

CITY COUNCIL STUDY SESSION MINUTES

June 30, 2010

Mayor Cannella called the City Council Study Session to order at 5:46 p.m. with the following in attendance:

ROLL CALL: Council Members Durossette, Lane, Ochoa, Vierra, Mayor Cannella

DISCUSSION ITEMS

1. DISCUSSION OF THE REORGANIZATION OF CERTAIN DEPARTMENTS AND POSITIONS AND AMENDMENTS TO THE CLASSIFICATION PLAN TO ESTABLISH NEW POSITIONS, JOB DESCRIPTIONS AND SALARY RANGES TO INCREASE THE COMPENSATION FOR CERTAIN INTERIM POSITIONS.

Brad Kilger, City Manager, gave an overview of the proposed reorganization.

Mayor Cannella asked the following questions:

- There have been several reorganizations during the current administration and said he feels it's very confusing to the general public and asked if this was the one and also if combining Engineering with Public Works would be too much for a Director of Public Works.

Mr. Kilger agreed that it has been confusing to the public but necessary given our financial situation and he planned for it to be the last reorganization for these divisions for several years. He also explained that there are now two superintendents to help the Director of Public Works and that the proposed Deputy Public Works Director/Assistant City Engineer would supervise Engineering, Streets, and Fleet Maintenance. He also stated that he believes Engineering and Planning should be in close proximity, not necessarily under the same director.

- That it seemed like a 5% pay increase is being given to every proposed reclassification, with the exception of the two positions in Public Safety that are recommended for 10% and that couldn't any rank and file employee say they are entitled to 10% because of their additional work load.

Art deWerk, Director of Public Safety/Deputy City Manager, said that while 10% seems like a high number, these positions will be performing duties previously done by full time individuals dedicated entirely to that new position and with that, they've assumed a higher level of responsibility.

- The Lieutenant position is funded by Measure H; will managing Recreation be an issue?

Sheila Cumberland, Finance Director, said the position is funded 25% General Fund, and 75% Measure H.

Mr. deWerk gave an overview of the reclassification of the Recreation Administrative Secretary to Recreation Administrative Coordinator and said that with the Director of Recreation being eliminated, city personnel structuring does not allow for an Administrative Secretary. The job description was updated and it was determined that it was actually a lower level position; therefore, no additional compensation was warranted.

Mayor Cannella stated that the City needed to be sure not to manufacture positions for employees. Mr. de Werk responded that the job duties changed dramatically with the opening of the Community Center. Mayor Cannella asked if the pay was the same as an Administrative Secretary to which Mr. deWerk responded affirmatively.

Public Safety Executive Assistant (Confidential)

Mr. de Werk advised that he wrote the job description and that it's a quasi management position. He also said that with the increase in his duties, he needs a different level of support than he's had in the past and that he could certainly use the argument of this position doing two jobs since it is combining the Fire Secretary and the Administrative Secretary positions, but that formal education is now required.

Councilmember Vierra asked if the savings were \$48,000 or \$78,000? Mr. de Werk responded that with the previous incumbent's relocation to the City Manager's office, some of her salary was funded from the Water, Sewer, and General Funds. Ms. Cumberland said that \$78,000 savings is to Public Safety and the \$48,000 savings is to the General Fund.

Finance Department Administrative Secretary

Mayor Cannella asked if the Public Safety Administrative Secretary's skills are totally different than what is required of a Finance Department Administrative Secretary? Ms. Cumberland responded that she looked at the job description and found many of the same duties required in Public Safety are the same as those in Finance.

Mayor Cannella asked when there was dialogue a few months ago about the needs in Finance, the need for an Administrative Secretary wasn't mentioned. Ms. Cumberland replied that every day she finds additional things that need to be fixed in order for the department to move forward.

Mayor Cannella asked how many employees are there in Finance now compared to four months ago? Ms. Cumberland said it was equal. Mayor Cannella clarified that it was actually +1. Mayor Cannella asked Ms. Cumberland if the department ran efficiently in her previous tenure with the City. Ms. Cumberland responded that there are different people in place now with less experience and with training, productivity is lowered.

Mr. Kilger stated the Finance Department Administrative Secretary position was approved in the FY 2010-11 Budget.

Senior Management Analyst

Mr. Kilger explained the current Assistant to the CM/PIO's workload. Ms. Cumberland said that it's basically the same position but will be in Finance instead of the City Manager's office and that the incumbent will be used to help train the new Budget and Accounting Manager. Mayor Cannella asked if it's fundamentally the same position, why the salary range is going from 72 to 78 and is concerned about a position being manufactured. Ms. Cumberland responded that the position is not part of the City's current structure and has a different level of responsibility. Mr. Cannella also said that while the General Fund may be relieved by using enterprise funds, the enterprise funds aren't doing so great either. Councilmember Durossette asked how much has the responsibility increased in the position reclassification. Ms. Cumberland briefly talked about the job duties. Mayor Cannella said he needed to think about it. Councilmember Lane said he could support the position, but not the increase in salary. Mr. Kilger said there was a viable discussion to keep the position at the existing level, but that staff would need to make a few adjustments in the job description. Mayor Cannella stated that it continues to weigh on him that the employees are taking 10% cuts and increasing the pay of others. Mr. Kilger stated that if that's the desire of the Council, staff will make it work.

Mayor Cannella said it appears that employees are taking cuts and there's a select few who are handpicked to receive raises. Mayor Cannella also stated his concern that the new positions are starting at Steps D and E while the rest of the employee's salaries are frozen at Step C. Mayor Cannella also asked what makes these few employees eligible to start at Steps D and E. City Manager Kilger responded that these people have been doing the job for the last year and should be compensated at the higher step and reminded the Council that they all will be on probation. Mayor Cannella asked if it's equitable that the rest of the employees have their steps frozen? Mr. Kilger responded that while staff is taking 10% cut, he took a 20% cut and doesn't believe it's inequitable.

Councilmember Ochoa stated that he believes the previously eliminated HR Manager position should not have been eliminated and feels it's more beneficial to the City than the Senior Management Analyst. Mr. Kilger responded that he and Mr. de Werk were looking into the possibility of an HR Manager.

Councilmember Durossette said he really doesn't want to see another reorganization.

Mayor Cannella said that Councilmember Ochoa had a good point and that maybe they need to step back and see if another position is warranted.

COUNCIL DIRECTION

Mr. Kilger asked if these items could be placed on the July 12, 2010 City Council agenda. Mayor Cannella responded that they certainly could be and there may be more discussion.

There being no further discussion, Mayor Cannella adjourned the Study Session at 7:19 p.m.

Anthony Cannella, Mayor

Linda Ryno, Administrative Secretary