

**CITY OF SAN MATEO
RESOLUTION NO. 62 (2020)**

ADOPTING THE 2020-2021 CITY BUDGET

WHEREAS, the City Council held public hearings on the Budget and Capital Improvement Program, as required by the City Charter section 5.02; and

WHEREAS, budget required to operate and support the City departments and to pay the bonded indebtedness of the City, or any portion or district therein, is \$194,933,136 for Operating and \$67,407,558 for the Capital Improvement Program (CIP) for fiscal year July 1, 2020 to June 30, 2021; and

WHEREAS, Municipal Code Section 3.50.060, Fiscal Accountability Provisions, requires that the amount of revenue generated by the one-quarter cent Measure S Transactions and Use Tax and how it was used be included in the annual financial audit; and

WHEREAS, budgeted resources and requirements are sufficient to meet Council's adopted financial policy that the General Fund reserve will be maintained in an amount equal to at least three months, or 25 percent, of the annual General Fund operating expenditure budget to be used in the event of significant financial emergency; and

WHEREAS, fund balance in the Construction Services Fund is classified as committed in accordance with Governmental Accounting Standards Board Statement No. 54. In order to reclassify fund balance, a resolution of the City Council is required.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, RESOLVES that:

1. In accordance California Environmental Quality Act (CEQA) Guidelines section 15378(b)(4), adoption of the budget is not a project subject to CEQA because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.
2. The City Budget, providing for expenditures and appropriations in the sum of \$194,933,136 for Operating and \$67,407,558 for Capital Improvement Program, for a total of \$262,340,694, for the fiscal year July 1, 2020 through June 30, 2021, set forth the accompanying Administrative Report and its attachments, is approved.
3. The Measure S spending plan, which is included as part of the City Budget, totals \$5,984,392 in operating expenditures and transfers out for fiscal year July 1, 2020 to June 30, 2021 that includes:
 - a. \$1,569,150 in salaries and benefits covering 3.0 Full Time Equivalent (FTE) merit Police Officers and 1.0 FTE merit Police Sergeant, 1.35 FTE merit Library Assistant I/II, 1.0 FTE merit Community Services Coordinator, 0.16 FTE merit Community Services Supervisor, and 1.38 FTE per diem employees in the Parks and Recreation Department; and
 - b. \$313,888 in operating expenditures that consist of \$66,859 in the Library Department and \$247,029 in the Parks and Recreation Department; and
 - c. \$1,050,000 transfers to CIP that consist of \$250,000 for the Neighborhood Traffic Improvements and \$800,000 for Citywide Street Reconstruction; and
 - d. \$339,032 transfers to the General Fund that represents year two of ten to repay the advance funding from the General Fund; and
 - e. \$2,712,322 in debt service on street and flood control lease revenue bonds; is approved;

and

4. The FTE positions and department personnel changes for fiscal year 2020-2021, including the net addition of 3 merit positions and reduction of 4.23 per diem positions, set forth in Exhibit A, are approved effective the pay period that includes July 1, 2020; and
5. Reclassification of \$9,360,000 of fund balance in the Construction Services Fund from committed to unassigned is authorized.
6. The City Manager is authorized and instructed to effectuate the City Budget as approved.

RESOLUTION NO. 62 (2020) adopted by the City Council of the City of San Mateo, California, at a regular meeting held on June 15, 2020, by the following vote of the City Council:

AYES: Council Members Goethals, Rodriguez, Bonilla, Lee and Papan
NOES: None
ABSENT: None

ATTEST:

Patrice M. Olds, City Clerk

Joe Goethals, Mayor

Exhibit A

2020-21 BUDGET CHANGES

(Establish New Classification and Job Specification, Adopt New Salaries, Reallocate Positions, and Eliminate Classification)

City Manager's Office

Reallocate: [1.0] Community Services Coordinator to [1.0] Management Analyst full-time merit

Eliminate: [1.0] Downtown Coordinator

Community Development Department

Reallocate: [1.0] Senior Planner to [1.0] Senior Management Analyst full-time merit

Human Resources

Reallocate: [1.0] Senior Human Resources Analyst to [1.0] Deputy Human Resources Director

Establish new salary: Deputy Human Resources Director monthly salary range: \$13,793.87 – \$15,206.53

Parks and Recreation

Add: [1.0] Community Services Coordinator full-time merit

Police Department

Reallocate: [1.0] Community Service Officer to [1.0] Senior Police Records Specialist full-time merit

Public Works Department

Reallocate: [2.0] Sweeper Operators to [2.0] Maintenance Workers full-time merit

Add: [2.0] Wastewater Treatment Plant Operator IIs full-time merit

Establish new classification, adopt job specification and salary: Waste Management Supervisor full-time merit monthly salary range: \$9,092.80 – \$10,844.56



DEPUTY HUMAN RESOURCES DIRECTOR

DEFINITION

Under general direction, to assist in planning, directing, managing, and overseeing the activities and operations of the Human Resources Department; to coordinate assigned activities with other City departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Human Resources Director.

SUPERVISION EXERCISED

Exercises direct supervision over professional staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in managing the development and implementation of Human Resources Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of department service delivery methods and procedures; assess and monitor workload, administrative and support systems; and identify opportunities for improvement.

Represent the Human Resources Department to other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues; provide advice and assistance to management staff regarding personnel matters.

Assist in ensuring the City's compliance with policies, contracts, Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.

Select, train, motivate and evaluate Human Resources Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist in planning, directing, and coordinating the Human Resources Department's work plan; meet with staff to identify and resolve problems; assign projects; review and evaluate work methods and procedures.

Assist in managing and participate in the development and administration of the Human Resources Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and

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

Assist with coordinating Human Resources Department activities with those of other departments, divisions and outside agencies and organizations; provide staff assistance to the Human Resources Director, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies, and procedures as appropriate.

Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources and benefits.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive human resources and benefits program.

Organization and management practices as applied to the analysis and evaluation of human resources programs, policies and operational needs.

Modern and complex practices of human resources program development and administration.

Principles of participative leadership and supervision.

Principles and practices of collective bargaining and labor relations.

Principles and practices of workers' compensation and safety programs.

Techniques of recruiting, interviewing, and selecting applicants for employment.

Benefits administration principles and concepts.

Project management principles and concepts.

Principles and concepts of job evaluation, job analysis, and compensation.

Principles and methods of employee development and workforce planning.

Principles and practices of budget preparation and administration.

Pertinent Federal, State, and local laws, codes and regulations.

Skill to:

Operate modern office equipment including computer equipment and software.

Conduct mathematical and statistical computations.

Ability to:

Provide professional leadership and direction for the Human Resources Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services.

Plan, organize, direct and coordinate the work of professional and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Effectively identify and respond to customers' concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Human Resources goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Formulate and administer human resources policies, practices and procedures.

Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and Human Resources reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training Guidelines:

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

Experience:

Five years of increasingly responsible professional human resources experience including three years of management responsibilities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration or a related field.
A Master's degree is desirable.

License or Certificate:

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

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

ADOPTED CC:	10-18-04
REVISED CC:	XX-XX-XX
FORMER TITLES:	ASSISTANT DIRECTOR OF HUMAN RESOURCES
BARGAINING UNIT:	DEPUTY DIRECTORS UNIT
FLSA:	EXEMPT
PERF. APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	YES
JOB CODE:	2099



WASTE MANAGEMENT SUPERVISOR

DEFINITION

To plan, organize, direct, supervise, and participate in the administration of multiple integrated solid waste management contracts and programs within the Department of Public Works; to coordinate assigned activities with other divisions; to represent the City and provide staff support for a variety of intergovernmental committees, subcommittees, and authorities; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Regulatory Compliance Manager or Deputy Director of Public Works. This classification is distinguished from the division manager in that the latter is responsible for all facets of the City's Environmental Compliance Division, including urban runoff programs.

Exercises direct supervision over assigned professional, technical, maintenance, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommends and assists in the implementation of goals and objectives; establish schedules and methods for solid waste management programs; and implement policies and procedures.

Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in waste management activities.

Evaluates operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participates in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participates in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Manages the City's franchise agreement for residential and commercial garbage, recycling, and compost collection/disposal; manages private-sector contracts for materials transfer and recovery, long-term disposal, and landfill closure/post-closure requirements.

Administers professional service agreements including developing requests for proposals, overseeing the bidding process, recommending selection of providers, prepares contracts, develops policy, negotiates and administers contracts, reviews revenue and expenses, monitors performance and regulatory conformance, resolves customer service issues, and monitors service providers for compliance with contracted level of service and other contractual obligations.

Manages the Division's recycling, waste reduction, and composting programs; plans, organizes, and implements programs and projects designed to encourage business, citizen, and public participation, and maximize efficiency and material recovery.

Manages the Division's public education, marketing, and outreach programs.

Prepares a variety of data analyses on waste stream quantities and overall program elements.

Prepares cost analyses of programs.

Oversees the review of new developments with respect to the solid waste services including accessibility and adequacy of proposed solid waste systems for proposed building occupants in compliance with state waste division mandates.

Analyzes proposed state and federal legislation affecting solid waste management.

Prepares reports and documents for City Council study sessions and meetings.

Makes presentations to City Council, other boards and commissions, and public groups.

Provides staff-support and/or represents the City within a variety of committees, commissions, community groups, and the general public.

Develops proposals to obtain county, state, and federal grants; implement and administer grant programs.

Prepares, coordinates, implements, and participates in public events which support program service objectives.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Fosters an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of current technical, environmental, and regulatory issues in the field of solid waste management.

Solid waste collection; disposal; resource recovery, and recycling and composting methods and systems.

Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal.

Local, state, and federal legislation, regulations, and judicial decisions concerning waste management.

Marketing and public education and outreach practices related to environmental programs.

Group dynamics, conflict resolution techniques and practices, organizational design and development, generally accepted principles and practices of local government.

Equipment, tools and materials used in a standard office environment.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement, and direct integrated solid waste programs.

Analyze administrative guidelines, regulations, legislation, work papers, reports, complex data, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Operate as a leader or team member in a variety of groups and circumstances; establish and maintain professional working relationships with staff, elected officials, representatives from other organizations and the general public; provide staff leadership and foster staff development; provide sound and well developed recommendations to senior management and City officials.

Plan, arrange, and manage meetings.

Prepare clear and concise reports, correspondence, presentations, and data to a wide variety of audiences; communicate clearly, concisely, and effectively, both orally and in writing.

On a continuous basis, know and understand all aspects of the job.

Effectively work with community groups, agencies, and other jurisdictions to resolve issues related to solid

waste management.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Work with various cultural and ethnic groups in a tactful and effective manner.

Performs other duties as assigned.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in administrative work, with a minimum of two (2) years of responsibility for and knowledge of solid waste management or recycling programs including one year providing technical and functional supervision over assigned personnel.

Training:

Education and/or experience equivalent to graduation from an accredited college or university with a Bachelor's degree with major course work in environmental studies, planning, project management, environmental engineering, public or business administration, or a closely related field.

License and Certificate

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

A Certificate in Integrated Waste Management, Solid Waste and Recycling Management, and/or Hazardous Materials Management is highly desirable; lead or supervisory experience is highly desirable.

Special Requirements

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare

documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner.

Ability to travel independently within and outside the City limits to fulfill the assigned duties and responsibilities.

ADOPTED:	XX-XX-XX
BARGAINING UNIT:	MANAGEMENT UNIT
PERFORMANCE APPRAISAL:	MANAGEMENT
FLSA:	EXEMPT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	YES
JOB CODE:	2129

City of San Mateo
Merit Salary Schedule Updates for Adoption by City Council on June 15, 2020

Deputy Human Resources Director – Job Code 2099				
STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
STEP 1	79.58	6,366.40	13,793.87	165,526.44
STEP 2	83.56	6,684.80	14,483.73	173,804.76
STEP 5	87.73	7,018.40	15,206.53	182,478.36

Waste Management Supervisor – Job Code 2129				
STEPS	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
STEP 1	52.46	4,196.68	9,092.80	109,113.60
STEP 2	54.82	4,385.27	9,501.42	114,017.04
STEP 3	57.29	4,582.89	9,929.60	119,155.20
STEP 4	59.87	4,789.53	10,377.31	124,527.72
STEP 5	62.57	5,005.18	10,844.56	130,134.72