

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SHELLEY REILLY, INTERIM DEPUTY DIRECTOR OF FINANCE,  
FINANCE DEPARTMENT  
SUBJECT: PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA  
ROSA FY 2020-21 OPERATIONS & MAINTENANCE BUDGET  
AND 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 hold a Public Hearing and by five (5) resolutions, adopt the City Fiscal Year (FY) 2020-21 Operations and Maintenance Budget, and FY 2020-21 Capital Improvement Program Budget.

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EXECUTIVE SUMMARY

The City Council will hold a public hearing to consider the FY 2020-21 Operations and Maintenance Budget and the FY 2020-21 Capital Improvement Program (CIP) Budget. Staff will provide an overview of the Operations and Maintenance Budget and the CIP Budget with information on any changes that have been included since the Study Session in May.

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 2019-20) on December 30, 2019; held a budget priorities public hearing on February 25, 2020; held a budget study session on May 19, 2020; published a budget summary and public hearing notice on June 9, 2020; and, made copies of the proposed budget available to the public on the City's website at [www.srcity.org](http://www.srcity.org) on June 9, 2020. Council goal setting meetings were canceled this year due to the pandemic.

### 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 19, 2020.

### ANALYSIS

At the study sessions, City staff presented an overview of the City's financial condition, financial stability options, an overview of the City's proposed Operations and Maintenance budget including information on each department's requests and the proposed CIP budget.

At the budget public hearing, the City Council will consider the City's proposed FY 2020-21 Operations and Maintenance Budget and proposed FY 2020-21 Capital Improvement Budget. Staff will present an overview of the City's proposed FY 2020-21 Operations and Maintenance Budget and Capital Improvement Budget including any changes from the Budget presented in the prior study sessions.

### POSITION CHANGES

Human Resources has studied several 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 are included in the proposed FY 2020-21 Operations and Maintenance Budget.

### **City Attorney's Office**

#### **Reclassify 1 Deputy City Attorney to Assistant City Attorney**

The City Attorney's Office requested a reclassification of the Deputy City Attorney Position. The City Attorney's Office submitted a completed questionnaire to document and support the higher level of work performed by the incumbent in support of the reclassification from Deputy City Attorney to Assistant City Attorney. It's important to remember the Assistant City Attorney is the higher-level classification, which is the opposite of other classifications in the City (such as Assistant and Deputy City Manager.)

When comparing the Assistant City Attorney job description to the Deputy City Attorney job description, the definitions, examples of duties and knowledge, skills and abilities are nearly identical. The only differences lie in Distinguishing Characteristics and additional Required Experience.

The incumbent has demonstrated excellent legal skills and strong independent judgment and has the years of experience required for the Assistant City Attorney position. Among the incumbents most difficult duties were her responsibilities in complex litigation,

including working closely with outside counsel in the prosecution of litigation against PG&E arising out of the 2017 and 2019 wildfires, participation in damages analysis, strategy discussions, and settlement negotiations, responding vigorously in a wide range of code enforcement matters and in defending tort claims against the City. The incumbent has also expanded advisory work, providing assistance to multiple departments on program and policy development.

It is recommended to reclassify 1.0 FTE Deputy City Attorney with an annual salary range of \$110,858 - \$138,521 to 1.0 FTE Assistant City Attorney with an annual salary range of \$139,167 - \$173,816.

### **Communications and Intergovernmental Relations**

#### **Create new classification specification of Intergovernmental Relations and Legislative Officer and Add 1.0 FTE Intergovernmental Relations and Legislative Officer**

The Intergovernmental Relations and Legislative Officer will provide professional and analytical support on governmental relations and legislative program matters of mutual interest, acting as a liaison between the City of Santa Rosa and other agencies, governmental jurisdictions, consultants, and private sector enterprises. The classification "fosters and maintains strategic relationships with federal, state, and local governmental officials key to governmental relations and legislative matters pertinent to the City of Santa Rosa". An Intergovernmental Relations and Legislative Officer monitors, reviews, analyzes, and prepares recommendations in response to relevant and complex local, state, and federal legislation, as well as actions taken at the local, state, and/or federal levels. An incumbent in this classification works as part of the City's centralized Communications and Intergovernmental Relations team in support of all departments throughout the City.

It is recommended to set the salary for Intergovernmental Relations and Legislative Officer, based on internal comparisons, at an annual salary range of \$90,196 to \$115,157 in Unit 18 Mid-Management and add 1.0 FTE Intergovernmental Relations and Legislative Officer.

#### **Reclassify 1 Recreation Specialist to Community Outreach Specialist**

Communications and Intergovernmental Relations requested the reclassification of the one Recreation Specialist position. The duties that the incumbent performs is a close match to the classification specification for Community Outreach Specialist. The incumbent described duties related to community outreach, include the following: overseeing production of Activity Guides; collaborating with others on the development of marketing materials and projects; monitoring content of department social media accounts; updating website content for public consumption; managing department and

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2020-21  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 4 OF 11

outreach events and display materials; creating online and printed surveys for programs, service areas and projects; attending conference trainings; and providing coaching, training, and guidance to temporary staff. The incumbent is also responsible for creating production schedules, coordinating input from multiple stakeholders to ensure accurate, timely, and successful completion and distribution of marketing initiatives, materials, projects, and outreach communication.

It is recommended to reclassify 1.0 FTE Recreation Specialist with an annual salary range of \$46,979 - \$57,136 to 1.0 FTE Community Outreach Specialist with an annual salary range of \$ \$63,963 - \$77,851.

### **Fire Department**

#### **Reclassify Emergency Preparedness Coordinator to Emergency Preparedness Manager**

The Fire Department has requested the reclassification of the emergency Preparedness Coordinator position. The position has full responsibility over a wide range of administrative and support functions with major operational responsibility for emergency management services, requiring independent judgment and the ability to make independent decisions. The consequence of error is extremely high, with life and property at risk. Since 2014 the duties and responsibilities of the Emergency Preparedness Coordinator position has expanded in scope and breadth, which included developing policies and procedures related to the EOC and the Department Operation Center (DOC) disaster related events; creating public awareness materials; delivering presentations to civic groups and other organizations; co-managing the Citizens Organized to Prepare for Emergencies (COPE) program; writing Requests for Proposals (RFPs) and scopes of works for procurements of numerous goods and services; maintaining the City's emergency plans and procedures including Emergency Operation Plan (EOP), Continuity of Operations Plan (COOP) and Local Hazard Mitigation Plan (LHMP); making recommendations and presenting before City Council on emergency related issues; and representing the City at meetings with county, state, and federal officials.

The assessment reports conducted after the fires of 2017 identified further areas of improvement, requiring that additional responsibilities be performed in order to adequately address these noted areas of improvement. These additional duties require direct authority, independent judgment, and the ability to make sound and independent decisions in the event of a disaster. Two additional positions were added to this division which the Emergency Preparedness Manager will supervise and also has indirect supervision over administrative staff at varied times, as well as various EOC and DOC staff during activation.

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2020-21  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 5 OF 11

It is recommended to reclassify 1.0 FTE Emergency Preparedness Coordinator with an annual salary range of \$89,567 – \$116,205 to 1.0 FTE Emergency Preparedness Manager with an annual salary range of \$106,558 - \$138,579.

**Reclassify 1 Fire Captain - Training to Battalion Chief**

The Fire Department has requested the reclassification of the Fire Captain-Training in Administration to Battalion Chief over Emergency Management Services (EMS). Legal mandates and compliance responsibilities have increased over the last several years. In order to keep pace with changing regulations and to ensure the safety of our firefighters and public lives and property, the Fire Department has had to shift responsibilities to a position with a greater scope of work and influence over impactful decision making. This position, working under the direction of the Deputy Fire Chief, is responsible for the functional supervision of all three paramedic Field Training Officers and will provide functional supervision of safety employees with EMT or EMT-P certificates. The Battalion Chief in EMS will allow for continuity of services performed by the Fire Department's EMS Division and will provide a consistent approach to the management of key programs and initiatives.

It is recommended to reclassify 1.0 FTE Fire Captain-Training with an annual salary range of \$117,707 – \$141,393 to 1.0 FTE Battalion Chief with an annual salary range of \$144,272 – \$186,997.

**Finance**

**Reclassify 1 Principal Financial Analyst to Budget and Financial Analysis Manager**

The Finance Department has requested the reclassification of the Financial Analyst position. The reclassification to a higher-level position is based on complex duties related to managing and developing the Citywide budget, long-range financial forecasts, management of the City's Treasury function and Investment portfolio. While the Deputy Director-Finance still has some duties related to oversight of the budget, it appears that most of the complex duties were assumed by the Principal Financial Analyst. Based on the level of complexity of the duties performed and the autonomy of decisions made by the incumbent, these duties would be appropriately assigned to the Budget and Financial Analysis Manager classification.

It is recommended to reclassify 1.0 FTE Principal Financial Analyst with an annual salary range of \$88,587 - \$116,667 to 1.0 FTE Budget and Financial Analysis Manager with an annual salary range of \$103,131 - \$132,077.

**Reclassify 5 Meter Specialist(s) and 1 Senior Meter Specialist to Meter Technician(s)/ Senior Meter Technician**

The Finance Department has requested the update of the Meter Specialist and Senior Meter Specialist job classifications. The reclassification is based on changes and added duties. These duties were added to the assignment with the upgrade to AMI water meters and the need to install new meters after the 2017 Tubbs Fire. These new assignments are permanent duties that require the classification specification to be upgraded. The job has changed significantly and now requires more technical knowledge and expertise. The current classification specifications do not fully capture the breadth of responsibility and technical duties current performed by the incumbents.

It is recommended to reclassify 5.0 FTE Meter Specialist to Meter Technician and with an annual salary range from \$55,046 – 60,030 to \$57,978 - \$63,032. It is recommended to reclassify 1.0 FTE Senior Meter Specialist to Senior Meter Technician with an annual salary range from \$58,006 – 70,516 to \$60,906 - \$74,042.

### **Information Technology**

#### **Reclassify 1 Administrative Secretary to IT Support Specialist**

The Information Technology Department has requested the reclassification of the Administrative Secretary position. The incumbent performs a combination of technical support and administrative duties. The Administrative Secretary is not the best fit for the current duties performed by the incumbent in that the duties listed for the Administrative Secretary are strictly complex office support and administrative duties. While a number of classifications were reviewed, the inactive class spec of IT Support Specialist was reviewed because it defines the position's duties as performing a variety of technical and administrative support duties. The specification is being updated to reflect the duties, responsibilities, knowledge, and abilities required for the incumbent's assignment and the technical duties the incumbent currently performs (managing iPhones, iPads, mobile hot spots, troubleshooting device issues, transferring data to new devices, etc.)

It is recommended to reclassify 1.0 FTE Administrative Secretary with an annual salary range of \$56,512 – \$68,535 in Unit 4, Support Services to 1.0 FTE IT Support Specialist with an annual salary range of \$58,006 - \$70,516 in Unit 7, Technical.

### **Planning and Economic Development**

#### **Reclassify Economic Development Manager to Deputy Director- Economic Development**

The Planning and Economic Development Department requested a reclassification of the Economic Development Manager. The incumbent's responsibilities include examples consistent with the class scope of Economic Development Manager, but with more autonomy than had previously been given to the position. Prior to the 2019 reorganization, the PED Director/ACM had a more active role in overseeing the city-wide economic

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2020-21  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 7 OF 11

development program and providing strategic direction on economic development priorities. Additional projects such as the Minimum Wage ordinance and the P3 initiative to address City Hall infrastructure needs, and the added oversight of the Public Art and Special Event programs and staff have also significantly broadened the scope of the EDM position. The lead role in initiating economic recovery plans after the Tubbs Fire in 2017 and the current pandemic crisis have and will continue to increase the impact and visibility of the position.

Deputy Director level classifications are division heads that usually have responsibility for management of multiple operational sections within a division with subordinate supervisors and a large number of employees; have frequent high-level contact with members of City Council boards and commissions and business community on topics with political complexity and sensitivity and receive direction from broad policy goals; and/or manage supervisors in professional specialties, usually engineering. There have been a few exceptions in the City for unique positions that report to a department head or higher, have City-Wide impacts, and very high consequence of error. Although the

Economic Development Division remains one of the smallest divisions in the City structure, it has a uniquely high level of visibility, urgency, impact, and accountability to the community and frequent work and interaction with community leaders on topics with political complexity and sensitivity.

It is recommended to reclassify 1.0 FTE Economic Development Manager with an annual salary range of \$116,976 - \$142,846 to 1.0 FTE Deputy Director – Economic Development with an annual salary range of \$116,976 - \$151,305.

### **Update the Job Classification, Title and Salary of Arts Coordinator**

The Planning and Economic Development department requested a Study of the Arts Coordinator Position. The level of the position has grown over time and is now significantly higher in regard to planning, decision making, authority and autonomy. The 2018 move of Public Art and Events to the Economic Development division also reflected and further enhanced the programs' visibility and increasingly strategic role in driving the City's economic development. The Arts Coordinator is responsible for development of strategic plans, and a comprehensive fee study. The Arts Coordinator develops and presents to Council proposed amendments to Council policies, ordinances and City Code sections. Further expectations of the position are a more strategic view and aligning of city processes with Council goals and vision. For both the Public Art Program and City-wide special events, the Arts Coordinator has regular interaction with a wide variety of individuals that include members of the community, nonprofit executives, commercial developers, contractors, other agency representatives at all levels, the City Manager, elected officials and the media. Coordinating projects in both public art and special events require participation of multiple stakeholders over whom the incumbent has no

supervisory authority. Managing stakeholder expectations requires a high level of relationship building, facilitation and negotiation skills.

Human Resources did review compensation for comparable classifications both externally and internally.

It is recommended to update the Arts Coordinator job classification title to Arts and Culture Coordinator and the annual salary range from \$62,649 - \$76,212 in Unit 7 Technical to an annual salary range of \$ 87,081 - \$105,814 in Unit 6 Professional.

### **Transportation and Public Works**

#### **Update the Job Classification and Salary of Transportation Planner**

The Transportation and Public Works department requested a Review of the Transportation Planner. In consideration of this position's requirements to exercise considerable independent judgement and act as the key single and primary point of contact on behalf of the City for various boards and committees, as well as its overall breadth and scope of responsibility in developing, updating, tracking, analyzing, and/or developing policies, legislative matters, and funding opportunities, the Department requested that the salary range be internally aligned with that of the Supervising Planner salary range. As reflected in the Supervising Planner classification specification, "Incumbents exercise considerable independent judgement and lead major projects. Incumbents may also provide staff support to boards and commissions or represent the City through direct participation in local or regional committees or forums." Given a limited number of external comparable classifications, it is recommended that this position's salary be set based upon internal alignment considerations. Given the current duties and responsibilities of the current position, Human Resources recommends that the salary range be aligned with that of the Supervising Planner classification to acknowledge the expansion and depth of responsibilities currently being performed.

It is recommended to update the Transportation Planner job classification with annual salary range of \$97,748 - \$118,792 to an annual salary range of \$103,131-\$132,077.

#### **Create the Classification of Zero Waste Coordinator**

Transportation and Public Works has requested the creation of the Zero Waste Coordinator Position. The Zero Waste Coordinator provides coordination and administrative support for the City's zero waste recycling programs and projects, including: acting as a liaison with the public, schools, community groups, City businesses and other local government agencies, developing information materials and publicity for dissemination to the public and staff; oversee daily operations; direct the work of Program Assistants, volunteer and temporary staff; and performing related duties as assigned. The Zero Waste Coordinator performs responsible program development including managing



day-to-day operations, handling public relations, monitoring, and implementing programs and projects in support of the City zero waste program performing special studies, and evaluating effects on recycling, composting, and zero waste initiatives. Primary project components include residential, commercial, industrial, school, and multi-unit complex recycling and composting and zero waste/environmental education programs policy development, and initiatives.

It is recommended to set the salary for Zero Waste Coordinator, based on internal comparisons, at an annual salary range of \$89,567 - \$116,205 in Unit 18 Mid-Management.

### **Create the Classification of Active Transportation Planner**

The request for a new classification, titled Active Transportation Planner, is a direct result of the City Council's adoption of the Bicycle and Pedestrian Master Plan Update 2018 (Plan) in March of 2019.

The Active Transportation Planner will perform professional level work in the field of active transportation planning and design; develop and champion active transportation initiatives, projects, and studies; coordinate the implementation of citywide bicycle and pedestrian programs; and promote bicycle and pedestrian mobility and safety. This is an independent classification responsible for applying transportation planning and engineering principles in the analysis of active transportation needs, with an emphasis on reducing dependence on single occupant vehicles and promoting mode shifts to enhanced bicycle and pedestrian infrastructure, as well as shared mobility devices. This position will report to the Transportation Planner or other mid-management classification, and does not have any supervisory responsibilities; however, this position may act as a project lead and review the work of other designers. Further, this position will be responsible for facilitating/leading discussions with the public at various community events on bicycle and pedestrian matters.

It is recommended to set the salary for Active Transportation Planner, based on internal comparisons, at an annual salary range of \$75,172-\$105,814 in Unit 6 Professional.

### **Create the Classification of Assistant Land Surveyor and Associate Land Surveyor**

Transportation and Public Works has requested the creation of Assistant Land Surveyor and Associate Land Surveyor classifications. It is recommended that new classification specifications for Assistant Land Surveyor and Associate Land Surveyor be adopted to perform duties outside the scope of the CET III where there is a need to make boundary determinations, write legal descriptions for right of way acquisitions, and other related duties involving the review and creation of required survey documents.

It is recommended to set the salary for Assistant Land Surveyor, based on internal comparisons, at an annual salary range of \$86,968 - \$105,814 in Unit 6 Professional. It is recommended to set the salary for Associate Land Surveyor, based on internal comparisons, at an annual salary range of \$100,814 - \$122,538 in Unit 6 Professional.

### **Reclassify 1 Bus Service Worker to Skilled Maintenance Worker**

Transportation and Public Works has requested a reclassification of one Bus Service Worker. The incumbent is performing duties related to cleaning and fueling buses, and cleaning bus stops and shelters, which are appropriate for the current classification of Bus Service Worker. However, the majority (60%) of the duties described by the incumbent are at a higher skilled level, including to: act as a lead worker; diagnose and troubleshoot onboard electrical and computer related issues for video, radio, Farebox, GPS, and Clipper Card systems; schedule, delegate tasks and train new workers; perform minor construction maintenance to bus shelters/facilities and minor repair of bus equipment. Based on a preponderance of the duties being at a skilled level, it is recommended that the position be reclassified to a Skilled Maintenance Worker.

It is recommended to reclassify 1.0 FTE Bus Service Worker with an annual salary range of \$46,425 - \$55,057 to 1.0 FTE Skilled Maintenance Worker with an annual salary range of \$54,308 - \$64,667.

### **Water**

### **Reclassify 1 Marketing and Outreach Coordinator to Environmental Services Officer**

The Water Department requested a reclassification of the Marketing and Outreach Coordinator. The incumbent's described duties related to both regulatory and legislative matters, acting as a technical resource to ensure compliance related to water, stormwater, wastewater, and energy, which requires analysis, interpretation, and development of recommendations. Additionally, the incumbent acts as the City's representative for various committees and regulatory boards. The duties and responsibilities are clearly not within the scope of the proposed Communications Coordinator classification.

It is recommended that the incumbent be reclassified to Environmental Services Officer job classification given the classification's noted responsibility for interpreting regulations, determining regulatory programs, and administering and maintaining regulatory compliance programs. The specific areas for which the studied position is responsible for is not incorporated into the current classification specification and as such, revisions would be needed to accurately reflect the studied position's duties. The Environmental Services Officer classification specification specifically notes responsibilities related to air quality, wastewater, and recycled water reuse with the Santa Rosa Water Reuse System

PUBLIC HEARING ON ADOPTION OF THE CITY OF SANTA ROSA FY 2020-21  
OPERATIONS & MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
PAGE 11 OF 11

to ensure compliance with federal, state, and local environmental laws, rules, policies, and regulations. However, the studied position's primary areas of legislative and regulatory responsibilities include the following: water quality, water management (ground water and water use efficiency, storm water, and energy).

It is recommended to reclassify 1.0 Marketing and Outreach Coordinator with an annual salary range of \$90,196 to \$115,157 to 1.0 FTE Environmental Services Officer with an annual salary range of \$89,567 - \$116,205.

### **Various Departments**

Additional additions and deletions are set forth in the budget documents and in the resolution.

### **FISCAL IMPACT**

Adoption of the Operations and Maintenance Budget and the Capital Improvement Budget provides the funding for City operations and CIP for FY 2020-21.

### **ENVIRONMENTAL IMPACT**

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

### **BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS**

Not applicable.

### **NOTIFICATION**

Not applicable.

### **ATTACHMENTS**

- Attachment 1 - Proposed FY 2020-21 Operations and Maintenance Budget
- Attachment 2- Proposed FY 2020-21 Capital Improvement Program Budget
- Resolutions (5)
- Exhibit A to Resolution – Master Professional Services Agreement
- Public Hearing Notice

### **CONTACT**

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