

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,  
FINANCE DEPARTMENT  
SUBJECT: PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA  
ROSA OPERATIONS AND MAINTENANCE BUDGET FOR FY  
2017-18 AND FY 2017-18 CAPITAL IMPROVEMENT PROGRAM  
BUDGET

AGENDA ACTION: RESOLUTIONS

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RECOMMENDATION

It is recommended by the City Manager and the Finance Department that the Council, by four (4) resolutions, adopt the City Fiscal Year (FY) 2017-18 Operations and Maintenance Budget, and FY 2017-18 Capital Improvement Program Budget.

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EXECUTIVE SUMMARY

The City Council will hold a public hearing to consider the FY 2017-18 Operations and Maintenance Budget, and the FY 2017-18 Capital Improvement Program (CIP) Budget. Staff will provide an overview of the Operations and Maintenance Budget and the CIP Budget along with details on any changes that have been included since the May Study Sessions.

BACKGROUND

The City Charter specifies numerous actions to take place leading up to the City Council adopting a budget prior to the last day of June each fiscal year. City staff published a summary of the current year budget (FY 2016-17) on December 4, 2016; held a budget priorities public hearing on January 24, 2017; held Council goal setting meetings on March 10 and April 20 & 21, 2017; held budget study sessions on May 9, 2017 and May 16, 2017; published a budget summary and public hearing notice on May 26, 2017; and, made copies of the proposed budget available to the public at City Hall and the City Hall Annex on June 1, 2017.

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PRIOR CITY COUNCIL REVIEW

The City Council received study session presentations on the proposed Operations and Maintenance Budget and the proposed CIP Budget on May 9, 2017 and May 16, 2017.

ANALYSIS

At two separate study sessions, City staff presented a proposed budget overview, General Fund revenue and reserve projections; department budgets including information such as program descriptions; expenditures by program, category, and fund; current year accomplishments; key performance measures and, additional needs included in the budget proposed for the upcoming year. Additionally, the proposed CIP budget was presented.

At the budget public hearing, the City Council will consider the City's proposed FY 2017-18 Operations and Maintenance Budget and proposed FY 2017-18 CIP Budget. Staff will present an overview of the City's proposed FY 2017-18 Operations and Maintenance Budget and Capital Improvement Budget including any changes from the Proposed Budget presented in the two prior study sessions.

A separate public hearing was held on June 6, 2017 on proposed new and updated fees that are a component of the proposed FY 2017-18 Operations and Maintenance Budget.

POSITION CHANGES

Human Resources has studied a number positions on behalf of departments as a part of reclassification requests, new classification studies, and salary studies. The summary is grouped by City department, and is included in the proposed FY 2017-18 Operations and Maintenance Budget.

**City Manager's Office**

**New Classification - Communications and Intergovernmental Affairs Officer**

The City Manager identified a need to establish a position that would be responsible for managing and executing the City's comprehensive communications, public information, intergovernmental affairs and government relations programs and for coordinating assigned communications activities and programs with the City Council, City staff, the news media, the public, and with outside agencies and organizations. At the request of the City Manager's Office, Human Resources staff created a new classification, incorporating the duties and responsibilities as provided by the City Manager.

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After a review of comparable positions at outside agencies, it is recommended that a new classification be created with the title of Communications and Intergovernmental Affairs Officer with an annual salary range of \$105,064 - \$131,362 assigned to Unit 11 Mid-Management Confidential. This position will be assigned to the City Manager's Office. Funding through the end of the calendar year is available from the City Manager's contingency fund and ongoing funding will be incorporated in the budget going forward.

**Reclassify 1.0 FTE vacant Executive Management Assistant to Administrative Support Supervisor-Confidential**

The City Manager's Office requested the reclassification of a vacant Executive Management Assistant position to the position of Administrative Support Supervisor-Confidential. The Executive Management Assistant position has been vacant since December 2016 due to the retirement of the incumbent. The CMO requested that the position be reclassified to better reflect the ongoing need for high-level administrative support to the City Manager and the Deputy City Manager and to provide direct supervision to the administrative support personnel assigned to the City Manager's Office. A review of existing job classifications resulted in the recommendation to reclassify the vacant position to Administrative Support Supervisor. There are two (2) incumbents in the City assigned to this classification which is assigned to Unit 18 Miscellaneous Mid-Management; however, due to the confidential nature of the positions in the City Manager's Office, this position will be assigned to Unit 11 Mid-Management Confidential with a salary range of \$63,848 - \$77,737 which results in an ongoing annual salary savings of approximately \$22,000. The Executive Management Assistant position is currently vacant and reclassification of this position will not impact a current employee. The reclassified vacant position will be filled through a competitive recruitment process.

**City Attorney's Office**

**New Classification - Chief Assistant City Attorney**

At the request of the City Attorney's Office, Human Resources staff created a new classification, Chief Assistant City Attorney, incorporating the duties and responsibilities as provided by the City Attorney. The City Attorney's Office identified a need to establish a position that would be responsible for assisting the City Attorney's Office with its expanding workload and to reduce reliance on outside counsel. Responsibilities will include confidential labor, personnel and employment law matters, including grievances, arbitration, personnel / disciplinary matters, and MOU review and interpretation. This position will act in the capacity equivalent to an assistant director in that the incumbent may act for the City Attorney in absentia and/or be assigned supervisory responsibilities.

Assistant City Attorneys are represented by Teamsters Local 856 in collective bargaining and labor relations. Local 856 also represents other bargaining units of City employees (SRCEA, Units 4, 6 and 7). The City Attorney's Office is often called upon to advise and consult with Human Resources and other departments concerning personnel and labor relations matters affecting City personnel and the City's relationship with Local 856. The creation of the Chief Assistant City Attorney position will avoid the potential conflicts of interest in the rendering of legal advice and consultations in these regards.

After a review of internal attorney positions and salaries within the City Attorney's Office, the recommended job title is Chief Assistant City Attorney with an annual salary range of \$147,111 - \$183,819. This position will be a confidential, at-will, single class position. To avoid conflict of interest issues, it will be placed within the unrepresented Middle-Management Unit 11.

### **Finance**

#### **Reclassify 1.0 FTE vacant Accounting Technician-Confidential to the New Classification of Payroll Supervisor**

The Finance Department requested and received approval to reclassify 1.0 FTE vacant Accounting Technician-Confidential to a new classification of Payroll Supervisor. The primary reason for the new classification is to reflect the changing needs and increased complexity of the work in the Payroll and Benefits Division, to assist the Payroll Manager in oversight of the day-to-day functions and activities of the payroll staff, and to allow for higher-level support to labor costing and position budgeting projects.

It is recommended that the new classification of Payroll Supervisor be created with an annual salary range of \$70,922 - \$93,748 and reclassify the vacant Accounting Technician-Confidential position to the new classification. Due to the responsibilities for labor costing, it is recommended that the new classification of Payroll Supervisor be assigned to Unit 11 Mid-Management Confidential. The fiscal impact of the new classification has been incorporated into the FY 2017-18 Finance Department budget. The reclassified vacant position will be filled through a competitive recruitment process.

### **Transportation and Public Works**

#### **Reclassify 1.0 FTE Research and Program Coordinator to Administrative Analyst Eliminate 1.0 FTE vacant Administrative Services Officer (Transit Division)**

The Transportation and Public Works Department requested and received approval to study the current duties of the Research and Program Coordinator position in the Transit

Division. The primary reason for the study was to determine if the current duties being performed by the Research and Program Coordinator were outside that classification and to recommend the appropriate classification that more accurately reflected the level of work being performed by the incumbent. In April 2016, many of the duties of the former Administrative Services Officer were shifted to the Research and Program Coordinator and the incumbent is currently receiving out-of-class pay for the additional higher-level duties. The department plans to eliminate the vacant Administrative Services Officer position and consolidate some of those duties with those of the Research and Program Coordinator position. This consolidation resulted in the incumbent being assigned higher-level work previously assigned to the Administrative Services Officer. The combined duties were studied and found to be more aligned with the level of work assigned to the Administrative Analyst classification. Based on the findings of the study, Human Resources recommend that the Research and Program Coordinator position be reclassified to Administrative Analyst to better reflect the higher-level of work being performed and to resolve the out-of-class situation. The elimination of the Administrative Services Officer and the reclassification of the Research and Program Coordinator to Administrative Analyst will result in an ongoing salary savings of approximately \$15,241.

### **Reclassify 2.0 FTE Vacant CE Technician III positions to 1.0 FTE Department Application Specialist and 1.0 FTE GIS Analyst**

The Transportation and Public Works Department requested reclassification of 2.0 FTE vacant Civil Engineering Technician III positions to 1.0 FTE Department Application Specialist and 1.0 FTE GIS Analyst. These positions will support the City's new asset management system. It is critical that these positions be staffed as soon as possible as the department implements the new system. These position changes are essentially cost neutral with roughly a \$500 annual budget difference. The department can accommodate this budgetary difference in the FY 2017-18 budget.

### **Planning and Economic Development**

#### **New Classification - Deputy Director Development Services**

This recommendation is the result of a review by Human Resources of the position currently classified as Deputy Director Engineering Services in the Planning and Economic Development Department. The position is currently vacant with a City employee in an acting assignment. The position oversees the Engineering Development Services Division, responsible for engineering and inspection services for private development and subdivision plan check and inspection, encroachment permit issuance and inspection. Due to reorganization and updated duties and qualifications needed, the position no longer fits with the current classification that also includes the Deputy Director overseeing Capital Projects Engineering in Transportation and Public Works.

A new classification for the position in Planning and Economic Development titled Deputy Director Development Services in Unit 18 is recommended with an annual salary range of \$107,572 - \$139,142. The salary range is the same, with no budget impacts.

### **Information Technology**

#### **Salary Range Adjustment - Information Technology Section Manager**

Human Resources conducted an external total compensation study on the Information Technology Section Manager classification which currently has two incumbents in the Information Technology Department. The study determined the classification was 10.72% below the average of ten comparable bay area agencies. To recruit and retain qualified employees in this classification based on the level of responsibility, it is recommended to adjust the salary range from \$91,882 - \$117,923 per year to \$107,250 – \$133,200 per year. This places the range .06% above the average. The two incumbent salaries are currently within the proposed salary range and all salary adjustments have been incorporated into the FY 2017-18 Information Technology proposed budget.

### **Fire**

#### **Salary Range Adjustment - Emergency Preparedness Coordinator**

Human Resources conducted an external total compensation study on the Emergency Preparedness Coordinator classification which currently has one incumbent in the Fire Department. The study determined the classification was 10.59% below the average of six comparable bay area agencies. It is recommended to adjust the salary range from \$70,922 - \$93,748 per year to \$82,366 – \$106,863 per year. This places the range .05% above the average. The incumbent's salary is currently within the proposed salary range and all salary adjustments have been incorporated into the FY 2017-18 Fire Department proposed budget.

### **Housing and Community Services**

#### **Reclassify 1.0 FTE Program Specialist to Housing and Community Services Manager – Homeless Services Division**

The Housing and Community Services Department received approval to reclassify 1.0 FTE Program Specialist position to Housing and Community Services Manager. The Program Specialist is currently a filled position; however, the incumbent has been working out of class performing manager-level activities associated with the recently established

Homeless Services Program. The new HSC Manager position will be responsible for managing and leading the recently added Homeless Services Program. The budget impact of this reclassification is approximately \$36,000 and has been incorporated into the FY 2017-18 Housing and Community Services Department proposed budget. The Housing and Community Services Manager position will be filled through an open, competitive recruitment process.

## **Human Resources**

### **Salary Range Adjustment - Risk Manager**

The Human Resources Department conducted an internal study of the key duties and salary equity for the four manager positions within the Human Resources Department. The study determined that the Risk Manager position has taken on additional duties, including managing the division's extensive budget and responsibility for City-wide safety and risk program administration. The position has also been designated as secondarily responsible for acting in the Human Resources Director's absence. The classification description was revised to include the new duties and standardize the definition language as a division manager. The minimum qualifications for the position were updated to quantify the years of experience and educational requirements, and added Risk or Human Resources certification as preferred rather than desirable.

After a review of internal comparators, the annual salary range was increased from \$103,003 - \$128,785 to \$105,064 - \$131,362. The position remains in Unit 11 Mid-Management Confidential. Funding for the salary increase is available from the adjustment of the Employee Relations Manager classification.

### **Salary Range Adjustment - Employment Services Manager**

The Human Resources Department conducted an internal study of the key duties and salary equity for the four manager positions within the Human Resources Department. The study determined that the Employment Services Manager position had taken on additional duties, including primary departmental budgetary responsibilities and expanded supervisory responsibilities. This position has also been designated as primarily responsible for acting in the Human Resources Director's absence. The classification description was revised to include the new duties and standardize the definition language as a division manager. The minimum qualifications for the position were updated to quantify the years of experience and educational requirements.

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After a review of internal comparators, the annual salary range was increased from \$94,840 - \$121,459 to \$103,003 - \$128,785. The position remains in Unit 11 Mid-Management Confidential. Funding for the salary increase is available from the adjustment of the Employee Relations Manager classification.

**Salary Range Adjustment - Employee Relations Manager**

The Human Resources Department conducted an internal study of the key duties and salary equity for the four manager positions within the Human Resources Department. The study determined that the Employee Relations Manager was no longer acting in an Assistant Director status, and that the key duties of budgetary and supervisory responsibility and acting in the absence of the Human Resources Director had been assigned to other management classifications. The classification was expanded to include investigatory and training / development tasks, and the definition language was standardized to division manager. The minimum qualifications for the position were updated to quantify the years of experience and educational requirements.

After a review of internal comparators, the annual salary range was decreased from \$107,572 - \$139,142 to \$103,003 - \$128,785. The position will be an at-will, single class position in Unit 11 Mid-Management Confidential.

**Salary Range Adjustment - Organization Development and Training Manager**

The Human Resources Department conducted an internal study of the key duties and salary equity for the four manager positions within the Human Resources Department. The study determined that the Organization Development and Training Manager salary was substantially lower than that of the other HR Managers. The classification description was updated to standardize the definition language as division manager and to include conflict resolution and mediation duties. The minimum qualifications for the position were updated to quantify the years of experience and educational requirements and upgraded to include an advanced degree as a preferred qualification.

After a review of internal comparators, the annual salary range was increased from \$81,465 - \$107,572 to \$87,574 - \$111,879. The position remains in Unit 11 Mid-Management Confidential. Funding for the salary increase is available from the adjustment of the Employee Relations Manager classification.

FISCAL IMPACT

Adoption of the Operations and Maintenance Budget and the CIP Budget provides the funding for City operations and CIP for FY 2017-18.



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ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 - Proposed Operations and Maintenance Budget - FY 2017-18
- Attachment 2 - Proposed Capital Improvement Program Budget - FY 2017-18
- Resolutions (4)
- Exhibit A – Master Professional Services Agreement

CONTACT

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