



City of Grass Valley City Council Agenda Action Sheet

Title: Public Works and Police Department Restructuring

Recommendation: That Council 1) Review and approve the proposed reorganization of the Public Works and Police Departments; 2) approve the job descriptions and associated salary schedules for the Utilities Director, City Engineer and Deputy Police Chief; 3) approve adding the Utilities Director, City Engineer, and Deputy Police Chief to the allotted/authorized City positions; 4) review the proposed agreements (including Appendix A) for these positions; 5) authorize the City Manager to execute the agreements subject to legal review; and 6) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete this action.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 02/08/2022

Date Prepared: 02/03/2022

Agenda: Consent

Background Information: With the hiring of the City Manager in 2017 and vacancy of the Public Works Director of Operations, staff has had an opportunity to analyze how to best move forward. Staff is now proposing to re-structure Public Works / fill the job duties of the vacant Director and some of the Public Works Director/City Engineer duties currently being performed by the City Manager by providing advancement opportunities. Staff is proposing to separate the duties into three distinct functions - 1) Public Works Operations (Streets, Parks, Fleet, Facilities), 2) Engineering, and 3) Utilities (Water and Wastewater). In addition, as the Police Department has grown back to pre-recession levels, and with the addition of legislative requirements and for succession planning/advancement purposes, staff is proposing creating the position of Deputy Police Chief to available positions within the Police Department's classifications.

The Utilities side of the Public Works Department (Water Treatment, Wastewater Treatment, Water Distribution, and Sewer Collection) would be overseen by a newly created position - Public Works Utilities Director, who would report to the City Manager. This position would be responsible for managing and administering operations of multiple functions/divisions (Water Treatment, Wastewater Treatment, Water Distribution, and Sewer Collection). The Engineering Division of Public Works would also be overseen by a newly created position - City Engineer, who would also report to the

City Manager. The City Engineer will manage, supervise, and coordinate the daily activities and operations of the Engineering Division including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, NPDES permits, and related functions and programs. With the creation of these two new positions, the City Manager would maintain the title as Public Works Director and would be responsible for managing and administering operations of multiple functions/divisions (Streets, Fleet, Facilities, and Park Maintenance).

The Deputy Police Chief would perform oversight of both divisions of the Police Department: Patrol operations and Investigations/administrative services. The Deputy Police Chief would take direction from the Chief of Police, assisting in, and being instrumental in, carrying out the mission and vision of the Police Department.

The intent of this re-structuring would be to provide opportunities to promote from within without increasing overall number of approved City positions. The Assistant City Engineer, and Utilities Superintendent/Chief Treatment Plant Operator positions would be re-structured to City Engineer, and Utilities Director. The Job Descriptions for the City Engineer, Utilities Director, and Deputy Police Chief and associated salary schedules are attached for Council review and approval.

Council Goals/Objectives: This action executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of Productive and Efficient Workforce.

Fiscal Impact: Salary impacts will be a minimal increase to net neutral if current staff is successful with promoting from within the organization. Additional funding is also available from the vacant Public Works Director of Operations position that could be used to offset any minimal increases. Police Department budgetary impacts will be minimal, likely offset by personnel vacancies in the current fiscal year.

Funds Available: Yes

Account #: Various

Reviewed by: Tim Kiser, City Manager

Attachments:

1. Job Descriptions for City Engineer, Utilities Director, and Deputy Police Chief
2. Proposed agreements including Appendix A