



Meeting Held Via Zoom and Livstream on YouTube.

**AGENDA
SPECIAL MEETING
SHAFTER CITY COUNCIL
MONDAY, JUNE 21, 2021**

CORONAVIRUS DISEASE (COVID-19) ADVISORY

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Kern Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing. Additional information regarding COVID-19 is available on the City's website at www.shafter.com.

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. **Remote public participation is allowed in the following ways, please see attached supplement for instructions.**

TELECONFERENCE NOTICE

Pursuant to Executive Order N-29-20 Issued by Governor Gavin Newsom on March 17, 2020 and, to the extent applicable, Government Code Section 54953(b), the June 21, 2021 City Council Meeting may include teleconference participation by the City Council Members and City staff. Consistent with Executive Order N-29-20, teleconference locations utilized by City Council Members shall not be accessible to the public and are not subject to special posting requirements.

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Mayor Prout
Mayor Pro Tem Givens
Council Member Alvarado
Council Member Espinoza
Council Member Lopez

APPROVAL OF AGENDA:

PUBLIC COMMENT:

This portion of the meeting is reserved for persons wanting to address the Council only on matters listed on this agenda. Speakers are limited to five minutes unless additional time is needed for translation. Please state your name and address for the record before making your presentation.

NOTICE TO THE PUBLIC:

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available in the City Clerk's Office during normal business hours at City Hall located at 336 Pacific Avenue, Shafter CA. In addition, such documents will be posted on the City's website at www.shafter.com.

COUNCIL ANNOUNCEMENTS AND REPORTS:

On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. Council Members may ask a question for clarification, make a referral to staff, or take action to have staff place a matter of business on a future agenda. No formal action by the Council will be taken unless an item is identified on the Agenda.

CONSENT CALENDAR:

All items on the consent calendar are considered routine and non-controversial by staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent calendar and will be considered in the listed sequence with an opportunity for any member of the public to address the Council concerning the item before action is taken.

ROLL CALL

1. Adopt the City of Shafter Employee Bi-Weekly Schedule effective June 21, 2021

ADJOURNMENT:

Should anyone challenge any proposed action which is the subject of a public hearing listed on this agenda, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Pursuant to the Americans with Disabilities Act, if you need special assistance to participate in a City Council Meeting, please contact the City Clerk at (661) 746-5000 prior to the meeting or time when special services are needed to allow City staff in making reasonable arrangements to provide you with access to the meeting. Any public record, relating to an open session agenda item, that is distributed within 24 hours prior to the meeting is available for public inspection in the City Clerk's Office at Shafter City Hall, 336 Pacific Ave., Shafter, CA 93263. This is to certify that this Agenda notice was posted at City Hall and the Police Dept. by 5:00 p.m., June 18, 2021. Yazmina Pallares, S/S, City Clerk



**AGENDA SUPPLEMENT
SPECIAL MEETING
SHAFTER CITY COUNCIL
MONDAY, JUNE 21, 2021**

**THE JUNE 21, 2021 MEETING WILL BE CONDUCTED PURSUANT TO THE
PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20**

In order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the City Council meetings live via YouTube <https://www.youtube.com/user/CityofShafter/>
2. If you wish to make a comment on a specific agenda item or public comment, please submit your comment via email by **12:00 P.M. on Monday, June 21, 2021** to the City Clerk at CityClerk@shafter.com
3. If you wish to make a written comment to the City Clerk, 336 Pacific Avenue, Shafter, CA 93263.
4. If you wish to make a comment during the live meeting, callers must first register with the City Clerk at 661-746-5012 before the meeting begins to receive instructions and the call-in number and code. Please call by 12:00pm on the day of the Council meeting to allow ample time for sign up. You will need to provide your name, phone number and the item number you wish to address.
5. All public comments are provided to the City Council and applicable Staff, for review and consideration by the Board prior to taking action on any matters listed on the agenda and are incorporated into the official record of the Council meeting.

The City of Shafter thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.



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**NOTICE OF
SPECIAL MEETING OF THE SHAFTER CITY COUNCIL**

NOTICE IS HEREBY GIVEN that a special meeting of the City Council of the City of Shafter will be held on Monday, June 21, 2021. The meeting will convene at 4:00 p.m., via teleconference. Said special meeting shall be for the following purpose:

CONSENT CALENDAR:

1. Adopt the City of Shafter Employee Bi-Weekly Schedule effective June 21, 2021

Yazmina Pallares, City Clerk

Affidavit of Posting Special Meeting Notice

This is to certify that this Special Meeting Notice was posted at City Hall and the Police Department by 5:00 p.m., June 18, 2021. Further information regarding this Agenda Notice is available at City Hall, 336 Pacific Ave., Shafter, CA.

Yazmina Pallares, S/S, City Clerk

Dated: June 18, 2021



City of Shafter COUNCIL AGENDA REPORT

MEETING DATE: June 21, 2021

FROM: Michael James, Acting City Manager
Prepared by: Carol Chavolla, Human Resources Manager

SUBJECT: Adopt the City of Shafter Employee Bi-Weekly Pay Schedule Effective June 21, 2021

RECOMMENDATION

Adopt the City of Shafter Employee Bi-Weekly Schedule effective June 21, 2021.

BACKGROUND

Personnel System Rule 3.3 grants the City Manager the authority to continually review the City’s classification plan for decision making on compensation, selection, employee development, career advancement, and other personnel activities. As of June 18, 2021, the following updates have been made to the City of Shafter Employee Bi-Weekly Pay Schedule:

Position	Range	Salary	Action
Accountant, Senior (PT/Extra Help)	Hourly	\$50.00-\$85.00	Added PT/Extra Help Position

Pursuant to California Code of Regulations (CCR) Section 570.5, CalPERS requires that a pay schedule be adopted by the City Council to formally authorize for employee pay rates and earnable reportable compensations. Enclosed is the proposed City of Shafter Employee Bi-Weekly Pay Schedule effective January 1, 2021, for City Council adoption.

FISCAL IMPACT

The part-time positions are part of a pool cost in which department heads monitor the scheduled hours for the fiscal year. Any cost impact for the Senior Accountant (PT/Extra Help) position will be absorbed within the operating budget. No budget amendment is necessary.

NEXT STEPS

Upon City Council approval and adoption of the City of Shafter Employee Bi-Weekly Pay Schedule, the following will occur:

1. The adopted Employee Bi-Weekly Pay Schedule shall be submitted to CalPERS and made publicly available.
2. Appointment of a Senior Accountant (PT/Extra Help) shall be made to assist the Finance Department with backlog work.

CONSENT CALENDAR

ATTACHMENTS

1. City of Shafter Employee Bi-Weekly Pay Schedule

CITY OF SHAFTER EMPLOYEE BIWEEKLY PAY SCHEDULE 1/1/21 - 12/31/21 (Effective 6/21/21 - Revised 6/18/21)

TITLE	RANGE	A	B	C	D	E
Account Clerk I	110	\$ 1,479	\$ 1,552	\$ 1,630	\$ 1,712	\$ 1,797
Account Clerk II	130	\$ 1,634	\$ 1,716	\$ 1,801	\$ 1,891	\$ 1,986
Accountant, Senior (PT/Extra Help)*	Hourly	\$50.00 - \$85.00 DOE				
Accounting Manager	258	\$ 3,094	\$ 3,248	\$ 3,411	\$ 3,582	\$ 3,761
Administrative Assistant I	147	\$ 1,778	\$ 1,867	\$ 1,961	\$ 2,059	\$ 2,161
Administrative Assistant II	162	\$ 1,917	\$ 2,013	\$ 2,113	\$ 2,219	\$ 2,330
Administrative Services Director	384	\$ 5,801	\$ 6,091	\$ 6,396	\$ 6,716	\$ 7,052
Animal Control Manager	182	\$ 2,118	\$ 2,224	\$ 2,335	\$ 2,452	\$ 2,574
Animal Control Officer	91	\$ 1,345	\$ 1,412	\$ 1,483	\$ 1,557	\$ 1,635
Animal Control Services Worker	70	\$ 1,212	\$ 1,272	\$ 1,336	\$ 1,403	\$ 1,473
Associate Engineer	263	\$ 3,172	\$ 3,330	\$ 3,497	\$ 3,672	\$ 3,855
Building Inspector I	202	\$ 2,340	\$ 2,457	\$ 2,580	\$ 2,709	\$ 2,845
Building Inspector II	217	\$ 2,522	\$ 2,648	\$ 2,781	\$ 2,920	\$ 3,066
Building Inspector Supervisor	257	\$ 3,078	\$ 3,232	\$ 3,394	\$ 3,564	\$ 3,742
Building Official	306	\$ 3,931	\$ 4,128	\$ 4,334	\$ 4,551	\$ 4,779
Business Development Director	364	\$ 5,250	\$ 5,513	\$ 5,789	\$ 6,078	\$ 6,381
City Clerk	227	\$ 2,650	\$ 2,783	\$ 2,922	\$ 3,068	\$ 3,222
City Engineer	365	\$ 5,276	\$ 5,540	\$ 5,817	\$ 6,108	\$ 6,413
City Manager	Contract	\$ 8,269				
City Manager, Acting	Contract	\$ 7,757				
Clerk Typist	80	\$ 1,273	\$ 1,337	\$ 1,403	\$ 1,474	\$ 1,547
Clerk Typist (PT/Extra Help)*	Hourly	\$ 15.910				
Code Enforcement Officer I	183	\$ 2,128	\$ 2,235	\$ 2,347	\$ 2,464	\$ 2,587
Code Enforcement Officer II	202	\$ 2,340	\$ 2,457	\$ 2,580	\$ 2,709	\$ 2,845
Community Service Analyst	174	\$ 2,035	\$ 2,137	\$ 2,244	\$ 2,356	\$ 2,474
Corrections Chief	384	\$ 5,801	\$ 6,091	\$ 6,396	\$ 6,716	\$ 7,052
Education Partnership-Director	324	\$ 4,301	\$ 4,516	\$ 4,742	\$ 4,979	\$ 5,228
Education Partnership - Learning Center Manager	208	\$ 2,412	\$ 2,532	\$ 2,659	\$ 2,792	\$ 2,931
Education Partnership - Teacher (PT/Extra Help)*	Hourly	\$ 36.184				
Education Partnership - Tutor I (PT/Extra Help)*	Hourly	\$ 14.00				
Education Partnership - Tutor II (PT/Extra Help)*	Hourly	\$ 17.421				
Engineer I	228	\$ 2,664	\$ 2,797	\$ 2,937	\$ 3,083	\$ 3,237
Engineer II	243	\$ 2,870	\$ 3,014	\$ 3,165	\$ 3,323	\$ 3,489
Equipment Operator	137	\$ 1,692	\$ 1,777	\$ 1,866	\$ 1,959	\$ 2,057
Facilities Construction Specialist I	152	\$ 1,824	\$ 1,915	\$ 2,011	\$ 2,111	\$ 2,217
Facilities Construction Specialist II	174	\$ 2,035	\$ 2,137	\$ 2,244	\$ 2,356	\$ 2,474
Finance Clerk	80	\$ 1,273	\$ 1,337	\$ 1,403	\$ 1,474	\$ 1,547
Financial Analyst	223	\$ 2,598	\$ 2,728	\$ 2,865	\$ 3,008	\$ 3,159
GIS Coordinator	272	\$ 3,318	\$ 3,483	\$ 3,658	\$ 3,840	\$ 4,032
GIS Specialist	239	\$ 2,814	\$ 2,955	\$ 3,102	\$ 3,258	\$ 3,420
GIS Technician	133	\$ 1,658	\$ 1,741	\$ 1,828	\$ 1,919	\$ 2,015
Human Resources Analyst I	162	\$ 1,917	\$ 2,013	\$ 2,113	\$ 2,219	\$ 2,330
Human Resources Analyst II	208	\$ 2,412	\$ 2,532	\$ 2,659	\$ 2,792	\$ 2,931
Human Resources Manager	258	\$ 3,094	\$ 3,248	\$ 3,411	\$ 3,582	\$ 3,761

CITY OF SHAFTER EMPLOYEE BIWEEKLY PAY SCHEDULE 1/1/21 - 12/31/21 (Effective 6/21/21 - Revised 6/18/21)

TITLE	RANGE	A	B	C	D	E
Information Technology Manager	277	\$ 3,402	\$ 3,572	\$ 3,751	\$ 3,938	\$ 4,135
Information Technology Specialist I	199	\$ 2,306	\$ 2,421	\$ 2,542	\$ 2,669	\$ 2,803
Information Technology Specialist II	238	\$ 2,800	\$ 2,940	\$ 3,087	\$ 3,241	\$ 3,404
Intern*	Hourly	\$ 14.00				
Laborer I	55	\$ 1,124	\$ 1,180	\$ 1,240	\$ 1,301	\$ 1,367
Laborer II	83	\$ 1,292	\$ 1,357	\$ 1,425	\$ 1,496	\$ 1,571
Laborer II (PT/Extra Help)*	Hourly	\$ 14.425				
Maintenance Worker	117	\$ 1,531	\$ 1,608	\$ 1,689	\$ 1,773	\$ 1,862
Mechanic	157	\$ 1,869	\$ 1,963	\$ 2,061	\$ 2,163	\$ 2,271
Office Technician	110	\$ 1,479	\$ 1,552	\$ 1,630	\$ 1,712	\$ 1,797
Parks Foreman	186	\$ 2,160	\$ 2,268	\$ 2,381	\$ 2,500	\$ 2,625
Payroll Technician	149	\$ 1,796	\$ 1,886	\$ 1,981	\$ 2,080	\$ 2,184
Planner, Senior	281	\$ 3,470	\$ 3,644	\$ 3,826	\$ 4,017	\$ 4,218
Planning Director	306	\$ 3,931	\$ 4,128	\$ 4,334	\$ 4,551	\$ 4,779
Police Captain	295	\$ 3,721	\$ 3,908	\$ 4,103	\$ 4,308	\$ 4,524
Police Chief	384	\$ 5,801	\$ 6,091	\$ 6,396	\$ 6,716	\$ 7,052
Police Dispatcher	123	\$ 1,578	\$ 1,656	\$ 1,739	\$ 1,826	\$ 1,917
Police Lieutenant	281	\$ 3,470	\$ 3,644	\$ 3,826	\$ 4,017	\$ 4,218
Police Officer	175	\$ 2,045	\$ 2,147	\$ 2,255	\$ 2,368	\$ 2,486
Police Officer, Senior	195	\$ 2,259	\$ 2,372	\$ 2,491	\$ 2,615	\$ 2,746
Police Officer Trainee	Hourly	\$ 16.321				
Police Records Clerk	110	\$ 1,479	\$ 1,552	\$ 1,630	\$ 1,712	\$ 1,797
Police Sergeant	232	\$ 2,718	\$ 2,854	\$ 2,996	\$ 3,146	\$ 3,303
Police Services Technician	141	\$ 1,726	\$ 1,813	\$ 1,903	\$ 1,999	\$ 2,099
Public Facilities Manager	212	\$ 2,460	\$ 2,583	\$ 2,712	\$ 2,847	\$ 2,990
Public Works Director	384	\$ 5,801	\$ 6,091	\$ 6,396	\$ 6,716	\$ 7,052
Public Works Inspector	208	\$ 2,412	\$ 2,532	\$ 2,659	\$ 2,792	\$ 2,931
Public Works Manager	340	\$ 4,658	\$ 4,891	\$ 5,135	\$ 5,392	\$ 5,661
Streets Foreman	188	\$ 2,182	\$ 2,291	\$ 2,405	\$ 2,526	\$ 2,653
Transit Driver (FT)	83	\$ 1,292	\$ 1,357	\$ 1,425	\$ 1,496	\$ 1,571
Transit Driver (PT)*	Hourly	\$ 15.6532				
Utility Manager	302	\$ 3,853	\$ 4,046	\$ 4,249	\$ 4,461	\$ 4,684
Utility Operator I	140	\$ 1,718	\$ 1,803	\$ 1,894	\$ 1,989	\$ 2,088
Utility Operator II	173	\$ 2,025	\$ 2,126	\$ 2,233	\$ 2,344	\$ 2,461
Utility Technician	205	\$ 2,375	\$ 2,494	\$ 2,619	\$ 2,750	\$ 2,887

Unless otherwise designated, contract and hourly positions are not tied to a salary range. The numbers on this schedule are rounded to the nearest dollar and may vary slightly from actual payroll calculations due to rounding.

CITY OF SHAFTER EMPLOYEE BIWEEKLY PAY SCHEDULE 1/1/21 - 12/31/21 (Effective 6/21/21 - Revised 6/18/21)

PREMIUM PAY FLAT AMOUNT AND/OR PERCENTAGE OF BASE BIWEEKLY AMOUNT

INCENTIVE	SHAFTER POLICE OFFICER ASSOCIATION	SEIU PUBLIC WORKS UNIT	SHAFTER CORRECTIONAL OFFICERS ASSOCIATION	NONREPRESENTED EMPLOYEES	
				FULL-TIME	PART-TIME
Bilingual	5%	\$36.92	\$36.92	\$36.92	Prorate per hour = \$960 Annual
Education Incentive (5% Maximum)					
Student +60 Units	2.5%		2.5%		
Associate Degree	2.5%		2.5%	2.5%*	
Bachelor Degree	5%		5%	5%*	
Certificates					
POST Intermediate	5%			5%	
POST Advanced	5%			5%	
Arborist		2.5% - 3.5%		2.5% - 3.5%	
ASE		1% - 2%		1% - 2%	
Water (Distribution or Treatment)		2.5% - 4.5%		2.5% - 4.5%	

*Applies to designated positions that do not require a degree as minimum qualification and by approval of the City Manager