



Agenda Report

TO: City Council August 24, 1998

FROM: Acting City Manager

SUBJECT: Addendum to Pasadena Management Association Memorandum of Understanding, and Salary Resolution Amendment

RECOMMENDATION:

It is recommended that the City Council adopts an addendum to the Memorandum of Understanding with the Pasadena Management Association to implement the following effective August 17, 1998:

1. Establish a new Top Management classification entitled Deputy Director of Planning and Permitting at a control rate of \$90,000 per year. Approve a journal voucher transferring \$15,400 from the Building Services Fund balance to Planning and Permitting Administration (budget account #441000) and amend the FY 99 Operating Budget to reclassify 1.00 FTE Deputy Building Official to Deputy Director of Planning and Permitting.
2. Establish a new Middle Management classification of Utility Services Administrator at a control rate of \$68,500 per year. Approve a journal voucher transferring \$4,335 from the Water & Power fund balances to the Customer Sales and Services Business Unit, and amend the FY 99 Operating Budget to reclassify 1.0 Utility Customer Services and Information Coordinator to Utility Services Administrator.

It is further recommended that the City Council adopts an amendment to the Salary Resolution to implement the following:

3. Increase the control rate for the Executive classification Assistant to the City Manager to \$87,763 per year. Approve a journal voucher transferring \$102,553 from the Computing and Communications Fund balance to the City Manager's budget account #1410000, and amend the FY 99 Operating budget to eliminate the Computing and Communications Administrator.

BACKGROUND:

The City and the Pasadena Management Association have reached a tentative understanding on the following new classifications and control rates, subject to City Council adoption of an addendum to the MOU. The background on each item is as follows:

1. Deputy Director of Planning and Permitting – This is a new top management classification at a control rate of \$90,000 per year. It replaces the present Deputy Building Official position which control rate is \$76,284. The Deputy Director position will retain the responsibilities of the City's Building Official. Additionally, this position will provide the administrative oversight to the building code enforcement and plan check function within the Permit Center Operation, as well as the functions contained in the Inspection Services Division. This new structure provides a more consistent and coordinated approach in the administration of building, zoning, health and housing code enforcement functions (which functions presently reside in two separate divisions), as well as recognizes the high level of accountability and technical expertise inherent in the Building Official responsibilities.
2. Utility Services Administrator – This is a title change of the existing classification Utility Customer Services and Information Coordinator, as well as an increase in control rate from \$64,715 to \$68,500 per year. Because of organizational consolidation this position assumed new responsibilities for supervising the meter reading function and field utility services, in addition to administering the utility's municipal services division. Also, the incumbent has recently been instrumental in planning the reengineering of the customer service delivery system in the Municipal Services Division. The new title better reflects the responsibilities of the position. The control rate increase reflects the additional responsibilities assumed over the past two years by the current incumbent.

The recommended change to the Salary Resolution is as follows:

3. Assistant to the City Manager - Over the past year, the Assistant to the City Manager has been assigned to provide management and direction to the Information Technology Division. This was originally intended to be a temporary assignment, in addition to the incumbent's regular on-going responsibilities of providing the direct management support to the City Manager. This fiscal year, the oversight of the Information Technology function will be officially incorporated into and added to the job responsibilities of the Assistant to the City Manager, and the position of Computing and Communications Administrator will be deleted. The combining of these two positions results in an annual cost savings of \$105,041 in salary plus benefits, which savings was realized in the adoption of the 1999 Operating Budget. In recognition of this expanded job scope for the Assistant to the City Manager, the control rate is increased from \$83,425 to \$87,763 per year.

FISCAL IMPACT:

There is a fiscal impact resulting from the above journal vouchers. Sufficient funds are available in the Building Services Fund to cover the cost of the Deputy Director of Planning and Permitting. Sufficient funds are also available to cover the cost of the Utility Services Administrator in the Water and Power funds. The combining of the two positions, Assistant to the City Manager with the Computing and Communications Administrator, has resulted in a savings of \$105,041 with the adoption of the 1999 Operating Budget.

Respectfully submitted,



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Prepared By:



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