



City of Grass Valley City Council Agenda Action Sheet

Title: Budget Adjustment to Flexibly Staff the Deputy City Manager I/II Position

CEQA: Not a Project

Recommendation: That the City Council 1) approve a budget adjustment to provide flexibility in staffing the Deputy City Manager I/II position, increasing appropriations by \$40,000, 2) approve the adjustment funding through the Sewer and Water Enterprise Funds, 3) approve adding the Deputy City Manager I/II to the allotted/authorized City positions; 3) review the proposed agreements (including Appendix A) for the Deputy City Manager I/II position; 4) authorize the City Manager to execute the Deputy City Manager I/II agreement subject to legal review; and 5) authorize the Finance Director to make any necessary budget adjustments and/or amendments to complete these actions.

Prepared by: Tim Kiser, City Manager

Council Meeting Date: 04/22/2025

Date Prepared: 04/17/2025

Agenda: Consent

Background Information: The Deputy City Manager I/II classification was originally established to provide the City with a flexible staffing structure that supports succession planning, promotes internal growth, and allows for adaptability as the City's operational and organizational needs evolve. This dual-level classification enables the City Manager to align responsibilities and compensation with an individual's experience, performance, and development trajectory, ensuring consistency with City policies and goals.

This position plays a critical leadership role in supporting enterprise fund operations, particularly in the areas of infrastructure planning, capital improvement coordination, regulatory compliance, and interdepartmental project management. These functions are essential to the long-term performance and sustainability of both the Sewer and Water Enterprise Funds.

To maintain the City's ability to recruit or promote at either the Deputy City Manager I or II level, staff recommends increasing the personnel budget by \$40,000. This adjustment accounts for salary and benefit differences between the two levels and ensures the City remains competitive in attracting and retaining highly qualified candidates.

Given the substantial involvement of this role in enterprise-funded projects, staff recommends splitting the budget adjustment equally between the Sewer and Water Enterprise Funds, with each contributing \$20,000.

Finally, this budget action corrects a previous oversight that listed only the “Deputy City Manager I” title, rather than the flexibly staffed “Deputy City Manager I/II” classification as originally outlined in the job description and staff report. Approval of this recommendation will formally recognize the full scope of the classification and allow the City Manager to advance an employee through the levels as they meet performance expectations.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - High Performance Government & Quality Service and Productive and Efficient Workforce.

Fiscal Impact: The Sewer and Water Enterprise Funds have sufficient funds for this action and respective allocation ongoing annually.

Funds Available: Yes

Account #: 500-701 & 210-801

Reviewed by: City Manager

Attachments:

- Draft Contract
- Original Job Description