



AGENDA

Finance Administration and Police Subcommittee Meeting

Meeting Date: Wednesday, March 22, 2017

Meeting Time: 4:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Gus Wolter, Chair

Councilmember Mary Ann Brigham

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

1. **Call to Order:**
2. **Communications:** Committee may discuss written communications sent to committee members since the last Subcommittee meeting.
3. **Public Comment:** Members of the public may comment on any item not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item.
4. **Approval of Minutes:** January 26, 2017
5. **Current Items for Discussion:**
 - a. Discussion of Cloverdale History Center 50th Anniversary
 - b. Discussion of Senior Engineering Tech classification
 - c. Discussion of filling Landscape Maintenance Lead Worker position
 - d. Review schedule for Finance Manager recruitment
 - e. Discussion of Tobacco Control
 - f. Update on filling vacant Police Officer position and 6th Dispatcher
 - g. Status of Thyme Square development and new Police Department building
6. **Information Only Memos:**
7. **Future Agenda Items (subject to change):**
8. **Pending Items:**
9. **Good of the Order:**
10. **Adjournment:**
 - a. Adjourn to next meeting Thursday, April 27, 2017, at 2:00 p.m.

CERTIFICATION – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 03/16/17

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DRAFT MINUTES

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, January 26, 2017

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Gus Wolter, Chair

Councilmember Mary Ann Brigham

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

1. **Call to Order:** Mayor Wolter called the meeting to order at 2:00 p.m. Present: Wolter, Cramer, Cavallari; Absent: Brigham, Cayler
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** The minutes of the December 8, 2016, meeting were approved.
5. **Current Items for Discussion:**
 - a) Review request from customer for revision to water leak adjustment policy
Ms. Cavallari presented this item and introduced the customer, Evelyn Dorsey, who was present. Mayor Wolter asked if the City Manager could authorize a one-time waiver of the limit in the policy. Assistant City Manager, David Kelley, stated he will discuss it with City Manager Cayler. Ms. Cavallari stated she will follow-up with a letter to the customer.
 - b) Discuss selection of auditing firm for fiscal year 16/17 financial statements
Ms. Cavallari asked for the subcommittee's direction whether to issue a request for proposals or if Terry Krieg, CPA, may be engaged for the auditing of fiscal year 2016/17 financial statements. Mayor Wolter recommended continuing with Mr. Krieg and to bring an engagement letter before the City Council on the consent calendar.
 - c) Discussion of donating balance in Pet Fund
Ms. Cavallari presented this item and requested the subcommittee's direction regarding transferring the balance in the Pet Fund to Dr. Biery's office. The City would request an annual report showing how many animals were helped. Mr. Kelley stated the importance of showing these funds were a donation to the City. Mayor Wolter indicated that he had discussed this with Councilmember Brigham, and recommended bringing this item before the City Council on the consent calendar, with the Staff report reflecting that the funds were a donation.
 - d) Discussion of increasing budget for Community Support
Ms. Cavallari asked if this item should be brought to the budget workshop. Discussion was carried out regarding what was being supported prior to the financial recession, services the Chamber of Commerce provides to the City, and creating a formula or dollar amount for a cap of community support funding. The subcommittee recommended bringing this item to the budget workshop.

Paula Wrenn questioned whether publically funded organizations are allowed to endorse candidates for City office.

- e) Discussion of sponsoring Otocast App for Sculpture Trail
Ms. Cavallari stated the cost for the Otocast App is \$1,000 total. The subcommittee recommended this item be brought to the budget workshop.
 - f) Status of Thyme Square development and new Police Department building
Mayor Wolter requested an update from Chief Cramer regarding the homework the USDA gave them to do after their meeting. Chief Cramer delivered a brief update. Discussion ensued regarding where the funds would be coming from for repayment, a combined police station/city hall, and the master development engineering for the whole property.
- 6. Information Only Memos:** None
- 7. Future Agenda Items (subject to change):** None
- 8. Pending Items:**
Mayor Wolter asked about funding for the vandalized Second Street restrooms. He also asked about an ordinance amendment to allow PEG funding.
- 9. Good of the Order:**
- 10. Adjournment:** The meeting was adjourned at 2:47 p.m. to February 23, 2017, at 2:00 p.m.



City Council
Agenda Item Summary

Agenda Item:
Meeting Date:

Agenda Section	Staff Contact
Subcommittees	Linda Moore, Human Resources

Agenda Item Title
Discussion and Possible Adoption of Resolution No. XXX-2017, Approval of Position Description and Proposed Salary for Senior Engineering Technician.

Summary:
On December 11, 2013, the City Council adopted Resolution No. 069-2013, amending the Classification and Compensation Plan for the City of Cloverdale and approving the classification and salary for the position of Engineering Technician.

From time to time, it is necessary to update existing classifications or create new ones to accurately reflect the job duties required by the City. The Public Works Director requested that a Senior Engineering Technician Classification be added in order to better reflect the duties required by the department and the duties currently being performed by the Engineering Technician. A thorough job analysis was conducted and the current position of Engineering Technician was studied. It was determined that the classification of Engineering Technician is too limiting to adequately meet the needs of the department. The Public Works Department would be better served by a senior level classification that could provide key technical support under limited supervision. The senior level would also allow for oversight and supervision of the work of designated Public Works staff, which would free up more of the Director’s time to plan, oversee, and manage the operations of the Public Works Department. The Senior Engineer will be in the Classified Bargaining Unit.

A study was conducted of similar job classification in other County Cities, which included Calistoga, Cotati, Fort Bragg, Healdsburg, Lakeport, Petaluma, Rohnert Park, Santa Rosa, St. Helena, Ukiah, and Windsor. There were only three Cities that have comparable job classifications: Petaluma, Rohnert Park, and Santa Rosa. The review of these comparable Cities indicated that the proposed position description and title are appropriate for the required duties and responsibilities of the Senior Engineering Technician. The salary ranges for comparable positions are as follows:

- Petaluma Senior Engineering Technician: \$34.35 - \$41.75
- Rohnert Park Senior Engineering Technician: \$30.55 - \$37.13
- Santa Rosa Engineering Technician III: \$34.58 - \$42.00

An organizational review was also conducted to ensure the proposed salary range for the Senior Engineering Technician fits within the City of Cloverdale’s internal organizational salary structure. The top salary step recommendation for the senior level is 15% higher than that of the top salary for the current Engineering Technician and approximately 5% lower than that of the Senior Wastewater Operator, and approximately 23% less than the Senior Water Treatment Plant Operator, which is appropriate due to the certifications required for the water positions. The top salary ranges for the Senior Water positions in the comparable cities were 16% - 18% higher than the senior level engineering positions in that city.

The recommended pay range for the Senior Engineering Technician is as follows:

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	29.9631	31.4613	33.0343	34.6861	36.4204
Monthly	5,193.61	5,453.29	5,725.95	6,012.25	6,312.86
Annual	62,323.28	65,439.45	68,711.42	72,146.99	75,754.34

Options:

1. Approve the Position Description and Salary Schedule for Senior Engineering Technician
2. Revise the Position Description and/or Salary Schedule and return to a future Council meeting
3. Provide direction to staff

Budget/Financial Impact:

Using the above salary schedule, including benefits and educational incentive, the Senior level would be about \$3,764 more per year than the current Engineering Technician salary, increasing the budget by \$1,130 in the General Fund, \$1,317 in the Water Fund, and \$1,317 in the Sewer Fund for the next budget year.

Subcommittee Recommendation:

Recommended Council Action:

Staff is recommending adoption of the Senior Engineering Technician Position Description, Salary Schedule, and reclassification of the current incumbent.

Attachments:

1. Proposed Senior Engineering Technician Position Description
 2. Resolution No. XXX-2017
 3. Resolution No. 069-2013 with attached existing Engineering Technician Position Description
-

CITY OF CLOVERDALE

SENIOR ENGINEERING TECHNICIAN

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

Definition

Under limited supervision, provides key technical support to the City's Public Works Department and works cooperatively with other City staff. Performs a variety of routine engineering tasks including permit intake for permits issued by the engineering division; plan review for development and capital improvement projects; development of plans and specifications for routine maintenance and upgrade projects (e.g. curb ramps, fence upgrades, slurry seals); management of smaller construction projects; coordination with public works and maintenance contractors for the City's traffic signals; response to public inquiries and concerns; management of consultant contracts; maintains inter-agency coordination; maintain files and tracking statistics; other work as required.

Supervision Received and Exercised

Receives general supervision from City Engineer and/or Public Works Director and assigned managerial staff. This position may supervise staff.

Class Characteristics

This is the senior level in the Engineering Technician series. The senior technician performs at an advanced working level performing technical engineering work. This class is distinguished from the Engineering Technician by the complexity of assignments, lead worker and/or supervisory responsibilities, job management, which the incumbent is expected to perform.

Examples of Essential Duties (Illustrative only)

- Performs map and plan checking for a variety of public and private projects;
- Reviews property descriptions,
- Reviews tentative, parcel, subdivision maps, commercial and residential plans, civil and landscape improvements, lot line adjustments and annexation maps;
- Requests other governing agencies' review and approval;
- Checks plans for compliance with City's engineering criteria, plan check list, ordinances and construction standards
- Updates and organizes engineering data and department's maps, including City's base maps and related GIS data;

- Drafts miscellaneous City documents for both the Engineering Department and other departments
- Maintains map, deed, subdivision, parcel and street light log files;
- Verifies computer, and/or statistical calculations used in engineering;
- Administers engineering contracts;
- Reviews consultants' deliverables;
- Tracks, updates and organizes various statistical data;
- Interprets applicable City codes and construction standards with developers, engineers, landscape architects or their representatives to resolve plan check differences;
- Responds to a variety of information requests;
- Provides clerical and technical support responding to complaints and questions by phone, mail, or over the counter
- Review and issues Encroachment Permits;
- Manages, files and reviews traffic data, including accidents, speed survey, traffic signs, traffic signals, etc;
- Assists with Pavement Management Program
- Assists the development and management of GIS data, and other City infrastructure data;
- Assists in the delivery of the Capital Improvement Program;
- Drafts Council Agenda Reports for routine items;
- May supervise staff.

Other Duties

- Performs special projects and provides engineering assistance, to the City Engineer, City Manager, and other City departments;
- Makes field inspections;
- Provides input on construction inspection punch lists;
- Prepares and files correspondence and reports;
- Computes fees;

Qualifications

Knowledge of:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of public works infrastructure.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Technical report writing practices and procedures.
- Knowledge of and advanced use of spreadsheets.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.

- Basic knowledge of statistical analysis.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Knowledge of the principles of project management.

Ability to:

- Understand and explain City policies, procedures, fees, and basic engineering regulations to the general public, developers, contractors, and City staff.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service.
- Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and maps.
- Make accurate mathematical and basic engineering calculations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Operate office equipment and computer applications related to the work.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand and use new technologies such as computer-aided design (CAD) and other application programs
- Supervise the work of assigned staff; assign, direct, monitor, and evaluate staff's work
- Perform work at a more advanced level which requires a greater degree of independence and knowledge

Education and Experience

Possess an Associate Degree with major course work in, civil engineering technology, land surveying and/or construction management or a closely related field and/or two years of technical engineering experience involving the design and construction of civil projects. Positions in this classification are normally filled by the advancement from the classification of Engineering Technician or, when filled from the outside, require significant prior related work experience.

License Requirement

Possession of a Class C California driver's license by date of appointment.

Working Conditions

Position requires prolonged sitting, standing, walking, reaching, repeated twisting of upper body, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is preparing construction plans, reviewing and revising statistical data, plans and prints. The position also requires the necessity of acute near, far, and color vision when comparing onsite construction conformance to approved plans and reviewing plans, blueprints and computer programs. The needs to lift, push, and move files weighing greater than 25 pounds is also required. Additionally, the incumbent in this position works in all weather conditions subjecting the incumbent to dampness and dust.

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 069-2013**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AMENDING THE CITY PERSONNEL
SYSTEM TO CREATE AN ENGINEERING TECHNICIAN CLASSIFICATION**

WHEREAS, Cloverdale Municipal Code (CMC) 2.48.030(c) directs the preparation, maintenance, and revision of a position classification plan; and

WHEREAS, CMC 2.48.030(d) directs the preparation, administration, and revision of a plan of compensation correlated with the classification plan; and

WHEREAS, from time to time it is necessary to update these plans to update existing classifications or create new ones to accurately reflect the job duties required by the City; and

WHEREAS, in order to attract and maintain a strong, professional workforce it is important to compensate employees in a competitive way and in a way that appropriately recognizes their responsibilities; and

WHEREAS, the City desires to create an Engineering Technician classification; and

NOW THEREFORE BE IT RESOLVED, the City of Cloverdale does hereby revise the classification of Engineering Technician, with a position description attached as Exhibit A, and establishes an hourly rate of \$25.0431 - \$30.4401, which may be amended from time to time based on Council action; and

BE IT FURTHER RESOLVED, compensation for this position may be expressed either in terms of monthly salary or corresponding hourly rates.

It is hereby certified that the foregoing Resolution No. 069-2013 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 11th day of December, 2013 by the following voice vote: (5-ayes, 0-noes)

AYES IN FAVOR: Mayor Palla, Vice Mayor Russell, Councilmember Brigham, Councilmember Cox, Councilmember Maacks

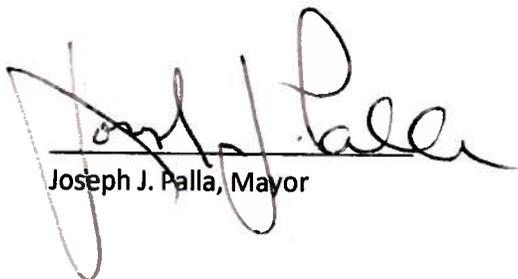
NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:



Joseph J. Palla, Mayor



Roberto J. Bartoli, Jr., Deputy City Clerk



**City Council/Successor Agency
Agenda Item Summary**

Agenda Item: 7
Meeting Date: December 11, 2013

Agenda Section Finance & Administration & Police Subcommittee	Staff Contact Paul Cayler, City Manager
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Agenda Item Title
Action Authorizing the City Manager to Execute a Side Letter of Agreement between the Cloverdale Classified Service Employees Association and the City of Cloverdale Whereby Amending the Memorandum of Understanding for the New Proposed Engineering Technician Job Classification to Be Added to the List of Job Classifications Covered by the Memorandum of Understanding

Summary
In 2011, the Cloverdale Classified Service Employees Association (CCSEA) and the City of Cloverdale negotiated a two year memorandum of understanding (MOU), which expired on June 30, 2013. In May 2013, the MOU was extended for a period of one additional year to June 30, 2014. The City desires to create a new job classification of Engineering Technician in order to assist the City Engineer/Public Works Director perform critical work related to source water development and waste water treatment administration. There is presently an existing unfilled and unfunded job classification known as Planning Technician, which has similar duties. The Planning Technician is included in the list of job classifications covered by the CCSEA MOU. The City Manager conducted meet and confer with representatives of the CCSEA for the purpose of discussing whether the new job classification of Engineering Technician should be covered by the CCSEA MOU, and that the CCSEA be the sole and exclusive bargaining agent the new job classification. The purpose of this agenda item is to bring forward a proposed side letter which will include the Engineering Technician job classification under the classifications covered by the CCSEA MOU. This agenda item is linked to the item which creates the Engineering Technician job description.

Options
Reject the proposed side letter. The City Manager does not recommend this option, because the proposed new proposed job classification of Engineering Technician has similar in duties to an existing job classification of Planning Technician, which is covered by the CCSEA MOU.

Budget/Financial Impact
The proposed side letter will in itself not create a fiscal impact. The proposed action to create a new job classification of Engineering Technician and direction to fill that new job classification will have a fiscal impact. Please see previous agenda item creating the Engineering Technician job description of a discussion of fiscal impact.

Subcommittee Recommendation
None.

Recommended Council Action
The City Manager recommends that the City Council make the following action by minute order:
"Approve the attached side letter agreement and authorize the City Manager to execute the side letter between the Cloverdale Classified Service Employees Association (CCSEA) and the City of Cloverdale."

Attachments:
1. Proposed Side Letter Agreement

cc:

IDEAL CANDIDATE:

The City of Cloverdale, CA is seeking a highly qualified, enthusiastic person to fill its Parks & Maintenance Lead Worker position.

This is a promotional opportunity for current employees only. No outside application will be accepted.

The ideal candidate will have exceptional technical skills and a strong desire to provide superior service to both internal and external customers.

Cloverdale has worked hard at developing a high-performing organization, and employs the use of best practices. We are continuing to build a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business.

If you are a current City of Cloverdale employee and interested in this lead position, we urge you to complete and submit an application.

TO BE CONSIDERED:

Interested and qualified persons are invited to submit a complete City application form to the address below.

Application may be obtained online at <http://www.cloverdale.net>



P. O. Box 217
124 N. Cloverdale Boulevard
Cloverdale, CA 95425

Phone: 707.894.1712
Fax: 707.894.3451
Hours: Mon - Thurs, 8am-5pm



is recruiting for:

Parks & Maintenance Lead Worker Promotional Only Recruitment



FILING DEADLINE:

**Position is open until filled.
First review of applications will be**

March 27, 2017

Job Announcement: Parks & Maintenance Lead Worker

The Cloverdale Community

Incorporated in 1872, the City of Cloverdale, CA is located 80 miles north of San Francisco and 80 miles east of the Pacific coast on Hwy 101. The City is 2.7 square miles, with a population of 8,600.

Cloverdale is ideally situated in the northern Alexander Valley basin in Sonoma County — the heart of the wine country. Recreation opportunities abound in the City and its surroundings, including the 70 acre Russian River Park and 420 acres of protected hillside open space, and beautiful Lake Sonoma, located minutes from town.

Cloverdale's vision is as an arts and culture destination of great natural beauty. Examples of this vision are Cloverdale's 99-seat Performing Arts Center, the Historical Society, downtown art galleries and our proximity to the outdoor recreation opportunities mentioned above.

Cloverdale has a traditional and vocational high school, one junior high, and one elementary school. Santa Rosa Junior College is located 35 miles to the south. Sonoma State University is located about 45 miles south in Rohnert Park.

The Public Works Department

The Department is responsible for planning, designing, construction, operation and maintenance of the City's infrastructure; public streets (including sidewalks, street and traffic signals, signs and pavement markings); the water system (including production, treatment, storage and distribution); the sewer system (including collection, pumping, treatment, and disposal); storm drain; public facilities; municipal airport; parks; lighting & landscaping district (7 zones) engineering; and plan review/building inspection.

The City Organization

The City of Cloverdale operates under the Council-Manager form of government. It is governed by a five-member Council, elected at-large. The Council sets policy and adopts the annual budget.

Paul Cayler has served the community of Cloverdale as City Manager since February of 2013.



The Position

The Parks and Landscape Maintenance Lead Worker performs a variety of duties relating to the upkeep of the City's Landscape and Lighting Districts (L&L Districts) and municipal parks, including planting, pruning of trees and shrubs, deadheading, mowing, weeding, weed-eating, fertilizing, and irrigation system repair; performs other related duties as required.

Example of duties include:

- Creates or oversees the creation of landscape design master plans
- Maintains planted areas, repairs irrigation systems; operates and maintains vehicles; heavy machinery, and a variety of equipment
- Recommends programs, projects, and work assignments; monitors work activities; participates in the selection, training, and evaluation of assigned personnel; recommends disciplinary procedures as is appropriate
- Assesses the health of mature trees under City jurisdiction and takes appropriate action as needed

Education , Experience & Certification

A typical way of obtaining the required qualifications is to possess the equivalent of two years of significant, directly related, and progressive education and experience in plant identification, tree pruning, pest identification and diagnosis, the ability to design and manage planted areas of the City, and a high school diploma or equivalent. A California driver's license is required upon hire; possession of, or ability to obtain, a Qualified Applicators Certificate for pesticides is required; possession of a Certified Arborist Credential, or ability to obtain within two years, is highly desirable.

Compensation

- Hourly Rate: \$31.19—\$37.91
- Total compensation includes generous health benefits and leave accruals
- The Parks and Landscape Maintenance Lead Worker is a represented, FLSA non-exempt position. Must be available for on call. Duty.

Cloverdale is an Equal Opportunity Employer

To Apply:

Interested and qualified persons are invited to submit a complete City application form to the address below or fax to (707)894-3451, attention Personnel .

Application Deadline:

Apply immediately. Position open until filled. First review on March 27, 2017.

124 N. Cloverdale Blvd.
Cloverdale, CA 95425
Phone: 707.894.1712

Recruitment Schedule for Finance Manager

Hire date: 8/28/17 (Paul vacation 8/10 -8/20)

3 weeks between (to Council 8/22/17)

Pre-employment & Notice to previous employer 8/7/17

3 weeks between

Second interview 7/17/17

3 weeks between

First interview 6/26/17

3 weeks between

Recruitment closes 6/5/17

3 weeks between

Recruitment opens 5/15/17 (Linda vacation 5/8 – 5/11)

Possible advertising options:

Craig's List
Western City –League of Cities (contact- Kimberly Brady)
Municipal Management Assoc. of Northern CA (MMANC)
Jobs Available
Indeed website
Monster website
Press Democrat
Ukiah Daily Journal
Cloverdale Reveille
Eureka Times