

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Michael Kirn, Public Works Director/City Engineer
DATE: October 18, 2016
SUBJECT: Consideration of a Resolution Approving a Reorganization of the Water and Wastewater Division and Adding One New Full Time Equivalent Position of Operator I/II, Public Works Department

APPROVAL FOR FORWARDING:



DYLAN FEIK, CITY MANAGER

1 **ISSUE:** Consideration of a Resolution approving a reorganization of the water and
 2 wastewater division and adding one new full time equivalent (FTE) position of Operator
 3 I/II in the Public Works Department.

4
 5 **RECOMMENDATION:** Adopt the Resolution.

6
 7 **BACKGROUND/DISCUSSION:** For the past two years the City has not been able to fill
 8 the vacant position of Utility Superintendent. In lieu of this position the City has
 9 contracted the Chief Plant Operator for the water plant with Fleege and Associates and
 10 temporarily promoted The Senior Operator as Interim Utility Superintendent. For
 11 succession planning we recently hired two Operator-In-Training to assist with plant
 12 operations and general maintenance. This has proven very successful in that we are
 13 “growing” our own replacement Operators.

<u>Current Approved Staffing</u>	<u>Number of FTE's</u>	<u>Budget/ Salary</u>
Contracted Chief Water Plant Operator Plant Operator I (Range 20, Step 3)	1	\$120,000 \$58,664

20	Plant Operator II (Range 25, Step 5)	3	\$219,135
21	Senior Operator (Range 29, Step 5)	1	\$80,533
22	Utility Superintendent (Range 38, Step 5)	<u>1</u>	<u>\$100,336</u>
23			
24	Total	6	\$578,668

25
 26 Staff is recommending a restructuring of the Water and Wastewater operations as
 27 follows:
 28

- 29 • Modify the Utility Superintendent job description by eliminating the responsibility
 30 of being the Chief Plant Operator, Water Treatment Facility and certification as a
 31 Lab Analyst, and reduce the salary range from 38 to 36.
 32
- 33 • Reclassify the Senior Plant Operator position to Chief Plant Operator, Water
 34 Treatment Facility with a salary range of 32. When this position is filled and the
 35 employee is comfortable with the water treatment plant operations the contract
 36 with Fleege and Associates would be terminated.
 37
- 38 • Add one new FTE of Operator I/II. This position would be a “flex” position
 39 depending on the qualifications and experience of the selected candidate.
 40

41	<u>Proposed Staffing</u>	<u>Number of</u>	<u>Budget/</u>
42		<u>FTE's</u>	<u>Salary</u>
43			
44			
45	Plant Operator I (Range 20, Step 1)	1	\$53,210
46	Plant Operator II (Range 25, Step 5)	4	\$292,180
47	Chief Plant Operator, Water Treatment –	1	\$74,871
48	Range 32 Step 2		
49	Utility Superintendent (Range 36, Step 5)	<u>1</u>	<u>\$95,557</u>
50			
51	Total	7	\$515,818

52
 53 The additional Operator I/II would reduce the frequency of being on “stand-by” from
 54 once every four weeks to once every five weeks.
 55

56 **FISCAL IMPACT**
 57

58 As proposed, the reorganization of the Utility Operations results in an initial annual
 59 savings of \$62,850. Further, once the newly hired Operators are trained and able to
 60 operate the plants as “designated plant operators” they will be assigned week-end
 61 duties, which will eliminate approximately 850 hours of overtime resulting in additional
 62 annual savings of approximately \$23,000.

63

64 **ATTACHMENTS:**

- 65 1. Resolution
66 2. Job Descriptions
67 3. Salary Schedule

RESOLUTION NO. 2016- XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA APPROVING REORGANIZATION OF
THE WATER AND WASTEWATER DIVISION, APPROVING JOB DESCRIPTIONS
FOR THE UTILITY SUPERINTENDENT AND CHIEF PLANT OPERATOR – WATER
TREATMENT, AND ADDING ONE NEW FULL TIME EQUIVALENT POSITION OF
OPERATOR I/II, PUBLIC WORKS DEPARTMENT**

WHEREAS, the City Council has reviewed and considered the recommendations contained in the Koff & Associates Classification and Compensation Study prepared for the City of Calistoga and accepted by the City Council on May 5, 2015; and

WHEREAS, there is a need to reorganize the Utility Operations to address recruiting difficulties and to realize operational savings; and

WHEREAS, the City Council has received a report from the Public Works Director outlining the proposed reorganization and estimated annual savings; and

WHEREAS, to implement the reorganization there is a need to have certain position classifications within the Utility Operations of the Public Works Department updated to reflect present industry standards and the needs of the City of Calistoga.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby approves the reorganization of the Utility Operations of the Public Works Department as presented by the Public Works Director, amends the job description of the Utility Superintendent, approves the job description of the Chief Plant Operator – Water Treatment, and authorizes one additional full time Operator I/II.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council amends the salary range of the Utility Superintendent to Range 36 and sets the salary range of the Chief Plant Operator – Water Treatment at Range 32.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **18th day of September, 2016** by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk