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DEPARTMENT OF
PUBLIC WORKS

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

November 10, 1993

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City Council Work Group Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: CREATION OF SPECIAL SERVICES DIVISION IN DEPARTMENT OF PUBLIC WORKS - TRANSFER OF LANDSCAPE DESIGN AND STREET MEDIAN MAINTENANCE RESPONSIBILITIES FROM THE DEPARTMENT OF NEIGHBORHOOD SERVICES TO THE DEPARTMENT OF PUBLIC WORKS

LOCATION AND COUNCIL DISTRICT: Citywide.

RECOMMENDATION:

This report recommends that the City Council approve the attached resolution amending the 1993/94 operating budget as follows:

- (1) Create the Special Services Division in the Department of Public Works;
- (2) Transfer landscape architectural responsibility from the Neighborhood Services Department to the Department of Public Works;
- (3) Transfer median and streetside landscape maintenance responsibility from Neighborhood Services Department to the Department of Public Works; and
- (4) Transfer approximately 9.50 FTE positions and \$1.25 million (annualized) from the Neighborhood Services Department to the Department of Public Works.

This report also recommends the relocation of staff from 1315 I Street to 927 10th Street. This move is estimated to cost \$25,000 and will be funded from the Restructuring Transition CIP (PN: CD31).

CONTACT PERSON: John E. Medina, Director of Public Works, 264-7110

FOR COMMITTEE MEETING OF: November 15, 1993

November 9, 1993
City Council
Special Services Division

SUMMARY:

This report recommends the transfer and relocation of the landscape design and street median maintenance responsibilities from the Department of Neighborhood Services to the Department of Public Works effective immediately. It is proposed to combine the landscape architectural functions, bikeway coordination, administration of the median maintenance program and the functions of Real Estate in a new Special Services Division. The proposed reorganization includes transferring approximately 9.50 FTE and \$1.25 million (annualized) from the 1993/94 Neighborhood Services approved operating budget to the Department of Public Works.

BACKGROUND INFORMATION:

For the past two years a review of the median landscape program has been underway by the Department of Public Works and the former Parks and Community Services Department. The review concluded that maintenance of the street right-of-way, including pavement, landscaping, weed and litter control, and street sweeping, would be more efficiently addressed by assigning responsibility to a single department (Public Works). Consequently, that is one of the recommendations of this report.

It is proposed to utilize private contractors to perform landscape maintenance services as was presented in the budget meetings. Ongoing inspection and contract administration will be provided by the Department of Public Works.

The recent reorganization of Department of Neighborhood Services has also created the opportunity to consider consolidation of design functions. The landscape design functions are proposed to be transferred to the Department of Public Works in an effort to further consolidate design functions in the City. Five full-time positions are included in the proposed transfer.

A need exists to have grant acquisition for bikeways with other park development activities. This Division will therefore assume these activities and coordination responsibility.

The Real Estate Section (6 FTE), currently within Public Works, will also be transferred to compose the new Special Services Division. The former Deputy Director of Parks and Community Services will become the new Division Manager.

The new division is being created through the transfer of existing positions with no new budget requests or new positions required. The new division is indicated in the organization chart shown on attachment A. Draft attachment B describes the division's program and functions, which are still being refined.

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Moving the landscape architects from 1315 I Street to 927 10th Street will integrate the activity within Public Works and free space for use by the Neighborhood Services Department. A schedule for the move has not yet been prepared.

FINANCIAL CONSIDERATIONS:

It is recommended to transfer approximately 9.5 FTE positions and \$1.25 million (annualized) from the Neighborhood Services Department to the Department of Public Works. The 1993/94 approved Department of Neighborhood Services' operating budget includes the necessary funding. The following transfers are proposed:

LANDSCAPE DESIGN

2 Associate Landscape Architect
1 Assistant Landscape Architect
2 Junior Landscape Architect
.56 Student Trainee

STREET MEDIAN MAINTENANCE

1 Park Maintenance Supervisor
1 Park Maintenance Worker

DIVISION ADMINISTRATION/GRANT COORDINATION

1 Deputy Director of Parks & Community Services
1 Administrative Analyst II (Vacant BAP to Be Reallocated)

The relocation of the landscape architects and division administration to 927 10th Street is estimated to cost \$25,000 and will be funded from the Restructuring Transition CIP (PN: CD31).

POLICY CONSIDERATIONS:


Private contractors will be utilized by the Public Works Department to perform landscape maintenance within the street right-of-way as directed by Council in the budget adoption. This method of program delivery is consistent with the City's goal of providing both cost effective and quality service to the public.

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MBE/WBE:

The City currently employs six (6) landscape contractors performing landscape maintenance. Two are MBE's and three are WBE's.

Respectfully submitted,



JOHN E. MEDINA
Director of Public Works




BINA LEFKOVITZ
Acting Neighborhood Services Director

RECOMMENDATION APPROVED:



WILLIAM H. EDGAR
City Manager

APPROVED:



ROBERT P. THOMAS
Deputy City Manager

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**CREATION OF SPECIAL SERVICES DIVISION IN
DEPARTMENT OF PUBLIC WORKS -
TRANSFER OF LANDSCAPE DESIGN AND STREET MEDIAN
MAINTENANCE RESPONSIBILITIES FROM THE
DEPARTMENT OF NEIGHBORHOOD SERVICES TO THE
DEPARTMENT OF PUBLIC WORKS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO THAT:

The 1993/94 operating budget be amended as follows:

- (1) Create the Special Services Division in the Department of Public Works;
- (2) Transfer landscape architectural responsibility from the Neighborhood Services Department to the Department of Public Works;
- (3) Transfer median and streetside landscape maintenance responsibility from Neighborhood Services Department to the Department of Public Works; and
- (4) Transfer approximately 9.50 FTE positions and \$1.25 million (annualized) from the Neighborhood Services Department to the Department of Public Works.

MAYOR

ATTEST:

CITY CLERK

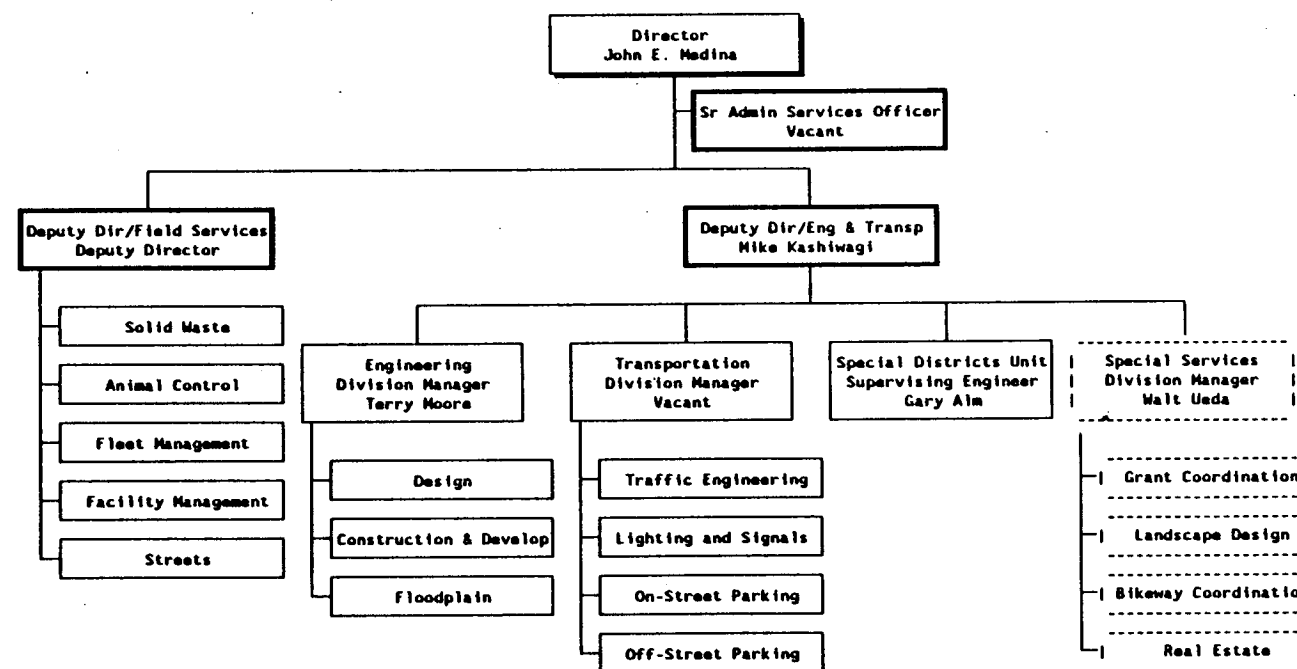
FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____ 5

PUBLIC WORKS DEPARTMENT
PROPOSED ORGANIZATION

ATTACHMENT A



November 9, 1993

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DRAFT

ATTACHMENT B

DEPARTMENT OF PUBLIC WORKS
SPECIAL SERVICES DIVISION

Programs & Functions

Citywide acquisition, planning and development of parks, open space median, and parkways.

Administer and coordinate the acquisition, planning, and development of Zoo, Golf Course, Marina, Camp Sacramento, and other visitor facilities involving landscape architecture and/or architecture.

Coordinate and administer the Median/Streetscape Landscape program.

Administer and coordinate the planning and development of bike trails and bikeways (on and off-street) as it relates to alternative transportation and recreation.

Manage the Citywide land acquisition and real estate program.

Administer the Public Works Capital Outlay Program from the Lighting and Landscape Fund, Quimby Fund, Gifts to Share, Capital Grants, and other funds related to these programs and functions.

Pursue subvention funds from State and Federal agencies.

Manage the five-year C.I.P. Program as they relate to the planning and development of parks, open space medians and parkways.

Represent the Public Works Department's interests in parks, open-space, and recreational planning and funding activities.

Coordinate the work of technical staff in land acquisition, design, development, and construction as it relates to public improvements, parks, open space medians recreational facilities, and parkways.

Administer various City ordinances relating to parking lot shade tree requirements and the water conservation ordinance.

Participate and make recommendations on the Subdivision Review Committee.