



## CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD MINUTES

Special Meeting

**Thursday, December 3, 2015**

City Hall, Human Resources Conference Room  
Second Floor, 835 East 14th Street, San Leandro, California

- I. **CALL TO ORDER:** Vice Chair Pete Ballew called the meeting to order at 6:02 p.m.
- II. **ROLL CALL:** Emily Hung, Human Resources Manager and Board Secretary, called the roll.  
**BOARD MEMBERS PRESENT:** Vice Chair Pete Ballew, Member Jane Abelee, Member O.B. Badger, and Member James Browne were present. Chair Louis Heystek arrived at 6:14pm.
- III. **MINUTES:** Approval of the minutes of the Regular Meeting of the October 15, 2015.  
**M | S | P** (Browne/Abelee) 4-0 to approve the minutes of October 15, 2015. Chair Heystek was absent.
- IV. **ADOPTION/REVISION OF CLASSIFICATIONS:** Revision of the Administrative Specialist - Police classification and two new classifications, Emergency Services Specialist and Deputy City Manager, were brought to the Board for approval.

Assistant City Manager Lianne Marshall was present to speak to the Board regarding the new classification of Deputy City Manager. Marshall noted that this new classification is needed due to the organizational changes over the past several years which have reduced and reconfigured positions in the department. This position will add another level of management and is consistent with other agencies. The department currently has an Analyst that handles communications and community relations. The Assistant to the City Manager is an entry-level management position in the City Manager's Office. This position that has evolved over time and taken on additional responsibilities such as complex projects and supervisory responsibilities. Marshall explained that the Deputy City Manager position is a level above the "Assistant to the City Manager" but below the "Assistant City Manager".

**M | S | P** (Badger/Browne) 4-0 to adopt the Deputy City Manager classification as presented. Chair Heystek was absent.

Police Business Manager Scott Koll and Captain Luis Torres were present to speak to the Board regarding revisions to the Administrative Specialist Police classification. Koll explained that the revisions requested to this classification are in line with the structural needs at the Police Department. Additional responsibilities will include red light camera program administration, courtroom testimony, reviewing and briefing cases and other administrative needs which are currently overwhelming the system and will fill in voids in other programmatic areas. These duties are currently handled by various part-time staff and others within the department. This position is in line with other Administrative Services positions with other agencies. Member Badger stated that "this sounds like a lot of additional work for one person" and questioned whether the new full-time position would be able to handle it all or if the department would need to backfill the part-time position. Captain Torres explained that this position will fill in the gap that currently exists and there is no fiscal impact as the position will be absorbed into the department budget.

**M | S | P** (Badger/Browne) 5-0 to approve the revisions to the Administrative Specialist – Police classification as presented. Chair Heystek was absent.

Captain Torres provided a background on the Emergency Services Specialist classification. This classification has undergone several changes over the past 15-16 years. Originally this was a full-time position under the City Manager's Office until the retirement of Dan Lunsford. Thereafter, a portion of

the duties were taken over by the department's Administrative Analyst II who subsequently retired, and then the Assistant to the City Manager who left the City. In 2013, a discussion at the City Manager level led to the Police Department taking on these duties. Captain Torres took over these responsibilities and quickly realized the City was not in compliance with NIMS, SIMS, ICS and FEMA required trainings. In 2013, a part-time employee was hired by the Police Department to help with the Emergency Services area. The incumbent has been conducting staff training, building evacuation drills and has recently provided each department with evacuation back-packs with necessary first-aid supplies. She has also worked with local agencies and the school district on emergency preparedness. The growth of the position has exceeded the hours currently allowed for part-time employees and it has been determined the position needs to be full-time. Captain Torres also noted that the City will be starting the Local Hazard Mitigation Plan, the adoption of which is required by agencies every 5 years.

Member Badger noted that if the Emergency Operations Center (EOC) is activated, the City Manager is the Director and asked, "Why is the Police Department trying to manage this program?" Captain Torres agreed that the City Manager is the director when the EOC is activated and that would not change. The Emergency Services Specialist would handle the day-to-day duties and training. Captain Torres added that with other agencies, most of the Emergency Services duties fall under public safety, whether that is the Police or Fire Departments. He noted that three years ago, the City Manager Executive Team decided to pass it to the Police Department. Chair Heystek commented that this is a crucial component.

Member Browne asked about the fiscal impact. Captain Torres said the position is now within the Police Department and would be absorbed within the department's budget. He noted that this classification also works closely with other departments. Member Browne noted that under the "Ability to" section, the position is required to be on-call 24/7. Captain Torres noted that as Disaster Service Workers, all City employees are technically on call and added that this position would provide overtime if working past normal hours. Chair Heystek noted his understanding that on-call usually means something different, such as "being available". Member Badger noted that on-call positions usually get paid to be on-call. Captain Torres said he is not opposed to changing the language to say, "available to be on call".

Chair Heystek again stated that the prior Emergency Services Coordinator reported to the City Manager which was a critical component and added that the classification, as proposed and as placed under the Police Department, appeared to be more reactionary while in the City Manager's Department, there would be planning, integration with other departments and the City Council could decide to put money where the priorities need to be met. Captain Torres said with the Local Hazard Mitigation Plan, the position will be working with the other departments across the board. Chair Heystek asked about the reporting structure of the position. Captain Torres said the employee would report to Police Business Manager Koll and then Captain Torres. Chair Heystek asked if there were any functions that would not be covered. Captain Torres said in working on this specification, they looked to other agencies to see what possible duties would need to be covered.

Chair Heystek commented that he would like to see the position restructured to the City Manager's Office. He needs to better understand the interdisciplinary nature of the position and stated that he is not seeing the forward thinking to bring everyone together. Member Badger commented that he is worried about the Police Department being territorial, adding that the employee would work with other departments but report to the Police Department. He said El Nino might give us an example of the need for the position, noting he agrees but the reporting structure needs to be changed. Vice Chair Ballew said he does not agree with that, noting that history has shown that when the duties moved to ancillary people, things slipped through the cracks, stating that industry standards have shifted and many of those positions are now with law enforcement. He feels that when someone is speaking to a group, or providing training, they are more strongly received when they are in uniform.

Captain Torres noted that the City contracts their Fire services. Alameda County Fire provides service for several agencies. That being said, they have not increased their Emergency Services Division and

have limited resources. The Police Department has participated in their CERT Trainings and two Emergency Preparedness classes, but does not feel that is enough.

Member Abelee said that it seems to make sense to have a conversation with the City Manager regarding the reporting structure. She is concerned about moving ahead until the questions are addressed and discussed. She would also like to know what role the County plays in all of this. Chair Heystek asked if this was time sensitive. Secretary Hung noted that this could be tabled to the January regular meeting. However, it is time sensitive in that the current part-time employee has limited hours. Secretary Hung noted that the incumbent has surpassed 1,000 hours for the past two years and currently enrolled in PERS, however she is not receiving full-time benefits. Captain Torres said the employee is limited to 999 hours, which will run out in January or February. He also noted that this position is the person that everyone will rely on should an EOC be activated. They want to keep to task what needs to be done sooner rather than later.

Chair Heystek moved to table this item to the next meeting and urged the Board to review the information and forward questions to staff. Member Badger seconded the motion. Vice Chair Ballew stated that he is not opposed to the position or the full-time status, just where it lies. He suggested that the Board adopt the position but have staff follow-up about moving it back to the City Manager's Office. Chair Heystek responded that for him, in addition to the reporting structure, the interdisciplinary nature of the position and engaging in forward-thinking and not solely on response and emergency operations are lacking in the proposed classification. Secretary Hung said it is ok to delay to January and she will talk to the City Manager about attending the January meeting to address the Board's concerns.

**M | S | P** (Heystek/Badger) 4-0-1 to table the Emergency Services Specialist the January meeting. Vice Chair Ballew abstained.

Chair Heystek also noted that in keeping with the Brown Act, any questions should be sent to Secretary Hung directly, not to all Board Members or to a majority of the Board. However, Secretary Hung can respond to requests for information from any Board Member and copy the full Board.

V. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:50 p.m.

**Signed:**

**Date:**

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Chairperson Louis Heystek