



DATE: August 24, 2021

CATEGORY: Consent

DEPT.: Human Resources
Finance and Administrative Services

TITLE: **Modifying Council Policy D-10, City Manager Approval of Overhire Positions**

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Mountain View Modifying City Council Policy D-10, City Manager Approval of Overhire Positions, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

In 1993, the City Council adopted Council Policy D-10 to delegate authority to the City Manager to approve interim positions in excess of the budgeted number of positions (overhire positions). The purpose of this policy is to streamline budgetary and staffing practices related to the approval of interim positions in excess of budgeted department position allocations to proactively address and maintain staffing levels in anticipation of future vacancies. Prior to this policy, overhires were approved by Council in the budget.

The current policy limits the number of concurrent overhires to up to two per department. In some cases, the limit of two overhires per department creates barriers to the most efficient staffing strategies and impacts succession planning and continuity of services when key positions are anticipated to be vacant concurrently in the same department.

In reviewing the current parameters, the limit of two overhires per department does not equitably address the needs across departments since two positions may represent between 1.4% and 66.7% of a department's staffing dependent upon the size of the department. Rather than limiting overhires based on a staffing number, staffing needs would be best served by the City Manager's ability to review the totality of anticipated vacancies to approve a succession plan that best ensures continuity of services in the context of budget balances.

The Council Policy and Procedures Committee (CPPC) is a standing Council committee that meets on an as-needed basis to discuss issues relating to City Council policies and/or procedures. The CPPC met on June 2, 2021 to discuss staff's recommended changes to Council Policy D-10. The CPPC discussed the proposed modifications and recommends the action proposed in this report.

ANALYSIS

Staff and the CPPC recommend modifying the City Council Policy, with authority for the City Manager to develop administrative guidelines for the program. The proposed modifications to the program seek to accomplish a number of objectives, including:

- Approval is conditioned upon the availability of adequate budget balances to guarantee that the additional position will not cause the department to exceed its authorized budget.
- Approval is based upon the assumed permanent vacancy of an existing position in the near future and will only be authorized following a review of the necessity for filling the position immediately as an overhire.
- Duration of City Manager-authorized overhires shall:
 - Be approved and end within the same fiscal year; or
 - For positions that extend into the next fiscal year, departments must have other vacancies in the same fund to ensure sufficient salary savings to carry the overhire over without additional appropriations.

FISCAL IMPACT

The City Manager's authority to approve an overhire requires there to be a sufficient budget balance available for the department to absorb the cost of the overhire in order to ensure that there will not be a budgetary impact. The use of unfunded overhires, whether in the budget or authorized by the City Manager, may result in a reduction in salary savings and fiscal year-end carryover.

Council Policy D-10 does not apply to overhires recommended by the City Manager that require additional appropriations. Such requests will continue to require Council approval for the appropriation of funds.

ALTERNATIVES

1. Do not modify the current policy.
2. Change the authority or other elements of the proposed policy.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Lindsey Bishop
Senior Human Resources Analyst

Approved by:

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

LB/1/CAM
035-08-24-21CR-1
201253

- Attachments:
1. Resolution Modifying City Council Policy D-10—City Manager Approval of Overhire Positions
 2. City Council Policy D-10—City Manager Approval of Overhire Positions (strikeout copy as proposed)
 3. CPPC Staff Report, June 2, 2021