



STAFF REPORT

June 25, 2025

TO: Honorable Mayor and City Council Members

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Resolution No. 2025-38 Approving Job Title Changes from Public Works Director to Public Works Director/City Engineer, and Economic Development Director to Community Services Director, and Freezing the Executive COLA of 4% for July 1, 2025

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2025-38, approving the job title changes from Public Works Director to Public Works Director/City Engineer, and from Economic Development Director to Community Services Director, and freezing the Executive COLA of 4% for July 1, 2025.

BACKGROUND:

On May 19, 2025, the City Manager appointed the City Engineer to the position of Public Works Director to oversee two City divisions: Engineering and Public Works.

On January 25, 2023, the City Council approved the funding of an Economic Development Director to oversee economic development, business services, and grant administration activities.

DISCUSSION/ANALYSIS:

As part of the City's ongoing organizational restructuring efforts aimed at increasing operational efficiency, staff is recommending two job title changes. These changes better reflect the evolving scope of responsibilities in each department and align job titles with current functions.

- The title changed from Public Works Director to Public Works Director/City Engineer. This change acknowledges the dual-role assignment and integration of both engineering and public works operations under one leadership position.
- The title changed from Economic Development Director to Community Services Director. This revision reflects a shift in department responsibilities from economic development activities to the coordination of community-based services, including events, library operations, senior services, recreation, and other community programs.

ALTERNATIVES:

1. Approve the action.
2. Do not approve the action.

FISCAL IMPACT:

- The Public Works Director/City Engineer classification will result in a salary range increase from \$177,038.46 – \$215,191.35 to \$181,395.01 – \$220,486.76, representing an approximate 2.4% adjustment.
- There is no fiscal impact associated with the title change to Community Services Director.
- The total fiscal impact by freezing the 4% Executive COLA is \$61,400.00.

Attachments:

Resolution No. 2025-38
Revised Job Descriptions
Management Salary Schedule