

CITY OF YUBA CITY  
STAFF REPORT

**Date:** December 19, 2017

**To:** Honorable Mayor & Members of the City Council

**From:** Fire Department

**Presentation by:** Peter H. Daley, Fire Chief

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**Summary**

**Subject:** Extended temporary transfer of Police Department Administrative Manager and related compensation adjustments.

**Recommendation:** A. Approve a Resolution authorizing special compensation for the extended temporary transfer of the Police Department Administrative Manager to the Fire Department.

B. Authorize the Finance Director to make budget adjustments as necessary.

**Fiscal Impact:** \$5,500

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**Purpose:**

To provide special compensation for the extended temporary transfer of the Police Department Administrative Manager to the Fire Department which ends on June 8, 2018 or when the Deputy/Division Chief position is filled, whichever occurs first.

**Background:**

This year the Fire Department requested administrative assistance from the Yuba City Police Department. Administrative Manager, Shawna Pavey from the Yuba City Police Department agreed to relocate to the Fire Administration building and assist the Fire Department for a period of six (6) months. That six (6) month voluntary assignment ended on December 8, 2017. During the 6-month period, it was critical to fill several open safety positions within the department by testing and running recruitment processes. The safety positions that were filled and hired were to permanently hire nine (9) SAFER Grant employees, six (6) new Firefighters to fill SAFER Grant vacancies, appoint four (4) Interim Battalion Chiefs, three (3) Interim Fire Captains, and three (3) interim Fire Apparatus Operator's.

With those critical Safety positions now filled, it is time to hire the Deputy/Division Chief position. During the recruitment for Deputy/Division Chief, the Fire Chief requests the extension of the Police Department Administrative Manager at the Fire Department. With the initial six (6) month obligation being met, the employee is agreeable to an extended transfer. In light of the ongoing transfer, Staff is recommending that the individual receive additional special compensation of 7.5% of salary from December 23, 2017 through June 8, 2018 or upon hiring the Deputy/Division Chief, whichever occurs first.

Once the Fire Department has successfully hired a Deputy/Division Chief, the Administrative Manager will return to the Yuba City Police Department with her former job classification (JCN 7010), rate of pay (Step 5, \$52.19 per hour), and associated role and responsibilities at the Police Department.

**Analysis:**

This is a unique circumstance due to the number of vacancies in the Fire Department that have resulted in a loss of institutional knowledge and tenured employees. Specifically, since December 2015, there have been 15 vacancies within the Fire Department. For example, all four (4) appointments in the Battalion Chief position are new. While the future is bright in the Fire Department, the vacancies have caused a managerial void that the Administrative Manager has helped fill.

Staff is requesting a temporary 7.50% salary increase for the Administrative Manager classification. This is a temporary short-term assignment that will expire on June 8, 2018 or upon hire of the Deputy/Division Chief, whichever occurs first. The special adjustment of 7.50% mirrors the minimum adjustment made per the City's Personnel Rules and Regulations. The salary schedule has been modified to consider a temporary 7.5% increase to the Administrative Manager position and will expire on June 8, 2018 or when the Deputy/Division Chief is hired, whichever occurs first.

**Fiscal Impact:**

Exact costs cannot be determined because the length of assignment will be dependent on when the Deputy/Division Chief is hired. However, the maximum cost if the Administrative Manager stays assigned to the Fire Department through June 8, 2018 will be \$5,500.

**Alternatives:**

Do not approve the temporary assignment lasting until June 8, 2018, or until the Deputy/Division Chief is hired, whichever comes first. The Administrative Manager would then return to her former assignment's rate of pay and role and responsibilities at the Police Department.

**Recommendation:**

- A. Approve a resolution authorizing special compensation for the extended temporary transfer of the Police Department Administrative Manager to the Fire Department.
- B. Authorize the Finance Director to make budget adjustments as necessary.

**Attachments:**

- 1. Resolution

Prepared by:

Submitted by:

/s/ Peter H. Daley

Peter H. Daley  
Fire Chief

/s/ Steven C. Kroeger

Steven C. Kroeger  
City Manager

Reviewed by:

Finance

[RB](#)

City Attorney

[TH by email](#)

# ATTACHMENT 1

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE SALARY  
SCHEDULE TO REFLECT A TEMPORARY SPECIAL COMPENSATION FOR  
THE ADMINISTRATIVE MANAGER WHILE IN THE FIRE DEPARTMENT**

WHEREAS, the efficiency of governmental operations within the Fire Department are of paramount concern to the City Council, City Management and taxpayers alike;

WHEREAS, the Fire Department has a unique circumstance requiring the assistance of the Police Department Administrative Manager;

WHEREAS, the Police Administrative Manager will serve in an extended temporary transfer position within the Fire Department;

WHEREAS, the extended temporary transfer will result in a temporary wage increase that expires no later than June 8, 2018 or upon the hiring of the Deputy/Division Chief;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

**SECTION 1.**

The salary schedule shall reflect the following addition:

Proposed Changes:	Salary
JCN 0200	\$56.10 per hour
Administrative Manager - Temporary	\$9,725 monthly

**SECTION 2.**

The above modifications shall become effective with the payroll period beginning December 23, 2017 and expire upon hiring the Deputy/Division Chief or June 8, 2018, whichever comes first.

The Director of Finance is hereby authorized to make the necessary budget adjustments to implement the provisions of this resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 19th day of December 2017.

AYES:

NOES:

ABSENT:

ATTEST:

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Preet Didbal, Mayor

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Patricia Buckland, City Clerk