



**Additional Documents List
Regular City Council Meeting
October 20, 2021**

Item No.	Agenda Item Description	Distributor	Document
7	Disposal of Surplus Property	Ken Louie, Interim Finance Director	Memo provides revision to Staff Report.
11	Reorganization of the City Manager's Department and Creation of a new Management Services Department and Adjustment to Fire Chief Salary Range	Tara Schultz, Interim Human Resources and Risk Manager	Memos provides revisions to Staff Report.



City of South Pasadena Finance Department

Memo

Date: October 19, 2021
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager
From: Ken Louie, Interim Finance Director
Re: October 20, 2021, City Council Meeting Item No. 7 Additional Document – Disposal of Surplus Property

Attached is an additional document which provides a correction to the Ford vehicle listed on pages 7-2 and 7-23.

Page 7-2
Ford ~~Taurus~~ Contour 6XFM283

Page 7-23

UNK	1FALP65ZXVK16341	FORD TAURUS CONTOUR LP: 6XFM283	NON- SALVAGEABLE	SCRAPPED
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Please note the VIN # originally listed on page 7-23 is correct and was re-verified by staff.



City of South Pasadena Management Services

Memo

Date: October 20, 2021
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager
From: Tamara Binns, Executive Assistant to the City Manager
Re: October 20, 2021, City Council Meeting Item No. 11 Additional Document – Reorganization of the City Manager’s Department and Creation of a new Management Services Department and Adjustment to Fire Chief Salary Range

This additional document provides a revision to the Resolution on page 11-6, and Exhibit A on page 11-8.

Page 11- 6

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA REORGANIZING THE MANAGEMENT SERVICES DEPARTMENT TO CREATE A CITY MANAGER’S DEPARTMENT AND A MANAGEMENT SERVICES DEPARTMENT, ESTABLISH A NEW DEPUTY CITY MANAGER AND MANAGEMENT SERVICES DIRECTOR POSITION, AND ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES, AND ADJUSTING THE FIRE CHIEF’S SALARY RANGE

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

WHEREAS, the City wishes to reorganize the Management Services Department to create a new City Manager’s Department and a Management Services Department; and

WHEREAS, the **reorganization will result in** the creation of a new Deputy City Manager position and a new Management Services Director classification; and

WHEREAS, the new positions will not be eligible for membership in a collective bargaining unit, and will be At-Will positions; and

WHEREAS, these positions are unrepresented management; and

WHEREAS, the City wishes to adjust the salary range of the Fire Chief to be commensurate with that of the Police Chief.

Page 11-8

EXHBIT "A"
CITY OF SOUTH PASADENA
DEPUTY CITY MANAGER

DEFINITION

Under general direction of the City Manager, the Deputy City Manager leads citywide projects and programs, and provides ongoing assistance and support to the City Manager, City Council, and Department Heads; manages and coordinates administrative activities for the City Manager's Office, including Community Outreach and Economic Development functions, and assisting with the City Council; performs complex professional, confidential, and analytical duties; and serves as a subject matter expert on the City's resources. Provides leadership for the definition and development of a shared vision, strategy, and goals for all City activities.

This is a single position class that performs professional level administrative work, which requires independent judgment in the execution of duties which are typically sensitive and may impact citywide operations. The incumbent is considered to be an administrative generalist and may be assigned specific activities within a broad range of administrative operations. This is an At-Will, **exempt classification**, and serves at the pleasure of the City Manager. It is part of the unrepresented management group. ~~Exempt classification.~~



City of South Pasadena Management Services

Memo

Date: October 20, 2021
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager
From: Tamara Binns, Executive Assistant to the City Manager
Re: October 20, 2021, City Council Meeting Item No. 11 Additional Document –
Reorganization of the City Manager’s Department and Creation of a new
Management Services Department and Adjustment to Fire Chief Salary Range

This additional document provides supplemental information about the fully burdened impact of the positions. A fully burdened impact includes the total cost of salary and benefits for a position.

The fully burdened impact for the balance of this Fiscal Year 2021-2022 for the proposed changes are \$267, 804.

The fully burdened impact for Fiscal Year 2022-2023 is \$526,104.



City of South Pasadena Management Services

Memo

Date: October 19, 2021
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager
From: Tamara Binns, Executive Assistant to the City Manager
Re: October 20, 2021, City Council Meeting Item No. 11 Additional Document – Reorganization of the City Manager’s Department and Creation of a new Management Services Department and Adjustment to Fire Chief Salary Range

Attached is an additional document which provides a correction to the organizational chart listed on page 11-3. Ms. Munoz currently serves as the Acting Deputy Clerk, and the first round interviews for a permanent appointment are being held this week. Updated organizational chart below.

