

AGENDA
REGULAR MEETING OF THE
CITY OF KING CITY COUNCIL
AND
Sitting as **SUCCESSOR AGENCY OF**
THE RDA FOR THE CITY OF KING

TUESDAY AUGUST 23, 2016
6:00 P.M.

CITY HALL
212 S. VANDERHURST AVENUE
KING CITY, CALIFORNIA 93930

**Spanish interpretation services will be available at meeting*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting, Please contact the City Clerk's Office (831-386-5925) at least 48 hours prior to the Meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

** Please submit all correspondence for City Council PRIOR to the meeting with a copy to the City Clerk.*

1. **CALL TO ORDER**
2. **ROLL CALL:** Council Members Darlene Acosta, Belinda Hendrickson, Mike LeBarre, Mayor Pro Temp. Karen Jernigan, and Mayor Robert Cullen
3. **FLAG SALUTE**
4. **CLOSED SESSION ANNOUNCEMENTS**
5. **SPECIAL PRESENTATIONS**

Jacob's Heart Cancer Awareness Proclamation

6. **PUBLIC COMMENT**
Any member of the public may address the Council for a period not to exceed *three minutes'* total on any item of interest within the jurisdiction of this Council that is not on the agenda. The Council will listen to all communications; however, in compliance with the Brown Act, the Council cannot act on items not on the agenda. Comments should be directed to the Council as a whole and not to any individual Council Member. Slanderous, profane or personal remarks against any Council Member, staff member or member of the audience is not permitted.
7. **COUNCIL COMMUNICATIONS & COMMITTEE REPORTS**
Individual Council Members may comment on Council business, his or her Council activities, City operations, projects or other items of community interest. Council Members may also request staff to report back at a subsequent meeting on any matter or take action to direct staff to prepare a staff report for a future agenda.

8. STAFF COMMUNICATIONS

Comments presented by the City Manager, City Attorney or other staff on City business and/or announcements.

9. CONSENT AGENDA

The following items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Members of the audience may speak on any item(s) listed on the Consent Agenda. Any Council Member, the City Manager, or the City Attorney may request that an item be withdrawn from the Consent Agenda to allow for full discussion. The Council may approve the remainder of the Consent Agenda on one motion. Items withdrawn from the Consent Agenda may be considered by separate motions at the conclusion of the discussion of each item.

A. Meeting Minutes of August 9, 2016 Council Meeting

Recommendation: approve and file.

B. Consideration: City Check Register – Current

Recommendation: receive and file.

C. Consideration: Successor Agency Check Register – Current

Recommendation: receive and file.

D. Consideration: Public Financing Authority Check Register – Current

Recommendation: receive and file.

E. City Monthly Treasurer's Report- June 2016

Recommendation: approve and file.

F. Successor Agency Monthly Treasurer's Report- June 2016

Recommendation: approve and file.

G. Public Financing Authority Monthly Treasurer's Report- June 2016

Recommendation: approve and file.

H. Consideration: Side Letter of Agreement with the King City Confidential Employees Association to Modify the Salary Range of Classification of Police Captain

Recommendation: adopt a Resolution approving a side letter of agreement with the King City Confidential Employees Association ("KCCEA") to amend the Memorandum of Understanding ("MOU") in order to modify the salary range for the Police Captain position.

I. Consideration: Creation of New Classification of Maintenance Worker/Wastewater Services

Recommendation: 1) adopt a Resolution approving a side letter of agreement with the Service Employees International Union Local 521 ("SEIU") to amend the Memorandum of Understanding ("MOU") in order to create the classifications of Maintenance Worker I/Wastewater Services and Maintenance Worker II/Wastewater Services; and 2) adopt a Resolution approving the creation of the classification of Maintenance Worker I/Wastewater Services and Maintenance Worker II/Wastewater Services, the job descriptions and the replacement of an existing Maintenance Worker I position with a Maintenance Worker II/Wastewater Services position.

- J. Consideration: Part-time Human Resources Coordinator Position
Recommendation: 1) adopt a Resolution creating a part-time temporary Human Resources Coordinator position; and 2) approve the job description.
- K. Consideration: Amendment to the City of King Job Classification Plan
Recommendation: adopt an amendment to the Classification Plan to adjust the salary for Police Captain and create the positions of Maintenance Worker/Wastewater Services and Part-time Human Resources Coordinator.
- L. Consideration: Successor Agency to the Community Development Agency of the City of King Senior Lien Tax Allocation Refunding Bonds, Series 2016A and Senior Lien Tax Allocation refunding Bonds 2016B (Taxable)
Recommendation: 1) adopt a Resolution approving the Form and Authorizing the Execution of a Bond Purchase Agreement and Revisions to the Indenture in connection with the Issuance and Sale of Tax Allocation Refunding Bonds to Refinance.
- M. Consideration: Creation of New Classification of Public Works Maintenance Aide
Recommendation: Adopt Resolution approving new classification of Public Works Maintenance Aide at a pay rate of \$11 per hour.

10. PUBLIC HEARINGS

- A. Consideration: Medical Marijuana Regulatory Ordinance and Zoning Code Amendments to Allow Manufacturing, Nurseries and Testing
Recommendation: 1) receive public comment and comments from the Planning Commission; 2) review and provide comments to staff on the draft medical cannabis regulatory ordinance, Zoning Code amendments and Mitigated Negative Declaration ("MND"); and 3) continue the public hearing to the meeting of September 13, 2016.

11. REGULAR BUSINESS

- A. Consideration: Presentation on Monterey Bay Community Power Project
Recommendation: 1) receive a presentation on the Monterey Bay Community Power proposal; 2) direct staff to work on steps necessary for King City to participate; and 3) provide staff direction on issues related to the governance structure.

12. CITY COUNCIL CLOSED SESSION

Announcement(s) of any reportable action(s) taken in Closed Session will be made in open session, and repeated at the beginning of the next Regular City Council meeting as this portion of the meeting is not recorded.

- A. Conference with Real Property Negotiators
Properties: City owned property bound by San Lorenzo Street to the west, the golf course to the south, the little league baseball field to the east and the parking lot to the north
Agency Negotiators: Steven Adams
Negotiating Party: TJ Plew

B. Conference with Real Property Negotiators
Properties: APN 026-195-010-000
Agency Negotiators: Steven Adams
Negotiating Party: Cheung Ho Ming

13. ADJOURNMENT



KING CITY
C A L I F O R N I A

Proclamation

Honoring Jacob's Heart Children's Cancer Support Services and Declaration of Childhood Cancer Awareness Month

WHEREAS, each day 42 children in the United States are diagnosed with cancer and more than 40,000 children undergo treatment for cancer each year; and

WHEREAS, cancer remains the leading cause of death by disease among children, more than asthma, diabetes, cystic fibrosis, congenital anomalies, and AIDS combined; and

WHEREAS, families of children with cancer in the City of King City receive essential services from Jacob's Heart Children's Cancer Support Services, a local organization that has gained national awards and recognition for improving the quality of life for more than 620 local children with cancer and their families; and

WHEREAS, Jacob's Heart holds the memories and honors legacies of 140 children from our local community who have been lost to cancer, ensuring that their precious memories will never be forgotten; and

WHEREAS, the oncology department at Lucile Packard Children's Hospital at Stanford has worked closely with Jacob's Heart for the past 18 years as a trusted community partner in providing family-centered care that addresses the emotional, practical and financial struggles of families of children with cancer in King City; and

WHEREAS, it is important for all King City residents to recognize the impact of pediatric cancer on families within our community and honor the lives of children in our community whose lives have been cut short by cancer; and

NOW, THEREFORE, I, Robert Cullen, Mayor of King City, do hereby declare September as Childhood Cancer Awareness Month in the City of King City and do hereby honor Jacob's Heart Children's Cancer Support Services for 18 years of outstanding support to our community and acknowledge the organization's contributions to Childhood Cancer Awareness Month, honoring children with cancer in our community.



August 23, 2016

Robert Cullen
Mayor

**Minutes
City Council Meeting
August 9, 2016**

1. CALL TO ORDER:

Meeting was called to order at 6:04 PM by Mayor Cullen.

2. FLAG SALUTE:

The flag salute was led by Mayor Cullen.

RJ Rivera announced that there are translating services available.

3. ROLL CALL:

City Manager Adams conducted roll call.

City Council: Acosta, LeBarre, Hendrickson, Mayor Pro Tem Jernigan, Mayor Cullen.

City Staff: City Manager Steven Adams, Attorney Martin Koczanowicz

4. CLOSED SESSION ANNOUNCEMENTS:

No reportable actions taken at the July 12th meeting.

5. PRESENTATIONS:

Kellie Morgantini, Legal Services for Seniors, gave a brief presentation on program providing no-cost legal services to seniors. Qualifications: need to be 60 years or older and there are no income criteria. They do medical law, social security law and elder abuse law. They have 2 offices one in Marina and one in Salinas. They are open 9-5. They come to King City to the Leo Meyer center once a week on Tuesday's 9a.m.-12p.m.

6. PUBLIC COMMUNICATIONS:

Minnie Sanchez, came to speak on the violence that is happening in our town. She feels we need to get this under control. She feels we need surveillance cameras up, we need to get churches involved. She also commented that everyone is so concerned and the room is empty.

7. COUNCIL COMMUNICATIONS:

Council Member Hendrickson had nothing to report.

Mayor Pro Tem Jernigan is hearing positive feedback for the newsletter that went out. She thanked staff for working on the brochure for Make Your Mark King City. She spoke to the Arboleda Homeowner's Association about security cameras. Pinnacle Gateway Partners is holding a clinic in Salinas for two days. All of Council is invited. She thanked the Mayor for his report on the Ag Tech Summit and the Salinas Valley Solid Waste Authority retreat. She would like a quarterly update on the Police Audit. There were 7 or 8 recommendations and she would like to know that the Police Department is working on the recommendations. Council concurs that that would be good. She spoke on the high speed rail and the oil production in San Ardo. She would like to see Council do a resolution in favor or not in favor of those issues. Council would like staff to do some research and make a recommendation to Council on the issue.

Mayor Cullen stated he is involved in Southern Monterey County Foundation affiliate fund of the Community Foundation and grants are open now, grants due September 23rd. He thanked all that were involved in National Night Out. He stated Relay for life this Saturday at San Lorenzo Park; August 17th third and final event at Fort Hunter Liggett on their 75th anniversary. August 24th Community Expo out at Hunter Liggett. He attended the Ag Tech Summit. One of the co-founders wants to bring the Ag Tech Summit to South County.

Council Member Acosta she feels exciting things are happening in King City and she thanks the City Manager for that. City Manager and Chief of Police will be meeting with Chief Fresé on victim's services. YWCA will be providing victims services, restraining orders. Victims Witness Program who provide counseling and Grupo Amiga Campacina will give education and be going out in the community. Victims Services is getting closer to being in South County. She attended a conference on alcohol abuse. Tomorrow is 4C4P.

Council Member LeBarre, August 1st he attended the TAMC rail meeting. Aug. 3rd he attended the TAMC bicycle committee, National Night out he enjoyed. August 5th attended the opening day for San Antonio Lake. He spoke in favor of the San Ardo measure not passing. He will attend the Hunter Liggett final ceremony. Aug. 27th he is attending a festival that Soledad is holding for Sam Farr. He would like to do a proclamation for Sam Farr.

8. CITY STAFF REPORTS AND COMMENTS:

City Manager Adams explained the elections and deadline dates. The four cities are trying to have a joint meeting but that is not coming together so City Manager Adams is going to have a Patrick Matthews come to just our council to speak. City Manager Adams is doing an update on the budget on a month to month basis. With Medical Marijuana studies there have been extra cost mid-year adjustments maybe needed. Engineering costs are up this month due to property sales with title reports, easements and new property lines.

9. CONSENT AGENDA

- A. Meeting Minutes of July 12, 2016 Council Meeting
- B. Consideration: City Check Register – Current
- C. Consideration: Successor Agency Check Register – Current
- D. Consideration: Public Financing Authority Check Register – Current
- E. Consideration: Participation in Farmworker Housing Study and Action Plan for Salinas and Pajaro Valley
- F. Consideration: Consultant Services Agreement with RRM Design Group for Preparation of a Downtown Streetscape Conceptual Plan
- G. Consideration: Voting Delegate for the League of California Cities Annual Business Meeting
- H. Consideration: Professional Services Agreement with Carollo Engineers for Preparation of Wastewater Facilities Plan and Wastewater Collection System Master Plan
- I. Consideration: Monterey Peninsula Foundation Grant Application for Citywide Police Security Camera System
- J. Consideration: Response to the 2016 Monterey County Civil Grand Jury Report
- K. Consideration: Replacement and Purchase of Police Vehicles
- L. Consideration: Change Order to Sewer Line Project to Add Paving to South Mildred Avenue

Mayor Pro Tem Jernigan pulled item K for discussion.

Action: Motion to approve consent agenda items A-J and L, by LeBarre and seconded by Acosta

AYES: Council Members: Mayor Cullen, Mayor Pro Tem Jernigan, Acosta, LeBarre and Hendrickson

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

Mayor Pro Tem Jernigan was concerned about the cost of leasing the vehicles and wanted to make sure that all the council got the information.

Action: Motion to approve consent agenda items K, by Jernigan and seconded by LeBarre

AYES: Council Members: Mayor Cullen, Mayor Pro Tem Jernigan, Acosta, LeBarre and Hendrickson

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

10. PUBLIC HEARINGS:

10(a) Consideration: Resolution placing on the November 8, 2016 Election Ballot an Ordinance to Add an Annual Commercial Cannabis Tax on Medical and Non-Medical Marijuana Cultivation, Nurseries, Manufacturing and Testing

City Manager Adams introduced the item.

City Attorney clarified what the change was.

Mayor Cullen opened the public hearing seeing no one come forward he closed the public hearing.

Mayor Cullen ask for a motion.

Action: Motion by LeBarre to adopt a Resolution placing on the ballot of the election to be held on November 8, 2016 an Ordinance to add an annual commercial cannabis tax on medical and non-medical marijuana cultivation, nurseries, manufacturing and testing; and 2) authorize the City Manager to make any immaterial changes to the ballot question language deemed necessary by the County Elections Office to comply with their election requirements; and 3) direct staff to distribute a public education mailer to each address in the City; seconded by Hendrickson.

AYES: Council Members: Mayor Cullen, Mayor Pro Tem Jernigan, Acosta, LeBarre, and Hendrickson

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

11. REGULAR BUSINESS:

11(a) Consideration: Resolution Approving the Ballot Argument in Favor of the Commercial Cannabis Tax Measure

City Manager Adams introduced this item.

Mayor Cullen clarified what the ballot argument is for and his concerns of the community not knowing what this is about and voting no.

Brandon Gesicki, feels the City has an amazing staff and other Cities are taking notice and copying King City.

Minnie Sanchez suggested holding a public form one in English and one in Spanish maybe at the church to get the word out to let people know what it is all about.

Mayor Cullen, Council Member Acosta, Council Member Hendrickson and Council Member LeBarre are all in support of having their name on the Ballot Argument. Mayor Pro Tem Jernigan would like to not have her name on the Ballot Argument.

Action: Motion by Hendrickson to adopt a Resolution approving the ballot argument in favor of the commercial cannabis tax measure; seconded by Acosta.

AYES: Council Members: Mayor Cullen, Acosta, LeBarre, and Hendrickson

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members: Mayor Pro Tem Jernigan

11(b) Consideration: Appointments to the Community Task Force to End Youth Violence

City Manager Adams introduced this item.

Action: Motion by Jernigan to approve the proposed list of appointments to the Community Task Force to End Youth Violence; and appoint two representatives from the City Council (Mayor Cullen and Council Member Acosta to participate on the Task Force; seconded by Hendrickson.

AYES: Council Members: Mayor Cullen, Mayor Pro Tem Jernigan, Acosta, LeBarre, and Hendrickson

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

ADJOURNMENT:

There being no further business to come before the City Council, Mayor Cullen adjourned the meeting at 7:56 pm to closed session with the Mayor stating what would be discussed in closed session.

1. Liability Claims, by Maria Guadalupe Suarez, Monica Eusebio Martinez
Claim against City of King
Gov. Code Section: 54956.95
2. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section §54957:
Agency representatives: Steve Adams and Ed Zappia.
Employee organization: KCCEA
3. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section §54957:
Agency representatives: Steve Adams and Ed Zappia.
Employee organization: SEIU

Approved Signatures:

**Mayor, Robert Cullen
City of King**

**City Clerk, Steven Adams
City of King**



Item No **9 (B)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: STEVEN ADAMS, CITY MANAGER
BY: PATRICIA GRAINGER, ACCOUNTANT
RE: CITY CHECK REGISTER

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

At least once a month, the City Treasurer shall submit to the City Council, a copy of the check register.

DISCUSSION:

The purpose of this item is to provide the Council an opportunity to review and monitor ongoing expenditures. These documents are attached.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

CITY COUNCIL/CITY
CITY CHECK REGISTER
AUGUST 23, 2016
PAGE 2 OF 2

Exhibit(S)

1. Check Register Report

Submitted by: Patricia Grainger
Patricia Grainger, Accountant

Approved by: Steven Adams
Steven Adams, City Manager

Check Register Report

Date: 08/17/2016

Time: 8:05 am

Page: 1

KING CITY CITY HALL

BANK: WELLS FARGO BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK Checks							
57967	08/12/2016	Printed		ATT	AT & T	City Hall Internet	145.00
57968	08/12/2016	Printed		ALVAREZ	ALVAREZ TECHNOLOGY GROUP INC	Vmware for New Server	19,418.69
57969	08/12/2016	Printed		AM SUPPLY	AMERICAN SUPPLY CO.	Janitorial Supplies -	559.04
57970	08/12/2016	Printed		AT&T - C	AT&T	Amber Alert Tracking -	56.09
57971	08/12/2016	Printed		BENSON	RICHARD A. BENSON PLUMBING	Clean Drain (Library)	113.00
57972	08/12/2016	Printed		CNAUTO	C & N AUTOMOTIVE ELECTRIC	Trimmer Line	96.32
57973	08/12/2016	Printed		CAL WATER	CALIFORNIA WATER SERVICE CO.	City's Monthly Water Service	25,763.01
57974	08/12/2016	Printed		CASEY PRIN	CASEY PRINTING, INC.	Newsletter Printing	1,355.89
57975	08/12/2016	Printed		CHAVAN	ANGELICA CHAVEZ	Refund - deposit on rental.	200.00
57976	08/12/2016	Printed		COASTL	COASTLINE MARKETING GROUP INC	Website Maint.- Monthly	125.00
57977	08/12/2016	Printed		CONATSER	CONATSER WELDING & MACHINE,LLC	Jail Compliance	60.66
57978	08/12/2016	Printed		CSFA	CSFA	Membership	31.25
57979	08/12/2016	Printed		DAVE'S REP	DAVE'S REPAIR SERVICE	Monthly Site Inspection -	80.00
57980	08/12/2016	Printed		DEPT ACCNT	DEPARTMENT OF JUSTICE	Soccer - Fingerprints Coach.	130.00
57981	08/12/2016	Printed		EARTH DESI	EARTH DESIGN, INC.	Jose Sanchez	21,378.65
57982	08/12/2016	Printed		GREEN'S	GREEN'S ACCOUNTING	July 2016 Accounting Service	7,685.57
57983	08/12/2016	Printed		HSENV1	H & S ENVIRONMENTAL, LLC	Wastewater Lagoon	199.00
57984	08/12/2016	Printed		HALE	DAVID P HALE	Legal Service General	1,520.00
57986	08/12/2016	Printed		HANNA	HANNA & BRUNETTI	Eng Service - 1st Pedestrian	16,732.51
57987	08/12/2016	Printed		JBTIRE	MIGUEL JACOBO	Unit #105 - Replace	381.42
57988	08/12/2016	Printed		KC IND	KING CITY INDUSTRIAL SUPPLY	Bolts and Nuts	74.91
57990	08/12/2016	Printed		KC TRUE	KING CITY TRUE VALUE	Credit Return	290.20
57991	08/12/2016	Printed		KING'S WEL	KING'S WELDING	Repair Tank - Golf Course	747.42
57992	08/12/2016	Printed		KOEDAR	DARCY KOESTER	Cancellation Summer Day Camp	100.00
57993	08/12/2016	Printed		LA HEARNE	L.A. HEARNE COMPANY	Liquid Acid - Pools	355.22
57994	08/12/2016	Printed		KOCZANOWI	LAW OFFICE OF	Monthly Legal Service -	5,516.00
57995	08/12/2016	Printed		LINCOLN	LINCOLN AQUATICS	Pool Fittings	1,152.76
57996	08/12/2016	Printed		MAYNARD	THE MAYNARD GROUP	Monthly Telephone Maint. &	458.29
57997	08/12/2016	Printed		MOCO PEACE	MO CO PEACE OFFICER'S ASSOC.	MCPOA & CalStar	62.00
57998	08/12/2016	Printed		MONT B	MONTEREY BAY AREA	CA Membership 2016/17	10.00
57999	08/12/2016	Printed		MO BAY SYS	MONTEREY BAY OFFICE PRODUCTS	Copier Contract -	603.53
58000	08/12/2016	Printed		MPEXPRESS	MP EXPRESS	Notice to Appear Cities	645.66
58001	08/12/2016	Printed		O'REILLY A	O'REILLY AUTOMOTIVE, INC.	Anti Freeze	21.39
58002	08/12/2016	Printed		OFFICE DEP	OFFICE DEPOT	Office Supplies	440.42
58003	08/12/2016	Printed		OWENE	OWEN EQUIPMENT COMPANY	Sweeper Parts	1,858.45
58004	08/12/2016	Printed		PARTS & SE	PARTS & SERVICE CTR- NAPA, INC	Oil Filters	174.83
58005	08/12/2016	Printed		PURE WATER	PENINSULA PURE WATER INC.	July Water Service -	65.20
58006	08/12/2016	Printed		PAC	PG&E	Monthly Service-Gas. Electric	44,881.70
58007	08/12/2016	Printed		PBGFS	PITNEY BOWES GLOBAL	Postage Machine Lease	630.87
58008	08/12/2016	Printed		PURCHASE P	PURCHASE POWER*PITNEY BOWES	Postage Meter	338.86
58009	08/12/2016	Printed		QUILL CORP	QUILL CORPORATION	Recreation Finance.	545.01
58010	08/12/2016	Printed		RED SHIFT	RED SHIFT INTERNET SERVICES	Monthly Internet Services	30.90
58011	08/12/2016	Printed		SIERRP	SIERRA POLYGRAPH SERVICE	Pre-employment poly -	400.00
58012	08/12/2016	Printed		SPEAK	SPEAKWRITE BILLING DEPT	July Services -	89.85
58013	08/12/2016	Printed		SPECIALTY	SPECIALTY CONSTRUCTION INC.	Progress Pmt #9(Escrow 00042)	548,749.55
58014	08/12/2016	Printed		SPRINT	SPRINT	Long Distance Service.	154.08
58015	08/12/2016	Printed		TEAMS	TEAMSIDELINE.COM	Online Registration Program	699.00
58016	08/12/2016	Printed		TEMP UNIF	TEMPLETON UNIFORMS	Annual Uniform Allowance -	326.12
58017	08/12/2016	Printed		TORO	TORO PETROLEUM CORP.	Monthly Gas - City Hall	2,053.97
58018	08/12/2016	Printed		UMPQUA	UMPQUA BANK	Retention Pmt-Sewer Project	28,881.55
58019	08/12/2016	Printed		VERDIN	VERDIN MARKETING INK.	Newsletter Publishing	66.00
58020	08/12/2016	Printed		INTER TIRE	VICENTE ZARATA	Flat Repair	10.00
58021	08/12/2016	Printed		SOILSERV	WILBUR-ELLIS COMPANY	Round-up	286.43

Check Register Report

Date: 08/17/2016

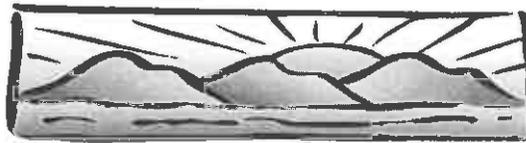
Time: 8:05 am

Page: 2

KING CITY CITY HALL

BANK: WELLS FARGO BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK Checks							
58022	08/12/2016	Printed		A & G PUMP	A & G PUMPING, INC	Vaccum Truck Services	600.00
58023	08/12/2016	Printed		ALVAREZ	ALVAREZ TECHNOLOGY GROUP INC	Software Installation to PC	266.44
58024	08/12/2016	Printed		EDD	EMPLOYMENT DEVELOPMENT DEPT.	Umemployment Benefits	7,026.00
58025	08/12/2016	Printed		HANNA	HANNA & BRUNETTI	Eng Services - Storm Water	2,542.31
58026	08/12/2016	Printed		KC TRUE	KING CITY TRUE VALUE	Drill Bit	156.97
58027	08/12/2016	Printed		O'REILLY A	O'REILLY AUTOMOTIVE, INC.	Finance Late Payment	80.70
58028	08/12/2016	Printed		PAC	PG&E	Sanitary Sewer Infrastructure	2,500.00
Total Checks: 60						Checks Total (excluding void checks):	749,923.69
Total Payments: 60						Bank Total (excluding void checks):	749,923.69
Total Payments: 60						Grand Total (excluding void checks):	749,923.69



KING CITY
C A L I F O R N I A

Item No **9 (C)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: STEVEN ADAMS, CITY MANAGER
BY: PATRICIA GRAINGER, ACCOUNTANT
RE: SUCCESSOR AGENCY CHECK REGISTER

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

At least once a month, the City Treasurer shall submit to the City Council, a copy of the check register and invoice approval fund list.

DISCUSSION:

The purpose of this item is to provide the Council an opportunity to review and monitor ongoing expenditures. These documents for the Successor Agency are attached.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

**CITY COUNCIL/SUCCESSOR AGENCY
SUCCESSOR AGENCY CHECK REGISTER
AUGUST 23, 2016
PAGE 2 OF 2**

Exhibit(S)

1. Check Register Report

Submitted by: Patricia Grainger
Patricia Grainger, Accountant

Approved by: Steven Adams
Steven Adams, City Manager

Check Register Report

Date: 08/17/2016

Time: 8:08 am

Page: 1

KING CITY CITY HALL

BANK: SUCCESSOR AGENCY OF

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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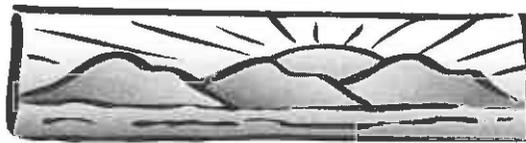
SUCCESSOR AGENCY OF Checks

194	08/12/2016	Printed		GREEN'S	GREEN'S ACCOUNTING	Successor Agency	560.00
195	08/12/2016	Printed		KOCZANOWIK	LAW OFFICE OF	SA Monthly Legal Service	32.00

Total Checks: 2	Checks Total (excluding void checks):	592.00
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Total Payments: 2	Bank Total (excluding void checks):	592.00
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Total Payments: 2	Grand Total (excluding void checks):	592.00
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KING CITY
C A L I F O R N I A

Item No **9 (D)**

REPORT TO THE PUBLIC FINANCING AUTHORITY

DATE: AUGUST 23, 2016
TO: HONORABLE CHAIR AND MEMBERS OF THE AUTHORITY
FROM: STEVEN ADAMS, SECRETARY
BY: PATRICIA GRAINGER, ACCOUNTANT
RE: PUBLIC FINANCING AUTHORITY CHECK REGISTER

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

At least once a month, the City Treasurer shall submit to the City Council, a copy of the check register.

DISCUSSION:

The purpose of this item is to provide the Council an opportunity to review and monitor ongoing expenditures. These documents for the Public Financing Authority are attached.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

ALTERNATIVES:

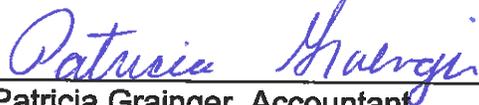
The following alternatives are provided for Council consideration:

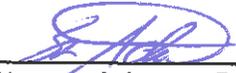
1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

**CITY COUNCIL/PUBLIC FINANCING AUTHORITY
PUBLIC FINANCING AUTHORITY CHECK REGISTER
AUGUST 23, 2016
PAGE 2 OF 2**

Exhibit (s)

1. Check Register Report

Submitted by: 
Patricia Grainger, Accountant

Approved by: 
Steven Adams, Secretary

Check Register Report

Date: 08/17/2016

Time: 8:10 am

Page: 1

KING CITY CITY HALL

BANK: KING CITY FINANCE AUTHORITY

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
--------------	------------	--------	----------------	---------------	-------------	-------------------	--------

KING CITY FINANCE AUTHORITY Checks

307	08/12/2016	Printed		HANNA	HANNA & BRUNETTI	Infrastructure-First St.,	54,413.98
-----	------------	---------	--	-------	------------------	---------------------------	-----------

Total Checks: 1	Checks Total (excluding void checks):	54,413.98
------------------------	----------------------------------------------	------------------

Total Payments: 1	Bank Total (excluding void checks):	54,413.98
--------------------------	--------------------------------------------	------------------

Total Payments: 1	Grand Total (excluding void checks):	54,413.98
--------------------------	---------------------------------------------	------------------



KING CITY
C A L I F O R N I A

Item No. **9 (E)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

BY: PATRICIA GRAINGER, ACCOUNTANT

RE: MONTHLY TREASURER'S REPORT – JUNE 2016

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

The California Government Code Section 41004 states "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances."

DISCUSSION:

The California Government Code authorizes and regulates the investment of local agency (city and county) funds. The City currently invests its funds with the Local Agency Investment Fund (LAIF) Program, administered by the State of California Treasurer's office. The City's housing rehab account is held at 1st Capital Bank, and the City's checking and payroll accounts, as well as developer deposits, are held at Well Fargo Bank, located at 506 Broadway, King City, CA 93930. A summary of investments and returns for the City is provided in the attached report.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

**CITY COUNCIL
MONTHLY TREASURER'S REPORT – JUNE 2016
AUGUST 23, 2016
PAGE 2 OF 2**

ALTERNATIVES:

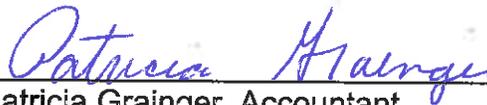
The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

Exhibits:

1. Investment Report

Submitted by:



Patricia Grainger, Accountant

Approved by:



Steven Adams, City Manager

City of King
 Investment Report
 Schedule of Cash and Investments
 June 30, 2016

Investment Instrument		Yield	Amount	Maturity	Value
Invested by City Treasurer					
Institution	Investment Type				
State of California LAIF - City	Pooled	0.55%	3,848,812.48	On Demand	N/R
1st Capital Bank	Checking Acct Housing Rehab	-	91,920.07	On Demand	N/R
Wells Fargo Bank	General Checking	-	585,260.94	On Demand	N/R
Wells Fargo Bank	Payroll Checking Account	-	7,445.39	On Demand	N/R
Petty Cash-City Hall/Change Fund	Change Cash Drawer	-	500.00	On Demand	N/R
Invested by City Treasurer (Subtotal):			4,533,938.88		
Total Cash and Investments			4,533,938.88		

Pursuant To Government Code 41004, I hereby certify that this report reflects all City's investments. This investment program complies with the City Investment Policy, approved by the City Council on 08/23/2016. Cash flow liquidity is still limited.

SIGNED:  _____
 City Treasurer



KING CITY
C A L I F O R N I A

Item No. **9 (F)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: STEVEN ADAMS, CITY MANAGER

BY: PATRICIA GRAINGER, ACCOUNTANT

**RE: SUCCESSOR AGENCY MONTHLY TREASURER'S REPORT –
JUNE 2016**

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

The California Government Code Section 41004 states "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances."

DISCUSSION:

The California Government Code authorizes and regulates the investment of local agency (city and county) funds, including successor agencies. The Successor Agency invests its bond proceeds in US Treasury obligations. All bond reserve funds are held by one bond trustee, U.S. Bank, and invested in accordance with the trustee agreement. The Successor Agency has three tax allocation bonds (TABs) issued. Yield, maturity and investment amount (proceeds) are itemized on the Successor Agency Schedule of Cash and Investments for the Agency.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

**CITY COUNCIL/SUCCESSOR AGENCY
SUCCESSOR AGENCY MONTHLY TREASURER'S REPORT – JUNE 2016
AUGUST 23, 2016
PAGE 2 OF 2**

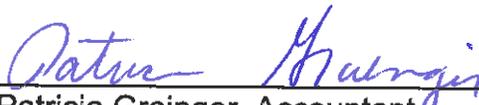
ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

Exhibits:

1. Investment Report

Submitted by: 
Patricia Grainger, Accountant

Approved by: 
Steven Adams, City Manager

City of King
Investment Report
Schedule of Cash and Investments
June 30, 2016

Investment Instrument		Yield	Amount	Maturity	Value
Invested by City Treasurer					
Institution	Investment Type				
Wells Fargo Bank	SA Checking Account		2,550,583.50	On Demand	N/R
Invested by City Treasurer (Subtotal):			2,550,583.50		
Invested by Trustees (as of June Statements)					
Bond Reserves (1)					
<u>U.S. Bank - 2011 TARB</u>					
US Bank Money Market Ct	Reserve Account #8005	0.00%	481,062.50	8/1/2034	481,062.50
US Bank Money Market Ct	Special Fund #8000	0.10%	206.76	8/1/2016	206.76
US Bank Money Market Ct	Sinking Fund #8003	0.00%	0.20	8/1/2016	0.20
US Bank Money Market Ct	Special Fund #8001	0.00%	0.00	8/1/2016	0.00
US Bank Money Market Ct	Cost of Issu Fund#8009	0.00%	0.00		0.00
<u>U.S. Bank - 2016 TARB</u>					
US Bank Money Market Ct	Debt Service Fund #6000	0.10%	222.83	3/31/2025	222.83
US Bank Money Market Ct	Interest Account #6001	0.00%	12,678.00	9/30/2016	12,678.00
US Bank Money Market Ct	Sinking Account #6003	0.00%	0.00	9/30/2016	0.00
US Bank Money Market Ct	Reserve Account #6005	0.10%	319,561.98	3/31/2025	319,561.98
US Bank Money Market Ct	Cost of Issu Fund #6009	0.10%	0.00	9/30/2016	0.00
US Bank Money Market Ct	Escrow Fund #6050	0.39%	3,352,623.43	9/30/2016	3,352,623.43
Market Value Provided by U.S. Bank, Trustee					
Invested by Trustees (Subtotal):			4,166,355.70		
Total Cash and Investments			6,716,939.20		

Pursuant To Government Code 41004, I hereby certify that this report reflects all City's investments. This investment program complies with the City Investment Policy, approved by the City Council on 08/23/2016. Cash flow liquidity is still limited.

SIGNED: _____

City Treasurer

Note:

(1) Bonds



KING CITY
C A L I F O R N I A

Item No. **9 (G)**

REPORT TO THE PUBLIC FINANCING AUTHORITY

DATE: AUGUST 23, 2016
TO: HONORABLE CHAIR AND MEMBERS OF THE AUTHORITY
FROM: STEVEN ADAMS, SECRETARY
BY: PATRICIA GRAINGER, ACCOUNTANT
RE: MONTHLY TREASURER'S REPORT – JUNE 2016

RECOMMENDATION:

It is recommended City Council receive and file.

BACKGROUND:

The California Government Code Section 41004 states "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances." The Public Finance Authority was used for the issuance of the Sewer Enterprise Bonds.

DISCUSSION:

The California Government Code authorizes and regulates the investment of local agency (city and county) funds. The Authority currently invests its funds with the Local Agency Investment Fund (LAIF) Program, administered by the State of California Treasurer's office, as well as bank CD's and instruments issued by agencies of the United States Government. A summary of investments and returns for the Financing Authority is provided in the attached report.

COST ANALYSIS:

There is no fiscal impact as a result of this action.

**CITY COUNCIL/PUBLIC FINANCING AUTHORITY
MONTHLY TREASURER'S REPORT – JUNE 2016
AUGUST 23, 2016
PAGE 2 OF 2**

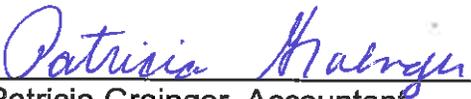
ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

Exhibits:

1. Investment Report

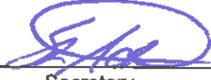
Submitted by: 
Patricia Grainger, Accountant

Approved by: 
Steven Adams, Secretary

City of King
 Investment Report
 Schedule of Cash and Investments
 June 30, 2016

Investment Instrument	Yield	Amount	Maturity	Value
Invested by City Treasurer				
	Investment Type			
Wells Fargo Bank		1,184,181.72	On Demand	N/R
State of California LAIF- Financing Authority	0.55%	5,014.44	On Demand	N/R
Invested by City Treasurer (Subtotal):		1,189,196.16		
Total Cash and Investments		1,189,196.16		

Pursuant To Government Code 41004, I hereby certify that this report reflects all City's investments. This investment program complies with the City Investment Policy, approved by the City Council on 08/23/2016. Cash flow liquidity is still limited.

SIGNED:  _____
 Secretary



Item No. **9 (H)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

RE: CONSIDERATION OF SIDE LETTER OF AGREEMENT WITH THE KING CITY CONFIDENTIAL EMPLOYEES ASSOCIATION TO MODIFY THE SALARY RANGE FOR CLASSIFICATION OF POLICE CAPTAIN

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution approving a side letter of agreement with the King City Confidential Employees Association ("KCCEA") to amend the Memorandum of Understanding ("MOU") in order to modify the salary range for the Police Captain position.

BACKGROUND:

The King City Police Department is allotted seventeen total sworn positions. The salary schedule for the Police Chief was adjusted with the recent appointment of the new Chief of Police. This adjustment was made in conjunction with the successful ratification of the MOU's between the City and the Police Officers Association ("KCPOA") and the Police Sergeants' Association ("KCPSA"). In this A 20% pay increase was provided to the Police Officers and Police Sergeants in order to make the salaries closer to other jurisdictions in the area in an effort to improve recruitment and retention efforts.

Since the Police Captain position is represented by KCCEA, it instead received a 3% increase in pay each year of the three-year agreement for a total of 9%. This has created a problematic compaction issue between the Police Captain's salary with that of the Police Sergeant salary. Since the City is about to commence the recruitment to fill the vacancy in the Police Captain position, it is recommended the salary range be adjusted to address this issue at this time.

**CITY COUNCIL
CONSIDERATION OF SIDE LETTER OF AGREEMENT WITH THE KING CITY
CONFIDENTIAL EMPLOYEES ASSOCIATION TO MODIFY THE SALARY
RANGE FOR CLASSIFICATION OF POLICE CAPTAIN
AUGUST 23, 2016
PAGE 2 OF 3**

DISCUSSION:

The Police Captain position is the second in command for the Police Department. This position is relied upon heavily by the Chief of Police and acts as the Chief in his absence. Given the changes that staff and the City Council are trying to make in the culture and effectiveness of the King City Police Department, it is very important to ensure the City is able to attract quality candidates for this position.

To attract external candidates for the position of Captain, the current pay scale would not appeal to the most desirable candidates. This is due to the lower salary when compared to other agencies and the compaction with the Sergeant's salary. The current pay scale for the Police Captain position starts at 15% below the top pay for a Police Sergeant and the top step Police Captain is only 8% above the top step for Sergeant. This means that a top step Sergeant has no incentive to apply for a Captain's position as they would lose all incentive pay and overtime pay resulting in a dramatic overall pay loss.

The recommended revision in pay scale for Police Captain is based on a 10% decrease from top step chief to top step captain. This pay scale also creates a 5% increase in pay from top step Sergeant to bottom step Captain assisting in a desire for Sergeants to seek a potential promotion. .

Since the MOU sets forth salaries for positions represented by the KCCEA, an amendment to the MOU is required in order to modify the salary range. Attached for City Council consideration is a side letter of agreement with KCCEA to make this change. The City Manager has met with the representative of the KCCEA, who has agreed to the proposal.

COST ANALYSIS:

The Police Department has the Captain position budgeted at the current rate in the FY 16-17 Annual Budget. This position is currently filled by a PERS annuitant, who is not receiving full benefits. This benefit savings could be utilized to offset any cost to the increase in salary in this fiscal year. It will result in a cost increase in next fiscal year.

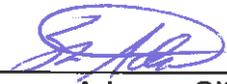
**CITY COUNCIL
CONSIDERATION OF SIDE LETTER OF AGREEMENT WITH THE KING CITY
CONFIDENTIAL EMPLOYEES ASSOCIATION TO MODIFY THE SALARY
RANGE FOR CLASSIFICATION OF POLICE CAPTAIN
AUGUST 23, 2016
PAGE 3 OF 3**

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Approve staff's recommendations;
2. Approve an increase at a different amount;
3. Do not approve the increase; or
4. Provide staff other direction

Approved by: _____


Steven Adams, City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
APPROVING A SIDE LETTER OF AGREEMENT TO THE KING CITY
CONFIDENTIAL EMPLOYEES ASSOCIATION
FY 2015/16 - FY 2016/17 MEMORANDUM OF UNDERSTANDING**

WHEREAS, the City Council of the City of King ("City") deems it in the best interest of the City to approve a Side Letter of Agreement amending the King City Confidential Employees Association ("KCCEA")current Memorandum of Understanding, which includes modifications to salaries and benefits, as hereinafter provided.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of King that:

1. An amendment to the Memorandum of Understanding ("MOU") with the KCCEA is hereby approved, a copy of said amendment entitled "Side Letter of Agreement, Modification to Memorandum of Understanding" is attached hereto, marked Exhibit "A", and incorporated herein by this reference.
2. This Resolution shall become effective August 24, 2016.

This resolution was passed and adopted this 23rd day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney

**SIDE LETTER OF AGREEMENT
MODIFICATON TO MEMORANDUM OF UNDERSTANDING**

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City of King ("City") and the King City Confidential Employees Association ("KCCEA") hereby agree to modify the current Memorandum of Understanding ("MOU") between the City and KCCEA as follows:

1. The salary schedules set forth in Appendix B-2 and Appendix B-3 shall be replaced with the salary schedules attached hereto as Attachment 1.

For City of King

Steven Adams, City Manager

Date

For the Association

Paul Hodges, Chief Building Official

Date

ATTACHMENT 1**KCCEA****APPENDIX B-2****SALARY SCHEDULE****EFFECTIVE July 1, 2016**

TITLE	1	2	3	4	5	6
Administrative Assistant to the Police Chief	37,074	38,928	40,875	42,919	45,065	47,318
City Clerk	49,373	51,842	54,434	57,157	60,016	63,016
Police Captain	98,262	103,434	108,878	114,609	120,641	126,990
Finance Director	90,175	94,685	99,419	104,390	109,612	115,092
Chief Building Official	71,725	75,313	79,078	83,032	87,184	91,544

KCCEA

APPENDIX B-3

SALARY SCHEDULE

EFFECTIVE July 1, 2017

TITLE	1	2	3	4	5	6
Administrative Assistant to the Police Chief	38,186	40,096	42,101	44,207	46,417	48,738
City Clerk	50,854	53,397	56,067	58,872	61,816	64,906
Police Captain	101,210	106,537	112,144	118,047	124,260	130,800
Finance Director	92,880	97,526	102,402	107,522	112,900	118,545
Chief Building Official	73,877	77,572	81,450	85,523	89,800	94,290



Item No. **9 (I)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

RE: CONSIDERATION OF CREATION OF NEW CLASSIFICATION OF MAINTENANCE WORKER/WASTEWATER SERVICES

RECOMMENDATION:

It is recommended that the City Council: 1) adopt a Resolution approving a side letter of agreement with the Service Employees International Union Local 521 ("SEIU") to amend the Memorandum of Understanding ("MOU") in order to create the classifications of Maintenance Worker I/ Wastewater Services and Maintenance Worker II/ Wastewater Services; and 2) adopt a Resolution approving the creation of the classifications of Maintenance Worker I/ Wastewater Services and Maintenance Worker II/ Wastewater Services, the job descriptions, and the replacement of an existing Maintenance Worker I position with a Maintenance Worker I/II - Wastewater Services position.

BACKGROUND:

The City assigns one Maintenance Worker position to maintenance responsibilities associated with the Wastewater Treatment Plant. It requires technical expertise and specialized licenses. It has been difficult recruiting and retaining qualified employees to perform these important functions. The Superintendent is the only employee with the appropriate licenses to oversee operations of the Wastewater Treatment Plant, which results in a significant amount of overtime and on-call responsibilities. When he is off work for vacation, it becomes necessary for the City to contract with a firm to monitor the Wastewater Treatment Plant.

DISCUSSION:

Many jurisdictions have created separate specialized positions assigned to wastewater functions with higher pay than other general maintenance worker positions. A recent salary survey conducted by staff indicated there is a serious

**CITY COUNCIL CLOSED SESSION
CONSIDERATION OF CREATION OF NEW CLASSIFICATION OF
MAINTENANCE WORKER/WASTEWATER SERVICES
AUGUST 23, 2016
PAGE 2 OF 2**

discrepancy in salary levels when compared to similar positions in other jurisdictions in this area. Staff believes it is critical to increase the salary in order to hire and maintain competent staff for this function. By creating a classification with the designation of Maintenance Worker/Wastewater Services, the position will specialize in maintaining the Wastewater Treatment Plant, but will also be assigned to other general citywide maintenance worker functions.

Whether the employee is hired as a Maintenance Worker I or II will depend on the experience of the applicant that is selected. If the employee is hired as a Maintenance Worker I/ Wastewater Services, the individual can be promoted to a Maintenance Worker II/ Wastewater Services once he or she has gained the necessary experience.

COST ANALYSIS:

It is recommended that the salary range be increased by 10% above the existing Maintenance Worker series. This will make the salary above the City of Gonzales, but still below the City of Soledad and the City of Greenfield. This will result in an increased cost to the Sewer Fund of approximately \$5,000 annually. However, since the position will be unfilled for a portion of the fiscal year, no new appropriation will be necessary at this time.

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Approve staff's recommendations;
2. Approve the position, but at an increase in salary of a different amount;
3. Do not approve the new position or classifications; or
4. Provide staff other direction

Approved by:



Steven Adams, City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
APPROVING A SIDE LETTER OF AGREEMENT TO THE
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521
FY 2015/16 - FY 2016/17 MEMORANDUM OF UNDERSTANDING**

WHEREAS, the City Council of the City of King ("City") deems it in the best interest of the City to approve a Side Letter of Agreement amending the Service Employees International Union Local 521 ("SEIU") current Memorandum of Understanding, which includes modifications to salaries and benefits, as hereinafter provided.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of King that:

1. An amendment to the Memorandum of Understanding ("MOU") with SEIU is hereby approved, a copy of said amendment entitled "Side Letter of Agreement, Modification to Memorandum of Understanding" is attached hereto, marked Exhibit "A", and incorporated herein by this reference.
2. This Resolution shall become effective August 24, 2016.

This resolution was passed and adopted this **23rd** day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney

**SIDE LETTER OF AGREEMENT
MODIFICATON TO MEMORANDUM OF UNDERSTANDING**

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City of King ("City") and the Service Employees International Union Local 521 ("SEIU") hereby agree to modify the current Memorandum of Understanding ("MOU") between the City and SEIU as follows:

1. The positions affected by the Memorandum of Understanding as set forth in Appendix A of the MOU shall be replaced with the list attached hereto as Attachment 1.
2. The salary schedules set forth in Appendix C and Appendix D shall be replaced with the salary schedules attached hereto as Attachment 2.

For City of King:

Steven Adams, City Manager

Date

For the Union:

Mark Weirick, Lead Internal Organizer

Date

Patricia Grainger, Steward

Date

Sal Morales, Steward

Date

APPENDIX A

Positions affected by this Memorandum of Understanding shall include:

ACCOUNTANT

ACCOUNTING TECHNICIAN

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE SERVICES SUPERVISOR

ASSISTANT PLANNER

BUILDING INSPECTOR

COUNTER TECHNICIAN

CODE ENFORCEMENT OFFICER

MAINTENANCE WORKER I

MAINTENANCE WORKER II

MAINTENANCE WORKER I/ WASTEWATER SERVICES

MAINTENANCE WORKER II/WASTEWATER SERVICES

POLICE CLERK I

POLICE CLERK SUPERVISOR

PUBLIC WORKS SUPERINTENDENT

SENIOR MAINTENANCE WORKER

STREET SWEEPER OPERATOR

TRANSIT OPERATOR

APPENDIX C

SALARY SCHEDULE
EFFECTIVE 7/1/16

Title	A	B	C	D	E	F
Accountant	\$44,092.06	\$46,297.68	\$48,612.56	\$51,044.14	\$53,596.67	\$56,276.50
Accounting Technician	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
Administrative Assistant	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
Administrative Assistant Supervisor	\$50,402.30	\$52,923.00	\$55,569.94	\$58,348.44	\$61,265.91	\$64,329.79
Assistant Planner	\$63,655.06	\$66,838.82	\$70,181.72	\$73,691.17	\$77,376.74	\$81,245.84
Building Inspector	\$56,102.51	\$58,908.59	\$61,854.71	\$64,948.30	\$68,195.71	\$71,606.51
Code Enforcement Officer	\$41,078.05	\$43,131.95	\$45,288.76	\$47,553.78	\$49,932.32	\$52,429.68
Counter Technician	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
Maintenance Worker I	\$30,252.62	\$31,765.47	\$33,354.70	\$35,022.43	\$36,773.98	\$38,613.58
Maintenance Worker II	\$35,030.92	\$36,782.46	\$38,622.06	\$40,553.96	\$42,582.40	\$44,711.63
Maintenance Worker I/Wastewater Services	\$33,277.88	\$34,942.02	\$36,690.17	\$38,524.67	\$40,451.38	\$42,474.94
Maintenance Worker II/Wastewater Services	\$38,534.01	\$40,460.71	\$42,484.27	\$44,609.36	\$46,840.64	\$49,182.79
Police Clerk I	\$29,720.05	\$31,206.37	\$32,766.96	\$34,406.05	\$36,126.83	\$37,933.54
Police Clerk Supervisor	\$38,566.90	\$40,495.61	\$42,520.87	\$44,646.92	\$46,880.11	\$49,224.70
Public Works Superintendent	\$52,807.36	\$55,447.94	\$58,221.13	\$61,132.24	\$64,189.75	\$67,400.04
Senior Maintenance Worker	\$40,528.50	\$42,555.88	\$44,684.05	\$46,918.30	\$49,265.01	\$51,728.42
Street Sweeper Operator	\$35,030.92	\$36,782.46	\$38,622.06	\$40,553.96	\$42,582.40	\$44,711.63
Transit Operator	\$32,726.64	\$34,363.61	\$36,082.27	\$37,886.86	\$39,781.63	\$41,770.82

APPENDIX D

**SALARY SCHEDULE
EFFECTIVE 7/1/17**

Title	A	B	C	D	E	F
Accountant	\$45,414.83	\$47,686.61	\$50,070.94	\$52,575.47	\$55,204.57	\$57,964.80
Accounting Technician	\$37,846.60	\$39,739.20	\$41,726.87	\$43,813.98	\$46,004.90	\$48,306.18
Administrative Assistant	\$37,846.60	\$39,739.20	\$41,726.87	\$43,813.98	\$46,004.90	\$48,306.18
Administrative Assistant Supervisor	\$51,914.37	\$54,510.69	\$57,237.04	\$60,098.89	\$63,103.89	\$66,259.69
Assistant Planner	\$65,564.71	\$68,843.99	\$72,287.17	\$75,901.91	\$79,698.04	\$83,683.22
Building Inspector	\$57,785.59	\$60,675.85	\$63,710.36	\$66,896.75	\$70,241.58	\$73,754.70
Code Enforcement Officer	\$42,310.39	\$44,425.91	\$46,647.42	\$48,980.40	\$51,430.29	\$54,002.57
Counter Technician	\$37,846.60	\$39,739.20	\$41,726.87	\$43,813.98	\$46,004.90	\$48,306.18
Maintenance Worker I	\$31,160.20	\$32,718.43	\$34,355.34	\$36,073.10	\$37,877.20	\$39,771.98
Maintenance Worker II	\$36,081.85	\$37,885.94	\$39,780.73	\$41,770.58	\$43,859.88	\$46,052.98
Maintenance Worker I/Wastewater Services	\$34,276.22	\$35,990.28	\$37,790.88	\$39,680.41	\$41,664.92	\$43,749.19
Maintenance Worker II/Wastewater Services	\$39,690.03	\$41,674.53	\$43,758.79	\$45,947.64	\$48,245.86	\$50,658.28
Police Clerk I	\$30,611.65	\$32,142.56	\$33,749.97	\$35,438.23	\$37,210.63	\$39,071.55
Police Clerk Supervisor	\$39,723.90	\$41,710.48	\$43,796.50	\$45,986.32	\$48,286.51	\$50,701.44
Public Works Superintendent	\$54,391.58	\$57,111.38	\$59,967.77	\$62,966.21	\$66,115.45	\$69,422.04
Senior Maintenance Worker	\$41,744.36	\$43,832.56	\$46,024.57	\$48,325.85	\$50,742.96	\$53,280.28
Street Sweeper Operator	\$36,081.85	\$37,885.94	\$39,780.72	\$41,770.58	\$43,859.88	\$46,052.98
Transit Operator	\$33,708.44	\$35,394.52	\$37,164.74	\$39,023.47	\$40,975.08	\$43,023.94

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
CREATING CLASSIFICATIONS OF MAINTENANCE WORKER I/ WASTEWATER SERVICES
AND MAINTENANCE WORKER II/ WASTEWATER SERVICES
AND REPLACEMENT OF A MAINTENANCE WORKER I POSITION WITH A
MAINTENANCE WORKER OI/ WASTEWATER SERVICES POSITION**

WHEREAS, the City of King maintains owns and operates a wastewater treatment plant and distribution system; and

WHEREAS, maintenance and operation of these facilities requires specialized technical expertise, experience and professional licenses; and

WHEREAS, it is the City's desire to ensure it recruits and retains qualified employees to perform this work; and

WHEREAS, the City Council desires to create the job classifications of Maintenance Worker I/ Wastewater Services and Maintenance Worker II/ Wastewater Services; and

WHEREAS, the City Council desires to replace a vacant Maintenance Worker I position with a Maintenance Worker I/I - Wastewater Services position.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of King approves creation of the job classifications of Maintenance Worker I/ Wastewater Services and Maintenance Worker II/ Wastewater Services, the creation of the job description attached hereto in Exhibit A, and the replacement of an existing vacant Maintenance Worker I position with a Maintenance Worker I/II - Wastewater Services position.

This resolution was passed and adopted this **23rd** day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney



JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS MAINTENANCE WORKER I/II - WASTEWATER SERVICES
REPORTS TO: PUBLIC WORKS SUPERINTENDENT
FLSA STATUS: NON-EXEMPT
DEPARTMENT: PUBLIC WORKS
APPROVED,
BY CITY COUNCIL:

DEFINITION:

Under general supervision, the primary responsibility of this classification is to perform a variety of duties essential to the operation of the wastewater treatment plant. Inspects, operates, monitors and maintains a variety of facilities, equipment and systems involved in various processes of the wastewater treatment plant facility. In addition, learns to perform and performs the full array of duties assigned to classes in the Public Works Maintenance Worker series, including maintenance and construction work in one or more Public Works operations, demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Public Works Maintenance Worker I/ Wastewater Services

The **Public Works Maintenance Worker I** is the entry-level class in the Public Works Maintenance series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is distinguished from the next higher classification of Public Works Maintenance Worker II by the performance of less complex, semi-skilled tasks. This classification is alternately staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualification of the higher-level class.

Public Works Maintenance Worker II/ Wastewater Services

The **Public Works Maintenance Worker II** is the journey level class in the Public Works Maintenance series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks.

SUPERVISION RECEIVED/EXERCISED:

Public Works Maintenance Worker I/ Wastewater Services

Receives immediate supervision from Public Works Superintendent. Incumbents in this class do not routinely exercise supervision.

Public Works Maintenance Worker II/ Wastewater Services

Receives general supervision from Public Works Superintendent. May provide training to less experienced maintenance staff. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Include the following. Other duties may be assigned.)*

- Performs maintenance, repair, construction and installation work in sewers, streets, landscapes, parks, and related fields.
- Wastewater Treatment Plant: Monitors the wastewater treatment plant; cleans and performs minor maintenance on plant equipment; takes a variety of chemical, effluent and flow readings and makes standard physical and chemical tests of wastewater at specified process steps; repairs wastewater collection lines and related appurtenances; maintains wastewater disposal spray fields; and maintains accurate records and completes monthly reports as required.
- Streets: Breaks, removes and repairs surfaces; digs, shovels, hauls , loads and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; operates trucks, tractors, street sweepers, aerial lifts, and other construction vehicles and equipment; installs and maintains City signs, road markings, striping, and delineators; fabricates signs; paints street lines and crosswalks, installs or repairs concrete sidewalks, curbs, gutters, and ramps; installs bricks and pavers; sweeps streets and sidewalks on assigned routes; cleans storm drains and ditches; cleans and rods sewer collection lines; mows and removes debris from roadsides.
- Parks, Buildings and Grounds: Performs general cleaning of buildings, facilities and grounds; performs interior and exterior painting and staining; stocks paper supplies and other supplies; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and pesticides; inspects facilities, grounds and park play equipment for conditions needing repair and maintenance; maintains City owned recreational facilities, including tennis courts, swimming pools, racquetball courts, and athletic fields.
- Routinely assists other Public Works maintenance units as required; performs cement work, installation of bricks and pavers, tree trimming and traffic control; performs airport maintenance, including installing lights, sweeping runways and mowing; performs minor electrical, carpentry, plumbing and welding; operates trucks, tractors, serial lifts, sweepers and other maintenance and construction equipment; maintains and cleans assigned vehicles and

equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after-hours call-outs as assigned.

- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public works complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stopping, grasping and repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, an incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants, and the incumbent may be exposed to mechanical hazards. The nature of work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment; enter confined spaces; work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to emergency calls above the normal work hours of operation and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Maintenance Worker I/II – Wastewater Services. A typical way of obtaining the required qualifications is to possess the equivalent of:

Public Works Maintenance Worker I

One year of work experience as a laborer in construction, maintenance or landscape work and a high school diploma or equivalent. Work experience related to maintenance of wastewater facilities is preferred.

Public Works Maintenance Worker II

In addition to the above, three years of experience in construction and maintenance of wastewater systems, streets, parks, building or grounds equivalent to that of a Public Works Maintenance Worker I that works for King City.

Licenses/Certificates:

Possession of a valid Class C California Driver's License with a driving record acceptable with the City's insurance carrier.

Must obtain a Wastewater Treatment Plant Operator I Certificate within twenty-four (24) months of employment date.

Conditions of Employment:

Successful completion of a background investigation including a fingerprint check.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, traffic signs and markings, parks, grounds, buildings and sewer collection facilities; operational characteristics and safety requirements for the operation of a variety of heavy and light maintenance vehicles and equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and installation of asphalt, signs, lighting, concrete, storm drains; perform maintenance and repair of parks, wastewater collection systems and related facilities; safely operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; reside within a fifteen minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, code and regulations; works independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.



Item No. **9 (J)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

**RE: CONSIDERATION OF PART-TIME HUMAN RESOURCES
COORDINATOR POSITION**

RECOMMENDATION:

It is recommended the City Council: 1) adopt a Resolution creating a part-time Human Resources Coordinator position; and 2) approve the job description.

BACKGROUND:

The City has not traditionally had a human resources position. The City Manager serves as the Director of Human Resources and the Accountant has performed the majority of functions related to the processing of new employees. The City Council included \$40,000 in the FY 2015-16 Annual Budget to hire a part-time human resources position, but the funding was deleted as part of efforts to address the projected year-end shortfall.

At the April 12, 2016 meeting, the City Council approved a temporary part-time Human Resources Assistant position at approximately 18-20 hours per week. Approximately \$25,000 was included in the FY 20117 Annual Budget for that position, which is now vacant.

DISCUSSION:

Once work started on addressing human resources needs, it became evident it is a demanding function. It has also been difficult to find qualified individuals to fill the position. Public sector personnel work is a specialized and technical field. Staff is now recommending the position be upgraded to a Human Resources Coordinator position, the hourly pay be increased, and the hours be increased to 24 hours per week.

**CITY COUNCIL
CONSIDERATION OF PART-TIME HUMAN RESOURCES COORDINATOR
POSITION
AUGUST 23, 2016
PAGE 2 OF 2**

COST ANALYSIS:

Given the time the position will be vacant, staff estimates that the cost of the position can be fully paid with funds included in the FY 2016-17 Annual Budget. Therefore, no appropriation is necessary at this time. There will likely be a future annual cost increase of approximately \$18,000. Of that amount, approximately \$11,000 will need to come from the General Fund. The recommended pay range is \$32.00 to \$40.84 per hour.

ALTERNATIVES:

The following alternatives have been identified for City Council consideration:

- 1) Approve creation of the Human Resources Coordinator position;
- 2) Modify the hours, rate of pay, etc.;
- 3) Do not approve the position; or
- 4) Provide staff other direction.

Prepared and Approved by:



Steven Adams, City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
CREATING A PART-TIME HUMAN RESOURCES COORDINATOR POSITION**

WHEREAS, the City of King maintains a workforce to perform City functions and responsibilities; and

WHEREAS, maintaining a workforce requires professional human resources expertise in order to administer the City's personnel system, including hiring, training, salary and benefits, labor relations, and disciplinary actions; and

WHEREAS, the City currently does not have a position to oversee these functions; and

WHEREAS, the City Council desires to create a part-time Human Resources Coordinate position to perform these functions; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of King approves the creation of a part-time Human Resources Coordinator position and the corresponding job description attached hereto in Exhibit A.

This resolution was passed and adopted this **23rd** day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney

CITY OF KING CITY

HUMAN RESOURCES COORDINATOR (PART-TIME)

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under administrative direction, designs, develops, implements and administers a wide variety of human resource activities including recruitment and selection, classification, performance management, employee/employer relations activities, workers compensation coordination including the interpretation, administration and negotiation of labor agreements, compensation and benefits administration, organizational development, training, personnel records and externally-mandated programs such as the Americans With Disabilities Act; conducts research and analysis for special projects; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Coordinator is responsible for moderately complex human resources issues, including the application of employment law and organizational development theories; and is capable of performing a wide variety of human resources assignments.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Administers the City's personnel system; reviews City policies and procedures and makes recommendations to ensure the City's practices comply with State and Federal personnel laws; conducts formal job analysis processes and job audits as directed; reviews, updates and revises job specifications; coordinates recruitment and selection processes, including recruitment, evaluating applications and developing and administering examinations; conducts salary and benefit surveys and prepares related analytical reports; develops, analyzes and responds to salary and benefit surveys; prepares and/or delivers orientation programs and training programs; researches special issues in fields related to human resources and employee relations subject matters and prepares written reports; counsels and informs employees and supervisors of procedures and regulations pertaining to human resources actions and policies; participates in various phases of employee relations program, including preparation of disciplinary actions, assistance with negotiations and contract administration; participates in employment outreach activities, including job fairs; plans and coordinates selection and recruitment activities with City departments; composes job bulletins and recruitment information; recommends, schedules, and coordinates advertising activities in appropriate media; develops, updates or revises policies, procedures, handbooks, and manuals; coordinates the City's personnel filing system; conducts employee exit interviews; reviews employee performance evaluations; provides career counseling for City employees and prospective applicants; conducts and coordinates investigations in discipline and grievance matters; participates in and coordinates processes to ensure that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law; coordinates risk management functions; and performs other related duties as assigned or as the situation requires.

WORKING CONDITIONS:

Position requires to see well enough to: read fine print and VDT's, drive a vehicle and proofread documents; hear and speak well enough to converse on the telephone, in person, and to a group of up to 40 people without a microphone and be clearly understood; use of fingers and hands to write; use a calculator and a computer keyboard; prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds; stamina to work long hours and attend night meetings as required.

Other characteristics: Willingness and ability to: work the hours needed to accomplish the job requirements; attend meetings, conferences and seminars during working and non-working hours; travel out of town or out of state for several days at a time; work irregular hours including attendance at night and occasional weekend meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Equivalent to graduation from a four-year college or university with major course work in business or public administration, public policy, or a field related to the work and two years of professional experience in a human resources position. Two additional years of professional experience in a human resources position may be substituted for the college degree.

License/Certificate:

Possession of appropriate valid California Driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles and practices of human resources in a public agency setting; principles and practices related to recruitment, selection, classification and compensation; principles and practices of benefits administration; Federal, state, and local laws and ordinances governing employment practices and procedures; standard office practices and procedures, including record management; and office computer and online applications, including word processing and spreadsheets.

Ability to:

Collect, analyze and interpret data including classification and salary and benefit information; develop and prepare clear, concise and comprehensive reports and agenda items; develop, create and administer examinations; develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period. foster a teamwork environment and positive organizational relations; interpret and apply Memoranda of Understanding, and City policies; maintain confidentiality when necessary and prudent; read, write, and communicate effectively and comprehend directions in English.

Skill to:

Interpret, apply and explain policies, procedures and practices of human resources administration; manage the recruitment and selection process for all levels of city positions; review personnel documents for completeness and accuracy; plan effective recruitment, testing and selection practices; maintain accurate and confidential personnel records; perform technical human resources work; and coordinate risk management practices to reduce City liability.



Item No. **9 (K)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

**RE: CONSIDERATION OF AMENDMENT TO THE CITY OF KING
JOB CLASSIFICATION PLAN**

RECOMMENDATION:

It is recommended the City Council adopt a Resolution amending the City's Job Classification Plan for FY 2016-17 to adjust the salary for Police Captain and create the positions of Maintenance Worker/Wastewater Services and Part-time Human Resources Coordinator.

BACKGROUND:

The City maintains a Classification Plan that sets forth all existing job classifications and salary ranges. Staff has recommended changes to the Police Captain, Maintenance Worker and Human Resources positions that will affect the classifications and salaries identified in this plan.

DISCUSSION:

Staff is recommending the Classification Plan be updated in order to implement the position and salary changes proposed in other agenda items at this meeting.

COST ANALYSIS:

No appropriations are necessary as a result of these changes.

**CITY COUNCIL
CONSIDERATION OF AMENDMENT TO THE CITY OF KING JOB
CLASSIFICATION PLAN
AUGUST 23, 2016
PAGE 2 OF 2**

ALTERNATIVES:

The following alternatives have been identified for City Council consideration:

- 1) Adopt the Resolution;
- 2) Make any changes necessary consistent with actions involved with the other agenda items;
- 3) Do not approve the Resolution; or
- 4) Provide staff other direction.

Prepared and Approved by:



Steven Adams, City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
AMENDING THE CLASSIFICATION PLAN FOR FY 2016-17**

WHEREAS, the City of King maintains a Classification Plan that sets forth all existing job classifications and salary steps; and

WHEREAS, the City Council desires to make changes to job classifications and salaries that will impact the existing Classification Plan; and

WHEREAS, the City has met and conferred with representatives from all labor groups impacted by said changes and amendments to existing MOU's have been agreed upon as appropriate.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of King approves amendments to the FY 2016-17 Classification Plan as set forth in Exhibit A.

This resolution was passed and adopted this **23rd** day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney

CITY OF KING CLASSIFICATION PLAN FISCAL YEAR 2016-2017

REVISED August 23, 2016

CLASSIFICATION	FIVE-PERCENT STEP ADVANCEMENT					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
EXECUTIVE MANAGEMENT STAFF						
CITY MANAGER	\$162,000.00 ANNUAL (SALARY INDEPENDENT OF STEP SCHEDULE)					
CHIEF OF POLICE	\$110,556.00	\$116,084.00	\$121,888.00	\$127,983.00	\$134,382.00	\$141,101.00
DIRECTOR OF FINANCE	\$90,175.00	\$94,685.00	\$99,419.00	\$104,390.00	\$109,612.00	\$115,092.00
MID-MANAGEMENT STAFF						
POLICE CAPTAIN	\$98,262.00	\$103,434.00	\$108,878.00	\$114,609.00	\$120,641.00	\$126,980.00
CHIEF BUILDING OFFICIAL	\$71,725.00	\$75,313.00	\$79,078.00	\$83,032.00	\$87,184.00	\$91,544.00
CITY CLERK	\$49,373.00	\$51,842.00	\$54,434.00	\$57,157.00	\$60,016.00	\$63,016.00
RECREATION COORDINATOR	\$55,839.00	\$58,630.00	\$61,562.00	\$64,640.00	\$67,872.00	\$71,266.00
SUPERVISORY STAFF						
POLICE SERGEANT	\$73,179.00	\$76,838.00	\$80,680.00	\$84,713.00	\$88,950.00	\$93,397.00
POLICE CLERK SUPERVISOR	\$38,566.90	\$40,495.61	\$42,520.87	\$44,646.92	\$46,880.11	\$49,224.70
PUBLIC WORKS SUPERINTENDENT	\$52,807.36	\$55,447.94	\$58,221.13	\$61,132.24	\$64,189.75	\$67,400.04
BUILDING/MAINTENANCE STAFF						
BUILDING INSPECTOR	\$56,102.51	\$58,908.59	\$61,854.71	\$64,948.30	\$68,185.71	\$71,606.51
MAINTENANCE WORKER I	\$30,252.62	\$31,765.47	\$33,354.70	\$35,022.43	\$36,773.88	\$38,613.58
MAINTENANCE WORKER II	\$35,030.92	\$36,782.46	\$38,622.06	\$40,553.96	\$42,582.40	\$44,711.63
MAINTENANCE WORKER I/ WASTEWATER SERVICES	\$33,277.88	\$34,942.02	\$36,690.17	\$38,524.67	\$40,451.38	\$42,474.94
MAINTENANCE WORKER II/ WASTEWATER SERVICES	\$38,534.01	\$40,460.71	\$42,484.27	\$44,609.36	\$46,840.64	\$49,182.79
SENIOR MAINTENANCE WORKER	\$40,528.50	\$42,555.88	\$44,684.05	\$46,918.30	\$49,265.01	\$51,728.42
STREET SWEEPER OPERATOR	\$35,030.92	\$36,782.46	\$38,622.06	\$40,553.96	\$42,582.40	\$44,711.63
PUBLIC SAFETY STAFF						
POLICE OFFICER	\$54,606.00	\$57,336.00	\$60,203.00	\$63,214.00	\$66,374.00	\$69,695.00
CODE ENFORCEMENT OFFICER	\$41,078.05	\$43,131.95	\$45,288.76	\$47,553.78	\$49,932.32	\$52,429.68
COMMUNITY SERVICES OFFICER	\$41,078.05	\$43,131.95	\$45,288.76	\$47,553.78	\$49,932.32	\$52,429.68
FIRE CHIEF	\$7,527.60					
FIRE CHIEF 1ST ASSISTANT	\$3,690.00					
FIRE CHIEF 2ND ASSISTANT	\$3,690.00					
FIRE CHIEF ENGINEER	\$3,690.00					
FIRE DEPARTMENT SECRETARY/TREASURER	\$2,583.00					
FIRE ENGINEER	\$2,755.20					
VOLUNTEER FIREFIGHTER	\$12.00					
PROFESSIONAL/SUPPPORT STAFF						
ACCOUNTANT	\$44,092.06	\$46,297.68	\$48,612.56	\$51,044.14	\$53,596.67	\$56,276.50
ACCOUNTING TECHNICIAN	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
ADMIN ASSISTANT TO POLICE CHIEF	\$37,074.00	\$38,928.00	\$40,875.00	\$42,919.00	\$45,065.00	\$47,318.00
ADMINISTRATIVE ASSISTANT	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
ADMINISTRATIVE SERVICE SUPERVISOR	\$50,402.30	\$52,923.00	\$55,569.94	\$58,348.44	\$61,265.91	\$64,329.79
ASSISTANT PLANNER	\$63,655.08	\$66,838.82	\$70,181.72	\$73,691.17	\$77,376.74	\$81,245.84
COUNTER TECHNICIAN	\$36,744.27	\$38,581.75	\$40,511.53	\$42,537.85	\$44,664.95	\$46,899.21
POLICE CLERK I	\$29,720.05	\$31,206.37	\$32,766.96	\$34,406.05	\$36,126.83	\$37,933.54
TRANSIT OPERATOR	\$32,726.64	\$34,363.61	\$36,082.27	\$37,886.86	\$39,781.63	\$41,770.82
SEASONAL/PART-TIME (HOURLY RATE)						
HUMAN RESOURCES COORDINATOR	\$32.00	\$33.60	\$35.28	\$37.04	\$38.90	\$40.84
POOL MANAGER	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
ASSISTANT POOL MANAGER	\$14.30	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
AQUATIC AIDE	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
POOL CASHIER	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
LIFE GUARD	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59	\$15.32
RECREATION AIDE	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
SUMMER DAYCAMP COORDINATOR	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
PART TIME FRONT COUNTER	\$11.00	\$11.55	\$12.13	\$12.73	\$13.37	\$14.04
MAINTENANCE AID	\$12.00					
CITY COUNCIL & MAYOR (Effective 1/1/17)						
MAYOR	\$4,800.00					
CITY COUNCIL	\$3,600.00					



Item No. **9 (L)**

REPORT TO THE SUCCESSOR AGENCY

DATE: AUGUST 23, 2016

TO: CHAIRMAN AND MEMBERS OF THE SUCCESSOR AGENCY

FROM: MIKE HOWARD

RE: CONSIDERATION OF SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF KING SENIOR LIEN TAX ALLOCATION REFUNDING BONDS, SERIES 2016A, AND SENIOR LIEN TAX ALLOCATION REFUNDING BONDS 2016B (TAXABLE)

RECOMMENDATION:

1. It is recommended the board adopt Resolution No. SB2016-003 approving the Form and Authorizing the Execution of a Bond Purchase Agreement and Revisions to the Indenture in Connection with the Issuance and Sale of Tax Allocation Refunding Bonds to Refinance Redevelopment Activities within and for the Benefit of the King City Redevelopment Project of the Former Community Development Agency of the City of King.

BACKGROUND:

In 2011 the Community Development Agency of the City of King (the "Prior Agency") issued Tax Allocation Refunding Bonds (the "2011 Bonds"), in the amount of \$5,240,000, of which \$4,850,000 is currently outstanding.

Due to the dissolution of redevelopment agencies, the Successor Agency to the Community Development Agency of the City of King (the "Agency") now has responsibility for repayment of the 2011 Bonds, as well as additional tax allocation refunding bonds that were just issued in March of 2016 (the "2016 Bonds"). Per AB 1484, the Agency may refund existing bonds, with approval of the Oversight Board and the State Department of Finance, for the purpose of generating a debt service savings.

On May 24, 2016, the Agency approved Resolution No. SA 2016-002, approving the issuance of tax allocation refunding bonds (the "2016 Senior Bonds") by the Agency to refund (refinance) the outstanding 2011 Bonds, and on June 1, 2016, the Oversight Board approved Resolution No. OB 2016-006, approving the

**SUCCESSOR AGENCY
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ALLOCATION REFUNDING BONDS 2016B (TAXABLE)
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issuance of the 2016 Senior Bonds by the Agency.

On August 2, 2016, the State Dept. of Finance ("DOF") approved the issuance of the 2016 Senior Bonds by the Agency.

Due to a prior "advance refunding" related to a portion of the issuance of the 2011 Bonds, the 2016 Senior Bonds will be structured with a tax-exempt portion and a taxable portion (related to the amount of the prior advance refunding).

The Finance Team has since solicited bids from interested lenders, based on a "private placement" structure. TPB Investments Inc., a wholly owned subsidiary of Western Alliance Bank (the "Bank") has provided the lowest overall cost estimate, with an anticipated interest rate of 3.33% for the tax-exempt portion, and 4.48% for the taxable portion (as a comparison, the interest rate on the 2011 Bonds is 7.25%). The interest rate offered by the Bank is subject to daily changes until locked, which is anticipated to occur on or about August 24, 2016.

Based on the estimated interest rates provided by the Bank, the Agency can generate an estimated total debt service savings of approximately \$700,000 by issuing the 2016 Senior Bonds. Based on the redevelopment dissolution laws, the Agency may retain the savings amount to the extent it has additional enforceable obligations, such as the annual administrative cost allowance of \$250,000. Otherwise, the savings amount would be split among taxing entities, including the county, school districts, and the City's general fund.

It is anticipated that after the interest rate is locked on or about August 24, 2016, that the 2016 Senior Bonds will close by September 13, 2016. At closing, the net proceeds from the 2016 Senior Bonds will be placed into a refunding escrow fund to be held by U.S. Bank, to be used to redeem all outstanding 2011 Bonds at the first available call date on 8/1/2021.

COST ANALYSIS:

By refunding the 2011 Bonds, the Agency can generate an estimated total debt service savings of \$700,000, net of all costs of issuance. The repayment of principal and interest on the 2016 Senior Bonds will be payable solely from Tax Revenues, which is tax increment revenues from the Project Area deposited into the Agency's Redevelopment Property Tax Trust Fund ("RPTTF"), and available after satisfying certain administrative costs of the County and pass through obligations to affected taxing entities. The 2016 Senior Bonds will not be a debt of the City's general fund or the State, or any of its political subdivisions (except

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the Agency).

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Adopt Resolution No. SB2016-003;
2. Not adopt Resolution No SB2016-003; or
3. Provide other direction to staff.

Exhibits:

1. Resolution No. SB2016-003

Submitted by: _____
Mike Howard, Finance Director

Approved by: _____
Steven Adams, City Manager

**SUCCESSOR AGENCY TO THE
COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF KING**

RESOLUTION NO. SB2016-003

**RESOLUTION APPROVING THE SALE OF TAX ALLOCATION REFUNDING
BONDS TO REFINANCE REDEVELOPMENT ACTIVITIES WITHIN AND FOR
THE BENEFIT OF THE KING CITY REDEVELOPMENT PROJECT OF THE
FORMER COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF KING AND
APPROVING THE FORM AND AUTHORIZING REVISIONS TO THE
INDENTURE RELATING THERETO**

WHEREAS, pursuant to section 34172(a) of the California Health and Safety Code (unless otherwise noted, all section references hereinafter being to such Code), the Community Development Agency of the City of King (the "Former Agency") has been dissolved and no longer exists as a public body, corporate and politic, and pursuant to section 34173, and the Successor Agency to the Former Community Development Agency of the City of King (the "Successor Agency") has become the successor entity to the Former Agency;

WHEREAS, a redevelopment plan for the Former Agency's King City Redevelopment Project in the City of King (the "City") has been adopted in compliance with all requirements of the Code (the "Redevelopment Project");

WHEREAS, prior to the dissolution of the Former Agency, the Former Agency issued its Community Development Agency of the City of King Tax Allocation Refunding Bonds, Series 2011 (the "2011 Bonds"), to refinance redevelopment activities within and for the benefit of the Redevelopment Project, of which \$4,850,000 principal amount remains outstanding;

WHEREAS, section 34177.5 authorizes the Successor Agency to issue refunding bonds pursuant to Article 11 (commencing with section 53580) of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Refunding Law") for the purpose of achieving debt service savings within the parameters set forth in section 34177.5(a)(1) (the "Savings Parameters");

WHEREAS, to determine compliance with the Savings Parameters for purposes of the issuance by the Successor Agency of its tax allocation refunding bonds (the "Refunding Bonds"), the Successor Agency has caused its financial advisor, Urban Futures, Incorporated (the "Municipal Advisor"), to prepare an analysis of the potential savings that will accrue to the Successor Agency and to applicable taxing entities as a result of the use of the proceeds of the Refunding Bonds to repay or refund all or a portion of the Former Agency Obligations (the "Debt Service Savings Analysis");

WHEREAS, the Debt Service Savings Analysis has demonstrated that a refunding of the 2011 Bonds will satisfy the Savings Parameters;

WHEREAS, the Successor Agency has determined to issue its Successor Agency to the Community Development Agency of the City of King (Monterey County, California) Senior Lien Tax Allocation Refunding Bonds, Series 2016A (Tax-Exempt) (the "Series A Bonds"), and its Successor Agency to the Community Development Agency of the City of King (Monterey County, California) Senior Lien Tax Allocation Refunding Bonds, Series 2016B (Taxable) (the "Series B Bonds" and, with the Series A Bonds, the "Bonds"), to refund the 2011 Bonds, pursuant to an indenture of trust, by and between the Successor Agency and U.S. Bank National Association, as trustee;

WHEREAS, the Successor Agency adopted its Resolution No. SA 2016-002 on May 24, 2016, authorizing issuance of the Bonds and approving the form and authorizing execution of the various documents prepared in connection therewith;

WHEREAS, the Oversight Board to the Successor Agency adopted its Resolution No. OB 2016-006 on June 1, 2016, approving the issuance of the Bonds by the Successor Agency; and

WHEREAS, on August 2, 2016, the California Department of Finance approved the issuance of the Bonds;

WHEREAS, following a competitive process, TPB Investments, Inc., a wholly subsidiary of Western Alliance Bank, an Arizona Corporation, was selected as purchaser of the Bonds (the "Purchaser");

WHEREAS, based upon such interest rate, the refunding of the 2011 Bonds will generate present value savings to the Successor Agency, to be allocated among the City and other affected taxing entities; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF KING DOES RESOLVE AS FOLLOWS:

SECTION 1. Approval of Sale of Bonds. The Successor Agency hereby authorizes the sale of the Bonds to the Purchaser.

SECTION 2. Approval of the Revisions to the Indenture. The Successor Agency hereby re-approves the Indenture, with certain changes required to conform to the proposal of the Purchaser, in the form on file with the Secretary, together with such additions thereto and changes therein as the Designated Officers shall deem necessary, desirable or appropriate, and the execution thereof by a Designated Officer shall be conclusive evidence of the approval of any such additions and changes. The Designated Officers are hereby authorized and directed to execute, and the Secretary is hereby authorized and directed to attest to, the final form of the Indenture for and in the name and on behalf of the Successor Agency. The Successor Agency hereby authorizes the delivery and performance of the Indenture.

SECTION 3. Official Actions. The Chair, the Vice Chair, the Executive Director, the Secretary, and any and all other officers of the Successor Agency, are hereby authorized and directed, for and in

the name and on behalf of the Successor Agency, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and sale of the Bonds. Whenever in this resolution any officer of the Successor Agency is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person Authorized by such officer to act on his or her behalf in the case such officer shall be absent or unavailable.

SECTION 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

SECTION 5. Certification. The Secretary shall certify to the passage and adoption hereof.

* * * * *

I, the undersigned Secretary of the Successor Agency to the Former Community Development Agency of the City of King, hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Successor Agency at a meeting thereof on the 23rd day of August, 2016, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairperson

ATTEST

Secretary



Item No. **9 (M)**

REPORT TO THE CITY COUNCIL

DATE: AUGUST 23, 2016

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEVEN ADAMS, CITY MANAGER

RE: CONSIDERATION OF CREATION OF NEW CLASSIFICATION OF MAINTENANCE WORKER AIDE

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution approving a new classification of Maintenance Worker Aide at a pay rate of \$11 per hour.

BACKGROUND:

The City Council approved in the budget funds to hire a part-time temporary position to assist with Public Works maintenance functions, particularly painting of street striping. Staff would like to create a new classification for that position.

DISCUSSION:

This classification will create a new position at a rate below that of Maintenance Worker for purposes of providing temporary assistance to maintenance functions.

COST ANALYSIS:

An amount of \$10,000 was approved in the FY 2016-17 Annual Budget for this position.

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. Approve staff's recommendations;
2. Modify and approve the Resolution;

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MAINTENANCE WORKER AIDE
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3. Do not approve the new classification and hire the position as a part-time Maintenance Worker I; or
4. Provide staff other direction.

Approved by:  _____
Steven Adams, City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KING
CREATING CLASSIFICATION OF MAINTENANCE AIDE**

WHEREAS, the City of King maintains streets and sidewalks, parks, a sewer system, and other infrastructure; and

WHEREAS, the City has existing labor needs to assist in maintaining these functions; and

WHEREAS, the City Council desires to create the job classification of Maintenance Worker Aide; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of King approves creation of the job classification of Maintenance Aide at a pay rate of \$11 per hour and the job description attached hereto as Exhibit A.

This resolution was passed and adopted this **23rd** day of **August, 2016** by the following vote:

AYES, Council Members:

NAYS, Council Members:

ABSENT, Council Members:

ABSTAIN, Council Members:

APPROVED:

Robert Cullen, Mayor

ATTEST:

Steven Adams, City Clerk

APPROVED AS TO FORM:

Martin Koczanowicz, City Attorney



JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS MAINTENANCE AIDE
REPORTS TO: PUBLIC WORKS SUPERINTENDENT
FLSA STATUS: NON-EXEMPT
DEPARTMENT: PUBLIC WORKS
APPROVED,
BY CITY COUNCIL:

DEFINITION:

Under direct supervision, performs a variety of unskilled and semi-skilled work in the maintenance of streets, parks, facilities, and other areas.

DISTINGUISHING CHARACTERISTICS:

This is an entry level class in the Maintenance Worker series. Employees in this classification are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated in the Maintenance Worker I or higher levels.

SUPERVISION RECEIVED:

Receives immediate supervision from the Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Include the following. Other duties may be assigned.)*

- Performs maintenance, repair, construction and installation work in streets, landscapes, parks, and related fields.
- Streets: Breaks, removes and repairs surfaces; digs, shovels, hauls , loads and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; operates trucks, tractors, and other equipment; installs and maintains City signs, road markings, striping, and delineators; fabricates signs; paints street lines and crosswalks, installs or repairs concrete sidewalks, curbs, gutters, and ramps; installs bricks and pavers; mows and removes debris from roadsides.

Parks, Buildings and Grounds: Performs general cleaning of buildings, facilities and grounds; performs interior and exterior painting and staining; stocks paper supplies and other supplies; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape areas; repairs and installs landscape irrigation systems; maintains City owned recreational facilities, including tennis courts, swimming pools, racquetball courts, and athletic fields.

- Routinely assists other Public Works maintenance units as required; performs cement work, installation of bricks and pavers, tree trimming and traffic control; performs airport maintenance, including installing lights, sweeping runways and mowing; operates trucks, tractors, and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stopping, grasping and repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, an incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants, and the incumbent may be exposed to mechanical hazards. The nature of work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment; enter confined spaces; work in heavy vehicle traffic conditions and often work with constant interruptions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

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

Education:

High school diploma or equivalent.

Experience:

Any combination of education and/or experience which provide the knowledge and the ability to use basic tools to painting, landscaping and maintenance.

Licenses/Certificates:

Possession of a valid Class C California Driver's License with a driving record acceptable with the City's insurance carrier.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, traffic signs and markings, parks, grounds, and buildings; operational characteristics and safety requirements for the operation of a variety of heavy and light maintenance vehicles and equipment.

Ability to:

Perform maintenance, repair and installation of asphalt, signs, lighting, concrete, storm drains; perform maintenance and repair of parks, safely operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safety; perform heavy manual labor; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.