

October 10, 2022 – City Council Regular Meeting – 7:00 p.m.



City Council Chamber
390 Towne Centre Drive
Lathrop, California
(209) 941-7200
www.ci.lathrop.ca.us

City Council

Sonny Dhaliwal, Mayor
Diane Lazard, Vice Mayor
Paul Akinjo
Minnie Diallo
Jennifer Torres-O'Callaghan

City Staff

Stephen Salvatore, City Manager
Salvador Navarrete, City Attorney
Michael King, Assistant City Manager
Teresa Vargas, Government Services
Director / City Clerk
Brad Taylor, City Engineer
Tony Fernandes, Information Systems Director
Cari James, Finance Director
Theresa Roland, Human Resources Director
Mark Meissner, Community Development
Director
Todd Sebastian, Parks, Recreation and
Maintenance Services Director
Raymond Bechler, Chief of Police

General Order of Business

1. Preliminary
 - Call to Order
 - Closed Session
 - Roll Call
 - Invocation
 - Pledge of Allegiance
 - Announcements by Mayor/City Mgr.
 - Informational Items
 - Declaration of Conflict of Interest
2. Presentations
3. Citizen's Forum
4. Consent Calendar
5. Scheduled Items
 - Public Hearings
 - Appeals
 - Referrals and Reports from Commissions and Committees
 - All Other Staff Reports and/or Action Items
 - Study Sessions
6. Council Communications
7. Adjournment

Order of Discussion

Generally, the order of discussion after introduction of an item by the Mayor will include comments and information by staff followed by City Council questions and inquiries. The applicant, or their authorized representative, or interested residents, may then speak on the item; each speaker may only speak once to each item. At the close of public discussion, the item will be considered by the City Council and action taken.

Consent Calendar

Items on the Consent Calendar are considered routine by the City Council and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Councilmember or interested resident so requests, in which case the item will be removed from the Consent Calendar and considered separately.



OCTOBER 10, 2022 – Regular Meeting Agenda – 7:00 p.m.



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IMPORTANT NOTICE REGARDING THIS MEETING & COVID-19

Executive Order N-29-20, issued by the Governor on March 17, 2020, set provisions which relaxed the teleconferencing requirements of the Brown Act to facilitate virtual meetings during the COVID-19 declared emergency, said provisions expired after September 30, 2021.

This public meeting will be conducted in person; all members of the City Council will attend in person. Members of the public are welcomed in person. COVID-19 and social distancing guidelines will be enforced. As a courtesy, this meeting will be available for public participation by teleconference via ZoomGov at the following link:

<https://www.zoomgov.com/j/1613751565?pwd=Zkd4WGJuV0x3WI dTSisrTjB2LORtZz09>

- ✦ During the meeting, those joining by ZoomGov, will be allowed to speak prior to the close of public comment on an item. If you are using this method, please “raise the hand” feature to inform the City Clerk (meeting host) you wish to speak on the matter. Please ensure your computer speaker and microphone are fully functional.
- ✦ For audio / calling in only, dial: +1 (669) 254-5252 or +1 (669) 216-1590
 - To request to speak (same as the “raise hand” feature) press *9 / When the City Clerk calls your name, press *6 to unmute.
- ✦ Meeting Webinar ID: 161 375 1565 / Passcode: 930848
- ✦ If you are not able to attend the meeting in person or virtually - Public comment/questions will be accepted by email to City Clerk Teresa Vargas at website_cco@ci.lathrop.ca.us or by calling (209) 941-7230
- ✦ Questions or comments must be submitted by 4:00 p.m., on the day of the meeting.
- ✦ To address City Council in person, please submit a purple card to the City Clerk indicating name, address, and number of the item upon which a person wishes to speak.

Council Meetings are live-streamed (with Closed Captioning) on Comcast Cable Channel 97, and on the City Council Webpage: <https://www.ci.lathrop.ca.us/citycouncil/page/live-stream>

Addressing the Council

Any person may speak once on any item under discussion by the City Council after receiving recognition by the Mayor. Purple speaker cards will be available prior to and during the meeting. To address City Council, a card must be submitted to the City Clerk indicating name, address and number of the item upon which a person wishes to speak. When addressing the City Council, please walk to the lectern located in front of the City Council. State your name and address. In order to ensure all persons have the opportunity to speak, a time limit will be set by the Mayor for each speaker (see instructions on speaker form). In the interest of time, each speaker may only speak once on each individual agenda item; please limit your comments to new material; do not repeat what a prior speaker has said. If you challenge the nature of a proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

Citizen's Forum

Any person desiring to speak on a matter, which is not scheduled on this agenda, may do so under the Citizen's Forum section. Please submit your purple speaker card to the City Clerk prior to the commencement of Citizen's Forum, or submit your request to speak via the "raise hand" feature in ZoomGov. Only those who have submitted speaker cards, or have expressed an interest to speak, prior to the conclusion of Citizen's Forum will be called upon to speak. Please be aware the California Government Code prohibits the City Council from taking any immediate action on an item, which does not appear on the agenda, unless the item meets stringent statutory requirements. The Mayor will limit the length of your presentation (see instructions on speaker form) and each speaker may only speak once on this agenda item. Please note, the Council Chamber has limited occupancy due to social distancing.

To leave a voice message for all Councilmembers simultaneously, dial (209) 941-7230. To send an e-mail for Councilmembers simultaneously email: citycouncil@ci.lathrop.ca.us. This City Council Agenda and meeting materials can be accessed by computer or any smart device at: <https://www.ci.lathrop.ca.us/meetings>

General Information

For reports citing supplemental documents relating to specific agenda items, these are available for review in the City Clerk's Office. This agenda was posted at the following locations: City Hall, Community Center, Generations Center, Senior Center, and the Lathrop-Manteca Fire District "J" Street and Somerston Parkway Offices. The meetings of the Lathrop City Council are broadcast on Lathrop Comcast Cable Television Channel 97 and live streamed on the City's website.

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility and/or accommodations to this meeting. [28 CFR 35.102-35.104 ADA Title II] Interested persons must request the accommodation at least 2 working days in advance of the meeting by contacting the City Clerk at (209) 941-7230. Information about the City or items scheduled on the Agenda may be referred to:

Teresa Vargas, MMC
Government Services Director / City Clerk
390 Towne Centre Drive
Lathrop, CA 95330
Telephone: (209) 941-7230

**CITY OF LATHROP
CITY COUNCIL REGULAR MEETING
MONDAY, OCTOBER 10, 2022
7:00 P.M.
COUNCIL CHAMBER, CITY HALL
390 Towne Centre Drive
Lathrop, CA 95330**

AGENDA

PLEASE NOTE: There will be a Closed Session commencing at 6:00 p.m. The Regular Meeting will reconvene at 7:00 p.m., or immediately following the Closed Session, whichever is later.

1. PRELIMINARY

1.1 CALL TO ORDER

1.2 CLOSED SESSION

1.2.1 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation - Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) and 54956.9(e)(1)

- 2 Potential Case(s)

1.2.2 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation - Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)

- 1 Potential Case(s). Owner of APN 241-400-28 alleges right to purchase City-owned real property identified as APN 241-400-27.

RECONVENE

1.2.3 REPORT FROM CLOSED SESSION

1.3 ROLL CALL

1.4 INVOCATION

1.5 PLEDGE OF ALLEGIANCE

1.6 ANNOUNCEMENT(S) BY MAYOR / CITY MANAGER

1.7 INFORMATIONAL ITEM(S) - NOTICE OF CANCELLATION OF PUBLIC HEARING

- On October 6, 2022, a Notice of Cancellation of Public Hearing was noticed for the following City Council agenda item scheduled for 7:00 p.m., Monday, October 10, 2022.

PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER AN ORDINANCE AMENDING THE SPEED LIMITS IN THE CITY OF LATHROP, TITLE 10 VEHICLES AND TRAFFIC, CHAPTER 10.08 SPEED LIMITS, SECTION 10.08.030 SPEED LIMITS OF THE LATHROP MUNICIPAL CODE

This notice was prepared and posted in accordance with Government Code Section 54955.1 on October 6, 2022. Once the new date has been established, the new Notice of Public Hearing will be noticed/published as required by law.

1.8 DECLARATION OF CONFLICT(S) OF INTEREST

2. PRESENTATIONS

2.1 ECONOMIC DEVELOPMENT UPDATE

3. CITIZEN'S FORUM

Any person desiring to speak on a matter, which is not scheduled on this agenda, may do so under Citizen's Forum. Please submit a purple speaker card to the City Clerk prior to the commencement of Citizen's Forum. Only those who have submitted speaker cards, or have expressed an interest to speak, prior to the conclusion of Citizen's Forum will be called upon to speak. Please be aware the California Government Code prohibits the City Council from taking any immediate action on an item, which does not appear on the agenda, unless the item meets stringent statutory requirements. The City Council can, however, allow its members or staff to briefly (no more than five (5) minutes) respond to statements made, to ask questions for clarification, make a brief announcement or report on his or her own activities. (See California Government Code Section 54954.2(a)). Unless directed otherwise by a majority of the City Council, all questions asked and not answered at the meeting will be responded to in writing within 10 business days. ALL PUBLIC COMMENTS MUST BE MADE IN COMPLIANCE WITH THE LATHROP CITY COUNCIL HANDBOOK OF RULES AND PROCEDURES!

4. CONSENT CALENDAR

Items on the Consent Calendar are considered routine by the City Council and will be enacted by one motion and one vote. There will be no separate discussion of these items unless the Mayor, Councilmember, or citizen so requests, in which event the item will be removed from the Consent Calendar and considered separately.

- 4.1 WAIVING OF READING OF ORDINANCES AND RESOLUTIONS
Waive the Reading in Full of Ordinances and Resolutions on Agenda and Adopt by Reading of Title Only, Unless Otherwise Requested by the Mayor or a Councilmember
- 4.2 APPROVAL OF MINUTES
Approve Minutes for the Regular Council Meeting of September 12, 2022
- 4.3 TREASURER'S REPORT FOR JUNE 2022
Approve Quarterly Treasurer's Report for June 2022
- 4.4 AWARD JANITORIAL SERVICES CONTRACT TO KARLA'S JANITORIAL SERVICES AND SUPPLIERS
Adopt Resolution Awarding a Contract with Karla's Janitorial Services and Suppliers for Janitorial Services with Term Ending June 30, 2024, and Approve Related Budget Amendment
- 4.5 APPROVE CIP PK 23-08 AND THE PURCHASE OF NEW PARK AMENITIES INCLUDING BENCHES, TABLES, AND TRASH RECEPTACLES TO MEET CITY STANDARDS
Adopt a Resolution Approving CIP PK 23-08 and the Purchase of New Park Amenities Including Benches, Tables, and Trash Receptacles from Ross Recreation and Outdoor Creations to Meet City Standards and Approving Related Budget Amendments
- 4.6 APPROVE PURCHASE OF ITERIS PRODUCTS FOR CITY-WIDE TRAFFIC SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE BUDGET AMENDMENT
Adopt Resolution Approving the Purchase of Iteris Products for the Citywide Traffic Systems and Safety Upgrades Project, CIP PS 23-01, and Approve Budget Amendment
- 4.7 APPROVE TASK ORDER NO. 6 WITH WOODARD & CURRAN FOR THE SURFACE WATER DISCHARGE PROJECT PERMITTING SUPPORT, CIP WW 20-17
Adopt Resolution Approving Task Order No. 6 with Woodard & Curran for Continued Permitting Support for the Consolidated Treatment Facility Surface Water Discharge Project, CIP WW 20-17
- 4.8 APPROVE TASK ORDER NO. 30 WITH 4LEAF, INC. FOR BUILDING INSPECTION SERVICES
Adopt Resolution Approving Task Order No. 30 with 4LEAF Inc. to Provide Building Inspection Services in the Building Department
- 4.9 APPROVE CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND RELATED BUDGET AMENDMENT ASSOCIATED WITH ROAD MAINTENANCE AND REHABILITATION, CIP PS 22-45

Adopt Resolution Approving a Contract Change Order with George Reed, Inc. and Related Budget Amendment Associated with Road Maintenance and Rehabilitation, CIP PS 22-45

- 4.10 ACCEPT PUBLIC IMPROVEMENTS FROM CFT NV DEVELOPMENTS, LLC ASSOCIATED WITH EP NO. 2020-15
Adopt Resolution Accepting Public Improvements from CFT NV Developments, LLC Associated with Encroachment Permit No. 2020-15
- 4.11 CREATE CIP GG 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVE MOU WITH RTD FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT STUDY, AND APPROVE BUDGET AMENDMENT
Adopt Resolution Creating CIP GG 23-07 for Public Transit Services, Approving a Memorandum of Understanding with San Joaquin Regional Transit District for a Community Needs Public Transit and Apportionment Study, and Approving Budget Amendment
- 4.12 APPROVAL OF OUT-OF-STATE TRAVEL FOR FIVE LATHROP POLICE DEPARTMENT SWAT OFFICERS TO PARTICIPATE IN THE CALIFORNIA ASSOCIATION OF TACTICAL OFFICERS (CATO) ANNUAL TRAINING CONFERENCE IN NOVEMBER 2022
Adopt Resolution Approving Out-of-State Travel for Five Lathrop Police Department SWAT Officers to Participate in the California Association of Tactical Officers (CATO) Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022
- 4.13 APPROVE AMENDMENTS TO EMPLOYER- EMPLOYEE ORGANIZATION RELATIONS RESOLUTION AND APPROVE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 SIDE LETTER
Adopt Resolution to Approve Amendments to the Employer-Employee Organization Relations Resolution and Approve Service Employees International Union Local 1021 Side Letter

RIVER ISLANDS CONSENT ITEM(S)

- 4.14 APPROVE THE RIVER ISLANDS PHASE 2 WEST VILLAGE PRECISE PLANS FOR RIVER ISLANDS PARKWAY AND CAMBAY PARKWAY AND A COMMON USE AGREEMENT WITH RD 2062
Adopt Resolution Approving the River Islands Phase 2 West Village Precise Plans for River Islands Parkway and Cambay Parkway and a Common Use Agreement with Reclamation District 2062

5. SCHEDULED ITEMS

**See Informational Item 1.7 – for information related to Notice of Cancellation of Public Hearing for Item to Consider an Ordinance Amending the Speed Limits in the City of Lathrop.*

- 5.1 PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER THE 2023 SJMSCP DEVELOPMENT FEE ANNUAL ADJUSTMENT
Council to Consider the Following:
1. Hold a Public Hearing; and
 2. Adopt a Resolution Approving an Annual Adjustment to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) Development Fee for 2023
- 5.2 PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER VESTING TENTATIVE SUBDIVISION MAP VTM-22-100 FOR THE QUEIROLO ROAD SUBDIVISION PROJECT
Council to Consider the Following:
1. Hold a Public Hearing; and
 2. Adopt a Resolution Approving Vesting Tentative Subdivision Map (VTM-22-100) for the Proposed Queirolo Road Subdivision Project to Create 85 Single-Family Residential Lots
- 5.3 CREATION OF CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06 TEMPORARY ANIMAL SHELTER, RATIFICATION OF EMERGENCY PURCHASE OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET AMENDMENT
Adopt Resolution Creating Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, Ratifying Emergency Purchase of Two 6-Kennel Animal Shelters, and Approving Emergency Purchase of 18-Kennel Animal Shelter from Horizon Structures and Related Budget Amendment
- 5.4 FISCAL YEAR (FY) 2021-22 YEAR-END BUDGET REPORT AND RELATED AMENDMENTS AND AMENDMENTS TO THE FISCAL YEAR 2022-23 BUDGET
Adopt Resolution Approving the FY 2021/22 Year-End Report and Related Budget Amendments and Amending the FY 2022/23 Budget
- 5.5 REVIEW AND CONSIDER TRAFFIC CALMING OPTIONS FOR JOHNSON FERRY ROAD AND THE INTERSECTION OF THOMSEN ROAD / WARFIELD ROAD
Council to Consider Options for Traffic Calming Improvements for Johnson Ferry Road and at the Intersection of Thomsen Road / Warfield Road

6. COUNCIL COMMUNICATIONS

- 6.1 MAYOR DHALIWAL REFERRAL - Appointment of One (1) Member to the Youth Advisory Commission, with Term Ending, May 31, 2023
- One (1) Application Received / Nine (9) Commission Member Vacancies Available
- 6.2 MAYOR & COUNCILMEMBER COMMITTEE REPORT(S)
- *Central Valley Executive Committee/LOCC (Akinjo/Diallo)*
 - *Council of Governments (Lazard/Diallo)*
 - *Integrated Waste Management Solid Waste Division (Akinjo/Torres-O'Callaghan)*
 - *Reclamation District 17 Joint Powers Authority (Salvatore)*
 - *San Joaquin Partnership Board of Directors (Salvatore)*
 - *San Joaquin County Commission on Aging (Zavala)*
 - *San Joaquin Valley Air Pollution Control District (Akinjo/Dhaliwal)*
 - *Water Advisory Board (Torres-O'Callaghan/Lazard)*
 - *Tri Valley-San Joaquin Valley Regional Rail Authority (Akinjo)*
 - *San Joaquin Area Flood Control Agency (Akinjo & Lazard)*
 - *LAFCo (Diallo)*
- 6.3 MAYOR & COUNCILMEMBER COMMENT(S)

7. ADJOURNMENT

/Teresa Vargas/

Teresa Vargas, MMC
Government Services Director/
City Clerk

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ITEM 1.7

NOTICE OF CANCELLATION OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the following City Council Agenda Item scheduled for 7:00 p.m., Monday, October 10, 2022, has been cancelled. Once the new date has been established, the new Notice of Public Hearing will be noticed/published as required by law.

PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER AN ORDINANCE AMENDING THE SPEED LIMITS IN THE CITY OF LATHROP, TITLE 10 VEHICLES AND TRAFFIC, CHAPTER 10.08 SPEED LIMITS, SECTION 10.08.030 SPEED LIMITS OF THE LATHROP MUNICIPAL CODE

City Council to Consider the Following:

1. Hold a Public Hearing; and
2. Introduction and First Reading of an Ordinance of the City Council of the City of Lathrop Amending Section 10.08.030 "Speed Limits" of the Lathrop Municipal Code

This notice was prepared and posted in accordance with Government Code Section 54955.1 on October 6, 2022.

Teresa Vargas, MMC
Government Service Director
City Clerk

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ITEM 4.2

**CITY OF LATHROP
CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 12, 2022
7:00 P.M.
COUNCIL CHAMBER, CITY HALL
390 Towne Centre Drive
Lathrop, CA 95330**

MINUTES

PLEASE NOTE: There was a Closed Session, which commenced at 5:32 p.m. The Regular Meeting will reconvened at 7:05 p.m.

1. PRELIMINARY

1.1 CALL TO ORDER – Mayor Dhaliwal called the meeting to order at 5:32 p.m.

1.2 CLOSED SESSION

1.2.1 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation - Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b)

- 3 Potential Case(s)

1.2.2 CONFERENCE WITH REAL PROPERTY NEGOTIATIONS: Pursuant to Government Code Section: 54956.8
Property: APN 192-040-56 (Addresses Not Available)
Agency Negotiator: Stephen Salvatore, City Manager
Negotiating Parties: Lathrop Land Acquisition, LLC
Under Negotiation: Price and Terms of Negotiations

RECONVENE – Mayor Dhaliwal reconvened the meeting at 7:05 p.m.

1.2.3 REPORT FROM CLOSED SESSION

City Attorney Salvador Navarrete reported that direction was provided pursuant to all matters under Item 1.2; and approved terms of real property acquisition under Item 1.2.2; no other reportable action.

1.3 ROLL CALL Present: Mayor Dhaliwal; Vice Mayor Lazard; Councilmembers: Akinjo, Diallo, and Torres-O’Callaghan.

Absent: None

1.4 INVOCATION – Pastor Tacia Gampon, New Life Church, provided the invocation.

1.5 PLEDGE OF ALLEGIANCE – The Girl Scout of America Troop 1450 lead the pledge of allegiance.

1.6 ANNOUNCEMENT(S) BY MAYOR / CITY MANAGER

City Manager Stephen Salvatore delegated comments to Finance Director Cari James. Ms. James provided an update related to postponed utility service accounts disconnections for non-payment under the Governor’s Executive Order N-42-20.

1.7 INFORMATIONAL ITEM(S) – None

1.8 DECLARATION OF CONFLICT(S) OF INTEREST

Vice Mayor Lazard declared a conflict of interest with Items 4.18 through 4.21, due to her employment with Dell’Osso Farms. Councilmember Diallo declared a conflict of interest with Items 4.18 through 4.21, due to an agreement with the River Islands Development.

2. PRESENTATIONS

2.1 PRESENTATION OF CERTIFICATES OF APPRECIATION TO THE NATIONAL NIGHT OUT 2022 BLOCK PARTY PARTICIPANTS

Mayor Dhaliwal, Members of the City Council, and Chief of Police Raymond Bechler presented certificates of appreciation to the following 2022 National Night Out Block Party Participants: Michele Anderson, River Islands Riptide Football and Cheer Organization, Girl Scouts of America Troop 1450, River Islands Development LLC., Gloryanna and Ron Rhodes, Lorie and Jim Hilson, Angelica Flores, Jaqueline Love, Tracey Sylvester, Dinelle Davis-Arlia and Aldo Arlia, Francis Dixon, Hailey Emery, Lathrop JR Spartans, and Cierra Zapata.

2.2 INTRODUCTION OF NEW EMPLOYEES:

Deputy Finance Director Thomas Hedegard introduced new employees in the Finance Department: Sr. Customer Service Representative Amanda Pagan-Silva, Customer Service Supervisor Roopale Bulsara-Popal, and Management Analyst La Sandra Sipp.

Assistant City Manager Michael King introduced new employee in the Public Works Department: Administrative Assistant Monica Garcia.

Parks, Recreation and Maintenance Services Director Todd Sebastian introduced new employees in the Parks, Recreation and Maintenance Services Department: Administrative Assistant Amy Olson, and Streets & Maintenance Operations Manager Jason Bonilla. Mr. Sebastian also recognized newly promoted Sr. Recreation Leader Christopher McClain.

City Council consensus directed staff to hear Item 3 (Citizen's Forum) and Item 4 (Consent Calendar), before Items 2.3 (Mayor's Committee Report(s)) and 2.4 (Lathrop Police Department Startup Budget Update), due to the large crowd wishing to speak on the consent calendar.

2.3 MAYOR'S COMMITTEE REPORT(S)

Parks, Recreation and Maintenance Services Director Todd Sebastian reported on various past and upcoming events and programs, some of the highlights included:

- *Sangalang Park Grand Reopening*
Announced the reopening of Sangalang Park scheduled for September 15, 2022 at 6:00 p.m.
- *Special Events*
Provided an overview on various upcoming events: "Comedy Under the Stars", scheduled for September 16, 2022; and "Trunk or Treat" scheduled for October 22, 2022.
- *Senior Center Programs*
Provided an overview on various past events: "Lathrop Police Department Senior Tour" held August 3, 2022; "Senior Summer Day Camp" held August 4, 2022; "Grandparents Day Luncheon" held September 9, 2022; and "Country Breakfast" scheduled the 1st Friday of the Month at 9:00 a.m.
- *Youth Development*
Provided an overview on various upcoming events: "Revenge of the Robots - Kid's Night Out" scheduled for September 16, 2022; and "Teddy Bear Safari" scheduled for September 21, 2022 for ages 3-5.
- *Teen Programs*
Provided an overview on various upcoming events: "Teens Bowling Night" scheduled for September 23, 2022, for grades 7-12th; and "Teen Halloween Party" scheduled for October 21, 2022, for grades 7-12th.

- *Leisure Programs*

Provided an overview on upcoming leisure programs: youth beginner cricket" for ages 6-17; after school skateboarding class for ages 5-17; and sewing classes for ages 9-13 & adults.

2.4 LATHROP POLICE DEPARTMENT STARTUP BUDGET UPDATE

Finance Director Cari James provided the presentation. A question and answer period ensued throughout the presentation.

3. CITIZEN'S FORUM

Irene Torres (zoom speaker) expressed concern with continuous commercial truck traffic on the residential portion of Lathrop Road. Chief of Police Raymond Bechler provided additional information.

4. CONSENT CALENDAR

On a motion by Mayor Dhaliwal, seconded simultaneously by Councilmembers Torres-O'Callaghan and Diallo, the City Council approved the Consent Calendar, except Items *4.18 through 4.21, by the following roll call vote, unless otherwise indicated:

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: None

**Items 4.18 to 4.21 were voted on separately from the Consent Calendar.*

4.1 WAIVING OF READING OF ORDINANCES AND RESOLUTIONS

Waived the reading in full of ordinances and resolutions on agenda and adopt by reading of title only, unless otherwise requested by the Mayor or a Councilmember.

4.2 APPROVAL OF MINUTES

Approved Minutes for the Regular Council Meeting of August 8, 2022.

4.3 SECOND READING AND ADOPTION OF ORDINANCE 22-439 OF THE CITY OF LATHROP AMENDING TITLE 9 "PUBLIC PEACE AND WELFARE" OF THE LATHROP MUNICIPAL CODE BY ADDING NEW CHAPTER 9.24 TITLED "PROPERTY AND EVIDENCE"

Pulled by Vice Mayor Lazard. A question and answer period ensued. Chief of Police Raymond Bechler provided additional information.

Waived full reading and adopted **Ordinance 22-439**, by title only, amending Title 9 "Public Peace and Welfare" of the Lathrop Municipal Code, by adding new Chapter 9.24, titled "Property and Evidence".

4.4 2022 CONFLICT OF INTEREST CODE BIENNIAL AMENDMENT

Adopted **Resolution 22-5133** adopting an amended Conflict of Interest Code.

4.5 UNCOLLECTIBLE UTILITY AND MISCELLANEOUS CUSTOMER ACCOUNTS

Approved write-off of uncollectible utility and miscellaneous accounts for Fiscal Year 2021-22.

4.6 APPROVE AMENDMENTS TO EMPLOYEE CLASSIFICATIONS / JOB DESCRIPTIONS FOR VARIOUS DEPARTMENTS

Adopted **Resolution 22-5134** approving amendments to job descriptions for positions in various departments.

4.7 APPROVE OUT-OF STATE TRAVEL FOR LATHROP POLICE DEPARTMENT STAFF TO PARTICIPATE IN THE RIMSCON 2022 CONFERENCE IN OCTOBER 2022

Adopted **Resolution 22-5135** approving out-of-state travel for two Lathrop Police Department staff members to attend the RIMSCON 2022 Conference in South Lake Tahoe, Nevada from October 10, 2022 to October 14, 2022.

4.8 APPROVE CHANGE ORDER NO. 2 WITH NEXTGEN ALPHA UPFITTING FOR THE PURCHASE AND INSTALLATION OF POLICE VEHICLE EQUIPMENT FOR RETROFITTING OF EXISTING POLICE DEPARTMENT FLEET

Adopted **Resolution 22-5136** approving Change Order No. 2 with NextGen Alpha Upfitting for the purchase and installation of vehicle equipment for retrofitting of existing Police Department fleet.

4.9 APPROVE COMMUNITY WORKFORCE AND TRAINING AGREEMENT WITH THE SAN JOAQUIN BUILDING AND CONSTRUCTION TRADES COUNCIL FOR THE CORPORATION YARD AND EVIDENCE FACILITY RETROFIT PROJECT, GG 21-13

Pulled by Councilmember Diallo. A question and answer period ensued. City Manager Stephen Salvatore and Assistant City Manager Michael King provided additional information.

In person speakers: Jason Lindsey, Michael Mark, Orlando Castellon, Will Kelly, Isabella Gomez, Gorgina Halaufia, and Manuel Zapata spoke in support of the item.

Adopted **Resolution 22-5137** approving a Community Workforce and Training Agreement with the San Joaquin Building and Construction Trades Council, for the Corporation Yard and Evidence Facility Retrofit Project, GG 21-13.

4.10 APPROVE AMENDMENT NO. 1 WITH WGR SOUTHWEST, INC. FOR PHASE II SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM PROGRAM, RCP SD 22-32 AND RELATED BUDGET AMENDMENT

Pulled by Councilmember Akinjo. A question and answer period ensued. City Engineer Brad Taylor provided additional information.

Adopted **Resolution 22-5138** approving Amendment No. 1 with WGR Southwest, Inc. to provide support services for Phase II Small Municipal Separate Storm Sewer System Program, Regulatory Compliance Program (RCP) SD 22-32, and related budget amendment.

4.11 APPROVE AMENDMENT NO. 1 TO THE PUBLIC INFRASTRUCTURE CREDIT AND REIMBURSEMENT AGREEMENT RELATING TO THE CENTRAL LATHROP SPECIFIC PLAN AREA

Pulled by Councilmember Akinjo. A question and answer period ensued. City Engineer Brad Taylor provided additional information.

Adopted **Resolution 22-5139** approving Amendment No. 1 to the Public Infrastructure Credit and Reimbursement Agreement with Saybrook CLSP, LLC and Lathrop Land Acquisition, LLC, relating to the Central Lathrop Specific Plan Area.

4.12 APPROVE RELOCATION OF RIVER PARK NORTH AND APPROVE THE NAMING OF TWO NEW PARKS

Adopted **Resolution 22-5140** approving the relocation of River Park North, and the naming of two new neighborhood parks in the Central Lathrop Specific Plan Area, as Lions Park and Rotary Park.

4.13 ACCEPT PUBLIC IMPROVEMENTS CONSTRUCTED BY RTC CONSTRUCTION MANAGEMENT, INC., DBA R.L. FRIEND CONSTRUCTION, INC., FOR WATER SYSTEM REPAIRS, CIP PW 21-07

Adopted **Resolution 22-5141** approving public improvements constructed by RTC Construction Management, Inc., dba R.L. Friend Construction, Inc., for water system repairs, CIP PW 21-07, authorizing

the filing of a Notice of Completion, releasing contract retention, and releasing Performance and Payment Bonds.

4.14 ACCEPT PUBLIC OFFSITE LANDSCAPE IMPROVEMENTS FROM SOUTH LATHROP LAND, LLC

Adopted **Resolution 22-5142** accepting offsite landscape improvements from South Lathrop Land, LLC in the South Lathrop Specific Plan Area.

4.15 CREATE CIP PS 23-04 FOR THE JOHNSON FERRY STREETLIGHT INSTALLATION, AND APPROVE RELATED BUDGET AMENDMENT

Adopted **Resolution 22-5143** approving the creation of CIP PS 23-04, Johnson Ferry streetlight installation, awarding a Construction Contract to Bockmon & Woody Electric Co. Inc., and related budget amendment.

4.16 AWARD CONSTRUCTION CONTRACT TO ODYSSEY LANDSCAPING, INC. FOR MOSSDALE IRRIGATION & LANDSCAPE IMPROVEMENTS, CIP GG 20-19, AND LOUISE AVE & LATHROP RD LANDSCAPE IMPROVEMENTS, CIP GG 21-15, AND APPROVE BUDGET AMENDMENT

Adopted **Resolution 22-5144** awarding Construction Contract to Odyssey Landscaping, Inc., for the Mossdale irrigation and landscape improvements, CIP GG 20-19, and Louise Ave & Lathrop Rd landscape improvements, CIP GG 21-15, and related budget amendment.

4.17 AWARD CONSTRUCTION CONTRACT TO PACIFIC EXCAVATION, INC. FOR STREETLIGHTS FOR LOUISE AVENUE LANDSCAPE, CIP GG 21-15, AND APPROVE BUDGET AMENDMENT

Adopted **Resolution 22-5145** awarding Construction Contract to Pacific Excavation, Inc., for streetlight improvements for the Louise Ave landscape portion of CIP GG 21-15, and related budget amendment.

RIVER ISLANDS CONSENT ITEM(S)

Vice Mayor Lazard and Councilmember Diallo recused themselves at 8:18 p.m., following the vote of the consent calendar (Items 4.1 to 4.17), prior to the vote of Item 4.18, due to declared conflict of interested as noted on Item 1.8. City Attorney Salvador Navarrete announced that Vice Mayor Lazard was stepping down due to receiving \$500 or more, due to her employment with Dell'Osso Farms, and Councilmember Diallo was stepping down due to an agreement with the River Islands Development, and the Fair Political Practices Commission (FPPC) determination/legal opinion on the matter was pending.

On a motion by Mayor Dhaliwal, seconded by Councilmember Torres-O'Callaghan, the City Council approved Items 4.18 through 4.21, by the following roll call vote, unless otherwise indicated:

Ayes: Akinjo, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: Diallo and Lazard

4.18 APPROVE PROFESSIONAL SERVICES AGREEMENT WITH DELL'OSSO FARMS, LLC. TO PROVIDE LAW ENFORCEMENT SERVICES FOR THE PUMPKIN MAZE EVENT, OCTOBER 1, 2022 THROUGH OCTOBER 31, 2022

Adopted **Resolution 22-5146** approving Professional Services Agreement with Dell'Osso Farms, LLC, to provide law enforcement services for the Pumpkin Maze Event, October 1, 2022 through October 31, 2022.

4.19 APPROVE THE RIVER ISLANDS PHASE ONE PARKS AND OPEN SPACE MASTER PLAN

Adopted **Resolution 22-5147** approving the River Islands Phase One Parks and Open Space Master Plan.

4.20 APPROVE TWO RIVER ISLANDS COMMUNITY PARK DESIGNS

Adopted **Resolution 22-5148** approving two (2) new River Islands Community Park designs for the Lathrop Landing Community Park and STEAM Academy Community Park.

4.21 ACCEPT PUBLIC IMPROVEMENTS INCLUDING WATER TANK, BOOSTER PUMPS, AND SEWER PUMP STATION, APPROVE COMMON USE AGREEMENT WITH RD 2062, ACCEPT IRREVOCABLE OFFER OF DEDICATION FOR STORM DRAIN EASEMENT, AND GRANT DEED FOR PORTION OF PARCEL 1 OF TRACT 3876 (EMPLOYMENT CENTER) FROM RIVER ISLANDS DEVELOPMENT, LLC

Pulled by Councilmember Akinjo. A question and answer period ensued. City Engineer Brad Taylor provided additional information.

Adopted **Resolution 22-5149** accepting Public Improvements, Including Water Tank, Booster Pumps, and Sewer Pump Station, Approve Common Use Agreement with RD 2062, Accept Irrevocable Offer of Dedication for Storm Drain Easement, and Grant Deed for Portion of Parcel 1 of Tract 3876 (Employment Center) from River Islands Development, LLC

5. SCHEDULED ITEMS

Vice Mayor Lazard and Councilmember Diallo returned to the dais at 8:22 p.m.

- 5.1 RECEIVE UPDATE ON CIP GG 22-35 CAMERA SURVEILLANCE SYSTEMS FOR MAJOR CITY PARKS, AND REQUEST APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH IXII GROUP, INC. TO PROVIDE CONSULTING SERVICES RELATED TO TECHNOLOGY PLATFORMS AND EQUIPMENT ASSOCIATED WITH GATHERING VIDEO DATA AT VARIOUS LOCATIONS WITHIN THE CITY, CIP GG 22-35

City Manager Stephen Salvatore introduced City Consultant, Jamie Hudson, with the IXII Group, Inc. Mr. Hudson provided the presentation. A question and answer period ensued throughout the presentation. The City Council received an update on the project and discussed the options presented.

On a motion by Vice Mayor Lazard, seconded by Councilmember Akinjo, the City Council adopted **Resolution 22-5150** approving Professional Services Agreement with IXII Group, Inc., to provide consulting services related to technology platforms and equipment associated with camera surveillance systems for major city parks, and project budget amendment for \$246,950, including a 10% project contingency, CIP GG 22-35.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: None

City Council consensus directed staff to present Item 5.5, before Item 5.2, to accommodate members in the audience waiting to hear time Item 5.5.

- 5.2 PUBLIC HEARING AND APPROVAL OF THE SAN JOAQUIN AREA FLOOD CONTROL AGENCY'S MOSSDALE TRACT AREA REGIONAL URBAN LEVEL OF FLOOD PROTECTION DEVELOPMENT IMPACT FEE UPDATE NEXUS STUDY AND RELATED COLLECTION AGREEMENT

City Engineer Brad Taylor introduced Seth Wurzel, Larsen Wurzel & Associates, Inc., representing the San Joaquin Area Flood Control Agency. Mr. Wurzel provided the presentation. A question and answer period ensued following the presentation. City Manager Stephen Salvatore provided additional information. Mayor Dhaliwal opened the public hearing. There were no speakers. Mayor Dhaliwal closed the public hearing.

On a motion by Councilmember Akinjo, seconded by Vice Mayor Lazard, the City Council considered the following:

1. Held a public hearing; and
2. Adopted **Resolution 22-5151** approving the Nexus Study, and delegating authority to the City Manager to execute the amended Collection Agreement with the San Joaquin Area Flood Control Agency, San Joaquin County and the Cities of Manteca and Stockton.

Ayes: Akinjo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: *Diallo

*(*The City of Lathrop City Council Handbook Rules and Procedures, page 13, Chapter IV, Section 8(5) applies to abstentions without identified legal disqualifications.)*

5.3 PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER ADOPTION OF THE REGIONAL URBAN LEVEL OF FLOOD PROTECTION DEVELOPMENT LEVEE IMPACT FEE IN THE MOSSDALE TRACT AREA

Seth Wurzel, Larsen Wurzel & Associates, Inc., representing the San Joaquin Area Flood Control Agency, provided the presentation under Item 5.2. Mayor Dhaliwal opened a second public hearing as required for Item 5.3. There were no speakers. Mayor Dhaliwal closed the public hearing.

On a motion by Mayor Dhaliwal, seconded by Councilmember Akinjo, the City Council considered the following:

1. Held a public hearing; and
2. Adopted **Resolution 22-5152** approving the Regional Urban Level of Flood Protection Development Levee Impact Fee in the Mossdale Tract Area.

Ayes: Akinjo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: *Diallo

*(*The City of Lathrop City Council Handbook Rules and Procedures, page 13, Chapter IV, Section 8(5) applies to abstentions without identified legal disqualifications.)*

5.4 GRAND JURY REPORT RESPONSE

City Attorney Salvador Navarrete provided the presentation. A question and answer period followed.

On a motion by Councilmember Akinjo, seconded by Vice Mayor Lazard, the City Council accepted the Grand Jury Report on Cybersecurity and directed the City Attorney to submit a letter to the Presiding Judge of the San Joaquin County Superior Court responding to the findings and recommendations of the Grand Jury Report.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: None

5.5 CITY COUNCIL DISCUSSION REGARDING REGULATION AND PERMIT OPTIONS FOR TATTOO/BODY ART ESTABLISHMENTS

Community Development Director Mark Meissner and Assistant Community Development Director Rick Caguiat provided the presentation. A question and answer period ensued throughout the presentation.

Phillip Mendoza (in person speaker) spoke in support of the item and provided information related to the health and safety compliance requirements for tattoo parlors.

On a motion by Mayor Dhaliwal, seconded by Vice Mayor Lazard, the City Council discussed the item and provided staff with direction to prepare an ordinance, using option 1 presented, similar to City of Riverbank conditions of approval, and one business license per 30,000 residents, for review by the Planning Commission and subsequent consideration of the City Council, for regulation and permit options for tattoo/body art establishments.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan and Dhaliwal
Noes: None
Absent: None
Abstain: None

6. COUNCIL COMMUNICATIONS

- 6.1 MAYOR DHALIWAL REFERRAL - Appointment of Four (4) Members to the Youth Advisory Commission, with Term Ending, May 31, 2022
- Four (4) Applications Received / Thirteen (13) Commission Member Vacancies

Mayor Dhaliwal made the following appointment:

Youth Advisory Commission

Daniel Manzanares Jr.
Pranav Vemparala
Angelina Michelucci
Amani Watson

Term Expires

May 31, 2023
May 31, 2023
May 31, 2023
May 31, 2023

On a motion by Vice Mayor Lazard, seconded by Councilmember Akinjo, the City Council approved the appointment made by Mayor Dhaliwal as noted above.

Ayes: Akinjo, Diallo, Lazard, Torres-O'Callaghan, and Dhaliwal
Noes: None
Absent: None
Abstain: None

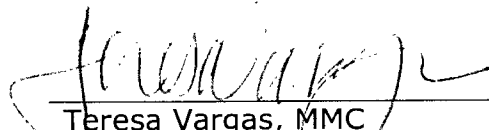
6.2 MAYOR & COUNCILMEMBER COMMITTEE REPORT(S)

Councilmember Akinjo reported his attendance to the Annual League of California Cities Conference, and his appointment to President of the Central Valley Division of the League of California Cities.

6.3 MAYOR & COUNCILMEMBER COMMENT(S)

Councilmembers thanked those in attendance; expressed appreciation to staff; and requested additional traffic enforcement on Lathrop Road.

7. **ADJOURNMENT** – There being no further business, Mayor Dhaliwal adjourned the meeting at 10:25 p.m.



Teresa Vargas, MMC
Government Services Director
City Clerk

Quarterly Treasurer Report June 2022

This report presents a detailed discussion of the City’s fund balances and investment portfolio as of June 30, 2022. It includes all investments managed by the City on its own behalf as well as the City’s Trustees. The report provides information on cash flows, broken down by both investment manager (City or Trustee) and by percentage allocation within the portfolio.

As of June 30, 2022, the investment portfolio was in compliance with all state laws and the City’s Investment Policy.

Current Portfolio Summary

As directed by the Investment Policy adopted by City Council, City staff strives to attain three primary goals with the City’s investments as follows (in order of priority):

1. Safety – Preservation of the principal of invested funds
2. Liquidity – Ability to liquidate one or more of the City’s investments if unexpected expenditures arise
3. Return – Attainment of a market rate of return

The majority of the portfolio is invested in the Local Agency Investment Fund (LAIF), which is administered by the California State Treasurer’s office. LAIF provides the City with an investment vehicle with yields that are slightly greater than U.S. Treasuries (T-bills) with a 2-year maturity or less. LAIF is a high quality investment in terms of safety, liquidity, and yield. Additionally, LAIF is an “On Demand” account; meaning funds may be withdrawn upon with 1 day notice, representing maximum liquidity.

In addition to LAIF, the City holds investments in Money Market Mutual Funds, Nonnegotiable Certificates of Deposit, and State and Local Government Securities (SLGS). These investments are prudent investment choices and are included in the City’s Investment Policy as allowable investments.

Each investment mentioned above has a specific maturity date. However, much of the portfolio is On Demand. The short weighted average maturity provides the City with a great deal of liquidity during this period of heightened economic uncertainty and period of low investment yields. This liquidity places the City in a position to invest in longer term maturity investments once interest rates begin to move up toward their historical norms; overall macroeconomic indicators signal solid and consistent growth in future years.

The following table (Table: 1) provides a summary of the City’s cash and investments, by holding party, based on recorded value as of June 30, 2022 compared with the prior quarter:

Table: 1

Holding Party	March 31, 2022		June 30, 2022	
	Fund Amounts (1)	% of Portfolio	Fund Amounts (1)	% of Portfolio
Investments/Cash held by the City	\$179,446,487	70%	\$196,532,203	72%
Investments held by Trustees	77,637,682	30%	77,431,294	28%
TOTAL	\$257,084,169	100%	\$273,963,498	100%

(1) Small variances are due to the summation and rounding of multiple figures to the nearest whole dollar

Please see the following pages (Tables: 2 through 5) for a more detailed analysis of transactional additions and reductions due to cash flow needs, debt service payments, and maturities/rollovers of certain investments.

Revenues arrived during the quarter, per City staff expectations, are as follows: utility payments, property tax, franchise fees, sales tax (including Measure C), developer billing fees, grant reimbursements, building permit fees, plan check fees, and Transient Occupancy Tax (TOT).


Significant payables paid out during the quarter include:

- I. Nonrecurring Expenditure Capital Improvement Projects – General Government, Parks, Streets, Water, and Wastewater
- II. Recurring Expenditures
 - a. Contractual – Park & Street Landscaping, and Water Treatment Services
 - b. Intergovernmental payments – San Joaquin County (Police Services), Lathrop Manteca Fire District, City of Manteca (Wastewater Contract)

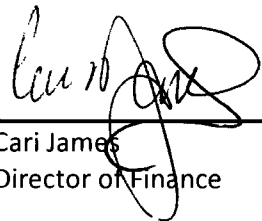
Quarterly Economic Update

According to the latest projections from PFM Asset Management; In Q2, U.S. economic conditions were characterized by: (1) persistently high inflation; (2) declining consumer sentiment; (3) slowing economic growth and increasing recession probabilities; (4) more aggressive Federal Reserve (Fed) monetary policy tightening; (5) rising yields and decade-high mortgage rates; and (6) elevated volatility and risk-off sentiment in credit and equity markets. The focus of headlines on inflation remains very high, with the Consumer Price Index increasing 9.1% year-over-year (YoY) through June, the largest 12-month increase since December 1981. As a result of surging inflation, the Fed lifted the overnight federal funds target rate three times in the first half of 2022, in March, May and June. The last hike was by three quarters of a percentage point (0.75%) to a new range of 1.5% to 1.75%, the largest hike since 1994. The market now expects short-term rates to reach 3.25% to 3.75% by year-end, that path will depend, in part, on how well the economy can handle an aggressive series of rate hikes. Locally, the San Joaquin Valley area experienced a decrease in unemployment rates (San Joaquin County: 5.2%; City of Lathrop: 5.4%).

I certify that all of the investments reported herein are in accordance with the "City of Lathrop Investment Policy" adopted on October 11, 2021, with the Government Code, and other contractual agreements. I further certify the investments reported herein provide for the ability of the City to meet cash flow needs for the next six months.



Stephen J. Salvatore
City Manager



Cari James
Director of Finance

TABLE: 2
CITY OF LATHROP
Summary of All Investments
As of June 30, 2022

City Held Investments	Recorded Value	Current Yield	Percent of Portfolio	Market Value
Local Agency Investment Fund	\$ 74,090,622	0.750%	44.99%	\$ 74,090,622
Wells Fargo Money Market Mutual Funds	\$ 2,887,761	0.670%	1.75%	\$ 2,887,761
California Asset Management Program	\$ 10,282,387	1.140%	6.24%	\$ 10,282,387
Total Investments Held by the City (1)	\$ 87,260,770	0.793%	52.98%	\$ 87,260,770

Trustee Held Investments	Recorded Value	Current Yield	Percent of Portfolio	Market Value
US Bank	\$ 3,794,005	0.010%	2.30%	\$ 3,794,005
UMB Bank	\$ 1,214,232	0.010%	0.74%	\$ 1,214,232
Union Bank	\$ -	0.000%	0.00%	\$ -
SJ County Pooled Funds	\$ 400,986	0.260%	0.24%	\$ 400,986
PFM Asset Management	\$ 71,532,951	1.610%	43.43%	\$ 71,532,951
Pacific Premier Bank	\$ 489,121	0.090%	0.30%	\$ 489,121
Total Investments Held by Trustees (2)	\$ 77,431,294	1.490%	47.02%	\$ 77,431,294

Total City & Trustee Held Investments & Cash	Recorded Value	Current Yield	Percent of Portfolio	Market Value
Investments Held by the City and Trustees	\$ 164,692,064	1.121%	100.00%	\$ 164,692,064
Cash in Checking Accounts - Recorded Value	\$ 109,271,433			
Total Cash and Investments	\$ 273,963,498			

One month benchmark for U.S. Treasuries: 1.28%
Three month benchmark for U.S. Treasuries: 1.66%

Notes:

- (1) See Table: 4 for detailed investments held by the City.
- (2) See Table: 5 for detailed investments held by Trustees.

TABLE: 3
CITY OF LATHROP
Investments Cash Flow Analysis
As of June 30, 2022

Investments Held by the City	Prior Month Recorded Value	Purchased (Buy)	Redeemed (Sell)	Current Month Recorded Value
Local Agency Investment Fund (1)	\$ 74,090,622	-	-	\$ 74,090,622
Wells Fargo Money Market Mutual Funds (2)	\$ 2,886,879	882	-	\$ 2,887,761
California Asset Management Program	\$ 10,272,768	9,619	-	\$ 10,282,387
Total Investments Held by the City	\$ 87,250,269	10,501	-	\$ 87,260,770
Investments Held by Trustees	Prior Month Recorded Value	Purchased (Buy)	Redeemed (Sell)	Current Month Recorded Value
Pacific Premier Bank	\$ 489,121	-	-	\$ 489,121
SJ County Pooled Funds	\$ 400,986	-	-	\$ 400,986
UMB Bank	\$ 1,214,169	63	-	\$ 1,214,232
US Bank (3)	\$ 3,493,838	300,168	-	\$ 3,794,005
PFM Asset Management	\$ 71,766,350	4,446,249	(4,679,648)	\$ 71,532,951
Total Investments Held by Trustees	\$ 77,364,463	\$ 4,746,480	\$ (4,679,648)	\$ 77,431,294
Total Cash in Checking Accounts Held by the City (2)	\$ 106,454,286	12,046,476	(9,229,329)	\$ 109,271,433
Total Cash and Investments Held by the City and Trustees	\$ 271,069,018	\$ 16,803,457	\$ (13,908,977)	\$ 273,963,498

Notes:

(1) LAIF interest income is paid quarterly (Mar/Jun/Sept/Dec) and received in the following month (Apr/Jul/Oct/Jan).

(2) Property Tax, Building permit revenue, TOT, Developer payments, and Utility payments; nonrecurring expenses paid during the month: General government, Parks, Streets, Wastewater, and Water CIPs; also, recurring expenses: Park & street landscape maintenance, and water treatment services; lastly, intergovernmental payments and transfers: Police Services expenses, and SSJID SCSWSP O & M expenses.

(3) Interest earnings from BlackRock Liquidity Funds T-Funds 30 Day Yield .01%, debt service payments.

TABLE: 4

CITY OF LATHROP

Investments Held by City - Detail
As of June 30, 2022

Agency (Broker)	Investment Description	Coupon Rate	Yield to Maturity	Purchase Date	Maturity Date	Market Value (No Accruals)	Recorded Value
Local Agency Investment Fund							
	Money Market Fund City Acct No. 98-39-437	N/A	0.750%	Varies	On Demand	74,090,622	74,090,622
						\$ 74,090,622	\$ 74,090,622
Wells Fargo Mutual Funds							
	Money Market Mutual Fund City Acct No. 12641627	N/A	0.670%	Varies	On Demand	2,887,761	2,887,761
						\$ 2,887,761	\$ 2,887,761
Califorina Asset Management Program							
	Liquidity Account No. 6084-001	N/A	1.140%	Varies	On Demand	10,282,387	10,282,387
						\$ 10,282,387	\$ 10,282,387
						\$ 87,260,770	\$ 87,260,770

TABLE: 5
CITY OF LATHROP
Investments Held by Trustee - Detail
As of June 30, 2022

Investment Description	Acct Number	CUSIP	Current Yield	Purchase Date	Maturity Date	Value	Recorded Value
Investments Held by US Bank							
03-1 Series 2015 - Mossdale Village Assessment District							
Mossdale Village Assessment Dist. No. 03-1 Series 2015 - Redemption Fund	6712138601		0.010%	10/18/05	On Demand	\$ 32	\$ 32
Mossdale Village Assessment Dist. No. 03-1 Series 2005/2015 - Reserve Fund	6712138602		0.010%	10/18/05	On Demand	\$ 240,338	\$ 240,338
2000 North Harlan Improvement District 99-01							
Money Market - Reserve Account	6711651103		0.010%	7/12/00	On Demand	\$ -	\$ -
Money Market - Redemption Account	6711651101		0.010%	7/12/00	On Demand	\$ -	\$ -
2003-2A Lathrap CFD							
Money Market- Interest Account	6711720001		0.010%	12/12/03	On Demand	\$ 0	\$ 0
Money Market-Reserve Account	6711722000		0.010%	12/12/03	On Demand	\$ -	\$ -
LAI F - Interest Account	6711720002		0.750%	03/19/03	On Demand	\$ 700,728	\$ 700,728
CDPH/CDWR - SRF Loan							
Agreement Account	6711908800		0.010%	12/22/10	On Demand	\$ 301,019	\$ 301,019
Agreement Account - Reserve Fund	6711908801		0.010%	12/22/10	On Demand	\$ 598,101	\$ 598,101
2013-1 Mossdale Village							
2013-1 Refunding Improvement Bonds	6712076900		0.010%	10/01/13	On Demand	\$ -	\$ -
2013-1 Refunding Improvement Bonds	6712076901		0.010%	10/01/13	On Demand	\$ 32	\$ 32
2013-1 Refunding Improvement Bonds	6712076903		0.010%	10/01/13	On Demand	\$ 946,849	\$ 946,849
2013-1 Special Tax Bonds							
2013-1 Mossdale Special Tax	6712076801		0.010%	10/01/13	On Demand	\$ 0	\$ 0
2013-1 Mossdale Special Tax	6712076803		0.010%	10/01/13	On Demand	\$ -	\$ -
2013-1 Mossdale Special Tax	6712076804		0.010%	10/01/13	On Demand	\$ 264,674	\$ 264,674
2013-1 Mossdale Special Tax	6712076806		0.010%	10/01/13	On Demand	\$ -	\$ -
2015 Crossroads Series B							
2015 Crossroads Series B - LOIB RDP	6712138801		0.010%	09/01/15	On Demand	\$ 0	\$ 0
2015 Crossroads Series B - LOIB Reserve	6712138803		0.010%	09/01/15	On Demand	\$ 741,834	\$ 741,834
2015 Crossroads Series B - Cost of Issuance	6712138804		0.010%	09/01/15	On Demand	\$ -	\$ -
2015 Crossroads Series B - Improvements	6712138805		0.010%	09/01/15	On Demand	\$ 397	\$ 397
2015 Crossroads Series B - COI Custodian Agreement	6712198801		0.010%	09/01/15	On Demand	\$ -	\$ -
Total Investments Held by Trustee - US Bank						\$ 3,794,005	\$ 3,794,005
Investments Held by Pacific Premier Bank by Account							
2012 Water Loan (Refunding of 2000 Water COPs)							
Certificate of Deposit - Reserve Fund			0.090%	5/22/19		\$ 489,121	\$ 489,121
Total Investments Held by Trustee - Pacific Premier Bank						\$ 489,121	\$ 489,121

TABLE: 5
CITY OF LATHROP
Investments Held by Trustee - Detail
As of June 30, 2022

Investment Description	Acct Number	CUSIP	Current Yield	Purchase Date	Maturity Date	Value	Recorded Value
2006-1 Central Lathrop Phase I Infrastructure CFD							
Special Tax Fund	141226.1			09/12/06	On Demand	\$ -	\$ -
Interest Fund	141226.2			09/12/06	On Demand	\$ -	\$ -
Principal	141226.3			08/26/10	On Demand	\$ -	\$ -
Redemption	141226.4			08/26/10	On Demand	\$ -	\$ -
TTEE Fee & Comp Exp	141226.5			09/12/06	On Demand	\$ -	\$ -
Reserve Fund	141226.6			09/12/06	On Demand	\$ -	\$ -
Improvement Fund	141226.7			09/12/06	On Demand	\$ -	\$ -
2018-1 Central Lathrop CFD							
Improvement Area 1 - Admin Expense Reserve Fund	149232.1			02/01/19	On Demand	\$ 40,189	\$ 40,189
Other Improvement Areas - Admin Expense Reserve Fund	149232.2			02/01/19	On Demand	\$ 163,261	\$ 163,261
Improvement Area 1 - Principal Account	149232.3			02/01/19	On Demand	\$ 17,502	\$ 17,502
Improvement Area 1 - Redemption Account	149232.4			02/01/19	On Demand	\$ -	\$ -
Improvement Area 1 - Interest Account	149232.5			02/01/19	On Demand	\$ 36	\$ 36
Improvement Area 1 - Admin Expense Account	149232.6			02/01/19	On Demand	\$ 11,407	\$ 11,407
Improvement Area 1 - Reserve Fund	149232.7			02/01/19	On Demand	\$ 215,419	\$ 215,419
Improvement Area 1 - Surplus Fund	149232.8			02/01/19	On Demand	\$ 12,502	\$ 12,502
Improvement Area 2 - Principal Account	149265.1			02/01/19	On Demand	\$ -	\$ -
Improvement Area 2 - Redemption Account	149265.2			02/01/19	On Demand	\$ -	\$ -
Improvement Area 2 - Interest Account	149265.3			02/01/19	On Demand	\$ 23	\$ 23
Improvement Area 2 - Admin Expense Account	149265.4			02/01/19	On Demand	\$ 13,082	\$ 13,082
Improvement Area 2 - Reserve Fund	149265.5			02/01/19	On Demand	\$ 161,524	\$ 161,524
Improvement Area 2 - Surplus Fund	149265.6			02/01/19	On Demand	\$ -	\$ -
Improvement Area 3 - Principal Account	149267.1			02/01/19	On Demand	\$ 22,503	\$ 22,503
Improvement Area 3 - Redemption Account	149267.2			02/01/19	On Demand	\$ -	\$ -
Improvement Area 3 - Interest Account	149267.3			02/01/19	On Demand	\$ 45	\$ 45
Improvement Area 3 - Admin Expense Account	149267.5			02/01/19	On Demand	\$ 11,521	\$ 11,521
Improvement Area 3 - Reserve Fund	149267.6			02/01/19	On Demand	\$ 357,446	\$ 357,446
Improvement Area 3 - Surplus Fund	149267.7			02/01/19	On Demand	\$ -	\$ -
Improvement Area 4 - Principal Account	149268.1			02/01/19	On Demand	\$ 7,500	\$ 7,500
Improvement Area 4 - Redemption Account	149268.2			02/01/19	On Demand	\$ -	\$ -
Improvement Area 4 - Interest Account	149268.3			02/01/19	On Demand	\$ 0	\$ 0
Improvement Area 4 - Admin Expense Account	149268.4			02/01/19	On Demand	\$ 14,233	\$ 14,233
Improvement Area 4 - Reserve Fund	149268.5			02/01/19	On Demand	\$ 96,646	\$ 96,646
Improvement Area 4 - Surplus Fund	149268.6			02/01/19	On Demand	\$ -	\$ -
Improvement Area 5 - Principal Account	149269.1			02/01/19	On Demand	\$ 5,000	\$ 5,000
Improvement Area 5 - Redemption Account	149269.2			02/01/19	On Demand	\$ -	\$ -
Improvement Area 5 - Interest Account	149269.3			02/01/19	On Demand	\$ 12	\$ 12
Improvement Area 5 - Admin Expense Account	149269.4			02/01/19	On Demand	\$ 10,688	\$ 10,688

TABLE: 5
CITY OF LATHROP
Investments Held by Trustee - Detail
As of June 30, 2022

Investment Description	Acct Number	CUSIP	Current Yield	Purchase Date	Maturity Date	Value	Recorded Value
Improvement Area 5 - Reserve Fund	149269.5			02/01/19	On Demand	\$ 53,692	\$ 53,692
Improvement Area 5 - Surplus Fund	149269.6			02/01/19	On Demand	\$ -	\$ -
2018-2 Central Lathrop CFD							
Special Tax Fund	149261.1			02/01/19	On Demand	\$ -	\$ -
Surplus Fund	149261.2			02/01/19	On Demand	\$ -	\$ -
Total Investments Held by Trustee - UMB Bank						\$ 1,214,232	\$ 1,214,232
Investments Held by San Joaquin County by Account							
<i>Sanitary Sewer Assessment District #1</i>							
Pooled Funds - Redemption Account			0.260%	10/1/87	On Demand	\$ 400,986	\$ 400,986
Total Investments Held by Trustee -San Joaquin County						\$ 400,986	\$ 400,986
Investments Held by PFM Asset Management by Account							
<i>PFM Asset Management</i>							
Money Market Fund	20260109	PFM Funds - Govt Select		AAAm		\$ 23,076	\$ 23,076
US Treasury Bond / Note							
US Treasury Notes	912828Q29		1.500%	03/31/16	03/31/23	\$ 69,322	\$ 69,322
US Treasury Notes	912828R28		1.625%	05/02/16	04/30/23	\$ 123,711	\$ 123,711
US Treasury Notes	912828ZP8		0.125%	05/15/20	05/15/23	\$ 707,781	\$ 707,781
US Treasury Notes	912828V83		1.750%	05/15/13	05/15/23	\$ 3,960,000	\$ 3,960,000
US Treasury Notes	912828D1		1.375%	08/31/16	08/31/23	\$ 2,944,688	\$ 2,944,688
US Treasury Notes	91282CDA6		0.250%	09/30/21	09/30/23	\$ 483,438	\$ 483,438
US Treasury Notes	912828T26		1.375%	09/30/16	09/30/23	\$ 2,450,781	\$ 2,450,781
US Treasury Notes	91282CAP6		0.125%	10/15/20	10/15/23	\$ 289,219	\$ 289,219
US Treasury Notes	91282CDD0		0.375%	10/31/21	10/31/23	\$ 627,961	\$ 627,961
US Treasury Notes	912828T91		1.625%	10/31/16	10/31/23	\$ 736,758	\$ 736,758
US Treasury Notes	91282CAW1		0.250%	11/15/20	11/15/23	\$ 2,889,844	\$ 2,889,844
US Treasury Notes	91282CBA8		0.125%	12/15/20	12/15/23	\$ 239,844	\$ 239,844
US Treasury Notes	91282CBE0		0.125%	01/15/21	01/15/24	\$ 957,188	\$ 957,188
US Treasury Notes	91282CBM2		0.125%	02/15/21	02/15/24	\$ 191,031	\$ 191,031
US Treasury Notes	91282CBM2		0.125%	02/15/21	02/15/24	\$ 1,098,430	\$ 1,098,430
US Treasury Notes	91282CEA5		1.500%	02/28/22	02/29/24	\$ 1,269,328	\$ 1,269,328
US Treasury Notes	91282CEA5		1.500%	02/28/22	02/29/24	\$ 4,882,031	\$ 4,882,031
US Treasury Notes	912828W48		2.125%	02/28/17	02/29/24	\$ 2,465,625	\$ 2,465,625
US Treasury Notes	91282CBR1		0.250%	03/15/21	03/15/24	\$ 501,129	\$ 501,129
US Treasury Notes	91282CBV2		0.375%	04/15/21	04/15/24	\$ 310,223	\$ 310,223
US Treasury Notes	912828X70		2.000%	05/01/17	04/30/24	\$ 785,875	\$ 785,875
US Treasury Notes	91282CCG4		0.250%	06/15/21	06/15/24	\$ 474,063	\$ 474,063
US Treasury Notes	91282CCG4		0.250%	06/15/21	06/15/24	\$ 616,281	\$ 616,281
US Treasury Notes	91282CCG4		0.250%	06/15/21	06/15/24	\$ 948,125	\$ 948,125
US Treasury Notes	912828XX3		2.000%	06/30/17	06/30/24	\$ 1,961,875	\$ 1,961,875

TABLE: 5
CITY OF LATHROP
Investments Held by Trustee - Detail
As of June 30, 2022

Investment Description	Acct Number	CUSIP	Current Yield	Purchase Date	Maturity Date	Value	Recorded Value
US Treasury Notes		91282CCL3	0.375%	07/15/21	07/15/24	\$ 379,375	\$ 379,375
US Treasury Notes		91282CCL3	0.375%	07/15/21	07/15/24	\$ 521,641	\$ 521,641
US Treasury Notes		91282CCT6	0.375%	08/15/21	08/15/24	\$ 307,379	\$ 307,379
US Treasury Notes		91282CCT6	0.375%	08/15/21	08/15/24	\$ 614,758	\$ 614,758
US Treasury Notes		912828D56	2.375%	08/15/14	08/15/24	\$ 2,466,797	\$ 2,466,797
US Treasury Notes		912828U3	1.875%	08/31/17	08/31/24	\$ 4,881,250	\$ 4,881,250
US Treasury Notes		91282CCX7	0.375%	09/15/21	09/15/24	\$ 212,273	\$ 212,273
US Treasury Notes		91282CCX7	0.375%	09/15/21	09/15/24	\$ 306,617	\$ 306,617
US Treasury Notes		91282CCX7	0.375%	09/15/21	09/15/24	\$ 306,617	\$ 306,617
US Treasury Notes		91282CCX7	0.375%	09/15/21	09/15/24	\$ 471,719	\$ 471,719
US Treasury Notes		91282CDB4	0.625%	10/15/21	10/15/24	\$ 307,887	\$ 307,887
US Treasury Notes		912828YM6	1.500%	10/31/19	10/31/24	\$ 386,375	\$ 386,375
US Treasury Notes		91282CDH1	0.750%	11/15/21	11/15/24	\$ 592,481	\$ 592,481
US Treasury Notes		91282CDH1	0.750%	11/15/21	11/15/24	\$ 947,969	\$ 947,969
US Treasury Notes		912828YV6	1.500%	11/30/19	11/30/24	\$ 313,473	\$ 313,473
US Treasury Notes		91282CDN8	1.000%	12/15/21	12/15/24	\$ 309,461	\$ 309,461
US Treasury Notes		91282CDN8	1.000%	12/15/21	12/15/24	\$ 309,461	\$ 309,461
US Treasury Notes		91282CDS7	1.125%	01/15/22	01/15/24	\$ 333,703	\$ 333,703
US Treasury Notes		91282CDZ1	1.500%	02/15/22	02/15/25	\$ 456,445	\$ 456,445
US Treasury Notes		91282CED9	1.750%	03/15/22	03/15/25	\$ 483,281	\$ 483,281
US Treasury Notes		91282CED9	1.750%	03/15/22	03/15/25	\$ 5,799,375	\$ 5,799,375
US Treasury Notes		9128284M9	2.875%	04/30/18	04/30/25	\$ 995,625	\$ 995,625
US Treasury Notes		91282CEQ0	2.750%	05/15/22	05/15/25	\$ 719,449	\$ 719,449
US Treasury Notes		91282CEQ0	2.750%	05/15/22	05/15/25	\$ 719,449	\$ 719,449
US Treasury Notes		91282CEQ0	2.750%	05/15/22	05/15/25	\$ 3,969,375	\$ 3,969,375
US Treasury Subtotal:						\$ 59,096,783	\$ 59,096,783

TABLE: 5
CITY OF LATHROP
Investments Held by Trustee - Detail
As of June 30, 2022

Investment Description	Acct Number	CUSIP	Current Yield	Purchase Date	Maturity Date	Value	Recorded Value
Supra-national Agency Bond / Note							
Int'l BK Recon & Develop SN Note		459058GU1	2.125%	05/29/19	07/01/22	\$ 300,012	\$ 300,012
Int'l BK Recon And Dev Note		459058JV6	0.125%	04/20/21	04/20/23	\$ 445,405	\$ 445,405
Inter-American Devel BK Corporate Notes		4581X0DM7	0.500%	04/24/20	05/24/23	\$ 318,175	\$ 318,175
Int'l BK Recon And Dev Note		459058JM6	2.250%	11/17/20	11/24/23	\$ 303,334	\$ 303,334
Int'l BK Recon And Dev Note		45906M3C3	2.250%	03/29/22	03/28/24	\$ 286,220	\$ 286,220
Inter-American Devel BK Corporate Notes		4581X0DZ8	0.500%	09/23/21	09/23/24	\$ 439,601	\$ 439,601
						\$ 2,092,747	\$ 2,092,747
Supra-National Agency Subtotal							
Federal Agency Bond/Note							
Freddie Mac Notes		3137EAET2	0.125%	07/23/20	07/25/22	\$ 399,573	\$ 399,573
Federal Farm Credit Banks Notes		3133EMPH9	0.125%	02/03/21	02/03/23	\$ 266,291	\$ 266,291
Federal Home Loan Banks Notes		3130AJ7E3	1.375%	02/21/20	02/17/23	\$ 541,137	\$ 541,137
Fannie Mae Notes		3137EAER6	0.375%	05/07/20	05/05/23	\$ 558,686	\$ 558,686
Fannie Mae Notes		3135G04Q3	0.250%	05/22/20	05/22/23	\$ 635,452	\$ 635,452
Fannie Mae Notes		3137EAES4	0.250%	06/26/20	06/26/23	\$ 857,498	\$ 857,498
Fannie Mae Notes		3135G05G4	0.250%	07/10/20	07/10/23	\$ 389,262	\$ 389,262
Fannie Mae Notes (Callable)		3135G05R0	0.250%	07/10/20	07/10/23	\$ 900,169	\$ 900,169
Fannie Mae Notes		3137EAEV7	0.250%	08/21/20	08/24/23	\$ 630,291	\$ 630,291
Fannie Mae Notes		3137EAEW5	0.250%	09/04/20	09/08/23	\$ 387,467	\$ 387,467
Fannie Mae Notes		3137EAEW5	0.250%	09/04/20	09/08/23	\$ 401,997	\$ 401,997
Fannie Mae Notes		3137EAEW5	0.250%	09/04/20	09/08/23	\$ 484,334	\$ 484,334
Fannie Mae Notes		3137EAEW5	0.250%	09/04/20	09/08/23	\$ 542,454	\$ 542,454
Fannie Mae Notes		3137EAEY1	0.125%	10/16/20	10/16/23	\$ 458,013	\$ 458,013
Fannie Mae Notes		3137EAEZ8	0.250%	11/05/20	11/06/23	\$ 723,180	\$ 723,180
Fannie Mae Notes		3135G06H1	0.250%	11/25/20	11/27/23	\$ 418,611	\$ 418,611
Fannie Mae Notes		3137EAF2	0.250%	12/04/20	12/04/23	\$ 514,499	\$ 514,499
Federal Home Loan Banks Notes		3130ARHG9	2.125%	03/25/22	02/28/24	\$ 591,300	\$ 591,300
						\$ 10,088,834	\$ 10,088,834
Federal Agency Subtotal:							
Interest							
Accrued Interest						\$ 231,511	\$ 231,511
						\$ 71,532,951	\$ 71,532,951
Total Investments Held by Trustee -PFM Asset Management							

Total Investments Held by Trustees \$ 77,431,294 \$ 77,431,294

ITEM 4.4

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: JANITORIAL SERVICES CONTRACT

RECOMMENDATION: Adopt a Resolution awarding contract with Karla's Janitorial Services and Suppliers for Janitorial Services and related budget amendment

SUMMARY:

The current contract for Janitorial Services contract expires October 31, 2022. Contract specifications were completed by staff in September 2022 and the contract was bid according to Public Contract Code (P.C.C) and LMC 2.36.060. Three (3) bids for Janitorial Services were received and opened by the City Clerk on October 4, 2022.

JLK Enterprises submitted the lowest total bid in the amount of \$97,344. However, JLK Enterprises did not provide a valid bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is deemed non-responsive and the City is unable to consider their bid. Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563 and was determined to be fully responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding of the contract requirements. Staff requests that City Council adopt a resolution to award a service contract to Karla's Janitorial Services and Suppliers for Janitorial Services.

BACKGROUND:

The current contract for Janitorial Services expires on October 31, 2022. Janitorial Services are needed for City Buildings and Facilities such as City Hall, Police Department, Generations Center, Community Center, Senior Center and Corporation Yard.

Contract Specifications were completed by Staff in September 2022 and the contract was bid according to Public Contract Code and LMC 2.36.060. A total of three (3) bids were received and opened by the City Clerk in October 4, 2022 and JLK Enterprises submitted the lowest total bid in the amount of \$97,344. However, JLK Enterprises did not provide a valid 10% bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is non-responsive and the City is unable to consider their bid. Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563, and was determined to be fully responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding of the contract requirements. Staff requests that City Council adopt a resolution to award a service contract to Karla's Janitorial Services and Suppliers for Janitorial Services.

RECOMMENDATION:

The lowest responsive and responsible bidder for the Janitorial Services Contract Specifications was Karla’s Janitorial Services and Suppliers. The bid results are presented in the following table:

<u>Company</u>	<u>Total Bid</u>
JLK Enterprises (Non-responsive due to lack of bid bond or alternate security)	
Karla’s Janitorial Service and Suppliers	\$106,563.00
Imperial Maintenance Services, Inc.	\$144,000.00

In addition to being the lowest responsive bidder, Karla’s Janitorial Services and Suppliers was given positive recommendations by their professional references and determined to be responsible by City staff. Staff recommends Council awards the proposed contract for Janitorial Services to Karla’s Janitorial Services and Suppliers for an annual cost of \$106,563.00 (Attachment B).

FISCAL IMPACT:

The new Janitorial Services Contract will require a budget amendment in the following amounts.

Increase – General Fund – City Hall 1010-30-05-420-25-00 Building and Ground Maintenance	\$2,138
Increase – General Fund – Building Maintenance 1010-30-20-420-25-00 Building and Ground Maintenance	\$18,848
Increase – Measure C – Essential City Services 1060-19-10-420-25-00 Building and Ground Maintenance	\$4,491
Increase – General Fund – Lathrop Police Department 1010-40-30-420-25-00 Building and Ground Maintenance	\$10,953

ATTACHMENTS:

- A. A Resolution Awarding Contract with Karla's Janitorial Services and Suppliers for Janitorial Services.
- B. Contract with Karla's Janitorial Services and Suppliers for Janitorial Services for City Facilities.

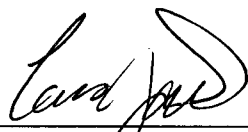
**CITY MANAGER REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
JANITORIAL SERVICES CONTRACT**

APPROVALS:



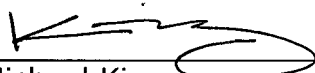
Todd Sebastian
Director - Parks, Recreation, and Maintenance Services

10.5.22
Date



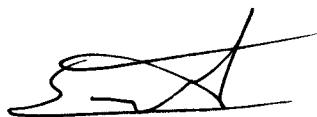
Cari James
Director - Finance

10/5/2022
Date



Michael King
Assistant City Manager

10/5/2022
Date



Salvador Navarrete
City Attorney

10.5.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP AWARDING CONTRACT WITH KARLA'S JANITORIAL SERVICES AND SUPPLIERS FOR JANITORIAL SERVICES

WHEREAS, the current contract for Janitorial Services contract expires October 31, 2022. Contract specifications were completed by staff in September 2022 and the contract was bid according to Public Contract Code and LMC 2.36.060; and

WHEREAS, three (3) bids for Janitorial Services were received and opened by the City Clerk on October 4, 2022; and

WHEREAS, JLK Enterprises submitted the lowest total bid in the amount of \$97,344, however, JLK Enterprises did not provide a valid bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is deemed non-responsive and the City is unable to consider their bid; and

WHEREAS, Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563, and was determined to be responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding if the contract requirements; and

WHEREAS, staff requests that City Council award the proposed service contract to Karla's Janitorial Services and Suppliers for Janitorial Services for City Buildings and Facilities such as City Hall, Police Department, Generations Center, Community Center, Senior Center and Corporation Yard.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the proposed contract for Janitorial Services with Karla's Janitorial Services and Suppliers to provide Janitorial Services in City buildings.

BE IT FURTHER RESOLVED, the following budget amendments are approved for FY 22/23:

Building and Ground Maintenance

Increase – General Fund – City Hall

1010-30-05-420-25-00 \$2,138

Building and Ground Maintenance

Increase – General Fund – Building Maintenance

1010-30-20-420-25-00 \$18,848

Building and Ground Maintenance

Increase – Measure C – Essential City Services

1060-19-10-420-25-00 \$4,491

Building and Ground Maintenance

Increase – General Fund – Lathrop Police Department

1010-40-30-420-25-00 \$10,953

Building and Ground Maintenance

The foregoing resolution was passed and adopted this 10th day of October, 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

**SERVICE CONTRACT BETWEEN THE CITY OF LATHROP AND
KARLA'S JANITORIAL SERVICES AND SUPPLIERS**

**JANITORIAL SERVICES FOR ALL CITY OF LATHROP FACILITIES
INCLUDING CITY HALL, POLICE DEPARTMENT, GENERATIONS
CENTER, COMMUNITY CENTER, SENIOR CENTER, AND
CORPORATION YARD**

THIS SERVICE CONTRACT (hereinafter "Contract") is made on **November _____, 2022**, by and between the **City of Lathrop**, a municipal corporation of the State of California (hereinafter "City") and **Karla's Janitorial Services and Suppliers** (hereinafter "Contractor"), whose Taxpayer Identification Number is **83-0764483**.

For and in consideration of the following covenants, terms and conditions, City and Contractor (the parties) agree:

SCOPE OF WORK

Contractor agrees to perform Janitorial Services in accordance with the scope of work and fee proposal provided by the Contractor, attached hereto as Exhibit "A" and incorporated herein by reference. Contractor agrees to diligently perform these services in accordance with the upmost standards of its profession and to City's satisfaction.

CONTRACT PRICE

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done based on time and materials basis not to exceed **\$8880.25** per month set forth in Exhibit "A", for Janitorial Services for all City of Lathrop facilities including City Hall, Police Department, Generations Center, Community Center Senior Center, and Corporation Yard.

TIME FOR PERFORMANCE

The Contract shall commence on, and be binding on the parties on, the date of execution of this Contract, and shall expire on June 30, 2024. This contract may be extended by the City for up to two (2) one additional consecutive terms after the initial contract in one (1) year increments. The City shall notify the Contractor in writing of the intent to extend the contract by June 1st of the current contract year.

PERMITS; COMPLIANCE WITH LAW

The Contractor shall, at its expense, obtain all necessary permits, licenses, easements, etc., for the construction of the project, give necessary notices, pay all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

**SERVICE CONTRACT
JANITORIAL SERVICES**

preparation. Where the Specifications require work to be specially tested or approved, it shall not be tested or covered up without timely, written approval by the City.

Should any such work be covered up without such notice, approval, or consent, it must, if required by City, be uncovered for examination at the Contractor's expense.

NOTICE

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner.

- (a) If the notice is given to the City, by personal delivery thereof to the City's Director of Parks, Recreation, and Maintenance Services, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the City's Director of Parks, Recreation, and Maintenance Services, postage prepaid and certified;
- (b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the Contractor at the address set forth in the Contractor's Bid postage prepaid and certified; or
- (c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

ACCIDENT PREVENTION

Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.

CONTRACTOR'S WARRANTY

The City shall not, in any way or manner, be answerable or suffer loss, damage, expense or liability for any loss or damage that may happen to said building, work, or equipment or any part thereof, or in, on, or about the same during its construction and before acceptance. Contractor unqualifiedly warrants all work and materials to be free of

**SERVICE CONTRACT
JANITORIAL SERVICES**

defects whether performed or installed by it or by any subcontractor or supplier in the project which is the subject of this Contract.

APPRENTICES

- (a) The Contractor's attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code concerning employment of apprentices by the Contractor or any subcontractor under him. In addition, Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Sections 1777.5, 1777.6 and 1777.7 of the California Labor Code.
- (b) Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.
- (c) Knowing violations of Section 1777.5 will result in forfeiture not to exceed one hundred dollars (\$100) for each calendar day of non-compliance pursuant to Section 1777.7.

HOURS OF WORK

Eight (8) hours of work in any calendar day shall constitute a legal day's work. The Contractor and each subcontractor shall forfeit, as penalty to the City, twenty-five dollars (\$25) for each worker employed in the execution of work on the Project by the Contractor or any subcontractor under him for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any calendar week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, thereof, inclusive, except that work performed by employees of the Contractor and his subcontractors in excess of eight hours per day at not less than one and one half times the basic rate of pay, as provided in Labor Code section 1815.

PAYROLL RECORDS

Pursuant to Labor Code section 1776, as amended from time to time, the Contractor and each subcontractor shall keep records showing the name, address, social security number, work classification, straight time and overtime hours paid each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by him or her in connection with the work.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

**SERVICE CONTRACT
JANITORIAL SERVICES**

- (a) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
- (b) A certified copy of all payroll records shall be made available for inspection or furnished upon request, or as required by Labor Code section 1771.7 to the City, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations.
- (c) A certified copy of all payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that if request by the public shall be made through either the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement, if as requested, payroll records have been provided pursuant to paragraph (b), the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Contractor, subcontractors and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

The Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) calendar days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement, shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor performing work on the Project shall not be marked or obliterated.

The Contractor shall inform the City of the location of the payroll records, including the street address, city and county, and shall, within five (5) calendar days, provide a notice of a change of location and address.

In the event of noncompliance with the requirements of this section, the Contractor shall have ten (10) calendar days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this section. Should noncompliance still be evident after such ten (10) calendar day period, the Contractor shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each calendar day, or portion thereof, for each worker until strict compliance is effectuated.

Upon the request of the Division of Labor Standards Enforcement, such penalties shall be withheld from payments due Contractor.

**SERVICE CONTRACT
JANITORIAL SERVICES**

PREVAILING WAGES

- (a) The Contractor is aware of the requirements of California Labor Code Sections 1720 *et seq.* and 1770 *et seq.*, as well as California Code of Regulations, Title 8, section 16000 *et seq.* ("Prevailing Wage Laws") which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Contract involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at <http://www.dir.ca.gov/dlsr/PWD/index.htm>. In the alternative, the City shall provide Contractor with a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site.

Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- (b) The Contractor and each subcontractor shall forfeit as a penalty to the City not more than fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing rate for any work done by him, or by any subcontract under him, in violation of the provisions of the California Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

INSURANCE

On or before beginning any of the services or work called for by any term of this Agreement, CONTRACTOR, at its own cost and expense, shall carry, maintain for the duration of the Agreement, and provide proof thereof that is acceptable to the CITY the insurance specified in subsections (a) through (c) below with insurers and under forms of insurance satisfactory in all respects to the CITY.

CONTRACTOR shall not allow any subcontractor to commence work on any subcontract until all insurance required of the CONTRACTOR has also been obtained for

**SERVICE CONTRACT
JANITORIAL SERVICES**

the subcontractor. Verification of this insurance shall be submitted and made part of this Agreement prior to execution.

- (a) Workers' Compensation. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONTRACTOR. Said Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than one million dollars (\$1,000,000). In the alternative, CONTRACTOR may rely on a self-insurance program to meet these requirements provided that the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or the CONTRACTOR, if a program of self-insurance is provided, shall waive all rights of subrogation against the CITY for loss arising from work performed under this Agreement.

- (b) Commercial General and Automobile Liability Insurance. CONTRACTOR, at CONTRACTOR'S own cost and expense, shall maintain commercial general and automobile liability insurance for the period covered by this Agreement in an amount not less than two million dollars per occurrence (\$2,000,000), combined single limit coverage for risks associated with the work contemplated by this Agreement. If Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) and Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 (any auto).

Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- (i) CITY, its officers, employees, and volunteers are to be covered as insured with coverage at least as broad as ISO form CG 20 10 for ongoing operations and ISO form CG 20 37 for completed operations with respect to each of the following: liability arising out of ongoing activities performed

**SERVICE CONTRACT
JANITORIAL SERVICES**

- by or on behalf of CONTRACTOR, products and completed operations of CONTRACTOR; premises owned, occupied or used by CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, employees, agents, or volunteers.
- (ii) The insurance shall cover on an occurrence or an accident basis, and not on a claim made basis.
 - (iii) An endorsement must state that coverage is primary insurance and that no other insurance affected by the CITY will be called upon to contribute to a loss under the coverage.
 - (iv) Any failure of CONTRACTOR to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.
 - (v) Insurance is to be placed with California-admitted insurers with a Best's rating of no less than A: VII.
 - (vi) Notice of cancellation or non-renewal must be received by CITY at least thirty days prior to such change.
- (c) Deductibles and Self-Insured Retentions. CONTRACTOR shall disclose the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. During the period covered by this Agreement, upon express written authorization of CITY Manager, CONTRACTOR may increase such deductibles or self-insured retentions with respect to CITY, its officers, employees, agents, and volunteers. The CITY Manager may condition approval of an increase in deductible or self-insured retention levels upon a requirement that CONTRACTOR procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.
- (d) Notice of Reduction in Coverage. In the event that any coverage required under subsections (a), (b), or (c) of this section of the Agreement is reduced, limited, or materially affected in any other manner, CONTRACTOR shall provide written notice to CITY at CONTRACTOR'S earliest possible opportunity and in no case later than five days after CONTRACTOR is notified of the change in coverage.
- (e) In addition to any other remedies CITY may have if CONTRACTOR fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:

**SERVICE CONTRACT
JANITORIAL SERVICES**

- (i) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- (ii) Order CONTRACTOR to stop work under this Agreement or withhold any payment which becomes due to CONTRACTOR hereunder, or both stop work and withhold any payment, until CONTRACTOR demonstrates compliance with the requirements hereof;
- (iii) Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for CONTRACTOR'S breach.

BACKGROUND CHECK & EMPLOYEE BONDING

Pursuant to California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, § 703(d) and § 707(b), Contractor must have all employees assigned to provide services and/or perform work under this contract pass a required background security clearance to possess unescorted access to the Police Station. This includes, at a minimum, a state and federal fingerprint-based criminal offender record information search be conducted before Contractor be permitted unescorted access to the Police Station.

The Contractor will be required to furnish proof of bonding for employees in the amount of \$10,000 for each employee performing services at Municipal Facilities.

INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold City, its City Council members, officers, employees, engineer, and consultants harmless from and against any and all claims, demands, liabilities, losses, damages, costs, expenses, liens, penalties, suits, or judgments, arising in whole or in part, directly or indirectly, at any time from any injury to or death of persons or damage to property as a result of the willful or negligent act or omission of Contractor, or which results from Contractor's noncompliance with any Law respecting the condition, use, occupation or safety of the Project site, or any part thereof, or which arises from Contractor's failure to do anything required under this Contract or for doing anything which Contractor is required not to do under this Contract, or which arises from conduct for which any Law imposes strict liability on Contractor in the performance of or failure to perform the terms and conditions of this Contract, except as may arise from the sole willful or negligent act or omission of City or any of its City Council members, officers, employees.

This indemnification shall extend to any and all claims, demands, or liens made or filed by reason of any construction, renovation, or remodeling work performed by

**SERVICE CONTRACT
JANITORIAL SERVICES**

Contractor under this Contract at any time during the term of this Contract, or arising thereafter.

SEVERABILITY

Nothing contained in the Contract shall be construed so as to require the commission of any act contrary to law. Should a conflict arise between any provision

contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract or act, the latter shall prevail and the provision of this Contract which is affected shall be curtailed and limited but only to the extent necessary to bring it within the requirements of the law. If such curtailment or limitation is not possible, the affected provision shall be of no force and effect. Except as aforesaid, such illegality shall not affect the validity of this Contract.

COMPLETE AGREEMENT

This Contract supersedes any and all agreements, either oral or in writing, between the Parties with respect to the subject matter herein. Each party to this Contract acknowledges that no representation by any party which is not embodied herein or any other agreement, statement, or promise not contained in this Contract shall be valid and binding.

INTERPRETATION

- (a) The parties hereto acknowledge and agree that each has been given the opportunity to independently review this Contract with legal counsel, and/or has the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions of the Contract.
- (b) In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsmanship of such provision.

APPLICABLE LAW

- (a) The parties hereto understand and agree that the terms of this Contract, and its Exhibits, have been negotiated and executed within the State of California and shall be governed by and construed under the laws of the State of California.
- (b) In the event of a dispute concerning the terms of this Contract, the parties hereto expressly agree that the venue for any legal action shall be with the appropriate court in the County of San Joaquin, State of California.

**SERVICE CONTRACT
JANITORIAL SERVICES**

SIGNATURES

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Approved as to Form: City of Lathrop
City Attorney

Salvador Navarrete Date

Recommended for Approval: City of Lathrop
Parks, Recreation and Maintenance Director

Todd Sebastian Date

Approved by: City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Stephen J. Salvatore Date
City Manager

Contractor: Karla's Janitorial Services and Suppliers
Karla Mejia
1485 Bayshore Blvd. M.B. 205
San Francisco, CA 94124
(415)494-5378

Federal ID #: 83-0764483
Business License #:

Signature Date

Print Name and Title

JANITORIAL SERVICES

SECTION 00300

BID PROPOSAL FORMS

**JANITORIAL SERVICES
BID PROPOSAL**

BASE BID PRICES

BID ITEM	DESCRIPTION	MONTHLY PRICE	ANNUAL PRICE
1	City Hall Building	\$ 2,574.00	\$ 30,888.00
2	Community Center	\$ 1,480.00	\$ 17,760.00
3	Senior Center	\$ 1,287.00	\$ 15,444.00
4	Generations Center	\$ 1,394.25	\$ 16,731.00
5	Corporation Yard	\$ 643.50	\$ 7,722.00
6	Police Department	\$ 1,501.50	\$ 18,018.00

ANNUAL TOTAL BASE BID AMOUNT: \$106,563.00
(Basis of Award)

ANNUAL TOTAL BASE BID AMOUNT IN WORDS:

One Hundred Six Thousand Five Hundred Sixty-Three
(Basis of Award)

INFORMATION REQUIRED OF BIDDER

The Bidder (Contractor) shall furnish the following information. This information is considered essential in enabling the City to determine if the Bidder is experienced in similar types of work and if the Bid is based on a careful study of methods applicable to the work and full realization of the various factors which may affect the progress of the work. Failure to comply with this requirement may render the Bid non-responsive and may cause its rejection. Additional sheets shall be attached as required.

BIDDER'S INFORMATION

- (1) Bidder's name and address:
Karla's Janitorial & Suppliers, LLC.
1485 Bayshore Blvd. M.B. 205
San Francisco, CA 94124
- (2) Bidder's telephone number: (415) 494-5347
- (3) Bidder's fax number: (415) 494-5378
- (4) Federal Tax ID No. 83-0764483
- (5) NOT USED
- (6) Person who inspected site of proposed work for Contractor's firm:
 Name: Karla Mejia Date of Inspection: 09/19/2022
- (5) Is the business a Corporation , Partnership _____ or is Individually Owned? _____
- (6) If incorporated, which state? California
- (7) Is your firm operating as a franchise? Yes _____ No
- (8) If yes, list the franchiser, and number of years your business has been franchised:

- If a partnership, list all partners: _____

- (9) How long have you been in business under this name? 4
- (10) How many years under former name(s)? List name(s) and years. Karla's Maids - 10 Years

EMPLOYEES

(11) Total number of current employees 60

Part-time: 10

Full-time: 50

(12) Please indicate the approximate number of employees who will be assigned to this contract on a monthly basis, and per job title. Should the contractor require more space, please attach a separate sheet of paper.

No. of Employees	Job Title	Full-Time	Part-Time
2	Account Manager	2	
1	Supervisor	1	
1	Janitor Lead	1	
3	Janitor	2	

EXPERIENCE OF PERSONNEL

Management:

Name: Luis Garcia Title: Managing Member

List experience, including number of years: Sales, customer service, estimates, managing over 100+ employees, business analysis, & quality control. Over 20 years of combined experience.

Project Manager for this Contract:

Name: Sheyla Garcia Title: Account Manager

Tuesday - Lathrop City Hall

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICES/WORK STATIONS					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
CONFERENCE ROOMS/COUNCIL CHAMBER					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Janitor and Staff Comments
KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop City Hall

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS		Completed	Staff Audit	Janitor and Staff Comments	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		
OFFICES/WORKSTATIONS		Completed	Staff Audit	Janitor and Staff Comments	
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles		
LOBBY / HALLWAYS		Completed	Staff Audit	Janitor and Staff Comments	
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables		
CONFERENCE ROOMS/COUNCIL CHAMBER		Completed	Staff Audit	Janitor and Staff Comments	
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables		
KITCHEN/SINK AREAS		Completed	Staff Audit	Janitor and Staff Comments	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves		
THURSDAY WEEKLY TASK		Completed	Staff Audit	Janitor and Staff Comments	
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.			

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop City Hall

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		Janitor and Staff Comments
OFFICES/WORK STATIONS					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles		Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables		Janitor and Staff Comments
CONFERENCE ROOMS/COUNCIL CHAMBER					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables		Janitor and Staff Comments
KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves		Janitor and Staff Comments
SATURDAY WEEKLY TASK					
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms and Council Chamber	Clean and disinfect handsets of phones and wipe down protective shields			

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop City Hall

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
		Departure Time:	Staff Audit			
Quarterly Services Required						
1st QTR First week of July		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room
2nd QTR First week of October		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room
3rd QTR First week of January		Machine scrub tile and grout	Clean Light Switch / Countertops / Chairs / Book Cases / Phone - Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone - Handles	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room
4th QTR First week of April		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room

Semi Annual Services Required - Lathrop City Hall

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
		Departure Time:	Staff Audit			
Quarterly Services Required						
TBD December		Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room and art gallery floors		
TBD August		Machine scrub tile and grout	Machine scrub tile and grout	Strip, seal and wax bathroom, break room and art gallery floors		

Tuesday - Lathrop Community Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		Janitor and Staff Comments
OFFICE					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles		Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables		Janitor and Staff Comments
IMP ROOM (W/ OFFICE)					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures		Janitor and Staff Comments
GYMNASIUM					
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain		Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves		Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards		Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Community Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICE					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
MP ROOM (W/ OFFICE)					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Janitor and Staff Comments
GYMNASIUM					
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
THURSDAY WEEKLY TASK					
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Community Center

NAME:	DATE:	Arrival Time:		SIGNATURE:
		Completed	Staff Audit	
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Janitor and Staff Comments
OFFICE				
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Janitor and Staff Comments
LOBBY / HALLWAYS				
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Janitor and Staff Comments
MP ROOM (WJ/OFFICE)				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Janitor and Staff Comments
GYMNASIUM				
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain	Janitor and Staff Comments
KITCHEN				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Janitor and Staff Comments
SATURDAY WEEKLY TASK				
Disinfect handles and bars on all doors, interior and exterior.	Clean and disinfect all tables and chairs in Multipurpose room, and Offices	Clean and disinfect handsets of phones and wipe down protective shields		Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Community Center

NAME:	DATE:	Quarterly Services Required	Arrival Time:		SIGNATURE:
			Completed	Staff Audit	
1st QTR		Machine scrub tile, grout, and gym floors	Wipe down Venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	Janitor and Staff Comments
2nd QTR		Machine scrub tile, grout, and gym floors	Wipe down venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	
3rd QTR		Machine scrub tile, grout, and gym floors	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	
4th QTR		Machine scrub tile, grout, and gym floors	Wipe down Venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	

Semi Annual Services Required - Lathrop Community Center

NAME:	DATE:	Semi Annual Services Required	Arrival Time:		SIGNATURE:
			Completed	Staff Audit	
1BD December		Strip, seal and wax bathroom floors. Auto Scrub and Wax Gym floors			Janitor and Staff Comments
1BD August		Strip, seal and wax bathroom floors. Auto Scrub and Wax Gym floors			

Tuesday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
FITNESS ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch	Completed	Janitor and Staff Comments
CLASSROOM					
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs	Completed	Janitor and Staff Comments
GAMEROOM					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Janitor and Staff Comments
MULTIPURPOSE ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Handles / Countertops / Sinks / Oven / Microwave	Disinfect Switch's / Handles / Countertops / Sinks / Oven / Microwave	Completed	Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash interior / Exterior doors and all handles	Clean all baseboards	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:		SIGNATURE:	Janitor and Staff Comments
		Completed	Staff Audit		
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone		Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables		Janitor and Staff Comments
FITNESS ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch		Janitor and Staff Comments
CLASSROOM					
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs		Janitor and Staff Comments
GAMEROOM					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures		Janitor and Staff Comments
MULTIPURPOSE ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window		Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave		Janitor and Staff Comments
THURSDAY WEEKLY TASK					
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and Mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan			Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
		Departure Time:				
RESTROOMS						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Staff Audit	Janitor and Staff Comments
OFFICES						
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Staff Audit	Janitor and Staff Comments
LOBBY / HALLWAYS						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit	Janitor and Staff Comments
FITNESS ROOM						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch	Completed	Staff Audit	Janitor and Staff Comments
CLASSROOM						
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs	Completed	Staff Audit	Janitor and Staff Comments
GAMEROOM						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Staff Audit	Janitor and Staff Comments
MULTIPURPOSE ROOM						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window	Completed	Staff Audit	Janitor and Staff Comments
KITCHEN						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed	Staff Audit	Janitor and Staff Comments
SATURDAY WEEKLY TASK						
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in Multipurpose room, classroom and Game room			Completed	Staff Audit	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Senior Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Completed	Staff Audit	Janitor and Staff Comments
Quarterly Services Required								
1st QTR: First week of July	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.				
2nd QTR: First week of October	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.				
3rd QTR: First week of January	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.				
4th QTR: First week of April	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.				

Semi Annual Services Required - Lathrop Senior Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Completed	Staff Audit	Janitor and Staff Comments
Quarterly Services Required								
TBD: December	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors						
TBD: August	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors						

Tuesday - Lathrop Generations Center

NAME:		DATE:		Arrival Time:		SIGNATURE:	
RESTROOMS		Departure Time:		Completed		Staff Audit	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions				Janitor and Staff Comments
OFFICES/WORK STATIONS/CUBICLES							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles				Janitor and Staff Comments
LOBBY/HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables				Janitor and Staff Comments
CONFERENCE ROOMS/MEETING ROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables				Janitor and Staff Comments
BREAK ROOM/KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves				Janitor and Staff Comments
TUESDAY WEEKLY TASK							
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards				Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Generations Center

NAME:		DATE:		Arrival Time:		SIGNATURE:	
RESTROOMS		Departure Time:				Staff Audit	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions			Janitor and Staff Comments	
OFFICES/WORK STATIONS/CUBICLES							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles			Janitor and Staff Comments	
LOBBY / HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables			Janitor and Staff Comments	
CONFERENCE ROOMS/MEETING ROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables			Janitor and Staff Comments	
BREAK ROOM/KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves			Janitor and Staff Comments	
THURSDAY WEEKLY TASK							
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.				Janitor and Staff Comments	

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Generations Center

NAME:		DATE:	Arrival Time:	SIGNATURE:	
RESTROOMS		Departure Time:	Completed	Staff Audit	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		
OFFICES/WORK STATIONS/CUBICLES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
CONFERENCE ROOMS/MEETING ROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Janitor and Staff Comments
BREAK ROOM/KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
SATURDAY WEEKLY TASK					
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms	Clean and disinfect handsets of phones and wipe down protective shields		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Generations Center														
NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:	Janitor and Staff Comments	Quarterly Services Required							
							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.	Staff Audit		
1st QTR First week of July							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
2nd QTR First week of October							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
3rd QTR First week of January							Machine scrub tile and grout	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
4th QTR First week of April							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
Semi Annual Services Required - Lathrop Generations Center														
NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:	Janitor and Staff Comments	Semi Annual Services Required							
							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room	Staff Audit				
1RD December							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room					
2RD August							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room					

Tuesday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	
				Staff Audit	Janitor and Staff Comments
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed	Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:		SIGNATURE:
		Departure Time:		
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed Janitor and Staff Comments
OFFICES				
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed Janitor and Staff Comments
LOBBY / HALLWAYS				
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed Janitor and Staff Comments
KITCHEN				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed Janitor and Staff Comments
THURSDAY WEEKLY TASK				
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and Mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan		Completed Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed Janitor and Staff Comments
OFFICES				
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed Janitor and Staff Comments
LOBBY / HALLWAYS				
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed Janitor and Staff Comments
KITCHEN				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed Janitor and Staff Comments
SATURDAY WEEKLY TASK				
Disinfect handles and bars on all doors, interior and exterior.	Clean and disinfect all tables and chairs in Multipurpose room, classroom and Game room			Completed Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:
Quarterly Services Required					
1st QTR: First week of July	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
2nd QTR: First week of October	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
3rd QTR: First week of January	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
4th QTR: First week of April	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	

Semi Annual Services Required - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:
Quarterly Services Required					
TBD: December	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors			
TBD: August	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors			

Tuesday - Lathrop Police Department

NAME:	DATE:	Arrival Time:	SIGNATURE:
		Departure Time:	
RESTROOMS			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions
OFFICES/WORK STATIONS/CUBICLES			
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles
LOBBY/HALLWAYS			
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables
CONFERENCE ROOMS/MEETING ROOMS			
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables
BREAK ROOM/KITCHEN/SINK AREAS			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves
TUESDAY WEEKLY TASK			
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Police Department

NAME:		DATE:		Arrival Time:		SIGNATURE:	
				Departure Time:			
RESTROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Staff Audit	Janitor and Staff Comments	
OFFICES/WORK STATIONS/CUBICLES							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Staff Audit	Janitor and Staff Comments	
LOBBY / HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit	Janitor and Staff Comments	
CONFERENCE ROOMS/MEETING ROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Staff Audit	Janitor and Staff Comments	
BREAK ROOM/KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Staff Audit	Janitor and Staff Comments	
THURSDAY WEEKLY TASK							
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.		Completed	Staff Audit	Janitor and Staff Comments	

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Police Department

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICES/WORK STATIONS/CUBICLES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
CONFERENCE ROOMS/MEETING ROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Janitor and Staff Comments
BREAK ROOM/KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
SATURDAY WEEKLY TASK					
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms and Council Chamber	Clean and disinfect handsets of phones and wipe down protective shields		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Police Department

NAME:	DATE:	Quarterly Services Required	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments
1st QTR First week of July		Wipe down Venetian blinds Wash all windows of building interior and exterior		Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.		
2nd QTR 1st week of October		Wipe down Venetian blinds Wash all windows of building interior and exterior		Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.		
3rd QTR First week of January		Clean light switch / Countertops / Chairs / Book Cases / Phone / Handles Wash all windows of building interior and exterior		Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.		
4th QTR First week of April		Wipe down Venetian blinds Wash all windows of building interior and exterior		Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.		

Semi Annual Services Required - Lathrop Police Department

NAME:	DATE:	Quarterly Services Required	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments
TBD December		Stream clean/Steam all carpeted areas using industry approved equipment		Strip, seal and wax bathroom, break room		
TBD August		Stream clean/Steam all carpeted areas using industry approved equipment		Strip, seal and wax bathroom, break room		

ITEM: **APPROVE CREATION OF CIP PK 23-08 AND THE PURCHASE OF NEW PARK AMENITIES AND APPROVE PURCHASE OF BENCHES, TABLES, AND TRASH RECEPTACLES TO MEET CITY STANDARDS**

RECOMMENDATION: **Adopt a Resolution Creating CIP PK 23-08 for the Purchase of New Park Amenities and Approve Purchase of Benches, Tables, and Trash Receptacles from Ross Recreation and Outdoor Creations to Meet City Standards and Approving Related Budget Amendments**

SUMMARY:

The Parks, Recreation and Maintenance Services Department is recommending City Council approve the creation of Capital Improvement Project (CIP) PK 23-08 for the purchase of new park amenities for parks throughout the City of Lathrop that currently do not contain standard City amenities including benches, tables, and trash receptacles from Ross Recreation and Outdoor Creation who are the sole source providers of the only equipment that meets City standards for such amenities. By doing so, Council would allow all parks within the City of Lathrop to have matching amenities which will enhance the aesthetics and uniformity of all parks and will also allow staff to create a standard practice replacement schedule.

BACKGROUND:

The Parks, Recreation and Maintenance Services department completed a Five Year Master Plan for the City of Lathrop in February of 2021. The Master Plan, members of the public and stakeholders who participated in the creation of the Master Plan identified several amenities to improve with similar tables, benches, and trash receptacles to meet new City standards.

Ross Recreation is the sole source provider of all metal park benches, metal picnic tables, and metal trash receptacles. City staff recommends Council approve the purchase from Ross Recreation of eight trash receptacles, four six-foot metal benches, fourteen standard metal picnic tables, and three ADA metal picnic tables in the amount of \$92,550.00 detailed in Attachment B.

Outdoor Creations is the sole source provider of all City Standard concrete picnic tables, concrete BBQ's and concrete park signs. City staff recommends Council approve the purchase from Outdoor Creations of five concrete park name signs and plaque holders, four concrete ADA picnic tables, nineteen concrete standard picnic tables, and one concrete group BBQ for the amount of \$65,300.00 detailed in Attachment C.

Attached as Attachment B quotes have been provided by Ross Recreation. Attached as Attachment C quotes have been provided by Outdoor Creations. Ross Recreation and Outdoor Creations have agreed to sign the City's standard Purchase Orders and terms of purchase.

CITY MANAGER REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE CREATION OF CIP PK 23-08 AND THE PURCHASE OF NEW PARK
AMENITIES AND APPROVE PURCHASE OF BENCHES, TABLES, AND TRASH
RECEPTACLES TO MEET CITY STANDARDS

RECOMMENDATION:

Adopt a Resolution Approving CIP PK 23-08 for the purchase of new park amenities including benches, tables, and trash receptacles from Ross Recreation and Outdoor Creations to meet City standards and approve related budget amendments.

FISCAL IMPACT:

Staff is requesting City Council consider a budget amendment of \$160,000 from the the Measure C fund (1060-99-00-990-90-00) subject to approval by by the Measure C Oversight Committee.

Increase – Transfer Out 1060-99-00-990-90-00 General Fund	\$160,000
Increase – Transfer In 3010-99-00-393-00-00	\$160,000
Increase – Transfer In – CIP PK 23-08 3010-80-00-420-12-00 Construction Contracts	\$160,000

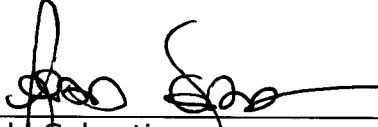
ATTACHMENTS:

- A. A Resolution approving CIP PK 23-08 and the purchase of new park amenities including benches, tables, and trash receptacles from Ross Recreation and Outdoor Creations to meet City standards.
- B. Quotes from Ross Recreation.
- C. Quotes from Outdoor Creations.

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

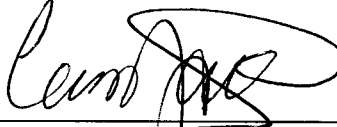
APPROVE CREATION OF CIP PK 23-08 AND THE PURCHASE OF NEW PARK AMENITIES AND APPROVE PURCHASE OF BENCHES, TABLES, AND TRASH RECEPTACLES TO MEET CITY STANDARDS

APPROVALS:



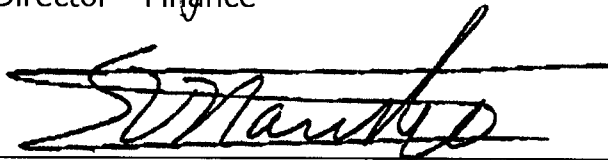
Todd Sebastian
Director - Parks, Recreation, and Maintenance Services

10.5.22
Date




Cari James
Director - Finance

10/5/2022
Date



Salvador Navarrete
City Attorney

10/5/2022
Date



Stephen J. Salvatore
City Manager

10.6.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE CREATION OF CIP PK 23-08 AND THE PURCHASE OF NEW PARK AMENITIES AND APPROVE PURCHASE OF BENCHES, TABLES, AND TRASH RECEPTACLES TO MEET CITY STANDARDS

WHEREAS, the Parks, Recreation and Maintenance Services Department recommends City Council approve the creation of Capital Improvement Project (CIP) PK 23-08 for the purchase of new park amenities for parks throughout the City of Lathrop that currently do not contain standard City amenities including benches, tables, and trash receptacles from Ross Recreation and Outdoor Creation who are the sole source providers of the only equipment that meets City standards for such amenities; and

WHEREAS, by doing so, Council would allow all parks within the City of Lathrop to have matching amenities which will enhance the aesthetics and uniformity of all parks and will also allow staff to create a standard practice replacement schedule; and

WHEREAS, the Parks, Recreation and Maintenance Services department completed a Five Year Master Plan for the City of Lathrop in February of 2021; and

WHEREAS, the Master Plan, members of the public and stakeholders who participated in the creation of the Master Plan identified several amenities to improve with similar tables, benches, and trash receptacles to meet new City standards; and

WHEREAS, Outdoor Creations is the sole source provider of all City Standard concrete picnic tables, concrete BBQ's and concrete park signs; and

WHEREAS, city staff recommends Council approve the purchase from Outdoor Creations of five concrete park name signs and plaque holders, four concrete ADA picnic tables, nineteen concrete standard picnic tables, and one concrete group BBQ for the amount of \$65,300; and

WHEREAS, Ross Recreation is the sole source provider of all metal park benches, metal picnic tables, and metal trash receptacles; and

WHEREAS, city staff recommends Council approve the purchase from Ross Recreation of eight trash receptacles, four six-foot metal benches, fourteen standard metal picnic tables, and three ADA metal picnic tables for the amount of \$92,550; and

WHEREAS, Ross Recreation and Outdoor Creations have agreed to sign the City's standard Purchase Orders and terms of purchase.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve CIP PK 23-08, and;

BE IT FURTHER RESOLVED, the purchase of new park amenities including benches, tables, and trash receptacles from Ross Recreation and Outdoor Creations to meet City standards, and;

BE IT FURTHER RESOLVED, the following budget amendments are approved for FY 22/23:

Increase – Transfer Out 1060-99-00-990-90-00 General Fund	\$160,000
Increase – Transfer In 3010-99-00-393-00-00	\$160,000
Increase – Transfer In – CIP PK 23-08 3010-80-00-420-12-00 Construction Contracts	\$160,000

The foregoing resolution was passed and adopted this 10th day of October, 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

Sonny Dhaliwal, Mayor

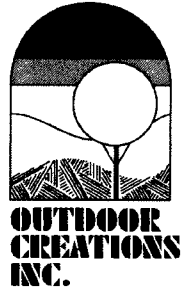
ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney



QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/26/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

Date: 9/26/22

Quote No.: Q5415

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Commons Park
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	10/26/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	100SSK 2E	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps double entry	790.00	790.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	100.00	100.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	890.00
Sales Tax	77.88
TOTAL	967.88

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 8/22/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

Date: 8/22/22
Quote No.: Q5416

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Mossdale Community Park
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	9/21/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
4	EA	100SSK	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps	745.00	2,980.00
1	EA	100SSK 2E	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps double entry	790.00	790.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	500.00	500.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	4,270.00
Sales Tax	373.63
TOTAL	4,643.63

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 8/22/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 8/22/22

Quote No.: Q5417



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: River Park South
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	9/21/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
7	EA	100SSK	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps	745.00	5,215.00
1	EA	100SSK 2E	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps double entry	790.00	790.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	800.00	800.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

Subtotal	6,805.00
Sales Tax	595.44
TOTAL	7,400.44

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/7/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 9/7/22

Quote No.: Q5484



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Rotary Park
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	10/7/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	Custom	Custom Precast Monument.	3,250.00	3,250.00
1	<Each>	GRANITE PLQ 20" x 18	20" x 18" Black Granite Plaque For Manuel Valverde		
1	<Each>	Engraving	18" x 7" Engraved City of Lathrop Logo-Painted		
2	EA	705S	4' x 9' x 8" thick sign with bubble top *W/Base	4,500.00	9,000.00
2	EA	703C 122"	122" Base for 705 & 706 model signs		
2	<Each>	Cast In Logo	Cast In Logo *Rotary Wheel Logo Cast In And Painted.	600.00	1,200.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	750.00	750.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	14,200.00
Sales Tax	1,242.50
TOTAL	15,442.50

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/7/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 9/7/22

Quote No.: Q5485



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: River Park North
Lathrop, CA

Sales Rep		Good Thru	Terms	Purchase Order
Chad J. Smith		10/7/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	705S	4' x 9' x 8" thick sign with bubble top *W/Base	4,500.00	4,500.00
1	EA	703C 122"	122" Base for 705 & 706 model signs		
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	360.00	360.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	4,860.00
Sales Tax	425.25
TOTAL	5,285.25

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/7/22

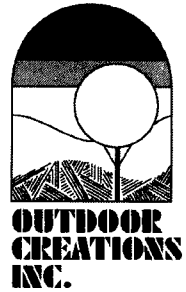
Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 9/7/22

Quote No.: Q5486



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Lions Park
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	10/7/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	Custom	Custom Precast Monument.	3,250.00	3,250.00
1	<Each>	GRANITE PLQ 20" x 18	20" x 18" Black Granite Plaque For Manuel Valverde		
1	<Each>	Engraving	18" x 7" Engraved City of Lathrop Logo-Painted		
2	EA	705S	4' x 9' x 8" thick sign with bubble top *W/Base	4,500.00	9,000.00
2	EA	703C 122"	122" Base for 705 & 706 model signs		
2	<Each>	Cast In Logo	Cast In Logo *Lions International Logo Cast In And Painted.	600.00	1,200.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	750.00	750.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	14,200.00
Sales Tax	1,242.50
TOTAL	15,442.50

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/7/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 9/7/22
Quote No.: Q5487



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Valverde Park
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	10/7/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	Custom	Custom Precast Monument.	3,250.00	3,250.00
1	<Each>	GRANITE PLQ 20" x 18	20" x 18" Black Granite Plaque For Manuel Valverde		
1	<Each>	Engraving	18" x 7" Engraved City of Lathrop Logo-Painted		
2	EA	100SSK	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps	745.00	1,490.00
1	EA	100SSK 2E	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps double entry	790.00	790.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	450.00	450.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	5,980.00
Sales Tax	523.25
TOTAL	6,503.25

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).

QUOTATION

AUTHORIZED SALES PERSON SIGNATURE

Chad J. Smith 9/14/22

Outdoor Creations Inc.
2270 Barney Road
Anderson, CA 96007
USA

PH# 530-365-6106 FX# 530-365-5129

Email chad@outdoorcreations.com

Date: 9/14/22

Quote No.: Q5504



SOLD TO

City of Lathrop
Accounts Payable
390 Towne Centre Dr
Lathrop, CA 95330

SHIP TO

City of Lathrop
Attn: Lily Liu
Re: Back Stock
Lathrop, CA

Sales Rep	Good Thru	Terms	Purchase Order
Chad J. Smith	10/14/22	Net 30 Days	

Qty.	UOM	Model #	Description	Unit Price	Amount
1	EA	100SSK	92" Smooth Top Picnic Table Standard Legs with skateboard resistant bumps	745.00	745.00
	EA	Smooth Finish	Smooth Finish		
	<Each>	Acrylic Sealer	Acrylic Sealer		
			Color: TBD		
1	<Each>	Shipping	Must Be Taxed, Company Owned Truck	100.00	100.00

PLEASE FILL IN THE REQUIRED INFORMATION ON THE ADDITIONAL PAGE WITH THE TERMS AND CONDITIONS.

Subtotal	845.00
Sales Tax	73.94
TOTAL	918.94

Please sign here to confirm your order and acknowledge that you have read and understand our terms and conditions

Forklift required upon delivery unless other arrangements made prior to order.

STANDARD DELIVERY A.R.O AND APPROVED SUBMITTALS/ORDER IS 16- WEEKS (Does not apply to custom products).



Opportunity Name Crescent Park DuMor Bench
 Quote Name Crescent Park Furnishings
 Quote Number 00039083
 Quote Date 8/30/2022
 Quote Exp Date 9/29/2022
 Est Lead Time 6-8 weeks

ATTACHMENT
"C"

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
1.00	58-60	Dumor 6' Cast Bench, Steel Seat Color: Forest Green	\$1,506.00	\$1,506.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$1,506.00
Tax Rate	8.7500%	Tax Amount	\$131.78
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$605.00
		Total	\$2,242.78

Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted. Unless noted, freight costs assume semi-truck access and do not include a lift-gate.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

If ordering materials after the expiration date please contact your sales representative for current pricing. Due to material cost increases, Ross Recreation may not be able to hold pricing past the stated Expiration Date on this quote. To secure current pricing Ross Recreation will require the following

- PO, signed quote or contract with approval for the order
- Deposit if required by credit terms
- Color selections and/or approved submittals
- Acceptance of delivery when materials or equipment is ready to ship

If this is for a bid, it is the responsibility of the General Contractor bidding to adjust their bid to accommodate anticipated pricing.

Please also note that sales tax will be based on the current rate at the time of shipping, not the order date. Customer will be expected to cover these taxes.

Ross Recreation will provide labor using a subcontractor for all installation and labor quoted. Neither Ross Recreation nor our subcontractors are signatory to any unions, however compliance with prevailing wage rate requirements will occur. If union enrollment is required by our subcontractor for completion of this project, Ross Recreation will require a change order to cover the costs of a per project enrollment and additional wage/benefit requirements.

Signature _____

Prepared By Nick Philbin
 Email nickp@rossrec.com



Opportunity Name Crescent Park DuMor Bench
Quote Name Crescent Park Flashings
Quote Number 00039083
Quote Date 8/30/2022
Quote Exp Date 9/29/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

Name _____
Title _____
Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com



Opportunity Name Green Park DuMor Tables
 Quote Name DuMor City Furnishings Tables
 Quote Number 00039309
 Quote Date 8/30/2022
 Quote Exp Date 9/29/2022
 Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
1.00	448-43	Dumor 4' Square Steel ADA Table 3 Seats S-2 Color: Forest Green	\$3,190.00	\$3,190.00
5.00	448-44	Dumor 4' Square Steel Table 4 Seats S-2 Color: Forest Green	\$3,651.00	\$18,255.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$21,445.00
Tax Rate	8.7500%	Tax Amount	\$1,876.44
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$2,719.00
		Total	\$26,040.44

Notes to Customer

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If ordering materials after the expiration date please contact your sales representative for current pricing. Due to material cost increases, Ross Recreation may not be able to hold pricing past the stated Expiration Date on this quote. To secure current pricing Ross Recreation will require the following

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- Deposit if required by credit terms
- Color selections and/or approved submittals
- Acceptance of delivery when materials or equipment is ready to ship

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Signature _____

Prepared By Nick Philbin
 Email nickp@rossrec.com



Building Community since 1973

Opportunity Name Green Park DuMor Tables
Quote Name DuMor Site Furnishings Tables
Quote Number 00039309
Quote Date 8/30/2022
Quote Exp Date 9/29/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

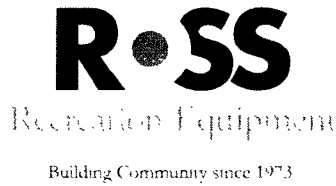
Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

Name _____

Title _____

Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com



Opportunity Name Mossdale Site Furnishings
 Quote Name Dumor Tables & Receptacles
 Quote Number 00039314
 Quote Date 8/30/2022
 Quote Exp Date 9/29/2022
 Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
1.00	432-32	Dumor 32-Gallon Steel Receptacle Color: Forest Green; CVR-30-FTO - Large Steel Cover, 10" Opening Color: Forest Green	\$1,045.00	\$1,045.00
2.00	448-43	Dumor 4' Square Steel ADA Table 3 Seats S-2 Color: Forest Green	\$3,190.00	\$6,380.00
5.00	448-44	Dumor 4' Square Steel Table 4 Seats S-2 Color: Forest Green	\$3,651.00	\$18,255.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$25,680.00
Tax Rate	8.7500%	Tax Amount	\$2,247.00
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$2,719.00
		Total	\$30,646.00

Notes to Customer

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If ordering materials after the expiration date please contact your sales representative for current pricing. Due to material cost increases, Ross Recreation may not be able to hold pricing past the stated Expiration Date on this quote. To secure current pricing Ross Recreation will require the following

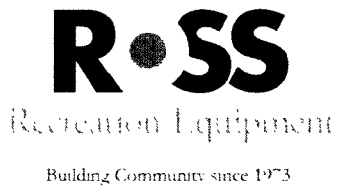
- PO, signed quote or contract with approval for the order
- Deposit if required by credit terms
- Color selections and/or approved submittals
- Acceptance of delivery when materials or equipment is ready to ship

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Please also note that sales tax will be based on the current rate at the time of shipping, not the order date. Customer will be expected to cover these taxes.

Ross Recreation will provide labor using a subcontractor for all installation and labor quoted. Neither Ross Recreation nor our subcontractors are signatory to any unions, however compliance with prevailing wage rate requirements will occur. If

Prepared By Nick Philbin
 Email nickp@rossrec.com



Opportunity Name Mossdale Site Furnishings
Quote Name Diner Tables & Benches
Quote Number 00039314
Quote Date 8/30/2022
Quote Exp Date 9/29/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

union enrollment is required by our subcontractor for completion of this project. Ross Recreation will require a change order to cover the costs of a per project enrollment and additional wage/benefit requirements.

Signature _____

Name _____

Title _____

Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com



Opportunity Name Park West Site Furnishings
 Quote Name Drift La Site Furnishings Tables and Receptacles
 Quote Number 00039311
 Quote Date 8/30/2022
 Quote Exp Date 9/29/2022
 Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
2.00	432-32	Dumor 32-Gallon Steel Receptacle Color: Forest Green; CVR-30-FTO - Large Steel Cover, 10" Opening Color: Forest Green	\$1,045.00	\$2,090.00
2.00	448-44	Dumor 4' Square Steel Table 4 Seats Color: Forest Green	\$3,651.00	\$7,302.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$9,392.00
Tax Rate	8.7500%	Tax Amount	\$821.80
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$1,711.00
		Total	\$11,924.80

Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted. Unless noted, freight costs assume semi-truck access and do not include a lift-gate.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

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- Deposit if required by credit terms
- Color selections and/or approved submittals
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Prepared By Nick Philbin
 Email nickp@rossrec.com



Building Community since 1973

Opportunity Name Park West Site Furnishings
Quote Name DM's Site Furnishings Tables and Benches
Quote Number 00039311
Quote Date 8/30/2022
Quote Exp Date 9/29/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

Signature _____
Name _____
Title _____
Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com



Opportunity Name River Park South Receptacle
 Quote Name Dumor Trash Receptacle
 Quote Number 00039315
 Quote Date 8/30/2022
 Quote Exp Date 9/29/2022
 Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
3.00	432-32	Dumor 32-Gallon Steel Receptacle Color: Forest Green; CVR-30-FTO - Large Steel Cover, 10" Opening Color: Forest Green	\$1,045.00	\$3,135.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$3,135.00
Tax Rate	8.7500%	Tax Amount	\$274.31
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$693.00
		Total	\$4,102.31

Notes to Customer

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Prepared By Nick Philbin
 Email nickp@rossrec.com



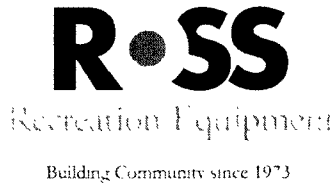
Opportunity Name River Park South Receptacle
Quote Name Du Mor Trash Receptacle
Quote Number 00039315
Quote Date 8/30/2022
Quote Exp Date 9/29/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

Signature _____
Name _____
Title _____
Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com



Opportunity Name Lathrop Stock Furnishings
 Quote Name Dumor site furnishings
 Quote Number 00039429
 Quote Date 9/15/2022
 Quote Exp Date 11/30/2022
 Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
 Bill To 390 Towne Center Drive
 Lathrop, California 95330
 United States

Ship To Name Lathrop, City of
 Ship To 2112 Louise Ave.
 Lathrop, California 95330
 United States

Quantity	Product	Product Description	Sales Price	Total Price
2.00	432-32	DUMOR 32-GALLON STEEL RECEPTACLE, SURFACE MOUNT, FOREST GREEN	\$1,045.00	\$2,090.00
2.00	448-44	DUMOR 4' SQUARE STEEL TABLE, 4 SEATS, SURFACE MOUNT, FOREST GREEN	\$3,651.00	\$7,302.00
3.00	58-60	DUMOR 6' CAST BENCH, STEEL SEAT, SURFACE MOUNT, FOREST GREEN	\$1,506.00	\$4,518.00

Total Quote Amounts

County/ City Tax	San Joaquin County/ Lathrop	Materials Amount	\$13,910.00
Tax Rate	8.7500%	Tax Amount	\$1,217.13
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$0.00
		Freight Amount	\$2,440.00
		Total	\$17,567.13

Notes to Customer

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Prepared By Nick Philbin
 Email nickp@rossrec.com



Opportunity Name Lathrop Stock Furnishings
Quote Name Grand site furnishings
Quote Number 00039429
Quote Date 9/15/2022
Quote Exp Date 11/30/2022
Est Lead Time 6-8 weeks

Bill To Name Lathrop, City of
Bill To 390 Towne Center Drive
Lathrop, California 95330
United States

Ship To Name Lathrop, City of
Ship To 2112 Louise Ave.
Lathrop, California 95330
United States

Signature _____
Name _____
Title _____
Date _____

Prepared By Nick Philbin
Email nickp@rossrec.com

ITEM 4.6

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVE PURCHASE OF ITERIS PRODUCTS FOR CITY-WIDE TRAFFIC SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE BUDGET AMENDMENT**

RECOMMENDATION: **Adopt Resolution Approving the Purchase of Iteris Products for the City-Wide Traffic Systems and Safety Upgrades Project, CIP PS 23-01, and Approve Budget Amendment**

SUMMARY:

On July 11, 2022, Council approved the creation of Capital Improvement Project (CIP) PS 23-01 for City-Wide Traffic Systems and Safety Upgrades Project for various upgrades that will maintain and improve the reliability, safety and function of various traffic control devices in the City. These upgrades include the replacements of obsolete traffic controllers, installation of video and radar detection systems, communication upgrades, and safety upgrades including guard rails, signs, striping and bicycle facilities. Staff requested a proposal from Iteris, Inc. (Iteris) for 12 Vantage Next Vector video and radar detection systems and associated components as shown in Attachment "B".

PS 23-01 was approved with a budget of \$312,000 per fiscal year for the next three years for a total budget of \$936,000. Staff originally planned to complete the upgrades over the next three years to manage the workload associated with these upgrades. However, Iteris has offered a 20% discount of \$76,392 on materials if the City orders all 12 intersections at one time and staff now has the ability to complete these upgrades in one year, therefore approval of a budget amendment is proposed to fully fund the project for completion in FY 22/23.

Staff requests Council approve the purchase of the Iteris products for a total cost of \$332,305.20 and a budget amendment to provide the three-year funding in FY 22/23 for advance completion of the project.

BACKGROUND:

On July 11, 2022 Council approved the creation of CIP PS 23-01 for City-Wide Traffic Systems and Safety Upgrades. A component of this project is to improve the traffic signal technology throughout the City. Staff requested a proposal from Iteris for 12 Vantage Next Vector video and radar detection systems and associated components as shown in Attachment "B".

The Iteris Vantage Next Vector video and radar detection systems are currently required for new traffic signal installations as stated in the City Design and

CITY MANAGER’S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE PURCHASE OF ITERIS PRODUCTS FOR CITY-WIDE TRAFFIC
SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE
BUDGET AMENDMENT

Construction Standards. This product is proprietary and therefore, Iteris has provided a Sole Source Documentation, included as Attachment “C”.

PS 23-01 was approved with a budget of \$312,000 per fiscal year for the next three years for a total budget of \$936,000. Staff originally planned to complete the upgrades over the next three years to manage the workload associated with these upgrades. However, Iteris has offered a 20% discount of \$76,392 on materials if the City orders all 12 intersections at one time and staff now has the ability to complete these upgrades in one year, therefore approval of budget amendment is proposed to fully fund the project for completion in FY 22/23.

Staff requests Council approve the purchase of the Iteris products for a total cost of \$332,305.20 and a budget amendment to provide the three-year funding in FY 22/23 for advance completion of the project.

RECOMMENDATION:

A component of the City-Wide Traffic Systems and Safety Upgrade Project is to improve the traffic signals throughout the City, which will help improve traffic flow and level of service. Staff requests Council approve the purchase of the Iteris Products listed in Attachment “B” for CIP PS 23-01.

FISCAL IMPACT:

The purchase of the Iteris products listed in Attachment “B” has a subtotal cost of \$305,568.00 plus any applicable taxes and delivery fees. The adopted Fiscal Year 2022/23 Budget included sufficient funds for City-Wide Traffic Systems and Safety Upgrades Project, CIP PS 23-01 to purchase the products.

Staff requests City Council approve a budget amendment transferring \$624,000 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) as follows:

Increase Transfer Out		
1010-9900-990-9010		\$624,000
Increase Transfer In		
3310-9900-393-0000	PS 23-01	\$624,000
Increase Expenditures		
3310-8000-420-75-00 (Labor)	PS 23-01	\$60,000
3310-8000-430-37-00 (Materials)	PS 23-01	\$564,000
Decrease Reserve		
1010-251-03-00		\$624,000

APPROVE PURCHASE OF ITERIS PRODUCTS FOR CITY-WIDE TRAFFIC SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE BUDGET AMENDMENT

ATTACHMENTS:

- A. Resolution Approving the Purchase of Iteris Products for the City-Wide Traffic Systems and Safety Upgrades Project, CIP PS 23-01, and Approve Budget Amendment
- B. Quote – Iteris, Inc.
- C. Sole Source Letter – Iteris, Inc.

CITY MANAGER'S REPORT **PAGE 4**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE PURCHASE OF ITERIS PRODUCTS FOR CITY-WIDE TRAFFIC
SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE
BUDGET AMENDMENT

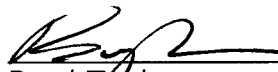
APPROVALS:



Bellal Nabizadah
Assistant Engineer

10/5/22


Date



Brad Taylor
City Engineer

10/5/2022

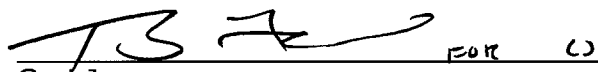
Date



Tony Fernandes
Information Systems Director

10/5/22

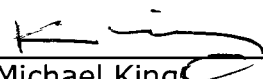
Date



Cari James
Finance Director

10/5/2022

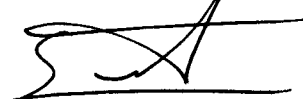
Date



Michael King
Assistant City Manager

10/5/2022

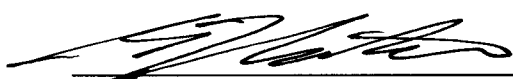
Date



Salvador Navarrete
City Attorney

10.5.2022

Date



Stephen J. Salvatore
City Manager

10.5.22

Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE PURCHASE OF ITERIS PRODUCTS FOR THE CITY-WIDE TRAFFIC SYSTEMS AND SAFETY UPGRADES PROJECT, CIP PS 23-01, AND APPROVE BUDGET AMENDMENT

WHEREAS, on July 11, 2022 Council approved the creation of Capital Improvements Project (CIP) PS 23-01 for City-Wide Traffic Systems and Safety Upgrades; and

WHEREAS, a component of this project is to improve the traffic signals throughout the City; and

WHEREAS, staff requested a proposal from Iteris for 12 Vantage Next Vector video and radar detection systems and associated components; and

WHEREAS, the Iteris Vantage Next Vector video and radar detection systems are currently required for new traffic signal installations as stated in the City Design and Construction Standards; and

WHEREAS, this project is proprietary and therefore, Iteris has provided a Sole Source Documentation; and

WHEREAS, CIP PS 23-01 was approved with a budget of \$312,000 per fiscal year for the next three years for a total budget of \$936,000. Staff originally planned to complete the upgrades over the next three years to manage the workload associated with these upgrades.

WHEREAS, staff now has the ability to complete these upgrades in one year and therefore approval of budget amendment is proposed to fully fund the project for completion in fiscal year 22/23; and

WHEREAS, staff requests Council approve the purchase of the Iteris products for a total cost of \$332,305.20 and a budget amendment transferring \$624,000 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) as follows:

Increase Transfer Out		
1010-9900-990-9010		\$624,000
Increase Transfer In		
3310-9900-393-0000	PS 23-01	\$624,000
Increase Expenditures		
3310-8000-420-75-00 (Labor)	PS 23-01	\$60,000
3310-8000-430-37-00 (Materials)	PS 23-01	\$564,000
Decrease Reserve		
1010-251-03-00		\$624,000

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the purchase of the Iteris Products listed in Attachment "B" of the City Manager's Report from Iteris Inc. for an amount of \$332,305.20; and

BE IT FURTHER RESOLVED, that City Council of the City of Lathrop does hereby approve the a budget amendment transferring funds from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) as detailed above.

The foregoing resolution was passed and adopted this 10th day of October, 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

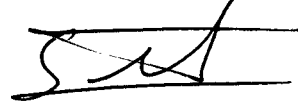
ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:



Teresa Vargas, City Clerk

Salvador Navarrete, City Attorney



Iteris, Inc.
1700 Carnegie Avenue
Suite 100
Santa Ana, CA 92705-5551

EQUIPMENT QUOTATION
Quote #00011244
September 14, 2022

Brad Taylor
btaylor@ci.lathrop.ca.us
Agency: Lathrop, City of
Contractor:
Project Name: ENGQUOTE14092022CITYOFLATHROP12
Reference: ENGQUOTE14092022CITYOFLATHROP12
Delivery Term: FOB Destination
Payment Terms: NET 30 Days

Fax or email Purchase Orders to: Roadway Sales Support, 949-270-9615 or RS-Sales-Support@iteris.com. Please include Quote Number on your Purchase Order. Prices are valid for 30 days from the date of quote unless extended in writing. Prices on this quote include material only unless otherwise stated. For questions regarding this quotation, please contact the representative listed above.

Product Name	Product Description	Qty	List Price	Discount %	Unit Price	Ext. Price
Adjustable Swivel Monitor Bracket	Mon-Brkt-Swvl Adjustable Swivel Monitor Bracket	12	\$165.00	20	\$132.00	\$1,584.00
CAT5E-SHLD-CABLE	1000 Ft. Spool, Outdoor, UV Resistant, CAT5E Bulk Cable	12	\$190.00	20	\$152.00	\$1,824.00
MON-10LCD-SL	10 in. Color LCD Monitor, Sunlight Viewable, 2 composite video inputs, 1 VGA input, 1 HDMI input (NTSC/PAL)	12	\$485.00	20	\$388.00	\$4,656.00
NEXT-CCU-PAK	Vantage Next CCU Unit, 1U box, supports up to 2 NEXT-DVPs (ordered separately). Includes NEXT-CCU-SHIPKIT (NEMA cabinet mounting bracket, 2.4GHz rubber duck antenna, USB optical mouse, 6 ft. HDMI cable, 5 ft. Cat5e patch cable, 4 x 3 ft. Cat5e patch cables, screwdriver, insulated crimp-on ground lug, 6 ft. power cord)	12	\$3,850.00	20	\$3,080.00	\$36,960.00
NEXT-DVP-PAK	VantageNext Dual Video Processor (supports 2x NEXT-CAM). Includes NEXT-DVP-SHIPKIT	24	\$3,850.00	20	\$3,080.00	\$73,920.00
TS2CABLE-2070	#493024101 Cable Assembly, SDLC2 2070 controller	12	\$90.00	20	\$72.00	\$864.00
VECTOR-NEXT	Vantage Vector Sensor Unit for VantageNext Platform; NTSC/PAL 115/230AC, integrated sensor that includes a compact color wide dynamic range zoom camera and radar unit. Pole mount bracket also included.	48	\$4,400.00	20	\$3,520.00	\$168,960.00
VLIVE-50-5YR	VantageLive! hosted data service. * Price per intersection for 50 to 99 intersections * Five year service duration includes setup and configuration of Vantage Data Engine server and Cloud based storage services. Provides collection, storage, analysis and presentation of traffic volume data from connected intersections.	12	\$1,750.00	20	\$1,400.00	\$16,800.00
						\$305,568.00



Iteris, Inc.
 1700 Carnegie Avenue
 Suite 100
 Santa Ana, CA 92705-5551

Lauren Olusufka
 lolusufka@iteris.com

EQUIPMENT QUOTATION
Quote #00011244

September 14, 2022

Important Notes:

This quotation and any resulting order are subject to Iteris' Roadway Sensor Products Standard Terms and Conditions of Sale attached hereto or available at <http://www.iteris.com/RS-Std-TC.pdf>, which are incorporated herein by this reference.

Authorized Signature:

SUBTOTAL	\$305,568.00
FREIGHT	
TAX	\$26,737.20
TOTAL:	\$332,305.20



949.270.9400
iteris.com

1700 Carnegie Avenue, Suite 100
Santa Ana, CA 92705

ATTACHMENT



September 14, 2022

Brad Taylor
City of Lathrop
390 Towne Centre Dr
Lathrop, CA 95330

Re: Sole Source Documentation

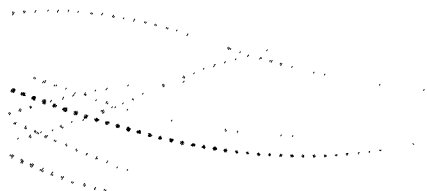
To Whom it may Concern:

Within the normally defined geographic region of Northern California Iteris is the sole distributor of Iteris manufactured products to public agencies. The City of Lathrop is considered a public agency, within the normally defined geographic region as Northern California. Iteris is the sole source of Iteris manufactured products to public agencies within this region. If you have any other questions, please contact the undersigned.

Sincerely,

Lauren Olsufka

Lauren Olsufka
Western Regional Sales Director
916.342.9884
lolsufka@iteris.com



ITEM 4.7

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVE TASK ORDER NO. 6 WITH WOODARD & CURRAN FOR THE SURFACE WATER DISCHARGE PROJECT PERMITTING SUPPORT, CIP WW 20-17**

RECOMMENDATION: **Adopt Resolution Approving Task Order No. 6 with Woodard & Curran for Continued Permitting Support for the Consolidated Treatment Facility Surface Water Discharge Project, CIP WW 20-17**

SUMMARY:

The Surface Water Discharge Project Capital Improvement Project (CIP) WW 20-17 was created to obtain a National Pollutant Discharge Elimination System (NPDES) permit to discharge effluent generated by the Lathrop Consolidated Treatment Facility (LCTF) to the San Joaquin River. This project is needed to minimize future sewer rate increases and support growth as the City's wastewater flows to increase and land becomes unavailable for the storage and disposal of recycled water.

Approval of Task Order No. 6 is requested to provide continued permitting support related to the WDRs rescission, NPDES permit amendment to include recycled water production and moving all recycled water distribution and use (including storage) under the General Order.

Staff is recommending Council approve Task Order No. 6 with Woodard & Curran in the amount of \$45,100. Sufficient funds were included in the adopted Fiscal Year 22/23 budget for CIP WW 20-17 to pay for these services.

BACKGROUND:

Wastewater from the City of Lathrop is treated at two separate facilities, the City of Manteca's Wastewater Quality Control Flow (WQCF) and the City of Lathrop's CTF. Treated wastewater effluent from the Manteca WQCF is primarily disposed of via discharge to the San Joaquin River. Treated wastewater effluent from the Lathrop CTF is currently discharged to land via ponds and sprayfields. Lathrop CTF effluent disposal and reuse is regulated by the Central Valley Regional Water Quality Control Board (Central Valley Water Board).

In 2022, the City worked with the Regional Water Quality Control Board (RWQCB) to secure an NPDES permit. Woodard & Curran has provided engineering and permitting support consulting services under various task orders related to the LCTF Waste Discharge Requirements (WDRs), NPDES and General Order for Recycled Water Use (General Order) under a Master Agreement dated June 10, 2019. Task Order No. 5 to the Master Agreement was approved in October 2021 to provide engineering and permit compliance consulting services related to the CIP WW 20-17 Surface Water

CITY MANAGER'S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE TASK ORDER NO. 6 WITH WOODARD & CURRAN FOR THE SURFACE
WATER DISCHARGE PROJECT PERMITTING SUPPORT, CIP WW 20-17

Discharge Project. Approval of Task Order No. 6 is requested to provide continued permitting support related to the WDRs rescission, NPDES permit amendment to include recycled water production and moving all recycled water distribution and use (including storage) under the General Order.

REASON FOR RECOMMENDATION:

The ability to dispose of effluent from the Lathrop CTF to the San Joaquin River is necessary to minimize future rate increases and support growth as the City's wastewater flows increase and land becomes unavailable for the storage and disposal of recycled water.

FISCAL IMPACT:


The cost of the permit compliance support services from Woodard & Curran under Task Order No. 6 is not to exceed \$45,100. Sufficient funds were included in the adopted Fiscal Year 22/23 budget for CIP WW 20-17 to pay for these services.

ATTACHMENTS:

- A. Resolution Approving Task Order No. 6 with Woodard & Curran for Continued Permitting Support for the Consolidated Treatment Facility Surface Water Discharge Project, CIP WW 20-17
- B. Task Order No. 6 with Woodard & Curran for Continued Permitting Support for the Consolidated Treatment Facility Surface Water Discharge Project, CIP WW 20-17

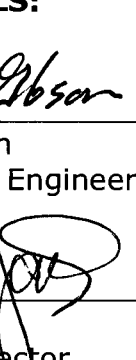
CITY MANAGER'S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE TASK ORDER NO. 6 WITH WOODARD & CURRAN FOR THE SURFACE
WATER DISCHARGE PROJECT PERMITTING SUPPORT, CIP WW 20-17

APPROVALS:



Greg Gibson
Senior Civil Engineer

9/28/2022
Date




Cari James
Finance Director

10/4/2022
Date




Michael King
Assistant City Manager

9.29.2022
Date



Salvador Navarrete
City Attorney

10-30-2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING TASK ORDER NO. 6 WITH WOODARD & CURRAN FOR CONTINUED PERMITTING SUPPORT FOR THE CONSOLIDATED TREATMENT FACILITY SURFACE WATER DISCHARGE PROJECT, CIP WW 20-17

WHEREAS, the CIP WW 20-17 Surface Water Discharge project was created to construct the necessary infrastructure and obtain a National Pollutant Discharge Elimination System (NPDES) permit from the Central Valley Regional Water Quality Control Board (RWQCB) to allow discharge of tertiary treated effluent from the Lathrop CTF to the San Joaquin River; and

WHEREAS, the ability to dispose of effluent from the Lathrop CTF to the San Joaquin River is necessary to minimize future rate increases and support growth as the City's wastewater flows increase and land becomes unavailable for the storage and disposal of recycled water; and

WHEREAS, in 2022, the City worked with the Regional Water Quality Control Board (RWQCB) to secure an NPDES permit; and

WHEREAS, Woodard & Curran has provided engineering and permitting support consulting services under various task orders related to the LCTF Waste Discharge Requirements (WDRs), NPDES and General Order for Recycled Water Use (General Order) under a Master Agreement dated June 10, 2019; and

WHEREAS, Task Order No. 5 to the Master Agreement was approved in October 2021 to provide engineering and permit compliance consulting services related to the CIP WW 20-17 Surface Water Discharge Project; and

WHEREAS, at the request of staff, Woodard & Curran has provided a proposal to provide additional permit compliance support services for an amount not to exceed \$45,100; and

WHEREAS, approval of Task Order No. 6 is requested to provide continued permitting support related to the WDRs rescission, NPDES permit amendment to include recycled water production and moving all recycled water distribution and use (including storage) under the General Order; and

WHEREAS, sufficient funds were included in the adopted Fiscal Year 22/23 budget for CIP WW 20-17 to pay for these services.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve Task Order No. 6 with Woodard & Curran for an amount not to exceed \$45,100 to provide continued permitting support for the Consolidated Treatment Facility Surface Water Discharge Project, CIP WW 20-17.

The foregoing resolution was passed and adopted this 10th day of October, 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

**CITY OF LATHROP
TASK ORDER NO. 6**

**PURSUANT TO MASTER AGREEMENT DATED JUNE 10, 2019 WITH
WOODARD & CURRAN, INC.**

**TO PROVIDE ENGINEERING AND PERMIT COMPLIANCE
CONSULTING SERVICES TO PROVIDE CONTINUED RECYCLED
WATER PROGRAM EXPANSION PERMITTING SUPPORT
CIP WW 20-17**

THIS TASK ORDER NO. 6, dated for convenience **October 10, 2022** is by and made and entered into by and between **WOODARD & CURRAN, INC.** ("CONSULTANT") and the CITY OF LATHROP, a California municipal corporation ("CITY");

RECITALS:

WHEREAS, on June 10, 2019, CONSULTANT entered into a Master Agreement ("AGREEMENT") and Task Order No. 1 with the CITY, by which the CONSULTANT has agreed to provide Engineering and Permit Compliance Consulting Services; and

WHEREAS, on July 8, 2019, CONSULTANT entered into Task Order No. 2 to provide Engineering and Permit Compliance Consulting Services Related to Addition of Mossdale Urban Use Areas; and

WHEREAS, on December 3, 2019, CONSULTANT entered into Task Order No. 3 to provide Engineering and Permit Compliance Consulting Services to Provide NOI Assistance for General Order for Recycled Water Use; and

WHEREAS, on September 14, 2020, CONSULTANT entered into Task Order No. 4 to provide Engineering and Permit Compliance Consulting Services to Provide Recycled Water Program Expansion Permitting Support; and

WHEREAS, on September 14, 2020, CONSULTANT entered into Task Order No. 5 to provide Engineering and Permit Compliance Consulting Services to Provide Recycled Water Program Expansion Permitting Support, CIP WW 20-17; and

WHEREAS, on September 22, 2022, CONSULTANT submitted a scope of work as shown in Exhibit "A"; to provide Engineering and Permit Compliance Consulting Services for Continued Recycled Water Program Expansion Permitting Support; and

WHEREAS, CONSULTANT is specially trained, experienced, and competent to perform Engineering and Permit Compliance Consulting Services, which are required by this agreement; and

CITY OF LATHROP – TASK ORDER NO. 6 WITH WOODARD & CURRAN, INC. FOR CONTINUED ENGINEERING AND PERMIT COMPLIANCE SUPPORT SERVICES TO PROVIDE CONTINUED RECYCLED WATER PROGRAM EXPANSION PERMITTING SUPPORT – WW 20-17

WHEREAS, CITY selected the CONSULTANT pursuant to said qualifications; and

WHEREAS, CONSULTANT is willing to render such Engineering and Permit Compliance Consulting Services, as hereinafter defined, on the following terms and conditions.

NOW, THEREFORE, CONSULTANT and the CITY agree as follows:

AGREEMENT

(1) **Incorporation of Master Agreement**

This Task Order No. 6 hereby incorporates by reference all terms and conditions set forth in the Master Agreement for Consulting Services for this project, unless specifically modified by this Task Order No. 6.

(2) **Scope of Service**

CONSULTANT agrees to perform Engineering and Permit Compliance Consulting Services in accordance with the scope of work and fee proposal attached hereto as Exhibit “A” to this Task Order No. 6.

CONSULTANT agrees to diligently perform these services in accordance with the upmost standards of its profession and to the CITY’S satisfaction.

(3) **Effective Date and Term**

The effective date of this Task Order No. 6 is **October 10, 2022** and it shall terminate no later than **June 30, 2023**.

(4) **Compensation**

CITY hereby agrees to pay CONSULTANT hourly rates and other charges not to exceed **\$45,100** for the Engineering and Permit Compliance Consulting Services. CONSULTANT shall be paid any uncontested sum due and payable within thirty (30) days of receipt of billings containing all information pursuant to Paragraph 5 below. Compensation for any task must be equal to or less than the percentage of task complete. In no event shall CONSULTANT be entitled to compensation for work not included in Exhibit “A”, unless a written change order or authorization describing the extra work and payment terms has been executed by CITY’s authorized representative prior to the commencement of the work.

CITY OF LATHROP – TASK ORDER NO. 6 WITH WOODARD & CURRAN, INC. FOR CONTINUED ENGINEERING AND PERMIT COMPLIANCE SUPPORT SERVICES TO PROVIDE CONTINUED RECYCLED WATER PROGRAM EXPANSION PERMITTING SUPPORT – WW 20-17

(5) **Notice to Proceed**

Prior to commencing work under this agreement, CONSULTANT shall receive a written “Notice to Proceed” from CITY. A Notice to Proceed shall not be issued until all necessary bonds and insurance have been received. City shall not be obligated to pay CONSULTANT for any services prior to issuance of the Notice to Proceed.

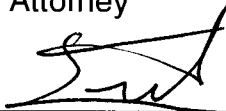
(6) **Signatures**

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

CITY OF LATHROP – TASK ORDER NO. 6 WITH WOODARD & CURRAN, INC. FOR CONTINUED ENGINEERING AND PERMIT COMPLIANCE SUPPORT SERVICES TO PROVIDE CONTINUED RECYCLED WATER PROGRAM EXPANSION PERMITTING SUPPORT – WW 20-17

Approved as to Form:

City of Lathrop
City Attorney



Salvador Navarrete

10-4-2022

Date

Recommended for Approval:

City of Lathrop
Assistant City Manager

Michael King

Date

Approved By:

City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Stephen J. Salvatore
City Manager

Date

CONSULTANT:

Woodard & Curran, Inc.
David L. Richardson, P.E., Senior Vice President
2175 N. California Blvd., Ste. 315
Walnut Creek, CA 94596

Fed ID # 01-0363222

Bus License # 20849

Signature

Date

David Richardson, P.E.

Via Electronic Mail

September 22, 2022



Michael King
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Re: Amendment Request to Provide Continued Recycled Water Permitting Support

Dear Michael:

Woodard & Curran is happy to provide continued service to the City to support rescission of the existing Waste Discharge Requirements (WDR, Order R5-2016-0068) and the full transition of the recycled water system to the Recycled Water General Order (Order WQ 2016-0068-DDW-R5017).

In 2022, the City worked with the Regional Board to secure a surface water discharge permit (NPDES) as part of the next phase of the CTF to provide treatment and disposal capacity through buildout of the City (ORDER R5-2022-0004/NPDES CA0085359). The new NPDES permit covers wastewater treatment at the CTF and discharge of treated tertiary effluent through the new outfall currently under construction. With the new NPDES permitting in place, the City would like to rescind the existing WDR and move all recycled distribution and use (including storage) under the General Order.

Under the current contract, Woodard & Curran has been providing technical and permitting assistance including ongoing water balance evaluations and coordination with the City, RBI, and the Central Valley Regional Water Quality Control Board (CV Water Board) over the past 2 years. At a recent meeting with the CV Water Board, Board staff requested the City submit both a WDR rescission letter (inclusive of/similar to a Facilities Closure Plan) as well as a separate request to amend the NOA. With this amendment for continued support, Woodard & Curran will assist the City by developing the WDR rescission request letter and a subsequent letter request to update to the Notice of Applicability, both to be submitted to the Regional Board.

This amendment will add funds to the existing contract (Task Order No. 5 for Engineering and Permit Compliance Services to Provide Continued Recycled Water Program Expansion Permitting Support – CIP WW 20-17) to continue permitting support.

SCOPE OF SERVICES

TASK 1: Permitting Assistance

WDR Rescission Request Letter/Facilities Closure Plan – Woodard & Curran will develop a WDR Rescission request letter for Regional Board, covering the following information:

- Background summary of permitting moving to NPDES and RW General Order, therefore allowing WDR rescission/abandonment



- Summary of semi-annual GW monitoring City has done over last 6 years of current permit. Demonstrates RW application has not had any significant impacts on the GW quality compared to background conditions and all GW monitoring can stop
- Reaffirm ability to stop GW monitoring associated with LAS-2 and eliminate the 13267 Order
- Provide list of facilities in the WDR that will remain in service and move to regulatory coverage under the NPDES or RW General Order as well as those that will be closed (mainly the percolation pond)
- Identify updated GW monitoring well abandonment schedule/cost estimate (except for 2 SGMA wells).

An administrative draft letter will be developed for review by the City and a consolidated set up comments will be provided to Woodard & Curran. A draft request letter will be submitted to the CV Water Board for review and concurrence before the final letter is submitted.

General Order NOA Update Request Letter – Following the development of the draft Facilities Closure Plan, Woodard & Curran will develop the letter requesting the NOA be updated to reflect that the entirety of the recycled water distribution system is regulated under the General order, including all storage ponds, pump stations, and use areas. This short letter will document permitting conditions and affirm that the Title 22 report and NOI submitted in 2020 provided the relevant information for updating the NOA.

A draft letter will be developed for review by the City. A final letter will be submitted to the CV Water Board.

Deliverables

- Admin draft, draft, and final WDR Recission Request Letter, including updating the well abandonment schedule and cost estimate
- Draft and final NOA Update Request Letter

Assumptions:

- Well abandonment technical support and the Well Destruction Report will be completed by others under separate contract.
- The Groundwater Monitoring Well Condition Survey Report and Destruction Plan submitted by the City in 2016 will be cited as the abandonment methodologies and other information are still relevant. Additional condition surveys will not be completed as all wells are slated for abandonment unless otherwise noted.
- No additional groundwater monitoring or analysis will be completed under this contract. It is assumed that the quarterly, semi-annual, and annual groundwater monitoring reports submitted over the last 5 years provide sufficient data to meet the CV Water Board's needs. The data will be summarized, and a list of all groundwater reports submitted over the past 5 years will be provided within the WDR Recission Request Letter.
- City and its consultants will provide a single consolidated set of comments on the administrative draft WDR recission letter within 2 weeks of submittal.



- Minor modifications to the draft report submitted to the CV Water Board may be incorporated, but significant edit or comment by Board staff would require a meeting and negotiations with the City.
- The Title 22 Report Addendum and the Notice of Intent submitted in 2020 are sufficient without modifications to support the NOA Amendment. Updates to these documents are not included.

TASK 2: Meetings and Project Management

Woodard & Curran will continue work with City and Regional Board staff to secure permit updates for the recycled water system and support on-going development in the City. This task includes the internal and external coordination and communication necessary to assure the project is completed on a schedule that meets the requirements of both the City and Regional Water Board staff. This task includes communication with City staff and team on the status of the project work, as well as preparation of monthly invoices and progress reports.

Deliverables

- Notes from interactions with the Regional Board.
- Meeting prep and attendance (virtual)
- Monthly progress reports.

Assumptions

- One virtual meeting with Regional Board staff after submittal of the WDR Recission Request Letter.
- Two virtual meetings with City staff and City's consultants.

BUDGET AND SCHEDULE

The estimated level of effort for the amended scope is not to exceed \$45,100 as presented in the attached fee estimate. If you have any questions about our proposal or would like additional information, please call me at (926) 627-4138.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink that reads "David L. Richardson". The signature is written in a cursive, flowing style.

David L. Richardson, P.E.
Principal in Charge, Vice President
Attachment: Fee Estimate



City of Lathrop
 Recycled Water Engineering and Permit Compliance Services - Amendment Request

Fee Estimate

Tasks	Labor				Total Labor Hours	Total Labor Costs (1)	E&I	Outside Services			Total	
	Dave Richardson	Sarah Rhodes	Staff Engineer	Graphics/Admin.				Subtotal	Sub Consultant Total Cost (2)	ODCs		Total ODCs (3)
	PIC	PM	PE	Support Team			GW Eval Support					
Task 1: Permitting Assistance												
WDR Recession Request Letter	2	26	16	2	46	\$12,370	\$3,500	\$3,850	\$3,500	\$3,850	\$0	\$16,220
Well Abandonment Plan Updates		4	8		12	\$2,900	\$5,000	\$5,500	\$5,000	\$5,500	\$0	\$8,400
NOA Update Request Letter	1	8		2	11	\$3,090		\$0	\$0	\$0	\$0	\$3,090
Subtotal Task 1:	3	38	24	4	69	\$18,360	\$8,500	\$9,350	\$8,500	\$9,350	\$0	\$27,710
Task 2: Meetings and Project Management												
Project Management		6		6	12	\$2,610		\$0	\$0	\$0	\$0	\$2,610
CV Water Board Meeting & Prep	2	4	4		10	\$2,740		\$0	\$0	\$0	\$0	\$2,740
CV Water Board Negotiations and as-needed support	2	10	8		20	\$5,450	\$3,500	\$3,850	\$3,500	\$3,850	\$0	\$9,300
City Meetings & Prep	2	4	4		10	\$2,740		\$0	\$0	\$0	\$0	\$2,740
Subtotal Task 2:	6	24	16	6	52	\$13,540	\$3,500	\$3,850	\$3,500	\$3,850	\$0	\$17,390
TOTAL	9	62	40	10	121	\$31,900	\$12,000	\$13,200	\$12,000	\$13,200	\$0	\$45,100

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. W&C reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.
5. Additional Woodard & Curran staff may perform work on the project, based on our standard billing rate schedule currently in effect.

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ITEM 4.8

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: APPROVE TASK ORDER NO. 30 WITH 4LEAF, INC. FOR BUILDING INSPECTION SERVICES

RECOMMENDATION: Adopt Resolution Approving Task Order No. 30 with 4LEAF Inc. to provide Building Inspection Services in the Building Department

SUMMARY:

Due to the continued increase in construction activity related to capital improvement, private land development, residential, commercial, and industrial projects, staff requested a proposal from 4LEAF, Inc. (4LEAF), to provide continued professional services in the Building Department. A series of various task orders have been previously approved to provide various professional services within the Building Department, such as professional building inspection and plan checking.

Staff is requesting City Council approval of Task Order No. 30 with 4LEAF to provide continued professional consultant services in the capacity of Building Inspection Services for an amount not to exceed \$250,000.

Sufficient funds have been allocated in budget fiscal year 22/23.

BACKGROUND:

The Building Department is responsible for the permitting and inspection of construction (including but not limited to; new construction, additions, alterations, repairs, and remodeling) throughout the City's building permitting jurisdiction as required by the California Building Codes. The Building Department enforces the California Building Codes and the Lathrop Municipal Code.

Due to the continued increase in construction activity related to capital improvement, private land development, residential, commercial, and industrial projects, staff requested a proposal from 4LEAF to provide continued professional services in the Building Department for Building Inspection Services.

The City recovers its costs to provide building inspection services for active construction projects by charging a construction permit fee collected when building permits are issued. These services are fully funded in the Building Department budget and offset by revenue received from building permits.

CITY MANAGER’S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE TASK ORDER NO. 30 WITH 4LEAF INC., FOR BUILDING
INSPECTION SERVICES

Below is a summary table of previously approved task orders to date:

Task Order No.	Approved	Building Department Work Scope Description
1,2	2015	Staff Augmentation, Plan Check Services
3-5	2016	Plan Check & Inspection Services
6,7	2017	Plan Check & Inspection Services
8-11	2018	Interim Chief Building Official (CBO), Plan Check & Inspection Services
12-16	2019	Plan Check & Inspection Services, Interim CBO, Professional Services
17-24	2020-2021	Interim CBO, Inspection Services
25-29	2022	Interim CBO, Plan Check & Inspection, Code Enforcement Services

REASON FOR RECOMMENDATION:

Additional professional services are needed in the Building Department to keep up with the continued increase in construction activity related to capital improvement, private land development, and residential, commercial and industrial projects.

FISCAL IMPACT:

The cost of Task Order No. 30 is not to exceed \$250,000 and will be paid on a time and material basis. The proposed scope will provide professional services from October 2022 to March 2023. Sufficient funds have been allocated in fiscal year 22/23.

ATTACHMENTS:

- A. Resolution Approving Task Order No. 30 Pursuant to Master Consulting Agreement dated September 21, 2015 with 4LEAF, Inc. to provide Building Inspection Services in the Building Department
- B. Task Order No. 30 Pursuant to Master Consulting Agreement dated September 21, 2015 with 4LEAF, Inc. to provide Building Inspection Services

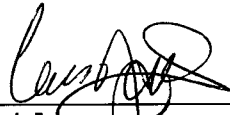
CITY MANAGER'S REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE TASK ORDER NO. 30 WITH 4LEAF INC., FOR BUILDING
INSPECTION SERVICES

APPROVALS:



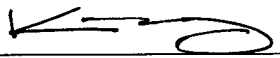
Ed Short
Chief Building Official

9-27-2022
Date



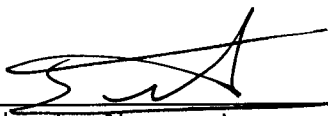
Cari James
Finance Director

10/4/2022
Date




Michael King
Assistant City Manager

9.29.2022
Date



Salvador Navarrete
City Attorney

10.3.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING TASK ORDER NO. 30 WITH 4LEAF INC. TO PROVIDE BUILDING INSPECTION SERVICES IN THE BUILDING DEPARTMENT.

WHEREAS, due to the continued increase in construction activity related to capital improvement, private land development, residential, commercial, and industrial projects, staff requested a proposal from 4LEAF to provide continued professional Building Inspection services in the amount of \$250,000; and

WHEREAS, the City utilizes contracting professional personnel services in the Building Department in order to keep pace with ongoing construction activity; and

WHEREAS, the cost of Task Order No. 30 is not to exceed \$250,000, and will be paid on a time and material basis. The proposed scope will provide professional services from October 2022 to March 2022.

NOW, THEREFORE, BE IT RESOLED, that the City Council of the City of Lathrop does hereby approve Task Order No. 30 with 4LEAF, Inc. to provide Building Inspection Services in the Building Department.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

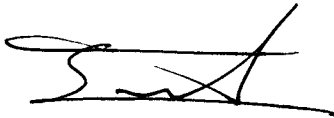
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

CITY OF LATHROP

TASK ORDER NO. 30

**PURSUANT TO MASTER CONSULTING AGREEMENT DATED
SEPTEMBER 21, 2015 WITH 4LEAF, INC.**

TO PROVIDE BUILDING INSPECTION SERVICES

THIS TASK ORDER NO. 30 dated for convenience this **10th day of October 2022** is by and made and entered into by and between **4LEAF, Inc.** ("CONSULTANT") and the **CITY OF LATHROP**, a California municipal corporation ("CITY");

RECITALS:

WHEREAS, on September 21, 2015, CONSULTANT entered into a Master Agreement with the CITY, and parties approved an extension of the term to June 30, 2021, pursuant to Amendment No. 2, dated May 13, 2019. On March 8, 2021, City Council approved an extension of the term to June 30, 2023 pursuant to Amendment No. 3 ("AGREEMENT"), by which the CONSULTANT has agreed to provide Building Inspection Services; and

WHEREAS, CONSULTANT is specially trained, experienced, and competent to perform Building Inspection Services, which are required by this agreement; and

WHEREAS, CITY selected the CONSULTANT pursuant to said qualifications; and

WHEREAS, CONSULTANT is willing to render such Building Inspection Services, as hereinafter defined, on the following terms and conditions.

NOW, THEREFORE, CONSULTANT and the CITY agree as follows:

AGREEMENT

(1) **Incorporation Of Master Agreement**

This Task Order hereby incorporates by reference all terms and conditions set forth in the Master Agreement for Consulting Services for this project, unless specifically modified by this Task Order.

(2) **Scope of Service**

CONSULTANT agrees to perform Building Inspection Services in accordance with the scope of work and fee proposal provided in Exhibit "A" to this Task Order.

CITY OF LATHROP – TASK ORDER NO. 30 WITH 4LEAF INC. TO PROVIDE BUILDING INSPECTION SERVICES

CONSULTANT agrees to diligently perform these services in accordance with the upmost standards of its profession and to the CITY'S satisfaction.

(3) **Effective Date and Term**

The effective date of this **Task Order No. 30** is **October 10, 2022**, and it shall terminate no later than **March 31, 2022**.

(4) **Compensation**

CITY hereby agrees to pay CONSULTANT hourly rates and other charges detailed in Exhibit "A" up to a total sum not to exceed **\$250,000** for the Interim Building Inspection Services. CONSULTANT shall be paid any uncontested sum due and payable within thirty (30) days of receipt of billings containing all information pursuant to Paragraph 5 in the Master Consulting Agreement Dated September 21, 2015.

(5) **Notice to Proceed**

Prior to commencing work under this agreement, CONSULTANT shall receive a written "Notice to Proceed" from CITY. A Notice to Proceed shall not be issued until all necessary insurance have been received. City shall not be obligated to pay CONSULTANT for any services rendered prior to issuance of the Notice to Proceed.

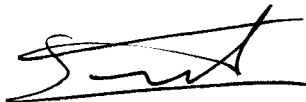
(6) **Signatures**

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

CITY OF LATHROP – TASK ORDER NO. 30 WITH 4LEAF INC. TO PROVIDE BUILDING INSPECTION SERVICES

Approved as to Form:

City of Lathrop
City Attorney



10-3-2022

Salvador Navarrete

Date

Recommended for Approval:

City of Lathrop
Public Works Director

Michael King

Date

Approved by:

City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Stephen J. Salvatore
City Manager

Date

CONSULTANT:

4LEAF Inc.
2126 Rheem Drive
Pleasanton, CA 94588
Fed ID # 94-3393574
Bus License # 20088

Signature

Date

Kevin J. Duggan, President
(Print Name and title)



2022 FEE SCHEDULE & BASIS OF CHARGES

For the City of Lathrop

All Rates are Subject to Basis of Charges

Inspection Services

Senior Combination Building Inspector (BIII)	\$130/hour
Commercial Building Inspector (BII)	\$118/hour
Residential Building Inspector (BI)	\$106/hour
Inspector of Record (including DSA or OSHPD)	\$158/hour
Public Works Inspector	\$163/hour
CASp Inspection	\$170/hour
Fire Inspection	\$155/hour
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate+ 20%

BASIS OF CHARGES

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Inspection services work is subject to 4-hour minimum charges unless stated otherwise.
- 4LEAF assumes that these rates reflect the task order period of June 2022 to December 2022.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of designated Authority personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular time rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- If 4LEAF is requested or otherwise required to conform to Client's alternative work week schedule ("AWW"), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW.



4LEAF, INC.

ENGINEERING . CONSTRUCTION MANAGEMENT
PLAN CHECK . BUILDING INSPECTION . PLANNING

-
- If 4LEAF's affected employment group approves an AWW election and the same is registered, the overtime compensation/reimbursement shall not be required.
 - Mileage driven during Inspections will be charged at cost plus 20%.
 - Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
 - Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
 - Client agrees that 4LEAF's liability will be limited to the value of services provided.

ITEM 4.9

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVE CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND RELATED BUDGET AMENDMENT ASSOCIATED WITH ROAD MAINTENANCE AND REHABILITATION, CIP PS 22-45**

RECOMMENDATION: **Adopt Resolution Approving a Contract Change Order with George Reed, Inc. and Related Budget Amendment Associated with Road Maintenance and Rehabilitation, CIP PS 22-45**

SUMMARY:

On August 8, 2022, City Council awarded a construction contract to George Reed, Inc. for the construction of Road Maintenance and Rehabilitation, Capital Improvement Project (CIP) PS 22-45. Staff has identified additional roadway segments that are in need of repair (Table 1, below) and requested a proposal to perform the extra work. A proposed Change Order with George Reed for this extra work is included as Attachment B, and a project location map is included as Attachment C.

Staff is requesting City Council approve a Contract Change Order in the amount of \$760,530 and a budget amendment transferring \$760,530 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) and authorize staff to spend the additional funds as necessary to achieve the goals of the project.

BACKGROUND:

On August 8, 2022, City Council awarded a construction contract to George Reed for the construction of the Road Maintenance and Rehabilitation, CIP PS 22-45. The scope of work consisted of constructing a 3" overlay and installing traffic striping and road markings on Thomsen Road, J Street and Prairie Dunes Drive.

The subject overlay process consists of grinding to remove edge and failed asphalt from the existing street surface, and then placing a single layer of hot asphalt on top and compacting to a depth of 3".

Subsequent to contract execution, Staff identified additional roadway segments that would benefit from a pavement rehabilitation process similar to that being currently performed on the aforementioned streets. These additional segments and the limits of work are summarized in Table 1, below.

CITY MANAGER’S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND
RELATED BUDGET AMENDMENT ASSOCIATED WITH THE ROAD
MAINTENANCE AND REHABILITATION, CIP PS 22-45

Table 1 – Proposed Additional Scope of Work

STREET NAME	SEGMENT BEGIN	SEGMENT END
Rev. Maurice Cotton Dr.	Lathrop Rd.	Warren Ave.
Shilling Ave.	Rev. Maurice Cotton Dr.	100’ west of Cedar Valley Dr.
Avon Ave.	Lathrop Rd.	Warren Ave.
Suzie Q Ln.	Mingo Wy.	Somoa Lane
Mingo Wy.	Warfield Rd.	Cambridge Dr.

The proposed extra work includes, and is detailed as Option 1 in Exhibit A to Attachment B:

- Rev. Maurice Cotton Dr., Shilling Ave., and Avon Ave.: Pulverize existing road, place 3” overlay, shoulder back, striping and markings.
- Suzie Q Ln. and Mingo Wy: grind and remove 3” depth of existing asphalt; place 3” asphalt overlay, striping and markings.

Pulverization is the process of crushing and compacting in-place existing asphalt to form road base, and is an economical alternative to complete road reconstruction.

Shoulder backing is the process of placing and compacting a 3’ wide strip of baserock adjacent to new paving on streets without curb and gutter to protect the 3” vertical edge of the new asphalt overlay.

Staff recommends and requests Council approve the proposed budget transfer and change order to perform this pavement rehabilitation.

REASON FOR RECOMMENDATION:

The street segments identified by staff are in need of repair and would benefit from the pavement rehabilitation process currently being performed by George Reed on streets in the original scope of work. Performing the proposed work during George Reed’s mobilization for the current scope of work would be less expensive than performing the work under a separate mobilization, and would extend the service life of the streets by 10-15 years.

FISCAL IMPACT:

The approved contract with George Reed is for \$1,793,860, with a 15% construction contingency in the amount of \$269,079, for a total project budget of \$2,062,939. To fund the proposed additions to the scope of work, a change order in the amount of \$910,529.80 and a budget amendment in the amount of \$760,530 are needed. With the proposed budget amendment, the total authorized project budget would be \$2,823,469.

CITY MANAGER’S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND
RELATED BUDGET AMENDMENT ASSOCIATED WITH THE ROAD
MAINTENANCE AND REHABILITATION, CIP PS 22-45

Staff requests City Council approve a budget amendment transferring \$760,530 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) as follows:

<u>Increase Transfer Out</u>		
1010-9900-990-9010		\$760,530
 <u>Increase Transfer In</u>		
3310-9900-393-0000	PS 22-45	\$760,530
 <u>Increase Expenditures</u>		
3310-8000-420-12-00	PS 22-45	\$760,530
 <u>Decrease Reserve</u>		
1010-251-03-00	PS 22-45	\$760,530

ATTACHMENTS:

- A. Resolution Approving a Contract Change Order with George Reed, Inc. and Related Budget Amendment Associated with Road Maintenance and Rehabilitation, CIP PS 22-45
- B. Change Order with George Reed, Inc.
- C. Project Location Map

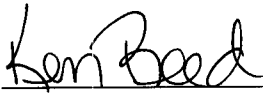
CITY MANAGER'S REPORT **PAGE 4**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND
RELATED BUDGET AMENDMENT ASSOCIATED WITH THE ROAD
MAINTENANCE AND REHABILITATION, CIP PS 22-45

APPROVALS:



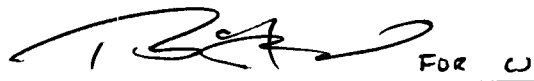
Steven Hollenbeak
Assistant Engineer

10.4.22
Date



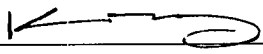
Ken Reed
Senior Construction Manager

10-4-22
Date

 For CJ

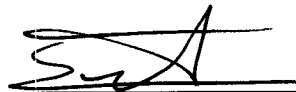
Cari James
Finance Director

10/5/2022
Date



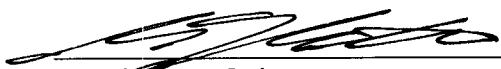
Michael King
Assistant City Manager

10-4-2022
Date



Salvador Navarrete
City Attorney

10.5.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING A CONTRACT CHANGE ORDER WITH GEORGE REED, INC. AND RELATED BUDGET AMENDMENT ASSOCIATED WITH ROAD MAINTENANCE AND REHABILITATION, CIP PS 22-45

WHEREAS, on August 8, 2022, City Council awarded a construction contract to George Reed, Inc. (George Reed) for the construction of FY 22/23 Road Maintenance and Rehabilitation Capital Improvement Project (CIP) PS 22-45; and

WHEREAS, the approved contract between the City of Lathrop and George Reed was in the amount of \$1,793,860 plus a 15% construction contingency of \$269,079 for a total project budget of \$2,062,939; and

WHEREAS, the contract consisted of 3" asphalt overlays and associated paving tasks on segments of Stonebridge Ave, Thomsen Road, J Street and Prairie Dunes Drive; and

WHEREAS, staff identified additional roadway segments that would benefit from the pavement rehabilitation process currently being performed by George Reed: Reverend Maurice Cotton Drive, Shilling Avenue, Avon Avenue, Suzie Q Lane and Mingo Way; and

WHEREAS, George Reed has provided the City with a proposal to accomplish this work at a cost of \$910,529.80; and

WHEREAS, staff is requesting City Council approve a budget amendment transferring \$760,530 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) as follows:

<u>Increase Transfer Out</u>		
1010-9900-990-9010		\$760,530
<u>Increase Transfer In</u>		
3310-9900-393-0000	PS 22-45	\$760,530
<u>Increase Expenditures</u>		
3310-8000-420-1200	PS 22-45	\$760,530
<u>Decrease Reserve</u>		
1010-251-03-00	PS 22-45	\$760,530

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve a Contract Change Order with George Reed, Inc. in the amount of \$910,529.80 and a Budget Amendment transferring \$760,530 from the Street Reserve Fund (1010) to the Streets CIP Fund (3310) and authorize staff to spend the additional funds as necessary to achieve the goals of the project.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

CHANGE ORDER NO. 3

**FY 2022-23 Road Maintenance and Rehabilitation
CIP PS 22-45**

City of Lathrop

CONTRACT CHANGE ORDER NO. 3
FY 2022-23 ROAD MAINTENANCE AND REHABILITATION, CIP PS 22-45

Contractor: George Reed, Inc.
Address: 140 Empire Avenue
Modesto CA 95354
Change Order Date: October 10, 2022
Notice to Proceed Date: September 12, 2022
Contract Date: August 8, 2022

This contract change order augments or changes the following:

1) ADDITIONS TO CONTRACT

Pursuant to the provisions of the Contract Specifications and proposal attached as Exhibit A, you are hereby directed to make the herein described changes to the plans and specifications, and scope of work contracted for within the terms of the agreement between the **City of Lathrop** and **George Reed, Inc.** dated **August 8, 2022**.

I. CHANGES IN THE SPECIFICATIONS

A. None

II. ADDITION(S) TO CONTRACT

Item	Description	Quantity	Unit	\$/Unit	Extension
Option 1: Suzie Q Lane and Mingo Way – 0.25’ mill and overlay Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave – Pulverize Existing Roadway, Grade and Compact, Overlay 0.25’ HMA					
1.1	Mobilization	1	LS	\$16,700.00	\$16,700.00
1.2	Traffic Control for work on all Roads	1	LS	\$75,000.00	\$75,000.00
1.3	Pulverize and Grade Existing Roadway Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave	158,730	SF	\$0.78	\$123,809.40
1.4	Cold Mill Grinding and Off-Haul - Suzie Q and Mingo Way	54,960	SF	\$0.74	\$40,670.40
1.5	Lower / Raise / Patch Iron – All Roads Based on Field Count of: 35 Manholes EA, 12 Water Valves and One Monument	1	LS	\$85,000.00	\$85,000.00
1.6	HMA Paving – 0.25’ AC Section put down on all roads	4,010	TN	\$135.00	\$541,350.00
1.7	Shoulder Backing - Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave	350	TN	\$80.00	\$28,000.00
				SUBTOTAL	\$910,529.80

CHANGE ORDER NO. 3

**FY 2022-23 Road Maintenance and Rehabilitation
CIP PS 22-45**

City of Lathrop

TOTAL ADDITIONAL COST FROM THIS CHANGE ORDER	\$910,529.80
TOTAL ADDITIONAL COST FROM CHANGE ORDER #1	\$2,200.00
TOTAL ADDITIONAL COST FROM CHANGE ORDER #2	\$6,500.00
ORIGINAL CONTRACT AMOUNT	\$1,793,860.00
REVISED CONTRACT AMOUNT AFTER CHANGE ORDER #3	\$2,713,090.00

(END OF CHANGES)

DESCRIPTION OF WORK

See additions to contract. The contractor shall provide all labor, material, equipment and shall perform all incidental tasks as necessary to complete the change order.

Staff has identified additional roadway segments that would benefit from the pavement rehabilitation process currently being performed by George Reed. These streets and the limits of work are summarized in the following table:

STREET NAME	SEGMENT BEGIN	SEGMENT END
Rev. Maurice Cotton Dr.	Lathrop Rd.	Warren Ave.
Shilling Ave.	Rev. Maurice Cotton Dr.	100' west of Cedar Valley Dr.
Avon Ave.	Lathrop Rd.	Warren Ave.
Suzie Q Ln.	Mingo Wy.	Samoa Lane
Mingo Wy.	Warfield Rd.	Cambridge Dr.

TIME OF COMPLETION

The extra work will add 25 working days to the original contract.

RELEASE AND WAIVER

Acceptance of this Contract Change Order constitutes a full and final resolution of all pending disputes between City and Contractor regarding scope of work and payment for work. Contractor accepts this Contract Change Order as full payment for all work performed to date and hereafter to be performed, up to and including Contract Change Order No. 3. Contractor releases and discharges City from any and all claims, demands, damages, actions and causes of actions and causes of action for injuries, damages or losses, whether known or unknown, foreseen or unforeseen, arising directly from Contractor's work on this contract. Contractor expressly waives the provisions of California Civil Code, Section 1542, which reads as follows:

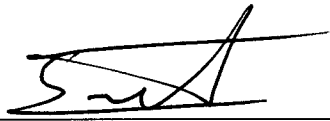
A general release does not extend to claims which the Creditor does not know or suspect to exist in his favor at time of executing the release, which if known by him must have materially affected his settlement with the debtor.

(END OF SECTION)

CHANGE ORDER NO. 3

FY 2022-23 Road Maintenance and Rehabilitation
CIP PS 22-45

City of Lathrop

Approved As
To Form:  _____ Date 10.5.2022

Salvador Navarrete
City Attorney
City of Lathrop

Recommended
By: _____ Date _____

Michael King
Assistant City Manager
City of Lathrop

Approved By: _____ Date _____

Stephen J. Salvatore
City Manager
City of Lathrop

Accepted By
Contractor: _____ Date _____

George Reed, Inc.

Print Name and Title

MODESTO OFFICE
 P.O. BOX 4760, MODESTO, CA 95352
 TELEPHONE: (209) 523-0734
 ESTIMATING FAX: (209) 523-4927
 ACCOUNTING FAX: (209) 523-4313



OFFICE & YARD
 140 EMPIRE AVENUE
 MODESTO, CA 95354
 1-877-823-2305
 WWW.GEORGEREED.COM



CA License No. 211337-A, DIR# 1000001042

October 4, 2022

GRI bid #22-829CO

Attn: Ken Reed
 Senior Construction Manager – City of Lathrop
kreed@ci.lathrop.ca.us
 (209) 712-3136

RE: City of Lathrop - CIP PS 22-45 CCO 2 Paving Plan

Thank you for giving George Reed, Inc. the opportunity to provide pricing for the referenced project. Bid based on RFQ discussed with Ken Reed and Jason Reyes with additional roadways and treatments to be added to the roads noted. Work plans and projected quantities were provided by Ken Reed.

Proposal items and scope included: Option #1

Item	Description	Quantity	Unit	\$/Unit	Extension
Suzie Q Lane and Mingo Way – 0.25’ mill and overlay					
Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave – Pulverize Existing Roadway, Grade and Compact, Overlay 0.25’ HMA					
1.1	Mobilization	1	LS	\$16,700.00	\$16,700.00
1.2	Traffic Control for work on all Roads	1	LS	\$75,000.00	\$75,000.00
1.3	Pulverize and Grade Existing Roadway Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave	158,730	SF	\$0.78	\$123,809.40
1.4	Cold Mill Grinding and Off-Haul - Suzie Q and Mingo Way	54,960	SF	\$0.74	\$40,670.40
1.5	Lower / Raise / Patch Iron – All Roads Based on Field Count of: 35 Manholes EA, 12 Water Valves and One Monument	1	LS	\$85,000.00	\$85,000.00
1.6	HMA Paving – 0.25’ AC Section put down on all roads	4,010	TN	135.00	\$541,350.00
1.7	Shoulder Backing - Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave	350	TN	\$80.00	\$28,000.00
				TOTAL	\$910,529.80

Pricing is based on field visit and discussions with Ken Reed. Option #1 paving does not include paving grid/fabric in any of the roads to be overlaid. Prices are based on completing the work in the 2022 work season. If the City of Lathrop decides to start in 2023, escalations may apply.

Pricing assumes unobstructed access and full work area is available to GRI. Standard M-F work week, day-time. If weekend work is requested by the City, a \$7,000.00 adder will be applied to Saturday shifts on top of item work to cover premiums on GRI crew and subcontractor work.

Proposal items and scope included: *Option #2*

Item	Description	Quantity	Unit	\$/Unit	Extension
Suzie Q Lane and Mingo Way – 0.25’ mill and overlay					
Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave – Conform Grind, Glass Grid Paving Fabric, Overlay					
0.25’ HMA					
1.1	Mobilization	1	LS	\$11,500.00	\$11,500.00
1.2	Traffic Control for work on all Roads	1	LS	\$45,000.00	\$45,000.00
1.3	Cold Mill Grinding and Off-Haul - Suzie Q and Mingo Way	64,630	SF	\$1.35	\$87,250.50
1.4	Lower / Raise / Patch Iron – All Roads Based on field count of: 35 Manholes EA, 12 Water Valves and One Monument	1	LS	\$77,000.00	\$77,000.00
1.5	HMA Paving – 0.25’ AC Section put down on all roads	4,010	TN	\$185.00	\$741,850.00
1.6	Shoulder Backing - Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave	350	TN	\$80.00	\$28,000.00
				TOTAL	\$990,600.50

Pricing is based on field visit and discussions with Ken Reed. Option #2 paving includes paving grid on the following roads: Reverend Maurice Cotton Drive, Avon Drive, Shilling Ave. Prices are based on completing the work in the 2022 work season. If the City of Lathrop decides to start in 2023, escalations may apply.

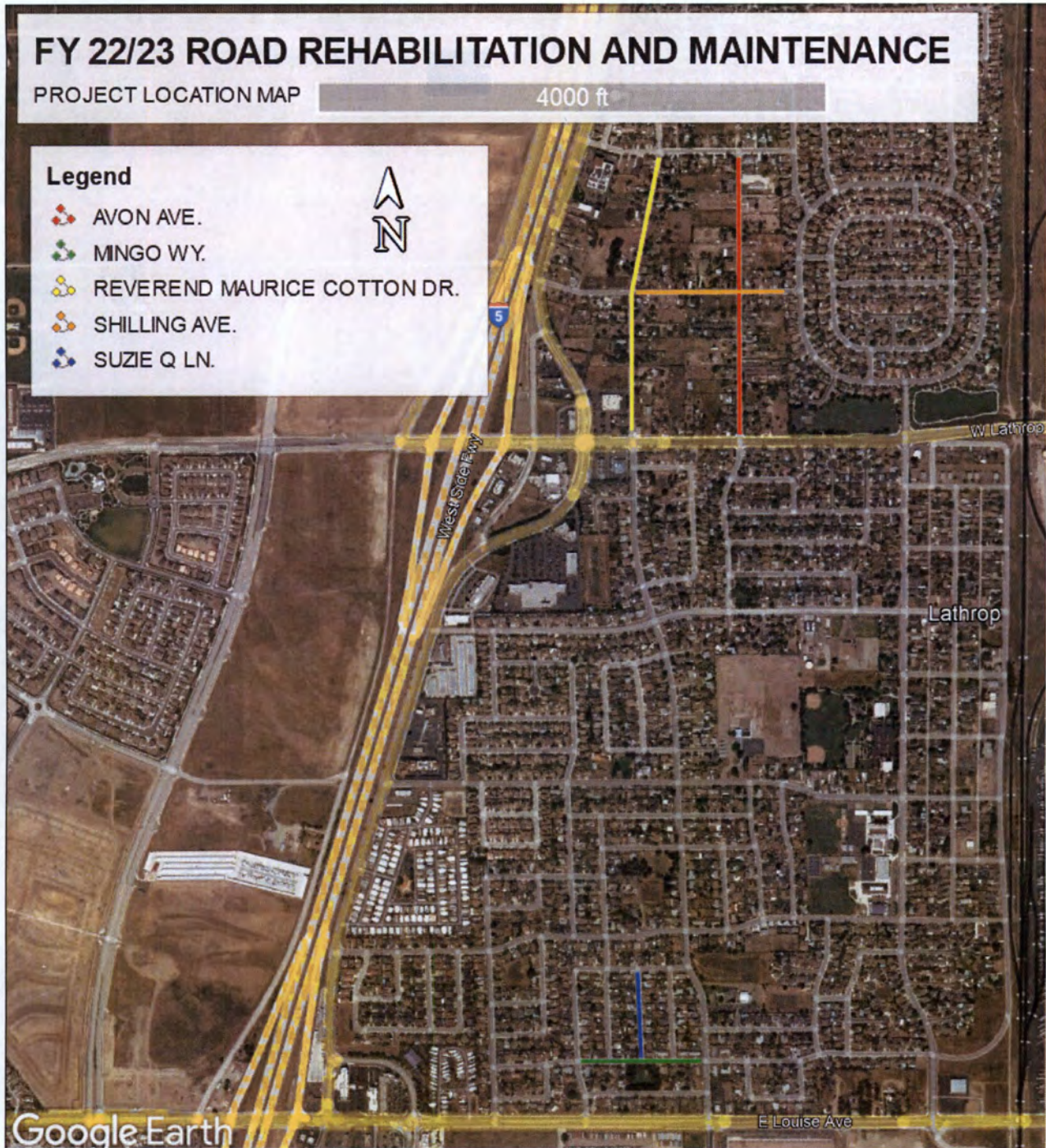
Pricing assumes unobstructed access and full work area is available to GRI. Standard M-F work week, day-time. If weekend work is requested by the City, a \$7,000.00 adder will be applied to Saturday shifts on top of item work to cover premiums on GRI crew and subcontractor work.

Respectfully,
Kenneth Luster
 209-402-5122 cell

PROPOSAL ACCEPTANCE:

 Name Signature Company/Title Date

ATTACHMENT C – PROJECT LOCATION MAP



ITEM 4.10

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **ACCEPT PUBLIC IMPROVEMENTS FROM CFT NV DEVELOPMENTS, LLC ASSOCIATED WITH EP NO. 2020-15**

RECOMMENDATION: **Adopt Resolution Accepting Public Improvements from CFT NV Developments, LLC Associated with Encroachment Permit No. 2020-15**

SUMMARY:

CFT NV Developments (CFT), LLC, developer for Sonic and Dutch Brothers located at 15107 and 15135 Old Harlan Road, has completed the construction of the public improvements associated with Encroachment Permit (EP) 2020-15. The approximate value of the improvements proposed to be accepted is \$705,344.45, as shown in the GASB 34 Report included as Attachment "C". These improvements have been inspected by staff and have been deemed complete by the City Engineer. The developer has provided a one-year warranty bond based on 10% of the construction costs and a lien release for the improvements being accepted. After the initial one-year warranty period, the costs to maintain these facilities will be funded by the City of Lathrop Council approved operating budget.

Staff recommends City Council accept the public improvements in accordance with City specifications associated with the EP No. 2020-15.

BACKGROUND:

The City of Lathrop Planning Commission approved Site Plan Review 20-6 (SPR 20-6) by Resolution 20-6 on March 18th, 2020 for a Sonic Drive-In restaurant and Dutch Brothers located at 15107 and 15135 Old Harlan Road. A location exhibit is provided as Attachment "B". The Sonic Drive-In restaurant development consists of a 1,608 sq. ft. building on a 0.69-acre site, and the Dutch Brothers development consists of an 862 sq. ft. building on a 0.49-acre site with drive-in and drive-through facilities for both.

The Conditions of Approval associated with SPR-20-6 required the installation of frontage improvements along Old Harlan Road, including paving, landscaping, fencing, lighting, curb, gutter, and sidewalk. On December 13, 2021, City Council accepted the Public Utility Easement (PUE) dedication along the Sonic and Dutch Brothers frontage.

Construction of the frontage improvements are complete and the approximate value of the improvements proposed to be accepted is \$705,344.45 as shown in the GASB 34 Report. These improvements have been inspected by staff and have been deemed complete by the City Engineer.

CITY MANAGER’S REPORT **PAGE 2**
OCTOBER 10, 2022, CITY COUNCIL REGULAR MEETING
ACCEPT PUBLIC IMPROVEMENTS FROM CFT NV DEVELOPMENTS, LLC
ASSOCIATED WITH EP NO. 2020-15

After the initial one-year warranty period, the operating and maintenance costs of these improvements will be funded by the Council approved operating budget.

CFT provided a performance bond (Bond No. 2000013872) with EP 2020-15 in the amount shown in Table 1 that guaranteed the construction of the offsite improvements. The bond will be released and replaced with the warranty bond by the City Engineer upon acceptance of the improvements.

Table 1

Description	Performance Bond Number & Amount	Warranty Bond Number & Amount
Encroachment Permit 2020-15	2000013872 \$293,251	1800058 \$70,534

REASON FOR RECOMMENDATION:

Staff has inspected the offsite improvements for the Sonic and Dutch Brothers Development and confirmed that the improvements have been completed in accordance with City specifications and deemed complete by the City Engineer. CFT has submitted lien releases for the improvements being accepted. Staff has received the one-year warranty bond and as-built drawings for said improvements. Staff recommends Council accept the improvements.

FISCAL IMPACT:

The GASB 34 report attached details the \$705,345 expended on the improvements proposed to be accepted. The future operating and maintenance costs of these improvements will be funded by the Council approved operating budget.

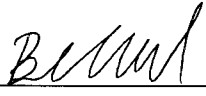
The one-year warranty bond covers any repairs or replacements that become necessary during the one-year period, beginning with this acceptance, due to defective materials or workmanship in connection with the completed improvements.

ATTACHMENTS:

- A. Resolution Accepting Public Improvements from CFT NV Developments, LLC Associated with Encroachment Permit No. 2020-15
- B. Location Map - Sonic and Dutch Brothers – 15107 and 15135 Old Harlan Road
- C. GASB 34 Report

CITY MANAGER'S REPORT **PAGE 3**
OCTOBER 10, 2022, CITY COUNCIL REGULAR MEETING
ACCEPT PUBLIC IMPROVEMENTS FROM CFT NV DEVELOPMENTS, LLC
ASSOCIATED WITH EP NO. 2020-15

APPROVALS:



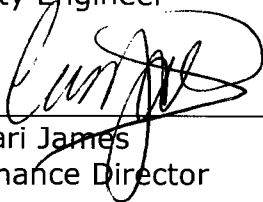
Bellal Nabizadah
Assistant Engineer

9/29/22
Date



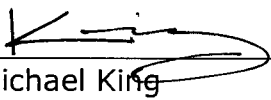
Brad Taylor
City Engineer

9/29/2022
Date




Cari James
Finance Director

10/4/2022
Date



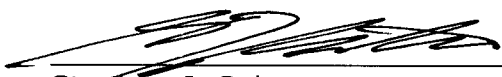
Michael King
Assistant City Manager

9.29.2022
Date



Salvador Navarrete
City Attorney

10.3.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP ACCEPTING PUBLIC IMPROVEMENTS FROM CFT NV DEVELOPMENTS, LLC ASSOCIATED WITH ENCROACHMENT PERMIT NO. 2020-15

WHEREAS, the City of Lathrop Planning Commission approved Site Plan Review 20-6 (SPR 20-6) by Resolution 20-6 on March 18th, 2020 for a Sonic Drive-In Restaurant and Dutch Brothers located at 15107 and 15135 Old Harlan Road; and

WHEREAS, the Sonic Drive-In restaurant development consists of a 1,608 sq. ft. building on a 0.69-acre site, and the Dutch Brothers development consists of an 862 sq. ft. building on a 0.49-acre site with drive-in and drive-through facilities for both; and

WHEREAS, the Conditions of Approval associated with SPR-20-6 required CFT NV Development (CFT), LLC to install frontage improvements along Old Harlan Road, including paving, landscaping, fencing, lighting, curb, gutter, and sidewalk; and

WHEREAS, on December 13, 2021, City Council accepted the Public Utility Easement (PUE) dedication for the Sonic and Dutch Brothers frontage; and

WHEREAS, construction of the frontage improvements is complete and the approximate value of the improvements proposed to be accepted is \$705,344.45 as shown in the GASB 34 Report, included as Attachment "C" to the City Manager's Report; and

WHEREAS, the future operating and maintenance costs of these improvements will be funded by the Council approved operating budget.; and

WHEREAS, CFT has provided a one-year warranty bond to guarantee replacement and/or repair of the improvements as a result of defective materials, equipment, or defective workmanship for a period of one year from the date of acceptance; and

WHEREAS, CFT provided a performance bond (Bond No. 2000013872) to the City upon issuance of Encroachment Permit 2020-15 in the amount shown in Table 1 that guaranteed the construction of the offsite improvements. The performance bond will be released and replaced with the warranty bond by the City Engineer upon acceptance of the improvements; and

Table 1

Description	Performance Bond Number & Amount	Warranty Bond Number & Amount
Encroachment Permit 2020-15	2000013872 \$293,251	1800058 \$70,534

WHEREAS, City staff has inspected the offsite improvements for the Sonic and Dutch Brothers Development and confirmed that the improvements have been completed in accordance with City specifications and deemed complete in accordance with the specifications by the City Engineer; and

WHEREAS, CFT has submitted lien releases for the improvements proposed to be accepted. Staff has received the one-year warranty bond and as-built drawings for said improvements. Staff recommends Council accept the improvements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby accept the public improvements from CFT NV Developments, LLC associated with Encroachment Permit No. 2020-15.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

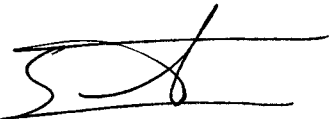
ABSENT:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

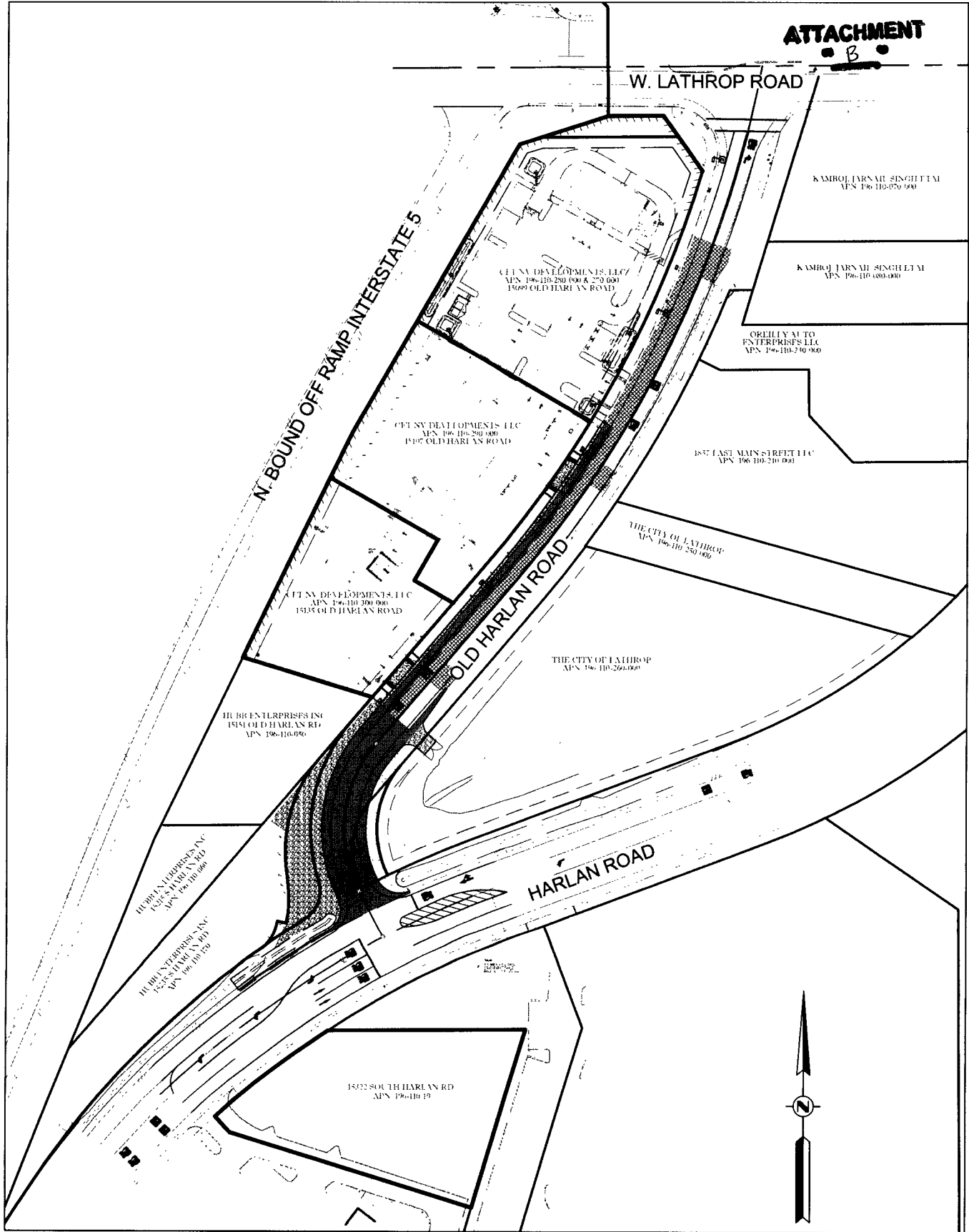
APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

ATTACHMENT

B



**IMPROVEMENT
LOCATION EXHIBIT**

**OLD HARLAN ROAD OFFSITES
CITY OF LATHROP, CA 95330**

2260 Douglas Blvd, Suite 160, Roseville, CA 95661
Ph: 916-772-7800 www.cwecorp.com

**City of Lathrop
Project Acceptance
(GASB 34 Report)**

Submitted By: CWE-RFE: Tony McCreary - Project Manager

Date: 09/21/2022

Project: Old Harlan Road / West Lathrop Road Offsite Improvement Plans

Address: 15135 Old Harlan Road

SOFT COSTS		<u>Unit Price</u>	<u>Amount</u>
1	PERMITTING FEES	\$44,894.50	\$44,894.50
2	ARCHITECTURAL & CIVIL COST	\$121,519.23	\$121,519.23
		Subtotal:	\$166,413.73

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Amount</u>
A GRADING					
1	Earthwork (cut and fill)	CY	1,005	\$5.96	\$5,985.78
2	Export Material	CY	1,333	\$40.72	\$54,277.09
3	Grading and Compaction	SF	25,000	\$0.37	\$9,345.00
				Subtotal:	\$69,607.87

B STREETWORK					
1	Heavy Duty Asphalt (6"AC / 12" AB)	SF	11,244	\$8.79	\$98,812.27
2	Slurry Seal	SF	30,640	\$1.48	\$45,285.92
3	PCC Sidewalk (6" PCC) WITH BASE	SF	2,550	\$10.83	\$27,616.50
4	4" AB	SF	6,058	\$3.29	\$19,900.53
5	Curb and Gutter (WITH BASE)	LF	325	\$50.94	\$16,555.50
6	Commercial Driveway Entrance (WITH BASE)	EA	2	\$2,197.00	\$4,394.00
7	Grind and Overlay	LS	1	\$45,462.44	\$45,462.44
				Subtotal:	\$258,027.16

C SIGNING & STRIPING					
1	Asphalt striping (ITEM #2 SIGNS & ITEM #3 MARKERS)	LS	1	\$15,032.00	\$15,032.00
2	Asphalt pavement markers	SF	615		\$0.00
3	Roadway Signs Interstate 5 Directional Signage	EA	6		\$0.00
				Subtotal:	\$15,032.00

D STREETLIGHTING					
1	Streetlighting	LS	1	\$77,905.00	\$77,905.00
				Subtotal:	\$77,905.00

E MISCELLANEOUS					
1	Erosion and Sediment Control Measures	LS	1	\$10,180.03	\$10,180.03
2	New Chainlink Fencing	LF	10	\$3,500.00	\$35,000.00
3	Relocate existing chainlink fencing	LS	1	\$4,300.00	\$4,300.00
4	Mobilization	LS	1	\$4,901.00	\$4,901.00
5	Traffic Control	LS	1	\$29,888.00	\$29,888.00
7	Demolition	LS	1	\$34,089.65	\$34,089.65
				Subtotal:	\$118,358.68

HARD COST TOTAL	\$538,930.72
OVERALL TOTAL	\$705,344.45

ITEM 4.11

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **CREATE CIP GG 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVE MOU WITH RTD FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT STUDY, AND APPROVE BUDGET AMENDMENT**

RECOMMENDATION: **Adopt Resolution Creating CIP GG 23-07 for Public Transit Services, Approving a Memorandum of Understanding with San Joaquin Regional Transit District for a Community Needs Public Transit and Apportionment Study, and Approving Budget Amendment**

SUMMARY:

The San Joaquin Regional Transit District (RTD) currently provides transit services within the City of Lathrop (City) through the Intercity and San Joaquin County Deviated-Fixed Route service. As the City continues to grow, the need for public transportation increases. The proposed Capital Improvement Project (CIP) GG 23-07 for Public Transit Services (Project) will establish the planning, development, and management of existing and future public transportation services from RTD.

In order to expand existing transit services within the City, a Community Needs Public Transit and Apportionment Study (Assessment Study) will be needed to analyze existing and determine new service routes. RTD and the City will need to approve a Memorandum of Understanding (MOU) (Attachment B) that specifies the roles, responsibilities, and describes the cooperative efforts with required action items for the Assessment Study.

Funding for CIP GG 23-07 will be provided from the Transportation Development Act (TDA) that includes two funding components: Local Transportation Funds (LTF) and State Transit Assistance Funds (STA). LTF apportionments have been allocated for transit purposes only in the amount of \$633, 527. A portion will be used towards the Assessment Study.

Staff is requesting Council approve the creation of CIP GG 23-07 for Public Transit Services and an MOU between the City and RTD for implementation and management of an Assessment Study. Staff also requests Council approve a budget amendment to transfer \$300,000 to recognize the apportionments from LTF-TDA, initiate the Project, and fund the expenses for planning and developing of the Assessment Study.

CITY MANAGER'S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
CREATE CIP GG 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVE MOU WITH
RTD FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT
STUDY, AND APPROVE BUDGET AMENDMENT

BACKGROUND:

The growth in housing and citywide developments increases the demand for the expansion of transit throughout the City. RTD currently provides transit services within the City through the Intercity and San Joaquin County Deviated-Fixed Route service, known as "Hopper". The proposed CIP GG 23-07 for Public Transit Services will establish planning, development, and management of existing and future public transportation services from RTD.

To expand these transit services within the City, a Community Needs Public Transit and Apportionment Study will be conducted to evaluate existing routes and determine new community areas to be served. The study will help determine the span of service, the number of routes and buses needed, cost of operations and capital to provide service, labor, and overhead. Community engagement and public participation will also be incorporated and assessed within the study.

The City has requested RTD to coordinate and manage the Assessment Study. However, to initiate the study, RTD and the City will need to approve an MOU that will help recognize the roles, responsibilities and define the cooperative efforts and action items required from both agencies. The MOU will commence with the approval of both RTD and the City and will terminate at the completion of the Assessment Study. Subsequently, RTD and the City will establish a Long-Term Operating Agreement that will include all necessary information and actions for operating and managing the resulting RTD transit services within the City.

REASON FOR RECOMMENDATION:

Citywide public transportation provides residents with mobility and access to employment, community resources, medical facilities, and recreational opportunities. An Assessment Study is necessary to expand the transit services provided by RTD within the City. To initiate the study, RTD and the City will need to approve an MOU that establishes the roles and responsibilities of both agencies.

Approving the creation of the CIP GG 23-07 for Public Transit Services will allow staff to organize the planning, developing, and managing of existing and future transit services from RTD within the City.

FISCAL IMPACT:

Funding for this proposed project is available within the TDA-LTF Street & Roads Fund (2140). Staff requests City Council approve a related budget amendment to transfer \$300,000 from the TDA-LTF Street & Roads Fund (2140) to the CIP Project Fund (3310) as follows:

CITY MANAGER’S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
CREATE CIP GG 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVE MOU WITH
RTD FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT
STUDY, AND APPROVE BUDGET AMENDMENT

<u>Increase Revenues</u>		
2120-5013-332-0400		\$633,527
 <u>Increase Transfer Out</u>		
2140-9900-990-9010		\$300,000
 <u>Increase Transfer In</u>		
3310-9900-393-0000	GG 23-07	\$300,000
 <u>Increase Appropriation</u>		
3310-8000-420-1200	GG 23-07	\$300,000

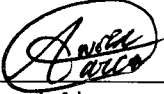
ATTACHMENTS:

- A. Resolution Creating CIP GG 23-07 for Public Transit Services, Approving a Memorandum of Understanding with San Joaquin Regional Transit District for a Community Needs Public Transit and Apportionment Study, and Approving Budget Amendment
- B. Memorandum of Understanding (MOU 23010-U) with RTD

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

CREATE CIP 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVE MOU WITH RTD FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT STUDY, AND APPROVE BUDGET AMENDMENT

APPROVALS:



Angel Abarca
Assistant Engineer

09/28/2022

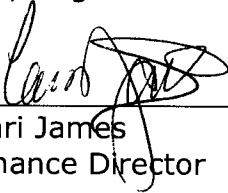
Date



Brad Taylor
City Engineer

9/29/2022

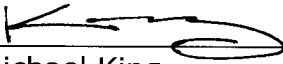
Date



Cari James
Finance Director

10/4/2022

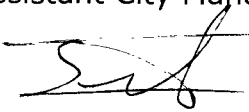
Date



Michael King
Assistant City Manager

9-29-2022

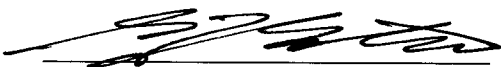
Date



Salvador Navarrete
City Attorney

10.3.2022

Date



Stephen J. Salvatore
City Manager

10.5.22

Date

RESOLUTION NO. 22 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP CREATING CIP GG 23-07 FOR PUBLIC TRANSIT SERVICES, APPROVING A MEMORANDUM OF UNDERSTANDING WITH SAN JOAQUIN REGIONAL TRANSIT DISTRICT FOR A COMMUNITY NEEDS PUBLIC TRANSIT AND APPORTIONMENT STUDY, AND APPROVING BUDGET AMENDMENT

WHEREAS, the San Joaquin Regional Transit District (RTD) currently provides transit services within the City of Lathrop (City) through the Intercity and San Joaquin County Deviated-Fixed Route service; and

WHEREAS, the proposed Capital Improvement Project (CIP) GG 23-07 for Public Transit Services (Project) will establish the planning, development, and management of existing and future public transportation services from RTD; and

WHEREAS, funding for CIP GG 23-07 will be provided from the Transportation Development Act (TDA) that includes two funding components: Local Transportation Funds (LTF) and State Transit Assistance Funds (STA); and

WHEREAS, LTF apportionments have been allocated for transit purposes only in the amount of \$633, 527. A portion will be used towards the Assessment Study; and

WHEREAS, in order to expand existing transit services within the City, a Community Needs Public Transit and Apportionment Study (Assessment Study) will be needed to analyze existing and determine new service routes; and

WHEREAS, community engagement and public participation will also be incorporated and assessed within the study; and

WHEREAS, the study will help determine the span of service, the number of routes and buses needed, cost of operations and capital to provide service, labor, and overhead; and

WHEREAS, RTD and the City will need to approve a Memorandum of Understanding (MOU) that will help recognize the roles, responsibilities and define the cooperative efforts and action items required from both agencies towards the Assessment Study; and

WHEREAS, the MOU will commence with the approval of both RTD and the City and will terminate at the completion of the Assessment Study; and

WHEREAS, after completion of the Assessment Study, RTD and the City may establish a Long-Term Operating Agreement that will include all necessary information and actions needed for operating and managing the resulting RTD transit services within the City; and

WHEREAS, staff is requesting Council approve the creation of CIP GG 23-07 for Public Transit Services and an MOU between the City and RTD for implementation and management of an Assessment Study; and

WHEREAS, staff also requests Council approve a budget amendment to transfer \$300,000 to initiate the Project and recognize the apportionments from LTF-TDA towards public transit services; and

WHEREAS, staff requests City Council approve a related budget amendment to transfer \$300,000 from the TDA-LTF Street & Roads Fund (2140) to the CIP Project Fund (3310) as follows:

<u>Increase Revenues</u>		
2120-5013-332-0400		\$633,527
<u>Increase Transfer Out</u>		
2140-9900-990-9010		\$300,000
<u>Increase Transfer In</u>		
3310-9900-393-0000	GG 23-07	\$300,000
<u>Increase Appropriation</u>		
3310-8000-420-1200	GG 23-07	\$300,000

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby creates Capital Improvement Project (CIP) GG 23-07 for Public Transit Services; and

BE IT FURTHER RESOLVED, that the City Council of the City of Lathrop approves the Memorandum of Understanding between the City and RTD for implementation and management of an Assessment Study; and

BE IT FURTHER RESOLVED, that the City Council of the City of Lathrop approve a budget amendment transferring \$300,000 from the LTF-TDA Street & Roads Fund (2140) to the CIP Project Fund (3310) as detailed above.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

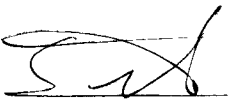
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**MEMORANDUM OF UNDERSTANDING
MOU 23010-U**

This **MEMORANDUM OF UNDERSTANDING** (MOU) is made and entered into at Stockton, California, as of _____, 2022, by and between the **SAN JOAQUIN REGIONAL TRANSIT DISTRICT (RTD)** and **City of Lathrop (Lathrop)**, a municipal corporation in San Joaquin County, (collectively referred to as "the Parties").

WHEREAS, RTD is a transit district providing transportation services in the County of San Joaquin, State of California, pursuant to the San Joaquin Regional Transit District Act, set forth in the Public Utilities Code of the State of California, commencing with Section 50000, hereinafter referred to as the "RTD Act"; and

WHEREAS, as a part of its own service, RTD operates both a fixed route and demand response transit service and has the experience and resources necessary to meet Lathrop's transit operational needs; and

WHEREAS, Section 50185 of the RTD Act allows RTD to enter into contracts with any city, public agency or public utility operating transit facilities, either wholly or partially within or without RTD, for the establishment of through routes, joint fares, transfer of passengers or pooling arrangements; and

WHEREAS, Lathrop is located entirely within the boundaries of RTD, however is not an annexed member of RTD; and

WHEREAS, on October 3, 1983, Stockton Metropolitan Transit District (SMTD, predecessor to RTD) Board of Directors adopted Resolution No. 2602 committing SMTD's (now RTD) services and resources to helping all public agencies and non-profit social service agencies provide efficient transportation services; and

WHEREAS, Lathrop has requested RTD to coordinate and manage a Community Needs Public Transit and Apportionment Study (Assessment Study) to expand transit services within the City of Lathrop; and

WHEREAS, this MOU specifies roles, responsibilities, and describes the cooperative efforts and action items required from RTD and Lathrop towards the Assessment Study; and

WHEREAS, Lathrop will provide funding towards planning, development, and management of the Assessment Study; and

WHEREAS, after completion of the Assessment Study, RTD and Lathrop may establish a Long-Term Operating Agreement that will include all necessary information and actions needed for operating and managing transit services in Lathrop.

NOW, THEREFORE, RTD and Lathrop agree to the following:

1. The term of this MOU shall commence on _____, 2022 and extend for the entire period of the Assessment Study.
2. RTD will coordinate with Lathrop to implement and manage the Assessment Study to determine the existing transit needs in Lathrop, including the development of a scope of work for a Request for Proposals (RFP), administering the RFP for Lathrop, retaining the services of a consultant, and administering the contract and all related work associated.
3. The Assessment Study will include, but is not limited to:
 - A. Determine routes and areas to be serviced.
 - B. Number of routes required.
 - C. Number of buses required.
 - D. Span of service.
 - E. Cost of Operations and Capital to provide service, labor, and overhead.
 - F. Required time commitment from Lathrop to RTD in establishing, delivering, and maintaining these services.
 - G. Community engagement and public participation.
4. Lathrop will assist in the selection of public participation venues and provide maps, planning documents, and other information deemed necessary to complete the Assessment Study.
5. After completion of the Assessment Study, RTD and Lathrop may establish a Long-Term Operating Agreement that will include all necessary information and actions needed for operating and managing transit services in Lathrop.
 - A. Operating costs include the provision of transit services and the administrative expenses to oversee them.
 - B. Capital costs could include vehicles, pertinent infrastructure (bus stops, permitting, improvements), or other appropriate expenses agreed for transit service delivery.
6. Lathrop will provide funding to RTD towards planning, development, and management of the Assessment Study.
 - A. RTD will invoice Lathrop on a quarterly basis for partial payments associated with the Assessment Study.

- B. Lathrop will have thirty (30) days to pay RTD upon receipt of the invoice.
7. This MOU shall terminate upon the occurrence of any of the following events:
- A. The completion of the Assessment Study.
 - B. Failure of Lathrop to reimburse RTD in accordance with Paragraph 6.
 - C. Notwithstanding any other provision of this MOU, either Party hereto may terminate this MOU at any time with thirty (30) days prior written notice to the other party.
8. The following provisions shall apply to this MOU:
- A. Notices
 - i. All communications regarding day-to-day performance of the Assessment Study will be exchanged between RTD's Damaris Galvan at dgalvan@sjrtd.com or designee, and Lathrop's Angel Abarca at aabarca@ci.lathrop.ca.us
 - ii. Notice informing Lathrop of RTD's decision to exercise discretionary MOU options will be exchanged between the names set forth above.
 - iii. All other notices and establishments deemed necessary by either party may be coordinated between duly authorized officers stated at the end of the MOU.

B. Entire Agreement of the Parties

This MOU supersedes any and all other verbal and written agreements between the parties hereto with respect to the subject matter of this MOU. Each party acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, and that no other agreement, statement, or promise not contained in this MOU shall be valid or binding.

Any modification to this MOU will require the approval of both parties through Amendments that will need to be notified thirty (30) days in advanced and signed by duly authorized officers.

C. Partial Invalidity

If any provision in this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

D. Governing Law

This MOU will be governed by and construed in accordance with the laws of State of California.

E. No Partnership or Agency

This MOU does not create a partnership or agency relationship between RTD and Lathrop. RTD does not have authority to enter into contracts on behalf of Lathrop without separate written approval from Lathrop.

F. Presumption

The parties acknowledge that this document is the product of mutual understanding and that in the event of a dispute to the meaning of this MOU, or any provision, there shall be no presumption against the drafter of the document or any provision herein.

G. Indemnification

- i. Lathrop will defend, indemnify, and hold harmless RTD and its directors, officers, agents and employees against any and all claims, losses, suits, demands, and liens including attorneys' fees and costs, brought against RTD, its directors, officers, agents or employees, arising out of any of the following:
 - a. Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from a negligent act or omission or willful misconduct by Lathrop or its employees, subcontractors, consultants, subconsultants or agents in the performance of this MOU; or
 - b. Any allegation that materials or services provided by Lathrop under this Agreement infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

- ii. Lathrop will defend or settle, at its own expense, any action, claim or suit against RTD for which it is responsible hereunder, and pay all charges of attorneys and all other costs and expenses of defense as they are incurred. If any judgment is rendered against RTD or its directors, officers, agents or employees, its will, at its expense, satisfy and discharge the same. As a condition to any indemnity hereunder, RTD will notify Lathrop promptly of any claim for which RTD believes Lathrop is responsible hereunder.

SIGNATURES APPEAR ON THE NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have executed this MOU by their duly authorized officers as of the day and year first above written.

San Joaquin Regional Transit District

421 E. Weber Avenue
Stockton, CA 95202
Phone: (209) 943-1111
Email: rtd-procurement@sjrtd.com

City of Lathrop

390 Town Centre Drive
Lathrop, CA 95330
Phone: (209) 941-7220
Email: citymanager@ci.lathrop.ca.us

By: _____
ALEX CLIFFORD
Chief Executive Officer

By: _____
STEPHEN J. SALVATORE
City Manager

PROCUREMENT APPROVAL:

ATTEST:

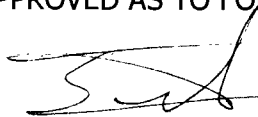
ROBERT KYLE
Chief Financial Officer

TERESA VARGAS
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

AL WARREN HOSLETT
Attorney for RTD



SALVADOR NAVARRETE
Attorney for City of Lathrop

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ITEM 4.12

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVAL OF OUT-OF-STATE TRAVEL FOR FIVE LATHROP POLICE DEPARTMENT SWAT OFFICERS TO PARTICIPATE IN THE CALIFORNIA ASSOCIATION OF TACTICAL OFFICERS (CATO) ANNUAL TRAINING CONFERENCE IN NOVEMBER 2022**

RECOMMENDATION: **Adopt Resolution Approving Out-of-State Travel for Five Lathrop Police Department SWAT Officers to Participate in the California Association of Tactical Officers (CATO) Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022**

SUMMARY:

On September 13, 2022, the City of Lathrop Police Department became a part of the Manteca, Ripon, and Lathrop Police Department Special Weapons and Tactics (SWAT) Team. Historically, the Manteca and Ripon Regional SWAT team attends an annual conference with the California Association of Tactical Officers (CATO) to train and educate law enforcement officers on tactical responses to critical incidents. As a new agency joining the team, it is important for our new SWAT officers to learn from subject matter experts in the tactical community that can provide real world knowledge and practical applications in their field.

The CATO Conference takes place annually and rotates between California and Nevada cities to host the event. This year, the conference will take place in Reno, Nevada. The cost for five SWAT officers to attend the CATO Conference is \$7,200. There is sufficient funds in the Lathrop Police Department's training budget to cover the cost of the training.

Staff recommends City Council approve the out-of-state travel for five SWAT officers to participate in the California Association of Tactical Officers (CATO) Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022.

BACKGROUND:

On June 29, 2022, the Lathrop Police Department took over law enforcement services from the San Joaquin Sheriff's Office for the City of Lathrop. As a new agency, Lathrop Police Department partnered with the City of Manteca and the City of Ripon to become a part of the regional SWAT Team. On September 13, 2022, the City of Lathrop Police Department became a part of the Manteca, Ripon, and Lathrop Police Department Special Weapons and Tactics (SWAT) Team.

CITY MANAGER'S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVAL OF OUT-OF-STATE TRAVEL FOR LATHROP POLICE DEPARTMENT
STAFF TO PARTICIPATE IN THE RIMSCON CONFERENCE IN OCTOBER 2022

Each City agreed to join forces and pool resources to serve their communities to resolve critical incidents that may arise. The SWAT team, in a competitive process, identified five officers that would join the regional SWAT team to represent the City of Lathrop.

The SWAT team members from the City of Manteca and Ripon attend an annual conference with CATO to train and educate their law enforcement officers on tactical responses to critical incidents. The Manteca, Ripon, and Lathrop Police Department SWAT team recognizes that the presence of highly trained and skilled police tactical unit has been shown to reduce the risk of injury and loss of life to citizens, police officers, and suspects. CATO was founded on the belief that well-trained and well-educated law enforcement officers leads to safer communities.

Annual trainings like CATO provides resources and networking opportunities for our officers to hone their skills and gain knowledge that would allow them to serve the community of Lathrop in their specialized field. Participation in the conference is a chance to learn from subject matter experts who share their debriefs, tactics, and techniques that will enhance our officers tactical knowledge. Being part of the conference with the other regional SWAT members from Manteca and Ripon will also serve to bond the different agencies and help the cohesiveness of the SWAT team as our officers integrate themselves.

REASON FOR RECOMMENDATION:

As a new agency, it is important for our new SWAT officers to have the opportunity to learn from subject matter experts in the tactical community. California Association of Tactical Officers Conference will provide the training our SWAT officers need to gain real world knowledge, tactics, and techniques that they can use in our communities to resolve critical incidents that may arise.

Staff recommends City Council approve the out-of-state travel for five SWAT officers to participate in the CATO Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022.

FISCAL IMPACT:

None. There is sufficient funds in the Lathrop Police Department budget to cover the cost of the training.

ATTACHMENTS:

- A. Resolution Approving Out-of-State Travel for Five Lathrop Police Department SWAT Officers to Attend the California Association of Tactical Officers (CATO) Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022

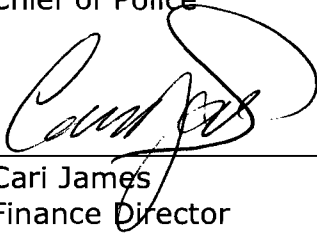
CITY MANAGER'S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVAL OF OUT-OF-STATE TRAVEL FOR LATHROP POLICE DEPARTMENT
STAFF TO PARTICIPATE IN THE RIMSCON CONFERENCE IN OCTOBER 2022

APPROVALS:



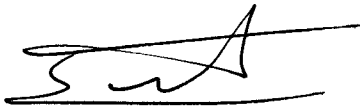
Raymond Bechler
Chief of Police

10/4/22
Date



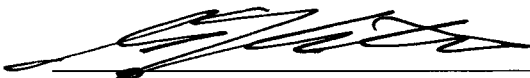
Cari James
Finance Director

10/5/2022
Date



Salvador Navarrete
City Attorney

10.5.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING OUT-OF-STATE TRAVEL FOR FIVE LATHROP POLICE DEPARTMENT SWAT OFFICERS TO PARTICIPATE IN THE CALIFORNIA ASSOCIATION OF TACTICAL OFFICERS (CATO) ANNUAL TRAINING CONFERENCE IN RENO, NEVADA FROM NOVEMBER 9, 2022 TO NOVEMBER 12, 2022

WHEREAS, on June 29, 2022, the Lathrop Police Department took over law enforcement services from the San Joaquin Sheriff's Office for the City of Lathrop; and

WHEREAS, on September 13, 2022, the City of Lathrop Police Department became a part of the Manteca, Ripon, and Lathrop Police Department Special Weapons and Tactics (SWAT) Team; and

WHEREAS, each City agreed to join forces and pool resources to serve their communities to resolve critical incidents that may arise. The SWAT team, in a competitive process, identified five officers that would join the regional SWAT team to represent the City of Lathrop; and

WHEREAS, the SWAT Team recognizes that the presence of highly trained and skilled police tactical unit has been shown to reduce the risk of injury and loss of life to citizens, police officers, and suspects; and

WHEREAS, the California Association of Tactical Officers (CATO) was founded on the belief that well-trained and well-educated law enforcement officers leads to safer communities; and

WHEREAS, as a new agency joining the team, it is important for our new SWAT officers to learn from subject matter experts in the tactical community that can provide real world knowledge and practical applications in their field; and

WHEREAS, participation in the conference with the other regional SWAT members from Manteca and Ripon will also serve to bond the different agencies and help the cohesiveness of the SWAT team as our officers integrate themselves; and

WHEREAS, the cost for five SWAT officers to attend the CATO Conference is \$7,200, and there is sufficient funds in the Lathrop Police Department's training budget to cover the cost of the training.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the out-of-state travel for five SWAT officers to participate in the California Association of Tactical Officers (CATO) Annual Training Conference in Reno, Nevada from November 9, 2022 to November 12, 2022.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

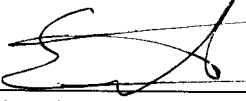
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

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ITEM: APPROVE AMENDMENTS TO EMPLOYER- EMPLOYEE ORGANIZATION RELATIONS RESOLUTION AND APPROVE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 SIDE LETTER

RECOMMENDATION: Adopt Resolution to Approve Amendments to the Employer-Employee Organization Relations Resolution and Approve Service Employees International Union Local 1021 Side Letter

SUMMARY:

The City's current Employer-Employee Relations Resolution (EERR) (Attachment A) details the City's processes for establishing appropriate bargaining units and formally recognizing exclusive bargaining representatives. In review of the City's current protocols, updates have been identified and amendments are proposed (Attachment B).

The City has met and consulted with the Service Employees International Union Local 1021 (SEIU) and the Lathrop Mid-Managers and Confidential Employees Association (LMCEA) regarding the EERR. Both representative organizations support the proposed updates to the EERR. The City has met and conferred with the SEIU, regarding Side Letter agreement No. 1 (Attachment C) to the current Memorandum of Understanding (MOU). Staff is requesting an amendment, by way of a side letter, to the SEIU MOU to incorporate agreed upon language change related to bi-lingual pay and the incorporation of language to provide an incentive for special class driver's licenses.

BACKGROUND:

EERR:

The current EERR, resolution 91-152, was adopted by City of Lathrop City Council in 1991 to provide orderly procedures for the administration of employer-employee relations between the City and its employee organizations. The updated EERR is intended to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the City.

SEIU MOU Side Letter:

Effective July 1, 2022, a new four year Memorandum of Understanding between the City of Lathrop and Service Employees International Union Local 1021 commenced. Section 4.4 (d) of the SEIU MOU requires Council action if more than 5 employees receive bilingual pay. The Department Head must establish there is a need for the language and that there is a benefit to the City for the employee to provide translation services. Additionally, the employees must demonstrate proficiency of their skills in a language other than English through a certification process. Staff is requesting to remove the language requiring Council action for more than five employees. This will minimize the need to continually bring this item to Council for approval.

**OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE AMENDMENTS TO EMPLOYER- EMPLOYEE ORGANIZATION RELATIONS
RESOLUTION AND APPROVING SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL SIDE LETTER**

The Utility Operator classifications have a need to obtain and maintain a Class B License in order to drive specialized equipment to assist with the function of their position, but it is not necessary that all operators have this license. For those that take on the additional responsibility of obtaining and maintaining a Special Class Driver's License, the Side Letter Agreement will allow us to provide special compensation of 5% to these employees.

REASON FOR RECOMMENDATION:

In 2019, changes were made to the State of California Government Code section 3500, removing procedures that were previously required. Removal of the requirement of an election procedure, which calls for a secret ballot election has been removed in the recommended amendments to the City of Lathrop's EERR. Additional incorporated edits include adding language which reflects that Peace Officers have the right to be represented in separate units composed solely of such peace officers, adding procedures for processing severance requests, adding language required under Government Code 3502.5 (f) and updating impasse procedures to reflect Government Code 3541.3(d).

On June 28, 2022, the Lathrop Police Department started full operations. The addition of the Police Department significantly increased our employee population and created many new positions. Many of the new positions are forward facing to the public. In an effort to better serve our diverse community, staff is recommending the removal of the language requiring Council action if more than (5) employees in SEIU receive bi-lingual pay. This will promote efficiency with the process to allow additional certified staff who are deemed eligible to receive bi-lingual pay of \$60.00 a month when a need is identified.

The special compensation pay for a Special Class Driver's License recognizes the effort of those staff who take on the additional responsibility of obtaining and maintaining their Class B License.

CITY MANAGER'S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE AMENDMENTS TO EMPLOYER- EMPLOYEE ORGANIZATION RELATIONS
RESOLUTION AND APPROVING SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL SIDE LETTER

FISCAL IMPACT:

There is no fiscal impact to the proposed EERR amendments.

The fiscal impact to increase the number of eligible employees' special compensation of \$60 per month for bi-lingual pay is an annual increase of \$3,600.

The fiscal impact to add the special compensation of class B licenses to eligible employees is an annual increase of \$15,857

ATTACHMENTS:

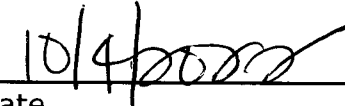
- A. EERR Resolution 91-152
- B. Resolution approving the amendment to the Employer-Employee Organization Relations Resolution
- C. Side Letter Agreement No. 1 with SEIU
- D. Resolution approving the Service Employees International Union Local 1021, MOU side letter

CITY MANAGER'S REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE AMENDMENTS TO EMPLOYER- EMPLOYEE ORGANIZATION RELATIONS
RESOLUTION AND APPROVING SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL SIDE LETTER

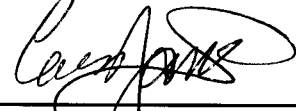
APPROVALS:



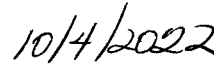
Theresa Roland
Director of Human Resources



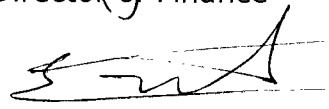
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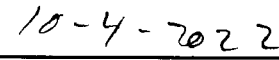
Cari James
Director of Finance




Date




Salvador Navarrete
City Attorney



Date



Stephen J. Salvatore
City Manager



Date

ATTACHMENT A

RESOLUTION NO. 91-152

EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS RESOLUTIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LATHROP

Article I -- General Provisions

Sec. 1. Statement of Purpose.

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer-employee relations between the City and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of State law, City ordinances, resolutions and rules which establish and regulate the personnel system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen the personnel system and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the City.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by Federal or State Law. However, nothing herein shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Sec. 2. Definition.

As used in this Resolution, the following terms shall have the meanings indicated:

- a. "Appropriate Unit" means a unit of employee classes or positions, established pursuant to Article II hereof.
- b. "City" means the City of Lathrop, and, where appropriate herein, refers to the City Council or any duly authorized City representative as herein defined.
- c. "Confidential Employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations.
- d. "Consult/Consultation in Good Faith" means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counterproposals with an exclusively recognized employee organization in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to Article IV hereof.
- e. "Day" means calendar day unless expressly stated otherwise.
- f. "Employee Relations Officer" means the City Manager or his duly authorized representative.
- g. "Impasse" means that the representatives of the City and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences or matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
- h. "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of City policies and programs.
- i. "Proof of Employee Support" means (1) an authorization card recently signed and personally dated by an employee, or (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the

authorization last signed by an employee. The words "recently signed" shall mean within one hundred eighty (180) days prior to the filing of a petition.

j. "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the City as the sole employee organization representing the employees in an appropriate representation unit pursuant to Article II hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.

k. "Supervisory Employee" means any employee having authority, in the interest of the City, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Article II -- Representation Proceedings

Sec. 3. Filing of Recognition Petition by Employee Organization.

An employee organization that seeks to be formally acknowledged as the Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a. Name and address of the employee organization.
- b. Names and titles of its officers.
- c. Names of employee organization representatives who are authorized to speak on behalf of the organization.
- d. A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the City.
- e. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- f. Certified copies of the employee organization's constitution and bylaws.

g. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.

h. A statement that the employee organization has no restriction on membership based on race, color, creed, sex, national origin, age, or physical disability.

i. The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.

j. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the City. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

k. A request that the Employee Relations Officer formally acknowledges the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Sec. 4. City Response to Recognition Petition.

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

a. There has been compliance with the requirements of the Recognition Petition, and

b. The proposed representation unit is an appropriate unit in accordance with Sec. 8 of this Article II.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee

organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing. The petitioning employee organization may appeal such determination in accordance with Sec. 10 of this Resolution.

Sec. 5. Open Period for Filing Challenging Petition.

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Sec. 3 of this Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Sec. 8 of this Article II. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Sec. 10 of this Article II.

Sec. 6. Election Procedure.

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by the City Clerk in accordance with its rules and procedures subject to the provisions of this Resolution. All employee organizations who have fully submitted petitions which have been determined to be in conformance with this Article II shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the City. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the City in the same unit on the same date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated

appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none or the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the State Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the City and by each employee organization appearing on the ballot.

Sec. 7. Procedure for Decertification of Exclusively Recognized Employee Organization.

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

a. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.

b. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as the representative of that unit.

c. An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.

d. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent that includes the allegation and information required under paragraph (c.) of this Section 7, and otherwise conforms to the requirements of Section 3 of this Article.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his determination is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefor in writing. The petitioning employees or employee organization may appeal such determination in accordance with Sec. 10 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Sec. 6 of this Article II.

During the "open period" specified in the first paragraph of this Sec. 7, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such notice file a Recognition Petition in accordance with this Sec. 7, which the Employee Relations Officer shall act on in accordance with this Sec. 7.

If, pursuant to this Sec. 7, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

Sec. 8. Policy and Standards for Determination of Appropriate Units.

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the City and its compatibility with the primary responsibility of the City and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

a. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.

b. History of representation in the City and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.

c. Consistency with the organizational patterns of the City.

d. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.

e. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classification among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Sec. 2 of this Resolution, are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section.

Sec 9. Procedure for Modification of Established Appropriate Units.

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Sec. 7 of this Article II. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Sec. 3 of this Article, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Sec. 8 hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

The Employee Relations Officer may on his/her own motion propose during the period specified in Sec. 7 of this Article that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Sec. 8 of this Article II, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 10 of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Sec. 3 hereof.

Sec. 10. Appeals.

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer under this Article II may, within ten (10) days of notice thereof, request the intervention of the California State Conciliation Service pursuant to Government Code Sections 3507.1 and 3507.3, or may, in lieu thereof or thereafter appeal such determination to the City Council for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of proceedings pursuant to Government Code Sections 3507.1 and 3507.3, whichever is later.

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Sec. 3); Challenging Petition (Sec. 5) or Decertification of Recognition Petition (Sec. 7) -- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Sec. 7) -- has not been filed in compliance with the applicable provisions of this Article may, within fifteen (15) days of notice of such determination, appeal the determination to the City Council for final decision.

Appeals to the City Council shall be filed in writing with the City Clerk, and a copy thereof served on the Employee Relations Officer. The City Council shall commence to consider the matter within thirty (30) days of the filing of the appeal. The City Council may, in its discretion, refer the dispute to a third party hearing process. Any decision of the City Council on the use of such procedure, and/or any decision of the City Council determining the substance of the dispute shall be final and binding.

Article III -- Administration

Sec. 11. Submission of Current Information by Recognized Employee Organizations.

All changes in the information filed with the City by an Exclusively Recognized Employee Organization under items (a.) through (h.) of its Recognition Petition under Sec. 3 of this Resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

Sec. 12. Payroll Deductions on Behalf of Employee Organizations.

Upon formal acknowledgment by the City of an Exclusively Recognized Employee Organization under this Resolution, only such Recognized Employee Organization may be provided payroll deductions of membership dues and insurance premiums for plans sponsored by such organization upon the written authorization of employees in the unit represented by the Exclusively Recognized Employee organization on forms provided therefor by the City. The providing of such service to the Exclusively Recognized Employee Organization by the City shall be contingent upon and in accordance with the provisions of Memoranda of Understanding and/or applicable administrative procedures.

Sec. 13. Employee Organization Activities -- Use of City Resources.

Access to City work locations and the use of City paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized

only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of City operations.

Sec. 14. Administrative Rules and Procedures.

The City Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

Article IV -- Impasse Procedures

Sec. 15. Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

a. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and

b. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Sec. 16. Impasse Procedures

Impasse procedures are as follows:

a. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

b. If the parties fail to agree to submit the dispute to mediation or fail to agree on the selection of a mediator, or fail to resolve the dispute through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the impasse to fact-finding.

c. If the parties agree on fact-finding, they may

agree on the appointment of one or more fact-finders. If they fail to so agree on one or more fact-finders, a fact-finding panel of three (3) shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the Exclusively Recognized Employee Organization, and those two shall name a third, who shall be the chairperson. If they are unable to agree upon a third, they shall select by agreement the third member from one or more lists of seven (7) names of individuals having fact-finding experience in the municipal sector to be provided by the State Conciliation Service.

The following constitute the jurisdictional and procedural requirement for fact-finding:

(1) The fact-finders shall consider and be guided by applicable Federal and State laws (and Charter provisions).

(2) Subject to the stipulations of the parties, the fact-finders shall determine and apply the following measures and criteria in arriving at their findings and recommendations:

(a) First, as relevant to the issues in dispute, the fact-finders shall compare the total compensation, hours and conditions of employment of the employees involved in the fact-finding proceeding with the total compensation, hours and conditions of employment of other employees performing similar services in public and private employment in the same and comparable communities. "Total compensation" shall mean all wage compensation, including but not limited to premium, incentive, minimum, standby, out-of-class and deferred pay; all paid leave time; all allowances, including but not limited to educational and uniform benefits; and employer payments for all health, welfare and pension benefits.

(b) The fact-finders shall then adjust the results of the above comparisons based on the following factors:

(i) The compensation necessary to recruit and retain qualified personnel.

(ii) Maintaining compensation relationships between job classifications and positions within the City.

(iii) The pattern of change that has occurred in the total compensation of the employees in the unit at impasse as compared to the pattern of change in the average "consumer price index" for goods and services, and the pattern of change in wages and compensation of other wage earners.

(c) The fact-finder(s) shall then determine preliminary recommendations based on the comparisons as adjusted

above which, however, shall be reduced as appropriate based on the financial resources of the City to implement them. In assessing the City's financial resources, the fact-finder(s) shall be bound by the following:

(i) Other legislatively determined and projected demands on agency resources, i.e., budgetary priorities as established by the governing body; and

(ii) Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s); and

(iii) Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s); and

(iv) Assurance of sufficient and sound budgetary reserves; and

(v) Constitutional, statutory (and charter) limitations on the level and use of revenues and expenditures.

(3) The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria, adjustments, and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, the fact-finder or the chairperson of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative consideration of the impasse.

If the parties did not agree on mediation or the selection of a mediator and did not agree on fact-finding, or having so agreed, the impasse has not been resolved, the City Council may take such action regarding the impasse as it in its discretion deems appropriate as in the public interest. Any legislative action by the City Council on the impasse shall be final and binding.

Sec. 17. Costs of Impasse Procedures.

The costs for the services of a mediator and fact-finder or chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of medication and fact-finding,

shall be borne equally by the City and Exclusively Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

Article V -- Miscellaneous Provisions

Sec. 18. Construction.

This Resolution shall be administered and construed as follows:

(a) Nothing in this Resolution shall be construed to deny to any person, employee, organization, the City, or any authorized officer, body or other representative of the City, the rights powers and authority granted by Federal or State law (or City Charter provisions).

(b) This Resolution shall be interpreted so as to carry out its purposes as set forth in Article I.

(c) Nothing in this Resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to City employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In consideration of and as a condition of initial and continued employment by the City, employees recognize that any such actions by them are in violation of their conditions of employment except as expressly otherwise provided by legally preemptive State or contrary local law. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination, and may be permanently replaced, to the extent such actions are not prohibited by preemptive law; and employee organizations may thereby forfeit any rights accorded them under City law or contract.

Sec. 19. Severability.

If any provision of this Resolution, or the application of such provision to any persons or circumstance, shall be held invalid, the remainder of this Resolution, or the application for such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

The foregoing Resolution was passed and adopted on

September 3, _____, 1991, by the following vote:

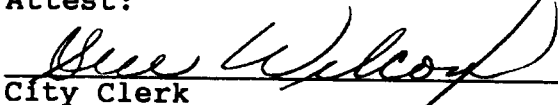
AYES: McKee, Hill, Sangalang, Freeman

NOES:

ABSENT: Gatto

ABSTAIN:

Attest:



City Clerk

ATTACHMENT B

RESOLUTION NO. 22-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP ADOPTING A RESOLUTION TO RESCIND RESOLUTION 91-152 AND ADOPT AN UPDATED EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS RESOLUTION

WHEREAS, Resolution 91-152 was adopted by the City Council to provide orderly procedures for the administration of employer-employee relations between the City and its employee organizations; and

WHEREAS, in 2019, changes were made to the State of California Government Code section 3500, removing procedures that were previously required; and

WHEREAS, language was included to include Peace Officers having the right to be represented in separate units composed solely of such peace officers, adding procedures for processing severance requests, adding language required under Government Code 3502.5 (f) and updating impasse procedures to reflect Government Code 3541.3(d); and

WHEREAS, by the adoption of Resolution 22-_____, Resolution 91-152 is hereby rescinded, the updated Employer-Employee Relations Agreement is adopted;

Article I -- General Provisions

Sec. 1. Statement of Purpose:

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 *et seq.*) captioned "Local Public Employee Organizations," (the Meyers-Milias-Brown Act) by providing orderly procedures for the administration of employer-employee relations between the City and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of state law, (the City Charter), ordinances, resolutions and rules which establish and regulate the civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the City.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law (or the City Charter). However, nothing herein shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Sec. 2. Definitions:

As used in this Resolution, the following terms shall have the meanings indicated:

- a.** "Appropriate unit" means a unit of employee classes or positions, established pursuant to Article II hereof.
- b.** "City" means the City of Lathrop, and, where appropriate herein, refers to the City Council or any duly authorized City representative as herein defined.
- c.** "Confidential Employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations.
- d.** "Consult/Consultation in Good Faith" means to communicate orally or in writing with all effected recognized employee organizations for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of the meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to Article IV hereof.
- e.** "Day" means calendar day unless expressly stated otherwise.
- f.** "Employee Relations Officer" means the City Manager or his/her duly authorized representative.
- g.** "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the City as the sole

employee organization representing the employees in an appropriate representation unit pursuant to Article II hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.

Such recognition status may only be challenged by another employee organization as set forth in Article II section 8.

h. "Impasse" means that the representatives of the City and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

i. "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of City policies and programs.

j. "Proof of Employee Support" means (1) an authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within ninety (90) days prior to the filing of such proof of support.

k. "Supervisory Employee" means any employee having authority, in the interest of the City, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

l. Terms not defined herein shall have the meanings as set forth in the MMBA.

Article II -- Representation Proceedings

Sec. 3. Filing of Recognition Petition by Employee Organization:

An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a.** Name and address of the employee organization.
- b.** Names and titles of its officers.
- c.** Names of employee organization representatives who are authorized to speak on behalf of the organization.
- d.** A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the City.
- e.** A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- f.** Certified copies of the employee organization's constitution and bylaws.
- g.** A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- h.** A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability or medical condition.
- i.** The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- j.** A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the City. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Sec. 4. City Response to Recognition Petition:

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a.** There has been compliance with the requirements of the Recognition Petition, and
- b.** The proposed representation unit is an appropriate unit in accordance with Sec. 9 of this Article II.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

The petitioning employee organization may appeal such determination in accordance with Sec. 12 of this Resolution.

Sec. 5. Open Period for Filing Challenging Petition:

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Sec. 3 of this Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Sec. 9 of this Article II. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Sec. 12 of this Article II.

Sec. 6. Granting Recognition Without an Election:

If the Petition is in order, and the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

Sec. 7. Election Procedure:

Where recognition is not granted pursuant to Sec. 6, the Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article II shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the City. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the City in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the City and by each employee organization appearing on the ballot.

Sec. 8 Procedure for Decertification of Exclusively Recognized Employee Organization:

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- a.** The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- b.** The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
- c.** An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- d.** Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent, that includes the allegation and information required under this Section 8, and otherwise conforms to the requirements of Section 3 of this Article.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Sec. 12 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Sec. 7 of this Article II.

During the "open period" specified in the first paragraph of this Sec. 8, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such notice file a Recognition Petition in accordance with this Sec. 8, which the Employee Relations Officer shall act on in accordance with this Sec. 8.

If, pursuant to this Sec. 8, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

Sec. 9. Policy and Standards for Determination of Appropriate Units:

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the City and its compatibility with the primary responsibility of the City and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- a.** Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- b.** History of representation in the City and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- c.** Consistency with the organizational patterns of the City.
- d.** Effect of differing legally mandated impasse resolution procedures.
- e.** Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- f.** Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Sec. 2 of this Resolution, are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

Peace Officers have the right to be represented in separate units composed solely of such peace officers.

Also under the MMBA, professional employees have the right to be represented separately from non-professional employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer shall be final.

Sec. 10. Procedure for Modification of Established Appropriate Units:

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Sec. 8 of this Article II. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Sec. 3 of this Article, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Sec. 9 hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

The Employee Relations Officer may by his own motion propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Sec. 9 of this Article II, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 12 of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Sec. 3 hereof.

Sec. 11. Procedure for Processing Severance Requests:

An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Sec. 10 for modification requests.

Sec. 12. Appeals:

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Sec. 3), Challenging Petition (Sec. 5), Decertification Petition (Sec. 8), Unit Modification Petition (Sec. 10) --- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Sec. 8) or Severance Request (Sec. 11) ---has not been filed in compliance with the applicable provisions of this Article, may, within ten (10) days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the City Council for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

Appeals to the City Council shall be filed in writing with the City Clerk, and a copy thereof served on the Employee Relations Officer. The City Council shall commence to consider the matter within thirty (30) days of the filing of the appeal. The City Council may, in its discretion, refer the dispute to a non-binding third party hearing process. Any decision of the City Council on the use of such procedure, and/or any decision of the City Council determining the substance of the dispute shall be final and binding.

Article III -- Administration

Sec. 13. Submission of Current Information by Recognized Employee Organizations:

All changes in the information filed with the City by an Exclusively Recognized Employee Organization under items (a.) through (h.) of its Recognition Petition under Sec. 3 of this Resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

Exclusively Recognized Employee Organizations that are party to an agency shop provision shall provide annually to the Employee Relations Officer and to unit members within 60 days after the end of its fiscal year the financial report required under Government Code Section 3502.5 (f) of the Meyers-Milias Brown Act.

Sec. 14. Employee Organization Activities -- Use of City Resources:

Access to City work locations and the use of City paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of City operations.

Sec. 15. Administrative Rules and Procedures:

The City Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

Article IV -- Impasse Procedures

Sec. 16. Initiation of Impasse Procedures:

If the meet and confer process has reached impasse as defined in Section 2 of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- a.** To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- b.** If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Sec. 17. Impasse Procedures:

Impasse procedures are as follows:

- a.** If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- b.** If the parties agree to, and do participate in mediation, and if mediator is unable to effect settlement of the controversy, the employee organization may present a request to the City and the Public Employment Relations Board (PERB) to submit the impasse to fact-finding. This request by the employee organization to submit the impasse to fact-finding must be made no sooner than 30 days, but no later than 45 days, following the selection of a mediator by the parties.
- c.** If the parties do not agree to participate in mediation, the employee organization may present a request to the City and PERB to submit the impasse to fact-finding no later than 30 days following the date that either party has provided the other a written notice of declaration of impasse.
- d.** Within five (5) working days after PERB's determination that the request for fact-finding is sufficient, a fact-finding panel of three (3) shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, and one member shall be appointed by the Exclusively Recognized Employee Organization. PERB shall, within five (5) working days after making its determination that the request for fact-finding is sufficient, submit the names of seven persons, drawn from the list of neutral fact-finders established pursuant to Government Code section 3541.3(d). PERB shall thereafter designate one of the seven persons to serve as the chairperson unless notified by the parties within five (5) working days that they have mutually agreed upon a person to chair the panel in lieu of a chairperson selected by PERB.

e. The following constitute the jurisdictional and procedural requirements for fact-finding:

(1) The panel shall, within ten (10) days after its appointment, meet with the parties or their representatives, either jointly or separately, and may make inquiries and investigations, hold hearings, and take any other steps it deems appropriate. The panel shall have subpoena power with regard to hearings, investigations and inquiries.

(2) Subject to the stipulations of the parties, the fact-finders shall consider, weigh and be guided by the following measures and criteria in arriving at their findings and recommendations:

- a.** State and federal laws that are applicable to the employer.
- b.** Local rules, regulations, or ordinances.
- c.** Stipulations of the parties.
- d.** The interests and welfare of the public, and the financial ability of the public agency.
- e.** Comparison of the wages, hours, and conditions of employment of the employees involved in the fact-finding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
- f.** The consumer price index for goods and services, commonly known as the cost of living.
- g.** The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
- h.** Any other facts not confined to those specified in paragraphs (a)-(g), inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations, including, but not limited to:
 - (i.)** Maintaining appropriate compensation relationships between classifications and positions within the City;
 - (ii.)** Other legislatively determined and projected demands on agency resources (i.e., budgetary priorities as established by the governing body);
 - (iii.)** Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s);
 - (iv.)** Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s);
 - (v.)** Assurance of sufficient and sound budgetary reserves; and
 - (vi.)** Constitutional, statutory, and Municipal Code/ Charter limitations on the level and use of revenues and expenditures.

(3) Within thirty (30) days after the appointment of the fact-finding panel, or, upon agreement by both parties within a longer period, the panel shall make written findings of fact and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization before they are made available to the public.

f. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, the City shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative consideration of the impasse.

g. After any applicable mediation and fact-finding procedures have been exhausted, but no earlier than ten (10) days after the fact finders' written findings of fact and recommended terms of settlement have been submitted to the parties, the City Council may hold a public hearing regarding the impasse, and take such action regarding the impasse as it in its discretion deems appropriate as in the public interest, including implementation of the City's last, best and final offer. Any legislative action by the City Council on the impasse shall be final and binding.

h. The costs for the services of the panel chairperson agreed upon by the parties shall be equally divided between the parties, and shall include per diem fees, if any, and actual and necessary travel and subsistence expenses. The per diem fees shall not exceed the per diem fees stated on the chairperson's résumé on file with PERB. The chairperson's bill showing the amount payable by the parties shall accompany his or her final report to the parties and PERB. The parties shall make payment directly to the chairperson.

i. Any other mutually incurred costs shall be borne equally by the parties. Any separately incurred costs for the panel member selected by each party shall be borne by that party.

Sec. 18. Costs of Impasse Procedures:

The cost for the services of a mediator and chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the City and Exclusively Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

Article V -- Miscellaneous Provisions

Sec. 19. Construction:

This Resolution shall be administered and construed as follows:

(a) Nothing in this Resolution shall be construed to deny to any person, employee, organization, the City, or any authorized officer, body or other representative of the City, the rights, powers and authority granted by federal or state law).

(b) This Resolution shall be interpreted so as to carry out its purpose as set forth in Article I.

Sec. 20. Severability:

If any provision of this Resolution, or the application of such provision to any persons or circumstances, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop hereby adopts the Employee-Employer Relations Resolution as outlined in this Resolution.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**SIDE LETTER AGREEMENT NO. 1
BETWEEN THE CITY OF LATHROP AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021
EXTENDING MEMORANDUM OF UNDERSTANDING**

THIS AGREEMENT, dated for convenience this ____ day of October 2022 is by and between Service Employees International Union, Local 1021 (SEIU) and the City of Lathrop (City);

RECITALS

WHEREAS, the City and SEIU are parties to a Memorandum of Understanding (MOU) with a term ending June 30, 2026; and

WHEREAS, the City has an increased need to provide bilingual services to the public; and

WHEREAS, Section 4.4 (d) of the SEIU MOU requires Council action if more than 5 employees receive bilingual pay; and

WHEREAS, the City has recommended deleting Section 4.4 (d) of the SEIU MOU in order to promote efficiency with this process by allowing the City to pay as many qualified employees bilingual pay as necessary for City operations; and

WHEREAS, language is also proposed to be added to the SEIU MOU to provide 5% Special Class Driver's License Pay as compensation to maintenance employees who obtain and maintain a Class B Driver's license to perform their duties where there is an operational need; and

WHEREAS, the 5% Special Class Driver's License Pay will be processed in accordance with Gov. Code Section 20636 for Special Compensation; and

WHEREAS, SEIU has reviewed and accepted these changes to the MOU; and

WHEREAS, unless included in this side letter agreement, all other terms and conditions of the SEIU MOU remain unchanged; and

NOW THEREFORE, the parties have agreed to adopt these changes by way of the meet and confer process and City Council approval by Resolution 22-_____. The persons executing this MOU each represent and warrant that they have been duly authorized to do so and the MOU is a valid and binding obligation of both parties.

CITY OF LATHROP


SEIU

Stephen J. Salvatore, City Manager

Cheryl Hicks, SEIU Representative

APPROVED AS TO FORM:

William Petrone, SEIU Field Director



Salvador Navarrete, City Attorney

Phil Humphrey, SEIU Member

Debra Wheale, SEIU Member

ATTACHMENT D

RESOLUTION NO. 22-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE EXECUTION OF SIDE LETTER AGREEMENT NO. 1 WITH SERVICE EMPLOYEE INTERNATIONAL UNION, LOCAL 1021 (SEIU)

WHEREAS, the City has an Memorandum of Understanding (MOU) with SEIU which expires on June 30, 2026; and

WHEREAS, the addition of the Police Department and increased staffing city-wide requires additional staff to provide bilingual services to support our diverse community; and

WHEREAS, Section 4.4 (d) of the SEIU MOU requires Council action if more than 5 employees receive bilingual pay; and

WHEREAS, the City has recommended deleting Section 4.4 (d) of the SEIU MOU in order to promote efficiency with this process by allowing the City to pay as many qualified employees bilingual pay as necessary for City operations; and

WHEREAS, language is also proposed to be added to the SEIU MOU to provide 5% Special Class Driver's License Pay as compensation to maintenance employees who obtain and maintain a Class B Driver's license to perform their duties where there is an operational need; and

WHEREAS, SEIU has reviewed and accepted these amendments to the MOU by a side letter agreement; and

WHEREAS, unless included in the side letter agreement, all other terms and conditions of the SEIU MOU will remain unchanged;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby authorize the City Manager to execute the proposed Side Letter Agreement No. 1 with SEIU.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

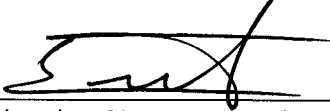
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

ITEM 4.14

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVE THE RIVER ISLANDS PHASE 2 WEST VILLAGE PRECISE PLANS FOR RIVER ISLANDS PARKWAY AND CAMBAY PARKWAY AND A COMMON USE AGREEMENT WITH RD 2062**

RECOMMENDATION: **Adopt Resolution Approving the River Islands Phase 2 West Village Precise Plans for River Islands Parkway and Cambay Parkway and a Common Use Agreement with Reclamation District 2062**

SUMMARY:

On June 14, 2021, City Council approved a Vesting Tentative Subdivision Map Tract 6716 for Phase 2 of the River Islands Project. The proposed Precise Plans set the right-of-way alignment, widths, lane configuration and cross-sections for River Islands Parkway (RIP) and Cambay Parkway, which are located adjacent to the West Village neighborhood of River Islands Phase 2, as shown in the Vicinity Map (Attachment E). The Precise Plans are necessary for the City to accept the dedication of right-of-way and improvements for these roadways.

A Common Use Agreement (CUA) is necessary to delineate the obligations and duties of the City and Islands Reclamation District No. 2062 (RD 2062) for a portion of Cambay Parkway that encroaches on the RD 2062 levee easement.

Staff recommends that the City Council approve the Precise Plans for the segments of RIP (Attachment B) and Cambay Parkway (Attachment C) that are adjacent to the West Village neighborhood and a CUA with RD 2062 (Attachment D).

BACKGROUND:

On June 14, 2021, City Council approved a Vesting Tentative Subdivision Map (VTM) Tract 6716 for Phase 2 of the River Islands Project with associated Conditions of Approval (COA). Prior to the approval of a Neighborhood Design Plan (NDP), the COA associated with VTM Tract 6716 require the approval of a precise plan for any adjacent arterial roadway. In addition, Section 12.12.120 of the Lathrop Municipal Code requires a Precise Plan to be approved prior to the dedication of land for street purposes and prior to the issuance of building permits within an adjacent neighborhood. The portions of RIP and Cambay Parkway that are included in the Precise Plans are adjacent to the West Village NDP, which is currently being processed for approval.

CITY MANAGER'S REPORT **Page 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE THE RIVER ISLANDS PHASE 2 WEST VILLAGE PRECISE PLANS FOR
RIP AND CAMBAY PARKWAY AND A CUA WITH RD 2062

A portion of Cambay Parkway encroaches into the RD 2062 levee easement; therefore, a CUA is necessary to delineate the obligations and duties of the City and RD 2062.

Staff recommends that the City Council approve the Precise Plans for the segments of RIP and Cambay Parkway that are adjacent to the West Village neighborhood and a CUA with RD 2062.

REASON FOR RECOMMENDATION:

River Islands Development (RID) has provided the proposed Precise Plans for the portions of RIP and Cambay Parkway adjacent to the West Village neighborhood that is consistent with the approved Phase 2 Tract 6716 vesting tentative map and revised Preliminary Development Plan. The Precise Plan will set the future right of way of this major street and provide eventual vehicular access through portions of the Phase 2 area.

RD 2062 has also provided a proposed CUA that protects both the District and the City from future improvements and maintenance activities that affect RD 2062's levee and the City's street (Cambay Parkway). This CUA is required for the City to approve the proposed Precise Plan.

FISCAL IMPACT:

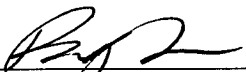
There is no budget impact to the City. RID is providing funds necessary to defray any staff time required to process their request.

ATTACHMENTS:

- A. Resolution Approving the River Islands Phase 2 West Village Precise Plan Lines for River Islands Parkway and Cambay Parkway and a Common Use Agreement with Reclamation District 2062
- B. River Islands Parkway Precise Plan
- C. Cambay Parkway Precise Plan
- D. Common Use Agreement with Reclamation District 2062
- E. Vicinity Map - Stage 2B portion of River Islands Phase 1 Area

CITY MANAGER'S REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
APPROVE THE RIVER ISLANDS PHASE 2 WEST VILLAGE PRECISE PLANS FOR
RIP AND CMBAY PARKWAY AND A CUA WITH RD 2062

APPROVALS



Brad Taylor
City Engineer

10/3/2022

Date



Cari James
Director of Finance

10/4/2022


Date



Michael King
Assistant City Manager

10 | 3 | 2022

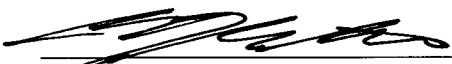
Date



Salvador Navarrete
City Attorney

10-3-2022

Date



Stephen J. Salvatore
City Manager

10-5-22

Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE RIVER ISLANDS PHASE 2 WEST VILLAGE PRECISE PLANS FOR RIVER ISLANDS PARKWAY AND CAMBAY PARKWAY AND A COMMON USE AGREEMENT WITH RECLAMATION DISTRICT 2062

WHEREAS, on June 14, 2021, City Council approved a Vesting Tentative Subdivision Map (VTM) Tract 6716 for Phase 2 of the River Islands Project with associated Conditions of Approval; and

WHEREAS, prior to the approval of a Neighborhood Design Plan (NDP), the Conditions of Approval associated with VTM Tract 6716 require the approval of a precise plan for any adjacent arterial roadway; and

WHEREAS, Section 12.12.120 of the Lathrop Municipal Code requires a Precise Plan to be approved prior to the dedication of land for street purposes and prior to the issuance of building permits within an adjacent neighborhood; and

WHEREAS, the portions of River Islands Parkway and Cambay Parkway that are included in the Precise Plans are adjacent to the West Village NDP, which is currently being processed for approval; and

WHEREAS, a portion of Cambay Parkway encroaches into the RD 2062 levee easement and therefore a Common Use Agreement (CUA) is necessary to delineate the obligations and duties of the City and RD 2062.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Lathrop does hereby approve the Precise Plans for River Islands Parkway and Cambay Parkway segments adjacent to the West Village neighborhood of Phase 2 and approves the Common Use Agreement by and between the City of Lathrop and Island Reclamation District No. 2062 for the portion of Cambay Parkway that overlaps with the levee easement recorded in favor of RD 2062, as included and incorporated in the October 10, 2022 staff report as Exhibit "D"; and

BE IT FURTHER RESOLVED that the City Council of the City of Lathrop, based on substantial evidence in the administrative record of proceedings, its findings above, including the staff report and associated attachments, and pursuant to its independent review and consideration, finds that adoption of this resolution does not require any additional environmental review pursuant to adopted CEQA guidelines since it does not propose changes in the approved project, cause any new significant environmental impacts, creates no substantial changes with respect to circumstances under which the project is undertaken that will require revisions to the previously certified River Islands SEIR and that there is no new information that was known or could not have reasonably been known at the time the previous SEIR was certified.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



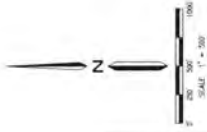
Salvador Navarrete, City Attorney

RIVER ISLANDS - PHASE 2 RIVER ISLANDS PARKWAY PRECISE PLANS

CITY OF LATHROP, SAN JOAQUIN COUNTY, CALIFORNIA



LOCATION MAP
SCALE 1" = 500'



SHEET NUMBER	COVER SHEET	SHEET TITLE
1	COVER SHEET	
2	DETAILS	
3	RIVER ISLANDS PARKWAY (STA. 2+10.5 TO STA. 4+14.0)	
4	RIVER ISLANDS PARKWAY (STA. 4+14.0 TO STA. 7+14.0)	
5	RIVER ISLANDS PARKWAY (STA. 7+14.0 TO STA. 8+14.0)	



VICINITY MAP
SCALE 1" = 500'

PHASE 2
RIVER ISLANDS PARKWAY
PRECISE PLAN

CITY OF LATHROP
SAN JOAQUIN COUNTY
CALIFORNIA

ODELL
ENGINEERING
8200 Stoneridge Mall Road, Suite 330
Pleasanton, CA 94588
PH: 925.233.6342 oedellingengineering.com

REV NO.	DATE	APPROVAL	DESCRIPTION

COVER SHEET



APPENDIX

DESIGNED	
CHECKED	
DRAWN	
SCALE	1" = 500'
DATE	8-30-2022
JOB NO.	25005
TITLE NO.	0911.DWG

SHEET NO.
1
OF
5

NO.	DATE	BY	REVISION

O'DELL
ENGINEERING
 8202 Stevenson Mill Road, Suite 330
 Pleasanton, CA 94588
 PH 925-233-8300 odellengr.com

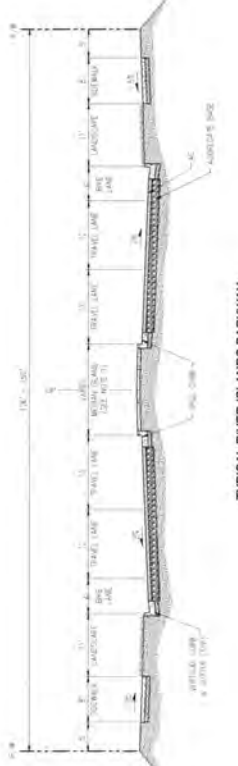
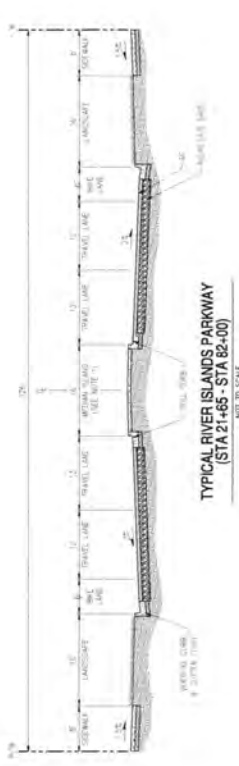
RIVER ISLANDS PARKWAY
 PRECISE PLAN
 PHASE 2
 CITY OF LATHROP
 SAN JOAQUIN COUNTY
 CALIFORNIA



APPROVED

DESIGNED	JLM
CHECKED	JLM
DRAWN	BP
SCALE	N/A
DATE	9-30-2022
JOB NO.	25060
TITLE	PROJ. ENG.

SHEET NO. 2 OF 5



- NOTES:
1. MEDIAN ISLAND REDUCES DOWN TO 4' WIDE AT INTERSECTIONS TO ACCOMMODATE FOR DESIGNATED LEFT-TURN POCKETS
 2. 4' WIDE MEDIAN ISLAND POCKET IS PROVIDED FOR THE CROSSING TRAFFIC AT THE WALDEN BRIDGE/PIER
 3. ISLAND PARKWAY INTERSECTION
 4. SIDEWALK WIDTHS SHALL BE 8' MIN TO 8' FOR GRANULAR SURFACES OF THE ROADWAY TO PROVIDE ADDITIONAL STABILIZATION FROM THE SLOPE FOR PEDESTRIAN AND BICYCLE SAFETY.

PLAN REVISIONS

NO.	DATE	DESCRIPTION

O'DELL
ENGINEERING
1000 Shoreline Blvd, Suite 300
Pleasanton, CA 94566
PH: 925.253.6340 odellexengineering.com

RIVER ISLANDS PARKWAY
PRECISE PLAN
CALIFORNIA
SAN JOAQUIN COUNTY
CITY OF LATHROP
PHASE 2

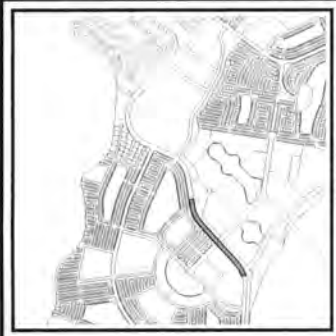
RIVER ISLANDS PARKWAY
(STA 21+65 TO STA 47+00)



APPROVED

DESIGNED	ALL
CHECKED	EC
SCALE	1" = 40'
DATE	9-30-2022
JOB NO.	22002
FILE NO.	PL0196

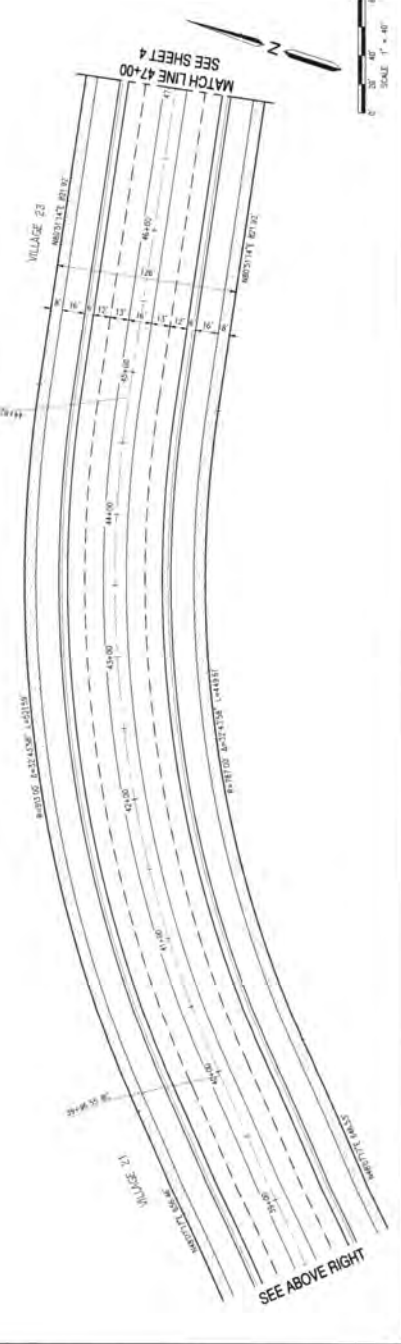
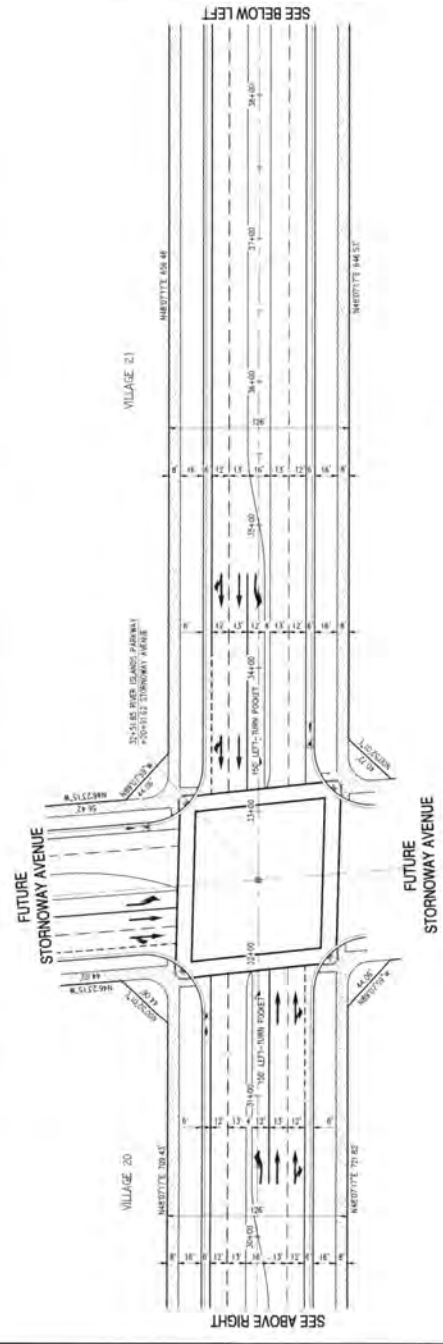
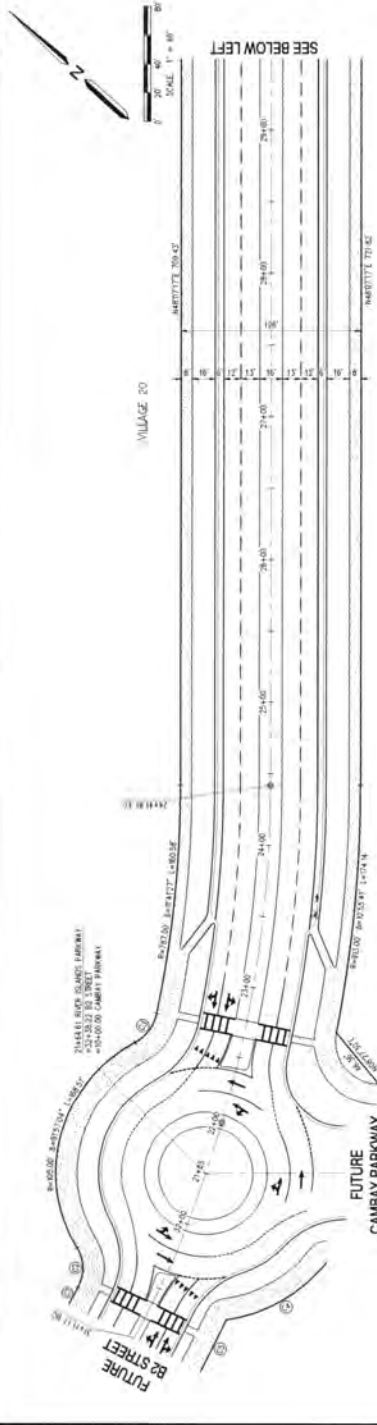
SHEET NO. 3 OF 5



INDEX MAP

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH
C1	786.00	107.17°	13.28
C2	30.00	59.2359°	29.58
C3	30.00	59.8322°	28.21
C4	105.00	45.2450°	63.23
C5	893.00	2.9237°	46.81



SEE ABOVE RIGHT

SEE ABOVE RIGHT

SEE BELOW LEFT

SEE BELOW LEFT

SEE SHEET 4

TEAM REVIEWS	DATE	BY	REVISIONS

O'DELL
ENGINEERING
 1200 Stonemary Mall Road, Suite 200
 Pleasanton, CA 94588
 PH: 925.222.8342 odelldesign.com

RIVER ISLANDS PARKWAY
 PRECISE PLAN
 CALIFORNIA
 SAN JOAQUIN COUNTY
 CITY OF LATHROP
 PHASE 2

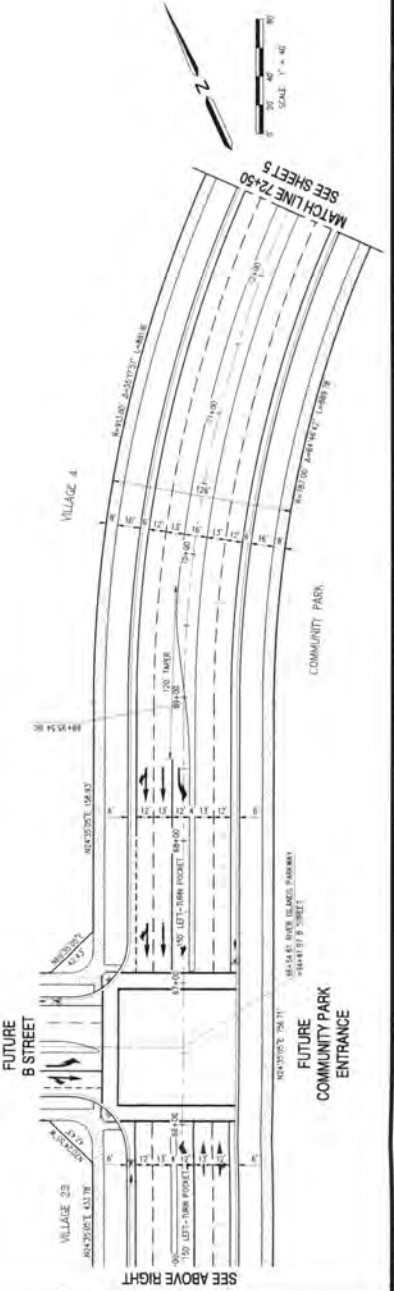
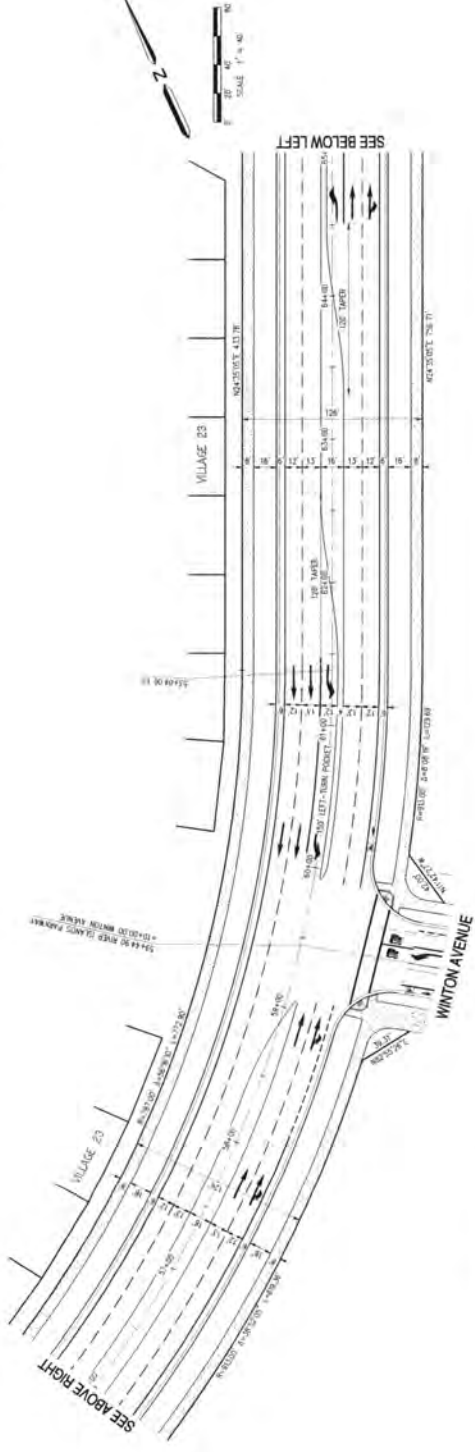
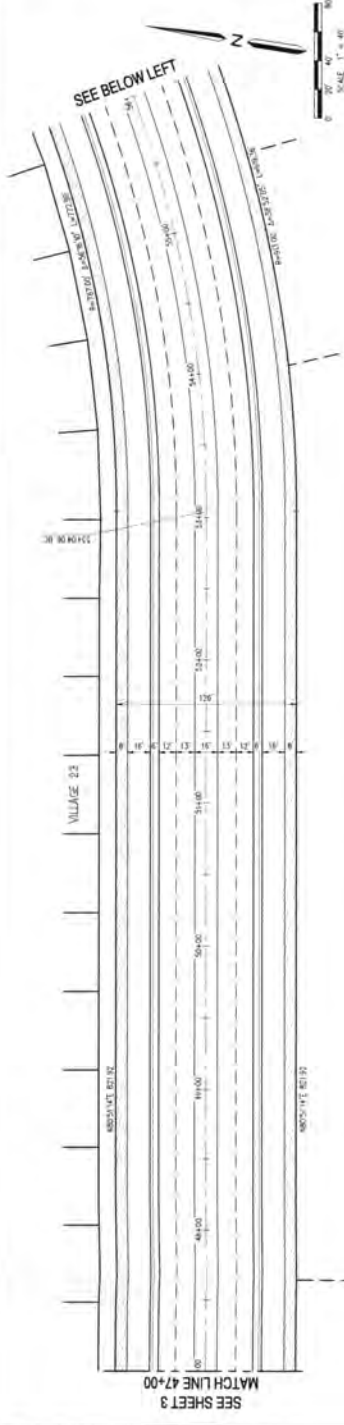
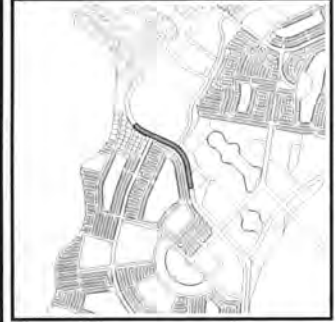
RIVER ISLANDS PARKWAY
 (STA 47+50 TO STA 72+50)



APPROVED

DESIGNED	
CHECKED	
DATE	9-26-2022
APP. NO.	22082
TEL. NO.	925.222.8342

SHEET NO.
 4 OF 5



REV.	DATE	BY	DESCRIPTION

O'DELL
ENGINEERING
 1550 Serrano Ave, Suite 300
 Pleasanton, CA 94566
 Ph: 925.272.6242 odellexp@comcast.net

RIVER ISLANDS PARKWAY
 PRECISE PLAN
 CALIFORNIA
 SAN JOAQUIN COUNTY
 CITY OF LATHROP
 PHASE 2

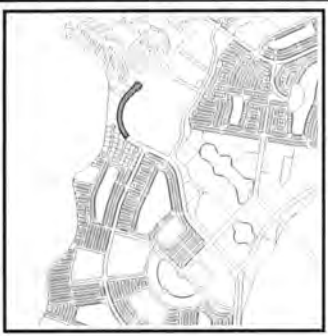
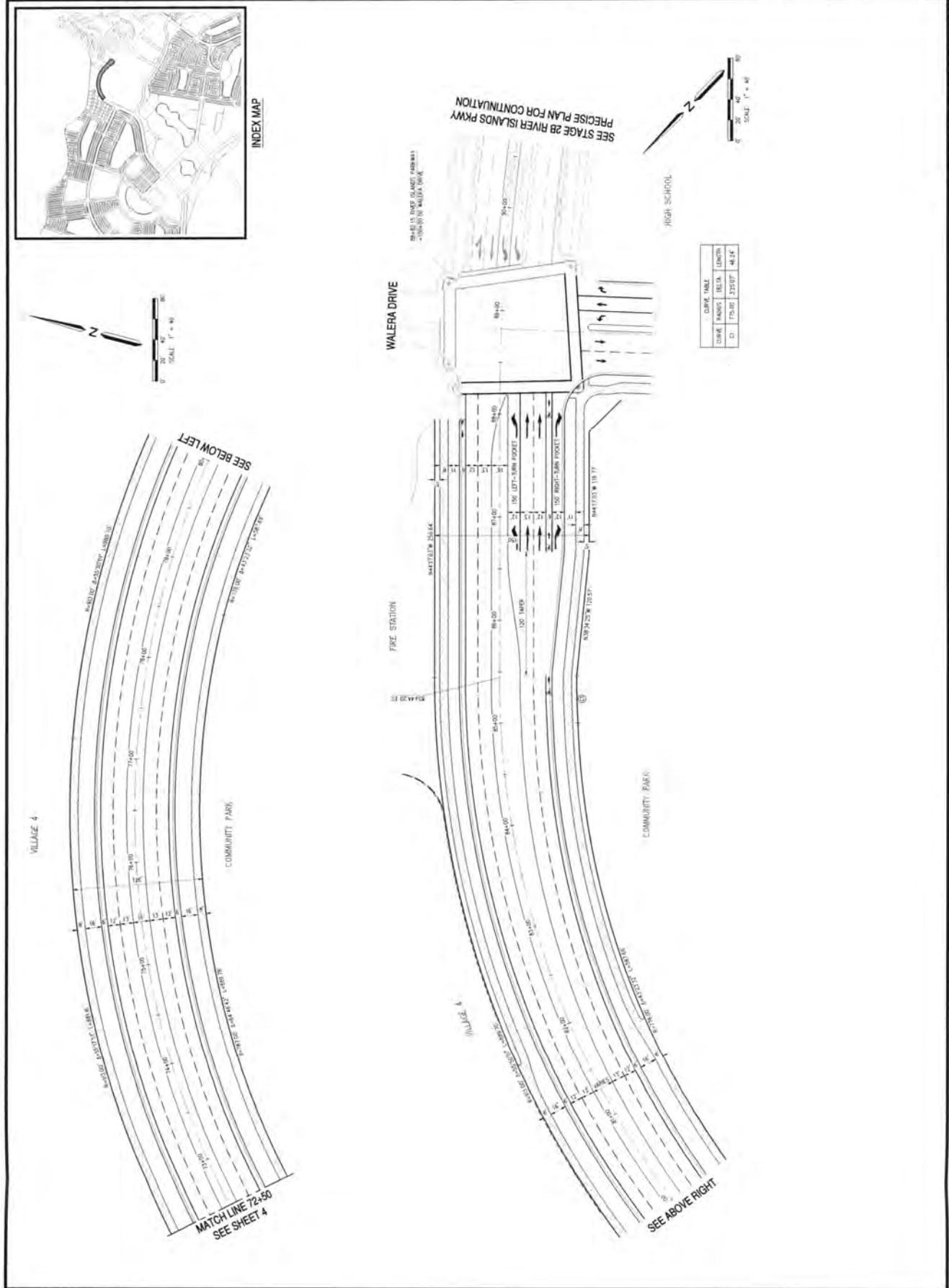
RIVER ISLANDS PARKWAY
 (STA 72+50 TO STA 86+42.15)



APPROVED

DESIGNED	ALL
DRAWN	SK
CHECKED	SK
SCALE	1" = 40'
DATE	9-30-2022
JOB NO.	22003
TITLE NO.	POD 086

SHEET NO.
 5
 OF
 5



CURVE TABLE	BEHA	LENGTH
C1	72+50	135.07
C2	77+50	48.24

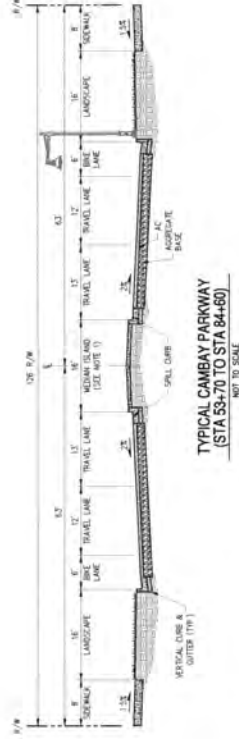
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RIVER ISLANDS - CAMBAY PARKWAY PRECISE PLANS

CITY OF LATHROP, SAN JOAQUIN COUNTY, CALIFORNIA



SHEET NUMBER	SHEET TITLE
1	COVER SHEET
2	CAMBAY PARKWAY (STA 53+70 TO STA 71+40)
3	CAMBAY PARKWAY (STA 71+40 TO STA 84+60)



NOTES:
1. MEAN ISLAND REDUCES DOWN TO 4' WIDE AT INTERSECTIONS TO ACCOMMODATE FOR INDICATED LEFT-TURN POCKETS.

PLAN REVISIONS

REV. NO.	DATE	DESCRIPTION

O'DELL
ENGINEERING
1825 South Main Street, Suite 300
Pleasanton, CA 94568
PH: 925.233.8340 | odellengr.com

CAMBAY PARKWAY
PHASE 2
CITY OF LATHROP
SAN JOAQUIN COUNTY
CALIFORNIA

COVER SHEET



APPROVED

DESIGNED	MDA
DRAWN	PL
CHECKED	PL
SCALE	1" = 300'
DATE	8/29/2023
JOB NO.	23054
FILE NO.	PRJ 094

SHEET NO.
1
OF
3

REVISED	DATE	DESCRIPTION

O'DELL
ENGINEERING
 1800 Shoreline Blvd., Suite 350
 Pleasanton, CA 94566
 PH: 925.225.8242 odelledesign.com

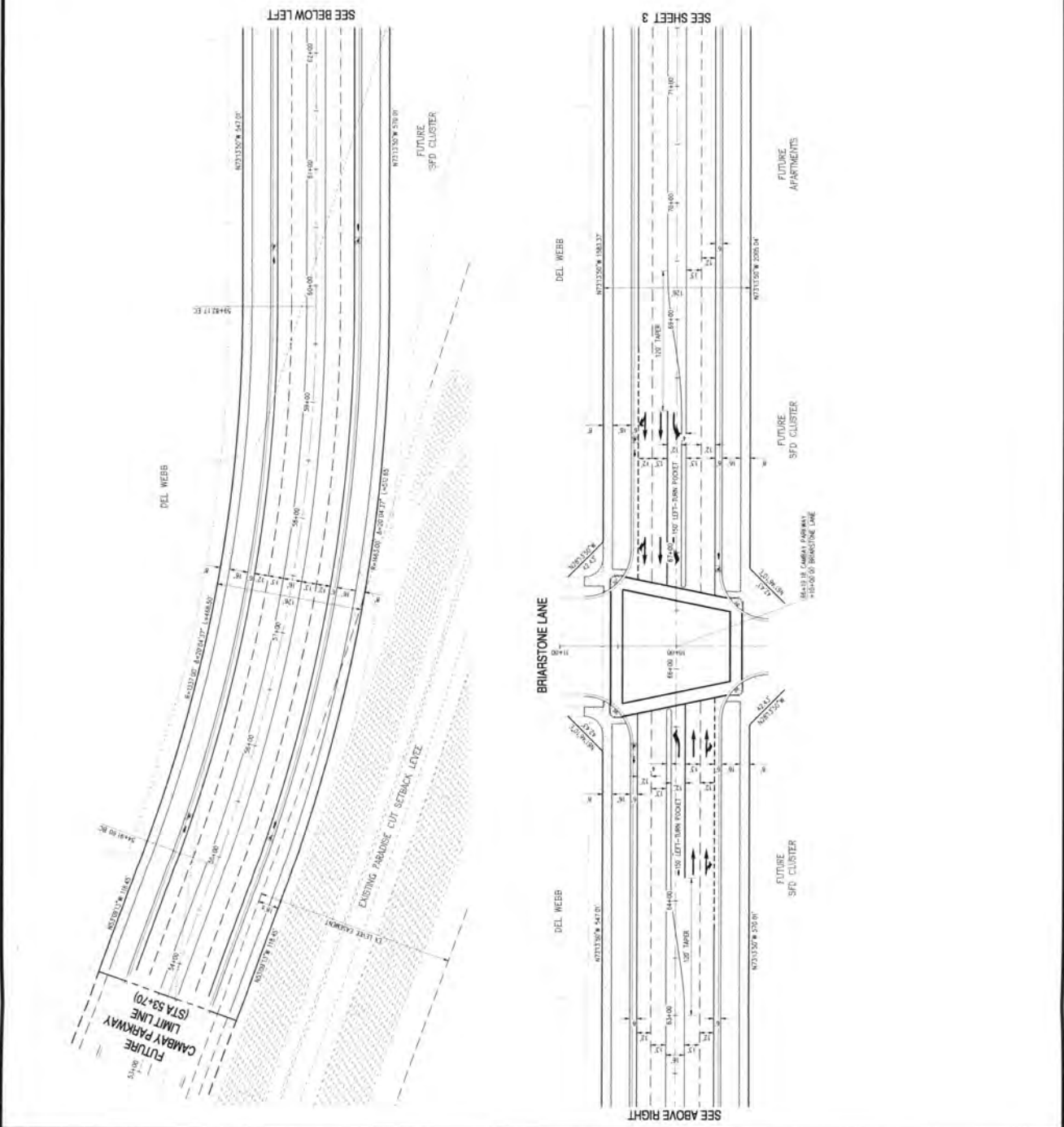
CAMBAV PARKWAY
 PHASE 2
 CITY OF LATHROP
 SAN JOAQUIN COUNTY
 CALIFORNIA
RIVER ISLANDS
 PRECISE PLANS



APPROVED

DESIGNED: MJS
 DRAWN: JJA
 CHECKED: TLM
 DATE: 8/29/2022
 JPA NO.: 22004
 FILE NO.: P01.196

SHEET NO.
2
 OF
3



PLAN REVISIONS:

REV	DATE	BY	APP/DATE	DESCRIPTION

O'DELL
ENGINEERING
16760 Shoreline Blvd., Suite 200
Palo Alto, CA 94304
PH: 650.223.8220 odelleng.com

CAMBAY PARKWAY
CITY OF LATHROP
SAN JOAQUIN COUNTY
CALIFORNIA
PHASE 2
CAMBAY PARKWAY (STA 71+50
TO STA 84+60)



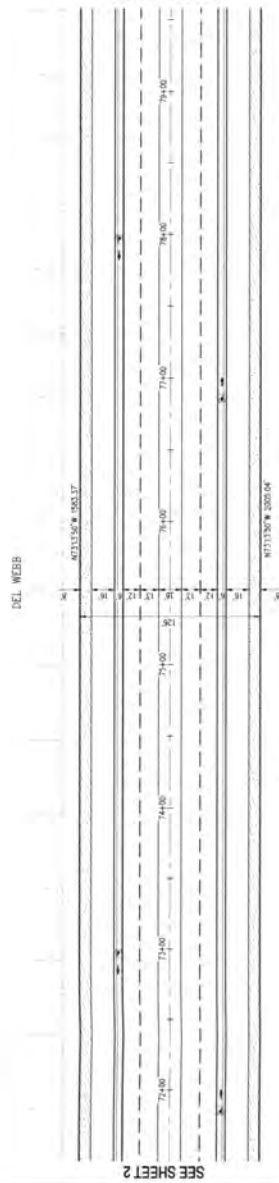
APPROVED:

DESIGNED:	MS
DRAWN:	JJ
CHECKED:	MS
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DATE:	8/20/2022
JOB NO.:	22004
FILE NO.:	P04.DWG

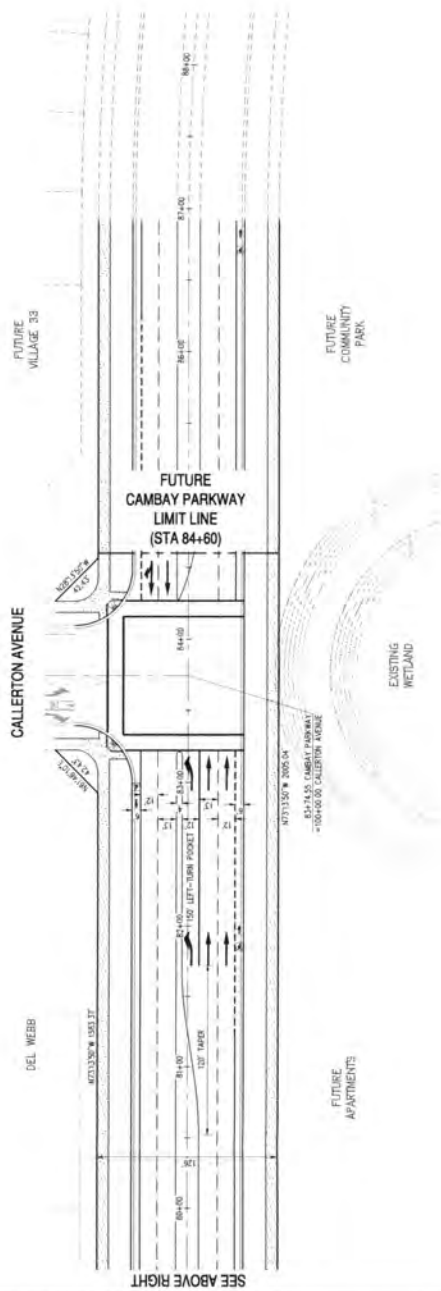
SHEET NO. **3**
OF **3**
3



SEE BELOW LEFT



SEE SHEET 2



SEE ABOVE RIGHT

**COMMON USE AGREEMENT
FOR A PORTION OF CAMBAY PARKWAY
BY AND BETWEEN THE
CITY OF LATHROP
AND
ISLAND RECLAMATION DISTRICT NO. 2062**

This COMMON USE AGREEMENT FOR A PORTION OF CAMBAY PARKWAY, associated with Phase 2 of River Islands at Lathrop entered into on **October 10, 2022** ("Agreement") and is made and entered into by ISLAND RECLAMATION DISTRICT NO. 2062, a reclamation district organized under the laws of the State of California (the "District"), and the **CITY OF LATHROP**, a municipal corporation in the State of California (the "City"), together "the Parties."

RECITALS

A. This Agreement relates to certain real property to be dedicated to City in the future for public right of way purposes known as "Cambay Parkway," specifically, a planned arterial street within the River Islands at Lathrop Master Planned Community ("River Islands Site"), being developed by River Islands Area One, LLC ("River Islands"), approved and included in the West Lathrop Specific Plan.

B. The Agreement also sets forth the process that will eventually lead to the dedication of public right of way associated with Cambay Parkway, as well as a public utility easement (PUE) adjacent to the right of way that will extend into the existing levee easement of the District. Prior to approval of a large lot map, final map or any other document facilitating the dedication of right of way and public utility easement for the portions of Cambay Parkway that extend into the existing levee easement of the District, the Parties agree to execute and record a Common Use Agreement that will supersede this Agreement.

C. On January 8, 2020, the District accepted its Phase 2 levee system for the right to control and maintain the levees constructed by District for flood protection purposes to protect development within the Phase 2 portion of the River Islands Site ("Levee Easement").

D. River Islands has proposed a Precise Plan Line for Cambay Parkway within Phase 2 that is required by condition of approval of Vesting Tentative Map Tract 6716 as provided in Exhibit "A" to this Agreement ("Cambay Precise Plan Line").

E. Since the Levee Easement provides appropriate legal access and authority to District for its flood protection works ("District Works") in accordance with the State Water Code and applicable FEMA regulations, and these levees are designed to provide 200-year Urban Level of Flood Protection (ULOP) in accordance with approved State Department of Water Resources Standards, prior to the approval of the Cambay Precise Plan Line and the dedication of subsequent rights of way for Cambay Parkway and associated PUEs, the Parties acknowledge and agree that it is necessary for the Parties to enter into an agreement to outline the duties and responsibilities of each Party, for the betterment of the public and to avoid conflicts in each Party's individual obligations under applicable law to those portions of street rights of way located within portions of the Levee Easement ("Common Use Area").

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants hereinafter set forth, the Parties do hereby agree as follows:

1. City hereby agrees to the construction, reconstruction, maintenance or use by District of the District Works located within the Common Use Area which is more particularly depicted in Exhibit "B" to this Agreement, incorporated herein by this reference.

2. District hereby agrees to the construction, reconstruction, maintenance or use by City of Cambay Parkway and any associated utilities within the Common Use Area which is more particularly depicted on Exhibit "A" to this Agreement, incorporated herein by this reference.

3. District and City acknowledge the priority of title of each other wherever applicable to the Common Use Area.

4. District acknowledges that street construction, underground pipelines, street lighting, storm drainage, landscaping and joint trench improvements will be constructed in the future as part of Cambay Parkway and has no objections to the design and proposed construction of these improvements that will be located within the Common Use Area. Further, the District agrees to have its District Engineer review any proposed improvement plans for Cambay Parkway in the future and provide written confirmation to the City that are no issues with the District Works associated with the construction of Cambay Parkway.

5. In the event that the future use of Cambay Parkway within the Common Use Area shall at any time necessitate rearrangement, relocation or reconstruction of any of the District's works within the Common Use Area, City shall notify District in writing of such necessity pursuant to applicable sections of the Water Code and City agrees to pay the cost of such rearrangement, relocation or reconstruction of District's works following approval of all plans and specifications of said rearrangement, relocation, or reconstruction by the District, which approval shall not be unreasonably withheld.

6. In the event that the future use of the District Works shall at any time necessitate rearrangement, relocation or reconstruction of any constructed improvements of Cambay Parkway within the Common Use Area, District shall notify City in writing of such necessity and District agrees to pay the cost of such rearrangement, relocation or reconstruction of Cambay Parkway within the Common Use Area, following approval of all plans and specifications of said rearrangement, relocation, or reconstruction by the City, which approval shall not be unreasonably withheld.

7. City shall pay the cost to maintain, repair or replace City's facilities located in the Common Use Area at its sole expense, and for construction, rearrangement, modification, alteration or relocation not requested or undertaken by District, except for damage resulting from maintenance, repair or replacement by District.

8. District or its assignees shall pay the cost to maintain, repair and replace District's facilities located in the Common Use Area at its sole expense, and for construction, rearrangement, modification, alteration or relocation not requested or undertaken by City, excepting damage resulting from maintenance, repair or replacement by City.

9. Prior to approval of a large lot map, final map or any other document facilitating the dedication of right of way and public utility easement for the portions of Cambay Parkway that extend into the existing levee easement of the District, the Parties agree to execute and record a Common Use Agreement that will supersede this Agreement.

10. District, when working within the Common Use Area shall comply with the following provisions:

(a) Except in times of emergency, including during a high water or flooding event, District shall provide reasonable notice to City before performing any work in the Common Use Area where such work will be performed in or on the traveled way or improved shoulders, sidewalk or landscaping of the roadway or will otherwise obstruct vehicular and/or pedestrian traffic.

(b) In all cases, District shall make adequate provisions for the protection of the travelling public and provide such barricades and safety devices as are required by City standards, and in cases of non-emergency, provide a Traffic Control Plan as required by City standards and specifications.

(c) All work shall be planned and carried out so there will be minimum inconvenience to the traveling public.

(d) All work shall be replacement in kind, conform to the existing facilities as to width and depth of surfacing thereof, meet all applicable City standards and specifications as determined by the City Engineer and shall be subject to inspection by City.

11. District and City shall use said Common Use Area in such manner as to not unreasonably interfere with the rights of either Party.

12. District shall not be responsible for any damage occurring to the City facilities in the Common Use Area that are not as a direct result of the District's maintenance, construction or reconstruction activities, or from its flood control facilities located on or near the Common Use Area. All costs for repairing such damage to City's facilities shall be borne by City.

13. City shall not be responsible for any damage occurring to District facilities in the Common Use Area that are not as a direct result of the City's maintenance, construction or reconstruction activities of its right of way or improvements on or near the Common Use Area. All costs for repairing such damage to District's facilities shall be borne by District.

14. District shall be responsible for the structural integrity of its levees, berms and similar structures, as well as vegetation and weed control activities of its levee slopes and adjacent areas that may transverse the Common Use Area. City shall be responsible for any landscaping and irrigation improvements within its right of way, including within the Common Use Area. The City or its assignees shall become responsibility for weed control within portions of the Common Use Area that are landscaped by the City.

15. District shall, for public purposes, dedicate the PUE for Streets via Grant Deed prior to approval of a large lot map, final map or any other document facilitating the dedication of right of way and public utility easement for the portions of Cambay Parkway that extend into the existing levee easement of the District. This Grant Deed shall be recorded concurrently with the recordation of the

first small lot final map that includes the portion of Cambay Parkway affected by this Common Use Agreement.

16. To the extent that the City's rights to its rights of way and/or PUEs for Streets under the applicable laws of the State of California do not hinder or conflict with the rights of the District under applicable laws of the State of California, such rights of the District shall remain and be in full force and effect. Should any conflict with the rights of the City by rights of the District be identified, the District hereby subrogates its rights to the City, subject to review and approval of the District's legal counsel.

17. This Agreement shall not have a prescribed term. Termination of Agreement shall only occur if the Common Use Area ceases to be in existence and the need for this Agreement and its rights and obligations contained herein cease to be necessary. Either Party may provide written notice of such termination, subject to review and verification of the other Party.

18. Notices. Any and all notices required to be given hereunder will be deemed to have been delivered upon deposit in the United States mail, postage prepaid, addressed to either of the parties at the address hereinafter specified or as later amended by either party in writing:

City of Lathrop
Attention: City Engineer
390 Towne Centre
Lathrop, CA 95330

Reclamation District No. 2062
73 West Stewart Road
Lathrop, CA 95330
Attention: President

19. This Agreement, and all terms, covenants, and conditions hereof, will apply to and bind the successors and assigns of the respective parties hereto. Neither Party will assign nor sublet this Agreement without the prior written consent of the other Party.

20. This Agreement is governed by California law.

21. This Agreement may not be modified or amended except in writing signed by both parties.

22. Each party must, in all activities undertaken pursuant to this Agreement, comply and cause its contractors, agents and employees to comply with all Federal, State and local laws, statutes, orders, ordinances, rules, and regulations.

23. It is expressly understood that this Agreement does not in any way whatsoever grant or convey any permanent easement, fee or other interest in a party's real property to the other Party.

24. This Agreement, together with all exhibits attached hereto, constitutes the entire agreement between the Parties and supersedes all prior written or oral understandings.

IN WITNESS WHEREOF, the City and District have signed this Agreement effective as of the Effective Date.

CITY OF LATHROP
A California municipal corporation

ISLAND RECLAMATION DISTRICT
NO. 2062 a California reclamation
district

By: _____
Stephen Salvatore, City Manager

By: _____
Susan Dell'Osso, President

ATTEST:

By: _____
Teresa Vargas, City Clerk

APPROVED AS TO FORM BY THE CITY OF LATHROP CITY ATTORNEY:

By: _____
Salvador V. Navarrete, City Attorney

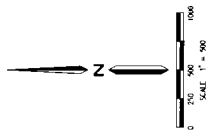
EXHIBIT "A"
CAMBAY PARKWAY PRECISE PLAN LINE

RIVER ISLANDS - CAMBAY PARKWAY PRECISE PLANS

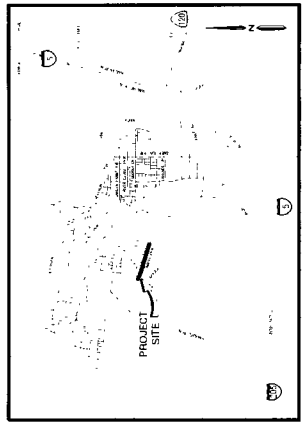
CITY OF LATHROP, SAN JOAQUIN COUNTY, CALIFORNIA



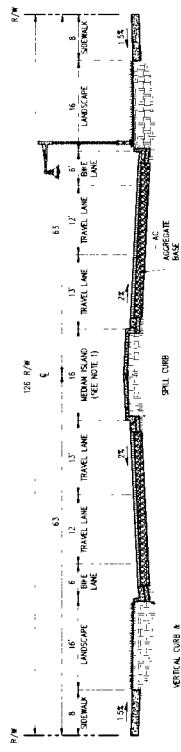
LOCATION MAP
SCALE 1" = 500'



VICINITY MAP
NOT TO SCALE



SHEET NUMBER	SHEET TITLE
1	COVER SHEET
2	CAMBAY PARKWAY (STA 83+70 TO STA 84+60)
3	CAMBAY PARKWAY (STA 84+60 TO STA 84+60)



TYPICAL CAMBAY PARKWAY
(STA 83+70 TO STA 84+60)
NOT TO SCALE

NOTES
1. MEDIAN ISLAND REDUCE DOWN TO 4" WIDE AT INTERSECTIONS TO ACCOMMODATE FOR INDICATED LEFT-TURN POCKETS

DATE: 9/20/2022
DRAWN: JPL
CHECKED: JPL
SCALE: 1" = 500'
DATE: 9/20/2022
JOB NO: 22504
FILE NO: 030.DWG

DESIGNED: N/A
DRAWN: JPL
CHECKED: JPL
SCALE: 1" = 500'
DATE: 9/20/2022
JOB NO: 22504
FILE NO: 030.DWG

APPROVED: [Signature]

ODELL
ENGINEERING
6200 Stonewood Mall Road, Suite 330
Pleasanton, CA 94588
PH: 925.223.1514 | odellengr.com

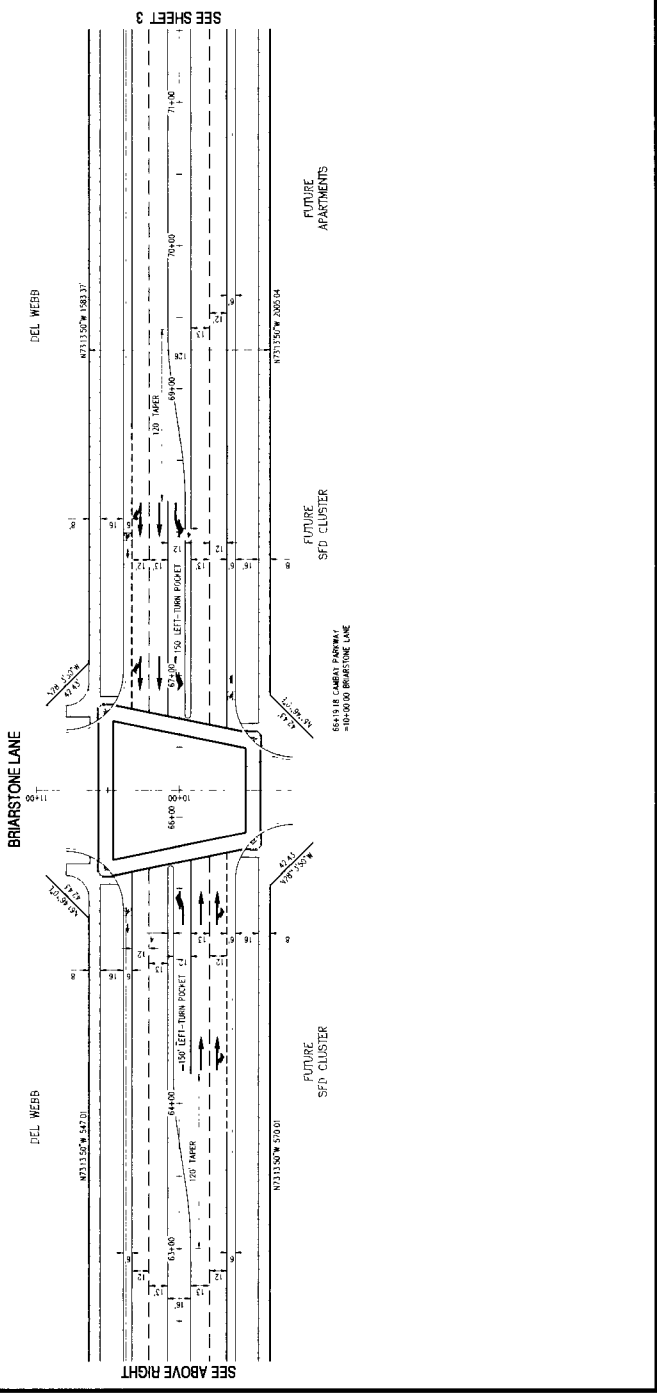
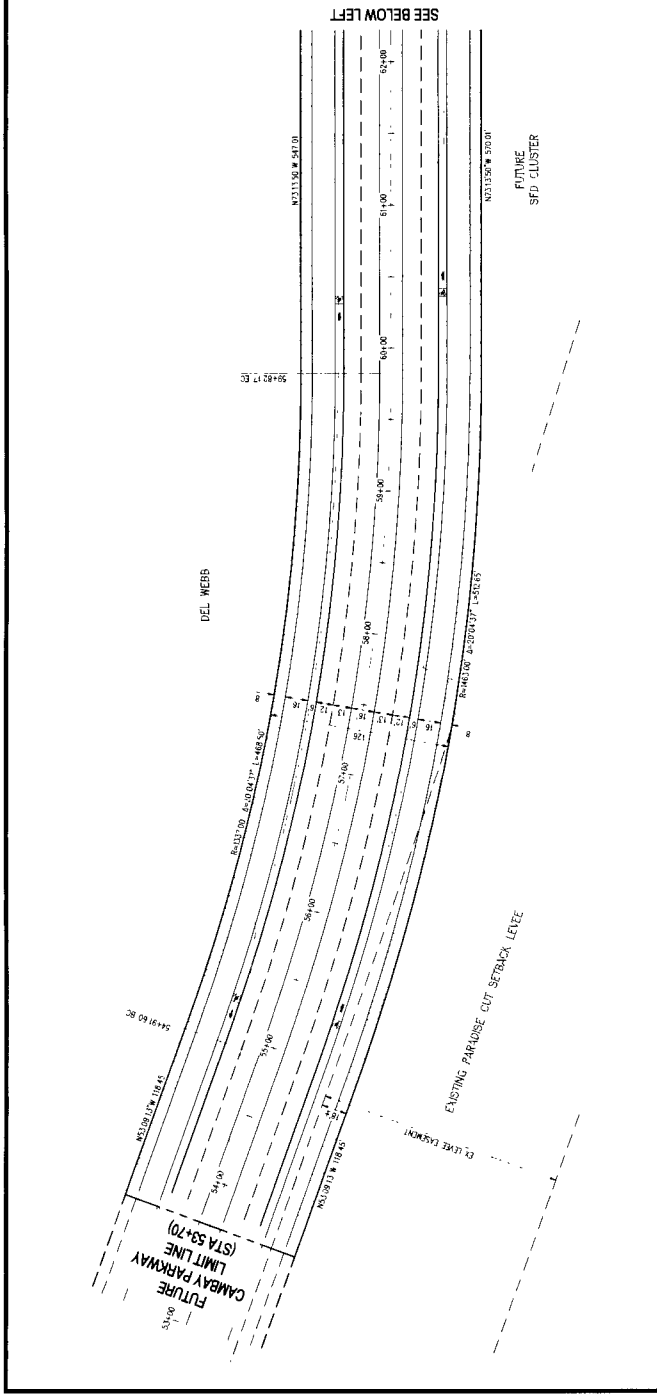
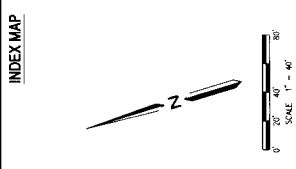
CAMBAY PARKWAY
PHASE 2
CITY OF LATHROP
SAN JOAQUIN COUNTY
CALIFORNIA

RIVER ISLANDS PRECISE PLANS



COVER SHEET

SHEET NO
1
OF
3



CAMBAY PARKWAY
 PHASE 2
 CITY OF LATHROP
 SAN JOAQUIN COUNTY
 CALIFORNIA

ODELL
ENGINEERING
 6900 Stoneridge Mall Road, Suite 330
 Pleasanton, CA 94588
 PH 925.223.4310
 odelengineering.com

NO.	DATE	REVISION

CAMBAY PARKWAY (STA 53+70)
 FUTURE LIMIT LINE
 DEL. WEBS
 EXISTING PARKROSE CUT BACKLEVEE
 EX (LATH. CUSHION)
 EX (LATH. CUSHION)
 FUTURE SFD CLUSTER
 FUTURE SFD CLUSTER
 FUTURE APARTMENTS
 FUTURE SFD CLUSTER
 FUTURE SFD CLUSTER
 FUTURE APARTMENTS

SEE BELOW LEFT

SEE SHEET 3

SEE ABOVE RIGHT

DESIGNER: BSA
 DRAWN: JFJ
 CHECKED: JAL
 SCALE: 1" = 40'
 DATE: 9/29/2022
 JOB NO: 2504
 FILE NO: P03796
 APPROVED:

PROFESSIONAL ENGINEER'S SEAL
 STATE OF CALIFORNIA
 LICENSE NO. 48146
 EXPIRES: 12/31/2024

SHEET NO
 2
 OF
 3

REV	DATE	BY	DESCRIPTION

ODELL ENGINEERING
 6200 Stonemage Mail Road, Suite 300
 Pleasanton, CA 94588
 PH: 925.252.8340 odellengr.com

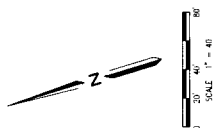
CAMBAY PARKWAY
 PHASE 2
 CITY OF LATHROP
 SAN JOAQUIN COUNTY
 CALIFORNIA



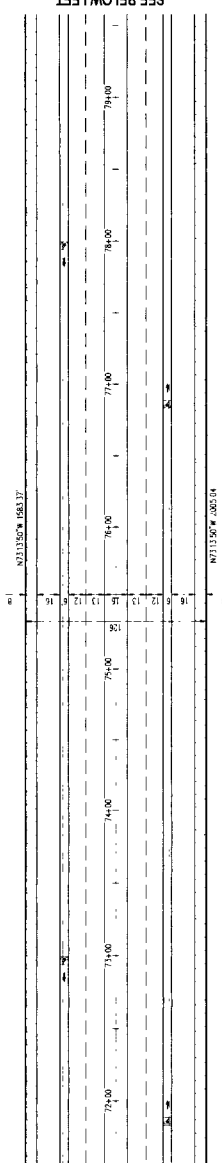
APPROVED

DRAWN	JFJ
CHECKED	JLL
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DATE	9/30/2022
JOB NO.	2204
FILE NO.	PHS 183

SHEET NO. **3**
 OF **3**



SEE BELOW LEFT



FUTURE APARTMENTS

FUTURE VILLAGE 93

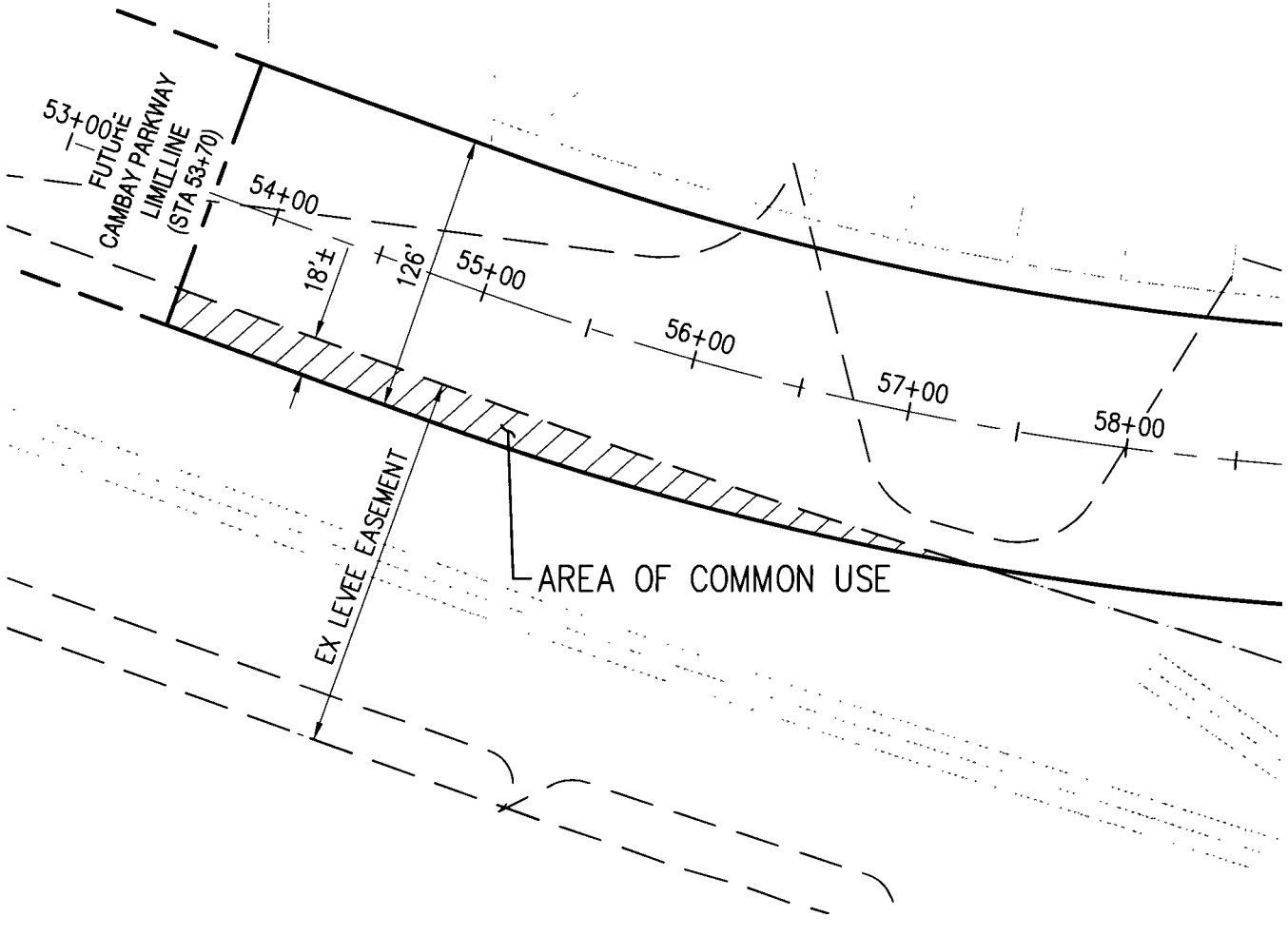
FUTURE COMMUNITY PARK

FUTURE CAMBAY PARKWAY LIMIT LINE (STA 84+60)

SEE SHEET 2

SEE ABOVE RIGHT

EXHIBIT "B"
COMMON USE AREA DEPICTION



- - - - - LEVEE EASEMENT LINE
 _____ ROAD RIGHT OF WAY LINE
 / / / / / COMMON USE AREA



0 40 80
 SCALE: 1" = 80'

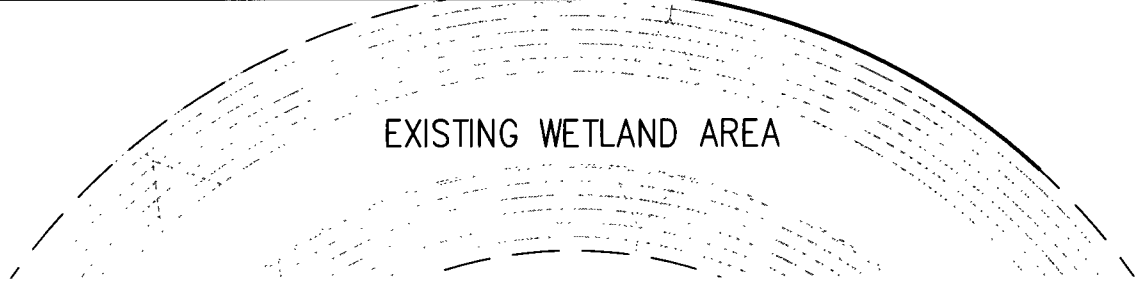
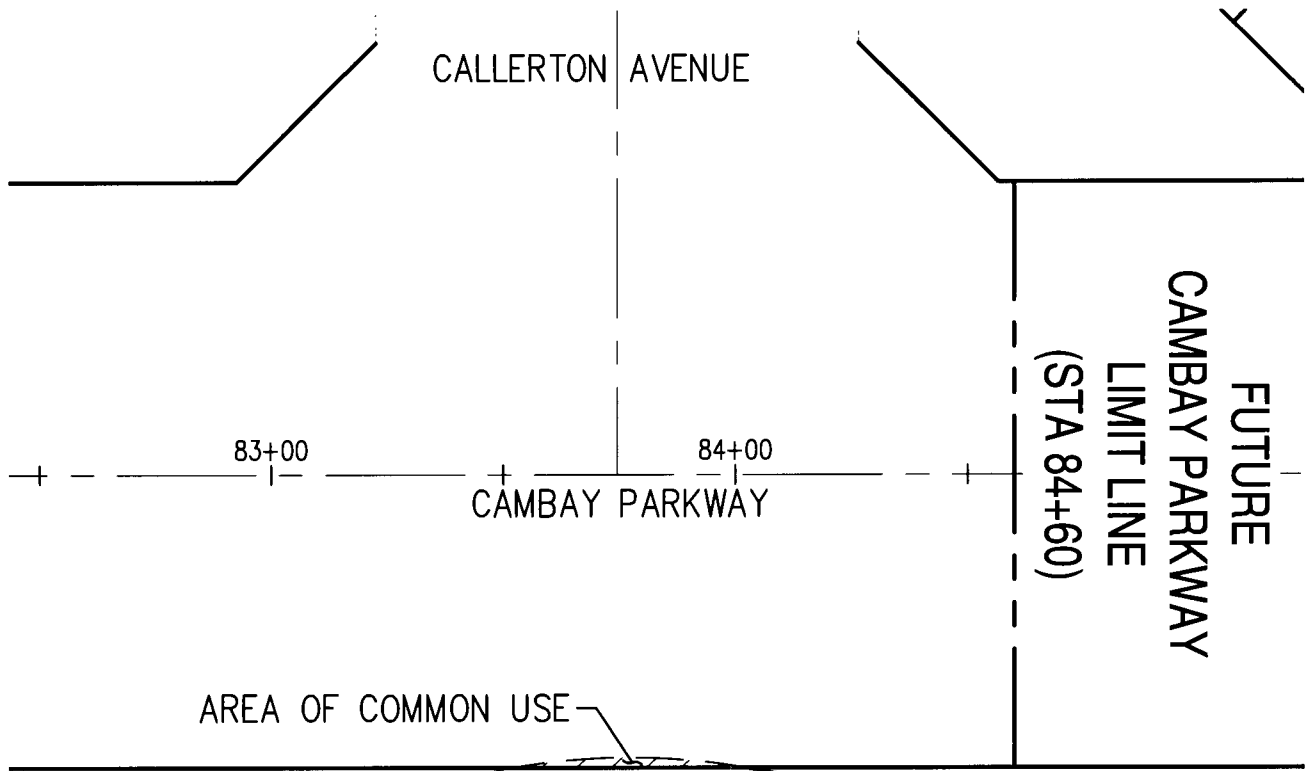


1165 Scenic Drive, Suite A
 Modesto, CA 95350
 odellengineering.com

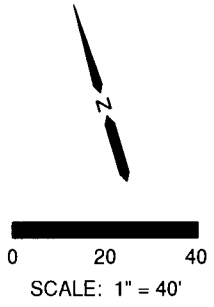
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SCALE:	NONE	DATE:	SEPT 30, 2022
JOB NO.:	25504		
FILE:	EXH_CAMBAY PARKWAY COMMON USE AGREEMENT.DWG		

1 of 2

T:\25504-River Islands\Phase 82 - Phase 2 Del Webb Offsite BB IP\ACAD\EXHIBITS\EXH_CAMBAY PARKWAY COMMON USE AGREEMENT.dwg



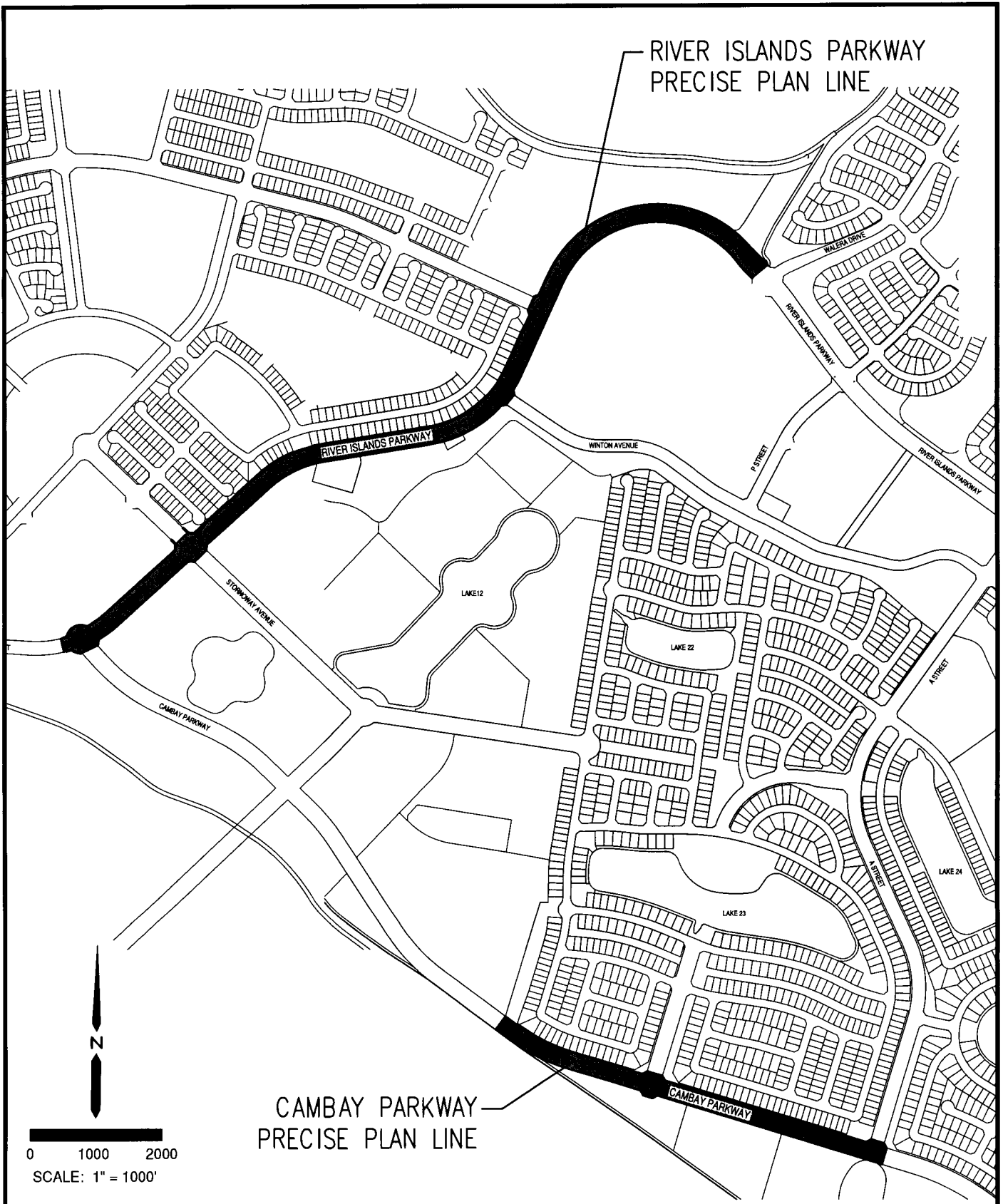
- - - - - WETLAND EASEMENT LINE
 ———— ROAD RIGHT OF WAY LINE
 / / / / / COMMON USE AREA



1165 Scenic Drive, Suite A
 Modesto, CA 95350
 odellengineering.com

DESCRIPTION: COMMON USE AREA			
SCALE:	NONE	DATE:	SEPT 30, 2022
JOB NO.:	25504		
FILE:	EXH_CAMBAY PARKWAY COMMON USE AGREEMENT.DWG		

2 of 2



1165 Scenic Drive, Suite A
Modesto, CA 95350
odellengineering.com

WEST VILLAGE
PRECISE PLAN LINES

1
of
1

SCALE: 1"=1000' DATE: SEPT 30, 2022

ITEM 5.1

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER THE 2023 SJMSCP DEVELOPMENT FEE ANNUAL ADJUSTMENT

RECOMMENDATION: Council to Consider the Following:

1. Hold a Public Hearing; and
2. Adopt a Resolution Approving an Annual Adjustment to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) Development Fee for 2023

SUMMARY:

On August 25, 2022, the San Joaquin Council of Governments (SJCOG) Board approved the annual adjustment to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) development fees, and is now requesting each participating jurisdiction to adopt the annual adjustment to become effective on January 1, 2023.

The final calculation of the 2023 SJMSCP development fees shows an approximate overall decrease of 1.6% in the most commonly impacted categories of Agricultural and Natural habitat classifications compared to 2022. The decrease is due primarily to a reduction in the land acquisition component (Category A) for agricultural land price values of comparable sales even though there was a rise in the reported Consumer Price Index (CPI) for Categories B (Assessment and Enhancement) and C (Land Management and Administration). The total of these 3 categories equates to the final amount of the development fee.

The following table shows the habitat categories, the current 2022 fees, and proposed 2023 fee adjustments (per acre).

YEAR	2019	2020	2021	2022	2023 (Proposed)
Multi-purpose	\$6,700	\$6,412	\$8,682	\$9,781	\$9,629
Agriculture/Natural	\$13,399	\$12,822	\$17,363	\$19,561	\$19,255
Vernal Pool (grasslands)	\$54,576	\$52,833	\$71,544	\$80,453	\$75,320
Vernal Pool (wetted)	\$101,033	\$100,788	\$161,286	\$174,040	\$176,878

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
2023 SJMSCP DEVELOPMENT FEES**

PAGE 2

Staff recommends adoption of the attached resolution approving an annual adjustment to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) development fees for 2023.

BACKGROUND:

On November 6, 2001, the City Council adopted Ordinance No. 01-194, establishing the SJMSCP. The plan established a procedure to mitigate the impacts of new development on undeveloped land within the Cities of Lathrop, Escalon, Tracy, Ripon, Manteca, Lodi, Stockton, and San Joaquin County. Each City and the County adopted the SJMSCP and the recommended fee schedule at that time. A Habitat Conservation Map (Attachment 2) identifies those areas within the City of Lathrop that are subject to a specific habitat fee category. Since its adoption, the developer paid SJMSCP fees have been adjusted annually to be effective on January 1st of each year.

The development fees were calculated using a formula which is adjusted annually [Fee = Category A (acquisition) + Category B (assessment & enhancement) + Category C (land management & administration)]. Each component of the formula is adjusted using a specific mechanism which relates to the individual component in the fees.

Projects which participate under the SJMSCP benefit from a pre-determined streamlined processing of the project rather than navigating a very long and cumbersome regulatory process through the state and federal permitting agencies. By participating, the project can choose a number of ways to provide mitigation for the impacts of the project:

1. Pay a fee;
2. Redesign the project to avoid/minimize impacts;
3. Provide land in lieu of the SJMSCP fee which the project will negotiate the easement/fee title costs; or
4. Any combination of the above options.

Alternatively, the project proponent may choose to not participate in the SJMSCP and fulfill mitigation requirements on their own with state and federal permitting agencies.

It's important to note that development projects in Lathrop such as River Islands, Central Lathrop, South Lathrop and Gateway have taken advantage of the benefit this program.

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
2023 SJMSCP DEVELOPMENT FEES**

PAGE 3

RECOMMENDATION:

Staff recommends that the City Council consider all information provided and submitted, take and consider all public testimony and, if determined to be appropriate, adopt a resolution approving the annual adjustment to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan development fees for 2023.

FISCAL IMPACT:


The fee adoption has no fiscal impact to the City. Developers may participate in the SJMSCP plan or opt out and fulfill mitigation requirements with state and federal permitting agencies.

ATTACHMENT:

1. Resolution to approve the 2023 San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) development fee.
2. SJMSCP Habitat Conservation Map
3. 2023 Habitat Fee Table

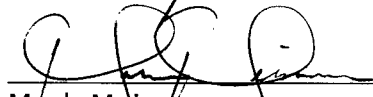
**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
2023 SJMSCP DEVELOPMENT FEES**

APPROVALS:



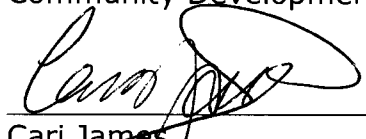
Rick Caguiat
Assistant Community Development Director

9-28-22
Date



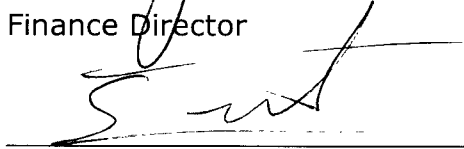
Mark Meissner
Community Development Director

9/28/2022
Date



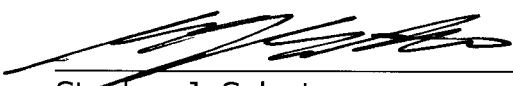
Cari James
Finance Director

9/30/2022
Date



Salvador Navarrete
City Attorney

9-29-2022
Date



Stephen J. Salvatore
City Manager

9-30-22
Date

RESOLUTION NO. 22 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE ANNUAL ADJUSTMENT TO THE SAN JOAQUIN COUNTY MULTI-SPECIES HABITAT CONSERVATION AND OPEN SPACE PLAN (SJMSCP) DEVELOPMENT FEE FOR 2023

WHEREAS, the City Council of the City of Lathrop adopted Ordinance No. 01-194 establishing the authority for collection of a Development Fee for the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP) for all new development pursuant to the SJMSCP within the City of Lathrop; and

WHEREAS, a "Fee Study" dated July 1, 2001 was prepared which analyzed and identifies the costs, funding, and cost-benefit of the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan; and

WHEREAS, the purpose of the SJMSCP development fee is to finance the goals and objectives of the SJMSCP that include, but are not limited to preserve land acquisition, preserve enhancement, land management, and administration that compensate for such lands lost as a result of future development in the City of Lathrop and in San Joaquin County; and

WHEREAS, after considering the fee study and the testimony received at the public hearing, the Lathrop City Council approved said report; and further found that the future development in the City of Lathrop will need to compensate cumulative impacts to threatened, endangered, rare and unlisted SJMSCP covered species and other wildlife and compensation for some non-wildlife related impacts to recreation, agriculture, scenic values and other beneficial open space uses; and

WHEREAS, an "Updated Fee Study" was prepared in 2006, 2011, 2016 and 2020 which analyzed and identified the costs and funding of the SJMSCP; and

WHEREAS, the SJMSCP development fees are divided into three categories: Category A - Acquisition; Category B - Enhancement; and Category C - Land Management/Administration; and

WHEREAS, the SJMSCP development fees for the different habitat types is shown on Attachment 3 of the staff report; and

WHEREAS, to ensure that the SJMSCP development fees keep pace with inflation, annual adjustments are made to the fees based on the method previously adopted by the Lathrop City Council; and

WHEREAS, the method of annual adjustments was modified in 2011, 2016, and 2020; and

WHEREAS, the 2020 adjustment resulted in a minor change to category "A" with an adjustment to the easement to fee title percentage used in the fee model and category "C" with pivoting to a more robust diversified endowment investment for higher return on investment.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Lathrop, as follows:

1. The City Council finds and declares that the purposes and uses of the development fee, and the determination of the reasonable relationship between the fees' uses and the type of development project on which the fees are imposed, are all established in Ordinance No. 01-194, and remain valid, and the City Council therefore adopts such determinations.
2. The 2023 development fee for the three habitat types – natural land and agricultural lands, vernal pool habitat, and multi-purpose open space conversion, shall be as set forth in Attachment 3 of the staff report, incorporated by reference herein.
3. The fee provided in this resolution shall be effective on January 1, 2023 – December 31, 2023.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

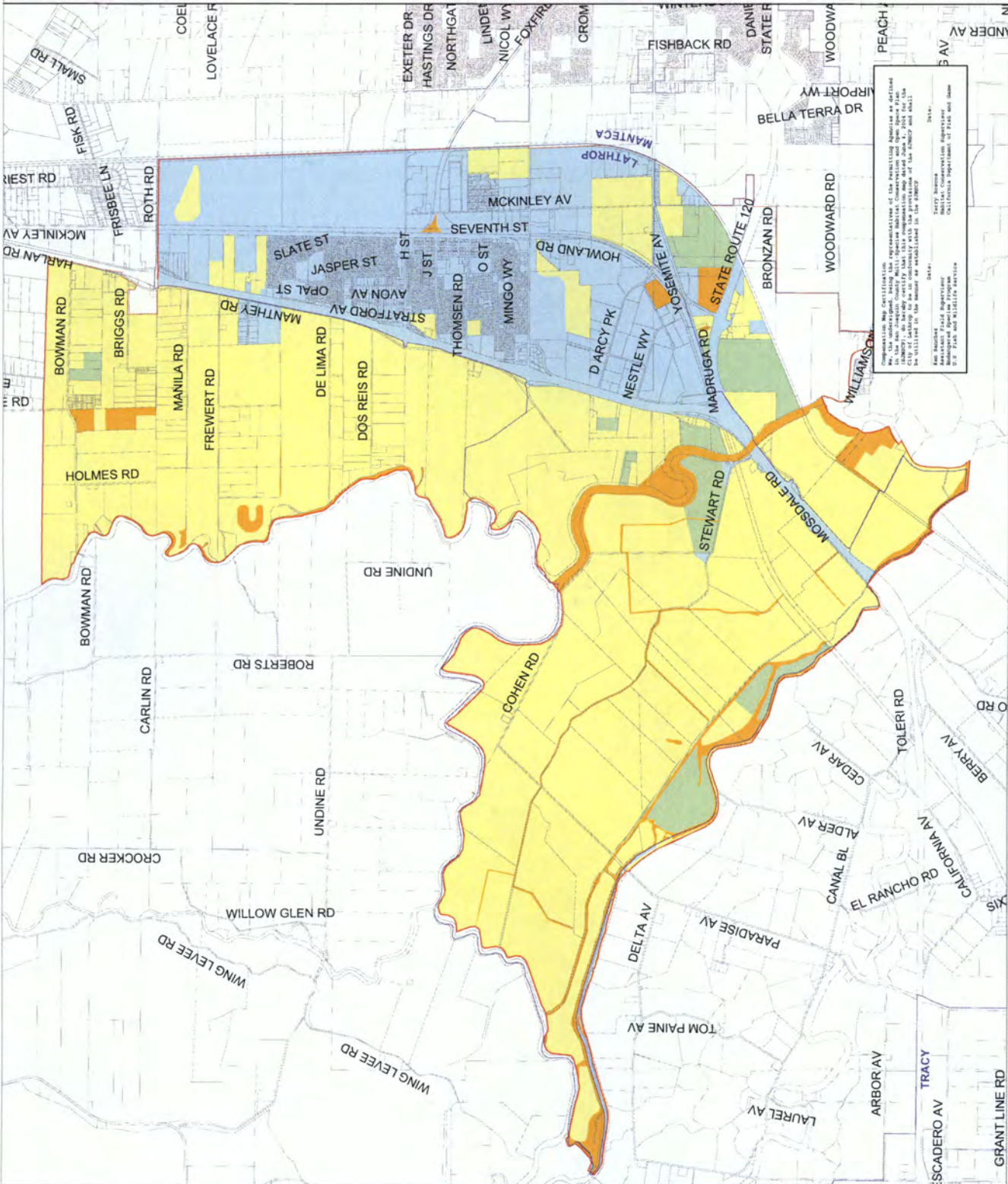
Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

San Joaquin County Multi-Species Habitat Conservation and Open Space Plan

- LAND CATEGORY / PAY ZONES**
- CATEGORY A
 - EXEMPT
 - NO PAY ZONE
 - CATEGORY B
 - OTHER OPEN SPACES
 - PAY ZONE A
 - CATEGORY C
 - AG. HABITAT OPEN SPACES
 - PAY ZONE B (Agricultural)
 - CATEGORY D
 - NATURAL LANDS HABITAT
 - PAY ZONE B (Natural)
 - CATEGORY E
 - VERNAL POOLS
 - PAY ZONE C
 - CATEGORY F
 - PRIOR AGREEMENT
 - PLANNING AREA BOUNDARY
 - URBAN EXPANSION AREA
 - CITY LIMITS
 - PARCEL LINE



COMPLETION AND CERTIFICATION
 I, the undersigned, being the representative of the contracting agency as defined in the contract, do hereby certify that this conservation map dated June 4, 2007 for the City of Lathrop, California, was prepared in accordance with the terms of the contract and will be utilized in the manner as established in the contract.

Date: _____
 For: _____
 Assistant Field Supervisor
 San Joaquin County Department of Fish and Wildlife Service

Date: _____
 For: _____
 Assistant Conservation Supervisor
 California Department of Fish and Game

CITY OF LATHROP

San Joaquin Council of Governments
 255 East Vine Street
 Stockton, CA 95202





SJCOG, Inc.

555 East Weber Avenue • Stockton, CA 95202 • (209) 235-0600 • FAX (209) 235-0438

San Joaquin County Multi-Species Habitat Conservation & Open Space Plan (SJMSCP)

Robert Rickman
CHAIR

David Bellinger
VICE CHAIR

Diane Nguyen
EXECUTIVE DIRECTOR

Member Agencies
CITIES OF
ESCALON,
LATHROP,
LODI,
MANTECA,
RIPON,
STOCKTON,
TRACY,
AND
THE COUNTY OF
SAN JOAQUIN

2023 Updated Habitat Fees*

Habitat Type	Fee Per Acre
Multi-Purpose Open Space	\$9,629
Natural	\$19,255
Agriculture	\$19,255
Vernal Pool - uplands	\$75,320
Vernal Pool - wetted	\$176,878

* Effective January 1, 2023 – December 31, 2023

2023 Endowment Fees with In-lieu Land**

Type of Preserve	Enhancement Cost/acre	Land Management Cost/acre	TOTAL PER ACRE ENDOWMENT
Agricultural Habitat Lands	\$5,769.00	\$769.97	\$6,539
Natural Lands	\$5,769.00	\$769.97	\$6,539
Vernal Pool Habitat			
<i>Vernal Pool Grasslands</i>	\$14,491.00	\$1,901.76	\$16,393
<i>Vernal Pool Wetted</i>	\$117,102.00	\$1,864.45	\$118,966

** Effective January 1, 2023 – December 31, 2023 in lieu of fees to be used as the endowment for the dedicated land preserves (Category B + C) based on impacted acres.

VELB Mitigation

A special fee category shall apply when removal of the Valley Elderberry Long-horned Beetle (VELB) habitat of elderberry shrubs occurs. The fee shall be paid to SJCOG, Inc. or a VELB mitigation bank approved by the Permitting Agencies. The current fee, as established in the VELB Conservation Fund Account managed by the Center for Natural Lands Management, and approved by the USFWS, is \$1,800 per VELB Unit (one unit= one stem over 1" in diameter at ground level which is removed). Fees shall be established by the JPA during preconstruction surveys (i.e., counts of stems to be removed with and without exit holes shall be completed during preconstruction surveys) and shall be paid to the JPA prior to ground disturbance or stem removal, whichever comes first.

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ITEM 5.2

**CITY MANAGER’S REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING**

ITEM: PUBLIC HEARING (PUBLISHED NOTICE) TO CONSIDER VESTING TENTATIVE SUBDIVISION MAP VTM-22-100 FOR THE QUEIROLO ROAD SUBDIVISION PROJECT

RECOMMENDATION: Council to Consider the Following:
1. Hold a Public Hearing; and
2. Adopt a Resolution Approving Vesting Tentative Subdivision Map (VTM-22-100) for the Proposed Queirolo Road Subdivision Project to Create 85 Single-Family Residential Lots

SUMMARY:

The applicant is requesting approval of a Vesting Tentative Subdivision Map to subdivide a 19.98-acre parcel into eighty-five (85) individual residential lots with an average lot size of 3,574 square feet per lot including a 3.5-acre park. The map will serve as the basis for design and construction of the future homes.

The Planning Commission and staff recommend that the City Council consider all information provided and submitted, take and consider all public testimony and, if determined to be appropriate, adopt a Resolution to approve the Vesting Tentative Subdivision Map (VTM-22-100) for the Queirolo Road Subdivision Project.

SITE DESCRIPTION:

The project site is located at the southwest corner of Sadler Oak Drive & Golden Valley Parkway and east of the San Joaquin River, within and subject to the Mossdale Landing South Urban Design Concept. The project is bounded by a residential subdivision to the north, legal non-conforming residential and vacant properties to the east, the San Joaquin River to the west, and undeveloped property to the south. The zoning of the property and surrounding areas are listed below:

Project Location	Medium Density Residential (RM-MV), Public Schools Parks Open Space (P-MV), and Service Commercial (CS-MV)
North	Medium Density Residential (RM-MV)
East	Service Commercial (CS-MV)
South	Public Schools Parks Open Space (P-MV) & Medium Density Residential (RM-MV)

The project site is currently vacant and undeveloped. There are no buildings or structures on the property and the site is physically suitable for the proposed development.

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
QUEIROLO ROAD SUBDIVISION**

PAGE 2

The applicant will be required to extend existing City utilities located in Sadler Oak Drive, south to serve this development (i.e. sewer, water, and storm drainage). The project is also proposing to connect to the existing Mossdale Landing South Multi-Use Pedestrian/Bicycle Trail along the San Joaquin River, which will further provide connectivity north into the Mossdale Landing community.

BACKGROUND:

In 2004, the City adopted the Mossdale Landing South Urban Design Concept, which included the certification of the Final Environmental Impact Report (FEIR) (SCH #2004052069). The property is located in Mossdale Landing South, which is a master-planned community consisting of approximately 400 dwelling units, 247,000 square feet of service commercial, parks and open space with a total site area of approximately 106 acres. The Mossdale Landing South is part of the Mossdale Village, which includes the original Mossdale Landing & Mossdale Landing East, area encompassed by the West Lathrop Specific Plan.

On September 21, 2022, the Planning Commission held a public hearing on the proposed Vesting Tentative Subdivision Map (VTM-22-100). After review and consideration of all information provided, and after taking and considering all public testimony, the Planning Commission voted unanimously (5-0) to adopt PC Resolution No. 22-10 (Attachment 5) recommending the City Council approves the Vesting Tentative Subdivision Map VTM-22-100.

ANALYSIS:

Map Design & Development Standards

The Vesting Tentative Subdivision Map proposes to subdivide a 19.98-acre parcel into eighty-five (85) residential lots ranging in size from 2,200 to 6,717 square feet. The project is consistent with the Medium Density Residential land use designation density requirement at eight (8.3) units per acre (range is 8-15 units per acre). The site is suitable for the proposed development and the design and layout of the subdivision is consistent with the City's general plan and zoning ordinances as well as the Mossdale Landing South Urban Design Concept. The project is required to adhere to the Medium Density Residential – Mossdale Village Development Standards (RM-MV) for 2,200 square foot minimum lot sizes. Staff reviewed the proposed lot dimensions and confirmed that they meet the minimum development standards. The applicant has also included an exhibit on sheet C3.1 (Attachment 4), which illustrates the setback requirements for the project.

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
QUEIROLO ROAD SUBDIVISION**

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As proposed, Parcels "F" and "G" will be created east of Golden Valley Parkway resulting from the roadway alignment. These parcels are currently zoned Service Commercial (CS-MV) and will be conditioned as "Designated Remainders" that are not developable until subsequent plans are provided to the City showing the parcels are viable for development in terms of access and utilities.

The applicant will be required to provide a list of proposed street names to staff. Staff will then review the proposed street names in coordination with the San Joaquin County 9-1-1 Coordinator, City of Ripon 9-1-1 Coordinator (Lathrop Police Department Dispatch), and Lathrop-Manteca Fire District prior to Final Map approval.

Access & Improvements

The primary access to the project site will be from Sadler Oak Drive along the northern boundary of the project which connects to Golden Valley Parkway to the east. Additional access is provided by the southern extension of Inland Passage Way from Sadler Oak Drive along the west boundary of the project. The streets will be public and designed to be consistent with the Mossdale Landing South street cross sections. The applicant will also be required to fund the construction or construct the necessary improvements to Golden Valley Parkway and to construct an eight (8) foot Community Masonry Wall along Golden Valley Parkway. A Noise Analysis is required to determine whether a block wall or wood fence is needed along Sadler Oak Drive. Frontage improvements such as sidewalk, curb, and gutter, pavement, streetlights, fire hydrants, driveway aprons, curb ramps, etc. will be constructed in accordance with City Standards.

Utilities

The project site will be required to extend the water and sewer utilities from Sadler Oak Drive to the project site. The project includes a storm drain bioretention basin located in the proposed park that will be connected to the City's storm drain system. The applicant will be required to purchase wastewater capacity as well as dedicate both Right-of-Way (ROW) and Public Utility Easement (PUE) as necessary prior to Final Map approval. Electric and natural gas service will be provided by Pacific Gas & Electric to the project site.

Park

As discussed above the project is proposing an approximate 3.5-acre neighborhood park located in the southwest area of the project site. The proposed location is consistent with the exhibits depicted in the Mossdale Landing South Urban Design Concept. Additionally, Reclamation District 17, which oversees the maintenance of the levee along the San Joaquin River, has given approval for this project to allow connectivity to the existing levee trail, providing connection to the Mossdale Landing Subdivision area to the north.

**CITY MANAGERS REPORT
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QUEIROLO ROAD SUBDIVISION**

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The design of the park will be reviewed by the Parks, Recreation & Maintenance and Public Works Departments prior to Final Map approval.

General Plan and Zoning Consistency

As currently designed and conditioned, the project is a reasonable request that is consistent with the goals and policies of the General Plan and will comply with the requirements of the Zoning Ordinance and design standards of the RM-MV (Medium Density Residential Mossdale Village), P-MV (Public Schools Parks Open Space, Mossdale Village), and CS-MV (Service Commercial, Mossdale Village) District development. The project is also consistent with the City's subdivision ordinance, Mossdale Landing South Urban Design Concept, and the State Subdivision Map Act.

Public Notice

On September 29, 2022, a Notice of Public Hearing was advertised in the Manteca Bulletin and staff also mailed the public hearing notice on September 29, 2022 to notify property owners located within a 300-foot radius from the project site. In addition, the meeting agenda was also posted at our designated posting locations in the City and posted on the City's website.

Conditions of Approval

Planning staff routed the project plans on August 11, 2022 to the Building Department, Public Works Department, Lathrop Police Department, and Lathrop-Manteca Fire District to ensure compliance with applicable codes and regulations. In addition Planning staff routed external referral to outside agencies and departments for review and comment on August 11, 2022. The City received comments from the following agencies:

- San Joaquin County Multi-Species Habitat Conservation & Open Space Plan (SJMSCP)
- San Joaquin Environmental Health Department (SJC EHD)
- San Joaquin Valley Air Pollution Control District (SJVAPCD)
- Pacific Gas & Electric (PGE)
- Manteca Unified School District (MUSD)

The SJMSCP letter states that the project is subject to the SJMSCP and is required to participate prior to ground disturbance. Conditional of Approval #7 (Planning), required the applicant to contact SJCOG for participation in the SJMSCP prior to ground disturbance. For reference the SJMSCP letter, dated August 11, 2022 is attached to the Conditions of Approval (Attachment 2).

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
QUEIROLO ROAD SUBDIVISION**

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The SJC EHD letter includes recommended Conditions of Approval related to wells and septic tanks that may be located at the project site. For reference, the SJC EHD letter, dated August 22, 2022, is attached to the Conditions of Approval (Attachment 2).

The SJVAPCD letter includes the District's requirements and recommendation for the project, including consistency with the requirements of District Rule 9510 (Indirect Source Assessment), and to conduct a Health Risk Screening to identify potential Toxic Air Contaminants (TACs) impact on surrounding sensitive receptors such as hospitals, daycare centers, schools, work-sites, and residences. Condition of Approval #8 (Planning), required the applicant to contact SJVAPCD prior to ground disturbance and to comply with various District regulations. For reference the SJVAPCD letter dated, August 31, 2022 is attached to the Conditions of Approval (Attachment 2).

The PGE letter included standard development comments in regards to possible easements being located within the project site.

The MUSD letter identified the District's plan for future school funding. As requested staff provided a copy of the letter to the applicant.

CEQA REVIEW:

The environmental impacts of the Mossdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #2004052069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH#93112027). The City has determined that the potential environmental effects of the proposed project falls within the scope analyzed in both EIR's and no new or substantially increased significant environmental impacts that were not previously analyzed would occur as a result of the project; therefore, no further environmental review is required in compliance with the California Environmental Quality Act (CEQA).

RECOMMENDATION:

The Planning Commission and staff recommend that the City Council consider all information provided and submitted, take and consider all public testimony and, if determined to be appropriate, adopt a Resolution to approve the Vesting Tentative Subdivision Map (VTM-22-100) for the Queirolo Road Subdivision Project.

FISCAL IMPACT:

All application processing fees and costs are charged to the applicant. The request has no fiscal impact to the City.

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
QUEIROLO ROAD SUBDIVISION**

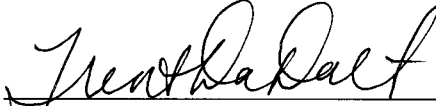
PAGE 6

ATTACHMENT:

1. City Council Resolution Approving Vesting Tentative Subdivision Map (VTM-22-100).
2. Consolidated Conditions of Approval dated September 21, 2022
3. Vicinity Map
4. Vesting Tentative Subdivision Map Plan Set
5. Planning Commission Resolution No. 22-10 Recommending City Council Approval

**CITY MANAGERS REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
QUEIROLO ROAD SUBDIVISION**

APPROVALS:




Trent DaDalt
Assistant Planner

9/27/2022
Date



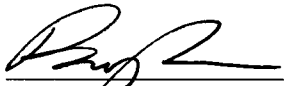
Ricardo Caguiat
Assistant Community Development Director

9/27/22
Date



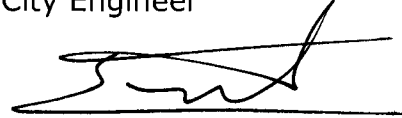
Mark Meissner
Community Development Director

9/27/2022
Date



Brad Taylor
City Engineer

9/28/2022
Date



Salvador Navarrete
City Attorney

9.29.2022
Date



Stephen J. Salvatore
City Manager

9.30.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING VESTING TENTATIVE SUBDIVISION MAP (VTM-22-100) FOR THE PROPOSED QUEIROLO ROAD SUBDIVISION PROJECT

WHEREAS, the City of Lathrop City Council held a duly noticed public hearing on October 10, 2022 and proper public notice of this meeting was given in all respects as required by law to consider the Queirolo Road Vesting Tentative Subdivision Map (VTM-22-100) project pursuant to the Lathrop Municipal Code; and

WHEREAS, the property site is located at 18401 Queirolo Road (APN: 241-020-63); and

WHEREAS, the subject site is located in a Medium Density Residential, Neighborhood Park, and Service Commercial General Plan designation, Medium Density Residential, Public Schools Parks Open Space, and Service Commercial Zoning District within the Mossdale Landing South Urban Design Concept; and

WHEREAS, the environmental impacts of the Mossdale Landing South Urban Design Concept project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #200452069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027); and

WHEREAS, by Adopting Resolution No. 21-4923 based on substantial evidence in the record, City Council, acting as the lead agency, adopted Adequate Progress Findings toward providing a 200-year Urban Level of Flood Protection in the Reclamation District 17 basin by the year 2028; and

WHEREAS, the requirements and conditions of this resolution are reasonable in preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general, and the persons who work in or visit the development in particular; and

WHEREAS, section 16.12.050 of the Lathrop Municipal Code mandates the Planning Commission transmittal of a recommendation to the City Council by Resolution. On September 21, 2022 the Planning Commission held a public hearing and voted unanimously (5-0) to recommend the City Council approve the Queirolo Road Vesting Tentative Subdivision Map (VTM-22-100); and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Lathrop does hereby make the following findings:

1. The location of the proposed project is consistent with the objectives of the zoning code and the purpose of the district in which the site is located. The proposed use is consistent with the standards for the Medium Density Residential, Mosssdale Village (RM-MV), Public Schools Parks Open Space, Mosssdale Village (P-MV), and Service Commercial, Mosssdale Village (CS-MV) Zoning District. The use is compatible with surrounding land uses and will not be detrimental to the health, safety or general welfare of the City.
2. The proposed project will comply with each of the applicable provisions of Mosssdale Landing South Urban Design Concept, Medium Density Residential – Mosssdale Village Development standards for 2,200 square foot minimum lot sizes. As conditioned, the project will also comply with the General Plan, Zoning Ordinance, City’s Subdivision Ordinance, State Subdivision Map Act, and various federal, state and local standards applicable to the project. The Conditions of Approval address Planning, Building, and Fire Department requirements.
3. The proposed Vesting Tentative Subdivision Map environmental impacts have been addressed in both the certified Final Environmental Impact Report (FEIR) (SCH #200452069) for the Mosssdale Landing South project and the certified Final Environmental Impact Report (FEIR) (SCH #93112027) for the West Lathrop Specific Plan.
4. The City Council, acting as the land use agency, adopted Resolution No. 21-4923 based on substantial evidence in the record, adopted Adequate Progress Findings towards providing a 200-year Urban Level of Flood Protection in the Reclamation District 17 basin by the year 2028.

BE IT FURTHER RESOLVED that the City Council of the City of Lathrop does hereby make the following findings regarding the proposed Vesting Tentative Subdivision Map per Government Code Section 66474 of the Subdivision Map Act:

1. *The proposed Queirolo Road Vesting Tentative Subdivision Map is consistent with the General Plan.* The proposed map is a residential subdivision that implements the land use objectives in the Lathrop General Plan.
2. *The design or improvements of the subdivision proposed in the Queirolo Road Vesting Tentative Subdivision Map are consistent with the General Plan.* As conditioned, the design of the map and proposed utility and improvements are consistent with the requirements of the General Plan. All required improvements are conditioned to comply with the City’s standards and specifications.

3. *The site is physically suitable for the proposed residential development.* The site is designated as Medium Density Residential, Neighborhood Park, and Service Commercial land uses in the General Plan. The applicant and staff have worked closely to ensure the map and its conditions of approval address public infrastructure and public services for the development of the propose residential development.
4. *The site is physically suitable for the proposed density of development.* The Lathrop General Plan identifies the project area to allow for single-family residential development. The map satisfies the Medium Density requirement at 8.3 units per acre (8-15 units per acre) and meets the minimum standards for lot widths and lot depths. Development of the site will comply with the requirements set forth in the Mossdale Landing South Urban Design Concept, Medium Density Residential – Mossdale Village Development Standards for 2,200 square foot minimum lot sizes.
5. *The design of the subdivision and the proposed improvements will not cause substantial environmental damage or substantially injure fish or wildlife or their habitat.* As stated above the environmental impacts of the Mossdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #200452069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027).
6. *The design of the subdivision and proposed improvements will not cause serious public health problems.* The development of the project would not involve a range of potentially significant effects on public health and safety. As stated above the project environmental impact of the Mossdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #200452069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027).
7. *The design of the subdivision and proposed improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.* The design of the subdivision does not conflict with any public easements for access through or use of property within the subdivision. Conditions of approval are included to dedicate land, right of way and to provide easements where necessary for public access, utilities, and infrastructure.

BE IT FURTHER RESOLVED that the City Council of the City of Lathrop based on substantial evidence in the administrative record of proceedings, its findings above and pursuant to its independent review and consideration, does hereby approve the Queirolo Road Vesting Tentative Subdivision Map (VTM-22-100), subject to the Consolidated Conditions of Approval dated September 21, 2022 listed as Attachment #2 of the Staff Report for this item, incorporated by reference herein.

PASSED AND ADOPTED by the City Council of the City of Lathrop at a regular meeting on the 10th day of October, 2022 by the following vote:

AYES:

NOES:

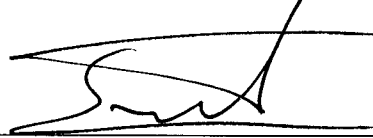
ABSTAIN:

ABSENT:

SONNY DHALIWAL, MAYOR

ATTEST:

APPROVED AS TO FORM:



Teresa Vargas, City Clerk

Salvador Navarrete, City Attorney



Community Development Department – Planning Division

Consolidated Conditions of Approval

September 21, 2022

Project Name: Queirolo Road Vesting Tentative Subdivision Map
File Number: Vesting Tentative Map No. VTM-22-100
Project Address: 18401 Queirolo Road (APN: 241-020-63)

The following list of conditions shall be incorporated into the final construction plans and development phases of the project. The list of conditions are not intended to be all-inclusive or a comprehensive listing of all City or district regulations. The following comments and conditions of approval are based on the exhibits and diagrams dated August 3, 2022.

DESCRIPTION

The applicant is requesting approval of a Vesting Tentative Subdivision Map to subdivide a 19.98-acre parcel into eighty-five (85) residential lots with an average lot size of 3,574 square feet including a 3.5-acre park located south of Sadler Oak Drive and west of Golden Valley Parkway. The project site is within the Medium Density Residential (RM-MV), Public Schools Parks Open Space (P-MV), and Service Commercial (CS-MV) zoning districts and is consistent with the West Lathrop Specific Plan and the Mossdale Landing South Urban Design Concept. The project is proposing installation of four new public streets as well as extending public utilities from Sadler Oak Drive.

CEQA Determination

The environmental impacts of the Mossdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #2004052069) as well the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027). The City has determined that the potential environmental effects of the proposed project falls within the scope of both FEIR's and no new substantially increases significant environmental impacts that were not previously analyzed would occur as a result of the project; therefore no further environmental review is required in compliance with the California Environmental Quality Act (CEQA).

PLANNING

1. The Mitigation Monitoring and Reporting Program (MMRP) set forth in the Final EIR for the Mossdale Landing South Urban Design Concept that are applicable to the project site, are incorporated herein by reference as part of these Conditions of Approval (enclosed).
2. Parcels "F" and "G" as shown on the Vesting Tentative Subdivision Map are not designated for development at this time. As such, these parcels will be labeled "Designated Reminders" on the Final Map. Future Final Map(s) shall be approved with Conditions of Approval specific to the development of Parcels "F" and "G".

3. The applicant shall construct an eight (8) foot Community Masonry Wall (CMU) along the eastern boundary of the project site adjacent to Golden Valley Parkway.
4. The applicant shall prepare a Noise Barrier Assessment to determine the required noise barrier along Sadler Oak Drive.
5. The applicant shall provide a list of street names for City review prior to Final Map recordation.
6. In the event clarification is required for these Conditions of Approval, the Community Development Director and the Public Works Director shall have the authority to administratively clarify the intent and wording of these Conditions of Approval without the requirement of a public hearing or to refer questions regarding the interpretation of these Conditions of Approval to the City Council. If an applicant takes issue with the clarification provided administratively, the applicant shall have the right to appeal, the administrative clarification to the City Council. The Community Development Director and Public Works Director also shall have the authority to make minor modifications to these Conditions without a public hearing, provided such modifications are made at the request of an applicant and are consistent with and in furtherance of the underlying intent of the condition being modified.
7. The applicant shall comply with all architectural and design criteria set forth in the Mossdale Landing South Urban Design Concept.
8. The applicant shall complete the Architectural Design Review process with the City prior to submittal of the Construction Drawings (Master Plans) to the Building Department.
9. Prior to any ground disturbance, the project shall consult with the San Joaquin County Multi-Species Habitat Conversation and Open Space Plan (SJMSCP) for biological coverage, mitigation and participation in the plan. Participation in the SJMSCP satisfies requirements for both the State and Federal endangered species acts, and ensures that the impact are mitigated below a level of significance in compliance with the California Environmental Quality Act (CEQA).
10. The applicant shall coordinate with the San Joaquin Valley Air Pollution Control District to comply with District rules and regulations including but not limited to Rule 8021, Dust Control Plan, Rule 9510, Indirect Source Review, etc. The applicant shall provide proof of compliance prior to building permit issuance.
11. The Final Map shall be in substantial conformance with the approved Vesting Tentative Subdivision Map, as conditioned, and future development shall be consistent with applicable sections of the Lathrop Municipal Code.
12. The applicant is responsible for contacting all appropriate utility companies to obtain their agreement for extension and/or relocation of services necessary to final the proposed Vesting Tentative Subdivision Map.
13. The applicant shall disclose LMC Chapter 15.48 Agricultural Land Preservation, also commonly referred to as "Right-to-Farm" during the sale of lots within the project area. This provision shall include all properties on site which may be impacted or affected by on-going farming operations.
14. Any activity authorized by this Vesting Tentative Subdivision Map shall constitute acceptance of all of the conditions and obligations imposed by the City on this Vesting Tentative Subdivision Map. The applicant(s), by said acceptance of these Conditions, waives any challenge as to the validity of these conditions.
15. Unless otherwise specified, all conditions of approval shall be complied with prior to issuance of any Building Permits.

16. The Vesting Tentative Subdivision Map shall expire twenty-four (24) months from the date of approval unless a time extension is granted consistent with the policies and procedures of the Lathrop Municipal Code and the Subdivision Map Act.

BUILDING

1. All construction shall comply with the most recent adopted City and State building codes, currently:
 - 2019 California Building Code
 - 2019 California Residential Code
 - 2019 California Electrical Code
 - 2019 California Mechanical Code
 - 2019 California Plumbing Code
 - 2019 California Fire Code
 - 2019 California Green Code
2. Dimensioned building setbacks and property lines, street centerlines and between buildings or other structures shall be designed on plot plan.
3. All property lines and easements must be shown on plot plan. A statement that such lines and easements are shown is required.
4. The project design will conform with energy conservation measures articulated in Title 24 of the California Code of Regulations and address measures to reduce energy consumption such as flow restrictors for toilets, low consumption light fixtures, and insulation and shall use to the extent feasible draught landscaping.

PUBLIC WORKS

1. **Sewer**
 - a. Prior to approval of the first final map, the applicant shall prepare a wastewater collection system design report. The design report shall identify any distribution pipes and pump stations necessary to convey the wastewater to the nearest collection point as well as analyze the existing collection system for capacity and conveyance of this project's wastewater to the Combined Treatment Facility (CTF). Pump station facilities shall be connected to the City's SCADA system via fiber optic connection.
 - b. Prior to or concurrent with approval of the first final map, the applicant shall purchase sufficient wastewater treatment, storage (if necessary), and disposal (if necessary) capacity for the Project using the most current wastewater generation factor from the City Standards.
 - c. Prior to building permit issuance, the applicant shall pay all wastewater related Capital Facility Fees (CFF) and reimbursements.
2. **Recycled Water**
 - a. All public irrigation shall be supplied with recycled water. The applicant shall install recycled water mains, backflow preventers and meters as necessary.

3. Water

- a. Prior to approval of the first final map, the applicant shall prepare a potable water system design report. The design report shall identify any distribution pipes and other improvements necessary to convey water to the Project as well as modelling to ensure that the existing City water system is sized to provide sufficient flow and pressure to the Project.
- b. Prior to or concurrent with approval of the first final map, the applicant shall purchase sufficient water capacity for the project using the most current water use factor from the City Standards.
- c. Prior to building permit issuance, the applicant shall pay all water related Capital Facility Fees (CFF) and reimbursements.

4. Storm Water

- a. Prior to approval of the first final map, the applicant shall prepare a storm drain system design report. The design report shall identify the necessary storm drain infrastructure for the Project including collection and conveyance systems, storage basins, storm water treatment, pump stations and ensure that the existing City storm water system, pump stations, detention basins and outfall structures are sufficient to accommodate the storm water from this Project. Pump station facilities shall be connected to the City's SCADA system via fiber optic connection.
- b. Prior to building permit issuance, the applicant shall pay all storm water related Capital Facility Fees (CFF) and reimbursements.

5. Public Improvements/Traffic

- a. Prior to approval of the first final map, the applicant shall prepare a traffic queue, level of service and traffic control device warrant technical memorandum for any intersection that may be impacted by the Project. The applicant shall improve roadways and/or construct traffic control devices such as traffic signals, signs or striping if any deficiencies are identified as an impact of the Project.
- b. Traffic signal for Golden Valley Parkway & Sadler Oak: The applicant shall either construct this traffic signal if it is warranted with the additional trips from the Project or contribute ¼ of the total cost of the traffic signal to the City prior to approval of the first final map.
- c. With the first final map, the applicant shall dedicate all necessary right of way, public utility easement and any other easements necessary to construct the adjacent roadways as determined by the City for Golden Valley Parkway, Sadler Oak Drive and any internal public roads.
- d. Golden Valley Parkway Improvements: For any portion of the roadway along the frontage of a developable parcel, the applicant shall be responsible to construct or fund the construction of water, sewer, storm water and recycled water mains, curb, gutter, sidewalk, outside lane pavement, signing, striping, parkway strip landscaping, median lighting and any other improvement necessary to facilitate the mobility of vehicles along the frontage of the Project. Depending on the street cross section needed for the planned Golden Valley Parkway bridge that will cross the San Joaquin River south of the Project, the applicant may be required to install an alternate version or portions of the cross section shown in the Mossdale Landing South Urban Design Concept however, the improvement scope and cost will not exceed the original obligation.

If the applicant funds the construction of the improvements, the applicant shall provide a cash deposit for a value agreed upon by the City Engineer prior to Final Map Recordation.

- e. Sadler Oak Drive Improvements: The applicant shall construct curb, gutter, sidewalk, landscaping, streetlights, new intersections and repair any existing pavement along the frontage of the Project.
- f. All new and existing utilities under 34.5 kVA shall be placed underground within, adjacent to and across the frontage of the Project.

6. General Comments

- a. With the first final map, applicant shall enter into a Subdivision Improvement Agreement (SIA) with the City for all public improvements including any offsite utility or roadway improvements that are needed to serve the Project. Applicant shall provide performance (110%) and labor and materials (50%) securities to guarantee the Project improvements, approved by the City Engineer, prior to the execution of the SIA and approval of the first final map.
- b. All water meters shall be within the public right of way or public utility easement. City shall not maintain water and sewer system lines beyond existing main line stub outs or on private property, unless otherwise agreed to by the City.
- c. With any final map, applicant shall dedicate or otherwise convey to the City all groundwater rights underlying the Project area.
- d. Applicant can enter into a reimbursement agreement with the City for construction cost reimbursement of any infrastructure that provides a regional benefit.
- e. Prior to approval of the first final map, the applicant shall make provision for the maintenance of public infrastructure by creating or entering into (if existing) a Community Facilities District.
- f. The applicant shall retain the services of a California licensed civil engineer to design the improvements and utility plans for sewer, water storm drain lines and systems.
- g. The applicant shall ensure that all off-site and on-site improvements comply with City Standards.
- h. Hydrology and hydraulic calculations and plans for on-site storm water system shall be submitted to the City for review and approval.
- i. The applicant shall execute a maintenance agreement for all onsite storm water quality treatment devices, swales and/or ponds.
- j. The applicant shall install as part of their onsite improvement all necessary Best Management Practices (BMP's) for post construction in accordance with City guidelines and standards. The BMP's must be in place prior to final occupancy.
- k. The applicant shall pay all appropriate fees including but not limited to Levee Impact Fee, Capital Facilities Fees, and Plan Check and Inspection Fees.
- l. A geotechnical report shall be submitted for the project, which includes groundwater elevations, percolation rates for retention basins, soil compaction requirements, and recommendations for asphalt paving.

- m. Grading and other construction activities that may cause dust shall be watered to control dust at the City Engineer's direction. A water vehicle shall be available for dust control.
- n. operations. at all times during grading operations. The adjacent public street shall be kept free and clean of any project dirt, mud, materials, and debris.
- o. The applicant shall provide a separate demolition plan and apply for a demolition permit for any existing buildings.
- p. All improvements shall be designed and constructed per the most current City Standards.

LATHROP-MANTECA FIRE DISTRICT (LMFD)

1. The project must conform to the appropriate edition of the California Fire Code and the California Residential Code (currently the 2019 edition) and all related standards.
2. Permits shall be obtained from the LMFD official. Permit(s) and fees, if any, shall be paid prior to issuance of any and/or all permits. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by LMFD official.
3. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm). Adequate turnaround shall be provided per City of Lathrop City Standards and Appendix D of the 2019 CFC.
4. Where access to the development is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, a key box is required to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.
5. Where a portion of the added street is constructed more than 200 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route, an additional fire hydrant and main shall be provided. NOTE: provide exact locations and distances of existing hydrants in the area. (2019 CFC Appendix C, and City of Lathrop Water System Standards)
6. Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.
7. An approved water supply for fire protection, either temporary or permanent, shall be made available prior to commencing construction beyond the foundation stage, or as soon as combustible material arrives on the site.
8. All residential structures shall be Fire Sprinkler protected, as per the City of Lathrop's Fire Sprinkler Ordinance, 2019 California Fire Code, California Residential Code and the 2019 California Building Standards Codes. Fire suppression system plans shall be modified under separate fire permit and shall be submitted by a licensed fire contractor, to the (AHJ) Fire District for review and approval prior to installation. Deferred submittal accepted.

9. Final approval is subject to field inspections. Minimum 48 hour notice required prior to any life-safety fire inspections. Other conditions may apply at time of inspections and are subject to correction.

LATHROP POLICE DEPARTMENT

1. All conditions are subject to approval by both the Police Chief and Fire Chief collaboratively.
2. Landscaping installed for the proposed park shall conform to standard CPTED Measurements:
 - a. Maintain natural visible surveillance to building from parking lot and street.
 - b. Plans taller than 8 feet shall be trimmed up 4 feet from ground.
 - c. Plants under 8 feet shall be trimmed to allow ground level surveillance.

ADMINISTRATIVE SERVICES

1. By exercising this Permit, the applicant hereby agrees to indemnify, hold harmless and defend the City, its officers, agents, elected and appointed officials, and employees, from any and all liability or claims that may be brought against the City arising out of its approval of this Vesting Tentative Subdivision Map to the fullest extent permitted by law.

SAN JOAQUIN COUNTY MULTI-SPECIES HABITAT CONSERVATION & OPEN SPACE PLAN

See attached memo dated August 11, 2022

SAN JOAQUIN COUNTY ENVIORNMENTAL HEALTH DEPARTMENT

See attached memo dated August 22, 2022

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

See attached memo dated August 31, 2022



S J C O G, Inc.

555 East Weber Avenue • Stockton, CA 95202 • (209) 235-0600 • FAX (209) 235-0438

San Joaquin County Multi-Species Habitat Conservation & Open Space Plan (SJMSCP)

**SJMSCP RESPONSE TO LOCAL JURISDICTION (RTLJ)
ADVISORY AGENCY NOTICE TO SJCOG, Inc.**

To: Trent DaDalt, City of Lathrop, Community Development Department
From: Laurel Boyd, SJCOG, Inc. Phone: (209) 235-0574 Email: boyd@sjcog.org
Date: August 11, 2022

-Local Jurisdiction Project Title: Queirola Road Subdivision Project (VTM-22-100)

Assessor Parcel Number(s): 241-020-63

Local Jurisdiction Project Number: VTM-22-100

Total Acres to be converted from Open Space Use: Unknown

Habitat Types to be Disturbed: Multi-Purpose Open Space Habitat Land

Species Impact Findings: Findings to be determined by SJMSCP biologist.

Dear Mr. DaDalt:

SJCOG, Inc. has reviewed the project referral for the Queirola Road Subdivision Project. This project consists of a Vesting Tentative Map to subdivide a 19.98-acre parcel into 85 residential lots including a 3.5-acre park. The property is currently zoned RM-MV (Medium Density Residential, Mossdale Village), P-MV (Public Schools Parks Open Space, Mossdale Village) and CS-MV (Service Commercial, Mossdale Village) and is located within the Mossdale Landing South Urban Design Concept (UDC). The property also has a General Plan designation of MD (Medium Density Residential) with a density of 8-15 dwelling units/acres, NP (Neighborhood Park), and SC (Service Commercial). Associated site improvements would include utility connections from Sadler Oak (north of the project), installation of various public streets throughout the project, installation of the required Golden Valley Parkway frontage, as well as curb, gutter sidewalk, landscaping, off-street parking, etc. and frontage improvements along Sadler Oak and Golden Valley Parkway. The project site is located at 18401 Queirola Road, Lathrop (APN: 241-020-63).

The City of Lathrop is a signatory to San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP). Participation in the SJMSCP satisfies requirements of both the state and federal endangered species acts, and ensures that the impacts are mitigated below a level of significance in compliance with the California Environmental Quality Act (CEQA). The LOCAL JURISDICTION retains responsibility for ensuring that the appropriate Incidental Take Minimization Measure are properly implemented and monitored and that appropriate fees are paid in compliance with the SJMSCP. Although participation in the SJMSCP is voluntary, Local Jurisdiction/Lead Agencies should be aware that if project applicants choose against participating in the SJMSCP, they will be required to provide alternative mitigation in an amount and kind equal to that provided in the SJMSCP.

This Project is subject to the SJMSCP. This can be up to a 30 day process and it is recommended that the project applicant contact SJMSCP staff as early as possible. It is also recommended that the project applicant obtain an information package. <http://www.sjcog.org>

Please contact SJMSCP staff regarding completing the following steps to satisfy SJMSCP requirements:

- Schedule a SJMSCP Biologist to perform a pre-construction survey **prior to any ground disturbance**
- SJMSCP Incidental take Minimization Measures and mitigation requirement:
 1. Incidental Take Minimization Measures (ITMMs) will be issued to the project and must be signed by the project applicant prior to any ground disturbance but no later than six (6) months from receipt of the ITMMs. If ITMMs are not signed within six months, the applicant must reapply for SJMSCP Coverage. Upon receipt of signed ITMMs from project applicant, SJCOG, Inc. staff will sign the ITMMs. This is the effective date of the ITMMs.
 2. Under no circumstance shall ground disturbance occur without compliance and satisfaction of the ITMMs
 3. Upon issuance of fully executed ITMMs and prior to any ground disturbance, the project applicant must
 - a. Post a bond for payment of the applicable SJMSCP fee covering the entirety of the project acreage being covered (the bond should be valid for no longer than a 6 month period), or
 - b. Pay the appropriate SJMSCP fee for the entirety of the project acreage being covered; or

2 | SJCOG, Inc.

- c Dedicate land in-lieu of fees, either as conservation easements or fee title; or
 - d Purchase approved mitigation bank credits.
4. Within 6 months from the effective date of the ITMMs or issuance of a building permit, whichever occurs first, the project applicant must
- a Pay the appropriate SJMSCP for the entirety of the project acreage being covered; or
 - b Dedicate land in-lieu of fees, either as conservation easements or fee title; or
 - c Purchase approved mitigation bank credits.

Failure to satisfy the obligations of the mitigation fee shall subject the bond to be called.

- Receive your Certificate of Payment and release the required permit

It should be noted that if this project has any potential impacts to waters of the United States [pursuant to Section 404 Clean Water Act], it would require the project to seek voluntary coverage through the unmapped process under the SJMSCP which could take up to 90 days. It may be prudent to obtain a preliminary wetlands map from a qualified consultant. If waters of the United States are confirmed on the project site, the Corps and the Regional Water Quality Control Board (RWQCB) would have regulatory authority over those mapped areas [pursuant to Section 404 and 401 of the Clean Water Act respectively] and permits would be required from each of these resource agencies prior to grading the project site.

If you have any questions, please call (209) 235-0600.



S J C O G, Inc.

San Joaquin County Multi-Species Habitat Conservation & Open Space Plan

555 East Weber Avenue • Stockton, CA 95202 • (209) 235-0600 • FAX (209) 235-0438

SJMSCP HOLD

TO: Local Jurisdiction: Community Development Department, Planning Department, Building Department, Engineering Department, Survey Department, Transportation Department,
Other: _____

FROM: Laurel Boyd, SJCOG, Inc.

**DO NOT AUTHORIZE SITE DISTURBANCE
DO NOT ISSUE A BUILDING PERMIT
DO NOT ISSUE _____ FOR THIS PROJECT**

The landowner/developer for this site has requested coverage pursuant to the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP). In accordance with that agreement, the Applicant has agreed to:

- 1) **SJMSCP Incidental Take Minimization Measures and mitigation requirement:**
 - 1. Incidental Take Minimization Measures (ITMMs) will be issued to the project and must be signed by the project applicant prior to any ground disturbance but no later than six (6) months from receipt of the ITMMs. If ITMMs are not signed within six months, the applicant must reapply for SJMSCP Coverage. Upon receipt of signed ITMMs from project applicant, SJCOG, Inc. staff will sign the ITMMs. This is the effective date of the ITMMs.
 - 2. Under no circumstance shall ground disturbance occur without compliance and satisfaction of the ITMMs.
 - 3. Upon issuance of fully executed ITMMs and prior to any ground disturbance, the project applicant must:
 - a. Post a bond for payment of the applicable SJMSCP fee covering the entirety of the project acreage being covered (the bond should be valid for no longer than a 6 month period); or
 - b. Pay the appropriate SJMSCP fee for the entirety of the project acreage being covered; or
 - c. Dedicate land in-lieu of fees, either as conservation easements or fee title; or
 - d. Purchase approved mitigation bank credits.
 - 4. Within 6 months from the effective date of the ITMMs or issuance of a building permit, whichever occurs first, the project applicant must:
 - a. Pay the appropriate SJMSCP for the entirety of the project acreage being covered; or
 - b. Dedicate land in-lieu of fees, either as conservation easements or fee title; or
 - c. Purchase approved mitigation bank credits.
- Failure to satisfy the obligations of the mitigation fee shall subject the bond to be called.

Project Title: Queirolo Road Subdivision Project (VTM-22-100)

Assessor Parcel #s: 241-020-63

T _____, R _____, Section(s): _____

Local Jurisdiction Contact: Trent DaDalt

The LOCAL JURISDICTION retains responsibility for ensuring that the appropriate Incidental Take Minimization Measures are properly implemented and monitored and that appropriate fees are paid in compliance with the SJMSCP.

Jasjit Kang, REHS, Director

Muniappa Naidu, REHS, Assistant Director

PROGRAM COORDINATORS

Robert McClellon, REHS

Jeff Carruesco, REHS, RDI

Willy Ng, REHS

Steven Shih, REHS

Michelle Henry, REHS

Elena Manzo, REHS

August 22, 2022

To: City of Lathrop Community Development Department Planning Division
Attention: Trent DaDalt

From: Aldara Salinas; 209-616-3019
Environmental Health Specialist



RE: **VTM-22-100, Referral, SU0015103**
18401 Queirolo Rd., Lathrop

The San Joaquin County Environmental Health Department (EHD) recommends the following conditions as a part of developing this project:

1. Destroy any abandoned well(s) under permit and inspection by the Environmental Health Department as required by San Joaquin County Development Title, Section 9-1115.5(e).
2. Open, pump, and backfill any septic tank(s), seepage pit or excavation under permit and inspection by the Environmental Health Department (San Joaquin County Development Title, Section 9-1110.3 & 9-1110.4).
3. Any geotechnical drilling shall be conducted under permit and inspection by The Environmental Health Department (San Joaquin County Development Title, Section 9-1115.3 and 9-1115.6).



August 31, 2022

Trent DaDalt
City of Lathrop
Community Development Department
390 Towne Centre Drive
Lathrop, CA 95330

Project: Queirolo Road Subdivision, TVM-22-100

District CEQA Reference No: 20221129

Dear Mr. DaDalt>:

The San Joaquin Valley Air Pollution Control District (District) has reviewed the Vesting Tentative Map No. VTM 22-100 from the City of Lathrop (City). Per the Vesting Tentative Map, the project consists of subdividing a 19.98-acre parcel into 85 residential lots including a 3.5-acre park. (Project). The Project is located at 18401 Queirolo Road, Lathrop, CA.

The District offers the following comments regarding the Project:

1) Project Related Emissions

At the federal level under the National Ambient Air Quality Standards (NAAQS), the District is designated as extreme nonattainment for the 8-hour ozone standards and serious nonattainment for the particulate matter less than 2.5 microns in size (PM2.5) standards. At the state level under California Ambient Air Quality Standards (CAAQS), the District is designated as nonattainment for the 8-hour ozone, PM10, PM2.5 standards.

Based on information provided to the District, Project specific annual criteria pollutant emissions from construction and operation are not expected to exceed any of the significance thresholds as identified in the District's Guidance for Assessing and Mitigating Air Quality Impacts (GAMAQI):

<https://www.valleyair.org/transportation/GAMAQI.pdf>.

Samir Sheikh

Executive Director/Air Pollution Control Officer

Northern Region
4800 Enterprise Way
Modesto, CA 95356 8713
Tel: (209) 557 6400 FAX: (209) 557 6475

Central Region (Main Office)
1990 E. Gettysburg Avenue
Fresno, CA 93726 0244
Tel: (559) 230 6000 FAX: (559) 230 6061

Southern Region
34948 Flyover Court
Bakersfield, CA 93308 0725
Tel: (661) 392 5500 FAX: (661) 392 5525

1a) Construction Emissions

The District recommends, to reduce impacts from construction-related diesel exhaust emissions, the Project should utilize the cleanest available off-road construction equipment, including the latest tier equipment.

2) Health Risk Screening/Assessment

The City should evaluate the risk associated with the Project for sensitive receptors (residences, businesses, hospitals, day-care facilities, health care facilities, etc.) in the area and mitigate any potentially significant risk to help limit exposure of sensitive receptors to emissions.

To determine potential health impacts on surrounding receptors (residences, businesses, hospitals, day-care facilities, health care facilities, etc.) a Prioritization and/or a Health Risk Assessment (HRA) should be performed for the Project. These health risk determinations should quantify and characterize potential Toxic Air Contaminants (TACs) identified by the Office of Environmental Health Hazard Assessment/California Air Resources Board (OEHHA/CARB) that pose a present or potential hazard to human health.

Health risk analyses should include all potential air emissions from the project, which include emissions from construction of the project, including multi-year construction, as well as ongoing operational activities of the project. Note, two common sources of TACs can be attributed to diesel exhaust emitted from heavy-duty off-road earth moving equipment during construction, and from ongoing operation of heavy-duty on-road trucks.

Prioritization (Screening Health Risk Assessment):

A "Prioritization" is the recommended method for a conservative screening-level health risk assessment. The Prioritization should be performed using the California Air Pollution Control Officers Association's (CAPCOA) methodology.

The District recommends that a more refined analysis, in the form of an HRA, be performed for any project resulting in a Prioritization score of 10 or greater. This is because the prioritization results are a conservative health risk representation, while the detailed HRA provides a more accurate health risk evaluation.

To assist land use agencies and project proponents with Prioritization analyses, the District has created a prioritization calculator based on the aforementioned CAPCOA guidelines, which can be found here:

http://www.valleyair.org/busind/pto/emission_factors/Criteria/Toxics/Utilities/PRIORITIZATION-CALCULATOR.xls

Health Risk Assessment:

Prior to performing an HRA, it is strongly recommended that land use agencies/ project proponents develop and submit for District review a health risk modeling protocol that outlines the sources and methodologies that will be used to perform the HRA. This step will ensure all components are addressed when performing the HRA.

A development project would be considered to have a potentially significant health risk if the HRA demonstrates that the project-related health impacts would exceed the District's significance threshold of 20 in a million for carcinogenic risk, or 1.0 for either the Acute or Chronic Hazard Indices.

A project with a significant health risk would trigger all feasible mitigation measures. The District strongly recommends that development projects that result in a significant health risk not be approved by the land use agency.

The District is available to review HRA protocols and analyses. For HRA submittals please provide the following information electronically to the District for review:

- HRA (AERMOD) modeling files
- HARP2 files
- Summary of emissions source locations, emissions rates, and emission factor calculations and methodologies.

For assistance, please contact the District's Technical Services Department by:

- E-Mailing inquiries to: hramodeler@valleyair.org
- Calling (559) 230-5900

Recommended Measure: Development projects resulting in TAC emissions should be located an adequate distance from residential areas and other sensitive receptors in accordance to CARB's Air Quality and Land Use Handbook: A Community Health Perspective located at <https://ww3.arb.ca.gov/ch/handbook.pdf>.

3) Ambient Air Quality Analysis

An Ambient Air Quality Analysis (AAQA) uses air dispersion modeling to determine if emissions increases from a project will cause or contribute to a violation of State or National Ambient Air Quality Standards. The District recommends an AAQA be performed for the Project if emissions exceed 100 pounds per day of any pollutant

An acceptable analysis would include emissions from both project-specific permitted and non-permitted equipment and activities. The District recommends consultation with District staff to determine the appropriate model and input data to use in the analysis.

Specific information for assessing significance, including screening tools and modeling guidance, is available online at the District's website: www.valleyair.org/ceqa.

4) Vegetative Barriers and Urban Greening

There are residential units located north of the Project. The District suggests the City consider the feasibility of incorporating vegetative barriers and urban greening as a measure to further reduce air pollution exposure on sensitive receptors (e.g., residential units).

While various emission control techniques and programs exist to reduce air quality emissions from mobile and stationary sources, vegetative barriers have been shown to be an additional measure to potentially reduce a population's exposure to air pollution through the interception of airborne particles and the uptake of gaseous pollutants. Examples of vegetative barriers include, but are not limited to the following: trees, bushes, shrubs, or a mix of these. Generally, a higher and thicker vegetative barrier with full coverage will result in greater reductions in downwind pollutant concentrations. In the same manner, urban greening is also a way to help improve air quality and public health in addition to enhancing the overall beautification of a community with drought tolerant, low-maintenance greenery.

5) Clean Lawn and Garden Equipment in the Community

Since the Project consists of residential development, gas-powered residential lawn and garden equipment have the potential to result in an increase of NO_x and PM_{2.5} emissions. Utilizing electric lawn care equipment can provide residents with immediate economic, environmental, and health benefits. The District recommends the Project proponent consider the District's Clean Green Yard Machines (CGYM) program which provides incentive funding for replacement of existing gas powered lawn and garden equipment. More information on the District CGYM program and funding can be found at: <http://www.valleyair.org/grants/cgym.htm> and <http://valleyair.org/grants/cgym-commercial.htm>.

6) On-Site Solar Deployment

It is the policy of the State of California that renewable energy resources and zero-carbon resources supply 100% of retail sales of electricity to California end-use customers by December 31, 2045. While various emission control techniques and programs exist to reduce air quality emissions from mobile and stationary sources, the production of solar energy is contributing to improving air quality and public health. The District suggests that the City consider incorporating solar power systems as an emission reduction strategy for the Project.

7) District Rules and Regulations

The District issues permits for many types of air pollution sources, and regulates some activities that do not require permits. A project subject to District rules and regulations would reduce its impacts on air quality through compliance with the District's regulatory framework. In general, a regulation is a collection of individual rules, each of which deals with a specific topic. As an example, Regulation II (Permits) includes District Rule 2010 (Permits Required), Rule 2201 (New and Modified Stationary Source Review), Rule 2520 (Federally Mandated Operating Permits), and several other rules pertaining to District permitting requirements and processes.

The list of rules below is neither exhaustive nor exclusive. Current District rules can be found online at: www.valleyair.org/rules/1ruleslist.htm. To identify other District rules or regulations that apply to future projects, or to obtain information about District permit requirements, the project proponents are strongly encouraged to contact the District's Small Business Assistance (SBA) Office at (209) 557-6446.

7a) District Rule 9510 - Indirect Source Review (ISR)

The Project is subject to District Rule 9510 because it will receive a project-level discretionary approval from a public agency and will equal or exceed 50 residential units.

The purpose of District Rule 9510 is to reduce the growth in both NO_x and PM emissions associated with development and transportation projects from mobile and area sources; specifically, the emissions associated with the construction and subsequent operation of development projects. The ISR Rule requires developers to mitigate their NO_x and PM emissions by incorporating clean air design elements into their projects. Should the proposed development project clean air design elements be insufficient to meet the required emission reductions, developers must pay a fee that ultimately funds incentive projects to achieve off-site emissions reductions.

Per Section 5.0 of the ISR Rule, an Air Impact Assessment (AIA) application is required to be submitted no later than applying for project-level approval from a public agency. As of the date of this letter, the District has not received an AIA application for this Project. Please inform the project proponent to immediately submit an AIA application to the District to comply with District Rule 9510. One AIA application should be submitted for the entire Project. It is preferable for the applicant to submit an AIA application as early as possible in the City's approval process so that proper mitigation and clean air design under ISR can be incorporated into the City's analysis.

Information about how to comply with District Rule 9510 can be found online at:
<http://www.valleyair.org/ISR/ISRHome.htm>.

The AIA application form can be found online at:
<http://www.valleyair.org/ISR/ISRFormsAndApplications.htm>.

District staff is available to provide assistance with determining if the Project OR future development projects will be subject to Rule 9510, and can be reached by phone at (559) 230-5900 or by email at ISR@valleyair.org.

7b) District Rule 4601 (Architectural Coatings)

The Project may be subject to District Rule 4601 since it may utilize architectural coatings. Architectural coatings are paints, varnishes, sealers, or stains that are applied to structures, portable buildings, pavements or curbs. The purpose of this rule is to limit VOC emissions from architectural coatings. In addition, this rule specifies architectural coatings storage, cleanup and labeling requirements. Additional information on how to comply with District Rule 4601 requirements can be found online at:
<http://www.valleyair.org/rules/currnrules/r4601.pdf>

7c) District Regulation VIII (Fugitive PM10 Prohibitions)

The project proponent may be required to submit a Construction Notification Form or submit and receive approval of a Dust Control Plan prior to commencing any earthmoving activities as described in Regulation VIII, specifically Rule 8021 – *Construction, Demolition, Excavation, Extraction, and Other Earthmoving Activities*.

Should the project result in at least 1-acre in size, the project proponent shall provide written notification to the District at least 48 hours prior to the project proponents intent to commence any earthmoving activities pursuant to District Rule 8021 (Construction, Demolition, Excavation, Extraction, and Other Earthmoving Activities). Also, should the project result in the disturbance of 5-acres or more, or will include moving, depositing, or relocating more than 2,500 cubic yards per day of bulk materials, the project proponent shall submit to the District a Dust Control Plan pursuant to District Rule 8021 (Construction, Demolition, Excavation, Extraction, and Other Earthmoving Activities). For additional information regarding the written notification or Dust Control Plan requirements, please contact District Compliance staff at (559) 230-5950.

The application for both the Construction Notification and Dust Control Plan can be found online at:
<https://www.valleyair.org/busind/comply/PM10/forms/DCP-Form.docx>

Information about District Regulation VIII can be found online at:
http://www.valleyair.org/busind/comply/pm10/compliance_pm10.htm

7d) District Rule 4901 - Wood Burning Fireplaces and Heaters

The purpose of this rule is to limit emissions of carbon monoxide and particulate matter from wood burning fireplaces, wood burning heaters, and outdoor wood burning devices. This rule establishes limitations on the installation of new wood burning fireplaces and wood burning heaters. Specifically, at elevations below 3,000 feet in areas with natural gas service, no person shall install a wood burning fireplace, low mass fireplace, masonry heater, or wood burning heater.

Information about District Rule 4901 can be found online at:
<http://valleyair.org/rule4901/>

7e) Other District Rules and Regulations

The Project may also be subject to the following District rules: Rule 4102 (Nuisance) and Rule 4641 (Cutback, Slow Cure, and Emulsified Asphalt, Paving and Maintenance Operations).

8) District Comment Letter

The District recommends that a copy of the District's comments be provided to the Project proponent.

If you have any questions or require further information, please contact Carol Flores by e-mail at Carol.Flores@valleyair.org or by phone at (559) 230-5935.

Sincerely,

Brian Clements
Director of Permit Services



For: Mark Montelongo
Program Manager

Mossdale Landing South
Mitigation Monitoring and Reporting Program (MMRP)

**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
4.0 AESTHETICS			
Aesthetic Effects of Proposed Residential Development	LS	None required	
Light and Glare	PS	4.1 Light and Glare Screening	LS
		Exterior commercial lighting associated with the project shall, as indicated in the WLSP EIR (p. IV-16), be directed away from residential areas and hooded to prevent glare. Special attention shall be given to the hooding or direction of lighting mounted high on building walls, poles, roofs, equipment and other facilities.	
5.0 AGRICULTURE			
Conversion of Agricultural Land	S	5.1 Agricultural Land Conversion Mitigation Fee.	S
		The applicants shall participate in the City's agricultural land conversion mitigation fees system when adopted.	
Urban Agricultural Conflicts	LS	None required	
Williamson Act Contracts	LS	None available	
6.0 AIR QUALITY			
Construction-Related Emissions	S	6.1 Construction Dust Control	LS
		A. The owners, developers and/or successors-in-interest shall comply with all applicable requirements of SJVAPCD Regulation VIII, including compliance with the following mitigation measures B through J.	

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TABLE 2-2 SUMMARY OF IMPACTS AND MITIGATION MEASURES

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
		<p>B. Visible Dust Emissions (VDE) from construction, demolition, excavation or other earthmoving activities related to the project shall be limited to 20% opacity or less, as defined in Rule 8011, Appendix A. The dust control measures specified in mitigations 3 through 10 shall be applied as required to maintain the VDE standard.</p> <p>C. Pre-water all land clearing, grubbing, scraping, excavation, land leveling, grading, cut and fill, and demolition activity sites and phase earthmoving.</p> <p>D. Apply water, chemical / organic stabilizer / suppressant, or vegetative ground cover to all disturbed areas, including unpaved roads.</p> <p>E. Restrict vehicular access to the disturbance area during periods of inactivity.</p> <p>F. Apply water or chemical /organic stabilizers / suppressants, construct wind barriers and/or cover exposed potentially dust-generating materials.</p> <p>G. When materials are transported off-site, stabilize and cover all materials to be transported and maintain six inches of freeboard space from the top of the container.</p>	

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TABLE 2-2 SUMMARY OF IMPACTS AND MITIGATION MEASURES

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
		<p>H. Remove carryout and trackout of soil materials on a daily basis unless it extends more than 50 feet from site; carryout and trackout extending more than 50 feet from the site shall be removed immediately. The use of dry rotary brushes is expressly prohibited except where preceded or accompanied by sufficient wetting to limit the visible dust emissions. Use of blower devices is expressly forbidden. If the project would involve more than 150 construction vehicle trips per day onto the public street, additional restrictions specified in Section 5.8 of Rule 8041 will apply.</p> <p>I. Traffic speeds on unpaved roads shall be limited to 15 mph.</p> <p>J. The ODS shall submit a Dust Control Plan to the SJVAPCD at least 30 days prior to the start of construction activity, as required by Rule 8021, for any activities that involve more than 40 acres of disturbed surface area or will include moving more than 2,500 cubic yards per day of bulk materials on at least three days.</p>	

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TABLE 2-2 SUMMARY OF IMPACTS AND MITIGATION MEASURES

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
Ozone Precursor Emissions	S (Short term)	<p>6.2 Ozone Reduction Measures</p> <p>The proponents shall implement the following mitigation measures:</p> <p>Install central water heaters in all residential and commercial buildings.</p> <p>Prohibit the use of wood stoves or fireplaces in all residential dwellings.</p> <p>Orient buildings north/south to take advantage of solar heat gain.</p> <p>Provide bus turnouts and transit improvements where requested by SMART.</p> <p>Provide sidewalks and/or pedestrian paths.</p> <p>Provide direct pedestrian connections.</p> <p>Provide street lighting.</p> <p>Provide pedestrian signalization and signage.</p> <p>Provide bike lanes/paths connecting to bikeway system.</p> <p>Provide shade trees to shade sidewalks.</p> <p>Provide pedestrian safety designs/infrastructure at crossings.</p> <p>Provide secure bicycle parking.</p> <p>Provide outdoor electric outlets and gas hook-ups.</p>	S (Short term, less than significant after 2025)
	LS	<p>6.3 <u>The applicants shall prepare and implement an ozone precursor mitigation plan that incorporates feasible elements of the list included in the APCD's Draft EIR comment letter of August 10, 2004. The plan shall be subject to the review and approval of the Director of Community Development prior to final map approval.</u></p>	None required
Carbon Monoxide Emissions	LS		None required
Odor Impacts	LS		None required

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation
7.0 BIOLOGICAL RESOURCES		
Impacts of Waters of the U.S. and Wetlands	LS	None required
Project Impacts on Swainson's Hawk, Burrowing Owl and Other Sensitive Species Addressed by the San Joaquin County Habitat Conservation Program	S	7.1 Compliance with the SJCMSHCP A. The project proponent shall pay the applicable (SJMSHCP) fee prior to the issuance of any building permit for the parcel area to be developed. B. The Project proponents shall also implement other "Incidental Take Avoidance Measures" as specified in the SJMSHCP.
Project Impacts on Riparian Brush Rabbit	LS	None required
Project Impacts on Heritage Oak Trees	LS	None required
Sensitive Fish Species, Water Quality Concerns	LS	None required
Impacts on Other Sensitive Plant or Wildlife Species	LS	None required
8.0 CULTURAL RESOURCES		
Impact on Known Archaeological Resources	S	8.1 Avoidance A. The applicants or their successors shall retain a qualified archaeologist to field stake the boundaries of CA-SJO-19/H where it encroaches on any land proposed for development. Said boundary shall be surveyed by a qualified engineer or surveyor, and development or physical disturbance shall be permanently prohibited within the CA-SJO-19/H site area. Legal exclusion may be by final map, open space easement or other means acceptable to the Community Development Director.

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TABLE 2-2 SUMMARY OF IMPACTS AND MITIGATION MEASURES

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
		B. Prior to development or physical disturbance of lands adjacent to CA-SJO-19/H, the site boundary shall be marked with colored plastic construction fencing and signed as required to prevent construction equipment encroachment.	
		8.2 Archeological Survey, Phase 8 Area	
		A. Prior to any urban development activity or entitlement approvals within the Phase 8 area, the applicants shall retain a qualified archaeologist to perform an archaeological survey of the proposed development area. If the survey identifies either archaeological or potential historical resources, said resources shall be evaluated for their potential uniqueness and/or significance under CEQA. If any resources are considered unique and/or significant under CEQA, the resources shall either be avoided, or feasible mitigation that will reduce impacts so less than significant shall be incorporated in the project. If not, additional CEQA review will be required.	
Impact on Unknown Archeological Resources	PS	8.3 Unknown Archeological Resource Discovery	LS
		A. If subsurface cultural materials are encountered, all construction activities in that area shall be halted until a qualified archaeologist can examine these materials and make a determination of their significance. The City of Lathrop Community Development Department shall be notified, and impacts on significant cultural resources shall be mitigated pursuant to the requirements of the CEQA Guidelines.	

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TABLE 2-2 SUMMARY OF IMPACTS AND MITIGATION MEASURES

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation
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B. If human remains are encountered at any time during the development of the project, all work in the vicinity of the find shall halt, and the County Coroner and the Community Development Department shall be notified immediately. If the remains are of Native American origin, the Coroner must contact the Native American Heritage Commission. At the same time, a qualified archaeologist must be contacted to evaluate the archaeological implications of the finds. The CEQA Guidelines detail additional steps to be taken if human remains are found to be of Native American origin.

C. The developer shall inform / educate members of the earthmoving team prior to ground disturbances of the possibility of subsurface cultural materials being located within the project area and instruct the team about the proper procedure to be utilized if subsurface cultural materials are unearthed. The construction team shall include the general contractor and all subcontractors involved in ground disturbance activities.

None required

LS

Impacts on Historic Architectural Resources

9.0 FISCAL IMPACTS

There are no significant issues in this issue area. See chapter 9.0 Fiscal Impacts for information in this issue area.

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation	Mitigation Measures
10.0 GEOLOGY AND SOILS			
Seismic-Related and Soils Hazards	S	LS	10.1 Geotechnical Report and Soils Reports. A. The project proponent shall submit geotechnical reports prepared by qualified geotechnical or soils engineers and addressing all areas proposed for development to the Lathrop Building Department for review and approval. B. All proposed development shall conform to the soils engineer's recommendations, as detailed in the approved soils report.
Shallow Groundwater Constraints	LS		None required
Soil Erosion	PS	LS	10.2 Water Controls/Erosion Control Comply with mitigation measures identified for storm water quality effects in Chapter 12.0, Hydrology and Water Quality.
11.0 HAZARDS AND HAZARDOUS MATERIAL			
Exposure to Hazardous Materials Transportation Risks	LS		None required
Exposure to High-voltage Power Lines and Electromagnetic Fields	LS		None required
Exposure to Hazardous and Toxic Materials and Sites	LS		None required
Hazardous Air Pollutants	LS		None required

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
12.0 HYDROLOGY AND WATER QUALITY			
Direct Impacts on Surface Water Features	LS	None required	
Potential Effects on River Flow and Volume	LS	None required	
Project Effects on Levee Stability and Flooding Risk	LS	None required	
Construction Effects on Surface Water Quality	PS	12.1 SWPPP	LS
		A. The project proponent shall prepare a Notice of Intent and Storm Water Pollution Prevention Plan and submit these documents to the California Regional Water Quality Control Board and the City of Lathrop.	
		B. The proponent shall implement all relevant provisions of the SWPPP, the City SWMP and Construction General Permit during project construction.	
Urban Runoff Effects on Surface Water Quality	PS	12.2 SWPPP and General Permit Requirements and BMP's.	LS
		The project proponent shall prepare and implement a Storm Water Pollution Prevention Plan consistent with the requirements of the City's Storm Water Management Plan, including Best Management Practices, as required in Mitigation Measure 12.1.	
Effects of Recycled Water Storage and Disposal on Surface Water Quality	LS	None required	

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation	Mitigation Measures
Project Effects on Groundwater Quality	PS	LS	12.3 Groundwater Quality Protection The project proponent shall prepare and implement an SWPPP for the project as defined in Mitigation Measure 12.2.
13.0 LAND USE AND PLANNING			
Interim Land Use Conflicts during Project Buildout	LS	None required	
Conflicts between Planned and Existing Land Uses	LS	None required	
14.0 NOISE			
Increases in Traffic Noise Levels at Existing Land Uses in the Project Vicinity	LS	None required	
Traffic Noise Impacts at Proposed Residential Land Uses Developed within the Project	S	LS	14.1 Sound Wall Project improvement plans shall include construction of a minimum 8-foot high sound barrier along the east line of lots backing up to Golden Valley Parkway.
Other Noise Producing Sources	LS	None required	
Construction Noise	PS	LS	14.2 Construction Schedule Construction activities should be restricted to the daytime hours of 7:00 a.m. to 7:00 p.m. In addition, all equipment shall be fitted with factory-equipped mufflers, and in good working order.

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SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
15.0 PUBLIC SERVICES			
Project Impact on Law Enforcement	PS	<p>15.1 Police Service Start-up Costs</p> <p>The applicants shall be responsible for paying startup costs associated with police services. The manner and timing of payment shall be established in the project Development Agreement.</p> <p>15.2 Police Ongoing Costs</p> <p>The applicant shall pay their proportionate share of ongoing costs associated with additional services until revenues generated from the project can cover this cost via participation in the Mossdale Village CFD, or an equivalent funding mechanism.</p> <p>15.3 Capital Facilities Fees</p> <p>The applicant shall pay Capital Facilities Fees to defray capital facilities costs associated with public safety.</p> <p>15.4 Construction Security</p> <p>The applicant shall fence, provide night lighting, and provide private security for contractors' storage yards during the construction phases of new development to prevent theft and vandalism, and to reduce calls for assistance from the Police Department.</p>	LS

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation	
	15.5	<p>Public Safety Review</p> <p>The proposed tentative map, circulation designs, residential numbering and other elements of the project shall be subject to the review of, and developed in coordination with the Police, Fire, and Public Works Department. The same mitigation measure is repeated in the following Section 7.2 Fire Protection.</p>		
	15.6	<p>Preemption Devices</p> <p>The applicant shall be responsible for providing traffic control preemption devices on all traffic lights to be constructed in conjunction with MLS development.</p>		
Project Impact on Animal Control Services	PS	15.7	<p>Animal Control Start-up Costs</p> <p>The Development Agreement shall include a provision that will ensure maintenance of the existing level of animal control service in the City. The agreement shall be designed to ensure that resources are available for animal control facilities and staff to expand to meet demand associated with the proposed project. The project applicant shall pay the one-time start up cost for these animal control services.</p>	LS
		15.8	<p>Animal Control Ongoing Costs</p> <p>The applicant shall pay their proportionate share of ongoing costs associated with additional services until revenues generated from the project can cover this cost via participation in the Mossdale Village CFD, or an equivalent funding mechanism.</p>	

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
Project Impact on Fire Protection	15.9	<p style="text-align: center;">Capital Facilities Fees</p> <p>The applicant shall pay Capital Facilities Fees to defray capital facilities costs associated with an animal control facility.</p>	
	PS	15.10	LS
		<p style="text-align: center;">Fire Facilities Fee</p> <p>The applicant shall pay applicable Fire Facility Fees at the time of building permit issuance, in accordance with the City of Lathrop's fee schedule in force at the time of development. If required in order to maintain fire district response time standards, and when requested by the fire district, the City may require that these fees be paid at the time of filing of final maps.</p>	
	15.11	<p style="text-align: center;">LMFPD Review, Secondary Access</p> <p>Improvement plans for each phase of development shall be subject to the review of the Lathrop-Manteca Fire Protection District, including consideration of the need to maintain secondary access to properties requiring fire protection.</p>	
	15.12	<p style="text-align: center;">UFC Compliance</p> <p>Planned water distribution facilities shall be designed in order to meet applicable, adopted Uniform Fire Code requirements for the proposed land uses.</p>	

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
Project Impact on Parks and Recreation	PS	15.13 Park Land Dedication	LS
		15.14 Park Fees	
		15.15 Linear Park Improvements	
Project Impact on Schools	S	15.16 School Fees	LS
		None required	
Project Impact on Solid Waste	LS		

At each phase of development, the project proponent shall dedicate any portions of the linear/river park sites that are within the development phase area, and that are shown in the UDC for public recreational use, and necessary easements or right-of-way, as determined by the City, to provide public access to the parks.

After consideration of linear/river parkland dedications, the applicant shall pay any remaining required parkland in-lieu fees. The applicant shall pay required Cultural and Leisure Capital Facilities Fees in order to meet park requirements generated by the project.

Any linear Park Improvements constructed by the developer as credit against Cultural and Leisure Capital Facilities fees shall conform to design standards provided by the City.

Consistent with Government Code sections 53080-53080.15 and 65995-65995.3, the project proponents shall pay adopted developer fees toward construction of new schools prior to issuance of construction permits in accordance with the rate in effect at the time of building permits.

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation	Mitigation Measures
16.0 TRANSPORTATION AND CIRCULATION			
Near-Term Base Case Traffic Impacts	S	LS	Payment of Traffic Impact Fees The City of Lathrop shall ensure that the project applicant pays its applicable Transportation Impact Fee for its fair share contribution towards those improvements identified in the City's Capital Facilities Fee program at the River Islands Parkway/I-5 Southbound Ramps and the Louise Avenue/I-5 Northbound Ramps.
Near-Term Intersection Signal Warrant	LS	None required	16.2 Traffic Monitoring Program Implementation
Near-Term Freeway Level of Service	LS	None required	The project applicant shall participate in the City of Lathrop Traffic Monitoring Program
Year 2025 Intersection Level of Service Impacts	S	LS	16.3 Payment of TIF Fees The City of Lathrop shall ensure that the project applicant pays its applicable Transportation Impact Fee for its fair share contribution towards those improvements identified in the City's Capital Facilities Fee program at River Islands Parkway/I-5 Southbound Ramps, Louise Avenue/I-5 Northbound Ramps, River Islands Parkway/Golden Valley Parkway and Golden Valley Parkway/Towne Centre Drive.
Year 2025 Intersection Signal Warrant	LS	None required	

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Significance After Mitigation	Mitigation Measures
Year 2025 Freeway Level of Service	S	16.4	<p>Payment of TIF Fees</p> <p>The City of Lathrop shall ensure that the project applicant pays its Applicable Transportation Impact Fee for its fair share contribution for I-5, I-205 and SR 120 freeway improvements detailed as follows:</p> <p>Summary of Required Freeway Lanes for Base Case + Project Peak Hour Traffic</p> <p>I-5 (north of Louise Avenue) - 4 lanes each direction</p> <p>I-5 (north of SR 120) - 5 lanes northbound/4 lanes southbound</p> <p>I-5 (between SR 120 and I-205) – 8 lanes each direction</p> <p>I-5 (south of I-205) – 3 lanes each direction</p> <p>I-205 (west of I-5) – 6 lanes each direction</p> <p>SR 120 (east of I-5) - 5 lanes each direction</p>
Construction Traffic	S	16.6	<p>Construction Traffic</p> <p>A. No construction delivery truck traffic shall be allowed on the local roadway network before 8:00 AM or after 4:30 PM.</p> <p>B. No construction worker traffic shall be allowed on the local roadway network between 6:30 and 8:30 AM and between 4:30 and 6:00 PM.</p>

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**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
Internal Circulation in the Northern (Unit 1) Single-Family Residential Area	LS	None required	
Internal Circulation in the Southern (Unit 2) Single-Family Residential Area (Northern Section)	S	16.8 Residential Street Width Curves All proposed residential streets shall be at least 36 feet wide curb to curb on the approaches to and through each major curve—or—on-street parking shall be prohibited on the inside of all ±90-degree curves.	LS
Unit 1 Service Commercial Area	S	16.9 Deceleration Lanes, Manthey Road Provide sufficient curb-to-curb pavement width to provide right and left turn deceleration lanes on the Manthey Road approaches to project driveways and Brookhurst Boulevard.	LS
Unit 2 Service Commercial Area	S	Provide left and right turn deceleration lanes on the Manthey Road approaches to project driveways as well as on the approach to the Cornucopia Way intersection (near term horizon).	LS
Pedestrian Circulation	S	16.10 Service Commercial Area Sidewalk Provide a sidewalk along the east as well as the west side of Manthey Road.	LS

S = Significant, CS = Cumulatively Significant, PS = Potentially Significant, LS = Less than Significant, SOC Adopted = Statement of Overriding Considerations previously adopted.
Mossdale Landing South Final Supplemental EIR

**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation	Mitigation Measures	Significance After Mitigation
Transit Service	PS	16.11 Transit Coordination The project applicant should work with local transit agency to incorporate potential future transit route and transit stop designs into their plans for Brookhurst Boulevard, Golden Valley Parkway, Manthey Road, Cornucopia Way and Inland Passage Way.	LS
Bicycle Circulation	PS	16.12 Bike Lane Widths Widen all streets within the Unit 2 subdivision to at least 36-foot widths on the approaches to and through each ±90-degree curve, or prohibit parking on the inside of each 90-degree or sharper curve.	LS
17.0 UTILITIES			
Project Impacts on Existing and Planned Municipal Water Supplies	PS	17.1 Water Allocation Proportionate share groundwater and surface water allocations shall be acquired for the proposed project site before the project connects to the municipal water system.	LS
Potential Effects on Water Distribution System	LS	None required	
Water Storage	LS	None required	
Demands for Wastewater Treatment Capacity	PS	17.2 Wastewater Treatment Capacity The owners, developers, and successors-in-interest shall not exceed their allotted wastewater treatment capacity. Additional wastewater treatment capacity will need to be acquired before additional development is allowed.	LS

S = Significant, CS = Cumulatively Significant, PS = Potentially Significant, LS = Less than Significant, SOC Adopted = Statement of Overriding Considerations previously adopted.
 Mossdale Landing South Final Supplemental EIR

**TABLE 2-2
SUMMARY OF IMPACTS AND MITIGATION MEASURES**

Potential Impact	Significance Before Mitigation Measures	Mitigation Measures	Significance After Mitigation
Wastewater Collection Systems	PS	17.3 WRP-1 Expansion Reimbursement The owners, developers, and successors-in-interest shall reimburse sewer consortium properties for their share of WRP-1 expansion improvements.	LS
		17.4 Wastewater Infrastructure	
	A.	If wastewater infrastructure required to connect the project site to WRP-1 is unavailable, the project proponents shall construct the necessary wastewater collection system improvements prior to occupation of the first house.	LS
		B. The owners, developers and successors-in-interest shall pay their proportionate share of wastewater infrastructure improvements installed by others, in accordance with established reimbursement systems.	
Recycled Water Systems	PS	17.5 Recycled Water Facilities Proposed water recycling facilities shall be subject to the review and approval, including all conditions and requirements imposed on said facilities through review by City of Lathrop, Regional Water Quality Control Board and other agencies.	LS
Impacts on Terminal Drainage Facility	LS	None required	
Adequacy of Storm Drainage Collection and Disposal System	LS	None required	
Project Demands For Other Utility Services	LS	None required	

S = Significant, CS = Cumulatively Significant, PS = Potentially Significant, LS = Less than Significant, SOC Adopted = Statement of Overriding Considerations previously adopted.
Mossdale Landing South Final Supplemental EIR



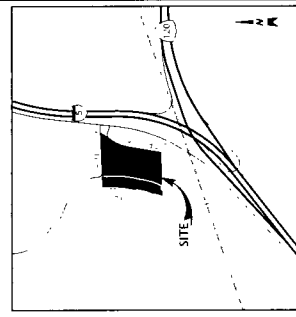
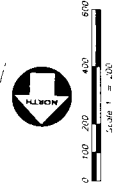
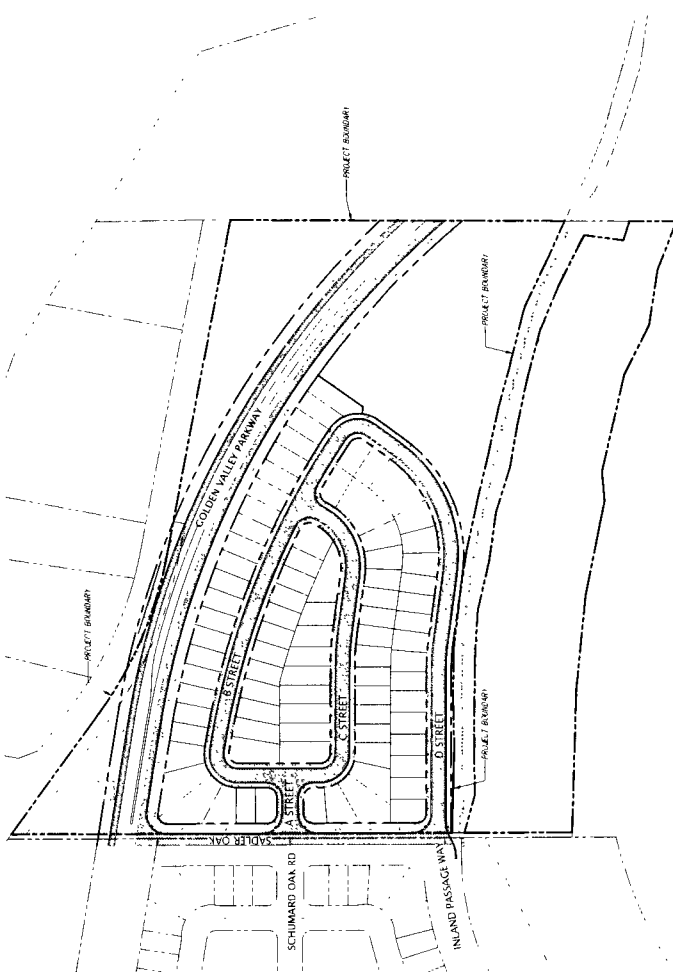
**PLANNING DIVISION
Vicinity Map**



**VTM-22-100
Vesting Tentative Map
Queirolo Road Subdivision
18401 Queirolo Road
APN: 241-020-63**



VESTING TENTATIVE MAP OF 18401 QUEIROLO ROAD FOR D.R. HORTON LATHROP, CALIFORNIA



SHEET INDEX

SHEET	TITLE	DESCRIPTION
C00	COVER SHEET	
C01	GENERAL CONDITIONS	
C11	NOTES	
C12	EXHIBIT A	
C13	EXHIBIT B	
C14	EXHIBIT C	
C15	EXHIBIT D	
C16	EXHIBIT E	
C17	EXHIBIT F	
C18	EXHIBIT G	
C19	EXHIBIT H	
C20	EXHIBIT I	
C21	EXHIBIT J	
C22	EXHIBIT K	
C23	EXHIBIT L	
C24	EXHIBIT M	
C25	EXHIBIT N	
C26	EXHIBIT O	
C27	EXHIBIT P	
C28	EXHIBIT Q	
C29	EXHIBIT R	
C30	EXHIBIT S	
C31	EXHIBIT T	
C32	EXHIBIT U	
C33	EXHIBIT V	
C34	EXHIBIT W	
C35	EXHIBIT X	
C36	EXHIBIT Y	
C37	EXHIBIT Z	
C38	EXHIBIT AA	
C39	EXHIBIT AB	
C40	EXHIBIT AC	
C41	EXHIBIT AD	
C42	EXHIBIT AE	
C43	EXHIBIT AF	
C44	EXHIBIT AG	
C45	EXHIBIT AH	
C46	EXHIBIT AI	
C47	EXHIBIT AJ	
C48	EXHIBIT AK	
C49	EXHIBIT AL	
C50	EXHIBIT AM	
C51	EXHIBIT AN	
C52	EXHIBIT AO	
C53	EXHIBIT AP	
C54	EXHIBIT AQ	
C55	EXHIBIT AR	
C56	EXHIBIT AS	
C57	EXHIBIT AT	
C58	EXHIBIT AU	
C59	EXHIBIT AV	
C60	EXHIBIT AW	
C61	EXHIBIT AX	
C62	EXHIBIT AY	
C63	EXHIBIT AZ	
C64	EXHIBIT BA	
C65	EXHIBIT BB	
C66	EXHIBIT BC	
C67	EXHIBIT BD	
C68	EXHIBIT BE	
C69	EXHIBIT BF	
C70	EXHIBIT BG	
C71	EXHIBIT BH	
C72	EXHIBIT BI	
C73	EXHIBIT BJ	
C74	EXHIBIT BK	
C75	EXHIBIT BL	
C76	EXHIBIT BM	
C77	EXHIBIT BN	
C78	EXHIBIT BO	
C79	EXHIBIT BP	
C80	EXHIBIT BQ	
C81	EXHIBIT BR	
C82	EXHIBIT BS	
C83	EXHIBIT BT	
C84	EXHIBIT BU	
C85	EXHIBIT BV	
C86	EXHIBIT BW	
C87	EXHIBIT BX	
C88	EXHIBIT BY	
C89	EXHIBIT BZ	
C90	EXHIBIT CA	
C91	EXHIBIT CB	
C92	EXHIBIT CC	
C93	EXHIBIT CD	
C94	EXHIBIT CE	
C95	EXHIBIT CF	
C96	EXHIBIT CG	
C97	EXHIBIT CH	
C98	EXHIBIT CI	
C99	EXHIBIT CJ	
C100	EXHIBIT CK	

GENERAL NOTES

- ASSESSOR PARCEL NUMBER: 241-009-01-000 AND PORTION OF 241-003-02-000
- SITE AREA: 20.27 ACRE
- BOUNDARY: THE BOUNDARY INFORMATION SHOWN IS FOR RECORD DATA ONLY. ALL OTHER SHOWN ARE FOR RECORD DATA.
- EXISTING ZONING: UNLAWFUL RESIDENTIAL
- EXISTING LAND USE: SINGLE-FAMILY RESIDENTIAL
- EXISTING PARCEL SIZE: 20.27 ACRES
- NUMBER OF RESIDENTIAL UNITS: 10
- PARKING: THIS PROJECT MAY BE CONSTRUCTED IN PHASES. WHERE APPROPRIATE, PARKING SHALL BE PROVIDED FOR EACH PHASE.
- EXISTING STRUCTURES: ALL EXISTING STRUCTURES TO BE REMOVED UNLESS OTHERWISE NOTED.
- EXISTING UTILITIES: ALL EXISTING UTILITIES TO BE REMOVED UNLESS OTHERWISE NOTED.
- STREETS: ALL DRIVE, ALLEY, DRIVE, AND OTHER ACCESS DRIVE SHALL BE OWNED & MAINTAINED BY THE CITY OF LATHROP AND SHALL BE MAINTAINED UNLESS OTHERWISE NOTED.
- STREET WIDTHS: STREET WIDTHS WITHIN THE PROJECT SHALL BE AS SHOWN ON THE PLANS. STREET WIDTHS OUTSIDE THE PROJECT SHALL BE AS SHOWN ON THE PLANS. STREET WIDTHS SHALL BE MAINTAINED UNLESS OTHERWISE NOTED.
- STREET LIGHTS: ALL STREET LIGHTS WITHIN THE PROJECT SHALL BE PRIVATE AND SHALL BE PROVIDED & MAINTAINED BY THE CITY OF LATHROP.
- WALLS: ALL WALLS WITHIN THE PROJECT SHALL BE PRIVATE AND SHALL BE PROVIDED & MAINTAINED BY THE CITY OF LATHROP.
- UTILITIES: ALL UTILITIES WITHIN THE PROJECT SHALL BE PRIVATE AND SHALL BE PROVIDED & MAINTAINED BY THE CITY OF LATHROP.
- LANDSCAPING: ALL LANDSCAPING WITHIN THE PROJECT SHALL BE PROVIDED & MAINTAINED BY THE CITY OF LATHROP.
- FLOOD ZONE: FLOOD INSURANCE RATE MAP: FIRM 160773000P (OCTOBER 18, 2009)
- WELLS: NONE
- MAP NOTE: PARCEL TO UNDERPINNED (SEE SECTION 1) THE SUBDIVISION MAY FILE A MAP AND SHALL BE BOUND BY THE VESTING TENTATIVE SUBDIVISION MAP. THE FORM OF A VESTING TENTATIVE SUBDIVISION MAP IS DESCRIBED IN THE VESTING TENTATIVE SUBDIVISION MAP ACT AND REGULATIONS. ANY PART OF THIS VESTING TENTATIVE SUBDIVISION MAP SHALL BE VOID IF IT IS NOT BOUND BY THE VESTING TENTATIVE SUBDIVISION MAP.
- SEE JUDICIAL COURT ORDER ASSIGNED VESTING TENTATIVE MAP NUMBER: 18401-2018-0001

APPLICANT	ARCHITECT	LANDSCAPE ARCHITECT	GEOTECHNICAL ENGINEER
D.R. HORTON 18401 QUEIROLO ROAD LATHROP, CA 95250 PHONE: (916) 334-1100	WILLIAMS ARCHITECTS 4176 WARD BLVD SAN FRANCISCO, CA 94116 PHONE: (415) 463-7100	LANDSCAPE ARCHITECTS 4176 WARD BLVD SAN FRANCISCO, CA 94116 PHONE: (415) 463-7100	JOINT TRENCH 4176 WARD BLVD SAN FRANCISCO, CA 94116 PHONE: (415) 463-7100

NO		
REVISION		

NO		
REVISION		



KIER+WRIGHT
 2155 Santa Barbara Building 22
 5400 Glenview, California 95042
 Phone: (408) 272-6665
 Fax: (408) 272-6665
 www.kierwright.com

EXISTING CONDITIONS
 OF
 18401 QUEIROLO ROAD
 FOR
 D. R. HORTON
 LATHROP,
 CALIFORNIA

DATE:	AUGUST 2, 2022
SCALE:	AS SHOWN
DESIGNED BY:	HR
DRAWN BY:	WD
SHEET:	42/702
SHEET:	01.0
OF:	15 SHEETS

GENERAL NOTES

- ALL DISTANCES SHOWN HEREIN ARE IN FEET AND DECIMALS THEREOF.
- APRIL 14TH-16TH-2022 AND PORTION OF JUNE 2022-2023-2024.
- THIS SURVEY WAS PREPARED FROM INFORMATION OBTAINED IN A REGULARLY SCHEDULED SURVEY PREPARED BY FIRST AMERICAN TITLE INCORPORATED COMPANY DATED AS OF JUNE 27, 2021. COOPER WITH THE SURVEYOR'S FIELD NOTES AND THE SURVEYOR'S FIELD BOOKS AND THE SURVEYOR'S FIELD BOOKS IN SACRAMENTO, CALIFORNIA. THE SURVEYOR HAS ASSUMED THE MATTERS AS STATED IN SAID REPORT THAT MAY AFFECT THE TITLE THEREOF EXCEPTING OF ENCUMBRANCES OF THE PROPERTY.
- BASED ON BEARING.
- THE BEARING AND DISTANCE OF EACH LINE OF THE SURVEY IS SHOWN IN THIS REPORT. THE BEARING AND DISTANCE OF EACH LINE OF THE SURVEY IS SHOWN IN THIS REPORT. THE BEARING AND DISTANCE OF EACH LINE OF THE SURVEY IS SHOWN IN THIS REPORT. THE BEARING AND DISTANCE OF EACH LINE OF THE SURVEY IS SHOWN IN THIS REPORT. THE BEARING AND DISTANCE OF EACH LINE OF THE SURVEY IS SHOWN IN THIS REPORT.

NOTE: THIS SITE HAS FIBER OPTIC LINES LOCATED ON OR ADJACENT TO IT.



LINE TABLE

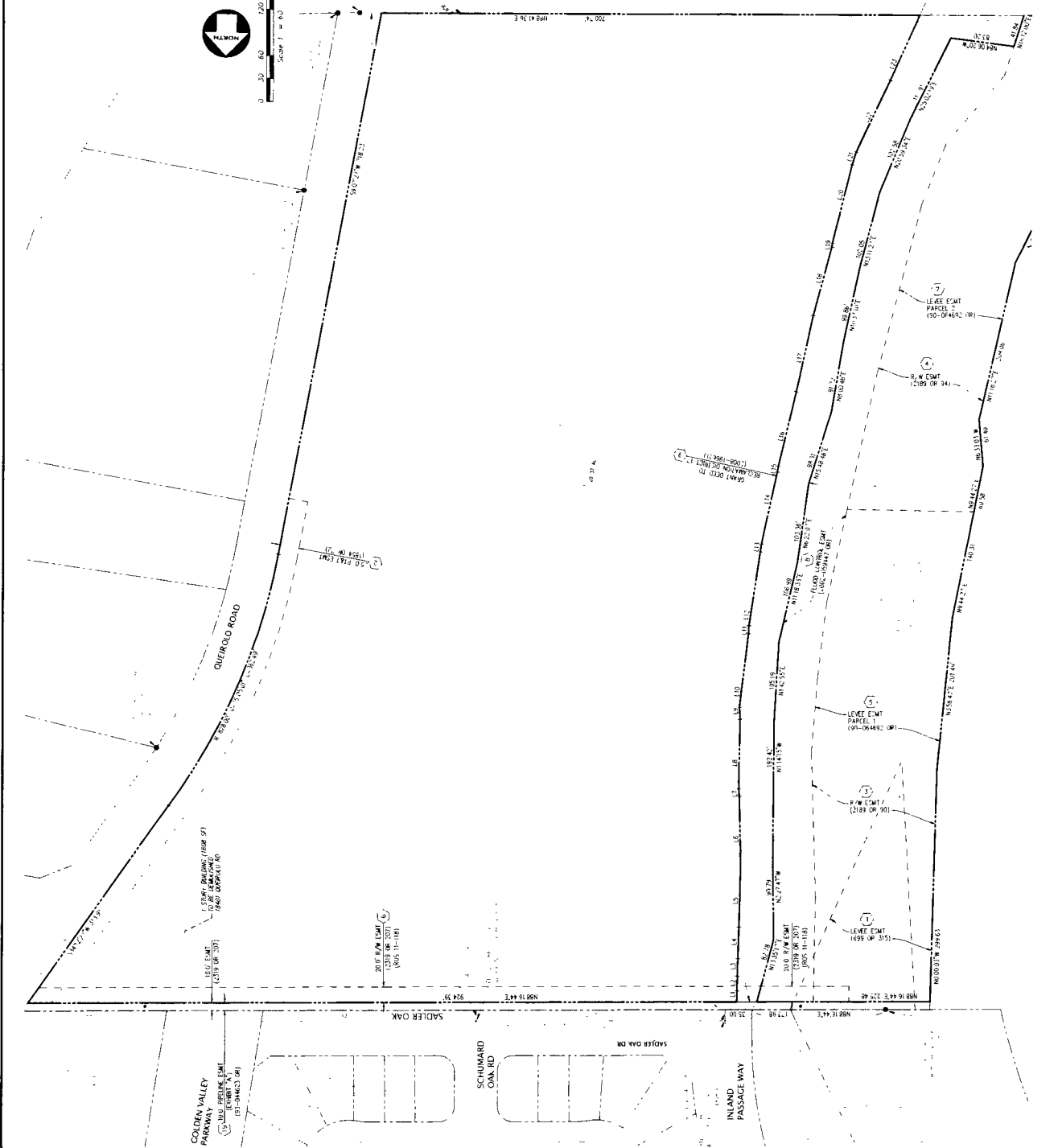
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2	N 75° 00' 00" E	100.00
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7	N 14° 31' 00" E	100.00
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11	N 14° 31' 00" E	100.00
12	N 75° 00' 00" E	100.00
13	N 14° 31' 00" E	100.00
14	N 75° 00' 00" E	100.00
15	N 14° 31' 00" E	100.00
16	N 75° 00' 00" E	100.00
17	N 14° 31' 00" E	100.00
18	N 75° 00' 00" E	100.00
19	N 14° 31' 00" E	100.00
20	N 75° 00' 00" E	100.00
21	N 14° 31' 00" E	100.00
22	N 75° 00' 00" E	100.00
23	N 14° 31' 00" E	100.00
24	N 75° 00' 00" E	100.00
25	N 14° 31' 00" E	100.00
26	N 75° 00' 00" E	100.00
27	N 14° 31' 00" E	100.00
28	N 75° 00' 00" E	100.00
29	N 14° 31' 00" E	100.00
30	N 75° 00' 00" E	100.00

REFERENCES

- (1) BLACK MAP NO. 3446 (41 M 20)
- (2) BLACK MAP NO. 3446 (41 M 20)
- (3) PARCEL MAP OF THE SITE
- (4) PARCEL MAP OF THE SITE
- (5) PARCEL MAP OF THE SITE
- (6) PARCEL MAP OF THE SITE
- (7) PARCEL MAP OF THE SITE
- (8) PARCEL MAP OF THE SITE
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- (28) PARCEL MAP OF THE SITE
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- (30) PARCEL MAP OF THE SITE

EASEMENT KEYNOTES

- SEE EXHIBIT ON SHEET 01.1



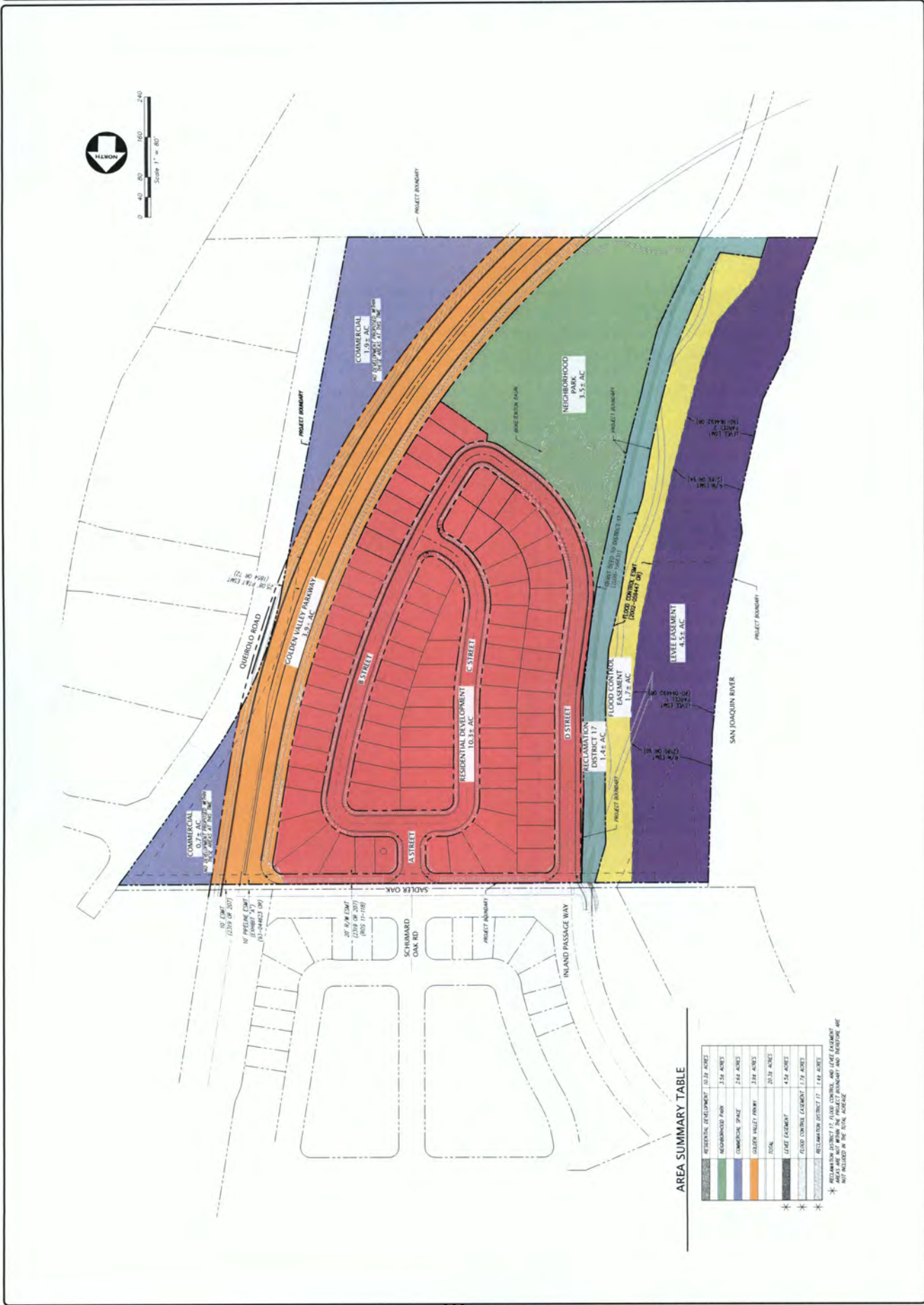
NO.	REVISION	BY	DATE



KIER+WRIGHT
 2355 Cole Business Building 22
 2355 Cole Business Building 22
 Irvine, CA 92614
 www.kierwright.com

PROJECT AREAS
 OF
18401 QUEIROLO ROAD
 FOR
D. R. HORTON
 CALIFORNIA

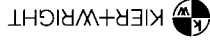
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SCALE	AS SHOWN
DESIGNER	AS SHOWN
DRAWN BY	WD
JOB NO.	A21702
SHEET	C1.2
OF	16 SHEETS



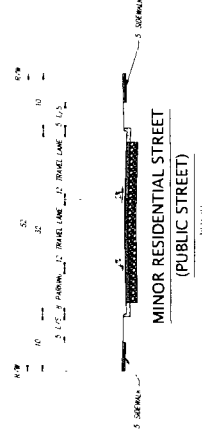
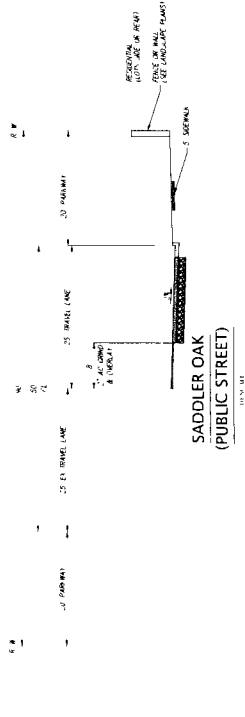
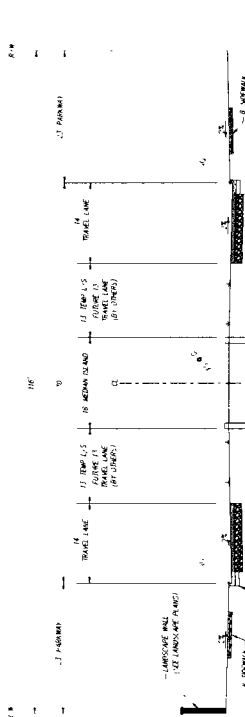
AREA SUMMARY TABLE

RESIDENTIAL DEVELOPMENT	10.3± ACRES
NEIGHBORHOOD PARK	3.5± ACRES
COMMERCIAL SPACE	2.6± ACRES
GOLDEN VALLEY PARKWAY	2.8± ACRES
ROAD	20.3± ACRES
LEVEE EASEMENT	4.5± ACRES
FLOOD CONTROL EASEMENT	1.7± ACRES
RECLAMATION DISTRICT 17	1.4± ACRES

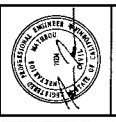
* RECLAMATION DISTRICT 17, FLOOD CONTROL, AND LEVEE EASEMENT ARE NOT INCLUDED IN THE TOTAL ACRES.



NO.	REVISION	BY	DATE



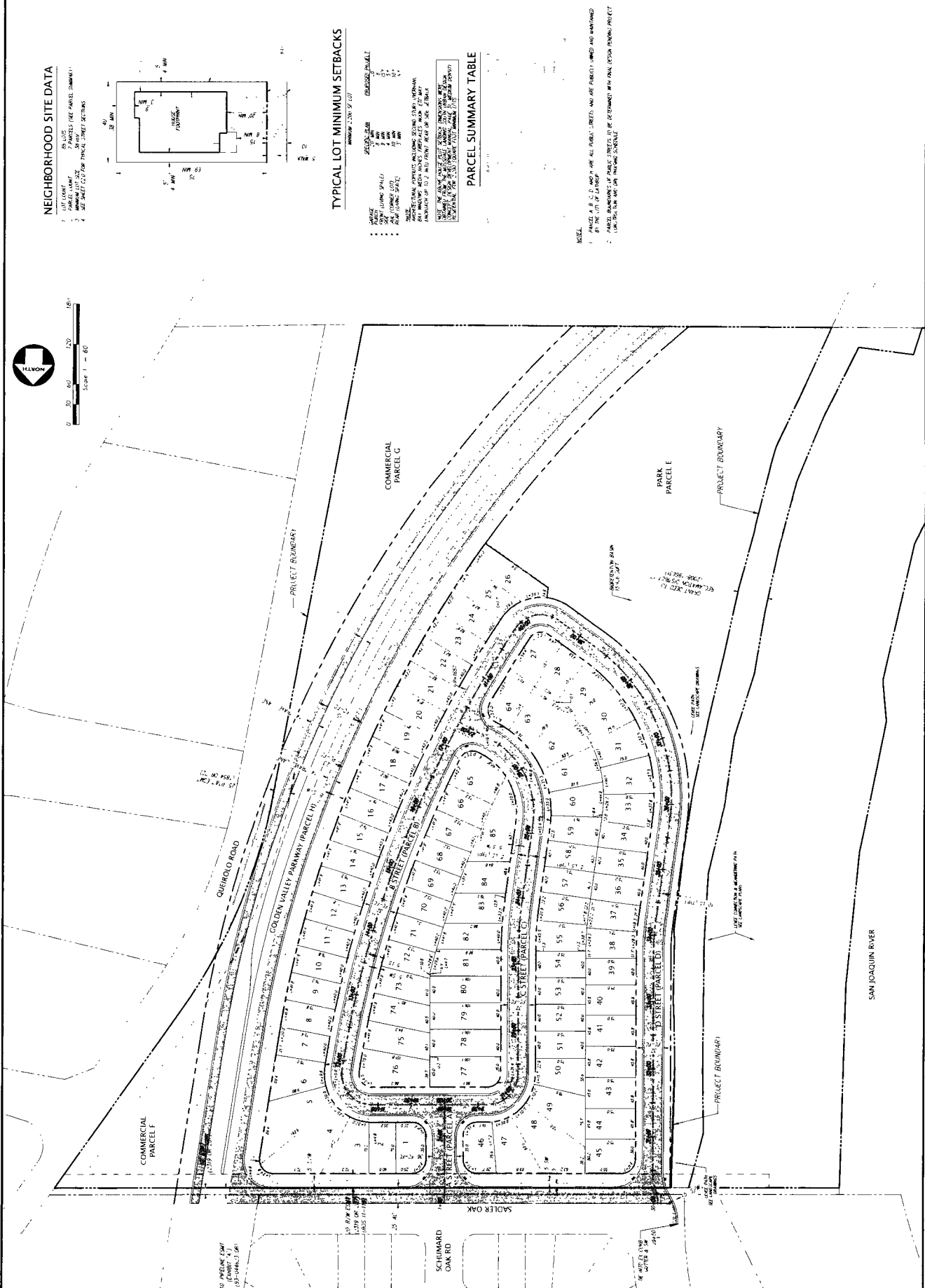
NO.	DATE	DESCRIPTION



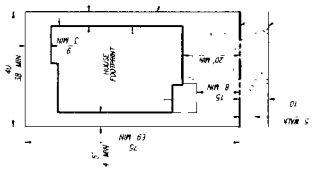
KIER+WRIGHT
 2350 S. DEWEY BLVD., SUITE 100
 SANTA ANA, CALIFORNIA 92705
 PHONE: (714) 732-8688
 WWW.KIER+WRIGHT.COM

CALIFORNIA
D.R. HORTON
 18401 QUETRULO ROAD
 FOR
PRELIMINARY SITE PLAN

DATE	AUGUST 1, 2023
SCALE	AS SHOWN
DESIGNER	KIER+WRIGHT
DRAWN BY	KIER+WRIGHT
DATE	AUGUST 1, 2023
SHEET	C3.0
OF	13
PAGES	



NEIGHBORHOOD SITE DATA
 1. LOT COUNT: 85 LOTS
 2. LOT AREA: 85,100 SQ. FT. (2.05 ACRES)
 3. MINIMUM LOT SIZE: 500 SQ. FT.
 4. SEE SHEET C2.0 FOR TRUNK STREET SETTINGS



TYPICAL LOT MINIMUM SETBACKS
 MINIMUM SETBACKS OF LOT

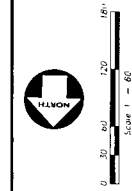
SETBACK TYPE	MINIMUM SETBACK
FRONT	40'
REAR	12'
SIDE	4'

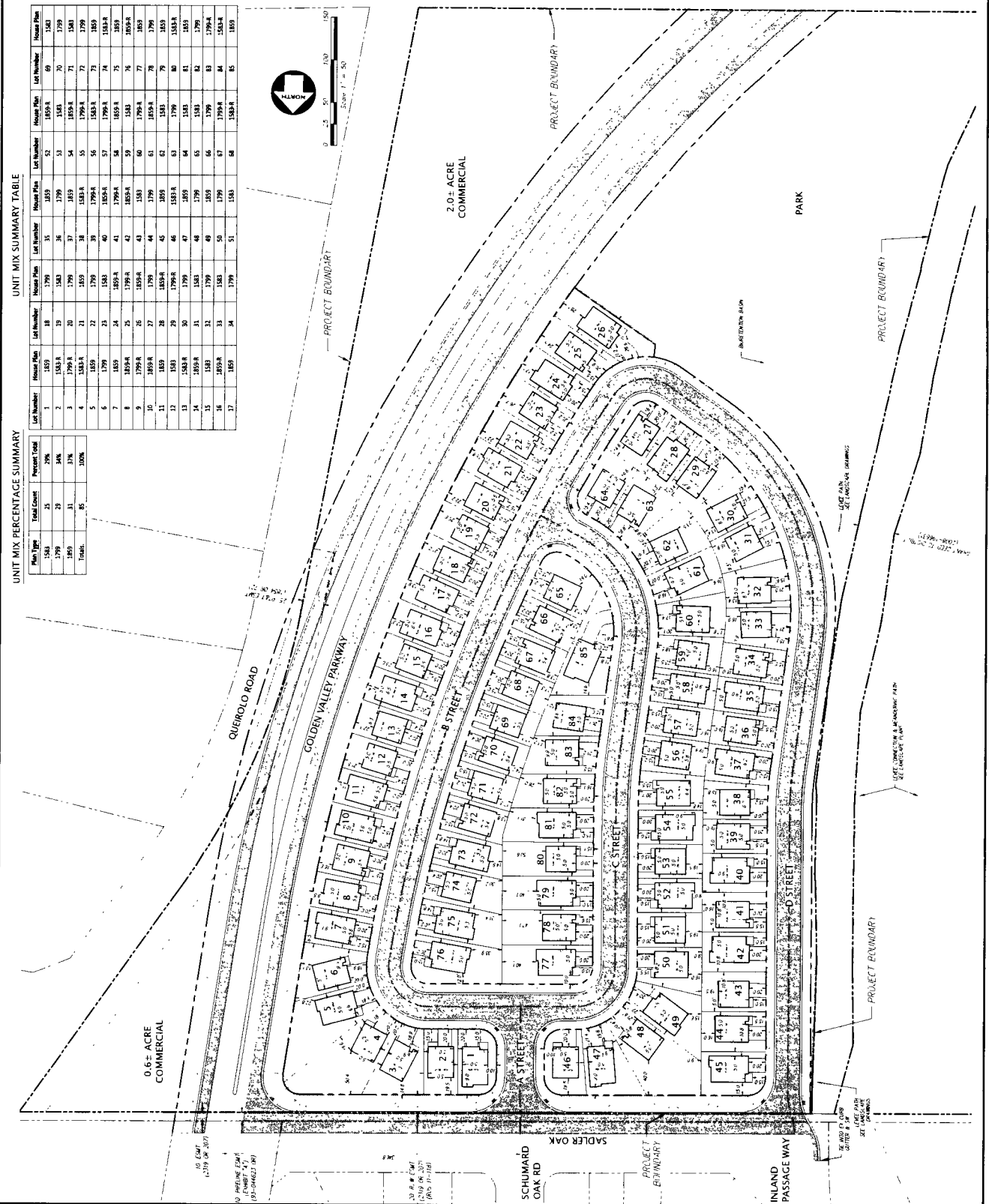
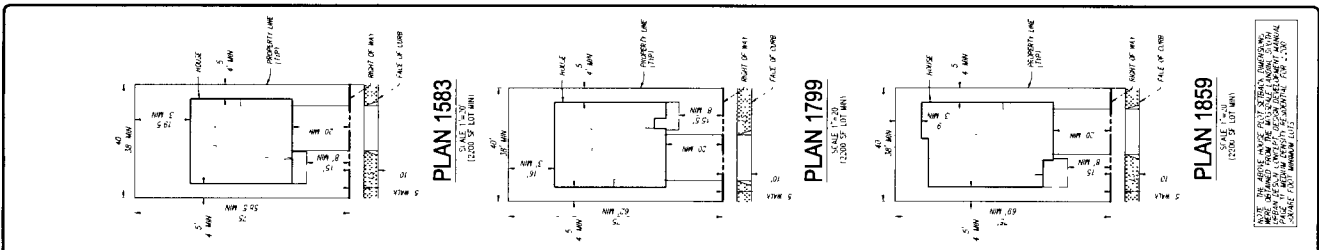
- DRIVEWAY: 8 FT. MINIMUM WIDTH
- DRIVEWAY: 5 FT. MINIMUM CLEARANCE
- DRIVEWAY: 2 FT. MINIMUM CURB CUT
- DRIVEWAY: 4 FT. MINIMUM SIDE SETBACK
- DRIVEWAY: 4 FT. MINIMUM FRONT SETBACK
- DRIVEWAY: 4 FT. MINIMUM REAR SETBACK
- DRIVEWAY: 4 FT. MINIMUM SIDE SETBACK
- DRIVEWAY: 4 FT. MINIMUM FRONT SETBACK

PARCEL SUMMARY TABLE

PARCEL	AREA (SQ. FT.)	AREA (SQ. FT.)	AREA (SQ. FT.)	AREA (SQ. FT.)
1	1,000	1,000	1,000	1,000
2	1,000	1,000	1,000	1,000
3	1,000	1,000	1,000	1,000
4	1,000	1,000	1,000	1,000
5	1,000	1,000	1,000	1,000

- NOTES:**
1. ALL LOTS AND STREETS ARE PUBLIC STREETS AND ARE PUBLICLY OWNED AND MAINTAINED BY THE CITY OF SANTA ANA.
 2. ALL DIMENSIONS ARE AS SHOWN ON THIS PLAN.
 3. ALL DIMENSIONS ARE TO BE DETERMINED AND MAINTAINED ACCORDING TO THE CITY OF SANTA ANA ENGINEERING DEPARTMENT SCHEDULE.



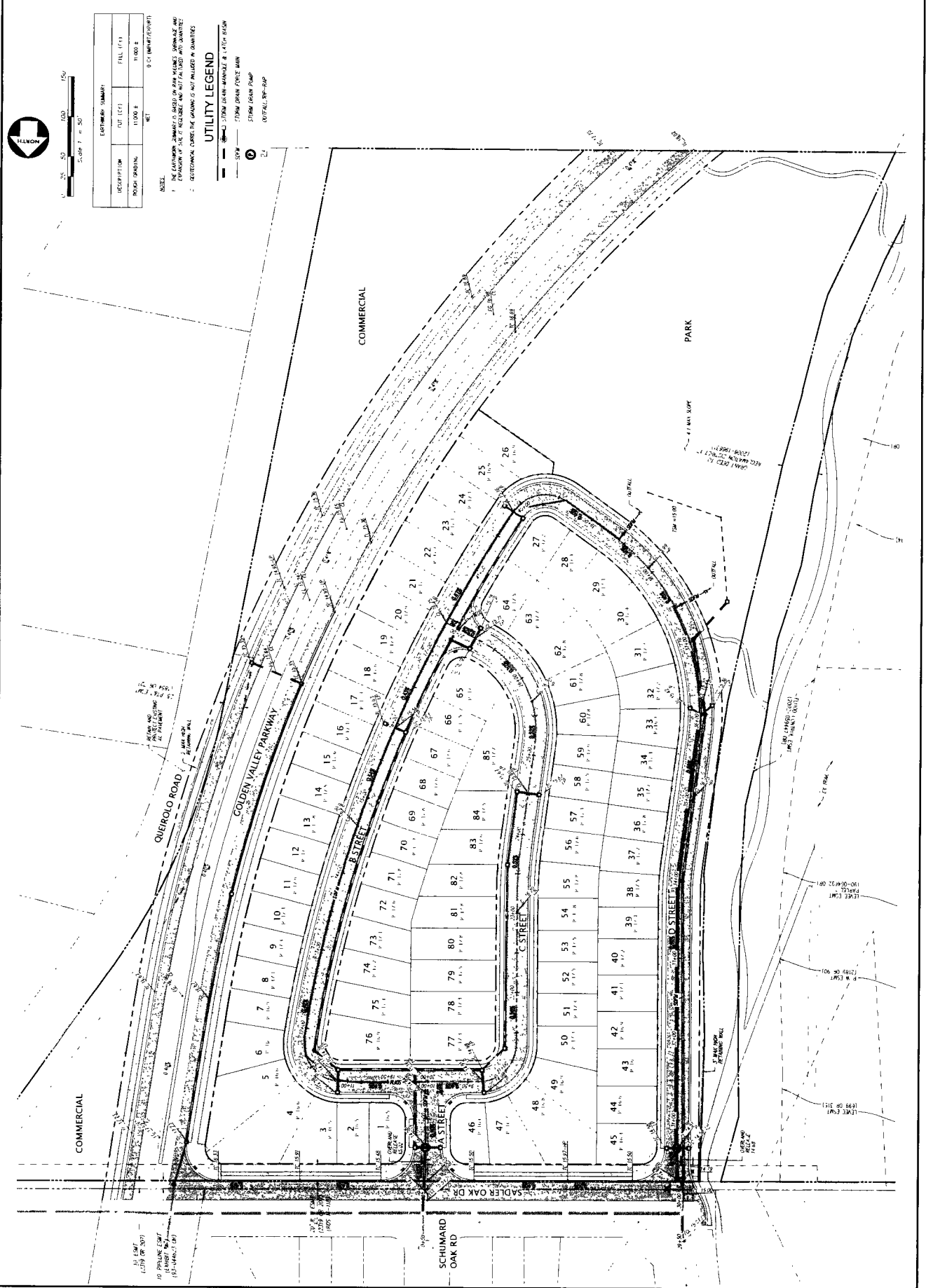


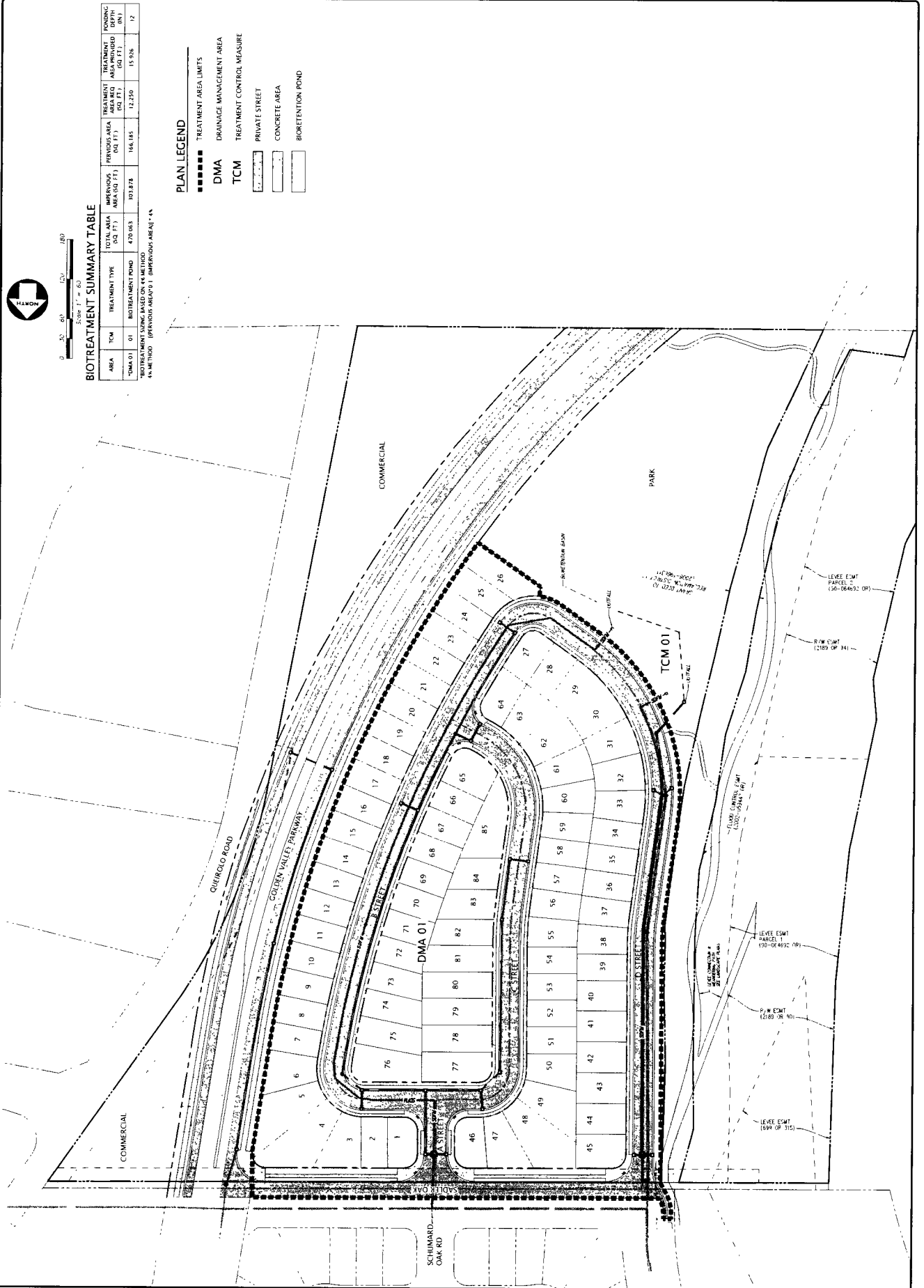
UNIT MIX SUMMARY TABLE

Unit #	House Plan	Lot Number	House Plan	Lot Number	House Plan	Lot Number	House Plan	Lot Number	House Plan	Lot Number
1	1583	18	1799	35	1859	52	1859-R	69	1583	
2	1583-R	19	1583	36	1799	53	1859-R	70	1799	
3	1799-R	20	1799	37	1859	54	1859-R	71	1583	
4	1583-R	21	1859	38	1583-R	55	1799-R	72	1799	
5	1799	22	1583	39	1799-R	56	1583-R	73	1859	
6	1859	23	1583	40	1799-R	57	1799-R	74	1583-R	
7	1859	24	1859-R	41	1859-R	58	1583-R	75	1859	
8	1859-R	25	1859-R	42	1859-R	59	1583-R	76	1859	
9	1799-R	26	1859-R	43	1583	60	1799-R	77	1799	
10	1859-R	27	1799	44	1799	61	1859-R	78	1799	
11	1859	28	1859-R	45	1859	62	1583	79	1859	
12	1583	29	1799-R	46	1859-R	63	1799	80	1583-R	
13	1583-R	30	1799	47	1859	64	1583	81	1859	
14	1859-R	31	1583	48	1799	65	1583	82	1799	
15	1583	32	1799	49	1859	66	1799	83	1799-R	
16	1859-R	33	1583	50	1799	67	1799-R	84	1583-R	
17	1859	34	1799	51	1583	68	1859-R	85	1859	

UNIT MIX PERCENTAGE SUMMARY

Unit Type	Total Count	Percent Total
1583	25	29%
1799	23	24%
1859	31	31%
Totals	85	100%





Scale 1" = 60'
 0 30 60 120 180

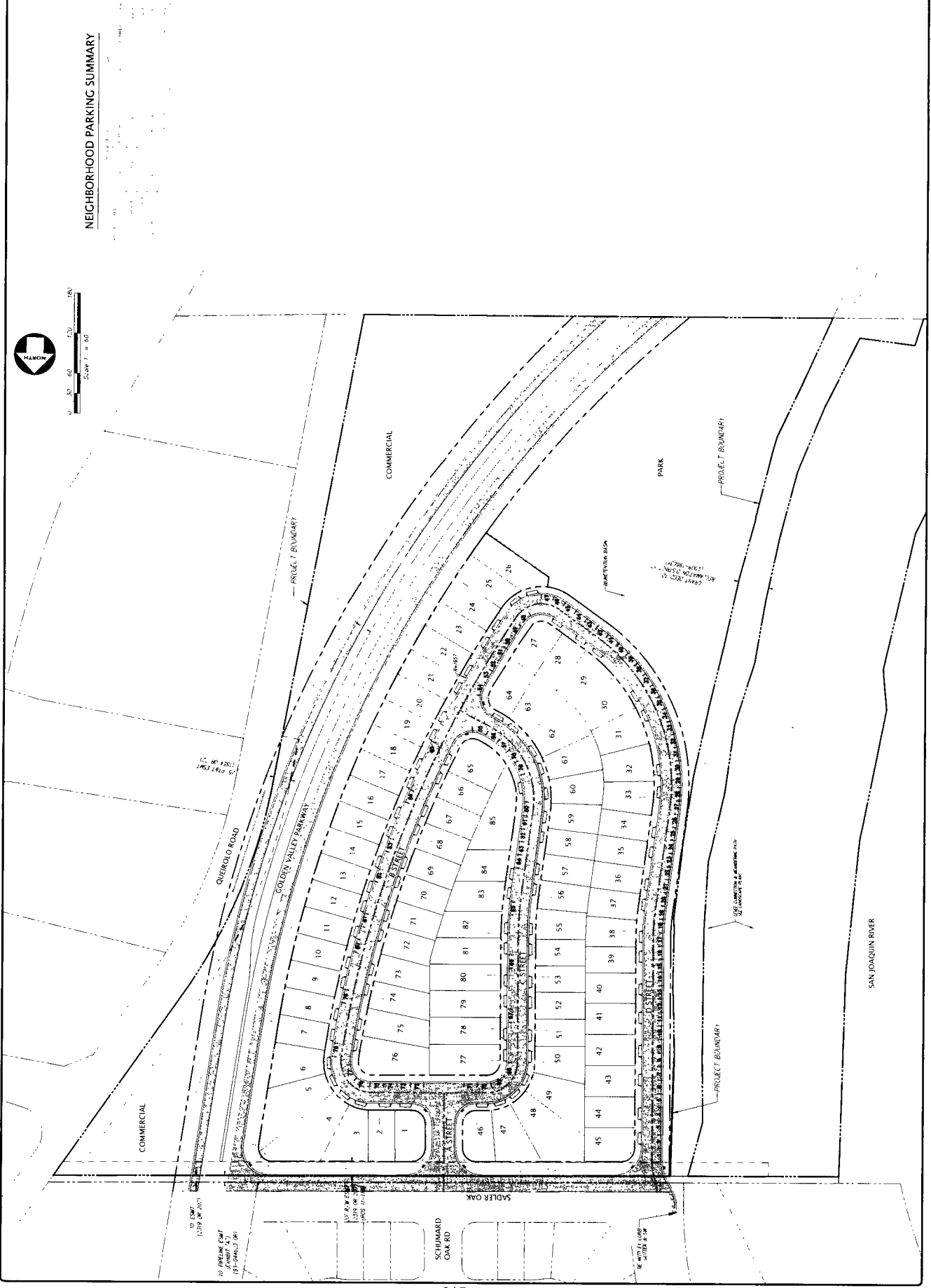
BIOTREATMENT SUMMARY TABLE

AREA	TCM	TREATMENT TYPE	TOTAL AREA (SQ FT)	BIOTREATMENT AREA (SQ FT)	PERCENTAGE AREA (SQ FT)	TREATMENT AREA REQ. (SQ FT)	TREATMENT AREA PROVIDED (SQ FT)	PENDING DEPTH (IN)
DMA 01	01	BIOTREATMENT POND	470,063	303,878	166,185	12,250	15,936	12

*BIOTREATMENT SIZING BASED ON 4% METHOD
 **METHOD: (PREVIOUS AREA) * (BIOTREATMENT AREA) ** 4%

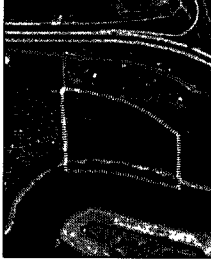
- PLAN LEGEND**
- TREATMENT AREA LIMITS
 - DRAINAGE MANAGEMENT AREA
 - TCM
 - PRIVATE STREET
 - CONCRETE AREA
 - BIOTRETION POND

<p>DATE: AUGUST 2, 2022 SCALE: AS SHOWN DESIGNER: PB DRAWN BY: WD JOB NO: A11762 SHEET: C7.0</p>		<p>LATHROP, D.R. HORTON FOR CONCEPTUAL PARKING PLAN OF 18401 QUEIROLO ROAD</p>		<p>CALIFORNIA</p>		<p>KIER+WRIGHT</p> <p>3335 South Broadway, Suite 201 South City, California 95066 Phone: (415) 773-6623 www.kierwright.com</p>	
NO.	BY	REVISION	NO.	BY	REVISION	NO.	BY

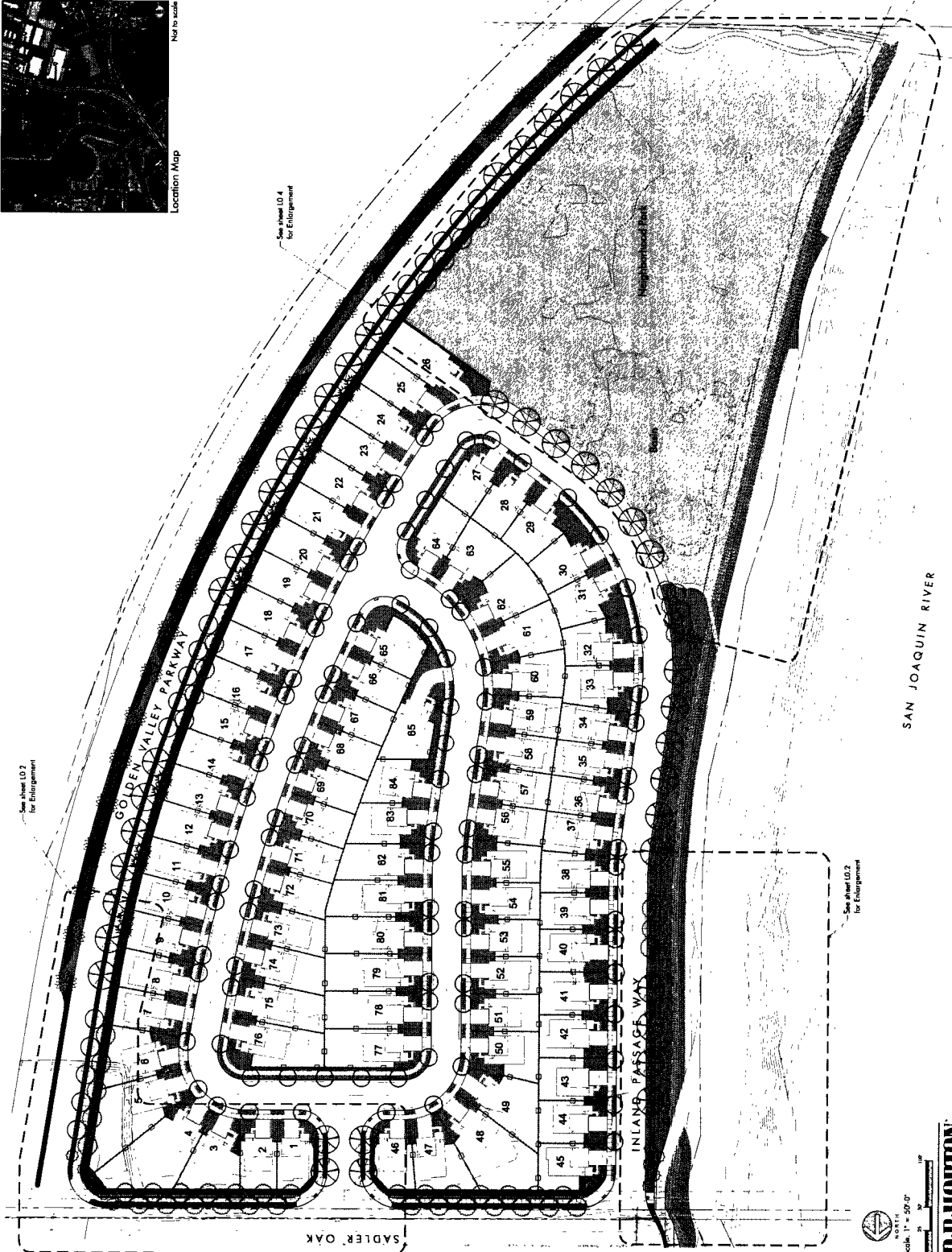




Location Map
 Not to scale



Aerial Map
 Not to scale



See sheet L0.2 for Enlargement

See sheet L0.4 for Enlargement

See sheet L0.2 for Enlargement



Landscape Concept

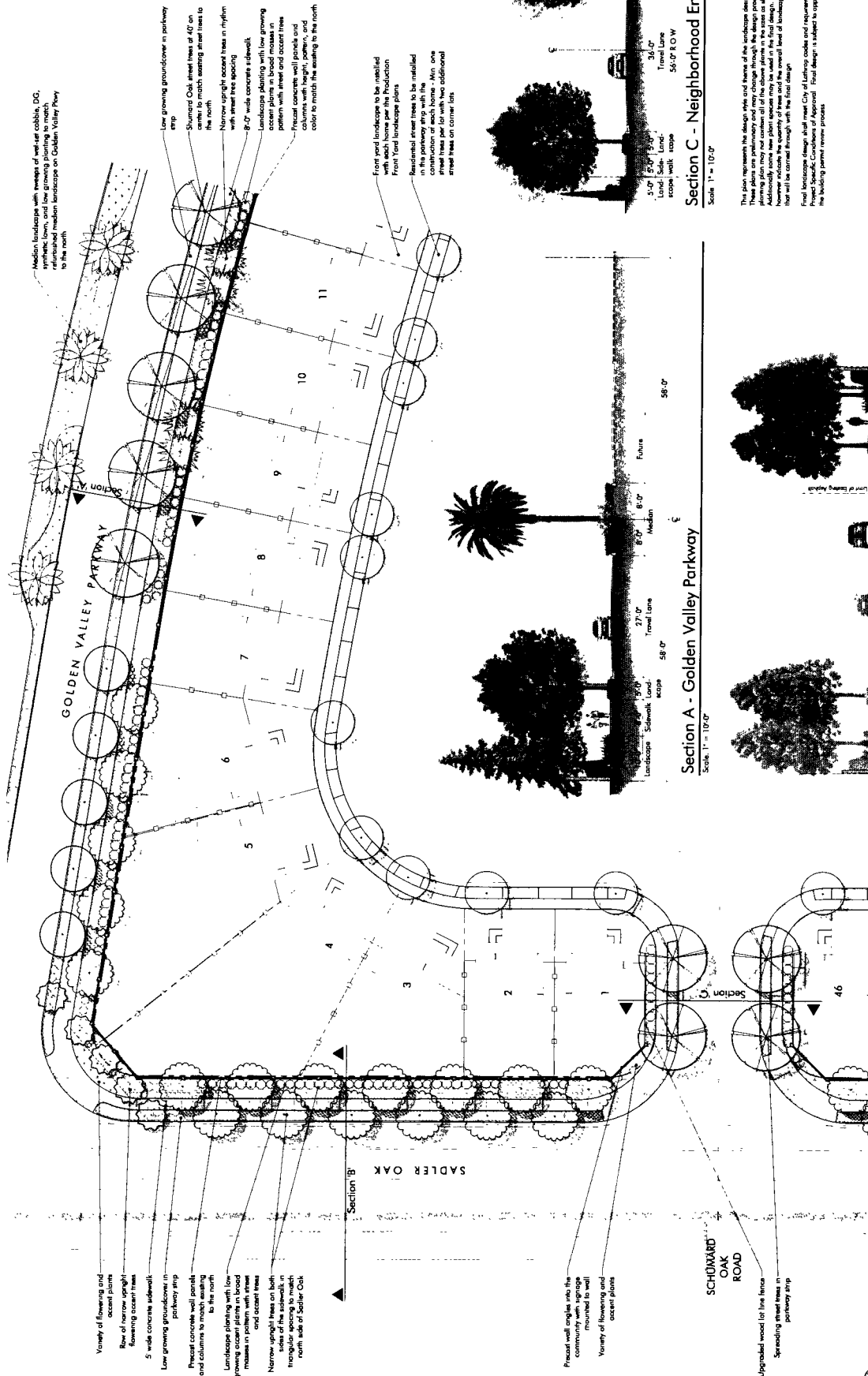
The landscape concept for the proposed community is to create an environmentally sensitive and aesthetically appealing residential setting. The landscape design provides for a combination of the landscape concepts presented. The overall landscape design provides for a combination of the landscape concepts presented. The overall landscape design provides for a combination of the landscape concepts presented. The overall landscape design provides for a combination of the landscape concepts presented.

The site plan is intended to be a residential site with various and unique plant species that reflect the culture of the state. The site plan is intended to be a residential site with various and unique plant species that reflect the culture of the state. The site plan is intended to be a residential site with various and unique plant species that reflect the culture of the state.

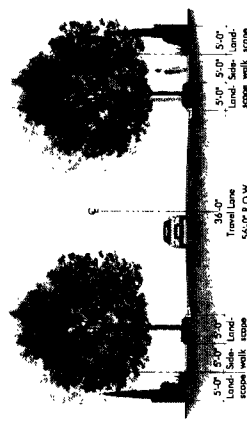
Landscape Area Legend

- Proposed site and driveway landscape areas to be designed and installed in accordance with the City of Lafayette Landscape Ordinance (L.O. 17) and the City of Lafayette Landscape Ordinance (L.O. 17).
- Neighborhood Park
- Front yard landscape to be installed by the home-owner with the construction of each home. Landscaping to comply with the Metropolitan Council of WELCO (Metropolitan Council of WELCO) standards. Irrigation and mulch shall be installed as part of the front yard landscape. Not to be reviewed and approved by the City of Lafayette.
- Back yard landscape to be installed by the home-owner and per the responsibility of the home-owner. Not a part of these plans.
- Proposed for planting, but not to be reviewed and approved by the City of Lafayette. No trees within the landscape area of the 12' clear zone in front of the landscape area. To be reviewed and approved by the City of Lafayette.
- Proposed for planting, but not to be reviewed and approved by the City of Lafayette. No trees within the landscape area of the 12' clear zone in front of the landscape area. To be reviewed and approved by the City of Lafayette.
- Proposed for planting, but not to be reviewed and approved by the City of Lafayette. No trees within the landscape area of the 12' clear zone in front of the landscape area. To be reviewed and approved by the City of Lafayette.

L0.1
Queirolo Property
Conceptual Landscape Plan

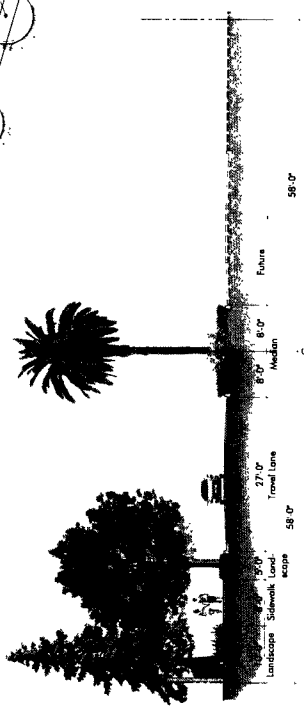


Section C - Neighborhood Entry
 Scale: 1" = 10'-0"

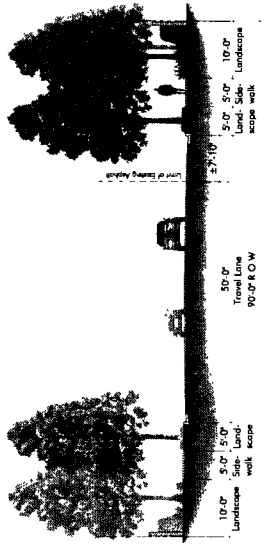


The plan represents the design tree and home & the landscape design and planting. These plans are preliminary and are subject to change. The final planting plan may not contain all of the above plants in the same or shown. Additionally some tree plant species may be used in the final design. This plan does not represent a final design. All landscape design and construction shall be subject to the approval of the City of Berkeley and the Planning Department. Final design is subject to approval through the building permit review process.

Section A - Golden Valley Parkway
 Scale: 1" = 10'-0"



Section B - Sadler Oak
 Scale: 1" = 10'-0"



L0.2

Queirolo Property
Streetscape Conceptual Plan

Preliminary Plant Palette

Tree

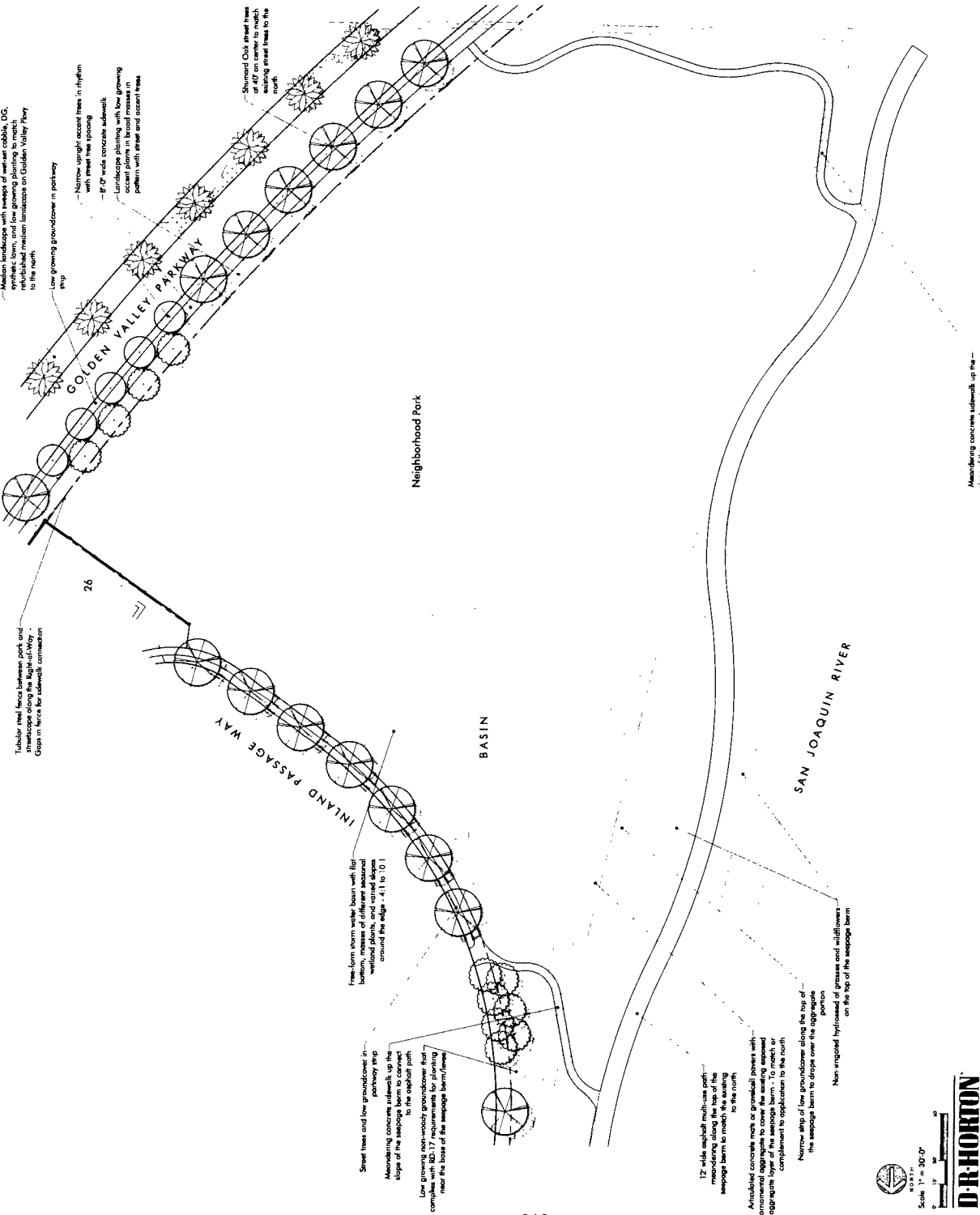
- Shrub: Chinese Elm, Red Twig Dog, Spirea, Forsythia, Nandina, Hydrangea, Philadelphus, Viburnum, Ligustrum, Juniper, Yucca, Agave, Cordyline, Strelitzia, Hibiscus, Begonia, Fuchsia, Salvia, Lavandula, Geranium, Petunias, Impatiens, Dianthus, Phlox, Delphinium, Iris, Gladiolus, Hosta, Begonia Rex, Peperomia, Philodendron, Ficus, Bromeliads, Anthurium, Spider Plant, Poinsettia, Christmas Cactus, Begonia Rex, Philodendron, Ficus, Bromeliads, Anthurium, Spider Plant, Poinsettia, Christmas Cactus.
- Shrub: Chinese Elm, Red Twig Dog, Spirea, Forsythia, Nandina, Hydrangea, Philadelphus, Viburnum, Ligustrum, Juniper, Yucca, Agave, Cordyline, Strelitzia, Hibiscus, Begonia, Fuchsia, Salvia, Lavandula, Geranium, Petunias, Impatiens, Dianthus, Phlox, Delphinium, Iris, Gladiolus, Hosta, Begonia Rex, Peperomia, Philodendron, Ficus, Bromeliads, Anthurium, Spider Plant, Poinsettia, Christmas Cactus.

Shrub and Groundcover Plants

- Shrub: Chinese Elm, Red Twig Dog, Spirea, Forsythia, Nandina, Hydrangea, Philadelphus, Viburnum, Ligustrum, Juniper, Yucca, Agave, Cordyline, Strelitzia, Hibiscus, Begonia, Fuchsia, Salvia, Lavandula, Geranium, Petunias, Impatiens, Dianthus, Phlox, Delphinium, Iris, Gladiolus, Hosta, Begonia Rex, Peperomia, Philodendron, Ficus, Bromeliads, Anthurium, Spider Plant, Poinsettia, Christmas Cactus.

Planting Notes

- Planting notes regarding tree and shrub specifications, including height, spread, and soil requirements.



L0.4

Queirolo Property

Park Conceptual Plan

Final Landscape Design shall meet City of San Francisco and Department of Public Works as well as Project Specific Councils of Approval. Final design is subject to approval through the building permit review process.

These plans are prepared for the Queirolo Property and are not to be used for any other project. The final planting plan may not conform with the above plans in the state as shown. Addressability and other details may be used in the final design. The plan does not show all details and shall be subject to the final design. The final design shall be coordinated with the City of San Francisco and the Department of Public Works.

Plant Photos



Street Trees



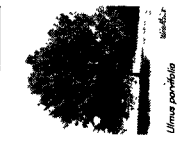
Albizia chinensis
"Asian Honey Suckle"



Quercus coccinea



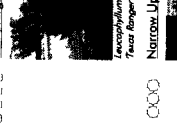
Ulmus parviflora



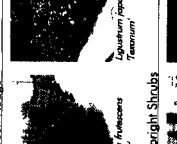
Acer rubrum



Small Flowering Trees



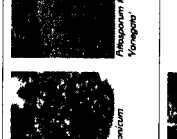
Citrus aurantium



Citrus aurantium



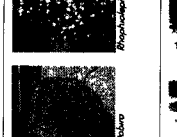
Small Flowering Trees



Citrus aurantium



Small Flowering Trees



Citrus aurantium



Small Flowering Trees



Citrus aurantium



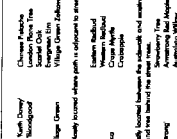
Small Flowering Trees



Citrus aurantium



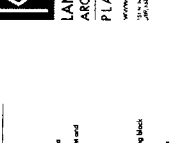
Small Flowering Trees



Citrus aurantium



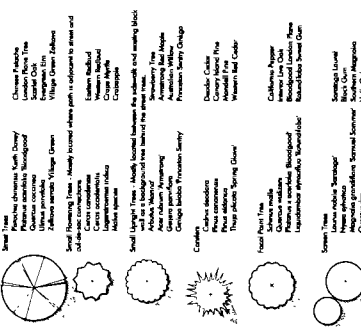
Small Flowering Trees



Citrus aurantium

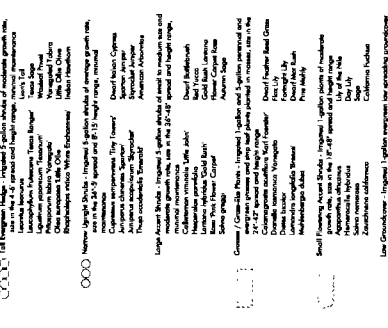
Preliminary Plant Palette

Trees



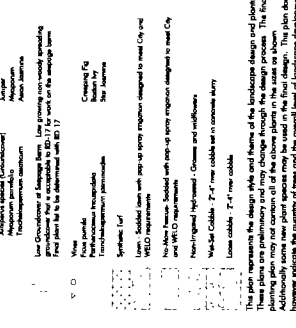
Street Trees
 Chinese Elm, London Plane Tree, Street Tree, American Elm, Ficus, Magnolia, etc.
Small Flowering Trees
 Citrus aurantium, Citrus sinensis, etc.
Large Trees
 Maple, Oak, etc.

Shrub and Groundcover Palette



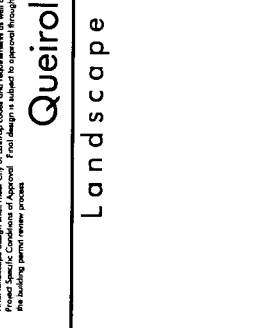
Shrub and Groundcover Palette
 Various shrubs and groundcovers including: Holly, Yew, Boxwood, etc.

Grasses / Grass-like Plants



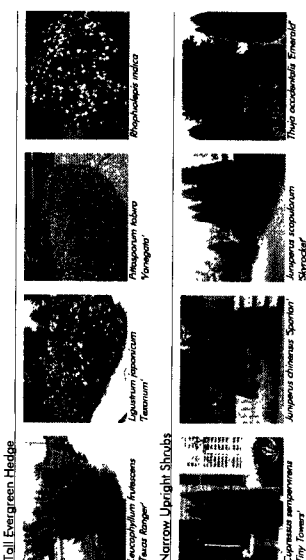
Grasses / Grass-like Plants
 Various grasses including: Fescue, Ryegrass, etc.

Small Flowering Ascend Shrubs



Small Flowering Ascend Shrubs
 Various shrubs including: Hydrangea, etc.

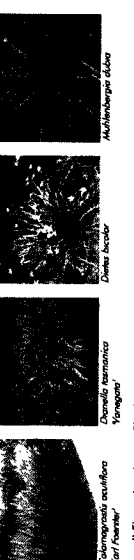
Tall Evergreen Hedge



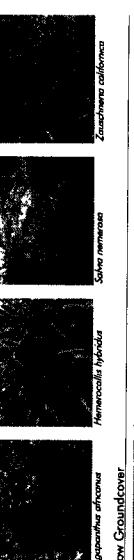
Narrow Upright Shrubs



Large Accent Shrubs



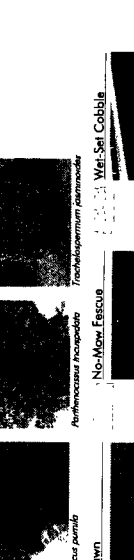
Groves / Grass-like Plants



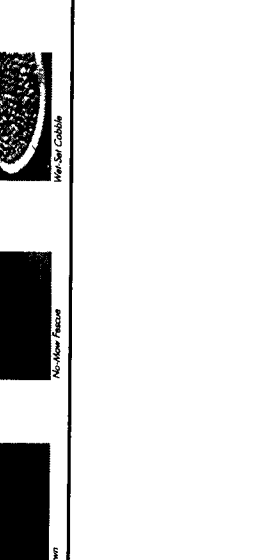
Small Flowering Ascend Shrubs



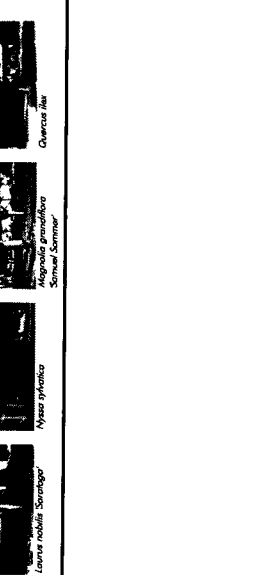
Low Groundcover



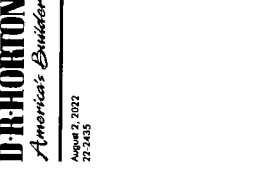
Vines



Street Trees



Small Flowering Trees



Large Trees



Shrub and Groundcover Palette



Grasses / Grass-like Plants



Small Flowering Ascend Shrubs



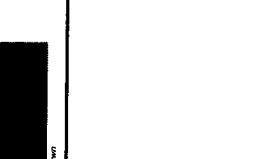
Low Groundcover



Vines



Wet Set Cobble



No-Mow Fescue



Trachypogon parviflorus



Wet Set Cobble



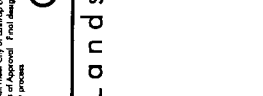
Wet Set Cobble



Wet Set Cobble



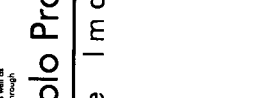
Wet Set Cobble



Wet Set Cobble



Wet Set Cobble



Wet Set Cobble



Wet Set Cobble



**CITY OF LATHROP
PLANNING COMMISSION RESOLUTION NO. 22-10**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LATHROP
RECOMMENDING THAT THE CITY COUNCIL APPROVE THE QUEIROLO ROAD
VESTING TENTATIVE SUBDIVISION MAP (VTM-22-100)**

WHEREAS, the City of Lathrop Planning Commission held a duly noticed public hearing to consider the Queirolo Road Vesting Tentative Subdivision Map (VTM-22-100) project pursuant to the Lathrop Municipal Code; and

WHEREAS, the property is located at 18401 Queirolo Road (APN: 241-020-63); and

WHEREAS, the subject site is located in a Medium Density Residential, Neighborhood Park, and Service Commercial General Plan designation, Medium Density Residential, Public Schools Parks Open Space, and Service Commercial Zoning District within the Mossdale Landing South Urban Design Concept; and

WHEREAS, the environmental impacts of the Mossdale Landing South Urban Design Concept project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #2004052069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027); and

WHEREAS, by Adopting Resolution No. 21-4923 based on substantial evidence in the record, City Council, acting as the lead agency, adopted Adequate Progress Findings toward providing a 200-year Urban Level of Flood Protection in the Reclamation District 17 basin by the year 2028; and

WHEREAS, the Planning Commission finds that the proposed project is consistent with the Medium Density Residential (MD), Neighborhood Park (NP), and Service Commercial (SC) use goals and policies the City of Lathrop General Plan and also consistent with the City's Subdivision Ordinance, Mossdale Landing South Urban Design Concept, and the State Subdivision Map Act; and

WHEREAS, the Planning Commission finds that the requirements and conditions of this resolution are reasonable in preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general, and the persons who work in or visit the development in particular; and

WHEREAS, section 16.12.050 of the Lathrop Municipal Code mandates the transmittal of a recommendation to the City Council by Resolution; and

WHEREAS, proper notice of this public meeting was given in all respects as required by law; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED the Planning Commission of the City of Lathrop does hereby make the following findings;

1. The location of the proposed project is consistent with the objectives of the zoning code and the purpose of the district in which the site is located. The proposed use is consistent with the standards for the Medium Density Residential, Mossdale Village (RM-MV), Public Schools Parks Open Space, Mossdale Village (P-MV), and Service Commercial, Mossdale Village (CS-MV) Zoning District. The use is compatible with surrounding land uses and will not be detrimental to the health, safety or general welfare of the City.
2. The proposed project will comply with each of the applicable provisions of Mossdale Landing South Urban Design Concept, Medium Density Residential – Mossdale Village Development standards for 2,200 square foot minimum lot sizes. As conditioned, the project will also comply with the General Plan, Zoning Ordinance, and various federal, state and local standards applicable to the project. The Conditions of Approval address Planning, Building, Police, and Fire Department requirements.
3. The proposed Vesting Tentative Subdivision Map environmental impacts have been addressed in both the certified Final Environmental Impact Report (FEIR) (SCH #200452069) for the Mossdale Landing South project and the certified Final Environmental Impact Report (FEIR) (SCH #93112027) for the West Lathrop Specific Plan.
4. The City Council, acting as the land use agency, adopted Resolution No. 21-4923 based on substantial evidence in the record, adopted Adequate Progress Findings towards providing a 200-year Urban Level of Flood Protection in the Reclamation District 17 basin by the year 2028.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Lathrop does hereby make the following Vesting Tentative Subdivision Map findings;

1. *The proposed map is consistent with the General Plan.* The proposed map is a residential subdivision that implements the land use objectives in the Lathrop General Plan.
2. *The design or improvements of the proposed subdivision are consistent with the General Plan.* As conditioned, the design of the map and proposed utility and improvements are consistent with the requirements of the General Plan. All required improvements are conditioned to comply with the City's standards and specifications.
3. *The site is physically suitable for the proposed residential development.* The site is designated as Medium Density Residential, Neighborhood Park, and Service Commercial land uses in the General Plan. The applicant and staff have worked closely to ensure the map and its conditions of approval address public infrastructure and public services for the development of the propose residential development.

4. *The site is physically suitable for the proposed density of development.* The Lathrop General Plan identifies the project area to allow for single-family residential development. The map satisfies the Medium Density requirement at 8.3 units per acre (range is 8-15 units per acre) and meets the minimum standards for lot widths and lot depths. Development of the site will comply with the requirements set forth in the Mosssdale Landing South Urban Design Concept, Medium Density Residential –Mosssdale Village Development Standards for 2,220 square foot minimum lot sizes.
5. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially injure fish or wildlife or their habitat.* As stated above the environmental impacts of the Mosssdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #200452069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027).
6. *The design of the subdivision or type of improvements will not cause serious public health problems.* The development of the project would not involve a range of potentially significant effects on public health and safety. As stated above the project environmental impact of the Mosssdale Landing South project were addressed in a certified Final Environmental Impact Report (FEIR) (SCH #200452069) as well as the West Lathrop Specific Plan Final Environmental Impact Report (FEIR) (SCH #93112027).
7. *The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.* The design of the subdivision does not conflict with any public easements for access through or use of property within the subdivision. Conditions of approval are included to dedicate land, right of way and to provide easements where necessary for public access, utilities, and infrastructure.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Lathrop based on substantial evidence in the administrative record of proceedings, its findings above and pursuant to its independent review and consideration, does hereby recommend approval of the Queirolo Road Vesting Tentative Subdivision Map (VTM-22-100) to the City Council, subject to the Conditions of Approval dated September 21, 2022 listed as Attachment #2 of the Staff Report, incorporated by reference herein.

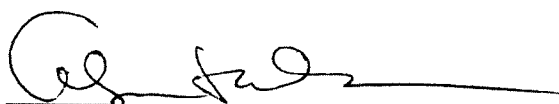
PASSED AND ADOPTED by the Planning Commission of the City of Lathrop at a regular meeting on the 21st day of September 2022, by the following vote:

AYES: Rhodes, Ishihara, Ralmilay, Gatto, Jackson

NOES: None

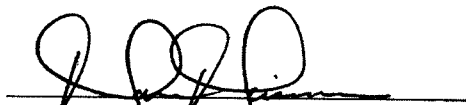
ABSTAIN: None

ABSENT: None



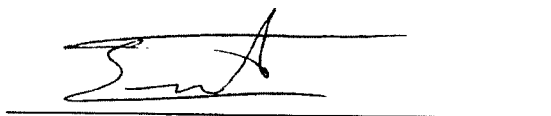
Gloryanna Rhodes, Chair

ATTEST:



Mark Meissner, Secretary

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

ITEM 5.3

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: **CREATION OF CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06 TEMPORARY ANIMAL SHELTER, RATIFICATION OF EMERGENCY PURCHASE OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET AMENDMENT**

RECOMMENDATION: **Adopt Resolution Creating Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, Ratifying Emergency Purchase of Two 6-Kennel Animal Shelters, and Approving Emergency Purchase of 18-Kennel Animal Shelter from Horizon Structures and Related Budget Amendment**

SUMMARY:

The City of Lathrop has contracted its animal shelter services with the City of Manteca. As Manteca continues to grow, they no longer have the capacity to provide animal shelter services for Lathrop animals. The contract with Manteca to provide animal shelter services to Lathrop ended on September 30, 2022.

Staff is exploring several options to build the City's own animal shelter to bring to Council for consideration, but in the interim, staff identified the immediate need for a temporary animal shelter until a permanent animal shelter is constructed.

Staff recommends City Council approve the creation of Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, ratify the emergency purchase of two 6-kennel animal shelters, and approve emergency purchase of 18-kennel animal shelter from Horizon Structures and related budget amendment. The estimated cost for CIP GG 23-06 Temporary Animal Shelter is detailed in the table below:

Item	Amount
Two 6-Kennel Shelters	\$ 140,000 (includes CA tax)
18-Kennel Shelter	\$ 202,000 (Estimate)
Site Improvements & Installation Cost	\$ 100,000
10% Contingency (Site Improvements)	\$ 10,000
Shelter Materials & Equipment	\$ 50,000
Total Cost	\$ 502,000

BACKGROUND:

Animal shelters in the area have been experiencing overcrowding and shelter capacity concerns. There are many causes for the overcrowding, including increased owner surrenders due to COVID-19 restrictions being lifted and more people giving up pets

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING**CREATION OF CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06
TEMPORARY ANIMAL SHELTER, RATIFICATION OF EMERGENCY PURCHASE
OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY
PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET
AMENDMENT**

that they initially adopted during the pandemic, the increasing costs of food, veterinary care costs, and animal supplies, and lack of shelter space in general. The City of Lathrop has contracted and shared its animal shelter services with the City of Manteca since 1993. With Manteca's continued growth, they no longer have the shelter capacity to provide shelter services for Lathrop animals. The contract with Manteca to provide animal shelter services ended on September 30, 2022.

The City has reached out to other agencies to potentially contract the shelter services, but in most cases, the other agencies would not be able to accommodate Lathrop's animals unless a significant capital improvement investment for the other agency's shelter is included as part of the contract. Staff is exploring several options to build the City's own animal shelter to bring to Council for consideration, but in the interim, staff has identified the immediate need for a temporary animal shelter until a permanent animal shelter is constructed.

In order to maintain essential public safety services and to continue animal shelter operations to protect the health and safety of the community and their pets, two 6-kennel pre-fabricated animal shelters were purchased under the City's emergency purchase ordinance. The two 6-kennel shelters are in stock and ready for immediate delivery from Horizon Structures; however, additional shelter space is necessary to accommodate the number of animals that is taken in by the City. The monthly intake of animals received by the City due to owner surrenders and stray pickups can range from 10 – 35 animals in any given month. Local shelters also face the challenge of extended wait times for spay and neuter appointments that prolong the ability for staff to adopt out animals quickly, which leads to longer stays for animals in the shelter. With this in mind, staff is requesting approval of emergency purchase of an 18-kennel animal shelter from Horizon Structures to provide the City a total 30-kennel capacity shelter that will be able to house all Lathrop animals. The 18-kennel shelter will require a 4-week lead-time for construction.

Horizon Structures is able to provide pre-fabricated buildings that meet the City's animal shelter requirements and is able to deliver within the timeframe the City needs to continue the shelter operations. The 18-kennel animal shelter will be used to house and care for the healthy animals of Lathrop until they can be reunited with their owner, transferred to a rescue, or adopted into a new family. The two 6-kennel animal shelters will be used to quarantine and isolate sick or vicious animals, and provide necessary separation for different animal species. Once the permanent shelter is constructed, these temporary shelters can be utilized for overflow space, and the quarantine and isolation of vicious or sick animals.

Staff is requesting City Council approve a budget of \$492,000 for CIP GG 23-06 Temporary Animal Shelter, plus a 10% contingency of \$10,000 for the Site Improvements & Installation Cost for a not to exceed total project cost of \$502,000.

CITY MANAGER’S REPORT **PAGE 3**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
CREATION OF CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06
TEMPORARY ANIMAL SHELTER, RATIFICATION OF EMERGENCY PURCHASE
OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY
PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET
AMENDMENT

REASON FOR RECOMMENDATION:

To allow the City to maintain essential public safety services and to continue shelter operations to protect the health and safety of the Lathrop community and their pets, staff recommends City Council approve the creation of Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, ratify the emergency purchase of two 6-kennel animal shelter, and approve purchase of an 18-kennel animal shelter with Horizon Structures and related budget amendment.

FISCAL IMPACT:

Staff is requesting the approval of initial budget of \$492,000 for CIP GG 23-06 Temporary Animal Shelter, plus a 10% contingency of \$10,000 for the Site Improvements & Installation Cost for a not to exceed total project cost of \$502,000. Project funds were not included in the adopted Fiscal Year 22/23 budget; therefore staff is requesting that Council approve a budget amendment as follows:

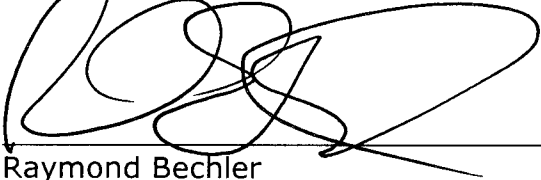
<u>Decrease: Animal Shelter Reserves</u>		
1010-251-0501		\$502,000.00
<u>Increase Transfer Out</u>		
1010-9900-990-9010		\$502,000.00
<u>Increase Transfer In</u>		
3010-9900-393-0000	GG 23-06	\$502,000.00
<u>Increase: Expenditures</u>		
3010-8000-430-2000	GG 23-06	\$502,000.00

ATTACHMENTS:

- A. Resolution Creating Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, Ratifying Emergency Purchase of Two 6-Kennel Animal Shelters, and Approving Emergency Purchase of 18-Kennel Animal Shelter from Horizon Structures and Related Budget Amendment
- B. Purchase Order 2023-167 Emergency Purchase of Two 6-Kennel Animal Shelters from Horizon Structures

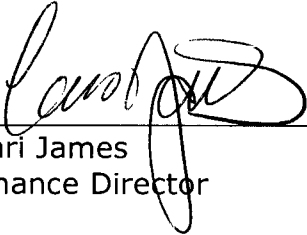
CITY MANAGER'S REPORT **PAGE 4**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
CREATION OF CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06
TEMPORARY ANIMAL SHELTER, RATIFICATION OF EMERGENCY PURCHASE
OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY
PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET
AMENDMENT

APPROVALS:



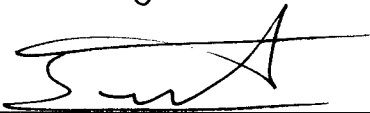
Raymond Bechler
Chief of Police

10/5/22
Date



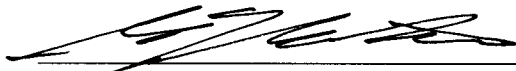
Cari James
Finance Director

10/5/2022
Date



Salvador Navarrete
City Attorney

10.5.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP CREATING CAPITAL IMPROVEMENT PROJECT (CIP) GG 23-06 TEMPORARY ANIMAL SHELTER, RATIFYING THE EMERGENCY PURCHASE OF TWO 6-KENNEL ANIMAL SHELTERS, AND APPROVAL OF EMERGENCY PURCHASE OF 18-KENNEL ANIMAL SHELTER AND RELATED BUDGET AMENDMENT

WHEREAS, the City of Lathrop has contracted its animal shelter services with the City of Manteca since 1993. With Manteca continuing to grow, they no longer have the shelter capacity to provide shelter services for Lathrop animals. The contract with Manteca to provide animal shelter services ended on September 30, 2022; and

WHEREAS, the City has reached out to other agencies to potentially contract the shelter services, but in most cases, the other agencies would not be able to accommodate Lathrop’s animals unless a significant capital improvement investment for the other agency’s shelter is included as part of the contract; and

WHEREAS, staff is exploring several options to build the City’s own animal shelter to bring to Council for consideration, but in the interim, staff has identified the immediate need for a temporary animal shelter until a permanent animal shelter is constructed; and

WHEREAS, in order to maintain essential public safety services and to continue animal shelter operations to protect the health and safety of the community and their pets, two 6-kennel pre-fabricated animal shelters were purchased under the City’s emergency purchase ordinance; and

WHEREAS, staff is also requesting approval of emergency purchase of an 18-kennel animal shelter from Horizon Structures to provide the City a total 30-kennel capacity shelter that will be able to house all Lathrop animals; and

WHEREAS, the structures purchased will provide 18-kennels to house and care for the healthy stray animals of the City of Lathrop until they can be reunited with their owner, transferred to a rescue, or adopted into a new family. The two 6-kennel animal shelters will be used to quarantine and isolate sick or vicious animals, and provide necessary separation for different animal species; and

WHEREAS, the estimated cost for CIP GG 23-06 Temporary Animal Shelter is detailed in the table below:

Item	Amount
Two 6-Kennel Shelters	\$ 140,000 (includes CA tax)
18-Kennel Shelter	\$ 202,000 (Estimate)
Site Improvements & Installation Cost	\$ 100,000
10% Contingency (Site Improvements)	\$ 10,000
Shelter Materials & Equipment	\$ 50,000
Total Cost	\$ 502,000

WHEREAS, staff is requesting City Council approve a budget of \$492,000 for CIP GG 23-06 Temporary Animal Shelter, plus a 10% contingency of \$10,000 for the Site Improvements & Installation Cost for a not to exceed total project cost of \$502,000; and

WHEREAS, project funds were not included in the adopted Fiscal Year 22/23 budget; therefore staff is requesting that Council approve a budget amendment as follows:

<u>Decrease: Animal Shelter Reserves</u>		
1010-251-0501		\$502,000.00
<u>Increase Transfer Out</u>		
1010-9900-990-9010		\$502,000.00
<u>Increase Transfer In</u>		
3010-9900-393-0000	GG 23-06	\$502,000.00
<u>Increase: Expenditures</u>		
3010-8000-430-2000	GG 23-06	\$502,000.00

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the creation of Capital Improvement Project (CIP) GG 23-06 Temporary Animal Shelter, ratification of emergency purchase of two 6-kennel animal shelters, and approval of emergency purchase of 18-kennel animal shelter and related budget amendment.

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney



Bill To
390 Towne Centre Dr
Lathrop, CA 95330

Purchase Order

No. 2023-00000167

Date 9/23/2022

Resolution

Attachment B

The parties to this agreement are:

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor No. 3574

DELIVER BY

Vendor
Horizon Structures LLC
5075 Lower Valley Road
ATGLEN, PA 19310

Ship To
390 Towne Centre Dr
Lathrop, CA 95330

SHIP VIA
FREIGHT TERMS
PAGE 1 of 3
ORIGINATOR Yesenia Linnell

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.00	EACH	10% in Stock Discount (quote 230)	(\$4,133.0000)	(\$4,133.00)
1.00	EACH	12 x 24 Commercial 6 Run Kennel (quote 230)	\$58,885.0000	\$58,885.00
1.00	EACH	12 x 32 Commercial Dog Kennel (quote 231)	\$79,850.0000	\$79,850.00
1.00	EACH	10% in Stock Discount (Quote 231)	(\$5,899.0000)	(\$5,899.00)

The contractor agrees to furnish all labor, equipment and materials necessary to perform the services describe herein and agrees to comply with the terms and conditions identified below which are made a part hereof by this reference (Outline exact detail what is to be done, where is to be done and include work specifications, if applicable.)

\$128,703.00

9/23/22

CITY OF LATHROP
RECOMMENDED FOR APPROVAL DATE

FOR
STEPHEN SALVATORE 9/23/22

CITY OF LATHROP
APPROVED BY DATE

DocuSigned by:

9/23/2022
BF9E1D95797F4E9

VENDOR (Signature)
APPROVED BY DATE

Justin Zook 9/23/2022

VENDOR (Print Name)
APPROVED BY DATE

Special Instructions

12 x 24 Commercial 6 Run Kennel & 12 x 32 Commercial Dog Kennel. Price includes delivery and placement. See attached Quotes #230 & #231 dated September 16, 2022.

STANDARD PURCHASE ORDER
TERMS AND CONDITIONS

1. **ACCEPTANCE.** Acceptance of this Purchase Order, whether by written acknowledgement or by performance by Seller, shall be upon the terms and conditions hereof; no other terms or conditions shall be binding on Buyer unless written approval thereof specifically referring to such other terms and conditions shall have been given to Seller.
2. **INVOICES.** Separate invoice shall be supplied for each Purchase Order shipment. Each invoice shall be itemized and shall show Contract Number, terms, discounts, date of shipment or service dates, and Purchase Order Number. Failure to show said items may result in delay of payment with all rights reserved, including cash discounts. The Vendor name on this Purchase Order resulted from a quotation signed in the same name. Payment will not be made to a firm name other than that shown on the face hereof without written assignment.
3. **PAYMENT TERMS.** Seller shall receive payment either by One-Time payment (Lump Sum), Monthly or Quarterly ITEMIZED INVOICE. All payments are in arrears.
4. **ORDER CHANGES.** The Buyer shall have the right from time to time by written notices to make changes in quantities and/or delivery dates of any article, material, or services covered by this Purchase Order prior to the time the item or items are actually placed into final production by the Seller. If such changes are made after the article, material, or services are placed into final production by the Seller and such changes cause a substantial increase or decrease in Seller's performance will be made and this order will be modified in writing accordingly, provided that any claim for adjustment must be asserted by the Seller within a reasonable time (in no case to exceed twenty days) after the change is ordered.
5. **SHIPPING.** Seller will indicate plainly the Purchase Order Number on all bills of lading, all goods shipped pursuant to said order, and on all invoices, freight bills, and packages. Each package must contain a memorandum showing Seller's name, contents of package, and Purchase Order Number.

Shipments of goods specified on this Purchase Order number should result in lowest possible freight rate unless otherwise specified by Buyer. Penalties or increased charges due to failure to observe this provision will be charged to Seller.

Shipping costs for goods on back order shall be paid only at the rate which would have been applicable had the complete order been shipped at one time. All excess costs shall be borne by Seller. Partial shipments must be identified as such on shipping memoranda and invoices.

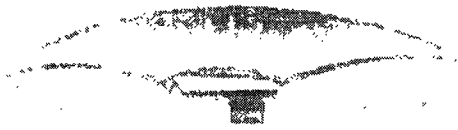
When shipping, Seller will make no declaration of value to be carried, except where shipment is subject to released value ratings.

Any materials supplied to City which are covered by the OSHA Hazard Communication Standard must be accompanied by the applicable Material Safety Data Sheet (MSDS) at the time of delivery.
6. **DELIVERY.** Unless otherwise expressly provided, Seller shall deliver all articles to Buyer's premises, free of all freight, handling, transportation, drayage, boxing and similar charges. All times in this contract are of the essence.
7. **TERMINATION.** Buyer may terminate all or part of this contract, with or without cause. If buyer terminates without cause, then Buyer shall pay all reasonable termination charges incurred by Seller.
8. **DECLINE IN PRICES.** Buyer shall be protected in the event of declining prices on the undelivered portion of this Purchase Order. If prices decline on items ordered, Seller may elect to meet priced reductions or other vendors, or its own lower prices to other purchasers, but if Seller should refuse to do so, Buyer shall have the right to cancel any or all of the balance due on this Purchase Order without cost to Buyer.
9. **FORCE MAJEURE.** Neither Seller nor Buyer shall be liable for nonperformance due to causes beyond reasonable control. Where only a part of Seller's capacity to perform is excused under this paragraph, Seller must allocate production and deliveries among the various customers then under contract for similar goods during the period. The allocation must be made in a fair and equitable manner. Where either Seller or Buyer claims an excuse for nonperformance under this paragraph, it must give notice in writing to the other party. Seller shall not be obligated to sell, nor Buyer obligated to purchase, at a later date, that portion of the goods that Seller is unable to deliver or Buyer is unable to receive or use due to any excused cause. No goods are to be tendered by Seller after the expiration of the terms specified in this Purchase Order without consent of Buyer.
10. **WARRANTY.** Seller warrants that all articles and services covered by this Purchase Order will conform to drawings, specifications, or samples and will be merchantable and of good material, design and workmanship, free from all defects, and suitable for the use intended. All articles will be subject to Buyer's inspection and rejection at the place of delivery. Defective articles may be returned to the Seller for full credit or replacement at the Seller's risk and expense, including transportation charges both ways, but no defective articles shall be replaced without formal replacement order signed by the Buyer.
11. **ASSIGNMENT.** Neither party shall assign or transfer this Purchase Order without the written consent of the other.
12. **INDEMNITY. SELLER WARRANTS THAT GOODS FURNISHED UNDER THIS PURCHASE ORDER DO NOT INFRINGE ANY PATENT, TRADEMARK, OR TRADE NAME, OR COPYRIGHT AND AGREES TO INDEMNIFY AND SAVE HARMLESS BUYER OR ITS VENDEES FROM ANY AND ALL CLAIMS, SUITS, LIABILITIES, DAMAGES, LOSSES, OR EXPENSES INCURRED BY BUYER OR ITS VENDEES BY REASON OF ANY ALLEGED INFRINGEMENT OF ANY SUCH RIGHTS.**

PAGE 3 OF 3

SELLER SHALL INDEMNIFY AND HOLD HARMLESS BUYER AND ITS AGENTS AND EMPLOYEES FROM AN AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK CAUSED BY ANY NEGLIGENT ACT OR OMISSION OF SELLER, ANY SUBCONTRACTOR, OR ANYONE FOR WHOSE ACTS ANY OF THEM MAY BE LIABLE. IN CASE OF CONCURRING FAULT, EACH PARTY SHALL BEAR ITS SHARE OF THE LOSS.

13. **BUYER'S PROPERTY.** Any property of Buyer in Seller's active or constructive possession or custody hereunder will be at Seller's risk, and Seller agrees to reimburse Buyer for any loss or damage to such property however caused.
14. **COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.** By acceptance hereof, Seller warrants:
 - (a) that all goods, merchandise, and materials delivered and services rendered hereunder will have been produced and provided in compliance with all requirements of the Fair Labor Standards Act of 1938, as amended, and
 - (b) that all goods, materials, and equipment delivered hereunder shall comply with the applicable federal standards prescribed by the Occupational Safety and Health Act of 1970, or as amended.
 - (c) that Seller will comply with all applicable laws, rules and regulations of federal, state and local governments and agencies, thereof, including but not limited to Executive Orders 11246, 11701, and section 503 of Public Law 93-112, The Rehabilitation Act of 1973, the provisions of The Americans and Disabilities Act, Transient Employer Law (285.230 R. S. Mo. et seq.) and Excessive Unemployment Law (Section 290.550 et seq R.S. Mo.) which are hereby incorporated by reference, unless this Purchase Order is exempt pursuant to said Executive Orders, or Acts and the regulations issued thereunder.
15. **WORKER'S COMPENSATION, EMPLOYER'S LIABILITY, AND GENERAL LIABILITY.** When work is performed on Buyer's premises, Seller agrees to carry at Seller's own expense:
 - (a) Worker's Compensation and Employer's Liability Insurance.
 - (b) General liability (including Contractual Liability and Products Liability/Completed Operations) Insurance and Auto Liability insurance each in amounts no less than \$1,000,000 per occurrence. Insurance certificates of such coverage shall be submitted to City Utilities' Risk Management upon request of Buyer.
16. **INSOLVENCY.** If Seller shall become insolvent, file a petition in bankruptcy, or shall make an assignment for the benefit of creditors, or if a receiver or trustee shall be appointed of or for any of Seller's property or business, the Purchase Order may be cancelled at Buyer's option without liability.
17. **TAXES.** Seller agrees to cooperate with Buyer in opposing the imposition of any tax on any article covered by this Purchase Order, the legality of which is questioned by Buyer, and in securing any abatement or any refund thereof sought by Buyer.
18. **FOREIGN SHIPMENTS.** Foreign shipments must be preceded by execution of formal Consular Invoice. At time of shipment, Ocean Bills of Lading, Consular Invoice, and Commercial Invoices, in triplicate, shall be forwarded directly to the Purchasing Agent issuing this Purchase Order.
19. **VENUE.** This Purchase Order shall be governed by the law of the State of California.
20. **BRANDING.** Seller warrants that all materials covered by this Purchase Order are not altered or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act; not an article with may not, under provisions of Section 404 or 505 of said act, be introduced into interstate commerce, and not adulterated or misbranded within the meaning of the pure food and drug laws or the ordinances of any state or city which are applicable to such shipment or delivery, and Seller hereby agrees to indemnify and save the Buyer harmless from and against all claims, charges, action and proceedings brought against Buyer by any lawful government authority or by any person on account of any alleged adulteration or misbranding by Seller of any such material referred to above. Seller does no guarantee against any such material becoming adulterated or misbranded after delivery to Buyer by reason of causes beyond Seller's control.
21. **CONFLICTING TERMS.** In case of a conflict between these terms and conditions and those of a separate written contract signed by both Buyer and Seller, the written contract shall prevail.
22. **REVIEW OF RECORDS.** During the term of the purchase order/agreement and for three years thereafter, City of Lathrop (City) shall have the right to review Seller's records, only for the purposes of verifying claims for payment and compliance with the terms and conditions of the purchase order/agreement for at least three years after final payment.
23. **OFFSETTING BILLS.** City reserves the right to apply offsetting payments for goods and/or services that are due against delinquent utility bills which are due City.
24. **NON-EXCLUSIVE AGREEMENT.** The purchase order is a non-exclusive contract and City reserves the right to purchase same or like materials and/or services from other sources as City deems necessary and appropriate.



www.horizonstructures.com

P: (888) 447-4337

F: (610) 593-7730

HIA # PA055761

ESTIMATE

Proposal is valid for 15 days.

Date
9/16/22

Quote #
230

Address

Lathrop, 95330 CA

Prepared For Matt Davis

Rep Justin Zook

Phone 2096476435

Rep Phone

Email mdavis@ci.lathrop.ca.us

Rep Email justin@horizonstructures.com

Product	Qty	Sales Price	Total Price
12 x 24 Commercial 6 Run Kennel - IN STOCK Price includes Delivery and Placement To Lathrop CA	1.0	\$58,885.00	\$58,885.00

Includes:

- 4' Center Feed Room
- (6) 4x4 Dog Boxes
- (6) 4x6 Dog Runs

Additional Options Include:

- Electrical Package
- PTAC Unit (Heat and AC)
- 24" Dog Doors
- 9-Lite Pre-hung Man Door
- 6-Gauge Welded Wire
- Vinyl Plank Interior Floor
- Vinyl Posts in Run

Paint Color: Khaki
Trim Color: Sandstone
Shingle Roof Color: Charcoal
Door Color: White

STANDARD FEATURES INCLUDE:

- 4x4 Pressure Treated Posts in Runs
- 2x4 Pressure Treated Floor Joist - 16" OC
- 5/8" LP SmartFloor w/ Polyurea Coating on Interior Floor
- 2x4 Wall Studs - 16" OC
- Your Choice of Siding - Painted LP SmartSide, Stained Pine Board & Batten or Stained Pine Tongue & Groove
- 24x36 Double Pane Windows with Screens
- Insulated Fiberglass Slab Door with Keyed Latch
- R-13 Fiberglass Insulated Walls & Ceiling in Interior
- R-7 Spray Foam Insulated Floor in Interior
- Interior Walls & Ceiling are Lined with Glasbord or Trusscore
- Interior Dog Box Partitions & Gates are 11.5 GA Chain Link
- Exterior Dog Runs with Chain Link Partitions and Entry Gate

Product	Qty	Sales Price	Total Price
- 1x6 PVC Composite Decking in Exterior Dog Run Area			
- 20" Plexi-Glass Chew-Proof Dog Door with Stainless Edging			
- Cathedral Ceiling			
- 2x4 Rafters - 16" OC			
- 7/16" LP TechShield Sheathing			
- 30 Year Architectural Shingles			
10% In Stock Discount	1.0	(\$4,133.00)	(\$4,133.00)
Payment Terms:	1.0	\$0.00	\$0.00

50% of the balance (cash or check) and a signed invoice is required prior to placing your order into the build schedule. The 50% deposit will also guarantee the pricing for 6 months from time of deposit.

Additional 3% added to the amount if a credit card is used for any payments

The Final payment is due upon delivery of your building. Customer agrees to pay 2% interest on any remaining balance due 30 days after completion.

Lead time for dog kennels is approximately weeks from time of 50% until delivery.

NOTE: Before sending any wire payments please call the office to confirm wiring info.

Subtotal \$54,752.00
Sales Tax \$0.00
Total \$54,752.00

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

SIGNATURE _____

DATE _____



ESTIMATE

Proposal is valid for 15 days.

horizonstructures.com

P: (888) 447-4337

F: (610) 593-7730

HIA # PA055761

Date
9/16/22

Quote #
231

Address

Lathrop, 95330 CA

Prepared For Matt Davis

Rep Justin Zook

Phone 2096476435

Rep Phone

Email mdavis@ci.lathrop.ca.us

Rep Email justin@horizonstructures.com

Product	Qty	Sales Price	Total Price
12 x 32 Commercial Dog Kennel Price Includes Delivery and Placement	1.0	\$79,850.00	\$79,850.00

Includes:

- (1) 8' x 12' Lobby Area
- (6) 4x4 Dog Boxes
- (6) 4x5 Dog Runs
- 3' Wide Feed Alley

Additional Options Include:

- 24" Deluxe Guillotine Dog Doors
- 9-Lite Pruhung Man Door
- Feeder Bowls
- Hose Port and Wash Tub
- 110-V Exhaust Fan
- Floor Drains
- 4' High Solid Kennel Dividers
- 6-Gauge Welded Wire
- Electrical Package w/ Breaker Box
- 3 Additional Lights and Receptacles
- Exterior Entrance Light (Installed beside man door)

Paint Color: Dark Gray

Trim Color: White

Roof Color: Charcoal Metal

Door Color: Black

STANDARD FEATURES INCLUDE:

- 4x4 Pressure Treated Posts in Runs
- 2x4 Pressure Treated Floor Joist - 16" OC
- 5/8" LP SmartFloor w/ Polyurea Coating on Interior Floor
- 2x4 Wall Studs - 16" OC
- Your Choice of Siding - Painted LP SmartSide, Stained Pine Board & Batten or Stained Pine Tongue & Groove
- 24x36 Double Pane Windows with Screens
- Insulated Fiberglass Slab Door with Keyed Latch

Product	Qty	Sales Price	Total Price
- R-13 Fiberglass Insulated Walls & Ceiling in Interior - R-7 Spray Foam Insulated Floor in Interior - Interior Walls & Ceiling are Lined with Glasbord or Trusscore - Interior Dog Box Partitions & Gates are 11.5 GA Chain Link - Exterior Dog Runs with Chain Link Partitions and Entry Gate - 1x6 PVC Composite Decking in Exterior Dog Run Area - 20" Plexi-Glass Chew-Proof Dog Door with Stainless Edging - Cathedral Ceiling - 2x4 Rafters - 16" OC - 7/16" LP TechShield Sheathing - 30 Year Architectural Shingles			
10% In Stock Discount	1.0	(\$5,899.00)	(\$5,899.00)
Payment Terms:	1.0	\$0.00	\$0.00

50% of the balance (cash or check) and a signed Invoice is required prior to placing your order into the build schedule. The 50% deposit will also guarantee the pricing for 6 months from time of deposit.

Additional 3% added to the amount if a credit card is used for any payments

The Final payment is due upon delivery of your building. Customer agrees to pay 2% interest on any remaining balance due 30 days after completion.

Lead time for dog kennels is approximately weeks from time of 50% until delivery.

NOTE: Before sending any wire payments please call the office to confirm wiring info.

Subtotal \$73,951.00
Sales Tax \$0.00
Total \$73,951.00

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

SIGNATURE _____

DATE _____

ITEM: FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED AMENDMENTS AND AMENDMENTS TO THE FISCAL YEAR 2022/23 BUDGET

RECOMMENDATION: Adopt Resolution Approving the FY 2021/22 Year-End Report and Related Budget Amendments and Amending the FY 2022/23 Budget

SUMMARY:

In June 2021, City Council adopted their Biennial Budget for fiscal years 2021/22 and 2022/23 by Resolution No. 21-4885. Staff has continually presented to Council budget updates through the formal Mid-Year review and budget amendments. At the Year 1 Mid-Year Report, the projected General Fund Balance at June 30, 2022 was estimated at \$8.9 million. Higher than expected property and sales tax collections combined with lower than projected expenditures due to operational efficiencies and salary savings from vacant positions resulted in a General Fund surplus at fiscal year-end.

Staff recommends applying approximately \$10 million in prior year’s funds to currently identified unfunded liabilities as follows:

- Transfer \$2 million to the Street Repair Reserves to maintain deteriorating City roads.
- Transfer \$8 million to the new Animal Shelter Reserves to fund an Animal Shelter in the city.

With the proposed uses of the Fund Balance Unassigned reserves above, the estimated General Fund Balance at June 30, 2022 is \$9.2 million or 32% of actual expenditures. The unaudited ending reserve fund balance remains in the acceptable range as identified in the Council approved fund balance reserve policy.

The City of Lathrop has contracted for Animal Shelter services with the City of Manteca for the use of Manteca’s Animal Shelter since 2002. In October of 2021 the City signed a one-year agreement with the City of Manteca to provide Lathrop with one final year of animal shelter services. At that time, the City of Manteca advised staff that Manteca would need to begin transitioning away from providing animal shelter services to Lathrop. The \$8 million that will be set aside from prior year funds for the Animal Shelter will be reimbursed by future collection of municipal service facilities capital facility fees.

In addition, staff is proposing amendments to the position control roster for City Council consideration. The proposed adjustments include the addition of seven (7) full-time-equivalent positions (FTE) to support the Public Works Department, the Building Division, the Parks and Recreation, Police and the IT Department. Staff is also seeking guidance on the use of American Rescue Plan Act funds and has provided two potential options for Council’s consideration.

CITY MANAGER'S REPORT **PAGE 2**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

Staff recommends that the City Council:

1. Adopt the proposed resolution approving the FY 2021/22 Year-End Report and related budget amendments and amending the FY 2022/23 Budget.
2. Approve proposed new and revised Job Descriptions (Attachment C-G)
3. Amend the City's Position Control Roster (Attachment B)
4. Amend the City's Grade Step Table (Attachment H)

BACKGROUND:

In June 2021, City Council adopted their Biennial Budget for fiscal years 2021/22 and 2022/23 by Resolution No. 21-4885. Staff has presented to Council updates on the budget during the Mid-Year Budget review. At the Year 1 Mid-Year Report, the projected (unaudited) General Fund Balance at June 30, 2022 was estimated at \$8.9 million. At year-end, revenues and expenditures are again reviewed and amendments are proposed as needed. After conducting a thorough review, the City received higher than expected property and sales tax collections combined with lower than projected expenditures due to operational efficiencies and salary savings from vacant positions resulted in a General Fund surplus at fiscal year-end.

Staff recommends applying approximately \$10 million in prior year's funds to designated unfunded liability accounts as identified in the General Fund Reserves/ Fund Balance Section as follows:

GF Reserves/ Fund Balance:

Apply approximately \$10 million in prior year's funds to designated unfunded liability accounts as follows:

- Transfer \$2 million to the Street Repair Reserves to maintain deteriorating City roads.
- Transfer \$8 million to the new Animal Shelter Reserves to fund a Shelter in the city.

With the proposed uses of the Fund Balance Unassigned reserves above, the estimated General Fund Balance at June 30, 2022 is \$9.2 million or 32% of actual expenditures. The unaudited ending reserve fund balance remains in the acceptable range as identified in the Council approved fund balance reserve policy (Resolution 10-3102).

**OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET****Animal Shelter**

The City of Lathrop has contracted for Animal Shelter services with the City of Manteca for the use of Manteca's Animal Shelter since 2002. In October of 2021, the City signed a one-year agreement with the City of Manteca to provide Lathrop with one final year of animal shelter services. At that time, the City of Manteca advised staff that Manteca would need to begin transitioning away from providing animal shelter services to Lathrop. The agreement that was signed in October of 2021 stated that "the Parties recognize, acknowledge, and agree that this shall be the last contract and term between the Parties for Manteca to provide the services described herein to Lathrop".

The 2005 Municipal Services Fee study identified that Lathrop would need an animal shelter facility to serve the community. After the 2005 study a capital facility fee has been collected on all new development with a portion being attributed to the future animal shelter facility. Staff has continued to research alternate Animal Shelter options knowing that the Manteca contract was sunseting this year.

City Council and Staff have worked diligently for the past decade or so, on achieving financial stability. This stability has positioned Lathrop to changeover to a city owned and operated animal shelter. By having our own facility, it will enable Lathrop to make decisions that our community has long been at the will of neighboring communities to how they operate their facilities. The \$8 million that will be set aside from prior year funds for the Animal Shelter will be reimbursed by future collection of municipal service facilities capital facility fees.

American Rescue Plan Act

In March 2021, Congress passed the American Rescue Plan Act of 2021 (ARPA), which established the Coronavirus State and Local Fiscal Recovery Fund. The City has received and reported \$5.8 million in revenue replacement as part of the ARPA. General fund revenue replacement is an expenditure category that gives the Council broad latitude to use funds to provide government services with few restrictions. Revenue replacement provides maximum flexibility on how the City ultimately uses funds to meet the needs of its residents and local businesses and without additional reporting requirements to the Department of the Treasury.

The macroeconomy is becoming less predictable with inflation hitting rates not seen in decades. This is largely because massive amounts of federal spending meant to counteract the economic effects of the pandemic has overheated the economy upsetting the supply-demand balance. Predicting precisely when the next recession will occur is nearly impossible but inevitable. Staff is seeking guidance on the use of the ARPA funds proposing two possible options. One option is to allocate the ARPA funds to a dedicated reserve account that will be used to bridge funding gaps that may occur due to inflationary related increased costs. The second option would be to hold a future workshop to budget these funds for immediate use as the Council sees fit.

**OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET****Staffing**

In addition, staff is proposing amendments to the position control roster for City Council consideration. The proposed adjustments include the addition of seven (7) full-time-equivalent positions (FTE) to support the mission of the organization. In the constant search of workflow efficiencies, departments have had the opportunity to review their staffing needs and recommend the following actions:

1. Fund a Building Inspector III in the Building Division.
 - The department currently is staffed with 2 full time Building Inspector's and 1 contract Building Inspector. With the continued increase in building activity, Staff proposes adding 1 additional full time Building Inspector position to the Building Division.
Annual Cost: \$0 (Cost savings from Consultant) – 1.0 FTE
2. Fund a Permit Technician III in the Building Division.
 - The department currently is staffed with 2 full time Permit Technician and 1 contract Permit Technician. With the continued increase in building activity, Staff proposes adding 1 additional full time Permit Technician positions to the Building Division.
Annual Cost: \$0 (Cost savings from Consultant) – 1.0 FTE
3. Fund an Administrative Assistant III in Community Services Division.
 - Staff proposes adding 1 full time Administrative Assistant III in the Police Department, Community Services Division. This position will organize and file records produced in daily operations, including administrative support within the Division.
Annual Cost: \$119,000 – 1.0 FTE
4. Fund a Senior Recreation Leader in Parks, Recreation & Maintenance Services.
 - Staff proposes adding 1 full time Senior Recreation Leader. This position will help with increased public participation in events and classes.
Annual Cost: \$93,500 – 1.0 FTE
5. Create and fund an Animal Shelter Supervisor Classification
 - Create a job description for an Animal Shelter Supervisor (Grade 53).
 - Fund a supervisory level position in the Police Department, Community Services Division. This position will perform a variety of supervisory and technical responsibilities while overseeing the operations of the animal shelter. Cost of position will be offset by costs associated with the Manteca Animal Shelter agreement.
Annual Cost: \$140,900 – 1.0 FTE
6. Fund a Water Meter Reader II.
 - The continued increase in development activity has resulted in additional utility accounts that must be maintained by the City. Staff proposes adding 1 full time Meter Reader II to the Water Operations and Maintenance Division of the Public Works Department. This action will

CITY MANAGER’S REPORT **PAGE 5**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

increase organizational efficiency in the Department by utilizing the autonomy and full scope of duties associated with the Water Meter Reader II Classification. The position will perform a variety of operations and maintenance support for the City’s utilities.

Annual Cost: \$132,500 – 1.0 FTE

7. Fund an Information Technology Technician
 - Fund an Information Technology Technician level position in the Information Systems Department. The entry-level class will specialize in day-to-day general IT responsibilities.
Annual Cost: \$105,900 – 1.0 FTE

8. Reassign the Senior Administrative Assistant position in the Human Resource’s Department to Parks and Recreation Department.
No Fiscal Impact

9. Grade Step Table Clean-up
 - Reclassify an existing Senior Construction Manager – Grade 83
No Fiscal Impact

Year-End Transfer Requests

As part of the Biennial Budget process approved by Council in June 2021, a mid-cycle review is conducted on the first year’s programmed allocations (Year 1 or FY 2022). The Year-End Budget Report includes budget transfers reflecting transfers between funds to accommodate changes to Capital Improvement Projects (CIP’s) revenues, expenses and staffing in the fiscal plan.

REASON FOR RECOMMENDATION:

The recommended FY 2021/22 budget amendments result from changes in estimates and activity through June 30, 2022, and are necessary in order for the City to meet auditing and budgetary requirements.

In addition, setting aside funds for Capital Equipment Replacement, Street Repair and Landscaping Reserves will allow the City to be proactive in its approach to these areas without affecting its structure and core services.

FISCAL IMPACTS:

The FY 2021/22 and FY 2022/23 budget amendments are as follows:

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
 FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
 AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

FISCAL YEAR 2021/22		
REVENUE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-1910-313-03-00	\$4,875,922
Federal Grants	2150-8000-333-05-00	595,415
CIP GG2201 – Developers	2710-8000-372-01-00	7,245
CIP PS1404 – Developers	2710-8000-372-01-00	672,009
CIP PS1404 – Developers	2710-8000-372-01-00	(8,920)
DDA 191201 – Developers	4080-8999-371-91-00	62,073
DDA 191801 – Developers	4010-8999-371-91-00	177,913
CIP WW2238 – Developers	2710-8000-372-01-00	43,538
Revenue Total:		\$6,425,195
EXPENDITURE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - LMFD	2010-1920-425-16-00	\$1,950,370
Federal Grants – Admin Charges	2150-8000-420-90-00	17,342
Federal Grants – Water Charges	2150-8000-430-50-00	578,073
CIP GG2201 – Developers	3010-8000-420-01-00	7,245
CIP GG2202 – Storm Drain	3010-8000-420-01-00	(80,000)
CIP PK2018 – Measure C	3010-8000-420-12-00	(1,925,000)
CIP PS0204 – LTF	3310-8000-420-12-00	(264)
CIP PS1404 – Developers	3310-8000-420-01-00	672,009
CIP PS1404 – Developers	3310-8000-420-01-00	(8,920)
DDA 191201 – Developers	4080-8999-450-40-00	62,073
DDA 191801 – Developers	4010-8999-450-40-00	177,913
CIP WW2238 – Developers	6090-8000-420-12-00	43,538
Expenditure Total:		\$1,494,379
TRANSFER IN – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – LMFD	2010-9900-393-00-00	\$1,950,370
CIP GG2201 – Developers	3010-9900-393-00-00	7,245
CIP GG2202 – Storm Drain	3010-9900-393-00-00	(80,000)
CIP PK2018 – Measure C	3010-9900-393-00-00	(1,925,000)
CIP PS0204 – LTF	3310-9900-393-00-00	(264)
CIP PS1404 – Developers	3310-9900-393-00-00	672,009
CIP PS1404 – Developers	3310-9900-393-00-00	(8,920)

CITY MANAGER'S REPORT **PAGE 7**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

CIP WW2238 – Developers	6090-9900-393-00-00	43,538
Transfer In Total:		\$658,978
TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-9900-990-90-10	\$1,950,370
CIP GG2201 – Developers	2710-9900-990-90-10	7,245
CIP GG2202 – Storm Drain	2280-9900-990-90-10	(80,000)
CIP PK2018 – Measure C	1060-9900-990-90-10	(1,925,000)
CIP PS0204 – LTF	2140-9900-990-90-10	(264)
CIP PS1404 – Developers	2710-9900-990-90-10	672,009
CIP PS1404 – Developers	2710-9900-990-90-10	(8,920)
CIP WW2238 – Developers	2710-9900-990-90-10	43,538
Transfer Out Total:		\$658,978
FUND BALANCE RESERVES – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	2,000,000
General Fund – Animal Shelter	1010-0000-251-05-01	8,000,000
Fund Balance Reserves Total:		\$10,000,000
FISCAL YEAR 2022/23		
REVENUE – BUDGET AMENDMENTS (YEAR 2) [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Transfer In	1010-9900-393-00-00	\$295,080
CalRecycle Grant	2400-3040-331-05-10	38,397
Capital Improvement Projects	Various	15,155,250
Expenditure Total:		\$15,488,727
EXPENDITURE – BUDGET AMENDMENTS (YEAR 2) [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Human Resources	1010-1410-410-11-00	(90,000)
General Fund - IT	1010-1720-410-11-00	79,500
General Fund – Parks and Rec	1010-3001-410-11-00	90,000
General Fund – Parks and Rec	1010-3030-410-11-00	28,040
General Fund – Parks and Rec	1010-3032-410-11-00	7,010
General Fund – Parks and Rec	1010-3033-410-11-00	35,050
General Fund - Police	1010-4020-410-11-00	194,800
General Fund – Police	1010-4020-425-12-00	(56,625)
Building & Safety Inspection	2015-5030-410-11-00	239,300
Building & Safety Inspection	2015-5030-420-01-00	(296,250)
CalRecycle Grant	2400-3040-420-01-00	7,000
CalRecycle Grant	2400-3040-420-65-00	8,000
CalRecycle Grant	2400-3040-430-10-00	600

CITY MANAGER'S REPORT **PAGE 8**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

CalRecycle Grant	2400-3040-430-20-00	22,797
Water	5620-5050-410-11-00	99,400
Water	5620-5050-430-35-00	10,000
Water	5620-5050-450-30-00	60,000
Transfers Out	Various	295,080
Capital Improvement Projects	Various	29,071,460
Expenditure Total:		\$29,805,162
FUND BALANCE RESERVES – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	(365,042)
Fund Balance Reserves Total:		(\$365,042)

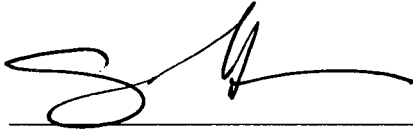
All proposed FY 2021/22 expenditure adjustments have an offsetting revenue stream; therefore, there is no impact to the projected ending fund balance.

ATTACHMENTS:

- A. Resolution Approving the FY 2021/22 Year-End Report and Related Budget Amendments and Amending the FY 2022/23 Budget
- B. Position Control Table 10/10/2022 – Authorized Positions by Department
- C. Job Description: Animal Shelter Supervisor
- D. Job Description: Construction Inspector I-II
- E. Job Description: Senior Construction Manager
- F. Job Description: Utility Operator I-II
- G. Job Description: Utility Operator III
- H. Grade Step Table, Effective 10/10/2022

CITY MANAGER'S REPORT **PAGE 9**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

APPROVALS:



Sandra Frias
Senior Management Analyst

10/5/22

Date



Thomas Hedegard
Deputy Finance Director

10/5/2022

Date



Theresa Roland
Director of Human Resources

10/5/2022

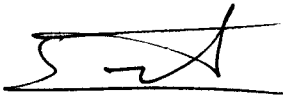
Date



Cari James
Director of Finance

10/3/2022

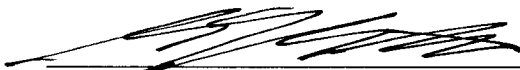
Date



Salvador Navarrete
City Attorney

10.5.2022

Date



Stephen Salvatore
City Manager

10.6.22

Date

RESOLUTION NO. 22-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
APPROVING THE FISCAL YEAR 2021/22 YEAR-END BUDGET REPORT AND
RELATED AMENDMENTS AND AMENDMENTS TO THE FISCAL YEAR 2022/23
BUDGET**

WHEREAS, the City Council of the City of Lathrop adopted the 2021/22 and 2022/23 Expenditure Budget on June 3, 2021 by Resolution No. 21-4885; and

WHEREAS, the City Council of the City of Lathrop has amended the 2021/22 Fiscal Year Expenditure Budget in subsequent actions during the fiscal year; and

WHEREAS, an overview of the City’s mid-year financial condition for Fiscal Year 2021/22 was presented to the City Council; and

WHEREAS, City Staff have proposed amendments to revenues and expenditures to more accurately project estimates for activity in the General Fund and certain other funds; and

WHEREAS, the newly approved organizational changes and applicable position(s) will be automatically added to the Conflict of Interest Code Amendment, previously approved, with the appropriate disclosure categories, as recommended by the City Clerk; and

WHEREAS, the proposed Year-End Budget Report recommends the following staffing actions:

1. Approve New Job Descriptions for the following positions:
 - a. Animal Services Supervisor – Grade 53
 - i. Add an Animal Service Supervisor (1.0 FTE) to the Police Department, Community Services Division.
2. Approve the following positions:
 - a. Additional Positions:
 - i. Add a Building Inspector III (1.0 FTE) to the Building Department.
 - ii. Add a Permit Technician (1.0 FTE) to the Building Department.
 - iii. Add an Administrative Assistant III (1.0 FTE) to the Police Department, Community Services Division.
 - iv. Add a Senior Recreation Leader (1.0 FTE) in Parks, Recreation & Maintenance Services
 - v. Add a Water Meter II Worker (1.0 FTE) to the Public Works Department, Water Division.
 - vi. Add an Information Technology Technician (1.0 FTE) to the Information Systems Department.
 - b. Move Position in the Grade Step Table:
 - i. Senior Construction Manager – Grade 83

WHEREAS, the proposed Year-End Budget Report recommends approving the Grade Step Table including various technical adjustments and Job Descriptions; and

WHEREAS, the City Council recognizes the need for budgetary amendments.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Lathrop does hereby approve the year-end budget/ position control amendments to the Fiscal Year 2021/22 and 2022/23 Operating Budget as shown below and provided in the City Manager's Report;

FISCAL YEAR 2021/22		
REVENUE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-1910-313-03-00	\$4,875,922
Federal Grants	2150-8000-333-05-00	595,415
CIP GG2201 – Developers	2710-8000-372-01-00	7,245
CIP PS1404 – Developers	2710-8000-372-01-00	672,009
CIP PS1404 – Developers	2710-8000-372-01-00	(8,920)
DDA 191201 – Developers	4080-8999-371-91-00	62,073
DDA 191801 – Developers	4010-8999-371-91-00	177,913
CIP WW2238 – Developers	2710-8000-372-01-00	43,538
Revenue Total:		\$6,425,195
EXPENDITURE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - LMFD	2010-1920-425-16-00	\$1,950,370
Federal Grants – Admin Charges	2150-8000-420-90-00	17,342
Federal Grants – Water Charges	2150-8000-430-50-00	578,073
CIP GG2201 – Developers	3010-8000-420-01-00	7,245
CIP GG2202 – Storm Drain	3010-8000-420-01-00	(80,000)
CIP PK2018 – Measure C	3010-8000-420-12-00	(1,925,000)
CIP PS0204 – LTF	3310-8000-420-12-00	(264)
CIP PS1404 – Developers	3310-8000-420-01-00	672,009
CIP PS1404 – Developers	3310-8000-420-01-00	(8,920)
DDA 191201 – Developers	4080-8999-450-40-00	62,073
DDA 191801 – Developers	4010-8999-450-40-00	177,913
CIP WW2238 – Developers	6090-8000-420-12-00	43,538
Expenditure Total:		\$1,494,379
TRANSFER IN – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – LMFD	2010-9900-393-00-00	\$1,950,370
CIP GG2201 – Developers	3010-9900-393-00-00	7,245
CIP GG2202 – Storm Drain	3010-9900-393-00-00	(80,000)
CIP PK2018 – Measure C	3010-9900-393-00-00	(1,925,000)

CIP PS0204 - LTF	3310-9900-393-00-00	(264)
CIP PS1404 - Developers	3310-9900-393-00-00	672,009
CIP PS1404 - Developers	3310-9900-393-00-00	(8,920)
CIP WW2238 - Developers	6090-9900-393-00-00	43,538
Transfer In Total:		\$658,978
TRANSFER OUT - BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - City Services	1060-9900-990-90-10	\$1,950,370
CIP GG2201 - Developers	2710-9900-990-90-10	7,245
CIP GG2202 - Storm Drain	2280-9900-990-90-10	(80,000)
CIP PK2018 - Measure C	1060-9900-990-90-10	(1,925,000)
CIP PS0204 - LTF	2140-9900-990-90-10	(264)
CIP PS1404 - Developers	2710-9900-990-90-10	672,009
CIP PS1404 - Developers	2710-9900-990-90-10	(8,920)
CIP WW2238 - Developers	2710-9900-990-90-10	43,538
Transfer Out Total:		\$658,978
FUND BALANCE RESERVES - BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund - Street Repair	1010-0000-251-03-00	2,000,000
General Fund - Animal Shelter	1010-0000-251-05-01	8,000,000
Fund Balance Reserves Total:		\$10,000,000

FISCAL YEAR 2022/23		
REVENUE – BUDGET AMENDMENTS (YEAR 2)		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Transfer In	1010-9900-393-00-00	\$295,080
CalRecycle Grant	2400-3040-331-05-10	38,397
Capital Improvement Projects	Various	15,155,250
Expenditure Total:		\$15,488,727
EXPENDITURE – BUDGET AMENDMENTS (YEAR 2)		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Human Resources	1010-1410-410-11-00	(90,000)
General Fund - IT	1010-1720-410-11-00	79,500
General Fund – Parks and Rec	1010-3001-410-11-00	90,000
General Fund – Parks and Rec	1010-3030-410-11-00	28,040
General Fund – Parks and Rec	1010-3032-410-11-00	7,010
General Fund – Parks and Rec	1010-3033-410-11-00	35,050
General Fund - Police	1010-4020-410-11-00	194,800
General Fund – Police	1010-4020-425-12-00	(56,625)
Building & Safety Inspection	2015-5030-410-11-00	239,300
Building & Safety Inspection	2015-5030-420-01-00	(296,250)
CalRecycle Grant	2400-3040-420-01-00	7,000
CalRecycle Grant	2400-3040-420-65-00	8,000
CalRecycle Grant	2400-3040-430-10-00	600
CalRecycle Grant	2400-3040-430-20-00	22,797
Water	5620-5050-410-11-00	99,400
Water	5620-5050-430-35-00	10,000
Water	5620-5050-450-30-00	60,000
Transfers Out	Various	295,080
Capital Improvement Projects	Various	29,071,460
Expenditure Total:		\$29,805,162
FUND BALANCE RESERVES – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	(365,042)
Fund Balance Reserves Total:		(\$365,042)

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:



Teresa Vargas, City Clerk

Salvador Navarrete, City Attorney

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
CITY ATTORNEY						
City Attorney						
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Legal Secretary	0.00	0.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Total	3.00	3.00	3.00	3.00	3.00	3.00
CITY ATTORNEY - Total	3.00	3.00	3.00	3.00	3.00	3.00
CITY CLERK						
City Clerk						
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50	1.50	1.50
CITY CLERK - Total	1.50	1.50	1.50	1.50	1.50	1.50
CITY MANAGER						
City Manager						
Assistant City Manager	0.00	0.00	0.00	0.25	0.25	0.25
City Engineer	0.15	0.15	0.00	0.00	0.00	0.00
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Economic Development Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Total	2.65	2.65	2.50	2.75	2.75	2.75
CITY MANAGER - Total	2.65	2.65	2.50	2.75	2.75	2.75
COMMUNITY DEVELOPMENT						
Planning						
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33	0.33	0.33
Assistant Community Development Director	0.00	0.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.00	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	0.00	0.00	0.00	0.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	0.00	1.00	1.00	1.00	1.00
Total	4.33	4.33	5.33	5.33	5.33	5.33
COMMUNITY DEVELOPMENT - Total	4.33	4.33	5.33	5.33	5.33	5.33

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
FINANCE						
Finance						
Accountant I/II	1.00	2.00	0.00	0.00	0.00	0.00
Accounting Manager	1.00	1.00	0.00	0.00	0.00	0.00
Accounting Specialist I/II/Technician	5.00	5.00	0.00	0.00	0.00	0.00
Administrative Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Representatives I/II	0.00	0.00	5.00	5.00	5.00	5.00
Customer Service Supervisor	0.00	0.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	0.50	0.50	2.00	2.00	2.00	2.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Customer Service Representative	0.00	0.00	1.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.50	0.50	0.50	0.50
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Total	13.50	14.50	14.50	14.50	14.50	14.50
FINANCE - Total	13.50	14.50	14.50	14.50	14.50	14.50
HUMAN RESOURCES						
Human Resources						
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
HR Analyst I/II	0.00	1.00	0.00	0.00	0.00	0.00
HR Technician	0.00	0.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	0.00	0.00	0.00	1.00	1.00	0.00
Total	2.00	3.00	3.00	4.00	4.00	3.00
HUMAN RESOURCES - Total	2.00	3.00	3.00	4.00	4.00	3.00
INFORMATION TECHNOLOGY						
Information Technology						
Administrative Assistant I/II/III	0.50	0.50	0.00	0.00	0.00	0.00
Director of Information Systems	0.00	0.00	1.00	1.00	1.00	1.00
Chief Information Officer	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	0.00	0.00	0.00	0.00	1.00
Information Technology Engineer I/II/III	3.00	5.00	5.00	5.00	5.00	5.00
Management Analyst I/II	0.00	0.00	1.00	1.00	1.00	1.00
Total	4.50	6.50	8.00	8.00	8.00	9.00
INFORMATION TECHNOLOGY - Total	4.50	6.50	8.00	8.00	8.00	9.00
POLICE DEPARTMENT						
Sworn						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00	2.00
Police Detective	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	18.50	18.50	18.50	20.50	20.50	20.50
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Total	27.50	27.50	27.50	29.50	29.50	29.50
Non-Sworn						
Crime & Intelligence Analyst	0.00	1.00	0.00	0.00	0.00	0.00
Police Records Assistant I/II	0.00	2.00	2.00	2.00	2.00	2.00

Budget for Fiscal Year 22/23

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
Police Records Supervisor	0.00	1.00	1.00	1.00	1.00	1.00
Property & Evidence Technician	0.00	1.00	1.00	1.00	1.00	1.00
Total	0.00	5.00	4.00	4.00	4.00	4.00
Administration						
Management Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00
Total	3.00	3.00	3.00	2.00	2.00	2.00
Community Services Division						
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer I/II/III	3.00	5.00	5.00	5.00	5.00	5.00
Administrative Assistant I/II/III	0.50	0.50	0.00	0.00	0.00	1.00
Animal Shelter Supervisor	0.00	0.00	0.00	0.00	0.00	1.00
Animal Services Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Total	5.50	7.50	6.00	6.00	6.00	8.00
POLICE DEPARTMENT - Total	36.00	43.00	40.50	41.50	41.50	43.50
MEASURE C						
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Dir of Parks, Recreation and Maint. Services	1.00	1.00	0.00	0.00	0.00	0.00
Recreation Leader	0.90	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.90	3.90	2.90	2.90	2.90	2.90
Essential City Services - Contract Staff						
Deputy Sheriff II	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Community Impact	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for School Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II Patrol	0.00	0.00	0.00	0.00	0.00	0.00
Sergeant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Essential City Services - Police Department						
Police Detective	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	3.50	3.50	3.50	3.50	3.50	3.50
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total	5.50	5.50	5.50	5.50	5.50	5.50
Lathrop Manteca Fire District						
Battalion Chiefs	1.98	1.98	1.98	1.98	1.98	1.98
Firefighters/Engineers	6.00	6.00	6.00	6.00	6.00	6.00
Total	7.98	7.98	7.98	7.98	7.98	7.98
MEASURE C - Total	17.38	17.38	16.38	16.38	16.38	16.38

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
PARKS, RECREATION AND MAINTENANCE SERVICES						
Parks and Recreation						
Administrative Assistant I/II/III	1.00	1.00	2.00	2.00	2.00	2.00
Director of Parks, Recreation and Maintenance Services	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	1.25	1.25	0.00	0.00	0.00	0.00
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00
Recreation Leaders	8.55	8.55	8.55	8.55	8.55	8.55
Recreation Manager	0.00	0.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	2.00	2.00	2.00	2.00
Senior Accountant	0.00	0.00	0.25	0.25	0.25	0.25
Senior Administrative Assistant	0.00	0.00	0.00	0.00	0.00	1.00
Senior Recreation Leaders	4.35	4.35	4.35	4.35	5.00	6.00
Total	20.15	20.15	22.15	22.15	22.80	24.80
Maintenance Services						
Landscape and Irrigation Specialist	0.00	0.00	0.00	1.00	1.00	1.00
Maintenance Services Supervisor	1.00	1.00	1.00	0.00	1.00	1.00
Maintenance Worker I/II/III	9.00	10.00	10.00	10.00	9.00	9.00
Parks and Facilities Manager	0.00	0.00	1.00	1.00	1.00	1.00
Streets and Maintenance Operation Manager	0.00	0.00	1.00	1.00	1.00	1.00
Total	10.00	11.00	13.00	13.00	13.00	13.00
PARKS, RECREATION AND MAINTENANCE SERVICES - Total	30.15	31.15	35.15	35.15	35.80	37.80
PUBLIC SAFETY						
Administration						
Management Analyst I/II	0.00	0.00	0.00	0.00	0.00	0.00
Police Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Senior Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Contract Staff						
Chief of Police	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Com Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Patrol	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for School Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Lieutenant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Sergeant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY - Total	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS						
Building						
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33	0.33	0.33
Assistant City Manager	0.00	0.00	0.00	0.32	0.32	0.32
Building Inspector I/II/III	2.00	2.00	2.00	2.00	2.00	3.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Permit and Plan Check Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	3.00	3.00	3.00	4.00
Total	6.33	6.33	7.33	7.65	7.65	9.65

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
Public Works						
Administrative Assistant I/II	2.34	2.34	2.34	2.34	2.34	2.34
Assistant City Manager	0.00	0.00	0.00	0.43	0.43	0.43
Assistant Engineer	1.00	1.00	3.00	3.00	3.00	3.00
Associate Engineer	1.00	1.00	1.00	1.00	1.00	1.00
City Engineer	0.85	0.85	1.00	1.00	1.00	1.00
Construction Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00
Construction Inspector III	1.00	1.00	1.00	1.00	1.00	1.00
Construction Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00	0.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Land Development Manager	1.00	1.00	0.00	0.00	0.00	0.00
Management Analyst I/II	0.25	0.25	1.00	1.00	1.00	1.00
Meter Reader	1.00	1.00	1.00	1.00	1.00	2.00
Senior Accountant	0.00	0.00	0.25	0.25	0.25	0.25
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Civil Engineer	1.00	1.00	2.00	2.00	2.00	2.00
Senior Construction Manager	1.00	1.00	1.00	1.00	1.00	1.00
Utility Operations Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Utility Operator I/II/III	6.00	6.00	6.00	6.00	6.00	6.00
Utility Plant Manager	1.00	1.00	1.00	1.00	1.00	1.00
Total	24.44	24.44	26.59	26.02	26.02	27.02
PUBLIC WORKS - Total	30.77	30.77	33.92	33.67	33.67	36.67
Grand Total	145.78	157.78	163.78	165.78	166.43	173.43
Total City Staff Positions	137.80	149.80	155.80	157.80	158.45	165.45
Total Contractual Positions	7.98	7.98	7.98	7.98	7.98	7.98
Total Funded Positions	145.78	157.78	163.78	165.78	166.43	173.43

ANIMAL SHELTER SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, position is responsible for supervising and managing day-to-day operations of the Lathrop Animal Shelter, including the compliance with applicable laws, regulations and policies related to the operation of a city maintained animal shelter; ensures compliance with humane animal care, protection and related services; formulates policy and develops goals and objectives for the shelter and proper care and treatment of animals; supervises staff assigned staff and volunteers; provides highly responsible and complex administrative assistance to the assigned department, and other departments/agencies as needed; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Animal Shelter Supervisor** is a single position class in which the incumbent has division level responsibility for administration of the City's Animal Shelter services and programs, including coordinating and monitoring the facility budget and purchasing shelter inventory items; managing animal behavioral assessments, animal adoption and placement programs; compiling information and preparing a variety of regulatory and compliance reports related to federal and state regulations for animal shelters. Responsible for the effective supervision and administration of assigned staff including staff recruitment, development and training, performance evaluations, employee relations, prioritizing and assigning work, and related activities; may provide work direction for a variety of volunteers.

SUPERVISION RECEIVED AND EXERCISED:

This position is part of the Community Services Division, within the Lathrop Police Department. Incumbent receives general direction from the Operations Division Commander. Exercises direct supervision over animal shelter staff or volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Knowledge of federal, state and local laws, codes, ordinances, policies and procedures relevant to animal shelters to include custodial and remedial care, adoptions, placement, quarantine, euthanasia, animal behavior and basic care. Knowledge of the proper use, secure storage and disposal of lethal chemicals, syringes and related equipment.
- Plans, organizes, coordinates, administers and directs the work of the Animal Shelter facility and assigned staff; develops and directs the implementation of goals, objectives, policies, procedures and work standards according to related regulations; develops and oversees humane educational programs.
- Cooperates, coordinates, and supports the field work of the Community Service Officers in the enforcement and compliance of animal control laws and regulations, including care, control, impounding, licensing, collection of fees, disposal and education programs; develops, plans and implements targeted spay and neuter programs in coordination with the Community Service Officers.

ANIMAL SHELTER SUPERVISOR

Page 2

- Knowledge of occupational hazards, safety precautions, and safety regulations related to effective animal care, maintaining sanitary conditions and overall health of shelter animals, and other work related precautions.
- Prepares a variety of reports related to short and long range City animal care and service needs, and develops specific proposals to meet them; develops programs and strategies for decreasing animal euthanasia.
- Coordinates activities and contract professional services for animal veterinary care, including medicine and treatment; coordinates enforcement activities with surrounding organizations and agencies.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides and/or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable state and local laws, codes and regulations; recruits shelter volunteers, coordinates, and oversees their activities.
- Ensures compliance with section activities to pertinent codes, ordinances, regulations and guidelines; coordinates with City Attorney on matters pertaining to enforcement, compliance, prosecution, and changes to local and state laws applicable to animal services, care and shelter management.
- Trains staff in the application of various animal restraint methods for the care of sheltered animals and the use of appropriate outcomes for sheltered animals.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current animal shelter services and licensing related issues for City Council, City Manager, community groups and enforcement agencies.
- Monitors and keeps informed of current trends in the field of animal licensing, enforcement and animal care, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult complaints, inquiries and requests related to animal shelter services, licensing, animal nuisance and care issues; provides information and resolves service issues and complaints; represents the Division with other City departments, other agencies, civic groups and the public; makes public presentations needed.
- Prepares various reports on operations and activities; maintains records related to citations and licensing of animals.
- Appears and testifies in court as required.
- Establishes positive working relationships with representatives of law enforcement organizations, state/local agencies and associations, City management and staff, and the public; coordinates special events with local and regional agencies and jurisdiction related to education on animal care, foster programs and permanent adoptions.
- Performs other duties as required, or as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Tasks require the regular and, at times, sustained performance of moderately physically demanding work. Position requires prolonged sitting, running, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, repetitive hand movement, climbing fences, and crawling under houses in the performance of daily duties. The position also requires both near and far vision when performing investigations, operating assigned equipment and reading correspondence, statistical data and using a computer. The need to lift, carry and push animals and supplies weighing 100 pounds or more, with the proper lifting carrying, pushing and/or pulling techniques to minimize risk, may also be required. Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Additionally, the incumbent may be required to work outdoors in all weather conditions, including adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, bright/dim lights, toxic agents, disease, or pathogenic substances. The incumbent may be exposed to waste and infectious materials, and use cleaning chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to handle aggressive and biting animals/wildlife attacks; handle and move dead animals; drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Animal Shelter Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in animal handling and care in an animal hospital, shelter, or related animal facility is preferred, including two years in the enforcement of animal control regulations and six months of administrative and supervisory experience, and an associate of arts degree with coursework in animal science biology, animal behavior, police science, public administration or a related field.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Possession of, or the ability to obtain, a P.C. 832 P.O.S.T Certificate issued by the State of California is highly desirable.
- Possession of, or the ability to obtain, a Euthanasia Certificate.
- Possession of, or the ability to obtain, a child abuse reporting certificate (Penal Code 11166.5).

KNOWLEDGE/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practice of management relating to animal services operations; various breeds of dogs, cats, and other domestic animals; safe and efficient methods of handling dogs and other small animals; principles and practices of program and budget development, administration and evaluation; methods of animal collection and impoundment; animal control laws and ordinances; common animal injuries, diseases and methods of control; techniques and methods for the treatment and euthanasia of animals; basic knowledge of child abuse reporting procedures and requirements; basic knowledge of court procedures as they relate to providing testimony regarding animal control cases; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; read, understand, interpret and explain ordinances, policies, and enforcement procedures; enforce animal control laws and regulations; recognize normal and abnormal animal behavior; utilize proper capturing, handling and muzzling techniques; administer first aid and lethal injections to animals; deal effectively with aggressive pet owners and others in the issuance of citations and impounding of animals; work cooperatively with other departments, outside agencies, and the general public; meet appropriate physical demands necessary for adequate job performance; perform a variety of animal control activities; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Historical Data

Position Adopted _____ by Resolution: 22-_____

FLSA Status: Exempt

LMCEA Bargaining Unit

CITY OF LATHROP

CONSTRUCTION INSPECTOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Construction Inspector series, such as para-professional engineering, office and field work involving inspection, field testing and surveying; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:**Construction Inspector I**

The **Construction Inspector I** is the entry level class in the Construction Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including field inspections of a wide variety of public and private construction projects related to City facilities and private development, as well as ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This classification is alternatively staffed with Construction Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Construction Inspector II

The **Construction Inspector II** is the journey level class in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, facilities and other construction, to assure compliance with City standards, codes and specifications. This class is distinguished from the next higher classification of Senior Construction Inspector in that the latter performs the most complex and difficult duties of the work unit and has lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:**Construction Inspector I**

Receives immediate supervision from the Senior Construction Manager, Public Works Director, or designee~~Principal Engineer or Director of Public Work/City Engineer~~. Incumbents in this class do not routinely exercise supervision.

Construction Inspector II

Receives general supervision from the Senior Construction Manager, Public Works Director, or designee~~Principal Engineer or Director of Public Works/City Engineer~~. Incumbents in this class do not routinely exercise supervision over lower level classes~~May exercise functional and technical supervision~~

~~over lower level classes.~~

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Inspects the construction, repair or alteration work on major projects; observes and measures materials used in street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities and other City capital projects; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.
- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; reviews plans and specifications of assigned projects; responds to complaints related to construction activities at the counter and over the phone.
- Prepares a variety of reports and logs; submits monthly time reports; drafts letters to contractors
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Construction Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Construction Inspector I

Two years of experience in construction, inspection, public works maintenance or the performance of related work, and a high school diploma or equivalent, including course work in trigonometry.

Construction Inspector II

In addition to the above, two years ~~of increasingly responsible construction inspection experience in the public right-of-way experience equivalent to a Construction Inspector I in the City of Lathrop.~~

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels)*

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

Historical Data:

Amended by Resolution 00-993, 18-4452, 20-4814

Bargaining Unit: SEIU

SENIOR CONSTRUCTION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Performs a broad range of activities on a variety of public works projects, including capital projects, streets, storm drain facilities, sanitary sewer facilities, lighting, landscaping, parks, water production and distribution facilities and buildings; performs field inspections; develops design procedures; guides the preparation of work plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of constructability and completeness.

~~Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.~~

DISTINGUISHING CHARACTERISTICS:

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.

SENIOR CONSTRUCTION MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Performs a broad range of activities on a variety of public works projects, including capital projects, streets, storm drain facilities, sanitary sewer facilities, lighting, landscaping, parks, water production and distribution facilities and buildings; performs field inspections; develops design procedures; guides the preparation of work plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of constructability and completeness.

~~Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.~~

DISTINGUISHING CHARACTERISTICS:

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.

Senior Construction Manager

Page 2 of 4

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Evaluates and inspects traffic control plans and field traffic control and construction sites for safety, construction schedules, and construction workmanship; responsible for the preparation and updating of Standard Operating Procedures (SOPs).
- Observes, reviews, monitors and documents the work of contractors according to established procedures, including management of all project correspondence (incoming and outgoing oral and written communications, Requests for Proposals, memos, letters, submittals, change orders, contracts, and progress payments).
- Assures projects are constructed in accordance with the approved budget and schedule, plans and specifications; coordinates and manages City sub-contractors and consultants including special inspections for construction projects.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Provides responsible and complex staff support to the City Council, City Manager, and Commissions; develops recommendations for policies, laws, ordinances, resolutions, and programs related to construction and inspection activities.
- Oversees the selection, training, supervision and evaluation for all assigned staff; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of assigned department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Plans, directs, coordinates and participates in activities related to construction management/inspections and CIP's; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Attends and participates in professional and community meetings; stays current on issues relative to the construction and CIPs; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Construction Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

Historical Data:

Adopted by Resolution 18-4347

Bargaining Unit: LMCEA

FLSA Status: Exempt

CITY OF LATHROP
UTILITY OPERATOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City’s water distribution, sewer collection, recycled water, and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Utility Operator I

The **Utility Operator I** is the entry level class in the Utility Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with Utility Operator II and incumbents may advance to the higher level after gaining experience, obtaining required water and wastewater certifications, and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Utility Operator II

The **Utility Operator II** is the journey level class in the Utility Operator series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City’s water distribution, sewer collection, recycled water, and storm drain systems. This classification is distinguished from the next higher classification of Chief Utility Operator in that the latter is the advanced journey level classification responsible for providing lead direction and training to assigned crews.

SUPERVISION RECEIVED/EXERCISED:

Utility Operator I

Receives immediate supervision from the ~~Chief Utility Operator~~ Utility Plant Supervisor, or designee. Incumbents in this class do not routinely exercise supervision.

Utility Operator II

Receives general supervision from the ~~Chief Utility Operator~~ Utility Plant Supervisor, or designee. Incumbents in this classification do not routinely exercise supervision. ~~May exercise functional and technical supervision over lower level maintenance personnel, seasonal and temporary staff.~~

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs skilled and semi-skilled work in the operation, maintenance and repair of the City’s water distribution, sewer collection, wastewater, and storm drain systems; excavates to repair underground utilities; marks underground utilities for Underground Service Alert (USA); participates in traffic control activities at the work site.
- Inspects, flushes, cleans and repairs water mains, lines and laterals; repairs, maintains and overhaul pumps, motors, chlorinators and control valves; monitors water wells and operates pumps to regulate system flow and pressure; checks and documents recordings on instrumentation equipment; operates computerized SCADA control program; takes water samples; tests and calculates water pressure and flow; tests backflow devices; conducts cross-connection surveys; maintains required records.
- Performs stand-by duties on a rotational basis
- Responds to afterhours emergency calls at irregular hours.
- Repairs and maintains storm drains, manholes and pump stations; inspects drains, culverts and gutters and removes obstructions; maintains and repairs sewer lines and lift stations; diagnoses and repairs electrical control panels and backup generators.
- Assists other Public Works units when required; performs semi-skilled and skilled manual work in the maintenance and repair of streets and alleyways; assists in the repair of curbs and gutters; performs traffic control; assists in the maintenance of City buildings and facilities; operates trucks, loaders, backhoes, boom trucks, hydro flushers and other light and heavy duty maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after-hours call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials and hazardous waste.
- Maintain hazardous material and/or hazardous waste inspection logs and facility records.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Assist in preparing and completing hazardous waste profiles, and maintaining waste processing records.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.

- Participate in hazardous material and waste management training and professional development activities, including necessary certification.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Utility Operator I/II** A typical way of obtaining the required qualifications is to possess the equivalent of:

Utility Operator I

A high school diploma or equivalent. One year of experience in the maintenance and repair of water and sewer systems is desirable.

Utility Operator II

In addition to the above, two years of experience equivalent to that of a Utility Operator I in the City of Lathrop, including experience in the maintenance and repair of water and sewer systems, and a high school diploma or equivalent.

License/Certificate:

Utility Operator I

Possession of, or the ability to obtain and maintain, a valid class C California driver's license; possession of a Water Distribution Operator, Grade D1, Water Treatment Grade T1 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I certificate issued by the California Water Environment Association (CWEA), within one year of appointment. California Class B Driver's license is highly desirable.

Utility Operator II

Possession of, or the ability to obtain and maintain, a valid class B California driver's license; possession of a Water Distribution Operator, Grade D2, and Water Treatment T2 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I issued by the California Water Environment Association (CWEA), and Backflow Tester and Specialist Certificates issued by the American Water Works Association (AWWA).

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection and storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.

Historical Data

Amended by Resolution 18-4360

Bargaining Unit: SEIU

**CITY OF LATHROP
UTILITY OPERATOR III**

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DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required. Additionally, under general supervision, operates all of the water treatment and related processes associated with the City's water treatment plant, pump stations, and reservoirs; performs standard water quality chemical tests, makes minor and major repairs to plant equipment and performs other job related duties.

DISTINGUISHING CHARACTERISTICS:

Utility Operator III is the journey level shift operator classification in the Operator series. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems. Utility Operator III's perform complex duties in connection with the operation, maintenance, and repair of ground water treatment plants, water wells, and water storage facilities. Work is performed independently, and may include acting as a lead worker with an assistant. Incumbents shall possess the ability to diagnose malfunctions in a variety of water quality processes. The position requires employees to perform a variety of specialized water quality testing and be skilled in working SCADA and HMI systems.

Utility Operator III – Classification is distinguished from the next higher level of ~~Chief Utility Operator~~ Utility Plant Supervisor in that the latter is ~~the~~ an advanced journey level ~~and classification~~ lead level supervisory class responsible for ~~full supervision and review~~ of staff involved in operation, maintenance and repair of City's water, sewer and storm water systems.

SUPERVISION RECEIVED/EXERCISED:

This position receives direction from the ~~Public Works Utility & Street Maintenance Superintendent~~ Plant Supervisor, or designee. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Independently operates monitors, inspects, and adjusts processes using a SCADA computerized control system.
- Operates and monitors pumps, valves, and related equipment to regulate the flow of water through a treatment plant or other portions of a water distribution system; starts, adjusts and shuts down plant operations, and adjusts pumping stations and distribution system flows to meet production and storage requirements and water quality standards.

- Collects water samples and performs standardized laboratory testing, such as chlorine residual, pH, turbidity, temperature, and taste and odor; calculates chemical dosages and adjusts chemical feeders as necessary to maintain water quality.
- Controls filter vessel operations; removes filters from service and performs inspections and minor repairs to filters as needed.
- Reads and interprets meters, gauges, charts, and instruments; logs plant operations, test results, unusual operating conditions, maintenance work performed, and related information; enters data into a computer; prepares routine and special oral and written reports as required; changes charts and inking pens as necessary.
- Periodically inspects and tests motors, pumps, valves, chemical feeders, filter vessels, and related equipment; reports unusual conditions or the need for maintenance and repair of equipment, buildings and grounds.
- Takes inventory of chemicals and other treatment supplies; orders chemicals according to standard procedures; receives chemicals and supplies delivered during assigned shift and assists in their safe unloading and storage; handles hazardous materials in accordance with safety rules and procedures.
- Lubricates and makes limited repairs and adjustments to equipment; maintains the plant and operating equipment in a clean and orderly condition; assists in periodic cleaning of process, flushing of lines, and related maintenance.
- Ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- May perform routine housekeeping tasks or supplemental painting and grounds maintenance tasks.
- Operates motor vehicles, forklifts, end loaders, backhoes, hoists and other equipment in the performance of duties.
- Builds and maintains positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials and hazardous waste.
- Maintain hazardous material and/or hazardous waste inspection logs and facility records.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Assist in preparing and completing hazardous waste profiles, manifests, shipping documents, and maintaining waste processing records.
- Maintain current records for hazardous waste shipping manifests, supporting documentation, hazardous waste tracking documents etc.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- All essential duties as listed in the Utility Operator I/II Classification
- Performs related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes dust and air contaminates, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent will be required to respond to after-hours emergency call-outs and perform routine standby duties.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utility Operator III. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible experience in the operations and maintenance of water treatment facilities and water distribution systems and collection systems maintenance and repair, and a high school diploma or equivalent. Supplemental coursework or specialized training in water treatment, water distribution systems and collection systems maintenance and operations is desirable.

License/Certificate:

Possession of, or ability to obtain a Class C California ~~drivers~~driver's license.- Possession of and ability to maintain a State of California Water Treatment Operator T2 license, State of California Water Distribution Operator D3 license and an AWWA General Backflow Tester at time of employment. An AWWA Cross Connection Specialist and a California Water Environment Association Collection System Technologist grade 1 is desirable. California Class B driver's license is highly desirable.

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (40 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

Additional Qualification Requirements Related to Step Increase Criterion for Utility Operator III:

Step 1 - Possession of and ability to maintain a State of California Water Treatment Operator T2 license.

Step 2 - Possession of and ability to maintain a State of California Water Treatment Operator T~~2~~³ license.

Step 3 - Possession of and ability to maintain a State of California Water Treatment Operator T2 license.

Step 4~~3~~ – Possession of and ability to maintain a State of California Water Treatment Operator T2 license. Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with Supervision.

Step 5~~4~~ – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with minimal Supervision.

Step 5~~5~~ – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to direct operations and staff of a T3 facility.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection, storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; knowledge of applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices. Water treatment plant operation and the principles of water treatment; the operating principles of filter vessels, valves, pumps, and motors; principles and methods of conducting basic chemical water analysis; working knowledge of computers and programmable logic controllers (PLCs); hydraulics and instrumentation commonly used in monitoring of water quality; California DHS water treatment regulations; codes, standard terms, practices, and modern methods common to the water treatment operation's trade; use and operation of measuring and testing devices, hand tools, and equipment of the trade. The methods, tools, materials, and equipment used in the operation, inspection, troubleshooting, repair, and maintenance of water treatment and water distribution facilities. Commonly used computer software used in instrumentation and control systems.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. Independently operate the water treatment plant and water distribution system on an assigned shift. Perform minor and major plant repair work using a variety of tools. Diagnose malfunctions in a variety of water quality, pumping and reservoir storage processes. Read and interpret gauges and recording devices, diagnose operating problems and take effective courses of action. Correctly interpret color-coded diagrams and computer screens. Use initiative and independent judgment with established guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of software applications.

DISASTER SERVICE WORKER:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

HISTORICAL DATA

Adopted:

Amended by Resolution 22-____, 18-4360

Unit: SEIU

**CITY OF LATHROP
GRADE-STEP TABLE**
Eff. 10/17/2022

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 15.1826	\$ 15.9418	\$ 16.7390	\$ 17.5759	\$ 18.4547
			bi-weekly	1.215	1.275	1.339	1.406	1.476
			monthly	2.632	2.763	2.901	3.046	3.199
			annual	31,580	33,159	34,817	36,558	38,386
21			hourly	\$ 15.5622	\$ 16.3405	\$ 17.1573	\$ 18.0152	\$ 18.9161
			bi-weekly	1.245	1.307	1.373	1.441	1.513
			monthly	2.697	2.832	2.974	3.123	3.279
			annual	32,369	33,988	35,687	37,472	39,345
22			hourly	\$ 15.9508	\$ 16.7486	\$ 17.5858	\$ 18.4651	\$ 19.3882
			bi-weekly	1.276	1.340	1.407	1.477	1.551
			monthly	2.765	2.903	3.048	3.201	3.361
			annual	33,178	34,837	36,578	38,407	40,327
23			hourly	\$ 16.3500	\$ 17.1676	\$ 18.0260	\$ 18.9275	\$ 19.8735
			bi-weekly	1.308	1.373	1.442	1.514	1.590
			monthly	2.834	2.976	3.125	3.281	3.445
			annual	34,008	35,709	37,494	39,369	41,337
24			hourly	\$ 16.7590	\$ 17.5970	\$ 18.4765	\$ 19.4004	\$ 20.3704
			bi-weekly	1.341	1.408	1.478	1.552	1.630
			monthly	2.905	3.050	3.203	3.363	3.531
			annual	34,859	36,602	38,431	40,353	42,371
25			hourly	\$ 17.1780	\$ 18.0365	\$ 18.9384	\$ 19.8855	\$ 20.8799
			bi-weekly	1.374	1.443	1.515	1.591	1.670
			monthly	2.978	3.126	3.283	3.447	3.619
			annual	35,730	37,516	39,392	41,362	43,430
26			hourly	\$ 17.6073	\$ 18.4877	\$ 19.4120	\$ 20.3825	\$ 21.4016
			bi-weekly	1.409	1.479	1.553	1.631	1.712
			monthly	3.052	3.205	3.365	3.533	3.710
			annual	36,623	38,454	40,377	42,395	44,515
27	RECREATION LEADER	UNRIP	hourly	\$ 18.0474	\$ 18.9498	\$ 19.8976	\$ 20.8925	\$ 21.9369
			bi-weekly	1.444	1.516	1.592	1.671	1.755
			monthly	3.128	3.285	3.449	3.621	3.802
			annual	37,539	39,416	41,387	43,456	45,629
28			hourly	\$ 18.4986	\$ 19.4235	\$ 20.3947	\$ 21.4144	\$ 22.4854
			bi-weekly	1.480	1.554	1.632	1.713	1.799
			monthly	3.206	3.367	3.535	3.712	3.897
			annual	38,477	40,401	42,421	44,542	46,770
29			hourly	\$ 18.9612	\$ 19.9092	\$ 20.9046	\$ 21.9498	\$ 23.0474
			bi-weekly	1.517	1.593	1.672	1.756	1.844
			monthly	3.287	3.451	3.623	3.805	3.995
			annual	39,439	41,411	43,482	45,656	47,939
30			hourly	\$ 19.4351	\$ 20.4068	\$ 21.4271	\$ 22.4985	\$ 23.6235
			bi-weekly	1.555	1.633	1.714	1.800	1.890
			monthly	3.369	3.537	3.714	3.900	4.095
			annual	40,425	42,446	44,568	46,797	49,137
31			hourly	\$ 19.9211	\$ 20.9169	\$ 21.9629	\$ 23.0609	\$ 24.2140
			bi-weekly	1.594	1.673	1.757	1.845	1.937
			monthly	3.453	3.626	3.807	3.997	4.197
			annual	41,436	43,507	45,683	47,967	50,365
32	OFFICE ASSISTANT I SENIOR RECREATION LEADER	SEIU SEIU	hourly	\$ 20.4190	\$ 21.4398	\$ 22.5120	\$ 23.6372	\$ 24.8193
			bi-weekly	1.634	1.715	1.801	1.891	1.986
			monthly	3.539	3.716	3.902	4.097	4.302
			annual	42,472	44,595	46,825	49,165	51,624
33			hourly	\$ 20.9294	\$ 21.9759	\$ 23.0746	\$ 24.2286	\$ 25.4399
			bi-weekly	1.674	1.758	1.846	1.938	2.035
			monthly	3.628	3.809	4.000	4.200	4.410
			annual	43,533	45,710	47,995	50,395	52,915
34			hourly	\$ 21.4527	\$ 22.5255	\$ 23.6518	\$ 24.8345	\$ 26.0759
			bi-weekly	1.716	1.802	1.892	1.987	2.086
			monthly	3.718	3.904	4.100	4.305	4.520
			annual	44,622	46,853	49,196	51,656	54,238
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 21.9892	\$ 23.0884	\$ 24.2428	\$ 25.4548	\$ 26.7277
			bi-weekly	1.759	1.847	1.939	2.036	2.138
			monthly	3.811	4.002	4.202	4.412	4.633
			annual	45,738	48,024	50,425	52,946	55,594
36			hourly	\$ 22.5389	\$ 23.6656	\$ 24.8491	\$ 26.0913	\$ 27.3960
			bi-weekly	1.803	1.893	1.988	2.087	2.192
			monthly	3.907	4.102	4.307	4.522	4.749
			annual	46,881	49,225	51,686	54,270	56,984
37	RECREATION SPECIALIST SPECIAL ASSISTANT	SEIU SEIU	hourly	\$ 23.1021	\$ 24.2571	\$ 25.4701	\$ 26.7438	\$ 28.0807
			bi-weekly	1.848	1.941	2.038	2.140	2.246
			monthly	4.004	4.205	4.415	4.636	4.867
			annual	48,052	50,455	52,978	55,627	58,408

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
38			hourly	\$ 23.6800	\$ 24.8638	\$ 26.1068	\$ 27.4121	\$ 28.7829
			bi-weekly	1.894	1.989	2.089	2.193	2.303
			monthly	4.105	4.310	4.525	4.751	4.989
			annual	49.254	51.717	54.302	57.017	59.869
39			hourly	\$ 24.2718	\$ 25.4855	\$ 26.7595	\$ 28.0977	\$ 29.5022
			bi-weekly	1.942	2.039	2.141	2.248	2.360
			monthly	4.207	4.417	4.638	4.870	5.114
			annual	50.485	53.010	55.660	58.443	61.365
40			hourly	\$ 24.8788	\$ 26.1228	\$ 27.4288	\$ 28.8001	\$ 30.2400
			bi-weekly	1.990	2.090	2.194	2.304	2.419
			monthly	4.312	4.528	4.754	4.992	5.242
			annual	51.748	54.336	57.052	59.904	62.899
41	ADMINISTRATIVE ASSISTANT I WATER METER READER I MAINTENANCE WORKER I	SEIU	hourly	\$ 25.5006	\$ 26.7756	\$ 28.1144	\$ 29.5201	\$ 30.9960
			bi-weekly	2.040	2.142	2.249	2.362	2.480
			monthly	4.420	4.641	4.873	5.117	5.373
			annual	53.041	55.693	58.478	61.402	64.472
42	CUSTOMER SERVICE REPRESENTATIVE I	SEIU	hourly	\$ 26.1380	\$ 27.4449	\$ 28.8175	\$ 30.2582	\$ 31.7713
			bi-weekly	2.091	2.196	2.305	2.421	2.542
			monthly	4.531	4.757	4.995	5.245	5.507
			annual	54.367	57.085	59.940	62.937	66.084
43	POLICE OFFICER TRAINEE POLICE RECORDS ASSISTANT I	NON-SWORN SEIU	hourly	\$ 26.7912	\$ 28.1312	\$ 29.5376	\$ 31.0145	\$ 32.5651
			bi-weekly	2.143	2.250	2.363	2.481	2.605
			monthly	4.644	4.876	5.120	5.376	5.645
			annual	55.726	58.513	61.438	64.510	67.735
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$ 27.4612	\$ 28.8344	\$ 30.2762	\$ 31.7899	\$ 33.3795
			bi-weekly	2.197	2.307	2.422	2.543	2.670
			monthly	4.760	4.998	5.248	5.510	5.786
			annual	57.119	59.975	62.974	66.123	69.429
45	ADMINISTRATIVE ASSISTANT II RECREATION COORDINATOR WATER METER READER II MAINTENANCE WORKER II	SEIU	hourly	\$ 28.1477	\$ 29.5551	\$ 31.0330	\$ 32.5847	\$ 34.2139
			bi-weekly	2.252	2.364	2.483	2.607	2.737
			monthly	4.879	5.123	5.379	5.648	5.930
			annual	58.547	61.475	64.549	67.776	71.165
46	POLICE RECORDS ASSISTANT II	SEIU	hourly	\$ 28.8517	\$ 30.2941	\$ 31.8087	\$ 33.3994	\$ 35.0691
			bi-weekly	2.308	2.424	2.545	2.672	2.806
			monthly	5.001	5.251	5.514	5.789	6.079
			annual	60.012	63.012	66.162	69.471	72.944
47	PERMIT TECHNICIAN I ADMINISTRATIVE TECHNICIAN I ADMINISTRATIVE ASSISTANT III HUMAN RESOURCES TECHNICIAN	SEIU	hourly	\$ 29.5726	\$ 31.0516	\$ 32.6039	\$ 34.2340	\$ 35.9458
			bi-weekly	2.366	2.484	2.608	2.739	2.876
			monthly	5.126	5.382	5.651	5.934	6.231
			annual	61.511	64.587	67.816	71.207	74.767
48	MAINTENANCE WORKER III SOLID WASTE & RESOURCE CONSERV COORD	SEIU	hourly	\$ 30.3122	\$ 31.8280	\$ 33.4190	\$ 35.0899	\$ 36.8447
			bi-weekly	2.425	2.546	2.674	2.807	2.948
			monthly	5.254	5.517	5.793	6.082	6.386
			annual	63.049	66.202	69.512	72.987	76.637
49	PROPERTY AND EVIDENCE TECHNICIAN CUSTOMER SERVICE REPRESENTATIVE II	SEIU	hourly	\$ 31.0699	\$ 32.6234	\$ 34.2548	\$ 35.9676	\$ 37.7659
			bi-weekly	2.486	2.610	2.740	2.877	3.021
			monthly	5.385	5.655	5.937	6.234	6.546
			annual	64.625	67.857	71.250	74.813	78.553
50	ENGINEERING TECHNICIAN I	SEIU	hourly	\$ 31.8466	\$ 33.4389	\$ 35.1111	\$ 36.8664	\$ 38.7099
			bi-weekly	2.548	2.675	2.809	2.949	3.097
			monthly	5.520	5.796	6.086	6.390	6.710
			annual	66.241	69.553	73.031	76.682	80.516
51	CRIME & INTELLIGENCE ANALYST SENIOR ADMINISTRATIVE ASSISTANT ADMINISTRATIVE TECHNICIAN II SENIOR CUSTOMER SERVICE REPRESENTATIVE PERMIT TECHNICIAN II	SEIU LMCEA SEIU SEIU SEIU	hourly	\$ 32.6430	\$ 34.2754	\$ 35.9889	\$ 37.7885	\$ 39.6777
			bi-weekly	2.611	2.742	2.879	3.023	3.174
			monthly	5.658	5.941	6.238	6.550	6.877
			annual	67.897	71.293	74.857	78.600	82.530
52	ACCOUNTANT I BUILDING INSPECTOR I COMMUNITY SERVICE OFFICER I HR ANALYST I UTILITY OPERATOR I	SEIU SEIU SEIU LMCEA SEIU	hourly	\$ 33.4588	\$ 35.1316	\$ 36.8884	\$ 38.7327	\$ 40.6694
			bi-weekly	2.677	2.811	2.951	3.099	3.254
			monthly	5.800	6.089	6.394	6.714	7.049
			annual	69.594	73.074	76.728	80.564	84.592
53	CONSTRUCTION INSPECTOR I POLICE RECORDS SUPERVISOR LFGAI SECRETARY ANIMAL SHEPHERD SUPERVISOR	SEIU LMCEA LMCEA LMCEA	hourly	\$ 34.2955	\$ 36.0099	\$ 37.8104	\$ 39.7011	\$ 41.6863
			bi-weekly	2.744	2.881	3.025	3.176	3.335
			monthly	5.945	6.242	6.554	6.882	7.226
			annual	71.335	74.901	78.646	82.578	86.708
54	ENGINEERING TECHNICIAN II EXECUTIVE ASSISTANT	SEIU LMCEA	hourly	\$ 35.1527	\$ 36.9104	\$ 38.7558	\$ 40.6937	\$ 42.7285
			bi-weekly	2.812	2.953	3.100	3.255	3.418
			monthly	6.093	6.398	6.718	7.054	7.406
			annual	73.118	76.774	80.612	84.643	88.875
55	BUILDING INSPECTOR II COMMUNITY SERVICE OFFICER II SENIOR ACCOUNTING TECHNICIAN PERMIT TECHNICIAN III	SEIU SEIU SEIU SEIU	hourly	\$ 36.0316	\$ 37.8332	\$ 39.7248	\$ 41.7109	\$ 43.7965
			bi-weekly	2.883	3.027	3.178	3.337	3.504
			monthly	6.245	6.558	6.886	7.230	7.591
			annual	74.946	78.693	82.628	86.759	91.097

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
56	ACCOUNTANT II	SEIU	hourly	\$ 36,9325	\$ 38,7789	\$ 40,7180	\$ 42,7540	\$ 44,8914
	MANAGEMENT ANALYST I (CONFIDENTIAL)	LMCEA	bi-weekly	2,955	3,102	3,257	3,420	3,591
	DEPUTY CITY CLERK	LMCEA	monthly	6,402	6,722	7,058	7,411	7,781
	HR ANALYST II	LMCEA	annual	76,820	80,660	84,693	88,928	93,374
	UTILITY OPERATOR II	SEIU						
57	CONSTRUCTION INSPECTOR II	SEIU	hourly	\$ 37,8556	\$ 39,7484	\$ 41,7360	\$ 43,8225	\$ 46,0138
	CUSTOMER SERVICE SUPERVISOR	LMCEA	bi-weekly	3,028	3,180	3,339	3,506	3,681
	LEGAL ASSISTANT	LMCEA	monthly	6,562	6,890	7,234	7,596	7,976
	PARKS & RECREATION SUPERVISOR	LMCEA	annual	78,740	82,677	86,811	91,151	95,709
58	ASSISTANT PLANNER	SEIU	hourly	\$ 38,8020	\$ 40,7421	\$ 42,7793	\$ 44,9180	\$ 47,1642
	JUNIOR ENGINEER	SEIU	bi-weekly	3,104	3,259	3,422	3,593	3,773
	SENIOR ENGINEERING TECHNICIAN	SEIU	monthly	6,726	7,062	7,415	7,786	8,175
		SEIU	annual	80,708	84,744	88,981	93,429	98,101
59	BUILDING INSPECTOR III	SEIU	hourly	\$ 39,7721	\$ 41,7608	\$ 43,8487	\$ 46,0409	\$ 48,3433
	CHIEF UTILITY OPERATOR	SEIU	bi-weekly	3,182	3,341	3,508	3,683	3,867
	COMMUNITY SERVICE OFFICER III	SEIU	monthly	6,894	7,239	7,600	7,980	8,380
	MAINTENANCE SERVICES SUPERVISOR	LMCEA	annual	82,726	86,862	91,205	95,765	100,554
	LANDSCAPE & IRRIGATION SPECIALIST	LMCEA						
60	EXECUTIVE ASSISTANT TO THE CITY MANAGER	LMCEA	hourly	\$ 40,7666	\$ 42,8049	\$ 44,9451	\$ 47,1924	\$ 49,5518
	INFORMATION TECHNOLOGY ENGINEER I	LMCEA	bi-weekly	3,261	3,424	3,596	3,775	3,964
	MANAGEMENT ANALYST II (CONFIDENTIAL)	LMCEA	monthly	7,066	7,420	7,790	8,180	8,589
		LMCEA	annual	84,795	89,034	93,486	98,160	103,068
61	POLICE SERVICES MANAGER	LMCEA	hourly	\$ 41,7855	\$ 43,8750	\$ 46,0685	\$ 48,3719	\$ 50,7906
	CONSTRUCTION INSPECTOR III	SEIU	bi-weekly	3,343	3,510	3,685	3,870	4,063
	UTILITY MAINTENANCE SUPERVISOR	LMCEA	monthly	7,243	7,605	7,985	8,384	8,804
	UTILITY OPERATOR III	SEIU	annual	86,914	91,260	95,823	100,614	105,645
62	WASTEWATER TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 42,8302	\$ 44,9718	\$ 47,2202	\$ 49,5814	\$ 52,0603
		LMCEA	bi-weekly	3,426	3,598	3,778	3,967	4,165
		LMCEA	monthly	7,424	7,795	8,185	8,594	9,024
		LMCEA	annual	89,087	93,541	98,218	103,129	108,285
63	SENIOR BUILDING INSPECTOR	SEIU	hourly	\$ 43,9011	\$ 46,0961	\$ 48,4010	\$ 50,8207	\$ 53,3617
	ASSOCIATE PLANNER	SEIU	bi-weekly	3,512	3,688	3,872	4,066	4,269
		SEIU	monthly	7,610	7,990	8,389	8,809	9,249
		SEIU	annual	91,314	95,880	100,674	105,707	110,992
64	ASSISTANT ENGINEER	SEIU	hourly	\$ 44,9984	\$ 47,2482	\$ 49,6108	\$ 52,0915	\$ 54,6959
	PARKS AND RECREATION ADMINISTRATOR	SEIU	bi-weekly	3,600	3,780	3,969	4,167	4,376
	RECREATION MANAGER	LMCEA	monthly	7,800	8,190	8,599	9,029	9,481
	PARKS AND FACILITIES MANAGER	LMCEA	annual	93,597	98,276	103,191	108,350	113,768
	STREETS AND OPERATIONS MANAGER	LMCEA						
65	BUDGET MANAGER	LMCEA	hourly	\$ 46,1235	\$ 48,4298	\$ 50,8511	\$ 53,3937	\$ 56,0636
	SENIOR ACCOUNTANT	LMCEA	bi-weekly	3,690	3,874	4,068	4,271	4,485
	POLICE OFFICER	SWORN	monthly	7,995	8,394	8,814	9,255	9,718
		SWORN	annual	95,937	100,734	105,770	111,059	116,612
66			hourly	\$ 47,2765	\$ 49,6403	\$ 52,1224	\$ 54,7284	\$ 57,4652
			bi-weekly	3,782	3,971	4,170	4,378	4,597
			monthly	8,195	8,604	9,035	9,486	9,961
			annual	98,335	103,252	108,415	113,835	119,528
67	COMMUNITY SERVICES SUPERVISOR	LMCEA	hourly	\$ 48,4584	\$ 50,8815	\$ 53,4254	\$ 56,0971	\$ 58,9014
	INFORMATION TECHNOLOGY ENGINEER II	LMCEA	bi-weekly	4,073	4,271	4,474	4,688	4,912
	HUMAN RESOURCES MANAGER	EX-MPT	monthly	8,399	8,819	9,260	9,723	10,210
	SENIOR MANAGEMENT ANALYST	LMCEA	annual	100,793	105,834	111,125	116,682	122,515
	SPECIAL DISTRICTS MANAGER	LMCEA						
68	PERMIT AND PLAN CHECK SUPERVISOR	LMCEA	hourly	\$ 49,6697	\$ 52,1535	\$ 54,7610	\$ 57,4991	\$ 60,3742
		LMCEA	bi-weekly	3,974	4,172	4,381	4,600	4,830
		LMCEA	monthly	8,609	9,040	9,492	9,967	10,465
		LMCEA	annual	103,313	108,479	113,903	119,598	125,578
69	UTILITY PLANT SUPERVISOR	LMCEA	hourly	\$ 50,9116	\$ 53,4572	\$ 56,1303	\$ 58,9366	\$ 61,8834
	SENIOR PLANNER	LMCEA	bi-weekly	4,073	4,277	4,490	4,715	4,951
		LMCEA	monthly	8,825	9,266	9,729	10,216	10,726
		LMCEA	annual	105,896	111,191	116,751	122,588	128,717
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 52,1846	\$ 54,7939	\$ 57,5333	\$ 60,4101	\$ 63,4305
		SEIU	bi-weekly	4,175	4,384	4,603	4,833	5,074
		SEIU	monthly	9,045	9,498	9,972	10,471	10,995
		SEIU	annual	108,544	113,971	119,669	125,653	131,935
71	PARKS AND RECREATION SUPERINTENDENT	LMCEA	hourly	\$ 53,4893	\$ 56,1635	\$ 58,9717	\$ 61,9201	\$ 65,0162
	INFORMATION TECHNOLOGY ENGINEER III	LMCEA	bi-weekly	4,279	4,493	4,718	4,954	5,201
		LMCEA	monthly	9,271	9,735	10,222	10,733	11,269
		LMCEA	annual	111,258	116,820	122,661	128,794	135,234
72	POLICE SERGEANT	SWORN	hourly	\$ 54,8264	\$ 57,5677	\$ 60,4462	\$ 63,4683	\$ 66,6417
		SWORN	bi-weekly	4,386	4,605	4,836	5,077	5,331
		SWORN	monthly	9,503	9,978	10,477	11,001	11,551
		SWORN	annual	114,039	119,741	125,728	132,014	138,615
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 56,1968	\$ 59,0067	\$ 61,9573	\$ 65,0550	\$ 68,3077

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
			bi-weekly	4,496	4,721	4,957	5,204	5,465
			monthly	9,741	10,228	10,739	11,276	11,840
			annual	116,889	122,734	128,871	135,314	142,080
74	CITY CLERK	EXEMPT	hourly	\$ 57,6021	\$ 60,4820	\$ 63,5059	\$ 66,6813	\$ 70,0153
	SENIOR CIVIL ENGINEER	LMCEA	bi-weekly	4,608	4,839	5,080	5,335	5,601
	PRINCIPAL PLANNER	LMCEA	monthly	9,984	10,484	11,008	11,558	12,136
	FINANCE MANAGER	LMCEA	annual	119,812	125,803	132,092	138,697	145,632
75			hourly	\$ 59,0422	\$ 61,9941	\$ 65,0936	\$ 68,3485	\$ 71,7657
			bi-weekly	4,723	4,960	5,207	5,468	5,741
			monthly	10,234	10,746	11,283	11,847	12,439
			annual	122,808	128,948	135,395	142,165	149,273
76	ACCOUNTING MANAGER	LMCEA	hourly	\$ 60,5180	\$ 63,5440	\$ 66,7210	\$ 70,0571	\$ 73,5599
	CONSTRUCTION SUPERINTENDENT	LMCEA	bi-weekly	4,841	5,084	5,338	5,605	5,885
	DEPUTY DIRECTOR OF PARKS, REC & MAINT SERVICES	LMCEA	monthly	10,490	11,014	11,565	12,143	12,750
	PARKS PROJECT MANAGER	LMCEA	annual	125,877	132,172	138,780	145,719	153,005
	PROJECTS MANAGER	LMCEA						
	UTILITY OPERATIONS SUPERINTENDENT	LMCEA						
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly	\$ 62,0307	\$ 65,1325	\$ 68,3890	\$ 71,8084	\$ 75,3989
			bi-weekly	4,962	5,211	5,471	5,745	6,032
			monthly	10,752	11,290	11,854	12,447	13,069
			annual	129,024	135,476	142,249	149,361	156,830
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$ 63,5819	\$ 66,7607	\$ 70,0988	\$ 73,6037	\$ 77,2841
			bi-weekly	5,087	5,341	5,608	5,888	6,183
			monthly	11,021	11,572	12,150	12,758	13,396
			annual	132,250	138,862	145,806	153,096	160,751
79	ECONOMIC DEVELOPMENT ADMINISTRATOR	LMCEA	hourly	\$ 65,1713	\$ 68,4296	\$ 71,8516	\$ 75,4439	\$ 79,2161
	LAND DEVELOPMENT MANAGER	LMCEA	bi-weekly	5,214	5,474	5,748	6,036	6,337
			monthly	11,296	11,861	12,454	13,077	13,731
			annual	135,556	142,333	149,451	156,923	164,770
2022 Compensation May Be Subject to CalPERS Compensation Limits Beginning at Grade 80/Step 5								
80	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	LMCEA	hourly	\$ 66,8004	\$ 70,1406	\$ 73,6476	\$ 77,3299	\$ 81,1964
	CHIEF PLANNING OFFICIAL	LMCEA	bi-weekly	5,344	5,611	5,892	6,186	6,496
	PRINCIPAL ENGINEER	LMCEA	monthly	11,579	12,158	12,766	13,404	14,074
			annual	138,945	145,892	153,187	160,846	168,889
81	CHIEF INFORMATION OFFICER	EXEMPT	hourly	\$ 68,4708	\$ 71,8943	\$ 75,4893	\$ 79,2636	\$ 83,2266
	CHIEF BUILDING OFFICIAL	EXEMPT	bi-weekly	5,478	5,752	6,039	6,341	6,658
			monthly	11,868	12,462	13,085	13,739	14,426
			annual	142,419	149,540	157,018	164,868	173,111
82	ASSISTANT PUBLIC WORKS DIRECTOR	LMCEA	hourly	\$ 70,1823	\$ 73,6918	\$ 77,3761	\$ 81,2447	\$ 85,3074
	POLICE COMMANDER	SWORN	bi-weekly	5,615	5,895	6,190	6,500	6,825
			monthly	12,165	12,773	13,412	14,082	14,787
			annual	145,979	153,279	160,942	168,989	177,439
83	SENIOR CONSTRUCTION MANAGER	LMCEA	hourly	\$ 71,9370	\$ 75,5337	\$ 79,3105	\$ 83,2756	\$ 87,4396
			bi-weekly	5,755	6,043	6,345	6,662	6,995
			monthly	12,469	13,092	13,747	14,434	15,156
			annual	149,629	157,110	164,966	173,213	181,874
84			hourly	\$ 73,7352	\$ 77,4222	\$ 81,2931	\$ 85,3576	\$ 89,6260
			bi-weekly	5,899	6,194	6,503	6,829	7,170
			monthly	12,781	13,420	14,091	14,795	15,535
			annual	153,369	161,038	169,090	177,544	186,422
85	DIRECTOR OF HUMAN RESOURCES	EXEMPT	hourly	\$ 75,5786	\$ 79,3577	\$ 83,3256	\$ 87,4918	\$ 91,8663
	DIRECTOR OF PARKS, RECREATION & MAINT SERVICES	EXEMPT	bi-weekly	6,046	6,349	6,666	6,999	7,349
	DIRECTOR OF GOVERNMENT SERVICES/CITY CLERK	EXEMPT	monthly	13,100	13,755	14,443	15,165	15,923
	DIRECTOR OF INFORMATION SYSTEMS	EXEMPT	annual	157,203	165,064	173,317	181,983	191,082
86	CITY ENGINEER (7/1/22)	EXEMPT	hourly	\$ 77,4680	\$ 81,3416	\$ 85,4086	\$ 89,6790	\$ 94,1630
			bi-weekly	6,197	6,507	6,833	7,174	7,533
			monthly	13,428	14,099	14,804	15,544	16,322
			annual	161,133	169,191	177,650	186,532	195,859
87	DIRECTOR OF FINANCE	EXEMPT	hourly	\$ 79,4049	\$ 83,3752	\$ 87,5440	\$ 91,9210	\$ 96,5172
			bi-weekly	6,352	6,670	7,004	7,354	7,721
			monthly	13,764	14,452	15,174	15,933	16,730
			annual	165,162	173,421	182,092	191,196	200,756
88	DIRECTOR OF COMMUNITY DEVELOPMENT	EXEMPT	hourly	\$ 81,3900	\$ 85,4594	\$ 89,7323	\$ 94,2190	\$ 98,9300
	DIRECTOR OF PUBLIC WORKS	EXEMPT	bi-weekly	6,511	6,837	7,179	7,538	7,914
			monthly	14,108	14,813	15,554	16,331	17,148
			annual	169,291	177,756	186,643	195,975	205,774
89			hourly	\$ 83,4248	\$ 87,5960	\$ 91,9760	\$ 96,5748	\$ 101,4033
			bi-weekly	6,674	7,008	7,358	7,726	8,112
			monthly	14,460	15,183	15,943	16,740	17,577
			annual	173,524	182,200	191,310	200,876	210,919

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
90			hourly	\$ 85,5106	\$ 89,7858	\$ 94,2752	\$ 98,9890	\$ 103,9385
			bi-weekly	6,841	7,183	7,542	7,919	8,315
			monthly	14,822	15,563	16,341	17,158	18,016
			annual	177,862	186,755	196,092	205,897	216,192
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 87,6482	\$ 92,0303	\$ 96,6322	\$ 101,4640	\$ 106,5371
			bi-weekly	7,012	7,362	7,731	8,117	8,523
			monthly	15,192	15,952	16,750	17,587	18,466
			annual	182,308	191,423	200,995	211,045	221,597
92			hourly	\$ 89,8456	\$ 94,3384	\$ 99,0496	\$ 104,0000	\$ 109,2000
			bi-weekly	7,188	7,547	7,924	8,320	8,736
			monthly	15,573	16,352	17,169	18,027	18,928
			annual	186,879	196,224	206,023	216,320	227,136
93			hourly	\$ 92,0920	\$ 96,6888	\$ 101,5248	\$ 106,6000	\$ 111,9352
			bi-weekly	7,367	7,735	8,122	8,528	8,955
			monthly	15,963	16,759	17,598	18,477	19,402
			annual	191,551	201,113	211,172	221,728	232,825
94	POLICE CHIEF	EXEMPT	hourly	\$ 94,3904	\$ 99,1120	\$ 104,0624	\$ 109,2728	\$ 114,7328
			bi-weekly	7,551	7,929	8,325	8,742	9,179
			monthly	16,361	17,179	18,037	18,941	19,887
			annual	196,332	206,153	216,450	227,288	238,644
95			hourly	\$ 96,7408	\$ 101,5768	\$ 106,6624	\$ 111,9872	\$ 117,5928
			bi-weekly	7,739	8,126	8,533	8,959	9,407
			monthly	16,768	17,607	18,488	19,411	20,383
			annual	201,221	211,280	221,858	232,933	244,593
96			hourly	\$ 99,1640	\$ 104,1248	\$ 109,3248	\$ 114,7952	\$ 120,5360
			bi-weekly	7,933	8,330	8,746	9,184	9,643
			monthly	17,188	18,048	18,950	19,898	20,893
			annual	206,261	216,580	227,396	238,774	250,715

CONTRACT								
	CITY ATTORNEY	EXEMPT	annual	\$ 236,404				
	CITY MANAGER	EXEMPT	annual	\$ 251,291				

Changes

Added:

- Permit Technician II Grade 51
- Permit Technician III Grade 55

Adjustments:

Chief Building Official from Grade 77 to Grade 81

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ITEM 5.5

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: REVIEW AND CONSIDER TRAFFIC CALMING OPTIONS FOR JOHNSON FERRY ROAD AND THE INTERSECTION OF THOMSEN ROAD / WARFIELD ROAD

RECOMMENDATION: Council to Consider Options for Traffic Calming Improvements for Johnson Ferry Road and at the Intersection of Thomsen Road / Warfield Road

SUMMARY:

City staff has received complaints from residents regarding vehicles traveling at unsafe speeds on Johnson Ferry Road between McKee Boulevard and Golden Spike Trail. On July 11, 2022, City Council directed staff to install an all-way stop at the intersection of Johnson Ferry Road and Forty Niner Trail, which was installed shortly thereafter. The Johnson Ferry Road and Forty Niner Trail all-way stop is located in the middle of the segment of Johnson Ferry Road where the current complaints have been received.

City staff has also received complaints from residents regarding vehicular movements at the intersection of Thomsen Road and Warfield Road. Residents have concerns about the safety of left turn movements on to and through movements across Thomsen Road.

Staff evaluated these locations utilizing the California Manual on Uniform Traffic Control Devices (MUTCD) and the City of Lathrop Neighborhood Traffic Calming Program. The following options are being presented to Council for review and consideration:

Johnson Ferry Road and Forty Niner Trail:

Option 1 – Remove Stop Signs and Install Striping to Reduce Lane Widths
(Approximate cost is \$6,000 for striping the street segment)

- Recommended: Reducing the traveled lane widths is an effective solution to reduce vehicle speed

Option 2 – Leave Stop Signs and Install Striping to Reduce Lane Widths
(Approximate cost of \$5,000 for striping the street segment)

- Not Recommended: MUTCD Section 2B.04.05 states "Yield or Stop signs should not be used for speed control"

Option 3 – Reduce Speed Limit to 25mph

(Approximate cost of \$1,000 for purchase and installation of speed limit signs)

- Not Recommended: Speed limits are not enforceable by Lathrop Police unless they are established using the 85th percentile speed established by an Engineering and Traffic Study. The current 85th percentile speed for this road is 30 mph, which is the same as the posted speed limit.

Thomsen Road / Warfield Road:

Option 1 – Install Intersection Signage

(Approximate cost is \$1,000 for purchase and installation of signs)

- Recommended: Warning signs will better alert drivers along Thomsen Road of vehicles turning or going across from Warfield Road

Option 2 – Install All-Way Stop Control

(Approximate cost of \$12,000)

- Not recommended: Increase traffic average delay, vehicles emissions, speeding, noise, and frequency of rear-end accidents

Staff recommends that Council consider Option 1 for both Johnson Ferry Road and the Thomsen Road / Warfield Road intersection, however staff will proceed with Council's elected options accordingly.

BACKGROUND:

The Traffic Calming Program was established by the City of Lathrop to address and resolve local neighborhood traffic concerns. This program provides traffic calming measures that can reduce traffic speed, motor-vehicle collisions, and improve safety for pedestrians, cyclists and motorists.

Staff has received complaints from residents regarding vehicles traveling at unsafe speeds on Johnson Ferry Road between McKee Boulevard and Golden Spike Trail. On July 11, 2022, City Council directed staff to install an all-way stop at the intersection of Johnson Ferry Road and Forty Niner Trail, which was installed shortly thereafter. The Johnson Ferry Road and Forty Niner Trail all-way stop is located in the middle of the segment of Johnson Ferry Road where the current complaints have been received.

Staff has also received complaints from residents regarding vehicular movements at the intersection of Thomsen Road and Warfield Road. Residents have concerns about

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING**REVIEW AND CONSIDER TRAFFIC CALMING OPTIONS FOR JOHNSON FERRY ROAD AND THE INTERSECTION OF THOMSEN ROAD / WARFIELD ROAD**

the safety of left turn movements on to and through movements across Thomsen Road.

Staff evaluated these locations using the MUTCD and the City of Lathrop Neighborhood Traffic Calming Program. The following options are being presented to Council for review and consideration:

Johnson Ferry Road and Forty Niner Trail:**Option 1 – Remove Stop Signs and Install Striping to Reduce Lane Widths**

(Approximate cost is \$6,000 for striping the street segment)

- Recommended: Reducing the traveled lane widths is an effective solution to reduce vehicle speed

Option 2 – Leave Stop Signs and Install Striping to Reduce Lane Widths

(Approximate cost of \$5,000 for striping the street segment)

- Not Recommended: MUTCD Section 2B.04.05 states "Yield or Stop signs should not be used for speed control"

Option 3 – Reduce Speed Limit to 25mph

(Approximate cost of \$1,000 for purchase and installation of speed limit signs)

- Not Recommended: Speed limits are not enforceable by Lathrop Police unless they are established using the 85th percentile speed established by an Engineering and Traffic Study. The current 85th percentile speed for this road is 30 mph, which is the same as the posted speed limit.

At the meeting on July 11th, City Council evaluated options and directed staff to install all-way stop signs at the intersection of Johnson Ferry Road and Forty Niner Trail as a solution to reduce speeding on Johnson Ferry Road. Staff recommends Option 1 to remove the stop signs and reduce the lane widths. The existing lane width for Johnson Ferry Road is 17' with sporadic on-street parking. The proposed edge line and centerline would be installed to create two 10' travel lanes and two 7' parking lanes. Reducing the traveled lane widths is an effective solution to reduce vehicle speed.

Thomsen Road / Warfield Road:**Option 1 – Install Intersection Signage**

(Approximate cost is \$1,000 for purchase and installation of signs)

- Recommended: Warning signs will better alert drivers along Thomsen Road of vehicles turning or going across from Warfield Road

Option 2 – Install All-Way Stop Control
 (Approximate cost of \$12,000)

- Not recommended: Increase traffic average delay, vehicles emissions, speeding, noise, and frequency of rear-end accidents

The intersection at Thomsen Road and Warfield Road currently operates as a two-way stop with stop signs only on Warfield Road. Staff recommends that Council consider Option 1 to install additional signs to warn drivers that cross traffic does not stop and warn drivers on Thomsen Road that they are approaching an intersection. Option 2 is the installation of all-way stop signs and will interrupt the thru traffic along Thomsen Road, which may direct vehicles to adjacent residential streets. Option 2 will also increase air pollution, noises, speeding, and rear-end accidents due to acceleration and deceleration

REASON FOR RECOMMENDATION:

Staff request that Council consider the proposed traffic calming improvements for Johnson Ferry Road and the intersection of Thomsen Road / Warfield Road. Staff recommends that Council consider Option 1 for both Johnson Ferry Road and the Thomsen Road / Warfield Road intersection, however staff will proceed with Council’s elected options accordingly.

FISCAL IMPACT:

Staff estimates the approximate construction costs below for all the options for the two intersections:

Johnson Ferry Road and Forty Niner Trail:

Option 1 – Remove Stop Signs and Install Striping to Reduce Lane Widths	\$6,000
Option 2 – Leave Stop Signs and Install Striping to Reduce Lane Widths	\$5,000
Option 3 – Reduce Speed Limit to 25mph	\$1,000

Thomsen Rd / Warfield Road:

Option 1 – Install Intersection Signage	\$1,000
Option 2 – Install All-Way Stop Control	\$12,000

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING**REVIEW AND CONSIDER TRAFFIC CALMING OPTIONS FOR JOHNSON FERRY ROAD AND THE INTERSECTION OF THOMSEN ROAD / WARFIELD ROAD**

Staff will pursue the option selected by Council, develop construction documents, and secure bids for the project. Sufficient funding has been allocated in CIP PS 22-16 Traffic Calming Measure fund (3310) in fiscal year 22/23.

ATTACHMENTS:

- A. Johnson Rd and Forty Niner Trail – Option 1: Remove Stop Signs and Install Striping to Reduce Lane Widths
- B. Johnson Rd and Forty Niner Trail – Option 2: Leave Stop Signs and Install Striping to Reduce Lane Widths
- C. Johnson Rd and Forty Niner Trail – Option 3: Reduce Speed Limit to 25mph
- D. Thomsen Rd and Warfield Rd – Option 1: Install Intersection Signage
- E. Thomsen Rd and Warfield Rd – Option 2: Install All-Way Stop Control


CITY MANAGER'S REPORT **PAGE 6**
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
REVIEW AND CONSIDER TRAFFIC CALMING OPTIONS FOR JOHNSON FERRY
ROAD AND THE INTERSECTION OF THOMSEN ROAD / WARFIELD ROAD

APPROVALS:



Angel Abarca
Assistant Engineer

10/3/2022
Date



Brad Taylor
City Engineer

10/3/2022
Date



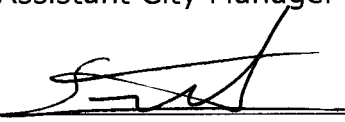
Cari James
Finance Director

10/4/2022
Date



Michael King
Assistant City Manager

10/4/2022
Date



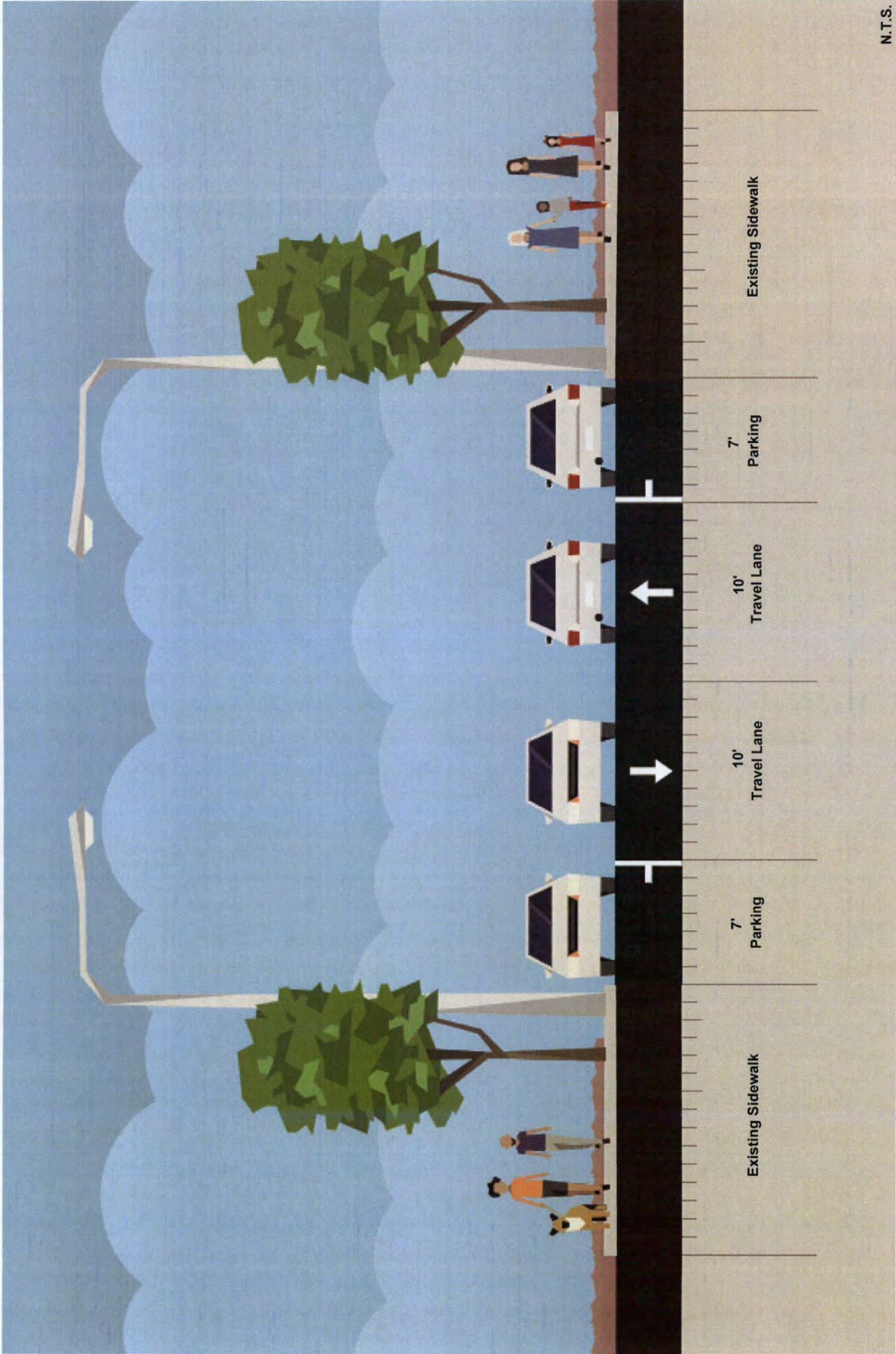
Salvador Navarrete
City Attorney

10-4-2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date



N.T.S.

Proposed Striping for Johnson Ferry Road



MATCH LINE (SEE BELOW)

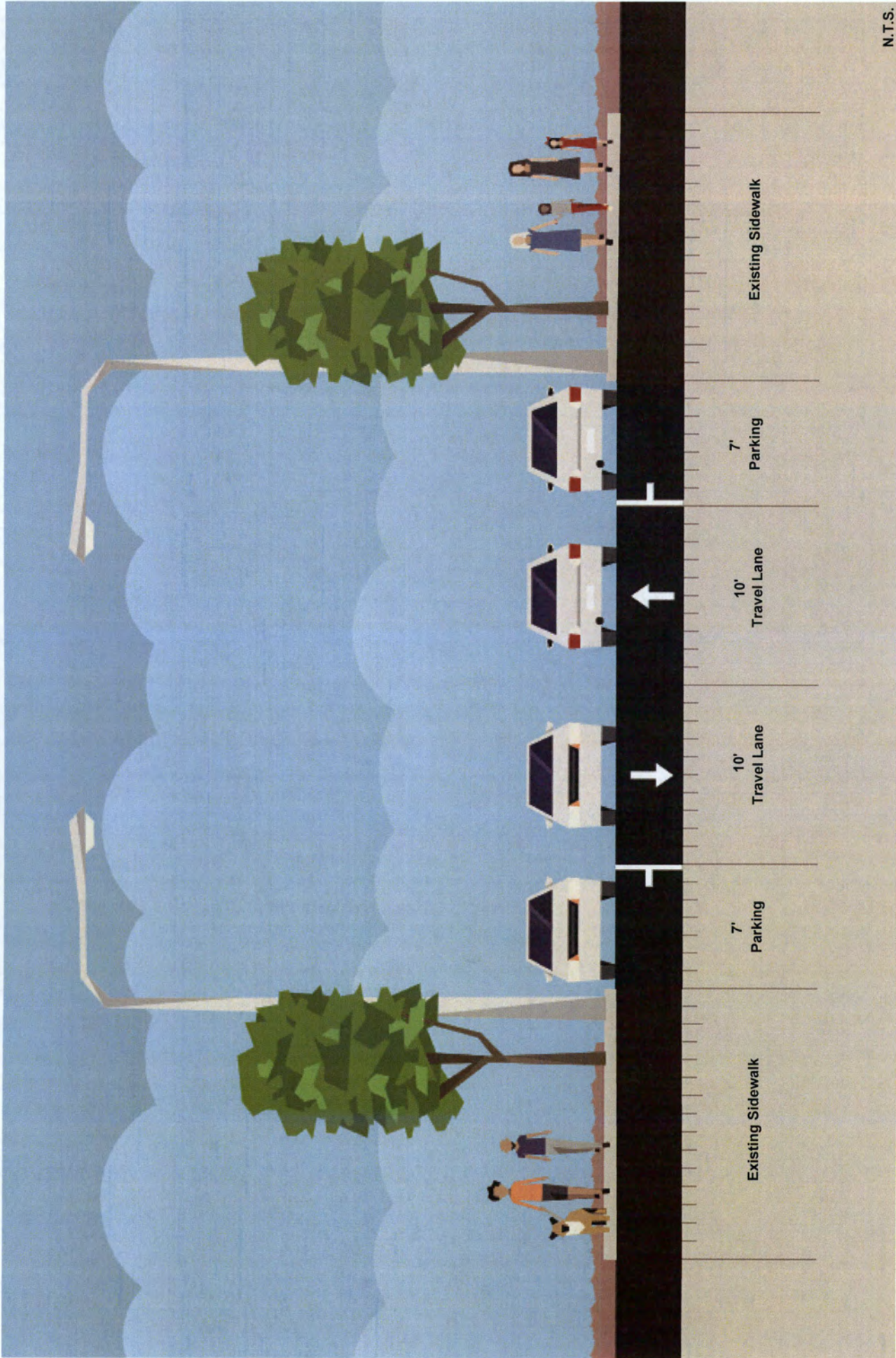
Remove STOP signs



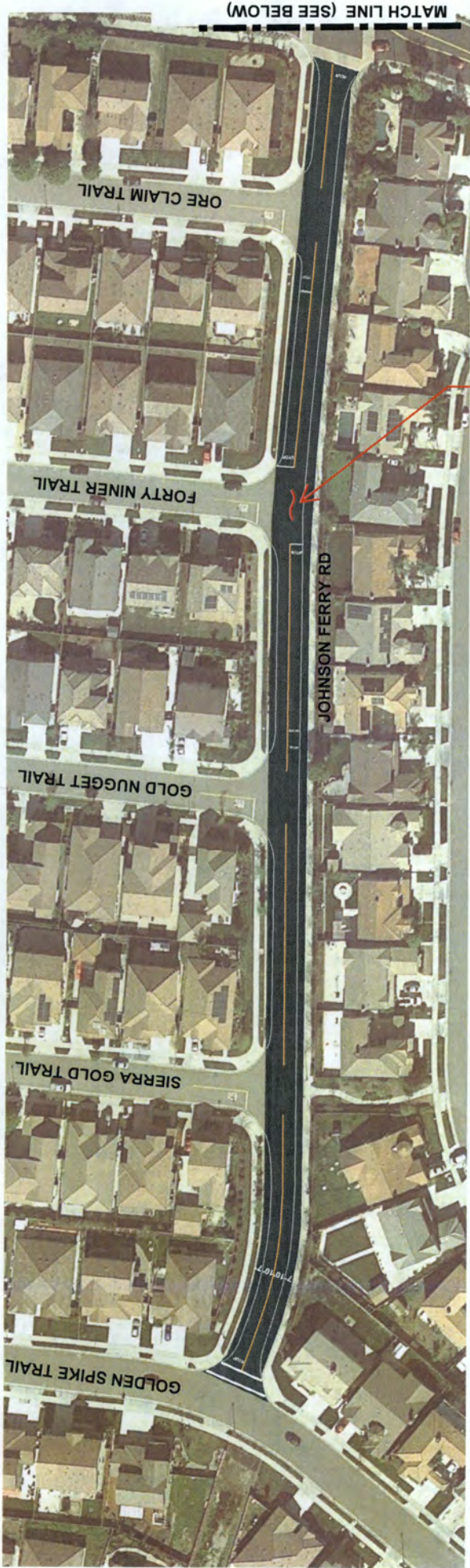
MATCH LINE (SEE ABOVE)



N.T.S.



Proposed Striping for Johnson Ferry Road



STOP signs to remain



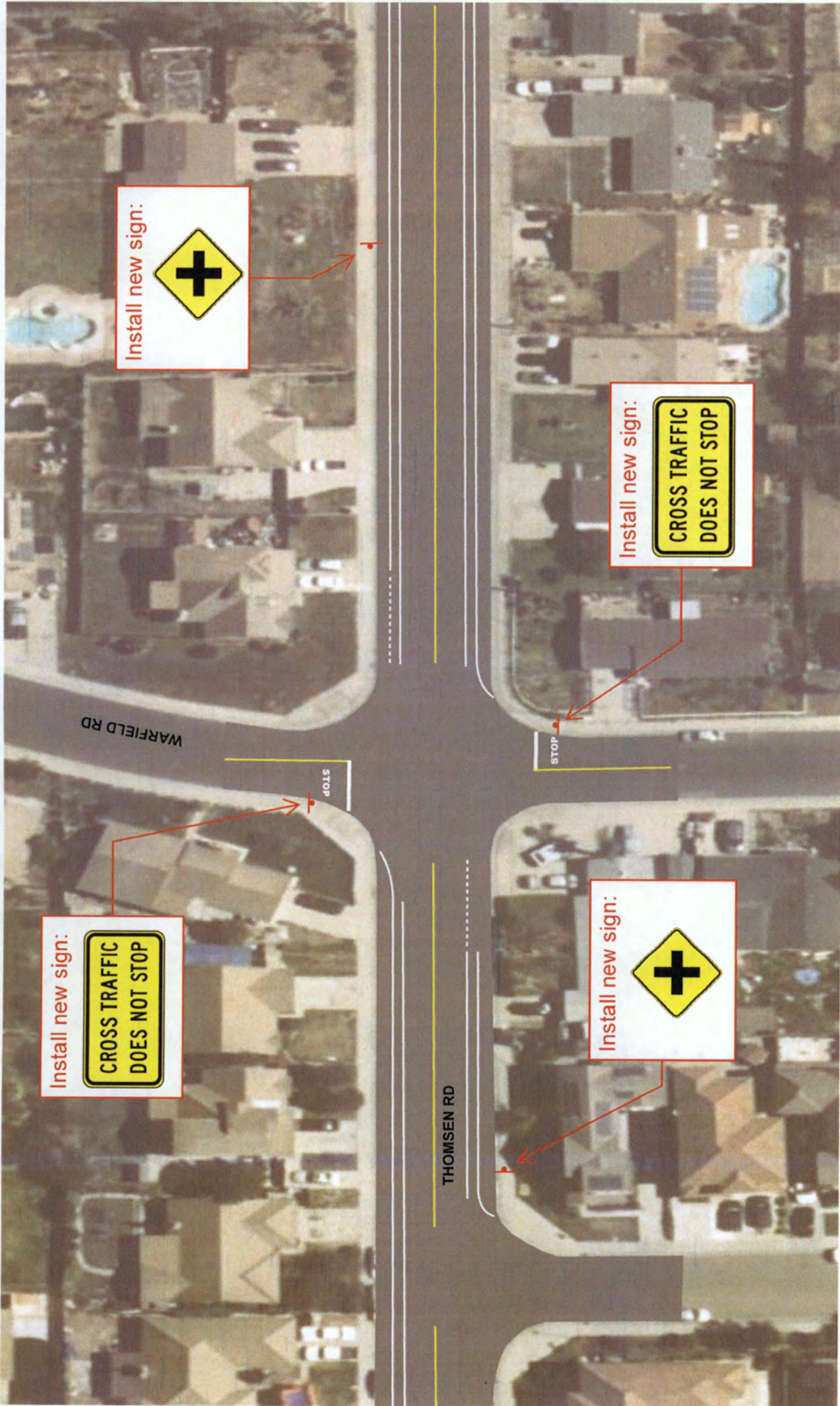
N.T.S.



ATTACHMENT

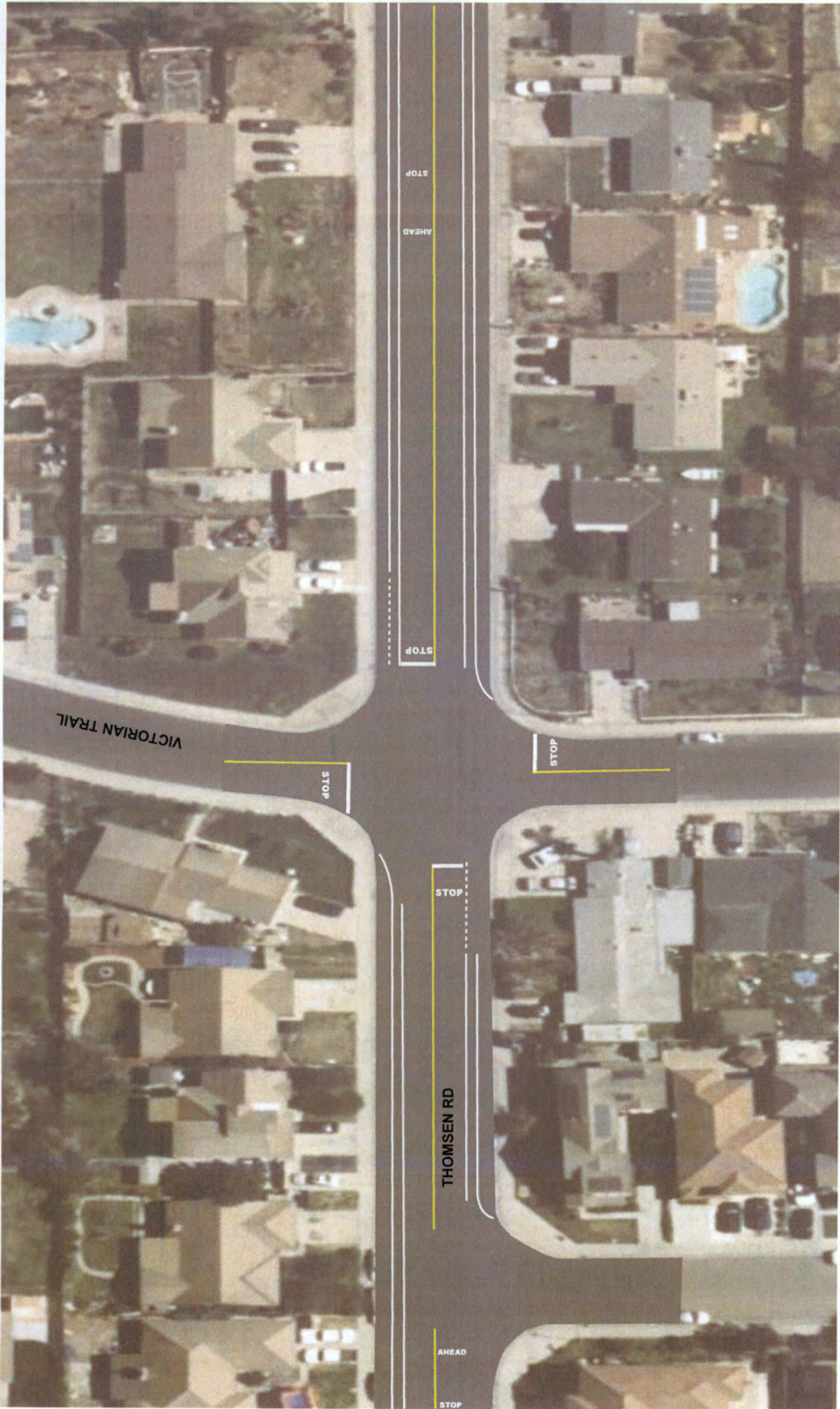

Johnson Ferry Rd (Golden Spike Trail - Loganberry Way)

Proposed 25 MPH Speed Limit



THOMSEN RD & WARFIELD RD INTERSECTION
WARNING SIGNS





THOMSEN RD & WARFIELD RD INTERSECTION
ALL-WAY STOP CONTROL

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ITEM 6.1

**CITY MANAGER’S REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING**

ITEM: MAYOR’S REFERRAL

RECOMMENDATION: Appointment of One (1) Member to the Youth Advisory Commission, with Term Ending, May 31, 2023

YOUTH ADVISORY COMMISSION – LMC CHAPTER 2.20

The commission currently has Nine (9) available vacancies; One (1) application was received. Staff will continue to recruit until all vacancies are filled.

Commissioner(s);	Date of Appointment	Reappointment Date	Term Expiration Date
Daniel Manzanares Jr.	9/12/22	n/a	5/31/23
Pranav Vemparala	7/12/21	9/12/22	5/31/23
Angelina Michelucci	9/12/22	n/a	5/31/23
Amani Watson	9/12/22	n/a	5/31/23
Nine (9) Commission Vacancies			5/31/23

APPLICANTS FOR CONSIDERATION:

1. Bradley Hurlburt



RECEIVED
SEP 26 2022

COMMISSION/COMMITTEE APPLICATION
PARKS AND RECREATION

Applying for: KYC & Youth Advisory Commission

Special Requirements:

Youth Advisory Commission: Must be a Lathrop resident between 13 to 18 years of age to serve on this commission.

Senior Advisory Commission: Must be a Lathrop resident 50 years of age or over to serve on this commission.

Planning, Parks & Recreation Commissions, and Measure C Oversight Committee: Must be a Lathrop resident to serve on this commission.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

Name: Bradley Hurlburt

Address: [REDACTED] City: Lathrop Zip: 95330

Telephone (home) [REDACTED] Telephone (work) _____

Telephone (cell) [REDACTED] Telephone (other) _____

Email: [REDACTED] Resident of the City of Lathrop: 5 years

Do you have Transportation to attend the Commission meetings and Functions? Yes No

Background Information:

Are you related to a current City Employee? NO

If yes, give name and relationship _____

Employment/Volunteer Information:

Organization _____ Date _____

Location _____ Position(s) _____

Responsibilities/accomplishments: _____

Organization _____ Date _____

Location _____ Position(s) _____

Responsibilities/accomplishments: _____

Community Activities that you have been involved with (feel free to attach additional pages)

<i>Name of Organization</i>	<i>Position/Responsibilities</i>	<i>Dates</i>
-----------------------------	----------------------------------	--------------

<i>Name of Organization</i>	<i>Position/Responsibilities/Accomplishments</i>	<i>Dates</i>
-----------------------------	--	--------------

Special Awards or Recognitions you have received: _____

Educational Information:

<i>Lathrop High</i>	<i>High School</i>	<i>Freshman</i>	<i>Year</i>
---------------------	--------------------	-----------------	-------------

<i>Educational Institution</i>	<i>Degree/Diploma</i>	<i>Field</i>	<i>Year</i>
--------------------------------	-----------------------	--------------	-------------

Additional Information (Please provide any other information which you feel would be useful to the City Council in reviewing your application.)

Please sign and date your application and submit to the Office of the City Clerk at the address below..

[Signature] _____ *9/26/22* _____
 Signature Date

[Signature] _____
 Parent/Guardian Signature (Required for Youth Advisory Candidates only)

**City Clerk
 City of Lathrop
 390 Towne Centre Drive
 Lathrop, CA 95330**

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