

Agenda Report

November 22, 2004

TO: City Council

THROUGH: Finance Committee

FROM: City Manager

RE: APPROVAL OF A RESOLUTION AMENDING THE SALARY RESOLUTION RELATING TO SALARY AND BENEFITS FOR VARIOUS CLASSIFICATIONS; AND AMENDMENTS TO THE FY 2005 OPERATING BUDGET TO REFLECT THE REORGANIZATIONS WITHIN THE DEPARTMENTS OF THE CITY MANAGER, CITY ATTORNEY AND CITY CLERK

RECOMMENDATION

It is recommended that the City Council:

1. Approve an amendment to the Adopted FY 2005 Operating Budget to reflect the conversion of one vacant FTE in the City Manager's Office to the classification of Assistant City Manager; the conversion of one vacant FTE to the new classification of Senior Assistant City Clerk in the City Clerk's Office; and in the City Attorney's Office, the conversion of one vacant Assistant City Attorney FTE to the classification of Deputy City Attorney, and the addition of one Deputy City Attorney FTE, one Deputy City Prosecutor FTE, one Paralegal FTE, the upgrade of one Staff Assistant II FTE to Staff Assistant III, the upgrade of a part-time Staff Assistant III to full-time, and the elimination of one vacant Principle Operations Specialist.
2. Adopt the attached Resolution amending the Salary Resolution to provide assignment pay for an employee in the classification of Assistant City Attorney assigned as Senior Assistant City Attorney; and establishing the title and control rate for the new classification of Senior Assistant City Clerk.
3. Approve a journal voucher appropriating \$31,899 to account number 141000-101-8005 (City Manager), \$10,785 to account number 261000-101-8005 (City Clerk), and \$115,223 to account number 181000-101-8005 (City Attorney's Office) from the unappropriated General Fund fund balance.

BACKGROUND

Two years ago, the City Council eliminated the second, vacant Assistant City Manager position, and the vacant support staff position, due to budgetary concerns. With an additional vacancy this year, staff has had the opportunity to reevaluate the nature of the work to be performed and the organizational structure of the office, and has come to the conclusion that the City's needs would be best served by returning to the previous structure of two Assistant City Manager positions. This action converts the vacant Assistant to the City Manager FTE into Assistant City Manager.

A vacancy in the City Attorney's Department has also prompted a review of the organizational structure, the workload and the assignment of work among the staff attorneys. This action will convert one existing, vacant Assistant City Attorney FTE into Deputy City Attorney, and will add one additional Deputy City Attorney FTE (for a total of two) and one Paralegal in the Civil Section; and will add one Deputy City Prosecutor FTE, eliminate the vacant Principle Operations Specialist, upgrade an existing Staff Assistant II FTE to Staff Assistant III, and increase a half-time Staff Assistant III to full-time in the Prosecutor's Office. The proposed Amendment to the Salary Resolution will create Assignment Pay for the Assistant City Attorney assigned at the sole discretion of the City Attorney to take a lead role in the leadership of the Civil Section. The City Attorney will pursue cost savings through the reduced use of outside counsel and through other operational efficiencies. It is anticipated that such cost savings will be realized beginning in FY 2006.

Finally, a reorganization in the Office of the City Clerk is recommended to create a position that will be second in command to the City Clerk for both the conduct of municipal elections and the management of the Council agendas and minutes processes. This action will convert an existing vacant FTE; and the proposed Salary Resolution Amendment will create the title and control rate for the new classification of Senior Assistant City Clerk.

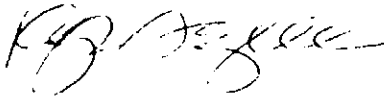
FISCAL IMPACT

The annual fiscal impact of this action is estimated to be \$63,798 for the City Manager's Office, \$21,571 for the City Clerk's Office, and \$230,446 for the City Attorney's Office, including salary, benefits and associated personnel costs. The total FY 2005 cost is estimated to be \$157,907, since the newly created FTE's will be filled by traditional recruitment processes later in this fiscal year.

Respectfully Submitted,

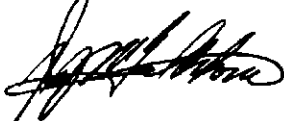

CYNTHIA J. KURTZ
City Manager

Approved by:



KARYN S. EZELL
Director of Human Resources

Concur:



JAY M. GOLDSTONE
Director of Finance

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA AMENDING THE SALARY RESOLUTION RELATING TO COMPENSATION FOR THE CLASSIFICATIONS OF ASSISTANT CITY ATTORNEY AND SENIOR ASSISTANT CITY CLERK

BE IT RESOLVED by the City Council of the City of Pasadena that the Salary Resolution is amended as follows:

SECTION 1. Page 3.10-4 is amended to add the following two items:

1. E. 2. Senior Assistant City Attorney Pay: The City Attorney may, at his or her sole discretion, assign an employee in the classification of Assistant City Attorney to serve as Senior Assistant City Attorney. An employee assigned as Senior Assistant City Attorney will perform difficult, technically complex and responsible legal work without detailed supervision; will supervise one or more programs or sections of the City Attorney's Office; and will act in place of the City Attorney in his or her absence. An employee so assigned shall receive assignment pay in the amount of 10% above his or her regular base pay.

SECTION 2. Page 3.10-E-1 is amended to add the following:

Senior Assistant City Clerk (C)	\$89,651
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This Amendment shall be effective as of November 29, 2004.

Adopted by the following vote at the meeting of the City Council on November 22, 2004:

AYES:

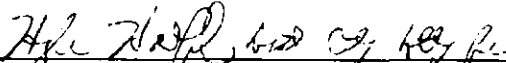
NOES:

ABSTAIN:

ABSENT:

Jane Rodriguez, City Clerk

Approved as to Form:



Michèle Beal Bagneris, City Attorney