TO: MAYOR and CITY COUNCIL

FROM: DIANNA R. GARCIA, Director of Human Resources

SUBJECT: AMENDMENT OF STOCKTON MUNICIPAL CODE TO ESTABLISH DEPARTMENTS

RECOMMENDATION

It is recommended that the City Council:

1. Adopt an ordinance amending Chapter 3, Part II of the Stockton Municipal Code by adding divisions 13 and 14, relating to the Revitalization Department and Community Services Department, and amending Chapter 3, Part XI, relating to the Administrative Services Department, in accordance with section 504(a) of the City Charter; and

2. Adopt a resolution establishing the position and allocating the salary range for Community Relations Officer; placing the position into the Unclassified Service, and adding it to the list of classifications covered by the Unrepresented Management/Confidential Employees' Compensation Plan.

SUMMARY

The City of Stockton is in the process of restructuring with the goal of providing more efficient services, eliminating redundant activities, offering a broader, more in-depth level of service, and maintaining fiscal solvency. In order to accomplish this goal, the City Manager has restructured services and reorganized several departments by combining like services into one department. The actions herein, if approved, will establish the Revitalization Department, the Community Services Department, and the Administrative Services Department and abolish the Economic Development Department, the Housing Department, the Information Technology Department, the Library Services Department, the Parks and Recreation Department, and the Redevelopment Department.

DISCUSSION

Background

In the current fiscal environment, the City must immediately implement a more efficient way of accomplishing its work. The old method of delivering services and responding to customer's needs through traditional City departments does not adequately address the combination of aging infrastructure, growing communities, and the need to reduce costs while increasing service delivery.

Over the past several weeks, a complete restructure of the City Manager's Office, along with a redesign of the Citywide organization has been implemented. This restructure
AMENDMENT OF STOCKTON MUNICIPAL CODE TO ESTABLISH DEPARTMENTS
(Page 2 of 3)

and redesign encompass several departments and divisions and is designed to reduce the cost of service delivery, while maximizing the use of City resources.

The City Council establishes and abolishes operating departments by ordinance, pursuant to section 504 of the City Charter, as amended at the election of November 8, 1994. The actions recommended herein will abolish the Departments of Economic Development, Housing, Redevelopment, Library Services, and Parks and Recreation; and will establish new departments to be named the Revitalization Department, the Administrative Services Department, and the Community Services Department. As more fully explained herein, the abolished departments will then become operating divisions of the newly established departments.

The recommended ordinance will become effective 30 days from passage or April 2, 2009.

Present Situation

One of the major components in streamlining the City Manager's Office is the creation of a new position entitled Community Relations Officer. This new position will report directly to the City Manager and will be responsible for oversight of the City's Peacekeeper Program, Green Initiatives, volunteerism, and the Neighborhood Renaissance Program. The position will be responsible for participating in the development and supervision of administrative and operational policies, along with a wide range of special projects, studies, and other interdepartmental activities.

The Community Relations Officer will be placed into the Unclassified Service (not subject to Civil Service), will be designated as unrepresented middle management, and placed into the Unrepresented Management/Confidential Employees Unit, with a salary equivalent to that of the Budget Officer as set forth below:

<table>
<thead>
<tr>
<th>Unclassified Position</th>
<th>Unit</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Relations Officer</td>
<td>MA</td>
<td>7,661</td>
<td>8,053</td>
<td>8,466</td>
<td>8,900</td>
<td>9,356</td>
<td>9,835</td>
</tr>
</tbody>
</table>

In restructuring the Citywide organization, functions and services were identified that are currently being performed by several different departments, but which could be more efficiently performed by one department. For example, the City currently has an Economic Development Department, a Housing Department, and a Redevelopment Department, the functions of which are interrelated and are more properly housed within a single department. Other restructuring accomplishes the same goal — a refocused effort that is fiscally sustainable.

For these reasons staff is recommending that:

1. The functions of the Economic Development Department, the Housing Department, and the Redevelopment Department be combined to create the
Revitalization Department. The Revitalization Department shall consist of a Division of Economic Development, a Division of Housing, and a Division of Redevelopment. This restructuring will enable the City to provide concentrated staff support to bring more commercial development and jobs to Stockton, provide for work force housing, and continue to redevelop the City's most blighted areas. The new Revitalization Department will be under the administrative direction of a Director of Revitalization.

2. The Department of Parks and Recreation and the Library Services Department be abolished. The parks function has been transferred to the Public Works Department, while the recreation function and the Library function will be combined in a new department to be entitled the Community Services Department. The new department will consist of the Division of Recreation and the Division of Library Services. The new Community Services Department will be under the administrative direction of a Director of Community Services.

3. The current Department of Financial Management will be reorganized into the Administrative Services Department and will consist of a Division of Finance, a Division of Information Technology, and a Division of Risk Services. The current Information Technology Department will be abolished. All of the divisions will be under the administrative direction of the Chief Financial Officer and Director of Administrative Services.

4. The Director of Human Resources will be directed to create a new class specification for the position of Community Relations Officer and to combine, reclassify, reallocate, separate, or amend current class specifications as necessary to accomplish the intent of these recommendations and in accordance with the needs of the City pursuant to section 2-006.2 of the Stockton Municipal Code.

FINANCIAL SUMMARY

The net savings from the Executive restructuring is estimated at $726,000 annually. Approximately $472,000 of that savings will be realized annually in the General Fund.

Respectfully submitted,

DIANNA R. GARCIA
DIRECTOR OF HUMAN RESOURCES

APPROVED:

J. GORDON PALMER, JR.
CITY MANAGER
ORDINANCE NO.____________________

AN ORDINANCE AMENDING CHAPTER 3, PART II OF THE STOCKTON MUNICIPAL CODE BY ADDING DIVISIONS 13 AND 14, RELATING TO THE REVITALIZATION DEPARTMENT AND THE COMMUNITY SERVICES DEPARTMENT AND AMENDING CHAPTER 3, PART XI, RELATING TO THE ADMINISTRATIVE SERVICES DEPARTMENT

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:

SECTION I. AMENDMENT OF CODE.

Chapter 3, Part II, of the Stockton Municipal Code is hereby amended by adding Division 13 thereto, and shall read as follows:

Chapter 3
ADMINISTRATIVE

Part II
BOARDS, COMMISSIONS, DEPARTMENTS, ETC.

Division 13
REVITALIZATION DEPARTMENT

SEC. 3-019.2 ECONOMIC DEVELOPMENT DEPARTMENT -- ABOLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Economic Development Department, established by City Council Resolution 07-0194, effective May 22, 2007, is hereby abolished.

SEC. 3-019.4 HOUSING DEPARTMENT -- ABOLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Housing Department, established by City Council Resolution 07-0194, effective May 22, 2007, is hereby abolished.

SEC. 3-019.6 REDEVELOPMENT DEPARTMENT -- ABOLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Redevelopment Department, established by City Council Resolution 07-0194, effective May 22, 2007, is hereby abolished.
SEC. 3-019.8 REVITALIZATION DEPARTMENT -- ESTABLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, there is hereby established a Revitalization Department for the City of Stockton, which shall consist of a Division of Economic Development, a Division of Housing, a Division of Redevelopment, and such other divisions, offices, officers, and employees as the City Council may from time to time by resolution designate.

SECTION II. AMENDMENT OF CODE.

Chapter 3, Part II, of the Stockton Municipal Code is hereby amended by adding Division 14 thereto, and shall read as follows:

Division 14
COMMUNITY SERVICES DEPARTMENT

SEC. 3-019.10 PARKS AND RECREATION DEPARTMENT -- ABOLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Parks and Recreation Department, established by Article XVI of the City Charter, effective December 6, 1971, is hereby abolished.

SEC. 3-019.12 LIBRARY SERVICES DEPARTMENT -- ABOLISHED:

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Library Services Department, established by Article XVIII of the City Charter, effective December 6, 1971, is hereby abolished.

SEC. 3-019.14 COMMUNITY SERVICES DEPARTMENT -- ESTABLISHED:

Pursuant to Section 411 and 504 of the Stockton City Charter, there is hereby established a Community Services Department for the City of Stockton, which shall consist of a Division of Library Services, a Division of Recreation, and such other divisions, offices, officers, and employees as the City Council may from time to time by resolution designate.

SECTION III. AMENDMENT OF CODE.

Chapter 3, Part XI, of the Stockton Municipal Code is hereby amended and shall read as follows:
Part XI
TREASURY FUNCTIONS OF THE FINANCE DEPARTMENT
THE ADMINISTRATIVE SERVICES DEPARTMENT

SEC. 3-125 INFORMATION TECHNOLOGY DEPARTMENT -- ABOLISHED

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Information Technology Department, established by City Council Resolution 07-0152, effective April 24, 2007, is hereby abolished.

SEC. 3-126 DEPARTMENT OF FINANCIAL MANAGEMENT -- ABOLISHED

Pursuant to Sections 411 and 504 of the Stockton City Charter, the Department of Financial Management, established by City Council Resolution 08-0182, effective May 20, 2008, is hereby abolished.

SEC. 3-127 ADMINISTRATIVE SERVICES DEPARTMENT -- ESTABLISHED

Pursuant to Sections 411 and 504 of the Stockton City Charter, there is hereby established an Administrative Services Department for the City of Stockton which shall consist of a Division of Finance, a Division of Information Technology, a Division of Risk Services, and such other divisions, offices, officers, and employees as the City Council may from time to time by resolution designate.

SEC. 3-130. GENERAL:

This Part, in general, shall establish the treasury functions within the Finance Department Administrative Services Department of the City of Stockton. The purpose of Charter 3, Part XI, is to outline the treasury functions and to establish authority for the payment of claims and the investment of moneys.

SEC. 3-131 DEFINITION TREASURER:

"Treasurer" shall mean the Director of Finance Administrative Services.

SEC. 3-132 DUTIES OF THE FINANCE DEPARTMENT TREASURY FUNCTIONS OF THE ADMINISTRATIVE SERVICES DEPARTMENT:

The Finance Department Administrative Services shall:

A. Be responsible for the safe deposit of all moneys in the custody of the City.
B. Act as custodian of all bonds and insurance policies.
C. Deposit and invest City funds for the benefit of the City in banks and securities within legal limits for placement of public funds.
D. Make investments in accordance with Sections 53601 and/or 53635 of the California Government Code as those sections exist and may be amended from time to time.

E. Deposit moneys in and enter into contracts with any depository in accordance with Section 53682 of the California Government Code.

F. Supervise and be responsible for the disbursement of all moneys and audit all expenditures to ensure that appropriations are not exceeded.

G. Prescribe the form of all vouchers, bills or claims used by the City.

H. Examine all contracts, orders and other documents by which the City may incur a financial obligation.

I. Audit and approve prior to payment all bills, invoices, payrolls and other evidence of claims, demands and charges against the City.

J. Be responsible for the assessment of all taxable properties within the corporate limits of the City unless such function has been delegated to another governmental agency.

K. Receive all City revenues; provided, however, that nothing herein shall prohibit contractual agreements for the collection of such revenues on behalf of the City.

L. Prescribe the form of all receipts.

M. Administer insurance claims except as otherwise provided in the Stockton Municipal Code.

N. Have the responsibilities and duties assigned by general law not inconsistent with this Part to the assessor and treasurer and such other duties as the Stockton Municipal Code or the City Manager shall specify.

SEC. 3-133. COLLECTION OF ACCOUNTS:

It shall be the duty of the Finance Administrative Services Department to diligently pursue and properly bill, record and collect, all moneys due the City. Penalty for late payment or adjudication of overdue accounts will be determined by Council action by classification within the ordinance setting fees or charges, but in no event shall such penalties be less than one percent (1%) per month. Where a fee or charge in excess of $20,706 is incorrectly levied or found to be uncollectible, upon certification of both the City Attorney and Director of Finance Administrative Services, such accounts will be referred to the City Manager who will promptly report to the Council a recommendation as to disposition thereof. The Twenty Thousand Seven Hundred Six Dollar ($20,706) criteria provided for in this section shall be adjusted to the same dollar amount as provided in Section 3-103 of the Stockton Municipal Code. Where a fee or charge of $20,706 or less, as adjusted by Section 3-103 of the Stockton Municipal Code, is incorrectly levied or found to be uncollectible, upon certification of both the City Attorney and Director of Finance Administrative Services, such accounts will be recommended to the City Manager as to disposition thereof, who shall report to the City Council such disposition.
SECTION IV. SEVERABILITY.

In the event any section or portion of this ordinance shall be determined invalid or unconstitutional, such section or portion shall be deemed severable and all other sections or portions hereof shall remain in full force and effect.

SECTION V. EFFECTIVE DATE.

This ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

ADOPTED: ______________________

EFFECTIVE: ____________________

ANN JOHNSTON, Mayor
of the City of Stockton

ATTEST:

KATHERINE GONG MEISSNER
City Clerk of the City of Stockton

::ODMA\GRPWISE\COS.CA.CA_Library:53974.1
Resolution No. ________  

STOCKTON CITY COUNCIL  

ESTABLISH AND ALLOCATE ONE NEW UNCLASSIFIED POSITION AND SALARY RANGE  

In the current fiscal environment, the City must immediately implement a more efficient way of accomplishing its work; and  

Over the past several weeks, staff has implemented a complete restructure of the City Manager's Office, along with a redesign of the Citywide organization; and  

As a result of the restructure of the City Manager's Office, it is recommended that one new unclassified position be added to the City of Stockton Unclassified Service; now, therefore,  

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:  

1. That the position of Community Relations Officer is hereby created in the Unclassified Service, and its salary allocated as set forth below, and placed into the Unrepresented Management/Confidential Employees Unit.  

<table>
<thead>
<tr>
<th>Proposed Unclassified Position</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Relations Officer</td>
<td>MV</td>
<td>$7,661.00</td>
<td>$8,053.00</td>
<td>$8,466.00</td>
<td>$8,900.00</td>
<td>$9,356.00</td>
</tr>
</tbody>
</table>

2. That the list of "Positions Covered" by the Unrepresented Management/Confidential Employees' Unit is hereby approved as set forth and in Exhibit "1."  

3. That the Director of Human Resources is hereby directed to prepare the appropriate class specification in accordance with section 2-006.2 of the Stockton Municipal Code.  

4. That the City Manager is hereby authorized and directed to take whatever actions are appropriate to carry out the purpose and intent of this resolution.  

PASSED, APPROVED and ADOPTED __________________________.  

ATTEST:  

ANN JOHNSTON  
Mayor of the City of Stockton  

KATHERINE GONG MEISSNER  
City Clerk of the City of Stockton  

87
### Positions Covered Unrepresented

| 1. Administrative Analyst I (Confidential)            |
| 2. Administrative Analyst II (Confidential)          |
| 3. Agenda Coordinator (Confidential)                 |
| 4. Auditor (Confidential)                            |
| 5. Benefits Analyst                                  |
| 6. Deferred Compensation Specialist (Confidential)   |
| 7. Deputy City Clerk I (Confidential)                |
| 8. Deputy City Clerk II (Confidential)               |
| 9. Document Management Specialist                    |
| 10. Economic Development Analyst (Confidential)      |
| 11. Fire Chief                                       |
| 12. Human Resources Assistant I                      |
| 13. Human Resources Assistant II                     |
| 14. Human Resources Specialist                       |
| 15. Human Resources Technician                       |
| 16. Office Assistant I (Confidential)                |
| 17. Office Assistant II (Confidential)               |
| 18. Office Specialist (Confidential)                 |
| 19. Records Research Specialist (Confidential)       |
| 20. Secretary (Confidential)                         |
| 21. Senior Administrative Analyst (Confidential)     |
| 22. Senior Deputy City Clerk (Confidential)          |
| 23. Senior Office Assistant (Confidential)           |
| 24. Supervising Office Assistant (Confidential)      |

### Unclassified Unrepresented (At-Will)

| 25. Accounting Manager                             |
| 26. Administrative Aide I (Confidential)           |
| 27. Administrative Aide II (Confidential)          |
| 28. Administrative Assistant                       |
| 29. Arts Commission Director                       |
| 30. Assistant City Auditor                         |
| 31. Assistant City Clerk I                         |
| 32. Assistant City Clerk II                        |
| 33. Assistant City Manager                         |
| 34. Assistant Director of Emergency Services       |
| 35. Assistant Director of Financial Management     |
| 36. Assistant Director of Human Resources          |
| 37. Assistant to the City Manager                  |
| 38. Audit Assistant I                              |
| 39. Audit Assistant II                             |
| 40. Budget Analyst I (Confidential)                |
| 41. Budget Analyst II (Confidential)               |
| 42. Budget Officer                                 |
| 43. Chief Financial Officer                        |
| 44. Chief of Police                                |
| 45. City Auditor                                   |
| 46. City Clerk                                    |
| 47. Community Development Director                 |
| 48. Community Relations Officer                    |
49. Contract Compliance Specialist
50. Deputy Chief of Police I
51. Deputy Chief of Police II
52. Deputy City Auditor I
53. Deputy City Auditor II
54. Deputy City Manager I
55. Deputy City Manager II
56. Deputy Director of Human Resources
57. Deputy Fire Chief I
58. Deputy Fire Chief II
59. Director of Financial Management
60. Director of Housing & Redevelopment
61. Director of Human Resources
62. Director of Library Services
63. Director of MIS
64. Director of Municipal Utilities
65. Economic Development Director
66. Executive Assistant (Confidential)
67. Executive Assistant to the City Manager
68. Executive Assistant to the Mayor
69. Finance Director
70. Finance Officer
71. Firearms Examiner
72. Golf Manager
73. Human Resources Analyst I
74. Human Resources Analyst II
75. Human Resources Manager
76. Human Resources Program Assistant
77. Human Resources Training Coordinator
78. Internal Auditor I
79. Internal Auditor II
80. Parking Facility Manager
81. Parks & Recreation Director
82. Principal Administrative Analyst
83. Principal Economic Dev. Analyst
84. Program Assistant
85. Program Manager II (Confidential)
86. Program Manager III
87. Public Information Officer I
88. Public Information Officer II
89. Public Works Director
90. Risk/Loss Control Analyst
91. Risk Manager
92. Senior Administrative Assistant
93. Senior Budget Analyst
94. Senior Deputy City Auditor
95. Senior Economic Dev. Analyst (Conf.)
96. Senior Human Resources Analyst
97. Sports Commission Director
98. Supervising Deputy City Clerk/Operations
99. Supervising Deputy City Clerk/Records
100. Supervising Human Resources Analyst
101. Youth Outreach Coordinator
102. Youth Outreach Worker