

RESOLUTION 2018-034

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2017/18 AND APPROVING: (1) ESTABLISHMENT OF THREE NEW CLASSIFICATIONS AND CORRESPONDING SALARY RANGES; (2) REORGANIZATION OF THE PUBLIC WORKS DEPARTMENT AND CITY MANAGER'S OFFICE; (3) MERGER OF THE DEVELOPMENT SERVICES DEPARTMENT WITH ECONOMIC DEVELOPMENT INTO ONE COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT FOR IMPROVED OPERATIONAL EFFICIENCIES; AND (4) BUDGETARY APPROPRIATIONS TO EFFECTUATE THE CHANGES

WHEREAS, this action is consistent with the adopted Policy Items, *Reorganizational Analysis* and *Fiscal Sustainability* in the FY2018-21 Council Priority Workplan, effective November 1, 2017;

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

WHEREAS, the City Council adopted a quadrennial budget on June 19, 2017 and the proposed amendments to the Classification and Compensation Plan (hereafter referred to as "the Plan") are consistent with the City Council's already approved budget in relation to staffing and salaries;

WHEREAS, the Plan delineates procedures and schedules for future updates to ensure it continues to maintain position control and therefore is in line with the City Council's approved budgetary spending on salaries;

WHEREAS, staff has conducted such audits and appraisals as required above, that have resulted in the various amendments to the Plan and are detailed in this resolution;

WHEREAS, the City has met its obligation under the MMBA (Meyers-Milias Brown Act) to meet and confer with the affected labor union (AIE) with respect to the staffing changes and the union is in agreement with the proposed amendments;

WHEREAS, the following changes are proposed in order to effectuate a Public Works Department reorganization:

- reclassify the FT Environmental Programs Analyst to Sr. Management Analyst
- add an Assistant Engineer

WHEREAS, the total FTE (Full Time Equivalent) employee change for the Public Works Department will be an increase to staffing of one (1) FTE;

WHEREAS, Personnel Administration staff has studied the current staffing levels, the complexity of the work being performed, and the type of projects and programs that are currently processed by employees in Development Services;

WHEREAS, the results of the study indicate that the department could be better served by reclassifying a couple of positions, and merging the Economic Development function (which currently resides in the City Manager's Office) with this department in order to facilitate sharing resources and to more efficiently staff the department to deal with complex City-initiated, and privately funded development projects;

WHEREAS, the recommended changes for the new Community & Economic Development Department and the City Manager's Office are as follows:

- reclassify the Assistant Planner position to Planning Manager
- reclassify the Development Services Director position to a new Community & Economic Development Director position (which will be filled by the incumbent currently serving as the Assistant to the City Manager-Econ. Dev.)
- reclassify the Assistant to the City Manager (Econ. Dev.) position to a Management Analyst position in the City Manager's Office (in the Confidential Employees group)

WHEREAS, the changes above will not result in any FTE changes;

WHEREAS, in past years, the Community Services Department has partnered with Contra Costa County Office of Education (CCCOE) to provide summer internships for high school students and, hence, funding for this program through CCOE (\$10,000) was included in each year of the current four-year budget;

WHEREAS, starting with the 2018 summer break for students, Community Services staff intends to bring this program in-house, rather than use CCCOE as the intermediary (for which the City pays a fee to CCCOE); so that by providing this program in-house, staff has more control over the selection of candidates, the curriculum, and placing of the interns within City Departments;

WHEREAS, the High School Interns will be classified as part-time City of San Pablo employees; and hence, a new classification of "High School Intern" is also being proposed as part of this Plan Amendment with a commensurate salary range;

WHEREAS, the proposed changes to Community Services staffing are as follows:

- add six (6) High School Intern positions at 100 hours per summer

WHEREAS, the above will result in an FTE increase of 0.3 given the limited number of hours that the interns will work, as compared to a full time employee;

WHEREAS, a draft Organizational Chart (Exhibit A) reflecting all the departmental changes discussed is attached and also attached are Draft Job Descriptions for the new classifications proposed to be added (Exhibits B - D) which will be included as part of *Section XIII, Class Specifications/ Job Descriptions* of the FY 2017/18 Classification &

Compensation Plan; and corresponding changes have also been made to the Salary Range schedules attached as Exhibit E;

WHEREAS, the proposed departmental reorganizations were discussed with the Budget, Fiscal & Legislative Standing Committee at their Special Meeting of February 27, 2018 and after review and discussion, the Committee voted in favor of recommending approval to the City Council of the Plan amendments; and

WHEREAS, the cost of the Plan amendments will be absorbed within existing resources and no additional appropriations are being requested, however, re-appropriations from existing budgets will have to be made as follows

- **Public Works: funding will be absorbed within existing resources - no additional appropriation needed:**
 - adding an Assistant Engineer, while leaving the Engineering Aide position vacant requires a re-appropriation from Professional Services (200-3310-43600) to Salaries (200-3310-41000) in Engineering of approximately \$35,600/ per fiscal year for FY2018/19 – FY2020/21. There will be no need to make this transfer in FY 2017/18 given that the expense will be covered by salary savings (the Engineering Aide position has been vacant since December, and it is expected that the Assistant Engineer position would not be filled until July 1, 2018); and,
 - adding a Sr. Management Analyst, and removing an Environmental Programs Analyst position requires a re-appropriation from Professional Services in Engineering (200-3310-43600) to Salaries in NPDES (255-35104100) of approximately \$20,000/ fiscal year for FY2018/19 – FY2020/21. In FY2017/18, the re-appropriation from the same Professional Services account to Salaries should be \$6,700; and,
- **Community & Economic Development Services Department & City Manager's Office: Funding will be absorbed within existing resources - no additional appropriation needed:**
 - adding Community & Economic Development Director and removing a Development Director position requires a re-appropriation from CMO/Economic Development Salaries (100-1320-41000) to Community & Development Salaries (212-1755-41000) of approximately \$6,400/ fiscal year for FY2018/19 – FY2020/21. In FY2017/18, the re-appropriation from CMO/Economic Development to Community & Economic Development Services should be \$4,700; and,
 - adding a Planning Manager and removing an Assistant Planner requires a re-appropriation from CMO/Economic Development Salaries & Benefits (100-1320-41000) to Community & Economic Development Salaries & Benefits (212-1755-41000) of approximately \$50,000/ fiscal year for

FY2018/19 - FY 2020/21. In FY2017/18, the re-appropriation from CMO to Community & Economic Development Services should be \$20,000; and,

- adding a Management Analyst and removing an Assistant to the City Manager in the City Manager's Office requires a re-appropriation from Economic Development Salaries & Benefits (100-1320-41000) to CMO Salaries & Benefits (100-1310-41000) of approximately \$96,000/fiscal year for FY2018/19 – FY2020/21. The Management Analyst position will not be filled in the current fiscal year; and,
- **Community Services: Funding will be absorbed within existing resources - no additional appropriation needed:** bringing the High School Intern program in-house results in an FTE increase of 0.3 (given the limited number of hours that they will be working as compared to a full time employee); the cost of providing this program in-house is budget neutral, as the costs of participating in a similar program through CCCOE had already been included in the current four-year budget; however, staff will have to move the allocated funds (\$10,000 per fiscal year from the Programs & Supplies budget (100-5110-43500) to the Salaries & benefits budget (100-5110-41000); and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves the amendments to the City's Classification and Compensation Plan for FY 2017/18 described herein and shown on Exhibit A to this Resolution including: (1) establishment of three new classifications and corresponding salary ranges; (2) reorganization of the Public Works department, City Manager's Office, and the merger of the Development Services department with Economic Development into one Community & Economic Development Department for improved operational efficiencies as shown on Exhibits B through E to this Resolution; and (3) authorizes the City Manager, or his designee, to effectuate said reorganizations including any required re-appropriations.

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ADOPTED this 5th day of March, 2018, by the following vote:

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

ATTEST:	APPROVED:
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/s/ Elizabeth Pabon-Alvarado
Elizabeth Pabon-Alvarado, City Clerk

/s/ Genoveva Garcia Calloway
Genoveva Garcia Calloway, Mayor