

"Placerville, a unique historical past forging into a golden future."

City Manager's Report
November 27, 2018, City Council Meeting
Prepared by: Cleve Morris, City Manager
Item #: 12.1



Subject: Adopt a resolution:

1. Approving revised job descriptions for the Director of Community Services, Director of Public Works, Director of Development Services, City Engineer, and the Assistant City Manager/Director of Finance positions and authorizing staff to proceed with the associated personnel changes; and
2. Approving and affirming a new salary schedule effective December 29, 2018.

Purpose: To reorganize the Development Services, Community Services, Public Works and Engineering, Administration, and Finance programs to create new efficiencies in those areas.

Background:

Due to retirements and other issues, the City reorganized the Public Works, Recreation, Parks, and Development Services programs in 2014. At that time, the City was still struggling with the recovery from the Great Recession. In order to attempt to continue to offer services at a similar level, the Public Works Department was combined with Recreation and Parks Department to create the Community Services Department. The Engineering Division, which was previously a part of the Public Works Department, was placed under the Development Services Department, including supervision of the Water Reclamation Facility (WRF). Since that time, there have been some changes to the Public Works Division, including upgrading of the Public Works Superintendent position to the Public Works Operations Manager and then later reinstituting the Superintendent position. With the passage of Measure L, the City has also increased staffing in the Engineering Division to provide for implementation of Measure L funded projects.

Discussion:

Community Services: On December 22, 2018, Steve Youel, Director of Community Services will be retiring. This has created both the need and opportunity to relook at this Department to make sure we are operating as efficiently as possible given our current economic position. The current Public Works Division is one of the biggest and critical functions in the City. With regulations required for water, sewer, and storm drains, proper supervision and management of this division is critical to the City's success and progress. For this reason, staff feels it is important to re-create the Department of Public Works to provide appropriate supervision and oversight of public works operations. Due to the high importance of these functions, staff feels it is important to elevate these responsibilities to a department level reporting directly to the City Manager.

12.1

Development Services: With the passage of Measure L and additional funding through Measure H and SB1, the City now has significant funding to improve outdated and crumbling infrastructure. The primary responsibility for implementing projects through this funding falls on the Engineering Division which currently reports to the Director of Development Services. It is important that Engineering and Public Works cooperate and work closely together in order to implement good projects. For this reason, it is also recommended that the Department of Engineering be created. This will provide for better coordination of CIP and development projects while working closely with each department and reporting directly to the City Manager. By removing the Engineering Division from the Development Services Department, it frees up the Department for other priorities including potential development plans, economic development and code enforcement. Code Enforcement is an area that Council has requested an increased focus. This will allow the Director of Development Services to have that necessary focus.

In addition, the City's Water Reclamation facility has been functioning under the Development Services Department. It is important that Wastewater Collections (currently under the Public Works Division) and Wastewater Treatment (currently under the Development Services Department) work closely together. Engineering and Public Works must work closely together. For this reason, it is recommended that the management of the Water Reclamation Facility be transferred to the newly established Engineering Department.

Administration Department /Finance Department: With increased supervisory responsibility for the City Manager, it is also recommended that the title and responsibility for the Director of Finance be changed. It is proposed that the new title be Assistant City Manager/Director of Finance. This will enable some of the functions currently handled by the City Manager to be transferred to the Assistant City Manager/Director of Finance, time permitting. As shown on the attached Organizational Chart, it is also proposed that the position of Assistant Finance Director be created. This position is not being proposed to be filled at this time, but will be reviewed and considered in next year's budget.

Staff feels these changes will provide for more efficient operation of these departments and allow each department head to focus on critical areas in the City. Currently, both the Development Services Department and Community Services Department have become so big in their scope that they have been difficult to manage efficiently.

Due to anticipated retirements in the Community Services Department in December and the proposed salary adjustments to certain positions, staff projects the net budget savings through June 30, 2019 as shown below:

General Fund:	(\$8,879)
Parking Fund:	(\$158)
LLMD Funds:	(\$513)
Water Fund:	\$1,081
Sewer Fund:	\$1,081
Total:	(\$7,388)

12.1

As you can see, the total effect of the changes results in \$7,388 in budget savings overall. However, there is a slight cost to the Water and Sewer Enterprise Funds. The recommended changes to each position are as follows:

Public Works Operations Manager: This position will be eliminated and replaced by the Director of Public Works position. The current annual salary range for this position is \$73,968 – \$89,916.

Director of Public Works: This position will be reestablished as in the past. The proposed salary for the position will be \$90,408 – \$109,896. This salary will be reviewed in one year to see if changes are warranted.

City Engineer: This will be a new department head level position. However with little current change to duties with the exception of supervision of the Water Reclamation Facility which is currently shared with the City Engineer and the Director of Development Services. It is proposed that this function be solely handled by the City Engineer. Certain functions of the Water Reclamation Facility require engineering expertise therefore making Engineering the logical place for this function. The current and proposed salary for this position is \$90,408 - \$109,896. This salary will be reviewed in one year to see if changes are warranted.

Director of Community Services: This position currently supervises the Public Works Division. With the proposed reestablishment of the Public Works Department, the responsibility of the Public Works Division will be removed. This is a significant change in responsibility for this position. The current salary is \$95,196 - \$115,704. The new proposed salary for the position will be \$90,408 – \$109,896. Note that the current employee in this position is retiring in December, and the City will be actively recruiting to fill the position.

Director of Development Services: This position currently supervises the Engineering Division and the Water Reclamation Facility Division. The supervision of both of these Divisions will be removed from this position therefore reducing the level of responsibility. The current salary for this position is \$99,012 – \$120,360. The proposed salary for the position is \$95,196 - \$115,704. The salary for the current employee in this position will be frozen (“y” rated) until such time as the employee’s current salary comes within the new range.

Assistant City Manager/Director of Finance: The current Director of Finance is often asked to fill in when the City Manager is out of the office. From time to time, this can be a significant responsibility. Due to additional workload demands, the Administration Department requires assistance from time to time. This action will formally assign the Director of Finance the role of Assistant City Manager which will give that position authority to act in the City Manager’s absence. This change will be an upgrade to the Director of Finance position. The current salary for the Director of Finance is \$86,280 - \$104,880. No change in salary is recommended at this time. However, it is recommended that the salary be reviewed as part of the mid- year budget process.

Attached are revised Job Descriptions for the Director of Community Services, Director of Development Services, Director of Public Works and City Engineer. Also attached is a new Job

Description for the position of Assistant City Manager/Director of Finance. The final attachment is a new salary schedule which must be adopted by Resolution. Staff is recommending approval of these items.

Options:

1. Approve the job descriptions and the salary schedules as outlined.
2. Modify job descriptions and/or salary schedules and approve.
3. Do not approve the request at this time and provide further direction to staff.

Cost: Total projected net cost savings from the reorganization is \$7,388. There is a slight increase to the Sewer Enterprise Fund and Water Enterprise Fund of \$1,081 each.

Budget Impact: It is anticipated that this cost will be absorbed in the current fiscal year budget. Staff will evaluate this at mid-year and make a recommendation for changes if necessary.

Recommendation: Adopt a resolution:

1. Approving revised job descriptions for the Director of Community Services, Director of Public Works, Director of Development Services , City Engineer, and the Assistant City Manager/Director of Finance positions and authorizing staff to proceed with the associated personnel changes; and
2. Approving and affirming a new salary schedule effective December 29, 2018.



M. Cleve Morris, City Manager

Attachments:

1. *Resolution*
2. *Organizational Chart*
3. *Director of Community Services Job Description*
4. *Director of Public Works Job Description*
5. *Director of Development Services Job Description*
6. *City Engineer Job Description*
7. *Assistant City Manager/Director of Finance*
8. *Revised Salary Schedule*