

CITY OF YUBA CITY
STAFF REPORT

Date: October 5, 2021
To: Honorable Mayor & Members of the City Council
From: Development Services Department
Presentation By: Benjamin Moody, Development Services Director

Summary

Subject: Set Development Liaison salary and add Limited Term Code Enforcement Officer to the Development Services Department Budget

Recommendation: Adopt a Resolution authorizing:

- A. The Finance Director to amend the salary schedule to add Development Liaison position
- B. The Finance Director to add a Limited Term Code Enforcement Officer to the Development Services budget
- C. Authorize the Finance Director to record a supplemental appropriation and transfer funds from the Special Revenue ARPA fund 236 to the General Fund division 1920 for the cost to hire a Limited Term Code Enforcement Officer

Fiscal Impact: The Development Liaison position was budgeted as part of the Fiscal Year 2021/2022 budget process. The Limited Code Enforcement Officer cost is \$89,400 per fiscal year, \$61,892 for FY21/22.

Purpose:

To set the salary for the Development Liaison position and add a Limited Term Code Enforcement Officer to the Development Services Department.

Background:**Development Liaison**

During the FY21/22 budget process, Development Services added a new position, Development Liaison to the department budget. The Development Liaison's purpose is to perform a variety of professional and technical duties in support of building development efforts. This position would assist property owners and developers with navigating the City's processes to aid development projects. While the position was approved by City Council, the Development Liaison's salary needs to be added to the City's publicly available salary schedule.

Limited Term Code Enforcement Officer

Staff has identified the need to hire a Limited Term Code Enforcement Officer to respond to service levels related to Code Enforcement and provide service to the public.

Analysis:

Development Liaison

The salary schedule:

(Note: Effective November 25, 2017, a new 9-step salary schedule was implemented for new City employees hired in any First Level Manager positions. The 9-step salary schedule share both the first step and last step as the 5-step salary schedule.)

Five Step Salary Schedule:

	1	2	3	4	5
JCN	\$5,095	\$5,350	\$5,618	\$5,899	\$6,193
TBD	\$29.39	\$30.87	\$32.41	\$34.03	\$35.73

Nine Step Salary Schedule:

	1	2	3	4	5	6	7	8	9
JCN	\$5,095	\$5,223	\$5,350	\$5,484	\$5,618	\$5,759	\$5,899	\$6,046	\$6,193
TBD	\$29.39	\$30.13	\$30.87	\$31.64	\$32.41	\$33.23	\$34.03	\$34.88	\$35.73

Limited Term Code Enforcement Officer

The Code Enforcement Officer's Limited Term contract would be effective for three years upon hiring. The position's term is anticipated to end unless in FY 24/25 additional time is approved by City Council. The Limited Term position would be paid through original HR1319 funding.

These changes shall become effective with the payroll period beginning October 9, 2021.

Fiscal Impact:

The Development Liaison position was budgeted as part of the Fiscal Year 2021/2022 budget process. The Limited Code Enforcement Officer cost is \$89,400 per fiscal year, \$61,892 for FY21/22.

Alternatives:

Do not approve the salary schedule for the Development Liaison and/or add the Limited Term Code Enforcement Officer and provide staff direction.

Recommendation:

Adopt a Resolution authorizing:

- A. The Finance Director to amend the salary schedule to add Development Liaison position
- B. The Finance Director to add a Limited Term Code Enforcement Officer to the Development Services budget
- C. Authorize the Finance Director to record a supplemental appropriation and transfer funds from the Special Revenue ARPA fund 236 to the General Fund division 1920 for the cost to hire a Limited Term Code Enforcement Officer

Attachments:

- 1. Resolution
- 2. Proposed First Level Management Salary Schedule

Prepared By:

/s/ Natalie Springer
Natalie Springer
Human Resources Director

Department Head
Attorney

Submitted By:

/s/ Dave Vaughn
Dave Vaughn
City Manager

BM
SS by email

ATTACHMENT 1

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE SALARY SCHEDULE TO
INCLUDE A DEVELOPMENT LIAISON AND A LIMITED TERM CODE ENFORCEMENT
OFFICER**

WHEREAS, the City Council approved the Development Liaison position during the budget process; and

WHEREAS, the Development Liaison salary needs to be set by City Council; and

WHEREAS, the Development Services Staff has identified the need for a Code Enforcement Officer to provide services to the public; and

WHEREAS, the Code Enforcement Officer position is limited term and will expire at the end of FY23/24.

NOW THEREFORE, the City Council of Yuba City does resolve as follows:

SECTION I.

A. The City Council approves the Limited Term Code Enforcement Officer position for the Development Services Department budget.

SECTION II.

A. The City Council modifies the City's salary schedule as follows:

1. Add: Development Liaison, First Level Manager

	1	2	3	4	5
JCN	\$5,095	\$5,350	\$5,618	\$5,899	\$6,193
TBD	\$29.39	\$30.87	\$32.41	\$34.03	\$35.73

	1	2	3	4	5	6	7	8	9
JCN	\$5,095	\$5,223	\$5,350	\$5,484	\$5,618	\$5,759	\$5,899	\$6,046	\$6,193
TBD	\$29.39	\$30.13	\$30.87	\$31.64	\$32.41	\$33.23	\$34.03	\$34.88	\$35.73

B. These changes shall become effective with the payroll period beginning October 9, 2021.

SECTION III.

The Director of Finance is hereby authorized and directed to make the necessary salary schedule and budget modifications consistent with this Resolution:

1. Authorize the Finance Director to amend the salary schedule to include a Development Liaison position
2. Authorize the Finance Director to add a Limited Term Code Enforcement Officer to the Development Services budget
3. Authorize the Finance Director to record a supplemental appropriation and transfer funds from the Special Revenue ARPA fund 236 to the General Fund division 1920 for the cost to hire a Limited Term Code Enforcement Officer

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 5th day of October, 2021.

AYES:

NOES:

ABSENT:

Marc Boomgaarden, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT 2

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE OCTOBER 9, 2021**

First Level Management - EMPLOYEES HIRED PRIOR TO NOVEMBER 25, 2017

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS					
			1	2	3	4	5	
6069	ACCOUNTANT II	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6060	ADMINISTRATIVE ANALYST II	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6015	ANIMAL SHELTER SUPERVISOR	FLM	3,850	4,042	4,244	4,456	4,679	Monthly
			22.21	23.32	24.48	25.71	26.99	Hourly
	DEVELOPMENT LIAISON	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6035	COMMUNICATIONS CENTER COORDINATOR	FLM	5,674	5,958	6,256	6,569	6,897	Monthly
			32.73	34.37	36.09	37.90	39.79	Hourly
6090	CONSTRUCTION INSPECTOR-SENIOR	FLM	5,157	5,415	5,686	5,970	6,269	Monthly
			29.75	31.24	32.80	34.44	36.17	Hourly
6044	CRIME ANALYST	FLM	4,293	4,508	4,733	4,970	5,218	Monthly
			24.77	26.01	27.31	28.67	30.11	Hourly
6063	CUSTOMER SERVICE MANAGER	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6120	ENGINEER - ASSOCIATE CIVIL	FLM	6,512	6,838	7,180	7,539	7,916	Monthly
			37.57	39.45	41.42	43.49	45.67	Hourly
6042	FACILITIES MAINTENANCE SUPERVISOR	FLM	5,651	5,934	6,231	6,543	6,870	Monthly
			32.60	34.23	35.95	37.75	39.64	Hourly
6050	FLEET MAINTENANCE SUPERVISOR	FLM	5,651	5,934	6,231	6,543	6,870	Monthly
			32.60	34.23	35.95	37.75	39.64	Hourly
6064*	INFORMATION TECHNOLOGY ANALYST	FLM	5,785	6,074	6,378	6,697	7,032	Monthly
			33.38	35.04	36.80	38.64	40.57	Hourly
6142*	SENIOR INFORMATION TECHNOLOGY ANALYST	FLM	6,364	6,682	7,016	7,367	7,736	Monthly
			36.72	38.55	40.48	42.50	44.63	Hourly

6112	GROUND WATER DIST. SUPERVISOR	FLM	5,814	6,105	6,410	6,731	7,068	Monthly
			33.54	35.22	36.98	38.83	40.77	Hourly
6062	HOUSING PROGRAMS ANALYST II	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6080	LABORATORY MANAGER	FLM	6,547	6,874	7,218	7,579	7,958	Monthly
			37.77	39.66	41.64	43.73	45.91	Hourly
6085	LABORATORY SUPERVISOR	FLM	6,547	6,874	7,218	7,579	7,958	Monthly
			37.77	39.66	41.64	43.73	45.91	Hourly
6040	MAINTENANCE SUPERVISOR-STREETS	FLM	5,651	5,934	6,231	6,543	6,870	Monthly
			32.60	34.23	35.95	37.75	39.64	Hourly
6131	MAINTENANCE SUPERVISOR - WATER DISTRIBUTION 3	FLM	5,119	5,375	5,644	5,926	6,222	Monthly
			29.53	31.01	32.56	34.19	35.90	Hourly
6132	MAINTENANCE SUPERVISOR - WATER DISTRIBUTION 4	FLM	5,247	5,509	5,784	6,073	6,377	Monthly
			30.27	31.78	33.37	35.04	36.79	Hourly
6043	PARKS MAINTENANCE SUPERVISOR	FLM	5,651	5,934	6,231	6,543	6,870	Monthly
			32.60	34.23	35.95	37.75	39.64	Hourly
6095	PERMIT CENTER MANAGER	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6061	PLANNER-ASSOCIATE	FLM	5,095	5,350	5,618	5,899	6,193	Monthly
			29.39	30.87	32.41	34.03	35.73	Hourly
6065	PLANT MAINTENANCE SUPERVISOR	FLM	6,291	6,606	6,936	7,283	7,647	Monthly
			36.29	38.11	40.02	42.02	44.12	Hourly
6030*	RECREATION SUPERVISOR I	FLM	4,853	5,096	5,351	5,619	5,900	Monthly
			28.00	29.40	30.87	32.42	34.04	Hourly
6045*	RECREATION SUPERVISOR II	FLM	5,582	5,861	6,154	6,462	6,785	Monthly
			32.20	33.81	35.50	37.28	39.14	Hourly
6046*	RECREATION SUPERVISOR III	FLM	6,141	6,448	6,770	7,108	7,464	Monthly
			35.43	37.20	39.06	41.01	43.06	Hourly
6210	WASTEWATER COLLECTIONS SUPERVISOR	FLM	6,291	6,606	6,936	7,283	7,647	Monthly
			36.29	38.11	40.02	42.02	44.12	Hourly
6096	WASTEWATER TRT FACILITY CHIEF OPERATOR	FLM	6,955	7,303	7,668	8,051	8,454	Monthly
			40.13	42.13	44.24	46.45	48.77	Hourly

6111	WASTEWATER TRT FACILITY SUPERVISOR	FLM	8,346	8,763	9,201	9,661	10,144	Monthly
			48.15	50.56	53.08	55.74	58.52	Hourly
6041	WATER DISTRIBUTION SUPERVISOR	FLM	6,955	7,303	7,668	8,051	8,454	Monthly
			40.13	42.13	44.24	46.45	48.77	Hourly
6160	WATER TREATMENT FACILITY CHIEF OPERATOR	FLM	6,955	7,303	7,668	8,051	8,454	Monthly
			40.13	42.13	44.24	46.45	48.77	Hourly
6110	WATER TREATMENT FACILITY SUPERVISOR	FLM	8,346	8,763	9,201	9,661	10,144	Monthly
			48.15	50.56	53.08	55.74	58.52	Hourly

Pensionable Compensation for New Members (PEPRA)

A shift differential of 5% of base pay shall be paid to those supervisors who are assigned to work an operator shift from 7:00pm to 7:00am. If a supervisor who is assigned to an operator shift elects to utilize vacation, sick leave, CTO or any other paid leave time, shall not be paid shift differential while on such leave.

Education Pay:

The Communications Center Coordinator (JCN 6035) shall receive education incentive pay.

Education Incentive pay shall be base pay cumulative but not compounded and shall have a 7.5% cap.

POST Public Safety Dispatch Intermediate	2.50%
POST Public Safety Dispatch Advance	2.50%
AA or AS degree	2.50%
BA or BS degree	5.00%

Non-Water FLM employees possessing a D-1, D-2 or D-3 certificate will receive an additional \$50, non cumulative (cap)

First Level Managers who are certified as bilingual will receive a bilingual pay incentive of \$100.00 per month:

* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).

EMPLOYEE BARGAINING GROUPS

CON - Confidential	FLM - 1st Level Manager
PUE, Local #1 - General Employees	PD - Police Department
DH - Department Head	FIRE - Fire Department
MM - Middle Manager	PS - Police Sergeant
FM - Fire Management	

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE OCTOBER 9, 2021**

First Level Management - EMPLOYEES HIRED ON OR AFTER NOVEMBER 25, 2017

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS									
			1	2	3	4	5	6	7	8	9	
6469	ACCOUNTANT II	FLM	5,095	5,223	5,350	5,484	5,618	5,759	5,899	6,046	6,193	Monthly
			29.39	30.13	30.87	31.64	32.41	33.23	34.03	34.88	35.73	Hourly
6460	ADMINISTRATIVE ANALYST II	FLM	5,095	5,223	5,350	5,484	5,618	5,759	5,899	6,046	6,193	Monthly
			29.39	30.13	30.87	31.64	32.41	33.23	34.03	34.88	35.73	Hourly
6415	ANIMAL SHELTER SUPERVISOR	FLM	3,850	3,946	4,042	4,143	4,244	4,350	4,456	4,567	4,679	Monthly
			22.21	22.77	23.32	23.90	24.48	25.10	25.71	26.35	26.99	Hourly
	DEVELOPMENT LIAISON	FLM	5,095	5,223	5,350	5,484	5,618	5,759	5,899	6,046	6,193	Monthly
			29.39	30.13	30.87	31.64	32.41	33.23	34.03	34.88	35.73	Hourly
6435	COMMUNICATIONS CENTER COORDINATOR	FLM	5,674	5,816	5,958	6,107	6,256	6,413	6,569	6,733	6,897	Monthly
			32.73	33.55	34.37	35.23	36.09	37.00	37.90	38.84	39.79	Hourly
6490	CONSTRUCTION INSPECTOR-SENIOR	FLM	5,157	5,286	5,415	5,551	5,686	5,828	5,970	6,119	6,269	Monthly
			29.75	30.50	31.24	32.03	32.80	33.62	34.44	35.30	36.17	Hourly
6444	CRIME ANALYST	FLM	4,293	4,401	4,508	4,621	4,733	4,852	4,970	5,094	5,218	Monthly
			24.77	25.39	26.01	26.66	27.31	27.99	28.67	29.39	30.11	Hourly
6463	CUSTOMER SERVICE MANAGER	FLM	5,095	5,223	5,350	5,484	5,618	5,759	5,899	6,046	6,193	Monthly
			29.39	30.13	30.87	31.64	32.41	33.23	34.03	34.88	35.73	Hourly
6520	ENGINEER - ASSOCIATE CIVIL	FLM	6,512	6,675	6,838	7,009	7,180	7,360	7,539	7,728	7,916	Monthly
			37.57	38.51	39.45	40.44	41.42	42.46	43.49	44.58	45.67	Hourly
6442	FACILITIES MAINTENANCE SUPERVISOR	FLM	5,651	5,793	5,934	6,083	6,231	6,387	6,543	6,707	6,870	Monthly
			32.60	33.42	34.23	35.09	35.95	36.85	37.75	38.69	39.64	Hourly
6450	FLEET MAINTENANCE SUPERVISOR	FLM	5,651	5,793	5,934	6,083	6,231	6,387	6,543	6,707	6,870	Monthly
			32.60	33.42	34.23	35.09	35.95	36.85	37.75	38.69	39.64	Hourly
6464*	INFORMATION TECHNOLOGY ANALYST	FLM	5,785	5,930	6,074	6,226	6,378	6,538	6,697	6,864	7,032	Monthly
			33.38	34.21	35.04	35.92	36.80	37.72	38.64	39.60	40.57	Hourly
6542	SENIOR INFORMATION TECHNOLOGY ANALYST	FLM	6,364	6,523	6,682	6,849	7,016	7,192	7,367	7,551	7,736	Monthly
			36.72	37.63	38.55	39.51	40.48	41.49	42.50	43.56	44.63	Hourly
6512	GROUND WATER DIST. SUPERVISOR	FLM	5,814	5,960	6,105	6,258	6,410	6,571	6,731	6,899	7,068	Monthly
			33.54	34.38	35.22	36.10	36.98	37.91	38.83	39.80	40.77	Hourly

6462	HOUSING PROGRAMS ANALYST II	FLM	5,095 29.39	5,223 30.13	5,350 30.87	5,484 31.64	5,618 32.41	5,759 33.23	5,899 34.03	6,046 34.88	6,193 35.73	Monthly Hourly
6480	LABORATORY MANAGER	FLM	6,547 37.77	6,711 38.72	6,874 39.66	7,046 40.65	7,218 41.64	7,399 42.69	7,579 43.73	7,769 44.82	7,958 45.91	Monthly Hourly
6485	LABORATORY SUPERVISOR	FLM	6,547 37.77	6,711 38.72	6,874 39.66	7,046 40.65	7,218 41.64	7,399 42.69	7,579 43.73	7,769 44.82	7,958 45.91	Monthly Hourly
6440	MAINTENANCE SUPERVISOR-STREETS	FLM	5,651 32.60	5,793 33.42	5,934 34.23	6,083 35.09	6,231 35.95	6,387 36.85	6,543 37.75	6,707 38.69	6,870 39.64	Monthly Hourly
6531	MAINTENANCE SUPERVISOR - WATER DISTRIBUTION 3	FLM	5,119 29.53	5,247 30.27	5,375 31.01	5,510 31.79	5,644 32.56	5,785 33.38	5,926 34.19	6,074 35.04	6,222 35.90	Monthly Hourly
6532	MAINTENANCE SUPERVISOR - WATER DISTRIBUTION 4	FLM	5,247 30.27	5,378 31.03	5,509 31.78	5,647 32.58	5,784 33.37	5,929 34.21	6,073 35.04	6,225 35.91	6,377 36.79	Monthly Hourly
6443	PARKS MAINTENANCE SUPERVISOR	FLM	5,651 32.60	5,793 33.42	5,934 34.23	6,083 35.09	6,231 35.95	6,387 36.85	6,543 37.75	6,707 38.69	6,870 39.64	Monthly Hourly
6495	PERMIT CENTER MANAGER	FLM	5,095 29.39	5,223 30.13	5,350 30.87	5,484 31.64	5,618 32.41	5,759 33.23	5,899 34.03	6,046 34.88	6,193 35.73	Monthly Hourly
6461	PLANNER-ASSOCIATE	FLM	5,095 29.39	5,223 30.13	5,350 30.87	5,484 31.64	5,618 32.41	5,759 33.23	5,899 34.03	6,046 34.88	6,193 35.73	Monthly Hourly
6465	PLANT MAINTENANCE SUPERVISOR	FLM	6,291 36.29	6,449 37.21	6,606 38.11	6,771 39.06	6,936 40.02	7,110 41.02	7,283 42.02	7,465 43.07	7,647 44.12	Monthly Hourly
6430	RECREATION SUPERVISOR I	FLM	4,853 28.00	4,975 28.70	5,096 29.40	5,224 30.14	5,351 30.87	5,485 31.64	5,619 32.42	5,760 33.23	5,900 34.04	Monthly Hourly
6445	RECREATION SUPERVISOR II	FLM	5,582 32.20	5,722 33.01	5,861 33.81	6,008 34.66	6,154 35.50	6,308 36.39	6,462 37.28	6,624 38.22	6,785 39.14	Monthly Hourly
6446	RECREATION SUPERVISOR III	FLM	6,141 35.43	6,295 36.32	6,448 37.20	6,609 38.13	6,770 39.06	6,939 40.03	7,108 41.01	7,286 42.03	7,464 43.06	Monthly Hourly
6610	WASTEWATER COLLECTIONS SUPERVISOR	FLM	6,291 36.29	6,449 37.21	6,606 38.11	6,771 39.06	6,936 40.02	7,110 41.02	7,283 42.02	7,465 43.07	7,647 44.12	Monthly Hourly
6496	WASTEWATER TRT FACILITY CHIEF OPERATOR	FLM	6,955 40.13	7,129 41.13	7,303 42.13	7,486 43.19	7,668 44.24	7,860 45.35	8,051 46.45	8,252 47.61	8,454 48.77	Monthly Hourly
6511	WASTEWATER TRT FACILITY SUPERVISOR	FLM	8,346 48.15	8,555 49.36	8,763 50.56	8,982 51.82	9,201 53.08	9,431 54.41	9,661 55.74	9,902 57.13	10,144 58.52	Monthly Hourly

6441	WATER DISTRIBUTION SUPERVISOR	FLM	6,955	7,129	7,303	7,486	7,668	7,860	8,051	8,253	8,454	Monthly
			40.13	41.13	42.13	43.19	44.24	45.35	46.45	47.61	48.77	Hourly
6560	WATER TREATMENT FACILITY CHIEF OPERATOR	FLM	6,955	7,129	7,303	7,486	7,668	7,860	8,051	8,252	8,454	Monthly
			40.13	41.13	42.13	43.19	44.24	45.35	46.45	47.61	48.77	Hourly
6510	WATER TREATMENT FACILITY SUPERVISOR	FLM	8,346	8,555	8,763	8,982	9,201	9,431	9,661	9,902	10,144	Monthly
			48.15	49.36	50.56	51.82	53.08	54.41	55.74	57.13	58.52	Hourly

Pensionable Compensation for New Members (PEPRA)

A shift differential of 5% of base pay shall be paid to those supervisors who are assigned to work an operator shift from 7:00pm to 7:00am.
 If a supervisor who is assigned to an operator shift elects to utilize vacation, sick leave, CTO or any other paid leave time, shall not be paid shift differential while on such leave.

Education Pay:

The Communications Center Coordinator (JCN 6035) shall receive education incentive pay.
 Education Incentive pay shall be base pay cumulative but not compounded and shall have a 7.5% cap.

POST Public Safety Dispatch Intermediate	2.50%
POST Public Safety Dispatch Advance	2.50%
AA or AS degree	2.50%
BA or BS degree	5.00%

Non-Water FLM employees possessing a D-1, D-2 or D-3 certificate will receive an additional \$50, non cumulative (cap)

First Level Managers who are certified as bilingual will receive a bilingual pay incentive of \$100.00 per month:

* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).

EMPLOYEE BARGAINING GROUPS

CON - Confidential	FLM - 1st Level Manager
PUE, Local #1 - General Employees	PD - Police Department
DH - Department Head	FIRE - Fire Department
MM - Middle Manager	PS - Police Sergeant
FM - Fire Management	