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# SPECIAL MEETING JUNE 3, 2020 AT 5:00 P.M.

## CITY COUNCIL AGENDA

CITY HALL COUNCIL CHAMBER  
78495 Calle Tampico, La Quinta

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### SPECIAL NOTICE

#### Teleconferencing and Telephonic Accessibility In Effect

Pursuant to Executive Orders N-25-20, N-29-20, N-33-20, and N-35-20, executed by the Governor of California in response to the state of special relating to novel coronavirus disease 2019 (COVID-19) and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.), members of the City Council, the City Manager, City Attorney, City Staff, and City Consultants may participate in this special meeting by teleconference. Additionally, pursuant to the above-referenced executive orders, the public is not permitted to physically attend at City Hall the meeting to which this agenda applies, but any member of the public may listen or participate in the open session of this meeting as specified below.

Members of the public wanting **to listen to the open session** of this special meeting may do so by tuning-in live via <http://laquinta.12milesout.com/video/live>.

Members of the public wanting **to address the City Council during the open session**, either for public comment or for a specific agenda item, or both, are requested to send an email notification to the La Quinta City Clerk's Office at [CityClerkMail@LaQuintaCA.gov](mailto:CityClerkMail@LaQuintaCA.gov), and specify the following information:

- |                      |   |
|----------------------|---|
| 1) Full Name         | 4) Public Comment or Agenda Item Number |
| 2) City of Residence | 5) Subject                              |
| 3) Phone Number      | 6) Written or Verbal Comments           |

**The email “subject line” must clearly state “Written Comments” or “Verbal Comments.”**

Written public comments will be distributed to the City Council, incorporated into the agenda packet and public record of the meeting, and will not be read during the meeting unless, upon the request of the Mayor, a brief summary of any public comment is asked to be read, to the extent the City Clerk’s Office can accommodate such request.

It would be appreciated that any email communications for public comments related to the items on the agenda, or for general public comment, are provided to the City Clerk’s Office at the email address listed above prior to the commencement of the meeting. If that is not possible, and to accommodate public comments on items that may be added to the agenda after its initial posting or items that are on the agenda, every effort will be made to attempt to review emails received by the City Clerk’s Office during the course of the meeting. The Mayor will endeavor to take a brief pause before action is taken on any agenda item to allow the City Clerk to review emails and share any public comments received during the meeting. All emails received by the City Clerk, at the email address above, until the adjournment of the meeting, will be included within the public record relating to the meeting.

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**CALL TO ORDER**

ROLL CALL: Councilmembers: Fitzpatrick, Peña, Radi, Sanchez, Mayor Evans

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

At this time, members of the public may address the City Council on any matter not listed on the agenda. *Please complete a “Request to Speak” form and limit your comments to three minutes.* The City Council values your comments; however in accordance with State law, no action shall be taken on any item not appearing on the agenda unless it is an emergency item authorized by GC 54954.2(b).

**CONFIRMATION OF AGENDA**

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6; CITY DESIGNATED REPRESENTATIVE: CHRIS ESCOBEDO, DIRECTOR OF COMMUNITY RESOURCES, AND EMPLOYEE ORGANIZATION: LA QUINTA CITY EMPLOYEES’ ASSOCIATION, AND UNREPRESENTED EMPLOYEES (SPECIFIED POSITIONS IN VARIOUS CITY DEPARTMENTS AS IDENTIFIED IN THE STAFF REPORT FOR BUSINESS SESSION ITEM NO. 1 ON THIS AGENDA)

*RECESS TO CLOSED SESSION*

*RECONVENE*

**REPORT ON ACTIONS(S) TAKEN IN CLOSED SESSION**

**BUSINESS SESSION**

**PAGE**

1. APPROVE SERVICE DELIVERY PLAN FOR CITY OF LA QUINTA

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**MAYOR'S AND COUNCIL MEMBERS' ITEMS**

**ADJOURNMENT**

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The next regular meeting of the City Council will be held on June 16, 2020 at 4:00 p.m. at the City Hall Council Chambers, 78495 Calle Tampico, La Quinta, CA 92253.

**DECLARATION OF POSTING**

I, Monika Radeva, City Clerk, of the City of La Quinta, do hereby declare that the foregoing Agenda for the La Quinta City Council **Special Meeting** was posted on the City's website, near the entrance to the Council Chambers at 78495 Calle Tampico, and the bulletin boards at the Stater Brothers Supermarket at 78630 Highway 111, and the La Quinta Cove Post Office at 51321 Avenida Bermudas, on June 2, 2020.

DATED: June 2, 2020

MONIKA RADEVA, City Clerk  
City of La Quinta, California

### **Public Notices**

- The La Quinta City Council Chamber is handicapped accessible. If special equipment is needed for the hearing impaired, please call the City Clerk's office at (760) 777-7092, twenty-four (24) hours in advance of the meeting and accommodations will be made.
- If special electronic equipment is needed to make presentations to the City Council, arrangements should be made in advance by contacting the City Clerk's office at (760) 777-7092. A one (1) week notice is required.
- If background material is to be presented to the Councilmembers during a City Council meeting, please be advised that eight (8) copies of all documents, exhibits, etc., must be supplied to the City Clerk for distribution. It is requested that this take place prior to the beginning of the meeting.
- Any writings or documents provided to a majority of the City Council regarding any item(s) on this agenda will be made available for public inspection at the Community Development counter at City Hall located at 78495 Calle Tampico, La Quinta, California, 92253, during normal business hours.

# City of La Quinta

CITY COUNCIL SPECIAL MEETING: June 3, 2020

## STAFF REPORT

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**AGENDA TITLE:** APPROVE SERVICE DELIVERY PLAN FOR CITY OF LA QUINTA

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### RECOMMENDATION

Approve a new organization plan, a reduction in work force, and voluntary furlough program for unrepresented, confidential and contract employees.

### EXECUTIVE SUMMARY

- Due to the economic impact of COVID-19 (coronavirus) pandemic, the City is implementing measures to ensure its financial stability.
- The City reduced operational expenditures by \$2.7 million to balance fiscal year (FY) 2019/20 budget and has an updated FY 2020/21 projected deficit of \$2.3 million.
- The pandemic has significantly impacted the City's revenues, resulting in the use of reserves, and has changed the services that will be provided going forward.
- As a result, the City must reduce its workforce including laying off 8 positions, 2 partial layoffs, furloughing 6 positions, eliminating 4 temporary positions, and defunding 8 vacant positions.

### FISCAL IMPACT

The reduction in force includes layoffs, furloughs, elimination of vacant and temporary positions in areas where services have been reduced and programs eliminated. This would generate \$1.8 million in savings and help offset the projected budget deficit.

### BACKGROUND/ANALYSIS

Since March 2020, the Executive Team has been exploring options to reduce the operating budget deficit including:

- Reducing operational expenditure items such as travel and training, contract services, non-essential maintenance and building improvements;
- Reducing and deferring capital improvement projects of a more discretionary nature while preserving critical projects;
- Eliminating funding for enhanced contract services; and
- Freezing salaries and benefits for all employees.

While these measures have helped with the deficit and saved jobs, it has not been enough to bridge the projected deficit. Through this process, the Executive Team developed a new organizational plan that reduces the City's workforce by 20.5% from the current 117 positions to a proposed 93. The recommended changes, by department, are summarized below:

#### City Clerk's Department

- Layoff of Part-Time Administrative Technician
- Elimination of temporary Part-Time Administrative Assistant

#### City Manager's Office

- Voluntary furlough of Management Specialist
- Voluntary furlough of Marketing Management Specialist

#### Community Resources

- Layoff of Wellness Center Maintenance & Operations Superintendent
- 6 Month furlough of 1 Senior Recreation Leader
- 6 Month furlough 3 Recreation Leaders
- Lay off of Part-Time Administrative Technician
- Partial layoff of Part-Time Administrative Technician
- Elimination of a Temporary Part-Time Administrative Assistant
- Layoff of Human Resources Manager
- Layoff of Risk Management Specialist
- Elimination of Temporary Part-Time Code Compliance II Officer

#### Design & Development

- Layoff of Hub Management Specialist
- Partial layoff of Executive Assistant
- Elimination of Temporary Plans Examiner

#### Public Works

- Layoff of Streets Management Analyst
- Layoff of Streets Maintenance & Operations Technician
- Eliminate Vacant Construction Manager/Inspection Supervisor

The Executive Team is also recommending the following positions that are vacant remain vacant and unfunded:

- Community Resources, Wellness Center, 3 Recreation Leaders
- Design & Development, Building, Plans Examiner/Inspection Supervisor
- Design & Development, Hub, Part Time Software Program Writer
- Public Works, Construction/Inspection, Management Specialist
- Public Works, Administration, Administrative Technician

The City will fund and fill three currently vacant positions including an Account Technician in Finance, Administrative Assistant position in the City Clerk's Office, and a Code Compliance Officer II in Code Compliance. Without these positions filled, essential services in those divisions will be negatively impacted.

If approved by the City Council, employees affected by the workforce reduction would receive notices effective on June 3, 2020. Per the City's Personnel Policies and Procedures, the City must provide at least two weeks written notice. As such the workforce reduction would be effective June 17, 2020, which would be the last day of employment for those who would be laid off. The City has met and conferred with the La Quinta City Employees Association, has made available employee assistance programs, and outplacement services for those impacted by the workforce reduction.

### ALTERNATIVES

Council may elect not to approve the workforce reductions and identify other City services to reduce in order to cover the projected budget deficit.

Prepared by: Chris Escobedo, Community Resources Director  
Approved by: Jon McMillen, City Manager

Attachment: 1. Voluntary Furlough Program







City of La Quinta **ATTACHMENT 1**  
**VOLUNTARY FURLOUGH AGREEMENT**  
**FOR UNREPRESENTED NON-EXEMPT EMPLOYEES**

**SECTION I: For Completion by the EMPLOYEE**

Employee Name:	Employee ID:	Department:
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**Voluntary Furlough Program Election**

I hereby elect to participate in the Voluntary Furlough Program under the following option:

**Option 1:** Reduction of scheduled workday. Specify the hours and day(s) to be reduced

Weekly    Bi-Weekly

Mon    Tues    Wed    Thurs    Fri

\_\_\_\_\_ hours per day

\_\_\_\_\_ effective start date

**Option 2:** Reduced block time off

Block of Time Off (e.g. Dec. 15 – Jan. 3) \_\_\_\_\_

From pay period: \_\_\_\_\_ To pay period: \_\_\_\_\_

**Voluntary Furlough Program Election**

I understand that I am agreeing to reduce my workweek or hours worked, as set forth above.

I understand this adjustment shall affect my pay.

I understand that the reduction in my pay as reflected in my bi-weekly paycheck for the designated period, will be based on my reduced hours or workweek.

I understand that this voluntary furlough may be terminated at my request upon City Manager approval, which approval shall not be unreasonably withheld or denied.

I understand that I am voluntarily waiving any rights under the City’s personnel rules, that may be inconsistent with this voluntary furlough.

I understand that vacation/sick/compensatory time cannot be used to cover furlough leave.

I understand that extra hours cannot be worked in a week when furlough leave is taken (to make up for the loss of pay due to furlough leave). Supervisors are to ensure that employees taking furlough do not work additional hours which reduce the furlough hours taken.

I understand all benefits will remain in force; however, employees participating in this program may have a reduction in salary and thus their salary driven benefits such as retirement contributions, disability, and FICA will be affected.

I understand benefits based on the number of hours worked less than forty hours per week (e.g., vacation and holiday) will be calculated as set forth in the City’s personnel rules.

I understand that this voluntary furlough is subject to the City Manager’s approval and will take effect \_\_\_\_\_ days following notice of Employee Relations Officer approval.

I affirm that I have read, understand, and agree to the terms of the Voluntary Furlough Agreement.

Employee Name	Employee Signature	Date 9
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**SECTION II: For Completion by the EMPLOYEE RELATIONS OFFICER AND CITY MANAGER**

Employee Relations Officer Approval:      Yes      No

If no, reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Relations Officer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager

**SECTION III: For Completion by FINANCE/PAYROLL DIVISION**

Unrepresented Employee:    Yes    No      Non-Exempt:    Yes    No

Adequate Wages to Cover Deductions:    Yes    No

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_