



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
June 18, 2024
6:30 PM

Mayor: Leon Garcia
Vice Mayor: David Oro
Councilmembers: Mariam Aboudamous, Mark Joseph, Pierre Washington

At this meeting, Council Member Pierre Washington will participate via teleconference from Hale Koa Hotel at 2055 Kaila Road, Honolulu HI 96815.

Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

PUBLIC PARTICIPATION

City Council and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 849 9699 3806; **Passcode:** 12345. **Phone in to Zoom:** 408-638-0968

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the [eComments link](#), located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

The above identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@cityofamericancanyon.org.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

5:30 P.M. – CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 6:30 p.m. the Council will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENTS - CLOSED SESSION ITEMS

This time is reserved for members of the public to address the City Council on Closed Session Items only. Comments must be made in person and are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. Comments for Items not on the Closed Session or Open Session agenda will be heard during the Open Session Public Comment period.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

5:30 P.M. CLOSED SESSION ITEMS

1. **Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).
 - b. *City of American Canyon v. Leon Dale Schmidt* (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
 - c. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 23WM000055).
 - d. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078).
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544).
 - f. *Joanne Perez v. City of American Canyon* (Napa County Superior Court Case No. 23CV001474).

2. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matter.**

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. Presentation - American Canyon Community Cats

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

This time is reserved for members of the public to address the City Council on items that are not on the Closed Session or Open Session agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the City Council does not respond to public comment at this time.

AGENDA CHANGES

The Mayor and Council may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by making that request during Public Comment.

CONSENT CALENDAR

4. [Minutes of June 4, 2024](#)

Recommendation: Approve the minutes of the City Council meeting of June 4, 2024.

5. [Report Upon Return from Closed Session from June 4, 2024](#)

Recommendation: Approve the Report Upon Return from Closed Session for the City Council meeting of June 4, 2024.

6. [Two-year Intergovernmental Services Agreement with the Housing Authority of the City of Napa \(HACN\)](#)

Recommendation: Adopt a Resolution authorizing the City Manager to sign a two-year Intergovernmental Services Agreement with the Housing Authority of the City of Napa (HACN) for housing-related services for the City of American Canyon during Fiscal Year 2024/25 and 2025/26.

7. [NBCAP - 2024-25 Chemical Purchases](#)

Recommendation: Adopt a Resolution authorizing the purchase of chemicals for the Water Enterprise in the amount of \$490,000; for the Wastewater Enterprise in the amount of \$35,000 and for the Recycled Water Enterprise in the amount of \$90,000. These amounts have been budgeted in FY 2024/25

8. [Increase to the Fire District's Development and Fire Capital Facilities Fee for Fiscal Year 2024 -2025 by the change in the Consumer Price Index.](#)

Recommendation: Adopt a Resolution approving an increase to the American Canyon Fire Protection District's Development Impact Fee and Fire Capital Facilities Fee for All New Construction and New Development to Fund Fire Protection Services for Fiscal Year 2024-2025 by the Change in the Consumer Price Index of 3.8%.

9. [Building & Safety Services Agreement](#)

Recommendation: Adopt a Resolution approving a two-year agreement with BPR Consulting Group not to exceed \$1,725,500 for Building Official, Plan Check, and Building Inspection services during Fiscal Year 2024/25 and 2025/26.

10. [Construction Inspection Services](#)

Recommendation: Adopt a Resolution approving Amendment #2 to Agreement #2023-A147 with Coastland Civil Engineering, Inc. for Construction Inspection Services in an amount of \$375,000 for a total contract amount not to exceed \$475,000.

11. Update City Classification Plan

Recommendation: Adopt a Resolution updating the City's Classification Plan.

12. Amend Employee Agreements to Update Certification Programs

Recommendation: Adopt a Resolution authorizing amendments to employee agreements to update certification programs.

PUBLIC HEARINGS

There are no Public Hearing Items.

BUSINESS

13. Fiscal Year 2024/2025 Salary Schedule

Recommendation: Adopt a Resolution Approving the Fiscal Year 2024/2025 Salary Schedule.

MANAGEMENT AND STAFF ORAL REPORTS

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The Mayor and Council may comment on matters of public concern and announce matters of public interest; no collective council action will be taken.

FUTURE AGENDA ITEMS

14. Future Agenda Items of Note

ADJOURNMENT

CERTIFICATION

I, Taresa Geilfuss, City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the City Council was posted in compliance with the Brown Act prior to the meeting date.

Taresa Geilfuss, CMC, City Clerk

**CITY OF AMERICAN CANYON
REGULAR CITY COUNCIL MEETING**

ACTION MINUTES

June 4, 2024

4:30 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The City Council meeting was called to order at 4:35 p.m.

ROLL CALL - CLOSED SESSION

Present: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENTS - CLOSED SESSION ITEMS

Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

4:30 P.M. CLOSED SESSION ITEMS

1. Matters Relating to Public Employment: Public Employee Performance Evaluations - Pursuant to Gov. Code Section 54957.

Positions: City Attorney William D. Ross

2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):

- a. City of American Canyon v. City of Vallejo, et al. (Sacramento Superior Court Case No. 34-2022-00327471).
- b. City of American Canyon v. Leon Dale Schmidt (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
- c. City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000510) [Giovannoni Project]
- d. City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV001600) [Paoli/Watson Lane Annexation]
- e. City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 24CV000544) [Measure K]

3. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Two (2) Matters.

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

The City Council meeting was called to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

Present: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Absent: None

Excused: Councilmember Mariam Aboudamous

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

A report on Closed Session and confirmation of reportable action was given by City Attorney William Ross.

PROCLAMATIONS AND PRESENTATIONS

4. Proclamation - PRIDE Month, June 2024

Mayor Garcia announced the PRIDE Month, June 2024 proclamation. It was received by Training and Technical Assistance Director Heather "Coach" Bailie, LGBTQ Connection; and President Sofia Ortiz, LGBTQ+ Club at ACHS.

5. Proclamation - Juneteenth Independence Day

Mayor Garcia announced the Juneteenth Independence Day proclamation. It was received by Brenda Knight, coordinator of the annual Juneteenth Celebration with the American Canyon Arts Foundation.

6. Presentation - City of Napa Housing Authority Annual Report

Council received a City of Napa Housing Annual Report presentation from Affordable Housing Representative Jonathan Sakamoto, City of Napa Housing Authority.

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

Mayor Garcia called for public comments. Written comments: none. Oral comments: Justin Hamilton Hole was called to speak; Karina Servente was called to speak. The public comments period was closed.

AGENDA CHANGES

Action: Motion to Move Business Item 16. to be heard before Public Hearing items made by Vice Mayor David Oro, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

BUSINESS

15. Five-Year Capital Improvement Program (Fiscal Years 2024/25 - 2028/29)

Council received a Five-Year Capital Improvement Program (Fiscal Years 2024/25 - 2028/29) staff report and presentation from Public Works Director Erica Ahman Smithies. Mayor Garcia called for public comments. Written comments: none. Oral comments: Fran Lemos was called to speak; Justin Hamilton Hole was called to speak. The public comments period was closed.

Action: Motion to adopt Resolution 2024-51 adopting the Five-Year Capital Improvement Program for Fiscal Years 2024/25 - 2028/29 made by Vice Mayor David Oro, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

Ayes: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

16. Presentation - Fair Housing Napa Valley Annual Report

Council received a Fair Housing Napa Valley Annual Report from Executive Director Pablo Zatarain, Fair Housing Napa Valley. Mayor Garcia called for public comments. Written comments: none. Oral comments: NONE. The public comments period was closed.

CONSENT CALENDAR

Action: Motion to adopt CONSENT CALENDAR made by Councilmember Mark Joseph, seconded by Vice Mayor David Oro, and CARRIED by roll call vote.

Ayes: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

7. Minutes of May 21, 2024, Special Meeting

Action: Approved the minutes of the Special Joint City Council/American Canyon Fire Protection District meeting of May 21, 2024.

8. Minutes of May 21, 2024, Regular City Council Meeting

Action: Approved the minutes of the Regular City Council meeting of May 21, 2023.

9. Report Upon Return from Closed Session from May 21, 2024

Action: Approved the Report Upon Return from Closed Session for the City Council meeting of May 21, 2024.

10. Design Permit Municipal Code Update

Action: Waived final reading, read by title only, and adopt Ordinance 2024-06 amending American Canyon Municipal Code Chapter 19.41 "Design Permits" consistent with State Law and Housing Element Implementation Program C.

11. Permit Technician Services

Action: Adopted Resolution 2024-47 approving Amendment 2 (Agreement 2024-80) to Agreement 2022-A136 with the BPR Consulting Group to extend the contract for Permit Technician Services to the end of Fiscal Year 2024/25 and increase the total contract amount by \$117,000 not to exceed \$324,500.

12. Calling the Municipal Election and Consolidating the Election with Napa County

Action: Adopted Resolution 2024-48 calling and giving notice of the Municipal Election to be held in the City of American Canyon on November 5, 2024, and requesting the Board of Supervisors of Napa County consolidate the Municipal Election with the Statewide Election.

13. Appropriations Limit for Fiscal Year 2024-25

Action: Adopted Resolution 2024-49 establishing the Appropriations Limit of \$24,403,653 for Fiscal Year 2024-25.

PUBLIC HEARINGS

14. Fiscal Year 2024-25 Recommended Budget for Adoption

Council received a Fiscal Year 2024-25 Recommended Budget for Adoption staff report and presentation from Finance Director Juan Gomez. Mayor Garcia opened the public hearing and called for public comments. Written comments: William Baker. Oral comments: Justin Hamilton Hole was called to speak. Public comments and the public hearing were closed.

Action: Motion to adopt Resolution 2024-50 to approve the Final Recommended Budget for Fiscal Year 2024-25 and authorize the City Manager to increase the appropriations for FY 2024-25 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of FY 2023-24 but are expected to be

expended in FY 2024-25 consistent with the original purpose. Council authorizes an additional transfer from the General fund to the Parks Renovation and Replacement fund in the amount of \$250,000 made by Councilmember Mark Joseph, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

Ayes: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

MANAGEMENT AND STAFF ORAL REPORTS

Council received an oral update from Parks & Recreation Director Alexandra Ikeda.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The mayor and council members provided oral reports and announced items of community interest.

FUTURE AGENDA ITEMS

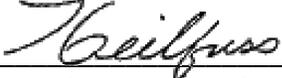
17. Future Agenda Items of Note

ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

JUNE 4, 2024 CITY COUNCIL MEETING

Proclamations & Accolades

- **Juneteenth** : Proclamation received by Brenda Knight, coordinator of the annual Juneteenth Ceremony.
- **PRIDE Month**: Proclamation received by Heather "Coach" Bailie from LGBTQ+ Connection and Sofie Ortiz, President of the American Canyon High School LGBTQ+ Club.



Presentations

Received a presentation from the City of Napa Housing Authority on the 2023-2024 annual report.

City Action

- Received public comment on and adopted a resolution approving the FY 2024/2025 budget.
- Adopted a resolution approving the Capital Improvement Program for Fiscal Years 2024/2025 - 2028/2029.

Next time...

Join our **June 18** meeting to learn more about:

- Special June observances
- Receiving a presentation from the AC Community Cats nonprofit group
- Salary Schedule for FY 2024-2025
- ...and more!

View presentations, agenda packets and meeting details:



William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Bellardo

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File No: 199/6

June 10, 2024

VIA E-MAIL

The Honorable Leon Garcia, Mayor
and Members of the City Council
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Re: Report Upon Return From Closed Session; Regular City Council Closed Session Meeting of the American Canyon City Council of June 4, 2024

Dear Mayor Garcia and Members of the City Council:

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the Regular City Council Closed Session Meeting of June 4, 2024, consistent with Government Code Section 54957.1.

At 4:32 p.m. Mayor Garcia convened the Council in Open Session¹ to determine if there were any public comments on the matters agendized for Closed Session consideration, and after determining that there were none, adjourned to Closed Session at 4:33 p.m.

There were three matters agendized for City Closed Session consideration:

1. Matters Relating to Public Employment: Public Employee Performance Evaluations Pursuant to Gov. Code Section 54957.

Position: City Attorney William D Ross

2. Conference with Legal Counsel – Existing Litigation Authorized Pursuant to Government Code Section 54956.9(d)(1):
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471);

¹ Councilmember Aboudamous was absent and excused.

- b. *City of American Canyon v. Leon Dale Schmidt*, (Napa County Superior Court Cases No. 22CV001041 and 23PR00161);
 - c. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510) [Giovannoni Project];
 - d. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV001600) [Paoli/Watson Lane Annexation];
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544) [Measure K]; and
3. Conference with Legal Counsel – Anticipated Litigation
Authorized Pursuant to Government Code Section 54956.9(d)(2)
Two (2) Matters.

With respect to Closed Session Agenda Item No. 1, there was no reportable action under the provisions of Government Code section 54957

With respect to Closed Session Agenda Item No. 2.a., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 2.b., there was reportable action in the form of unanimous direction (4-0) to proceed with foreclosure of the City liens on the unimproved property of 106 Wilson Way subject to the Judgement of the *City of American Canyon v. Leon Dale Schmidt*, Napa County Superior Court Case No. 22CV001-041. Except as indicated, there was no other reportable action under the common law Attorney-Client privilege and that provided by Government Code Section 54956.9(d)(1f).

With respect to Closed Session Agenda Item Nos. 2.c through e. there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 3, there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2) for either of the two matters considered.

The Honorable Leon Garcia, Mayor
and Members of the City Council
June 10, 2024
Page 3

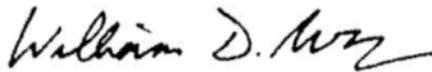
Your Council concluded the Closed Session at 6:04 p.m.

In Open Session, it was indicated that a written report upon return from Closed Session consistent with Government Code Section 54957.1, would be prepared concerning the matters agendized for Closed Session.

This communication should be reviewed under the Consent portion of the Agenda of your next Regular or Special City Council Meeting.

Should you have questions concerning this Report, it may be taken off the Consent calendar when agendized in the future, or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross
City Attorney

WDR:kt

cc: Jason B. Holley, City Manager
Maria Ojeda, Assistant City Manager
Taresa Geilfuss, City Clerk
Cherri Walton, Deputy City Clerk



TITLE

Two-year Intergovernmental Services Agreement with the Housing Authority of the City of Napa (HACN)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to sign a two-year Intergovernmental Services Agreement with the Housing Authority of the City of Napa (HACN) for housing-related services for the City of American Canyon during Fiscal Year 2024/25 and 2025/26.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

The Housing Authority of the City of Napa (HACN) provides housing-related services for the City of American Canyon. Contracting these services with HACN provides a collaborative and cost-effective partnership.

The proposed two-year Intergovernmental Services Agreement would occur during Fiscal Year 2024/25 to 25/26 at a Not to Exceed cost of \$219,200.

The agreement provides the City of American Canyon with HACN staff on a variety of Housing-related services. These services include: Grant application and administration for the First Time Homebuyer Down Payment Program, Owner-Occupied Rehabilitation Program, prepare quarterly and annual Program Income Reports and Performance Reports, conduct annual monitoring of affordable housing units; Section 8 Housing Unit monitoring; participate in the Napa County Continuum of Care; advise staff on development applications to maximize options for affordable housing.

A Resolution to approve the is included as Attachment 1. The Agreement which includes the scope of services is included as Exhibit A to Attachment 1.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The proposed contract costs for the 1st year are included in the Fiscal Year 2024-25 budget. The 2nd year costs will be included in the future Fiscal Year 2025-26 budget.

ENVIRONMENTAL REVIEW

The proposed contract is not projects under CEQA and are therefore not subject to environmental review.

ATTACHMENTS:

1. [Resolution - Housing Authority Agreement](#)
2. [American Canyon - Housing Services Contract](#)

RESOLUTION NO. 2024-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AUTHORIZING THE CITY MANAGER TO SIGN A TWO-YEAR INTERGOVERNMENTAL SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF NAPA (HACN) FOR HOUSING-RELATED SERVICES FOR THE CITY OF AMERICAN CANYON DURING FISCAL YEAR 2024/25 AND 2025/26

WHEREAS, the City of American Canyon and the City of Napa have proposed entering into a two-year Agreement during Fiscal Year 2024 – 2025 and Fiscal Year 2025 – 2026 for Housing-related supportive services provided by the Housing Authority of the City of Napa (HACN) for a Not to Exceed cost of \$219,200; and

WHEREAS, City lacks the qualified personnel to provide the specified work product; and

WHEREAS, the “baseline” services provided by this agreement is depicted in the table below:

WORK PROGRAM	DESCRIPTION
A. COUNTYWIDE ACTIVITIES	
1. Section 8 Housing Services	HUD funded very low-income rental housing assistance program administer Countywide – 84% City of Napa, 12% American Canyon, & 4% elsewhere in County.
2. Continuum of Care	Participate in Countywide Continuum of Care for delivery of homeless services & projects.
B. STANDARD HOUSING SERVICES	
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units.
2. Review development projects	Technical assistance reviewing proposed housing developments to maximize affordable housing units.
3. Loan Servicing	Provide loan servicing and owner occupancy monitoring for CalHome, HOME, BEGIN, & CDBG homebuyer & rehab loans.
4. Affordable Housing Regulatory Agreements	Review affordable housing agreements & make recommendations.
5. Annual Meeting with Staff and Council	Report on year's activities; and

WHEREAS, total compensation for the services provided by HACN to the City under this Agreement, including the Baseline Rate and the Pass-Through Rate, shall not exceed \$107,500 for Fiscal Year 2024-2025 and \$111,700 for Fiscal Year 2025-2026; and

WHEREAS, if the City authorizes HACN to perform “Additional Services,” Authority will be compensated for the Additional Services on a time and materials basis; and

WHEREAS, consistent with the “A/B/C Test” stipulated by the *Dynamex Operations West Inc. v. Superior Court* (Case No. S222732), the HACN is an independent contractor free from the control and direction of the City in connection with the performance of the work, who performs work that is outside the usual course of the City’s business and is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City; and

NOW, THEREFORE, BE IT RESOLVED that the City of American Canyon City Council authorizes the City Manager to enter into a two-year Agreement with the Housing Authority of the City of Napa as depicted as Exhibit A to this Resolution.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 4th day of June, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Exhibit A – Intergovernmental Agreement for Services by and between the Housing Authority of the City of Napa and the City of American Canyon

**INTERGOVERNMENTAL AGREEMENT FOR SERVICES BY AND BETWEEN THE HOUSING AUTHORITY OF
THE CITY OF NAPA AND
THE CITY OF AMERICAN CANYON**

**HOUSING AUTHORITY OF THE CITY OF NAPA AGREEMENT NO. _____
CITY OF AMERICAN CANYON AGREEMENT NO. _____**

THIS AGREEMENT FOR SERVICES (this “Agreement”) is made and entered into as of July 1, 2024 (“Effective Date”), by and between the HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic (the “Authority”), and the CITY OF AMERICAN CANYON, a municipal corporation (the “City”) under the joint exercise of powers provisions of the Government Code of the State of California, California Government Code Section 6500-6536. City and Authority are public entities organized and operating under the laws of the State of California and each is a public entity as defined in California Government Code Section 6500. The Authority and City are hereinafter collectively referred to as the “Parties.”

RECITALS

WHEREAS, the City desires to obtain housing services from the Authority during the Fiscal Year 2024 – 2025 and Fiscal Year 2025 – 2026, and the Authority is willing to provide such services to the City subject to the terms and conditions set forth herein.

TERMS

NOW, THEREFORE, City and Authority agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on the Effective Date and shall expire on June 30, 2026 (the “Term”) unless earlier terminated in accordance with Paragraphs 7 or 8 of this Agreement.
2. **Scope of Services.** Authority shall perform the services described in the *Scope of Services* in Exhibit “A”, attached hereto and incorporated by reference herein (the “Services”).
3. **Compensation.**
 - (a) **Baseline Rate.** In consideration of Authority’s performance of the Services, the City shall pay to Authority the baseline rate (“Baseline Rate”) of One Hundred Five Thousand Five Hundred Dollars (\$105,500.00) for fiscal year 2024–2025 and One Hundred Nine Thousand Seven Hundred Dollars (\$109,700.00) for fiscal year 2025–2026.
 - (b) **Pass-Through Rate.** In addition to the Baseline Rate, City shall pay to Authority the pass-through rate (“Pass-Through Rate”) of Four Thousand Dollars (\$4,000), which will be paid by Authority to Abode Services (“Abode”) for County wide rental assistance services provided by Abode.
 - (c) **Maximum Annual Compensation.** The total compensation for the Services provided by Authority to the City under this Agreement, including the Baseline Rate and the Pass-Through Rate, shall not exceed \$107,500.00 for fiscal year 2024-2025 or \$111,700.00 for fiscal year 2025-2026 as detailed in the following table:

COMPENSATION BREAKDOWN			
Service Provided	FY2024-25 Cost	FY2025-26 Cost	Total Cost
HACN Baseline Housing Services (Baseline Rate)	\$105,500	\$109,700	\$215,200
Abode Services - Rental Assistance (Pass-Through Rate)	\$2,000	\$2,000	\$4,000
Total Service Cost	\$107,500	\$111,700	\$219,200

(d) Rate for Additional Services. If the City authorizes Authority to perform services that are not included in the *Scope of Services* set forth in Exhibit “A” (“Additional Services”), Authority will be compensated for the Additional Services on a time and materials basis. The rate for Authority’s time for the Additional Services shall be the then-current fully burdened overhead rate (the “Fully Burdened Overhead Rate”) for the employee performing the Additional Services. The Fully Burdened Overhead Rate is an hourly billable rate that captures all Authority costs (direct and indirect) associated with an employee, over and above gross compensation or payroll costs. Typical costs associated with the Fully Burdened Overhead Rate include payroll taxes, worker's compensation, health insurance, paid time off, pension contributions, other benefits, and indirect costs including departmental and citywide administrative overhead allocations. The applicable Fully Burdened Overhead Rate will depend on the Authority employee performing the Additional Services as each employee has a different Fully Burdened Overhead Rate that is calculated based on that particular employee’s salary and benefits.

(e) Invoices for Additional Services. Authority will submit a monthly itemized invoice to the City for any Additional Services provided by the Authority during the preceding month. The City will pay the Authority within 30 days after approval of each invoice.

4. **Method of Payment.** The Authority shall provide to City an invoice for payment for the Services on the following dates and in the following amounts:

- (a) On July 1, 2024, an invoice equal to 50% of the Baseline Rate for fiscal year 2024-2025 in the amount of \$52,750.00 plus the Pass-Through Rate for fiscal year 2024-2025 of \$2,000.00 for a total of \$54,750.00; and
- (b) On January 1, 2025, a second invoice for the remaining 50% of the Baseline Rate for fiscal year 2024-2025 in the amount of \$52,750.00.
- (c) On July 1, 2025, a third invoice for 50% of the Baseline Rate for fiscal year 2025-2026 in the amount of \$54,850 plus the Pass-Through Rate for fiscal year 2025-2026 in the amount of \$2,000.00 for a total of \$56,850.00; and
- (d) On January 1, 2024, a fourth invoice for the remaining 50% of the Baseline Rate for fiscal year 2025-2026 in the amount of \$54,850.00.

City shall pay the Authority within thirty (30) days following receipt of an invoice.

5. **Independent Contractor.** The Authority shall perform the Services under this Agreement as an independent contractor. The Authority and the officers, agents and employees of Authority are not, and shall not be deemed, City employees for any purpose, including workers' compensation. The Authority shall determine the method and manner by which the Services shall be performed. The Authority and its officers, employees and agents shall not be entitled to any of the benefits accorded to a City employee. City shall not deduct or withhold any amounts whatsoever from the compensation paid to the Authority, including, but not limited to amounts required to be withheld for state and federal taxes. The Authority shall be solely responsible for all such payments.

6. **Indemnification.** To the fullest extent permitted by law, City shall defend, indemnify and hold harmless the Authority and its elected and appointed officials, officers, agents and employees from and against any and all liability or claims (including actions, demands, damages, injuries, settlements, losses, or costs [including legal costs and attorney's fees]) (collectively, "Liability") of any nature, arising out of, pertaining to, or relating to City's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, City will not be obligated to indemnify Authority for the proportionate share of the Liability caused by the Authority's active negligence, sole negligence, or willful misconduct. City's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by City, including, but not limited to, workers' compensation insurance. To the fullest extent permitted by law, Authority shall defend, indemnify and hold harmless City and its elected and appointed officials, officers, agents and employees from and against any Liability of any nature, arising out of, pertaining to, or relating to the Authority's acts or omissions under this Agreement. Consistent with Civil Code Section 2782, Authority will not be obligated to indemnify City for the proportionate share of the Liability caused by the City's active negligence, sole negligence, or willful misconduct. Authority's indemnification obligations under this Agreement are not limited by any limitations of any insurance held by Authority, including, but not limited to, workers' compensation insurance.

7. **Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving fifteen (15) days written notice to the defaulting party in the manner set forth in Paragraph 11 (Notices).

8. **Termination for the Convenience of a Party.** This Agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days prior written notice of such termination to the other party and specifying the effective date thereof.

9. **Payment for Work upon Expiration or Termination.** In the event of termination for cause under Paragraph 7 or termination for the convenience of a party under Paragraph 8, Authority shall be entitled to receive compensation for any satisfactory Services and/or Additional Services provided by the Authority prior to the effective date of the notice subject to the maximum amount set forth in Paragraph 3(c). In the event the termination results in the Authority receiving payment in an amount that exceeds the amount due to Authority for the Services provided under this Agreement, City shall be entitled to receive reimbursement for any overpayment from Authority.

10. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

11. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by first class mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

AUTHORITY
Housing Manager
Housing Authority of the City of Napa
P.O. Box 660
Napa, CA 94559

CITY OF AMERICAN CANYON
Jason B. Holley, City Manager
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

12. **Confidentiality.** Confidential information is defined as all information disclosed to the Authority which relates to City past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided in Paragraph 15, as directed by the City Manager or designee thereof, or when required by the California Public Records Act, a subpoena or by court order, the Authority shall hold all such information as the Authority may receive, if any, in trust and confidence.

13. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in a writing signed by the Parties.

14. **Compliance with Laws.** In the performance of this Agreement, the Authority shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes.

15. **Access to Records/Retention.** City shall have access to any books, documents, papers and records of the Authority prepared or obtained by the Authority when providing the Services under this Agreement. Upon expiration or termination of this Agreement the Authority shall return all such records to City unless otherwise directed by City to retain or dispose of such records, except that with the written permission of City, the Authority may keep a copy of such records as long as such copy is maintained in confidence and is returned to City or its successor agency to be destroyed upon notification to Authority that City has authorized destruction of the original records.

16. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

17. **Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California.

18. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

19. **Entirety of Contract.** This Agreement, together with “Exhibits A and B” attached hereto and incorporated herein, constitutes the entire agreement between the Parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the Parties with respect to the subject matter hereof.

20. **Counterparts.** This Agreement may be executed in counterparts, each one of which is deemed an original, but all of which together constitute a single instrument.

21. **Privileges and Immunities.** In accordance with California Government Code section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen’s compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Parties when performing their functions within the territorial limits of their respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties associated with performance of this Agreement.

[Signature page follows.]

IN WITNESS WHEREOF, this Agreement was executed by the Parties as of the date first above written.

**CITY:
CITY OF AMERICAN CANYON, a municipal corporation**

By: _____
LEON GARCIA, Mayor, City Council

ATTEST:

By: _____
TARESA GEILFUSS, City Clerk

APPROVED AS TO FORM:

By: _____
WILLIAM D. ROSS, City Attorney

**AUTHORITY:
HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic**

By: _____
STEVE POTTER, Executive Director

ATTEST:

By: _____
TIFFANY CARRANZA, Deputy Authority Secretary

COUNTERSIGNED:

By: _____
ERIKA LEAHY, City Auditor

APPROVED AS TO FORM:

By: _____
SABRINA WOLFSON, Interim Authority General Counsel

EXHIBIT "A"

Scope of Services

WORK PROGRAM	DESCRIPTION
A. COUNTYWIDE ACTIVITIES	
1. Section 8 Housing Services	HUD funded very low-income rental housing assistance program administer Countywide – 84% City of Napa, 12% American Canyon, & 4% elsewhere in County
2. Continuum of Care	Participate in Countywide Continuum of Care for delivery of homeless services & projects.
B. STANDARD HOUSING SERVICES	
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units summarized in Exhibit B
2. Review development projects	Technical assistance reviewing proposed housing developments to maximize affordable housing units
3. Loan Servicing	Provide loan servicing and owner occupancy monitoring for CalHome, HOME, BEGIN, & CDBG homebuyer & rehab loans.
4. Affordable Housing Regulatory Agreements	Review affordable housing agreements & make recommendations
5. Annual Meeting with Staff and Council	Report on year's activities
C. ADDITIONAL HOUSING SERVICES	
1. Additional housing services as mutually agreed to	TBD: The Authority shall be compensated for such additional services in accordance with Section 3(d).

EXHIBIT "B"

MONITORING DETAIL

Project	Type	Affordable Units	Task	Description
Vineyard Crossing	MF	70	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Canyon Ridge Apartments	MF	8	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Village at Vintage Ranch	MF	16	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Lemos Pointe	MF	186	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Napa Cove	MF	65	Annually	Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Valley View Apartments	Senior	70	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Heritage Park	BMR	7	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Chesapeake Homes	BMR	10	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Vineyard Place	BMR	25	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
CDBG, HOME & CalHome Rehab Loans	loans	30*	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database

HOME & CalHome First Time Homebuyer Loans	loans	15*	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Additional affordable housing units	MF	up to 16**	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Update project database.

MF = rental multifamily

BMR = Below Market Rate home ownership

*Number of loans may increase or decrease over the term of contract

**Affordable units beyond the number identified above shall be billed on a time and material basis in accordance with Paragraph 3(d).



TITLE

NBCAP - 2024-25 Chemical Purchases

RECOMMENDATION

Adopt a Resolution authorizing the purchase of chemicals for the Water Enterprise in the amount of \$490,000; for the Wastewater Enterprise in the amount of \$35,000 and for the Recycled Water Enterprise in the amount of \$90,000. These amounts have been budgeted in FY 2024/25

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Dominic Patrick, Water Systems Manager

BACKGROUND & ANALYSIS

The City cooperates with other local agencies to obtain bulk pricing for chemicals to aid in the treatment of drinking water, wastewater and recycled water. The “North Bay Agency Chemical Pool” is comprised of the cities of American Canyon, Napa, Vallejo, Fairfield, Vacaville and others. The City has participated in the “Pool” since 1994. Each Fiscal Year, this process ensures the City receives the best possible prices from vendors.

Sodium Hydroxide is used to adjust pH depending on source water quality and Sodium Hypochlorite is used in the disinfection process of finished potable and recycled water. The disinfection process and pH adjustments help control and mitigate the formation of disinfection byproducts and operational changes made in this regard can result in a change of consumables. Aluminum sulfate is used in water purification. In water purification, it causes suspended impurities to coagulate into larger particles and then settle to the bottom to be filtered out.

For FY 2024/25, the lowest responsive and responsible bidders for the Pool are as follows:

Vendor	Chemical
Chemtrade	Aluminum Sulfate (Acid Alum, Full)
Univar	Sodium Hydroxide (25% NaOH, Full)

Thatcher	Sodium Hypochlorite (12.5% NaOCl, Short)
----------	---------------------------------------------

Other chemicals outside the Consortium are ADVFLOC and CC950S which are advanced engineered coagulants that enhances organic removal assisting in reduction of Disinfection-By-Products and improves overall plant performances. By using Advanced Flocculant (ADVFLOC) and CC950S it reduces other chemicals. Citric Acid is a weak acid made of citrus fruits, it is used in water chemistry for stabilization, neutralization and removes inorganic material from the membrane filters. These chemicals are obtained from BWS, Inc., USALCO, LLC and Thatcher.

It is anticipated that the cost of Chemicals will be \$490,000 for the Water Enterprise; \$35,000 for the Wastewater Enterprise and \$90,000 for the Recycled Water Enterprise. These amounts have been budgeted in FY2024/25.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

Funds are appropriated in the FY2024/25 Budget, Water Enterprise 510-50-560-43115, Wastewater Enterprise 540-50-570-43115 and Recycled Water Enterprise 580-50-590-43115 to implement the recommended action.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

- [1. Resolution, Chemicals FY 24-25](#)
- [2. Final BID Tabulation FY 2024-2025](#)

RESOLUTION NO. 2024-

AUTHORIZING THE PURCHASE OF CHEMICALS FOR THE WATER ENTERPRISE IN AN AMOUNT NOT TO EXCEED \$490,000, WASTEWATER ENTERPRISE IN AN AMOUNT NOT TO EXCEED \$35,000 AND RECYCLED WATER ENTERPRISE IN AN AMOUNT NOT TO EXCEED \$90,000 FOR FY 2024/25

WHEREAS, the City of American Canyon with other local agencies to obtain bulk pricing for chemicals to aid in the treatment of drinking water, solid waste, and recycled water. The “North Bay Agency Chemical Pool” is comprised of the cities of American Canyon, Napa, Vallejo, Fairfield, Vacaville and others; and

WHEREAS, the lowest responsive and responsible bidder for Aluminum Sulfate (Acid Alum, Full) is Chemtrade at \$499/Dry Ton; and

WHEREAS, the lowest responsive and responsible bidder for Sodium Hydroxide (25% NaOH, Full) is Univar at \$869.78/Dry Ton; and

WHEREAS, the lowest responsive and responsible bidder for Sodium Hypochlorite (12.5% NaOCl, Short) is Thatcher at 2.89/Gallon; and

WHEREAS, the City of American Canyon also obtains chemicals outside of the North Bay Agency Chemical Pool for BWS, Inc., USALCO, LLC and Thatcher; and

WHEREAS, sufficient funds were budgeted in the FY 2024/25 Water Operating Budget, Line Item 510-50-560-43115, Operating Supplies; and

WHEREAS, sufficient funds were budgeted in the FY 2024/25 Waste Water Operating Budget, Line Item 540-50-570-43115, Operating Supplies; and

WHEREAS, sufficient funds were budgeted in the FY 2024/25 Recycled Water Operating Budget, Line Item 580-50-590-43115, Operating Supplies.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon authorizes the purchase of chemicals from Chemtrade, Univar, Thatcher, BWS and USALCO in totals not to exceed the amounts of \$490,000 for Water Enterprise (510-50-560-43115), \$35,000 for the Wastewater Enterprise (540-50-570-43115) and \$90,000 for the Recycled Water Enterprise (580-50-590-43115) during Fiscal Year 2024/25.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June, 2024 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Leon Garcia, Mayor

ATTEST:

Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

William D. Ross, City Attorney

**NORTH BAY AGENCY CHEMICAL POOL (NBACP) - PRIMARY CHEMICAL BID RESULTS
FY 2024 - 2025**

CHEMICAL VENDOR	ALUM	ACID ALUM	50% NaOH	50% NaOH	25% NaOH	25% NaOH	LOX	CO ₂	LIQUID Cl ₂ (GAS)		12.5% NaOCl			FERRIC	25% SODIUM BISULFITE	40% SODIUM BISULFITE	FLUORIDE		Orthopolyphosphate			
	(Dry Ton)	(Dry Ton)	(Dry ton)	(Dry ton)	(Dry Ton)	(Dry Ton)	(CCF)	lb	(1-ton Cylinder)		(gallon)	(gallon)	55 gal drum	(Dry Ton)	(gallon)	(gallon)	(Dry Ton)	(adjusted)	Lb.	Lb.	(gallon)	
	Full	Full	Full	Short	Full	Short	100%	100%	Full	Short	Full	Short		Full	Full	Full	100%	24%	Full	short	tote	
Brenntag Pacific, Inc.			\$711.00	\$832.00*	\$877.00	\$1,015.00													\$0.93	\$1.20	\$11.20	
Dubois																		\$2447.83*	\$587.48*			
Chemtrade Chem	\$299.00	\$499.00																				
Kemira														\$1,550.00								
Pencco														\$1,440.00				\$2,475.00	\$594.00			
Carus																			\$0.78	\$0.80	\$12.5350	
Nalco																			\$1.05	\$1.05	\$3,760*	
Linde Inc.							\$1.38	\$0.16														
Olin Corporation													\$3.10	\$3.80								
Heimbürger & Company															\$2.1560	\$2.7590						
Sterling Water Tech																			\$0.8603	\$0.9638	\$13.3860	
Thatcher Co.of CA Inc	\$346.99	\$568.85								\$3,050.00			\$2.49	\$2.89	\$7.89				\$8.99	\$8.99		
Univar Solutions			\$720.34	\$960.00	\$869.78	\$1,394.00							\$3.35	\$4.05			\$2.40	\$3.00				
FISCAL YEAR																						
FY 23-24	\$304.00	\$508.00	\$868.00	\$868.00	\$1,008.00	\$1,840.00	\$1.38	\$0.16	\$2,650.00			\$1.82	\$2.79	\$7.75	\$1,397.00	\$2.450	\$2.845	\$2,487.50	\$597.00	\$0.9384	\$1.0279	\$12.4721
FY 22-23	\$386.00	\$550.00	\$742.12	\$1,086.33	\$885.70	\$1,319.67	\$1.15	\$0.14	\$1,800.00			\$1.62	\$1.80		\$1,195.00	\$1.795		\$2,333.33	\$560.00	\$0.9900	\$1.0900	\$13.5600
FY 21-22	\$266.00	\$450.00	\$402.99		\$499.90		\$1.05	\$0.09	\$1,185.00			\$0.69	\$0.8027		\$900.00	\$1.12		\$2,226.09	\$534.26	\$0.4488	\$0.4491	\$27.0545
FY 20-21	\$285.00	\$375.00	\$443.00		\$567.00		\$1.00	\$0.07		\$1,140.00		\$0.70	\$0.82		\$810.00	\$1.09		\$1,604.35	\$385.04	\$5.5000	\$5.7500	\$6.5000
FY 19-20	\$255.00	\$297.70	\$674.60		\$762.55		\$0.56	\$0.26	\$0.00	\$850.00		\$0.65	\$0.65		\$840.00	\$1.05		\$1,352.17	\$325.50			
FY 18-19	\$255.00	\$297.70	\$674.60		\$762.55		\$0.26	\$0.05	\$0.00	\$850.00		\$0.65	\$0.65		\$756.00	\$1.05		\$1,352.17	\$325.50			
FY 17-18	\$232.00	\$257.00	\$538.22		\$630.88		\$0.28	\$0.05	\$0.00	\$800.00		\$0.53	\$0.59		\$500.00	\$1.03		\$1,421.74	\$341.22			
FY 16-17	\$229.00	\$229.00	\$395.00		\$444.06		\$0.27		\$615.00	\$645.00		\$0.47	\$0.57		\$438.78	\$0.94		\$1,661.00	\$398.64			
FY 15-16	\$204.00	\$204.00	\$399.13		\$463.26		\$0.28		\$459.00	\$462.00		\$0.50	\$0.57		\$493.70	\$0.89		\$1,789.83	\$429.56			
FY 14-15	\$184.00	\$184.00	\$445.00		\$483.80		\$0.27		\$519.00	\$555.00		\$0.51	\$0.58		\$517.00	\$0.91		\$2,065.21	\$495.65			
FY 13-14	\$277.60	\$277.60	\$452.00		\$479.00		\$0.24		\$565.00	\$540.00		\$0.62	\$0.50		\$597.00	\$0.75		\$2,480.39	\$595.29			
FY 12-13	\$398.00	\$398.00	\$475.00		\$505.00		\$0.21		\$565.00	\$540.00		\$0.58	\$0.48		No Bid	\$0.75		\$2,550.00	\$612.00			



TITLE

Increase to the Fire District's Development and Fire Capital Facilities Fee for Fiscal Year 2024 -2025 by the change in the Consumer Price Index.

RECOMMENDATION

Adopt a Resolution approving an increase to the American Canyon Fire Protection District's Development Impact Fee and Fire Capital Facilities Fee for All New Construction and New Development to Fund Fire Protection Services for Fiscal Year 2024-2025 by the Change in the Consumer Price Index of 3.8%.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

On January 24, 2023, at a Regular Fire Board Meeting, the Board adopted Resolution 2023-05. This resolution initiated the process of implementing a fee to offset the rising costs that new development imposes on the District. The Board resolved to collaborate with the City of American Canyon to implement this fee for properties within both the City and the District, and with the County of Napa for properties within both the District and the County.

Subsequently, on March 21, 2023, the City of American Canyon adopted Ordinance 2023-02. Section 2, item H of this ordinance stipulates that the Fire Capital Facilities Fee shall automatically be adjusted annually on July 1, based on the change in the Consumer Price Index (CPI) for the San Francisco/Oakland/San Jose area for the twelve-month period ending the preceding April.

In accordance with Ordinance 2023-02, it is recommended that the Development Impact Fee for all new construction and new development, which is intended to fund fire protection services, be increased by the cost of living adjustment of 3.8%. This adjustment aligns with the CPI increase for the specified region.

If approved, this adjustment will result in the Impact Fee increasing from ninety-eight cents (\$0.98) per square foot to one dollar and two cents (\$1.02) per square foot, representing a four-cent (\$0.04) increase.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community."

FISCAL IMPACT

The fiscal impact of applying the 3.8% CPI increase to the Development Impact Fee will result in the fee increasing from ninety-eight cents (\$0.98) per square foot to one dollar and two cents (\$1.02) per square foot. This represents a four-cent (\$0.04) increase.

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. [Resolution 2024 - XX Fire District Impact Fees](#)
2. [CC ORDINANCE 2023-02](#)
3. [April 2024 CPI](#)

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA, APPROVING THE ADJUSTMENT OF THE DEVELOPMENT IMPACT FEE AND FIRE CAPITAL FACILITIES FEE FOR ALL NEW CONSTRUCTION AND NEW DEVELOPMENT TO FUND FIRE PROTECTION SERVICES BY THE CHANGE IN THE CONSUMER PRICE INDEX OF 3.8%

WHEREAS, on January 24, 2023, at a Regular Fire Board Meeting, the Board adopted Resolution 2023-05 to begin the process of implementing a fee to offset the rising costs that new development imposes on the District; and

WHEREAS, the Board resolved to work with the City of American Canyon to implement this fee for properties within both the City and the District, and to work with the County of Napa for properties within both the District and the County; and

WHEREAS, on March 21, 2023, the City of American Canyon adopted Ordinance 2023-02, which under Section 2, item H, stipulates that the Fire Capital Facilities Fee shall automatically be adjusted annually on July 1, based on the change in the Consumer Price Index (CPI) for the San Francisco/Oakland/San Jose area for the twelve-month period ending the preceding April; and

WHEREAS, the CPI for the San Francisco/Oakland/San Jose area has increased by 3.8% for the twelve-month period ending April 2024; and

WHEREAS, it is consistent with Ordinance 2023-02 to apply this cost of living adjustment to the Development Impact Fee for all new construction and new development within the District; and

WHEREAS, the recommended adjustment will result in an increase of the Development Impact Fee from ninety-eight cents (\$0.98) per square foot to one dollar and two cents (\$1.02) per square foot, representing a four-cent (\$0.04) increase; and

WHEREAS, this adjustment will help ensure that the District can adequately fund fire protection services in response to the demands imposed by new development.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon, State of California, hereby approves the adjustment of the Development Impact Fee for all new construction and new development to one dollar and two cents (\$1.02) per square foot, effective July 1, 2024, in accordance with the 3.8% CPI increase.

PASSED, APPROVED and ADOPTED at the regular meeting of the City Council of the City of American Canyon, State of California, held on the 18th day of June 2024 by the following:

AYES:

NOES:

ABSENT:

ABSTAIN:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Geilfuss, City Clerk

William D. Ross, City Attorney

ORDINANCE NO. 2023-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA, ACCEPTING THE DEVELOPMENT IMPACT FEE NEXUS STUDY AND LEVYING A FIRE CAPITAL FACILITIES FEE FOR ALL NEW CONSTRUCTION AND NEW DEVELOPMENT TO FUND FIRE PROTECTION SERVICES

WHEREAS, the American Canyon Fire Protection District (District) provides fire protection, emergency medical services and hazardous material response to residents and businesses within the City of American Canyon (City);

WHEREAS, the California Mitigation Fee Act authorizes the City to impose fees that offset the costs imposed on public services by new development, including the costs incurred for emergency response and fire protection services;

WHEREAS, the District has identified the need to plan for the impact of future development on existing resources, including keeping pace with new development by constructing and equipping current and future fire stations, and therefore retained the services of AP Triton to conduct a Long-Range Master Plan and Capitol PFG to conduct a development impact fee study;

WHEREAS, Capitol PFG has completed a development impact fee study which meets the requirements of the California Mitigation Fee Act. Specifically, the fee study makes findings as to the purpose and use of the fee as it pertains to the District's growth plan and the associated capital costs, and determines that the fees are supported by an appropriate "nexus" – meaning the amount of the fees successfully approximate the actual costs for which they are intended to offset;

WHEREAS, although the Fire Protection District Law of 1987 does not allow a fire district to directly charge a fee for public improvements, facilities, or equipment, it is common practice for fire districts to work with cities and counties to impose an impact fee on the fire district's behalf;

WHEREAS, the mutual interest of the City and District are fulfilled by the City enacting a Development Impact Fee, as authorized by the Mitigation Fee Act and the City's police powers, to fund fire and emergency response services for the protection of lives and property of City residents and to ensure that the District has the resources and capabilities of keeping pace with new construction within the City;

WHEREAS, consistent with Government Code section 66001, the City intends to levy a Development Impact Fee on all new residential, commercial, and industrial development within the City's boundaries, to fund capital equipment and facilities construction needs for the District;

WHEREAS, at the Fire Board's January 24, 2023 Regular Meeting, the Board adopted a Resolution to begin the process of implementing a fee to offset the rising costs that new development imposes on the District, and to work with the City to implement the fee (for properties within both the City

and the District) and to work with the County of Napa (for properties within the District and the County); and

WHEREAS, the proposed fee shall be updated on an annual basis to account for inflationary costs and/or as updates are needed based upon the current costs of construction and equipping fire stations.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council, having considered all the evidence, accepts the Development Impact Fee Nexus Study Prepared by Capitol PFG and the findings and conclusions therein, attached as **Exhibit A** and incorporated herein.

SECTION 2. The City Council adopts a Fire Capital Facilities Fee based upon the square footage of the structure as determined from the plans submitted with the application for a building permit and computed as follows:

- A. Any proposed structure designed for use as a single-family dwelling unit shall be assessed a fee of ninety-eights cents (\$.98) per square foot. For purposes of this subsection a single-family dwelling shall mean a dwelling unit containing not more than one kitchen and designed to house not more than one family.
- B. Any proposed structure designed for use as a multiple family dwelling unit shall be assessed a tax of ninety-eights cents (\$.98) per square foot. For purposes of this subsection, a multiple family dwelling unit shall mean any structure designed to house two or more families living independently of each other and may consist of one building or a series of detached dwelling units.
- C. Any proposed structure designed to be used for business or commercial purposes shall be assessed a tax of ninety-eights cents (\$.98) per square foot. Business or commercial purposes as used herein includes, but is not limited to, facilities used primarily for public assembly, sleeping rooms in hotels, or motels, and mental or physical convalescent facilities.
- D. Any proposed structure designed to be used for industrial purposes shall be assessed a tax of ninety-eights cents (\$.98) per square foot. Industrial purposes as used in this subsection shall mean any use involving manufacturing, fabricating, refining, processing, research, warehousing, or similar uses.
- E. Where a structure is replaced, no fee shall be payable, provided the square footage of the new structure is the same or less than the replaced structure.
- F. Where a structure is remodeled, no fee shall be payable, provided the square footage of the new structure is the same or less than the remodeled structure.
- G. If a fee had been previously paid to the District, and the new structure contains less square footage than the old structure, no refund shall be payable by the District.
- H. The Fire Capital Facilities Fee shall automatically be adjusted July 1 of each year according to the change in the Consumer Price Index for the San Francisco / Oakland / San Jose area for the twelve-month period ending the preceding April.

SECTION 3. The City shall implement, administer, and oversee the collection of such fees and remit those fees to the District. The actual amount of Fire Capital Facilities Fee due and payable shall be the amount determined under section 2 above less any Fire Mitigation Fee paid pursuant to District Resolution 86-5.

SECTION 4. The Development Impact Fee, including any adjustments based on inflation, may be required to be paid prior to the issuance of a building permit.

SECTION 5. Staff shall assist the District Fire Chief to take all actions necessary to implement, administer, and collect the Fire Capital Facilities Fee Schedule, and as part of the District's budget process shall annually review the estimated costs of capital improvements and capital equipment and evaluate the continued need for those improvements and the reasonable relationship between such need and the impacts of the various types of development pending or anticipated and for which the fee is charged.

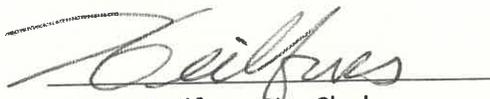
The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 7th day of March, 2023 by the following vote:

AYES: Councilmembers Aboudamous, Joseph, Vice Mayor Washington, and Mayor Garcia
NOES: None
ABSTAIN: None
ABSENT: Councilmember Oro

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 21st day of March, 2023, by the

AYES: Councilmembers Aboudamous, Joseph, Oro, Vice Mayor Washington, and Mayor Garcia
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:


Taresa Geilfuss, City Clerk


Leon Garcia, Mayor
APPROVED AS TO FORM:


William D. Ross, City Attorney

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2020		2021		2022		2023		2024	
	2-month	12-month								
February	0.9	2.9	0.5	1.6	1.4	5.2	1.8	5.3	1.5	2.4
April	-0.5	1.1	1.7	3.8	1.5	5.0	0.4	4.2	1.8	3.8
June	0.7	1.6	0.0	3.2	1.7	6.8	0.5	2.9		
August	0.0	1.6	0.5	3.7	-0.5	5.7	0.0	3.4		
October	0.5	1.1	0.7	3.8	1.0	6.0	0.3	2.8		
December	0.4	2.0	0.8	4.2	-0.3	4.9	-0.4	2.6		



TITLE

Building & Safety Services Agreement

RECOMMENDATION

Adopt a Resolution approving a two-year agreement with BPR Consulting Group not to exceed \$1,725,500 for Building Official, Plan Check, and Building Inspection services during Fiscal Year 2024/25 and 2025/26.

CONTACT

Brent Cooper, AICP, Community Development Department

BACKGROUND & ANALYSIS

Since 2011, Interwest Consulting Group has provided contract Building and Safety Services that includes a part-time Building Official, Plan Check services, and on-call Building Inspection Services. This contact has provided flexible staff levels and customer service throughout stronger and weaker economic conditions.

The current contract with Interwest expires at the end of this fiscal year. Unlike prior renewals, Interwest requested significant changes to its compensation for the upcoming fiscal year. Furthermore, the City's Fiscal Policy requires contracts to be competitively bid on a periodic basis. As a result, staff released a Request for Proposal to several Building and Safety services companies using our new on-line GovDelivery RFP system.

The City received six proposals that were rated by the Finance Director, Public Works Director, Community Development Director, Code Enforcement Officer, Permit Technician, and Senior Planner. A summary of scores is included as Attachment 2.

The highest scoring firm is BPR Consulting Group. This firm proposed competitive rates, and is lead by Ron Beehler, formerly with Interwest Consulting Group. While at Interwest Consulting Group, Mr. Beehler served as a Contract Building Official for the City of American Canyon for an approximately 2-year period. During this time, Mr. Beehler, who is both a Structural Engineer and a Certified Building official, provided very high quality Building Official services with a "common sense" approach during his prior service at the City of American Canyon. The BPR proposal identifies Mr. Beehler for the Building Official role for the proposed BPR contract.

Many of the current BPR Plan Check and Inspection staff proposed for service to American Canyon served that role for the City during their former employment at Interwest Consulting Group.

For Fiscal Year 2024/25, staff anticipates that the Interwest Building and Safety services will cost \$850,000 which is offset from building plan check and inspection revenue. The 2-Year contract cost of \$875,500 includes a 3% inflation factor for a total not to exceed cost of \$1,725,500.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Funding to implement the Recommended Action is included in the FY2024/25 Annual Budget.

ENVIRONMENTAL REVIEW

Not applicable.

ATTACHMENTS:

- [1. Resolution - Building Safety Contract](#)
- [2. Building and Safety Proposal Scores](#)

RESOLUTION NO. 2024-_____

A RESOLUTION APPROVING A TWO-YEAR AGREEMENT WITH BPR CONSULTING GROUP NOT TO EXCEED \$1,725,500 FOR BUILDING OFFICIAL, PLAN CHECK, AND BUILDING INSPECTION SERVICES DURING FISCAL YEAR 2024/25 AND 2025/26

WHEREAS, the City has a longstanding practice of providing Building & Safety Services through a combination of in-house and contract staff; and

WHEREAS, because of the volatility of development, contracting specialized Building and Safety staff helps the City remain flexible with resources in response to market conditions and demands; and

WHEREAS, City lacks the qualified personnel to provide the specified work product; and

WHEREAS, BPR Consulting Group was selected amongst the proposals received as responsive and qualified for the work; and

WHEREAS, total compensation for the services provided by BPR Consulting Group under this Agreement, shall not exceed \$850,000 for Fiscal Year 2024-2025 and \$875,500 for Fiscal Year 2025-2026 for a total not-to-exceed contract equal to \$1,725,500; and

WHEREAS, funding to implement the Recommended Action is already included or can be absorbed in the current FY 2023/24 Annual Budget in account: Miscellaneous Contractual Services 100-60-640-42190; and

WHEREAS, consistent with the "A/B/C Test" stipulated by the *Dynamex Operations West Inc. v. Superior Court* (Case No. S222732), BPR Consulting Group is an independent contractor free from the control and direction of the City in connection with the performance of the work, who performs work that is outside the usual course of the City's business and is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that BPR Consulting Group is free from the control and direction of the City in connection with the performance of the work, both under the agreement for the performance of such work and in fact; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that BPR Consulting Group performs work that is outside the usual course of the City's business; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that BPR Consulting Group is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Building & Safety Service Proposal Combined Criteria Scores

Vendor	Experience and qualifications of the proposed contract staff and their support team.	Commitment to maintain contract staff for a 2-year period.	Approach to managing staffing, plan check, and inspection services.	Ability to scale up or down to meet current demands and substitute staff for illnesses and vacation etc.	Familiarity with Trakit and OpenGov Permit Tracking software.	Demonstrated ability to meet Performance Standards and excellent customer service.	Cost Structure	Total Score
BPR Consulting Group	4.67	4.17	4.33	3.83	3.67	4.5	3.67	27.9
Interwest Consulting Group, Inc.	4.5	4.33	4.33	4.17	3.83	4.17	3.17	27.6
4LEAF, Inc.	4.17	3.17	3.83	4.33	4.33	4.33	3.17	26.5
Bureau Veritas	3.83	3.67	4.17	3.33	1.5	2.83	4.17	22.73
Shums Coda Associates	4.17	2.5	3.67	3	2.67	3.17	3.33	21.67
Willdan Engineering	4.17	3.33	3.33	2.83	2.17	2.83	3.5	21.33



TITLE

Construction Inspection Services

RECOMMENDATION

Adopt a Resolution approving Amendment #2 to Agreement #2023-A147 with Coastland Civil Engineering, Inc. for Construction Inspection Services in an amount of \$375,000 for a total contract amount not to exceed \$475,000.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

BACKGROUND & ANALYSIS

With the continued growth throughout the City it has been necessary to contract with Coastland Civil Engineering to increase our ability to provide skilled construction inspection services for infrastructure that is being built by Developers in areas such as Watson Ranch and Oathill. Coastland Civil Engineering has been assisting Public Works since 2021 to ensure that new infrastructure like streets, water mains, pump stations and sewer mains, to name just a few, are properly built prior to acceptance. This contract currently provides approximately 90% Development and 10% Capital Improvement inspection services. All inspections done for Development are reimbursed to the City by the Developer.

Staff is very pleased with the continued quality of Coastland's work and would like to extend the current contract to include fiscal year 2024/25 and increase the contract amount not to exceed \$475,000. Sufficient budget exists in Fiscal Year 2023/24 and has been budgeted in Fiscal Year 2024/25 to accommodate this request.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

The original contract - including Amendment 1 - was for a total contact amount of \$100,000. The recommended action will increase the total contact to \$475,000. There is sufficient budget in both GL 105-60-660-42160 for FY23/24 and FY24/25 to implement the recommended action. The cost for

these services are offset by increased revenue received from private developers.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

[Resolution - Coastland](#)

RESOLUTION NO. 2024-_____

APPROVING AMENDMENT #2 TO AGREEMENT #2023-A147 WITH COASTLAND CIVIL ENGINEERING, INC. FOR CONSTRUCTION INSPECTION SERVICES IN AN AMOUNT OF \$375,000 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$475,000

WHEREAS, the City of American Canyon has specific and highly technical requirements regarding the development of infrastructure associated with private development; and

WHEREAS, Coastland has been providing Inspection Services for Public Works since 2021; and

WHEREAS, the ongoing construction of Development and Capital Improvement projects throughout the City require inspection of infrastructure prior to acceptance by the City; and

WHEREAS, Coastland continues to meet the needs of the City and provides excellent service to City staff; and

WHEREAS, all expenses associated with Development are reimbursed to the City; and

WHEREAS, there is sufficient budget in 105-60-660-42160 for FY23/24 and FY24/25 to pay for anticipated Inspection Services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to execute Amendment #2 to Agreement #2023-A147 with Coastland Civil Engineering, Inc. for Construction Inspection Services in an amount of \$375,000 for a total contract not to exceed \$475,000.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

Update City Classification Plan

RECOMMENDATION

Adopt a Resolution updating the City's Classification Plan.

CONTACT

Maria Ojeda, Assistant City Manager
Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

The City of American Canyon's Classification Plan (the "Plan") is a systematic process for defining specific scopes of work, identifying the knowledge, skills and abilities to perform that work, and grouping job classifications into job families based on similarities in duties, responsibilities and requirements. The City Council maintains the Plan by approving the addition of new job classifications, significant updates to existing classifications and removal of obsolete job classes.

In Fiscal Year 2023/2024, the City undertook a Citywide employee satisfaction survey and organizational assessments of the Public Works, Maintenance and Utilities, and Parks and Recreation departments. On April 16, 2024, the City Manager presented the findings of the survey and assessments and proposed staffing changes for Fiscal Year 2024/2025 and beyond (staff report attached as Attachment A).

In 2023, the City Manager's Office and the Maintenance and Utilities Department collaborated to update the Maintenance Worker I/II/III classification to clarify duties and requirements of this classification that may vary depending on specific duty requirements of the division to which an employee is assigned. This work resulted in revisions to the classification requiring City Council approval.

A vacancy in the Human Resources Division in January 2024 triggered a review of the classifications in that work group; such review is a best practice to ensure the accuracy of classifications over time. With the help of a consultant, it was determined that the existing classifications were outdated and did not adequately describe the required work or apportion it appropriately among the existing classifications. As a result, it is recommended the existing classifications be replaced, and staff

members be reclassified appropriately.

The Fiscal Year 2024/2025 Budget approved by the City Council on June 4, 2024, funded the position changes requiring new or updated classifications.

The City Manager's Office has met and consulted with Teamsters representatives on the proposed changes to all represented classifications.

It is recommended that the City Council amend the Plan as follows:

- Add the following classifications:
 - Chief Plant Operator
 - Deputy City Clerk-Community Development Department (Represented)
 - Human Resources Analyst I/II
 - Human Resources Manager
 - Human Resources Technician
 - Management Analyst I/II (Represented)
 - Recreation Specialist

- Remove the following classifications:
 - Maintenance & Utilities Director
 - Administrative Services Director
 - Aquatics Supervisor

- Amend the following classification:
 - Deputy Public Works Director, change title to Assistant Director of Public Works
 - Deputy City Clerk (Unrepresented)
 - Management Analyst I/II (Unrepresented)
 - Maintenance Worker I/II/III
 - Recreation Coordinator
 - Recreation Manager
 - Recreation Supervisor

The added and amended classification specifications are attached to the enabling resolution.

Classifications covered by the provisions of employee group Memorandums of Understanding (the "MOUs") and the Unrepresented Compensation Program (the "Program") are listed specifically in those documents. As classifications are added or removed from the Plan, it is appropriate to update the MOUs and Program documents to ensure clarity of intention. It is recommended the City Manager be authorized to update these documents accordingly to reflect the City Council's action.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact of this action.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

1. Resolution Updating Classification Plan
2. Exhibit A - Chief Plant Operator
3. Exhibit B - Deputy City Clerk (Represented)
4. Exhibit C - Human Resources Analyst I/II
5. Exhibit D - Human Resources Manager
6. Exhibit E - Human Resources Technician
7. Exhibit F - Management Analyst I/II (Represented)
8. Exhibit G - Recreation Specialist
9. Exhibit H - Assistant Director of Public Works
10. Exhibit I - Deputy City Clerk (Unrepresented)
11. Exhibit J - Maintenance Worker I/II/III
12. Exhibit K - Management Analyst I/II (Unrepresented)
13. Exhibit L - Recreation Coordinator
14. Exhibit M - Recreation Manager
15. Exhibit N - Recreation Supervisor
16. Attachment A - April 16, 2024, Staff Report - Proposed Staffing FY24-25 and Beyond

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
UPDATING THE CLASSIFICATION PLAN**

WHEREAS, American Canyon’s Classification Plan is a systematic process for grouping jobs into common classifications based on similarities in duties, responsibilities and requirements; and

WHEREAS, the California Code of Regulations (CCR) Section 570.5 requires publishing a “Publicly Available Pay Schedule” that must include the position title for every position, its pay rate, and time base; and

WHEREAS, the City completed organizational studies for Public Works, Maintenance and Utilities, Parks and Recreation, and Human Resources, and now wishes to amend the classification plan to add, delete or update job classifications consistent with proposed improvements to the City’s operations and organizational structure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon does hereby

1. Add the classifications of Chief Plant Operator, Deputy City Clerk-Community Development Department (Represented), Human Resources Analyst I/II, Human Resources Manager, Human Resources Technician, Management Analyst I/II (Represented) and Recreation Specialist as attached hereto as Exhibits A - G.
2. Remove the classifications of Maintenance & Utilities Director, Administrative Services Director and Aquatics Supervisor.
3. Amend the classifications of Deputy Public Works Director to Assistant Director of Public Works, Deputy City Clerk (Unrepresented), Maintenance Worker I/II/III, Management Analyst I/II (Unrepresented), Recreation Coordinator, Recreation Manager and Recreation Supervisor as attached hereto as Exhibits H - N.
4. Authorize the City Manager to execute side letter agreements to the current Memorandums of Understanding with the Teamsters and update the Unrepresented Compensation Program as necessary to implement the actions of this resolution.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, City Clerk

William D. Ross, City Attorney

CHIEF PLANT OPERATOR

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

DEFINITION

Under the general direction, participates in and supervises the day-to-day technical duties necessary to operate and maintain the City's wastewater or water treatment plants and related facilities to meet water quality regulations; serves as the Chief Operator (water) or Chief Plant Operator (wastewater) in accordance with State of California regulations; performs duties requiring specialized knowledge; and provides technical support to assigned supervisor

DISTINGUISHING CHARACTERISTICS

The Chief Plant Operator provides first-line supervision to Plant Operators. The incumbent has overall functional responsibility for planning and supervising the work of assigned staff. The Chief Plant Operator is a fully qualified plant operator who is capable of efficiently operating the water treatment or wastewater plant when necessary. The Chief Plant Operator will be assigned to either the Water Treatment Facility or the Water Reclamation Facility and will be appropriately certified as required by the State of California.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Wastewater Systems Manager or the Water Systems Manager and performs duties without immediate supervision. The Chief Plant Operator provides direct and indirect supervision to Plant Operators and other assigned City staff.

EXAMPLES OF DUTIES

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

- Supervises, prioritizes, plans, assigns, and reviews the work of staff involved in water or wastewater treatment operations;
- Directs the more complex operating adjustments;
- Serves as Chief Operator or Chief Plant Operator in accordance with California standards and requirements, performs all duties required of that role, and ensures compliance with State and Federal regulatory operating requirements;
- Complete and submit reports to maintain compliance with regulatory requirements;
- Recommends and assists in the implementation of goals and objectives;
- Establishes schedules and methods for treatment plant operations;
- Implements policies and procedures;
- Evaluates operations and activities of assigned responsibilities;
- Recommends improvements and modifications;
- Prepares various reports on operations and activities, including development and distribution of standard operating procedures for plant operation and safety;
- Performs plant safety inspections and prepares work orders to correct deficiencies;
- Conducts operational inspections of plant equipment and facilities to locate and direct needed repairs and preventive maintenance;
- Oversee and coordinate facility maintenance to ensure regulatory compliance;

- Reviews daily plant records to ensure compliance with operating conditions and parameters established by the Water Systems or Wastewater Systems Manager;
- Oversees and maintains the quality assurance of plant analytical equipment;
- Interfaces with private contractors in the performance of City contracts;
- Participates in budget preparation and administration by preparing cost estimates for budget recommendations, submitting justifications for staff, equipment, supplies, and materials, and assisting in monitoring and controlling expenditures;
- Performs and assists in a variety of personnel actions, including performance evaluations, training, selection, and disciplinary actions;
- Assists with research and project development and implementation;
- Oversees and enforces the safety program;
- Perform all duties associated with Plant Operator classification as necessary;
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Being an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Answers questions and provides information to the public;
- Investigates complaints and recommends corrective action as necessary to resolve complaints;
- Interfaces closely with laboratory and plant maintenance personnel to optimize treatment processes;
- Acts in the absence of assigned supervisor.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Complex operating principles of water treatment/distribution or wastewater treatment/collections, facilities, and related systems and equipment in accordance with the scope of duties allowed by State license at the level required for position;
- Methods, materials, tools, and equipment used in the operation and maintenance of water or wastewater treatment plants and related facilities;
- Principles and objectives of biological and chemical processes and laboratory analysis for treatment and control;
- Pertinent Federal, State and local laws, regulations and codes;
- Basic instrumentation and computerized operational control systems;
- Report writing principles;
- Principles and practices of leadership, supervision, training, performance evaluation, budgeting and safety management.
- Common software packages, such as Microsoft Office, and specialized software related to the work of the unit, including SCADA systems.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, develop, and implement operational policies and procedures
- Diagnose operational problems and take effective courses of action;

- Work independently with no direct supervision;
- Coordinate and prioritize multiple projects and deadlines simultaneously;
- Exercise good judgment;
- Respond quickly and effectively in difficult situations;
- Analyze problem situations and make recommendations;
- Supervise, direct, train, mentor, and evaluate subordinate employees, and provide effective leadership;
- Identify and correct safety hazards;
- Identify, interpret and use technical and numerical information including laboratory test results and manufacturer's specifications and manuals;
- Interpret SCADA PLC programming/control strategies for plant operations;
- Maintain accurate records;
- Analyze and prepare work papers, reports and special projects;
- Use computer e-mail, word processing, and spreadsheet programs;
- Use computerized operational control systems utilized in water or wastewater treatment operations
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Qualifications:

Any combination of education, training and experience sufficient to provide the required knowledge and abilities described above is qualifying. Typical qualifications include:

Education:

- Equivalent to a high school diploma or GED certificate.

Experience & Certification:

- One year of experience as a Plant Operator III with the City of American Canyon – OR – Five years of increasingly responsible experience performing wastewater or water treatment system operational duties. An Associate degree in Environmental Science or a closely related field can substitute for one year of required experience. A bachelor's degree in environmental science or a closely related field can substitute for two years of required experience.
- For Wastewater Assignment:
 - Possession of a valid California State Water Resources Control Board Wastewater Treatment Plant Operator Certification Grade IV is a condition of initial and continued employment.
- For Water Treatment Assignment:
 - Possession of a valid California Drinking Water Operator Certification Program T3 Water Treatment Operator certification is a condition of initial and continued employment.
 - Possession of a valid California Drinking Water Operator Certification Program D3 Water System Distribution Operation certification is desirable.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a

case-by-case basis.

Physical Requirements:

Work is performed in an outdoor and treatment plant environment on a year-round basis. (1) Mobility: frequent sitting, standing, walking, bending, stretching, reaching, squatting, climbing, kneeling and twisting; ascending and descending stairs and ladders; frequent use of keyboard; frequent standing for long periods of time. (2) Lifting: frequently up to 50 pounds; occasionally up to 75 pounds. (3) Vision: constant use of overall vision; ability to distinguish colors. (4) Dexterity: frequent grasping; pushing, pulling, fine manipulation, finger and hand coordination. (5) Hearing/Talking: acute hearing to distinguish various sounds, such as audible alarms, voices of co-workers and sounds of operating equipment in both quiet and noisy environments, and to use radios and/or phones. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.

Special Requirements

- Must respond to emergency situations during off-hours as necessary.
- Intermittent weekend and/or evening or other than usual business hours work is required.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Chief Plant Operator	2024			2213	Exempt	2

APPROVED: _____
City Manager

Date: _____

**DEPUTY CITY CLERK –
COMMUNITY DEVELOPMENT DEPARTMENT**

(Represented)

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

DEFINITION

Under general supervision, perform a variety of highly responsible, sensitive, confidential and complex administrative duties in support of the City Clerk, City Manager, City Attorney, Mayor, and City Council; act as a liaison between the City, outside agencies and the public; attend City Council meetings and other public meetings, and prepare meeting agenda, meeting minutes and/or meeting summaries thereof; and act as the City Clerk in their absence.

DISTINGUISHING CHARACTERISTICS

This position reports to the City Clerk or a Department Head, but may receive lead direction from the City Manager and City Attorney. This position is distinguished from the City Clerk in that the latter plans, manages, researches and directs the activities of the City Clerk’s Office and acts as the Elections Official and Filing Official/Filing Officer.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the City Clerk or Department Head, and coordinates with administrative staff in other departments and may exercise supervision over assigned clerical staff.

EXAMPLES OF DUTIES UNIQUE TO THE DEPUTY CITY CLERK POSITION

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

- Serve as first line of contact for their assigned department and refer customers to the appropriate department and/or provide a variety of general information regarding City functions.
- Maintain a tracking system of City agreements, contracts, insurance certificates, ordinances, resolutions, and other documents – including the effective date and expiration date thereof - and communicate important one-time and re-occurring milestones and deadlines thereof to ensure proper follow-up by the contract manager.
- Provide responsible and complex technical administrative support to City Commission(s) or City Council.
- Assist the Filing Officer/Official by maintaining a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests under the Political Reform Act and those required to attend AB1234 Ethics Training.
- Perform complex administrative support duties in support of a department head and the overall operations of the department.
- Serve as the Acting City Clerk in during the absence of the City Clerk.

EXAMPLES OF DUTIES COMMON TO THE DEPUTY CITY CLERK & CITY CLERK POSITIONS

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

- Prepare, proofread, and edit a variety of complex and confidential reports, letters, memoranda, forms, resolutions, and ordinances agreements.
- Independently prepare written and electronic formal correspondence from a rough draft or verbal instructions.
- Serve as clerk, secretary and/or scribe for a variety of meetings during and outside normal work

hours including preparing and distributing meeting agenda prior to and meeting minutes and/or summaries thereafter.

- Serve as a liaison between the City and outside organizations; distribute information to City staff and the public.
- Maintain the legislative history of the City that is easily accessible to the public
- Perform Notary Public duties; certify and record legal documents; certify with the City's seal and attest signatures on ordinances, resolutions, contracts, easements, deeds, and other documents as required.
- Coordinate Public Records Act requests to ensure timely response and full compliance with the Public Records Act.
- Assist with the codification of ordinances in the City's Municipal Code.
- Coordinate with other departments to assist with the research for, and preparation of, staff reports for public meetings.
- Prepare public meeting agenda packet; review packet for completeness; coordinate the duplication and publication of the packet; and, process Council and Committee actions.
- Maintain the department's computerized records management system and coordinate with administrative staff in other departments to ensure compliance with appropriate City policies and guidelines for records retention and destruction.
- Post, publish, and distribute notices for meetings public hearings, and public bid openings.
- Assist the Public Information Officer; prepare and distribute information; organize press conferences and maintain contact with the media; issue information releases to the media and on the City's Public Access Channel.
- Provide training and technical support to City staff in the use of various software packages for agenda item preparation and records management.
- Review, research, and summarize information and assist in the preparation of related reports and correspondence.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Maintain informational material on the City's website. including: city council meeting dates, agendas, packet material, videos; the municipal code; boards and commissions information; election information; access to public records; general information related to the city clerk and city council; and other information to provide the public with ease of access to information and documents.
- Monitor the City's website and upload documents related to the City Clerk's Office and or assigned department.
- Order, receive, and maintain office supplies.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Modern office procedures and equipment including the use of a variety of software applications.
- Software programs used for agenda management, document management, and records management.
- Pertinent local, state and federal regulations related to the retention and release of documents and preparation and publication of agenda items.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and record keeping.
- English usage, spelling, grammar, and punctuation.

- Rules and regulations governing public meetings.
- Pertinent laws, regulations, policies and guidelines related to The Brown Act, The Political Reform Act; the Government Code, the Election Code, the Public Records Act and for records retention.
- Principles and practices of customer service.

Ability to:

- Plan, organize, and schedule office priorities.
- Interpret, apply and explain City policies, procedures, and regulations.
- Independently perform difficult administrative support in a confidential manner.
- Proficiency with various software programs such as Microsoft Office including Word, Excel, and PowerPoint
- Respond to and assist in the resolution of inquiries and complaints.
- Independently prepare correspondence and memorandums.
- Operate and use modern office equipment including a computer and common software.
- Prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Qualifications:

Any combination of education, training and experience sufficient to provide the required knowledge and abilities described above is qualifying. Typical qualifications include:

Education and/or Experience:

- Two years of increasingly responsible office administrative experience, including records management, preferably with experience in a City Clerk's Office.

Certificates (desirable, not required):

- Notary Public Certificate
- Certified Municipal Clerk

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

This position has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- Requires evening and/or weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code

§2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Deputy City Clerk	11/2002			4720	Non-Exempt	4
Deputy City Clerk		4/2019		3104	Non-Exempt	3
Deputy City Clerk Represented	7/2024 Added as Represented Class			4101	Non-Exempt	4

APPROVED: _____ Date: _____
City Manager

HUMAN RESOURCES ANALYST I/II

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

DEFINITION

Under general supervision (Human Resources Analyst I) or direction (Human Resources Analyst II), performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis, classification and compensation, benefits administration, training and development, and employee and labor relations functions; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in the Human Resources Analyst class series are flexibly staffed. Advancement from the Human Resources Analyst I level to the II level is at the discretion of the appointing authority, providing the following criteria are met: (1) gaining the knowledge, skill and experience to meet the minimum qualifications, and (2) demonstration of the ability to independently perform the full scope of assigned duties at the higher-level class.

Human Resources Analyst I: This is the entry level classification in the Human Resources Analyst series. Initially under close supervision, incumbents learn and perform routine professional human resources analytical and administrative work. As experience is gained, assignments become more varied, complex, and difficult. Close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Human Resources Analyst II: This is the journey level classification in the Human Resources Analyst series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources Analyst I/II receives general supervision or direction from the Human Resources Manager, and may exercise direct supervision over technical, administrative and non-regular staff as assigned.

EXAMPLES OF DUTIES

Some duties, knowledge, skills, and abilities may be performed/exercised in a learning capacity for entry-level (I-level) positions.

- Performs a variety of duties in support of various human resources programs and functions including but not limited to recruitment and selection, job analysis, classification and

compensation, benefits administration, training and development, and employee and labor relations; ensures all human resources programs and activities comply with federal, state, and local laws, City policies and procedures, and memorandum of Understanding (MOU) and employee agreement provisions.

- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities; consults with City staff and management and provides training and guidance on the interpretation and application of same.
- Develops and implements recruitment, testing, and selection processes, including developing and evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring managers with the employee selection process; ensures equal employment opportunity for candidates; and ensures recruitment and selection processes comply with the City's policies and procedures and applicable state and federal guidelines.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and modifies existing classification specifications; conducts compensation studies for new and existing classifications; determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation strategies and programs; responds to external compensation surveys.
- Plans, researches, develops, coordinates, schedules, and implements training and development programs and strategies including orientation and onboarding, training, workshops, and performance management programs; conducts trainings as needed.
- Coordinates the orientation and enrollment of employees into benefit plans; acts as liaison with benefit carriers to address claims or issues; reviews and evaluates service delivery and cost effectiveness of benefits plans; makes recommendations for improvement and ensures maximum effective service provision; interprets provider contracts, policies, and procedures.
- Investigates employee complaints and works with and counsels management regarding disciplinary issues; recommends and implements corrective action.
- Assists in labor relations activities including negotiations and contract interpretation; confers with employee groups to discuss proposals; ensures effective communication of issues.
- Participates in the planning, development, implementation and maintenance of the City's self-insurance, liability, and worker's compensation programs; participates in identifying, selecting, implementing, and monitoring programs designed to reduce frequency and severity of loss to City personnel, City property, and private property.
- Conducts a variety of organizational studies and manages special projects; researches and analyzes industry data and best practices; evaluates alternatives and develops change recommendations; prepares and presents findings and reports to section management.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Provides information to City staff, other organizations, and the community, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; coordinates and ensures compliance with established records retention schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, technologies, regulations, and new developments in the field of human resources.
- Organizes and maintains accurate and detailed databases, files, and records.

- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of human resources management and administration of human resources programs and functions in a public agency setting.
- Policies, procedures, practices, and methods related to workers' compensation and liability claim processing and administration.
- Effective recruitment, examination, and selection methods and techniques.
- Benefits administration, public pay administration, position classification, and salary surveys.
- Fundamental aspects of labor negotiations and the interpretation and administration of collective bargaining agreements.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Recordkeeping principles and procedures
- Pertinent federal, state, and local laws, codes, rules, and regulations governing labor, benefits, workers' compensation, and safety.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide appropriate human resources and risk management services and advice to City departments and employees.
- Analyze jobs and salaries and prepare sound classification and compensation recommendations.
- Perform diverse recruitment and selection tasks and ensure compliance with mandated regulations.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Coordinate recruitment, selection and testing processes.
- Coordinate the administration of assigned risk management and safety programs and functions.
- Review worker's compensation and liability insurance claim documents for completeness and accuracy.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employers, and other matters affecting City employee relations.
- Accurately explain applicable employee benefit and retiree programs.
- Analyze personnel situations accurately and recommend an effective course of action.
- Write concise, effective reports and presentations; proofread documents accurately; give presentations.
- Make complex mathematical and limited statistical calculations with accuracy.
- Understand, interpret, explain, and apply programs, regulations, procedures, and guidelines.
- Maintain and update accurate records and files.

- Research, analyze, and evaluate programs, policies, and procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Typical Qualifications:

Education and Experience:

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

- Human Resources Analyst I:
 - At least two years of progressively responsible experience as a Human Resources analyst with another government agency - OR –
 - Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, public or business administration, or a directly related field – OR –
 - Two (2) years of increasingly responsible technical or professional human resources related experience and enrolled in the Tuition Reimbursement Program in an academic program applicable to the responsibilities and requirements of the position or a closely related field.
- Human Resources Analyst II:
 - Two (2) years of increasingly responsible human resources administration experience at a level equivalent to the City's class of Human Resources Analyst I – AND –
 - Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, public or business administration, or a directly related field.
 - Possession of a master's degree in human resources management, public or business administration, or other related field is desirable.

License Requirement:

May require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- May require evening and weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Human Resources Analyst I/II	7/2024			6310/ 6311	Exempt	6

APPROVED: _____

City Manager

Date: _____

HUMAN RESOURCES MANAGER

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

DEFINITION

Under general direction from the Assistant City Manager, plans, organizes, oversees, coordinates, and manages the staff and operations of the City's human resources and risk management programs, including recruitment, selection, employee benefits, employee and labor relations, human resources information systems, classification and compensation, employee training and development, general liability, workers' compensation, and safety management and training; exercises direct supervision over professional, technical, and administrative support staff; provides employment related services and advice to City departments and employees; provides services related to insurance and tort liability claims against the City; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Assistant City Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the City's human resources and risk management programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, recommendation and implementation of policies and procedures related to risk management and human resources functions and programs, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources Manager receives general direction from the Assistant City Manager, and exercises direct and indirect supervision over division personnel.

EXAMPLES OF DUTIES

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

- Plans, manages, and oversees the daily functions, operations, and activities of City's human resources and risk management programs, including recruitment, selection, employee benefits, employee and labor relations, human resources information systems, classification and compensation, employee training and development, general liability, workers' compensation, and safety management and training.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Directs the recruitment, examination, selection, pre-employment, and background processes; oversees personnel transactions including onboarding, promotions, demotions, transfers, and personnel records; ensures proper training set-up with hiring department.
- Directs and participates in the administration of the classification and compensation plan; establishes and updates job classifications and salary ranges for positions; initiates and conducts wage and benefit surveys; analyzes, evaluates and makes recommendations on proposed job classifications.
- Establishes and administers the performance appraisal program; oversees facilitation of training programs and career development opportunities.
- Facilitates the City's employee benefits programs; coordinates medical, dental, and vision insurance plans with brokers; participates in the design and structure of new benefit programs and improvement of existing benefit plans; provides a full range of benefits counseling to staff and management regarding the California Public Employees' Retirement System (CalPERS), tax-deferred programs, disability, leaves of absence, and all health insurance programs.
- Administers disciplinary policies and procedures and provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedure; participate in hearings and assist management staff in preparing and processing responses to grievances.
- May serve as the Human Resources Officer, as term is defined in the Human Resources Policies and Practices Manual.
- Participates in Citywide labor negotiations by providing information and serving as backup negotiator; administers the provisions of existing employee contracts and agreements; advises staff regarding provisions of contract, as appropriate.
- Oversees and coordinates safety and risk management programs; including policies and programs related to property damage, public liability, and worker's compensation; may serve as the City's Chairperson of the General Safety Committee.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources and risk management; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration.
- Technical, legal, financial, and public relations challenges associated with the management of human resources programs.
- Principles and practices of labor/management relations, including negotiation and contract administration techniques.
- Principles and procedures of recordkeeping and records management.
- City and mandated safety rules, regulations and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the City's human resources and risk management programs.
- Maintain confidentiality while operating under required reporting laws and regulations.

- Effectively oversee and perform recruitment and selection, benefits administration, employee and labor relations, labor law compliance, organizational training and development, and classification and compensation functions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Typical Qualifications:

Education and Experience:

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

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, employee and labor relations, organizational development, business or public administration, or a directly related field and
- Four (4) years of increasingly responsible experience in human resources, employee and labor relations, risk management or other professional related field as may be needed in a local government environment at the level of Human Resources Analyst II.

License Requirement:

May require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading

and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- May require evening and weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Human Resources Manager	7/2024			6309	Exempt	6

APPROVED: _____
City Manager

Date: _____

HUMAN RESOURCES TECHNICIAN

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

DEFINITION

Under general supervision, performs a variety of specialized and confidential technical and office administrative duties in support of the City's human resources and risk management programs; provides assistance with the recruitment, examination, and employee onboarding processes, salary administration, and insurance and benefit programs; provides or facilitates the provision of information on recruitment, testing, benefits, and other Human Resources programs to candidates for employment, City management and staff, and the general public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This journey level classification is responsible for independently performing confidential administrative support duties in support of the City's human resources and risk management programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources Technician receives general supervision from the Human Resources Analyst I/II and/or Human Resources Manager, and may exercise direct or indirect supervision of lower-level clerical personnel as assigned.

EXAMPLES OF DUTIES

Some duties, knowledge, skills, and abilities may be performed/exercised in a learning capacity for entry-level (I-level) positions.

- Prepares, coordinates, and administers selection procedures, including, but not limited to job announcement and advertisement preparation, applicant screening, written and oral performance testing, background checks, and employee onboarding procedures.
- Prepares all written material associated with the selection processes, including informational brochures, interview questions and rating sheets, and notification letters.
- Assists in obtaining oral rating panel members; instructs the panel and monitor oral board proceedings as appropriate.
- Coordinates candidate notification processes during all steps of the recruitment, examination, and onboarding process.
- Schedules live scan fingerprinting and pre-employment drug, and medical, TB testing; within specified guidelines, advises hiring department regarding results.
- Confers with HR Analyst, HR Manager, and department representatives regarding job content, desired selection processes, potential recruitment sources, raters, and subject matter experts.
- Conducts new employee orientation sessions; processes benefit enrollment and forms; explains City human resources policies and procedures; provides information on benefit plans and enrollment requirements.
- Reviews, verifies, and processes a variety of employee personnel and payroll documents, such as new hires, leaves, terminations, and promotions; corrects errors and enters information into an automated personnel/payroll information system.

- Monitors performance evaluation dates and provides notification and appropriate forms to staff.
- Provides technical support for labor relations processes, including researching information and statistics to support the labor relations negotiation team.
- Assists with workers' compensation and liability claim processing; maintains related records and communicates and coordinates with third-party administrators, employees, and supervisors and management regarding claims activities.
- Researches, compiles, and analyzes data for a variety of human resources and risk management projects and reports; ensures compliance with employment laws.
- Prepares various forms of correspondence and communication including letters, reports, bulletins, announcements and memoranda; maintains electronic communication information; provides salary or benefit information and employment verification information as requested.
- Provides information and general assistance to City staff and the public regarding personnel rules, policies, and procedures.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public sector human resources administration, including recruitment, testing and selection, salary and benefits analysis, leaves administration, and employee engagement and recognition.
- Recruitment and selection methods and processes including creating and posting jobs, screening applications, and scheduling tests and interview/selection panels.
- Business arithmetic and basic statistical techniques.
- Principles and practices of research, data collection, and report preparation.
- Record-keeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical and administrative support to the City's human resources and risk management systems and programs.
- Review human resources documents for completeness and accuracy.
- Assist in multiple tasks within the recruitment, testing, and selection process.
- Review and reconcile employee benefit records.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Develop, organize, and maintain accurate reports and complex filing systems.
- Understand and apply a wide variety of human resources and risk management regulations, policies, and procedures.

- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting City employee relations.
- Enter data into a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Make accurate mathematical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Typical Qualifications:

Education and Experience:

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

- Equivalent to an associate degree from an accredited college or university with coursework in human resources, business or public administration or a directly related field and
- Three (3) years of office administrative support experience or technical support experience in a human resources setting.

License Requirement:

May require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- May require evening and weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may

be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Human Resources Technician	7/2024			3106	Exempt	3

APPROVED: _____

City Manager

Date: _____

MANAGEMENT ANALYST I
MANAGEMENT ANALYST II

(Represented)

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

DEFINITION

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for the City Manager or a department head; to direct and manage assigned special projects and programs such as the city's economic development program or city clerk services, contracts and grants administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from city management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, development of options, making recommendations and reporting of data dealing with complex problems and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies.

DISTINGUISHING CHARACTERISTICS

Management Analyst I/II is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and, (3) is assigned and performs the duties of the expert level as defined in the Distinguishing Characteristics of the Management Analyst II below.

Management Analyst I is the advanced journey level class and serves as the entry level into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general economic development, housing, or internal support such as projects related to budget, finance, personnel, contracts and grants, procurement, public outreach, city clerk functions, or other assignments; compiles and analyzes data; participates in design and implementation of systems and procedures.

Management Analyst II is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area rather than general municipal administration and analytical support. This level is responsible for performing the full range of specialized and technical duties in such areas as economic development, human resources management, financial analysis and budget development, contracts and grants administration, community engagement, city clerk functions, and other identified technical support activities to the City. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly

specialized knowledge, skills, experience, and the ability to exercise independent judgement in the performance of their duties.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the City Manager or Department Head, and may exercise direct supervision over professional, technical, administrative, and non-regular staff.

EXAMPLES OF DUTIES

For Management Analyst I, duties are performed at the journey level; for Management Analyst II, duties are performed at advanced journey/expert level.

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

- Perform a variety of administrative and analytical support functions for the City Manager or a department head, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.
- Participate on a variety of committees, commissions, and boards; prepare and present staff reports and other necessary correspondence.
- Implement and administer various programs and projects for the City Manager or a department head handle specialized projects that include economic development, human resources, financial analysis and budget development, grants and contracts administration, housing, records management, etc.; provide input and feedback on programs.
- Lead, coordinate, and manage civic engagement activities and projects; conduct outreach and develop surveys and/or other methods of getting community and/or business input; summarize and report results.
- When assigned economic development responsibilities, develop economic goals, objectives, and policies; prepare and maintain demographic, market, and real property databases; conduct market feasibility studies; respond to inquiries concerning industrial and commercial development opportunities; and assist businesses with site location process.
- Prepare applications for financing, tax credits, and grants; administer federal and state grant programs such as CDBG.
- Research, compile, and analyze information from various sources; prepare reports recommendations; make presentations to the City Manager and City Council.
- When assigned the human resources function, perform a wide variety of personnel functions, including the coordination of employee recruitments, establish and update of job classifications, facilitation of training programs and opportunities, and assist with safety and risk management programs.
- Interpret and explain City policies and standards to members of the public and the business community; provide information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.
- When assigned to financial analysis and budget development, the incumbent, under general direction, will perform a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and City-wide financial projects and programs including budget implementation, coordination, revision, review, evaluation and monitoring; create complex financial forecasts and analyses, monitor and provide water and wastewater enterprise funds analysis and financial forecasts, and organize and prepare council reports.

- Direct the work activities of assigned personnel; prioritize and coordinate work assignments and review work for accuracy.
- Coordinate, collaborate, and work closely with department heads and management staff on assigned projects; provide input and feedback as appropriate.
- Establish and maintain positive working relationships with representatives of community organizations, state and local agencies and associations, City management, staff, and the general public.
- When assigned City Clerk responsibilities, attend all City Council meetings as City Clerk and prepare minutes; maintain accurate records pertaining to agreements, ordinances, resolutions and other documents to ensure proper follow-up; accept subpoenas, summons and complaints on behalf of the City and maintain a litigation log; implement and coordinate the City's records management system; ensure proper posting of all agendas, notices, bid openings; administer Oath of Office for City Council and staff; serve as the City's Election Officer and coordinate all municipal election activities; coordinate City's Public Access channel.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of economic development.
- Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.
- Methods of research, program analysis, report preparation, and data analysis/statistics.
- Public relations techniques.
- Practices and procedures of grant writing and administration.
- Principles and practices of personnel administration.
- Principles and procedures of recordkeeping and records management.
- Principles and practices of program development and administration.
- Principles and practices of city clerk functions.
- Modern office procedures, methods, and equipment, including computers.
- Pertinent federal and state, and local laws, codes, and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.
- Supervisory practices and principles.

Ability to:

- Organize and direct the work of assigned staff.
- Understand the organization and operation of City departments and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze complex financial data, reports, studies, and financial records.
- Work independently in the absence of supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.
- Interpret, apply, and explain City policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility.
- Prepare effective and complete staff reports and make presentations.
- Exercise tact, initiative, discretion, and good judgement within general policy and procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with City officials, managers and staff, developers, civic groups, various agency representatives, and the public.
- Exemplify an effective customer service attitude with the public, officials, and co-workers.
- Effectively act a project manager for various community development, outreach, housing, and/or economic development activities.

Typical Qualifications:

Any combination of education, training and experience sufficient to provide the required knowledge and abilities described above is qualifying. Typical qualifications include:

Experience and Education:

Management Analyst I

- At least two years of progressively responsible experience as a management analyst with another government agency -OR-
- A Bachelor's degree from an accredited college or university in political science, business or public administration, public policy, urban planning, finance or other related field applicable to the responsibilities and requirements of the position – OR -
- Two years with the city of American Canyon in a progressively responsible administrative support position and at least one year performing analytical or program management duties and enrolled in the Tuition Reimbursement Program in an academic program applicable to the responsibilities and requirements of the position or closely related field.

Management Analyst II

- Two to three years of experience as a Management Analyst I or performing increasingly responsible analytical and/or program management duties directly related to area of assignment, preferably in a municipal government setting – AND-
- A Bachelor's degree from an accredited college or university in political science, business or public administration, public policy, urban planning, finance or other field applicable to the responsibilities and requirements of the position.
- Possession of a Master's degree in public or business administration is desirable.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

All Levels – Each level in the Management Analyst series has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- May require evening or weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Management Analyst I	1/2002	Revised and Became Conf. 7/07; Revised and retitled 8/12	To Management Analyst I from Management Analyst	6303	Exempt	3
Management Analyst II	2/5/13			6304	Exempt	3
Management Analyst I/II		4/2015- Added City Clerk functions		6303/ 6304	Exempt	3
Management Analyst I/II		8/2015- Clarified Budget/Finance Functions		6303/ 6304	w	3
Management Analyst I/II - Represented	7/2024 Added as Represented Class			2310/ 2311	Exempt	2

APPROVED: _____
City Manager

Date: _____

RECREATION SPECIALIST
(Temporary)

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

DEFINITION

Under general supervision, plans, organizes, coordinates, develops, implements, promotes, and evaluates assigned recreation program activities, and provides lead direction to lower-level recreation staff and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Supervisor or other higher-level supervisory or management position. Receives lead direction from a Recreation Coordinator. Exercises technical and functional direction over lower-level temporary recreation staff.

DISTINGUISHING CHARACTERISTICS

Employment in this temporary, at-will job class is restricted to assignments that are temporary in nature. The Recreation Specialist is distinguished from the Recreation Coordinator in that the latter is typically filled on a permanent, full-time basis and provides lead direction to the former.

EXAMPLES OF DUTIES

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

- Plan, organize, implement, and lead assigned recreation program activities.
- Assist in the development, recommendation, and implementation of goals, objectives, policies, procedures, and work standards for assigned program.
- Monitor day-to-day operations of recreation program and events, including making site visits and resolving complaints.
- Formulate and organize program plans and schedules for seasonal and year-round activities related to program areas.
- Provide lead direction to staff in assigning and scheduling work.
- Train lower-level staff and volunteers in program activities and ensure compliance with safety procedures.
- Review work area and ensure it is safe and appropriate for all employees and participants.
- Coordinate program marketing efforts through news releases, posters, flyers, web pages, mailing lists and other methods.
- Monitor supplies and equipment for assigned programs; maintain adequate supply inventory; ensure equipment is operational and safe; advise supervisor of needed repairs or replacement.
- Prepare clear and comprehensive written reports as requested.
- Respond to citizen concerns and requests.
- Attend department meetings as requested.
- Answer the telephone and assist and register customers as needed.

- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and techniques of planning, organizing, and implementing assigned recreation programs.
- Techniques of effective customer service.
- Record keeping practices.
- Practices and principles of first aid and CPR lifesaving.
- Knowledge of child development processes and principles.
- Computer programs and related software.
- Practices of training and providing technical and functional direction to staff.

Ability to:

- Lead a variety of recreation program activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Evaluate success and make improvements that increase customer satisfaction by completing and implementing participant surveys, hosting debriefing sessions with staff, and developing reports.
- Lead, organize, and review the work of staff and volunteers.
- Lead and instruct individuals and groups in assigned programs.
- Elicit community and organizational support for programs overseen.
- Respond to requests and inquiries from the general public.
- Interpret and enforce policies and procedures.
- Maintain files and monitor and track fees and payments.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Education and Experience:

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

- High school diploma or equivalent and:
- Experience in the field of recreation, leisure services, or a closely related field, preferably equivalent to a Recreation Leader with the City of American Canyon with experience in recreation program development and implementation.

Certificate Requirement:

- For assignment in all program areas, American Red Cross First Aid, CPR/AED must be obtained within the first three (3) months of employment and maintain throughout employment.

- For assignment in aquatics-related program areas, incumbents must possess the following certifications at the time of appointment and maintain throughout employment:
 - American Red Cross Basic First Aid, CPR/AED for the Professional Rescuer
 - American Red Cross Lifeguard Training
 - American Red Cross Lifeguard Instructor
 - American Red Cross Water Safety Instructor
 - First Aid for Safety Personnel (Title 22)

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- May require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Program Coordinator	1992	5/2006		5603	Non-Exempt	5
Program Coordinator		7/2015		5603	Non-Exempt	5
Recreation Specialist		7/2024	7/2024	5610	Non-Exempt	5

APPROVED: _____
 City Manager

Date: _____

ASSISTANT DIRECTOR OF PUBLIC WORKS
(UTILITIES & ENVIRONMENTAL SERVICES)

(Unrepresented)

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

DEFINITION

Under the general direction of the Public Works Director, oversees and manages the overall activities of the City's Utilities, including water treatment, long-term water supply, wastewater treatment, water quality control and environmental compliance, recycled water treatment; participates as a member of the Department Management Team in policy development, administrative planning and addressing of departmental problems; provides highly responsible and complex support to upper management; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Public Works (Utilities & Environmental Services) differs from the Public Works Director in that the former is responsible for all of the City's municipal utilities functions, including the Environmental Services Division, Wastewater Division, and the Water Division while the latter is responsible for the overall management of the entire Public Works Department including utilities, development services, and engineering.

The Assistant Director is distinguished from the Wastewater Operations Manager, Water Systems Manager, and the Environmental Services Manager positions in that the former is responsible for the long-term planning and oversight and the latter is responsible for the day-to-day planning and operations for assigned division work program.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Public Works Director, and exercises direct and indirect supervision over mid-management, supervisory, professional, technical, administrative, and non-regular staff within the Public Works Department.

EXAMPLES OF DUTIES

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

- Assume management responsibility for Public Works Department services and activities pertaining to all functions within water, including long-term water supply, wastewater, and water quality control; recommend and administer policies and procedures.
- Ensure implementation of comprehensive environmental compliance programs related to the departmental operations.
- Provide functional oversight for elements of the water and wastewater systems supervised by others.
- Prepare, monitor and review the water, wastewater, and recycled water enterprise fund budgets, including planning functions, approval of purchase order requests, and progress payments for programs/projects.
- Manage and coordinate all activities regarding water, wastewater and recycled water

operations and maintenance problems; answer questions from the general public, contractors, regulatory agencies, consultants, outside public agencies and special interest groups.

- Lead the utility rate review and rate-setting process.
- Manage the Water, Wastewater, and Recycled Water Connection Fee Program.
- Provide input to the Public Works Director on infrastructure needs of the City with suggestions for financing; reviews and recommends standards for infrastructure; including review of City standards, and current City ordinances.
- Develop, implement and monitor long-term goals and objectives, and organize and manage project staff, schedules and budgets to ensure program success.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned areas, policies, and procedures.
- Analyze and interpret new and proposed legislation to determine potential impacts on Public Works programs and operations.
- Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, divisional work plans; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with management staff to identify and resolve problems.
- Select, train, motivate, and evaluate Public Works Department personnel; provide and coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Participate in the development and administration of the Public Works Department and Capital Improvement Program budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Manage and administer engineering consulting and construction contracts in coordination with the Public Works Engineering Division, as appropriate; review work to ensure compliance with specifications, and related documents; ensure compliance with codes, ordinances, and standards.
- Attend various commissions/committees and other public meetings and make presentations of proposals, staff reports, and recommendations related to public works projects.
- Explain, justify, and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other City departments, elected officials, outside agencies, and organizations.
- Provide staff assistance to the Public Works Director, City Manager and City Council; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and engineering.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Operations, services, and activities of comprehensive public works programs, including water, wastewater, and recycled water operations, and street and storm drain maintenance.
- Principles and practices of civil engineering.
- Principles and practices of environmental compliance.
- Advanced principles of design and construction management.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities within the Public Works Department.
- Review and evaluate plans, specifications, and construction estimates for public works projects.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Effectively allocate limited resources.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Qualifications:

Any combination of education, training and experience sufficient to provide the required knowledge and abilities described above is qualifying. Typical qualifications include:

Education:

- A Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering or a closely related field.

Experience:

- Seven years of increasingly responsible experience in management and administration of public works operations, including experience in one or more of the following: wastewater collection systems and treatment systems, recycled water distribution systems, water treatment and distribution systems, and environmental services.

- Four years of management or supervisory experience.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

The Assistant Director of Public Works has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Certificates:

- Possession of, or ability to obtain, a Grade III Wastewater Operator Certification issued by the California State Water Resources Control Board is desirable.
- Possession of, or ability to obtain, a Grade T3 Drinking Water Treatment Certification from the California State Water Resources Control Board is desirable.
- Possession of, or ability to obtain, a Grade III Wastewater Collection System certificate as issued by the California Water Environment Association at time of appointment is desirable.
- Possession of, or ability to obtain, a Grade III Water Distribution System certificate as issued by the State Water Resources Control Board at time of appointment is desirable.
- Possession of a State of California Professional Engineer's registration at time of appointment is desirable.

Physical Requirements:

Work is performed in a treatment plant environment. (1) Mobility: frequent use of keyboard; frequent standing for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.

Special Requirements

- Must respond to emergency situations in off-hours as necessary.
- Intermittent weekend and/or evening or other than usual business hours work is required.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Deputy Public Works Director-Utilities	2015			1008	Exempt	1
Deputy Public Works Director-Utilities		2022		6209	Exempt	6
Assistant Director of Public Works (Utilities and Environmental Services)	7/2024 Revised and Retitled			6210	Exempt	6

APPROVED: _____
City Manager

Date: _____

DEPUTY CITY CLERK
(Unrepresented, Confidential)

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

DEFINITION

Under general supervision, perform a variety of highly responsible, sensitive, confidential and complex administrative duties in support of the City Clerk, City Manager, City Attorney, Mayor, and City Council; act as a liaison between the City, outside agencies and the public; attend City Council meetings and other public meetings, and prepare meeting agenda, meeting minutes and/or meeting summaries thereof; and act as the City Clerk in their absence.

DISTINGUISHING CHARACTERISTICS

This position reports to the City Clerk, but may receive lead direction from the City Manager and City Attorney. This position is distinguished from the City Clerk in that the latter plans, manages, researches and directs the activities of the City Clerk's Office and acts as the Elections Official and Filing Official/Filing Officer. This position coordinates with administrative staff in other departments and may exercise supervision over assigned clerical staff.

EXAMPLES OF DUTIES UNIQUE TO THE DEPUTY CITY CLERK POSITION

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

- Serve as first line of contact on the City's main telephone line and email address; refer customers to the appropriate department and/or provide a variety of general information regarding City functions.
- Maintain a tracking system of City agreements, contracts, insurance certificates, ordinances, resolutions, and other documents – including the effective date and expiration date thereof - and communicate important one-time and re-occurring milestones and deadlines thereof to ensure proper follow-up by the contract manager.
- Provide responsible and complex technical administrative support to the City Clerk, City Manager, Assistant City Manager, City Attorney, Mayor, and City Council.
- Assist the City's Election Official by preparing election notices, reports, handbooks, and other election related materials for the candidates, proponents of ballot measures, and the public in a manner that is consistent with the Elections Code; coordinate election timelines and materials with the County Registrar of Voters; and assist with coordination of political information meetings.
- Assist the Filing Officer/Official by maintaining a log of all elected and appointed officials, staff and consultants required to file Statements of Economic Interests under the Political Reform Act and those required to attend AB1234 Ethics Training.
- Provide backup to administrative support staff in other departments as necessary.
- Serve as the Acting City Clerk in during the absence of the City Clerk.

EXAMPLES OF DUTIES COMMON TO THE DEPUTY CITY CLERK & CITY CLERK POSITIONS

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

- Prepare, proofread, and edit a variety of complex and confidential reports, letters, memoranda, forms, resolutions, and ordinances agreements.
- Independently prepare written and electronic formal correspondence from a rough draft or verbal instructions.
- Serve as clerk, secretary and/or scribe for a variety of meetings during and outside normal work hours including preparing and distributing meeting agenda prior to and meeting minutes and/or

- summaries thereafter.
- Serve as a liaison between the City and outside organizations; distribute information to City staff and the public.
 - Maintain the legislative history of the City that is easily accessible to the public
 - Perform Notary Public duties; certify and record legal documents; certify with the City's seal and attest signatures on ordinances, resolutions, contracts, easements, deeds, and other documents as required.
 - Coordinate Public Records Act requests to ensure timely response and full compliance with the Public Records Act.
 - Assist with the codification of ordinances in the City's Municipal Code.
 - Accept subpoenas, summons and complaints on behalf of the City and maintain City litigation log.
 - Coordinate with other departments to assist with the research for, and preparation of, Council meeting staff reports.
 - Prepare public meeting agenda packet; review packet for completeness; coordinate the duplication and publication of the packet; and, process Council and Committee actions.
 - Maintain the City's computerized records management system and coordinate with administrative staff in other departments to ensure compliance with appropriate City policies and guidelines for records retention and destruction.
 - Post, publish, and distribute notices for meetings public hearings, and public bid openings.
 - Administer Oath of Office for City officials and staff.
 - Recruit for vacancies on boards, commissions, and committees and maintain an accurate legislative history of appointments and records of memberships.
 - Assist the Public Information Officer during emergencies; prepare and distribute information; organize press conferences and maintain contact with the media; issue information releases to the media and on the City's Public Access Channel.
 - Provide training and technical support to City staff in the use of various software packages for agenda item preparation and records management.
 - Review, research, and summarize information and assist in the preparation of related reports and correspondence.
 - Compile data for special projects; collect and assemble data and background materials for a variety of reports.
 - Maintain informational material on the City's website including: city council meeting dates, agendas, packet material, videos; the municipal code; boards and commissions information; election information; access to public records; general information related to the city clerk and city council; and other information to provide the public with ease of access to information and documents.
 - Monitor the City's website and upload documents related to the City Clerk's Office.
 - Accept and process passport applications; review documentation to ensure completeness and respond to questions regarding process.
 - Coordinate for the maintenance of office equipment; order, receive, and maintain office supplies.
 - Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
 - Schedule meetings and appointments for the City Manager, Assistant City Manager, Mayor, and Council; screen office visits and telephone calls; prepare routine correspondence.
 - Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office procedures and equipment including the use of a variety of software applications.
- Software programs used for agenda management, document management, and records management.
- Pertinent local, state and federal regulations related to the retention and release of documents and

preparation and publication of agenda items.

- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and record keeping.
- English usage, spelling, grammar, and punctuation.
- Rules and regulations governing public meetings.
- Pertinent laws, regulations, policies and guidelines related to The Brown Act, The Political Reform Act; the Government Code, the Election Code, the Public Records Act and for records retention.
- Principles and practices of customer service.

Ability to:

- Plan, organize, and schedule office priorities.
- Interpret, apply and explain City policies, procedures, and regulations.
- Independently perform difficult administrative support in a confidential manner.
- Proficiency with various software programs such as Microsoft Office including Word, Excel, and PowerPoint
- Respond to and assist in the resolution of inquiries and complaints.
- Independently prepare correspondence and memorandums.
- Operate and use modern office equipment including a computer and common software.
- Prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and/or Experience:

Two years of increasingly responsible office administrative experience including records management, preferably with experience in a City Clerk's Office.

Certificates (desirable, not required):

- Notary Public Certificate.
- Certified Municipal Clerk
- Ability to obtain certification as a Passport Acceptance Agency

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

This position has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- Requires evening and/or weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Deputy City Clerk	11/2002			4720	Non-Exempt	4
Deputy City Clerk		4/2019		3104	Non-Exempt	3
Deputy City Clerk		7/2024 Clarified Emergency Worker Status	7/2024 Clarified Unrepresented Status	3104	Non-Exempt	3

APPROVED: _____ Date: _____
City Manager

MAINTENANCE WORKER I
MAINTENANCE WORKER II
MAINTENANCE WORKER III

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

DEFINITION

Under supervision, performs a variety of maintenance and construction duties and operates public works, maintenance and utilities equipment. Initial hires and assignments are made to either the buildings, parks, streets/storm drainage, water distribution, or wastewater collection divisions, although Maintenance Workers may be reassigned to any of the divisions at any time for business or career development reasons.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I/II/III is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties.

Advancement from the II level to the III level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirement, (2) demonstration of the ability to perform the most difficult and complex maintenance/construction work for the preponderance of the time.

At the Maintenance Worker II and III levels, separate minimum qualifications and recruitments are permitted which allow for separate eligibility lists for each work division (Buildings, Parks, Streets/Storm Drainage, Water Distribution, or Sewer Collection). Since the Maintenance Worker I class is the entry level with only minimal experience requirements, there are no separate recruitments conducted and hiring lists established. Rather, only one hiring list is established and all Maintenance Worker I positions are filled from the same list.

Maintenance Worker I is the entry level class. Initially under close supervision, incumbents learn basic maintenance, construction, and safety procedures. As experience is gained, there is greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties.

Maintenance Worker II is the experienced, journey level class, fully competent to independently perform the full range of the assigned maintenance and construction work. Specific duties will vary depending upon the section to which assigned. This class is distinguished from the next higher class of Maintenance Worker III in that the latter performs the most difficult, complex, and specialized maintenance/construction duties which require a higher level of skill and knowledge.

Maintenance Worker III is the advanced journey and highly specialized class. The class is responsible for performing the most difficult, complex, and specialized duties for the

preponderance of the time. Incumbents at this level are highly experienced and capable of handling the most difficult work and equipment across one or more assignments (Buildings, Parks, Streets/Storm Drainage, Water Distribution, Sewer Collection, etc.). Examples of such advanced, specialized duties are: operating complex equipment with a high degree of skill; and, understanding, implementing, and acting as a project lead on projects that involve City standard specifications. This class is distinguished from the Senior Maintenance Worker in that the latter is the lead-worker and is responsible for assigning work to, and reviewing the work of, lower-level Maintenance Workers in addition to handling complex maintenance and construction assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Maintenance Worker I, duties are performed at the entry/trainee level:

Maintenance Worker I/II:

General Duties (for all assignments):

- Perform a variety of skilled, semi-skilled, and unskilled maintenance and construction duties related to buildings, parks, streets/storm drainage, water distribution or wastewater collection.
- Operate maintenance and construction equipment and power tools such as a dump truck, front-end loader, backhoe, grader, paving machine, compressor, jack hammer, paint sprayer, sand-blaster, concrete saw, and other related equipment and tools; maintain and perform preventative maintenance on assigned tools and equipment and related records.
- Respond to emergencies as needed.
- Utilize and adhere to proper safety precautions in all work performed.
- Maintain traffic control by use of signs, barricades, and safety cones.
- Maintain basic records of daily work performed
- Perform related duties as assigned.

For the Building Assignment (in addition to the general duties):

- Perform a variety of semi-skilled and skilled activities including painting, carpentry, electrical repair, plumbing, welding, and other maintenance work as directed.
- Order, track, inventory, and distribute janitorial supplies.
- Perform safety inspections of City buildings and facilities
- Assist other maintenance personnel in a variety of maintenance activities when needed.

For the Parks Assignment (in addition to the general duties):

- Provide manual labor as directed, including digging holes, removing trees, raking, removing trash/litter/debris/graffiti, and planting trees and shrubs.
- Frequently, take daily pool readings and perform maintenance activities including cleaning injection systems and strainers, replacing chemical injection lines, and adjusting chemical dosages.
- Perform carpentry work to replace or repair wooden fences, picnic tables, benches, signs, and par course facilities.

- Plant, prune, and maintain plants and trees.
- Assist in the repair and maintenance of irrigation facilities utilizing recycled water and/or potable water, including controllers, drip systems, pipes, and sprinkler heads.
- Operate and maintain tractor, flail mower, aerator, and fertilizer spreader.
- Mix and spray appropriate herbicides to parks and landscape areas.

Streets/Storm Drainage Assignment (in addition to the general duties):

- Perform manual labor as directed, including digging, shoveling, brooming, removing broken concrete, asphalt, and other materials; clean storm drains and creeks.
- Perform rough concrete work on curbs, gutters, and sidewalks.
- Paint and stripe city streets, curbs, parking lots, and crosswalks.
- Prepare, install, and repair City signposts.
- Assist in forming, pouring, and finishing concrete sidewalks, curbs, gutters, driveway approaches, and catch basins.
- Mix, rake, and compact asphalt.
- Perform storm drain maintenance using appropriate equipment.
- Mix and spray herbicides in Right-of-Way areas.

Water Distribution Assignment (in addition to the general duties):

- Assist in the installation, removal, maintenance, and repair of pipes, valves, hydrants and water meters utilizing recycled water and/or potable water.
- Assist in the repair of potable water, recycled water, and related facilities.
- Read water meters utilizing recycled water and/or potable water
- Sample and document water quality
- Occasionally, take daily pool readings and perform maintenance activities including cleaning injection systems and strainers, replacing chemical injection lines, and adjusting chemical dosages.
- Occasionally, assist in the repair and maintenance of irrigation facilities utilizing recycled water and/or potable water, including controllers, drip systems, pipes, and sprinkler heads.
- Operate and maintain equipment used in maintenance activities including jack hammers, compaction equipment, and air compressors

Sewer Collection Assignment (in addition to the general duties):

- Assist in the installation, removal, maintenance and repair of pipes, valves, pump stations and other parts of the wastewater collection system.
- Operate and maintain vehicles and equipment used in the division.
- Perform work consistent with the Sewer System Management Plan (SSMP)
- Perform semi-skilled duties using equipment, such as a rodder, CCTV equipment and vacuum truck.
- Maintain traffic control including proper placement of cones, barricades and warning signs.
- Respond to collection system maintenance repair emergencies.
- Assist other Divisions as required.

Maintenance Worker III:

General Duties (for all assignments), in addition to the duties of the I/II:

- Handle the most complex and difficult assignments in each section requiring the highest degree of skill.
- Assist with the training of new Maintenance Workers.
- Provide input to the Seniors and Supervisors on work processes, safety issues, and efficiency issues.

Buildings Assignment, in addition to the general duties and the duties of the I/II:

- Oversee various other safety functions for City buildings such as maintenance of evacuation plans, emergency supplies, and first aid kits.
- Acquire and monitor private contractors for performance of routine maintenance (HVAC and pest control) and emergency repairs.
- Maintain inventory of all activities.
- Identify, prioritize, and schedule work needed in building maintenance; if necessary, acquire and monitor private contractors for special projects.
- Prepare procedures and repair manuals for all City buildings.
- Assist in the preparation of RFP's (Request for Proposals) for building and janitorial services and supplies.

Parks Assignment, in addition to the general duties and the duties of the I/II:

- Independently operate and maintain irrigation controllers utilizing recycled water and/or potable water
- Troubleshoot to identify problems in irrigation leaks, controllers, utilizing recycled water and/or potable water, and pool operation.
- Replace and repair irrigation lines, valves, sprinklers, and drip systems utilizing recycled water and/or potable water.
- Spray appropriate herbicides in all park and related areas.
- Operate and maintain the backhoe and dump truck.

Streets/Storm Drainage Assignment, in addition to the general duties and the duties of the I/II:

- Form, pour, and finish concrete for driveways, sidewalks, curb, gutter, and containment areas.
- Prepare area for paving, put in asphalt, rake, and compact.
- Apply herbicides in street right-of-way areas.
- Operate and maintain roller.
- Assist in evaluation of pavement condition for the Pavement Management System.
- Read and interpret plans, maps, specific manuals, drawings, and blueprints.
- Use GPS handheld devices.

Water Distribution Assignment, in addition to the general duties and the duties of the I/II:

- Independently operate backhoe in all areas including use of bucket, use of hoe, and extrication when stuck.
- Install and repair water service lines and mains, recycled water services lines and mains, and sewer mains and laterals.

- Perform potable water and/or recycled water meter system activities including reading and installing meters, installing (AMI) advance meter infrastructure devices, and downloading meter routes.
- Inspect, test, repair, and document activities performed on backflow devices.
- Perform water flushing activities.
- Acquire, document, and provide flow data when necessary.
- Operate and maintain trailer mounted signboard.

Sewer Collection Assignment, in addition to the general duties and the duties of the I/II:

- Read and interpret plans, maps, specific manuals, drawings, and blueprints.
- Use a variety of software programs for handheld devices, CCTV recordings, preventive maintenance, GIS, and SCADA.
- Maintain records of all activities in electronic or paper form.
- Respond to emergency SSO calls. Contact needed personal as required.
- Maintain sewer pump stations alongside operations staff.
- Assist other divisions as required

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Maintenance Worker I/II:

Knowledge of:

- Methods and techniques of general construction, maintenance, and repair related the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Basic techniques of carpentry, plumbing, painting, electrical repair and record-keeping practices.
- Techniques of concrete finishing and repair.
- Occupational hazards and standard safety practices.
- Basic techniques of potable water/recycled water/ wastewater line repair and maintenance.
- Construction principles and practices.

Ability to:

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Operate a variety of vehicles and stationary mechanical equipment safely and effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform a variety of journey level maintenance, construction, and repair work.
- Work independently with minimal supervision.

Maintenance Worker III:

Knowledge of:

- Methods and techniques of asphalt paving, forming concrete and finishing and repair.
- Advanced techniques of potable water/ recycled water/ wastewater line repair and maintenance.
- Advanced techniques of buildings, parks, streets, and creek maintenance.
- Lock/out and tag/out procedures when applicable.
- Building codes and OSHA guidelines.
- City standard specifications and plans and their application to work assignments.

Ability to:

- Identify City approved plants and shrubs and their maintenance needs.
- Perform a variety of advanced journey level assignments in maintenance, construction and repair work in the area assigned, and work independently and set priorities with minimal supervision.

Typical Minimum Qualifications

Experience and/or Education:

High School diploma, GED or equivalent.

Maintenance Worker I

One year of maintenance or construction experience involving manual labor and use of a variety of tools and equipment.

Maintenance Worker II

EITHER: Two years full-time experience as a Maintenance Worker I with the City of American Canyon –OR- Two years of general maintenance and construction work in one or more of the following areas: buildings, parks, streets/storm drainage, potable water distribution/ recycled water or wastewater collection. A relevant degree earned at an accredited academic institution may be substituted for one year of full-time experience.

Maintenance Worker III

EITHER: Two years of full-time experience as a Maintenance Worker II with the City of American Canyon –OR- Four years of general maintenance and construction work in one or more of the following areas: buildings, parks, streets/storm drainage, or potable water distribution / recycles water / wastewater collection.

Certificates & Licenses:

Failure to obtain the following required certificates or licenses within nine months of appointment to the position is cause for release during probation. Failure to maintain any of the required certificates or licenses is cause of discipline up to and including termination.

Assignment	MW I	MW II	MW III
All	Possession of a valid California Class C Driver License at the time of appointment.*		
Building	No Additional Certifications	Maintenance Worker I Certifications and: No Additional Certifications	Maintenance Worker II Certifications and: No Additional Certifications
Parks	<ul style="list-style-type: none"> • Qualified Applicator Certificate (Category B) from California Department of Pesticide Regulation • Certified Pool Operator's Certificate 	Maintenance Worker I Certifications and: No Additional Certifications	Maintenance Worker II Certifications and: No Additional Certifications
Streets/Storm Drainage	<ul style="list-style-type: none"> • Water Distribution Certificate I and/or II from the California State Water Resources Control Board • Possession of a valid California Class A or B Driver License with Tanker Endorsement.* 	Maintenance Worker I Certifications and: <ul style="list-style-type: none"> • Qualified Applicator Certificate (Category C) from the California Department of Pesticide Regulation. • Collections System Maintenance Certificate from the California Water Environment Association • 	Maintenance Worker II Certifications and: No Additional Certifications
Water Distribution	<ul style="list-style-type: none"> • Water Distribution Certificate I and/or II from the California State Water Resources Control Board • Possession of a valid California Class A or B Driver License with Tanker Endorsement.* 	Maintenance Worker I Certifications and: No Additional Certifications	Maintenance Worker II Certifications and: No Additional Certifications
Sewer Collections	<ul style="list-style-type: none"> • Collections System Maintenance Certificate from the California Water Environment Association (CWEA) • Possession of a valid California Class A or B Driver License with Tanker Endorsement.* 	Maintenance Worker I Certifications and: <ul style="list-style-type: none"> • Water Distribution Certificate I and/or II from the California State Water Resources Control Board 	Maintenance Worker II Certifications and: <ul style="list-style-type: none"> • Collections System Maintenance Certificate II from CWEA
* Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.			

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Evening, weekend, shift, standby, and/or on-call work is required.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Maintenance Worker I	01/1992	12/2004 12/2012 11/2021 7/2024		4927	Non-Exempt	4
Maintenance Worker II	01/1992	12/2004 12/2012 11/2021 7/2024		4928	Non-Exempt	4
Maintenance Worker III	12/2004	12/2004 12/2012 11/2021 7/2024		4929	Non-Exempt	4

APPROVED: _____
City Manager

Date: _____

MANAGEMENT ANALYST I
MANAGEMENT ANALYST II
(Unrepresented, Confidential)

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

DEFINITION

Under general direction, to perform a wide variety of administrative and analytical support duties, generally for the City Manager or a department head; to direct and manage assigned special projects and programs such as the city's economic development program or city clerk services, contracts and grants administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from city management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, development of options, making recommendations and reporting of data dealing with complex problems and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies.

DISTINGUISHED CHARACTERISTICS

Management Analyst I/II is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and, (3) is assigned and performs the duties of the expert level as defined in the Distinguishing Characteristics of the Management Analyst II below.

Management Analyst I is the advanced journey level class and serves as the entry level into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general economic development, housing, or internal support such as projects related to budget, finance, personnel, contracts and grants, procurement, public outreach, city clerk functions, or other assignments; compiles and analyzes data; participates in design and implementation of systems and procedures.

Management Analyst II is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area rather than general municipal administration and analytical support. This level is responsible for performing the full range of specialized and technical duties in such areas as economic development, human resources management, financial analysis and budget development, contracts and grants administration, community engagement, city clerk functions, and other identified technical support activities to the City. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgement in the performance of their duties.

EXAMPLES OF DUTIES

For Management Analyst I, duties are performed at the journey level; for Management Analyst II, duties are performed at advanced journey/expert level.

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

- Perform a variety of administrative and analytical support functions for the City Manager or a department head, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.
- Participate on a variety of committees, commissions, and boards; prepare and present staff reports and other necessary correspondence.
- Implement and administer various programs and projects for the City Manager or a department head handle specialized projects that include economic development, human resources, financial analysis and budget development, grants and contracts administration, housing, records management, etc.; provide input and feedback on programs.
- Lead, coordinate, and manage civic engagement activities and projects; conduct outreach and develop surveys and/or other methods of getting community and/or business input; summarize and report results.
- When assigned economic development responsibilities, develop economic goals, objectives, and policies; prepare and maintain demographic, market, and real property databases; conduct market feasibility studies; respond to inquiries concerning industrial and commercial development opportunities; and assist businesses with site location process.
- Prepare applications for financing, tax credits, and grants; administer federal and state grant programs such as CDBG.
- Research, compile, and analyze information from various sources; prepare reports recommendations; make presentations to the City Manager and City Council.
- When assigned the human resources function, perform a wide variety of personnel functions, including the coordination of employee recruitments, establish and update of job classifications, facilitation of training programs and opportunities, and assist with safety and risk management programs.
- Participate in Citywide labor negotiations, as appropriate.
- Interpret and explain City policies and standards to members of the public and the business community; provide information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.
- When assigned to financial analysis and budget development, the incumbent, under general direction, will perform a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and City-wide financial projects and programs including budget implementation, coordination, revision, review, evaluation and monitoring; create complex financial forecasts and analyses, monitor and provide water and wastewater enterprise funds analysis and financial forecasts, and organize and prepare council reports.
- Direct the work activities of assigned personnel; prioritize and coordinate work assignments and review work for accuracy.
- Coordinate, collaborate, and work closely with department heads and management staff on assigned projects; provide input and feedback as appropriate.

- Establish and maintain positive working relationships with representatives of community organizations, state and local agencies and associations, City management, staff, and the general public.
- When assigned City Clerk responsibilities, attend all City Council meetings as City Clerk and prepare minutes; maintain accurate records pertaining to agreements, ordinances, resolutions and other documents to ensure proper follow-up; accept subpoenas, summons and complaints on behalf of the City and maintain a litigation log; implement and coordinate the City's records management system; ensure proper posting of all agendas, notices, bid openings; administer Oath of Office for City Council and staff; serve as the City's Election Officer and coordinate all municipal election activities; coordinate City's Public Access channel.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of economic development.
- Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.
- Methods of research, program analysis, report preparation, and data analysis/statistics.
- Public relations techniques.
- Practices and procedures of grant writing and administration.
- Principles and practices of personnel administration.
- Principles and procedures of recordkeeping and records management.
- Principles and practices of program development and administration.
- Principles and practices of city clerk functions.
- Modern office procedures, methods, and equipment, including computers.
- Pertinent federal and state, and local laws, codes, and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.
- Supervisory practices and principles.

Ability to:

- Organize and direct the worked of assigned staff.
- Understand the organization and operation of City departments and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze complex financial data, reports, studies, and financial records.
- Work independently in the absence of supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.
- Interpret, apply, and explain City policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility such as economic development.
- Prepare effective and complete staff reports and make presentations.
- Exercise tact, initiative, discretion, and good judgement within general policy and procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with City officials, managers and staff, developers, civic groups, various agency representatives, and the public.
- Exemplify an effective customer service attitude with the public, officials, and co-workers.
- Effectively act a project manager for various community development, outreach, housing, and/or economic development activities.

Minimum Qualifications:

Experience and Education:

Management Analyst I

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** two years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

Management Analyst II

EITHER: Two years of full-time experience as a Management Analyst I with the City of American Canyon; – OR- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Probationary Period:

All Levels – Each level in the Management Analyst series has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- May require evening or weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Management Analyst I	1/2002	Revised and Became Conf. 7/07; Revised and retitled 8/12	To Management Analyst I from Management Analyst	6303	Exempt	3
Management Analyst II	2/5/13			6304	Exempt	3
Management Analyst I/II		4/2015- Added City Clerk functions		6303/6304	Exempt	3
Management Analyst I/II		8/2015- Clarified Budget/Finance Functions		6303/6304	Exempt	3
Management Analyst I/II		5/2024 – Clarified Emergency Worker Status	5/2024 – Clarified as Unrepresented	6303/6304	Exempt	3

APPROVED: _____
City Manager

Date: _____

RECREATION COORDINATOR

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

DEFINITION

Under general supervision, plans, organizes, coordinates, develops, implements, promotes, and evaluates assigned recreation activities and programs, and provides lead direction to lower-level recreation staff and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Supervisor or other higher-level supervisory or management position. Exercises technical and functional direction over lower-level recreation staff, typically part-time and seasonal employees.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the recreation class series. Incumbents are responsible for coordinating one or more recreation programs and perform a variety of complex duties within their assigned program areas. The Recreation Coordinator is distinguished from the Recreation Supervisor in that the latter provides direct supervision, including performance evaluation, to full-time, permanent Recreation Coordinators. The Recreation Coordinator is distinguished from the Recreation Program Specialist in that the latter receives direction from a Recreation Coordinator and is typically a part-time or temporary position with a narrower focus.

EXAMPLES OF DUTIES

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

- Plan, organize, implement, and lead assigned recreation program areas and facility operations, such as teen programs, leisure classes, senior citizen, environmental/outdoor recreation, aquatics and sports.
- Direct the work of assigned part-time, temporary, contract, limited-duration, and volunteer staff.
- Provide lead direction in assigning and scheduling program work.
- Program and oversee contract services.
- Train subordinate staff and volunteers in program activities and ensure compliance with safety procedures.
- Provide input on program effectiveness and participation and makes recommendations for improvements or modifications.
- Review work area and ensure it is safe and appropriate for all employees and participants.
- Provide input to and coordinate program marketing efforts through news releases, posters, flyers, web pages, mailing lists, and other methods.
- Assist with program budget development and management.
- Enhance existing programs and develop new programs.

- Monitor supplies and equipment for assigned programs; maintain adequate supply inventory; ensure equipment and facility is clean, operational and safe; advise supervisor of needed repairs or replacement; and coordinate facility repairs as needed.
- Draft clear and comprehensive written reports, as requested.
- Respond to basic citizen concerns and requests about program.
- Answer the telephone and provide customer service, as needed.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Methods and techniques of implementing programs specific to assigned recreation activities.
- Practices and principles of first aid, aquatics safety, and CPR lifesaving.
- Practices of training, and technical and functional supervision.
- Computer applications related to general office environments and the recreation field.
- Marketing techniques.
- Basic cost analysis and budgeting principles.
- Fundamentals of recordkeeping and report writing.
- Principles and practices of customer service.

Ability to:

- Coordinate a variety of recreation programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, organize, and review the work of staff and volunteers.
- Lead and instruct individuals and groups in recreation activities.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Any combination of Experience & Education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Education:

- Two (2) years of college coursework in recreation, leisure services, or a closely related field. -AND-

Experience:

- Two years of experience in the field of recreation, leisure services, or a closely related field, preferably equivalent to a Recreation Specialist with the City of American Canyon.

Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

Certificate Requirement:

- For assignment in all program areas, American Red Cross First Aid and CPR/AED must be obtained within the first three (3) months of employment and maintain throughout employment.
- For assignment in aquatics-related program areas, incumbents must possess the following certifications at the time of appointment and maintain throughout employment:
 - American Red Cross Basic First Aid and CPR/AED for the Professional Rescuer
 - American Red Cross Lifeguard Training
 - American Red Cross Lifeguard Instructor
 - American Red Cross Water Safety Instructor
 - First Aid for Safety Personnel (Title 22)

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Some assignments may require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Recreation Coordinator	2015			4608	Non-Exempt	4
Recreation Coordinator		01/2019		4608	Non-Exempt	4
Recreation Coordinator		07/2022		4608	Non-Exempt	4
Recreation Coordinator		07/2024		4608	Non-Exempt	4

APPROVED: _____
 City Manager

Date: _____

RECREATION MANAGER

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

DEFINITION

Under general direction, manages overall operation of the City's recreation programs; plans, organizes, coordinates, develops, implements, promotes, and evaluates recreation activities and programs; assists the director with various departmental issues, policies, programs, and activities as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director. Exercises direct and indirect supervision over supervisory, professional, and other lower-level staff.

DISTINGUISHING CHARACTERISTICS

The Recreation Manager is distinguished from the Recreation Supervisor in that the former supervises Recreation Supervisors and has overall division responsibility. This class is distinguished from the Parks and Recreation Director in that the latter supervises the Recreation Manager and has overall department responsibility.

EXAMPLES OF DUTIES

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

- Participate in the development and implementation of goals, objectives, policies, and promotions for the City's recreation programs.
- Select, supervise, train, and motivate assigned personnel; set performance standards, evaluate performance, and work with employees to correct deficiencies; determine and implement corrective actions in coordination with Human Resources staff and the Parks and Recreation Director as necessary.
- Lead the effort and assist Human Resources staff in recruiting temporary, part-time, and/or seasonal staff as required.
- Oversee recreation staff work schedules and timecard maintenance.
- Develop emergency procedures and ensure that staff are trained regarding the implementation of the procedures.
- Recommend and assist in the implementation of departmental goals, objectives, strategic plans, policies, and procedures.
- Oversee the development, publication, and distribution of the departmental outreach and other related documents.
- Participate in preparing and administering division budget; submit budget recommendations; monitor expenditures.
- Perform research and conduct surveys regarding leisure services, program best practices, aquatics, and recreation facilities, and other departmental or city-wide services/programs.

- Manage and oversee the use and operation of recreation facilities, including programming, maintenance, and rental to the public and outside agencies.
- Develop, update, oversee, and monitor events, including permits, policies, and procedures as they pertain to departmental activities.
- Oversee the development of new activities and programs and improvement of existing activities and programs to meet the recreation needs of the community.
- Research and identify alternative funding sources; solicit and receive donations; participate in fund-raising events; prepare grant proposals, as necessary.
- Supervise and participate in program development, advertisement, registration, and implementation of recreation programs.
- Respond to citizen concerns and requests.
- Notify City maintenance staff of maintenance required on facilities, equipment, or materials.
- Recommend fees and charges for department programs.
- Attend Parks and Community Services Commission and other community/departmental meetings as requested.
- Prepare clear and comprehensive reports as required.
- Answer the telephone, assist, and register customers in the department office as needed.
- Act as the director in his/her absence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles and practices of supervision to direct, train, motivate, evaluate, and correct staff performance.
- Philosophy, principles, and practices of public recreation and/or aquatics programs.
- Recreation activities suitable for children, adults, disabled, and senior citizens.
- Procurement practices related to recreation and/or aquatics equipment and supplies.
- Marketing theories, principles, and practices and their application to a wide variety of leisure services.
- Recreation and office related software packages.
- Practices and principles of first aid, aquatics safety, and CPR lifesaving.
- Budget preparation and control.
- Principles and practices of customer service.

Ability to:

- Supervise a variety of recreation programs, services, events, and employees.
- Communicate clearly and concisely, both orally and in writing.
- Develop and implement community recreational programs and analyze use, satisfaction, popularity, and effectiveness.
- Supervise and instruct individuals and groups in aquatic and recreation activities.
- Exercise discretion in confidential matters.

- Prepare a variety of complex written documents, including reports and memoranda.
- Operate modern office equipment, including computer equipment and specialized software applications.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret community demand for recreation and/or aquatic programs.
- Interact effectively with others encountered in the course of work.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Any combination of Education and Experience that results in the successful applicant obtaining the requisite knowledge, skills, and abilities to perform the required job duties.

Typical examples include:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation, leisure services, or a closely related field.

-AND-

Experience:

Four (4) years of progressively responsible full-time experience in the field of recreation, leisure services, or a closely related field, including two (2) years working in a supervisory capacity equivalent to a Recreation Supervisor with the City of American Canyon.

Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certificate Requirement:

The following must be obtained within the first six (6) months of employment and maintained throughout employment:

- American Red Cross Basic First Aid and CPR/AED for the Professional Rescuer
- First Aid for Safety Personnel (Title 22)
- Lifeguarding through the American Red Cross

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7)

Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- May require evening and weekends.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Recreation Manager	1992		2/2002	4233	Non-Exempt	4
Recreation Manager		11/2013	2013 - From Recreation Supervisor	2212	Changed to Exempt in 2013	2
Recreation Manager		7/2022		2212	Exempt	2
Recreation Manager		7/2024		2212	Exempt	2

APPROVED: _____
 City Manager

Date: _____

RECREATION SUPERVISOR

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

DEFINITION

Under general direction, independently plans, organizes, coordinates, develops, implements, promotes, and evaluates assigned recreation activities and programs and provides direct supervision to lower-level recreation staff and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Manager or other higher-level management position. Exercises direct supervision over lower-level personnel.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level in the recreation class series. Incumbents supervise lower-level recreation staff and perform the full range of complex duties within their assigned program areas. The Recreation Supervisor is distinguished from the Recreation Coordinator in that the Supervisor provides direct supervision to full-time, permanent Recreation Coordinators, and the Coordinator provides lead direction to assigned staff and volunteers. The Recreation Supervisor is distinguished from the Recreation Manager in that the latter supervises Recreation Supervisors and is responsible for overall division management.

EXAMPLES OF DUTIES

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

- Plan, organize, implement, and supervise assigned recreation program areas and facility operations, such as teen programs, leisure classes, senior citizen, environmental/outdoor recreation, aquatics, and sports.
- Supervise, train, and motivate assigned personnel; participate in selecting program and department employees; set performance standards, evaluate performance, and work with employees to correct deficiencies; implement corrective actions as necessary.
- Develop recreation staff work schedules and maintain timecards.
- Train staff regarding the implementation of emergency procedures.
- Work in collaboration with the Recreation Manager to assist Human Resources staff in recruiting temporary, part-time, and/or seasonal staff as required.
- Assist the Recreation Manager in overseeing the use and operation of recreation facilities, including programming, maintenance, and rental to the public and outside agencies.
- Oversee and monitor events, including permits, policies, and procedures as they pertain to recreation activities.
- Oversee contract services associated with assigned program areas.
- Evaluate program effectiveness and participation and make recommendations for improvements or modifications.

- Develop new activities and programs and improve existing activities and programs to meet the recreation needs of the community.
- Ensure that work areas are safe and appropriate for all employees and participants.
- Provide input to and coordinate program marketing efforts through news releases, posters, flyers, web pages, mailing lists, and other methods.
- Assist the Parks and Recreation Director and the Recreation Manager with budget development and administration for assigned programs.
- Ensure that programs have adequate supplies and equipment and that facilities are clean, operational, and safe.
- Coordinate with appropriate City staff to repair facilities and equipment as needed.
- Prepare and maintain a variety of reports, records, contracts, and files for assigned program areas.
- Draft clear and comprehensive written reports as requested.
- Respond to citizen concerns and requests about recreation programs; interpret pertinent policies, procedures, rules, and regulations.
- Serve as staff liaison on assigned committees and to outside agencies.
- Answer the telephone and provide customer service as needed.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and techniques of implementing and effectively operating recreation programs in assigned areas.
- Practices and principles of first aid, aquatics safety, and CPR lifesaving.
- Principles and practices of supervision to direct, train, motivate, evaluate, and correct staff performance.
- Computer applications related to general office environments and the recreation field.
- Marketing techniques.
- Basic cost analysis and budgeting principles.
- Fundamentals of recordkeeping and report writing.
- Principles and practices of customer service.

Ability to:

- Supervise a variety of recreation programs, services, events, and employees.
- Evaluate effectiveness of recreation programs and modify as needed.
- Exercise initiative and manage multiple tasks with attention to detail.
- Interpret and apply rules, regulations, policies, and procedures.
- Effectively respond to emergency situations and apply first aid and CPR when necessary.
- Exercise discretion in confidential matters.
- Prepare and maintain a variety of reports and records.
- Operate modern office equipment, including computer equipment and specialized software applications.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond to requests and inquiries from the public.
- Work with diverse populations and maintain an inclusive environment.

Minimum Qualifications:

Any combination of Experience & Education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Education:

- Equivalent to graduation from an accredited four-year college or university with major course work in recreation, leisure services, or a closely related field. **-AND-**

Experience:

- Three (3) years of progressively responsible full-time experience in the field of recreation, leisure services, or a closely related field, including two (2) years working in a lead capacity equivalent to a Recreation Coordinator with the City of American Canyon.

Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

Certificate Requirement:

- For assignment in all program areas, American Red Cross First Aid and CPR/AED must be obtained within the first three (3) months of employment and maintained throughout employment.
- For assignment in aquatics-related program areas, incumbents must possess at the time of appointment and maintain throughout employment the following certifications:
 - American Red Cross Basic First Aid and CPR/AED for the Professional Rescuer
 - American Red Cross Lifeguard Training
 - American Red Cross Lifeguard Instructor
 - American Red Cross Water Safety Instructor
 - First Aid for Safety Personnel (Title 22)

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person.

(6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Some assignments may require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Recreation Supervisor	1992			4233	Non-Exempt	4
Recreation Supervisor		1/2019		4233	Non-Exempt	4
Recreation Supervisor		7/2022		4233	Non-Exempt	4
Recreation Supervisor		7/2024		2212	Exempt	2

APPROVED: _____
 City Manager

Date: _____



TITLE

Proposed Staffing FY 24/25 and Beyond

RECOMMENDATION

Receive a presentation on employee satisfaction surveys, organizational assessments and proposed staffing for Fiscal Year FY 24/25 and beyond.

CONTACT

Jason Holley, City Manager

BACKGROUND & ANALYSIS

Staff and consultants conducted various employee satisfaction surveys and organizational assessments in preparation for the Fiscal Year 24/25 Budget. Generally, the identified needs are staffing (full-time or part-time), outside resources (ie. consultants, contractors, etc.), training, and/or technology & equipment.

Employee Satisfaction Survey

An Employee Satisfaction Survey was undertaken by Pollco in Fall 2023. The results present the opinions of City employees regarding their job satisfaction, engagement, and key characteristics of their work environment (Attachment 1).

A total of 69 employees completed surveys (78% response rate). American Canyon's results compare favorably to the benchmarks of more than 25,000 other local government employees surveyed across the U.S.

A summary is below:

- Employee development is valued by American Canyon employees and exceeded the national average in many areas.
- Although employees appreciate the work environment and benefits provided, there is some concern surrounding resources provided.
- American Canyon employees are satisfied with their jobs and plan to continue working for American Canyon.
- American Canyon is making positive strides in the areas of inclusivity and equity.

Organizational Assessment - Public Works and Maintenance and Utilities Departments

The assessment of the Public Works and the Maintenance and Utilities Departments was extensive. It includes an analysis of organizational structures, management systems and use of best practices by Baker Tilly, one of the nation's preeminent municipal advisory firms. The report (Attachment 2) provides a roadmap for some changes - other changes are proposed independently by the City Manager.

The following methods were used:

- Individual Interviews: Fifteen (15) individual staff interviews. These meetings will be confidential with only the consultants and staff member participating.
- Focus Groups: Four (4) focus group meetings. One (1) each at the Corporation Yard, Water Reclamation Facility, Water Treatment Plant and City Hall. All employees of each Department were invited to attend these group meetings. This included the Utility Billing team because of their critical role.
- Survey: a confidential employee survey for each Department.
- Peer cities review: Comparison of four (4) peer cities for their organization structures and how functions are aligned.

The City Manager and Baker Tilly share the following key findings:

- Merge into single department.
- Recruit for leadership position over utilities only (not maintenance).
- Address confusion/efficiency Capital program
- Build analytical capacity.
- Separate construction inspection from design
- Supervisory needs for building maintenance & fleet.
- Narrow the focus of park maintenance group
- Technology, technology, technology
- Training & succession planning
- Utilize contractors and consultants

The following changes are underway:

- Combine into a single Public Works Department.
- Recruit for Assistant Public Works Director – Utilities and Environmental position
- Change Streets & Drainage Division to report to PWD Superintendent (instead of Public Works Director)
- Change work location for Corp Yard staff

The following changes are proposed for Fiscal Year 24/25:

- Create "Site Supervisor" role for each treatment plant
- New Management Analyst position reporting to PWD Director
- New Project Manager position
- Utilize contractor for pool maintenance

- Utilize sheep contractor for vegetation management

The following changes are under consideration for the future:

- Change work location of utility field staff
- Create Field Inspection Division
- Create a leadership position to oversee Engineering Divisions (City Engineer)
- New full-time Maintenance Worker position for Parks Division
- New Maintenance Supervisor for Facility/Fleet Division
- New permanent part-time Maintenance Worker position(s)
- Additional clerical support

Organizational Assessment - Parks and Recreation Department

Municipal Resources Group (MRG) was hired to perform an assessment of the Parks and Recreation Department. Their work is all-encompassing and includes one-on-one interviews, group interviews and mentoring and leadership developments.

The assessment focusses on the following positions and how their job classifications are utilized:

- Recreation Manager
- Administrative Technician
- Recreation Supervisor
- Recreation Coordinator
- Program Coordinator

Key finding includes:

- Organizational Structure: Consider adding two Recreation Supervisor positions to supervise the Recreation Coordinators and other recreation program positions.
- Recreation Manager: The position is classified correctly; however, the class specification should be updated.
- Administrative Technician: The position is classified correctly, and no changes to the class specification are recommended.
- Recreation Supervisor: Revise the class specification to: (1) identify the classification as a full supervisor over permanent, full-time staff; (2) identify it as an FLSA-exempt management classification; and (3) update the minimum qualifications and other sections, especially pertaining to supervisory functions.
- Recreation Coordinator: Revise the class specification to clearly differentiate it from Recreation Supervisor.
- Program Coordinator: Establish a new Recreation Specialist classification and reclassify the Program Coordinators in the Parks and Recreation Department to Recreation Specialist. Keep the Program Coordinator classification to be used in other departments.

MRG's assessment provides a roadmap for some changes - other changes are proposed independently by the City Manager. The following changes are underway, but will require Council

approval prior to becoming effective:

- Revise the Recreation Coordinator class specification to clearly differentiate it from Recreation Supervisor.
- Revise the Recreation Supervisor class specification to a FLSA-exempt management classification.
- Update the Recreation Manager class specification.

Professional development work focusing specifically on enhancing team dynamics and maximizing strengths and talents remains ongoing; topics include:

- Strategic program planning and development
- Recreation career and leadership strategy
- Team development and communication
- Goal setting and implementation
- Increasing the use of the community centers, the pool, and community-wide program planning
- Managing program and event planning and implementation
- Enhancing budget and funding practices
- Supporting current projects
- Time management

No additional full-time staff positions are proposed as part of the FY 24/25 Budget, but others are under consideration for the future.

Organizational Assessment - Police Department

Chief Greenberg continues to assess the needs of American Canyon Police Department (ACPD) continues to provide a high level of service to the community. Council previously approved supervisory positions of Lieutenant and Sergeant, in preparation to add future additional officers.

Currently, ACPD consists of 26 sworn officers, including 1 Chief, 1 Lieutenant, 5 Sergeants, and 19 officers. But as American Canyon grows, additional law enforcement staffing is needed.

Of the current 19 officers, one (1) officer is assigned as the full-time community resource officer (CRO), two (2) are assigned as full-time traffic enforcement and vehicle collision investigators, and two (2) are assigned as School Resource Officers (SRO's) at the high school and middle school respectively.

By January 2027, the recommendation is to increase total sworn staffing to 30 officers. The recommendation is partially based on sizing the ACPD for population growth (1.1 officer per 1000), assumed increases in vehicle traffic, and responding to the community's desire to continue the high level of service, including above average crime clearance rates. The additional four (4) officers would be:

- (1) community outreach officer

- (1) traffic enforcement officer
- (2) additional patrol officers

The additional community outreach officer will augment the existing CRO's high level of community-oriented policing, community outreach, and participate in special events.

The additional traffic enforcement officer will join the two (2) existing motor officers in providing high level of traffic enforcement and traffic collision investigation. Having more visible traffic enforcement officers should reduce bad driving behavior and traffic collisions.

The additional patrol officers will support the inevitable increase in calls for service as American Canyon's populations grows. Adding the additional officers as proposed, will keep our response time down, increase visible police presence helping to deter crime, and to continue ACPD's exceptional crime clearance rates.

There is a separate Business Item tonight related to the contractual procedures necessary for implementing the Chief's recommendation in conjunction with the Law Enforcement Services contract with Napa Sheriff's Office.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Funding for the changes underway are already included in the FY 2023/24 Budget. Funding for changes in the FY 2024/25 are included in the Proposed Budget for Council review on May 21. Final adoption of the FY 2024/25 Budget is scheduled for June 4.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

- [1. 2023 National Employee Survey Results](#)
- [2. Assessment of Public Works and Maintenance & Utilities Departments](#)
- [3. Classification Review](#)



TITLE

Amend Employee Agreements to Update Certification Programs

RECOMMENDATION

Adopt a Resolution authorizing amendments to employee agreements to update certification programs.

CONTACT

Maria Ojeda, Assistant City Manager

Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

The City Council has approved Memorandums of Understanding (the "MOUs") with Teamsters Local 315, which represents both General Unit and Mid-Management Unit employees, that extend through June 30, 2027. The City Council also approved the Unrepresented Compensation Program for At-Will Managers, Confidential and Part-Time/Seasonal Employees (the "Program") with the same term.

The MOUs provide for a program by which represented employees can earn certification pay of \$50 per month for a designated certificate or skill that exceeds the requirement of their job classification, up to \$200 per month. The ability to obtain certification pay is available only to employees who are not in a Probationary designation, which all employees are during their first nine months of employment with the City. One of the recognized skills is the "ability to speak fluently in either Spanish or Tagalog (no more than \$50 will be paid for either or both languages)."

It was observed that new employees with language skills tended to naturally put them to work immediately upon hire, particularly when providing customer service, which appeared to be inequitable. After conferring with the Teamsters, it was agreed that all City employees - Probationary or Regular - should be eligible for the language skill-based certification pay immediately upon hire because they use these skills immediately upon hire.

The City met and conferred with the Teamsters on this issue and the addition of ISA Certified Arborist as a recognized certification, and prepared the Side Letters attached to the Resolution as Exhibits A and B.

When considering the City's unrepresented employees, which includes At-Will Executive, Confidential, Seasonal and Temporary employees, it was observed that incentives to pursue continued professional development through certification pay was not available to these employees, including any language skill-based certification pay. For Confidential, Seasonal and Temporary employee this situation appeared to be inequitable particularly in light of a stated purpose of the Program being to ensure "that employees who are not represented by a union are treated at least equally to represented employees." Some existing Confidential employees carried over the language skill-based certification pay from represented classifications they held prior to promotion to more senior classifications, and some Temporary Employees, particularly Office Assistants, naturally use their languages skills when providing customer service.

Amendments to the Program were prepared to add both professional and language skill-based certificate pay to covered employees as attached to the Resolution as Exhibit C.

It is recommended that the City Council authorize the following: 1) The City Manager is authorized to execute the attached side letters and Program update and 2) The City Council delegates to the City Manager the authority to negotiate and execute side letters to current MOUs and to amend the Program to implement minor modifications within approved budgetary authority.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no immediate fiscal impact of this action. The provision of any certification pay is subject to authorized appropriations.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

1. [Resolution to Amend Employee Agreements to Update Certification Programs and Delegate Authority for Minor Agreement Changes to the City Manager](#)
2. [Exhibit A - General Unit Side Letter](#)
3. [Exhibit B - Mid-Management Unit Side Letter](#)
4. [Exhibit C - Amended Unrepresented Compensation Program](#)

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
AUTHORIZING AMENDMENTS TO EMPLOYEE AGREEMENTS TO UPDATE CERTIFICATION PROGRAMS AND
DELEGATE AUTHORITY FOR MINOR AGREEMENT CHANGES TO THE CITY MANAGER**

WHEREAS, on August 16, 2022, the City Council authorized the City Manager to execute Memorandums of Understanding with Teamsters Local 315 representing the General Unit employees and Teamsters Local 315 representing the Mid-Management Unit for the period of July 1, 2022, through June 30, 2027; and

WHEREAS, on August 16, 2022, the City Council authorized the City Manager to revise the Unrepresented Compensation Program for At-Will Managers, Confidential and Part-Time/Seasonal Employees for the period of July 1, 2022, through June 30, 2027; and

WHEREAS, the City met and conferred with Teamsters Local 315 regarding expansion of the bilingual certification pay to all qualified employees in represented classes from their date of hire and the addition of ISA Certified Arborist; and

WHEREAS, the City desires to provide certification pay opportunities to employees in unrepresented classifications similar to those of represented employees

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon does hereby authorize the City Manager to execute side letters to current Memorandums of Understanding with the Teamsters as attached hereto as Exhibits A and B, and to amend the Unrepresented Compensation Program as attached hereto as Exhibit C to implement the actions of this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon does hereby delegate to the City Manager authority to negotiate and execute side letters to current Memorandums of Understanding with the Teamsters and to amend the Unrepresented Compensation Program to implement minor modifications within approved budgetary authority.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June, 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



City of American Canyon and Teamsters Local 315, General Unit

Side Letter Agreement #2
to
Memorandum of Understanding
dated
July 1, 2022, to June 30, 2027

After meeting and conferring in good faith, the parties have agreed to amend the Memorandum of Understanding in the following ways to address the interests of Regular Part-Time Employees.

1. Pursuant to **CERTIFICATION RENEWALS/CERTIFICATION PAY/ EDUCATIONAL INCENTIVE, Section 16.B**, the parties have agreed to delete the following:

- ~~(1) Ability to speak fluently in either Spanish or Tagalog (no more than \$50 will be paid for either or both languages)~~
- ~~(12) ISA Certified Arborist for Senior Maintenance Worker~~

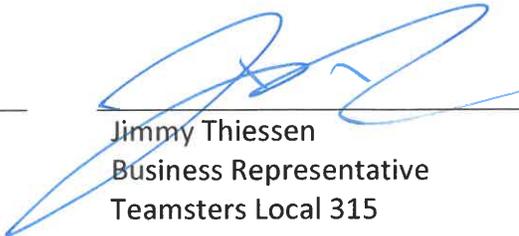
and add **Section 16.D** as follows:

D. For language skills, the City will pay fifty dollars (\$50) per month per language to any Probationary or Regular Employee with the demonstrated ability to speak fluently in either Spanish or Tagalog.

These amendments will take full effect as of the beginning of the next full pay period following City Council approval, and will apply retroactively to July 1, 2022.

Jason Holley
City Manager
City of American
Canyon

Date



Jimmy Thiessen
Business Representative
Teamsters Local 315

Date

4-13-23



City of American Canyon and Teamsters Local 315, Mid-Management Unit

Side Letter Agreement #1
to
Memorandum of Understanding
dated
July 1, 2022, to June 30, 2027

After meeting and conferring in good faith, the parties have agreed the following amendments to the Memorandum of Understanding.

1. Pursuant to **CERTIFICATION RENEWALS/CERTIFICATION PAY/ EDUCATIONAL INCENTIVE, Section 12.B**, the parties have agreed to delete the following:

~~(1) Ability to speak fluently in either Spanish or Tagalog (no more than \$50 will be paid for either or both languages)~~

add to **Section 12.B** the following:

- (5) ISA Certified Arborist

and add **Section 12.D** as the following:

D. For language skills, the City will pay fifty dollars (\$50) per month per language to any Probationary or Regular Employee with the demonstrated ability to speak fluently in either Spanish or Tagalog.

These amendments will take full effect as of the beginning of the next full pay period following City Council approval, and will apply retroactively to July 1, 2022.

Jason Holley
City Manager
City of American Canyon

Date

Jimmy Thiessen
Business Representative
Teamsters Local 315

Date

4-17-27

**UNREPRESENTED COMPENSATION
PROGRAM**

July 1, 2022- June 30, 2027

**CITY OF AMERICAN CANYON
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM**

SECTION 1:	INTRODUCTION
	Section 1.1 Employee Definitions
	Section 1.2 Purpose of the Compensation Program
	Section 1.3 Employees Covered
	Section 1.4 Exempt Status of Employees Covered
SECTION 2:	EMPLOYMENT CONTRACTS
SECTION 3:	EMPLOYEE SALARY COMPENSATION
	Section 3.1 Wage Increases
	Section 3.2 Salary Schedule
	Section 3.3 Merit Adjustments
	Section 3.4 Longevity
	<u>Section 3.5 Certificate and Special Compensation</u>
	Section 3.6 Recruitment/Retention Adjustments
	Section 3.7 Confidential Pay Differential
	Section 3.8 Application of Compensation Plan
SECTION 4:	RETIREMENT BENEFITS
	Section 4.1 Benefits
	Section 4.2 Cost Sharing
SECTION 5:	INSURANCE BENEFITS
	Section 5.1 City Contributions Towards Medical Premiums for Employees and Covered Retirees Enrolled in CalPERS Health Coverage Through the City
	Section 5.2 Health-in-Lieu for Employees Not Enrolled in CalPERS Health Coverage Through the City
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	Section 5.4 Other Health and Wellness Benefits
SECTION 6:	HOLIDAYS
SECTION 7:	VACATION LEAVE
	Section 7.1 Policy and Intent
	Section 7.2 Vacation Entitlement
	Section 7.3 Vacation Accrual
	Section 7.4 Vacation Usage
	Section 7.5 Sale of Vacation Hours

SECTION 8: MANAGEMENT LEAVE

SECTION 9: OTHER LEAVES OF ABSENCE

- Section 9.1 Sick Leave
- Section 9.2 Family Care
- Section 9.3 Bereavement Leave
- Section 9.4 Industrial Accident Leave
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- Section 9.6 Leave Pursuant to the Family and Medical Leave Act and the California Family Rights Act
- Section 9.7 Leave for Pregnancy, Childbirth and Related Medical Conditions
- Section 9.8 Temporary Disability Integration
- Section 9.9 Leave of Absence Without Pay
- Section 9.10 Military leave

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

- Section 10.1 Professional Seminars and Training
- Section 10.2 Professional Membership Fees
- Section 10.3 College Tuition Reimbursement

SECTION 11: OTHER BENEFITS

- Section 11.1 Annual Physical Examinations
- Section 11.2 Vehicle Reimbursement for At-will Management
- Section 11.3 Vehicle Reimbursement for Councilmembers
- Section 11.4 Deferred Compensation Plan
- Section 11.5 Matching 401(A) Plan

SECTION 12: TERMINATION ALLOWANCE

- Section 12.1 Severance Pay
- Section 12.2 Allowance Schedule
- Section 12.3 Voluntary Resignation

SECTION 1: INTRODUCTION

1.1 *Employee Definitions:*

At-Will Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads and their assistants/deputies.

Confidential Employee – an employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

Seasonal/Temporary Employee – an employee who is employed for a temporary duration, or to a limited, but specified period of time for training purposes. Assignments may be to specified programs that may continue from year-to-year or as part of a training program for a limited duration. Except for classes that have been identified as part of a special training/apprentice program lasting more than six months, Seasonal/Temporary employees are not eligible for City benefits.

1.2 *Purpose of the Unrepresented Employee Compensation Program:* For At-will Management employees, this program is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, clear identification of goals and objectives, and by relating effective job performance to an incentive program. Also inherent in such a program is the means of retaining good department heads and strengthening the managers (if any) whose effectiveness and performances fall short of reasonable levels of expectation.

For Confidential and Seasonal/Temporary employees, this program recognizes and rewards performance and ensures that employees who are not represented by a union are treated at least equally to represented employees. Because of the nature of their jobs, these employees serve the City without any representation and should not suffer as a consequence.

1.3 *Employees Covered:* Employees covered under this program shall include the following:

- A. At-Will Management/FLSA Exempt
 - City Manager
 - Assistant City Manager
 - Finance Director
 - Community Development Director
 - Maintenance & Utilities Director
 - Parks and Recreation Director
 - Public Works Director

- B. At-Will, Limited-Term, FLSA Exempt
 - Management Fellow

- C. Confidential, FLSA Exempt
 - City Clerk
 - Deputy Public Works Director
 - Finance Manager
 - Human Resources Officer I/II
 - Management Analyst I/II

- D. Confidential, FLSA non-exempt
 - Accounting Technician in Payroll
 - Administrative Assistant to the City Manager
 - Administrative Clerk III in the City Manager's Office
 - Deputy City Clerk
 - Fire District Executive Assistant/Office Administrator
 - Human Resources Assistant

- D. Seasonal/Temporary, FLSA non-exempt
 - Bus Driver
 - Cashier
 - Lifeguard
 - Management Aide
 - Office Assistant
 - Plant Operator Apprentice
 - Program Coordinator
 - Recreation Leader
 - Senior Lifeguard
 - Senior Recreation Leader
 - Service Worker
 - Student Intern

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-will Management, Confidential, or Seasonal/Temporary based upon the nature of the work.

1.4 Exempt Status of Employees Covered: Based upon the nature of the work, it is expressly understood that the At-will Management employees covered under this program are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Other positions within Confidential and Seasonal/Temporary employee groups are evaluated for FLSA coverage on a position-by-position basis.

SECTION 2: EMPLOYMENT CONTRACTS

The Management employees as designated in Section 1.3(A) shall be “At Will” employees, and shall enter into an employment contract, confirming the “At Will” status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-will Management employees will be approved by the City Manager, or, in the case of the City Manager’s employment contract, approved by the Council, pursuant to the terms of Resolution No. 97-10, authorizing the City Manager to execute employment contracts with At-will Management employees. Where there are conflicting terms and conditions between this program and an employment contract, the greater benefit shall apply.

The provisions of this section notwithstanding, the City Council must consent to the appointment of the Planning Director, consistent with the American Canyon Municipal Code, section 2.08.060(c).

SECTION 3: EMPLOYEE SALARY COMPENSATION

3.1 Wage Increases: At-Will Management and Confidential employees will receive wage increases as follows:

- Effective the first full pay period following July 1, 2022, there shall be an across the board increase of 5% in wages.
- Effective the first full pay period following July 1, 2023, there shall be an across the board increase of wages based on the percentage of annual increase (to the nearest one-tenth of a percentage point) of the Consumer Price Index for All Urban Consumers, San Francisco Bay Area (CPI-U) for April 2023 with a 3% floor and a 5% ceiling.
- Effective the first full pay period following July 1, 2024, there shall be an across the board increase of wages based on the percentage of annual increase (to the nearest one-tenth of a percentage point) of the Consumer Price Index for All Urban Consumers, San Francisco Bay Area (CPI-U) for April 2024 with a 2% floor and a 5% ceiling.
- Effective the first full pay period following July 1, 2025, there shall be an across the board increase of wages based on the percentage of annual increase (to the nearest one-tenth of a percentage point) of the Consumer Price Index for All Urban Consumers, San Francisco Bay Area (CPI-U) for April 2025 with a 2% floor and a 5% ceiling.
- Effective the first full pay period following July 1, 2026, there shall be an across the board increase of wages based on the percentage of annual increase (to the nearest one-tenth of a percentage point) of the Consumer Price Index for All Urban Consumers, San Francisco Bay Area (CPI-U) for April 2026 with a 2% floor and a 5% ceiling.

3.2 Salary Schedule: The Base Salary Schedule is attached as Exhibit A and represents the Base Salary Schedule effective with the first full pay period following July 1, 2022. The annual salary adjustments as set forth in Section 3.1 of this Program will be applied to the then-current Base Salary Schedule and become part of the Base Salary Schedule for the ensuing fiscal year.

3.3 Merit Adjustments: Typically, merit adjustments may be made by the City Manager upon recommendation of the direct supervisor and department head according to established City policy based on the employee’s performance. Performance reviews with the potential for merit increases will occur no less frequently than annually on an employee’s anniversary date. Additional merit increases may be approved by the City Manager for documented exceptional performance.

3.4 Longevity: Employees covered by this Program who are covered by the Fair Labor Standards Act (non-exempt FLSA) and, therefore, receive compensation for overtime hours worked shall receive longevity pay in the following increments:

After the completion of 10 years	\$100.00 per month
After the completion of 15 years	\$150.00 per month
After the completion of 20 years	\$200.00 per month
After the completion of 25 years	\$250.00 per month

3.5 Certificate and Special Skills: Based on demonstrated qualifications, any At-Will or Confidential Employee who has the following verifiable certificates or skills that exceed the requirements of their classification will be paid \$50 per month per certificate up to \$200 per month using the application process utilized by represented Employees:

- Certified Public Accountant
- Public Information Officer Specialist Certificate issued by Cal OES
- Accreditation in Public Relations (APR)
- Certified Municipal Clerk
- Notary. The City shall have the right to designate the number and location of notaries covered under this provision who provide notary service to or on behalf of the City.
- IPMA-HR or PSHRA Certified Professional
- IPMA-HR or PSHRA Senior Certified Professional
- Certified Public Finance Officer Program by GFOA
- Such other certifications as determined by the City Manager as beneficial to City operations.

3.5.1 For language skills, the City will pay fifty dollars (\$50) per month to any Probationary, Regular or Temporary Employee with the demonstrated ability to speak fluently in Spanish, Tagalog or such other languages as determined by the City Manager to benefit the provision of services by the City (no more than \$50 will be paid for any or multiple languages).

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3.53.6 Recruitment/Retention Adjustments: On occasion, situations may occur when adjustments may be necessary to At-will salary ranges for documented recruitment or retention problems. The City Manager is authorized to adjust the salary range of an At-will management position up to 10% without Council approval if one of the following conditions is met:

Recruitment Problem – If the City makes an extensive effort to recruit qualified candidates including outreach, advertising, and procuring the services of an executive recruiter and that recruitment is not successful based upon the City’s compensation package, then the City Manager can authorize an adjustment to the salary to attract qualified candidates.

Retention Problem – In rare cases, it may be necessary for the City to increase an At-will manager’s pay for retention purposes. This would require that the manager have a bona fide offer, in writing, from another organization with a significant increase in pay.

3.6 Confidential Pay Differential: Each Unrepresented Confidential employee will receive a 3% pay differential to be added to the employee’s base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Unrepresented Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time.

3.7 Application of Compensation Plan: Annual performance evaluations will be completed and salary adjustments implemented within sixty (60) days after the employee’s anniversary date. If a person’s anniversary date falls within the first week of a pay period, any increases will then be effective at the beginning of that pay period; if a person’s anniversary date fall within the second week of a pay period, any increases will then be effective the pay period following the employee’s anniversary date.

Failure to complete a performance evaluation within sixty (60) days after the employee’s anniversary date shall move said employee to the next higher pay rate, and pay increase shall become effective on the employees’ anniversary date. In the case of employees that supervise others and are required to write performance evaluations, such pay adjustment will not occur until the performance evaluations of subordinates are complete.

SECTION 4: RETIREMENT BENEFITS

Section 4 does not apply to the Seasonal/Temporary employee group.

4.1. Benefits: The City shall provide the Public Employees Retirement System’s (PERS) 2%@55 formula (single highest year) Retirement Plan for “classic” Local Miscellaneous Members; 2% @ 62 formula (3-year average final compensation) for new PERS members. Additional benefits may be added from time to time, as approved by the City Council. The City will only pay for the employer’s share of PERS. The retirement benefits shall also include Sick Leave Conversion, Single Highest Year, Pre-retirement Survivor Benefits, and Post-retirement Survivor Allowance.

4.2 Cost Sharing: If the City's PERS contribution rate exceeds sixteen percent (16.00%), the employee and City shall share equally such excess rate, provided, however, that the additional employee maximum contribution under this formula shall not exceed five percent (5%).

Beginning September 18, 2021, or at the beginning of a pay period as soon thereafter as practical, the employee contribution will be 5%.

To the extent that the cost sharing formula reaches the above-referenced cap of 5% (26% City PERS contribution rate overall) during the term of this Agreement, the parties agree to meet and further discuss this issue.

SECTION 5: INSURANCE BENEFITS

Section 5 does not apply to the Seasonal/Temporary employee group.

5.1 City Contributions Toward Medical Premiums for Employees and Covered Retirees Enrolled in CalPERS Health Coverage Through the City: The City will continue to contribute the following towards medical insurance for employees and covered retirees enrolled in CalPERS health coverage through the City:

(a) Current and Future Active Employees

- The City will directly contribute a monthly payment equal to 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" to CalPERS for the employee.
- The City will also contribute a monthly payment equal to 90% of the selected Kaiser HMO premium rates at each rate of coverage (Employee only, Employee plus One Dependent, and Family) less the monthly payment of the "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" referenced above into the employee's Section 125 Plan with the employee designating such City payment to CalPERS through the Plan.
- The employee shall otherwise be responsible for paying the difference between the City's contribution and the full cost of the medical premium for the plan selected by the employee. The covered employee must authorize a payroll deduction for their required contribution. If no authorization is made by the employee, the City will not make a contribution to the Section 125 Plan.
- In no event will the City's contributions noted above exceed the actual cost of the medical insurance benefit provided.
- Any administrative costs associated with the formation or implementation of the 125 Plan will be paid by the City.

(b) Current Covered Retirees and Employees Hired on or Before June 30, 2016, Who Retire from City Service and Enroll in CalPERS Health Coverage

- The City will directly contribute a monthly payment equal to 100% of the current “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage” to CalPERS for a covered retiree.
- CalPERS will deduct the balance of the medical premium from the covered retiree’s retirement payment. The City will simultaneously reimburse the covered retiree for the CalPERS healthcare payment equal to 90% of the selected Kaiser HMO premium rates at each rate of coverage (Employee only, Employee plus One Dependent, and Family) less the monthly payment of the “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage” referenced above.
- The covered retiree shall otherwise be responsible for paying the difference between the City’s contribution/reimbursement and the full cost of the medical premium for the plan selected by the covered retiree.
- In no event will the City’s contributions noted above exceed the actual cost of the medical insurance benefit provided.

(c) Employees Hired on or After July 1, 2016, Who Retire from City Service and Enroll in CalPERS Health Coverage

- The City will directly contribute a monthly payment equal to 100% of the current “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage” to CalPERS for the covered retiree.
- CalPERS will deduct the balance of the medical premium from the retiree’s retirement payment.
- In no event will the City’s contributions noted above exceed the actual cost of the medical insurance benefit provided.

5.2 Health-in-lieu for Employees Not Enrolled in CalPERS Health Coverage Through the City

(a) The City shall pay \$475 monthly when an employee provides sufficient evidence that he or she is covered by a group medical insurance plan of their spouse or someone else that provides the minimum essential coverage as required under the ACA regulations. Health-in-lieu shall be paid as a cash payment, subject to applicable withholdings and taxes.

(b) The City’s obligation to make such health-in-lieu payments only applies to

employees who are not covered by the CalPERS health coverage through the City and shall not commence until such time as an employee is no longer covered by the City's health insurance plan.

(c) It is the employee's responsibility to notify Human Resources when there has been a change in eligibility status for medical insurance coverage or for health-in-lieu. The City shall be entitled to verify the employee's eligibility at least annually.

5.3 Cafeteria Plan Payments: The City will contribute the following amounts during the terms of this Program for At-will Management and Confidential employees to be expended by the employee on benefits selected from the City's Benefits Program (as described in Section 5.5) with any remaining cafeteria dollars to be received as a cash payment, subject to all applicable taxes and withholdings.

Annual increases for each year of agreement to monthly Cafeteria Plan Contributions as follows:

- Effective in the first pay period following July 1, 2021: Unrepresented - \$348.93, At-Will - \$379.00.
- Effective retroactive to the first pay period following July 1, 2022: The same percentage increase as that of the salary increase at the same time as provided in Section 3.1.
- Effective in the first pay period following July 1, 2023: The same percentage increase as that of the salary increase at the same time as provided in Section 3.1.
- Effective in the first pay period following July 1, 2024: The same percentage increase as that of the salary increase at the same time as provided in Section 3.1.
- Effective in the first pay period following July 1, 2025: The same percentage increase as that of the salary increase at the same time as provided in Section 3.1.
- Effective in the first pay period following July 1, 2026: The same percentage increase as that of the salary increase at the same time as provided in Section 3.1.

5.4 Other Health and Wellness Benefits

- a) Dental Insurance Plan. The City currently provides dental insurance with a \$1,500/person/year benefit cap. The employee shall pay the premium. Employees must purchase at minimum, the employee-only level.
- b) Long-Term Disability Insurance Plan. The City currently provides a long-term disability insurance program. The employee pays the premium. Employees must participate in the program.
- c) Group Life Insurance. The City currently provides group life insurance. The Employee pays the premium. Employees must participate in the program.

The group life insurance has an individual benefit of \$50,000 and includes Accidental Death and Dismemberment.

- d) Employee Assistance Program. The City currently provides an Employee Assistance Program. The Employee pays the premium. Employees must participate in the program.

The program assists employees and family members experiencing emotional or family problems, legal/financial difficulty, and/or struggling with substance abuse issues. Services include confidential assessments and referral services for extended treatment.

- e) Vision Benefit. The City currently offers Vision Insurance. The Employee pays the premium. Participation in the program is voluntary.
- f) Health Flex Spending Account (FSA). The City has established a Health Care Flex Spending Account (FSA). The employee shall be responsible for any enrollment and administration expenses related to the FSA.

SECTION 6: HOLIDAYS

Section 6 does not apply to the Seasonal/Temporary employee group.

All At-will Management and Confidential employees shall receive fifteen (15) paid holidays per year, as follows:

New Years' Day	-	January 1
Martin Luther Kings' Day	-	Third Monday in January
President's Day	-	Third Monday in February
Caesar Chavez Birthday	-	March 31
Memorial Day	-	Last Monday in May
Juneteenth		June 19
Independence Day	-	July 4
Labor Day	-	First Monday in September
Columbus Day	-	Second Monday in October
Veteran's Day	-	November 11
Thanksgiving Day	-	Fourth Thursday in November
Day After Thanksgiving	-	Day After Thanksgiving Holiday
Christmas Eve	-	See Below
Christmas Day	-	See Below
Day After Christmas	-	See Below
Floating Holiday	-	Day selected by employee, subject to supervisor approval

Christmas Eve, Christmas Day and the Day after Christmas shall be observed on the following days during the term of this Agreement:

2022	23, 26 and 27 th
2023	25, 26 and 27 th
2024	24, 25 and 26 th

2025 24, 25, and 26th
 2026 23, 24 and 25th

It is the intent of this resolution that all full-time employees receive sixteen (16) paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the proceeding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, he/she may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

SECTION 7: VACATION LEAVE

Section 7 does not apply to the Seasonal/Temporary employee group.

7.1 Policy and Intent: In recognition of the fact that many management personnel are recruited from outside the City, that the average tenure for top management personnel is substantially lower than that of nonexempt personnel, and that at least two (2) to seven (7) years' prior experience is required, the following vacation leave policy for At-will Management shall be implemented.

7.2 Vacation Entitlement: At-will Management and Confidential employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

<u>Years of Continuous Service</u>	<u>Vacation Days Earned/Year</u>
0 – 2 years	12
3 through 5 years	15
6 through 10 years	20
11 or more years	25

7.3 Vacation Accrual: At-will Management and Confidential employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

7.4 Vacation Usage: An employee may take vacation at a time approved by the City Manager, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year; however, with the approval of the City Manager, an employee may take less than a normal vacation in one year and carry the balance of his/her earned time over to the next year.

Earned vacation may be accumulated up to a maximum of three hundred and twenty (320). All employees with excess vacation hours as of the last day of the pay period containing June 30 will have their vacation accruals adjusted down to the 320 hours accrual cap.

This section and the corresponding vacation accrual caps will also apply to permanent part-time employees on a prorated basis based on their regularly scheduled hours in a work week. For example, a permanent part-time employee who works 20 hours/week will have a vacation accrual cap of one hundred and sixty (160) hours – one-half the three hundred and twenty (320) hours cap applicable to full-time employees.

7.5 Sale of Vacation Leave Hours: At Will Managers and Confidential employees may cash out up to forty (40) hours of accrued but unused vacation time at the employee’s straight time hourly rate.

Qualifying employees must file an irrevocable election identifying the specific amount of vacation he or she wishes to cash out during the month of December. Vacation will be paid in the first paycheck in the month of January in the year following the irrevocable election.

SECTION 8: MANAGEMENT LEAVE

In recognition of the extra hours required to perform at the level of top At-will management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following management leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to fifteen (15) days Management Leave annually at the discretion of the City Manager. Employees of this group will be able to accumulate a maximum of twenty (20) days of Management Leave in one fiscal year. On July 1 of each year, all hours in excess of 160 will be lost unless an extension of time is granted by the City Manager, who will grant such extensions in limited and extenuating circumstances. It is the responsibility of all employees receiving Management Leave to take their leave in a timely manner. However, upon separation from the City any remaining leave shall be paid to the employee at employee’s then-current hourly rate.

At-Will Managers and exempt Confidential employees may elect to cash out up to sixty (60) hours of accrued but unused Management Leave each year at the employee’s straight time hourly rate. Qualifying employees must file an irrevocable election identifying the specific amount of vacation he or she wishes to cash out during the month of December. Vacation will be paid in the first paycheck in the month of January in the year following the irrevocable election.

SECTION 9: OTHER LEAVES OF ABSENCE

9.1 Sick Leave

- a. At-will Management and Confidential employees shall be entitled to one working

day of sick leave with pay for each month or major fraction thereof worked.

- b. Seasonal/Temporary employees receive sick leave in accordance with state law.
- c. Sick leave with pay up to the total number of working days accumulated shall be granted by the City Manager in case of bona fide illness or injury.

9.2 Family Care: Sick leave may be used to care for the employee's child of any age, stepchild, spouse or domestic partner regardless of gender, parent or step-parent, parent-in-law, grandparent, grandchild, or sibling, who is incapacitated by a serious health condition as defined by State or Federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

9.3 Bereavement Leave: For At-will Management and Confidential employees, leave with pay up to 4 days per year shall be granted by the City Manager in case of the death or serious illness of spouse or domestic partner regardless of gender, parent or step-parent, parent-in-law, grandparent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement or special sick leave shall not be charged against any accumulated leave. An additional 3 days of vacation, CTO, or management leave may be used.

9.4 Industrial Accident Leave: The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

9.5 Miscellaneous Leave With Pay: At-will Management and Confidential employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

9.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act: Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or the serious health condition of the child, parent or spouse of the employee, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

9.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945): In addition to leave authorized by Section 9.5.1, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken

for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

9.8 Temporary Disability Integration: An employee who is receiving temporary disability workers compensation benefits, State Disability Insurance (SDI) benefits, or Paid Family Leave (PFL) benefits has the option to integrate accumulated sick leave or accumulated vacation time as shall result in a payment to the employee of full regular salary.

9.9 Leave of Absence Without Pay: Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period not exceeding three months; the Council may approve such leave for a period not exceeding one year. During such leave of absence, benefits will not be paid unless the employee elects to reimburse the City for the cost; sick leave, vacation, holiday benefits will not be accrued or paid.

9.10 Military Leave: An unrepresented employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Human Resources Policies and Practices Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

10.1 Professional Seminars and Training: To promote continued development of skills, knowledge, and abilities among the Management Team and Confidential employees of the City, the City Manager may grant time off to employee for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

10.2 Professional Membership Fees: Most At-will Management and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

10.3 College Tuition Reimbursement: An At-will Management or Confidential employee who is taking courses in a field related to his/her employment may receive reimbursement for

tuition and/or materials for 100% of the reasonable cost for books and tuition per fiscal year. "Reasonable cost" shall be the cost of coursework through the California State University System. Such reimbursement shall be after the employee has successfully completed the course with a grade of "C" or better. Further details of this benefit can be found in the City Tuition Reimbursement policy.

SECTION 11: OTHER BENEFITS

11.1 Annual Physical Examinations: For At-will Management and Confidential employees, the costs of any required employment-related medical examination and diagnostic services, as required, shall be borne by the City, and the costs for treatments or correction of deficiencies shall be borne by the employee. This will be in compliance with adopted medical job standards and the Federal Occupational Safety and Health Act.

11.2 Vehicle Reimbursement for At-will Management: At-will Management employees to a far greater extent than other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance of \$400 per month. If it is necessary, the use of a private vehicle shall be reimbursed at the same mileage rate as approved by the City Council, if no auto allowance provisions have been made.

11.3 Vehicle Reimbursement for Councilmembers: In recognition of the travel by automobile that is required of City Councilmembers, each Councilmember can elect to receive either an auto allowance of \$500 per month or be reimbursed for actual mileage at the Internal Revenue Service rate presently in effect (see www.irs.gov).

11.4 Deferred Compensation Plan: Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. Such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The deferred compensation program shall be administered in accordance with federal law.

11.5 Matching 401(A) Plan: The City will make a contribution of two percent (2%) of the employee's salary for both At-will Management and Confidential employees into a 401A deferred compensation plan. Employees are required to contribute two percent (2%) of their own money towards the plan to get this benefit.

SECTION 12: TERMINATION ALLOWANCE

12.1 Severance Pay: In order to foster job security within a professional climate, At-will Management employees who receive no protection from the City's Personnel System will be entitled to severance pay when they are discharged from the City service; provided however,

that the employee has been in the employ of the City at least one (1) year. At-will Management employees terminated for cause are not eligible for severance benefits.

12.2 Allowance Schedule: Specific severance pay terms and conditions may be subject to negotiation and included in the employee’s Employment Contract, as noted in Section 2 (Employment Contracts).

12.3 Voluntary Resignation: The provisions of this section do not apply to any employee who voluntarily resigns from the City service for personal reasons. Whenever practical, At-will Management employees shall give thirty (30) days’ notice prior to voluntary termination in order to leave City service in good standing.

This Program shall be in full force and effect from July 1, 2022, until June 30, 2027, unless otherwise modified by the City Council.

Dated: _____

By: _____
Jason Holley, City Manager



TITLE

Fiscal Year 2024/2025 Salary Schedule

RECOMMENDATION

Adopt a Resolution Approving the Fiscal Year 2024/2025 Salary Schedule.

CONTACT

Maria Ojeda, Assistant City Manager
Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

The City Council approves all employee salaries, classification titles and changes. The California Government Code requires pay rates for employees be established pursuant to a "publicly available" salary schedule that includes certain information, such as position title and pay range. To satisfy this requirement, it is necessary for the Council to adopt a Resolution approving the Fiscal Year 2024/2025 Salary Schedule (the "Schedule") consistent with funding appropriated by the adoption of the Fiscal Year 2024/2025 budget (the "Budget") on June 4, 2024.

The new Schedule reflects changes to employees' salaries based on the current Memorandums of Understanding (MOUs) with the two employee bargaining units, and the Unrepresented Compensation Program (Unrepresented Program). Each of these documents provide for a minimum 2% and maximum 5% cost-of-living adjustment (COLA) for Fiscal Year 2024/2025 based on the Consumer Price Index as reported by the U.S. Bureau of Labor Statistics for the month of April 2024. The Schedule includes a 3.8% COLA for classifications in the bargaining units and/or covered by the Unrepresented Program, and for those Temporary classifications indexed to similar Regular classifications. The City Manager's salary is increased 3.8%, per the terms and conditions of the current Employment Agreement.

The City completed organizational assessments for Public Works, Maintenance and Utilities, Parks and Recreation, and Human Resources. The proposed Schedule amends the compensation plan to add or update job classifications consistent with approved improvements to the City's operations and organizational structure, including Assistant Director of Public Works, Chief Plant Operator, Deputy City Clerk-CDD, Human Resources Analyst I/II, Human Resources Manager, Human Resources Technician, Management Analyst I/II (Represented) and Recreation Specialist.

The City also City completed a Total Compensation Survey for executive classifications consistent with the "Performance Management Guidelines, Policies and Procedures for At-Will Managers." The City conducts these studies to ensure it remains competitive in the marketplace to attract and retain highly qualified executive leadership. The proposed Schedule updates the salary ranges for At-Will managers consistent with the survey.

The new salaries will go into effect the first full pay period following July 1, 2024.

Pursuant to California Government Code section 54953(c)(3), the action recommended in this report would constitute a final action on the salary or salary schedule of one or more local agency executive, which shall be orally reported prior to a Council vote.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Funding for these increases is included in the City's Adopted Fiscal Year 2024/2025 Budget.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

[Resolution Approving the Fiscal Year 2024/2025 Salary Schedule](#)

[Exhibit A to the Resolution](#)

[Exhibit B to the Resolution](#)

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING THE FISCAL YEAR 2024/2025 SALARY SCHEDULES**

WHEREAS, the California Code of Regulations (CCR) section 570.5 requires publishing of a “Publicly Available Pay Schedule;” and

WHEREAS, this salary schedule must include the position title for every employee position, pay rate for each position, and time base for each position; and

WHEREAS, the City Council approved on August 16, 2022, Memorandums of Agreement with the General Unit and Mid-Management Unit employees and approved an Unrepresented Compensation Program each of which provides for a Fiscal Year 2024/2025 cost-of-living adjustment of a minimum of 2% and a maximum of 5% based on the Consumer Price Index, which was reported as 3.8% for the month of April 2024 by the U.S. Bureau of Labor Statistics; and

WHEREAS, the City Council approved on October 5, 2021, an Employment Agreement with the City Manager providing an annual cost-of-living adjustment beginning in Fiscal Year 2023/2024 of a minimum of 2% and a maximum of 4%; and

WHEREAS, the City completed organizational studies for Public Works, Maintenance and Utilities, Parks and Recreation, and Human Resources, and now wishes to amend the compensation plan to add or update job classifications consistent with approved improvements to the City’s operations and organizational structure; and

WHEREAS, the City completed a Total Compensation Survey for executive classifications consistent with the “Performance Management Guidelines, Policies and Procedures for At-Will Managers,” and now wishes to make market-based adjustments, internal alignments and range placements for various job classifications to attract and retain highly qualified executive leadership; and

WHEREAS, it is appropriate to enact the Fiscal Year 2024/2025 Salary Schedule consistent with the Fiscal Year 2024/2025 Budget approved by the City Council on June 4, 2024, to implement the following:

- A 3.8% cost-of-living increase for all General Unit, Mid-Management Unit and Unrepresented Employees, as well as those Temporary classifications indexed to similar Regular classifications, effective July 6, 2024.
- A 3.8% cost-of-living increase for the City Manager effective July 1, 2023, to be implemented by mutual agreement on July 6, 2024.
- Salary ranges for new classifications of Assistant Director of Public Works, Chief Plant Operator, Deputy City Clerk-CDD, Human Resources Analyst I/II, Human Resources Manager, Human Resources Technician, Management Analyst I/II (Represented) and Recreation Specialist.
- Updated salary ranges for At-Will Managers consistent with the Total Compensation Survey.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon does hereby approve the Salary Schedule for Full-Time Permanent Classifications for Fiscal Year 2024/2025 effective July 6, 2023, as attached hereto as Exhibit "A," and the Salary Schedule for Part-Time, Retired Annuitants and Extra Help Classifications effective July 6, 2024, attached hereto as Exhibit "B," to supersede previously adopted Salary Schedules.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of June, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

SALARY SCHEDULE FOR FULL-TIME PERMANENT CLASSIFICATIONS - FY2024-25

Effective: July 6, 2024

Class Code	Classification	Basis	Salaries				
City Council		Monthly	\$315.00				
Executive Classifications							
			Minimum		Control Pt.		Maximum
1001	City Manager	Annually	\$217,454.40		\$271,818.00		\$326,181.60
1009	Assistant City Manager	Annually	\$188,059.20		\$235,074.00		\$282,088.80
1006	Community Development Director	Annually	\$173,356.80		\$216,696.00		\$260,035.20
1004	Finance Director	Annually	\$165,763.20		\$207,204.00		\$248,644.80
1003	Parks and Recreation Director	Annually	\$150,988.80		\$188,736.00		\$226,483.20
1007	Public Works Director	Annually	\$172,089.60		\$215,112.00		\$258,134.40
Annual Salary Steps							
Exempt Classifications							
			A	B	C	D	E
6210	Assistant Director of Public Works	Annually	\$155,652.51	\$163,435.14	\$171,606.90	\$180,187.25	\$189,196.61
6305	City Clerk	Annually	\$118,629.75	\$124,561.24	\$130,789.30	\$137,328.77	\$144,195.21
2201	Chief Building Official	Annually	\$130,945.05	\$137,492.30	\$144,366.92	\$151,585.27	\$159,164.53
2213	Chief Plant Operator	Annually	\$110,159.52	\$115,667.50	\$121,450.87	\$127,523.41	\$133,899.58
2309	Development Services Engineer	Annually	\$121,595.50	\$127,675.28	\$134,059.04	\$140,761.99	\$147,800.09
2200	Environmental Services Manager	Annually	\$134,218.69	\$140,929.62	\$147,976.10	\$155,374.90	\$163,143.64
6208	Finance Manager	Annually	\$144,538.84	\$151,765.78	\$159,354.07	\$167,321.77	\$175,687.86
6310	Human Resources Analyst I	Annually	\$90,413.05	\$94,933.70	\$99,680.38	\$104,664.40	\$109,897.62
6311	Human Resources Analyst II	Annually	\$99,799.09	\$104,789.04	\$110,028.49	\$115,529.91	\$121,306.41
6309	Human Resources Manager	Annually	\$137,574.15	\$144,452.86	\$151,675.50	\$159,259.27	\$167,222.23
2302	Information Systems Officer	Annually	\$118,629.75	\$124,561.24	\$130,789.30	\$137,328.77	\$144,195.21
2210	Maintenance Supervisor	Annually	\$92,673.37	\$97,307.04	\$102,172.39	\$107,281.01	\$112,645.06
6303	Management Analyst I (Conf.)	Annually	\$102,294.06	\$107,408.76	\$112,779.20	\$118,418.16	\$124,339.07
6304	Management Analyst II (Conf.)	Annually	\$112,913.50	\$118,559.18	\$124,487.14	\$130,711.50	\$137,247.07
2310	Management Analyst I	Annually	\$102,294.06	\$107,408.76	\$112,779.20	\$118,418.16	\$124,339.07
2311	Management Analyst II	Annually	\$112,913.50	\$118,559.18	\$124,487.14	\$130,711.50	\$137,247.07
2204	Public Works Superintendent	Annually	\$127,751.28	\$134,138.84	\$140,845.78	\$147,888.07	\$155,282.47
2212	Recreation Manager	Annually	\$104,851.42	\$110,093.99	\$115,598.69	\$121,378.62	\$127,447.55
2205	Senior Civil Engineer	Annually	\$134,218.69	\$140,929.62	\$147,976.10	\$155,374.90	\$163,143.64
2209	Senior Planner	Annually	\$110,159.52	\$115,667.50	\$121,450.87	\$127,523.41	\$133,899.58
2211	Wastewater Operations Manager	Annually	\$137,574.15	\$144,452.86	\$151,675.50	\$159,259.27	\$167,222.23
2207	Water Systems Manager	Annually	\$134,218.69	\$140,929.62	\$147,976.10	\$155,374.90	\$163,143.64
Hourly Steps							
Non-Exempt Classifications							
			A	B	C	D	E
4301	Accountant	Hourly	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55
4402	Accounting Assistant I	Hourly	\$27.19	\$28.55	\$29.98	\$31.48	\$33.05
4403	Accounting Assistant II	Hourly	\$30.01	\$31.51	\$33.09	\$34.74	\$36.48
4404	Accounting Assistant III	Hourly	\$33.12	\$34.78	\$36.52	\$38.35	\$40.27
4405-3405	Accounting Technician (General & Confidential)	Hourly	\$36.56	\$38.39	\$40.31	\$42.33	\$44.45
4707	Administrative Clerk I	Hourly	\$24.04	\$25.24	\$26.50	\$27.82	\$29.21
4708	Administrative Clerk II	Hourly	\$26.52	\$27.85	\$29.24	\$30.70	\$32.24
4709	Administrative Clerk III	Hourly	\$29.29	\$30.75	\$32.29	\$33.90	\$35.59
4706	Administrative Technician	Hourly	\$35.68	\$37.46	\$39.33	\$41.30	\$43.36
4312	Assistant Planner	Hourly	\$43.47	\$45.64	\$47.92	\$50.32	\$52.84
4314	Associate Planner	Hourly	\$47.98	\$50.38	\$52.90	\$55.54	\$58.32
4415	Building Inspector I	Hourly	\$40.36	\$42.38	\$44.50	\$46.72	\$49.06
4416	Building Inspector II	Hourly	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16
4917	Building Maintenance Worker	Hourly	\$34.81	\$36.55	\$38.38	\$40.30	\$42.31
4318	Capital Projects Coordinator	Hourly	\$50.40	\$52.92	\$55.57	\$58.35	\$61.27
4422	Civil Engineering Technician	Hourly	\$45.67	\$47.95	\$50.35	\$52.87	\$55.51
4419	Code Enforcement Officer	Hourly	\$38.42	\$40.34	\$42.36	\$44.48	\$46.70
5403	Construction Management Aide (At-Will/Temporary/Seasonal)	Hourly	\$35.68	\$37.46	\$39.33	\$41.30	\$43.36
3104	Deputy City Clerk (Conf.)	Hourly	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90
4101	Deputy City Clerk CDD	Hourly	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90
4323	Engineer I	Hourly	\$45.67	\$47.95	\$50.35	\$52.87	\$55.51
4311	Engineer II	Hourly	\$50.40	\$52.92	\$55.57	\$58.35	\$61.27

Class Code	Classification	Basis	Hourly Steps				
Non- Exempt Classifications							
			A	B	C	D	E
4313	Engineer III	Hourly	\$55.64	\$58.42	\$61.34	\$64.41	\$67.63
4441	Engineering Technician	Hourly	\$40.36	\$42.38	\$44.50	\$46.72	\$49.06
4438	Environmental Specialist I	Hourly	\$35.68	\$37.46	\$39.33	\$41.30	\$43.36
4425	Environmental Specialist II	Hourly	\$39.38	\$41.35	\$43.42	\$45.59	\$47.87
4439	Environmental Specialist III	Hourly	\$43.47	\$45.64	\$47.92	\$50.32	\$52.84
3105	Executive Assistant to the City Manager	Hourly	\$37.48	\$39.35	\$41.32	\$43.39	\$45.56
3102	Fire Executive Assistant/ Office Administrator	Hourly	\$39.38	\$41.35	\$43.42	\$45.59	\$47.87
3106	Human Resources Technician	Hourly	\$33.12	\$34.78	\$36.52	\$38.35	\$40.27
4324	Lab Analyst	Hourly	\$46.81	\$49.15	\$51.61	\$54.19	\$56.90
4927	Maintenance Worker I	Hourly	\$29.29	\$30.75	\$32.29	\$33.90	\$35.59
4928	Maintenance Worker II	Hourly	\$32.32	\$33.94	\$35.64	\$37.42	\$39.29
4929	Maintenance Worker III	Hourly	\$35.68	\$37.46	\$39.33	\$41.30	\$43.36
4831	Mechanic	Hourly	\$38.42	\$40.34	\$42.36	\$44.48	\$46.70
4442	Parks and Open Space Project Coordinator	Hourly	\$35.68	\$37.46	\$39.33	\$41.30	\$43.36
4440	Permit Technician	Hourly	\$34.81	\$36.55	\$38.38	\$40.30	\$42.31
4833	Plant Maintenance Mechanic I	Hourly	\$39.38	\$41.35	\$43.42	\$45.59	\$47.87
4832	Plant Maintenance Mechanic II	Hourly	\$43.47	\$45.64	\$47.92	\$50.32	\$52.84
5402	Plant Operator Apprentice	Hourly					\$35.59
4435	Plant Operator I	Hourly	\$39.38	\$41.35	\$43.42	\$45.59	\$47.87
4436	Plant Operator II	Hourly	\$43.47	\$45.64	\$47.92	\$50.32	\$52.84
4437	Plant Operator III	Hourly	\$47.98	\$50.38	\$52.90	\$55.54	\$58.32
4732	Police Technician	Hourly	\$30.76	\$32.30	\$33.91	\$35.61	\$37.39
4608	Recreation Coordinator	Hourly	\$33.95	\$35.65	\$37.43	\$39.30	\$41.27
4233	Recreation Supervisor	Hourly	\$41.38	\$43.45	\$45.62	\$47.90	\$50.29
4634	Senior Bus Driver	Hourly	\$29.29	\$30.75	\$32.29	\$33.90	\$35.59
4930	Senior Maintenance Worker	Hourly	\$39.38	\$41.35	\$43.42	\$45.59	\$47.87
4420	Sustainability Coordinator	Hourly	\$40.36	\$42.38	\$44.50	\$46.72	\$49.06

Fiscal Year 24/25 Modifications

1. Contract Adjustment - 3.8% cost-of-living increase for all Regular classifications (excludes Temporary classes not indexed to a Regular classification) effective pay period starting 7/6/2024.
2. Amend compensation plan to add the classifications of Assistant Director of Public Works, Chief Plant Operator, Deputy City Clerk-CDD, Human Resources Analyst I/II, Human Resources Manager, Human Resources Technician and Management Analyst I/II (Represented).
3. Amend compensation plan to remove the classifications of Deputy Public Works Director, Maintenance & Utilities Director, Administrative Services Director, Human Resources Assistant, Human Resources Officer and Aquatics Supervisor.

Fiscal Year 23/24 Modifications

1. Contract Adjustment - 4.2% pay increase for all Regular classifications (excludes City Manager and Temporary classes not indexed to a Regular classification) effective pay period starting 7/8/2023.
2. 4% pay increase for City Manager per contract.

Fiscal Year 22/23 Modifications

1. Market Adjustment, Internal Alignment & Range Placements consistent with Total Compensation Study, Recruitment and Retention Strategic Plan, and Memorandums of Understanding effective the pay period starting 7/9/2022.
2. Contract Adjustment - 5% pay increase for all permanent employees (excludes City Manager and Temporary employees) effective pay period starting 7/9/2022.
3. Reassign Deputy Public Works Director classification to Unrepresented from At-Will Manager.

Fiscal Year 21/22 Modifications

1. Contract Adjustment- 3.8% pay increase for all permanent employees (excludes City Manager and Temporary employees) effective pay period starting 7/10/2021
2. 2% pay increase for City Manager effective 7/1/2021
3. Update hourly pay rate for Plant Operator Apprentice consistent with Resolution 2007-92
4. Adjust City Manager's compensation effective July 1 per contract approved Oct. 5, 2021
5. Update minimum wage rate and new rate for the following positions: Lifeguard, WSI Lifeguard, Office Assistant, Program Coordinator, Recreation Leader, Cashier, Service
6. Create Management Fellow salary range.

Fiscal Year 20/21 Modifications

1. Contract Adjustment- 2% pay increase for all permanent employees (excludes City Manager and Temporary employees) effective pay period that includes 7/1/2020
2. 2% pay increase for City Manager effective 7/1/2020
3. Add Maintenance and Utilities Director classification and set salary range to Pay Band M1 effective pay period that includes 7/1/2020
4. Update minimum wage rate and new rate for the following positions: Lifeguard, WSI Lifeguard, Office Assistant, Program Coordinator, Recreation Leader , Cashier, Service

SALARY SCHEDULE FOR PART-TIME, RETIRED ANNUITANTS & EXTRA HELP - 2024
Effective July 6, 2024

The following pay ranges are the authorized pay levels for individuals working in a part-time, temporary, limited term or extra help capacity. The specific pay assignment with each level should be based on internal equity as well as training and experience of the individual filling the part-time or extra help position. Unless approved by the City Council, the pay of an individual working in any of the temporary job classifications listed below shall be within the approved range.

CLASS CODE	CLASSIFICATION	PAY BASIS	A	B	C	D	E
5601	Bus Driver (Non-Regular)	Hourly	21.24	22.30	23.42	24.59	25.82
5602	Cashier (Seasonal)	Hourly	16.00	16.80	17.64	18.52	19.45
5607	Lifeguard (Temporary)	Hourly	16.80	17.64	18.52	19.45	20.42
5605	Lifeguard (WSI) (Temporary)	Hourly	17.22	18.08	18.98	19.93	20.93
5609	Management Aide (At Will /Temp)	Hourly	Minimum 34.00				Maximum 150.00
6309	Management Fellow (At Will /Limited)	Hourly	Minimum 30.00				Maximum 58.00
5101	Office Assistant	Hourly	19.72	20.71	21.75	22.84	23.98
5603	Program Coordinator (Temporary)	Hourly	24.15	25.36	26.63	27.96	29.36
5610	Recreation Specialist (Temporary)	Hourly	27.88	29.27	30.73	32.27	33.88
5604	Recreation Leader (Temporary)	Hourly	16.00	16.80	17.64	18.52	19.45
5608	Senior Lifeguard (WSI) (Temporary)	Hourly	19.32	20.29	21.30	22.37	23.49
5610	Senior Recreation Leader (Temporary)	Hourly	18.40	19.32	20.29	21.30	22.37
5606	Service Worker (Temporary)	Hourly	22.32	23.44	24.61	25.84	27.13
5401	Student Intern (Temporary)	Hourly	Minimum 16.00				Maximum 29.36

DEFINITIONS:

Part-time, temporary and extra help positions are limited to 980 hours per calendar & fiscal years. Salaries for PERS retired annuitants must meet PERS requirements and are limited to 960 hours per calendar & fiscal years. If a PERS retired annuitant is performing part-time services for a position identified on the City's Salary Schedule for full-time positions, the City pays the employee an hourly rate based on the Salary Schedule for full-time positions. Consult Human Resources for assistance in determining the appropriate hourly rates for part-time, extra-help or retired annuitants.

Fiscal Year 24/25 Modifications

1. Apply 3.8% wage Increase for Bus Driver, Office Assistant and Service Worker classifications, which are indexed to similar Regular classifications, effective July 6, 2024.
2. Amend compensation plan to add classification of Recreation Specialist, which is indexed to Regular classification of Recreation Coordinator.

Fiscal Year 23/24 Modifications

1. Apply 4.2% wage Increase for Bus Driver, Office Assistant and Service Worker classifications, which are indexed to similar Regular classifications effective July 8, 2023.
2. Increased the Minimum Wage and adjusted classes tied to it: Cashier, Lifeguard, Lifeguard (WSI), Program Coordinator, Recreation Leader, Senior Lifeguard, Senior Recreation Leader and Student Intern, effective January 1, 2024.

Fiscal Year 22/23 Modifications

1. Created separate Salary Schedule for classifications that can be filled on a part-time, temporary, seasonal, extra help and/or limited duration basis.
2. Increased the Minimum Wage and adjusted classes tied to it: Cashier, Lifeguard, Lifeguard (WSI), Program Coordinator, Recreation Leader, Senior Lifeguard, Senior Recreation Leader and Student Intern.



Future Agenda Items of Note:

July 2, 2024; 6:30 p.m. City Council Meeting Canceled

July 16, 2024; 6:00 p.m.

Proclamation - Parks and Recreation Month
Fiscal Year 2024/25 CIP Project Schedule
GIR Project (TR16-0700) Authority to Issue Bonds, etc.

August 6, 2024; 4:30 p.m.

Consent Items Only – National Night Out

August 20, 2024; 6:30 p.m.

League of California Cities Voting Delegate (Annual)
GIR Project (TR16-0700) Phase 2 Contract Award

September 3, 2024

Proclamation - National Hispanic Heritage Month (September 15 – October 15)
Receive and File NCS Report