

YREKA CITY COUNCIL
AGENDA

September 3, 2015 – 6:30 P.M.

Yreka City Council Chamber 701 Fourth Street, Yreka, CA

The full agenda packet can be found on the City's website www.ci.yreka.ca.us/council

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: This is the time for public comments. Council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. If you are here to make comments on a specific agenda item, you may speak at that time. If not, this is the time. Please limit your remarks to 5 minutes.

SPEAKERS: Please speak from the podium. State your name and mailing address so that City Staff can respond to you in regard to your comments, or provide you with information, if appropriate. You are not required to state your name and address if you do not desire to do so.

1. Discussion/Possible Action - Consent Calendar: All matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item. The City Manager recommends approval of the following consent calendar items:
 - a. Approval of Minutes of the meeting held August 20, 2015.
 - b. Approval/ratification of payments issued from August 21 through September 3, 2015.
2. Discussion/Possible Action – Adopt Resolution approving requests associated with the special event known as the Yreka Breast Cancer Run & Walk.
3. Presentation/Discussion – Opengov Implementation Project (Financial Transparency Project).
4. Discussion/Possible Action – Allocate the radio system cost to the YPD building fund (estimated \$57,000) and appropriate in the 2015-16 budget an additional \$25,000 to the current \$35,000 to cover the full cost for acquisition of two administrative vehicles for the police department administrators and investigative officers.
5. Discussion/Possible Action – Adopt Resolution approving agreement for Services between the City of Yreka and Koff and Associates and authorize the City Manager to execute the necessary agreements for Classification Study.

City Manager Report

Council Statements and Requests: Members of the Council may make brief announcements, reports, or request staff to report to Council on any matter at a subsequent meeting.

CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation
Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code:
(Number of cases to be discussed – 1 - The names of the parties are not disclosed as it is believed

that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

RETURN TO OPEN SESSION: Announcement of any action taken by the City Council in Closed Session required by the Ralph M. Brown Act. (Government Code Section 54950 et. seq.)

Adjournment.

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a public accessible place, 72 hours in advance of the meeting.

All documents produced by the City which are related to an open session agenda item and distributed to the City Council are made available for public inspection in the City Clerk's Office during normal business hours.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 841-2324 or by notifying the Clerk at casson@ci.yreka.ca.us.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON AUGUST 20, 2015

On the 20th day of August 2015, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Bryan Foster, John Mercier, and David Simmen. Absent – Joan Smith Freeman.

Consent Calendar: Mayor Mercier announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval of Minutes of the meeting held August 6, 2015
- b. Approval/ratification of payments issued from August 7 through August 20, 2015.
- c. Adopt Resolution approving requests associated with Yreka Chamber of Commerce Special Event to be held on September 26, 2015 known as the “Sizzlin September Car Show and Shine”.

Following Council discussion, Councilmember Foster moved to approve the items on the consent calendar as submitted.

Councilmember Simmen seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Adopt Ordinance of the City Council of the City of Yreka repealing Chapter 12.12 entitled Enacting “Water Limitations” and Sections 12.04.280 and 12.04.290 of the Yreka Municipal Code, and supplanting them with Chapter 12.12 entitled “Water Efficiency” and finding the adoption of this ordinance to be exempt from CEQA, and waive the reading of the body of the Ordinance.

Mayor Mercier noted for the record that the Council received a second e-mail from Alexander Macilraith, Legislative Aide on behalf of the California Pool and Spa Association and a letter dated August 17, 2015 from John A. Norwood, President, California Pool & Spa Association, both in opposition to the proposed Ordinance relating to the Pool Permit Moratorium.

City Manager Steve Baker reported that this is the second reading of this Ordinance, which was introduced at the City Council meeting held August 6, 2015.

This proposed ordinance contains 5 water conservation stages ranging from Stage One, which is standard water conservation rules that are in place year round to stage five (water emergency). These stages mirror the stages in the Urban Water Management Plan and are increasingly restrictive as they increase. The City is currently in a Stage two (water alert) status, which restricts watering of landscaping to three days a week as well as other water conservations measures. The ordinance also contains fines and remedies for people using excessive water. If adopted tonight, the Ordinance will become effective immediately.

Following the reading of the title of the Ordinance and Council discussion, Councilmember Foster moved to waive the reading of the body of the Ordinance and to adopt the Ordinance as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Adopt Resolution # 2015-30 adopting regulations and restrictions on the delivery and consumption of water within the city's service area.

City Manager Baker reported that the Ordinance adopted tonight implements the City's structure for water conservation. This resolution implements the temporary rules enacted by the Governor and State Water Resources Control Board due to the current drought in California. These are designed to be temporary, during the term of the drought, so are contained or referenced separately. The resolution allows the restrictions to stay in place as long as the drought emergency exists, currently through February 2016, then either expire if the drought is over or renewed if the drought regulations continue.

Following Council discussion, Councilmember Foster moved to adopt the Resolution as submitted, and to appoint the City Attorney to draft a summary of the Resolution for publication.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

2. Personnel pursuant to Government Code §54957, consider public employee performance evaluation for the position of City Attorney.

RETURN TO OPEN SESSION: Upon return to open session, City Manager Baker reported that no reportable action was taken in closed session.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion September 3, 2015

Elizabeth E. Casson, City Clerk

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 08/26/2015 - 12:17PM
 Batch: 00011.08.2015



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527 FPA-88867	ACME COMPUTER INV FPA-88867	3,375.00	09/04/2015	Check Sequence: 1 01-050-0000-525-000	ACH Enabled: False
	Check Total:	3,375.00			
Vendor: 1011 LMED1164736	AMERICAN LINEN INV LMED1164736	25.00	09/04/2015	Check Sequence: 2 01-200-0000-526-000	ACH Enabled: False
	Check Total:	25.00			
Vendor: 4301 6493654 6868142 6902000 6910928 6942934 6942935 6942939 6943742 6943742	AT&T CALNET 2 CM 6493654 INV 6868142 INV 6902000 INV 6910928 CM 6942934 CM 6942935 CM 6942939 INV 6943742 INV 6943742	-51.10 161.23 520.79 29.23 -49.47 -51.10 -93.70 117.88 117.87	09/04/2015 09/04/2015 09/04/2015 09/04/2015 09/04/2015 09/04/2015 09/04/2015 09/04/2015 09/04/2015	Check Sequence: 3 70-510-0000-517-000 01-200-0000-517-000 01-200-0000-517-000 01-200-0000-517-000 01-300-0000-517-000 80-560-0000-517-000 01-020-0000-517-000 70-030-0000-517-006 80-030-0000-517-006	ACH Enabled: False
	Check Total:	701.63			
Vendor: 1024 641166 9-12/15 641266 9-12/15	BAY ALARM COMPANY ACCT 641166 9-12/15 ACCT 641266 9-12/15	123.87 122.90	09/04/2015 09/04/2015	Check Sequence: 4 01-020-0000-517-004 01-350-0000-517-004	ACH Enabled: False
	Check Total:	246.77			
Vendor: 1041 09/04/15	RON BLACK SEPTEMBER 2015	682.00	09/04/2015	Check Sequence: 5 01-200-0000-521-004	ACH Enabled: False
	Check Total:	682.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1034	RAY BOUTIN			Check Sequence: 6	ACH Enabled: False
TRNG 9/21-23	TRNG 9/21-23 MCCLELLAN	767.00	09/04/2015	01-200-6506-513-004	
	Check Total:	767.00			
Vendor: 1043	BUDGE-MCHUGH			Check Sequence: 7	ACH Enabled: False
148109	INV 148109 - METER BALL VALVES (2) - B4	206.31	09/04/2015	71-500-0000-450-001	
148109A	INV 148109A - METER BALL VALVES (2) - B	155.41	09/04/2015	71-500-0000-450-001	
	Check Total:	361.72			
Vendor: 1048	CA RURAL WATER ASSN			Check Sequence: 8	ACH Enabled: False
09/04/15	INV DATE 09/23 - 9/24, 2015 - FOR MITCHEL	250.00	09/04/2015	80-560-0000-513-000	
09/04/15	INV DATE 09/23 - 9/24, 2015 - FOR JOESEPH	250.00	09/04/2015	80-560-0000-513-000	
	Check Total:	500.00			
Vendor: 2272	TRAVIS COOKE			Check Sequence: 9	ACH Enabled: False
TRNG 9/21-23	TRNG 9/21-23 MCCLELLAN	767.00	09/04/2015	01-200-6506-513-004	
	Check Total:	767.00			
Vendor: 1698	WARREN DRESSLER			Check Sequence: 10	ACH Enabled: False
949	INV 949 - REPAIR TO DRAIN ON MINI SPLI	127.50	09/04/2015	01-200-0000-521-000	
	Check Total:	127.50			
Vendor: 1424	EC FIOCK & SONS			Check Sequence: 11	ACH Enabled: False
09/04/15	BIOSOLIDS LEASE	2,268.88	09/04/2015	80-560-0000-421-001	
	Check Total:	2,268.88			
Vendor: 1916	G & G HARDWARE (POLICE)			Check Sequence: 12	ACH Enabled: False
192908	INV 192908 - LOCK MRAP	29.01	09/04/2015	01-200-0000-516-000	
193432	INV 193432 - FILTERS	3.20	09/04/2015	01-200-0000-521-000	
193879	INV 193879 - ROLLER & PAINTBRUSH	12.86	09/04/2015	01-230-0000-416-000	
	Check Total:	45.07			
Vendor: 1911	G & G HARDWARE (PUBLIC WORKS)			Check Sequence: 13	ACH Enabled: False
192695	INV 192695 - V-BELT 1/2" X 46" FOR COMM.	18.25	09/04/2015	01-480-0000-521-000	
192707	INV 192707 - CONN WIRE FOR COMM. CEN	2.46	09/04/2015	01-480-0000-521-000	
192712	INV 192712 - WORK T-SHIRTS FOR WEED S	42.98	09/04/2015	20-313-0000-416-000	
192760	INV 192760 - RAKES - (2) FOR PARKS	39.75	09/04/2015	01-400-0000-416-000	
192827	INV 192827 - DIGITAL MULTIMETER, GRE	45.62	09/04/2015	01-400-0000-416-018	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
192831	INV 192831 - CM 8-PIECE HEX FOLDUP DUI	16.11	09/04/2015	01-400-0000-416-018	
193087	INV 193087 - SPRINKLERS, POP-UPS, WREN	138.14	09/04/2015	01-400-0000-416-018	
193128	INV 193128 - SISKIYOU LAWN MIX FOR PA	21.41	09/04/2015	01-400-0000-416-000	
193149	INV 193149 - DRUM SANDER & COARSE W	9.12	09/04/2015	70-500-0000-422-000	
193198	INV 193198 - PIPE, COUPLER, TEE, & CAP F	16.78	09/04/2015	01-400-0000-416-018	
193205	INV 193205 - PIPE ETC FOR NEWTON PARK	3.93	09/04/2015	01-400-0000-416-018	
193207	INV 193207 - TAMPER W/ HANDLE FOR STI	42.99	09/04/2015	20-310-0000-422-000	
193338	INV 193338 - GALV. NIPPLE & ELBOW FOR	15.65	09/04/2015	70-500-0000-420-010	
193424	INV 193424 - THREADED SEAL TAPE & FAS	14.05	09/04/2015	71-500-0000-450-001	
193425	INV 193425 - DOUBLE SNAP BOLTS FOR ST	3.75	09/04/2015	01-090-0000-516-000	
193436	INV 193436 - FASTENERS 7 HOSE CLAMP F	5.86	09/04/2015	01-200-0000-521-000	
193463	INV 193463 - NIPPLES & COUPLINGS FOR V	14.80	09/04/2015	70-500-0000-420-010	
193495	INV 193495 - POP-UPS FOR NEWTON PARK	53.72	09/04/2015	01-400-0000-416-018	
193520	INV 193520 - POP-UPS FOR K9 DOG PARK II	24.71	09/04/2015	01-400-0000-416-018	
193548	INV 193548 - MOTH BALLS & METAL TAPE	17.72	09/04/2015	70-500-0000-450-001	
193561	INV 193561 - BRASS DRAIN VALVE FOR SH	4.83	09/04/2015	01-400-0000-416-018	
193590	INV 193590 - TAPE (100') RULER FOR CAMP	21.49	09/04/2015	01-400-0000-422-000	
193735	INV 193735 - PVC UNION FOR L. GREENHO	10.74	09/04/2015	01-400-0000-416-018	
193740	INV 193740 - ELBOW, CEMENT, PRIMER, AI	31.43	09/04/2015	01-400-0000-416-018	
193745	INV 193745 - ELBOWS & COUPLERS FOR L.	7.05	09/04/2015	01-400-0000-416-018	
193766	INV 193766 - RID-X SEPTIC TREATMENT &	48.47	09/04/2015	01-400-0000-416-000	
193833	INV 193833 - GREASE CLEANER FOR SEWE	5.36	09/04/2015	80-550-0000-420-003	
193857	INV 193857 - BUTT CONNECTOR, BATTERY	10.61	09/04/2015	01-400-0000-416-018	
193889	INV 193889 - FASTENERS, BRUSH, CLEAR S	33.71	09/04/2015	01-480-0000-521-000	
193899	INV 193899 - SCHED. 40 PLUG FOR DOVE L	5.55	09/04/2015	71-500-0000-450-001	
193947	INV 193947 - KITCHEN SPRAY HEAD FOR S	8.59	09/04/2015	01-370-0000-521-000	
193998	INV 193998 - TRAPS & FLEX COUPLERS FO	26.31	09/04/2015	01-400-0000-416-000	
193999	INV 193999 - PAINT FOR COM. CENTER	35.20	09/04/2015	01-480-0000-521-000	
194013	INV 194013 - NIPPLES FOR WATER METER	13.95	09/04/2015	71-500-0000-450-001	
194032	INV 194032 - SPRAYER, CONNECTOR ETC.,	34.19	09/04/2015	01-400-0000-416-018	
194087	INV 194087 - PIPE INSULATION & ELBOW F	11.26	09/04/2015	01-400-0000-416-000	
194145	INV 194145 - PIPE INSULATION FOR CAMP	3.75	09/04/2015	01-400-0000-416-000	
	Check Total:	860.29			
Vendor: 1137	GERARD PELLETIER TRANSFER (PW)			Check Sequence: 14	ACH Enabled: False
3483	INV 3483 ACCT 165	54.00	09/04/2015	01-370-0000-518-004	
3515	INV 3515 ACCT 165	25.00	09/04/2015	80-560-0000-420-003	
3802	INV 3802 ACCT 165	249.66	09/04/2015	20-311-0000-420-001	
3809	INV 3809 ACCT 165	204.63	09/04/2015	20-311-0000-420-001	
3818	INV 3818 ACCT 165	168.72	09/04/2015	20-311-0000-420-001	
3822	INV 3822 ACCT 165	176.13	09/04/2015	20-311-0000-420-001	
3824	INV 3824 ACCT 165	151.62	09/04/2015	20-311-0000-420-001	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3834	INV 3834 ACCT 165	143.64	09/04/2015	20-311-0000-420-001	
4793	INV 4793 ACCT 165	83.22	09/04/2015	01-370-0000-518-004	
	Check Total:	1,256.62			
Vendor: 2142	DOHN HENION			Check Sequence: 15	ACH Enabled: False
09/04/15	SEPTEMBER 2015 (1)	1,250.00	09/04/2015	01-040-0000-525-001	
	Check Total:	1,250.00			
Vendor: 23080	JIM WILSON MOTORS			Check Sequence: 16	ACH Enabled: False
47532	INV 47532	46.92	09/04/2015	01-200-0000-520-360	
	Check Total:	46.92			
Vendor: 1406	KUBWATER RESOURCES			Check Sequence: 17	ACH Enabled: False
5072	INV 5072 - 2,200 LBS. ZETAG POLYMER	6,527.40	09/04/2015	80-560-0000-416-004	
	Check Total:	6,527.40			
Vendor: 1400	MADRONE HOSPICE			Check Sequence: 18	ACH Enabled: False
09/04/15	SEPTEMBER 2015	5,625.00	09/04/2015	01-090-0000-560-004	
	Check Total:	5,625.00			
Vendor: 2192	MALLORY SAFETY & SUPPLY LLC			Check Sequence: 19	ACH Enabled: False
3971657	INV 3971657 DEFIB PADS	70.18	09/04/2015	01-200-0000-416-000	
	Check Total:	70.18			
Vendor: 2077	MERCHANTS CREDIT BUREAU			Check Sequence: 20	ACH Enabled: False
945145	INV 945145 - ANNUAL DUES	275.00	09/04/2015	01-200-0000-511-000	
	Check Total:	275.00			
Vendor: 1244	PACIFIC MUNICIPAL CONSULTANTS			Check Sequence: 21	ACH Enabled: False
44011	INV 44011	1,246.25	09/04/2015	01-060-0000-526-000	
	Check Total:	1,246.25			
Vendor: 2295	BRIAN PALMER			Check Sequence: 22	ACH Enabled: False
63752	INV 63752	550.00	09/04/2015	01-350-0000-520-000	
	Check Total:	550.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1253	PERFECTION CLEANING INC			Check Sequence: 23	ACH Enabled: False
09/04/15	AUGUST 2015	425.00	09/04/2015	01-080-0000-526-001	
09/04/15	AUGUST 2015	680.00	09/04/2015	01-200-0000-526-001	
09/04/15	AUGUST 2015	400.00	09/04/2015	01-400-0000-426-003	
	Check Total:	1,505.00			
Vendor: 17014	QUILL CORPORATION			Check Sequence: 24	ACH Enabled: False
6307643	INV 6307643	332.15	09/04/2015	01-200-0000-515-000	
6412870	INV 6412870	50.51	09/04/2015	01-200-0000-515-000	
	Check Total:	382.66			
Vendor: 1463	R & B COMPANY			Check Sequence: 25	ACH Enabled: False
S1492060.001	INV S1492060.001 - HYMAX COUPLINGS - (2,007.04	09/04/2015	70-500-0000-420-010	
	Check Total:	2,007.04			
Vendor: 2216	RAY MORGAN COMPANY			Check Sequence: 26	ACH Enabled: False
981359	INV 981359	48.40	09/04/2015	01-200-0000-526-000	
	Check Total:	48.40			
Vendor: 1275	SACRAMENTO REGIONAL PUBLIC			Check Sequence: 27	ACH Enabled: False
TRNG 9/21-23	TRNG 9/21-23 COOKE	82.00	09/04/2015	01-200-6506-513-004	
TRNG 9/21-23	TRNG 9/21-23 BOUTIN	82.00	09/04/2015	01-200-6506-513-004	
	Check Total:	164.00			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 28	ACH Enabled: False
09/04/15	SEPTEMBER 2015	3,333.33	09/04/2015	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 2115	MITCH SHINAR			Check Sequence: 29	ACH Enabled: False
09/04/15	REIMBURSE FOR WATER TREATMENT PLA	121.68	09/04/2015	80-560-0000-513-000	
	Check Total:	121.68			
Vendor: 19102	SISKIYOU DISTRIBUTING			Check Sequence: 30	ACH Enabled: False
340332	INV 340332 - TRASH BAGS	45.45	09/04/2015	01-200-0000-516-001	
	Check Total:	45.45			
Vendor: 1314	SISKIYOU OPPORTUNITY CENTER			Check Sequence: 31	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
12481	INV 12481 - SHREDDING	7.50	09/04/2015	01-200-0000-526-000	
	Check Total:	7.50			
Vendor: 1330	STATE WATER RESOURCES CONTROL BOA			Check Sequence: 32	ACH Enabled: False
09/04/15	INV 11/21/15 - WATER TREATMENT EXAM 1	65.00	09/04/2015	80-560-0000-513-000	
	Check Total:	65.00			
Vendor: 22015	SUBURBAN PROPANE			Check Sequence: 33	ACH Enabled: False
002022 8/15	1638-002022 8/15	20.54	09/04/2015	01-210-0000-518-002	
002535 8/15	1638-002535 8/15	8.00	09/04/2015	01-020-0000-518-002	
002543 8/15	1638-002543 8/15	52.06	09/04/2015	01-470-0000-518-002	
002551 8/15	1638-002551 8/15	452.01	09/04/2015	01-480-0000-518-002	
010421 8/15	1638-010421 8/15	8.00	09/04/2015	01-210-0000-518-002	
	Check Total:	540.61			
Vendor: 1351	UNITED RENTALS NORTHWEST			Check Sequence: 34	ACH Enabled: False
130841262-001	INV 130841262-001	376.07	09/04/2015	01-350-0000-520-000	
	Check Total:	376.07			
Vendor: 25090	USPS			Check Sequence: 35	ACH Enabled: False
09/04/15	SEPTEMBER 2015	1,400.00	09/04/2015	70-030-0000-515-001	
	Check Total:	1,400.00			
Vendor: 23008	WAL-MART COMMUNITY			Check Sequence: 36	ACH Enabled: False
001960	INV 001960 - COFFEE	50.64	09/04/2015	01-200-0000-516-000	
	Check Total:	50.64			
Vendor: 1374	YREKA CHAMBER OF COMMERCE			Check Sequence: 37	ACH Enabled: False
09/04/15	SEPTEMBER 2015	4,750.00	09/04/2015	01-090-0000-560-000	
	Check Total:	4,750.00			
Vendor: 25120	YREKA TRANSFER			Check Sequence: 38	ACH Enabled: False
005821 8/15	ACCT 005821 8/15	82.00	09/04/2015	01-210-0000-518-004	
024631 8/15	ACCT 024631 8/15	102.00	09/04/2015	01-200-0000-518-004	
054217 8/15	ACCT 054217 8/15	129.00	09/04/2015	01-480-0000-518-004	
	Check Total:	313.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	42,685.61			
	Total of Number of Checks:	38			



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: City Clerk
Agenda title: Adopt Resolution approving requests associated with the Special Event known as the Yreka Breast Cancer Run & Walk.
Meeting date: September 3, 2015

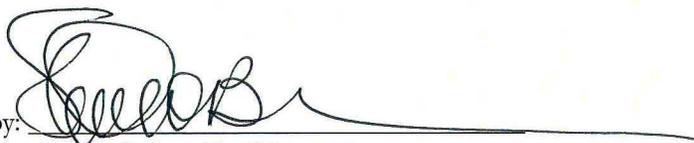
Discussion:

Valarie Wiley has submitted the attached letter requesting permission to hold the annual Breast Cancer Run & Walk in Miner Street Park.

Fiscal Impact: Unknown. We do ask the event sponsor to clean the areas after the event, however, the Public Works crew typically has to provide additional cleanup after a large event such as this. The amount of time spent by public works on this additional cleanup varies.

Requested Action: That the Council adopt the Resolution approving requests associated with the Yreka Breast Cancer Run & Walk event to be held October 17, 2015.

Approved by: _____


Steven Baker, City Manager

**PROPOSAL FOR
THE 2015 YREKA BREAST CANCER RUN & WALK
October 17, 2015**

Dear Council Members:

I am excited to be directing an event this year that has, for the past seven years, been directed by Kris Taylor of Shoppe Serendipity. This event has previously been based at Greenhorn Park, but this year I wanted to make some changes. I am asking permission from the City of Yreka to have this event begin and end at Miner Street Park. I believe it would create more community involvement and increase visibility and awareness. The event is scheduled to take place on October 17 and is affiliated with Fairchild Medical Center Foundation's Think Pink Week. The profits from the week's events, which begin on October 11, benefit the Fairchild Medical Center Foundation mammography and ultrasound fund, which stay right here in Siskiyou County and benefit our local men and women.

Based on past years, we anticipate 100 to 150 walkers and runners. I am proposing that participants begin the five mile course at Miner Street Park, head east and make a right on Main Street, then proceed south to Greenhorn Road, make another right, then turn right on Oregon Street and continue on to Blake Street, turn right then continue to Main Street, right and run or walk all the way to Miner Street, then right and the race will end where it began at Miner Street Park. All walkers and runners will stay on the sidewalks as they have in past years. The only time runners/walkers will need to cross the street is at the four way stop at Miner Street and Gold Street. We will not require any road closures

I envision this event having about 6 vendors: a food booth, coffee booth, photo booth, health information booth, jewelry booth, and massage booth. I am requesting use of the parking area be reserved for this event.

There will be registration tables in the morning for participants who did not register in advance. We are also planning on having music so will need to utilize a power source.

I propose that the event begin at 9:00 a.m., but we will start setting up around 7:30 a.m. I expect the event to end at approximately 1 p.m. and then clean up to be completed by 3 p.m.

Since this Event is affiliated with Fairchild Medical Center Foundation, a non-profit organization, we request that the fee for reserving the park be waived.

Your consideration is appreciated and thank you for your support of this very special event.

Sincerely,

CITY OF YREKA - 701 FOURTH ST - YREKA, CA 96097

APPLICATION TO RESERVE "~~PICNIC AREA~~" *lc*

Name: Valarie Wiley Daytime Phone No. 340-1517
Address: 315 S Broadway, Yreka, CA 96097

The undersigned is requesting permission to reserve picnic area of:

- Upper Greenhorn Park
- Miner Street Park
- Lower Greenhorn Park
- Miner Street Park Tennis Courts
- Discovery Park
- Ringe Memorial Park

Estimated number of people attending 150

If more than 25 people are expected to attend, applicant shall provide their own additional trash containers and remove all trash at the conclusion of the reservation.

On Oct 17, 2015 *From 7:30 AM To 3 PM
(Date) (Time) (Time)

**Please include any additional time needed for set-up and clean-up*

In conjunction with the reservation of the picnic area, please reserve:

- Volleyball & Horseshoe Set
- Gazebo at Upper Greenhorn

I understand that the equipment may be picked up at City Hall by 5 p.m. on the Friday prior to my reservation (unless it is a holiday) and I agree to return said equipment to City Hall prior to 5 p.m. on the Monday following my reservation.

I understand that ~~this reservation is for the PICNIC AREA ONLY~~; no vehicles are allowed on the lawn areas; it is unlawful to build any fire outside of the barbecue pits; and I agree to abide by all posted rules and regulations. I further understand that approval will be contingent upon full compliance with Chapter 9.50 of the Yreka Municipal Code entitled "Park Regulations" and Resolutions No. 1324, 1797, and 2169. **Inflatable bouncy structures are not permitted.**

Special requests: _____

Permission to use sound-amplifying devices. (Connection to power source must be coordinated with the Maintenance Manager prior to event).

W Wiley
Signature of Applicant

Aug. 25, 2015
Date

Park Reservation Fee - \$25.00 Paid: Date _____ Time _____ cash check *n/a*
waved by Res # 2015-31 9/3/13

If you have any questions or need further information regarding your reservation, please contact City Hall at 841-2386. For maintenance issues, please contact the Department of Public Works at 841-2370.

J Cassen
Signature of City Staff

RESOLUTION NO. 2015-31
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
APPROVING REQUESTS ASSOCIATED WITH THE
SPECIAL EVENT KNOWN AS THE YREKA BREAST CANCER RUN & WALK

WHEREAS, the city, a municipal corporation, is the owner of certain lands within the City of Yreka which are operated by the City as public municipal facilities, and,

WHEREAS, Valarie Wiley, ("event sponsor") desires to sponsor the Yreka Breast Cancer Run & Walk event on October 17, 2015 in Miner Street Park, a City recreation area;

WHEREAS, due to the proposed plan submitted for the event, the event sponsor has demonstrated that the following provisions of the Yreka Municipal Code [YMC] are not adversely implicated by this event:

Business License – YMC Section 5.04.
Vehicle Controls- YMC Chapter 10.73
Sound Amplifying Devices- YMC Chapter 9.28
Temporary Signs- YMC Section 13.16.020.D

WHEREAS, the event sponsor has demonstrated to the City its eligibility under YMC 5.04.160, and that the event will not disrupt traffic within the city beyond practical solution; will not interfere with access to fire stations and fire hydrants; the location of the special event will not cause undue hardship to adjacent businesses or residents; the event will not require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; and,

WHEREAS, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) that this action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment; and

WHEREAS, the City Council has determined it would be in the best interests of the City to approve and authorize the action outlined in this Resolution; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YREKA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Council makes the following directions:

a) A permit is granted to event sponsor for use of Miner Street Park for the Yreka Breast Cancer Run & Walk event to be held on October 17, 2015. The park reservation fee is waived for this event.

b) The event sponsor shall provide the City with proof of general liability insurance of not less than \$1,000,000 and a separate endorsement naming the City of Yreka as additionally insured specific to the event dates and location, at least 1 week prior to the event. Event sponsor

will be responsible and indemnify, defend and hold harmless the City for acts of the vendors and volunteers within the park.

c) Permission is granted for event sponsor and other vendors with written approval from event sponsor, to obtain daily business licenses to sell in a recreation area for this event. All vendors, including non-profit organizations, are required to obtain a City of Yreka Daily Business License for this specific event. The business license fee is \$5.00 per day. Non-profit organization/service groups may be eligible for a “fee waiver”. All Vendors must submit proof of non-profit status or copy of a letter from a non-profit organization acknowledging vendor's pledge to donate a percentage (1-100%) of the proceeds to the non-profit organization.

d) The event sponsor shall clean up the premises used after the event, and shall comply which such other and further direction as may be given by the Public Works Maintenance Manager or his designee in connection with the event. The event sponsor shall pay for any services required by the Public Works Department. The Public Works Department is directed prepare a Use and Encroachment Agreement to be signed by the Event Sponsor setting forth the terms of use in accordance with this Resolution.

e) The event is subject to the terms and conditions of the Encroachment Agreement regarding the event and the event sponsor shall comply with all other City of Yreka ordinances; and, the event sponsor shall comply with such further conditions and requirements as may be set by the City Manager, Chief of Police, and or the Public Works Maintenance Manager.

Section 2. It is further resolved, If any section, subsection, part, clause, sentence or phrase of this Resolution or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Resolution, the application thereof, shall not be effected thereby but shall remain in full force and effect, it being the intention of the City Council to adopt each and every section, subsection, part, clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 3. The City Manager, Chief of Police, and Public Works Maintenance is hereby authorized and directed to execute such other agreements, documents and certificates, and to perform such other acts and deeds, as may be necessary or convenient to effect the purposes of this Resolution and the transactions herein authorized.

Section 4. This resolution shall take effect immediately upon its passage.

Passed and adopted this 3rd day of September 2015, by the following vote:

AYES:

NAYS:

ABSENT: Simmen

John Mercier,
Mayor

Attest:

Elizabeth E. Casson, City Clerk



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: David Neill, Finance Intern *DN*
Agenda title: Presentation/Discussion: Opengov Implementation Project (Financial Transparency Project)
Meeting date: September 3, 2015

Discussion:

Staff will be making a presentation regarding the Opengov Implementation Project completed over the summer. The work involved setting up the City of Yreka site on Opengov, which is a website that provides financial transparency solutions for local governments.

The new Opengov site will be beneficial for both the public and the city internally. Opengov will provide financial transparency for the public and help build the trust between the city and its citizens by giving the public access to the city's financial reports. This transparency will hold the city accountable for their actions and help the public understand the reasoning behind decisions that the city makes. Opengov will also be able to answer questions from concerned citizens that previously would take a city employee's time and research to answer.

Internally, Opengov will save employees time by giving them instant access to financial reports. This will also save the Finance Director and her staff time in assisting citizens to answer questions. It will also help each city department understand their financial situation better so they can make more informed decisions.

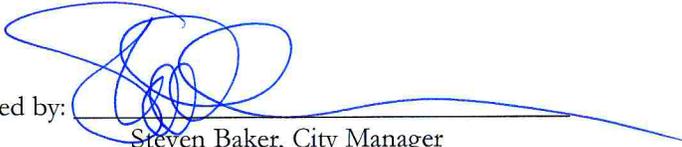
Opengov will become more valuable as more reports are added to the site. Yreka is part of the Beta Community on Opengov, which gives access to the unlimited report writer feature. Currently the Yreka site has annual and monthly balance sheet and profit/loss reports, as well as grid tables for TOT tax and parks water usage. A long term forecasting report will be added soon, which will use trends from recent years to project data for future years. This report will help the city identify potential problems before they occur so the necessary adjustments can be made to avoid these problems.

Fiscal Impact:

This agenda item has no fiscal impact.

Recommendation and Requested Action:

No action required. Presentation only.

Approved by: 
Steven Baker, City Manager



CITY COUNCIL AGENDA MEMORANDUM

TO: Yreka City Council

PREPARED BY: Tim Shaw, Fleet Manager and Rhetta Hogan, Finance Director

AGENDA TITLE: Allocate the radio system cost to the YPD building fund (estimated \$57K) and appropriate in the 2015-16 an additional \$25K to the current \$35K to cover the full cost for the acquisition of two administrative vehicles for the police department administrators and investigative officer(s).

MEETING DATE: Thursday, September 3, 2015

Discussion:

The proposal to use funds for police vehicles to instead replace the failing radio system resulted in a discussion of the vehicles scheduled to be replaced. Fleet Manager Tim Shaw met with Finance and Administration expressing safety and maintenance cost concerns for the Police Administration and Investigative Officers continuing to use the vehicles scheduled for replacement this year in the original 2014-2016 adopted budget. Staff met to discuss options for these vehicles presented below, but first some background:

As discussed at the August 6, 2015 Council meeting, the YPD needed to move forward on radio equipment outlining the problems being encountered on this 30 year old equipment. "They (YPD) are running this system on borrowed equipment (cards) and some radio channels are not operating as they could not find enough old cards". Given the urgency for YPD to move forward required YPD to use budgetary funds that had been set-aside for vehicle replacement and IT projects. That evening, the City Council also approved the YPD building budget for Option-A (which included the appropriations for replacement of the radio system), but gave direction to staff to research financing options for equipment. However, due to urgency, staff had already moved forward on procurement of the radio system without seeking financing terms.

This past week, police administrators participated in a high speed pursuit using equipment (scheduled for replacement) that is not suitable for purposes of responding, undercover and investigative use. This incident highlighted the need to address replacing these cars, and that the decision should not be deferred until the next budget.

Staff Recommendation:

Staff is recommending moving forward as originally planned in the 2014-16 adopted budget with the replacement of two of these administrative vehicles: a 1999 Blue Mercury Sable 135,000 miles (fondly referred to as the blue bomber) and a 2003 Ford Expedition 163,000 miles.

This action would allocate the radio system cost to the YPD building fund, allowing the originally budgeted vehicle replacement funds to go towards the vehicle costs and to appropriate from one time money an additional \$25K for procurement costs. The additional appropriation can be covered through the use of one time money; proceeds from the auction/sale of equipment (of which 12% of the \$60K was related to public safety equipment) and mandated cost claims reimbursement for public safety.

Fiscal Impact:

YPD administrative vehicle replacement equipment cost is expected to be between \$50,000 and \$75,000 for two vehicles.

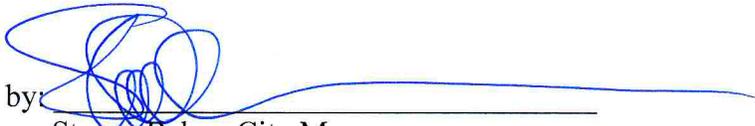
Alternatives:

Alternate A: Appropriate \$60K of additional funds from reserves and/or recent one time money of mandated cost claims (domestic violence reporting Peace Officers bill of rights) \$10,843 and equipment auction to purchase these vehicles (\$60,000 of which approximately 12% was related to police safety equipment). This option assumes that the radio equipment comes from \$25K GF Capital IT Replacement and \$35K GF Capital Vehicle replacement budget.

Alternate B: Finance/Lease option: The City can solicit, through an RFP, offers for financing the acquisition of these cars over 5-7 years at approximately 1.5%-4.0% depending on terms, conditions, amount financed and lender. For reference, Fleet Services was offered 5.7% lease purchase financing from the local Ford dealer. This action would direct staff to solicit and RFP and bring back to Council approval for financing based on RFP results, and no appropriations would be required until approval of the financing.

Recommendation and Requested Action:

Allocate the radio system cost to the YPD building fund (estimated \$57K) and appropriate in the 2015-16 an additional \$25K to the current \$35K to cover the full cost for the acquisition of two administrative vehicles for the police department administrators and investigative officer(s).

Approved by: 

Steven Baker, City Manager



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council

Prepared by: Steve Baker, City Manager,
Deborah Ramirez, Accounting Manager

Agenda title: Discussion/Possible Action – Adopt Resolution Approving Agreement for Services Between the City of Yreka and Koff & Associates and Authorize the City Manager to execute the necessary agreements for Classification Study.

Meeting date: September 3, 2015

Discussion:

In the most recent Memorandum of Understanding with the Yreka City Employees Association, the City agreed to hire a professional consulting firm to complete a Classification Study with the intent of having a new classification system implemented by the end of 2015.

On May 1, 2015 the City issued a request to solicit for proposals to conduct a Classification Study. The City noticed the proposal to five organizations and posted the notice to the City's website. Proposals were due on June 1, 2015. The City received two proposals from the solicited firms.

Upon analysis of the proposals submitted and reference verifications, staff has determined Koff & Associates to be the most qualified consultant to perform the classification study. The study will be for all city classifications.

Staff recommends accepting the proposal of Koff & Associates.

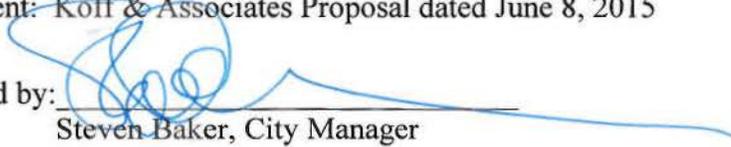
Fiscal Impact:

The fiscal impact is for the completion of the compensation study is \$28,080.00 and will be spread to the funds based on employee budget allocation,: approximately 67% General Fund, 6% Streets, 3% Special Revenue/Grants, 13% Water and 11% Sewer..

Recommendation:

Adopt Resolution Approving Agreement for Services Between the City of Yreka and Koff & Associates and Authorize the City Manager to execute the necessary agreements for Classification Study.

Attachment: Koff & Associates Proposal dated June 8, 2015

Approved by: 
Steven Baker, City Manager



Submittal Date: June 8, 2015

Classification Study Proposal (includes Total Compensation Proposal)

City of Yreka

Koff & Associates

GEORG S. KRAMMER
Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com
Tel: 510.658.5633
Fax: 510.652.5633

June 8, 2015

MANAGEMENT SUMMARY

Thank you for the opportunity to respond to your Request for Proposal. We are most interested in assisting the City of Yreka ("City") with this important Classification Study (including a proposal for Total Compensation per "Alternate A" in the RFP) and are committed to giving your project the highest priority. Meeting your needs is our number one goal.

The City desires consulting assistance to conduct a classification and, possibly, a total compensation study for all of its classifications in order to [1] update classification specifications to reflect current duties and requirements of the studied positions including physical requirements and essential functions in compliance with ADA, and if the compensation study Alternate is included, [2] develop a compensation structure reflective of the City's overall classification strategy, [3] develop externally competitive and internally equitable salary recommendations for each studied class reflective of the market survey and the analysis of internal relationships, and [4] ensure that employees have a comprehensive and competitive package directly tied to the City's mission and vision while simultaneously developing a strategy for implementing compensation recommendations.

The first level of effort is the development of an updated and well-structured classification system and classification descriptions for all study positions that are legally compliant, internally aligned, reflective of contemporary standards, and accurately reflect current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; interviews with a select number of employees as needed; and interviews with supervisors and management to address any classification issues, as needed. Draft classification descriptions will be developed and sent back to the City and incumbents for additional feedback and concurrence.

As requested and if the City so chooses, a second level of effort will be to review the City's compensation structure and conduct a total compensation market survey using ten to twelve (10-12) comparable agencies. The identification of comparator agencies, benchmark classifications, and benefits to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked positions and positions without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into a clear compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding [1] a salary structure that takes the City's compensation preferences into consideration, and [2] the appropriate placement of each classification on that structure.

SCOPE OF SERVICES

The City desires consulting assistance to conduct a classification (and possibly, total compensation) study for all of its classifications throughout the City, in order to ensure the job specifications reflect current job duties and comply with the law, and to develop and identify potential for career growth and development for employees. The City has forty-nine (49) budgeted full-time positions and a total of forty-seven (47) classifications (some of which are either vacant or unused).

The study includes a significant number of meetings with the Study Project Team, human resources, management, employees, and the City Council and/or City Manager, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and “stakeholder touch-points” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and include a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in close to 100% implementation success of K&A’s studies.

Classification Objectives

- To analyze and update the City’s classification system and each study position’s classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews (as needed), management interviews (as needed), analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To clearly state definitions of job classifications, the essential functions, and minimum requirements and preferred requirements such as education, prior work experience, knowledge, skills, abilities, and physical requirements;
- To provide a classification structure that ensures regulatory compliance, including allocation of each selected study position to the correct classification with appropriate FLSA designation as well as meeting Federal ADA regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable; and
- To ensure sufficient documentation and training throughout the study, including classification concepts, distinguishing characteristics, and final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation Objectives (if “Alternate A” is selected)

- To make recommendations regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;
- To collect accurate salary and benefits data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to Human Resources, management, the Study Project Team, and employees;



- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review the City's compensation structure and practices and develop compensation recommendations that will assist the City to recruit, motivate, and retain competent staff;
- To develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the organization's goals, objectives, and budget considerations;
- To create an inclusive final report summarizing the administrative and process methodologies, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up Study Project Team meetings with management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the City and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a classification and compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change and growth;
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in classification and compensation analysis methodologies so that the City can integrate, maintain, administer, and defend any recommended changes after the initial implementation; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

Overall Cost

As shown in detail in our Cost Proposal on pages 5 and 6 of the Proposal, the cost to do only the Classification Study will be \$28,080; if Alternate A is chosen, the additional cost to do a Total Compensation Study will be \$20,760.

The grand total for both, inclusive of expenses, would therefore be \$48,840.

Conclusions

In terms of our quality assurance and control, we have trained each one of our team members to submit their project deliverables to the Project Manager (in this case, Katie Kaneko) for review and approval and to treat each such deliverable as if it were being submitted directly to the client. Working with public agencies, we understand that, ultimately, the work deliverables and recommendations we produce will become public information and undergo scrutiny not only from internal agency staff but also its appointed officials, elected/appointed City Council members as well as the public and, potentially, the media. Before delivering any product or recommendation to the City, we ask ourselves whether we would be comfortable seeing our name in the media associated with each particular deliverable. This is the perspective we bring to our approach for quality control and assurance. At a time when public scrutiny of public agency activities, programs, services, compensation, benefits, etc., has never been greater, we understand that the data and recommendations we provide to the City have to be absolutely accurate, vetted, and when questioned, can be supported by the appropriate source documentation.

We will report to the designated Project Manager and understand that all other City staff involved in the project may be available with reasonable advance notice and in coordination with the Project Manager. Project correspondence, meetings and communications will be directed and coordinated through the Project Manager. We will provide periodic project status reports (at least once per week or every two weeks, as desired) that include progress toward achieving milestones, issues encountered that might cause significant deviations from the project plan and recommendations for corrective actions. The City's Project Manager and our firm will jointly establish and agree upon written acceptance of each task and deliverable.

We believe in a transparent and open-book process and always encourage all stakeholders to contact us with questions and concerns. We want to be the ultimate HR resource for all of the City's employees. However, we also need to ensure that all stakeholders know what the issues are and how we plan to address them. We like to include all stakeholders in the communication process from the beginning so that they all receive the same information from us as well as the Project Manager. We believe that our hands-on approach creates trust and confidence among employees and it is important to create a sound comfort-level between us, the Project Manager, and other stakeholders through carefully structured and streamlined communication.

General Recommendations

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:

- Timely provision of written documentation, such as current class specifications, personnel policies, organizational charts, budget documents, requests for audits, past salary studies, etc.;
- Assistance in the notification and scheduling of orientation and other meetings and the provision of adequate interview space;
- Assistance in the compilation of current descriptions with the position description questionnaire; collecting and forwarding questionnaires; and in ensuring that materials are complete and returned in a timely manner;
- Assistance in scheduling study project team, management, employee audit, and other meetings; and

- Meeting agreed upon timelines.

In terms of time commitment for City staff, it is our expectation that the City hires an outside consultant to manage the entire effort. It is our goal to reduce the time commitment of City staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling employee orientation meetings, duplicating position description questionnaires, scheduling employee interviews/desk audits, disseminating information, and in general, be a channel of communication between our firm and employees.

In conclusion, Koff & Associates is a small firm that accepts only as much work as our own staff can handle. This ensures a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As President of the firm, Katie Kaneko will assume the role of Project Director and be responsible for the successful completion of this project. She can be reached at our Berkeley office: 2835 Seventh Street, Berkeley, CA 94710, (510) 658-5633, and her email is kkaneko@koffassociates.com. I am reachable at the same phone and address and my email is gkrammer@koffassociates.com.

Please call either one of us if you have any questions or wish additional information. We look forward to the opportunity to provide professional service to the City of Yreka. Our proposal is valid for at least 90 days and we are absolutely ready to begin the work July 31, 2015, per the RFP.

Sincerely,



Georg S. Krammer
Chief Executive Officer



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FIRM PROFILE & PERSONNEL

Koff & Associates, a California corporation founded in 1984, is a woman-owned, highly experienced public-sector consulting firm that has been conducting similar studies for cities, counties, special districts (water, wastewater, solid waste, community services, fire, education, library, air quality management, housing, transportation, hospital, and higher education districts), and courts for over thirty (30) years. We have achieved a reputation for working successfully with management, employees and union representatives. We believe in a high level of dialogue and input from employees and management and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

We have developed K&A's collaborative, transparent, and inclusive methodology over the course of our thirty years in business to ensure optimal outcomes and success rates with all of our projects, particularly when various stakeholders with potentially divergent or conflicting priorities are involved. Our consensus-driven approach has always avoided formal appeals at the end of our studies, ensuring that clients are not left with a divided organization or negative employee morale.

Our **#1** priority is meeting the client's needs and requirements. Having conducted hundreds of classification and compensation studies during the last thirty years, our firm has developed project management skills that control costs and ensure on-time delivery of end products, maintain close management of project staff, while providing effective crisis management if unexpected issues and concerns arise at any point in the project.

We are familiar with the various organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including serving as the management representative in negotiation meetings), working with City Councils, Boards of Supervisors, Merit Boards, Joint Power Authorities, and Boards of Directors.

The firm's areas of focus are classification, compensation, and organizational studies and industry/market surveys (approximately 70% of our workload); development of strategic management tools; performance management; best practices policy/procedure development and employee handbooks; executive search and staff recruitments; human resources audits; public agency mergers and separations; and serving as off-site Human Resources Director for our smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional. Without exception, all of our classification, compensation, and organizational studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

The firm's long list of clients is indicative of its reputation as being a quality organization that can be relied upon for producing comprehensive, sound, and cost-effective recommendations and solutions. Koff & Associates has a reputation for being "hands-on" with the ability and expertise to implement its ideas and



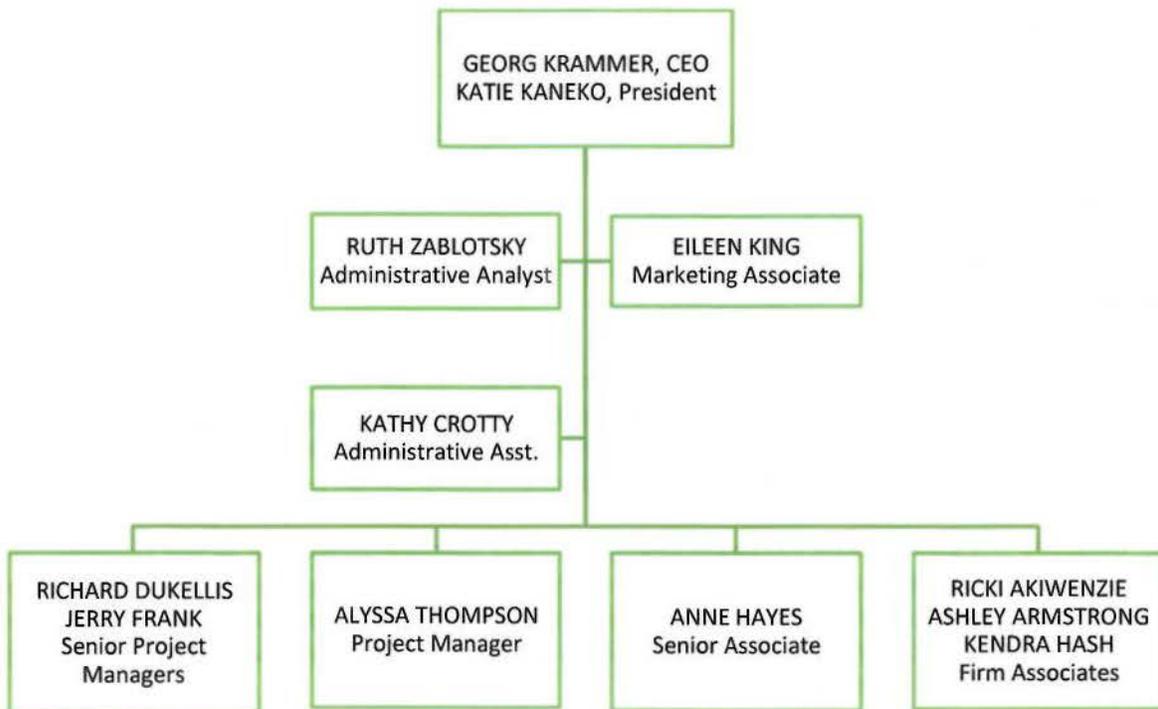
Classification (and possible Total Comp.) Study Proposal

City of Yreka

recommendations through completion in both union and non-union environments. Koff & Associates relies on our stellar reputation and on the recommendations and referrals of current clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.

We are incorporated as Kaneko & Krammer Corp. dba Koff & Associates, and our office is in Berkeley, CA. Our team consists of twelve (12) members, as shown in the organizational chart below. All members of our team have worked on multiple comprehensive organizational, classification, and/or compensation studies and are well acquainted with the wide array of organizational structures, as well as the challenges and issues that arise when conducting studies such as this one.

Organizational chart and professional qualifications of K&A:



No portion of this engagement will be assigned to subcontractors.

The personnel who will be assigned to this project are as follows:

**Catherine “Katie” Kaneko, C.P.A., P.H.R.
President**

Katie brings twenty-five (25) years of management level human resources experience to Koff & Associates, both as a human resources director and as a management consultant in the hi-tech industry as well as the public sector. She has extensive experience in compensation including equity plans and performance incentive programs, survey design and reporting, recruitment in both the public and private sector;



staffing; classification and job analysis; compensation and job evaluation techniques, employee relations, retention strategies, infrastructure development; coaching; policy and procedure development; mergers and acquisitions; change management and employee training.

With a Bachelor in Business Administration, Katie started her career as a Certified Public Accountant (CPA) in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She then moved into the hi-tech industry where she served in leadership positions for high-growth, startup, and organizations in transition. Her primary focus in recent years has been in classification, compensation, and recruitment services in the public sector.

Katie's experience provides a broad knowledge of human resource management within diverse organizations. Her background provides her a strong ability to understand the big picture, identify problems and solutions, and effectively implement them. Her skill set complements our current consultant base with additional levels of service areas. Katie joined K&A in 2000 and has been the firm's President since 2005.

Katie will be key personnel for this project and assigned as Project Director for this project and coordinate all of K&A's efforts. She will attend all meetings with the City and be responsible for all work products and deliverables.

**Georg Krammer, M.B.A., S.P.H.R.
Chief Executive Officer**

Georg brings close to twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in organizational development; classification and compensation design; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries.

With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2000 and has been the firm's Chief Executive Officer since 2005.

Georg will provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.



Alyssa Thompson, Ph.D.
Project Manager

Alyssa earned a Bachelor's degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis, and a PhD in Organizational Psychology from Alliant International University. She brings with her over ten (10) years of human resources experience in classification and compensation analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Alyssa has also participated in several recruitment efforts for various positions ranging from entry-level to executive management. Alyssa has participated in various special projects such as conducting exit interviews, retirement benefits studies, and human resources audits.

Since joining the firm in 2007, Alyssa has led and worked on over one hundred (100) classification, compensation, organizational assessment, and recruitment projects for cities, counties, and special districts such as cities of Anaheim, Bellflower, Claremont, Fremont, Madera, Monterey, Orange, Sacramento, and Santa Barbara, counties of San Mateo and Tehama, Alameda County Transportation Commission, Berkeley Unified School District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, East Bay Municipal Utility District, Midpeninsula Regional Open Space District, Mount San Antonio College, Oakland Housing Authority, Orange County Sanitation District, Sacramento Council of Governments, Santa Clara Valley Water District, Superior Court of California – County of Orange, and Vallejo Sanitation and Flood Control District.

Alyssa will provide consultant support throughout each effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

Anne Hayes
Senior Associate

Anne earned a Bachelor's degree in Mathematics and Economics from the University of California, Santa Barbara. Her specialized, diverse experience includes ten (10) years in the private sector, with five (5) years in a management role where she gained experience in assessment analysis, and furthered business performance through the implementation of personnel policies and practices to ensure regulatory compliance, and facilitate the recruitment and retention strategies of the organization. She transitioned to a role within a non-profit organization, specializing in providing labor relations representation to public sector employers, where she gained extensive project management experience specifically in the areas of classification, compensation, and organizational analysis for public sector agencies.

Since joining K&A, Anne has been an integral part of project teams working on classification, compensation, and/or organizational studies for many public sector agencies throughout the state of California including the Cities of Bellflower, Carmel, Compton, Lafayette, Piedmont, Santa Paula, the County of Sonoma, and the following Special Districts, Alameda Housing Authority, Alameda County Waste Management Authority, Antelope Valley Transportation Authority, Castro Valley Sanitary District,



East Valley Water District, Marin Housing Authority, Mountain House Community Services District, Orange County Sanitation District, and the South Tahoe Public Utility District.

Anne will provide consultant support, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

COST PROPOSAL & PAYMENT SCHEDULE

We have often found that our proposals address a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with City Councils, employees, and management. The time we commit to working with the stakeholders (Project Team meetings, orientations, meetings with employees and managers via interviews/focus groups, etc.) results in significantly greater buy-in throughout the process and with the final study results and recommendations. The tendency may be to select the firm with the lowest cost proposal but it has been our experience that ultimately the price can be much higher considering the additional time and lost goodwill that can result from utilizing a less rigorous process.

Our firm has never had a formal appeal to any of our studies in its thirty years' history. It has been our experience that the money and time invested in stakeholder touch-points throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study with another consultant, whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Each time our firm was hired after such a negative experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by employees, management, and the governing body.

K&A's success rate is attributable to the fact that we have 30 years of experience working with employees of all types of backgrounds, educational levels, and work experiences and are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is the first time for them.

Our clients always provide us feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

We want to emphasize that we provide an all-inclusive lump-sum cost amount for the entire study and do not believe in underpricing the effort or change orders along the way, unless the City requests an obvious and identifiable *additional* level of effort. However, we are also aware that budgets are often limited and that public agencies must be economically conservative. We hope to be able to negotiate a scope of work and cost option that best serves the City's needs. For example, if the City desired more or fewer



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comparator agencies and/or benchmark classifications for the compensation study, we could easily adjust our fee.

Task	PHASE I: Classification Study	Hours:
A.	Initial Documentation Review/Meetings with Study Project Team and Management Staff	8
B.	Orientation Meetings with Employees and Distribution of PDQ	8
C.	Position Description Questionnaire Completion & Review	16
D.	Employee/Supervisor/Management Interviews	30
E.	Classification Concept and Preliminary Allocation Development	16
F.	Draft Class Description Development and Update (approximately 47 classifications)	120
G.	Draft Class Description Review and Informal Appeal Process	24
H.	Finalize Classification Plan and Draft Interim Report/Final Report	12
	Total Professional Hours:	234
	Combined professional composite rate (all inclusive of expenses): \$120/Hour	\$28,080
	Total for Classification Study:	\$28,080
	*Additional consulting will be honored at composite rate (\$120)	

Task	PHASE II: Compensation Study (Alternate A)	Hours
A.	Identify Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	10
B.	Compensation Data Collection (approximately 26 benchmarks and up to 12 comparator agencies)	65
C.	Analysis and Preliminary Data Review	30
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	20
E.	Internal Relationship Analysis and Internal Alignment	8
F.	Compensation Structure and Implementation Plan Development	12
G.	Preparation of Draft Final and Final Report and Deliverables	12
H.	Participation in a Formal Appeal Process *	0
I.	Final Presentation	8
	Anticipated Additional Meetings	8
	Total Professional Hours:	173
	Combined professional composite rate (all inclusive of expenses): \$120/Hour	\$20,760
	Total for Compensation Study:	\$20,760
	*Additional consulting will be honored at composite rate (\$120)	



Payment Schedule

We will submit an invoice within ten (10) days after the end of each month during the term of the agreement and will bill the City based on percentage of task completion.

WORK PLAN

This section of the proposal identifies the actual work plan and approach to tasks. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness.

Our approach is to complete the classification and job evaluation before completing the compensation review. The reasons for this include:

- The description of the work performed and the requirements for that work are, in the minds of the employees and their supervisors, inextricably associated with the “worth of that work” or compensation, which is often a highly emotional issue. Separating the two phases of the study, even though elements of phases may be conducted concurrently, tends to produce more objective classification results.
- The compensation review will be completed when there is a full understanding of the work of the City, thereby ensuring that the data developed from the labor market and City classifications are accurate.

Given these parameters, our approach is as follows:

PHASE I: CLASSIFICATION STUDY

Task A. Initial documentation review/meetings with study project team and management staff

This phase includes identifying the City’s Study Project Team (Human Resources, management and supervisory staff, etc.), contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, and the City Council; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, personnel policies, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of City operations.

City terminology and methods of current classification and compensation procedures, as well as the written questionnaire instrument for the classification study that will be used in the job analysis phase will be reviewed and agreed to. We will discuss methodology and agree to a class description as well as



compensation format and identify appropriate comparator agencies and benchmark classifications for compensation survey purposes. We will respond to questions.

Task B. Orientation meetings with employees and distribution of Position Description Questionnaire

The Position Description Questionnaire (PDQ) will be discussed with the Study Project Team and customized as needed to meet the study objectives prior to distributing copies to employees.

We will facilitate orientation meetings with employees (within the same time frame as the initial project kick-off meeting) and distribute the PDQ to start the classification portion of the study. While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees' involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

PDQs shall be handed out with the incumbent's current class description attached to the questionnaire so employees can use this as a tool for completing the questionnaire.

Task C. Position description questionnaire completion and review

We recommend giving employees in the same classification the option of collaborating on completing a PDQ together, if the employees so choose. At the same time, we will invite employees to complete an individual PDQ if they prefer and if they want to be interviewed separately.

Although we provide an email version of our questionnaire so that employees can more easily complete it, we require a hardcopy with signatures affixed before we can begin the evaluation process. Employees complete the questionnaire and then send it to their supervisor/manager for review, comment, and signature.

Upon receipt of the PDQs in our office, they will be reviewed and analyzed in detail along with other documentation.

Task D. Employee/Supervisor/Management Interviews

Interviews will be scheduled with employees. Because this is a critical step in the information-gathering and educational process, we recommend scheduling interviews with all employees in each classification.

We will offer employees the option to be interviewed in a focus group session with incumbents in the same classification or to request an individual interview if they prefer. We recommend individual interviews only if the employee wants to discuss certain issues (e.g., out of class responsibilities, etc.) in privacy with the consultant.

Interviews will then be held with supervisory and management staff (division managers, department heads, etc.), who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).



The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization.
- Classification structure and reporting structure.

Task E. Classification concept and preliminary allocation development

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the City for review and approval. We will compare changes in business need and operations, as well as any re-organizations, with the established classification system and job families as well as review internal relationships between classifications.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Working Conditions
10. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

The document we deliver to the City during this project task will list broad class concepts and highlight where significant changes may be recommended, such as expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and career ladders. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Team.



Task F. Draft class description development and update

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the City.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, we recommend new classifications/class levels, and/or operational changes, business needs, and any reorganizations require new classifications.

We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, relevance and hierarchical consistency, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements.

We will also review and update the mental and physical demands based on the essential job functions of each classification in accordance with the Americans with Disabilities Act (ADA).

Finally, we will review each studied classification's essential job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the Fair Labor Standards Act (FLSA).

Task G. Draft class description review and informal appeal process

A draft copy of the revised/new class description with allocation recommendation will be submitted to the Project Team and subsequently to each manager, supervisor, and employee, to give each stakeholder group an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.

Each employee whose position was studied will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with the information provided.

Employees shall submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions will be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.



Class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.

Task H. Finalize classification plan and draft interim report/final report

A Draft Interim Report of the Classification Study will be completed and submitted to the City for review and comment. The report will contain:

- Classification recommendations for each studied position, including documentation regarding study goals and objectives, classification methodology, approach, and process as well as all findings, analysis, and resulting recommendations; and
- Classification concepts and guidelines, occupational groups of classifications as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations will be detailed.

Once we have received the City's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II: COMPENSATION STUDY (if "Alternate A" is chosen)

Task A. Identify comparator agencies, benchmark classifications, and benefits to be collected

During the initial meeting with the Study Project Team, we will discuss the compensation study factors that need to be agreed upon. We will identify appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the City's salaries for the studied classifications are competitively aligned with the external labor market. We will also identify those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine the list of benefits that the City wants to be included in the total compensation data gathering process.

1. Determination of Comparator Agencies

The selection of comparator agencies is considered a critical step in the study process. Our recommended methodology is that we involve the City Council, as well as management and employees in the decision-making process of agreeing as to which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, the City's current/prior list of comparators, if any, and the advantages/disadvantages of including them/others will be discussed.



- **Similarity of population served, City demographics, City staff, and operational and capital improvement budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the community they serve. Therefore, the geographic labor market area (where the City may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost of living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost of living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

We typically recommend using ten to twelve (10-12) comparator agencies but are willing to use a different model.

2. Determination of Benchmark Classifications

In the same collaborative manner as in Step 1 above, we will work with the City’s stakeholders to select those classifications that will be surveyed.

“Benchmark classes” are normally chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes.

Because we find that the labor market typically yields reliable data, we recommend using about 60-65% of all classifications as benchmarks but are willing to use a different model. Due to the size of the City, we anticipate surveying the majority of your classifications.

3. Determination of Compensation Study Elements

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following, which are generally available to all staff in a specific job classification. Again, we recommend a dialogue with the various stakeholders to come to an agreement as to which total compensation components should be gathered and how to present that data as a point of comparison between the City and the labor market. Shown below are descriptions of those benefits that we normally collect (which can be modified to include any other information the City desires):

- **Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly basis. We normalize the salary data to reflect working hours and/or “spiking” of retirement or other benefits.



- **Employee Retirement** – This includes two figures: the amount of the employee’s State or other public or private retirement contribution that is contributed by the City, and the amount of the City’s Social Security contribution.
- **Retiree Health Insurance** – With healthcare costs rising and retiree healthcare and liabilities increasing for many public agencies, we typically collect retiree health information as well. However, we do not roll this cost into our total compensation analysis but report it separately by describing what the policies/liabilities are.
- **Insurance** – This typically includes Health, Dental, Vision, Life, Long-Term Disability, Short-Term Disability, Employee Assistance Program (EAP), and other insurance coverage. We will also report any employer contributions to VEBA plans, if any.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. All days will be translated into direct salary costs.
 - **Vacation** – The number of vacation days available to all employees after five (5) years of employment.
 - **Holidays** – The number of holidays (including floating) available to the employee on an annual basis.
 - **Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation** – This is any deferred compensation provided to all members of a classification, either as an employer matching contribution or as a straight dollar or percentage contribution.
- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed, such as car allowances, educational/certification/license incentives, shift differentials, on-call pay, uniform allowance, etc.

Task B. Data collection

Our firm does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. We conduct all of the data collection and analysis ourselves to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not. As mentioned above, our job analysis method is the whole position analysis approach. Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

We typically collect classification descriptions, organization charts, salary schedules, personnel policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary “matches” and then schedules appointments by telephone, and sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and is generally substantiated by employees, management, as well as governing bodies.



In terms of recordkeeping, we will create electronic file folders for each comparator agency that we survey, including all documentation listed above, so that we have all of the source documentation to support the data and findings of the study.

Task C. Analysis and preliminary data review

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the City to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the City's salary range that is above/below the market values.

In addition, we will include any type of statistical representation and analysis that the City desires such as 60th, 70th, or any other percentiles.

Benefits data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect "other" benefits (as listed in the benefits section, A.3., above), which we typically report on a separate spreadsheet.

Task D. Draft compensation findings/additional analysis/study project team meetings

We distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including management, employees, and Human Resources) to clarify data, to receive requests for re-analysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

Task E. Internal relationship analysis and internal alignment

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the "whole position" analysis methodology as described above.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments. This analysis will be integrated with the results of the compensation survey.

The ultimate goal of this critical step of the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the



compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically as well as horizontally to reflect the classification structure that was developed during the classification phase of the study.

Task F. Compensation structure and implementation plan development

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure within which the classes are allocated (set of salary ranges, salary differentials, steps within ranges, and/or alternative compensation plans), based upon the City's preferred compensation model. We will develop recommendations for pay grades and salary ranges for all classifications based on median and/or mean salaries from the comparable agencies.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the City's goals, objectives, and budget considerations. We will develop recommendations covering special compensation issues such as salaries above the maximum; seniority; promotions; maintenance of the salary schedules; etc.

Draft recommendations will be discussed with the Study Project Team and management prior to developing an Interim Report.

Task G. Preparation of draft final and final report and deliverables

Volume II (Draft Interim Report of the Compensation Study) will be completed and submitted to the Study Project Team for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include:

- A set of all market data spreadsheets;
- A proposed Salary Range document;
- A policy and procedure to address employees whose base pay exceeds the maximum of their newly assigned pay range;
- A manual of instructions regarding the administration of the proposed compensation system;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for rules, policies and procedures for the City in implementing, managing and maintaining the compensation system.

Once all of the City's questions/concerns are addressed and discussed, a Final Classification (and Compensation, if selected) Report will be created and submitted in bound format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.



Task H. Participation in a formal appeal process

Should the City have a formal appeal process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. We have found that the “informal appeals” or “employee review and feedback process” we have built into our methodology typically resolves most, if not all, issues and concerns before completion of the study. This process occurs during Classification Project Task F and Compensation Project Task D above. Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.

Task I. Final presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the City Council, we recommend at least one initial meeting to confirm the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we can have more or less interaction with the City Council, based on the City’s preferences.

SCHEDULE

Our professional experience is that a combined classification and total compensation study of this scope and for this size organization takes approximately three to four (3-4) months to complete, allowing for adequate interview time, classification description review and/or development, compensation data collection and analysis, review steps by the City, the development of final reports, any appeals, and presentations.

Based on the RFP indicating a desired start date of July 31, 2015, we would expect to complete the study between October 31 and November 30, 2015. While we are aware that contract completion is desired for October 31, completion of both phases of the study would require strict adherence to all steps. However, if only the Classification Study is done, per the RFP [and Phase II, or Alternate A (Compensation) is excluded], the desired completion date is completely doable. The following is a suggested timeline:

Task	PHASE I: Classification Study	Timeframe
A.	Initial Document Review/Meeting with Study Project Team and Management Staff	Week 1
B.	Orientation Meetings with Employees and Distribution of PDQ	Week 1
C.	Position Description Questionnaire Completion and Review	Week 3
D.	Employee/Supervisor/Management Interviews (onsite meetings with each employee)	Week 4
E.	Classification concept and preliminary allocation development	Week 5
F.	Draft Class Description Development and Update	Week 9
G.	Draft Class Description Review and Informal Appeal Process	Week 10
H.	Finalize Classification Plan and Draft Interim Report/Final Report	Week 11



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Task	PHASE II: Compensation Study (Alternate A)	Timeframe
A.	Identify Comparator Agencies and Benchmark Classifications (we recommend presenting these study elements to the City Council at one of their meetings)	Week 4
B.	Compensation Data Collection	Week 13
C.	Analysis and Preliminary Data Review	Week 13
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meeting	Week 14
E.	Internal Relationship Analysis and Internal Alignment	Week 15
F.	Compensation Structure and Implementation Plan Development	Week 15
G.	Preparation of Draft Final and Final Report and Deliverables (we recommend presenting both the draft final classification and draft final compensation report to the City Council at one of their meetings before the final presentation below)	Week 16
H.	Participation in a Formal Appeal Process *	As Needed
I.	Final Presentation to the City Council and/or City Manager	As Scheduled

REFERENCES

Below are a few of our Compensation and Classification Studies completed in the recent past; all were completed on time and within the proposed budget. All were completed by our own professional staff without subcontractors or joint ventures.

Agency and Project	Contact
City of Lafayette Classification and Total Compensation Study completed in 2013.	Ms. Tracy Robinson Administrative Services Director (925) 299-3227 3675 Mt. Diablo Road, #210 Lafayette, CA 94549 trobinson@lovelafayette.org
City of Campbell Classification and Compensation studies in 2008 and 2013. Management Compensation Study June, 2009.	Ms. Jill Lopez Human Resources Manager (408) 866-2123 70 N. First St. Campbell, CA 95008 jilll@cityofcampbell.com
Mid-Peninsula Regional Open Space District Classification and Compensation Study, completed July 2011.	Mr. Steve Abbors General Manager (650) 691-1200 330 Distel Circle Los Altos, CA 94022 sabbors@openspace.org



Classification (and possible Total Comp.) Study Proposal

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City of Sausalito City-wide Classification and Total Compensation Study completed in 2012.	Mr. Charlie Francis Director of Admin. Services/Treasurer (415) 289-4105 420 Litho St. Sausalito, CA 94965 cfrancis@ci.sausalito.ca.us
City of Santa Rosa Classification and Organizational Studies for various departments from 2007 to 2013.	Ms. Barbara Duncan Human Resources Analyst (707) 543-3074 100 Santa Rosa Ave., Rm 1 Santa Rosa, CA 95404 bduncan@srcity.org
City of Novato Total Compensation Study completed 2012.	Mr. Dan Weakley Human Resources Manager (415) 899-8918 75 Rowland Way #200 Novato, CA 94945 dweakley@novato.org
Dublin San Ramon Services District Classification and Compensation Study completed in 2008. Since then we have provided multiple single-classification studies, recruitments, and special project support. Ongoing.	Ms. Michelle Gallardo Organizational Services Manager (925) 875-2290 7051 Dublin Boulevard Dublin, CA 94568 mgallardo@dsrsd.com
County of San Mateo Various Classification and Compensation Studies, 2012 and 2014.	Ms. Lisa Yapching Classification and Compensation Mgr. San Mateo County HR Department (650) 363-4381 455 County Center, 5 th Floor Redwood City, CA 94063 lyapching@smcgov.org



CLOSING COMMENTS

COMMUNICATION WITH THE CITY

Our typical communication model includes at least weekly or biweekly written status updates to keep the City informed on where we are for every phase of the project. We have found that most communication can be managed through email and teleconferences.

In addition, the study includes a significant number of meetings with the Study Project Team, human resources, management, employees, and the City Council/City Manager, as desired (please see the timeline outlined earlier in this proposal regarding the number and type of meetings we recommend). The meetings and “stakeholder touch-points” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and improve a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

STAKEHOLDER TOUCHPOINTS

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. The following are the major milestones at which we touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- Position description questionnaire completion and review;
- Employee and management interviews, as needed;
- Employee, management, and Human Resources review of draft class descriptions;
- Contact with employees and management to address final classification issues;
- Stakeholder input regarding a list of appropriate comparator agencies;
- City/stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

POST-IMPLEMENTATION CONSULTATION AND SUPPORT

We are committed to providing the City with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.



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We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, understand why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the City request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at the City. However, based on our experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our total lump sum fee for this project.



Classification (and possible Total Comp.) Study Proposal

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Proposal Signature Page

Koff & Associates intends to adhere to all of the provisions described in the RFP.

This proposal is valid for 90 days.

Respectfully submitted,

By: **KOFF & ASSOCIATES**
State of California

June 8, 2015

Georg S. Krammer
Chief Executive Officer

Date



Koff & Associates
Solving the Human Resources Puzzle for 30 Years

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA APPROVING THE AGREEMENT FOR SERVICES BETWEEN THE CITY OF YREKA AND KOFF & ASSOCIATES AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE NECESSARY AGREEMENTS FOR CLASSIFICATION STUDY

WHEREAS, the City of Yreka desires to commission a classification study and the 2015-2016 Memorandum of Understanding with the Yreka City Employees Association includes a commitment to hire a professional consulting firm to complete a Classification Study, and

WHEREAS, the City conducted a Request for Proposals (RFP) procedures in accordance with city policy; and received responses from qualified firm, and

WHEREAS, City staff has reviewed the proposals and recommends the firm of Koff & Associates, and

WHEREAS, the City desires to enter into an agreement with Koff & Associates to complete the Classification Study in the amount of \$28,080.00.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YREKA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The City Council hereby authorizes the City Manager to enter into an agreement with Koff & Associates based on the June 8, 2015 proposal for the Classification Study.

Section 2. The City Manager, the Finance Director, and all other proper officers and officials of the City are hereby authorized to execute such other agreements, documents and certificates, and to perform such other acts, as may be necessary or convenient to effect the purposes of this Resolution and the transactions herein authorized.

Section 3. This resolution shall take effect immediately upon its passage.

Passed and adopted this 3rd day of September, 2015, by the following vote:

AYES:
NAYS:
ABSENT:

John Mercier, Mayor

Attest: _____
Liz Casson, City Clerk

