



STAFF REPORT
7/22/2020

TO: Honorable Mayor and City Council Members

FROM: William Pattison, City Manager

SUBJECT: Resolution No. 2020-44 Approving the Funding for a Full-Time Code Compliance Manager Position and Approving the Creation and Funding for a Full-Time Economic Development Director Position

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2020-44 approving the funding for a full-time Code Compliance Manager Position and approving the creation and funding for a full-time Economic Development Director Position.

BACKGROUND:

- 1) On December 31, 2019, the City's Code Compliance Manager retired and the position was left vacant due to the loss of CDBG funding. To maintain the internal controls of the department, staff is asking that Council approve funding so the City can begin recruitment and fill the position. Currently, the Code Enforcement Department consists of two Senior Code Enforcement Officers, two Code Enforcement Offices, one Graffiti Abatement Worker, and one Code Enforcement Aide.

The Code Compliance Manager position falls under the Confidential Mid-Management Employees bargaining unit and already exists on the Salary Schedule as Pay Grade 25, salary range \$102,211.20 to \$124,196.80 annually.

- 2) On January 25, 2017, Council approved the removal of the Economic Development Director position from Group I of the Management Compensation Plan, as it had been vacant since 2012 when the incumbent retired. In 2013, the City created the Economic Development Manager position to oversee the programs, projects, and activities in the department instead. Staff is asking Council to reinstate the Economic Development Director position to assist the City in furthering its goals and objectives for economic growth.

The Economic Development Director position falls under the Management group and would report to the City Manager. This position would be added back to the existing Salary Schedule, with a Pay Grade of \$141,195.45 - \$171,623.96 annually.

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2020-44 approving the creation and funding for a full-time Code Compliance Manager position, and approving the creation and funding for a full-time Economic Development Director.
2. Do not approve staff's recommendation.

FISCAL IMPACT:

Approval of the positions would add \$38,100 to the salary and benefits expenses of the Community Development department's current operating budget and \$47,400 to the salary and benefits expenses of the City Manager's current operating budget (\$61,800 appropriated from the General Fund, \$11,850 appropriated from the Water Authority, and \$11,850 appropriated from the Sanitary District).