



DATE: December 11, 2018

CATEGORY: New Business

DEPT.: City Manager's Office

TITLE: **Resolution Appointing an Extra Help Retired Annuitant under Government Code Sections 7522.56 and 21224**

RECOMMENDATION

Adopt a Resolution for Exception to the 180-Day Wait Period Government Code Sections 7522.56 and 21224, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

Helen Ansted will retire on December 29, 2018 from her position as Principal Financial Analyst after 33 years of service with the City of Mountain View. As the City contracts with the Public Employees Retirement System (CalPERS), Ms. Ansted will be a CalPERS retired annuitant.

California Government Code Section 7522 requires a 180-day waiting period before a retired annuitant can be employed by a CalPERS agency unless the nature of the employment meets one of the exceptions and is approved via resolution by the governing body. In this case, the nature of Ms. Ansted's recommended appointment will be as extra help with specialized skills to perform work of limited duration and qualifies for an exception under Government Code (GC) 21224. CalPERS considers extra help retired annuitants as those who perform work of limited duration (no more than 960 hours per fiscal year) such as the elimination of backlogs, limited-term special project work, or to perform work in excess of what regular staff can do.

ANALYSIS

The Principal Financial Analyst position is critical to the continued operations of the Finance and Administrative Services Department (FASD) of the City of Mountain View, particularly the budget process.

The City's budget process is extensive and includes a five-year forecast, departmental operating budgets, fee reviews, and a Narrative Budget. The Narrative Budget is in addition to the standard Proposed and Adopted Budgets. While the budget process begins in November, the majority of the workload falls between January and June of the following year. This includes a report to Council in February, the completion of the Narrative Budget in April, with the five-year forecast, and the completion of both the Proposed and Adopted budgets to be presented to City Council in June. All of this workload must be completed during the 180 days following Ms. Ansted's retirement, and given the factors noted below, necessitates an exception to the 180-day wait period.

The current Finance budget team consists of 5.0 full-time equivalent staff with an average tenure of 20 years. With two retirements occurring in December (the long-term director and Ms. Ansted's) the average tenure on this team will be reduced by over 60 percent. Of the five-person budget team, only two tenured members will be available to participate in the budget process as the third tenured member, the new Principal Financial Analyst promoted as Ms. Ansted's successor, will be on approved leave further impacting the department's operations. While the City has been proactive in succession planning to staff the two vacancies on the budget team, the recently appointed budget team members will need training, and the workload exceeds the staff resources available. It will take at least one budget cycle for the new personnel to become proficient and effective in this process. As such, Ms. Ansted's duties as an extra help retired annuitant performing functions of a Principal Financial Analyst are essential and will be as follows:

- Provide staff work in coordinating the development of the Citywide annual budget, including, but not limited to:
 - Prepare revenue forecasting
 - Prepare and review the Narrative Budget
 - Prepare the annual update of Citywide fees
 - Provide training to new budget team staff
 - Complete the Development Services Cost of Services Fee Study

Ms. Ansted is an experienced and tenured Principal Financial Analyst with the skills necessary to complete the budget cycle and perform the work in excess of the capacity of the regular staff. Ms. Ansted's employment is imperative to the timely and accurate

completion of the City's budget cycle and addresses the department's training and workload needs in excess of what regular staff can do.

FISCAL IMPACT

Extra help employment of Ms. Ansted, anticipated at up to 960 hours for Fiscal Year 2018-19, would cost up to \$75,000. Funding for this extra help assignment is available in the FASD budget due to salary savings and no additional funding is required. No benefits would be provided with this appointment.

ALTERNATIVES

1. Do not certify the nature of Ms. Ansted's employment to fill FASD's needs for extra help as defined by CalPERS.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

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LB/3/CAM
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Attachment: 1. Resolution