



STAFF REPORT	
SUBJECT: Discussion and Consideration of Changes to Job Classifications Related to the Finance and Community Development Departments	MEETING DATE: September 18, 2025
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to Adopt Resolution No. 2025-33 approving the job descriptions and establishing the salary ranges for the new positions of Building Services Manager and Finance Manager.

BACKGROUND/ DISCUSSION:

The City has identified a critical need to formalize and establish two new middle-management-level positions to enhance departmental operations and ensure continued financial stability and oversight. The positions, Building Services Manager and Finance Manager, are essential for addressing operational demands and supporting departmental functions. The attached job descriptions detail the required qualifications, duties, and responsibilities for each role.

The Building Services Manager position will provide administrative direction and day-to-day oversight of the Building Department, including building code enforcement, community development budget management, and staff supervision. This role is crucial for maintaining compliance with the California Building Standards Code and other relevant regulations, including the rental registration program, as well as for providing effective customer service to the public and local businesses.

The Finance Manager position will operate under the general direction of the Director of Finance to oversee daily financial operations. This includes direct supervision of accounting staff, grants management, and the preparation of all financial reports. The establishment of this role is vital to ensuring the accuracy and integrity of the City's financial records and coordinating the annual external audit.

The salary ranges for both positions, Range 47, \$79,375.55 - \$96,481.48 annually, are based on a comprehensive review of comparable positions in the region and reflect the professional, comprehensive, and increasingly responsible nature of the duties. The creation of the Building Services Manager and Finance Manager positions, with the proposed salary ranges, is essential for improving departmental efficiency and providing a high level of service to the community. Cost increases (salary and benefits) from Management Analyst I to Finance Manager would be \$27,966 for FY 25-26. This cost increase would be covered with increased grant administration revenue and effort spent on collecting

other unpaid business licenses and short term rental fees. Staff also anticipate a reduction in the hours needed from financial consultants.

The Building Services Manager position would result in cost increases of \$77,130 in FY 25-26. The cost would be offset by a reduction in hours of the Chief Building Inspector and fees collected from the new rental registration program as well as other currently uncaptured building permit revenue. Any necessary revenue adjustments will be made during the mid-year report and adjustment.

Staff recommends that the City Council approve Resolution No. 2025-33.

OPTIONS:

1. Adopt Resolution No. 2025-33.
2. Provide Direction to Staff.

FISCAL IMPACT:

☐ None ☒ \$as stated Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☒ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☒ Other:

Comments:

STRATEGIC PLAN IMPACT

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

☒ **Attachments:**

1. Resolution No. 2025-33
2. Building Services Manager
Job Description
3. Finance Manager Job
Description