permit for the portion of the work within the State right-of-way. City staff and a consultant have been working with the California Department of Transportation (Caltrans) to obtain approval for these improvements.

**ANALYSIS:**

As part of the approval process the Caltrans is requesting approval from the City Council to authorize the City Manager and the Director of Public Works to sign documents, right-of-way certifications, assurances, and other statements for the work being performed along State Highway 33 in conjunction with the construction of the Downtown Plaza. Authorizing the City Manager and the Director of Public Works to sign these documents will help to ensure the project meets the necessary time line for funding.

**FISCAL IMPACT:**

None.

**CONCLUSION:**

The Newman Downtown Plaza Project includes improvements to State Highway 33. Caltrans requires their approval and an encroachment permit prior to work within the State right-of-way. Caltrans is requesting the City Council authorize the City Manager and the Director of Public Works to sign the necessary documents related to the construction of these improvements. Staff is recommending City Council approve a resolution authorizing the City Manager and the Director of Public Works to sign these documents as the City's representative.

Respectfully Submitted,



Garner Reynolds  
Director of Public Works

Reviewed/Concur



Michael E. Holland  
City Manager

**RESOLUTION NO. 2009-**

**RESOLUTION AUTHORIZING THE CITY MANAGER AND THE DIRECTOR OF  
PUBLIC WORKS TO SIGN ALL DOCUMENTS, RIGHT-OF-WAY CERTIFICATIONS,  
ASSURANCES AND OTHER STATEMENTS FOR THE CONSTRUCTION OF THE  
NEWMAN DOWNTOWN PLAZA PROJECT**

WHEREAS, the City of Newman has a desire to submit applications for funding under the Transportation Enhancement (TE) Program; and

WHEREAS, the California Department of Transportation (Caltrans) requires certain documents, right-of-way certifications, assurances, and other statements to be signed in a timely manner by an Administering Agency Representative to receive funding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that the City Manager and the Director of Public Works is hereby authorized to sign all documents, right-of-way certifications, assurances, and statements in connection therewith for and on behalf of the City of Newman.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 27th day of January, 2009 by Council Member \_\_\_\_\_, who moved its adoption which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.e.**  
City Council Meeting  
of January 27, 2009

**ACCEPT PROPOSAL FOR WASTEWATER COLLECTION, TREATMENT  
AND DISPOSAL ON-CALL SERVICES FROM ECO:LOGIC ENGINEERING**

**RECOMMENDATION:**

It is recommended that the City Council accept the proposal for on-call services for wastewater collection, treatment and disposal technical assistance from ECO:LOGIC Engineering for an amount not to exceed \$25,000.00.

**BACKGROUND:**

In 2008 ECO:LOGIC Engineering completed the Wastewater Collection System and the Wastewater Treatment and Disposal Master Plans for the Public Works Department. Additional work items were identified in the master plans, and technical assistance is necessary to ensure these items are completed in a timely manner. Typical on-call services include:

- Sewer Collection System Modeling
- Wastewater treatment & collection CIP's for rate/connection fee studies
- Sanitary Sewer Management Plan Development Assistance
- Regional Water Quality Control Board Assistance
- Groundwater Monitoring Assistance

The Public Works Department has received a proposal for on-call services for wastewater collection, treatment and disposal technical assistance from ECO:LOGIC Engineering. The work is detailed in attachment A.

**ANALYSIS:**

One proposal has been submitted for this project from ECO:LOGIC Engineering for a not-to-exceed cost of \$25,000.00, the Engineer responsible for the development of the Wastewater Master Plans. This type of work is best performed by ECOLOGIC Engineering due to their expertise and experience in this field and their work on the Wastewater Master Plans. The Public Works Director has reviewed the proposal and has found the proposal to be in proper order.

The City has \$25,000.00 available in the sewer fund (contract services) to move forward with this proposal.

**FISCAL IMPACT:**

Proposal amount \$25,000.00                      08/09 budgeted amount \$25,000.00

**CONCLUSION:**

The Public Works Department has a need for additional wastewater related work items and technical assistance. ECO:LOGIC Engineering is the engineer responsible for completing the Wastewater Master Plans, and has the experience and expertise necessary to complete the work. ECO:LOGIC Engineering has submitted a proposal for a not-to-exceed cost of \$25,000.00. Therefore, staff recommends that the City Council accept the proposal from ECO:LOGIC Engineering.

Respectfully Submitted,

  
Garner Reynolds  
Director of Public Works

Reviewed/Concur

  
Michael E. Holland  
City Manager

November 15, 2008

Michael Holland  
City Manager  
City of Newman  
P.O. Box 787  
1162 Main Street  
Newman, CA 95360

**RE: Proposal for City of Newman Wastewater Collection, Treatment, and Disposal On-Call Services**

Dear Michael,

ECO:LOGIC Engineering is pleased to submit the following proposal for On-Call Services for ongoing work related to wastewater collection, treatment, and disposal at the City of Newman. As you are aware, with the completion of the Water, Wastewater Treatment and Disposal, and Wastewater Collection System Master Plans, there are still many steps that exist in the future. ECO:LOGIC is looking forward to assisting the City navigate the complex options and next steps. This On-Call Services Agreement covers tasks related to further wastewater collection, treatment, and disposal items. Further tasks related to water items will be covered in a separate agreement. Specific tasks that may be provided under this On-Call Services Agreement include, but are not limited to:

- Collection system model runs to determine the affect of potential new developments on the City's existing system.
- Providing input on Wastewater Treatment & Collection System CIPs costs to the rate/connection fee studies.
- Assistance with SSMP elements, SSMP review, etc.
- Coordination and communication with the Regional Water Quality Control Board.
- Responding and coordinating with F&A Dairy regarding pretreatment plans.
- Assistance with reclamation area groundwater monitoring well workplan.
- Initial environmental permit compliance needs for future disposal land (once identified).
- Other services related to wastewater collection, treatment, and disposal, as identified by City Staff.

Task work would be initiated only in response to specific requests by City Staff with your knowledge and approval. We will account separately for each authorized task assignment. Depending on the nature



Michael Holland  
City of Newman  
November 15, 2008  
Page 2

and extent of work involved, any specific task may warrant a separate authorization and fee limit at the discretion of the City.

We propose a, not to exceed without prior authorization, limit of \$25,000 for the remainder of the City's fiscal year (through 30 June 2009). We will complete tasks on a time and expense basis using our 2009 rate schedule for work performed after December 31<sup>st</sup>, 2008 and our 2008 rate schedule for work prior to this date.

We look forward to continuing to assist the City with its water and wastewater issues. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

**ECO:LOGIC Engineering**

A handwritten signature in cursive script, appearing to read "Tiffany Knapp".

**Tiffany Knapp, P.E.**  
Senior Engineer

cc: Charlie Bunker, P.E., ECO:LOGIC Engineering

Honorable Chair and Members  
of the Newman Redevelopment Agency

Agenda Item: **10.f.**  
Redevelopment Agency Meeting  
of January 27, 2009

**REPORT ON REDEVELOPMENT AGENCY PLAN AMENDMENT**

**RECOMMENDATION:**

Adopt Resolution #2009-xx approving the proposal by Urban Futures, Inc. and authorizing the Chief Executive Officer to execute an agreement for services.

**BACKGROUND:**

In 1992, the City of Newman created the Newman Redevelopment Agency to eliminate and prevent the spread of blight and deterioration in the project area. As part of the original plan, the agency adopted tax increment limit of \$30 million.

In October 2008, the Agency held a special meeting in which Mr. Marshall Linn (Urban Futures, Inc.) conducted a presentation to the Council and identified deficiencies within our adopted plan. These deficiencies place limits on the Agency's ability to sell bonds to fund the plaza and aquatic center projects and collect revenues in the future.

**ANALYSIS:**

Based upon the existing Redevelopment Plan, the agency has an increment cap limit of \$30 million. This limit restricts the Agency's ability to capture tax increment and sell bond to fund major projects. The proposal by Urban Futures, Inc. would prepare the documentation necessary to support raising the increment limit to approximately \$100 million (based upon blight and economic analysis). The proposal would also analyze the option of adding additional parcels to the project area, incorporates all CA Communities Redevelopment Law amendments, including SB1206 requirements.

**FISCAL IMPACT:**

Total cost \$175,000. \$40,000 is deferred until the Agency sells bonds. The remaining monies will be budgeted over the next two fiscal years.

**CONCLUSION:**

The original Redevelopment Project Plan adopted in 1992 incorporated a tax increment level of \$30 million. While the amount may have appeared appropriate at the time, the cost of installing improvements has risen steadily. As a result, the Agency is limited on its ability to remove blight from the project area. Approval of this proposal will allow the agency to update the plan that is currently over 25 years old.

Respectfully submitted,



Michael E. Holland  
City Manager

**REDEVELOPMENT AGENCY**

**RESOLUTION NO. 2009-**  
**RDA RESOLUTION NO. 2009-**

**A RESOLUTION APPROVING THE REDEVELOPMENT PLAN UPDATE AND  
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONTRACT FOR  
SERVICES WITH URBAN FUTURES**

WHEREAS, In 1992, the City of Newman created the Newman Redevelopment Agency to eliminate and prevent the spread of blight and deterioration in the project area; and

WHEREAS, the original plan, the agency adopted had a tax increment limit of \$30 million; and

WHEREAS, In October 2008, the Agency held a special meeting in which Mr. Marshall Linn (Urban Futures, Inc.) conducted a presentation to the Council and identified deficiencies within our adopted plan; and

WHEREAS, the aforementioned deficiencies place limits on the Agency's ability to sell bonds to fund the plaza and aquatic center project and collect revenues in the future; and

WHEREAS, the aforementioned limit restricts the Agency's ability to capture tax increment and sell bonds to fund major projects; and

WHEREAS, the Agency is limited on its ability to remove blight from the project area as a result of the rising costs of installing improvements combined with the tax increment limit; and

WHEREAS, Urban Futures, Inc. has submitted a proposal to prepare the documentation necessary to support raising the tax increment; and

WHEREAS, the proposal by Urban Futures, Inc would also analyze the option of adding additional parcels to the project area, incorporates all CA Communities Redevelopment Law amendments, including SB1206 requirements; and

WHEREAS, the City Council of the City of Newman has determined it would be in the best interest to enter into a contract with Urban Futures, Inc;

NOW, THEREFORE, Be It Resolved that the City Council of the City of Newman that the Newman City Council hereby authorizes the City Manager to enter into a contract with Urban Futures, Inc to update the City of Newman Redevelopment Plan.

The foregoing resolution was introduced at a regular meeting of the Newman Redevelopment Agency held on the 27<sup>th</sup> day of January, 2009 by Board Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

ATTEST:

\_\_\_\_\_  
Chairperson Newman RDA

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.g.**  
City Council Meeting  
of January 27, 2009

## **UPDATED JOB DESCRIPTIONS FOR CITYWIDE EMPLOYEES**

### **RECOMMENDATION:**

Adopt Resolution #2009-xx, accepting and adopting new and updated job descriptions.

### **BACKGROUND:**

In 2007, the City of Newman negotiated an agreement with Miscellaneous and Management Employees to conduct a Classification and Compensation. The City selected Koff and Associates in October 2007 to complete said study. The Classification portion of the study included updated and new job descriptions that accurately reflect the duties and responsibilities, as well as the required knowledge abilities and skills.

### **ANALYSIS:**

Overall, two (2) job descriptions were re-titled and four (4) job descriptions were reclassified to accurately reflect the actual job responsibilities and duties. Adoption of the new job descriptions will allow management to continue to work towards a new and complete salary schedule that includes all City employees.

### **FISCAL IMPACT:**

None

### **CONCLUSION:**

Staff recommends the Council accept and adopt the new and updated job descriptions. The new and updated descriptions are based upon employee interviews conducted by Koff and Associates and Department Head input. Staff believes this is an important and necessary step towards completing an update of the City's human resources component.

Respectfully submitted,



---

Michael Holland  
City Manager

**RESOLUTION NO. 2009-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWMAN ADOPTING CLASS SPECIFICATIONS FOR CITY OF NEWMAN EMPLOYEES**

WHEREAS, the City of Newman desires to provide updated class specifications which provide clear definitions of employee job conditions, duties and requirements; and

WHEREAS, Newman City Code Section 1-7 A-3-D requires that the City Manager prepare those Class Specifications and revisions; and

WHEREAS, in 2007, the City of Newman negotiated an agreement with Miscellaneous and Management Employees to conduct a Classification and Compensation; and

WHEREAS, the City selected Koff and Associates in October 2007 to complete said study; and

WHEREAS, Koff and Associates interviewed employees both in a written format and orally during the Classification and Compensation study; and

WHEREAS, Koff and Associates used those interviews to derive more accurate job descriptions\class specifications; and

WHEREAS, the Classification portion of the study included updated and new job descriptions the accurately reflect the actual duties and responsibilities, as well as the required knowledge abilities and skills; and

WHEREAS, adoption of the amended job descriptions will allow management to continue to work towards a new and complete salary schedule that includes all City employees; and

WHEREAS, amended job descriptions\class specifications are an important and necessary step towards completing an update of the City's human resources component; and

WHEREAS, the attached document known as the City of Newman Class Specifications has been prepared by the City Manager and recommended to the City Council; and

WHEREAS, the City Council of the City of Newman has reviewed the Class Specifications.

NOW, THEREFORE BE IT RESOLVED that the City Council of the city of Newman does hereby adopt the amendments to the City of Newman Class Specifications attached as Exhibit "A".

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 27th day of January, 2009 by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

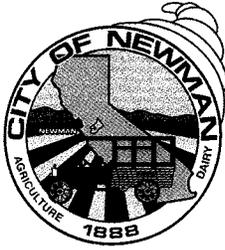
APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor of the City of Newman

\_\_\_\_\_  
Deputy City Clerk

Exhibit "A"



February 2008  
FLSA: NON-EXEMPT

## ACCOUNT CLERK I/II

### DEFINITION

Under direct or general supervision, learns and performs a variety of clerical and office support work related to the processing of financial transactions, record keeping, and the preparation and reconciliation of financial and accounting records and reports, including utility billing, accounts payable, accounts receivable, and business license application processing; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Accountant. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Account Clerk I: This is the entry-level class in the Account Clerk series. Initially, under direct supervision, incumbents perform work in the areas of routine billing, accounting, and financial duties related to customer accounts for utility services and business license applications. Incumbents have frequent contact with the public providing customer services associated with utility payments, requests for service, responding to complaints, providing information, and working closely with field operations to assess needed repairs, new accounts, or account terminations. This class is alternately staffed with the Account Clerk II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Account Clerk II: This is the full journey-level class in the Account Clerk series. Incumbents perform the full range of work in all of the following areas: utility billing, business license applications, accounts receivable, and accounts payable, in addition to performing a variety of record keeping, reconciliation, and report preparation activities. This class is distinguished from Senior Account Clerk in that the latter is the advanced journey-level class in the series responsible for technical and functional direction over lower-level account clerk staff and is capable of performing the most complex duties assigned to the department, including accounts receivable.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **When performing the Utility Billing assignment:**

- Handles customer inquiries and complaints in person or by telephone; interprets policies and procedures and explains service fees, rates, and procedures; makes billing arrangements; researches questions and complaints and follows up as required; takes and processes service requests.

- Operates specialized computer billing systems; prepares, reviews, and sends bills; sets up new accounts and prepares closing bills for cancelled service; issues credit to accounts as necessary.
- Receives customer payments in person or by mail; makes change and issues receipts; balances cash receipts, processes mail payments, and develops totals by adding checks and receipts.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Performs customer service for City utility customers involving billing issues, new accounts, and cancellations; issues new account numbers, completes forms, and posts to the system; researches requests for account balances.
- Sorts, audits, and matches utility bills and payment checks; posts payment to the system.
- Generates shut-off lists; provides lists to Public Works Department.
- May provide assistance to other City departments.

**When performing the business license application processing assignment:**

- Processes and maintains business license applications in compliance with all applicable rules regulations and ordinances.
- Receives and posts payments for business licenses.
- Processes applications and enters data into database; types business licenses.
- Maintains business license list; sends out reminders for renewals or late payments; prints renewals and sends to appropriate business.

**When performing the accounts payable assignment:**

- Processes and maintains accounting and financial transactions in compliance with all applicable rules regulations and ordinances.
- Prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Receives vendor inquiries via telephone, fax, or mail; and resolves any issues, problems, or requests using established procedures.

**When performing all assignments:**

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records, and a variety of periodic and special financial, accounting, and statistical reports.
- Reviews source documents for compliance to rules, regulations, and procedures; determines proper handling for compliance.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or general accounting procedures; and updates related files and departments on action items.
- Assists Accountant with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Billing as related to utility meters and functions and business applications.
- Record keeping and information processing requirements.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.

### **Account Clerk II, in addition to the above:**

- Terminology, rules, policies, and practices of financial and accounting document processing and record keeping, including accounts payable and business licensing.

### **Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and carry out oral and written instructions.
- Operate modern office equipment including computer and software 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 employees and those contacted in the course of the work.

### **Account Clerk II, in addition to the above:**

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Make sound, independent decisions within established policy and procedural guidelines.

### **Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Account Clerk I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Account Clerk I: One (1) year of experience in performing general accounting office work. Coursework related to bookkeeping, basic accounting, and/or related computer applications and some experience in processing financial documents and maintaining financial or accounting records is desirable.

Account Clerk II: In addition to the above, two (2) years of experience equivalent to Account Clerk I at the City of Newman.

**Licenses and Certifications:**

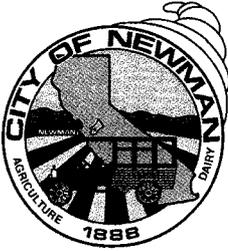
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, provides administrative, program, budgetary, and work-flow support to an assigned department; develops, summarizes, and maintains administrative and fiscal records; directs, oversees, and manages day to day operations of programs, special projects, and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory or management personnel. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is the advanced level class within the administrative series. Incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various City departments, including coordinating assigned programs and projects, providing general information to the public, and other administrative, database, and support work. This class is distinguished from the Office Assistant series in that it provides a higher-level of more technical and varied office administrative and secretarial support to a department head and related management, professional, and supervisory staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and executes administrative assignments and department-specific programs and special projects related to assigned area of responsibility; maintains accurate and detailed records; verifies accuracy of information; researches discrepancies and records information.
- Assists in the development and administration of programmatic budgets, including cost containment and grant applications and funds disbursement.
- Prepares, submits, and receives all claims and requisitions; obtains quotes for specialized supplies and equipment; monitors use and maintenance of supplies and equipment; and/or authorizes payments and purchases.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; maintains records of purchase orders, expense statements, and other fiscal transactions.
- Maintains a calendar and coordinates the schedule of the department head and associated management staff with those of members of Boards and Commissions, other City management staff,

representatives of other organizations, and the public; may make travel arrangements as required; submits all related paperwork.

- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel; arranges for meeting rooms; may attend meetings and take minutes.
- Researches, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by management staff; prepares comprehensive technical records and reports to present and interprets data, identifies alternatives, and makes and justifies recommendations.
- Serves as a liaison, through a variety of mediums, between key department personnel and other City departments, law enforcement agencies, news media, regulatory agencies, contractors, and the general public.
- Addresses concerns, inquiries, or complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution.
- Develops, verifies, and reviews forms, contracts, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contracts, applications, licenses, insurance documents, and permits.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Prepares, copies, and distributes a variety of documents including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff via switchboard or dispatching using a two-way radio as necessary; assists public at front counter and directs public to appropriate locations/staff.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- In the absence of the Deputy City Clerk and City Clerk, attends and records minutes for City Council meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Basic principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
- Basic principles, practices, and procedures of department-specific processes, including contracts, applications, licenses, insurance documents, and permits.

- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Records management principles and practices.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Coordinate departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret and implement policies, procedures, and technical processes related to the department to which assigned.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Prepare clear and effective financial, statistical, narrative, informational, technical, and educational reports, correspondence, policies, procedures, and other written material.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately; transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of varied administrative/secretarial support experience involving some public contact.

**Licenses and Certifications:**

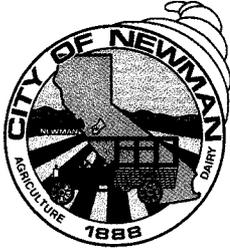
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008

## ASSISTANT PLANNER/ASSOCIATE PLANNER

### DEFINITION

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced planning, including review of development and land use applications, zoning, site plan, and environmental review; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, code enforcement, and environmental review; manages Community Development Block Grant (CDBG) and HOME grants; plans, organizes, coordinates and administers the City-wide Geographic Information Systems (GIS) program; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Community Development Director/City Manager. May provide technical and functional direction to lower-level staff.

### CLASS CHARACTERISTICS

Assistant Planner: This is the entry-level class in the Planner series. Initially under close supervision, incumbents with basic planning experience learn City systems and infrastructure, regulatory codes, laws and ordinances, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Associate Planner and incumbents may advance to the higher level after gaining the knowledge, skill, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Associate Planner: This is the journey-level class in the Planner series that performs the full range of duties related to participating in and conducting a variety of current and advanced planning for the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements, and related building and development issues. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all planning and permitting functions for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters.

- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Prepares and presents staff reports to the Planning Commission, City Council, various committees, and advisory boards as directed; prepares research reports and maps and conducts briefings; attends meetings for the Planning Commission and City Council meetings as assigned.
- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Inspects properties and structures for compliance with appropriate City zoning codes and regulations; identifies corrective actions to be taken by the owner; recommends improvements and rehabilitation programs; conducts follow-up inspections and re-checks as required.
- Processes permit applications; calculates appropriate fees.
- Performs plan checking of permit requests; confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues; resolves complaints and problems.
- Screens and evaluates applications for home occupation and conditional use permits, signs, lot merger, variance, subdivision, and parcel maps; confers with applicants and project sponsors on presented plans and designs; reviews lot line adjustments.
- Checks planning records to identify maps that require updating; identifies changes recorded in Assessor's parcel books; computes acreage and frontages.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Assists the public at the front counter; answers questions and provides information to the public; receives and reviews applications for completeness and compliance; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning function.
- Reviews business licenses for compliance with zoning ordinances.
- Prepares, processes, and maintains variety of correspondence, maps, graphs, reports, legal documents, and other written materials.
- Manages Community Development Block Grant (CDBG) and HOME grants, including monitoring and reporting funding activities according to applicable grant regulations.
- Coordinates and conducts follow-up code enforcement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; attends and takes notes at various committee meetings.
- Plans, organizes, coordinates and administers the development and implementation the City's Geographic Information System (GIS) program.
- Serves as a technical resource to all City departments, including providing assistance in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to city and regional planning, development, and zoning administration.

- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local laws, codes, and regulations including California Planning Law, the Subdivision Map Act, the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and land use and zoning.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Principles, practices, and procedures of code enforcement.
- Principles, practices, and funding sources related to current and advanced planning, including CDBG and HOME grants.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, including Microsoft Office, Microsoft Project, City permitting software, and GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Mathematical and statistical principles including algebra, geometry, and trigonometry.
- Principles and procedures of record keeping.
- Safe driving principles and practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Interpret, analyze, and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.
- Interpret planning and zoning programs to the general public.
- Identify and respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Perform modeling, mapping, database maintenance, and other GIS tasks.
- Prepare clear and concise technical and staff reports, correspondence, policies, procedures, and other written materials.
- Learn current literature, information sources, and research techniques in the field of urban planning.
- Prepare accurate display maps, plans, charts, and tables.
- Effectively represent the Department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Analyze and compile technical and statistical information and prepare reports.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.

- Maintain accurate and precise records.
- Make accurate mathematic and statistical computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet multiple deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Assistant and Associate Planner: Equivalent to graduation from a four-year college or university with major course work in urban planning, economics, or public or business administration, or a related field.

Assistant Planner: One (1) year of professional planning experience in a public agency is desirable.

Associate Planner: In addition to the above, two (2) years of experience equivalent to Assistant Planner at the City of Newman.

**Licenses and Certifications:**

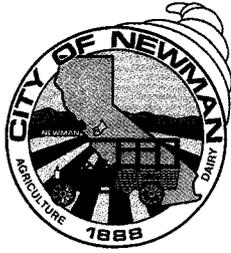
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial, industrial, and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and to make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



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## COMMUNITY SERVICES OFFICER

### DEFINITION

Under general supervision, performs a variety of complex activities in administering non-sworn police support services and programs for the City's Police Department; provides staff support on a wide variety of law enforcement programs, projects, and services; responds to public requests; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief of Police or designee. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position, non-sworn classification within the Police Department. The incumbent performs various administrative and patrol duties in support of designated program activities and is responsible for providing administrative-level support to the assigned management staff in a variety of areas. This class is distinguished from other administrative classifications in that it functions at a higher and more complex support role and may have a specialization in specific programs and related activities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides comprehensive staff support to the Police Department on a wide variety of programs, projects, and services.
- Takes information from the public regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Patrols City streets and facilities to provide security support; follows-up on complaints regarding abandoned vehicles; issues citations and arranges for the towing or other abatement of abandoned or illegally parked vehicles.
- Patrols in efforts to deter crime, including communicating with residents regarding on-going crime related problems, taking crime reports, and providing support to crime victims.
- Enforces and ensures compliance with a variety of Federal, State, and local laws, codes, and regulations related to animal control, nuisance abatement; writes warnings and citations as necessary; schedules follow-up inspections.
- Interprets Federal, State, and local legislation, policies, laws, codes, and regulations; researches, analyzes, and coordinates their application to the City's operations; educates the public on laws and regulations related to municipal code violations.

- Coordinates the City's animal control needs; cleans and maintains animal control equipment and facilities.
- Enforces animal control ordinances that will include capturing animals that may be vicious.
- Provides initial non-emergency contact with the public and representatives of other agencies requesting police records or related services at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies, and procedures or directs the caller to the proper individual or agency.
- Takes information from the public regarding incidents that do not require the presence of sworn law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Assists sworn officers in crowd control, setting up radar trailer, and traffic collisions as required.
- Receives, collects, catalogues, stores, handles, and transports evidence as required.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Prepares and processes a variety of reports and records using a word processor and/or typewriter and follows established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Responds to non-injury traffic collisions, obtains statements from involved parties, and completes standard police reports for review by sworn officers.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Transports, sets up, and ensures radar and DUI trailer are operating effectively.
- Monitors and assists sworn officers at DUI checkpoints and in controlling traffic as required.
- Performs required research in order to locate information for police use, including gathering available information on wanted and paroled persons, and property owners as necessary.
- May provide testimony in court hearings.
- Performs additional duties as needed in the absence of assigned police support personnel.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic functions, principles, and practices of law enforcement agencies including crime scene investigations and evidence retention practices and regulations.
- Applicable Federal, State, and local laws, regulations, codes, policies, and statutes.
- Legislative activities of Federal, State, and local governments.
- Activities and programs of the City's Police Department.
- Principles and practices of records management.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Obtain necessary information from individuals in stressful or emergency situations.
- Learn, interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Perform technical, detailed, and responsible office support work.
- Operate radio communication equipment.
- Compose correspondence independently or from brief instructions.
- Compile and summarize information to prepare clear and accurate reports.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and coursework in police science or law enforcement. Equivalent to an Associates degree in police science or law enforcement is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of, or ability to obtain, to complete PC 832 of the Peace Officers Training class within one year following employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; traversing uneven terrain, periodically standing, stooping, bending, climbing, and kneeling to perform the work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, cameras, and computers; and grasp tools. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical

substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing Federal, State, and City codes, regulations, laws, and departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.



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## MAINTENANCE WORKER I/II

### DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, trees, and facilities; performs preventative and routine maintenance on equipment and vehicles; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives technical and functional direction from the Senior Maintenance Worker and receives direct or general supervision from the Public Works Superintendent. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the department.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **When performing the street maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.

- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Performs a variety of duties in the maintenance of storm drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing storm drains.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Maintains City alleys to ensure safe and efficient access for the public.

**When performing the water distribution systems maintenance:**

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs and replaces water and fire services and hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Turns water service on or off; performs water service shut-offs for non-payments.
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.
- Maintains water wells systems and grounds; monitors and logs records; collects water samples and prepares appropriate paperwork; performs chlorine tests of water supplies.
- Performs preventative maintenance and troubleshooting of water well control panels, including replacing fuses, changing starters, and disconnecting motors.

**When performing the wastewater collections systems maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the City's wastewater infrastructure system.
- Maintains wastewater lines and pump stations to ensure continuous flow of City wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.

- Monitors and checks operations storm and sewer lift stations; performs preventative and basic maintenance as required.

**When performing the parks maintenance:**

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, maintaining clocks and timers, testing systems, replacing valves, and making repairs.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.

**When performing the facilities maintenance:**

- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; builds and repairs cabinets and counters; installs and repairs stairs; builds storage units; installs and repairs ceiling tiles, floor tiles, linoleum, and/or carpet; hangs doors; repairs sheet rock; repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, cleans grease traps, and flushes sewer lines; installs, maintains, and repairs drains, water lines, hot water heaters, and garbage disposals.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures; troubleshoots, repairs, and runs circuits; identifies circuits and calculates circuit loads; tests voltages, ohms, grounds, neutral, and common wires.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, striping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.

**When performing all assignments:**

- Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to complaints and answers questions from public or escalates to crew leader or supervisor, as necessary.
- May oversee and provide training to alternative work program workers.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair; parks, including landscape construction, tree maintenance, irrigation, athletic, and sports fields; and other related facilities and properties.
- Basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and trees, and general buildings such as found in the City.
- Operate specialized street, wastewater, water, parks and landscape, and building and facility maintenance and repair equipment, including cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Worker I: One (1) year of experience of construction, maintenance, or repair experience in streets and traffic, underground utilities, general construction, building maintenance, or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Newman.

**Licenses and Certifications:**

- Possession of, an appropriate valid Class “C” California’s driver’s license.
- Possession of, or ability to obtain, an appropriate valid Class “A” and/or Class “B” California’s driver’s license.
- May be required to obtain a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.
- Other certification(s) specific to functional area of assignment may be required.

If assigned to water distribution:

Maintenance Worker I:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

Maintenance Worker II:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Possession of a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

**PHYSICAL DEMANDS**

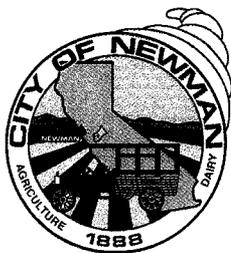
Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.



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## MOTOR SWEEPER OPERATOR

### DEFINITION

Under general supervision, performs a variety of duties in the operation of street sweeping equipment for the purpose of cleaning City commercial and residential streets and related areas; adjusts and performs routine maintenance to assigned equipment; assists in the repair, maintenance, and construction of public works systems, facilities, infrastructure, and equipment; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Superintendent of Public Works. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position class that performs a wide range of operation and routine maintenance of street sweeping equipment. Incumbents perform day-to-day street sweeping activities to ensure that City streets and related areas provide the highest level of safety for public use and visual enhancement. This class is distinguished from the Maintenance Worker class series in that the latter primarily performs maintenance, repair, and construction of public works systems, facilities, infrastructure, and equipment.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Operates street sweeping equipment for the purpose of cleaning City commercial and residential streets.
- Manually removes debris and other materials from streets as necessary, removing obstructions from the sweeper's path, and removing objects from other inaccessible areas.
- Receives and responds to requests from supervisory and City staff and the general public for emergency clean-up, including requests to remove debris, garbage, glass, and other materials.
- Inspects and reviews condition of vehicles and equipment before and after routes; performs preventive maintenance; makes operating adjustments and minor repairs to equipment such as checking oil and water levels, leaks, changing buckets and teeth, tightening loose bolts and hydraulic couplings, washing and cleaning vehicles, and related maintenance duties.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection; and notes service requirements.
- Checks job sites for potential hazards; reports hazards; and determines precautions necessary for safe operations.

- Maintains records and reports on all activities, including recording assigned routes, preparing reports of hazardous areas, reporting operating deficiencies of equipment, and recording street sweeper maintenance.
- Performs Maintenance Worker duties as assigned, including maintenance, repair, and construction of public works systems, facilities, infrastructure, and equipment.
- Operates a variety of heavy equipment, including trucks, tractors, loaders, water trucks, graders, and forklifts in a safe and accurate manner.
- Responds to complaints and answers questions from public or escalates to crew leader or supervisor, as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required in cleaning and maintaining City commercial and residential streets and other assigned areas.
- Operation, work methods, and limitations of street sweeping equipment.
- Principles and practices of servicing and basic preventive maintenance of assigned equipment.
- Basic troubleshooting principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic record keeping principles and procedures.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Participate in street sweeping operations and related projects.
- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Operate, adjust, and maintain street sweeping equipment.
- Perform routine equipment maintenance.
- Work with heavy automotive equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively 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.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in heavy equipment driving or maintenance experience in a street department.

**Licenses and Certifications:**

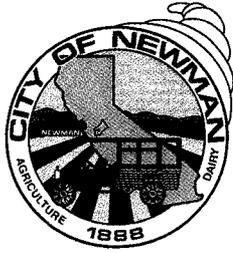
- Possession of, an appropriate valid Class “C” California’s driver’s license.
- Possession of, or ability to obtain, an appropriate valid Class “A” and/or Class “B” California’s driver’s license.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend vehicles, and operate varied vehicles, tools, and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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## OFFICE ASSISTANT I/II

### DEFINITION

Under direct or general supervision, provides a variety of office support activities to an assigned City department, which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of invoices, issuing permits, record keeping, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Office Assistant I: This is the entry-level class in the Office Assistant series. Responsibilities include answering the phones, assisting staff in all aspects of general office operation, and performing special projects as assigned. This class is alternately staffed with the Office Assistant II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and by demonstrating the ability to perform the work of the higher-level class.

Office Assistant II: This is the journey-level class in the Office Assistant series. Incumbents perform a variety of specialized and confidential secretarial and clerical work for an assigned City department, including coordinating assigned programs and projects, providing general information to the public, and other administrative, database, and support work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. This class is distinguished from the Administrative Assistant in that the latter provides a higher-level of, more technical and varied office administrative and secretarial support to a department head and related management, professional, and supervisory staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and carries out clerical assignments and special projects related to assigned area of responsibility.
- Performs a wide variety of general secretarial and clerical duties to support departmental operations; including filing, monthly reports, accounts payable, petty cash reimbursement, and ordering and maintaining office and other related supplies.

- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms, permits, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files; issues permits.
- May perform cashiering duties; receives money and issues receipts; collects and accounts for service fees; reconciles cash register.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff as necessary.
- Composes, types, formats, and proofreads a wide variety of routine reports, letters, documents, flyers, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Compiles information and data for various reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from systems as required.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies.
- May perform accounts receivable support duties; takes deposits to the bank; maintains proper amounts of change; prepares and balances deposits; collects, codes, and posts various payments; prepares end of month spreadsheets of deposits.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Departmental practices and procedures and applicable City policies.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; general accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping and cash handling.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical and secretarial support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment.
- Use word-processing, database, spreadsheet, and other software applications programs.
- Understand and carry out oral and written instructions.
- 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Office Assistant I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Office Assistant I: One (1) year of varied clerical support experience.

Account Clerk II: In addition to the above, two (2) years of experience equivalent to Office Assistant I at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



December 2008  
FLSA: EXEMPT

## Public Works Superintendent

### DEFINITION

Under general direction of the Director of Public Works, plan, organize, directs, and supervise the maintenance, operation, modification, and improvement of the City's water system, sewer system, storm drainage system, streets, public right-of-way, parks, buildings and related facilities as required to ensure compliance with Federal and State requirements; trains, oversees, and participates in the more complex and difficult work of staff responsible for providing maintenance, and repair; sets priorities and directs the work of assigned staff on a project or day-to-day basis for public works facilities; performs routine to complex water, sewer, storm drainage, streets, and related facilities operations and maintenance work, including collecting samples, performing laboratory tests and analyses, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities; preparation of department budget; performs a variety of technical tasks; provides technical and specialized assistance to the Director of Public Works; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

### CLASS CHARACTERISTICS

This is the mid-management-level series that performs the most complex duties required to ensure that City public works infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety to the public. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operations and maintenance of public works facilities, systems, and appurtenances. This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manage, direct and organize the Public Works activities.
- Direct supervision to assigned Public Works staff; reviews and controls quality of work; completes employee evaluations; participates in selection of staff; Direct, oversee and participate in complex and specialized water, sewer, storm drainage and related public works operations and maintenance duties.
- Direct the operation of the Public Works Department to ensure proper operation, cleaning, safety and emergency response procedures.

- Responsible for the preparation of a variety of reports required by regulatory agencies involved in the control of water pollution.
- Trains staff in work and safety procedures and in the operation and use of equipment, pesticides, and supplies; implements procedures and standards.
- Directs, oversees and participates in operations and maintenance activities of the Public Works Department; recommends improvements and modifications and prepares various reports on operations and maintenance activities.
- Directs, oversees and recommends equipment, materials, and staffing needs for assigned operations and maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Directs, coordinates with and oversees contractors in providing Public Works operations maintenance and repair services.
- Supervises the administration of preventive maintenance, in-service training, and safety programs; ensures compliance with safety procedures.
- Performs the most difficult operations, maintenance, and repair duties in the area of work assigned.
- Reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Coordinates permit applications and renewals; researches and analyzes data; monitors testing.
- Inspect work sites before, during, and after completion to assure work is completed in a satisfactory and thorough manner; inspect work sites, equipment and tools for compliance with safety standards; inspect and approve work done by outside contractors.
- Supervise safety program; coordinate and attend weekly safety meetings; ensure adherence to safe work practices of subordinate personnel.
- Establish performance standards and evaluate performance of subordinate personnel.
- Prepares monthly sewer and water reports as required; prepares accurate records and reports for management and regulatory agencies; maintains files and records.
- Organizes, maintains, and documents all required information for enforcement of City code as directed by the federal requirements; analyzes data by comparing test results to requirements.
- Coordinate organization's activities with those of other organizations, departments, and outside agencies; provide staff assistance to the Director; prepare and present staff reports and other necessary correspondence.
- Identify and initiate needed capital improvement projects.
- Responds to public inquiries on water, sewer, storm drainage, streets and related facilities services, billing, and other problem areas.
- Works with Engineers on regulatory compliance and planning for future improvements for public works facilities and improvement projects from initial design and concepts to reviewing plans, specifications, studies, and bid documents.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to operations, maintenance, and repair emergency situations as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water, sewer, storm drainage, streets and related public works facilities; researches emerging products and enhancements and their applicability to City needs.
- Performs other related work as required.

## **QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of employee supervision, including assignment, review, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water, sewer, storm drainage and other related public works facilities and equipment.
- Principles, practices, equipment, materials, and tools used in the operation and maintenance of public works facilities.
- The operation and preventive maintenance of public works facilities.
- Standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Practices and techniques related to water, wastewater, storm water and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Equipment, tools, and materials used in maintenance activities and services related to water, sewer, storm drainage and other related public works facilities and equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices of contract administration and evaluation.
- Prepare and administer a budget.
- Principles and practices of safety management.
- Basic and advanced arithmetic and statistical techniques.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Supervise, train, schedule, assign, and review the work of staff.
- Organize, implement, and direct public works operation, maintenance and repair operations and activities.
- Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.
- Develop cost estimates for supplies and equipment.
- Operate, maintain, and repair a variety of public works related facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.

- Work with heavy equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Operate a motor vehicle safely.
- Maintain accurate records and files of work performed.
- Use computer technology and applications in the performance of daily activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Give, understand, and follow oral and written instructions.
- 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of responsible experience in wastewater treatment, including one (1) year of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of a Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services is required, Grade II is desirable
- Possession of a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services is desirable.
- California Water Environment Association (CWEA) Grade 2 Wastewater Collection System Certificate is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a Public Works environment and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges, identify appurtenances, and traffic control devices; hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to be on-call and work various shifts or emergencies on evenings, weekends, and holidays.



## CITY OF NEWMAN

**FLSA: EXEMPT**

**Job Title:** POLICE RECORDS SUPERVISOR

**Definition:**

The records supervisor is responsible for seeing that the Records Section of the police department runs smoothly, efficiently and courteously while providing service to the community. Plans, organizes and supervises the staff and activities of specialized technical law enforcement records functions. Is considered a confidential employee to the administrative staff of the department and is liaison between the court and district attorney's office.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Relating to the Records Section supervises, trains, schedules, staff assignments, reviews work, evaluates employees performance, represents the department at criminal justice information and training meetings, interprets records rules, policies and procedures and keeping staff informed of changes in laws and other agency requirements.
2. Supervises and maintains automated and manual data systems containing varied confidential law enforcement and criminal justice information.
3. Creates reports for the DOJ, FBI, prepares for audits, maintains payroll files.
4. Processes or supervises processing of crime reports, non-crime reports, citations and other documents for distribution to other agencies.
5. Responsible for performing, delegating and/or supervision police services, IE: bike licenses, subpoena service, fingerprinting, Livescan, animal control issues, dance permits, vehicle release and citation payments.
6. Supervises and/or provides public information/customer service on Police Department activities/processes including taking of customer complaints and code enforcement reports, and its proper routing referral.
7. Provides Salvation Army Emergency assistance, REACH Energy assistance, Matron and acts as agency terminal coordinator, network administrator.
8. Orders supplies, attends meetings as requested, attends training as required or available.
9. Answers phones.
10. Organizes records for Chief's Court appearance and monitors community service completion.
11. Opens and distributes mail.
12. Administers department phone system.
13. Processes requests for payments for background checks.
14. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- . Police department administrative policy and procedure.
- . Police equipment.
- . Modern office equipment.
- . Personal computer and related software.
- . Secretarial and payroll work.
- . Civil codes.
- . Principles of training and supervision.

**Skill and Ability to:**

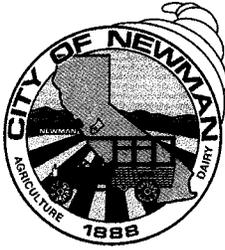
- . Operate a personal computer and related software.
- . Operate police equipment.
- . Train and supervise others.
- . Keyboard at 45 wpm.

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from high school and two years advanced clerical or secretarial experience, preferably in a law enforcement setting.

**Physical Requirements and Working Conditions:**

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform work which is primarily sedentary
- . Is subject to inside environmental conditions.
- . May be required to work at a video display terminal for prolonged periods.



February 2008  
FLSA: NON-EXEMPT

## RECREATION LEADER

### DEFINITION

Under general supervision, performs a variety of work in conducting activities in connection with recreation programs; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position classification within the Recreation Department. The incumbent is responsible for assisting in developing, scheduling, and conducting a variety of recreational activities and events for participants at assigned recreation facilities and for performing a wide variety of customer service activities. This class is distinguished from the Recreation Supervisor in that the latter is the full supervisory-level class in the series and has ultimate responsibility for organizing, assigning, supervising, and reviewing all work of all staff involved in recreation activities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Leads, teaches, and conducts diversified recreation activities and classes at assigned center/site.
- Assists in the coordination of and participates in the day-to-day operations of assigned recreation center/site.
- Participates in the planning and implementation of recreation activities and classes appropriate for participant age groups in compliance with Federal, State, and local laws, regulations, and guidelines.
- Communicates with participants on an on-going basis; assists in producing materials such as weekly/monthly calendars, newsletters, flyers, and/or brochures to inform participants of program activities and upcoming events.
- Performs a variety of customer services functions, including performing initial greetings, answering multi-line phone system and forwarding calls, and checking facility users in and out.
- Assists with registration, including familiarization with new enrollments, accepting and approving new registrations, forwarding inquiries to appropriate individual(s), and checking documentation for completeness.
- Provides specific recreational information to the general public, including explaining recreation center/site rules and regulations to new members/participants and providing directions when necessary.
- Collects money and issues receipts at the snack bar and for membership registration, including accounting for all money received.

- Maintains number count of recreation program participants and center/site members, including keeping a monthly tally of membership numbers and entering or updating information into a computer database.
- Opens and closes assigned recreational facility; secures, maintains, and cleans facility; prepares program sites and gyms for various programs and activities, including setting up and taking down equipment and prepping rooms.
- Coordinates and participates in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, and play or sports equipment.
- Assists with maintenance of records and files on all participants, updating emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required.
- Assists in compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, techniques, procedures, and service delivery needs related to the recreation center/site and/or program area(s) to which assigned.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Safety principles and practices, including basic first aid and health/hygiene.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Learn, interpret, apply, and explain Federal, State, and local policies, procedures, laws, and regulations.
- Maintain recreational facilities and equipment in a clean, safe, and secure manner.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or cardiopulmonary resuscitation.
- Maintain and update a variety of files and records including confidential documentation.
- Compose correspondence and reports from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Understand and carry out both oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of work experience in a recreational facility, office environment, child supervision, or a closely related program, including providing responsible customer service.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for special events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## SENIOR ACCOUNT CLERK

### DEFINITION

Under general supervision, provides lead direction to assigned office and clerical accounting staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex clerical and office support work related to the processing of financial transactions, record keeping, and the preparation and reconciliation of financial and accounting records and reports, including accounts receivable, accounts payable, cash management, utility billing, and business license application processing; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accountant. Exercises technical and functional direction and training over assigned staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the account clerk series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping office and clerical work. Successful performance of the work requires knowledge of basic accounting practices and procedures, including accounts receivable, accounts payable, cash management, utility billing, and business license application processing. This class is distinguished from Accountant in that the latter has overall responsibility for all financial and accounting functions, payroll, and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned office and clerical accounting staff; reviews and controls quality of work; assists in completing employee evaluations; participates in recruitment process; participates in performing routine to complex office and clerical accounting work.
- Plans, schedules, prioritizes, and assigns work in consultation with the Accountant; communicates status of activities to appropriate personnel, working cooperatively to schedule activities in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods and use of equipment.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for the office; maintains records of purchase orders.
- Oversees and performs a wide variety of accounting support work including accounts receivable, accounts payable, cash management, utility billing, and business license application processing

- .
- Maintains and reconciles a variety of ledgers, reports, and account records; examines and corrects accounting transactions to ensure accuracy.
- Prepares a variety of routine fiscal reports, statements, and schedules; prepares new year, mid year, and year end reports; participates in preparing budget reports.
- Establishes and maintains complete files and records related to assigned function.
- Prepares and posts journal entries.
- Produces routine daily reports and accounts payable checks.
- Sorts, audits, matches, and distributes invoices from vendors and service providers; confers with vendors regarding purchase orders, invoices, and payments; reviews statements for accuracy and completeness; processes invoices for approval for payment; prepares payments for mailing.
- Monitors and balances various accounts verifying availability of funds and classification of expenditures.
- Posts transactions to accounts payable system; verifies, corrects, and balances accounts payable system; generates checks; validates checks; matches checks to vouchers; mails checks to vendors.
- Maintains current vendor information including 1099 information; prints and mails 1099 forms.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Performs a variety of general clerical duties including typing, maintaining files and records, processing mail, preparing cash for cash register, and opening the safe.
- Assists customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- Reconciles various bank accounts making adjustments due to cancellations and corrections.
- Prepares monthly automatic billing, creates invoices, runs invoice report, posts, and prints report and invoices; prepares for mailing and creates back up copy for City files.
- Oversees reservations for City parks and buildings.
- Oversees and assists with utility billing, payroll, and business license application processing.
- Assists professional accounting staff with special projects as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, cash management, utility billing, payroll, and business licensing.
- Billing as related to utility meters and functions and business applications.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of clerical and office accounting personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in accounting and financial office work activities and projects.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software programs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Give, understand, and carry out both oral and written instructions.
- 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 employees those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in accounting clerical work or office work using arithmetic clerical routines, with some lead responsibilities.

**Licenses and Certifications:**

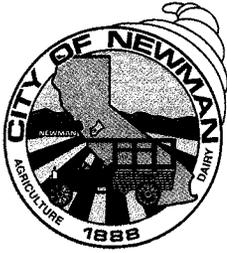
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## SENIOR MAINTENANCE WORKER

### DEFINITION

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work of City systems, infrastructure, and facilities, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, trees, and other related facilities and buildings; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Superintendent. Exercises technical and functional direction and training over assigned staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the public works maintenance series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, systems, and facilities. This class is distinguished from the Public Works Superintendent in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in public works maintenance operations.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in recruitment process; participates in performing routine to complex maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Public Works Superintendent; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Determines and recommends equipment, materials, and staffing needs for assigned operations and maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates

with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Oversees and performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, street trees, and facilities.
- Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Maintains accurate reports and records.
- Oversees and provides training to alternative work program workers.
- Responds to after-hours emergencies.
- Acts as the Public Works Superintendent in his/her absence.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair; parks, including landscape construction, tree maintenance, irrigation, athletic, and sports fields; and other related facilities and properties.
- Basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Proper traffic control (include warning signs and cones) to provide safe passage for the traveling public through the work area, as well as for the safeguard of workers.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, contractors, and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in public works maintenance and related projects.
- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and street trees, and general buildings such as found in the City.
- Operate specialized street, wastewater, water, parks and landscape, and building and facility maintenance and repair equipment, including cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, understand, and follow oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of experience of experience in construction, maintenance, or repair of streets and traffic, parks, underground utilities, general construction, or facilities maintenance.

**Licenses and Certifications:**

- Possession of, an appropriate valid Class “C” California’s driver’s license.
- Possession of, or ability to obtain, an appropriate valid Class “A” and/or Class “B” California’s driver’s license.
- May be required to obtain a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.
- Other certification(s) specific to functional area of assignment may be required.

If assigned to water distribution:

- Possession of a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services (DHS).

- Possession of a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

### **PHYSICAL DEMANDS**

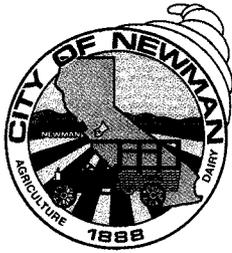
Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.



December 2008  
FLSA: EXEMPT

## Wastewater Superintendent/Chief Operator

### DEFINITION

Under general direction of the Director of Public Works, plan, organize, directs, and supervise the maintenance, operation, modification, and improvement of the City's wastewater treatment plant, farmland and related treatment plant facilities to ensure that the quality of wastewater meets Federal and State requirements; trains, oversees, and participates in the more complex and difficult work of staff responsible for providing wastewater treatment plant operations, maintenance, and repair; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex wastewater treatment plant operations and maintenance work, including collecting samples, performing laboratory tests and analyses, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities; performs pretreatment inspections; oversees farming operations; performs a variety of technical tasks; provides technical and specialized assistance to the Director of Public Works; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

### CLASS CHARACTERISTICS

This is the mid-management-level class in the wastewater treatment operations and maintenance series that performs the most complex duties required to ensure that City wastewater treatment plant infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety to the public. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operations and maintenance a wastewater treatment plant facilities, systems, and appurtenances. This class also oversees farming operations and performs pretreatment program duties including the permitting and inspections of commercial and industrial facilities. This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manage, direct and organize wastewater treatment plant division activities.
- Direct supervision to assigned wastewater treatment plant staff; reviews and controls quality of work; completes employee evaluations; participates in selection of staff; Direct, oversee and participate in

complex and specialized wastewater treatment plant operations and maintenance and pretreatment program duties.

- Direct the operation of the Wastewater Plant to ensure proper operation, cleaning, safety and emergency response procedures.
- Responsible for the preparation of a variety of reports required by regulatory agencies involved in the control of water pollution related to the Wastewater Treatment Plant.
- Trains staff in work and safety procedures and in the operation and use of equipment, pesticides, and supplies; implements procedures and standards.
- Directs, oversees and participates in operations and maintenance activities of the wastewater treatment plant; recommends improvements and modifications and prepares various reports on operations and activities.
- Directs, oversees and recommends equipment, materials, and staffing needs for assigned operations and maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Directs, coordinates with and oversees contractors in providing wastewater operations maintenance and repair services.
- Supervises the administration of preventive maintenance, in-service training, and safety programs; ensures compliance with safety procedures.
- Performs the most difficult operations, maintenance, and repair duties in the area of work assigned.
- Reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Coordinates permit applications and renewals; researches and analyzes data; monitors testing.
- Supervises farming operations, including directing and participating in the maintenance of City-owned irrigation systems and farmland, coordinating and overseeing contract farmers, determining crop and discharge needs, coordinating pest control application, and handling crop sales; prepares and maintains records and reports.
- Inspects, monitors, and conducts sampling at various commercial and industrial sites, including inspecting sites for compliance with wastewater discharge regulations, evaluating environmental risks associated with industrial processes and activities, and educating dischargers as to what is required to meet set limits; interprets ordinances and Federal and State regulations to dischargers.
- Collects wastewater samples from industrial and commercial users and performs well-defined chemical and biological tests in the field to determine if governmental and process control requirements are met.
- Prepares Industrial Discharge Permits; prepares accurate records and reports for management and regulatory agencies; maintains files and records.
- Organizes, maintains, and documents all required information for enforcement of City code as directed by the federal requirements; analyzes data by comparing test results to requirements.
- Investigates and traces sources of illegal industrial wastes entering the City's wastewater collection system.
- Interprets self monitoring reports from industrial sites to determine flow and loading for sewer billings; prepares monthly information for billing industries that use City facilities.
- Responds to public inquiries on wastewater services, billing, and other problem areas.
- Works with Engineers on regulatory compliance and wastewater treatment plant expansion and improvement projects from initial design and concepts to reviewing plans, specifications, studies, and bid documents.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.

- Responds to operations, maintenance, and repair emergency situations as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment; researches emerging products and enhancements and their applicability to City needs.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including assignment, review, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- Principles, practices, equipment, materials, and tools used in farming operations and City-owned irrigation systems and farmland.
- The operation and preventive maintenance of piping and irrigation systems.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Principles, practices, and programs for the City's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Equipment, tools, and materials used in maintenance activities and services related to wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices of contract administration and evaluation.
- Prepare and administer a budget.
- Principles and practices of safety management.
- Basic and advanced arithmetic and statistical techniques.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Supervise, train, schedule, assign, and review the work of staff.
- Organize, implement, and direct wastewater treatment and distribution maintenance and repair operations and activities.
- Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.

- Develop cost estimates for supplies and equipment.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Work with heavy equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Operate a motor vehicle safely.
- Maintain accurate records and files of work performed.
- Use computer technology and applications in the performance of daily activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Give, understand, and follow oral and written instructions.
- 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 employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of responsible experience in wastewater treatment, including one (1) year of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of a Grade II Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.
- Possession of a Qualified Applicator Certificate, categories C and D, issued by the State of California Department of Pesticide Regulation.

**PHYSICAL DEMANDS**

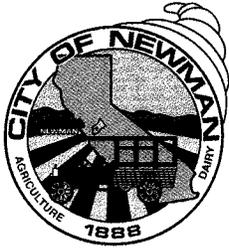
Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to be on-call and work various shifts or emergencies on evenings, weekends, and holidays.



February 2008  
FLSA: NON-EXEMPT

## WASTEWATER TREATMENT PLANT OPERATOR

### DEFINITION

Under general supervision, operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater treatment plant; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Treatment Plant Chief Operator. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This is the entry-level class in the wastewater treatment plant operator series. Under general supervision, incumbents operate and maintain wastewater treatment and distribution equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Wastewater Superintendent/Chief Operator in that the latter is responsible for supervision over lower-level operations staff and is capable of performing the most complex duties assigned to the department.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.

- Assists in collecting wastewater samples from industrial users and performing well-defined chemical and biological tests in the field to determine if governmental and process control requirements are met.
- Interprets and may perform routine laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards; performs safety hook-up connections for chlorine and sulfur dioxide cylinders.
- Operates a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Removes blockages; replaces worn parts; removes parts to be machined by outside vendors; reassembles equipment.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Performs preventative maintenance and services equipment according to an established schedule and inspects facilities and equipment to determine the need for major maintenance or repair; notifies appropriate staff and supervisor of electrical and instrumentation repairs.
- Maintains light, medium, and heavy-duty equipment and vehicles appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, sweeping and mopping floors, weed abatement, irrigating fields, and painting facilities and equipment when needed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate records of work performed; prepares reports as necessary.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May supervise plant operations in the absence of the Wastewater Treatment Plant Chief Operator.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic techniques.
- Safe work methods and safety practices pertaining to the work.

- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Operate a motor vehicle safely.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- 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.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors.

**Licenses and Certifications:**

- Possession of, an appropriate valid Class "C" California's driver's license.
- Possession of, or ability to obtain, an appropriate valid Class "A" and/or Class "B" California's driver's license.
- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

**PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned

tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.