

STAFF REPORT

City Council Business Item

DATE: April 17, 2023

TO: Honorable Mayor and Council Members

FROM: Merritt Perry, City Manager

SUBJECT: **Approve an Updated Organizational Chart and Pay Classification Change for Community Development Department and Task Order for On-Call Planning Services with SHN**

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the proposed organizational chart changes including the corresponding pay classification changes for Community Development Deputy Director and Deputy Director, and approve task order for on-call planning services with SHN.

EXECUTIVE SUMMARY:

Due to the recent resignation of long time Deputy Director of Community Development, Liz Shorey, staff is recommending Council approve changing the position of “Deputy” Director of Community Development to “Director” of Community Development and approving a revised Organizational Chart. Staff is also recommending moving the new Director of Community Development from Step No. F54 to Step No. F66 on the FY 2022-23 Full-time Pay Rate Schedule.

Staff is also requesting that the Council approve a task order with SHN to provide on-call planning services until a new staff person is hired to replace Ms. Shorey. It is anticipated that it will take 2-3 months to fill the vacancy and on-call planning services will be needed during that time. A budget amount of \$20,000 is being requested for the on-call planning task order. This task order would be completed under the on-call professional services contract with SHN executed in February of 2021. A draft task order is attached.

FISCAL IMPACT:

The anticipated cost for the proposed task order in the amount of \$20,000 for on-call planning services, is anticipated to be covered by salary savings from the Community Development Director position being vacant during recruitment.

Future year cost implications for the organizational chart changes will be included in the FY 23-24 annual budget. The pay range difference is shown in the table below and will need to be covered by the General Fund next fiscal year only, as it unlikely that a new Community Development Director will start until the end of the current fiscal year.

	Deputy Community Development Director	Community Development Director	Difference
Salary Minimum	\$67,817	\$84,205	\$16,388
Salary Maximum	\$82,509	\$102,448	\$19,939

RECOMMENDED COUNCIL ACTION:

1. Receive staff presentation and review Council questions with staff
2. Open Public Comment
3. Close Public Comment
4. Motion to Allocate a Community Development Director Position and Remove a Deputy Community Development Director Position, make correlating changes to the FY 2022-23 Full-time Pay Rate Schedule, and approve task order for on-call planning services with SHN. Voice vote.

ATTACHMENTS:

- Proposed Organizational Chart with Changes
- Revised Pay Rate Schedule
- Draft On-Call Planning Task Order