

CITY OF LOS ALAMITOS

SPECIAL MEETING - CITY COUNCIL MONDAY, January 19, 2009 – 4:00 p.m.

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council is hereby called and will be held on MONDAY, January 19, 2009 at 4:00 p.m., in the City Council Chambers, 3191 Katella Avenue, Los Alamitos. The agenda is as follows:

AGENDA

NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered, and has been posted by the City Clerk as required by law. Copies of relevant material for each item are available for review at the City Clerk's office during business hours, and on the City's website (www.ci.los-alamitos.ca.us) after posting and distribution to the City Council. Except as provided by law, no action or discussion shall be taken on any item not appearing herein. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a public meeting, please contact the office of the City Clerk at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made to assure accessibility. Assisted listening devices are also available. Ask the City Clerk if you desire to use this device.

1. CALL TO ORDER

2. ROLL CALL - CITY COUNCIL

Council Member Edgar
Council Member Mejia
Council Member Stephens
Mayor Pro Tem Poe
Mayor Grose

3. ORAL COMMUNICATIONS

At this time any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

4. CLOSED SESSION

A. Conference with Labor Negotiator

Agency Negotiators: Nita McKay, Interim City Manager and Dean Derleth, City Attorney
Employee Organization: Executive Management, Middle Management and Non-Management Employees; Police Officers' Association; and, the City Employees' Association
Authority: Government Code Section 54957.6

B. Conference with Labor Negotiator

Unrepresented Employee: Interim City Manager
City Representative: Dean Derleth, City Attorney
Government Code Section: 54957.6



Mayor:
Dean Grose

Mayor Pro Tem:
Marilynn M. Poe

Council Members:
Troy D. Edgar
Gerri L. Graham-Mejia
Ken Stephens

3191 Katella Avenue
Los Alamitos, CA
90720-5600

Telephone:
(562) 431-3538

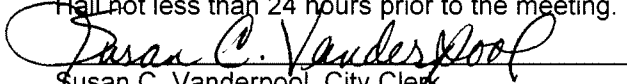
FAX (562) 493-1255

www.ci.Los-Alamitos.ca.us

5. ADJOURNMENT

The next meeting of the City Council will be a Special meeting on TUESDAY, January 20, 2009, at 7:00 p.m., in the City Council Chambers.


I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the Recreation & Community Services Center, Museum and City Hall not less than 24 hours prior to the meeting. Dated this 16th day of January, 2009.


Susan C. Vanderpool, City Clerk

City of Los Alamitos

INTEROFFICE MEMORANDUM

TO: MAYOR AND COUNCIL MEMBERS

FROM: NITA MCKAY, INTERIM CITY MANAGER 

DATE: JANUARY 16, 2009

SUBJECT: LABOR NEGOTIATOR FOR THE CITY

To assist in your discussion concerning the labor negotiator for the City of Los Alamitos, I have attached the job description for the Assistant City Manager. This job description clearly states that it is the responsibility of the Assistant City Manager to "represent the City in negotiations with the Los Alamitos Police Officers Association and Los Alamitos Miscellaneous Employees Association". The City has always utilized the Assistant City Manager/Director of Administrative Services and the City Attorney's office as the chief negotiators for the City.

Please let me know if you have additional questions concerning this issue.

CITY OF LOS ALAMITOS

Job Description

ASSISTANT CITY MANAGER

THE POSITION

The Assistant City Manager reports directly to the City Manager. The primary responsibility of this position is directing the Administrative Services Department in administering the City's personnel and finance functions. Specific duties of the job include preparation of the annual budget, representing the City in "Meet and Confer" sessions, supervising the financial operation of the City, providing general administrative oversight including personnel and risk management; managing designated contracts, and other assignments, including special projects, that may be delegated by the City Manager.

ESSENTIAL JOB FUNCTIONS

Under the direction of the City Manager, the Assistant City Manager is designated as the City Treasurer, and can be delegated as the City's Purchasing, Personnel or Employee Relations Officer and is required to perform the following essential job functions: supervise personnel operations; prepare reports and recommendations for City Manager review and City Council action; prepare and recommend action on personnel ordinances, resolutions, rules and regulations for City Manager review and City Council action; serve as the City's representative to the risk management/insurance pool; monitor State and Federal Legislation affecting the City; represent the City at meetings with outside agencies and citizens; administer the implementation of the City's Source Reduction and Recycling Element; represent the City in negotiations with the Los Alamitos Police Officers Association and Los Alamitos Miscellaneous Employees Association; administer the City's Animal Control contract; prepare the annual City Budget; respond to citizen inquiries and complaints; assume miscellaneous administrative assignments and attend City Council meetings; serve as Acting City Manager in the absence of the City Manager.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personnel practices and issues, including progressive discipline, employee relations and safety; ability to negotiate with employee associations; ability to supervise personnel; knowledge of basic operations of all City Departments; knowledge of insurance and risk management concepts and principles; ability to prepare and present oral and written reports on a variety of subjects; knowledge of fiscal operations including budget preparation and analysis; ability to operate a personal computer for the preparation of routine correspondence, complex data analysis and financial reports.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from college with a degree in Public Administration, Business Administration, Finance or related field plus six years of recent experience in municipal administration; or any combination of education and experience which may provide the required knowledge and skills. A Masters Degree in a related field is highly desirable.

SPECIAL JOB-RELATED REQUIREMENTS

Valid California Driver's License.