



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING REVISIONS TO STAFFING ALLOCATED TO THE DEPARTMENTS OF LIBRARY SERVICES, PARKS AND RECREATION, PUBLIC WORKS AND CITY CLERK.

MEETING DATE: November 10, 2024

RECOMMENDATION:

Staff is recommending that the City Council approve a resolution to augment Library Services Department staffing required for the anticipated reopening of the Bandini Library and Learning Center in January 2025, as well as to modify staffing allocations for the Parks and Recreation Department, Public Works Department, and the City Clerk's Office:

- 1) Add one (1) full-time Branch Library Supervisor, one (1) full-time Senior Library Assistant, one (1) part-time Library Assistant, and two (2) part-time Homework Center Helpers.
- 2) Delete three (3) full-time Recreation Center Supervisor positions, one part-time Travel Coach position, and add three (3) full-time Recreation Coordinator positions and add one (1) Recreation Program Supervisor.
- 3) Delete the full-time Deputy Director of Public Works Operations classification from the City's classification plan.
- 4) Add one (1) Deputy City Clerk position.

ANALYSIS:

Staffing needs were reviewed with the Library Services Department, and the following positions are recommended. The Bandini Library and Learning Center will be opened to the community for 36 hours weekly, Monday through Thursday from 10:00 a.m. – 7:00 p.m. These proposed hours would allow for Bandini Elementary students to have morning access for class visits as well as to provide educational programs in the evening hours. The following positions are requested:

- One (1) full-time Branch Library Supervisor
- One (1) full-time Senior Library Assistant
- One (1) part-time Library Assistant
- Two (2) part-time Homework Center Helpers.

Staffing needs were reviewed with the Parks and Recreation Department, and staff recommends the following changes to augment staff for recreation programming for City residents, as well as special events.

- Delete three (3) vacant full-time Recreation Center Supervisor positions and add three (3) full-time Recreation Coordinator positions. Upon an additional Recreation Center Supervisor position vacancy, the third Recreation Coordinator position would underfill said Recreation Center Supervisor upon approval of this action. Staff recruited for and is prepared to fill Recreation Program Supervisor, however, the position was not budgeted. Staff is seeking to remedy the unbudgeted status.

Staff recommends the deletion of the Deputy Director of Public Works Operations classification from the City's classification plan.

Lastly, staff is recommending to add a Deputy City Clerk to provide specialized services and backup support to the Administrative Services Director/City Clerk. Staff will evaluate the clerical personnel needs in administration to include one vacant position and eliminate the designated position based on City needs resulting in no net increase to the budget as of result of filling the Deputy City Clerk position.

FISCAL IMPACT:

The addition of one (1) full-time Branch Library Supervisor position, one (1) full-time Senior Library Assistant position, one (1) part-time Library Assistant position, and two (2) part-time Homework Center Helper positions will have a net fiscal impact of \$191,101 (projected staff onboarding date – December 1, 2024). Fully burdened cost for FY 2025-26 will be approximately \$357,443.

The deletion of two vacant full-time Recreation Center Supervisor positions, deletion of one part-time Travel Coach position, and the addition of three (3) Recreation Coordinator positions will produce a savings of approximately \$104,139 for the rest of the current fiscal year. The Recreation Program Supervisor will have a net increase of approximately \$70,000.

The deletion of the Deputy Director of Public Works Operations position will not provide a savings for the current fiscal year. Contractual obligations / payouts will negate any potential savings.

The net fiscal impact of these changes will result in adding approximately \$159,962 to the current fiscal year budget.

ALTERNATIVES:

1. Approve Staff's recommendation.
2. Disapprove Staff's recommendation.
3. Provide staff with further direction.

RELATIONSHIP TO STRATEGIC GOALS:

This item is related to a specific 2016 **Strategic Focus Area – City Organization** as follows:

The City of Commerce is an organization and workplace that encourages innovation, attracts and retains employees through a supportive working environment with competitive salary and benefits.

Fiscal Impact reviewed by: Vilko Domic, Assistant City Manager

Approved by: Noel Tapia, City Attorney

Respectfully submitted: Ernie Hernandez, City Manager

Attachments: Resolution