

**Council Meeting: April 26, 2011**

**SUBJECT: Amendment to the Classification Plan to Add Newly-Established Classifications in Support of a New Department of Utilities and to Eliminate Classifications in the Department of Community Services and Office of the City Manager.**

**REPORT IN BRIEF**

This report recommends amending the City's Classification Plan to add the full time classifications of Director of Utilities, Water and Sewer Systems Manager and Property Clerk I/II. The Classification Plan will also be amended to eliminate the positions of Director of Parks and Recreation and Intergovernmental Relations Officer.

**BACKGROUND**

The City Manager has reviewed and analyzed the organizational structure in the areas of Public Works, Community Services (Parks and Recreation), Library Services and the Office of the City Manager. As a result of this review, he is recommending a reorganization that will give the City the ability to focus on the different parts of its organization with clear lines of oversight and accountability, and to take advantage of the functional and economic opportunities available under the restructure.

The first significant change is the creation of a Utilities Department. This department will be comprised of Environmental Operations (Wastewater Treatment Plant), Water Operations, Sanitary Sewer/Storm Sewer Maintenance, Solid Waste and Sustainability. The Water and Sewer Systems Manager will oversee the services of sewer and storms; water operations; and regulatory services. These divisions working together will create efficiencies by co-locating like functions. Areas of coordination would include communication issues, public outreach on the city's water and wastewater messages and the opportunity for the department to function as one coordinated operation. The Environmental Sustainability Coordinator will be moved from Public Works to the Utilities Department in the Environmental Division. With the creation of this new department, there will be more opportunities for streamlining and consolidation of positions as vacancies occur. This department will have a total of 113 positions.

The new Public Works Department, having lost the utilities division identified above, will absorb parks and golf operations from the current Community Services Department; and the fleet services and facilities from the Office of the City Manager. This department will be comprised of Engineering, Traffic and Transportation, Street Maintenance, Property Management, Trees and Concrete Maintenance, Fleet Services, Facilities Maintenance, Park Maintenance and Golf Operations. It makes sense to combine parks and golf maintenance with street trees under one department. The option of using people where they are needed, when they are needed is a benefit. Fleet and facilities are field-type services and currently housed at the corporation yard. It is a natural fit to have them located in Public Works. This department will have a total of 185 positions.

The Recreation Services Division of the current Community Services Department will merge with the Library Department. The new department will be called Library and Community Services. These two functions are an excellent fit because they focus on the public's leisure time. Both serve all ages, and the opportunities to coordinate overlapping services and the synergy that connecting the resources brings to bear is dramatic. The opportunity to bring the customers of the Library together with those of Recreation, the Senior Center and Columbia Neighborhood Center in joint education and recreational activities provides for unlimited opportunities. This department will have approximately 104 positions.

This reorganization will co-locate like positions in each department and create an opportunity for further efficiencies and functionality. As an added benefit there should be synergy among these work groups and flexibility in accomplishing more on a regular basis. Finally, this reorganization acknowledges the "new normal" based on the economic environment.

In addition to the above reorganization, the City has been working with the Department of Public Safety (DPS) in the creation of a flexibly staffed position for their Property Clerk vacancy. Based on discussions with DPS, the Human Resources staff is recommending the creation of a Property Clerk I/II classification. The Property Clerk I/II classification will replace the current Property Clerk classification, allowing for a lower level entry into the Property Clerk series.

### **EXISTING POLICY**

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay

Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

### **DISCUSSION**

Based on the analysis completed by the City Manager and staff, the reorganization of the Public Works, Community Services, Library and the Office of the City Manager, would create a synergy and functionality in like duties throughout the organization and develop opportunities to consolidate operations and eventually save money through the attrition of positions.

### **FISCAL IMPACT**

There will be no net fiscal impact with the recommendations identified above. The Utilities Director position will be funded from the vacant Director of Parks and Recreation position. The Water and Sewer Systems Manager will be funded through the elimination of a casual management position. The elimination of the Intergovernmental Relations Officer will create additional cost savings. Further, it is anticipated that through attrition, there will be consolidations as these like functions merge and create opportunities for additional cost savings. Also, the Director of Utilities and the Water and Sewer Systems Manager will be funded through the established enterprise funds and not the general fund budget.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

### **ALTERNATIVES**

1. Adopt a resolution to amend the City's Classification Plan to add the newly-established classifications of Director of Utilities, Water and Sewer Systems Manager and Property Clerk I/II and eliminate the classifications of Director of Parks and Recreation and Intergovernmental Relations Officer.
2. Do not approve the recommendations contained in this report and continue to review options for reorganization.

### **RECOMMENDATION**

Staff recommends Alternative 1: Adopt a resolution to amend the City's Classification Plan to add the newly-established classifications of Director of Utilities, Water and Sewer Systems Manager and Property Clerk I/II and eliminate the classifications of Director of Parks and Recreation and Intergovernmental Relations Officer.

Reviewed by:

Teri Silva, Director of Human Resources

Prepared by: Teri Silva, Director of Human Resources

Review by:

Grace Leung, Director of Finance

Approved by:

Gary Luebbers

City Manager

**Attachments**

A. Resolution to Amend the Classification Plan

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY’S SALARY RESOLUTUION, BY AMENDING THE PAY SCHEDULE**

WHEREAS, by separate resolution, the City’s Classification Plan, has been amended to add the new classifications of Director of Utilities, Water/Sewer/Storm Systems Manager, and Property Clerk I/II for which a pay schedule must be added to the City’s Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.400 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category F (Department Director) by adding the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>From</u>	<u>To</u>
Director of Utilities	0150	24	\$171,033	\$201,215
Director of Library and Community Services	0155	22	\$161,215	\$189,665

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.400 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category F (Department Director) by eliminating the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>From</u>	<u>To</u>
Director of Parks and Recreation	0160	22	\$161,215	\$189,665
Director of Libraries	0155	22	\$161,215	\$189,665

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.300 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category D/E (Classified Management) by adding the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>From</u>	<u>To</u>
Water and Sewer Systems Manager	0201	20	\$117,965	\$138,782

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.300 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category D/E (Classified Management) by eliminating the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>From</u>	<u>To</u>
Intergovernmental Relations Officer	0286	17	\$87,046	\$102,407

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.100 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Sunnyvale Employee Association) by adding the following classification, as set forth below:

<u>Classification</u>	<u>Job Code</u>	<u>Range</u>	<u>From</u>	<u>To</u>
Property Clerk I	6351	615	\$25.3679	\$32.3765
Property Clerk II	6350	159	\$26.7030	\$34.0805

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on April 26, 2011, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

\_\_\_\_\_  
City Clerk  
(SEAL)

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
David Kahn, City Attorney