

CORONAVIRUS (COVID-19) ADVISORY

IMPORTANT INSTRUCTIONS ON HOW TO PARTICPATE AND WATCH THE HERCULES CITY COUNCIL MEETING

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

Under the Governor's Executive Order N-25-20, this meeting may utilize teleconferencing or other virtual meeting platforms. Pursuant to the Governor's Executive Order N-25-20, teleconferencing restrictions of the Brown Act have been suspended.

Beginning with the April 14, 2020 Hercules City Council meeting, the City Council will conduct its meeting utilizing ZOOM.

DUE TO THE SHELTER IN PLACE ORDERS AND PURSUANT TO EXECUTIVE ORDER N-25-20, direct public attendance or participation at council meetings has been suspended and the Council Chambers will be closed to the general public. City Council and staff will participate virtually through the ZOOM application. Applicants, consultants, and others with matters before the Council will be allowed to participate via ZOOM but must make prior arrangements with the City Clerk.

How to watch the meeting from home:

1. Comcast Channel 28
2. Livestream online at <https://hercules.legistar.com/Calendar.aspx>

We are happy to accommodate written public comments. Public Comment will be accepted by email to lmartin@ci.hercules.ca.us during the meeting, prior to the close of public comment on an item and read into the record during public comment. Additional ways to provide your public comment is to mail your comment to City of Hercules, ATTN: City Clerk – Public Comment (Meeting Date), 111 Civic Drive, Hercules, CA 94547 via USPS in time to reach the City Clerk no later than 5:45 p.m. on the day of the meeting or by telephone by calling (510) 799-8215 no later than 5:45 p.m. on the meeting date. All comments received by the close of the public comment period will be available after the meeting as supplemental materials and will become part of the official meeting record. The City cannot guarantee that its network and/or the site will not be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting by 5:45 p.m. on the day of the Council meeting.

Individuals wishing to address the City Council are asked to provide the following information:

1. Subject Line to contain the words "PUBLIC COMMENTS"
2. (Optional) - Name, address and contact information of person providing comments.
3. General topic or agenda item you wish to comment on.

All public comments are allowed up to 3 minutes to relay their message or concern. All public comments are recorded and become part of the public record. A limit of 30 minutes will be devoted to taking public comment during the first public comment period on the agenda. If any speaker comments have not been read into the record at the conclusion of the initial 30 minute period, time will be reserved at the conclusion of the meeting to read the remaining comments.

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Tuesday, October 13, 2020

5:30 PM

**CLOSED SESSION - 5:30 P.M.
REGULAR SESSION - 7:00 P.M.**

Virtual Meeting Via Zoom

City Council

***Mayor Roland Esquivias
Vice Mayor Chris Kelley
Council Member Dion Bailey
Council Member Dan Romero
Council Member Gerard Boulanger***

***David Biggs, City Manager
Patrick Tang, City Attorney***

To view webcast of meetings, live or on demand, go to the City's website at www.ci.hercules.ca.us

I. SPECIAL MEETING - CLOSED SESSION – 5:30 P.M. CALL TO ORDER - ROLL CALL

II. PUBLIC COMMUNICATION - CLOSED SESSION ITEMS

III. CONVENE INTO CLOSED SESSION

The Hercules City Council will meet in Closed Session regarding the following:

1. [20-349](#) Pursuant to Government Code Section 54957(b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: City Manager (Discuss Annual Evaluation Per Employment Agreement)
2. [20-350](#) Pursuant to Government Code Section 54957.6 Conference With Labor Negotiators - City Negotiators: David Biggs, City Manager; Edwin Gato, Director of Finance; Lori Martin, Director of Administrative Services relative to the following employee groups:
 - a. Teamsters Local 315 Employee Organizations

IV. REGULAR MEETING – 7:00 P.M. CALL TO ORDER - ROLL CALL

V. REPORT ON ACTION TAKEN IN CLOSED SESSION

VI. PLEDGE OF ALLEGIANCE

VII. MOMENT OF SILENCE

VIII. INTRODUCTIONS/PRESENTATIONS/COMMISSION REPORTS

1. [20-346](#) Presentation by Bio-Rad on their Going Green and Solar Project

IX. AGENDA ADDITIONS/DELETIONS

X. PUBLIC COMMUNICATIONS

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed as follows:

Public comment will be accepted by email to Lori Martin at lmartin@ci.hercules.ca.us during the meeting, prior to the close of public comment on an item and will be read into the record during public comment. All comments received by the close of the public comment period will be available after the meeting as supplemental materials and will become part of the official meeting record. The City cannot guarantee that its network and/or the site will not be uninterrupted. To ensure that the City Council receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

For additional alternatives to providing public comments please refer to the Notice of Important Instructions on how to Participate and Watch the Hercules City Council Meeting on the front page of the agenda.

Individuals wishing to address the City Council are asked to provide the following information: 1. Subject line to contain the words "PUBLIC COMMENTS". 2. Name, address and contact information of person providing comments. 3. General topic or agenda item you wish to comment on.

All public comments are allowed up to 3 minutes to relay their message or concern. All public comments are recorded and become part of the public record. A limit of 30 minutes will be devoted to taking public comment at this point in the agenda. If any speakers remain at the conclusion of the initial 30 minute period, time will be reserved at the conclusion of the meeting to take the remaining comments.

XI. PUBLIC HEARINGS

XII. CONSENT CALENDAR

1. [20-348](#) **Minutes**
 Recommendation: Approve the regular meeting minutes of September 22, 2020.

 Attachments: [Minutes - 092220 - Regular](#)

2. [20-343](#) **Conflict of Interest Code Biennial Review**
 Recommendation: Adopt a Resolution amending the City's Conflict of Interest Code for designated employees, consultants, boards, committees and commissions for the City of Hercules.

 Attachments: [Staff Report Conflict of Interest Amendment 2020](#)
 [Attach 1 - Resolution - Amending Conflict of Interest Code 2020](#)
 [Attach 2 - Local Agency Biennial Notice](#)

3. [20-359](#) **Surplus Vehicles**
 Recommendation: Adopt a Resolution declaring six (6) City fleet vehicles as surplus property and authorize the disposal of the vehicles.

 Attachments: [Staff Report - Surplus Vehicles-FY2021](#)
 [Attach 1 - Resolution - Surplus Vehicles - 101320](#)

XIII. DISCUSSION AND/OR ACTION ITEMS

1. [20-340](#) **Business License Tax Structure**
 Recommendation: Receive report, discuss, and provide direction, if any.

 Attachments: [Staff Report - Business License Fee Structure 09222020](#)
 [Attach 1 - Business License Tax Update 03102020](#)

2. [20-341](#) **SB 946 Sidewalk and Park Vending Requirements and Proposed Draft Ordinance**
 Recommendation: Accept staff report, discuss, and direct staff to amend amendments to the Hercules Municipal Code to establish revised regulations for sidewalk and park vendors consistent with the requirements of SB 946.

 Attachments: [Staff Report - Sidewalk Vending 2020922](#)
 [Attach 1 - Draft Ordinance - SIDEWALK VENDING 2020922](#)
 [Attach 2 - SB 946](#)

3. [20-342](#) **Acceptance of the Classification and Compensation Report dated November 22, 2019**
 Recommendation: Staff recommends the City Council:
 1. Approve updated job descriptions as listed in Attachment 1;
 2. Approve the recommended changes to the classification plan in Attachment 2;
 3. Approve salary increases as follows: Recreation Manager 5.3% based on market data and City policy;
 4. Approve reclassification to best meet operational needs: Community Development Specialist 5%, and Associate Engineer (new classification) 5%;
 5. Approve freezing or "y-rating" the salary range for the classification of Maintenance Worker II based on market data and City policy.
 Attachments: [Staff Report - Classification and Compensation Study](#)
 [Attach 1 - Job Descriptions](#)
 [Attach 2 - Hercules Final Report 2019-11-22-lm](#)
 [Attach 3 - Hercules Power Point Comp Report 2020-01-27](#)
 [Attach 4 - Hercules PT Salary Presentation Jan 2020](#)

4. [20-344](#) **Approve Memorandum of Understandings (MOUs) with the Teamsters Local 315 Full-Time and Part-Time Units and Approve Updated FY 2020-21 Salary Schedules**
 Recommendation: Adopt a Resolution approving Memorandum of Understandings (MOUs) with Teamsters Local 315 full-time and part-time units; and adopt the updated FY 2020-21 salary schedules for 1) Teamsters full-time and part-time represented employees; 2) Updated FY 2020-21 salary schedule for unrepresented part-time employees; 3) Updated FY

2020-21 salary schedule for Senior Management and Unrepresented employees; 4) Updated salary schedule for Mid-Management Employees.

Attachments: [Staff Report - Teamsters MOUs - 101320 elg updated](#)
[Attach 1 - Resolution Approving Teamster MOU FY 20-21](#)
[Attach 2 - Teamsters Full Time 2020-21 MOU -DRAFT 092320 dcb](#)
[Attach 3 - Teamsters Part Time 2020-21 MOU - DRAFT 092320](#)
[Attach 4 - Full-Time Salary Schedule - Teamsters - FY 20-21](#)
[Attach 5 - FY 2020-21 PART-TIME SALARY SCHEDULE WITH 3% COLA](#)
[Attach 6 - Senior Mgmt and Unrep Salary Schedule - Class Title Changes Only AND 1 new c](#)
[Attach 7 - Senior Mgmt Assigned Assistant CM - Class Title Changes Only to class titles high](#)
[Attach 8 - Mid Management Salary Schedule \(Recreation Mgr Grade Change\) -Effective 1013](#)

5. [20-345](#) **Continued Discussion Regarding Accessory Dwelling Units (ADUs)**
Recommendation: Receive report, review proposed changes to City's ADU Ordinance, and direct staff to (1) prepare any additional amendments to the City's ADU Ordinance consistent with state law, and (2) bring any such changes back to the Council for initial review, or in the alternative, take to the Planning Commission for consideration and recommendation before introduction and adoption by the Council.

Attachments: [ADU 2020 - CC Staff Report - 2020-10-13 - placeholder](#)

XIV. PUBLIC COMMUNICATIONS

This time is reserved for members of the public who were unavailable to attend the Public Communications period during Section X of the meeting, or were unable to speak due to lack of time. The public speaker requirements specified in Section X of this Agenda apply to this Section.

XV. CITY COUNCIL/CITY MANAGER/CITY ATTORNEY ANNOUNCEMENTS, COMMITTEE, SUB-COMMITTEE AND INTERGOVERNMENTAL COMMITTEE REPORTS AND FUTURE AGENDA ITEMS

This is the time for brief announcements on issues of interest to the community. In accordance with the provisions of the Brown Act, matters which do not appear on this agenda but require City Council discussion may be either (a) referred to staff or other resources for factual information or (b) placed on a future meeting agenda.

XVI. ADJOURNMENT

The next Regular Meeting of the City Council will be held on Tuesday, October 27, 2020 at 7:00p.m. in the Council Chambers.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.ci.hercules.ca.us and can receive e-mail notification of agenda and staff report postings by signing up to receive an enotice from the City's homepage. Agendas and staff reports may also be obtained by contacting the Administrative Services Department at (510) 799-8215

(Posted: October 8, 2020)

THE HERCULES CITY COUNCIL ADHERES TO THE FOLLOWING POLICIES, PROCEDURES AND REGULATIONS REGARDING CITY COUNCIL MEETINGS

1. SPECIAL ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you require special accommodations to participate at a City Council meeting, please contact the City Clerk at 510-799-8215 at least 48 hours prior to the meeting.

2. AGENDA ITEMS: Persons wishing to add an item to an agenda must submit the final written documentation 12 calendar days prior to the meeting. The City retains the discretion whether to add items to the agenda. Persons wishing to address the City Council otherwise may make comments during the Public Communication period of the meeting.

3. AGENDA POSTING: Agendas of regular City Council meetings are posted at least 72 hours prior to the meeting at City Hall, the Hercules Swim Center, Ohlone Child Care Center, Hercules Post Office, and on the City's website (www.ci.hercules.ca.us),

4. PUBLIC COMMUNICATION: Persons who wish to address the City Council should complete the speaker form prior to the Council's consideration of the item on the agenda.

Anyone who wishes to address the Council on a topic that is not on the agenda and is relevant to the Council should complete the speaker form prior to the start of the meeting. Speakers will be called upon during the Public Communication portion of the meeting. In accordance with the Brown Act, the City Council may not take action on items not listed on the agenda. The Council may refer to staff any matters brought before them at this time and those matters may be placed on a future agenda.

In the interests of conducting an orderly and efficient meeting, speakers will be limited to three (3) minutes. Anyone may also submit written comments at any time before or during the meeting.

5. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Council or a member of the public prior to the time the City Council votes on the motion to adopt.

6. LEGAL CHALLENGES: If you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered at, or prior to, the meeting. Actions challenging City Council decisions shall be subject to the time limitations contained in Code of Civil Procedure Section 1094.6.



City of Hercules

111 Civic Drive
Hercules, CA 94547

Meeting Minutes

City Council

Mayor Roland Esquivias
Vice Mayor Chris Kelley
Council Member Dan Romero
Council Member Dion Bailey
Council Member Gerard Boulanger

David Biggs, City Manager
Patrick Tang, City Attorney
Lori Martin, City Clerk

Tuesday, September 22, 2020

6:00 PM

Virtual Meeting Via Zoom

CLOSED SESSION - 6:00 P.M.
REGULAR SESSION - 7:00 P.M.

I. SPECIAL MEETING - CLOSED SESSION – 6:00 P.M. CALL TO ORDER - ROLL CALL

Mayor Esquivias called the meeting to order at 6:11 p.m.

Present: 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger

II. PUBLIC COMMUNICATION - CLOSED SESSION ITEMS

City Clerk Martin read aloud a public comment submitted by Pil Orbison.

III. CONVENE INTO CLOSED SESSION

City Attorney Tang announced the items listed on the agenda to be discussed in closed session.

Mayor Esquivias recessed the meeting at 6:15 p.m.

1. [20-327](#) Pursuant to Government Code Section 54957.6 Conference With Labor Negotiators - City Negotiators: David Biggs, City Manager; Edwin Gato, Director of Finance; Lori Martin, Director of Administrative Services relative to the following employee groups:
 - a. Teamsters Local 315 Employee Organizations
2. [20-315](#) Pursuant to Government Code Section 54957(b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: City Manager (Discuss Annual Evaluation Per Employment Agreement)

IV. REGULAR MEETING – 7:00 P.M. CALL TO ORDER - ROLL CALL

Mayor Esquivias called the meeting to order at 7:21 P.M.

Present: 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger

V. REPORT ON ACTION TAKEN IN CLOSED SESSION

City Attorney Tang reported that there were no final or reportable actions taken on the Labor Negotiation item with the Teamsters Local 315. City Attorney Tang reported that the City Manager Evaluation item was tabled to the next City Council meeting which will start at 5:30 p.m.

VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Esquivias.

VII. MOMENT OF SILENCE

Mayor Esquivias called for a moment of silence for a long time Hercules resident, Beverly Demoris who passed away on June 7, 2020.

VIII. INTRODUCTIONS/PRESENTATIONS/COMMISSION REPORTS

None.

IX. AGENDA ADDITIONS/DELETIONS

City Manager Biggs stated that there were no additions or deletions to the agenda. City Manager Biggs identified the supplemental documents provided prior to the meeting and available to the public on the City website.

X. PUBLIC COMMUNICATIONS

City Clerk Martin read aloud a public comment submitted by Georgio Consentino.

XI. PUBLIC HEARINGS

1. [20-333](#) **Public Hearing to Consider Resolution Approving Requested Modifications to Existing Approvals for the Hill Town Project, Including Final Planned Development Plan #19-01 and Design Review Permit #19-02, Following Community Development Director's Denial Pursuant to Chapter 13-46 of the Hercules Municipal Code**
Recommendation: Open the public hearing, receive a presentation from City staff and the applicant, receive any testimony from the public, ask applicant team or City staff to answer questions, and if ready to take action,

close the public hearing and consider adopting the following Resolution for the project entitlements.

City Manager Biggs introduced the item and Community Development Director Reber provided a brief staff report followed by a presentation by representatives of Santa Clara Valley Housing Development.

Mayor Esquivias opened the Public Hearing at 7:34 p.m.

City Council asked questions and provided comments.

Mayor Esquivias closed the public hearing at 8:34 p.m. with no comments offered from the public.

Community Development Director Reber stated that a correction will be made to the Findings of Facts in the Resolution to change the affordable housing from 20% to 5%.

Council Member Bailey motioned to approve the minor modifications presented and further modify by adding an additional condition of approval requirement to install a half basketball court in the park. The motion was seconded by Council Member Boulanger. Council Member Romero requested a discussion of the motion and requested that the requirement of adding a half basketball court be removed. Council Member Bailey did not accept an amendment to the motion. The motion failed 4-1.

Council Member Romero motioned to approve the Resolution as presented, seconded by Council Member Boulanger. Motion passed 5-0.

MOTION: A motion was made by Council Member Bailey, seconded by Council Member Boulanger, to amend the Resolution to require the developer to add a half basketball court to the park. The motion failed by the following vote:

Aye: 1 - Council Member D. Bailey

Nay: 4 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Romero, and Council Member G. Boulanger

MOTION: A motion was made by Council Member Romero, seconded by Council Member Boulanger, to adopt Resolution 20-058. The motion carried by the following vote:

Aye: 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger

XII. CONSENT CALENDAR

MOTION: A motion was made by Vice Mayor Kelley, seconded by Council Member Romero, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger

1. [20-330](#) **Minutes**
Recommendation: Approve the regular meeting minutes of September 8, 2020.
Approved.
2. [20-329](#) **2nd Reading and Adoption to Amend Hercules Municipal Code Title 2, Chapter 2, "Boards and Commission", to 1) Change the Finance Commission Meeting Schedule from Monthly to Bi-Monthly pursuant to City Council Resolution 19-019; 2) Amend Title 8, Chapter 8 to Amend the Finance Commission Oversight Subcommittee to Reflect that it will meet pursuant to Title 2, Chapter 2, Section 2-2.607**
Recommendation: Approve the 2nd reading and adopt Ordinance 528 to amend the Hercules Municipal Code Title 2, Chapter 2 and Title , Chapter 8 amending the Finance Commission and the Finance Commission Oversight Subcommittee to change the meeting schedule from monthly to bi-monthly as established by City Council Resolution 19-019.
Approved.
3. [20-334](#) **Review Upcoming Council Agenda Items List**
Recommendation: Recieve report, discuss, and provide direction, if any.
Approved.

XIII. DISCUSSION AND/OR ACTION ITEMS

1. [20-326](#) **Update on Regional Intermodal Transportation Center Design**
Recommendation: Receive report, discuss, and provide direction, if any.
City Manager Biggs introduced the item and provided a presentation on the Regional Intermodal Transportation Center Design project. City Council asked questions and provided comments.

2. [20-337](#) **Sycamore Avenue Trunk Sewer Replacement Project Update**
Recommendation: Receive a presentation on the status of the Sycamore Avenue Trunk Sewer Replacement Project.
- Public Works Director Roberts introduced the item and provided a staff report. Anne Prudhel, Project Manager gave a presentation on the Sycamore Avenue Trunk Sewer Replacement Project.
- City Council asked questions and provided comments.
3. [20-332](#) **Award of Construction Contract for the Civic & Sycamore Pedestrian Enhancement Project**
Recommendation: Adopt a Resolution authorizing the City Manager to execute a construction contract with HM Construction for the Civic & Sycamore Pedestrian Enhancement Project.
- Public Works Director Roberts introduced the item and provided a staff report. City Council asked questions and provided comments.
- MOTION: A motion was made by Vice Mayor Kelley, seconded by Council Member Bailey, to adopt Resolution 20-059. The motion carried by the following vote:**
- Aye:** 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger
4. [20-325](#) **Business License Tax Structure**
Recommendation: Receive report, discuss, and provide direction, if any.
- This item was tabled to the next City Council meeting.
5. [20-328](#) **League of California Cities Conference Resolution**
Recommendation: Discuss the Resolution to be voted on at the upcoming League of California Cities annual conference business meeting being held virtually on October 9th at 11:00 AM and provide input to the City's voting delegation.
- City Manager Biggs introduced the item and City Clerk Martin provided a staff report. City Council discussed the Resolution to be voted on at the League of California Cities annual business meeting.
- MOTION: A motion was made by Council Member Romero, seconded by Council Member Boulanger, to provide voting direction to the City's voting delegate to vote no on the Resolution at the League of California Cities annual business meeting. The motion carried by the following vote:**
- Aye:** 5 - Mayor R. Esquivias, Vice Mayor C. Kelley, Council Member D. Bailey, Council Member D. Romero, and Council Member G. Boulanger

6. [20-335](#) **SB 946 Sidewalk and Park Vending Requirements and Proposed Draft Ordinance**
Recommendation: Accept staff report, discuss, and direct staff to amend amendments to the Hercules Municipal Code to establish revised regulations for sidewalk and park vendors consistent with the requirements of SB 946.

This item was tabled to the next City Council meeting.

XIV. PUBLIC COMMUNICATIONS

City Clerk Martin read aloud a public comment submitted by Tiffany Grimsley.

XV. CITY COUNCIL/CITY MANAGER/CITY ATTORNEY ANNOUNCEMENTS, COMMITTEE, SUB-COMMITTEE AND INTERGOVERNMENTAL COMMITTEE REPORTS AND FUTURE AGENDA ITEMS

Future Agenda Items:

Council Member Boulanger requested a follow up update and City Council discussion on the RITC main design project. A poll was taken by Mayor Esquivias which resulted in consensus of the City Council to add this discussion item to the pending agenda items list.

Council Member Romero requested a presentation by Bio-Rad on their solar facility project. Mayor Esquivias conducted a poll which resulted in a consensus of the City Council to add this item to the pending agenda items list.

Council Member Romero requested a discussion regarding Code Enforcement/Compliance and Parking Enforcement during the Covid-19 time period. Mayor Esquivias conducted a poll which resulted in a consensus of the City Council to add this item to the pending agenda items list.

Council Member Romero mentioned that there are a few older items on the pending agenda items list and asked if the preferred parking district in Victoria by the Bay can come forward prior to the end of the year.

XVI. ADJOURNMENT

Mayor Esquivias adjourned the meeting at 11:25 p.m.

Roland Esquivias, Mayor

Attest:

Lori Martin, MMC
Administrative Services Director/City Clerk



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Members of the City Council

SUBMITTED BY: Lori Martin, Administrative Services Director/City Clerk

SUBJECT: Conflict of Interest Code Biennial Review

RECOMMENDED ACTION: Adopt a Resolution amending the City's Conflict of Interest Code for designated employees, consultants, boards, committees and commissions for the City of Hercules.

FISCAL IMPACT OF RECOMMENDATION:

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

DISCUSSION:

The Political Reform Act of 1974 requires that cities and other local agencies adopt Conflict of Interest Codes and that these codes require disclosure of financial interests of certain employees, consultants, boards, commissions and committees, if these persons are likely to be involved in decision-making that could affect their own financial interests.

All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, employees who hold positions designated in the City's Conflict of Interest Code must disclose specified types of financial interests on annual financial disclosure statements that are filed with the City Clerk. Government Code Section 87309(c) states that the Code may not be approved if it "fails to adequately differentiate between designated employees with different powers and responsibilities." With that in mind the City's Conflict of Interest Code includes varying disclosure categories.

The City's Conflict of Interest Code does not list the City Council, Planning Commission, City Manager, City Attorney or Treasurer (Finance Director) as these positions are required under Government Code §87200 to report to the Fair Political Practices Commission (FPPC). No other commissions are required to report under the City's Conflict of Interest Code as they are advisory to the City Council only.

The City Council last amended the Conflict of Interest Code on September 11, 2018, by Resolution No. 18-060. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine if it is up to date. After a review of the City's Code, it has been determined that 4 position titles need to be amended. The position of Cable/Communications Technician amended to Information Systems Specialist and Planning Director amended to Community Development Director, and Permit Technician to Community Development Specialist, and Human Resources Specialist to Human Resources Administrator. Recommendations for any additions to the list are underlined and any deletions are shown with ~~striketrough~~.

ATTACHMENTS:

1. Resolution with Exhibit "A" – 2020 Conflict of Interest Code
2. Local Agency Biennial Notice

RESOLUTION NO. 20-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERCULES AMENDING THE CITY'S CONFLICT OF INTEREST CODE FOR DESIGNATED EMPLOYEES, CONSULTANTS, BOARDS, COMMITTEES AND COMMISSIONS FOR THE CITY OF HERCULES

WHEREAS, provisions of the Political Reform Act requires local agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation, Title 2, Division 6, California Code of Regulations section 18730, which contains the terms of a model conflict of interest code which meets the requirements of the Political Reform Act; and

WHEREAS, Title 2 California Code of Regulations 18730 has been incorporated by reference in the City's Conflict of Interest Code; and

WHEREAS, the City of Hercules last amended its Conflict of Interest Code by Resolution No. 16-100 adopted by the City Council on October 25, 2016; and

WHEREAS, after a review of the designated positions and disclosure categories, it has been determined that the Code should be amended to add the position of Planning Manager.

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

1. That the terms of Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the FPPC shall, along with Exhibit A – 2020 Conflict of Interest Code for the City of Hercules, which are attached and incorporated herein by reference, in which members, employees, and consultants are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Hercules; and
2. All designated members, employees, and consultants of the City of Hercules set forth on Exhibit A – 2020 Conflict of Interest Code shall file Statements of Economic Interest with the City Clerk of the City of Hercules; and
3. Resolution Number 18-060 is repealed by the adoption of this resolution which shall control over prior versions.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the 13th day of October, 2020, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Roland Esquivias, Mayor

ATTEST:

Lori Martin
Administrative Services Director/City Clerk

**2020 CONFLICT OF INTEREST CODE FOR THE
CITY OF HERCULES**

The Political Reform Act, Government Code Section 81000, et. Seq., requires state and local agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted regulation, California Code of Regulations Title 2, Section 18730, which contain the term of a standard Conflict of Interest Code. It can be incorporated by reference. Therefore the terms of California Code of Regulations Title 2, Section 18730 and any amendments to it and duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which employees and consultants are designated and disclosure obligations are set forth, constitute the City of Hercules Conflict of Interest Code.

Designated employees and consultants shall file Statements of Economic Interests with the City Clerk by the appropriate deadline. Statements of Economic Interest are public records pursuant to Government Code Section 81008 and can be reviewed and or copied during business hours at City Hall, located at 111 Civic Drive, Hercules.

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APPENDIX 1

City of Hercules Conflict of Interest Code

DESIGNATED POSITIONS PERFORMING DESIGNATED SERVICE BY DEPARTMENT¹

<u>CLASSIFICATION</u>	<u>DISCLOSURE CATEGORIES</u>
<u>Administrative Services</u>	
Administrative Services Director/City Clerk	1, 2, 3, 4
Information Systems Specialist	2, 3
Consultants*	1, 2, 3, 4
Human Resources Administrator	2, 3
Information Systems Administrator	2, 3
<u>Parks & Recreation</u>	
Parks & Recreation Director	1, 2, 3, 4
Recreation Manager	2, 3
Recreation Coordinator	2, 3
<u>Police</u>	
Administrative Specialist	2, 3
Chief of Police	1, 2, 3, 4
Police Commander	2, 3
<u>Planning</u>	
Community Development Specialist	2, 3
Community Development Director	1, 2, 3, 4
Planning Manager	1, 2, 3, 4
<u>Public Works</u>	
Public Works Director/City Engineer	1, 2, 3, 4
Public Works Superintendent	1, 2, 3, 4

*Any individual is a consultant if either of the following apply: 1) The person serves in a staff capacity with the City and in that capacity performs the same or substantially all the same duties for the City that would be performed by a person holding a position specified or that should be specified in the City's Conflict of Interest Code; or 2) The person makes a governmental decision listed in 2 CCR Section 19701(a)(2).

The Administrative Services Director/City Clerk and/or the City Manager and/or the City Attorney may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure obligations in the Conflict of Interest Code. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

¹ Positions covered under Government Code §87200 (City Council, Planning Commission, City Manager, City Attorney, and Finance Director) are not covered by the local Conflict of Interest Code.

APPENDIX 2

DISCLOSURE CATEGORIES

Category 1 – Interests in Real Property

All interests in real property located in whole or in part' within the jurisdiction of the City of Hercules. Real property shall be deemed to be "within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City of Hercules or within two miles of any land owned or used by the City of Hercules. Interest in real property includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction if the fair market value of the interest is greater than two thousand dollars (\$2,000). Interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own in the aggregate, a direct, indirect or beneficial interest of ten (10) percent or greater. Interest in real property does not include the principal residence of the person making the disclosure.

Category 2 – Investments

All financial interest in excess of \$2,000 held by the individual, his/her spouse or dependent children or securities issued by a business entity if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the City of Hercules or is located in or does business or plans to do business in the City of Hercules, or has done business within the City of Hercules at any time during the two years prior to the time the disclosure statement is made, and a pro rate share of investments or any business entity, mutual fund, or trust in which the person making the disclosure statement or his or her spouse or dependent children owns directly, indirectly or beneficially a ten (10) percent interest or greater, if such business entity, mutual fund or trust has an interest in real property in the City of Hercules or is located in or does business or plans to do business in the City of Hercules, or has done business within the City of Hercules at any time during the two years prior to the time the disclosure statement is made.

Category 3 –Income

All sources of income as defined in the Political Reform Act of 1974, as amended. Not included in this disclosure category is income, other than a gift, received from any source outside the City of Hercules and not doing business within the City of Hercules, not planning to do business within the City of Hercules or not having done business within the City of Hercules during the two years prior to the time the disclosure statement is made.

Category 4 – Business Positions

Any official has an economic interest in any business entity in which he or she is an officer, director, or employee or holds any business position, irrespective of whether he or she has an investment in or receives income from the entity.

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(*PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE*)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Christopher Roke, Parks & Recreation Director
Michael Roberts, Public Works Director/City Engineer
William Imboden, Police Chief

SUBJECT: Surplus Vehicles

RECOMMENDED ACTION:

Adopt a Resolution declaring six City fleet vehicles as surplus property and authorize the disposal of the vehicles.

FISCAL IMPACT OF RECOMMENDATION:

The City of Hercules Police Department has replaced two Ford Crown Victoria vehicles with Ford Interceptor patrol SUV's. The Parks and Recreation Department has replaced a 2002 Ford Ranger, with a 2019 Ford Ranger and a 2007 Ford Escape with a 2020 Ford Transit. The Public Works Department has replaced a 2003 Dodge Dakota with a 2017 Chevy 1500 Pickup, and a 2005 Ford Ranger, with a 2019 Chevy 1500 Pickup. In addition, the City is eliminating the 2006 Toyota Prius, a pool car, from the fleet as well. The old vehicles have been taken out of service and there is no associated cost with disposing of the vehicles. There is an unknown estimate of revenue from the sale and disposal of the vehicles.

REASONS FOR RECOMMENDATION:

With the authority of the City Council the above-mentioned vehicles that were replaced had required an increased level of repairs and maintenance due to the higher mileage on the vehicles, were not suitable to be used as public service vehicles and no longer met the needs of the departments involved.

The above-mentioned vehicles have been removed from fleet service and remain parked at the City's Corporation Yard. Staff recommends selling these vehicles at auction to try to capture any

residual value. The vehicles are estimated to have a total market value of approximately \$1,500 to \$4,500, final determination to be made by auction:

2007 Ford Crown Victoria, 2008 Ford Crown Victoria, 2007 Ford Escape Hybrid, 2006 Toyota Prius, 2003 Dodge Dakota, and 2005 Ford Ranger.

ATTACHMENTS:

Attachment 1 - Resolution

Financial Impact

Description: Vehicles have been taken out of service and there is no associated cost with disposing of the vehicles. There is an unknown estimate of revenue from the public sale and disposal of the vehicles.

Funding Source: Not Applicable

Budget Recap:

Total Estimated cost: \$ 0

New Revenue: \$ Unknown

Amount Budgeted: \$ 0

Lost Revenue: \$

New funding required: \$ 0

New Personnel: \$

Council Policy Change: Yes ☐ No ☒

RESOLUTION NO. 20-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERCULES
AUTHORIZING THE DECLARATION OF SIX (6) CITY VEHICLES AS SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL OF THE VEHICLES**

WHEREAS, the Police Department has replaced two patrol vehicles that were no longer suitable to be used in the field; and

WHEREAS, the Parks and Recreation Department has replaced two vehicles that were not suitable to be used as service vehicles; and

WHEREAS, the Public Works Department has replaced two trucks that were not suitable to be used as city service vehicles; and

WHEREAS, the Administration has eliminated a pool car that is no longer suitable to be used as city service vehicle; and

WHEREAS, the Police, Parks and Recreation and Public Works Departments have determined capturing the residual value of these six vehicles is in the best interest of the City, through a third party auction; and

WHEREAS, the Police, Parks and Recreation and Public Works Departments requests authorization to dispose of the six vehicles as surplus property.

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

1. The City Council hereby authorizes the declaration of six vehicles as surplus property and authorizes the disposal of the vehicles.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the 13th day of October 2020 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Roland Esquivias, Mayor

ATTEST:

Lori Martin,
Administrative Services Director/City Clerk



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Members of the City Council

SUBMITTED BY: David Biggs, City Manager
Edwin Gato, Finance Director
Patrick Tang, City Attorney

SUBJECT: Business License Tax Structure

RECOMMENDED ACTION: Receive Report, Discuss, and Provide Direction, if any.

FISCAL IMPACT OF RECOMMENDATION: None as a result of this item.

DISCUSSION: The City Council previously discussed the existing Business License Tax structure on March 10, 2020, with the staff report and attachments from that meeting attached (Attachment 1).

At that time, the City Council asked that we consult with Avenu, one the City's tax revenue consultants, in regard to their opinion on business license tax changes and whether it will trigger the Prop 218 process. We have done so and Avenu advises that changes in our current business license structure that result in any increase in tax for any taxpayer not already spelled out within our current business license (such as CPI adjustment) would need to go to the voters. A streamlining of the system is possible as long as it does not raise taxes on anyone. They reviewed our current structure from that perspective and in general believe that the categories and the process for the most part are fine, but the primary issue is the calculation methodology which they believe can be confusing for businesses. However, the calculation cannot be changed short of a ballot measure. As such, they do not have any recommendations for business license process improvements short of rewriting the ordinance to streamline the calculations which would require a ballot measure.

They also cautioned that any changes to the City's business license program is largely a legal question (and they do not give legal advice) and so they encourage consultation with an attorney familiar with Prop 218 requirements before considering adoption of any substantive changes to the current business license structure.

ATTACHMENTS:

1. Staff Report from March 10, 2020



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of March 10, 2020

TO: Members of the City Council

SUBMITTED BY: David Biggs, City Manager

SUBJECT: Business License Update

RECOMMENDED ACTION: Receive report, discuss, and provide direction, if any.

FISCAL IMPACT OF RECOMMENDATION: None as a result of this item. The annual revenue generated from the City's existing business license tax is expected to be \$197,000.

DISCUSSION: On September 24, 2019, in response to a request of Council Member Romero, the City Council agreed to have a discussion about the City's business license tax. This item has been prepared in response to that request and is intended to provide background information on the existing business license tax.

The City's existing business license tax dates back to the adoption of Ordinance 221 in 1985. The current code, which incorporates all changes since that initial adoption, is attached (Attachment 1). A survey of business license tax related ordinances shows there have been minor amendments as encapsulated in the current code. The current business license fees are included in the annual Master User Fee Schedule which was last updated on June 25, 2019, and the current business license fees appear on pages 17-18 (Attachment 2).

The business license tax was most recently discussed by the City Council in December, 2018, when the Council received an updated Administrative Policy for the business license tax associated with the implementation of an audit and recommendations which arose out of that process (Attachment 3). In addition, in July, 2017, the Council approved a temporary waiver of the business license tax for Parks & Rec fee class providers and on City Professional Services Contracts (Attachment 4).

Prior revisions included items like redefining the tax year, creating a category for Farmer's Market participants, and imposing delinquency penalties, among others. These staff reports all referred to the revisions having been reviewed by the City Attorney's office and it having been determined that the changes/revisions did not trigger a Proposition 218 voter approval requirement. This is a key factor which the Council needs to take into consideration when discussing possible revisions to the existing business license tax.

Since the existing business license tax ordinance dates back to the 1985, it was adopted prior to Proposition 218, which was enacted by the voters in November 1996. California voters passed Proposition 218, the “Right to Vote on Taxes Act” as a state constitutional amendment to protect taxpayers by limiting the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. Certain types of changes or revisions to the existing business license tax could trigger the requirement for voter approval. Any change which may be considered an increase, as discussed further in the attached excerpt from a League of California Cities Proposition 26 and 218 Implementation Guide (Attachment5), would require voter approval. As such, any potential changes or revisions under consideration should be reviewed with the City Attorney in regard to the requirements of Prop 218.

ATTACHMENTS:

1. Business License Ordinance
2. Master User Fee Schedule
3. December 2018 Business License Admin Policy
4. November 2017 Temporary Waiver
5. League Guide Excerpt

<i>Financial Impact</i>			
Description:			
Funding Source:			
Budget Recap:			
Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Chapter 6. **Business** License Tax

Article 1. General

Sec. 8-6.101 Purpose.

This Chapter is enacted solely to raise revenue for municipal purposes and use through taxation of the privilege of doing **business** in the City, and is not intended for regulation or any other purpose.

Sec. 8-6.102 Definitions.

For the purposes of this Chapter, the following words and phrases shall have the meaning respectfully ascribed to them by this Section unless it is apparent from their context that a different meaning is intended:

(a) Person. "Person" means and includes all domestic and foreign corporations, associations, syndicates, joint stock corporations, partnerships of every kind, clubs, Massachusetts **business** or common-law trusts, societies and individuals doing **business** in the City, other than as an employee. Notwithstanding the definition herein of "person", a "professional person" shall be individually **licensed** as provided in this Chapter.

(b) Doing **Business**. "Doing **business**" means the conduct of any manufacturing, wholesale, retail, apartment house rental or any other commercial enterprise and the conduct of, or engaging in the practice of, any occupation, trade, profession or semi-profession, and all and every kind of calling whether or not carried on for profit, except as specifically excepted by the provisions of this Chapter, by any person having any proprietary interest therein as distinguished from the interest of an employee therein.

(c) General Contractor. "General contractor" means any person whose **business** is in connection with any structure built, being built, or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind requiring in its construction the use of more than two (2) unrelated building trades or crafts, or to do or superintend the whole or any part thereof, or whose **business** in connection with fixed works requires specialized engineering knowledge and skill, including the following divisions or subjects: irrigation, drainage, water power, water supply, flood control, railroads, highways, streets and roads, tunnels, airports and airways, sewers and sewage disposal plants and systems, bridges, overpasses, underpasses and other similar works, pipelines and other systems for the transmission of petroleum and other liquid or gaseous substances, parks, playgrounds and other recreational works, land leveling and earth moving projects, excavating, grading, trenching, paving and surfacing work, and cement and concrete work in connection with the above mentioned fixed works.

(d) Subcontractor. "Subcontractor" means any person whose **business** is the performance of construction work requiring special skill and whose principal contracting **business** involves the use of specialized building trades or crafts.

(e) Gross Receipts. "Gross receipts" means the total of amounts actually received or receivable from sales and the total amounts received or receivable for the performance of any act or service of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or services is done as a part of or in connection with a sale of materials, goods, wares or merchandise. Included in "gross receipts" shall be all receipts, cash, credits and property of any kind and nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever. Excluded from "gross receipts" shall be the following:

- (1) Cash discounts allowed and taken on sales.
- (2) Credit allowed on property accepted as part of the purchase price, and which property may later be sold.
- (3) Any tax required by law to be included in or added to the purchase price, and collected from the consumer or purchaser.
- (4) Such part of the sale price of the property returned by purchasers upon rescission of the contract of sale, as is refunded either in cash or by credit.
- (5) Amounts collected for others where the **business** is acting as an agent or trustee, to the extent that such amounts are paid to those for whom collected, provided the agent or trustee has furnished the Director of Finance with the names and addresses of the others and the amounts paid to them.
- (6) That portion of the receipts of a general contractor which represent payments to sub-contractors, provided that such sub-contractors are **licensed** under this Chapter and provided the general contractor furnishes the Director of Finance with the names and addresses of the sub-contractors and the amounts paid each sub-contractor.
- (7) Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the **business** shall not be excluded.
- (8) As to a real estate agent or broker, the sales price of real estate sold for the account of others, except that portion which represents commission or other income to the agent or broker.
- (9) As to a retail gasoline dealer, a portion of his receipts from the sale of motor vehicle fuels, equal to the motor vehicle fuel **license** tax imposed by and previously paid under the provisions of Part 2 of Division 2 of the Revenue and Taxation Code of the State of California.
- (10) As to a retail gasoline dealer, the special motor fuel tax imposed by paragraph [4041](#) of Title [26](#) of the United States Code, if paid by the dealer or collected by him from the consumer or purchaser.

(11) As to trading stamp companies, the “gross receipts” shall be measured in terms of stamp sales to merchants.

(12) Receipts from the sale of real property, when such sale is merely incidental to carrying on a **business**.

(f) Sale. “Sale” means the transfer in any manner or by any means whatsoever the title to property for a consideration; the serving, supplying or furnishing of any property for a consideration; and a transaction whereby the possession of property is transferred and the seller retains the title as security for the payment of the price shall be likewise deemed a “sale”. The foregoing definition shall not be deemed to exclude any transaction which in effect results in a “sale” within the contemplation of law.

(g) Peddler. “Peddler” means any hawker, vendor or other person who goes from house to house, or place to place, or in or along the streets within the City, selling and making immediate delivery, or offering for sale and immediate delivery, any goods, wares, merchandise or anything of value, in possession of the peddler, to persons other than manufacturers, wholesalers, jobbers or retailers in such commodities.

(h) Solicitor. “Solicitor” means any agent or other person who travels from place to place, or house to house, and solicits or takes orders for or makes demonstrations of any goods, wares, merchandise or things or articles of value, or advertising, or for services to be performed in the future, or for subscriptions to periodicals, or tickets of admission to entertainments or memberships in any clubs.

(i) Merchant. “Merchant” means any person selling goods, wares and merchandise or services of any description within the City, either as a sole **business**, or in connection with some other **business**, and any person engaging in **business** within the City; except, however, peddlers, solicitors and all other persons whose **business** is specifically defined in or for whose **business** a separate and distinct **license** fee is provided and required under this Chapter.

(j) Professional Person. “Professional Person” means any accountant, chiropractor, dentist, engineer, lawyer, optometrist, osteopath, physician, surgeon, veterinarian or mortician who solicits, sells or offers any professional services in the City.

(k) Apartment House. “Apartment House” means any building or portion thereof which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied as the home or residence of three (3) or more families living independently of each other and containing facilities for the cooking or preparation of meals.

(l) Branch Service Office. “Branch Service Office” means any **business**, person, division or department performing non-revenue producing services in connection with a **business** located outside the City, including internal service departments, and distribution centers for **business** located outside the City. (Ord. 221 § 1 Arts. 1 and 2, 1985)

Sec. 8-6.103 Unlawful Business.

No **license** shall be issued pursuant to the provisions of this Chapter authorizing the conduct or continuance of any **business** which violates state or federal law. (Ord. 415 § 1, 2006)

Sec. 8-6.104 Effect Upon Other Provisions of Code.

Compliance with the provisions of this Chapter by any person, and the issuance of a **business license** shall in no way whatsoever affect any other provision of this Code, either by way of curing any existing violation of any other provision of this Code by the **licensee**, or by relieving him from complying with any and all other applicable provisions of this Code.

Sec. 8-6.105 Compliance with City Ordinances.

No person shall be entitled to a **business license** and the Director of Finance shall not issue a **business license** to any person unless and until said person shall have complied with all applicable City ordinances. (Ord. 221 § 1 Art. 3, 1985)

Article 2. Business Licenses**Sec. 8-6.201 License Application.**

All applications for **business licenses** shall be made to the Director of Finance on forms furnished by the Director and shall state all facts necessary and proper to be known and stated for the issuance of such **license**, including the kind or character of the **business** or **business** enterprise, the location thereof, the full name and residence of the proposed **licensee**, the period of time such **business** or **business** enterprise is intended to be continued, or for which the proposed **license** is to be issued, and such other facts or information as the Director may require. If the **license** fee payable under this Chapter is to be determined by the amount of gross receipts, for new **businesses** and **business** enterprises not previously **licensed**, the application shall state an estimate of the amount of such gross receipts anticipated for the period for which the **license** is proposed to be issued. For established **businesses** and **businesses** previously **licensed**, the application shall state the amount of gross receipts for the last preceding **license** period. All applications for **business licenses** shall be signed by the applicant under penalty of perjury.

Sec. 8-6.202 Issuance of License.

On the basis of the information contained in the application provided for in Section 86.201 of this Chapter, the Director of Finance shall assess the amount of the **license** tax to be paid by such person for the privilege of doing **business** within the City under the provisions set forth in this Chapter for the period of time for which the **license** is issued, or, in the case of a new **business**, on a prorated basis for the period of time expiring on the June 30th next succeeding the date of the application for such first **license**, and, upon payment of such amount, the Director of Finance shall issue a **license** to such person, signed by the Director of Finance, in such form as he shall determine, but clearly setting forth the following information:

- (a) The name of the person to whom the **license** is issued;
- (b) The type of **business** for which it is issued;
- (c) The location of the place of **business**; and
- (d) The date of issuance and expiration date of the **license**.

Sec. 8-6.203 Renewal of License.

Every person doing **business** within the City who pays the **business license** tax on a quarterly, semi-annual or annual basis, shall, on or before the first day of June, September, December and March of each year if quarterly, on or before the first day of June and December if semi-annual and on or before the first day of June if annual, file an application for the renewal of his **license** with the Director of Finance in the same manner and signed under penalty of perjury and containing the same information as set forth in Section 86.201 of this Chapter. Upon receipt of such application, the Director of Finance shall assess the amount of tax to be paid and, upon receipt of such payment, shall issue a renewal **license** for the succeeding quarter commencing July 1, October 1, January 1, or April 1 as the case may be, for the succeeding half year commencing July 1 or January 1 as the case may be or for the succeeding year commencing July 1. The basis of the principal **business** conducted at such location as shown by the greater percentage of the gross receipts of each **business** in relation to the total gross receipts of all the **businesses**; provided, however, any person engaged in two (2) or more **businesses** at the same location may, at his option, obtain a **license** to do each of such **businesses** as a separate entity. (Ord. 221 § 1 Art. 6, 1985)

Sec. 8-6.204 Statements Not Conclusive But Confidential.

No statement shall be conclusive as to the matters set forth in any application filed under the provisions of this Chapter, and neither the filing thereof, the assessment or payment of any tax, nor the issuance of any **license** shall preclude the City from collecting by appropriate action such sum as is actually due and payable. Such statement, and each of the several items therein contained, shall be subject to audit and verification by the Director of Finance, or his duly authorized deputies, who are hereby authorized to examine, audit and inspect such books and records of any **licensee** or applicant for a **license** as may be necessary in the judgment of the Director of Finance to verify or ascertain the amount of **license** fee due.

All **licenses**, applicants for **licenses** and persons engaged in **business** in the City are hereby required to permit an examination of such books and records for the purpose aforesaid.

The information furnished or secured pursuant to the provisions and sections of this Chapter shall be confidential, and any unauthorized disclosure or use of such information by any officer or employee of the City shall constitute a misdemeanor, provided that nothing in this Section shall be construed to prevent:

- (a) The disclosure to or the examination of records and equipment by another City official, employee or agent for collection of taxes for the sole purpose of administering or enforcing any provisions of this Chapter or collecting taxes imposed hereunder;
- (b) The disclosure of the names and addresses of persons to whom **licenses** have been issued and the general type or nature of their **business**;
- (c) The disclosure by way of public meeting or otherwise of such information as may be necessary to the Council in order to permit it to be fully advised as to the facts when a taxpayer files a claim for refund of **license** with regard to a claim asserted against him by the City for **license** taxes or when acting upon any other matter;
- (d) The disclosure of general statistics regarding taxes collected or **business** done in the City. (Ord. 221 § 1 Art. 4, 1985).

Sec. 8-6.205 Appeals.

Any person aggrieved by any administrative action under any provision of this Chapter may appeal to the Council by filing a written petition therefor with the City Clerk, signed under oath by such person, setting forth his exact name and mailing address and the facts upon which his appeal is based. Such petition shall be filed within ten (10) days after the action appealed from.

The Council shall thereupon fix a time and place for hearing such appeal, and the City Clerk shall give notice to such person of the time and place of hearing by personal service or by depositing it in the United States mail addressed to such person at the address set forth in his petition.

At such hearing the Council shall consider only those matters set forth in such petition, and its decision thereon shall be final and conclusive except in those instances wherein the law specifically provides otherwise and, in such instances, such person shall first exhaust his remedy as set forth in this Chapter.

Sec. 8-6.206 Extension of Time.

For good cause shown, the Director of Finance shall have the power to extend the time for filing any required application for a period not exceeding thirty (30) days, and in such case to waive any penalty that would otherwise have accrued, and shall have the further power, with the consent of the Council, to compromise any claims as to the amount of **license** tax due.

Sec. 8-6.207 License Not Transferable.

No **license** issued under the provisions of this Chapter shall be transferable from one person to another, although the location of the **business** so **licensed** may be transferred from one place to another providing a report thereof is made to the Director of Finance.

Sec. 8-6.208 Duplicate Licenses.

A duplicate **license** may be issued by the Director of Finance to replace any **license** previously issued which has been lost or destroyed upon the **licensee** filing a statement of such fact and at the time of filing such statement by paying to the Director of Finance a duplicate **license** fee of Five and no/100th Dollars (\$5.00).

Sec. 8-6.209 Posting and Keeping Licenses.

All **licenses** shall be kept and posted in the following manner:

(a) Any **licensee** transacting and carrying on **business** at a fixed place of **business** in the City shall keep the **license** posted in a conspicuous place upon the premises where such **business** is carried on.

(b) Any **licensee** transacting and carrying on **business**, but not operating at a fixed place of **business** in the City, shall keep the **license** upon his person at all times while transacting and carrying on such **business**.

Sec. 8-6.210 Branch Establishments.

A separate **license** shall be obtained for each branch establishment or location of the **business** transacted and carried on, and each **license** shall authorize the **licensee** to transact and carry

on only the **business licensed** thereby at the location or in the manner designated in such **license**; provided, however, that warehouses and distributing plants used in connection with and incidental to a **business** located in the City of Hercules and **licensed** under the provisions of this Chapter shall not be deemed to be separate places of **business** or branch establishments. (Ord. 221 § 1 Art. 5, 1985)

Sec. 8-6.211 Joint Licenses.

Except as provided in Section [8-6.210](#) of this Chapter, whenever any person is engaged in two (2) or more **businesses** at the same location, such person shall not be required to obtain a separate **license** for conducting each of such **businesses**. Except as provided in Section [8-6.501](#)(6) of this Chapter, the **license** tax to be paid shall be computed as though but one **business** was being conducted and upon

Article 3. Exemptions

Sec. 8-6.301 Claims for Exemption.

Any person claiming an exemption pursuant to the provisions of this Chapter shall file a verified statement with the Director of Finance stating the facts upon which such exemption is claimed. The Director of Finance, upon a proper showing contained in the verified statement, shall issue an exemption certificate to such person claiming exemption.

After giving notice and a reasonable opportunity for hearing to such person, the Director of Finance may revoke any exemption certificate granted upon information that such person is not entitled to the exemption as provided in this Chapter.

Sec. 8-6.302 Exemptions.

The following shall be exempt from the **business license** tax imposed by this Chapter.

(a) Any person who is exempt by virtue of the Constitution or applicable statutes of the United States or the State of California.

(b) If the **business license** tax imposes an undue burden on interstate commerce. In any case when a **license** tax is believed by a **licensee** or applicant for a **license** to place an undue burden upon such commerce, such person may apply to the Director of Finance for an adjustment of the tax so that it shall not be discriminatory or unreasonable as to such commerce. Such application may be made before, at or within six (6) months after payment of the prescribed **license** tax. The applicant shall, by affidavit and supporting testimony, show his method of **business** and the gross volume or estimated gross volume of **business** and such other information as the Director of Finance may deem necessary in order to determine the extent, if any, of such undue burden on such commerce. The Director of Finance shall then conduct an investigation and make a full report thereof to the Council, which shall fix as the **license** tax for the applicant an amount which is reasonable and nondiscriminatory, or, if the **license** tax has been paid, shall order a refund of the amount over and above the **license** tax so fixed.

(c) Any person who is a minor under the age of eighteen (18) years and whose gross receipts do not exceed One Thousand Dollars (\$1,000) per year.

(d) Any **business**, occupation or activity which is conducted, managed or carried on wholly for the benefit of charitable purposes and from which profit is not derived, either directly or indirectly, by any person.

(e) The conduct of any entertainment, concert, exhibition or lecture on scientific, historical, literary or religious subjects when the receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any religious or benevolent purpose.

(f) The conduct of any entertainment, dance, concert, exhibition or lecture by any religious, charitable, fraternal, educational, military, State, County or Municipal organization or association when the receipts of any such entertainment, dance, concert, exhibition or lecture are to be appropriated for the purpose and objects for which such organization or association was formed and from which profit is not derived, either directly or indirectly, by any person; provided that any such organization or association shall not be exempt from complying with the provisions of this Code requiring a permit from the Council or any commission or officer to conduct, manage or carry on any profession, trade, calling or occupation.

(g) Any association or organization whose sole financial support is from dues or voluntary contributions and from which profit is not derived, either directly or indirectly, by any person.

Article 4. Business License Tax

Sec. 8-6.401 Business License Tax Imposed.

A **business license** tax is hereby imposed upon every person doing **business** in the City, except as specifically excepted by the provisions of this Chapter, which **license** tax shall be due and payable in such amount determined and at such time as is set forth in this Chapter. Upon payment of the tax, the Director of Finance shall issue a **license** to the person applying therefor for the privilege of doing **business** within the City. It shall be unlawful for any person to do **business** within the City without having procured a **license** issued pursuant to the provisions of this Chapter, and doing **business** within the City without complying with any and all provisions of this Chapter shall constitute a separate violation of this Code for each and every day such **business** is done.

Sec. 8-6.402 Payment of Business License Tax.

Business license taxes shall be payable in advance at the office of the Director of Finance, or at such other place as is from time to time designated by resolution of the City Council and shall be paid as follows:

(a) Annually, the annual **business license** tax shall be due and payable on the first of January of each year. Any person liable to pay a **business license** tax, but who does **business** for only a portion of the year shall have the **license** prorated. If a report of gross sales or gross receipts is required, such sales or receipts shall be reported for the previous year, or in the case of a new **business** or one not previously **licensed**, the gross sales or gross receipts reasonably intended or expected for the ensuing year.

(b) Quarterly. The quarterly **business license** tax shall be due and payable on the first days of January, April, July and October of each year. Only those **businesses** that have a state

contractors **license** and are not located in the City of Hercules may pay their **business license** on a quarterly basis.

(c) Monthly. The monthly **business license** tax shall be due and payable on the first day of each month. Only those **businesses** covered under Section 8-6.501 shall be eligible for a monthly **license**.

(d) Weekly. The weekly **business license** tax shall be due and payable each Monday. Only those **businesses** covered under Section 8-6.501 shall be eligible for a weekly **license**.

(e) Daily. The daily **business license** tax shall be due and payable each day. Only those **businesses** covered under Section 8-6.501 shall be eligible for a daily **license**. (Ord. 424 § 1 (part), 2007; Ord. 418 § 1 (part), 2006)

Sec. 8-6.403 Delinquency Payments.

All persons doing **business** in the City are responsible for obtaining a **business license** and are responsible for any back taxes and/or penalties resulting from a failure to submit a **license** application.

Any **business license** tax not paid when due shall be delinquent and shall be subject to a penalty as follows:

(a) Annual. For the annual **business license** tax the Director of Finance shall add and collect a penalty to twenty-five percent (25%) of the amount of the tax on the last day of each month that the tax remains unpaid after the due date to a maximum of one hundred percent (100%) of the tax as the penalty amount.

(b) Quarterly. For the quarterly **business license** tax the Director of Finance shall add and collect a penalty of twenty-five percent (25%) of the amount of the tax on the last day of each month that the tax remains unpaid after the due date to a maximum of one hundred percent (100%) of the tax as the penalty amount.

(c) Monthly. For the monthly **business license** tax the Director of Finance shall add and collect a penalty of twenty-five percent (25%) of the amount of the tax on the tenth (10th) day of the month and each tenth (10th) day thereafter that the tax remains unpaid after the due date to a maximum of one hundred percent (100%) of the tax as the penalty amount.

(d) Weekly. For the weekly **business license** tax the Director of Finance shall add and collect a penalty of twenty-five percent (25%) of the amount of the tax on the third day after the due date and on each third day thereafter that the tax remains unpaid after the due date to a maximum of one hundred percent (100%) of the tax as the penalty amount.

(e) Daily. For the daily **business license** tax the Director of Finance shall add and collect a penalty of twenty-five percent (25%) of the amount of the tax for each day that the tax remains unpaid after the due date to a maximum of one hundred percent (100%) of the amount as the penalty amount. (Ord. 418 § 1 (part), 2006; Ord. 221 § 1 Art. 7, 1985)

Sec. 8-6.404 Claims for Refund.

In the absence of error in the determination of the amount of a **license** tax paid, there shall be no refund of any **license** tax, nor any part or portion thereof, under any circumstances. All claims for a refund of the **business license** tax shall be governed by Title 8, Chapter 9 of this Code. (Ord. 336 § 4, 1996)

Article 5. Business License Tax Rates

Sec. 8-6.501 License Tax Rates.

The amounts of rates of **business license** taxes for doing **business** in the City of Hercules shall be as follows:

(a) For public utilities, except those specifically exempted by State or Federal law from the imposition of a **business license** tax by a municipality upon the **business** of conducting a public utility, and except those operating under a revenue producing franchise issued by the City, the **business license** tax shall be based on gross receipts as set forth in the schedule in subsection (d) of this Section.

(b) For the following **business**, the **license** tax shall be computed based on all types of **business** conducted, with the specified tax rates being additive for each **business**:

- (1) Billiard and pool halls and card rooms, Twenty Dollars (\$20) per table per year, in addition to the gross receipts business license tax hereinafter specified;
- (2) Boxing and wrestling matches, One Hundred Dollars (\$100) per exhibition;
- (3) Carnivals, Five Hundred Dollars (\$500) per week;
- (4) Circuses, One Hundred Dollars (\$100) per day;
- (5) Coin operated amusement devices, Two Hundred Dollars (\$200) per quarter per device;
- (6) Dances at which admission is charged, Fifty Dollars (\$50) each;
- (7) Farmers market, Fifteen Dollars (\$15) per year;
- (8) Merry-go-rounds, Ten Dollars (\$10) per day;
- (9) Portable skating rinks, Four Hundred Dollars (\$400) each year;
- (10) Peddling or soliciting, Two Hundred Dollars (\$200) each year;
- (11) Professional persons, One Hundred Sixty Dollars (\$160) each year per person;
- (12) Selling bankrupt, depreciated or damaged stock of goods, when the same are represented as being sold for less than in the usual course of business, One Thousand Six Hundred Dollars (\$1,600) per year;
- (13) Traveling exhibitions such as telescopes, microscopes, lung testers, ball and knife or ring throwing or any similar exhibitions for which no other rate is fixed herein, One Hundred Dollars (\$100) per week;

(14) Traveling, advertising and sales promotional enterprises, whether operating directly or under sponsorship of a local organization, where any remuneration is received by such enterprise for its activity within the City, Four Hundred Dollars (\$400) per year;

(15) Traveling theatrical promoters or enterprises, whether operating directly or under sponsorship of a local organization for theatrical performances in the City, at which admission is charged Twenty Dollars (\$20) per day for the first three (3) days, Twelve Dollars (\$12) per day thereafter;

(16) Trucks using City streets; every truck using the City streets for the transportation or delivery of goods, wares and merchandise, except as area exempted from the payment of municipal license fees by State or Federal law, and except when such trucks are used in connection with businesses already paying a license fee under this Chapter, and except those who are under the highway carriers uniform business license tax pursuant to Paragraph [4306](#) of the Public Utilities Code, One Hundred Dollars (\$100) per year per truck;

(17) Vending machines, Forty Dollars (\$40) per year per machine;

(18) Branch services offices, Forty Dollars (\$40) plus Ten Dollars (\$10) per employee per year.

(c) All contractors and sub-contractors, including building, electrical, heating and ventilating, house moving, painting, plumbing, refrigeration, roofing, trucking and hauling, shall pay a quarterly business license tax based upon average monthly gross receipts at the following rates (see pages 139 through 140-2)

(d) Every person doing business within the City of Hercules, except those businesses otherwise provided for in subsections (a), (b), and (c) of this Section shall pay an annual business license tax, based upon average monthly gross receipts at the following rates: (see pages 139 through 140-2).

Retail, Wholesale, Service, and Manufacturer—Based On Average Monthly Gross Receipts (Annual Fee)

Zero to \$1,000	\$40.00
1,000.01 to 1,500	50.00
1,500.01 to 2,000	60.00
2,000.01 to 3,000	80.00
3,000.01 to 4,000	100.00
4,000.01 to 5,000	120.00
5,000.01 to 6,000	140.00
6,000.01 to 8,000	160.00
8,000.01 to 10,000	180.00

10,000.01 to 12,000	200.00
12,000.01 to 14,000	220.00
14,000.01 to 16,000	240.00
16,000.01 to 18,000	260.00
18,000.01 to 20,000	280.00
20,000.01 to 25,000	320.00
25,000.01 to 30,000	360.00
30,000.01 to 35,000	400.00
35,000.01 to 40,000	440.00
40,000.01 to 45,000	480.00
45,000.01 to 50,000	520.00
50,000.01 to 60,000	560.00
60,000.01 to 70,000	600.00
70,000.01 to 80,000	640.00
80,000.01 to 90,000	680.00
90,000.01 to 100,000	720.00
100,000.01 to 130,000	800.00
130,000.01 to 160,000	880.00
160,000.01 to 200,000	1,000.00
200,000.01 to 350,000	1,200.00
350,000.01 to 500,000	1,400.00
500,000.01 to 650,000	1,700.00
650,000.01 to 800,000	2,000.00
800,000.01 to 1,000,000	2,400.00
1,000,000.01 to 2,000,000 (Base Fee + \$1.00 per \$1,000 in excess of \$1,000,000 up to \$2,000,000)	2,400.00
2,000,000.01 to 4,000,000 (Base Fee + \$.80 per \$1,000 in excess of \$2,000,000 up to \$4,000,000)	3,400.00
4,000,000.01 to 7,000,000 (Base Fee + \$.60 per \$1,000 in excess of \$4,000,000 up to \$7,000,000)	5,000.00
7,000,000.01 to 10,000,000 (Base Fee + \$.40 per \$1,000 in excess of \$7,000,000 up to \$10,000,000)	6,800.00
Over 10,000,000 (Base Fee + \$.20 per \$1,000 in excess of \$10,000,000 with no cap)	8,000.00

**Contractor and Subcontractor—Based On Average Monthly Gross Receipts
(Quarterly Fee)**

Zero to \$4,000 (Average monthly gross receipts) (Times 2, 3, or 4 if paying for 1/2, 3/4, or full year)	\$25.00
4,000.01 to 5,000	30.00
5,000.01 to 6,000	35.00
6,000.01 to 8,000	40.00
8,000.01 to 10,000	45.00
10,000.01 to 12,000	50.00
12,000.01 to 14,000	55.00
14,000.01 to 16,000	60.00
16,000.01 to 18,000	65.00
18,000.01 to 20,000	70.00
20,000.01 to 25,000	80.00
25,000.01 to 30,000	90.00
30,000.01 to 35,000	100.00
35,000.01 to 40,000	110.00
40,000.01 to 45,000	120.00
45,000.01 to 50,000	130.00
50,000.01 to 60,000	140.00
60,000.01 to 70,000	150.00
70,000.01 to 80,000	160.00
80,000.01 to 90,000	170.00
90,000.01 to 100,000	180.00
100,000.01 to 130,000	200.00
130,000.01 to 160,000	220.00
160,000.01 to 200,000	250.00
200,000.01 to 350,000	300.00
350,000.01 to 500,000	350.00
500,000.01 to 650,000	425.00
650,000.01 to 800,000	500.00
800,000.01 to 1,000,000	600.00
1,000,000.01 to 2,000,000 (Base Fee + \$.25 per \$1,000 in excess of \$1,000,000 up to \$2,000,000)	600.00

2,000,000.01 to 4,000,000 (Base Fee + \$.20 per \$1,000 in excess of \$2,000,000 up to \$4,000,000)	850.00
4,000,000.01 to 7,000,000 (Base Fee + \$.15 per \$1,000 in excess of \$4,000,000 up to \$7,000,000)	1,250.00
7,000,000.01 to 10,000,000 (Base Fee + \$.10 per \$1,000 in excess of \$7,000,000 up to \$10,000,000)	1,700.00
Over 10,000,000 (Base Fee + \$.05 per \$1,000 in excess of \$10,000,000 with no cap)	2,000.00

Miscellaneous Business Fees

(Fees Based On Various Frequencies Or Units)

Billiard or Pool Halls and Card Rooms (Per year per table in addition to Gross Receipts Tax).	\$20.00
Boxing and wrestling matches (Per exhibition).	100.00
Carnivals (Per week).	500.00
Circuses (Per day).	100.00
Coin operated amusement devices (Per year per device).	200.00
Dances at which admission is charged (Each date).	50.00
Farmers market (Per year).	15.00
Merry-go-rounds (Per day).	10.00
Portable skating rinks (Per quarter).	100.00
Peddling or soliciting (Per quarter).	50.00
Professional Persons, i.e., Accountant, Chiropractor, Dentist, Engineer, Lawyer, Optometrist, Osteopath, Physician, Surgeon, Veterinarian, Mortician, etc. (Per each professional per year).	160.00
Selling bankrupt, depreciated or damaged stock of goods, when the same are presented as being sold for less than in the usual course of business (Per quarter).	400.00
Traveling exhibitions e.g., telescopes, microscopes, lung testers, ball and knife or ring throwing or any similar exhibitions for which no other rate is fixed herein (Per week).	100.00
Traveling, advertising and sales promotional enterprises, whether operating directly or under the sponsorship of a local organization, where any remuneration is received by such enterprise for its activity within the City (Per quarter).	\$100.00
Traveling theatrical promoters or enterprises, whether operating directly or under sponsorship of a local organization for theatrical performances in the City, at which admission is charged. (Per day for first three days).	20.00

(Per day thereafter).	12.00
Vending Machines (Per year per machine).	40.00
Trucks using City streets for the transportation of goods, wares, and merchandise, except as are exempted from the payment of municipal license fees by state or federal law, and except when such trucks are used in connection with businesses already paying a license fee, under this Chapter, and except those who are under the Highway Carriers Uniform Business License Tax pursuant to Paragraph 4306 of the Public Utilities Code (Per year per truck).	100.00

(Ord. 424 § 1 (part), 2007: Ord. 418 § 1 (part), 2006: Ord. 221 § 1 Art. 8, 1985)

Sec. 8-6.502 Rate Adjustment.

All rates set forth in Section 8-6.501(b) of this Article shall be adjusted upward or downward, automatically, annually on July 1st by five percent (5%) for each five percent (5%) change in the State of California Department of Finance Price Factor for determining the City's annual appropriation limitation (the percentage change of the lesser of the previous March to March U.S. All Urban CPI, or California fourth quarter per capital personal income). (Ord. 221 § 1 Art. 9, 1985)

Article 6. Enforcement

Sec. 8-6.601 Enforcement Authority and Responsibility.

The Director of Finance is hereby directed to administer and enforce each and all of the provisions of this Chapter, and the Chief of Police shall render such assistance in the enforcement of the provisions of this Chapter as may from time to time be required by the Director of Finance or the Council.

The Director of Finance, in the exercise of the duties imposed upon him hereunder, and acting through his deputies, duly authorized assistants, or the Chief of Police, shall examine, or cause to be examined, the conduct of any or all businesses within the City to ascertain whether the provisions of this Chapter have been complied with.

The Director of Finance and each and all of his assistants and any police officer shall have the power and authority to enter, free of charge, and at any reasonable time, any place of business, the conduct of which is required to be licensed by this Chapter and demand an exhibition of its license certificate. Any person having such license certificate theretofore issued in his possession or under his control, who fails to exhibit the same on demand, shall be guilty of a misdemeanor and subject to the penalties provided for by the provisions of this Code. It shall be the duty of the Director of Finance and each of his assistants, with the advice of the City Attorney, to cause a complaint to be filed against any and all persons found to be violating any of the provisions of this Chapter.

Sec. 8-6.602 License Tax A Debt.

The amount of any license tax and penalty imposed by the provisions of this Chapter shall be deemed a debt to the City. An action may be commenced in the name of the City in any Court of competent jurisdiction for the amount of any delinquent license tax and penalties.

Sec. 8-6.603 Remedies Cumulative.

All remedies prescribed shall be cumulative, and the use of one (1) or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this Chapter.

Sec. 8-6.604 Penalty for Violation or Misrepresentation.

Any person violating any of the provisions of this Chapter or knowingly or intentionally misrepresenting to any officer or employee of the City any material fact in procuring the license provided for by this Chapter shall be deemed guilty of a misdemeanor.

Mobile Version



Master Fee Schedule

CITY OF HERCULES, CALIFORNIA

Effective July 1, 2019

Master Fee Schedule

CITY OF HERCULES, CALIFORNIA

Effective July 1, 2019

SUMMARY

All fees have been administratively revised for the Consumer Price Index (CPI) rate of 3.4% applicable to identified programs, exceptions apply as follows:

- If the fee's legal basis provides limitations.
- Increase the administration fee from 10% to 20% for those fees that charge administration fees.
- In Community Development Fire Facilities fees were increased per Resolution 19-019 and West County Sub-Regional Transportation Mitigation Fee were increased per Resolution 19-011.
- All fees in the Building Inspection Program remain unchanged. The fees are established by the County and/or State.

Such fees and charges have been determined to recover, but do not exceed, the City's costs for providing such services.

RESOLUTION NO. 19-033

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERCULES APPROVING ADDITIONS, DELETIONS AND ADJUSTMENTS TO THE MASTER FEE SCHEDULE WITH SAID ADDITIONS, DELETIONS AND ADJUSTMENTS TO BECOME EFFECTIVE JULY 1, 2019

WHEREAS, annually staff conducts a review of all fees and charges to determine if they are up to date, current, at the appropriate level, competitive/fair/affordable and provide a reasonable return to the City for the cost of providing services for which they are being charged; and

WHEREAS, as part of the FY 2019-20 budget process, it is the recommendation of staff to add some new fees, delete some existing fees, and to make some adjustments to other existing fees on the City's comprehensive Master Fee Schedule; and

WHEREAS, these recommended fee additions, deletions and adjustments have been evaluated and reviewed by the affected departments; and

WHEREAS, staff is requesting approval of the additions, deletions and adjustments; and

WHEREAS, the City Council has held a Public Hearing to allow comment and input from the community on these recommended fee additions, deletions and adjustments.

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

1. The Council hereby approves additions, deletions and adjustments on the attached Master Fee Schedule, said additions/adjustments to be effective July 1, 2019 as noted on Attachment 2 – Master Fee Schedule.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the twenty-fifth day of June 2019, by the following vote of the Council:

AYES: COUNCIL MEMBERS; G. Boulanger, D. Bailey, C. Kelley, Vice Mayor Esquivias, Mayor Romero

NOES: None.

ABSTAIN: None.

ABSENT: None.



ATTEST:

Boonmanus Seelapasay
Administrative Secretary/Deputy City Clerk

Dan Romero, Mayor

Resolution No. 19-033

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
GENERAL CITY-WIDE FEES					
Various	Various	Various	Document Copies (Per page)	Reso 19-033	\$0.26
Various	Various	Various	Electronic Copies of Documents (CD, CD Sleeve, Mailer - Postage not included)	Reso 19-033	\$2.59
Various	Various	Various	Books, Manuals, Reports, Misc. (To be determined by City Clerk)	Reso 09-114	Actual cost + 10% admin fee
Various	Various	Various	Copies of the City Budget document (Each)	Reso 19-033	\$37.00
Various	Various	Various	Copies of the City Comprehensive Annual Financial Report (CAFR) (Each)	Reso 19-033	\$32.00
Various	Various	Various	Loans of Manuals, Reports, Books, Misc. (Refundable deposit)	Reso 19-033	\$58.00
Various	Various	Various	"Non-sufficient Funds" Check Charge	Reso 19-033	\$37.00
100	4625	395-00-00	Stop Payment & Check Reissuance Fee	Reso 19-033	\$36.00
Various	Various	Various	Research for Records (Per hour) (Residents - first 30 minutes no charge)	Reso 19-033	\$42.00
Various	Various	Various	Credit Card usage administrative fee	Reso 09-114	\$2.00 per \$100.00, or increment thereof, being charged on the credit card
Various	Various	Various	Imaging Fee	Reso 09-114	5% of any City fee being charged except Parks & Recreation Fees
Various	Various	Various	Heritage Memorial Plaque Program	Reso 19-033	\$517.00 to \$620.00
Various	Various	Various	Technology Enhancement Fee	Reso 09-114	5% of any City fee being charged except Parks & Recreation Fees
CITY CLERK OFFICE FEES					
100	4420	395.00-00	Agenda Subscription (Any meeting agendas - per year - per type)	Reso 19-033	\$59.00
100	4420	395.00-00	Municipal Code	Reso 19-033	\$119.00
100	4420	395.00-00	Municipal Code Supplement Service	Reso 19-033	\$59.00
100	4420	395.00-00	Title 10, Land Use (Zoning Code)	Reso 19-033	Actual cost + 20% admin fee
100	4420	395.00-00	General Plan	Reso 19-033	Actual cost + 20% admin fee
100	4420	395.00-00	Public Hearing Continuance	Reso 19-033	\$142.00
100	4420	395.00-00	Filing Fee, Notice of Intent to Circulate Initiative Petition	EC 9202 b	\$200
100	4420	395.00-00	Campaign Statements and Statements of Economic Interest (Per page)	GC 81008	\$0.10
100	4420	395.00-00	Retrieval of Campaign Documents Over 5 Years Old	GC 81008	\$5
HERCULEAN / PARK & RECREATION ACTIVITY GUIDE ADVERTISING FEES					
			Size of Ad:		
			Electronic:		
100	Various	Various	Inside - 1/8 Page - Color	Reso19-033	\$92.00
100	Various	Various	Inside - 1/4 Page - Color	Reso19-033	\$131.00
100	Various	Various	Inside - 1/2 Page - Color	Reso19-033	\$172.00
100	Various	Various	Inside - Full Page - Color	Reso19-033	\$315.00
100	Various	Various	Inside/Back Front Cover or Glossy - Full Page - Color	Reso19-033	\$342.00
100	Various	Various	Outside Back Cover - 1/2 Page - Color	Reso19-033	\$368.00
			Paper:		
100	Various	Various	Inside - 1/8 Page - Color	Reso19-033	\$184.00
100	Various	Various	Inside - 1/4 Page - Color	Reso19-033	\$263.00
100	Various	Various	Inside - 1/2 Page - Color	Reso19-033	\$342.00
100	Various	Various	Inside - Full Page - Color	Reso19-033	\$631.00
100	Various	Various	Inside/Back Front Cover or Glossy - Full Page - Color	Reso19-033	\$683.00
100	Various	Various	Outside Back Cover - 1/2 Page - Color	Reso19-033	\$736.00
100	Various	Various	Full Bleed for Full Page Ad-Inside or Glossy	Reso19-033	\$16.00
100	Various	Various	Subscription for Non-residents (Per year)	Reso19-033	\$19.00
CABLE TV PROGRAM FEES					
100	4423	395.00-00	DVD/Video Tape Duplication (Plus cost of DVD/tape) First Hour	Reso 19-033	\$59.00
100	4423	395.00-00	Additional Hour of Portion Thereof	Reso 19-033	\$59.00
100	4423	395.00-00	Audio Tape Duplication (Plus cost of tape) First Hour	Reso 19-033	\$30.00
100	4423	395.00-00	Additional Hour of Portion Thereof	Reso 19-033	\$11.00
100	4423	395.00-00	Deposit for Borrowed Tape (Refundable deposit)	Reso 19-033	\$18.00
POLICE DEPARTMENT FEES					
100	5160	361.02-00	Alarm Permit	Reso 19-033	\$41.00
100	5160	361.04-00	Booking Fee (Full recovery from arrestee)	Reso 19-033	\$181.00
100	5160	361.04-00	Jail Access Fee	Reso 19-033	\$357.00
100	5160	361.07-00	Applicant Fingerprints (Live Scan) (Fee does not include additional Dept. of Justice fees which vary depending on type of applicant.)	Reso 19-033	\$47.00
100	5160	361.07-00	Applicant Fingerprints (Ink) - Resident	Reso 19-033	\$16.00
100	5160	361.07-00	Applicant Fingerprints (Ink) - Non-Resident	Reso 19-033	\$21.00
100	5160	361.07-00	Each Additional Fingerprint Card	Reso 19-033	\$5.00
100	5160	361.07-00	Business License/Peddler Applicant Background Check	Reso 19-033	\$62.00
100	5160	361.01-00	Traffic Accident Reports (Per Page)	GC 6253(b)	\$0.25
100	5160	361.01-00	Other Reports (Per Page)	GC 6253(b)	\$0.25
100	5160	361.01-00	Concealed Weapons Permit (Initial permit) (Plus cost of materials (range rental & ID Card))	Reso 19-033	\$233.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5160	361.01-00	Concealed Weapons Permit (Annual renewal)	Reso 19-033	\$233.00
100	5160	361.01-00	Photographs (Non-digital)	Reso 19-033	\$83.00
100	5160	361.01-00	Verification of Loss Statement	GC 6253(b)	\$80.00
100	5160	361.01-00	Clearance Letter	Reso 19-033	\$57.00
100	5160	361.08-00	Reserve Police Officers-Special Events (Overtime cost per officer, per event)	Reso 09-114	Actual cost + 20% admin fee
100	5160	361.02-00	Response to False Alarms-- In a calendar year: First three (3) calls are free Fourth call is \$150 Fifth call and higher is \$200 each occurrence	HMC 4-12.05 HMC 4-12.05	\$155.00 \$205.00
100	5160	361.03-00	DUI (Full cost recovery from arrestee)	Reso 19-033	\$801.00
100	5160	361.01-00	Bicycle License	Reso 19-033	\$26.00
100	5160	361.01-00	Bicycle License Transfer	Reso 19-033	\$26.00
100	5160	361.01-00	Alcoholic Beverage License	Reso 19-033	\$103.00
100	5160	361.01-00	Record Review	Reso 19-033	\$83.00
100	5160	361.08-00	Civil Proceedings (\$275/hr. with 4 hour minimum)	Reso 19-033	\$284.00
100	5160	361.08-00	Subpoena Duces Tecum 1563 (b) (6) E.C.	Reso 19-033	\$16.00
100	5160	361.09-00	Vehicle Release - Ordinary Tow (No offense by driver)	Reso 19-033	\$103.00
100	5160	361.09-00	Vehicle Release - Penalty Tow	Reso 19-033	\$191.00
100	5160	361.09-01	Property From Towed Vehicle (Release)	Reso 19-033	\$62.00
100	5160	361.06-00	Property Preservation	Reso 19-033	\$124.00
100	5160	361.08-00	Curfew Violation Response	Reso 19-033	\$103.00
100	5160	361.12-00	Vehicle Inspection and Certification	Reso 19-033	\$21.00
100	5160	361.01-00	VIN Verification	Reso 19-033	\$41.00
100	5160	361.01-00	Taxi Permit	Reso 19-033	\$52.00
100	5160	361.01-00	Taxi Inspections (Annual per vehicle)	Reso 19-033	\$62.00
100	5160	361.01-00	Massage Permit Application	Reso 19-033	\$124.00
100	5160	361.01-00	Massage Permit Renewal	Reso 19-033	\$124.00
PARKING VIOLATION PENALTIES					
			State Mandated Parking Citation Surcharges that apply to each 'PARKING VIOLATION PENALTIES' line item below (Totaling \$12.50 between the 4 charge, with fees to be collected & distributed to the State by citation processing firm)		
			-Courthouse Construction Fund	GC76100 & Reso 17-003	\$2.50
			-Criminal Justice Facilities Construction Fund	GC76101 & Reso 17-003	\$2.50
			-State Courthouse Facilities Construction Fund	GC70372(b)) & Reso 17-003	\$4.50
			-State Trial Court Fund	GC76000.3 & Reso 17-003	\$3.00
100	5160	361.11-00	Unlawful Parking / Trails & Paths (Posted)	HMC 3-4.804	\$45.00
100	5160	361.11-00	Stopping or Standing in Parkways	HMC 3-4.1002	\$45.00
100	5160	361.11-00	No Stopping / Parking Zones	HMC 3-4.1003	\$45.00
100	5160	361.11-00	Stopping or Parking Prohibited	HMC 3-4.1004	\$45.00
100	5160	361.11-00	Parked Over 72 Hours	HMC 3-4.1005	\$45.00
100	5160	361.11-00	Parked for Advertising	HMC 3-4.1006	\$45.00
100	5160	361.11-00	Parked on Street for Repairs	HMC 3-4.1007	\$45.00
100	5160	361.11-00	Washing or Polishing Vehicle on Street	HMC 3-4.1008	\$45.00
100	5160	361.11-00	Parking Adjacent to Schools	HMC 3-4.1009	\$45.00
100	5160	361.11-00	Parking on Narrow Streets	HMC 3-4.1010	\$45.00
100	5160	361.11-00	Wheels Not Turned to Curb	HMC 3-4.1011	\$45.00
100	5160	361.11-00	Parking by Peddlers and Vendors	HMC 3-4.1012	\$45.00
100	5160	361.11-00	Emergency Parking Signs	HMC 3-4.1013	\$45.00
100	5160	361.11-00	Warning Signs For Disabled Commercial Vehicles	HMC 3-4.1014	\$45.00
100	5160	361.11-00	Leaving Keys in Parked Vehicle	HMC 3-4.1015	\$45.00
100	5160	361.11-00	Consent of Adjacent Owner for Parking Certain Vehicle	HMC 3-4.1016	\$45.00
100	5160	361.11-00	Parking Permit for Special Occasion	HMC 3-4.1017	\$45.00
100	5160	361.11-00	Trailer Parked on Street Overnight	HMC 3-4.1018	\$45.00
100	5160	361.11-00	Parking Commercial Vehicle within City Limits	HMC 3-4.1019	\$550.00
100	5160	361.11-00	Time Limit Parking	HMC 3-4.1101	\$45.00
100	5160	361.11-00	Parallel Parking on One-Way Street	HMC 3-4.1102	\$45.00
100	5160	361.11-00	Parking on Unimproved Street	HMC 3-4.1103	\$45.00
100	5160	361.11-00	Diagonal Parking	HMC 3-4.1104	\$45.00
100	5160	361.11-00	Parking Space Markings	HMC 3-4.1105	\$45.00
100	5160	361.11-00	No Stopping Zones	HMC 3-4.1106	\$45.00
100	5160	361.11-00	Curb Markings	HMC 3-4.1202	\$45.00
100	5160	361.11-00	Red Zone	HMC 3-4.1202.1	\$45.00
100	5160	361.11-00	Yellow Zone	HMC 3-4.1202.2	\$45.00
100	5160	361.11-00	White Zone	HMC 3-4.1202.3	\$45.00
100	5160	361.11-00	Permission to Load/Unload	HMC 3-4.1203	\$45.00
100	5160	361.11-00	Standing in Commercial Loading Zones	HMC 3-4.1204	\$45.00
100	5160	361.11-00	Standing in Passenger Loading Zones	HMC 3-4.1205	\$45.00
100	5160	361.11-00	Standing in Alleys	HMC 3-4.1206	\$45.00
100	5160	361.11-00	Parking in Bus Zone	HMC 3-4.1207	\$45.00
100	5160	361.11-00	Violate Established Parking District Provisions - 1st Offense in 12 mos.	HMC 3-4.1712 & Resos 15-090 & 17-003	\$100.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5160	361.11-00	Violate Established Parking District Provisions - 2nd Offense in 12 mos.	HMC 3-4.1712 & Resos 15-090 & 17-003	\$200.00
100	5160	361.11-00	Violate Established Parking District Provisions - 3rd+ Offenses in 12 mos.	HMC 3-4.1712 & Resos 15-090 & 17-003	\$500.00
100	5160	361.11-00	Parking in Blue Curb Markings-Disabled Only	CVC 214589(a)(5)	\$350.00
100	5160	361.11-00	Parking in Bus Loading Zone	CVC 22500(i)	\$270.00
100	5160	361.11-00	Blocking Wheelchair Access	CVC 22500(l)	\$350.00
100	5160	361.11-00	Blocking Disabled Parking	CVC 22507.8(b)	\$350.00
100	5160	361.11-00	Parking in Crosshatch area adjacent to Disabled Space	CVC 22507.8 (c)	\$350.00
100	5160	361.11-00	Parking within 3 feet designated sidewalk access ramps	CVC 22522	\$350.00
PARKS AND RECREATION					
GENERAL PARK AND RECREATION WIDE FEES					
100	55XX	395.XX-XX	Discount on programs/services/classes paid in full only on day of Recreation Expo	Reso 4-014	10%
100	5512	364.41-00	Refunds/Cancellations/Transfers/ Service Charges When Initiated By The Participant for Classes and Programs Before First Class Begins	Reso19-033	\$10.00
100	5510	395.00-00	Signboard Fee - one location, 1 side of sign, for 7 days	Reso19-033	\$16/day per sign
100	5510	395.00-00	Signboard Fee - all locations, 1 side of sign, for 7 days	Reso19-033	\$78.00
100	5510	395.00-00	CLSC Non-Profit Groups Banner locations per month for one banner	Reso 16-005	\$35.00
100	5510	395.00-00	State Approved Non-Profit Groups Banner locations 1st month	Reso 16-005	\$35.00
100	5510	395.00-00	Hercules Based Private Business/Company Banner location monthly fee	Reso 15-018	\$150 - \$500 Depending upon Location
100	5510	395.00-00	Non Hercules Based Private Business/Company Banner location monthly fee	Reso 12-066	\$200 - \$600 Depending upon Location
100	55XX	395.XX-XX	Recreation Program Shirt	Reso 16-005	\$5.00-\$20.00/shirt
FACILITY RENTALS					
All Facilities					
100	5512	364.41-00	Rental Cancellation Before Reserved Date	Reso 15-018	100% of Reservation Deposit
100	5512	364.41-00	Transfers/Service Charges When Initiated By The Participant for Facility Rentals Prior to Event Date	Reso 15-018	\$50.00
100	5512	364.41-00	Facility Rental Fee for Monday-Thursday Rentals	Reso 13-056	50% of Saturday Fees
100	5512	364.41-00	Facility Rental for Friday & Sunday Rentals	Reso 13-056	75% of Saturday Fees
100	5512	364.42-00	Insurance	Reso 11-079	Market Rate + \$10.00
100	5512	364.42-00	Selling Alcoholic Beverages (Terrorism insurance)	Reso 11-079	Market Rate + \$10.00
100	5512	364.45-00	Security Guards (Per hour - per guard)	Reso 16-005	Market Rate + \$10.00
Council Chambers					
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per hour)	Reso19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso19-033	\$26.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso19-033	\$39.00
Private-Commercial (Saturday rate):					
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso19-033	\$52.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso19-033	\$62.00
Holiday Rate					
100	5512	364.41-00	Resident (Per Hour)	Reso19-033	\$78.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso19-033	\$93.00
Library Large Conference Room					
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso19-033	\$26.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso19-033	\$39.00
Private-Commercial (Saturday Rate):					
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso19-033	\$52.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso19-033	\$62.00
Holiday Rate					
100	5512	364.41-00	Resident (Per Hour)	Reso19-033	\$78.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso19-033	\$93.00
Library Small Conference Room					
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$13.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$20.00
Private-Commercial (Saturday Rate):					
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$26.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$47.00
Holiday Rate					
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$41.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$67.00
Library Conference Rooms Equipment Rental					
100	5512	364.41-00	Overhead Projector	Reso 19-033	\$11.00
100	5512	364.41-00	Floor Stand Microphone	Reso 19-033	\$14.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5512	364.41-00	Table Stand Microphone	Reso 19-033	\$17.00
100	5512	364.41-00	20" Television Monitor	Reso 19-033	\$23.00
100	5512	364.41-00	20" Television Monitor Cart	Reso 19-033	\$23.00
100	5512	364.41-00	Data Portable Projector & Portable Screen	Reso 19-033	\$28.00
100	5512	364.41-00	Lavaliere Microphone	Reso 19-033	\$28.00
100	5512	364.41-00	Ceiling Mounted Projector	Reso 19-033	\$39.00
100	5512	364.41-00	Video Conferencing System With ISDN Interface	Reso 19-033	\$175.00
			GUI VAN DOMSELAAR ROOM		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$31.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$47.00
			<u>Private-Commercial (Saturday Rate):</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$62.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$78.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$93.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$119.00
			DYNAMITE ROOM		
			Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
			<u>Private-Commercial (Saturday Rate):</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$57.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$29.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$41.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$83.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$116.00
			RESOURCE ROOM		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
100	5512	364.41-00	Private-Commercial (Saturday Rate)	Reso 13-056	
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$57.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$78.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$29.00
100	5512	364.41-00	State Approved Nonprofit Groups (Per hour)	Reso 19-033	\$41.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$83.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$116.00
			TEEN CENTER (THREE HOUR MINIMUM)		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$207.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per Hour)	Reso 19-033	\$36.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$52.00
100	5512	364.41-00	Private-Commercial (Saturday Rate)	Reso 13-056	
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$67.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$78.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$101.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$116.00
			FOXBORO CENTER (THREE HOUR MINIMUM)		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$207.00
100	5512	364.41-00	Youth Event Reservation Deposit (Refundable after rental)	Reso 19-033	\$310.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$26.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$39.00
			<u>Private-Commercial (Saturday Rate):</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$52.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$62.00
100	5512	364.41-00	Decoration/Cleanup Rate (1 Hour Maximum)	Reso 19-033	\$26.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$78.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$93.00
100	5512	364.41-00	Decoration/Cleanup Rate (1 Hour Maximum)	Reso 19-033	\$39.00
			OHLONE CENTER (THREE HOUR MINIMUM)		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$207.00
100	5512	364.41-00	Youth Event Deposit (Refundable after rental)	Reso 19-033	\$310.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$39.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$59.00
			<u>Private-Commercial (Saturday Rate)</u>		

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$78.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$88.00
100	5512	364.41-00	Decoration/Cleanup Rate (1 Hour Maximum)	Reso 19-033	\$39.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$116.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$132.00
100	5512	364.41-00	Decoration/Cleanup Rate (1 Hour Maximum)	Reso 19-033	\$59.00
			SENIOR CENTER (FIVE HOUR MINIMUM)		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$207.00
100	5512	364.41-00	Youth Event Reservation Deposit (Refundable after rental)	Reso 19-033	\$310.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$52.00
100	5512	364.41-00	State Approved Community and Civic Groups (Per hour)	Reso 19-033	\$78.00
			<u>Private-Commercial (Saturday Rate)</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$103.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$124.00
100	5512	364.41-00	Decoration/Cleanup Rate (1 Hour Maximum)	Reso 19-033	\$52.00
			<u>Fee Based Rental/Holiday:</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$155.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$186.00
100	5512	364.41-00	Decoration/Cleanup Rate (2 Hour Maximum)	Reso 19-033	\$78.00
			COMMUNITY CENTER (5 HOUR MINIMUM)		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$517.00
100	5512	364.41-00	Youth Event Reservation Deposit (Refundable after rental)	Reso 19-033	\$620.00
100	5512	364.41-00	Community Center Non-Profit Deposit	Reso 19-033	\$207.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$11.00
			Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$84.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$127.00
100	5512	364.41-00	CLSC Non-Profit Recognition Special Rental Rate 1st 7 hours	Reso 19-033	\$657.00
			<u>Private-Commercial (Saturday Rate)</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$165.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$202.00
100	5512	364.41-00	Decoration/Cleanup Rate (2 Hour Maximum)	Reso 19-033	\$82.00
100	5512	364.41-00	Round Tables (Each)	Reso 19-033	\$8.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$250.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$309.00
100	5512	364.41-00	Decoration/Cleanup Rate (2 Hour Maximum)	Reso 19-033	\$123.00
			KITCHEN RENTAL		
			<u>Private-Commercial (Saturday Rate)</u>		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$31.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$36.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$16.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$24.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$47.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$57.00
			GYMNASIUM		
			<u>Private - Commercial</u>		
100	5512	364.41-00	Reservation Deposit (refundable after rental)	Reso 19-033	\$103.00
100	5512	364.41-00	Resident (per hour)	Reso 19-033	\$89.00
100	5512	364.41-00	Three or more days (Per hour)	Reso 19-033	\$63.00
100	5512	364.41-00	Non-resident (Per hour)	Reso 19-033	\$102.00
100	5512	364.41-00	Three or more days (Per hour)	Reso 19-033	\$80.00
100	5512	364.41-00	CLSC Community and Civic Groups (Per hour)	Reso 19-033	\$44.00
100	5512	364.41-00	CLSC Three or more days (Per hour)	Reso 19-033	\$31.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$43.00
			COMMUNITY CENTER PRESS ROOM		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$78.00
			<u>Private-Commercial (Saturday Rate)</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$31.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$47.00
100	5512	364.41-00	Approved CLSC Groups M-Th outside of 6-9pm (Per Hour)	Reso 19-033	\$10.00
100	5512	364.41-00	Approved CLSC Groups F & Sunday (Per hour)	Reso 19-033	\$16.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$26.00
			<u>Holiday Rate</u>		
100	5512	364.41-00	Resident (Per Hour)	Reso 19-033	\$47.00
100	5512	364.41-00	Non-Resident (Per Hour)	Reso 19-033	\$72.00
			PARK/PICNIC RENTALS		

CITY OF HERCULES MASTER FEE SCHEDULE

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FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5512	364.45-00	Damage Deposit for Permit for gathering of 50 or more people in a park (refundable after date of use)	Reso 19-033	\$103.00
100	5512	364.45-00	Park Permit for gathering of 50 or more people in a park Resident	Reso 19-033	\$114.00
100	5512	364.45-00	Park Permit for gathering of 50 or more people in a park Non-Resident	Reso 19-033	\$154.00
			PICNIC AREAS		
			<u>Private - Commercial</u>		
100	5512	364.45-00	Reservation Deposit Picnic Area Rental (Refundable after rental)	Reso 19-033	\$103.00
100	5512	364.41-00	Resident 9 hours	Reso 19-033	\$114.00
100	5512	364.41-00	Non-resident 9 hours	Reso 19-033	\$154.00
			<u>State Approved Nonprofit Groups (per hour)</u>		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$52.00
100	5512	364.41-00	Resident 9 hours	Reso 19-033	\$57.00
100	5512	364.41-00	Non-resident 9 hours	Reso 19-033	\$78.00
			REFUGIO VALLEY PARK GAZEBO		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$52.00
			<u>Private - Commercial</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$114.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$154.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$57.00
100	5512	364.41-00	Electricity	Reso 19-033	\$32.00
			<u>Fee Based Rental/Holiday:</u>		
100	5512	364.41-00	Resident (per hour)	Reso 19-033	\$143.00
100	5512	364.41-00	Non-resident (Per hour)	Reso 19-033	\$169.00
			DUCK PARK GAZEBO		
100	5512	364.41-00	Reservation Deposit (Refundable after rental)	Reso 19-033	\$52.00
			<u>Private - Commercial</u>		
100	5512	364.41-00	Resident (Per Hour) Saturday Rate	Reso 19-033	\$55.00
100	5512	364.41-00	Non-Resident (Per Hour) Saturday Rate	Reso 19-033	\$64.00
100	5512	364.41-00	State Approved Nonprofit Groups (per hour)	Reso 19-033	\$28.00
100	5512	364.41-00	Electricity	Reso 19-033	\$17.00
			BOCCE BALL COURTS		
100	5512	364.41-00	Equipment Deposit (Refundable)	Reso 19-033	\$21.00 per set
100	5512	364.41-01	24 Hour Equipment Rental (Monday-Thursday)	Reso 19-033	\$5.00 per set
100	5512	364.41-00	Weekend Equipment Rental (Thursday-Sunday)	Reso 19-033	\$10.00 per set
100	5512	364.41-00	Resident Weekday Court Rental Fee	Reso 19-033	\$5.00
100	5512	364.41-00	Non-Resident Weekday Court Rental Fee	Reso 19-033	\$10.00
100	5512	364.41-00	Resident Weekend Court Rental Fee	Reso 19-033	\$5.00/hr./court
100	5512	364.41-00	Non-Resident Weekend Court Rental Fee	Reso 19-033	\$10.00/hr./court
100	5512	364.41-00	Community/Civic Tournament Play Fee	Reso 19-033	\$5.00/hr./court
100	5512	364.41-00	Resident Tournament Play Fee	Reso 19-033	\$10.00/hr./court
100	5512	364.41-00	Non-Resident Tournament Play Fee	Reso 19-033	\$15.00/hr./court
			HORSE SHOE PITS		
100	5512	364.41-00	Equipment Deposit (Refundable)	Reso 19-033	20.00 per set
100	5512	364.41-01	24 Hour Equipment Rental (Monday-Thursday)	Reso 19-033	\$5.00 per set
100	5512	364.41-00	Weekend Equipment Rental (Thursday-Sunday)	Reso 19-033	\$10.00 per set
100	5512	364.41-00	Resident Weekday Court Rental Fee	Reso 19-033	\$5.00
100	5512	364.41-00	Non-Resident Weekday Court Rental Fee	Reso 19-033	\$10.00
100	5512	364.41-00	Resident Weekend Court Rental Fee	Reso 19-033	\$5.00/hr./court
100	5512	364.41-00	Non-Resident Weekend Court Rental Fee	Reso 19-033	\$10.00/hr./court
100	5512	364.41-00	Community/Civic Tournament Play Fee	Reso 19-033	\$5.00/hr./court
100	5512	364.41-00	Resident Tournament Play Fee	Reso 19-033	\$10.00/hr./court
100	5512	364.41-00	Non-Resident Tournament Play Fee	Reso 19-033	\$15.00/hr./court
			COMMUNITY EVENTS		
			<u>Cultural Festival</u>		
100	4012	367.05-00	Community and Civic Groups - Food/Craft/Game Booth (10 x 10 space)	Reso 19-033	\$105.00
100	4012	367.05-00	Community and Civic Groups - Food/Craft/Game Booth (10 x 20 space)	Reso 19-033	\$184.00
100	4012	367.05-00	Commercial - Food/Craft/Game Booth (10 x 10 space)	Reso 19-033	\$237.00
100	4012	367.05-00	Commercial - Food/Craft/Game Booth (10 x 20 space)	Reso 19-033	\$315.00
100	4012	367.05-00	Electric Hookup (2 Outlets)	Reso 19-033	\$37.00
100	4012	367.05-00	Electric Hookup (Additional)	Reso 19-033	\$16.00
100	4012	367.05-00	Booth rental 10x10 Private/Commercial	Reso 19-033	\$142.00
100	4012	367.05-00	Booth rental 10x20 Private/Commercial	Reso 19-033	\$221.00
100	4012	367.05-00	Booth rental 10x10 Non Profit	Reso 19-033	\$79.00
100	4012	367.05-00	Booth rental 10x20 Non Profit	Reso 19-033	\$136.00
100	4012	367.05-00	Health Permits	Reso 19-033	Market Rate + \$5.00
			<u>Farmers Market</u>		
			<u>Growers and Food Purveyors (Food prepared off site and sold at market)</u>		
100	4012	367.05-00	Annual Membership Fee (Includes \$15.00 for annual business license fee)	Reso 10-088	
100	4012	367.05-00	Plus Weekly Member Fee (Per guaranteed space)	Reso 10-088	
100	4012	367.05-00	Weekly Non-Member Fee (Per non-guaranteed space)	Reso 10-088	

CITY OF HERCULES MASTER FEE SCHEDULE

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FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	4012	367.05-00	Plus One-Time Annual Business License Fee	Reso 09-114	
			Food Booths (Food prepared on site and sold at market)		
100	4012	367.05-00	Annual Membership Fee (Includes \$15.00 for annual business license fee)	Reso 10-088	
100	4012	367.05-00	Plus Weekly Member Fee (Per guaranteed space)	Reso 10-088	
100	4012	367.05-00	Additional Space Member Fee	Reso 09-114	
100	4012	367.05-00	Weekly Non-Member Fee (Per non-guaranteed space)	Reso 10-088	
100	4012	367.05-00	Plus One-Time Annual Business License Fee	Reso 09-114	
100	4012	367.05-00	Health Permits	Reso 09-114	
			Business/Professional - Arts & Crafts - Non-Profit - Private/Commercial		
100	4012	367.05-00	Annual Membership Fee (Includes \$15.00 for annual business license fee)	Reso 10-088	
100	4012	367.05-00	Plus Weekly Member Fee (Per guaranteed space)	Reso 10-088	
100	4012	367.05-00	Weekly Non-Member Fee (Per non-guaranteed space)	Reso 10-088	
100	4012	367.05-00	Plus One-Time Annual Business License Fee	Reso 09-114	
100	4012	367.05-00	Non-Profits (Information only)	Reso 09-114	
100	4012	367.05-00	Non-Profits (Selling)	Reso 09-114	
100	4012	367.05-00	Private/Commercial - Member (Information only)	Reso 09-114	
100	4012	367.05-00	Private/Commercial - Non-Member (Information only)	Reso 10-088	
			SENIOR ACTIVITIES		
100	5524	364.39-00	Class Fee (Discounts for 5 or more) (Based on instructor's contract)	Reso 11-079	\$1.00 - \$200.00
100	5524	364.39-00	Annual Membership Fee (Includes internet, printing, faxing and copying)	Reso 11-079	\$20.00
			CHILD CARE		
			Before/After School Child Care K-5TH Grades		
			Fees are for 4 week sessions.		
			Before School (7:00 - 8:30 a.m.)		
100	55XX	364.32-00	Resident	Reso 16-005	\$193.00
100	55XX	364.32-00	Non-resident	Reso 16-005	\$242.00
			After School (1st-5th Grade Dismissal until 5:30 p.m.)		
100	55XX	364.32-00	Option 1 Resident	Reso 17-003	\$5.50
100	55XX	364.32-00	Option 1 Non-resident	Reso 17-003	\$6.05
100	55XX	364.32-00	Option 2 Resident	Reso 17-003	\$5.75
100	55XX	364.32-00	Option 2 Non-resident	Reso 17-003	\$6.30
100	55XX	364.32-00	Option 3 Resident	Reso 17-003	\$6.00
100	55XX	364.32-00	Option 3 Non-resident	Reso 17-003	\$6.60
100	55XX	364.32-00	Withdrawal Fee	Reso 17-003	\$75.00
			Other Fees:		
100	55XX	364.32-00	Late Payment Fee	Reso 09-114	\$30.00
100	55XX	364.32-00	2 or more late payments	Reso 09-114	\$35.00
100	55XX	364.32-00	Late Pickup Fee per minute	Reso 09-114	\$2.00
100	55XX	364.32-00	Program Change Fee -- First 2 program changes free Each subsequent change \$15.00	Reso 10-088	\$15.00
100	55XX	364.32-00	Late Registration Fee--after deadline but before service begins	Reso 10-088	\$15.00
100	55XX	364.32-00	Late Registration Fee--paid on day service begins	Reso 10-088	\$30.00
100	55XX	364.32-00	AM Drop-In -- One Day Only	Reso 11-079	\$15.00
100	55XX	364.32-00	Kinder PM Drop-In -- One Day Only	Reso 11-079	\$40.00
100	55XX	364.32-00	Grade 1st-8th PM Drop-In -- One Day Only	Reso 11-079	\$30.00
100	55XX	364.32-00	"Multi-child discount" for families with two or more children enrolled in the program	Reso 14-014	5%
100	55XX	364.32-00	Registration Fee	Reso 16-005	\$100.00
100	55XX	364.32-00	Registration Fee discount when registering for new school year prior to August 1st.	Reso 16-005	50%
100	55XX	364.32-00	Sub Care Fee Hourly	Reso 10-088	\$9.47
100	55XX	364.32-00	Daily Rate for In-service Days	Reso 11-079	\$55.00
100	55XX	364.32-00	Deposit for In-service Day (Will be applied to Fall childcare fees when child attends)	Reso 14-014	\$30.00
			PRESCHOOL PROGRAMS		
			Pre-Kinders (per month / MWF 9:00am - Noon)		
100	5528	364.37-00	Resident	Reso 16-005	\$232.00
100	5528	364.37-00	Non-resident	Reso 16-005	\$290.00
			Little Learners (per month / TTH 9:00am - 11:30am)		
100	5528	364.37-00	Resident	Reso 16-005	\$155.00
100	5528	364.37-00	Non-resident	Reso 16-005	\$193.00
			Other Fees:		
			Little Learners (per month / M-Th 9am-11:30am)		
100	5528	364.37-00	Resident	Reso 16-005	\$310.00
100	5528	364.37-00	Non-resident	Reso 16-005	\$387.00
			Jr. Kinder (per month / M-F 9am-Noon)		
100	5528	364.37-00	Resident	Reso 16-005	\$386.00
100	5528	364.37-00	Non-resident	Reso 16-005	\$482.00

CITY OF HERCULES MASTER FEE SCHEDULE

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FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5528	364.37-00	Late Payment Fee	Reso 09-114	\$30.00
100	5528	364.37-00	2 or more late payments	Reso 09-114	\$35.00
100	5528	364.37-00	Late Pick Up Fee per minute	Reso 16-005	\$2.00
100	5528	364.37-00	Registration Fee	Reso 16-005	\$100.00
100	5528	364.37-00	Registration Fee discount when registering for new school year prior to August 1st.	Reso 16-005	50%
			CAMPS for K-5th Graders		
			7:00am-5:30pm 5 days/week (includes entertainment and field trips)		
100	55XX	364.32-00	Resident	Reso19-033	\$244.00
100	55XX	364.32-00	Non-resident	Reso19-033	\$305.00
			8:00am-12:00pm 5 days/week		
100	55XX	364.32-00	Resident	Reso19-033	\$122.00
100	55XX	364.32-00	Non-resident	Reso19-033	\$153.00
			Daily Drop In Rate / day		
100	55XX	364.32-00	Resident	Reso19-033	\$52.00
100	55XX	364.32-00	Non-resident	Reso19-033	\$65.00
			OTHER FEES		
100	55XX	364.31-00	Deposit for the Week	Reso19-033	\$21.00
100	55XX	364.31-00	Sub Care Deposit for the week	Reso19-033	\$10.00
100	55XX	364.31-00	Multi-child discount" for families with two or more children enrolled in the program	Reso 14-014	5%
100	55XX	364.31-00	Late payment Fee	Reso19-033	\$16.00
100	55XX	364.31-00	Late Registration Fee--after deadline but before service begins	Reso19-033	\$16.00
100	55XX	364.31-00	Late Registration Fee--paid on day service begins	Reso19-033	\$31.00
100	55XX	364.31-00	Late pickup Fee per minute	Reso19-033	\$2.00
			TEENS		
100	5540	364.64-00	Yearly Membership (TYC) (Includes T-shirt)	Reso 12-016	\$30.00 to \$50.00
100	5540	364.64-00	Dances/Events	Reso 09-114	\$2.50 to \$20.00
100	5540	364.64-00	Drop-in	Reso19-033	\$3.00 to \$6.00
100	5540	364.64-00	Camps	Reso19-033	\$10.00 to \$200.00
100	5540	364.64-00	Trips (Range)	Reso19-033	\$10.00 to \$200.00
			Teen Camps 6th-9th Grades: 8:00am-5:00pm 5 days/week		
100	5543	364.62-00	Resident	Reso19-033	227.00
100	5543	364.62-00	Non-resident	Reso19-033	259.00
100	55XX	364.63-00	Deposit for week	Reso19-033	25.00
100	55XX	364.63-00	Late payment fee per week	Reso19-033	18.00
			Multi-child discount" for families with two or more children enrolled in the program		5%
100	55XX	364.63-00	Late Registration Fee--after deadline but before service begins	Reso19-033	18.00
100	55XX	364.63-00	Late Registration Fee--paid on day service begins	Reso19-033	33.00
100	55XX	364.63-00	Late pickup Fee per minute	Reso19-033	3.00
			<u>Discount Passes for Drop-in</u>		
			Youth 10 Tickets		
100	5540	364.64-00	Resident	Reso 09-114	\$20.00
100	5540	364.64-00	Non-resident	Reso 09-114	\$25.00
			Youth 25 Tickets		
100	5540	364.64-00	Resident	Reso 10-088	\$46.00
100	5540	364.64-00	Non-resident	Reso 10-088	\$60.00
			AQUATICS		
			PUBLIC SWIM		
			Children under 1 year are free		
			Adults (18 years and up)		
100	5536	364.61-00	Resident	Reso 11-079	\$6.00
100	5536	364.61-00	Non-resident	Reso 11-079	\$7.00
			Youth (1 to 17 years)		
100	5536	364.61-00	Resident	Reso 11-079	\$5.00
100	5536	364.61-00	Non-resident	Reso 11-079	\$6.00
			Seniors		
100	5536	364.61-00	Resident	Reso 11-079	\$5.00
100	5536	364.61-00	Non-resident	Reso 11-079	\$6.00
			LAP SWIM		
			Adults (18 years and up)		
100	5536	364.61-00	Resident	Reso 11-079	\$5.00
100	5536	364.61-00	Non-resident	Reso 11-079	\$6.00
			Youth (14 to 17 years)		
100	5536	364.61-00	Resident	Reso 11-079	\$4.00
100	5536	364.61-00	Non-resident	Reso 11-079	\$5.00
			Seniors		
100	5536	364.61-00	Resident	Reso 11-079	\$4.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5536	364.61-00	Non-resident	Reso 11-079	\$5.00
			SEASON SWIM PASSES		
			<u>Dynamite Pass (10 visits)</u>		
			Adults (18 years and up)		
100	5536	364.61-00	Resident	Reso19-033	\$42.00
100	5536	364.61-00	Non-resident	Reso19-033	\$52.00
			Youth (1 to 17 years)		
100	5536	364.61-00	Resident	Reso19-033	\$32.00
100	5536	364.61-00	Non-resident	Reso19-033	\$42.00
			<u>Frequent Swimmer Pass (25 visits)</u>		
			Adults (18 years and up)		
100	5536	364.61-00	Resident	Reso19-033	\$105.00
100	5536	364.61-00	Non-resident	Reso19-033	\$130.00
			Youth (1 to 17 years)		
100	5536	364.61-00	Resident	Reso19-033	\$78.00
100	5536	364.61-00	Non-resident	Reso19-033	\$105.00
			SWIM LESSONS		
			<u>Parent/Infant/Toddler Lessons (Eight 25 minute classes)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$89.00
100	5536	364.61-00	Non-resident	Reso19-033	\$98.00
			<u>Group Lessons (Eight 25 minute classes)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$89.00
100	5536	364.61-00	Non-resident	Reso19-033	\$98.00
			<u>Individual Lessons (Eight 25 minute classes)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$189.00
100	5536	364.61-00	Non-resident	Reso19-033	\$208.00
			<u>Adult Lessons (Eight 25 minute classes)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$103.00
100	5536	364.61-00	Non-resident	Reso19-033	\$113.00
			<u>Semi Private (Eight 25 minute classes)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$134.00
100	5536	364.61-00	Non-resident	Reso19-033	\$147.00
			Aquatic Certification Courses - these courses range in cost depending upon availability of instructors and length of required course. Some courses may utilize contract instructors who are required to set their own course fee. Non-resident fee will be +20% of Resident Fee.	Reso 16-005	\$50.00-\$300.00
100	5536	364.61-00	Resident	Reso 13-007	
100	5536	364.61-00	Non-resident	Reso 13-007	
100	5536	364.61-00	Drop-in	Reso 13-007	
			<u>Water Polo (12/1hr Meetings)</u>		
100	5536	364.61-00	Resident	Reso19-033	\$186.00
100	5536	364.61-00	Non-resident	Reso19-033	\$196.00
			<u>Jr Guard</u>		
100	5536	364.61-00	Resident	Reso19-033	\$245.00
100	5536	364.61-00	Non-resident	Reso19-033	\$285.00
			Youth Swim Team - Piranhas		
100	5536	364.62-00	One Child	Reso19-033	\$395.00
100	5536	364.62-00	Two Children	Reso19-033	\$680.00
100	5536	364.62-00	Three Children	Reso19-033	\$936.00
100	5536	364.62-00	Four Children	Reso19-033	\$1,138.00
100	5536	364.62-00	Five Children	Reso19-033	\$1,284.00
			Hercules Masters Swim Club		
100	5536	364.62-00	Drop In	Reso 16-005	\$10.00-\$15.00
100	5536	364.62-00	Hercules Masters Swim Club (4 weeks)	Reso 16-005	\$95.00
			East Bay Silver Dolphins Monthly Dues		
100	5536	364.62-00	Pre-Team (Limit 3 months)	Reso19-033	\$82.00
100	5536	364.62-00	Team	Reso19-033	\$89.00-\$113.00
100	5536	364.62-00	Seasonal	Reso19-033	\$304.00
			Public Swim Pool Parties		
100	5536	364.61-00	Deposit (Refundable)	Reso19-033	\$75.00
100	5536	364.61-00	Reservation Fee (includes 10 guests, 2 patio tables, and 1 reserve space for duration of public swim on a Saturday)	Reso19-033	\$190.00
			Pool Rentals		
100	5536	364.61-00	Deposit (Refundable)	Reso19-033	\$360.00
100	5536	364.61-00	Insurance Fee	Reso 16-005	Market Rate + \$10.00
100	5536	364.61-00	Decorating/Cleaning Time Per Hour (Maximum 2 Hours)	Reso 16-005	
			1 - 50 persons		
100	5536	364.61-00	Residents (Per hour)	Reso19-033	\$182.00
100	5536	364.61-00	Non-resident (Per hour)	Reso19-033	\$193.00
			51 - 100 persons		
100	5536	364.61-00	Residents (Per hour)	Reso19-033	\$211.00
100	5536	364.61-00	Non-resident (Per hour)	Reso19-033	\$221.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
			101 - 150 persons		
100	5536	364.61-00	Residents (Per hour)	Reso19-033	\$239.00
100	5536	364.61-00	Non-resident (Per hour)	Reso19-033	\$250.00
			Nonprofit Group Pool Rentals		
100	5536	364.61-00	State Approved Nonprofit Groups/hour/for every 2 lifeguards	Reso19-033	\$95.00
			ATHLETIC FACILITIES		
			Field Reservations (Per Hour)		
			Hanna Ball field or Soccer Field, Ohlone, and Woodfield Ball fields		
100	5538	364.44-00	Bases Rentals/Deposit \$25.00	Reso 19-033	\$16.00
100	5538	364.44-00	Resident	Reso 19-033	\$9.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$19.00
100	5538	364.44-00	Youth Sport Associations	Reso 19-033	\$7.00
100	5538	364.44-00	State Approved Nonprofit Groups	Reso 19-033	\$5.00
			Tennis Courts (Per hour) (Regular play per court)		
100	5538	364.41-00	Lights per hour	Reso 19-033	\$5.00
			Weekdays 7 AM to 4 PM		
100	5538	364.44-00	Resident	Reso 19-033	\$7.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$8.00
			Weekday evenings 4 PM to 10 PM		
100	5538	364.44-00	Resident	Reso 19-033	\$7.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$8.00
			Weekends and Holidays		
100	5538	364.44-00	Resident	Reso 19-033	\$10.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$11.00
100	5538	364.44-00	State Approved Nonprofit Groups	Reso 19-033	\$4.00
			Tennis Courts Tournaments (Per hour)		
100	5538	364.44-00	Community/Civic	Reso 19-033	\$10.00
100	5538	364.44-00	Resident	Reso 19-033	\$19.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$21.00
			Gym Activities		
			Adult Drop-In		
100	5538	364.44-00	Resident	Reso 19-033	\$5.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$6.00
			Youth Drop-In		
100	5538	364.44-00	Resident	Reso 19-033	\$4.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$5.00
			Senior Drop-In		
100	5538	364.44-00	Resident	Reso 19-033	\$4.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$5.00
			Morning Basketball/Volleyball		
			Adults only		
100	5538	364.44-00	Resident	Reso 19-033	\$5.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$6.00
			Discount Adult Open Gym Passes		
			10 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$41.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$52.00
			25 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$103.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$129.00
			Seniors 10 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$31.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$41.00
			Seniors 25 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$78.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$103.00
			Youth 10 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$31.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$41.00
			Youth 25 Tickets		
100	5538	364.44-00	Resident	Reso 19-033	\$78.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$103.00
			ADULT SPORTS		
			<u>Coed Adult Softball</u>		
100	5538	364.44-00	Team	Reso 19-033	\$620.00
			<u>Men's Softball</u>		
100	5538	364.44-00	Team	Reso 19-033	\$620.00
			<u>Adult Volleyball</u>		
100	5538	364.44-00	Resident Team	Reso 19-033	\$259.00
100	5538	364.44-00	Non-resident Team	Reso 19-033	\$284.00
			<u>Hercules/Pinole Adult Softball (fall)</u>		
100	5538	364.44-00	Team	Reso 19-033	\$672.00
			<u>Adult Flag Football</u>		
100	5538	364.44-00	Team	Reso 19-033	\$646.00
			<u>Adult Basketball</u>		

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5538	364.44-00	Team	Reso 19-033	\$672.00
100	5538	364.44-00	Game Forfeit Fee	Reso 19-033	\$53.00
			<u>Young Adult 5 on 5 Basketball (Ages 16-19)</u>		
100	5538	364.44-00	Team	Reso 19-033	\$569.00
			<u>Adult Basketball Tournament (3 on 3)</u>		
100	5538	364.44-00	Resident Team	Reso 19-033	\$181.00
100	5538	364.44-00	Non-resident Team	Reso 19-033	\$207.00
			Golf League		
100	5538	364.44-00	Resident Team	Reso 19-033	\$243.00
100	5538	364.44-00	Non-resident Team	Reso 19-033	\$254.00
			YOUTH SPORTS		
			Youth Basketball Sports Camp/Clinic		
100	5538	364.44-00	Resident	Reso 19-033	\$83.00 - \$207.00
100	5538	364.44-00	Non-resident	Reso 19-033	\$83.00 - \$207.00
			Youth Basketball League		
100	5538	364.44-00	Resident Team	Reso 19-033	\$155.00
100	5538	364.44-00	Non-resident Team	Reso 19-033	\$186.00
100	5538	364.44-00	Volunteer Coaches for leagues	Fee waiver for 1 league	
			Table Tennis 16 years and up		
100	5538	364.44-00	Monthly Fee - Resident	Reso 19-033	\$25.00
100	5538	364.44-00	Monthly Fee - Non-resident	Reso 19-033	\$32.00
ENGINEERING DIVISION					
100	5435	332.01-00	Final subdivision map filing	Reso 19-033	\$1,788.00
100	5435	332.01-00	Plus per lot	Reso 19-033	\$71.00
100	5435	332.01-00	Final subdivision parcel map filing	Reso 19-033	\$1,788.00
100	5435	332.01-00	Plus per lot	Reso 19-033	\$71.00
100	5435	332.01-00	Final subdivision lot line adjustment	Reso 19-033	\$1,788.00
100	5435	332.01-00	Plus per lot	Reso 19-033	\$71.00
100	5435	332.01-00	Subdivision certificate of correction	Reso 19-033	\$893.00
100	5435	332.01-00	Plus per lot	Reso 19-033	\$71.00
100	5435	332.01-00	Subdivision - county computer mapping fee (Fee per lot)	Reso 19-033	\$71.00
100	5435	332.02-00	Improvements (Plan check & inspect) (As % of actual value of improvements)	Reso 19-033	6.4% or Actual Cost + 20% Admin
100	5435	332.02-00	Other Improvements (Streets, sewers, signs, etc.) (As % of actual value of improvements)	Reso 19-033	6.4% or Actual Cost + 20% Admin
100	5435	332.02-00	Grading - permit fee	Reso 19-033	6.4% or Actual Cost + 20% Admin
100	5435	332.02-00	Grading - transfer fee	Reso 10-088	\$59.00
100	5435	332.02-00	Grading - Amendment fee	Reso 19-033	Actual cost + 20% admin fee
100	5435	332.02-00	Grading - Penalty fee	Reso 19-033	\$239.00
100	5435	332.02-00	Grading - Penalty fee one acre or more	Reso 19-033	\$4,764.00
100	5435	332.02-00	Grading - Erosion control fee (As % of actual value of grading)	Reso 19-033	6.4% or Actual Cost + 20%
100	5435	332.02-00	Grading - Street vacations (As % of actual value of grading)	Reso 19-033	6.4% or Actual Cost + 20%
100	5435	332.03-00	Encroachment - residential private drive/walkway	Reso 19-033	36.00 plus \$500 bond
100	5435	332.03-00	Encroachment - residential construction	Reso 19-033	\$310.00
100	5435	332.03-00	Encroachment - non-residential under \$850	Reso 19-033	\$1,012.00
100	5435	332.03-00	Encroachment - non-residential over \$850	Reso 19-033	Actual cost + 20% admin fee
100	5435	332.03-00	Encroachment - Illegal under \$500	Reso 19-033	\$597.00
100	5435	332.03-00	Encroachment - Illegal over \$500	Reso 19-033	Actual cost + 20% admin fee
100	5435	332.03-00	Utility encroachment - Processing Fee, Plan Review, Construction Inspection	Reso 15-093	Actual Cost + 20% admin fee
100	5435	332.15-00	Engineering Advisory Services (Per hour)	Reso 19-033	\$227.00
100	5435	332.15-00	One-Use Wide Load Permit	Reso 19-033	\$16.00
100	5435	332.15-00	Duplication of Public Records Request	Reso 19-033	\$26.00
100	5435	332.15-00	House Moving permit (Computed at cost)	Reso 19-033	Actual cost + 20% admin fee
100	5435	332.15-00	Mature Tree Removal	Reso 19-033	\$105.00
			Assessment Apportionment Fee (fund-assessment dist)		
381	0000	363.01-00	Four or fewer lots (Including \$40 recording fee)	Reso 19-033	\$1,120.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$32.00
381	0000	363.01-00	Five or more lots (Including \$40 recording fee)	Reso 19-033	\$2,189.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$32.00
			Assessment District segregation 2-25 lots		
381	0000	363.01-00	Assessment District segregation 2-25 lots Map Fee	Reso 19-033	\$2,382.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$84.00
			Assessment District segregation 26-50 lots		

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
381	0000	363.01-00	Assessment District segregation 26-50 lots Map Fee	Reso 19-033	\$2,976.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$71.00
381	0000	363.01-00	Assessment District segregation 51-100 lots		
381	0000	363.01-00	Assessment District segregation 51-100 lots Map Fee	Reso 19-033	\$3,576.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$59.00
			Assessment District segregation 101-200 lots		
381	0000	363.01-00	Assessment District segregation 101-200 lots Map Fee	Reso 19-033	\$4,166.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$54.00
			Assessment District segregation >200 lots		
381	0000	363.01-00	Assessment District segregation >200 lots Map Fee	Reso 19-033	\$4,764.00
381	0000	363.01-00	Plus per lot	Reso 19-033	\$48.00
			Sewer service charge		
420	0000	368.03-00	Residential	HMC 5-4.16	\$625.80
420	0000	368.03-00	Apartment Units	HMC 5-4.16	\$427.20
420	0000	368.03-00	Non-residential (Per Hundred Cubit Foot)	HMC 5-4.16	\$3.87
420	0000	368.05-00	Non-residential Wastewater Contribution Permit Application	Reso 19-033	\$1,190.00
420	0000	368.05-00	Annual renewal	Reso 19-033	\$597.00
420	0000	368.09-00	Sewer connections (If not paid through assessment dist.)	Reso 19-033	\$4,764.00
420	0000	368.09-00	Public/Private Pool sewer connection (As % of building permit fee)	Reso 09-114	10%
420	0000	368-11-00	Sewer Lateral Inspection	Reso 19-033	\$129.00
PLANNING DIVISION [Note: The City of Hercules adopted the Contra Costa County Conservation & Development Dept. Fee Schedule]					
Staff Services					
100	5235	362.04-00	Planning Staff Counter Service, first 15 minutes	Reso 12-066	No Charge
100	5235	362.04-00	Planning Staff Service, above item minimum or after first 15 minutes (per staff hour)	Reso 12-066	\$100/hr.
100	5235	362.04-00	Planning Staff Service Pre-Submittal Review	Reso 12-066	\$500.00 Deposit and Actual + 20%
100	5235	362.04-00	Time Extension (Administrative)	Reso 19-033	\$207.00
100	5235	362.04-00	Time Extension (Legislative, where not otherwise specified)	Reso 19-033	\$620.00
100	5235	362.04-00	Administrative Staff Appeal	Reso 19-033	\$207.00
100	5235	362.04-00	Appeal Administrative Decision (Planning Commission hearing)	Reso 12-066	50% of Initial Fee
100	5235	362.04-00	Appeal Planning Commission Decision (City Council hearing)	Reso 12-066	25% of Initial Fee
Use Permits					
100	5235	362.05-01	Temporary Use Permit (TUP)	Reso 19-033	\$414.00
100	5235	362.05-01	Administrative/Minor Use Permit	Reso 19-033	\$414.00
100	5235	362.05-01	Renewal of Administrative/Minor Use Permit	Reso 19-033	\$103.00
100	5235	362.05-01	Home - Based Occupation Permit	Reso 19-033	\$259.00
100	5235	362.05-01	Conditional Use Permit (Legislative)	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235	362.05-01	Any Special Use Permit for Wireless Facilities (as outlined in Title 10 Chapter 16 of Hercules Municipal Code)	Reso 15-060	\$10,000.00 Deposit and Actual + 20%
100	5235	362.05-01	Description the same as FY2011-12	Reso 19-033	\$620.00
100	5235	362.05-01	Combined Live/Work License, Parking Determination & Sign Permit (Per application)	Reso 19-033	\$620.00
Design					
100	5235	362.05-02	Design Review, Administrative, Single Family, Addition, Ground Floor	Reso 19-033	\$414.00
100	5235	362.05-02	Design Review, Legislative, Single Family, Addition, not Ground Floor	Reso 12-066	\$2,500.00 Deposit and Actual + 20%
100	5235	362.05-02	Design Review, Legislative, Single Family, New Construction	Reso 14-014	\$6,000 Minimum Deposit plus Multi-Family; \$195 per unit Commercial Office, Industrial; \$.20 sq. ft. time & materials
100	5235	362.05-02	Design Review, Administrative, Signage	Reso 19-033	\$206.80
100	5235	362.05-02	Design Review, Administrative, not otherwise specified	Reso 12-066	\$5,000.00 Deposit and Actual + 20%
100	5235	362.05-02	Design Review, Legislative, not otherwise specified	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
Subdivision					
100	5235	362.05-03	Subdivision Map, Submission (Per application)	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235	362.05-03	Parcel Map, Submission (Per application)	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235	362.05-03	Lot Line Adjustment, Submission (Per application)	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235	362.05-03	Lot Merger, Submission (Per application)	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235		Final Map	Reso 12-066	\$2,000.00 Deposit and Actual + 20%
100	5235		Extension of Tentative Map	Reso 12-066	\$2,000.00 Deposit and Actual + 20%

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5235		Certificate of Compliance	Reso 12-066	\$500.00 Deposit and Actual + 20%
Zoning/Variance					
100	5235	362.06-01	Variance from Development Standards (Legislative)	Reso 12-066	\$2,500.00 Deposit and Actual + 20%
100	5235	362.06-01	Variance from Development Standards (Administrative - Single Family Residential)	Reso 19-033	\$393.00
100	5235	362.06-01	Zoning Designation Change	Reso 12-066	\$2,500.00 Deposit and Actual + 20%
100	5235	362.06-01	Zoning Text Amendment	Reso 12-066	\$2,500.00 Deposit and Actual + 20%
Planning					
100	5235	362.06-02	Planned Development Plan (PDP)	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
100	5235	362.06-04	General Plan Amendment	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
100	5235	362.06-02	Development Agreement	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
100	5235	362.06-02	Specific Plan Original	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
100	5235	362.06-02	Specific Plan Amendment	Reso 12-066	\$10,000.00 Deposit and Actual + 20%
Environmental Review					
100	5235	362.06-03	Environmental Impact Report	Reso 12-066	\$50,000.00 Deposit and Actual + 20%
100	5235	362.06-03	Initial Study/ Negative Declaration	Reso 13-056	\$10,000.00 Deposit and Actual + 20%
100	5235	362.06-03	Mitigation Monitoring Program	Reso 12-066	\$5,000.00 Deposit and Actual + 20%
100	5235	362.06-03	County Clerk Filing	Reso 12-066	\$375.00 City Admin Fee + Pass through of fee(s) set by County
100	5235	362.06-03	DF&G - Neg. Dec.; Mitigate Neg. Dec.; EIR; Certify Regulatory Program	Reso 12-066	Pass through of fees set by Dept. of Fish & Game
Miscellaneous					
100	5235	362.05-02	Minor Modification (Percent applied to the total fee of approved application)	Reso 09-114	10%
100	5235	362.05-02	Major Modification (Percent applied to the total fee of approved application)	Reso 09-114	50%
100	5238	362.06-02	General Plan Update Cost Recovery (Percentage of construction valuation of any permit issued)	Reso 13-056	1%
100			Preferential Parking District Permit	Reso 15-093	\$50/Annually
100	5235	Various	Investigation Fee (Penalty for not obtaining appropriate documentation and/or not paying for planning fees before work is started or done)	Reso 09-114	Double the original fee
* All fees listed reflect the actual planning fee, plus the City's 5% imaging Fee and 5% Technology Enhancement Fee.					
Actual costs include all direct labor, direct materials, and other direct charges, including those of the City staff and outside vendors. City shall retain full authority and discretion in retaining consultants as needed to provide services.					
For fees paid by credit card, the City charges an additional administrative fee of \$2.00 per \$100, or increments thereof (e.g., for all fees between \$0 and \$100, a credit card fee of \$2.00 would be added; for all fees between \$100 and \$200, a \$4.00 credit card fee applies, etc.).					
BUILDING INSPECTION DIVISION [Note: The City of Hercules adopted the Contra Costa County Conservation & Development Dept. Fee Schedule]					
			Building Permits		
			Valuation		
100	5238	331.01-00	\$01 to 500	Reso 14-014	\$75.00
100	5238	331.01-00	\$500.01 to \$2,000	Reso 14-014	\$75.00
100	5238	331.01-00	\$2,000.01 to \$25,000 (\$75 for the first \$2,000.01 plus \$13.75 for each additional \$1,000)	Reso 14-014	
100	5238	331.01-00	\$25,000.01 to \$50,000 (\$391.25 for the first \$25,000.01 plus \$9.90 for each additional \$1,000)	Reso 14-014	
100	5238	331.01-00	\$50,000.01 to \$100,000 (\$638.75 for the first \$50,000.01 plus \$6.88 for each additional \$1,000)	Reso 14-014	
100	5238	331.01-00	\$100,000.01 to \$500,000 (\$982.75 for the first \$100,000.01 plus \$5.50 for each additional \$1,000)	Reso 14-014	
100	5238	331.01-00	\$500,000.01 to \$1,000,000 (\$3,182.75 for the first \$500,000.01 plus \$4.68 for each additional \$1,000)	Reso 14-014	
100	5238	331.01-00	\$1,000,000.01 and up (\$5,522.75 for the first \$1,000,000.01 plus \$3.03 for each additional \$1,000) No cap	Reso 14-014	
100	5238	331.01-00	Elevator permit	Reso 10-088	\$57.00
			Electrical Permits	Reso 14-014	\$75.00 Minimum
100	5238	331.02-00	New residential (As % of building permit fee)	Reso 14-014	15%
100	5238	331.02-00	All others (As % of building fee)	Reso 14-014	25%
100	5238	331.02-00	Alterations, additions or modifications (As % of building fee)	Reso 14-014	20%
100	5238	331.02-00	Plan check fee1 (As % of electrical fee)	Reso 14-014	65%

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
			1 (Commercial, only when electrical plans are not part of the building plan check package)		
			Mechanical Permits		
100	5236 or 38	331.03-00	New residential (As % of building permit fee)	Reso 14-014	\$75.00 Minimum
100	5236 or 38	331.03-00	All others (As % of building fee)	Reso 14-014	10%
100	5236 or 38	331.03-00	Alterations, additions or modifications (As % of building fee)	Reso 14-014	15%
100	5236 or 38	331.03-00	Plan check fee1 (As % of mechanical fee)	Reso 14-014	15%
			1 (Commercial, only when mechanical plans are not part of the building plan check package)		65%
			Insulation Permits		
100	5236 or 38	331.06-00	New residential (As % of building permit fee)	Reso 09-114	8.5%
100	5236 or 38	331.06-00	All others (As % of engineering estimate or contract price)	Reso 09-114	2%
100	5236 or 38	331.06-00	Alterations, additions or modifications (As % of engineering estimate or contract price)	Reso 09-114	2%
			Plumbing Permits		
100	5236 or 38	331.04-00	New residential (As % of building permit fee)	Reso 14-014	\$75.00 Minimum
100	5236 or 38	331.04-00	All others (As % of building fee)	Reso 14-014	15%
100	5236 or 38	331.04-00	Alterations, additions or modifications (As % of building fee)	Reso 14-014	20%
100	5236 or 38	331.04-00	Plan check fee1 (As % of plumbing permit fee)	Reso 14-014	20%
			Miscellaneous Construction		65%
100	5236 or 38	331.10-00	Accessory Buildings - use valuation for private garage	Reso 09-114	
100	5236 or 38	331.10-00	Addition or Remodel - use low range of dwelling valuation	Reso 14-014	
100	5236 or 38	331.10-00	Patio Deck - use 50% of private garage valuation	Reso 14-014	
100	5236 or 38	331.10-00	Patio Shade Structure - use 50% of private garage valuation	Reso 14-014	
100	5236 or 38	331.10-00	Retaining wall, wood - use 50% of private garage valuation	Reso 14-014	
100	5236 or 38	331.10-00	Retaining wall, masonry - use valuation for private garage	Reso 14-014	
			Plan Check Service		
100	5236 or 38	362.02-00	New residential (As % of building permit fee)	Reso 14-014	
100	5236 or 38	362.02-00	All other (As % of building permit fee)	Reso 14-014	65%
100	5236 or 38	362.02-00	Decks, concrete slabs, termite reports (As % of build permit) (\$30.00 minimum)	Reso 14-014	65%
100	5236 or 38	362.02-00	Retaining Walls using City provided pre-approved drawings (As % of building permit fee)	Reso 14-014	65%
			Other Inspections and Fees		
100	5236 or 38	331.11-00	Inspections outside normal hours	Reso 14-014	\$59.00
100	5236 or 38	331.11-00	Re-inspection fees assessed under provision of Section 305.8	Reso 14-014	\$59.00
100	5236 or 38	331.11-00	Inspections for which no fee is specifically indicated	Reso 14-014	\$59.00
100	5236 or 38	362.02-00	Additional plan review required by changes, additions or revisions to plans	Reso 14-014	\$84.00
100	5236 or 38	362.02-00	For use of outside consultants for plan checking and inspections, or both	Reso 19-033	Actual cost + 20% admin fee
100	5236 or 38	331.00-80	Title-24 Energy plan check fee	Reso 09-114	25% of building fee
100	5236 or 38	331.00-80	Title-24 Accessibility plan check fee	Reso 09-114	25% of building fee
100	5236 or 38	331.05-00	The City follows the most current edition of the UBC fee schedule for any fee that is not listed in this City fee schedule.	Reso 09-114	See UBC
100	5263 or 38	331.13-00	Business Inspection Fee (Annually)	Reso 10-088	\$153.00
100	5236 or 38	331.05-00	Rental Inspection Fee (Every Two Years). For single family dwellings, town houses, group homes, and condominiums the fee is \$153.00. For apartments the fee is \$76.00 per unit or \$51.00 per unit if two or more units can be inspected simultaneously. The fees include one follow-up correction inspection, however any more than one will be at a rate of \$76.00 per inspection. For non-compliance with the Ordinance all fees will be double.	Reso 10-088	\$51.00 to \$153.00
100	5236 or 38	331.05-00	Rental Inspection -- re-inspection/rescheduling	Reso 10-088	\$76.00
100	5263 or 38	395.04-19	Building Division and Training Fund: AB 1608 Compliance	Reso 09-169	3.00 for every \$1,000 of valuation
PLANNING AND BUILDING DIVISION					
			See Contra Costa County Conservation and Development Department Fee Schedule link on the City of Hercules website or		
			www.co.contra-costa.ca.us		
			click on Departments		
			click on Departments A-G		
			click on Conservation & Development		
			click on Applications & Permit Center		
			Click on Conservation & Development Fee Schedule		
			Note: If there are duplicates on the City of Hercules Master Fee Schedule with the Contra Costa County Conservation & Development Department Fee Schedule,		
			the Contra Costa County Conservation & Development Department Fee Schedule will supersede the City of Hercules Master Fee Schedule.		
CODE ENFORCEMENT					
			Service Fees		
100	5238		Code Enforcement - General Enforcement Fee	Reso 17-003	Cost + 20% Administrative Fee
100	5238		Re-inspection for Hearing	Reso 19-033	\$103.00
100	5238		Request for Extension of Time	Reso 19-033	\$78.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	5238		Posting or Service of Notices	Reso 19-033	\$78.00
100	5238		Inspection Warrant	Reso 19-033	\$259.00
100	5238		Hearing before Hearing Officer	Reso 19-033	\$207.00
100	5238		Appeal to City Council	Reso 19-033	\$207.00
100	5238		Request for Entry	Reso 19-033	\$155.00
			<u>Administrative Fees</u>		
100	5238		Administrative Citation -Each Infraction -1st offense in 12 months	HMC1-4.01& 1.402 & Reso 17-003	\$100.00
100	5238		Administrative Citation -Each Infraction -2nd offense in 12 months	HMC1-4.01& 1.402 & Reso 17-003	\$200.00
100	5238		Administrative Citation -Each Infraction -3rd offense in 12 months	HMC1-4.01& 1.402 & Reso 17-003	\$500.00
100	5238		Abatement Warrant	Reso 19-033	\$259.00
100	5238		Lien and Special Assessment	Reso 19-033	\$259.00
100	5238		Recording of Certificate of Nuisance	Reso 19-033	\$259.00
100	5238		Release of Recordation	Reso 19-033	\$129.00
100	5238		Collection	Reso 19-033	\$284.00
			<u>Actual Abatement Costs</u>		
100	5238		Clean-up (Actual cost plus applicable fees from schedule)	Reso 10-088	Cost + 20% Admin Fee
100	5238		Dumping (Actual cost plus applicable fees from schedule)	Reso 10-088	Cost + 20% Admin Fee
100	5238		Building Secured by City (Actual cost plus applicable fees from schedule)	Reso 10-088	Cost
100	5238		Permit to Secure Building by Owner	Reso 10-088	Calculated based on valuation
100	5238		Release of Non-Storm Water Discharges into City Storm Water System	Reso 19-033	\$155.00
100	5238		City Clean-Up of Non-Storm Water Discharges	Reso 10-088	Cost + 20% Administrative Fee
			<u>Vehicle Abatement Fees</u>		
100	5238		Vehicle Abatement Warrant	Reso 19-033	\$259.00
100	5238		Vehicle Release Fee	Reso 19-033	\$155.00
100	5238		First Vehicle Found on Private Property Abandoned, Wrecked, Dismantled or Unregistered, and Declared a Public Nuisance	Reso 19-033	\$233.00
100	5238		Each Additional Vehicle Found on Private Property Abandoned, Wrecked, Dismantled or Unregistered, and Declared a Public Nuisance	Reso 19-033	\$103.00
100	5238		Appeal to City Council	Reso 19-033	\$207.00
COMMUNITY DEVELOPMENT DEPARTMENT					
			<u>Development Impact Fees</u>		
			Single Family (Per dwelling unit)		
247	5238	362.50-00	Park and Recreation Facilities	Reso 19-033	\$1,525.00
			Public Benefit for the Bayfront Project only ⁵	Resos 11-132 & 17-002	\$4,000.00
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$741.00
244	5238	362.50-00	Police Facilities	Reso 19-033	\$1,312.00
246	5238	362.50-00	Fire Facilities	Reso 19-018	\$1,344.00
261	5238	362.50-00	Transportation Facilities Fee	Reso 19-033	\$5,346.75
420	0000	368.10-00	Sewer Facilities ⁶	Reso 19-033	\$4,186.00
242	5238	362.45-00	Community Development Tax (Approved by Voters)	Reso 87-58	\$1,500.00
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-011	\$5,439.00
			Multi Family (Per dwelling unit)		
247	5238	362.50-00	Park and Recreation Facilities	Reso 19-033	\$925.00
			Public Benefit for the Bayfront Project only ⁵	Resos 11-132 & 17-002	\$2,350.00
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$463.00
244	5238	362.50-00	Police Facilities	Reso 19-033	\$819.00
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-011	\$2,679.00
246	5238	362.50-00	Fire Facilities (MF - Apartment)	Reso 19-018	\$828.80
246	5238	362.50-00	Fire Facilities (MF - Accessory Dwelling Units)	Reso 19-018	\$625.00
261	5238	362.50-00	Transportation Facilities Fee	Reso 19-011	\$3,024.75
420	0000	368.10-00	Sewer Facilities ⁶	Reso 19-033	\$4,186.00
242	5238	362.45-00	Community Development Tax (Approved by Voters)	Reso 87-58	\$1,500.00
			Retail - Flex (Per building square foot)	Reso 17-002	
			Public Benefit for the Bayfront Project only ⁵	Resos 11-132 & 17-002	\$0.20
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$0.59
244	5238	362.50-00	Police Facilities	Reso 19-033	\$0.26
246	5238	362.50-00	Fire Facilities	Reso 19-018	\$0.672
261	5238	362.50-00	Transportation Facilities Fee ⁴	Reso 19-011	\$7.19
420	0000	368.10-00	Sewer Facilities ⁶	Reso 19-033	\$0.56
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-017	\$6.59
			Office (Per building square foot)		
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
			Public Benefit for the Bayfront Project only ⁵	Resos 11-132 & 17-002	\$0.20
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$0.25

CITY OF HERCULES MASTER FEE SCHEDULE

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FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
244	5238	362.50-00	Police Facilities	Reso 19-033	\$0.44
246	5238	362.50-00	Fire Facilities	Reso 19-018	\$0.904
261	5238	362.50-00	Transportation Facilities Fee	Reso 19-011	\$6.26
420	0000	368.10-00	Sewer Facilities ⁶	Reso 19-033	\$1.12
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-017	\$8.72
			Industrial (Per building square foot)		
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$0.42
244	5238	362.50-00	Police Facilities	Reso 19-033	\$0.19
246	5238	362.50-00	Fire Facilities	Reso 19-018	\$0.384
261	5238	362.50-00	Transportation Facilities Fee	Reso 19-011	\$5.83
420	0000	368.10-00	Sewer Facilities ⁶	Reso 19-033	\$1.12
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-017	\$5.56
			Hotel (Per room) ⁷		
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
			Public Benefit for the Bayfront Project only ⁵	Resos 11-132 & 17-002	\$20.00
241	5238	362.50-00	General Public Facilities	Reso 19-033	\$24.30
244	5238	362.50-00	Police Facilities	Reso 19-033	\$26.88
246	5238	362.50-00	Fire Facilities	Reso 19-018	101.00
261	5238	362.50-00	Transportation Facilities Fee	Reso 19-011	\$1,963.50
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee ¹	Reso 19-017	\$3,481.00
			Other Community Development Fees		
			Other Sub-regional Transportation Mitigation (STMP) Fees:		
264	5238	362.55-00	Senior Housing (Per dwelling unit) ¹	Reso 19-017	\$1,469.00
264	5238	362.55-00	Storage Facility (Per building square foot) ¹	Reso 19-017	\$0.76
264	5238	362.55-00	Church (Per building square foot) ¹	Reso 10-088	Removed Category
264	5238	362.55-00	Hospital (Per building square foot) ¹	Reso 10-088	Removed Category
264	5238	362.55-00	Other buildings not listed (Per AM peak hour trips generated) ¹	Reso 19-017	\$7,350.00
			Other City Transportation Facilities Fee	Reso 19-017	
264	5238	362.55-00	Fast Food (per sq. ft.)	Reso 19-011	\$32.83
			Fuel Station (pe pump)	Reso 19-011	\$5,758.50
100	5238	331.12-00	SMIP Fee Residential	Reso 14-014	\$10 per each \$100,000 of building valuation
100	5238	331.12-00	SMIP Fee Commercial	Reso 14-014	\$10 per each \$100,000 of building valuation
			Green Building Fee Schedule: ³		
100	5328		\$1.00 - \$25,000.00 Permit Valuation		\$1.00
100	5328		\$25,001.00 - \$50,000.00 Permit Valuation		\$2.00
100	5328		\$50,001.00 - \$75,000.00 Permit Valuation		\$3.00
100	5328		\$75,001.00 - \$100,000.00 Permit Valuation		\$4.00
100	5328		Every \$25,000.00 or fraction thereof above \$100,000.00		Add \$1.00
100	5238	331.05-00	Demo inspection Review	Reso 10-088	\$69.00
100	5238	331.10-00	Filing Fee	Reso 09-114	25% of Building Fee
			¹ STMP fees are collected by the City and remitted to WCCTAC in accordance with Master Coop Agreement.		
			² SMIP fees are collected by the City and remitted to State of California		
			³ GBF fees are collected by the City and remitted to State of California		
			⁴ City Transportation fees for fast food & fuel listed below & uses with much different traffic volumes can be evaluated for higher or lower fee in accordance with the Nexus study consistent with Mitigation Fee Act.		
			⁵ Public Benefit fees only paid by Bayfront development with locked fees per DA.		
			⁶ Sewer Facility fees are separate from and do not include sewer service charges or sewer connection fees.		
			⁷ Not including Sewer facilities fees, which is based on building square footage.		

AFFORDABLE HOUSING PROGRAM

640	6000	395.00-00	Affordable Housing In-Lieu Fee	RDA Reso 09-114	Per Code
640	6000	395.00-00	Annual Compliance/Monitoring Fee	Reso 19-033	\$30.00
640	6000	395.00-00	Code Compliance Inspection	Reso 19-033	\$149.00
640	6000	369.07-01	Credit	Reso 19-033	\$30.00
640	6000	395.00-00	Default Monitoring	RDA Reso 09-114	Actual cost + 20% admin fee
640	6000	395.00-00	Foreclosure (Fee charged by 3rd party service provider)	RDA Reso 09-114	Actual cost + 20% admin fee
640	6000	369.07-93	Homebuyer Education	Reso 19-033	\$32.00
640	6000	395.00-00	Loan Documents Preparation Fee	Reso 19-033	\$298.00
640	6000	395.00-00	Notary (First signature)	Reso 19-033	\$11.00
640	6000	395.00-00	Each additional signature	Reso 19-033	\$6.00
640	6000	395.00-00	Pay-Off Demand	Reso 19-033	\$60.00
640	6000	395.00-00	Rehab Work Write-up/Inspection Fee	Reso 19-033	\$89.00
640	6000	395.00-00	Reconveyance	Reso 19-033	\$149.00
640	6000	395.00-00	Recording Fee (Fee paid to County Recorder)	RDA Reso 09-114	Actual cost + 20% admin fee

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
640	6000	395.00-00	Resale Restriction Calculation	Reso 19-033	\$60.00
640	6000	395.00-00	Subordination	Reso 19-033	\$149.00
640	6000	395.00-00	Wiring Fee	Reso 19-033	\$22.00
BUSINESS DEVELOPMENT PROGRAM					
601	0000	395.00-00	Application Packaging Fee	Reso 19-033	\$62.00
601	0000	395.00-00	Default Monitoring	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Foreclosure (Fee charged by 3rd party service provider)	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Loan Documents Preparation Fee	Reso 19-033	\$310.00
601	0000	395.00-00	Notary (First signature)	Reso 19-033	\$10.00
601	0000	395.00-00	Each additional signature	Reso 19-033	\$6.00
601	0000	395.00-00	Pay-Off Demand	Reso 19-033	\$62.00
601	0000	395.00-00	Reconveyance	Reso 19-033	\$155.00
601	0000	395.00-00	Recording Fee (Fee paid to County Recorder)	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Subordination	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Title Insurance	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Wiring Fee	RDA Reso 09-114	Actual cost + 20% admin fee
601	0000	395.00-00	Late Fee (Per day after due date)	Reso 19-033	\$5.00
BUSINESS LICENSE FEES					
			<u>Retail, Wholesale, Service, and Manufacturer</u>		
			<u>Based On Average Monthly Gross Receipts (Annual Fee)</u>		
100	0000	316.00-00	Disability Access and Education Fee (30% to be paid to Division of the State Architect)	GCS 4467 & Reso 17-003	Division of the State Architect mandated \$1.00 Fee.
100	0000	316.00-00	Zero to \$1,000	HMC 8-6.1-6	\$42.00
100	0000	316.00-00	1,000.01 to 1,500	HMC 8-6.1-6	\$52.00
100	0000	316.00-00	1,500.01 to 2,000	HMC 8-6.1-6	\$62.00
100	0000	316.00-00	2,000.01 to 3,000	HMC 8-6.1-6	\$82.00
100	0000	316.00-00	3,000.01 to 4,000	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	4,000.01 to 5,000	HMC 8-6.1-6	\$123.00
100	0000	316.00-00	5,000.01 to 6,000	HMC 8-6.1-6	\$143.00
100	0000	316.00-00	6,000.01 to 8,000	HMC 8-6.1-6	\$164.00
100	0000	316.00-00	8,000.01 to 10,000	HMC 8-6.1-6	\$184.00
100	0000	316.00-00	10,000.01 to 12,000	HMC 8-6.1-6	\$204.00
100	0000	316.00-00	12,000.01 to 14,000	HMC 8-6.1-6	\$225.00
100	0000	316.00-00	14,000.01 to 16,000	HMC 8-6.1-6	\$245.00
100	0000	316.00-00	16,000.01 to 18,000	HMC 8-6.1-6	\$265.00
100	0000	316.00-00	18,000.01 to 20,000	HMC 8-6.1-6	\$286.00
100	0000	316.00-00	20,000.01 to 25,000	HMC 8-6.1-6	\$326.00
100	0000	316.00-00	25,000.01 to 30,000	HMC 8-6.1-6	\$367.00
100	0000	316.00-00	30,000.01 to 35,000	HMC 8-6.1-6	\$408.00
100	0000	316.00-00	35,000.01 to 40,000	HMC 8-6.1-6	\$448.00
100	0000	316.00-00	40,000.01 to 45,000	HMC 8-6.1-6	\$489.00
100	0000	316.00-00	45,000.01 to 50,000	HMC 8-6.1-6	\$530.00
100	0000	316.00-00	50,000.01 to 60,000	HMC 8-6.1-6	\$571.00
100	0000	316.00-00	60,000.01 to 70,000	HMC 8-6.1-6	\$611.00
100	0000	316.00-00	70,000.01 to 80,000	HMC 8-6.1-6	\$652.00
100	0000	316.00-00	80,000.01 to 90,000	HMC 8-6.1-6	\$693.00
100	0000	316.00-00	90,000.01 to 100,000	HMC 8-6.1-6	\$733.00
100	0000	316.00-00	100,000.01 to 130,000	HMC 8-6.1-6	\$815.00
100	0000	316.00-00	130,000.01 to 160,000	HMC 8-6.1-6	\$896.00
100	0000	316.00-00	160,000.01 to 200,000	HMC 8-6.1-6	\$1,018.00
100	0000	316.00-00	200,000.01 to 350,000	HMC 8-6.1-6	\$1,221.00
100	0000	316.00-00	350,000.01 to 500,000	HMC 8-6.1-6	\$1,425.00
100	0000	316.00-00	500,000.01 to 650,000	HMC 8-6.1-6	\$1,730.00
100	0000	316.00-00	650,000.01 to 800,000	HMC 8-6.1-6	\$2,035.00
100	0000	316.00-00	800,000.01 to 1,000,000	HMC 8-6.1-6	\$2,442.00
100	0000	316.00-00	1,000,000.01 to 2,000,000 (Base Fee + \$1.00 per \$1,000 in excess of \$1M up to \$2M)	HMC 8-6.1-6	\$2,442.00
100	0000	316.00-00	2,000,000.01 to 4,000,000 (Base Fee + \$.80 per \$1,000 in excess of \$2M up to \$4M)	HMC 8-6.1-6	\$3,459.00
100	0000	316.00-00	4,000,000.01 to 7,000,000 (Base Fee + \$.60 per \$1,000 in excess of \$4M up to \$7M)	HMC 8-6.1-6	\$5,086.00
100	0000	316.00-00	7,000,000.01 to 10,000,000 (Base Fee + \$.40 per \$1,000 in excess of \$7M up to \$10M)	HMC 8-6.1-6	\$6,917.00
100	0000	316.00-00	Over 10,000,000 (Base Fee + \$.20 per \$1,000 in excess of \$10M with no cap)	HMC 8-6.1-6	\$8,137.00
			<u>Contractor and Subcontractor</u>		
			<u>Based On Average Monthly Gross Receipts (Quarterly Fee)</u>		
100	0000	316.00-00	Zero to \$4,000 (Average monthly gross receipts) (Times 2, 3, or 4 if paying for 1/2, 3/4, or full year)	HMC 8-6.1-6	\$26.00
100	0000	316.00-00	4,000.01 to 5,000	HMC 8-6.1-6	\$32.00

CITY OF HERCULES MASTER FEE SCHEDULE

7/1/2019

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	FY 19-20 FEES
100	0000	316.00-00	5,000.01 to 6,000	HMC 8-6.1-6	\$37.00
100	0000	316.00-00	6,000.01 to 8,000	HMC 8-6.1-6	\$42.00
100	0000	316.00-00	8,000.01 to 10,000	HMC 8-6.1-6	\$47.00
100	0000	316.00-00	10,000.01 to 12,000	HMC 8-6.1-6	\$52.00
100	0000	316.00-00	12,000.01 to 14,000	HMC 8-6.1-6	\$57.00
100	0000	316.00-00	14,000.01 to 16,000	HMC 8-6.1-6	\$62.00
100	0000	316.00-00	16,000.01 to 18,000	HMC 8-6.1-6	\$67.00
100	0000	316.00-00	18,000.01 to 20,000	HMC 8-6.1-6	\$72.00
100	0000	316.00-00	20,000.01 to 25,000	HMC 8-6.1-6	\$82.00
100	0000	316.00-00	25,000.01 to 30,000	HMC 8-6.1-6	\$93.00
100	0000	316.00-00	30,000.01 to 35,000	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	35,000.01 to 40,000	HMC 8-6.1-6	\$113.00
100	0000	316.00-00	40,000.01 to 45,000	HMC 8-6.1-6	\$133.00
100	0000	316.00-00	45,000.01 to 50,000	HMC 8-6.1-6	\$133.00
100	0000	316.00-00	50,000.01 to 60,000	HMC 8-6.1-6	\$143.00
100	0000	316.00-00	60,000.01 to 70,000	HMC 8-6.1-6	\$154.00
100	0000	316.00-00	70,000.01 to 80,000	HMC 8-6.1-6	\$164.00
100	0000	316.00-00	80,000.01 to 90,000	HMC 8-6.1-6	\$174.00
100	0000	316.00-00	90,000.01 to 100,000	HMC 8-6.1-6	\$184.00
100	0000	316.00-00	100,000.01 to 130,000	HMC 8-6.1-6	\$204.00
100	0000	316.00-00	130,000.01 to 160,000	HMC 8-6.1-6	\$225.00
100	0000	316.00-00	160,000.01 to 200,000	HMC 8-6.1-6	\$255.00
100	0000	316.00-00	200,000.01 to 350,000	HMC 8-6.1-6	\$306.00
100	0000	316.00-00	350,000.01 to 500,000	HMC 8-6.1-6	\$357.00
100	0000	316.00-00	500,000.01 to 650,000	HMC 8-6.1-6	\$433.00
100	0000	316.00-00	650,000.01 to 800,000	HMC 8-6.1-6	\$510.00
100	0000	316.00-00	800,000.01 to 1,000,000	HMC 8-6.1-6	\$611.00
100	0000	316.00-00	1,000,000.01 to 2,000,000 (Base Fee + \$.25 per \$1,000 in excess of \$1M up to \$2M)	HMC 8-6.1-6	\$611.00
100	0000	316.00-00	2,000,000.01 to 4,000,000 (Base Fee + \$.20 per \$1,000 in excess of \$2M up to \$4M)	HMC 8-6.1-6	\$865.00
100	0000	316.00-00	4,000,000.01 to 7,000,000 (Base Fee + \$.15 per \$1,000 in excess of \$4M up to \$7M)	HMC 8-6.1-6	\$1,272.00
100	0000	316.00-00	7,000,000.01 to 10,000,000 (Base Fee + \$.10 per \$1,000 in excess of \$7M up to \$10M)	HMC 8-6.1-6	\$1,730.00
100	0000	316.00-00	Over 10,000,000 (Base Fee + \$.05 per \$1,000 in excess of \$10M with no cap)	HMC 8-6.1-6	\$2,035.00
Miscellaneous Business Fees					
(Fees Based On Various Frequencies Or Units)					
100	0000	316.00-00	Billiard or Pool Halls and Card Rooms (Per year per table in addition to Gross Receipts Tax).	HMC 8-6.1-6	\$21.00
100	0000	316.00-00	Boxing and wrestling matches (Per exhibition).	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	Carnivals (Per week).	HMC 8-6.1-6	\$510.00
100	0000	316.00-00	Circuses (Per day).	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	Coin operated amusement devices (Per year per device).	HMC 8-6.1-6	\$204.00
100	0000	316.00-00	Dances at which admission is charged (Each date).	HMC 8-6.1-6	\$52.00
100	0000	316.00-00	Farmers Market (Per year)	HMC 8-6.1-6	\$16.00
100	0000	316.00-00	Merry-go-rounds (Per day).	HMC 8-6.1-6	\$11.00
100	0000	316.00-00	Portable skating rinks (Per quarter).	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	Peddling or soliciting (Per quarter).	HMC 8-6.1-6	\$52.00
100	0000	316.00-00	Professional Persons, i.e. Accountant, Chiropractor, Dentist, Engineer, Lawyer, Optometrist, Osteopath, Physician, Surgeon, Veterinarian, Mortician, etc. (Per each professional per year).	HMC 8-6.1-6	\$164.00
100	0000	316.00-00	Selling bankrupt, depreciated or damaged stock of goods, when the same are presented as being sold for less than in the usual course of business (Per quarter).	HMC 8-6.1-6	\$408.00
100	0000	316.00-00	Traveling exhibitions e.g. telescopes, microscopes, lung testers, ball and knife or ring throwing or any similar exhibitions for which no other rate is fixed herein (Per week).	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	Traveling, advertising and sales promotional enterprises, whether operating directly or under the sponsorship of a local organization, where any remuneration is received by such enterprise for its activity within the City (Per quarter).	HMC 8-6.1-6	\$103.00
			Traveling theatrical promoters or enterprises, whether operating directly or under sponsorship of a local organization for theatrical performances in the City, at which admission is charged.		
100	0000	316.00-00	(Per day for first three days).	HMC 8-6.1-6	\$21.00
100	0000	316.00-00	(Per day thereafter).	HMC 8-6.1-6	\$13.00
100	0000	316.00-00	Trucks using City streets for the transportation of goods, wares, and merchandise, except as are exempted from the payment of municipal license fees by state or federal law, and except when such trucks are used in connection with businesses already paying a license fee under this Chapter, and except those who are under the Highway Carriers Uniform Business License Tax pursuant to Paragraph 4306 of the Public Utilities Code (Per year per truck).	HMC 8-6.1-6	\$103.00
100	0000	316.00-00	Vending Machines (Per year per machine).	HMC 8-6.1-6	\$42.00



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 11, 2018

TO: Members of the City Council

SUBMITTED BY: Patrick Tang, City Attorney

SUBJECT: Business License Tax Administrative Policy

RECOMMENDED ACTION:

Informational Only, no action is required by the City Council at this time.

FISCAL IMPACT OF RECOMMENDATION:

Unknown at this time. The audit is expected to result in additional revenue to the City.

DISCUSSION:

Recently the City contracted with Avenu to administer the Business Licenses on an on-going basis and conduct audits in compliance with the Business License Tax Ordinance which is set forth in Chapter 6 of the Municipal Code. Several questions were raised by Avenu regarding the implementation of the Business License Tax Ordinance which have been reviewed by staff in consultation with the City Attorney's Office. In response to Avenu and in order to provide guidance to staff, the points of clarification have been incorporated into the attached Administrative Policy promulgated by the City Manager.

A key component of the Administrative Policy is an amnesty option that would allow the Finance Director or his or her designee to waive penalties and past business license taxes owed if a noncompliant business secures a business license within 180 days of being notified.

ATTACHMENTS:

1. Business License Tax Administrative Policy

Financial Impact

Description: N/A

Funding Source:

Budget Recap:

Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change:	Yes <input type="checkbox"/> No <input type="checkbox"/>		

BUSINESS LICENSES
Administrative Policy #

I. PURPOSE

To clarify how business licenses will be handled under Chapter 6 of the Municipal Code – Business License Tax.

II. POLICY

The Finance Director, is responsible for administering the Business License Tax under the Municipal Code and may assign an outside contractor to handle the day to day responsibilities of administering Business Licenses and/or arrange for periodic audits, subject to the approval of the City Manager.

A. Periodic Audits:

1. The Finance Director shall arrange for periodic audits by a qualified contractor to determine compliance with the Business License Tax Ordinance.
2. Such audits may include discovery of businesses without licenses.
3. For the 2018 audit and any subsequent audit thereafter, whenever an audit results in discovery of a business without a license, or a business without a license otherwise becomes known to the City, the Finance Director or his/her designee may grant an amnesty to waive payment of penalties and past due business license tax amounts owed, provided that the business acquires a license within 180 days of notification of the amount due.
4. Audits for compliance may go back three (3) years, as provided by law.

B. Licenses Required for all Rental Units:

1. An owner who rents a single family house or one or more apartment or condominium rental units in the City of Hercules is considered to be a person “doing business” under the City’s Business License Tax Ordinance and is required to obtain a business license.
2. An owner of commercial property who rents units in a commercial building or a landowner who rents vacant land is required to obtain a business license for the building or the land being rented. Each business unit rented in the building must also have a business license. If however, a business location is owner occupied only one license is required.

C. Proration of Business Licenses:

1. The due date for issuance of an annual Business License is January 1st. Licenses issued during the year will be prorated on a quarterly basis.

D. Penalties:

1. Penalties shall be calculated as required by Section 8-6.403 of the Business License Tax Ordinance.

E. Interpretation:

1. In the event there is a need for interpretation in a specific situation the Business License Administrator shall render the decision with the assistance of the City Attorney.

David Biggs, City Manager

Date

Original Date: 11-14-18

Revised Date: N/A



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of July 25, 2017

TO: Members of the City Council

SUBMITTED BY: Christopher Roke, Parks & Recreation Director
Annie To, Finance Director

SUBJECT: Resolution Adopting a Temporary Waiver of Business Licenses for Fee Class Contractors and City Professional Service Contracts

RECOMMENDED ACTION:

Approve a Resolution Establishing a Temporary Waiver of Business Licenses for Fee Class Contractors (up to \$20,000 per year in value) and City Professional Services Contractors.

COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:

N/A

FISCAL IMPACT OF RECOMMENDATION:

While the City is able to collect money on the requirement to obtain a Business License for Fee Contract Class Contractors, it is losing money overall due to the paperwork and cost. In addition, some contractors are choosing to no longer do business with the City. Recommended changes to the City's Municipal Code for Business License fees will help the department attract and retain quality Fee Class Contractors which in turn will help generate more revenue and reduce the overall deficit in Parks and Recreation Department.

The City's standard professional services contracts require the vendor to secure a business license. However, the cost of the business license is a reimbursable expense. As such, the current process does not result in additional revenue.

DISCUSSION:

The Parks & Recreation Department has identified that our ability to secure Fee Class Contractors is being impacted by the requirement that the contractors secure a business license. As a result, there are less options available to the community for these types of offerings, as contractors sometimes decline to provide services to the City due to the paperwork and expense required to comply with the business license requirements. This also means that the Parks & Recreation Department is losing out on revenue generating programs. For those contractors that are starting out, or those that are earning a minimal amount of money, it is not worth it to offer classes. Some of the bigger Fee Class Contractors are choosing not to return or have already left because of the costs associated with the requirements to purchase a business license and to provide insurance.

In a recent survey regarding the requirement to obtain a Business License to teach a Fee Class for the community, here is a list of what others are doing.

- Cities that require a business license include Alameda, Fremont, Hayward (HARD), Dublin and Union City.
- Cities that only require a business license under special circumstances include Danville, El Cerrito, Oakley and Richmond.
- Cities that do not require a business license include Concord, Kensington, Martinez, Moraga and San Leandro.

The following is a list of cities that have special circumstances, and what those circumstances are:

- Danville: Fee Class Contractors only pay for a business license if they make over \$10,000 in a fiscal year. If they make less than \$10,000, they complete an exemption form.
- El Cerrito: Fee Class Contractors agree to purchase a City business license if the Contractor's total payment exceeds \$8,500 in a fiscal year (July 1 – June 30).
- Oakley: Fee Class Contractors are required to obtain a business license, but they have a fee exemption for businesses that make under \$20K/year. **All** of their Fee Class Contractors fall in this category.
 - However there is a \$1 state fee that is not waived. So their Fee Class Contractors pay \$1 annually for a business license.
- Richmond: Fee Class Contractors only pay for a business license if they make more than \$5,000 a year.

Most of our Fee Class Contractors here in Hercules do not make more than \$5,000 annually, as such a pilot temporary waiver program is recommended for the Fee Class Contractors and for City Professional Services Contractors.

The City is currently in the process of contracting out the administration and processing of business licenses. Once the vendor for that program is selected, it is anticipated that they will also identify needed or desirable changes and updates to our business license ordinance. The pilot temporary waiver program would be reviewed as part of this effort and if effective and desirable, could then be codified into whatever global changes are recommended.

ATTACHMENTS:

1. Resolution to Establish a Temporary Waiver of Business Licenses

<i>Financial Impact</i>			
Description:			
Funding Source:			
Budget Recap:			
Total Estimated cost:	\$0	New Revenue:	\$0
Amount Budgeted:	\$0	Lost Revenue:	\$0
New funding required:	\$0	New Personnel:	\$0
Council Policy Change: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

RESOLUTION NO. 17-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERCULES
AUTHORIZING THE TEMPORARY SUSPENSION AND/OR WAIVER OF BUSINESS
LICENSE TAX REQUIREMENTS FOR ENTITIES PROVIDING FEE CLASS
INSTRUCTION THROUGH THE PARKS AND RECREATION DEPARTMENT AND
CONTRACTORS PROVIDING PROFESSIONAL SERVICES TO THE CITY**

WHEREAS, the City's current Business License Tax requirements, codified in the Hercules Municipal Code at Title 8, Chapter 6, calls for payment of a business license fee on an annual basis; and

WHEREAS, the application of business license requirements creates an unnecessary burden on the City's administrative staff; and

WHEREAS, the business license compliance requirements create a disincentive for small businesses providing instructional and educational services and contractors doing business with the City of Hercules; and

WHEREAS, granting staff the authority to suspend and/or waive on a temporary one year basis the business license requirements for Fee Class Contractors who provide instructional and educational services and that earn less than \$20,000 a year, and contractors doing business with the City of Hercules, is in the best interests of the City as it will reduce the compliance burden on staff and make it easier for contractors and service providers to do business with the City; and

WHEREAS, the City is currently in the process of evaluating the contracting out of the administration and processing of business licenses, and the temporary suspension and/or waiver would be reviewed as part of this effort and could be codified into whatever global changes to the City's Business License Program are recommended.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hercules that effective immediately upon passage and for a period of one (1) year thereafter, the City Manager is granted the authority to allow staff to grant the suspension and/or waiver of business license requirements for Fee Class Contractors that earn less than \$20,000 and contractors providing professional services to the City.

AYES:

NOES:

ABSENT:

ABSTAIN:

Myrna de Vera, Mayor

ATTEST:

Lori Martin, City Clerk

III. Voting Requirements for Special and General Taxes

Section 2 of Article XIII C provides that a local agency cannot “impose, extend or increase” any general tax unless and until that tax is submitted to the electorate and approved by a majority vote, nor any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. Similarly, Sections 54722 and 53723 of the California Government Code, which were enacted in 1986 by Proposition 62, a statutory initiative inapplicable to charter cities (*Trader Sports, Inc. v. City of San Leandro* (2001) 93 Cal.App.4th 37, 49), require such approval to “impose” any general or special tax. The voter approval requirement for special taxes dates back to 1978’s Proposition 13 in 1977, by which the voters enacted section 4 of article XIII A of the California Constitution to require two-thirds voter approval to “impose” any special tax.

Since the voters approved Proposition 218 in 1996, the California courts and the Proposition 218 Omnibus Implementation Act, Government Code sections 53750–53758, have supplied guidance on what it means to “impose, extend or increase” a tax.

A. Impose

“Impose means” a local agency’s initial enactment of a tax. At least for purposes of determining the application of the statute of limitations of Code of Civil Procedure section 338, subdivision (a) [three years for liability arising from statute], “impose” also means “continue to impose” or the continued collection of a tax. (*Howard Jarvis Taxpayers v. La Habra* (2001) 25 Cal 4th 809, 823–824; but see *Barratt American, Inc. v. City of Rancho Cucamonga* (2005) 37 Cal.4th 685, 702–703 [time to challenge development impact fee under Gov. Code, § 66022 runs from adoption, not collection, of fee].) A local agency does not “impose” a tax within the meaning of Proposition 218 when it applies an existing tax to newly annexed territory, within which the tax did not previously apply. (*Citizens Assn. of Sunset Beach v. Orange County LAFCO* (2012) 209 Cal. App. 4th 1182, 1195 [Prop. 218 did not displace similar ruling of *Metropolitan Water District v. Dorff* (1979) 98 Cal.App.3d 109 under Prop. 13 because its provisions are silent as to annexation].) In contrast, a local agency does “impose” a tax within the meaning of Proposition 218 when it applies an existing tax to a new category of taxpayers who the local agency previously did not tax. (Gov. Code, § 53750, subd. (h)(1)(B) [Prop. 218 Omnibus Implementation Act of 1997].)

Some have also questioned whether a local government “imposes” a tax that originates from an initiative, rather than from a proposal of the local legislature. *California Cannabis Coalition v. City of Upland* (2017) 3 Cal.5th 924, 936–945, held that Proposition 218’s requirement that voters approve general taxes at regularly scheduled elections does not apply to citizen-sponsored tax initiatives, construing “local agency” as used in the measure to include only government officials. The court’s analysis, however, can be read to suggest that such citizen-sponsored taxes are not “imposed” by local government at all and, as a result, arguably do not trigger any part of Proposition 218. (*id.* at pp. 939–940.) As a result, some commentators have suggested that citizens could, for example, sponsor a special tax without triggering the 2/3-vote requirement. Until some further decision by a California appellate court, however, the most conservative reading of *California Cannabis Coalition* is a narrow one, limited to the specific question it resolved.

B. Extend

Government Code section 53750, subdivision (e) provides that a tax has been extended if there is “a decision by an agency to extend the stated effective period of the tax ..., including but not limited to, amendment or removal of a sunset provision or expiration date.” Extending a sunset date or effective period for a tax requires voter approval under article XIII C, section 2, subdivision (c). (*White v. State of California* (2001) 88 Cal.App.4th 298, 316 (“[T]he prohibition against extending taxes without a vote means a prohibition against extending the imposition of a tax for a continued time period.”).) However, application of taxes, assessments, and fees to newly annexed territory does not “extend” them within the meaning of Proposition 218. (*Citizens Assn. of Sunset Beach v. Orange County LAFCO* (2012) 209 Cal. App. 4th 1182, 1195 [“[E]xtend’ is normally thought of in terms of time, not geographic areas, particularly in the context of taxation.”].)

C. Increase

Government Code section 53750, subdivision (h)(1) provides that a local government “increases” a tax when it does either of the following: “[i]ncreases any applicable rate used to calculate the tax ... [or] [r]evises the methodology by which the tax ... is calculated, if that revision results in an increased amount being levied on any person or parcel.” “A tax is increased if the math behind it is altered so that either a larger tax rate or a larger tax base is part of the calculation.” (*AB Cellular LA, LLC v City of Los Angeles* (2007) 150 Cal.App.4th 747, 763.) A “methodology, under section 53750, refers to a mathematical equation for calculating taxes that is officially sanctioned by a local taxing entity.” (*Id.*) A local government increases a tax within the meaning of Proposition 218 if it revises its methodology due to external factors, such as a change in federal law. (See *id.* [federal statute eliminating Commerce Clause prohibition on taxing all cellular services did not authorize the city to tax cellular services not previously taxed without voter approval].)

A tax “shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved [by voters].” (Cal. Const., art XIII C, § 2, subd. (b).) Similarly, Government Code section 53750, subdivision (h)(2) provides that a tax is not “increased” if a local agency does either of the following: “[a]djusts the amount of a tax ... in accordance with a schedule of adjustments, including a clearly defined formula for inflation adjustment that was adopted by the agency prior to November 6, 1996 [or] [i]mplements or collects a previously approved tax ... so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved by the agency is not revised so as to result in an increase in the amount being levied on any person or parcel.”

Government Code section 53739 authorizes a local agency to submit a tax measure to the voters to approve a range of rates or amounts and to approve a clearly identified formula for inflation adjustments of a tax. However, when a tax is measured as a percentage — such as a percentage of a utility charge or of a hotel room rent — it cannot include an inflation adjustment. For example, a business license tax imposed at a rate of 0.1 percent of gross receipts cannot include an inflation adjustment because it is imposed as a percentage. Such taxes are self-inflating as the tax base rises with inflation, so there is no need to inflate the tax rate, too. In contrast, a business license tax imposed at a flat rate of \$20 per employee can include an inflation adjustment.

Subsequent increases in a tax in accordance with a voter-approved measure do not require further voter approval. (Gov. Code, § 53739, subd. (a).) In addition, a local agency “can enforce less of a local tax than is due under a voter approved methodology, or a grandfathered methodology, and later enforce the full amount of the local tax due under that methodology without transgressing Proposition 218.” (*AB Cellular LA, LLC v City of Los Angeles* (2007) 150 Cal App. 4th 747, 764.)

► PRACTICE TIP:

If a local agency decides to collect a previously approved tax at a rate lower than was authorized by the voters, the documentation lowering the tax should be very clear that the reduction is temporary and that there is no “increase,” which requires voter approval, when the rate is restored. This can be accomplished by adopting the tax reduction by a resolution that has a stated expiration date. The reduction can then expire without any further legislative action that can be characterized as a tax “increase.” That expiration date can later be extended while still preserving this defense to a claim that the end of the tax reduction is an increase.

Finally, a local agency does not increase a tax if “higher payments are attributable to events other than an increased rate or revised methodology, such as a change in the density, intensity, or nature of the use of land.” (Gov. Code, § 53750, subd. (h) (3).) Further, a local agency has not increased a tax by applying an existing tax to newly annexed territory (*Citizens Assn. of Sunset Beach v. Orange County LAFCO* (2012) 209 Cal. App. 4th 1182, 1195) or receiving increased rate revenue from wholesale customers and not retail rate payers (*Webb v. City of Riverside* (2018) 23 Cal.App.5th 244, 260). Nor does a transfer of funds previously collected that has no effect on rates constitute an increase. (*Id.* at 258-259.)



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Mayor Esquivias and Members of the City Council

SUBMITTED BY: Patrick Tang, City Attorney
Robert Reber, Community and Economic Development Director
Michael Roberts, Public Works Director/City Engineer

SUBJECT: SB 946 Sidewalk and Park Vending Requirements and Proposed Draft Ordinance

RECOMMENDED ACTION:

Accept staff report, discuss, and direct staff to agendize amendments to the Hercules Municipal Code to establish revised regulations for sidewalk and park vendors consistent with the requirements of SB 946.

FISCAL IMPACT OF RECOMMENDATION:

None as a result of this report. If Council approves proposed license requirements for sidewalk vendors, there would be some cost associated with administering and enforcing those requirements.

BACKGROUND:

Senate Bill 946 (SB 946) was signed into law on September 18, 2018 and became effective on January 1, 2019. It prohibits cities and counties from regulating sidewalk vendors unless an ordinance is adopted in accordance with the legislation.

DISCUSSION:

SB 946 requires a local authority to adopt a sidewalk vending program to enable regulation of vending on sidewalks in order to protect the health, safety, and welfare of the public. The proposed Sidewalk Vending Ordinance outlines:

- Key definitions associated with sidewalk vending;
- Permit requirements;
- Application requirements;
- Operational parameters;
- Vending prohibitions; and
- Administrative Citations and license revocation for failure to comply.

In conjunction with any new code requirements adopted by the City Council, staff would also prepare administrative Sidewalk Vending Rules and Regulations to assist vendors and potential vendors to better understand program requirements. The administrative rules and regulations would track the proposed Municipal Code requirements, with additional detail pertinent to the vendors.

In drafting the proposed ordinance, staff reviewed sidewalk vending ordinances from a number of jurisdictions, and selected as a primary model an example that, in staff's opinion, would be consistent with the goals of SB 946, protect the health and safety of the residents of Hercules and, in consideration of limited staffing, and allow for a simple administrative and enforcement scheme.

The ordinance if adopted would among other requirements, require a vendor to obtain a license that would need to be renewed annually, undergo background checks if requested by the Police Department, submit to inspection and approval by the County Health Department, regulate the size and dimensions of any vending cart or kiosk, regulate the signage used by vendors, impose requirements regarding trash and noise, regulate what locations within the city stationary or roaming carts could operate and the hours of operation, and regulate placement of carts to avoid blocking pedestrian use of sidewalks.

ATTACHMENTS:

1. Draft Ordinance
2. SB 946

SIDEWALK VENDING ORDINANCE

WHEREAS, Senate Bill No. 946 (“SB 946”) became effective on January 1, 2019, and provides that cities may not regulate sidewalk vending except in accordance with its provisions which are codified in Government Code sections 51036 through 51039; and

WHEREAS, the City seeks to adopt an enforceable sidewalk vending program that responds to the objective needs and circumstances of the City, and protects the public health, safety and welfare; and

WHEREAS, in light of the specific provisions for sidewalk vending in state law, regulating sidewalk vending through a local permit license specific to the activity will enable the City to more effectively comply with state mandates; and

WHEREAS, regulating sidewalk vending will benefit the City by promoting entrepreneurship and a dynamic streetscape, while ensuring the protection of the public health, safety, and welfare; and

WHEREAS, unless properly regulated, vending in the public right-of-way and in public parks creates the potential for increased safety risks including, but not limited to interfering with the performance of police, firefighter and paramedic services; contributing to traffic congestion; and interfering with the ability of pedestrians and persons with disabilities to follow a safe path of travel by obstructing the right-of-way with vending equipment or by increasing congestion; and

WHEREAS, requiring sidewalk vendors engaged in the sale of food to comply with applicable sanitation requirements will protect the public health and safety against the accumulation of food products or food by products being left on the City’s sidewalks and surrounding areas; and

WHEREAS, regulations related to the collection and disposal of trash or other debris generated by sidewalk vending are necessary to ensure that such trash or debris is not left, thrown, discarded, or deposited on City streets, sidewalks, pathways, gutters, or storm drains, or upon public or private lots, so that the same might be or become a pollutant; and

WHEREAS, requiring sidewalk vendors to undergo background checks may be necessary as determined by the Police Department to ensure vendors meet the requirements of a license to operate in or near parks, schools, residences, and other places frequented by children; and

WHEREAS, restrictions on sidewalk vending in public parks is necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities, and to prevent an undue concentration of commercial activity that would unreasonably interfere with the scenic and natural character of these parks; and

WHEREAS, the City Council hereby finds that the regulation of sidewalk vendors set forth herein is directly related to protecting the health, safety and welfare of the Hercules community.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HERCULES AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to the California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

SECTION 3. Chapter 4 is hereby added to Title 6 of the Hercules Municipal Code to read as follows:

Title 6, Chapter 4 – SIDEWALK VENDING

Sections:

6-4.01 – Purpose.

The purpose of this Chapter is to establish a sidewalk vending program within the city while maintaining objective regulations that are directly related to public health, safety, and welfare.

6-4.02 – Definitions.

The following definitions apply to this Chapter:

“Business tax certificate” means a business license issued by the city to conduct business in the city.

“California Retail Food Code” means Part 7 of Division 104 of the California Health and Safety Code (commencing at Section 113700).

“Cart” means any pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, and includes a stationary cart or a roaming cart.

“Cart permit” means a permit issued by the city for a cart to vend food or merchandise within the city.

“Director” means the director of the Public Works Department.

“Food” means any type of edible substance or beverage.

“Goods” or “merchandise” means any item that is not food.

“Health Department” means the Contra Costa County Environmental Health Division.

“Person” or “persons” means one or more natural persons, individuals, groups, businesses, business trusts, companies, corporations, joint ventures, joint stock companies, partnership, entities, associations, clubs or organizations composed of two or more individuals (or the manager, lessee, agent, servant, officer or employee of any of them), whether engaged in business, nonprofit or any other activity.

“Roaming sidewalk vendor” has the same meaning as set forth in Government Code section 51036(b), and includes a sidewalk vendor who moves from place to place and stops only to complete a transaction.

“Roaming vending cart” means a pushcart, pedal-driven cart, wagon, or other nonmotorized conveyance used by a roaming sidewalk vendor, to be moved from place to place, and with stops only to complete a transaction.

“Rules and regulations” means the rules and regulations, if any, established by the Director and adopted by city council resolution, concerning the sidewalk vending program that are intended to clarify and aid in the administration and enforcement of this Chapter.

“Sidewalk” means any paved surface in the public right-of-way provided for the use of pedestrians and includes pedestrian paths.

“Sidewalk vending program” means the program established by this Chapter that is applicable to sidewalk vending-related activities.

“Sidewalk vendor” has the same meaning as set forth in Government Code section 51036(a), and includes a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path.

“State seller’s permit” means a permit issued by the California Department of Tax and Fee Administration.

“Stationary sidewalk vendor” has the same meaning as set forth in Government Code section 51036I, and includes a sidewalk vendor who vends from a fixed location.

"Stationary vending cart" means a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, kiosk, or other nonmotorized conveyance, that is intended to be operated from a fixed location by a stationary sidewalk vendor“.

"Vend" means to sell, offer for sale, expose or display for sale, solicit offers to purchase, barter, or exchange anything of value, even if the transaction is characterized as a donation.

"Vending permit" means a form of Encroachment Permit issued by the city to vend food or merchandise within the city in accordance with this Chapter.

"Contra Costa County Environmental Health Division permit" means any and all licenses, permits, certifications, and courses required and issued by the Environmental Health Division of the County of Contra Costa to vend food within the city in accordance with this Chapter.

6-4.03 - Administration.

- A. The Public Works Department is authorized to issue sidewalk vending permits in accordance with this Chapter.
- B. The Director is authorized to develop, and enforce, the rules and regulations regarding the permitting and operation of sidewalk vending, in accordance with this Chapter.

6-4.04 - Vending permit required.

No sidewalk vendor may vend or operate anywhere within the city without first obtaining a sidewalk vending permit. Sidewalk vendors must comply with the terms and conditions set forth in the sidewalk vending permit. The Director shall promulgate additional administrative regulations consistent with this Chapter as needed for use of vending carts applicable to both stationary and roaming vending activities, including but not limited to permissible hours and days of operation.

6-4.-5 - Application requirements.

- A. To obtain or to renew a sidewalk vending permit, a sidewalk vendor must provide the following as part of the application:
 - 1. Valid identification, such as a State of California driver's license or identification number, an individual taxpayer identification number, or a municipal identification number, or any other government-issued identification card.
 - 2. The name, address and telephone number of the sidewalk vendor.
 - 3. Proposed hours and days of operation.

4. Whether the sidewalk vendor intends to operate a stationary vending cart or a roaming vending cart.
 5. Proposed location of operation.
 - a. An application for placement of a stationary cart in a commercial or industrial area of the city must contain the proposed location, marked by major cross streets, and a photo or detailed sketch of such location.
 - b. An application for a roaming vending cart must include a map showing the areas in the City in which they plan to operate.
 6. The type of merchandise or food offered for sale or exchange.
 7. Proof of a valid City of Hercules business license.
 8. Proof of liability insurance and signed indemnification in favor of the city, in an amount not less than five hundred thousand dollars for property damage and injuries, including injury resulting in death, caused by the operation of the vending business.
 9. The application or renewal fee.
 10. A valid California Department of Tax and Fee Administration seller's permit and additional licenses from state or local agencies to the extent required by law.
 11. A permit from the health department for food-related vending, if applicable.
 12. Proof of a completed background check, if required by the Police Department.
 13. A declaration that the information provided to the city is true and correct.
 14. Any other information as may be required by the Director including compliance with administrative regulations regarding vending carts.
- B. Vending permits will expire one year after the date of issuance.
- C. Vending permits are not transferable.
- D. A person whose vending permit is revoked may not renew their vending permit for one year.
- E. In accordance with Government Code section 51038(c)(4), identification numbers, such as social security numbers, will be confidential and will not be disclosed.

6-4.06 - Operational requirements.

- A. Every cart used to vend food must be approved by the health department. A cart may only vend the types of food that are listed and approved by the health department under the health department permit.
- B. A cart used for sidewalk vending must obtain, possess, and prominently display a valid cart permit and all other required permits that are issued by other public agencies such as a health department permit.

- C. A cart used for sidewalk vending must be placed and used at all times in compliance with the terms and conditions of the vending license and all other applicable laws and regulations, including the California Retail Food Code if food is sold.
- D. No cart that is used for sidewalk vending may exceed a length of one hundred-eight inches, a width of fifty-four inches, or a height, including roof or awning, of seventy-eight inches.
- E. A vending cart must operate according to its approved hours of operation. The Public Works Director may impose reasonable hours of operation for sidewalk vendors. For sidewalk vending in nonresidential areas, the Director may limit the hours of operation in a manner consistent with other businesses or uses on the same street(s) in those nonresidential areas.
- F. No vending cart or trash receptacle may be left on the sidewalk after the sidewalk vendor's stated closing time.
- G. A sidewalk vendor must maintain a clean and trash-free ten-foot radius from a stationary cart during hours of operation and must leave the area clean by the approved closing time.
- H. Sidewalk vendors that vend food items must provide a trash receptacle for customers and must ensure proper disposal of customer trash. The trash receptacle must be large enough to accommodate customer trash without resorting to existing trash receptacles located on any block for use by the general public. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation.
- I. Vendors must comply with all applicable federal, state, and local laws, regulations, and ordinances.
- J. No signs that are not attached to the vending cart may be used or displayed.
- K. Vending carts must be self-contained, including any power, cooking and heating equipment. Sidewalk vendors may not set up tables, chairs, tents or other structures, unless otherwise approved by the city. One chair and one umbrella per vendor may be provided for the purpose of allowing the vendors to be seated in shade. Sidewalk vendors may not access a city or private power source without authorization from the city or such private property owner or agent.
- L. No sidewalk vendor or vending cart may use any device that produces a loud noise, nor may the vendor use or operate any loud speaker, public address system, radio, sound amplifier, or other similar device.
- M. Before non-electric generators or auxiliary power may be used to power a vending cart, the sidewalk vendor must obtain permission, as applicable, from the Contra Costa County Air Pollution Control District.
- N. Vending of services is prohibited.

6-4.07 - Vending in residential areas.

No stationary vending cart may be used to vend within a residential zoned area. However, a roaming sidewalk vendor may use a roaming vending cart within a residential zone as defined in Chapter 13-6 of the Hercules Municipal Code, and must move continuously except when necessary to complete a sale.

6-4.08 - Prohibitions on placement of stationary or roaming carts.

- A. No sidewalk vendor may place or leave any vending cart:
 - 1. Within five feet of a marked crosswalk.
 - 2. Within five feet of the curb return of an unmarked crosswalk.
 - 3. Within five feet of any fire hydrant.
 - 4. Within five feet ahead and forty-five feet to the rear of a sign designating a bus stop.
 - 5. Within a marked bus zone.
 - 6. Within ten feet of a bench or shelter used for public transit.
 - 7. Within five feet of a driveway or driveway apron.
 - 8. Within twenty feet of an outdoor dining or patio dining area.
 - 9. Where placement impedes the flow of vehicular traffic such as on public streets or public highways.
- B. No vending cart may be chained or fastened to any utility pole, sign, tree, or other object in the public right-of-way or left unattended.
- C. No vending cart may impede the flow of pedestrian traffic by reducing the path of travel to less than four feet, or impede access to or restrict the use of abutting property, including, but not limited to, residences and places of business, in accordance with the Americans with Disabilities Act (ADA).
- D. Notwithstanding any specific regulations in this Chapter, no sidewalk vendor may install, use or maintain a vending cart where placement endangers the safety of persons or property.

6-4.09 - Sidewalk vending related to parks and special events.

- A. No sidewalk vending is allowed within three hundred feet of a city-permitted event within the time period commencing two hours before until one hour after the event except as expressly allowed by the event's permit. Permitted events include certified farmers markets, and any event that requires an encroachment permit or special event permit, or any other permit or authorization required by the city.

- B. The city may by resolution adopt additional requirements consistent with Government Code section 51038(b)(2)(B) for city-owned or operated parks, effective after signs are posted giving notice of such additional requirements.

6-4.10 - Fines.

Sidewalk vending in violation of this Chapter will not be punishable as a criminal infraction or misdemeanor, but will be subject to an administrative citation pursuant to Title 1, Chapter 4 of the Hercules Municipal Code.

Fines assessed pursuant this Section may be reduced to twenty percent of the original fine amount upon submission of proof of inability to pay at an adjudication hearing if requested by the person pursuant to Government Code section 51039(f).

6-4.1–4 - Removal of cart.

The city may request a sidewalk vendor remove any cart that is in violation of this Chapter. If the sidewalk vendor refuses to remove the cart, or if a cart has been abandoned, the city may cause the cart to be removed and may subsequently dispose of the cart (including any associated merchandise and food) if not claimed by the vendor within thirty days of removal by the city, or if an administrative appeal is filed related to the cart removal, then thirty days after a final decision in the administrative appeal (including the payment of any outstanding administrative fine).

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED, APPROVED, AND ADOPTED _____, 2020.

Senate Bill No. 946

CHAPTER 459

An act to add Chapter 6.2 (commencing with Section 51036) to Part 1 of Division 1 of Title 5 of the Government Code, relating to sidewalk vendors.

[Approved by Governor September 17, 2018. Filed with
Secretary of State September 17, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 946, Lara. Sidewalk vendors.

Existing law authorizes a local authority, by ordinance or resolution, to adopt requirements for the public safety regulating any type of vending and the time, place, and manner of vending from a vehicle upon a street.

This bill would prohibit a local authority, as defined, from regulating sidewalk vendors, except in accordance with the provisions of the bill. The bill would provide that a local authority is not required to adopt a new program to regulate sidewalk vendors if the local authority has established an existing program that substantially complies with the provisions of the bill. The bill would apply these provisions to a chartered or general law city, county, or city and county.

The bill would require a local authority that elects to adopt a sidewalk vending program to, among other things, not require a sidewalk vendor to operate within specific parts of the public right-of-way, except when that restriction is directly related to objective health, safety, or welfare concerns, and not restrict sidewalk vendors to operate only in a designated neighborhood or area, except as specified. The bill would authorize a local authority to, by ordinance or resolution, adopt additional requirements regulating the time, place, and manner of sidewalk vending, as specified, if the requirements are directly related to objective health, safety, or welfare concerns. The bill would also authorize a local authority to prohibit sidewalk vendors in areas located within the immediate vicinity of a permitted certified farmers' market and a permitted swap meet, as specified, and to restrict or prohibit sidewalk vendors within the immediate vicinity of an area designated for a temporary special permit issued by the local authority, as specified. A violation would be punishable only by an administrative fine, as specified, pursuant to an ability-to-pay determination, and proceeds would be deposited in the treasury of the local authority.

The bill would require the dismissal of any criminal prosecutions under any local ordinance or resolution regulating or prohibiting sidewalk vendors that have not reached final judgment. The bill would also authorize a person who is currently serving, or who completed, a sentence, or who is subject to a fine, for a conviction of a misdemeanor or infraction for sidewalk

vending, as specified, to petition for dismissal of the sentence, fine, or conviction.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

The people of the State of California do enact as follows:

SECTION 1. (a) The Legislature finds and declares all of the following:

(1) Sidewalk vending provides important entrepreneurship and economic development opportunities to low-income and immigrant communities.

(2) Sidewalk vending increases access to desired goods, such as culturally significant food and merchandise.

(3) Sidewalk vending contributes to a safe and dynamic public space.

(4) The safety and welfare of the general public is promoted by encouraging local authorities to support and properly regulate sidewalk vending.

(5) The safety and welfare of the general public is promoted by prohibiting criminal penalties for violations of sidewalk vending ordinances and regulations.

(6) This act applies to any city, county, or city and county, including a charter city. The criminalization of small business entrepreneurs, and the challenges that those entrepreneurs face as a result of a criminal record, are matters of statewide concern. Further, unnecessary barriers have been erected blocking aspiring entrepreneurs from accessing the formal economy, harming California's economy in the process, and disrupting the regulation of business, which is a matter of statewide concern. Moreover, California has an interest in the regulation of traffic, a matter of statewide concern, whether in ensuring the appropriate flow of traffic or in ensuring the safety of pedestrians on the road or the sidewalk.

(b) It is the intent of the Legislature to promote entrepreneurship and support immigrant and low-income communities.

SEC. 2. Chapter 6.2 (commencing with Section 51036) is added to Part 1 of Division 1 of Title 5 of the Government Code, to read:

CHAPTER 6.2. SIDEWALK VENDORS

51036. For purposes of this chapter, the following definitions apply:

(a) "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.

(b) "Roaming sidewalk vendor" means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

(c) "Stationary sidewalk vendor" means a sidewalk vendor who vends from a fixed location.

(d) "Local authority" means a chartered or general law city, county, or city and county.

51037. (a) A local authority shall not regulate sidewalk vendors except in accordance with Sections 51038 and 51039.

(b) Nothing in this chapter shall be construed to affect the applicability of Part 7 (commencing with Section 113700) of Division 104 of the Health and Safety Code to a sidewalk vendor who sells food.

(c) Nothing in this chapter shall be construed to require a local authority to adopt a new program to regulate sidewalk vendors if the local authority has established an existing program that substantially complies with the requirements in this chapter.

51038. (a) A local authority may adopt a program to regulate sidewalk vendors in compliance with this section.

(b) A local authority's sidewalk vending program shall comply with all of the following standards:

(1) A local authority shall not require a sidewalk vendor to operate within specific parts of the public right-of-way, except when that restriction is directly related to objective health, safety, or welfare concerns.

(2) (A) A local authority shall not prohibit a sidewalk vendor from selling food or merchandise in a park owned or operated by the local authority, except the local authority may prohibit stationary sidewalk vendors from vending in the park only if the operator of the park has signed an agreement for concessions that exclusively permits the sale of food or merchandise by the concessionaire.

(B) Notwithstanding subparagraph (A), a local authority may adopt additional requirements regulating the time, place, and manner of sidewalk vending in a park owned or operated by the local authority if the requirements are any of the following:

(i) Directly related to objective health, safety, or welfare concerns.

(ii) Necessary to ensure the public's use and enjoyment of natural resources and recreational opportunities.

(iii) Necessary to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

(3) A local authority shall not require a sidewalk vendor to first obtain the consent or approval of any nongovernmental entity or individual before he or she can sell food or merchandise.

(4) (A) A local authority shall not restrict sidewalk vendors to operate only in a designated neighborhood or area, except when that restriction is directly related to objective health, safety, or welfare concerns.

(B) Notwithstanding subparagraph (A), a local authority may prohibit stationary sidewalk vendors in areas that are zoned exclusively residential, but shall not prohibit roaming sidewalk vendors.

(5) A local authority shall not restrict the overall number of sidewalk vendors permitted to operate within the jurisdiction of the local authority,

unless the restriction is directly related to objective health, safety, or welfare concerns.

(c) A local authority may, by ordinance or resolution, adopt additional requirements regulating the time, place, and manner of sidewalk vending if the requirements are directly related to objective health, safety, or welfare concerns, including, but not limited to, any of the following:

(1) Limitations on hours of operation that are not unduly restrictive. In nonresidential areas, any limitations on the hours of operation for sidewalk vending shall not be more restrictive than any limitations on hours of operation imposed on other businesses or uses on the same street.

(2) Requirements to maintain sanitary conditions.

(3) Requirements necessary to ensure compliance with the federal Americans with Disabilities Act of 1990 (Public Law 101-336) and other disability access standards.

(4) Requiring the sidewalk vendor to obtain from the local authority a permit for sidewalk vending or a valid business license, provided that the local authority issuing the permit or business license accepts a California driver's license or identification number, an individual taxpayer identification number, or a municipal identification number in lieu of a social security number if the local authority otherwise requires a social security number for the issuance of a permit or business license, and that the number collected shall not be available to the public for inspection, is confidential, and shall not be disclosed except as required to administer the permit or licensure program or comply with a state law or state or federal court order.

(5) Requiring the sidewalk vendor to possess a valid California Department of Tax and Fee Administration seller's permit.

(6) Requiring additional licenses from other state or local agencies to the extent required by law.

(7) Requiring compliance with other generally applicable laws.

(8) Requiring a sidewalk vendor to submit information on his or her operations, including, but not limited to, any of the following:

(A) The name and current mailing address of the sidewalk vendor.

(B) A description of the merchandise offered for sale or exchange.

(C) A certification by the vendor that to his or her knowledge and belief, the information contained on the form is true.

(D) The California seller's permit number (California Department of Tax and Fee Administration sales tax number), if any, of the sidewalk vendor.

(E) If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal.

(d) Notwithstanding subdivision (b), a local authority may do both of the following:

(1) Prohibit sidewalk vendors in areas located within the immediate vicinity of a permitted certified farmers' market or a permitted swap meet during the limited operating hours of that certified farmers' market or swap meet. A "certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the

Food and Agricultural Code and any regulations adopted pursuant to that chapter. A “swap meet” means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article.

(2) Restrict or prohibit sidewalk vendors within the immediate vicinity of an area designated for a temporary special permit issued by the local authority, provided that any notice, business interruption mitigation, or other rights provided to affected businesses or property owners under the local authority’s temporary special permit are also provided to any sidewalk vendors specifically permitted to operate in the area, if applicable. For purposes of this paragraph, a temporary special permit is a permit issued by the local authority for the temporary use of, or encroachment on, the sidewalk or other public area, including, but not limited to, an encroachment permit, special event permit, or temporary event permit, for purposes including, but not limited to, filming, parades, or outdoor concerts. A prohibition of sidewalk vendors pursuant to this paragraph shall only be effective for the limited duration of the temporary special permit.

(e) For purposes of this section, perceived community animus or economic competition does not constitute an objective health, safety, or welfare concern.

51039. (a) (1) A violation of a local authority’s sidewalk vending program that complies with Section 51038 is punishable only by the following:

(A) An administrative fine not exceeding one hundred dollars (\$100) for a first violation.

(B) An administrative fine not exceeding two hundred dollars (\$200) for a second violation within one year of the first violation.

(C) An administrative fine not exceeding five hundred dollars (\$500) for each additional violation within one year of the first violation.

(2) A local authority may rescind a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations.

(3) (A) If a local authority requires a sidewalk vendor to obtain a sidewalk vending permit from the local authority, vending without a sidewalk vending permit may be punishable by the following in lieu of the administrative fines set forth in paragraph (1):

(i) An administrative fine not exceeding two hundred fifty dollars (\$250) for a first violation.

(ii) An administrative fine not exceeding five hundred dollars (\$500) for a second violation within one year of the first violation.

(iii) An administrative fine not exceeding one thousand dollars (\$1,000) for each additional violation within one year of the first violation.

(B) Upon proof of a valid permit issued by the local authority, the administrative fines set forth in this paragraph shall be reduced to the administrative fines set forth in paragraph (1), respectively.

(b) The proceeds of an administrative fine assessed pursuant to subdivision (a) shall be deposited in the treasury of the local authority.

(c) Failure to pay an administrative fine pursuant to subdivision (a) shall not be punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized in subdivision (a) shall not be assessed.

(d) (1) A violation of a local authority's sidewalk vending program that complies with Section 51038, or a violation of any rules or regulations adopted prior to January 1, 2019, that regulate or prohibit sidewalk vendors in the jurisdiction of a local authority, shall not be punishable as an infraction or misdemeanor, and the person alleged to have violated any of those provisions shall not be subject to arrest except when permitted under law.

(2) Notwithstanding any other law, paragraph (1) shall apply to all pending criminal prosecutions under any local ordinance or resolution regulating or prohibiting sidewalk vendors. Any of those criminal prosecutions that have not reached final judgment shall be dismissed.

(e) A local authority that has not adopted rules or regulations by ordinance or resolution that comply with Section 51037 shall not cite, fine, or prosecute a sidewalk vendor for a violation of any rule or regulation that is inconsistent with the standards described in subdivision (b) Section 51038.

(f) (1) When assessing an administrative fine pursuant to subdivision (a), the adjudicator shall take into consideration the person's ability to pay the fine. The local authority shall provide the person with notice of his or her right to request an ability-to-pay determination and shall make available instructions or other materials for requesting an ability-to-pay determination. The person may request an ability-to-pay determination at adjudication or while the judgment remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.

(2) If the person meets the criteria described in subdivision (a) or (b) of Section 68632, the local authority shall accept, in full satisfaction, 20 percent of the administrative fine imposed pursuant to subdivision (a).

(3) The local authority may allow the person to complete community service in lieu of paying the total administrative fine, may waive the administrative fine, or may offer an alternative disposition.

(g) (1) A person who is currently serving, or who completed, a sentence, or who is subject to a fine, for a conviction of a misdemeanor or infraction for sidewalk vending, whether by trial or by open or negotiated plea, who would not have been guilty of that offense under the act that added this section had that act been in effect at the time of the offense, may petition for dismissal of the sentence, fine, or conviction before the trial court that entered the judgment of conviction in his or her case.

(2) Upon receiving a petition under paragraph (1), the court shall presume the petitioner satisfies the criteria in paragraph (1) unless the party opposing the petition proves by clear and convincing evidence that the petitioner does not satisfy the criteria. If the petitioner satisfies the criteria in paragraph (1), the court shall grant the petition to dismiss the sentence or fine, if applicable, and dismiss and seal the conviction, because the sentence, fine, and conviction are legally invalid.

(3) Unless requested by the petitioner, no hearing is necessary to grant or deny a petition filed under paragraph (1).

(4) If the court that originally sentenced or imposed a fine on the petitioner is not available, the presiding judge shall designate another judge to rule on the petition.

(5) Nothing in this subdivision is intended to diminish or abrogate any rights or remedies otherwise available to the petitioner.

(6) Nothing in this subdivision or related provisions is intended to diminish or abrogate the finality of judgments in any case not falling within the purview of this chapter.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 51038 to the Government Code, imposes a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

The Legislature finds and declares that in order to protect the privacy of a sidewalk vendor with regard to his or her California driver's license or identification number, individual taxpayer identification number, or municipal identification number, when that number is collected in lieu of a social security number for purposes of the issuance of a permit or business license, it is necessary that the sidewalk vendor's number be confidential, except as provided in this act.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular meeting of October 13, 2020

TO: Members of the City Council

SUBMITTED BY: David Biggs, City Manager
Lori Martin, Administrative Services Director/City Clerk

SUBJECT: ADOPTION OF CLASSIFICATION AND COMPENSATION STUDY

RECOMMENDED ACTION: Staff recommends the City Council:

1. Approve updated job descriptions as listed in Attachment 1;
2. Approve the Recommended Changes to the Classification Plan in Attachment 2;
3. Approve salary range increases as follows: Recreation Manager 5.3% based on market data and City policy;
4. Approve reclassification to best meet operational needs: Community Development Specialist 5%, and Associate Engineer (new classification) 5%;
5. Approve freezing or "Y-rating" the salary range for the classification of Maintenance Worker II based on market data and City policy;

RECOMMENDED ACTIONS TAKEN PRIOR TO ADOPTION OF THE CLASSIFICATION & COMPENSATION STUDY:

1. Hercules City Council authorized the reclassification of the Cable/Communications Technician to Information Systems Specialist and approved the new salary range at the October 8, 2019 City Council meeting.
2. Hercules City Council approved new salary ranges for Part-time employees starting 12/29/2019 in order to meet the new State mandated minimum wage requirements at the December 10, 2019 meeting;
3. Hercules City Council authorized the reclassification of Planning Director to Community Development Director at the March 10, 2020 City Council meeting. This was a title change only as there was no change to the salary range which remained at Grade 056.

FISCAL IMPACT OF RECOMMENDATION: The estimated costs to implement the Class & Comp Study on the basis described in this report are:

Element	# of Impacted Positions	Cost
Salary Range Increase	1 full-time staff	\$ 7,141 annually
Reclassification	2 full-time staff	\$ 12,045 annually
Minimum Wage Adjustments	38 Part Time Classifications	\$36,988 annually (for FY Year 2020-21)
	TOTAL ANNUAL COST	\$56,174

Staff has anticipated costs resulting from this Study and allocated sufficient funds originally in FY 2018-2019 to implement findings from the Classification and Compensation Study with the City Council also providing for an allocation to address a possible accelerated minimum wage increase as follow:

DP 19-4 Comprehensive Class & Comp Study Implementation (Compensation Component): \$60,000 on-going.

This amount has been carried over into the FY 20-21 budget.

The Teamsters Local 315 and the City met on September 23, 2020 and agreed on terms for a FY 20-21 Memorandum of Understanding with the full time and part time employees which included an agreement on implementation of the Classification and Compensation Study dated November 22, 2020.

The City and Teamsters met to discuss implementation of the Classification and Compensation Study and both parties agreed to the following implementation:

- Maintenance Worker II classification was 2.9% above the market benchmark range. The Teamsters and City have agreed to implement this salary adjustment in the FY 2020-21 MOU by applying 2.0% of the 3.0% COLA to the employees in this classification with 1.0% of the 3.0% COLA to be applied to the 2.9% salary adjustment. If a COLA is available in future MOU agreements, the employees in the Maintenance Worker II classification will receive the first 2% of any COLA with the difference, if any, applied to the remaining 2.9% salary adjustment, unless a different strategy is negotiated and approved in a future MOU agreement.
- Change Engineering Series to: Assistant Engineer / Associate Engineer / Associate Civil Engineer.

- Reclassify Assistant Engineer to Associate Engineer
- Reclassify Permit Technician to Community Development Specialist.
- Change Senior Clerk I to Senior Clerk
- Modify the Parks and Recreation Children's Program Leader series to Recreation Leader I/II and Recreation Leader III and modify Children's Program Aide to Recreation Aide.
- Adjust salary schedule for mandated minimum wage increases.

DISCUSSION: The City retained Ralph Andersen & Associates to conduct a Classification & Compensation study for non-sworn classifications across the City. A comprehensive report prepared by Ralph Andersen & Associates is included as Attachment 1.

The purpose of this comprehensive review of the City's classification and compensation systems is to adapt the City's systems to changes in work, identify areas of efficiency in City operations, ensure the City's job descriptions accurately classify work, and analyze compensation in relation to external market and internal alignment.

Over time, the operational needs of the City change, and job descriptions should be modified to incorporate new objectives, methods and any new legal requirements. As an example, in the Parks & Recreation Department, the job family of Recreation Leader has been updated and broadened to cover positions working in the City's Preschool program. By merging seven classifications into three classifications, the City will have greater flexibility for scheduling and coverage, and improve efficiency in the classification and compensation systems. Taking all of the changes into account of adding and deleting classifications, this Study provides updated and improved job descriptions for 38 classifications throughout the City.

The majority of classifications will not see any change except for a newly updated job description. Four classifications will receive title changes only (Senior Clerk, Human Resources Administrator, Community Development Director and Public Works Director/City Engineer).

Compensation

Typically compensation in the public sector is considered in the context of factors including external equity (market data), internal equity, and ability to pay. This Study compiled market data for some, but not all, of the City classifications. Those surveyed are considered benchmark classes, which are easily comparable in the marketplace. Other City classifications are compared to the benchmarks through internal alignment. The survey agencies used in the study were Albany, Benicia, Brentwood, El Cerrito, Martinez, Novato, Pinole, Pleasant Hill, San Bruno and San Pablo. To provide the best comparison to the market agencies, the City of Hercules compensation data was converted to a 40-hour work week basis as well as 3 other survey agencies that worked a less than 40 hour workweek so that all of the agencies were compared on a 40 hour work week basis. This Study collected data on salary and benefits for a total compensation evaluation, which demonstrates the City is positioned nearly at market in both salary and benefits. One classification was measurably below the market and one classification was above the market. Staff recommends salary adjustment for those specific classifications as described below.

City staff recommend that we strive to be at the median, and set our market benchmark range to be 10% above and below the median data point collected in this Study. This benchmark range allows us to apply a general market standard, and address the outliers. Using this approach, any position which falls between 90% and 110% of median would not be adjusted. Classifications where pay is more than 10% above the median are recommended to be “Y-rated” until the market catches up. Only one classification fell into this category; Maintenance Worker II. This classification was found to be 2.9% above benchmark, or 12.9% above the median data point. It is recommended this salary range be frozen, or “Y-rated” until the market increases to this level. If the City provides a Cost of Living increase in the future, the first 2.0% of the COLA will go to the employees in the Maintenance Worker II classification with the remainder if any to be applied toward the 2.9% salary adjustment. Thereafter, the classification will be eligible to receive future COLA increases. The Teamsters and City have agreed upon an implementation strategy to address the 2.9% salary adjustment which is identified above.

One classification was determined to be below the benchmark. The Recreation Manager is 5.3% below the benchmark, or 15.3% below the median data point. The recommendation to bring this classification salary range up to market will cost approximately \$7,141 for the full FY 2020-21.

Reclassification

In the course of this Study, several classification changes are recommended to better meet operational needs.

Two City staff are recommended to move into higher classifications. In the first case, the existing Engineering series of Associate Engineer and Assistant Engineer, will see a third new classification of Associate Civil Engineer added as the top step in the series. The current incumbent is recommended to be reclassified from Assistant Engineer to Associate Engineer based on increased knowledge, skills and abilities during his tenure here. The Assistant Engineer position will be considered entry level for a recent engineering graduate without much work experience. The Associate Engineer position requires relevant City experience and typically the incumbent will be in the process of obtaining license as a Professional Engineer (PE). The Associate Civil Engineer position will require the PE license.

The second reclassification will move the Permit Technician to a Community Development Specialist. The Planning Department is converting to Community Development Department to recognize the broader scope of building and other related duties. The Permit Technician will move to Community Development Specialist at a salary range of 5% higher, as additional duties have been assigned to this position to support the Community Development Director.

At the October 8, 2019 City Council meeting, the Council considered and approved the recommendation from this Study for reclassification within the Information Systems job family to allow staff to move forward with filling the Information Systems Specialist position immediately, given an unexpected vacancy and based on urgent workload needs.

Another proposed change addresses instances in which the City Manager designates a Department Head to serve as an Acting City Manager for a specific period of time in his absence. A new classification for each Department Head/ACM is incorporated in the Classification Plan and will be assigned for the specific period of Acting duties, with a 5% increase, to recognize the additional duties and responsibilities taken on by the Department Head.

State Minimum Wage Increases

California legislation SB 3, adopted in 2016, implemented an increase to the State-wide minimum wage in a phased-in approach. Effective January 1, 2020 the minimum wage rate will be \$13 per hour, in January 2021 it increases to \$14 and effective January 2022 the minimum wage will be \$15 per hour.

Consultant Ralph Andersen & Associates ran several scenarios to evaluate options for setting the part-time ranges to meet the legal requirement. The scenario that best meets the needs of the City sets the minimum pay at the legal requirement, adjusts the rest of the part-time pay grades to maintain a 3% differential between each grade, and factors in the COLA's provided since the study was completed, and eliminates unused pay grades. The 2021 minimum wage increase is accomplished by applying the 2020 3% COLA to the pay schedules and eliminating the unused PT 2 and PT 3 grades, and renumbering those coming after. A similar approach will be utilized for the 2022 minimum wage increase to \$15.00 after the 2021/22 COLA is known, if any. The cost for the City to increase the Part-time salary table to meet this phased-in approach is approximately \$22,958 in Calendar Year 2020. The cost increases to \$36,988 in Fiscal Year 2021, and is expected to add \$39,025 in Calendar Year 2022. Over the next three calendar years the City would expect to pay additional part-time salaries in the amount of \$98,971 to meet the legal requirement for Minimum Wage.

City Council requested staff evaluate the costs of implementing the increased minimum wage in an accelerated process to reach the \$15 per hour sooner than 2022. Based on the Consultant's model, the costs to accelerate will add approximately \$39,848 or 41% over the cost to implement the legal requirement.

Staff recommends the City Council authorize the phased-in approach as required by State Law. Many part-time employees will see measurable increases in each of the three years. In the accelerated approach, some part-time employees would experience increases of 12%-15%.

Summary and Recommendations for Action:

This comprehensive Classification and Compensation Study provides a picture of the City's competitiveness in relation to the market at a specific point in time. Generally speaking, City classifications are within a reasonable proximity to the market median. For those classifications that are outliers on either side, staff recommends adjusting the defined ranges as appropriate. The study of 38 classifications provides a more efficient classification and compensation system, with greater flexibility for the City to meet service demands. The completion of this Study will

improve upward mobility to the extent possible given Hercules' size, and benefit the City's efforts in recruitment and retention.

ATTACHMENTS:

1. Updated Job Descriptions
2. Ralph Andersen & Associates Report

ATTACHMENT 1

ACCOUNTANT

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

DEFINITION

Under general supervision, participates in performing professional accounting duties in the analysis, preparation, and maintenance of financial records and reports; performs payroll functions and reporting; provides lead support for accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. Provides training and is a back-up to technical and clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Performs payroll processing functions and reporting; ensures all payroll, payroll taxes and insurances are paid timely.
- Participates in maintaining the City's general ledger and special funds, including setting up accounts and preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and answering staff and department questions about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Participates in the annual close of the City's financial records; reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; assists during the annual audit by the City's outside auditors.
- Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports.
- Assists in the development and preparation of all Citywide budgets, providing information, projecting budget expenditures, and performing financial analyses; publishes the approved budget and distributes to City Council, City Manager, Departments, and the general public.
- Participates in accounting for the City's special assessment bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
- Provides support in maintaining and ensuring Citywide adherence to internal control procedures and accounting standards.
- Processes and maintains Citywide Developer deposits on a regular and timely basis; identifies and reports any negative balance conditions to the appropriate department for resolution; follows up and

reports on status of resolution efforts.

- Performs and maintains the accounting and financial reporting for the Citywide lighting and landscape, and all special districts.
- Performs and maintains inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Provides information and assistance to departments on accounting and financial reporting issues.
- Assists in the resolution of computer and systems related problems.
- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned my management.
- Processes citywide payroll; reconciles payroll benefits and processes payments; performs retirement reporting for PARS and CalPERS; performs various annual payroll reporting.
- Provides training to lower level staff.
- Maintains citywide purchasing cards and fleet fuel cards.
- Assists human resources in reconciling employee status details and monitoring compliance with personnel rules, regulations, and ACA reporting standards and maintaining employee records.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting.
- Internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies.
- City functions, including assessment and maintenance districts, grant-supported programs and capital improvement projects, and associated financial management and reporting issues.
- Principles and practices of information technology related to the processing of accounting and financial information.
- The operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions.
- Principles and practices of the CalPERS reporting system.
- Payroll and labor laws and regulations.
- Principles and practices of effective supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Act as lead to direct and coordinate the work of lower level staff.
- Analyze and make sound recommendations on complex financial data and operations.
- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts system of accounting for special districts and funds and oversee the maintenance and reconciliation of all general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.

- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately during stressful situations.
- Complete assignments in an accurate and timely manner.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Understand and interpret MOUs and personnel and CalPERS rules.
- Apply CalPERS rules to the payroll system.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Four years of professional accounting experience including two years of administrative and lead responsibility. Some experience in a public agency or governmental entity is desirable.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; perform data entry functions.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Confidential/Unrepresented
FLSA/Position: Non-Exempt

ACCOUNTING TECHNICIAN I

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

DEFINITION

Under general supervision, performs a variety of accounting duties including processing general ledger entries, accounts payable, and accounts receivable functions; assists in the preparation of a variety of financial reports; and performs a variety of duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Performs a variety of accounting duties including but not limited to general ledger entries and processing accounts payable and receivable functions.
- Maintains accurate records and files regarding payroll deductions, leave balances, and other employee payroll and benefit information.
- Prepares and reconciles journal entries, reconciles bank accounts; prepares requests for payment of payroll deductions and employer related expenses; performs data entry functions; enters information into computer for all accounting activities.
- Performs accounts payable functions; receives and reviews invoices; compares invoices to purchase orders; ensures proper authorization and compliance with City policies and procedures, as well as Federal and State tax laws; prepares 1099 reporting.
- Processes accounts payable including insurance payments, City credit card payments, legal fees, various vendor accounts, contract vendors, petty cash transactions and assist with journal entry and reconciliation.
- Collects fees and other monies for City services; issues receipts; prepares and enters cash receipts in the general ledger; prepares deposits.
- Performs sales tax reconciliation to business license information.
- Processes utility tax payments.
- Provides assistance with the overall review and preparation of the City's budget.
- Provides assistance with payroll related requests for data for reports, insurance, and benefit costing.
- Responds to inquiries from staff and vendors in person and on the telephone.
- Performs a variety of clerical activities; acts as receptionist; receives, screens and directs calls; types various correspondence; maintains various files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic auditing and financial reconciliation procedures and practices.
- Basic principles and practices of accounting, including accounts payable and receivable and payroll processing.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic methods and techniques of general ledger reconciliation.
- Basic principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Applicable Federal, State and local laws, codes and regulations.

Ability to

- Perform basic accounting functions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare and reconcile journal entries.
- Prepare and reconcile various financial, accounting and payroll records.
- Assure confidentiality regarding payroll information.
- Prepare clear and concise fiscal reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

One year of increasingly responsible accounting or bookkeeping public agency experience, preferably in a local government. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by course level coursework in accounting, bookkeeping or a related field.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must possess the necessary skills to reconcile billing and credit card accounts, and understand duties relevant to accounts payable and accounts receivable. Demonstrate the ability to prepare a variety of financial reports.

Willingness and ability to work scheduled and emergency overtime, travel locally to the bank, and attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; work with numerous interruptions when inquiries from managers and staff need answering within a timely fashion; multi-tasking and patience are critical attributes for the success on the job.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting, bending, stooping, stretching or sitting for prolonged periods of time; requires the mental and/or physical ability to read fine print, work with computer monitors, and converse over the telephone and in person; perform data entry functions.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Updated: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

ACCOUNTING TECHNICIAN II

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

DEFINITION

Under general supervision, performs complex paraprofessional accounting work; performs a variety of accounting duties including processing of payroll, accounts receivable and accounts payable functions; creating general ledger entries, and assisting in the preparation of a variety of financial reports; creates and maintains records regarding municipal, state, and federal funds and performs a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

(Assigned to Accounts Payable and Receivable)

- Performs a variety of accounting duties and reviews a variety of financial and account documents for completeness and accuracy; reconciles general ledger and bank accounts and prepares and reconciles journal entries; reconciles discrepancies and makes adjustments on accounts payable and accounts receivable accounts.
- Prepares requests for employer related expenses; performs data entry functions; enters information into computer for all accounting activities.
- Performs accounts payable functions when assigned as a primary duty or as back-up; processes insurance payments, City credit card payments, legal fees, various vendor accounts, contract vendors, petty cash transactions, and employee benefits reconciliation; receives and reviews invoices and compares invoices to purchase orders; ensures proper authorization and compliance with City policies and procedures and Federal and State tax and procurement laws; prepares 1099 and sales tax reports; confers with related departments when confirmation of information is needed.
- Performs accounts receivable functions when assigned as a primary duty or as back-up; tracks payments, mails invoices and statements, and posts revenues and receivables.
- Collects fees and other monies for City services; issues receipts; prepares and enters cash receipts in the general ledger and prepares bank deposits.
- Performs sales tax reconciliation to business license information.
- Processes utility tax payments when assigned.
- Assists with the overall review and preparation of the City's labor projections.
- Provides training on finance software modules used for invoicing and payment approvals regarding navigating modules, using systems efficiently and obtaining budget and account information and status of payables and receivables.
- Oversees, assists and reviews data entry completed by departments in the Budgeting module, Cash Receipts module, Accounts (Miscellaneous) Receivables module, and the Purchasing/Inventory module.
- Performs a variety of clerical activities including acting as receptionist, receiving, screening and directing calls, typing various correspondence and maintaining records and files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Provides a friendly customer service atmosphere.

- Respond to inquiries from staff and vendors in person and on the telephone.
- Performs related duties as required.

(Assigned to Payroll)

- Processes citywide payroll; reconciles payroll benefits and processes payments; performs retirement reporting for PARS and CalPERS; performs bi-weekly, monthly, quarterly and annual functions related to payroll processing.
- Sets up payroll controls; determine cost allocations and payroll taxes; prepares exception reports; monitors applicable tax laws and stays abreast on annual retirement contribution limits related to payroll processing.
- Coordinates various human resources activities including salary administration, compensation, labor relations, general benefits administration, and mandated reporting.
- Assists Human Resources in reconciling employee status details and monitoring compliance with personnel rules, regulations, and ACA reporting standards and maintaining employee records.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Assists with the overall review and preparation of the City's labor projections.
- Performs a variety of clerical activities including acting as receptionist, receiving, screening and directing calls, typing various correspondence and maintaining records and files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Provides a friendly customer service atmosphere.
- Respond to inquiries from staff and vendors in person and on the telephone.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic auditing and financial reconciliation procedures and practices.
- Principles and practices of accounting, including accounts payable and accounts receivable.
- Payroll and labor laws and regulations.
- Public Agency, federal, state and local governmental required reporting procedures.
- Methods and techniques of general ledger reconciliation.
- Principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Applicable Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Perform basic accounting functions.
- Prepare and reconcile journal entries.
- Prepare and reconcile various financial and accounting records.
- Understand and interpret MOUs and personnel and CalPERS rules.
- Apply CalPERS rules to the payroll system
- Prepare clear and concise fiscal reports.

- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of increasingly responsible accounting or bookkeeping public agency experience, preferably in a local government. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by course level coursework in accounting, bookkeeping or a related field.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must possess the necessary skills to reconcile billing and credit card accounts, and understand duties relevant to accounts payable and accounts receivable. Demonstrate the ability to prepare a variety of financial reports.

Willingness and ability to work scheduled and emergency overtime, travel locally to the bank, and attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; work with numerous interruptions when inquiries from managers and staff need answering within a timely fashion; multi-tasking and patience are critical attributes for the success on the job.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting, bending, stooping, stretching or sitting for prolonged periods of time; requires the mental and/or physical ability to read fine print, work with computer monitors, and converse over the telephone and in person; perform data entry functions.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Updated: July 2018
Unit: Unrepresented
FLSA/Position: Non-Exempt

ADMINISTRATIVE SECRETARY

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

DEFINITION

Under general supervision, performs a wide variety of complex administrative and secretarial duties in support of assigned department or department head; provides information and assistance to the public regarding departmental policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned department head.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides responsible and complex administrative and secretarial support to multiple departments.
- Receives and screens visitors and telephone calls; provides front counter assistance including providing information; responds to requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
- Researches, compiles, and summarizes a variety of informational materials for special reports and projects.
- Types and proofreads a wide variety of reports, letters, memoranda and statistical charts; types from rough drafts or verbal instruction; transcribes dictation; composes correspondence related to assigned responsibilities.
- Initiates brief correspondence for signature by appropriate management staff.
- Reviews finished materials for completeness, accuracy, format, and compliance with policies and procedures.
- Attends a variety of meetings; prepares and compiles agenda packets; takes and prepares minutes; disseminates information as appropriate.
- Receives, sorts, opens and distributes department mail; maintains logs of mail received for assigned department head.
- Maintains, develops and implements department filing systems and records; modifies systems as appropriate.
- Maintains and orders office supplies; prepares purchase orders; receives invoices and checks for accuracy; processes payments.
- Provides word processing support to assigned department; troubleshoots and trains users in word processing applications.
- Coordinates and compiles a variety of items and information for printing and distribution to department staff.
- Operates a variety of office equipment including copiers, facsimile machines and computers; inputs and retrieves data and text; organizes and maintains disk storage and filing.
- Maintains, reconciles and replenishes department petty cash funds; prepares deposit slips and financial reports.
- Receives fees for assigned department services; processes and maintains necessary permits.
- Provides significant desktop publishing assistance in the preparation of the City's newsletter; performs word processing, design and editing of the newsletter.
- Maintains a calendar of meetings for assigned department; notifies participants; makes travel arrangements if necessary; coordinates room arrangements and prepares required materials.

- Receives time cards and other personnel information; reviews information for accuracy and completeness; maintains confidentiality.
- Creates and updates various spreadsheets to maintain accurate accounting records of department budgets.
- Reviews, logs, and files contracts; follows up on required documents and compliance of insurance policies; distributes executed copies to the assigned department and contractor.
- Processes a variety of information in computer system and/or within websites.
- Records documents with the County.
- Provides various out of office assistance including to purchase and/or drop off materials.
- Reconciles assigned staff Cal Cards as necessary.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping and filing methods.
- Methods and techniques of desktop publishing.
- Practices used in minute taking and preparation.
- Correct English usage, including spelling, grammar and punctuation, and vocabulary.
- Basic mathematical principles.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Perform a variety of administrative and confidential support services.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Prepare clear and concise reports.
- Interpret, explain and enforce department policies and procedure.
- Use initiative and independent judgment within established guidelines
- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Provide word processing support to assigned department.
- Independently prepare correspondence and memoranda.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.

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

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of increasingly responsible administrative and secretarial experience.

Education/Training

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
FLSA: Non-Exempt
Group: Part-Time / Non-union

ADMINISTRATIVE SPECIALIST
CONFIDENTIAL

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

DEFINITION

Under general supervision, performs a variety of highly responsible, confidential and complex secretarial and administrative duties within a department; acts as a liaison between the City and outside agencies and the general public; attends meetings and prepares minutes and reports; and performs related duties as assigned. This classification is considered a confidential class and is not considered a supervisor or management position.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Department Director or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides responsible, complex and confidential secretarial administrative support to the Department; types and proofreads a wide variety of complex and confidential reports, letters, memoranda and statistical charts; prepares correspondence and types from rough draft or verbal instruction; takes and transcribes dictation; maintains confidential records.
- Conducts special projects as assigned, which are sensitive and/or of critical importance to top City management.
- Serves as the liaison between the City and outside organizations; provides information and assistance.
- Screens office and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; resolves citizen inquiries and complaints.
- Maintains daily calendar for Department Director; schedules and coordinates meetings, events and appointments; coordinates meetings for Department Director with department heads, management staff, sub committees, City Council and outside agencies.
- Analyzes and develops procedures related to departmental matters such as work simplification and methods of improvement.
- Maintains and updates the City database including lists, rolodexes, rosters and various scheduling information.
- Assists with the preparation of the annual budget; compiles and inputs budget data; submits budget recommendations for office supplies and equipment.
- Reviews, researches and summarizes a variety of fiscal, statistical and administrative information; prepares related reports and correspondence.
- Receives and prioritizes mail for department; routes mail; responds to correspondence as appropriate.
- Initiates brief correspondence independently for signature by appropriate management staff.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Maintains, develops and implements department filing systems and records; modifies systems as appropriate.

- Maintains and orders office supplies; prepares purchase orders; receives invoices and checks for accuracy; processes payments including credit card statements.
- Coordinates and compiles a variety of items and information for printing and distribution to department staff.
- Maintains a calendar of meetings for assigned department; notifies participants; makes travel arrangements if necessary; coordinates room arrangements and prepares required materials.
- Receives time cards and other personnel information; reviews information for accuracy and completeness; maintains confidentiality on personnel issues.
- Maintains, edits and updates the department's various social media pages and City Website.
- Performs live scans and serves as Custodian of Records.
- Processes background records checks.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and report preparation techniques.
- Principles and procedures of filing and record keeping.
- Principles of supervision, training and performance evaluation.
- Correct English usage, spelling, grammar and punctuation.
- Rules and regulations governing public meetings.
- Pertinent Federal, State and local laws, codes, ordinances and regulations.
- Basic mathematical principles.
- Principles and practices of navigating and running social media pages.
- Principles and practices of running and editing a CMS system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Interact with senior department leaders, mid-managers, staff members and the general public appropriately while fostering a positive and/or reliable and productive rapport and outcome.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Be punctual with daily attendance.
- Plan, organize and schedule office priorities.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Independently perform the most difficult administrative support services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume

assigned responsibilities.

- Independently prepare correspondence and memoranda.
- Take and transcribe dictation and type at a speed necessary for successful job performance.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work safely and follow recommended ergonomic recommendations.
- Work irregular hours as needed.
- Access a variety of reporting systems.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of experience involving the full range of duties including administrative, clerical, and office management.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by two years of secretarial training or business course work. Completion of an Associate's degree with major course work in a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; contact with the general public.

Physical Conditions:

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information; operate office equipment including computers.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Unrepresented
FLSA/Position: Non-Exempt

**ASSISTANT ENGINEER
ASSOCIATE ENGINEER
ASSOCIATE CIVIL ENGINEER**

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

DEFINITION

Under supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Associate Civil Engineer), performs a variety of professional engineering tasks involving either public works improvements, development projects or capital improvement projects; examines and/or prepares plans and related specifications and reports; collaborates and confers with developers, contractors, other engineers and the general public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer

This is the entry level class in the professional Engineer series performing responsible engineering duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Initially, work may be supervised while in progress and fits an established structure or pattern. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Advancement to the “Associate” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff. Since this class is typically used as a training class, employees may have only limited related work experience.

Associate Engineer

This is the full journey level class within the professional Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned including complex design, plans review, management of projects and for reviewing private development projects for design conformance and accuracy. Incumbents perform complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, design standards, regulations, construction and maintenance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and may be filled by advancement from the Assistant level, or when filled from the outside, require prior experience. Advancement to the Associate Civil Engineer classification is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

Associate Civil Engineer

This is the advanced journey level class within the professional Engineer series. The Associate Civil Engineer is the first licensed engineer level responsible for performing the more complex and difficult engineering assignments including the more complex design and construction project management of large projects. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may be expected to provide lead direction and

training to employees in lower level positions. Advancement to the Associate Civil Engineer classification is based on certification as a professional engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Associate Civil Engineer) from the Public Works Director or designee. The Associate Civil Engineer class exercises lead direction and training to lower level staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Reviews construction plans and specifications for public works projects; ensures technical correctness; applies appropriate ordinances, codes, and regulations.
- Reviews legal descriptions and cost estimates; interprets plans and specifications for contractors; determines contractual compliance within engineering standards and specifications.
- Performs engineering design work including researching data and determining design criteria in accordance with required standards and codes; prepares calculations, sketches, plans, specifications and estimates.
- Assists in and manages capital improvement projects from design to completion; prepares designs, specifications and budget.
- Assists at the front counter; reviews applications and submittal; recommends modifications or approvals.
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies and procedures related to engineering.
- Conducts engineering studies on assigned projects; performs civil engineering cost analyses; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
- Responds to public inquiries; investigates citizen complaints relating to public works issues; provides higher level staff with recommendations for resolving issues and complaints.
- Prepares a variety of clear and concise engineering reports, legal descriptions, contracts and correspondence; administers construction contracts according to established guidelines.
- Ensures departmental compliance with the clean water program; attends regular meetings as required.
- Researches and implements computerized engineering applications.
- Administers grant funded projects.
- Oversees the Sewer Lateral program.
- Reviews and inspects encroachment permit requests.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services, and activities of a municipal engineering design and construction program.
- Principles and practices of civil engineering.
- Principles of mathematics as applied to engineering work.
- Engineering design principles and practices.
- Principles and practices of project management and construction administration in the public works industry.
- Pertinent Federal, State and local codes, laws and regulations.

- Terminology, methods, practices and techniques used in technical civil engineering and surveying report preparation.
- Recent developments, current literature and sources of information regarding civil engineering and land surveying.
- Technical report writing techniques.
- Mechanics and properties of materials.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Develop, review and modify civil engineering plans, designs, and specifications.
- Learn terminology, methods, practices and techniques used in technical civil engineering report preparation.
- Learn to interpret and apply pertinent Federal, state and local laws, codes and regulations related to civil engineering.
- Learn to perform technical research and solve engineering problems.
- Maintain technical civil engineering records and prepare reports.
- Maintain mental capacity which allows the capability of making sound decisions and demonstration intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Maintain effective audio-visual discrimination and perception needed for making observations, communication with other, reading, writing and operation assigned equipment.
- Lead project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Perform technical research and solve engineering problems.
- Coordinate and monitor the work of consultants and/or contractors performing engineer activities.
- Serve as the project manager on one or more projects.
- Perform engineering computations and calculations.
- Administer programs involving Federal, state and local grants.
- Safely and effectively operate engineering tools and equipment.
- Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
- Coordinate activities with internal and external agencies and committees.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and develop effective resolutions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Assistant Engineer

Experience

Two years of responsible civil engineering experience.

Education/Training

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of an Engineer-In-Training certificate is desirable.

Associate Engineer

Experience

Three years increasingly responsible professional civil engineering experience including two years of experience at a level comparable to an Assistant Engineer with the City of Hercules.

Education/Training

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of an Engineer-In-Training certificate.

Associate Civil Engineer

Experience

Three years increasingly responsible professional engineering experience including two years of experience comparable to an Assistant Engineer with the City of Hercules.

Education/Training

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a State of California Certificate of Registration as a Professional Engineer.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; sit and work in front of a computer monitor for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements in the performance of daily duties; lift, carry, push, and/or pull moderate to heavy amounts of weight; operate assigned equipment and vehicles; verbally communicate to exchange information.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

CITY CLERK/ADMINISTRATIVE SERVICES DIRECTOR

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

DEFINITION

Under administrative direction, coordinates and supervises programs and services; assists in planning, organizing, and coordinating the activities of the City Clerk's function including municipal elections and the administration and enforcement of state and federal laws regarding election and campaign financing disclosure, preparation of City Council minutes, maintenance and indexing of official City records, Fair Political Practice Commission (FPPC), and conflicts of interest; serves as Project Manager for the City's information technology system, troubleshooting data processing and system problems and developing and implementing computerized systems for City departments; oversees the Community Outreach Division and the Hercules cable channel which provides information on City projects, programs and City related matters through the media, cable channel and the City website; provides reference assistance to City departments in areas of responsibility; and performs related duties as assigned. This position is appointed by the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, supervisory, professional, technical and clerical staff. This position oversees the following divisions: City Clerk, Human Resources, Risk Management, Information Systems, and Cable.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, and coordinates the work of the City Clerk function; prepares and administers all Administrative Services budgets.
- Works closely with the City Manager, City Council, City departments, and other public and private entities in providing information and services.
- Analyzes and assists in the enforcement of regulations pertaining to public records, municipal elections, campaign financing, Fair Political Practice Commission rulings, and conflict of interests.
- Assists City Manager in the preparation of the City Council Agenda and directs its compilation and distribution.
- Serves as the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act.
- Attends City Council meetings and is responsible for the documentation, maintenance and dissemination of Council actions including minutes, ordinances, resolutions and contracts.
- Receives and processes initiative petitions; coordinates City-wide conflict of interest and campaign financing programs and handles campaign disclosure statements and statements of Economic Interest.
- Assists in planning, organizing, and coordinating the conduct of municipal elections in accordance with state and local election and campaign financing laws; tabulates and certifies the election results.
- Prepares a variety of reports and attests signature for City official documents, contracts, and memoranda for submission to the City Manager, City Council and other agencies.
- Assists the City Manager and Special Counsel in negotiations with employee organizations; administers memoranda of understanding after agreements are reached.
- Provides records reference information and document research to City staff and City Council; appears in court as required.

- Represents the City in meetings with representatives of governmental, business, professional and community agencies and the public.
- Directs and coordinates department and city-wide survey activities.
- Prepares technical requirements for requests for proposals (RFP) and directs the solicitation of proposals for contracted services/special projects in all divisions within the Administrative Services Department.
- Directs and oversees the maintenance of the City's website utilizing appropriate web software programs, including final approval of information/files posted to the site.
- Serves as Project Manager for the City's computer system; trains personnel in day-to-day operation activities; performs system operations; works with the Employee User Group on system direction and long-term planning.
- Directs and oversees a variety of network-related activities including software installation, security and network design activities.
- Oversees development of network use policies; monitors and assures proper working conditions of computer networks.
- Coordinates the automation and upgrading of the City's computer system, including the use of network technology and shared databases.
- Procures new or replacement hardware and software, major office equipment and telephone systems; negotiates and serves as liaison with equipment vendors and service personnel.
- Develops user procedures and instructions; instructs City staff in the use of hardware and software applications; conducts training programs.
- Develops and directs the administration of matters relating to marketing, public information and media communications programs.
- Writes press releases and provides responses to all media inquiries.
- Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact on City operations and recommends and implements policy and procedural improvements.
- Researches and compiles a variety of information for studies and reports; conducts special research projects in response to requests from the public.
- Serves as Public Information Officer in the Emergency Services Center during major emergency conditions.
- Provides operational and troubleshooting support for City data processing and computerized systems.
- Plans, directs and coordinates the Human Resources work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Directs and oversees the investigation of claims files against the City and prepares reports for insurance carriers and City Management.
- Directs the scheduling and presentation of employee health education seminars.
- Directs and oversees the City's safety committee and the administration of the Municipal Pooling Authority insurance programs.
- Develops, prepares and monitors all budgets for the City Clerk, Human Resources, Risk Management, Cable and Information Systems programs.
- Conducts personnel investigations, gathers and analyzes information, and prepares reports, recommendations, or correspondence in relation to the investigations.
- Serves as City Representative on the Municipal Pooling Authority on the Board of Directors as required.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles and practices of administrative management, including records management and systems analysis and implementation.
- Ordinances and codes pertaining to records management, the conduct of municipal elections, City Council appeals and the Brown Act.
- Administrative principles and methods including goal setting, program development and implementation, budgeting, staffing, and work standards development.
- Business computer user applications including input/output concepts, information retrieval and systems maintenance and troubleshooting.
- Principles and practices of operational organizational analysis.
- Principles and methods of program development, implementation and promotion.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of purchasing.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of supervision including planning, assigning, monitoring, and evaluating the work of assigned staff.
- Effective public contact methods.
- Principles and application of municipal government information systems and telephone systems planning, and development methods.
- Methods of instruction in technical concepts and hardware and software usage.
- Principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations.
- Family Medical Leave benefits under the federal and state legislation, the administration of short and long disability, and pregnancy disability benefits.
- Workers' compensation claims and Citywide health and wellness programs.
- Classification and compensation plans and studies.
- Equal Employment Opportunity complaints including sexual harassment and other discrimination claims.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Prepare and organize Council agenda packets.
- Organize and maintain effective records management systems.
- Develop and administer departmental goals, objectives, policies, procedures, work standards and internal controls.
- Analyze hardware and software acquisition requirements and develop cost estimates and implementation strategies with City departments.
- Prepare clear, concise and complete general meeting minutes, documentation, and other reports and correspondence.
- Plan, organize, and coordinate effective municipal elections.
- Prepare and present organized and accurate oral reports.
- Exercise sound, independent judgment within general policy guidelines.
- Interpret and apply applicable Federal, state and local laws, policies, procedures and regulations.

- Select, supervise, train and evaluate assigned personnel
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Ten years of increasingly responsible professional level experience in a designated field of expertise which has included direction of staff, records management, information systems, risk management, human resources and the interpretation of laws and ordinances including increasingly responsible financial or analytical experience. Experience in a public agency setting is highly desirable.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, information systems, computer science, human resources, risk management, public policy or a related field, or ten years of responsible on-the-job experience will be considered in lieu of the education requirement.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a Notary Public Commission Certificate is desirable.

Possession of a Municipal Clerk and/or Master Municipal Clerk certificate is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; primarily works inside with occasional travel from site to site; exposure to computer screens; requires an open-door policy with many unscheduled meetings with staff or managers; low noise level; works alone and around or with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; use of computers and other office equipment; requires several hours of reviewing files, policies and other documents; requires working over 9-10 hour days, due to assignments or projects; moves and/or lifts light to moderate amounts of weight.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Executive
FLSA/Position: Exempt/Confidential, At-Will

CITY MANAGER

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

DEFINITION

Under policy direction of the City Council, assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of all City departments; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; provides highly complex administrative support to the City Council; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The City Manager has full responsibility for directing the activities of the City of Hercules and is accountable to the City Council for the overall performance of the City in carrying out the City's mission. This position is responsible for developing an organizational culture to ensure successful implementation of City programs and operations and for leading the City's senior management team. This position provides policy guidance, advice, and counsel to the City Council regarding strategic policy and problem solving and assumes responsibility for implementing policy decisions made by the City Council. A person appointed to the City Manager classification is an "at-will" employee.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct supervision over executive management staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assumes full management responsibility for all City operations; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends, and administers policies and procedures.
- Directs the development and implementation of the City's goals, objectives, policies, and priorities.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through department heads, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implements as appropriate; recommends organizational development plans to the City Council.
- Selects, motivates, and evaluates personnel; resolves personnel concerns and issues.
- Oversees the development and administration of the City budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; keeps Council advised of financial conditions, program

progress, and present and future needs of the City.

- Explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the City to all departments and outside agencies; coordinates City activities with those of other cities, counties, and outside agencies and organizations.
- Provides staff assistance to the City Council; coordinates the preparation of the agenda for City Council meetings; prepares and presents staff reports and other necessary correspondence; provides advice and consultation to the City Council on the development and implementation of City programs and services.
- Represents the City Council to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult and sensitive complaints and requests for information.
- Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City.
- Serves as a resource for City Council, department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work that the City Council orders.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
- Responds to media inquiries, City Council concerns and issues, and community needs.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Current social, political, and economic trends and operating characteristics/problems of municipal government.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Manage, direct, and provide effective leadership and coordinate the activities of a municipal

organization.

- Develop and administer sound City-wide goals, objectives, policies, work standards, internal controls, and methods for evaluating achievement and performance levels.
- Plan, organize, and direct the work of staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Effectively present information to top management, public groups, and/or boards of directors.
- Exercise sound, independent judgment within general policy guidelines.
- Work with and coordinate the activities of administrative officials while encouraging their development as administrators.
- Serve effectively as the administrative agent of the City Council.
- Represent the City Council to the general public and representatives of other agencies.
- Facilitate group participation and consensus building.
- Deal constructively with conflict and develop consensus.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Ten years of progressively responsible experience in municipal government including five years of management and administrative experience.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. A Master's degree is desirable.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

WORKING CONDITIONS

Environmental Conditions:

Office environment; primarily works inside with occasional travel from site to site; exposure to computer screens; requires an open-door policy with many unscheduled meetings with staff or managers; low noise level; works alone and around or with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; moves and/or lifts light to moderate amounts of weight; use of computers and other office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; hearing and speech to communicate in person, before groups and by telephone; continuously use overall vision including frequent reading and for close-up work; requires several hours of reviewing files, policies and other documents; requires working over 9-10 hour days, due to assignments or projects;

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit:
FLSA/Position: Exempt

COMMUNITY DEVELOPMENT DIRECTOR

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

DESCRIPTION

Under general administrative direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of advanced and current planning, environmental review and zoning enforcement; plans, organizes, supervises, directs, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Community Development Department to include planning and building functions; makes recommendations to the City Council and Planning Commission on planning and building issues; provides information to developers and others on City codes and regulations relating to land use; acts as Secretary to the Planning Commission and Design Review Committee; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Community Development Director is a department head who exercises full responsibility for planning, organizing and directing the work activities of the Community Development Department staff. This class acts as liaison to the Planning Commission. Directly oversees functions of the Building and Safety Division and Code Compliance. This classification is distinguished from the next lower classifications by performance of overall management responsibilities of the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over professional, technical and/or clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, directs and coordinates all Community Development Department activities including advance and current planning, zoning enforcement activities, prepares and administers the Department budget.
- Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justification; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes and regulations.
- Selects, supervises and evaluates work of consultants and integrates consultants' work into the department work program.
- Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for controlling and regulating community development.
- Serves as secretary and provides administrative support for the Planning Commission, and Design Review and Development Review Committees; makes presentations to the City Council and Planning Commission and other groups concerning planning projects; prepares or directs the preparation of detailed studies related to proposed developments; conducts general administrative projects concerning matters outside the scope of the planning function as needed.

- Coordinates planning activities with those of other City departments and outside agencies; addresses public complaints regarding land use and planning activities.
- Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and transportation planning objectives; develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process involving zoning, development applications, subdivisions, historic architectural preservation, environmental review, design review activities, transportation demand management; coordination of planning staff, and inter-jurisdictional coordination of transportation programs.
- Reviews, analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources and time required for project completion.
- Monitors complex projects as they proceed through the permit process and investigates complaints about current planning operations.
- Directs, reviews and evaluates the work of assigned staff; selects, evaluates and trains professional and support staff; recommends disciplinary actions as needed.
- Supervises professional work associated with the comprehensive general plan, area plans, historic architectural preservation ordinance, design review ordinance, and other applicable planning areas, environmental impact reports, capital improvements plans, transportation plans, and the Planning Commission and City Council.
- Makes decisions within specified limits regarding land use, transportation and zoning matters; provides staff and technical assistance to the Planning Commission and other boards and commissions; acts as a secretary to one or more of these boards or commissions.
- Prepares complete, accurate and concise written technical reports and correspondence; makes presentations before the City Council, commissions, committees, community groups, boards and governmental bodies.
- Stays informed of current trends in the planning and/or transportation fields including legislation, court rulings, and professional practices and techniques; evaluates impact upon City operations and recommends policy and procedural improvements.
- Meets with representatives, professionals, citizens, neighborhood groups and other organizations to encourage action or resolve problems related to the department's activities and projects.
- Evaluates Department staff arrangements, staffing levels, and work assignments and makes necessary recommendations to the City Manager; sets performance standards for Department staff and evaluates performance.
- Maintains contact with all persons affected or interested in the City's planning and development including developers, consultants, City advisory and policy-making bodies, and residents; communicates planning policies to influence acceptance by the City of given projects.
- Administers the City's planning activities and performs final review of major planning policy recommendations; applies modern urban planning concepts and principles in providing advice and assistance to City officials, City commissioners and staff.
- Interfaces with the City Manager regarding communications and meetings.
- Prepares, monitors, and administers the Department's comprehensive budget.
- Researches, analyzes and makes recommendations on legislation impacting planning matters at the local level.
- Coordinates and performs preliminary negotiations on lease contracts.
- Sets up project billing accounts for large projects to track and bill for large scale projects.
- Writes various requests for proposals for a variety of work scopes; reviews, rates, and ranks proposals; drafts award contracts, tracks and prepares appropriate billings and fee collection and oversees implementation within contract perimeters.
- Resolves differences in the field between developers and contract building staff.

- Coordinates code compliance activities across departments and formulates efficient ways to carry out duties.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles, practices, standards, information sources and trends in the fields of advance, current and/or transportation planning.
- Local, state and federal laws applicable to planning, zoning, subdivision, environmental review and transportation issues.
- Land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements.
- Application, modification, and the interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function.
- Statistical analysis techniques related to municipal planning.
- Local government organization and the functions and practices of a municipal planning unit.
- Methods and practices of community organization and citizen participation.
- Supervisory principles and practices, including budget, goals and objectives development and work planning and organization.
- Advanced modern theories, principles and practices of City planning.
- Advanced principles and practices of modern organization and management.
- Other City departments, particularly as their operations may relate to City planning.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Plan, organize, assign, review and evaluate the work of assigned staff.
- Perform and coordinate technical aspects of advance, current and/or transportation planning activities, such as the collection and analysis of data, preparation of reports and recommendations pertaining to complex issues.
- Interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend and adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including applying project management techniques.
- Direct the preparation of visual displays, such as maps, graphs and statistical data.
- Prepare clear and concise reports, correspondence and other written materials and make effective oral and written presentations.
- Facilitate meetings with representatives, professionals, citizens and organizations to solve problems.
- Exercise sound, fair and consistent independent judgment within established guidelines.
- Provide technical assistance and staff leadership to various boards and commissions.
- Attend evening or weekend meetings as required.
- Plan, organize and direct the variety of activities found in a progressive city planning function.
- Conduct studies on proposed developments and determine whether they meet City requirements and are in accordance with City policies relating to community development and planning.

- Develop plans designed to maintain departmental efficiency and responsiveness.
- Deal effectively with representatives of the construction industry, developers, consultants and the general public.
- Understand, interpret and apply complex guidelines.
- Make generalizations, evaluations or decisions without immediate supervision.
- Set realistic goals or make plans independently of others and respond appropriately to changes in the work setting.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Five years of increasingly responsible administrative and supervisory experience in urban planning or a related field.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or a related field. A Master's degree from an accredited college or university with major course work in a related field is desirable.

Certificates / Licenses / Special Requirements

Possession of a California Driver's License and a satisfactory driving record as determined by the City's policy. American Institute of Certified Planners (AICP) designation is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional outdoor environment; exposure to computer screens.

Physical Conditions:

Regularly required to sit for long periods of time; perform complex tasks; coordinate and analyze various reports and other data; requires precise attainment of set limits, tolerances or standards; regularly involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs; frequently write, grasp, hold, and reach; frequently hear and talk in person and by phone; frequently make decisions and concentrate.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Executive
FLSA/Position: Exempt/At-Will

COMMUNITY DEVELOPMENT SPECIALIST

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

DEFINITION

Under direction, performs paraprofessional and administrative duties requiring the application of specific program knowledge and administrative skills in support of assigned division, program, and/or function within the Community Development Department; provides permit-related information to internal and external customers; performs a variety of routine and technical tasks while issuing permits and reviewing permit applications; coordinates the permit and plan check process requiring a full understanding of all applicable policies, municipal codes, procedures and work methods associated with assigned duties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Greets customers, schedules inspection appointments, and receives calls for information requests; directs callers and/or provides the correct information to customers.
- Reviews applications and documents for building permits; reviews plan submittals for accuracy and completeness.
- Distributes and routes fees to other divisions; monitors status files and record.
- Verifies contractors' licenses, City business licenses, worker's compensation insurance, and property ownership.
- Calculates permit fees; ensures all permit fees are paid or when deferred, that appropriate documentation is recorded.
- Interprets simple blueprints and building plans for processing and/or code compliance.
- Updates permit application status in response to inquiries from staff and/or public.
- Reviews applications for completeness so plans can be reviewed for accuracy and compliance with local, state and federal regulations and policies.
- Coordinates the daily inspection schedule; retrieves messages from the inspection message line and logs information into the computer; verifies that the inspection needed is the correct one and when necessary, researches the type of inspection required.
- Coordinates archiving of records.
- Prepares and issues bills, receipts, letters, statistical reports and other forms, and schedules inspections in compliance with standardized requirements; responds to public inquiries at the counter, by phone and in writing.
- Performs basic mathematical duties.
- Displays effective public contact techniques in person, by telephone and through written communications, including emails to staff and/or the public.
- Reviews nonstructural projects; signs, approves and issues building permits.
- Responds to questions regarding building code and construction and state law regulations.
- Coordinates construction plan activities with other departments and County.
- Receives and reviews invoices, codes all invoices and processes payments; prepares requisitions and purchase orders; assists in monitoring the department budget and expenses; monitors annual contracts

for the Community Development, Building, and Public Works departments and lighting landscape districts.

- Receives and processes applications and permits; coordinates with the County building division for all permits; receives and responds to questions and requests for information regarding zoning, code enforcement and to explain violations.
- Receives and investigates public complaints; researches and reviews municipal code, issues code violation letters and follows up as needed.
- Interprets City planning and zoning codes, policies and procedures related to property owners.
- Reviews business licenses for zoning compliance.
- Coordinates travel, meetings, conferences and training arrangements.
- Obtains property information, mailing lists, and aerials of specific project sites as needed.
- Provides direction to volunteers as necessary.
- Assists the Public Works Department and monitors the budget.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic plan check and building permit approval processes and procedures.
- Basic construction practices and concepts.
- Records management practices and what comprises a complete set of plans.
- Basic processes and procedures associated with construction permits.
- Building codes and construction terminology.
- Manual and automated filing and permit tracking systems and record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Work on several tasks simultaneously, plan and organize workload, and meet deadlines.
- Read and analyze simple plans and blueprints.
- Work independently within established policies and procedures.
- Work safely following safety rules, instructions and guides.
- Deal effectively with very often difficult people with firmness and tact
- Effectively take direction and give direction.
- Influence and relate to other people.
- Communicate and concentrate calmly in a multi-functional service counter with many diverse customer demands and requests.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of responsible administrative experience involving extensive public contact and document processing in building permits. One year of experience in a public agency is desirable.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by college-level course work in building code requirements. Completion of an Associate's degree is desirable.

Certificates / Licenses / Special Requirements

Possession of a Permit Technician certificate issued by the International Conference of Building Officials (ICBO).

Possession of a Plans Examiner certificate issued by the International Code Council (ICC).

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; occasionally fast-paced with exposure to customers waiting for service and others demanding service; noise level is moderately quiet and adjusts when several services are being performed by other staff.

Physical Conditions:

Regularly required to sit at a desk or in meetings for long periods of time; walking up and down on various surfaces; twist and reach for equipment surrounding a desk; perform simple grasping and fine manipulation; communicate extensively using telephones and computers in written form and in person; specific vision abilities including close vision and the ability to adjust focus; intermittently visit sites with inspectors or supervisors to gain additional knowledge generally requires walking up and down on various surfaces.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

FACILITY ATTENDANT
(Part-Time, Seasonal Position)

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

DEFINITION

Under supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Coordinator, Recreation Manager, or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists in the inventory of program and custodial supplies.
- Performs general maintenance and/or custodial duties including cleaning recreation facilities, maintaining park facilities, and documenting necessary repairs.
- Arranges tables and chairs at various recreation facilities for Parks and Recreation activities and/or programs.
- Answers a wide variety of questions from the general public regarding City functions and community activities.
- Operates standard office equipment such as copiers, computers and multi-line telephones.
- Attends regular staff meetings and training conferences.
- Ensures department personnel policies and procedures are followed and notifies supervisor any overt acts in violation of the department's policies.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic principles and practices of Parks and Recreation activities.
- Correct English usage, including spelling and grammar.
- Safety practices and procedures related to Parks and Recreation programs and activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Work with different age levels.
- Follow oral and written instructions.
- Prepare written reports related to facility operations.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Administer first aid, CPR and/or artificial respiration.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Experience working effectively with youth programs and in a recreational environment is desirable.

Education/Training

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.

Possession of a current Community CPR certificate or ability to obtain within 30 days of hire.

Must be at least sixteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments; occasional travel to perform marginal functions; exposure to computer screens and noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, climb, reach, turn, bend, squat, stoop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate assigned equipment and vehicles; competency to write, spell and relay accurate information.

<p><i>Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.</i></p>

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Part-Time/Non-Union
FLSA/Position: Non-Exempt

FINANCE DIRECTOR

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

DEFINITION

Under general administrative direction, supervises and participates in all general accounting and financial record keeping functions of the City; prepares a variety of complex accounting, statistical and narrative reports; maintains budget control records, including general ledger, budgetary records, accounts payable, accounts receivable and payroll; maintains an investment program; and performs related duties as assigned by the City Council or City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Exercises continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulates city visions and mission and goals with team members, co-workers and customers; supports a clear, customer-focused vision.
- Builds effective relationships and ensures cooperation and coordination across teams; develops and meets challenging team goals.
- Assumes full management responsibility for all department services and activities including budget preparation, annual financial audits, supervision of accounting procedures and the design and implementation of automated financial accounting systems; recommends and administers policies and procedures.
- Assists Finance staff with day-to-day tasks as needed.
- Analyzes revenue-generating and cost-reducing proposals for capital and operating programs; prepares revenue projections and provides revenue management.
- Secures financing packages utilizing tax-exempt and taxable financing; manages the City's investment portfolio including daily investments and long-range investment policies; manages and monitors the City's complex debt structure.
- Monitors legislative developments related to finance and accounting matters; evaluates the impact on City operations.

- Directs the design and implementation of automated financial accounting systems; organizes and administers effective accounts receivables and payables reporting and collection procedures.
- Directs the collection of assessed taxes, fees and charges from City business, property owners and residents.
- Oversees and participates in the preparation, development and administration of the City-wide department, Capital Improvement and Redevelopment Agency budgets; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal finance.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the Finance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services and activities of a comprehensive financial management and accounting program.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of general, fund and governmental accounting.
- Methods and techniques of revenue analysis and interpretation.
- Operational characteristics of automated financial systems.
- Principles and procedures of financial record keeping and reporting.
- Principles and techniques of managing investments.
- Generally accepted accounting principles.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Manage and direct a comprehensive financial management program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

- Evaluate financial data and recommend improvements.
- Develop and implement automated financial systems.
- Manage the City's investment portfolio including daily investments and long-range investments.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Maintain mental capacity, allowing the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Six years of increasingly responsible financial management or governmental accounting experience including three years of management and administrative responsibility.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; frequent contact with the public and/or coworkers; occasionally works alone; frequently exposed to noise.

Physical Conditions:

Essential and marginal functions require frequent use of keyboards; frequently sit for long periods of time; occasionally bend or squat; frequently lift up to 10 pounds and occasionally lift up to 25 pounds; continuously use overall vision including frequent reading and for close-up work; occasionally use color and depth vision; frequently perform repetitive motion; frequently write, grasp, hold, and reach; frequently hear and talk in person and by phone; frequently make decisions and concentrate.

<p><i>Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.</i></p>

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Executive
FLSA/Position: Exempt

HUMAN RESOURCES ADMINISTRATOR

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

DEFINITION

Under general supervision, performs technical, detailed and confidential work in support of the City's human resources program, including recruitment, selection, employee orientation, classification, compensation, training, benefits administration, employee assistance program, workers' compensation, employee relations and labor negotiations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk/Administrative Services Director or designee; works independently in a productive and efficient manner without direct supervision.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Coordinates the City's recruitment and selection process; prepares job announcements and advertisements; reviews and screens employment applications; determines and recommends appropriate pass points; arranges for appropriate selection devices, including written, oral and performance tests; provides timely notification to candidates at all steps of the selection process; participates in the interview process.
- Conducts new hire orientations for all full-time, part-time and temporary/seasonal employees; reviews and processes personnel action forms related to new hires, separations, compensation and employment status changes.
- Administers employee benefits programs including retirement, health, dental, vision, life and deferred compensation; acts as liaison with benefit providers to resolve coverage and claim issues on behalf of the employees; coordinates open enrollment activities; plans and oversees administrative work related to personnel action, mediating any disputes between employees and benefit providers.
- Coordinates requests for Family Medical Leave benefits under federal and state legislation; administers short and long term disability, and pregnancy disability benefits.
- Maintains and updates status of workers' compensation claims; monitors and updates employee return to work status, including work limitations; works with third-party administrators regarding payments and management of such claims; coordinates City wide health and wellness programs.
- Administers the Injury and Illness Prevention Program including all health and safety training activities and maintains training documentation in personnel files; provides staff support to city-wide Health and Safety Committee.
- Assists in the maintenance of classification and compensation plans; researches and assembles information for classification and compensation purposes; initiates and responds to salary and benefit surveys and classification studies.
- Maintains, updates, and manages Human Resources Information System (HRIS).
- Assists with and oversees activities relative to the administration of employee and labor relations, including labor negotiations, disciplinary actions and grievance procedures.
- Assists with Equal Employment Opportunity complaints including sexual harassment and other discrimination claims; conducts investigations, gathers and analyzes information and prepares reports, recommendations, or correspondence in relation to investigations.
- Manages the development, implementation and administration of practices, policies and procedures relating to various Human Resources program areas, including the City's personnel rules and policies; ensures rules and policies are up to date.
- Maintains and tracks annual employee performance evaluations.

- Serves as resource and provides information to the public, other agencies and City staff requiring use of judgment and interpretation of a variety of policies, rules and regulations.
- Maintains official and confidential City employee personnel records; works with discretion regarding a variety of highly confidential personnel matters.
- Provides administrative support to the City Manager or designee; composes, researches, and prepares letters, memoranda, and reports; processes invoices and monitors budget activity.
- Establishes positive working relationships with all City staff, elected officials, and the public.
- Participates in the administration of employee development, training and retention programs.
- Participates in the development and implementation of new systems for efficient and effective performance.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations.
- Basic functions and structure of a municipal organization.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Correct business English, including spelling, grammar and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Organize and prioritize work coordinating several activities and meeting critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Collect and analyze a variety of data.
- Use initiative and sound judgment within established guidelines.
- Maintain confidentiality of human resources information.
- Deal successfully with City personnel and the public, in person and over the telephone.
- Courteously respond to human resources related issues, concerns and needs.
- Understand and follow instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Four years of increasingly responsible experience in human resources performing technical and analytical work. Experience in a public agency is desirable.

Education/Training

Completion of an Associate's degree with major course work in human resources management, public administration, business administration, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Unrepresented / Confidential
FLSA/Position: Non-Exempt

INFORMATION SYSTEMS ADMINISTRATOR

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

DEFINITION

Under general supervision, serves as a technical expert and provides computer, peripheral, telephone and user support in a networked environment; analyzes and troubleshoots problems related to computer and telephone networks; performs research and analysis of current and potential information technology options for management, including installing, configuring and trouble-shooting computer hardware and software to meet specific departmental or City-wide needs; assists users and resolves system problems; ensures network computer applications are coordinated throughout the City and are being used to the fullest extent; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification exercises considerable latitude in the application of department policy, following general guidelines and professional and administrative standards in accomplishing assignments. This classification is responsible for the management, administration and operation of citywide systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk/Administrative Services Director.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Administers and coordinates the implementation, operation, security and maintenance of city-wide computer systems ensuring consistency and compatibility with other specialized systems required by specific departments.
- Serves as the technical expert in the design, implementation and management of information technology and telecommunication systems; administers local and wide area network, wireless technology, IBM AS/400, electronic door programming, cable television, website management, Cisco Unity Voicemail and implementation of the Computer Replacement Program.
- Assists in researching potential hardware and software upgrades and the evaluation of developing technologies with the intent of fulfilling existing and future needs by considering budgetary and time constraints.
- Recommends hardware and software purchases while developing and maintaining lasting relationships with multiple vendors and business partners.
- Supports, maintains, adheres to and recommends revisions, when necessary, to the Information Technology Department policies and procedures.
- Sets up and maintains user security access and data files; monitors system configuration to ensure data integrity; installs, upgrades, and configures network printing, scanning, copying, directory structure, software, and anti-virus software.
- Installs new software releases, system upgrades, evaluates and installs patches, troubleshoots and resolves software related problems; installs, configures, troubleshoots, and maintains the City's Windows network system and Windows desktop systems.

- Responds to employee inquiries concerning system operation, problems, features, requests and diagnose system hardware, software and operator problems; provides technical support to employees for network infrastructure and internal desktop systems software and hardware.
- Coordinates the automation and upgrading of information systems among departments and monitors the use of network technology and shared dated sources.
- Establishes controls for equipment and software applications, their use and application to City programs.
- Assists with the preparation of the departmental budget and monitors expenditures.
- Trains new employees on technological equipment, including standard computer applications, telephones, and the use of electronically programmed keys.
- Attends technology classes and increases computer and programming knowledge for the benefit of the employee and the City business needs.
- Manages and maintains development of the City website, cable television and document imaging software and hardware; manages inventory and equipment; generates reports and restores files and folders as requested by City departments.
- Monitors day-to-day computer operations, including the functionality of systems, internet, email, and network traffic logging; ensures daily and weekly backup of information systems and databases.
- Locates, evaluates and contracts for maintenance services and directs the work of independent contractors and consultants.

Other Non-Essential Duties

- Sets up wireless laptops and LCD projectors for council meetings, personnel testing, and varying presentations.
- Troubleshoots basic word processing, desktop publishing, and printing problems.
- Rotates backup tapes for the regularly scheduled nightly backup of servers and weekly backup of the file server.
- Assists in desktop publishing projects, specializing in graphic design techniques and the use of Adobe Photoshop and Microsoft Publisher.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operating characteristics of computer systems and procedures.
- Principles and operations of management information systems and peripheral equipment including computers, networks, phones, internet, software and hardware applications, cabling, printers, plotters, routers, data lines and modems.
- Personal computer diagnostic hardware utilities and testing equipment.
- Principles and practices of record keeping.
- Principles and methods of training and instruction.
- State and federal laws and regulations concerning the operation of management information systems.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Understand, interpret, and effectively explain the full range of hardware and software applications to users.

- Identify, analyze, and resolve complex computer, telephone hardware, software, and network related problems and implement solutions.
- Install, configure and maintain management information technologies for the City including computers, networks, phones, voice mail, and internet.
- Observe and problem solve operational and technical deficiencies.
- Interpret and verbally explain technical concepts to less technical individuals.
- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities.
- Interpret, apply and explain laws, policies and regulations.
- Prepare effective and accurate reports, correspondence and other written materials.
- Represent the department and the City effectively with public and private organizations and the public.
- Work independently to analyze problems and implement solutions
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work flexible and irregular hours if necessary.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of experience troubleshooting, diagnosing, repairing and installing personal computers, printers and peripherals. Experience with the configuration, implementation, administration and support of Windows Professional and Server environments, IBM AS/400, Cisco IP Telephone, Cisco Unity Voicemail, HTML and Adobe Photoshop.

Education/Training

A Bachelor's Degree from an accredited college or university with major course work in information technology, computer science, or a related field.

Certificates / Licenses / Special Requirements

Requires the use of personal or city vehicles and must maintain car insurance.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; primarily works inside with occasional travel to other job sites; exposure to electrical, coaxial, network and telephony cabling; exposure to dirty/dusty workspaces.

Physical Conditions:

Regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel, crawl into small areas, stoop, and twist while working on computer equipment, peripherals, and ancillary equipment; frequently lift 50 pounds; perform simple grasping and fine manipulation; use telephones, write and use keyboards to communicate; discern wire colors and see small text and numbers on wiring and circuitry; regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; concentrate with various interruptions and various noise levels; interact with City management, other governmental officials, contractors, vendors, employees and the public; works irregular hours and is on-call including during emergencies.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

INFORMATION SYSTEMS SPECIALIST

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

DEFINITION

Under general supervision, performs installations, configurations, troubleshooting and maintenance of hardware, software, peripheral, and related communication equipment; performs a variety of system administration duties for the Police Department; performs and coordinates technical and engineering functions relating to the production and operations of audio/visual programs; performs pre-production and post-production duties; receives and responds to requests for assistance from users; researches, analyzes, and provides solutions to information systems problems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification receives general supervision from the City Clerk/Administrative Services Director. Incumbents facilitate cable broadcasts, video and audio recording, cable and IT hardware and software installation, user support duties and acting as general production support. Incumbents are expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk/Administrative Services Director.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with the administration, coordination and implementation of the operations, security and maintenance of assigned department's computer systems ensuring consistency and compatibility with other specialized systems required by specific departments.
- Performs a variety of system administration duties for the Police Department; creates and maintains hardware and software assets, computer hardware, mobile and portable radios and vehicle maintenance inventory; oversees inventory, maintenance and upkeep of digital mobile/portable radios.
- Performs production duties including technical directing, creating and producing electronic graphics, setting up cameras and operating cameras and audio equipment.
- Sets up, operates and maintains studio, control room and field production equipment.
- Develops and enters programming schedules into the automated playback system.
- Maintains videotape library control systems.
- Compiles and verifies necessary information to prepare announcements for the cable channels.
- Collects and enters new and updated alphanumeric messages for City's cable channel.
- Duplicates tapes and tapes in response to specific requests and for playback on the cable channels.
- Oversees the operation and maintenance of a variety of video equipment.
- Performs post-production duties of editing, dubbing and duplicating tapes.
- Assists in research of potential hardware and software upgrades and the evaluation of developing technologies with the intent of fulfilling existing and future needs by considering budgetary and time constraints.

- Installs new software releases and system upgrades; evaluates and installs patches; troubleshoots and resolves software related problems.
- Monitors day-to-day computer operations, including functionality of systems, internet, email, and network traffic logging; ensures daily and weekly backup of information systems and databases.
- Sets up meeting agenda access on Council laptops/tablets.
- Trains contracted audio/video operator personnel in the setup and operation of the City's audio/video broadcast equipment.
- Performs user training and technical support of existing and newly hired personnel in the operation and use of all Police Department computer related hardware/software assets.
- Creates, maintains and adds content for assigned social media pages.
- Configures, sets up and maintains network, video and computer related hardware assets for the City Emergency Operations Center (EOC) and EOC Van.
- Configures and sets up Body Worn Cameras and associated network and hardware related assets.
- Designs and lays out video surveillance cameras; installs and configures related hardware and software components; troubleshoots user reported surveillance camera issues.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles and operations of management information systems and peripheral equipment including computers, networks, phones, internet, software and hardware applications, cabling, printers, plotters, routers, data lines and modems.
- Operating procedures, maintenance and various types of video production equipment and audio-visual equipment.
- Principles of the operation of automated playback systems and alphanumeric display systems.
- State and federal laws and regulations concerning the operation of cable systems.
- New and emerging audio/video related technologies.
- Principles of HD/SDI video, digital video, and digital audio/mixing technology, Video over IP (NDI) technology, Video Master Controller hardware/software, Video messaging and video archiving, and Third-party video software.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Using tape and tape editing techniques.
- Setting up, operating and maintaining video production equipment, including cameras, electronic graphics and audio.
- Directing multi-camera and single-camera productions.
- Interpreting, applying and explaining laws policies and regulations.
- Preparing effective and accurate reports, correspondence and other written materials.
- Representing the department and the City effectively with public and private organizations and the public.
- Install, configure and maintain management information technologies for the City including computers, networks, phones, voice mail, and internet.
- Observe and problem solve operational and technical deficiencies.
- Interpret and verbally explain technical concepts to less technical individuals.

- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities.
- Work flexible and irregular hours if necessary.
- Multitask and maintain focus during live broadcasts and recording sessions.
- Troubleshoot equipment/system anomalies during live broadcasts.
- Research, become knowledgeable and train users in the use of newly developed software system and applications.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

One year of experience performing technical audio/visual work supplemented by one year of experience in troubleshooting, diagnosing, repairing and installing personal computers, printers and peripherals. Experience working with Windows and PCs is desirable.

Education/Training

Completion of an Associate's degree with major course work in information technology, computer science or a related field. Recent training, such as academic courses and/or certification programs relevant to this classification.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; exposure to electrical, coaxial, network and telephony cabling; exposure to dirty/dusty workspaces.

Physical Conditions:

Regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel and twist while working on computer equipment, peripherals, and ancillary equipment; perform simple grasping and fine manipulation; use telephones, write and use keyboards to communicate; discern wire colors and see small text and numbers on wiring and circuitry; routinely move equipment weighing up to 30 pounds; regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials,

contractors, vendors, employees and the public; may be required to work evenings, weekends, holiday hours and overtime.

Note: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

LIFEGUARD/SWIM INSTRUCTOR I
LIFEGUARD/SWIM INSTRUCTOR II
(Part-Time, Seasonal Position)

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

DEFINITION

Under supervision (Lifeguard/Swim Instructor I) or general supervision (Lifeguard/Swim Instructor II), supervises patrons at the Hercules Swim Center facility and enforces all policies, procedures, and safety regulations related to operations of the facility; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lifeguard/Swim Instructor I

Lifeguard/Swim Instructor I is the entry level class in the Lifeguard/Swim Instructor series. This class is distinguished from the Lifeguard/Swim Instructor II by the performance of the more routine tasks and duties assigned to positions within the series.

Lifeguard/Swim Instructor II

Lifeguard/Swim Instructor II is the journey level class in the Lifeguard/Swim Instructor series. This class is distinguished from the Lifeguard/Swim Instructor I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Lifeguard/Swim Instructor I level.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Lifeguard/Swim Instructor I) or general supervision (Lifeguard/Swim Instructor II) from the Senior Lifeguard and/or Recreation Coordinator or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Supervises the conduct/behavior of patrons and spectators.
- Provides instruction on the proper use of equipment and/or pool areas and maintains a safe aquatic environment.
- Initiates rescues of persons in distress including first aid and resuscitation.
- Assists in preparing and maintaining maintenance, attendance, chemical balance records, accident/incident reports, and operational logs.
- Assists in the enforcement of department safety and operational policies.
- Assists in organizing, supervising, and evaluating swim instructional classes and specialty aquatic programs.
- Assists in presenting and promoting special events associated with the aquatics program.
- Assists in purchasing aquatic equipment and supplies by making recommendations/suggestions.
- Assists with light maintenance of pool/locker areas in accordance with State Health and Safety Codes.

- Monitors office and locker room areas.
- Completes reports related to the operations of the swim facility including accident and incident reports as necessary.
- Conducts pH and chlorine tests and records in logs.
- Maintains good public relations by working cooperatively with the public and employees.
- Cleans the facility as needed.
- Explains and interprets facility operations and safety policies, procedures, and regulations to the public.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- The use and care of lifesaving equipment and basic tools used at a public swimming facility.
- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of a pool facility.

Ability to

- Demonstrate leadership capabilities.
- Engage in physical activity.
- Follow oral and written instructions.
- Perform swimming strokes according to American Red Cross standards.
- Demonstrate lifesaving and emergency first aid skills.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Prepare reports related to facility operations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.
- Demonstrates good customer service skills.
- Learn to manage and/or add chemicals.
- Read gauges and chemical tests.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Lifeguard/Swim Instructor I

Experience

One year of experience as a volunteer, lifeguard, or swim instructor at an organized aquatic facility

assisting with public swim sessions and/or lesson instruction is desirable.

Education/Training

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

Certificates / Licenses / Special Requirements

Possession of a current standard First Aid certificate.

Possession of a current Basic Life Support for the Professional Rescuer certificate.

Possession of a current Lifeguard Training certificate.

Possession of a Water Safety Instructor certificate prior to providing instruction.

Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least fifteen years of age.

Lifeguard/Swim Instructor II

Experience

One year or 200 hours of work experience as a volunteer, lifeguard, or swim instructor at an organized aquatic facility assisting with public swim sessions and/or lesson instruction.

Education/Training

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

Certificates / Licenses / Special Requirements

Possession of a current standard First Aid certificate.

Possession of a current Basic Life Support for the Professional Rescuer certificate.

Possession of a current Lifeguard Training certificate.

Possession of a Water Safety Instructor certificate prior to providing instruction.

Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least seventeen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; exposure to noise; exposure to heavy public contact; exposure to slippery and/or uneven surfaces; work with or in water.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; bodily movement sufficient to frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability

sufficient to communicate in person, by all forms of communication devices, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate various assigned equipment, tools and testers; competency to write, spell and relay accurate information on incident and accident reports; perform lifting and carrying of persons and/or items of moderate to heavy amounts of weight, and work outdoors in the sun for prolonged periods of time.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Part-Time / Non-Union
FLSA/Position: Non-Exempt

MAINTENANCE WORKER I

MAINTENANCE WORKER II

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

DEFINITION

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performs a variety of unskilled, semi-skilled and/or skilled maintenance activities on City streets, parks and related facilities; performs maintenance and construction work; operates a variety of maintenance and repair tools and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This is the entry level class in the Maintenance Worker series performing a full array of duties that are usually more routine, less complex tasks while learning City policies and procedures. The series includes a wide variety of maintenance, construction and repair duties. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents perform routine functions and assignments within an established procedural framework where there are minimal consequences of error. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Employees may have only limited or no direct related work experience.

Maintenance Worker II

This is the full journey level class within the Maintenance Worker series. Employees within this class are expected to work independently performing a full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks, including operation of various maintenance machines and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or when filled from outside, with prior experience. Employees within this class may be expected to perform Maintenance Worker I duties from time to time.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Maintenance Worker I) and general supervision (Maintenance Worker II), from the Public Works Superintendent or designee. The Maintenance Worker II class may act as project lead on occasion.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Operates maintenance equipment and power tools including dump trucks, backhoes, trenchers, torches and welding equipment; maintains hand tools and assigned equipment; performs preventative maintenance.

- Maintains parks, parkways, athletic fields and medians; picks up garbage and debris; prunes trees and shrubs; cleans and weeds flowerbeds.
- Performs maintenance on park facilities; cleans and maintains restrooms and water fountains; performs maintenance and repairs on playground equipment.
- Utilizes proper safety precautions related to all work performed.
- Performs pool maintenance functions; ensures proper pool operation; checks for chlorine leaks and filtration malfunctions.
- Inspects and maintains assigned City building and facilities; ensures proper lighting of facilities; performs general custodial duties; restocks janitorial supplies.
- Coordinates and participates in the Contra Costa County Sheriff's Office Work Alternative Program; transports program participants to assigned locations; oversees work of program participants.
- Installs, repairs and replaces City sign posts and signs; fabricates signs using squeeze roller applications.
- Responds to law enforcement and fire protection emergencies on a 24-hour basis; assists law enforcement and fire protection staff as required.
- Performs street intersection striping.
- Performs general pothole repairs on City streets.
- Prepares surfaces for sidewalk replacement including breaking up and removing paved surfaces, digging, shoveling, hauling and unloading materials, and mixing cement.
- Inspects and performs maintenance on the Refugio Valley Creek and other riparian right of ways.
- Inspects and performs maintenance on City earthen swales and concrete ditches.
- Cleans storm drains, culverts, drain ditches and catch basins; repairs or installs pipes for drains and catch basins.
- Constructs and repairs storm conduits, curbs, drains, gutters and drainage facilities.
- Monitors Street Sweeping Contract to ensure work and frequency complies with the City NPDES Permit.
- Supports the Fire District on all hazardous material spills control call outs.
- Inspects and maintains all storm drain outfalls within the City for all hazardous material flows.
- Performs building maintenance, including diagnostic and minor carpentry, plumbing, electrical and welding repairs in City owned buildings.
- Responds to questions and concerns from the general public; provides information as appropriate and resolves public service complaints.
- Performs daily lift station maintenance including emergency call outs.
- Installs, repairs, and maintains street lights.
- Performs carpentry related projects; creates wooden signs and repairs cabinets.
- Performs related duties as required.

QUALIFICATIONS – MAINTENANCE WORKER I

Knowledge of

- Basic principles and practices of general maintenance and repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in area of work assigned.
- Construction methods, materials and terminology.
- Basic safety precautions and practices necessary in working with hand tools, light equipment and vehicles.

Ability to

- Learn to perform a variety of maintenance and repair work in area of work assigned.
- Perform variety of unskilled and semi-skilled carpentry work on City buildings and structures.
- Perform basic installation and repairs on walls, windows and doors.
- Perform minor electrical repair work.
- Perform minor plumbing maintenance work.
- Learn occupation hazards and standard safety practices.
- Properly place cones, barricades and warning devices and direct traffic at job sites at City functions as necessary.
- Participates in general painting work, using brushes, rollers and spray equipment.
- Empty park trash containers, clean walkways, restrooms and other park facilities.
- Pick up litter, trash, debris and load trimmings on trucks.
- Operate a variety of equipment and tools in a safe and effective manner.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Read and interpret maps, manuals and specifications.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Learn occupation hazards and standard safety practices.
- Follow safety rules and wear protective gear including head gear, ear plugs, hard hats, protective clothing and any required gear that is expected as an essential protective gear for general functioning of daily duties.
- Perform activities with a schedule, maintain regular attendance and be punctual within specified tolerances.
- Work well with co-workers or peers without exhibiting extreme responses.
- Participate in work activities requiring negotiating, instructing, supervising, persuading or speaking.
- Respond appropriately to criticism from supervisor.
- Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS – MAINTENANCE WORKER II

Knowledge of

- Advanced principles and practices of general maintenance and repairs related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in area of work assigned.
- Occupational hazards and standard safety practices.

Ability to

- Perform all requirements of Maintenance Worker I
- Work independently in the absence of supervision.
- Perform a variety of advanced maintenance and skilled repair work in area of work assigned.
- Perform variety of semi-skilled and skilled, rough and finished carpentry work and plastering, on City buildings and structures.
- Perform installation and repairs/ replacements on walls, windows and doors.
- Build articles of wood such as platforms or podiums.

- Perform minor electrical repair work relating to electrical equipment and all apparatus related to heating, air conditioning and electrical systems.
- Perform minor plumbing maintenance work inspecting, repairing and connecting pumps, plumbing fixtures.
- Maintain and repair street lights.
- Perform a variety of lift station maintenance and sewer collection duties.
- Builds forms, mixes, pours and finishes concrete.
- Performs building cleaning work, including scrubbing, mopping, sealing and waxing of floors; including cleaning and disinfecting of bathrooms.
- Independently maintain ground facilities and buildings assigned to parks.
- Plant, transplant, remove, fertilize and trim trees.
- Operate a variety of vehicular stationary mechanical equipment in a safe and effective manner, including gang mowers, edgers, tractors, loaders, rototiller, chain saws, and other park related maintenance equipment.
- Perform a variety of semi-skilled duties in street maintenance construction, including removing and replacing road materials; preparing surfaces for paving, breaking and shoveling asphalt.
- Operate light to moderately heavy power and maintenance construction equipment, including loaders, rollers, and backhoes; may operate motor graders, dozers and other heavy equipment, including cleaning tools and servicing equipment.
- Operate a variety of trucks including loading and unloading.
- Operate a variety of air tools, including jackhammers, welders, grinders and related tools.
- Perform duties including backfilling of trenches and excavating.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical abilities appropriate to the performance of assigned duties and responsibilities.
- Maintain assigned areas without close day-to-day supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Maintenance Worker I

Experience

Six months of experience as a laborer in construction, maintenance or landscape work.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Maintenance Worker II

Experience

Three years of experience in construction and maintenance of streets and public facilities.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy. Possession of a valid Class B California Driver's License may be required in some instances.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; travel from site to site; exposure to heavy vehicle traffic conditions; exposure to all weather conditions including wet, cold, hot and dry; may require the use of chemicals, exposing employees to fumes, dust and air contaminants; exposure to excessive noise.

Physical Conditions:

Essential and marginal functions require sitting, standing, walking on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties; requires near and far vision when inspecting work and operating assigned equipment; use color and depth vision; frequently lift, carry, push and/or pull tools, equipment and supplies of moderate to heavy weights; perform substantial heavy physical labor; may require climbing ladders; use of power and noise producing tools and equipment; hear and talk in person and by phone; may require driving motorized vehicles and heavy equipment; may be required to respond to after hour emergency call outs, work weekends, and alternative shift schedules.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

**OFFICE ASSISTANT I
OFFICE ASSISTANT II
(Assigned to the Parks and Recreation Department)**

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

DEFINITION

Under supervision (Office Assistant I) or general supervision (Office Assistant II), provides a variety of routine and customer service duties within the Parks and Recreation Department including registering participants in programs and classes, providing information, and collecting payments for child care, day camps, facility rentals and special events; and performs related duties as assigned. Employees may be assigned to one or more areas including Swim Center, Child Care, or Teen Center. Promotion from an Office Assistant I to an Office Assistant II will depend on the needs of a particular position and an evaluation by the manager.

DISTINGUISHING CHARACTERISTICS

Office Assistant I

The Office Assistant I is the entry level class in the Office Assistant series. This class is distinguished from the Office Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. This class can be used as a training class.

Office Assistant II

The Office Assistant II is the journey level class in the Office Assistant series. This class is distinguished from the Office Assistant I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Office Assistant I level.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Office Assistant I) or general supervision (Office Assistant II) from the Recreation Manager and/or Recreation Coordinator or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Collects and processes payments for all programs; collects and processes child care and other payments; enters data into RecTrac.
- Answers telephone inquiries as related to Recreation and Community Services.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Provides assistance in scheduling facility rentals, meetings, and classes.
- Enters, edits and retrieves data and prepares reports, following established formats; establishes and maintains files.

- Types correspondence, reports, forms and specialized documents related to the functions of the department.
- Proofreads and checks typed and other materials for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Attends regular staff meetings.
- Performs and/or assists in administering minor first aid to patrons as needed.
- Assists in monitoring and supervising the activities of patrons of all ages in the Community Center.
- Provides recommendations for improvement to office and program operations.
- Operates standard office equipment such as copiers, calculators, typewriters and multi-line telephones.
- Creates program attendance rosters; updates attendance rosters weekly with to add or remove participants; runs weekly rosters.
- Assists in all aspects of registration including but not limited to billing, payments, and other financial matters as they arise during registration; reviews program registration packets; requests any missing forms from program participants.
- Creates emergency binders; charts for any allergy and medical concerns; handles subsidized accounts; completes immunization records based on health information; reviews shot records; submits immunization reports to the Contra Costa Health Services.
- Performs custodial duties as needed, including sweeping, mopping, vacuuming, and trash removal.
- Provides breaks to other staff and assists with assigned activities as necessary.
- Ensures staff, children and site are safe at all times.
- Meets and greets visitors; gives tours for potential registrations as necessary.
- Collects mail daily and drops off payments as needed.
- Maintains and orders supplies as necessary.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Filing, indexing and cross-referencing methods.
- Correct English usage, including spelling, grammar and punctuation.
- Policies and procedures related to the department to which assigned.
- Basic business data processing principles.
- Basic record keeping principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Provide quality customer service.
- Perform accurate, detailed clerical work.
- Compose routine correspondence from brief instructions.
- Organize and maintain accurate records and files.
- Make accurate arithmetic calculations.
- Use initiative and sound independent judgment within established guidelines.
- Operating centralized telephone equipment.
- Prioritize work and coordinate several activities.

- Understand and carry out oral and written instructions.
- Work well with children and families in an appropriate manner.
- Respect and resolve concerns and issues shared by children and/or parents.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Office Assistant I

Experience

Limited or no directly related work experience. Some clerical experience is desirable. Some clerical experience or working at Child Care sites is desirable.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.

Possession of a current Community CPR certificate.

Must be at least eighteen years of age.

NOTE: Candidates possessing the necessary skills and abilities may be given up to three months from time of appointment to obtain the above certificates, but must possess a valid California Drivers' License.

Office Assistant II

Experience

Two years of clerical experience or working at Child Care sites comparable to an Office Assistant I with the City of Hercules.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.
Possession of a current Community CPR certificate.
Must be at least eighteen years of age.

NOTE: Candidates possessing the necessary skills and abilities may be given up to three months from time of appointment to obtain the above certificates, but must possess a valid California Driver's License.

WORK ENVIRONMENT

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

PARKS AND RECREATION DIRECTOR

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

DEFINITION

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Parks and Recreation Department, including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and community events; coordinates activities and programs with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the City Manager; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee. Exercises direct supervision over full-time, part-time and seasonal staff, contractors and volunteers.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assumes full management responsibility for all Parks and Recreation Department services and activities including all functions within the department.
- Manages the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level staff, the Parks and Recreation Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Directs and oversees the interpretation, amendment, and enforcement of codes and ordinances.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Selects, trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditure and implements budgetary adjustments as appropriate and necessary.
- Serves as staff liaison to the Community and Library Services Commission.
- Explains, justifies and defends Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Parks and Recreation Department to other city departments, elected officials, outside agencies, and organizations.
- Provides staff assistance to the City Manager and City Council; participates on a variety of committees; prepares and presents staff reports and other necessary correspondence.
- Provides staff support to assigned boards and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation and community services.

- Oversees citizen participation and front counter activities; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees various Parks and Recreation programs including Adopt-A-Park, Adopt-A-Trail, Heritage Garden Plaque, and California Recycle.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services and activities of a comprehensive municipal parks and recreation program.
- Principles and practices of aquatics, facility management, facility rental, parks management, before and after school child care programs, activities and programs for youth and seniors and general recreation programs and classes.
- Principles and practices of program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Principles of most sports programs or activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Manage and direct the operations, services, and activities of a comprehensive parks and recreation program.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Interpret and explain City and Department policies and procedures.
- Organize and prioritize work coordinating several activities and meeting critical deadlines.
- Adapt to many situations with or without notice.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Six years of increasingly responsible planning and management experience in aquatics, recreation and parks including three years of management and administrative responsibility.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, business administration or a related field.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must receive fingerprint and background clearance.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities and office environment; work at a centralized public counter; exposure to computer screens and noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require mobility to work in a standard office setting, inspect City parks and recreation areas, operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and by telephone; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public. Ability to work irregular hours to attend meetings or events or work long hours.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Executive
FLSA/Position: Exempt

POLICE SUPPORT SPECIALIST

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

DEFINITION

Under general supervision, performs a variety of general, technical and complex clerical tasks associated with law enforcement support services; maintains confidential and highly sensitive records as related to police activities; secures and maintains crime evidence and "chain of evidence"; coordinates repairs and maintenance of police vehicles and equipment; and performs related duties as assigned.

Incumbents selected for this position go through an extensive background process that includes the following:

1. Completion of the State of California Personal History Statement for Public Safety Dispatchers.
2. Polygraph Test.
3. Reference Check and Verification of Employment.
4. Live Scan Fingerprinting.
5. Pre-Employment Physical, Drug Screen and TB Test.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Police Sergeant, although work is performed independently.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Types, records, and files a wide variety of police records, reports, and materials including bookings, warrants, citations, traffic reports, abandoned vehicle reports, animal control reports, criminal and non-criminal reports and statistical reports.
- Performs a variety of tasks related to crime scene investigations and property and evidence control; collects, analyzes, evaluates and preserves evidence; logs evidence into records system; checks items in and out for court and investigations; determines when to dispose of evidence and prepare appropriate documentation; maintains and updates knowledge of evidence handling requirements.
- Prepares, approves and releases records requests, records checks, insurance verifications and record clearance letters to officers and the general public accordingly.
- Assists the general public at front counter; screens office visitors and telephone callers; responds to citizen inquiries and complaints; provides information within area of assignment.
- Performs computer duties including entering reports, citations and other data into the police computer system; performs information searches and retrieval of data for reports and other police related files; distributes data to appropriate officers or agencies.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; provides testimony in court regarding evidence and other police matters; maintains records and tracks such actions.
- Researches and assembles information from a variety of sources for the preparation of periodic and special reports or the completion of forms; uses spreadsheets and makes statistical calculations.
- Prepares correspondence, reports, forms, receipts, brochures and specialized documents from drafts, notes, brief instructions, corrected copy or prior materials.

- Establishes and maintains office files, following an established filing system; compiles information from such files; purges files as required.
- Operates standard office equipment, including job related computer hardware and software applications for data entry, facsimile equipment and multi-line telephones; operates a two-way radio or other department specific equipment as needed.
- Collects fees for fingerprinting, vehicle releases, vehicle repossessions, report requests and special events requiring reserve officer training.
- Shares supervisory responsibilities of Police Department volunteers and trains for support as needed.
- Acts as the False Alarm Program Administrator.
- Monitors training needs and makes recommendations.
- Attends meetings as needed.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Record keeping and filing principles and practices.
- Standard business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and city staff in person and over the telephone.
- Functions, principles and practices of law enforcement agencies, including records disbursement is desirable.
- Applicable laws and regulations and statutes is desirable.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Establish and maintain self-control in dealing with hostile individuals.
- File alphabetically, numerically, and chronologically.
- Understand and carry out oral and written directions.
- Perform basic business math related to accounting for large sums of money.
- Maintain physical and mental capacities appropriate for the performance of assigned duties and responsibilities.
- Testify in court or civil proceedings about policy, procedures, or records on file.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

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

Experience

Two years of full-time, non-sworn clerical experience in a law enforcement agency at a level equivalent to the class of records clerk. Experience in a law enforcement setting is desirable.

Education/Training

Equivalent to the completion of the twelfth grade. Completion of an Associate's degree with major course work in criminal justice, law enforcement or a related field is desirable.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Completion of a current POST Records course or ability to complete one within six months of hire.

Completion of the California Law Enforcement Telecommunications System training or ability to complete within fourteen days of hire.

Possession of a current standard First Aid certificate supplemented by completion of an AED course, or ability to obtain/complete within six months of employment.

Possession of a current Community CPR certificate or ability to obtain within six months of employment.

Possession of a Public Records Act course certificate or ability to obtain within six months of employment.

Possession of an Earthquake certificate from the California Specialized Training Institute is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; exposure to potentially hostile environments; exposure to potential hazardous substances and or human or animal bodily fluids; some travel to and from local sites.

Physical Conditions:

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, climb, balance, lift evidence for storage and inventory, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports; operate office equipment including computers.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

PUBLIC WORKS DIRECTOR/CITY ENGINEER

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

DEFINITION

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Public Works Department including engineering services and inspections, building, street, sewer, and parks maintenance activities and contract administration; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, field and clerical staff.

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

- Assumes full management responsibility for all department services and activities including engineering services and inspections, building, street, parks and sewer maintenance activities and contract administration; recommends and administers policies and procedures.
- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Public Works Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Exercises continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulates city visions and mission and goals with team members, co-workers and customers; supports a clear, customer-focused vision.
- Builds effective relationships and ensures cooperation and coordination across teams; develops and meets challenging team goals.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Prepares a variety of engineering reports, legal descriptions, contracts and correspondence.
- Develops and coordinates the formulation of long-range planning, including financial and Capital Improvement Plans.
- Administers and coordinates engineering design, contract administration, surveying, inspection, property management and construction of public and private projects.
- Supervises, administers and coordinates departmental contracted services.
- Oversees various City maintenance activities including those for City parks, streets, buildings, sewers and wastewater collection systems.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Public Works Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations
- Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and public works administration.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services and activities of a comprehensive public works and engineering program.
- Principles and practices of civil engineering.
- Methods, techniques, materials and equipment utilized in public works construction projects.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Manage and direct a comprehensive public works and engineering program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Develop and coordinate the formulation of long-range planning, including financial and Capital Improvement Plans.
- Administer and coordinate engineering design, surveying and inspection.
- Supervise, administer and coordinate departmental contracted service.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations,
- Maintain mental capacity, allowing the capability of making sound decisions and demonstrating intellectual capabilities.

- Maintain effective audio-visual discrimination and perception needed for making observations. Communication with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Six years of increasingly responsible civil engineering experience including three years of management and administrative responsibility.

Education/Training

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

Certificates / Licenses / Special Requirements

Possession of registration as a professional civil engineer in the State of California.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site; exposure to computer screens; frequent contact with the public and/or coworkers.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; sit and work in front of a computer monitor for prolonged periods of time; intermittently stoop, kneel, crouch, reach, grasp, write, and perform repetitive hand movements in the performance of daily duties; perform complex tasks; hear and talk in person and by phone; coordinate and analyze various reports and other data.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Executive
FLSA/Position: Exempt

PUBLIC WORKS SUPERINTENDANT

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

DEFINITION

Under administrative direction, manages the Public Works Department divisions; supervises, evaluates and participates in the work of personnel responsible for operation of the divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include payroll and budget; serves as a technical resource for assigned work personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Works Superintendent is the management level position responsible for oversight of divisions, programs and operations within the department. This classification is distinguished from the next lower classification of Public Works Supervisor by the responsibility for management of multiple divisions, programs and operations.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works or designee. Exercises direct supervision over professional, technical, field and clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, coordinates, prioritizes, monitors and participates in the work of personnel responsible for the supervision of the Maintenance division.
- Performs the more difficult and complex maintenance duties of the work unit including obtaining and reviewing bids, securing grants, overseeing the irrigation systems and managing pesticide/herbicide applications.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments; develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include timesheets and work orders; prepares monthly productivity reports; prepares memos, letters, statistical and/or analytical reports on operations as necessary; prepares and submits the division budget for inclusion in the Public Works department budget; monitors budget expenditures.
- Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; recruits, hires and manages supplemental labor crews; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Assists with new development designs; reads and interprets engineering plans; solicits bids from contractors and makes recommendations for new construction; monitors contractors and projects.
- Maintains inventory control; solicits bids and prepares specs for purchasing of supplies, equipment and materials; prepares and manages materials and labor for city festivals and special events
- Participates in organizational and community group meetings as needed; responds to questions and inquiries; deploys emergency response crews; investigates and resolves complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs building and public works inspections as necessary.
- Serves as project manager and project lead on maintenance and operations related projects.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Practices, techniques and materials used in maintenance, electrical, construction, mechanics, and repair of street, park, building, pool, sewer and water distribution facilities.
- Practices and procedures used in weed abatement.
- Safety requirements for the operation of trucks and other equipment.
- Basic principles of mathematics.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Operational characteristics of standard maintenance equipment.
- Methods and techniques for record keeping.
- Occupational hazards and standard safety procedures.
- Principles and practices of building and public works inspections.
- Principles and practices of sanitary sewer collection systems.
- Principles and practices of the State Clean Water Program.
- Principles and practices of solid waste management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Manage and direct the operations and activities of Public Works operations.
- Select, manage and supervise subordinate staff.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and administer division budgets.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Read and interpret engineering plans and specifications and interpret them to others.
- Perform maintenance, repair and installation of asphalt, signs, concrete and storm drains.
- Ensure that safety principles are observed and practiced.
- Prepare reports and maintain records.
- Courteously respond to community issues, concerns and needs.
- Work a flexible schedule including evenings and weekends.
- Perform activities with a schedule, maintain regular attendance and be punctual within specified tolerances.
- Follow safety rules and wear protective gear including head gear, ear plugs, hard hats, protective clothing and any required gear that is expected as an essential protective gear for general functioning of daily duties.
- Work well with co-workers or peers without exhibiting extreme responses.
- Participate in work activities requiring negotiating, instructing, supervising, persuading or speaking.
- Respond appropriately to criticism from supervisor.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Five years of experience in a major aspect of construction, maintenance and improvement of streets, street traffic control, water and sewer lines and parks supplemented by two years of supervisor and administrative experience.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by some college level course work or specialized training in a related field.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy. Possession of a valid Class B California Driver's License may be required in some instances.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site; exposure to heavy vehicle traffic conditions; exposure to all weather conditions including wet, cold, hot and dry; may require the use of chemicals, exposing employees to fumes, dust and air contaminants; exposure to excessive noise.

Physical Conditions:

Essential and marginal functions require sitting, standing, walking on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties; requires near and far vision when inspecting work and operating assigned equipment; use color and depth vision; frequently lift, carry, push, and/or pull tools, equipment and supplies weighing 51-75 pounds and occasionally 50 pounds; perform substantial heavy physical labor; may require climbing ladders; use of power and noise producing tools and equipment; hear and talk in person and by phone; may require driving motorized vehicles and heavy equipment; may be required to respond to after hour emergency call outs, work weekends, and alternative shift schedules; interact with City management, contractors, vendors, employees and the public.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Mid-Management
FLSA/Position: Exempt

RECREATION AIDE

(Part-Time, Regular Position)

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

DEFINITION

Under supervision, assists in the supervision of children in the child care program; demonstrates leadership skills, effective communication and interpersonal skills in working with parents and supervisors; demonstrates a clear understanding of child care problem solving techniques when dealing with any discipline situation involving children; reads and understands all policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Leader III, Recreation Coordinator, and/or the Recreation Manager.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with lesson plan preparation and project planning.
- Works with children to implement assigned classroom projects.
- Ensures children are in a safe environment at all times.
- Anticipates problems among the children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Prepares daily snacks, including set-up.
- Maintains and submits necessary attendance records and accident and incidents reports.
- Assists with cleaning duties including washing dishes, vacuuming, trash disposal, and sweeping.
- Makes efficient use of available materials and supplies.
- Attends monthly staff meetings.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Basic principles and practices of a child care program.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.

Ability to

- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Lead and interact with large groups of children on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Be a positive role model for children and exercise good appearance, attitude, speech, and body

language.

- Acknowledge children when an issue arises and respect the concerns that are shared.
- Exercise good listening and communication skills.
- Assist program staff and stay calm during emergencies.
- Assist with daily chores, including mopping spills, sweeping, vacuuming, carrying out the trash, and washing dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Meet daily schedules and shifts in a timely manner, as required.
- Work year around schedules for seasonal camps and in-service days.
- Follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Administer first aid, CPR and/or artificial respiration.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Experience working in a recreation program is desirable.

Education/Training

Equivalent to the completion of the tenth grade.

Certificates / Licenses / Special Requirements

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates.
Must be at least sixteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments; exposure to noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate

to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

RECREATION COORDINATOR

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

DEFINITION

Under general direction, plans, implements and coordinates all aspects of the designated programs and services; actively works to promote the City's programs and services in a quality manner that conveys the City's goals of providing responsive, cost-effective and innovative government services; and performs related duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap or change depending on the operational needs of the department and staffing levels.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, implements and coordinates all aspects of the designated programs and services.
- Assists in providing recreation programs and services, including coordinating, implementing and scheduling programs and services for various age groups and interests.
- Coordinates day-to-day operations, schedules and activities for the designated programs and services.
- Serves as an information resource for staff and the general public; receives and evaluates complaints, resolving when possible or referring to the Parks and Recreation Director if needed.
- Develops effective marketing strategies to promote all Parks and Recreation programs and services.
- Prepares a variety of reports and professional business letters, proofreads for accuracy, completeness and compliance with City policies, correct grammar, punctuation and spelling.
- Assists in all aspects of hiring part-time staff including but not limited to recruiting, selecting, training and supervising part-time employees.
- Assists with the planning and supervision of City-wide events, which may include occasional evening and weekend hours.
- Maintains good public relations by working cooperatively and professionally with City employees and the general public.
- Observes, researches and recommends new program ideas and fundraising opportunities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Parks and Recreation programs and services.
- Assists with the preparation of grant proposals.
- Provides administrative and customer service support duties in the main office as needed.
- Assists in the preparation of the department's budget.
- Performs related duties as required.

When Assigned to the Facility Rentals, Sports & Teen Program

- Represents and interprets facility rental operations, sports and teen programs, schedules, policies and safety regulations to the public and city staff.

- Oversees the health, welfare, safety and supervision of all children enrolled in the designated programs; ensures a staff member is present with the children at all times.
- Oversees volunteer staff, including selecting, training and coordinating schedules.
- Maintains necessary health and emergency records; prepares work orders, incident, accident and monthly reports of the designated program; handles communications in the event of an accident, sickness or other emergency.
- Assists with seasonal programs and special events on holidays, such as day camps, outside the normal program time.
- Assists with updating the City's website, promoting the Parks and Recreation Departments programs and services.
- Coordinates security for facility rentals, working closely with the Hercules Police Department and security agency.
- Ensures enforcement of department safety regulations and operational policies and procedures.
- Assists with a variety of office operations as needed including the preparation of brochures.
- Assists with all aspects of assigned programs including but not limited to driving city vehicles, transporting participants, maintenance of fleet, custodial duties, and other duties necessary to the performance of the job.
- Oversees contractor activities including recruiting, creating contractual agreements and processing payments.
- Perform related duties as required.

When Assigned to Aquatics, Senior Center & Recreation Classes

- Monitors the enforcement of pool rules and regulations for the safety and convenience of the public.
- Plans and develops program schedules to benefit adults, children and families who wish to participate in a variety of aquatic recreational activities.
- Attends a variety of meetings.
- Prepares work orders, and incident, accident and monthly reports of the designated program.
- Prepares website news releases, reports, posters and brochures to publicize the Parks and Recreation Department programs and services.
- Oversees the design, editing and publication of the Parks and Recreation Department Activity Guide brochure.
- Oversees main office operations and daily financial reconciliation.
- Assists in the selection of recreation class instructors and in the development and monitoring of instructor contracts.
- Assists in the selection of main office clerical staff and senior center.
- Oversees and trains staff on pool mechanical operations, saturation index testing, chemical dosages, and troubleshooting.
- Plans and conducts Lifeguard, CPR/AED, First-Aid, and/or Title 22 First-Aid certification training for staff.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services, and activities of recreation programs.
- Principles of lead supervision and training.
- Principles and practices of budget preparation and administration.

- Principles and practices of conflict management.
- Principles and practices of writing grant proposals.
- Pertinent federal, state and local laws, codes and regulations pertaining to working with youth.
- Principles and practices of leadership and supervision.
- Cash management and financial record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

When Assigned to the Facility Rentals, Sports & Teen Program

- Safety practices and procedures related to after school programs and activities.
- Sports programs such as, basketball, softball, flag football, volleyball and soccer.
- Facilities, scheduling, oversight, management and general maintenance.

When Assigned to Aquatics, Senior Center and Recreation Classes

- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of a pool facility.
- Trends and community needs related to recreation classes.
- Principles and practices of commercial pool operations.

Ability to

- Lead, organize, and review the work of staff.
- Follow oral and written instructions.
- Maintain accurate records in accordance with program guidelines.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Administer first aid, CPR and/or artificial respiration.
- Maintain discipline, order and safety in a crowded and loud environment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

When Assigned to Aquatics, Senior Center and Recreation Classes

- Oversee and monitor compliance with federal, state and local regulations and policies, and general safety practices related to pools and aquatic activities.
- Certify aquatics staff in Lifeguarding, CPR/AED, First-Aid, and Title 22 First-Aid.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

All Recreation Coordinator Positions

Education/Training

A Bachelor's degree from an accredited college or university with major course work in recreation administration, physical education, educational programs or a related field.

Certificates / Licenses / Special Requirements

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.
Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

When Assigned to the Facility Rentals, Sports & Teen Program

Experience

Three years of leadership experience working in sports and youth programs and facility management or a related field, including two years of experience in a public sector recreation program.

When Assigned to Aquatics, Senior Center & Recreation Classes

Experience

Three years of leadership experience working in recreation and development of aquatics programs, including two years in a public sector recreation program. Experience working with senior citizens is desirable. Recent paid experience performing aquatics instruction, lifeguarding, or other pool-related work is desirable.

Certificates / Licenses / Special Requirements

Possession of a valid and current Lifeguard Training certificate.
Possession of an Instructor Level certificate.
Possession of a CPR/AED for the Professional Rescuer certificate.
Possession of a Title 22 First Aid certificate.
Possession of a Water Safety Instructor certificate.

Note: If incumbents do not possess required certificates, they must be obtained within 30 days of hire. Must maintain all required certifications thereafter as a condition of continued employment.

Possession of a Pool Operator certification (CPO) is desirable.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities and office environment; exposure to computer screens and noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability sufficient to communicate in person, by telephone, PA system and radio, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; competency to write, spell and relay accurate information on incident and accident reports; strength and endurance to safely swim 500 yards, perform lifting and carrying of items and/or persons up to 50 pounds, and work outdoors in the sun for prolonged periods of time.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
Position: Non-Exempt

RECREATION LEADER I RECREATION LEADER II

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

DEFINITION

Under supervision (Recreation Leader I) or general supervision (Recreation Leader II), supervises clients in their program and/or children in the childcare program; participates in all activities with the children; demonstrates leadership skills, is a positive role model, has a genuine interest in working with clients, the public, children, parents, and supervisors and has effective communication, interpersonal and customer service skills; demonstrates organization and creativity with class projects; demonstrates a clear understanding of child care problem solving techniques in dealing with any discipline situation involving the children; reads, understands, and adheres to all policies and procedures in the staff handbook; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I

Recreation Leader I is the entry level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the performance of the more routine tasks and duties assigned to positions within the series.

Recreation Leader II

Recreation Leader II is the journey level class in the Recreation Leader series. This class is distinguished from the Recreation Leader I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Recreation Leader I level.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Recreation Leader I) or general supervision (Recreation Leader II) from the Recreation Manager, Recreation Coordinator, Recreation Leader III, or designee. The Recreation Leader II class may exercise supervision over lower level staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Operates standard office equipment such as copiers, computers, calculators, typewriters and multi-line telephones.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in monitoring and supervising the activities of patrons of all ages at various sites.

- Prepares incident, accident, and monthly reports for various sites.
- Assists with city-wide events.
- Attends regular staff meetings.
- Provides marketing support for areas of responsibility including production of seasonal Parks and Recreation Department Activity Guide brochures.
- Performs related duties as required.

When Assigned to the Children's Program or Teen Center

- Ensures children are in a safe environment at all times; ensures age appropriate materials are being used.
- Plans and implements projects and activities with children.
- Anticipates problems among children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Communicates information to parents through signs, notes, or in person.
- Supervises, directs and assists lower level staff with classroom activity assignments and cleaning duties including washing dishes, vacuuming, trash disposal, sweeping, mopping, and cleaning bathrooms.
- Attends all local, off site field trips.
- Participates in aquatic activities with children at the Community/Swim Center as needed.
- Ensures proper health, welfare, safety and supervision of all children enrolled in assigned programs; remains on site at assigned location(s); resolves various behavioral problems as they arise.
- Tutors and assists children with homework as needed.
- Drives City vehicles with children to designated sites.
- Maintains and submits necessary attendance records and accident and incident reports.
- Makes efficient use of available materials and supplies.
- Performs related duties as required.

When Assigned to the Senior Center

- Prepares for daily activities; provides daily sign-in logs.
- Makes daily deposits of donations.
- Coordinates the lunch program including setting up tables and chairs and maintaining daily records; coordinates with county nutrition volunteers.
- Picks up food donations from local grocery stores.
- Performs light custodial duties associated with maintaining the facility.
- Plans and directs monthly birthday celebrations.
- Plans, coordinates, and schedules trips.
- Performs related duties as required.

When Assigned to the Community Center

- Registers participants for classes, programs and facility rentals, and tracks payments.
- Makes needed changes to households.
- Assists in collecting and processing payments for all recreation programs.
- Provides assistance in scheduling facility rentals, meetings and classes.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services, and activities of recreation programs, including child care programs.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.
- City policies and procedures.
- Principles and practices of child development.
- Methods and techniques of classroom management.
- Working with children with special needs and teens with behavior issues.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to

- Prepare adequate lesson plans in advance of the scheduled activity.
- Handle all disciplinary or inappropriate behavior situations.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Ask questions and takes interest in learning more.
- Take direction in a positive way.
- Respond to children/teens/seniors in an appropriate manner.
- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Acknowledge individuals when an issue arises and respect the concerns that are shared.
- Assess situations and prevent issues before they occur.
- Exercise good communication and customer service skills.
- Be a positive role model for staff and children and exercise good appearance, attitude, speech and body language.
- Remain calm during emergencies.
- Lead and interact with large groups of children/teens/seniors on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Demonstrate problem solving skills.
- Perform daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Stay current with trends of assigned recreation programs.
- Improvise and multi-task.
- Administer first aid, CPR and/or artificial respiration.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Recreation Leader I

Experience

Six months of experience working in a recreation program. Experience in working effectively with children and/or youth programs and in a recreational environment is desirable.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by completion of twelve units in early childhood education, child development, recreation, elementary education, or a related field. Or, completion of six units in early childhood education, child development, recreation, elementary education, or a related field and enrolled in three qualifying units per semester until twelve units are completed.

Certificates / Licenses / Special Requirements

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates. Must be at least eighteen years of age.

Recreation Leader II

Experience

Two years of experience working in a recreation program. Experience in working effectively with children and/or youth programs and in a recreational environment is desirable.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by completion of twelve units in early childhood education, child development, recreation, elementary education, or a related field. Or, completion of six units in early childhood education, child development, recreation, elementary education, or a related field and enrolled in three qualifying units per semester until twelve units are completed.

Certificates / Licenses / Special Requirements

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates. Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy may be required for some positions. Must be at least eighteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities and office environment; occasional travel from site to site; exposure to computer screens and noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to read and produce printed material and information displayed on a computer screen; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate a vehicle; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed; may occasionally work evenings and weekend hours to attend events.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

RECREATION LEADER III

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

DEFINITION

Under direction, oversees a recreation program or service or serves as a site administrator over a childcare program; supervises all clients in their program and/or all children in the childcare program; assists in the coordination of assigned activities with outside agencies, other divisions and with the public; provides highly responsible and complex staff assistance to their supervisor; oversees and participates in all activities of assigned program; demonstrates leadership skills, is a positive role model, has a genuine interest in working with clients, children and the public, and has effective communication, interpersonal and customer service skills; demonstrates organization and creativity with class projects; demonstrates a clear understanding of child care problem solving techniques in dealing with any discipline situation involving the children; reads, understands, and adheres to all policies and procedures in the staff handbook; assists in providing highly responsible and complex staff assistance to the Recreation Coordinator or Recreation Manager; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Recreation Leader III is the advanced journey level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the responsibility for overseeing a recreation program or service or serving as a site administrator over a childcare program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Coordinator, Recreation Manager or designee. Exercises supervision over the performance of various part-time staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Oversees a recreation program or service or serves as a site administrator over a childcare program; supervises all clients in their program and/or all children within the childcare program for assigned site.
- Leads and trains lower level and new staff.
- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Provides high responsible and complex staff assistance to the Recreation Coordinator, Recreation Manager or designee.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Operates standard office equipment such as copiers, computers, calculators, typewriters and multi-line telephones.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in monitoring and supervising the activities of patrons of all ages at various sites.
- Prepares incident, accident, and monthly reports for various sites.
- Assists with city-wide events.

- Attends regular staff meetings.
- Provides marketing support for areas of responsibility including production of seasonal Parks and Recreation Department Activity Guide brochures.
- Performs related duties as required.

When Assigned to Children's Programs or Teen Center

- Supervises and ensures children are in a safe environment at all times.
- Plans and implements projects with children.
- Anticipates problems among children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Communicates information to parents through signs, notes, or in person.
- Supervises, directs and assists lower level staff with classroom activity assignments and cleaning duties including washing dishes, vacuuming, trash disposal, and sweeping.
- Attends all local, off site field trips.
- Participates in aquatic activities with children at the Community/Swim Center as needed.
- Ensures proper health, welfare, safety and supervision of all children enrolled in assigned programs; remains on site at assigned location(s); monitors the daily work routines of children program staff; resolves various behavioral problems as they arise.
- Oversees the department's facility rentals operation and part-time staff assigned to this function as assigned.
- Provides supervisory oversight, reviews and evaluates the work of lower level staff.
- Serves as lead staff member for office operations, recreation classes, department marketing functions and daily financial reconciliation as assigned.
- Stays abreast of pertinent policies, codes of conduct, and safety and health standards.
- Creates program registration forms for pertinent programs.
- Plans and hosts City events.
- Works with government sub-care programs; creates forms and reviews contracts with social workers.
- Maintains and submits necessary attendance records and accident and incident reports.
- Makes efficient use of available materials and supplies.
- Assists in conducting monthly staff meetings.
- Attends all local, off site field trips.
- Fills in as contact person for the State Licensing Agency as needed.
- Performs related duties as required.

When Assigned to the Senior Center

- Opens the Senior Center and prepares for daily activities; provides daily sign-in logs; coordinates classes and activities with instructors.
- Coordinates day-to-day operations schedules and activities; coordinates, supervises, and schedules volunteers to run daily programs.
- Makes daily deposits of donations.
- Coordinates the lunch program including setting up tables and chairs and maintaining daily records; coordinates with county nutrition volunteers.
- Picks up food donations from local grocery stores.
- Performs light custodial duties associated with maintaining the facility.
- Prepares check requests and shops for program equipment and supplies.
- Plans and directs monthly birthday celebrations.
- Plans, coordinates, and schedules trips.

- Holds monthly program planning meetings.
- Prepares and submits reports to the County including reports pertaining to the nutrition program.
- Maintains records regarding liability waiver forms.
- Plans and hosts large fundraising events for senior programs.
- Develops marketing strategies to promote classes, events, or recruit volunteers; partners with non-profit groups and outside organizations.
- Assists with the planning and supervision of city-wide events.
- Assists the main office with all aspects of programs and services.
- Promotes programs and events through various sources such as social media, flyers and brochures.
- Performs related duties as required.

When Assigned to the Community Center

- Registers participants for classes, programs and facility rentals, and tracks payments; opens and sets up for recreation classes; monitors the day-to-day operations of recreation classes and communicates with recreation class instructors.
- Makes needed changes to households.
- Collects and processes payments for all recreation programs.
- Provides assistance in scheduling facility rentals, meetings and classes.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Receives non-sufficient funds and past due notices from the Finance Department; coordinates with the program to notify patrons of balance; communicates and provides pertinent information to Finance.
- Serves as lead over operations of the main registration office; provides technical assistance to staff as needed.
- Performs daily department financial reconciliation and prepares deposit slips.
- Provides administrative and customer service support as needed.
- Participates in the recruitment and selection of instructors and classes.
- Assists in providing recreation programs; coordinates, implements, and schedules programs for various age groups and interests.
- Maintains and updates information for recreation classes and activity codes and maintains the front lobby keeping track of program informational flyers.
- Opens and closes the front office; counts money for accuracy and enters money earned from the previous day into RecTrac as needed; prepares money pouches for front office staff to use on a daily basis.
- Promotes programs and events through various sources such as social media, flyers and brochures; designs, creates, and edits the tri-annual activity guide.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operations, services, and activities of recreation programs, including child care programs.
- Principles of lead supervision and training.
- Principles and practices of conflict management.
- All State of California Licensing Regulations.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.

- Pertinent Federal, State and local laws, codes and regulations.
- City policies and procedures.
- Facilities, scheduling, oversight, management and general maintenance.
- Principles and practices of cash management, recordkeeping and organization.
- Principles and practices of monitoring and tracking fees and payments.
- Principles and practices of child development.
- Principles and practices of government subsidized care programs.
- Methods and techniques of classroom management.
- Working with children with special needs and teens with behavior issues.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Oversee a recreation program or service or serve as a site administrator over a childcare program.
- Lead, organize, and review the work of staff.
- Prepare adequate lesson plans in advance of the scheduled activity.
- Handle all disciplinary or inappropriate behavior situations and be organized.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Respond to children/teens/seniors in an appropriate manner.
- Ask questions and takes interest in learning more.
- Take direction in a positive way.
- Acknowledge individuals when an issue arises and respect the concerns that are shared.
- Be a positive role model for staff and children and exercise good appearance, attitude, speech, and body language.
- Assist program staff and remain calm during emergencies.
- Enthusiastically lead and interact with large groups of children/teens/seniors on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Read and understand all policies and procedure in the staff handbook.
- Exercise excellent communication and customer service skills.
- Demonstrate problem solving skills.
- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Understand and adhere to City policies and procedures.
- Assist with daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Perform community outreach and host City events.
- Assist with budget preparation and administration.
- Prioritize and handle multiple tasks.
- Schedule and coordinate volunteers.
- Work with government sub-care programs and go over contracts with social workers.
- Manage and maintain structure in a classroom.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Three years of experience working in recreation programs. Experience in working effectively with children and/or youth programs is desirable.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of current First Aid and Infant/Child/Adult CPR certificates.

Completion of 15 hours of Health and Safety Training.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must be at least eighteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities and office environment; occasional travel from site to site; exposure to computer screens and noise; exposure to heavy public contact.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to read and produce printed material and information displayed on a computer screen; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate a vehicle; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed; may occasionally work evenings and weekend hours to attend events.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

RECREATION MANAGER

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

DEFINITION

Under administrative direction, supervises assigned recreation program activities including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events; coordinates assigned activities/programs with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Parks and Recreation Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Parks and Recreation Director or designee. Exercises direct supervision over full-time, part-time and seasonal staff, contractors and volunteers.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Monitors, directs and/or performs day-to-day operations of the assigned program to ensure policies and procedures are being followed, goals and objectives are met, and services and projects are being accomplished efficiently and effectively; takes corrective action as necessary and where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.
- Develops and monitors the program's budget; oversees the financial well-being of the program by analyzing cost effectiveness and exercising cost controls; prepares, submits and justifies budget enhancement requests to the Director.
- Plans, organizes, administers, reviews and evaluates the work of subordinate staff where present, through supervisors and lead workers.
- Provides for the selection, training, professional development and work evaluation of subordinate staff and makes recommendations on hiring, termination, promotion and discipline as required.
- Monitors and stays abreast of technological, legal and operational changes that affect the activities and work processes of the program; makes recommendations and develops and carries out improvements to the program to meet changing mission parameters and requirements.
- Confers with and represents the program and the department in meetings with other City departments and divisions; serves as the City representative with a variety of public, business and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the department.
- Prioritizes and allocates available program resources; reviews and evaluates program and service delivery; makes recommendations and executes changes in operations to ensure maximum effective service provision; assists in developing new program function elements, including researching, compiling and analyzing supporting data.

- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning and financial analysis, including assisting in the preparation of specialized programs and project budgets to include staffing and operational needs.
- Provides staff support to commissions, committees and task forces as needed.
- Negotiates, develops, monitors and administers a variety of contracts and agreements.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives and other materials.
- May act for the Director as assigned.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Operational characteristics, services and activities of municipal recreation programs.
- Methods and techniques of recreation program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Principles of most programs or activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Plan, supervise, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Interpret and explain City and Department policies and procedures.
- Lead and monitor project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Develop and meet challenging team goals.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate and maintain computerized registration systems such as RecTrac.
- Maintain mental capacity, which allows capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Respond to participant inquiries and complaints.
- Elicit community and organizational support for recreation programs.
- Understand and follow oral and written instructions.
- Develop, interpret, apply and explain applicable Federal, State and local policies, laws and regulations.
- Develop program activities, goals and objectives.
- Create program evaluation tools and evaluate the effectiveness of the program.
- Apply theories, principles and procedures in the area of assignment.

- Manage multiple tasks with competing deadlines.
- Exercise flexibility and adapt to change.
- Provide leadership and motivate staff.
- Effectively present to individuals and groups.
- Handle difficult and sensitive situations, using sound, independent judgment within general policy and legal guidelines.
- Adhere to and enforce work standards and safety practices.
- Communicate new ideas and make recommendations to improve programs.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Five years of recent responsible recreation program coordination experience supplemented by some administrative and/or lead supervisory experience in assigned recreation program activities including childcare/day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in recreation, business administration or a related field. Three years of lead supervisory experience in any of the described program areas may be substituted for the degree requirement.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current First Aid certificate.

Possession of a current CPR certificate.

Possession of the Director Qualified Certificate including meeting all of the State Licensing requirements is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and over the telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports; analyze and solve problems.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Mid-Management
FLSA/Position: Exempt

RECREATION SPECIALIST (Part-Time, Regular Position)

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

DEFINITION

Under general supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Recreation Director or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Collects and processes payments for all programs; collects and processes child care and other payments; enters data into Rec Trac.
- Answers telephone inquiries as related to Recreation and Community Services.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Provides assistance in scheduling facility rentals, meetings, and classes.
- Enters, edits and retrieves data and prepares reports, following established formats.
- Types correspondence, reports, forms and specialized documents related to the functions of the department.
- Proofreads and checks typed and other material for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Attends regular staff meetings.
- Performs and/or assists in administering minor first-aid to patrons as necessary.
- Assists in monitoring and supervising the activities of patrons of all ages in the Community Center.
- Provides recommendations for improvement to office and program operations.
- Operates standard office equipment such as copiers, calculators, typewriters and multi-line telephones.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of

- Correct English usage, including spelling and grammar.
- Basic mathematical skills.
- Basic business data processing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Follow oral and written instructions.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Demonstrate leadership capabilities.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Oversee, review, and prepare reports related to facility operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

One year of experience in customer service and/or an office setting including prior experience in handling money or cashiering and experience in an office or public facility providing counter and telephone customer service.

Education/Training

Equivalent to the completion of the twelfth grade.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.

Possession of a current Community CPR certificate.

Must be at least eighteen (18) years of age.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

SENIOR ACCOUNTANT

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

DEFINITION

Under direction, performs professional accounting duties in the analysis, preparation, and maintenance of financial records and reports; provides lead support for payroll, accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel; contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Provides training and is a back-up to technical and clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Supervises directly or indirectly professional and clerical staff engaged in activities such as accounts payable and accounts receivable, investments, cash receipts, revenue, collections, business licensing, and payroll.
- Participates in maintaining the City's general ledger and special funds, including setting up accounts, reviewing general ledger accounts monthly, preparing and processing standard monthly and special journal entries, reviewing entries for accuracy of account numbers and answering staff and department questions about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies; performs annual reporting.
- Analyzes and reconciles expenditure and revenue accounts, identifies overspending of accounts and notifies department heads; processes transfers of expenditures and appropriations, including schedules of balance sheets, investments, cash balances, fund balances, revenue, expenditure and statistical reports.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Accurately processes payroll and ensures all payroll, payroll taxes and insurances are paid timely.
- Participates in the monthly and annual close of the City's financial records; prepares, reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; assists during the annual audit by the City's outside auditors.
- Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports, Successor Agency to former Redevelopment Agency Reports, Statement of Indebtedness Reports, Street Reports, and the Housing and Community Development Reports.
- Assists in the development and preparation of all citywide budgets, providing information, projecting

budget expenditures, and performing financial analyses; publishes the approved budget and distributes to City Council, City Manager, Departments, and the general public.

- Participates in accounting for the City's special assessment bonds and other bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
- Provides support in maintaining and ensuring citywide adherence to internal control procedures and accounting standards; may perform internal control auditing of departmental revenue collections and petty cash funds.
- Processes and maintains Citywide Developer deposits on a regular and timely basis; identifies and reports any negative balance conditions to the appropriate department for resolution; follows up and reports on status of resolution efforts.
- Performs and maintains the accounting and financial reporting for the citywide lighting and landscape, and all special districts.
- Performs and maintains inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Provides information and assistance to departments on accounting and financial reporting issues.
- Maintains all grants for the City.
- Assists in the resolution of computer and systems related problems including those related to the City's financial system software.
- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned by management.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting.
- Internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies, redevelopment agencies, and electric utility agencies.
- City functions, including assessment and maintenance districts, grant-supported programs and capital improvement projects, bond issuance, and associated financial management and reporting issues.
- Principles and practices of information technology related to the processing of accounting and financial information.
- The operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions.
- Principles and practices of effective supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Act as lead to direct and coordinate the work of lower level staff while at the same time be a team player and work collaboratively with other members of the Department.
- Analyze and make sound recommendations on complex financial data and operations.

- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts system of accounting for special districts and funds and oversee the maintenance and reconciliation of all general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately during stressful situations.
- Complete assignments in an accurate and timely manner.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Five years of professional accounting experience including two years of administrative and lead responsibility. Supervisory experience is desirable. One to two years in a public agency or working as an auditor for governmental entities is desirable. Proficiency with payroll and Naviline financial software is desirable.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018
Unit: Mid-Management
FLSA/Position: Exempt

SENIOR CLERK

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

DEFINITION

Under general supervision, initiates, coordinates, and executes administrative support to the City Clerk's Office with primary duties as the City Hall Senior Clerk/Receptionist; supports the Finance Department, processing business licenses; provides administrative clerk support to the Community Development and Public Works Department, accepting permit payments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class. Employees within this class perform the full range of duties as assigned, having a wide degree of autonomy. Employees receive occasional instruction or assistance as new or unusual situations arise. Employees in this class must be fully competent of applicable operating procedures and policies of the work units for which they support. Positions in this class are normally assigned special assignments. Employees in this class possess supervisory or lead worker experience and have worked at a minimum, four years as a principal, senior or managing office clerk, secretary or special project clerical and understand account billing support. Employees receive immediate supervision from mid-level management and may receive supervision from higher-level executive management or other staff when special circumstances are warranted.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk/Administrative Services Director.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Meets and greets visitors to assess visitor's needs for information and/or assistance; answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Serves as the point person for City services directory; ensures regular and consistent attendance to maintain continuity of community relations, completion of assigned projects, and general service to the public and its employees.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Assists the City Clerk with council agendas or other assigned and related documents.
- Maintains records and processes forms, including purchase requisitions, accounts receivables, utility payments, supply orders, other ledger records specific to the unit assigned, and other items specific to the organizational unit.
- Orders supplies for copy/fax machines; calls for repairs and service and keeps logs to indicate servicing on equipment.
- Proactively establishes and maintains a highly organized filing system; maintains office files including filing correspondence and other records with direction from the City Clerk/Administrative Services Director or designee; researches and compiles information from files.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.

- Composes, types, and distributes professional correspondence and memoranda, e-mails and faxes, using individual initiative and as assigned.
- Prepare and proofread a variety of correspondences, letters, forms, documents, resolutions, agreements, contracts and letters from rough drafts and verbal instruction.

Other Essential Duties

- Receives fees and issues receipts for purchases of various City documents and business licenses.
- Prepares a variety of reports for assigned department, including monthly billing, overdue statements and statistical information.
- Operates a variety of office equipment including a copier, typewriter, calculator and computer; performs data entry duties.
- Coordinates calendars and schedules conference and meeting rooms.
- Orders and maintains supplies; coordinates equipment maintenance.
- Manages the office petty cash fund and reimbursement procedures as assigned.
- Assists in the development and implementation of department systems and procedures as needed.
- Assists with special projects as assigned.
- Communicates issues that may impact efficiency and recommends solutions.
- Checks the job hotline; keeps the job board stocked with flyers and applications.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Correct use of oral and written English and proper grammar, spelling, punctuation, and composition, as well as good vocabulary.
- Standard business document formats.
- Filing, indexing and cross-referencing methods.
- City Business License procedures and fee schedules.
- Applicable ordinances and policies to achieve job duty success.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Work and solve problems with minimal supervision.
- Understand and carry out oral and written instructions.
- Deal tactfully and courteously with the public in person and by telephone.
- Effectively and sensitively relate to the public and City staff.
- Possess flexibility and work with people with diverse backgrounds.
- Operate multiple phone lines.
- Provide basic business license information to the public.
- Maintain confidentiality of records and communications.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Type and enter data at a speed necessary for successful job performance.
- Demonstrate strong organizational, problem-solving, and analytical skills.
- Manage priorities and workflow.

- Accurately complete detailed reports.
- Coordinate multiple tasks simultaneously.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

Six years of progressively responsible office administrative or secretarial experience in dealing with the public, directing the work of others and/or working in a public agency or public counter setting including one year of experience providing secretarial and office administrative assistance to management-level staff.

Education/Training

Equivalent to the completion of the twelfth grade supplemented by business or professional course work or college level course work in a related field. Completion of an Associate's degree is desirable and may be substituted for two years of experience as listed above.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; contact with the general public; visible exposure to the public and staff with low and limited office privacy at a public counter; exposure to customers that may be upset regarding various issues.

Physical Conditions:

Essential and marginal functions require sitting, walking, or standing for prolonged periods of time to attend assigned tasks; requires good listening skills and redirection; requires early morning set-up to be prepared for the first public customers; requires manual dexterity to work telephone and office equipment; ability to lift 5-10 pounds frequently and 10-20 pounds occasionally; bend, kneel, twist, reach, pull, and grab regularly during the course of the day.

<i>Note: Accommodations may be made for some of the essential functions / requirements listed for</i>

qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit: Teamsters Full-Time
FLSA/Position: Non-Exempt

SENIOR LIFEGUARD
(Part-Time, Seasonal Position)

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

DEFINITION

Under direction, supervises the operations of the Hercules Swim Center facility during assigned work shifts; ensures implementation of all policies and procedures related to management and operation of the facility and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Coordinator or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with recruiting, trainings, meetings, attendance, scheduling, supervising, disciplining, and evaluating part-time staff and volunteers.
- Supervises the conduct and behavior of patrons.
- Supervises and assigns staff during assigned work shifts.
- Ensures enforcement of department safety regulations and operational policies.
- Evaluates emergency situations and acts decisively and effectively to resolve situations.
- Assists with maintenance, daily chemical balance records, accident/incident reports, operational logs and other related items.
- Assists in organizing, supervising, and evaluating swim instructional classes and specialty aquatic programs.
- Assists in purchasing aquatic equipment and supplies by making recommendations and suggestions.
- Assists in presenting and promoting special events associated with the aquatics program.
- Conducts pH and chlorine tests; records results in logs.
- Serves as a swim instructor and lifeguard as needed.
- Represents and interprets facility operations, schedules, policies, and regulations to the public.
- Attends all necessary conferences, trainings and informational meetings.
- Maintains good public relations by working cooperatively with the public and employees.
- Ensures equipment is stocked and ready for use.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- The use and care of lifesaving equipment and basic tools used at a public swimming facility.
- The pool facility operations including scheduling, cash management, maintenance, hazard identification, and program development.
- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of

a pool facility.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Demonstrate leadership capabilities.
- Engage in physical activity including swimming 300 yards continuously, retrieving 10 pound diving bricks from a depth of 13 feet, and treading water for two minutes without the use of hands.
- Follow oral and written instructions.
- Oversee, review, and prepare reports related to facility operations.
- Perform swimming strokes according to American Red Cross standards.
- Demonstrate lifesaving and emergency first aid skills.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Supervise lifeguards and swim instructors.
- Explain and interpret safety regulations and operational policies clearly to the public.
- Learn to manage and/or add chemicals.
- Read gauges and chemical tests.
- Assist and resolve issues in the absence of supervision.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience

One year of experience as a lifeguard or swim instructor at an organized aquatic facility assisting with pool management. Some supervisory experience is desirable.

Education/Training

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent. Some college level course work or specialized training in a related field is desirable.

Certificates / Licenses / Special Requirements

Possession of a current standard First Aid certificate.
Possession of a current Basic Life Support for the Professional Rescuer certificate.
Possession of a current Lifeguard Training certificate.
Possession of a Water Safety Instructor certificate prior to providing instruction.
Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least sixteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities and office environment; exposure to computer screens and noise; exposure to heavy public contact; exposure to slippery and/or uneven surfaces; work with or in water.

Physical Conditions:

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; bodily movement sufficient to frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability sufficient to communicate in person, by telephone and radio, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate various assigned equipment, tools and testers; competency to write, spell and relay accurate information on incident and accident reports; perform lifting and carrying of persons and/or items of moderate to heavy amounts of weight, and work outdoors in the sun for prolonged periods of time.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2018

Unit:

FLSA/Position: Non-Exempt

SPORTS COACH/REFEREE (Part-Time, Year Around)

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

DEFINITION

Under general supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; teaches the basic fundamentals of basketball to children of all ages, while also teaching good sportsmanship; keeps score and operates a score clock; and performs referee and other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Manager or designee.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Teaches basic offense skills, the concept of fouls, and shooting and dribbling techniques.
- Teaches good sportsmanship to youth.
- Conducts practices with team; organizes and conducts weekly scrimmages.
- Attends regular staff meetings and coaching and official clinics
- Ensures department personnel policies and procedures are followed and notifies supervisor of any overt acts in violation of the department's policies.
- Performs and/or assists in administering minor first-aid to patrons as necessary.
- Completes incident and accident reports as required.
- Monitors team on game day; keeps score; operates score clock.
- Officiates basketball games.
- Operates standard office equipment such as copy machines, typewriters and multi-line telephones.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of

- Basic knowledge of Parks and Recreation activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Work with different age levels.
- Follow oral and written instructions.
- Prepare written reports related to facility operations.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIRED

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

Experience

Experience working effectively with youth programs and in a recreational environment is desirable. Knowledge and skills in the sport of basketball and football is desirable.

Education/Training

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

Certificates / Licenses / Special Requirements

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.

Possession of a current Community CPR certificate or ability to obtain within 30 days of hire.

Must be at least eighteen years of age.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments; exposure to heavy public contact; occasionally the coach or referee is exposed to: angry parents or participants and upset or sad team members due to the nature and dynamics of team and individual sports and activities.

Physical Conditions:

Essential or marginal functions require the ability to participate in physical activities with participants and community groups that the coach or referee is assigned to officiate or monitor; stoop, bend, jump, run, move and/or lift 10-30 pounds; run and stand for periods of time longer than 45 minutes; possess the mental capability and maturity to deal with the various group sports.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018
Unit:
FLSA/Position: Non-Exempt

ATTACHMENT 2

**CLASSIFICATION &
COMPENSATION REPORT**

CITY OF HERCULES

November 22, 2019

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SECTION I

PROJECT OVERVIEW

Ralph Andersen & Associates was retained by the City of Hercules to conduct a Classification & Compensation study involving all the City's job classifications. This report presents the results of the study through the following sections:

- Section I – Project Overview
- Section II – Methodologies
- Section III – Classification Findings & Recommendations
- Section IV – Compensation Findings & Recommendations

Updated job descriptions have been provided separate from this report.

Effective Classification & Compensation Plans

The City's classification and compensation plans are two of the most important elements in its personnel system. Combining a sound compensation system with an effective classification system contributes to the overall effectiveness of an organization. In broad terms, the City's classification and compensation plans should:

- Provide an improved basis for recruiting, testing, and selecting employees
- Establish a framework for evaluating employee performance during probationary and continuing periods of employment
- Allow for the efficient allocation of job duties and proper recognition of required knowledge, skills, and abilities
- Ensure that the City has the ability to attract and retain well-qualified employees
- Provide a defensible and technically sound basis for compensating employees
- Allow flexibility and adaptability for making City-wide compensation decisions based on changing market conditions
- Recognize the City's responsibility as a public agency in establishing a pay plan that is consistent with prudent public practices
- Ensure that the City's compensation practices are competitive and consistent with those of comparable employers.

Policy decisions resulting from the classification and compensation study will ultimately balance the above goals with the City's ability to pay and other budget priorities.

Study Objectives

Based on the identified needs of the City, this study was designed to achieve the following overall objectives:

- Update the job classification system to reflect current roles, duties, and responsibilities
- Recommend title changes and prepare new and updated job descriptions

- Conduct a market survey using the City's established list of survey agencies
- Analyze the market data and document comparisons with the City's compensation plan
- Present the findings and recommendations for the City's consideration during the budget process.

The methodologies used to accomplish these objectives are presented in Section II.

SECTION II

METHODOLOGIES

This section provides an overview of the methodologies that have been used to conduct the classification and compensation analyses and develop specific recommendations. Specific methods and systems presented include:

- Job Classification Review
- Labor Market Survey Parameters
- Survey Job Selection
- Market Data Collection Process
- Point of Comparison.

All methodologies used by *Ralph Andersen & Associates* are consistent with established professional standards of compensation.

Job Classification Analysis

A classification plan contains relevant job information and provides the basis for allocating positions and establishing salary ranges. Since analyzing the classification system requires a detailed review of each position, the consultants utilized the following tasks to understand each City position:

- Each employee completed a Job Analysis Questionnaire which provided the consultants with updated job information
- Employees were interviewed to further understand their job duties and to provide the consultants with any specific concerns or issues
- Job documentation was reviewed both in historical context and in the context of modern trends within cities.
- Employees and managers reviewed the draft recommendations and provided further input before final job title and descriptions were developed.

In developing the proposed classification plan for the City of Hercules, sound principles of job analysis were used. The method of job analysis applied was the “whole job” analysis method, which identifies classes that reflect distinct differences in levels and types of work performed as determined through the application of relevant job analysis criteria. The criteria applied included expertise, decision-making, management control, contacts, and working conditions.

Labor Market Survey Parameters

One of the most important policy components of a compensation plan is a definition of the labor market within which the City must compete. There are typically five important criteria utilized in identifying those employers that comprise an agency’s labor market. They are:

- **Historical Practices** — Over time, an employer will develop some level of continuity regarding labor market comparables for the purposes of conducting compensation surveys. There may be a strong history of surveying a specific set of employers either by agreement or by practice. Survey agencies can be specifically identified or they can be

defined by characteristics such as size or proximity. Historical practices are an important consideration if for no other reason than deviating from historical practices typically requires a strong, defensible rationale.

- **Geographic Proximity** — Geographic proximity of potential employers is one of the most important factors utilized in identifying an organization’s labor market. This factor is particularly useful because it identifies those employers that directly compete with the City to recruit and retain personnel. If a sufficient number of comparable agencies exist within close proximity to the City, the defined geographic area may be confined to an area among surrounding cities or counties. If comparably sized or similar services do not exist within close proximity, a wider geographic region may be necessary.
- **Employer Size** — As a rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. For cities, the size of possible survey agencies can most easily be measured using population statistics, operating budget, and number of employees.
- **Nature of Services Provided** — In order to ensure comparable jobs are found when conducting a market survey, it is important to utilize employers that provide similar services to the City of Hercules. Employers who provide similar services are most likely to compete with one another for employees and may have similar organizational and operational characteristics. This factor typically eliminates the use of private sector employers since few comparable jobs exist within these types of employers.
- **Economic Similarity** — While there are a number of economic factors that can be compared among cities, the most important factor related to compensation is cost of living. This factor is important if labor market agencies are used beyond the local market. In order to assess relative cost of living as well as relative wages, we have used indexes published by the Economic Research Institute.

Using the above criteria, and in consultation with the City of Hercules, the following ten agencies have been used in the compensation survey:

Albany	Novato
Benicia	Pinole
Brentwood	Pleasant Hill
El Cerrito	San Bruno
Martinez	San Pablo

All survey agencies participated in the survey and provided both salary and benefits information.

Labor Market Position

Labor market position is the statistical anchor used to tie the City’s compensation plan to the labor market. If the survey agencies represent a balanced set of employers, the City should consider a minimum market position at the labor market median (defined as the “middle” of the labor market or 50th percentile). The median statistic will not be significantly skewed with market anomalies or the inclusion of larger survey agencies. Most employers will establish a market position somewhere around the 50th percentile.

Ultimately, when establishing the City’s desired labor market position, some key elements for consideration will include:

- The City’s ability to pay
- Historical practices

- Priority of compensation versus other expenditures
- Recruitment and retention needs
- Differences in benefits, including retirement formulas.

Given the above, most organizations will establish a market position within a percentage of the market median, especially if no significant recruitment and retention issues exist. For purposes of our analysis, we have focused on adjusting job classifications to within 10% of the market median. This means job classifications more than 10% below the median would require an adjustment to ensure they are within 10% of median while job classes more than 10% above median would be adjusted downward to ensure they are within 10% of median. This recommendation aligns with the City's ability to pay and prioritizes/improves the market position of jobs that are significantly below market median.

Market Data Collection Process

To ensure reliability and completeness, survey data was collected according to a structured methodology. In conducting the compensation survey, the following specific steps were taken:

- Survey employers were contacted to confirm participation and to request background information including current salary schedules, benefits information, and organizational charts
- Salary schedules and other documentation were analyzed for each survey agency in order to determine comparability issues and obtain salary/benefit data
- Follow-up reviews were conducted by e-mail and telephone to verify and clarify the data to ensure accuracy and comparability.

Throughout the data collection process, careful efforts were made to document the full range of duties and requirements of all job classes as compared to the City's corresponding survey classes.

When conducting labor market surveys, one of the most important objectives is to ensure that the labor market data is sufficiently comparable to City jobs while also serving as a strong indicator of market trends. Since the purpose of the labor market analysis is to identify general wage trends with other agencies, broad comparability guidelines are used when collecting data. If the comparability guidelines are too narrow, then insufficient data will be found.

Common comparability criteria typically include similar core functional duties, education/skill requirements, level of duties, and scope of supervisory and management duties. It is not as critical for all job duties to be the same or for the number of employees supervised to be the same. Furthermore, it is not essential that comparable market jobs use the same equipment, have the same workload, or work in an identical facility. While *Ralph Andersen & Associates* has been careful not to include "gross" job comparisons, there will be some variability in the job matches. In some instances, a comparable market job may exceed the responsibilities and duties of the City's job and in other cases, the market job may perform duties at a slightly lower level. Overall, the market comparabilities are intended to provide a balanced indication of market trends.

Wherever possible, comparability similarities and differences are supported by class specifications and other documentation received from the survey participant. However, it should be noted that job descriptions were not used as a primary basis for establishing comparabilities due to their unreliability and the inconsistent formats used in the survey agencies. Many agencies are unable to sufficiently maintain and update their job descriptions while other agencies use job description formats that provide little insight into the actual job duties of the class.

Point of Comparison

When comparing City salaries with market agencies, it is important to establish a consistent point of comparison. Since all the survey agencies used in the market study utilize pay range structures, a critical review was needed to find the salary range “control point”. This is the point in the salary range that:

- Is used to “anchor” the pay range to the labor market
- Employees will attain through step or other increases based on satisfactory performance (range progression beyond the control point is usually based on superior job performance)
- The majority of employee salaries cluster around as measured by calculating a compa-ratio (employee salary divided by the range maximum).

For the vast majority of agencies, the salary range maximum (top step) is the reference control point. Longevity steps, one-time lump sum payments, and incentive pays are not included in this comparison. These salaries are compared to the City’s salary range.

SECTION III

CLASSIFICATION FINDINGS & RECOMMENDATIONS

Using the process described in Section II, an updated classification plan has been prepared for the City. To introduce and summarize the new plan, this chapter discusses major issues and/or changes proposed in the new system, including the deletion, merging, and creation of new job classifications.

Master List of Class Titles

The classification plan developed for the City covers a total of 38 classes. These classes have been identified based on an analysis of the specific duties, responsibilities, knowledge, skills, and abilities assumed by current employees. The following table summarizes the list of job classifications including current and recommended job titles. The classes are organized generally by Department and then by job family within each department. All classes have been developed based on an analysis of the specific duties, responsibilities, knowledge, skills, and abilities assumed by current employees. The proposed employee allocation list, which is presented in Appendix A, clearly identifies the linkage of the current plan to the proposed classification system by summarizing recommendations for each individual employee.

Master List of Class Titles

Current Class Title	Recommended Class Title
Administrative Services	
City Clerk/Administrative Services Director	City Clerk/Administrative Services Director
Senior Clerk I	Senior Clerk
Human Resource Specialist	Human Resources Administrator
Information Systems Administrator	Information Systems Administrator
Cable/Communication Technician	Information Systems Specialist
City Manager	
City Manager	City Manager
Administrative Secretary	Administrative Secretary
Finance	
Finance Director	Finance Director

Master List of Class Titles

Current Class Title	Recommended Class Title
Senior Accountant	Senior Accountant
Accountant	Accountant
Accounting Technician II	Accounting Technician II
Accounting Technician I	Accounting Technician I

Parks & Recreation

Parks & Recreation Director	Parks & Recreation Director
Office Assistant II (Pt)	Office Assistant II (PT)
Office Assistant I (Pt)	Office Assistant I (PT)
Recreation Manager	Recreation Manager
Recreation Coordinator	Recreation Coordinator
Recreation Leader III	Recreation Leader III
Children's Program Leader III	
Children's Program Leader II	Recreation Leader I/II
Recreation Leader	
Children's Program Leader I	
Children's Program Aide	Recreation Aide
Recreation Specialist	Recreation Specialist
Sports Coach/Referee	Sports Coach/Referee
Senior Lifeguard	Senior Lifeguard
Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II
Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Facility Attendant	Facility Attendant

Planning

Planning Director	Community Development Director
Permit Technician	Community Development Specialist

Master List of Class Titles

Current Class Title	Recommended Class Title
Police	
Administrative Specialist	Administrative Specialist
Police Support Specialist	Police Support Specialist
Public Works	
Public Works Director	Public Works Director/City Engineer
Assistant/Associate Civil Engineer	Assistant Engineer/Associate Engineer/Associate Civil Engineer
Public Works Superintendent	Public Works Superintendent
Maintenance Worker II	Maintenance Worker II
Maintenance Worker I	Maintenance Worker I

Recommended Changes to the Classification Plan

The City conducts regular reviews of its job classification plan and typically will update classifications as needed based on changes in the organization structure and service delivery needs. All job descriptions were reviewed and updated to ensure they reflected current duties, responsibilities, and qualifications. This section highlights some of the more significant changes resulting from the classification study.

ADMINISTRATIVE SERVICES

Senior Clerk I – Change title to Senior Clerk. This is considered a minor title change; as there is only one level of Senior Clerk, the “I” designation is unnecessary.

Human Resources Specialist – Change title to Human Resources Administrator to more accurately describe responsibility for administering a variety of human resources functions including recruitment, selection, employee orientation, classification, compensation, benefits administration, training, employee assistance program, and employee relations and labor negotiations.

Cable/Communication Technician – This position is responsible for a wide variety of information systems support duties for the Police Department, as well as the control room within Council Chambers. In order to more accurately reflect the broad scope of information systems support duties, it is recommended that the title be changed to Information Systems Specialist.

CITY MANAGER’S OFFICE

No changes recommended.

FINANCE

No changes recommended.

PARKS AND RECREATION

Children's Program Leader III
Children's Program Leader II
Children's Program Leader I
Children's Program Aide
Recreation Leader III
Recreation Leader

Create a new series of Recreation Leader I, II, and III and Recreation Aide defined as follows:

Recreation Leader III – this classification will be defined as having responsibility for overseeing a recreation program or service or serving as a site administrator over a childcare program.

Recreation Leader I/II – this classification will be defined as having responsibility for teaching a childcare class or leading a variety of recreational program activities.

Recreation Aide – this classification will be defined as having responsibility for assisting in teaching classes or assisting with a variety of recreational program activities.

See the attached Allocation List for individual position allocations.

Children's Program Leader III (two positions) – Reallocate two positions to the Children's Program Leader II classification (recommended title of Recreation Leader II).

It is our understanding that two positions are responsible for teaching a childcare class which is the responsibility of the Children's Program Leader II classification. Whereas, the Children's Program Leader III classification serves as a site administrator over childcare programs, which neither of these two incumbents have responsibility for.

PLANNING

Planning Director – Change title to Community Development Director to reflect responsibility beyond planning. This position is responsible for overseeing planning, contract building inspection, and code compliance. The title of Community Development Director more accurately reflects the full scope of duties and responsibilities.

Permit Technician – This position is responsible for performing a variety of specialized para-professional duties for building, planning, public works, and code enforcement sections. In order to more accurately reflect the broader scope of duties and responsibilities assigned to this position, it is recommended that the title be changed to Community Development Specialist.

PUBLIC WORKS

Public Works Director – Change title to Public Works Director/City Engineer in order to recognize that this position oversees engineering functions and serves as the City Engineer for the City.

Assistant/Associate Civil Engineer – Add a new level of Associate Engineer, and define the engineering series to the following:

- Assistant Engineer – entry/journey level engineer; requires a Bachelor's degree in engineering with EIT highly desirable.
- Associate Engineer – full journey level engineer; requires a Bachelor's degree in engineering, 3 years of experience including two years of experience at a level comparable to an Assistant Engineer with the City of Hercules.
- Associate Civil Engineer – advanced journey level engineer, licensed as a Professional Engineer.

This change is intended to assist recruitment activities as well as retention. As with other flexibly staffed series, advancement to the next level is based on performance, certification/license, and is at the discretion and recommendation of management staff.

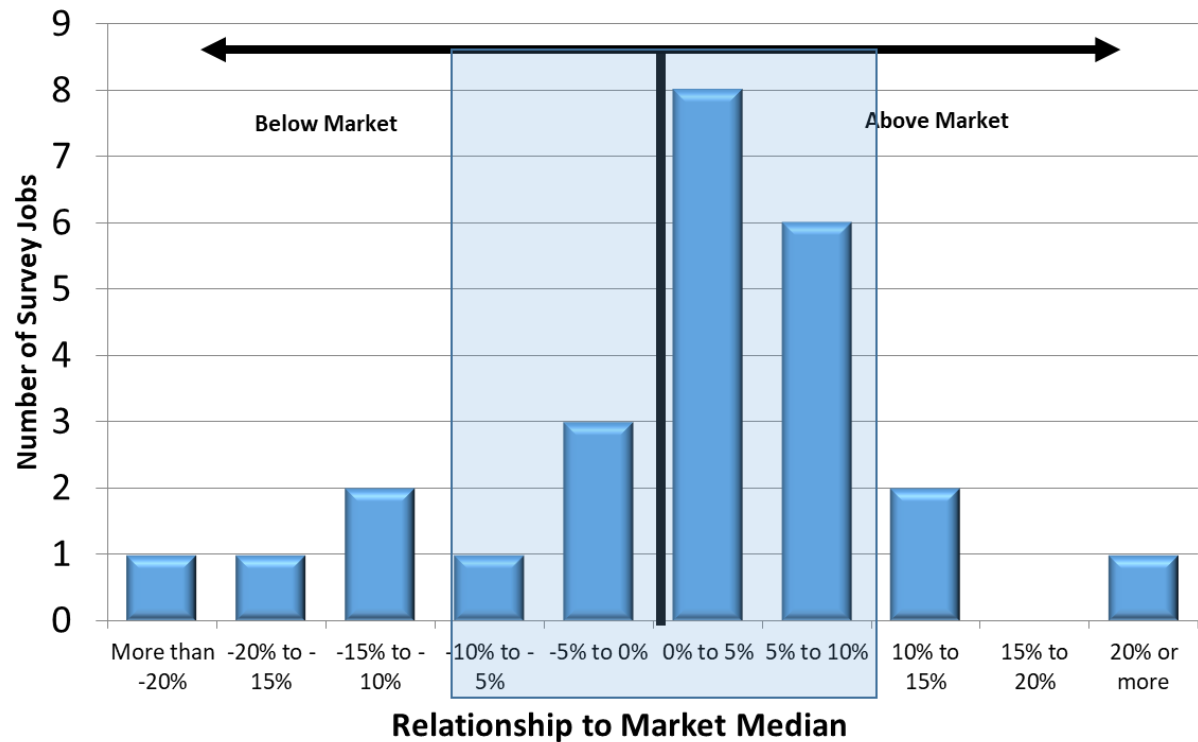
SECTION IV

COMPENSATION FINDINGS & RECOMMENDATIONS

This section of the report documents the key findings and observations resulting from the consultant’s compensation analyses. The focus of the compensation analysis is to identify significant differences in the pay practices of the City as compared to the other labor market agencies. Ideally, the City should be consistent with any pay or benefit item that is a common practice in the market (half or more of the survey agencies).

Salary Survey Results – Base Pay

Based on an evaluation of the survey data, general salary trends in the marketplace have been identified. A summary of the salary survey using the labor market employers and the market median is provided in the following graph.



As indicated in the graph, the majority of the survey reference jobs are within 10% of the market median. On average, the City’s salaries are 0.7% above market median with a market rank at the 56th percentile (44 percent of the ten survey agencies pay higher than the City and 56 percent pay lower). It should be noted that the City’s internal salary structure may be more important and more relevant than the trends identified in the market survey, at least for some jobs.

The following table provides a detailed summary of the market survey for both full-time and part-time job classifications. This summary table includes:

- The job title surveyed
- The City's current monthly range maximum (38 hour work week jobs have been adjusted as required to a 40 hour equivalent for market comparisons)
- The market median of comparable matches in the market
- The percentage above/below the market median
- The market mean of comparable matches in the market
- The percentage above/below the market mean
- The percentile rank compared to market.

Class Title	Range Max	# of Obs.	Market Median	% +/- Median	Market Mean	% +/- Mean	Percentile
Accountant	8,431	7	7,881	6.5%	7,968	5.5%	100
Accounting Technician II	7,229	10	5,592	22.6%	5,785	20.0%	100
Administrative Secretary	4,908	10	6,275	-27.9%	6,386	-30.1%	6
Administrative Specialist	6,693	9	6,194	7.5%	6,116	8.6%	77
Assistant Engineer	8,870	9	8,731	1.6%	8,707	1.8%	64
Associate Civil Engineer	8,935	9	10,198	-14.1%	9,945	-11.3%	24
Cable/Communication Technician	7,042	2	I.D.	--	I.D.	--	--
Chief of Police	16,854	10	16,688	1.0%	17,159	-1.8%	57
Children's Program Leader I	2,863	7	2,701	5.7%	3,065	-7.0%	56
City Clerk (Drift Check)	Drift	6	11,795	--	11,949	--	--
City Manager	19,298	10	19,830	-2.8%	19,749	-2.3%	39
Deputy City Clerk (Drift Check)	Drift	7	5,950	--	5,979	--	--
Facility Attendant	2,527	3	2,428	3.9%	2,712	-7.3%	55
Finance Director	15,606	10	15,481	0.8%	15,689	-0.5%	54
HR Director (Drift check)	Drift	6	13,889	--	13,782	--	--
Human Resource Specialist	7,229	2	I.D.	--	I.D.	--	--
Human Resources Assistant (Drift Check)	Drift	3	6,518	--	6,436	--	--
Human Resources Technician	6,693	4	6,677	0.2%	6,549	2.1%	52
Information Systems Administrator	9,580	9	9,248	3.5%	8,937	6.7%	77
Lifeguard/Swim Instructor II	2,863	3	3,170	-10.7%	3,128	-9.2%	25
Maintenance Worker II	6,520	10	5,681	12.9%	5,699	12.6%	100
Office Assistant II FT (Drift Check)	Drift	5	4,565	--	4,574	--	--
Parks & Recreation Director	13,379	6	14,692	-9.8%	15,013	-12.2%	12
Permit Technician	6,037	10	5,705	5.5%	6,046	-0.2%	61
Planning Director	15,606	8	14,854	4.8%	15,163	2.8%	68
Police Commander	14,450	10	15,042	-4.1%	14,214	1.6%	46
Police Support Specialist	6,037	10	6,085	-0.8%	5,921	1.9%	48
Public Works Director	16,854	10	15,577	7.6%	15,987	5.1%	67
Public Works Superintendent	10,845	10	10,646	1.8%	10,415	4.0%	61
Recreation Coordinator	6,520	9	5,851	10.3%	5,962	8.6%	72
Recreation Leader I	2,863	6	2,685	6.2%	2,728	4.7%	68
Recreation Manager	8,093	9	9,333	-15.3%	9,111	-12.6%	20
Average		7		0.7%		-0.3%	56
Current monthly salaries adjusted to 40 hour equivalent as needed							

Insufficient data was available for analysis for two job titles (noted as I.D.). Data was also collected for job functions that do not have a City equivalent, but were helpful in understanding market trends. For example, while the City does not have a Deputy City Clerk job title, there are positions that perform these types of duties and market data may be useful in establishing an equitable pay range. These job titles are indicated by the word "drift" to reflect that they are market drift checks for common job functions. Survey data for Police Officer and Sergeant was provided separately and used during the 2018-19 POA MOU negotiations.

Salary Survey Results – Benefits

In addition to base salary, the consultants also analyzed the employer cost for the following benefits:

- Cash benefits including longevity pay, deferred compensation, retirement pick-up (employee contribution paid by the employer), and employee contributions to the employer retirement rate
- Insurance benefits including health, dental, and vision insurance
- Retirement benefits including employer retirement and retiree health.

Appendix B provides a summary table along with detailed data sheets showing the impact of the City's benefits on its market position. In summary, the City's benefits result in a stronger total compensation package due to employer paid longevity and deferred compensation benefits that half or fewer agencies in the market have. In addition, the City's employer paid insurance benefits are slightly higher than the market median. Combined, this ensures the City's benefits further improve the City's market position, by almost 5% on average. Thus, a base salary that is within 10% of market median will be closer to within 5% of median once benefits are considered in the analysis.

Benchmark Classifications

Since it is impossible to compare all of the City's jobs to comparable market jobs, the objective of a market based compensation study is to identify wage differences for selected "benchmark" classes. Benchmark classes are jobs that are easily compared with the pay practices of other agencies and are directly comparable to many City jobs. For example, while the City has multiple levels within the Recreation class series, it is not necessary to obtain data for all levels since they are highly interrelated. This process not only maximizes the use of available market data but also preserves important salary relationships that currently exist in the City's compensation plan.

For this report, market data has been used to benchmark as many classes as possible unless existing internal relationships have a greater priority in maintaining existing equity between related classes. This is particularly important for job classes that are recognized to be unique to the City. Thus, the summary table on page 15 of this report shows market data for informational purposes, even though classes in the survey may not be selected as benchmark classes.

Internal Salary Relationships

For non-benchmark classifications, salary levels are established using internal relationship guidelines among related job classes. As a rule of thumb, differences between classes in a job series are typically expressed as a 5% to 10% difference in salary. Differences between supervisory and subordinate classes are typically 15% to 20%, depending on the number of levels and the differences in responsibility. In most instances, these differentials are reflected in the City's current salary plan, thus, the consultants are simply preserving established historical pay practices.

These internal relationship guidelines build off benchmark job classes or classes that are closely related to the job series being analyzed. Since the benchmark classes serve as the basis for any internal relationship guidelines, the entire pay plan is anchored to the labor market.

Salary Recommendations

Using the methodologies described above, salary range recommendations have been prepared for all study classes and are shown in Appendix C. Benchmark classifications have been tied to the labor market median.

The salary recommendations presented in Appendix C include the following information:

- Recommended class title (from the results of the classification study)
- Current class title
- Current range maximum monthly salary for each class
- Market median salary for benchmark jobs
- The recommended salary range using the City's existing salary range table
- The recommended range maximum
- Percentage change between the new range maximum and the current maximum
- Internal alignment/salary setting rationale for the salary recommendation (benchmark or internal relationship)

The salary setting rationale identifies the reliance placed upon labor market data versus internal relationships in developing each specific recommendation. Beyond market considerations, internal relationship guidelines were established and applied within class series.



APPENDIX A

ALLOCATION LIST

City of Hercules
Allocation List

Department	Current Class Title	Final Class Title
Administrative Services	City Clerk/Administrative Services Director	City Clerk/Administrative Services Director
Administrative Services	Senior Clerk I	Senior Clerk
Administrative Services	Human Resource Specialist	Human Resources Administrator
Administrative Services	Information Systems Administrator	Information Systems Administrator
Administrative Services	Cable/Communication Technician	Information Systems Specialist
City Manager	City Manager	City Manager
City Manager	Administrative Secretary	Administrative Secretary
City Manager	Administrative Secretary	Administrative Secretary
Finance	Finance Director	Finance Director
Finance	Senior Accountant	Senior Accountant
Finance	Accountant	Accountant
Finance	Accounting Technician II	Accounting Technician II
Parks And Recreation	Parks & Recreation Director	Parks & Recreation Director
Parks And Recreation	Office Assistant II (Pt)	Office Assistant II (PT)
Parks And Recreation	Office Assistant II (Pt)	Office Assistant II (PT)
Parks And Recreation	Office Assistant II (Pt)	Office Assistant II (PT)
Parks And Recreation	Office Assistant II (Pt)	Office Assistant II (PT)
Parks And Recreation	Office Assistant I (Pt)	Office Assistant I (PT)
Parks And Recreation	Recreation Manager	Recreation Manager

City of Hercules
Allocation List

Department	Current Class Title	Final Class Title
Parks And Recreation	Recreation Coordinator	Recreation Coordinator
Parks And Recreation	Recreation Coordinator	Recreation Coordinator
Parks And Recreation	Children's Program Leader III	Recreation Leader III
Parks And Recreation	Children's Program Leader III	Recreation Leader II
Parks And Recreation	Children's Program Leader III	Recreation Leader II
Parks And Recreation	Children's Program Leader II	Recreation Leader II
Parks And Recreation	Children's Program Leader II	Recreation Leader II
Parks And Recreation	Children's Program Leader II	Recreation Leader II
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Leader I	Recreation Leader I
Parks And Recreation	Children's Program Aide	Recreation Aide
Parks And Recreation	Children's Program Aide	Recreation Aide
Parks And Recreation	Children's Program Aide	Recreation Aide
Parks And Recreation	Children's Program Aide	Recreation Aide
Parks And Recreation	Recreation Leader III	Recreation Leader III
Parks And Recreation	Recreation Leader III	Recreation Leader III
Parks And Recreation	Recreation Leader III	Recreation Leader III
Parks And Recreation	Recreation Leader III	Recreation Leader III
Parks And Recreation	Recreation Leader	Recreation Leader I

City of Hercules
Allocation List

Department	Current Class Title	Final Class Title
Parks And Recreation	Recreation Leader	Recreation Leader I
Parks And Recreation	Recreation Leader	Recreation Leader I
Parks And Recreation	Recreation Specialist	Recreation Specialist
Parks And Recreation	Sports Coach/Referee	Sports Coach/Referee
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Senior Lifeguard	Senior Lifeguard
Parks And Recreation	Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II
Parks And Recreation	Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II
Parks And Recreation	Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II
Parks And Recreation	Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I
Parks And Recreation	Facility Attendant	Facility Attendant
Parks And Recreation	Facility Attendant	Facility Attendant
Parks And Recreation	Facility Attendant	Facility Attendant

City of Hercules
Allocation List

Department	Current Class Title	Final Class Title
Parks And Recreation	Facility Attendant	Facility Attendant
Parks And Recreation	Facility Attendant	Facility Attendant
Planning	Planning Director	Community Development Director
Planning	Permit Technician	Community Development Specialist
Police	Administrative Specialist	Administrative Specialist
Police	Police Support Specialist	Police Support Specialist
Police	Police Support Specialist	Police Support Specialist
Public Works	Public Works Director	Public Works Director/City Engineer
Public Works	Assistant Civil Engineer	Associate Engineer
Public Works	Public Works Superintendent	Public Works Superintendent
Public Works	Maintenance Worker II	Maintenance Worker II
Public Works	Maintenance Worker II	Maintenance Worker II
Public Works	Maintenance Worker II	Maintenance Worker II
Public Works	Maintenance Worker II	Maintenance Worker II
Public Works	Maintenance Worker I	Maintenance Worker I
Public Works	Maintenance Worker I	Maintenance Worker I
Public Works	Maintenance Worker I	Maintenance Worker I
Public Works	Maintenance Worker I	Maintenance Worker I

APPENDIX B

BENEFIT DATA SHEETS

Hercules

Labor Market Summary - Median Total Compensation

Class Title	# of Obs.	Base	Base + Cash	Gain/ Loss	Base + Cash + Insurance	Gain/ Loss	Total Gain/ Loss	Total Comp (Cash + Ins. + Ret.)	Gain/ Loss	Total Gain/ Loss
Accountant	7	6.5%	1.3%	-5.2%	4.6%	3.3%	-1.9%	2.2%	-2.4%	-4.4%
Accounting Technician II	10	22.6%	20.5%	-2.1%	19.1%	-1.4%	-3.6%	17.8%	-1.3%	-4.9%
Administrative Specialist	9	7.5%	4.1%	-3.4%	8.5%	4.4%	1.0%	6.0%	-2.4%	-1.4%
Assistant Engineer	9	1.6%	-3.2%	-4.8%	1.8%	5.0%	0.2%	-0.6%	-2.4%	-2.2%
Associate Civil Engineer	9	-14.1%	-14.2%	0.0%	-10.0%	4.1%	4.1%	-10.8%	-0.8%	3.3%
Chief of Police	10	1.0%	-0.2%	-1.2%	0.8%	1.0%	-0.2%	0.4%	-0.4%	-0.6%
City Manager	10	-2.8%	2.7%	5.4%	2.8%	0.1%	5.5%	1.3%	-1.5%	4.0%
Finance Director	10	0.8%	6.3%	5.5%	6.0%	-0.3%	5.2%	4.9%	-1.1%	4.1%
Human Resources Technician	4	0.2%	-0.6%	-0.8%	2.9%	3.5%	2.7%	3.5%	0.5%	3.2%
Information Systems Administrator	9	3.5%	2.8%	-0.7%	4.1%	1.4%	0.7%	3.8%	-0.4%	0.3%
Maintenance Worker II	10	12.9%	10.8%	-2.1%	8.9%	-1.9%	-4.0%	9.5%	0.6%	-3.4%
Parks & Recreation Director	6	-9.8%	-2.6%	7.2%	-1.1%	1.5%	8.7%	-3.6%	-2.5%	6.2%
Permit Technician	10	5.5%	6.0%	0.5%	5.0%	-1.0%	-0.5%	5.1%	0.0%	-0.4%
Planning Director	8	4.8%	8.0%	3.1%	7.9%	-0.1%	3.1%	5.9%	-1.9%	1.1%
Police Commander	10	-4.1%	-5.5%	-1.4%	-3.7%	1.8%	0.4%	-3.7%	0.0%	0.4%
Police Support Specialist	10	-0.8%	0.6%	1.4%	5.8%	5.2%	6.6%	4.8%	-1.0%	5.6%
Public Works Director	10	7.6%	12.5%	5.0%	11.6%	-0.9%	4.0%	10.6%	-1.0%	3.0%
Public Works Superintendent	10	1.8%	-0.2%	-2.0%	2.3%	2.4%	0.5%	1.4%	-0.9%	-0.4%
Recreation Coordinator	9	10.3%	6.2%	-4.1%	4.2%	-2.0%	-6.0%	5.3%	1.1%	-4.9%
Recreation Manager	9	-15.3%	-14.7%	0.6%	-9.6%	5.1%	5.7%	-11.8%	-2.2%	3.6%
Average		2.0%	2.0%	0.0%	3.6%	1.6%	1.6%	2.6%	-1.0%	0.6%

**Hercules
Accountant**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Senior Accountant	\$8,250	\$413				\$8,663	\$2,028	\$135		\$10,826
Benicia	Senior Accountant	\$7,679	\$768		\$338		\$8,784	\$1,955	\$167	\$22	\$10,928
Brentwood	Accountant II	\$8,366		\$167			\$8,534	\$1,567	\$191	\$35	\$10,327
El Cerrito	Accountant II	\$7,821					\$7,821	\$1,943	\$173	inc	\$9,937
Martinez	Accountant	\$7,965	\$159	\$127	\$165		\$8,417	\$2,095	\$199		\$10,711
Novato	No Comparable Class										
Pinole	No Comparable Class										
Pleasant Hill	Accountant	\$7,881					\$7,881	\$1,549	\$156	\$18	\$9,603
San Bruno	Accountant	\$7,817		\$39			\$7,856	\$2,057	inc	inc	\$9,913
San Pablo	No Comparable Class										
Hercules	Accountant	\$8,431	\$275	\$84		(\$264)	\$8,527	\$2,034	\$235	\$28	\$10,825
	Average	\$7,968					\$8,279				\$10,321
	% +/-	5.5%					2.9%				4.7%
	Median	\$7,881					\$8,417				\$10,327
	% +/-	6.5%					1.3%				4.6%
	75th Percenile	\$8,108					\$8,598				\$10,768
	% +/-	3.8%					-0.8%				0.5%

Median Gain/Loss

-5.2%

3.3%

Hercules Accountant		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Senior Accountant	\$594	2% @60	\$11,420	\$413	\$133	\$137	\$11,969	7.0%			
Benicia	Senior Accountant	\$801	2% @60	\$11,729			\$267	\$11,996	3.0%	4.0%		
Brentwood	Accountant II	\$961	2% @60	\$11,288	\$100	\$133	\$1,920	\$13,308	7.0%			\$461
El Cerrito	Accountant II	\$913	2.7% @55	\$10,850			\$12	\$10,862	8.0%			
Martinez	Accountant	\$573	2% @60	\$11,284		\$133	\$979	\$12,263	5.0%	2.0%		
Novato	No Comparable Class											
Pinole	No Comparable Class											
Pleasant Hill	Accountant	\$567	2% @60	\$10,170				\$10,170	7.0%			\$516
San Bruno	Accountant	\$816	2.7% @55	\$10,730				\$10,730	8.0%			\$179
San Pablo	No Comparable Class											
Hercules	Accountant	\$710	2% @55	\$11,534		\$306	\$361	\$11,896	7.0%		3.0%	
	Average			\$11,067				\$11,614				
	% +/-			4.1%				2.4%				
	Median			\$11,284				\$11,969				
	% +/-			2.2%				-0.6%				
	75th Percenile			\$11,354				\$12,129				
	% +/-			1.6%				-2.0%				

-2.4%

-7.1%

Hercules**Accounting Technician II**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Accounting Technician II	\$4,952					\$4,952	\$2,028	\$135		\$7,115
Benicia	Accounting Technician	\$5,482	\$548				\$6,030	\$1,880	\$167	\$22	\$8,099
Brentwood	Accounting Technician	\$6,681					\$6,681	\$1,567	\$191	\$35	\$8,474
El Cerrito	Account Clerk Technician	\$5,375	\$83				\$5,458	\$1,943	\$173	inc	\$7,575
Martinez	Account Technician II	\$4,984	\$100		\$102		\$5,185	\$2,115	\$199		\$7,499
Novato	Payroll/Accounting Technician	\$5,702					\$5,702	\$1,875	inc		\$7,577
Pinole	Accounting Technician	\$4,914				(\$514)	\$4,399	\$1,941	\$157	\$22	\$6,519
Pleasant Hill	Accounting Technician II	\$6,828					\$6,828	\$1,549	\$156	\$18	\$8,550
San Bruno	Accounting & Customer Services Representative	\$5,956		\$25			\$5,981	\$2,057	inc	inc	\$8,038
San Pablo	Fiscal Clerk II	\$6,982	\$489			(\$172)	\$7,299	\$1,825	\$176		\$9,300
Hercules	Accounting Technician II	\$7,229	\$275	\$72		(\$227)	\$7,349	\$2,034	\$235	\$28	\$9,646
	Average	\$5,785					\$5,851				\$7,875
	% +/-	20.0%					20.4%				18.4%
	Median	\$5,592					\$5,842				\$7,808
	% +/-	22.6%					20.5%				19.1%
	75th Percenile	\$6,500					\$6,518				\$8,380
	% +/-	10.1%					11.3%				13.1%

Median Gain/Loss

-2.1%

-1.4%

Hercules

Accounting Technician II

Accounting Technician II		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Accounting Technician II	\$357	2%@60	\$7,472			\$82	\$7,554	7.0%			
Benicia	Accounting Technician	\$572	2%@60	\$8,670			\$191	\$8,861	7.0%			\$42
Brentwood	Accounting Technician	\$767	2%@60	\$9,241	\$100	\$133	\$1,533	\$10,874	7.0%			\$461
El Cerrito	Account Clerk Technician	\$628	2.7%@55	\$8,202			\$8	\$8,210	8.0%			
Martinez	Account Technician II	\$359	2%@60	\$7,858			\$612	\$8,470	5.0%	2.0%		
Novato	Payroll/Accounting Technician	\$494	2%@55	\$8,071			\$170	\$8,241	7.0%			
Pinole	Accounting Technician	\$497	2.5%@55	\$7,015		\$1,941	\$1,592	\$8,608	8.0%		10.5%	\$87
Pleasant Hill	Accounting Technician II	\$492	2%@60	\$9,042				\$9,042	7.0%			\$516
San Bruno	Accounting & Customer Services Representative	\$622	2.7%@55	\$8,660				\$8,660	8.0%			\$179
San Pablo	Fiscal Clerk II	\$706	2.5%@55	\$10,006		\$133	\$273	\$10,279	8.0%		2.3%	\$203
Hercules	Accounting Technician II	\$608	2%@55	\$10,255		\$306	\$310	\$10,565	7.0%		3.0%	
	Average			\$8,424				\$8,880				
	% +/-			17.9%				15.9%				
	Median			\$8,431				\$8,634				
	% +/-			17.8%				18.3%				
	75th Percentile			\$8,949				\$8,997				
	% +/-			12.7%				14.8%				

-1.3%

-4.4%

Hercules**Administrative Specialist**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	Administrative Secretary	\$5,109	\$511		\$225		\$5,844	\$1,955	\$167	\$22	\$7,988
Brentwood	Administrative Secretary	\$6,556					\$6,556	\$1,567	\$191	\$35	\$8,349
El Cerrito	Administrative Clerk Specialist	\$4,674	\$83				\$4,757	\$1,943	\$173	inc	\$6,874
Martinez	Administrative Secretary	\$6,194	\$124	\$99	\$128		\$6,545	\$2,095	\$199		\$8,839
Novato	Administrative Technician	\$5,773					\$5,773	\$1,875	inc		\$7,648
Pinole	Administrative Secretary	\$5,443				(\$570)	\$4,873	\$1,941	\$157	\$22	\$6,993
Pleasant Hill	Executive Assistant to the Police Chief	\$7,317					\$7,317	\$1,549	\$156	\$18	\$9,040
San Bruno	Executive Assistant	\$6,546		\$25			\$6,571	\$2,057	inc	inc	\$8,628
San Pablo	Police Executive Assistant	\$7,436	\$521			(\$183)	\$7,774	\$1,878	\$176		\$9,827
Hercules	Administrative Specialist	\$6,693	\$275	\$67		(\$211)	\$6,824	\$2,034	\$235	\$28	\$9,122
	Average	\$6,116					\$6,223				\$8,243
	% +/-	8.6%					8.8%				9.6%
	Median	\$6,194					\$6,545				\$8,349
	% +/-	7.5%					4.1%				8.5%
	75th Percenile	\$6,556					\$6,571				\$8,839
	% +/-	2.1%					3.7%				3.1%

Median Gain/Loss

-3.4%

4.4%

Hercules**Administrative Specialist**

Administrative Specialist		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	Administrative Secretary	\$533	2%@60	\$8,521			\$178	\$8,699	3.0%	4.0%		
Brentwood	Administrative Secretary	\$753	2%@60	\$9,101	\$100	\$133	\$1,505	\$10,706	7.0%			\$461
El Cerrito	Administrative Clerk Specialist	\$546	2.7%@55	\$7,420			\$7	\$7,426	8.0%			
Martinez	Administrative Secretary	\$446	2%@60	\$9,285		\$133	\$761	\$10,046	5.0%	2.0%		
Novato	Administrative Technician	\$500	2%@55	\$8,148			\$172	\$8,321	7.0%			
Pinole	Administrative Secretary	\$550	2.5%@55	\$7,543		\$1,941	\$1,764	\$9,307	8.0%		10.5%	\$87
Pleasant Hill	Executive Assistant to the Police Chief	\$527	2%@60	\$9,567				\$9,567	7.0%			\$516
San Bruno	Executive Assistant	\$684	2.7%@55	\$9,312				\$9,312	8.0%			\$179
San Pablo	Police Executive Assistant	\$752	2.5%@55	\$10,579		\$133	\$291	\$10,870	8.0%		2.3%	\$150
Hercules	Administrative Specialist	\$563	2%@55	\$9,685		\$306	\$287	\$9,972	7.0%		3.0%	
	Average			\$8,831				\$9,362				
	% +/-			8.8%				6.1%				
	Median			\$9,101				\$9,312				
	% +/-			6.0%				6.6%				
	75th Percenile			\$9,312				\$10,046				
	% +/-			3.9%				-0.7%				

-2.4%

-0.8%

**Hercules
Assistant Engineer**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Assistant Engineer	\$7,632	\$382				\$8,014	\$2,028	\$135		\$10,177
Benicia	Assistant Engineer	\$8,079	\$808		\$355		\$9,242	\$1,955	\$167	\$22	\$11,386
Brentwood	Assistant Engineer	\$9,877		\$198			\$10,074	\$1,567	\$191	\$35	\$11,867
El Cerrito	Assistant Engineer	\$8,731	\$83				\$8,814	\$1,943	\$173	inc	\$10,930
Martinez	Assistant Engineer	\$8,826	\$177	\$141	\$183		\$9,327	\$2,095	\$199		\$11,621
Novato	Assistant Engineer	\$7,773					\$7,773	\$1,875	inc		\$9,648
Pinole	No Comparable Class										
Pleasant Hill	Assistant Engineer	\$9,155					\$9,155	\$1,549	\$156	\$18	\$10,878
San Bruno	Assistant Engineer	\$8,580		\$43			\$8,623	\$2,057	inc	inc	\$10,680
San Pablo	Assistant Civil Engineer	\$9,709	\$680			(\$239)	\$10,149	\$1,825	\$176		\$12,150
Hercules	Assistant Engineer	\$8,870	\$275			(\$274)	\$8,871	\$2,034	\$198	\$28	\$11,131
	Average	\$8,707					\$9,019				\$11,037
	% +/-	1.8%					-1.7%				0.8%
	Median	\$8,731					\$9,155				\$10,930
	% +/-	1.6%					-3.2%				1.8%
	75th Percenile	\$9,155					\$9,327				\$11,621
	% +/-	-3.2%					-5.1%				-4.4%

Median Gain/Loss

-4.8%

5.0%

Hercules

Assistant Engineer

		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Assistant Engineer	\$550	2%@60	\$10,726	\$382	\$133	\$126	\$11,234	7.0%			
Benicia	Assistant Engineer	\$842	2%@60	\$12,228			\$281	\$12,509	3.0%	4.0%		
Brentwood	Assistant Engineer	\$1,134	2%@60	\$13,001	\$100	\$133	\$2,267	\$15,368	7.0%			\$461
El Cerrito	Assistant Engineer	\$1,019	2.7%@55	\$11,950			\$13	\$11,963	8.0%			
Martinez	Assistant Engineer	\$635	2%@60	\$12,256		\$133	\$1,085	\$13,341	5.0%	2.0%		
Novato	Assistant Engineer	\$673	2%@55	\$10,321			\$232	\$10,554	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Assistant Engineer	\$659	2%@60	\$11,537				\$11,537	7.0%			\$516
San Bruno	Assistant Engineer	\$896	2.7%@55	\$11,576				\$11,576	8.0%			\$179
San Pablo	Assistant Civil Engineer	\$982	2.5%@55	\$13,132		\$133	\$380	\$13,512	8.0%		2.3%	\$203
Hercules	Assistant Engineer	\$747	2%@55	\$11,878			\$380	\$12,258	7.0%		3.0%	
	Average			\$11,859				\$12,399				
	% +/-			0.2%				-1.2%				
	Median			\$11,950				\$11,963				
	% +/-			-0.6%				2.4%				
	75th Percenile			\$12,256				\$13,341				
	% +/-			-3.2%				-8.8%				

-2.4%

0.8%

Hercules**Associate Civil Engineer**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Associate Engineer	\$8,668	\$433				\$9,101	\$2,028	\$135		\$11,264
Benicia	Associate Civil Engineer	\$8,888	\$889			\$391	\$10,167	\$1,955	\$167	\$22	\$12,311
Brentwood	Associate Engineer	\$10,889		\$218			\$11,107	\$1,567	\$191	\$35	\$12,900
El Cerrito	Associate Engineer	\$10,198					\$10,198	\$1,943	\$173	inc	\$12,315
Martinez	Associate Civil Engineer	\$10,294	\$206	\$165	\$213		\$10,878	\$2,095	\$199		\$13,172
Novato	Associate Civil Engineer	\$8,939					\$8,939	\$1,875	inc		\$10,814
Pinole	No Comparable Class										
Pleasant Hill	Associate Engineer	\$10,596					\$10,596	\$1,549	\$156	\$18	\$12,319
San Bruno	Associate Civil Engineer	\$9,867		\$49			\$9,916	\$2,057	inc	inc	\$11,974
San Pablo	Associate Civil Engineer	\$11,166	\$782			(\$275)	\$11,673	\$1,825	\$176		\$13,673
Hercules	Associate Engineer (PE)	\$8,935	\$275			(\$276)	\$8,933	\$2,034	\$198	\$28	\$11,194
	Average	\$9,945					\$10,286				\$12,305
	% +/-	-11.3%					-15.1%				-9.9%
	Median	\$10,198					\$10,198				\$12,315
	% +/-	-14.1%					-14.2%				-10.0%
	75th Percenile	\$10,596					\$10,878				\$12,900
	% +/-	-18.6%					-21.8%				-15.2%

Median Gain/Loss -0.0%

4.1%

Hercules**Associate Civil Engineer**

		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Associate Engineer	\$624	2%@60	\$11,889	\$433	\$133	\$144	\$12,465	7.0%			
Benicia	Associate Civil Engineer	\$927	2%@60	\$13,238			\$309	\$13,547	3.0%	4.0%		
Brentwood	Associate Engineer	\$1,250	2%@60	\$14,150	\$100	\$133	\$2,499	\$16,750	7.0%			\$461
El Cerrito	Associate Engineer	\$1,191	2.7%@55	\$13,505			\$15	\$13,521	8.0%			
Martinez	Associate Civil Engineer	\$741	2%@60	\$13,913		\$133	\$1,265	\$15,178	5.0%	2.0%		
Novato	Associate Civil Engineer	\$774	2%@55	\$11,588			\$267	\$11,855	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Associate Engineer	\$763	2%@60	\$13,082				\$13,082	7.0%			\$516
San Bruno	Associate Civil Engineer	\$1,030	2.7%@55	\$13,004				\$13,004	8.0%			\$179
San Pablo	Associate Civil Engineer	\$1,129	2.5%@55	\$14,802		\$133	\$437	\$15,239	8.0%		2.3%	\$203
Hercules	Associate Engineer (PE)	\$752	2%@55	\$11,946			\$383	\$12,329	7.0%		3.0%	
	Average			\$13,241				\$13,849				
	% +/-			-10.8%				-12.3%				
	Median			\$13,238				\$13,521				
	% +/-			-10.8%				-9.7%				
	75th Percenile			\$13,913				\$15,178				
	% +/-			-16.5%				-23.1%				

-0.8%

4.5%

Hercules**Cable/Communication Technician**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	No Comparable Class										
Brentwood	No Comparable Class										
El Cerrito	No Comparable Class										
Martinez	No Comparable Class										
Novato	No Comparable Class										
Pinole	Cable Access Technician	\$5,914				(\$619)	\$5,295	\$1,941	\$157	\$22	\$7,414
Pleasant Hill	No Comparable Class										
San Bruno	CATV Technician II	\$6,988		\$25			\$7,013	\$2,057	inc	inc	\$9,070
San Pablo	No Comparable Class										
Hercules	Cable/Communication Technician	\$7,042	\$275			(\$219)	\$7,097	\$2,034	\$198	\$28	\$9,357
	Average	I.D.					I.D.				I.D.
	% +/-										
	Median	I.D.					I.D.				I.D.
	% +/-										
	75th Percenile	I.D.					I.D.				I.D.
	% +/-										

Median Gain/Loss

Hercules**Cable/Communication Technician**

Cable/Communication Technician		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	No Comparable Class											
Brentwood	No Comparable Class											
El Cerrito	No Comparable Class											
Martinez	No Comparable Class											
Novato	No Comparable Class											
Pinole	Cable Access Technician	\$598	2.5%@55	\$8,012		\$1,941	\$1,917	\$9,929	8.0%		10.5%	\$87
Pleasant Hill	No Comparable Class											
San Bruno	CATV Technician II	\$730	2.7%@55	\$9,800				\$9,800	8.0%			\$179
San Pablo	No Comparable Class											
Hercules	Cable/Communication Technician	\$593	2%@55	\$9,950			\$302	\$10,252	7.0%		3.0%	
	Average % +/-			I.D.				I.D.				
	Median % +/-			I.D.				I.D.				
	75th Percenile % +/-			I.D.				I.D.				

Hercules**City Clerk (Drift Check)**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	City Clerk/Assistant City Manager	\$13,600	\$680				\$14,280	\$2,028	\$135		\$16,443
Benicia	No Comparable Class										
Brentwood	City Clerk	\$12,285		\$369			\$12,654	\$1,567	\$191	\$35	\$14,447
El Cerrito	City Clerk	\$14,887					\$14,887	\$1,943	\$173	inc	\$17,004
Martinez	No Comparable Class										
Novato	City Clerk	\$9,870					\$9,870	\$1,875	inc		\$11,745
Pinole	City Clerk	\$9,747				(\$1,021)	\$8,727	\$1,941	\$157	\$22	\$10,846
Pleasant Hill	No Comparable Class										
San Bruno	City Clerk	\$11,304		\$57			\$11,361	\$2,057	inc	inc	\$13,418
San Pablo	No Comparable Class										
Hercules	City Clerk (Drift Check)										
	Average	\$11,949					\$11,963				\$13,984
	% +/-										
	Median	\$11,795					\$12,007				\$13,932
	% +/-										
	75th Percenile	\$13,271					\$13,874				\$15,944
	% +/-										

Median Gain/Loss

Hercules**City Clerk (Drift Check)**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health			Additional Information				
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	City Clerk/Assistant City Manager	\$979	2% @ 60	\$17,422	\$680	\$133	\$225	\$18,327	7.0%			
Benicia	No Comparable Class											
Brentwood	City Clerk	\$1,411	2% @ 60	\$15,858	\$100	\$133	\$2,820	\$18,778	7.0%			\$461
El Cerrito	City Clerk	\$1,738	2.7% @ 55	\$18,742			\$22	\$18,764	8.0%			
Martinez	No Comparable Class											
Novato	City Clerk	\$855	2% @ 55	\$12,600	\$100		\$295	\$12,995	7.0%			
Pinole	City Clerk	\$985	2.5% @ 55	\$11,832		\$1,941	\$3,159	\$14,990	8.0%		10.5%	\$87
Pleasant Hill	No Comparable Class											
San Bruno	City Clerk	\$1,180	2.7% @ 55	\$14,598				\$14,598	8.0%			\$179
San Pablo	No Comparable Class											
Hercules	City Clerk (Drift Check)											
	Average			\$15,175				\$16,409				
	% +/-											
	Median			\$15,228				\$16,659				
	% +/-											
	75th Percenile			\$17,031				\$18,655				
	% +/-											

**Hercules
City Manager**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	City Manager	\$15,299	\$765				\$16,064	\$2,028	\$135		\$18,227
Benicia	City Manager	\$19,953		\$798			\$20,751	\$1,955	\$167	\$22	\$22,895
Brentwood	City Manager	\$21,655		\$110			\$21,765	\$1,567	\$191	\$35	\$23,558
El Cerrito	City Manager	\$21,796					\$21,796	\$1,943	\$173	inc	\$23,913
Martinez	City Manager	\$18,823	\$376	\$301	\$390		\$19,891	\$2,095	\$199		\$22,185
Novato	City Manager	\$16,916					\$16,916	\$1,875	inc		\$18,791
Pinole	City Manager	\$18,613				(\$1,949)	\$16,664	\$1,941	\$157	\$22	\$18,784
Pleasant Hill	City Manager	\$22,423		\$673			\$23,096	\$1,549	\$156	\$18	\$24,818
San Bruno	City Manager	\$19,708		\$197			\$19,905	\$2,057	inc	inc	\$21,962
San Pablo	City Manager	\$22,302	\$1,561	\$9,250		(\$762)	\$32,351	\$1,825	\$176		\$34,352
Hercules	City Manager	\$19,298	\$500	\$1,737		(\$646)	\$20,889	\$2,034	\$235	\$28	\$23,187
	Average	\$19,749					\$20,920				\$22,949
	% +/-	-2.3%					-0.1%				1.0%
	Median	\$19,830					\$20,328				\$22,540
	% +/-	-2.8%					2.7%				2.8%
	75th Percenile	\$21,761					\$21,789				\$23,824
	% +/-	-12.8%					-4.3%				-2.7%

Median Gain/Loss

5.4%

0.1%

**Hercules
City Manager**

		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	City Manager	\$1,102	2% @ 60	\$19,328	\$765	\$133	\$253	\$20,347	7.0%			
Benicia	City Manager	\$2,080	2% @ 60	\$24,975			\$694	\$25,669	7.0%			
Brentwood	City Manager	\$2,487	2% @ 60	\$26,045	\$100	\$133	\$4,971	\$31,116	7.0%			\$461
El Cerrito	City Manager	\$2,545	2.7% @ 55	\$26,457			\$33	\$26,490	8.0%			
Martinez	City Manager	\$1,355	2% @ 60	\$23,540		\$133	\$2,313	\$25,853	5.0%	2.0%		
Novato	City Manager	\$1,465	2% @ 55	\$20,256	\$100		\$505	\$20,862	7.0%			
Pinole	City Manager	\$1,882	2.5% @ 55	\$20,666		\$1,941	\$6,032	\$26,698	8.0%		10.5%	\$87
Pleasant Hill	City Manager	\$1,614	2% @ 60	\$26,433	\$150			\$26,583	7.0%			\$516
San Bruno	City Manager	\$2,058	2.7% @ 55	\$24,020				\$24,020	8.0%			\$179
San Pablo	City Manager	\$2,255	2.5% @ 55	\$36,607		\$2,028	\$873	\$37,479	8.0%		2.3%	\$203
Hercules	City Manager	\$1,625	2% @ 55	\$24,811		\$315	\$827	\$25,638	7.0%		3.0%	
	Average			\$24,833				\$26,512				
	% +/-			-0.1%				-3.4%				
	Median			\$24,498				\$26,172				
	% +/-			1.3%				-2.1%				
	75th Percenile			\$26,336				\$26,669				
	% +/-			-6.1%				-4.0%				

-1.5%

0.7%

Hercules**Deputy City Clerk (Drift Check)**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	Deputy City Clerk	\$5,369	\$537				\$5,906	\$1,880	\$167	\$22	\$7,975
Brentwood	Administrative Assistant II	\$5,663					\$5,663	\$1,567	\$191	\$35	\$7,456
El Cerrito	Administrative Clerk Specialist	\$4,674	\$83				\$4,757	\$1,943	\$173	inc	\$6,874
Martinez	Deputy City Clerk	\$5,953	\$119	\$95	\$123		\$6,291	\$2,095	\$199		\$8,585
Novato	Executive Assistant/Deputy City Clerk	\$6,434					\$6,434	\$1,875	inc		\$8,309
Pinole	No Comparable Class										
Pleasant Hill	No Comparable Class										
San Bruno	Deputy City Clerk	\$5,950		\$25			\$5,975	\$2,057	inc	inc	\$8,032
San Pablo	Deputy City Clerk	\$7,811	\$547			(\$192)	\$8,166	\$1,825	\$176		\$10,167
Hercules	Deputy City Clerk (Drift Check)										
	Average	\$5,979					\$6,170				\$8,200
	% +/-										
	Median	\$5,950					\$5,975				\$8,032
	% +/-										
	75th Percenile	\$6,194					\$6,362				\$8,447
	% +/-										

Median Gain/Loss

Hercules**Deputy City Clerk (Drift Check)**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health		Additional Information					
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	Deputy City Clerk	\$560	2%@60	\$8,535			\$187	\$8,721	7.0%			\$42
Brentwood	Administrative Assistant II	\$650	2%@60	\$8,106	\$100	\$133	\$1,300	\$9,506	7.0%			\$461
El Cerrito	Administrative Clerk Specialist	\$546	2.7%@55	\$7,420			\$7	\$7,426	8.0%			
Martinez	Deputy City Clerk	\$429	2%@60	\$9,013		\$133	\$732	\$9,745	5.0%	2.0%		
Novato	Executive Assistant/Deputy City Clerk	\$557	2%@55	\$8,866			\$192	\$9,059	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	No Comparable Class											
San Bruno	Deputy City Clerk	\$621	2.7%@55	\$8,654				\$8,654	8.0%			\$179
San Pablo	Deputy City Clerk	\$790	2.5%@55	\$10,956		\$133	\$306	\$11,262	8.0%		2.3%	\$203
Hercules	Deputy City Clerk (Drift Check)											
	Average			\$8,793				\$9,196				
	% +/-											
	Median			\$8,654				\$9,059				
	% +/-											
	75th Percenile			\$8,940				\$9,625				
	% +/-											

**Hercules
Finance Director**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Finance Director	\$13,600	\$680				\$14,280	\$2,028	\$135		\$16,443
Benicia	Finance Director	\$13,900	\$869	\$556			\$15,324	\$1,955	\$167	\$22	\$17,468
Brentwood	Director of Finance & Info Systems	\$17,079		\$110			\$17,189	\$1,567	\$191	\$35	\$18,982
El Cerrito	Finance Director/City Treasurer	\$15,671					\$15,671	\$1,943	\$173	inc	\$17,788
Martinez	Assistant City Manager	\$15,290	\$306	\$245	\$317		\$16,157	\$2,095	\$199		\$18,451
Novato	Assistant City Manager	\$14,709					\$14,709	\$1,875	inc		\$16,584
Pinole	Finance Director	\$14,629				(\$1,532)	\$13,098	\$1,941	\$157	\$22	\$15,217
Pleasant Hill	Director of Finance	\$17,058		\$512			\$17,570	\$1,549	\$156	\$18	\$19,292
San Bruno	Finance Director	\$16,736		\$167			\$16,903	\$2,057	inc	inc	\$18,961
San Pablo	Administrative Services Director	\$18,221	\$1,275			(\$448)	\$19,048	\$1,825	\$176		\$21,049
Hercules	Finance Director	\$15,606	\$500	\$1,405		(\$525)	\$16,985	\$2,034	\$235	\$28	\$19,283
	Average	\$15,689					\$15,995				\$18,024
	% +/-	-0.5%					5.8%				6.5%
	Median	\$15,481					\$15,914				\$18,120
	% +/-	0.8%					6.3%				6.0%
	75th Percenile	\$16,978					\$17,118				\$18,977
	% +/-	-8.8%					-0.8%				1.6%

Median Gain/Loss

5.5%

-0.3%

Hercules

Finance Director

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health				Additional Information			
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Finance Director	\$979	2%@60	\$17,422	\$680	\$133	\$225	\$18,327	7.0%			
Benicia	Finance Director	\$1,449	2%@60	\$18,918			\$483	\$19,401	7.0%			
Brentwood	Director of Finance & Info Systems	\$1,961	2%@60	\$20,944	\$100	\$133	\$3,920	\$24,964	7.0%			\$461
El Cerrito	Finance Director/City Treasurer	\$1,830	2.7%@55	\$19,617			\$23	\$19,641	8.0%			
Martinez	Assistant City Manager	\$1,101	2%@60	\$19,552		\$133	\$1,879	\$21,431	5.0%	2.0%		
Novato	Assistant City Manager	\$1,274	2%@55	\$17,858	\$100		\$439	\$18,398	7.0%			
Pinole	Finance Director	\$1,479	2.5%@55	\$16,696		\$1,941	\$4,741	\$21,438	8.0%		10.5%	\$87
Pleasant Hill	Director of Finance	\$1,228	2%@60	\$20,520	\$150			\$20,670	7.0%			\$516
San Bruno	Finance Director	\$1,748	2.7%@55	\$20,708				\$20,708	8.0%			\$179
San Pablo	Administrative Services Director	\$1,842	2.5%@55	\$22,891		\$2,028	\$713	\$23,604	8.0%		2.3%	\$203
Hercules	Finance Director	\$1,314	2%@55	\$20,596		\$315	\$669	\$21,265	7.0%		3.0%	
	Average			\$19,513				\$20,858				
	% +/-			5.3%				1.9%				
	Median			\$19,585				\$20,689				
	% +/-			4.9%				2.7%				
	75th Percenile			\$20,661				\$21,436				
	% +/-			-0.3%				-0.8%				

-1.1%

1.9%

Hercules**HR Director (Drift check)**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Human Resources Director	\$13,600	\$680				\$14,280	\$2,028	\$135		\$16,443
Benicia	Human Resource Manager	\$10,677	\$667	\$214	\$347		\$11,905	\$1,955	\$167	\$22	\$14,049
Brentwood	Director of HR/Risk Manager	\$17,184		\$110			\$17,294	\$1,567	\$191	\$35	\$19,087
El Cerrito	Human Resources Manager	\$14,178					\$14,178	\$1,943	\$173	inc	\$16,294
Martinez	No Comparable Class										
Novato	Human Resources Manager	\$11,232					\$11,232	\$1,875	inc		\$13,107
Pinole	No Comparable Class										
Pleasant Hill	Director of Human Resources	\$15,820		\$475			\$16,295	\$1,549	\$156	\$18	\$18,017
San Bruno	No Comparable Class										
San Pablo	No Comparable Class										
Hercules	HR Director (Drift check)										
	Average	\$13,782					\$14,197				\$16,166
	% +/-										
	Median	\$13,889					\$14,229				\$16,369
	% +/-										
	75th Percenile	\$15,410					\$15,791				\$17,623
	% +/-										

Median Gain/Loss

Hercules

HR Director (Drift check)

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health			Additional Information				
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Human Resources Director	\$979	2%@60	\$17,422	\$680	\$133	\$225	\$18,327	7.0%			
Benicia	Human Resource Manager	\$1,113	2%@60	\$15,162			\$371	\$15,533	4.0%	3.0%		
Brentwood	Director of HR/Risk Manager	\$1,973	2%@60	\$21,060	\$100	\$133	\$3,944	\$25,104	7.0%			\$461
El Cerrito	Human Resources Manager	\$1,655	2.7%@55	\$17,950			\$21	\$17,971	8.0%			
Martinez	No Comparable Class											
Novato	Human Resources Manager	\$973	2%@55	\$14,080	\$100		\$335	\$14,516	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Director of Human Resources	\$1,139	2%@60	\$19,156	\$150			\$19,306	7.0%			\$516
San Bruno	No Comparable Class											
San Pablo	No Comparable Class											
Hercules	HR Director (Drift check)											
	Average			\$17,472				\$18,459				
	% +/-											
	Median			\$17,686				\$18,149				
	% +/-											
	75th Percenile			\$18,854				\$19,061				
	% +/-											

Hercules**Human Resource Specialist**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	No Comparable Class										
Brentwood	Human Resources Specialist	\$8,410					\$8,410	\$1,567	\$191	\$35	\$10,203
El Cerrito	No Comparable Class										
Martinez	No Comparable Class										
Novato	No Comparable Class										
Pinole	Human Resources Specialist	\$6,424				(\$673)	\$5,751	\$1,941	\$157	\$22	\$7,871
Pleasant Hill	No Comparable Class										
San Bruno	No Comparable Class										
San Pablo	No Comparable Class										
Hercules	Human Resource Specialist	\$7,229	\$275	\$72		(\$227)	\$7,349	\$2,034	\$235	\$28	\$9,646
	Average	I.D.					I.D.				I.D.
	% +/-										
	Median	I.D.					I.D.				I.D.
	% +/-										
	75th Percenile	I.D.					I.D.				I.D.
	% +/-										

Median Gain/Loss

Hercules Human Resource Specialist		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	No Comparable Class											
Brentwood	Human Resources Specialist	\$966	2%@60	\$11,168	\$100	\$133	\$1,930	\$13,198	7.0%			\$461
El Cerrito	No Comparable Class											
Martinez	No Comparable Class											
Novato	No Comparable Class											
Pinole	Human Resources Specialist	\$649	2.5%@55	\$8,520		\$1,941	\$2,082	\$10,602	8.0%		10.5%	\$87
Pleasant Hill	No Comparable Class											
San Bruno	No Comparable Class											
San Pablo	No Comparable Class											
Hercules	Human Resource Specialist	\$608	2%@55	\$10,255		\$306	\$310	\$10,565	7.0%		3.0%	
	Average % +/-			I.D.				I.D.				
	Median % +/-			I.D.				I.D.				
	75th Percenile % +/-			I.D.				I.D.				

Hercules**Human Resources Assistant (Drift Check)**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	Human Resources Assistant	\$4,902	\$490				\$5,392	\$1,880	\$167	\$22	\$7,461
Brentwood	Human Resources Assistant II	\$6,518					\$6,518	\$1,567	\$191	\$35	\$8,311
El Cerrito	No Comparable Class										
Martinez	No Comparable Class										
Novato	Human Resources Assistant	\$7,889					\$7,889	\$1,875	inc		\$9,764
Pinole	No Comparable Class										
Pleasant Hill	No Comparable Class										
San Bruno	No Comparable Class										
San Pablo	No Comparable Class										
Hercules	Human Resources Assistant - Drift										
	Average	\$6,436					\$6,600				\$8,512
	% +/-										
	Median	\$6,518					\$6,518				\$8,311
	% +/-										
	75th Percenile	\$7,203					\$7,203				\$9,038
	% +/-										

Median Gain/Loss

Hercules**Human Resources Assistant (Drift Check)**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health		Additional Information					
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	Human Resources Assistant	\$511	2%@60	\$7,972			\$170	\$8,143	7.0%			\$42
Brentwood	Human Resources Assistant II	\$748	2%@60	\$9,059	\$100	\$133	\$1,496	\$10,656	7.0%			\$461
El Cerrito	No Comparable Class											
Martinez	No Comparable Class											
Novato	Human Resources Assistant	\$683	2%@55	\$10,447			\$236	\$10,683	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	No Comparable Class											
San Bruno	No Comparable Class											
San Pablo	No Comparable Class											
Hercules	Human Resources Assistant - Drift											
	Average			\$9,160				\$9,827				
	% +/-											
	Median			\$9,059				\$10,656				
	% +/-											
	75th Percenile			\$9,753				\$10,669				
	% +/-											

**Hercules
Human Resources Technician**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	No Comparable Class										
Benicia	No Comparable Class										
Brentwood	No Comparable Class										
El Cerrito	Human Resources Technician	\$7,043					\$7,043	\$1,943	\$173	inc	\$9,160
Martinez	Human Resources Technician	\$6,526	\$131	\$104	\$135		\$6,896	\$2,095	\$199		\$9,190
Novato	Human Resources Technician	\$5,800					\$5,800	\$1,875	inc		\$7,675
Pinole	No Comparable Class										
Pleasant Hill	Human Resources Technician	\$6,828					\$6,828	\$1,549	\$156	\$18	\$8,550
San Bruno	No Comparable Class										
San Pablo	No Comparable Class										
Hercules	Human Resources Technician	\$6,693	\$275	\$67		(\$211)	\$6,824	\$2,034	\$235	\$28	\$9,122
	Average	\$6,549					\$6,642				\$8,644
	% +/-	2.1%					2.7%				5.2%
	Median	\$6,677					\$6,862				\$8,855
	% +/-	0.2%					-0.6%				2.9%
	75th Percenile	\$6,882					\$6,933				\$9,167
	% +/-	-2.8%					-1.6%				-0.5%

Median Gain/Loss

-0.8%

3.5%

Hercules Human Resources Technician		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	No Comparable Class											
Benicia	No Comparable Class											
Brentwood	No Comparable Class											
El Cerrito	Human Resources Technician	\$822	2.7%@55	\$9,982			\$11	\$9,992	8.0%			
Martinez	Human Resources Technician	\$470	2%@60	\$9,660		\$133	\$802	\$10,462	5.0%	2.0%		
Novato	Human Resources Technician	\$502	2%@55	\$8,177			\$173	\$8,351	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Human Resources Technician	\$492	2%@60	\$9,042				\$9,042	7.0%			\$516
San Bruno	No Comparable Class											
San Pablo	No Comparable Class											
Hercules	Human Resources Technician	\$563	2%@55	\$9,685		\$306	\$287	\$9,972	7.0%		3.0%	
	Average			\$9,215				\$9,462				
	% +/-			4.9%				5.1%				
	Median			\$9,351				\$9,517				
	% +/-			3.5%				4.6%				
	75th Percenile			\$9,741				\$10,110				
	% +/-			-0.6%				-1.4%				

0.5%

4.3%

Hercules**Information Systems Administrator**

			Cash Supplements					Insurance Benefits			
Survey Agency	Comparable Class	Range Max.	Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Information Technology Analyst	\$7,134	\$357				\$7,491	\$2,028	\$135		\$9,654
Benicia	IT Analyst II	\$7,161	\$716		\$315		\$8,193	\$1,955	\$167	\$22	\$10,337
Brentwood	Information Systems Specialist	\$10,249		\$205			\$10,454	\$1,567	\$191	\$35	\$12,247
El Cerrito	Information Technology Specialist	\$7,715					\$7,715	\$1,943	\$173	inc	\$9,832
Martinez	Information Technology Administrator	\$10,949	\$219	\$175	\$227		\$11,570	\$2,095	\$199		\$13,864
Novato	Network & Systems Administrator	\$9,456					\$9,456	\$1,875	inc		\$11,331
Pinole	No Comparable Class										
Pleasant Hill	Information Systems Coordinator	\$9,042					\$9,042	\$1,549	\$156	\$18	\$10,765
San Bruno	Systems Administrator	\$9,248		\$46			\$9,294	\$2,057	inc	inc	\$11,351
San Pablo	Information Technology Administrator	\$9,481	\$664			(\$233)	\$9,911	\$1,825	\$176		\$11,912
Hercules	Information Systems Administrator	\$9,580	\$275			(\$296)	\$9,559	\$2,034	\$198	\$28	\$11,819
	Average	\$8,937					\$9,236				\$11,255
	% +/-	6.7%					3.4%				4.8%
	Median	\$9,248					\$9,294				\$11,331
	% +/-	3.5%					2.8%				4.1%
	75th Percenile	\$9,481					\$9,911				\$11,912
	% +/-	1.0%					-3.7%				-0.8%

Median Gain/Loss

-0.7%

1.4%

Hercules Information Systems Administrator		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Information Technology Analyst	\$514	2%@60	\$10,167	\$357	\$133	\$118	\$10,642	7.0%			
Benicia	IT Analyst II	\$747	2%@60	\$11,083			\$249	\$11,332	3.0%	4.0%		
Brentwood	Information Systems Specialist	\$1,177	2%@60	\$13,424	\$100	\$133	\$2,353	\$15,877	7.0%			\$461
El Cerrito	Information Technology Specialist	\$901	2.7%@55	\$10,732			\$12	\$10,744	8.0%			
Martinez	Information Technology Administrator	\$788	2%@60	\$14,652		\$133	\$1,345	\$15,998	5.0%	2.0%		
Novato	Network & Systems Administrator	\$819	2%@55	\$12,150			\$282	\$12,433	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Information Systems Coordinator	\$651	2%@60	\$11,416				\$11,416	7.0%			\$516
San Bruno	Systems Administrator	\$966	2.7%@55	\$12,317				\$12,317	8.0%			\$179
San Pablo	Information Technology Administrator	\$958	2.5%@55	\$12,870		\$133	\$371	\$13,241	8.0%		2.3%	\$203
Hercules	Information Systems Administrator	\$806	2%@55	\$12,626			\$411	\$13,036	7.0%		3.0%	
	Average			\$12,090				\$12,667				
	% +/-			4.2%				2.8%				
	Median			\$12,150				\$12,317				
	% +/-			3.8%				5.5%				
	75th Percenile			\$12,870				\$13,241				
	% +/-			-1.9%				-1.6%				

-0.4%

2.1%

Hercules**Maintenance Worker II**

			Cash Supplements					Insurance Benefits			
Survey Agency	Comparable Class	Range Max.	Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Maintenance Worker II	\$4,889					\$4,889	\$2,028	\$135		\$7,052
Benicia	Maintenance Worker III	\$5,923	\$592				\$6,515	\$1,880	\$167	\$22	\$8,585
Brentwood	Street Maintenance Worker II	\$6,519					\$6,519	\$1,567	\$191	\$35	\$8,312
El Cerrito	Maintenance Worker/Recycling Maintenance W	\$5,302	\$83				\$5,386	\$1,943	\$173	inc	\$7,502
Martinez	Maintenance Worker II	\$5,440	\$109		\$111		\$5,659	\$2,115	\$199		\$7,973
Novato	Maintenance Worker	\$5,283					\$5,283	\$1,875	inc		\$7,158
Pinole	PW Maintenance Worker	\$5,164				(\$541)	\$4,623	\$1,941	\$157	\$22	\$6,743
Pleasant Hill	Maintenance Worker II	\$6,461					\$6,461	\$1,549	\$156	\$18	\$8,183
San Bruno	Maintenance Worker II	\$6,076		\$25			\$6,101	\$2,057	inc	inc	\$8,158
San Pablo	Maintenance Worker II	\$5,934	\$415			(\$146)	\$6,203	\$1,825	\$176		\$8,204
Hercules	Maintenance Worker II	\$6,520	\$275			(\$204)	\$6,591	\$2,034	\$198	\$28	\$8,851
	Average	\$5,699					\$5,764				\$7,787
	% +/-	12.6%					12.5%				12.0%
	Median	\$5,681					\$5,880				\$8,066
	% +/-	12.9%					10.8%				8.9%
	75th Percenile	\$6,040					\$6,396				\$8,199
	% +/-	7.4%					3.0%				7.4%

Median Gain/Loss

-2.1%

-1.9%

Hercules Maintenance Worker II		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Maintenance Worker II	\$352	2%@60	\$7,404			\$81	\$7,485	7.0%			
Benicia	Maintenance Worker III	\$618	2%@60	\$9,202			\$206	\$9,408	7.0%			\$42
Brentwood	Street Maintenance Worker II	\$749	2%@60	\$9,061	\$100	\$133	\$1,496	\$10,657	7.0%			\$461
El Cerrito	Maintenance Worker/Recycling Maintenance Worker	\$619	2.7%@55	\$8,121			\$8	\$8,129	8.0%	2.0%		
Martinez	Maintenance Worker II	\$392	2%@60	\$8,365			\$668	\$9,033	5.0%			
Novato	Maintenance Worker	\$458	2%@55	\$7,616			\$158	\$7,773	7.0%			
Pinole	PW Maintenance Worker	\$522	2.5%@55	\$7,265		\$1,941	\$1,674	\$8,939	8.0%		10.5%	\$87
Pleasant Hill	Maintenance Worker II	\$465	2%@60	\$8,648				\$8,648	7.0%			\$516
San Bruno	Maintenance Worker II	\$635	2.7%@55	\$8,793				\$8,793	8.0%			\$179
San Pablo	Maintenance Worker II	\$600	2.5%@55	\$8,804		\$133	\$232	\$9,036	8.0%		2.3%	\$203
Hercules	Maintenance Worker II	\$549	2%@55	\$9,400			\$279	\$9,679	7.0%		3.0%	
	Average			\$8,328				\$8,790				
	% +/-			11.4%				9.2%				
	Median			\$8,507				\$8,866				
	% +/-			9.5%				8.4%				
	75th Percenile			\$8,801				\$9,035				
	% +/-			6.4%				6.7%				

0.6%

-4.5%

Hercules**Office Assistant II FT (Drift Check)**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Office Assistant II	\$4,070					\$4,070	\$2,028	\$135		\$6,233
Benicia	Admin Clerk II	\$4,060	\$406				\$4,466	\$1,880	\$167	\$22	\$6,535
Brentwood	No Comparable Class										
El Cerrito	No Comparable Class										
Martinez	No Comparable Class										
Novato	Office Assistant II	\$4,565					\$4,565	\$1,875	inc		\$6,440
Pinole	No Comparable Class										
Pleasant Hill	Receptionist	\$5,231					\$5,231	\$1,549	\$156	\$18	\$6,953
San Bruno	No Comparable Class										
San Pablo	Administrative Clerk II	\$4,943	\$346			(\$122)	\$5,167	\$1,825	\$176		\$7,168
Hercules	Office Assistant II FT (Drift Check)										
	Average	\$4,574					\$4,700				\$6,666
	% +/-										
	Median	\$4,565					\$4,565				\$6,535
	% +/-										
	75th Percenile	\$4,943					\$5,167				\$6,953
	% +/-										

Median Gain/Loss

Hercules**Office Assistant II FT (Drift Check)**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health		Additional Information					
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Office Assistant II	\$293	2% @60	\$6,526			\$67	\$6,593	7.0%			
Benicia	Admin Clerk II	\$423	2% @60	\$6,958			\$141	\$7,099	7.0%			\$42
Brentwood	No Comparable Class											
El Cerrito	No Comparable Class											
Martinez	No Comparable Class											
Novato	Office Assistant II	\$395	2% @55	\$6,835			\$136	\$6,972	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	Receptionist	\$377	2% @60	\$7,330				\$7,330	7.0%			\$516
San Bruno	No Comparable Class											
San Pablo	Administrative Clerk II	\$500	2.5% @55	\$7,668		\$133	\$193	\$7,861	8.0%		2.3%	\$203
Hercules	Office Assistant II FT (Drift Check)											
	Average			\$7,063				\$7,171				
	% +/-											
	Median			\$6,958				\$7,099				
	% +/-											
	75th Percenile			\$7,330				\$7,330				
	% +/-											

**Hercules
Parks & Recreation Director**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Recreation & Community Services Director	\$13,600	\$680				\$14,280	\$2,028	\$135		\$16,443
Benicia	Parks and Community Services Director	\$13,068	\$817	\$523			\$14,408	\$1,955	\$167	\$22	\$16,552
Brentwood	Director of Parks and Recreation	\$17,184		\$110			\$17,294	\$1,567	\$191	\$35	\$19,087
El Cerrito	Recreation Director	\$15,554					\$15,554	\$1,943	\$173	inc	\$17,670
Martinez	No Comparable Class										
Novato	No Comparable Class										
Pinole	No Comparable Class										
Pleasant Hill	No Comparable Class										
San Bruno	Community Services Director	\$16,839		\$168			\$17,007	\$2,057	inc	inc	\$19,065
San Pablo	Community Services Director	\$13,830	\$968			(\$340)	\$14,458	\$1,825	\$176		\$16,459
Hercules	Parks & Recreation Director	\$13,379	\$500	\$1,204		(\$453)	\$14,631	\$2,034	\$235	\$28	\$16,929
	Average	\$15,013					\$15,500				\$17,546
	% +/-	-12.2%					-5.9%				-3.6%
	Median	\$14,692					\$15,006				\$17,111
	% +/-	-9.8%					-2.6%				-1.1%
	75th Percenile	\$16,518					\$16,644				\$18,716
	% +/-	-23.5%					-13.8%				-10.6%

Median Gain/Loss

7.2%

1.5%

Hercules**Parks & Recreation Director**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health			Additional Information				
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Recreation & Community Services Director	\$979	2%@60	\$17,422	\$680	\$133	\$225	\$18,327	7.0%			
Benicia	Parks and Community Services Director	\$1,362	2%@60	\$17,914			\$454	\$18,369	7.0%			
Brentwood	Director of Parks and Recreation	\$1,973	2%@60	\$21,060	\$100	\$133	\$3,944	\$25,104	7.0%			\$461
El Cerrito	Recreation Director	\$1,816	2.7%@55	\$19,486			\$23	\$19,510	8.0%			
Martinez	No Comparable Class											
Novato	No Comparable Class											
Pinole	No Comparable Class											
Pleasant Hill	No Comparable Class											
San Bruno	Community Services Director	\$1,758	2.7%@55	\$20,823				\$20,823	8.0%			\$179
San Pablo	Community Services Director	\$1,398	2.5%@55	\$17,857		\$2,028	\$541	\$18,398	8.0%		2.3%	\$203
Hercules	Parks & Recreation Director	\$1,126	2%@55	\$18,055		\$315	\$573	\$18,629	7.0%		3.0%	
	Average			\$19,094				\$20,088				
	% +/-			-5.8%				-7.8%				
	Median			\$18,700				\$18,954				
	% +/-			-3.6%				-1.7%				
	75th Percenile			\$20,489				\$20,495				
	% +/-			-13.5%				-10.0%				

-2.5%

8.1%

**Hercules
Permit Technician**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Community Development Technician	\$5,662					\$5,662	\$2,028	\$135		\$7,825
Benicia	Development Services Technician II	\$5,162	\$516				\$5,678	\$1,880	\$167	\$22	\$7,747
Brentwood	Community Development Technician	\$7,542					\$7,542	\$1,567	\$191	\$35	\$9,335
El Cerrito	Building Permit Technician II	\$5,747	\$83				\$5,831	\$1,943	\$173	inc	\$7,947
Martinez	Permit Technician II	\$5,440	\$109		\$111		\$5,659	\$2,115	\$199		\$7,973
Novato	Permit Technician	\$5,523					\$5,523	\$1,875	inc		\$7,398
Pinole	Permit Technician	\$5,483				(\$574)	\$4,909	\$1,941	\$157	\$22	\$7,028
Pleasant Hill	Planning Technician	\$6,335					\$6,335	\$1,549	\$156	\$18	\$8,057
San Bruno	Community Development Technician II	\$6,988		\$25			\$7,013	\$2,057	inc	inc	\$9,070
San Pablo	Permit Technician	\$6,582	\$461			(\$162)	\$6,881	\$1,825	\$176		\$8,882
Hercules	Permit Technician	\$6,037	\$275			(\$189)	\$6,123	\$2,034	\$198	\$28	\$8,383
Average		\$6,046					\$6,103				\$8,126
		% +/-					0.3%				3.1%
Median		\$5,705					\$5,754				\$7,960
		% +/-					6.0%				5.0%
75th Percenile		\$6,521					\$6,745				\$8,676
		% +/-					-10.2%				-3.5%

Median Gain/Loss

0.5%

-1.0%

Hercules Permit Technician		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Community Development Technician	\$408	2%@60	\$8,233			\$94	\$8,326	7.0%			
Benicia	Development Services Technician II	\$538	2%@60	\$8,285			\$179	\$8,465	7.0%			\$42
Brentwood	Community Development Technician	\$866	2%@60	\$10,201	\$100	\$133	\$1,731	\$12,032	7.0%			\$461
El Cerrito	Building Permit Technician II	\$671	2.7%@55	\$8,618			\$9	\$8,626	8.0%			
Martinez	Permit Technician II	\$392	2%@60	\$8,365			\$668	\$9,033	5.0%	2.0%		
Novato	Permit Technician	\$478	2%@55	\$7,876			\$165	\$8,041	7.0%			
Pinole	Permit Technician	\$554	2.5%@55	\$7,583		\$1,941	\$1,777	\$9,359	8.0%		10.5%	\$87
Pleasant Hill	Planning Technician	\$456	2%@60	\$8,513				\$8,513	7.0%			\$516
San Bruno	Community Development Technician II	\$730	2.7%@55	\$9,800				\$9,800	8.0%			\$179
San Pablo	Permit Technician	\$665	2.5%@55	\$9,547		\$133	\$258	\$9,805	8.0%		2.3%	\$203
Hercules	Permit Technician	\$508	2%@55	\$8,891			\$259	\$9,150	7.0%		3.0%	
	Average			\$8,702				\$9,200				
	% +/-			2.1%				-0.6%				
	Median			\$8,439				\$8,830				
	% +/-			5.1%				3.5%				
	75th Percenile			\$9,315				\$9,690				
	% +/-			-4.8%				-5.9%				

0.0%

-2.0%

**Hercules
Planning Director**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Community Development Director	\$13,600	\$680				\$14,280	\$2,028	\$135		\$16,443
Benicia	Community Development Director	\$14,125	\$883	\$565			\$15,573	\$1,955	\$167	\$22	\$17,717
Brentwood	Director of Community Development	\$17,184		\$110			\$17,294	\$1,567	\$191	\$35	\$19,087
El Cerrito	Community Development Director	\$15,695					\$15,695	\$1,943	\$173	inc	\$17,811
Martinez	Community & Economic Development Director	\$15,290	\$306	\$245	\$317		\$16,157	\$2,095	\$199		\$18,451
Novato	Community Development Director	\$14,156					\$14,156	\$1,875	inc		\$16,031
Pinole	No Comparable Class										
Pleasant Hill	No Comparable Class										
San Bruno	Community Development Director	\$16,839		\$168			\$17,007	\$2,057	inc	inc	\$19,065
San Pablo	Community & Economic Development Director	\$14,418	\$1,009			(\$355)	\$15,073	\$1,825	\$176		\$17,073
Hercules	Planning Director	\$15,606	\$500	\$1,405		(\$525)	\$16,985	\$2,034	\$235	\$28	\$19,283
	Average	\$15,163					\$15,654				\$17,710
	% +/-	2.8%					7.8%				8.2%
	Median	\$14,854					\$15,634				\$17,764
	% +/-	4.8%					8.0%				7.9%
	75th Percenile	\$15,981					\$16,370				\$18,605
	% +/-	-2.4%					3.6%				3.5%

Median Gain/Loss

3.1%

-0.1%

**Hercules
Planning Director**

Survey Agency	Comparable Class	Retirement Benefits			Retiree Health			Additional Information				
		Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Community Development Director	\$979	2%@60	\$17,422	\$680	\$133	\$225	\$18,327	7.0%			
Benicia	Community Development Director	\$1,473	2%@60	\$19,190			\$491	\$19,681	7.0%			
Brentwood	Director of Community Development	\$1,973	2%@60	\$21,060	\$100	\$133	\$3,944	\$25,104	7.0%			\$461
El Cerrito	Community Development Director	\$1,832	2.7%@55	\$19,644			\$23	\$19,667	8.0%			
Martinez	Community & Economic Development Director	\$1,101	2%@60	\$19,552		\$133	\$1,879	\$21,431	5.0%	2.0%		
Novato	Community Development Director	\$1,226	2%@55	\$17,257	\$100		\$423	\$17,780	7.0%			
Pinole	No Comparable Class											
Pleasant Hill	No Comparable Class											
San Bruno	Community Development Director	\$1,758	2.7%@55	\$20,823				\$20,823	8.0%			\$179
San Pablo	Community & Economic Development Director	\$1,458	2.5%@55	\$18,531		\$2,028	\$564	\$19,095	8.0%		2.3%	\$203
Hercules	Planning Director	\$1,314	2%@55	\$20,596		\$315	\$669	\$21,265	7.0%		3.0%	
	Average			\$19,185				\$20,239				
	% +/-			6.9%				4.8%				
	Median			\$19,371				\$19,674				
	% +/-			5.9%				7.5%				
	75th Percenile			\$19,939				\$20,975				
	% +/-			3.2%				1.4%				

-1.9%

2.7%

**Hercules
Police Support Specialist**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Police Services Technician II	\$6,411	\$980				\$7,391	\$2,028	\$135		\$9,554
Benicia	Police Records Clerk	\$4,803	\$480				\$5,283	\$1,955	\$167	\$22	\$7,427
Brentwood	Police Records Clerk II	\$6,240					\$6,240	\$1,567	\$191	\$35	\$8,033
El Cerrito	Property and Evidence Specialist	\$6,960	\$626				\$7,586	\$1,943	\$173	inc	\$9,703
Martinez	Records Clerk	\$4,791	\$335	\$65	\$104		\$5,295	\$2,095	\$199		\$7,589
Novato	Evidence Technician	\$5,685					\$5,685	\$1,875	inc		\$7,560
Pinole	Police Records Specialist	\$4,914				(\$514)	\$4,399	\$1,941	\$157	\$22	\$6,519
Pleasant Hill	Community Services Officer II	\$5,930					\$5,930	\$1,652	\$156	\$18	\$7,756
San Bruno	Police Clerk II	\$6,281					\$6,281	\$2,057	inc	inc	\$8,338
San Pablo	Police Services Technician	\$7,197	\$504			(\$177)	\$7,524	\$1,878	\$176		\$9,577
Hercules	Police Support Specialist	\$6,037	\$275			(\$189)	\$6,123	\$2,034	\$198	\$28	\$8,383
Average		\$5,921					\$6,161				\$8,206
% +/-		1.9%					-0.6%				2.1%
Median		\$6,085					\$6,085				\$7,894
% +/-		-0.8%					0.6%				5.8%
75th Percenile		\$6,379					\$7,113				\$9,250
% +/-		-5.7%					-16.2%				-10.3%

Median Gain/Loss

1.4%

5.2%

**Hercules
Police Support Specialist**

		Retirement Benefits			Retiree Health		Additional Information					
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Police Services Technician II	\$462	2%@60	\$10,015			\$106	\$10,121	7.0%			
Benicia	Police Records Clerk	\$501	2%@60	\$7,928			\$167	\$8,095	7.0%			
Brentwood	Police Records Clerk II	\$717	2%@60	\$8,749	\$100	\$133	\$1,432	\$10,282	7.0%			\$461
El Cerrito	Property and Evidence Specialist	\$813	2.7%@55	\$10,515			\$10	\$10,526	8.0%			
Martinez	Records Clerk	\$345	2%@60	\$7,934			\$589	\$8,523	5.0%	2.0%		
Novato	Evidence Technician	\$492	2%@55	\$8,052			\$170	\$8,222	7.0%			
Pinole	Police Records Specialist	\$497	2.5%@55	\$7,015		\$1,941	\$1,592	\$8,608	8.0%		10.5%	\$87
Pleasant Hill	Community Services Officer II	\$427	2%@60	\$8,183	\$50			\$8,233	7.0%			\$413
San Bruno	Police Clerk II	\$656	2.7%@55	\$8,994				\$8,994	8.0%			\$179
San Pablo	Police Services Technician	\$728	2.5%@55	\$10,305		\$133	\$282	\$10,586	8.0%		2.3%	\$150
Hercules	Police Support Specialist	\$508	2%@55	\$8,891			\$259	\$9,150	7.0%		3.0%	
	Average			\$8,769				\$9,219				
	% +/-			1.4%				-0.8%				
	Median			\$8,466				\$8,801				
	% +/-			4.8%				3.8%				
	75th Percenile			\$9,760				\$10,242				
	% +/-			-9.8%				-11.9%				

-1.0%

4.6%

**Hercules
Public Works Director**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Public Works Director/City Engineer	\$14,175	\$709				\$14,884	\$2,028	\$135		\$17,047
Benicia	Public Works Director	\$13,983	\$874	\$559			\$15,417	\$1,955	\$167	\$22	\$17,561
Brentwood	Director of Public Works/City Engineer	\$18,249		\$110			\$18,359	\$1,567	\$191	\$35	\$20,152
El Cerrito	Public Works Director/City Engineer	\$15,865					\$15,865	\$1,943	\$173	inc	\$17,981
Martinez	Director of Public Works	\$15,290	\$306	\$245	\$317		\$16,157	\$2,095	\$199		\$18,451
Novato	Public Works Director	\$15,265					\$15,265	\$1,875	inc		\$17,140
Pinole	Development Services Director/City Engineer	\$14,471				(\$1,515)	\$12,956	\$1,941	\$157	\$22	\$15,076
Pleasant Hill	Director of Public Works and Community Deve	\$17,510		\$525			\$18,035	\$1,549	\$156	\$18	\$19,758
San Bruno	Public Services Director	\$16,839		\$168			\$17,007	\$2,057	inc	inc	\$19,065
San Pablo	Public Works Director/City Engineer	\$18,221	\$1,275			(\$448)	\$19,048	\$1,825	\$176		\$21,049
Hercules	Public Works Director	\$16,854	\$500	\$1,517		(\$566)	\$18,305	\$2,034	\$235	\$28	\$20,603
	Average	\$15,987					\$16,299				\$18,328
	% +/-	5.1%					11.0%				11.0%
	Median	\$15,577					\$16,011				\$18,216
	% +/-	7.6%					12.5%				11.6%
	75th Percenile	\$17,342					\$17,778				\$19,584
	% +/-	-2.9%					2.9%				4.9%

Median Gain/Loss

5.0%

-0.9%

Hercules**Public Works Director**

		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Public Works Director/City Engineer	\$1,021	2% @ 60	\$18,067	\$709	\$133	\$235	\$19,011	7.0%			
Benicia	Public Works Director	\$1,458	2% @ 60	\$19,019			\$486	\$19,505	7.0%			
Brentwood	Director of Public Works/City Engineer	\$2,096	2% @ 60	\$22,248	\$100	\$133	\$4,189	\$26,536	7.0%			\$461
El Cerrito	Public Works Director/City Engineer	\$1,852	2.7% @ 55	\$19,833			\$24	\$19,857	8.0%			
Martinez	Director of Public Works	\$1,101	2% @ 60	\$19,552		\$133	\$1,879	\$21,431	5.0%	2.0%		
Novato	Public Works Director	\$1,322	2% @ 55	\$18,462	\$100		\$456	\$19,018	7.0%			
Pinole	Development Services Director/City Engineer	\$1,463	2.5% @ 55	\$16,539		\$1,941	\$4,690	\$21,228	8.0%		10.5%	\$87
Pleasant Hill	Director of Public Works and Community Deve	\$1,261	2% @ 60	\$21,018	\$150			\$21,168	7.0%			\$516
San Bruno	Public Services Director	\$1,758	2.7% @ 55	\$20,823				\$20,823	8.0%			\$179
San Pablo	Public Works Director/City Engineer	\$1,842	2.5% @ 55	\$22,891		\$2,028	\$713	\$23,604	8.0%		2.3%	\$203
Hercules	Public Works Director	\$1,419	2% @ 55	\$22,022		\$315	\$722	\$22,744	7.0%		3.0%	
	Average			\$19,845				\$21,218				
	% +/-			9.9%				6.7%				
	Median			\$19,693				\$20,996				
	% +/-			10.6%				7.7%				
	75th Percenile			\$20,970				\$21,380				
	% +/-			4.8%				6.0%				

-1.0%

0.1%

**Hercules
Public Works Superintendent**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Facilities and Maintenance Manager	\$10,750	\$538				\$11,288	\$2,028	\$135		\$13,451
Benicia	Public Works Maintenance Superintendent	\$9,007	\$563	\$180	\$293		\$10,043	\$1,955	\$167	\$22	\$12,187
Brentwood	Street Manager	\$11,220		\$337			\$11,557	\$1,567	\$191	\$35	\$13,350
El Cerrito	Maintenance Services Superintendent	\$9,333					\$9,333	\$1,943	\$173	inc	\$11,450
Martinez	Public Works Superintendent	\$10,963	\$219	\$175	\$227		\$11,585	\$2,095	\$199		\$13,879
Novato	Maintenance Superintendent	\$11,114					\$11,114	\$1,875	inc		\$12,989
Pinole	Public Works Manager	\$8,359				(\$875)	\$7,484	\$1,941	\$157	\$22	\$9,603
Pleasant Hill	Maintenance Superintendent	\$12,595		\$378			\$12,973	\$1,549	\$156	\$18	\$14,695
San Bruno	Maintenance Services Manager	\$10,261		\$51			\$10,312	\$2,057	inc	inc	\$12,370
San Pablo	Maintenance Operations Superintendent	\$10,543	\$738			(\$259)	\$11,021	\$1,825	\$176		\$13,022
Hercules	Public Works Superintendent	\$10,845	\$275	\$271		(\$342)	\$11,049	\$2,034	\$198	\$28	\$13,310
	Average	\$10,415					\$10,671				\$12,699
	% +/-	4.0%					3.4%				4.6%
	Median	\$10,646					\$11,068				\$13,006
	% +/-	1.8%					-0.2%				2.3%
	75th Percenile	\$11,076					\$11,489				\$13,425
	% +/-	-2.1%					-4.0%				-0.9%

Median Gain/Loss

-2.0%

2.4%

Hercules

Public Works Superintendent

		Retirement Benefits			Retiree Health			Additional Information				
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Facilities and Maintenance Manager	\$774	2%@60	\$14,225	\$538	\$133	\$178	\$14,940	7.0%			
Benicia	Public Works Maintenance Superintendent	\$939	2%@60	\$13,126			\$313	\$13,439	4.0%	3.0%		
Brentwood	Street Manager	\$1,288	2%@60	\$14,638	\$100	\$133	\$2,575	\$17,313	7.0%			\$461
El Cerrito	Maintenance Services Superintendent	\$1,090	2.7%@55	\$12,539			\$14	\$12,553	8.0%			
Martinez	Public Works Superintendent	\$789	2%@60	\$14,668		\$133	\$1,347	\$16,015	5.0%	2.0%		
Novato	Maintenance Superintendent	\$963	2%@55	\$13,952			\$332	\$14,284	7.0%			
Pinole	Public Works Manager	\$845	2.5%@55	\$10,448		\$1,941	\$2,709	\$13,157	8.0%		10.5%	\$87
Pleasant Hill	Maintenance Superintendent	\$907	2%@60	\$15,602	\$150			\$15,752	7.0%			\$516
San Bruno	Maintenance Services Manager	\$1,072	2.7%@55	\$13,441				\$13,441	8.0%			\$179
San Pablo	Maintenance Operations Superintendent	\$1,066	2.5%@55	\$14,088		\$133	\$412	\$14,501	8.0%		2.3%	\$203
Hercules	Public Works Superintendent	\$913	2%@55	\$14,222			\$465	\$14,687	7.0%		3.0%	
	Average			\$13,673				\$14,540				
	% +/-			3.9%				1.0%				
	Median			\$14,020				\$14,392				
	% +/-			1.4%				2.0%				
	75th Percenile			\$14,535				\$15,549				
	% +/-			-2.2%				-5.9%				

-0.9%

0.2%

**Hercules
Recreation Coordinator**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Recreation Coordinator II	\$4,624					\$4,624	\$2,028	\$135		\$6,787
Benicia	Recreation Supervisor	\$6,557	\$656		\$288		\$7,501	\$1,955	\$167	\$22	\$9,645
Brentwood	Recreation Coordinator	\$7,494					\$7,494	\$1,567	\$191	\$35	\$9,287
El Cerrito	Community Services Coordinator	\$5,434	\$83				\$5,517	\$1,943	\$173	inc	\$7,633
Martinez	Recreation Coordinator	\$5,851	\$117	\$94	\$121		\$6,183	\$2,095	\$199		\$8,477
Novato	Recreation Coordinator	\$5,229					\$5,229	\$1,875	inc		\$7,104
Pinole	Recreation Coordinator	\$4,821				(\$505)	\$4,316	\$1,941	\$157	\$22	\$6,436
Pleasant Hill	No Comparable Class										
San Bruno	Recreation Services Coordinator	\$6,414		\$25			\$6,439	\$2,057	inc	inc	\$8,496
San Pablo	Recreation Coordinator	\$7,233	\$506			(\$178)	\$7,561	\$1,825	\$176		\$9,562
Hercules	Recreation Coordinator	\$6,520	\$275			(\$204)	\$6,591	\$2,034	\$198	\$28	\$8,851
Average		\$5,962					\$6,096				\$8,159
		% +/-					7.5%				7.8%
Median		\$5,851					\$6,183				\$8,477
		% +/-					6.2%				4.2%
75th Percenile		\$6,557					\$7,494				\$9,287
		% +/-					-13.7%				-4.9%

Median Gain/Loss -4.1%

-2.0%

**Hercules
Recreation Coordinator**

		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Recreation Coordinator II	\$333	2%@60	\$7,120			\$77	\$7,196	7.0%			
Benicia	Recreation Supervisor	\$684	2%@60	\$10,329			\$228	\$10,556	3.0%	4.0%		
Brentwood	Recreation Coordinator	\$861	2%@60	\$10,148	\$100	\$133	\$1,720	\$11,968	7.0%			\$461
El Cerrito	Community Services Coordinator	\$634	2.7%@55	\$8,268			\$8	\$8,276	8.0%			
Martinez	Recreation Coordinator	\$421	2%@60	\$8,898		\$133	\$719	\$9,617	5.0%	2.0%		
Novato	Recreation Coordinator	\$453	2%@55	\$7,557			\$156	\$7,713	7.0%			
Pinole	Recreation Coordinator	\$487	2.5%@55	\$6,923		\$1,941	\$1,562	\$8,485	8.0%		10.5%	\$87
Pleasant Hill	No Comparable Class											
San Bruno	Recreation Services Coordinator	\$670	2.7%@55	\$9,166				\$9,166	8.0%			\$179
San Pablo	Recreation Coordinator	\$731	2.5%@55	\$10,293		\$133	\$283	\$10,576	8.0%		2.3%	\$203
Hercules	Recreation Coordinator	\$549	2%@55	\$9,400			\$279	\$9,679	7.0%		3.0%	
	Average			\$8,745				\$9,284				
	% +/-			7.0%				4.1%				
	Median			\$8,898				\$9,166				
	% +/-			5.3%				5.3%				
	75th Percenile			\$10,148				\$10,556				
	% +/-			-8.0%				-9.1%				

1.1%

-5.0%

**Hercules
Recreation Manager**

Survey Agency	Comparable Class	Range Max.	Cash Supplements					Insurance Benefits			
			Long.	Def. Comp.	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Community Services Manager	\$10,020	\$501				\$10,521	\$2,028	\$135		\$12,684
Benicia	Parks and Community Services Superintenden	\$8,787	\$549	\$176	\$285		\$9,798	\$1,955	\$167	\$22	\$11,942
Brentwood	Recreation Manager	\$10,287		\$309			\$10,596	\$1,567	\$191	\$35	\$12,389
El Cerrito	Recreation Supervisor	\$9,333					\$9,333	\$1,943	\$173	inc	\$11,450
Martinez	Recreation Supervisor	\$7,103	\$142	\$114	\$147		\$7,506	\$2,095	\$199		\$9,800
Novato	Recreation Operations Manager	\$11,232					\$11,232	\$1,875	inc		\$13,107
Pinole	Recreation Manager	\$6,634				(\$695)	\$5,939	\$1,941	\$157	\$22	\$8,059
Pleasant Hill	No Comparable Class										
San Bruno	Recreation Services Manager	\$9,484		\$47			\$9,531	\$2,057	inc	inc	\$11,589
San Pablo	Recreation Supervisor	\$9,122	\$639			(\$224)	\$9,536	\$1,825	\$176		\$11,537
Hercules	Recreation Manager	\$8,093	\$275	\$202		(\$257)	\$8,313	\$2,034	\$198	\$28	\$10,573
Average		\$9,111					\$9,333				\$11,395
% +/-		-12.6%					-12.3%				-7.8%
Median		\$9,333					\$9,536				\$11,589
% +/-		-15.3%					-14.7%				-9.6%
75th Percenile		\$10,020					\$10,521				\$12,389
% +/-		-23.8%					-26.6%				-17.2%

Median Gain/Loss

0.6%

5.1%

Hercules Recreation Manager		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Community Services Manager	\$721	2%@60	\$13,405	\$501	\$133	\$166	\$14,072	7.0%			
Benicia	Parks and Community Services Superintenden	\$916	2%@60	\$12,858			\$306	\$13,164	4.0%	3.0%		
Brentwood	Recreation Manager	\$1,181	2%@60	\$13,570	\$100	\$133	\$2,361	\$16,032	7.0%			\$461
El Cerrito	Recreation Supervisor	\$1,090	2.7%@55	\$12,539			\$14	\$12,553	8.0%			
Martinez	Recreation Supervisor	\$511	2%@60	\$10,311		\$133	\$873	\$11,184	5.0%	2.0%		
Novato	Recreation Operations Manager	\$973	2%@55	\$14,080	\$100		\$335	\$14,516	7.0%			
Pinole	Recreation Manager	\$671	2.5%@55	\$8,730		\$1,941	\$2,150	\$10,880	8.0%		10.5%	\$87
Pleasant Hill	No Comparable Class											
San Bruno	Recreation Services Manager	\$990	2.7%@55	\$12,579				\$12,579	8.0%			\$179
San Pablo	Recreation Supervisor	\$922	2.5%@55	\$12,459		\$133	\$357	\$12,816	8.0%		2.3%	\$203
Hercules	Recreation Manager	\$681	2%@55	\$11,254			\$347	\$11,601	7.0%		3.0%	
	Average			\$12,281				\$13,088				
	% +/-			-9.1%				-12.8%				
	Median			\$12,579				\$12,816				
	% +/-			-11.8%				-10.5%				
	75th Percenile			\$13,405				\$14,072				
	% +/-			-19.1%				-21.3%				

-2.2%

4.9%

Hercules**Chief of Police**

			Cash Supplements							Insurance Benefits			
Survey Agency	Comparable Class	Range Max.	Long.	Uniform	Educ. Inc.	POST	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Police Chief	\$15,433		\$100			\$1,398	(\$1,864)	\$15,067	\$2,028	\$135		\$17,230
Benicia	Police Chief	\$15,946	\$997	\$65			\$1,531	(\$908)	\$17,630	\$1,955	\$167	\$22	\$19,774
Brentwood	Police Chief	\$18,842		\$125	\$1,413				\$20,380	\$2,028	\$191	\$35	\$22,633
El Cerrito	Police Chief	\$15,844	\$1,426	\$83	\$290			(\$529)	\$17,114	\$1,943	\$173	inc	\$19,230
Martinez	Chief of Police	\$16,734	\$1,590	\$75		\$1,506			\$19,905	\$1,783	\$192	\$34	\$21,913
Novato	Chief of Police	\$16,641		\$80	\$832				\$17,553	\$1,875	inc		\$19,428
Pinole	Police Chief	\$16,053		\$83				(\$1,830)	\$14,307	\$1,941	\$157	\$22	\$16,426
Pleasant Hill	Police Chief	\$19,590		\$99					\$19,689	\$1,549	\$156	\$18	\$21,412
San Bruno	Police Chief	\$17,832		\$79					\$17,911	\$2,057	inc	inc	\$19,968
San Pablo	Chief of Police	\$18,672	\$1,307	\$100				(\$663)	\$19,416	\$1,825	\$176	\$38	\$21,455
Hercules	Chief of Police	\$16,854	\$1,348	\$75				(\$548)	\$17,729	\$2,034	\$235	\$28	\$20,027
	Average	\$17,159							\$17,897				\$19,947
	% +/-	-1.8%							-0.9%				0.4%
	Median	\$16,688							\$17,771				\$19,871
	% +/-	1.0%							-0.2%				0.8%

Median Gain/Loss

-1.2%

1.0%

Hercules

Chief of Police

		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Police Chief	\$2,777	3%@55	\$20,007		\$133	\$256	\$20,262		9.0%	12.0%	
Benicia	Police Chief	\$3,144	3%@55	\$22,919			\$554	\$23,473		9.0%	5.3%	
Brentwood	Police Chief	\$3,432	3%@55	\$26,066	\$100	\$133	\$4,325	\$30,491	9.0%			
El Cerrito	Police Chief	\$3,480	3%@50	\$22,710			\$24	\$22,734	9.0%		3.0%	
Martinez	Chief of Police	\$3,352	3%@55	\$25,266		\$133	\$2,056	\$27,322	9.0%			
Novato	Chief of Police	\$2,956	3%@55	\$22,384	\$150		\$497	\$23,031	9.0%			
Pinole	Police Chief	\$2,884	3%@55	\$19,311		\$1,941	\$5,203	\$24,513	9.0%		11.3%	\$87
Pleasant Hill	Police Chief	\$3,316	3%@55	\$24,728	\$150			\$24,878	9.0%			\$516
San Bruno	Police Chief	\$3,533	3%@50	\$23,501				\$23,501	9.0%			\$179
San Pablo	Chief of Police	\$3,960	3%@50	\$25,415		\$2,028	\$731	\$26,145	9.0%		3.3%	\$203
Hercules	Chief of Police	\$3,267	3%@55	\$23,294		\$315	\$722	\$24,017	9.0%		3.0%	
	Average			\$23,231				\$24,635				
	% +/-			0.3%				-2.6%				
	Median			\$23,210				\$24,007				
	% +/-			0.4%				0.0%				

-0.4%

-0.9%

Hercules**Police Commander**

			Cash Supplements							Insurance Benefits			
Survey Agency	Comparable Class	Range Max.	Long.	Uniform	Educ. Inc.	POST	Ret. Pickup	EE Cont to ER	Base + Cash	Health	Dental	Vision	Base + Cash + Ins.
Albany	Police Lieutenant	\$14,239	\$980	\$100	\$997		\$1,468	(\$1,958)	\$15,826	\$2,028	\$135		\$17,989
Benicia	Police Captain	\$12,408	\$775	\$75				(\$707)	\$12,551	\$1,955	\$167	\$22	\$14,695
Brentwood	Police Captain	\$16,009		\$125	\$1,201				\$17,334	\$2,028	\$191	\$35	\$19,588
El Cerrito	Police Captain	\$15,844	\$1,426	\$83	\$290			(\$529)	\$17,114	\$1,943	\$173	inc	\$19,230
Martinez	Police Commander	\$11,318	\$1,075	\$75		\$1,019			\$13,487	\$1,783	\$192	\$34	\$15,495
Novato	Captain (legacy)	\$12,940	\$2,040	\$80	\$647				\$15,707	\$1,875	inc		\$17,582
Pinole	Police Lieutenant	\$10,609	\$318	\$83		\$225		(\$1,274)	\$9,962	\$1,941	\$157	\$22	\$12,081
Pleasant Hill	Police Captain	\$16,601		\$99					\$16,700	\$1,549	\$156	\$18	\$18,423
San Bruno	Police Commander	\$16,196		\$79					\$16,275	\$2,057	inc	inc	\$18,332
San Pablo	Captain	\$15,977	\$1,118	\$100	\$1,438	\$799		(\$641)	\$18,791	\$1,878	\$176	\$38	\$20,882
Hercules	Police Commander	\$14,450	\$1,156	\$75				(\$470)	\$15,210	\$2,034	\$235	\$28	\$17,508
	Average	\$14,214							\$15,375				\$17,430
	% +/-	1.6%							-1.1%				0.4%
	Median	\$15,042							\$16,051				\$18,161
	% +/-	-4.1%							-5.5%				-3.7%

Median Gain/Loss

-1.4%

1.8%

Hercules**Police Commander**

		Retirement Benefits			Retiree Health				Additional Information			
Survey Agency	Comparable Class	Normal Emp. Ret.	Ret. Form.	Base + Cash + Ins. + Ret.	Current Contrib.	Contrib. Upon Ret.	ARC/ Payroll CAFR	+ Current + CAFR	EE % Ret. Contrib.	EPMC %	EE to ER % Contrib.	EE Health Cost
Albany	Police Lieutenant	\$2,916	3%@55	\$20,905			\$236	\$21,141		9.0%	12.0%	
Benicia	Police Captain	\$2,451	3%@55	\$17,146			\$431	\$17,577	9.0%		5.3%	
Brentwood	Police Captain	\$2,919	3%@55	\$22,507	\$100	\$133	\$3,675	\$26,282	9.0%			
El Cerrito	Police Captain	\$3,480	3%@50	\$22,710			\$24	\$22,734	9.0%		3.0%	
Martinez	Police Commander	\$2,271	3%@55	\$17,766		\$133	\$1,391	\$19,157	9.0%			
Novato	Captain (legacy)	\$2,645	3%@55	\$20,228	\$150		\$386	\$20,764	9.0%			
Pinole	Police Lieutenant	\$2,008	3%@55	\$14,090		\$1,907	\$3,438	\$17,528	9.0%		11.3%	\$87
Pleasant Hill	Police Captain	\$2,813	3%@55	\$21,235	\$150			\$21,385	9.0%			\$516
San Bruno	Police Commander	\$3,210	3%@50	\$21,542				\$21,542	9.0%			\$179
San Pablo	Captain	\$3,833	3%@50	\$24,715		\$133	\$625	\$25,340	9.0%		3.3%	\$150
Hercules	Police Commander	\$2,803	3%@55	\$20,311		\$306	\$619	\$20,930	9.0%		3.0%	
	Average			\$20,284				\$21,345				
	% +/-			0.1%				-2.0%				
	Median			\$21,070				\$21,263				
	% +/-			-3.7%				-1.6%				

-0.0%

2.5%

APPENDIX C

SALARY RANGE RECOMMENDATIONS

City of Hercules**Salary Recommendations****Benchmark Classes set to Market Median (50th Percentile)**

Line	Recommended Classification Title	Current Classification Title	Current Range Max	Market Deviation	Recomm. Range Max	Percent Change	Internal Alignment/Salary Setting Rationale
1	City Clerk/Administrative Services Director/ACM	New Class			\$ 14,584	--	Approx. 5% above City Clerk/Administrative Services Director
2	City Clerk/Administrative Services Director	City Clerk/Administrative Services Director	\$ 12,710	-9.3%	\$ 13,889	9.3%	Benchmark; set to market; HR Director data
3	Senior Clerk	Senior Clerk I	\$ 4,917		\$ 5,022	2.1%	Benchmark; set to market; 10% above Office Assistant II Data
4							
5	Human Resources Administrator	Human Resource Specialist	\$ 6,867	+0.2%	\$ 6,850	-0.2%	Benchmark; set to market
6							
7	Information Systems Administrator	Information Systems Administrator	\$ 9,101	+3.5%	\$ 8,786	-3.5%	Benchmark; set to market
8	Information Systems Specialist	Cable/Communication Technician	\$ 6,689		\$ 6,836	2.2%	Approx. 5% above Accounting Technician II
9							
10	Administrative Specialist	Administrative Specialist	\$ 6,358	+7.5%	\$ 5,884	-7.5%	Benchmark; set to market
11							
12	Finance Director/ACM	New Class			\$ 15,443	--	Approx. 5% above Finance Director
13	Finance Director	Finance Director	\$ 14,826	+0.8%	\$ 14,707	-0.8%	Benchmark; set to market
14	Senior Accountant	Senior Accountant	\$ 8,476		\$ 8,235	-2.8%	Approx. 10% above Accountant
15	Accountant	Accountant	\$ 8,010	+6.5%	\$ 7,487	-6.5%	Benchmark; set to market
16	Accounting Technician II	Accounting Technician II	\$ 6,867		\$ 6,510	-5.2%	Approx. 15% below Accountant
17	Accounting Technician I	Accounting Technician I	\$ 5,735		\$ 5,425	-5.4%	Approx. 20% below Accounting Technician II
18							
19	Parks & Recreation Director/ACM	New Class			\$ 14,655	--	Approx. 5% above Parks & Recreation Director
20	Parks & Recreation Director	Parks & Recreation Director	\$ 12,710	-9.8%	\$ 13,957	9.8%	Benchmark; set to market
21	Office Assistant II (PT)	Office Assistant II (Pt)	\$ 2,863		\$ 2,701	-5.7%	Same as Recreation Leader I
22	Office Assistant I (PT)	Office Assistant I (Pt)	\$ 2,455		\$ 2,455	0.0%	Approx. 10% below Office Assistant II (PT)
23							
24	Recreation Manager	Recreation Manager	\$ 7,688	-15.3%	\$ 8,867	15.3%	Benchmark; set to market
25	Recreation Coordinator	Recreation Coordinator	\$ 6,194	+10.3%	\$ 5,559	-10.3%	Benchmark; set to market
26							
27	Recreation Leader III	Recreation Leader III	\$ 3,896		\$ 3,571	-8.3%	Approx. 15% above Recreation Leader II
28	Recreation Leader III	Children's Program Leader III	\$ 3,607		\$ 3,571	-1.0%	Approx. 15% above Recreation Leader II
29	Recreation Leader II	Children's Program Leader II	\$ 3,340		\$ 3,106	-7.0%	Approx. 15% above Recreation Leader I
30	Recreation Leader II	Recreation Leader	\$ 3,340		\$ 3,106	-7.0%	Approx. 15% above Recreation Leader I
31	Recreation Leader I	Children's Program Leader I	\$ 2,863	+5.7%	\$ 2,701	-5.7%	Benchmark; set to market
32	Recreation Aide	Children's Program Aide	\$ 2,527		\$ 2,348	-7.1%	Approx. 15% below Recreation Leader I
33							
34	Recreation Specialist	Recreation Specialist	\$ 3,093		\$ 2,971	-3.9%	Approx. 10% above Recreation Leader I
35							
36	Sports Coach/Referee	Sports Coach/Referee	\$ 2,527		\$ 2,348	-7.1%	Same as Recreation Aide
37							
38	Senior Lifeguard	Senior Lifeguard	\$ 3,093		\$ 2,971	-3.9%	Approx. 10% above Lifeguard/Swim Instructor II
39	Lifeguard/Swim Instructor II	Lifeguard/Swim Instructor II	\$ 2,863		\$ 2,701	-5.7%	Same as Recreation Leader I
40	Lifeguard/Swim Instructor I	Lifeguard/Swim Instructor I	\$ 2,455		\$ 2,348	-4.3%	Approx. 15% below Lifeguard/Swim Instructor II
41							
42	Facility Attendant	Facility Attendant	\$ 2,527	+3.9%	\$ 2,428	-3.9%	Benchmark; set to market
43							
44	Community Development Director/ACM	New Class			\$ 14,817	--	Approx. 5% above Community Development Director
45	Community Development Director	Planning Director	\$ 14,826	+4.8%	\$ 14,111	-4.8%	Benchmark; set to market
46	Community Development Specialist	Permit Technician	\$ 5,735	+0.8%	\$ 5,690	-0.8%	Benchmark; set to market; 5% above Permit Technician data
47							

City of Hercules**Salary Recommendations****Benchmark Classes set to Market Median (50th Percentile)**

Line	Recommended Classification Title	Current Classification Title	Current Range Max	Market Deviation	Recomm. Range Max	Percent Change	Internal Alignment/Salary Setting Rationale
48	Chief of Police/ACM	New Class			\$ 16,646	--	Approx. 5% above Chief of Police
49	Chief of Police	Chief of Police	\$ 16,012	+1.0%	\$ 15,854	-1.0%	Benchmark; set to market
50	Police Commander	Police Commander	\$ 13,727	-4.1%	\$ 14,289	4.1%	Benchmark; set to market
51	Police Support Specialist	Police Support Specialist	\$ 5,735	-0.8%	\$ 5,781	0.8%	Benchmark; set to market
52							
53	Public Works Director/City Engineer/ACM	New Class			\$ 15,539	--	Approx. 5% above Public Works Director/City Engineer
54	Public Works Director/City Engineer	Public Works Director	\$ 16,012	+7.6%	\$ 14,799	-7.6%	Benchmark; set to market
55							
56	Associate Civil Engineer	Associate Civil Engineer	New	-14.1%	\$ 10,198	--	Benchmark; set to market
57	Associate Engineer	Associate Engineer	New		\$ 9,124	--	Approx. 10% above Assistant Engineer
58	Assistant Engineer	Assistant Engineer	\$ 8,427	+1.6%	\$ 8,294	-1.6%	Benchmark; set to market
59							
60	Public Works Superintendent	Public Works Superintendent	\$ 10,303	+1.8%	\$ 10,114	-1.8%	Benchmark; set to market
61	Maintenance Worker II	Maintenance Worker II	\$ 6,194	+12.9%	\$ 5,397	-12.9%	Benchmark; set to market
62	Maintenance Worker I	Maintenance Worker I	\$ 4,917		\$ 4,907	-0.2%	Approx. 10% below Maintenance Worker II

City of Hercules Compensation Report

January 2020

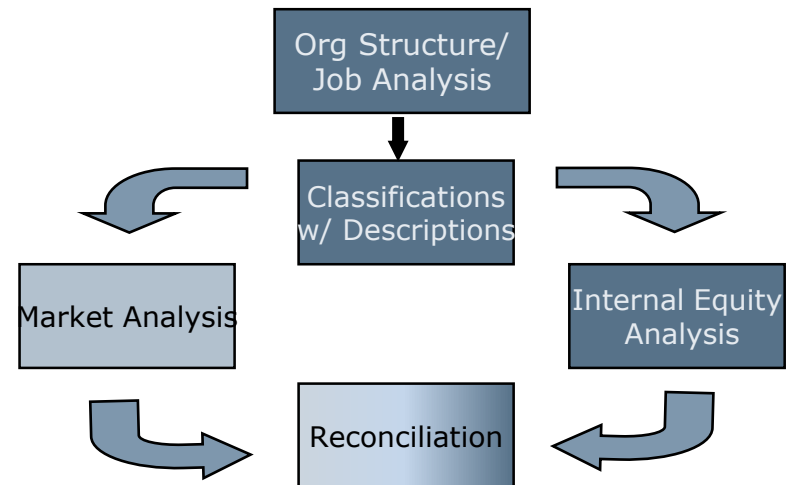
Study Process

- All job classifications were analyzed using a thorough process with a high level of employee and stakeholder involvement:
 - Employees completed a Job Analysis Questionnaire (JAQ) documenting their job duties, qualifications, resource responsibilities, working contacts, and working conditions.
 - Employees were interviewed by project consultants to obtain additional information and clarification of job duties and issue areas.
 - Employees and managers have reviewed job descriptions and have provided feedback on job titles and job description content.
- Final job descriptions have been developed that incorporate comments and suggestions from employees and managers.
- Compensation survey data has been collected and analyzed including base salary and major benefit data.
- Implementation of the survey results requires policy considerations and discussions through the meet and confer process.

Pay Plan Development

The development and modification of the City's pay plan involves an assessment of several components:

- A comparison of City salary ranges with salary ranges for comparables jobs in agencies that represent the labor market.
- An analysis of the City's major benefits using a total compensation model. This analysis identifies areas of strengths and weaknesses in the City's benefits compared to market practices.
- Salary range analysis uses a combination of market data and a review/analysis of internal salary relationships.
- Implementation and impact on individual employee is a separate process.



Why Surveys Are Done

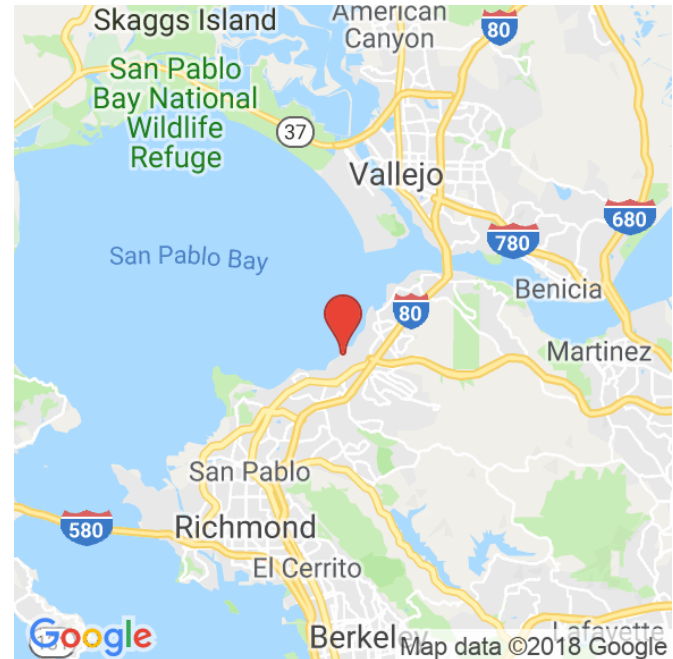
Compensation surveys are a necessary part of assessing and updating an organization's compensation plan.

- Anticipate and understand what labor market is doing
- Data-driven framework for allocating resources to wages and benefits
- Provide defensibility and public accountability employee compensation
- Optimize the City's ability to recruit and retain employees
- Should the City enter into mediation or fact-finding, these processes are data-driven

Public and Private employers both use market data to assess compensation; just a difference in accessibility and transparency of data.

Survey Agencies

City	Population Served	Driving Distance	Total Expenditures	ERI COL	ERI Wage	Police
Hercules	25,675	0	\$28.0 Mil	100.0	100.0	X
Albany	18,988	13	\$31.9 Mil	100.0	99.8	X
Benicia	27,695	14	\$53.9 Mil	96.6	95.1	X
Brentwood	61,055	32	\$115.6 Mil	100.1	100.1	X
El Cerrito	24,600	10	\$39.7 Mil	100.0	100.6	X
Martinez	37,658	12	\$44.4 Mil	100.1	100.0	X
Novato	54,522	34	\$46.1 Mil	104.8	104.2	X
Pinole	18,975	2	\$23.5 Mil	99.6	99.5	X
Pleasant Hill	34,657	15	\$29.4 Mil	99.8	99.7	X
San Bruno	45,295	35	\$89.7 Mil	105.4	104.7	X
San Pablo	31,053	20	\$37.3 Mil	99.9	100.1	X
Median	32,855	15	\$42.1 Mil	100.0	100.1	



Data Sources:

Population - CA Dept of Finance; 2016

Distance - Google Maps

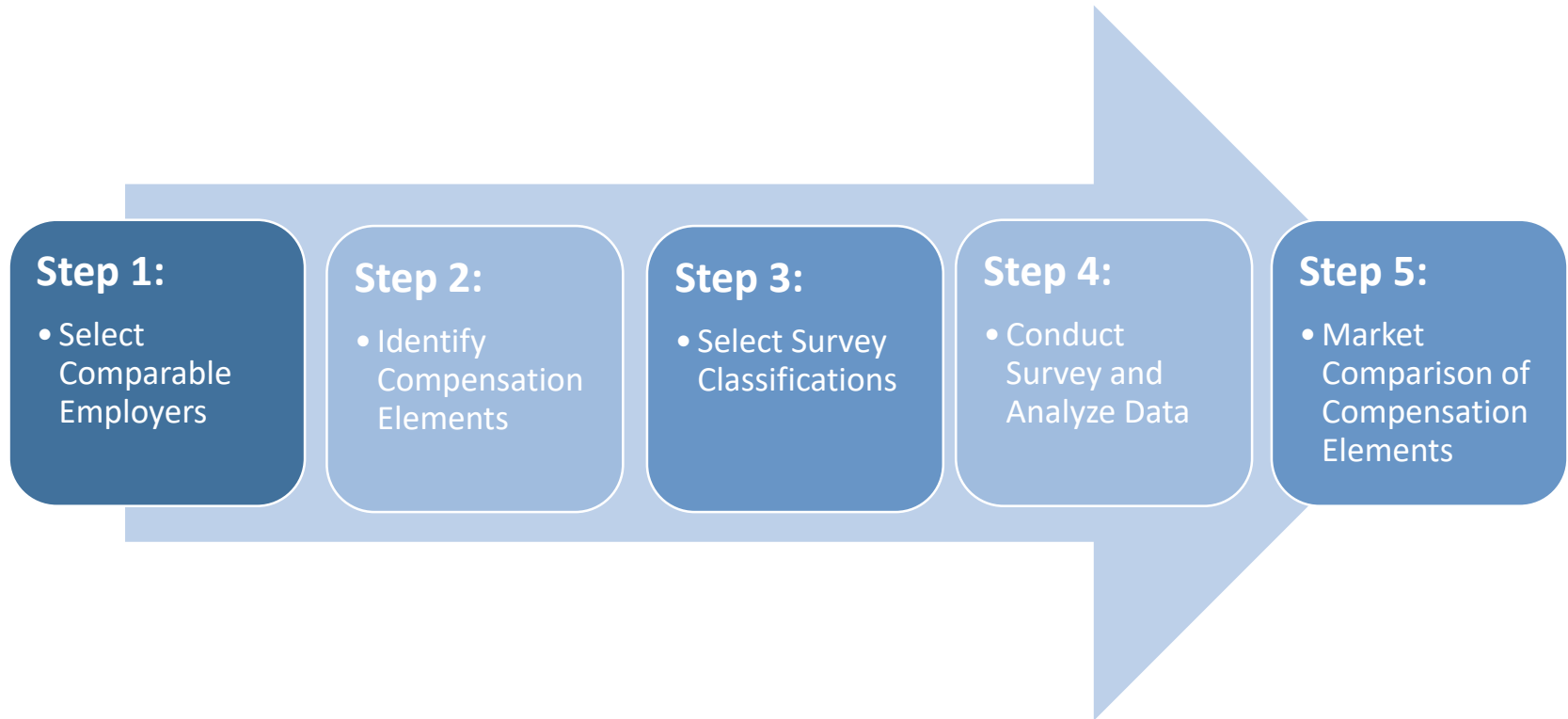
Revenues/Expenditures - CA State Controller; 2016

Cost of Living/Wage Index - Economic Research Institute

Survey agencies are consistent with past survey practices and balance the selection factors of:

- Nature of services
- Geographic proximity
- Size
- Economic similarity

Survey Process



Compensation survey data was collected by the project consultants and included the collection and analysis of the following:

- Organization charts, budgets, and position control documents
- Job descriptions
- Salary schedules
- Benefits summaries and MOUs
- Follow-up information provided by each survey agency

Survey job matches were determined by the project consultants and went beyond title comparisons.

Matching Job Classifications

Matching job classifications relies on a number of source documents beyond comparisons of job descriptions.

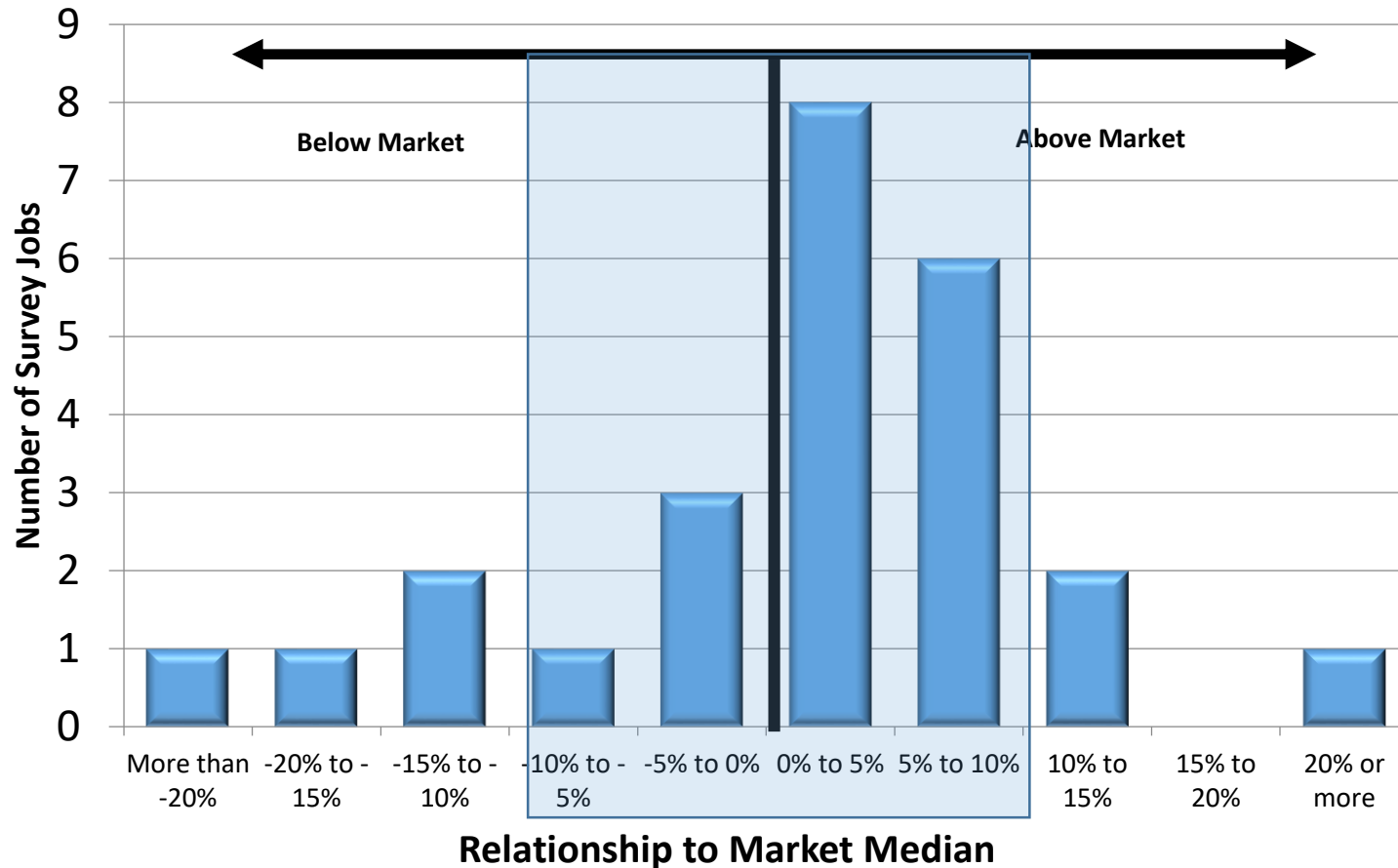
- Job matches only occur if a position exists and is allocated in the budget (and staffed). Some agencies may have legacy job descriptions or titles in their salary schedules that are not used.
- Job matches are based on a review of major and essential job duties along with a comparison of qualifications. Significant differences can result in no comparable job being matched. Examples of differences include:
 - Mismatches in qualification requirements such as requiring specific certifications or a four-year degree
 - Different organization structures such as layers of supervisory and management and broader responsibilities (i.e. a supervisor over parks maintenance vs. a supervisor over parks, fleet, streets, and utilities maintenance)
 - Position allocations that demonstrate working versus advanced levels
- Factors not considered in matching jobs:
 - Staffing, equipment, facility, and resource differences that don't impact required skills and abilities
 - Job functions performed within a broad classification that is used in many assignments (i.e. a Maintenance Worker class that is assigned to both parks and facilities maintenance)
 - Job classifications performing the same duties but in a different department
 - Employee performance or unique qualifications that are beyond what is required

Scope of Data Collection

The compensation survey included the collection and analysis of base salary and benefit data to understand how the City's total compensation compares with labor market practices. Elements included in the survey include:

- Base Salary
 - Range maximum (control point of range)
- Cash Benefits
 - Employer Paid Member Contribution (EPMC)
 - Longevity
 - Deferred Comp.
 - Employee Contribution to Employer Retirement Rate (net impact)
- Insurance Benefits
 - Health
 - Dental
 - Vision
- Employer Retirement *
 - Employer Contribution
 - Retirement Formula
 - Other Retirement (such as PARS)
 - Retiree Health

Market Summary – Median; All Jobs



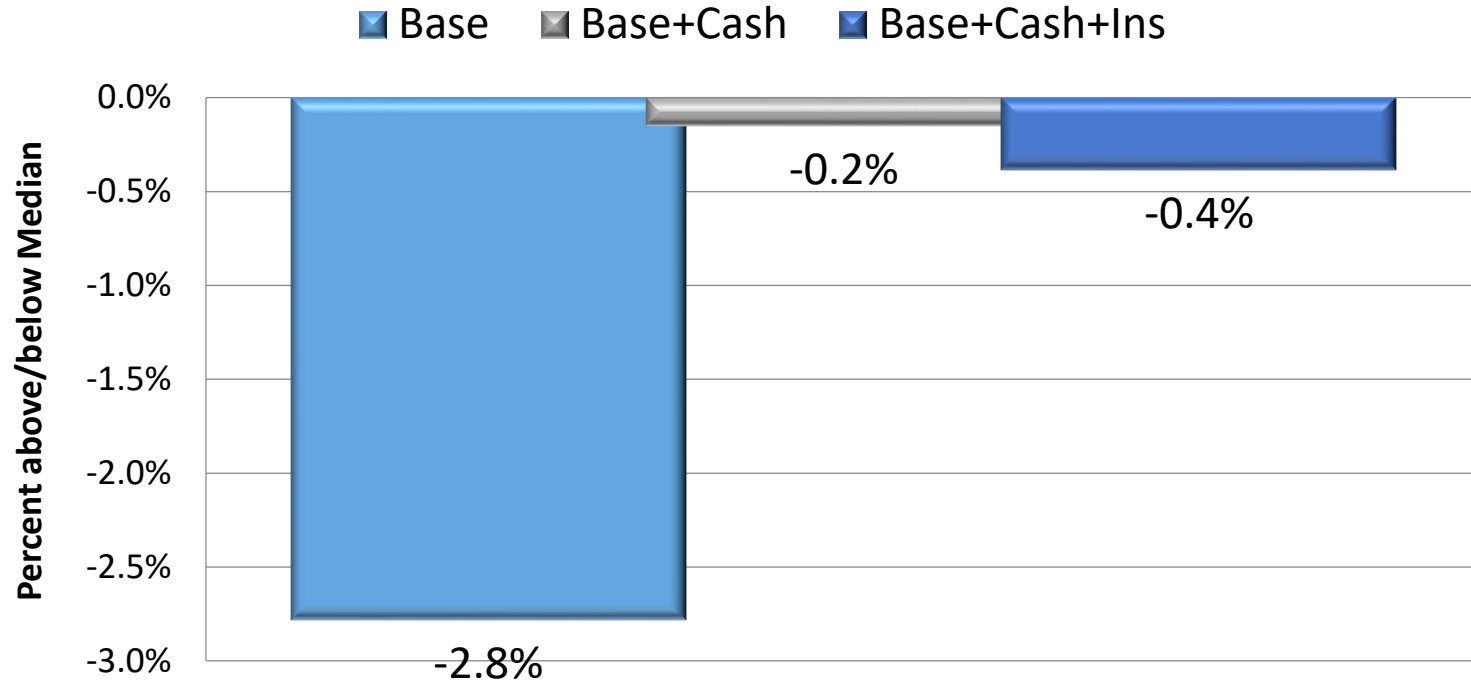
Strongest trend of the survey jobs
should be in shaded region

Survey Findings – Base Salary

- While the overall survey results for all employee groups show a strong central trend (bell curve), there are a large number of jobs that are more than 5% below and 5% above market.
 - 30% of the survey jobs are more than 5% below median
 - 11% of the survey jobs are more than 5% above median
 - 59% of the survey jobs are within 5% of median
 - Overall, the City is at the market 47th percentile
- In order to implement the survey results, there are almost as many jobs that would require a salary range decrease as there are jobs that require a salary range increase.
- The above summaries are for raw data. The data for some jobs may not be statistically reliable for use in setting salaries. While statistics are shown for all jobs where at least three job matches were found, this does not mean the data should be used for setting salary ranges in all instances. There may also be internal relationship alignments that have priority over market relationships due to the unique services and structures of the City.

The base salary analysis does not take into consideration gains or losses in market position that may result from benefits that are better or worse than market practices. These are presented later and should be considered as part of the salary setting process if significant benefit impacts exist.

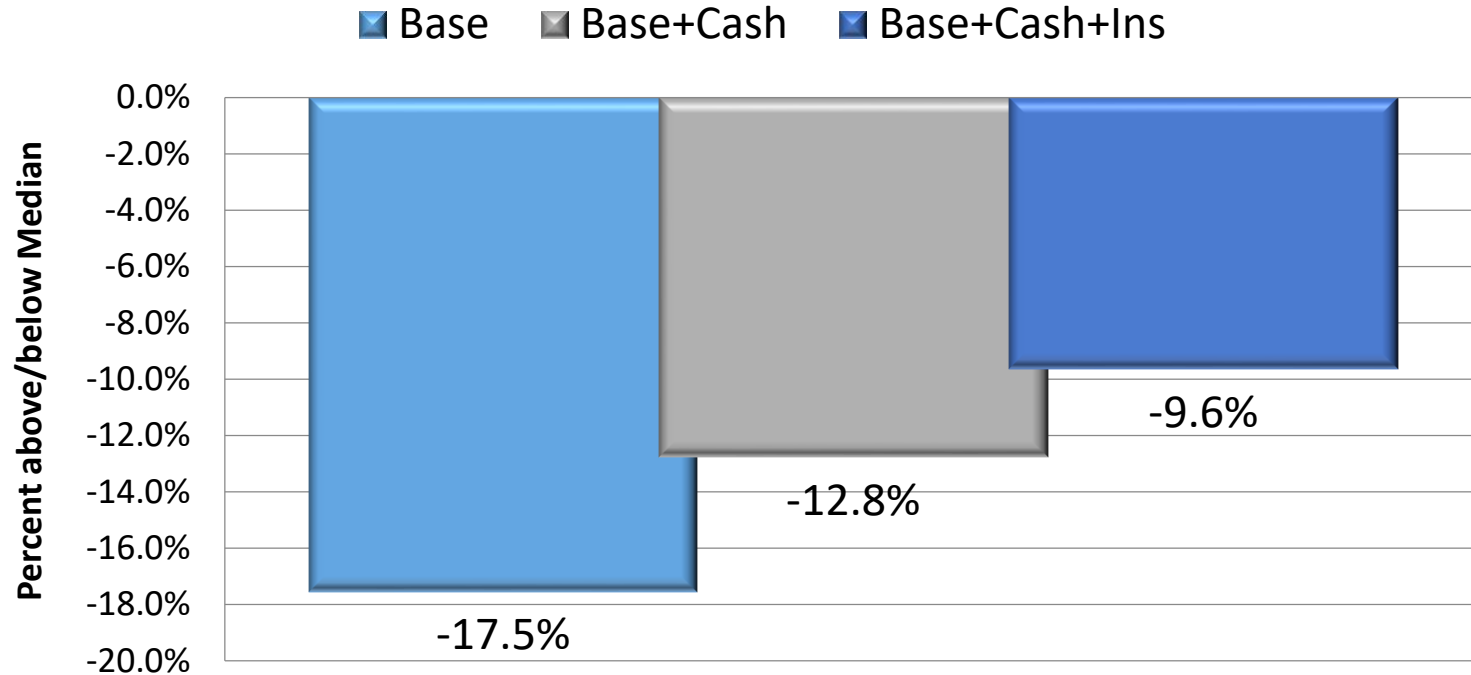
Benefits Survey Summary; All Jobs



Benefits analysis based on snap-shot trends of major benefit categories

- When base salary ranges are compared, the City is 2.8% below median overall
- When cash benefits are added to base salary and the cumulative totals analyzed, the City is 0.2% below market median. This means the City's cash benefits are slightly higher than market, but not significantly so (differences of less than 3% are not significant)
- When insurance benefits are cumulatively added to base and cash benefits, the City is 0.4% below the market median which is an insignificant change.
- Overall, the City's benefits are consistent and competitive with the labor market.

Benefits Survey Summary; POA



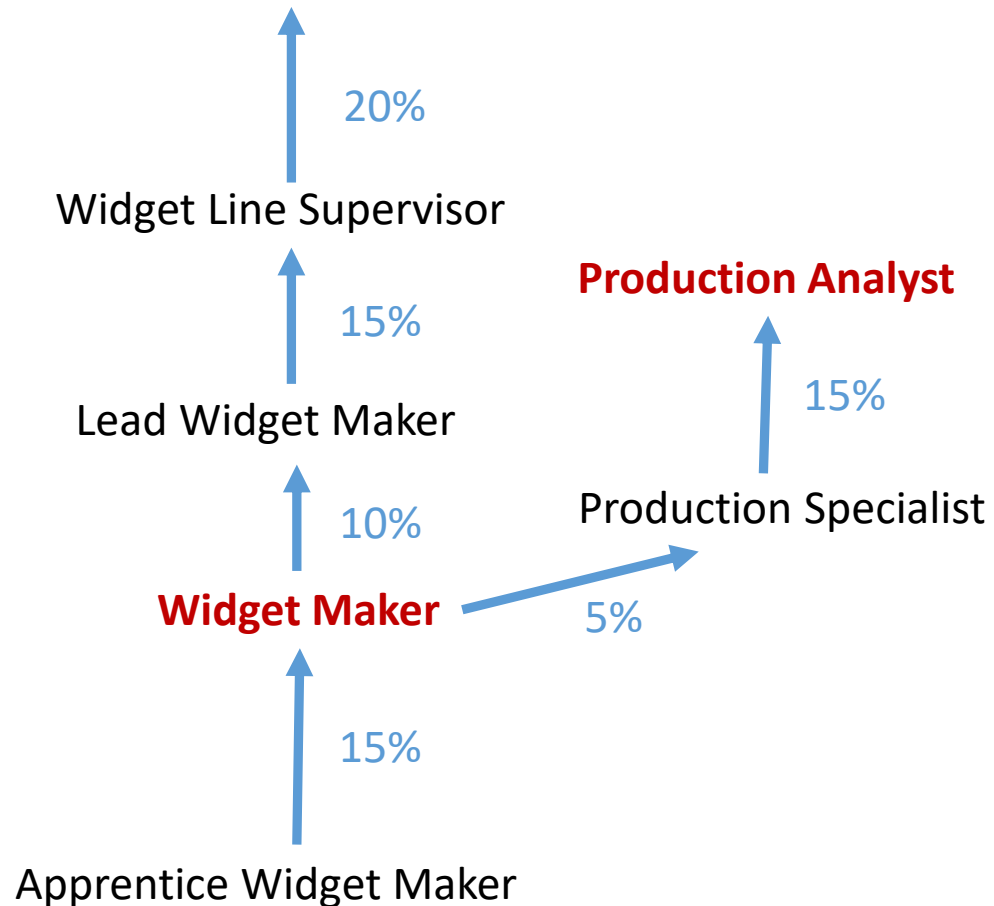
Benefits analysis based on snap-shot trends of major benefit categories

- When base salary ranges are compared, the City's POA jobs are 17.5% below median overall
- When cash benefits are added to base salary and the cumulative totals analyzed, the POA jobs are 12.8% below market median. This means the City's cash benefits are significantly higher than market (Longevity Pay, Education Incentives)
- When insurance benefits are cumulatively added to base and cash benefits, the City is 9.6% below the market median which is a change of 3.1%.
- Overall, the City's POA benefits significantly better than the labor market with a 7.9% gain in market position.

Benchmarking - Example

- Establish market benchmarks
 - Best job matches
 - High number of comparables
 - Best data statistically
- Analyze internal relationship
- Establish % differentials
- Result: salary range adjustments

Widget Production Manager

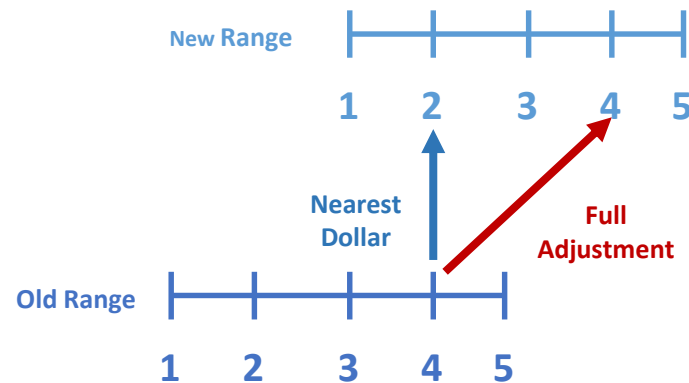


Salary Range Recommendations

- Benchmark positions tied to market median
 - Not all jobs need market ties
- Internal relationships
 - Assessment of differences and similarities in duties, role, responsibilities, qualifications, and resources
 - 5% difference between jobs when minor differences exist
 - 10% between classes in a series where moderate differences exist
 - 15% - 20% minimum over subordinates and between job classes with significant differences
- Adjustments to pay range, not employee salary
- Salary placements are rounded into the City's pay range table which will result in salary changes that are slightly higher or lower range changes
- Internal salary alignments for internal equity where important
 - Some market relationships may be ignored due to internal ties and better market benchmarks

Cost Implementation Options

- Full Cost Implementation
 - Employee salaries are increased the full range change at the time of implementation
 - **Example** – Range increases 10.5%; employee salary increases 10.5%
- Nearest Dollar Implementation
 - Employee is “rounded” into nearest higher step in new adjusted range
 - **Example** – Range increases 10.5%; employee salary increases year one by 0.3% (cost of rounding to nearest new step). Employee now eligible for two future step increase that otherwise wouldn’t exist in current range.
 - Low first year cost, higher cost for future step increases
- Fixed Multi-Year Implementation
 - Range increases are divided by the number of years desired for implementation
 - **Example** – Range increases 10.5%; employee salary increases by 3.5% year 1, 3.5% year 2, and 3.5% year 3



City of Hercules Part-time Salary Schedule

January 15, 2020

The Issue

- California law will raise the minimum wage significantly over the next three years (highest increases in state history)
- In context, public agency across-the-board increases have averaged in the 2.5% to 3.5% range the last few years; prior to that many agencies made no changes due to impacts of the recession
- CPI-W has average 1.6% since 2009
- Changes in the minimum wage are not intended to “ripple” through an entire pay plan; employers only need to ensure that the lowest starting wage meets the requirements of the law.
- Compliance with changes in the minimum wage does not require using the same pay range structures, mechanisms, and salary alignments; creativity and “re-thinking” is appropriate
- Implementation of minimum wage changes should be considered each year in terms of potential impacts on current job classifications, class levels, and salary steps.

Year	Min Wage	% Change
2019	\$12.00	
2020	\$13.00	8.3%
2021	\$14.00	7.7%
2022	\$15.00	7.1%

2023+ CPI-W; 3.5% cap

CPI-W

Year	% Change
2009	-0.5%
2010	3.3%
2011	1.8%
2012	3.1%
2013	1.5%
2014	1.6%
2015	-0.8%
2016	1.2%
2017	2.5%
2018	2.1%
2019	1.3%
Average	1.6%

Costs Management Strategies

Employers should balance compliance with minimum wage changes with cost management strategies:

- Historical differentials for part-time jobs may compact (vertical relationship between job classes) and compress (horizontal range spread)
 - Differentials from class lower to higher jobs may reduce to 5% instead of historical 10%
 - Ranges may change from 6 step ranges to 4 or 5 step ranges
- Lower level ranges may have fewer steps
 - Many agencies are complying with minimum wage changes by eliminating lower steps in ranges (i.e., a 5-step range becomes a 3-step range)
- The number of class levels may need to be modified (i.e., Office Assistant I, II may simply become Office Assistant)
 - This recognizes the fact that changes in the minimum wage intentionally raise the cost of untrained, unskilled labor
- Job classifications may change salary range assignments each year until 2023 when indexing (CPI-W) will be used to adjust ranges (capped to 3.5%)

Sample Range Structure

- Reduces % between ranges from 8% to 3% which allows for more flexibility in rounding job classes into ranges
- Reassigns range grades each year (a job assigned to range PT4 in one year moves to range PT2 in following year)

Range Rounding Each Year

3.0% Between Ranges		2019 Ranges				2020 Ranges				2021 Ranges				2022 Ranges			
Job Title	Range	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.	Range #	Step 1	Step 6	% Chg.
Children's Program Aide	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Facility Attendant	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Sports Coach/Referee	PT2	1	\$12.0000	\$15.3154	4.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Lifeguard/Swim Instructor I	PT3	1	\$12.0000	\$15.3154	7.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Office Assistant I	PT3	1	\$12.0000	\$15.3154	7.3%	1	\$13.0000	\$16.5917	8.3%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Senior Recreation Leader	PT4	2	\$12.3600	\$15.7748	2.4%	1	\$13.0000	\$16.5917	5.2%	1	\$14.0000	\$17.8679	7.7%	1	\$15.0000	\$19.1442	7.1%
Children's Program Leader I	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	1	\$14.0000	\$17.8679	4.6%	1	\$15.0000	\$19.1442	7.1%
Lifeguard/Swim Instructor II	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	2	\$14.4200	\$18.4040	7.7%	2	\$15.4500	\$19.7186	7.1%
Office Assistant II	PT5	4	\$13.1127	\$16.7355	0.6%	2	\$13.3900	\$17.0894	2.1%	2	\$14.4200	\$18.4040	7.7%	2	\$15.4500	\$19.7186	7.1%
Recreation Specialist	PT6	7	\$14.3286	\$18.2873	1.8%	5	\$14.6317	\$18.6742	2.1%	3	\$14.8526	\$18.9561	1.5%	2	\$15.4500	\$19.7186	4.0%
Senior Lifeguard	PT6	7	\$14.3286	\$18.2873	1.8%	5	\$14.6317	\$18.6742	2.1%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$20.3101	7.1%
Children's Program Leader II	PT7	10	\$15.6573	\$19.9831	3.0%	8	\$15.9885	\$20.4058	2.1%	6	\$16.2298	\$20.7138	1.5%	4	\$16.3909	\$20.9194	1.0%
Swim Coach	PT7	10	\$15.6573	\$19.9831	3.0%	8	\$15.9885	\$20.4058	2.1%	6	\$16.2298	\$20.7138	1.5%	4	\$16.3909	\$20.9194	1.0%
Children's Program Leader III	PT8	12	\$16.6108	\$21.2001	1.1%	10	\$16.9622	\$21.6485	2.1%	8	\$17.2182	\$21.9753	1.5%	6	\$17.3891	\$22.1934	1.0%
Aquatics Pool Manager	PT9	12	\$16.6108	\$21.2001	1.1%	10	\$16.9622	\$21.6485	2.1%	8	\$17.2182	\$21.9753	1.5%	6	\$17.3891	\$22.1934	1.0%
Recreation Leader III	PT9	15	\$18.1511	\$23.1659	2.3%	13	\$18.5351	\$23.6560	2.1%	11	\$18.8147	\$24.0129	1.5%	9	\$19.0015	\$24.2513	1.0%
Parking Enforcement Officer	PT11	20	\$21.0421	\$26.8556	1.7%	18	\$21.4872	\$27.4237	2.1%	16	\$21.8114	\$27.8375	1.5%	14	\$22.0279	\$28.1138	1.0%
Administrative Secretary	PT12	23	\$22.9933	\$29.3459	2.9%	21	\$23.4797	\$29.9667	2.1%	19	\$23.8339	\$30.4188	1.5%	17	\$24.0705	\$30.7207	1.0%

Additional Options

- Reduce all ranges from 6 steps to 4 or 5 steps
- Reduce number of steps for lower ranges to reduce impact of 7-8% change in minimum wage (see example below)

Range Rounding Each Year

3.0% Between Ranges

Job Title	Range	2019 Ranges			2020 Ranges				2021 Ranges				2022 Ranges			
		Range #	Step 1	Step 6	Range #	Step 1	Max*	% Chg.	Range #	Step 1	Max*	% Chg.	Range #	Step 1	Max*	% Chg.
Children's Program Aide	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Facility Attendant	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Sports Coach/Referee	PT2	2	\$11.8973	\$15.1844	1	\$13.0000	\$15.8016	4.1%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Lifeguard/Swim Instructor I	PT3	3	\$12.0901	\$15.4305	1	\$13.0000	\$15.8016	2.4%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Office Assistant I	PT3	3	\$12.0901	\$15.4305	1	\$13.0000	\$15.8016	2.4%	1	\$14.0000	\$16.2067	2.6%	1	\$15.0000	\$16.5375	2.0%
Senior Recreation Leader	PT4	4	\$13.0575	\$16.6652	2	\$13.3900	\$17.0894	2.5%	2	\$14.4200	\$17.5276	2.6%	2	\$15.4500	\$17.8854	2.0%
Children's Program Leader I	PT5	5	\$14.1019	\$17.9982	5	\$14.6317	\$18.6742	3.8%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$19.3430	2.0%
Lifeguard/Swim Instructor II	PT5	5	\$14.1019	\$17.9982	4	\$14.2055	\$18.1302	0.7%	3	\$14.8526	\$18.9561	4.6%	3	\$15.9135	\$19.3430	2.0%
Office Assistant II	PT5	5	\$14.1019	\$17.9982	5	\$14.6317	\$18.6742	3.8%	3	\$14.8526	\$18.9561	1.5%	3	\$15.9135	\$19.3430	2.0%
Recreation Specialist	PT6	6	\$15.2302	\$19.4378	7	\$15.5228	\$19.8115	1.9%	5	\$15.7571	\$20.1105	1.5%	3	\$15.9135	\$20.3101	1.0%
Senior Lifeguard	PT6	6	\$15.2302	\$19.4378	7	\$15.5228	\$19.8115	1.9%	5	\$15.7571	\$20.1105	1.5%	3	\$15.9135	\$20.3101	1.0%
Children's Program Leader II	PT7	7	\$16.4486	\$20.9931	10	\$16.9622	\$21.6485	3.1%	8	\$17.2182	\$21.9753	1.5%	7	\$17.9108	\$22.8592	4.0%
Swim Coach	PT7	7	\$16.4486	\$20.9931	9	\$16.4682	\$21.0181	0.1%	7	\$16.7167	\$21.3352	1.5%	5	\$16.8826	\$21.5470	1.0%
Children's Program Leader III	PT8	8	\$17.7645	\$22.6726	13	\$18.5351	\$23.6560	4.3%	11	\$18.8147	\$24.0129	1.5%	9	\$19.0015	\$24.2513	1.0%
Aquatics Pool Manager	PT9	9	\$19.1857	\$24.4865	15	\$19.6639	\$25.0967	2.5%	13	\$19.9605	\$25.4752	1.5%	11	\$20.1586	\$25.7280	1.0%
Recreation Leader III	PT9	9	\$19.1857	\$24.4865	15	\$19.6639	\$25.0967	2.5%	13	\$19.9605	\$25.4752	1.5%	11	\$20.1586	\$25.7280	1.0%
Parking Enforcement Officer	PT11	11	\$22.3783	\$28.5608	21	\$23.4797	\$29.9667	4.9%	19	\$23.8339	\$30.4188	1.5%	17	\$24.0705	\$30.7207	1.0%
Administrative Secretary	PT12	12	\$24.6518	\$31.4628	23	\$24.9096	\$31.7917	1.0%	21	\$25.2854	\$32.2713	1.5%	19	\$25.5364	\$32.5916	1.0%

* Number of range steps reduced for cells shaded in green



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Members of the City Council

SUBMITTED BY: David Biggs, City Manager
Lori Martin, Director of Administrative Services

SUBJECT: Approve Memorandum of Understandings with the Teamsters Local 315 Full-Time and Part-Time Units and Approve Updated FY 2020-21 Salary Schedules.

RECOMMENDED ACTION: Adopt a Resolution Approving Memorandum of Understandings with Teamsters Local 315 full-time and part-time units; and adopt the updated FY 2020-21 salary schedules for 1) Teamsters full-time and part-time represented employees; 2) Updated FY 2020-21 salary schedule for unrepresented part-time employees; 3) Updated FY 2020-21 salary schedule for Senior Management and Unrepresented employees; 4) Updated salary schedule for Mid-Management employees.

FISCAL IMPACT OF RECOMMENDATION: Approval of these new labor related items will result in costs, both on-going and one time in nature. The proposed MOUs and updated Non-Represented Salary Schedule will be effective through June 30, 2021. The on-going costs for the employees covered through these approvals are illustrated below. The table below breaks out the costs by employee group:

<u>2020/21</u>		
Group	Annualized On-Going Costs	One-Time Costs
Teamsters Full-Time	\$47,796	\$7,369
Teamsters Part-Time	\$16,399	\$3,379
Non-Represented Part-Time	\$17,198	
Total	\$81,393	\$10,748

The adopted FY 2021/20 Budget assumes labor costs in an amount sufficient to fund the annual and one-time costs of the proposed agreements and updated pay schedules.

DISCUSSION: Existing Memorandums of Understanding (MOU) and agreements with employees have terms which ended June 30, 2020. The City has been engaged in the meet and confer process as required by law with the represented employees and in a consultation process with non-represented employees. The City Council has been providing the City's labor negotiator with direction in closed sessions over the past few months. Negotiations have now been completed with the two Teamsters units and with that agreement, it is also timely to update the unrepresented part-time salary schedule to meet the 2021 minimum wage requirements. A summary of the changes proposed by the employee groups is set forth below:

Group													
Teamster Full-Time	2019/20												
MOU Term to June, 30, 2021 (one year)	<p>3.00% COLA effective October 18, 2020</p> <p>One-time .5% non-PERSable retention payment with employees able to elect to direct payment to deferred comp.</p> <p>Additional one-time 1.04% non-PERSable amount in-lieu of retroactivity to July 12, 2020.</p> <p>Health care contributions rates for 2021 set at the Kaiser rates as follows:</p> <table><tr><td></td><td><u>City Share</u></td><td><u>Emp Share</u></td></tr><tr><td>Employee Only</td><td>\$799.23</td><td>\$14.41</td></tr><tr><td>Employee & 1 Dependent</td><td>\$1,598.46</td><td>\$28.82</td></tr><tr><td>Employee & 2+ Dependents</td><td>\$2,077.99</td><td>\$37.47</td></tr></table> <p>Implementation of the Classification and Compensation Study as follows:</p> <p>Maintenance Worker II: First 2.0% of COLA goes to employee in each year, any COLA above 2.0% is applied to the 2.9% salary adjustment.</p> <p>Add Associate Civil Engineer Classification Series.</p> <p>Reclassify Assistant Engineer to Associate Engineer.</p> <p>Change Permit Technician to Community Development Specialist, incorporating 5% additional duties pay into base salary.</p> <p>Change Senior Clerk I to Senior Clerk.</p> <p>Normal reopening 60-90 days prior to the end of term.</p>		<u>City Share</u>	<u>Emp Share</u>	Employee Only	\$799.23	\$14.41	Employee & 1 Dependent	\$1,598.46	\$28.82	Employee & 2+ Dependents	\$2,077.99	\$37.47
	<u>City Share</u>	<u>Emp Share</u>											
Employee Only	\$799.23	\$14.41											
Employee & 1 Dependent	\$1,598.46	\$28.82											
Employee & 2+ Dependents	\$2,077.99	\$37.47											
Teamster Part-Time	3.00% COLA effective October 18, 2020												
MOU Term to June, 30, 2020 (one year)	One-time .5% non-PERSable retention payment with employees able to elect to direct payment to deferred comp.												

	Additional one-time 1.04% non-PERSable amount in-lieu of retroactivity to July 12, 2020.						
	Health care contributions rates for 2021 set at the Kaiser rates as follows:						
	<table><tr><td></td><td><u>City Share</u></td><td><u>Emp Share</u></td></tr><tr><td>Employee Only</td><td>\$799.23</td><td>\$14.41</td></tr></table>		<u>City Share</u>	<u>Emp Share</u>	Employee Only	\$799.23	\$14.41
	<u>City Share</u>	<u>Emp Share</u>					
Employee Only	\$799.23	\$14.41					
	Implementation of the Classification and Compensation Study as follows:						
	Modify Parks & Recreation Classifications to Recreation Aide; Recreation Leader I, II and III.						
	Adjust salary schedule for mandated minimum wage increases.						
	Normal reopening 60-90 days prior to the end of term.						

The part-time unrepresented salary schedule for calendar year 2021 is adjusted to meet the 2021 minimum wage increase to \$14.00 per hour. All of the attached updated salary schedules meet the requirements of California Code of Regulations section 570.5 to ensure the City remains in compliance with CalPERS regulations.

ATTACHMENTS:

1. Resolution
2. Memorandum of Understanding with Teamsters Full-Time
3. Memorandum of Understanding with Teamsters Part-Time
4. FY 20-21 - Updated Salary Schedules for Teamsters Full-Time and Part-Time Units
5. FY 20-21 Part Time Salary Schedule
6. FY 20-21 Updated Senior Management and Unrepresented Salary Schedules (classification title changes plus addition of Associate Civil Engineer classification)
7. FY 20-21 Updated Senior Management Assigned Assistant CM (classification title changes only)
8. FY 20-21 Updated Mid-Management Salary Schedule (Recreation Manager grade change)

RESOLUTION NO. 20-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERCULES APPROVING A MEMORANDUM OF UNDERSTANDING “MOU” WITH THE TEAMSTERS LOCAL 315 ASSOCIATION FOR FULL-TIME AND PART-TIME UNITS FOR FY 2020-21 AND APPROVING A FISCAL YEAR 2020-21 SALARY SCHEDULE FOR FULL-TIME AND PART-TIME REPRESENTED EMPLOYEES AND APPROVING A FISCAL YEAR 2020-21 SALARY SCHEDULE FOR UNREPRESENTED PART-TIME EMPLOYEES AND APPROVING AMENDMENTS TO SALARY SCHEDULES FOR SENIOR MANAGEMENT AND UNREPRESENTED EMPLOYEES AND MID-MANAGEMENT EMPLOYEES TO INCORPORATE RECOMMENDED CHANGES AND AGREED UPON IMPLEMENTATION OF THE CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, the City conducted negotiations with Teamsters Local 315; and

WHEREAS, the City desires to modify the Memorandum of Understanding with the Teamsters Local 315 Full-time and Part-time Units; and

WHEREAS, the Memorandum of Understanding with the Teamsters Local 315 Full-time and part-time Units are attached hereto as Exhibit “2” and Exhibit “3”; and

WHEREAS, the MOU with the Teamsters Local 315 Full-time and part-time Units will be effective retroactively to July 12, 2020; and

WHEREAS, approval of these new labor related items will result in both on-going and one-time costs; and

WHEREAS, the on-going costs will be \$81,393 and the one-time costs will be \$10,748; and

WHEREAS, the on-going costs and the one-time costs are available in the Fiscal Year 2020-21 budget; and

WHEREAS, Fiscal Year 2020-21 salary schedules for Full-time and Part-time represented employees is attached hereto as Exhibit “4”; and

WHEREAS, Fiscal Year 2020-21 salary schedule for unrepresented part-time employees is attached hereto as Exhibit “5”; and

WHEREAS, Fiscal Year 2020-21 updated salary schedules for Senior Management and Unrepresented Employees is attached hereto as Exhibit “6”.

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

Section 1. The City Council hereby approves and authorizes the City Manager to sign and implement the Memorandum of Understanding with Teamsters Local 315 Full-time and Part-time Units, covering the period of July 1, 2020 to June 30, 2021, attached hereto as Exhibit 2 and Exhibit “3”.

Section 2. The City Council hereby adopts the salary schedules for Full-time and Part-time represented employee’s, attached hereto as Exhibit “4”.

Section 3. The City Council hereby adopts the updated Part-time salary schedule for Fiscal Year 2020-21, attached hereto as Exhibit “5”.

Section 4. The City Council hereby adopts the amendments to the salary schedules for Senior Management and Unrepresented employees, attached hereto as Exhibit “6” and Exhibit “7”.

Section 5. The City Council hereby adopts the amendments to the salary schedule for Mid-Management employees, attached hereto as Exhibit “8”.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the thirteenth day of October 2020, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Roland Esquivias, Mayor

ATTEST:

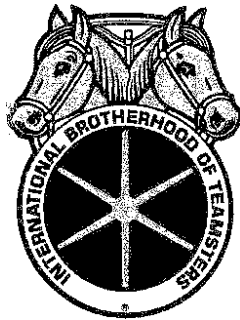
Lori Martin, Administrative Services Director &
City Clerk

Memorandum of Understanding



City of Hercules

and



Teamsters Local 315

Full Time Employees

July 1, ~~2019~~2020 — June 30, ~~2020~~2021

Approved by Resolution ~~1920~~2020-____

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PREAMBLE

General Teamsters Local No. 315, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America and representatives of the City of Hercules have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the miscellaneous part-time employee bargaining unit, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias Brown Act (Government Code Sections 3500, et. seq.) and has been jointly prepared by the parties.

Article 1. Recognition

1.1 Union Recognition

The General Teamsters Local No. 315 affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America, hereinafter referred to as the "Union", is recognized as the employee organization as provided in the City's Employer-Employee Relations Resolution for all ~~full-time~~~~part-time~~ employees assigned to the classifications listed in Attachment A.

1.2 City Recognition

The City Manager, or where the authority has been delegated by the City Manager, the City Manager's representative is the representative of the City of Hercules, hereinafter referred to as the "City."

Article 2. No Discrimination

The City agrees not to discriminate against any employee because of membership in the Union or because of any lawful activities on behalf of the Union. Union activities shall not interfere with the normal operation of the City. Neither the City nor the Union shall discriminate for or against any employee or applicant for employment on account of race, color, creed, national origin, age, sex, sexual orientation, physical disability, or mental disability which does not prevent an employee from meeting the minimum standards established.

Article 3. Union Security

3.1 Agency Shop

The City shall rely on the certification from the Union to deduct dues and fees from the unit employee paychecks per employee authorizations employees provide the Union to the extent required by law, including but not limited to Government Code Sections 1157.3 and 1157.12. The Union shall not be obligated to provide the City with a copy of an employee's deduction authorization unless a dispute arises about the existence or terms of the authorization.

3.2 Authorization for Payroll Deduction

Upon being furnished with an appropriate form executed by an employee, the City shall deduct from that employee's pay, in the amount stated, contributions to DRIVE (Democratic Republican Independent Voter Education). The Union shall notify the City of the designated amount of dues and fees to be deducted for each unit member, and the City shall deduct the amounts so designated after receiving written certification from the Union that the unit member has provided written authorization to do so. Any request to begin or cancel dues or fee deductions must be made to the Union, and not the City. At the beginning of each month, the Union shall provide the City with a comprehensive updated list of all unit members and the amounts that shall be deducted for their dues and fees.

3.3 Authorization, cancellation or modification of payroll deduction for dues and fees shall be made upon written request and confirmation in writing by the Union. The

City shall direct unit members to the Union if they so request to change or cancel dues or fee deductions. The voluntary payroll deduction authorization for dues and fees shall remain in effect until employment with the City is terminated, unless otherwise directed by the Union.

3.4 Deduction Schedule

Deductions shall be made twice per month from the employee's pay. Payments to the Union shall be made by the 15th day of each month following the month for which the deductions have been made together with a list of the employees for whom deductions have been made. Payments to the Union shall be made to: Union Local 315, 2727 Alhambra Avenue, P.O. Box 3010, Martinez, CA 94553.

3.5 Indemnity

The Union shall indemnify, defend, and hold the City, its officers, employees and agents harmless from any costs or liability resulting out of any and all claims, demands, suits or any other action arising from the operation of this Section or from the use of the monies remitted to the Union, including, but not limited to the costs of defending against any such actions or claims.

3.6 Newly Hired Unit Members

To the extent required by Government Code Section 3558, the City shall provide the Union with a list of names and contact information (listed below) for any newly hired unit member within 30 days of the date of hire. The information shall include the following information except for any information subject to exclusion pursuant to Government code Section 6254.3(c):

- Employee name

- Job title
- Department
- Work location
- Home address
- Work, home and personal cellular telephone numbers and personal email addresses on file with the City.

This same information shall be provided every 120 days for all unit employees.

Commented [LM1]:

The City agrees that personal contact information of unit employees (e.g., home address, personal phone number, personal email address) is private information not to be disclosed to any private (non-governmental) person or entity, other than the Union, except upon written authorization of the employee. The city further agrees to give the Union prompt notice of requests from any such person or entity for such information, along with a copy of the City's response to such requests.

Within (10) ten calendar days, the City will provide to the Union the name, title and separation date of any employee who separates from employment. The Union will provide (10) ten calendar days notice to the City in advance of the date when an employee will no longer be in fee payer status.

3.7 Access to Employee Orientations

The City will notify the Union in writing not less than ten (10) days in advance of the onboarding orientation meeting (if any) held between the Human Resources Department representatives and new bargaining unit employees. If a bargaining unit member's first day of work begins less than ten (10) days before the date of the employee orientation, the 10-day notice requirement may be reduced and the City will instead provide as much advance notice as reasonably possible of the orientation meeting.

The City will allow a designated unit Union member representative or an outside labor representative to spend fifteen (15) minutes with the new unit member at the end of the onboarding orientation meeting in order to provide information about the MOU and related matters.

To the extent prohibited by law, the City agrees that it will not disclose the date, time, or place of any such new employee orientation to anyone other than the employees who are to attend the orientation, the Union, or a vendor that is contracted to provide a service for purpose of the orientation.

The Union will be responsible for providing a copy of the current MOU and any Union information to the new employee.

Article 4. Union Representatives

4.1 Attendance at Meetings by Employees

An employee who is the subject of investigatory interview which the employee

reasonably believes may result in discipline, may request and shall be granted the right to have a shop steward or, or if no shop steward is available, a co-worker present during the interview.

4.2 Shop Stewards

The Union may appoint a maximum of six (6) shop stewards. The Union will notify the City of Hercules in writing with the names and any changes to shop stewards. Grievances which may arise and which cannot be adjusted on the job shall be reported to the Union by the steward; provided, however, in no event shall the steward or the Union order any changes, and no changes shall be made except with the consent of the City.

If an aggrieved employee desires the assistance of a steward as provided in the grievance procedure, the City shall afford said steward reasonable time off during work hours without loss of compensation or other benefits to investigate and take up said grievance. The steward shall obtain the approval of their Department Director or designee, before leaving his/her duties or work assignment for the purpose of investigating and/or processing a grievance. Reasonable efforts shall be made to grant such requests; however, they are subject to the operational needs of the City.

4.3 Access to Work Locations

Reasonable access to employee work locations shall be granted to officially designated Union representatives, for the purpose of contacting members of the bargaining union concerning business within the scope of representation.

Any Union representative seeking access to work locations, as a courtesy, will notify the City Manager or his/her designee when reasonable the day before meeting with the time, date, and approximate length of the meeting. Access shall be restricted so as not to interfere with the normal operations of the department or with established or security requirements. Any meetings or discussions with employees shall generally be limited to the employee's time before work, after work, break time or lunch hour unless it is necessary in the resolution of a grievance and approved by the City Manager or his/her designee.

The Union shall designate, in writing to the City Manager, the names of the representatives listed above.

4.4 Bulletin Boards

The Union may provide the City with two bulletin boards with the dimensions of approximately 2'x 3' to be placed by the City in a mutually agreeable location. The Union may use these bulletin boards to post:

- a. Official Notices of Union Meetings;
- b. Official Notices of Union elections and results;

- c. Official Notices of Union appointments;
- d. Official Notices of grievances, resolutions and Union newsletters and bulletins; and
- e. Other Official Union Notices.

At mutually agreeable satellite locations, the Union may provide a clipboard with the above information clipped to it. These clipboards shall be located in break rooms or near logbooks.

4.5 E-Mail Notices

With prior approval of the City Manager or his/her designee, that will not be unreasonably denied, the Union is permitted to send to its members E-Mail notices of Official Union Business as noted in Section 4.4.

4.6 Prior Notice Requirement

The City agrees to notify the Union ten (10) working days in advance of any Policy, Rule, or other change that will have an impact on the bargaining unit. The Union will then respond within ten (10) working days of receipt of Policy, Rule or other change. The first day will be considered as the day notice is received either through an e-mail, fax or letter.

4.7 Meet and Confer in Good Faith

"Meet and confer" or "meeting and conferring" means that duly authorized City representatives and duly authorized representatives of the Union shall have a mutual obligation to meet and confer in good faith regarding specified matters within the scope of representation, in an endeavor to reach tentative agreement. Once a tentative agreement has been reached on any matter requiring ratification or City Council adoption the parties shall recommend ratification by the membership and adoption by the City Council. Nothing herein shall require either party to agree to any proposal or to make concessions.

Article 5. Recruitment

5.1 Recruitment Postings

The City agrees to post all bargaining unit positions internally for ten (10) workdays on the City website, e-mail and appropriate bulletin boards prior to the closing application date. The City encourages all qualified internal candidates to apply for promotional opportunities. The City may, at its discretion, prior to commencing a formal recruitment process for job vacancies, solicit employee interest for the position. At the discretion of the City, it may perform internal recruitments.

Article 6. Salary Plan and Wages

6.1 Manner of Payment

Employees shall be paid every other Friday via direct deposit. Routine paychecks shall be for the purpose of compensating for regular time, overtime, sick leave and vacation hours. Reimbursable expenses shall be paid on a separate check.

Overtime, vacation, and sick leave, shall be processed and paid or reported on the subsequent paycheck.

6.2 Work in a Higher Classification

Eligible employees who are authorized in writing by the department head to work in a higher classification and salary range than their own and who are required to temporarily perform substantial duties and assume the responsibilities of the position will receive out of class pay. To be eligible for out of class pay employees assigned to work in a higher classification must meet the minimum qualifications of the assigned position. Employees will be eligible for work in a higher classification on the first workday in a higher classification.

Compensation for work in a higher class shall be at either five percent (5%) above said employees' existing salary rate or the hourly rate equal to the minimum rate as provided in the salary range for the designated position, whichever is higher. Any out of class work for which premium compensation is provided requires advance written approval by the City Manager or designee.

Employees who are working in a higher classification that is outside the scope of this Agreement shall be covered by the general terms and conditions of employment of the higher classification. All wages, including sick, vacation, comp time and holiday shall be paid at the out of class pay rate.

Two Public Works Maintenance Workers will be designated as "Lead Workers" and will receive 5% additional duties pay.

Additional Duties pay of 5% will be compensated to an employee when an employee assumes limited duties of a higher classification as approved by the City Manager.

6.3 Wages

Employees will receive a ~~3.53.0%~~ Cost of Living Adjustment (COLA), effective ~~September 8, 2019~~ the first pay period starting October 18, 2020, following City Council approval with a one-time non-PERSable retroactive payment of ~~1.04%~~ of their gross salary for the 2019/20 fiscal year in-lieu of retroactivity for the time period of July 12, 2020 to October 17, 2020 ~~back to July 12, 2020 by separate check. For the Cost of Living Adjustment for the employees in the Maintenance Worker II classification is modified by please refer to Article 29, Item 4 – Classification and Compensation Study Implementation.~~ Additionally, employees will receive a one-time non-PERSable payment of 0.67% of their gross regular annual salary for the 2018/19 fiscal year in-lieu of retroactivity for the time period from July 14, 2019 through September 7, 2019. The ~~3.53.0%~~ COLA will be

calculated in the normal rates of pay from this date forward.

In recognition of the financial sacrifices made by employees who have participated in wage concessions that enabled the City to successfully navigate times of extreme economic distress, the City will pay a one-time non-PERSable retention payment of 4.5% of their gross annual salary for the ~~2018-19~~2019-20 fiscal year.

6.4 Longevity Pay

In recognition of employees' continued service to the City, employees shall be entitled to receive longevity pay after the completion of:

10 years of service:	\$125.00 per month
15 years of service:	\$175.00 per month
20 years of service:	\$225.00 per month
25 years of service:	\$275.00 per month

Longevity pay shall be paid in 24 bi-weekly installments and shall be in addition to any other pay received under this Agreement.

6.5 Education Pay

Upon the approval of the City Manager, education incentive pay shall be paid in addition to regular pay when education is in addition to the minimum requirements of the job specifications in a related field. Proof of higher education must be from an accredited education institution and presented to the Human Resources Department for verification of degrees:

Associates Degree:	\$50.00 per month
Bachelors Degree:	\$100.00 per month
Masters Degree	\$150.00 per month

Education pay shall be paid in 24 bi-weekly installments and shall be in addition to any other pay received under this Agreement.

6.6 Incentive Pay

At the discretion of the Department Director and approval by the City Manager employees may be awarded at any time during the fiscal year incentive pay not to exceed 5% for extraordinary job performance.

Article 7. Hours of Work/Workweek

Standard Workweek: The standard workweek for full-time Teamsters employees shall be thirty-eight (38) hours per week, worked in units of nine and one-half (9.5) hours

per day in four (4) consecutive days in a seven (7) day workweek which runs Sunday at midnight through the following Saturday at 11:59 p.m. Overtime for full time Teamsters employees will begin after 38 hours.

When practical or feasible an employee will be given no less than thirty (30) days written notice in advance of a change in their assigned regular workweek or shift schedule. The assignment of work weeks and shifts will be based on seniority provided the employee in the department has the minimum qualifications to perform the work.

7.1 Lunch and Break Periods

The time allowed for an unpaid lunch break shall be a minimum of thirty minutes and no more than one hour throughout the course of the workday.

Full-time employees who are scheduled to work eight or more hours in a day shall be permitted one fifteen minute paid rest period at approximately the middle of the morning, and another fifteen minute paid rest period at approximately the middle of the afternoon. Rest periods shall not be taken at the end of a workday to permit an employee to leave early, nor may rest periods be used at the beginning of a workday to allow an employee to report for work after their regular assigned starting time.

This MOU supersedes all applicable State law and regulations governing meal periods and rest periods.

Article 8. Overtime, Call Back Pay and Premium Pay

8.1 General Overtime

The City's policy is to avoid overtime work whenever possible. Overtime work may be performed, however, if it is approved in advance by the City Manager or Department Director. Such approval shall be provided to the employee within a reasonable time.

Overtime shall be paid at the rate of one and one half (1.5) times the regular hourly rate for all hours worked over 38 in the regular work week for all non-exempt classifications. An employee has the right to convert the overtime pay to compensatory time earned at the same rate as overtime or as straight time when the 38 hours per week requirement is met. Overtime shall be paid at the rate of two (2) times the regular hourly rate of pay for all hours worked over twelve (12) hours in a work day.

In any pay period during which an employee is using approved leave time and "overtime" hours are worked, the employee can elect to reduce leave utilized during that pay period rather than being paid at straight time for anything up to 38 hours. In any work week during which an employee is using pre-scheduled and approved vacation or comp time, these hours are defined as "hours worked".

To the extent practical, overtime work shall be distributed equally among qualified employees insofar as possible based on the minimum qualifications needed for the task and to be done on a rotated basis by department or division as designated by the direct

supervisor and approved by the Department Director. Except for Holiday pay, time paid and not worked (e.g. sick leave, vacation, etc.) does not count toward the thirty-eight (38) hours necessary to receive overtime.

8.2 Emergency Premium Pay

In an emergency preparedness situation, as designated by the City Manager or designee, all employees required to work in excess of their regular assigned shift shall receive premium pay at the rate of two (2) times the employee's regular base rate of pay for all hours worked in excess of assigned shift.

8.3 No Pyramiding

There shall be no pyramiding of overtime. For example, if an employee's work hours qualify for overtime, the same work hours cannot qualify for any other premium pay.

8.4 Standby

The City may, at its sole option, assign employees to standby based upon the needs of the City. Employees on standby must be available to respond to a call within 60 minutes. Employees assigned to standby shall be compensated as follows:

Weekday	\$25.00 per day, plus 2 hours base pay
Weekend	\$35.00 per day, plus 3 hours base pay
Holiday	\$45.00 per day, plus 3 hours base pay

If an employee on standby is called back to work, they shall be compensated under the call back provision.

8.5 Call Back Pay

An employee called to work outside of and not continuous with, their regularly scheduled hours shall be paid a minimum of three (3) hours at the rate of one and one-half (1½) times the employee's hourly pay rate. All work (other than the employee's regularly scheduled work hours) performed under the call back provision shall be compensated at one and one-half (1½) times the hourly rate of pay and two (2) times the hourly pay rate if worked in excess of twelve (12) hours in a work day. Approved and appropriate leave time taken during the employee's regular work schedule prior to or after call-back shall not preclude premium payment during the call back.

8.6 Compensatory Time

An employee may request to receive overtime compensation in the form of accrued compensatory time at time and one-half (1½) charged to his accrual bank if qualified in lieu of overtime pay. Under certain circumstances the City Manager may elect to choose overtime in lieu of compensatory time. An employee may not have more than 240 hours of compensatory time at any time. Requests by an employee for the use of accrued compensatory time shall be subject to the convenience of the City to the extent

authorized by law.

Article 9. Uniforms

When the City requires employees to wear a uniform including shirts, pants, vest, hats or other apparel the City will provide the uniform. The City will provide laundering of the uniform through a uniform service company at no cost to the employee.

Non-sworn police employees shall continue to receive a \$500 uniform purchase allowance consistent with Resolution 00-01. Payments shall be made twice a year in July and January.

9.1 Safety Equipment

The City will furnish all safety equipment that is required to perform the task or job at no cost to the employee.

9.1.1 Safety Shoes

The City will provide a reimbursement of up to \$200 per fiscal year for one pair of safety shoes for the following classifications: Building and Code Enforcement Inspectors and Public Works division employee classifications.

Additional classifications may be approved for reimbursement by the department director as deemed necessary.

Article 10. Education/Tuition Reimbursement

There will be a total of \$30,000 allocated to the Education Reimbursement Program for all City employee groups.

Article 11. Holidays

11.1 Proclaimed Holidays

All regular full-time employees shall receive 11 designated holidays plus two floating holidays to be observed during each fiscal year (July 1-June 30). Employees normally scheduled to work on those days will be given the day off with pay provided they are eligible as set forth below. Floating Holidays may not be carried forward from one fiscal year to the next and are not compensable at the time of separation from City service.

- Independence Day
- Labor Day

- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Two Floating Holidays

If any of these Holidays fall on a Sunday, the Monday following shall be observed as the holiday. If any of these Holidays fall on a Saturday, the preceding Thursday shall be observed as the Holiday.

To be eligible for Holiday pay, employees must have worked the workday before and the workday after the Holiday, or be in approved paid leave status the workday before and the work day after the Holiday. Employees on approved vacation or sick leave shall not be charged vacation or sick leave for the Holiday. Full-time employees shall receive nine and one-half (9.5) hours of holiday pay for each holiday.

11.2. Additional Christmas Holidays

For the term of this MOU and consistent with past practice, the majority of the City's offices will continue to be closed during the Christmas week. In lieu of holiday pay, employees who were otherwise eligible for holiday pay described below can select to use any unused, accrued vacation, sick or compensatory time available in order to receive pay for these days. Alternatively, employees can choose to take unpaid leave during these days.

11.3 Pay for Working on a Designated Holiday

An employee who is required by the City to work on a day that is a designated holiday as listed in Section 11.1 shall be paid nine and one-half (9.5) hours of Holiday pay and shall be paid for the hours actually worked on the Holiday at the rate of time and one-half (1½). In lieu of pay for the time worked on the designated Holiday, the employee may add the time worked on the Holiday to their Compensatory Time Off accrual at the rate of time and one-half (1½) times hours actually worked.

Article 12. Leaves of Absence

12.1 Authorized Leaves of Absence without Pay

12.1.1 Requesting Leave

The City Manager may upon the request/recommendation of the Department Director grant an employee an unpaid leave of Absence not to exceed three (3) months. Such

leave shall be discretionary and based upon the needs of the City. Employees desiring to take time off without pay who have no leave balances available shall submit a request in writing to their Department Manager. Whenever possible, such requests shall be submitted at least five (5) weeks or 20 working days in advance.

12.1.2 Extension of Leaves

During the period of a Leave of Absence, an employee may request that the leave be extended by submitting a request in writing to their Department Manager stating the reason for the extension. Such a request may be approved or disapproved by the City Manager as described in the above section. No Leaves of Absence exceeding one (1) year will be granted.

12.1.3 Early Return From Leaves of Absence

An employee may request permission from the Department Director to return to work prior to the approved expiration of the leave. Approval of the Department Director and the City Manager for such early returns is discretionary.

12.1.4 Failure to Return to Work from Leave of Absence

Failure of an employee to return to work on the approved date is grounds for disciplinary action up to and including dismissal. (See Article 15).

12.1.5 Benefits During Leaves of Absence

Employees on leaves of absence may continue their medical and insurance benefit coverage by reimbursing the City directly for the amount of the insurance premiums in advance by the 30th day of the preceding month for the subsequent month in which the employee wishes to receive coverage. Should the employee fail to submit payment on a timely basis, the Human Resources Department will send the employee a reminder notice. Coverage in any plan will be dropped if the employee is more than 30 days late in making a premium payment.

12.1.6 Status of Employees on Authorized Leave of Absence

An authorized leave of absence does not represent a break in employment for a regular employee. Such an employee retains all accrued vacation, sick leave, and other rights as exist at the time the leave of absence begins. However, only active full time service shall count towards accumulated seniority or to benefits that accrue according to time of service (including vacation and sick leave). Vacation, sick leave, holiday, and merit step salary increases and/or incentive increases do not accrue to an employee on leave during the period of such leave.

An employee returning from leave of absence returns to the same salary step or relative placement in the pay range existing at the time when the employee returns to work.

Upon the recommendation of the Department Director and at the discretion of the City

Manager, a probationary employee who has been granted an authorized leave of absence during the probationary period may be granted an extension of his or her probationary period by written agreement signed by the City Manager and the employee.

12.2 Bereavement Leave

Bereavement Leave of up to 24 hours shall be provided to employees in the event of a death in the immediate family of the employee. In addition to the 24 hours of bereavement leave, employees may use accrued unused vacation or sick leave to extend their bereavement leave up to a total of 40 hours. At the discretion of the City Manager, additional time may be taken as vacation and/or sick leave or unpaid leave.

The immediate family of an employee is defined as: parents, step-parents, parents-in-law, spouse, domestic partner, child, step-child, brother, sister, grandparents, grandchildren, brother/sister-in-law, son/daughter-in-law, or legal guardian.

In special cases, the City Manager may approve a leave of absence for bereavement in other circumstances.

12.3 Jury Duty

The City provides jury duty leave with pay for all regular full time employees who are called upon to serve for court jury duty according to the following provision:

1. An employee called for jury duty should immediately notify his/her department director by providing the jury summons indicating the date, time, and place.
2. If an employee is dismissed by the Court and three (3) hours or more remain in the workday, the employee is expected to report to work.
3. Employees' compensation for jury duty shall be limited to three (3) months (63 work days). Employees whose jury service is in excess of three (3) months (63 work days) may make a request to the City Manager for continued payment. Employee serving jury duty in excess of the above limit may use accrued unused vacation or Compensatory Time Off to continue pay.

12.4 Military Leave

The City shall comply with all State and Federal requirements regarding military duty leave.

12.5 Pregnancy Disability Leave (PDL)

Employees disabled due to pregnancy may be entitled to a leave of absence for the period of disability up to four months. Employees on PDL may utilize accrued unused sick leave and vacation during the leave period. City shall comply with State and Federal laws.

12.6 Maternity and Paternity Leave

A maximum of five (5) accumulated sick leave days may be granted to an employee whose spouse is disabled due to pregnancy related factors. The five-day maximum leave may be extended at the discretion of the City Manager.

Employees may use accumulated vacation or compensatory time off for purposes of maternity or paternity leave; and thereafter, employees are eligible for an unpaid maternity or paternity leave that extends the total leave, time both paid and unpaid, to three (3) months after the date on which the mother was able to resume her duties.

12.7 School Leave

Any employee who is a parent, guardian or grandparent having legal custody of one or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility shall be allowed up to forty (40) prorated hours each school year, not to exceed eight (8) prorated hours in any calendar month of the school year, without pay, to participate in activities of the school of their child. Such employee must provide reasonable advance notice of the planned absence. The employee may use vacation to cover the absence. The City may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and at a particular time. If both parents, guardians and grandparents having custody, work for the City at the same work site, only the first parent requesting shall be entitled to leave under this provision.

12.8 Family and Medical Leave Act of 1993

The parties acknowledge the applicability of the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) and intend to apply and implement this MOU so as to comply with both State and Federal Law.

12.9 Voting Leave

Consistent with the provisions of California law, employees shall be granted sufficient time to vote during municipal, primary and general elections.

Article 13. Sick Leave

All employees shall be eligible to accrue sick leave at the rate of eight (8) hours per month. Sick leave is to be used primarily for illness, injury or medical appointments for the employee or an immediate family member which requires an employee to be absent from work. The immediate family of an employee is defined as: parents, step-parents, parents-in-law, spouse, domestic partner, child, step-child, brother, sister, grandparents, grandchildren, brother/sister-in-law, son/daughter-in-law, or legal guardian.

After three consecutive sick days the City may require an employee to submit a doctor's statement and/or other reasonable verification stating the reason for the sick leave

request.

13.1 Accumulation of Sick Leave

If an employee has 2080 hours (one year) of accrued unused sick leave, the employee shall cease earning sick leave until such time as their unused balance falls below 2080 hours.

13.2 Exhaustion of Sick Leave

In cases where an employee's request for sick leave would ordinarily be approved, but the employee has no accrued unused sick leave, the employee's compensatory time off balance shall be charged for the sick time; if none, then the employee's vacation leave shall be charged for the sick time; if none, then the employee may be placed on authorized unpaid leave.

13.3 Notification

Employees who are unable to report for work due to an illness or injury shall notify his or her supervisor (or designee) of their absence as early as reasonably possible but in no event later than the first one-half hour of their scheduled shift.

13.4 No Cash out

At time of termination, employees shall not be permitted to cash out accrued unused sick leave.

Article 14. Vacation Leave

14.1 Accrual Rate

Employees shall earn vacation every pay period at the following annualized rate.

- Start through 4 years of service – 96 hours
- 5 years through 9 years of service – 120 hours
- 10 through 15 years of service – 144 hours
- 16 through 19 years of service – 160 hours
- At 20 years plus of service – 176 hours

14.2 Accumulation of Vacation Leave

If employees reach 280 hours of accrued unused vacation, they shall cease earning any vacation until their vacation accrual falls below 280 hours. No vacation may be earned by an employee on an unpaid leave.

14.3 Newly Hire Probationary employees

Newly hired employees will serve a probationary period for their first twelve (12)

months of employment. Upon completion of the twelve month period the new employee's seniority date of hire will revert back to his/her first date of hire within the previous twelve (12) month period.

Probationary employees shall earn vacation at the same rate as non-probationary employees; however, probationary employees shall not be permitted to take vacation during their first six months of employment. If a probationary employee terminates prior to six months they shall receive their accrued unused vacation as cash payout at the time of termination.

14.4 Vacation Sell Back

Consistent with City policy, employees may sell back up to 24 hours of their accrued unused vacation annually, once at any time during the fiscal year.

Article 15. Grievance Procedures and Discipline

15.1 Discipline and Discharge

The City may discharge or suspend a non-probationary regular full time employee for just cause. Discipline shall ordinarily be progressive in nature- oral reprimand, written warning, suspension, demotion, termination, etc., except in cases where the conduct of the employee warrants that earlier steps of progressive discipline be omitted. Causes for disciplinary action shall include but are not limited to the following:

1. Fraud or dishonesty in securing appointment;
2. Unacceptable job performance; inefficiency, inexcusable neglect of duty or failure to perform duties;
3. Insubordination;
4. Dishonesty;
5. Possession of a container of alcohol where the seal is broken; use of alcohol on the job; being under the influence of alcohol or drugs while working; possession of illegal drugs on duty; or a violation of the City drug and alcohol policy;
6. Violation of City or departmental rules;
7. Misuse or misappropriating of City property or funds;
8. Negligence or misconduct resulting in damage to public property or waste of public supplies;
9. Failure to follow adopted safety practices, or failure to properly use required personal protective gear or equipment;
10. Discourteous or non-cooperative treatment of the public or other City personnel;
11. Acceptance of gifts or gratuities in exchange for the performance of services, functions and duties for which the employee is retained by the City;
12. Conviction of a crime which may impact the employees job duties;
13. Engaging in any employment, activity or enterprise, which is inconsistent, incompatible, or in conflict with the employee's performance of duties for which the employee is retained by the City;
14. Failure to maintain required licenses and certificates;
15. Failure to maintain eligibility for vehicle insurance coverage where

driving is a requirement of the job classification. For purposes of this section "driving is a requirement of the job classification" when the job description for the classifications lists a driver's license as one of the requirements of the position;

16. Unauthorized disclosure of confidential information;
17. Absence from work without approval.

The City shall have the right to make reasonable rules and regulations and to change such rules and regulations, provided such rules and regulations are not in conflict with any of the provisions of this MOU.

The City reserves the right to require an employee who is reasonably suspected of being under the influence of alcohol or drugs while working to take an alcohol and/or drug test. Refusal to take the test will result in immediate termination. The City will bear the cost of any such test if not otherwise covered by insurance.

Non-probationary employees may utilize the grievance procedure to challenge disciplinary actions.

15.2 Definition of a Grievance

A grievance is defined as a claim or dispute with the City by the Union, an employee or group of employees, involving an alleged violation by the City of the terms of this MOU. All grievances shall be handled strictly in accordance with this Grievance procedure, unless otherwise mutually agreed upon. Employees are encouraged to discuss all work related problems and seek resolution of those problems with their supervisor.

Step 1.

The Union shall have the right to present to the City in writing, within ten (10) working days from the time of the occurrence giving rise to the dispute, a grievance setting forth any claim, dispute or grievance arising under this MOU which the Union believes the City has violated. If the employer has not received a written grievance within ten (10) working days, the matter will be deemed waived and cannot be grieved any time in the future, and will not be subject to the arbitration procedure set forth in this section at any time in the future. However, the City and Union may mutually agree in writing to extend beyond ten (10) working days the Union's time to present a written grievance.

Step 2.

The parties will meet within ten (10) working days following the City's receipt of the written grievance. For the purpose of preparing for the grievance procedure, the parties will cooperate by providing any supporting documents that exist that are relevant to their position. The City will provide a written answer to the grievance within fifteen (15) working days after said meeting.

Step 3.

In the event the grievance is not resolved, the parties may jointly agree to submit the dispute to grievance mediation. Said mediation to take place at a mutually agreed upon time not to exceed twenty (20) days following the last grievance meeting, unless such time limits are extended by mutual agreement between the parties. The grievance mediation will be conducted by the State Mediation and Conciliation Service.

Step 4.

If neither party requests grievance mediation then in order to proceed to arbitration the Union must request arbitration within five (5) calendar days of the City's response in Step 2 or the date of the failed mediation. Except that discipline of a written reprimand shall not be subject to arbitration but shall stop at either step 2 or step 3.

15.3 Advisory Arbitration

Section 1.

If arbitration is requested in accordance with the above requirements, the parties shall attempt to reach agreement upon selection of an arbitrator. If the parties are unable to agree upon an arbitrator within five (5) working days from the date of the request or agreement to arbitrate, either party may request the State Mediation and Conciliation Service to submit a list of arbitrator's names from which to select an arbitrator. The parties shall then alternate striking in sequence until only one name remains. The person whose name remains on the list shall be the arbitrator.

Section 2.

Any dispute which is based on the events that occur after the termination of the MOU is expressly excluded from the jurisdiction of the arbitrator, unless the parties agree otherwise.

Section 3.

No one arbitrator shall have more than one (1) grievance submitted to them, and under consideration by them, at any one time unless the parties hereto otherwise agree in writing. A grievance shall be deemed under consideration by an arbitrator until the arbitrator has rendered a decision in writing.

Section 4.

On all non-disciplinary issues heard by an arbitrator, the decision and award of the arbitrator, within the limits herein described, shall be final and binding on the parties. For all disciplinary appeals heard by an arbitrator, the decision and award of the arbitrator, within the limits herein described, shall be final and binding on the parties.

Section 5.

The arbitration fees, expenses, and administrative fees, shall be shared equally by the parties. Each party will bear its own legal expenses and costs incidental to the presentation of this case.

Article 16. Benefits

16.1 Retirement

The City agrees to keep in effect the terms of its current Retirement Plan with CalPERS. Full time employees shall receive the Public Employees Retirement System (PERS) benefit of 2% at age 55. The final compensation is the monthly average of the member's highest 36 consecutive month's full time equivalent monthly pay (no matter which CalPERS employer paid this compensation). The standard benefit available to all members is 36 months. Any unused sick leave accumulated at the time of retirement (only from the City of Hercules) will be converted to credited service at a rate of .004 years of service for each day of sick leave.

Teamsters employees hired prior to January 1, 2013 will pay the employee percentage of PERS contributions. The current total employee percentage is 7%. Effective October 21, 2018 or upon the signing of the CalPERS contract amendment, employees will pay an additional 3% to be applied to the Employer CalPERS Contribution Rate. Upon separation, the employee will retain the 3% employee for employer contribution in the CalPERS retirement plan.

The PERS benefit formula and percentages paid by any Teamster employee hired on or after January 1, 2013 who are not already in a PERS recognized retirement system will change, in accordance with AB 340, signed into law on September 12, 2012. Teamsters employees hired on or after January 1, 2013 shall receive the PERS benefit formula of 2% @ 62, and shall pay the employee percentage of the PERS contribution at 6.25%. Effective October 21, 2018 or upon the signing of the CalPERS contract amendment, employees will pay an additional 3% to be applied to the Employer CalPERS Contribution Rate. Upon separation, the employee will retain the 3% employee for employer contribution in the CalPERS retirement plan.

Final compensation is based on the employee's highest annual compensation earnable averaged over a consecutive 36-month period.

16.2 Deferred Compensation Program

Employees may make voluntary contributions to the International City/County Management Association (ICMA) 457 Deferred Compensation Plan through payroll deduction subject to the limits, policies and conditions established by the ICMA and

Federal Tax laws.

Article 17. Health and Welfare

17.1 Medical, Dental and Vision

2021 Calendar Year

The City's contribution for the City offered health insurance for eligible Teamsters represented employees for calendar year 2021 is provided in the table below:

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Kaiser Plan – Region 1	Single	Emp +1	Family
<u>City of Hercules 2021 Medical Contribution (includes 4% of the increase from 2020 rates)</u>	\$799.23	\$1,598.46	\$2,077.99
<u>Employee Cost Share of the 2021 Medical Contribution (includes no more than 2% of the increase from the 2020 rates above the initial 4% paid by the City, which was 1.88%)</u>	\$14.41	\$28.82	\$37.47

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*In addition to the City's Contribution as established above~~of the established Kaiser rates~~, the City will pay the CalPERS administration fee associated with administering the plans.

If an employee chooses a health plan other than Kaiser, the employee is responsible for the difference in premium. The excess amount over the Kaiser rate will be deducted through payroll deductions through 24 pay periods. During the term of this Agreement, the City agrees that it will continue to provide the existing health insurance to eligible employees.

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17.2 Medical Redirect

If an eligible regular full time employee elects no health coverage, and can demonstrate to the City on an annual basis that the employee has alternative health care coverage, the employee shall be entitled to any one of the following options:

1. The City will pay 50% of the eligible contribution into the employee's 457 Plan account; or
2. The City will pay to the eligible employee directly 50% of the eligible contribution in their paycheck effective the first day of the month following council approval, provided all paperwork has been received by the Human Resources department; or
3. At the employee's option, the City will pay for the employee's supplemental life insurance and the employee will receive the remainder of the eligible contribution under either option one or two above.

Article 18. Life Insurance and Accident Death and Dismemberment

The City agrees to provide to all full time employees a \$40,000 benefit each for Life

Insurance and Accidental Death and Dismemberment at no cost to the employee.

Article 19. Parks and Recreation Credits and Child Care Enrollment

This program has been suspended for the term of this MOU.

Article 20. Computer Loan Program

Eligible Employees: Regular full time employees that have completed their initial one year probation period with the City. Employee must maintain a balance of up to 40 hours of vacation and/or compensatory time until the loan is paid in full. The hours employee must maintain will vary depending on the amount borrowed.

Maximum Loan Amount: The City will loan employees a maximum of \$2,500 for the purchase of computer hardware and software. Employees may not have more than one loan outstanding at any time. If the purchase exceeds \$2,500, the remainder of the purchase is the responsibility of the employee.

Interest: No interest will be charged by the City on loans under this program.

Article 21. Workers Compensation

When an employee is on a leave of absence due to a worker's compensation claim all medical insurance will continue to be in force at no cost to the employee as long as the employee is on a City paid leave of absence.

Article 22. Seniority

Upon completion of the probationary period as defined in Article 14.3 an employee will attain seniority. Seniority shall be defined as the employee's length of service with the City, less any breaks in service (which includes unpaid leaves of absences), beginning from the date of hire to a job classification within the City.

In January of each year the City will post a seniority list in each department with the name, classification and date of hire for all employees. If any employee has an objection to their seniority date they must notify the City and the Union within thirty (30) days of posting of the seniority list.

Article 23. Reduction in Force

In the event that the City determines that it is necessary to make a reduction in force due to reduction in revenue or reduction in work, the City shall notify the Union in writing not less than 30 days prior to the proposed effective date of the reduction. Upon request from the Union, the City shall promptly meet and confer in good faith pursuant to California Government Code Section 3500 et. seq. including but not limited layoff and recall procedures. Once a tentative agreement has been reached, the parties shall

recommend to the City Council and membership the adoption of the tentative agreement. If the City and the Union cannot agree on a procedure for the reduction in force, the issue will be submitted to the State Mediation Service for a recommended resolution.

Article 24. Layoff and Recall

A regular full time employee may be laid off, without prejudice, due to lack of funds or curtailment of work. No regular full time employee, however, may be separated or laid off while there are temporary employees serving in the same class or position in the City service, unless that employee has been offered the temporary work. When a Department Director is instructed by the City Manager to reduce the number of employees, layoff shall be made in accordance with the following rules below, (1) through (5) inclusive:

1. Layoffs shall be by job classification according to reverse order of seniority as defined by total full time City service.
2. The employee to be laid off may displace the least senior employee in the lateral or next lower classification in which the employee previously held permanent status, provided the displaced employee has less total City service. Total City service means as a full time employee.
3. An employee may demote or transfer to a vacant position in a classification for which the employee possesses the necessary skills as determined by the minimum qualifications and job specifications for the position.
4. The name of each laid off employee shall be entered, in order of seniority, on a Re-employment List for two (2) years.
5. A former employee appointed from a re-employment eligibility list shall be restored all rights accrued prior to being laid off, such as sick leave, vacation credits, and credit for years of service. However, a reemployed employee shall not be eligible for benefits for which she/he received compensation at the time of, or subsequent to the date the employee was laid off.

Article 25. Americans with Disabilities Act (ADA)

The City and the Union recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodation in the work place because of a disability. If the City contemplates actions to provide reasonable accommodation for an individual employee, in compliance with the ADA, but the actions are in potential conflict with any provision of this MOU, the Union will be advised of any such proposed accommodation prior to implementation by the City.

The City will comply with all Federal and State requirements regarding Americans with Disabilities Act.

Article 26. Separability of Provisions

Should any section, or clause or provision of this MOU be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU. In the event of such invalidations, the parties agree to meet and confer concerning substitute provision for the provisions rendered or declared illegal.

Article 27. No Strike or Lockout

During the term of this Agreement the Union agrees that there shall be no strike, slowdown or other concerted withholding of services from the City. The City agrees that during the term of this Agreement there shall be no lockout of employees.

Article 28. Management Rights

Except as limited by the express terms of this Memorandum of Understanding, the City retains all rights to manage all of the operations of the City.

Article 29. Miscellaneous Provisions

1. Short Term and Long Term Disability

The City agrees to continue its short term and long term disability insurance plan for the life of this agreement.

2. Employee Assistance Plan

The City agrees to continue an Employee Assistance Counseling Program for employees. Individuals eligible for coverage include employees and their household members. The term household members encompasses anyone living in the employee's household and can include, as examples, domestic partners, grandparents, siblings or grandchildren.

3. Drug and Alcohol Policy

Hercules' policy is designed to promote a drug-free workplace and to comply with appropriate state and federal law.

In recognition of the public service responsibilities entrusted to the employees of Hercules, and because drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the City has adopted a policy on drug and alcohol testing. Please refer to your policies and procedures manual for a detailed outline of this policy.

4. [Classification and Compensation Study](#) [Implementation](#)

The Teamsters and City have agreed to implement the recommendations of the Classification and Compensation Study dated November 22, 2019 including: - The Classification and Compensation Study identified that the salary for the Maintenance Worker II classification was 2.9% above the market benchmark range. The Teamsters and City have agreed to implement this salary adjustment by applying 2.0% of the 3.0% COLA to the employees in the Maintenance Worker II classification with 1.0% of the 3.0% COLA to be applied to the 2.9% salary adjustment. If a COLA is available in future MOU agreements, the employees in the Maintenance Worker II classification will receive the first 2% of any COLA with the difference if any applied to the remaining 2.9% salary adjustment, unless a different strategy is negotiated and approved in a future MOU agreement.

The Teamsters and City have agreed to implement the following recommendations found in the Classification and Compensation Study dated November 22, 2019:

- Maintenance Worker II Classification is 2.9% above the market benchmark range. To apply an adjustment to resolve this the first 2.0% of COLA will go to the employees in this classification each year with any COLA amount above 2% applied to the 2.9% salary adjustment.
- The Classification and Compensation Study identified that the salary for the Maintenance Worker II classification was 2.9% above the market benchmark range. The Teamsters and City have agreed to implement this salary adjustment by applying 2.0% of the 3.0% COLA to the employees in the Maintenance Worker II classification with 1.0% of the 3.0% COLA to be applied to the 2.9% salary adjustment. If a COLA is available in future MOU agreements, the employees in the Maintenance Worker II classification will receive the first 2% of any COLA with the difference, if any, applied to the remaining 2.9% salary adjustment, unless a different strategy is negotiated and approved in a future MOU agreement.
- Add Associate Civil Engineer to the Engineering Classification Series.
- Reclassify Assistant Engineer to Associate Engineer.
- Reclassify Permit Technician to Community Development Specialist.
- Reclassify Senior Clerk I to Senior Clerk.

Article 30. Term

The term of this agreement shall be from July 1, ~~2019-2020~~ through June 30, ~~2020~~2021. Both parties agree that a normal reopening will occur 60-90 days prior to the end of the term.

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ATTACHMENT A

List of current classifications covered by this MOU

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Position	Status
Accounting Technician I	Non-Exempt
Assistant Civil Engineer	Non-Exempt
Associate Engineer	Non-Exempt
Cable/Communication Technician Information Systems Specialist	Non-Exempt
Information Systems Administrator	Non-Exempt
Maintenance Aide	Non-Exempt
Maintenance Worker I	Non-Exempt
Maintenance Worker II	Non-Exempt
Permit Technician Community Development Specialist	Non-Exempt
Police Assistant	Non-Exempt
Police Records Clerk	Non-Exempt
Recreation Coordinator	Non-Exempt
Recreation Supervisor	Non-Exempt
Recreation Technician	Non-Exempt
Senior Clerk I	Non-Exempt

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CITY OF HERCULES

David Biggs
City Manager

Date

TEAMSTERS LOCAL 315

Eric Wright
Negotiator Signature

Date

Glenn Moniz
Negotiator Signature

Date

Nick Berry
Negotiator Signature

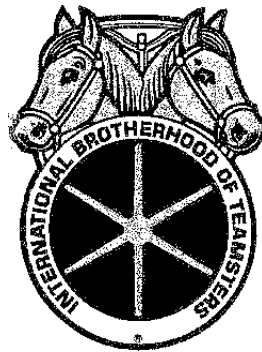
Date

Memorandum of Understanding



City of Hercules

and



Teamsters Local 315

Part Time Employees

July 1, ~~2019~~ 2020 — June 30, ~~2020~~ 2021

Approved by Resolution ~~1920~~-

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PREAMBLE

General Teamsters Local No. 315, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America and representatives of the City of Hercules have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the miscellaneous part-time employee bargaining unit, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias Brown Act (Government Code Sections 3500, et. seq.) and has been jointly prepared by the parties.

Article 1. Recognition

1.1 Union Recognition

The General Teamsters Local No. 315 affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America, hereinafter referred to as the "Union", is recognized as the employee organization as provided in the City's Employer-Employee Relations Resolution for all part-time employees assigned to the classification listed in Attachment A.

1.2 City Recognition

The City Manager, or where the authority has been delegated by the City Manager, the City Manager's representative is the representative of the City of Hercules, hereinafter referred to as the "City."

Article 2. No Discrimination

The City agrees not to discriminate against any employee because of membership in the Union or because of any lawful activities on behalf of the Union. Union activities shall not interfere with the normal operation of the City. Neither the City nor the Union shall discriminate for or against any employee or applicant for employment on account of race, color, creed, national origin, age, sex, sexual orientation, physical disability, or mental disability which does not prevent an employee from meeting the minimum standards established.

Article 3. Union Security

3.1 Agency Shop

The City shall rely on the certification from the Union to deduct dues and fees from the unit employee paychecks per employee authorizations employees provide the Union to the extent required by law, including but not limited to Government Code Sections 1157.3 and 1157.12. The Union shall not be obligated to provide the City with a copy of an employee's deduction authorization unless a dispute arises about the existence or terms of the authorization.

3.2 Authorization for Payroll Deduction

Upon being furnished with an appropriate form executed by an employee, the City shall deduct from that employee's pay, in the amount stated, contributions to DRIVE (Democratic Republican Independent Voter Education). The Union shall notify the City of the designated amount of dues and fees to be deducted for each unit member, and the City shall deduct the amounts so designated after receiving written certification from the Union that the unit member has provided written authorization to do so. Any request to begin or cancel dues or fee deductions must be made to the Union, and not the City. At the beginning of each month, the Union shall provide the City with a comprehensive updated list of all unit members and the amounts that shall be deducted for their dues and fees.

3.3 Authorization, cancellation or modification of payroll deduction for dues and fees shall be made upon written request and confirmation in writing by the Union. The

City shall direct unit members to the Union if they so request to change or cancel dues or fee deductions. The voluntary payroll deduction authorization for dues and fees shall remain in effect until employment with the City is terminated, unless otherwise directed by the Union.

3.4 Deduction Schedule

Deductions shall be made twice per month from the employee's pay. Payments to the Union shall be made by the 15th day of each month following the month for which the deductions have been made together with a list of the employees for whom deductions have been made. Payments to the Union shall be made to: Union Local 315, 2727 Alhambra Avenue, P.O. Box 3010, Martinez, CA 94553.

3.5 Indemnity

The Union shall indemnify, defend, and hold the City, its officers, employees and agents harmless from any costs or liability resulting out of any and all claims, demands, suits or any other action arising from the operation of this Section or from the use of the monies remitted to the Union, including, but not limited to the costs of defending against any such actions or claims.

3.6 Newly Hired Unit Members

To the extent required by Government Code Section 3558, the City shall provide the Union with a list of names and contact information (listed below) for any newly hired unit member within 30 days of the date of hire. The information shall include the following information except for any information subject to exclusion pursuant to Government code Section 6254.3(c):

- Employee name
- Job title
- Department
- Work location

- Home address
- Work, home and personal cellular telephone numbers and personal email addresses on file with the City.

This same information shall be provided every 120 days for all unit employees.

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The City agrees that personal contact information of unit employees (e.g., home address, personal phone number, personal email address) is private information not to be disclosed to any private (non-governmental) person or entity, other than the Union, except upon written authorization of the employee. The city further agrees to give the Union prompt notice of requests from any such person or entity for such information, along with a copy of the City's response to such requests.

Within (10) ten calendar days, the City will provide to the Union the name, title and separation date of any employee who separates from employment. The Union will provide (10) ten calendar days notice to the City in advance of the date when an employee will no longer be in fee payer status.

3.7 Access to Employee Orientations

The City will notify the Union in writing not less than ten (10) days in advance of the onboarding orientation meeting (if any) held between the Human Resources Department representatives and new bargaining unit employees. If a bargaining unit member's first day of work begins less than ten (10) days before the date of the employee orientation, the 10-day notice requirement may be reduced and the City will instead provide as much advance notice as reasonably possible of the orientation meeting.

The City will allow a designated unit Union member representative or an outside labor representative to spend fifteen (15) minutes with the new unit member at the end of the onboarding orientation meeting in order to provide information about the MOU and related matters.

To the extent prohibited by law, the City agrees that it will not disclose the date, time, or place of any such new employee orientation to anyone other than the employees who are to attend the orientation, the Union, or a vendor that is contracted to provide a service for purpose of the orientation.

The Union will be responsible for providing a copy of the current MOU and any Union information to the new employee.

Article 4. Union Representatives

4.1 Attendance at Meetings by Employees

An employee who is the subject of investigatory interview which the employee reasonably believes may result in discipline, may request and shall be granted the right to have a shop steward or, or if no shop steward is available, a co-worker present during the interview.

4.2 Shop Stewards

The Union may appoint a maximum of six (6) shop stewards. The Union will notify the City of Hercules in writing with the names and any changes to shop stewards. Grievances which may arise and which cannot be adjusted on the job shall be reported to the Union by the steward; provided, however, in no event shall the steward or the Union order any changes, and no changes shall be made except with the consent of the City.

If an aggrieved employee desires the assistance of a steward as provided in the grievance procedure, the City shall afford said steward reasonable time off during work hours without loss of compensation or other benefits to investigate and take up said grievance. The steward shall obtain the approval of their Department Director or designee, before leaving his/her duties or work assignment for the purpose of investigating and/or processing a grievance. Reasonable efforts shall be made to grant such requests; however, they are subject to the operational needs of the City.

4.3 Access to Work Locations

Reasonable access to employee work locations shall be granted to officially designated Union representatives, for the purpose of contacting members of the bargaining union concerning business within the scope of representation.

Any Union representative seeking access to work locations, as a courtesy, will notify the City Manager or his/her designee when reasonable the day before meeting with the time, date, and approximate length of the meeting. Access shall be restricted so as not to interfere with the normal operations of the department or with established or security requirements. Any meetings or discussions with employees shall generally be limited to the employee's time before work, after work, break time or lunch hour unless it is necessary in the resolution of a grievance and approved by the City Manager or his/her designee.

The Union shall designate, in writing to the City Manager, the names of the representatives listed above.

4.4 Bulletin Boards

The Union may provide the City with two bulletin boards with the dimensions of approximately 2'x 3' to be placed by the City in a mutually agreeable location. The Union may use these bulletin boards to post:

- a. Official Notices of Union Meetings;
- b. Official Notices of Union elections and results;
- c. Official Notices of Union appointments;
- d. Official Notices of grievances, resolutions and Union newsletters and bulletins; and
- e. Other Official Union Notices.

At mutually agreeable satellite locations, the Union may provide a clipboard with the above information clipped to it. These clipboards shall be located in break rooms or near logbooks.

4.5 E-Mail Notices

With prior approval of the City Manager or his/her designee, that will not be unreasonably denied, the Union is permitted to send to its members E-Mail notices of Official Union Business as noted in Section 4.4.

4.6 Prior Notice Requirement

The City agrees to notify the Union ten (10) working days in advance of any Policy, Rule, or other change that will have an impact on the bargaining unit. The Union will then respond within ten (10) working days of receipt of Policy, Rule or other change. The first day will be considered as the day notice is received either through an e-mail, fax or letter.

4.7 Meet and Confer in Good Faith

"Meet and confer" or "meeting and conferring" means that duly authorized City representatives and duly authorized representatives of the Union shall have a mutual obligation to meet and confer in good faith regarding specified matters within the scope of representation, in an endeavor to reach tentative agreement. Once a tentative agreement has been reached on any matter requiring ratification or City Council adoption the parties shall recommend ratification by the membership and adoption by the City Council. Nothing herein shall require either party to agree to any proposal or to make concessions.

Article 5. Recruitment

5.1 Recruitment Postings

The City agrees to post all bargaining unit positions internally for ten (10) workdays on the City website, e-mail and appropriate bulletin boards prior to the closing application date. The City encourages all qualified internal candidates to apply for promotional opportunities. The City may, at its discretion, prior to commencing a formal recruitment process for job vacancies, solicit employee interest for the position. At the discretion of the City, it may perform internal recruitments.

Article 6. Salary Plan and Wages

6.1 Manner of Payment

Employees shall be paid every other Friday via direct deposit. Routine paychecks shall be for the purpose of compensating for regular time, overtime, sick leave and vacation hours. Reimbursable expenses shall be paid on a separate check.

Overtime, vacation, and sick leave, shall be processed and paid or reported on the subsequent paycheck.

6.2 Work in a Higher Classification

Eligible employees who are authorized in writing by the department head to work in a higher classification and salary range than their own and who are required to temporarily perform substantial duties and assume the responsibilities of the position will receive out of class pay. To be eligible for out of class pay employees assigned to work in a higher classification must meet the minimum qualifications of the assigned position. Employees will be eligible for work in a higher classification on the first workday in a higher classification.

Compensation for work in a higher class shall be at either five percent (5%) above said employees' existing salary rate or the hourly rate equal to the minimum rate as provided in the salary range for the designated position, whichever is higher. Any out of class work for which premium compensation is provided requires advance written approval by the City Manager or designee.

Employees who are working in a higher classification that is outside the scope of this Agreement shall be covered by the general terms and conditions of employment of the higher classification. All wages, including sick, vacation, comp time and holiday shall be paid at the out of class pay rate.

Additional Duties pay of 5% will be compensated to an employee when an employee assumes limited duties of a higher classification as approved by the City Manager.

6.3 Wages

Employees will receive a ~~3.53.0%~~ Cost Of Living Adjustment (COLA), effective ~~September 8, 2019~~ the pay period starting October 18, 2020 with a one-time non-PERSable Payment of 1.04% of their gross salary for the 2019/20 fiscal year in lieu of retroactivity for the time period of July 12, 2020 to October 17, 2020 by separate check. Additionally, employees will receive a one-time non-PERSable payment of 0.67% of their gross regular annual salary for the 2018/19 fiscal year in lieu of retroactivity for the time period from July 14, 2019 to September 7, 2019. The ~~3.53.0%~~ COLA will be calculated in the normal rates of pay from this date forward.

Employees will receive a one-time non PERSable retention payment of .5% of their gross annual salary for the 2019/20 fiscal year.

6.4 Longevity Pay

In recognition of employees' continued service to the City, employees shall be entitled to receive longevity pay after the completion of:

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10 years of service:	\$125.00 per month
15 years of service:	\$175.00 per month
20 years of service:	\$225.00 per month
25 years of service:	\$275.00 per month

Longevity pay shall be paid in 24 bi-weekly installments and shall be in addition to any other pay received under this Agreement.

6.5 Re-Certification of CPR and First Aid

Recertification of CPR and First Aid will be paid by the City for all eligible regular part-time employees every two years if required by Parks and Recreation programs. Should a part-time employee fail the CPR or First Aid test the responsibility of payment becomes the employee's responsibility.

6.6 Incentive Pay

At the discretion of the Department Director and approval by the City Manager employees may be awarded at any time during the fiscal year incentive pay not to exceed 5% for extraordinary job performance.

Article 7. Hours of Work/Workweek

Standard workweek: The standard basic workweek for part-time employees including those part-time employees on a 9.5/76 schedule shall be from Sunday at midnight through the following Saturday at 11:59 p.m. The City may assign a different workweek when it is deemed necessary so long as the employee receives proper notification. When practical or feasible a part-time employee will be given no less than one (1) day written notice in advance of a change in their assigned regular work week or shift schedule unless mutually agreed upon between the employee and the Department Director. The assignment of work weeks and shifts will be based on seniority provided the employee in the department has the minimum qualifications to perform the work.

Employees receiving benefits, must use accrued leave balances to reach the appropriate hours per week for the benefits being received if scheduled hours do not meet the hours required.

7.1 Lunch and Break Periods:

The time allowed for an unpaid lunch break shall be a minimum of thirty minutes and no more than one hour and will be approved or disapproved at the discretion of the Department Director. All regular part-time employees who are scheduled to work at least four (4) hours shall be permitted one fifteen minute paid rest period at approximately the middle of the four hour period. Part-time employees who are scheduled to work at least six hours shall be permitted to a second paid fifteen minute rest period. Rest periods shall not be taken at the end of a workday to permit an employee to leave early, nor may rest periods be used at the beginning of a workday to

allow an employee to report for work after their regular assigned starting time.

The City will comply with all applicable State Laws and Regulations governing meal periods and rest periods.

Article 8. Overtime and Emergency Premium Pay

8.1 General Overtime

The City's policy is to avoid overtime work whenever possible. Overtime work may be performed, however, if it is approved in advance by the City Manager or Department Director. Such approval shall be provided to the employee within a reasonable time.

Overtime shall be paid at the rate of one and a half (1.5) times the regular hourly rate for all hours worked over 40 in the regular work week for all non-exempt classifications. Overtime shall be paid at the rate of two (2) times the regular hourly rate of pay for all hours worked over twelve (12) hours in a work day.

In any pay period during which an employee is using approved leave time and "overtime" hours are worked, the employee can elect to reduce leave utilized during that pay period rather than being paid at straight time for anything up to 38 hours. In any work week during which an employee is using pre-scheduled and approved vacation or comp time, these hours are defined as "hours worked".

To the extent practical, overtime work shall be distributed equally among qualified employees insofar as possible based on the minimum qualifications needed for the task and to be done on a rotated basis by department or division as designated by the direct supervisor and approved by the Department Director. Except for Holiday pay, time paid and not worked (e.g. sick leave, vacation, etc.) does not count toward the forty hours necessary to receive overtime.

8.2 Emergency Premium Pay

In an emergency preparedness situation, as designated by the City Manager or designee, all employees required to work in excess of an eight hour shift shall receive premium pay at the rate of two (2) times the employee's regular base rate of pay for all hours worked over eight hours.

8.3 No Pyramiding

There shall be no pyramiding of overtime. For example, if an employee's work hours qualify for overtime, the same work hours cannot qualify for any other premium pay.

Article 9. Uniforms

When the City requires employees to wear a uniform- shirts, pants, vests, hats or other apparel, the City will provide the uniform. Non-sworn police employees shall continue to receive a \$500 uniform purchase allowance consistent with Resolution 00-01.

Payments shall be made twice a year in July and January.

9.1 Safety Equipment

The City will furnish all safety equipment that is required to perform the task or job at no cost to the employee.

9.1.1 Safety Shoes

The City will provide a reimbursement of up to \$200 per fiscal year for one pair of safety shoes for any regular part-time employee required to wear safety shoes.

Article 10. Education/Tuition Reimbursement

There will be a total of \$30,000 allocated to the Education Reimbursement Program for all City employee groups.

Article 11. Holidays – Regular Part-Time Employees

Although all regular part-time employees working 20 or more hours are covered by this Agreement, to be "eligible" for employment benefits such as holiday, sick leave, vacation, etc., the regular part-time employee must be in a regularly classified position and be regularly scheduled to work 20 hours or more per week effective the date of adoption of this agreement by the City Council.

11.1 Proclaimed Holidays

Eligible regular part-time employees shall receive 11 designated holidays plus two floating holidays to be observed during each fiscal year (July 1-June 30). Employees normally scheduled to work on those days will be given the day off with pro-rated pay provided they are eligible as set forth below. Floating Holidays may not be carried forward from one fiscal year to the next and are not compensable at the time of separation from City service.

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Two Floating Holidays

If any of these Holidays fall on a Sunday, the Monday following shall be observed as the

holiday. If any of these Holidays fall on a Saturday, the preceding Thursday shall be observed as the Holiday.

To be eligible for Holiday pay, employees must have worked the workday before and the workday after the Holiday, or be in approved paid leave status the workday before and the work day after the Holiday. Employees on approved vacation or sick leave shall not be charged vacation or sick leave for the Holiday.

An approved paid status means that if an employee is scheduled to work during a given week, he or she has scheduled or unscheduled time off that would be covered by pay or leave has been approved. Paid leave such as bona fide sick, vacation or other compensable accrued benefit for essential paid time off must be available and currently on the books.

Employees on approved paid vacation or sick leave shall be paid for the Holiday. Holiday pay for part time employees shall be pro-rated based upon the regular number of hours scheduled to work per week. (An employee scheduled to work 30 hours per week (30/40 hours) would receive seventy-five percent (75% of the full day holiday pay, 6 hours).

The Proclaimed Holidays listed above are effective upon adoption of this agreement by the City Council.

11.2. Additional Christmas Holidays

For the term of this MOU and consistent with past practice, the majority of the City's offices will continue to be closed during the Christmas week. In lieu of holiday pay, employees who were otherwise eligible for holiday pay described below can elect to use any unused, accrued vacation, sick or compensatory time available in order to receive pay for these days. Alternatively, employees can choose to take unpaid leave during these days.

11.3 Pay for Working on a Designated Holiday

An eligible part-time employee who is required by the City to work on the day a Holiday is observed as designated in Section 11.1 shall be paid for the hours actually worked on the Holiday at the rate of time and one-half.

NOTE: Children's Program positions are allowed to use any type of accrued leave when schools are on break and childcare programs are not in operation.

Article 12. Leaves of Absence

12.1 Authorized Leaves of Absence without Pay

12.1.1. Requesting Leave

The City Manager may upon the request/recommendation of the Department Director grant an employee an unpaid leave of Absence not to exceed three (3) months. Such leave shall be discretionary and based upon the needs of the City. Employees desiring to take time off without pay who have no leave balances available shall submit a request

in writing to their Department Manager. Whenever possible, such requests shall be submitted at least five (5) weeks or 20 working days in advance.

12.1.2 Early Return From Leaves of Absence

An employee may request permission from the Department Director to return to work prior to the approved expiration of the leave. Approval of the Department Director and the City Manager for such early returns is discretionary.

12.1.3 Failure to Return to Work From Leave of Absence

Failure of an employee to return to work on the approved date is grounds for disciplinary action up to and including dismissal. (See Article 15).

12.1.4 Benefits During Leaves of Absence

Employees on leaves of absence may continue their medical and insurance benefit coverage by reimbursing the City directly for the amount of the insurance premiums in advance. Such reimbursement must be made in advance by the 30th day of the preceding month for the subsequent month for each month in which the employee wishes to receive coverage. Should the employee fail to submit payment on a timely basis, the Personnel Department will send the employee a reminder notice. Coverage in any plan will be dropped if the employee is more than 30 days late in making a premium payment.

12.1.5 Status of Employees on Authorized Leaves of Absence

An authorized leave of absence does not represent a break in employment for a regular part-time employee. Such an employee retains all accrued vacation, sick leave, and other rights existing at the time the leave of absence begins. However, only active part-time service shall count towards accumulated seniority or to benefits that accrue according to time of service (including vacation and sick leave). Vacation, sick leave, holiday, and merit step salary increases and/or incentive increases do not accrue to an employee on leave during the period of such leave. An employee returning from leave of absence returns to the same salary step or relative placement in the pay range existing at the time when the employee returns to work.

Upon the recommendation of the Department Director and at the discretion of the City Manager, a probationary part-time employee who has been granted an authorized leave of absence during the probationary period may be granted an extension of his or her probationary period by written agreement signed by the City Manager and the employee.

12.2 Bereavement Leave

Bereavement Leave of up to 24 hours (prorated based upon regular work schedule) shall be provided to eligible regular part-time employees in the event of a death in the immediate family of the employee. In addition to the prorated 24 hours of bereavement leave, employees may use accrued unused vacation or sick leave to extend their

bereavement leave up to a total of 40 prorated hours. At the discretion of the City Manager, additional time may be taken as vacation and/or sick leave or unpaid leave. For example a regular part-time employee who is regularly scheduled 30 hours per week would be eligible for a maximum of 18 hours of City paid bereavement leave in any one year.

The immediate family of an employee is defined as: parents, step-parents, parents-in-law, spouse, domestic partner, child, step-child, brother, sister, grandparents, grandchildren, brother/sister-in-law, son/daughter-in-law, or legal guardian. In special cases, the City Manager may approve a leave of absence for bereavement in other circumstances.

12.3 Jury Duty

The City provides jury duty leave with pay for all eligible regular part-time employees who are called upon to serve for court jury duty according to the following provisions:

1. An employee called for jury duty should immediately notify his/her department director by providing the jury summons indicating the date, time, and place.
2. If an employee is dismissed by the Court and three (3) hours or more remain in the workday, the employee is expected to report to work.
3. Employees' compensation for jury duty shall be limited to prorated pay based upon the regular work schedule and shall not exceed two weeks in duration. Employees whose jury service is in excess of two weeks may request to the City Manager for continued payment. Employees serving jury duty in excess of the above limit may use accrued unused vacation to continue pay.

12.4 Military Leave

The City shall comply with all State and Federal requirements regarding military duty leave.

12.5 Pregnancy Disability Leave (PDL)

Employees disabled due to pregnancy may be entitled to a leave of absence for the period of disability up to four months. Employees on PDL may utilize accrued unused sick leave and vacation during the leave period. The City shall comply with State and Federal laws.

12.6 Maternity and Paternity Leave

A maximum of five (5) prorated accumulated sick leave days may be granted to an employee whose spouse is disabled due to pregnancy related factors. The five-day maximum leave may be extended at the discretion of the City Manager. Employees may use accumulated vacation for purposes of maternity or paternity leave; and thereafter, employees are eligible for an unpaid maternity or paternity leave that extends the total leave, time both paid and unpaid, to three (3) months after the date on

which the mother was able to resume her duties.

12.7 School Leave

Any employee who is a parent, guardian or grandparent having legal custody of one or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility shall be allowed up to forty (40) prorated hours each school year, not to exceed eight (8) prorated hours in any calendar month of the school year, without pay, to participate in activities of the school of their child. Such employee must provide reasonable advance notice of the planned absence. The employee may use vacation to cover the absence. The City may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and at a particular time. If both parents, guardians and grandparents having custody, work for the City at the same work site, only the first parent requesting shall be entitled to leave under this provision.

12.8 Family and Medical Leave Act of 1993

The parties acknowledge the applicability of the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) and intend to apply and implement this MOU so as to comply with both State and Federal Law.

12.9 Voting Leave

Consistent with the provisions of California law, employees shall be granted sufficient time to vote during municipal, primary and general elections.

Article 13. Sick Leave

Regular part-time non-probationary employees shall be eligible to accrue sick leave at the rate of eight (8) hours per month prorated based upon their regular work schedule after being employed with the City for 12 months. For example, a part-time employee who is regularly scheduled to work 30 hours per week would accrue sick leave at the rate of 6 hours per month. Sick leave is to be used only for illness, injury or medical appointment (or under limited circumstances, a death in the immediate family).

The immediate family of an employee is defined as: parents, step-parents, parents-in-law, spouse, domestic partner, child, step-child, brother, sister, grandparents, grandchildren, brother/sister-in-law, son/daughter-in-law, or legal guardian.

After three consecutive sick days the City may require an employee to submit a doctor's statement and/or other reasonable verification stating the reason for the sick leave request.

13.1 Accumulation of Sick Leave

If an employee has 2080 hours (one year) of accrued unused sick leave, the employee shall cease earning sick leave until such time as their unused balance falls below 2080 hours.

13.2 Exhaustion of Sick Leave

In cases where an employee's request for sick leave would ordinarily be approved, but the employee has no accrued unused sick leave, the employee's vacation leave shall be charged for the sick time. If the employee has no accrued unused vacation time, then the employee may be placed on authorized unpaid leave.

13.3 Notification

Employees who are unable to report for work due to an illness or injury shall notify his or her supervisor (or designee) of their absence as early as reasonably possible but in no event later than the first one-half hour of their scheduled shift.

13.4 No Cash out

At time of termination, employees shall not be permitted to cash out accrued unused sick leave.

Article 14. Vacation Leave

14.1 Accrual Rate

Eligible regular part-time employees shall earn vacation every pay period at the following annualized rate, prorated based upon their regular work schedule.

- Start through 4 years of service – 96 hours
- 5 years through 9 years of service – 120 hours
- 10 through 15 years of service – 144 hours
- 16 through 19 years of service – 160 hours
- 20 years plus of service – 176 hours

Ex.: A regular part-time employee with seven years of service who is regularly scheduled to work 30 hours per week earns vacation at the annual rate of 90 hours. The vacation leave accrual prorated rates are effective upon adoption of this agreement by the City Council.

14.2 Accumulation

If employees reach 280 hours of accrued unused vacation, they shall cease earning any vacation until their vacation accrual falls below 280 hours. No vacation may be earned by an employee on an unpaid leave.

14.3 Newly Hire Probationary Employees

Newly hired employees will serve a probationary period for their first twelve (12) months of employment. Upon completion of the twelve month period the new employee's seniority date of hire will revert back to his/her first date of hire within the previous twelve (12) month period.

Probationary employees shall earn vacation at the same rate as non-probationary employees; however, probationary employees shall not be permitted to take vacation during their first six months of employment. If a probationary employee terminates prior to six months they shall receive their accrued unused vacation as cash payout at the time of termination.

Probationary employees will begin to earn sick leave accruals after they have been employed with the City for 12 months.

Article 15. Grievance Procedures and Discipline

15.1 Discipline and Discharge

The City may discharge or suspend a non-probationary regular part-time employee for just cause. Discipline shall ordinarily be progressive in nature- oral reprimand, written warning, suspension, demotion, termination, etc., except in cases where the conduct of the employee warrants that earlier steps of progressive discipline be omitted. Causes for disciplinary action shall include but are not limited to the following:

1. Fraud or dishonesty in securing appointment;
2. Unacceptable job performance; inefficiency, inexcusable neglect of duty or failure to perform duties;
3. Insubordination;
4. Dishonesty;
5. Possession of a container of alcohol where the seal is broken; use of alcohol on the job; being under the influence of alcohol or drugs while working; possession of illegal drugs on duty or a violation of the City drug and alcohol policy;
6. Violation of City or departmental rules;
7. Misuse or misappropriating of City property or funds;
8. Negligence or misconduct resulting in damage to public property or waste of public supplies;
9. Failure to follow adopted safety practices, or failure to properly use required personal protective gear or equipment;
10. Discourteous or non-cooperative treatment of the public or other City personnel;
11. Acceptance of gifts or gratuities in exchange for the performance of services, functions and duties for which the employee is retained by the City;
12. Conviction of a crime which may impact the employee's job duties;
13. Engaging in any employment, activity or enterprise, which is inconsistent, incompatible, or in conflict with the employee's performance of duties for which the employee is retained by the City;
14. Failure to maintain required licenses and certificates;
15. Failure to maintain eligibility for vehicle insurance coverage where

driving is a requirement of the job classification. For purposes of this section "driving is a requirement of the job classification" when the job description for the classifications lists a driver's license as one of the requirements of the position;

16. Unauthorized disclosure of confidential information;
17. Absence from work without approval.

The City shall have the right to make reasonable rules and regulations and to change such rules and regulations, provided such rules and regulations are not in conflict with any of the provisions of this MOU.

The City reserves the right to require an employee who is reasonably suspected of being under the influence of alcohol or drugs while working to take an alcohol and/or drug test. Refusal to take the test will result in immediate termination. The City will bear the cost of any such test if not otherwise covered by insurance.

Non-probationary employees may utilize the grievance procedure to challenge disciplinary actions.

15.2 Definition of a Grievance

A grievance is defined as a claim or dispute with the City by the Union, an employee or group of employees, involving an alleged violation by the City of the terms of this MOU. All grievances shall be handled strictly in accordance with this Grievance procedure, unless otherwise mutually agreed upon. Employees are encouraged to discuss all work related problems and seek resolution of those problems with their supervisor.

Step 1.

The Union shall have the right to present to the City in writing, within ten (10) working days from the time of the occurrence giving rise to the dispute, a grievance setting forth any claim, dispute or grievance arising under this MOU which the Union believes the City has violated. If the employer has not received a written grievance within ten (10) working days, the matter will be deemed waived and cannot be grieved any time in the future, and will not be subject to the arbitration procedure set forth in this section at any time in the future. However, the City and Union may mutually agree in writing to extend beyond ten (10) working days the Union's time to present a written grievance.

Step 2.

The parties will meet within ten (10) working days following the City's receipt of the written grievance. For the purpose of preparing for the grievance procedure, the parties will cooperate by providing any supporting documents that exist that are relevant to their position. The City will provide a written answer to the grievance within fifteen (15) working days after said meeting.

Step 3.

In the event the grievance is not resolved, the parties may jointly agree to submit the dispute to grievance mediation. Said mediation to take place at a mutually agreed upon time not to exceed twenty (20) days following the last grievance meeting, unless such time limits are extended by mutual agreement between the parties. The grievance mediation will be conducted by the State Mediation and Conciliation Service.

Step 4.

If neither party requests grievance mediation then in order to proceed to arbitration the Union must request arbitration within five (5) calendar days of the City's response in Step 2 or the date of the failed mediation. Except that discipline of a written reprimand shall not be subject to arbitration but shall stop at either step 2 or step 3.

15.3 Advisory Arbitration

Section 1.

If arbitration is requested in accordance with the above requirements, the parties shall attempt to reach agreement upon selection of an arbitrator. If the parties are unable to agree upon an arbitrator within five (5) working days from the date of the request or agreement to arbitrate, either party may request the State Mediation and Conciliation Service to submit a list of arbitrator's names from which to select an arbitrator. The parties shall then alternate striking in sequence until only one name remains. The person whose name remains on the list shall be the arbitrator.

Section 2.

Any dispute which is based on the events that occur after the termination of the MOU is expressly excluded from the jurisdiction of the arbitrator, unless the parties agree otherwise.

Section 3.

No one arbitrator shall have more than one (1) grievance submitted to them, and under consideration by them, at any one time unless the parties hereto otherwise agree in writing. A grievance shall be deemed under consideration by an arbitrator until the arbitrator has rendered a decision in writing.

Section 4.

On all non-disciplinary issues heard by an arbitrator, the decision and award of the arbitrator, within the limits herein described, shall be final and binding on the parties. For all disciplinary appeals heard by an arbitrator, the decision and award of the arbitrator, within the limits herein described, shall be final and binding on the parties.

Section 5.

The arbitration fees, expenses, and administrative fees, shall be shared equally by the parties. Each party will bear its own legal expenses and costs incidental to the presentation of this case.

Article 16. Benefits

16.1 Retirement

The City agrees to keep in effect the terms of its current Retirement Plan with CalPERS. Regular part-time employees shall receive the Public Employees Retirement System (PERS) benefit of 2% at age 55. The final compensation is the monthly average of the member's highest 36 consecutive month's full-time equivalent monthly pay (no matter which CalPERS employer paid this compensation). The standard benefit available to all members is 36 months. Any unused sick leave accumulated at the time of retirement (only from the City of Hercules) will be converted to credited service at a rate of .004 years of service for each day of sick leave.

Teamsters employees hired prior to January 1, 2013 will pay the employee percentage of PERS contributions. The current total employee percentage is 7%. Effective October 21, 2018 or upon the signing of the CalPERS contract amendment, employees will pay an additional 3% to be applied to the Employer CalPERS Contribution Rate. Upon separation, the employee will retain the 3% employee for employer contribution in the CalPERS retirement plan.

The PERS benefit formula and percentages paid by any Teamster employee hired on or after January 1, 2013 who are not already in a PERS recognized retirement system will change, in accordance with AB 340, signed into law on September 12, 2012. Teamsters employees hired on or after January 1, 2013 shall receive the PERS benefit formula of 2% @ 62, and shall pay the employee percentage of the PERS contribution at 6.25%. Effective October 21, 2018 or upon the signing of the CalPERS contract amendment, employees will pay an additional 3% to be applied to the Employer CalPERS Contribution Rate. Upon separation, the employee will retain the 3% employee for employer contribution in the CalPERS retirement plan.

Final compensation is based on the employee's highest annual compensation earnable averaged over a consecutive 36-month period.

16.2 Deferred Compensation Program

Eligible part-time employees may make voluntary contributions to the International City/County Management Association (ICMA) 457 Deferred Compensation Plan through payroll deduction subject to the limits, policies and conditions established by the ICMA and Federal Tax laws.

Article 17. Health and Welfare

17.1 Medical, Dental and Vision

2021 Calendar Year

The City's contribution for the City offered health insurance for eligible Teamsters represented employees for calendar year 2021 is provided in the table below:

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Kaiser Plan – Region 1	<u>Single</u>
<u>City of Hercules 2021 Medical Contribution (includes 4% of the increase from 2020 rates)</u>	<u>\$799.23</u>
<u>Employee Cost Share of the 2021 Medical Contribution (includes no more than 2% of the increase from the 2020 rates above the initial 4% paid by the City, which was 1.88%)</u>	<u>\$14.41</u>

~~The City's contribution for the City offered health insurance for eligible employees shall be the established CalPERS 2019 and 2020 Kaiser Premiums for Contracting Agencies "Region 1" as follows:~~

	January 1, 2019	January 1, 2020
Employee Only	\$768.25*	\$768.49*

~~*In addition to the City's Contribution of the established Kaiser rates, the City will pay the CalPERS administration fee associated with administering the plans.~~

The City will pay its share of the current Kaiser coverage as described above for employee-only for regular part-time employees working a minimum of 30 hours per week. Part-time employees working at least 20 hours per week prior to July 1, 2012 shall continue to receive benefits as outlined in the Memorandum of Understanding prior to this date.

The City will pay dental and vision insurance for eligible regular part-time employees working 25 hours per week or more on a prorated basis. For example, a regular part-time employee who is scheduled to work 30 hours per week (3/4 time) would be required to pay 25% of the premium for the dental and visions insurance.

If an employee chooses a health plan other than Kaiser the employee is responsible for the difference in premium. The excess amount over the Kaiser Rate will be deducted through payroll deductions through 24 pay periods. If the employee fails to pay the difference in premium their health insurance is subject to cancellation.

During the term of this Agreement, the City agrees that it will continue to provide the existing health insurance to eligible regular part-time employees.

17.2 Medical Redirect

If an eligible regular full-time employee elects no health coverage, and can demonstrate

to the City on an annual basis that the employee has alternative health care coverage, the employee shall be entitled to any one of the following options:

1. The City will pay 50% of the eligible contribution into the employee's 457 Plan account; or
2. The City will pay to the eligible employee directly 50% of the eligible contribution in their paycheck effective the first day of the month following council approval, provided all paperwork has been received by the Human Resources department; or
3. At the employee's option, the City will pay for the employee's supplemental life insurance and the employee will receive the remainder of the eligible contribution under either option one or two above.

Article 18. Parks and Recreation Credits and Child Care Enrollment

This program has been suspended for the term of this MOU.

Article 19. Computer Loan Program

Eligible Employees: Regular part-time employees that have completed their initial one year probationary period with the City. Employee must maintain a balance of up to 40 hours of vacation until the loan is paid in full. The hours employee must maintain will vary depending on the amount borrowed.

Maximum Loan Amount: The City will loan employees a maximum of \$400.00 for the purchase of computer hardware and software. Employees may not have more than one loan outstanding at any time. If the purchase exceeds, \$400.00 the remainder of the purchase is the responsibility of the employee. All loans are to be paid within a two year period.

Interest: No interest will be charged by the City on loans under this program.

Article 20. Workers Compensation

When an employee is on a leave of absence due to a worker's compensation claim all medical insurance will continue to be in force at no cost to the employee as long as the employee is on a City paid leave of absence.

Article 21. Seniority

Upon completion of the probationary period as defined in Article 14.3 an employee will attain seniority. Seniority shall be defined as the employee's length of service with the City, less any breaks in service (which includes unpaid leaves of absences), beginning from the date of hire to a job classification within the City.

In January of each year the City will post a seniority list in each department with the name, classification and date of hire for all employees. If any employee has an objection to their seniority date they must notify the City and the Union within thirty (30) days of posting of the seniority list.

Article 22. Reduction in Force

In the event the City determines that it is necessary to make a reduction in force due to reduction in revenue or reduction in work, the City shall notify the Union in writing not less than 30 days prior to the proposed effective date of the reduction. Upon request from the Union, the City shall promptly meet and confer in good faith pursuant to California Government Code Section 3500 et. seq. including but not limited to layoff and recall procedures. Once a tentative agreement has been reached, the parties shall recommend to the City Council and membership the adoption of the tentative agreement. If the City and the Union cannot agree on a procedure for the reduction in force, the issue will be submitted to the State Mediation Service for a recommended resolution.

Article 23. Layoff and Recall

A regular part-time employee may be laid off, without prejudice, due to lack of funds or curtailment of work. No regular part-time employee, however, may be separated or laid off while there are temporary employees serving in the same class or position in the City service, unless that employee has been offered the temporary work.

When a Department Director is instructed by the City Manager to reduce the number of employees, layoff shall be made in accordance with the following rules below, (1) through (5) inclusive:

1. Layoffs shall be by job classification according to reverse order of seniority as defined by total full time City service.
2. The employee to be laid off may displace the least senior employee in the lateral or next lower classification in which the employee previously held permanent status, provided the displaced employee has less total City service. Total City service means as a part-time employee.
3. An employee may demote or transfer to a vacant position in a classification for which the employee possesses the necessary skills as determined by the minimum qualifications and job specifications for the position.
4. The name of each laid off employee shall be entered, in order of seniority, on a Re-employment List for two (2) years.
5. A former employee appointed from a re-employment eligibility list shall be restored all rights accrued prior to being laid off, such as sick leave, vacation credits, and credit for years of service. However, a reemployed employee shall not be eligible for benefits for which she/he received compensation at the time of, or subsequent to the date the employee was laid off.

Article 24. Americans with Disabilities Act (ADA)

The City and the Union recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodation in the work place because of a disability. If the City contemplates actions to provide reasonable accommodation for an individual employee, in compliance with the ADA, but the actions are in potential conflict with any provision of this MOU, the Union will be advised of any such proposed accommodation prior to implementation by the City.

The City will comply with all Federal and State requirements regarding Americans with Disabilities Act.

Article 25. Separability of Provisions

Should any section, or clause or provision of this MOU be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU. In the event of such invalidations, the parties agree to meet and confer concerning substitute provision for the provisions rendered or declared illegal.

Article 26. No Strike or Lockout

During the term of this Agreement the Union agrees that there shall be no strike, slowdown or other concerted withholding of services from the City. The City agrees that during the term of this Agreement there shall be no lockout of employees.

Article 27. Management Rights

Except as limited by the express terms of this Memorandum of Understanding, the City retains all rights to manage all of the operations of the City.

Article 28. Miscellaneous Provisions

1. Short Term and Long Term Disability

The City agrees to continue its long term and short term disability insurance plan for the life of this agreement.

2. Employee Assistance Plan

The City agrees to continue an Employee Assistance Counseling Program for employees. Individuals eligible for coverage include employees and their household members. The term household members encompasses anyone living in the employee's household and can include, as examples, domestic partners, grandparents, siblings or grandchildren.

3. Drug and Alcohol Policy

Hercules' policy is designed to promote a drug-free workplace and to comply with appropriate state and federal law.

In recognition of the public service responsibilities entrusted to the employees of Hercules, and because drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the City has adopted a policy on drug and alcohol testing. Please refer to your policies and procedures manual for a detailed outline of this policy.

4. Classification and Compensation Study Implementation

The Teamsters and City have agreed to implement the recommendations of the Classification and Compensation Study dated November 22, 2019 including:

- Reclassify Children's Program Aide to Recreation Aid.
- Reclassify Children's Program Leader I, II, III to Recreation Leader I, II, III.
- Adjust Part-Time Salary Schedule for mandated minimum wage increases.

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Article 29. Term

The term of this agreement shall be from July 1, ~~2019~~ 2020 through June 30, ~~2020~~ 2021. Both parties agree that a normal reopening will occur 60-90 days prior to the end of the term.

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ATTACHMENT A

List of current classifications covered by this MOU which includes the title changes to classifications identified in the Classification and Compensation Study dated November 22, 2019

Position	Status
Aquatics Pool Manager	Non-Exempt
Children's Program Recreation Aide	Non-Exempt
Children's Program Recreation Leader I/II	Non-Exempt
Children's Program Leader II	Non-Exempt
Children's Program Recreation Leader III	Non-Exempt
Custodian	Non-Exempt
Neighborhood Watch Coordinator	Non-Exempt
Office Assistant I	Non-Exempt
Office Assistant II	Non-Exempt
Parking Enforcement Officer	Non-Exempt
Recreation Leader III	Non-Exempt
Recreation Specialist	Non-Exempt

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CITY OF HERCULES

David Biggs
City Manager

Date

TEAMSTERS LOCAL 315

Rozen Stafford, Negotiator Signature

Date

Maria Rubio, Negotiator Signature

Date

Nick Berry, Negotiator Signature

Date

FULL TIME SALARY SCHEDULE EFFECTIVE OCTOBER 18, 2020 WITH A 3.0% COLA INCREASE
(Special Note: For the Maintenance Worker II Classification a 2.0% COLA was applied pursuant to
agreed upon implementation of the Classification and Compensation Study)

GRADE	140		GRADE	141		GRADE	142		GRADE	143	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	39,905.73	20.1952	Step 1	43,098.07	21.8108	Step 1	46,546.04	23.5557	Step 1	50,269.79	25.4402
Step 2	41,901.02	21.2050	Step 2	45,252.98	22.9013	Step 2	48,873.34	24.7335	Step 2	52,783.28	26.7122
Step 3	43,996.07	22.2652	Step 3	47,515.62	24.0464	Step 3	51,317.01	25.9701	Step 3	55,422.44	28.0478
Step 4	46,195.88	23.3785	Step 4	49,891.41	25.2487	Step 4	53,882.86	27.2687	Step 4	58,193.56	29.4502
Step 5	48,505.67	24.5474	Step 5	52,385.98	26.5111	Step 5	56,577.00	28.6321	Step 5	61,103.24	30.9227
Step 6	50,930.95	25.7748	Step 6	55,005.27	27.8367	Step 6	59,405.85	30.0637	Step 6	64,158.40	32.4688

GRADE	144		GRADE	145		GRADE	146		GRADE	147	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	54,291.30	27.4754	Step 1	58,634.59	29.6734	Step 1	62,710.28	31.7360	Step 1	68,391.31	34.6110
Step 2	57,005.86	28.8491	Step 2	61,566.31	31.1570	Step 2	65,845.80	33.3228	Step 2	71,810.88	36.3415
Step 3	59,856.16	30.2916	Step 3	64,644.63	32.7149	Step 3	69,138.09	34.9889	Step 3	75,401.42	38.1586
Step 4	62,848.96	31.8062	Step 4	67,876.86	34.3506	Step 4	72,594.99	36.7384	Step 4	79,171.49	40.0665
Step 5	65,991.41	33.3965	Step 5	71,270.70	36.0682	Step 5	76,224.74	38.5753	Step 5	83,130.07	42.0699
Step 6	69,290.98	35.0663	Step 6	74,834.24	37.8716	Step 6	80,035.98	40.5040	Step 6	87,286.57	44.1734

GRADE	148		GRADE	149		GRADE	150		GRADE	151	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	73,862.35	37.3797	Step 1	79,771.37	40.3701	Step 1	86,153.61	43.6000	Step 1	93,045.88	47.0880
Step 2	77,555.46	39.2487	Step 2	83,759.94	42.3886	Step 2	90,461.29	45.7800	Step 2	97,698.17	49.4424
Step 3	81,433.24	41.2112	Step 3	87,947.94	44.5081	Step 3	94,984.35	48.0690	Step 3	102,583.08	51.9145
Step 4	85,504.90	43.2717	Step 4	92,345.34	46.7335	Step 4	99,733.57	50.4725	Step 4	107,712.23	54.5102
Step 5	89,780.14	45.4353	Step 5	96,962.60	49.0701	Step 5	104,720.25	52.9961	Step 5	113,097.85	57.2358
Step 6	94,269.15	47.7071	Step 6	101,810.74	51.5237	Step 6	109,956.26	55.6459	Step 6	118,752.74	60.0975

Full-time Positions:	Grade	Grade
Accounting Technician I	145	Community Development Specialist
Assistant Engineer	150	Police Support Specialist
Associate Engineer	151	Recreation Coordinator
Assistant Planner	149	Recreation Supervisor
Information Systems Specialist	148	Recreation Technician
Information Systems Administrator	151	Senior Clerk
Maintenance Aide	141	Senior Planner
Maintenance Worker I	143	
Maintenance Worker II	146	
Management Analyst	147	

*Rates based on 1976 annual hours worked

**PART-TIME SALARY SCHEDULE EFFECTIVE OCTOBER 18, 2020, ADOPTED BY CITY COUNCIL RESOLUTION #20-
FY 2020-21 Approved PT SALARY SCHEDULE WITH A 3.0% COLA**

GRADE	PT1		GRADE	PT2		GRADE	PT3		GRADE	PT4	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	27,781.57	14.0595	Step 1	28,912.07	14.6316	Step 1	29,779.43	15.0706	Step 1	30,672.82	15.5227
Step 2	29,170.65	14.7625	Step 2	30,357.67	15.3632	Step 2	31,268.40	15.8241	Step 2	32,206.46	16.2988
Step 3	30,629.18	15.5006	Step 3	31,875.56	16.1314	Step 3	32,831.82	16.6153	Step 3	33,816.78	17.1138
Step 4	32,160.64	16.2756	Step 4	33,469.34	16.9379	Step 4	34,473.42	17.4461	Step 4	35,507.62	17.9694
Step 5	33,768.67	17.0894	Step 5	35,142.80	17.7848	Step 5	36,197.09	18.3184	Step 5	37,283.00	18.8679
Step 6	35,457.11	17.9439	Step 6	36,899.94	18.6741	Step 6	38,006.94	19.2343	Step 6	39,147.15	19.8113

GRADE	PT5		GRADE	PT6		GRADE	PT7		GRADE	PT8	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	31,593.00	15.9884	Step 1	30,672.82	15.5227	Step 1	33,517.01	16.9621	Step 1	34,522.52	17.4709
Step 2	33,172.65	16.7878	Step 2	32,206.46	16.2988	Step 2	35,192.86	17.8102	Step 2	36,248.65	18.3445
Step 3	34,831.28	17.6272	Step 3	33,816.78	17.1138	Step 3	36,952.51	18.7007	Step 3	38,061.08	19.2617
Step 4	36,572.85	18.5085	Step 4	35,507.62	17.9694	Step 4	38,800.13	19.6357	Step 4	39,964.14	20.2248
Step 5	38,401.49	19.4340	Step 5	37,283.00	18.8679	Step 5	40,740.14	20.6175	Step 5	41,962.34	21.2360
Step 6	40,321.56	20.4056	Step 6	39,147.15	19.8113	Step 6	42,777.15	21.6484	Step 6	44,060.46	22.2978

GRADE	PT9		GRADE	PT10		GRADE	PT11		GRADE	PT12	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	35,558.20	17.9950	Step 1	36,624.95	18.5349	Step 1	37,723.69	19.0909	Step 1	38,855.40	19.6637
Step 2	37,336.11	18.8948	Step 2	38,456.19	19.4616	Step 2	39,609.88	20.0455	Step 2	40,798.18	20.6468
Step 3	39,202.92	19.8395	Step 3	40,379.00	20.4347	Step 3	41,590.37	21.0478	Step 3	42,838.08	21.6792
Step 4	41,163.06	20.8315	Step 4	42,397.95	21.4565	Step 4	43,669.89	22.1001	Step 4	44,979.99	22.7632
Step 5	43,221.21	21.8731	Step 5	44,517.85	22.5293	Step 5	45,853.39	23.2052	Step 5	47,228.99	23.9013
Step 6	45,382.27	22.9667	Step 6	46,743.74	23.6557	Step 6	48,146.06	24.3654	Step 6	49,590.44	25.0964

GRADE	PT13		GRADE	PT14		GRADE	PT15		GRADE	PT16	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	40,021.07	20.2536	Step 1	41,221.70	20.8612	Step 1	42,458.35	21.4870	Step 1	43,732.10	22.1316
Step 2	42,022.12	21.2663	Step 2	43,282.78	21.9042	Step 2	44,581.27	22.5614	Step 2	45,918.71	23.2382
Step 3	44,123.23	22.3296	Step 3	45,446.92	22.9995	Step 3	46,810.33	23.6894	Step 3	48,214.64	24.4001
Step 4	46,329.39	23.4460	Step 4	47,719.27	24.1494	Step 4	49,150.85	24.8739	Step 4	50,625.37	25.6201
Step 5	48,645.86	24.6183	Step 5	50,105.23	25.3569	Step 5	51,608.39	26.1176	Step 5	53,156.64	26.9011
Step 6	51,078.15	25.8493	Step 6	52,610.49	26.6247	Step 6	54,188.81	27.4235	Step 6	55,814.47	28.2462

GRADE	PT17		GRADE	PT18		GRADE	PT19		GRADE	PT20	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	45,044.06	22.7956	Step 1	46,395.39	23.4794	Step 1	47,787.25	24.1838	Step 1	49,220.86	24.9093
Step 2	47,296.27	23.9354	Step 2	48,715.15	24.6534	Step 2	50,176.61	25.3930	Step 2	51,681.91	26.1548
Step 3	49,661.08	25.1321	Step 3	51,150.91	25.8861	Step 3	52,685.44	26.6627	Step 3	54,266.00	27.4626
Step 4	52,144.13	26.3887	Step 4	53,708.46	27.1804	Step 4	55,319.71	27.9958	Step 4	56,979.30	28.8357
Step 5	54,751.34	27.7082	Step 5	56,393.88	28.5394	Step 5	58,085.70	29.3956	Step 5	59,828.27	30.2775
Step 6	57,488.91	29.0936	Step 6	59,213.57	29.9664	Step 6	60,989.98	30.8654	Step 6	62,819.68	31.7913

GRADE	PT21	
	Annual	Hourly
Step 1	50,697.49	25.6566
Step 2	53,232.36	26.9395
Step 3	55,893.98	28.2864
Step 4	58,688.68	29.7008
Step 5	61,623.12	31.1858
Step 6	64,704.27	32.7451

Part-time Positions:	Grade	Grade	Grade
Administrative Secretary	PT21	Intern Admin/Eng/Planning	PT1
Aquatics Pool Manager	PT13	Lifeguard/Swim Instructor I	PT1
Children's Program Aide	PT1	Lifeguard/Swim Instructor II	PT2
Recreation Leader I	PT3	Office Assistant I	PT1
Recreation Leader II	PT8	Office Assistant II	PT3
Recreation Leader III	PT11	Parking Enforcement Officer	PT19
Facility Attendant	PT1		
		Recreation Specialist	PT5
		Senior Lifeguard	PT5
		Senior Recreation Leader	PT2
		Sports Coach/Referee	PT1
		Swim Coach	PT7

SENIOR MANAGEMENT AND UNREPRESENTED SALARY SCHEDULE EFFECTIVE OCTOBER 18, 2020

(CHANGES TO CLASSIFICATION TITLES ONLY TO CLASSIFICATIONS HILIGHTED IN YELLOW + ADDING 1 NEW CLASSIFICATION OF ASSOCIATE CIVIL ENGINEER ALSO HIGHLIGHTED IN YELLOW)

GRADE	045		GRADE	046		GRADE	047		GRADE	048	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	65,007.04	32.8983	Step 1	70,207.84	35.5303	Step 1	75,824.18	38.3726	Step 1	81,890.45	41.4425
Step 2	68,257.59	34.5433	Step 2	73,718.03	37.3067	Step 2	79,615.59	40.2913	Step 2	85,984.78	43.5146
Step 3	71,670.08	36.2703	Step 3	77,404.13	39.1721	Step 3	83,596.57	42.3060	Step 3	90,284.21	45.6904
Step 4	75,253.98	38.0840	Step 4	81,274.34	41.1307	Step 4	87,776.20	44.4212	Step 4	94,798.23	47.9748
Step 5	79,016.67	39.9882	Step 5	85,338.05	43.1873	Step 5	92,165.01	46.6422	Step 5	99,537.94	50.3735
Step 6	82,967.31	41.9875	Step 6	89,605.16	45.3467	Step 6	96,773.26	48.9743	Step 6	104,514.84	52.8921

GRADE	049		GRADE	050		GRADE	051		GRADE	052	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	88,441.67	44.7579	Step 1	95,516.73	48.3384	Step 1	103,158.38	52.2057	Step 1	111,410.69	56.3819
Step 2	92,863.56	46.9957	Step 2	100,292.56	50.7553	Step 2	108,316.11	54.8158	Step 2	116,981.62	59.2012
Step 3	97,506.73	49.3455	Step 3	105,303.04	53.2910	Step 3	113,731.91	57.5566	Step 3	122,830.30	62.1611
Step 4	102,382.07	51.8128	Step 4	110,572.94	55.9580	Step 4	119,418.51	60.4345	Step 4	128,972.01	65.2692
Step 5	107,500.78	54.4032	Step 5	116,101.39	58.7558	Step 5	125,390.03	63.4565	Step 5	135,420.61	68.5327
Step 6	112,876.21	57.1236	Step 6	121,906.26	61.6935	Step 6	131,658.93	66.6290	Step 6	142,191.65	71.9593

GRADE	053		GRADE	054		GRADE	055		GRADE	056	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	120,323.70	60.8926	Step 1	129,949.63	65.7640	Step 1	140,345.83	71.0252	Step 1	151,573.38	76.7072
Step 2	126,340.28	63.9374	Step 2	136,446.91	69.0521	Step 2	147,363.32	74.5766	Step 2	159,152.04	80.5425
Step 3	132,657.09	67.1342	Step 3	143,269.25	72.5047	Step 3	154,730.90	78.3051	Step 3	167,109.45	84.5696
Step 4	139,289.75	70.4908	Step 4	150,433.11	76.1301	Step 4	162,467.64	82.2205	Step 4	175,465.12	88.7981
Step 5	146,254.43	74.0154	Step 5	157,954.77	79.9366	Step 5	170,591.22	86.3316	Step 5	184,238.18	93.2379
Step 6	153,566.76	77.7160	Step 6	165,852.31	83.9334	Step 6	179,120.78	90.6482	Step 6	193,450.09	97.8998

GRADE	057		City Manager		City Council	
	Annual	Hourly	Annual	Per Contract	Annual	Per Ordinance
Step 1	163,699.04	82.8436		246,840.00		831.60
Step 2	171,884.19	86.9859				Monthly
Step 3	180,478.40	91.3352				
Step 4	189,502.32	95.9020				
Step 5	198,977.24	100.6970				
Step 6	208,926.10	105.7318				

Senior Mgmt. Positions:	Grade	Senior Mgmt. Positions:	Grade	Unrepresented Group:	Grade	Unrepresented Group:	Grade
Administrative Services		Municipal Services		Accountant	048	Human Resources Technician	045
Director/City Clerk	054	Director	054	Accounting Technician II	046	Police Commander	055
Chief of Police	057	Parks and Recreation		Administrative Specialist	045		
City Clerk	051	Director	054	Human Resources Analyst	047		
		Associate Civil Engineer	051				
Deputy City Manager	057	Community Development Director	056	Human Resources Manager	050		
Finance Director	056	Public Works Director/Engineer	057	Human Resources Administrator	046		
		Real Property Manager	052				

*Rates based on 1976 annual hours worked.

SENIOR MANAGEMENT (ASSIGNMENT OF ASSISTANT CITY MANAGER) SALARY SCHEDULE EFFECTIVE OCTOBER 18, 2020
 (CHANGES TO CLASSIFICATION TITLES TO CLASSIFICATIONS HIGHLIGHTED IN YELLOW ONLY)

GRADE	054A		GRADE	056A		GRADE	057A	
	Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	136,447.15	69.0522	Step 1	159,152.10	80.5426	Step 1	171,883.90	86.9858
Step 2	143,269.50	72.5048	Step 2	167,109.70	84.5697	Step 2	180,478.10	91.3351
Step 3	150,432.98	76.1301	Step 3	175,465.19	88.7982	Step 3	189,502.00	95.9018
Step 4	157,954.83	79.9367	Step 4	184,238.45	93.2381	Step 4	198,977.10	100.6969
Step 5	165,852.57	83.9335	Step 5	193,450.37	97.9000	Step 5	208,925.96	105.7318
Step 6	174,145.00	88.1301	Step 6	203,122.89	102.7950	Step 6	219,372.25	111.0183

Senior Mgmt. Positions:	Grade	Senior Mgmt. Positions:	Grade
Administrative Services		Parks and Recreation Director/ACM	054A
Director/City Clerk/ACM	054A	Community Development Director/ACM	056A
Chief of Police/ACM	057A	Public Works Director/City Engineer/ACM	057A
Finance Director/ACM	056A		

*Rates based on 1976 annual hours worked.

MID-MANAGEMENT SALARY SCHEDULE, EFFECTIVE OCTOBER 18, 2020
(Change Recreation Manager from Grade 247 to 248 pursuant to Class/Comp Study)

GRADE 247			GRADE 248			GRADE 249			GRADE 250		
GRADE	247		GRADE	248		GRADE	249		GRADE	250	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	78,602.16	39.7784	Step 1	82,532.25	41.7673	Step 1	86,658.52	43.8555	Step 1	90,991.68	46.0484
Step 2	82,532.27	41.7673	Step 2	86,658.67	43.8556	Step 2	90,991.64	46.0484	Step 2	95,541.07	48.3507
Step 3	86,658.49	43.8555	Step 3	90,991.60	46.0484	Step 3	95,541.23	48.3508	Step 3	100,318.32	50.7684
Step 4	90,991.61	46.0484	Step 4	95,541.18	48.3508	Step 4	100,318.29	50.7684	Step 4	105,334.04	53.3067
Step 5	95,541.19	48.3508	Step 5	100,318.44	50.7684	Step 5	105,334.00	53.3067	Step 5	110,601.13	55.9722
Step 6	100,318.25	50.7683	Step 6	105,334.16	53.3068	Step 6	110,601.10	55.9722	Step 6	116,130.60	58.7705
GRADE 251			GRADE 252			GRADE 253			GRADE 254		
GRADE	251		GRADE	252		GRADE	253		GRADE	254	
	Annual	Hourly		Annual	Hourly		Annual	Hourly		Annual	Hourly
Step 1	95,541.22	48.3508	Step 1	100,318.31	50.7684	Step 1	105,334.10	53.3067	Step 1	110,601.28	55.9723
Step 2	100,318.28	50.7684	Step 2	105,334.02	53.3067	Step 2	110,601.01	55.9722	Step 2	116,130.75	58.7706
Step 3	105,334.00	53.3067	Step 3	110,601.12	55.9722	Step 3	116,130.66	58.7706	Step 3	121,937.49	61.7093
Step 4	110,601.10	55.9722	Step 4	116,130.58	58.7705	Step 4	121,937.59	61.7093	Step 4	128,034.16	64.7946
Step 5	116,130.56	58.7705	Step 5	121,937.51	61.7093	Step 5	128,034.27	64.7947	Step 5	134,435.87	68.0343
Step 6	121,937.48	61.7093	Step 6	128,034.19	64.7946	Step 6	134,435.79	68.0343	Step 6	141,157.86	71.4362
GRADE 255			GRADE 256			GRADE 257					
GRADE	255		GRADE	256		GRADE	257				
	Annual	Hourly		Annual	Hourly		Annual	Hourly			
Step 1	116,130.61	58.7706	Step 1	121,937.54	61.7093	Step 1	128,034.11	64.7946			
Step 2	121,937.54	61.7093	Step 2	128,034.22	64.7946	Step 2	134,436.21	68.0345			
Step 3	128,034.22	64.7946	Step 3	134,436.13	68.0345	Step 3	141,157.82	71.4361			
Step 4	134,435.93	68.0344	Step 4	141,157.94	71.4362	Step 4	148,215.71	75.0080			
Step 5	141,157.93	71.4362	Step 5	148,215.83	75.0080	Step 5	155,626.70	78.7584			
Step 6	148,215.82	75.0080	Step 6	155,626.63	78.7584	Step 6	163,408.03	82.6964			

Mid-Mgmt. Positions:	Grade		Grade
City Clerk/Information		Recreation Manager	248
Systems Officer	252	Senior Accountant	249
Chief Building Official	254		
Deputy Finance Manager	257		
Finance Services Manager	254		
Planning Manager	254		
Public Works Superintendent	253		

*Rates based on 1976 annual hours worked.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of October 13, 2020

TO: Members of the City Council

SUBMITTED BY: Robert Reber, Community Development Director
Christie Crowl, Assistant City Attorney

SUBJECT: Report and recommendation regarding changes in state housing law affecting local regulation of Accessory Dwelling Units (“ADUs”)

RECOMMENDED ACTION:

Receive report, review proposed changes to City’s ADU Ordinance, and direct staff to (1) prepare any additional amendments to the City’s ADU Ordinance consistent with state law, and (2) bring the ADU Ordinance with any such changes back to Council for initial review, *or in the alternative*, take the ADU Ordinance directly to the Planning Commission for consideration and recommendation before introduction and adoption by the Council.

FISCAL IMPACT OF RECOMMENDATION:

There are no direct fiscal impacts associated with this item.

BACKGROUND:

An accessory dwelling unit (ADU), sometimes called a “second unit” or “in-law unit,” is a self-contained living unit on the same property as a primary residential building. These units must include a living and sleeping area, kitchen, and bathroom. They can be detached from or attached to a primary dwelling. An ADU can also be created by converting a garage or existing space in a home into a separate living unit. Typically, an ADU is utilized as a rental unit or as a home for an elderly relative, a caregiver, or an older son or daughter living at home.

In April 2018, the City adopted an updated ADU Ordinance to align with prior changes to state law. New state legislation was passed in late 2019 that further streamlines and clarifies the state’s evolving ADU requirements, expands opportunities for new ADUs, and limits the applicability of local zoning controls and requirements for certain ADUs.

These recent changes to state law are intended to encourage the development of ADUs to address the statewide housing shortage, and now arguably conflict with and preempt certain aspects of the City’s current ADU requirements. At its August 8, 2020 meeting, the Council was provided with a summary

of the changes to state law and considered potential changes to the City's ADU Ordinance (Attachment 1). At that meeting, the Council directed staff to prepare amendments to the City's ADU Ordinance consistent with state law, and to bring a draft of the amended ADU Ordinance back to the Council for consideration before introducing it to the Planning Commission for a recommendation.

DISCUSSION:

Overview of Draft Ordinance

Per the Council's previous direction, staff has incorporated new state law requirements into the City's ADU Ordinance, a draft of which is attached to this report (Attachment 2). The proposed ADU Ordinance amendments generally accomplish the following:

- Remove or clarify existing Hercules requirements pursuant to State law, including:
 - Owner occupancy no longer required (except for Junior ADUs, which are no bigger than 500 sq. ft. and can share a bathroom with the primary residence).
 - Impact fees are charged only for ADUs 750 sq. ft. or larger and only in proportion to the square footage of the primary dwelling (e.g., at 50% if the ADU is 1,000 square feet and the primary dwelling is 2,000 square feet). ADUs are not considered "new" residential uses when calculating connection and/or capacity fees unless they are constructed with a new single-family dwelling.
 - Definition of "ADUs Within Existing Space" clarified and development standards other than setbacks removed.
 - New or separate sewer connections can be required for Attached ADUs and Detached ADUs that exceed 500 square feet, but not for JADUs or ADUs Within Existing Space.
 - Note: The connection requirements are highlighted on the attached draft ordinance, as Staff does not recommend requiring separate connections as this will negatively impact the City's sidewalks and streets, and since the City can collect some sewer facilities fees to offset an ADU's impact, unless there is a technical reason for the need for a separate connection as determined by the City Engineer.
- Add new State law requirements, including:
 - Planning Director must act on a complete ADU application within 60 days.
 - Junior Accessory Dwelling Unit (JADU) requirements for ADUs 500 square feet or less (for example: deed restrictions prohibiting short-term rental and requiring owner occupancy of JADU or remainder of dwelling; efficiency kitchen; no parking required; etc.).
 - New maximum size requirements for attached/detached ADUs (Attached: 850 square feet if one bedroom, 1,000 if more than one bedroom, cannot exceed 50% of floor area of primary dwelling; Detached: 850 square feet if one bedroom, 1,000 square feet if more than one bedroom).
 - Note: The law imposes "minimum" maximum requirements – that is, the City cannot impose maximum size requirements that are *less* than what is listed here and in the draft ordinance. But the Council could increase these maximums if desired. The current ordinance has a maximum of 800 square

feet, and the new “minimum” maximum is 850 square feet for ADUs with one bedroom or less and 1,000 square feet for ADUs with two or more bedrooms, subject to some other standards for Attached versus Detached units. These maximums are highlighted in Section 5(C), and staff seeks the Council’s input on these figures. Please note that State law prohibits Detached ADUs from exceeding 1,200 square feet, so the Council can set a maximum between 850 and 1,200 for one-bedroom Detached ADUs and between 1,000 and 1,200 for two-bedroom Detached ADUs. State law also prohibits Attached ADUs from exceeding 50% of the square footage of the primary dwelling, which is required by our Subsection 5(B).

- Setback requirements are now generally at 4 feet instead of 5 feet (except for ADUs Within Existing Space, JADUs, and certain “special circumstance” ADUs (discussed further below) that are generally smaller and within existing space as well.
- Each ADU must provide the lesser of one off-street parking space or one off-street parking space per bedroom. However, the City cannot require any parking or replacement parking for garage/accessory structure conversions, JADUs, ADUs Within Existing Space, and the “special circumstances” ADUs.
- Certain smaller and/or ADUs Within Existing Space and JADUs are now permitted without having to comply with any design standards and are not subject to impact fees. The draft ordinance refers to these ADUs as “special circumstances” ADUs.

JADUs and Special Circumstances ADUs

A JADU is defined as an ADU that is 500 square feet or less. JADUs must include an efficiency kitchen, and the property owner must either reside in the JADU or the remainder of the dwelling. JADUs cannot be subject to any parking requirements.

As to the “special circumstances” approvals, State law requires *all* ADU approvals to be ministerial. State law also describes a class of ADUs – the “special circumstances” ADUs – that basically establishes a “minimum” ADU that is allowed by right (ADUs/JADUs Within Existing Space, Detached ADUs 800 square feet or less and 16 feet in height or less). These types of ADUs are not subject to the minimal design requirements that the City can impose on other ADUs, are not subject to impact fees, and cannot be required to install new or separate utility connections.

Utility Connections

There were questions of staff at the August 8, 2020 meeting regarding sewer capacity and the new State law provision allowing the City to designate areas for ADUs based on adequacy of water and sewer services.

The draft ordinance requires most ADUs to pay capacity and connection fees proportionate to the square footage of the primary dwelling, with the caveat that ADUs cannot be considered “new” residential uses for the purposes of calculating these fees unless the ADU is constructed with a new primary dwelling. These fees will provide funding for improvements necessary to address capacity shortages, so staff does not currently recommend excluding ADUs from specific areas.

Council Input Requested

In addition to any other comments on the draft ordinance from the Council, Staff is seeking the Council's input on the maximum unit size. Please see the notes in the "Overview of Draft Ordinance" section of this staff report above. Staff is available to answer questions as needed.

ATTACHMENTS:

1. Staff Report from August 8, 2020
2. Draft ADU Ordinance



REPORT TO CITY COUNCIL

DATE: August 11, 2020

TO: Mayor Esquivias and Members of the City Council

SUBMITTED BY: Patrick Tang, City Attorney
Robert Reber, Community Development Director

SUBJECT: Report and Recommendation Regarding Changes in State Housing Law Affecting Local Regulation of Accessory Dwelling Units (“ADU”)

RECOMMENDED ACTION:

Receive and discuss report, and direct staff to 1) prepare amendments to the City’s ADU ordinance consistent with state law, and 2) bring the proposed changes back to Council for initial review and/or additional direction before presenting the proposed changes to the Planning Commission pursuant to HMC 13-52.500, or in the alternative, take proposed changes directly to the Planning Commission for consideration and recommendation, before introduction and adoption by the Council.

FISCAL IMPACT OF RECOMMENDATION:

There are no direct fiscal impacts associated with this item.

BACKGROUND:

An accessory dwelling unit (ADU), sometimes called a “second unit” or “in-law unit,” is a self-contained living unit on the same property as a primary residential building. These units must include a living and sleeping area, kitchen, and bathroom. They can be detached from or attached to a primary dwelling. An ADU can also be created by converting a garage or existing space in a home into a separate living unit. Typically an ADU is utilized as a rental unit, or home for an elderly relative, a caregiver, or an older son or daughter living at home. Recent changes to state law intended to encourage the development of ADUs to address the statewide housing shortage now arguably conflict with and preempt certain aspects of the City’s current ADU requirements. A summary of the legislative changes is provided in Attachment 1 to this report.

DISCUSSION:

In April 2018, the City of Hercules adopted an updated Accessory Dwelling Unit (ADU) ordinance to align with prior changes to State law. New state legislation was passed in late 2019 that further streamlines and clarifies the State’s evolving ADU requirements, expands opportunities for new ADUs, and limits the applicability of local design criteria for certain ADUs.

Staff recommends that the City of Hercules consider and adopt additional amendments to the City's ADU regulations to bring the City into compliance with the new state housing laws. The following key amendments are proposed in accordance with State law:

- Allow ADUs in all zoning districts that permit multifamily dwellings. In Hercules, this would include commercial and some mixed-use districts.
- Require action on a complete ADU application within 60 days (e.g., approval, denial, or written comments describing necessary revisions).
- Allow Junior ADUs (smaller than 500 sq. ft.) consistent with State law.
- For certain types of ADUs, require ministerial approval subject only to limited standards prescribed by the State ("Units Subject to Limited Standards").
- On single-family lots, allow one ADU and one Junior ADU if exterior access is available and side and rear setbacks are sufficient for fire and safety.
- On multifamily lots, allow at least one ADU and up to 25% of existing multifamily dwelling units within a building, and up to 2 detached ADUs subject to compliance with 16-foot height and four-foot setback requirements.
- Allow an attached ADU with a floor area of 50 percent of the primary dwelling and at least 850 square feet for an ADU with one bedroom or less and 1,000 square feet for an ADU with more than one bedroom.
- Allow a detached ADU with a maximum floor area of 1,200 square feet.
- Specify that unit size, lot coverage, floor area ratio (FAR), open space, or lot size requirement would not prohibit a detached ADU with 16 feet height, 800 square feet of floor area, and four-foot side and rear setbacks ("Guaranteed Allowance").
- Allow an existing structure to be converted to or replaced with an ADU, regardless of whether it conforms with setback or building separation standards and without the replacement of off-street parking.

CONCLUSION: Due to changes to state law that expressly preempt existing local ADU regulations that are in conflict with the new state law requirements, staff is recommending that the Council consider and adopt additional changes to the City's ADU regulations in order to avoid conflict with the new state standards.

ATTACHMENTS:

1. HCD Memo to Local Agencies Regarding Amendments to California Housing Law.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

**MEMORANDUM**

DATE: January 10, 2020

TO: Planning Directors and Interested Parties

FROM: Zachary Olmstead, Deputy Director
Division of Housing Policy Development

SUBJECT: **Local Agency Accessory Dwelling Units**
Chapter 653, Statutes of 2019 (Senate Bill 13)
Chapter 655, Statutes of 2019 (Assembly Bill 68)
Chapter 657, Statutes of 2019 (Assembly Bill 587)
Chapter 178, Statutes of 2019 (Assembly Bill 670)
Chapter 658, Statutes of 2019 (Assembly Bill 671)
Chapter 659, Statutes of 2019 (Assembly Bill 881)

This memorandum is to inform you of the amendments to California law, effective January 1, 2020, regarding the creation of accessory dwelling units (ADU) and junior accessory dwelling units (JADU). Chapter 653, Statutes of 2019 (Senate Bill 13, Section 3), Chapter 655, Statutes of 2019 (Assembly Bill 68, Section 2) and Chapter 659 (Assembly Bill 881, Section 1.5 and 2.5) build upon recent changes to ADU and JADU law (Government Code Section 65852.2, 65852.22 and Health & Safety Code Section 17980.12) and further address barriers to the development of ADUs and JADUs. (Attachment A includes the combined ADU statute updates from SB 13, AB 68 and AB 881).

This recent legislation, among other changes, addresses the following:

- Development standards shall not include requirements on minimum lot size (Section (a)(1)(B)(i)).
- Clarifies areas designated for ADUs may be based on water and sewer and impacts on traffic flow and public safety.
- Eliminates owner-occupancy requirements by local agencies (Section (a)(6) & (e)(1)) until January 1, 2025.
- Prohibits a local agency from establishing a maximum size of an ADU of less than 850 square feet, or 1000 square feet if the ADU contains more than one bedroom (Section (c)(2)(B)).
- Clarifies that when ADUs are created through the conversion of a garage, carport or covered parking structure, replacement offstreet parking spaces cannot be required by the local agency (Section (a)(1)(D)(xi)).

- Reduces the maximum ADU and JADU application review time from 120 days to 60 days (Section (a)(3) and (b)).
- Clarifies “public transit” to include various means of transportation that charge set fees, run on fixed routes and are available to the public (Section (j)(10)).
- Establishes impact fee exemptions or limitations based on the size of the ADU. ADUs up to 750 square feet are exempt from impact fees and impact fees for an ADU of 750 square feet or larger shall be proportional to the relationship of the ADU to the primary dwelling unit (Section (f)(3)).
- Defines an “accessory structure” to mean a structure that is accessory or incidental to a dwelling on the same lot as the ADU (Section (j)(2)).
- Authorizes HCD to notify the local agency if the department finds that their ADU ordinance is not in compliance with state law (Section (h)(2)).
- Clarifies that a local agency may identify an ADU or JADU as an adequate site to satisfy RHNA housing needs as specified in Gov. Code Section 65583.1(a) and 65852.2(m).
- Permits JADUs without an ordinance adoption by a local agency (Section (a)(3), (b) and (e)).
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom or an interior entry into the single-family residence (Gov. Code Section 65852.22).
- Allows upon application and approval, an owner of a substandard ADU 5 years to correct the violation, if the violation is not a health and safety issue, as determined by the enforcement agency (Section (n)).
- Creates a narrow exemption to the prohibition for ADUs to be sold or otherwise conveyed separate from the primary dwelling by allowing deed-restricted sales to occur. To qualify, the primary dwelling and the ADU are to be built by a qualified non-profit corporation whose mission is to provide units to low-income households (Gov. Code Section 65852.26).
- Removes covenants, conditions and restrictions (CC&Rs) that either effectively prohibit or unreasonably restrict the construction or use of an ADU or JADU on a lot zoned for single-family residential use are void and unenforceable (Civil Code Section 4751).
- Requires local agency housing elements to include a plan that incentivizes and promotes the creation of ADUs that can offer affordable rents for very low, low-, or moderate-income households and requires HCD to develop a list of state grants and financial incentives in connection with the planning, construction and operation of affordable ADUs (Gov. Code Section 65583 and Health and Safety Code Section 50504.5) (Attachment D).

For assistance, please see the amended statutes in Attachments A, B, C and D. HCD continues to be available to provide preliminary reviews of draft ADU ordinances to assist local agencies in meeting statutory requirements. In addition, pursuant to Gov. Code Section 65852.2(h), adopted ADU ordinances shall be submitted to HCD within 60 days of adoption. For more information and updates, please contact HCD’s ADU team at adu@hcd.ca.gov.

ATTACHMENT A

GOV. CODE: TITLE 7, DIVISION 1, CHAPTER 4, ARTICLE 2

(AB 881, AB 68 and SB 13 Accessory Dwelling Units)

(Changes noted in strikeout, underline/italics)

Effective January 1, 2020, Section 65852.2 of the Government Code is amended to read:

65852.2.

(a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on ~~criteria that may include, but are not limited to,~~ the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, ~~lot coverage,~~ landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places. Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The accessory dwelling unit may be rented separate from the primary residence, ~~but~~ but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing ~~single-family~~ dwelling.

(iii) The accessory dwelling unit is either attached ~~to,~~ or located ~~within the living area of the~~ within, the proposed or existing primary ~~dwelling or~~ dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) ~~The total area of floorspace of~~ If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the ~~proposed or existing primary dwelling living area or 1,200 square feet.~~ existing primary dwelling.

(v) The total floor ~~area of floorspace~~ for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing ~~garage~~ living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than ~~five~~ four feet from the side and rear lot lines shall be required for an accessory dwelling

unit that is ~~constructed above a garage-~~ not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to a an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, ~~and- the local agency requires-~~ shall not require that those offstreet ~~offstreet~~ parking spaces be replaced, ~~the replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile parking lifts. This clause shall not apply to a unit that is described in subdivision (d)-~~ replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) ~~When a local agency receives its first application on or after July 1, 2003, for a permit pursuant to this subdivision, the application-~~ A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, ~~within 120 days after receiving the application.~~ permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs that it incurs ~~as a result of amendments to this paragraph enacted during the 2001-02 Regular Session of the Legislature,~~ incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency ~~subsequent to the effective date of the act adding this paragraph-~~ shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. ~~In the event that-~~ If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void upon the effective date of the act adding this paragraph- and that agency shall thereafter apply the standards established in this

subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the *delay* or denial of a building permit or a use permit under this subdivision.

(6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot ~~zoned for residential use~~ that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be ~~utilized~~ used or imposed, including any owner-occupant requirement, except that a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a) ~~within 120 days after receiving the application.~~ (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

~~(c) (C) A local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units. No minimum~~ Any other minimum or maximum size for an accessory dwelling unit, ~~or size based upon a percentage of the proposed or existing primary dwelling, shall be established by ordinance~~ or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an efficiency unit to be constructed in compliance with local development standards. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence. 800 square

foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit ~~to create within a zone for single-family use one accessory dwelling unit per single-family lot if the unit is contained within the existing space of a single-family residence or accessory structure, including, but not limited to, a studio, pool house, or other similar structure,~~ has independent exterior access from the existing residence, and the side and rear setbacks are sufficient for fire safety. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence. A city may require owner occupancy for either the primary or the accessory dwelling unit created through this process. within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

- (3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.
- (4) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.
- (5) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.
- (6) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.
- (f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).
- (2) ~~Accessory~~ An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer ~~service~~. service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
- (3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.
- (B) For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.
- ~~(A)~~ (4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge. charge, unless the accessory dwelling unit was constructed with a new single-family home.
- ~~(B)~~ (5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size-square feet or the number of its plumbing fixtures, drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.
- (g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.
- ~~(h) Local (1) agencies~~ A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. ~~The department may review and comment on this submitted ordinance.~~ After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.
- (2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time,

no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(i) (j) As used in this section, the following terms mean:

(1) "Living area" means the interior habitable area of a dwelling unit including basements and attics but does not include a garage or any accessory structure.

(2) "Local agency" means a city, county, or city and county, whether general law or chartered.

(3) For purposes of this section, "neighborhood" has the same meaning as set forth in Section 65589.5.

(4) (1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit which that provides complete independent living facilities for one or more persons. persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(A) (3) An efficiency unit, "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(B) (4) A manufactured home, as defined in Section 18007 of the Health and Safety Code. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

(7) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(5) (8) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

~~(6)~~ (11) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

~~(j)~~ (l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

(Becomes operative on January 1, 2025)

Section 65852.2 of the Government Code is amended to read (changes from January 1, 2020 statute noted in underline/italic):

65852.2.

(a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit

that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) (A) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed, ~~including any owner-occupant requirement, except that a local agency may require that the property be used for rentals of terms longer than 30 days.~~ imposed except that, *subject to subparagraph (B), a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.*

(B) Notwithstanding subparagraph (A), a local agency shall not impose an owner-occupant requirement on an accessory dwelling unit permitted between January 1, 2020, to January 1, 2025, during which time the local agency was prohibited from imposing an owner-occupant requirement.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms,

passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and may shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency may require owner occupancy for either the primary dwelling or the accessory dwelling unit on a single-family lot, subject to the requirements of paragraph (6) of subdivision (a).

(5) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

~~(5)~~ (6) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

~~(6)~~ (7) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or

separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home dwelling.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed

or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(7) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(8) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit

for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall ~~remain in effect only until January 1, 2025, and as of that date is repealed~~
become operative on January 1, 2025.

Effective January 1, 2020, Section 65852.22 of the Government Code is amended to read (changes noted in strikeout, underline/italics) (AB 68 (Ting)):

65852.22.

(a) Notwithstanding Section 65852.2, a local agency may, by ordinance, provide for the creation of junior accessory dwelling units in single-family residential zones. The ordinance may require a permit to be obtained for the creation of a junior accessory dwelling unit, and shall do all of the following:

(1) Limit the number of junior accessory dwelling units to one per residential lot zoned for single-family residences with a single-family residence ~~already built~~ built, or proposed to be built, on the lot.

(2) Require owner-occupancy in the single-family residence in which the junior accessory dwelling unit will be permitted. The owner may reside in either the remaining portion of the structure or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

(3) Require the recordation of a deed restriction, which shall run with the land, shall be filed with the permitting agency, and shall include both of the following:

(A) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(B) A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this section.

(4) Require a permitted junior accessory dwelling unit to be constructed within the ~~existing~~ walls of the structure, and ~~require the inclusion of an existing bedroom.~~ proposed or existing single-family residence.

(5) Require a permitted junior accessory dwelling to include a separate entrance from the main entrance to the structure, ~~with an interior entry to the main living area. A permitted junior accessory dwelling may include a second interior doorway for sound attenuation.~~ proposed or existing single-family residence.

(6) Require the permitted junior accessory dwelling unit to include an efficiency kitchen, which shall include all of the following:

~~(A) A sink with a maximum waste line diameter of 1.5 inches.~~

~~(B) (A) A cooking facility with appliances that do not require electrical service greater than 120 volts, or natural or propane gas.~~ appliances.

~~(C) (B)~~ A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(b) (1) An ordinance shall not require additional parking as a condition to grant a permit.

(2) This subdivision shall not be interpreted to prohibit the requirement of an inspection, including the imposition of a fee for that inspection, to determine ~~whether~~ if the junior accessory dwelling unit ~~is in compliance~~ complies with applicable building standards.

(c) An application for a permit pursuant to this section shall, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, be considered ministerially, without discretionary review or a hearing. ~~A permit shall be issued within 120 days of submission of an application for a permit pursuant to this section.~~ The permitting agency shall act on the application to create a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family dwelling on the lot. If the permit application to create a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the

applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse the local agency for costs incurred in connection with the issuance of a permit pursuant to this section.

(d) For ~~the~~ purposes of any fire or life protection ordinance or regulation, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit. This section shall not be construed to prohibit a city, county, city and county, or other local public entity from adopting an ordinance or regulation relating to fire and life protection requirements within a single-family residence that contains a junior accessory dwelling unit so long as the ordinance or regulation applies uniformly to all single-family residences within the zone regardless of whether the single-family residence includes a junior accessory dwelling unit or not.

(e) For ~~the~~ purposes of providing service for water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

(f) This section shall not be construed to prohibit a local agency from adopting an ordinance or regulation, related to parking or a service or a connection fee for water, sewer, or power, that applies to a single-family residence that contains a junior accessory dwelling unit, so long as that ordinance or regulation applies uniformly to all single-family residences regardless of whether the single-family residence includes a junior accessory dwelling unit.

(g) If a local agency has not adopted a local ordinance pursuant to this section, the local agency shall ministerially approve a permit to construct a junior accessory dwelling unit that satisfies the requirements set forth in subparagraph (A) of paragraph (1) of subdivision (e) of Section 65852.2 and the requirements of this section.

~~(g)~~ (h) For purposes of this section, the following terms have the following meanings:

(1) "Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within ~~an existing~~ a single-family ~~structure~~ residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

(2) "Local agency" means a city, county, or city and county, whether general law or chartered.

Effective January 1, 2020 Section 17980.12 is added to the Health and Safety Code, immediately following Section 17980.11, to read (changes noted in underline/italics) (SB 13 (Wieckowski)):

17980.12.

(a) (1) An enforcement agency, until January 1, 2030, that issues to an owner of an accessory dwelling unit described in subparagraph (A) or (B) below, a notice to correct a violation of any provision of any building standard pursuant to this part shall include in that notice a statement that the owner of the unit has a right to request a delay in enforcement pursuant to this subdivision:

(A) The accessory dwelling unit was built before January 1, 2020.

(B) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(2) The owner of an accessory dwelling unit that receives a notice to correct violations or abate nuisances as described in paragraph (1) may, in the form and manner prescribed by the enforcement agency, submit an application to the enforcement agency requesting that enforcement of the violation be delayed for five years on the basis that correcting the violation is not necessary to protect health and safety.

(3) The enforcement agency shall grant an application described in paragraph (2) if the enforcement determines that correcting the violation is not necessary to protect health and safety. In making this determination, the enforcement agency shall consult with the entity responsible for enforcement of building standards and other regulations of the State Fire Marshal pursuant to Section 13146.

(4) The enforcement agency shall not approve any applications pursuant to this section on or after January 1, 2030. However, any delay that was approved by the enforcement agency before January 1, 2030, shall be valid for the full term of the delay that was approved at the time of the initial approval of the application pursuant to paragraph (3).

(b) For purposes of this section, "accessory dwelling unit" has the same meaning as defined in Section 65852.2.

(c) This section shall remain in effect only until January 1, 2035, and as of that date is repealed.

ATTACHMENT B

GOV. CODE: TITLE 7, DIVISION 1, CHAPTER 4, ARTICLE 2

AB 587 Accessory Dwelling Units

(Changes noted in underline/italics)

Effective January 1, 2020 Section 65852.26 is added to the Government Code, immediately following Section 65852.25, to read (AB 587 (Friedman)):

65852.26.

(a) Notwithstanding clause (i) of subparagraph (D) of paragraph (1) of subdivision (a) of Section 65852.2, a local agency may, by ordinance, allow an accessory dwelling unit to be sold or conveyed separately from the primary residence to a qualified buyer if all of the following apply:

(1) The property was built or developed by a qualified nonprofit corporation.

(2) There is an enforceable restriction on the use of the land pursuant to a recorded contract between the qualified buyer and the qualified nonprofit corporation that satisfies all of the requirements specified in paragraph (10) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code.

(3) The property is held pursuant to a recorded tenancy in common agreement that includes all of the following:

(A) The agreement allocates to each qualified buyer an undivided, unequal interest in the property based on the size of the dwelling each qualified buyer occupies.

(B) A repurchase option that requires the qualified buyer to first offer the qualified nonprofit corporation to buy the property if the buyer desires to sell or convey the property.

(C) A requirement that the qualified buyer occupy the property as the buyer's principal residence.

(D) Affordability restrictions on the sale and conveyance of the property that ensure the property will be preserved for low-income housing for 45 years for owner-occupied housing units and will be sold or resold to a qualified buyer.

(4) A grant deed naming the grantor, grantee, and describing the property interests being transferred shall be recorded in the county in which the property is located. A Preliminary Change of Ownership Report shall be filed concurrently with this grant deed pursuant to Section 480.3 of the Revenue and Taxation Code.

(5) Notwithstanding subparagraph (A) of paragraph (2) of subdivision (f) of Section 65852.2, if requested by a utility providing service to the primary residence, the accessory dwelling unit has a separate water, sewer, or electrical connection to that utility.

(b) For purposes of this section, the following definitions apply:

(1) "Qualified buyer" means persons and families of low or moderate income, as that term is defined in Section 50093 of the Health and Safety Code.

(2) "Qualified nonprofit corporation" means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

ATTACHMENT C

CIVIL CODE: DIVISION 4, PART 5, CHAPTER 5, ARTICLE 1

AB 670 Accessory Dwelling Units

(Changes noted in underline/italics)

Effective January 1, 2020, Section 4751 is added to the Civil Code, to read (AB 670 (Friedman)):

4751.

(a) Any covenant, restriction, or condition contained in any deed, contract, security instrument, or other instrument affecting the transfer or sale of any interest in a planned development, and any provision of a governing document, that either effectively prohibits or unreasonably restricts the construction or use of an accessory dwelling unit or junior accessory dwelling unit on a lot zoned for single-family residential use that meets the requirements of Section 65852.2 or 65852.22 of the Government Code, is void and unenforceable.

(b) This section does not apply to provisions that impose reasonable restrictions on accessory dwelling units or junior accessory dwelling units. For purposes of this subdivision, "reasonable restrictions" means restrictions that do not unreasonably increase the cost to construct, effectively prohibit the construction of, or extinguish the ability to otherwise construct, an accessory dwelling unit or junior accessory dwelling unit consistent with the provisions of Section 65852.2 or 65852.22 of the Government Code.

ATTACHMENT D

GOV. CODE: TITLE 7, DIVISION 1, CHAPTER 3, ARTICLE 10.6

AB 671 Accessory Dwelling Units

(Changes noted in underline/italics)

Effective January 1, 2020, Section 65583(c)(7) of the Government Code is added to read (sections of housing element law omitted for conciseness) (AB 671 (Friedman)):

65583(c)(7).

Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, "accessory dwelling units" has the same meaning as "accessory dwelling unit" as defined in paragraph (4) of subdivision (i) of Section 65852.2.

Effective January 1, 2020, Section 50504.5 is added to the Health and Safety Code, to read (AB 671 (Friedman)):

50504.5.

(a) The department shall develop by December 31, 2020, a list of existing state grants and financial incentives for operating, administrative, and other expenses in connection with the planning, construction, and operation of an accessory dwelling unit with affordable rent, as defined in Section 50053, for very low, low-, and moderate-income households.

(b) The list shall be posted on the department's internet website by December 31, 2020.

(c) For purposes of this section, "accessory dwelling unit" has the same meaning as defined in paragraph (4) of subdivision (i) of Section 65852.2 of the Government Code.

Sec. 13-35.320 Accessory Dwelling Units. SHARE

1. Purpose. This section is intended to implement the General Plan policies which encourage accessory dwelling units (ADUs) on residential parcels, and is also intended to address the State's ADU provisions as set forth in Government Code Section [65852.1](#) et seq. ADUs are commonly referred to as second units, in-law-units, and accessory-apartments, and contribute needed housing to the City's housing stock. ADUs do not exceed the allowable density for the lot and are consistent with general plan and zoning designations.

2. Building Permit Required. The Planning Director shall ministerially approve building permits for ADUs in compliance with this Section 13-35.320. No public hearing or any additional permit shall be required of applicants seeking approval of an ADU pursuant to this Section 13-35.320. The Planning Director shall act on the application to create an ADU within 60 days from the date an application is complete if there is an existing single-family or multifamily dwelling on the lot. If the application involves an ADU where there is also an application for a new single-family dwelling on the lot, then the Planning Director may delay action on the ADU application to coincide with the single-family dwelling application as long as the Director applies the ministerial review required by this section. Applicants may request a delay or waive the 60-day approval period. Applications for ADUs not meeting the requirements of this section are subject to the administrative use permit requirements set forth in Chapter 13-50.

3. Definitions.

A. "Accessory dwelling unit (ADU)" shall consist of complete independent living facilities for 1 or more persons including permanent provisions for sleeping, living, eating, cooking, and sanitation. An ADU shall have exterior entrance separate from the primary dwelling. An efficiency unit as defined in Health and Safety Code Section [17958.1](#) and a manufactured home as defined in Health and Safety Code Section [18007](#) are considered ADUs.

B. "Attached ADU" means an ADU that is attached to an existing or proposed primary dwelling or accessory structure.

C. "ADU Within Existing Space" or "JADU Within Existing Space" means an ADU or JADU within the living area of an existing primary dwelling, within an attached or detached garage, or within other permitted accessory structure. An ADU Within Existing

Space may include an expansion of up to 150 square feet beyond the physical dimensions of the existing structure to accommodate ingress and egress.

E. “Detached ADU” means an ADU that is not attached to an existing or proposed primary dwelling or accessory structure.

E. “Junior accessory dwelling unit (JADU)” means an ADU that is no more than 500 square feet in size and contained entirely within the walls of an existing or proposed single-family residence and which may or may not share sanitation facilities with the existing structure.

F. “Living area” includes the interior habitable area of a dwelling unit including basements and attics, but does not include a garage or any accessory structure.

4. Lot Requirements. ADUs are allowed in single-family and multi-family residential zoning districts where there is exactly one conforming single-family residence or at least one conforming multi-family building on the parcel or proposed for the parcel. Except as specified in Section 10 below, a maximum of one ADU is allowed on a lot. The City will not approve a building permit for an ADU unless and until the City receives the following:

A. Deed Restriction. A copy of a recorded deed restriction that complies with Government Code Section [27281.5](#), and states that the ADU will not be rented for less than 30 days and that the ADU will not be sold separately from the primary residence; and

B. Fees.

(1) ADUs containing 750 or more square feet are subject to any fees for residential units required by the City’s Master Fee Schedule as it exists at the time the ADU application is filed. Fees shall be charged in proportion to the square footage of the primary dwelling (e.g., a 1,000 square-foot ADU would be charged 50 percent of the applicable fee if the primary dwelling is 2,000 square feet). ADUs on lots with a single-family residence are subject to single-family unit fees, while ADUs on lots with a multi-family residence are subject to multi-family unit fees. All fees are subject to the requirements of Government Code [65852.2](#) and the Mitigation Fee Act.

(2) ADUs Within Existing Space and ADUs containing less than 750 square feet are not subject to fees under this Subsection (4)(B).

(3) Notwithstanding the requirements of this Subsection (4)(B), unless an ADU is constructed with a new single-family dwelling, it is not considered a “new” residential use for the purpose of calculating any connection fees, sewer facilities fees, or capacity charges. ADUs not constructed with a new single-family home are only subject to connection fees, sewer facilities fees, and capacity charges to the extent that such fees and charges apply to existing uses.

5. Development Standards.

A. ADUs Within Existing Space. An ADU Within Existing Space or a JADU Within Existing Space is permitted as long as the side and rear setbacks are sufficient for fire and safety. No other development standards in this section apply to ADUs and JADUs Within Existing Space, except that only one ADU Within Existing Space or one JADU Within Existing Space is allowed per lot unless a building permit or permits are obtained for multiple ADUs under Section 10(A) below.

B. Attached ADUs. Attached ADUs shall comply with the following requirements:

(1) If the Attached ADU contains one bedroom, it shall not exceed 850 square feet. If the Attached ADU contains more than one bedroom, it shall not exceed 1,000 square feet.

(2) Total floor area shall not exceed 50 percent of the floor area of the primary dwelling.

(3) All other development standards required by this Section 5.

C. Detached ADUs. Detached ADUs shall comply with the following requirements:

(1) If the Detached ADU contains one bedroom, it shall not exceed 850 square feet. If the Detached ADU contains more than one bedroom, it shall not exceed 1,000 square feet.

(2) All other development standards required by this Section 5.

D. Setbacks. No setbacks shall be required for ADUs Within Existing Space as long as side and rear setbacks are sufficient for fire safety. A setback of four (4) feet from side and rear lot lines is required for all other ADUs. No passageway between an ADU and an existing dwelling shall be required.

E. Height. An ADU shall conform to the applicable height limits of the zoning district in which it is located, except that no Detached ADU shall exceed 18 feet or 1 habitable story.

F. Building Code Requirements. Except as otherwise provided in this section, all Building Code requirements that apply to detached dwellings apply to Detached ADUs.

[Notwithstanding any requirements of this Subsection 5(F), a new or separate utility connection directly between the ADU and the utility is not required for either Detached ADUs or Attached ADUs].

6. Design Standards. An ADU must conform to the design characteristics of the existing residence or residences. A determination of conformity shall be made if the ADU utilizes any of the following features of the existing residence or residences: architectural features, landscaping features, building materials, or paint color. Staircases must be enclosed unless the applicant can demonstrate that enclosure is not feasible. When an existing garage is converted to an ADU, windows and/or door features may be required for consistency with fire and building codes and in consultation with the Fire Marshal.

7. Fire Sprinklers. If the primary residence, whether existing or proposed, is required to contain fire sprinklers, then sprinkler installation is also required for the ADU.

8. Parking. In addition to the off-street parking spaces required for the existing residence, each ADU must provide one off-street parking space for each bedroom in the ADU or one off-street parking space, whichever is less. ADU parking spaces may be provided as tandem parking, including on an existing driveway or in paved setback areas, excluding the nondriveway front yard setback. Parking requirements shall be waived if the ADU is located: (i) within one-half mile walking distance of a public transit stop; (ii) in a designated historic district; (iii) in part of an existing primary residence or an existing accessory structure pursuant to subsection (5)(A) of this section; (iv) in an area requiring on-street parking permits not offered to the ADU occupant; or (v) within 1 block of a car-sharing pickup/drop-off location.

9. Replacement Parking. When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an ADU, replacement parking shall not be required.

10. Special Circumstances ADUs.

A. Notwithstanding the requirements of this Section 13-35.320, only building permits shall be required for ADUs or JADUs in the following circumstances:

- (1) One ADU Within Existing Space of an existing or proposed single-family dwelling if the ADU has exterior access separate from the primary dwelling and sufficient side and rear setbacks for fire and safety.
- (2) One JADU Within Existing Space of an existing or proposed single-family dwelling that has exterior access separate from the single-family dwelling, sufficient side and rear setbacks for fire and safety, and meets all requirements of Section 11 below.
- (3) One detached, new construction ADU on a lot with an existing or proposed single-family dwelling that does not exceed four-foot side and rear setbacks, that has a total floor area of no more than 800 square feet, and that does not exceed 18 feet in height. An ADU approved pursuant to this subsection 10(A)(3) may be combined with a JADU described in subsection 10(A)(2) above.
- (4) Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. At least one ADU and up to 25% of the number of existing multi-family dwellings shall be allowed within an existing multifamily dwelling. No more than two detached ADUs are allowed on a lot with an existing multifamily dwelling, subject to a height limit of 16 feet and four-foot side and rear yard setbacks.

B. No applicant for a building permit sought under this Section 10 shall be required to do, perform, or construct any of the following:

- (1) Correct nonconforming zoning conditions; or
- (2) Install fire sprinklers, unless they are required for the primary residence; or
- (3) Install new or separate utility connection or pay any connection fee, sewer facilities fee, or capacity charge, unless the ADU is constructed with a new single-family home.

C. ADUs constructed pursuant to this section cannot be rented for a term less than 30 days.

D. An applicant for a building permit under this section may be required to provide proof of a percolation test within the last five years (or 10 years if the percolation test has been recertified).

11. Junior Accessory Dwelling Units (JADUs). One JADU may be built per residential lot zoned for single-family residences with an existing or proposed single-family residence. The owner of the existing or proposed single-family residence must reside in the JADU or the remaining portion of the single-family residence unless owner is a governmental agency, land trust, or housing organization.

A. Deed Restriction Required. The owner of the single-family lot upon which a JADU is constructed must record a deed restriction that: complies with Government Code Section [27281.5](#), runs with the land, states that the JADU cannot be separately sold from the single-family residence, states that the deed restriction can be enforced against future purchasers, and states that the size and attributes of the JADU must conform to the requirements of this Section 13-35.320 and state law.

B. JADU Development Standards. The following development standards apply to JADUs:

- (1) Efficiency Kitchen. A JADU must have at least an efficiency kitchen, which includes a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
- (2) Parking. JADUs are not subject to the parking requirements of Section 8 above, but may provide one or more parking spaces at the option of the owner.
- (3) Utilities. For purposes of providing service for water, sewer, or power, including any connection fee, a JADU shall not be considered a separate or new dwelling unit. No separate or new utility connections are required for JADUs.