A RESOLUTION REVISING THE POSITION CLASSIFICATION PLAN FOR
THE CITY OF MODESTO

WHEREAS, a Position Classification Plan for the City of Modesto was adopted
by Modesto City Council Resolution 88-338 pursuant to Rule 2 of the Personnel Rules
and Regulations of the City of Modesto, and

WHEREAS, the City Manager has recommended to the Council amendments to
the Position Classification Plan, and

WHEREAS, Rule 2.2 of the City of Modesto Personnel Rules provides that
revisions to the Classification Plan shall be effective upon adoption of resolution of the
City Council,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto
as follows:

SECTION 1. CLASSIFICATIONS AMENDED. The Position Classification
Plan of the City of Modesto is hereby amended to revise the job specifications for the
following classifications:

1. Accountant I
2. Accountant II
3. Transit Manager
4. Senior Accountant
5. Senior Community Development Program Specialist
6. Executive Assistant
Said job specifications for the above listed classifications are being amended to update the essential functions and experience and training guidelines to more accurately reflect the requirements of these classifications. The job specifications for the classifications are shown on the attached Exhibit “A”, which is hereby made a part of this resolution by reference, is hereby approved and made part of the Position Classification Plan of the City of Modesto.

SECTION 2. NEW CLASSIFICATIONS CREATED. The Position Classification Plan of the City of Modesto is hereby amended to create job specifications for the following classifications:

1. Purchasing Manager
2. Events Supervisor
3. Events Coordinator
4. Equal Opportunity Analyst
5. Fire Business Services Analyst
6. Environmental Review Specialist
7. Supervising Accountant
8. Senior Auditor

Said job specifications for the above listed classifications are being established to more accurately reflect the requirements of these classifications. The job specifications for the classifications are shown on the attached Exhibit “B”, which is hereby made a part of this resolution by reference, is hereby approved and made part of the Position Classification Plan of the City of Modesto.
SECTION 3. CLASSIFICATIONS DELETED. The Position Classification Plan of the City of Modesto is hereby amended to delete job specifications for the following classifications:

1. Events Supervisor I
2. Events Supervisor II
3. Purchasing Supervisor
4. Accountant II – City Clerk’s Office

Said job specifications for the above listed classifications are being deleted as they no longer reflect the requirements of the City.

SECTION 4. EFFECTIVE DATE. This resolution shall become effective on and after January 24, 2006.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 24th day of January 2006, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Olsen, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, O'Bryant, Olsen
NOES: Councilmembers: Keating
ABSENT: Councilmembers: Mayor Ridenour

ATTEST: [Signature]

JEAN MORRIS, City Clerk

APPROVED AS TO FORM:

By: [Signature]
SUSANA ALCALA WOOD, City Attorney
Resolution Exhibit A
Amended Job Classifications
City Council, Jan. 24, 2006
ACCOUNTANT I
ACCOUNTANT II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION:

To perform professional level accounting and auditing work; to record and report financial transactions of the City in accordance with generally accepted accounting principles; review accounting records for accuracy; to prepare financial reports, statements, and special financial analyses for both internal and external customers; to review accounting transactions for accuracy.

DISTINGUISHING CHARACTERISTICS:

Accountant I – This is the entry level in the Accountant series. This class is distinguished from Accountant II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited work experience.

Note: Positions in this class may be assigned confidential status.

Accountant II – This is the full journey level class within the Accountant series. Employees within this class are distinguished from the Accountant I by the ability to perform the full range of assigned duties with only instruction or assistance as unusual or unique situations arise. Positions in this class have responsibility for a specific accounting function, may provide accounting support to a Senior Accountant or higher level supervisory or management position, and may be assigned supervisory responsibility over technical or clerical staff. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Accountant I
Receives general supervision from a Supervising Accountant or higher level accounting staff.

May exercise technical and functional supervision over technical and clerical staff.

Accountant II
Receives direction from a Supervising Accountant or senior level management staff.
May exercise direct supervision over technical and clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

Maintains and reconciles a variety of ledgers and accounts; examines all accounting transactions to ensure accuracy; corrects financial records as necessary.

Assists in monitoring various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.

Conducts routine and special sales and use tax audits of local business organizations; conducts entrance and exit interviews.

**In addition to the above, the functions of the Accountant II may include:**

Assists in preparing financial reports for internal as well as external purposes.

Recommends changes in accounting and auditing systems, policies and procedures.

Reviews and evaluates laws, controls, grants and administrative policies for guidelines in performing accounting and fiscal operations.

Prepares a variety of financial documents and reports.

Prepares spreadsheets and other account data for the annual audit.

Prepares clear and concise reports, records, correspondence and other written material.

**Marginal Functions:**

Performs other related work as may be assigned.
QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and procedures.

Automated financial management systems, spreadsheet applications, word processing, and other related software.

Principles and procedures of account classification.


Modern office procedures, methods and computer equipment.

Basic statistical techniques.

In addition to the knowledge for Accountant I, Accountant II requires:

Governmental accounting principles and practices as it pertains to assigned function.

Financial research and report preparation methods and techniques.

Account reconciliation principles.

Principles and practices of organization, administration and personnel management.

Applicable Federal, State and local laws, codes and regulations.

Ability to:

Learn and apply accounting principles to the maintenance of financial and accounting transactions.

Learn and apply Federal, State and local laws and regulations to accounting.

Examine and verify routine financial documents and reports.

Prepare a variety of routine financial statements, reports and analyses.
Communicate clearly and concisely, both orally and in writing.

Use a variety of modern office equipment, including but not limited to, computer, calculator, typewriter, telephone, facsimile machine, and photocopy machine.

Establish and maintain cooperative working relationships with those contacted in the course of work.

In addition to the ability for Accountant I, Accountant II requires:

Apply generally accepted accounting principles in the maintenance of financial and accounting transactions.

Prepare, or assist in the preparation of, a variety of financial statements, reports and analyses.

Examine and verify a variety of financial documents and transactions and make necessary corrections.

Research, analyze and make effective recommendations on accounting work processes and fiscal practices.

Conduct fiscally sound audits of financial records.

Conduct audits in accordance with applicable audit standards.

Apply laws and regulations pertaining to accounting and auditing work.

Experience and Training Guidelines

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

Accountant I:

Experience:

Some professional general or governmental accounting experience is highly desirable.
Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in accounting or a closely related field.

Accountant II:

Experience:

Two years of professional level accounting/auditing experience. Experience including governmental accounting, grant accounting and auditing is desirable.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in accounting or closely a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
TRANSIT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To manage, direct and coordinate the activities of the City's transit system.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works.

Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

Conducts studies of routes and schedules; recommends changes to increase Efficiency to the Director.

Prepares the transit system budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.

Projects estimates of revenues and expenses.

Negotiates and drafts agreements with other jurisdictions regarding transit service.

Gathers information for federal, state and county grants; prepares application.

Coordinates the transit system advertising program with advertising contractor; monitors contractor's performance.
Drafts specifications for transit equipment and contract operations; monitors procurement of operations contractors; monitors performance of transit operations contractors.

Works with contractors to solve operational problems such as bus stop location and problem passengers.

Prepares specifications for and solicit bids for the bus bench franchise; monitors performance of the bus bench franchise; reviews requested bench locations.

Prepares quarterly reports on federal and state funded projects; submits to funding agencies.

Prepares special and required reports for various agencies and the City Council.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Manages the downtown transportation center.

Assigns and supervises bus observers.

Orders and maintains supplies used by the transit system.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

General principles and practices of management relating to a municipal transit system.

Municipal budget preparation and monitoring of complex programs.

State and Federal grant administration.

Supplies used in a transit system.
Pertinent Federal, State, and local laws, codes and regulations.

**Ability to:**

Manage complex transit system.

Prepare clear and concise written reports.

Make clear and concise oral presentations.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines**

**Experience:**
Four years of increasingly responsible experience in the management and operation of a transit system.

**Training:**
Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field.

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

**WORKING CONDITIONS**

**Environmental Conditions:**
Office environment.
Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
SENIOR ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform the more complex professional level accounting and auditing work; to record and report financial transactions of the City in accordance with generally accepted accounting principles; review accounting records for accuracy; to prepare a variety of technical financial reports, statements, and special financial analysis for both internal and external customers; to invest temporarily idle City funds to obtain maximum investment earnings; and to provide technical staff assistance to management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Accounting Division Manager or other management level position.

May exercise direct or indirect supervision over assigned technical and clerical staff; however, supervision is not a preponderance of the duties assigned.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Performs the more complex professional level accounting work; reviews the work of less experienced staff and serves as technical advisor to staff and departments.

Reviews, interprets, and implements new governmental accounting standards, as required by Governmental Accounting Standards Board statement.

Plans and oversees the accounting for a variety of specialized accounting functions, such as treasury and investments, debt service, and joint powers agencies.

Designs and prepares specialized financial reports; reconciles complex balance sheet accounts and maintains detailed supporting documentation for audit.

Reviews and implements procedures pertaining to accounting issues, including but not limited to, investment and Council financial policies.

Prepares and interprets a variety of complex and technical financial reports for internal as well as external purposes.
Recommends changes in accounting and auditing systems, policies and procedures.

Reviews and evaluates laws, controls, grants, and administrative policies for guidelines in performing accounting and fiscal operations.

Resolves work problems and interprets administrative policies and technical procedures to subordinates, other departments, and the public; resolves difficult problems.

Coordinates assigned activities and functions with those of other divisions, departments and outside agencies and organizations.

Reconciles and maintains records for various accounts; maintains documentation.

Provides information to the public; responds to and resolves difficult or sensitive citizen or business inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.

Advanced governmental accounting and auditing principles and practices.

Principles and practices of organization, administration and personnel management.

Appropriate municipal laws, rules and regulations with regards to municipal finance administration.

Automated financial management systems.

Modern office procedures, methods and computer equipment.

Ability to:

Apply advanced accounting principles to the maintenance of financial and accounting transactions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply complex accounting and financial guidelines.
Prepare clear and concise administrative and financial reports, correspondence, and other written documents.

Prepare accurate financial and statistical reports; maintain detailed records.

Interpret and explain department policies and procedures.

Assist in developing and administering Department policies and procedures.

Interpret and apply City policies, procedures, rules and regulations.

Prepare, examine, and verify financial documents and reports.

Oversee staff and activities of an accounting or auditing function.

Prepare a variety of complex audits, financial statements, reports and analyses.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

**Experience:**

Four years of professional journey level accounting/auditing experience. Experience including governmental accounting, grant accounting and auditing is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major course work in accounting or closely a related field.

WORKING CONDITIONS

**Environmental Conditions:**

Office environment.
Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
SENIOR COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide administrative and technical support to the Housing and Neighborhoods Division of the Parks, Recreation, and Neighborhood Department; to perform research, statistical and other analytical work; and to provide professional level support to budget and financial accounting/monitoring and grant-related activities.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a management level position.

May exercise technical and functional supervision over administrative staff.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Community Development Program Specialist II by the performance of advanced journey level duties involving budgetary and financial responsibilities, and providing administrative support to the Department in specific areas of responsibility including grant programs and budgeting.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities may include, but are not limited to, the following:

Essential Functions:

Acts as Budget Officer for the division and/or specific HUD programs; prepares and administers the division budget; manages the day-to-day fiscal operation and funding allocation; is responsible for budget monitoring; is responsible for gathering and compiling financial data for annual reports.

Undertakes independent analysis, program development and research, making recommendations and preparing corresponding staff reports.
Coordinates preparation of required annual HUD grant applications, reports and documents; compiles, analyzes and prepares annual funding reports.

Directs daily fiscal operations and funding allocation of assigned programs or funds; ensures fiscal operations are in compliance with funding agency guidelines.

Compiles and analyzes data and prepares annual reports including the Grantee Performance Report, Community Development Block Grant (CDBG) Application, HOME Application and Comprehensive Housing Affordability Strategy (CHAS).

Negotiates terms and conditions of contracts; administers and monitors contracts with various sub-contractors.

Recommends goals and objectives; assists in the development of policies and procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.

Attends various City Council, commission, board and other governmental meetings; prepares and presents agenda items to the City Council.

Assists in marketing of community development programs administered through the Housing and Neighborhoods Office including writing and preparing brochures and flyers.

Monitors small-business loans, nonprofit organizations and other governmental entities for proper expenditures according to loan or grant agreements and Federal regulations.

Assists in packaging and underwriting loans under the Down Payment Assistance Program.

Marginal Functions:

Performs related duties as assigned.
QUALIFICATIONS

Knowledge of:

Federal, State and local housing and community development programs and regulations.

Effective communication skills with a diversity of clients.

Technical report writing procedures and grant proposal development.

Statistical methods and graphic presentation.

Principles and practices of loan packaging and underwriting.

Principles and practices of contract monitoring.

Principles and practices of budget preparation and administration.

Computers and related software, including spreadsheets.

Ability to:

Prepare and present completed staff reports including statistical charts, graphs and exhibits.

Deal effectively with individuals from a variety of ethnic and socio-economic groups.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Estimate and project revenues and expenditures.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
Analyze problems, identify solutions, and implement recommendations.

Analyze pro-formas and financial statements.

Experience and Training Guidelines:

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

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in finance, business or public administration or related field.

**Experience:**

At least four years of increasingly responsible experience in finance, community development, or a related field with a minimum of one year in a community development or housing agency.

**License:**

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

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
EXECUTIVE ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of highly responsible, confidential and complex secretarial and administrative duties for the City Manager or Mayor and City Council; and to provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

Exercises direct supervision over clerical and secretarial staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Performs a wide variety of complex, responsible and confidential duties for the City Manager, Mayor, and the City Council.

Screens calls, visitors and mail; responds to sensitive requests for information and assistance; resolves citizen concerns and complaints.

Interprets City policies, procedures, laws and regulations in response to inquiries and complaints; refers inquiries as appropriate.

Participates and assists in the administration of the City Manager’s Office or Mayor’s Office; prepares comprehensive reports, compiles information to be used in special projects and reports.

Independently responds to letters and general correspondence of a routine nature.

Makes travel arrangements, maintains appointment schedules and calendars and arranges meetings, conferences and civic functions for the City Manager, Mayor, and/or City Council members.

Takes and transcribes dictation; types and assembles reports, manuals, newsletters and other materials and distributes to staff.
Plans, prioritizes, assigns, supervises and reviews the work of clerical staff involved in the City Manager's Office or Mayor's Office.

Recommends organizational or procedural changes affecting support activities.

Researches, compiles and analyzes data for special projects and various reports; assists in assembling City Council agenda items as needed.

Orders and maintains office supplies; orders stationary, business cards and supplies for administrative office staff and City Council members as required.

Initiates and maintains a variety of files and records of information related to the City Manager's Office or Mayor's Office; maintains manuals and updates resource materials.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.
Principles of supervision, training, and performance evaluation.

Budgeting procedures and techniques.

Fiscal control.

Pertinent Federal, State, and local laws, codes and regulations.

Functions and organization of municipal government.

Principles and procedures of record keeping.

Ability to:

Interpret and apply administrative and departmental policies, procedures, laws and regulations.

Work cooperatively with other departments, City officials and outside agencies.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Analyze situations carefully and adopt effective courses of action.

Compile and maintain complex and extensive reports and prepare routine reports.

Maintain confidential data and information for executive staff.

Independently prepare correspondence and memorandums.

Work independently in the absence of supervision.

Operate and use modern office equipment including a computer.

Type and transcribe at a speed necessary for successful job performance.
Take and transcribe dictation at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible secretarial and clerical experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial course work.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
Purchasing Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

To manage, plan, coordinate, and administer the City's Purchasing Division which includes centralized procurement and central stores; to perform the most complex procurement functions assigned to the Purchasing Division; and to carry out special projects as assigned.

Supervision Received and Exercised

Receives general direction from the Finance Director.

Exercises direct supervision over professional, technical and clerical staff.

Essential and Marginal Function Statements - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plans, coordinates, and administers the operational, personnel, and financial activities of the Purchasing Division.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Purchasing Division; prepares and administers the division's budget.

Participates in the selection of staff; motivates staff and encourages teamwork; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures.

Directs and participates in the development of work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

 Appropriately represents the City in meetings with representatives of governmental agencies, professional and business organizations, vendors, suppliers and contractors.

Prepares and makes presentations to City Council on procurement related activities.
Develops and implements policies and procedures related to the purchasing of materials and services.

Confers with other City departments regarding purchasing, stores, or related issues; implements inventory, and other internal controls to ensure governmental policy and regulations are met and that supplies are available.

Develops new sources of supply and recommends alternative materials, equipment, and supplies.

Monitors developments related to purchasing and materials management matters, evaluates their impact upon City operations and develops and implements policy and procedural improvements.

Directs and conducts analytical studies; develops and reviews reports.

Reviews contracts and purchase orders; contacts and negotiates with vendors; evaluates vendor performance; keeps informed of market conditions and new products.

Supervises the development of bid specifications; solicits, analyzes, and awards bids.

Collaborates with department representatives to determine purchasing needs, specifications, and areas of standardization.

Provides information on prices, products, materials, and services to departments for budgeting purposes.

Participates in intergovernmental meetings for the purpose of standardizing specifications, preparing purchasing ordinances, and developing cooperative methods and practices.

Fulfills the duties of Minority Business Enterprises Liaison Officer.

Marginal functions:

Performs related duties as assigned.
QUALIFICATIONS

Knowledge of:

Terminology, principles, practices and methods used in public purchasing.

Principles and practices of supervision, training and personnel management.

Commodity markets, marketing practices, and commodity pricing methods.

Laws and regulations as they apply to public purchasing.

Principles of financial forecasting, materials planning, and budget procedures and techniques.

Market conditions, current prices, trade names and brands relating to purchasing for a municipality.

Methods of establishing specifications and methods of store inventory control.

Sources of supplies, materials, and equipment commonly used by municipalities.

Modern office methods, practices, procedures, and equipment.

Ability to:

Organize, direct and implement a comprehensive purchasing program to produce the greatest efficiency, service and value to the organization.

Analyze, evaluate, and modify operating methods and procedures.

Analyze and interpret market prices and trends.

Make accurate price and quality comparisons in the evaluation of bids, materials and equipment needs.

Prepare equipment and material specifications.
Plan, organize, administer, review and evaluate purchasing and administrative support activities.

Analyze complex problems, evaluate alternatives, and make creative recommendations.

Interpret applicable laws, rules, and regulations.

Prepare and administer a Division budget.

Prepare clear and concise reports, specifications, requests for proposals, correspondence and other written materials; and communicate effectively verbally.

Supervise, train and evaluate personnel.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Four years of increasingly responsible experience in purchasing and materials management work, preferably in the public sector, including one year of supervisory or lead responsibility.

**Training:**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in purchasing, business administration, public administration, or a related field.

**Certificate:**

Certification by the National Association of Purchasing Managers (NAPM) or institute of Governmental Purchasing (IGP) or other recognized purchasing organization is highly desirable.
WORKING CONDITIONS

Environmental Conditions:

Office Environment.

Physical conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
CITY OF MODESTO
NO. 2795

EVENTS SUPERVISOR

OCTOBER, 2005

DEFINITION

To supervise and coordinate the needs and services of lessees for events at the Modesto Centre Plaza; to oversee the day-to-day operations of the Modesto Centre Plaza; and to participate in duties related to booking, scheduling, planning, and supervising of events.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a management level classification.

Exercises direct supervision over subordinate, professional, technical, scheduling, temporary, and contracted staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Selects and recommends the appointment and termination of personnel; trains and orients staff; assigns and reviews work, evaluates performance, and implements progressive discipline as required.

Recommends goals and objectives; assists in the development and implementation of policies and procedures.

Supervises and coordinates event activities.

Supervises and participates in the development of work plans; assigns work activities; monitors work flow; reviews and evaluates work products, methods, and procedures.

Supervises the booking, scheduling, and sales of Centre Plaza events.

Works with Centre Plaza users to plan the execution of their events, including equipment, personnel, and services.
Supervises Centre Plaza events while in progress. This includes some evening and weekend events.

Reviews all settlements and approves for final billings.

Oversees the operation of box office functions including ticket ordering, ticket sales, ticket taking, supervision of related personnel and final ticket auditing.

Records, transfers and processes all monies that the Centre generates through ticket sales, rental deposits and settlements, novelty sales and other.

Directly participates in the preparation and implementation of budget.

Responds to facility user complaints and inquiries.

Supervises the maintenance of: rental agreements, permit agreements, and associated rules and regulations for events and outside services; service manuals, box office manuals, and operations manuals for contracted services and center personnel; evaluation procedures for catering, concessions, and decorators who provide services.

Proactively communicates with representatives of various organizations regarding potential facility use.

Develops recommendations for rate schedules.

Establishes and maintains working relations with the Modesto Convention, Visitors Bureau, media, and other organizations.

Recommends capital improvement projects and expenditure of FF&E funds.

Identifies new and existing markets for facility use.

Marginal Functions:

Performs other related work as may be assigned.

QUALIFICATIONS:
Knowledge of:

Principles and techniques for scheduling, booking, planning, servicing and coordinating a variety of theatrical, entertainment, meeting, banquet, and convention events.

Basic accounting as used in event and box office bookkeeping and settlement.

Fire and safety regulations and emergency procedures related to public assembly facilities.

Security, catering, concessions, equipment, services, and other operational needs of community/convention center events.

Principles of box office and ticketing operations.

Negotiation techniques.

Principles of budget development and administration.

Principles of supervision, training, and performance evaluation.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State, local laws, codes and regulations.

Ability to:

Supervise a variety of event related activities.

Supervise the booking, scheduling, and selling of Centre Plaza space to potential users.

Select, supervise, evaluate, train, and coach assigned staff.

Plan, organize, and coordinate the activities of various service providers associated with Centre Plaza events.

Supervise events in progress.

Communicate clearly and concisely, orally and in writing.
Respond appropriately to Center Plaza guests within the context of Centre Plaza policies and procedures while maintaining a high customer service ethic.

Identify and analyze potential problems, situations and needs; accurately and quickly carry out solutions.

Lift and carry objects, if it becomes necessary.

Establish and maintain cooperative relationships with those contacted during work.

Hire, supervise, train, and evaluate subordinates.

Identify and respond to public and City Council issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of progressively responsible experience supervising and coordinating a variety of events in a conference center, convention center, college union, recreational, entertainment, or other public assembly facility with one year at the leadworker or supervisor level. One (1) year experience with ConCentRICS facility management software is desirable.

Training:

Equivalent to graduation with Bachelor's Degree from an accredited college or university.

License or Certificate
Possession of valid Class C drivers' license issued by California Department of Motor Vehicles within one month of employment. Possession of certificate from the International Association of Assembly Managers (IAAM) school for Public Assembly Management is desirable.

WORKING CONDITIONS

**Environmental Conditions:**

Office and field environment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles.
 EVENTS COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To coordinate the needs and services of lessees for events at the Modesto Centre Plaza; to book, schedule, plan, and supervise of events.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Events Supervisor.

May exercise technical and functional supervision over technical, clerical, and contracted staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Books, schedules, and sells Centre Plaza events.

Works with Centre Plaza users to plan the execution of their events, including equipment, personnel, and services.

Supervises Centre Plaza events while in progress. This includes some evening and weekend events.

Prepares event settlements and evaluations.

Operates box office functions including ticket ordering, ticket sales, ticket taking, supervision of related personnel and final ticket auditing.

Records, transfers and processes all monies that the Centre generates through ticket sales, rental deposits and settlement, novelty sales and other.

Assists in budget preparation and administration.

Responds to facility user complaints and inquiries.
Maintains and updates as needed: rental agreements, permit agreements, and associated rules and regulations for events and outside services; service manuals, box office manuals, and operations manual for contracted services and center personnel; evaluation procedures for catering, concessions, and decorators who provide services.

Maintains records and prepares reports and correspondence, as necessary, related to events and facility use.

QUALIFICATIONS:

Knowledge of:

Principles and techniques for scheduling, booking, planning, servicing and coordinating a variety of theatrical, entertainment, meeting, banquet, and convention events.

Basic accounting as used in event and box office bookkeeping and settlement.

Fire and safety regulations and emergency procedures related to public assembly facilities.

Security, catering, concessions, equipment, services, and other operational needs of community/convention center events.

Principles of box office and ticketing operations.

Modern office procedures, methods, and computer equipment.

Ability to:

Book, Schedule, and sell Centre Plaza space to potential users.

Plan, organize, and coordinate the activities of various service providers associated with Centre Plaza events.

Oversee events in progress.

Communicate clearly and concisely, orally and in writing.
Respond appropriately to Center Plaza guests within the context of Centre procedures while maintaining a high customer service ethic.

Identify and analyze potential problems, situations and needs; accurately and quickly carry out solutions.

Lift and carry objects, if it becomes necessary.

Establish and maintain cooperative relationships with those contacted during work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Two years experience in supervising and coordinating a variety of events in a conference center, convention center, college union, recreational, entertainment, or other public assembly facility. One (1) year experience with ConCentRICS facility management software is desirable.

Training:
Equivalent to graduation with a Bachelor's Degree from an accredited college or university.

License or Certificate

Possession of valid Class C drivers' license issued by California Department of Motor Vehicles within one month of employment. Possession of a certificate from the International Association of Assembly Managers (IAAM) school for Public Assembly Management is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment.
Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles.
EQUAL OPPORTUNITY ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

**DEFINITION**

To conduct investigations involving equal employment opportunity issues; to assist with training on equal employment opportunity to City employees, and to perform a variety of legal support duties for the City Attorney’s Office.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from various attorneys assigned to the City Attorney’s Office.

May exercise technical supervision over clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – Essential and other important responsibilities and duties may include, but are not limited to, the following:

**ESSENTIAL FUNCTIONS:**

Conducts investigations related to equal employment opportunity issues; interviews involved parties; prepares report of findings and recommendations; and makes presentations to City Council as required.

Assists with equal employment opportunity training of new City employees; provides input on course content.

Monitors legislation and litigation; conducts research and prepares memoranda.

Drafts legal documents, including discovery, administrative, pre-trial/trial documents, pleadings, motions, correspondence and memoranda.

Acts as a liaison between attorneys and client/witnesses.

Attends a variety of meetings and reviews related documents to ensure City’s compliance with legislation and regulations.
Analyzes or distinguishes cases that may have relevance, and presents conclusions to attorney.

Monitors the progress of cases/projects as appropriate.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent Federal, state, and local laws, court decisions, Personnel Rules, City policies, and administrative guidelines as they relate to equal employment opportunity.

Methods and techniques used in conducting legal research and available legal resource material, discovery, and fact investigation.

Principles and practices of analysis and statistical methodology.

Principles of legal writing and report preparation.

Ethics of law practices.

General familiarity with State and Federal Trial Court practices.

Principles and methodologies of developing and providing training.

Modern office procedures, methods and computer equipment.

Ability to:

Conduct investigations related to equal employment opportunity, prepare report of findings, and develop sound recommendations.

Assist with developing materials and curricula for equal employment opportunity training program.
Provide legal administrative support during administrative hearings and in court.

Prepare legal documents, including pleadings, motions, and discovery documents.

Research and summarize case law and other legal documents.

Organize work, set priorities, meet critical deadlines and follow-up on assignments with minimal direction.

Develop and establish effective cooperative relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Research and interpret a variety of legal issues.

Work with and control sensitive and confidential information; provide appropriate sensitivity to multi-cultural issues.

Experience and Training Guidelines

Experience:

Two years of increasingly responsible experience as a Paralegal working under the supervision of an attorney with experience related to equal employment opportunity or related investigations.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Paralegal studies and a certificate of completion of a paralegal program approved by the American Bar Association.

Additional Special Requirements

Four hours of mandatory continuing education in either general law or in a specialized area of law every two years, and
Four hours of mandatory continuing legal education in legal ethics every three years.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
DEFINITION:

To provide a variety of administrative support for the Fire Department; to perform research, statistical and other analytical work; and to fulfill other assignments in functional areas such as purchasing, budget, project management, and other areas for the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief or other management staff.

May exercise supervision over subordinate staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

Directs the budgetary and fiscal control process for the Fire Department, and prepares the department’s operating budget; develops proformas for the department; serves as the lead on financial items with the Finance Department.

Investigates, analyzes, develops, and prepares special studies or projects as requested.

Conducts special projects and administrative studies; prepares research and analytical reports.

Oversees the department’s purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.

Oversees the management of department property and records.

Assists with the development of department policies and procedures.

Oversees the administration of department grants.
Essential Functions, Continued:

Serves as project manager for the department’s facilities maintenance program.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Modern office procedures, methods and computer equipment.

Principles and procedures of financial record keeping and reporting.

Technical report writing procedures.

Principles and practices of purchasing.

Principles of project management.

Principles of supervision, training, and performance evaluation.

Administrative research techniques, sources and availability of information.

Ability to:

Learn the process and structure of City and department.

Learn applicable Federal, State, and local laws, codes and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Analyze facts and make sound recommendations.

Prepare completed staff work for oral and written communications.

Plan, initiate and complete work assignments with a minimum of direction.

Communicate clearly and concisely, both orally and in writing.

Use and operate a personal computer with a variety of software.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Two years of increasingly responsible administrative and analytical experience in a public agency.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field.

**WORKING CONDITIONS**

**Environment Conditions:**

Office and field environment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard and travel from site to site.
ENVIRONMENTAL REVIEW SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To monitor and complete environmental review documents for Community Development Block Grant (CDBG), ESG, HOME, and related programs; to ensure compliance with the Davis Bacon Labor Act and Disadvantaged Business and Women Owned Business Enterprise requirements for HUD funded programs; and to perform special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a management level position.

May exercise technical and functional supervision over technical, clerical, or contract staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: Essential and other important responsibilities may include, but are not limited to, the following:

Essential Functions:

Completes required environmental review documents and reports required by HUD for CDBG, ESG, HOME, and related programs to ensure compliance with HUD requirements.

Reviews HUD funded projects for compliance with Davis Bacon Labor Act and Disadvantaged and Women Owned Business Enterprise requirements.

Reviews and approves HUD funded capital improvement project bid packets prior to posting to ensure compliance with HUD, state, and federal requirements as it relates to salary review, Davis Bacon Labor Act, and environmental review.

Provides technical assistance related to CDBG funded or City owned buildings regarding asbestos and lead based paint regulations and removal.
Tracks public service projects and monitors compliance with Davis Bacon Labor Act compliance when applicable.

Uses GIS environmental mapping program to identify location of various projects and to produce maps containing census, ethnic, income, and related data, as required by HUD.

Receives, researches, and responds to questions from bidding contractors regarding compliance requirements.

Researches, reviews, analyzes, and applies Federal, State, and local laws and regulations regarding labor standards, environmental compliance issues, and HUD funding requirements.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of environmental planning and development as it relates to housing.

Federal, state, and local housing and community development programs and regulations.

Technical report writing.

Effective communication skills.

Modern office procedures, methods and computer equipment.

Ability to:

Understand, interpret, and apply department and program policies, procedures, rules, and regulations.

Understand, interpret, and apply federal, state, and local housing and community development programs and regulations.
Explain environmental programs, as they relate to housing, to the general public.

Establish and maintain effective working relationships with coworkers, other County employees, outside organizations, and the public.

Prepare technical reports including statistical charts, graphs, maps, and exhibits.

Deal effectively with individuals from a variety of ethnic and socio-economic backgrounds.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience working with HUD funded programs and state funded projects.

Training:

Equivalent to 60 semester units of college coursework.

Additional Special Requirements

Depending on assignment, any or a combination of the following certificates may be required: A.H.E.R.A. Asbestos Building Inspector/Manager Planner, Asbestos Contractor/Supervisor, Asbestos Project Designer, State of California Department of Health Services Certified Lead-Based Paint Inspector – Assessor and Supervisor.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens; some field environment.
Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.
SUPERVISING ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, supervises, plans and coordinates daily activities within the Finance Department involving areas of payroll, accounts payable, accounts receivable, and fixed assets; exercises direct supervision over assigned staff; provides highly responsible staff assistance to department management; performs specialized accounting and financial duties as assigned; develops, implements, monitors and evaluates computerized accounting systems, reports and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Finance.

Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assists in the assessment, development, and maintenance of computerized financial systems through a review of present systems or in the selection of new systems and procedures; prepares recommendations for modifications or improvements.

Oversees and maintains of complex computer database in which the City's financial and payroll records reside.

Supervises and performs specialized accounting and recordkeeping duties within the City's accounting system.

Selects and recommends the appointment and termination of personnel; trains and orients staff; assigns and reviews work, evaluates performance and implements progressive discipline as required.

Analyzes and prepares fiscal reports in compliance with Federal, State and local laws, rules and regulations.
Provides primary assistance to the Finance Director and Deputy Director of Finance.

Makes recommendations regarding organization and operation of assigned areas of responsibility and recommends changes in policies and procedures.

Monitors financial systems, analyzes and reconciles financial records or statements and assists in internal control and auditing functions.

Provides information and assistance to other City staff or the public as it relates to the accounting activities of the department.

Performs special assignments and prepares reports as required.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of fiscal accounting and financing; practices of centralized accounting, auditing and revenue administration.

Appropriate municipal laws, rules and regulations with regards to municipal finance administration.

Principles and practices of personnel management, supervision, training, discipline and performance evaluation.

Advanced computerized financial management, data processing, spreadsheet and word processing applications.

Modern office practices, procedures and equipment.

Mathematics and statistics as applied to area of assignment.

Ability to:

Manage, plan, organize and direct the work of staff.

Select, supervise, evaluate, train, and coach assigned staff.
Interpret and apply complex accounting and financial guidelines.

Prepare clear and concise administrative and financial reports, correspondence, and other written documents.

Prepare accurate financial and statistical reports; maintain detailed records.

Interpret and explain department policies and procedures.

Identify customer service issues and define appropriate and effective resolutions.

Perform accounting procedures related to assigned functions.

Communicate clearly and concisely, orally and in writing.

Develop and maintain cooperative working relationships with the general public, City officials, employees and representatives of various public and private agencies.

Operate a variety of financial and word processing computer software at a proficient level.

**Experience and Training Guidelines:**

**Experience:**

Four years of professional level accounting/auditing experience with one year in a lead capacity. Experience including governmental accounting, grant accounting and auditing is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major course work in accounting or closely a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment.
Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
SENIOR AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform performance audits and investigations of City departments as directed by the Audit Committee of the City Council and approved by the City Council; to collect and analyze evidential data; to document work in the form of workpapers in accordance with audit standards; to prepare written reports and make presentations of findings and recommendations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk and Auditor.

May exercise direct or indirect supervision over assigned professional, technical, clerical staff, or contract staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Coordinates and participates in conducting audits, investigations, and related activities, according to applicable audit standards.

Determines scope of audit and/or investigation and develops audit programs.

Develops audit findings and collaborates with key members of the audited department or program to address issues identified.

Appraises the quality of performance of designated operations in carrying out assigned responsibilities.

Maintains proper records of internal audit functions and activities, including budgets and costs, time records, and appropriate files.

Conducts follow-up investigations and audits as warranted.
Testifies and represents the Office of the City Clerk and Auditor before Audit Committee of the City Council and City Council regarding findings and recommendations.

Assists with the development and implementation of Audit Division budget.

Prepares Request for Proposals and manages the contract for the City's external auditor.

Reviews program records, activity reports, transactions and related documents; analyzes operations and prepares reports of findings and recommendations relating to compliance, efficiency, and effectiveness of program.

Performs non-audit projects as assigned.

Marginal functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Public administration, including government programs and operations.

Principles of governmental accounting and auditing practices and standards.

General research, analytical, and auditing techniques and their application.

Technical report writing.

Modern office procedures, methods and computer equipment.

Ability to:

Collect, compile, analyze, and interpret a variety of data and develop sound recommendations regarding findings.

Ascertain the extent of compliance with established policies and procedures.
Understand and apply instructions and legal and contractual requirements in terms of auditing programs.

Work with and control sensitive and confidential information.

Design and prepare audit programs, establish contact with operating personnel, conduct fieldwork, prepare workpapers, draft audit reports and follow up on audit recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Prepare a variety of technical reports that clearly describe findings and recommendations.

Interpret and apply City policies, procedures, rules and regulations.

Experience and Training Guidelines

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

Experience:

Four years of professional journey level accounting/auditing experience. Government experience in these areas is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in accounting, economics, finance, business, public administration or closely a related field. An MPA, MBA, or equivalent graduate degree from an accredited college or university and relevant certifications, including, Certified Public Accountant, Certified Internal Auditory, Certified Government Audit Professional, Certified Information Systems Auditor, or Certified Fraud Examiner desirable.
Additional Requirements

Must pass a background investigation, including fingerprinting, that will allow access to sensitive areas and information, such as in the Police Department.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.
MODESTO CITY COUNCIL
RESOLUTION NO. 2006-065

A RESOLUTION ACCEPTING THE REPORT ON XCLAMATION FEST 2005, APPROVING XCLAMATION FEST 2006 HOSTED BY CHRIS RICCI PRESENTS, INC. IN DOWNTOWN MODESTO ON SATURDAY JULY 22, 2006, AND APPROVING A SHIFT IN THE DOWNTOWN LOCATION OF THE EVENT

WHEREAS, on April 25, 2000, by Resolution No. 2000-189, the City Council approved a license agreement with Chris Ricci Presents, Inc., to hold an annual Xclamation Fest, and

WHEREAS, the Safety and Communities Committee met on September 13, 2004, and supported approval of the Xclamation Fest 2005 for July 23, 2005, and

WHEREAS, on October 26, 2004, by Resolution No. 2004-553, the City Council approved Xclamation Fest 2005 hosted by Chris Ricci Presents, Inc. and JCD Concepts 2000, Inc. in downtown Modesto on Saturday, July 23, 2005, and

WHEREAS, the sixth annual Xclamation Fest was held on Saturday, July 23, 2005, and

WHEREAS, this downtown music and arts festival was successful, both financially and for providing a safe, entertaining festival for Modesto residents, and

WHEREAS, the proposed date for the 2006 annual Xclamation Fest is Saturday, July 22, 2006, and

WHEREAS, the location for Xclamation Fest 2006 is proposed to be shifted one block from the previous Xclamation Fest downtown locations, as shown on Exhibit "A" attached hereto and incorporated herein by reference, and
WHEREAS, the Safety and Communities Committee met on December 5, 2005, and, on a 2 to 1 vote, supported staff’s recommendation to approve Xclamation Fest 2006 for July 22, 2006, including a shift of the downtown location, and

WHEREAS, Mr. Ricci coordinates all Xclamation Fest events with the Modesto Police Department, the Downtown Improvement District, and the Modesto Centre Plaza staff in order to secure approvals and coordination for the event, and

WHEREAS, this event is of financial benefit to the City of Modesto and downtown merchants,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that the Council hereby accepts staff’s report on Xclamation Fest 2005 held in Downtown Modesto on Saturday, July 23, 2005.

BE IT FURTHER RESOLVED by the Council of the City of Modesto that the Council hereby approves Xclamation Fest 2006 to be held in Downtown Modesto on Saturday, July 22, 2006.

BE IT FURTHER RESOLVED by the Council of the City of Modesto that it hereby approves a shift in the downtown location of the event, as shown on Exhibit “A” attached hereto and incorporated herein by reference.
The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 24th day of January 2006, by Councilmember Marsh, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, Marsh, O’Bryant, Olsen

NOES: Councilmembers: None

ABSENT: Councilmembers: Mayor Ridenour

ATTEST: 

APPROVED AS TO FORM:

By

RICHARD RUDNANSKY, Interim City Attorney
2006 X-fest
Proposed Map

X-fest Area Highlighted in Red
A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2004-1 (VILLAGE ONE #2) AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN (ANNEXATION NO. 11)

WHEREAS, pursuant to Chapter 3.5 Division 2 of Title 5 (commencing with Section 53311) of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982” (the “Act”), proceedings for the annexation of territory to an existing community facilities district may, pursuant to Chapter 3.5 of the Act, be instituted by the adoption by the legislative body of a resolution of intention to annex such territory, and

WHEREAS, pursuant to the Act, this Council did, by its Resolution No. 2004-199, adopted on April 6, 2004 (the “Resolution of Formation”), establish the City’s Community Facilities District No. 2004-1 (Village One #2) (“the District”), and

WHEREAS, pursuant to the Act, this Council did, by its Resolution No. 2004-681, adopted on December 14, 2004, clarify the Rate and Method of Apportionment with respect to the Maximum Special Taxes to be generated by a parcel that has been rezoned, and

WHEREAS, pursuant to the Act, this Council did, by its Resolution No. 2004-683, adopted on December 14, 2004 (“Resolution of Creation of Tax Zone #2), create Tax Zone #2 within the District, and

WHEREAS, the One-Time Facilities Special Tax component of the special taxes is higher in Tax Zone #2 than in Tax Zone #1, and
WHEREAS, pursuant to the Act, this Council did, by its Resolution No. 2005-566, adopted on November 9, 2005, consolidate the map of the District and the map related to each annexation thereto, being Annexation Nos. 1 through 10, hereto recorded with the County Recorder, into a single map, and

WHEREAS, this Council hereby determines that the public convenience and necessity require the annexation of certain territory to the District, and

WHEREAS, the territory to be annexed is within the City limits, and

WHEREAS, it is intended that the territory be annexed to Tax Zone #2.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the City Council of the City of Modesto, California, that:

SECTION 1. The above recitals are true and correct.

SECTION 2. The boundaries of the District are shown on a map entitled “Consolidation of Boundary Maps of Community Facilities District No. 2004-1 (Village One #2)”, on file with the County Recorder of the County of Stanislaus, Book 4 of Maps and Assessments and Community Facilities Districts, at Page 33.

SECTION 3. The territory proposed to be annexed to the District (the “Territory”) is described in Exhibit A.

SECTION 4. The boundaries of the Territory are also shown on the map thereof, entitled “Annexation Map No. 11 of Community Facilities District No. 2004-1 (Village One #2), City of Modesto, County of Stanislaus, State of California,” on file in the office of the City Clerk, which map is hereby approved and adopted. Pursuant to Sections 3110.5 and 3113 of the California Streets and Highways Code, the City Clerk
shall endorse her certificate on the original and one copy of the map evidencing the date and adoption of this Resolution, file the original in her office and, not later than ten days after the adoption of this Resolution, file a copy of the map with the County Recorder of the County of Stanislaus. The map shall contain the legends provided in Sections 3110, 3110.5, and 3313 of the California Streets and Highways Code, including a reference to the title, book, page and recording date of the original boundary map of the District.

SECTION 5. The public facilities and services to be provided for the District are set forth in the Resolution of Formation. It is intended that these same facilities and services be provided to the Territory.

SECTION 6. The special taxes to be levied in the District are set forth in the Resolution of Formation. It is intended that the same special taxes be levied in the Territory, except that the increase of the One-Time Facilities Special Tax component of the special taxes, as authorized by the Resolution of Creation of Tax Zone #2, shall be levied in the Territory.

SECTION 7. A public hearing on this Resolution will be held at 5:30 p.m., or as soon thereafter as practicable, on Tuesday, March 14, 2006, at the regular meeting place of the City Council, City Council Chambers, Basement Level, 1010 Tenth Street, Modesto, California 95353, such time being not less than 30 or more than 60 days following the adoption hereof.

SECTION 8. At the hearing, any interested persons for or against the annexation of the Territory to the District, and the levy of the special taxes therein, may appear and will be heard and considered. Any protest may be made orally or in writing. However, any protests pertaining to the regularity or sufficiency of the proceedings shall be in
writing and clearly set forth the irregularities and defects to which the objection is made. All written protests shall be filed with the City Clerk on or before the time fixed for the public hearing. Written protests may be withdrawn in writing at any time before the conclusion of the hearing.

SECTION 9. The City Clerk is directed to publish, not later than seven days prior thereto, a notice of the hearing, in the form required by the Act, in a newspaper of general circulation published in the area of the District, being The Modesto Bee, and otherwise in accordance with Section 6061 of the California Government Code, stating (a) the text or a summary of this Resolution, (b) the time and place of the hearing, and (c) that all interested persons for or against the annexation of the Territory to the District or the levying of the special taxes in the Territory will be heard.

SECTION 10. (a) If a majority (but at least six) of the registered voters residing within the District or a majority (but at least six) of the registered voters residing within the Territory, or the owners of one-half or more of the area of the land in the District and not exempt from the special tax, or the owners of one-half or more of the Territory, file written protests against the proposed annexation, and the protests are not withdrawn so as to reduce the value of the protests to less than a majority, no further proceedings to annex the Territory to the District, or to levy in the Territory the special taxes to be levied in the District, shall be taken for a period of one year from the date of the decision of the Council on the issues discussed at the hearing.

SECTION 11. At the conclusion of the hearing, if the Council determines to annex the Territory to the District, it will submit the levy of the special taxes to the qualified electors of the Territory in a special election.
The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 7th day of February 2006, by Councilmember Dunbar, who moved its adoption, which motion being duly seconded by Councilmember Hawn, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, O'Bryant, Olsen, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Marsh

ATTEST:  
JEAN ZAHN, City Clerk

APPROVED AS TO FORM:  
By:  
RICHARD RUDNANSKY, Interim City Attorney
EXHIBIT A

ANNEXATION NO. 11 TO
COMMUNITY FACILITIES DISTRICT NO. 2004-1 (VILLAGE ONE #2)

Proposed Boundary Map
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MODESTO
DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE
PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN
EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE
ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN CAPITAL
IMPROVEMENTS

WHEREAS, the City of Modesto (the “City”) is a political subdivision organized
and existing under the laws of the State of California; and

WHEREAS, the City has paid, beginning no earlier than December 9, 2005 and
will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in
connection with the acquisition, construction and/or equipping of City’s Tier 1 and Tier 2
water system improvements along with other capital expenditures and evaluations for
City’s water system (the “Project”), as more fully described in Exhibit A attached hereto; and

WHEREAS, the City Council of the City (the “City Council”) has determined that
those moneys previously advanced no more than 60 days prior to the date hereof and to
be advanced on and after the date hereof to pay the Expenditures are available only for a
temporary period and it is necessary to reimburse the City for the Expenditures from the
proceeds of one or more issues of tax-exempt bonds (the “Bonds”);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS
FOLLOWS:
Section 1. The City Council hereby declares the City’s intent to reimburse the City with the proceeds of the Bonds for the Expenditures with respect to the Project made on and after December 9, 2005, which date is no more than 60 days prior to the date hereof. The City reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the City so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the City.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Project is $75,000,000.00.

Section 4. The City will make a reimbursement allocation, which is a written allocation by the City that evidences the City’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The City recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.
Section 5. This resolution shall take effect immediately upon its passage.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 7th day of February 2006, by Councilmember Dunbar, who moved its adoption, which motion being duly seconded by Councilmember Marsh, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, Marsh, O'Bryant, Olsen, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: None

APPROVED AS TO FORM:

By: RICHARD RUDNANSKY, Interim City Attorney

ATTEST: JHAN ZAHN, City Clerk
Exhibit A
Description of Project

1. Tier 1 Downstream Improvements
   (1 tank, booster pump station, transmission mains, distribution lines, control valves and
   associated improvements)

2. Tier 2 Downstream Improvements
   (2 tanks, booster pump stations, transmission mains, distribution lines and associated
   improvements)

3. TID Surface Water Supply Project

4. Water Quality Study

5. Remove Water Tanks

6. Recoat Tank Interiors

7. Extend Water Mains

8. Strengthen and Replace Water System

9. Install New Wells

10. Wellhead Treatment

11. Purchase and Install New Generators

12. Water System Security Enhancements


14. Urban Water Management Plan

15. Water Master Plan

16. Water System Evaluation

17. New Water Tanks

18. Water Meters

19. Other City Water System Capital Improvement Projects

20. All Environmental Documentation Related to the Above Improvements

21. All Studies, Preliminary Engineering, Engineering and Construction Management Related to
    the Above Improvements

22. All Rights of Way to be Acquired Related to the Above Improvements
WHEREAS, a monthly financial analysis has been completed and it has been
determined that certain adjustments are required to the Annual Budget of the City of
Modesto for the Fiscal Year 2005-2006,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto
that appropriations, revenues, and transfers for the 2005-2006 budget have been adjusted
as shown in Schedule A.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to
take the necessary steps to implement the provisions of this resolution.

The foregoing resolution was introduced at a regular meeting of the Council of the
City of Modesto held on the 7th day of February 2006, by Councilmember Dunbar, who
moved its adoption, which motion being duly seconded by Councilmember Marsh, was
upon roll call carried and the resolution adopted by the following votes:

AYES: Councilmembers: Dunbar, Hawn, Keating, Marsh, O’Bryant, Olsen,
Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ATTEST: 

APPROVED AS TO FORM:

By: 

JEAN ZAHN, City Clerk

RICHARD RUDNAXSKY, Interim City Attorney
REQUEST FOR BUDGET ADJUSTMENT

Fund Title: Capital Grants

<table>
<thead>
<tr>
<th>Fund-Agency-Object</th>
<th>Appr Unit</th>
<th>Current Budget</th>
<th>Increase/Decrease</th>
<th>Revised Budget</th>
<th>Description of Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM 2370-430-H404-3532</td>
<td></td>
<td></td>
<td>$115,000</td>
<td>$115,000</td>
<td>Federal RSTP funds</td>
</tr>
<tr>
<td>TO</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

APPROPRIATIONS

FROM 2370-430-H404-6010 H475C $115,000 $115,000 Federal Pavement Mtc 9th, H and I (130)

COMMENTS/JUSTIFICATION

This adjustment is to amend the FY06 CIP. Public Works has received Federal funding for a new project designated Federal Pavement 9th H, I (130). This project is considered a secondary to the Federal Pavement Maintenance Project H475. The funding in this adjustment will be used to begin the Pre-Engineering Design component.

AUTHORIZATION (check if required)

<table>
<thead>
<tr>
<th>AUTHORIZATION (check if required)</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN SVCS OFFICER/ADMIN ANALYST II</td>
<td>Julie Hude</td>
<td>12-22-05</td>
</tr>
<tr>
<td>DEPUTY DIRECTOR (Public Works)</td>
<td>Dean Phillips</td>
<td>12-22-05</td>
</tr>
<tr>
<td>DEPARTMENT DIRECTOR or AUTHORIZED ASSISTANT (Allocation of Dept Appr to Line-Item Level)</td>
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<td></td>
</tr>
<tr>
<td>FINANCE DIRECTOR (Transfers to/from Internal Service Charges) (All items requiring City Manager’s Approval)</td>
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<td></td>
</tr>
<tr>
<td>CFF/CFD ADMINISTRATOR</td>
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<td></td>
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<tr>
<td>CITY MANAGER</td>
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PW: AT Template 7/28/05
REQUEST FOR BUDGET ADJUSTMENT

Contact Person: ___________________________ Council Action Date: ___________________________
Telephone No.: ___________________________ Resolution Number: ___________________________
Department: ___________________________ FY: 05-06

Fund Title: Fairview Village Debt Svc. Transfer No. ___________________________

<table>
<thead>
<tr>
<th>Fund-Agency-Object</th>
<th>Appr Unit</th>
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</table>

DEPARTMENTAL REVENUES

FROM

TO
2642-020-0251-5303
2642-020-0251-8000

$333,041
$197,430

$333,041
$197,430

CFD Annual Special Tax Revenue
Bond Financing

$530,471

APPROPRIATIONS

FROM

TO
2642-020-0251-0235
2642-020-0251-0255
2642-020-0251-0432
2642-020-0251-0432
2642-020-0251-0455
2642-020-0251-0455
2642-020-0251-0461
2642-800-8000-8003

$42,000
$3,000
$125,059
$32,655
$53,175
$111,600
$5,000
$157,982

$42,000
$3,000
$125,059
$32,655
$53,175
$111,600
$5,000
$157,982

Services Prof. & Other
Services City Forces-Interfund
Interest Expense (March 2006)
Interest Expense (Sept 2005)
Discount - Original Issue
Discount - Underwriter
Trustee Fees
Debt Service Reserve

$530,471

COMMENTS/JUSTIFICATION

This budget adjustment will set up the revenue and expense budget for making debt service payments on the Fairview Village bond issue. There will be an interest only payment due on March 1, 2006 in the amount of $125,059. This budget will also recognize the interest payment paid on September 1, 2005 in the amount of $32,655. This interest payment paid on September 1, 2005 is commonly referred to as capitalized interest and was deducted before the City received the net bond proceeds from the sale of the bonds. This budget adjustment also sets up the administrative budget for this bond issue to pay trustee fees, record the expenses for the Original Issue and Underwriter's Discounts and budget the FY 05-06 Special Tax revenue. There is no General Fund impact from these budget adjustments.

<table>
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<tr>
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<td></td>
</tr>
<tr>
<td>CITY MANAGER ( Transfers between Budgeted Activities of Departments within Funds) ( Appropriation of Unbudgeted Dept Revenues) ( Salary line movement in or out)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR BUDGET ADJUSTMENT

Contact Person: Janice Stewart  Council Action Date: ____________________________
Telephone No.: 577-5466  Resolution Number: ____________________________
Department: Personnel  FY: 05-06
Fund Title: General Fund 0100  Transfer No. ____________________________

<table>
<thead>
<tr>
<th>Fund-Agcy-Obj-Object</th>
<th>Appr Unit</th>
<th>Current Budget</th>
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</thead>
<tbody>
<tr>
<td>0100-800-8000-8003</td>
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<td>($6,330)</td>
<td>($6,330)</td>
<td>General Fund Reserve</td>
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<tr>
<td>0100-050-0301-0235</td>
<td>0300C</td>
<td>$89,827</td>
<td>$6,330</td>
<td>$96,157</td>
<td>Services, Prof. &amp; Other</td>
</tr>
</tbody>
</table>

COMMENTS/JUSTIFICATION
The City Council approved $25,000 in funding for Citywide, mandatory harassment training for all supervisors. The actual amount of the training contract exceeded this amount by $6,330.  

AUTHORIZED (check if required)  SIGNATURE  DATE
DEPARTMENT DIRECTOR or   ____________________________  12/5/05
AUTHORIZED ASSISTANT  
(Allocation of Dept Appr to Line-item Level)
FINANCE DIRECTOR  
(Transfers to/from Internal Service Charges)
(All items requiring City Manager's Approval)
CITY MANAGER  
(Transfers between Budgeted Activities of Departments within Funds)
(Appropriation of Unbudgeted Dept Revenues)
(Salary lines movement in or out)
MODESTO CITY COUNCIL
RESOLUTION NO. 2006-069

A RESOLUTION AUTHORIZING THE PURCHASING SUPERVISOR TO
FORMALLY SOLICIT REQUEST FOR BIDS FOR THE PURCHASE OF
VARIABLE FREQUENCY DRIVE (VFD) UNITS FOR THE PUBLIC WORKS
DEPARTMENT, WATER DIVISION FOR A TWO (2) YEAR AGREEMENT
WITH THREE (3) ONE-YEAR EXTENSION OPTIONS, AT AN ESTIMATED
ANNUAL COST OF $90,000

WHEREAS, the Public Works Department, Water Division has approximately
seventy-five (75) VFD units in use throughout the City, and

WHEREAS, VFD’s are used to stabilize water pressure in the City’s water
system, and

WHEREAS, a VFD controls the motor speed of the well pump, which allows a
variance in water flow from the controlled station, and

WHEREAS, this controlled water flow allows the system to maintain a more level
water pressure without large fluctuations, and

WHEREAS, VFD’s also start the pump at a softer rotation (ramp speed), which
helps prevent water hammer surging, thus reducing electrical costs, and

WHEREAS, historically, approximately twenty percent (20%) of the VFD’s in
use need to be replaced on an annual basis, due to wear, and

WHEREAS, a VFD ranges in size from 10-HP to 200-HP, depending on the size
of the water pump motor, and has a unit cost of $2,180 to $10,500, and

WHEREAS, on October 1, 2002, Council approved Resolution No. 2002-481
authorizing the award of bid and contract for the purchase of variable frequency drive
units to Wesco Distribution, Concord, CA, for a three (3) year agreement, and

WHEREAS, the current contract is due to expire on March 16, 2006, and
WHEREAS, in order to ensure continued water pressure to the City’s water system, City staff is requesting authorization to re-bid VFD units for a two (2) year agreement with three (3) one year extension options, and

WHEREAS, Modesto Municipal Code Section 8-3.203 generally requires all purchases, which meet or exceed $50,000.00 for material, equipment or contractual services to be formally bid, and

WHEREAS, the issuance of a formal Request for Bid for the purchase of variable frequency drive units will conform to Modesto Municipal Code Section 8-3.203,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto as follows:

SECTION 1. The City Clerk is hereby authorized to call for public competitive sealed bids for the purchase of variable frequency drive units to be opened in the office of the City Clerk, 1010 Tenth Street, in the City of Modesto. The City Clerk shall be directed to give notice inviting such sealed bids in the time, form, and manner provided by law.

SECTION 2. After the sealed bids are opened they shall be tabulated and analyzed by the Purchasing Division and a report submitted to Council.
The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 7th day of February 2006, by Councilmember Dunbar, who moved its adoption, which motion being duly seconded by Councilmember Marsh, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, Marsh, O'Bryant, Olsen, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ATTEST: Jean Zahr

JEAN ZAHR, City Clerk

APPROVED AS TO FORM:

By: Richard Rudnansky, Interim City Attorney