



# City of Rialto

## Legislation Details (With Text)

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**On agenda:** 1/9/2018 **Final action:**  
**Title:** Request City Council to Adopt Resolution No. 7271 Appointing Robb Steel as Interim City Administrator and Approving the Interim City Administrator Compensation and Terms Effective December 24, 2017.  
(ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Interim City Administrator Appointment Reso

Date	Ver.	Action By	Action	Result
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For City Council Meeting [January 9, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb Steel, Interim City Administrator

FROM: Lucy M. Garcia, Director of Human Resources & Risk Management

Request City Council to Adopt **Resolution No. 7271** Appointing Robb Steel as Interim City Administrator and Approving the Interim City Administrator Compensation and Terms Effective December 24, 2017.  
(ACTION)

### **BACKGROUND:**

On December 23, 2017, City Administrator Michael E. Story retired from the City of Rialto, after thirty-two years of service to the community. As a result of his separation, at the December 12, 2017 Closed Session, the City Council directed the appointment of Mr. Steel as the Interim City Administrator while the City considers how to permanently fill the position.

Mr. Robb Steel has been serving as the Assistant City Administrator and Director of Development Services since June 2014. Prior to that, he served as Assistant "to" the City Administrator and Director of Development Services from October 2011 through June 2014 and Director of the Redevelopment Agency/Economic Development Department from November 2001 through June 2014. He possesses a total of 16 years of public service experience with Rialto, not to mention an additional 20 years from various other public and private agencies. Having served as Assistant to the City Administrator and Assistant City Administrator for the last several years, Mr. Steel provides Rialto with the critical institutional knowledge and leadership it needs to carry on the City's services and priorities.

Subject to Mr. Steel's Interim City Administrator appointment, the Council will need to consider action granting Mr. Steel "acting" compensation in recognition of the additional workload he will assume during the interim appointment. Upon the conclusion of Mr. Steel's interim services, he will return to his Assistant City Administrator and Director of Development Services position.

There are a number of vital community development projects currently underway in the Development Services Department. Therefore, Mr. Steel will continue overseeing the Development Services Department while performing as the Interim City Administrator.

#### **ANALYSIS/DISCUSSION:**

In accordance with the City's Municipal Code (Chapter 2.04), the City Council or the City Administrator with City Council concurrence may designate a duly qualified person to perform the duties of the City Administrator during a period of absence. Typically, agreement terms relative to a Council's appointment are outlined as conditions of approval. The proposed terms for Mr. Steel's Interim City Administrator appointment are provided as follows:

**LENGTH OF INTERIM APPOINTMENT:** Month to month, effective December 24, 2017, at the pleasure of the City Council. Upon the conclusion of his interim work, he will resume fully the Assistant City Administrator and Development Services Director role at that position's rate of pay.

**COMPENSATION:** The hourly rate shall be \$94.26 (the equivalent of \$16,339 per month). This is the current compensation for the City Administrator. Mr. Steel currently earns \$15,171 a month or \$87.53 per hour; hence, the salary difference represents a change of 8%.

**BENEFITS:** Mr. Steel is currently a represented member of the City Government Management's Association. He has requested his current benefits, including health coverage, incentives, and leave remain unchanged.

#### **ENVIRONMENTAL IMPACT:**

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA) Guidelines. A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Pursuant to Section 15378 (b)(5) a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

#### **GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

#### **LEGAL REVIEW:**

The City Attorney has reviewed and approved this staff report and its attachments.

#### **FINANCIAL IMPACT:**

This appointment of the Interim City Administrator results in an overall savings to the City of \$258,000 approximately, if annualized. Mr. Steel will receive an increase of approximately 8% or an additional

\$1,168 per month. The appointment of the Interim City Administrator shall be month to month; hence, the fiscal impact will vary depending on the length of the appointment (\$7,008 for six months or \$14,016 for a full year). The current fiscal year costs are budgeted and fully offset by the savings from the fully burdened City Administrator's position.

There is no impact to the City's pension liability from the 8% increase in salary to be paid to Mr. Steel as Interim City Administrator. Temporary Upgrade Pay, as defined by California Public Employees' Retirement System under CCR 571(a)(3) is "compensation to employees who are required by their employer or governing board to work in an upgraded position/classification of limited duration." When an employee maintains their current duties and takes on additional duties of an upgraded position, the additional duties meet the definition of overtime as outlined in GC 20635, and are not to be reported to CalPERS.

**RECOMMENDATION:**

Staff recommends that the City Council Approve the Resolution appointing Robb Steel as the Interim City Administrator and approving the Interim City Administrator compensation and terms.