



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 17-0931, Version: 1

REPORT TO COUNCIL

SUBJECT

Amend the Salary Resolution to Increase the Automobile Allowance for the Director of Employment Development

BACKGROUND

In FY 2015-2016, NOVA absorbed the San Mateo County as part of its service area for workforce development and services. Serving this new geographic region has resulted in more frequent trips throughout San Mateo County. The City Manager has requested to increase the monthly automobile allowance for the Director of Employment Development (NOVA) due to the increased geographic jurisdiction that NOVA is serving with the addition of San Mateo County to the consortium.

EXISTING POLICY

Council Policy 7.3.1 Legislative Management - Goals and Policies, Goal 7.3D: Maintain a quality work force, consistent with state and federal laws, City Charter, and adopted policies in order to assure that City services are provided in an effective, efficient, and high quality manner.

ENVIRONMENTAL REVIEW

The proposed amendment to the salary resolution is not a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment and section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

NOVA is a nonprofit, federally funded employment and training agency that provides customer-focused workforce-development services. NOVA works closely with local businesses, educators, and job seekers to develop programs that provide opportunities to build the knowledge, skills, and attitudes necessary to address the workforce needs of Silicon Valley.

NOVA is directed by the NOVA Workforce Board, which works on behalf of an eight-jurisdiction consortium composed of San Mateo County and the northern Santa Clara County cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale. NOVA is administered by the City of Sunnyvale. The addition of San Mateo County to the consortium was effective July 1, 2015.

Since the addition of San Mateo County, local travel requirements for the Director of Employment Development (NOVA) have increased. She is required to travel extensively by car to attend meetings throughout the region, which now includes San Mateo County. This is far more travel than required

for any other Department Director. The City Manager has proposed to increase the monthly automobile allowance for this position by an additional \$200 (for a total of \$650 per month) for as long as NOVA is providing services to San Mateo County. Staff has reviewed the travel requirements of this position, which support the proposed increase.

Recently the City Council approved revisions to the salary schedule and salary resolution to address both the compensation issue around Department Directors and to reflect professional best practices relative to compensation. These revisions did not apply to the Director of Employment Development (NOVA) position which is capped at the federal salary limits as established by Section 7013 of Public Law 109-234. However, in the process of completing the salary revisions, the mileage issue was brought to the City Manager's attention. This adjustment compensates the Director for the additional mileage incurred as a result of San Mateo being added to our area of responsibility for services.

FISCAL IMPACT

The total compensation for the NOVA Director is funded through Federal Grants. The total impact from this change is \$2,400 per year and can be absorbed with grant funds.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

STAFF RECOMMENDATION

Adopt a resolution amending the Salary Resolution to increase the automobile allowance for the Director of Employment Development.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Teri Silva, Director, Human Resources

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Resolution to Amend the City's Salary Resolution