



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** September 25, 2007  
**TO:** Mayor and Councilmembers  
**FROM:** General Services Division, Finance Department  
**SUBJECT:** Creation Of A Lead Meter Reader Position

### RECOMMENDATION:

That Council adopt, by reading title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 07-053, the Position and Salary Control Resolution for Fiscal Year 2008, Affecting the Finance Department Effective September 25, 2007.

### DISCUSSION:

The meter reading function is currently performed by five, full-time, Meter Readers, supervised by the Utility Services/Warehouse Supervisor. The Supervisor currently performs a number of routine tasks, such as scheduling routes and service calls, reviewing meter reports to identify unusual usage patterns, and responding to and/or investigating internal and external inquiries and problems.

The Utility Services/Warehouse Supervisor is also in charge of supervising the operations of the central warehouse, where a number of materials and supplies are kept for the benefit of various departments, and the mail services operation.

The creation of a Lead Meter Reader position would enable the Utility Services/Warehouse Supervisor to devote more time to these areas. For example, we would like to improve our efforts associated with the purchase of green materials stocked in the warehouse. This requires considerable time and effort to identify items eligible for conversion to a more environmentally-friendly alternative, research into what is a suitable alternative and where the products may be available, and if necessary, testing and monitoring the effectiveness of the product. We would also like to look at opportunities to make other general improvements in the operations of both the warehouse and mailroom.

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REVIEWED BY: \_\_\_\_\_ Finance \_\_\_\_\_ Attorney \_\_\_\_\_ Name of Additional Department(s) That Need to Review CAR

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The creation of a Lead Meter Reader that can assume the more routine tasks associated with meter reading will allow the Utility Services/Warehouse Supervisor to address these and other matters requiring attention.

The Lead Meter Reader position will replace a Meter Reader position, and will still devote 75% of his/her time to reading meters, with 25% to be spent on the lead duties. Human Resources completed an analysis and determined that the salary of the lead position should be set at Salary Range 281 (\$1,689.19 - \$2,053.12 bi-weekly).

**BUDGET/FINANCIAL INFORMATION:**

The incremental cost the Lead Meter Reader position will be funded from existing appropriations in the Finance Department.

**PREPARED BY:** Robert Samario, Assistant Finance Director

**SUBMITTED BY:** Robert D. Peirson, Finance Director

**APPROVED BY:** City Administrator's Office