

CITY OF YUBA CITY  
STAFF REPORT

**Date:** March 1, 2022  
**To:** Honorable Mayor & Members of the City Council  
**From:** Public Works Department  
**Presentation By:** Ben Moody, Public Works & Development Services Director

---

**Summary**

**Subject:** Environmental Compliance Division Personnel  
**Recommendation:** Adopt a Resolution authorizing the reclassification of existing employees and authorizing the Finance Director to amend the salary schedule to reflect the creation of the Environmental Compliance Division within the Public Works Department as outlined in the staff report  
**Fiscal Impact:** \$10,100 adjustment from the adopted FY 21/22 budget  
Existing budgeted funds will be utilized for FY 21/22 – Account No. 8130 (Environmental Compliance)

---

**Purpose:**

To provide the classification and compensation options necessary to monitor and address environmental compliance and regulatory requirements for the City's utilities infrastructure and its users.

**Council's Strategic Goals:**

This item addresses the City Council's Strategic Goals of Public Safety and Fiscal Responsibility by ensuring that the City recruits and trains the highly qualified team essential for maintaining the health and welfare of the City's residents and businesses through proactive compliance with local, state, and federal regulations and requirements.

**Background:**

The Public Works Department has identified the need to modify the organizational structure of the Utilities Divisions in order to address ongoing and increasing operational needs regarding local, state, and federal environmental regulations and programs for water, wastewater, and stormwater. The Department believes that a consolidated Environmental Compliance Division is key to ensure that these compliance requirements, reporting, and activities are accomplished in the most efficient and comprehensive manner.

Presently, these legal requirements are handled by various staff members throughout Public Works, rather than coordinated by a single division. Two current staff members are dedicated particularly to

utilities compliance-related activities, the Regulatory Compliance Administrator and the Pretreatment Coordinator, although they are not in the same division and do not directly report to one another. The pretreatment program also requires field inspections, which have in recent years been contracted in-house to other Public Works staff from the Wastewater Collections division and part-time employees.

In order to consolidate these related operational needs, Public Works requested three (3) full-time personnel changes and the necessary budgetary adjustments as part of the Fiscal Year 21/22 budget adoption process. These approved requests created the framework for the Environmental Compliance Division, budgeted as Account No. 8130 (formerly Pretreatment). The personnel changes approved in the budget are:

<b>Fiscal Year 21/22 Approved Personnel Changes</b>			
<b>Action(s)</b>	<b>New Position</b>	<b>Old Position</b>	<b>Bargaining Unit</b>
Title Change & Reallocate from 7120/8120 to 8130	Environmental Compliance Manager	Regulatory Compliance Administrator	Mid-Managers
Reclassification	Environmental Compliance Coordinator	Pretreatment Coordinator	First Level Managers (formerly Local 1)
New	Environmental Compliance Inspector	None	Local 1

Staff has communicated with the affected bargaining units regarding the proposed changes and the incumbent employees. Details about each position are outlined in the Analysis below.

**Analysis:**

Environmental Compliance Manager:

The Regulatory Compliance Administrator position was created in 2016 in order to manage and complete the numerous administrative and permitting requirements for the City’s water, wastewater, and stormwater treatment processes and infrastructure, but was vacated from 2017 until 2020 due to retirement. During the vacancy, necessary tasks were managed by existing staff and consultants, including the City’s former Utilities Director, while the Department focused on recruiting and reorganizing the administrative structure of the Utilities Divisions. Public Works elected to fill the position in 2020 and work toward establishing a more effective and comprehensive system for managing the environmental and regulatory requirements for the City’s utilities.

Staff recommends that the Regulatory Compliance Administrator title be changed to Environmental Compliance Manager to better fit the newly created division’s purpose and structure, and the job description and salary schedule will otherwise remain the same. The Environmental Compliance Manager will continue to report directly to the Deputy Public Works Director - Utilities and will directly supervise the Environmental Compliance Coordinator.

Environmental Compliance Coordinator:

The existing Pretreatment Coordinator position manages the City’s wastewater pretreatment program, which works to prevent the buildup of Fats, Oils, and Grease (FOG) in the wastewater system due to industrial and food-service users through pretreatment equipment, testing, and reporting in order to avoid NPDES permit violations and systemwide treatment issues. While the incumbent is currently supervised by the Laboratory Supervisor, Public Works believes that the staff position will be better utilized as a more broadly focused role to coordinate City and customer compliance with environmental regulations by working in conjunction with the Environmental Compliance Manager on both pretreatment and other programs.

Staff is requesting that the line staff Pretreatment Coordinator position and incumbent be reclassified as a first-level management Environmental Compliance Coordinator, with the intent that they will report directly to the Environmental Compliance Manager and directly supervise the Environmental Compliance Inspector. The proposed salary schedule is set 15% above the Environmental Compliance Inspector salary schedule (Attachment 1).

**Environmental Compliance Inspector:**

The pretreatment program currently requires field inspections of FOG-producing food-service facilities to ensure their compliance with the wastewater Municipal Code and permit requirements. In recent years, those duties have been performed by either temporary/part-time employees or full-time staff from other Public Works divisions, such as Wastewater Collections. Pretreatment inspection has been most successful when it is a consistent employee, as they are able to build a working relationship with local businesses and customers and have a stronger base of knowledge. Other environmental programs also require field work at times for testing and inspection, such as documenting potential stormwater violations, and these tasks could be better accomplished by a single employee focused on environmental compliance, rather than spread among available staff.

Public Works was approved for a new Environmental Compliance Inspector position during the Fiscal Year 21/22 budget adoption, which was budgeted at the same salary schedule as the Wastewater Collections Operator III, as they have similar minimum qualifications and job duties. The Wastewater Collections Operator series received a salary schedule adjustment with the approval of the Local 1 employee contract in July 2021, after the budget was approved, and staff is requesting that the budgeted salary for the Environmental Compliance Inspector be similarly increased to mirror the current Wastewater Collections Operator III schedule (Attachment 1).

Public Works will coordinate with the Human Resources Department to fill the position upon Council approval.

**Fiscal Impact:**

Due to the changes in the salary schedule described above, salary and benefits costs for the Environmental Compliance Division staff increased by \$10,100 from the budgeted amounts approved in the Fiscal Year 21/22 budget. Cost savings from the open Environmental Compliance Inspector position will fund the increased salaries for the remainder of Fiscal Year 21/22. The cost breakout per position is delineated in the attached Cost Estimate (Attachment 3).

Costs have been budgeted and distributed through Account No. 8130 (Environmental Compliance), funded per the City's Cost Allocation Plan to match the Environmental Compliance Division's water, wastewater, and capital improvement project labor.

**Alternatives:**

1. Do not approve one or more of the proposed salary schedules and provide alternative direction to staff.
2. Direct staff not to fill the new Environmental Compliance Inspector position and continue using alternative personnel means to fulfill field duties.

**Recommendation:**

Adopt a Resolution authorizing the reclassification of existing employees and authorizing the Finance Director to amend the salary schedule to reflect the creation of the Environmental Compliance Division

within the Public Works Department as outlined in the staff report.

**Attachments:**

1. Resolution - Environmental Compliance Personnel
2. Utilities Organizational Chart - Environmental Compliance Personnel
3. Cost Estimate - Environmental Compliance Personnel

Prepared By:  
Scarlett O. Harris  
Administrative Analyst I

Submitted By:  
Diana Langley  
City Manager

# ATTACHMENT 1

**RESOLUTION NO. 22-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AUTHORIZING THE FINANCE DIRECTOR TO AMEND THE SALARY SCHEDULE TO  
REFLECT ORGANIZATIONAL CHANGES WITHIN THE PUBLIC WORKS  
DEPARTMENT TO CREATE AN ENVIRONMENTAL COMPLIANCE DIVISION**

WHEREAS, the Public Works Department has identified the need to modify the organizational structure of the Utilities Divisions in order to address ongoing and increasing operational needs regarding local, state, and federal environmental regulations and programs for water, wastewater, and stormwater; and

WHEREAS, the City Council approved three (3) personnel changes in the Fiscal Year 21/22 budget within the Public Works Department in order to create an Environmental Compliance Division.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

SECTION I.

Reclassify the Regulatory Compliance Administrator to an Environmental Compliance Manager and eliminate the Regulatory Compliance Administrator due to the reclassification.

SECTION II.

Reclassify the Pretreatment Coordinator to an Environmental Compliance Coordinator and eliminate the Pretreatment Coordinator due to the reclassification.

SECTION III.

Approve modification of the City's salary schedule to reflect the organizational changes and new or updated job classifications.

ENVIRONMENTAL COMPLIANCE MANAGER:

ADD:

JCN	TITLE	1	2	3	4	5	6	7	8	9
TBD	Environmental Compliance Manager	\$7,775	\$8,164	\$8,572	\$9,001	\$9,451				
		\$44.86	\$47.10	\$49.45	\$51.93	\$54.52				
JCN	TITLE	1	2	3	4	5	6	7	8	9
TBD	Environmental Compliance Manager	\$7,775	\$7,970	\$8,164	\$8,368	\$8,572	\$8,787	\$9,001	\$9,226	\$9,451
		\$44.86	\$45.98	\$47.10	\$48.28	\$49.45	\$50.69	\$51.93	\$53.23	\$54.52

ENVIRONMENTAL COMPLIANCE COORDINATOR:

ADD:

JCN	TITLE	1	2	3	4	5				
TBD	Environmental Compliance Coordinator	\$6,240	\$6,552	\$6,880	\$7,224	\$7,585				
		\$36.00	\$37.80	\$39.69	\$41.68	\$43.76				
JCN	TITLE	1	2	3	4	5	6	7	8	9
TBD	Environmental Compliance Coordinator	\$6,240	\$6,396	\$6,552	\$6,716	\$6,880	\$7,052	\$7,224	\$7,405	\$7,585
		\$36.00	\$36.90	\$37.80	\$38.75	\$39.69	\$40.68	\$41.68	\$42.72	\$43.76

ENVIRONMENTAL COMPLIANCE INSPECTOR:

ADD:

JCN	TITLE	1	2	3	4	5				
TBD	Environmental Compliance Inspector	\$5,427	\$5,698	\$5,983	\$6,282	\$6,596				
		\$31.31	\$32.87	\$34.52	\$36.24	\$38.05				
JCN	TITLE	1	2	3	4	5	6	7	8	9
TBD	Environmental Compliance Inspector	\$5,427	\$5,563	\$5,698	\$5,841	\$5,983	\$6,133	\$6,282	\$6,439	\$6,596
		\$31.31	\$32.09	\$32.87	\$33.70	\$34.52	\$35.38	\$36.24	\$37.15	\$38.05

SECTION IV.

The above modifications shall become effective with the payroll period beginning March 12, 2022.

The Finance Director is hereby authorized to amend the salary schedule to reflect the adjustments, establish the salary steps, and make the supplemental appropriations as outlined in the staff report and resolution.

The foregoing 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 1<sup>st</sup> day of March, 2022.

AYES:

NOES:

ABSENT:

---

Dave Shaw, Mayor

ATTEST:

---

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM  
COUNSEL FOR YUBA CITY:

---

Stacey Sheston  
BB&K, Special Counsel



## ATTACHMENT 2



## ATTACHMENT 3

**WASTEWATER REORGANIZATION  
ENVIRONMENTAL COMPLIANCE - 8130**

<b>Position</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
Environmental Compliance Manager	\$ 117,100	\$ 34,100	\$ 151,200
<b>FY 21/22 Budget</b>	<b>\$ 117,100</b>	<b>\$ 34,100</b>	<b>\$ 151,200</b>
<b>Net Change</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Environmental Compliance Coordinator	\$ 91,400	\$ 30,300	\$ 121,700
<b>FY 21/22 Budget</b>	<b>\$ 82,992</b>	<b>\$ 33,708</b>	<b>\$ 116,700</b>
<b>Net Change</b>	<b>\$ 8,408</b>	<b>\$ (3,408)</b>	<b>\$ 5,000</b>
Environmental Compliance Inspector	\$ 79,500	\$ 27,300	\$ 106,800
<b>FY 21/22 Budget</b>	<b>\$ 73,237</b>	<b>\$ 28,463</b>	<b>\$ 101,700</b>
<b>Net Change</b>	<b>\$ 6,263</b>	<b>\$ (1,163)</b>	<b>\$ 5,100</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 273,329</b>	<b>\$ 96,271</b>	<b>\$ 369,600</b>
<b>Adjustment from Adopted Budget 21/22</b>	<b>\$ 14,671</b>	<b>\$ (4,571)</b>	<b>\$ 10,100</b>