



City of Montague Regular City Council
230 S. 13th Street, Montague, CA 96064 Ph. (530) 459-3030

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.

CITY OF MONTAGUE SPECIAL MEETING AGENDA

March 23, 2026

6:00 P.M.

Council Chambers, 230 S. 13th Street, Montague, CA 96064

PARTICIPATION: Participants can attend in person, online, and/or by telephone, as follows:

- In-person at: **Montague City Council Chambers, 230 S. 13th St.**
- Online via WebEx at: <https://cityofmontague-454.my.webex.com/meet/clerk>
- Meeting number (access code): 2630 874 0065
- Telephone at:, 1-650-479-3208 When prompted, enter **Meeting ID: 26308740065 Passcode: *89335983**

AGENDA PACKET: Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection 24 hours before each regularly scheduled meeting at the City Clerk's office at City Hall, located at 230 S. 13th Street, Montague, California, during normal business hours. Any writing that is subject to disclosure that relates to an agenda item for open session distributed less than 24 hours prior to the meeting will be available for public inspection at the City Clerk's office during normal business hours. Materials subject to disclosure distributed to a majority of councilmembers less than 24 hours before a meeting will be available for public inspection on the City's website at www.cityofmontagueca.com.

SPEAKERS: Speakers, please stand at the podium and speak loudly so the entire room can hear you. The chairman will recognize you and ask that you state your name and mailing address so that the City Staff can follow up on any issues requiring City action, or provide you with information, if appropriate.

Please silence your cell phones. Thank you!

CITY COUNCIL AGENDA:

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. PLEDGE OF ALLEGIANCE:**
- IV. PUBLIC COMMENTS:** "As a special meeting, public participation is limited only to those items listed on the agenda. If your comments are not related to a matter listed on this agenda, please address the City Council at the next regular meeting. The City Council has the right to reasonably limit the duration of each speaker to three minutes. Speakers may not cede their time."
- V. AGENDA APPROVAL:**
- VI. NEW BUSINESS:**
 1. Discussion/possible action consideration of appointment to fill Pool Manager position
 - a. Interview candidates
 - b. Appointing of the Pool Manager
- VII. CLOSED SESSION:**
 1. Personnel - Labor Negotiations (Government Code §54957.6) City Negotiator: Andrew Jared, City Attorney Negotiating Party: Employee Association
 2. (Gov. Code 54957(b)(1) (EMPLOYMENT, EVALUATION) FIRE CHIEF
- VIII. ADJOURN**



In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 24 hours in advance of the meeting.

Public Hearings: If you wish to challenge in court any of the matters on an agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the City at or before the hearing. Any person seeking to challenge a City Council's decision made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Planning Commission, shall be required to commence that action 90 days following the date on which the decision becomes final as provided in Code of Civil Procedure Section 1094.6. Please refer to Code of Civil Procedure 1094.6 to determine how to calculate when a decision becomes "final."

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Montague is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Montague, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

The City of Montague does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, or any other legally protected classes in employment or provision of services. 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) 459-3030 or by notifying the Clerk at clerk@cityofmontagueca.gov.



AFFIDAVIT OF NOTIFICATION AND POSTING
STATE OF CALIFORNIA
COUNTY OF SISKIYOU
CITY OF MONTAGUE

I, David Dunn City Administrator for the City of Montague, hereby declare under penalty of perjury that a copy of the above Agenda of the Special Meeting of the Regular City Council of the City of Montague, California, was delivered and/or notice by email not less than 24 hours, before the hour of 5:30 PM on March 23, 2026 to the members of the City Council, caused the agenda to be posted at the bulletin board found at City Hall, 230 S. 13th Street, Montague CA, and a copy to be place for review at the Office of the City Clerk.

POSTED: March 18, 2026 @ 4:30 PM



POOL COORDINATOR JOB DISCRIPTION

A pool coordinator will oversee the city pool. Specific responsibilities include managing budgets and employee schedules, delegating tasks to staff, developing and implementing marketing strategies and training new workforce members.

The work of the manager:

- Hiring of pool staff
- Setting schedule for pool staff
- Training new pool staff
- Coaching and developing pool employees
- Dealing with performance problems within pool staff
- Supporting problem resolution and decision-making
- Creating shopping lists
- Handling money
- Taking daily inventory of snacks for the pool
- Must have a positive work ethic
- Open communication with pool staff as well as city employees is a must

Pool coordinators have three main responsibilities: Safety, management and planning.

Skills needed for this job: Good communication and interpersonal skills to manage swimming pool employees.

This person must be familiar with lifeguard and coaching standards so they can develop the skills of their team.

Coordinators must be good organizers with the ability to prepare timetables that make the best use of the facilities and meet demand from different types of users.

Safety knowledge needed: Safety is critical in a swimming pool. Coordinators recruit qualified lifeguards and plan work schedules so the pool has adequate coverage at all times. They organize training to ensure all employees are aware of safety issues and issue rules to encourage safe swimming. Pool coordinator will ensure staff checks chlorine and ph balance in the pool each day and maintains accurate records.

Instruction Qualification Requirements:

The pool coordinator recruits staff to meet the needs of their customers. They may offer basic instruction for non-swimmers, coaching for competitive swimmers and classes for different age groups, such as school age children and seniors. It is an advantage for the pool coordinator to be certified in Red Cross Lifesaving and Water Safety Instructor Courses.

Additional Pool Management Duties

Coordinators may organize swimming competitions and arrange private swim parties after hours. Pool coordinators will work with city staff and council for the annual pool fundraising dinner.

Maintaining Pool Facilities

Coordinators are responsible for maintaining the pool and keeping its equipment clean and in good working order. They will arrange the cleaning of pool decks, changing rooms and public areas. The inside of the snack shack must be cleaned throughout the day as well as the area outside of the snack shack building.

Basic administration skills:

Coordinators have many administrative duties. They maintain records of pool usage and maintenance and ensure that all income and expenditures are accurately recorded. Coordinators are responsible for all human resource duties, including turning in time sheets, payment of expenses and employee training records. They also ensure that employees comply with health and safety requirements. The coordinator must report to the City Manager with a ledger that includes all activities completed during the month.

Calendared events:

Pool Dinner (May), Pool (June, July, August)

Wage//Benefits/Requirements

This is a paid position. The pool coordinator will receive \$20.90 per hour during the pool season, with hours prior to the pool opening for a total of 130 hours. Amount depends on becoming certified in Red Cross Lifesaving and Water Safety Instructor Courses. Pool coordinator will be eligible for 3 days of sick leave during the pool season (June-August). Pool coordinator will be required to be at the pool for at least 4 hours per day on operating days.

Revised 1/29/2026

Pool Coordinator Interview Questions: 2026

1. Tell us a little about yourself.
2. Can you swim?
3. Have you had lifeguard training?
4. What is your experience working with the public, especially with children?
5. Will you be available to work evenings and/or weekends if necessary?
6. Do you have experience handling money?
7. Do you have experience taking inventory?
8. Do you have any experience managing people?
9. Do you have any experience making schedules?
10. Are you comfortable putting together the annual fund raiser dinner for the pool?
11. How would you respond to several of your friends or family showing up unexpectedly at the pool while you were working?

12. A patron enters the facility, showing obvious signs of intoxication. What would you do?
13. On several occasions you observe a lifeguard neglecting to scan an area of the pool. How would you react to this situation?
14. An adult or child continually jumps off the side of the diving board. You have given several warnings to go off the end of the board. How would you handle this situation?
15. What certifications and other qualifications do you currently have?
16. Are you familiar with universal precautions and hygiene?
17. Are you planning any extended vacation, camp programs or other activities this summer? Do you know what days (if any) that you would need to request time off for?
18. How would you deal with a bully?
19. What would you do if either an adult or kid was using foul language?
20. After reviewing the job description are there any items you feel you would need help with or don't feel comfortable with?
21. When can you start?