



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager

INITIATED BY: Elisa C. Cox, Assistant City Manager

DATE: May 24, 2016

SUBJECT: RESOLUTION NO. 16-24: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE COMBINING THE LIBRARY SERVICES AND COMMUNITY SERVICES DEPARTMENTS UNDER ONE DIRECTOR AND AMENDING THE CLASSIFICATION PLAN AND SALARY MATRIX TO REFLECT POSITIONS IN THE COMBINED DEPARTMENT

SUMMARY

As part of the Midyear Budget Review, staff recommended the City Council combine the Community Services and Library Services Departments under one Director. The City Council requested that the Community Services Commission, Library Board of Trustees, and Senior Community Commission provide input to the Council on this proposal. At a special joint meeting on Monday, May 16, 2016 the three bodies met and came to consensus that the proposal should be implemented with a joint Commissions and Board review session before next year's midyear budget review.

ANALYSIS

At the end of April 2016, the City was preparing to start a second recruitment for a Library Services Director as the only viable candidate from the first recruitment respectfully turned down the City's job offer. At this same time the City was faced with opening a third recruitment in two years for the Community Services Manager position. Understanding that both positions are currently compensated under market, 20% and 25% respectively, staff recommended to the City Council that the Director position be upgraded to a Director of Library and Community Services and the Community Services Manager be downgraded to a Community Services Supervisor. This proposal provided that both positions be a 10% below the market (a salary benchmark set by the current City Council in 2014) without increasing the City's overall costs.

The concept of combining two departments under one department head is very common in Sierra Madre. Other than the former Community & Personnel Services Director, the City currently has a Public Safety Director overseeing both Police and Fire Departments and a Public Works Director who oversees both Public Works and the Water Department. In a small city like Sierra Madre, great operational efficiencies are found in these models.

However, the combination of Library and Community Services under one director is not a new idea. Many other cities in California use this model, including, but not limited to:

- City of Monrovia
- City of San Marino
- City of Salinas
- City of Corona
- City of Stockton
- City of Santa Fe Springs
- City of Torrance
- City of Beverly Hills

At this time, it is not envisioned that any of the current programs or operations would change for either the Library or Community Services. All staff would remain housed where they are currently located. All current Commission and Boards would remain intact. The only immediate changes envisioned are that the Community Services Administrative Aide would support the Director of Library and Community Services, overseeing the administrative aspects for both Community Services and Library, which would enable the Library's current part-time Administrative Clerk to work the Library's front desk, increasing desk coverage at the Library. The Director would also assume the oversight for the Community Services budget, contracts, and master planning, allowing the Supervisor to focus on the Community Services' special events and programs.

FINANCIAL REVIEW

This proposal would result in no net increase to the General Fund. Furthermore, all funding and accounts would remain as they are today – there would be no co-mingling of library and community services funds and donation accounts would keep their status quo.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may approve Resolution 16-24 combining the Library and Community Services Departments under one Director and approving the Classification Plan and Salary Matrix to reflect positions in the combined department.
2. The City Council may deny Resolution 16-24 and direct staff to continue operating under the current staffing model and Classification Plan and Salary Matrix.
3. The City Council may ask questions and provide alternate direction to staff.

COMMISSION AND BOARD RECOMMENDATION

The Community Services Commission, Library Board of Trustees, and Senior Community Commission came to consensus to recommend that the City Council approve the staffing proposal. The bodies expressed concerns about the dilution of any one of the community services, library, and/or senior programs, but were willing to support the proposal as long as the City Council understood these concerns. Furthermore, the bodies requested a joint meeting prior to the next mid-year budget review to provide input on the initial results combining the Departments.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Resolution 16-24 combining the Library and Community Services Departments under one Director and approving the Classification Plan and Salary Matrix to reflect positions in the combined department.

Attachment: Resolution 16-24

RESOLUTION NO. 16-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
COMBINING THE LIBRARY SERVICES AND COMMUNITY SERVICES
DEPARTMENTS UNDER ONE DIRECTOR AND AMENDING THE
CLASSIFICATION PLAN AND SALARY MATRIX TO REFLECT POSITIONS IN THE
COMBINED DEPARTMENT**

**THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY
RESOLVE:**

WHEREAS, since 2012 there has been no director over the Community Services Department and since that time the Department has struggled with retaining both full- and part-time employees who provide the programs and services of the Community Services Department to Sierra Madre's residents; and

WHEREAS, a Library is more than a place to check-out books, it is a community center, a place of cultural and civic engagement, where people of all backgrounds gather for reflection, discovery, participation and growth; and

WHEREAS, the mission of Community Services is to provide quality services, and programs that are affordable, open, and friendly to enrich the overall quality of life for all visitors and residents; and

WHEREAS, Library Services and Community Services can work in concert to provide quality programs, services, and events to the Sierra Madre community under one Director who can provide the necessary oversight and guidance to enrich the traditions that are integral to the character of Sierra Madre; and

WHEREAS, the City Council is authorizing changing the Library Services Director to a Library and Community Services Director whose responsibilities will be to plan, direct, manage, and oversee the functions, programs, and operations of the Library and Community Services Department including library, recreation, and senior services and activities; and

WHEREAS, the City Council is authorizing changing the Recreation Supervisor to a Community Services Supervisor whose responsibilities will be to direct, manage, supervise and coordinate programs and services in the Community Services Division of the Department, specifically in the areas of special programs and events and senior programming; and

WHEREAS, in the amended Classification Plan and Salary Matrix, the information contained within the plan in regards to duties, responsibilities, training and experience for all other positions remains status quo; and

WHEREAS, in the amended Classification Plan and Salary Matrix, the salary information contained within the plan for all other positions remains status quo;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY DETERMINE AND ORDER AS FOLLOWS:

Section 1. The City of Sierra Madre amends the salary matrix as presented in Exhibit A.

Section 2. Effective Date. This Resolution shall go into effect May 25, 2016.

PASSED, APPROVED AND ADOPTED this 24th day of May, 2016.

Gene Goss, Mayor
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 24th day of May, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Melinda Carrillo, City Clerk
City of Sierra Madre, California