



AGENDA  
NEWMAN CITY COUNCIL, SPECIAL MEETING  
MAY 13, 2008  
6:30 P.M.  
CITY HALL CONFERENCE ROOM  
1162 MAIN STREET

1. Call To Order.
2. Roll Call.
3. Items From The Public.
4. Adjourn To Closed Session
  - a. Public Employee Personnel Evaluation (City Manager) G.C. 54957.
  - b. Return To Regular Session.
5. Adjournment.

**AGENDA**  
**NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY**  
**REGULAR MEETING OF MAY 13, 2008**  
**CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET**

1. Call To Order.
2. Pledge Of Allegiance.
3. Invocation.
4. Roll Call.
5. Declaration Of Conflicts Of Interest.
6. Ceremonial Matters.
  - a. Proclamation Declaring May Asthma Month - Bernice Arnett
7. Items from the Public - Non-Agenda Items.
8. Consent Calendar
  - a. Waive All Readings Of Ordinances And Resolutions Except By Title.
  - b. Approval Of Warrants.
  - c. Approval Of Minutes Of The April 22, 2008 Regular Meeting.
9. Public Hearings
  - a. Adopt Resolution No. 2008- , A Resolution Declaring The Existence Of A Public Nuisance Under Ordinance No. 95-4.
10. Regular Business
  - a. Review And Consider For Approval The Completed Classification And Compensation Study
  - b. Adopt Resolution No. 2008- , A Resolution Amending The Annual Transportation Claim And Authorizing The City Manager To Execute The Same On Behalf Of The City Of Newman
  - c. Adopt Resolution No. 2007- , Declaring Certain Personal Property Surplus Property And Authorizing Disposal, or Sale Of Property.
  - d. Report On Transfer Of Property To School District.
  - e. Report On U.S. Club Soccer League (Newman Nitro).
11. Items From The City Manager And Staff.
12. Items From City Council Members.
13. Adjournment.

## Calendar of Events

May 8 - Recreation Commission - 7:00 p.m.  
May 12 - NCLUSD Board Meeting - 7:15 p.m.  
May 13 - City Council - 7:00 p.m..  
May 14 - Baseball Board Meeting - 7:00 p.m.  
May 15 - Planning Commission - 7:00 p.m.  
May 19 - Two On Two Meeting With The School Board 4:30 p.m.  
May 25 - Fun Run - 9:00 a.m.  
May 27 - City Council - 7:00 p.m.

June 6 - Orestimba Flood Control -1:00 p.m.  
June 8 - City Softball Game  
June 9 - NCLUSD Board Meeting - 7:15 p.m.  
June 10 - City Council - 7:00 p.m..  
June 11 - Baseball Board Meeting - 7:00 p.m.  
June 12 - Recreation Commission - 7:00 p.m.  
June 19 - Planning Commission - 7:00 p.m.  
June 24 - City Council - 7:00 p.m.

# Proclamation

## of the Mayor of the City of Newman

WHEREAS, Asthma has reached epidemic proportions in the United States, affecting about 20 million people; and

WHEREAS, Asthma is the leading cause of childhood hospitalizations, long-term illness and school absenteeism, accounting for more than 14 million missed school days each year; and

WHEREAS, each year 2 million people are rushed to the emergency room and 5,000 die from Asthma; and

WHEREAS, the American Lung Association estimates that 42,000 people in Stanislaus County have asthma, of which 14,000 are children (CA Health Interview Survey (2005)); and

WHEREAS, the Health Services Agency has established an Asthma Coalition with over 60 representatives from the community, providers, health plans, American Cancer Society, American Lung Association, County and City schools, and the Central California Asthma Project to implement the School Based Asthma Program developed in the Coalition's 2004 Strategic Plan for Asthma in Stanislaus County; and

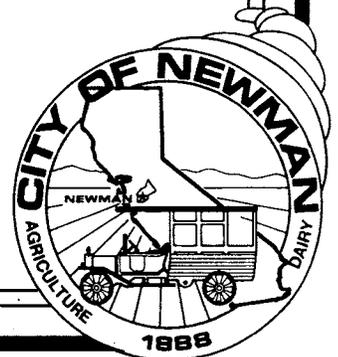
WHEREAS, the mission of the Stanislaus County Asthma Coalition is "to create an Asthma-friendly community by promoting awareness, education, management and prevention"; and

WHEREAS, the Health Services Agency, the Asthma Coalition, and the U.S. Environmental Protection Agency are encouraging Americans to identify and reduce their exposures to environmental triggers in homes and schools, and incorporate environmental controls into their Asthma management plans;

NOW, THEREFORE, I John Fantazia, Mayor, on behalf of the Newman City Council, do hereby proclaim the month of May as Asthma Awareness Month in the City of Newman and commend this observance to all our residents.

Signed the 13<sup>th</sup> day of May, 2008

Signed \_\_\_\_\_



Date.: May 1, 2008  
Time.: 9:58 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 1  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
033940	05/01/08	-300.00	DIABLO GRANDE/GOLF	Ck# 033940 Reversed
033981	04/21/08	271.87	TERRY HEIBERGER (NT)	REIMBURSE REFRESHMENTS FOR SWEARING-IN CEREMONY
033982	04/22/08	204.95	COMMERCIAL NEWSPAPER	ORESTIMBA HIGH SCHOOL SPORTS POSTER AD
033983	04/22/08	510.63	CITY OF NEWMAN-PETTY CASH	MEALS/POSTAGE/SUPPLIES/CAR WASHES
033984	04/23/08	680.29	UNITED STATES POSTMASTER	UTILITY BILL MAILING/APRIL 2008
033985	04/23/08	880.00	IVAN O. MENDEZ	CONSTRUCTION SERVICES FOR 2 DUG-OUTS @MATTERI FIEL
033986	04/24/08	90.00	STANISLAUS CIVITAN CLUB	MEALS/LAW DAY 2007 OFFICER OF THE YEAR LUNCHEON
033987	04/25/08	1933.75	STAN CNTY CLERK RECORDER	POST MITIGATED NEGATIVE DECLARATION/COUNTY POST FE
033988	04/25/08	256.93	BUSINESS CARD	COURSE REGISTRATION/PARKING/MEALS/PD
033989	04/25/08	3200.00	US BANK	HSA ACCOUNT/A. MCGILL
033990	04/28/08	75.00	LANCE PERRY (NT)	PER DIEM/CALIF RURAL WATER ASSOC/L. PERRY
033991	04/28/08	24.00	STAN CNTY CLERK RECORDER	FILING OF FEES/OATH/NOTARY/TORRES
033992	04/28/08	7.00	STAN CNTY CLERK RECORDER	RECORDING FEE/NOTARY BOND/TORRES

Sub-Total: 7834.42

Grn-Total: 7834.42

Count: 13

Date.: May 9, 2008  
Time.: 10:01 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 1  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
033993	05/02/08	130.00	JOHN LEMUS (NT)	REIMBURSE VEHICLE DETAIL/PD/LEMUS
033994	05/09/08	.00	VOIDED CHECK	
033995	05/09/08	.00	VOIDED CHECK	
033996	05/09/08	16739.95	ABBOTT & KINDERMANN, LLP	RDA-DRISKETT AVE LMN/PROFESSIONAL SERVICES/APR 08
033997	05/09/08	100.00	LILIA ALVAREZ	REFUND ADDITIONAL DEPOSIT/04/12/08/L. ALVAREZ
033998	05/09/08	19.97	ARROWHEAD MOUNTAIN SPRING	BOTTLED WATER/MARCH 2008/PD
033999	05/09/08	284.34	AT&T MOBILITY	WIRELESS ACCESS/PD CARS/3/3/08 TO 4/02/08
034000	05/09/08	144.03	AT&T	EMERGENCY LINE/PD 04/07/08 TO 05/06/08
034001	05/09/08	.00	VOIDED CHECK	
034002	05/09/08	55.60	AT&T/MCI	TELEPHONE SERVICE/SENIOR CENTER/MARCH 2008
034002	05/09/08	625.78	AT&T/MCI	MONTHLY TELEPHONE SERVICE/MARCH 08
034003	05/09/08	29.10	AT&T LONG DISTANCE	LONG DISTANCE SERVICE/MARCH 2008
034004	05/09/08	48505.83	BERTOLDTTI DISPOSAL	GARBAGE SERVICE/APRIL 2008
034005	05/09/08	15.31	B G AUTO	7 RV BLADE/SEWER MACHINE
034006	05/09/08	852.82	BIGELOW CHEVROLET, INC	POWER STEERING PUMP/LABOR/PO
034007	05/09/08	440.00	BJ'S CONSUMER'S CHOICE IN	PEST CONTROL SERVICES/APRIL 2008
034008	05/09/08	42.50	BORGE'S GLASS & MIRROR	REPAIR BROKEN WINDOW/MEMORIAL BLDG
034009	05/09/08	2489.02	BOYLE ENGINEERING CORPORATION	PLAZA 10-INCH WATERLINE REPLACE/LOT LINE ADJS
034010	05/09/08	7361.77	W.H. BRESHEARS, INC.	GAS AND DIESEL PURCHASES/APRIL 2008
034011	05/09/08	63.75	BURTON'S FIRE, INC	WORK ON LIGHT TOWER/FD
034012	05/09/08	100.00	JEFF CARTER	PARKING LOT RENT/MAY 2008
034013	05/09/08	37.00	SANTIAGO CASTILLO	ADULT BASKETBALL REF/S. CASTILLO
034014	05/09/08	247.00	CBA (ADMIN FEES)	DENTAL-VISION ADMIN FEES/MAY 2008

Date.: May 9, 2008  
Time.: 10:01 am  
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CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 2  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
034015	05/09/08	278.30	C B MERCHANT SERVICES,INC	REIMBURSE BAD DEBT
034016	05/09/08	135.00	CDW GOVERNMENT, INC	WATCHGUARD FIREBOX WEBBLOCKER/TEEN CENTER
034017	05/09/08	473.81	CENTRAL SANITARY SUPPLY	CANLINERS/PAPER TOWELS/HANDSOAP
034018	05/09/08	793.01	CHEVRON	GAS PURCHASES/MARCH & APRIL 08/PD
034019	05/09/08	265.00	CNE CERTIFIED MAINTENANCE CO	MTG WITH CITY/PLAN OVERVIEW/WHEEL CHAIR LIFT/MUSEU
034020	05/09/08	50.00	CARL J. COELHO (CHUCK)	Veh Operation FIRE/MAY 2008
034021	05/09/08	144.47	DIVERSIFIED RISK INSURANC	LIABILITY INS/VELASQUEZ/04/26/08
034022	05/09/08	2130.95	DENNIS BORRELLI	DUST OFF APPLICATION/WWTP
034023	05/09/08	3441.48	E&M ELECTRIC, INC.	STREET LIGHT REPAIRS/CLOCK/BOASTER PUMP/BUSH PARK
034024	05/09/08	320.55	ECONOMIC TIRE SHOP	TIRE REPAIRS/NEW TIRES/
034025	05/09/08	47009.08	ECO:LOGIC, INC	PROFESSIONAL SERVICE/WATER/DISPOSAL MASTER PLANS
034026	05/09/08	308.56	ENTENMANN-ROVIN CO.	BADGE AND BADGE CASE/PD
034027	05/09/08	44.95	FIREtoWIRE, INC	E-MAIL FOR LIFE/WEB HOSTING 4/17/08-5/17/08
034028	05/09/08	779.60	FITNESS FINDERS, INC	PO #08-83
034029	05/09/08	50.00	FLEX ONE/AFLAC	UNREIMBURSE MEDICAL EXPENSE ADMIN FEE
034030	05/09/08	1485.00	FRASER & ASSOCIATES	PREPARATION OF ANALYSIS OF HOUSING PROJECT
034031	05/09/08	564.16	GARTON TRACTOR	SPRING TOOTH/HYDROLIC OIL LINE REPAIR/STREET SWEEP
034032	05/09/08	131.12	GOLDEN STATE IRRIGATION	TEFLON TAPE/MISC PVC PARTS
034033	05/09/08	567.09	GRANDEFLOW	500 ACCTS PAYABLE/500 PAYROLL CHECKS
034034	05/09/08	77.85	GROENIGER & CO.	4" END CAP/4" RED GLAND/2" GALV THRD PLUG/WATER DE
034035	05/09/08	588.37	HACH COMPANY	PO #08-77
034036	05/09/08	840.00	HARRITY CONSULTING	INVOICE FOR PROFESSIONAL SERVICES/APR 2008
034037	05/09/08	258.79	IKON OFFICE SOLUTIONS	COPIER LEASE/CITY HALL/4/10/08-5/09/08

Date.: May 9, 2008  
Time.: 10:01 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 3  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
034038	05/09/08	950.00	JOE'S LANDSCAPING &	WEED ABATMENT @660 HARDIN/1432 R ST
034039	05/09/08	.00	VOIDED CHECK	
034040	05/09/08	600.92	JORGENSEN & COMPANY	FIRE EXTINGUISHER ANNUAL SERVICE/THEATER/PW/WWTP
034041	05/09/08	581.00	KAISER PERMANENTE	HEALTH INSURANCE PREMIUM/JUNE 2008
034042	05/09/08	3705.00	KOFF & ASSOCIATES, INC	PROGRESS ON FINAL REPORT/COMPENSTION STUDY
034043	05/09/08	34.52	EDGAR LOPEZ (NT)	MEAL REIMBURSEMENT/TRAINING 4/8/08-4/11/08/LOPEZ
034044	05/09/08	56.00	MIKE MAIER (NT)	TRAVEL REIMBURSEMENT/M. MAIER
034045	05/09/08	37.93	MALLARD EXPRESS AUTO	OIL AND FILTER CHANGE/PD
034046	05/09/08	114.10	LANA MAYS	REIMBURSEMENT LODGING/EXPLORER CHALLENGE/MAYS
034047	05/09/08	16.00	KRISTEN MODRE	ADULT BASKETBALL SCOREKEEPER/MOORE
034048	05/09/08	16.00	CORAL MUNOZ	ADULT BASKETBALL SCOREKEEPER/MUNOZ
034049	05/09/08	604.91	NEWMAN G&G AUTO PARTS	ANTIFREEZE/WATER PUMP/EDGER BLADE/BRAKE FLUID
034050	05/09/08	.00	VOIDED CHECK	
034051	05/09/08	511.81	NEWMAN ACE HARDWARE/JACT, INC	BAGS/PAINT SPRAYER/TRMR LINE/BATTERIES/PRUNER/
034052	05/09/08	37.47	NOB HILL	SUPPLIES FOR ROCIO LUNCHEON/PD
034053	05/09/08	471.48	NORMAC, INC.	PEB VALVE/SUPPLIES FOR DRISKELL LANDSCAPE
034054	05/09/08	855.00	NSI-SYSTEMS, INC.	TROUBLESHOOT DVR RECORD ISSUES/ADJ IP PTZ/PD
034055	05/09/08	48.00	STEPHANIE OCASIO	MILEAGE AND PARKING REIMBURSEMENT/OCASIO
034055	05/09/08	73.25	STEPHANIE OCASIO	MILEAGE/PARKING REIMBURSEMENT/4/25 TO 5/2/08/OCASI
034056	05/09/08	1439.00	OPERATING ENGINEERS/	HEALTH INSURANCE PREMIUM/JUNE 2008
034057	05/09/08	56.00	RAMON ORNELAS	7 HOURS LABOR CLEANING PD
034058	05/09/08	1197.00	OITMAN FARMS, INC.	SPREADING OF DRY TR-10 ON ALFALFA/WWTP
034059	05/09/08	660.00	CITY OF PATTERSON	VIDEO REIMBURSEMENT/APRIL 2008

Date.: May 9, 2008  
Time.: 10:01 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 4  
List.: NEW1  
Group: PYCPDP

CK #	Check Date	CK Amount	Vendor Name	Description
034060	05/09/08	200.00	LEONOR PEREZ	REFUND MEMORIAL BUILDING DEPOSIT/PEREZ
034061	05/09/08	.00	VOIDED CHECK	
034062	05/09/08	34471.69	P G & E	GAS AND ELECTRIC 3/6/08 TO 4/17/08
034063	05/09/08	108.95	RELIABLE	PLAIN PAPER FAX MACHINE/WWTP
034064	05/09/08	1000.00	RESERVE ACCOUNT	RE-SET POSTAGE METER
034065	05/09/08	24.80	RICHARD & CHAMBERS	CASH REGISTER TAPE
034066	05/09/08	499.50	FRANK RIVAS	ADULT BASKETBALL REF/RIVAS
034067	05/09/08	375.00	JOCELYN ROLAND, Ph.D.	PRE-EMPLOYMENT PSYCHOLOGICAL TESTING/PD
034068	05/09/08	728.00	RUMBLE TREE PEST MGMT,INC	SOIL INJECT 8 TREES/PIONEER PARK
034069	05/09/08	99.32	SAFE-T-LITE	STREET NAME SIGN
034070	05/09/08	937.50	SDCLEEA	EXPLORER ACADEMY 2008/SAN DIEGO
034071	05/09/08	1555.55	SELF HELP ENTERPRISES	LOAN SERVICING/NEWMAN ADMIN MARCH 2008
034072	05/09/08	286.75	SHARPENING SHOP	IGNITION/GASKET BACKPACK BLOWER
034073	05/09/08	7317.28	STANISLAUS COUNTY	3RD QUARTER ANIMAL CONTROL SERVICES
034074	05/09/08	857.20	STAPLES CREDIT PLAN	PAPER/HP INK CART/COLOR TONER/FOLDERS/ENVELOPES
034075	05/09/08	130.00	STATE WATER RESOURCES	WWTP OPERATOR CERTIFICATE RENEWAL/GARZA
034076	05/09/08	656.87	STANISLAUS CNTY SHERIFF'S	REIMBURSEMENT FOR T1 LINE/PD/FEB & MAR 08
034077	05/09/08	525.00	STEVE'S QUALITY CLEANING	CARPET CLEANING/FLOOR WAXING/PD
034078	05/09/08	38.66	STOMAR EQUIPMENT	18FT-21/2" USED STEEL PIPE/WWTP
034079	05/09/08	15.03	T.H.E. OFFICE CITY	NAMEPLATE "CHUCK MESSER"
034080	05/09/08	26.46	ALICIA TORRES (NT)	MILEAGE REIMBURSEMENT/NOTARY BOND FILING/TORRES
034081	05/09/08	195.00	BARBARA J. TOSTA	YOUNG AT HEART INSTRUCTOR/TOSTA/APRIL 08
034082	05/09/08	5750.00	RANDAL M. ULIBARRI	CONTRACT SERVICES/INTERIM CHIEF/4/1/08-4/15/08

Date.: May 9, 2008  
Time.: 10:01 am  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 5  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
034083	05/09/08	543.72	UNIFIRST CORPORATION	UNIFORM CLEANING/MAT RENTAL/TOWELS/APR 2008
034084	05/09/08	50.00	GEORGE VARGAS	MONTHLY GAS ALLOWANCE/MAY 2008/VARGAS
034085	05/09/08	200.00	JOSEFINA VELASQUEZ (NT)	REFUND MEM BLDG DEPOSIT/VELASQUEZ
034086	05/09/08	738.00	MATTOS NEWSPAPERS, INC.	NOTICE TO INVITE SEALED BIDS/WATERLINE PLAZA
034087	05/09/08	2983.15	WESTERN FARM SERVICE, INC	5 GALLONS OXYSTAR/2650 LBS TREFLAN/WWTP
034088	05/09/08	1421.00	WINTON IRELAND INSURANCE	PUBLIC EMPLOYEE BOND RENEWAL 08-09
034089	05/09/08	601.79	YANCEY LUMBER COMPANY	PO #08-79
034089	05/09/08	481.15	YANCEY LUMBER COMPANY	PAINT BRUSH/CAR WASH/LUMBER/MISC PLUMB/PADLOCKS
034090	05/09/08	16.89	TRAN, NGOC	MQ CUSTOMER REFUND FOR TRA0009
Sub-Total:		213920.56		
Grn-Total:		213920.56		
Count:	101			

MINUTES  
NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY  
REGULAR MEETING OF APRIL 22, 2008  
CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET

1. Call To Order - Mayor Fantazia 7:05 P.M.
2. Pledge Of Allegiance.
3. Invocation - Council Member Katen
4. Roll Call **PRESENT:** Katen, Kelly, Crinklaw, Martina And Mayor Fantazia  
**ABSENT:** None
5. Declaration Of Conflicts Of Interest - None

6. Ceremonial Matters

- a. Introduction Of Chief Of Police Adam McGill.

City Manager Michael Holland Introduced The City's New Chief Of Police, Adam McGill.

Chief McGill Thanked The City And Community For Everything, And Mentioned That He Could Not Wait To Get To Work.

- b. Presentation By Doris Scanlon Of The League Of Women Voters Of Stanislaus County.

Doris Scanlon Addressed The Council Regarding Changes Within The League Of Woman Voters Of Stanislaus County. She Explained That The League Is Trying To Introduce Their Organization To All The Communities Within Stanislaus County And Expand Beyond The City of Modesto.

- c. Auditor Badge Presentation.

City Manager Holland Presented Departing Chief Randy Ulibarri A Plaque Bestowing Him With The Lifetime Distinction Of Official Auditor With The City Of Newman Police Department. Holland Praised Chief Ulibarri And Thanked Him For All His Hard Work During His Tenure With The City Of Newman.

Chief Ulibarri Expressed That It Has Been A True Honor To Work For The City Of Newman. He Pointed Out That Michael Holland Is The Best City Manager That He Had Ever Worked With. Ulibarri Thanked The Community, Council, And Staff; He Then Explained That His Experience In Newman Had Been Professionally Rewarding And Personally Enriching.

7. Items From The Public Non-Agenda Items - None

**8. Consent Calendar**

- a. Waive All Readings Of Ordinances And Resolutions Except By Title.
- b. Approval Of Warrants.
- c. Approval Of Minutes Of The April 8, 2008 Regular Meeting.

**ACTION:** On Motion By Crinklaw Seconded By Martina And Unanimously Carried, The Consent Calendar Was Approved.

**9. Public Hearings - None**

**10. Regular Business**

- a. Report On Tractor/Backhoe Purchase And Bid Award.

**ACTION:** Item 10.a. Was Continued To A Future Meeting.

- b. Consider For Approval The Newman Downtown Plaza Final Initial Study And Negative Declaration.

**ACTION:** On Motion By Katen Seconded By Kelly And Unanimously Carried, The Council Approved The Newman Downtown Plaza Final Initial Study And Negative Declaration.

- c. Consider For Approval The (2008-2009) CDBG Allocation Agreement.

**ACTION:** On Motion By Kelly Seconded By Katen And Unanimously Carried, The Council Approved The (2008-2009) CDBG Allocation Agreement.

- d. Adopt Resolution No. 2008- , A Resolution Approving Redevelopment Agency Loan And Affordable Housing Agreement And Authorizing The Executive Director To Execute Said Agreement.

**ACTION:** Item 10.d. Was Continued To A Future Meeting.

**11. Items From The City Manager And Staff**

Supervisor DeMartini Reported That The Board Of Supervisors Meeting That Took Place From 9:00 A.M. to 4:00 P.M. Resulted In A 4-1 Vote In Favor Of The Crows Landing Air Base Project. He Stated That A Majority Of The Board Decided To Move Forward With An Environmental Impact Report Over The Next Couple Of Years.

City Manager Holland Reminded The Council About The Upcoming Fire Study Meeting, And The Police Officer Of The Year Luncheon. Holland Commented That The City Had Recently Hosted A Very Productive Orestimba Creek Meeting. He Gave The Council An Update On The Community Service Officer Position And Commented That The Candidate Is On Pace For A June First Start Date. Holland Thanked The Staff For Their Efforts Preparing And Hosting The Chief's Swearing In Ceremony.

Chief Ulibarri Notified The Council That Officer Flores Is Implementing The Grant Funded Click It Or Ticket Campaign. He Also Informed The Council That Detective Short Is Currently Attending Training. Ulibarri Gave The Results Of The Last Audit (Drug Registrants), And Reported That Two Teams Visited Twenty-Eight Locations And Made Two Arrests.

## **12. Items From City Council Members**

Council Member Crinklaw Thanked Chief Ulibarri For His Professionalism, And Welcomed Chief McGill.

Council Member Martina Expressed That The Swearing In Ceremony Was Fantastic, And That He Is Proud To Be In Newman And A Part Of This Council. Martina Pointed Out That Chief Ulibarri Made A Huge Impact In His Short Time In Newman And Thanked Him For All Of His Efforts; In Addition, Martina Also Welcomed Chief McGill.

Council Member Kelly Thanked The Staff For Making The Swearing In Ceremony A "First Class" Operation. Kelly Also Thanked Chief Ulibarri And Welcomed Chief McGill.

Council Member Katen Thanked Chief Ulibarri For His Service Over The Past Year. Katen Also Thanked The Staff For Chief McGill's Swearing In Ceremony And Thanked Supervisor DeMartini For His Representation Of The West Side.

Mayor Fantazia Thanked The Staff For A Great Event [Swearing In Ceremony]. Fantazia Also Thanked Chief Ulibarri And Welcomed Chief McGill.

## **13. Adjourn To Closed Session - 7:53 P.M.**

- a. Public Employee Personnel Evaluation (City Manager) G.C. 54957.
- b. Return To Open Session - 9:05 P.M.

No Reportable Action Was Taken.

## **14. Adjournment**

**ACTION:** On Motion By Katen Seconded By Kelly And Unanimously Carried, The Meeting Was Adjourned At 9:08 P.M.

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **9.a.**  
City Council Meeting  
of May 13, 2008

## **REPORT ON NUISANCE ABATEMENT**

### **RECOMMENDATION:**

Adopt Resolution No. 2008-XX, Declaring The Existence Of A Public Nuisance Under Ordinance No. 95-4.

### **BACKGROUND:**

Abatement notices for property maintenance were sent to several properties in accordance with Ordinance 95-4, Chapter 2, Title 8-2-3.

### **ANALYSIS:**

This notice informs property owners of all nuisance abatement procedures, option and their right to object at a public hearing. It is anticipated that many property owners will comply with the abatement notices prior to the hearing date. A final compliance survey will be done on Tuesday, May 13, 2008. A list of properties that have not complied with the abatement notice will be handed out at the council meeting prior to the public hearing.

### **FISCAL IMPACT:**

None

### **CONCLUSION:**

This staff report is submitted for City Council consideration and possible future action.

Respectfully submitted,

  
\_\_\_\_\_  
Adam McGill  
Chief of Police

### **REVIEWED/CONCUR:**

  
\_\_\_\_\_  
Michael E. Holland  
City Manager

**City of Newman  
May 13, 2008 Abatement List**

Location		APN	Owner Information	Mailing Address	Violation	Notice Sent
771	Hagerman Peak Drive	026-062-006	Kimberky Le Kimchi Pham & Truc Kien	771 Hagerman Peak Drive, Newman, CA 95360	Tall Grass, weeds, and pieces of wood throughout front lawn. 2 piles of dirt and opened bags of mortar located on driveway of property.	4/16/2008
807	Sweetgum Lane	026-053-001	Deutsche Bank National Trust	C/O Ocwen Loan Servicing LLC 12650 Ingenuity Drive, Orlando, FL 32826	Tall grass and weeds throughout front and backyard of property.	4/16/2008
789	Hagerman Peak Drive	026-062-009	Akshya Kapoor	789 Hagerman Peak Drive, Newman, CA 95360	Tall grass and weeds throughout front and backyard of property.	4/16/2008
1031	Magpie Court	026-055-034	Liquidation Properties INC	C/O Option One Mortgage Corp. 6501 Irvine Center Drive, Irvine, CA 92618	Tall grass and weeds throughout front and backyard of property.	4/16/2008
1478	Canyon Creek Drive	026-048-049	Lucila Vasquez	1478 Canyon Creek Drive, Newman, CA 95360	Tall grass and weeds throughout front and backyard of property. Dirty water in swimming pool.	5/1/2008
2012	T Street	026-045-050	Raymond E. Kimmy	2012 T Street, Newman, CA 95360	Tall grass and weeds throughout front and backyard of property.	5/1/2008
525	Crow Hill Drive	026-068-041	Kim Louise Suratos	38288 Columbine Place, Newark, CA 94560	Tall grass, weeds, and boxes full of trash located in backyard of property.	5/1/2008

**RESOLUTION NO. 2008**

**A RESOLUTION DECLARING THE EXISTENCE OF A PUBLIC NUISANCE UNDER  
ORDINANCE NO. 95-4**

WHEREAS, the Chief of Police has reported a nuisance as outlined in Section 8-2-2 of the Newman Municipal Code located and existing upon property in the City of Newman in violation of Ordinance No. 95-4 of the City of Newman, a description of said property being attached hereto and made a part of this resolution by this reference; and,

WHEREAS, the Chief of Police caused notice to be mailed to the respective owners of the subject properties as in said Ordinance provided, said notice giving notice to abate said nuisance and setting a time and place for hearing objections to the proposed abatement; and,

WHEREAS, said hearing was held on May 13, 2008 at 7:00 p.m., as in said notice provided; and,

WHEREAS, no objections to the proposed abatement were received at said hearing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that said City Council of the City of Newman finds that a condition exists with regard to the properties in said City which is dangerous to life, limb and property, and to the public health, safety and morals, in that weeds, rubbish, dirt and rank growth are growing, located and existing upon said property in violation of the provisions of Ordinance No. 95-4 of the City of Newman, which endangers and may injure neighboring property and endangers and injures the welfare of residents in the vicinity of said property, and which is a fire hazard; that a description of said properties is attached hereto and made a part of this resolution by this reference.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 13<sup>th</sup> day of May 2008 by \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call vote adopted.

AYES:  
NOES:  
ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
Deputy City Clerk

\_\_\_\_\_  
Mayor



# CODE CHECKLIST/SAFETY LIST

Inory 724

Violation Location: 789 HADGERMAN PEAK Case #: \_\_\_\_\_  
R/P Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Date: 4/15/08  
Report taken by: LOPEZ N212 Dept: POLICE

## 1. Property Maintenance

- Garbage
- Junk
- Dirt
- Debris
- Alley (garbage/débris)
- Graffiti
- Weed/Mistletoe
- Other TALL GRASS AND WEEDS

## 2. Vehicles

- Inoperative/Dismantled Abatement
- Illegal Parking
- Working On (public right-of-way)
- RV Parking/Living
- Abandoned - Parked over 5 days
- Other \_\_\_\_\_

## 3. Street/Sidewalk

- Sidewalks - lifts/hole - 3/4"
- Sidewalk obstructions
- Alley - entrances
- Alley - large potholes
- Alley - soft spots
- Alley - obstruction (veh dumpster)
- Streets - glass
- Streets - oil spills
- Streets - potholes, manhole cover
- Signs - missing, down
- Sight Lines at intersections
- Street Lights
- Encroachment - working w/o permit
- Street tree removal/trimming

## 4. Signs

- Yard Sales
- Subdivision
- Dance/event sign
- Flyers/hand bills
- Obstructing vision
- Abandoned signs
- On utility poles, street trees, street/stop signs
- Vehicle - advertised signs
- Graffiti on
- Other \_\_\_\_\_

## 5. Construction

- Garage/accessory buildings conversion
- Construction - no visible permit
- Accessory buildings (> 120 sq ft)
- Fence - > 7' side, rear
- Fence - > 3 1/2' front

## 6. Utilities

- Water
- Electrical connection
- Sewer
- Water conservation
- Anti-siphon valves - irrigation
- Leaks in Utilities

## 7. Business

- Transient - Sales from cars  
- Lots without permit
- Home Occupation
- Yard Sales - License
- Door to door sales

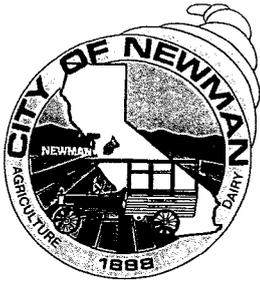
## 8. Safety

- Fires/burns
- Unsafe fuel storage
- Hazardous material
- Objects in ROW/BB hoops
- Other \_\_\_\_\_

## 9. Animal Control

- Loose dog/off leash
- Dog not licensed/vaccinated
- Missing dog/cat
- Illegal kennel
- Cat problem
- Animal Bites
- Farm animals/wrong zone
- Vicious animals
- Other \_\_\_\_\_
- Routing/Gustine Animal Control
- Routing/Stanslaus Co. Animal Control

<b>Assessment Roll</b>			
<b>General Information</b>			
<b>Assessment</b>	026-062-009-000	<b>Parcel Number</b>	026-062-009-000
<b>Current Document</b>	2005R0116123	<b>Current Document Date</b>	06/30/2005
<b>Acres / Sq Ft</b>	.00	<b>Tax Rate Area (TRA)</b>	003-048
<b>Taxability</b>	000 -- NORMAL OWNERSHIP		
<b>Land Use</b>	101 -- SINGLE FAMILY RESIDENCE		
<b>Assessment Description</b>	HEARTHSTONE RANCH #1 (41M26) LOT 39		
Roll Values as of: January 1st, 2007			
<b>Land</b>	\$118,085	<b>Personal Property</b>	\$0
<b>Structure(s)</b>	\$318,756	<b>Personal Property (MH)</b>	\$0
<b>Fixtures</b>	\$0	<b>Exemption</b>	\$0
<b>Growing Improvements</b>	\$0	<b>Exemption</b>	\$0
<b>Total Land &amp; Improvements</b>	\$436,841	<b>Net Assessment</b>	\$436,841
<b>Assessee</b>			
KAPOOR AKSHYA			
<b>Address</b>			
789 HAGERMAN PEAK DR			
NEWMAN CA 95360			
<b>Ownership</b>			
<b>Owner Name</b>	<b>Own %</b>	<b>Pri</b>	<b>Granting Doc No. Title Type RT Code</b>
KAPOOR AKSHYA	100.00%	Y	2005R0116123
<b>Situs</b>			
<b>Street Address</b>	<b>City State Zip</b>		
789 HAGERMAN PEAK DR	Newman CA 95360		
<b>Parcel Description</b>			
<b>Assessment</b>	<b>Description</b>		
No parcel description found			



# City of Newman

1200 Main Street • P.O. Box 787 • Newman, CA 95360 • (209) 862-2902 • Fax 862-4151

## Police Department • Office of the Chief

Akshya Kapoor  
789 Hagerman Peak Dr.  
Newman, CA 95360

### NOTICE TO ABATE PUBLIC NUISANCE BY THE REMOVAL OF WEEDS, DIRT, RUBBISH AND/OR RANK GROWTH

#### NOTICE IS HEREBY GIVEN THAT:

Pursuant to the provisions of Chapter 2, Title 8 of the City Code of Newman, the following conditions, as declared in Section 8-2-3, constitutes a public nuisance

at: 789 Hagerman Peak Dr., APN No. 026-062-009,

**Tall grass and weeds throughout front and backyard of property,** which must be abated by the destruction, or removal thereof within 10 days of the date of the notice.

All responsible persons owning, managing or having control or change or occupancy of any such private property shall, without delay, destroy or remove such public nuisances, as defined above, from their property and from their half of the abutting street and alley between the lot lines, as extended, or such public nuisances will be destroyed or removed and such nuisances abated by City authorities, in which case the cost of destruction or removal will be assessed upon the lots and lands, from, or on which, or abutting the streets and alleys from, or on which, such nuisance was abated, and such costs will constitute a lien upon the lots or parcels until paid and will be collected on the next tax roll upon which Municipal taxes are collected.

All Property owners having objections to the proposed abatement of the nuisance are hereby notified to attend a meeting of the City Council of the City of Newman to be held on May 13, 2008 at 7:00 p.m., at which time and place all objections will be heard and given due consideration.

Dated: April 16, 2008

Edgar Lopez  
Community Service Officer

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

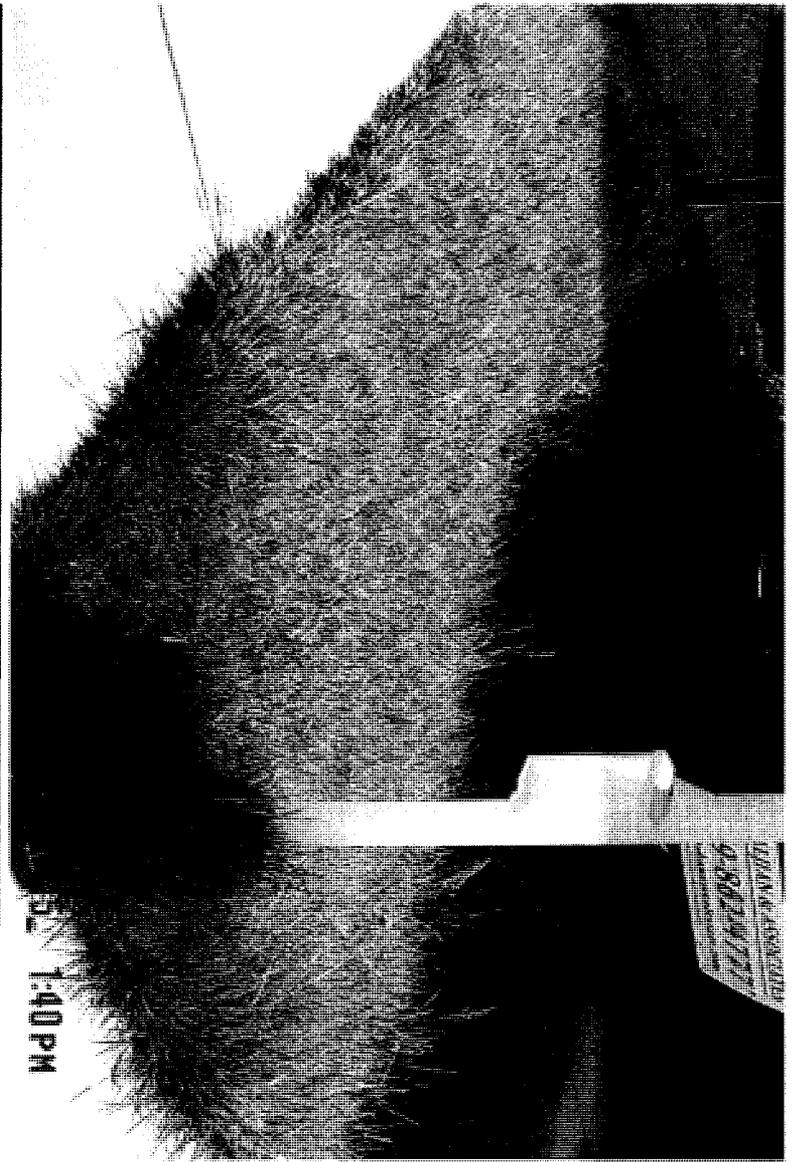
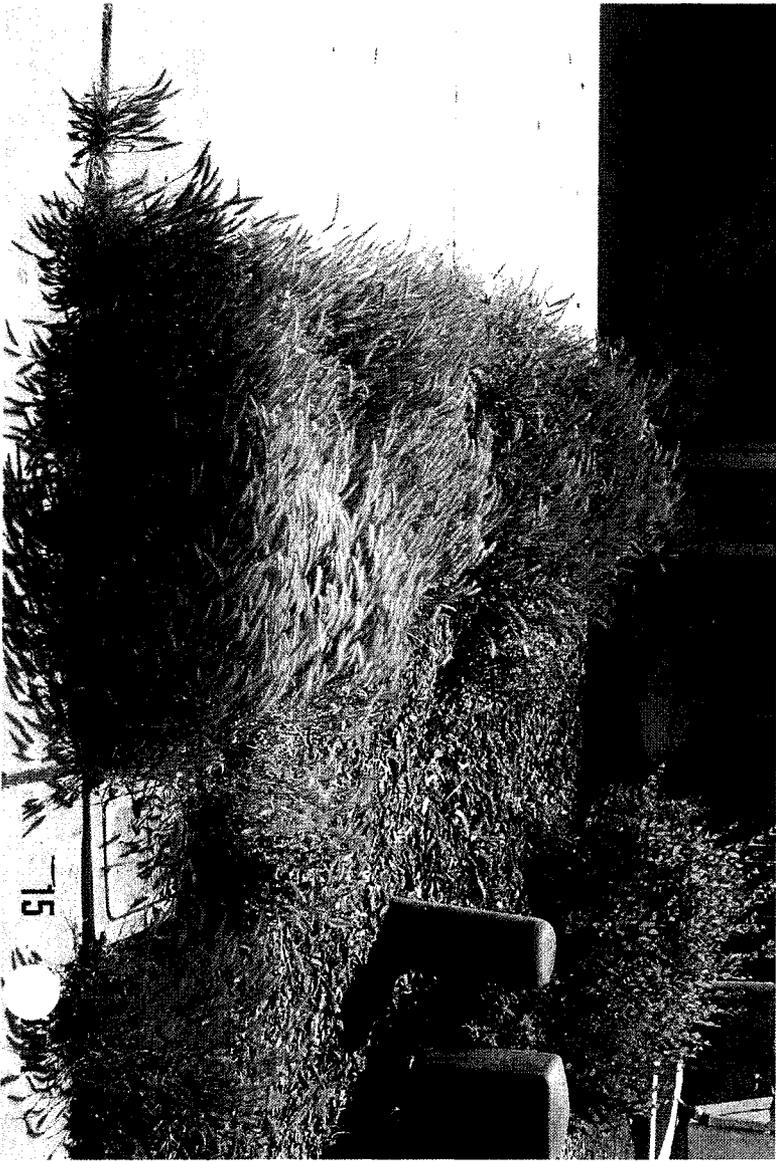
For delivery information visit our website at [www.usps.com](http://www.usps.com)

7007 2560 0000 7594 4264

**OFFICIAL USE**

Postage	\$ 42.65	APR 17 2008 8007 2560 04/17/08 ANNAPOLIS, MD 20740
Certified Fee	\$ 0.15	
Return Receipt Fee (Endorsement Required)	\$ 0.00	
Restricted Delivery Fee (Endorsement Required)	\$ 0.00	
Total Postage & Fees	\$ 42.80	

Sent To **AKSHYA KAPOOR**  
 Street, Apt. No. or PO Box No. **789 HAGERMAN PEAK DR.**  
 City, State, ZIP+4



# CODE CHECKLIST/SAFETY LIST

Violation Location: 2012 T St. Case #: \_\_\_\_\_  
R/P Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Date: 4/17/08  
Report taken by: Lopez Dept: police

## 1. Property Maintenance

- Garbage
- Junk
- Dirt
- Debris
- Alley (garbage/débris)
- Graffiti
- Weed/Mistletoe GRASS & WEEDS
- Other \_\_\_\_\_

## 2. Vehicles

- Inoperative/Dismantled Abatement
- Illegal Parking
- Working On (public right-of-way)
- RV Parking/Living
- Abandoned - Parked over 5 days
- Other \_\_\_\_\_

## 3. Street/Sidewalk

- Sidewalks - lifts/hole - 3/4"
- Sidewalk obstructions
- Alley - entrances
- Alley - large potholes
- Alley - soft spots
- Alley - obstruction (veh dumpster)
- Streets - glass
- Streets - oil spills
- Streets - potholes, manhole cover
- Signs - missing, down
- Sight Lines at intersections
- Street Lights
- Encroachment - working w/o permit
- Street tree removal/trimming

## 4. Signs

- Yard Sales
- Subdivision
- Dance/event sign
- Flyers/hand bills
- Obstructing vision
- Abandoned signs
- On utility poles, street trees, street/stop signs
- Vehicle - advertised signs
- Graffiti on
- Other \_\_\_\_\_

## 5. Construction

- Garage/accessory buildings conversion
- Construction - no visible permit
- Accessory buildings (> 120 sq ft)
- Fence - > 7' side, rear
- Fence - > 3 1/2' front

## 6. Utilities

- Water
- Electrical connection
- Sewer
- Water conservation
- Anti-siphon valves - irrigation
- Leaks in Utilities

## 7. Business

- Transient - Sales from cars  
- Lots without permit
- Home Occupation
- Yard Sales - License
- Door to door sales

## 8. Safety

- Fires/burns
- Unsafe fuel storage
- Hazardous material
- Objects in ROW/BB hoops
- Other \_\_\_\_\_

## 9. Animal Control

- Loose dog/off leash
- Dog not licensed/vaccinated
- Missing dog/cat
- Illegal kennel
- Cat problem
- Animal Bites
- Farm animals/wrong zone
- Vicious animals
- Other \_\_\_\_\_
- Routing/Gustine Animal Control
- Routing/Stanislaus Co. Animal Control

**Additional Comments:**

TALL GRASS AND WEEDS THROUGHOUT FRONT AND  
BACKYARD OF PROPERTY.

**Distribution/Responsible Department  
Copy to Office Staff/Code Enforcement**

**Routing**

- Public Works # 1, 3, 6
- Police # 2, 4, 8, 9
- Planning # 4
- Building # 5
- Finance # 7
- Fire # 8

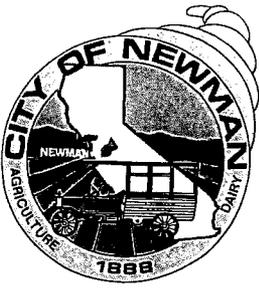
**Action/Resolution\***

Received by LOPEZ N212 Date 5/13/08  
Action taken

ONLY FRONTYARD WAS MOWED. BACKYARD IS  
IN SAME CONDITION. FORWARDING TO CITY  
COUNCIL.

**\*Return completed form to Office Staff/Code Enforcement**

<b>Assessment Roll</b>			
<b>General Information</b>			
<b>Assessment</b>	026-045-050-000	<b>Parcel Number</b>	026-045-050-000
<b>Current Document</b>	1998R0090430	<b>Current Document Date</b>	10/01/1998
<b>Acres / Sq Ft</b>	.15	<b>Tax Rate Area (TRA)</b>	003-007
<b>Taxability</b>	000 -- NORMAL OWNERSHIP		
<b>Land Use</b>	101 -- SINGLE FAMILY RESIDENCE		
<b>Assessment Description</b>			
<b>Roll Values as of: January 1st, 2007</b>			
<b>Land</b>	\$42,567	<b>Personal Property</b>	\$0
<b>Structure(s)</b>	\$97,495	<b>Personal Property (MH)</b>	\$0
<b>Fixtures</b>	\$0	<b>Exemption</b>	\$0
<b>Growing Improvements</b>	\$0	<b>Exemption</b>	\$0
<b>Total Land &amp; Improvements</b>	\$140,062	<b>Net Assessment</b>	\$140,062
<b>Assessee</b>			
KIMMY RAYMOND E			
<b>Address</b>			
2012 T ST			
NEWMAN CA 95360-0000			
<b>Ownership</b>			
<b>Owner Name</b>	<b>Own %</b>	<b>Pri</b>	<b>Granting Doc No. Title Type RT Code</b>
KIMMY RAYMOND E	100.00%	Y	2003IConvert
<b>Situs</b>			
<b>Street Address</b>		<b>City State Zip</b>	
2012 T ST		Newman CA 95360	
<b>Parcel Description</b>			
<b>Assessment</b>	<b>Description</b>		
026-045-050-000			



# City of Newman

1200 Main Street • P.O. Box 787 • Newman, CA 95360 • (209) 862-2902 • Fax 862-4151

## Police Department • Office of the Chief

Raymond E. Kimmy  
2012 T St.  
Newman, CA 95360

### NOTICE TO ABATE PUBLIC NUISANCE BY THE REMOVAL OF WEEDS, DIRT, RUBBISH AND/OR RANK GROWTH

#### NOTICE IS HEREBY GIVEN THAT:

Pursuant to the provisions of Chapter 2, Title 8 of the City Code of Newman, the following conditions, as declared in Section 8-2-3, constitutes a public nuisance at: 2012 T St., APN No. 026-045-050.

Tall grass and weeds throughout front and backyard of property, which must be abated by the destruction, or removal thereof within 10 days of the date of the notice.

All responsible persons owning, managing or having control or change or occupancy of any such private property shall, without delay, destroy or remove such public nuisances, as defined above, from their property and from their half of the abutting street and alley between the lot lines, as extended, or such public nuisances will be destroyed or removed and such nuisances abated by City authorities, in which case the cost of destruction or removal will be assessed upon the lots and lands, from, or on which, or abutting the streets and alleys from, or on which, such nuisance was abated, and such costs will constitute a lien upon the lots or parcels until paid and will be collected on the next tax roll upon which Municipal taxes are collected.

All Property owners having objections to the proposed abatement of the nuisance are hereby notified to attend a meeting of the City Council of the City of Newman to be held on May 13, 2008 at 7:00 p.m., at which time and place all objections will be heard and given due consideration.

Dated: May 1, 2008

Edgar Lopez  
Community Service Officer

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

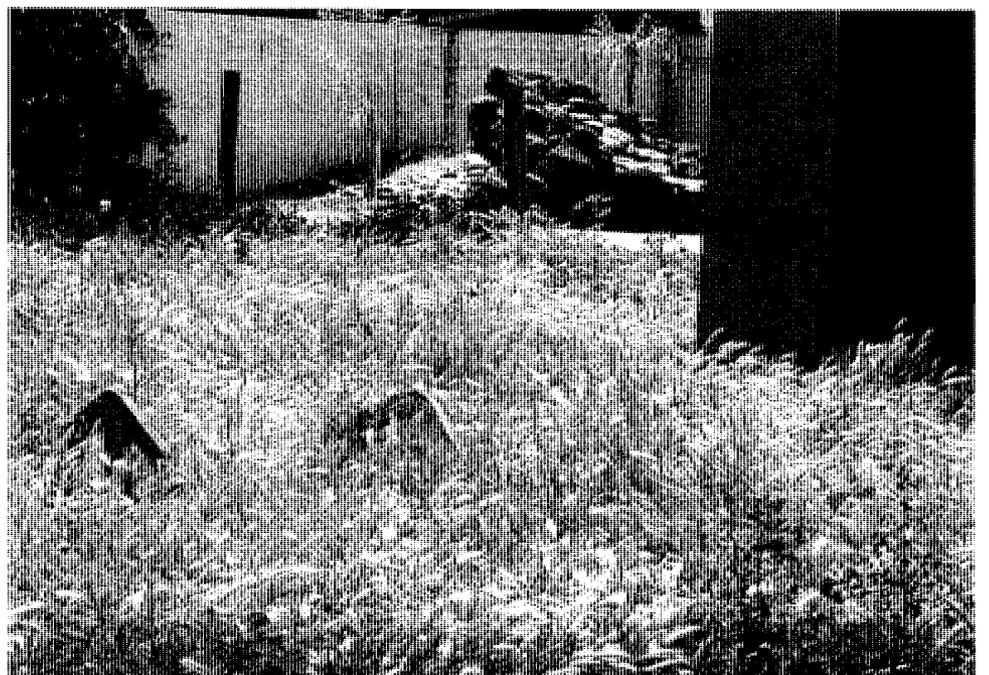
For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

7007 2560 0000 7594 1911

Postage	\$ 0.41	0500
Certified Fee	\$2.65	02
Return Receipt Fee (Endorsement Required)	\$2.15	Postmark Here
Restricted Delivery Fee (Endorsement Required)	\$0.00	
<b>Total Postage &amp; Fees</b>	<b>\$ 5.21</b>	05/02/2008

Sent To RAYMOND E. KIMMY  
 Street, Apt. No.,  
 or PO Box No. 2012 T ST.  
 City, State, ZIP+4



# CODE CHECKLIST/SAFETY LIST

Violation Location: 1478 CANYON CREEK Case #: \_\_\_\_\_  
R/P Name: Rick Wolfe Ph: 862-3552 Date: \_\_\_\_\_  
Report taken by: (Signature) Dept: \_\_\_\_\_ 988-4433

## 1. Property Maintenance

- Garbage
- Junk
- Dirt
- Debris
- Alley (garbage/debris)
- Graffiti
- Weed/Mistletoe
- Other

## 2. Vehicles

- Inoperative/Dismantled Abatement
- Illegal Parking
- Working On (public right-of-way)
- RV Parking/Living
- Abandoned - Parked over 5 days
- Other \_\_\_\_\_

## 3. Street/Sidewalk

- Sidewalks - lifts/hole - 3/4"
- Sidewalk obstructions
- Alley - entrances
- Alley - large potholes
- Alley - soft spots
- Alley - obstruction (veh dumpster)
- Streets - glass
- Streets - oil spills
- Streets - potholes, manhole cover
- Signs - missing, down
- Sight Lines at intersections
- Street Lights
- Encroachment - working w/o permit
- Street tree removal/trimming

## 4. Signs

- Yard Sales
- Subdivision
- Dance/event sign
- Flyers/hand bills
- Obstructing vision
- Abandoned signs
- On utility poles, street trees, street/stop signs
- Vehicle - advertised signs
- Graffiti on
- Other \_\_\_\_\_

## 5. Construction

- Garage/accessory buildings conversion
- Construction - no visible permit
- Accessory buildings (> 120 sq ft)
- Fence - > 7' side, rear
- Fence - > 3 1/2' front

## 6. Utilities

- Water
- Electrical connection
- Sewer
- Water conservation
- Anti-siphon valves - irrigation
- Leaks in Utilities

## 7. Business

- Transient - Sales from cars  
- Lots without permit
- Home Occupation
- Yard Sales - License
- Door to door sales

## 8. Safety

- Fires/burns
- Unsafe fuel storage
- Hazardous material
- Objects in ROW/BB hoops
- Other \_\_\_\_\_

## 9. Animal Control

- Loose dog/off leash
- Dog not licensed/vaccinated
- Missing dog/cat
- Illegal kennel
- Cat problem
- Animal Bites
- Farm animals/wrong zone
- Vicious animals
- Other \_\_\_\_\_
- Routing/Gustine Animal Control
- Routing/Stanislaus Co. Animal Control

**Additional Comments:**

vacant.

weeds, garbage, ~~abandoned vehicle~~  
~~in driveway~~

Pool water Black - worried  
about mosquitos

MED ABATEMENT LETTER SENT 5/1/08

**Distribution/Responsible Department  
Copy to Office Staff/Code Enforcement**

**Routing**

- Public Works # 1, 3, 6
- Police # 2, 4, 8, 9
- Planning # 4
- Building # 5
- Finance # 7
- Fire # 8

**Action/Resolution\***

Received by LOPEZ NZ12 Date 5/13/08

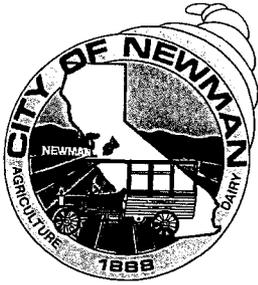
**Action taken**

PROPERTY OWNER WAS NON COMPLIANT.

FORWARDING TO CITY COUNCIL

\*Return completed form to Office Staff/Code Enforcement

<b>Assessment Roll</b>			
<b>General Information</b>			
<b>Assessment</b>	026-048-049-000	<b>Parcel Number</b>	026-048-049-000
<b>Current Document</b>	2006R0084849	<b>Current Document Date</b>	06/07/2006
<b>Acres / Sq Ft</b>	.00	<b>Tax Rate Area (TRA)</b>	003-012
<b>Taxability</b>	000 -- NORMAL OWNERSHIP		
<b>Land Use</b>	111 -- SINGLE FAMILY W/POOL/SPA		
<b>Assessment Description</b>			
<b>Roll Values as of: January 1st, 2007</b>			
<b>Land</b>	\$224,400	<b>Personal Property</b>	\$0
<b>Structure(s)</b>	\$130,560	<b>Personal Property (MH)</b>	\$0
<b>Fixtures</b>	\$0	<b>Exemption E01</b>	\$7,000
<b>Growing Improvements</b>	\$0	<b>Exemption</b>	\$0
<b>Total Land &amp; Improvements</b>	\$354,960	<b>Net Assessment</b>	\$347,960
<b>Assessee</b>			
VAZQUEZ LUCILA			
<b>Address</b>			
1478 CANYON CREEK DR NEWMAN CA 95360			
<b>Ownership</b>			
<b>Owner Name</b>	<b>Own %</b>	<b>Pri</b>	<b>Granting Doc No. Title Type RT Code</b>
VAZQUEZ LUCILA	100.00%	Y	2006R0084849
<b>Situs</b>			
<b>Street Address</b>		<b>City State Zip</b>	
1478 CANYON CREEK DR		Newman CA 95360	
<b>Parcel Description</b>			
<b>Assessment</b>	<b>Description</b>		
026-048-049-000			



# City of Newman

1200 Main Street • P.O. Box 787 • Newman, CA 95360 • (209) 862-2902 • Fax 862-4151  
Police Department • Office of the Chief

Lucila Vasquez  
1478 Canyon Creek Dr.  
Newman, CA 95360

## NOTICE TO ABATE PUBLIC NUISANCE BY THE REMOVAL OF WEEDS, DIRT, RUBBISH AND/OR RANK GROWTH

NOTICE IS HEREBY GIVEN THAT:

Pursuant to the provisions of Chapter 2, Title 8 of the City Code of Newman, the following conditions, as declared in Section 8-2-3, constitutes a public nuisance at: 1478 Canyon Creek Dr., APN No. 026-048-049,

Tall grass and weeds throughout front and backyard of property. Dirty water in swimming pool, which must be abated by the destruction, or removal thereof within 10 days of the date of the notice.

All responsible persons owning, managing or having control or change or occupancy of any such private property shall, without delay, destroy or remove such public nuisances, as defined above, from their property and from their half of the abutting street and alley between the lot lines, as extended, or such public nuisances will be destroyed or removed and such nuisances abated by City authorities, in which case the cost of destruction or removal will be assessed upon the lots and lands, from, or on which, or abutting the streets and alleys from, or on which, such nuisance was abated, and such costs will constitute a lien upon the lots or parcels until paid and will be collected on the next tax roll upon which Municipal taxes are collected.

All Property owners having objections to the proposed abatement of the nuisance are hereby notified to attend a meeting of the City Council of the City of Newman to be held on May 13, 2008 at 7:00 p.m., at which time and place all objections will be heard and given due consideration.

Dated: May 1, 2008

Edgar Lopez  
Community Service Officer

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

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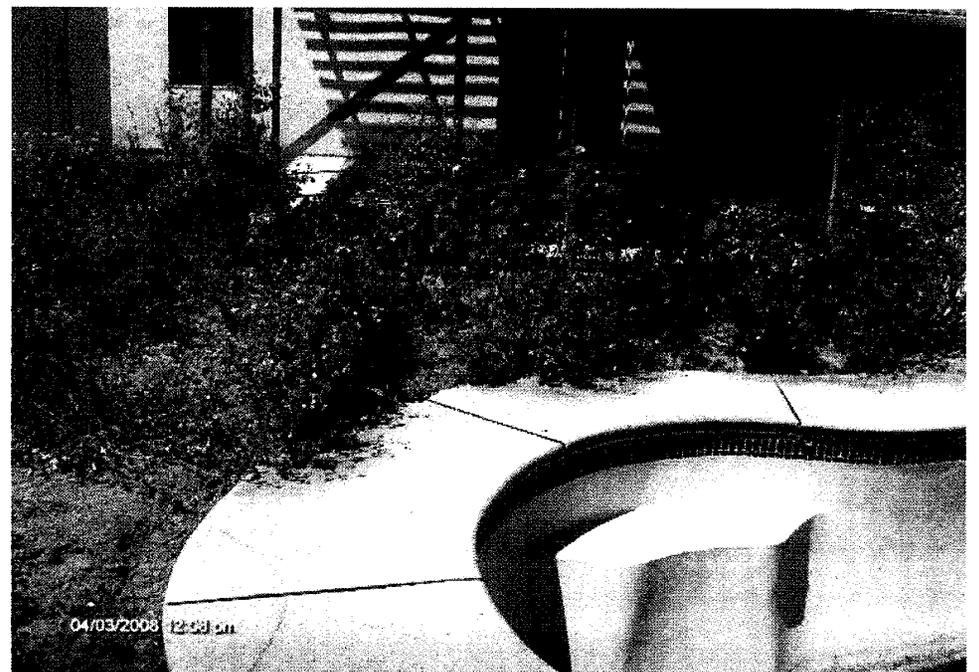
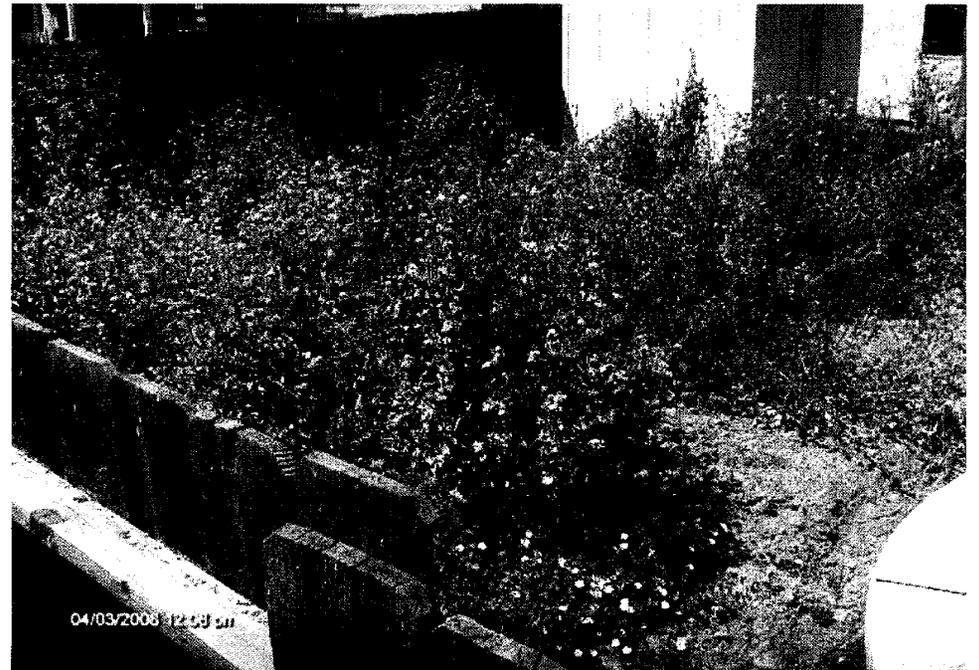
**OFFICIAL USE**

7007 2560 0000 7594 1804

Postage	\$	\$0.41
Certified Fee		\$2.65
Return Receipt Fee (Endorsement Required)		\$2.15
Restricted Delivery Fee (Endorsement Required)		\$0.00
<b>Total Postage &amp; Fees</b>	<b>\$</b>	<b>\$5.21</b>

0300  
 U2  
 Postmark  
 Here  
 05/02/2008

Sent To  
 Street, Apt. No.,  
 or PO Box No. **LUCLA VASQUEZ**  
**1478 CANYON CREEK**  
 City, State, ZIP+4



Deloris Key 862-2605 } neighbors  
Mila Vertara 862-2291 }

CODE CHECKLIST/SAFETY LIST

525 Crow Hill  
Violation Location: \_\_\_\_\_ Case #: \_\_\_\_\_  
R/P Name: above Ph: above Date: 4/11/08  
Report taken by: Cindy Dept: Finance

**1. Property Maintenance**

- Garbage
- Junk
- Dirt
- Debris
- Alley (garbage/debris)
- Graffiti
- Weed/Mistletoe over lawn
- Other \_\_\_\_\_

**2. Vehicles**

- Inoperative/Dismantled Abatement
- Illegal Parking
- Working On (public right-of-way)
- RV Parking/Living
- Abandoned - Parked over 5 days
- Other \_\_\_\_\_

**3. Street/Sidewalk**

- Sidewalks - lifts/hole - 3/4"
- Sidewalk obstructions
- Alley - entrances
- Alley - large potholes
- Alley - soft spots
- Alley - obstruction (veh dumpster)
- Streets - glass
- Streets - oil spills
- Streets - potholes, manhole cover
- Signs - missing, down
- Sight Lines at intersections
- Street Lights
- Encroachment - working w/o permit
- Street tree removal/trimming

**4. Signs**

- Yard Sales
- Subdivision
- Dance/event sign
- Flyers/hand bills
- Obstructing vision
- Abandoned signs
- On utility poles, street trees, street/stop signs
- Vehicle - advertised signs
- Graffiti on
- Other \_\_\_\_\_

**5. Construction**

- Garage/accessory buildings conversion
- Construction - no visible permit
- Accessory buildings (> 120 sq ft)
- Fence - > 7' side, rear
- Fence - > 3 1/2' front

**6. Utilities**

- Water
- Electrical connection
- Sewer
- Water conservation
- Anti-siphon valves - irrigation
- Leaks in Utilities

**7. Business**

- Transient - Sales from cars  
- Lots without permit
- Home Occupation
- Yard Sales - License
- Door to door sales

**8. Safety**

- Fires/burns
- Unsafe fuel storage
- Hazardous material
- Objects in ROW/BB hoops
- Other \_\_\_\_\_

**9. Animal Control**

- Loose dog/off leash
- Dog not licensed/vaccinated
- Missing dog/cat
- Illegal kennel
- Cat problem
- Animal Bites
- Farm animals/wrong zone
- Vicious animals
- Other \_\_\_\_\_
- Routing/Gustine Animal Control
- Routing/Stanislaus Co. Animal Control

**Additional Comments:**

TALL GRASS AND WEEDS, BOX OF TRASH IN  
BACK YARD. ABATEMENT LETTER SENT 5/1/08

**Distribution/Responsible Department  
Copy to Office Staff/Code Enforcement**

**Routing**

- Public Works # 1, 3, 6
- Police # 2, 4, 8, 9
- Planning # 4
- Building # 5
- Finance # 7
- Fire # 8

*code enforcement*

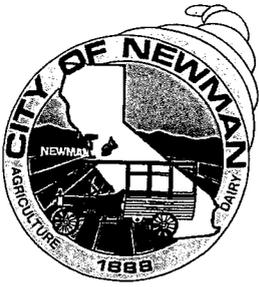
**Action/Resolution\***

Received by LOPEZ N212 Date 5/13/08  
Action taken

PROPERTY OWNER WAS NON-COMPLIANT.  
FORWARDING TO CITY COUNCIL.

\*Return completed form to Office Staff/Code Enforcement

<b>Assessment Roll</b>			
<b>General Information</b>			
<b>Assessment</b>	026-068-041-000	<b>Parcel Number</b>	026-068-041-000
<b>Current Document</b>	2006R0008784	<b>Current Document Date</b>	01/20/2006
<b>Acres / Sq Ft</b>	.00	<b>Tax Rate Area (TRA)</b>	003-048
<b>Taxability</b>	000 -- NORMAL OWNERSHIP		
<b>Land Use</b>	101 -- SINGLE FAMILY RESIDENCE		
<b>Assessment Description</b>	HEARTHSTONE RANCH #3 (41M58) LOT 302		
<b>Roll Values as of: January 1st, 2007</b>			
<b>Land</b>	\$115,770	<b>Personal Property</b>	\$0
<b>Structure(s)</b>	\$353,430	<b>Personal Property (MH)</b>	\$0
<b>Fixtures</b>	\$0	<b>Exemption</b>	\$0
<b>Growing Improvements</b>	\$0	<b>Exemption</b>	\$0
<b>Total Land &amp; Improvements</b>	\$469,200	<b>Net Assessment</b>	\$469,200
<b>Assessee</b>			
SURATOS KIM LOUISE			
<b>Address</b>			
38288 COLUMBINE PL NEWARK CA 94560-4625			
<b>Ownership</b>			
<b>Owner Name</b>	<b>Own %</b>	<b>Pri</b>	<b>Granting Doc No. Title Type RT Code</b>
SURATOS KIM LOUISE	100.00%	Y	2006R0008784
<b>Situs</b>			
<b>Street Address</b>		<b>City State Zip</b>	
525 CROW HILL DR		Newman CA 95360	
<b>Parcel Description</b>			
<b>Assessment</b>		<b>Description</b>	
No parcel description found			



# City of Newman

1200 Main Street • P.O. Box 787 • Newman, CA 95360 • (209) 862-2902 • Fax 862-4151

## Police Department • Office of the Chief

Kim Louise Suratos  
38288 Columbine Pl.  
Newark, CA 94560

### NOTICE TO ABATE PUBLIC NUISANCE BY THE REMOVAL OF WEEDS, DIRT, RUBBISH AND/OR RANK GROWTH

#### NOTICE IS HEREBY GIVEN THAT:

Pursuant to the provisions of Chapter 2, Title 8 of the City Code of Newman, the following conditions, as declared in Section 8-2-3, constitutes a public nuisance at: 525 Crow Hill Dr., APN No. 026-068-041,

Tall grass, weed and boxes full of trash located in backyard of property, which must be abated by the destruction, or removal thereof within 10 days of the date of the notice.

All responsible persons owning, managing or having control or change or occupancy of any such private property shall, without delay, destroy or remove such public nuisances, as defined above, from their property and from their half of the abutting street and alley between the lot lines, as extended, or such public nuisances will be destroyed or removed and such nuisances abated by City authorities, in which case the cost of destruction or removal will be assessed upon the lots and lands, from, or on which, or abutting the streets and alleys from, or on which, such nuisance was abated, and such costs will constitute a lien upon the lots or parcels until paid and will be collected on the next tax roll upon which Municipal taxes are collected.

All Property owners having objections to the proposed abatement of the nuisance are hereby notified to attend a meeting of the City Council of the City of Newman to be held on May 13, 2008 at 7:00 p.m., at which time and place all objections will be heard and given due consideration.

Dated: May 1, 2008

  
Edgar Lopez  
Community Service Officer

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

For delivery information visit our website at [www.usps.com](http://www.usps.com)®

**OFFICIAL USE**

7007 2560 0000 7594 1661

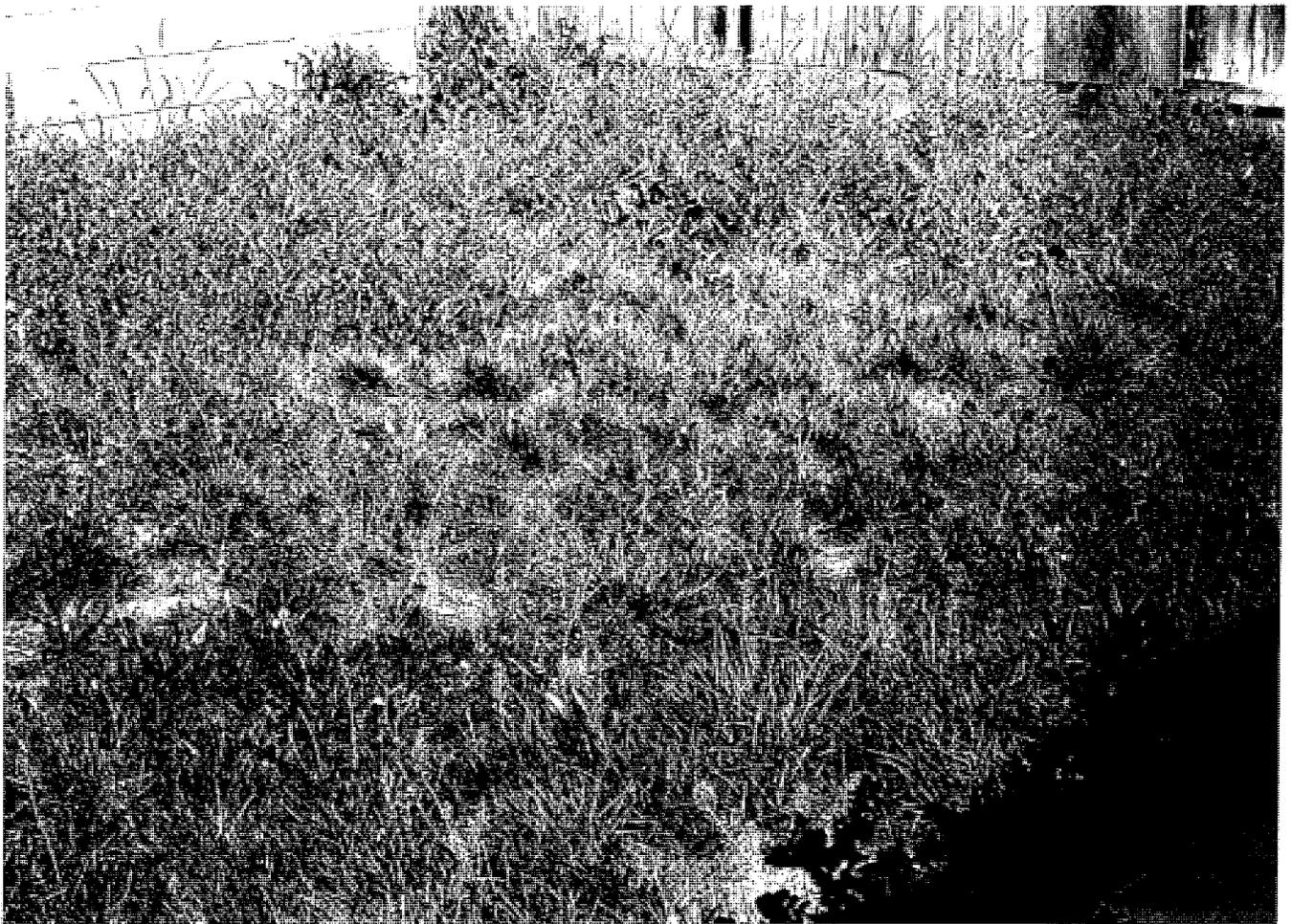
Postage	\$	\$0.41	0300
Certified Fee		\$2.65	02
Return Receipt Fee (Endorsement Required)		\$2.15	Postmark Here
Restricted Delivery Fee (Endorsement Required)		\$0.00	
Total Postage & Fees	\$	\$5.21	05/02/2006

Sent To KIM LOUISE SURATOS  
 Street, Apt. No.,  
 or PO Box No. 38288 COLUMBINE PL.  
 City, State, ZIP+4  
NEWARK CA 95360

PS Form 3800, August 2006

See Reverse for Instructions





Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.a.**  
City Council Meeting  
of May 13, 2008

**REVIEW AND APPROVAL OF THE COMPLETED CLASSIFICATION AND  
COMPENSATION STUDY**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Review and approve the completed Classification and Compensation Study.

**BACKGROUND:**

In October 2007, the City Council approved the selection of Koff & Associates, Inc. to conduct a comprehensive classification for non-management and non-sworn staff and a total compensation study for all non-sworn City staff.

**ANALYSIS:**

Koff and Associates reviewed and evaluated Miscellaneous Employees Classifications and Miscellaneous and Management Compensation. In the Classification Study all class descriptions were updated or newly created in order to ensure that the format was consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills. All job descriptions were reviewed to ensure that the classification matched the job classification. Overall two job descriptions were retitled and three job descriptions were reclassified to accurately reflect the actual job responsibilities and duties. The Compensation Study compared previously selected comparator cities to evaluate where the City classes were in relation to the market. The study outlined both base salary and total compensation. Overall, the City is very competitive in the market place. The differences between the base salary and total compensation indicated that the City's benefit package is above market.

**FISCAL IMPACT:**

There are no costs associated with review and approving the Study. The cost of the Study was approved in the 2007/08 budget.

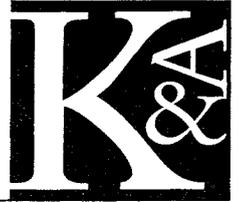
**CONCLUSION:**

Staff recommends that the Council approve the Classification and Compensation Study as presented by Koff and Associates.

  
Sonya Silva  
Accountant

**REVIEWED/CONCUR:**

  
\_\_\_\_\_  
Michael E. Holland  
City Manager



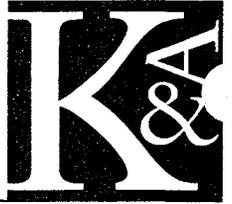
**FINAL REPORT  
Of The  
CLASSIFICATION  
AND  
TOTAL COMPENSATION STUDY  
For The  
CITY OF NEWMAN**

**VOLUME I  
CLASSIFICATION**

**April 2008**

**KOFF & ASSOCIATES, INC.  
6400 Hollis Street, Suite 5  
Emeryville, CA 94608**

**510-658-5633 – voice  
1.800.514.5195 – toll-free  
510-652-5633 – fax**



KOFF & ASSOCIATES, INC.

Solving the Human Resources Puzzle Since 1984

May 8, 2008

Mr. Michael E. Holland  
City of Newman  
1162 Main Street  
P. O. Box 787  
Newman, CA 95360

Dear Mr. Holland:

Koff & Associates, Inc. is pleased to present the final classification and total compensation report for the study of all positions for the City of Newman. Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all City staff, and class specifications. Volume II, to be sent under separate cover, documents the total compensation study, findings, and recommendations.

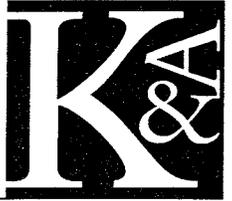
This first volume incorporates a summary of the study's multi-step process which included results of written Position Description Questionnaires, interviews with employees and their supervisors and managers, supervisory, management, and employee review and comments in the form of draft class descriptions, and class allocation and exempt status recommendations.

We would like to thank you, Sonya Silva, and other City staff for your assistance and cooperation, without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with your City and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

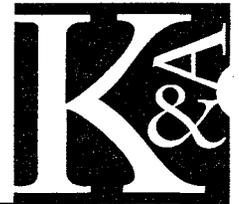
Katie Kaneko  
President



**FINAL REPORT  
Of The  
CLASSIFICATION AND TOTAL COMPENSATION STUDY  
For The  
CITY OF NEWMAN  
  
VOLUME I  
CLASSIFICATION**

**TABLE OF CONTENTS**

	<b>Page</b>
Background .....	1
Classification Study Goals .....	1
Classification Study Process .....	2
Classification Concepts .....	3
Classification Findings and Recommendations .....	7
Maintaining the Classification Plan .....	8
 Appendix I – Recommended Class Descriptions	
 Appendix II – Recommended Position Allocations	



**FINAL REPORT  
Of The  
CLASSIFICATION AND TOTAL COMPENSATION STUDY  
For The  
CITY OF NEWMAN  
  
VOLUME I  
CLASSIFICATION**

**BACKGROUND**

In December of 2007, the City of Newman contracted with Koff & Associates, Inc. to conduct a classification and total compensation study for all miscellaneous City staff. This study was precipitated by several factors:

- The concern of management and the City Council that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The fact that class descriptions had not been systematically reviewed and updated and did not necessarily reflect current programs, responsibilities, and technology;
- The desire to ensure that the City has adequate career paths and a classification system that will foster career service within the City;
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across all City departments.

A total of nineteen (19) authorized positions were studied in fourteen (14) classes.

**CLASSIFICATION STUDY GOALS**

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires and interviews with employees, supervisors, and management;

- Prepare an updated classification plan, including recommended class descriptions, position allocations, exemption status, and career ladders for individual job categories, that recognizes the scope and level of the various classes and positions, allows for organizational change to increase customer service levels and cost effectiveness, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

### **CLASSIFICATION STUDY PROCESS**

The classification study procedures were as follows:

- An initial meeting was held with the project team, including City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the Position Description Questionnaires.
- After the Position Description Questionnaires were completed and reviewed by supervisors and consultant staff, interviews were conducted with all employees.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management, supervisory, and employee review.
- As organizational changes have occurred during the study, such changes were included in all draft material.
- After resolution of issues, wherever possible, including additional contacts to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

In order to understand our classification recommendations, it is important to understand titling conventions, classification concepts and how the class descriptions are structured. In preparing the class descriptions, we developed a consistent format that is somewhat different than that currently used by the City. This format has additional information relating to supervision received and exercised and specific class characteristics.

## **CLASSIFICATION CONCEPTS**

### **The Difference between Positions and Classifications**

“Position” and “Classification” are two terms that are often used interchangeably, but have very different meanings. As used in this report:

- A *position* is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled, or vacant. Often the word “job” is used in place of the word “position.”
- A *classification* or *class* may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

### **The Relationship of Classification and Compensation**

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the City are covered in Volume II of this report.

## **The Purpose of Having a Classification Plan**

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors, and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations. This approach resulted in recommendations to retitle some classes to more accurately reflect current responsibilities or use more contemporary titles and to reclassify certain positions to reflect additional responsibilities or special skills (such as Office Assistant to Administrative Assistant). Detailed allocation recommendations are found in Appendix II of the report.

In addition, by request from the City, we created several class series to provide the City with a more dynamic organizational structure that will allow City management more flexibility in

managing the workforce and at the same time provide visible career ladders for City employees. For example, we created the series of Office Assistant I/II. It needs to be pointed out that many of the additional classes currently do not have any positions assigned to them but provide the City the opportunity to grow and/or to develop and promote its workforce in the future.

### **Class Descriptions**

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix I of this report. Please refer to the Table of Contents for this appendix to locate specific classes.

As mentioned earlier, the class descriptions are based upon the information from the written Position Description Questionnaires completed by each employee, the individual job audit interviews, and from information provided by employees, supervisors, and managers during the multiple review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, that is often known as a “desk manual”, generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

**Title:** This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

**Definition:** This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work, and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

**Distinguishing Characteristics:** This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class, and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series. This section also specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. Finally, the section specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

**Essential Duties and Responsibilities:** This section provides a list of the major and essential duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change, depending upon program requirements, technology, and organizational needs.

**Qualifications:** This section provides a listing of the job-related knowledge and abilities required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.

**Education and Experience:** A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and skills required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.

**Licenses and Certifications:** Licenses (and/or certifications) identify those specifically required in order to perform the work. Note that an appropriate California driver’s license is routinely included in the description because such license may be used in the performance of the work. Examples of other required certifications include Wastewater Treatment Plant Operator certificates for Plant Operators. These certifications are often required by an agency of higher authority than the City (i.e., the State), and can therefore be appropriately included as requirements.

**Physical Demands:** This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the Position Description

Questionnaires) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “Finger dexterity needed to access, enter and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

**Environmental Elements:** These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

## CLASSIFICATION FINDINGS AND RECOMMENDATIONS

All class descriptions were updated or newly created in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

### **Retitling of Classifications**

One change in the classification plan, as noted above, was the retitling of a number of classes to accurately reflect the actual job responsibilities and duties performed by those in the class as well as industry terminology.

Two (2) classifications are recommended for title changes:

Current Class Title	Proposed Class Title
Accounting Assistant	Account Clerk II
Senior Accounting Assistant	Senior Account Clerk

These title changes are recommended to more clearly reflect the level and scope being performed by each class, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All class descriptions are included in Appendix I of this report and recommended position allocations in Appendix II.

### **Reclassification of Classifications**

We found that three positions worked out of class due to level and scope of work and/or job functions that have been added to the position over time. Therefore, approximately 16% of the positions are recommended for reclassification (with possible salary impact).

Positions in the following three (3) classes are recommended for reclassification (i.e., not all incumbents within each of these classes were reclassified, only where appropriate):

Current Class Title	Proposed Class Title
Account Clerk	Office Assistant I
Office Assistant	Administrative Assistant
Recreation/Office Assistant	Recreation Leader / Office Assistant I

Please note, not all incumbents within each of these classes were reclassified, only where appropriate.

**Creating Class Series**

As mentioned above, we created several class series to provide the City with a more flexible organizational structure and incumbents with the opportunity to professionally develop and grow and have a career path to follow within the organization.

For example, we created a series of Office Assistant I/II and Account Clerk I/II to address the expanding needs of the City.

A classification study is usually a “snapshot in time”, identifying the organization of work and requirements to perform this work through questionnaires and interviews in a finite period of time. By creating class series, the City used a more forward-thinking approach to create another means of attracting and retaining the most highly qualified workforce, apart from compensation and monetary rewards.

**MAINTAINING THE CLASSIFICATION PLAN**

A classification plan is not a stable, unchanging entity. Positions may grow and change depending upon technology, service delivery requirements, and a number of other factors. As mentioned above, a “snapshot in time” may become outdated quickly in some areas.

We are therefore including this final section to this report, which will assist the City in identifying appropriate placement of new and/or realigned positions within the recommended classification structure. By utilizing this process, the City will be able to change and grow the organization while maintaining a structure that has been created within this study.

In considering whether a position should be placed in a higher/lower classification or where a new classification should be placed within the plan, the following factors should be examined. Although they are not quantified, as requests for reclassification occur, each of the following factors should be addressed. These will provide guidance for maintenance of the classification and compensation plans.

**1. Type and Level of Knowledge and Skill Required**

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the-job experience, and required certification or professional registration. The varying levels are as follows:

**A. The basic or entry-level into any occupational field**

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work or obtaining a four-year or advanced college or university degree.

**B. The experienced or journey-level in any occupational field**

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications, such as found in the City's Wastewater Treatment Plant Operator class series, may be required for demonstrating possession of the required knowledge and skills.

**C. The advanced level in any occupational field**

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

**D. Total mastery of one or more occupational fields**

This level normally requires an advanced level of college or university education and is normally found in a research, educational, or product development situation.

**2. Supervisory/Management Responsibility**

This factor defines the supervisory and managerial responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and direction of staff.

**A. No ongoing direction of programs or staff**

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

**B. Lead direction of staff or program coordination**

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

**C. Full first-line supervisor**

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have

programmatic responsibility, including development and implementing goals, objectives, policies, and procedures and budget development and administration.

**D. First full managerial level**

The employee is considered mid-management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. Normally, this level would be titled a program or division manager.

**E. Department managerial level**

The employee is the director of a specified department, normally reporting to the Chief Executive Officer (i.e. City Manager) or to the governing body (i.e. City Council).

**F. Chief Executive Officer level**

The employee has total administrative responsibility for the City.

**3. Problem Solving**

This factor involves analyzing, evaluating, reasoning and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

**A. Structured problem solving**

Work situations normally involve making choices among a limited number of alternatives that are clearly defined by policies and procedures. Supervision, either on-site or through a radio or telephone, is readily available.

**B. Independent, guided problem solving**

Work situations require making decisions among a variety of alternatives; however, policies, procedures, standards, and regulations guide the majority of the work. Supervision is generally available in unusual situations.

**C. Application of discriminating choices**

Work situations require searching for solutions and independently making choices among a wide variety of policies, procedures, laws, regulations, and standards. Interpretation and evaluation of the situation and available guidelines are required.

**D. Creative, evaluative or analytical thinking**

Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations.

**4. Authority for Making Decisions and Taking Action**

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies,

procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

**A. Direct, limited work responsibility**

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Direct supervision is readily available.

**B. Decision-making within guidelines**

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within procedures and rules. Impact of decisions is normally limited to the department or function to which assigned.

**C. Independent action with focus on work achieved**

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant department or City-wide service delivery and/or budgetary impact.

**D. Decisions made within general policy or elected official guidance**

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the City are with this employee.

**5. Interaction with Others**

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

**A. Exchange of factual information**

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

**B. Interpretation and explanation of policies and procedures**

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the City.

**C. Influencing individuals or groups**

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the City.

**D. Negotiation with organizations from a position of authority**

The employee often deals with public officials, members of boards, councils, commissions, and others to provide policy direction, explain agency missions, and/or negotiate solutions to difficult problems.

**6. Working Conditions/Physical Demands**

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

**A. Normal office or similar setting**

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required, but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing to 25 pounds, and communicating with others in a generally non-stressful manner.

**B. Varied working conditions with some physical or emotional demands**

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

**C. Difficult working conditions and/or physical demands**

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and abilities are required to perform the duty?
- How does one gain this additional knowledge and abilities – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Are there are a greater variety of or more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?

- Are the impacts of decisions greater because of this new duty (effects on staff, budget, department, or City -wide activities, relations with other agencies)?
- Are guidelines, policies, and procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with City workers, the public or others differently as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

Application of these factors by asking the appropriate questions will enable the City to maintain the classification and compensation system in a timely and consistent manner.

Again, we want to thank the City for its time and cooperation in bringing this study to a successful conclusion. It has been a pleasure working with the City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

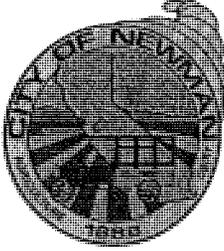
Respectfully Submitted,

Koff & Associates, Inc.

A handwritten signature in black ink, appearing to read 'Katie Kaneko', with a large, sweeping flourish extending to the right.

Katie Kaneko  
President

**Appendix I**  
**Recommended Class Descriptions**



February 2008  
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## ACCOUNT CLERK I/II

### DEFINITION

Under direct or general supervision, learns and performs a variety of clerical and office support work related to the processing of financial transactions, record keeping, and the preparation and reconciliation of financial and accounting records and reports, including utility billing, accounts payable, accounts receivable, and business license application processing; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Accountant. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Account Clerk I: This is the entry-level class in the Account Clerk series. Initially, under direct supervision, incumbents perform work in the areas of routine billing, accounting, and financial duties related to customer accounts for utility services and business license applications. Incumbents have frequent contact with the public providing customer services associated with utility payments, requests for service, responding to complaints, providing information, and working closely with field operations to assess needed repairs, new accounts, or account terminations. This class is alternately staffed with the Account Clerk II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Account Clerk II: This is the full journey-level class in the Account Clerk series. Incumbents perform the full range of work in all of the following areas: utility billing, business license applications, accounts receivable, and accounts payable, in addition to performing a variety of record keeping, reconciliation, and report preparation activities. This class is distinguished from Senior Account Clerk in that the latter is the advanced journey-level class in the series responsible for technical and functional direction over lower-level account clerk staff and is capable of performing the most complex duties assigned to the department, including accounts receivable.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **When performing the Utility Billing assignment:**

- Handles customer inquiries and complaints in person or by telephone; interprets policies and procedures and explains service fees, rates, and procedures; makes billing arrangements; researches questions and complaints and follows up as required; takes and processes service requests.

- Operates specialized computer billing systems; prepares, reviews, and sends bills; sets up new accounts and prepares closing bills for cancelled service; issues credit to accounts as necessary.
- Receives customer payments in person or by mail; makes change and issues receipts; balances cash receipts, processes mail payments, and develops totals by adding checks and receipts.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Performs customer service for City utility customers involving billing issues, new accounts, and cancellations; issues new account numbers, completes forms, and posts to the system; researches requests for account balances.
- Sorts, audits, and matches utility bills and payment checks; posts payment to the system.
- Generates shut-off lists; provides lists to Public Works Department.
- May provide assistance to other City departments.

**When performing the business license application processing assignment:**

- Processes and maintains business license applications in compliance with all applicable rules regulations and ordinances.
- Receives and posts payments for business licenses.
- Processes applications and enters data into database; types business licenses.
- Maintains business license list; sends out reminders for renewals or late payments; prints renewals and sends to appropriate business.

**When performing the accounts payable assignment:**

- Processes and maintains accounting and financial transactions in compliance with all applicable rules regulations and ordinances.
- Prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Receives vendor inquiries via telephone, fax, or mail; and resolves any issues, problems, or requests using established procedures.

**When performing all assignments:**

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records, and a variety of periodic and special financial, accounting, and statistical reports.
- Reviews source documents for compliance to rules, regulations, and procedures; determines proper handling for compliance.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or general accounting procedures; and updates related files and departments on action items.
- Assists Accountant with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Billing as related to utility meters and functions and business applications.
- Record keeping and information processing requirements.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.

### **Account Clerk II, in addition to the above:**

- Terminology, rules, policies, and practices of financial and accounting document processing and record keeping, including accounts payable and business licensing.

### **Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and carry out oral and written instructions.
- Operate modern office equipment including computer and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

### **Account Clerk II, in addition to the above:**

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Make sound, independent decisions within established policy and procedural guidelines.

### **Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Account Clerk I and II:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

**Account Clerk I:** One (1) year of experience in performing general accounting office work. Coursework related to bookkeeping, basic accounting, and/or related computer applications and some experience in processing financial documents and maintaining financial or accounting records is desirable.

Account Clerk II: In addition to the above, two (2) years of experience equivalent to Account Clerk I at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, provides administrative, program, budgetary, and work-flow support to an assigned department; develops, summarizes, and maintains administrative and fiscal records; directs, oversees, and manages day to day operations of programs, special projects, and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory or management personnel. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is the advanced level class within the administrative series. Incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various City departments, including coordinating assigned programs and projects, providing general information to the public, and other administrative, database, and support work. This class is distinguished from the Office Assistant series in that it provides a higher-level of more technical and varied office administrative and secretarial support to a department head and related management, professional, and supervisory staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and executes administrative assignments and department-specific programs and special projects related to assigned area of responsibility; maintains accurate and detailed records; verifies accuracy of information; researches discrepancies and records information.
- Assists in the development and administration of programmatic budgets, including cost containment and grant applications and funds disbursement.
- Prepares, submits, and receives all claims and requisitions; obtains quotes for specialized supplies and equipment; monitors use and maintenance of supplies and equipment; and/or authorizes payments and purchases.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; maintains records of purchase orders, expense statements, and other fiscal transactions.
- Maintains a calendar and coordinates the schedule of the department head and associated management staff with those of members of Boards and Commissions, other City management staff,

representatives of other organizations, and the public; may make travel arrangements as required; submits all related paperwork.

- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel; arranges for meeting rooms; may attend meetings and take minutes.
- Researches, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by management staff; prepares comprehensive technical records and reports, presents and interprets data, identifies alternatives, and makes and justifies recommendations.
- Serves as a liaison, through a variety of mediums, between key department personnel and other City departments, law enforcement agencies, news media, regulatory agencies, contractors, and the general public.
- Addresses concerns, inquiries, or complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution.
- Develops, verifies, and reviews forms, contracts, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contracts, applications, licenses, insurance documents, and permits.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Prepares, copies, and distributes a variety of documents including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff via switchboard or dispatching using a two-way radio as necessary; assists public at front counter and directs public to appropriate locations/staff.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- In the absence of the Deputy City Clerk and City Clerk, attends and records minutes for City Council meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Basic principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
- Basic principles, practices, and procedures of department-specific processes, including contracts, applications, licenses, insurance documents, and permits.

- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Records management principles and practices.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Coordinate departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret and implement policies, procedures, and technical processes related to the department to which assigned.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Prepare clear and effective financial, statistical, narrative, informational, technical, and educational reports, correspondence, policies, procedures, and other written material.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately; transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of varied administrative/secretarial support experience involving some public contact.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
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## ASSISTANT PLANNER/ASSOCIATE PLANNER

### DEFINITION

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced planning, including review of development and land use applications, zoning, site plan, and environmental review; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, code enforcement, and environmental review; manages Community Development Block Grant (CDBG) and HOME grants; plans, organizes, coordinates and administers the City-wide Geographic Information Systems (GIS) program; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Community Development Director/City Manager. May provide technical and functional direction to lower-level staff.

### CLASS CHARACTERISTICS

Assistant Planner: This is the entry-level class in the Planner series. Initially under close supervision, incumbents with basic planning experience learn City systems and infrastructure, regulatory codes, laws and ordinances, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Associate Planner and incumbents may advance to the higher level after gaining the knowledge, skill, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Associate Planner: This is the journey-level class in the Planner series that performs the full range of duties related to participating in and conducting a variety of current and advanced planning for the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements, and related building and development issues. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all planning and permitting functions for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Prepares and presents staff reports to the Planning Commission, City Council, various committees, and advisory boards as directed; prepares research reports and maps and conducts briefings; attends meetings for the Planning Commission and City Council meetings as assigned.
- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Inspects properties and structures for compliance with appropriate City zoning codes and regulations; identifies corrective actions to be taken by the owner; recommends improvements and rehabilitation programs; conducts follow-up inspections and re-checks as required.
- Processes permit applications; calculates appropriate fees.
- Performs plan checking of permit requests; confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues; resolves complaints and problems.
- Screens and evaluates applications for home occupation and conditional use permits, signs, lot merger, variance, subdivision, and parcel maps; confers with applicants and project sponsors on presented plans and designs; reviews lot line adjustments.
- Checks planning records to identify maps that require updating; identifies changes recorded in Assessor's parcel books; computes acreage and frontages.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Assists the public at the front counter; answers questions and provides information to the public; receives and reviews applications for completeness and compliance; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning function.
- Reviews business licenses for compliance with zoning ordinances.
- Prepares, processes, and maintains variety of correspondence, maps, graphs, reports, legal documents, and other written materials.
- Manages Community Development Block Grant (CDBG) and HOME grants, including monitoring and reporting funding activities according to applicable grant regulations.
- Coordinates and conducts follow-up code enforcement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; attends and takes notes at various committee meetings.
- Plans, organizes, coordinates and administers the development and implementation the City's Geographic Information System (GIS) program.
- Serves as a technical resource to all City departments, including providing assistance in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to city and regional planning, development, and zoning administration.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local laws, codes, and regulations including California Planning Law, the Subdivision Map Act, the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and land use and zoning.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Principles, practices, and procedures of code enforcement.
- Principles, practices, and funding sources related to current and advanced planning, including CDBG and HOME grants.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, including Microsoft Office, Microsoft Project, City permitting software, and GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Mathematical and statistical principles including algebra, geometry, and trigonometry.
- Principles and procedures of record keeping.
- Safe driving principles and practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Interpret, analyze, and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.
- Interpret planning and zoning programs to the general public.
- Identify and respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Perform modeling, mapping, database maintenance, and other GIS tasks.
- Prepare clear and concise technical and staff reports, correspondence, policies, procedures, and other written materials.

- Learn current literature, information sources, and research techniques in the field of urban planning.
- Prepare accurate display maps, plans, charts, and tables.
- Effectively represent the Department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Analyze and compile technical and statistical information and prepare reports.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Maintain accurate and precise records.
- Make accurate mathematic and statistical computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet multiple deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Assistant and Associate Planner: Equivalent to graduation from a four-year college or university with major course work in urban planning, economics, or public or business administration, or a related field.

Assistant Planner: One (1) year of professional planning experience in a public agency is desirable.

Associate Planner: In addition to the above, two (2) years of experience equivalent to Assistant Planner at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

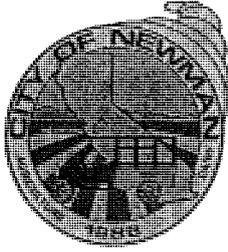
**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial, industrial, and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and to make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may

interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## COMMUNITY SERVICES OFFICER

### DEFINITION

Under general supervision, performs a variety of complex activities in administering non-sworn police support services and programs for the City's Police Department; provides staff support on a wide variety of law enforcement programs, projects, and services; responds to public requests; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief of Police. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position, non-sworn classification within the Police Department. The incumbent performs various administrative and patrol duties in support of designated program activities and is responsible for providing administrative-level support to the assigned management staff in a variety of areas. This class is distinguished from other administrative classifications in that it functions at a higher and more complex support role and may have a specialization in specific programs and related activities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides comprehensive staff support to the Police Department on a wide variety of programs, projects, and services.
- Takes information from the public regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Patrols City streets and facilities to provide security support; follows-up on complaints regarding abandoned vehicles; issues citations and arranges for the towing or other abatement of abandoned or illegally parked vehicles.
- Patrols in efforts to deter crime, including communicating with residents regarding on-going crime related problems, taking crime reports, and providing support to crime victims.
- Enforces and ensures compliance with a variety of Federal, State, and local laws, codes, and regulations related to nuisance abatement; writes warnings and citations as necessary; schedules follow-up inspections.
- Interprets Federal, State, and local legislation, policies, laws, codes, and regulations; researches, analyzes, and coordinates their application to the City's operations; educates the public on laws and regulations related to municipal code violations.

- Coordinates the City's animal control needs with a contracted service provider; cleans and maintains animal control equipment and facilities.
- Provides initial non-emergency contact with the public and representatives of other agencies requesting police records or related services at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies, and procedures or directs the caller to the proper individual or agency.
- Takes information from the public regarding incidents that do not require the presence of sworn law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Assists sworn officers in crowd control, setting up radar trailer, and traffic collisions as required.
- Receives, collects, catalogues, stores, handles, and transports evidence as required.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Prepares and processes a variety of reports and records using a word processor and/or typewriter and follows established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Responds to non-injury traffic collisions, obtains statements from involved parties, completes standard police reports for review by sworn officers.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Transports, sets up, and ensures radar and DUI trailer are operating effectively.
- Monitors and assists sworn officers at DUI checkpoints and in controlling traffic as required.
- Performs required research in order to locate information for police use, including gathering available information on wanted and paroled persons, and property owners as necessary.
- May provide testimony in court hearings.
- Performs additional duties as needed in the absence of assigned police support personnel.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic functions, principles, and practices of law enforcement agencies including crime scene investigations and evidence retention practices and regulations.
- Applicable Federal, State, and local laws, regulations, codes, policies, and statutes.
- Legislative activities of Federal, State, and local governments.
- Activities and programs of the City's Police Department.
- Principles and practices of records management.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Obtain necessary information from individuals in stressful or emergency situations.
- Learn, interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Perform technical, detailed, and responsible office support work.
- Operate radio communication equipment.
- Compose correspondence independently or from brief instructions.
- Compile and summarize information to prepare clear and accurate reports.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and coursework in police science or law enforcement. Equivalent to an Associates degree in police science or law enforcement is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of, or ability to obtain, to complete PC 832 of the Peace Officers Training class within one year following employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; traversing uneven terrain, periodically standing, stooping, bending, climbing, and kneeling to perform the work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, cameras, and computers; and grasp tools. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives

in interpreting and enforcing Federal, State, and City codes, regulations, laws, and departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.



April 2008  
FLSA: Exempt

## DEPUTY CITY CLERK

### DEFINITION

Under general supervision, assists in the preparation, storage, and retrieval of official City documents, including the City Council Agenda and legal public notices; assists in the conduct of municipal elections; provides staff support to the City Clerk and City Council; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the City Clerk. Exercises technical and functional supervision over other staff, as needed.

### CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the City Clerk's office, under the direction of the City Clerk. This classification performs a variety of administrative duties including assisting in municipal elections, administration of filings, development of the City Council Agendas, coordination with other City departments, publication of legal notices, maintenance of the City's Municipal Code, and management of various City contracts. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk in the latter's absence.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists the City Clerk in managing the day-to-day functions of official record-keeping for the City; assists in establishing record-keeping systems including files and other storage or retrieval systems.
- In the City Clerk's absence, takes minutes of official meetings including City Council meetings; transcribes and prepares minutes; prepares minute orders, resolutions and ordinances in draft or final form; coordinates the review and approval of official actions with the City Council, the City Manager, the City Attorney, citizens, community groups, and others; works with City Attorney regarding Closed Session Minutes.
- Assists in the coordination and preparation of the City Council agenda; identifies agenda items and prepares preliminary agenda; assembles agenda materials and supporting documents in the absence of the City Clerk Specialist; arranges for distribution of agenda

materials to City Council, staff, and others; prepares and distributes administrative and public reports, bulletins, questionnaires, notices for public hearings, and other documents; prepares deeds for recordation.

- Processes agenda follow-up from City Council meetings, such as ordinances, resolutions, agreements, notices of completion and claim rejection notices.
- Prepares staff reports for adoption of ordinances and rejection claims.
- Manages legal codification of the City's Municipal Code.
- Assists the City Clerk in planning and conducting periodic municipal elections, administration of state campaign and disclosure laws.
- Registers citizens to vote.
- Processes claims, subpoenas and summons against the City; interacts with the claims administrator regarding specific information relating to claims and coordinates with City staff to provide necessary information; distributes claims for review by the City Attorney and insurance representatives.
- Provides notary services and certification on City documents.
- Officiates bid openings.
- Assists staff and the public with questions regarding official documents or actions of the City; explains policies and procedures related to agenda preparation or submittals, document storage, and other matters.
- Oversees the maintenance of the Division's database, including a database on agreements and ensuring that bonds and insurance requirements are met; commits documents to the City's website for public viewing; ensures that all reports and agenda items are correct; works with the IT Division on any technical problems related to the database.
- Composes letters, memoranda, and reports; proofreads reports, forms, and other typed, handwritten, graphic, or photographic information for accuracy, grammar, punctuation, math, and procedural accuracy.
- May direct the work of other office support staff on a project or day-to-day basis; may train staff in work procedures.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable policies, procedures, laws, and regulations pertaining to assigned programs, including the Brown Act and Freedom of Information Act.
- A variety of public documents including contracts and ordinances.
- General principles of risk management related to the functions of the assigned area.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

### **Skill in:**

- Participating in the retention and destruction of official records in accordance with applicable laws and regulations.
- Preparing official minutes, resolutions, and ordinances.
- Preparing clear and concise reports.

- Typing with accuracy and speed sufficient to ensure successful work performance.
- Composing correspondence and reports independently or from brief instructions.
- Establishing and maintaining a records management system.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.
- Operating modern office equipment including computer equipment and software programs.
- Operating a motor vehicle safely.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business or secretarial science, and three (3) years of increasingly responsible clerical experience involving taking and transcribing minutes of meetings, maintaining complex files, and explaining policies, procedures, and regulations to staff or the public. Experience with municipality or other public agency is highly desirable.

**License:**

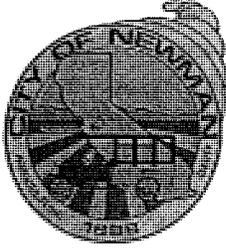
Possession of, or ability to obtain, and maintain, a valid California Driver's License may be required. Certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk is desirable. Certification as a Notary Public is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## MAINTENANCE WORKER I/II

### DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, trees, and facilities; performs preventative and routine maintenance on equipment and vehicles; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives technical and functional direction from the Senior Maintenance Worker and receives direct or general supervision from the Public Works Superintendent. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level maintenance staff and is capable of performing the most complex duties assigned to the department.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **When performing the street maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.

- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Performs a variety of duties in the maintenance of storm drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing storm drains.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Maintains City alleys to ensure safe and efficient access for the public.

**When performing the water distribution systems maintenance:**

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs and replaces water and fire services and hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Turns water service on or off; performs water service shut-offs for non-payments.
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.
- Maintains water wells systems and grounds; monitors and logs records; collects water samples and prepares appropriate paperwork; performs chlorine tests of water supplies.
- Performs preventative maintenance and troubleshooting of water well control panels, including replacing fuses, changing starters, and disconnecting motors.

**When performing the wastewater collections systems maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the City's wastewater infrastructure system.
- Maintains wastewater lines and pump stations to ensure continuous flow of City wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.

- Monitors and checks operations storm and sewer lift stations; performs preventative and basic maintenance as required.

**When performing the parks maintenance:**

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, maintaining clocks and timers, testing systems, replacing valves, and making repairs.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.

**When performing the facilities maintenance:**

- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; builds and repairs cabinets and counters; installs and repairs stairs; builds storage units; installs and repairs ceiling tiles, floor tiles, linoleum, and/or carpet; hangs doors; repairs sheet rock; repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, cleans grease traps, and flushes sewer lines; installs, maintains, and repairs drains, water lines, hot water heaters, and garbage disposals.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures; troubleshoots, repairs, and runs circuits; identifies circuits and calculates circuit loads; tests voltages, ohms, grounds, neutral, and common wires.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, moping, waxing, striping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.

**When performing all assignments:**

- Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to complaints and answers questions from public or escalates to crew leader or supervisor, as necessary.
- May oversee and provide training to alternative work program workers.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair; parks, including landscape construction, tree maintenance, irrigation, athletic, and sports fields; and other related facilities and properties.
- Basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and trees, and general buildings such as found in the City.
- Operate specialized street, wastewater, water, parks and landscape, and building and facility maintenance and repair equipment, including cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.

- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Worker I: One (1) year of experience of construction, maintenance, or repair experience in streets and traffic, underground utilities, general construction, building maintenance, or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- May be required to obtain a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.
- Other certification(s) specific to functional area of assignment may be required.

If assigned to water distribution:

Maintenance Worker I:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

Maintenance Worker II:

- Within eighteen (18) months of the date of entry into the position, must obtain a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services.
- Possession of a Grade I Water Treatment Operator Certificate and Grade I Water Distribution Operator Certificate issued by the State of California Department of Health Services (DHS).

**PHYSICAL DEMANDS**

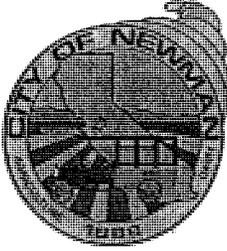
Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.



February 2008  
FLSA: NON-EXEMPT

## MOTOR SWEEPER OPERATOR

### DEFINITION

Under general supervision, performs a variety of duties in the operation of street sweeping equipment for the purpose of cleaning City commercial and residential streets and related areas; adjusts and performs routine maintenance to assigned equipment; assists in the repair, maintenance, and construction of public works systems, facilities, infrastructure, and equipment; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Superintendent of Public Works. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position class that performs a wide range of operation and routine maintenance of street sweeping equipment. Incumbents perform day-to-day street sweeping activities to ensure that City streets and related areas provide the highest level of safety for public use and visual enhancement. This class is distinguished from the Maintenance Worker class series in that the latter primarily performs maintenance, repair, and construction of public works systems, facilities, infrastructure, and equipment.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Operates street sweeping equipment for the purpose of cleaning City commercial and residential streets.
- Manually removes debris and other materials from streets as necessary, removing obstructions from the sweeper's path, and removing objects from other inaccessible areas.
- Receives and responds to requests from supervisory and City staff and the general public for emergency clean-up, including requests to remove debris, garbage, glass, and other materials.
- Inspects and reviews condition of vehicles and equipment before and after routes; performs preventive maintenance; makes operating adjustments and minor repairs to equipment such as checking oil and water levels, leaks, changing buckets and teeth, tightening loose bolts and hydraulic couplings, washing and cleaning vehicles, and related maintenance duties.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection; and notes service requirements.
- Checks job sites for potential hazards; reports hazards; and determines precautions necessary for safe operations.

- Maintains records and reports on all activities, including recording assigned routes, preparing reports of hazardous areas, reporting operating deficiencies of equipment, and recording street sweeper maintenance.
- Performs Maintenance Worker duties as assigned, including maintenance, repair, and construction of public works systems, facilities, infrastructure, and equipment.
- Operates a variety of heavy equipment, including trucks, tractors, loaders, water trucks, graders, and forklifts in a safe and accurate manner.
- Responds to complaints and answers questions from public or escalates to crew leader or supervisor, as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required in cleaning and maintaining City commercial and residential streets and other assigned areas.
- Operation, work methods, and limitations of street sweeping equipment.
- Principles and practices of servicing and basic preventive maintenance of assigned equipment.
- Basic troubleshooting principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic record keeping principles and procedures.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Participate in street sweeping operations and related projects.
- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Operate, adjust, and maintain street sweeping equipment.
- Perform routine equipment maintenance.
- Work with heavy automotive equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in heavy equipment driving or maintenance experience in a street department.

**Licenses and Certifications:**

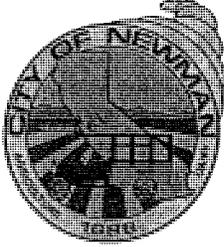
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend vehicles, and operate varied vehicles, tools, and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## OFFICE ASSISTANT I/II

### DEFINITION

Under direct or general supervision, provides a variety of office support activities to an assigned City department, which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of invoices, issuing permits, record keeping, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Office Assistant I: This is the entry-level class in the Office Assistant series. Responsibilities include answering the phones, assisting staff in all aspects of general office operation, and performing special projects as assigned. This class is alternately staffed with the Office Assistant II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and by demonstrating the ability to perform the work of the higher-level class.

Office Assistant II: This is the journey-level class in the Office Assistant series. Incumbents perform a variety of specialized and confidential secretarial and clerical work for an assigned City department, including coordinating assigned programs and projects, providing general information to the public, and other administrative, database, and support work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. This class is distinguished from the Administrative Assistant in that the latter provides a higher-level of, more technical and varied office administrative and secretarial support to a department head and related management, professional, and supervisory staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and carries out clerical assignments and special projects related to assigned area of responsibility.
- Performs a wide variety of general secretarial and clerical duties to support departmental operations; including filing, monthly reports, accounts payable, petty cash reimbursement, and ordering and maintaining office and other related supplies.

- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms, permits, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files; issues permits.
- May perform cashiering duties; receives money and issues receipts; collects and accounts for service fees; reconciles cash register.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff as necessary.
- Composes, types, formats, and proofreads a wide variety of routine reports, letters, documents, flyers, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Compiles information and data for various reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from systems as required.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies.
- May perform accounts receivable support duties; takes deposits to the bank; maintains proper amounts of change; prepares and balances deposits; collects, codes, and posts various payments; prepares end of month spreadsheets of deposits.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Departmental practices and procedures and applicable City policies.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; general accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping and cash handling.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical and secretarial support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment.
- Use word-processing, database, spreadsheet, and other software applications programs.
- Understand and carry out oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Office Assistant I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Office Assistant I: One (1) year of varied clerical support experience.

Account Clerk II: In addition to the above, two (2) years of experience equivalent to Office Assistant I at the City of Newman.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

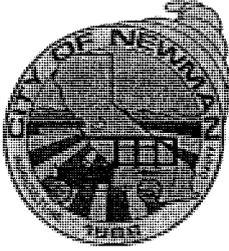
**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## RECORDS CLERK

### DEFINITION

Under general supervision, performs a variety of general administrative, clerical, and customer service duties involved in the maintenance, processing, and distribution of Police records; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Records Supervisor. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position classification within the Police Department. The incumbent performs various administrative, clerical, and customer service duties in support of designated program activities and is responsible for providing support to assigned management staff in a variety of areas. Incumbents perform the full range of technical work in all of the following areas: customer service, processing, and distribution of Police records. This class is distinguished from other administrative classifications in that it functions at a higher and more complex support role and may have a specialization in specific programs and related activities. This class is further distinguished from the Records Supervisor in that the latter is the full supervisory-level class and has ultimate responsibility for organizing, assigning, supervising, and reviewing all work of all staff involved in police records activities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of customer service functions applicable to records release and maintenance, including receiving, responding to, and entering requests for police reports and safekeeping of property, issuing visitor badges, and screening and forwarding telephone calls.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and blanking out confidential information when required; purges records and files as required.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs a variety of reception, administrative support, and clerical duties, including answering and directing telephone calls and calls for service, distributing incoming mail, processing restraining orders, and transcribing taped statements by officers, witnesses, suspects, and victims; prepares

Alcohol Beverage Control (ABC) letters; sorts, files, copies, and distributes a variety of documents; maintains a variety of filing systems; and participates in the registration of a variety of services.

- Assembles and compiles information for a variety of Court, departmental, State mandated, media, and statistical reports, cases, and files, including verifying accuracy and completion of reports and maintaining files.
- Writes dispositions and transmits records; collects and prepares documents for all arrests and citations; forwards documents to appropriate department, division, and court; indexes a wide variety of violations and notifications; compiles and distributes complaints; and books information, fingerprint cards, photographs, and other law enforcement reports.
- Processes booking documents, including gathering all necessary paperwork and information, verifying with current rules and regulations, and updating files as required.
- Schedules appointments for fingerprinting and photos for registrants; reviews and completes forms and paperwork on and photographs each registrant; inputs data into software; forwards information onto appropriate agency; reviews files with and answers questions of each registrant; conducts follow-up on registration requirements as needed including background checks.
- Provides applications for a variety of permits and licenses to the public; explains policies and procedures and processes completed forms.
- Indexes all traffic violation citations and/or reports them into applicable computer systems.
- Provides research assistance to officers and other law enforcement personnel as requested.
- In the absence of the Records Supervisor, processes department payroll, subpoenas, warrants, and case releases.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques, methods, and processes of records management and retrieval.
- Modern office practices and procedures, including filing and the use of standard office equipment.
- Business arithmetic and basic statistical techniques.
- Terminology and procedures used in public safety dispatching.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- Computer applications related to the work, including data tracking, word processing, and basic spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Learn, interpret, apply, and explain rules, policies, codes, and procedures.
- Learn police terminology and law enforcement codes.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hard copy records with speed and accuracy.

- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs..
- Understand and carry out oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and two (2) years experience in clerical and customer support duties in the maintenance, processing, and distribution of records, preferably in a police department.

**Licenses and Certifications:**

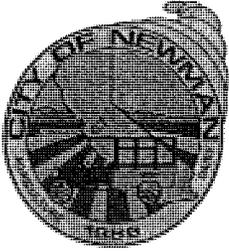
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.



February 2008  
FLSA: NON-EXEMPT

## RECREATION LEADER

### DEFINITION

Under general supervision, performs a variety of work in conducting activities in connection with recreation programs; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is a single-position classification within the Recreation Department. The incumbent is responsible for assisting in developing, scheduling, and conducting a variety of recreational activities and events for participants at assigned recreation facilities and for performing a wide variety of customer service activities. This class is distinguished from the Recreation Supervisor in that the latter is the full supervisory-level class in the series and has ultimate responsibility for organizing, assigning, supervising, and reviewing all work of all staff involved in recreation activities.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Leads, teaches, and conducts diversified recreation activities and classes at assigned center/site.
- Assists in the coordination of and participates in the day-to-day operations of assigned recreation center/site.
- Participates in the planning and implementation of recreation activities and classes appropriate for participant age groups in compliance with Federal, State, and local laws, regulations, and guidelines.
- Communicates with participants on an on-going basis; assists in producing materials such as weekly/monthly calendars, newsletters, flyers, and/or brochures to inform participants of program activities and upcoming events.
- Performs a variety of customer services functions, including performing initial greetings, answering multi-line phone system and forwarding calls, and checking facility users in and out.
- Assists with registration, including familiarization with new enrollments, accepting and approving new registrations, forwarding inquiries to appropriate individual(s), and checking documentation for completeness.
- Provides specific recreational information to the general public, including explaining recreation center/site rules and regulations to new members/participants and providing directions when necessary.
- Collects money and issues receipts at the snack bar and for membership registration, including accounting for all money received.

- Maintains number count of recreation program participants and center/site members, including keeping a monthly tally of membership numbers and entering or updating information into a computer database.
- Opens and closes assigned recreational facility; secures, maintains, and cleans facility; prepares program sites and gyms for various programs and activities, including setting up and taking down equipment and prepping rooms.
- Coordinates and participates in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, and play or sports equipment.
- Assists with maintenance of records and files on all participants, updating emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required.
- Assists in compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, techniques, procedures, and service delivery needs related to the recreation center/site and/or program area(s) to which assigned.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Safety principles and practices, including basic first aid and health/hygiene.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Learn, interpret, apply, and explain Federal, State, and local policies, procedures, laws, and regulations.
- Maintain recreational facilities and equipment in a clean, safe, and secure manner.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or cardiopulmonary resuscitation.
- Maintain and update a variety of files and records including confidential documentation.
- Compose correspondence and reports from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Understand and carry out both oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of work experience in a recreational facility, office environment, child supervision, or a closely related program, including providing responsible customer service.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for special events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## SENIOR ACCOUNT CLERK

### DEFINITION

Under general supervision, provides lead direction to assigned office and clerical accounting staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex clerical and office support work related to the processing of financial transactions, record keeping, and the preparation and reconciliation of financial and accounting records and reports, including accounts receivable, accounts payable, cash management, utility billing, and business license application processing; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accountant. Exercises technical and functional direction and training over assigned staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the account clerk series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping office and clerical work. Successful performance of the work requires knowledge of basic accounting practices and procedures, including accounts receivable, accounts payable, cash management, utility billing, and business license application processing. This class is distinguished from Accountant in that the latter has overall responsibility for all financial and accounting functions, payroll, and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned office and clerical accounting staff; reviews and controls quality of work; assists in completing employee evaluations; participates in recruitment process; participates in performing routine to complex office and clerical accounting work.
- Plans, schedules, prioritizes, and assigns work in consultation with the Accountant; communicates status of activities to appropriate personnel, working cooperatively to schedule activities in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods and use of equipment.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for the office; maintains records of purchase orders.
- Oversees and performs a wide variety of accounting support work including accounts receivable, accounts payable, cash management, utility billing, and business license application processing

- Maintains and reconciles a variety of ledgers, reports, and account records; examines and corrects accounting transactions to ensure accuracy.
- Prepares a variety of routine fiscal reports, statements, and schedules; prepares new year, mid year, and year end reports; participates in preparing budget reports.
- Establishes and maintains complete files and records related to assigned function.
- Prepares and posts journal entries.
- Produces routine daily reports and accounts payable checks.
- Sorts, audits, matches, and distributes invoices from vendors and service providers; confers with vendors regarding purchase orders, invoices, and payments; reviews statements for accuracy and completeness; processes invoices for approval for payment; prepares payments for mailing.
- Monitors and balances various accounts verifying availability of funds and classification of expenditures.
- Posts transactions to accounts payable system; verifies, corrects, and balances accounts payable system; generates checks; validates checks; matches checks to vouchers; mails checks to vendors.
- Maintains current vendor information including 1099 information; prints and mails 1099 forms.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Performs a variety of general clerical duties including typing, maintaining files and records, processing mail, preparing cash for cash register, and opening the safe.
- Assists customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- Reconciles various bank accounts making adjustments due to cancellations and corrections.
- Prepares monthly automatic billing, creates invoices, runs invoice report, posts, and prints report and invoices; prepares for mailing and creates back up copy for City files.
- Oversees reservations for City parks and buildings.
- Oversees and assists with utility billing, payroll, and business license application processing.
- Assists professional accounting staff with special projects as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, cash management, utility billing, payroll, and business licensing.
- Billing as related to utility meters and functions and business applications.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of clerical and office accounting personnel.

- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in accounting and financial office work activities and projects.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software programs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Give, understand, and carry out both oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in accounting clerical work or office work using arithmetic clerical routines, with some lead responsibilities.

**Licenses and Certifications:**

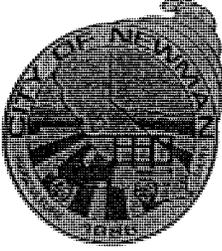
- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



February 2008  
FLSA: NON-EXEMPT

## SENIOR MAINTENANCE WORKER

### DEFINITION

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work of City systems, infrastructure, and facilities, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, trees, and other related facilities and buildings; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Superintendent. Exercises technical and functional direction and training over assigned staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the public works maintenance series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, systems, and facilities. This class is distinguished from the Public Works Superintendent in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in public works maintenance operations.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in recruitment process; participates in performing routine to complex maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Public Works Superintendent; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Determines and recommends equipment, materials, and staffing needs for assigned operations and maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates

with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Oversees and performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including streets, traffic controls and structures, storm and sanitary sewers, water and wastewater systems, parks, landscapes, street trees, and facilities.
- Performs code enforcement identification, correction, and reporting to ensure compliance with Federal, State, and local codes, ordinances, laws, and regulations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Maintains accurate reports and records.
- Oversees and provides training to alternative work program workers.
- Responds to after-hours emergencies.
- Acts as the Public Works Superintendent in his/her absence.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; streets, including traffic signs, street marking, storm drains, and asphalt and concrete repair; parks, including landscape construction, tree maintenance, irrigation, athletic, and sports fields; and other related facilities and properties.
- Basic principles, practices, and tools related to carpentry, plumbing, and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Proper traffic control (include warning signs and cones) to provide safe passage for the traveling public through the work area, as well as for the safeguard of workers.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, contractors, and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in public works maintenance and related projects.
- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and street trees, and general buildings such as found in the City.
- Operate specialized street, wastewater, water, parks and landscape, and building and facility maintenance and repair equipment, including cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, understand, and follow oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of experience of experience in construction, maintenance, or repair of streets and traffic, parks, underground utilities, general construction, or facilities maintenance.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- May be required to obtain a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.
- Other certification(s) specific to functional area of assignment may be required.

**If assigned to water distribution:**

- Possession of a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services (DHS).

- Possession of a Grade I Water Treatment Operator Certificate issued by the State of California Department of Health Services (DHS).

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.



February 2008  
FLSA: NON-EXEMPT

## WASTEWATER TREATMENT PLANT CHIEF OPERATOR

### DEFINITION

Under general supervision, supervises, trains, oversees, and participates in the more complex and difficult work of staff responsible for providing wastewater treatment plant operations, maintenance, and repair; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex wastewater treatment plant operations and maintenance work, including collecting samples, performing laboratory tests and analyses, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities; performs pretreatment inspections; oversees farming operations; performs a variety of technical tasks; provides technical and specialized assistance to the Director of Public Works; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works. Exercises general supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

### CLASS CHARACTERISTICS

This is the advanced journey-level class in the wastewater treatment operations and maintenance series that performs the most complex duties required to ensure that City wastewater treatment plant infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety to the public. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operations and maintenance a wastewater treatment plant facilities, systems, and appurtenances. This class also oversees farming operations and performs pretreatment program duties including the permitting and inspections of commercial and industrial facilities. This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional supervision to assigned wastewater treatment plant staff; reviews and controls quality of work; assists in completing employee evaluations; participates in selection of staff; participates in performing complex and specialized wastewater treatment plant operations and maintenance and pretreatment program duties.
- Trains staff in work and safety procedures and in the operation and use of equipment, pesticides, and supplies; implements procedures and standards.

- Monitors and participates in operations and maintenance activities of the wastewater treatment plant; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned operations and maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Coordinates with and oversees contractors in providing wastewater operations maintenance and repair services.
- Participates in the administration of preventive maintenance, in-service training, and safety programs; ensures compliance with safety procedures.
- Performs the most difficult operations, maintenance, and repair duties in the area of work assigned.
- Reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Coordinates permit applications and renewals; researches and analyzes data; monitors testing.
- Supervises farming operations, including directing and participating in the maintenance of City-owned irrigation systems, coordinating and overseeing contract farmers, determining crop and discharge needs, coordinating pest control application, and handling crop sales; prepares and maintains records and reports.
- Inspects, monitors, and conducts sampling at various commercial and industrial sites, including inspecting sites for compliance with wastewater discharge regulations, evaluating environmental risks associated with industrial processes and activities, and educating dischargers as to what is required to meet set limits; interprets ordinances and Federal and State regulations to dischargers.
- Collects wastewater samples from industrial and commercial users and performs well-defined chemical and biological tests in the field to determine if governmental and process control requirements are met.
- Prepares Industrial Discharge Permits; prepares accurate records and reports for management and regulatory agencies; maintains files and records.
- Organizes, maintains, and documents all required information for enforcement of City code as directed by the federal requirements; analyzes data by comparing test results to requirements.
- Investigates and traces sources of illegal industrial wastes entering the City's wastewater collection system.
- Reads meters at commercial and industrial sites to determine flow for sewer billings; prepares monthly information for billing industries that use City facilities.
- Responds to public inquiries on wastewater services, billing, and other problem areas.
- Works with Engineers on regulatory compliance and wastewater treatment plant expansion and improvement projects from initial design and concepts to reviewing plans, specifications, studies, and bid documents.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to operations, maintenance, and repair emergency situations as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment; researches emerging products and enhancements and their applicability to City needs.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of employee supervision, including assignment, review, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- Principles, practices, equipment, materials, and tools used in farming operations and City-owned irrigation systems.
- The operation and preventive maintenance of piping and irrigation systems.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Principles, practices, and programs for the City's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Equipment, tools, and materials used in maintenance activities and services related to wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices of contract administration and evaluation.
- Principles and practices of safety management.
- Basic and advanced arithmetic and statistical techniques.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Supervise, train, schedule, assign, and review the work of staff.
- Organize, implement, and direct wastewater treatment and distribution maintenance and repair operations and activities.
- Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.
- Develop cost estimates for supplies and equipment.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.

- Safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Work with heavy equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Operate a motor vehicle safely.
- Maintain accurate records and files of work performed.
- Use computer technology and applications in the performance of daily activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Give, understand, and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of responsible experience in wastewater treatment, including one (1) year of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Possession of a Grade II Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.

**PHYSICAL DEMANDS**

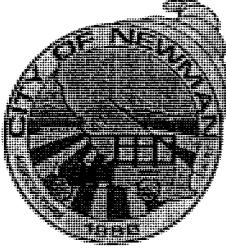
Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to be on-call and work various shifts or emergencies on evenings, weekends, and holidays.



February 2008  
FLSA: NON-EXEMPT

## WASTEWATER TREATMENT PLANT OPERATOR

### DEFINITION

Under general supervision, operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater treatment plant; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Treatment Plant Chief Operator. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This is the entry-level class in the wastewater treatment plant operator series. Under general supervision, incumbents operate and maintain wastewater treatment and distribution equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Wastewater Treatment Plant Chief Operator in that the latter is responsible for supervision over lower-level operations staff and is capable of performing the most complex duties assigned to the department.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.

- Assists in collecting wastewater samples from industrial users and performing well-defined chemical and biological tests in the field to determine if governmental and process control requirements are met.
- Interprets and may perform routine laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards; performs safety hook-up connections for chlorine and sulfur dioxide cylinders.
- Operates a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Removes blockages; replaces worn parts; removes parts to be machined by outside vendors; reassembles equipment.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Performs preventative maintenance and services equipment according to an established schedule and inspects facilities and equipment to determine the need for major maintenance or repair; notifies appropriate staff and supervisor of electrical and instrumentation repairs.
- Maintains light, medium, and heavy-duty equipment and vehicles appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, sweeping and mopping floors, weed abatement, irrigating fields, and painting facilities and equipment when needed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate records of work performed; prepares reports as necessary.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May supervise plant operations in the absence of the Wastewater Treatment Plant Chief Operator.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic techniques.
- Safe work methods and safety practices pertaining to the work.

- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Operate a motor vehicle safely.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Within eighteen (18) months of the date of entry into the position, must obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

**PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work

and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

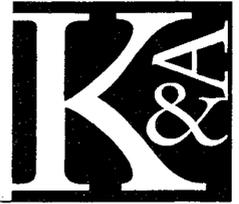
### **WORKING CONDITIONS**

May be required to work various shifts or emergencies on evenings, weekends, and holidays.

**Appendix II**  
**Recommended Employee Allocations**

**City of Newman  
Classification Study  
Appendix II - Employee Allocation List  
April 2008**

Employee	Title	Proposed Title	Supervisor	Department	Action	Interviewer
Cynthia Batista	Account Clerk	Office Assistant I	Emily Faria	Finance	Reclass	Katie
Becki Gomez	Accounting Assistant	Account Clerk II	Sonya Silva	Finance	Retitle	Katie
Stephanie Ocasio	Assistant Planner	Assistant Planner	Michael Holland	Planning	No Change	Katie
Lance Perry	Chief Plant Operator	Chief Plant Operator	Ernie Garza	Public Works	No Change	Alyssa
Edgar Lopez	Community Service Officer	Community Service Officer	Rany Ullibarri	Police	No Change	Katie
Carlos Cantu	Maintenance Worker I	Maintenance Worker I	Doug Mutoza	Public Works	No Change	Alyssa
William Hurst	Maintenance Worker I	Maintenance Worker I	Doug Mutoza	Public Works	No Change	Alyssa
Roger Southard	Maintenance Worker I	Maintenance Worker I	Doug Mutoza	Public Works	No Change	Alyssa
William Davis	Maintenance Worker I	Maintenance Worker I	Doug Mutoza	Public Works	No Change	Alyssa
Tanielo Rosas(Tony)	Maintenance Worker I	Maintenance Worker I	Doug Mutoza	Public Works	No Change	Alyssa
Perfecto Millan	Maintenance Worker II	Maintenance Worker II	Doug Mutoza	Public Works	No Change	Alyssa
Jerry Davis	Motor Sweeper Operator	Motor Sweeper Operator	Doug Mutoza	Public Works	No Change	Alyssa
Terry Barques	Office Assistant	Administrative Assistant	Ernie Garza	Public Works	Reclass	Alyssa
Chris Vargas	Plant Operator	Plant Operator	Lance Perry	Public Works	No Change	Alyssa
Elaine Collison	Records Clerk	Records Clerk	Kathleen LePre	Police	No Change	Katie
Alicia Torres	Recreation/Office Assistant	Recreation Leader/Office Assistant I	Terri Heiberger	Rec/Admin	Retitle/Reclass	Katie
Emily Faria	Sr. Accounting Asst.	Senior Account Clerk	Sonya Silva	Finance	Retitle	Katie
Dan Parde	Sr. Maintenance Worker	Sr. Maintenance Worker	Doug Mutoza	Public Works	No Change	Alyssa
Denton McWaters	Sr. Maintenance Worker	Sr. Maintenance Worker	Doug Mutoza	Public Works	No Change	Alyssa



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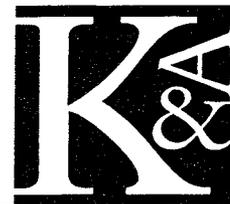
**FINAL REPORT**  
**CLASSIFICATION**  
**AND**  
**TOTAL COMPENSATION STUDY**  
**FOR THE**  
**CITY OF NEWMAN**

**VOLUME II**  
**TOTAL COMPENSATION**

**May 2008**

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**FINAL REPORT  
CLASSIFICATION AND TOTAL COMPENSATION STUDY  
FOR THE  
CITY OF NEWMAN**

**VOLUME II  
TOTAL COMPENSATION**

**BACKGROUND**

As noted in Volume I, in December of 2007, the City of Newman contracted with Koff & Associates, Inc. to conduct a comprehensive classification for non-management and non-sworn staff and a total compensation study for all non-sworn City staff. All classification findings and options for action are found in Volume I; compensation findings and options for implementation are in this Volume.

This compensation review process was precipitated by:

- The concern of management and the City Council that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The desire to have a classification and compensation plan that can meet the needs of this unique full-service City;
- The fact that attracting and retaining quality applicants/employees has been a challenge for the City, especially in certain disciplines, and the desire to identify and mitigate possible reasons for it; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across all City departments.

Classification, in itself, is a non-quantitative method of job evaluation. In determining the classification plan structure and the proper allocation of each position, factors are considered such as:

- Education and experience requirements;

often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration needs to be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

It is important to consider the organizational “worth” of a classification. Although our recommendations are generally market driven, we also weighed internal equity very carefully and determined the most appropriate recommendations based on both market results and organizational worth. This was an essential step in the process due to the City’s history and its long-standing practice to assign the same “worth” to several department head classifications.

Internal relationships were also considered utilizing the factors and practices outlined above. Consequently, not all currently existing City classes were market surveyed as we can make certain inferences between classes that have an internal relationship. For example, we identified the Account Clerk II, Associate Planner, and Maintenance Worker II as benchmark classes. From these classes we can draw internal relationships and make inferences in terms of salary to classes such as:

- Account Clerk I
- Assistant Planner
- Maintenance Worker I
- Senior Account Clerk
- Senior Maintenance Worker

## **STUDY PROCESS**

### **Benchmarking Classifications**

The study included about twenty-six (26) classifications (partly newly created during the classification study) and of the 26 classifications, we selected sixteen (16) classifications to externally review (with the intent of internally aligning the balance of the positions using internal equity principals). They are:

Accountant	Maintenance Worker II
Account Clerk II	Office Assistant II
Administrative Assistant	Police Chief
Associate Planner	Public Works Director
City Manager	Public Works Supervisor
Community Development Director	Records Clerk
Community Service Officer	Recreation Supervisor
Financial Services Director	Wastewater Treatment Operator I

When we contact the comparator agencies to identify possible matches for each of the benchmarked classifications, there is an assumption that we will not be able to find comparators that are 100% equivalent to the classifications at Newman. Therefore, we do not just go by job

4. **Labor market** – In the reality that is today’s labor market, many cities are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. As mentioned above, typically, the geographic labor market area, where Newman may be recruiting from or losing employees to, would be taken into consideration when selecting potential comparator organizations.
5. **Compensation Philosophy** – Does the City regularly conduct a market survey, and, once completed, how is this information applied? Many agencies pay to the average or median, others may pay to a higher percentile. In addition, salary ranges may be set strictly upon market base salary values or may include the total value of salary and benefits when developing a compensation policy.

All of the above-outlined elements are normally considered when selecting the group of comparator agencies. The following nine (9) agencies were used in the study.

- City of Atwater
- City of Ceres
- City of Dos Palos
- City of Gustine
- City of Hughson
- City of Livingston
- City of Los Banos
- City of Oakdale
- City of Patterson

<b>Benchmarking Benefit Data Collection</b>
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The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following information was collected for each of the benchmarked classifications:

**Monthly Base Salary** – The top of the salary range. This was also factored into the total compensation costs. All figures are presented on a monthly basis.

**Employee Retirement** – This includes several figures, 1) the amount of the employer’s State retirement contribution, 2) the amount of the employee’s State retirement (PERS) contribution that is contributed by the City, 3) the amount of the City’s Social Security contribution and 4) any alternative retirement plan, either private or public where the employee’s contribution is made by the City on behalf of the employee.

In addition to the amount of the employer paid member contribution of PERS, we collected information on any enhanced PERS benefit, such as higher retirement formula, single-highest year, and others, whose value is included in the employer paid PERS contribution rate.

agency, and careful review of agency documentation of classification descriptions, memoranda of understanding, organization charts, and other documents.

We believe that the salary data collection step is the most critical for maintaining the overall credibility of any study. We rely very heavily on the Newman classification descriptions developed and approved during the classification part of the study, as they are the foundation for our comparison. Personnel staff of the comparator cities were interviewed by telephone, whenever possible, to understand their organizational structure and possible classification matches.

All salary survey and benefit information can be found in Appendix II and a summary of the results can be found in Appendix I. For each surveyed class, there are three information pages:

- Market Base (Top Step) Salary Summary Data
- Benefit Detail (Monthly Equivalent Values)
- Monthly Total Compensation Cost Summary Data

Our analysis includes the mean (average) and median (mid-point) comparator data for each benchmarked classification (assuming we were able to identify at least four matches). Our firm usually recommends reviewing the median, rather than the average, when evaluating the data. The median is the exact midpoint of all the market data we collected, with 50% of market data below and 50% of market data above. We recommend using the median methodology because it is not skewed by extremely high or low salary values (unlike the mean). Thus, we have based salary recommendations on median top monthly compensation results.

### **MARKET TOTAL COMPENSATION FINDINGS**

As mentioned above, all of the salary, benefits, and total compensation data can be found in Appendix II of this report. The market base and total compensation salary findings for each class surveyed are listed below, using median base as well as median total compensation, arranged in descending order from the most positive percentile (above market) to the most negative (below market). The percentile represents the difference between Newman’s current base salary/total comp for each classification and the mean and median base salary/total comp of the comparator agencies.

<b>Class Title</b>	<b>% Above/Below Median Base Salary</b>	<b>% Above/Below Median Total Compensation</b>
Records Clerk	17.9%	24.6%
Public Works Supervisor	8.1%	16.8%
Office Assistant II	5.8%	18.2%
Accountant	4.3%	14.7%
Account Clerk II	-2.1%	10.7%
Wastewater Treatment Plant Operator	-3.5%	10.2%

It should be noted that the change in average difference between median base salary and total compensation for the classifications is mostly due to differences in health benefit contributions paid by the cities. The City of Newman contributes a higher amount for the cost of health benefits compared to the other cities. The other benefits offered by City of Newman are fairly comparable to the benefits offered by the comparator cities.

### **INTERNAL SALARY RELATIONSHIPS**

During the classification process, we created several class series, of which typically only the journey-level class was benchmarked. For all classifications that weren't benchmarked or where we did not find enough comparators, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and "worth" to the City. These internal relationships need to be analyzed carefully, using the factors described on page two of this report. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for City management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

The City may want to make other internal equity adjustments as it implements a compensation strategy. The City may decide to make certain adjustments to the market data when it comes to classifications with similar scope of work, level of responsibility, and "worth" to the City, but where market survey results places them at different levels. This market survey is only a tool to be used by the City to determine market indexing and salary determination. A summary of each class' current salary and total compensation and the percentage difference to the market mean and median is found in Appendix I.

### **RECOMMENDATIONS**

#### **Pay Philosophy**

The City has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the City's pay philosophy is, at which level the City desires to pay its employees compared to the market, whether the City is going to consider additional alternative compensation programs and how great the competition is with other agencies in the immediate geographic vicinity over recruitment of a highly-qualified workforce.

Another consideration will be the cost of the City's pay philosophy. Currently, there are 6 classes that are paid below the market median, including some classes that are paid significantly below the market median. Bringing these classifications to the market median would denote a significant increase of the City's payroll expenses and may likely not be feasible to accomplish with one immediate adjustment.

Depending upon which option the City decides to implement and how that affects each classification's salary, the City has the option of Y-rating those employees who are at a salary above their corresponding market value until the market numbers "catch up" with their current

As mentioned above, it is also recommended that the City Y-rate all employees that are at a salary above their current market salary range until the market numbers “catch up” with their current salary. This will result in no immediate loss of income, but will delay any future increases until the incumbent’s salary is within the salary range.

Other options to “freezing” a class’ salary in place until the market catches up are:

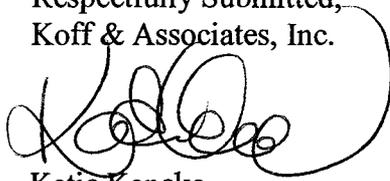
- “Grandfathering” of salary ranges: this means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they leave the City or retire. Any new-hires would be paid within the newly established salary range.
- Single-incumbent classes: if a class only has one incumbent, an option would be to wait until the person leaves or retires from the City and then adjust the salary range for the class according to the market.
- Recent hires: some employees who have recently been hired may still be at one of the lower steps within their current salary range. So even if the top of their current salary range is above market, the incumbents are currently still paid below market because they’re not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either at the top of the market range or very close to it but they would not technically be Y-rated or lose any pay.
- Another option, of course, is to actually reduce salaries down to where the market numbers are. However, from a legal, as well as an employee relations perspective, it is highly questionable whether that really is a viable option. Legal representation for different agencies has various interpretations of the legality of reducing salaries.

### **USING MARKET DATA AND THIS REPORT AS A TOOL**

We wish to reiterate our recommendation that this report and our findings are meant to be a tool for the City to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain high-quality staff. However, financial realities and City expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data represents a market survey that will give the City an instrument to make future compensation decisions.

It has been a pleasure working with the City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,  
Koff & Associates, Inc.



Katie Kaneko  
President

**Appendix I  
City of Newman  
Total Compensation Study  
Side-By-Side  
Management  
May 2008**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data				
	Newman Top Monthly Salary	Mean	% above or below	Median	% above or below	Newman Total Monthly Compensation	Mean	% above or below	Median	% above or below
Accountant	\$4,975	\$4,829	2.9%	\$4,759	4.3%	\$8,602	\$7,574	11.9%	\$7,337	14.7%
City Manager	\$10,788	\$10,960	-1.6%	\$11,423	-5.9%	\$17,039	\$15,886	6.8%	\$16,738	1.8%
Community Development Director	\$7,199	\$9,371	-30.2%	\$10,000	-38.9%	\$11,754	\$13,794	-17.4%	\$14,643	-24.6%
Financial Services Director	\$7,199	\$8,149	-13.2%	\$8,314	-15.5%	\$11,754	\$12,044	-2.5%	\$12,811	-9.0%
Police Chief	\$8,000	\$9,156	-14.4%	\$9,842	-23.0%	\$12,942	\$13,889	-7.3%	\$14,447	-11.6%
Public Works Director	\$7,199	\$8,701	-20.9%	\$8,524	-18.4%	\$11,754	\$12,915	-9.9%	\$12,726	-8.3%
Public Works Supervisor	\$4,738	\$4,552	3.9%	\$4,355	8.1%	\$8,281	\$7,089	14.4%	\$6,889	16.8%
Recreation Supervisor	\$2,825	\$4,248	-50.4%	\$4,713	-66.8%	\$5,693	\$6,877	-20.8%	\$7,479	-31.4%
		AVG:	-15.5%	AVG:	-19.5%		AVG:	-3.1%	AVG:	-6.4%

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**Appendix I  
City of Newman  
Total Compensation Study  
Side-By-Side  
Miscellaneous  
May 2008**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data				
	Newman Top Monthly Salary	Mean	% above or below	Median	% above or below	Newman Total Monthly Compensation	Mean	% above or below	Median	% above or below
Account Clerk II	\$3,117	\$3,190	-2.3%	\$3,183	-2.1%	\$5,968	\$5,316	10.9%	\$5,327	10.7%
Administrative Assistant	\$3,117	\$3,605	-15.7%	\$3,557	-14.1%	\$6,150	\$5,998	2.5%	\$6,039	1.8%
Associate Planner	\$4,295	\$5,452	-26.9%	\$5,360	-24.8%	\$7,516	\$8,569	-14.0%	\$8,377	-11.4%
Community Services Officer	\$2,687	\$3,084	-14.8%	\$3,169	-17.9%	\$5,403	\$5,246	2.9%	\$5,290	2.1%
Maintenance Worker II	\$3,117	\$3,439	-10.3%	\$3,502	-12.4%	\$5,968	\$5,626	5.7%	\$5,553	6.9%
Office Assistant II	\$3,177	\$2,877	9.4%	\$2,993	5.8%	\$6,047	\$4,919	18.7%	\$4,948	18.2%
Records Clerk	\$3,700	\$3,006	18.7%	\$3,037	17.9%	\$6,734	\$5,088	24.4%	\$5,079	24.6%
Wastewater Treatment Plant Operator	\$3,117	\$3,239	-3.9%	\$3,225	-3.5%	\$5,968	\$5,440	8.8%	\$5,361	10.2%
		AVG:	-5.7%	AVG:	-6.4%		AVG:	7.5%	AVG:	7.9%

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Office Assistant II	\$3,177	\$2,877	9.4%	\$2,993	5.8%	\$6,047	\$4,919	18.7%	\$4,948	18.2%
		AVG:	-5.7%	AVG:	-6.4%		AVG:	7.5%	AVG:	7.9%

## **Appendix II**

### **Market Base Salary, Benefit and Total Compensation Findings**

**Appendix IIb  
City of Newman  
Benefits Detail  
Management  
May 2008**

<b>ACCOUNTANT</b>										
<b>Agency</b>	<b>City of Newman</b>	<b>City of Atwater</b>	<b>City of Ceres</b>	<b>City of Dos Palos</b>	<b>City of Gustine</b>	<b>City of Hughson</b>	<b>City of Livingston</b>	<b>City of Los Banos</b>	<b>City of Oakdale</b>	<b>City of Patterson</b>
<b>Class Title</b>	<b>Accountant</b>	<b>Accountant II</b>	<b>Accountant</b>	<b>Administrative Analyst</b>	<b>N/C</b>	<b>Management Analyst</b>	<b>Accountant</b>	<b>Accountant II</b>	<b>Accounting Officer</b>	<b>Accountant</b>
<b>Top Monthly Salary</b>	<b>\$4,975</b>	<b>\$4,849</b>	<b>\$4,672</b>	<b>\$4,846</b>		<b>\$4,509</b>	<b>\$4,355</b>	<b>\$5,245</b>	<b>\$5,683</b>	<b>\$4,477</b>
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	<b>\$398</b>	<b>\$339</b>	<b>\$893</b>	<b>\$388</b>		<b>\$361</b>	<b>\$305</b>	<b>\$420</b>	<b>\$497</b>	<b>\$358</b>
<b>Enhanced PERS Formula</b>	<b>\$336</b>			<b>\$439</b>		<b>\$304</b>		<b>\$354</b>	<b>\$236</b>	<b>\$302</b>
<b>Last Year Spiked</b>										
<b>12 Month Highest Salary</b>		<b>\$58</b>		<b>\$58</b>		<b>\$54</b>	<b>\$52</b>	<b>\$63</b>		
<b>Social Security</b>	<b>\$308</b>	<b>\$301</b>	<b>\$290</b>	<b>\$300</b>				<b>\$325</b>		
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>			<b>\$972</b>						<b>\$1,303</b>	
<b>Health</b>	<b>\$1,767</b>	<b>\$1,355</b>		<b>\$530</b>		<b>\$1,025</b>	<b>\$1,515</b>	<b>\$1,406</b>		<b>\$1,251</b>
<b>Dental <sup>2,3</sup></b>	<b>\$73</b>	<b>\$10</b>		<b>\$54</b>		<b>\$156</b>	<b>\$6</b>	<b>\$73</b>		<b>\$125</b>
<b>Vision <sup>4</sup></b>	<b>\$29</b>	<b>\$8</b>		<b>\$19</b>		<b>\$29</b>	<b>\$7</b>			<b>\$18</b>
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>		<b>\$2</b>				<b>\$5</b>	<b>\$11</b>	
<b>Life</b>		<b>\$18</b>		<b>\$2</b>		<b>\$9</b>	<b>\$24</b>	<b>\$12</b>	<b>\$102</b>	<b>\$3</b>
<b>LTD</b>		<b>\$45</b>		<b>\$23</b>			<b>\$89</b>		<b>\$48</b>	
<b>STD/SDI</b>				<b>\$4</b>						
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$287</b>	<b>\$280</b>	<b>\$270</b>	<b>\$261</b>		<b>\$294</b>	<b>\$168</b>	<b>\$303</b>	<b>\$358</b>	<b>\$258</b>
<b>Holidays</b>	<b>\$234</b>	<b>\$242</b>	<b>\$234</b>	<b>\$298</b>		<b>\$225</b>	<b>\$235</b>	<b>\$222</b>	<b>\$287</b>	<b>\$241</b>
<b>Administrative</b>	<b>\$191</b>			<b>\$56</b>		<b>\$87</b>	<b>\$134</b>		<b>\$239</b>	<b>\$310</b>
<b>Auto Allowance</b>										
<b>Uniform Allowance</b>										
<b>Deferred Compensation</b>										
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>		<b>Yes <sup>5</sup></b>	<b>No</b>	<b>No</b>	<b>Yes <sup>6</sup></b>	<b>No</b>
<b>Benefit Cost</b>	<b>\$3,627</b>	<b>\$2,659</b>	<b>\$2,658</b>	<b>\$2,434</b>	<b>N/C</b>	<b>\$2,545</b>	<b>\$2,534</b>	<b>\$3,183</b>	<b>\$3,081</b>	<b>\$2,867</b>
<b>Total Monthly Comp.</b>	<b>\$8,602</b>	<b>\$7,507</b>	<b>\$7,330</b>	<b>\$7,280</b>	<b>N/C</b>	<b>\$7,054</b>	<b>\$6,889</b>	<b>\$8,428</b>	<b>\$8,764</b>	<b>\$7,344</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Livingston's Dental provides administrative charge, also pays all claims.
- 3- City of Los Banos' Dental plan includes Vision.
- 4- City of Livingston's Vision provides administration charge, also pays all claims.
- 5- 5% after 10 years of continuous service.
- 6- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

**Appendix IIa**  
**City of Newman**  
**Top Monthly Salary Data**  
**Management**  
**May 2008**

<b>CITY MANAGER</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	City Manager	\$13,671	2/6/2008	Unknown
2	City of Atwater	City Manager	\$12,519	1/1/2008	7/1/2008
3	City of Ceres	City Manager	\$12,500	7/1/2007	7/1/2008
4	City of Oakdale	City Manager	\$11,872	1/1/2008	Unknown
5	City of Patterson	City Manager	\$11,423	7/1/2007	7/1/2008
6	City of Livingston	City Manager	\$10,833	7/1/2006	7/1/2008
7	<b>City of Newman</b>	<b>City Manager</b>	<b>\$10,788</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
8	City of Hughson <sup>a</sup>	City Manager	\$9,605	7/1/2007	Unknown
9	City of Gustine	City Manager	\$9,583	7/1/2007	7/1/2008
10	City of Dos Palos	City Manager	\$6,633	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$10,960</b>		
<b>% City of Newman Above/Below</b>			<b>-1.6%</b>		
<b>Median of Comparators</b>			<b>\$11,423</b>		
<b>% City of Newman Above/Below</b>			<b>-5.9%</b>		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

<sup>a</sup> City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

**Appendix IIc  
City of Newman  
Total Monthly Compensation Data  
Management  
May 2008**

<b>CITY MANAGER</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	City Manager	\$19,406	2/6/2008	Unknown
2	City of Ceres	City Manager	\$18,820	7/1/2007	7/1/2008
3	City of Atwater	City Manager	\$18,040	1/1/2008	7/1/2008
4	City of Oakdale	City Manager	\$17,133	1/1/2008	Unknown
<b>5</b>	<b>City of Newman</b>	<b>City Manager</b>	<b>\$17,039</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
6	City of Patterson	City Manager	\$16,738	7/1/2007	7/1/2008
7	City of Livingston	City Manager	\$14,994	7/1/2006	7/1/2008
8	City of Hughson	City Manager	\$13,833	7/1/2007	Unknown
9	City of Gustine	City Manager	\$13,514	7/1/2007	7/1/2008
10	City of Dos Palos	City Manager	\$10,495	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$15,886</b>		
<b>% City of Newman Above/Below</b>			<b>6.8%</b>		
<b>Median of Comparators</b>			<b>\$16,738</b>		
<b>% City of Newman Above/Below</b>			<b>1.8%</b>		
<b>NOTE: All calculations exclude City of Newman</b>					

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Management  
May 2008**

<b>COMMUNITY DEVELOPMENT DIRECTOR</b>										
<b>Agency</b>	<b>City of Newman</b>	<b>City of Atwater</b>	<b>City of Ceres</b>	<b>City of Dos Palos</b>	<b>City of Gustine</b>	<b>City of Hughson</b>	<b>City of Livingston</b>	<b>City of Los Banos</b>	<b>City of Oakdale</b>	<b>City of Patterson</b>
<b>Class Title</b>	<b>Community Development Director</b>	<b>Community Dev Director</b>	<b>Director of Community Dev</b>	<b>N/C</b>	<b>N/C</b>	<b>Director of Planning &amp; Bldg</b>	<b>Community Dev Director</b>	<b>Community Dev Director</b>	<b>Director, Comm Development</b>	<b>Community Dev Director</b>
<b>Top Monthly Salary</b>	<b>\$7,199</b>	<b>\$10,298</b>	<b>\$10,258</b>			<b>\$6,516</b>	<b>\$8,080</b>	<b>\$11,593</b>	<b>\$10,000</b>	<b>\$8,854</b>
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	<b>\$576</b>	<b>\$721</b>	<b>\$1,960</b>			<b>\$521</b>	<b>\$566</b>	<b>\$927</b>	<b>\$800</b>	<b>\$708</b>
<b>Enhanced PERS Formula</b>	<b>\$486</b>					<b>\$440</b>		<b>\$783</b>	<b>\$380</b>	<b>\$598</b>
<b>Last Year Spiked</b>										
<b>12 Month Highest Salary</b>		<b>\$124</b>				<b>\$78</b>	<b>\$97</b>	<b>\$139</b>		
<b>Social Security</b>	<b>\$446</b>	<b>\$527</b>	<b>\$527</b>					<b>\$527</b>		
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>										
<b>Health</b>	<b>\$1,767</b>	<b>\$1,355</b>	<b>\$972</b>			<b>\$1,025</b>	<b>\$1,515</b>	<b>\$1,406</b>	<b>\$1,233</b>	<b>\$1,251</b>
<b>Dental <sup>2,3</sup></b>	<b>\$73</b>	<b>\$10</b>				<b>\$156</b>	<b>\$6</b>	<b>\$73</b>		<b>\$125</b>
<b>Vision <sup>4</sup></b>	<b>\$29</b>	<b>\$8</b>				<b>\$29</b>	<b>\$7</b>			<b>\$18</b>
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>						<b>\$5</b>	<b>\$11</b>	
<b>Life</b>		<b>\$31</b>	<b>\$5</b>			<b>\$9</b>	<b>\$24</b>	<b>\$12</b>	<b>\$102</b>	<b>\$15</b>
<b>LTD</b>		<b>\$95</b>					<b>\$165</b>		<b>\$78</b>	
<b>STD/SDI</b>										
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$415</b>	<b>\$594</b>	<b>\$592</b>			<b>\$426</b>	<b>\$311</b>	<b>\$669</b>	<b>\$577</b>	<b>\$511</b>
<b>Holidays</b>	<b>\$339</b>	<b>\$515</b>	<b>\$513</b>			<b>\$326</b>	<b>\$435</b>	<b>\$490</b>	<b>\$462</b>	<b>\$477</b>
<b>Administrative</b>	<b>\$277</b>	<b>\$396</b>	<b>\$395</b>			<b>\$251</b>	<b>\$373</b>	<b>\$223</b>	<b>\$500</b>	<b>\$341</b>
<b>Auto Allowance</b>		<b>\$617</b>	<b>\$300</b>							
<b>Uniform Allowance</b>										
<b>Deferred Compensation</b>	<b>\$144</b>								<b>\$500</b>	
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>			<b>Yes <sup>5</sup></b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Benefit Cost</b>	<b>\$4,555</b>	<b>\$4,995</b>	<b>\$5,264</b>	<b>N/C</b>	<b>N/C</b>	<b>\$3,261</b>	<b>\$3,498</b>	<b>\$5,255</b>	<b>\$4,643</b>	<b>\$4,043</b>
<b>Total Monthly Comp.</b>	<b>\$11,754</b>	<b>\$15,292</b>	<b>\$15,522</b>	<b>N/C</b>	<b>N/C</b>	<b>\$9,777</b>	<b>\$11,578</b>	<b>\$16,848</b>	<b>\$14,643</b>	<b>\$12,897</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Livingston's Dental provides administrative charge, also pays all claims.
- 3- City of Los Banos' Dental plan includes Vision.
- 4- City of Livingston's Vision provides administration charge, also pays all claims.
- 5- 5% after 10 years of continuous service.

**Appendix IIa  
City of Newman  
Top Monthly Salary Data  
Management  
May 2008**

<b>FINANCIAL SERVICES DIRECTOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Director of Finance <sup>1</sup>	\$10,569	2/6/2008	Unknown
2	City of Oakdale	Director, Finance	\$10,000	1/1/2008	Unknown
3	City of Livingston	Assistant City Manager/Finance Director	\$9,605	7/1/2006	7/1/2008
4	City of Ceres	Finance Manager <sup>2</sup>	\$8,876	7/1/2007	7/1/2008
5	City of Patterson	Finance Director	\$8,314	7/1/2007	7/1/2008
6	City of Atwater	Finance Director	\$8,302	1/1/2008	7/1/2008
7	<b>City of Newman</b>	<b>Financial Services Director</b>	<b>\$7,199</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
8	City of Hughson <sup>a</sup>	Director of Finance	\$6,388	7/1/2007	Unknown
9	City of Dos Palos	Director of Finance and Personnel	\$5,952	7/1/2007	7/1/2008
10	City of Gustine	Administrative Services Manager	\$5,332	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$8,149</b>		
<b>% City of Newman Above/Below</b>			<b>-13.2%</b>		
<b>Median of Comparators</b>			<b>\$8,314</b>		
<b>% City of Newman Above/Below</b>			<b>-15.5%</b>		
<b>NOTE: All calculations exclude City of Newman</b>					

N/C - Non Comparator

<sup>a</sup> City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

1- Does not oversee HR related functions.

2- Director of Administrative Services oversees Finance, Human Resources, and Information Technology.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Management**  
**May 2008**

<b>FINANCIAL SERVICES DIRECTOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Director of Finance	\$15,538	2/6/2008	Unknown
2	City of Oakdale	Director, Finance	\$14,643	1/1/2008	Unknown
3	City of Livingston	Assistant City Manager/Finance Director	\$13,470	7/1/2006	7/1/2008
4	City of Ceres	Finance Manager	\$13,271	7/1/2007	7/1/2008
5	City of Atwater	Finance Director	\$12,811	1/1/2008	7/1/2008
6	City of Patterson	Finance Director	\$12,196	7/1/2007	7/1/2008
7	<b>City of Newman</b>	<b>Financial Services Director</b>	<b>\$11,754</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
8	City of Hughson	Director of Finance	\$9,609	7/1/2007	Unknown
9	City of Dos Palos	Director of Finance and Personnel	\$8,797	7/1/2007	7/1/2008
10	City of Gustine	Administrative Services Manager	\$8,058	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$12,044</b>		
<b>% City of Newman Above/Below</b>			<b>-2.5%</b>		
<b>Median of Comparators</b>			<b>\$12,811</b>		
<b>% City of Newman Above/Below</b>			<b>-9.0%</b>		

NOTE: All calculations exclude City of Newman

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Management  
May 2008**

<b>POLICE CHIEF</b>										
Agency	City of Newman	City of Atwater	City of Ceres	City of Dos Palos	City of Gustine	City of Hughson	City of Livingston	City of Los Banos	City of Oakdale	City of Patterson
<b>Class Title</b>	Police Chief	Police Chief	Deputy Police Chief	Police Chief	Police Chief	N/C	Police Chief	Police Chief	Police Chief	N/C
<b>Top Monthly Salary</b>	\$8,000	\$9,853	\$9,797	\$5,714	\$6,024		\$9,842	\$11,531	\$11,329	
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	\$720	\$394	\$1,872	\$514	\$542		\$689	\$1,038	\$1,020	
<b>Enhanced PERS Formula Last Year Spiked</b>	\$548			\$780	\$413			\$1,574	\$1,546	
<b>12 Month Highest Salary</b>		\$118		\$69			\$118	\$138	\$136	
<b>Social Security</b>	\$496	\$527	\$527	\$354				\$527		
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>			\$972						\$1,233	
<b>Health <sup>2</sup></b>	\$1,767	\$1,355		\$1,021	\$1,368		\$1,515	\$1,406		
<b>Dental <sup>3,4</sup></b>	\$73	\$10		\$54			\$6	\$73		
<b>Vision <sup>5</sup></b>	\$29	\$8		\$19			\$7			
<b>EAP</b>	\$3	\$3		\$2				\$5	\$11	
<b>Life</b>		\$31	\$5	\$11			\$12	\$12	\$102	
<b>LTD</b>		\$91		\$23			\$201		\$88	
<b>STD/SDI</b>				\$4						
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	\$462	\$568	\$565	\$308	\$348		\$379	\$665	\$654	
<b>Holidays</b>	\$377	\$493	\$490	\$308	\$301		\$530	\$488	\$523	
<b>Administrative</b>	\$308	\$379	\$264				\$454	\$222	\$566	
<b>Auto Allowance</b>		\$617		\$450					\$450	
<b>Uniform Allowance</b>										
<b>Deferred Compensation</b>	\$160								\$566	
<b>Other</b>										
<b>Longevity</b>	Yes <sup>6</sup>	No	No	No	Yes <sup>7</sup>		No	No	No	
<b>Benefit Cost</b>	\$4,942	\$4,594	\$4,695	\$3,917	\$2,972	N/C	\$3,910	\$6,148	\$6,896	N/C
<b>Total Monthly Comp.</b>	\$12,942	\$14,447	\$14,492	\$9,631	\$8,996	N/C	\$13,752	\$17,679	\$18,225	N/C

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.

2- City of Gustine's Health also includes Dental and Vision.

3- City of Livingston's Dental provides administrative charge, also pays all claims.

4- City of Los Banos' Dental plan includes Vision.

5- City of Livingston's Vision provides administration charge, also pays all claims.

6- 5% incentive for 10 years of continuous service.

7- 2.5% for 11-14 years of service; 5% for 15-19 years of service; and 7.5% for 20+ years of service.

**Appendix IIa**  
**City of Newman**  
**Top Monthly Salary Data**  
**Management**  
**May 2008**

<b>PUBLIC WORKS DIRECTOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Public Works Director <sup>1</sup>	\$13,020	2/6/2008	Unknown
2	City of Oakdale	Director, Public Works	\$10,253	1/1/2008	Unknown
3	City of Ceres	Director of Public Works <sup>2</sup>	\$10,043	7/1/2007	7/1/2008
4	City of Patterson	Public Works Director <sup>1</sup>	\$8,731	7/1/2007	7/1/2008
5	City of Hughson <sup>a</sup>	Director of Public Works/City Engineer <sup>1,2,3</sup>	\$8,524	7/1/2007	Unknown
6	City of Livingston	Public Works Director	\$8,490	7/1/2006	7/1/2008
7	City of Atwater	Public Works Director <sup>1,2</sup>	\$8,237	1/1/2008	7/1/2008
<b>8</b>	<b>City of Newman</b>	<b>Public Works Director</b>	<b>\$7,199</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
9	City of Dos Palos	Director of Public Works	\$5,714	7/1/2007	7/1/2008
10	City of Gustine	Director of Public Works	\$5,300	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$8,701</b>		
<b>% City of Newman Above/Below</b>			<b>-20.9%</b>		
<b>Median of Comparators</b>			<b>\$8,524</b>		
<b>% City of Newman Above/Below</b>			<b>-18.4%</b>		
<b>NOTE: All calculations exclude City of Newman</b>					

N/C - Non Comparator

<sup>a</sup> City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

1- Requires a Bachelor's degree; does not require any additional certifications.

2- Grade II Wastewater Treatment Plant Operator and Grade II Water Distribution Operator Certificates are not required.

3- Requires P.E. registration.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Management**  
**May 2008**

<b>PUBLIC WORKS DIRECTOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Public Works Director	\$18,672	2/6/2008	Unknown
2	City of Oakdale	Director, Public Works	\$15,429	1/1/2008	Unknown
3	City of Ceres	Director of Public Works	\$15,384	7/1/2007	7/1/2008
4	City of Patterson	Public Works Director	\$12,737	7/1/2007	7/1/2008
5	City of Atwater	Public Works Director	\$12,726	1/1/2008	7/1/2008
6	City of Hughson	Director of Public Works/City Engineer	\$12,414	7/1/2007	Unknown
7	City of Livingston	Public Works Director	\$12,087	7/1/2006	7/1/2008
<b>8</b>	<b>City of Newman</b>	<b>Public Works Director</b>	<b>\$11,754</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
9	City of Dos Palos	Director of Public Works	\$8,920	7/1/2007	7/1/2008
10	City of Gustine	Director of Public Works	\$7,864	7/1/2007	7/1/2008
<b>Average of Comparators</b>			<b>\$12,915</b>		
% City of Newman Above/Below			-9.9%		
<b>Median of Comparators</b>			<b>\$12,726</b>		
% City of Newman Above/Below			-8.3%		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Management  
May 2008**

<b>PUBLIC WORKS SUPERVISOR</b>										
Agency	City of Newman	City of Atwater	City of Ceres	City of Dos Palos	City of Gustine	City of Hughson	City of Livingston	City of Los Banos	City of Oakdale	City of Patterson
<b>Class Title</b>	<b>Public Works Supervisor</b>	<b>Parks &amp; Facilities Div Mgr / Streets Div Mgr</b>	<b>St Maint Supv / Landscape Maint Supv / Facility Maint Supv / Wtr Distribution Supv</b>	<b>N/C</b>	<b>Public Works Supervisor</b>	<b>Public Works Supervisor</b>	<b>Street Supv / Water Supervisor</b>	<b>N/C</b>	<b>Supervisor - Public Works</b>	<b>Streets &amp; Collections Supervisor</b>
<b>Top Monthly Salary</b>	<b>\$4,738</b>	<b>\$5,506</b>	<b>\$5,133</b>		<b>\$3,677</b>	<b>\$4,082</b>	<b>\$4,355</b>		<b>\$5,246</b>	<b>\$3,868</b>
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	<b>\$379</b>	<b>\$385</b>	<b>\$981</b>		<b>\$294</b>	<b>\$327</b>	<b>\$305</b>		<b>\$420</b>	<b>\$309</b>
<b>Enhanced PERS Formula Last Year Spiked</b>	<b>\$320</b>				<b>\$140</b>	<b>\$276</b>			<b>\$199</b>	<b>\$261</b>
<b>12 Month Highest Salary</b>		<b>\$66</b>				<b>\$49</b>	<b>\$52</b>		<b>\$63</b>	
<b>Social Security</b>	<b>\$294</b>	<b>\$341</b>	<b>\$318</b>							
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>									<b>\$1,173</b>	
<b>Health <sup>2</sup></b>	<b>\$1,767</b>	<b>\$1,355</b>			<b>\$1,368</b>	<b>\$1,025</b>	<b>\$1,515</b>			<b>\$1,251</b>
<b>Dental <sup>3</sup></b>	<b>\$73</b>	<b>\$10</b>				<b>\$156</b>	<b>\$6</b>			<b>\$125</b>
<b>Vision <sup>4</sup></b>	<b>\$29</b>	<b>\$8</b>				<b>\$29</b>	<b>\$7</b>			<b>\$18</b>
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>							<b>\$11</b>	
<b>Life</b>		<b>\$20</b>	<b>\$5</b>			<b>\$9</b>	<b>\$24</b>		<b>\$41</b>	<b>\$3</b>
<b>LTD</b>		<b>\$51</b>					<b>\$89</b>			
<b>STD/SDI</b>										
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$273</b>	<b>\$318</b>	<b>\$296</b>		<b>\$212</b>	<b>\$267</b>	<b>\$168</b>		<b>\$303</b>	<b>\$223</b>
<b>Holidays</b>	<b>\$223</b>	<b>\$275</b>	<b>\$257</b>		<b>\$184</b>	<b>\$204</b>	<b>\$235</b>		<b>\$242</b>	<b>\$208</b>
<b>Administrative</b>	<b>\$182</b>	<b>\$169</b>					<b>\$134</b>			
<b>Auto Allowance</b>										
<b>Uniform Allowance</b>										
<b>Deferred Compensation</b>										
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>		<b>Yes <sup>5</sup></b>	<b>Yes <sup>6</sup></b>	<b>No</b>		<b>Yes <sup>7</sup></b>	<b>No</b>
<b>Benefit Cost</b>	<b>\$3,543</b>	<b>\$3,002</b>	<b>\$2,829</b>	<b>N/C</b>	<b>\$2,198</b>	<b>\$2,341</b>	<b>\$2,534</b>	<b>N/C</b>	<b>\$2,452</b>	<b>\$2,399</b>
<b>Total Monthly Comp.</b>	<b>\$8,281</b>	<b>\$8,508</b>	<b>\$7,962</b>	<b>N/C</b>	<b>\$5,875</b>	<b>\$6,423</b>	<b>\$6,889</b>	<b>N/C</b>	<b>\$7,698</b>	<b>\$6,267</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Gustine's Health also includes Dental and Vision.
- 3- City of Livingston's Dental provides administrative charge, also pays all claims.
- 4- City of Livingston's Vision provides administration charge, also pays all claims.
- 5- 2.5% for 11-14 years of service; 5% for 15-19 years of service; and 7.5% for 20+ years of service.
- 6- 5% after 10 years of continuous service.
- 7- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

**Appendix IIa  
City of Newman  
Top Monthly Salary Data  
Management  
May 2008**

<b>RECREATION SUPERVISOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Recreation Supervisor <sup>1</sup>	\$4,990	2/6/2008	Unknown
2	City of Ceres	Recreation Supervisor <sup>1</sup>	\$4,778	7/1/2007	7/1/2008
3	City of Atwater	Recreation Supervisor	\$4,713	1/1/2008	7/1/2008
4	City of Livingston	Recreation Superintendent <sup>2</sup>	\$3,755	7/1/2006	7/1/2008
5	City of Patterson	Recreation Coordinator II <sup>3</sup>	\$3,004	7/1/2007	7/1/2008
<b>6</b>	<b>City of Newman</b>	<b>Recreation Supervisor</b>	<b>\$2,825</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Hughson	N/C			
	City of Oakdale	N/C			
<b>Average of Comparators</b>			<b>\$4,248</b>		
<b>% City of Newman Above/Below</b>			<b>-50.4%</b>		
<b>Median of Comparators</b>			<b>\$4,713</b>		
<b>% City of Newman Above/Below</b>			<b>-66.8%</b>		
<b>NOTE: All calculations exclude City of Newman.</b>					

N/C - Non Comparator

a City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

1- Requires a Bachelor's degree.

2- Requires a Bachelor's degree and 3 years of experience.

3- Requires completion of the 12th grade and 2 years of experience.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Management**  
**May 2008**

<b>RECREATION SUPERVISOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Recreation Supervisor	\$8,091	2/6/2008	Unknown
2	City of Atwater	Recreation Supervisor	\$7,481	1/1/2008	7/1/2008
3	City of Ceres	Recreation Supervisor	\$7,479	7/1/2007	7/1/2008
4	City of Livingston	Recreation Superintendent	\$6,153	7/1/2006	7/1/2008
5	<b>City of Newman</b>	<b>Recreation Supervisor</b>	<b>\$5,693</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
6	City of Patterson	Recreation Coordinator II	\$5,179	7/1/2007	7/1/2008
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Hughson	N/C			
	City of Oakdale	N/C			
<b>Average of Comparators</b>			<b>\$6,877</b>		
% City of Newman Above/Below			<b>-20.8%</b>		
<b>Median of Comparators</b>			<b>\$7,479</b>		
% City of Newman Above/Below			<b>-31.4%</b>		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Miscellaneous  
May 2008**

<b>ACCOUNT CLERK II</b>										
<b>Agency</b>	<b>City of Newman</b>	<b>City of Atwater</b>	<b>City of Ceres</b>	<b>City of Dos Palos</b>	<b>City of Gustine</b>	<b>City of Hughson</b>	<b>City of Livingston</b>	<b>City of Los Banos</b>	<b>City of Oakdale</b>	<b>City of Patterson</b>
<b>Class Title</b>	<b>Account Clerk II</b>	<b>Account Clerk II</b>	<b>Account Clerk II</b>	<b>Bookkeeper</b>	<b>Senior Account Clerk</b>	<b>Accounting Technician II</b>	<b>Sr Account Clerk</b>	<b>Account Clerk II</b>	<b>Actng Clerk / Finance Clerk, Sr</b>	<b>Account Clerk</b>
<b>Top Monthly Salary</b>	<b>\$3,117</b>	<b>\$3,173</b>	<b>\$3,225</b>	<b>\$3,162</b>	<b>\$3,662</b>	<b>\$3,183</b>	<b>\$3,160</b>	<b>\$3,365</b>	<b>\$3,226</b>	<b>\$2,551</b>
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	<b>\$249</b>	<b>\$222</b>	<b>\$616</b>	<b>\$253</b>	<b>\$293</b>	<b>\$255</b>	<b>\$221</b>	<b>\$269</b>	<b>\$258</b>	<b>\$204</b>
<b>Enhanced PERS Formula Last Year Spiked 12 Month Highest Salary</b>	<b>\$210</b>			<b>\$286</b>	<b>\$139</b>	<b>\$215</b>		<b>\$227</b>	<b>\$123</b>	<b>\$172</b>
<b>Social Security</b>	<b>\$193</b>	<b>\$38</b>	<b>\$200</b>	<b>\$38</b>		<b>\$38</b>	<b>\$38</b>	<b>\$40</b>	<b>\$39</b>	
<b>Other</b>		<b>\$197</b>		<b>\$196</b>				<b>\$209</b>		
<b>Insurance</b>										
<b>Cafeteria</b>			<b>\$972</b>						<b>\$1,173</b>	
<b>Health <sup>2</sup></b>	<b>\$1,767</b>	<b>\$1,355</b>		<b>\$469</b>	<b>\$1,368</b>	<b>\$1,025</b>	<b>\$1,515</b>	<b>\$1,406</b>		<b>\$1,251</b>
<b>Dental <sup>3,4</sup></b>	<b>\$73</b>	<b>\$10</b>		<b>\$54</b>		<b>\$156</b>	<b>\$6</b>	<b>\$73</b>		<b>\$125</b>
<b>Vision <sup>5</sup></b>	<b>\$29</b>	<b>\$8</b>		<b>\$19</b>		<b>\$29</b>	<b>\$7</b>			<b>\$18</b>
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>		<b>\$2</b>				<b>\$5</b>	<b>\$11</b>	
<b>Life</b>		<b>\$12</b>		<b>\$2</b>		<b>\$9</b>	<b>\$24</b>	<b>\$12</b>	<b>\$41</b>	<b>\$3</b>
<b>LTD</b>		<b>\$29</b>		<b>\$23</b>			<b>\$64</b>			
<b>STD/SDI</b>				<b>\$4</b>						
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$180</b>	<b>\$183</b>	<b>\$186</b>	<b>\$170</b>	<b>\$211</b>	<b>\$208</b>	<b>\$122</b>	<b>\$194</b>	<b>\$186</b>	<b>\$147</b>
<b>Holidays</b>	<b>\$147</b>	<b>\$159</b>	<b>\$161</b>	<b>\$195</b>	<b>\$183</b>	<b>\$159</b>	<b>\$170</b>	<b>\$142</b>	<b>\$149</b>	<b>\$137</b>
<b>Administrative</b>										
<b>Auto Allowance</b>										
<b>Deferred Compensation</b>										
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes <sup>6</sup></b>	<b>Yes <sup>7</sup></b>	<b>No</b>	<b>No</b>	<b>Yes <sup>8</sup></b>	<b>No</b>
<b>Benefit Cost</b>	<b>\$2,851</b>	<b>\$2,215</b>	<b>\$2,136</b>	<b>\$1,711</b>	<b>\$2,194</b>	<b>\$2,094</b>	<b>\$2,167</b>	<b>\$2,578</b>	<b>\$1,979</b>	<b>\$2,058</b>
<b>Total Monthly Comp.</b>	<b>\$5,968</b>	<b>\$5,388</b>	<b>\$5,361</b>	<b>\$4,873</b>	<b>\$5,857</b>	<b>\$5,277</b>	<b>\$5,327</b>	<b>\$5,943</b>	<b>\$5,205</b>	<b>\$4,609</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.

2- City of Gustine's Health also includes Dental and Vision.

3- City of Livingston's Dental provides administrative charge, also pays all claims.

4- City of Los Banos' Dental plan includes Vision.

5- City of Livingston's Vision provides administration charge, also pays all claims.

6- 2.5% for 11-14 years of service; 5% for 15-19 years of service; and 7.5% for 20+ years of service.

8- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

**Appendix IIa**  
**City of Newman**  
**Top Monthly Salary Data**  
**Miscellaneous**  
**May 2008**

<b>ADMINISTRATIVE ASSISTANT</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Ceres	Administrative Secretary	\$3,987	12/2/2007	7/1/2008
2	City of Los Banos	Administrative Assistant	\$3,710	2/6/2008	Unknown
3	City of Atwater	Administrative Assistant II	\$3,403	1/1/2008	7/1/2008
4	City of Livingston	Administrative Assistant <sup>1</sup>	\$3,319	7/1/2006	7/1/2008
5	<b>City of Newman</b>	<b>Administrative Assistant</b>	<b>\$3,117</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Hughson	N/C			
	City of Oakdale	N/C			
	City of Patterson	N/C			
<b>Average of Comparators</b>			<b>\$3,605</b>		
<b>% City of Newman Above/Below</b>			<b>-15.7%</b>		
<b>Median of Comparators</b>			<b>\$3,557</b>		
<b>% City of Newman Above/Below</b>			<b>-14.1%</b>		

NOTE: All calculations exclude City of Newman

N/C - Non Comparator

1- Requires 3 years of experience.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Miscellaneous**  
**May 2008**

<b>ADMINISTRATIVE ASSISTANT</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Administrative Assistant	\$6,399	2/6/2008	Unknown
2	City of Ceres	Administrative Secretary	\$6,397	12/2/2007	7/1/2008
<b>3</b>	<b>City of Newman</b>	<b>Administrative Assistant</b>	<b>\$6,150</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
4	City of Atwater	Administrative Assistant II	\$5,680	1/1/2008	7/1/2008
5	City of Livingston	Administrative Assistant	\$5,517	7/1/2006	7/1/2008
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Hughson	N/C			
	City of Oakdale	N/C			
	City of Patterson	N/C			
<b>Average of Comparators</b>			<b>\$5,998</b>		
<b>% City of Newman Above/Below</b>			<b>2.5%</b>		
<b>Median of Comparators</b>			<b>\$6,039</b>		
<b>% City of Newman Above/Below</b>			<b>1.8%</b>		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

Appendix IIb  
City of Newman  
Benefits Detail  
Miscellaneous  
May 2008

ASSOCIATE PLANNER										
Agency	City of Newman	City of Atwater	City of Ceres	City of Dos Palos	City of Gustine	City of Hughson	City of Livingston	City of Los Banos	City of Oakdale	City of Patterson
Class Title	Associate Planner	Associates Planner / Grants Manager/ Redevelopment Asst	Associate Planner	N/C	N/C	N/C	Senior Planner	Associate Planner	Planner, Associate	Associate Planner
Top Monthly Salary	\$4,295	\$5,302	\$5,417				\$6,469	\$5,232	\$6,419	\$4,397
Employee Retirement										
PERS <sup>1</sup>	\$344	\$371	\$1,035				\$453	\$419	\$556	\$352
Enhanced PERS Formula Last Year Spiked	\$290							\$353	\$264	\$297
12 Month Highest Salary		\$64					\$78	\$63		
Social Security	\$266	\$329	\$336					\$324		
Other										
Insurance										
Cafeteria			\$972						\$1,303	
Health	\$1,767	\$1,355					\$1,515	\$1,406		\$1,251
Dental <sup>2,3</sup>	\$73	\$10					\$6	\$73		\$125
Vision <sup>4</sup>	\$29	\$8					\$7			\$18
EAP	\$3	\$3						\$5	\$11	
Life		\$20					\$24	\$12	\$102	\$3
LTD		\$49					\$132		\$54	
STD/SDI										
Other										
Leave										
Vacation	\$248	\$306	\$313				\$249	\$302	\$401	\$254
Holidays	\$202	\$265	\$271				\$348	\$221	\$320	\$237
Administrative		\$163					\$199		\$267	\$304
Auto Allowance										
Deferred Compensation										
Other										
Longevity	No	No	No				No	No	Yes <sup>5</sup>	No
Benefit Cost	\$3,221	\$2,942	\$2,926	N/C	N/C	N/C	\$3,010	\$3,178	\$3,278	\$2,841
Total Monthly Comp.	\$7,516	\$8,244	\$8,343	N/C	N/C	N/C	\$9,479	\$8,410	\$9,697	\$7,238

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Livingston's Dental provides administrative charge, also pays all claims.
- 3- City of Los Banos' Dental plan includes Vision.
- 4- City of Livingston's Vision provides administration charge, also pays all claims.
- 5- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

Appendix IIa  
City of Newman  
Top Monthly Salary Data  
Miscellaneous  
May 2008

<b>COMMUNITY SERVICES OFFICER</b>					
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase
1	City of Ceres	Community Services Officer <sup>1</sup>	\$3,739	12/2/2007	7/1/2008
2	City of Atwater	Community Services Officer	\$3,321	1/1/2008	7/1/2008
3	City of Gustine	Community Service Officer	\$3,253	7/1/2007	7/1/2008
4	City of Livingston	Police Services Officer <sup>2</sup>	\$3,084	7/1/2006	7/1/2008
5	City of Los Banos	Community Services Officer	\$2,718	2/6/2008	Unknown
<b>6</b>	<b>City of Newman</b>	<b>Community Services Officer</b>	<b>\$2,687</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
7	City of Oakdale	Community Services Officer	\$2,388	1/1/2008	Unknown
	City of Dos Palos	N/C			
	City of Hughson	N/C			
	City of Patterson	N/C			
<b>Average of Comparators</b>			<b>\$3,084</b>		
% City of Newman Above/Below			-14.8%		
<b>Median of Comparators</b>			<b>\$3,169</b>		
% City of Newman Above/Below			-17.9%		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

1- Also coordinates training functions, maintenance and control of Police property and evidence, coordinates the juvenile diversion program, and supervises and assists in volunteer program.  
2- Requires 3 years of experience.

**Appendix IIc  
City of Newman  
Total Monthly Compensation Data  
Miscellaneous  
May 2008**

<b>COMMUNITY SERVICES OFFICER</b>						
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>	
1	City of Ceres	Community Services Officer	\$6,060	12/2/2007	7/1/2008	
2	City of Atwater	Community Services Officer	\$5,575	1/1/2008	7/1/2008	
3	<b>City of Newman</b>	<b>Community Services Officer</b>	<b>\$5,403</b>	<b>7/1/2007</b>	<b>7/1/2008</b>	
4	City of Gustine	Community Service Officer	\$5,355	7/1/2007	7/1/2008	
5	City of Livingston	Police Services Officer	\$5,224	7/1/2006	7/1/2008	
6	City of Los Banos	Community Services Officer	\$5,088	2/6/2008	Unknown	
7	City of Oakdale	Community Services Officer	\$4,172	1/1/2008	Unknown	
	City of Dos Palos	N/C				
	City of Hughson	N/C				
	City of Patterson	N/C				
<b>Average of Comparators</b>			<b>\$5,246</b>			
<b>% City of Newman Above/Below</b>				<b>2.9%</b>		
<b>Median of Comparators</b>			<b>\$5,290</b>			
<b>% City of Newman Above/Below</b>				<b>2.1%</b>		

NOTE: All calculations exclude City of Newman

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Miscellaneous  
May 2008**

<b>MAINTENANCE WORKER II</b>										
<b>Agency</b>	<b>City of Newman</b>	<b>City of Atwater</b>	<b>City of Ceres</b>	<b>City of Dos Palos</b>	<b>City of Gustine</b>	<b>City of Hughson</b>	<b>City of Livingston</b>	<b>City of Los Banos</b>	<b>City of Oakdale</b>	<b>City of Patterson</b>
<b>Class Title</b>	<b>Maintenance Worker II</b>	<b>Bldg Maint Wrk II / Parks Maint Wrk II / PW Maint Wrk II / Sewer Maint Wrk II / Water Sys Opr II</b>	<b>Maint Worker II / Fac Maint Wrk II / Water Distribution Opr II</b>	<b>PW Maint Person II</b>	<b>Sr Maintenance Worker</b>	<b>Maintenance Worker II</b>	<b>Maint Worker II / Utility Worker II</b>	<b>Utilities Maint II / Public Services Maint II</b>	<b>Maint Worker II / Maint Wrk II-Parks</b>	<b>PW Maint Worker II / Parks Maint Wrk II</b>
<b>Top Monthly Salary</b>	<b>\$3,117</b>	<b>\$3,604</b>	<b>\$3,502</b>	<b>\$3,643</b>	<b>\$3,502</b>	<b>\$3,183</b>	<b>\$3,497</b>	<b>\$3,574</b>	<b>\$3,413</b>	<b>\$3,034</b>
<b>Employee Retirement</b>										
<b>PERS<sup>1</sup></b>	<b>\$249</b>	<b>\$252</b>	<b>\$669</b>	<b>\$291</b>	<b>\$280</b>	<b>\$255</b>	<b>\$245</b>	<b>\$286</b>	<b>\$273</b>	<b>\$243</b>
<b>Enhanced PERS Formula Last Year Spiked</b>	<b>\$210</b>			<b>\$330</b>	<b>\$133</b>	<b>\$215</b>		<b>\$241</b>	<b>\$130</b>	<b>\$205</b>
<b>12 Month Highest Salary</b>		<b>\$43</b>		<b>\$44</b>		<b>\$38</b>	<b>\$42</b>	<b>\$43</b>	<b>\$41</b>	
<b>Social Security</b>	<b>\$193</b>	<b>\$223</b>	<b>\$217</b>	<b>\$226</b>				<b>\$222</b>		
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>										
<b>Health<sup>2</sup></b>	<b>\$1,767</b>		<b>\$972</b>	<b>\$469</b>	<b>\$1,261</b>	<b>\$1,025</b>	<b>\$1,515</b>	<b>\$1,406</b>	<b>\$1,173</b>	
<b>Dental<sup>3,4</sup></b>	<b>\$73</b>	<b>\$1,355</b>		<b>\$54</b>		<b>\$156</b>	<b>\$6</b>	<b>\$73</b>		<b>\$1,251</b>
<b>Vision<sup>5</sup></b>	<b>\$29</b>	<b>\$8</b>		<b>\$19</b>		<b>\$29</b>	<b>\$7</b>			<b>\$18</b>
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>		<b>\$2</b>				<b>\$5</b>	<b>\$11</b>	
<b>Life</b>		<b>\$13</b>		<b>\$2</b>		<b>\$9</b>	<b>\$24</b>	<b>\$12</b>	<b>\$41</b>	<b>\$3</b>
<b>LTD</b>		<b>\$33</b>		<b>\$23</b>			<b>\$71</b>			
<b>STD/SDI</b>				<b>\$4</b>						
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$180</b>	<b>\$208</b>	<b>\$202</b>	<b>\$196</b>	<b>\$202</b>	<b>\$208</b>	<b>\$135</b>	<b>\$206</b>	<b>\$197</b>	<b>\$175</b>
<b>Holidays</b>	<b>\$147</b>	<b>\$180</b>	<b>\$175</b>	<b>\$224</b>	<b>\$175</b>	<b>\$159</b>	<b>\$188</b>	<b>\$151</b>	<b>\$158</b>	<b>\$163</b>
<b>Administrative</b>										
<b>Auto Allowance</b>										
<b>Deferred Compensation</b>										
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes<sup>6</sup></b>	<b>Yes<sup>7</sup></b>	<b>No</b>	<b>No</b>	<b>Yes<sup>8</sup></b>	<b>No</b>
<b>Benefit Cost</b>	<b>\$2,851</b>	<b>\$2,329</b>	<b>\$2,235</b>	<b>\$1,884</b>	<b>\$2,051</b>	<b>\$2,094</b>	<b>\$2,233</b>	<b>\$2,645</b>	<b>\$2,023</b>	<b>\$2,183</b>
<b>Total Monthly Comp.</b>	<b>\$5,968</b>	<b>\$5,933</b>	<b>\$5,737</b>	<b>\$5,527</b>	<b>\$5,553</b>	<b>\$5,277</b>	<b>\$5,730</b>	<b>\$6,219</b>	<b>\$5,436</b>	<b>\$5,217</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Gustine's Health also includes Dental and Vision.
- 3- City of Livingston's Dental provides administrative charge, also pays all claims.
- 4- City of Los Banos' Dental plan includes Vision.
- 5- City of Livingston's Vision provides administration charge, also pays all claims.
- 6- 2.5% for 11-14 years of service; 5% for 15-19 years of service; and 7.5% for 20+ years of service.
- 7- 5% after 10 years of continuous service.
- 8- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

Appendix IIa  
City of Newman  
Top Monthly Salary Data  
Miscellaneous  
May 2008

OFFICE ASSISTANT II					
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase
1	City of Los Banos	Administrative Clerk II	\$3,365	2/6/2008	Unknown
2	City of Oakdale	Secretary <sup>1</sup>	\$3,290	1/1/2008	Unknown
3	<b>City of Newman</b>	<b>Office Assistant II</b>	<b>\$3,177</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
4	City of Dos Palos	Clerk-Typist	\$3,143	7/1/2007	7/1/2008
5	City of Patterson	Secretary II	\$2,993	7/1/2007	7/1/2008
6	City of Ceres	Administrative Clerk II	\$2,922	12/2/2007	7/1/2008
7	City of Hughson <sup>a</sup>	Office Assistant II	\$2,247	7/1/2007	Unknown
8	City of Livingston	Office Assistant II <sup>2</sup>	\$2,182	7/1/2006	7/1/2008
	City of Atwater	N/C			
	City of Gustine	N/C			
<b>Average of Comparators</b>			<b>\$2,877</b>		
<b>% City of Newman Above/Below</b>			<b>9.4%</b>		
<b>Median of Comparators</b>			<b>\$2,993</b>		
<b>% City of Newman Above/Below</b>			<b>5.8%</b>		
NOTE: All calculations exclude City of Newman					

N/C - Non Comparator

<sup>a</sup> City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

1- Requires 1 year of experience.

2- Requires 2 years of experience.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Miscellaneous**  
**May 2008**

<b>OFFICE ASSISTANT II</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Newman	Office Assistant II	\$6,047	7/1/2007	7/1/2008
2	City of Los Banos	Administrative Clerk II	\$5,943	2/6/2008	Unknown
3	City of Oakdale	Secretary	\$5,285	1/1/2008	Unknown
4	City of Patterson	Secretary II	\$5,166	7/1/2007	7/1/2008
5	City of Ceres	Administrative Clerk II	\$4,948	12/2/2007	7/1/2008
6	City of Dos Palos	Clerk-Typist	\$4,847	7/1/2007	7/1/2008
7	City of Livingston	Office Assistant II	\$4,158	7/1/2006	7/1/2008
8	City of Hughson	Office Assistant II	\$4,084	7/1/2007	Unknown
	City of Atwater	N/C			
	City of Gustine	N/C			
<b>Average of Comparators</b>			<b>\$4,919</b>		
<b>% City of Newman Above/Below</b>			<b>18.7%</b>		
<b>Median of Comparators</b>			<b>\$4,948</b>		
<b>% City of Newman Above/Below</b>			<b>18.2%</b>		

NOTE: All calculations exclude City of Newman

N/C - Non Comparator

**Appendix IIb  
City of Newman  
Benefits Detail  
Miscellaneous  
May 2008**

<b>RECORDS CLERK</b>										
<b>Agency</b>	<b>City of Newman</b>	<b>City of Atwater</b>	<b>City of Ceres</b>	<b>City of Dos Palos</b>	<b>City of Gustine</b>	<b>City of Hughson</b>	<b>City of Livingston</b>	<b>City of Los Banos</b>	<b>City of Oakdale</b>	<b>City of Patterson</b>
<b>Class Title</b>	<b>Records Clerk</b>	<b>Police Clerk II</b>	<b>Public Safety Records Clerk II</b>	<b>N/C</b>	<b>N/C</b>	<b>N/C</b>	<b>Police Public Assistant</b>	<b>N/C</b>	<b>Police Clerk II</b>	<b>N/C</b>
<b>Top Monthly Salary</b>	<b>\$3,700</b>	<b>\$3,211</b>	<b>\$3,227</b>				<b>\$2,725</b>		<b>\$2,863</b>	
<b>Employee Retirement</b>										
<b>PERS <sup>1</sup></b>	<b>\$296</b>	<b>\$225</b>	<b>\$617</b>				<b>\$191</b>		<b>\$229</b>	
<b>Enhanced PERS Formula Last Year Spiked</b>	<b>\$250</b>								<b>\$109</b>	
<b>12 Month Highest Salary</b>		<b>\$39</b>					<b>\$33</b>		<b>\$34</b>	
<b>Social Security</b>	<b>\$229</b>	<b>\$199</b>	<b>\$200</b>							
<b>Other</b>										
<b>Insurance</b>										
<b>Cafeteria</b>			<b>\$972</b>						<b>\$1,173</b>	
<b>Health</b>	<b>\$1,767</b>	<b>\$1,355</b>					<b>\$1,515</b>			
<b>Dental <sup>2,3</sup></b>	<b>\$73</b>	<b>\$10</b>					<b>\$6</b>			
<b>Vision <sup>4</sup></b>	<b>\$29</b>	<b>\$8</b>					<b>\$7</b>			
<b>EAP</b>	<b>\$3</b>	<b>\$3</b>							<b>\$11</b>	
<b>Life</b>		<b>\$12</b>					<b>\$12</b>		<b>\$41</b>	
<b>LTD</b>		<b>\$30</b>					<b>\$56</b>			
<b>STD/SDI</b>										
<b>Other</b>										
<b>Leave</b>										
<b>Vacation</b>	<b>\$213</b>	<b>\$185</b>	<b>\$186</b>				<b>\$105</b>		<b>\$165</b>	
<b>Holidays</b>	<b>\$174</b>	<b>\$161</b>	<b>\$161</b>				<b>\$147</b>		<b>\$132</b>	
<b>Administrative</b>										
<b>Auto Allowance</b>										
<b>Deferred Compensation</b>										
<b>Other</b>										
<b>Longevity</b>	<b>No</b>	<b>No</b>	<b>No</b>				<b>No</b>		<b>Yes<sup>5</sup></b>	
<b>Benefit Cost</b>	<b>\$3,034</b>	<b>\$2,225</b>	<b>\$2,136</b>	<b>N/C</b>	<b>N/C</b>	<b>N/C</b>	<b>\$2,070</b>	<b>N/C</b>	<b>\$1,895</b>	<b>N/C</b>
<b>Total Monthly Comp.</b>	<b>\$6,734</b>	<b>\$5,436</b>	<b>\$5,363</b>	<b>N/C</b>	<b>N/C</b>	<b>N/C</b>	<b>\$4,795</b>	<b>N/C</b>	<b>\$4,758</b>	<b>N/C</b>

Note: Total Monthly Compensation number may vary slightly from the sum of its components due to cell formulas & rounding.

- 1- The City of Ceres is under the Stanislaus County EE's Retirement System (1937 Act) and the amount shown is the budgeted percent for both the employer and employee contribution.
- 2- City of Livingston's Dental provides administrative charge, also pays all claims.
- 3- City of Los Banos' Dental plan includes Vision.
- 4- City of Livingston's Vision provides administration charge, also pays all claims.
- 5- 2.5% at 7.5 years and 2.5% at 8.5 years of service.

**Appendix IIa**  
**City of Newman**  
**Top Monthly Salary Data**  
**Miscellaneous**  
**May 2008**

<b>WASTEWATER TREATMENT PLANT OPERATOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Oakdale	Wastewater Plant Operator I	\$3,524	1/1/2008	Unknown
2	City of Los Banos	Environmental Control Specialist I	\$3,492	2/6/2008	Unknown
3	City of Ceres	Wastewater Operator I	\$3,225	12/2/2007	7/1/2008
4	<b>City of Newman</b>	<b>Wastewater Treatment Plant Operator</b>	<b>\$3,117</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
5	City of Patterson	Wastewater Operator I	\$3,043	7/1/2007	7/1/2008
6	City of Hughson <sup>a</sup>	Wastewater Treatment Plant Operator I	\$2,910	7/1/2007	Unknown
	City of Atwater	N/C			
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Livingston	N/C			
<b>Average of Comparators</b>			<b>\$3,239</b>		
<b>% City of Newman Above/Below</b>			<b>-3.9%</b>		
<b>Median of Comparators</b>			<b>\$3,225</b>		
<b>% City of Newman Above/Below</b>			<b>-3.5%</b>		

NOTE: All calculations exclude City of Newman

N/C - Non Comparator

a City of Hughson is currently in negotiations on approving new salary ranges based on recent compensation study.

**Appendix IIc**  
**City of Newman**  
**Total Monthly Compensation Data**  
**Miscellaneous**  
**May 2008**

<b>WASTEWATER TREATMENT PLANT OPERATOR</b>					
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Total Monthly Comp</b>	<b>Effective Date</b>	<b>Next Salary Increase</b>
1	City of Los Banos	Environmental Control Specialist I	\$6,111	2/6/2008	Unknown
2	<b>City of Newman</b>	<b>Wastewater Treatment Plant Operator</b>	<b>\$5,968</b>	<b>7/1/2007</b>	<b>7/1/2008</b>
3	City of Oakdale	Wastewater Plant Operator I	\$5,573	1/1/2008	Unknown
4	City of Ceres	Wastewater Operator I	\$5,361	12/2/2007	7/1/2008
5	City of Patterson	Wastewater Operator I	\$5,229	7/1/2007	7/1/2008
6	City of Hughson	Wastewater Treatment Plant Operator I	\$4,929	7/1/2007	Unknown
	City of Atwater	N/C			
	City of Dos Palos	N/C			
	City of Gustine	N/C			
	City of Livingston	N/C			
<b>Average of Comparators</b>			<b>\$5,440</b>		
<b>% City of Newman Above/Below</b>			<b>8.8%</b>		
<b>Median of Comparators</b>			<b>\$5,361</b>		
<b>% City of Newman Above/Below</b>			<b>10.2%</b>		
<b>NOTE: All calculations exclude City of Newman</b>					

N/C - Non Comparator

**Appendix III  
City of Newman  
Monthly Salary Schedule  
May 2008**

Salary Range #	Monthly Salary Range				
	Step A	Step B	Step C	Step D	Step E
1	1956	2054	2157	2265	2378
2	2005	2105	2211	2321	2437
3	2054	2157	2265	2378	2497
4	2105	2211	2321	2437	2559
5	2157	2265	2378	2497	2621
6	2211	2321	2437	2559	2687
7	2265	2378	2497	2621	2753
8	2321	2437	2559	2687	2821
9	2378	2497	2621	2753	2890
10	2437	2559	2687	2821	2962
11	2497	2621	2753	2890	3035
12	2559	2687	2821	2962	3111
13	2621	2753	2890	3035	3186
14	2687	2821	2962	3111	3266
15	2753	2890	3035	3186	3346
16	2821	2962	3111	3266	3429
17	2890	3035	3186	3346	3513
18	2962	3111	3266	3429	3601
19	3035	3186	3346	3513	3689
20	3111	3266	3429	3601	3781
21	3186	3346	3513	3689	3873
22	3266	3429	3601	3781	3970
23	3346	3513	3689	3873	4067
24	3429	3601	3781	3970	4168
25	3513	3689	3873	4067	4270
26	3601	3781	3970	4168	4377
27	3689	3873	4067	4270	4484
28	3781	3970	4168	4377	4596
29	3873	4067	4270	4484	4708
30	3970	4168	4377	4596	4825
31	4067	4270	4484	4708	4943
32	4168	4377	4596	4825	5067
33	4270	4484	4708	4943	5190
34	4377	4596	4825	5067	5320
35	4484	4708	4943	5190	5450
36	4596	4825	5067	5320	5586
37	4708	4943	5190	5450	5722
38	4825	5067	5320	5586	5865
39	4943	5190	5450	5722	6008
40	5067	5320	5586	5865	6159
41	5190	5450	5722	6008	6309
42	5320	5586	5865	6159	6467
43	5450	5722	6008	6309	6624
44	5586	5865	6159	6467	6790
45	5722	6008	6309	6624	6956
46	5865	6159	6467	6790	7129
47	6008	6309	6624	6956	7303
48	6159	6467	6790	7129	7486
49	6309	6624	6956	7303	7668
50	6467	6790	7129	7486	7860
51	6624	6956	7303	7668	8052
52	6790	7129	7486	7860	8253
53	6956	7303	7668	8052	8454
54	7129	7486	7860	8253	8666
55	7303	7668	8052	8454	8877
56	7486	7860	8253	8666	9099
57	7668	8052	8454	8877	9321
58	7860	8253	8666	9099	9554
59	8052	8454	8877	9321	9787
60	8253	8666	9099	9554	10032

**Appendix IV**  
**Proposed Salary Range Placements**

**Appendix IV  
City of Newman  
Range Placement Recommendations  
Management  
May 2008**

<b>Class Title</b>	<b>Current Max. Monthly Salary</b>	<b>Market Calculation</b>	<b>Proposed Salary Range</b>	<b>Proposed Max. Monthly Salary</b>	<b>Percent Difference</b>	<b>Comments</b>
City Manager	\$10,788	\$10,597	62	\$10,533	-2.36%	Market and range placement - Y-Rated.
Police Chief	\$8,000	\$8,930	55	\$8,877	10.97%	Market and range placement
Community Development Director	\$7,199	\$8,968	55	\$8,877	23.31%	Market and range placement
Financial Services Director	\$7,199	\$7,846	50	\$7,860	9.18%	Market and range placement
Public Works Director	\$7,199	\$7,794	51	\$8,052	11.85%	Market and range placement
Police Lieutenant	\$5,719	N/A	39	\$6,008	5.06%	Internal placement (40% below Police Chief)
Accountant	\$4,975	\$4,243	25	\$4,270	-14.17%	Market and range placement - Y-Rated.
Deputy City Clerk	\$4,972	N/A	25	\$4,270	-14.12%	Internal placement (align with Accountant) - Y-Rated.
Public Works Supervisor	\$4,738	\$3,941	22	\$3,970	-16.21%	Market and range placement - Y-Rated.
Recreation Supervisor	\$2,825	\$3,711	19	\$3,689	30.57%	Market and range placement

**Appendix IV**  
**City of Newman**  
**Range Placement Recommendations**  
**Miscellaneous**  
**May 2008**

Class Title	Current Max. Monthly Salary	Market Calculation	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Comments
Account Clerk I	\$2,687	N/A	3	\$2,497	-7.10%	Internal placement (10% below Account Clerk II) - Y-Rated
Account Clerk II	\$3,117	\$2,782	7	\$2,753	-11.69%	Market and range placement - Y-Rated
Administrative Assistant	\$3,117	\$3,060	11	\$3,035	-2.64%	Market and range placement - Y-Rated
Assistant Planner	\$3,700	N/A	26	\$4,377	18.28%	Internal placement (10% below Associate Planner)
Associate Planner	\$4,295	\$4,787	30	\$4,825	12.35%	Market and range placement
Community Service Officer	\$2,687	\$2,631	5	\$2,621	-2.44%	Market and range placement - Y-Rated
Maintenance Worker I	\$2,687	N/A	5	\$2,621	-2.45%	Internal placement (10% below Maintenance Worker II) - Y-Rated
Maintenance Worker II	\$3,117	\$2,900	9	\$2,890	-7.28%	Market and range placement - Y-Rated
Motor Sweeper	\$2,825	N/A	5	\$2,621	-7.19%	Internal placement (10% below Maintenance Worker II) - Y-Rated
Office Assistant I	\$2,687	N/A	1	\$2,378	-11.52%	Internal placement (10% below Office Assistant II) - Y-Rated
Office Assistant II	\$3,177	\$2,600	5	\$2,621	-17.49%	Market and range placement - Y-Rated
Records Clerk	\$3,700	\$2,791	8	\$2,821	-23.75%	Market and range placement - Y-Rated
Senior Account Clerk	\$3,700	N/A	13	\$3,186	-13.89%	Internal placement (15% above Account Clerk II) - Y-Rated
Senior Maintenance Worker	\$3,440	N/A	13	\$3,186	-7.38%	Internal placement (10% above Maintenance Worker II) - Y-Rated
Wastewater Treatment Plant Chief Operator	\$4,295	N/A	18	\$3,601	-16.17%	Internal placement (25% above Wastewater Treatment Plant Operator) - Y-Rated
Wastewater Treatment Plant Operator	\$3,117	\$2,800	8	\$2,821	-9.49%	Market and range placement - Y-Rated

Appendix IV  
City of Newman  
Range Placement Recommendations  
Miscellaneous  
May 2008

Class Title	Current Max. Monthly Salary	Market Calculation	Proposed Salary Range	Proposed Max. Monthly Salary	Percent Difference	Comments
Associate Planner	\$4,295	\$4,787	30	\$4,825	12.35%	Market and range placement
Assistant Planner	\$3,700	N/A	26	\$4,377	18.28%	Internal placement (10% below Associate Planner)
Wastewater Treatment Plant Chief Operator	\$4,295	N/A	18	\$3,601	-16.17%	Internal placement (25% above Wastewater Treatment Plant Operator ) - Y-Rated
Senior Account Clerk	\$3,700	N/A	13	\$3,186	-13.89%	Internal placement (15% above Account Clerk II) - Y-Rated
Senior Maintenance Worker	\$3,440	N/A	13	\$3,186	-7.38%	Internal placement (10% above Maintenance Worker II) - Y-Rated
Administrative Assistant	\$3,117	\$3,060	11	\$3,035	-2.64%	Market and range placement - Y-Rated
Maintenance Worker II	\$3,117	\$2,900	9	\$2,890	-7.28%	Market and range placement - Y-Rated
Records Clerk	\$3,700	\$2,791	8	\$2,821	-23.75%	Market and range placement - Y-Rated
Wastewater Treatment Plant Operator	\$3,117	\$2,800	8	\$2,821	-9.49%	Market and range placement - Y-Rated
Account Clerk II	\$3,117	\$2,782	7	\$2,753	-11.69%	Market and range placement - Y-Rated
Community Service Officer	\$2,687	\$2,631	5	\$2,621	-2.44%	Market and range placement - Y-Rated
Maintenance Worker I	\$2,687	N/A	5	\$2,621	-2.45%	Internal placement (10% below Maintenance Worker II) - Y-Rated
Motor Sweeper	\$2,825	N/A	5	\$2,621	-7.19%	Internal placement (10% below Maintenance Worker II) - Y-Rated
Office Assistant II	\$3,177	\$2,600	5	\$2,621	-17.49%	Market and range placement - Y-Rated
Account Clerk I	\$2,687	N/A	3	\$2,497	-7.10%	Internal placement (10% below Account Clerk II) - Y-Rated
Office Assistant I	\$2,687	N/A	1	\$2,378	-11.52%	Internal placement (10% below Office Assistant II) - Y-Rated

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.b.**  
City Council Meeting  
of May 13, 2008

**ADOPT RESOLUTION NO. 2008-XX AMENDING THE ANNUAL  
TRANSPORTATION CLAIM AND AUTHORIZING THE CITY MANAGER TO  
EXECUTE THE SAME ON BEHALF OF THE CITY OF NEWMAN**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Adopt Resolution 2008-XX amending the Annual Transportation Fund Claim; and
2. Authorize the City Manager to execute the claim on behalf of the City Of Newman.

**BACKGROUND:**

Each fiscal year, in accordance with the Transportation Development Act, the Stanislaus Council of Governments, acting as administrator, allocates an amount to each city with the County for qualified transportation projects. Cities submit claims based on a calculated eligible amounts and budgeted projects. StanCOG has recently provided an amended claim form for additional funds for fiscal year 2007/2008.

**ANALYSIS:**

The item before the Council is a request for approval to submit the amended annual Transportation Development Act (TDA) Claim to StanCOG. This process will obtain the City's additional allocation of Local Transportation Funding. StanCOG has apportioned \$67,932 in LTF funds.

**FISCAL IMPACT:**

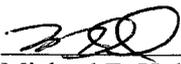
There is no cost in submitting the claim. The claim will provide the City with a total of \$67,932 to offset costs with the 2007-08 fiscal year Streets and LTF budgets.

**CONCLUSION:**

This staff report is submitted for City Council consideration and possible action.

  
Sonya Silva  
Accountant

**REVIEWED/CONCUR:**

  
Michael E. Holland  
City Manager

**RESOLUTION NO. 2008-**

**A RESOLUTION APPROVING THE ANNUAL TRANSPORTATION CLAIM AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME ON BEHALF OF  
THE CITY OF NEWMAN**

WHEREAS, the Stanislaus Council of Governments has presented to the City Council of the City of Newman an amended claim form for funds to be paid from the Local Transportation Fund for the fiscal year 2007/2008; and

WHEREAS, the City Council of the City of Newman approves said amount and agrees that a claim in said sum should be submitted to the Stanislaus Council of Governments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that the annual transportation claim to the Stanislaus Council of Governments in the amount of \$67,932 is hereby approved, and authorizes the City Manager to execute the transportation claim on behalf of the City of Newman.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 13<sup>th</sup> day of May, 2008 by Councilmember \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10. c.**  
City Council Meeting  
of May 13, 2008

**DECLARE CERTAIN PROPERTY AS SURPLUS AND APPROVE OF ITS DISPOSAL**

**RECOMMENDATION:**

Staff recommends that the City Council approve the requests of the City Departments to surplus obsolete or un-repairable City property.

**BACKGROUND:**

The City from time to time has property that becomes obsolete, is not repairable, has been replaced or the city has no use for the property. In order for the City to legally dispose of this property, it must be declared surplus by the City Council. Each City Department has surveyed their property and a list was developed of broken, obsolete and/or no longer needed property by the City. The property will be disposed by a host of legal remedies such as sale, auction, donation, destruction or taken to a refuse site.

**ANALYSIS:**

There may be minor costs associated with the disposal of certain items. This cost will be offset by the sale of obsolete property. Any funds generated will be placed in the City's General Fund.

**FISCAL IMPACT:** Minimal expense for disposal which should be offset by sale of other property.

**ATTACHMENTS:** Attachment "A": – Surplus Property

**CONCLUSION:**

This staff report is submitted for City Council consideration and action. Staff recommends adoption of Resolution # 08- \_\_\_\_\_, a resolution declaring certain property as surplus property.

Respectfully submitted,



Adam McGill  
Chief of Police

**REVIEWED/CONCUR:**



Michael Holland  
City Manager

**RESOLUTION NO. 2008-**

**A RESOLUTION DECLARING CERTAIN PERSONAL PROPERTY SURPLUS PROPERTY  
AND AUTHORIZING THE DISPOSAL OR SALE OF PROPERTY**

WHEREAS, the City Manager of the City of Newman has recommended that certain items of personal property are no longer needed by the City and should be declared surplus and sold; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman and in accordance with the recommendations of the City Manager those certain items more particularly described in Attachment "A" and made a part hereof, are hereby declared surplus and in the public interest should be disposed by a host of legal remedies such as sale, auction, donation, destruction or taken to a refuse site and that found property held over the legal time limits and no owner located be declared property of the City.

BE IT FURTHER RESOLVED that the City Manager is authorized to sell said items of personal property to the highest responsible bidder.

BE IT FURTHER RESOLVED that the City Council reserves the right to reject any and all bids.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 13<sup>th</sup> day of May 2008 by Council Member \_\_\_\_\_, who moved its adoption which motion was duly seconded and was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

Date 04/04/08

**NEWMAN POLICE DEPARTMENT-FOUND PROPERTY  
SURPLUS ITEMS**

#	Case #	Item	Serial #	Model #	Size	Boy/ Girl	Speed	Color
1	06-3000	Bicycle	Altered	Unknown	20	boy	1	red/sil
2	06-3388	Bicycle	Unknown	Unknown	27	boy	15	red
3	07-0263	Bicycle	FSD0M45688	Roadmaster	26	boy	18	red
4	07-0498	Bicycle	8H27HUFFY87 947	Huffy	26	boy	12	white
5	07-0563	Bicycle	Unknown	Next	24	boy	18	blue
6	07-0622	Bicycle	Unknown	Roadmaster	24	boy	18	blue
7	07-0910	Bicycle	K6688- 9C86822F1876	Huffy	26	boy	18	blue
8	07-0950	Bicycle		Roadmaster	27	boy	18	gray
9	07-1051	Bicycle	762-0415 C64A5134	Trek	26	boy	21	blue
10	07-1077	Bicycle	Unknown	Unknown	20	boy	1	red
11	07-1118	Bicycle	OWOJ37585	Quest	20	boy	1	red
12	07-1223	Bicycle	Unknown	Frame only	-	boy	unk	red
13	07-1388	Bicycle	Removed	Unknown	26	boy	18	black
14	07-1780	Bicycle	Unknown	Next	26	boy	21	silver
15	07-1830	Bicycle	ACA04A010399	BMX	20	boy	1	red
16	07-0134	Auto Amp System	0000197659-10	BOLT - (Lightning Audio)				



**Attachment B****Item 10 c**

The following items are surplus and have no further value to the Newman Police Department.

<b>QTY</b>	<b>BRAND</b>	<b>ITEM</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>NPD PROP TAG</b>	<b>MISC</b>
1	Keytronic	Keyboard	E03601QL-C	J964126084	N/A	
1	Hewlett Packard	Keyboard	SK2502C	C990430644	N/A	
1	HP 4ML	Printer	C2015A	USBB061658	0264	
1	Panasonic	Sharpener	Auto Stop			Broken
1	Microsoft	Mouse	N/A	Unreadable		
1	Canon	Facsimile Transcriber	H11292	Unreadable	0072	
1	HP	Print Cartridge	74A	92274A HP 4ML		
1	Data Products	Toner Cartridge	ISO 9001	HPC3903A		
1	Canon	Cartridge	FX2	H11-6321-900		
1	PC Concepts	Keyboard	KWD-203	80008808457	----	
1	1997 Ford	Vehicle	Crown Victoria	Lic: E996416 Vin: 2FALP71W0VX195682	Mileage 97,005	
1	1991 Chevy	Vehicle	Caprice	Lic: E349668 Vin: 1G1BL5372MR143760	Mileage Unknown	

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.d.**  
City Council Meeting  
of May 13, 2008

**REPORT ON TRANSFER OF PROPERTY TO SCHOOL DISTRICT**

**RECOMMENDATION:**

Adopt Resolution #2008-XX authorizing the City Manager to transfer property to Newman Crows Landing Unified School District.

**BACKGROUND:**

As part of the original Hearthstone Ranch project, the developer(s) and the School District agreed to allow the rear 3.5 acres of a planned Elementary School site to be used as a storm water detention basin. During the recording process, the City of Newman was inadvertently given title to the site as opposed to an easement.

**ANALYSIS:**

During a recent conversation with Superintendent Fauss, I mentioned that the City was given title to rear 3.5 acres of the Barrington Elementary School site. As the District prepares to move forward with the design stage, they would like to reassemble the parcels and gain total site control.

**FISCAL IMPACT:**

None

**CONCLUSION:**

This item is primarily procedural as the property was inadvertently transferred to City control during the mapping process. Approval of the item will not have a negative impact upon the City nor cost the City any monies.

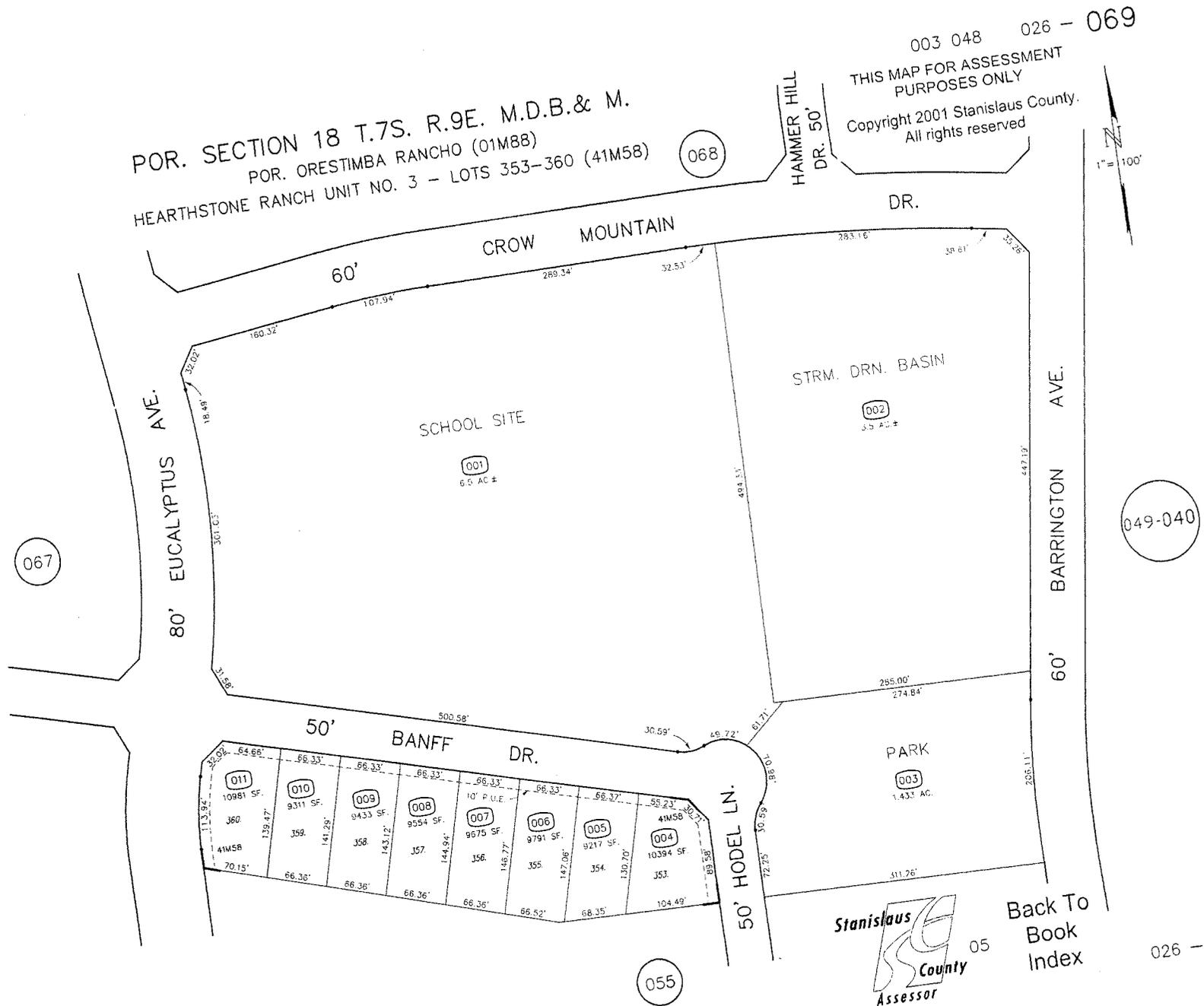
Respectfully submitted,



Michael Holland  
City Manager

POR. SECTION 18 T.7S. R.9E. M.D.B.& M.  
 POR. ORESTIMBA RANCHO (01M88)  
 HEARTHSTONE RANCH UNIT NO. 3 - LOTS 353-360 (41M58)

003 048 026 - 069  
 THIS MAP FOR ASSESSMENT  
 PURPOSES ONLY  
 Copyright 2001 Stanislaus County.  
 All rights reserved



067

068

049-040

055



Back To  
 Book  
 Index

026 - 069

FROM: 026-043  
 DRAWN: 04-06-04 MB.  
 REVISED

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DEED

RECORDING REQUESTED BY  
AND WHEN RECORDED RETURN TO:

Newman-Crows Landing Unified School District  
c/o Jennifer Henry, Esq.  
Atkinson, Andelson, Loya, Ruud & Romo  
5776 Stoneridge Mall Road, Suite 200  
Pleasanton, CA 94588

APN: **026-43-08-271**

(Space Above This Line For Recorder's Use)

The undersigned grantor(s) declare(s):

This conveyance is exempt from the payment of a  
documentary transfer tax pursuant to Revenue and  
Taxation Code Section 11922.

This document is being recorded for the benefit of the  
Newman-Crows Landing Unified School District and is  
exempt from the payment of recordation fees pursuant to  
Government Code Section 6103.

**GRANT DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the City of Newman, a political subdivision of the State of California, hereby grants to NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California, that certain real property located in Stanislaus County, State of California, described in the legal description and depicted in the map attached hereto as Exhibits "A-1" and "A-2," respectively, and incorporated herein by this reference.

THE PROPERTY IS CONVEYED TO GRANTEE SUBJECT TO:

1. Current taxes and assessments.
2. All other covenants, conditions, restrictions, reservations, rights, rights-of-way, easements and title matters whether or not of record or visible from an inspection of the Property and all matters which an accurate survey of the Property would disclose.

Dated: \_\_\_\_\_

CITY OF NEWMAN

By: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_



EXHIBIT "A"  
LEGAL DESCRIPTION  
FOR STORM DRAIN BASIN EASEMENT

All that certain real property, situate lying and being in Sections 17 and 18, Township 7 South, Range 9 East, Mount Diablo Base and Meridian, City of Newman, County of Stanislaus, State of California, described as follows:

COMMENCING at the northwesterly corner of Lot 1 as shown on the map of Lucas Ranch, as filed in Book 34 of Maps, at Page 12, Stanislaus County Records; thence North  $12^{\circ}16'37''$  West 218.83 feet to the **TRUE POINT OF BEGINNING** of this description; thence North  $89^{\circ}20'11''$  West 285.00 feet; thence North  $00^{\circ}39'49''$  East 494.33 feet to the beginning of a non-tangent curve to the right to which a radial line bears South  $00^{\circ}11'40''$  West and having a radius of 2000.00 feet and a central angle of  $08^{\circ}06'43''$ ; thence in a southeasterly direction along the arc of said curve a distance of 283.16 feet; thence South  $81^{\circ}41'37''$  East 38.61 feet; thence South  $36^{\circ}50'47''$  East 35.26 feet; thence South  $08^{\circ}00'02''$  West 447.19 feet to the point of beginning.

Containing 3.52 acres more or less.



Exhibit A - Legal Description



Exhibit B - Map

**CERTIFICATE OF ACCEPTANCE OF DEED**

**NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT**

This is to certify that the interest in real property conveyed by the Deed, dated \_\_\_\_\_, 2008, from the CITY OF NEWMAN to the NEWMAN-CROWS LANDING UNIFIED SCHOOL DISTRICT, a governmental agency, is hereby accepted by order of the Board of Trustees of the District on \_\_\_\_\_, 2008, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Rick Fauss, Ed.D, Superintendent  
Newman-Crows Landing Unified School  
District

**ACKNOWLEDGMENT**

State of California )  
 ) ss.  
County of )

On \_\_\_\_\_, 2008, before me, \_\_\_\_\_,  
(insert name and title of the officer)

personally appeared Rick Fauss, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

**WITNESS** my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public (Seal)

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.e.**  
City Council Meeting  
of May 13, 2008

**REPORT ON U.S. CLUB SOCCER LEAGUE (NEWMAN NITRO)**

**RECOMMENDATION:**

Staff recommends the City Council to enter into agreement with U.S. Club Soccer League (Newman Nitro).

**BACKGROUND:**

At the Parks and Recreation Commission Meeting on May 8, 2008, a motion to request City Council to approve use of facilities to the Newman Nitro passed unanimously.

**ANALYSIS:**

The U.S. Club Soccer League (Newman Nitro) has a current use of facility agreement with the Newman Crows Landing Unified School District. They are asking to use Sherman Park or Barrington Park as a back up facility on days the NCLUSD facility has a prior commitment. They have submitted a proper insurance certificate in the amount of \$2,000,000.00. The Newman Nitro consists of 18 high school students from Newman. They compete in the Patterson Competitive Soccer League #3085.

**ATTACHMENTS:**

Contract agreement with U.S. Club Soccer League (Newman Nitro) and current certificate of liability insurance.

**FISCAL IMPACT:**

None

**CONCLUSION:**

Staff recommends the City Council to approve the recommendation of the Parks and Recreation Commission and allow the use of facilities by U.S. Club Soccer League (Newman Nitro)

Respectfully submitted,



Terri Heiberger  
Recreation Supervisor

**REVIEWED/CONCUR:**



Michael E. Holland  
City Manager

**AGREEMENT FOR USE OF CITY FACILITIES BETWEEN  
CITY OF NEWMAN AND U.S. CLUB SOCCER  
(NEWMAN NITRO)**

The City of Newman ("City") agrees to allow U.S. Club Soccer -Newman Nitro, ("Club") to use the facilities known as Sherman Park and Barrington Park for soccer practices and games beginning May 17, 2008 to December 31, 2008. It is understood that Club will be using City facilities only on a back up basis as it has current use of facility agreement with the Newman Crows Landing School District. Club understands the City's Recreation Soccer League will have priority at all times. If the City needs use of these facilities during Club's allotted times the City will give the Club 48 hours notice. Facilities used will include all turf areas.

The City will be responsible for normal field maintenance. The Club will be responsible for any increased maintenance as a result of their activities. In addition, the Club shall repair or pay the cost to the City for repair of any damages occurring as a result of or during the time they are using the facility.

The Club shall pickup and dispose of any trash, litter and debris in the park area.

The Club is responsible for all players and spectators and must conduct themselves in an orderly manner at all times.

The City reserves the right to cancel this contract at any time because of inappropriate conduct or behavior by spectators or players, as well as excessive property damage to surrounding areas.

Private properties bordering the park should not be trespassed on without specific permission from the owner. This includes retrieving of soccer balls under all circumstances.

All problems, possible hazardous situations and other suggestions to improve the facility should be brought to the City's attention, immediately (in writing, signed and dated by a Club Official).

If at any time during the term of this Agreement, the City finds the provisions agreed upon not being fulfilled, the City reserves the right to revoke use of said field with 30 days notice.

The Club shall indemnify, defend, and hold harmless the City, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Club or anyone directly or indirectly employed by the Club whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

The Club shall provide General Liability Insurance for no less than \$1,000,000 and name the City as additionally insured, as evidenced by an insurance certificate provided to the City.

\_\_\_\_\_  
Michael Holland, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jose Bautista,  
U.S. Soccer Club  
Newman Nitro

\_\_\_\_\_  
Date

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/29/2008

**PRODUCER** Phone: 973-467-8005 Fax: 973-921-2876  
 Bollinger Insurance  
 101 JFK Parkway  
 Short Hills NJ 07078

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**
**NAIC #**

**INSURED**  
 U.S. Club Soccer  
 716 8th Avenue North  
 Myrtle Beach SC 29577

 INSURER A: Lexington Insurance

19437

 INSURER B: Markel Insurance Company

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
LTR	INSRD													
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	9469782	3/1/2008	3/1/2009	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse/MoI \$ 2,000,000								
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EAACC \$ AUTO ONLY: AGG \$								
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
B		<b>OTHER</b> Accident Insurance Full Excess	4102AH235479	3/1/2008	3/1/2009	Med Max: \$100,000 Ded: \$500 PT Limit: \$2,000 DME Limit: \$1,000								

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

The certificate holder is named as an additional insured under the liability policy. This certificate is issued on behalf of  
 Patterson Competitive Soccer Club, Club #3085  
 Group Code: 3085

**CERTIFICATE HOLDER**

City of Newman  
 1162 Main Street  
 Newman CA 95360

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE