

CITY OF YUBA CITY
STAFF REPORT

Date: October 7, 2014
To: Honorable Mayor & Members of the City Council
From: Administration
Presentation By: Steven C. Kroeger, City Manager

Summary

Subject: Organizational Changes within the Office of the City Manager and Department of Parks & Recreation

Recommendation: a. Approve organizational changes as outlined in the staff report
 b. Adopt a Resolution Approving the Modification to the Salary Schedule and Compensation Plan for the Director of Community Services; Economic Growth and Public Affairs Manager; Parks, Recreation and Facilities Manager; and Approving the Reclassification of a Limited Term Part-time Administrative Clerk III to Executive Assistant to the City Manager

Fiscal Impact: Savings of approximately \$70,000

Purpose:

Reorganization and addition of certain positions to establish organizational efficiencies and responsibilities within the City Manager’s Office and the Parks and Recreation and Animal Services Department.

Background:

Staffing changes over the past year have provided an opportunity to reevaluate the roles and responsibilities of certain positions within the City’s organizational structure. Specifically, the various functions of the City Manager’s Office, within the context of the vacant Assistant City Manager position, have been reviewed and changes to how these functions are provided are being recommended.

The analysis that follows outlines recommended changes.

Analysis:

City Manager’s Office

	<u>Position</u>
Delete	Assistant City Manager
Change	Economic Growth and Public Affairs Manager
Restore	Executive Assistant

It is recommended that the Assistant City Manager position be deleted. As a result, support functions previously provided by the position will be either retained by the City Manager or assumed by other positions. It is recommended that the City's Economic Development Manager assume responsibilities related to public affairs, legislative affairs and intergovernmental affairs. The title for this position, Economic Growth and Public Affairs Manager, reflects the change in scope of responsibility. The restoration of the Executive Assistant position (which had been filled on a temporary basis with a part-time Administrative Clerk III who transitioned to the City Manager's Office upon the dissolution of Redevelopment) will provide needed executive level support to both the City Manager and the City Clerk.

Parks & Recreation

	<u>Position</u>
Change	Community Services Director
Restore	Parks, Recreation & Facilities Manager

The Parks & Recreation Department assumed oversight of Animal Control Services in 2013 - the Department Head serves as the Executive Director of the Sutter Animal Services Authority. It is recommended that the department be renamed "Community Services" to better reflect the formal addition of Animal Service operations.

It is recommended that a mid-manager position be restored to this department. Prior to the economic downturn, the department had two mid-managers – one for Parks, one for Recreation. The Parks, Recreation & Facilities Manager will provide oversight of both Parks and Recreation, as well as assume the additional responsibility for facility maintenance and the City's residential landscape maintenance districts. This change will consolidate management of the City's "buildings and grounds". (1)

It is expected that the proposed changes within this department will provide the added flexibility for the Director to provide special project support to the City Manager's Office.

Community Development

In light of the above changes, the name of Community Development Department will be changed to Development Services. This change will avoid confusion with the new Community Services Department and maintain an accurate reflection of services provided.

Fiscal Impact:

The overall fiscal impact of the proposed changes is a savings of approximately \$70,000. From this savings it is recommended that \$50,000 be retained within the City Manager's Office budget for professional support services (which are needed from time to time with the absence of an Assistant City Manager).

Deletion of the Assistant City Manager position will result in annual savings (salary and benefits) of approximately \$250,000. Restoring the Executive Assistant position will result in an increased cost of approximately \$50,000 (salary and benefits beyond those budgeted for the previous part-time Administrative Clerk).

(1) Facility maintenance and landscape maintenance district oversight is currently provided by the Public Works Department. Given the broad scope of the Public Works Department (Water, Wastewater, Engineering, Streets, Fleet Management), the shift in responsibilities will provide for a renewed focus on the City's current needs, specifically with regard to the maintenance of residential landscape maintenance districts.

It is proposed that the salary range for the Economic Growth and Public Affairs Manager be amended to include the equivalent of two additional 5% "steps" in recognition of additional responsibilities. The incumbent's current salary would not change; however, he would be eligible for a pay adjustment upon his next anniversary in May 2015.

It is proposed that the salary range for the Community Services Director be amended to include the equivalent of two additional 5% "steps". The new range will better align the position's salary within the Department Head group in light of its responsibilities (placing it between the Human Resources Director and the Finance/IT Director). The incumbent's salary would not change; however, he would be eligible for a pay adjustment upon his next anniversary in June 2015.

It is recommended that the salary for the Parks, Recreation & Facilities Manager be aligned with that of the Animal Services Manager (range: \$77,952 - \$94,752). Hiring an individual at mid-range would result in an annual salary and benefit cost of approximately \$130,000.

Alternatives:

1. Authorize with amendments
2. Do not authorize

Recommendation:

- a. Approve organizational changes as outlined in the staff report.
- b. Adopt a Resolution Approving the Modification to the Salary Schedule and Compensation Plan for the Director of Community Services; Economic Growth and Public Affairs Manager; Parks, Recreation and Facilities Manager; and Approving the Reclassification of a Limited Term Part-time Administrative Clerk III to Executive Assistant to the City Manager

Attachments:

- *Attachment 1: Implementing Resolution*
- *Attachment 2: Organizational Chart for Community Services (current and recommended)*

Prepared and Submitted By:

[/s/Steven C. Kroeger](#)

Steven C. Kroeger
City Manager

Reviewed By:

Finance: RB

City Attorney TH

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
 APPROVING THE MODIFICATION TO THE SALARY SCHEDULE AND
 COMPENSATION PLAN FOR THE DIRECTOR OF COMMUNITY SERVICES;
 ECONOMIC GROWTH & PUBLIC AFFAIRS MANAGER; PARKS,
 RECREATION & FACILITIES MANAGER; AND APPROVING THE
 RECLASSIFICATION OF A LIMITED TERM PART-TIME ADMINISTRATIVE
 CLERK III TO EXECUTIVE ASSISTANT**

WHEREAS, the efficiency of governmental operations is of paramount concern to the City Council, City Management and taxpayers alike; and

WHEREAS, in support of the departments to more efficiently and effectively meet the needs for services to the citizens of Yuba City; and

WHEREAS, it is in the best interest of the City to establish salaries at levels that attract and retain quality employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

The salary schedule shall reflect the following salary adjustments to the Community Services Director, Economic Growth & Manager, and Parks, Recreation & Facilities Manager positions:

SECTION I.

The salary schedule shall reflect the following modifications to the Salary Schedule and Compensation Plan:

Add:

<u>JCN</u>	<u>TITLE</u>		<u>Step 1</u>	<u>Step 5</u>
8140	Director of Community Services	<i>Monthly</i>	\$8,266.....	\$12,151
		<i>Hourly</i>	\$47.69.....	\$70.10

<u>JCN</u>	<u>TITLE</u>		<u>Step 1</u>	<u>Step 5</u>
8170	Economic Growth & Public Affairs Manager	<i>Monthly</i>	\$7,613.....	\$9,702
		<i>Hourly</i>	\$43.92.....	\$55.97

<u>JCN</u>	<u>TITLE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
XXXX	Parks, Recreation & Facilities Manager	<i>Monthly</i>	\$6,496	\$6,821	\$7,162	\$7,520	\$7,896
		<i>Hourly</i>	\$37.48	\$39.35	\$41.32	\$43.38	\$45.55

Delete:

<u>JCN</u>	<u>TITLE</u>		<u>Step 1</u>	<u>Step 5</u>
8120	Assistant City Manager	<i>Monthly</i>	\$11,484	\$13,959
		<i>Hourly</i>	\$66.25	\$80.53

<u>JCN</u>	<u>TITLE</u>		<u>Step 1</u>	<u>Step 5</u>
8140	Director of Parks & Recreation	<i>Monthly</i>	\$8,266.....	\$11,021
		<i>Hourly</i>	\$47.69.....	\$63.58

<u>JCN</u>	<u>TITLE</u>		<u>Step 1</u>	<u>Step 5</u>
8170	Economic Development Manager	<i>Monthly</i>	\$6,496	\$8,800
		<i>Hourly</i>	\$43.92.....	\$50.77

SECTION II.

The Director of Finance is hereby authorized to add the Director of Community Services, Economic Growth & Public Affairs Manager, and Parks, Recreation and Facilities Manager positions and delete the Assistant City Manager, Director of Parks and Recreation and Economic Development Manager positions; and reclassify the Limited Term Part-time Administrative Clerk III position in the City Manager Budget to Executive Assistant. The Director of Finance is further authorized to establish position, salary range, and supplement appropriations as outlined in the staff report and resolution.

The foregoing Resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 7th day of October 2014.

AYES;

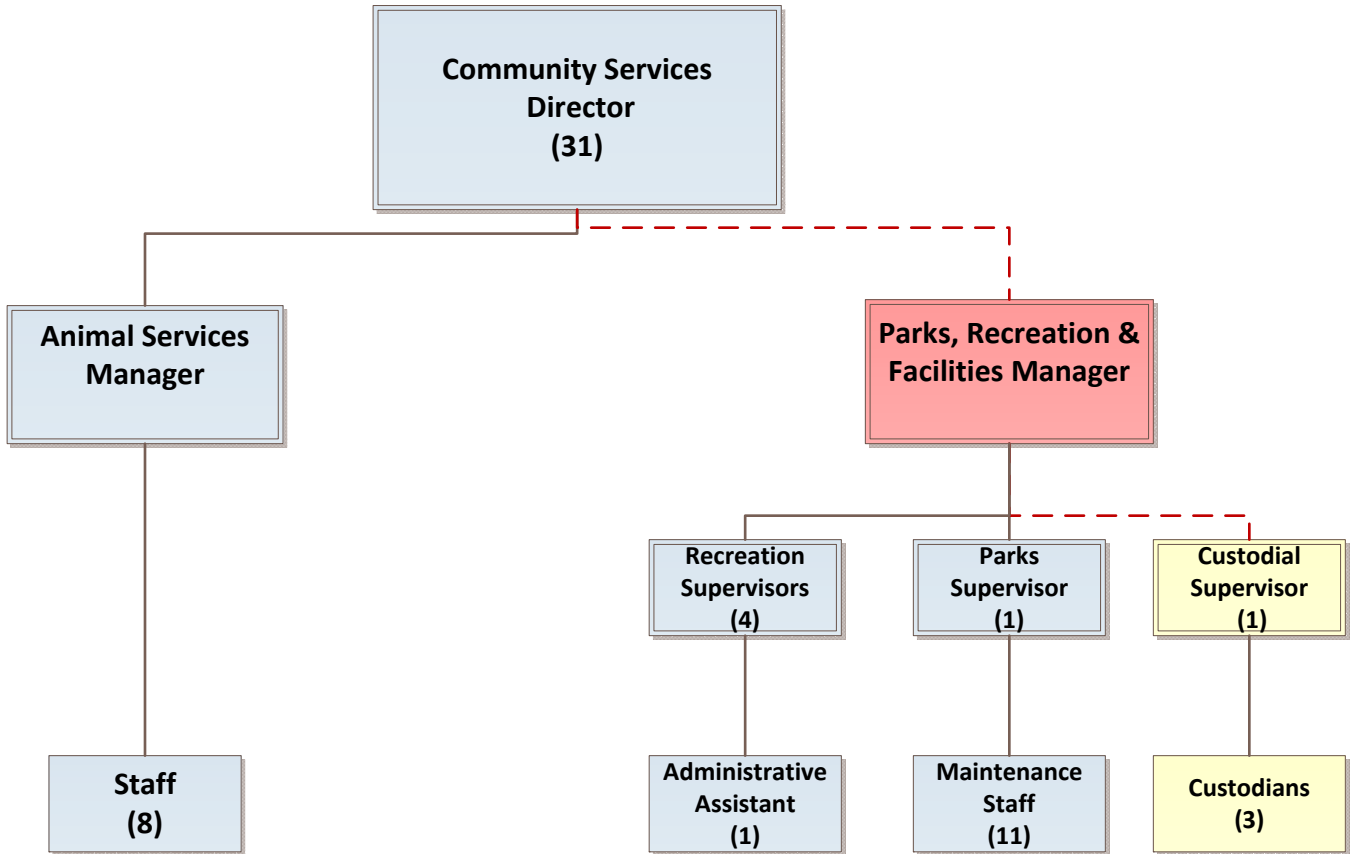
NOES:

ABSENT:

Kash Gill, Mayor

ATTEST:

Terrel Locke, City Clerk



KEY
Current Staff
New Position
Transfer From Public Works