



Staff Report

August 13, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Roger Carroll, Finance Director
DATE: July 25, 2019
RE: Adjustment of one Library Staff member from Part-time to Full-time.

Recommendation

Approve resolutions.

Issue Statement and Discussion

When the Loomis Library and Community Learning Center (Library) opened, it was operated completely through volunteers of the Friends of the Loomis Library. Now, two years later, the Library has one full-time Community Engagement Librarian and three part-time Library Assistants.

Each month, additional new members apply for Library cards, more items are added to circulation, additional programs are taken on and attendance at the Library increases. Membership has increased by over 200% since June 2018. This increase in volume of activity, plus the need to be able to recruit and retain quality employees, makes it clear that we need to make at least one of the part-time Library Assistants a full-time employee.

Also, the Authorized Staffing Level/Monthly Pay Ranges chart in Appendix A of the Budget will need to be amended to show one full-time and two part-time Library Assistants.

Incidentally, as we were reviewing the Authorized Staffing Level/Monthly Pay Ranges chart, we noted that the incorrect range was shown for the Administrative Analyst and will be corrected in the attached resolution. The Budget, itself, used the proper numbers and does not need to be amended.

CEQA Requirements

There are no CEQA issues regarding staffing at our Library.

Financial and/or Policy Implications

Adjusting one position from part-time to full-time will increase the Library Department budget by \$49,327: \$21,210 in wages and up to \$28,117 in benefits and retirement. Fortunately, the General Fund budget currently stands at \$100,224 of revenue in excess of expenditures, so the budget would remain "in balance" by \$50,897 after the adjustment.

Attachments

- A. Resolution to Amend the 2019-20 Operating Budget.
- B. Resolution to Amend the 2019-20 Position Allocations

TOWN OF LOOMIS

RESOLUTION NO. 19 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS ADJUSTING ONE PART-TIME LIBRARY ASSISTANT POSITION TO FULL-TIME AND AMENDING THE 2019-20 OPERATING BUDGET

WHEREAS, activity at the Loomis Library and Community Learning Center (Library) continues to increase; and

WHEREAS, it is important to have a stable and dedicated Library work force; and

WHEREAS, permanent full-time employment with competitive benefits is necessary to attract and retain quality Library employees;

WHEREAS, the adopted 2019-20 Operating Budget has revenues in excess of expenditures of \$110,224;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis, that one part-time Library Assistant position be made a full-time position with all regular employee benefits and that the Town of Loomis 2019-20 Operating Budget be amended as follows:

<u>Account number</u>	<u>Account description</u>	<u>Amount</u>	<u>Action.</u>
110-0910-40110	Salaries and Wages	\$ 21,210	Increase budget
110-0910-40210	Group Insurance	\$ 22,252	Increase budget
110-0910-40220	Retirement	\$ 2,849	Increase budget
110-0910-40230	Workers Compensation	\$ 1,448	Increase budget
110-0910-40310	Employment taxes	\$ 1,568	Increase budget

PASSED AND ADOPTED this 13th day of August 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Tim Onderko

ATTEST:

Town Clerk

TOWN OF LOOMIS

RESOLUTION NO. 19-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AMENDING THE POSITION ALLOCATIONS FOR THE FISCAL YEAR 2019-2020

WHEREAS, the Council of the Town of Loomis had, through the adoption of the 2019-2020 Annual Budget, allocated positions in the various Town operating departments; and

WHEREAS, amendments and corrections have been made to that document;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council that the number and type of positions allocated to the various town departments is amended, as set forth in Attachment "A" which is hereby made a part of this resolution by reference as though fully set forth herein.

PASSED AND ADOPTED this 13th day of August 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Tim Onderko

ATTEST:

Town Clerk

TOWN OF LOOMIS
AUTHORIZED STAFFING LEVEL/MONTHLY PAY RANGES
FOR THE YEAR ENDING JUNE 30, 2020

POSITION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	19/20		18/19		17/18		16/17	
							Positions		Positions		Positions		Positions	
							Authorized	Filled	Authorized	Filled	Authorized	Filled	Authorized	Filled
Elected Positions														
Town Council	N/A	-	-	-	-	372	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Town Clerk	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Treasurer	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Exempt Personnel														
Town Manager	N/A	-	-	-	-	16,255	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Town Clerk/ Admin.														
Services Officer	33b	5,943	6,240	6,552	6,880	7,224	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PW Dir./Engineer	56	9,668	10,151	10,659	11,191	11,751	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	50	8,967	9,416	9,887	10,381	10,900	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Engagement Librarian	30	5,236	5,497	5,772	6,061	6,364	1.00	1.00						
Planning Director	51	9,416	9,887	10,381	10,900	11,445	1.00	1.00	1.00	-	1.00	-	1.00	-
Non Exempt Personnel														
Associate Planner	30	4,845	5,087	5,341	5,608	5,889	1.00	0.60	1.00	0.60	1.00	0.60	1.00	-
Planning Assistant	22	4,194	4,404	4,624	4,855	5,098	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	27	4,755	4,993	5,243	5,505	5,780	1.00	-	1.00	-	1.00	-	1.00	-
Library Assistants (FT)	12	2,798	2,938	3,085	3,239	3,401	1.00	1.00						
Library Assistants (PT)	12	2,798	2,938	3,085	3,239	3,401	2.00	2.00						
Public Works Operations Ast	26b	4,701	4,936	5,183	5,442	5,714	1.00	-	1.00	-	1.00	-	1.00	-
Operations Manager	30	5,141	5,398	5,668	5,951	6,249	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	18	3,813	4,004	4,204	4,414	4,635	3.00	2.00	3.00	3.00	3.00	2.00	3.00	2.00
Contract Positions														
Building Official	**	-	-	-	-	-	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Planner	**	-	-	-	-	-	-	-	-	-	-	-	0.25	0.25
Total Personnel							24.25	20.85	20.25	16.85	20.25	15.85	20.50	15.50

** The Building Official is with an outside firm and is paid by negotiated contract.

As Amended - August 13, 2019