

TO THE MEMBERS OF THE CITY COUNCIL FOR THE CITY OF STANTON AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council for the City of Stanton is hereby called by the Mayor, to be held on February 23, 2016, commencing at 5:00 p.m. at 7800 Katella Avenue, Stanton, CA 90680.

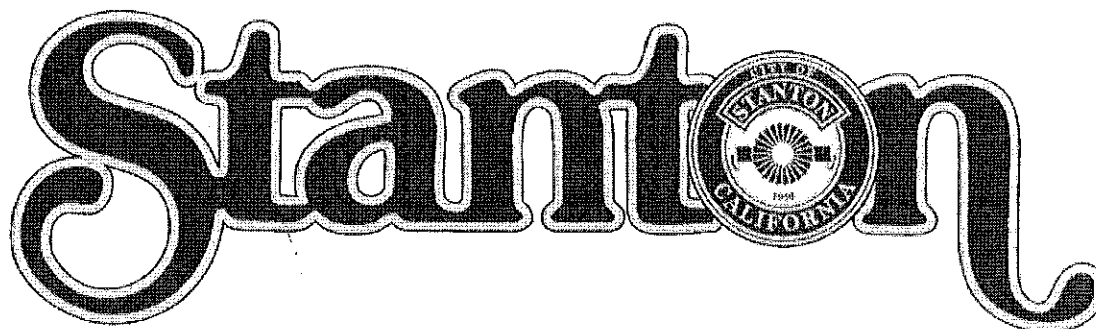
The Agenda for the Special Meeting is attached to this Notice and Call.

Dated: February 18, 2016



Patricia A. Vazquez, City Clerk

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE CITY CLERK AT (714) 890-4245. NOTIFICATION BY 9:00 A.M. ON MONDAY, FEBRUARY 22, 2016 WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



**AGENDA
CITY COUNCIL SPECIAL MEETING
7800 KATELLA AVENUE, STANTON, CA 90680
TUESDAY, FEBRUARY 23, 2016 – 5:00 P.M.**

As a courtesy to those in attendance, the City of Stanton respectfully requests that all cell phones, pagers and/or electronic devices be turned off or placed on silent mode while the meeting is in session. Thank you for your cooperation

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE CITY CLERK AT (714) 379-9222. NOTIFICATION BY 9:00 A.M. ON MONDAY, FEBRUARY 22, 2016 WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

Supporting, descriptive documentation for agenda items, including staff reports, is available for review in the City Clerk's Office and on the City web site at www.ci.stanton.ca.us.

1. **CLOSED SESSION** None.
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL** Council Member Ethans
Council Member Ramirez
Council Member Shawver
Mayor Pro Tem Warren
Mayor Donahue

SPECIAL ORDERS OF THE DAY

5. NEW BUSINESS

5A. MID-YEAR BUDGET REVIEW FY 2015-16

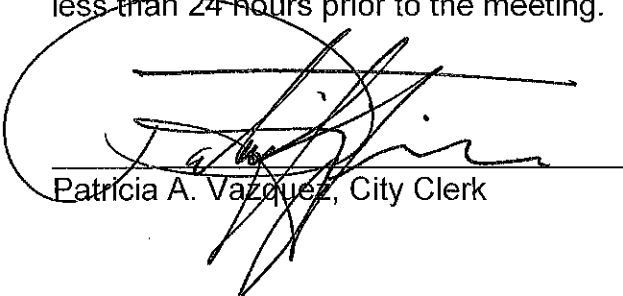
This report provides a status report on the FY 2015-16 budget and recommended changes based on the first six months of the fiscal year.

RECOMMENDED ACTION:

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4); and
2. Provide any additional direction for staff on the 2014-15 Mid-Year Budget Review; and
3. Approve Budget Adjustment 2016-08; and
4. Adopt Resolution No. 2016-06 amending the Position Classification and Monthly Salary Schedule for City employees; and
5. Adopt Resolution No. 2016-07 amending and adopting the Personnel Rules.

6. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 24 hours prior to the meeting. Dated this 18th day of February, 2016.



Patricia A. Vazquez, City Clerk

CITY OF STANTON

REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council

DATE: February 23, 2016

SUBJECT: MID-YEAR BUDGET REVIEW FY 2015-16

REPORT IN BRIEF:

This report provides a status report on the FY 2015-16 budget and recommended changes based on the first six months of the fiscal year.

RECOMMENDED ACTION:

1. That City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4).
2. That City Council provide any additional direction for staff on the 2014-15 Mid-Year Budget Review;
3. That City Council approve Budget Adjustment 2016-08;
4. That City Council adopt Resolution No. 2016-06 amending the Position Classification and Monthly Salary Schedule for City employees.
5. That City Council adopt Resolution No. 2016-07 amending and adopting the Personnel Rules.

BACKGROUND:

Each year staff compares actual revenues and expenditures for the first half of the fiscal year to their current annual budgeted figures for the entire fiscal year, to determine whether the current budget still accurately reflects anticipated revenues and expenditures for the full fiscal year. The primary focus of this review is on General Fund revenues and expenditures.

ANALYSIS:

The amended General Fund budget currently estimates \$18.6 million in revenues, \$0.5 million of transfers in from other funds, \$1.1 million in City loan repayment, and \$18.6 million in expenditures and transfers out to other funds, for a net expected increase in the fund balance of the General Fund of \$1.7 million. For the first six months of FY 2015-16, actual General Fund expenditures were \$9.1 million and actual General Fund revenues were \$6.0 million. Expenditures exceeded revenues by \$3.1 million. Revenue shortfalls typically occur during the first half of the fiscal year, pending receipt of significant tax revenues in January.

A summary of the City's budget by fund is included as Exhibit 1 to this report. The chart shows the opening fund balance, current estimated revenues and expenditure appropriations, transfers in and out, net change to fund balance and ending fund balance for each of the City's 30 individual funds. Changes recommended in this report are included as a separate column in this exhibit as well.

At this point in time, with all known information considered and the changes to the budget as recommended in this report, the projected uncommitted fund balance of the General Fund is now expected to increase this year by \$1,743,411, from \$9.1 million to \$10.8 million. General Fund revenues and transfers in are now expected to exceed expenditures and transfers out by \$565,154, with the increase being due completely to the one-cent transactions and use tax that was approved by the voters in November 2014. Without the transactions and use tax, the City would be operating at a deficit that exceeded \$2.0 million. The actual committed fund balance amount is also being increased by a recommended \$22,450 to increase the size of the City's committed fund balance for emergencies.

As noted above, the uncommitted fund balance of the General Fund is expected to end the year at \$10.8 million, which is equivalent to 58% of annual General Fund expenditures. If the funds committed for emergency use is factored in, the City's fund balance reserve is equivalent to 83% of annual General Fund expenditures.

Most other funds are in relatively strong condition. Significant fund balances exist in a handful of those funds. There is capacity for capital and other expenditures to be funded from these fund balances, especially as it relates to street, storm drain and lighting and landscape-related projects.

General Fund Revenues

There is no change recommended in the revenue budget, noted on Exhibit 2, regarding property tax, the City's most significant revenue. Property taxes are budgeted to be \$4,801,090, or 24% of the total revenue budget.

Sales Tax revenue is currently budgeted at \$4,258,000 or 22% of total General Fund revenues. The actual amount received through December 31 was \$1,237,458. City staff recently received an updated annual revenue budget estimate from our sales tax consultants, HdL, of \$4,150,000. The decrease recommended is almost entirely due to reduced revenues from fuel and service stations. HdL's estimate appears reasonable given our collections to date this year. Using their revised budget number, it is estimated that sales tax for the year will be \$108,000 below the current budgeted amount.

This is the first full fiscal year that transactions and use tax revenue is coming into the City. While the revenue is difficult to predict due to a lack of previous receipts received, the City's transactions and use tax consultants, HdL is recommending that the City increase its revenue budget estimate. Based on the proceeds that have already come in, HdL estimates that the City will receive \$3,256,000 in transactions and use tax proceeds in FY 15/16, resulting in an increase of \$108,000 or 4% over initial estimates.

Transient Occupancy Tax (TOT) is being forecasted to increase by \$20,000 for a total of \$380,000. All motels are up slightly, and the old Best Western, now called American Prep Residence is now TOT-equivalent revenue to the City.

Franchise revenues are mostly trending in line with budget. Refuse franchise revenues were originally budgeted at \$449,000. Receipts this year are on pace to come in lower than budgeted. As such, the recommended budget includes a reduction of \$25,000, a decrease of 3% over the prior years' actual.

An increase in Business License fees of \$85,000 is recommended at this time. The projected increase is due to our internal Business License Specialist doing a wonderful job. Revenues are actually trending slightly higher than last year, when the City's consultants were effective, but rubbed businesses the wrong way. Now that the position is in-house, there is a much greater ability to provide excellent customer service and add value during interactions with our local business community.

Utility users' tax (UUT) is decreasing this year, primarily due to a reduction in Telephone fees. Despite a recommended increase in Electricity of \$40,000 and Water of \$10,000, overall UUT revenues, which are the City's fourth most significant revenue, with 10% of total revenues, are being reduced from the original budget. While a decrease of \$10,000 to gas is suggested, it is the \$100,000 decrease recommended for Telephone that is the most significant. There are two causes for this large revenue decrease, which will cause a 3% decrease to overall UUT revenues. The main reason for the decrease is due to T-Mobile paying a reduced portion of their monthly UUT as a result of a settlement reached with the City. Secondly, there is an increase in internet phone usage, which is not subject to the Utility Users' Tax.

Fees and Permits are expected to increase by \$38,000. Increased economic activity is the cause for Electrical Permits, Public Works Permits and Plumbing Permits being projected

to bring in \$20,000, \$10,000, and \$5,000 respectively more than was originally anticipated. In addition, Towing Franchise Fee revenues are recommended to increase \$3,000 to \$18,000.

The expectation for Intergovernmental revenue is for it to increase by \$30,000. Mandated Cost Reimbursement revenues are recommended to increase \$15,000 to \$60,000, due to the State of California budgeting a higher amount for reimbursements, and paying previously unpaid reimbursements that date back to FY 97/98. The City also received an unbudgeted \$15,000 relating to a final payment for Motor Vehicle In Lieu.

Revenues from Developmental fees are up an estimated \$19,000. There are a number of smaller adjustments in this area, but the two most significant is Conditional Use Permit, which is estimated to increase \$12,000 and Land Divisions, which is projected to be up \$8,000 due to increased economic activity.

Revenue from recreation programs are currently running higher than budget, and there is a recommendation for Parks and Recreation Fees to be increased \$5,000 from the current \$45,000.

Fines and forfeitures are trending on budget this year. Though there are two adjustments recommended, with Motor Vehicle Fines increasing \$5,000, the decrease in DMV Parking Collections of \$5,000 offsets it. As such, the total fines and forfeitures section budget stays at \$287,000.

Investment earnings are continuing a long trend of decreasing, and as CR&R makes the final payments on a land purchase in 2008 that is paid off later this year, the interest amounts are becoming quite small. Despite the low interest rate environment, the investment earnings budget is recommended to stay at the current \$89,000.

In the area of Rental Income, there are two small recommended increases, with the largest being Community Hall Rental expected to increase \$5,000. The overall area is expected to increase \$9,000 from the original budget.

Miscellaneous revenue includes revenue from donations and Recycling Fees, Expense Reimbursement and Sale of Publications. There is no recommended change to miscellaneous revenue at this time.

The Pass-Thru Payment category represents the pass-thru of former Redevelopment Agency property tax increment to the City's General Fund. This amount seems to be running ahead of budget, but staff will pass on a recommended budget adjustment due to the uncertainty of the payment in the second half of the year.

Transfers In includes transfers to the General Fund received from the Gas Tax and Fire Emergency Services funds. There is one change to this budget area, as the City identified

that work the City Attorney made on behalf of the Housing Authority for the last three years had been charged to the City's General Fund. A calculation of the applicable invoices revealed \$28,148 that should have been charged to the Housing Authority. As a result, the City is recommending a Transfer from the Housing Authority to the General Fund in the amount of \$28,148.

The net increase in General Fund revenues from all of these adjustments is \$179,148, a 1% upward adjustment.

General Fund Expenditures

Actual General Fund expenditures by City departments at mid-year were \$9,123,435, representing 49% of budgeted annual expenditures. At this time last year, General Fund expenditures totaled \$8,733,041, 51% of total actual expenditures for last year. Exhibit 3 is the expenditure analysis of the General Fund.

A recommended list of expenditure increases in the General Fund is included. Adjustments are recommended in the City Council, City Attorney, Administrative Services, Planning, Business Relations and Redevelopment Programs, with a decrease of expenditures in Law Enforcement and Fire Protection areas helping to offset most of the increases.

The most significant increase is to the City Attorney area. In the current year, over \$100,000 has been spent in active litigation on one case through December 2015. In addition to that, multiple other lawsuits have been resolved this year. As of the half-way point of the year, the annual budget amount of \$180,000 had already been exceeded, with two month's invoices outstanding. As of the time of writing, December invoices have been paid, with the current spending at \$238,196. Since active case preparation took place in January and February, staff is recommending an increase to the City Attorney: Professional Services line item of \$210,000.

All other recommended increases are insignificant next to that one, but there is a recommended increase to the Administrative Services department in the current year as well. There are three adjustment being recommended in this area adding up to a total of \$26,900, with two of the adjustments pertaining to the 2015 Strategic Plan. The first two adjustments pertains to the Strategic Plan Initiative 6.5, which called for conducting and implementing a classification and compensation study and reform and refining the benefits cafeteria plan. This action has been taken and will be described later in the staff report in more detail. The requested appropriation for both components of that initiative amount to \$25,700. In addition, there is a requested increase affecting Fund 102. The City has establish Fund 102, which is still the General Fund, as a mechanism for tracking spending of proceeds from the voter-approved transactions and use tax for transparency purposes. There is a monthly charge of \$100 from the City's transactions and use tax consultants, HdL, which was not budgeted. As the charge relates directly to the administration

transactions and use tax, an increase of \$1,200 in this account is recommended.

The recommended changes to Business Relations, City Council and Redevelopment Programs all relate to Fund 102 as well. Due to the recent departure of the City's Community Development Director, staff is recommending an increase of \$15,000 to pay for the services of a consultant to support the Interim Community Development Director and ensure there is no lag in progress in the business relations area. An increase of \$3,400 is also recommended in Redevelopment Programs to pay for the automobile and personal radios for the City's new Code Enforcement Officer, who was only able to come on board due to the City's new voter-approved funding source. An additional \$300 is recommended to be budgeted for overtime costs for that officer. The final increase in the City Council department is to pay for membership dues for the OC Human Relations Council. This annual membership is optional, and if the City were to lose the transactions and use tax revenue, it would no longer be paid for. As such, the recommendation is to approve a budget of \$3,100 to pay for the membership.

The final expenditure increase recommended is in the Planning section. Due to the departure of the City's Community Development Director, staff is recommending an increase of \$10,000 to professional services to pay for a consultant to work on planning projects that the Interim Community Development Director would be working on. While there should be available budget savings from the currently vacant Associate Planner position to pay for a portion of this consultant, the former Associate Planner's salary was only 40% allocated to Planning, and consultants cost much more on an hourly rate basis.

While the above increases amount to \$268,700, the net appropriation increase is less than \$100,000. This is due to budget decreases from public safety. Law Enforcement is requesting a total decrease in appropriations of \$165,000. The Retirement account needs to be increased by \$10,000 to cover the required employer contribution for PERS unfunded liability costs from when the City had its own Police Department. This is more than offset by a recommended decrease of \$175,000 to the OC Sheriff contract as a result of vacancy credits being applied in the current year.

Lastly, Fire Protection is requesting a decrease in appropriations of \$16,900. The change requested is to the Retirement account, which as a result of overbudgeting, can be decreased. The City's required employer contribution for PERS unfunded liability is lumped together in one amount, despite there being a cost for police as identified above, and there being costs from when the City had its own Fire Department. The split between the two is based on the former police and fire employees and their status with PERS.

The net total expenditure appropriation increase for the General Fund is \$89,800, a 0.48% increase.

General Fund Committed Fund Balance

The City Council's policy is to set aside 25% of annual General Fund expenditures as a commitment of fund balance to be used only in the event of a disaster to City infrastructure. The amount of this set-aside needs to be adjusted to reflect 25% of the current level of General Fund expenditures. It was last adjusted as a part of the FY 2015-16 budget adoption process and currently stands at \$4,657,569. Based on the amount of General Fund expenditure appropriations, as recommended in this report, of \$18,720,076, the committed fund balance amount should be 25% x \$18,720,076, or \$4,680,019. This is an increase in the amount of the reserve of \$22,450, which decreases the amount of uncommitted fund balance.

Total General Fund Spendable Fund Balance

As shown on Exhibit 4, the net of the adjustments in General Fund revenues and expenses (+\$82,348), and the downward adjustment to the committed fund balance of \$22,450, results in a total increase to the uncommitted fund balance of \$59,898.

The percentage that General Fund uncommitted fund balance represents of total annual General Fund expenditures was expected to increase from 48.6% to 57.6% as a result of the adopted budget and budget amendments prior to this mid-year report. As a result of the changes recommended in this report, the fund balance percentage is now projected to rise to 57.7% of General Fund expenditures.

If the recommendations in this report are approved, total General Fund spendable fund balance (committed plus uncommitted) will be \$4,680,019 (committed) plus \$10,794,830 (uncommitted), or \$15,474,849, or 83% of the total General Fund budget.

Other Funds:

Gas Tax

The City receives annual funding from the State of California from the gasoline tax that is paid by drivers at the pump. The state recently released revised expectations for the revenues to be received in the current fiscal year. The net result is an increase of \$30,114. A budget adjustment to reflect the increased revision is included in the mid-year budget.

Lighting Maintenance (1972 Act)

The City receives annual funding on the property tax rolls from the property owners in the Stanton Lighting and Landscape District No. 1, which makes up the entirety of the city. These funds are restricted to be used exclusively for street lighting, traffic signals and landscape servicing and maintenance of medians within the City. The Public Works Director has requested an increase of \$35,000 for an increase in the landscape maintenance contract and a need for on-call services for the Beach Blvd. Beautification Project. The increase would move the \$140,000 budget up to \$175,000 for the current

year, and there is over \$500,000 in reserves in this fund even after the additional request.

CalGRIP Grant 13-14

The CalGRIP Grant is a calendar year based grant, beginning January 2014 and ending December 2015. Because it is based on calendar year and City budgeting is focused on the fiscal year, there is some difficulty of identifying the appropriate revenues and expenditures between fiscal years. Due to fewer expenditures than anticipated during the period January – June 2015, the budget from July – December 2015 needs to be increased by \$37,100. The offsetting revenue will also increase by the identical amount, yielding no net change to the budget.

Housing Authority

The final recommended revision to the budget is in the Housing Authority. Previously it was identified that invoices the City Attorney provided to the City for work on behalf of the Housing Authority was inadvertently charged to the City for a number of years. The total effect of those invoices is \$28,148, and the City recommends budgeting for a transfer of that amount to the General Fund. The most significant recommendation to the fund is in Minor Repairs. There have been a rash of large unexpected repairs needed to units owned by the Housing Authority in the Tina/Pacific area, including a new roof required to a 4-plex due to the first storms from this years' El Nino weather system. A recommended increase of \$65,000 is being made in this account. The final change is an increase of \$1,400 to Contractual Services to pay for the Housing Authority's share of the landscape maintenance contract. This item was not charged previously, and as a result, there was no budget. Despite these recommended increases, the fund would still add over \$80,000 to reserves in the current year if all revenues and expenditures were made.

Position Adjustments:

Included in the mid-year budget, in response to Strategic Plan Initiative 6.5 is an amendment of the Position Classification Manual. The City's consultant who performed a classification and compensation study helped re-write the job description of every position in the City. In addition, a few job descriptions that do not exist and are not being funded at this time are also being added to the list of approved positions. The consultant also recommended a revision to the City's salary schedule by adding a step F. This would allow long-term employees to have an opportunity for the first increase on their checks since 2008 if their supervisor's review of their work indicates that it is merited in their annual performance review. The cost to the General Fund for implementing these changes in the current fiscal year is approximately \$10,800 and as identified in the earlier section, is reflected as a budget adjustment in the Administrative Services section.

The resolution amending the Position Classification and Monthly Salary Schedule can be found as Exhibit 6. The job descriptions for the four positions that had title changes as well

as the new job descriptions created can be found as Attachment A to Exhibit 6.

Employee Benefit Reform:

Included in the mid-year budget, in response to Strategic Plan Initiative 6.5 is an adjustment to the City's current benefit structure, which is complex and in need of simplification. With the current benefit structure, there are 36 different possible City contribution amounts towards the health and dental insurance premiums. The City contribution amount depends not only on the family size (employee only, employee +1, employee + 2 or more) but also on the plan they select. Not only is this benefit structure complex but there is also an inequity in the amount the City will contribute towards employees' insurance premiums.

The proposed employee benefit adjustment is straightforward and consistent for all employees regardless of the plan that is selected. The City's contributions towards health, dental and vision insurance premiums will be pegged to specific plans. For health insurance the City would contribute the current Kaiser (OC) premium amount for eligible employees and two thirds (2/3) of the Kaiser (OC) premium for eligible dependents. For dental and vision insurance the City would contribute the current Delta Dental (PPO) and vision plan premium amount for eligible employees and two thirds (2/3) of the Delta Dental (PPO) and vision plan premium for eligible dependents. For employees who already have coverage under another health insurance, they have the option of waiving coverage and if approved, the City shall compensate the employee in the amount of \$350 per month.

With this reformed proposal, prospective and current employees have a clear understanding of what the City will be offering to them in terms of medical benefits. The cost to the General Fund for the current fiscal year is approximately \$14,900 and as identified in the earlier section, is reflected as a budget adjustment in the Administrative Services section. The resolution amending the personnel rules can be found as Exhibit 7.

FISCAL IMPACT:

The City's General Fund budget, prior to this mid-year review, anticipated an increase in the General Fund uncommitted fund balance of \$1,683,513 (\$505,256 from revenues and transfers in exceeding expenditures and transfers out, and \$1,178,257 due to an installment repayment of the City loan to the former redevelopment agency). This review recommends a net increase of a \$59,898.

Based on the adopted budget and amendments prior to this report, the fund balances of all funds other than the General Fund were expected to decrease by a net of \$9,546,500, primarily due to \$11.2 million budgeted with restricted funds for paying for Stanton Central Park. In this report, the recommended adjustments to funds other than the General Fund are mixed, but overall negative. The total recommended net decrease in this report to fund

balances for all funds other than the General Fund is \$96,934.

In total, the recommended net decrease in this report to fund balances for all City funds is \$37,036.

ENVIRONMENTAL IMPACT: None.

PUBLIC NOTIFICATION: Through the normal agenda process.

STRATEGIC PLAN OBJECTIVE ADDRESSED:

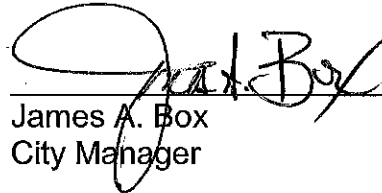
4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

Approved:



Stephen M. Parker, CPA
Administrative Services Director



James A. Box
City Manager

Attachments:

- Exhibit 1: Budget Summary Information
- Exhibits 2A and 2B: Revenue Presentation
- Exhibit 3: Expenditure Presentation
- Exhibit 4: Change in General Fund Uncommitted Fund Balance
- Exhibit 5: Budget Adjustment 2016-08
- Exhibit 6: Resolution No. 2016-06 amending the position classification manual
 - Attachment A: Position Classification Manual and Job Descriptions
 - Attachment B: Current Salary Schedule
- Exhibit 7: Resolution No. 2016-07 amending and adopting personnel rules

2015-16 BUDGET SUMMARY

Amended Budget as of 2/23/16

Fund	Fund #	7/1/2015 Opening Available Fund Balance/ Working Capital	Estimated Revenues	Appropriations	Revenues less Appropriations	Transfers In/(Out)	Net Change	Proposed Changes This Report	City Loan Repayment	6/30/2016 Ending Available Fund Balance/ Working Capital
CITY:										
General Fund:										
Uncommitted Fund Balance (Assigned and Unassigned)	101	9,051,419	18,595,532	18,599,076	(3,544)	508,800	505,256	59,898	1,178,257	10,794,830
Special Revenue Funds:										
Gas Tax	211	1,550,418	849,554	596,456	253,098	(205,000)	48,098	30,114		1,628,630
Measure M	220	827,488	502,700	1,090,000	(587,300)	-	(587,300)			240,188
CDBG	222	240,753	400	-	400	-	400			241,153
Fire Emergency Services	223	16,805	380,000	3,750	376,250	-	376,250			393,055
Lighting Maintenance (1919 Act)	224	853,457	363,013	-	363,013	(375,500)	(12,487)			840,970
Lighting/Median Maint. (1972 Act)	225	1,917,456	202,000	1,222,230	(1,020,230)	(314,800)	(1,335,030)	(35,000)		547,426
Air Quality Improvement	226	151,484	48,000	44,300	3,700	314,800	318,500			469,984
State COPS Grant 2012-13	236	-	75,000	75,000	-	-	-			-
State COPS Grant 2013-14	237	-	110,500	110,500	-	-	-			-
State COPS Grant 2014-15	238	-	100,000	100,000	-	-	-			-
State COPS Grant 2015-16	239	-	100,000	100,000	-	-	-			-
JAG Grant	245	-	19,945	19,945	-	-	-			-
FACT Parks and Recreation Grant	250	(8,510)	300,000	328,181	(28,181)	-	(28,181)			(36,691)
Senior Transportation	251	39,828	32,875	38,503	(5,628)	-	(5,628)			34,200
Stanton Central Park	253	-	2,963,700	2,963,700	-	-	-			44,442
CalGRIP Grant 13-14	254	-	125,000	125,000	-	44,442	44,442			-
CalGRIP Grant 15-16	255	-	500,000	500,000	-	-	-			-
Street Fee	261	26,678	3,980	-	3,980	-	3,980			30,658
Traffic Signal Fee	262	5,966	890	-	890	-	890			6,856
Community Center Fee	263	18,954	2,950	-	2,950	-	2,950			21,904
Police Services Fee	264	17,155	2,670	-	2,670	-	2,670			19,825
Housing Authority	285	10,869,558	538,000	359,950	178,050	-	178,050	(92,048)	294,564	10,955,560
Capital Projects Funds:										
Capital Projects	305	756,523	486,720	765,776	(279,056)	-	(279,056)			477,467
Parks and Recreation Facilities	310	1,151,477	272,000	8,275,000	(8,003,000)	-	(8,003,000)			(6,851,523)
Enterprise Fund:										
Sewer Maintenance Fund	501	2,687,964	1,026,924	1,290,050	(263,126)	-	(263,126)			2,424,738
Internal Service Funds:										
Workers' Compensation	602	627,553	114,903	118,631	(3,728)	-	(3,728)			623,825
Liability Risk Management	603	149,815	92,200	109,000	-	-	-			-
Employee Benefits	604	140,112	331,336	331,119	(217)	-	(217)			373,039
Fleet Maintenance	605	378,233	91,463	96,657	(5,194)	-	(5,194)			-
TOTAL CITY		31,470,486	28,232,255	37,262,824	(9,013,966)	(27,258)	(9,041,244)	(37,036)	1,472,821	23,280,536

**City of Stanton
General Fund
Mid-Year Revenue Analysis
FY 2015-16**

	Adopted Budget	2015-16 Actual thru 50% of Year	Percent Received to Date	2015-16 Projected	Projected vs. Adopted Budget	Percentage Difference Projected vs. Adopted	New Budget with Adjustments
Property tax	4,716,090	582,209	12%	4,716,090	0	0%	4,716,090
Property transfer tax	85,000	52,748	62%	85,000	0	0%	85,000
Sales tax	4,258,000	993,903	23%	4,150,000	(108,000)	-3%	4,150,000
Transactions and use tax	3,125,000	1,237,458	40%	3,256,000	131,000	4%	3,256,000
Transient occupancy tax	360,000	163,047	45%	380,000	20,000	6%	380,000
Franchise	1,041,000	269,971	26%	1,016,000	(25,000)	-2%	1,016,000
Business license	329,500	167,610	51%	414,500	85,000	26%	414,500
Utility user tax	2,096,000	912,171	44%	2,036,000	(60,000)	-3%	2,036,000
Fees & permits	1,140,639	506,750	44%	1,178,639	38,000	3%	1,178,639
Intergovernmental	185,000	121,069	65%	215,000	30,000	16%	215,000
Development fees	105,695	76,203	72%	124,695	19,000	18%	124,695
Parks and recreation fees	46,100	22,461	49%	51,100	5,000	11%	51,100
Fines & forfeitures	287,000	151,309	53%	287,000	0	0%	287,000
Investment earnings	89,000	29,386	33%	89,000	0	0%	89,000
Rental income	68,440	33,913	50%	77,440	9,000	13%	77,440
Miscellaneous	463,068	224,805	49%	463,068	0	0%	463,068
Pass-thru payment	200,000	139,239	70%	200,000	0	0%	200,000
Total Revenues	18,595,532	5,684,252	31%	18,739,532	144,000	1%	18,739,532
Transfers In	540,000	298,148	55%	568,148	28,148	5%	568,148
GRAND TOTAL	19,135,532	5,982,400	31%	19,307,680	172,148	1%	19,307,680

**General Fund
Revenue Trends
Last 10 Years**

	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted Budget 2015-16	(50% of year) 12/31/2015 Actual	Revised Budget 2015-16
Property tax	1,165,996	1,262,255	1,105,456	1,076,805	677,573	1,059,670	1,052,657	4,950,932	4,862,405	4,623,703	4,716,090	582,209	4,716,090
Property transfer tax	170,175	100,000	62,650	76,102	61,981	54,228	45,565	88,742	95,183	88,342	85,000	52,748	85,000
Sales tax	4,193,644	4,177,392	3,537,975	3,075,670	3,079,791	3,091,571	3,579,392	3,693,199	3,925,838	4,012,917	4,258,000	993,903	4,150,000
Transactions and use tax	0	0	0	0	0	0	0	0	0	792,300	3,125,000	1,237,458	3,256,000
Transient occupancy tax	327,589	357,422	358,535	316,794	289,855	326,316	357,092	341,838	323,938	375,876	360,000	163,047	380,000
Franchise fees	728,437	692,179	736,830	756,130	721,328	932,877	932,817	996,947	1,031,034	964,450	1,041,000	269,971	1,016,000
Business license	170,568	173,004	210,842	233,089	239,330	251,241	304,047	262,089	291,659	397,690	329,500	167,610	414,500
Utility user's tax	2,105,792	2,202,032	2,219,986	2,272,122	2,219,051	2,123,881	2,083,748	2,110,373	2,189,067	2,177,808	2,096,000	912,171	2,036,000
Fees & permits	280,093	437,568	313,886	429,034	455,820	763,211	865,685	917,433	1,121,116	1,143,115	1,140,839	506,750	1,178,639
Intergovernmental	3,017,781	3,448,989	3,545,623	3,434,379	3,265,206	3,255,097	3,096,819	201,385	249,756	272,166	185,000	121,059	215,000
Developmental fees	101,262	131,629	91,329	108,500	130,508	71,361	93,938	92,299	131,613	129,136	105,695	76,203	124,695
Parks and recreation fees	71,006	68,036	64,484	69,003	58,476	86,998	75,515	51,021	55,218	49,177	46,100	22,461	51,100
Fines & forfeitures	355,544	391,847	389,159	402,363	430,763	436,153	329,492	320,212	279,541	292,491	287,000	151,309	287,000
Investment earnings	964,060	1,031,781	876,265	1,104,088	1,373,345	679,434	288,010	221,644	163,201	142,548	89,000	29,386	89,000
Rental income	1,331,110	1,370,180	1,394,913	452,380	122,957	138,356	142,214	139,528	146,796	168,824	68,440	33,913	77,440
Miscellaneous	102,422	98,091	122,205	4,575,097	106,817	195,638	147,651	102,244	506,251	493,081	463,068	224,805	463,068
Pass-thru payment	135,100	170,952	225,276	504,138	212,765	171,970	202,998	174,228	189,920	227,097	200,000	139,239	200,000
Total Revenues	15,220,599	16,113,337	15,254,455	18,885,694	13,445,545	13,638,100	13,597,741	14,654,113	15,582,534	16,350,721	18,595,532	5,684,252	18,739,532
Transfers In	847,999	859,940	743,112	1,395,765	2,265,890	1,544,732	724,932	724,932	1,858,445	580,500	540,000	298,148	568,148
GRAND TOTAL	16,068,598	16,973,277	15,997,567	20,281,459	15,711,435	15,182,832	14,322,673	15,379,045	17,440,979	16,931,221	19,135,532	5,982,400	19,307,680


**CITY OF STANTON
GENERAL FUND
MID-YEAR EXPENDITURE ANALYSIS
FISCAL YEAR 2015-16**

Department	(General Fund only)					
	Amended Budget 2015-16	2015-16 Actual thru 50% of Year	% of YTD Spent	2015-16 Projected	Projected vs. Budget	Adjusted Budget 2015-16
City Council	120,728	70,039	58.0%	123,828	3,100	123,828
City Attorney	180,200	187,875	104.3%	390,200	210,000	390,200
City Manager	332,341	146,383	44.0%	332,341	-	332,341
City Clerk	144,744	60,698	41.9%	144,744	-	144,744
Personnel/Risk Mgmt	87,371	39,950	45.7%	87,371	-	87,371
Liability/Risk Mgmt	85,200	84,896	99.6%	85,200	-	85,200
Administrative Services	725,414	338,565	46.7%	752,314	26,900	752,314
Information Technology	155,800	46,089	29.6%	155,800	-	155,800
Emergency Preparedness	9,900	2,838	28.7%	9,900	-	9,900
Non-Dept (net of transfers)	370,000	90,760	24.5%	370,000	-	370,000
Administration	2,211,699	1,068,093	48.3%	2,451,699	240,000	2,451,699
Law Enforcement	9,184,873	4,674,126	50.9%	9,019,873	(165,000)	9,019,873
Fire Protection	4,025,713	2,028,983	50.4%	4,011,813	(13,900)	4,011,813
Public Safety	13,210,586	6,703,109	50.7%	13,031,686	(178,900)	13,031,686
Engineering	136,509	57,779	42.3%	136,509	-	136,509
Public Facilities	371,829	154,216	41.5%	371,829	-	371,829
Parks Maintenance	304,696	111,700	36.7%	304,696	-	304,696
Street Maintenance	198,127	86,883	43.9%	198,127	-	198,127
Storm Drains	126,189	69,077	54.7%	126,189	-	126,189
Public Works	1,137,351	479,655	42.2%	1,137,351	0	1,137,351
Planning	341,128	149,473	43.8%	351,128	10,000	351,128
Building Regulation	274,250	115,555	42.1%	274,250	-	274,250
Parking Control	149,359	76,697	51.4%	149,359	-	149,359
Business Relations	162,105	32,777	20.2%	177,105	15,000	177,105
Community Development	926,842	374,502	40.4%	951,842	25,000	951,842
Parks and Recreation	580,292	270,348	46.6%	580,292	-	580,292
Community Center (Beach)	24,584	10,118	41.2%	24,584	-	24,584
Stanton Central Park	72,096	1,233	1.7%	72,096	-	72,096
Parks and Recreation	676,972	281,699	41.6%	676,972	0	676,972
Code Enforcement	435,626	200,777	46.1%	439,326	3,700	439,326
Redevelopment Programs	435,626	200,777	46.1%	439,326	3,700	439,326
Total Expenditures	18,599,076	9,107,835	49.0%	18,688,876	89,800	18,688,876
Add: Transfers Out	31,200	15,600	50.0%	31,200	-	31,200
GRAND TOTAL	18,630,276	9,123,435	49.0%	18,720,076	89,800	18,720,076

CHANGE IN GENERAL FUND UNCOMMITTED FUND BALANCE

	7/1/15 Uncommitted Fund Balance	15-16 Increase (Prior to This Review)	15-16 Increase (Changes This Review)	15-16 Increase in Committed Fund Balance	6/30/16 Uncommitted Fund Balance
GENERAL FUND UNCOMMITTED FUND BALANCE	9,051,419	1,683,513	82,348	(22,450)	10,794,830
Gen Fund Uncommitted Fund Balance as a percentage of expenditures	48.6%	57.6%			57.7%

CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2015-16
 Department: Administrative Services
 Requested By: Stephen Parker
 City Council Approval: _____
 Availability of Funds: 
 Administrative Services Department

BA # 2016-08
 Date: February 23, 2016
 Title: Administrative Services Director
 Date: February 23, 2016
 Title: Administrative Services Director


Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
1 General Fund TUT: Transactions & Use Tax	102-0000-430250	\$ (3,125,000)	\$ (375,000)	\$ (3,500,000)
2 General Fund: Transient Occupancy Tax	101-0000-430300	\$ (360,000)	\$ (20,000)	\$ (380,000)
3 General Fund: Refuse	101-0000-430420	\$ (449,000)	\$ 25,000	\$ (424,000)
4 General Fund: Business License Tax	101-0000-430500	\$ (125,000)	\$ (75,000)	\$ (200,000)
5 General Fund: New/Moved Business License App Rev	101-0000-430505	\$ (78,000)	\$ (6,500)	\$ (84,500)
6 General Fund: Business Tax Renewal Process	101-0000-430510	\$ (125,000)	\$ (5,000)	\$ (130,000)
7 General Fund: SB 1186	101-0000-430515	\$ (1,500)	\$ 1,500	\$ -
8 General Fund: Util Users Tax/Electricity	101-0000-430600	\$ (950,000)	\$ (40,000)	\$ (990,000)
9 General Fund: Util Users Tax/Telephone	101-0000-430605	\$ (586,000)	\$ 100,000	\$ (486,000)
10 General Fund: Util Users Tax/Gas	101-0000-430610	\$ (210,000)	\$ 10,000	\$ (200,000)

continued

JUSTIFICATION

To adjust various estimated revenue and expenditure appropriation accounts based on revised projections as of mid-year.

Budget Adjustment Request Approved


 City Manager

2-17-16
 Date

Budget Adjustment Processed

 Date posted

 Entered by

*** PRINT ON BLUE PAPER ONLY ***

CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2015-16

BA # 2016-08

Department: Administrative Services

Date: February 23, 2016

Requested By: Stephen Parker

Title: Administrative Services Director

City Council Approval: _____

Date: February 23, 2016

Availability of Funds: _____
Administrative Services Department

Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
11 General Fund: Util Users Tax/Water	101-0000-430615	\$ (350,000)	\$ (10,000)	\$ (360,000)
12 General Fund: Plumbing Permits	101-0000-431115	\$ (25,000)	\$ (5,000)	\$ (30,000)
13 General Fund: Electrical Permits	101-0000-431120	\$ (17,000)	\$ (20,000)	\$ (37,000)
14 General Fund: Public Works Permits	101-0000-431135	\$ (40,000)	\$ (10,000)	\$ (50,000)
15 General Fund: Towing Franchise Fee	101-0000-431190	\$ (15,000)	\$ (3,000)	\$ (18,000)
16 General Fund: Mandated Cost Reimbursement	101-0000-432135	\$ (45,000)	\$ (15,000)	\$ (60,000)
17 General Fund: Motor Vehicle In Lieu	101-0000-432150	\$ -	\$ (15,000)	\$ (15,000)
18 General Fund: Conditional Use Permit	101-0000-433200	\$ (6,100)	\$ (12,000)	\$ (18,100)
19 General Fund: Precise Plan of Design	101-0000-433205	\$ (13,650)	\$ (2,000)	\$ (15,650)
20 General Fund: Land Divisions	101-0000-433235	\$ (1,755)	\$ (8,000)	\$ (9,755)
21 General Fund: Sign/Ban'r/Gar Sa/Temp Use I	101-0000-433245	\$ (9,000)	\$ 3,000	\$ (6,000)
22 General Fund: General Recreation Programs	101-0000-433305	\$ (45,000)	\$ (5,000)	\$ (50,000)
23 General Fund: Motor Vehicle Fines	101-0000-434105	\$ (35,000)	\$ (5,000)	\$ (40,000)
24 General Fund: DMV Parking Collections	101-0000-434115	\$ (70,000)	\$ 5,000	\$ (65,000)
25 General Fund: Bus Shelter Site Rental	101-0000-436100	\$ (6,000)	\$ (4,000)	\$ (10,000)
26 General Fund: Community Hall Rental	101-0000-436125	\$ (43,540)	\$ (5,000)	\$ (48,540)
27 General Fund: Transfer from Hsg Auth	101-0000-439285	\$ -	\$ (28,148)	\$ (28,148)
28 Gas Tax: Section 2103 Allocation	211-0000-432183	\$ (180,273)	\$ (2,619)	\$ (182,892)
29 Gas Tax: Section 2105 Allocation	211-0000-432185	\$ (227,381)	\$ (10,210)	\$ (237,591)
30 Gas Tax: Section 2106 Allocation	211-0000-432190	\$ (122,028)	\$ 1,398	\$ (120,630)
31 Gas Tax: Section 2107 Allocation	211-0000-432195	\$ (310,872)	\$ (18,683)	\$ (329,555)
32 CalGRIP 13/14: CalGRIP Grant	254-0000-432260	\$ (125,000)	\$ (37,100)	\$ (162,100)
33 City Council: Membership Dues	102-1100-607100	\$ -	\$ 3,100	\$ 3,100
34 City Attorney: Professional Services	101-1200-608105	\$ 180,000	\$ 210,000	\$ 390,000
35 Administrative Services: Salaries-Regular	101-1500-501110	\$ 386,133	\$ 10,800	\$ 396,933
36 Administrative Services: Health/Life Ins	101-1500-502110	\$ 31,406	\$ 14,900	\$ 46,306
37 Administrative Services: Professional Svcs	102-1500-608105	\$ -	\$ 1,200	\$ 1,200
38 Law Enforcement: Retirement	101-2100-502100	\$ 90,898	\$ 10,000	\$ 100,898
39 Law Enforcement: Sheriff Contractual Svcs	102-2100-608160	\$ 8,147,023	\$ (175,000)	\$ 7,972,023
40 Fire Protection: Retirement	101-2200-502100	\$ 104,581	\$ (16,900)	\$ 87,681
41 Fire Protection: Contractual Ambulance Svcs	101-2200-608190	\$ 5,000	\$ 3,000	\$ 8,000
42 Planning: Professional Services	101-4100-608105	\$ 25,000	\$ 10,000	\$ 35,000
43 Business Relations: Professional Services	102-4400-608105	\$ 5,000	\$ 15,000	\$ 20,000
44 Code Enforcement: Salaries-Overtime	102-6200-501115	\$ -	\$ 300	\$ 300
45 Code Enforcement: Equipment	102-6200-602160	\$ 4,500	\$ 3,400	\$ 7,900
46 Lighting/Median Maint '72 Act: Median Contractual	225-3530-608100	\$ 140,000	\$ 35,000	\$ 175,000
47 CalGRIP 13/14: Contractual Services	254-5200-608100	\$ 45,169	\$ 37,100	\$ 82,269
48 Housing Authority: Minor Repairs	285-4100-603120	\$ 65,000	\$ 65,000	\$ 130,000
49 Housing Authority: Contractual Services	285-4100-608100	\$ -	\$ 1,400	\$ 1,400
50 Housing Authority: Transfer to Gen Fund	285-6400-800101	\$ -	\$ 28,148	\$ 28,148

RESOLUTION NO. 2016-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA,
AMENDING THE POSITION CLASSIFICATION MANUAL**

WHEREAS, Chapter 2.44.02 of the Stanton Municipal Code requires the establishment of a Position Classification Plan; and

WHEREAS, Resolution No. 87-15 adopted that Position Classification Plan as a Position Classification Manual; and

WHEREAS, Objective 6.5 in the 2015 Strategic Plan called for conducting and implementing a Classification and Compensation Study; and

WHEREAS, the City engaged Hobson Consulting Group to review all full-time employees' classifications; and

WHEREAS, there is a need to revise the Position Classification Plan by adding job classifications, and changing certain elements of job classifications; and

WHEREAS, the new and revised classifications are detailed in Attachment "A" of this Resolution; and

WHEREAS, the new classifications are not funded, no new employees will be placed into service and there will be no additional cost as a result of adding these classifications to the Position Classification Manual; and

WHEREAS, City employees have not received raises since 2008; and

WHEREAS, employees have borne the full cost in health insurance increases from 2011 through 2015; and

WHEREAS, long-tenured employees with families receive much less from their employment than in 2008; and

WHEREAS, City Council desires to help offset some of the decreases that long-term employees have borne by adding a Step F to the salary schedule; and

WHEREAS, no employee will be able to obtain a higher step automatically; and

WHEREAS, only employees who are at top step currently and who's performance evaluations justify a step/merit increase will benefit from a higher step in the salary schedule; and

WHEREAS, the current year cost to the City of creating Step F in the salary schedule is estimated at \$10,900; and

WHEREAS, the current Salary Schedule is attached as Attachment "B" to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AS FOLLOWS:

1. The changes as detailed in Attachment "A" are incorporated into the Position Classification Manual.
2. The job descriptions for the above cited position classifications attached as "Attachment A" to this Resolution are hereby adopted.
3. The above cited position classifications and job descriptions are effective February 23, 2016.
4. All parts of the Position Classification Manual not changed by Attachment "A" shall remain effective.
5. The Salary Schedule attached as Attachment "B" to this Resolution is hereby adopted.

ADOPTED, SIGNED AND APPROVED this 23rd day of February, 2016.

BRIAN DONAHUE, MAYOR

APPROVED AS TO FORM:

MATTHEW E. RICHARDSON, CITY ATTORNEY

ATTEST:

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2016-06 has been duly signed by the Mayor and attested by the City Clerk, all at a special meeting of the Stanton City Council, held on February 23, 2016, and that the same was adopted, signed and approved by the following vote to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

PATRICIA A. VAZQUEZ, CITY CLERK

ATTACHMENT "A"

Pursuant to Resolution 2016-06, the following position classification and associated salary range are added or modified in the Position Classification Manual:

<u>POSITION – NEW CLASS TITLES</u>	<u>SALARY RANGE</u>
Administrative Services Supervisor	19
Human Resources Specialist	21
Management Analyst	24
Assistant to the City Manager	26
Associate Engineer	26
Planner	33
Community Services Manager	35
Assistant City Manager	53
 <u>POSITION – TITLE CHANGES</u>	
Senior Accounting Technician (from Accounting Technician)	18
Community Services Supervisor (from Parks & Recreation Supervisor)	26
Community/Economic Development Director (from Community Development Director)	50
Community Services Director (from Parks & Recreation Director)	50

CITY OF STANTON

Job Title: **Administrative Services Supervisor** Department: Administrative Services

Salary Range: 19 Reports to: Administrative Services Director

SUMMARY DESCRIPTION

The purpose of this position is to supervise key activities within the Administrative Division including Accounts Payable/Receivable, Business Licensing, Purchasing, Records Management/Retention and Financial Management; to oversee the provision of customer services at the front counters; to supervise clerical staff performing administrative support and customer service duties; to receive, safeguard and account for cash and other funds; and to personally perform a variety of duties in support of Administrative Services functions.

The incumbent of this single position class works under general supervision to plan and coordinate the provision of administrative support functions for city operations. The duties require the exercise of judgment and initiative in determining the order and priority of tasks and the method of completion. The incumbent is also required to exercise a high degree of tact and discretion in her interactions with callers and visitors to the City offices and in dealing with internal communications.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide direct supervision to lower level personnel providing administrative and clerical support for city operations, including cashiering, city hall reception, processing and posting of mail.
- Plan, organize, and direct key activities within the Administrative Division including Accounts Payable/Receivable, Business Licensing, Purchasing, Records Management/Retention and Financial Management.
- Coordinate and perform the audit of vouchers and purchase orders for correctness; input data and verify for accuracy; generate accounts payable checks; update and maintain files and lists on vendors; generate warrant register for reports and ensure proper posting to the general ledger.
- Maintain a variety of office and departmental files and records; update, record, organize and process files and documents; assist in maintaining various ledgers, registers and journals; compile financial and statistical reports; administer the City's records retention procedures.
- Serves as cashier, including balancing the cash register; prepare for and make bank deposits and develop daily cash summaries.
- Coordinate and oversee the business license function, including processing applications for issuance of business licenses and generation of certificates; input, post and maintain related data; generate and mail renewal and billing information; verify billing and collection of delinquent business licenses; maintain the business license computer program.

- Maintain City-wide stores inventory; process departmental supply requisitions and fill orders; issue and verify accuracy of purchase orders; coordinate office printing; maintain vendor files and coordinate maintenance and repair of office equipment.
- May assist customers at the public counter by providing information, explaining procedures and requirements, answering questions and resolving problems or complaints.
- Maintains certification as a Notary Public; notarizes city documents as needed.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Advanced knowledge of modern office practices and methods and proper English usage, grammar and spelling.
- Principles, practices and techniques of effective communication, customer services and conflict resolution.
- General accounting principles and procedures of municipal financial management including accounts payable and receivable, business licensing, purchasing and treasury.
- Principles of basic mathematics.
- Principles and practices of effective supervision, general personnel and training practices.
- Centralized accounting, auditing and treasury management, revenue, purchasing practices and business licensing.
- Terminology of financial and statistical record keeping.
- Functions and responsibilities of municipal government.
- Laws, regulations and ordinances affecting the operation of a municipal governmental entity.
- Various computer software programs used in general office tasks, including spreadsheet and word processing applications.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Maintain financial and statistical records.
 - Interpret and apply municipal policies and procedures.
 - Plan and organize work to meet deadlines on a timely basis.
 - Work with considerable independence.
 - Exercise discretion and judgment in a variety of situations.
 - Prepare manual and computerized financial reports and maintain ledgers and journals.
 - Plan, prioritize and assign a variety of clerical and paraprofessional accounting tasks.
 - Operate modern office equipment including computer equipment.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Minimum of four years of increasingly responsible general municipal clerical, accounting and finance experience, including experience in supervising clerical personnel and providing customer service.
- Equivalent to the completion of the twelfth grade, supplemented by training or course work in the areas of municipal financial practices, business licensing or related subjects.

Preferred Qualifications:

Associate Degree in Business, Office Management or related field.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities. May require light lifting of office files, supplies and products.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF STANTON

Job Title: **Human Resources Specialist**

Department: Administration

Salary Range: 21

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to perform responsible administrative staff work in the areas of recruitment and selection, employee relations, benefit administration, staff development and training, risk administration and liability claim administration, and classification and compensation; to maintain and update personnel files and records related to the area of assignment; to respond to inquiries regarding employee benefits, personnel policies and procedures, processing records related to recruitment and selection, classification and compensation, employee insurance benefit programs, Worker's Compensation claims, liability claims; and to administer the DMV pull notice and employee safety programs.

Successful performance in this position requires the possession of specialized knowledge in a broad range of personnel administration areas and the ability to exercise a high degree of confidentiality and discretion in performing the duties of the position. The incumbent works independently under general direction and within a broad frame of guidelines in handling complex and confidential matters and is required to exercise considerable initiative and discretion. The work requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies under general direction.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate and conduct recruitment and selection activities to ensure citywide consistency, job-related screening and evaluation techniques and conformance to federal and state laws and regulations; evaluate the effectiveness of recruiting methods and seeks opportunities to improve on the process; coordinate placement of recruitment ads and posting of job flyers for current openings.
- Maintain applicant tracking and employment records; copy and forward applications to requisitioning departments; set up and schedule oral board panel interviews; assist new hires in complying with pre-employment requirements (fingerprinting, background check, physical examination) and submitting required legal documents.
- Administer employee benefits programs and provide assistance and information to employees concerning City benefits, disability and retirement programs and related personnel policies and procedures; conduct new employee orientation; coordinate open enrollment procedures and changes for health, dental and other benefits.
- Analyze, interpret and apply state and federal legislation and regulations regarding employment law and practices; makes recommendations and implements changes; interpret and apply

personnel policies and procedures and advise City staff on correct interpretation. Conducts research, gathers and analyzes data.

- Update and compile job descriptions/job flyers; incorporate changes in class specifications and listing.
- Monitor employees' performance evaluation system and prepare Personnel Action Forms (PAF) for salary adjustments and benefit changes.
- Ensure City's compliance with state and federal labor laws and safety requirements.
- Explain personnel policies and procedures and respond to and resolve employee concerns and issues; update Personnel Manual as needed Maintain and update employees' personnel files and medical records.
- Compile incident reports, issue/fill out workers' compensation claim forms and prepare required state and federal reports.
- Maintain liability claim files and evaluate traffic reports submitted by the Sheriff's Department.
- Oversee and coordinate the City's safety training program; update Safety manual and maintain employees' safety training records.
- Coordinate the City's safety program; coordinate meetings/trainings conducted by the Safety and Emergency Planning Committee; maintain inventory of and requisition first aid/safety supplies.
- Assist in the preparation and compilation of the budget; fill out required accounting forms for expenditures and ensure timely payment of invoices.
- Prepare and submit time sheets for Administration staff.
- Coordinate employee holiday functions and other special events including employee recognition programs, birthdays and anniversaries.
- Coordinate the payment/reimbursement for educational expenses, computer purchase and rideshare incentives.
- Type and proofread a variety of documents related to the assignment. Organize, reproduce, disseminate, scan and file documents.
- Enter and update information in departmental or City computer databases as well as process changes online for outside agencies/companies with internet service capability.
- Track and process DMV records for prospective and existing employees.
- Coordinate the issuance of keys for City facilities and maintain employee I.D. cards and alarm/security code cards.

KNOWLEDGE

- Principles and practices of human resource administration, labor and employment laws and regulations; recruitment and selection, employee benefits administration, risk management, liability and workers' compensation; and employee relations techniques.
- Principles and practices of public administration, organization and management, and research and information sources.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods, and computer equipment.
- Basic Math
- Pertinent Federal, state and local laws.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Maintain tactfulness and courtesy in explaining City procedures and requirements.
 - Perform mathematical calculations quickly and accurately.
 - Assemble, check and organize a variety of City records and documents.
 - Operate a computer and use word processing and spreadsheet software applications programs and electronic communications.
 - Type, proofread and disseminate letters, correspondence, and memos.
 - Communicate clearly and concisely, both orally and in writing.
 - Maintain confidentiality with discretion and independence and work with little direction.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Three years of responsible human resources experience, preferably in a municipal environment.
 - Associate degree in Personnel Management or related field.
-

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Management Analyst**

Department: Administration

Salary Range: 24

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to perform professional level administrative, technical and analytical staff work on a variety of difficult, complex and sensitive administrative matters; to perform research and analysis tasks; and to administer and oversee City programs including, but not limited to the Public Information and Emergency Management program for the City.

The incumbent of this position supports the City Manager's Office and Administrative Services Department. The incumbent is required to exercise considerable independence, initiative and discretion in the completion of assignments under general direction and in accordance with established procedures, guidelines, and city policies and procedures. The work requires creativity and resourcefulness to complete goals and objectives. Successful performance requires knowledge of the functions of a municipal government.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collect and monitor data and information; analyze and/or implement a variety of data, including municipal policies, procedures, organization, finance and/or services and provide input to program and policy decisions; prepare and present forecasts of effects of pending legislation, policy and procedure changes.
- Interpret and apply data, policies and procedures, laws, regulations, and City ordinances and explain them to the public; research and respond to citizen complaints.
- Investigate, interpret, analyze and prepare recommendations on new programs, grants and services; prepare reports relating to various projects and programs for staff, City Council and commissions; prepare complex reports, correspondence, memos and contracts.
- Communicate regularly with department heads, City employees, the City Council and other local elected representatives; maintain effective working relationships with representatives of other local, state and federal agencies.
- Represent the City in communications with outside entities; prepare and distribute documents and information for the public; review and approve communications prepared by other staff to ensure conformance to policy and uniformity of format.
- Coordinate and implement the City's Emergency Management program; coordinate SEMS, facilitate training of staff in emergency preparedness and ensure that the Emergency Operations Center (EOC) is fully equipped and ready for operation.
- Plan, coordinate and implement safety education programs, including emergency plans, disaster preparedness, terrorism awareness; and conduct presentations to the public.

- May assist in the preparation and administration of the City's annual budget.
- Perform comprehensive management analyses and interpretation of a wide range of municipal policies, organizations, procedures, finances and services.
- Conduct analytical and research assignments; develop recommendations on administrative and operational issues with citywide impact; prepare reports.
- Represent the City in the community with outside agencies and attend professional meetings and civic functions meetings of City management and staff, commissions, committees and other organizations as needed.
- Maintain knowledge of public administration, organization and management principles and practices; municipal fiscal policy, financing and procedures; personnel management principles; applicable ordinances, laws and regulations; and research techniques and information sources.
- Respond to and resolve difficult inquiries and complaints.
- Use a computer and specialized software to complete tasks in assigned area of responsibility.

Additional Tasks and Responsibilities:

- Perform related duties and responsibilities as assigned.
-

KNOWLEDGE REQUIRED

- Principles and practices of public administration, organization and management principles and practices; municipal fiscal policy, financing and procedures; personnel management principles; applicable ordinances, laws and regulations; and research techniques and information sources.
 - Advanced level communication techniques for providing sensitive information to the public and other entities.
 - Methods and techniques of research, analysis, statistical and analytical report preparation; and information sources.
 - Emergency management laws and emergency preparedness practices.
 - Principles and practices of safety program administration; effective methods for accident reduction, training in safe practices and reporting requirements.
 - Customer service and public relations.
 - Training principles and techniques.
 - Modern office practices, methods and computer equipment.
 - English usage, spelling and grammar.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Evaluate data and information using established criteria in order to determine consequences and to identify and select alternatives. Compare, count, differentiate, measure and/or sort as well as assemble, copy, record and transcribe data and information. Classify, compute and categorize data.
- Use a variety of information such as budgets, staff reports, various agreements, tax reports, data base information, meeting agendas and minutes, software operating manuals, ordinances, State and federal laws/regulations and codes, City Council resolutions, non-routine correspondence, legal documents, professional journals and bulletins.

- Analyze data to determine potential consequences and compare, evaluate and select alternatives.
- Accurately interpret, explain data, policies and procedures, laws and regulations and ensure compliance with Federal, State and local policies, procedures, laws, codes and regulations.
- Work independently, exercise sound judgment, decisiveness and creativity in situations involving the evaluation of information against criteria.
- Develop specialized knowledge, including knowledge of City ordinances, regulations, practices and procedures related to the area of assignment.
- Research, collect, compile and analyze information and data; analyze, appraise and organize facts, data, and information and present findings and recommendations in oral and written reports
- Manage a variety of complex and challenging projects simultaneously to completion.
- Exercise good judgment, initiative, decisiveness, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely both orally and in writing; prepare documents written in the English language, using proper sentence structure, punctuation, grammar and spelling; write clear, concise reports and correspondence.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; exercise tact and sound judgment in interacting with public officials and others; work cooperatively with employees, clients and the public.
- May administer contracts, RFP processes and related functions.

Additional Tasks and Responsibilities

- Perform other duties as required.

EXPERIENCE/TRAINING/EDUCATION

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

- One year of responsible administrative and analytical experience with a local government involving the handling of administrative and management issues.
- Bachelor's degree from an accredited college or university with major course work in public or business administration, political science, or a related area.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.

- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to accurately hear and convey detailed or important instructions or information verbally.
- Average visual acuity to prepare and read documents.
- Ability to read and interpret laws, specifications and requirements.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Assistant to the City Manager** Department: Administration

Salary Range: 26 Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this single position classification is to perform professional, technical, administrative and analytical duties in support of the City Manager on a variety of difficult, complex and sensitive administrative matters; to provide high level research and analysis; and to administer and oversee a variety of complex and confidential matters including, but not limited to contracts for the provision of public safety and fire services for the City.

The incumbent of this position works closely with the City Manager and exercises considerable independence, initiative and discretion in the completion of assignments with minimal direction and in accordance with broad directives, guidelines, and city policies and procedures. Successful performance requires knowledge in a wide range of functions of a municipal government.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide staff assistance to the City Manager and the Assistant City Manager, Director of Community & Economic Development in the development and execution of programs and projects.
- Communicate regularly with department heads, City employees, the City Council and other local elected representatives; maintain effective working relationships with representatives of other local, state and federal agencies.
- Assist in the development and implementation of goals, objectives, policies, priorities and strategies to accomplish City goals and objectives.
- Manage the City's contracts for the provision of public safety and fire services, including act as the City's first line of contact for the Orange County Sheriff's Department and the Orange County Fire Authority administration; interact with City Officials and the public on matters related to the provision of contracted services; research and resolve issues and complaints related to those services.
- Monitor, analyze and evaluate legislation and other intergovernmental activities affecting the City; prepare and coordinate appropriate responses to legislation impacting City operations and/or the community.
- Assist in the implementation of the City's risk management program; serve as alternate board member for the Public Entity Risk Management Authority (PERMA).
- Perform comprehensive management analyses and interpretation of a wide range of municipal policies, organizations, procedures, finances and services.

- Conduct major analytical and research assignments; develop recommendations on administrative and operational issues with citywide impact; prepare reports.
- Represent the City in the community with outside agencies and attend professional meetings and civic functions as required; serve as City Manager's representative at meetings of City management and staff, commissions, committees and other organizations as needed.
- Assist in responding to citizen complaints, requests for information and conferring with the public to explain policies and programs as directed by the City Manager.
- Conduct legislative analyses to determine the effect of proposed legislation on City operations and finances.
- Oversee and manage the content of the City's website.
- Coordinates activities of the City Manager's Office with City departments, divisions and outside agencies.
- Respond to and resolve difficult inquiries and complaints.

Additional Tasks and Responsibilities:

- Perform related duties and responsibilities as assigned.
-

KNOWLEDGE REQUIRED

- Emergency management laws and emergency preparedness practices.
 - Principles and practices of safety program administration; effective methods for accident reduction, training in safe practices and reporting requirements.
 - Principles and practices of municipal government administration, including goal setting and program development, implementation and evaluation.
 - Advanced level communication techniques for providing sensitive information to the public and other entities.
 - Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
 - Principles and practices of public agency budget preparation and administration and contract administration.
 - State and federal constitutional and statutory provisions relating to municipalities.
 - Methods and techniques of research, analysis, and statistical and analytical report preparation.
 - Customer service and public relations.
 - Training principles and techniques.
 - Modern office practices, methods and computer equipment.
 - English usage, spelling and grammar.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Develop creative alternative resolutions to problems and recommend a balanced use of strategic and administrative approaches in resolving issues.
- Interpret, explain and ensure compliance with Federal, State and local policies, procedures, laws, codes and regulations.

- Research, collect, compile and analyze information and data; analyze, appraise and organize facts, data, and information and present findings and recommendations in oral and written reports
- Manage a variety of complex and challenging projects simultaneously to completion.
- Exercise good judgment, initiative, decisiveness, flexibility, creativity and sensitivity in response to changing situations and needs.
- Perform responsible and difficult professional work involving the use of independent judgment and personal initiative.
- Interact with public officials; work cooperatively with employees, clients and the public.
- Communicate clearly and concisely both orally and in writing; prepare documents written in the English language, using proper sentence structure, punctuation, grammar and spelling.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
- Assist in designing and implementing operating systems, policies and procedures.
- Work nights and weekends as required.

Additional Tasks and Responsibilities

- Perform other duties as required.

EXPERIENCE/TRAINING/EDUCATION

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

- Three years of progressively responsible administrative and analytical experience with a local government involving the handling of administrative and management issues.
- Bachelor's degree from an accredited college or university with major course work in public or business administration, political science, or a related area.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.

- Average visual acuity to prepare and read documents.
- Ability to read and interpret laws, specifications and requirements.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: Associate Engineer

Department: Public Works/Engineering

Salary Range: 26

Reports to: Public Works Director/City Engineer

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform the full range of professional engineering tasks; to administer complex construction and projects related to the City's engineering and public improvement functions; to review complex plans, capital improvement proposals, public improvements and permit applications; to administer engineering contracts; to provide information and assistance to the public and to prepare complex engineering and technical reports, studies, and calculations.

Positions in the Engineering Assistant classification differ from the Associate Engineer in the performance of the less complex engineering review and project management tasks and the limited scope of work performed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform and/or oversee technical engineering review of permit applications, plans, specifications, studies and reports for the construction, alteration, and/or maintenance of roads, storm drainage systems, sidewalks, bikeways, traffic intersections, signage/stripping, traffic signalization, and other public works projects.
- Administer multiple engineering, construction and design projects.
- Prepares and reviews the computation of engineering calculations in order to detect potential problems and determine appropriate solutions.
- Prepares cost estimates and develops engineering plan and design criteria.
- Assists the City Engineer in identifying needed infrastructure improvements.
- Administer the contract process; schedule, notice and participate in pre-bid and pre-construction conferences; hold bid openings and maintain appropriate records. Prepare contract documents, specifications and requests for proposal.
- Administer construction contracts; prepare notices to proceed; participate in field meetings; develop progress payment quantities and approve and process progress payments according to contract requirements.
- Administer contracts for City services related to infrastructure improvements and maintenance.
- Maintain accurate accounting of budget expenditures; monitor various contract accounts and process final payments. Prepare contract change orders under direction of the City Engineer; process all change orders for approval.
- Prepare a variety of reports related to construction contracts and assigned engineering functions; prepare requests for proposals for public service contracts; maintain records.

- Maintain and revise tract and parcel maps; verify conditions of tentative maps; prepare and submit final maps to City Council for approval.
- Assist contractors and the general public in advising on engineering requirements and City ordinances.
- Process public improvement plans; investigate and prepare recommendations related to public improvements; prepare routine precise plans; coordinate contract plan checking.
- Conduct engineering and technical survey and studies; analyze technical problems. And prepare recommendations; perform special engineering related projects as assigned.

Additional Tasks and Responsibilities:

- Performs other duties as assigned.
-

KNOWLEDGE REQUIRED

- Concepts of civil engineering.
 - Engineering practice as it applies to public works, including infrastructure related to utilities, public and private construction.
 - Design, materials and methods used in the improvement and construction of City infrastructure, right-of-ways, streets and utilities.
 - City, County and State standards and legal limitations and requirements of construction and design in public right-of-way.
 - Principles and practices of effective project management.
 - Principles of effective supervision, leadership and effective communication.
 - Symbols, equipment and techniques used in engineering and drafting.
 - Construction equipment, materials and methods.
 - Principles, practices and laws relating to the municipal bidding process.
 - Operational characteristics of a computer; functionality and use of AutoCad, GIS and other related software programs.
 - Basic procedures and techniques of budget administration.
 - Record keeping and reporting procedures.
 - Standard methods and practices of financial and statistical record keeping.
 - Modern office methods, practices, procedures and equipment.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Understand, interpret and prepare engineering records and maps.
- Prepare accurate engineering calculations and review the calculations of others.
- Operate a computer terminal to perform mathematical applications and data storage and retrieval.
- Prepare and maintain accurate financial and statistical records.
- Manage complex engineering projects from start to finish and oversee work being performed under contract.

- Prepare technical and analytical reports, recommendations and requests for proposal.
 - Determine and monitor contract compliance within prescribed guidelines. Gather data and perform routine engineering computations.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Communicate clearly and concisely, both orally and in writing.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Bachelor's degree in Engineering or a related field.
 - Three years of experience in performing professional civil engineering work that includes some experience in a municipal agency.
-

LICENSE/CERTIFICATE

- Professional registration as an Engineer in Training
 - Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities. Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers, engineering measurement equipment and office equipment.
- Willingness to work variable hours including weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Planner**

Department: Community/Economic Development

Salary Range: 33

Reports to: Community/Economic Development
Director

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform complex professional planning tasks for assigned projects including planning, development, economic development, housing, building and other development related services and functions; to serve as project manager on complex development related projects and issues; and to provide competent advice to the Community/Economic Development Director, City Manager, various commissions, and the City Council.

Positions in this classification are responsible for the management of the most complex Community Development projects and programs. Incumbents are required to possess an advanced level of professional planning expertise and to exercise independent judgment and discretion in representing the City's interests in resolving difficult or complex development service related issues and negotiating contracts and agreements. Positions at this level differ from the Associate Planner classification in their responsibility for performing the most complex general planning, planning review, economic development and project management tasks, the greater breadth of responsibility, and the high level of independence and discretion required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage the most complex development related projects and issues; plan, prioritize, assign, oversee, and review the work of City staff and contractors responsible for planning, housing, economic development/planning and other related services and functions.
- Inspect buildings and examine plans and specifications of new construction additions and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of applicable codes, ordinances, and regulations.
- Perform long-range planning tasks related to zoning and other code revisions.
- Accept and analyze development applications; prepare appropriate noticing; attend public hearings and follow up on matters requiring a zoning administration decision.
- Manage housing related issues, including administration of housing rehabilitation loans and sales; rentals and maintenance of city-owned low income housing; relocation of residents; and coordination of resource services for residents.
- Ensure project compliance with federal, State and City regulations and codes related to environmental review, labor standards, fair housing, equal opportunity, procurement and financial management.
- Coordinate economic development efforts through communication with the business community, other City departments and outside agencies. Confer with professionals, agencies,

and the general public to acquire information, coordinate community and economic development matters provide information regarding City development requirements, and facilitate agreement on acceptable site plans.

- Serve as liaison with various groups and participate in professional groups and committees. Assist the public at the front counter and over the phone by providing information on development, planning and zoning regulations.
- Conduct and supervise studies; develop and present reports and recommendations on various issues related to assigned projects.
- Research, analyze, and interpret fiscal, economic, business development, and housing data and trends; prepare written staff reports, financial statements and agenda items; prepare and present reports to the City Council, commissions, committees, and boards.
- Perform technical research related to the General Plan, land use, and other related development ordinances; interpret and apply laws and regulations.
- Conduct needs assessments; assist in determining program priorities and identifying areas of economic and community development needs; analyze the effectiveness of existing programs.
- Maintain current knowledge of best practices, trends and innovations in the field of development services and functions.
- Prepare and disseminate press releases and notices; provide information to media representatives regarding public and private projects.
- Participate in the preparation of grant funding applications for City projects and programs and in monitoring, and reporting grant funding activities.
- Assist with budget preparation, reports, correspondence and other documents.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned

KNOWLEDGE REQUIRED

- Advanced knowledge of the principles and practices related to development, planning, zoning, urban economics, demographics, building, engineering, and environmental management.
- Operational characteristics, services and activities of a comprehensive Community Development program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of project management, program development, and administration.
- Recent developments, current literature, and sources of information related to municipal planning, development, and administration.
- Research and report preparation techniques.
- General concepts of architecture, landscaping, grading, drainage, and engineering.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Complex principles and techniques of building inspection work. Principles of structural design and engineering mathematics. Major types of building construction, materials, and methods.

- Principles and practices of budget preparation and administration, program analysis, and revenue forecasting.
- Principles of supervision and training.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of business writing and record keeping.
- Principles and techniques for effective communication and practices used in dealing with the public.
- Modern office methods, practices, procedures, and equipment including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Provide administrative oversight and direction for assigned Community/Economic Development Department projects and activities.
- Perform responsible and difficult development services work involving the use of independent judgment and initiative in the absence of supervision.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient development services.
- Identify and respond to community, commissions, City Manager and City Council issues, concerns and needs.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other development services, activities, and issues.
- Read and interpret complex building plans, specifications, and codes.
- Determine whether construction systems comply with City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; enforce necessary regulations with firmness and tact.
- Compile and analyze technical and statistical information.
- Evaluate and assess the impact of legislation on community development, housing, building, engineering, and redevelopment issues and activities.
- Effectively administer a variety of land use and development programs and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and develop policies related to land use and community development and economic development.
- Prepare and administer budgets.
- Interpret and apply Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Gain cooperation through discussion and persuasion.
- Handle multiple concurrent projects and manage priorities and tasks.
- Respond to requests and inquiries for information regarding Department services and activities and related policies and procedures.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Five years of progressively responsible professional urban planning, development, engineering, or related experience in a municipality.
 - Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, engineering, public administration, or a related field.
-

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate effectively, orally and in writing, with developers, City officials, the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF STANTON

Job Title: **Community Services Manager** Department: Community Services

Salary Range: 35 Reports to: Community Services Director

SUMMARY DESCRIPTION

The purpose of this position is to manage, direct, plan and organize a variety of programs, activities and functions including recreation, human services and grant programs for the community; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide responsible staff assistance to the Community Services Director.

Positions at this level have full managerial responsibility and accountability for specific assigned functions within the assigned department and for providing high level assistance to the department director on a wide range of programs and functions within the department. Incumbents are required to function independently with only occasional policy direction from the department director; and to exercise a significant level of discretion and initiative in completing tasks within broadly defined parameters. This position is distinguished from the Community Services Director by its narrower focus on specific programs and functions within the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct and develop a diversified program of recreation, leisure, and human services programs and activities to meet the needs and desires of the public including senior citizen and youth activities and services, sports programming, special interest classes, special service programs, multigenerational and community-wide events.
- Assist in developing, planning and implementing program goals and objectives; assist in the development of and implementation of policies and procedures.
- Supervise and participate in the development of assigned program work plans; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Manage, direct and organize municipal recreation and community center activities; manage and participate in developing and implementing social and recreational programs for the Community Center; coordinate and schedule use of Center by other agencies and organizations.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Services Department programs, policies, and procedures as appropriate.
- Participate in the coordination of media coverage and marketing of facilities, programs, and activities to maximize usage and revenue; oversee and participate in development of marketing materials including brochures and newsletters; make presentations before civic, school, and other groups.
- Assist in directing and overseeing the usage of all recreational facilities and parks.

- Manage and assist in partnerships between the City and private recreational entrepreneurs.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Meet with individuals, community groups and school officials; evaluate program content and the methods used in providing activities; make recommendations for areas of improvement; implement appropriate recommendations. Participate in professional groups and organizations as necessary.
- Respond to inquiries and requests for service from interested community groups and citizens; respond to and resolve difficult citizen inquiries and complaints.
- Assist in the development and administration of the budget; assist in forecasting additional funds needed for staffing, equipment, materials and supplies; monitor the approved budget.
- Assist in planning, directing and reviewing assigned activities including athletic programs, senior nutrition program, commodity distribution program and special community events.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; establish and monitor employee performance objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate program activities with those of other divisions, departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Prepare and review public relations announcements and newsletters.
- Assist in determining need for new and additional recreation equipment, facilities, staffing and materials.
- Maintain knowledge of community needs regarding assigned services, activities and programs.

Additional Tasks and Responsibilities:

- Perform related duties and responsibilities as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Services program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration, facility planning and facility marketing and management.
- Modern principles, practices and techniques for locating grant funding opportunities, writing successful grant applications, administering grants and administering/reporting on grant funds.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs.
- Recent developments, current literature and sources of information related to parks and recreation program administration and implementation.
- Principles and practices of organization, supervision and personnel management.
- Principles and techniques of budget development and supervision.
- Standard program evaluation methods and report writing procedures.

- Safe driving principles and practices.
-

ABILITIES/SKILLS

- Assess community needs and design, develop and implement recreation and leisure programs suited to the needs of the community.
 - Interpret and apply City policies, procedures, rules and regulations.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Prepare and analyze recreation program administration reports, statements and correspondence.
 - Supervise, train and evaluate personnel.
 - Communicate clearly and concisely, both orally and in writing.
 - Assist in the development and administration of a budget.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Operate modern office equipment including computer equipment.
 - Develop, implement and administer goals, objectives, and procedures for providing effective and efficient community services and programs.
 - Identify grant opportunities and write grant proposals that comply with grant parameters.
 - Provide a high level of customer service.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Four years of increasingly responsible recreation/grant program experience, including one year of lead supervisory responsibility.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.
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LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.

- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
- Administer the volunteer program; plan and organize volunteer recognition events.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF STANTON

Job Title: **Assistant City Manager**

Department: Administration

Salary Range: 53

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to assist the City Manager in the development and management of operational goals and objectives for all City Departments; to plan, direct and implement City Council directives for the furtherance of the City's core goals; and to provide highly complex staff assistance to the City Manager, City Council and Planning Commission.

The incumbent of this single position class works under general policy direction from the City Manager and assumes authority and responsibility for all City operations upon temporary absence of the City Manager, including supervision of the City's executive management team. Successful performance in the position requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, as well as community and economic development factors related to a municipality. Performance of the work requires the exercise of considerable independence, initiative, judgment and decision-making.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Under direction of the City Manager, participate in the development and implementation of City goals, objectives, policies and priorities; confer with the City Manager, City Council and Department Directors concerning the operational activities of various departments and the development of citywide programs and policies.
- Act for the City Manager during temporary absences, including supervision of the City's executive management team; assist the City Manager in planning, organizing and directing the administrative activities and operations of the City and in strategic planning.
- Develop, plan, implement and administer goals, objectives, policies and procedures necessary to provide a wide range of city services; approve new or modified programs, systems, policies and procedures.
- Participate in the development and administration of the City budget.
- Coordinate activities of the City Manager's Office with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, Planning Commission, and City Council; prepare and present staff reports and other necessary correspondence.
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.

- Assess community expectations and service requirements and develop appropriate methods to address them; coordinate service delivery levels with community needs to address problems and complaints of the public.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participates in the preparation and planning of programs and special projects.
- Serve as technical advisor to the City Manager and City Council; develop comprehensive recommendations for management use.
- Respond to, investigate and resolve difficult citizen inquiries and complaints.
- Maintain up-to-date knowledge of current federal, state and local laws, rules and regulations; monitor City projects and practices to ensure City compliance with applicable statutes and regulations.
- Meet with commissions and the public in small and large groups to discuss City policies, practices and problems.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Public policy, municipal functions and activities, including the role of an elected City Council.
- Technical, legal, financial requirements related to the management of municipal programs; federal, state and local laws, codes and regulations.
- Principles and accepted best practices for the development and administration of programs and services in municipal government.
- Advanced knowledge of current economic, social and political trends and operating problems and priorities of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Effective techniques for representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Modern methods and techniques for research, statistical analysis and report preparation.
- Principles of personnel administration, supervision and training.
- Principles and practices of budget preparation and administration. Modern office practices, methods and computer equipment; related software applications and procedures; methods for writing and making formal presentations.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Administer a wide variety of City programs, services and activities.
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls for City programs and functions.
- Deal with newly emerging trends in municipal planning and operations.
- Effectively administer, direct and coordinate a wide variety of City programs and functions.

- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility and schedule and program work on a long-term basis. Select, train and evaluate professional, technical and clerical staff.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and sound policy.
- Work independently and exercise a high degree of independence, initiative and judgment in decision-making.
- Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
- Develop and administer budgets.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of progressively responsible professional and administrative experience in public or business administration, including supervision of staff.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is desirable.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.

- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Senior Accounting Technician** Department: Administrative Services

Salary Range: 18 Reports to: Accounting Manager

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform a variety of specialized and technical accounting work related to the preparation and maintenance of variety of fiscal records, including but not limited to: payroll processing, accounts payable/receivable, journal entries, grant accounting, general ledger analysis and financial reporting.

This is an advanced journey level classification. Incumbents are expected to perform the full range of duties within a framework of established procedures, and with only occasional instruction and assistance. The work requires the interpretation of policies, procedures and guidelines, and the exercise of independent judgment and initiative.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Input data into spreadsheets for various accounts and/or payroll actions.
 - Check reports and records for accuracy, completeness and compliance with established standards.
 - Interpret, produce, process and report various Federal, State, payroll, retirement and other related daily, weekly, monthly and year-end reports, taxes, notices and forms.
 - Prepare, process, reconcile and/or balance the actions of bank accounts, the general ledger, labor and EDD accounts, vendors accounts, grant accounts, accounts receivable, accruals, depreciations and fixed asset acquisitions and deletions.
 - Maintain complex systems of interrelated computer and hard files and records.
 - Verify requisitions, revenues and/or expenses for coding and proper departmental authorization.
 - Process various payroll, garnishments and related reporting actions and documentations.
 - Prepare and analyze a variety of fiscal reports, statements and schedules; prepare new year, mid-year and year end reports; ensure timely preparation and submission of various reports.
 - Administer and maintain the City's automated accounting system; train staff in the use of software programs; troubleshoot and resolve operational problems.
 - Assist with annual audit; coordinate and prepare working papers; answer technical questions.
 - Maintain knowledge of financial, record-keeping principles, practices and terminology; basic governmental accounting principles; and automated information systems; maintains current knowledge of City policies and accounting procedures.
-

Additional Tasks and Responsibilities:

- Perform other duties as assigned.
-

KNOWLEDGE REQUIRED

- Basic understanding of operational characteristics, services and activities of a governmental accounting program.
 - Modern and complex principles and practices of governmental accounting, auditing, budgeting, reporting, recordkeeping and financial analysis.
 - Application of generally accepted governmental accounting principles and procedures to a variety of accounting audits, transactions and problems.
 - Principles, best practices and methods for the preparation and maintenance of a complex automated payroll system, including preparation and processing of payroll and related disbursements, accounting, reporting, recordkeeping, reconciliation and regulatory compliance.
 - Cost accounting and fixed assets accounting theory and practices.
 - Sound principles and practices of financial auditing.
 - Financial research and report preparation methods and techniques.
 - Automated financial management systems.
 - Principles and practices of budget preparation and administration.
 - Pertinent Federal, State and local laws, codes and regulations including payroll and Federal and State Tax Accounting Techniques for providing effective customer service in dealing with City staff and others contacted in the course of the work.
 - Modern office practices, methods and computer equipment.
 - Safe driving principles and practices
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Perform responsible and difficult accounting work involving the use of independent judgment and personal initiative under minimal supervision.
- Conduct full-cycle payroll processing, calculate retroactive pay adjustments and other calculations required for the processing of a complex payroll.
- Apply accounting principles to the maintenance of governmental financial and accounting transactions and the auditing of financial records.
- Accurately perform general mathematical calculations, including addition, subtraction, multiplication, division and calculation of percentages, fractions, and decimals; ability to reconcile financial data..
- Prepare, analyze and maintain the full range of financial records, reports, analyses and statements.
- Examine and verify the full range of financial documents and reports.
- Develop, revise, install and utilize manual and automated fiscal management systems.
- Analyze situations carefully and adopt effective courses of action.
- Research, collect, compile and analyze information and data.
- Interpret, explain and ensure compliance with Federal, State and local policies, procedures, laws, codes and regulations.

- Use modern auditing and accounting methods, procedures, forms and records.
 - Provide, resolve and implement solutions to operational problems.
 - Assist in designing and implementing operating systems, policies and procedures.
 - Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations.
 - Work independently with minimal supervision; organize and prioritize work activities independently.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of professional governmental accounting and auditing experience.
 - Equivalent to 60 semester units of related college course work or an Accounting Certificate equivalent to a least 26 semester units from an accredited college or university, **and** equivalent two years of responsible accounting experience including personal computers using MS Word and spreadsheet programs.
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LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Community Services Supervisor** Department: Community Services

Salary Range: 26 Reports to: Director of Community Services

SUMMARY DESCRIPTION

To plan, organize, coordinate and supervise activities and operations of the Community Services Department, including the supervision of recreation, senior and grant programs for the community; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide responsible staff assistance to the Director of Community Services.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in developing, planning and implementing program goals and objectives; assist in the development of and implementation of policies and procedures.
- Supervise and participate in the development of assigned program work plans; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise, direct and organize municipal recreation and community center activities; manage and participate in developing and implementing social and recreational programs for the Community Center; coordinate and schedule use of Center by other agencies and organizations.
- Meet with individuals, community groups and school officials; evaluate program content and the methods used in providing activities; make recommendations for areas of improvement; implement appropriate recommendations.
- Respond to inquiries and requests for service from interested community groups and citizens; assist in establishing and maintaining a volunteer program.
- Assist in the development and administration of the Community Services budget; assist in forecasting additional funds needed for staffing, equipment, materials and supplies; monitor the approved budget.
- Assist in planning, directing and reviewing assigned activities including athletic programs, senior nutrition program, commodity distribution program and special community events.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; establish and monitor employee performance objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate program activities with those of other divisions, departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Prepare and review public relations announcements and newsletters.
- Respond to and resolve difficult citizen inquiries and complaints.
- Assist in determining need for new and additional recreation equipment, facilities, staffing and materials.

- Participate in professional groups and organizations as necessary.

Additional Tasks and Responsibilities:

- Perform related duties as assigned.
-

KNOWLEDGE

- Operational characteristics, services and activities of Community Services programs.
 - Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 - Principles and practices of program development and administration.
 - Modern and complex principles and practices of parks and recreation program supervision.
 - Procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs.
 - Recent developments, current literature and sources of information related to community services program administration and implementation.
 - Principles and practices of organization, effective supervision and personnel management.
 - Principles and techniques of budget development and administration.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Modern office practices, methods and computer equipment; principles of effective record keeping and reporting.
 - English usage, spelling, vocabulary, grammar and punctuation.
 - Principles of basic mathematics.
 - Modern techniques for effective communication with members of the public.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Provide professional leadership and direction for Community Services programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient Community Services programs.
- Direct and coordinate the work of assigned personnel.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer budgets.
- Prepare clear and concise reports.
- Interpret, explain and fairly apply pertinent Federal, State and local laws, codes and regulations.
- Maintain and update records, logs and reports.
- Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.
- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Four years of increasingly responsible community services/grant program experience, including one year of lead supervisory responsibility.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.
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LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Community & Economic
Development Director**

Department: Community & Economic
Development

Salary Range: 50

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize and direct the activities of the Community & Economic Development Department including planning, community development, code enforcement and building inspection; to plan, direct and implement City Council directives for the furtherance of the City's core goals for economic development; and to provide highly complex staff assistance to the City Manager, City Council and Planning Commission.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide assigned planning, code enforcement, building inspection, redevelopment and housing programs and services; approve new or modified programs, systems, policies and procedures.
- Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement mid-year corrections.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Planning Commission, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.
- Direct, coordinate and review all building inspection service functions including on-site inspection and plan checking.
- Confer with and advise administrative staff on problems related to the design and construction of public facilities systems and the interpretation and enforcement of construction specifications.
- Serve as technical advisor to the City Manager and City Council on Community Development related matters; develop comprehensive recommendations for management use.
- Respond to and resolve difficult citizen inquiries and complaints.

- Meet with commissions and the public in small and large groups to discuss City Community Development policies, practices and problems.
-

Additional Tasks and Responsibilities:

- Perform related duties as assigned.
-

KNOWLEDGE REQUIRED

- Public policy, municipal functions and activities, including the role of an elected City Council, as well as community and economic development factors related to a municipality.
 - Principles and practices of planning as applied to the development and implementation of current and advanced planning activities and projects.
 - Principles and practices related to economic development.
 - Principles and practices of capital improvement design, funding and long-term maintenance.
 - Technical, legal, financial requirements related to the management of municipal programs; federal, state and local laws, codes and regulations.
 - Principles and accepted best practices for the development and administration of programs and services in municipal government.
 - Advanced knowledge of current economic, social and political trends and operating problems and priorities of municipal government.
 - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
 - Effective techniques for representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
 - Modern methods and techniques for research, statistical analysis and report preparation.
 - Recent developments, current literature and sources of information in municipal planning, code enforcement and building inspection.
 - Principles of personnel administration, supervision and training.
 - Principles and practices of budget preparation and administration. Modern office practices, procedures, methods and equipment. Technical and administrative report preparation and presentation.
 - Modern office practices, methods and computer equipment; related software applications and procedures; methods for writing and making formal presentations.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Administer a wide variety of economic and community development programs, services and activities.
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls for assigned programs and functions.
- Deal with newly emerging trends in planning, code enforcement and building inspection.

- Effectively administer, direct and coordinate a wide variety of community and economic development programs and functions.
 - Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility and schedule and program work on a long-term basis. Select, train and evaluate professional, technical and clerical staff.
 - Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
 - Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and sound policy.
 - Work independently and exercise a high degree of independence, initiative and judgment in decision-making.
 - Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
 - Develop and administer budgets.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; gain cooperation through discussion and persuasion.
 - Communicate clearly and concisely, both orally and in writing.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of professional and administrative experience in community planning and development or economic development.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field.
-

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.

- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF STANTON

Job Title: **Community Services Director**

Department: Community Services

Salary Range: 50

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, direct, manage, and oversee the activities and operations of the Community Services Department, including a variety of recreation, leisure, and human services programs, parks and recreational facility planning, and marketing and managing City and private recreational facilities; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

This position has department head level responsibility for a broad range of services and activities of the Community Services Department and reports directly to the City Administrator. Positions at this level are required to possess expert level specialized knowledge and expertise in the functions of the department. Successful performance in this classification requires a high degree of judgment, initiative, creativity, and independence in determining the day-to-day operational activities of the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, direct, manage and oversee all Community Services Department services and activities including a variety of recreation, leisure, and human services programs, parks and recreational facility planning, and marketing and managing City and private recreational facilities.
- Manage the development and implementation of Community Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Community Services Department to other City departments, elected officials and outside agencies; explain and interpret Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate Community Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Conduct strategic planning; plan, direct and coordinate preparation of the department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Direct oversee the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the

monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Parks and Recreation Commission, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.
- Direct and develop a diversified program of recreation, leisure, and human services programs and activities to meet the needs and desires of the public including senior citizen and youth activities and services, sports programming, special interest classes, special service programs, multigenerational and community-wide events.
- Direct the media coverage and marketing of facilities, programs, and activities to maximize usage and revenue; oversee and participate in development of marketing materials including brochures and newsletters; make presentations before civic, school, and other groups.
- Direct in the marketing and managing of recreational facilities including the City's Cultural Arts and Recreation Center as well as other public/private facilities; direct the usage of all recreational facilities and parks.
- Direct partnerships between the City and private recreational entrepreneurs for golf practice ranges, soccer facilities, and other related facilities.
- Administer the City's Commodity Distribution Program; coordinate activities with other agencies involved in the program.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.
- Respond to and resolve difficult and sensitive inquiries and complaints.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Services program including recreation, leisure, and human services programs.
 - Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 - Modern and complex principles and practices of program development and administration, facility planning, and facility marketing and management.
 - Recent developments, current literature, and sources of information related to community service program administration and implementation.
 - Principles and practices of public relations, publicity, and marketing. Advanced principles and practices of budget preparation and administration.
 - Principles of effective supervision, training and performance evaluation.
 - Pertinent Federal, State, and local laws, codes and regulations.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
 - Develop, implement and administer goals, objectives, and procedures for providing effective and efficient community services and programs.
 - Direct a diverse community services program including recreation, senior services, and youth activities.
 - Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; provide administrative and professional leadership and direction for staff; delegate authority and responsibility. Select, supervise, train and evaluate staff.
 - Identify, evaluate and respond to community, City Manager, Community Services Commission, and City Council issues, concerns and needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze, and evaluate new service delivery methods, procedures and techniques.
 - Develop and administer partnerships between the City and private recreation entrepreneurs for various programs and services.
 - Effectively market and promote community services programs and facilities to maximize usage and revenue.
 - Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
 - Prepare clear and concise administrative and financial reports.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Communicate clearly and concisely, both orally and in writing.
 - Provide high level of customer service.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Maintain knowledge of community needs regarding assigned services, activities and programs.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of responsible professional experience in community or recreation services administration activities including three years of administrative and supervisory experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field.

Desirable Qualifications:

Master's Degree

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT "B"

CITY OF STANTON

Monthly Salary Schedule
Effective February 23, 2016

<u>RANGE NO.</u>	<u>STEP</u>	<u>POSITION/MONTHLY SALARY</u>					
		A	B	C	D	E	F
1A		11.78	12.37	12.99	13.64	14.32	15.04
		2042	2144	2251	2364	2482	2606
		<i>Intern</i>					
1		<i>Recreation Leader</i>					
		<i>Park Ranger</i>					
		16.67	17.50	18.38	19.30	20.26	21.27
2		2889	3034	3185	3345	3512	3687
		<i>Administrative Clerk</i>					
		<i>Facilities Maintenance Worker I</i>					
5		<i>GRIP Senior Recreation Leader</i>					
		17.09	17.94	18.84	19.78	20.77	21.81
		2961	3109	3265	3428	3600	3780
8		<i>Code Enforcement Technician</i>					
		18.40	19.32	20.28	21.30	22.36	23.48
		3189	3349	3516	3692	3876	4070
10		<i>Senior Administrative Clerk</i>					
		19.81	20.80	21.84	22.94	24.08	25.29
		3434	3606	3786	3976	4174	4383
13		<i>Facilities Maintenance Worker II</i>					
		20.82	21.86	22.95	24.10	25.30	26.57
		3608	3789	3978	4177	4386	4605
16		<i>Business License Specialist</i>					
		<i>Departmental Assistant</i>					
		<i>Parking Control/Code Enforcement Specialist</i>					
		22.42	23.54	24.71	25.95	27.25	28.61
		3886	4080	4284	4498	4723	4959
		<i>Senior Facilities Maintenance Worker</i>					
		24.14	25.35	26.62	27.95	29.34	30.81
		4184	4394	4613	4844	5086	5340
		<i>Administrative Services Coordinator</i>					
		<i>Community Services Coordinator</i>					
		<i>Youth Outreach Coordinator</i>					

RANGE NO.**STEP****POSITION/MONTHLY SALARY****A B C D E F**

18

25.36 26.63 27.96 29.36 30.83 32.37

4396 4616 4847 5089 5344 5611*Senior Accounting Technician**Building Inspector**Engineering Assistant*

19

26.00 27.30 28.66 30.09 31.60 33.18

4506 4731 4968 5216 5477 5751*Administrative Services Supervisor**City Clerk**Code Enforcement Officer*

21

27.31 28.68 30.11 31.62 33.20 34.86

4734 4971 5220 5481 5755 6042*Housing Specialist**Human Resources Specialist**Planning Specialist*

22

28.00 29.40 30.87 32.41 34.03 35.73

4853 5095 5350 5618 5898 6193*Accountant*

24

29.41 30.88 32.43 34.05 35.75 37.54

5098 5353 5621 5902 6197 6507*Management Analyst*

26

30.90 32.45 34.07 35.77 37.56 39.44

5356 5624 5905 6201 6511 6836*Assistant to the City Manager**Associate Engineer**Associate Planner**Community Services Supervisor**Code Enforcement – Parking Control**Supervisor**Facilities Maintenance Supervisor**Housing Associate**Redevelopment Associate*

33

36.73 38.57 40.50 42.52 44.65 46.88

6367 6685 7020 7371 7739 8126*Civil Engineer**Planner*

RANGE NO.**STEP****POSITION/MONTHLY SALARY****A B C D E F**

35

38.59 40.52 42.55 44.68 46.91 49.26
6689 7024 7375 7744 8131 8538

*Administrative Services Manager**Accounting Manager**Planning Manager**Community Services Manager**Public Works Manager**Building Official*

43

47.02 49.37 51.84 54.43 57.15 60.01
8150 8558 8986 9435 9907 10402

Assistant City Engineer

50

55.89 58.69 61.62 64.70 67.94 71.34
9688 10173 10681 11215 11776 12365

*Community and Economic Development
Director**Public Works Director/City Engineer**Community Services Director**Administrative Services Director**Assistant City Manager*

53

60.19 63.20 66.36 69.68 73.16 76.82
10434 10955 11503 12078 12682 13316

Assistant City Manager/Department Head

The annual salary for the City Manager is \$162,504.00 (\$13,542.00/mo.)

The monthly salary for City Council Members is \$850 effective 1/1/09; \$807.50 (less 5%) effective 5/1/09.

Revision Dates: 11/28/2012
03/10/2015
05/12/2015
02/23/2016

RESOLUTION NO. 2016-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING AND ADOPTING PERSONNEL RULES FOR THE ADMINISTRATION OF THE CITY'S PERSONNEL SYSTEM AND REPEALING ALL OTHER RESOLUTIONS AND MOTIONS INCONSISTENT HERewith

WHEREAS, the City Council is authorized and directed under the provisions of Ordinance No. 523 to adopt rules and regulations of the personnel system created in said ordinance; and

WHEREAS, the current Personnel Rules were adopted by the City on October 14, 2003 by Resolution No. 2003-38 and last amended in June of 2015 by Resolution 2015-20; and

WHEREAS, changes in the needs of the City and in applicable laws have occurred which necessitate changes in certain of the existing Personnel Rules; and

WHEREAS, the City desires to make the changes to the Personnel Rules adopted herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AS FOLLOWS:

1. The City Council finds that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchase for supplies, personnel-related actions, general policy and procedure making.
2. The Amended Personnel Rules and Regulations attached hereto as Exhibit A and incorporated herein by this reference are hereby adopted in accordance with the City's Ordinance No. 523.
3. The City Manager is directed to implement this policy.

ADOPTED, SIGNED AND APPROVED this 23rd day of February, 2016.

BRIAN DONAHUE, MAYOR

APPROVED AS TO FORM:

MATTHEW E. RICHARDSON, CITY ATTORNEY

ATTEST:

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2016-07 has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Stanton City Council, held on February 23, 2016, and that the same was adopted, signed and approved by the following vote to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

PATRICIA A. VAZQUEZ, CITY CLERK

AMENDED PERSONNEL RULES AND REGULATIONS

ARTICLE XXIX.

INSURANCE

Section 1. Medical Plan Premium. The medical plan benefit option is available to each full-time regular active employee who participates in a City offered plan.

- A. Contribution. The City shall pay the current Kaiser (OC) medical insurance premium for all eligible employees and two-thirds (2/3) of the additional Kaiser (OC) premium for eligible dependents. The individual employee shall pay the difference in the premium of the plan they choose, to be deducted from their salary. If a less expensive plan is selected by the employee, the employee shall receive the unused portion of the City's contribution as a cash payment not to exceed one hundred (\$100.00) per month. The effective date of medical insurance is the first of the month following the date of hire.
- B. Waiver of Health Insurance. Any employee, who provides written proof of coverage under other health insurance, has the option to waive coverage under the City's health plan. Any employee for whom the City has approved waiver under this Section 1.B, the City shall compensate the employee in the amount of three hundred and fifty dollars (\$350.00) per month.

Section 2. Dental Plan Premium. The City shall provide dental insurance for all eligible employees and their eligible dependents. This is provided by a carrier of the City's choosing. The City shall pay the current Delta Dental (PPO) premium amount for eligible employees and two-thirds (2/3) of the additional Delta Dental (PPO) premium for eligible dependents. The individual employee shall pay the difference in the premium of the plan they choose, to be deducted from their salary. If an employee opts out of dental insurance or selects a less expensive plan, the employee cannot receive any portion of the City's contribution as a cash payment. The effective date of dental insurance is the first of the month following thirty (30) days of continuous employment.

Section 3. Vision Plan Premium. The City shall provide vision insurance for all eligible employees and their eligible dependents. This is provided by a carrier of the City's choosing. The City shall pay the current vision insurance premium for eligible employees and two-thirds (2/3) of the premium for eligible dependents. The individual employee shall pay the difference of the plan that is selected, to be deducted from their salary. If an employee opts out of vision insurance, the employee cannot receive any portion of the City's contribution as cash payment. The effective date of vision insurance is the first of the month following the date of hire.

Section 4. Future Increases. The City shall contribute the current Kaiser (OC), Delta Dental (PPO), and vision plan premiums for eligible employees and two thirds (2/3) of the Kaiser (OC), Delta Dental (PPO) and vision plan premiums for eligible dependents. The amount of the City's contribution is pegged to these plans; however employees may select the plan of their choice and shall pay the difference in the premium of the plan they choose, to be deducted from their salary.

Section 5. Life Insurance Premium. The City shall provide term life insurance for full time employees equal to a maximum of fifty thousand dollars (\$50,000.00) per employee.

Section 6. Discretionary Benefit Plan. The City shall contribute up to a maximum of fifty dollars (\$50.00) for each part time employee, who has been employed by the City for at least

one year, to be used at the employee's discretion for designated dental and/or vision benefits. Such City contributions shall only be used for designated dental and/or vision benefits as determined by the City or a cash payment. The City shall discontinue any discretionary benefits available under this Section upon an employee's separation from service with the City.

Section 7. Short-Term Disability Insurance. The City shall provide short-term disability insurance for regular full-time employees up to sixty-seven percent (67%) of the employee's weekly pre-disability earnings. However, the benefit shall not be more than \$2,000.00 per week. Payment for any accident or sickness eligible under the short-term disability policy shall commence on the thirty-first (31st) day after the accident occurs or sickness commences, and shall continue for no more than sixty (60) days.

Section 8. Long-Term Disability Insurance. The City shall provide long-term disability insurance for regular full-time employees up to sixty percent (60%) of the employee's monthly pre-disability earnings. However, the benefit shall not be more than \$5,000.00 per month. If a disability qualifies under the long-term disability policy, benefits shall commence ninety days after the accident occurs or sickness commences. An employee may not receive short-term disability insurance benefits and long-term disability insurance benefits at the same time.