

RESOLUTION 2024-###

RESOLUTION AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2024-25 BY: (1) CREATING AND ADDING ONE (1) NEW FULL-TIME DIVISION MANAGER CLASSIFICATION OF ECONOMIC DEVELOPMENT AND HOUSING MANAGER IN THE CITY MANAGER'S OFFICE, AND (2) DELETING THE CLASSIFICATION AND REPLACING THE IMMINENT VACANCY OF ONE (1) FULL-TIME DIRECTOR OF ECONOMIC DEVELOPMENT, HOUSING AND SUSTAINABILITY POSITION WITH ONE VACANT FULL-TIME ASSISTANT CITY MANAGER POSITION IN THE CITY MANAGER'S OFFICE, AND (3) AUTHORIZING ONE FULL-TIME SENIOR ADMINISTRATIVE CLERK POSITION IN THE PUBLIC WORKS DEPARTMENT, WITH A TOTAL APPROPRIATION NOT TO EXCEED \$180,000 FROM FY 2024-25 CITY MANAGER OPERATING CONTINGENCY RESERVE (FUND 190)

WHEREAS, this proposed action is not a project as defined by CEQA;

WHEREAS, Section 2.03 of the City of San Pablo's Personnel Rules, adopted by Resolution 2014-031, authorizes the City Manager to prepare and make revisions to the City's Classification Plan ("the Plan") which includes an Employee Allocation List, Salary Range Schedules, and Class Specifications;

WHEREAS, the Plan delineates procedures and schedules for future updates to ensure appropriate staffing levels are maintained and that salaries remain competitive in relation to the surrounding labor market and in line with the City Council's approved budget;

WHEREAS, the City has determined that due to the resignation of the Director of Economic Development, Housing, and Sustainability Projects, and with current budgetary resources available for FY 2024-25, the City Manager has indicated that there is a critical operational need to fill the vacant Assistant City Manager position as an immediate priority for the City's Administration, day-to-day operations, and service delivery. The City Manager planned to initiate an executive recruitment for the existing Assistant City Manager position in September 2024. However, with the imminent departure and vacancy of the Director of Economic Development, Housing and Sustainability, the City Manager has determined that a recruitment must be expedited immediately, with professional executive recruiter services already retained under the City Manager's budget authority to conduct the Assistant City Manager recruitment which commences on July 16, 2024, with a future appointment targeted for November 1, 2024;

WHEREAS, concurrently, there is also critical operational priority on maintaining the City's focus on generating new economic development and housing investments and implementing programs due to the City's current fiscal condition, and need to develop new fiscal and revenue capacity for City service delivery for the future. Therefore, the City Manager will need to fill both vacant FTE positions for critical operational necessity under this proposed Plan amendment;

WHEREAS, the City Manager determined it necessary to create a new classification of Economic Development and Housing Manager to meet the operational needs of the City Manager's Office (CMO), to focus on the City's critical need for economic diversification, new economic and housing investments, new revenue generation, and program implementation of the City's new Economic Development Strategy Plan based on the City's new Financial Condition as of December 13, 2023. Additionally, the proposed classification will administer the current responsibilities of the Local Successor Agency and Housing Successor Agency to meet State of California requirements regarding the dissolution of the City's former redevelopment agency;

WHEREAS, this new position, under broad policy guidance from the City Manager and Assistant City Manager, manages and supervises economic development activities, programs and projects, and facilitates new affordable and market rate housing investments and projects within the City;

WHEREAS, the proposed salary range for this newly proposed classification is \$12,466 - \$15,153 per month is being established at the same range as the Human Resources/Risk Manager classification in the City Manager's Office to ensure internal equity, and recognize a high-level of responsibility. The new Division Manager classification reflects the managerial and supervisory responsibilities in a program manager role given the nature of the critical management-level duties and responsibilities in the City Manager's Office, and reports directly to the Assistant City Manager position;

WHEREAS, once the new Division Manager classification is established, the current Director of Economic Development, Housing and Sustainability classification will be deleted under the proposed Plan Amendment for the remainder of FY 2024-25 period. The proposed Economic Development and Housing Manager job description is attached as Exhibit B. (See Attachment);

WHEREAS, to meet current and expanded operational needs and administrative workload demands in the Public Works Department, the proposed Plan amendment will also authorize budget allocation for FY 2024-25 to backfill the current FTE vacant Senior Administrative Clerk in the PW Department;

WHEREAS, the following changes are proposed in order to meet critical operational needs and workload demands in the City Manager's Office and Public Works Departments, as follows:

- Create a new Economic Development and Housing Manager classification and add one full-time position;
- Delete the classification and replace the imminent vacancy of one full-time Director of Economic Development, Housing and Sustainability with one full-time Assistant City Manager;
- Authorize one full-time Senior Administrative Clerk;

WHEREAS, all FY 2024-25 total benefits and salary costs of the Assistant City Manager appointment on or around 11/01/24 will be covered by the current vacancy of the Director of Economic Development, Housing and Sustainability on July 25, 2024;

WHEREAS, funding for the proposed FY 2024-25 Plan Amendment will be absorbed by the FY 2024-25 City Manager Operating Contingency Reserve for both the Economic Development and Housing Manager and Senior Administrative Clerk allocations not to exceed a net increase of \$180,000 to cover all associated salary and benefit expenses for the remainder of FY 2024-25 period to be expended in the City Manager's Office and Public Works Departmental Budgets. (Note: The City Manager may supplant the \$180,000 allocation from the FY 2024-25 CM Contingency Reserve (Fund 190), with future audited fund balance following future completion of the ACFR for period ending June 30, 2024 which will require future budget appropriation from the FY 2024-25 GFDR Fund Balance via adopted Resolution by the City Council); and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves the amendments to the City's Classification and Compensation Plan for FY 2024-25 described herein and shown on the attached newly created job description.

* * * * *

ADOPTED this 15th day of July, 2024, by the following votes:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Patricia Ponce, Mayor