



Report to City Council

TO: Mayor and City Council

FROM: Robert Cardenas, Human Resources Director
Steven B. Quintanilla, City Attorney

AGENDA DATE: November 19, 2024

TITLE: EMPLOYMENT AGREEMENT FOR MANAGER OF THE
OFFICE OF MAYOR & CITY COUNCIL/CITY CLERK
(REPORT OF: CITY ATTORNEY)

TITLE SUMMARY: Employment Agreement for Manager of the Office of Mayor
& City Council/City Clerk

Recommendation(s)

That the City Council:

1. After City Attorney publicly describes the recommended Compensation and Benefits to be included in the Employment Agreement for the Manager of the Office of the Mayor & City Council/City Clerk, the City Attorney recommends that a Motion to Approve be made and Seconded, and that the City Council and its Affiliated Boards vote to approve said Compensation and Benefits and direct the City Attorney to finalize the subject Employment Agreement which shall be subject to public review and inspection upon request.

SUMMARY

The City Council retained the services of Bob Murray & Associates to assist with recruiting qualified candidates to serve as Manager of the Office of the Mayor & City Council/City Clerk. Bob Murray & Associates has a vast amount of experience and history successfully assisting various public agencies with recruiting executive level employees.

DISCUSSION

The primary duties of the Manager of the Office of Mayor & City Council/City Clerk include,

but are not limited to, the following:

- Directly supervising eight (8) full time staff members;
- Attending City Council meetings;
- Preparing City Council agendas;
- Coordinating distribution of City Council agendas, agenda packets and supporting materials;
- Directing documentation, maintenance and dissemination of all City Council actions including minutes, ordinances, resolutions, agreements, and deeds;
- Causing the legal posting and publication of notices, positions, ordinances, bids and public hearings;
- Managing and coordinating a City-wide records management program for official City records and archives;
- Attesting to the signatures of the Mayor and other City officials on official City documents;
- Serving as the City's Elections Official and as Deputy Registrar of Voters for elections consolidated with the County of Riverside;
- Administering procedures for filing Statements of Economic Interest and campaign financial statements and reporting;
- Analyzing and ensuring compliance with local, state and federal laws pertaining to public records, municipal elections, and conflicts of interest;
- Responding to and resolving difficult and sensitive citizen inquiries and complaints;
- Maintaining official custody of the City seal; and
- Certifying copies of official City documents.

On November 12, 2024, the City Council held a duly noticed special closed session meeting to interview various candidates. The terms and conditions advertised for the position, include the following:

- Medical coverage via CalPERS.
- Dental coverage via either an HMO or PPO plan.
- Vision coverage via Vision Service Plan which the City contracts with for a comprehensive vision plan for City employees.
- Retirement benefits under CalPERS dependent on time of hire.
- Basic Life Insurance that amounts to three-times the employee's annual salary with Supplemental Life Insurance available for purchase by the employee.
- Longevity pay which is dependent upon the Employee's number of years of service.
- Flexible Spending Accounts
- Education Incentive Pay based on type of degree the Employee is pursuing.
- Auto Allowance of \$500 per month.
- Wellness Incentive at \$350 per year.
- Holidays which include 13 observed holidays plus two personal floating holidays.
- Other Benefits include 457 Deferred Compensation Plans, Tuition Reimbursement, Short-and Long-term Disability, Employee Assistance Program

and Bilingual Pay.

In addition to the above, the salary range advertised for the position was \$131,185.60 - \$208,915.20, dependent on experience and qualifications.

On November 19, 2024, the City Council will meet in closed session, in the context of a regular meeting of the City Council, pursuant to Government Code Section 54957.6(a) to discuss the terms and conditions related to the compensation and benefits, term of the Employment Agreement, and severance provisions for the candidate they select, which may only be approved in the context of an open session as a General Business Item. The terms and conditions presented to the City Council by the City's designated labor negotiator will be within the parameters advertised for the position, as set forth in the attached draft Employment Agreement, with the exception of the annual salary, term of the Employment Agreement and severance provisions which need to be formally considered by the City Council on November 19, 2024. Once the City Council decides the annual salary, term of the Employment Agreement and severance provisions, and deems the remaining terms and conditions acceptable, and the candidate accepts the terms and conditions offered by the City Council, the final terms and conditions of the subject Employment Agreement must be subsequently presented in open session for formal approval by the City Council. Moreover, section 54953 (c)(3) of the Government Code provides that prior to taking final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits to a local agency executive, which includes the subject position, the legislative body (City Council) shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, during the open meeting in which the final action is to be taken. This means that the oral report regarding the recommendation regarding the terms and conditions related to the compensation and benefits should be made prior to a motion to approve the final terms and conditions of the final Employment Agreement.

ALTERNATIVES

1. Do not approve the recommended terms and conditions for the Employment Agreement for the position of Manager of the Office of Mayor & City Council/City Clerk. (Staff does not recommend this alternative.)
2. Modify the recommended terms and conditions for the Employment Agreement for the position of Manager of the Office of Mayor & City Council/City Clerk. (Staff does not recommend this alternative.)
3. Approve the recommended terms and conditions for the Employment Agreement for the position of Manager of the Office of Mayor & City Council/City Clerk. (Staff recommends this alternative.)

FISCAL IMPACT

The Fiscal Impact of this matter will depend on the final compensation and benefits packet approved for the position of the Manager of the Office of Mayor & City Council/City Clerk, but it is a necessary cost since the position of City Clerk is a statutory position mandated under State law and budget appropriations were previously Council approved during the budget process.

PREPARATION OF STAFF REPORT

Prepared By:
Robert Cardenas
Human Resources Director

Approved By:
Steven B. Quintanilla
City Attorney

CITY COUNCIL GOALS

Advocacy: Develop cooperative intergovernmental relationships and be a forceful advocate of City policies, objectives, and goals to appropriate external governments, agencies and corporations.

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

Positive Environment: Create a positive environment for the development of Moreno Valley's future.

CITY COUNCIL STRATEGIC PRIORITIES

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

Report Approval Details

Document Title:	STAFFREPORT_RE_CITYCLERK_EMPLOYMENT_AGREEMENT .docx
Attachments:	- City Clerk Employment Agreement 11.19.2024 SBQ.docx
Final Approval Date:	Nov 14, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Robert Cardenas was completed by assistant Natalie Potter

Robert Cardenas

Natalia Lopez

Launa Jimenez

Brian Mohan

No Signature - Task assigned to Mike Lee was completed by assistant Sean Kelleher

Mike Lee

Patty Rodriguez