

CITY OF YUBA CITY
STAFF REPORT

Date: February 4, 2020
To: Honorable Mayor & Members of the City Council
From: Fire Department
Presentation By: Jesse Alexander, Fire Chief

Summary

Subject: Fire Department Clerical Services

Recommendation: A. Adopt a Resolution authorizing a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$13,680 to the Fire Administration Professional Services Account (2305-62701) to fund temporary administrative clerical support in the Fire Department during the subject staffing vacancy, not to exceed a period of 11-weeks

B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of \$13,680

Fiscal Impact: \$13,680 to Fire Administration Professional Services Account (2305-62701), and a reduction in an equal amount in the Fire Station No.2 Renovation Capital Improvement Program budget Account 901236.

Purpose:

To provide continuity and efficient administrative clerical services to the Fire Department, community and business sector during a leave of absence.

Background:

Clerical functions at the Yuba City Fire Administration Building is currently provided by an Administrative Clerk II, who assists with administrative functions as well as supporting the Department's Fire Prevention Bureau. Due to an upcoming leave of absence, there is a staffing issue that needs to be resolved quickly so that we can maintain program continuity and process support to Fire Administration and Operations, as well as assisting in coordinating community and business sector services.

Under the current budget, funding is not available to hire someone to provide a replacement on a temporary, full-time basis. The Fire Department is requesting the City Council's consideration of authorizing a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) to the Fire Administration Professional Services account in the amount of \$13,680 to cover the cost of clerical services during the temporary staffing vacancy.

Analysis:

Staff has looked at options for filling the subject position on a temporary basis. These include recruiting for a temporary 40-hour/week replacement through the City's Human Resources Department or hiring through a local temporary employment agency. Due to the need to fill this

position as soon as possible, we will find the most cost effective option for finding the best person that can meet operational needs within our critical timeline.

The total salary and benefit cost for an Administrative Clerk II (Step 2) is \$31.09/hour. We are required to provide limited benefits (health plan, workers compensation, etc.) to any City-hired employee who works an average of more than 30-hours/week. Fire Administration is seeking a temporary 40-hours/week administrative support. We anticipate the cost to fill this position for a maximum of 11 weeks for an amount not to exceed \$13,680. Utilizing the services of a temporary employment agency will be less costly we will fully explore that option.

Our goal is to provide responsive administrative, clerical and support services during our Administrative Clerk's absence. The functions of this position are key to the efficient operation of Fire Administration and the entire Department, and is the primary point of contact for our residents and the business and development community.

Fiscal Impact:

\$13,680 to Fire Administration Professional Services Account (2305-62701), and a reduction in an equal amount in the Fire Station No.2 Renovation Capital Improvement Program budget. The cost to hire a temporary 40-hour/week Administrative Clerk II for a period of 11-weeks is estimated to be \$13,680.

Alternatives:

Do not approve temporary replacement during Administrative Clerk's extended absence. This may require the Fire Administrative office to remain closed on days that there is not staff to cover the front office.

Recommendation:

- A. Adopt a Resolution authorizing a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$13,680 to the Fire Administration Professional Services Account (2305-62701) to fund temporary administrative clerical support in the Fire Department during the subject staffing vacancy, not to exceed a period of 11-weeks.
- B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of \$13,680.

Attachment:

A. Resolution

Prepared By:

/s/ William E. Fuller

William E. Fuller
Assistant Fire Chief - Administration

Submitted By:

/s/ Michael Rock

Michael Rock
City Manager

Reviewed By:

Department Head
Finance
City Attorney

JA
SM
SLC by email

ATTACHMENT A

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING A BUDGET TRANSFER IN THE AMOUNT OF \$13,680 TO COVER THE
COST OF PROVIDING TEMPORARY FULL-TIME ADMINISTRATIVE CLERICAL SERVICES**

WHEREAS, the Yuba City Fire Department is seeking authorization to transfer funds from the Department's Capital Improvement Program budget (Account 901236 – Fire Station No.2 Renovation) to the Fire Administration Professional Services account to secure funding to provide temporary full-time fire administrative clerical services during a leave of absence; and

WHEREAS, sufficient funding is not currently available to fund replacement fire inspection services during an anticipated 11-week leave of absence.

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

- A. Authorize a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$13,680 to the Fire Administration Professional Services Account (2305-62701) to fund fire administrative clerical services during a temporary staffing vacancy, not to exceed a period of 11-weeks.
- B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of up to \$13,680.

The foregoing resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 4th day of February, 2020.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY

Patricia Buckland, City Clerk

Stacey Sheston, Attorney
Best Best & Krieger