



## Legislation Details (With Text)

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## Report to Mayor and City Council

Tuesday, August 01, 2017

Discussion

### SUBJECT:

**DISCUSSION OF THE CURRENT CITY OF CARSON HIRING FREEZE (CITY COUNCIL)**

### I. SUMMARY

The purpose of this agenda report is to provide further detailed information about the hiring freeze that was adopted with the FY2016-2017 and FY2017-18 budget. A total of 38 positions are currently frozen. The Council will discuss extending the hiring freeze to current and future positions that are not subject to the hiring freeze.

### II. RECOMMENDATION

DISCUSS the current hiring freeze, and PROVIDE additional direction to staff as deemed necessary by the City Council.

### III. ALTERNATIVES

TAKE another action deemed necessary by the City Council.

### IV. BACKGROUND

The current employee hiring freeze began in November 2015. At the time the FY15-16 budget was adopted, management recommended the City Council impose a hiring freeze on all vacant full-time positions to help reduce the budget deficit. Various full-time positions were in the recruiting process at that time, and the exact list of positions subject to the hiring freeze was difficult to develop.

As part of the FY16-17 budget process, management recommended continuing the hiring freeze. At the time the FY16-17 budget was adopted, it was well documented that 18 full-time positions were subject to the hiring freeze, as shown below:

Frozen	Department	Classification	Cost
FY16-17	City Council	FIELD DEPUTY	115,389
FY16-17	City Council	FIELD DEPUTY	115,389
FY16-17	City Manager	TYPIST CLERK I	76,968
FY16-17	City Manager	SENIOR CLERK	79,021
FY16-17	Comm Dev	ADMINISTRATIVE SECRETARY	95,582
FY16-17	Comm Dev	ASSOCIATE PLANNER	126,079
FY16-17	Comm Dev	MGR, REDEVELOPMENT	189,176
FY16-17	Comm Svcs	TYPIST CLERK I	76,968
FY16-17	Finance	ADMINISTRATIVE SECRETARY	95,582
FY16-17	Info Tech	COMPUTER SYSTEMS SUPPORT TE	107,620
FY16-17	Public Safety	CODE COMPLIANCE OFFICER	107,427
FY16-17	Public Safety	EMERGENCY PREPAREDNESS ANALYST	128,608
FY16-17	Public Safety	YOUTH SERVICES OFFICER	105,368
FY16-17	Public Safety	YOUTH SERVICES OFFICER	105,368
FY16-17	Public Works	CUSTODIAN	70,328
FY16-17	Public Works	ASSISTANT MAINTENANCE WORKER	76,968
FY16-17	Public Works	ASSISTANT MAINTENANCE WORKER	76,968
FY16-17	Public Works	ASSISTANT MAINTENANCE WORKER	76,968
<b>Value of Positions Frozen in FY16-17</b>			<b>1,825,777</b>

During the FY17-18 budget process, management recommended an extension of the hiring freeze. The extension was to include the budget for additional vacant full-time positions; which was not currently being used to fund interim staff, consulting contracts, or special projects. The proposed hiring freeze did not include vacant full-time positions that were fully funded by restricted money, as that would not generate General Fund savings. The list of 20 employee positions added to the hiring freeze with the FY17-18 budget follows.

Frozen	Dept	Title	Cost
FY17-18	City Manager	PUBLIC SAFETY SPECIALIST	\$ 99,997
FY17-18	Public Works	CIVIL ENGINEERING ASSISTANT	118,479
FY17-18	Public Works	CONSTRUCTION INSPECTOR	94,808
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,721
FY17-18	Public Works	ASSISTANT MAINTENANCE WORKER	55,723
FY17-18	Public Works	ASSISTANT FACILITIES MAINTENANCE TECH	59,930
FY17-18	Public Works	SENIOR GROUNDSWORKER	85,552
FY17-18	Public Works	ASSISTANT GROUNDSWORKER	57,095
FY17-18	Public Works	CUSTODIAN	57,093
FY17-18	Public Works	CUSTODIAN	71,702
FY17-18	Public Works	HEAVY EQUIPMENT OPERATOR	90,948
FY17-18	Public Works	TREE TRIMMER I	74,540
FY17-18	Public Works	FACILITIES MAINT TECH	77,483
FY17-18	Public Works	SENIOR MAINTENANCE WORKER II	98,759
FY17-18	Public Works	ASSOCIATE CIVIL ENGINEER	129,209
<b>Value of Positions Frozen in FY17-18</b>			<b>\$ 1,505,655</b>

Part-time vacancies were not impacted by the hiring freeze. Various vacant full-time positions were also not impacted by the hiring freeze, as the budget for those positions was being used for other expenditures. Examples follow:

- Assistant City Manager budget used to fund interim assignment to Dr. James Hart.
- Accountant budget funded by restricted funds only; and would have resulted in no General Fund savings.
- Human Resources Director, determined to be critical to City operations, was not included in the hiring freeze; however, the budget for the position was reduced by 25% to capture savings from the vacancy during the recruitment period.
- Public Works Administrative Secretary budget used to fund an intern assignment and necessary staff training.
- Associate Civil Engineer budget used to fund contracted engineering services.
- Housing & Development Program Manager budget used to fund contracted planning services.

The following full-time positions are not subject to the hiring freeze, and are currently in the

recruiting process.

Title	Department	Status
Accountant I	Finance	Certified List Interviews scheduled 08/01/17
Equipment Service Worker (PT)	Public Works	Accepting applications
Parking Control Officer	Public Safety	Written exam 08/09/17
Assistant City Manager	City Manager	Accepting applications
Associate Civil Engineer	Public Works	Oral Exam 08/16/17
Code Enforcement Officer	Public Safety	Requisition to fill vacancy received
Administrative Specialist	Public Safety	Requisition to fill vacancy received

The following full-time positions are subject to the hiring freeze; yet are in the recruitment phase. These positions will not be filled unless the hiring freeze is lifted. Recruitment progress is being made in anticipation of a potential lift of the hiring freeze.

Title	Department	Status
Construction Inspector I	Public Works	Written Exam 08/02/17
Civil Engineering Assistant	Public Works	Oral Exam 08/16/17
Associate Civil Engineer	Public Works	Accepting applications

## V. ANALYSIS

The Budget Subcommittee did not discuss whether the hiring freeze should extend to existing and future vacancies. Council Member Hicks has requested that the Council discuss of extending the hiring freeze to seven existing vacant positions and to future vacant positions in order to help close the City's budget deficit.

Employee vacancies due to retirements and resignations give the City the opportunity to review the need for the position and to consider options. Options include hiring part-time employees, contracting out for the service, consolidating or eliminating services provided by the employee, not filling the position or allowing the position to be filled.

There are different ways to implement hiring freezes. The Council could request that vacancies be presented to the City Council on a "case by case" basis. Council could also exempt certain positions from the hiring freeze. For example, positions in public safety or positions that generate off-setting revenues to support employee compensation. Examples include parking control officers or city planners who work under the developer deposits or reimbursement agreements.

It should be noted that the City has lost 22% of its work force since FY2012-2013, for a total of 74 employees in the last six years. The current hiring freeze has adversely impacted all of the City's various operations, since the workload has not decreased and staff is increasingly called upon to do more with less.

The City's has had eight deficit budgets in the last eleven years. The current General Fund structural budget deficit is estimated at \$8 million. The Council has been working to reduce the budget deficit by reducing expenditures and adopting new fees. The City is also considering additional tax measures. However, erasing the structural deficit will take a number of years and consideration of extending the hiring freeze to all current and future vacant positions is an option to assist the City in closing the structural budget deficit.

## **VI. FISCAL IMPACT**

There is no fiscal impact associated with the City Council discussion. However, there may be a fiscal impact if City Council directs staff to amend the hiring freeze.

## **VII. EXHIBITS**

None.

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