



AGENDA
SPECIAL MEETING
JOINT CHOWCHILLA CITY COUNCIL /
★ REDEVELOPMENT SUCCESSOR AGENCY

Council Chambers, Chowchilla City Hall
130 S. Second Street, Chowchilla, CA 93610

June 9, 2015

Agendas for all City Council/Redevelopment Successor Agency Special Meetings are posted at least 24 hours prior to the meeting at the Civic Center, 130 S. Second St., Chowchilla, CA.

Any writing or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter. In addition, most documents will be posted on the city website at www.ci.Chowchilla.CA.US.

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 102 at least 4 days prior to the meeting.

CALL TO ORDER

ROLL CALL

Mayor/Chairman: John Chavez

Mayor Pro Tem/Vice Chair: Waseem Ahmed

Council/Board Member: Mary Gaumnitz, Dennis Haworth, Richard Walker

City staff and contract employees present at the meeting will be noted in the minutes

OPEN SESSION – 4:30 PM

PLEDGE OF ALLEGIANCE:

INVOCATION:

PUBLIC ADDRESS

This time is reserved for members of the audience to address the City Council/Agency Board on items on this Special Meeting Agenda only.

It is recommended that speakers limit their comments to no more than 3 minutes each. The Council/Agency Board is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Council/Agency Board does not respond to public comment at this time.

Speakers are asked to please use the microphone, and provide their name. Prior to addressing the Council/Agency Board, any handouts are to be provided to City Clerk/Board Clerk who will distribute them to the Council/Agency Board and the appropriate staff.

NEW BUSINESS – Section 1

1.1 Completion of Council Goals and Task Prioritization (Lehr)

ADJOURNMENT

PUBLIC NOTIFICATION

I, Joann McClendon, Interim City Clerk for the City of Chowchilla, declare under penalty of perjury that I posted the above City Council/ Redevelopment Successor Agency Agenda for the Special Meeting of June 9, 2015 at the Chowchilla Civic Center, 130 S Second Street on June 8, 2015 at 4:00 p.m.

Joann McClendon
Interim City Clerk



REPORT TO THE CITY COUNCIL

Council Special Meeting of June 9, 2015

Agenda Section: New Business

SUBJECT: **Presentation of the City Council Goals Proposed Strategic Objectives and Quarterly Status Report**

Prepared By: D. Martin Piepenbrok, Community Relations Manager

Approved By: Carolyn Lehr, Interim City Administrator

RECOMMENDATION:

Approve the proposed Strategic Objectives Quarterly Status Report.

HISTORY / BACKGROUND:

A workshop was conducted March 19 involving the City Council and management staff that produced five City Council Goals. A second workshop on April 8 focused on eliciting projects and tasks that would form the accomplishable strategies and objectives supporting the five goals. From the second workshop staff identified and categorized the projects and tasks to the appropriate goals. Staff was assigned and target dates were established to produce the strategic objectives.

Staff has created a summary of the information produced from the workshops into a Strategic Objectives Quarterly Status Report. The "report card" will be provided to City Council on a quarterly basis to provide task/project updates, including opportunities to submit adjustments and comments.

This first presentation of the Strategic Objectives Quarterly Status Report is an opportunity to collectively review the proposed document and to further refine, if necessary, any task/project before committing to them.

FINANCIAL IMPACT

None

ATTACHMENTS

Strategic Objectives Quarterly Status Report

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT
 June 2015

GOAL 1
BUILD ON THE COMMUNITY VALUES TO DEVELOP A SENSE OF PLACE AS A COHESIVE COMMUNITY

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Develop 2-3 new community events, e.g. Alligator & the Arts Festival, Movies in the Park, that can attract regional attendees	M Piepenbrok	October 2015		X		
Develop community events to be conducted on the east side of Highway 99, e.g. elementary school, shopping centers, golf course, etc	M Piepenbrok	June 2016		X		
Enhance the quality of existing community events	M Piepenbrok	Ongoing		X		
Develop new recreation activities for and youth and adults; work with established parent-run organizations, service clubs and the school districts	M Piepenbrok	October 2016		X		
Work with local parent-run organizations and the high school to possibly develop aquatics activities	M Piepenbrok	June 2017		X		
Develop relationships with downtown businesses through workshops and events	M Piepenbrok B Haddix	March 2016		X		

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT
 June 2015

GOAL 2
ACHIEVE AND MAINTAIN A SAFE AND SECURE COMMUNITY

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Research funding sources, including general fund, community facilities district, grants, etc. for new Fire Engine	H Turner	January 2016		X		
Recruit and place 3-5 new volunteer fire fighters	H Turner	March 2015		X		
Develop a fleet services equipment asset management system, evaluate resource funding opportunities and develop an equipment replacement schedule	H Turner R Pruett	March 2016		X		
Continue to monitor interpretations from State Prop 47 and recreational marijuana use decisions and the potential effects on the community	D Riviere	Ongoing		X		
Utilize CDBG funding for additional code enforcement personnel resources to increase property owners compliance; utilize Police and Community Resource Officer	H Turner R Pruett D Riviere	June 2017		X		
Evaluate incentive methods to engage property owners to comply with municipal code, facilitate repairs, property infill and vacant lots cleanup	H Turner B Haddix	June 2016		X		
Evaluate and install needed stop signs in the area around schools and install needed signage	C Locke	December 2015		X		
Conduct the community traffic flow, speed survey, stop sign evaluation and pedestrian safety needs	D Riviere C Locke	June 2017		X		
Complete current safe routes to schools projects and seek additional grand funding for new projects	C Locke	December 2016		X		
Initiate scope analysis of the truck routes and define opportunities for truck parking areas	C Locke	June 2017		X		

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT

June 2015

**GOAL 3
 ENHANCE THE ENGAGEMENT WITH THE CITIZENRY TO CONVEY CONFIDENCE**

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Place City web site on new host server; redesign look and accessibility of the City web site; identify resources to improve searchable options, e.g. agendas, minutes, staff reports; evaluate contracting	H Turner J Telford M Piepenbrok	November 2016		X		
Evaluate methods to place recorded City Council meetings on the City web site	H Turner M Piepenbrok	December 2015		X		
Enhance staff training to enhance customer service utilizing contracted trainers, online videos, et al	City Clerk M Piepenbrok	March 2016 Ongoing		X		
Evaluate ways to improve customer engagements, e.g. flex scheduling to expand service hours, open City Hall on Fridays, etc.	B Haddix City Clerk M Piepenbrok	May 2016		X		
Foster engagement opportunities for Council members and staff at community events, with service clubs, school events, topical town hall meetings, business visits, etc.	B Haddix City Clerk M Piepenbrok	March 2016		X		
Evaluate opportunities to conduct occasional Council meetings at off-site locations such as schools, senior center, etc.; take the meetings to the residents	B Haddix City Clerk M Piepenbrok	January 2017		X		
Research and develop vacant properties inventory and place on the City web site	C Locke Planner M Piepenbrok	March 2016		X		
Develop and implement water conservation workshops and education materials made available for print and on the City web site	C Locke M Piepenbrok	March 2016		X		
Evaluate opportunity to develop a "Citizens Academy" conducted as workshops and/or as information resource for the City web site	M Piepenbrok	October 2016		X		

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT
 June 2015

GOAL 4
DELIVER EXEMPLARY GOVERNMENT SERVICES

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Redesign employee recognition and exemplary service programs	City Clerk M Piepenbrok	March 2016		X		
Assess staff retention opportunities, and enhance staff training utilizing contracted trainers, workshops, conferences and online video sessions	M Piepenbrok City Clerk	March 2016 Ongoing		X		
Implement succession planning through cross-training and strengthen skill sets capabilities	All Managers	Ongoing		X		
Complete analysis for updating the municipal code, at least three title updates; special contract project	City Attorney	June 2016		X		
Complete policy updates to achieve compliance and establish best practices	City Clerk	June 2017		X		
Develop enhanced budget management tools, user friendly budget documents and formulate a service vs. loss analysis	R Pruet	Ongoing		X		
Establish processes to achieve financial stability and compliance with GASB 34	R Pruet	December 2015		X		
Develop policies for fiscal compliance, fixed assets, investment, and reserve funding	R Pruet	June 2016		X		
Enhance engagement with Madera County Economic Development Corporation including regular updates and accountable activities	C Locke B Haddix	February 2016		X		

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT
 June 2015

**GOAL 5
 DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH**

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Evaluate and update planning and zoning maps to ensure accuracy and consistency; designate zoning in annexed areas	City Attorney Planner	June 2017		X		
Define and develop and economic development road map for the future	B Haddix	June 2016		X		
Evaluate outstanding needs to update the general plan and tasks to be accomplished	C Locke Planner	March 2016		X		
Continue the efforts of the downtown committee to support the development of a downtown beautification and revitalization streetscape plan	B Haddix Planner	September 2016		X		
Research community assessment tools to evaluate and promote the assets to potential businesses and developments; business developer conferences	B Haddix Planner	June 2016		X		
Acquire property and subsequently construct well #15 and the water storage tank project	C Locke	June 2017		X		
Evaluate options for future upgrades to the wastewater treatment plant including the possible creation of a "gray water" distribution system; evaluate financing opportunities including future developments impact fees	C Locke	June 2017		X		
Continue to keep apprised and seek updates on the high speed rail project and community impacts; continue to be the "voice of the city/community"	B Haddix	Ongoing		X		
Strengthen relationships position funding opportunities with CalTrans, with an emphasis on Robertson Boulevard (Hwy 233), Hwy 99 improvements, Hwy 99/Robertson Boulevard overpass, and the second Hwy 99 overpass option	C Locke B Haddix	Ongoing		X		

CITY OF CHOWCHILLA
 STRATEGIC OBJECTIVES QUARTERLY STATUS REPORT
 June 2015

GOAL 5 *(continued)*

DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH

WHAT	WHO	WHEN	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Continue engagement with the current development projects (Rancho Calera & Legacy Ranch); finalize the development agreements and planning tasks	B Haddix City Attorney	June 2016		X		
Analyze the current permitting and plan review processes and propose improvements to simplify the process and potentially reduce the timeline	C Locke Planner	June 2016		X		
Assess and prioritize locations for storm drainage improvements and identify potential funding sources for projects	C Locke	December 2016		X		
Evaluate current staffing capabilities to fully utilize GIS system; create an editable and layered GIS map of all city infrastructure assets; zoning and land uses, etc.	C Locke	December 2016		X		
Update the streets improvement plan, the pavement management plan and the sidewalk plan	C Locke	September 2016		X		
Complete State mandated storm drain retention plan; develop and implement elements of public education and noticing programs	C Locke M Piepenbrok	June 2016		X		
Create public works capital improvements plan and prioritize projects and funding opportunities	C Locke	June 2016		X		
Conduct a public works impact fees study	C Locke	September 2016		X		
Complete a structural assessment of the old library structure to develop a plan of usefulness and potential funding needs for improvements	C Locke	June 2017		X		

Chowchilla
 Budget Options- Equipment/Projects
 FY 15/16

Dept	Description	Qty	Cost	Total Cost	Fund	Dept	Fund Cost	Goal Associated With
Streets								
	Streetsweeper	1	270,000.00	270,000.00	305		270,000.00	ACHIEVE AND MAINTAIN A SAFE AND SECURE COMMUNITY
	pavement management	1	12,000.00	12,000.00	305		12,000.00	DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH
	Corp Yard Abatement	1	15,000.00	15,000.00	305		15,000.00	ACHIEVE AND MAINTAIN A SAFE AND SECURE COMMUNITY
	Building Demo	1	45,000.00	45,000.00	305		45,000.00	
	inventory roadways - camera car	1	40,000.00	40,000.00	305		40,000.00	DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH
	asset management software	1	10,000.00	10,000.00	305		10,000.00	ACHIEVE AND MAINTAIN A SAFE AND SECURE COMMUNITY
	Caltrans bridge repair	1	20,000.00	20,000.00	305		20,000.00	DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH
	Robertson sidewalk 14/15	1	10,000.00	10,000.00	305		10,000.00	DEVELOP INFRASTRUCTURE TO MEET THE CURRENT NEEDS AND SUPPORT FUTURE GROWTH

Chowchilla
 Budget Options- Equipment/Projects
 FY 15/16

Dept	Description	Qty	Cost	Total Cost	Fund	Dept	Fund Cost	Comments
PD								
	Patrol vehicles	2	56,000.00	112,000.00	100	2610	112,000.00	Already budgeted for 1 in Dept 2610 but would like 2 more. Should try to replace at least 2 cars yearly so we don't have the cost of buying 4 in one year and maintenance costs are reduced
	Computer aided dispatch/records mgnt system	1	500,000.00	500,000.00	100	2610	500,000.00	Equipment is old and needs to be replaced soon. Should start to save now. Will look into possible grants to help with costs
	Traffic survey for speed	1	15,000.00	15,000.00	100	2610	7,500.00	This could be split between PD and Streets and Roads
					305		7,500.00	
Fire								
	Fire Engine	1	385,000.00	385,000.00	100	2705	115,500.00	30% of the cost
					505		96,250.00	25% of the cost
					540		57,750.00	15% of the cost
					542		57,750.00	15% of the cost
					800		57,750.00	15% of the cost
Water								
	Backflow Survey	1	8,000.00	8,000.00	205		8,000.00	Consultant services for the study
	Leak Survey	1	20,000.00	20,000.00	205		20,000.00	Consultant services for the study
	Well Control Systems	1	35,000.00	35,000.00	205		35,000.00	Well site improvements
Sewer								
	JD Tractor- Sludge Bed	1	25,000.00	25,000.00	215		25,000.00	
Storm Drain								
	Outfall to #1 Ash Slough	1	5,000.00	5,000.00	220		5,000.00	
	Outfall to #2 Ash Slough	1	15,000.00	15,000.00	220		15,000.00	
	Outfall to #3 Ash Slough	1	35,000.00	35,000.00	220		35,000.00	
Airport								
	Pavement repair design	1	7,000.00	7,000.00	330		7,000.00	
	ALP Preparation	1	10,000.00	10,000.00	330		10,000.00	
Streets								
	Streetsweeper	1	270,000.00	270,000.00	305		270,000.00	
	pavement management	1	12,000.00	12,000.00	305		12,000.00	
	Corp Yard Abatement	1	15,000.00	15,000.00	305		15,000.00	
	Building Demo	1	45,000.00	45,000.00	305		45,000.00	
	inventory roadways - camera car	1	40,000.00	40,000.00	305		40,000.00	
	asset management software	1	10,000.00	10,000.00	305		10,000.00	
	Caltrans bridge repair	1	20,000.00	20,000.00	305		20,000.00	
	Robertson sidewalk 14/15	1	10,000.00	10,000.00	305		10,000.00	

Chowchilla
 Budget Options- Equipment/Projects
 FY 15/16

Description	GF 100	Water 205	Sewer 215	Storm Drain 220	Streets 305	Airport 330	Fire Impact Fee 505	Greenhills 540	Pheasant Run 542	CFD 800	Totals
Patrol vehicles	112,000										112,000
Computer aided dispatch/records mgnt system	500,000										500,000
Traffic survey for speed	7,500				7,500						15,000
Fire Engine	115,500						96,250	57,750	57,750	57,750	385,000
Backflow Survey		8,000									8,000
Leak Survey		20,000									20,000
Well Control Systems		35,000									35,000
JD Tractor- Sludge Bed			25,000								25,000
Outfall to #1 Ash Slough				5,000							5,000
Outfall to #2 Ash Slough				15,000							15,000
Outfall to #3 Ash Slough				35,000							35,000
Pavement repair design						7,000					7,000
ALP Preparation						10,000					10,000
Streetsweeper					270,000						270,000
pavement management					12,000						12,000
Corp Yard Abatement					15,000						15,000
Building Demo					45,000						45,000
inventory roadways - camera car					40,000						40,000
asset management software					10,000						10,000
Caltrans bridge repair					20,000						20,000
Robertson sidewalk 14/15					10,000						10,000
Totals	735,000	63,000	25,000	55,000	429,500	17,000	96,250	57,750	57,750	57,750	<u>1,594,000</u>

PAYROLL BUDGET NARRATIVE & ASSUMPTIONS

ADDITIONAL STAFFING LEVELS REQUESTED BY DEPARTMENTS

PUBLIC WORKS/COMMUNITY DEVELOPMENT – Requested by Craig Locke

1. Administrative Analyst – Range 33 – Allocated the Same as Craig’s Position. This position maybe approved to add but would need a copy of the resolution.
2. Remove PERKINS as part time and hire a full time planner to help in Community Development and would help supervise the Community Development Staff.
3. Engineer I – Allocated the same as Jaspreet to assist Craig with the Engineering.
4. Public Services Superintendent- Will be a full-time position and would replace Doug who is part-time. Would be at a Range 52A.

ADMINISTRATION – Requested by Nanci Lima

1. Human Resources Analyst – Nanci has at the Range 35A as a full time employment.
2. Administrative Intern – Part time employee working approx. 4 months at 35 hours per week on Salary Scale 23A. I planned the 960 based on history as employees max there hours generally.

FIRE DEPARTMENT/IT/FLEET – Requested by Harry Turner

1. Clerk Technician- Part Time position to be split between IT and Fleet. Range would be 19A. This person would do paperwork for both departments. If it works out, we will want to make this position full time in 2016/2017.
2. Equipment Mechanic - Part Time Position to be charged to Fleet. This position is not in the Salary Scale for a Part Time Employee but would be at Range 37A. Harry is planning to bring this position full time in the 2016/2017 budget.
3. Fire Specialist – Harry would like three part time positions charged to Fire. This position is already on the Salary Scale and the Range is 28A. This is the beginning of creating a Fire Department that is staffed.

POLICE DEPARTMENT – Per Dave Riviere

1. Police Department would be Reorganized to change 4 police officer II's to Corporals the Increase would be 5% of pay. This would be offset by the Removal of all the FTO pay (If approved via the MOU) This would also be offset by the Overtime for the Watch Commander pay that is being paid when no Sgt. Is on duty. Therefore I didn't budget additional as I believe the cost would be nominal as FTO is currently being paid at 2.5% on the base of 80 hours.
2. There would also be a change in the CSO/Dispatchers to remove the FTO pay and replace with one Employee responsible for training the new Dispatchers This position would be paid 5% above scale for training. Here again, I didn't budget as the I don't believe the cost would be significant.