



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

THROUGH: GEORGE RODERICKS, CITY MANAGER

FROM: THERESA DELLASANTA, DEPUTY CITY MANAGER/CITY CLERK

DATE: NOVEMBER 15, 2017

**SUBJECT: APPROVE REORGANIZATION OF PUBLIC WORKS DEPARTMENT
AND APPROVE RESOLUTION AMENDING THE TOWN'S FY 2017/18
SALARY SCHEDULE AND CLASSIFICATIONS**

RECOMMENDATION

Staff recommends the following actions:

- Reclassify the Public Works Superintendent position to Public Works Director/City Engineer; the Associate Engineer to Senior Engineer/Maintenance Manager; and the Town Arborist to Town Arborist/ Park Manager;
- Adopt the attached Resolution approving the salary range for each position; and
- Terminate contract with Interwest Consulting Group, Inc. for Public Works Director/City Engineer services, effective for December 31, 2017.

BACKGROUND

The Town has been without a permanent (FTE) Public Works Director/City Engineer since April, 2011. In June 2011 the Town entered into an agreement with Interwest Consulting Group, Inc. for the services of a Public Works Director/City Engineer for 20-24 hours per week at \$14,500 per month. An amendment to the contract was approved by Council in July 2016 which increased the compensation to \$15,600 per month (\$187,200 per year). The agreement provides a broad scope of work under which the consultant provides the Town technical expertise in the areas of project engineering, routine project management, traffic engineering, transportation planning, GIS, development review, and grant administration. Interwest staff works closely with Town Departments and represents the Town at various regional groups. However, daily operations of Public Works (field crews) and supervision of Town staff is directed by the Town's Public Works Superintendent (FTE). The Town's current Public Works Superintendent will retire on December 31, 2017.

ANALYSIS

Public Works Director/City Engineer

With the retirement of the Public Works Superintendent approaching, staff recommends reclassifying the position to a Public Works Director/City Engineer and terminating the contract for Public Works Director/City Engineer services with Interwest. The Public Works Director/City Engineer would be a (FTE) Town employee who, under administrative direction of the City Manager, plans, organizes and provides administrative direction and oversight for all public works functions and activities, which include infrastructure engineering, design and construction, streets and traffic control, underground lines, pre-development plan review, engineering plan checking, permit approval, and facility, parks and infrastructure maintenance. The Town would continue to use the services of Interwest on a project-specific Scope of Work basis.

The Town entered into contract with Bob Murray and Associates to assist staff with recruitment efforts for a Public Works Director/City Engineer. Recruitment opened in mid-October and closes on November 26. Staff anticipates selecting a permanent Director before the end of the year with an employment start date anticipated for mid-January. Below is the proposed salary schedule for the permanent position. (Placement within the proposed range is dependent on applicant qualifications).

	Step A	Step B	Step C	Step D
Public Works Director/City Engineer (40 hours/week)	13,654	14,337	15,054	15,806
Annual Top Step				\$189,672

For comparison:

	7/2011- 6/2016	7/2016 - Current
Interwest Contract (24 hours/week)	\$14,500	\$15,600
Public Works Superintendent (40 hours/week)		\$12,354
Total @ Annual Top Step		\$335,448

Staff concluded a salary study which involved comparing salaries for the public works director position for various cities on the Peninsula. The average (top step) from the salary study is \$16,744 per month.

The Town’s Public Works Superintendent top step salary is \$148,248. By reclassifying the Public Works Superintendent to Public Works Director/City Engineer and terminating the contract for Public Works Director/City Engineer services with Interwest the Town yields a saving of approximately \$145,776. The management and supervision duties overseen by the Superintendent will be allocated to the Public Works Director/City Engineer positions. Much of the day-to-day operational tasks and contract management duties in the Superintendent’s job description will be allocated to the reclassified positions discussed below.

Senior Engineer/Maintenance Manager (reclassify from Associate Civil Engineer)

Staff recommends reclassifying the Associate Civil Engineer to Senior Engineer/Maintenance Manager. In addition to the job functions of the current Associate Civil Engineer job description, the reclassified position would include reallocated tasks from the Public Works Superintendent job description that would pick up additional responsibilities over MCE (towns public works maintenance management services contract) and other contract and project management duties, encroachments, storm water and drainage systems, fleet and equipment, traffic signage and striping and daily operation of streets and facilities maintenance.

Staff concluded a salary study which involved comparing salaries for the Civil Engineering positions for various cities on the Peninsula. The average (top step) for the salary study is \$11,953. Below is the proposed salary schedule for the reclassified position. Based on the current incumbent’s qualifications, staff recommends placement at Step B.

	Step A	Step B	Step C	Step D
Senior Engineer/Maintenance Manager (40 hours/week)	\$9,811.16	\$10,301.72	\$10,816.80	\$11,357.64

Town Arborist/Parks Manager

Staff recommends reclassifying the Town Arborist to Town Arborist/Park Manager. In addition to the job functions of the current Town Arborist job description, the reclassified position would include reallocated tasks from the Public Works Superintendent job description that would pick up additional responsibilities over the park operations and field maintenance, park facilities management and acting as technical advisor and management of all park, street and right-of-way trees.

Staff concluded a salary study which involved comparing salaries for the Park Manager and similar positions (Recreations Manager, Parks Superintendent, etc.) for various cities on the Peninsula. The average (top step) for the salary study is \$10,559.25. Below is the proposed salary schedule for the reclassified position. Based on the current incumbent’s qualifications, staff recommends placement at Step B.

	Step A	Step B	Step C	Step D
Town Arborist/Park Manager (40 hours/week)	9,154.92	9,612.66	10,093.30	10,597.96

POLICY CONSIDERATIONS

The Town received notification from the Public Works Superintendent of his intention to retire by the end of the year. Following retirement of the Superintendent, staff is suggesting reorganization of the Public Works Department and has developed the recommended salary schedules and classifications based on direction to the City Manager from the City Council.

FISCAL IMPACT

The promotional opportunities presented to the Associate Civil Engineer and Town Arborist would not immediately place each employee at Step D; however, when conducting a fiscal comparison, staff evaluates the positions at the top step. Fiscal Impact at Step D for all reclassified positions:

By reclassifying the Public Works Superintendent to Public Works Director/City Engineer and terminating the contract for Public Works Director/City Engineer services with Interwest the Town yields a saving of approximately \$145,776.

By reclassifying the Associate Civil Engineer to Senior Engineer/Maintenance Manager the Town's expenses increase by \$23,909. By reclassifying the Town Arborist to include Park Manager the Town's expense increases by \$17,067.

Reclassifying the three positions as recommended, shifting job responsibilities, and eliminating the overhead contract with Interwest would yield a total overall savings to the Town of approximately \$104,800 per year.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the item is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Resolution No. 17-xx rescinding Resolution 17-19 and approving Fiscal Year 2017-18 salary schedules and classifications

RESOLUTION NO. 17-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
RESCINDING RESOLUTION NO. 17-19 AND APPROVING FISCAL YEAR
2017-2018 SALARY SCHEDULES AND CLASSIFICATIONS**

WHEREAS, the California Code of Regulations (CCR) section 570.5 sets the requirements for a Publicly Available Pay Schedule; and,

WHEREAS, this regulation requires that each pay schedule include position title for every employee position, pay rate for each position and time base for each position; and

WHEREAS, the formal approval of the pay schedules requires that they are duly approved and adopted by the City Council, such as CCR 570.5 regulation requires the adoption of the salary schedules for Fiscal Years 2017-18, incorporated in "Exhibit A" attached hereto.

WHEREAS, the 2017-18 proposed budget reflects the salary schedule and classifications in "Exhibit A"; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton does hereby approve the salary schedules attached hereto as Exhibit "A".

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 15th day of November, 2017 by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSTAIN:	Councilmembers:
ABSENT:	Councilmembers:

Michael Lempres, Mayor
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

TOWN OF ATHERTON

Salary Schedule

FY 2017-2018

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
CM Rate effective 7/01/2017									
City Manager	Management/Misc	City Manager	12	1100	D	100.83	8,066.37	17,477.14	209,725.69
Dept Head Rate Effective 07/01/2017									
Department Heads	Management/Misc	Finance Director	18	1104	A	79.05	6,324.34	13,702.74	164,432.86
					B	83.01	6,640.41	14,387.56	172,650.69
					C	87.15	6,972.11	15,106.25	181,274.97
					D	91.51	7,320.92	15,861.98	190,343.80
Department Heads	Management/Sworn	Chief of Police	40	1105	A	82.75	6,619.89	14,343.10	172,117.23
					B	86.89	6,951.11	15,060.73	180,728.81
					C	91.23	7,298.44	15,813.29	189,759.53
					D	95.79	7,663.37	16,603.97	199,247.64
Department Heads	Management/Misc	City Clerk/Deputy City Manager	12		A	62.67	5,013.65	10,862.91	130,354.89
					B	65.80	5,264.26	11,405.89	136,870.73
					C	69.09	5,527.57	11,976.40	143,716.81
					D	72.54	5,803.58	12,574.43	150,893.12
Department Heads	Management/Misc	Public Works Director/City Engineer	50		A	78.77	6,301.94	13,654.20	163,850.40
					B	82.71	6,617.03	14,336.90	172,042.80
					C	86.85	6,947.88	15,053.75	180,645.00
					D	91.19	7,295.28	15,806.44	189,677.28
Mid Mgmt Rate Effective 07/01/2017									
Mid-Management	Management/Misc	Commander	40	2204	A	70.23	5,618.43	12,173.27	146,079.28
					B	73.74	5,899.33	12,781.88	153,382.60
					C	77.42	6,193.91	13,420.13	161,041.57
					D	81.29	6,503.14	14,090.13	169,081.59
Mid-Management	Management/Misc	Senior Engineer/Maintenance Manager	50		A	56.60	4,528.23	9,811.16	117,733.92
					B	59.43	4,754.64	10,301.72	123,620.64
					C	62.40	4,992.37	10,816.80	129,801.60
					D	65.52	5,241.99	11,357.64	136,291.68
Mid-Management	Management/Misc	Associate Civil Engineer	50		A	46.67	3,733.74	8,089.76	97,077.12
					B	49.01	3,920.84	8,495.15	101,941.77
					C	51.46	4,116.73	8,919.59	107,035.05
					D	54.03	4,322.40	9,365.20	112,382.35
Mid-Management	Management/Misc	Public Work Superintendent	50	2210	A	61.57	4,925.72	10,672.39	128,068.63
					B	64.65	5,171.93	11,205.85	134,470.16

TOWN OF ATHERTON

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FY 2017-2018

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
					C	67.88	5,430.35	11,765.77	141,189.22
					D	71.27	5,701.97	12,354.27	148,251.22
Mid-Management	Management/Misc	Town Arborist/Parks Manager	25/50		A	52.82	4,225.35	9,154.92	109,859.04
					B	55.46	4,436.61	9,612.66	115,351.92
					C	58.23	4,658.45	10,093.30	121,119.60
					D	61.14	4,891.37	10,597.96	127,175.52
	General Gov Rate Effective 07/01/2017								
Confidential	Confidential/Misc	Jr. Accountant	18		A	38.11	3,048.83	6,605.81	79,269.69
					B	39.81	3,185.13	6,901.12	82,813.40
					C	41.80	3,344.39	7,246.17	86,954.07
					D	43.90	3,511.95	7,609.22	91,310.66

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Salary Schedule

FY 2017-2018

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Confidential	Confidential/Misc	Accountant	18		A	43.94	3,515.37	7,616.63	91,399.57
					B	46.14	3,691.23	7,997.67	95,972.09
					C	48.45	3,875.89	8,397.77	100,773.23
					D	50.87	4,069.35	8,816.92	105,803.01
Confidential	Confidential/Misc	Assistant to Chief/Training Manager	40		A	38.04	3,043.46	6,594.16	79,129.98
					B	39.94	3,195.39	6,923.34	83,080.13
					C	41.94	3,355.13	7,269.46	87,233.50
					D	44.03	3,522.70	7,632.51	91,590.09
General Gov Rate Effective 07/01/2017									
General Government	General Gov/Misc	Deputy City Clerk/Office Specialist	12	3304	A	36.00	2,879.81	6,239.58	74,875.00
					B	37.79	3,023.43	6,550.77	78,609.22
					C	39.68	3,174.38	6,877.83	82,533.97
					D	41.66	3,332.66	7,220.77	86,649.23
General Government	General Gov/Misc	Office Specialist	"12/25/50	3304	A	29.62	2,369.31	5,133.50	61,601.99
					B	31.10	2,488.02	5,390.70	64,688.44
					C	32.66	2,612.59	5,660.61	67,927.31
					D	34.29	2,743.02	5,943.22	71,318.59
General Government	General Gov/Misc	Town Arborist/Public Works Specialist	25	3306	A	45.73	3,658.50	7,926.76	95,121.09
					B	48.02	3,841.21	8,322.62	99,871.43
					C	50.41	4,033.20	8,738.59	104,863.10
					D	52.94	4,234.95	9,175.73	110,108.79
General Government	General Gov/Misc	Account Technician	18	3308	A	32.11	2,569.11	5,566.41	66,796.88
					B	33.71	2,697.10	5,843.72	70,124.66
					C	35.41	2,832.42	6,136.91	73,642.96
					D	37.18	2,974.09	6,443.86	77,326.37

TOWN OF ATHERTON

Salary Schedule

FY 2017-2018

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
	Police/APOA Rate Effective 07/01/2017								
Police-Civilian/APOA	Police/Misc	Community Service officer	40	4401	A	34.02	2,721.70	5,897.01	70,764.10
	80 hours shift				B	35.72	2,857.78	6,191.86	74,302.29
					C	37.51	3,000.67	6,501.45	78,017.39
					D	39.38	3,150.70	6,826.52	81,918.29
Police-Civilian/APOA	Police/Misc	Community Service officer/Code Enforcemer	40	4401	A	34.02	2,721.70	5,897.01	70,764.10
	80 hours shift	(new Position 02/17/2015)			B	35.72	2,857.78	6,191.86	74,302.29
					C	37.51	3,000.67	6,501.45	78,017.39
					D	39.38	3,150.70	6,826.52	81,918.29
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	37.44	2,995.27	6,489.75	77,876.97
	80 hours shift				B	39.31	3,145.03	6,814.23	81,770.82
					C	41.28	3,302.28	7,154.95	85,859.35
					D	43.34	3,467.40	7,512.69	90,152.29
Police- Per-Diem	80 hours shift	Per-Diem Dispatcher	40		A	37.44	2,995.27	6,489.75	77,876.97
					B	39.31	3,145.03	6,814.23	81,770.82
					C	41.28	3,302.28	7,154.95	85,859.35
					D	43.34	3,467.40	7,512.69	90,152.29
Police-Civilian	Police/Misc	Police Trainee	40	4406	D	23.90	1,912.15	4,143.00	49,716.00
Police-Civilian/APOA	Police/Misc	Dispatcher/Records assistant	40	4405	A	37.44	3,145.03	6,814.23	81,770.82
	84 hours shift				B	39.31	3,302.28	7,154.95	85,859.36
					C	41.28	3,467.40	7,512.69	90,152.32
					D	43.34	3,640.77	7,888.33	94,659.91
	Police/APOA Rate Effective 07/01/2017								
Police-Sworn/APOA	Police/Sworn/84	Police Officer	40	5505	A	45.58	3,828.50	8,295.08	99,540.99
	84 hours shift				B	47.86	4,019.93	8,709.84	104,518.07
					C	50.25	4,220.92	9,145.32	109,743.88
					D	52.76	4,431.97	9,602.60	115,231.24
Police-Sworn/APOA	Police/Sworn/84	Police Sergeant	40	5520	A	54.62	4,588.32	9,941.36	119,296.27
	84 hours shift				B	57.35	4,817.73	10,438.42	125,261.02
					C	60.22	5,058.62	10,960.34	131,524.10
					D	63.23	5,311.55	11,508.36	138,100.26
Police-Sworn/APOA	Police/Sworn/80	Police Officer	40	5506	A	45.58	3,646.16	7,900.01	94,800.08
	80 hours shift				B	47.85	3,828.29	8,294.63	99,535.59
					C	50.25	4,019.92	8,709.83	104,517.98
					D	52.76	4,221.05	9,145.60	109,747.25

TOWN OF ATHERTON

Salary Schedule

FY 2017-2018

Group	Job Class	Title	Dept	Code	Step	Hourly	Bi-Weekly	Monthly	Annually
Police-Sworn/APOA	Police/Sworn/80 80 hours shift	Police Sergeant	40	5528	A	54.62	4,369.52	9,467.29	113,607.48
					B	57.35	4,587.91	9,940.47	119,285.61
					C	60.22	4,817.52	10,437.96	125,255.50
					D	63.23	5,058.35	10,959.76	131,517.15
Rate Effective 07/01/17									
Police-Sworn	Police/Sworn/84	Police Reserve	40		A	45.58	3,828.50	8,295.08	99,540.99
					B	47.86	4,019.93	8,709.84	104,518.07
					C	50.25	4,220.92	9,145.32	109,743.88
					D	52.76	4,431.97	9,602.60	115,231.24