

**AGENDA  
MCFARLAND CITY COUNCIL  
MCFARLAND SUCCESSOR AGENCY  
MCFARLAND PUBLIC FINANCE AUTHORITY  
MCFARLAND IMPROVEMENT AUTHORITY  
MCFARLAND PARKING AUTHORITY**

**SPECIAL MEETING  
CITY COUNCIL CHAMBERS  
103 W. SHERWOOD AVE, MCFARLAND, CA**

**November 10, 2022  
4:15 PM**

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**In Person Meeting**

**How to submit public comments:**

The meetings of the City Council and all municipal entities, commissions, and boards (“the City”) are open to the public. At regularly scheduled meetings, members of the public may address the city on any item listed on the agenda, or on any non-listed matter over which the city has jurisdiction. At special or emergency meetings, members of the public may only address the city on items listed on the agenda. There is a time limitation of two minutes per person. For any item that is not on the agenda and within the jurisdiction or interest of the city, please come to the podium at this time. The Brown Act does not permit any action or discussion on items not listed on the agenda. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item number and subject matter are announced, and the mayor opens Public Comment on the item. When recognized, please begin by providing your name and address for the record (optional). Anyone wishing to submit written information at the meeting needs to furnish ten (10) copies to the City Clerk in advance to allow for distribution to City Council, staff, and the media. Willful disruption of the meeting shall not be permitted. If the Mayor finds that there is in fact willful disruption of any City Council Meeting, he/she may order the disrupting parties out of the room and subsequently conduct the City’s business without them present.

**Americans with Disabilities Act:**

In compliance with the ADA, if you need special assistance to participate in a city meeting or other services offered by the City, please contact the City Clerk’s office, at (661) 792-3091 ext. 2135. Notification of at least 48 hours prior to the meeting, or time when services are needed, will assist the city staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting or services.

**CALL TO ORDER:** Mayor Sally Tafoya

**ROLL CALL:**

Mayor, Sally Tafoya  
Mayor Pro Tem, María T. Pérez  
Council Member/Board Member, Saul Ayon  
Council Member/Board Member, Ricardo Cano  
Council Member/ Board Member, Amador Ayon

## INVOCATION

## PLEDGE OF ALLEGIANCE

**PUBLIC COMMENT:** The public may address the Council/Board Member on items, which do not appear on the agenda. Council/Board Members may respond briefly to statements made or questions posed. They may ask a question for clarification; may refer the item to staff for further study or for placement on a future agenda. **Speakers are limited to two minutes for each person. Please state your name and address for the record prior to making a presentation. Fifteen minutes total will be allowed for any one subject.**

## **DEPARTMENTAL REPORTS**

### **A. Finance Department- Diego Viramontes**

- Community Development/ Finance Office Reconstruction -Temporary Closure

## **ADMINISTRATIVE AGENDA**

1. Report, Discuss, and Possibly Approve Resolution NO. 2022-0121, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2022-23.
2. Report, Discuss, and Possibly Approve Resolution NO. 2022-0122, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING THE CITY'S ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR 2022-23 AND 2022-27 CAPITAL IMPROVEMENT PROGRAM.
3. Report, Discuss, and Possibly Approve Resolution NO. 2022-0123, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING A NEW JOB DESCRIPTION AND SALARY RANGE FOR THE NEW PARKS AND STREETS MAINTENANCE SUPERVISOR CLASSIFICATION, THE RECLASSIFICATION OF MR. JESSE GUERRA FROM THE STREETS SUPERVISOR TO THE NEW PARKS AND STREETS MAINTENANCE SUPERVISOR AND AN APPROPRIATION OF AN ADDITIONAL ANNUAL SUM OF \$5,382.74, FROM THE GENERAL FUND, TO FUND A RECOMMENDED HIGHER SALARY RANGE INCREASE FOR THE PARKS AND STREETS MAINTENANCE SUPERVISOR POSITION AT RANGE 24 STEP "F" AT \$27.51/HOUR.

## ADJOURNMENT

This is to certify this agenda was posted at McFarland City Hall on **November 9, 2022.**



Francisca Alvarado, City Clerk



Peter Cosentini, Assistant City Manager

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Kenneth Williams, City Manager/ Chief of Police

Next Meeting: Regular City Council **November 10, 2022.**

**The City of McFarland does not discriminate based on disability and complies with the provisions of the Americans with Disabilities Act (ADA). If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (661) 792-3091 at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.**

# MEMORANDUM

## CITY OF MCFARLAND

**TO:** Honorable Mayor and Council Members

**FROM:** Kenny Williams, City Manager  
Diego Viramontes, Finance Director

**DATE:** November 10, 2022

**SUBJECT:** Report, Discuss, and Possible Approval of resolution No. 2022-0121 A Resolution of the City Council of the City of McFarland Approving the Annual Appropriations Limit for Fiscal Year 2022-23.

### **SUMMARY:**

Under the Gann Spending-Limitation Initiative (Article XIII B of the State Constitution) adopted as Proposition 4 in June 1979 (and subsequently modified by Proposition 111 in June 1990), the City is required to annually adopt a resolution setting an appropriations limit for the upcoming fiscal year. For 2022-2023, the City's appropriations subject to limitation are about \$2.8 million, which is far less than the calculated limit of \$18.8 million.

### **Background and Key Concepts**

The Gann Spending-Limitation Initiative provides for the limitation of state and local government appropriations. As discussed in the following summary of the major provisions of the Gann Initiative and Proposition 111 modifications, the Gann Initiative is actually a limitation on tax revenues rather than a direct limitation on appropriations.

1. Appropriations subject to limitation may not exceed appropriations made in 1978-79 except as adjusted for increases in the cost of living, population and service responsibility transfers.
2. Appropriations financed through service fees (to the degree that they do not exceed the cost of performing the service), grant programs, fines and forfeitures, and other specified "non-tax" sources are not subject to the appropriations limit. Additionally, appropriations for long-term indebtedness incurred prior to 1978-79, debt service on qualified capital outlays beginning in 1990-91, qualified capital outlays in excess of \$100,000 and increased costs as a result of federally mandated programs, are also excluded from the limit. Essentially, with the exception of major capital-related expenditures, only appropriations funded through tax revenues are subject to limitation.
3. For the purpose of identifying "proceeds from taxes" under the Gann Initiative, state subventions that are unrestricted as to their use are considered to be tax sources. On the other hand, the use of subventions like gas tax and transportation development act funds is restricted by the State, and as such, is classified as non-tax sources.

4. Under the original Gann Initiative, all proceeds from taxes received in excess of the appropriations limit were required to be returned through refunds or revisions in tax rates and fee schedules within the next two fiscal years; or voter approval to increase the appropriations limit was required. Proposition 111 provides a one-year carryover feature to determine excess revenues under which refunds can be avoided if in the subsequent year the City is below the limit by the amount of the prior year excess. Any voter-approved increase to the appropriations limit cannot exceed four years.
5. Originally, the Gann Initiative was self-executing, requiring no formal review; however, Proposition 111 requires that the annual calculation be reviewed as part of the annual financial audit.
6. Major concepts in implementing the Gann Initiative as modified by Proposition 111 include: appropriations funded through tax sources are subject to the limit, not actual expenditures; and any excess of actual tax revenues over the appropriations limit, not actual expenditures or appropriations, are subject to refund.

### Adjustment Factors

The annual adjustment factors for changes in population and cost of living for the appropriations limit calculation must be selected by a recorded vote of the Council, and include the following:

1. **Population.** Based on data provided annually by the State Department of Finance, cities may annually choose either the growth in their city's or the county's population.

For this year's calculation, the City's population growth factor of -.94% (which was lower than the County's factor of 0.05%) is the recommended adjustment factor.

2. **Cost of living.** Local governments may annually choose either the percentage change in California per capita personal income or the percentage change in their jurisdiction's assessed valuation that is attributable to non-residential new construction.

For this year's calculation, due to delays in obtaining the assessed valuations from the Kern County Assessor Office, the percentage change in California per capita personal income is the recommended adjustment factor at 7.55%.

### Calculation Summary

The City's appropriations limit for 2022-23 is \$18,768,857 calculated as follows:

<b>Appropriations Limit Adjustment Calculation</b>	
Prior Year Appropriations Limit	17,616,884.0
Population Change - (.94%)	0.9906
Cost of Living Change (Per Capita) - 7.55%	1.0755
Combined Adjustment Factor (.9906 * 1.0755)	1.0654
Adjusted Limit	18,768,857

**RECOMMENDATION:**

Staff recommends the City Council discuss and possibly adopt the attached resolution establishing the City's 2022-23 Appropriations Limit.

**FISCAL IMPACT:**

There is no negative fiscal impact resulting from adoption of the City's 2022-23 appropriations limit.

**ATTACHMENTS:**

1. Resolution No. 2022-0121

**RESOLUTION NO. 2022- 0121**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND  
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LMIT FOR THE  
FISCAL YEAR 2022-23**

**WHEREAS**, the voters of California on November 6, 1979, added Article XIII B to the State Constitution placing various limitations on the appropriations of the state and local governments; and

**WHEREAS**, Article XIII B provides that the appropriations limit for Fiscal Year 2022-23 is to be calculated by adjusting the base year appropriations of Fiscal Year 1978-1979 for changes in the per capita cost-of-living and population; and

**WHEREAS**, the City of McFarland has complied with all provisions of Article XIII B, as amended, in determining the appropriations limit for the Fiscal Year 2022-23; and

**WHEREAS**, pursuant to California Government Code Section 7910, the documentation provided by the Finance Director upon which the determination and establishment of this resolution is based and is on file with and available for public inspection in the office of the City Clerk for fifteen (15) days prior to the date of adoption of this resolution.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of McFarland that the Appropriations Limit for Fiscal Year 2022-23 is \$18,768,857.

PASSED AND ADOPTED at a special meeting of the City Council of the City of McFarland on the 10<sup>th</sup> day of November 2022 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Francisca Alvarado, City Clerk

CITY OF MCFARLAND:

\_\_\_\_\_

Sally Tafoya, Mayor

I, \_\_\_\_\_, City Clerk of the City of McFarland, California, DO HEREBY CERTIFY that the foregoing resolution is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of McFarland on the date and by the vote indicated herein.

\_\_\_\_\_  
Francisca Alvarado, City Clerk

# MEMORANDUM

## CITY OF MCFARLAND

**TO:** Honorable Mayor and Council Members

**FROM:** Kenny Williams, City Manager  
Diego Viramontes, Finance Director

**DATE:** November 10, 2022

**SUBJECT:** Report, Discuss, and Possible Approval of resolution No. 2022-0122 A Resolution of the City Council of the City of McFarland Approving the City's annual operating budget for the fiscal year 2022-23 and 2022-27 Capital Improvement Program.

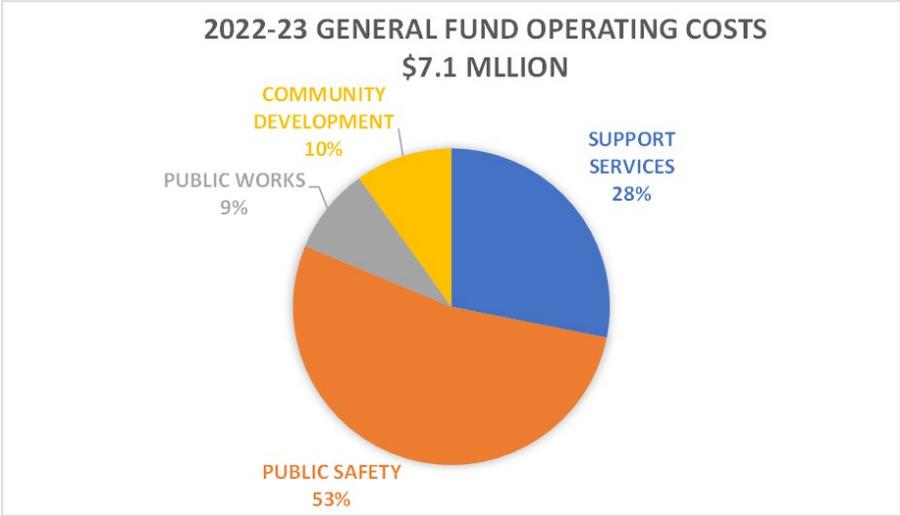
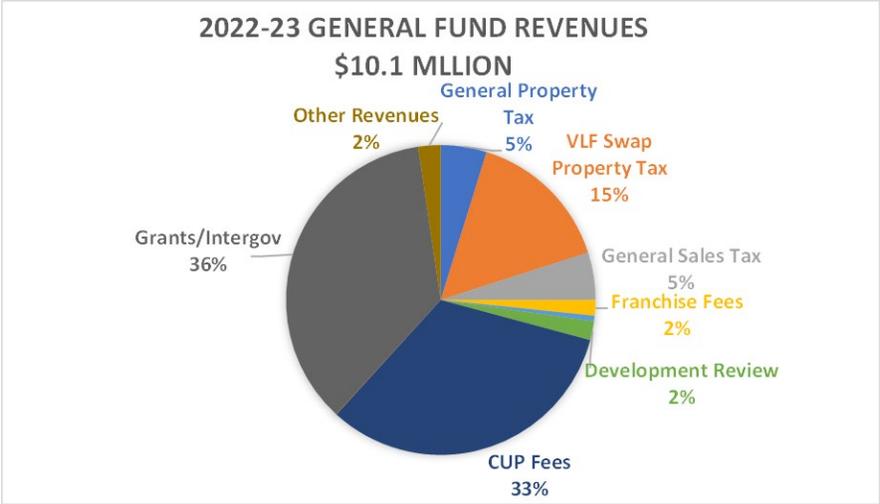
### **SUMMARY:**

Attached is the preliminary City of McFarland Annual Operating Budget for the fiscal year 2022-23 and 2022-27 Capital Improvement Program which is being presented to the City Council for approval. As summarized below, the Council has held two budget-related workshops leading to the recommended adoption this evening.

<b>October 28</b>	<b>2022-23 Preliminary Budget Issuance</b>
November 1	Preliminary Budget Review: Overview, General Fund, CIP and Staffing
November 3	Preliminary Budget Review: Revisions and Enterprise Funds
November 10	Budget adoption

### **GENERAL FUND OVERVIEW**

Staff estimates that the unassigned Fund Balance in the General Fund will be at 6% of operating expenditures (\$462,702) which is far below the City's target of 35%. The short-term solution to offset the funding shortfall in the General Fund is to utilize the remaining ARPA monies to fund the Kern County Fire Services contract for fiscal years 2022-23 (\$598,882) and 2023-24 (\$771,640), as well as fund fiscal year 2023-24 public safety costs in the amount of \$1,178,602 in order to combat the effects of the conclusion of the COPS grant award. These actions should allow the City to maintain existing service levels for the next two fiscal years. In the long-term, however, it is critical that the City take more aggressive approaches to increase revenue sources and review operational efficiencies to lower operating costs. As mentioned previously, the City will be including tax measures on the upcoming 2022 ballot to address the long-term needs of the City's General Fund. These ballot measures are critical to the long-term sustainability of General Fund Operations. Additionally, the City is actively pursuing future commercial and residential development opportunities, as well as reviewing its current organizational structure to identify potential cost savings.



**ENTERPRISE FUNDS OVERVIEW**

Two of the City’s three major enterprise funds – sewer and water – are facing major fiscal challenges in aligning revenues with needed operating and capital costs in delivering these essential services. While each of these funds have adequate working capital balances to fund services and improvements in 2022-23, the tough facts are that working capital balances are far below levels necessary to fund long-term capital needs in the Sewer and Water funds. The City is diligently working on pursuing grant funding through the State Water Resources Control Board (SWRCB) to assist with funding our current and long-term capital needs for Sewer (\$20 million) and Water (\$24.8 million). Should the SWRCB approve the City’s requests, we should see modest increases in utility rates. If the City is denied its grant funding request, we must turn to long-term financing to fund our sewer and water capital projects which will have a significant impact on utility rates.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

The CIP provides a summary of all projects by type and funding source. This summary is provided in the CIP section of the Budget. The first year of the CIP is adopted with the operating budget.

***Ambitious program for improvements.*** In alignment with one of Council's top goals for 2022-23 for sustainable infrastructure, the CIP presents an ambitious program of improvements for 2022-23 and the four years, summarized as by funding source and category as follows:

### **CIP SUMMARY BY FUNDING SOURCE AND CATEGORY BY YEAR**

	2022-23	2023-24	2024-25	2025-26	2026-27
<b>CIP Projects By Funding Source</b>					
Capital Outlay Fund					
General Fund	15,000	-	-	-	-
General Fund: GEO CUP Fees	694,679	-	-	-	-
Grants	3,398,473	-	-	-	-
Gas Tax/SB1	1,496,448	396,847	-	-	-
Development Impact Fee Fund	78,283	-	-	-	-
<b>Total Capital Outlay Fund</b>	<b>5,682,883</b>	<b>396,847</b>	<b>-</b>	<b>-</b>	<b>-</b>
American Rescue Plan Act (ARPA)	578,000	-	-	-	-
<b>Enterprise Funds</b>					
Sewer	215,000	460,000	4,552,000	8,117,000	7,139,000
Water	880,000	9,085,000	12,790,000	6,045,000	50,000
Refuse	-	-	-	-	-
Transit	54,000	-	1,200,000	-	-
Total Enterprise Funds	1,149,000	9,545,000	18,542,000	14,162,000	7,189,000
<b>TOTAL</b>	<b>7,409,883</b>	<b>9,941,847</b>	<b>18,542,000</b>	<b>14,162,000</b>	<b>7,189,000</b>

### **CIP Projects By Category**

	2022-23	2023-24	2024-25	2025-26	2026-27
City Buildings and Facilities	15,000	-	-	-	-
Park Improvements	2,311,454	-	-	-	-
Streets & Transportation	3,434,429	396,847	-	-	-
Sewer System	215,000	460,000	4,552,000	8,117,000	7,139,000
Water System	1,380,000	9,085,000	12,790,000	6,045,000	50,000
Refuse System	-	-	-	-	-
Transit	54,000	-	1,200,000	-	-
<b>TOTAL</b>	<b>7,409,883</b>	<b>9,941,847</b>	<b>18,542,000</b>	<b>14,162,000</b>	<b>7,189,000</b>

### **Next Steps**

With Council adoption of the Fiscal Year 2022-23 Budget, staff will prepare and distribute a final, bound version. Along with printed distribution, the Budget will also be published on the City's website.

### **RECOMMENDATION:**

Staff recommends the City Council discuss and possibly adopt the attached resolution approving the Annual Operating Budget for fiscal year 2022-23 and 2022-27 Capital Improvement Program.

### **ATTACHMENTS:**

1. Resolution No. 2022-0122
2. City of McFarland Annual Operating Budget and Capital Improvement Program for Fiscal Year 2022-23

**RESOLUTION NO. 2022- 0122**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND  
APPROVING THE CITY’S ANNUAL OPERATING BUDGET FOR THE FISCAL  
YEAR 2022-23 AND 2022-27 CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, the City Manager has submitted the 2022-23 Preliminary Budget and 2022-27 Capital Improvement Program (CIP) to the City Council for its review and consideration in accordance with the strategic goals and policies established by the City Council, and in accordance with Section 2.16.120 of the Municipal Code; and

**WHEREAS**, the 2022-23 Budget is based upon extensive City Council review and discussion after two budget workshops and hearings; and

**WHEREAS**, the City of McFarland has complied with all provisions of Article XIII B, as amended, in determining the appropriations limit for the Fiscal Year 2022-23.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of McFarland that it hereby finds and determines as follows:

- 1) The 2022-23 Operating Budget and 2022-27 Capital Improvement Program are hereby adopted as presented in the Preliminary Budget and CIP, with modifications approved by the City Council on November 3, 2022.

PASSED AND ADOPTED at a special meeting of the City Council of the City of McFarland on the 10<sup>th</sup> day of November 2022 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Francisca Alvarado, City Clerk

CITY OF MCFARLAND:

\_\_\_\_\_

Sally Tafoya, Mayor

I, \_\_\_\_\_, City Clerk of the City of McFarland, California, DO HEREBY CERTIFY that the foregoing resolution is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of McFarland on the date and by the vote indicated herein.

\_\_\_\_\_  
Francisca Alvarado, City Clerk

# MEMORANDUM

## CITY OF MCFARLAND

**TO:** Honorable Mayor and Council Members

**FROM:** Peter Cosentini, Assistant City Manager

**DATE:** November 10, 2022

**SUBJECT:** Report, Discuss, and Possible Approval of Resolution number 2022-0123 approving a Parks and Streets Maintenance Supervisor job description, new salary range, the reclassification of Mr. Jesse Guerra from the Street Supervisor to the Parks and Streets Maintenance Supervisor and an annual appropriation of \$5,382.74 to pay for the raise in pay for the employee being reclassified.

**SUMMARY:** The current need of the City's Public Works Department is for a combined Parks and Streets Maintenance Supervisor to oversee staff, assure quality of work, and ensure the successful completion of the day-to-day activities within the department.

The staff is recommending the approval of the submitted job description which combines the supervisory roles for Parks and Streets under one position classification of Parks and Streets Maintenance Supervisor.

Part of this action is taking the current Street Supervisor, Mr. Jesse Guerra, and reclassify him to the Parks and Streets Maintenance Supervisor.

The staff is recommending raising the salary range from range 20 "F" step \$40,496 annually for the Streets Supervisor to range 24 "F" step \$57,220 annually for the Parks and Streets Maintenance Supervisor.

Staff is also recommending an appropriation of an additional annual sum of \$5,381.64, from the general fund, to pay for the raise given to the Parks and Streets Maintenance Supervisor in recognition for his added work load and areas of responsibility.

**RECOMMENDATION:** It is recommended that the City Council of the City of McFarland adopt resolution number 2022-0123 approving a new job description, salary range, reclassification of Mr. Jesse Guerra from Streets Supervisor to Parks and Streets Maintenance Supervisor and an appropriation of an additional annual sum of money of \$5,381.64, from the general fund, to fund the raise in pay for the Parks and Streets Maintenance Supervisor.

**FISCAL IMPACT:** The Streets Supervisor is currently at Salary Range 20. The proposed new salary range, 24, for the new Parks and Streets Maintenance Supervisor is also listed below.

Range 20- Street Supervisor

Step A: \$19.47

Step F: \$24.92

Bi-Weekly: \$1,557.57- \$1,993.80 (+benefits)

Yearly: \$40,496.82- \$51,838.80 (+benefits)

The new recommended salary range is range 24- Parks and Streets Maintenance Supervisor

Step A: \$21.49

Step F: \$27.51

Bi-Weekly: \$1,719.27 - \$2,200.79 (+benefits)

Yearly: \$44,701.02 - \$57,220.54 (+benefits)

**ATTACHMENTS:** New Job Description  
Resolution- 2022-0123



401 W. Kern Avenue  
McFarland, CA  
93250  
661-792-3091 Office  
661-792-3093 Fax

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**City of McFarland  
Parks and Streets Maintenance Supervisor**

**Hourly:** \$21.49-\$27.51

**Salary Range 24:** \$1,719.27-\$2,200.79

**POSITION SUMMARY:**

Under the direction of the Public Works Director, serves as Supervisor for the City's Public Works Department, supervises, schedules, plans, coordinates and directly participates in the activities of assigned maintenance work crews; is directly responsible for maintaining City facilities, Streets, and or Parks depending on area of assignment; provides general maintenance assistance to City Departments; prepares maintenance records; and performs other related duties depending on assigned area of responsibility.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:**

- The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.
- Provides supervision, oversight, and direct participation in the day-to day operations of either the City Parks / Grounds Division or the Streets Division depending on assignment. Including but not limited to maintenance, operations, equipment repairs, and other duties related to the daily operations of their assigned area of responsibility.
- Participates in the developing, administering, and monitoring of the budget for their assigned area of responsibility.
- Supervises, trains, and evaluates the performance of assigned personnel, monitors and ensures staff compliance with departmental policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by assigned staff.
- Determines personnel, equipment and materials needed for work assignments working with outside vendors within the adopted City policies for procurement wherever necessary.
- Monitors and ensures that all facilities, systems, and equipment are safely and properly maintained in accordance with all applicable best practices and or regulatory requirements.
- Conducts inspections of Parks, Grounds, Buildings, Streets/Roads, Signs, and other elements associated with their area of assigned responsibility to identify and determine areas in need of maintenance and or improvement.
- Explains and ensures the safe and proper use of equipment, materials, methods, and procedures.

- Observes and assesses operational practices; recommends and implements changes necessary to improve operation effectiveness and / or efficiency within their assigned area of responsibility.
- Responds to all customer issues as they relate to their area of responsibility as assigned.
- Determine and coordinate the equipment, personnel, and materials for special projects in respect to their area of assigned responsibility.
- Complete and compile a variety of work reports and maintenance work records as they relate to their area of assigned responsibility.
- Acquires, monitors, and supervises outside contractors wherever applicable to the needs of their area of assigned responsibility.
- Responds to emergency and after hour calls when needed.
- Performs other related duties as required.

### **QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

#### **Education:**

1. High School Diploma or Equivalent.

#### **Experience:**

2. One year customer service experience.
3. Three years of progressively responsible and varied experience involving the design, construction, maintenance, and operations of a variety of public works facilities including streets, parks maintenance and buildings.
4. One year in a supervisory capacity.
5. Or an equivalent combination of education and experience.

#### **Knowledge of-**

- Public Works Department operations, policies, and procedures.
- Principles and best management practices associated with buildings, grounds, parks, streets and facilities maintenance and construction.
- Both State and Federal regulations governing the maintenance of public buildings, grounds, streets and other related facilities / equipment.
- Various types of construction and maintenance equipment relative to Public Works Operations.
- Safe handling procedures for a variety of chemicals and fertilizers.
- Maintenance records, reports, and documentation.
- Inventory control procedures.
- Common landscape pests and diseases and how to eradicate them.
- General supervisory principles, practices, and methods.
- Basic computer and software programs such as or similar to Microsoft Word or Excel.

#### **Skilled in –**

- Leading and coordinating the activities of maintenance work crews
- The tasks necessary to properly repair and maintain City Streets, Facilities, Grounds, Parks, Buildings and related Facilities
- Establishing and maintaining cooperative working relationships with work crew personnel, City Departments, outside agencies, vendors, suppliers, and the general public.

**Ability to-**

- Work is performed in both indoor and outdoor environments.
- Subject to sitting, typing, standing, walking, bending, reaching, crouching, climbing ladders, working at heights, operating equipment, performing manual labor, and lifting of objects up to 50 lbs.
- Exposure to variable weather conditions, dust, vehicle traffic, machinery with moving parts, and noise from equipment operations, hazardous materials/chemicals, and infectious diseases is involved.

**License & Certificate-**

- Must possess a valid California Driver's License.
- Possession of a Qualified Applicator Certificate as issued by the California Department of Pesticide regulation licensing/Certification Program within six months of employment.

**Other** – Bilingual fluency in English and Spanish is desirable

**The City of McFarland offers an excellent benefit package including:**

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1 yr. base salary with a minimum of \$50,000
- Retirement - Deferred Compensation 401(k)-The City of McFarland contributes an additional 10% of an employee's pay each pay period into 401(k) plan, at no cost to the employee.
- **The City of McFarland is not a PERS (Public Employment Retirement System) agency.**
- Supplemental life insurance (Optional)
- American Fidelity Insurance (Optional)
- Section 125 plan participation
- 12 vacation days, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay

**EQUAL OPPORTUNITY EMPLOYER:** The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.

RESOLUTION NO. 2022-0123

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING A NEW JOB DISCRIPTION AND SALARY RANGE FOR THE NEW PARKS AND STREETS MAINTENANCE SUPERVISOR CLASSIFICATION, THE RECLASSIFICATION OF MR. JESSE GUERRA FROM THE STREETS SUPERVISOR TO THE NEW PARKS AND STREETS MAINTENANCE SUPERVISOR AND AN APPROPRIATION OF AN ADDITIONAL ANNUAL SUM OF \$5,382.74, FROM THE GENERAL FUND, TO FUND A RECOMMENDED HIGHER SALARY RANGE INCREASE FOR THE PARKS AND STREETS MAINTENANCE SUPERVISOR POSITION AT RANGE 24 STEP "F" AT \$27.51/HOUR.

WHEREAS, the City Council of the City of McFarland has approved a continuing budget resolution for fiscal year 2022/2023.

WHEREAS, the City Council believes it is necessary to approve a higher salary range and a new job description for the Parks and Streets Maintenance Supervisor, within the Public Works Department; and

WHEREAS, the staff has created a new job description for the Parks and Streets Maintenance Supervisor classification; and

WHEREAS, the City Council is reclassifying the current Streets Supervisor, Mr. Jesse Guerra, to the new Parks and Streets Maintenance Supervisor position.

WHEREAS, the current salary range for the Streets Supervisor position is range 20 \$40,496. to \$51,838.80 annually. The newly proposed salary range for the Parks and Streets Maintenance Supervisor is range 24 \$44,701.02 to \$57,220.54.

WHEREAS, the City Council is approving an appropriation of the additional annual sum of \$5,381.64 for the funding of the Parks and Streets Maintenance Supervisor position at the new higher salary range at F step.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of McFarland that it hereby finds and determines as follows:

- 1) The foregoing recitals are true and correct and incorporated herein as if set forth in full.
- 2) The City Manager is hereby authorized to reclassify Jesse Guerra from a Streets Supervisor to a Parks and Streets Maintenance Supervisor.
- 3) The City Manager is hereby authorized to raise the pay of Mr. Guerra to range 24 "F" step \$57,220.54 annually.
- 4) The City Council has created the new classification and job description of Parks and Streets Maintenance Supervisor.
- 5) The City Council has created a new salary range for the Parks and Streets Maintenance Supervisor position.
- 6) The City has approved an annual appropriation of \$5,381.64 from the general fund to fund the higher salary range for the Parks and Streets Maintenance Supervisor.

- 7) The City Clerk shall certify to the passage and adoption of this resolution.
- 8) This resolution is effective immediately.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland on the 10th day of November 2022 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Francisca Alvarado, City Clerk

CITY OF MCFARLAND:

\_\_\_\_\_  
Sally Tafoya, Mayor

I, \_\_\_\_\_, City Clerk of the City of McFarland, California, DO HEREBY CERTIFY that the foregoing resolution is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of McFarland on the date and by the vote indicated herein.

\_\_\_\_\_  
Francisca Alvarado, City Clerk