

Agenda Item: 2

**CITY OF SANTA CLARITA
AGENDA REPORT**

NEW BUSINESS

CITY MANAGER APPROVAL:

DATE: January 9, 2018

SUBJECT: SANTA CLARITA PUBLIC LIBRARY TRANSITION

DEPARTMENT: Neighborhood Services

PRESENTER: Rebecca Widdison

RECOMMENDED ACTION

Board of Library Trustees:

1. Adopt a resolution delegating authority over Library personnel to the Santa Clarita City Council.

City Council:

1. Authorize staff to proceed with the Santa Clarita Public Library transition to in-house operation and staffing, effective July 1, 2018, and to take all necessary administrative steps prior to that time to ensure readiness to serve the public as of July 1, 2018.
2. Adopt a resolution amending the Classification Plan and Salary Schedules to add classifications for City Library employees.
3. Introduce and pass to second reading an Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA CLARITA, CALIFORNIA, AMENDING SANTA CLARITA MUNICIPAL CODE SECTIONS 2.75.030 AND 2.75.040 TO ADD CERTAIN LIBRARY CLASSIFICATIONS TO THE PERSONNEL SYSTEM BUT EXCLUDE THE CITY LIBRARIAN AND PTS LIBRARY AIDE FROM THE COMPETITIVE SERVICE."
4. Adopt a resolution amending the Personnel Rules to provide for a 10-step salary range for Library Classifications and to make definition changes consistent with changes to the Santa Clarita Municipal Code regarding Library Classifications.
5. Amend the budget for Fiscal Year 2017-18 to do the following: appropriate \$175,241 from fund balance of the Public Library Fund (Fund 309) to expenditure Account 12050-5161.002

(\$89,500), and to personnel Accounts 12050-5001.001 through 5011.006 (\$85,741) for one-time Santa Clarita Public Library transition-related costs; and authorize full-time equivalent positions as detailed herein below.

BACKGROUND

The Santa Clarita Public Library (SCPL) commenced operation as a City-provided service on July 1, 2011. The purpose of the transition was to improve public library services for the citizens of Santa Clarita. Among the changes implemented were the expansion of library hours, an increase in the annual budget for books and materials, and the opening of the Old Town Newhall Library. Since inception, SCPL has been operated and staffed through a contract with a private vendor, Library Systems & Services, LLC (LSSI), but in accordance with the Municipal Libraries Act (Education Code Section 18900 et seq.) the SCPL is managed by the Library Board of Trustees.

During the first four years of operation, SCPL performance improved as measured by key library metrics, and progress was made to achieve desired service quality. However, over the past two-and-a-half fiscal years, service has not met the City's high expectations.

On September 12, 2012, Governor Brown signed AB 340, the Public Employee Pension Reform Act of 2012 (PEPRA), which reduced pension costs for new public employees by capping pensionable salaries, establishing equal pension cost sharing, rolling back pension formulas and increasing retirement ages. As a result of PEPRA, it is now cost effective to operate and staff SCPL with City employees. The net cost estimate to operate SCPL in-house for FY 2018-19, at the same staffing level as the LSSI contract, is \$3,388,409, for estimated first-year savings of \$393,931. Some of this savings will be reinvested to address service issues. The City's insourcing estimate includes a competitive pay and benefits structure to attract and retain talented public library professionals to provide Santa Clarita residents with high quality public library services.

The Municipal Libraries Act grants discretion to the Board of Trustees to "prescribe the duties and powers of the librarian, secretary, and other officers and employees, and fix their compensation," and provides that such "officers and employees shall hold their offices or positions at the pleasure of the board." The Act also authorizes the Board of Trustees to "make and enforce all rules, regulations, and bylaws necessary for the administration . . . of the libraries under its management . . ." Under Section 45002 of the Government Code, the City Council separately has discretion whether to include or exclude library classifications in the City's personnel system, with duly established duties and compensation. To the extent that the Board of Trustees would have any authority over City employees in positions in the SCPL that are established by the City Council with duties and compensation prescribed in the City's classification and compensation plan, Staff recommends that the Board of Trustees delegate that authority to the Council to ensure uniform administration of personnel provisions.

Staff recommends that the City Council then adopt a resolution to amend the City's position classification plan to add the classifications of City Librarian, Library Administrators, Senior Librarians, Librarians, Library Assistants, and PTS Library Aides, and establish the salary ranges for each classification. Following establishment of these classifications, staff recommends a first

reading of an ordinance to clearly document that all of the library classifications will be included in the City's personnel system, with the classifications of Library Administrator, Senior Librarian, Librarian, and Library Assistant included in the City's Competitive Service under Section 2.75.040 and the City Librarian and PTS Library Aide excluded from the City's Competitive Service under Section 2.75.040. The ordinance includes a non-substantive revision to Section 2.75.030 of the Municipal Code to clarify the City Manager's authority over the City's entire personnel system, both the Competitive Service and those excluded from the Competitive Service. Staff recommends that the City Council then adopt a resolution to make revisions to the City's Personnel Rules that are consistent with the revised Municipal Code and position classification plan to be effective on the effective date of the ordinance.

Upon approval of these recommendations, including the appropriation of one-time transition costs, staff would commence recruitment of library personnel and select an integrated library catalog system. The full-time equivalent positions required for operation of SCPL are one (1) City Librarian; three (3) Library Administrators; three (3) Senior Librarians; thirteen (13) Librarians; ten (10) Library Assistants; and one (1) Mail Clerk. Individuals currently staffing SCPL will be given full consideration in the City's recruitment, as will any applicants meeting the minimum qualifications for the positions. SCPL facilities and technology are already owned and administered by the City.

ALTERNATIVE ACTION

Other action as determined by the City Council.

FISCAL IMPACT

There is no impact to the General Fund and adequate funds will be available upon approval of the requested appropriation to the following accounts:

12050-5161.002 \$89,500

12050-5001.001 \$63,063

12050-5011.001 \$8,133

12050-5011.002 \$117

12050-5011.003 \$290

12050-5011.004 \$1,105

12050-5011.005 \$1,728

12050-5011.006 \$11,305

ATTACHMENTS

Resolution Delegating Authority Over Library Personnel

Resolution Amending Classification Plan and Salary Schedules

Ordinance Amending Santa Clarita Municipal Code to Add Library Classifications
Resolution Amending Personnel Rules to Provide 10-Step Salary Range
SCPL In-House Cost Estimate

RESOLUTION NO. 18- _____

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF SANTA CLARITA, CALIFORNIA,
DELEGATING AUTHORITY OVER LIBRARY PERSONNEL
TO THE SANTA CLARITA CITY COUNCIL

The Board of Library Trustees of the City of Santa Clarita resolves as follows:

SECTION 1. Findings: The Board of Library Trustees finds as follows:

- A. Section 2.70.020 of the Santa Clarita Municipal Code (SCMC), establishing the Board of Library Trustees, provides that the Santa Clarita Public Library shall be governed and operated in accordance with the provisions of the Municipal Libraries Act (Education Code Section 18900 et seq.).
- B. The Municipal Libraries Act grants discretion to the Board of Library Trustees to “prescribe the duties and powers of the librarian, secretary, and other officers and employees, and fix their compensation,” and provides that such “officers and employees shall hold their offices at the pleasure of the Board.”
- C. The Act also authorizes the Board of Library Trustees, in relevant part, to “make and enforce all rules, regulations, and bylaws necessary for the administration . . . of the libraries under its management.”
- D. Pursuant to Section 2.75.010, the City Council has established a personnel system for City employees.
- E. Section 45002 of the California Government Code grants the City of Santa Clarita the discretion whether to include library classifications in the City’s personnel system.
- F. Pursuant to Section 2.75.030 of the SCMC, the City Council has delegated authority to the City Manager, as the Personnel Officer, to administer the City’s personnel system.
- G. If the City creates new classifications for library personnel and adds them to the City’s position classification plan, along with associated salary ranges, then the Board of Library Trustees need not exercise its discretion to appoint employees, prescribe their duties, or fix their compensation.
- H. If the City includes library classifications in the City’s personnel system, it would promote equity and administrative efficiency for the classifications to be administered solely by the City Manager, the same as other classifications in the City’s personnel system.

SECTION 2. Delegation of Authority over Library Classifications: The Board of Library Trustees hereby delegates to the City Council any and all authority it may have over personnel in Library Classifications created by the City Council that the City Council includes in the City's personnel system.

SECTION 3. Effective Date: This resolution shall take effect immediately upon adoption of the Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARITA, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN AND SALARY SCHEDULES TO ADD CLASSIFICATIONS FOR CITY LIBRARY EMPLOYEES," and the adoption of the Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA CLARITA, CALIFORNIA, AMENDING SANTA CLARITA MUNICIPAL CODE SECTIONS 2.75.030 AND 2.75.040 TO ADD CERTAIN LIBRARY CLASSIFICATIONS TO THE PERSONNEL SYSTEM BUT EXCLUDE THE CITY LIBRARIAN AND PTS LIBRARY AIDE FROM THE COMPETITIVE SERVICE."

SECTION 4. Certification: The Secretary is directed to certify the passage of this resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of January 2018.

PRESIDENT

ATTEST:

SECRETARY

DATE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SANTA CLARITA)

I, Mary Cusick, Secretary of the Board of Library Trustees of the City of Santa Clarita, certify that the foregoing Resolution was duly adopted by the Board of Library Trustees of the City of Santa Clarita at a regular meeting, held January 9, 2018, by the following vote:

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

SECRETARY

RESOLUTION 18- _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SANTA CLARITA, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN AND
SALARY SCHEDULES TO ADD CLASSIFICATIONS FOR CITY LIBRARY EMPLOYEES

WHEREAS, Section 37206 of the Government Code requires the City Council to prescribe the time and method of paying salaries, wages and benefits for employees of the City; and

WHEREAS, the City Council has authorized and directed, under provisions of the Municipal Code of the City of Santa Clarita, Section 2.080.060, the City Manager to prepare a proposed salary plan for all employees of the City; and

WHEREAS, the City Council seeks to establish the following new classifications at the City: City Librarian, Library Administrator, Senior Librarian, Librarian, Library Assistant, and PTS Library Aide; and

WHEREAS, pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule for every employee position in accordance with public meeting laws.

NOW, THEREFORE, the City Council of the City of Santa Clarita does hereby resolve as follows:

SECTION 1. The attached Classification Plan and Salary Schedule effective January 10, 2018, is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5. This plan includes classifications and salaries for Regular, unrepresented positions; City Manager and Councilmember positions; Service Employees' International Union (SEIU) represented positions; and part-time, temporary, seasonal (PTS) positions. The Classification Plan and Salary Schedule will be posted on the City's website, and will be made available for public inspection for not less than five (5) years. Any amendments or revisions to the Classification Plan and Salary Schedule shall be submitted to the City Council for approval and adoption.

SECTION 2. The City's Classification Plan and Salary Schedule is hereby amended effective January 10, 2018, to provide for the following classification changes:

- A. A new classification of City Librarian shall be established (salary grade 263)
- B. A new classification of Library Administrator shall be established (salary grade 245)
- C. A new classification of Senior Librarian shall be established (salary grade 242)

- D. A new classification of Librarian shall be established (salary grade 236)
- E. A new classification of Library Assistant shall be established (salary grade 223)
- F. A new classification of PTS Library Aide shall be established (LA01)

SECTION 3. All prior resolutions and parts of resolutions in conflict with this resolution are hereby rescinded.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of January 2018.

MAYOR

ATTEST:

CITY CLERK

DATE:_____

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SANTA CLARITA)

I, Mary Cusick, City Clerk, of the City of Santa Clarita, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Santa Clarita at a regular meeting thereof, held on the 9th day of January 2018, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

CITY CLERK

Attachment: City of Santa Clarita Classification Plan and Salary Schedule

Attachment: Resolution Amending Classification Plan and Salary Schedules (SANTA CLARITA PUBLIC LIBRARY TRANSITION)