# MEETING AGENDA <br> The City Council/Successor Agency of the City of Firebaugh <br> Vol. No.17/07-03 

Location of Meeting:

Andrew Firebaugh Community Center 1655 13 $^{\text {th }}$ Street, Firebaugh, CA 93622<br>July 3, 2017/6:00 p.m.

Date/Time:

## CALL TO ORDER

ROLL CALL
Mayor Brady Jenkins
Mayor Pro Tem Felipe Perez Council Member Marcia Sablan Council Member Elsa Lopez
Council Member Freddy Valdez


#### Abstract

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Andrew Firebaugh Community Center to participate at this meeting, please contact the Deputy City Clerk at (559) 659-2043. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Andrew Firebaugh Community Center.


Any writing or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the Deputy City Clerk's office, during normal business hours.

## PLEDGE OF ALLEGIANCE

## PRESENTATION

- Introduction of new Reserve Officer Anthony Frias, Reserve Officer Jorge Zaragoza, Dispatcher Jackie Perez and Dispatcher Graciela Rodriguez.


## PUBLIC COMMENT

## CONSENT CALENDAR

Items listed on the calendar are considered routine and are acted upon by one motion unless any Council member requests separate action. Typical items include minutes, claims, adoption of ordinances previously introduced and discussed, execution of agreements and other similar items.

1. APPROVAL OF MINUTES - The City Council regular meeting on June 19, 2017.

## NEW BUSINESS

2. RESOLUTION NO. 17-30 - A RESOLUTION OF THE FIREBAUGH CITY COUNCIL APPROVING AN AGREEMENT BETWEEN THE CITY OF FIREBAUGH AND ITS UNREPRESENTED EMPLOYEES.

Recommended Action:
City Council receives public comment \& approves Res. No. 17-30.
3. RESOLUTION NO. 17-31- RESOLUTION OF AUTHORIZATION TO CONTRACT WITH THE FRESNO-MADERA AREA AGENCY ON AGING (FMAAA) FY 2017-18.

Recommended Action:
City Council receives public comment \& approves Res. No. 17-31.

## 4. RESOLUTION NO. 17-32 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING A PAY RATE FOR PART-TIME DISPATCHER. <br> Recommended Action: <br> City Council receives public comment \& approves Res. No. 17-32. <br> 5. RESOLUTION NO. 17-33 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING AN AMENDED PAY SCHEDULE FOR POLICE RESERVE OFFICERS.

Recommended Action: $\quad$ City Council receives public comment \& approves Res. No. 17-33.

## $\sqrt{6}$ <br> THE CITY COUNCIL OF THE CITY OF FIREBAUGH TO DISCUSS THE USE OF A DEBIT AND CREDIT CARD FORM OF PAYMENT.

Recommended Action: $\quad$ City Council receives public comment \& gives direction.

## STAFF REPORTS

PUBLIC COMMENT ON CLOSED SESSION ITEM ONLY

CLOSED SESSION
7. Potential Litigation Government Code Section 54956.9.

CONFERENCE WITH LEGAL COUNSEL - Two (2) Case
8. Government Code Section 54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT: City Attorney and Certified Public Accountant.

## ANNOUNCEMENT AFTER CLOSED SESSION

## ADJOURNMENT

[^0]
## MEETING MINUTES

The City Council/Successor Agency of the City of Firebaugh Vol. No. 17/06-19

Location of Meeting: Andrew Firebaugh Community Center
Date/Time:

CALL TO ORDER

ROLL CALL
PRESENT: Mayor Brady Jenkins
Council Member Marcia Sablan Council Member Elsa Lopez
Council Member Freddy Valdez
ABSENT: Mayor Pro Tem Felipe Perez
OTHERS: City Attomey Meggin Boranian; Acting City Manager/Public Works Director, Ben Gallegos; Finance Director, Pio Martin; Deputy City Clerk, Rita Lozano; Police Chief, Sal Raygoza; Dennis Vasquez \& others.

PLEDGE OF ALLEGIANCE Fire Chief Borboa led pledge of Allegiance.

## PRESENTATION

- Proclamation of recognition presented to Mrs. Debra Pepers for her 10 years of service to the school and the community.
- Reserve Officers Rubio and Tabares provide a Code Enforcement update on areas of focus in the city. The provide a briefing of violations concerns and explained the process of notification before any citations are issued, as well as, how the property owners are asked to correct the problem and the time allowed for the correction to occur.


## PUBLIC COMMENT

None

## CONSENT CALENDAR

1. APPROVAL OF MINUTES - The City Council regular meeting on June 5, 2017.
2. WARRANT REGISTER - Period starting May 1, and ending on May 31, 2017.

| May 2017 | General Warrants | $\# 35040-\# 35174$ | $\$ 731,641.71$ |  |
| :--- | :--- | :--- | :--- | :--- |
|  | Payroll Warrants | $\# 68206-\# 68304$ | $\$$ | $217,436.59$ |
| TOTAL |  |  | $\$$ | $\mathbf{9 4 9 , 0 7 8 . 3 0}$ |

Motion approve consent calendar without check \# 35061 by Council Member Valdez, second by Council Member Sablan; motion pass by 4-0 vote.

Motion approve check \# 35061 by Council Member Valdez, second by Council Member Sablan; motion pass by 3-0 vote. Council Member Lopez - abstain.

## NEW BUSINESS

3. THE CITY COUNCIL OF THE CITY OF FIREBAUGH TO DISCUSS AND CONSIDER REOUEST FOR USE AND WAIVER OF FEES OF THE COMMUNITY CENTER BY FERNANDO CAMPA ON BEHALF OF THE FIREBAUGH EAGLES BOOSTER TO HOLD THEIR $2^{\text {ND }}$ ANNUAL FOOTBALL KICK OFF DINNER-SILENT AUCTION FUNDRAISER ON AUGUST 5, 2017.

Firebaugh Eagles Booster is required to provide a non-profit status to the Alcohol Beverage Control for any alcohol license need, as well as the following to the City of Firebaugh; $\$ 25$ application-processing fee, $\$, 1000,000$ insurance coverage with the City of Firebaugh listed as an additional covered entity for the event.

Motion to approve a rental rate of $\$ 40$ per hour for 4 hours, which can be paid after the event, and a fee waiver for the use of tables and chairs by Council Member Lopez, second by Council Member Valdez; motion passes by a 4-0 vote.
4. RESOLUTION NO. 17-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING AGREEMENT BETWEEN THE CITY OF FIREBAUGH AND THE ECONOMIC DEVELOPMENT CORPORATION SERVING FRESNO COUNTY FOR FISCAL YEAR 2017-18.

Motion approve Res. No. 17-23 by Council Member Valdez, second by Council Member Sablan; motion pass by 4-0 vote.
5. RESOLUTION NO. 17-24-A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH ADOPTING AND APPROVING A DOCUMENT ENTITLED THE "PERSONNEL RULES OF THE CITY OF FIREBAUGH".

Motion approve Res. No. 17-24 by Council Member Valdez, second by Council Member Sablan; motion pass by 3-1 vote. Council Member Lopez - no.
6. RESOLUTION NO. 17-25 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH ADOPTING ANNUAL APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2017/2018.

Motion to approve Res. No. 17-25 by Council Member Lopez, second by Council Member Valdez; motion passes by a 4-0 vote.
7. RESOLUTION NO. 17-26 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING REVISED JOB TITLE FOR WATER - WASTEWATER MAINTENANCE SUPERVISOR, AND SENIOR CENTER COORDINATOR AND ADDING A NEW JOB DESCRIPTION FOR EVENT COORDINATOR FOR CLASSIFICATIONS PURPOSES.

Motion to approve Res. No. 17-26 by Council Member Lopez, second by Council Member Sablan; motion passes by a 4-0 vote.
8. RESOLUTION NO. 17-27-A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE FIREBAUGH POLICE OFFICERS ASSOCIATION AND APPROVING RELATED SALARY SCHEDULES.

Motion to approve Res. No. 17-27 by Council Member Lopez, second by Council Member Valdez; motion passes by a 4-0 vote.
9. RESOLUTION NO. 17-28 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE FIREBAUGH MISCELLANEOUS EMPLOYEES ASSOCIATION AND APPROVING RELATED SALARY SCHEDULES.

Motion to approve Res. No. 17-28 by Council Member Valdez, second by Council Member Lopez; motion passes by a 4-0 vote.

## 10. RESOLUTION NO. 17-29 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING THE CITY OF FIREBAUGH'S BUDGET FOR FISCAL YEAR 2017 - 2018.

Motion to approve Res. No. 17-29 by Council Member Valdez, second by Council Member Sablan; motion passes by a 4-0 vote.

## STAFF REPORTS

> Fire Chief, John Borboa - Responding to fires all over (in city limits and outside city limits), to call outs and structure Fires. Entering into Mutual Aid Agreements with the County of Fresno and County of Madera has helped provide access to the CAL FIRE equipment, such as fire trucks and other equipment that helped assist us with the Rebecchi Fire structure along as in other incidents.
$>\quad$ Police Chief, Sal Raygoza - Very little crime to report, PD has identified suspects from Dos Palos committing crime in Firebaugh. The cameras at Maldonado Park and the Sewer Plant are repaired and operating. Looking to place a camera at the Community Center, which will allow the dispatchers to zoom in and move to an area of concern, since there is more activity of concern at Andrew Park than at Dunkle Park. The School cameras have helped the PD solve some of the crimes at Andrew Park. To see how destructible the cameras were, they have been tested and are very durable.
$>$ Finance Director, Pio Martin - The City of Firebaugh Facebook page was launched Sunday. Staff inquired if there should be a city login to the page to help post information and will ask that that the page list it as OFFICIAL website for the City, since there are several Firebaugh websites. The electric board is still not working they will be working on it, Wednesday. Staff asked Council if we should consider selling advertisement for Birthdays or other announcements
$>\quad$ Public Works Director, Ben Gallegos - PG\&E is sponsoring the local kids from our Boys \& Girls Club for a summer work program; they also receive laptops and luncheon. Participants are working at PD, City Hall and Senior Center. The splash park is operating due to the high temperatures this week. The cooling center is also open. The water levels have increase because they are releasing the more bypass water. City offered to relocate the river camp to Dunkle Park, if needed. Housing Authority would like to offer a room to the Promoters for computer use. Dollar General started demolition. Alex Maldonado has retired, would like to consider having him as our Grand Marshall during the Electric parade. The city has received more, qualified applicants for the Senior Center position, due to the new salary rates.
$>$ City Attorney Boranian - Update on Firebaugh Courthouse, contacted Fresno County regarding the letter they were going to submit, stating their support of selling to the City, and will work with Sal at time of negotiations.
> Council Member Valdez - Was invited by Arambula to West Hills College meeting, who are in the planning stages, discussed the budget that was not approved and he will be trying to find another way to seek funding. Mentioned City wish to install a dock at the River.

## PUBLIC COMMENT ON CLOSED SESSION ITEM ONLY

Motion to enter closed session at $8: 29$ pm, by Council Member Valdez, second by Council Member Lopez, motion pass by 5-0 vote.

## CLOSED SESSION

## 11. Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS: UNREPRESENTED EMPLOYEES
City Negotiator: Ben Gallegos Employee Organizations: Unrepresented employees
Motion to enter open session at 9:11 pm, by consensus 4-0 vote.
ANNOUNCEMENT AFTER CLOSED SESSION: No Action taken.
ADJOURNMENT - Motion to adjourn by Councilmember Valdez, second by Councilmember Sablan; motion passes by 4-0 vote at 9:12 p.m.

## RESOLUTION NO. 17-30

## A RESOLUTION OF THE FIREBAUGH CITY COUNCIL APPROVING AN AGREEMENT BETWEEN THE CITY OF FIREBAUGH AND ITS UNREPRESENTED EMPLOYEES

WHEREAS, the City of Firebaugh, through its city manager, has reviewed the proposed changes to the wages and benefits of unrepresented employees of the City, all of whom have agreed to the same; and

WHEREAS, the City Council now desires to formally approve certain terms and conditions set forth and reflected in an agreement with its unrepresented employees, which is designated as "Exhibit A", is attached to this Resolution and incorporated herein by this reference; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Firebaugh that the terms of "Exhibit A" are hereby approved for those unrepresented employees of the City.

Passed and adopted at a Regular Meeting of the City Council of the City of Firebaugh held on July 3, 2017 by the following vote:

## AYES:

NOES:

## ABSTAIN:

## ABSENT:

## APPROVED:

Brady Jenkins, Mayor

## ATTEST:

$\overline{\text { Rita Lozano, Deputy City Clerk }}$

## EXHIBIT A

## TERMS AND CONDITIONS

EFFECTIVE JULY 1, 2017 - JUNE 30, 2020

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## AGREEMENT BETWEEN THE CITY OF FIREBAUGH AND ITS UNREPRESENTED EMPLOYEES

July 1, 2017 through June 30, 2020

## 1. PREAMBLE

This is a mutual agreement between the City of Firebaugh, hereinafter referred to as the "City" and its Unrepresented Employees hereinafter referred to as "Employees".

## 2. RECOGNITION

A. The City acknowledges that this Agreement is for the purposes of establishing wages, hours, and working conditions of employment for all of its full-time unrepresented employees, including the classifications below:

## Unrepresented Emplovees:

| Account Technician I | Account Technician II / Building Clerk |
| :--- | :--- |
| Account Technician III | Police Lieutenant |
| Executive Assistant / Deputy City Clerk | Police Chief |
| Public Works Director | Building / Event Coordinator |
| Finance Director |  |

## 3. PURPOSE

The purpose of this Agreement is to establish wages, hours of work, and other terms and conditions of employment between the City and the Employees.
4. ACCESS TO PERSONNEL FILES

Employees shall have access to their personnel files upon a request made to the personnel officer. Nothing shall be placed in Employees' personnel file without their knowledge. An authorized City employee shall observe but not interfere with the review. The reviewing Employee and/or the Employee's representative may take notes and shall be allowed to have a copy made of the file in accordance with California Codes.

## 5. NOTICE OF LAYOFF

Before an Employee is laid off, the Employee shall be notified in writing of such action at least thirty (30) days prior to the effective date of layoff.

## 6. SAFETY RULES / REGULATIONS / LOSS

A. Both the City and the Employees shall expend every effort to insure that work is performed with a maximum degree of safety, consistent with the requirements to conduct efficient operations.
B. The City and each Employee covered by this Agreement agree to comply with all safety rules and regulations in effect and any subsequent rules and regulations that may be adopted. Employees further agree that they will report all accidents and safety hazards immediately. The City shall remedy any reported safety hazard immediately. Any Employee having knowledge of, or who is a witness to an accident, shall, if requested, give full and truthful testimony as to it.
C. The City shall continue to supply Employees with safety equipment required by the City and/or CAL OSHA. All Employees shall use City-supplied safety equipment for the purposes and uses specified under applicable safety rules and regulations.

## 7. UNIFORMS:

1. The City shall pay to Police Lieutenant and Police Chief a uniform maintenance allowance of seventy-five dollars (\$75.00) per month.
2. The City shall provide uniforms, including maintenance of uniforms, to Public Works Director, a total of six (6) uniforms per week (five (5) clean uniforms each week and one (1) for exchange). Employees shall be required to wear said uniforms during work hours.

## 8. COMPENSATION

A. PayPeriod: The standard pay period is two (2) weeks (14 calendar days). The standard work period is forty (40) hours worked in a calendar week but subject to call out at any time. The usual workday is eight (8) hours.
B. Breaks: Employees shall be entitled to two (2) fifteen (15) minute breaks, one (1) in the morning, and one (1) in the afternoon, during each workday.
C. Overtime: Any non-exempt Employee who works in excess of eight (8) hours per day or forty (40) hours per week shall be paid one and one-half ( $1 \frac{1}{2}$ ) times their regular hourly rate for all hours worked in excess eight (8) hours per day or forty (40) hours in one week. All hours over (12) hours per day shall be compensated at double time. All paid leave (vacation and holiday) is considered time worked. The workweek will be established by direction of the Department Head and may be changed from time to time. Individual workweek designations may be established for each job position at the discretion of the Department Head.
D. Authorization: All overtime worked shall be authorized and ordered in advance by the Department Head or his/her designee. However, if prior authorization for overtime work is not possible because of emergency conditions, a confirming authorization shall be made by the Department Head or his/her designee on the next regular business day after such work is performed.
E. Sick Leave Related to Overtime: Non-exempt Employees shall not be eligible for overtime pay if Employee's workweek (either via actual hours worked and/or vacation time does not exceed forty (40) hours per the week in question). Therefore, if Employee is ill or off on sick leave this time is not calculated as work hours, unless such hours exceed eight (8) actual hours worked in the day.
F. Reporting: Each non-exempt Employee shall make a written report of all overtime worked and each department shall keep an accurate record of overtime worked by Employees in the department. No changes shall be made in the overtime as reported by the Employee unless the proposed changes and the reasons therefore are first discussed with the Employee and the Department Head. If the Employee is not available to discuss changes prior to processing payroll, changes may be made by the Department Head to expedite the payroll process. Any changes made will be discussed with the Employee at the earliest availability of that Employee. If the Employee disputes changes and the Employee can provide justification and or documentation; a corrected payroll check will be issued with all payroll records adjusted accordingly.

## 9. SALARIES

A. Employees will receive salary increases on July $1^{\text {st }}$ of every fiscal year from July 1,2017 through, June 30,2020 . (See Salary Schedule, which is attached and incorporated herein by this reference).
B. The following increases go into effect on July $1^{\text {st }}$ of every fiscal, beginning July 1, 2017 through June 30, 2020:

1. July 1, 2017-3\% Increase
2. July $1,2018-2.5 \%$ Increase
3. July $1,2019-2.0 \%$ Increase
C. Step Increases:

Salary Schedule will be decreased from Eleven (11) Steps to Seven (7) by dropping Step One (1), Step Two (2), Step Three (3), and Step Four (4). Employees in the Steps $1-4$ will be advanced to the New Step 1. The advancement to the new Step 1 will become the new merit anniversary date for the Employee. There new merit anniversary date will be July 1, 2017.

Step increases will apply only when an Employee is eligible to move to next Salary Step per Employee's merit anniversary date.

## 10. LONGEVITY PAY

Longevity Pay Program is provided for Employees as outlined below:
A. At the ten (10) year employment anniversary date, and at each five (5) year increment of employment, Employee will be given a $7.5 \%$ lump sum payment of that Employee's existing base salary, for fiscal year 2017-2018 and 2018-2019.
B. At the ten (10) year employment anniversary date, and at each five (5) year increment of employment, Employee will be given a raise of $2.5 \%$ of that Employee's existing base salary, for fiscal year 2019-2020.
C. Employees hired after July 1, 2014 are not eligible to earn Longevity Pay.

## 11. INCENTIVE PAY AND RECOGNITION OF CERTIFICATES

Employees will be eligible for certification pay if applicable to his/her job description, as follows:
A. Back Flow Connection Certification will receive a $\$ 115.00$ per month additional compensation.
B. Lead and/or Supervisor positions will receive $\$ 35.00$ per month for a Pesticide Certificate.
C. Water/Sewer Distribution Grade I Certification will receive $\$ 115.00$ stipend per month.
D. Water/Sewer Distribution Grade II Certification will receive $\$ 140.00$ Stipend per month.
E. Confidential Premium - will receive $\$ 83.33$ stipend per month.
F. The City will comply with State law in determining the number of employees/positions that will be required to obtain and be compensated for certification and accompanying pay. The City shall pay for all school and costs to obtain certification and licenses, and for any costs of, and for recertification or licenses that are required by the City or State Laws, and are a benefit for the City's Operations. However, it is understood that there is no City obligation for such costs for an Employee interested in becoming certified at a time which does not require additional certified employees. Within State requirements, the City Manager will determine to whom and when such certification will apply.

## 12. PERFORMANCE EVALUATION

A. During the probationary period, an Employee will undergo constant oral evaluation. A probationary employee will be evaluated in writing at the end of the first 60 days, again at 120 days and prior to the end of the probationary period. Employees will serve a probationary period of twelve (12) months and shall receive their step increase in the first pay period after successful completion of the probationary period. If the Department Head, with agreement of the City Manager, believes a second step would be in order, he may recommend and move to do so.
B. After probationary period, performance evaluations will be conducted at least once every twelve (12) months. After a satisfactory performance evaluation and upon the recommendation by the Department Head and approved by the City Manager, Employee may receive a step raise.
C. Before an Employee receives a step increase, he/she shall receive a satisfactory evaluation and recommendation for salary increase must be made by the Department Head and approved by the City Manager.
D. Should an Employee be promoted and/or temporarily appointed into another classification, his/her salary shall increase by a minimum of five (5\%) percent.

## 13. HEALTH INSURANCE

City shall provide Employees with a monthly medical benefit as identified below:
A. The cost of the Monthly CalPERS Medical Premium for the most economical (least expensive) monthly premium per CalPERS Basic Premium Rates (Other Southern California) as determined by City.
B. To determine Employee Monthly Premium cost, take Least Expensive Premium Dollar amount; less the City's Public Employees' Medical and Hospital Care Act (PEMHCA) contribution of $\$ 350.00$, this will equal the Employee Monthly Premium cost.
C. For Dependent Coverage City will pay $80 \%$ of Employee Monthly Premium and the Employee with pay $20 \%$ of the Employee Monthly Premium, approved CalPERS medical plan. City will pay $100 \%$ of approved CalPERS most economical medical plan for single employee coverage.

## 14. DENTAL / VISION COVERAGE

A. No contribution is required by Employee. For "Dependent Coverage" Employee shall pay 10\% of monthly premium throughout the term of this Agreement.
B. For dental and vision change in coverage providers, the City must show that the following conditions have been met prior to making in changes in the plans:

1. New carrier / provider's network of providers matches or exceeds current plan(s).
2. New carrier / provider's benefits matches or exceeds current plan(s).
3. If these conditions are not met, the City and Employees may meet and confer to insure Carriers offering plans are equal to or better than what is offered currently.

## 15. RETIREMENT MEDICAL BENEFITS-PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA)

The City will use the "unequal contribution" method for medical care premium payments for annuitants (retirees after June 30, 2014), as permitted under Govt. Code section 22892.

## 16. SICK LEAVE CONVERSION FOR MEDICAL PREMIUM

Sick Leave Conversion to Medical Premium: to qualify, Employees must meet all of the following:
A. Hired Before June 30, 2014;
B. Covered by City selected medical insurance program for payment provided by the City for a continuous five (5) year period immediately preceding such retirement; and the Employee has been eligible to accumulate unused sick leave credit hours;
C. Have accumulated 1,000 hours of sick leave; and
D. Only if Employee reaches this standard Employee may use 500 hour of time at current value and apply towards premium. Otherwise, Employee may use $100 \%$ of all accumulated sick leave to apply to CalPERS "Time in Service Credit" for retirement formula calculations.

## 17. TRAINING

The City agrees to send Employees to training, classes or schools to obtain required and/or mandated certificates and licenses to meet statute-mandated certificates including state and federal requirements. These classes will be on City time; however, no overtime will be applicable on days of exams. FLSA shall apply after normal work schedule hours.
18. MILEAGE REIMBURSEMENT

IRS Standard Mileage Rates (https://www.irs.gov/tax-professionals/standard-mileage-rates/) apply.

## 19. VACATION

A. Employees shall earn vacation credits at the following rate:

| Years of Service | Hours Earned per annum |
| :--- | :---: |
| One through five years of service | 80 hours per annum |
| Six years through ten years | 96 hours per annum |
| Eleven years through fifteen years | 120 hours per annum |
| Sixteen years through twenty years | 144 hours per annum |
| Over twenty years | 176 hours per annum |

B. Vacation hours allowed on the books, increase with time in service, as increased vacation hours are earned annually. Employees will not earn additional vacation hours once they have reached the "Maximum hours" as indicated below.

| Years of Service | Maximum Hours |
| :--- | :--- |
| One through five years | 160 hours per annum |
| Six years through ten years | 192 hours per annum |
| Eleven years through fifteen years | 228 hours per annum |
| Sixteen years through twenty years | 260 hours per annum |
| Over twenty years | 280 hours per annum |

City may schedule vacation time if an Employee's vacation book hours are reaching the allowable maximums. If Employee exceeds the an amount on the vacation hours on books for the allowable per category (i.e. 192 hours for 6-10 years) Employee will NOT earn any additional time until he/she is below the maximum an agreement. Without violating the maximum accrual vacation hour's policy, the City has the authority to schedule vacations according to workload, staffing and attempts to limit unscheduled time off and/or disruptions in the work schedule, and the undesirable possibility of

Employees reaching the vacation maximum hours and potentially not being able to accrual vacation time. When scheduling vacation blocks, City will take into account seniority, employee considerations and needs. However, City's scheduling decisions are final.

## 20. VACATION TIME CASH OUT, MAXIMUM FORTY (40) HOURS PER FISCAL YEAR

An Employee may cash out, up to 40 hours of vacation time per fiscal year. Employees cashing out vacation must have a minimum of 80 hours of accrued vacation for this benefit.

## 21. ADMINISTRATION LEAVE HOURS CASH OUT, MAXIMUM EIGHTY (80) HOURS PER FISCAL YEAR

Exempt full-time Employees are entitled to Administration Leave, and will receive eighty (80) hours at the beginning of each fiscal year. Employees entitled to Administration Leave may cash out all 80 hours of Administration Leave per fiscal year, which are not allowed to be carried over from fiscal year to fiscal year.

## 22. HOLIDAYS

The City shall have the right to require the non-exempt employees to work on state and national holidays, and those employees shall be compensated at two (2) times their regular rate of pay.
A. Holidays listed below will be observed during this Agreement:

| New Year's Day | Columbus Day |
| :--- | :--- |
| Martin Luther King's Birthday | Veteran's Day |
| Lincolns Birthday | Thanksgiving Day |
| Presidents Day | Friday after Thanksgiving |
| Friday before Easter ( $1 / 2$ day) | Christmas Eve $(1 / 2$ day $)$ |
| Memorial Day | Christmas Day |
| Independence Day | New Year's Eve $(1 / 2$ day $)$ |
| Labor Day |  |

## 23. SICK LEAVE

All full-time Employees earn sick leave at the rate of twelve (12) sick days per year. Sick time is credited to the Employee on a bi- weekly basis.
A. Sick leave with pay shall be accrued at the rate of one (1) workday for each calendar month of service, 3.69 hours per pay period based on 26 pay periods. An Employee who is going to be absent on sick leave shall contact his immediate supervisor with as much advance notice as possible (however, a minimum of two (2) hour notice is required). Employees may be required to furnish a verification of illness even for a one (1) day absence (if Employee's record indicates a high usage of sick leave and/or sick-leave use is higher before and after Employee's scheduled weekend) but normally only after an absence of three (3) consecutive days.
B. Normally an Employee eligible for such leave with pay will be granted such leave for the following reasons:

1. Personal illness or incapacity.
2. Illness of a member or the Employee's household or immediate family (spouse and/or children) that requires the Employee's personal care and attendance, not to exceed ten (10) days in any one (1) calendar year.
C. Sick leave shall not be cashed out or given to any Employee in cash when an Employee resigns, is terminated or retires.
D. Unused Sick Leave Credit/Time In Service: Eligible Employees may have unused sick leave credits (accumulated hours) converted to CalPERS time "In-Service" as provided in the City/CalPERS Retirement contract,
E. Conversion of sick leave hours to medical insurance premiums for retirees is not an available benefit to Employees hired after July 1, 2014.
F. Extension beyond age 65 of eligibility for payment of health insurance premiums based on unused sick leave: Employees who retire at age 65 shall be eligible to have unused sick leave credits hours converted to a cash equivalent value of $50 \%$ of 1,000 hours for the purpose reimbursement of payment by the Employee of the premium requirement for a CalPERS health insurance program or a supplemental Medicare insurance program to the Employee and his/her eligible spouse (per limits established above). Alternatively, Employee may convert all or a portion of these hours to the CalPERS "sick leave" conversion for retirement "service time". In the event should said spouse or other eligible dependents are below age 65 , the premium requirement for a conversion program shall be paid from the unused sick leave credits hours.

## 24. RETIREMENT

Refer to CalPERS website www.calpers.ca.gov. All CalPERS contributions paid by Employees shall be paid on a pre-tax basis as per IRS code 414 (h).
25. GRIEVANCE PROCEDURE
"Employee Grievances" is in the City Personnel Rules and is incorporated herein by reference.

## 26. DISCIPLINE PROCEDURE

"Disciplinary Actions" is in the City Personnel Rules and is incorporated herein by reference.

## 27. EMPLOYEE DEVELOPMENT

It is the City's desire to provide reasonable encouragement to its employees in their efforts to improve proficiency in their present jobs and to prepare for advancement.

Therefore, the City will reimburse Employees the cost of tuition, books and supplies for all accredited courses and seminars attended when the following criteria are met:
A. The course is relevant to City business and Employee's position within the City,
B. A minimum grade of " C " or its equivalent is obtained; and
C. Approval from the City Manager is obtained prior to the beginning of the course.

## 28. BEREAVEMENT LEAVE

"Bereavement Leave" is in the City Personnel Rules and is incorporated herein by reference.
29. JURY DUTY
"Jury Duty" is in the City Personnel Rules and is incorporated herein by reference.

## 30. VOTING

"Voting" is in the City Personnel Rules and is incorporated herein by reference.

## 31. LEAVE OF ABSENCE

"Personal Leave of Without Pay", "Family and Medical Care Leave", and
"Military Leave" are in the City's Personnel Rules and are incorporated herein by reference.

## 32. WORKER'S COMPENSATION

"Workers' Compensation" is in the City's Personnel Rules and is incorporated herein by reference.
33. CITY'S PERSONNEL RULES

All parties have had the opportunity to meet, review and accept the City's updated Personnel Rules, which are incorporated herein by reference.
34. CITY MANAGEMENT RIGHTS
A. Notwithstanding any of the items agreed to herein, nothing in this Agreement is intended to limit the management rights of the City.
B. These include, but are not limited to:

1. Direct the work of its Employees.
2. Hire, fire, promote, transfer, assign, reassign, and classify employees with the City.
3. Discipline employees for proper cause and in accordance with the City of Firebaugh Personnel Rules.
4. Take any actions deemed necessary to carry out the mission of the City in emergencies.
5. Determine the methods, means and the personnel necessary, by which operations of the City are to be carried on.
6. Determine its budget, policies of the City, organization, merits, necessity and level of service or any activity provided to the public.
7. The provisions of the City of Firebaugh's Personnel Rules shall apply except to the extent as otherwise provided for in this Agreement.

## 35. SAVINGS CLAUSE

A. If any provision of this Agreement should be found invalid, unconstitutional, unlawful, or unenforceable by reason of any existing or subsequently enacted constitutional or legislative provision or by final judicial authority, the offending provision shall be severed, and all other provisions of this Agreement shall remain in full force and effect for its duration.
B. In the event that any provision of Agreement should be found invalid, unconstitutional, unlawful or unenforceable, the City and Employees agree to meet and confer in a timely manner in an attempt to negotiate substitute provisions. Such negotiations shall apply only to the severed provisions of this Agreement and shall not in any way modify or impact the remaining provisions of the existing Agreement.
36. TERM OF AGREEMENT

The term of the Agreement shall commence on July 1, 2017 and expire on June 30, 2020, unless otherwise agreed in writing between the parties.

This Agreement has been ratified and adopted pursuant to the recommendations of the following representatives:

## CITY OF FIREBAUGH

## Brady Jenkins, Mayor

Meggin Boranian, City Attorney
Approved as to legal form.

UNREPRESENTED EMPLOYEES

Nancy Vaca, Account Technician III

Margaret Camacho, Account Technician III

Isabel Saldivar, Building Clerk / Event Coordinator

Rita Lozano, Executive Assistant /
Deputy City Clerk
Pio Martin, Finance Director

Salvador Raygoza, Police Chief

Ben Gallegos - Public Works Director

Date

Date

Date

Date

## Date

Date

Date

Date

## EXHIBIT " 1 "

| CITY OF FIREBAUGH UNREPRESENTATIVE EMPLOYEES <br> Salary Schedule July 1, 2019 - June 30, 2020 $2 \%$ Increase |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |
| Position | Range |  | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Account Technician I | 37 | Hourly | 13.0894 | 13.7438 | 14.4310 | 15.1526 | 15,9102 | 16.7057 | 17.5410 |
|  |  | Bi-Weekly | 1,047,1489 | 1,099.5064 | 1,154,4817 | 1,212.2058 | 1,272.8160 | 1,336.4568 | 1,403.2797 |
|  |  | Monthly | 2,268.8226 | 2,382.2638 | 2.501.3770 | 2,626.4458 | 2,757.7681 | 2,895.6565 | 3,040.4393 |
|  |  | Annual | 27,225.8717 | 28,587.1653 | 30,016.5235 | 31,517.3497 | 33,093.2172 | 34,747,8780 | 36,485,2719 |
| Account Technician II | 37 | Hourly | 16.6758 | 17.5096 | 18.3851 | 19.3044 | 20.2696 | 21.2831 | 22.3472 |
|  |  | Bi-Weekly | 1,334.0676 | 1,400.7710 | 1,470.8095 | 1,544.3500 | 1,621.5675 | 1,702,6459 | 1,787.7781 |
|  |  | Monthly | 2,890.4798 | 3,035,0037 | 3,186.7539 | 3,346.0916 | 3.513.3962 | 3,689,0660 | 3,873.5193 |
|  |  | Annual | 34,685.7570 | 36,420.0449 | 38,241.0471 | 40,153.0995 | 42,160.7545 | 44,268.7922 | 46,482.2318 |
| Account Technician III | 41 | Hourly | 18.4167 | 19.3376 | 20.3044 | 21.3197 | 22.3857 | 23.5049 | 24.6802 |
|  |  | Bi-Weekly | 1,473,3385 | 1,547.0055 | 1,624.3557 | 1,705.5735 | 1,790,8522 | 1,880.3948 | 1,974.4145 |
|  |  | Monthly | 3,192.2335 | 3,351.8452 | 3,519.4374 | 3,695.4093 | 3,880.1797 | 4,074,1887 | 4,277.8982 |
|  |  | Annual | 38,306.8017 | 40,222.1418 | 42,233.2489 | 44,344.9114 | 46,562.1569 | 48,890.2648 | 51,334.7780 |
| Executive Assistan/Deputy City Clerk | 51 | Hourly | 23.5870 | 24.7664 | 26.0047 | 27.3049 | 28.6702 | 30.1037 | 31.6089 |
|  |  | Bi-Weekly | 1,886.9624 | 1,981.3105 | 2,080.3760 | 2,184.3948 | 2,293.6146 | 2,408.2953 | 2,528,7101 |
|  |  | Monthly | 4,088.4185 | 4,292.8394 | 4,507.4814 | 4,732.8554 | 4,969.4982 | 5,217,9731 | 5,478.8718 |
|  |  | Annual | 49,061.0218 | 51,514.0728 | 54,089.7765 | 56,794.2653 | 59,633.9786 | 62,615.6775 | 65,746.4614 |
| Police Leutenant | 60 | Hourly | 31.2312 | 32.7928 | 34,4324 | 36.1540 | 37.9617 | 39.8598 | 41.8528 |
|  |  | Bi-Weekly | 2,498.4974 | 2,623.4223 | 2,754.5934 | 2,892.3231 | 3,036.9393 | 3,188.7862 | 3,348.2255 |
|  |  | Monthly | 5,413,4111 | 5,684.0817 | 5,968,2858 | 6,266.7001 | 6,580.0351 | 6,909.0368 | 7254.4886 |
|  |  | Annual | 64,960,9335 | 68,208.9802 | 71,619.4292 | 75,200.4006 | 78,960.4207 | 82,908.4417 | 87,053.8638 |
| Public Works Director | 66 | Hourly | 34.1632 | 35.8714 | 37.6650 | 39.5482 | 41.5256 | 43.6019 | 45.7820 |
|  |  | Bi-Weekly | 2,733.0585 | 2,869.7114 | 3,013.1970 | 3,163.8569 | 3,322.0497 | 3,488.1522 | 3,662.5598 |
|  |  | Monthly | 5,921.6268 | 6,217.7081 | 6,528.5935 | 6,855,0232 | 7,197.7744 | 7,557.6631 | 7,935.5462 |
|  |  | Annual | 71,059.5215 | 74,612.4976 | 78,343.1225 | 82,260.2786 | 86,373.2925 | 90,691.9571 | 95,226.5550 |
| Police Chief | 68 | Hourly | 38.0246 | 39.9258 | 41.9221 | 44.0182 | 46.2191 | 48.5301 | 50.9566 |
|  |  | Bi-Weekly | 3,041.9676 | 3,194,0660 | 3353.7693 | 3,521.4577 | 3,697,5306 | 3,882.4072 | 4,076.5275 |
|  |  | Monthly | 6,590.9298 | 6,920,4763 | 7,266.5001 | 7,629.8251 | 8,011.3164 | 8,411.8822 | 8,832.4763 |
|  |  | Annual | 79,091.1576 | 83,045.7155 | 87,198,0012 | 91,557.9013 | 96,135,7964 | 100,942.5862 | 105,989.7155 |
| Finance Director | 64 | Hourly | 34.1632 | 35.8714 | 37.6650 | 39.5482 | 41.5256 | 43.6019 | 45.7820 |
|  |  | Bi-Weekly | 2,733.0585 | 2,869.7114 | 3,013.1970 | 3,163.8569 | 3,322,0497 | 3,488.1522 | 3,662.5598 |
|  |  | Monthly | 5,921.6268 | 6,217.7081 | 6.528.5935 | 6,855.0232 | 7,197.7744 | 7,557.6631 | 7,935.5462 |
|  |  | Annual | 71,059.5215 | 74,612.4976 | 78,343.1225 | 82,260,2786 | 86,373.2925 | 90,691.9571 | 95226.5550 |
| Building Clerk/Event Coordinator |  | Hourly | 18,6654 | 19.5987 | 20.5786 | 21.6076 | 22.6879 | 23.8223 | 25.0135 |
|  |  | Bi-Weekly | 1,493.2344 | 1,567.8962 | 1,646.2910 | 1,728.6055 | 1,815.0358 | 1,905.7876 | 2,001,0770 |
|  |  | Monthly | 3,235.3413 | 3,397.1083 | 3,566.9638 | 3,745.3120 | 3,932.5775 | 4,129,2064 | 4,335.6667 |
|  |  | Annual | 38,824.0954 | 40,765.3002 | 42,803.5652 | 44,943.7434 | 47,190.9306 | 49,550.4771 | 52,028.0010 |
| Senior Center Coordinator |  | Hourly | 13.0688 | 13.7222 | 14.4083 | 15.1287 |  |  |  |
|  |  | Bi-Weekly | 522.7500 | 548.8875 | 576.3319 | 605.1485 |  |  |  |
|  |  | Monthly | 1,132.6250 | 1,189.2563 | 1,248.7191 | 1,311.1550 |  |  |  |
|  |  | Annual | 13,591,5000 | 14,271,0750 | 14,984.6288 | 15,733.8602 |  |  |  |

RESOLUTION NO. 17-31
APPENDIX A

## RESOLUTION OF AUTHORIZATION TO CONTRACT

The governing board of the City of Firebaugh hereby authorizes City Manager to execute the contract(s) listed on Page 1 of this Agreement with the Fresno-Madera Area Agency on Aging (FMAAA) for the fiscal year beginning July 1,2017 , to June $\mathbf{3 0}, \mathbf{2 0 1 8}$, including any subsequent amendments and all necessary supporting documents.

## Signature of Chair <br> Brady Jenkins, Mayor <br> Governing Board

## Date

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Firebaugh held on the $3^{\text {rd }}$ day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Rita Lozano, Deputy City Clerk


To: City Council

## From: Chief Salvador Raygoza

CC: City Manager Benjamin Gallegos
Re: Consider a salary pay resolution for Part-Time Dispatchers

The City of Firebaugh, along with other local agencies, are experiencing a continued challenge in recruiting and retaining highly qualified and experienced Police Dispatchers. The dispatcher shortage has lead larger agencies to recruit experienced dispatchers from smaller agencies like Firebaugh. The Firebaugh Police Department is budgeted for four full-time dispatcher positions, and four part-time dispatcher positions. The increase in part-time dispatcher staffing is due to Firebaugh dispatching for the City of Mendota.

We recently lost a full-time dispatcher to Madera Police Department due to higher wages. I have promoted an experienced part-time dispatcher to full time status effective July 1, 2017 to fill the vacant position.

Part time dispatchers do not have a salary schedule established by City Council. Part-time dispatchers are currently being paid at Dispatcher- Step 1 pay rate of $\$ 12.63$ per hour. Fulltime dispatchers will be getting a raise effective July 1, 2017 and the first three steps will be dropped, the new Dispatcher- Step 1 Pay Rate will be $\$ 15.20$ per hour. The Chief wants to establish a pay rate for Part-Time Dispatchers.

## Recommended Action:

Chief Raygoza recommends that the City Council adopt Resolution No. 17-32 approving a pay scale for all part-time dispatchers of Dispatcher-I Step 1 pay rate of $\$ 15.20$ per hour.

## RESOLUTION NO. 17-32

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING A PAY RATE FOR PART-TIME DISPATCHER

WHEREAS, the City Council of the City of Firebaugh desires to establish a pay rate for Part-Time Police Dispatcher working for the city's police department; and

WHEREAS, the City Council further desires to set pay rate for the police department's Part-Time Dispatchers.

WHEREAS, the City Council has carefully considered the pay rate proposed by the Police Chief and has determined that the pay rate attached to this Resolution are reasonable and fair and will compensate the Part-Time Dispatchers appropriately in connection with providing said services to the public; and

WHEREAS, the City Council has further considered testimony and input from the public.

NOW, THEREFORE, BE IT RESOLVED by the City Council if the City of Firebaugh as follows:

1. The pay rate shown on Exhibit A for Part-Time Dispatchers.
2. Said fees become effective July 1, 2017.
3. The City Manager is authorized to ensure that the increase is properly and appropriately implemented.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Firebaugh held on the $3^{\text {rd }}$ day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

## APPROVED:

## ATTEST:

## EXHIBIT A

# PART-TIME DISPATCHER PAY 

## Part-Time Dispatcher Pay

\$15.20 per Hour

1. Part-Time Dispatchers will always be paid Step 1 from the FPOA MOU Dispatcher-I Step 1 pay rate. The current rate of $\$ 15.20$ will be effective July 1,2017 . Part-Time Dispatcher will only get a raise if Dispatcher-I Step 1 pay rate changes.

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIREBAUGH APPROVING AN AMENDED PAY SCHEDULE FOR POLICE RESERVE OFFICERS

WHEREAS, the City Council of the City of Firebaugh desires to establish or increase the pay rate for Reserve Officers working a patrol shift for the city's police department; and

WHEREAS, the City Council further desires to increase pay for the police department's Reserve Officers.

WHEREAS, the City Council has carefully considered the pay rate proposed by the Police Chief and has determined that the pay increase attached to this Resolution are reasonable and fair and will compensate the Reserve Officers appropriately in connection with providing said services to the public; and

WHEREAS, the City Council has further considered testimony and input from the public.
NOW, THEREFORE, BE IT RESOLVED by the City Council if the City of Firebaugh as follows:

1. The fees shown on Exhibit A for Police Reserve Officers.
2. Said fees become effective July 1, 2017.
3. The City Manager is authorized to ensure that the increase is properly and appropriately implemented.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Firebaugh held on the $3^{\text {rd }}$ day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

## APPROVED:

Brady Jenkins, Mayor

## ATTEST:

Rita Lozano, Deputy City Clerk

## EXHIBIT A

## FEE SCHEDULE

## PATROL SHIFT

Assigned Shift to Reserve
New rate
\$16.45/hr.

## SPECIAL FUNCTIONS:

Public Function (per Officer)
$\$ 20.00 / \mathrm{hr}$.

## OTHER RESERVE FUNCTIONS:

Transportation

| New Rate | Effective Date |
| :--- | :--- |
| $\$ 11.00 / \mathrm{hr}$. | July 1, 2017 |
| $\$ 12.00 / \mathrm{hr}$. | Jan. 1,2019 |
| $\$ 13.00 / \mathrm{hr}$. | Jan. 1, 2020 |

(Attending Court, Court Paperwork/Lab, Assigned to City detail, non-patrol assigned duties)

## STAFF REPORT

TO: $\quad$ Mayor Brady Jenkins and Council Members
FROM: Pio Martin, Finance Director
DATE: July 03, 2017
SUBJECT: Debit and Credit Card form of Payment

## RECOMMENDATION:

Input on Debit Card and Credit Card standards and procedures.

## HISTORY:

City Hall currently accepts the following forms of payment from walk in residents / customers is cash, checks, and money orders. The City does not except debit cards and credit cards payments at the City Hall. Residents may pay with debit card or credit card for their utility bill online through Public Utilities Web Coop (PUWC). PUWC is a third party company that partners with Corbin Willits our accounting software company. For the past few years, we have had an increase of customers requesting to make payments with debit or credit cards, unfortunately we have to turn away customer.

## DISCUSSION:

- Set policy on debit and credit card transaction
- Convenience Fee
- No Cash Back
- Payments for Utility Billing
- Payments for Building Permits
- Payments for Police and Code Enforcement fines
- Payments for Development Impact Fees and Water / Sewer Connection Fees
- Payment for Rental Facilities and Special Events
- Set limit amount
- Contract with UMS Banking
- Purchase of Point of Sale Device
- Resolution


## FISCAL IMPACT:

Annual cost for contracting with UMS Banking would be $\$ 237.00$. These fee cover our compliance fees that are attached to accepting debit or credit card payments. Pass Through Fee is a form of credit card processing pricing that allows the actual cost of processing to be passed directly to the city. This rate currently with UMS Banking is set at $.0300 \%$ or $\$ 0.30$ for every $\$ 100.00$ of all sales and would then vary from month to month.


[^0]:    Certification of posting the Agenda
    I declare under penalty of perjury that I am employed by the City of Firebaugh and that I posted this agenda on the bulletin boards at City Hall, June 29, 2017 at 5:00 p.m. by Rita Lozano Deputy City Clerk.

