



Meeting Date: 09 / 28 / 10

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Other City Manager Report

M-1

Prepared By: Grace Magistrale Hoffinan, Deputy City Manager Agenda Item No. \_\_\_\_\_

Reviewed By: City Manager mmh City Attorney SMF Finance OC Other (Specify) \_\_\_\_\_

**DATE:** September 22, 2010

**TO:** City Council

**FROM:** Edmund F. Sotelo, City Manager  
City Manager's Office

**SUBJECT:** Update on the Early Retirement Incentive Program

**RECOMMENDATION**

That City Council receive an update on the Early Retirement Incentive Program.

**SUMMARY**

On March 23, 2010, staff proposed an Early Retirement Incentive Program (ERIP) to the City Council. On July 13, 2010, the ERIP was approved by the City Council, with a final work day of August 31, 2010. As part of this action, staff is returning to the City Council to report on the status of the ERIP positions. Attachment #1 and #2 provide information on the status of the Early Retirement Incentive Program.

**FINANCIAL IMPACT**

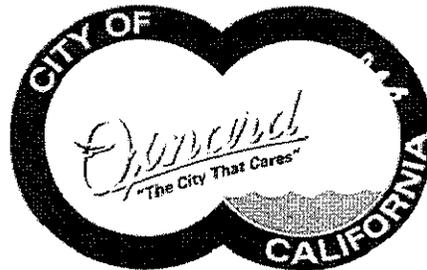
There is no financial impact associated with the update on the Early Retirement Incentive Program.

Attachment #1 - PowerPoint on the Early Retirement Incentive Program Status

Attachment #2 Early Retirement Incentive Program Retiree List

# Early Retirement Incentive Program Status

September 28, 2010



# Introduction

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- On March 23, 2010, staff proposed an Early Retirement Incentive Program (ERIP) to Council
- On July 13, 2010, the ERIP was approved by Council, with a final work day of August 31
- Council requested that staff return to report on the status of ERIP positions

# Potential Savings

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- 46 employees = \$4.7 million salary and benefits with \$400,000 annual benefit payments
- Potential General Fund net savings is \$1.7 million annual and **\$1.4 million first year**
- Total net savings is \$3.1 million annual and **\$2.6 million first year**

# Assumptions

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- Maximize General Fund Savings while supporting priority services
- Based on a preliminary review 15 positions would be filled due to technical requirements (32% of enrolled)
- 31 positions would be unfilled, unfunded, which may be alternative positions after potential transfers or promotions (68% of enrolled)

# Criteria for Filling Critical Positions

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- To meet the need for highly technical expertise
- To meet the need for required specialized certifications
- To meet federal and state regulatory requirements
- To avoid potential liabilities

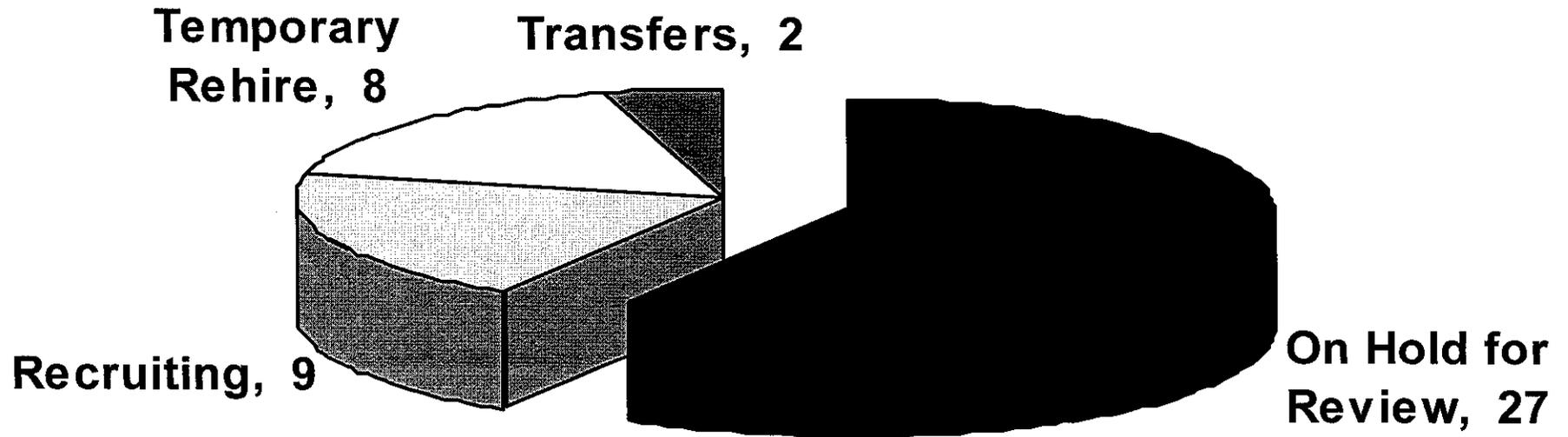
# Criteria for Temporary Rehire

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- To meet the need for existing workloads or priority programs/projects
- To provide for a short-term transition and evaluation period
- To capitalize on historical and institutional knowledge while transition process is completed

# Status of ERIP Positions

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# Conclusion

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- Recruiting for critical positions with specific technical requirements primarily for the treatment plant and utilities
- We have temporarily rehired several employees to meet existing workload demands and ensure the successful completion of existing projects while those positions are reviewed for long-term options
- We have begun to review programs and related positions to identify opportunities for long term savings and remain compliant with our union contracts

## EARLY RETIREMENT INCENTIVE PROGRAM RETIREE LIST - SEPTEMBER 2010

Separation Date	POSITION	CURRENTLY	RETURN TO WORK	STATUS
8/31/2010	Groundworker II			
8/31/2010	Admin. Secretary II			
8/31/2010	Construction Inspector II			
7/31/2010	Asst. City Clerk			
8/31/2010	Code Compliance Inspector II			
8/31/2010	Police Service Officer			
8/31/2010	Instrumentation Tech			Recruitment pending Union review of updates to job spec
8/31/2010	Asst. Civil Engineer			
8/31/2010	Accounting Tech.			
6/30/2010	Recreation Leader III			
8/31/2010	Wastewater Operator II			Recruitment pending Union review of updates to job spec
8/31/2010	Solid Waste Equip Oper. II			
8/31/2010	Sr. Wastewater Mechanic			Recruitment pending Union review of updates to job spec
6/30/2010	Management Analyst I			
8/31/2010	Executive Assistant II	Temporary Employee for 950 hours in this fiscal year not to exceed six months \$49.22/hr	9/8/2010	
8/31/2010	Customer Service Rep. II			
8/31/2010	Water Distribution Op. II			Recruitment pending Union review of updates to job spec
8/31/2010	Redevelopment Project Manager	Temporary Employee for 950 hours in this fiscal year not to exceed six months \$55.12/hr	11/09/10 20 hrs a week T,W,Th	

Separation Date	POSITION	CURRENTLY	RETURN TO WORK	STATUS
6/30/2010	Wastewater Mechanic II			Recruitment pending Union review of updates to job spec
8/31/2010	Communtiy Affair Manager	Temporary Employee for 950 hours in this fiscal year not to exceed six months \$59.18/hr	9/7/10 20 hrs a week	
6/30/2010	Treatment Plant Electrician			Recruitment pending Union review of updates to job spec
8/31/2010	Senior Civil Engineer	Temporary Employee for 950 hours within this fiscal year not to exceed six months \$60.20/hr	9/14/10 24 hrs a week T,W,Th	
8/31/2010	Library Aide II			
6/30/2010	Groundsworker II			
8/31/2010	Wastewater Operator III			
8/31/2010	Account Clerk III	Temporary Employee \$25.00/hr	Limited to: 9/7/10 -12/31/10	
8/31/2010	Construction Project Manager			Recruitment pending Union review of updates to job spec
8/31/2010	Power Production Oper. II			
8/31/2010	Customer Service Rep. II			
7/30/2010	Utility Services Manager	Temporary Employee for 950 hours within this fiscal year not to exceed six months \$95.00/hr	8/2/2010	
8/13/2010	Recreation Supervisor			
8/31/2010	Redevelopment Project Manager			
8/31/2010	Leisure & Rec Superintendent			
6/30/2010	Administrative Assistant			

Separation Date	POSITION	CURRENTLY	RETURN TO WORK	STATUS
8/31/2010	Systems Analyst I	Temporary Employee \$40.62/hr	Limited to: 10/7/10-10/8/11 Thursdays - 9 hours	
7/1/2010	Rehab Construction Specialist II			
7/29/2010	Electrician Instrumentation Tech			Recruitment pending Union review of updates to job spec
6/30/2010	Special Asst. to City Manager			
8/31/2010	Wastewater Collections Oper. II			Recruitment pending Union review of updates to job spec
8/31/2010	Meter Reader			
7/1/2010	Solid Waste Supervisor			
8/31/2010	Solid Waste Supervisor	Temporary Employee \$40.11/hr	Limited to: 9/13/10 - 2/17/11 40 hours per week	
8/31/2010	Administrative Tech			
8/31/2010	Solid Waste Equip Oper. II			
8/31/2010	Solid Waste Equip Oper. II			
8/31/2010	Sr. Housing Maintenance Wkr.			