

RESOLUTION 2016-212

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN TO ALIGN WITH THE ADOPTED MID-CYCLE BUDGET FOR FY16/17 AND THEREBY APPROVING (1) AMENDED SALARY RANGE SCHEDULES EFFECTIVE JULY 1, 2016; (2) A REVISED ORGANIZATIONAL CHART; (3) A REVISED ALLOCATION LIST; AND (4) NEW JOB DESCRIPTIONS

WHEREAS, the proposed Classification and Compensation Plan amendments are consistent with the following adopted policy items under the FY15-17 Council Priority Workplan, effective July 1, 2015: *Budget Spending Controls; Labor Relations Partnerships; Succession Planning & Re-Organization for City Departments;*

WHEREAS, this is not a project as defined by CEQA; and

WHEREAS, at the City Council meeting on June 6, 2016, the City Council approved various mid-cycle adjustments to the adopted biennial budget for the forthcoming Fiscal Year 2016/17; including funding for staffing changes;

WHEREAS, more than half of the City's proposed operating budget is spent on salaries and benefits, hence, a Classification and Compensation Plan is essential to maintain position control and remain fiscally sound by ensuring personnel appointments are consistent with approved budget expenditures;

WHEREAS, the proposed Classification and Compensation Plan (hereafter referred to as "the Plan") delineates procedures and schedules for future updates to ensure it is in line with the City Council's approved budgetary spending on salaries;

WHEREAS, Section VIII (3) of the Plan states as follows:

"Prior to the beginning of each Fiscal Year, the City Manager shall review or cause to be reviewed, the classification of positions and audit duties and responsibilities and on the basis of his appraisal, recommend to the City Council such changes as are necessary to keep the Plan up to date and in step with current conditions;"

WHEREAS, staff has conducted such appraisals of operational staffing needs as required by the Plan and, therefore, recommends adjustments to the total Full-time Equivalent (FTE) employee count and resulting amendments to the City's Organizational Chart, Salary Schedules, Allocation List, and addition of new job descriptions as part of the Plan update;

WHEREAS, a decrease of 1.30 in the total number of FTE employees is included in the mid-cycle budget adjustments and the staffing changes are reflected in the proposed draft *Allocation List* and draft *Organizational Chart*;

WHEREAS, in addition to the FTE changes, classification studies were also conducted, and title changes are also proposed as part of this amendment to the Plan for FY 2016/17; those classification changes are recommended given the degree of operational responsibility, increase in the span of control and duties assigned to the incumbents in these positions, and the new titles are consistent and competitive with the current labor market as follows:

<u>FY 2016-17 Executive Management (At-Will) Reclassifications:</u>	
From	To
Community Services Manager	Community Services Director
Development Services Manager	Development Services Director
City Engineer	Public Works Director/ City Engineer

WHEREAS, new job descriptions (class specifications) for these (3) re-classified management at-will positions in the Executive Management group are also being included as part of this amendment; as is a corresponding salary range;

WHEREAS, as per the City's Personnel Rules, the incumbents being promoted to the three new Department Director positions will receive a one-time minimum 5% promotional salary increase, effective July 1, 2016, as contained in the adopted Mid-Cycle Budget Adjustments approved on June 6, 2016 by the City Council;

WHEREAS, labor partnerships were achieved during the negotiation process conducted in 2014 and in accordance with the various Memoranda of Understanding, Terms of Employment, and Schedule of Benefits for full-time employees, effective July 1, 2014 through June 30, 2017, the proposed Salary Range Schedules reflect a 2% Cost of Living Adjustment (COLA), effective July 1, 2016;

WHEREAS, the same COLA adjustment is applicable to the City Manager and City Attorney, per their respective contracts;

WHEREAS, the net cost to the General Fund in annual salary and benefits for this proposed amendment is approximately \$282,900 with an additional \$64,600 allocation coming from Measure J (Paratransit funds); and this expenditure was approved as part of the City Council's approval of the mid-cycle budget amendments for FY 2016/17 on June 6, 2016;

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings; and

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to effectuate the amendments to the City's Classification and Compensation Plan for FY 2016/17 described herein.

* * * * *

Adopted this 20th day of June, 2016, by the following vote:

AYES:	COUNCILMEMBERS:	Chao Rothberg, Morris, Calloway, Valdez and Kinney
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:

APPROVED:

/s/ Ted J. Denney
Ted J. Denney, City Clerk

/s/ Rich Kinney
Rich Kinney, Mayor